



**Department of
Administrative Services**

Fiscal Year 2015 Annual Report



Utah State Capitol rotunda.

MISSION:

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

VISION:

The preferred and most trusted provider of products, services, and innovative solutions to meet customer needs.

VALUES:

Integrity

Transparency

Reliability

Quality

Collaboration

Honesty

Accountability

Leadership

Flexibility

Teamwork

GOALS:

Improve the efficiency and effectiveness of DAS operations.

Develop a quality, high performing workforce.

Improve customer relations and communications.

Institutionalize cyber-security and emergency preparedness.



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Greetings,

It is my pleasure to introduce the 2015 Annual Report for the Department of Administrative Services (DAS). The DAS is dedicated to providing support services of the highest quality and best value to government agencies, institutions of higher education, and other governmental entities in Utah.

Dedicated DAS employees embrace the department's vision to be the preferred and most trusted provider of the products, services, and solutions customers need. These essential products and services enable customer agencies to fulfill mission-critical duties, and ultimately facilitate effective state government.

DAS employees have responded to my directive that every state agency increase efficiency by a measurable 25 percent. From the department's implementation of the SUCCESS framework in January 2014, DAS has achieved overall improvement of 39 percent through the end of FY 2015. What a remarkable achievement!

I express my sincere thanks to all DAS employees for your commitment to excellent public service. Your efforts positively impact state operations and are greatly appreciated. Best wishes for your continued success.

Sincerely,

Gary R. Herbert
Governor

Fiscal Year 2015 was an exciting and productive year. The Department of Administrative Services (DAS) is honored to have outstanding public servants as employees. It is because of their dedication that the DAS enjoys success in its programs, processes and delivery of services.

I also want to recognize the amazing work of Governor Herbert and his team on the SUCCESS initiative. It is through this effort that the DAS continues to streamline processes and increase throughput. Thank you for Governor Herbert's vision for elevating efficiency of operations as an important goal for us all to achieve.

Our work could not be completed without the dedication of the Utah Legislature. Members of our committees work along side of the DAS to help us further transparency and accountability. Over the last year this fine group helped us make significant progress in the overall operations of the State Building Board and its relationship with the Division of Facilities Construction and Management.

For the coming year we continue our vision of becoming the most trusted provider of government goods and services. I am grateful for my public service and thankful for the hard work of all of the volunteers and others who share in our mission, our vision, and our goals.

Regards,

Kim Hood
Executive Director
Department of Administrative Services



Executive Director Kim Hood discusses the DAS mission, vision, and values at the department annual summer awards gathering.

EFFICIENCY & EFFECTIVENESS OF OPERATIONS

OPEN RECORDS PORTAL

The Open Records website was developed by the Utah State Archives as outlined in Utah Code subsections 63A-3-403(10) and (11). This law requires the Department of Administrative Services, in consultation with the Transparency Board, to establish and maintain an “information website.” The website contains information and links to information and serves as a central access point where the public can request government records. Twenty-nine executive agencies (with their 1,441 divisions and offices) were integrated into the website, and on January 1, 2015, the Open Records website was launched. In the first six months, the portal coordinated 136 GRAMA requests. On January 1, 2016, twenty-nine counties, 244 municipalities, 41 school districts, 111 charter schools, and 2 transit districts will be integrated into the website. Service Districts will be integrated on January 1, 2017.

The website is a portal where a member of the public may submit a Government Records Access and Management Act (GRAMA) request to a governmental agency, and the agency’s records officer may respond to and track progress on the request in the system. For the requester’s convenience, the Open Records website includes records officer’s names and contact information.

In addition to a central location for requesting records, the Open Records website will be expanded as a hub for posting records or linking to records that are already online. The Open Records website will become a vehicle through which records officers will interface with the State Archives. For example, beginning in January 2016, records officers will take their records officer certification test through the portal and will receive feedback about questions missed.

FLEET OPERATIONS IMPROVEMENTS

Fleet Operations conducted a thorough evaluation of both internal and external operations throughout FY 2015. As a result, many positive changes have been implemented. Fleet continues to examine the current model and work with agencies, stakeholders, and industry experts to determine how to create the most efficient, value-based, and environmentally responsible state fleet.

In House Maintenance

After careful consideration and thorough market comparisons, Fleet made the decision to bring the management of vehicle maintenance in-house. A call center staffed with trained technicians are available 24 hours a day to speak with state drivers and maintenance shop vendors in order to facilitate the quickest service possible. Additionally, Fleet has launched an aggressive campaign to renegotiate prices with Utah auto repair vendors across the state in order to secure the best price for the State.

Since bringing this service in-house, agencies have reported our response time is not only faster but the service is of a higher quality than when we were outsourcing. Additionally, the state has seen a 21.7% increase in savings over the private vendor and has been able to keep those savings steady month over month.

Energy Efficiency

As Utah struggles to mediate the pollution challenges our geography presents, Utah State Fleet is determined to lead by example. Over the last year, Fleet has worked to get measurements of actual pollutants emitted into the air by state vehicles. By employing strategies of pulling older vehicles from the fleet, encouraging the increased utilization of our more energy efficient vehicles, and reducing idling time, we have reduced the amount of unhealthy particulates emitted into the air by about 8%.

Request for Proposal (RFP)

The Department of Administrative Services issued a RFP this year to determine whether a private vendor, or combination of vendors could provide fleet services to the state at a better value. That process is still underway, but we look forward to evaluating the services and innovations offered by the private market. We will be working closely with state agencies and our other customers to ensure that the decisions that will direct the future are made in harmony with the goals and requirements of those we serve.

OPEN Government

Open resources create a system of checks and balances, a cornerstone of our Constitution. Use the tools below to engage and create better governance.



Transparent.Utah.gov

Transparent.Utah.gov is a website dedicated to the transparency and accountability of government. Finances, Expenditure and revenue data for the State of Utah is provided beginning with fiscal year 2009.

Open Records

The Open Records Portal is a central site from which a user can submit a records request (GRAMA request) to a governmental entity.

Data.Utah.gov

Data.Utah.gov provides open access to a growing number of publicly available, reusable data sets. This is a resource that will continue to grow. Download the data and start creating your own mashups.

Laws

Search Legislation
Each year the Utah State Legislature passes hundreds of new bills into law. Read current bills, create your own custom RSS feed, and interact with legislators.

Utah Legislature Public Email Repository
The Utah State's legislative file cabinet is designed to provide information on individuals wanted in the state of Utah.

Lobbyist Financial Disclosures
This service allows citizens to view information on licensed lobbyists in the state of Utah, including contact information, client lists and financials.

The Open Records Portal, www.openrecords.utah.gov.

Administrative Rules
Administrative rules affect your life in many ways, from the tax you pay to the way you drive. The Utah State's administrative process creates opportunities for you to

Utah Code
The Utah Code consists of laws of the state that are codified.

Utah Legislative Ethics Information
An open repository of Utah Legislators' email.

DAS HONORS & RECOGNITIONS



OPEN RECORDS PORTAL DEVELOPMENT TEAM

The Open Records Portal Development Team received the annual DAS Award for Excellence in Innovation and Efficiency for their work on the Open Records Portal. S.B. 70 (2014), State Data Portal Amendments, directed DAS (in partnership with the Utah Transparency Advisory Board) to create a single point of access for all Government Records Access and Management (GRAMA) requests. The team met all required deadlines as outlined in S.B. 70 and successfully unveiled the open records site one month prior to the deadline. The team was comprised of the following individuals: Glen Fairclough (award received by Patricia Smith-Mansfield on his behalf) Renée Wilson, Nova Dubovik, and Elizabeth Perkes.



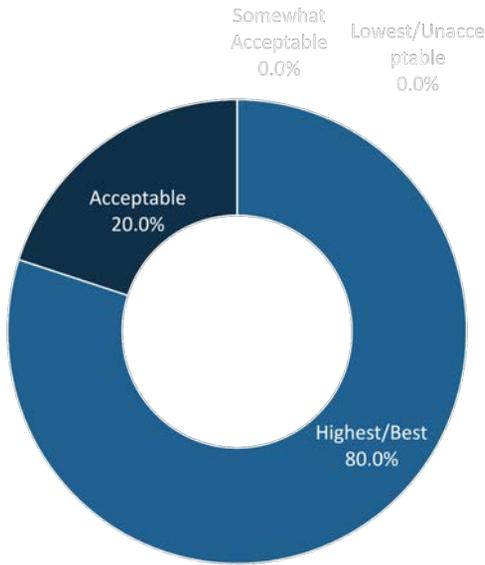
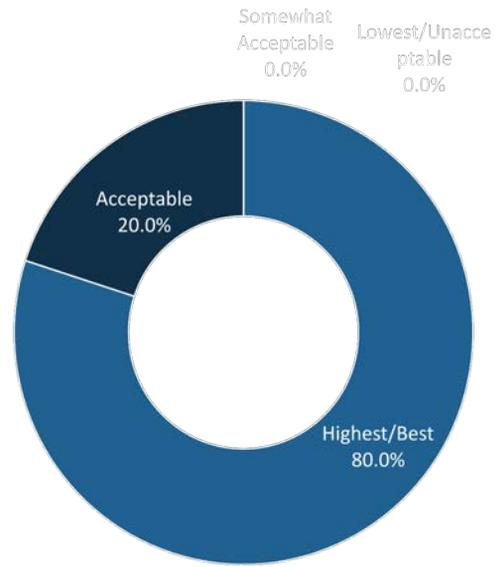
RISK MANAGEMENT CLAIMS ADJUSTERS

The Risk Management Claims Adjusters received a Recognition for Excellence for Outstanding Public Service for consistently treating claimants with sensitivity and respect and for a job well done. Over the past ten years, the team has received audit scores in excess of 95%, and often closer to 98-99%, for their excellence in providing claims management services. Lisa Adams, Jim Christensen, Jeff Coates, Jim Sefandonakis, Joel Reeder, Bret Burgon, Helen Maw, Robert Sandoval, and Terre Marshall (award received by Brian Nelson on her behalf) comprise the team.

EXECUTIVE MANAGEMENT CUSTOMER SURVEY

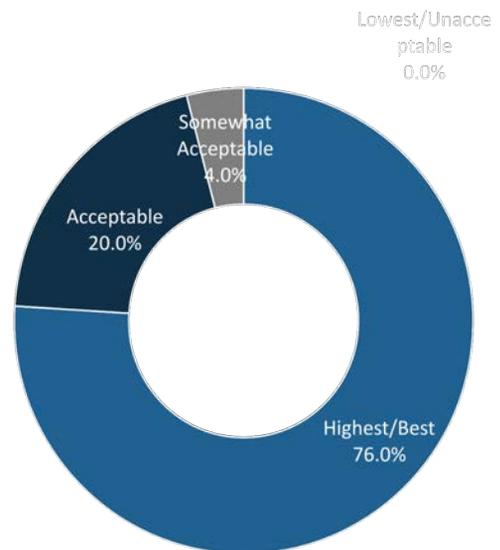
How would you rate the quality of your relationship with DAS, considering all of your experiences with them?

1 Highest/Best	80.0%
2 Acceptable	20.0%
3 Somewhat Acceptable	0.0%
4 Lowest/Unacceptable	0.0%



How satisfied are you with the services you received?

