

Department of Personnel and Administration
 Summary of Additional Budget Reduction Proposals
 FY 2009-10
 August 24, 2009

Number	Yes or No	Enter One	Division	Title	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE	List
	Corresponding FY 2010-11 Impact – Yes or No?	One Time or Base/Ongoing?									Other Department(s) Affected
1	yes	base/ongoing	Division of Human Resources	Elimination of DHR Communications Unit	(\$29,959)	(\$29,959)	\$0	\$0	\$0	(0.3)	No
2	yes	base/ongoing	Executive Directors Office	Elimination of Government and Public Relations Director Position	(\$32,992)	(\$32,992)	\$0	\$0	\$0	(0.3)	No
3	yes	base/ongoing	Executive Directors Office	Elimination of Rule Interpreter and DPA HIPAA Compliance Officer	(\$20,065)	(\$20,065)	\$0	\$0	\$0	(0.3)	No
4	yes	base/ongoing	Division of Human Resources	Elimination of DHR Talent Management Unit	(\$106,182)	(\$106,182)	\$0	\$0	\$0	(1.7)	No
5	yes	base/ongoing	Executive Directors Office	Elimination of Contractor Registration and As-Needed Professional Services Contract Programs	(\$11,492)	(\$11,492)	\$0	\$0	\$0	(0.3)	No
6	yes	base/ongoing	Division of Accounts and Control Controller	Elimination of State Purchasing Office Administrative Assistant II Position	(\$39,964)	(\$39,964)	\$0	\$0	\$0	(1.0)	No
7	yes	base/ongoing	Division of Human Resources	Risk Management Contract Review and Reduction	(\$547,863)	\$0	\$0	(\$547,863)	\$0	0.0	Statewide Common Policy
9	yes	base/ongoing	Division of Central Services	Building Maintenance Reductions	(\$175,258)	\$0	\$0	(\$175,258)	\$0	0.0	Statewide Common Policy
10	yes	base/ongoing	Division of Human Resources	Risk Management Reduction of Liability, Property and Worker's Compensation Volatility	(\$2,907,505)	\$0	\$0	(\$2,907,505)	\$0	0.0	Statewide Common Policy
11	yes	base/ongoing	Division of Central Services	Elimination of Noxious Weed Abatement	(\$44,187)	\$0	\$0	(\$44,187)	\$0	0.0	Statewide Common Policy
12	no	one time	Division of Central Services	State Fleet Rebates - One Time Refinance	\$0	\$0	\$421,866	(\$421,866)	\$0	0.0	Statewide Common Policy
					\$0						
	yes	base/ongoing	Executive Director's Office	Risk Management Reduction of Liability, Property and Worker's Compensation Volatility	(\$57,080)	(\$14,168)	(\$1,599)	(\$41,313)	\$0	0.0	No
	yes	base/ongoing	Executive Director's Office	Building Maintenance Reductions	(\$14,702)	(\$9,631)	\$0	(\$5,071)	\$0	0.0	No
	no	one time	Executive Director's Office	State Fleet Rebates - One Time Refinance	(\$22,359)	\$0	\$0	(\$22,359)	\$0	0.0	No
	yes	base/ongoing	Executive Director's Office	Risk Management Contract Review and Reduction	(\$4,388)	(\$1,089)	(\$123)	(\$3,176)	\$0	0.0	No
	no	one time	Executive Director's Office	Fy 2009-10 OIT Management and Administration One Time Adjustment	(\$8,524)	(\$5,752)	\$1,139	(\$3,911)	\$0	0.0	No
Total - Reductions					(\$4,022,520)	(\$271,294)	\$421,283	(\$4,172,509)	\$0	(3.9)	

Department of Personnel and Administration
 Summary of Annualizations of Additional Budget Reduction Proposals

