

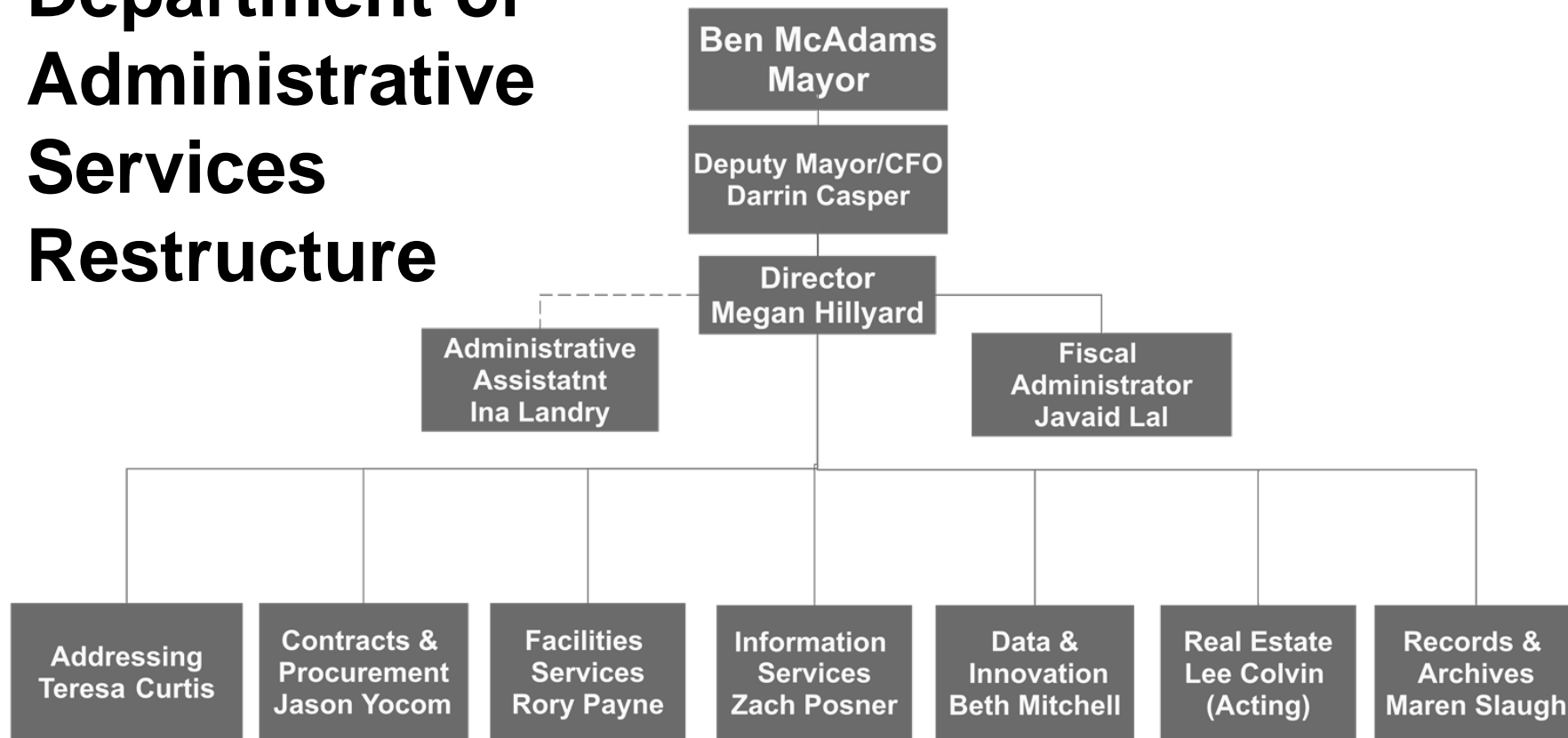


DEPARTMENT OF ADMINISTRATIVE SERVICES



2017 OVERVIEW

Department of Administrative Services Restructure

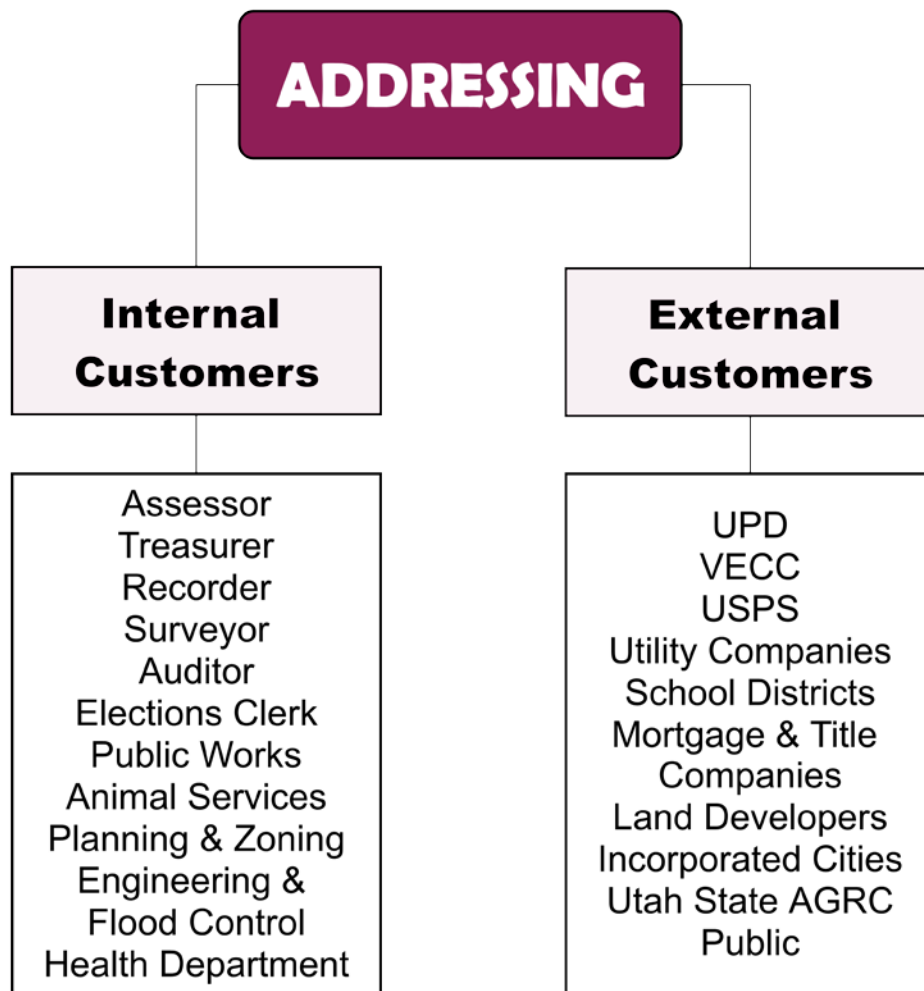


Enhancing and supporting the County's ability to deliver services...



Addressing Program

Addressing provides accurate address information for internal and external agencies to support and enhance their services.





Highlights

- Created online address validation tool
- Updated addresses to reflect the Metro Townships & Millcreek
- Collaborated on DARWIN effort
- Continued efforts to migrate off the mainframe

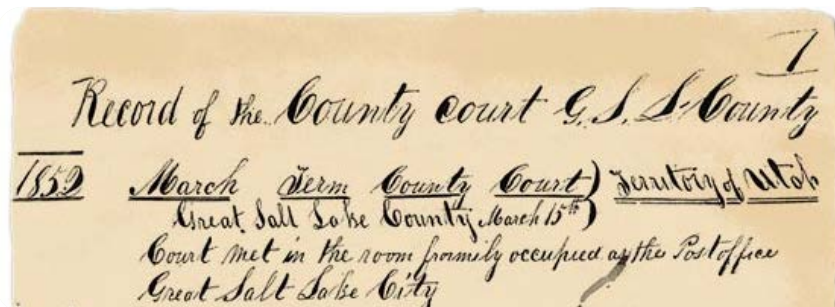
Looking Ahead...

