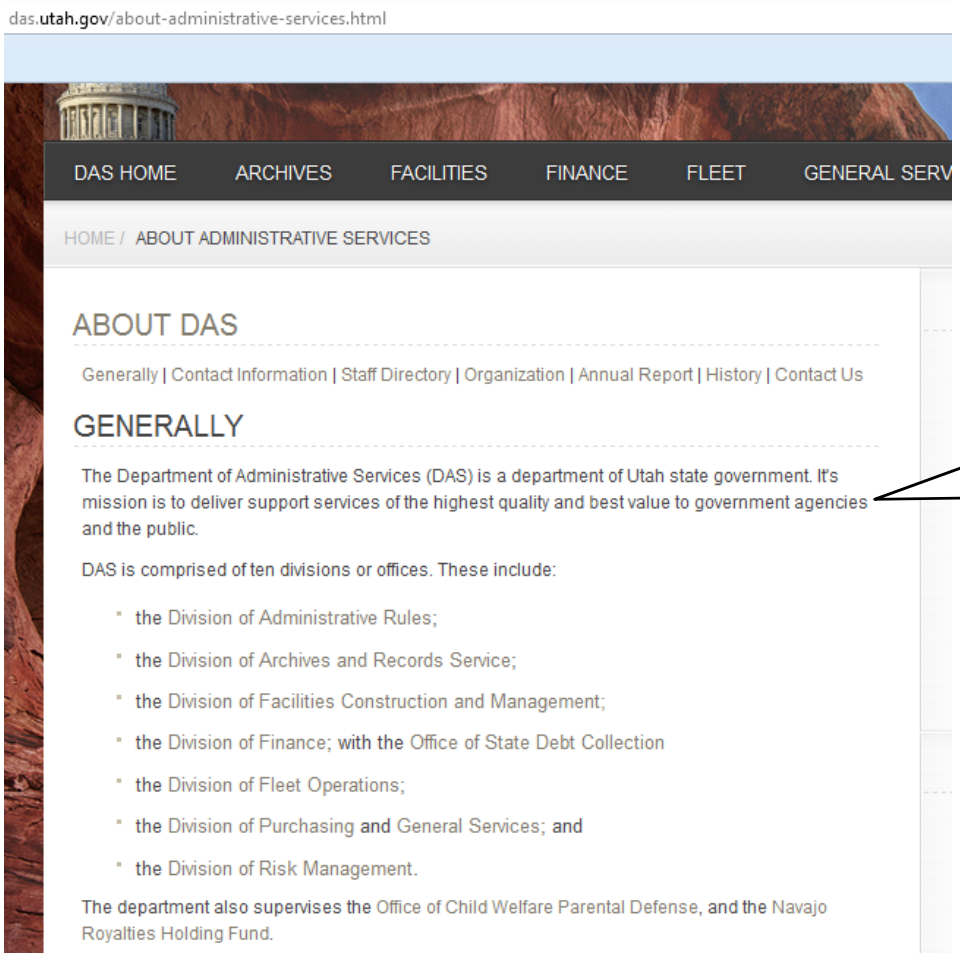
Department of Administrative Services Budget Overview

INFRASTRUCTURE AND GENERAL GOVERNMENT APPROPRIATIONS SUBCOMMITTEE

Brian Wikle, LFA

January 2015



Administration of the agency and its divisions is funded by *appropriations*; support services are primarily funded through *fees* and *ISF rates*

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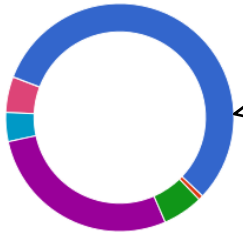
Overview | Issues | Performance | Background | Financials

The Department of Administrative Services (DAS) is a shared services organization that was created in 1981 by the Utah Administrative Services Act. The mission of DAS is to deliver products and services of the highest quality and best value to customer agencies.

Sources | Uses

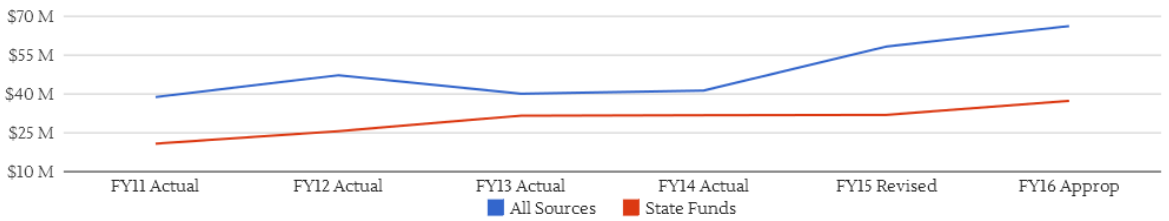


Appropriated
General Fund
$37.3 m (56%);
Restricted Funds
$18.6 m (28%)

