

Administrative Services FY 2020 Budget Presentation

Monday, February 4, 2019
Infrastructure and General Government



Utah Department of
Administrative Services



Introduction

Executive Director

Administrative Rules

Archives

DFCM

Finance

Fleet Operations

Purchasing

Risk Management

Questions

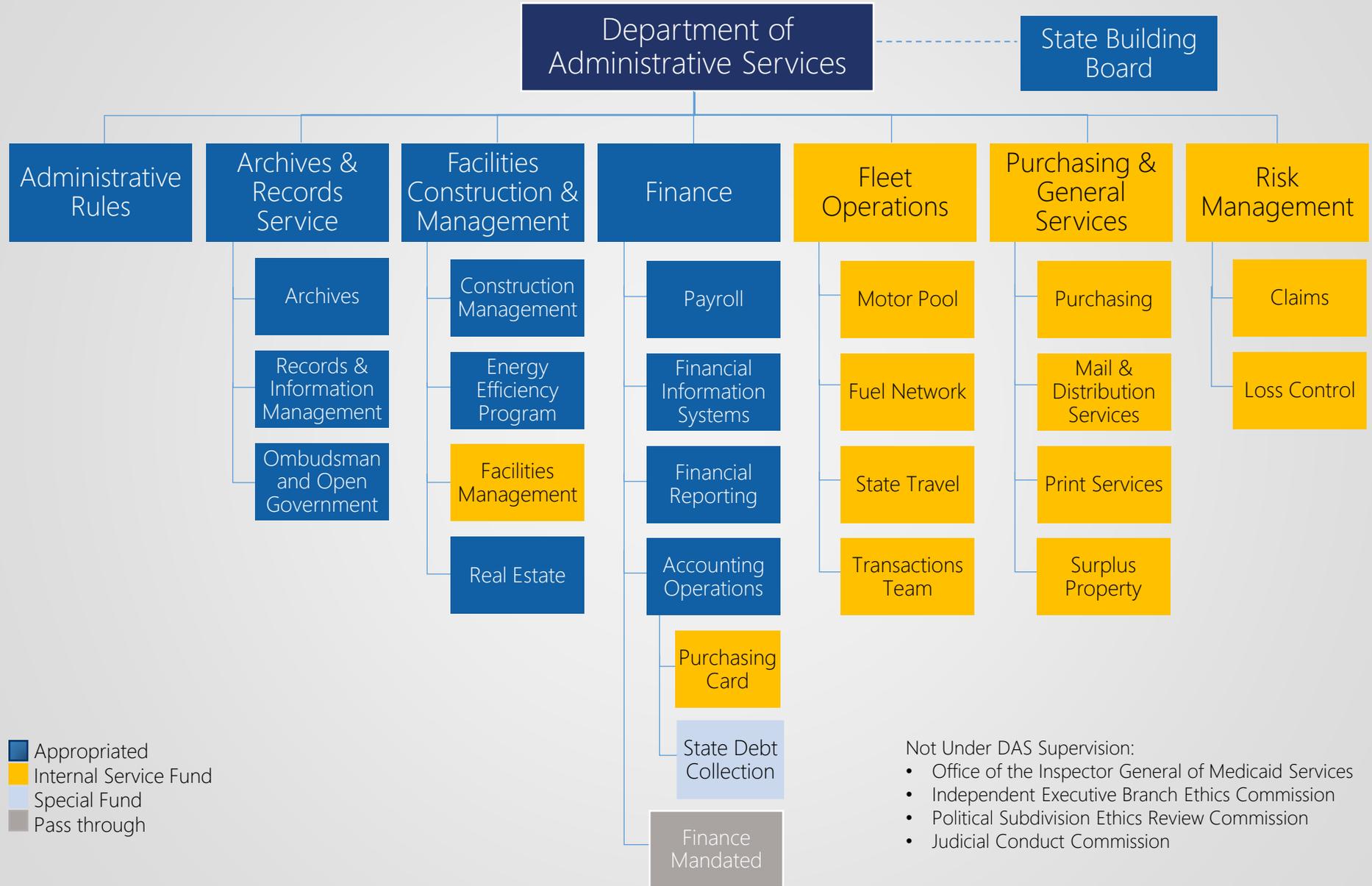
DAS Mission

Deliver support services of the highest quality and best value to government agencies and the public



Introduction

- Executive Director
- Administrative Rules
- Archives
- DFCM
- Finance
- Fleet Operations
- Purchasing
- Risk Management
- Questions



