Department of Administrative Services
Budget Overview

INFRASTRUCTURE AND GENERAL GOVERNMENT
APPROPRIATIONS SUBCOMMITTEE
Administration of the agency and its divisions is funded by appropriations; support services are primarily funded through fees and ISF rates.
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.

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

Funding History

FY 2016 Appropriation

COBI contains unaudited data as presented to the Legislature by state agencies at the time of publication. For audited financial data see the State of Utah’s Comprehensive Annual Financial Reports.
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.
Click “Show Additional Information” to see FTE and vehicle counts.
Click “Funding Source” then “Show Table” for similar information.
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.

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

$66 M

Funding History

FY 2016 Appropriation

CDBG contains unaudited data as presented to the Legislature by state agencies at the time of publication. For audited financial data see the State of Utah’s Comprehensive Annual Financial Reports.
Top two segments: Other charges/pass thru $34.9 m (53%); Personnel $16.4 m (25%)

The information in COBI can generate questions: Where is this money going?
Click “Finance – Mandated” to get information for that specific line item.

Slide 5 showed the appropriation to Finance – Mandated as $38 million.
As shown in the column chart and the table, Finance – Mandated accounts for over 95% of DAS' total “Other Charges/Pass Thru”
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.

**EDO Expenditures as a Percentage of Total DAS Appropriated Expenditures**

**EDO Expenditures as a Percentage of Total DAS Appropriated and ISF Expenditures**
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.

<table>
<thead>
<tr>
<th>Description</th>
<th>Ongoing</th>
<th>One-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reallocate Appropriation for Studies</td>
<td>0</td>
<td>($1,100,000)</td>
</tr>
<tr>
<td>Inspector General of Medicaid Services Auditor</td>
<td>($21,600)</td>
<td>0</td>
</tr>
<tr>
<td>Judicial Conduct Commission Travel</td>
<td>($4,900)</td>
<td>0</td>
</tr>
<tr>
<td>DAS eRules Maintenance</td>
<td>($8,100)</td>
<td>0</td>
</tr>
<tr>
<td>DAS Data Processing</td>
<td>($49,700)</td>
<td>0</td>
</tr>
<tr>
<td>DAS Archivist</td>
<td>($56,800)</td>
<td>0</td>
</tr>
<tr>
<td>DAS Database Administrator</td>
<td>($127,700)</td>
<td>0</td>
</tr>
<tr>
<td>DAS Purchasing Training</td>
<td>($12,600)</td>
<td>0</td>
</tr>
<tr>
<td>Child Welfare Parental Defense</td>
<td>($1,700)</td>
<td>0</td>
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</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Grant Title</th>
<th>CFDA Number</th>
<th>ARRA mark &quot;X&quot;</th>
<th>Full Grant Award Amount</th>
<th>Matching State Funds</th>
<th>Annual Match Requirement</th>
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</thead>
<tbody>
<tr>
<td>State Board Public Programming Grant</td>
<td>89.003</td>
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<td>$40,000</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$1,610</td>
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<td></td>
<td></td>
<td>$0</td>
<td>$1,610</td>
<td>$11,890</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>% Pass-Through</td>
<td>New Permanent Staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>78%</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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