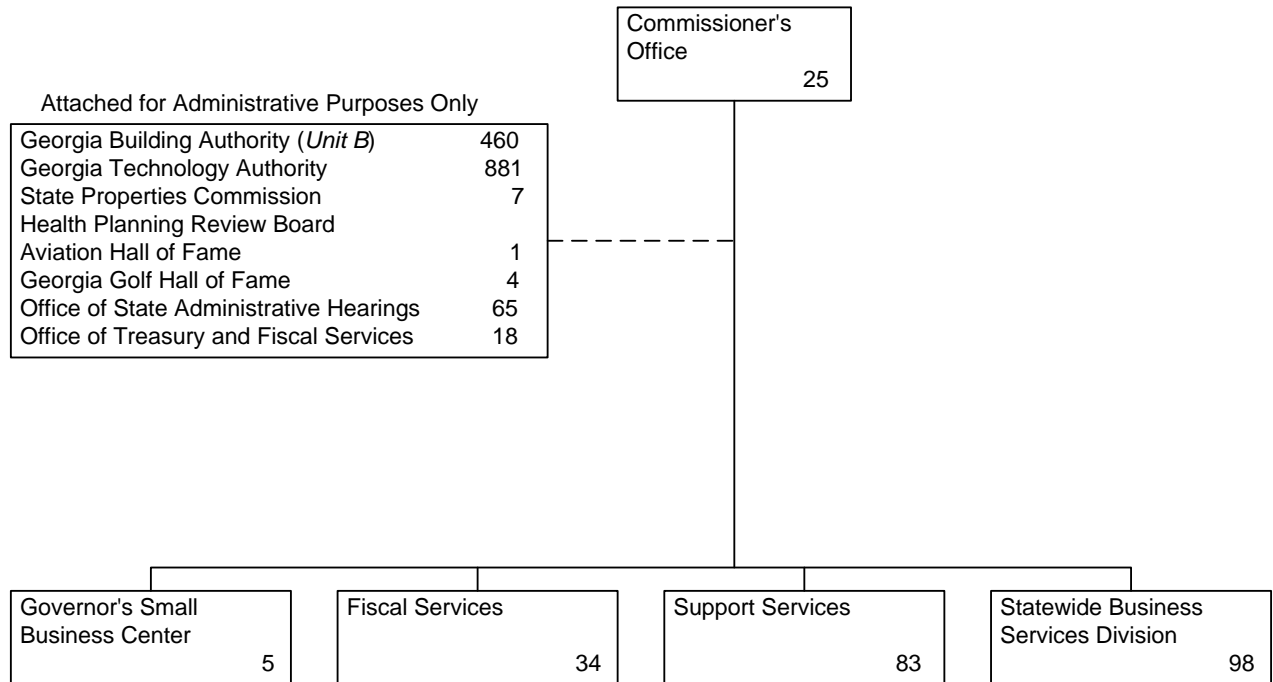


DEPARTMENT OF ADMINISTRATIVE SERVICES

Total Budgeted Positions -- 1,681



DEPARTMENT OF ADMINISTRATIVE SERVICES
Financial Summary - Unit A - Department of Administrative Services