1 Highest/Best	64.0%
2 Acceptable	36.0%
3 Somewhat Acceptable	0.0%
4 Lowest/Unacceptable	0.0%



Overall, do you feel DAS brings value to your agency?

1 Highest/Best	76.0%
2 Acceptable	20.0%
3 Somewhat Acceptable	4.0%
4 Lowest/Unacceptable	0.0%

DEPARTMENT OF ADMINISTRATIVE SERVICES

The department mission is to deliver support services of the highest quality and best value to government agencies and the public. DAS is comprised of the following seven divisions: Administrative Rules, Archives & Records Service, Facilities Construction & Management, Finance, Fleet Operations, Purchasing & General Services, and Risk Management.

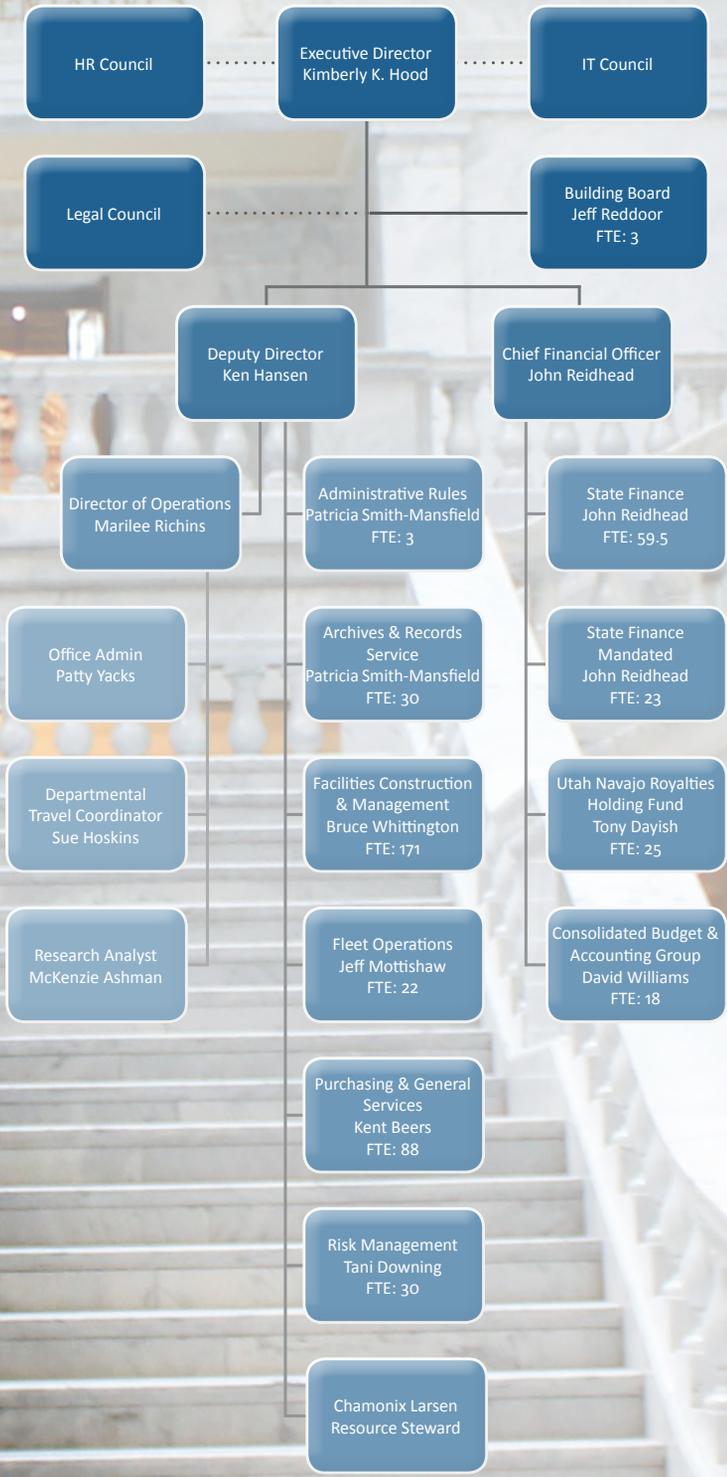
CONTACT

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Ken Hansen Deputy Executive Director	khansen@utah.gov	(801) 538-3777
John Reidhead Chief Financial Officer	jreidhead@utah.gov	(801) 538-3095
Marilee Richins Director of Operations	mprichins@utah.gov	(801) 538-3215
Patty Yacks Office Admin	pyacks@utah.gov	(801) 538-3010
Sue Hoskins Department Travel Coordinator	susanne@utah.gov	(801) 538-9633
McKenzie Ashman Research Analyst	mashman@utah.gov	(801) 538-1542
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Back row: Patty Yacks, Marilee Richins, Sue Hoskins, Ken Hansen
Front row: Chamonix Larsen, Kim Hood, McKenzie Ashman

DAS ORGANIZATIONAL CHART



DAS HUMAN RESOURCE TEAM

The Capitol Hill Human Resource (HR) Team supports the DAS through a variety of processes that include recruitment, classification, compliance with employment laws, consultation to management and employees regarding conduct and performance problems, worker’s compensation, development and interpretation of policy, and a myriad of other opportunities to advocate for both management and employees. While the HR team was extremely busy in the day-to-day assistance to the department this past fiscal year, they also completed a major division-wide classification study for the Division of Facilities and Construction Management.

DAS LEGAL TEAM

The DAS Legal Council, comprised of division directors and Assistant Attorney Generals assigned to DAS, meets regularly to coordinate legal issues in the department. The council ensures that divisions are knowledgeable about Attorney General workload and availability. It provides an opportunity for department-wide communication and coordination on current legal issues.

DAS TECHNICAL SERVICES TEAM

Department of Technology Services (DTS) staff dedicated to DAS is committed to working with each division to make them successful in achieving their initiatives and goals. This past year DTS transitioned several IT operational dependencies to the business to better adhere to separation of duties and reduce operational expenses. DTS partnered with the divisions to evaluate and document aging technologies and hardware, 40 servers were upgraded as part of this initiative. Internal cross training and knowledge share sessions has been and will continue to be a priority for DTS to address accessibility, modern development techniques, backup redundancy and oversight of all systems. Understanding that communication is critical for the outcome of any project, a System Development Life Cycle (SDLC) checklist and process has been implemented to strengthen interactions between DTS and DAS staff.

Employee Count:	478.5
FY 2015 Operating Budget:	\$ 32,935,182
FY 2015 Finance Mandated Budget:	\$ 41,687,200
FY 2015 ISF Operating Budget:	\$ 162,095,201
FY 2015 Capital Budget:	\$ 454,949,304



CFO LETTER

The diversity in services, customers, and funding sources and models within DAS make the financial aspects of our operations challenging and exciting. It is a great opportunity to be involved in DAS fiscal matters under Kim Hood's leadership and working with exceptional division directors who strive to provide best-value services.

I am pleased to report that DAS operations were accounted for in a responsible, appropriate manner. In addition, DAS operations were managed within available resources for fiscal year 2015.

Reliable and timely financial information continues to be of utmost importance to DAS management as the Governor's SUCCESS initiative and other DAS efficiency initiatives are moved forward in the face of budget constraints and increasing workloads.

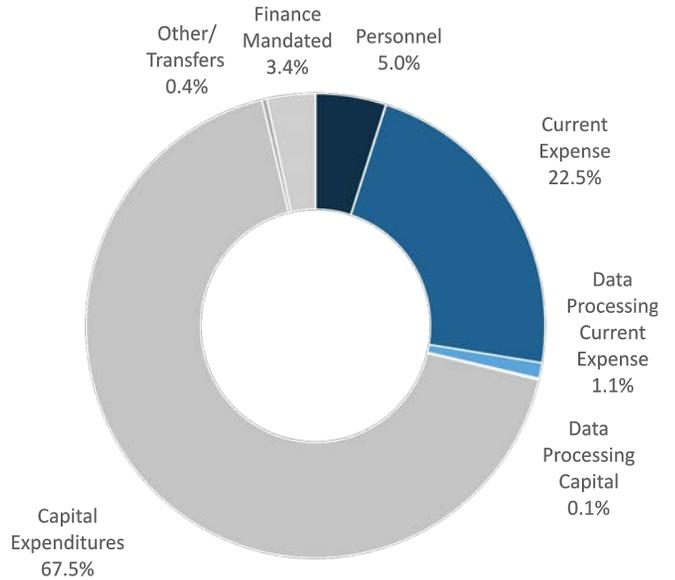
We appreciate the taxpayer resources entrusted to us from the Legislature and from customers through charges for services. We appreciate our customers, partners, and other stakeholders and look forward to working together to provide quality services.

John Reidhead

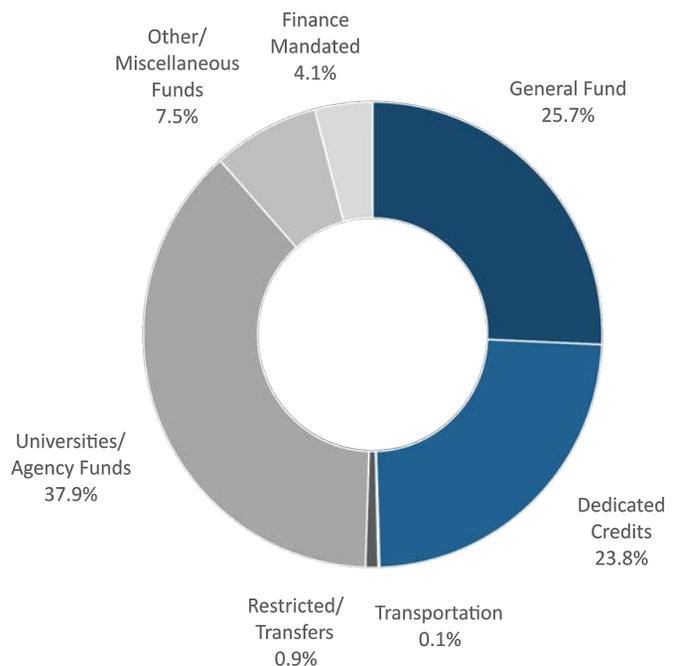
Chief Financial Officer
Department of Administrative Services

FISCAL YEAR ENDING JUNE 30, 2015 (UNAUDITED)

Department of Administrative Services Expenditures
\$ 651,331,300



Department of Administrative Services Revenues
\$ 664,515,500



COORDINATOR OF RESOURCE STEWARDSHIP

Chamonix Larsen was appointed to serve as the Coordinator of Resource Stewardship, a position created in the 2014 General Session to help state entities share and implement best practices to improve air quality. This initiative, supporting environmental stewardship and improved health, was established in the Department

of Administrative Services and has the following goals:

- Increase the knowledge of state employees about air quality and resource stewardship.
- Provide agencies with better access to information about best practices and stewardship measures.
- Develop (and support the development of) networks that can provide opportunities to share best practices and stewardship strategies.
- Provide support for agencies planning, engaging or participating in activities that advance resource stewardship.
- Improve the transparency and communication of government efforts, best practices, and resource stewardship measures to the legislative brand and the Governor's Office.
- Support and align with department goals for operational efficiency, quality workforce, security, communication, and customer service.
- Support and align with Governor's Cornerstone priorities of education, energy, economic development, and self-determination.

