

The background of the entire page is a blue-tinted photograph of the Utah State Capitol building. The building features a prominent central dome and a portico with many columns. Two flags are visible in front of the building. At the bottom of the image, the words "STATE OF UTAH" are faintly visible on a stone wall.

DAS | Utah Department of
Administrative Services

fiscal year 2017
ANNUAL REPORT



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DAS Leadership



Tani Pack Downing
Executive Director
Administrative Services



Ken Hansen
Deputy Executive Director
Administrative Services



Marilee Richins
Deputy Executive Director
Administrative Services



Mike Broschinsky
Office Coordinator
Administrative Rules



Ken Williams
Division Director
Archives and Records Service



Jim Russell
Division Director
Facilities Construction & Mgmt.



John Reidhead
Division Director
Finance



Jeff Mottishaw
Division Director
Fleet Operations



Kent Beers
Division Director
Purchasing & General Services



Brian Nelson
Division Director
Risk Management



Jeff Reddoor
Director
State Building Board



Dave Williams
Director
Consolidated Budget & Acct.

Introduction

The Utah Department of Administrative Services' (DAS) mission is to provide support services of the highest quality and best value to government agencies, higher education, and the public. The intent of this report is to provide the Governor, the Legislature, other government agencies, and the public with an accounting of what we've accomplished during fiscal year 2017 with the resources that we've been allocated.

This report is divided into sections starting with a department overview. It then delves into each of our programs and concludes with a report from the Utah State Building Board. In each section, we detail who we are, what services and functions we provide, and what we've accomplished. In addition, we provide an accounting of our revenue and expenditures for FY2017.

We take seriously our responsibility to serve our customers and the citizens of the State of Utah and we are proud of what we've accomplished during fiscal year 2017. Additionally, we are grateful for each and every one of our dedicated employees who contribute to our shared success.

As the new fiscal year begins, we renew our commitment to those whom we serve to deliver the highest quality and best value support services.

DAS | Utah Department of Administrative Services

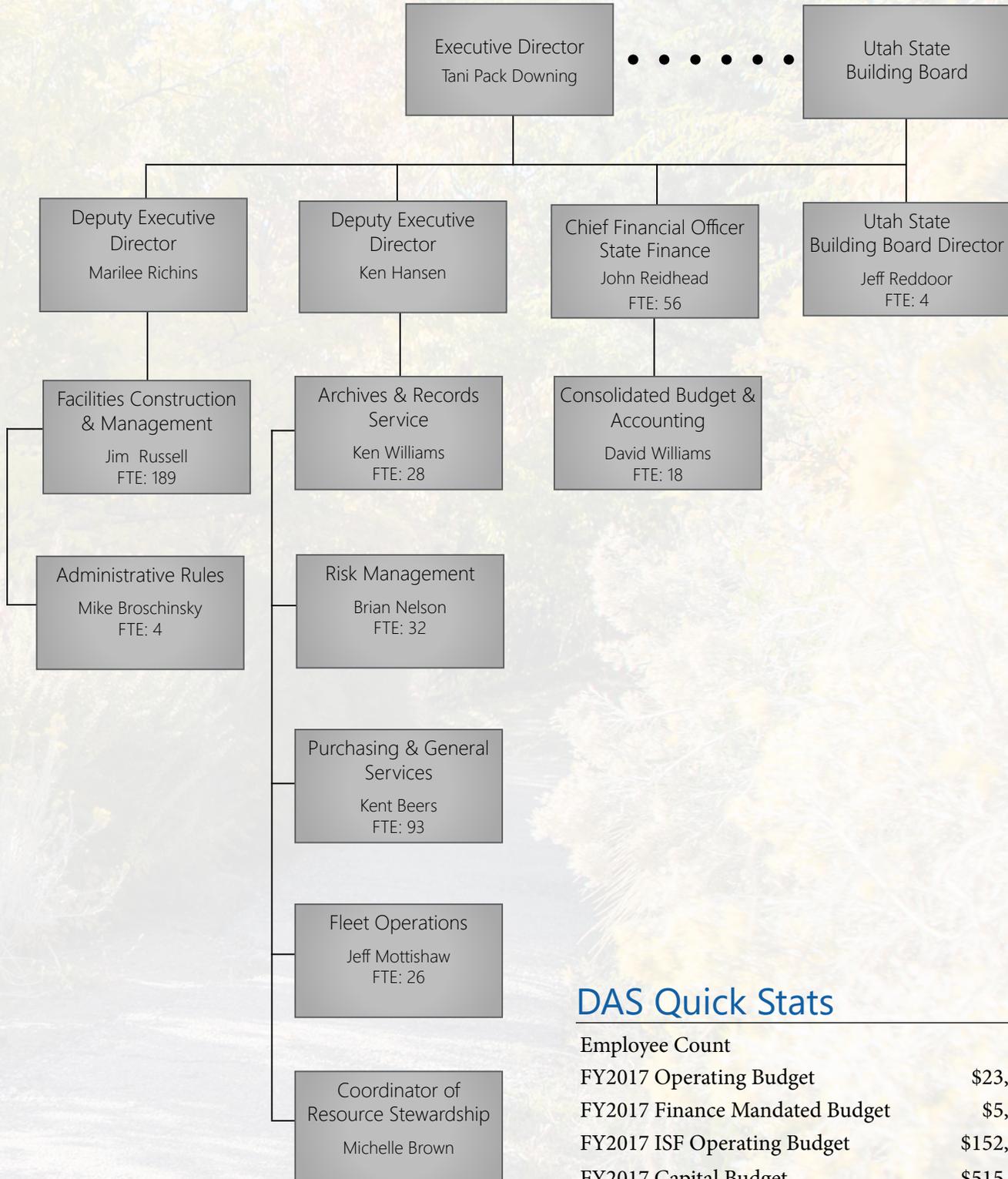
The Utah Department of Administrative Services provides essential services to other governmental agencies, higher education, and the public.

The department is comprised of the following eight programs and boards: the Office of Administrative Rules, the Division of Archives and Records Service, the Division of Facilities Construction and Management, the Division of Finance, the Division of Fleet Operations, the Division of Purchasing and General Services, the Division of Risk Management, and the Utah State Building Board.



Pictured: Marilee Richins, Ken Hansen, Tani Pack Downing, Michelle Brown

Utah Department of Administrative Services Organization Chart



DAS Quick Stats

Employee Count	454
FY2017 Operating Budget	\$23,058,600
FY2017 Finance Mandated Budget	\$5,052,000
FY2017 ISF Operating Budget	\$152,804,800
FY2017 Capital Budget	\$515,681,500

DAS Awards



John Reidhead, Marci Soper,
Governor Gary Herbert

Marci Soper Earns the Governor’s Award for Excellence for Outstanding Public Service

After 37.5 productive years with UDOT, Marci Soper transferred in 2006 to the Department of Administrative Services, Division of Finance, to be the systems operations support supervisor over FINET operations. During her tenure with Finance, Marci has

been instrumental in two successful major FINET upgrades. Moreover, she has helped with two new cost allocations for UDOT and two for the Department of Natural Resources’ Oil, Gas, and Mining Division. She has also assisted agency programmers in developing and testing numerous new interfacing files. Currently, Marci is leading the FINET enhancement for Utah Correctional Industries work order functionality and conversion of their inventory.

As the FINET “gatekeeper,” Marci oversees the daily operations of FINET, as well as the operations of the Payment Tracking and FINDER systems. She is responsible for ensuring the quality of state financial systems and processes, and the accuracy and efficiency of millions of financial transactions processed for state agencies and citizens.

Marci’s fiscal leadership has contributed to the State of Utah being consistently recognized as one of the best managed states in the nation. She has richly earned the honor of receiving the Governor’s Award for Excellence for Outstanding Public Service.



DAS Recognized as Top Performer in State’s SUCCESS Program with a 31% Increase in Efficiency

In April of 2017, the Utah Department of Administrative Services was recognized by the Governor’s Office as a top performer in the SUCCESS program with a 31% gain in efficiency. Justin Harding, the

Governor’s Chief of Staff, presented the department with an award and thanked each employee for their dedicated service.

In recent years, DAS has demonstrated its commitment to increasing efficiency and improving the services that we provide. The SUCCESS program has given us the opportunity to look inward and find ways to unlock hidden capacity and better serve our customers. For example, in Fleet Operations, Jeff

Mottishaw and his team put measures in place to increase the accuracy of invoices, lower maintenance costs, and decrease emissions. At the Archives, Ken Williams and his team implemented a process that ensures that records series are up-to-date and contain complete information. In Finance, Rick Beckstead and the Debt Collection team have increased their ability to locate where debtors work, therefore enabling them to issue more garnishments and collect more debts.

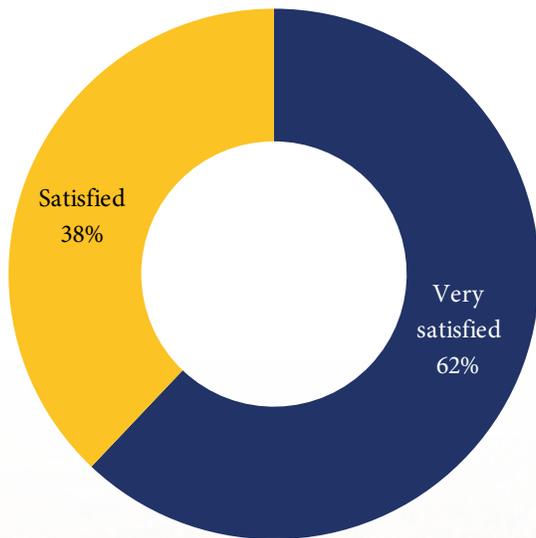
We are grateful for our dedicated workforce who continually look for smarter and more efficient ways to do their work. Each of their individual efforts contributes to making the State of Utah such a great place to live.

DAS Customer Satisfaction Survey

At the conclusion of each fiscal year, our Executive Directors meet with each of our customers and report on the services that we provided their agency during the previous year. Following each meeting, we request feedback through an anonymous survey. This is what our customers had to say about us.

