



SUPPORT SERVICES

INFRASTRUCTURE AND GENERAL GOVERNMENT APPROPRIATIONS SUBCOMMITTEE
 STAFF: MARK BLEAZARD AND GARY RICKS

BUDGET BRIEF

SUMMARY

Sections within the Support Services Division are responsible for maintaining a central records file for the Department, procurement of all supplies, supervision of the Department's bidding process, and providing administrative and secretarial support for the Transportation Commission and the director of the Department.

To better coordinate budgeting within the Department of Transportation the Administrative Division, Comptroller, Internal Auditor, Data Processing, and Ports of Entry are combined into Support Services for appropriations purposes.

The Administrative Division is comprised of the following sections: Support Services, Human Resource Management, Procurement Services, Building and Grounds, Loss Management, Community Relations.

ISSUES AND RECOMMENDATIONS

Base Budget

The Analyst recommends a base budget for the Support Services Division of the Department of Transportation for FY 2014 of \$29,384,000.

Intent Statement

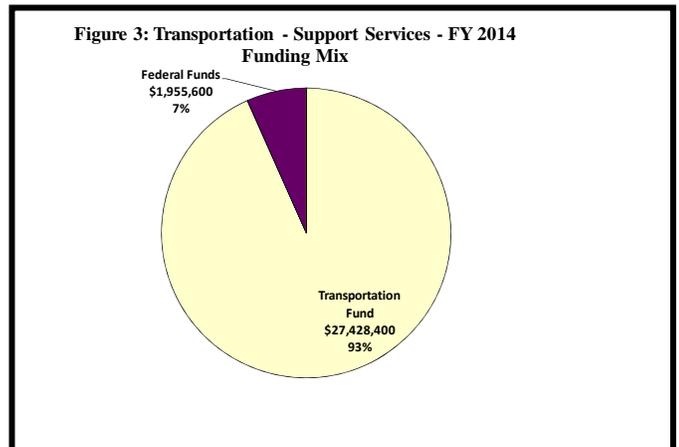
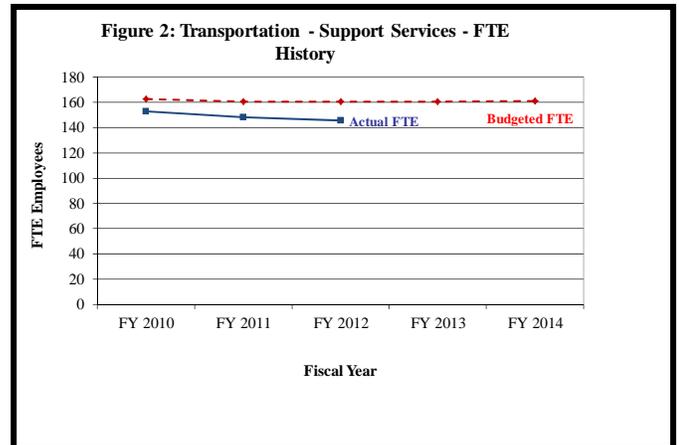
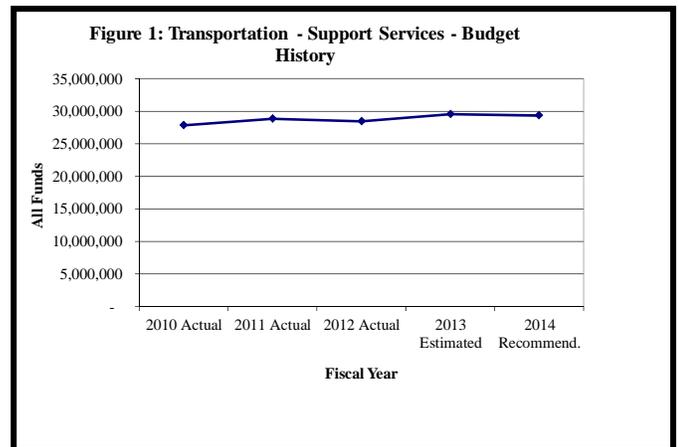
The Analyst recommends the following intent language to make a portion of the Support Services line item non-lapsing at the end of FY 2012:

Under terms of Section 63J-1-603-(3)(a) Utah Code Annotated the Legislature intends that appropriations provided for Support Services in item 1 of Chapter 12 Laws of Utah 2012 not lapse at the close of Fiscal Year 2013. The use of any non-lapsing funds is limited to the following: Computer Equipment and Software - \$200,000.

Administrative Services

The Administrative Services program is responsible to give leadership to the various programs in the Department and to interface with the Transportation Commission. The Executive Director is a member of the Governor's Cabinet Council and is responsible for Transportation Department issues throughout the State.

Base budget funding recommendation for this program is \$2,469,400.



Loss/Risk Management

The Loss/Risk Management function of Support Services was organized to provide a program to protect the assets of the Department: roads, structures, employees, Department contractor employees and to ensure safety for the motoring public. They proactively work to eliminate or mitigate liability exposure and litigation loss from potential lawsuits due to claims that arise out of incidents that occur on highways and damage to citizen's property as a result of construction projects.

The recommended FY 2014 base budget is \$2,680,300.

Building and Grounds

The Building and Grounds Program is responsible for the operation, repairs, and maintenance of the Calvin L. Rampton Complex (UDOT- Public Safety Complex). Included in this budget are funds for grounds upkeep, utilities, custodial contracts, the internal telephone system, refuse pickup contract, and security contracts. The FY 2014 base budget recommendation for Building and Grounds is \$987,500.