Expenditures, Current Budget, and Agency Requests

Budget Classes / Fund Sources	FY 2000 Expenditures	FY 2001 Expenditures	FY 2002 Current Budget	FY 2003 Agency Requests		
				Adjusted Base	Enhancements	Totals
Personal Services	\$61,011,383	\$62,737,736	\$18,528,101	\$18,897,477	\$224,999	\$19,122,476
Regular Operating Expenses	14,160,236	12,325,132	4,626,224	4,550,891	83,633	4,634,524
Travel	598,900	426,213	316,202	324,446	4,330	328,776
Motor Vehicle Purchases	1,003,160	577,856	41,580	605,000		605,000
Equipment	4,505,891	1,267,658	208,878	173,178		173,178
Real Estate Rentals	3,141,363	4,359,152	1,438,064	1,074,425	7,350	1,081,775
Per Diem and Fees	43,354,422	39,111,485	985,250	821,350		821,350
Contracts			186,335	115,435		115,435
Computer Charges	1,882,784	797,081	3,137,537	2,777,603	634,280	3,411,883
Telecommunications	206,337	336,489	491,020	490,694	2,265	492,959
Telephone Billings	83,940,676	88,991,792				
Radio Billings	481,519	558,681				
Materials for Resale	19,508,025	11,927,492	6,085,012	6,085,012		6,085,012
Police Officers Indemnity Fund	522,500	496,375	496,375	496,375		496,375
Health Planning Review Board	41,360	20,924	35,000	35,000		35,000
Aviation Hall of Fame	48,500	48,500	48,500	48,500	60,000	108,500
Golf Hall of Fame	75,000	75,000	75,000	75,000		75,000
Alternative Fuel Grants	382,900	85,356	500,000	500,000		500,000
Payments to Georgia Building Authority - Operations	2,317,419	1,348,884	539,022	539,022		539,022
Payments to Georgia Building Authority - Capital Outlay			2,350,000	2,350,000		2,350,000
Payments to Georgia Technology Authority		7,783,527	29,520,054	29,520,054		29,520,054
State Self Insurance Fund	66,034,595					
Removal of Hazardous Waste			100,000	100,000		100,000
Rents and Maintenance	26,444,357	21,010,183				
Year 2000 Project	22,203,394	2,955,096				
Distance Learning Grants		40,883				
Total Funds	\$351,864,721	\$257,281,495	\$69,708,154	\$69,579,462	\$1,016,857	\$70,596,319
Less Federal & Other Funds:						
Other Funds	\$233,826,432	\$211,250,875	\$21,039,969	\$20,993,396	\$22,680	\$21,016,076
Total Federal & Other Funds	\$233,826,432	\$211,250,875	\$21,039,969	\$20,993,396	\$22,680	\$21,016,076
TOTAL STATE FUNDS	\$118,038,289	\$46,030,620 *	\$48,668,185	\$48,586,066	\$994,177	\$49,580,243
Positions	1,113	1,113	1,681	1,681	3	1,684
Motor Vehicles	338	338	222	222		222

* The FY 2002 Appropriation for the Department of Administrative Services reflects an Executive Order by Governor Barnes to transfer 756 positions to the Georgia Technology Authority, 41 positions to the Department of Human Resources and 3 positions to the Department of Motor Vehicle Safety to assume direct responsibility for meeting their own information technology needs.

DEPARTMENT OF ADMINISTRATIVE SERVICES
Financial Summary - Unit A - Department of Administrative Services