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

1. Excellent	79%
2. Good	21%
3. Average	0%
4. Poor	0%
5. Bad	0%

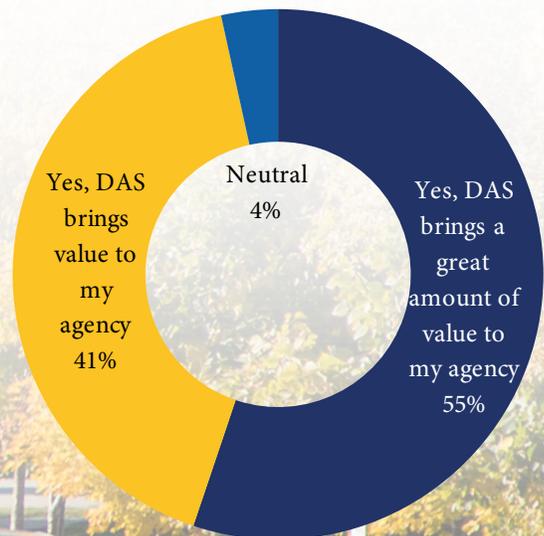


How satisfied are you with the services you've received?

1. Very satisfied	62%
2. Satisfied	38%
3. Neutral	0%
4. Dissatisfied	0%
5. Very dissatisfied	0%

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

1. Yes, DAS brings a great amount of value to my agency	55%
2. Yes, DAS brings value to my agency	41%
3. Neutral	4%
4. No, DAS doesn't bring as much value as it should	0%
5. No, DAS doesn't bring any value to my agency	0%



DAS Culture of Self-improvement

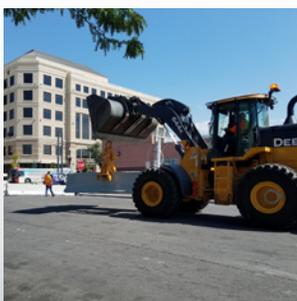


DAS is committed to creating a culture of powerful leadership that empowers and emboldens our employees to see that they matter, that they can make a difference regardless of whatever position they hold. We will accomplish this transformation through leadership training and practical application of principles and holding each other accountable for our commitments to each other, our customers and the citizens of Utah.

We are committed to internal self-reflection, not only in looking in depth at the efficiency

and effectiveness of our department operations, but in inquiring how we can improve ourselves to show up to make a difference. We have engaged outside consultants to audit several operations and organizational structures within our agency with the intent to identify areas for improvement. With this powerful leadership and empowerment model, we will accelerate the improvement of our operations and service to our customers, as well as maximize the use of tax dollars to achieve more.

Operation Rio Grande



The Department of Administrative Services participated in Operation Rio Grande with other State and local government agencies. The Division of Facilities Construction Management (DFCM) was tasked with leasing from Salt Lake City a portion of the road in front of the homeless shelter, closing off the road and creating a safe and

functional space for homeless individuals to receive services. DFCM is also remodeling part of the Rio Grande Depot to provide a space for on-site law enforcement. We look forward to our continued partnership on this important initiative.

DAS Leaders in Their Field

Tani Downing
Executive Director's Office
Past Past President
STRIMA

John Reidhead
Finance
Immediate Past President
NASC

Jeff Mottishaw
Fleet Operations
Executive Council Member
NCSFA

Jim Russell
DFCM
Board Member
Utah State Fair Park

Kent Beers
Purchasing and General Services
Treasurer/Secretary - NASPO
Chair - NASPO ValuePoint

Jerry Gearheart
Finance
Vice Chair
CGI User Steering Committee

Denise Austin
DFCM
Employee of the Year
Associated General Contractors

Christopher Hughes
Purchasing and General Services
2017 Outstanding Mentor - Utah Bar
George Cronin Award - NASPO

Letter from the CFO



John Reidhead

The Department of Administrative Services (DAS) expects a high degree of fiscal accountability in addition to promoting a culture of customer service, efficiency, and effectiveness.

I am pleased to report that during fiscal year 2017, the operations of the DAS were managed in a responsible, appropriate manner. In addition, DAS operations were managed within available resources for fiscal year 2017, with the following considerations:

The State Mail Internal Service Fund ended the fiscal year with net operating income of \$122,000 and a \$552,000 net negative retained earnings position. These improved financial results reflect cost-cutting measures taken by management during fiscal year 2017. In addition, changes to processing rates and a new variable courier rate, which were approved by the Legislature, were put in place in fiscal year 2018. The cost-cutting measures and rate changes are expected to continue to improve the retained earnings position over time.

The Risk Management Liability Internal Service Fund (“Fund”) ended the fiscal year with a net operating loss of \$3,012,000 and a \$3,764,000 net negative retained earnings position. The losses were primarily due to a 23.5% increase in claims expenses. The Fund is requesting appropriate rate increases to address these consequences. The Fund’s estimated liabilities and prospective customer rates are determined via an annual, independent actuarial study.

The Risk Management Auto Internal Service Fund ended the year with a net operating loss of \$417,000 and a \$139,000 net negative retained earnings position due to unusually high claims expenses. Risk Management will continue to monitor costs and

"I am pleased to report that during fiscal year 2017, the operations of the DAS were managed in a responsible, appropriate manner"

request rate increases in the future as needed. Risk Management will increase the accident deductible from \$750 to \$1,000, effective for fiscal year 2019.

The Consolidated Budget and Accounting Internal Service Fund ended the fiscal year with a net negative retained earnings position of \$6,000. This negative position is temporary and is expected to be corrected by the end of fiscal year 2019.

DAS will work on the planned corrective action in these areas during fiscal year 2018, and will continue to strive to manage all operations within available resources, minimizing exceptions. However, due to the nature of some of our services, such as Risk Management insurance services, unexpected losses can and will occur.

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
Utah Department of Administrative Services

Coordinator of Resource Stewardship



Michelle Brown

As Coordinator of Resource Stewardship it is my privilege to work alongside state agencies in order to further promote partnerships and relationships both within and outside of state government to develop best practices that result in improved air quality for the State of Utah. Below are just a few of the great works that our state agencies were able to accomplish during fiscal year 2017. Communication and partnerships

continue to be the foundation of sustained progress for improved air quality for the State and for my role within the Department of Administrative Services. Visit <https://das.utah.gov/resource-steward/> and follow our Resource Stewardship pages on Facebook and Twitter for up-to-date facts on our activities, as well as those of our partners in the community.



Utah's Air Quality Trend

- Utah's air quality is improving overall.
- Particulate matter 2.5 (PM 2.5) days of exceedance have continued to decrease over the last twelve years.
- This decline is of great health importance since PM 2.5 particles are so small it is impossible for an individual's lungs to push them out of their body once inhaled.



Agency Collaboration

- Stewardship Liaisons bring best air quality practices forward. All state agencies are represented, and the forty-five-member committee meets quarterly to collaborate.
- The Utah State Board of Education (USBE) and the Department of Alcoholic Beverage Control (DABC) reflect this collaboration. USBE has a 60% hybrid vehicle fleet, while DABC saved 1,283 miles in FY2017 by participating in the TravelWise program.



Learning Management System Trip Reduction

- 96,817 trips were saved in FY2017 by state employees.
- The program eliminates miles driven by employees to required work-related trainings.
- Made possible through the National Association of State Procurement Officials (NASPO) Green Purchasing Technical Assistance Fund.
- 8 agencies participating in FY2017, with more planning to come on-board.



Transportation

- State employees saved 610,091 rides in FY2017 by using UTA transit services.
- Division of Fleet Operation's large-scale Telematics pilot program, with several voluntary state agencies, has seen up to an 83% improvement in idle time.
- 873 older vehicles replaced with more fuel-efficient models including hybrid, bi-fuel, and Tier 3 vehicles.
- Partnership with Enterprise Rent-A-Car has made possible the removal of 100 vehicles from the fleet. Five rental locations service 20 agencies to date.

DAS | Utah Office of Administrative Rules

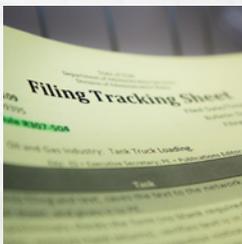
The Office of Administrative Rules provides filing and publication services to state administrative rulemaking agencies. The office also provides training and consulting to administrative rulemaking agencies as well as assistance to anyone who needs to find rules or who wants to understand the rulemaking process. The office plays an important role in creating, promoting, and maintaining transparency in State government.



Pictured: Mike Broschinsky, Nancy Lancaster, Kylie Cone, Darby McDonough

Fiscal Year 2017

Achievements



Editing turn-around on rulemaking filings

The Office of Administrative Rules increased process efficiencies during FY2017. The number of rule filings reviewed outside the target of 11 days dropped by 72% while the total number of filings increased by 20%.



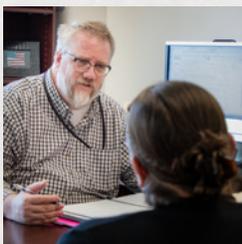
Publication of the Utah State Bulletin

For the 24th year in a row, the Office of Administrative Rules published the year's 24 issues of the Utah State Bulletin on time.



Number of rule filings processed

The office received and processed 1,273 rule filings during FY2017. Of these, 561 were submitted to comply with the Rulemaking Act's five-year review requirement.



Implementation of new GOMB tool

FY2017 saw the Governor issue a new executive order on rulemaking and the Legislature pass H.B. 272. Together, the order and the house bill directed the Governor's Office of Management and Budget to create a tool to be used by agencies in performing an analysis of the fiscal and non-fiscal effects of their proposed rules. The office began training agencies on the use of the tool.

