

# DEPARTMENT OF ADMINISTRATIVE SERVICES

## BUDGET SUMMARY

INFRASTRUCTURE AND GENERAL GOVERNMENT APPROPRIATIONS SUBCOMMITTEE  
STAFF: IVAN DJAMBOV

ISSUE BRIEF

### INTRODUCTION

The purpose of this document is to summarize requests from the Department of Administrative Services (DAS) regarding intent language, budget adjustments, and fees. It also includes options for the Legislature to consider for potential repurposing of funds.

### SUMMARY OF INTENT LANGUAGE

#### *Performance measures*

The following table summarizes the department's intent language for performance measures included in [S.B. 6, Infrastructure and General Government Base Budget](#).

Performance Measure Name	2021 Target
<b>Department of Administrative Services</b>	
<b>Administrative Rules Division</b>	
Days to review rule filings	6
Days from the effective date to publish final version of an administrative rule	20
<b>Division of Facilities Construction and Management</b>	
Capital improvement projects completed in the fiscal year they are funded	>85%
Accuracy of Capital Budget Estimates (CBE)	5% +/-
<b>Executive Director's Office</b>	
Division and key program evaluations/audits	4
Energy/air quality improvement activities across state agencies	25
<b>Finance Administration Division</b>	
Issue the state's Comprehensive Annual Financial Report (CAFR)	120 days after June 30
<b>Division of Purchasing and General Services</b>	
Increase average discount on Utah best value cooperative contracts	40%
Spending on Utah best value cooperative contracts	\$600 million
State of Utah best value cooperative contracts increase	1,000
<b>State Archives Division</b>	
Increase in records available online	10%
Government employee records training	10% increase
<b>Division of Facilities Construction and Management - ISF</b>	
Maintenance costs per square foot as compared to the private sector	at least 18%
<b>Division of Fleet Operations - Internal Service Fund (ISF)</b>	
Improved EPA emission level for light-duty fleet	5 point reduction
Maintain financial solvency of the fleet	<30% of allowed debt
Audit agency customers' mobility options	4 or above
<b>Division of Risk Management - ISF</b>	
Life safety inspection follow-ups	100%
Annual independent claims audit	>96%
Ensure liability fund reserves are actuarially sound	100%

DEPARTMENT OF ADMINISTRATIVE SERVICES BUDGET SUMMARY

Nonlapsing authorization

The table below summarizes DAS' requests to carry FY 2020 balances into FY 2021 that are included in S.B. 6.

Line Item (S.B. 6 Item #)	Nonlapsing Request	Purpose
Building Board (#2)	\$250,000	facilities/infrastructure; O & M database
DFCM Administration (#3)	\$1,000,000	IT projects, FTE's, Governor's Mansion
DFCM Administration (#3)	\$200,000	Energy Program operations
Executive Director (#4)	\$450,000	move to the Taylorsville; website maintenance
Executive Director (#4)	\$3,000,000	statewide air quality issues
Finance Administration (#7)	\$3,400,000	statewide systems, studies, training, accountability
State Archives (#11)	\$250,000	electronic records management, systems upgrades

**SUMMARY OF BUDGET ADJUSTMENTS**

The following are agency's requests for additional Dedicated Credits/Premiums for its ISFs:

FY	Line Item	Program	Financing Source	Difference	Reasons
2020	ISF - Facilities Management	ISF - Facilities Management	Dedicated Credits	1,117,200	Increased Revenues
2120	ISF - Facilities Management	ISF - Facilities Management	Dedicated Credits	1,960,600	Increased Revenues
2020	ISF - Fleet Operations	ISF - Fuel Network	Dedicated Credits	2,744,300	Increased Revenues
2120	ISF - Fleet Operations	ISF - Fuel Network	Dedicated Credits	3,722,100	Increased Revenues
2020	ISF - Fleet Operations	ISF - Motor Pool	Dedicated Credits	286,000	Increased Revenues
2120	ISF - Fleet Operations	ISF - Motor Pool	Dedicated Credits	231,800	Increased Revenues
2120	ISF - Fleet Operations	ISF - Travel Office	Dedicated Credits	80,700	Increased Revenues
2120	ISF - Purchasing and General Services	ISF - Cooperative Contracting	Dedicated Credits	42,000	Increased Revenues
2020	ISF - Purchasing and General Services	ISF - Print Services	Dedicated Credits	34,000	Increased Revenues
2020	ISF - Risk Management	ISF - Risk Management Administration	Dedicated Credits	150,300	Increased Revenues
2120	ISF - Risk Management	ISF - Risk Management Administration	Dedicated Credits	205,800	Increased Revenues
2020	ISF - Risk Management	ISF - Workers' Compensation	Premiums	364,600	Increased Revenues
2120	ISF - Risk Management	ISF - Workers' Compensation	Premiums	511,700	Increased Revenues
2120	ISF - Risk Management	Risk Management - Auto	Premiums	549,300	Increased Revenues
2120	ISF - Risk Management	Risk Management - Property	Premiums	999,900	Increased Revenues

The table below shows a list of requested reallocations of funding between two line items.

