

Office of the
Legislative Fiscal Analyst

FY 2005 Budget Recommendations

Joint Appropriations Subcommittee for
Capital Facilities and Administrative Services

Utah Department of Administrative Services
Executive Director

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1.0 Summary: Executive Director's Office - Administration

The Executive Director's Office (EDO) provides financial management, strategic planning, organizational development, and public relations for the Department of Administrative Services. It is through the EDO that the Department plays a major role in the development of the State's system for information management.

	Analyst FY 2005 Base	Analyst FY 2005 Changes	Analyst FY 2005 Total
Financing			
General Fund	785,300	(121,900)	663,400
Dedicated Credits Revenue	74,400		74,400
Total	\$859,700	(\$121,900)	\$737,800
Programs			
Executive Director	859,700	(121,900)	737,800
Total	\$859,700	(\$121,900)	\$737,800
FTE/Other			
Total FTE	8	(1)	7

2.0 Issues

2.1 Transfer of Deputy Director

On January 16, 2004 the Director of ITS left state service for the private sector. To fill this position the Executive Director temporarily transferred a Department Deputy to the top position at ITS. This move provides an opportunity to use savings in the Executive Director's Office for other Departmental needs. Section 3.1 provides further information on this issue.

General Fund(\$121,900)

3.0 Programs: Executive Director's Office - Administration

	2003	2004	2005	Est/Analyst
	Actual	Estimated*	Analyst	Difference
Financing				
General Fund	761,700	785,300	663,400	(121,900)
General Fund, One-time		1,900		(1,900)
Dedicated Credits Revenue		74,400	74,400	
Transfers - Internal Service Funds	130,800			
Lapsing Balance	(800)			
Total	\$891,700	\$861,600	\$737,800	(\$123,800)
Expenditures				
Personal Services	714,900	713,200	591,300	(121,900)
In-State Travel	700	700	700	
Out of State Travel	500	500	500	
Current Expense	159,400	131,400	129,500	(1,900)
DP Current Expense	16,200	15,800	15,800	
Total	\$891,700	\$861,600	\$737,800	(\$123,800)
FTE/Other				
Total FTE	8	8	7	(1)

*Non-state funds as estimated by agency

The Executive Director's Office (EDO) provides financial management, strategic planning, organizational development, internal auditing and public relations for the Department of Administrative Services. The client base for most state agencies is taxpayers – the primary customers for the Department of Administrative Services are other state agencies. The Director helps coordinate inter-agency cooperation on issues such as fleet consolidation, archival procedures and purchasing guidelines.

Vacancy creates opportunity to reprioritize

On January 16, 2004 the Deputy Director for Administrative Services transferred to the position of Director of Information Technology Services. Given the lack of new funds available for FY 2005 this presents an opportunity to reprioritize within the Department. Savings associated with this vacancy total \$121,900. The Analyst's Budget Analysis for State Archives recommends using a portion of these funds for new costs associated with the new Archives building.