Services and 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

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

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

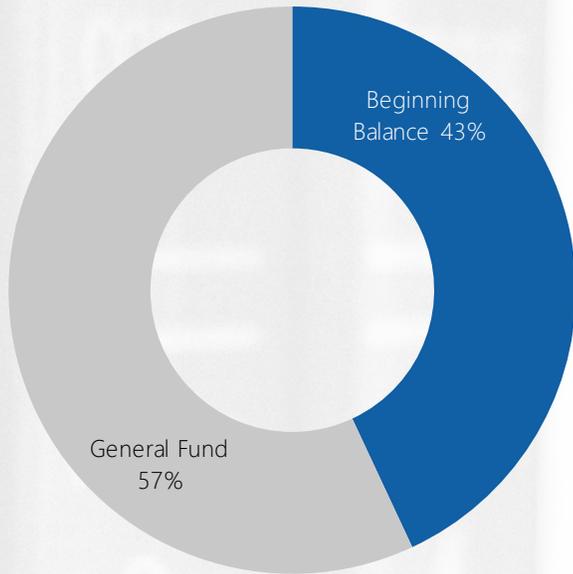
- Notices of rules due for review
- Lapsing notices

Customer Service Summary

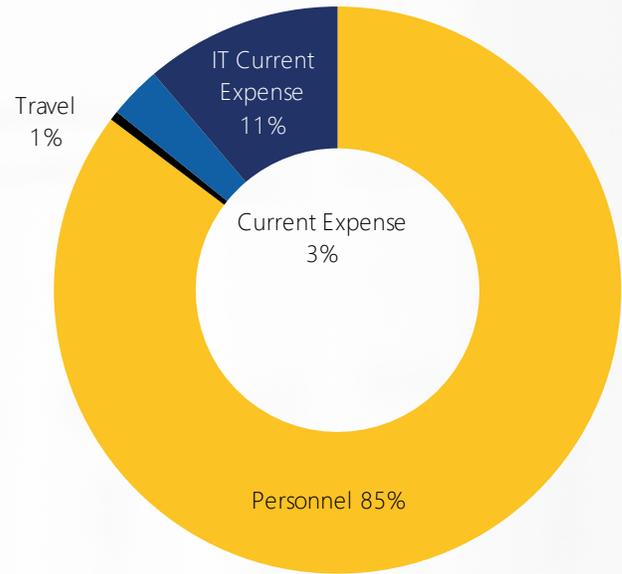
Rule Filing		Training	
Number of rule filings submitted	1,273	Number of staff attending training	76
Administrative Code Repository		Procedural Review of Rules	
Volume of rules (as of July 1, 2017)	2,151	Filings with issues resolved prior to publication	205
		Average number of days to review filings	6

FY2017 Revenue and Expenditures

Rules Appropriated Revenue
\$767,849



Rules Appropriated Expenditures
\$278,074



Administrative Rules Appropriated Revenue

	Beginning Balance	General Fund	Dedicated Credits	Federal Funds	Transport Funds	Restricted Transfers	Universities/ Agency Funds	Total Revenue
Administrative Rules	\$330,549	\$437,300	-	-	-	-	-	\$767,849
Total	\$330,549	\$437,300	-	-	-	-	-	\$767,849

Administrative Rules Appropriated Expenditures

	Budget	Personnel	Travel	Current Expense	IT Current Expense	IT Capital Expense	Capital Expenditures	Total Expenditures
Administrative Rules	\$767,849	\$237,144	\$1,486	\$8,292	\$31,153	-	-	\$278,074
Total	\$767,849	\$237,144	\$1,486	\$8,292	\$31,153	-	-	\$278,074



Utah Division of Archives and 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 records during their administrative use, and it asserts custodianship over historical and permanent government records and assists 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 to those records. The division assists record-creators and the public in achieving transparency and accountability through government records.



Pictured: Jim Kichas, Ken Williams, Rosemary Cundiff

Fiscal Year 2017

Achievements



Open Government

The Archives fulfilled its legal mandate to gather records officer information so that all required governmental entities can be included in the Open Records Portal. There are 1,587 governmental entities in the portal with 986 GRAMA requests made through the Open Records Portal during FY2017.



Records Management

As part of the SUCCESS initiative, the Archives continued updating the general retention schedules and records series data files managed by the division. This work resulted in the approval of 175 general retention schedules and new series by the State Records Committee and the updating of 923 existing schedules and series.



Digital Archives

The Archives continued to make impressive gains in making historic records freely available to the public online for 24/7 access. Through mass digitization initiatives, archivists added over 116,000 new digital images to the (now) 1.2 million images available online.



Preservation

Archives staff completed an inventory of more than 47,000 items located in the permanent repository. All data was reconciled and over 1,000 boxes were identified as non-permanent and moved out of the permanent collection and into temporary storage at the State Records Center.



Archives Services

Archives staff made 467 cubic feet of historic records more accessible through processing and preservation activities. Highlights include Ogden School District records, territorial records from Cache County, Duchesne County Assessor records, Road Commission sign inventories, and Board of Pardons and Parole records.

Services and 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 a comprehensive online list of governmental entity 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

Records Ombudsman

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

Preservation Services

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

Open Records

- Administers an open records portal as a central site from which users can submit GRAMA requests
- Administers the Utah Public Notice Website as a central source for public meeting notice information

Archives Services and Public Access

- Appraises state records and assists governmental entities and repositories with appraisal and preservation 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

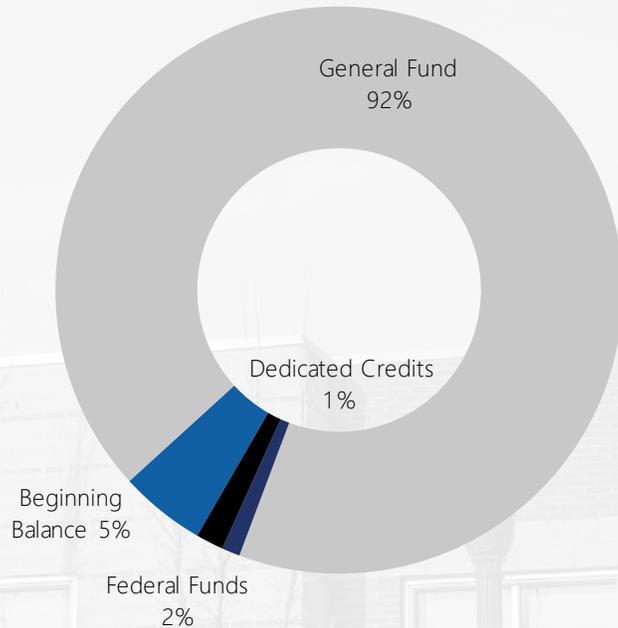
- Provides outreach, training, research workshops, papers, and presentations on archival preservation, access, and topics of historical significance
- Provides support for the network of approved regional repositories and assistance to local repositories
- Maintains public records and manages a grant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

Customer Service Summary

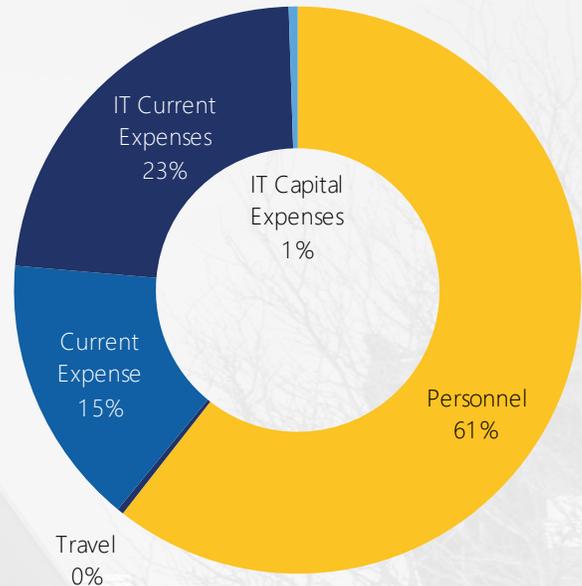
Records Management		Preservation of Records	
Agency consultations/trainings	8,333	Historical records volume	47,683
Records retention schedules	27,680	Historical records on microfilm	186,998
Records participation (blog views)	9,168	Consultations/trainings	950
Records Storage		Image Reformatting	
Volume of records (cubic feet)	135,458	Reformatting	2,319,176
Accession of records (monthly accessions)	8,251	Preservation	1,450,234
Retrieval of inactive records (monthly pulls)	5,666	Access	1,304,852
Destruction of obsolete records (cubic feet)	4,257	State Records Committee	
Access of Essential Records		Appeals heard	52
Patron Research Center assistance	6,742	Appeals denied	15
Public use of Utah Public Notice website	212,089	Appeals requested	114
Views of research blog	14,494	Records Ombudsman	
Public Notices		Records Assistance	1,794
Public bodies	3,788	Mediation	40
Public notices	32,941		

FY2017 Revenue and Expenditures

Archives
Appropriated Revenue
\$3,263,446



Archives
Appropriated Expenditures
\$3,043,086



Archives Appropriated Revenue

	Beginning Balance	General Fund	Dedicated Credits	Federal Funds	Transport Funds	Restricted Transfers	Universities/ Agency Funds	Total Revenue
Administration	-	\$944,700	\$26	-	-	-	-	\$944,726
Records Analysis	-	\$259,700	-	-	-	-	-	\$259,700
Preservation Services	\$75,000	\$234,800	-	\$51,390	-	-	-	\$361,190
Patron Services	-	\$481,600	\$33,716	-	-	-	-	\$515,316
Records Services	-	\$351,900	-	-	-	-	-	\$351,900
Transparency Legislation	\$85,000	\$745,614	-	-	-	-	-	\$830,614
Total	\$160,000	\$3,018,314	\$33,742	\$51,390	-	-	-	\$3,263,446

Archives Appropriated Expenditures

	Budget	Personnel	Travel	Current Expense	IT Current Expense	IT Capital Expense	Capital Expenditures	Total Expenditures
Administration	\$944,700	\$422,554	\$6,412	\$234,544	\$264,197	\$15,500	-	\$943,207
Records Analysis	\$264,174	\$263,442	\$287	\$230	-	-	-	\$263,959
Preservation Services	\$366,000	\$290,817	-	\$54,823	\$47	-	-	\$345,687
Patron Services	\$522,000	\$448,214	\$3,755	\$22,195	-	-	-	\$474,164
Records Services	\$353,900	\$107,176	\$37	\$157,976	\$4,405	-	-	\$269,594
Transparency Legislation	\$830,900	\$311,024	\$467	-	\$434,983	-	-	\$746,474
Total	\$3,281,674	\$1,843,227	\$10,959	\$469,768	\$703,632	\$15,500	-	\$3,043,086



Utah Division of Facilities Construction and 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.