As Compared to FY 2010-11 Base Request before Annualizations*

FY 2010-11

August 24, 2009

Number	Yes or No	Enter One	Division	Title	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE	List
	Corresponding FY 2009-10 Impact -- Yes or No?	One Time or Base/Ongoing?									Other Department(s) Affected
1	yes	base/ongoing	Division of Human Resources	Elimination of DHR Communications Unit	(\$90,573)	(\$90,573)	\$0	\$0	\$0	(1.0)	No
2	yes	base/ongoing	Executive Directors Office	Elimination of Government and Public Relations Director Position	(\$99,741)	(\$99,741)	\$0	\$0	\$0	(1.0)	No
3	yes	base/ongoing	Executive Directors Office	Elimination of Rule Interpreter and DPA HIPAA Compliance Officer	(\$80,881)	(\$80,881)	\$0	\$0	\$0	(1.0)	No
4	yes	base/ongoing	Division of Human Resources	Elimination of DHR Talent Management Unit	(\$207,379)	(\$207,379)	\$0	\$0	\$0	(3.0)	No
5	yes	base/ongoing	Executive Directors Office	Elimination of Contractor Registration and As-Needed Professional Services Contract Programs	(\$46,326)	(\$46,326)	\$0	\$0	\$0	(1.0)	No
6	yes	base/ongoing	Division of Accounts and Control - Controller	Elimination of State Purchasing Office Administrative Assistant II Position	(\$40,272)	(\$40,272)	\$0	\$0	\$0	(1.0)	No
7	yes	base/ongoing	Division of Human Resources	Risk Management Contract Review and Reduction	(\$547,863)	\$0	\$0	(\$547,863)	\$0	0.0	Statewide Common Policy
9	yes	base/ongoing	Division of Central Services	Building Maintenance Reductions	(\$175,258)	\$0	\$0	(\$175,258)	\$0	0.0	Statewide Common Policy
10	yes	base/ongoing	Division of Human Resources	Risk Management Reduction of Liability, Property and Worker's Compensation Volatility	(\$2,907,505)	\$0	\$0	(\$2,907,505)	\$0	0.0	Statewide Common Policy
11	yes	base/ongoing	Division of Central Services	Elimination of Noxious Weed Abatement	(\$44,187)	\$0	\$0	(\$44,187)	\$0	0.0	Statewide Common Policy
	yes	base/ongoing	Executive Director's Office	Risk Management Reduction of Liability, Property and Worker's Compensation Volatility	(\$57,080)	(\$14,168)	(\$1,599)	(\$41,313)	\$0	0.0	No
	yes	base/ongoing	Executive Director's Office	Building Maintenance Reductions	(\$14,702)	(\$9,631)	\$0	(\$5,071)	\$0	0.0	No
	yes	base/ongoing	Executive Director's Office	Risk Management Contract Review and Reduction	(\$4,388)	(\$1,089)	(\$123)	(\$3,176)	\$0	0.0	No
Total - Reductions					(\$4,316,155)	(\$590,060)	(\$1,722)	(\$3,724,373)	\$0	(8.0)	

**Schedule 13
Change Request for FY 2010-11 Budget Request Cycle**

Decision Item FY 2010-11		Base Reduction Item FY 2010-11		Supplemental FY 2009-10		Budget Amendment FY 2010-11					
Request Title: Elimination of DHR Communications Unit		Dept. Approval by: <i>[Signature]</i>		Date: 8-19-09							
Department: Personnel and Administration		OSP/B Approval: <i>[Signature]</i>		Date: 8-20-09							
Priority Number: 1											
	Fund	1 Prior-Year Actual FY 2008-09	2 Appropriation FY 2009-10	3 Supplemental Request FY 2009-10	4 Total Revised Request FY 2009-10	5 Base Request FY 2010-11	6 Decision/ Base Reduction FY 2010-11	7 November 1 Request FY 2010-11	8 Budget Amendment FY 2010-11	9 Total Revised Request FY 2010-11	10 Change from Base (Column 5) FY 2011-12
Total of All Line Items	Total	0	5,111,716	(29,959)	5,081,757	0	0	0	0	0	0
	FTE	0.0	53.7	(0.3)	53.4	0	0.0	0	0	0	0.0
	GF	0	1,378,984	(29,959)	1,348,025	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	1,085,971	0	1,085,971	0	0	0	0	0	0
	CFE/RF	0	2,646,761	0	2,646,761	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
(1) Executive Director's Office, (A) Department Administration, Short-term Disability	Total	0	30,885	(40)	30,845	0	0	0	0	0	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	8,497	(40)	8,457	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	1,923	0	1,923	0	0	0	0	0	0
	CFE/RF	0	20,465	0	20,465	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
(1) Executive Director's Office, (A) Department Administration, S.B. 04-257 Amortization	Total	0	418,108	(514)	418,592	0	0	0	0	0	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	116,674	(514)	116,160	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	24,816	0	24,816	0	0	0	0	0	0
	CFE/RF	0	274,816	0	274,816	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
(1) Executive Director's Office, (A) Department Administration, S.B. 06-235 Supplemental Amortization	Total	0	268,830	(321)	268,509	0	0	0	0	0	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	71,686	(321)	71,365	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	15,510	0	15,510	0	0	0	0	0	0
	CFE/RF	0	171,635	0	171,635	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0