DAS Executive Director's Office

General Fund

Coordinated management of administrative services



Executive Director's Base Budget

Introduction

Executive Director

Base Budget

Performance Measures

Challenges & Priorities

Budget Request

Administrative Rules

Archives

DFCM

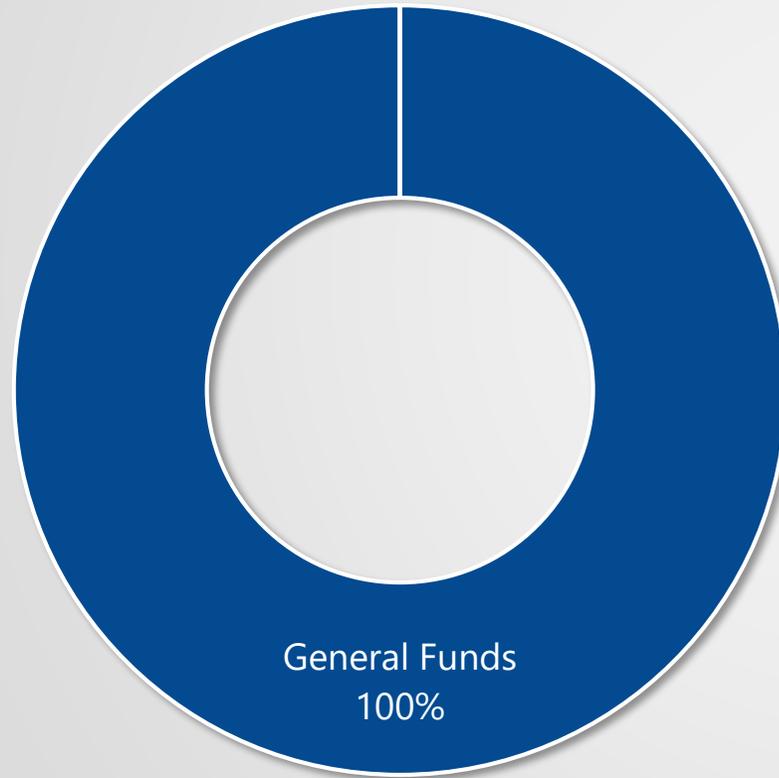
Finance

Fleet Operations

Purchasing

Risk Management

Questions



\$1,189,900



Introduction

Executive Director

Base Budget

Performance Measures

Challenges & Priorities

Budget Request

Administrative Rules

Archives

DFCM

Finance

Fleet Operations

Purchasing

Risk Management

Questions

EDO Performance Measures

Independent evaluation/reviews of divisions/key programs

Baseline (FY 2017)	Target	Actual FY 2017	Actual FY 2018
2	4	2	5

Coordinate with all State agencies in participation of air quality improvement activities (new for FY 2019)

Baseline (FY 2019)	Target	Actual FY 2017	Actual FY 2018
		--	--



Introduction

Executive Director

Base Budget

Performance Measures

Challenges & Priorities

Budget Request

Administrative Rules

Archives

DFCM

Finance

Fleet Operations

Purchasing

Risk Management

Questions

EDO Challenges & Priorities



Telework pilot



Leadership
development



Independent
division/program
evaluation



Introduction

Executive Director

Base Budget

Performance Measures

Challenges & Priorities

Budget Request

Administrative Rules

Archives

DFCM

Finance

Fleet Operations

Purchasing

Risk Management

Questions

EDO Budget Request

- ✓ Approve the base budget requested in H.B. 6
- ✓ Transfer from the OSDC Fund to the Executive Directors Office
 - ✓ \$300,000 one-time for the Telework Initiative
- ✓ From General Fund
 - ✓ \$60,000 one-time for the Telework Initiative

Office of Administrative Rules

General Fund

Enterprise eRules system
Utah Administrative Code
Utah State Bulletin
Rulemaking assistance