Pictured: Darrell Hunting, Matt Boyer, Bianca Shama, Lee Fairbourn, Cee Cee Niederhauser, Gordon Jensen, Jim Russell, Clint Bunnell, Mike Ambre, Bob Anderson, Jake Jacobson, Patrick Tomasino

Fiscal Year 2017

Achievements



Construction Management

Sixteen DFCM projects were recognized or won awards from local and national organizations such as Utah Construction and Design Magazine, Associated General Contractors, and Engineering News Record.



Operations and Maintenance

DFCM maintained 214 separate programs with an average cost of \$4.75 per square foot. When compared to the private sector, DFCM was 40% less expensive for comparable services.



Real Estate

The Real Estate Program completed over \$6.6 million dollars in new leases and lease renewals. In addition, the program was able to reduce average lease costs by 2.7%.



State Building Energy Efficiency Program

The Utah State Building Energy Efficiency Program (SBEEP) partnered with agencies at the Multi-Agency State Office Building (MASOB) to reduce energy consumption with a projected savings of approximately \$80,000 per year.

Services and Functions

Construction Management

- Develops Construction Budget Estimates (CBE) for agency funding
- Provides procurement for all aspects of project delivery
- Manages architectural feasibility studies, programming, and design of projects
- Provides full support for construction management services
- Implements high performance building standards, building envelope, and commissioning and recommissioning programs
- Provides testing and inspection services and warranty period monitoring

Real Estate Group

- Manages statewide facility and land leases
- Manages acquisitions of real property
- Manages lease revenue bonds
- Manages all other real property-related issues

State Building Energy Efficiency Program (SBEEP)

- Ensures energy efficiency in capital improvement projects
- Provides energy efficiency incentive programs for existing buildings
- Provides renewable energy programs
- Manages state facility energy efficiency loan fund projects
- Provides energy retrofits to optimize energy efficiency in existing buildings
- Manages energy-saving performance contracts

Facilities Management

- Provides oversight and maintenance of both state-owned and leased buildings
- Provides conservation measures to ensure managed facilities are operating efficiently
- Provides full support and maintenance for the building and security automation systems
- Provides internal contracting and accounting functions required to support the facilities management operation

Customer Service Summary

Construction Management

Total projects funded	394
Total allocation of state funds	\$375,708,200
Total allocation of non-state funds	\$154,516,579
Construction Management Customer Survey average (0-5)	4.6

Real Estate

Total active office space leases	205
Average cost per office space square foot	\$16.00
Percent change in cost for all office space renewals processed	(2.7%)

Operations & Facilities Maintenance

Total number of programs	214
Total managed square feet	7,346,084
Average cost per square foot	\$4.75
Percentage below local private sector maintenance cost	40%

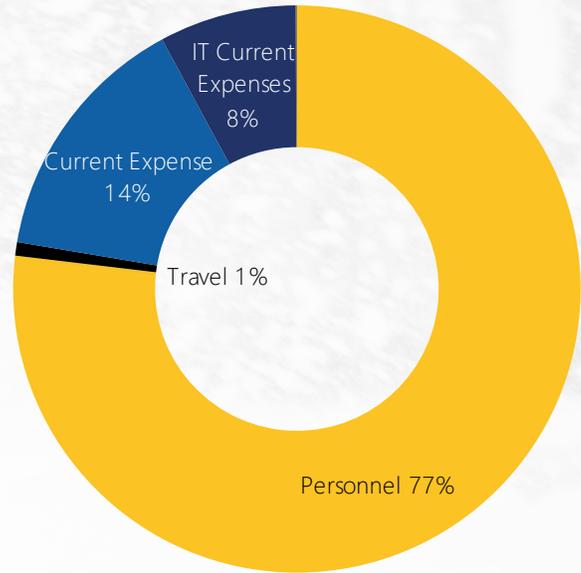
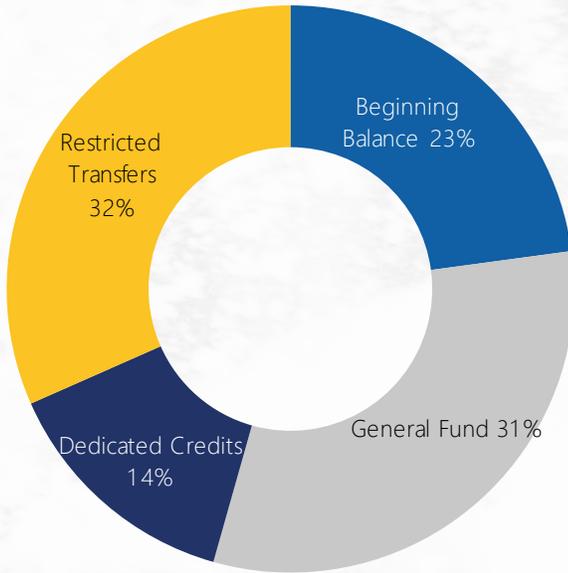
State Building Energy Efficiency Program

Total cost avoidance impact of program	\$386,026
Utility incentives	\$252,054
Ongoing annual savings from projects completed in FY2017	\$112,722
Grant funds	\$21,250

FY2017 Revenue and Expenditures

DFCM Administration
Appropriated Revenue
\$6,944,428

DFCM Administration
Appropriated Expenditures
\$6,076,689



DFCM Administration Appropriated Revenue

	Beginning Balance	General Fund	Dedicated Credits	Federal Funds	Transport Funds	Restricted Transfers	Universities/ Agency Funds	Total Revenue
Administration	\$1,088,120	\$2,036,600	\$830,954	-	-	\$2,195,800	-	\$6,151,474
SBEEP	\$499,465	-	\$141,389	-	-	-	-	\$640,854
Governor's Mansion Maint.	-	\$152,100	-	-	-	-	-	\$152,100
Total	\$1,587,585	\$2,188,700	\$972,343	-	-	\$2,195,800	-	\$6,944,428

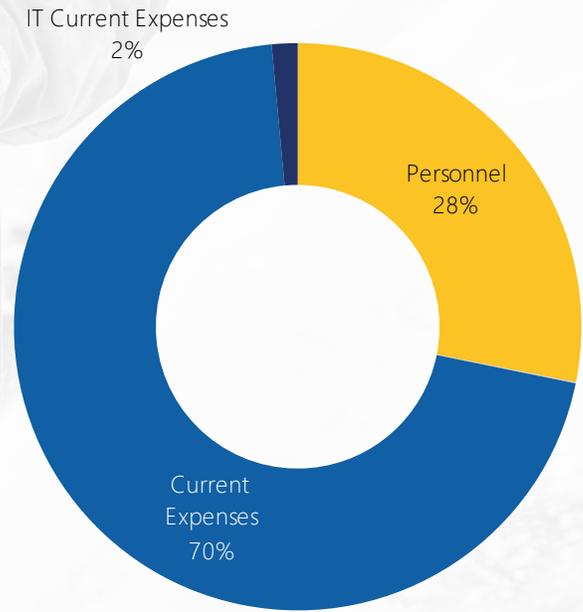
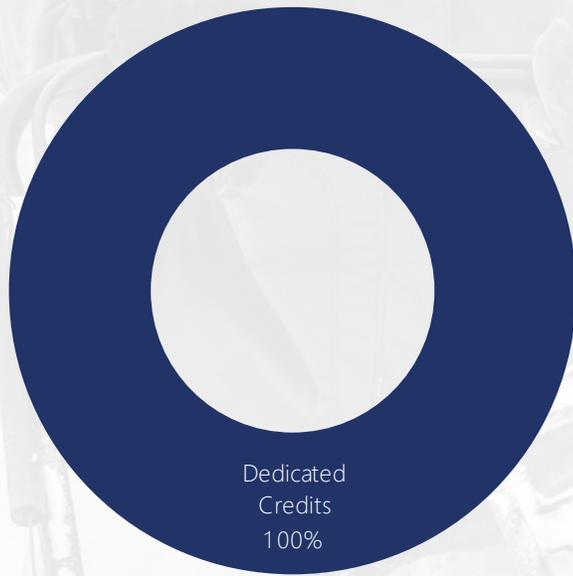
DFCM Administration Appropriated Expenditures

	Budget	Personnel	Travel	Current Expenses	IT Current Expenses	IT Capital Expenses	Capital Expenditures	Total Expenditures
Administration	\$6,124,721	\$4,350,000	\$44,680	\$711,015	\$470,609	-	-	\$5,576,304
SBEEP	\$699,500	\$321,771	\$2,269	\$16,156	\$4,204	\$3,885	-	\$348,285
Governor's Mansion Maint.	\$152,100	-	-	\$152,100	-	-	-	\$152,000
Total	\$6,976,321	\$4,671,771	\$46,949	\$879,271	\$474,813	\$3,885	-	\$6,076,689

FY2017 Revenue and Expenditures

DFCM Internal Service Fund
Revenue
\$31,143,500

DFCM Internal Service Fund
Expenditures
\$30,604,700



DFCM Internal Service Fund Revenue

	General Fund	Dedicated Credits	Federal Funds	Transport Funds	Restricted Transfers	Universities/ Agency Fund	Total Revenue
Building Maintenance	-	\$31,143,500	-	-	-	-	\$31,143,500
Total	-	\$31,143,500	-	-	-	-	\$31,143,500

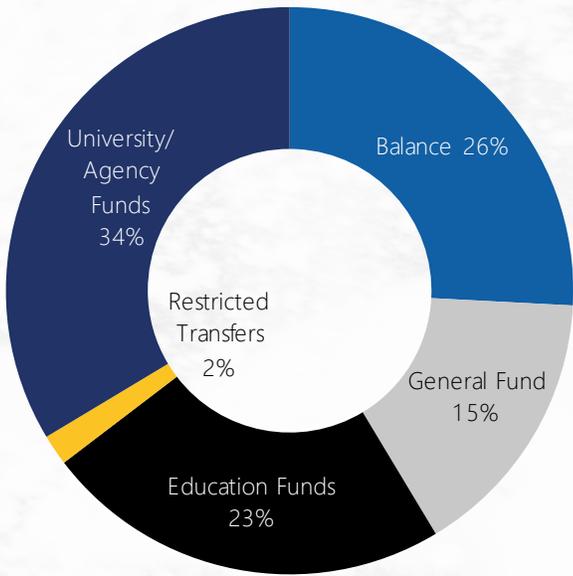
DFCM Internal Service Fund Expenditures

	Budget	Personnel	Travel	Current Expenses	IT Current Expenses	Capital Expenditures	Total Expenditures
Building Maintenance	\$30,622,300	\$8,611,500	\$20,000	\$21,524,100	\$449,100	-	\$30,604,700
Total	\$30,622,300	\$8,611,500	\$20,000	\$21,524,100	\$449,100	-	\$30,604,700