Currently, the top source of air pollution in Utah is from transportation related emissions; building and industry related emissions are also major contributors. Chamonix has created network of State of Utah Agency Stewardship Liaisons to help ensure that best practices and initiatives can be shared across agencies to help reduce pollution emissions. State of Utah agencies are often strategically located along established transit lines which provide amenities employees who walk or ride bicycles. Agencies are also implementing best practices to improve air quality, such as teleworking policies, ECO pass provisions, bike infrastructure amenities, and they are working with the State Building Energy Efficiency Program (SBEEP) to install clean energy generation and building efficiency upgrades. Some of the efforts Resource Stewardship Coordination supported this year are:

- First Winter State of Utah Agency Travelwise Challenge & Clear the Air Challenge saving 14,546 trips and 79.9 lbs of emissions
- State contract for GREENbike Bike Share Membership Discount to \$25 annually
- Network of over 50 stewardship liaisons within State of Utah entities
- Consolidation of stewardship best practices into shared resource
- Support and coordination for the Statewide Eco Pass Program that serves thousands of active transit riders that make over 600,000 transit trips annually.
- Bicycle Technology and Advocacy Demonstrations, Education and Resource Network
- First and Last Mile Transit Connection Focus Group
- Statewide transportation infrastructure and awareness
- State Agency Stewardship Playbook and Plan, a guide to help all agency initiate goals, implement strategies and measure outcomes of stewardship.

Agencies are encouraged to engage the Resource Stewardship Coordinator to help increase stewardship efforts in state government. Some examples of how the coordinator can support agencies are:

- Facilitate a stewardship planning process
- Assist with grant applications that can support stewardship
- Highlight and promote achievements and best practices
- Help plan an event, find a speaker, or plan content for an educational effort
- Facilitate communication & relationships between your agency, Administrative Services, or other government service agencies like Technology & Transportation.
- Facilitate a new state contract that relates to a stewardship strategy
- Research and help gather data about the effectiveness of a strategy or idea
- Help an agency connect to an outside entity like UTA to discuss services or issues

With a coordinated effort for increased stewardship, the State of Utah can improve Utah's air quality and health with the most efficient solutions.

ADMINISTRATIVE RULES

The Division of Administrative Rules is the central clearinghouse for administrative rules. State agencies file administrative rules with the division in response to legislative mandates or authorizations to regulate. The division publishes administrative rules twice: once in the Utah State Bulletin when rules are proposed to permit the public to provide input, and once again in the Utah Administrative Code when rules are effective so that the public may know with which rules they must comply. The division produces finding aids to help citizens research rules that impact their rights. The division also provides assistance to state agencies to aid their compliance with the provisions of the Utah Administrative Rulemaking Act.

CONTACT

Patricia Smith-Mansfield Director	pmansfie@utah.gov	(801) 531-3850
Mike Broschinsky Code Editor	mbroschi@utah.gov	(801) 538-3003
Nancy Lancaster Publications Editor	nllancaster@utah.gov	(801) 538-3218
Sophia Manousakis Executive Secretary	smanousa@utah.gov	(801) 538-3764
5110 State Office Bldg • Salt Lake City, UT 84114 • (801) 538-3764 • www.rules.utah.gov		



Patricia Smith-Mansfield, Nancy Lancaster, Sophia Manousakis, Mike Broschinsky

HIGHLIGHTS

880

FILINGS RECEIVED AND PROCESSED BY THE DIVISION. OF THESE, 279 OF THE RULE FILINGS WERE SUBMITTED TO COMPLY WITH STATUTORY REVIEW REQUIREMENTS

22nd

CONSECUTIVE YEAR THE DIVISION OF ADMINISTRATIVE RULES HAS PUBLISHED ALL 24 ISSUES OF THE UTAH STATE BULLETIN ON TIME

ERULES SECURITY

THE DIVISION OF ADMINISTRATIVE RULES WORKED WITH THE DEPARTMENT OF TECHNOLOGY SERVICES TO UPGRADE THE ERULES APPLICATION TO ADDRESS APPLICATION UPDATES AND SECURITY VULNERABILITIES

9.90
days

7.68
days

2014

2015

28.9% IMPROVEMENT
IN TURNAROUND ON
REVIEWING FILINGS

SERVICES & FUNCTIONS

Rule filing/document filing

- Administrative rule filings (accessible to authorized individuals at <http://erules.rules.utah.gov/>)
- Executive document filing
- Public notices

Publication of rules, and other executive branch notices

- Proposed and emergency administrative rule
- Effective administrative rules
- Index of changes
- Executive documents
- Other administrative agency material

Maintenance of the Utah Administrative Code

- Utah Administrative Code
- Monthly updates to the Code

Rulemaking assistance to agencies

- Training
- Rulewriting Manual for Utah

Procedural review of rules

- Procedural review of rule analyses and other rule forms
- Procedural review of rule text

Agency notification of deadlines and events

- Notices of rules due for review
- Lapsing notices



eRules: Online Rule Filing Application

ATTENTION:

Do not open eRules in more than one browser window at a time.

eRules is available 24 hours a day, 7 days a week.

Division staff are available during regular business hours -- 8 a.m. to 5 p.m., Monday through Friday -- to respond to questions or problems.

If you must file on the filing deadline, please file well before 5 p.m.

If you have questions about eRules or the rulemaking process, please call:

Mike Broschinsky: 801-538-3003 or Nancy Lancaster: 801-538-3218.

[Administration Home](#)

State of Utah Rule Filing List

[Expedited Rule](#) **01/15/2016** - The current publication period.

[Five-Year Review Expiration](#) **02/16/2016** - The last day to comment on rule filings for this publication period.

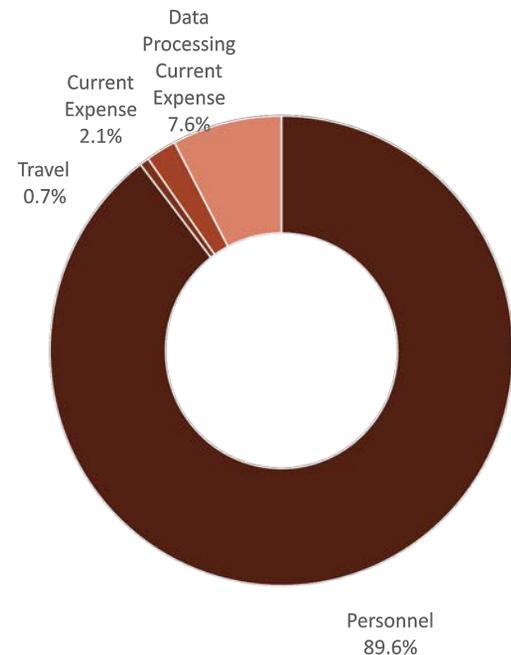
The e Rules application was updated in FY 2015 to address security concerns.

CUSTOMER SERVICE SUMMARY

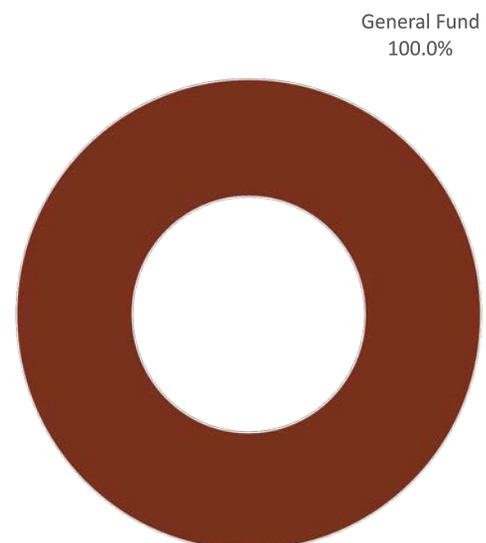
SERVICES PROVIDED	TOTAL
RULE FILING/DOCUMENT FILING	
ADMINISTRATIVE RULE FILING AND AGENCY PUBLIC NOTICE	
Rule filings submitted	880
Five-year expiration for noncompliance	6
Legislative nonreauthorization	0
Five-year reviews	279
EXECUTIVE DOCUMENT FILING	
Governor's executive documents submitted for publication	20
APPLICATION PERFORMANCE	
State agency public notices submitted for publication	33
PUBLICATION OF RULES & OTHER EXECUTIVE BRANCH NOTICES	
UTAH STATE BULLETIN	
Percentage of complete filings published on time	100%
Publication errors made by the division	0
MAINTENANCE OF UTAH ADMINISTRATIVE CODE	
ADMINISTRATIVE CODE REPOSITORY	
Rules in July 1 code	2,082
Volume of rules in July 1 code (kilobytes)	30,671
CODIFICATION OF RULES	
Codification errors made by the division	0
RULE MAKING ASSISTANCE TO AGENCIES	
TRAINING	
Number of staff attending rules training	133
Cumulative hours trained	411.5
PROCEDURAL REVIEW OF RULES	
RESOLUTION OF FILES	
Filings with issues resolved prior to publication	93
Filings with issues as % of total filings	11%
Total number of issues identified and resolved	123
TIMELY REVIEW OF RULES	
Average number of days to review filings	8
AGENCY NOTIFICATION OF DEADLINES & EVENTS	
NOTICE OF RULES DUE FOR FIVE-YEAR REVIEW	
Number of rules for which the statutorily required notice was sent	178
Percentage of rules for which statutorily required notice was sent by the statutory deadline	94%
Number of rules due for five-year review for which a second courtesy reminder was sent	83
NOTICE OF RULES ABOUT TO LAPSE	
Number of rules for which notice of rules about to lapse was sent	19

FISCAL YEAR ENDING JUNE 30, 2015 (UNAUDITED)

Administrative Rules Expenditures
\$ 384,700



Administrative Rules Revenues
\$ 384,700



ARCHIVES & RECORDS SERVICE

The Utah State Archives assists governmental entities in the efficient management of their records, preserves records of enduring value, and provides quality access to public information. The division assists state and local governments with the creation, care, retention, and access to their records during their administrative use; assumes custodianship over historical and permanent government records; and supports cultural institutions in the care, access, and preservation of the state's historical documents. Government records belong to the citizens of the state, who have a legal right to open and fair access and the division assists records-creators and the public in achieving transparency and accountability through government records.