Administrative Rules Base Budget

Introduction

Executive Director

Administrative Rules

Base Budget

Performance Measures

Challenges & Priorities

Budget Request

Archives

DFCM

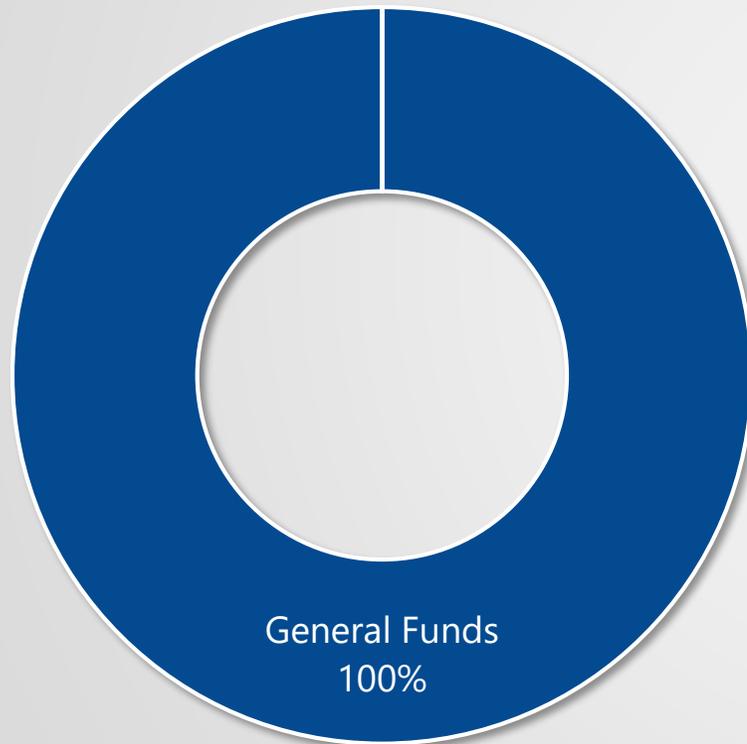
Finance

Fleet Operations

Purchasing

Risk Management

Questions



\$672,100



- Introduction
- Executive Director
- Administrative Rules**
- Base Budget
- Performance Measures**
- Challenges & Priorities
- Budget Request
- Archives
- DFCM
- Finance
- Fleet Operations
- Purchasing
- Risk Management
- Questions

Rules Performance Measures

Average number of business days to review rule filings

Baseline (FY 2017)	Target	Actual FY 2017	Actual FY 2018
6	6 days or less	6	4

Average number of days to publish the effective rules (new for FY 2019)

Baseline (FY 2017)	Target	Actual FY 2017	Actual FY 2018
38	20 days or less	38	51



Introduction

Executive Director

Administrative Rules

Base Budget

Performance Measures

Challenges & Priorities

Budget Request

Archives

DFCM

Finance

Fleet Operations

Purchasing

Risk Management

Questions

Rules Challenges & Priorities



eRules program
replacement



Introduction

Executive Director

Administrative Rules

Base Budget

Performance Measures

Challenges & Priorities

Budget Request

Archives

DFCM

Finance

Fleet Operations

Purchasing

Risk Management

Questions

Rules Budget Request

- ✓ Approve the base budget requested in H.B. 6
- ✓ Retain nonlapsing balance for eRules project completion

Division of Archives & Records Service

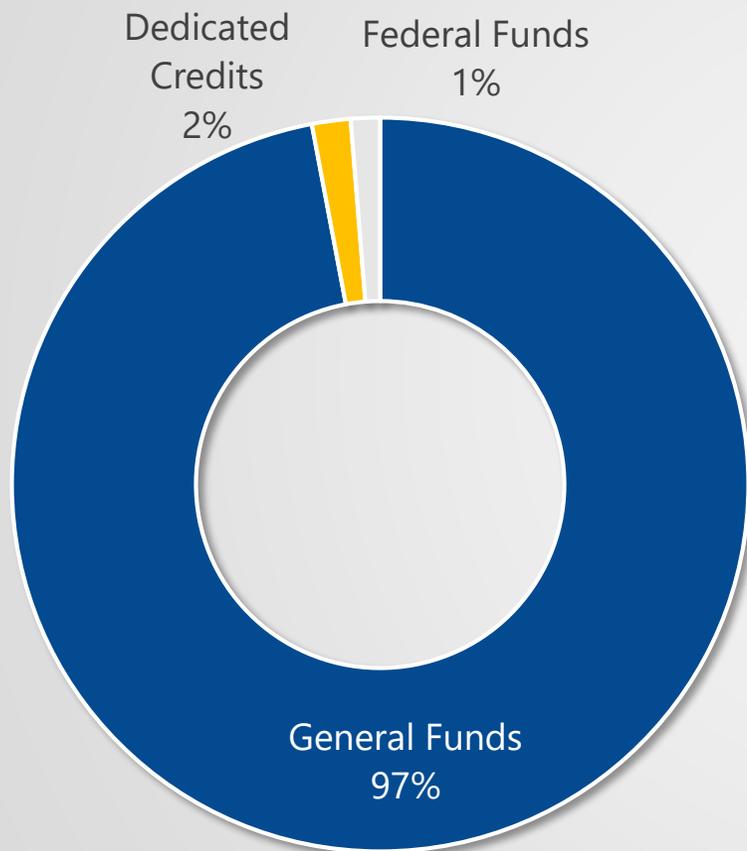
General Fund

Archives
Records and information management
Ombudsman and open government



- Introduction
- Executive Director
- Administrative Rules
- Archives**
- Base Budget
- Performance Measures
- Challenges & Priorities
- Budget Request
- DFCM
- Finance
- Fleet Operations
- Purchasing
- Risk Management
- Questions

Archives Base Budget



\$3,246,000



- Introduction
- Executive Director
- Administrative Rules
- Archives**
- Base Budget
- Performance Measures
- Challenges & Priorities
- Budget Request
- DFCM
- Finance
- Fleet Operations
- Purchasing
- Risk Management
- Questions

Archives Performance Measures

Volume increase of historic records posted online and free to the public (new for FY 2018)