- Increase online accessibility
- Continue to support Harris Tax project
- Continue mainframe migration
- Create internal dashboard to track workload



Records Management and Archives

Records Management is responsible for establishing standards, procedures and techniques for the effective management of the records of Salt Lake County government. We do this by providing centralized records storage and retrieval, ensure compliance with records law, and provide training and assistance to County agencies.



GRAMA

HIPPA

Retentions

Property Search

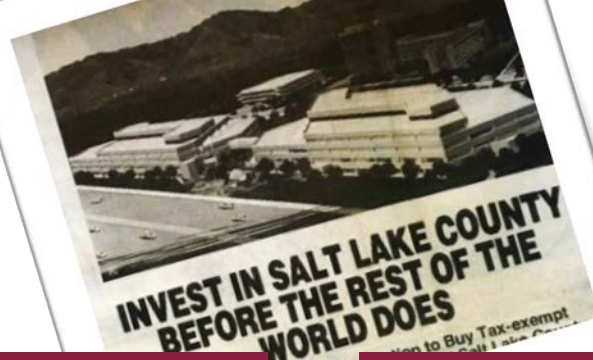
County Gov History

Birth/Death Records Collection

Family History

Digital Archives

Photos



Highlights

- Implemented critical software tool, CONTENTdm, which allows for efficient digitization of county records.
- Digitized county marriage license collection
- Updated GRAMA policies via GRAMPA
- HIPPA Compliance Officer

Looking Ahead...

- Increase online access to county records from 3-20 collections
- Launching a variety of online trainings for County employees through SABA



Salt Lake
County
Government
Center 30th
Birthday Event
July 18, 2017





Contracts & Procurement

The Mission of Salt Lake County Contracts and Procurement is to provide professional, efficient purchasing services and promote fair and open competition to attain the best value for the County.