FY2017 Revenue and Expenditures

DFCM Capital Projects
Revenue
\$657,787,000*

DFCM Capital Projects
Expenditures
\$474,388,800



DFCM Capital Projects Revenue

	Beginning Balance	General Fund	Education Funds	Federal Funds	Transport Funds	Restricted Transfers	Universities/ Agency Funds	Total Revenue
DFCM Capital Projects	\$169,895,300	\$102,314,500	\$152,939,100	-	-	\$11,545,000	\$221,093,100	\$657,787,000
Total	\$169,895,300	\$102,314,500	\$152,939,100	-	-	\$11,545,000	\$221,093,100	\$657,787,000

DFCM Capital Projects Expenditures

	Budget	Personnel	Travel	Current Expenses	IT Current Expenses	IT Capital Expenses	Capital Expenditures	Total Expenditures
DFCM Capital Projects	-	-	-	-	-	-	\$474,388,800	\$474,388,800
Total	-	-	-	-	-	-	\$474,388,800	\$474,388,800

*Because capital projects often span multiple years, revenue appears to be extraordinarily high. The \$183M difference between revenue and expenditures is allocated to current capital projects and is not yet fully expended.

DAS | Utah Division of Finance

The Division of Finance serves Utah citizens and state agencies with fiscal leadership and quality financial systems, processes, and information. This includes maintaining the State's central accounting and payroll systems; ensuring compliance with state financial laws; providing a statewide data warehouse of financial information; producing the State's official financial statements; processing the State's payments to vendors and employees; operating the Office of State Debt Collection; maintaining the Utah Public Finance Transparency website; and operating the Department of Administrative Services' Consolidated Budget and Accounting group.

As the central accounting office of the State, the Division of Finance's operations cover a wide variety of services. We are fortunate to have a highly dedicated team of professionals who are the key to our efficient operations. We also appreciate the cooperation we receive from our customer agencies, especially from the budget and accounting officers throughout the State without whom we could not accomplish our responsibilities.



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

Fiscal Year 2017

Achievements



Collections Return on Investment (ROI)

For every dollar spent on collection programs, the Division of Finance was able to collect \$11.38 in debt and fees owed to the State.



FINDER Program

Through the FINDER program, the State collected \$15.3 million in debts.



Excellence in Financial Reporting

The State of Utah earned a Certificate of Achievement of Excellence in Financial Reporting from the Government Finance Officers Association for the 32nd consecutive year in 2017.



Office of State Debt Collection

The OSDC collected \$11.35 million (\$2.9 million collected through the FINDER program) in receivables, fees, and interest that would otherwise have been written off. This was an 8.4% increase over the previous year.



Utah Public Finance Transparency Website

At the end of FY2017, the Utah Public Finance Transparency website contained more than 206 million financial records, totaling \$949.5 billion, posted by 728 different Utah government and public entities. This is an increase of 32% from the previous year in the number of agencies that make their financial information available to the public.

Services and 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

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

Financial Information Systems

- FINET— statewide accounting system
- Statewide data warehouse of financial, payroll, and certain personnel information
- Payment tracking and FINDER support
- Data for the State's financial transparency website

Consolidated Budget and Accounting

- Centralized and consistent budget and accounting services across divisions, systems, and processes at the Department of Administrative Services

Payroll

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

Financial Reporting

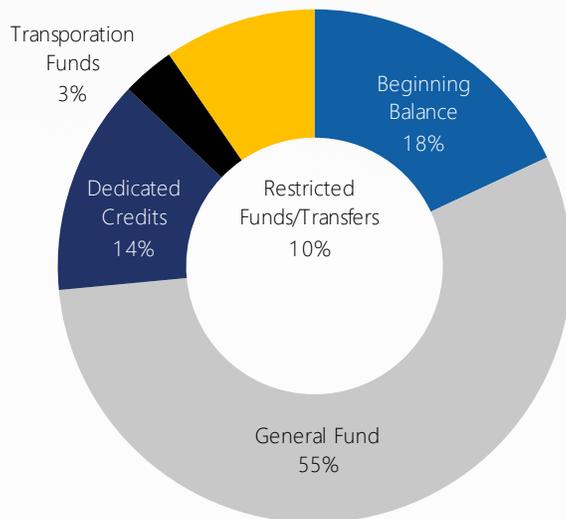
- Comprehensive Annual Financial Report (CAFR)
- Budget setup and monitoring
- Statewide cost allocation plan
- Accounting, servicing, and safeguarding of original loan documents for loans issued by state agencies
- Payment Tracking System (PTS)
- Statewide Fixed Asset System
- Payment Card Industry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

Customer Service Summary

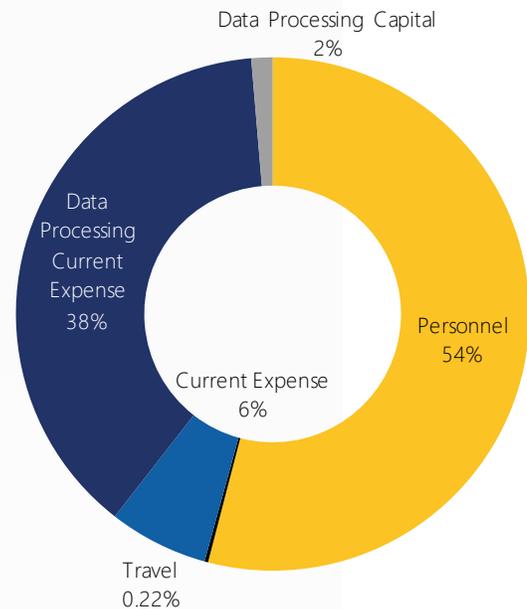
Accounting Operations		Office of State Debt Collection	
FINDER intercepts	53,959	Accounts placed for collection	39,293
FINDER intercepts collections	\$15,313,663	Value of accounts placed for collection	\$76,792,116
Payments audited	12,180	Number of payments received	61,335
Post-audit findings	384	Payments received	\$11,346,147
P-card transactions	137,901	Financial Information Systems	
P-card dollars spent	\$29,500,203	Help Desk calls	5,429
P-card rebates	\$385,255	Students attending training	459
State agency p-cards	2,054	Financial Reporting	
Payroll	30,006	Number of loans serviced	2,221
Full-time equivalent positions based on hours worked	20,506	Serviced loans principal balance	\$1,273,178,418

FY2017 Revenue and Expenditures

Finance Administration
Revenue
\$13,557,000



Finance Administration
Expenditures
\$10,387,600



Finance Administration Revenue

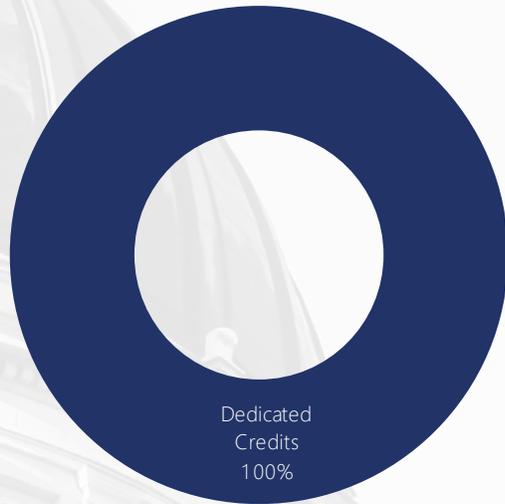
	Beginning Balance	General Fund	Dedicated Credits	Federal Funds	Transportation Funds	Restricted Funds/Transfers	Total Revenue
Director's Office	-	\$740,100	-	-	-	-	\$740,100
State Payroll	\$179,000	\$1,760,600	\$22,500	-	-	-	\$1,962,100
Payables/Disbursing	\$15,000	\$1,017,400	\$826,200	-	-	-	\$1,858,600
Technical Services	\$128,200	\$1,282,600	-	-	-	-	\$1,410,800
Financial Reporting	\$85,000	\$1,482,100	\$561,900	-	-	-	\$2,129,000
Financial Info. Systems	\$2,039,300	\$1,236,100	\$431,400	-	\$450,000	\$1,299,600	\$5,456,400
Total	\$2,446,500	\$7,518,900	\$1,842,000	-	\$450,000	\$1,299,600	\$13,557,000

Finance Administration Expenditures

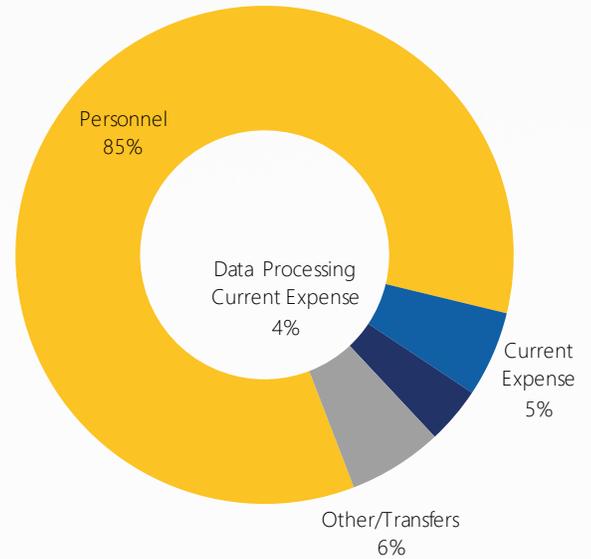
	Budget	Personnel	Travel	Current Expense	Data Processing Current Expense	Data Processing Capital	Total Revenue
Director's Office	\$605,200	\$612,500	\$1,500	\$14,500	\$11,600	-	\$640,100
State Payroll	\$1,911,400	\$671,900	\$7,400	\$11,700	\$1,064,400	\$44,000	\$1,799,400
Payables/Disbursing	\$1,947,300	\$1,257,400	\$4,200	\$532,900	\$54,600	-	\$1,849,100
Technical Services	\$1,260,450	\$11,100	-	-	\$1,212,000	\$21,400	\$1,244,500
Financial Reporting	\$2,030,700	\$1,856,500	\$4,500	\$63,500	\$93,500	\$30,000	\$2,048,000
Financial Info. Systems	\$3,013,700	\$1,205,300	\$5,500	\$28,100	\$1,524,400	\$43,200	\$2,806,500
Total	\$10,768,750	\$5,614,700	\$23,100	\$650,700	\$3,960,500	\$138,600	\$10,387,600

