

Budget Brief – DAS Executive Director’s Office

NUMBER CFAS-06-05

SUMMARY

The Executive Director’s Office (EDO) provides financial management, strategic planning, organizational development, internal auditing, and public relations for the Department of Administrative Services. While 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.

ISSUES AND RECOMMENDATIONS

Staffing Cost Shifts

The EDO has gradually declined in actual FTE since FY 2002, as shown below:

<u>Fiscal Year</u>	<u>Total FTE</u>
2002	11.1
2003	8.7
2004	7.6
2005	7.0

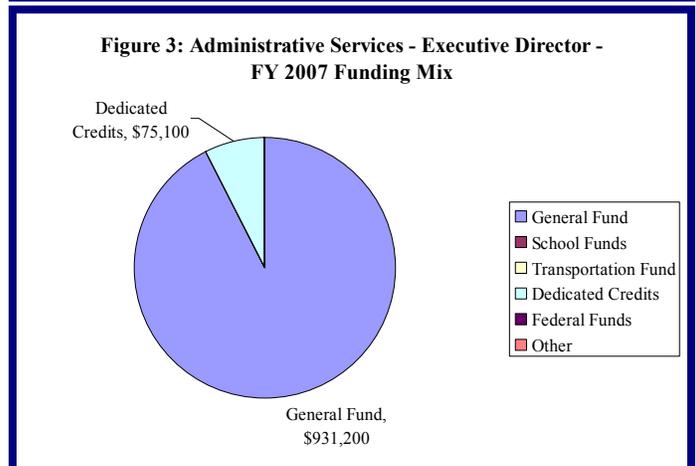
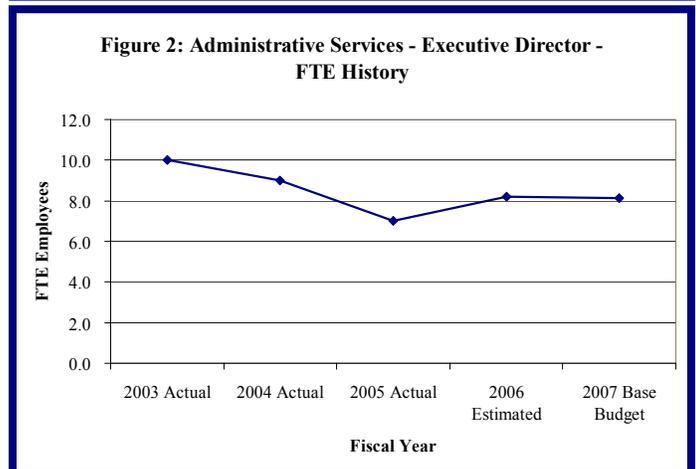
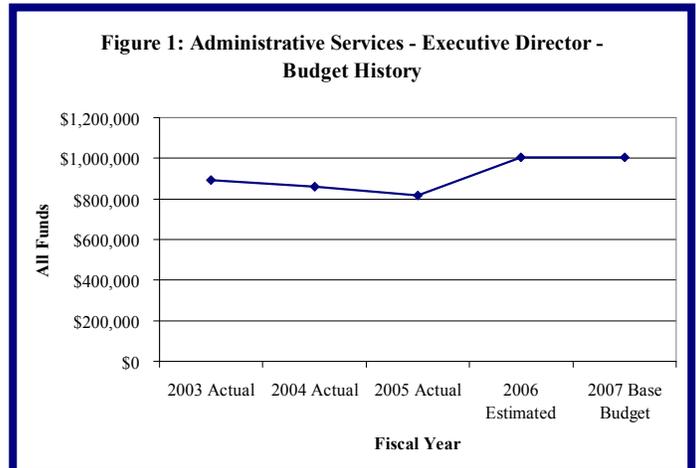
Between FY 2002 and FY 2005 the office eliminated two internal auditors, one deputy director, and one secretary. The two internal auditors’ costs were charged to the department’s internal service funds. The remaining internal auditor is also paid from ISF transfers. The office recently replaced its vacant deputy director position with a financial analyst, which should bring the FTE level back up to 8 in FY 2006.

The duties of the EDO include oversight of the DAS Internal Service Funds. Therefore the internal auditor’s costs have been prorated to the ISFs based on their budgets. However, with Information Technology Services (ITS) leaving the department, the EDO will no longer oversee its operations nor charge the auditor’s time to it. Since ITS was the largest ISF, this will necessitate programmatic or funding changes within the EDO. Some savings from the former deputy director may be used to make up the difference.

The Analyst recommends funding this program’s base budget without any additional building blocks.