Bids

Contract

Surplus & e-Waste

Vendor Management

Training

Purchasing Card

Solicitation Information

Purchasing Tracking

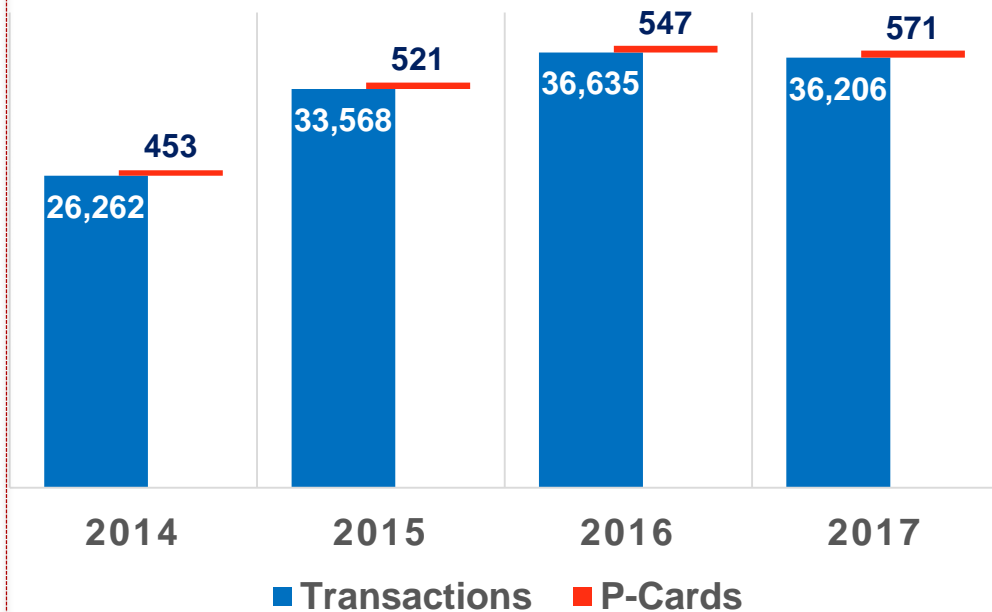
Sustainable Purchasing

RFP & RFB

Highlights

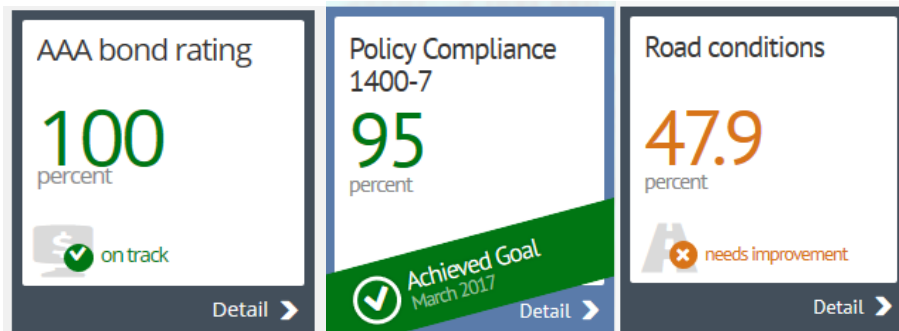
- Customer Service Surveys
- Average timeframe from assignment to award
- Number of vendor protests
- Development of annual solicitation project plan
- Vendor performance scorecard results

P-Card Program P-CARD & TRANSACTIONS



Office of Innovation Data & Engagement

OIDE provides employees and managers with training, tools, and support to develop their use data to foster improvement and structured innovation in the service of Salt Lake County residents.



Looking Ahead...

- Increase the number of MIMs participants
- Increase the number of performance indicators reviewed by Management
- Socrata platform training
- New & improved internal dashboards



Information Services



We are developing an updated mission and vision focused on climbing our internal maturity curve while enabling customer led innovation.

