

STATE OF UTAH



Department of
**Administrative
Services**

SERVICES ELEVATED

**2008 ANNUAL REPORT &
DIRECTORY OF SERVICES**

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“It is my pleasure to present the first Annual Report for the Department of Administrative Services for FY 2008. The Department of Administrative Services serves state agencies and provides high-quality, affordable infrastructure products and services to state government customers. These important services promote our focus on economic development, health system reform, education, and energy security.”

I would like to express my sincere appreciation to all Administrative Services employees for their tremendous public service. Their efforts have helped make Utah a better place in which to live and work.”

Jon M. Huntsman, Jr. - Governor



“FY 2008 closed out as an exceptionally strong performance year for the Department of Administrative Services. Our commitment to increasing energy efficiency 20 percent by 2015 is as strong as ever. Energy savings results showed solid gains from the new high performance building construction standards,

relighting and recommissioning projects in existing buildings, right-sizing the state fleet, and other energy savings programs.

To serve the interest of our customer is our highest priority. At our Annual Executive Summit, we positioned ourselves to find greater efficiencies within government through implementation of our long term strategic and customer service plans. With a keen focus on customer satisfaction, the plans streamline operations to efficiently deliver goods and services to other government agencies. Our strategy is solid and we will stay the course on the rough road ahead.”

Kimberly K. Hood, Executive Director-DAS



The Department of Administrative Services began the new “Working 4 Utah” compressed work week on August 4, 2008. The Governor’s Initiative was developed to address many issues including energy, extended service, employees, and environment. The intent of this initiative was to extend state government services that are not already available during extended hours and weekends from 7:00am to 6:00pm, Monday through Thursday and closing all buildings on Fridays when applicable.

The Division of Facilities Construction and Management (DFCM) has been instrumental in their efforts to coordinate with state building managers to monitor energy savings and strive to decrease energy usage on a daily basis. We have created a new balanced score card metric that will measure each agency’s energy use and compare it to the same period in the prior year. We are proud that the new DAS website offers many of our services and information online at <http://www.das.utah.gov>.

We applaud our DAS employees for their efforts in supporting this new schedule and for their personal efforts to find efficiencies, maintain productivity, save energy and most importantly, help the environment.

DAS SUPPORTS ENERGY EFFICIENCY

Increasing energy efficiency in state buildings is an important goal for the Department of Administrative Services. The DAS State Building Energy Efficiency Program has made substantial progress in helping to achieve the Governor's energy efficiency goal of increasing energy efficiency by 20% by 2015.

Over 50 energy efficiency projects on existing buildings were completed in the past year that will provide the state annual energy cost savings of over \$705,000. DAS partnered with Rocky Mountain Power and Questar and received additional energy efficiency rebates & incentives of over \$1,000,000. These projects have been financially beneficial and have improved the working and learning environments around the state.

High Performance Building Design Energy Efficiency Standards are currently being implemented in 28 new Capital Development construction projects. The first High Performance Building project completed was the beautiful new Digital Learning Center located on the campus of Utah Valley University.

DAS is committed to achieving the state's energy efficiency goals and continues to work with each state agency and institution in monitoring and measuring their progress towards these goals.



The new Digital Learning Center at UVU

DAS EMPLOYEE OF THE YEAR



“INNOVATIONS ELEVATED” AWARD for 2008

Jeff Mottishaw - Program Manager

Division of Purchasing and General Services

“The difference between success and failure is often determined by one’s dedication. Your commitment to the Department of Administrative Services has earned you our highest esteem.”

This inscription was on the first DAS “Innovations Elevated” award presented to Jeff Mottishaw in May 2008 for his Energy Savings Plan innovations on reducing costs through energy savings while maintaining a high level of customer service at the State Mail facility. Reductions were made in mileage, time and money.

State Mail is encouraged that the Energy Savings Plan has been and continues to be a successful innovation in state government.

STATE OF UTAH



Department of
**Administrative
Services**

SERVICES ELEVATED

**DEPARTMENT OF ADMINISTRATIVE
SERVICES**

**3120 State Office Building
Salt Lake City, UT 84114
801-538-3010**

Fax: 801-538-3844

www.das.utah.gov

MISSION STATEMENT

*“To deliver support services of the highest quality
and best value to government agencies and the
public.”*

Employee Count: 430

FY 2008 Operating Budget: \$40,585,900

FY 2008 Capital Budget: \$248, 547,100

EXECUTIVE TEAM

- Kimberly K. Hood, Executive Director
khood@utah.gov, 801-538-3010
- Sal Petilos, Deputy Director
spetilos@utah.gov, 801-538-3091
- John Reidhead, Chief Financial Officer
jreidhead@utah.gov, 801-538-3082
- Curtis Burk, Financial Manager
cburk@utah.gov, 801-538-3310
- Christopher Bruhn, Internal Auditor
cbruhn@utah.gov, 801-538-9714
- Victoria Schoenfeld, PIO
vschoenfeld@utah.gov, 801-538-3215
- Yolanda Nance, Front Desk
ynance@utah.gov, 801-538-3010

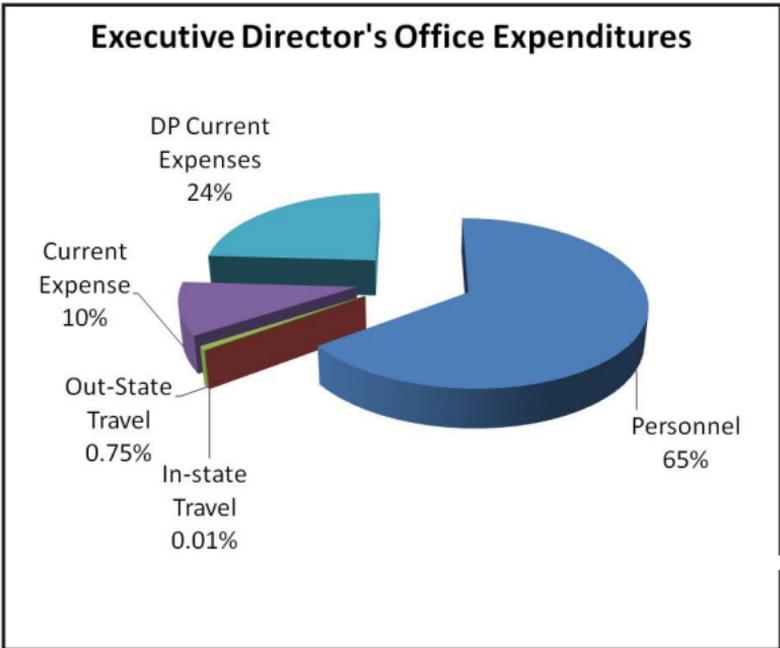


Back Row: Victoria Schoenfeld, Curtis Burk, Christopher Bruhn, Yolanda Nance Front Row: Kimberly Hood, Sal Petilos

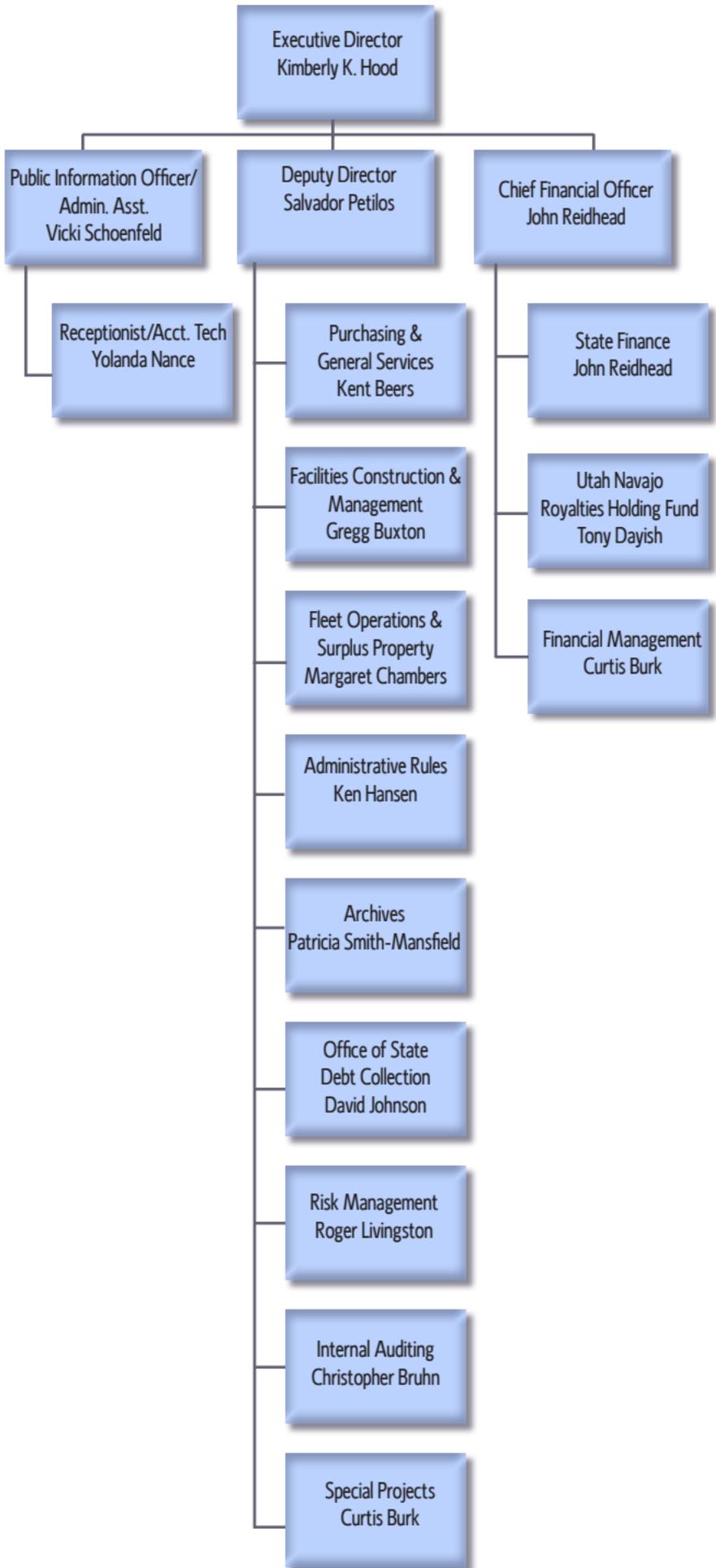
ADMINISTRATIVE TEAM

- Mary Ann Davis, HR Manager
madavis@utah.gov, 801-538-3062
- Brent Cleverly, IT Director
bcleverly@utah.gov, 801-538-3132