$66 M

FY 2016 Appropriation

Funding History



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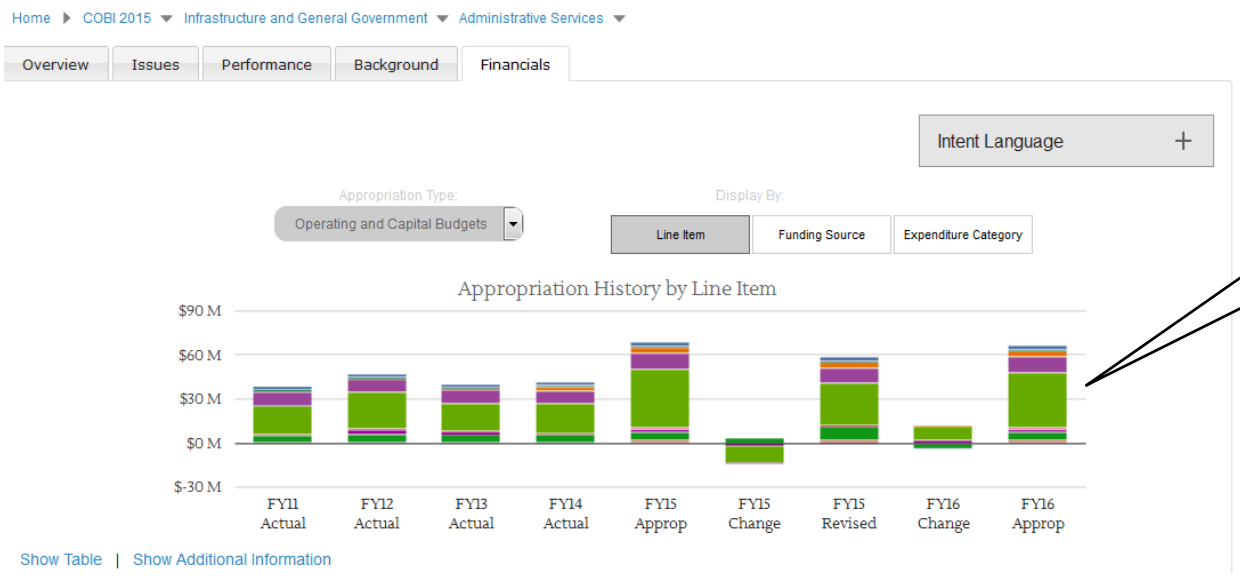
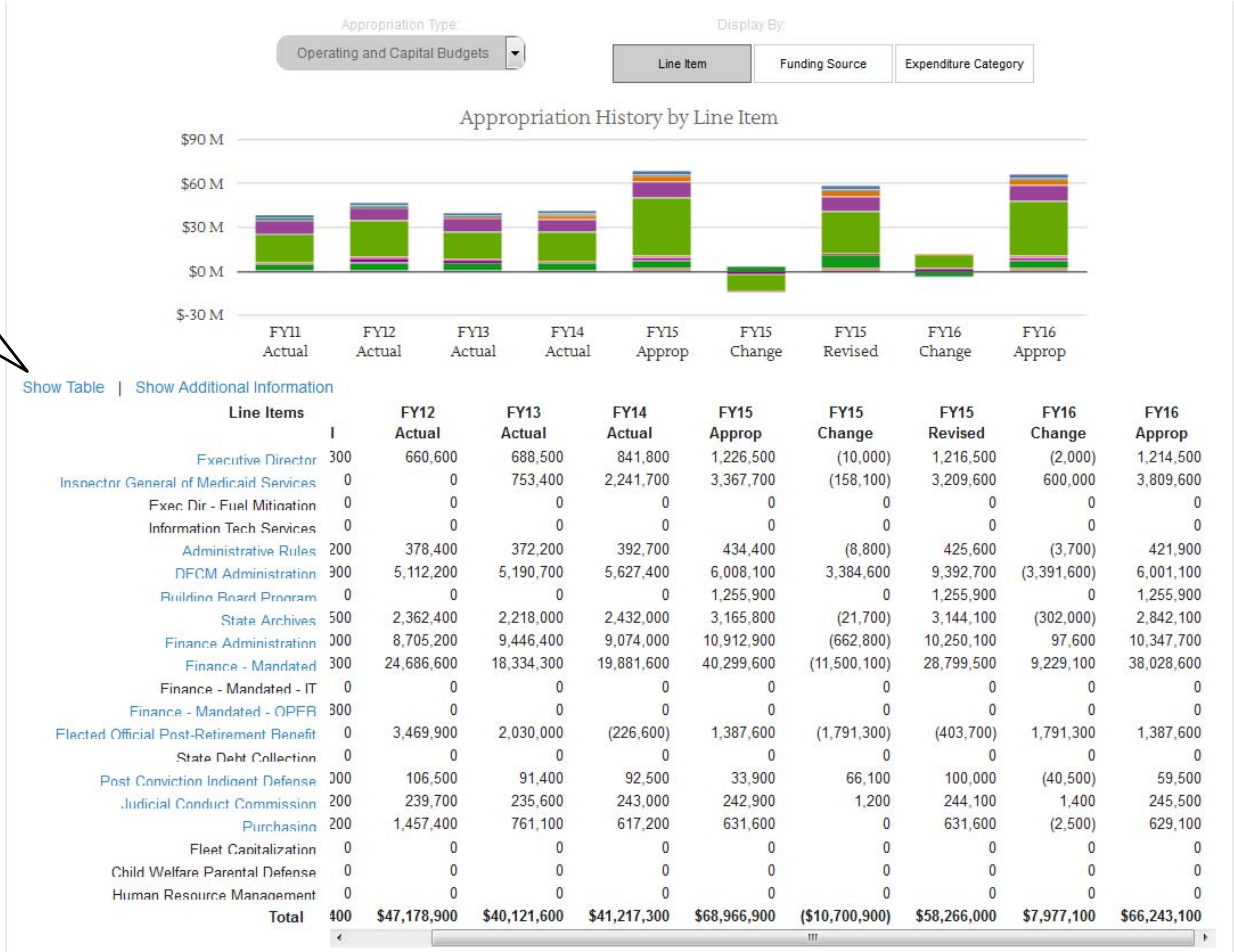