CONTACT

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Ken Williams Deputy Director	kenwilliams@utah.gov	(801) 531-3840
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Rosemary Cundiff Records Ombudsman	rcundiff@utah.gov	(801) 531-3858
346 S Rio Grande • Salt Lake City, UT 84101 • (801) 531-3848 • www.archives.utah.gov		



Ken Williams, Rosemary Cundiff, Patricia Smith-Mansfield, John Koerner

HIGHLIGHTS

906

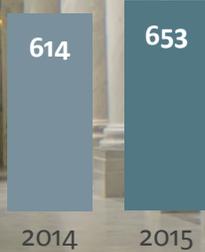
RESPONDERS AND 770 REQUESTERS CONSULTED WITH THE GOVERNMENT RECORDS OMBUDSMAN IN THE OPEN RECORDS REQUEST PROCESS

1,563

RETENTION SCHEDULES UPDATED AS PART OF THE SUCCESS INITIATIVE, MEETING EFFICIENCY TARGET 90% OF THE TIME

6,558

VOLUNTEER HOURS CONTRIBUTED IN THE ACQUISITION, PROCESSING, AND PRESERVATION OF HISTORICAL RECORDS



6.4% INCREASE
IN RECORDS OFFICERS
CERTIFIED



THE ARCHIVES' OPEN RECORDS PORTAL DEVELOPMENT TEAM WAS PRESENTED WITH THE "2015 GOVERNOR'S AWARD FOR EXCELLENCE FOR INNOVATION AND EFFICIENCY"

SERVICES & FUNCTIONS

Records Management Services

- Provides consulting services and surveys to state and local government agencies in records management and establishes guidelines and standards
- Provides online training and annual certification to state and local government records officers and other officials
- Maintains an online list of governmental entities' records officers, their contact information, and certification status
- Maintains general and agency-specific record retention schedules
- Provides training on the Government Records Access and Management Act (GRAMA) and records management
- Provides staff support and services to the State Records Committee
- Stores and retrieves inactive records for governmental entities. Properly destroys obsolete records according to legal retention periods

Records Ombudsman

- Assists public and agencies with GRAMA issues and mediates disputes — information, requests, appeals, and classification

Open Records

- Administers an open records portal as a central site from which a user can submit a Government Records Access and Management Act (GRAMA) records requests to a governmental entity and the entity may track the request progress

Archives Services and Public Access

- Appraises state records and assists governmental entities and repositories with appraisal of historical records
- Maintains non-current records of permanent historical value; preserves the original record
- Maintains and provides access to public records in Archives' custody, assisting patrons through research room services and online; provides copies of historical records in a variety of formats
- Creates guides, finding aids, and indexes and arranges, describes, and catalogs historical records in Archives' custody

Public Outreach

- Provides outreach, training, research workshops, papers, and presentations on archival preservation, access, and topics of historical significance
- Provides support for the network of approved regional repositories and assistance to local repositories
- Maintains public records and manages grant program

Preservation Services

- Operates a microphotography imaging center
Reformats records to preserve permanent records
- Establishes and maintains standards of quality control and assists agencies in microfilming/ digital programs. Provides access to microfilmed records; conversion to electronic format

Public Notice and Assistance

- Administers the Utah Public Meeting Notice Website and provides training; maintains and provides access to governmental entities' public meeting and hearing notices, minutes, public information, and agenda



Open Records Portal team presented with the 2015 Governor's Award for Excellence for Innovation and Efficiency.

CUSTOMER SERVICE SUMMARY

SERVICES PROVIDED	TOTAL
RECORDS MANAGEMENT	
Agency consultations/trainings	7,030
Records Officers certified	1,813
Records retention schedules	27,534
Records participation (blog views)	12,551
RECORDS STORAGE	
Volume of records	132,366
Accession of records (monthly accessions)	10,471
Retrieval of inactive records (monthly pulls)	6,134
Destruction of obsolete records	4,652
ACCESS OF ESSENTIAL RECORDS	
Patron Research Center assistance	7,887
Public use of Public Notice website	147,788
View of research blog	8,871
PRESERVATION OF RECORDS	
Historical records volume	44,724
Historical records on microfilm	124,697
Consultations/trainings	147
REFORMATTING	
Reformatting	3,079,129
PUBLIC NOTICES	
Public bodies	3,368
Public notices	29,193
STATE RECORDS COMMITTEE	
Appeals heard	32
Appeals denied	17
Appeals requested	74
RECORDS OMBUDSMAN	
Records assistance	1,704
Mediation	27

BOARDS & COMMITTEES

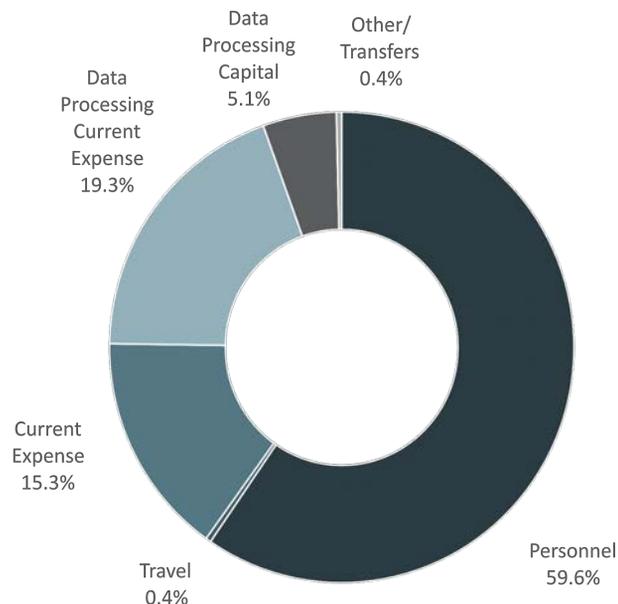
- State Records Committee
- Utah State Historical Records Advisory Board

GRANTS

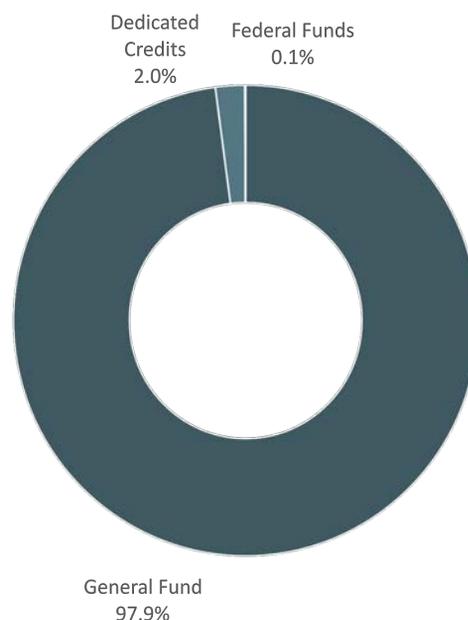
National Historical Publications and Records Commission Grant, \$30,500, for support of the Utah State Historical Records Advisory Board, to provide training and development to local repository staff and volunteers at regional repositories, and to preserve local government records.

FISCAL YEAR ENDING JUNE 30, 2015 (UNAUDITED)

Archives & Records Service Expenditures
\$ 3,029,500



Archives & Records Service Revenues
\$ 3,029,500



FACILITIES CONSTRUCTION & MANAGEMENT

The Division of Facilities Construction and Management (DFCM) has statewide oversight responsibilities for all owned and occupied facilities. Responsibilities include all aspects of construction, maintenance, energy efficiency, and real estate services.

DFCM is structured to provide value and professional services to its statewide customers. This begins with building high quality buildings that meet strict energy efficiency standards. DFCM then provides professional operation and maintenance services to ensure these state assets are properly cared for and reach their full life expectancy. DFCM also provides central real estate services for state agencies to ensure their leasing needs are met timely and at a cost competitive level.

CONTACT

Bruce Whittington Director	bwhittington@utah.gov	(801) 538-3547
Jim Russell Construction Program Manager	jimrussell@utah.gov	(801) 231-3489
Jake Jacobson Facilities Program Manager	jjacobson@utah.gov	(801) 538-3303
Cee Cee Niederhauser Administrative Assistant	cniederhauser@utah.gov	(801) 538-3261
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Jake Jacobson, Bruce Whittington, Jim Russell

HIGHLIGHTS

14

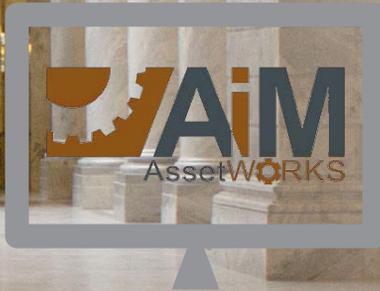
SOLAR PROJECTS INSTALLED THROUGHOUT THE STATE OF UTAH ANNUALLY GENERATING 4.7 MILLION KWH AND SAVING MORE THAN \$260,000

9.3%

DECREASE IN THE AVERAGE COST FOR LEASED OFFICE SPACE RENEWALS COMPARED TO PRIOR TERMS

\$437k

ESTIMATED ANNUAL ENERGY COST AVOIDANCE FOR FOUR UNIVERSITY OF UTAH PROJECTS CURRENTLY IN DESIGN OR CONSTRUCTION



PROJECT MANAGEMENT

SOFTWARE IMPLEMENTED TO STREAMLINE AND PROVIDE CONSISTENCY TO PROCESSES

25% & 45% BELOW

LOCAL AND NATIONAL MAINTENANCE COST PER SQUARE FOOT, RESPECTIVELY

SERVICES & FUNCTIONS

Construction Management

- Architectural programming and design of each project
- Construction management
- Testing and inspection services
- Warranty period monitoring

Facilities Management

- Oversight of both state owned and leased buildings maintenance efforts
- Conservation measures to ensure managed facilities are operating efficiently
- Full support and maintenance for the building and security automation systems in managed buildings
- Internal contracting and accounting functions required to support the facilities management operation.

Real Estate Group

- Facility and land leases management
- Acquisitions of real property acquisitions
- All other real property related issues

State Building Energy Efficiency Program (SBEEP)

- High performance building standard for capital development projects
- Energy efficiency in capital improvement projects where cost effective over the life cycle
- Building systems commissioning
- Building envelope commissioning
- Energy efficiency incentives programs for new and existing buildings
- Renewable energy projects
- State facility energy efficiency loan fund projects
- Energy retrofits to optimize energy efficiency in existing buildings
- Energy saving performance contracts

CUSTOMER SERVICE SUMMARY

SERVICES PROVIDED	TOTAL
CONSTRUCTION MANAGEMENT	
Total projects funded	377
Total allocation of state funds	\$ 255,843,173
Total allocation of non-state funds	\$ 227,286,533
Construction Management Customer Survey average (0-4)	3.8
OPERATIONS & FACILITIES MAINTENANCE	
Total number of programs	173
Total managed square feet	6,849,485
Average cost per square foot	\$ 4.59
Percentage below local private sector maintenance cost	28%
REAL ESTATE	
Total active office space leases	200
Average cost per office space square foot	\$ 16.98
Percent change in cost for all office space renewals processed	9.36%
STATE BUILDING ENERGY EFFICIENCY PROGRAM	
Total dollars brought in	\$ 7,952,915
Utility incentives	\$ 359,825
Grant funds	\$ 7,593,090
Ongoing annual savings from projects completed in FY 2015	\$ 294,190

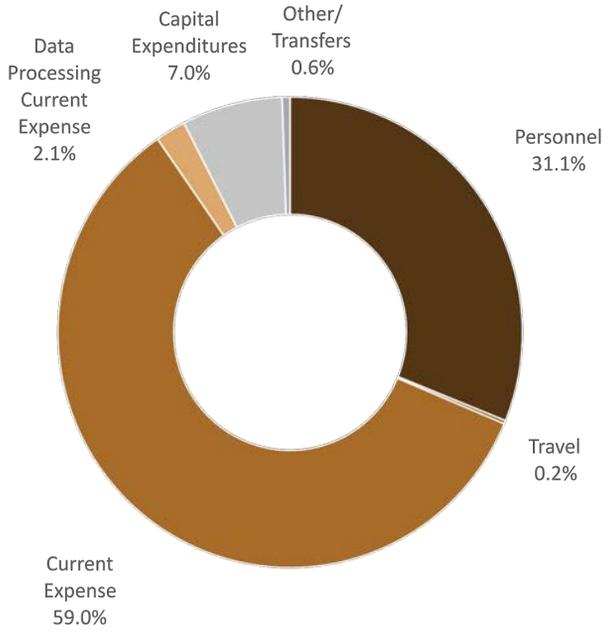
BOARDS & COMMITTEES

The following boards or committees oversee DFCM or provide advisory support:

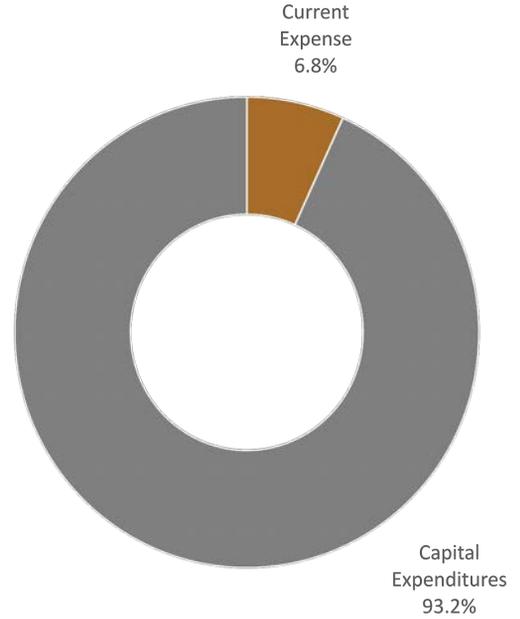
- State Building Board
- Administrative Services Rate Committee
- Utah State Code Commission
- State Building Ownership Authority
- Utah State Seismic Safety Commission
- Utah State Legislative Infrastructure & General Government Appropriations Committee

FISCAL YEAR ENDING JUNE 30, 2015 (UNAUDITED)

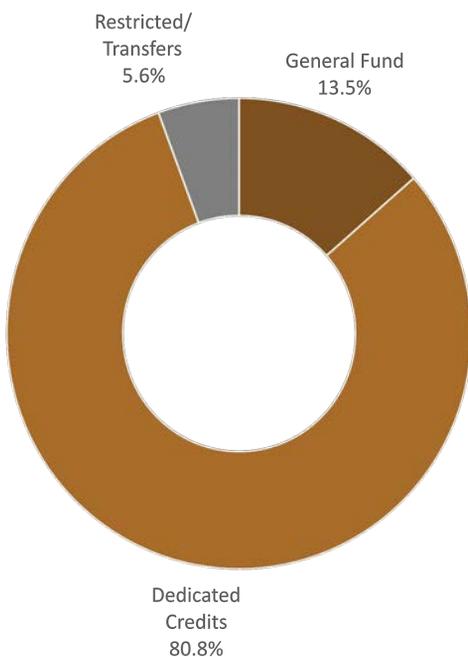
DFCM Appropriated & ISF Expenditures
\$ 37,195,400



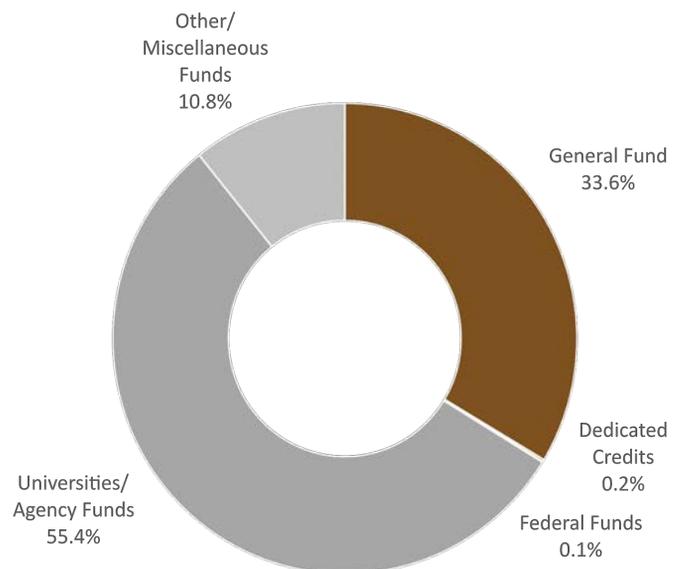
DFCM Capital Projects Expenditures
\$ 454,949,300



DFCM Appropriated & ISF Revenues
\$ 37,053,400



DFCM Capital Projects Revenues
\$ 454,949,300



FINANCE

The Division of Finance serves Utah citizens and state agencies with fiscal leadership and quality financial systems, processes, and information.

CONTACT

John Reidhead, CPA Director	jreidhead@utah.gov	(801) 538-3095
Brenda Lee, CPA Deputy Director	brendalee@utah.gov	(801) 538-3102
Rick Beckstead, CPA Accounting Operations Manager	rbeckstead@utah.gov	(801) 538-3100
Marcie Handy, CPA Assistant Comptroller	mhandy@utah.gov	(801) 538-1678
Jerry Gearheart FIS Manager	jgearheart@utah.gov	(801) 538-1023
Mark Austin State Payroll Coordinator	maustin@utah.gov	(801) 538-3023
Dave Williams CBA Director	ddwilliams@utah.gov	(801) 538-3293
Barbara Sutherland Administrative Assistant	bsutherland@utah.gov	(801) 538-3020
2110 State Office Bldg • Salt Lake City, UT 84114 • (801) 538-3082 • www.finance.utah.gov		



Back row: John Reidhead, Rick Beckstead, Mark Austin, Dave Williams
Front row: Jerry Gearheart, Brenda Lee, Marcie Handy, Barbara Sutherland

HIGHLIGHTS

\$12

COLLECTED BY FINANCE IN DEBTS AND FEES OWED TO THE STATE FOR EVERY ONE DOLLAR SPENT ON COLLECTION PROGRAMS

498

DIFFERENT GOVERNMENT ENTITIES HAVE POSTED 898M RECORDS TO THE FINANCIAL TRANSPARENCY WEBSITE FY 2009 TO FY 2015 THAT TOTAL \$4.6 TRILLION

688%

INCREASE IN EFFICIENCY REALIZED IN THE WAGE MATCH PROGRAM FROM FY 2014 TO FY 2015 USING THE SUCCESS FRAMEWORK

\$14.4M

IN DEBTS COLLECTED THROUGH THE FINDER SYSTEM, INCLUDING \$1.16 MILLION OWED TO THE IRS



18.9% INCREASE
IN OSDC TOTAL
COLLECTIONS



THE STATE OF UTAH EARNED THE "CERTIFICATE OF ACHIEVEMENT OF EXCELLENCE IN FINANCIAL REPORTING" FROM THE GOVERNMENTAL FINANCE OFFICERS ASSOCIATION FOR THE 30TH CONSECUTIVE YEAR

SERVICES & FUNCTIONS

Accounting Operations/Disbursements

- Internal Control Self- Assessment program
- Travel and payment vouchers auditing
- Vendor management in the FINET accounting system
- 1099 income reporting to the IRS
- Tax refund payment processing
- Mailing and distribution of all centrally processed payments made from state funds
- FINDER debt-offset program
- Purchasing Card (P-card) program for state agencies and participating local governments

Office of State Debt Collection (OSDC)

- Collection services for State receivables
- Policies, procedures and guidelines regarding monies owed to the State
- Oversight of many state agencies' non-tax receivables

Financial Reporting

- Comprehensive Annual Financial Report (CAFR)
- Budget setup and monitoring
- Statewide cost allocation plan
- Accounting, servicing, and safeguarding of original loan documents for loans issued by state agencies
- Payment Tracking System (PTS)
- Statewide Fixed Asset System
- PCI compliance
- Federal cash management compliance
- Accounting Policies and Procedures for the State

Financial Information Systems

- FINET
- Statewide data warehouse of financial, payroll, and certain personnel information
- Payment Tracking and FINDER monitoring
- Data for the State's financial transparency website

Payroll

- Statewide payroll system
- Payroll Employee Self-Service portal
- Employee pay, benefits, and deduction data
- Travel Management Module

Consolidated Budget & Accounting (CBA)

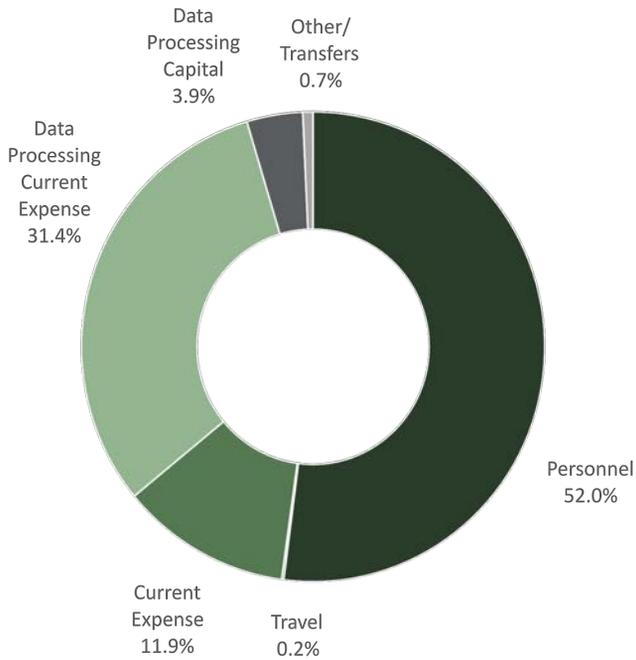
- Centralized and consistent budget and accounting services across divisions, systems, and processes at DAS

CUSTOMER SERVICE SUMMARY

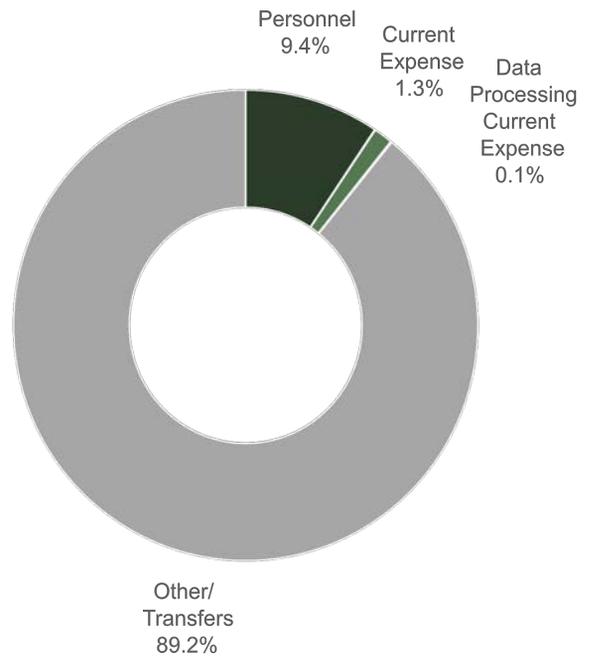
SERVICES PROVIDED	TOTAL
ACCOUNTING OPERATIONS	
Post-audited payments	11,225
Post-audit findings	160
P-card transactions	129,731
P-card dollars spent	\$ 26,629,759
FINANCIAL INFORMATION SYSTEMS	
Help Desk calls	7,711
Students attending training	426
PAYROLL	
Active employees on SAP	23,707
Employees with access to ESS time entry	17,932
Number of off-cycle checks	263
OFFICE OF STATE DEBT COLLECTION	
Accounts placed for collection	28,943
Value of accounts placed for collection	\$ 51,310,530
Number of payments received	52,173
Payments received	\$ 9,010,086
FINANCIAL REPORTING	
Number of loans serviced	2,314
Serviced loans principle balance	\$ 1,299,831,495

