Agency Purpose

The Department of Administration (Admin) for nearly 80 years has provided a diverse portfolio of services, products, and tools that help state government agencies successfully address the needs of the citizens of Minnesota.

Admin’s mission is to help its customers succeed; its goals are to:
- provide customers with valuable services, products, advice, and expertise;
- be recognized for innovation and efficiency;
- reduce costs by working across government; and
- offer a safe environment where people thrive and enjoy their work.

Paramount among its fundamental strategic objectives is developing and fostering an enterprise “vision” for state government as outlined in Minnesota’s Drive to Excellence initiative. Recent achievements toward this department objective include the implementation of Small Agency Resource Teams, which provide financial and human resource management services to small agencies; creation of the Enterprise Performance Improvement Office which assists agencies with improving the efficiency and effectiveness of their business processes; and the Office of Grants Management, which coordinates grants policies and procedures across the state government enterprise.

Admin operates on the principles of results-based management, an approach that integrates strategy, people, resources, processes, and measurements to improve decision-making, transparency, and accountability. The approach centers on achieving outcomes, implementing performance measurement, reporting performance, and learning and continuously improving. Details are available at www.admin.state.mn.us.

Core Functions

Admin provides a diverse range of business management, administration and professional services, and a variety of resources primarily to state agencies, but also to local governments, public colleges and universities, K-12 schools, and citizens. The department’s core functions are concentrated in buildings and grounds maintenance and repair, purchasing, risk management and workers’ compensation, construction project management, space leasing, vehicle leasing, and the acquisition and disposal of surplus property.

Operations

Admin’s operations are categorized as either Government and Citizen Services or Admin Management Services.

Government and Citizen Services:
- The Minnesota Governor’s Council on Developmental Disabilities seeks to assure that people with developmental disabilities receive necessary services and support for achieving increased independence, productivity, integration, and inclusion into the community.
- Enterprise Performance Improvement provides enterprise-wide expertise and training for improving organizational performance and results in state government agencies.
- The Environmental Quality Board develops policy and reviews proposed projects that could significantly affect the environment. Admin provides staff and administrative support.
- Fleet and Surplus Services provides fleet management services to state agencies, including long-term vehicle leasing, and manages government surplus property acquisition, storage, and disposal.

At A Glance

- Leads the state’s Drive to Excellence initiative.
- Coordinates state fleet activities, including the use of alternative fuels.
- Oversees more than $1.8 billion in goods and services purchases.
- Manages over 350 building projects valued at more than $260 million.
- Develops standardized grant policies for more than 30 executive branch agencies.
- Maintains the State Capitol and state buildings and grounds in the Capitol area.
- Processes more than 20 million pieces of mail and 3.3 million warrants and checks annually.
- Assists other agencies with process improvement projects.
- Provides financial and human resource business services for small agencies.
- Processes more than 1,800 tons of waste paper and other materials for recycling.
- Operates as the state’s internal risk manager and insurance company and provides workers’ compensation and safety services to 57,000 state employees.
Information Policy Analysis Division promotes the understanding of and compliance with the Minnesota Government Data Practices Act, the Open Meeting Law, and other government-information policy laws.

The Land Management and Information Center provides data, software, project consultation, and coordination services that promote the effective use of geographic information and technology.

Materials Management Division purchases more than $1.8 billion in goods and services annually for state agencies, operates Minnesota’s Bookstore and the state’s office supply store, and directs the Minnesota Multi-State Contracting Alliance for Pharmacy purchasing cooperative.

The Office of State Archaeologist sponsors, conducts, and directs research into the prehistoric and historic archaeology of Minnesota, and enforces state laws concerning archaeological sites.

Plant Management Division maintains 3.7 million square feet of space in 21 state-owned facilities, operates the state recycling center, and provides mail processing and delivery services.

Real Estate and Construction Services designs, acquires, leases, and disposes of office and other space, and manages remodeling and construction projects.

Risk Management Division operates the state’s insurance program and manages the state workers’ compensation and safety programs.

The Small Agency Resource Team (SmART) program offers professional human resources services and financial management services to state agencies, boards, and councils.

