



Jan 12<sup>th</sup> Brief: DAS Executive Director's Office

CAPITAL FACILITIES AND GOVERNMENT OPERATIONS

**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.

During the 2005 General Session the Legislature opted to outsource the Office of Child Welfare Parental Defense (OCWPD) program and placed the Office within the EDO line item to oversee the contract. The Office contracts with licensed attorneys to represent indigent parents and to assist parental attorneys in fulfilling their duties.

**ISSUES AND RECOMMENDATIONS**

**Prior Budget Increases**

No prior budget increases for FY 2009 other than statewide compensation and internal service fund increases.

**FY 2009 Budget Reductions**

During the 2008 Special Session the Legislature reduced the EDO budget by \$29,100 ongoing General Fund and \$21,000 one-time nonlapsing balance for FY 2009. The ongoing reductions will primarily reduce travel and current expenses.

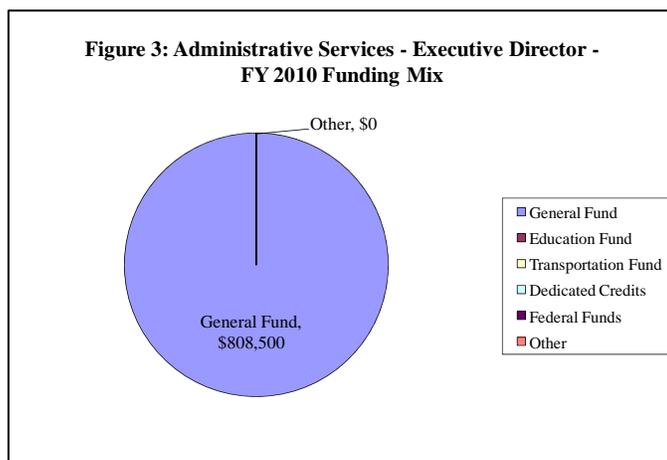
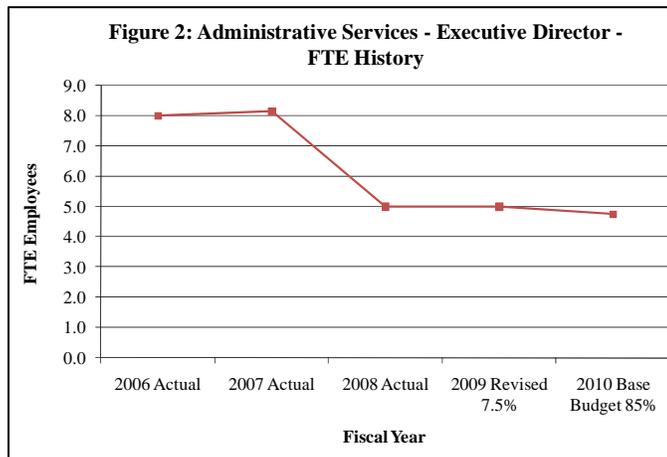
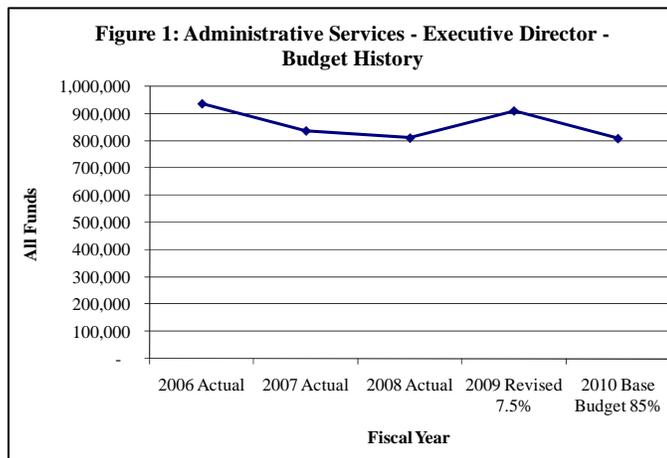
**FY 2009 Additional 7.5% Budget Reductions**

The Analyst recommends a one-time reduction of \$73,900 General Fund including: \$10,000 in personnel expenses; \$30,900 in current expenses; and \$33,000 in data processing current expenses.

**FY 2010 Base Budget Reduction of 15%**

The Analyst recommends ongoing budget reductions of \$131,600 General Fund in the following order:

1. \$38,000 from current expenses
2. \$45,400 from data processing current expenses
3. \$48,200 from personnel (a 0.25 FTE reduction)



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**LEGISLATIVE ACTION**

The Analyst recommends the Legislature consider adopting:

1. A FY 2009 one-time 7.5% reduction of \$73,900 from the General Fund
2. A FY 2010 ongoing 15% base budget reduction of \$131,600 from the General Fund

**BUDGET DETAIL TABLE**

<b>Administrative Services - Executive Director</b>								
<b>Sources of Finance</b>	<b>FY 2007 Actual</b>	<b>FY 2008 Actual</b>	<b>FY 2009 Approp</b>	<b>7.5% Reduction</b>	<b>FY 2009 Revised</b>	<b>FY 2010 Base</b>	<b>15% Reduction</b>	<b>FY 2010 Revised</b>
General Fund	816,900	868,500	940,100	0	940,100	940,100	(131,600)	808,500
General Fund, One-time	100	0	(21,000)	(73,900)	(94,900)	0	0	0
Federal Funds	5,900	0	0	0	0	0	0	0
Beginning Nonlapsing	86,300	61,900	65,000	0	65,000	0	0	0
Closing Nonlapsing	(61,900)	(65,000)	0	0	0	0	0	0
Lapsing Balance	(10,500)	(54,900)	0	0	0	0	0	0
<b>Total</b>	<b>836,800</b>	<b>810,500</b>	<b>984,100</b>	<b>(73,900)</b>	<b>910,200</b>	<b>940,100</b>	<b>(131,600)</b>	<b>808,500</b>
<b>Programs</b>								
Executive Director	721,000	740,400	859,600	(73,900)	785,700	819,600	(131,600)	688,000
Parental Defense	115,800	70,100	124,500	0	124,500	120,500	0	120,500
<b>Total</b>	<b>836,800</b>	<b>810,500</b>	<b>984,100</b>	<b>(73,900)</b>	<b>910,200</b>	<b>940,100</b>	<b>(131,600)</b>	<b>808,500</b>
<b>Categories of Expenditure</b>								
Personal Services	526,700	508,400	584,600	(10,000)	574,600	583,200	(48,200)	535,000
In-State Travel	500	0	400	0	400	400	0	400
Out of State Travel	3,600	5,400	5,900	0	5,900	5,900	0	5,900
Current Expense	220,300	209,900	205,000	(30,900)	174,100	80,500	(38,000)	42,500
DP Current Expense	76,200	86,800	188,200	(33,000)	155,200	270,100	(45,400)	224,700
Other Charges/Pass Thru	9,500	0	0	0	0	0	0	0
<b>Total</b>	<b>836,800</b>	<b>810,500</b>	<b>984,100</b>	<b>(73,900)</b>	<b>910,200</b>	<b>940,100</b>	<b>(131,600)</b>	<b>808,500</b>
<b>Other Data</b>								
Budgeted FTE	8.15	5.00	5.00	0.00	5.00	5.00	(0.25)	4.75
Actual FTE	4.81	4.19	0.00	0.00	0.00	0.00	0.00	0.00