

Office of the
Legislative Fiscal Analyst

FY 2003 Budget Recommendations

Joint Appropriations Subcommittee for
Capital Facilities and Administrative Services

Utah Department of Administrative Services
Overview

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1.0 Summary: Department of Administrative Services

The Department of Administrative Services (DAS) was created in 1981 by the Utah Administrative Services Act. The Act sets forth eight purposes for the Department:

1. Provide specialized agency support services;
2. Provide effective, coordinated management of state administrative services;
3. Clarify the powers and duties of the various administrative services agencies;
4. Serve the public interest by providing services in a cost-effective and efficient manner, eliminating unnecessary duplication;
5. Enable administrators to respond effectively to technological improvements;
6. Emphasize the service role of state administrative agencies in meeting the needs of user agencies;
7. Permit flexibility in meeting the service needs of state agencies;
8. Protect the public interest by insuring the integrity of the fiscal accounting procedures and policies that govern the operation of agencies and institutions to assure that funds are expended properly and lawfully.

	Analyst FY 2003 Base	Analyst FY 2003 Changes	Analyst FY 2003 Total
Financing			
General Fund	21,766,000	(312,900)	21,453,100
Uniform School Fund	57,200		57,200
Transportation Fund	519,100		519,100
Dedicated Credits Revenue	1,461,500		1,461,500
Dedicated Credits - Intragvt Rev	100,100	(100,100)	
GFR - ISF Overhead	1,342,800		1,342,800
Transfers	(39,800)	(136,800)	(176,600)
Transfers - Internal Service Funds		212,500	212,500
Beginning Nonlapsing	693,000		693,000
Closing Nonlapsing	(158,000)	183,100	25,100
Total	<u>\$25,741,900</u>	<u>(\$154,200)</u>	<u>\$25,587,700</u>
Programs			
Executive Director	979,400	40,200	1,019,600
Information Tech Services			
Administrative Rules	271,800	5,000	276,800
DFCM Administration	3,041,800	(35,900)	3,005,900
DFCM Facilities Management	250,600	(27,000)	223,600
State Archives	2,075,100	60,400	2,135,500
Finance Administration	9,717,800	16,500	9,734,300
Finance - Mandated	3,572,500	(171,000)	3,401,500
Post Conviction Indigent Defense Fu	197,500		197,500
Judicial Conduct Commission	237,800	(600)	237,200
Purchasing	1,397,600	(41,800)	1,355,800
Fleet Capitalization	4,000,000		4,000,000
Total	<u>\$25,741,900</u>	<u>(\$154,200)</u>	<u>\$25,587,700</u>
FTE/Other			
Total FTE	195		195

The *Analyst FY 2003 Base* budget recommendation includes the *Revised Estimate* from FY 2002 as approved by the Executive Appropriations Committee and the following items:

- Adjustment for FY 2002 one-time programs;
- Payroll cost of an extra day in FY 2003;
- Transfers of Market Comparability Adjustments; and,
- Net changes for Internal Service Fund rates.

FY 2003 changes reflect the incremental costs of across the board reductions and annualization of partial budget cuts approved for FY 2002.

2.0 Issues

2.1 DAS Historical Comparison

Overall, the DAS budget accounts for 0.6 percent of all tax funds expended in the state of Utah. With a budget of this size, small changes in total appropriations appear to be large changes as a percentage. The FY 1999 budget shows a 50 percent increase over the prior year, but most of that change is driven by Y2K funding. When adjusted to account for pass through funds administered by the department, the total DAS budget is actually smaller than it was in 1993 and smaller than it was in FY 2001. The following table compares the fluctuating nature of the DAS total budget to an adjusted budget that accounts for funding for programs outside of the Department.

DAS	Total Base Budget	Annual Change	Pass Through Expenses	Total Budget Adjusted	Annual Change	Cumulative Change	Average Change
FY 1993	\$24,727,800		(3,224,600)	\$21,503,200			
FY 1994	\$24,719,900	-0.03%	(5,010,300)	\$19,709,600	-8.34%		
FY 1995	\$23,122,300	-6.46%	(2,324,900)	\$20,797,400	5.52%	-3.28%	-1.41%
FY 1996	\$21,781,100	-5.80%	(1,412,400)	\$20,368,700	-2.06%	-5.28%	-1.63%
FY 1997	\$23,411,800	7.49%	(2,349,500)	\$21,062,300	3.41%	-2.05%	-0.37%
FY 1998	\$25,587,000	9.29%	(3,950,600)	\$21,636,400	2.73%	0.62%	0.25%
FY 1999	\$29,405,900	14.93%	(8,020,600)	\$21,385,300	-1.16%	-0.55%	0.01%
FY 2000	\$34,275,800	16.56%	(15,852,100)	\$18,423,700	-13.85%	-14.32%	-1.97%
FY 2001	\$27,085,200	-20.98%	(7,712,800)	\$19,372,400	5.15%	-9.91%	-0.04%
FY 2002	\$28,586,200	5.54%	(9,535,900)	\$19,050,300	-1.66%	-11.41%	-1.06%

