

Office of the
Legislative Fiscal Analyst

FY 2002 Budget Recommendations

Joint Appropriations Subcommittee for
Capital Facilities and Administrative Services

Utah Department of Administrative Services
Executive Director

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1.0 Summary: Executive Director's Office - Administration

The Executive Director's Office (EDO) provides financial management, strategic planning, organizational development, and public relations for the Department of Administrative Services. It is through the EDO that the Department plays a major role in the development of the State's system for information management. The Director serves on the State Data Processing Review Committee and coordinates the efforts of other programs as they relate to statewide applications.

	Analyst FY 2002 Base	Analyst FY 2002 Changes	Analyst FY 2002 Total
Financing			
General Fund	790,500		790,500
Transfers	127,300		127,300
Total	<u>\$917,800</u>	<u>\$0</u>	<u>\$917,800</u>
Programs			
Executive Director	917,800		917,800
Total	<u>\$917,800</u>	<u>\$0</u>	<u>\$917,800</u>
FTE/Other			
Total FTE	10		10

2.0 Issues

2.1 State Office Building Security

Following a survey of State Office Building tenants, the Executive Director's Office approved a new security plan for the State Office Building. The plan included issuing identification badges to employees, installation of electronic access pads and contracting with a private sector company to provide an on-site security presence. Last year, the Analyst expressed concern that funds expended for the plan are not being used efficiently due to a partial implementation strategy that fails to address real security needs. The Analyst continues to have this concern. (See section 3.1 for further information.)

2.2 Capitol Connections

Capitol Connections is a newsletter for state employees. Last year, the Legislature required DAS to convert the publication from a paper document to an electronic document. DAS implemented the new format with some success. (See section 3.2 for further information.)

3.0 Programs: Executive Director's Office - Administration

Recommendation The Analyst recommends savings of \$13,300 from retirement savings.

	2000	2001	2002	Est/Analyst
	Actual	Estimated	Analyst	Difference
Financing				
General Fund	738,200	803,800	790,500	(13,300)
Transfers		127,300	127,300	
Beginning Nonlapsing		12,200		(12,200)
Closing Nonlapsing	(1,600)			
Total	<u>\$736,600</u>	<u>\$943,300</u>	<u>\$917,800</u>	<u>(\$25,500)</u>
Expenditures				
Personal Services	583,200	722,100	701,700	(20,400)
In-State Travel	1,300	1,200	1,200	
Out of State Travel	2,900	2,600	2,600	
Current Expense	138,400	197,000	194,900	(2,100)
DP Current Expense	10,800	20,400	17,400	(3,000)
Total	<u>\$736,600</u>	<u>\$943,300</u>	<u>\$917,800</u>	<u>(\$25,500)</u>
FTE/Other				
Total FTE	10	10	10	

Purpose The Executive Director's Office (EDO) provides financial management, strategic planning, organizational development, internal auditing and public relations for the Department of Administrative Services. The client base for most state agencies is taxpayers – the primary customers for the Department of Administrative Services are other state agencies. The Director helps coordinate inter-agency cooperation on issues such as fleet consolidation, archival procedures and purchasing guidelines.

3.1 State Office Building Security

Following a survey of State Office Building tenants, the Executive Director’s Office approved a new security plan for the State Office Building. The plan included issuing identification badges to employees, installation of electronic access pads and contracting with a private sector company to provide an on-site security presence. The Analyst is concerned that funds expended for the plan are not being used efficiently due to a partial implementation strategy that fails to address real security needs.

State Office Building Security Expenditures

Equipment (One-time)	\$8,000
Security Services (Ongoing)	\$45,500

Full implementation of the security plan called for the creation of a single access point for all visitors to the State Office Building. DAS believes that the preferred building entrance is the 2nd Floor South entrance from the courtyard (next to the Roundhouse Cafeteria). The second floor south door is not ADA accessible from the west parking lot – although the first floor entrance is. Until December of this year, DAS stationed a security guard on the second floor, but left the first floor door unlocked and unmanned. Security experts say that if one door in a building is not secure, no doors on the building are secure.