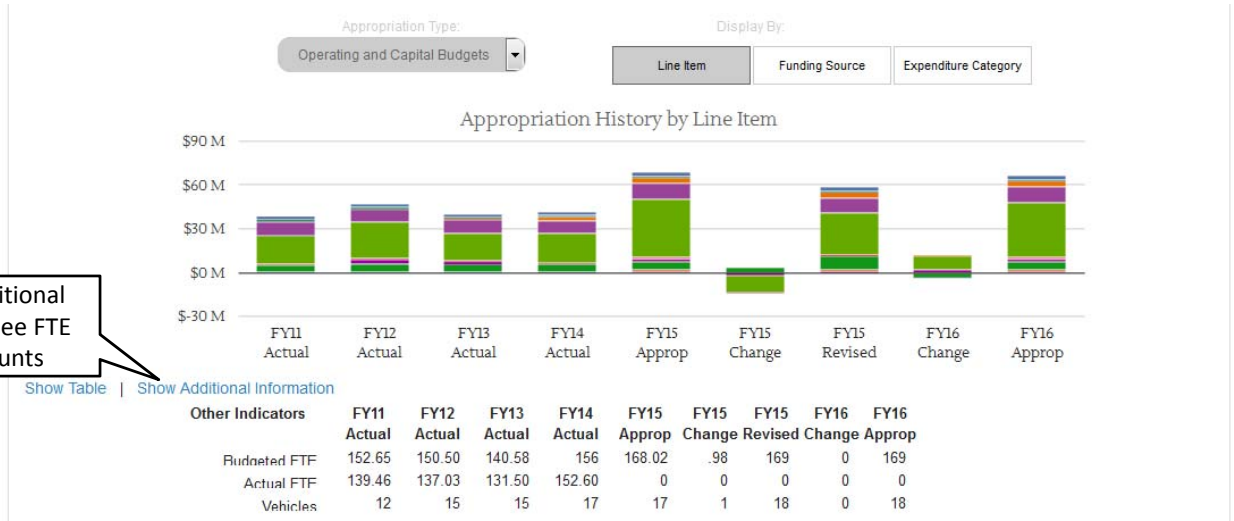
The "FY16 Approp" column shows the same $66 million shown on the previous slide

Click “Show Table” to see the break out of the $66 million by line item



Line Items	I	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Approp	FY15 Change	FY15 Revised	FY16 Change	FY16 Approp
Executive Director	300	660,600	688,500	841,800	1,226,500	(10,000)	1,216,500	(2,000)	1,214,500
Inspector General of Medicaid Services	0	0	753,400	2,241,700	3,367,700	(158,100)	3,209,600	600,000	3,809,600
Exec Dir - Fuel Mitigation	0	0	0	0	0	0	0	0	0
Information Tech Services	0	0	0	0	0	0	0	0	0
Administrative Rules	200	378,400	372,200	392,700	434,400	(8,800)	425,600	(3,700)	421,900
DFCM Administration	900	5,112,200	5,190,700	5,627,400	6,008,100	3,384,600	9,392,700	(3,391,600)	6,001,100
Building Board Program	0	0	0	0	1,255,900	0	1,255,900	0	1,255,900
State Archives	500	2,362,400	2,218,000	2,432,000	3,165,800	(21,700)	3,144,100	(302,000)	2,842,100
Finance Administration	300	8,705,200	9,446,400	9,074,000	10,912,900	(662,800)	10,250,100	97,600	10,347,700
Finance - Mandated	300	24,686,600	18,334,300	19,881,600	40,299,600	(11,500,100)	28,799,500	9,229,100	38,028,600
Finance - Mandated - IT	0	0	0	0	0	0	0	0	0
Finance - Mandated - OPEB	300	0	0	0	0	0	0	0	0
Elected Official Post-Retirement Benefit	0	3,469,900	2,030,000	(226,600)	1,387,600	(1,791,300)	(403,700)	1,791,300	1,387,600
State Debt Collection	0	0	0	0	0	0	0	0	0
Post Conviction Indigent Defense	300	106,500	91,400	92,500	33,900	66,100	100,000	(40,500)	59,500
Judicial Conduct Commission	200	239,700	235,600	243,000	242,900	1,200	244,100	1,400	245,500
Purchasing	200	1,457,400	761,100	617,200	631,600	0	631,600	(2,500)	629,100
Fleet Capitalization	0	0	0	0	0	0	0	0	0
Child Welfare Parental Defense	0	0	0	0	0	0	0	0	0
Human Resource Management	0	0	0	0	0	0	0	0	0
Total	**400**	**$47,178,900**	**$40,121,600**	**$41,217,300**	**$68,966,900**	**($10,700,900)**	**$58,266,000**	**$7,977,100**	**$66,243,100**