4.0 Additional Information: Department of Administrative Services

	1999	2000	2001	2002	2003
Financing	Actual	Actual	Actual	Estimated	Analyst
General Fund	17,287,600	21,645,800	23,717,500	22,201,500	21,453,100
General Fund, One-time	7,730,500		17,800	470,700	
Uniform School Fund				564,000	57,200
Uniform School Fund, One-time	5,124,400				
Transportation Fund	450,000		450,000	539,800	519,100
Federal Funds				47,600	
Dedicated Credits Revenue	1,519,300	1,551,800	1,441,800	1,506,700	1,461,500
GFR - Boating				500	
GFR - Children's Legal Defense				200	
GFR - Commerce Service				3,100	
GFR - Environmental Quality				1,500	
GFR - Financial Institutions				700	
GFR - Industrial Assistance				100	
GFR - ISF Overhead	1,548,300	1,318,700	1,470,900	1,583,200	1,342,800
GFR - Livestock Brand				200	
GFR - Medicaid Restricted				200	
GFR - Public Safety Support				100	
GFR - Sales and Use Tax Admin Fees				1,400	
GFR - Substance Abuse Prevention				100	
GFR - Tobacco Settlement				200	
GFR - Wildlife Resources				3,500	
GFR - Workplace Safety				300	
TFR - Public Safety				2,800	
Crime Victims Reparation Trust				200	
Land Grant Mgt Fund				900	
Liquor Control Fund				2,300	
Unclaimed Property Trust				100	
Transfers	500,000	736,900	(811,700)	(794,000)	(176,600)
Transfers - Interagency	680,000				
Transfers - Internal Service Funds					212,500
Info Tech Svcs ISF		1,656,000			
Risk Management - Workers Compensation				1,836,400	
Beginning Nonlapsing	3,065,300	1,372,000	2,673,500	3,247,400	693,000
Closing Nonlapsing	(8,483,700)	(2,726,600)	(3,247,400)	(443,400)	25,100
Lapsing Balance	(15,800)			(416,000)	
Total	\$29,405,900	\$25,554,600	\$25,712,400	\$30,362,300	\$25,587,700

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Programs					
Executive Director	891,100	746,100	959,100	923,700	1,019,600
Exec Dir - Fuel Mitigation	1,705,300	445,300			
Information Tech Services	1,041,600	391,600		(299,900)	
Administrative Rules	246,900	275,000	377,500	276,000	276,800
DFCM Administration	3,053,000	3,033,200	3,089,800	2,899,200	3,005,900
DFCM Facilities Management	2,524,600	446,300	441,500	249,700	223,600
State Archives	1,802,800	1,867,600	1,930,900	2,088,400	2,135,500
Finance Administration	10,257,900	9,200,000	8,797,400	13,201,200	9,734,300
State Debt Collection	172,600	170,800			
Finance - Mandated	6,168,300	3,406,000	4,490,800	5,258,600	3,401,500
Post Conviction Indigent Defense Fund	17,000	73,000	22,300	165,100	197,500
Judicial Conduct Commission	218,900	225,600	244,600	197,300	237,200
Purchasing	1,305,900	1,274,100	1,358,500	1,403,000	1,355,800
Fleet Capitalization		4,000,000	4,000,000	4,000,000	4,000,000
Total	\$29,405,900	\$25,554,600	\$25,712,400	\$30,362,300	\$25,587,700
Expenditures					
Personal Services	12,354,600	11,725,100	12,115,800	12,581,100	12,936,100
In-State Travel	48,300	74,000	65,000	73,300	71,600
Out of State Travel	49,200	54,500	47,300	50,400	45,700
Current Expense	7,054,700	2,228,500	3,577,400	4,251,200	2,155,700
DP Current Expense	8,174,500	3,459,400	3,135,300	5,473,500	3,641,100
DP Capital Outlay	531,300	827,200	19,900	1,585,400	65,000
Capital Outlay	1,008,300	6,900			
Other Charges/Pass Thru	185,000	7,179,000	6,751,700	6,347,400	6,672,500
Total	\$29,405,900	\$25,554,600	\$25,712,400	\$30,362,300	\$25,587,700
FTE/Other					
Total FTE	207	200	203	196	195