Current Budget and Governor's Recommendations

Budget Classes / Fund Sources	FY 2002 Current Budget	FY 2003 Governor's Recommendations				Totals
		Annualizers and Adjustments	Budget Reductions	Adjusted Base	Enhancements	
Personal Services	\$18,528,101	\$230,702	(\$252,086)	\$18,506,717	\$187,199	\$18,693,916
Regular Operating Expenses	4,626,224	21,235	(12,950)	4,634,509	83,633	4,718,142
Travel	316,202	(13,079)	(9,200)	293,923	4,330	298,253
Motor Vehicle Purchases	41,580			41,580		41,580
Equipment	208,878	7,100	(2,650)	213,328		213,328
Real Estate Rentals	1,438,064	(344,039)		1,094,025	7,350	1,101,375
Per Diem and Fees	985,250	(78,500)	(79,203)	827,547	2,265	829,812
Contracts	186,335	170,000		356,335		356,335
Computer Charges	3,137,537	(73,257)	(11,900)	3,052,380	634,280	3,686,660
Telecommunications	491,020	(950)		490,070		490,070
Telephone Billings						
Radio Billings						
Materials for Resale	6,085,012		(71,000)	6,014,012		6,014,012
Police Officers Indemnity Fund	496,375			496,375		496,375
Health Planning Review Board	35,000			35,000		35,000
Aviation Hall of Fame	48,500			48,500		48,500
Golf Hall of Fame	75,000			75,000		75,000
Alternative Fuel Grants	500,000			500,000		500,000
Payments to Georgia Building Authority - Operations	539,022			539,022		539,022
Payments to Georgia Building Authority - Capital Outlay	2,350,000			2,350,000	500,000	2,850,000
Payments to Georgia Technology Authority	29,520,054	(5,253,309)	(528,598)	23,738,147		23,738,147
State Self Insurance Fund						
Removal of Hazardous Waste	100,000			100,000		100,000
Rents and Maintenance						
Year 2000 Project						
Distance Learning Grants						
Total Funds	\$69,708,154	(\$5,334,097)	(\$967,587)	\$63,406,470	\$1,419,057	\$64,825,527
Less Federal & Other Funds:						
Other Funds	\$21,039,969			\$21,039,969		\$21,039,969
Total Federal & Other Funds	\$21,039,969			\$21,039,969		\$21,039,969
TOTAL STATE FUNDS	\$48,668,185	(\$5,334,097)	(\$967,587)	\$42,366,501	\$1,419,057	\$43,785,558
Positions	1,681			1,681	3	1,684
Motor Vehicles	222			222		222

DEPARTMENT OF ADMINISTRATIVE SERVICES
Budget Summary - Unit A - Department of Administrative Services

Governor's
Recommendations

ADJUSTMENTS TO CURRENT BUDGET

FY 2002 STATE APPROPRIATIONS	\$48,668,185
Annualizers:	
1. Annualize the cost of the FY 2002 salary adjustment.	61,191
Non-recurring Items:	
2. Reduce payments to the Georgia Technology Authority to reflect a one-time appropriation to the empowerment fund.	(3,500,000)
3. Reduce per diem and fees for start up costs of the Georgia Higher Education Savings Plan in the Treasury and Fiscal Services Division, and temporary accounting and clerical help in the Fiscal Division.	(78,500)
4. Reduce computer charges (\$73,257) and regular operating expenses (\$4,565).	(77,822)
5. Reduce equipment (\$2,500), telecommunications (\$950), and travel (\$28,079).	(31,529)
6. Adjust real estate rentals to reflect privatization of the Central Supply warehouse, GBA billings for the Governor's Small Business Center and escalation of rental costs for the Office of State Administrative Hearings.	(363,639)
Other Adjustments:	
7. Reduce personal services to reflect the 4.09 percentage point reduction to the employer contribution rate for the Employees' Retirement System.	(355,588)
8. Reduce Payments to Georgia Technology Authority to reflect the 4.09 percentage point reduction to the employer contribution rate for the Employees' Retirement System.	(1,753,309)
9. Transfer funds from the Office of the Governor to the Governor's Small Business Center.	500,000
10. Increase personal services to reflect adjustments resulting from reorganization.	265,099
Budget Reductions:	
11. Reduce operating expenses for the department.	(115,903)
12. Reduce Materials for Resale.	(71,000)
13. Reduce personal services by decreasing regular salaries, temporary help, and increasing the lapse factor.	(252,086)
14. Reduce Payments to the Georgia Technology Authority to reflect costs saved by converting consultants to staff positions.	(528,598)
	\$42,366,501
ADJUSTED BASE	
ENHANCEMENT FUNDS	
ENHANCEMENTS	
1. Create an Office of Fleet Management, including 3 positions, to centralize the state's motor vehicle resources.	\$919,057
	\$919,057
TOTAL ENHANCEMENT FUNDS	
CAPITAL OUTLAY	
1. Provide to the Georgia Building Authority funds for the Georgia Environmental Facilities Authority for removal of underground storage tanks on non-state owned land.	\$500,000
	\$500,000
TOTAL FY 2003 STATE FUNDS	\$43,785,558