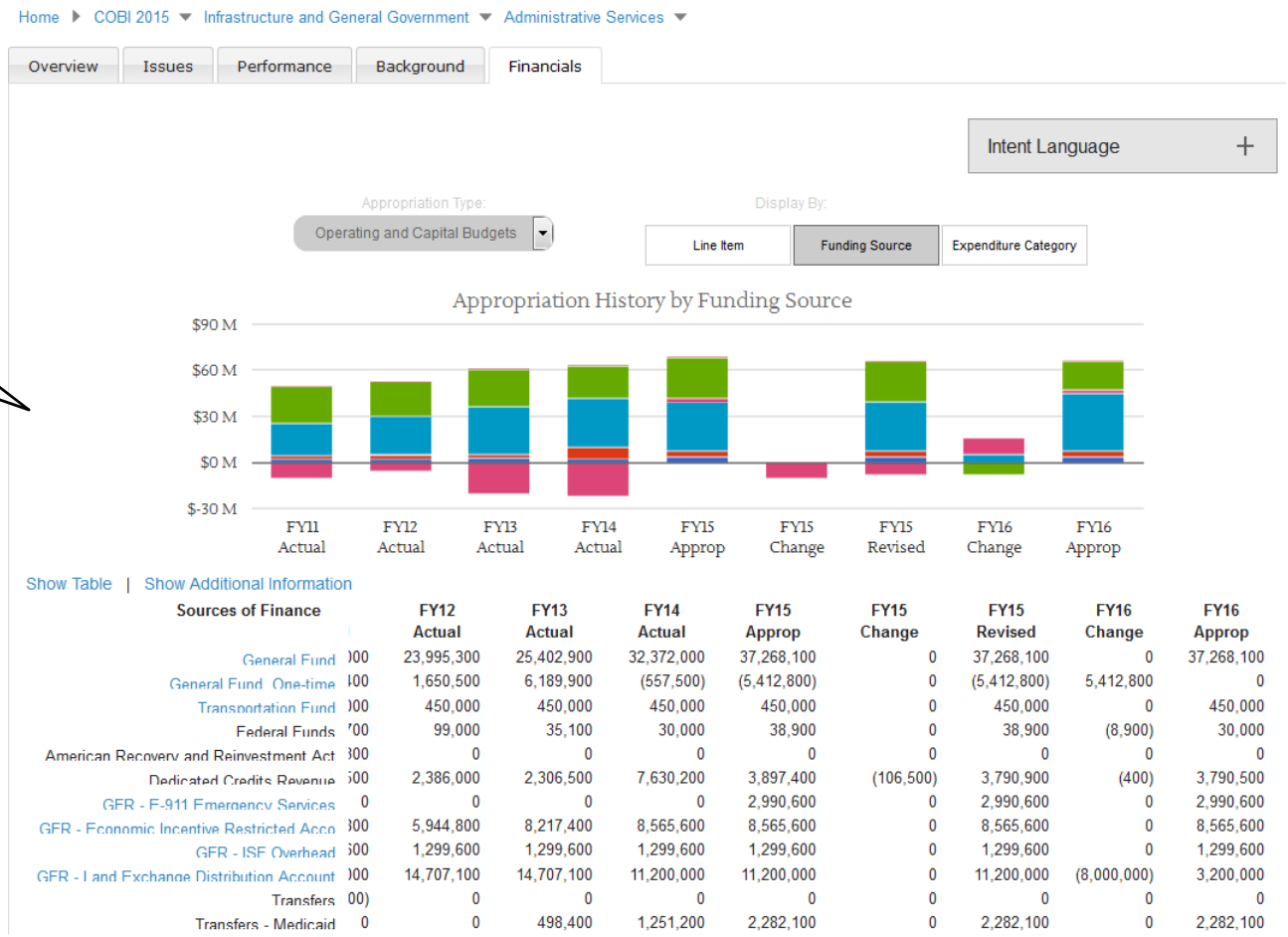
Click “Show Additional Information” to see FTE and vehicle counts



Show Table | Show Additional Information

Other Indicators	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Approp	FY15 Change	FY15 Revised	FY16 Change	FY16 Approp
Budgeted FTE	152.65	150.50	140.58	156	168.02	.98	169	0	169
Actual FTE	139.46	137.03	131.50	152.60	0	0	0	0	0
Vehicles	12	15	15	17	17	1	18	0	18

Click “Funding Source” then “Show Table” for similar information



Sources of Finance		FY12 Actual	FY13 Actual	FY14 Actual	FY15 Approp	FY15 Change	FY15 Revised	FY16 Change	FY16 Approp
General Fund	)00	23,995,300	25,402,900	32,372,000	37,268,100	0	37,268,100	0	37,268,100
General Fund, One-time	)00	1,650,500	6,189,900	(557,500)	(5,412,800)	0	(5,412,800)	5,412,800	0
Transportation Fund	)00	450,000	450,000	450,000	450,000	0	450,000	0	450,000
Federal Funds	'00	99,000	35,100	30,000	38,900	0	38,900	(8,900)	30,000
American Recovery and Reinvestment Act	)00	0	0	0	0	0	0	0	0
Dedicated Credits Revenue	500	2,386,000	2,306,500	7,630,200	3,897,400	(106,500)	3,790,900	(400)	3,790,500
GFR - E-911 Emergency Services	0	0	0	0	2,990,600	0	2,990,600	0	2,990,600
GFR - Economic Incentive Restricted Acco	)00	5,944,800	8,217,400	8,565,600	8,565,600	0	8,565,600	0	8,565,600
GFR - ISF Overhead	500	1,299,600	1,299,600	1,299,600	1,299,600	0	1,299,600	0	1,299,600
GFR - Land Exchange Distribution Account	)00	14,707,100	14,707,100	11,200,000	11,200,000	0	11,200,000	(8,000,000)	3,200,000
Transfers	00)	0	0	0	0	0	0	0	0
Transfers - Medicaid	0	0	0	498,400	1,251,200	2,282,100	0	2,282,100	0	2,282,100

