

# DEPARTMENT OF ADMINISTRATIVE SERVICES

**Mission:** The mission of the Department of Administrative Services is to provide consistent, cost-effective, and efficient consolidated services so Georgia government can more effectively serve the public. The agency does this by aggregating purchases to obtain the best value, centralizing business support services to achieve economies of scale, and establishing business practices to achieve fairness and equity.

**Vision:** The vision of the Department of Administrative Services is to be the best business run by a government.

<b>CORE BUSINESS</b> <b>Consolidated Business Resources and Solutions</b>
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<b>Attached Agencies</b>
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Programs
Risk Management
State Purchasing
Fleet Management
Space Management (Georgia Building Authority)
Surplus Property
Service Contract Management
Mail and Courier
U.S. Post Office
Bulk Paper Sales
Fiscal Services

State Properties Commission
Office of Treasury and Fiscal Services
Office of State Administrative Hearings
Georgia Building Authority
Georgia Technology Authority

For Strategic Plans and Performance Measures, see [www.opb.state.ga.us](http://www.opb.state.ga.us)

## DEPARTMENT OF ADMINISTRATIVE SERVICES

### DEPARTMENT BUDGET FINANCIAL SUMMARY - FISCAL YEAR 2006

Budget Classes / Fund Sources	FY 2003 Expenditures	FY 2004 Expenditures	FY 2005 Current Budget	FY 2006 Department Request			FY 2006 Governor's Recommendation Total
				100% Budget Level	97% Budget Level	105% Budget Level	
Personal Services	\$11,529,588	\$11,133,746	\$12,954,893	\$12,877,069	\$12,868,087	\$12,877,069	\$14,604,004
Regular Operating Expenses	3,989,478	2,162,437	1,949,885	14,322,688	14,322,688	14,322,688	14,218,456
Travel	90,893	55,644	207,317	191,851	191,851	191,851	181,985
Motor Vehicle Purchases	254,031	212,088	20,418	480,596	480,596	480,596	488,177
Equipment	104,707	128,123	97,332	143,370	143,370	143,370	138,270
Self Insurance Fund	127,796,649	128,025,450	132,900,000	117,729,730	117,729,730	117,729,730	117,729,730
Computer Charges	2,632,220	2,073,187	2,575,276	2,506,968	2,506,968	2,506,968	4,625,913
Real Estate Rentals	790,126	725,692	756,743	1,374,861	1,372,711	1,374,861	718,306
Telecommunications	279,016	238,752	294,130	241,375	241,375	241,375	217,848
Per Diem and Fees	942,540	497,241	541,463	2,790,917	2,790,917	2,790,917	3,178,373
Contracts	503,819	67,102	74,335	567,335	567,335	567,335	12,504,335
Materials for Resale	3,068,166	2,474,805	3,245,600	2,390,632	2,390,632	2,390,632	2,993,833
Payments to GBA Operations	3,688,048	3,964,049	612,556	612,556	594,180	612,556	2,331,288
Police Officers Indemnity Fund	267,778						
Health Planning Review Board	53,506	49,867	30,473	30,473	29,559	30,473	60,473
Payments to Aviation Hall of Fame	46,075	44,450	35,590	35,590	34,523	35,590	34,523
Payments to Golf Hall of Fame	71,250	68,737	60,500	60,500	58,685	60,500	58,685
Payments to GTA	21,195,417	21,171,786	15,339,112	15,339,112	14,878,939	16,106,067	750,000
Removal of Hazardous Materials	95,000	92,625	87,994	87,994	85,354	87,994	85,354
Subtotal	<u>\$177,398,307</u>	<u>\$173,185,781</u>	<u>\$171,783,617</u>	<u>\$171,783,617</u>	<u>\$171,287,500</u>	<u>\$172,550,572</u>	<u>\$174,919,553</u>
<u>Less:</u>							
Other Funds	\$143,392,420	\$140,302,046	\$147,736,124	\$147,736,124	\$147,961,430	\$147,736,124	\$147,969,424
Subtotal	<u>\$143,392,420</u>	<u>\$140,302,046</u>	<u>\$147,736,124</u>	<u>\$147,736,124</u>	<u>\$147,961,430</u>	<u>\$147,736,124</u>	<u>\$147,969,424</u>
 <b>Subtotal State General Funds</b>	 <b><u>\$34,005,887</u></b>	 <b><u>\$32,883,735</u></b>	 <b><u>\$24,047,493</u></b>	 <b><u>\$24,047,493</u></b>	 <b><u>\$23,326,070</u></b>	 <b><u>\$24,814,448</u></b>	 <b><u>\$26,950,129</u></b>
 Positions	 254	 231	 235	 235	 235	 235	 240
Motor Vehicles	220	210	212	212	212	212	212