DEPARTMENT OF ADMINISTRATIVE SERVICES

Functional Budget Summary - Unit A - Department of Administrative Services

Functional Budgets	FY 2002 Appropriations		FY 2003 Recommendations	
	Total	State	Total	State
1. Executive Administration	\$2,241,627	\$2,189,627	\$2,121,156	\$2,069,156
2. Fiscal Services	8,452,023	5,467,091	8,857,923	5,872,991
3. Support Services	13,940,736	945,721	14,470,958	1,475,943
4. Statewide Business Services	3,418,391	3,389,021	3,356,821	3,327,451
5. Risk Management	3,614,792	562,953	3,644,940	593,101
6. Governor's Small Business Center	775,888	642,770	1,265,704	1,132,586
<u>ATTACHED AGENCIES:</u>				
7. State Properties Commission	775,048	775,048	723,556	723,556
8. Office of Treasury and Fiscal Services	2,056,157	566,386	1,971,801	482,030
9. Office of State Administrative Hearings	4,913,438	4,609,514	4,674,521	4,370,597
10. Georgia Technology Authority	29,520,054	29,520,054	23,738,147	23,738,147
TOTAL APPROPRIATIONS	\$69,708,154	\$48,668,185	\$64,825,527	\$43,785,558

RECOMMENDED APPROPRIATION: The Department of Administrative Services is the budget unit for which the following State Fund Appropriation is recommended for FY 2003: \$43,785,558.

DEPARTMENT OF ADMINISTRATIVE SERVICES
Financial Summary - Unit B - Georgia Building Authority

Expenditures, Current Budget, and Agency Requests

Budget Classes / Fund Sources	FY 2000 Expenditures	FY 2001 Expenditures	FY 2002 Current Budget	FY 2003 Agency Requests		
				Adjusted Base	Enhancements	Totals
Personal Services	\$19,637,786	\$17,491,785	\$21,203,323	\$17,720,525		\$17,720,525
Regular Operating Expenses	8,019,668	7,302,757	7,830,905	8,489,556	\$5,000	8,494,556
Travel	20,747	12,434	13,000	11,843		11,843
Motor Vehicle Purchases	277,995	406,210	200,000	200,000		200,000
Equipment	230,888	84,991	90,000	63,835		63,835
Real Estate Rentals	10,980	10,846	15,071	15,071		15,071
Per Diem and Fees	710,256	667,198	682,389	681,124		681,124
Contracts	63,548	74,395	85,000	1,036,462		1,036,462
Computer Charges	417,757	163,193	322,000	322,000	130,000	452,000
Telecommunications	300,063	319,117	261,916	261,916		261,916
Capital Outlay	525,949	2,776,813	5,508,583	5,508,583		5,508,583
Utilities	6,915,840	7,707,373	7,637,639	8,096,639		8,096,639
CMAQ/MARTA/CCT	1,108,929	1,579,210				
Facilities Reimbursement	3,247,683	3,888,202		1,439,409		1,439,409
Total Funds	\$41,488,089	\$42,484,524	\$43,849,826	\$43,846,963	\$135,000	\$43,981,963
Less Federal & Other Funds:						
Other Funds	\$41,488,089	\$42,484,524	\$43,849,826	\$43,846,963	\$135,000	\$43,981,963
Total Federal & Other Funds	\$41,488,089	\$42,484,524	\$43,849,826	\$43,846,963	\$135,000	\$43,981,963
TOTAL STATE FUNDS	\$0	\$0	\$0	\$0	\$0	\$0
Positions	572	551	551	460		460
Motor Vehicles	137	137	137	134		134

DEPARTMENT OF ADMINISTRATIVE SERVICES
Financial Summary - Unit B - Georgia Building Authority