Baseline (FY 2018)	Target	Actual FY 2017	Actual FY 2018
9%	10% increase	--	9%

Government employees trained and certified in records management/GRAMA

Baseline (FY 2017)	Target	Actual FY 2017	Actual FY 2018
4%	10% increase	4%	2%



Introduction

Executive Director

Administrative Rules

Archives

Base Budget

Performance Measures

Challenges & Priorities

Budget Request

DFCM

Finance

Fleet Operations

Purchasing

Risk Management

Questions

Archives Challenges & Priorities



Electronic records
management and
preservation



Introduction

Executive Director

Administrative Rules

Archives

Base Budget

Performance Measures

Challenges & Priorities

Budget Request

DFCM

Finance

Fleet Operations

Purchasing

Risk Management

Questions

Archives Budget Request

- ✓ Approve the base budget requested in H.B. 6

Division of Facilities Construction & Management (DFCM)

General Fund and Internal Service Fund

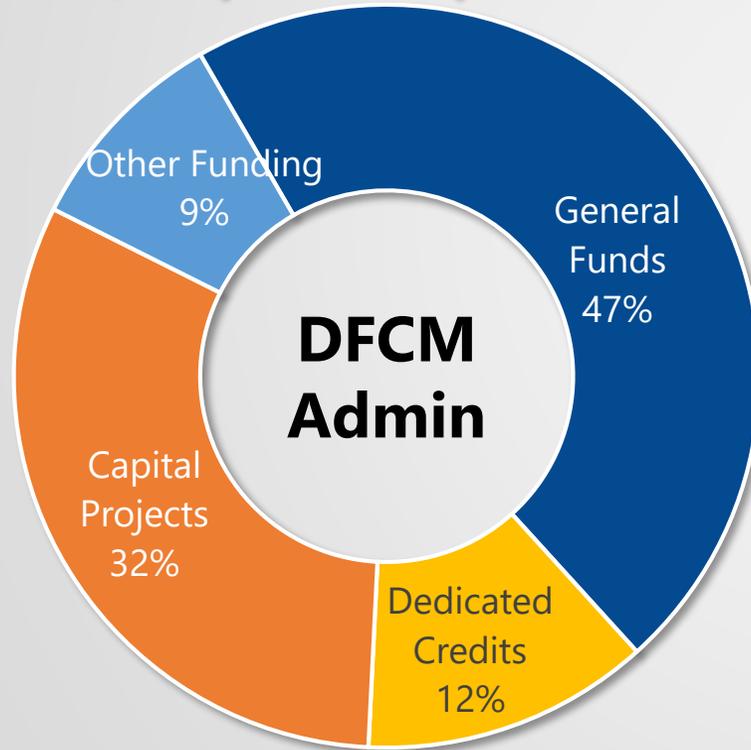
Facilities construction
Facilities management
State Building Energy Efficiency Program
Real estate program



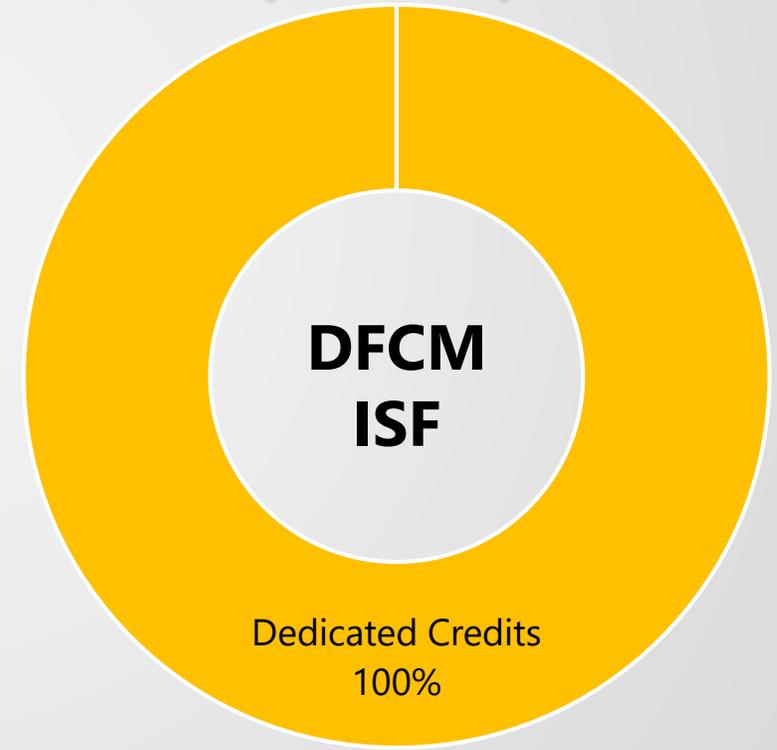
- Introduction
- Executive Director
- Administrative Rules
- Archives
- DFCM**
- Base Budget
- Performance Measures
- Challenges & Priorities
- Budget Request
- Finance
- Fleet Operations
- Purchasing
- Risk Management
- Questions