## DEPARTMENT OF ADMINISTRATIVE SERVICES

### DEPARTMENT BUDGET FINANCIAL SUMMARY - FISCAL YEAR 2006

Budget Classes / Fund Sources	FY 2003 Expenditures	FY 2004 Expenditures	FY 2005 Current Budget	FY 2006 Department Request			FY 2006 Governor's Recommendation Total
				100% Budget Level	97% Budget Level	105% Budget Level	
<b>ATTACHED AGENCIES:</b>							
State Properties Commission	\$604,925	\$534,308	\$554,541	\$554,541	\$537,905	\$554,541	\$548,786
Office of Treasury and Fiscal Services	2,634,355	2,813,723	2,706,612	2,706,612	2,696,712	2,706,612	2,723,155
Office of State Administrative Hearings	4,700,385	4,671,414	4,299,014	4,299,014	4,188,083	4,299,014	4,255,060
Georgia Building Authority	47,816,050	37,426,214	38,154,087	38,154,087	37,404,002	39,612,562	38,980,938
Georgia Technology Authority	205,591,588	204,720,957	191,007,469	191,007,469	184,986,479	191,007,469	185,412,479
Subtotal	<b>\$261,347,303</b>	<b>\$250,166,616</b>	<b>\$236,721,723</b>	<b>\$236,721,723</b>	<b>\$229,813,181</b>	<b>\$238,180,198</b>	<b>\$231,920,418</b>
<b>Less:</b>							
Other Funds	\$256,106,611	\$245,533,039	\$232,139,643	\$232,139,643	\$225,368,568	\$233,598,118	\$227,371,504
Subtotal	<b>\$256,106,611</b>	<b>\$245,533,039</b>	<b>\$232,139,643</b>	<b>\$232,139,643</b>	<b>\$225,368,568</b>	<b>\$233,598,118</b>	<b>\$227,371,504</b>
<b>Subtotal State General Funds - Attached Agencies</b>	<b>\$5,240,692</b>	<b>\$4,633,577</b>	<b>\$4,582,080</b>	<b>\$4,582,080</b>	<b>\$4,444,613</b>	<b>\$4,582,080</b>	<b>\$4,548,914</b>
Positions	1,431	1,340	1,187	1,187	1,110	1,187	1,117
Motor Vehicles	249	249	171	171	171	171	171
<b>TOTAL STATE GENERAL FUNDS</b>	<b>\$39,246,579</b>	<b>\$37,517,312</b>	<b>\$28,629,573</b>	<b>\$28,629,573</b>	<b>\$27,770,683</b>	<b>\$29,396,528</b>	<b>\$31,499,043</b>

# DEPARTMENT OF ADMINISTRATIVE SERVICES

## BUDGET SUMMARY - FISCAL YEAR 2006

Governor's Recommended Adjustments to the Current Budget	Amounts
<b>FY 2005 STATE GENERAL FUND APPROPRIATIONS</b>	<b>\$28,629,573</b>
<b>Department of Administrative Services</b>	
1. Annualize the cost of the FY 2005 salary adjustment for the Department of Administrative Services (\$49,789) and Georgia Building Authority (\$136,259).	\$186,048
2. Increase personal services for Department of Administrative Services (\$52,106) and Georgia Building Authority (\$129,661) to provide for a salary increase of 2% effective January 1, 2006.	181,767
3. Increase personal services for Department of Administrative Services (\$28,324) and Georgia Building Authority (\$55,754) to reflect an adjustment in the employer share of State Health Benefit Plan premiums from 13.1% to 13.53%.	84,078
4. Provide for an adjustment to the GBA real estate rental rate for storage space and renovated office space.	(32,753)
5. Increase computer charges (\$98,945) and decrease telecommunications charges (\$10,746) to reflect GTA rate structure adjustments.	88,199
6. Adjust object classes to complete transition of administrative functions and accurately reflect expenditures.	Yes
7. Transfer \$15,170,270 in other funds from Self Insurance Trust Fund Payments to regular operating expenses (\$12,434,293) for outside insurance premiums, per diem and fees (\$2,235,977) for outside claims processing, and contracts (\$500,000) for actuarial studies.	Yes
8. Provide other funds of \$117,000 for motor vehicle purchases (\$17,000) and postage (\$100,000) for Mail and Courier services.	Yes
9. Provide other funds of \$435,597 for the Office of Fleet Management to replace motor vehicles in the state's motor pool.	Yes
10. Replace state funds with other funds for the Office of Fleet Management, requiring Fleet Management to be self sustaining.	(253,544)
11. Reduce funding for Payments to GBA (\$18,376), Aviation Hall of Fame (\$1,067), Removal of Hazardous Waste (\$2,640), Golf Hall of Fame (\$1,815), and Payments to GTA (\$460,173).	(484,071)
12. Provide additional funding for the Health Planning Review Board (\$30,000) and personal services (\$161,703).	191,703
13. Reduce personal services (\$8,982) and real estate rentals (\$2,150) in the Space Management program.	(11,132)
14. Transfer the Small and Minority Business program (\$907,083), including 9 positions, to the Department of Economic Development, as well as the pay raise annualizer (\$7,515), 2% pay raise (\$7,865), and employer health plan contribution (\$1,691) (Total Funds: \$944,398).	(924,154)
15. Increase personal services (\$2,170,000), including 14 positions, computer charges (\$2,020,000), contracts (\$12,000,000), and per diem and fees (\$400,000) to fund the implementation of the Commission for a New Georgia's Procurement Task Force recommendations.	16,590,000
16. Increase Payments to GBA to transfer the management function of the Capital Education Center, including 2 positions and real estate rentals, from the Secretary of State, leaving the tour function, including 3 positions, with the Secretary of State.	265,434
17. Provide funding for GBA to acquire property around Capitol Hill.	1,150,000
18. Reduce Payments to GTA to reflect the FY 2006 Computer and Telecommunications Cost Model and eliminate indirect telecommunications credits.	(14,878,939)