FISCAL YEAR ENDING JUNE 30, 2015 (UNAUDITED)

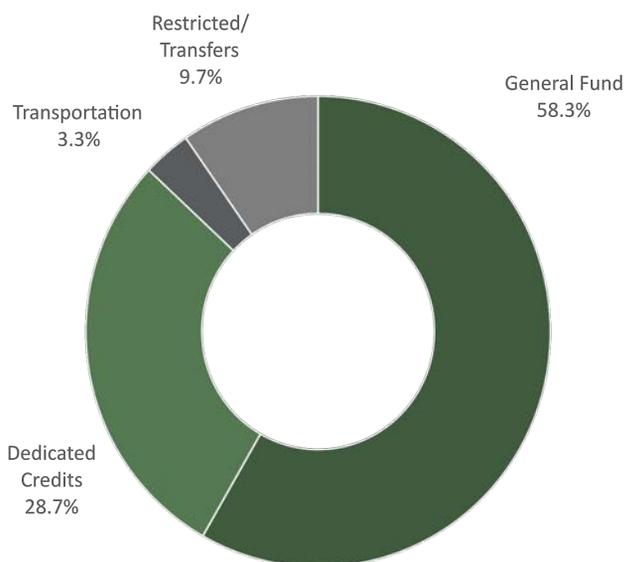
Finance Appropriated & ISFs Expenditures
\$ 13,665,700



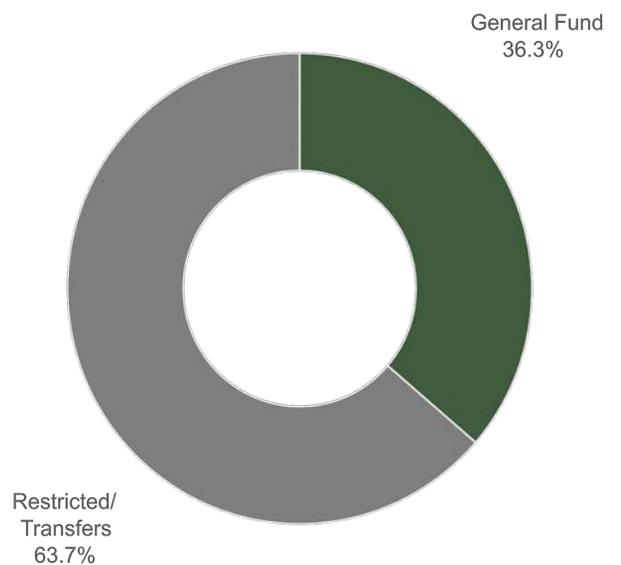
Finance Mandated Expenditures
\$ 22,179,000



Finance Appropriated & ISFs Revenues
\$ 13,466,300



Finance Mandated Revenues
\$ 26,998,000



FLEET OPERATIONS

The Division of Fleet Operations (DFO) provides fleet, fuel, and business travel services to state agencies, institutions of higher education, and local governments within the state. In conjunction with the Governor's SUCCESS initiatives, in FY 2015, Fleet Operations continued to examine programs within DFO to further maximize efficiencies in vehicle choice, core business functions impacting daily use of Fleet Operations services, and services utilized by agencies less frequently. Mission critical services have been identified and streamlined, ensuring vehicle availability, vehicle fueling and infrastructure, and business travel needs are met as quickly as possible.

CONTACT

Jeff Mottishaw Director	jmottishaw@utah.gov	(801) 538-3601
Eric Gardner Fleet Manager	egardner@utah.gov	(801) 538-9134
Jeff Done Fuel Network Manager	jeffdone@utah.gov	(801) 538-3695
Tami Nelson State Travel Manager	taminelson@utah.gov	(801) 538-3109
4120 State Office Bldg • Salt Lake City, UT 84101 • (801) 538-3014 • www.fleet.utah.gov		

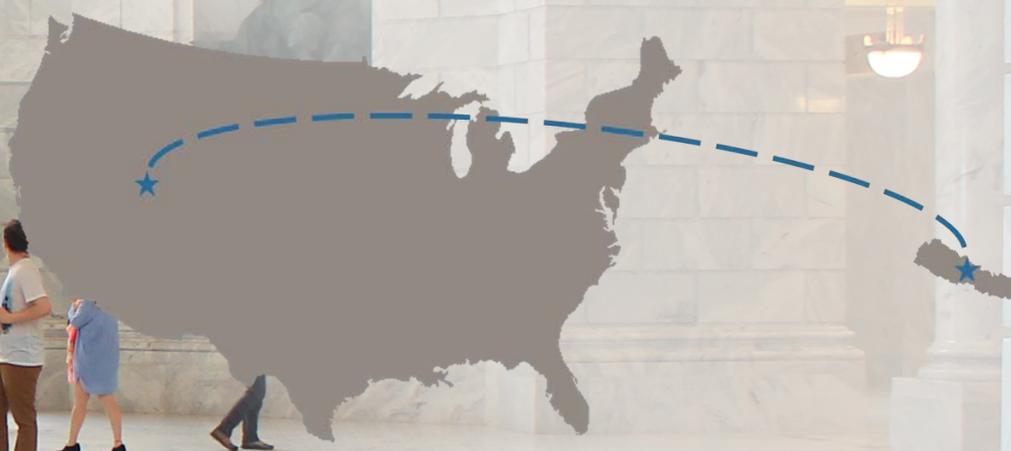


Eric Gardner, Jeff Done, Tami Nelson, Jeff Mottishaw

HIGHLIGHTS

61 VEHICLES LEASED BY FLEET OPERATIONS TO OTHER STATE AGENCIES REMOVED FROM THE MULTI-AGENCY STATE OFFICE BUILDING FOR THE ENTERPRISE RENT-A-CAR PILOT

21.7% IMPROVEMENT IN MAINTENANCE COSTS COMPARED TO VEHICLE MILES FROM THE BASELINE (FY 2014) TO THE END OF FY 2015



STATE TRAVEL WAS QUICKLY ABLE TO IDENTIFY A STATE TRAVELER AFFECTED BY THE APRIL 2015 NEPAL EARTHQUAKE, COMMUNICATE WITH THE INDIVIDUAL, VERIFY THAT THE TRAVELER WAS UNHARMED, AND EXPLAIN WHAT NEEDED TO BE DONE TO GET THE TRAVELER HOME

SERVICES & FUNCTIONS

Motor Pool Program

- Fleet vehicle data reports for agencies to use in the management of their vehicles
- Personal owned vehicle cost comparison utility
- Emergency roadside assistance and vehicle maintenance support

Fuel Program

- Fuel dispensing services from state owned fuel sites
- Fuel card services used at state fuel network and commercial fuel sites
- Fuel dispensing services to the public at state owned CNG fueling locations

State Travel Program

- Online airline, hotel, rental car travel request forms

CUSTOMER SERVICE SUMMARY

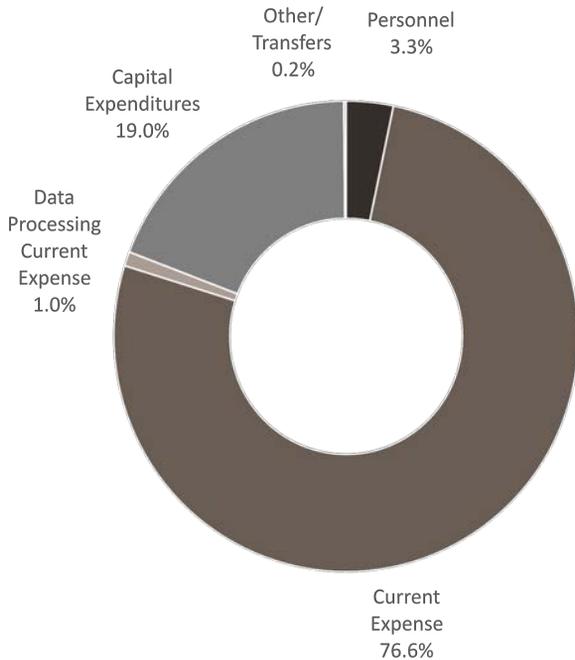
SERVICES PROVIDED	TOTAL
FLEET OPERATIONS	
STATE AGENCIES	
Count of vehicles as of June 2015	5,448
Total miles traveled	66,998,616
Total accidents (including preventable accidents)	987
Preventable accidents	376
Average miles between preventable accidents	178,188
HIGHER EDUCATION	
Count of vehicles as of June 2015	1,994
Total miles traveled	12,668,174
Total accidents (including preventable accidents)	224
Preventable accidents	128
Average miles between preventable accidents	98,970
STATE FUEL	
FUEL USE	
Gallons of fuel dispensed from State Fuel Network sites	2,178,230
STATE TRAVEL	
AIRLINE TRAVEL	
Tickets purchased	18,524
Average ticket price	\$ 475.54



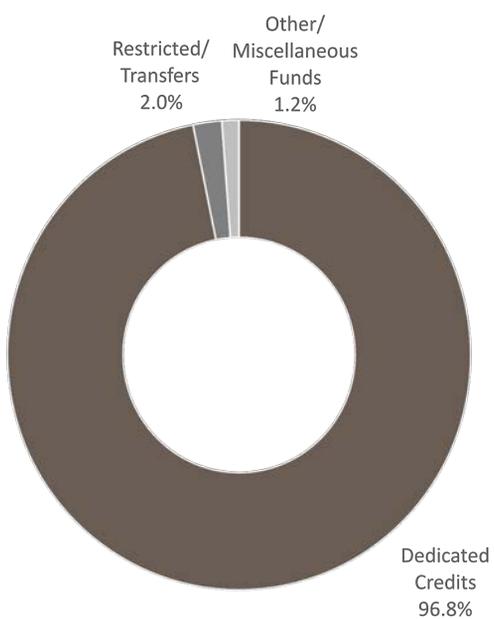
UHP vehicle at the Capitol Hill complex.

FISCAL YEAR ENDING JUNE 30, 2015 (UNAUDITED)

Fleet Operations ISF Expenditures \$ 60,149,000



Fleet Operations ISF Revenues \$ 63,640,200



Canyons fuel site.

Fleet Operations

PURCHASING & GENERAL SERVICES

The Utah Division of Purchasing is recognized as one of the best managed public procurement agencies in the nation. Annually, the division manages over \$ 1.9 billion in public spend for goods and services. State Purchasing manages over 700 cooperative contracts for goods and services used by state agencies, local governments and educational entities across the state. Cooperative contracting brings together the buying power of all government entities resulting in lower prices through volume discounts, saving public entities millions of dollars, provides higher quality goods and services, and establishes stronger contract terms and conditions.

The General Services section of the division operates three ISF programs (1) State Surplus Property, (2) State Mail and Distribution Services, and (3) State Print Services. State Surplus Property disposes of used state and federal property. State Mail saves state agencies and political subdivisions over \$ 2 million annually through discount rates on processing, sorting and delivering mail. State Print Services offers printing and other services such as binding, folding, drilling, and cutting at an average cost savings of 50 percent.