Current Budget and Governor's Recommendations

Budget Classes / Fund Sources	FY 2002 Current Budget	FY 2003 Governor's Recommendations				Totals
		Annualizers and Adjustments	Budget Reductions	Adjusted Base	Enhancements	
Personal Services	\$21,203,323	(\$3,470,258)		\$17,733,065		\$17,733,065
Regular Operating Expenses	7,830,905	(141,349)		7,689,556		7,689,556
Travel	13,000	(1,157)		11,843		11,843
Motor Vehicle Purchases	200,000	(41,000)		159,000		159,000
Equipment	90,000	(26,165)		63,835		63,835
Real Estate Rentals	15,071	(37,950)		(22,879)		(22,879)
Per Diem and Fees	682,389	(1,265)		681,124		681,124
Contracts	85,000	3,178,677		3,263,677		3,263,677
Computer Charges	322,000	(2,003)		319,997		319,997
Telecommunications	261,916	(58,315)		203,601		203,601
Capital Outlay	5,508,583	600,785		6,109,368		6,109,368
Utilities	7,637,639			7,637,639		7,637,639
CMAQ/MARTA/CCT Facilities Reimbursement						
Total Funds	\$43,849,826	\$0		\$43,849,826		\$43,849,826
Less Federal & Other Funds:						
Other Funds	\$43,849,826			\$43,849,826		\$43,849,826
Total Federal & Other Funds	\$43,849,826			\$43,849,826		\$43,849,826
TOTAL STATE FUNDS	\$0			\$0		\$0
Positions	551	(91)		460		460
Motor Vehicles	137	(3)		134		134

DEPARTMENT OF ADMINISTRATIVE SERVICES
Budget Summary - Unit B - Georgia Building Authority

Governor's
Recommendations

ADJUSTMENTS TO CURRENT BUDGET

FY 2002 AGENCY APPROPRIATIONS	\$43,849,826
Other Adjustments:	
1. Reduce personal services to reflect the 4.09 percentage point reduction to the employer contribution rate for the Employees' Retirement System.	(600,785)
2. Redirect \$3,178,677 from various object classes to contracts for transfer of the Capitol Hill Security function to the Department of Public Safety.	Yes
3. Utilize funds from the 4.09 percentage point reduction to the employer contribution rate for the Employees' Retirement System for capital outlay projects identified by the agency.	600,785

ADJUSTED BASE	\$43,849,826
TOTAL FY 2003 AGENCY FUNDS	\$43,849,826

DEPARTMENT OF ADMINISTRATIVE SERVICES
Functional Budget Summary - Unit B - Georgia Building Authority

Functional Budgets	FY 2002 Appropriations		FY 2003 Recommendations	
	Total	State	Total	State
1. Executive Division	\$1,335,963		\$1,320,077	
2. Facilities Operations	25,665,368		26,054,069	
3. Internal Operations	2,893,033		2,816,489	
4. Transportation	3,252,852		3,185,451	
5. External Operations	4,406,310		4,349,218	
6. Property Resources	6,296,300		6,124,522	
TOTAL APPROPRIATIONS	\$43,849,826		\$43,849,826	

RECOMMENDED APPROPRIATION: The Georgia Building Authority is the budget unit for which the following Agency Fund Appropriation is recommended for FY 2003: \$43,849,826.

DEPARTMENT OF ADMINISTRATIVE SERVICES

Roles and Responsibilities

The Department of Administrative Services (DOAS) provides a wide range of support services to all state agencies and many interested local governments and their entities.

The department operates through the Executive Administration, Fiscal Services, Support Services, Risk Management, Statewide Business Services and the Governor's Small Business Center divisions, which provide support services to state agencies.

DOAS SERVICES

Space Management assists agencies in the location of adequate and safe space in state-owned facilities or commercially leased space and assists agencies in the design of space. This unit maintains a current computerized inventory of all state-owned buildings on Capitol Hill and state-occupied commercially leased space.

State Purchasing provides centralized purchasing services for state agencies, develops and administers statewide contracts, solicits bids, and issues purchase orders for agencies. The section monitors agencies' purchase practices for compliance with state regulations, and develops and maintains state specifications and standards for purchasing.