# DEPARTMENT OF ADMINISTRATIVE SERVICES

## BUDGET SUMMARY - FISCAL YEAR 2006

Governor's Recommended Adjustments to the Current Budget	Amounts
19. Increase Payments to GTA to fund the implementation of the Commission for a New Georgia's Information Technology Task Force recommendations.	750,000
Subtotal	\$2,902,636
 <u>ATTACHED AGENCIES:</u>	
<b>State Properties Commission</b>	
1. Annualize the cost of the FY 2005 salary adjustment.	\$4,697
2. Increase personal services to provide for a salary increase of 2% effective January 1, 2006.	4,916
3. Increase personal services to reflect an adjustment in the employer share of State Health Benefit Plan premiums from 13.1% to 13.53%.	1,268
4. Reduce personal services.	(16,636)
Subtotal	(\$5,755)
 <b>Office of Treasury and Fiscal Services</b>	
1. Annualize the cost of the FY 2005 salary adjustment.	\$11,273
2. Increase personal services to provide for a salary increase of 2% effective January 1, 2006.	11,797
3. Increase personal services to reflect an adjustment in the employer share of State Health Benefit Plan premiums from 13.1% to 13.53%.	3,382
4. Reduce computer charges to reflect GTA rate structure adjustments.	(9)
5. Transfer other funds of \$50,000 to personal services from regular operating expenses (\$5,000), travel (\$4,200), computer charges (\$3,000), and contracts (\$37,800).	Yes
6. Reduce contracts.	(9,900)
Subtotal	\$16,543
 <b>Office of State Administrative Hearings</b>	
1. Annualize the cost of the FY 2005 salary adjustment.	\$28,182
2. Increase personal services to provide for a salary increase of 2% effective January 1, 2006.	29,494
3. Increase personal services to reflect an adjustment in the employer share of State Health Benefit Plan premiums from 13.1% to 13.53%.	9,301
4. Transfer \$31,344 in personal services to regular operating expenses (\$5,000), travel (\$10,000), and equipment (\$16,344).	Yes
5. Reduce personal services (\$105,931), including 10 vacant positions, and telecommunications (\$5,000).	(110,931)
Subtotal	(\$43,954)