**FISCAL YEAR ENDING JUNE 30, 2008
(Unaudited)**



Department of Administrative Services Organizational Chart





Administrative Rules

a division of the Department of Administrative Services

DIVISION OF ADMINISTRATIVE RULES

4120 State Office Building

Salt Lake City, UT 84114

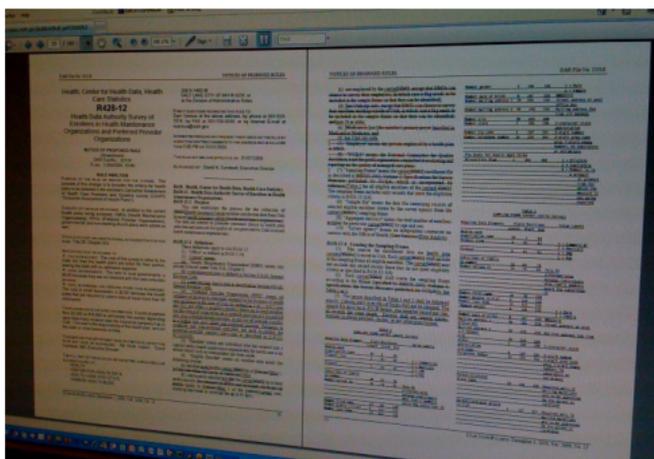
801-538-3764

Fax: 801-538-1773

www.rules.utah.gov/

MISSION STATEMENT

“Facilitate excellence in governance by promoting agency compliance with the procedures of the Utah Administrative Rulemaking Act, enhancing universal access to state regulatory information, and promoting participation in the regulatory process.”



EXECUTIVE TEAM

- Kenneth A. Hansen, Director
khansen@utah.gov, 801-538-3777
- Sophia Manousakis, Executive Secretary
smanousa@utah.gov, 801-538-3764

DIVISION DIRECTOR'S MESSAGE

Regulatory transparency -- public access to Utah's regulatory process -- is at the heart of the Division of Administrative Rules' mandate. Public access



Ken Hansen, Director

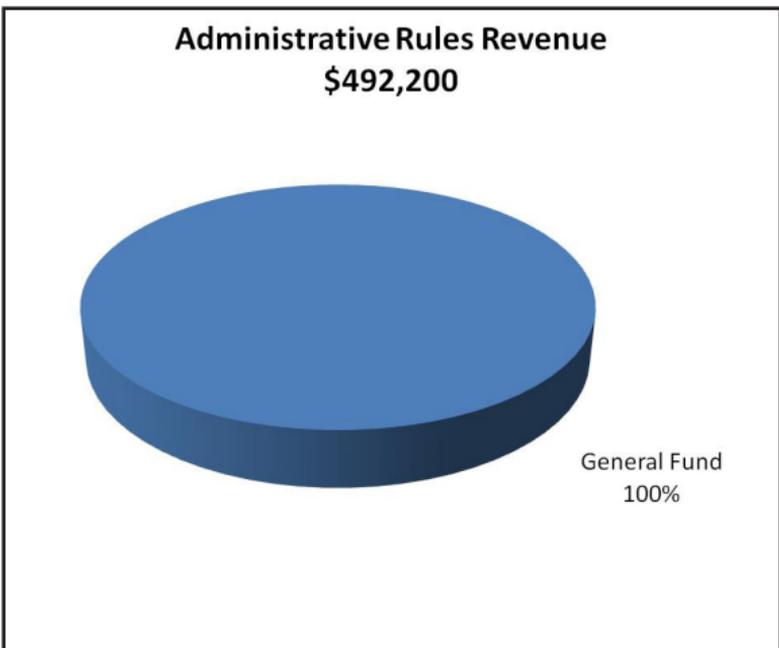
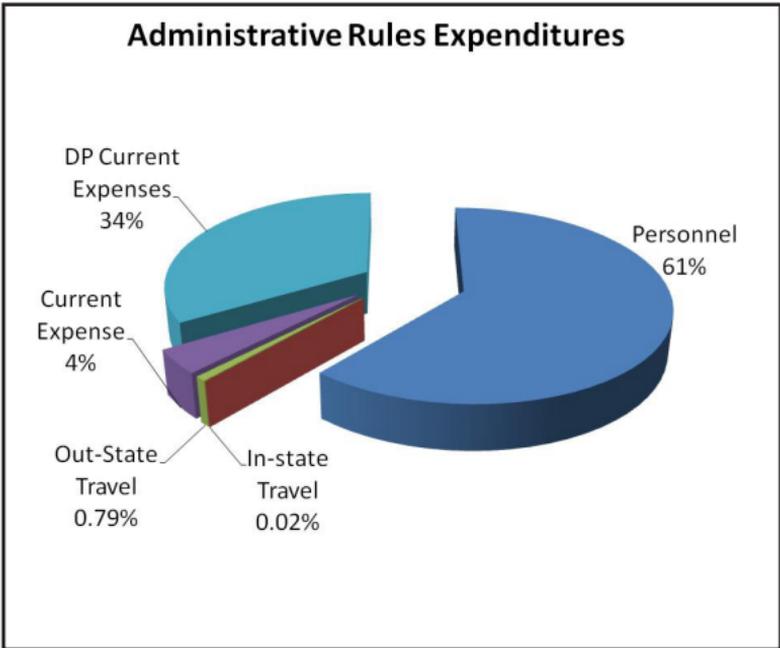
to and involvement in the regulatory process is possible because of the division's efforts to publish administrative rules. The rulemaking process informs citizens of state regulatory requirements; provides opportunities for citizens to have meaningful input on the development of these rules; makes available to agencies valuable feedback and information; encourages broad compliance; and enables oversight by the

Governor's office and the Legislature, and review by the Courts. Rulemaking is the messenger informing citizens how state government functions.

2007/2008 DIVISION HIGHLIGHTS

- Division staff issued all 24 issues of the Utah State Bulletin on time for the 15th year in a row. This is essential -- the public becomes aware of administrative rules issued by state agencies by means of the Utah State Bulletin.
- The Division processed 1,518 rules during FY 2008 compared with 1,281 in FY 2007, and 847 in FY 2006. The increase was due in part to the recodification of Titles 63 and 78 (FY 2008), and rules due for Five-Year Review (FY 2007 and FY 2008).
- The Division implemented a new design for its web site.
- The Division conducted eight rulemaking training sessions during FY 2008 attended by a total of 90 people.
- Ken Hansen, Director serves as an official observer to the National Conference of Commissioners for Uniform State Laws' Model State Administrative Procedure Act drafting committee.
- The Division entered into an agreement with the Division of State Library to manage and make accessible the Division's library of incorporated materials.
- On average, the Division posted updates to the Utah Administrative Code on the internet by the 24th of each month.

**FISCAL YEAR ENDING JUNE 30, 2008
(Unaudited)**



SERVICES AND FUNCTIONS

DOCUMENT FILING

- Administrative rule filings
([http://filings.rules.utah.gov/
MainRuleFilingPage.asp](http://filings.rules.utah.gov/MainRuleFilingPage.asp))
- Executive document filing
(Governor's Office only --
[http://filings.rules.utah.gov/
MainRuleFilingPage.asp](http://filings.rules.utah.gov/MainRuleFilingPage.asp))

PUBLICATION OF RULES, AND OTHER EXECUTIVE BRANCH NOTICES

- Administrative rule publication
([http://www.rules.utah.gov/
publicat/bulletin.htm](http://www.rules.utah.gov/publicat/bulletin.htm))
- Executive document publication
([http://www.rules.utah.gov/
executivedocuments.htm](http://www.rules.utah.gov/executivedocuments.htm))
- Publication of other administrative agency material ([http://www.rules.
utah.gov/publicat/bulletin.htm](http://www.rules.utah.gov/publicat/bulletin.htm))
- Maintenance of incorporation by reference library

MAINTENANCE OF THE UTAH

ADMINISTRATIVE CODE ([http://www.rules.utah.
gov/publicat/code.htm](http://www.rules.utah.gov/publicat/code.htm))

RULEMAKING ASSISTANCE TO AGENCIES

- Training
- Rulewriting Manual for Utah
([http://www.rules.utah.gov/
agencyresources/manual.htm](http://www.rules.utah.gov/agencyresources/manual.htm))
- Rulemaking resources ([http://www.
rules.utah.gov/rulesnews/](http://www.rules.utah.gov/rulesnews/))

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
- Notices of required rulemaking actions



Archives & Records Service

a division of the Department of Administrative Services

ARCHIVES ADMINISTRATIVE OFFICES

346 South Rio Grande
Salt Lake City, UT 84101-1106
Phone: 801-531-3848
Fax: 801-531-3854

RESEARCH CENTER
300 South Rio Grande
Salt Lake City, UT 84101
Phone: 801-533-3535
Fax: 801-533-3504

RECORDS CENTER
2341 South 2300 West
West Valley City, UT 84119
Phone: 801-975-4016
Fax: 801-974-0336

www.archives.utah.gov



MISSION STATEMENT

“To assist Utah government agencies in the efficient management of their records, to preserve those records of enduring value, and to provide quality access to public information. In fulfilling our mission, the Archives serves two communities: those who create and maintain records in state or local government and the general public.”



*Top Row: Ken Williams, Patricia Smith-Mansfield, Gregg Evans
Bottom Row: Staci Milillo, Elizabeth Perkes*

EXECUTIVE TEAM

- Patricia Smith-Mansfield, Director
pmansfied@utah.gov 531-3850
- Ken Williams, Deputy Historical Records Coordinator, kenwilliams@utah.gov 531-3840
- Gregg Evans, Administrative Services Manager, greggevans@utah.gov 531-3865
- Staci Milillo, Program Specialist
smilillo@utah.gov 531-3863,
- Elizabeth Perkes, Electronic Archivist
eperkes@utah.gov 531-3852,

DIVISION DIRECTOR'S MESSAGE



*Patricia Smith-Mansfield,
Director*

The Division of Archives permanently preserves and provides access to the records of enduring value created by Utah state, county, and municipal governments and other local government entities.