Central Supply Services purchases paper products and sells them to state agencies and local governments at a cost savings.

Motor Vehicle Services (MVS) operates a daily vehicle rental program for state agencies in the Metro Atlanta area and offers a comprehensive vehicle maintenance management plan on a cost per mile basis. MVS also provides full-service and self-service fuel and oil to state agencies in the Metro Atlanta area.

Printing Services provides, through a third party vendor, reprographic printing services to all state agencies and other governmental organizations.

Surplus Property is responsible for acquiring property being surplus by state agencies and the federal government and making the property available to other state agencies and local government equitably and cheaply. These services are provided through warehouses located in Atlanta, Americus and Swainsboro.

Risk Management insures all state real and personal property through a self-insurance program that maintains adequate and economical coverage and assists state agencies and authorities in establishing safety programs and driver improvement programs designed to reduce accidents in their agencies.

Mail and Courier Services provides timely delivery of inter-office mail to Capitol Hill agencies, and furnishes courier delivery to user agencies not located on Capitol Hill.

ATTACHED AGENCIES

The Office of Treasury and Fiscal Services manages, invests and disburses most state revenues.

The Georgia Building Authority provides maintenance, grounds keeping, food service, parking and security for the employees and facilities within the Capitol Hill office complex and other specified areas.

The State Properties Commission coordinates the purchase, management, inventory records and disposition of real property acquired and owned by the state.

The Health Planning Review Board conducts appeal hearings on decisions of the Health Planning Agency.

The Office of State Administrative Hearings conducts administrative hearings of contested cases for specified state agencies.

Effective July 1, 2001, Governor Barnes transferred the responsibility for providing information technology and telecommunications services from the Department of Administrative Services to the Georgia Technology Authority. Eight hundred positions and associated equipment and supplies were transferred from the Department of Administrative Services, including 756 positions to the Georgia Technology Authority, 41 positions to the Department of Human Services and 3 positions to the Department of Revenue for use by the newly created Department of Motor Vehicle Safety.

AUTHORITY

Title 50-5, 40-3548 Georgia Code Annotated.

DEPARTMENT OF ADMINISTRATIVE SERVICES

Strategies and Services

The Department of Administrative Services (DOAS) provides an assortment of services to state agencies. A few of the areas in which the department furnishes agencies services or support are described below. The items featured are the: the Surplus Property System Transfer Application, Workers' Compensation Coordinated Medical Care program, Electronic Commerce program, and the Statewide Fleet Management system.

SURPLUS PROPERTY SYSTEM TRANSFER APPLICATION

This project will set up an on-line application that will allow surplus property to be transferred among state agencies, local governments and eligible non-profit organizations via an intranet. It will also have the capability to link to Internet on-line auction websites (auction websites expose their products and services to over 100,000 persons daily). Online transfers would eliminate the costs expended to move property as well as the associated warehousing costs. In addition, available property will be exposed to a larger community. State agencies, local governments and eligible non-profits in remote places will have access to property that the communities surrounding DOAS warehouses has previously received.

WORKERS' COMPENSATION COORDINATED MEDICAL CARE PROGRAM

Employers in the State of Georgia are required to post medical panels informing employees who are injured at work of their right to select a treating physician from the employer's list. Prior to 1994 employers were required to post a "Traditional Panel" (WC-P1) listing a minimum of four physicians (including at least one orthopedist) from which employees could choose a physician who would provide medical care for their on-the-job injury. Effective January 1, 2002, the number of physicians that must be offered on the "Traditional Panel" is increased to six.

In 1994, the Georgia Legislature amended the Workers' Compensation Statute to permit employers to select from 3 different types of panels to provide injured workers with access to medical care for work related injuries. In addition to the "Traditional Panel", this statutory reform introduced the "Conformed Panel" (WC-P2) and the "Managed Care Panel" (WC-P3). The "Conformed Panel" is an expansion of the "Traditional Panel" and must include a minimum of ten physicians representing specific medical specialties, including orthopedics and chiropractic.