ADVOCATE

Processes & Solutions

EMPOWER

Innovation, Decision Making, and Self-service

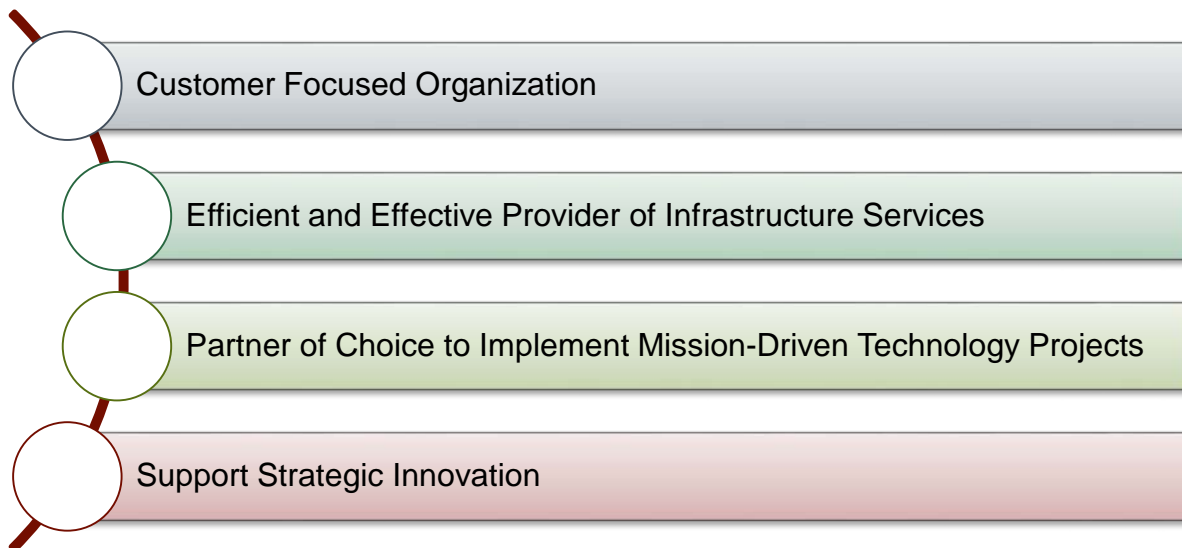
EXECUTE

Cost Effective Solutions that Align with Organization Needs

SUSTAIN

Data Integrity, Security, Core Systems, Quality, Staffing, and Technology Infrastructure

O u t c o m e s





2017 Review

- Data center move completed
- Improved security measures
- PeopleSoft upgrade
- Collage to Ektron migration
- DARWIN collaboration
- TAB ordinance/governance

2018 Preview

- Case Management project
- Technology governance
- Mainframe migration
- VUEWorks phase II
- Document management
- Internet redundancy / network redesign



Challenges/ Opportunities

IS will be recommending an updated TAB structure utilizing a series of working groups. Initial focus areas will be:

- **Governance (TAB)**
- **Technology oversight**
- **Project oversight**
- **Enterprise and Agency Needs**





Facilities Services

Salt Lake County
Facilities constructs and
maintains
environmentally-
conscious and
sustainable properties in
support of County
agencies and its citizens.

Customer
Service

Project
Management

Carpentry

Electronics

Electric

HVAC

Locksmith

Plumbing

Printing

Capital
Improvements

Government
Center

County-Wide
Services

Facilities in 2017



Government Center Blue Print

3D Scan of the building

Accurate measurements & rent calculations



Facilities Condition Assessment

80% complete (97 out 121)



Capital Projects

134 Projects

150 Million



Customer Service

Focus groups

Surveys

Pilot reports

Facilities Focus in 2018



Work Order System Upgrade

Performance reports

Automatic work order billing information

Customer satisfaction surveys



Agency Relocation

Managing +/- space requests from 12 agencies



Energy Management

Industry standards suggest a potential for 3-10% in energy savings

Facilities Focus in 2018



Energy Management

- Energy audit and base line analysis
- Establish metrics for energy savings
- Review summer and winter set points for HVAC systems
- Review and implement energy-efficient procurement guidelines
- Develop dedicated energy savings reinvestment plans
- Identify building upgrades and retrofits
- Assist with energy efficiency design and implementation in new construction
- Identify and propose renewable energy projects

Local and Peer Entities with Energy Management Programs



WEBER STATE
UNIVERSITY



DENVER
THE MILE HIGH CITY





Real Estate Program

Salt Lake County Real Estate Program's mission is to ensure county's short-term and long-term real estate needs are met through optimal use of all county properties and maximize the value of each of these public assets.



Acquisitions

Appraisal

Surplus
Property Sale

Lease Negotiation

Property Search

Water Rights

Easements

Condemnation

Encroachments

Tax Deeds

Relocation

Property
Management

Public Inquiries

Optimizing Value

Real Estate protects taxpayer assets and saves \$ by providing in-house:

- Brokerage Services
- Appraisal Services
- Lease/ Buy Analysis
- Market Research