# DEPARTMENT OF ADMINISTRATIVE SERVICES

## BUDGET SUMMARY - FISCAL YEAR 2006

Governor's Recommended Adjustments to the Current Budget	Amounts
<b>Georgia Building Authority</b>	
1. Annualize the cost of the FY 2005 salary adjustment (\$136,259).	Yes
2. Increase personal services (\$129,661) to provide for a salary increase of 2% effective January 1, 2006.	Yes
3. Increase personal services (\$55,754) to reflect an adjustment in the employer share of State Health Benefit Plan premiums from 13.1% to 13.53%.	Yes
4. Transfer \$2,295,516 to Payments to Public Safety from computer charges (\$100,000), personal services (\$450,272), motor vehicle purchases (\$75,000), and Building Access Control (\$1,670,244) for access control and security of Capitol Hill.	Yes
5. Add \$265,434 to transfer the management function of the Capitol Education Center, including 2 positions and real estate rentals, from Secretary of State, leaving the tour function, including 3 positions, with Secretary of State.	Yes
6. Reduce personal services (\$387,377) in the Facilities program and eliminate 33 positions.	Yes
7. Reduce Payments to Public Safety (\$232,080).	Yes
8. Reduce contracts (\$130,628) for custodial services in the Facilities program.	Yes
9. Provide \$1,150,000 for GBA to acquire property around Capitol Hill.	Yes
<b>Georgia Technology Authority</b>	
1. Reduce one time funding of \$480,130 to move personnel from Archives to the new Data Center.	Yes
2. Reduce regular operating expenses (\$71,033), equipment (\$5,000), contracts (\$20,000), and travel (\$14,000).	Yes
3. Reduce \$1,992,842 for hardware and software purchases.	Yes
4. Reduce computer charges (\$109,750) and per diem and fees (\$1,656,633) for contracted technical expertise.	Yes
5. Reduce personal services (\$1,575,602) by implementing a hiring freeze and eliminating 34 vacant positions.	Yes
6. Reduce Telephone Billings (\$420,000) by replacing 1,100 business lines with Centrex.	Yes
7. Replace \$14,878,939 with agency funds to reflect the FY 2006 Computer and Telecommunications Cost Model and eliminate indirect telecommunications credits.	Yes
8. Provide \$750,000 to fund the implementation of the Commission for a New Georgia's Information Technology Task Force recommendations, including 5 positions.	Yes
<b>TOTAL NET STATE GENERAL FUND ADJUSTMENTS</b>	<b>\$2,869,470</b>
<b>TOTAL STATE GENERAL FUNDS RECOMMENDED</b>	<b>\$31,499,043</b>

# DEPARTMENT OF ADMINISTRATIVE SERVICES

## BUDGET SUMMARY - FISCAL YEAR 2006

Governor's Recommended Adjustments to the Current Budget	Amounts
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## CAPITAL OUTLAY SUMMARY - FISCAL YEAR 2006

	<u>Yr.</u>	<u>Principal</u>	<u>Debt Service</u>
<b>Department of Administrative Services</b>			
1. Provide funding for statewide fleet management.	5	\$2,000,000	\$452,000
Subtotal		\$2,000,000	\$452,000
<b>Georgia Building Authority</b>			
1. Provide funding for a façade repair and reinforcement study on the 2 Peachtree Building.	5	\$300,000	\$67,800
2. Provide funding for the completion of the fire sprinkler system in the Legislative Office Building.	5	1,460,000	329,960
3. Provide funding for repairs and maintenance of the Governor's Mansion.	5	1,450,000	327,700
4. Provide funding for planning and predesign of the new Transportation Building.	5	115,000	25,990
5. Redirect \$18,000,000 (2000D bond series) from the State Data Center and \$1,350,000 (2004D bond series) from the Judicial Building renovation for renovations to the Health Building.	20	19,350,000	Yes
Subtotal		\$22,675,000	\$751,450
Total		\$24,675,000	\$1,203,450
<b>STATE GENERAL FUNDS</b>			<b>\$32,702,493</b>

# DEPARTMENT OF ADMINISTRATIVE SERVICES

## PROGRAM BUDGET SUMMARY - FISCAL YEAR 2006

Program Budgets	FY 2005 Appropriations		FY 2006 Governor's Recommendations	
	Total	State	Total	State
1. Administration	\$5,109,365	\$2,535,307	\$5,733,034	\$3,703,026
2. Bulk Paper Sales	2,682,946	527,435	2,353,715	
3. Fiscal Services	16,437,169	16,166,225	3,627,551	3,320,323
4. Fleet Management	2,198,220	411,113	2,409,075	
5. Mail and Courier	983,555		1,281,259	
6. Risk Management	137,548,209		137,263,943	
7. Service Contract Management	134,316		140,330	
8. Small and Minority Business Development	907,453	887,209		
9. Space Management	371,055	371,055	359,923	359,923
10. State Purchasing	3,231,399	3,078,339	19,705,095	19,557,264
11. Surplus Property	2,017,271		1,885,035	
12. U.S. Post Office	162,659	70,810	160,593	9,593
Subtotal	<u>\$171,783,617</u>	<u>\$24,047,493</u>	<u>\$174,919,553</u>	<u>\$26,950,129</u>
 <u>ATTACHED AGENCIES:</u>				
1. State Properties Commission	\$554,541	\$554,541	\$548,786	\$548,786
2. Office of Treasury and Fiscal Services	2,706,612	329,833	2,723,155	346,376
3. Office of State Administrative Hearings	4,299,014	3,697,706	4,255,060	3,653,752
4. Georgia Building Authority	38,154,087		38,980,938	
5. Georgia Technology Authority	191,007,469		185,412,479	
Subtotal	<u>\$236,721,723</u>	<u>\$4,582,080</u>	<u>\$231,920,418</u>	<u>\$4,548,914</u>
 <b>TOTAL APPROPRIATIONS</b>	 <b><u>\$408,505,340</u></b>	 <b><u>\$28,629,573</u></b>	 <b><u>\$406,839,971</u></b>	 <b><u>\$31,499,043</u></b>