

Office of the  
Legislative Fiscal Analyst

## **FY 2002 Budget Recommendations**

Joint Appropriations Subcommittee for  
Capital Facilities and Administrative Services

Utah Department of Administrative Services  
**Overview**

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**1.0 Summary: Department of Administrative Services**

The Department of Administrative Services (DAS) was created in 1981 by the Utah Administrative Services Act. The Act sets forth eight purposes for the Department:

1. Provide specialized agency support services;
2. Provide effective, coordinated management of state administrative services;
3. Clarify the powers and duties of the various administrative services agencies;
4. Serve the public interest by providing services in a cost-effective and efficient manner, eliminating unnecessary duplication;
5. Enable administrators to respond effectively to technological improvements;
6. Emphasize the service role of state administrative agencies in meeting the needs of user agencies;
7. Permit flexibility in meeting the service needs of state agencies;
8. Protect the public interest by insuring the integrity of the fiscal accounting procedures and policies that govern the operation of agencies and institutions to assure that funds are expended properly and lawfully.

	<b>Analyst FY 2002 Base</b>	<b>Analyst FY 2002 Changes</b>	<b>Analyst FY 2002 Total</b>
<b>Financing</b>			
General Fund	21,499,800	(504,900)	20,994,900
Transportation Fund	450,000		450,000
Dedicated Credits Revenue	1,420,900		1,420,900
GFR - ISF Overhead	1,451,400		1,451,400
Transfers	327,300		327,300
Beginning Nonlapsing	1,027,200	(30,000)	997,200
Closing Nonlapsing	(186,000)	30,000	(156,000)
<b>Total</b>	<u>\$25,990,600</u>	<u>(\$504,900)</u>	<u>\$25,485,700</u>
<b>Programs</b>			
Executive Director	917,800		917,800
Information Tech Services	376,600		376,600
Administrative Rules	266,100		266,100
DFCM Administration	3,031,400	15,000	3,046,400
DFCM Facilities Management	411,700	30,000	441,700
State Archives	1,927,600	100,000	2,027,600
Finance Administration	9,826,900		9,826,900
State Debt Collection	176,700	(115,000)	61,700
Finance - Mandated	3,482,400	(534,900)	2,947,500
Judicial Conduct Commission	230,400		230,400
Purchasing	1,343,000		1,343,000
Fleet Capitalization	4,000,000		4,000,000
<b>Total</b>	<u>\$25,990,600</u>	<u>(\$504,900)</u>	<u>\$25,485,700</u>
<b>FTE/Other</b>			
Total FTE	204	(2)	202

## 2.0 Issues

### 2.1 FY 2001 Recommendation

The Analyst's recommendation reflects a base budget that is approximately \$500,000 less than Fiscal Year 2001 levels. The lower recommended budget is the result of savings in retirement funding and reduced rates for internal service funds.

### 2.2 Conversion of OSDC

The Analyst Recommendation includes converting the Office Of State Debt Collection into a self-funded internal service fund. If the Analyst recommendation is adopted, OSDC will forgo subsidies from the General Fund and will use dedicated credits to meet all operating expenses. Further information on this program can be found behind the two *Debt Collection* tabs of this budget recommendation.

### 2.3 DAS Historical Comparison

Overall, the DAS budget accounts for 0.6 percent of all tax funds expended in the state of Utah. With a budget of this size, small changes in total appropriations appear to be large changes as a percentage. The FY 1999 budget shows a 50 percent increase over the prior year, but most of that change is driven by Y2K funding. When adjusted to account for pass through funds administered by the department, the total DAS budget is actually smaller than it was in 1993. The following table compares the fluctuating nature of the DAS total budget to an adjusted budget that has changed at an average rate that is less than 0.3 percent per year.