CONTACT

Kent Beers Director	kbeers@utah.gov	(801) 538-3143
Paul Mash Assistant Director	pmash@utah.gov	(801) 538-3138
Jennifer Salts Assistant Director, Operations	jsalts@utah.gov	(801) 538-3064
Christopher Hughes Assistant Director, Legal Review	christopherhughes@utah.gov	(801) 538-3254
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Jennifer Salts, Kent Beers, Christopher Hughes, Paul Mash (not pictured)

HIGHLIGHTS

4

STATE PURCHASING AGENTS SPONSORED BY THE DIVISION IN OBTAINING THEIR CERTIFIED PROFESSIONAL PUBLIC BUYER (CPPB) CERTIFICATION

700

STATEWIDE “BEST VALUE” COOPERATIVE CONTRACTS AND 11 NASPO VALUEPOINT CONTRACT PORTFOLIOS ADMINISTERED BY PURCHASING

1,365

PROCUREMENTS CONDUCTED AND 915 CONTRACTS/ AMENDMENTS PROCESSED ON BEHALF OF STATE AGENCIES



PROCUREMENT COORDINATOR CONTINUED TO MENTOR STATE AGENCIES THROUGH THE PROCUREMENT PROCESS



THE DIVISION OF PURCHASING AND GENERAL SERVICES RECEIVED THE “2015 ACHIEVEMENT OF EXCELLENCE IN PROCUREMENT AWARD” FROM THE NATIONAL PURCHASING INSTITUTE

SERVICES & FUNCTIONS

Purchasing

- Processes requests for goods and services
- Aids in writing of specifications, solicits and awards bids from suppliers
- Manages state cooperative contracts

General Services

- State Mail & Distribution Services — A full service mail processing and distribution operation.
- Print Services — Manages essential document production services including Digital Print Services and the State Copy Center
- Surplus Property — Provides pick-up, sales, and other means of disposal of excess resources to include online auctions, bundled auctions and surplus vehicle sales; S.B. 122 directed the sale of surplus property to be sold through an online auction administered by State Surplus Property unless an exception is authorized

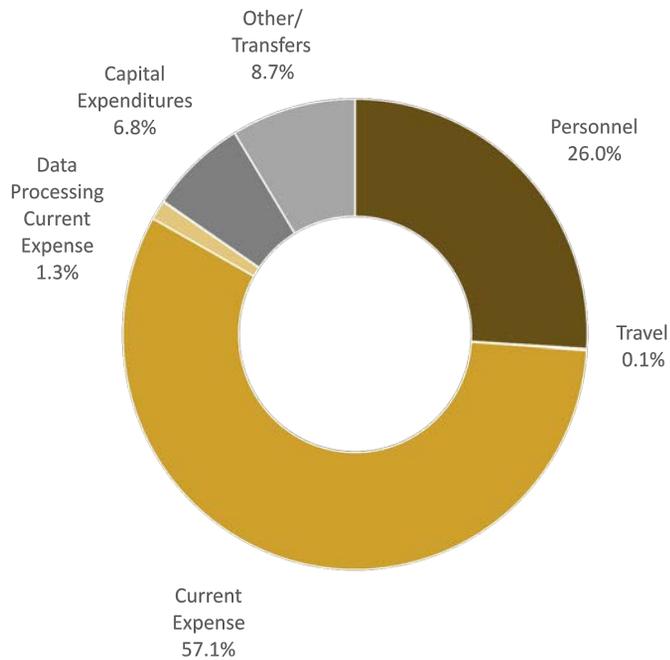
SERVICES PROVIDED	TOTAL
STATE PURCHASING	
Use of statewide “Best Value” cooperative contracts	\$ 1,942,242,466
Savings from usage	\$ 213,666,691
STATE MAIL & DISTRIBUTION SERVICES	
Use of State Mail/Pieces of mail sorted	18,328,795
Savings from freight and postage discounts	\$ 2,032,236



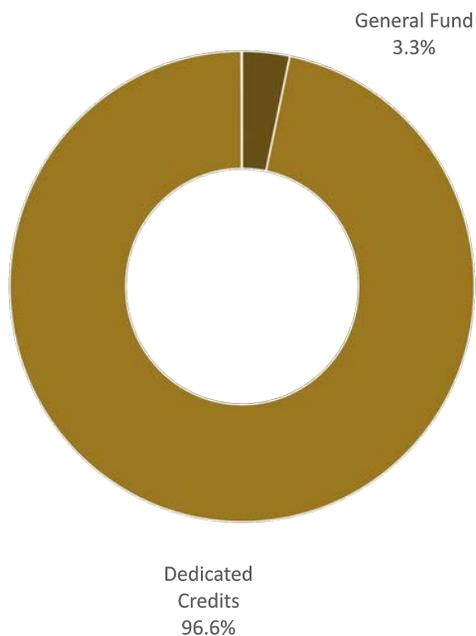
Yolanda Larrymore and Linda Crawford at the PTAC symposium.

FISCAL YEAR ENDING JUNE 30, 2015 (UNAUDITED)

Purchasing Appropriated & ISFs Expenditures \$ 20,962,300



Purchasing Appropriated & ISFs Revenues \$ 19,152,600



Purchasing has received the Achievement of Excellence in Purchasing Award from the National Purchasing Institute each year for the last six years.

RISK MANAGEMENT

The mission of the Division of Risk Management (DRM) is to protect State assets, to promote safety, and to control against property, liability, and auto losses. DRM insures property, provides liability coverage for state agencies, higher education, school districts and charter schools and their over 120,000 employees. DRM has endeavored to benchmark its services and rates against those of other similar entities to identify ways we can serve our customers more effectively, efficiently, and economically.

CONTACT

Tani Pack Downing Director	t Downing@utah.gov	(801) 538-9598
Stephen Hewlett Assistant Director	shewlett@utah.gov	(801) 538-9572
Brian Nelson Assistant Director	benelson@utah.gov	(801) 538-9568
Jeff Coates Claims Manager	jcoates@utah.gov	(801) 538-9568
Kamron Dalton Risk Support Service Manager	kdalton@utah.gov	(801) 538-3213
David Lund Assistant Attorney General	davidlund@utah.gov	(801) 366-0100

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HIGHLIGHTS

61 CHARTER SCHOOLS AND ALL SCHOOL DISTRICTS COVERED BY THE DIVISION, EVEN THOUGH THESE ENTITIES ARE NOT REQUIRED TO USE THE DIVISION OF RISK MANAGEMENT

10 LOSS CONTROL EMPLOYEES ASSIST OVER 160 ENTITIES (STATE AGENCIES, HIGHER EDUCATION, SCHOOL DISTRICTS, AND CHARTER SCHOOLS) WITH RISK MITIGATION EFFORTS

97% (AND HIGHER) CLAIMS ADJUSTER AUDIT SCORE EACH YEAR OVER THE PAST 5 YEARS AS DETERMINED BY AN INDEPENDENT AUDITOR

100% PAPERLESS ANNUAL STATEMENT OF VALUES RELEASED BY THE DIVISION FOR THE FIRST TIME IN FY 2015

**\$33
BILLION**

IN STATE ASSETS INSURED BY
THE DIVISION



NEW DEFENSIVE DRIVING
TRAINING RELEASED WITH QUESTIONS
GEARED TOWARD COMMON EMPLOYEE
AUTO ACCIDENTS

SERVICES & FUNCTIONS

Loss Control Services

- Building, fire and life safety inspections and recommendations
- Engineering consulting and inspection services
- Ergonomic and injury prevention evaluations and solutions
- Loss prevention inspections, consultations and training regarding physical hazards; workplace security; occupational, environmental, and life safety; workers compensation; and employment liability

Claims Services — The independent claims audit found that our experienced claim adjusters:

- Protect State resources by evaluating claims promptly and fairly
- Maintain the financial strength of claims reserves
- Promote a culture of accountability demonstrated by documented decision rationale in claims files
- Communicate effectively with the Attorney General’s office
- Promote quality controls by conducting random in-house audits of individual claims

CUSTOMER SERVICE SUMMARY

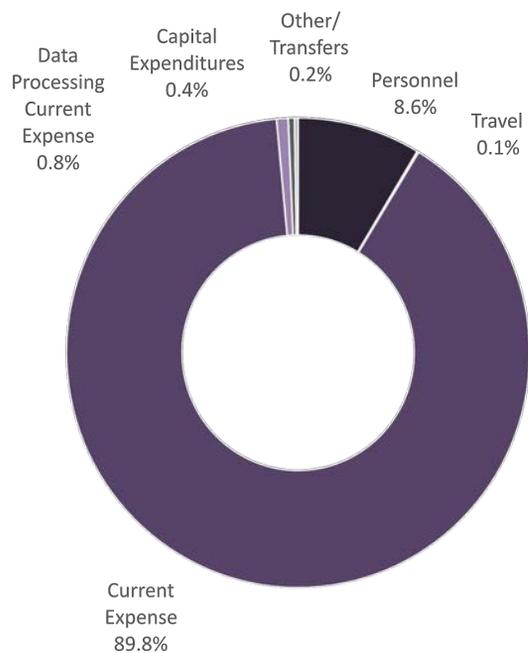
SERVICES PROVIDED	TOTAL
CLAIMS	
AUTO	
Claims opened	984
Claims closed	1,132
Payments paid for prior year claims	\$ 145,859
Payments paid for current year claims	\$ 1,386,149
LIABILITY	
Claims opened	1,264
Claims closed	1,312
Payments paid for prior year claims	\$ 10,518,416
Payments paid for current year claims	\$ 1,917,853
PROPERTY	
Claims opened	317
Claims closed	256
Payments paid for prior year claims	\$ 394,853
Payments paid for current year claims	\$ 2,902,815
WORKERS COMPENSATION	
Claims	812
Claims cost	\$ 1,781,532
PREVENTION	
Ergonomic evaluations	673
Consultations	1,134
Training sessions	140
Training participants	4,085
Site inspections	724
CERTIFICATES OF INSURANCE	
FY 2015 certificates of insurance	1,283



Risk Management participates in benefit fairs with their insureds.

FISCAL YEAR ENDING JUNE 30, 2015 (UNAUDITED)

Risk Management ISF Expenditures \$ 36,474,700



Risk Management ISF Revenues \$ 43,500,100



Risk Management

Tani Downing is now the president of the State Risk and Insurance Management Association (STRIMA).

STATE BUILDING BOARD

The Utah State Building Board is comprised of eight members, seven of which are private citizens appointed by the governor. The eighth member, a designee, is Director of the Governor's Office of management and Budget, and serves as the ex-officio representative of the Governor. The members of the board are as follows: Ned Carnahan, Robert Fitch, Scott "Chip" Nelson, David Tanner, Gordon Snow, David Fitzsimmons, Fred Hunsaker, and Kristin Cox, ex-officio representative. In addition to eight board members, the Building Board has three full-time: a director responsible for day to day operations and two facility auditors.

The Building Board is rulemaking policy board, responsible for ensuring that the State of Utah's capital facilities programs are efficiently managed and effectively implemented, and that state agencies and institutions are in compliance with the State Building Board Facility Maintenance Standards as well as other rules and policies established for the purpose of effectively managing the state buildings. The Building Board cooperates with state institutions, departments and agencies in meeting the mandate to provide quality facilities in a timely and cost effective manner.