We act as a consultant for state agencies and local governments whenever records management questions arise. We provide expertise in retention schedules, the Government Records Access and Management Act (GRAMA), reformatting records for preservation and access purposes, information about the care of historical records, disaster preparedness, imaging systems, and related material. We provide assistance in the Open and Public Meetings Act in publishing and preserving public meeting notices on the Utah Public Notice Website.

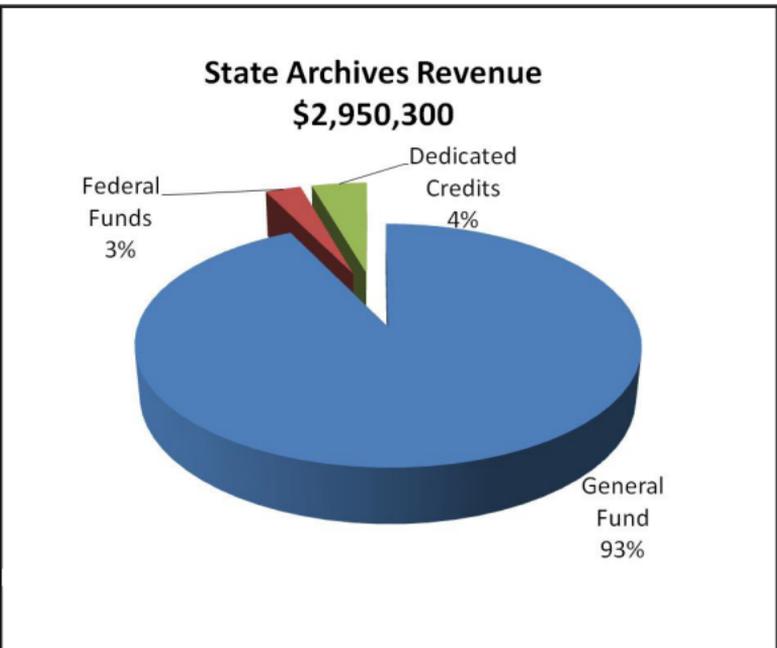
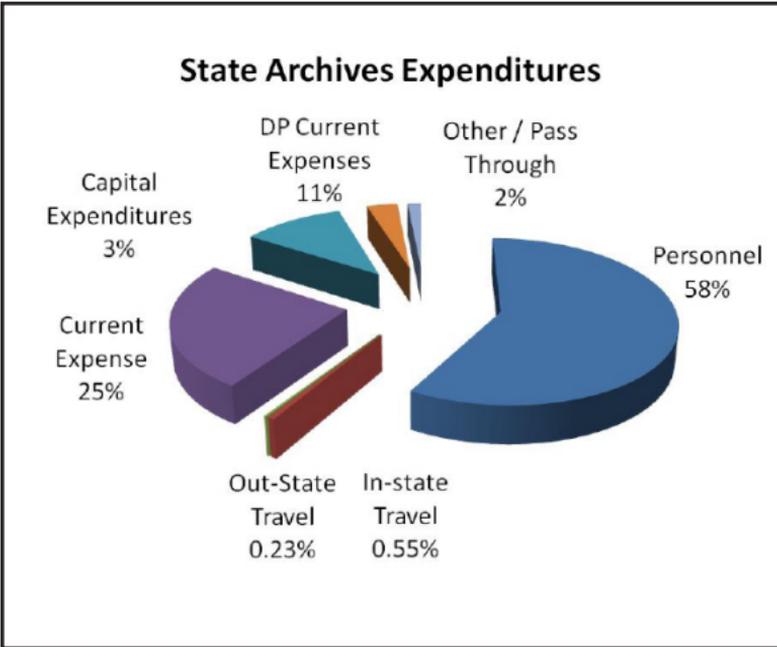
The Archives holds Utah's documentary history in public trust. We are committed to providing quality services to our patrons and customers and seek to find new avenues to increase access, expand our audience, and enhance the research experience.



2007/2008 DIVISION HIGHLIGHTS

- **Encoded Archival Description (EAD) finding aid project** - A Library Services Technology Act grant provided the funding necessary for a consortium of archival repositories to develop best practices and standards for the development of all finding aids.
- **Judicial Records Preservation and Access Project** - A federal grant from the National Historical Publications and Records Commission (NHPRC) provided funding to arrange, describe, and microfilm the historic records of district courts from three counties (Beaver, Iron, and Washington) in Utah from 1852-1955.
- **Regional Repository Training and Development** - With funding provided by the Utah State Legislature and the National Historical Publications and Records Commission (NHPRC), the Utah State Archives implemented a grant and training program for local and regional repositories.
- **The Utah Public Meeting Notice Website** - The Utah Public Meeting Notice Website (PNW) was mandated in the 2007 General Session. The State Archives is mandated to administer the website and provide the necessary training for use of the website. Since the website's launch on April 1, 2008, through the end of fiscal year 2008, there have been almost 3,500 visits by administrative users of the PNW. Due to the increased amount of training and training materials to administrative users, there will be a projected 9,600 administrative visits to the website for fiscal year 2009.
- **Digital Access of Historical Records** - Because of increased demand from the public, the Archives, with participating partners, developed a digital program to make records available to the public. There are currently over 500,000 images online.
- **"The Archives Web site** was named one of the annual 101 best family history Web sites in *Family Tree Magazine*, July 2007.

**FISCAL YEAR ENDING JUNE 30, 2008
(Unaudited)**



SERVICES AND FUNCTIONS

Records Management Services

Provides consulting services, research, on-site consultations, and surveys to state and local government agencies in records management, including retention and classification of records. <http://archives.utah.gov/recordsmanagement/index.html>

Provides training on the Government Records Access and Management Act (GRAMA) and records management. <http://archives.utah.gov/recordsmanagement/index.html>

Provides GRAMA information (appeals, classification, and designations) and staff support and services to the State Records Committee. <http://archives.utah.gov/src/src-members.html>, <http://archives.utah.gov/recordsmanagement/index.html>
Stores and retrieves inactive records for governmental entities. Destroys properly records of temporary value after they have met their approved retention period <http://archives.utah.gov/recordsmanagement/index.html>

Archives Services and Public Access

Appraises state records and assists governmental entities, institutions and repositories with appraisal of records with historical value. <http://archives.utah.gov/archivistresources.html>

Maintains non-current records of permanent historical value. Preserves the original record. <http://archives.utah.gov/research/index.html>



Maintains and provides access to all public records in Archives' custody, assisting patrons through research room services and online. Provides access to and copies of historical records in a variety of formats. <http://archives.utah.gov/research/index.html>, <http://archives.utah.gov/digital/index.html>

Creates inventories, guides, finding aids, and indexes and arranges, describes, and catalogs historically valuable record collections in Archives' custody. <http://archives.utah.gov/research/index.html>

Public Outreach

Provides outreach, offering training and research workshops, papers, and presentations. <http://archives.utah.gov/USHRAB/index.html>, <http://archives.utah.gov/archivesmonth/index.htm>

Maintains public records and provides support for network of approved regional repositories as well as assistance to local repositories <http://archives.utah.gov/USHRAB/index.html> and <http://archives.utah.gov/archivistresources.html>

Maintains public records and manages grants programs. <http://archives.utah.gov/USHRAB/index.html>

Preservation Services

Maintains and operates a centralized microphotography lab. Microphotographs records to maintain and preserve permanent records. Assists agencies in quality microfilming programs. <http://archives.utah.gov/recordsmanagement/index.html>

Establishes and maintains standards of quality control for governmental entities that microphotograph their own records and enables customers to have access to microfilmed records. <http://archives.utah.gov/recordsmanagement/index.html>

Public Notice and Assistance

Administers the Utah Public Meeting Notice Website. Maintains and provides access to all governmental entities' open and public meeting information, including an archive of all notices, minutes, and agendas. <http://www.utah.gov/pmn/index.html>, <http://archives.utah.gov/public-notice>

BOARDS AND COMMITTEES

- State Records Committee
- The Utah Historical Records Advisory Board

GRANTS COMPLETED IN 2008

- Library Services and Technology Act Grant, \$7,500 to digitize Legislative Floor debates of the Utah State Legislature.
- National Historical Publications and Records Commission Grant, \$76,400 to process and microfilm Historical Judicial Court Records.
- National Historical Publications and Records Commission Grant, \$10,000 support grant to the Utah Historical Records Advisory Board and the regional repository training and development program.

GRANTS IN FISCAL YEAR 2008 AND CONTINUING THROUGH FISCAL YEAR 2009

- Library Services and Technology Act Grant, \$101,873, partnership grant with six state repository institutions to upgrade Encoded Archival Description (EAD) Finding Aids to new standards.





State Debt Collection

an office of the Department of Administrative Services

OFFICE OF STATE DEBT COLLECTION
5110 State Office Building
Salt Lake City, UT 84114
801-538-9645
FAX – 801-537-9904

www.debt.utah.gov

MISSION STATEMENT

“The mission of the Office of State Debt Collection (OSDC) is to maximize receipt of money to the State of Utah by effectively managing and collecting state receivables.”

EXECUTIVE TEAM

- David Johnson III, Director
davidjohnson3@utah.gov 801-538-3603
- Supervisor, Robert D. Johnson
robjohnson@utah.gov, 801-538-3347
- Office Tech II, Cathy Burton
cathyburton@utah.gov, 801-538-3526

DIVISION DIRECTOR'S MESSAGE



Dave Johnson, Director

The Office of State Debt Collection (OSDC) was organized during fiscal year 1996. The office was established by the legislature to create an office with primary focus on collecting debts owed to the state that are past the due date. The office has overall responsibility for collecting and managing state receivables, including implementing policies and procedures or recommending new laws to enhance collection.

The major responsibilities of the OSDC are to collect and manage state receivables, develop consistent policies, procedures and guidelines for accounting, reporting, collecting and writing-off monies owed to the state, prepare quarterly and annual reports of the state's receivables; and oversee and monitor state agencies receivable programs to ensure that state agencies follow established policies and procedures and collection of accounts receivable is efficient.