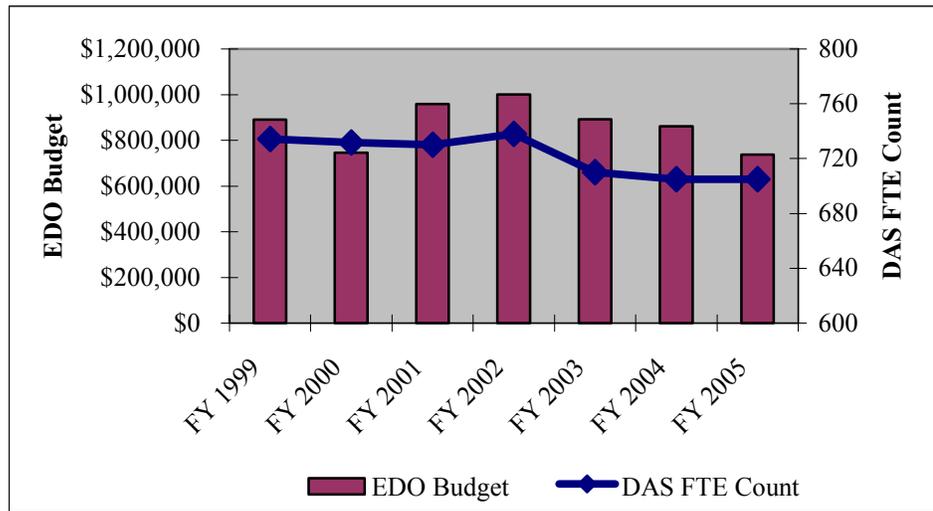
Management Audit

A primary duty of the Executive Director's Office (EDO) is oversight of the DAS Internal Service Funds. Approximately fifteen percent of the EDO budget comes from Internal Service Fund (ISF) transfers. The Analyst supports this transfer as a necessary cost to the ISF program to ensure the most cost effective provision of services across state government. As part of its annual management letter the State Auditor found excess reserves in the Division of Risk Management and found that other ISFs were not properly accounting for capital assets. The excess fund issue is addressed in the Division of Risk Management Budget Recommendation. The four capital asset issues have been addressed by the Department.

Performance Measures

As mentioned above, a central function of the EDO is Internal Service Fund oversight. The Auditing staff within EDO provides information that is valuable not only to the director, but also to the legislature and its staff. Following Table 4.0 is a list provided by the Department detailing activities performed by the EDO. This includes audits, meetings, grievances and hearings related to Departmental operations.

If the primary responsibility of the EDO is to provide departmental oversight, then changes in the EDO budget should be reflective of the change in the number of agency employees. Over the past six years¹ trend lines for both EDO Budgets and DAS FTE counts show a similar slope.



Source: Utah Division of Finance Data Warehouse, OLFA Meribah Database

¹ FY 2005 Budget includes “Analyst Recommendation” and carries forward current year FTE Counts.

4.0 Additional Information: Executive Director's Office – Administration

	2001	2002	2003	2004	2005
Financing	Actual	Actual	Actual	Estimated*	Analyst
General Fund	803,600	797,400	761,700	785,300	663,400
General Fund, One-time				1,900	
Dedicated Credits Revenue				74,400	74,400
Transfers - Internal Service Funds	143,300	203,000	130,800		
Beginning Nonlapsing	12,200				
Lapsing Balance			(800)		
Total	\$959,100	\$1,000,400	\$891,700	\$861,600	\$737,800
Programs					
Executive Director	959,100	1,000,400	891,700	861,600	737,800
Total	\$959,100	\$1,000,400	\$891,700	\$861,600	\$737,800
Expenditures					
Personal Services	767,600	828,100	714,900	713,200	591,300
In-State Travel	1,600	800	700	700	700
Out of State Travel	3,400	1,900	500	500	500
Current Expense	162,400	151,400	159,400	131,400	129,500
DP Current Expense	24,100	18,200	16,200	15,800	15,800
Total	\$959,100	\$1,000,400	\$891,700	\$861,600	\$737,800
FTE/Other					
Total FTE	10	10	8	8	7

*Non-state funds as estimated by agency.

EDO Internal Auditor Activity 2003 (each line represents a unique event)