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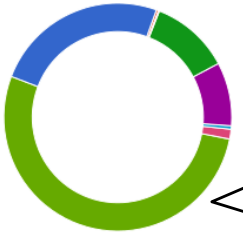
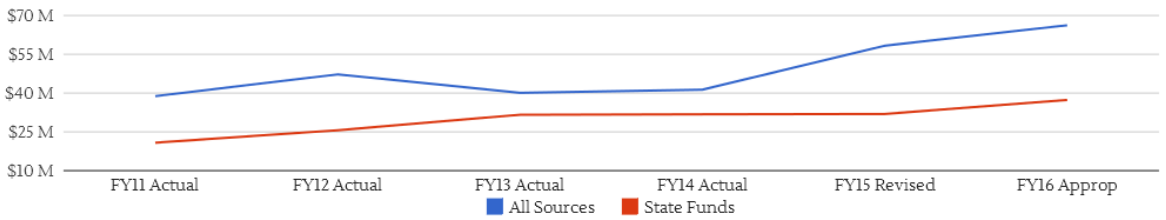


Other charges/pass thru $34.9 m (53%); Personnel $16.4 m (25%)

$66 M

FY 2016 Appropriation

Funding History



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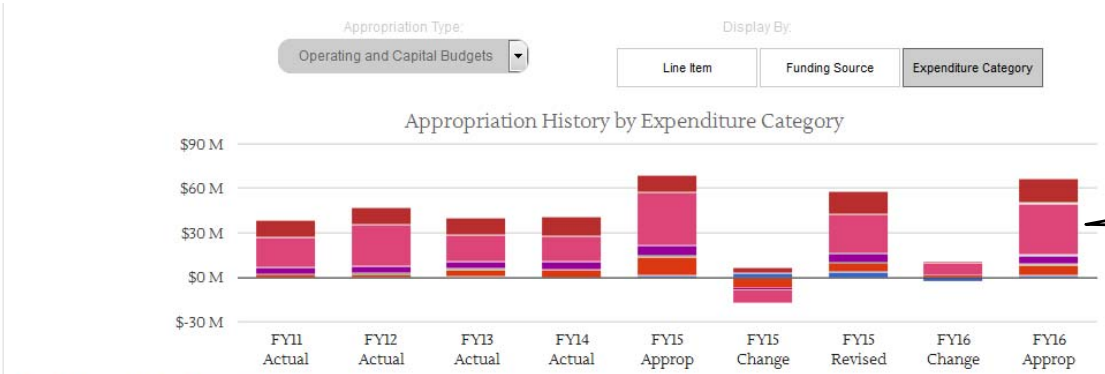
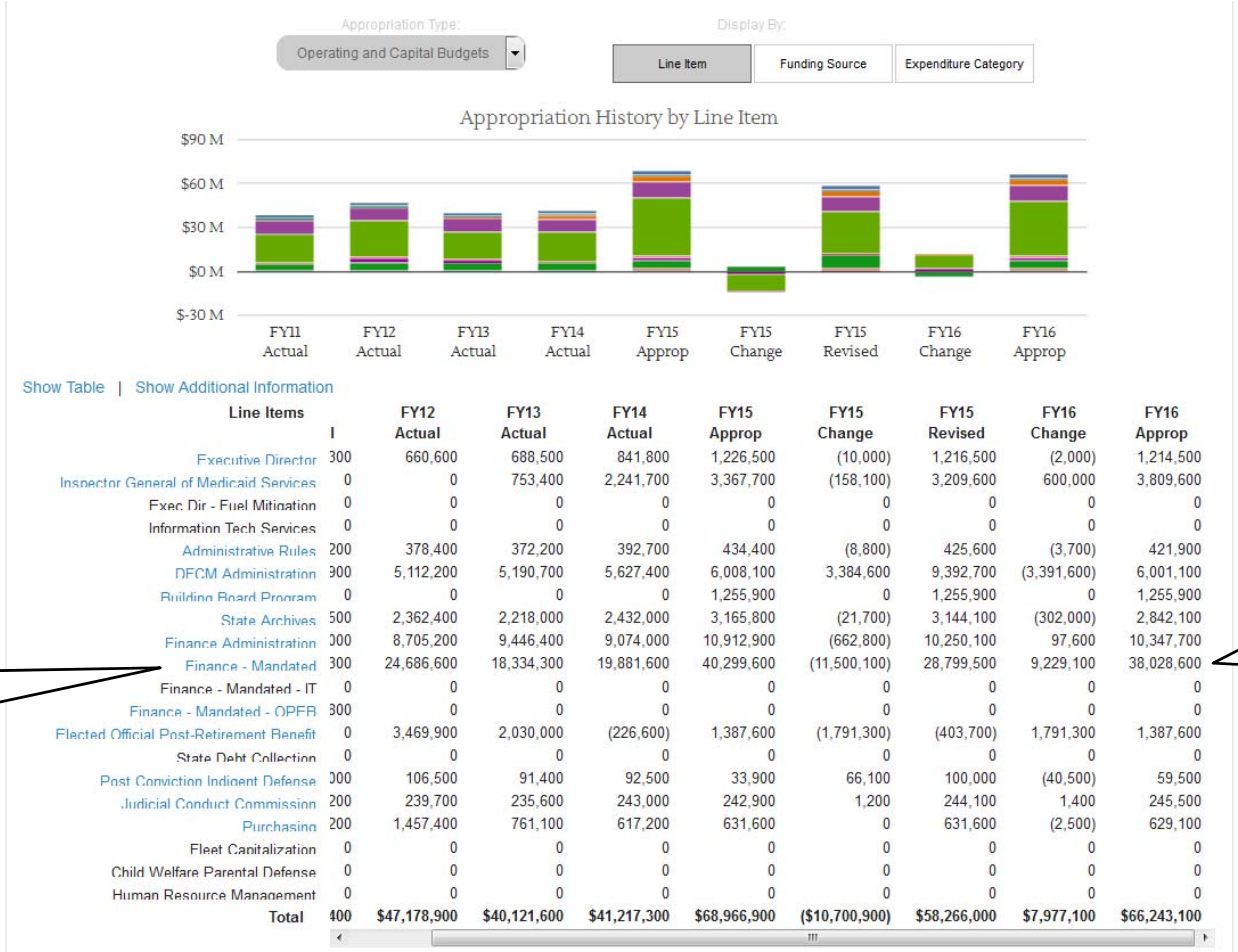