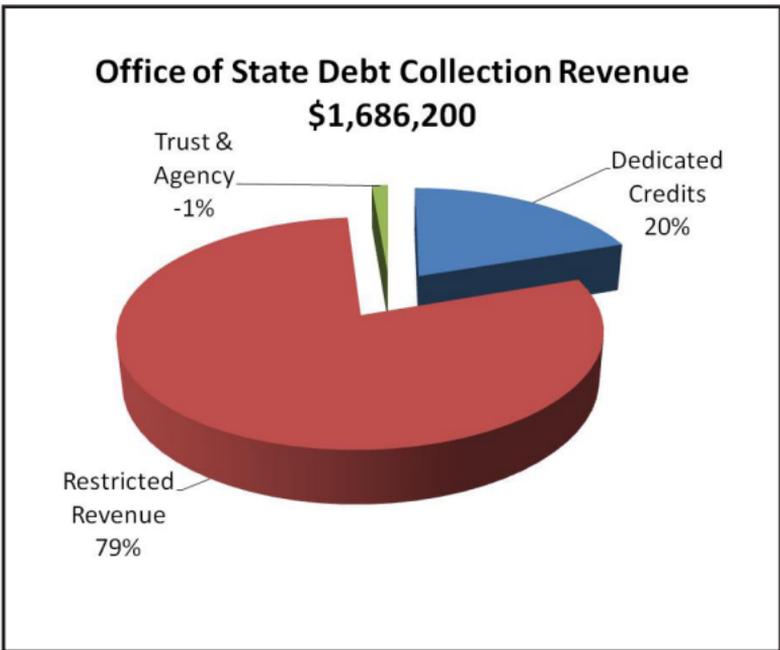
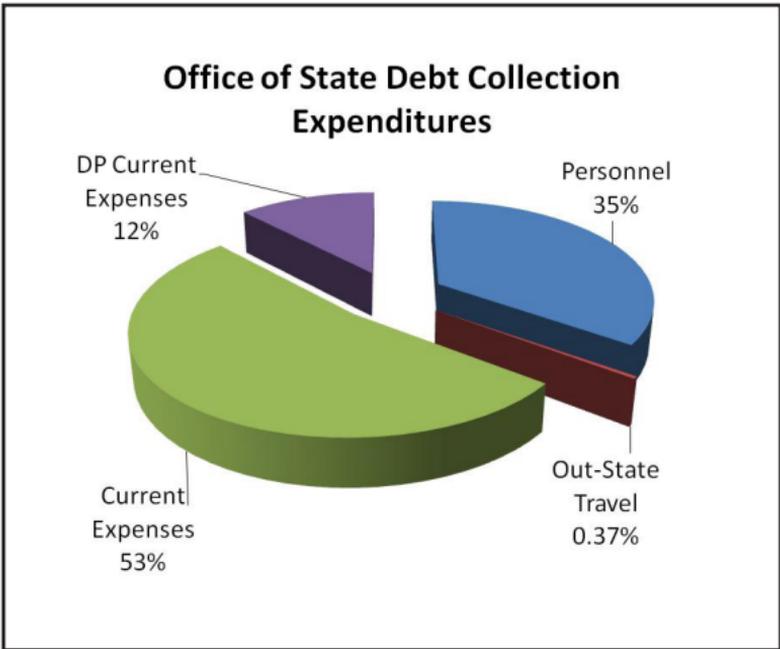
Our main goal is to return the maximum amount of money to agencies, and any profits back to the State's general fund. OSDC tries to find a variety of different opportunities to collect money from its customers. Whether it's through tax garnishments, payroll garnishments, or a payment plan, the office works to facilitate easy yet practical methods of repayment.



2007/2008 OFFICE HIGHLIGHTS

- OSDC had two consecutive months of collections over \$1 million.
- Cost to collect \$1 remains below our goal of \$0.18.
- OSDC returned a \$400,000 surplus to the general fund.
- Developed “Net Back to the State” (NBS) report in an effort to better gauge the effectiveness of third party collection vendors.
- Implemented primary placement allocation based on quarterly NBS statistics.
- Changed Collections Management System (CMS) to handle multiple vendors.
- Developed methods to share information back and forth with the vendors through automation and secure ftp site.
- Created interface files for each vendor. Created interface programs to receive files from vendors.
- Changed Access databases to point to new Advantage FINET.
- Created and enhanced the maintenance application for account placement and vendor file processing. This application is used for small dollar write-offs, posting payments, and processing remittances during month end.

**FISCAL YEAR ENDING JUNE 30, 2008
(Unaudited)**



SERVICES AND FUNCTIONS

- Debt Collection Training
- OSDC Systems Training
- Debt Collection
- Satisfaction of Judgment
- Writs of Garnishment
- Skip Tracing
- Dunning Message
- Annual Receivables Report
- State Income Tax Garnishments
- Programming and Interfaces to/from the Office
- Account Statements by Debtor



Facilities Construction & Management

a division of the Department of Administrative Services

DIVISION OF FACILITIES CONSTRUCTION AND MANAGEMENT

4110 State Office Building
Salt Lake City, UT 84114
801-538-3018
Fax: 801-538-3267
www.dfcu.utah.gov

MISSION STATEMENT

“To deliver support services of the highest quality and the best value to government agencies and the public.”



Lynn Hinrichs, Gregg Buxton, Bruce Whittington

EXECUTIVE TEAM

- David G. Buxton, Director
gbuxton@utah.gov, 801- 538-3304
- Lynn A. Hinrichs, Asst Director Construction Management, lynnhinrichs@utah.gov, 801-538-3255
- Bruce Whittington, Asst Director Facilities Management, bwhittington@utah.gov, 801-538-3547
- Shiela McCollum, Receptionist
smccollum@utah.gov, 801-538-3018

DIVISION DIRECTOR'S MESSAGE



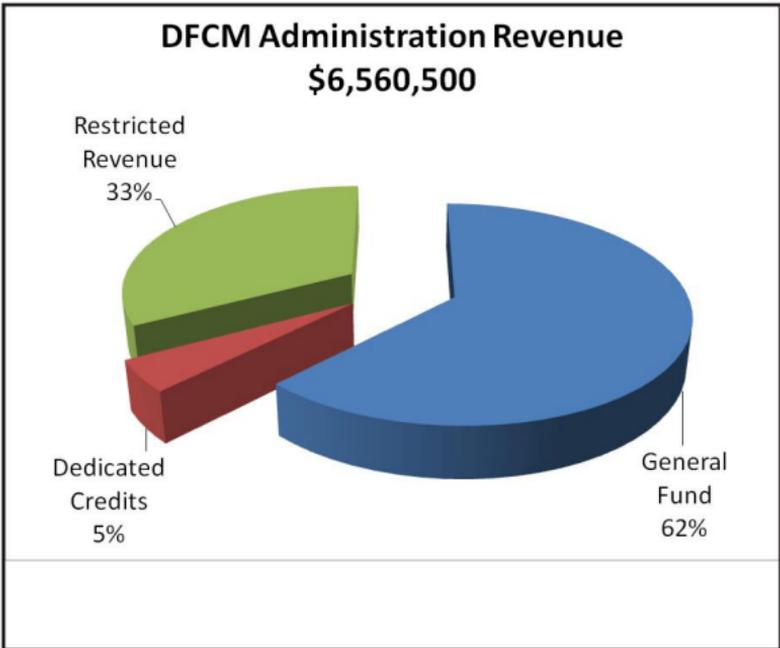
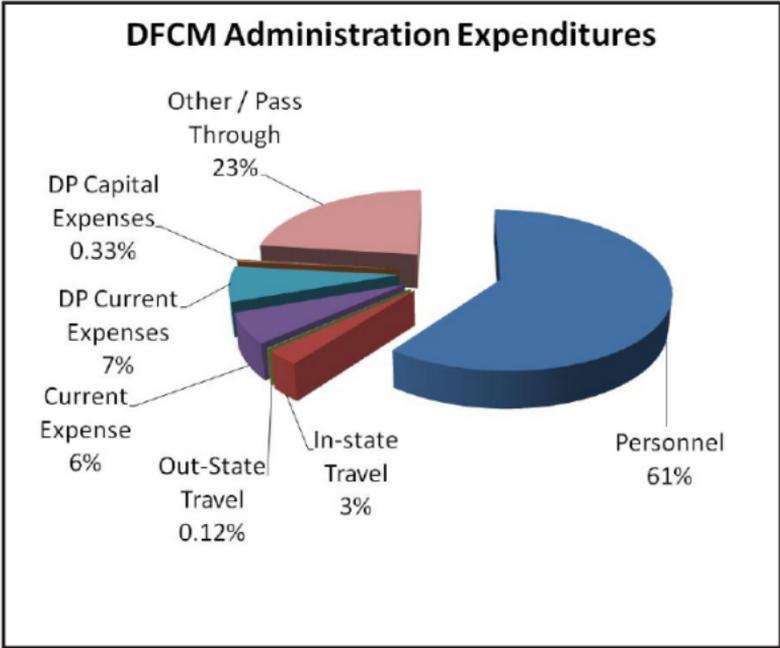
Gregg Buxton, Director

The Division of Facilities Construction and Management (DFCM) has oversight responsibilities for all state owned and occupied facilities. Responsibilities include all aspects of construction, maintenance, leasing, and energy services. We assist the Utah State Building Board in developing its recommendations for Capital Development projects and allocating Capital Improvement funds. We oversee all non-higher education and non-judicial branch leases as well as controlling the allocation of state owned space. Our most important issue is to provide energy reduction initiatives to assist state agencies in meeting the Governor's energy conservation goals. Our Strategic Plan outlines our goals as providing the highest quality both in service and management and best value solutions to our clients. We strive to maintain high quality relationships with our clients and promote and create greater efficiencies.