FY2017 Revenue and Expenditures

Finance Internal Service Fund
Revenue
\$1,944,000



Finance Internal Service Fund
Expenditures
\$1,862,100



Finance Internal Service Fund Revenue

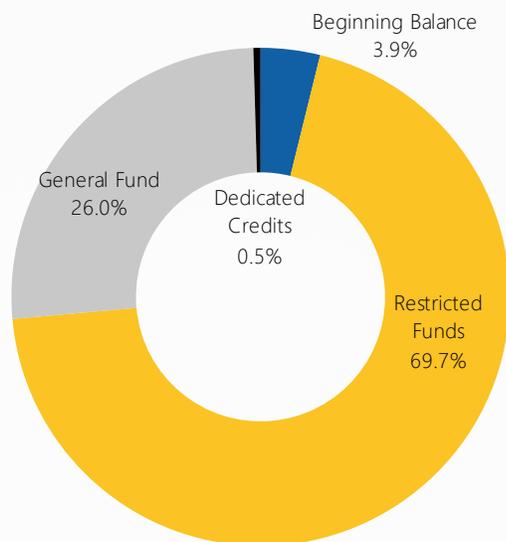
	General Fund	Dedicated Credits	Federal Funds	Transportation Funds	Restricted Funds/Transfers	Universities/Agency Funds	Total Revenue
Consolidated Budget and Accounting (CBA)	-	\$1,594,900	-	-	-	-	\$1,594,900
Purchasing Card	-	\$349,100	-	-	-	-	\$349,100
Total	-	\$1,944,000	-	-	-	-	\$1,944,000

Finance Internal Service Fund Expenditures

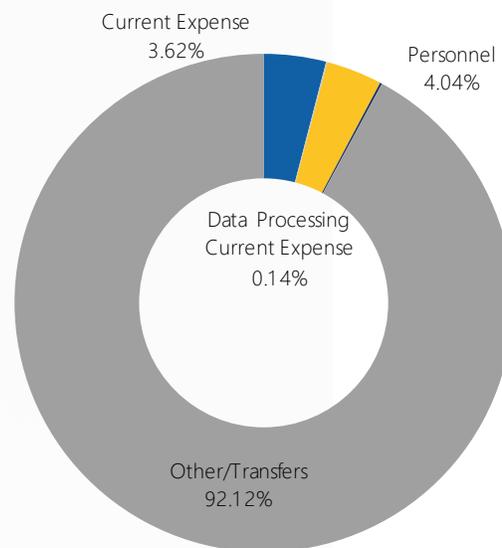
	Budget	Personnel	Travel	Current Expense	Data Processing Current Expense	Data Processing Capital	Other/Transfers	Total Revenue
Consolidated Budget and Accounting (CBA)	\$1,638,500	\$1,489,500	-	\$46,900	\$44,500	-	\$5,800	\$1,586,700
Purchasing Card	\$220,500	\$86,000	-	\$56,800	\$24,200	-	\$108,400	\$275,400
Total	\$1,859,000	\$1,575,500	-	\$103,700	\$68,700	-	\$114,200	\$1,862,100

FY2017 Revenue and Expenditures

Finance Mandated Revenue
\$6,844,000



Finance Mandated Expenditures
\$5,052,000



Finance Mandated Revenue

	Beginning Balance	General Fund	Dedicated Credits	Federal Funds	Transportation Funds	Restricted Funds	Total Revenue
Child Welfare Parental Defense	\$28,200	\$95,200	\$31,500	-	-	-	\$154,900
Development Zone Rebates	-	-	-	-	-	\$3,255,000	\$3,255,000
Elected Off. Post Retirement Ben. Cont.	-	\$1,387,600	-	-	-	-	\$1,387,600
Executive Branch Ethics Commission	\$47,800	\$3,000	-	-	-	-	\$50,800
Judicial Conduct Council	\$23,900	\$256,700	-	-	-	-	\$280,600
Land Exchange Distribution	-	-	-	-	-	\$1,517,600	\$1,517,600
Post Conviction Indigent Defense	\$163,600	\$33,900	-	-	-	-	\$197,500
Total	\$263,500	\$1,776,400	\$31,500	-	-	\$4,772,600	\$6,844,000

Finance Mandated Expenditures

	Budget	Personnel	Travel	Current Expense	Data Processing Current Expense	Other/Transfers	Total Expenditures
Child Welfare Parental Defense	\$158,000	-	-	\$136,400	-	-	\$136,400
Development Zone Rebates	\$3,255,000	-	-	-	-	\$2,876,800	\$2,876,800
Elected Off. Post Retirement Ben. Cont.	\$1,387,600	-	-	-	-	\$1,387,600	\$1,387,600
Executive Branch Ethics Commission	\$50,800	\$5,400	\$300	\$11,400	\$200	-	\$17,300
Judicial Conduct Council	\$280,600	\$198,500	\$4,200	\$25,100	\$6,700	-	\$234,500
Land Exchange Distribution	\$1,517,600	-	-	-	-	\$389,400	\$389,400
Post Conviction Indigent Defense	\$253,600	-	-	\$10,000	-	-	\$10,000
Total	\$6,903,200	\$203,900	\$4,500	\$182,900	\$6,900	\$4,653,800	\$5,052,000

DAS | Utah Division of Fleet Operations

The Division of Fleet Operations 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 FY2017, Fleet Operations continued to examine programs within Fleet Operations 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.



Pictured: Steven Canning, Jeff Mottishaw, Tami Nelson, Eric Gardner, Sophia Manousakis, Stewart Cowley

Fiscal Year 2017

Achievements



2017 Fleet Excellence Award

The National Conference of State Fleet Administrators awarded the State of Utah Division of Fleet Operations the 2017 Fleet Excellence Award for rethinking business processes and their innovations in addressing utilization, emissions, maintenance, and cost reductions.



Telematics

Fleet Operations' Motor Pool section has successfully begun a one-year pilot program with six agencies to test telematics across the State of Utah and various vehicle use types. The pilot consists of approximately 1,100 units that will capture a range of vehicle data that will help managers make better decisions.



On Demand Motor Pool

Fleet Operations' Motor Pool section has successfully opened six On Demand Motor Pool partnership locations with Enterprise Rent-A-Car that serves over 20 state agencies. The locations are Capitol Hill, MASOB, Calvin Rampton, DABC, and UDOT Regions 2 and 4.



Fuel Station Upgrade

Fleet Operations' Fuel Network is on track to have all of the state-owned and state-managed fuel sites upgraded to meet the new EPA standards by the fall of 2018.



Traveler Safety

Fleet Operations' Travel program monitors state travelers across the world and helps keep them accounted for during emergency situations. This has been especially important this year with so many natural disasters and civil unrest.

Services and Functions



Motor Pool Program

- Provides fleet vehicle data reports and expertise for agencies to use in the management of their vehicles
- Manages the On Demand Motor Pool and eBike program
- Provides a personally owned vehicle cost comparison utility
- Provides emergency roadside assistance and vehicle maintenance support



Fuel Program

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



Travel Program

- Provides online airport, hotel, and rental car travel request forms
- Provides emergency traveler support, protection, and coordination
- Allows access to the deepest available discounts on travel expenses

Customer Service Summary

Vehicles Leased by Fleet Operations

Count of vehicles as of June 2017	4,591
Total miles traveled	62,123,879
Total accidents	1,042
Preventable accidents	389
Percent of total accidents that were preventable	37%

Vehicles not Leased by Fleet Operations

Count of vehicles as of June 2017	3,213
Total miles traveled	17,315,728
Total accidents	175
Preventable accidents	112
Percent of total accidents that were preventable	64%

State Fuel

Fuel Use

Gallons dispensed	18,488,377
Savings from state sites	\$1,348,730

State Travel

Airline Travel

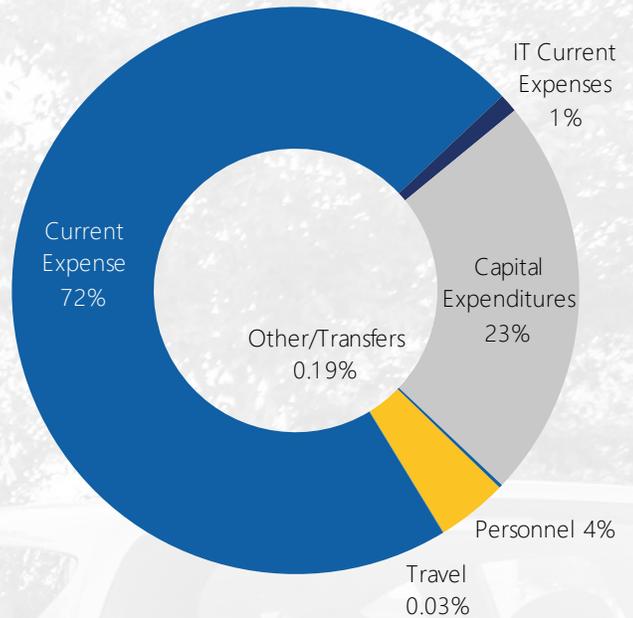
Tickets purchased	19,525
Average ticket price	\$461.01