ADR	ADR Council Meeting	Dept
ADR	Pilot Program- design discussions DHS Licensing	Dept
ADR	Signing of Executive order & meeting	Dept
ADR	Attend symposium - UCCR	Dept
Grievance	Review RIF workshop notes	Dept
Rules	Rules Review Committee	Dept
Rules	Rules Review Committee	Dept
DFCM Arbitration	Met with Rick James, reviewed files, conducted arb hearing	DFCM
DFCM Arbitration	Review DFCM Recommendations, Draft Decision Memorandum	DFCM
Grievance	Review file, conduct hrng, draft notes & dec	DFCM
Grievance	Review file, interview management, prepare RODs, held hearing	DFCM
Grievance	Conduct hearing. Draft recommendation, discuss with Exec. Dir	DFCM
Grievance	Review files, conduct interviews, prepare RODs	DFCM
Grievance	Draft Memorandum of Decision	DFCM
Grievances	Review File, Draft Recommendation, discuss with Exec. Dir.	DFCM
	State Building Energy Efficiency Program - Review Proposed MOU for Transfer, Meet with Finance and discuss objections	
SBEEP		DFCM
SBEEP	Update DNR, revise MOU, continued discussions on issues with transfer	DFCM
ARI	Begin ARI review	DFO
ARI	Meet with DFO analyst to obtain data, obtain DNR report	DFO
ARI	Review and analysis of data	DFO
ARI	Continue data analysis for comparisons	DFO
ARI	Continue data analysis for comparisons	DFO
DFO	Review financials, review 1122 program, Staff mtg re: equip process	DFO
DFO Audit	Report Section Draft - Fuel Program	DFO
DFO Audit	Report Section Draft - Daily Pool	DFO
DFO Audit	Report Section Draft - Fuel Program (continued)	DFO
DFO Audit	Review Strategic planning Research	DFO
DFO Audit	Begin Draft of Strategic Plan Section	DFO
DFO Audit	Continue Draft of Strategic Plan Section	DFO
DFO Audit	Draft Strategic Plan Section	DFO
DFO Audit	Begin investigation of collusion allegation	DFO
DFO Audit	Draft Letter Report Vendor-Purchaser Collusion	DFO
DFO Audit	Draft Report on vendor-purchaser collusion allegation	DFO
DFO Financials	Review Period 6 Financial Statements	DFO
DFO Rates	Daily Motor Pool Rates - Discussion	DFO
DFO Reports	Review changes to SVR for 5% reduction	DFO
DFO Rules	Amendment - 15 pass van prohibitions - Trans K-12	DFO
DFO Rules	File Amendment on R27-3-11	DFO
DFO Rules	Draft Changes to R27-7-3. DOC issues	DFO
DFO Rules	Contact with DPS; Corrections on their issues	DFO
DFO Rules	Review and reply to DFO requests	DFO
DFO Rules	Contact Admin Rules re: policies, Mtgs on "Risk" Issues, Draft	DFO
DFO rules	Amend rules per DFO request: R27-7, R27-3, R27-8	DFO
DFO Rules	Review Firearms rule, respond to DPS	DFO
DFO Rules	File R27-7	DFO
DFO rules	Re-submit and correct format errors	DFO
DFO Rules	Put R27-3-11 into effect	DFO
DFO Rules	Draft delegation of duties and capital credit program	DFO
DFO Rules	File non-substantive change per GOPB	DFO
DFO Rules	File amendments to R27-3	DFO

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DFO Rules	re-file amendments to R27-3	DFO
DFO Rules	Finalize and File	DFO
DFO Rules	Corrections as requested by DAR	DFO
DFO Rules	File amendment to R27-4	DFO
DFO Rules	R28 - research and review for possible changes	DFO
DFO Rules	Amend R27 as requested by GOPB & Admin Rules, Draft substantive changes to R28	DFO
DFO Rules	Prepare for and attend Rules Review Committee Meeting	DFO
DPS Fleet	Discuss audit findings with DFO for action items	DFO
Financials	Review DFO Financials, Review and respond re:surplus sales data	DFO
Fleet Reduction	Review and comment on report to legislature	DFO
Motor Vehicle Accidents	Discussed accident tracking and education initiative with M. Sanders (Risk)	DFO
MVRC	Discuss agenda items for committee meeting	DFO
Statutory Amend.	Met with bill sponsor, discussed changes w/Fletch, Steele	DFO
Statutory Amend.	Attend House Committee Mtg on stat changes	DFO
Statutory Amend.	Meet w/ Rep. Newbold Intern; obtain input from DFO	DFO
Suplus billing	Refund to agencies for fed funded acquisitions	DFO
Surplus	Review surplus statute - applicability to quasi-governmental agencies	DFO
Surplus Audit	Review 2001 sales, Review O/S Rpts,Ans to Aud Prog Qs.	DFO
Surplus Audit	Refive Firearms sales, review files, Draft responses, State Sales	DFO
Surplus Audit	Review state surplus sales, request data refinement, begin memo	DFO
Trust Lands Admin.	Research status (agency?) of Trust Lands Administration	DFO
401k contributions	Research - applicable standards, process for deposit	EDO
401k contributions	Draft letter report	EDO
ADR	Alternative Dispute Resolution Council	EDO
ADR	Committee Meeting	EDO
Budget Mtgs	Compile and prepare activities list for LFA	EDO
Budget Mtgs	Draft response to intent language	EDO
Budget Mtgs	Attended CFAS mtgs on appropriated orgs	EDO
Cell Phone Use	Begin investigation of cell phone allegation	EDO
Cell Phone Use	Continue investigation of cell phone allegation	EDO
Cell Phone Use	Update Exec. Dir., discuss preliminary results with LAG	EDO
Cell Phone Use	Research - other states rules on cell use	EDO
Cell phone use	Research, review state agency policies	EDO
Cell Phone Use	Begin Draft of DAS Policy	EDO
Cell Phone Use	Distribute policy draft for review and comment	EDO
Cell Phone Use	Re-draft policies for directors after initial review	EDO
Committee	Attend Rate Committee Meeting	EDO
Committees	Attend Rate Committee Meeting and Motor Vehicle Review Committee	EDO
DAS Rules	Review requirements of Administrative Procedures Act	EDO
DAS Rules	Research: Department Rules: Informal hearings. Admin Proc. Act	EDO
DAS Rules	Adminstrative Procedures Act - informal proceedings- draft rules	EDO
DAS Rules	Adminstrative Procedures Act - informal proceedings- finish draft	EDO
Dept Rules	Legislative changes in authority	EDO
Dept. Admin Leave	Begin Research on comp time/Admin Leave	EDO
Dept. Admin Leave	Continue review of Admin Leave	EDO
Dept. Admin Leave	Compile division responses to admin leave issue	EDO
DPS Billing	Investigation of allegations begun Spoke to DAS personnel	EDO
DPS Billing	Continue investigations on alleged billing issues with DFO	EDO
DPS Billing	Continue Investigations of allegations	EDO
DPS Billing	Interviews with fleet personnel	EDO
DPS Billing	Continue investigation, review DFO accounting of eq. Costs	EDO
DPS Billing	Update Exec. Dir on findings and continuing issues with eq. Costs	EDO