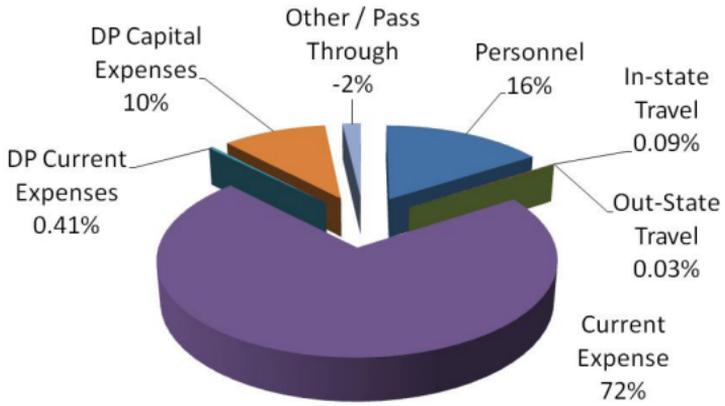
2007/2008 DIVISION HIGHLIGHTS

- Significant projects completed during this period: Dixie Health Science Building, Whiterocks Fish Hatchery, U of U Warnock Engineering Building & U of U Humanities Building, DNR Price Regional Office, SUU Teacher Education & Old Main Building, USU Sant Engineering Building.
- Dave McKay awarded Project Manager of the Year from Associated General Contractors.
- Tom Shaw, Mike Butler & Gregg Buxton recognized by USOR for outstanding service.
- UVU Digital Learning Center – First state building complying with the High Performance Building Rating System completed and certified.
- John Harrington received Regional Energy Manager of the Year award.
- Assumed operations and maintenance responsibilities for the College of Eastern Utah (CEU) campuses in Price and Blanding.
- 38 of the buildings DFCM manages verified as exceeding the national energy star rating standard.
- DFCM's average O&M cost was significantly below the local average and is currently 46% below the national average (published by BOMA).
- 90% of Improvement Projects were completed or under contract within 12 months of funding.
- Development Projects were calculated to be 0.8% less than industry average square foot cost.
- Real Estate leases were calculated to be 7.9% less than industry average.

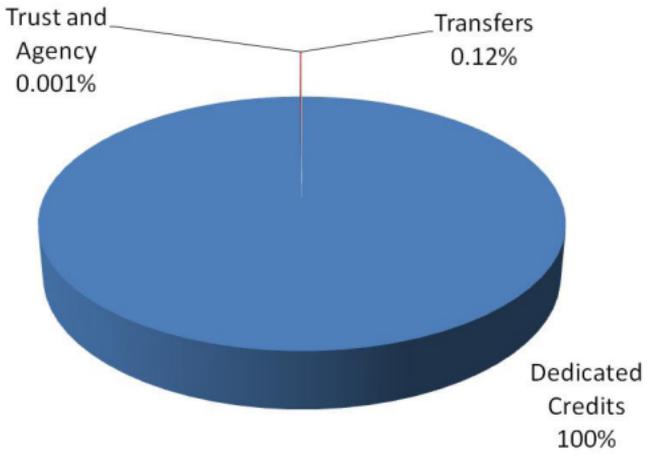
**FISCAL YEAR ENDING JUNE 30, 2008
(Unaudited)**



DFCM ISF Expenditures



DFCM ISF Revenue



SERVICES AND FUNCTIONS

The Construction Management section of DFCM is responsible for constructing state facilities. After buildings are approved and funded by the Utah State Legislature, the Construction Management team is responsible for *Architectural programming design and selection; Construction management and selection, Testing & inspections services; and Monitoring warranty period.*

The Facilities Management section within DFCM provides comprehensive building maintenance and management services. This service consists of several different sections within the organization working to meet the needs of both the tenant agencies and the state building asset. These sections consist of *Management and Maintenance Services, Central Contract and Accounting Services, and Energy Management and Electronics Resource Support.*

The Real Estate Group of DFCM manages and negotiates all real property leases for most state agencies and institutions.

Through the Real Estate Group, DFCM controls over \$25 million of state agency budgets appropriated for rent. This group manages real property acquisitions, sales, rights of way, easements, lease and general obligation bonds and any other property related issues.

The State Building Energy Efficiency Program (SBEEP) promotes energy savings and efficiency in state buildings. The program provides funding resources as well as tools and cost-effective methods for energy efficient design, construction and operation. Programs include energy design standards and rating system, product analysis, performance tracking, recommissioning and ESCO loan programs.

BOARDS AND COMMITTEES

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

- State Building Board
- State Rate Committee
- Utah State Legislative Capital Facilities & Government Offices Appropriations Committee
- Utah State Code Commission
- Utah State Seismic Safety Commission





Finance

a division of the Department of Administrative Services

DIVISION OF FINANCE

2110 State Office Building
Salt Lake City, UT 84114

801-538-3082

Fax: 801-538-3244

www.finance.utah.gov/

MISSION STATEMENT

“The Division of Finance is committed to supplying accurate and timely financial information to users and customers while continuing to improve the quality and sustainability of the critical systems necessary for the fiscal administration of the state.”



Back Row: John Reidhead, Jerry Gearheart, Rick Beckstead, Mark Austin, Front Row: Marcie Handy, Brenda Lee, Julia Holmes, Barbara Sutherland

EXECUTIVE TEAM

- John Reidhead, Director
jreidhead@utah.gov, 801-538-3095
- Brenda Lee, Assistant Director
brendalee@utah.gov, 801-538-3102
- Barbara Sutherland, Administrative Secretary
bsutherland@utah.gov, 801-538-3020
- Rick Beckstead, State Accountant
rbeckstead@utah.gov, 801-538-3100
- Marcie Handy, Assistant Comptroller
mhandy@utah.gov, 801-538-1678
- Jerry Gearheart, Financial Information Systems Manager, jgearheart@utah.gov, 801-538-1023
- Mark Austin, State Payroll Coordinator
maustin@utah.gov, 801-538-3023
- Julia Holmes (DTS), Manager, Data Warehouse Support, jholmes@utah.gov, 801-538-3245
- Judd Houser (DTS), IT Manager
jhouser@utah.gov, 801-538-9674
- Anne McNally, Front Desk Receptionist
amcnally@utah.gov, 801-538-3082



Financial Information Systems Team

DIVISION DIRECTOR'S MESSAGE



John Reidhead, Director

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; maintaining a statewide data warehouse of financial information; producing the State's official financial statements; processing the State's payments; and operating the State's travel agency.

The Division is committed to supplying accurate and timely financial information to users and customers while continuing to improve the quality and sustainability of the critical systems necessary for the fiscal administration of the state. Fiscal year 2009 goals include providing a quality transparency website to the public of the State's financial transactions by May 15, 2009, as required by SB38 of the 2008 General Session of the Legislature; and continuing efforts to ensure appropriate equipment and plans are in place to provide continued operations in the event of a disaster.

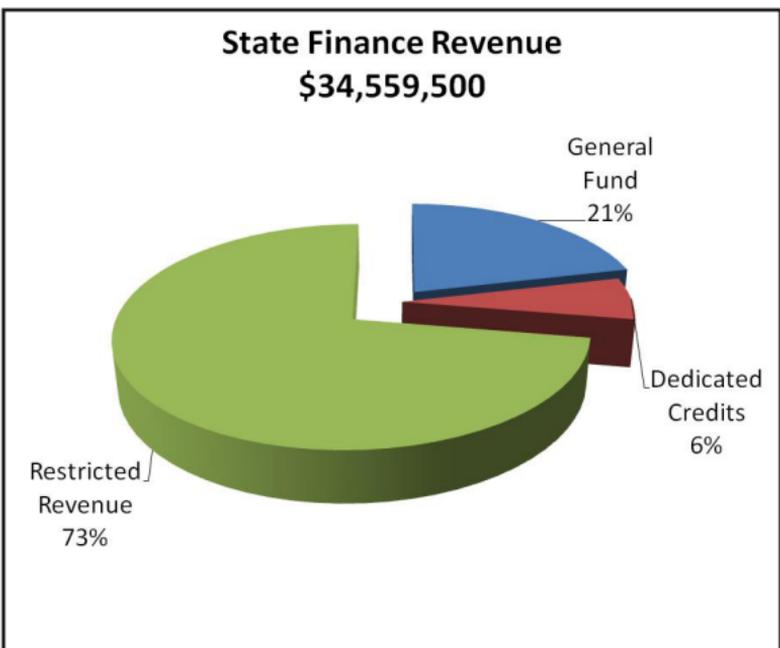
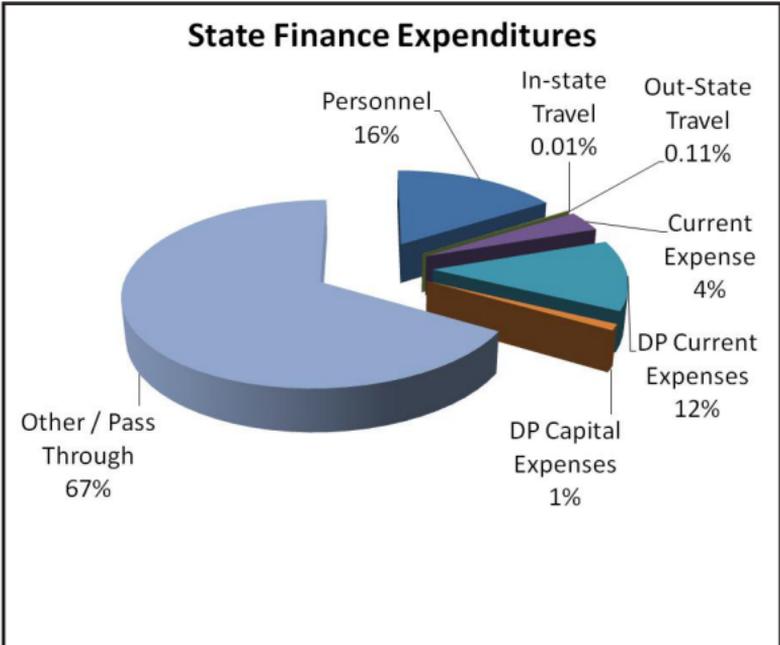


Disaster recovery servers were moved and installed in a data center in Richfield, Utah as part of the division's emergency preparedness plan.

2007/2008 DIVISION HIGHLIGHTS

- Completed an upgrade of the statewide accounting system FINET to version 3.7 which will continue to enhance the accounting system's functionality and efficiency.
- Collected \$15.3 million in debts through the FINDER system, including \$1.3 million owed to the IRS. This was a record for collections and an increase of 14.9% over the prior year.
- Implemented a stored-value card for employees not paid via direct deposit. This reduced paper pay checks from approximately 3,000 every 2 weeks to less than 300.
- Reduced the printing of payroll advices by approximately 8,000 or 34% by adding reviewable pay statements online in Employee Self Service (ESS).
- Disaster Recovery FINET, Payroll, and Data Warehouse servers were moved and installed in the DTS data center in Richfield as part of the division's emergency preparedness plan.
- Earned the Certificate of Achievement of Excellence in Financial Reporting for the Comprehensive Annual Financial Report (CAFR) for fiscal year 2007.
- Implemented new design for division website.
- Completed joint shared-services project with the Department of Workforce Services (DWS) to move the DWS E-Learning module to the SAP payroll system in Finance. Starting in November 2008, Finance now hosts this module for DWS. This project was done to eliminate duplicated efforts, streamline and improve technical support of the system, and save the State money.
- Certificate of Achievement of Excellence in Financial Reporting for the Comprehensive Annual Financial Report (CAFR) for fiscal year 2007.
- Jerry Gearheart, FIS Manager, elected as vice-chair of the national CGI Advantage users' group.