Child Welfare Parental Defense

During the 2005 General Session the Legislature eliminated the Office of Child Welfare Parental Defense. This was formerly a line item within DAS. Approximately half of the former office’s funds were reallocated to other programs, and the other half

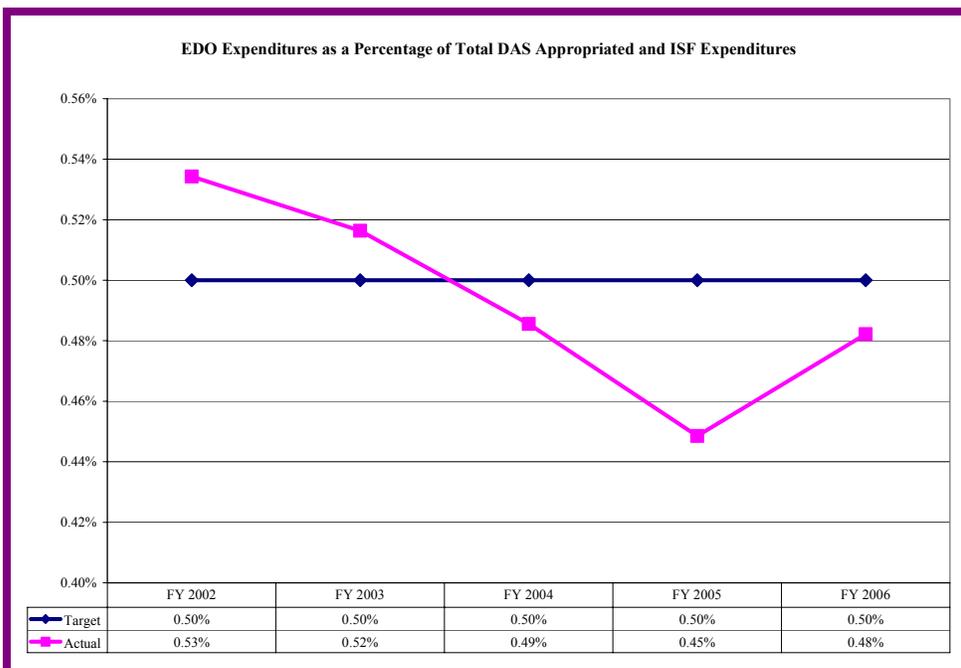
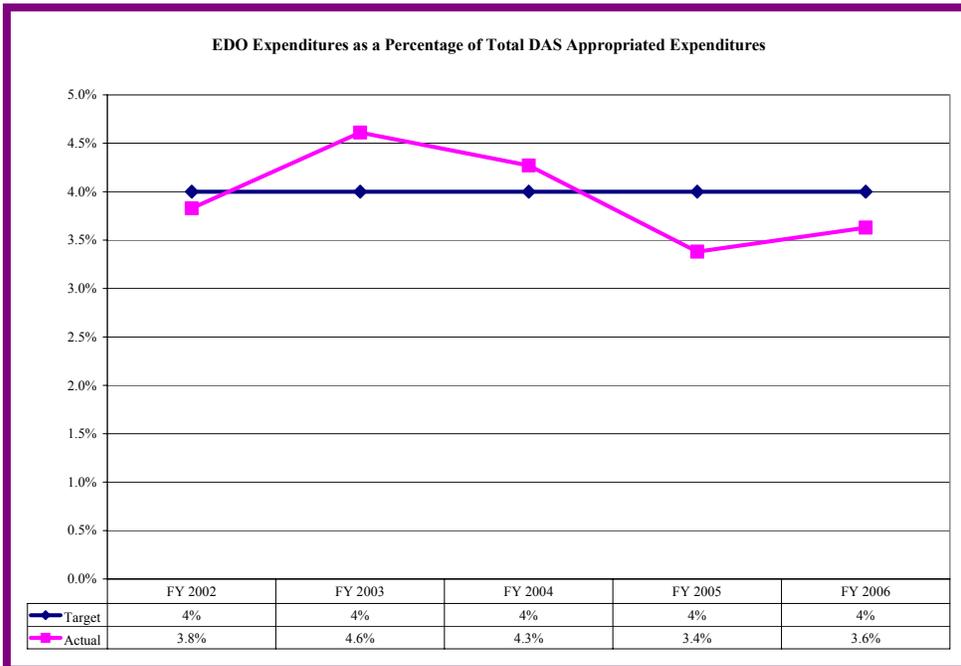


(\$125,000) was transferred to the EDO in order to issue a contract for providing the functions of parental defense.

After a thorough request for proposal process, the Parental Defense Alliance of Utah (PDA) won the contract to provide training and communication services. The PDA is comprised of three attorneys. The contract is for two years. A contract oversight committee will meet quarterly with PDA to hear progress reports.