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DPS Billing	Meetings with DPS, reconcile overpayment claims, DFO/DPS meetings	EDO
DPS Fleet	Met with DPS internal auditor, audit program, analysis begins	EDO
DPS Fleet	Continue data analysis, meeting with DPS contact	EDO
DPS Fleet	Continue data analysis, meeting with DPS contact, lit.reviews	EDO
DPS Fleet	Obtain CPM data, review, continue analysis, discuss ideas w/dps	EDO
DPS Fleet	Data analysis, meetings with DPS re:elim., draft summary, draft report	EDO
DPS Fleet	Meet with contact discuss presentation, present findings, meeting w/ fin.	EDO
Incentives	Begin review of LAG incentives data. Incentive components	EDO
Incentives	Breakdown data into incentive components	EDO
Incentives	Prep and conduct exit on Incentives with LAG	EDO
Incentives	Impact of Longevity bonuses	EDO
Incentives Audit	Review, verifyLAG data, meet with HR for documentation requested	EDO
Incentives Audit	Begin analysis of sick leave incentive	EDO
Incentives Audit	Data analysis - sick leave incentive	EDO
Incentives Audit	Continue analysis of leave accrual data	EDO
Incentives Audit	Review data from HR, transmit to ULAG	EDO
Incentives Audit	Review ULAG data and transmit to divisions;input results; discuss exposure	EDO
Incentives Audit	review policies, follow-up with ULAG on policy limits	EDO
Internal Controls	Research Internal Controls - importance within organizations	EDO
ISF RATES	Rate Committee meeting	EDO
ITS Audit	Discussions on response to LAG Audits	EDO
ITS Audit	Discussions on responses to LAG audits - UTC/ Exec. Approps.	EDO
Mediation Training	Training for certification - ADR Council	EDO
Policies	Draft policies for UTC review	EDO
Trng & Ed. Asst. Audit	Queries - Ed. Assistance. Amounts	EDO
Trng & Ed. Asst. Audit	Review notes, data, prepare tables, charts for report	EDO
Trng & Ed. Asst. Audit	Follow up on processes in place, check Ed. Asst procedures	EDO
Trng & Ed. Asst. Audit	Review documentation on Ed. Asst Procedures	EDO
Trng & Ed. Asst. Audit	Final Draft of Report	EDO
Budget Mtgs	Research auto mileage reimbursement	Finance
Cell Phone Use	Coninue review of documents and investigation	ITS
Cell Phone Use	continued review of data	ITS
Cell Phone Use	continue	ITS
Cell Phone Use	Draft outline; discuss findings with J Schaff, ULAG office	ITS
E-Rep	Discuss background with DWS Auditor, meeting with ITS	ITS
Grievance	Review file, conduct interviews, draft RODs, conduct hearing, draft recommendation	ITS
Grievance	Review file, review drug free workplace policies	ITS
Grievance	Interview management, HR draft RODs, conduct hearing	ITS
Grievance	Discuss drug policy issues with DHRM, draft recommendations, discuss with Exec Dir.	ITS
IT Report	Interview B. Woolley, review docs provided, include inFinal Draft	ITS
ITS	Review SB151	ITS
ITS	Rates discussions - intent language requirements	ITS
ITS Audit	Outline - chronologies of investigations	ITS
ITS Audit	Update Exec. Dir	ITS
ITS Audit	Audit Summary Draft - begun	ITS
ITS Audit	Prelim. Investigation of storage tape issue	ITS
ITS Audit	Meet w/ULAG, prep wrk papers, amend outlines	ITS
ITS Audit	Continue to verify expenses, amend chronologies	ITS
ITS Audit	Audit Summary Draft - continue	ITS
ITS Audit	Met for Input to final draft, incorporated suggestions	ITS