FISCAL YEAR ENDING JUNE 30, 2008 (Unaudited)



SERVICES AND FUNCTIONS

Accounts Payable - Audits travel and payment vouchers; manages over 50,000 vendors in the FINET Accounting System. Processes and submits 1099 reportable income information to the IRS each calendar yearend. Processes tax refund payments and the mailing and distribution of all centrally processed payments made from state funds. Administers the FINDER program which matches tax refunds and vendor payments with outstanding receivables due to the State. Those receivables include tax bills, child support, student loans, court fines, and unemployment insurance.

Travel Office - Using a private, contracted travel agency, arranges travel for State employees and employees of political subdivisions of the state that choose to participate. Airline tickets, hotels, rental vehicles, and conference sites are ticketed and arranged for by this office. www.finance.utah.gov/travel



2008 Comprehensive Annual Financial Report

Financial Reporting - Issues the State's audited Comprehensive Annual Financial Report (CAFR). Coordinates budget setup, monitors agency budgets, and prepares the statewide cost allocation plan. Provides accounting, servicing, and safeguarding original loan documents for loans issued by State

agencies. Establishes and monitors detailed revenue reporting. Maintains a Payment Tracking System (PTS) that interfaces with state agencies and the bank to insure that only approved payments are paid by the State's bank. Maintains the statewide Fixed Asset System. Develops and maintains Accounting Policies and Procedures for the State. www.finance.utah.gov/reporting

Financial Information Systems - Maintains and operates FINET, the statewide accounting system, including providing a help desk and training to state agency personnel. Also, maintains systems for Tax and Wage Garnishments, Payment Tracking, 1099 Reporting, Unclaimed Property, and Check Writer.

www.finance.utah.gov/training

Payroll - Produces and maintains the State's payroll. Processes employee pay, benefits, and deduction data such as regular wages, other pay, overtime, insurance fees, retirement, salary deferrals, charitable fund contributions, etc. www.finance.utah.gov/payroll

Technical Services - Provides support for Division of Finance systems that have statewide impact. Maintains access to the division's data warehouse which contains financial, personnel, and payroll information. Assists in developing Transparent.Utah, the newly mandated website providing public access to all state government spending.



Tami Nelson, Manager, State Travel Office with Governor Huntsman

BOARDS AND COMMITTEES

- Transparency Board
- Indigent Defense Board
- Post Retirement Benefits Trust Board
- Judicial Conduct Commission



Fleet Operations & Surplus Services

a division of the Department of Administrative Services

DIVISION OF FLEET OPERATIONS AND SURPLUS SERVICES

4120 State Office Building
Salt Lake City, UT 84114
801-538-3014
Fax- 801-538-1773
www.fleet.utah.gov

SURPLUS PROPERTY

447 West 13800 South
Draper, UT 84020
801-619-7200
Fax: 801-619-7229
www.surplus.utah.gov



MISSION STATEMENT

“Emphasizing customer service, we provide safe, efficient, dependable, and cost effective services.”



Left to Right: Dan Martinez, Gary Robertson, Margaret Chambers, Jeff Done, Sam Lee

EXECUTIVE TEAM

- Margaret Chambers, Director
margareтчambers@utah.gov, 801-538-9675
- Sam Lee, Deputy Director
samlee@utah.gov, 801-538-3452
- Gary Robertson, Admin. Services Dir.
garyrobertson@utah.gov, 801-538-3792
- Jeff Done, Fuel Network Manager
jeffdone@utah.gov, 801-583-3695
- Dan Martinez, Surplus Property Manager
danmartinez@utah.gov, 801-619-7219
- Michelle Austin, Receptionist
michelleaustin@utah.gov, 801-538-3014

DIVISION DIRECTOR MESSAGE



*Margaret Chambers,
Director*

FY08 was an exciting year as we evaluated several new vehicle technologies, and measured energy efficiency in our state vehicles. Fleet Operations continues to be a leader in state fleet management by using the latest products and vehicles available on the market and by gathering the data to determine improvements in fuel efficiency, cost and air quality.

As fuel prices spiked over the last year the Division has worked diligently with all departments in the state to improve driver behavior and vehicle maintenance to maximize every gallon dispensed into our state fleet. This coming year we are focused on replacement vehicles, and will encourage agencies to downsize their replacement vehicle to reduce capital cost and improve mile per gallon efficiency.

The Division of Fleet and Surplus Services is committed to our mission statement that says, “Emphasizing customer service, we provide safe, efficient, dependable, and cost effective services.” As a Division we take pride in serving not only the public but a wide range of customers within the state and political subdivisions. We look forward to the new year with great anticipation, to serve our fleet and surplus customers!

2007/2008 DIVISION HIGHLIGHTS

- **Opened six CNG fuel sites to the public.** Six existing natural gas fuel sites owned by the State of Utah were opened to the public in an effort to support clean fuel vehicle technology in the State.
- **Increased driver eligibility standards.** As accident and injury claims continue to increase, Fleet Operations is taking a proactive approach and raising the bar on minimum driving standards for state employees.
- **Right-sized replacement vehicles.** In FY2008 Fleet Operations asked each fleet contact to “justify” every replacement vehicle up from a compact sedan. The “right sizing” effort proved successful as 85 state vehicles were replaced with a smaller more efficient vehicle in FY2008.
- **Purchased fuel efficient vehicles.** In FY2008, Fleet Operations received 155 new hybrid electric vehicles.
- **Increased online sales from State Surplus Property.** Surplus Property continues to move more traditional warehouse sales items to an online forum.
- **Reduced identity theft threats.** In partnership with the Department of Technology Services, State Surplus Property implemented new policies in FY08 that require all electronic devices sold through Surplus to have the appropriate DTS decal attached to the device designating it “decommissioned” or “wiped clean.”

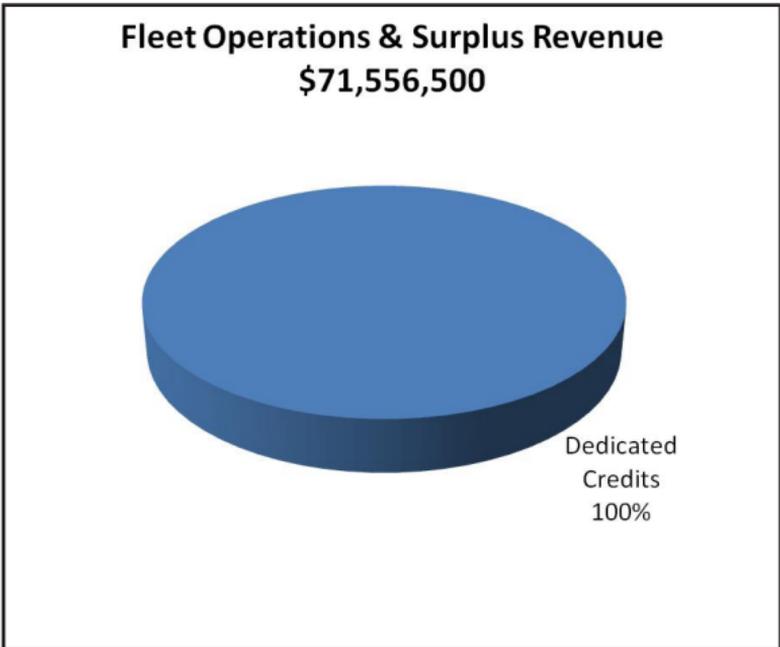
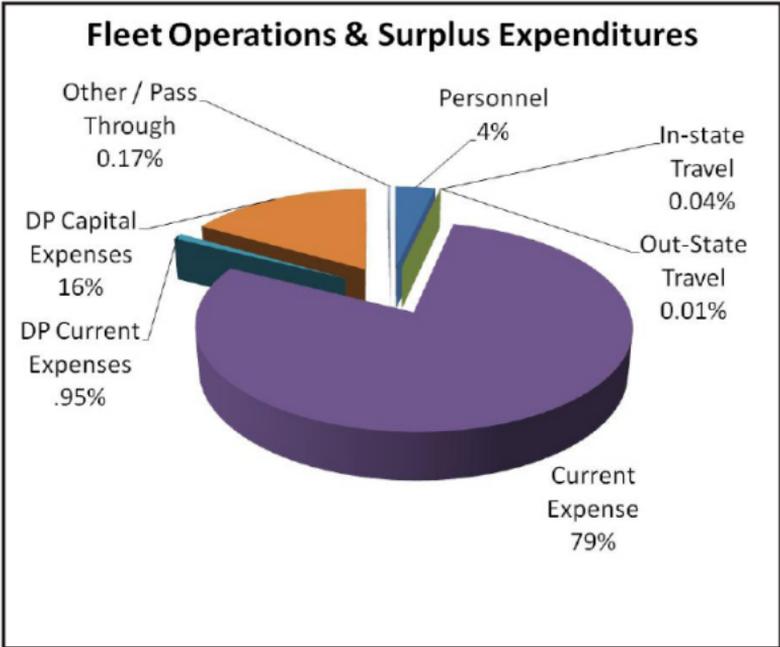


- **Increased bio-diesel use.** The State Fuel Network dispensed more than 246,000 gallons of “B20 bio-diesel” in State vehicles.
- **Saved technology costs.** Staff employees from DTS working for Fleet Operations changed software programs used to manage the state’s on-line reports. The software change from “Actuate” to “I-reports” will save the state approximately \$29,000 per year.
- **Trained drivers of full-size vans.** As full-size vans represent a higher risk factor for accidents and injury, DFO staff traveled the state again this year to provide specific full-size van training. In FY08, Fleet Operations had a 7% decrease in full-size van accidents under FY07.



- **Reduced unnecessary miles.** To set the example in reducing miles driven by our own employees, the State Fuel Network installed new technology at state fuel sites that allows technicians to trouble shoot fuel dispensing equipment from a remote computer.
- **Scott Bingham** of Fleet Operations was recognized in ‘Government Fleet’ magazine.
- **Margaret Chambers** was nominated in ‘Automotive Fleet’ magazine (April 2008) as an “Influential Women in Fleet.”