The Analyst believes that the only way to optimize security in the State Office Building is to limit access to the building to one entrance for non-employees. Until an exterior elevator is built to make the second floor ADA accessible, the 1st Floor South entrance seems to be the best location for a visitor entrance. ADA parking is nearby in the west parking lot and there is an exterior stairwell for those parking on the East Side of the building. Without a single, controlled entrance point, the hiring of a security contractor is an inefficient use of state resources.

Last year, the Legislature passed the following intent language to address the issue:

It is the intent of the Legislature that the Executive Director of the Department of Administrative Services take necessary steps to make the State Office Building as secure as possible by taking full advantage of the new card access system.

Since DAS waited 11 months to secure the building, the Analyst concludes that a security system is not a high priority within the agency. Therefore, the Analyst recommends the elimination of manned security guards and the funds associated with them.

General Fund (\$45,500)

The Analyst is also recommending that the Executive Director’s budget reimburse the General Fund for the one-time expense of purchasing special equipment to create name badges.

Beginning Balance (\$8,000)

3.2 Capitol Connections

Until last year, annual State expenditures for *Capitol Connections* reached approximately \$20,000. DAS distributed costs across state agencies based on the number of employees in each department. The Legislature asked DAS to discontinue paper publishing and take advantage of the State’s technology by publishing *Capitol Connections* as an electronic document. Although DAS resisted this request, it has turned out to be one of the State’s most forward looking projects according to those who know the State’s IT process best. On November 13, 2000, as part of his annual report to the legislature, Acting Chief Information Officer Al Sherwood told the Information Technology Commission that Capitol Connections On-line was one of the "most successful" *e-government* initiatives implemented by the State this year.

DAS estimates that 3,000 to 5,000 employees regularly visit the Capitol Connections website. DAS is concerned that some employees do not have ready access to the site due to the nature of their job (roadwork, patrol or social work). However, anecdotal evidence seems to show that many employees never received printed copies with their paychecks under the old system. Since virtually every employee may access the site online, it seems reasonable to assume that circulation is improved. Furthermore, the site contains substantially more information than would ever be possible under the old printed format. As the Executive Director works to improve the site next year, the Analyst recommends better tracking of site activity to monitor the number of visitors that access the site each month.

	2000	2001	2002	Est/Analyst
	Actual	Estimated	Analyst	Difference
Financing				
Dedicated Credits Revenue	20,100			
Closing Nonlapsing	(10,600)			
Total	<u>\$9,500</u>	\$0	\$0	\$0
Expenditures				
Current Expense	9,400			
DP Current Expense	100			
Total	<u>\$9,500</u>	\$0	\$0	\$0
FTE/Other				

In publishing Capitol Connections online, the minimal costs associated with publication can be handled within existing budgets.

4.0 Additional Information: Executive Director's Office – Administration

	1998	1999	2000	2001	2002
Financing	Actual	Actual	Actual	Estimated	Analyst
General Fund	640,100	683,500	738,200	803,800	790,500
Dedicated Credits Revenue		20,000	20,100		
Transfers				127,300	127,300
Beginning Nonlapsing	5,000	187,700		12,200	
Closing Nonlapsing	(2,700)		(12,200)		
Lapsing Balance		(100)			
Total	\$642,400	\$891,100	\$746,100	\$943,300	\$917,800
Programs					
Executive Director	642,400	871,100	736,600	943,300	917,800
Capitol Connections		20,000	9,500		
Total	\$642,400	\$891,100	\$746,100	\$943,300	\$917,800
Expenditures					
Personal Services	475,300	533,700	583,200	722,100	701,700
In-State Travel	600		1,300	1,200	1,200
Out of State Travel	2,300	6,300	2,900	2,600	2,600
Current Expense	149,900	148,200	147,800	197,000	194,900
DP Current Expense	14,300	17,900	10,900	20,400	17,400
Other Charges/Pass Thru		185,000			
Total	\$642,400	\$891,100	\$746,100	\$943,300	\$917,800
FTE/Other					
Total FTE	9	9	10	10	10