FY2017 Revenue and Expenditures

Fleet Internal Service Fund
Revenue
\$55,042,775



Fleet Internal Service Fund
Expenditures
\$52,416,948



Fleet Operations Revenue

	General Fund	Dedicated Credits	Federal Funds	Transportation Funds	Restricted Transfers	Universities/ Agency Fund	Total Revenue
Motor Pool	-	\$30,096,562	-	-	-	-	\$30,096,562
Fuel Network	-	\$24,345,790	-	-	-	-	\$24,345,790
Fleet Administration	-	-	-	-	-	-	-
State Travel	-	\$600,423	-	-	-	-	\$600,423
Total	-	\$55,042,775	-	-	-	-	\$55,042,775

Fleet Operations Expenditures

	Budget	Personnel	Travel	Current Expense	IT Current Expense	Capital Expenditures	Other/ Transfers	Total Expenditures
Motor Pool	\$28,784,300	\$840,783	\$2,069	\$13,221,361	\$441,448	\$11,925,982	\$396,661	\$26,828,304
Fuel Network	\$33,523,000	\$660,132	\$2,278	\$23,948,909	\$49,001	\$122,437	\$300,757	\$25,083,514
Fleet Administration	\$11,500	\$446,980	\$8,731	\$84,297	\$63,955	-	\$(603,963)	-
State Travel	\$524,900	\$176,620	\$332	\$319,453	\$4,796	-	\$3,929	\$505,130
Total	\$62,843,700	\$2,124,515	\$13,410	\$37,574,020	\$559,200	\$12,048,419	\$97,384	\$52,416,948



Utah Division of Purchasing and General Services

The Utah Division of Purchasing is recognized as one of the best managed public procurement agencies in the nation. Annually, the division oversees over \$2.0 billion in public spend for goods and services. State Purchasing manages over 850 cooperative contracts for goods and services used by state agencies, local governments and educational entities across the State.

General Services consists of State Mail and Distribution Services, Print Services, and Surplus Property. State Mail provides mail preparation and distribution services to state agencies, cities, and special service districts between Ogden and Spanish Fork. State Mail's United States Postal Service discounts and automation amount to almost \$2 million in cost avoidance per year, in addition to increased efficiencies. Print Services consists of Digital Print Services and a copier lease program. These services are provided to state and local government agencies, government institutions, and political subdivisions. The State's Surplus Property Program is responsible for the accounting and ethical disposal of State-owned property, first through reutilization, then public sale.



Pictured: Terri O'Toole, Kent Beers, Christopher Hughes

Fiscal Year 2017

Achievements



State Purchasing

The Division of Purchasing added 50 cooperative contracts to its Cooperative Contracts program in FY2017 based on feedback from executive branch agencies. These contracts have helped public entities in Utah in their procurement needs, including making purchases easier and quicker.



Surplus Property

During FY2017, Surplus saved law enforcement agencies \$5,419,325 via the 1033 program and saved governmental agencies \$2,813,022 via the Federal Donation Program.



State Mail and Distribution Services

State Mail implemented the new single-stop courier routes and reduced the number of courier routes from sixteen to ten. As a result, they were able to reduce the number of vans from seventeen to eleven.



Print Services (Copier Lease Program)

Print Services' Copier Lease Program managed 895 leased copiers and processed 711 print jobs with 100% accuracy and on-time delivery.

Services and Functions

Purchasing

- Manages the procurements for state agencies
- Aids in the review and writing of the solicitation documents, including a review of the awarded contracts
- Manages over 900 State Cooperative Contracts

Surplus Property

- Provides pick-up, sales, and other means of disposal of excess resources. Services 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

Print Services

- Manages essential document production services including Digital Print Services and the State Copy Center
- Manages a fleet of over 895 walk-up copiers
- Creates a hassle-free copying environment enabling agencies to focus on core responsibilities

State Mail and Distribution Services

- Provides mail processing and distribution services
- Works in partnership with the US Postal Service to meet customer needs
- Minimizes costs to customers
- Services customers from Spanish Fork to Ogden

Customer Service Summary

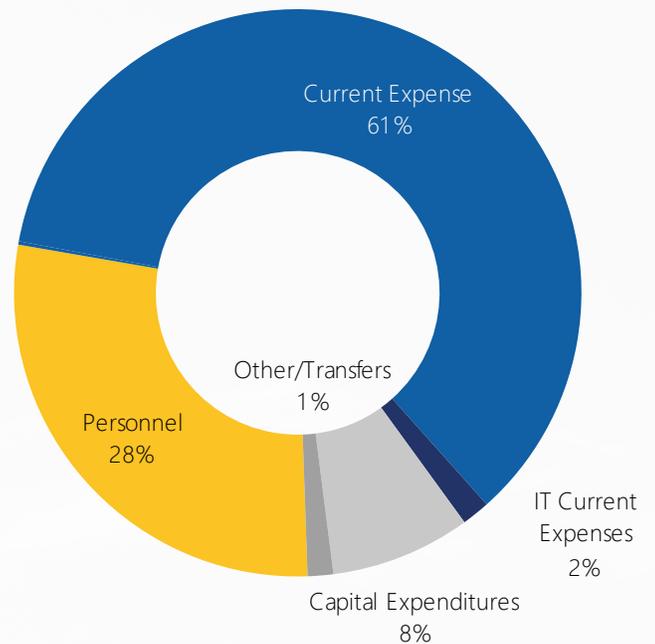
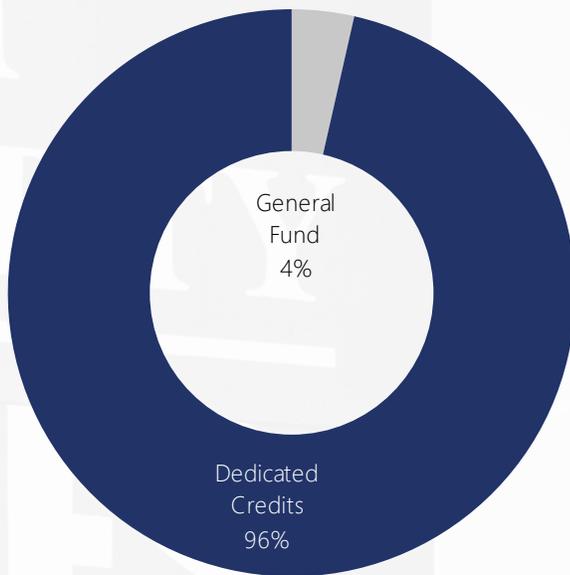
State Purchasing		State Mail & Distribution Services	
Use of Statewide "Best Value" Cooperative Contracts	\$1,961,452,570	Pieces of mail processed	20,762,260
Average training attendance at quarterly training meetings	155	Pieces of presort mail	17,412,285
State Print Services			
Number of copiers leased	895		

* Statewide "Best Value Cooperative Contracts" spend as of November 8, 2017

FY2017 Revenue and Expenditures

Purchasing and General Services
Internal Service Fund
Revenue
\$18,850,987

Purchasing and General Services
Internal Service Fund
Expenditures
\$18,422,170



Purchasing and General Services Revenue

	General Fund	Dedicated Credits	Federal Funds	Transportation Funds	Restricted Transfers	Universities/ Agency Funds	Total Revenue
Administration	\$668,600	-	-	-	-	-	\$668,600
Print Services	-	\$2,568,557	-	-	-	-	\$2,568,557
State Mail	-	\$11,936,023	-	-	-	-	\$11,936,023
Cooperative Contracts	-	3,677,807	-	-	-	-	\$3,677,807
Total	\$668,600	\$18,182,387	-	-	-	-	\$18,850,987

Purchasing and General Services Expenditures

	Budget	Personnel	Travel	Current Expense	IT Current Expense	Capital Expenditures	Other/ Transfers	Total Expenditures
Administration	\$668,600	\$664,164	\$12,943	\$48,387	\$104,626	-	\$(161,521)	\$668,599
Print Services	\$2,774,800	\$201,643	\$2,525	\$1,263,699	\$8,491	\$1,131,437	\$22,750	\$2,630,545
State Mail	\$12,271,300	\$2,179,364	\$2,261	\$9,448,333	\$39,240	\$121,560	\$22,846	\$11,813,604
Cooperative Contracts	\$3,782,600	\$2,164,523	\$17,688	\$382,132	\$142,186	\$218,781	\$384,112	\$3,309,422
Total	\$19,497,300	\$5,209,694	\$35,417	\$11,142,551	\$294,543	\$1,471,778	\$268,187	\$18,422,170

DAS | Utah Division of Risk Management

The mission of the Division of Risk Management (DRM) is to protect state assets, to promote safety, and to control against property, auto, and liability losses. DRM provides property, auto, and liability insurance for state agencies, higher education, school districts, and charter schools and their 120,000+ employees. DRM also contracts to provide workers compensation coverage for state agencies.

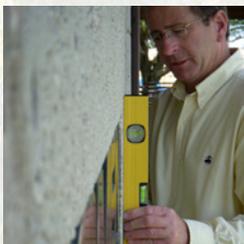
An independent insurance expert recently compared DRM's rates to industry rates on a random selection of state properties and found that DRM's property rates for those properties were 38-90% cheaper than the private insurance market. The expert also found that the liability rates were determined by an independent actuary using industry best practices. The full rate review report can be found on our website at <https://risk.utah.gov/>.



Pictured: Mark Peterson, Brian Jensen, Jeff Coates, Brian Jensen, Darin Dennis, Emily Williams, David Lund

Fiscal Year 2017

Achievements



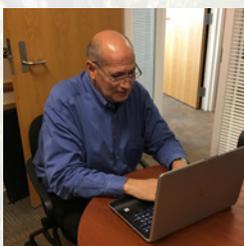
Loss Control

The division followed up on 98% of life safety issues found during inspections. The follow-ups aim to collaborate in the correction of these issues. The goal is to follow up at least 95% of the time.



Support Services

A new Asset Database Coordinator was created to oversee and manage the data for customers' Statement of Values. Having one point of contact has helped raise the level of accuracy and integrity of our data. We now have a more accurate account of buildings, contents, and values which helps ensure customers are not under-insured.



Paperless Claims Administration

The adjusters developed and implemented solutions to launch the paperless administration of all first- and third-party claims within the Division's Risk Management Information System (RMIS). These processes will enable the Claims team to reduce the duplication of tasks and increase accuracy in administering all property/casualty claims.