**FISCAL YEAR ENDING JUNE 30,
2008
(Unaudited)**



SERVICES AND FUNCTIONS

- Procurement, maintenance, repair, fueling, and sales of all light duty vehicles in the state fleet. <http://fleet.utah.gov/fleet/index.html>
- Inventory management and up-fitting coordination of all Department of Public Safety vehicles.
- Numerous on-line fleet vehicle data reports. <http://fleet.utah.gov/reports/index.html>
- Fuel dispensing services from state owned fuel sites. <http://fleet.utah.gov/fuel/index.html>
- Fuel card services used at state fuel network and commercial fuel sites. <http://fleet.utah.gov/fuel/index.html>
- On-line and warehouse vehicle and property sales. <http://fleet.utah.gov/surplus/index.html>
- Fuel dispensing services to the public at state owned CNG fueling locations. <http://fleet.utah.gov/fuel/PublicCNGUserInformation.htm>

BOARDS AND COMMITTEES

- State Motor Vehicle Review Committee
- State Fuel Network Manager Represents Emergency Support Function (ESF) – Energy and Emergency Support Function (ESF) –Transportation for Homeland Security



Purchasing & General Services

a division of the Department of Administrative Services

DIVISION OF PURCHASING AND GENERAL SERVICES

3150 State Office Building
Salt Lake City, UT 84114

801-538-3026

Fax: 801-538-3882

www.purchasing.utah.gov

MISSION STATEMENT

“To provide our customers best value goods and services.”





Nancy Orton, Jared Gardner, Paul Mash, Kent Beers

EXECUTIVE TEAM

- Kent Beers, Division Director/
Chief Procurement Officer
kbeers@utah.gov (801) 538-3143
- Nancy Orton, Assistant Director,
nancyo@utah.gov (801) 538-3148
- Paul Mash, Purchasing Agent,
pmash@utah.gov (801) 538-3138
- Jared Gardner, Purchasing Agent
jaredgardner@utah.gov (801) 538-3342
- Krystyna Misiak/Sue Hoskins, Front Office
(801)538-3156



DIVISION DIRECTOR'S MESSAGE



Kent Beers, Director

Managing over \$1 billion dollars in public spend for goods and services, the Division of Purchasing and General Services serves both the citizens and the business community of the State. We also serve the private sector by ensuring the fair and equitable treatment of all those wanting to do business with the state.

In addition to the purchasing functions, the division operates three general service programs for state agencies, political subdivisions, and education. These programs, State Mail and Distribution Services, Print Services, and ePurchasing, operate as internal service funds with rates set by the legislature. These programs provide tremendous value to customers by generating significant cost and labor savings.

Many of the programs and processes within the division have been recognized nationally as best practices and in 2005 and 2008 the Contracting/Purchasing functions received an A grade from The Pew Center on the States which contributed to the overall recognition of Utah being the best managed state in the nation.

With belts tightening, the division will continue to explore new and innovative ideas to help reduce costs and increase capabilities to provide for the citizens of the state and continue to strive to maximize every public dollar spent.



2007/2008 DIVISION HIGHLIGHTS

- The Purchasing Section conducted over 4,000 procurements on behalf of state agencies and manages over 650 State Cooperative Contracts with mandatory usage by state agencies and voluntary usage by political subdivisions of the state.
- The Electronic Purchasing (ePurchasing) Section manages the State' Purchasing Card or P-Card Visa Program. By joining in a multi-state cooperative contract, the section was able to increase the rebate to the state from 1.07% to nearly 1.25%.
- Jared Gardner, Purchasing Agent, received a *Certified Public Procurement Officer (CPPO) designation from the National Institute of Governmental Purchasing.*
- Tracey Stevens, Purchasing Agent, was named *President, National Association of Purchasing Managers – ISM Utah affiliate.*
- Paul Mash, Purchasing Agent, was named *President, National Institute of Governmental Purchasing Utah Chapter.*

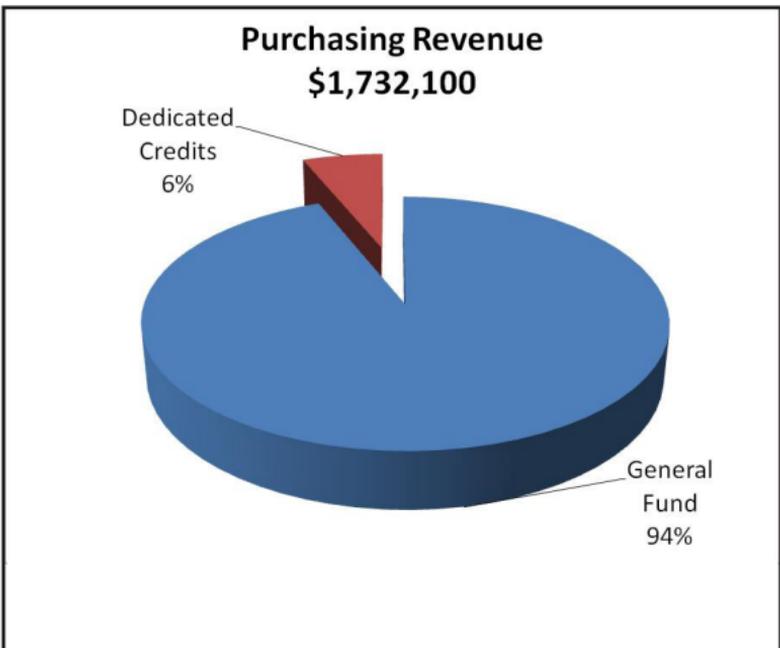
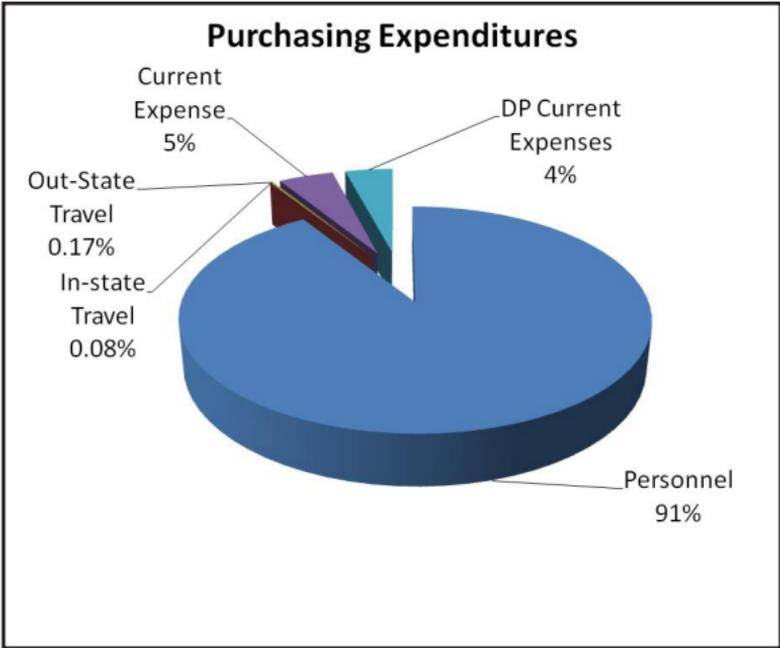
State Mail Services Highlights:

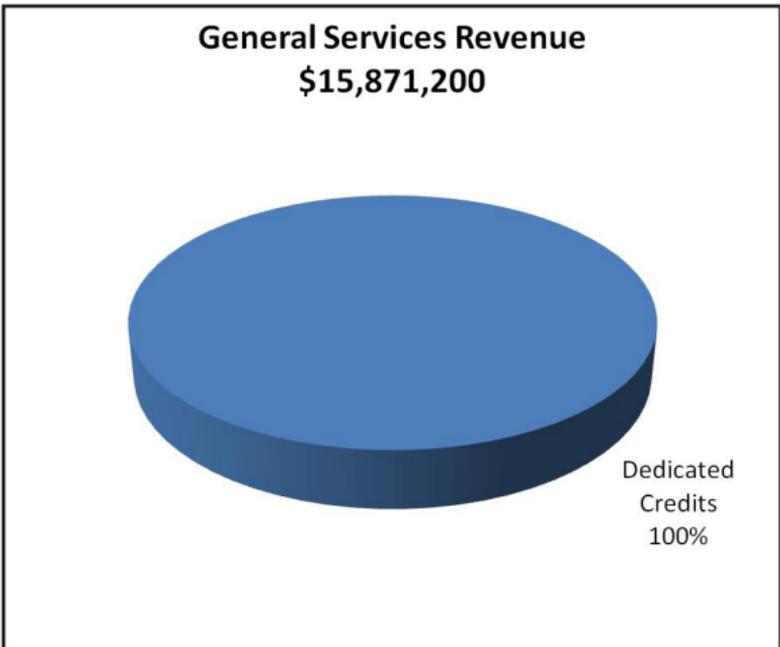
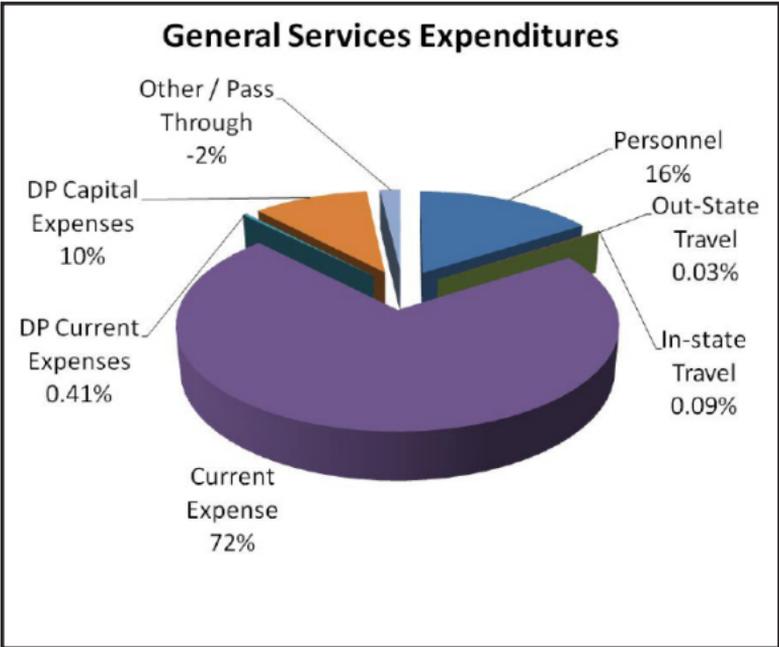
- Energy savings plan implemented; route reduction and energy reduction.
- Implementation of Intelligent Bar Code for mail integrity

Print Services Highlights:

- The Print Services section continually pursues new accounts and opportunities. The group has delivered projects 100% on time for the last four months.