ITS Audit	Prepare file for delivery to, discussed audit with ULAG	ITS
ITS Audit	Summary of Best Practices in IT investment	ITS
ITS Audit	Continue Draft of Best Practices in IT investment	ITS
ITS Audit	Research IT acquisition Process	ITS
ITS Audit	Draft IT Management Proposal	ITS
ITS Audit	Review and comment on LAG Report	ITS
ITS Audit	Review LAG VSM/9840 expense data	ITS
ITS Audit	LAG Audit Report Presentation	ITS
ITS Audit	Conduct interviews, Draft RODS, meet with ITS director - NPS	ITS
ITS Audit	Conduct interviews, Draft RODS, meet with ITS director - NPS	ITS
ITS Audit	Finalize Draft of maintenance payments letter report, discuss findings	ITS
ITS COMP time	Obtain and review policies, comp time data in ITS	ITS
ITS COMP time	Continue Review, conduct interviews, begin draft of policies	ITS
Novell Consulting	Review and compare ITS summary to UTC reports, discuss w/ K. Elliott	ITS
Portal	Review invoices for NPS	ITS
Portal	Begin investigation into process leading to error in portal numbers	ITS
Portal	Continue investigation, conduct interviews with personnel	ITS
Response to UTC	Interview directors, conduct research, begin draft response	ITS
Response to UTC	Finalize response, compile exhibits for transmittal to UTC	ITS
Siebel	Contract non-payment - begin investigation in process delay	ITS
Siebel	continue investigation, draft letter report	ITS
TSO	Review DWS audit report, meet and discuss with DWS auditors	ITS
TSO	Meet with ITS for response and discuss initial respnses	ITS
Voice over IP	Meeting to discuss possibility of mediation	ITS
Debt Collection	Review cederholm file, request info from UDOT	ODC
Debt Collection	Follow up on contacts w/ UHP & UDOT	ODC
Debt Collection	Draft Cederholm decision	ODC
Grievance	Review Files, conduct interviews, prepare RODs, Conduct Hearing	P&GS
GS purchase report	Obtain purchase data	P&GS
GS purchase report	Obtain purchase data	P&GS
GS purchase report	Obtain purchase data for audit	P&GS
GS purchase report	Obtain purchase data	P&GS
GS purchase report	Obtain purchase data	P&GS
GS Purchase Report	Obtain Finet Data	P&GS
GS Purchase Report	obtain monthly audit data	P&GS
GS purchase Report	Obtain data on purchases for monthly audit	P&GS
GS purchase Report	Obtain data on purchases for monthly audit	P&GS
P&GS	Grievance - draft memorandum of decision	P&GS
Surplus Audit	Background research	Surplus
Surplus Audit	Review CFR reqs, Obtain Data, Analyze Data, Check records	Surplus
Surplus Audit	Review data, 3040 reports; compile eligibility matrix, Review Files	Surplus
DFO Installs	Attend - Installation Coordination Meeting with Public Safety	