

Agency Purpose

The mission of the Department of Administration (Admin) is to help its customers succeed. Admin assists agencies in achieving their organizational and strategic goals by offering valuable services, products, advice, and expertise. Admin strives to reduce costs by working across government; to be recognized for its innovation and efficiency; and to offer an environment in which people thrive and enjoy their work. Among its fundamental strategic objectives is to develop and foster an "enterprise" vision for state government as envisioned by the state of Minnesota's Drive to Excellence. Admin provides strategic leadership and operational support for the Drive to Excellence.

Admin has changed significantly over the past biennium as a result of Drive to Excellence initiatives. On 7-1-2005, the Office of Technology and InterTechnologies Group were spun-off from Admin to become the Office of Enterprise Technology (OET), a new state agency headed by a state chief information officer appointed by the governor. Also, in 2005, the Building Codes and Standards Division of Admin was transferred to a consolidated Construction Codes and Licensing Division in the Department of Labor and Industry.

Core Functions

Admin provides a diverse range of business management, administrative, and professional services, and a variety of resources to government agencies and the public. The agency strives to assure that its customers have the facilities, tools, resources, and information necessary for achieving their objectives.

Operations

Admin serves state agencies and constitutional officers, political subdivisions, the legislature, government employees, and citizens. The agency's operations are categorized into three general areas:

- ⇒ **State Facilities Services** manages the state's real property, comprising land, buildings, and physical plant; provides services related to the construction, maintenance, and repair of about 30 million square feet of state-owned building space; leases buildings; manages Capitol Complex parking; coordinates recycling and energy conservation efforts; and serves as the state architect. In May 2005, the Building Codes and Standards Division of Admin was transferred by Executive Order to a consolidated Construction Codes and Licensing Division in the Department of Labor and Industry.
- ⇒ **State and Community Services** includes a variety of services and information resources for state and local governments, the business community, and the public. These include vehicle leasing and fleet management; risk management; information policy analysis; demographic and census information; geographic information systems; mail; the state archaeologist; Minnesota's Bookstore and the State Register; Office Supply Connection; and administrative support for the Environmental Quality Board. Two programs of state and community services have changed. The Municipal Boundary Adjustments Office was transferred in 2005 to the Office of Administrative Hearings, and the General Fund appropriation for the Local Planning Assistance Center was eliminated effective 7-1-2005, effectively terminating that service.
- ⇒ **Admin Management Services** consists of six business units. Materials Management is responsible for enterprise strategic sourcing strategy and initiatives, goods and services purchasing, professional and technical contracting oversight, and surplus property acquisition and disposal. Management Analysis and Development Division is state government's in-house business consultant. The Governor's Council on Developmental Disabilities advocates for persons with disabilities and families of persons with disabilities. The System of Technology to Achieve Results (STAR) program coordinates awareness of assistive technology for persons with physical disabilities. Financial Management and Reporting is the agency's

At A Glance

- ◆ Oversees more than \$1.8 billion annually in state purchasing.
- ◆ Manages over 450 building projects valued at \$260 million.
- ◆ Manages 890 state leases and 3.7 million usable square feet of leased space.
- ◆ Maintains the State Capitol and state buildings and grounds in the Capitol area.
- ◆ Provides population statistics, pyramids, and maps through the Datanet online information service.
- ◆ Processes 20.5 million pieces of mail and 3.3 million warrants and checks annually.
- ◆ Serves as state government's in-house management consulting and training organization, and the state's central clearinghouse on data practices.
- ◆ Operates as the state's internal insurance company, providing property and casualty insurance coverage.

budgeting and accounting office and performs state fiscal agent functions. Human Resources manages the agency's human capital needs and supports several other agencies, including OET. Management Services also encompass the operations of the Office of Commissioner, including executive management and legislative and communications functions.

Key Performance Measures

The agency has established three fundamental management goals:

- ⇒ Reduce the cost of government services and products available to government agencies.
- ⇒ Enhance customer relationships by reducing response times and increasing customer interaction to better understand customer needs.
- ⇒ Increase the effectiveness and efficiency of services available through the agency while enhancing the quality of life of Minnesotans.

Details about how the agency is performing in relation to these goals are available on the governor's department results web site, www.departmentresults.state.mn.us.

Budget

Admin is funded through a variety of sources including general, special revenue, federal, gift, and internal services/enterprise funds.

- ⇒ General Funds are primarily used for operations with statewide significance, including functions such as procurement, energy management, resource recovery, building construction, information policy analysis, coordination and documentation of geographic data, central mail delivery, and pass-through grants. The Minnesota Legislature appropriates these funds.
- ⇒ Special Revenue Funds are fee based and include: land management information services, parking, and the state employee commuter van service.
- ⇒ Federal and gift funds comprise the smallest segment of the agency's funding. The Developmental Disabilities Council and the STAR program secure federal funds through the U.S. Department of Health and Human Services and the U.S. Department of Education. Gift funds are donations accepted for the Governor's Residence Council.
- ⇒ Internal service/enterprise funds are the largest source of funds for the agency. Internal service funds come through fees charged primarily to state agencies for internal support services including insurance, fleet management, consulting, sale of office supplies, mail services and the leasing of facilities under the custodial control of Admin. These activities prepare annual business plans and develop rate structures for product and service offerings. Enterprise funds are generated through fees charged to governmental entities, citizens, and businesses through the bookstore, surplus property, and cooperative purchasing of products and services.

At the beginning of FY 2007, the agency had 487.75 full-time employees.

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