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# MEMORANDUM

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**To:** General Government Subcommittee

**From:** Paul Siebert, Legislative Fiscal Office  
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**Date:** February 7, 2013

**Subject:** Department of Administrative Services (DAS)  
  
Budget Hearings

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The budget for the Department of Administrative Services (HB 5002) is scheduled to begin public hearings on Monday, February 11<sup>th</sup>. The hearing date for public testimony is scheduled for Thursday, February 21<sup>st</sup>.

Presentation materials for hearings will be made available through the Oregon Legislative Information System (OLIS).

Additional information, including budget notes included in the agency's 2011-13 legislatively adopted budget, is included below.

## **BUDGET NOTES:**

The following budget note was included in the Department of Administrative Services 2011-13 budget bill, SB 5502 (2011):

The Subcommittee approved the following budget note with the intent that the 10 percent reduction in administrative functions will also result in a 10 percent reduction in costs:

### **Budget Note**

The Department of Administrative Services (DAS) shall develop a plan for reducing 2013-15 administrative functions (information technology, human resources, budgeting, accounting, etc.) across the Executive Branch of state government by 10%. The plan could include centralization of functions, efficiencies in processes, increasing risk tolerance or any other elements considered appropriate. The plan shall be developed with the participation of other state agencies and subject matter experts. The Department will present a progress report to the Joint Committee on Ways and Means during the 2012 Legislative Session. Agency budget requests for 2013-15 shall incorporate the recommendations of this plan.

The Department shall also examine the usage of permanently assigned vehicles owned by the DAS Motor Pool and work with agencies to reduce the number of underutilized vehicles. The Department will set minimum monthly mileage standards for permanently assigned vehicles including exemption criteria to account for low usage vehicles that are required for valid agency business needs. DAS Fleet will reallocate and/or work with agencies to return to the motor pool any cars not meeting those mileage standards. The Department will present the results of the above actions and future plans for controlling underutilized vehicles to the Joint Committee on Ways and Means during the 2012 Legislative Session. The Department will also review the replacement lifecycle for vehicle purchases, as well as the standards for determining which cars to purchase and the equipment packages included in those purchases. Finally, DAS will include data on which agencies each have their own authority for purchasing vehicles and the rationale behind that authority.

### **Secretary of State Audits:**

Performance audits involving the Department of Administrative Services:

- (1) Report No. 2012-05 "Agencies Ensured Contracts With Former State Employees Were Properly Awarded"  
([http://www.sos.state.or.us/audits/pages/state\\_audits/full/2012/2012-05.pdf](http://www.sos.state.or.us/audits/pages/state_audits/full/2012/2012-05.pdf))

Information technology audits involving the Department of Administrative Services:

- (1) Report No. 107-2012-03-01 "Department of Administrative Services: State Data Center Computer Controls Review"  
([http://www.sos.state.or.us/audits/pages/state\\_audits/full/2012/107-2012-03-01.pdf](http://www.sos.state.or.us/audits/pages/state_audits/full/2012/107-2012-03-01.pdf))