Top two segments:
Other charges/pass thru $34.9 m (53%);
Personnel $16.4 m (25%)

Show Table | Show Additional Information

Categories of Expenditure	I	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Approp	FY15 Change	FY15 Revised	FY16 Change	FY16 Approp
Personnel Services	600	11,766,200	11,769,400	13,804,100	11,619,900	4,188,900	15,808,800	546,000	16,354,800
In-state Travel	300	70,700	106,200	94,300	182,900	11,900	194,800	100	194,900
Out-of-state Travel	700	32,500	31,900	39,300	79,100	20,100	99,200	1,100	100,300
Current Expense	000	1,875,800	5,417,300	5,376,200	12,988,600	(7,030,000)	5,958,600	1,499,000	7,457,600
DP Current Expense	000	4,596,200	4,890,700	4,774,600	7,110,200	(1,011,300)	6,098,900	(129,500)	5,969,400
DP Capital Outlay	200	508,600	383,800	58,100	419,300	(51,800)	367,500	(48,000)	319,500
Capital Outlay	0	153,000	5,100	0	943,800	2,473,200	3,417,000	(2,497,000)	920,000
Other Charges/Pass Thru	600	28,175,900	17,517,200	17,070,700	35,623,100	(9,301,900)	26,321,200	8,605,400	34,926,600
Total	**400**	**$47,178,900**	**$40,121,600**	**$41,217,300**	**$68,966,900**	**($10,700,900)**	**$58,266,000**	**$7,977,100**	**$66,243,100**

The information in COBI can generate questions: Where is this money going?



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Inspector General of Medicaid Services	0	0	753,400	2,241,700	3,367,700	(158,100)	3,209,600	600,000	3,809,600
Exec Dir - Fuel Mitigation	0	0	0	0	0	0	0	0	0
Information Tech Services	0	0	0	0	0	0	0	0	0
Administrative Rules	200	378,400	372,200	392,700	434,400	(8,800)	425,600	(3,700)	421,900
DFCM Administration	900	5,112,200	5,190,700	5,627,400	6,008,100	3,384,600	9,392,700	(3,391,600)	6,001,100
Building Board Program	0	0	0	0	1,255,900	0	1,255,900	0	1,255,900
State Archives	500	2,362,400	2,218,000	2,432,000	3,165,800	(21,700)	3,144,100	(302,000)	2,842,100
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Finance - Mandated - IT	0	0	0	0	0	0	0	0	0
Finance - Mandated - OPEB	300	0	0	0	0	0	0	0	0
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State Debt Collection	0	0	0	0	0	0	0	0	0
Post Conviction Indigent Defense	300	106,500	91,400	92,500	33,900	66,100	100,000	(40,500)	59,500
Judicial Conduct Commission	200	239,700	235,600	243,000	242,900	1,200	244,100	1,400	245,500
Purchasing	200	1,457,400	761,100	617,200	631,600	0	631,600	(2,500)	629,100
Fleet Capitalization	0	0	0	0	0	0	0	0	0
Child Welfare Parental Defense	0	0	0	0	0	0	0	0	0
Human Resource Management	0	0	0	0	0	0	0	0	0
Total	**400**	**$47,178,900**	**$40,121,600**	**$41,217,300**	**$68,966,900**	**($10,700,900)**	**$58,266,000**	**$7,977,100**	**$66,243,100**

Click “Finance – Mandated” to get information for that specific line item

Slide 5 showed the appropriation to Finance – Mandated as $38 million

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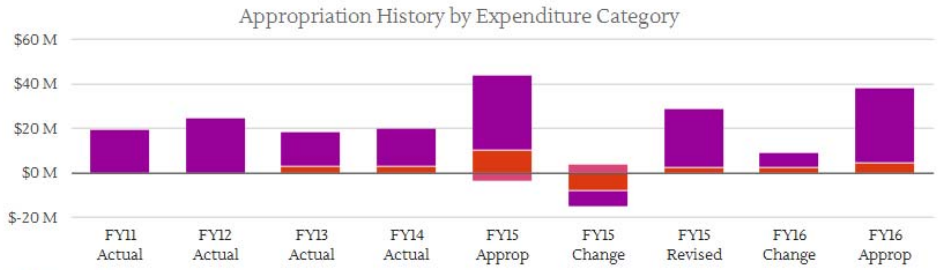
Overview | Issues | Performance | Background | Financials