Major Projects

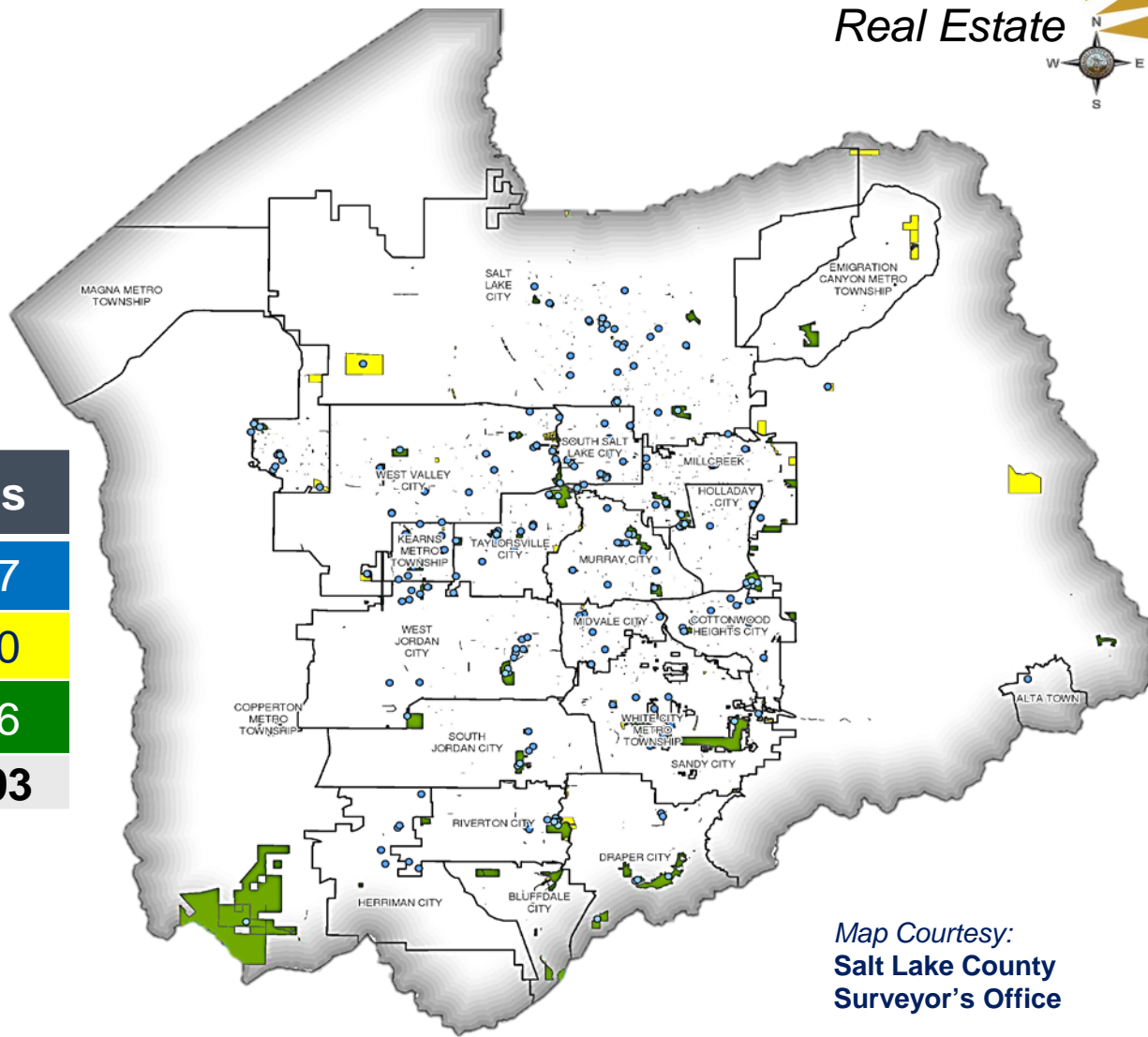
- Acquisitions (Library, MSD, Parks and Rec, Open Space, Flood Control, DA etc.)
- 18+ Sales (mixture of county projects and tax deeds)
- 38+ Property Management Projects (encroachments, tax issues, water rights)
- 32+ Leases
- Other – public & partner agency inquiries

Salt Lake County Real Estate

- Over 18,900 Acres

County Real Estate	Acres
County Facilities	3,437
County Parcels	9,070
Parks & Open Space	6,396
TOTAL	18,903

Source: Salt Lake County Surveyor's Office



Map Courtesy:
Salt Lake County
Surveyor's Office



THANK YOU...