ACCOUNTABILITY DETAIL

The primary responsibility of the EDO is administrative oversight. Administrative overhead should be kept as low as possible so more dollars can be allocated to service-providing programs.



These measures show the EDO budget as a percentage of the DAS appropriated budgets (first chart) and total DAS budgets including ISFs (second chart). Figures for FY 2006 do not include the \$125,000 that was added to EDO to oversee the Child Welfare Parental Defense contract, since that is not overhead operating money. In fact, it adds to the office workload without additional funding.

The EDO budget as a percentage of total department budgets (second chart) is likely to increase in FY 2007 as a result of the ITS internal service fund being moved out of DAS.

BUDGET DETAIL

FY 2006 appropriated General Funds increased primarily due to the Legislature transferring \$125,000 from the Office of Child Welfare Parental Defense to the EDO for contract oversight.

Dedicated Credits revenue comes from charges to the internal service funds for the internal auditor's time.

Budget Recommendation

The Analyst recommends a total FY 2007 base appropriation of \$1,006,300 with \$931,200 from the General Fund and \$75,100 from Dedicated Credits. The Analyst further recommends the Legislature approve the departmental GRAMA fees shown at the bottom of this page. None of the fees have changes from the prior fiscal year.

Intent Language

The Analyst recommends the Legislature continue using the following intent language which was approved in House Bill 1, 2005 General Session:

It is the intent of the Legislature that funds for the Executive Director's Office be nonlapsing.

LEGISLATIVE ACTION

This section is a summary of what actions might be taken if the Legislature wishes to adopt the recommendations of this brief. The Analyst recommends the Legislature consider adopting:

1. A total base appropriation of \$1,006,300 for the Executive Director's Office.
2. Intent language making this appropriation nonlapsing.
3. The following GRAMA fees (would apply to the entire department):
 - a. Photocopy made by state employee for public, per page: \$0.25
 - b. Certified copy of a document, per certification: \$2.00
 - c. Fax request (long distance within US) per number: \$1.50
 - d. Fax request (long distance outside US) per number: \$3.00
 - e. Mail request (address within US) per address: \$1.50
 - f. Mail request (address outside US) per address: \$3.00
 - g. Research or services fee: as provided by 63-2-203(2)
 - h. Extended research or services fee: as provided by 63-2-203(2)
 - i. Photocopy made by requestor, per page: \$0.10
 - j. Microform copy, per fiche: \$0.50
 - k. Microform copy, per 35mm film print (silver): \$25.00
 - l. Microform copy, per 16mm film print (silver): \$20.00
 - m. Microform copy, per 16mm film print (thin): \$10.00
 - n. Microform copy, per 35mm film print (diaz): \$10.00
 - o. Microform copy, per 16mm film print (diaz): \$9.00
 - p. Paper copies from microform, made by staff: \$0.50
 - q. Paper copies from microform, made by requestor: \$0.25
 - r. Electronic documents, per diskette or CD: \$0.60
 - s. Electronic documents, per DVD: \$4.00
 - t. Electronic documents, per CD: \$2.00
 - u. Laser printer output, per page: \$0.10

BUDGET DETAIL TABLE

Administrative Services - Executive Director						
	FY 2005	FY 2006		FY 2006		FY 2007*
Sources of Finance	Actual	Appropriated	Changes	Revised	Changes	Base Budget
General Fund	769,000	931,200	0	931,200	0	931,200
General Fund, One-time	3,100	0	0	0	0	0
Dedicated Credits Revenue	88,700	91,500	(16,300)	75,200	(100)	75,100
Lapsing Balance	(42,500)	0	0	0	0	0
Total	\$818,300	\$1,022,700	(\$16,300)	\$1,006,400	(\$100)	\$1,006,300
Programs						
Executive Director	818,300	1,022,700	(16,300)	1,006,400	(100)	1,006,300
Total	\$818,300	\$1,022,700	(\$16,300)	\$1,006,400	(\$100)	\$1,006,300
Categories of Expenditure						
Personal Services	695,200	768,300	(41,000)	727,300	2,600	729,900
In-State Travel	300	300	200	500	0	500
Out of State Travel	0	1,700	(1,700)	0	0	0
Current Expense	98,600	236,500	16,500	253,000	(2,700)	250,300
DP Current Expense	24,200	15,900	9,700	25,600	0	25,600
Total	\$818,300	\$1,022,700	(\$16,300)	\$1,006,400	(\$100)	\$1,006,300
Other Data						
Budgeted FTE	7.0	8.0	0.2	8.2	(0.1)	8.2
Actual FTE	7	0	0	0	0	0

*Does not include amounts in excess of subcommittee's state fund allocation that may be recommended by the Fiscal Analyst.