The third type of medical panel is the "Managed Care Organization (WC/MCO) Panel" (WC-P3). This panel allows access to a broad network of physicians and healthcare providers who have contractual service

agreements with the WC/MCO. The WC/MCO is certified by the State Board of Workers' Compensation on a county-by-county basis. Certification is granted based on achievement of specific requirements to include a broad spectrum of specialty physicians and facilities to provide geographically accessible care on a prompt basis. The WC/MCO is also required to coordinate medical care for injured employees by providing qualified case managers to assist them throughout the course of their recovery and return to work.

Employee satisfaction will also impact the "soft" costs associated with work related injuries. Employees who receive prompt care and attention will maintain more positive attitudes toward their employer, exhibit improved morale and contribute positively to the success of the Agency's goals.

ELECTRONIC COMMERCE PROGRAM

Following the strategic direction of the Georgia Technology Authority, DOAS will play a leadership role in implementing advanced technology in the area of Electronic Commerce. Proper planning, evaluation, and successful implementation by DOAS is needed for:

- Electronic shopping – access to state and agency volume discount agreements, Invitations to Bid (ITB), receiving bid responses, and increased competition;
- Electronic purchasing using the internet technologies, Digital Signatures, smart cards, and Electronic Data Interchange (EDI);
- Electronic billing for receiving and issuing bills for products and services; and,
- Electronic payment using cash cards, increased use of the Purchase cards and Electronic Funds Transfer (EFT).

Like most agencies, DOAS is implementing electronic commerce plans. Conducting business through State Purchasing with vendors via the internet is benefiting government agencies and Georgia businesses. Receiving or issuing electronic billings by agencies for products and services will increase processing efficiency. Significant reductions are possible in processing of paper checks by using the Purchase card (credit card) program and Electronic Funds Transfer. Increased use of Purchase cards by all agencies will significantly reduce the up-front approval process as well as the payment process after the fact. The prompt payment of bills will benefit businesses.

The Georgia Technology Authority will lead efforts in providing a trusted Public Key Infrastructure (PKI). Establishing a Public Key Infrastructure (PKI) to support the use of Digital Signatures is of global importance to the

DEPARTMENT OF ADMINISTRATIVE SERVICES – Strategies and Services

role Georgia plays in seizing e-business technology opportunities. DOAS, in partnership with GTA, will consistently implement authentication solutions based on GTA standards. Implementation of these standards will benefit DOAS customers and ultimately the State.

Advancing the use of Electronic Commerce in Georgia will benefit state, local and federal governments and Georgia businesses wanting to conduct business safely and securely via the internet.

The long-range goal of the E-Commerce program is to evolve DOAS into a business model that harnesses the capabilities of web technology and other forms of information technology to optimize business functions through;

- eliminating reduction and non-value-added steps in business processes,
- collaborating on business partner relationships to improve responsiveness and,
- utilizing the speed, and the flexibility available with web technology.

STATEWIDE FLEET MANAGEMENT SYSTEM

The State needs a comprehensive Fleet Management System that will track all information on state-

owned/operated vehicles from purchase through disposal including a standard classification system, a single inventory database, operational costs depreciation, and resale, will provide a means to efficiently manage the State passenger fleet.

The new system will allow DOAS to: maintain a Web-based database for vehicle specification, surplus management and assigned vehicles, develop and monitor statewide performance measures, ensure that agencies leverage the State's buying power by using statewide contracts for purchasing, vehicle repair and maintenance, and provide a "One-Stop Shopping" approach to deliver fleet services.

Using current Fuel Card utilization data it would not be too bold to estimate that a fully implemented system could save \$4M to \$6M within the first three years of operation and reduce state-owned on-road (light duty) vehicles through implementation of a statewide Fleet Management Program.

Governor Barnes recommended \$919,057 in the FY 2003 Budget to create an Office of Fleet Management, including 3 positions and associated operating costs.