CONTACT

Jeff Reddoor Director	jreddoor@utah.gov	(801) 971-9830
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Mike Smith PM Coordinator	mikesmith@utah.gov	(801) 870-3420
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Tyson Gregory PM Coordinator	tgregory@utah.gov	(801) 834-2429
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www.dfcu.utah.gov/dfcm/utah-state-building-board

HIGHLIGHTS



IMPLEMENTED A NEW PRIORITIZATION PROCESS FOR CAPITAL IMPROVEMENT PROJECTS, ENABLING CRITICAL BUILDING AND LIFE SAFETY ISSUES TO BE ADDRESSED AND FUNDED



IMPLEMENTED NEW PROCEDURES FOR CAPITAL DEVELOPMENT REQUESTS, ALLOWING FOR A BETTER APPROACH TO PRIORITIZING AND FUNDING LARGE CAPITAL PROJECTS



RECOMMENDED A NEW O&M FUNDING MODEL AND IMPLEMENTED NEW PROCEDURES FOR REPORTING AND TRACKING O&M EXPENDITURES ON AN INDIVIDUAL BUILDING LEVEL



MESSAGE FROM THE CHAIR

The Utah State Building Board includes seven volunteer members appointed by the Governor; these volunteers are residents from various locations across the state. As Chair of the Building Board I am honored to serve with these outstanding community members who are dedicated to the cause and mission of the board. The current board members are a unique combination of primarily retired individuals with diverse professions including architecture, higher education administration, construction, property development, real estate and facilities management.

The organizational separation of the board from the Division of Facilities Construction and Management two years ago has presented the board with new challenges. This reorganization, along with the addition of a Director specifically assigned to assist in the administration of the board, realized a widely recognized and welcomed improvement in interagency communication, transparency, and general board effectiveness. The diverse composition of the board members has also contributed to its continuing successful evolution.

Many actions and assignments complying with and in addition to the Statutory responsibilities have challenged the board this year: 1) existing rules have been amended and improved, new rules have been developed 2) several legislative audits found the board in compliance or in an improvement process prior to the audit review and 3) an assignment by the Infrastructure and General Government Appropriation Subcommittee regarding building operation and maintenance (O&M) funding was aggressively addressed by a board subcommittee.

The Building Board Director, Jeff Reddoor, will outline other actions in the Message from the Director.

MESSAGE FROM THE DIRECTOR

The autonomy of the Building Board allows opportunities to make independent recommendations to the legislature, Governor's Office, and others. It also enables the board to review and implement policy and rule as a separate and independent body. To this end, the 2015 general session legislature gave the board some specific and direct tasks to complete:

1. Rewrite the processes to score and prioritize capital improvement to ensure that the states most critically needed projects are addressed and funded.
2. Rewrite the process and means by which capital development projects are requested, focusing on relative need and project feasibility, as well as increased focus on details of the projects.
3. Prepare a report exploring new processes and funding for O&M in state facilities.

Information collected by the Building Board from many sources identifying the deferred maintenance needs across the state was instrumental in demonstrating the need to increase the base funding to the 1.1% of current replacement value as required in state statute. This resulted in a net increase of approximately \$64 million added to the FY 2016 \$47 million base fund, allowing the Building Board to allocate funds to address many of the state's highest and most critical needs. In total, the Building Board reviewed and/or recommended on approximately \$1.5 billion in capital projects for the upcoming FY 2016.

Capital requests now come forward and are reviewed using the new processes and procedures set forth by the Building Board which have been incorporated to accomplish a more comprehensive and complete approach to capital facility funding and oversight. In an era in which building construction costs continue to increase amidst competition for new facilities and the limited available funds, it is becoming ever more apparent that the State has both a



Building Board tour at the Bear Lake Marina.

competent system to evaluate the total cost of ownership of its buildings and a valuable process for determining relative need across a broad spectrum of agency and institutional needs.

FY 2015 has been a very eventful and productive year for the Building Board and its stakeholders. We look forward to continue refining the improvement and development process as we work toward our mission to serve as a policy board for the State of Utah and its citizens, to assess and prioritize the State's capital facility needs, to advocate high quality facilities that are safe and economical, and to oversee the planning, design, construction and maintenance of the State's capital facilities.

SERVICES & FUNCTIONS

- Recommend and update a five-year building plan that accurately reflects present and future state building needs
- Allocate appropriations for capital improvements to specific projects
- Approve the construction of certain higher education facilities that are funded entirely with non-state funds
- Establish design criteria, standards, and procedures for new construction or remodel projects
- Establish operation and maintenance standards for state facilities
- Adopt rules consistent with the State Procurement Code to govern the procurement of architect/engineer services, construction, and leased space by DFCM
- Adopt other rules necessary for the effective performance of the Building Board and DFCM
- Review and approve state agency and institutional master plans
- Approve long-term facility leases
- Recommend statutory changes to the Governor and Legislature that are necessary to ensure an effective, well-coordinated building program



Utah State Capitol in the summer.

UTAH NAVAJO ROYALTIES HOLDING FUND

The Utah Navajo Royalties Holding Fund (UNRFH) is a temporary state agency administering the Utah Navajo Trust Fund in the interim while awaiting the United States Congress to formally designate another trustee for the Trust Fund. The UNRFH staff focuses on completing housing projects funded prior to May 2008 (Sunset grants) and provides services to Utah Navajo students with college financial aid scholarships.

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HIGHLIGHTS

590

PLUS GRANTS MONITORED AND ADMINISTERED BY UNRHF ON BEHALF OF A SISTER ORGANIZATION, THE NAVAJO REVITALIZATION FUND (NRF)

95%

OF THE SUNSET PROJECTS COMPLETED. UNRHF RECEIVED \$2.8 MILLION FROM THE NRF FY 2013 THROUGH FY 2015 TO HELP COMPLETE THE 421 PROJECTS

\$68.2M

IN UNAUDITED ASSETS, (1.5% OPERATING CASH, 2.2% OTHER ASSETS, 11.0% CAPITAL ASSETS, 85.3% INVESTMENTS)

310
STUDENTS
ASSISTED

GRANT PROGRAM	STUDENTS	AMOUNT
UNRHF GRANTS	278	\$ 603,985.00
ENDOWMENT GRANTS	17	\$ 39,797.40
SHORT TERM	15	\$ 35,654.00
TOTAL GRANTS	310	\$ 680,468.50



MESSAGE FROM THE ADMINISTRATOR

The State of Utah created the Utah Navajo Trust Fund (UNTF) in 1992 as an independent agency under the State to administer the funds generated from the oil & gas royalties in the Montezuma Creek and Aneth lease areas. The UNTF had a three-member Board of Trustees and a nine-member Dineh Committee. The fund provided several types of grants addressing post-secondary educational financial assistance, housing, power lines, house wiring, public facilities, etc. Proposals for funding from the UNTF were reviewed and recommended by the Dineh Committee and awarded by the Board of Trustees.

In 2008 the State of Utah decided it would no longer be the trustee for this fund. State legislation was enacted that would sunset the UNTF operation and create an agency under the state (UNRHF) that would temporarily hold the funds and protect the assets until the U.S. Congress formally designated another trustee. Federal legislation was attempted several times by Utah Navajo groups to amend the 1933 Act and the 1968 Amendment regarding the appointment of a new trustee but was not achieved.

The UNRHF did not have a board or an advisory committee and could not award any new UNTF grants to projects. UNRHF was placed as a program under the Department of Administrative Services and advised by the DAS executive team. The interim legislation did allow the financial assistance for post-secondary education to continue and for any funds needed for administrative or maintenance expenses and expenses related to protecting the assets. UNRHF was also charged to complete housing projects previously funded by UNTF before May of 2008, known as the “Sunset Projects,” and authorized to pursue additional funding to complete these projects. This work is about 95% completed and UNRHF intends to keep working on the Sunset houses under the new UNTF administration until they are finished.

S.B. 90 was passed in the 2015 legislative session, re-instating the old UNTF administrative structure in much the same way as it was before, which will again have a three-member board of trustees and a nine-member Dine’ Advisory Committee. The UNRHF staff notified the Utah Navajo Chapters of the impending changes and requested each Chapter to submit nominees that will serve on the new Dine’ Advisory Committee. The State of Utah decided to again fill the role of trustee for the following reasons: 1) the process to designate a new trustee has been difficult, 2) there is not an entity that is best suited to administer the trust fund that has the best intent for the Utah Navajos, 3) it was taking too long to designate a new trustee, and 4) the State of Utah wanted to again make the trust fund monies available to Utah Navajos for housing, power lines, house wiring, public facilities, and other needs.

SERVICES & FUNCTIONS

Higher Education Scholarships & Financial Aid — Assists eligible Utah Navajo students with postsecondary financial assistance/scholarships. The primary criteria for eligibility is meeting the Residency definition and to be enrolled with the Navajo Nation as a tribal member. The students can attend any university, college, or technical/trade school of their choosing, including on-line courses or short-term training. Most of the Utah Navajo students attend universities in the states of Utah, Arizona, New Mexico and Nevada or attend Ft. Lewis College in Durango, Colorado. The Navajo Nation has agreed to allow Utah Navajo students eligible for in-state tuition in Utah, Arizona, and New Mexico because of the Navajo population in these three states. UNRHF can also fund high school students under the concurrent enrollment program, allowing the student to get high school and college credit for the same course.

UNTF Sunset Projects — Works with the Utah Navajo Chapters, clients, and vendors to try to complete the 421 projects approved by the UNTF Dineh Committee and the Board of Trustees before being dissolved in May 2008. UNRHF is at 95% complete status at the end of the FY 2015.

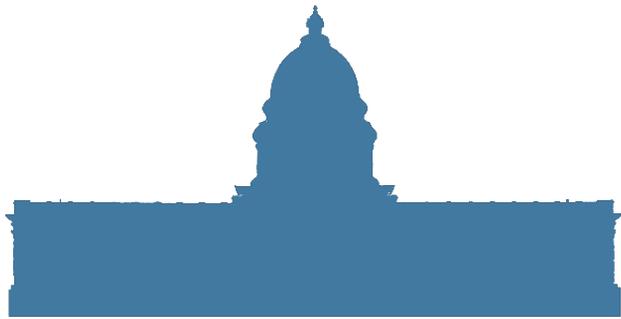
Navajo Revitalization Fund (NRF) — Monitors and administers NRF grants, which currently is over 590 grants. The NRF is a state agency and a sister organization to UNRHF. Almost every Sunset grant has a matching grant from NRF. UNRHF is located closer to the projects than the NRF in Salt Lake City and UNRHF knows the processes of building projects on the Navajo Reservation; therefore NRF has requested UNRHF to continue to assist with the NRF-funded projects.

Matching Funding — Coordinates with the seven Utah Navajo Chapters to apply for NRF funding in their behalf to complete projects in their respective chapters. Occasionally, NRF grants are not available, so UNRHF applies to alternate funding sources to complete projects, such as Utah’s Olene Walker Housing Trust Fund, NAHASDA (Indian HUD), the Navajo Nation’s Capital Improvement Office, USDA Rural Development, the Daniels Fund, etc. While most of the matching funding has come from NRF, UNRHF has been successful in obtaining grants from outside resources to complete projects.

Fiscal Agent Services — Acts as the fiscal agent of The Navajo Utah Commission (NUC) and administers grants for the commission at their request. NUC is a Navajo Nation agency that also applies to outside funding sources. When a funding award is made, NUC will often request the UNRHF to be their fiscal agent and administer the grant for them, especially if the funding source is a Utah State agency.

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Department of Administrative Services