The STAR Program helps people of all ages with disabilities acquire, use, and re-use assistive technology for maintaining, improving, or increasing their functional capabilities at home, school, and work.

The State Demographic Center, Minnesota’s liaison to the U.S. Census Bureau, estimates, forecasts, and investigates changes in the state’s population, analyzes census data, and distributes information.

Admin Management Services:

Executive Support provides project management and communications expertise for the Drive to Excellence; and communications, legislative, emergency preparedness planning and support, and data practices compliance services for the department.

Financial Management and Reporting Division provides financial management support for the department and carries out the department’s Fiscal Agent function.

Human Resources Division provides training, safety, and personnel services to employees; administers labor agreements; and is responsible for department payroll and employee benefit services.

Budget

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

Internal service/enterprise funds are the largest source of funding for the agency. Internal service funds raise revenues through fees charged to users of primarily internal support services such as insurance, fleet management, office supplies, mail services, and facility leases. These activities prepare annual business plans and develop rate structures for product and service offerings. Enterprise funds are generated through the purchase of goods and services by government entities and the public. They include the bookstore, surplus property, and purchasing cooperatives.

General Funds are primarily used for operations with statewide significance including procurement, resource recovery, real estate and construction services, information policy analysis, geographic data coordination and documentation, central mail delivery, and pass-through grants.

Special revenue funds are fee-based and include land management information services, parking, and workers’ compensation.

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.
Contact

Department of Administration
50 Sherburne Avenue
Saint Paul, Minnesota 55155
Office of the Commissioner: (651) 201-2555
Website: www.admin.state.mn.us
### Direct Appropriations by Fund

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<th>Current FY2008</th>
<th>Forecast Base FY2010</th>
<th>Forecast Base FY2011</th>
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### Expenditures by Fund

#### Carry Forward
- Miscellaneous Special Revenue: 0, 6, 0, 0, 0

#### Direct Appropriations
- General: 33,055, 26,047, 21,006, 20,858, 41,864

#### Open Appropriations
- General: 408, 625, 655, 688, 1,343

#### Statutory Appropriations
- Miscellaneous Special Revenue: 34,784, 42,127, 43,464, 44,943, 88,407
- Federal: 2,597, 2,154, 1,646, 1,499, 3,145
- Risk Management: 13,158, 12,459, 12,980, 12,858, 25,838
- Gift: 6, 210, 4, 4, 8
- Plant Management: 46,841, 45,813, 48,612, 50,001, 98,613
- Documents And Publications: 1,477, 1,759, 1,806, 1,853, 3,659
- Central Motor Pool: 16,237, 15,519, 15,629, 15,901, 31,530
- Central Stores: 6,811, 6,720, 6,870, 7,023, 13,893
- Materials Distribution: 8,370, 10,643, 11,653, 11,789, 23,442
- Central Mailing: 8,574, 8,893, 8,909, 8,949, 17,858

#### Total
- 172,318, 172,975, 173,234, 176,366, 349,600

### Expenditures by Category

#### Total Compensation
- 32,583, 35,024, 36,603, 37,523, 74,126

#### Other Operating Expenses

#### Capital Outlay & Real Property
- 1,314, 2,580, 202, 70, 272

#### Local Assistance
- 14,721, 3,736, 2,924, 2,867, 5,791

#### Other Financial Transactions
- 17,062, 19,229, 20,050, 19,874, 39,924

#### Transfers
- 0, (340), (346), (346), (692)

#### Total
- 172,318, 172,975, 173,234, 176,366, 349,600

### Expenditures by Program

#### Govt And Citizen Services
- 149,008, 160,320, 161,551, 164,683, 326,234

#### Administrative Mgmt Services
- 1,732, 2,112, 1,840, 1,840, 3,680

#### Fiscal Agent
- 21,578, 10,543, 9,843, 9,843, 19,686

#### Total
- 172,318, 172,975, 173,234, 176,366, 349,600

### Full-Time Equivalents (FTE)
- 497.4, 516.5, 523.1, 519.6