Funding Item	Line Item Name	Fund Name	FY 2020 1x	FY 2021 1x	Ongoing
Reallocate Funding for the Building Board Program to DFCM Administration	Building Board Program	Beginning Nonlapsing		(192,400)	
		Capital Projects Fund			(1,227,600)
		General Fund			(10,700)
	DFCM Administration	Beginning Nonlapsing	192,400		
		Capital Projects Fund			1,227,600
		General Fund			10,700

The following list includes the requests for funding adjustments.

Funding Item	Line Item Name	Fund Name	FY 2020	FY 2021	
			1x	1x	Ongoing
Archives Customer Portal System Enhancements	State Archives	General Fund		160,000	
FINET Statewide Accounting System Upgrade	Finance Administration	General Fund	2,500,000	4,000,000	1,500,000
Mineral Lease Adjustment	Finance - Mandated	Land Exchange Distribut	(276,300)		(303,000)
	Finance Mandated - Mine	Federal Mineral Lease	(4,495,200)		(4,958,900)
Research Analyst	Executive Director	General Fund		13,000	122,000

**LFA OPTIONS**

The Legislative Fiscal Analyst (LFA) has listed the following options for the Legislature to consider for potential repurposing of funds. These amounts could also be used to fund the agency's requests listed above.

Line Item Name	Fund Name	FY 2020	FY 2021
		1x	1x
DFCM Administration	Beginning Nonlapsing		50,000
	General Fund		(50,000)
Finance Administration	Closing Nonlapsing	1,000,000	
	General Fund	(1,000,000)	
State Archives	Closing Nonlapsing		189,000
	General Fund		(189,000)

**SUMMARY OF FEES**

[UCA 63J-1-504\(5\)](#) states, “Each fee agency shall submit its fee schedule or special assessment amount to the Legislature for its approval on an annual basis. The Legislature may approve, increase or decrease and approve, or reject any fee submitted to it by a fee agency”. The Department of Administrative Services’ proposed FY 2021 fees are included on lines 1757-1887 in [H.B. 8, State Agency Fees and Internal Service Fund Rate Authorization and Appropriations](#).

The Legislature is also required to review and approve “each internal service fund’s (ISF) rates, fees, and other amounts that it charges ... and include those rates, fees, and amounts in an appropriation act” (UCA [63J-1-410\(3\)](#)). The department’s proposed FY 2021 ISF rates and fees are included on lines [1888-2462](#) in H.B. 8. Certain rates are actuarially determined, including coverage rates through the Division of Risk Management for auto, liability, property, and workers’ compensation insurance. Under Other rates, the following provide services: the divisions of Facilities Construction and Management (DFCM), Fleet Services, and Risk Management (for its Learning Management System (LMS)).

As a practice, the Legislature has (along with approving ISF rates) appropriated ongoing incremental funding to user agencies to pay for services they receive from the ISFs. In the table on page 4, we have summarized the FY 2021 appropriations for incremental impacts for services provided by the department’s internal service funds to state agencies and institutions of higher education as contained in H.B. 8.

DEPARTMENT OF ADMINISTRATIVE SERVICES BUDGET SUMMARY

<b>Service</b>	<b>Total</b>	<b>GF/EF</b>	<b>Other Funds</b>
<b>Total</b>	<b>3,438,600</b>	<b>2,879,000</b>	<b>559,600</b>
<i>Actuarially Determined</i>	<i>2,467,800</i>	<i>2,506,800</i>	<i>(39,000)</i>
Risk Management - Auto	208,800	177,500	31,300
Risk Management - Liability	1,692,900	1,282,300	410,600
Risk Management - Property	566,100	1,047,000	(480,900)
Risk Management - Workers' Comp	0	0	0
<i>Other</i>	<i>970,800</i>	<i>372,200</i>	<i>598,600</i>
DFCM - Operations & Maintenance	695,100	299,800	395,300
Fleet - Fuel Network	133,700	42,900	90,800
Fleet - Motor Pool Lease	(17,600)	(20,000)	2,400
Fleet - State Travel	92,600	52,100	40,500
Fleet - Transactions Team	67,000	(2,600)	69,600