Intent Language +

Appropriation Type: Operating and Capital Budgets

Display By: Program | Funding Source | Expenditure Category



Show Table | Show Additional Information

Categories of Expenditure		FY12 Actual	FY13 Actual	FY14 Actual	FY15 Approp	FY15 Change	FY15 Revised	FY16 Change	FY16 Approp
Personnel Services	0	0	0	0	(3,789,700)	3,789,700	0	0	0
Current Expense	0	0	3,000,000	2,619,900	10,064,100	(7,888,300)	2,175,800	2,324,200	4,500,000
Other Charges/Pass Thru	300	24,686,600	15,334,300	17,261,700	34,025,200	(7,401,500)	26,623,700	6,904,900	33,528,600
Total	**300**	**$24,686,600**	**$18,334,300**	**$19,881,600**	**$40,299,600**	**($11,500,100)**	**$28,799,500**	**$9,229,100**	**$38,028,600**

As shown in the column chart and the table, Finance – Mandated accounts for over 95% of DAS' total "Other Charges/Pass Thru"

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Overview | Issues | Performance | Background | Financials

The following are performance measures tracked within this organization.

- Executive Director's Office Expenditures
- Timeliness of the Administrative Bulletin Availability
- Reserve Fund Balance
- Capital Improvement Projects
- CAFR Audit Opinion and Achievement
- Judicial Conduct Commission Complaints Received
- State Purchasing Cooperative Contracts
- Records Training for Government Officers
- Reformatting and Microfilming Records
- In Person and Online Patron Requests
- Assistance to the Public and Government Entities
- FINDER Program Collections
- Percent of Scheduled Time Financial Systems Available
- CAFR Audit Opinion and Achievement

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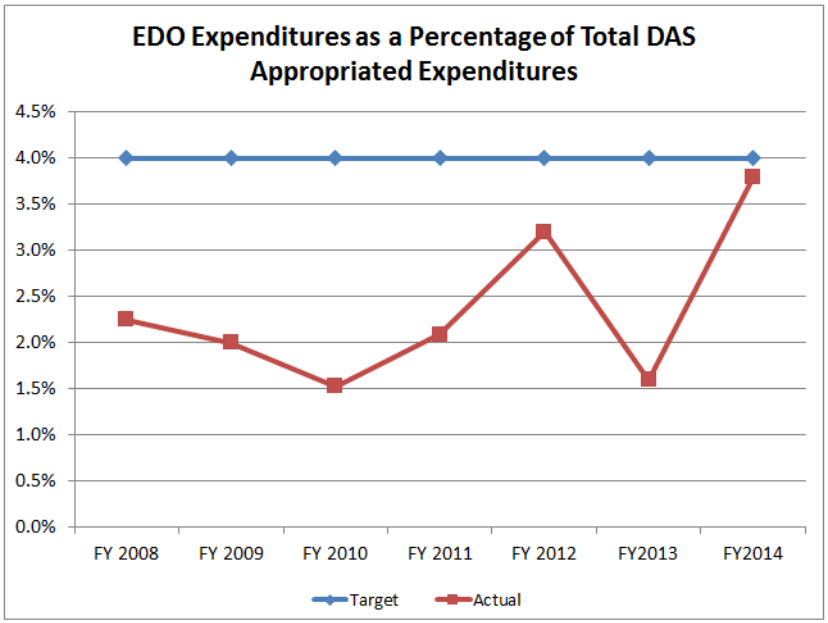
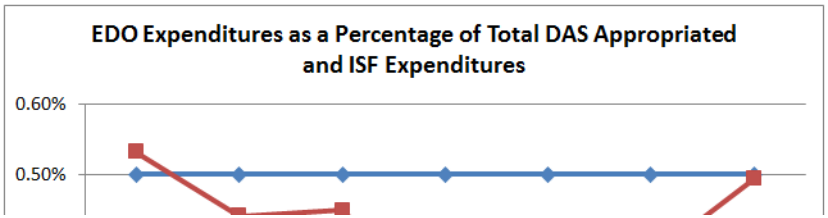
Executive Director's Office Expenditures

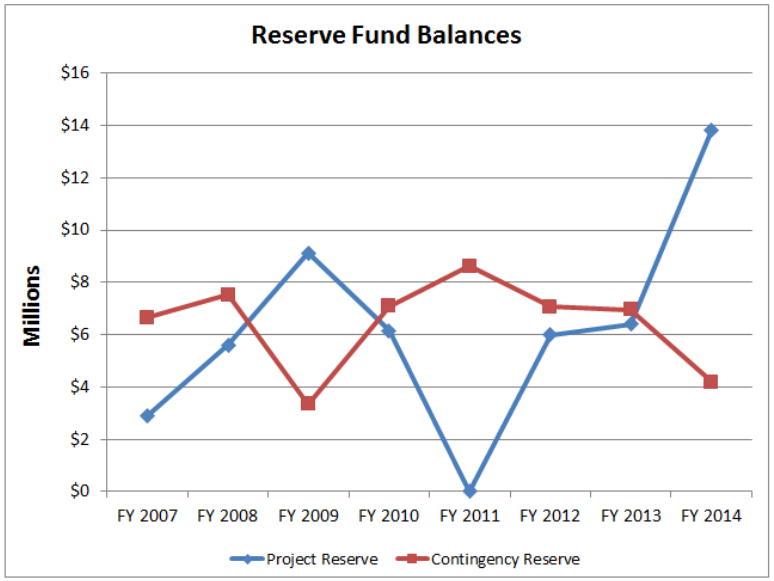
The primary responsibility of the Executive Director's Office is administrative oversight. Administrative overhead should be as low as possible so more dollars can be allocated to service-providing programs. The charts below show expenditures in the EDO divided by department costs.