Independent Claims Audit

An independent audit of the Division's claims administration processes resulted in the finding that the adjusters had achieved a 98% performance level, which exceeds the industry standard of 95%. Among other measures, the independent auditor lauded the adjusters' prompt inspections, their early efforts to resolve tort liability claims, and their close and effective working relationships with internal risk control staff and the Attorney General's Office.

Services and Functions



Claims Services

The recent independent claims audit found that our experienced claim adjusters excelled at the following:

- Protecting state resources by evaluating claims promptly and fairly
- Maintaining the financial strength of claims reserves
- Promoting a culture of accountability demonstrated by documented decision rationale in claims files
- Communicating effectively with the Attorney General’s office
- Promoting quality controls by conducting random in-house audits of individual claims



Loss Control Services

- Building, fire, and 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

Customer Service Summary

Claims

Auto

Claims opened	966
Claims closed	955
Payments paid for prior year claims*	\$(131,897)
Payments paid for current year claims	\$1,738,476

Liability

Claims opened	1,439
Claims closed	1,598
Payments paid for prior year claims	\$11,402,267
Payments paid for current year claims	\$3,066,793

Property

Claims opened	286
Claims closed	287
Payments paid for prior year claims	\$1,559,819
Payments paid for current year claims	\$3,102,203

Workers Compensation

Claims	936
Claims cost	\$2,347,477

Prevention

Ergonomic evaluations	204
Consultations	21
Training sessions	109
Training participants	2,793
Site inspections	747

Certificates of Coverage

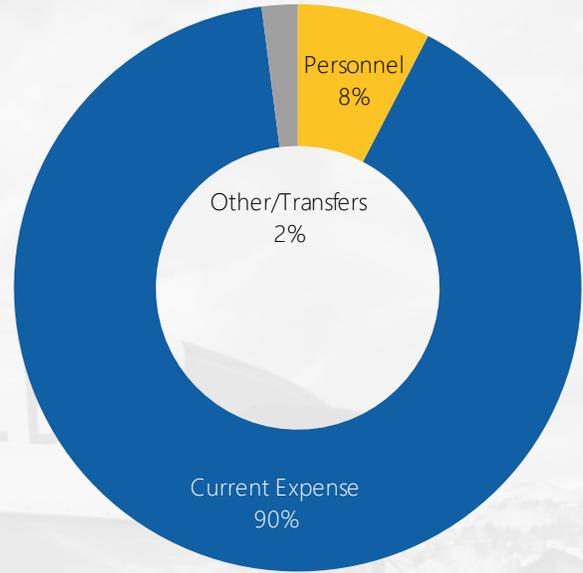
FY2017 certificates of coverage	1,466
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* Negative claim cost for prior year indicates that the recovery received for prior year claims during FY2017 exceeded payments made for prior year claims during FY2017.

FY2017 Revenue and Expenditures

Risk Management Internal Service Fund
Revenue
\$36,158,388

Risk Management Internal Service Fund
Expenditures
\$40,744,484



Risk Management Revenue

	General Fund	Dedicated Credits	Federal Funds	Transportation Funds	Restricted Transfers	Universities/ Agency Funds	Total Revenue
Property Insurance	-	\$16,803,288	-	-	-	-	\$16,803,288
Auto Insurance	-	\$2,084,334	-	-	-	-	\$2,084,334
Liability Insurance	-	\$17,270,766	-	-	-	-	\$17,270,766
Total	-	\$36,158,388	-	-	-	-	\$36,158,388

Risk Management Expenditures

	Budget	Personnel	Travel	Current Expense	Capital Expenditures	Other/ Transfers	Total Expenditures
Property Insurance	\$34,087,200	1,396,236	\$24,726	\$16,194,113	-	\$344,709	\$17,959,784
Auto Insurance	\$2,017,600	\$307,694	\$5,556	\$2,104,300	-	\$84,249	\$2,501,799
Liability Insurance	\$16,974,000	\$1,396,236	\$24,726	\$18,514,039	-	\$347,900	\$20,282,901
Total	\$53,078,800	\$3,100,166	\$55,008	\$36,812,452	-	\$776,858	\$40,744,484

Utah 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 of the Governor's Office of Management and Budget, serves as the ex-officio representative of the Governor. In addition to eight board members, the Building Board has four full-time employees: a director responsible for day to day operations, two facility auditors, and a business analyst.

The Building Board is a 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 surrounding managing 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.



Pictured: Mike Kelley, Wendell Morse, Ned Carnahan, Lisa Barrager, Joe Burgess, Miranda Jones, Gordon Snow, Chip Nelsen, Jeff Reddoor

Fiscal Year 2017

Achievements



Received 1.1% Capital Improvement Funding

This was a record-setting year of funding for capital improvements with \$119M funded and 343 projects. All these projects were vetted through our new prioritized scoring process. In all, 716 projects were submitted totaling \$203.7M in capital improvement request.



Statewide Infrastructure Condition Assessments

Upon completing facility condition assessments for each of the State's buildings, we began assessing infrastructure condition and GIS mapping. To date, all higher education and state facilities have been completed with only State Parks remaining.



O&M Expenditure Tracking

The Building Board began tracking operation and maintenance expenditure data in all state and higher education buildings that are larger than 3,000 square feet. This has created a transparent, one-stop shop for O&M expenditure information.



Increased Capital Improvement Thresholds

By working with the Legislature, the Building Board was able to raise the capital improvement threshold from \$2.5M to \$3.5M for facility improvements and from \$2.5M up to \$7M for infrastructure improvements. This will allow for more critical needs to be addressed, help with construction inflation that has occurred, and complete large infrastructure projects that would not have previously been addressed.

Services and Functions

Utah State Building Board

- 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

Message from the Director



Jeff Reddoor

Each year brings new changes and challenges to the Building Board. This year, operation and maintenance expenditure tracking was at the top of the list. A notable change was the codification of a Governor-appointed director to serve with the Board.

Additionally, we are in a cycle year and will see four new members by year end. I am honored to serve with these outstanding community members who are dedicated to the cause and mission of the Board.

Building Board Chair Ned E. Carnahan, myself, and members have spent hundreds of hours meeting with stakeholders, the Legislature, university and college presidents, agency heads and others discussing the capital needs across the State. With the State's increasing population, record-high enrollments in our colleges and universities, and the additional needs of our state agencies to meet greater demands, we see many needed projects. We tour the State each year and this just reiterates the many needs. In October of each year we prioritize the capital development request which is no small undertaking. Our Board spends two full days deliberating, scoring, and discussing the needs, then we prioritize them. This is a continuous challenge

with ever-growing needs and limited funding. We take on this challenge every year and feel our process and priorities reflect the State's critical needs.

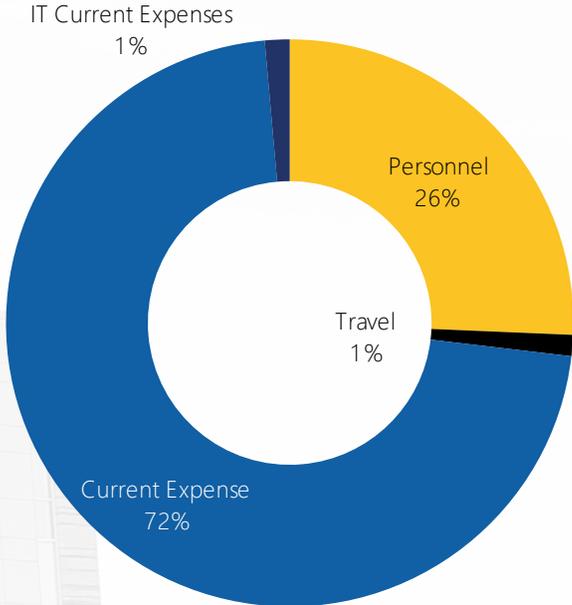
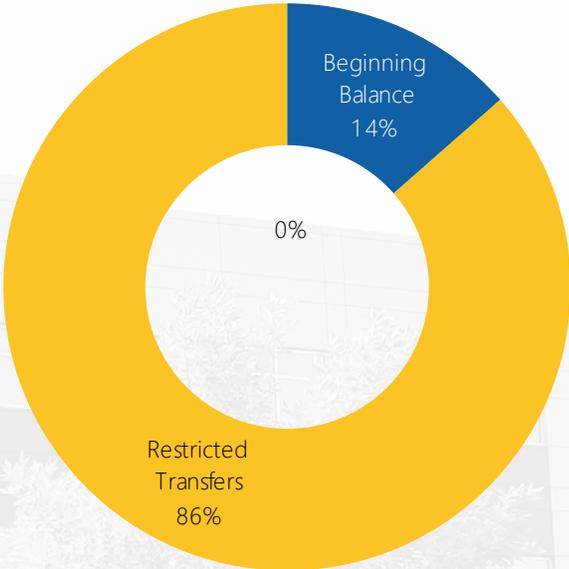
I am continually impressed and amazed at the time and effort our members and staff put into reviewing statute revisions and rules, updating maintenance and design standards, collecting and prioritizing not only capital development projects but also capital improvement projects. The Building Board strives to continuously improve processes, make needed changes, and take on the challenges with vigor and purpose. It is truly an honor to serve not only the Board but also the citizens of this great state.

Jeff Reddoor
Director

FY2017 Revenue and Expenditures

Utah State Building Board
Revenue
\$1,478,500

Utah State Building Board
Expenditures
\$1,434,117



Building Board Appropriated Revenue

	Beginning Balance	General Fund	Dedicated Credits	Federal Funds	Transportation Funds	Restricted Transfers	Universities/ Agency Fund	Total Revenue
Building Board	\$200,000	-	-	-	-	\$1,278,500	-	\$1,478,500
Total	\$200,000	-	-	-	-	\$1,278,500	-	\$1,478,500

Building Board Appropriated Expenditures

	Budget	Personnel	Travel	Current Expense	IT Current Expense	Capital Expenditures	Other/ Transfers	Total Expenditures
Building Board	\$1,478,500	\$368,125	\$17,254	\$1,028,528	\$20,210	-	-	\$1,434,117
Total	\$1,478,500	\$368,125	\$17,254	\$1,028,528	\$20,210	-	-	\$1,434,117

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