DAS	Total Base Budget	Annual Change	Pass Through Expenses	Total Budget Adjusted	Annual Change	Cumulative Change	Average Change
FY 1993	\$24,727,800		(3,224,600)	\$21,503,200			
FY 1994	\$24,719,900	-0.03%	(5,010,300)	\$19,709,600	-8.34%		
FY 1995	\$23,122,300	-6.46%	(2,324,900)	\$20,797,400	5.52%	-3.28%	-1.41%
FY 1996	\$21,781,100	-5.80%	(1,412,400)	\$20,368,700	-2.06%	-5.28%	-1.63%
FY 1997	\$23,411,800	7.49%	(2,349,500)	\$21,062,300	3.41%	-2.05%	-0.37%
FY 1998	\$25,587,000	9.29%	(3,950,600)	\$21,636,400	2.73%	0.62%	0.25%
FY 1999	\$29,405,900	14.93%	(8,020,600)	\$21,385,300	-1.16%	-0.55%	0.01%
FY 2000	\$34,275,800	16.56%	(15,852,100)	\$18,423,700	-13.85%	-14.32%	-1.97%
FY 2001	\$27,355,200	-20.19%	(6,975,000)	\$20,380,200	10.62%	-5.22%	0.74%

**4.0 Additional Information: Department of Administrative Services**

	<b>1998</b>	<b>1999</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>
<b>Financing</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Analyst</b>
General Fund	19,311,200	17,287,600	21,645,800	23,279,200	20,994,900
General Fund, One-time	260,000	7,730,500		500,000	
Uniform School Fund	667,700				
Uniform School Fund, One-time		5,124,400			
Transportation Fund	450,000	450,000			450,000
Dedicated Credits Revenue	1,370,400	1,519,300	1,551,800	1,448,600	1,420,900
GFR - ISF Overhead	1,514,900	1,548,300	1,318,700	1,486,300	1,451,400
Transfers	1,185,000	500,000	736,900	1,128,000	327,300
Transfers - Federal				93,000	
Transfers - Interagency		680,000			
Transfers - ISF Retained Earnings			1,656,000		
Beginning Nonlapsing	2,800,200	3,065,300	1,372,000	2,722,800	997,200
Closing Nonlapsing	(2,823,300)	(8,483,700)	(2,726,600)	(1,027,200)	(156,000)
Lapsing Balance	(6,400)	(15,800)			
<b>Total</b>	<b>\$24,729,700</b>	<b>\$29,405,900</b>	<b>\$25,554,600</b>	<b>\$29,630,700</b>	<b>\$25,485,700</b>
<b>Programs</b>					
Executive Director	642,400	891,100	746,100	943,300	917,800
Exec Dir - Fuel Mitigation	1,991,200	1,705,300	445,300	3,800	
Information Tech Services	521,900	1,041,600	391,600	876,600	376,600
Administrative Rules	244,800	246,900	275,000	386,700	266,100
DFCM Administration	3,152,600	3,053,000	3,033,200	3,096,000	3,046,400
DFCM Facilities Management	2,457,900	2,524,600	446,300	414,800	441,700
State Archives	1,817,700	1,802,800	1,867,600	1,947,300	2,027,600
Finance Administration	10,637,100	10,257,900	9,200,000	10,197,300	9,826,900
State Debt Collection	183,700	172,600	170,800		61,700
Finance - Mandated	1,606,800	6,185,300	3,479,000	6,063,300	2,947,500
Judicial Conduct Commission	187,600	218,900	225,600	254,400	230,400
Purchasing	1,286,000	1,305,900	1,274,100	1,447,200	1,343,000
Fleet Capitalization			4,000,000	4,000,000	4,000,000
<b>Total</b>	<b>\$24,729,700</b>	<b>\$29,405,900</b>	<b>\$25,554,600</b>	<b>\$29,630,700</b>	<b>\$25,485,700</b>
<b>Expenditures</b>					
Personal Services	11,669,700	12,354,600	11,725,100	12,180,100	12,010,300
In-State Travel	52,500	48,300	74,000	76,200	73,400
Out of State Travel	48,800	49,200	54,500	47,000	43,100
Current Expense	6,327,800	7,054,700	2,228,500	4,239,900	1,980,300
DP Current Expense	3,621,600	8,174,500	3,459,400	4,337,900	4,181,600
DP Capital Outlay	1,883,700	531,300	171,200	119,000	65,400
Capital Outlay	925,600	1,008,300	6,900		
Other Charges/Pass Thru	200,000	185,000	7,835,000	8,630,600	7,131,600
<b>Total</b>	<b>\$24,729,700</b>	<b>\$29,405,900</b>	<b>\$25,554,600</b>	<b>\$29,630,700</b>	<b>\$25,485,700</b>
<b>FTE/Other</b>					
Total FTE	207	207	200	202	202
Vehicles				4	4