DFCM Base Budget

\$7,414,700



\$34,035,600



160 FTEs;
\$141,100 Authorized Capital Outlay



- Introduction
- Executive Director
- Administrative Rules
- Archives
- DFCM**
- Base Budget
- Performance Measures**
- Challenges & Priorities
- Budget Request
- Finance
- Fleet Operations
- Purchasing
- Risk Management
- Questions

DFCM Performance Measures

Capital improvement projects completed in the fiscal year funded (new for FY 2018)

Baseline (FY 2018)	Target	Actual FY 2017	Actual FY 2018
54%	86% or more	--	54%

Accuracy of Capital Budget Estimates (CBE) (new for FY 2019)

Baseline (FY 2019)	Target	Actual FY 2017	Actual FY 2018
+/- 10%	+/- 5%	--	--

Average maintenance cost per square foot compared to the private sector

Baseline (FY 2017)	Target	Actual FY 2017	Actual FY 2018
22.8%	18% below market	22.8%	26.3%



DFCM Challenges & Priorities

Introduction

Executive Director

Administrative Rules

Archives

DFCM

Base Budget

Performance Measures

Challenges & Priorities

Budget Request

Finance

Fleet Operations

Purchasing

Risk Management

Questions



Project
backlog



Employee
compensation



Market
escalations



Introduction

Executive Director

Administrative Rules

Archives

DFCM

Base Budget

Performance Measures

Challenges & Priorities

Budget Request

Finance

Fleet Operations

Purchasing

Risk Management

Questions

DFCM Budget Request

- ✓ Approve the base budget requested in H.B. 6
- ✓ Approve rate changes included in S.B. 8
- ✓ Approve FTE increase from 160.0 to 162.0
- ✓ Approve Capital Outlay Authority of \$151,800

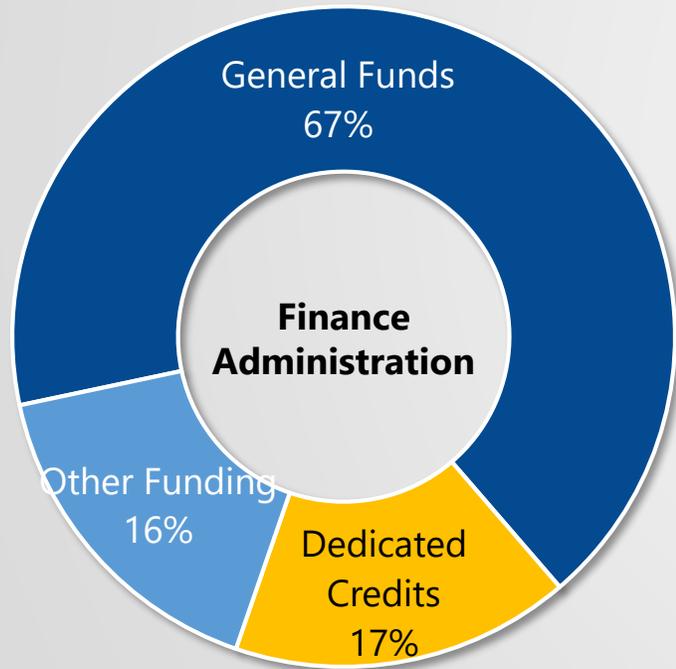
Division of Finance

General Fund and Internal Service Fund

Statewide financial systems and operations
Financial reporting
Accounting operations and Office of State Debt Collection

Finance Base Budget

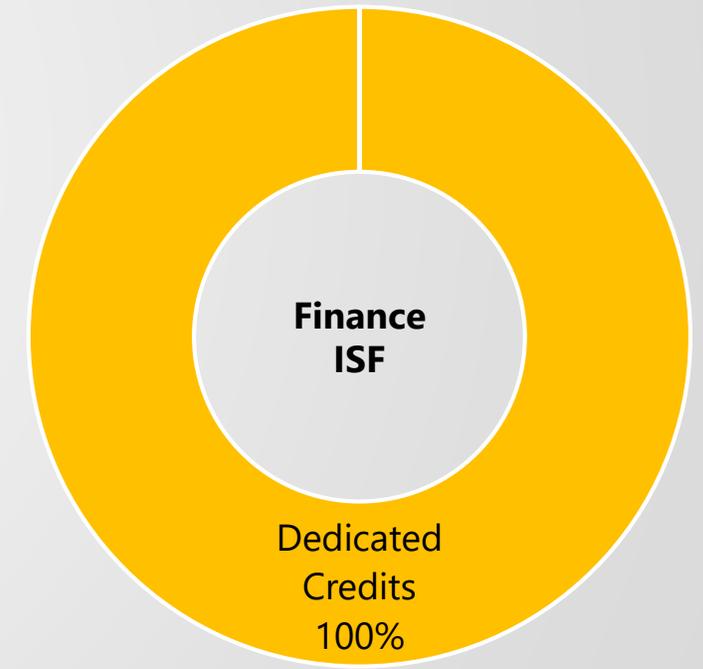
\$11,345,700



\$2,244,100



\$1,524,900



20.0 FTEs



- Introduction
- Executive Director
- Administrative Rules
- Archives
- DFCM
- Finance**
- Base Budget
- Performance Measures**
- Challenges & Priorities
- Budget Request
- Fleet Operations
- Purchasing
- Risk Management
- Questions