Human Resources

Department of Transportation personnel providing human resource services have been transferred to the Department of Human Resource Management. DOT contracts with Human Resource Management for human resource needs of the department. They are involved in the placement and training of staff throughout the Department. Part of the Human Resource Division personal services budget includes funding to recruit and train civil engineering interns for the Department. The base budget of \$1,268,300 for FY 2014 is recommended for Human Resources.

Procurement

The Procurement Section of the Administrative Services Division continues to be an important part of the Department of Transportation's team by providing purchasing and contracting functions, supply management consultation warehousing and commodity distribution activities. The FY 2014 base budget recommendation for Procurement is \$1,193,700.

Data Processing

The Data Processing Program (Information Systems Services (ISS)) is responsible to provide UDOT with information technology capabilities to support the following department operations: accounting functions, highway planning/modeling, roadway CADD design, workforce scheduling and performance management, road maintenance management, Ports of Entry operations/Weigh-in-Motion, WEB construction contractor bidding/management and Traffic Operations Center functions. The majority of the DOT personnel providing these services have been transferred to the Department of Technology Services. DOT contracts with Technology Services for the data processing needs of the department.

The base budget of \$9,494,800 for FY 2014 is recommended for the Data Processing Program.

Comptroller

The Comptroller's Office in the Department of Transportation performs the fiscal accounting, budgeting, and billing functions of the Department. The FY 2014 base budget recommendation for the Comptroller is \$2,570,300.

Internal Auditor

This program of the Department of Transportation evaluates the needs, adequacy and effectiveness of managerial systems and controls pertaining to financial, accounting, and business activities. The base budget for FY 2014 for the Internal Auditor is \$811,700.

Community Relations

The Office of Community Relations is responsible for representing the Department of Transportation to the public. This office is also responsible for publishing the Official State Highway map. A FY 2014 base budget recommendation for Community Relations is \$598,400.

Ports of Entry

The Motor Carrier Division's mission is (1) to protect and preserve Utah's highway infrastructure, (2) enhance safety (relative to commercial vehicles), and (3) facilitate commerce. This threefold mission is accomplished by ports of entry operations, carrier-based compliance reviews and vehicle/driver inspections.

Nine port of entry facilities are located throughout the state, five on interstates with entry and exit surveillance and four on intrastate primary arteries. The base budget for FY 2014 for the Ports of Entry of \$7,309,600 is recommended.

BUDGET DETAIL

The base budget funding for the Support Services Division for the Department of Transportation line item is in the amount of \$29,384,000. Of this amount \$27,428,400 is from the Transportation Fund and \$1,955,600 is from Federal Funds. The recommendation covers the budgets of the Administrative Services, Loss Management, Buildings and Grounds, Human Resources, Procurement, Data Processing, Comptroller, Internal Auditor, Community Relations, and Ports of Entry.

DEPARTMENT OF TRANSPORTATION - SUPPORT SERVICES

Transportation - Support Services						
Sources of Finance	FY 2012 Actual	FY 2013 Appropriated	Changes	FY 2013 Revised	Changes	FY 2014* Recommended
Transportation Fund	26,864,400	27,428,400	0	27,428,400	0	27,428,400
Federal Funds	2,323,400	1,955,600	0	1,955,600	0	1,955,600
Transfers - Within Agency	0	0	0	0	0	0
Beginning Nonlapsing	200,000	0	200,000	200,000	(200,000)	0
Closing Nonlapsing	(200,000)	0	0	0	0	0
Lapsing Balance	(704,400)	0	0	0	0	0
Total	\$28,483,400	\$29,384,000	\$200,000	\$29,584,000	(\$200,000)	\$29,384,000
Programs						
Administrative Services	2,370,700	2,469,400	0	2,469,400	0	2,469,400
Risk Management	2,718,200	2,680,300	0	2,680,300	0	2,680,300
Building and Grounds	965,000	987,500	0	987,500	0	987,500
Human Resources Management	1,135,300	1,268,300	0	1,268,300	0	1,268,300
Procurement	923,700	1,193,700	0	1,193,700	0	1,193,700
Comptroller	2,392,900	2,570,300	0	2,570,300	0	2,570,300
Data Processing	9,267,800	9,494,800	200,000	9,694,800	(200,000)	9,494,800
Internal Auditor	786,200	811,700	0	811,700	0	811,700
Community Relations	592,000	598,400	0	598,400	0	598,400
Ports of Entry	7,331,600	7,309,600	0	7,309,600	0	7,309,600
Total	\$28,483,400	\$29,384,000	\$200,000	\$29,584,000	(\$200,000)	\$29,384,000
Categories of Expenditure						
Personnel Services	10,984,600	11,920,500	(95,200)	11,825,300	0	11,825,300
In-state Travel	104,600	111,600	(10,600)	101,000	0	101,000
Out-of-state Travel	56,000	44,200	9,000	53,200	0	53,200
Current Expense	7,902,100	7,796,100	511,700	8,307,800	0	8,307,800
DP Current Expense	8,408,600	9,428,400	(602,300)	8,826,100	(200,000)	8,626,100
DP Capital Outlay	944,400	101,300	404,300	505,600	0	505,600
Capital Outlay	105,600	0	0	0	0	0
Other Charges/Pass Thru	(22,500)	(18,100)	(16,900)	(35,000)	0	(35,000)
Total	\$28,483,400	\$29,384,000	\$200,000	\$29,584,000	(\$200,000)	\$29,384,000
Other Data						
Budgeted FTE	161	161	(1)	161	1	161
Actual FTE	146	0	0	0	0	0

LEGISLATIVE ACTION

The Analyst recommends the Legislature:

1. Adopt the FY 2014 base budget of \$29,384,000 as shown in the budget detail table
2. Approve the intent language on page 1.