Reserve Fund Balance

The Legislature established a contingency reserve in the capital budget and requires the division to allocate a portion of capital project funding to the reserve to provide for unforeseen construction expenses. DFCM should manage and budget projects such that contingency funds are adequate to ensure project completion without accruing an excessive balance or requiring additional funding. Note that per legislation, $5.1 million was deducted from the project reserve in FY 2015.



The "Issues" tab shows options for reductions that were identified as part of the budget efficiency review process; ongoing options total $283,100

Overview | Issues | Performance | Background | Financials

Funding Issues +

Related Publications +

Budget Recommendation

The Legislative Fiscal Analyst recommends a Fiscal Year 2016 base budget of $66,243,100 from all sources for Administrative Services. This is a 9.4 percent reduction from Fiscal Year 2015 appropriated amounts from all sources. The total includes $37,268,100 from the General/Education Funds, an increase of 17 percent from current appropriations.

Budget Effectiveness Review

The subcommittee might consider these options as a starting point in undertaking its budget effectiveness review:

Description	Ongoing	One-Time
Reallocate Appropriation for Studies Eliminate FY 2015 appropriation to Finance - Mandated for studies (intent was to study streamlining local government forms) and reallocate to Capital Improvements.	$0	($1,100,000)
Inspector General of Medicaid Services Auditor Reduction of an Auditor III FTE.	($21,600)	$0
Judicial Conduct Commission Travel Reduce the travel budget by sending three fewer people to training.	($4,900)	$0
DAS eRules Maintenance 0.75% reduction of eRules maintenance; this reduces the ability to maintain and update the system and to provide travel.	($8,100)	$0
DAS Data Processing Reduce services received from DTS and postpone AiM interface for contractors.	($49,700)	$0
DAS Archivist Reduction of one FTE Archivist II position; this will eliminate services for outreach and will negatively impact customer service.	($56,800)	$0
DAS Database Administrator Eliminate a database administrator (DTS IT expense) associated with payroll and FINET.	($127,700)	$0
DAS Purchasing Training Reduction in and potential elimination of training for procurement professionals within the state, cities, counties, schools, higher education, etc.	($12,600)	$0
Child Welfare Parental Defense Funds are used to contract with licensed attorneys to represent indigent parents and to provide training and assistance for parental defense lawyers.	($1,700)	$0

FEDERAL FUNDS

Utah Code Annotated, Section 63J-5-201 states, "The Legislative Fiscal Analyst shall submit a federal funds request summary for each agency to the legislative appropriations subcommittee responsible for that agency's budget for review during each annual general session. Each legislative appropriations subcommittee shall review the federal funds request summary and may recommend that the agency accept the federal funds or participate in the federal program for the fiscal year under consideration or recommend that the agency not accept the federal funds or not participate in the federal program for the fiscal year under consideration."

DAS, Division of Archives and Records Service requests the following Federal Funds for FY 2016:

Grant Title	CFDA Number	ARRA mark "X"	Full Grant Award Amount	Annual Match Requirement								% Pass-Through	New Permanent Staff	Notes/ In Kind Source/ Fed Requirements
				Matching State Funds							Local/ Other			
				General Fund	Dedicated Credits	Restricted Funds	Other Funds	In Kind	Maint. of Effort	Total State Match				
State Board Public Programming Grant	89.003		$40,000	$0	$0	$0	$0	$1,610	$0	$1,610	$11,890	78%	0.00	The National Historical Publications and Records Commission seeks proposals that strengthen the nation's archival network through activities undertaken by state historical records advisory boards (SHRABs), to enhance access to historical records

NONLAPSING INTENT

The Department of Administrative Services request nonlapsing authority for FY 2015 through intent language for the following line items and amounts:

- Executive Director: $175,000
- Inspector General of Medicaid Services: $750,000
- DFCM Administration: $1,250,000
- State Archives: $150,000
- Finance Administration: $2,900,000
- Post Conviction Indigent Defense: $220,000
- Judicial Conduct Commission: $100,000
- Building Board Program: $100,000

In addition, the Division of Fleet Operations requests nonlapsing capital outlay authority.

OTHER INTENT

Division of Facilities and Construction Management – ISF

- Add up to 3 FTEs and 2 vehicles

Division of Facilities and Construction Management

- Transfer $960,700 from the Capital Projects Fund to the Department of Corrections
- Transfer $993,600 from the Capital Projects Fund towards the purchase of a new prison site

Division of Finance, Consolidated Budget and Accounting Program

- Add up to 2 FTEs

CONSOLIDATED FEE CHANGES SUMMARY

Division of Facilities and Construction Management Administration

- Eliminate four fees

State Archives, Preservation Services

- Reduce one fee; add one fee; increase six fees

State Archives, Patron Services

- Eliminate nine fees