Finance Performance Measures

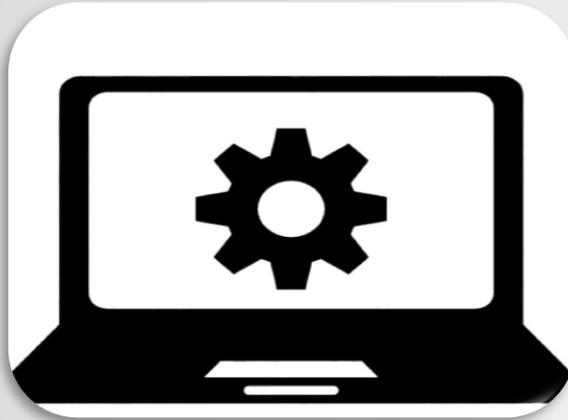
Issue the state's Comprehensive Annual Financial Report with an unqualified opinion

Baseline (FY 2017)	Target	Actual FY 2017	Actual FY 2018
154	120 days after June 30	154	158



- Introduction
- Executive Director
- Administrative Rules
- Archives
- DFCM
- Finance**
- Base Budget
- Performance Measures
- Challenges & Priorities**
- Budget Request
- Fleet Operations
- Purchasing
- Risk Management
- Questions

Finance Challenges & Priorities



Funding and implementation of an enterprise grants management system



Backlog of IT projects



Increasing IT maintenance costs for state financial systems



Introduction

Executive Director

Administrative Rules

Archives

DFCM

Finance

Base Budget

Performance Measures

Challenges & Priorities

Budget Request

Fleet Operations

Purchasing

Risk Management

Questions

Finance Budget Request

- ✓ Approve the base budget requested in H.B. 6
- ✓ Reduce authorized Finance ISF FTE from 20 to 2
 - ✓ Transfer 16 FTE to Fleet Operations Transactions group
 - ✓ Reduce Dedicated Credits by \$801,400 to \$769,300
- ✓ Retain nonlapsing balance – needed to implement performance review recommendations
- ✓ General Fund Restricted ISF Overhead should not be used to fund on-going or one-time personnel expenses

Division of Fleet Operations

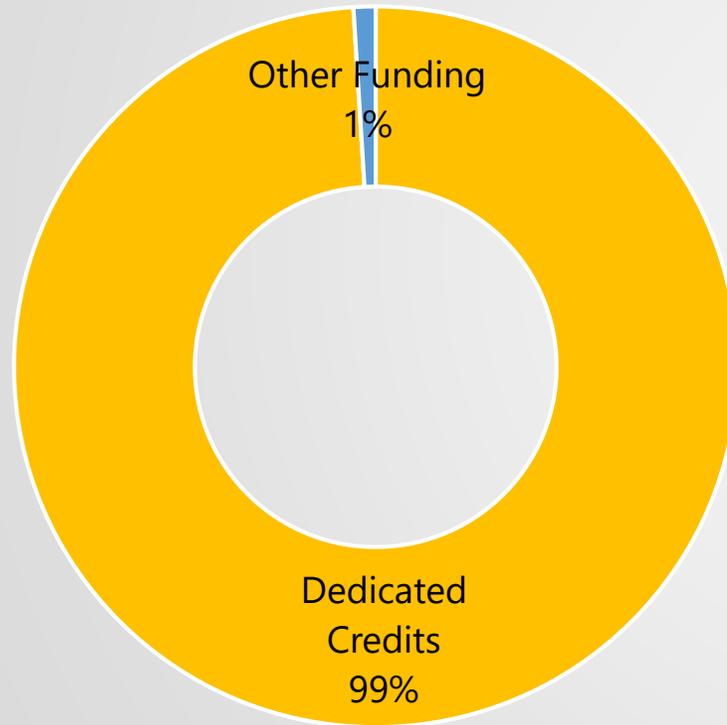
Internal Service Fund

Motor pool
State Fuel Network
State Travel
Transactions group



Fleet Operations Base Budget

- Introduction
- Executive Director
- Administrative Rules
- Archives
- DFCM
- Finance
- Fleet Operations**
- Base Budget
- Performance Measures
- Challenges & Priorities
- Budget Request
- Purchasing
- Risk Management
- Questions