**FISCAL YEAR ENDING JUNE 30, 2008
(Unaudited)**





SERVICES AND FUNCTIONS

The Division is comprised of the following areas:

- **Purchasing** - As a centralized purchasing function for all state agencies, the division processes request for goods and services, aids in writing of specifications, solicits and awards bids from suppliers, and manages state cooperative contracts.
- **General Services** – provides the following essential services:
- **Print Services** – Manages essential document production services including Digital Print Services and the State Copy Center.
- **State Mail & Distribution Services** – A full service mail processing and distribution operation.
- **ePurchasing Services** – Provides an efficient and effective source of office supplies, industrial supplies, and management of the Purchasing Card program.

BOARDS AND COMMITTEES

- Educational Purchasing Advisory Committee (EdPac)
- Utah Procurement Advisory Council (UPAC)
- Utah Purchasing From People With Disabilities Advisory Board (PDAB)



DIVISION OF RISK MANAGEMENT
5120 State Office Building
Salt Lake City, UT 84114
801-538-9560
Fax – 801-538-9597
www.risk.utah.gov

MISSION STATEMENT

“To protect State assets, promote safety, and prevent losses through proactive, collaborative loss control and claims management, in partnership with the participating entities of the Risk Fund.”



EXECUTIVE TEAM

- Roger Livingston, Director
rlivingston@utah.gov, 801-538-9598
- Stephen Hewlett, Assistant Director
shewlett@utah.gov, 801-538-9572
- Jeff Coates, Claims Manager
jcoates@utah.gov, 801-538-9568
- Brian Nelson, Loss Control Manager
bnelson@utah.gov, 801-538-9576
- Brian Spencer, Administrative Manager
bspencer@utah.gov, 801-538-3213
- Lisa Adams, Receptionist
lisaadams@utah.gov, 801-538-9560



Steve Hewlett



Jeff Coates



Brian Nelson



Brian Spencer

DIVISION DIRECTOR'S MESSAGE



Roger Livingston, Director

At State Risk Management it is our mission to protect State assets, promote safety, and prevent losses through pro-active, collaborative loss control and claims management. We do this in partnership with participating entities of the Risk Fund. Our partners include all state agencies and departments, all of the public colleges and universities in the State, and all 40 school districts.

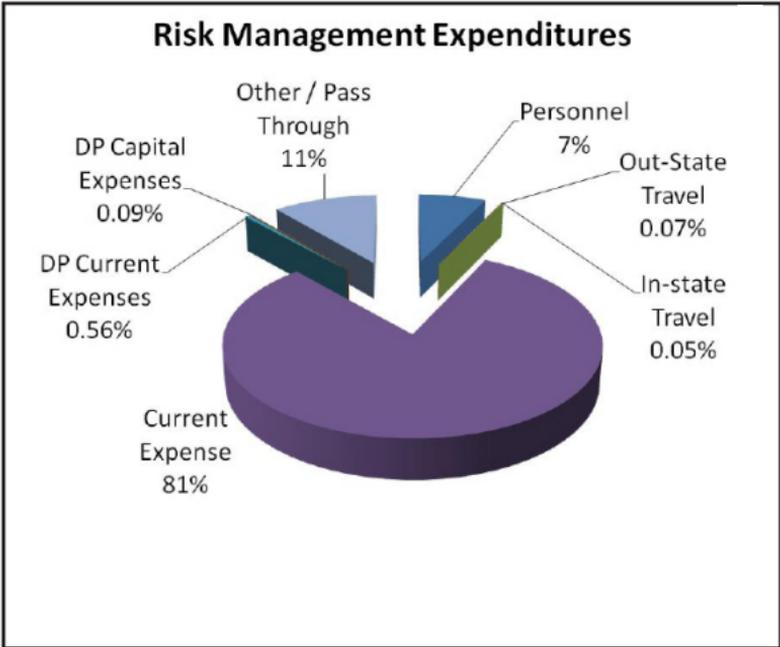
We insure a staggering \$23 billion dollars of property, including over 6,000 buildings. We also provide general liability coverage for over 100,000 employees, as well as workers compensation coverage to State employees. Thanks to a highly professional, dedicated staff we provide these services and insurance coverage at remarkably low costs, in comparison to other public entities or the private sector.



2007/2008 DIVISION HIGHLIGHTS

- **Site Inspections:** Loss control professionals conducted 419 site inspections of our public schools, institutions of higher education, and state agencies during FY 2008—an average of 34.9 inspections per month. These inspections facilitated, for example, the elimination of exposed electrical circuits in school playgrounds; blocked or unmarked emergency exits; hazardous chemicals in accessible school cupboards; and harmful practices and materials.
- **Training Presentations:** Loss control professionals provided 159 training presentations to 4900 participants from our covered public schools, institutions of higher education, and state agencies—a monthly average of 13.25 presentations to 408 participants.
- **Claims Review:** The claims section is evaluated by a national consulting firm annually, and the current audit resulted in a 97% adjusting standard compliance rating. The 97% rating is remarkably high and places Utah in the top 3% nationally of all claims operations.
- **Risk Surveys:** Risk was evaluated by two separate cost of risk surveys performed by national consulting firms. Both reports confirm that Utah provides high quality insurance protection at the lowest possible cost. The cost to insure the State's property is 54% below the national state average, while general liability coverage is 29% below the average cost.
- **Workers Compensation:** Coverage for state employees is 50% lower than the average cost nationally. Promoting employee safety is a top priority for State Risk.
- **National Recognition** A recent evaluation conducted by an independent national consulting firm concluded that "Utah's core cost of risk is the lowest of all states included in the survey." That survey concludes that Utah's taxpayers are saving over \$32 million annually comparing our actual cost with the national average.

**FISCAL YEAR ENDING JUNE 30, 2008
(Unaudited)**



SERVICES AND FUNCTIONS

- **Loss Control Services:** Skilled, experienced loss control professionals spend most of their time providing consulting services to covered entities. Among the issues addressed are workplace safety and security; safe routes for schools; structural integrity for facilities; workers compensation oversight; human resource/employment, including civil rights protections; OSHA and environmental safety; and ergonomics.
- **Claims Services:** Working with participating entities of the Risk Fund, the claims unit adjusts and oversees the payment of claims. In compliance with the highest professional and ethical standards, the claims process effectively handles claims against our insureds.





UTAH NAVAJO ROYALTIES HOLDING FUND

151 East 500 North
Blanding, UT 84511
800-378-2050
Fax: 435-678-1464
www.unrhf.utah.gov

Mission Statement

“We are committed to completing existing projects, protecting Holding Fund assets, and continuing support of the Navajo scholarship program until such time as a new trustee is appointed.”



EXECUTIVE TEAM

- Tony Dayish, Administrator
tdayish@utah.gov, 435-678-1468
- Stephen M. Smith, Financial Manager
smsmith@utah.gov, 435-678-1461
- Dorothy Phillips, Office Manager
dphillip@utah.gov, 435-678-1471

DIVISION DIRECTOR'S MESSAGE

The Utah Navajo Royalties Holding Fund is committed to completing the list of over 300 projects approved by the former Dineh Committee and Board of Trustees. These projects include new housing, housing renovations, housing additions, power lines, house wiring, road projects and water projects. We are also committed to helping the San Juan County Utah Navajo students attending colleges throughout the United States with our scholarship program.

--Tony Dayish

2007/2008 Highlights

- Utah Navajo Trust Fund becomes Utah Navajo Royalties Holding Fund as a result of HB352 and the State of Utah's decision to request the appointment of a new trustee. As a result of HB352, the Trust Fund is put under the oversight of the Department of Administrative Services.
- Monument Valley Health and Dental Clinic completed and in operation.
- Montezuma Creek Sewing Plant reopened for business with new tenants.
- Monument Valley Vendor Village Welcome Center completed.

Services and Functions

- Develop and complete projects that will benefit Navajo communities and families such as new housing, housing renovation and repairs, new facilities, water, power and sewer lines.
- Support education by funding and administrating a scholarship program.
- Administer and protect the assets of the fund.



Child Welfare Parental Defense

an office of the Department of Administrative Services

OFFICE OF CHILD WELFARE PARENTAL DEFENSE

3120 State Office Building
Salt Lake City, UT 84114

801-538-3010

Fax: 801-538-3844

www.das.utah.gov

MISSION STATEMENT

“Dedicated to helping improve outcomes for Utah’s families by providing education and support to attorneys who represent parents in welfare proceedings.”

EXECUTIVE TEAM

- Salvador Petilos, Program Manager
spetilos@utah.gov, 801-538-3091
- Yolanda Nance, Assistant
ynance@utah.gov, 801-538-3010
- John Norman, Administrator
john@parentaldefense.org,



*Sal Petilos,
Program Manager*

DIRECTOR'S MESSAGE

The Office of Child Welfare Parental Defense (CWPD), through a contract with the Parental Defense Alliance of Utah, provides training, assistance and advice to parental defense attorneys in an effort to ensure that families receive skilled, competent legal representation. CWPD is charged with providing training, assistance and advice to parental defense attorneys.

2007/2008 HIGHLIGHTS

Services to parental defense attorneys are currently provided through a contract with the Parental Defense Alliance of Utah (PDA). In FY 2008, the PDA:

- Produced and held a two-day conference for parental defense attorneys.
- Conducted training seminars on child interviewing, and child attachment and removal from parental custody.
- Helped create the Juvenile Court Section of the Utah State Bar in cooperation with the Child Welfare Division of the Attorney General's Office and the Guardian Ad Litem's Office.
- Conferred with, and acted as a resource for parental defense attorneys.
- Extended limited financial assistance to two parental defenders.

SERVICES AND FUNCTIONS

- Annual Conference
- Training, and Seminars
- eBulletin and Newsletter
- PDA Website www.parentaldefense.org

BOARDS AND COMMITTEES

- Child Welfare Parental Defense Oversight Committee