\$61,639,300

26.0 FTEs;
\$19,300,000 Authorized Capital Outlay



Fleet Performance Measures

- Introduction
- Executive Director
- Administrative Rules
- Archives
- DFCM
- Finance
- Fleet Operations**
 - Base Budget
 - Performance Measures**
 - Challenges & Priorities
 - Budget Request
- Purchasing
- Risk Management
- Questions

Improve EPA emission standard certification level for the State's light duty fleet

Baseline (FY 2017)	Target	Actual FY 2017	Actual FY 2018
49.7	Reduce average fleet emission level by 5 points annually	49.7	44.6

Maintain the financial solvency of Fleet Operations

Baseline (FY 2017)	Target	Actual FY 2017	Actual FY 2018
42%	30% or less of allowable debt	42%	34%

Audit agency customers' mobility options and develop improvement plans

Baseline (FY 2017)	Target	Actual FY 2017	Actual FY 2018
2	4 or more annually	2	3



Fleet Challenges & Priorities

Introduction

Executive Director

Administrative Rules

Archives

DFCM

Finance

Fleet Operations

Base Budget

Performance Measures

Challenges & Priorities

Budget Request

Purchasing

Risk Management

Questions



Removal of dirty
vehicles



Telematics



Environment
conscious fleet



Introduction

Executive Director

Administrative Rules

Archives

DFCM

Finance

Fleet Operations

Base Budget

Performance Measures

Challenges & Priorities

Budget Request

Purchasing

Risk Management

Questions

Fleet Budget Request

- ✓ Approve the base budget requested in H.B. 6
- ✓ Approve the rate decrease requested in S.B. 8
- ✓ Increase authorized FTE from 26 to 42
 - ✓ Transfer 16 FTE from Finance to Fleet Operations
 - ✓ Increase Dedicated Credits by \$871,400 to \$61,140,600
- ✓ With this transfer, authorize a total of 42 FTE (26 existing + 16 transferred)

Division of Purchasing & General Services

General Fund and Internal Service Fund

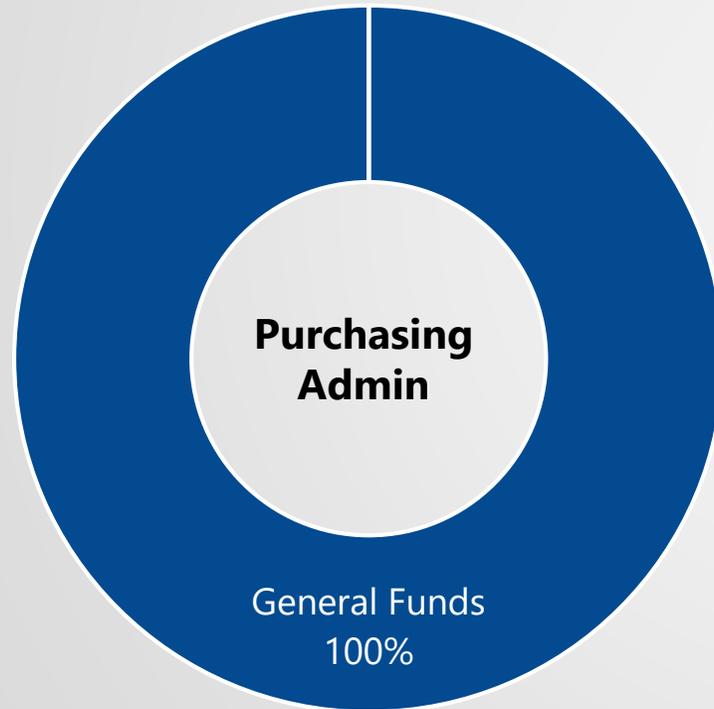
State Purchasing
State Mail
Print Services
Surplus Property



- Introduction
- Executive Director
- Administrative Rules
- Archives
- DFCM
- Finance
- Fleet Operations
- Purchasing**
- Base Budget
- Performance Measures
- Challenges & Priorities
- Budget Request
- Risk Management
- Questions

Purchasing Base Budget

\$722,700



\$18,646,200



93 FTEs;
\$4,070,000 Authorized Capital Outlay



Purchasing Performance Measures

- Introduction
- Executive Director
- Administrative Rules
- Archives
- DFCM
- Finance
- Fleet Operations
- Purchasing**
- Base Budget
- Performance Measures**
- Challenges & Priorities
- Budget Request
- Risk Management
- Questions

Increase the average discount on cooperative contracts (new in FY 2018)

Baseline (FY 2018)	Target	Actual FY 2017	Actual FY 2018
32%	40%	--	32%

Increase the number of cooperative contracts for public entities to use

Baseline (FY 2017)	Target	Actual FY 2017	Actual FY 2018
829	1,000	829	920

Increase the amount of total spend on cooperative contracts

Baseline (FY 2017)	Target	Actual FY 2017	Actual FY 2018
\$586M	\$600M	\$568M	\$625M (estimate)



- Introduction
- Executive Director
- Administrative Rules
- Archives
- DFCM
- Finance
- Fleet Operations
- Purchasing**
- Base Budget
- Performance Measures
- Challenges & Priorities**
- Budget Request
- Risk Management
- Questions

Purchasing Challenges & Priorities



Relocation of
State Surplus Property
from current site



Procurement
Pilot



Introduction

Executive Director

Administrative Rules

Archives

DFCM

Finance

Fleet Operations

Purchasing

Base Budget

Performance Measures

Challenges & Priorities

Budget Request

Risk Management

Questions

Purchasing Budget Request

- ✓ Approve the base budget requested in H.B. 6
- ✓ Approve the existing rates in S.B. 8

Division of Risk Management

Internal Service Fund

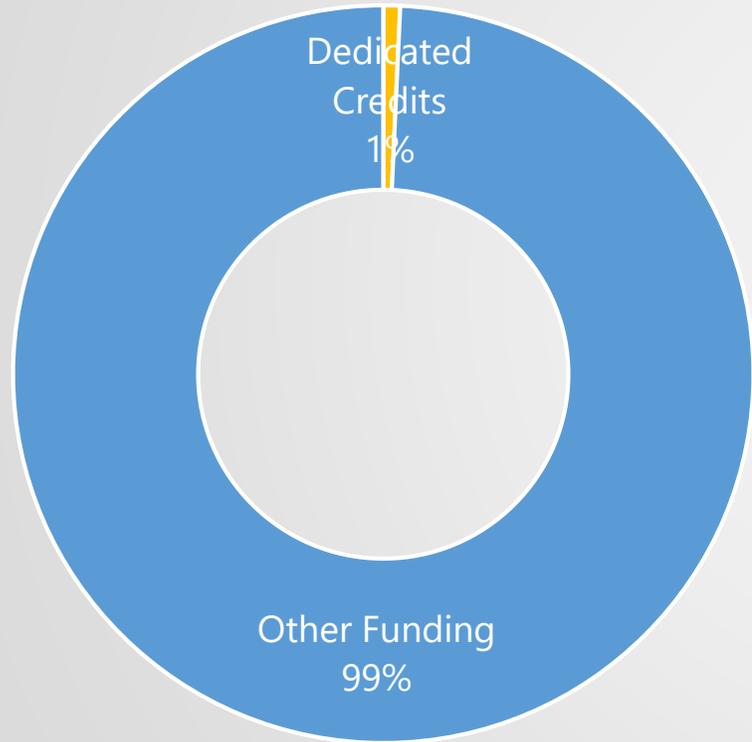


Risk Fund
Claims management
Loss prevention
Claims litigation
Excess insurance procurement



- Introduction
- Executive Director
- Administrative Rules
- Archives
- DFCM
- Finance
- Fleet Operations
- Purchasing
- Risk Management**
- Base Budget
- Performance Measures
- Challenges & Priorities
- Budget Request
- Questions

Risk Management Base Budget



\$61,579,900

32.0 FTEs;
\$230,000 Authorized Capital Outlay



- Introduction
- Executive Director
- Administrative Rules
- Archives
- DFCM
- Finance
- Fleet Operations
- Purchasing
- Risk Management**
- Base Budget
- Performance Measures
- Challenges & Priorities
- Budget Request
- Questions

Risk Performance Measures

Annual independent claims management audit

Baseline (FY 2017)	Target	Actual FY 2017	Actual FY 2018
98%	96% or more	98%	98%

Ensure liability fund reserves are actuarially and economically sound

Baseline (FY 2017)	Target	Actual FY 2017	Actual FY 2018
95.7%	100% of the actuary's recommendation	95.7%	89.3%



Introduction

Executive Director

Administrative Rules

Archives

DFCM

Finance

Fleet Operations

Purchasing

Risk Management

Base Budget

Performance Measures

Challenges & Priorities

Budget Request

Questions

Risk Challenges & Priorities



Substantial increase in
liability claim costs



Introduction

Executive Director

Administrative Rules

Archives

DFCM

Finance

Fleet Operations

Purchasing

Risk Management

Base Budget

Performance Measures

Challenges & Priorities

Budget Request

Questions

Risk Budget Request

- ✓ Approve the base budget requested in H.B. 6
- ✓ Approve the rate changes included in S.B. 8
- ✓ Authorize the transfer of \$3M from Workers Compensation Retained Earnings to bring the Liability Fund's balance closer to the actuary's recommendation
- ✓ Reduce Capital Outlay Authorization to zero

Questions

THANK YOU

Tani Pack Downing

Executive Director

Utah Department of Administrative Services

3120 State Office Building

tdowning@utah.gov | 801.538.3010

Ken Hansen

Deputy Executive Director

khansen@utah.gov | 801.538.3010

Marilee Richins

Deputy Executive Director

mprichins@utah.gov | 801.538.3010