**Schedule 13
Change Request for FY 2010-11 Budget Request Cycle**

Decision Item FY 2010-11 Base Reduction Item FY 2010-11 Supplemental FY 2009-10 Budget Amendment FY 2010-11

Request Title: Elimination of DHR Communications Unit
 Department: Personnel and Administration Dept. Approval by: _____ Date: _____
 Priority Number: 1 OSPB Approval: _____ Date: _____

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 2008-09	Appropriation FY 2009-10	Supplemental Request FY 2009-10	Total Revised Request FY 2009-10	Base Request FY 2010-11	Decision/Base Reduction FY 2010-11	November 1 Request FY 2010-11	Budget Amendment FY 2010-11	Total Revised Request FY 2010-11	Change from Base (Column 6) FY 2011-12
(2) Division of Human Resources, (A) Human Resource Services, (1) State Agency Services, Personal Services	Total	0	2,000,042	(29,084)	1,970,958	0	0	0	0	0	0
	FTE	0.0	26.2	(0.3)	25.9	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE/RF	0	2,000,042	(29,084)	1,970,958	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
(5) Division of Accounts and Control - Controller, (A) Office of the State Controller, Personal Services	Total	0	2,405,853	0	2,405,853	0	0	0	0	0	0
	FTE	0.0	27.5	0.0	27.5	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	1,182,128	(29,084)	1,150,100	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	1,043,722	0	1,043,722	0	0	0	0	0	0
	CFE/RF	0	180,003	29,084	212,031	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0

Non-Line Item Request: None

Letternote Revised Text:
 (2) Division of Human Resources, (A) Human Resource Services, (1) State Agency Services: ^a Of this amount, \$731,797 shall be from indirect cost recoveries, \$951,932 shall be from statewide indirect cost recoveries from the Department of Transportation, and \$406,486-\$376,102 shall be from statewide indirect cost recoveries from the Department of Labor and Employment.

(5) Division of Accounts and Control - Controller, (A) Office of the State Controller, Personal Services: ^b Of this amount, \$90,496-\$119,280 shall be from statewide indirect cost recoveries from the Department Labor and Employment and \$89,807 shall be from statewide indirect cost recoveries from the Department of State.

Cash or Federal Fund Name and COFRS Fund Number: N/A

Reappropriated Funds Source, by Department and Line Item Name: Indirect cost recoveries and Statewide indirect cost recoveries from the Departments of Transportation, Labor & Employment, and State

Approval by OIT? Yes: No: N/A:

Schedule 13s from Affected Departments: None



DEPARTMENT OF PERSONNEL & ADMINISTRATION

*Budget Reduction Proposal
August 24, 2009*

*Rich Gonzales
Executive Director*

1 - Elimination of DHR Communications Unit

Proposal:

The Department proposes the elimination of the Communications Unit within the Division of Human Resources. The elimination of the Communications Unit will achieve 4 months of savings due to the department's proposed layoff plan (assuming an effective date of no later than March 1, 2010) of 0.3 FTE and \$29,959 General Fund in FY 2009-10. This elimination will be an on-going cut that annualizes to savings of 1.0 FTE and \$90,573 General Fund in FY 2010-11 and beyond.

Summary of Request:

- **Description of the planned changes in the fundamental structure, positions, or functions accountable to one or more appointing authorities:** The Department proposes elimination of a General Professional IV within the Division of Human Resources, State Agency Services. Without the position, the Department will no longer have a centralized function of communications development within the Division of Human Resources. Savings from these Statewide Indirect Cost Recoveries (Reappropriated Funds) will result in General Fund savings through the refinancing General Fund appropriations with Statewide Indirect Cost Recoveries (Reappropriated Funds) in the Office of the State Controller (see Schedule 13).
- **Reasons for the change:** While this is an important function within the Department, in light of the General Fund shortfall within the State, the duties associated with the function can be absorbed by individual programs within the Division of Human Resources.
- **General description of the expected changes and their effects on employees:** Elimination of the position associated with the Communications Unit will result in the need to delegate duties to the Workforce Planning and Development, Training Services, Risk Management, and Total Compensation units.

The purpose of the Communications Unit was to develop outreach and communication initiatives that build/maintain relationships with all segments of the state workforce. Specific job duties include writing, editing and producing several division-wide publications, leading statewide employee communications efforts to improve the relationship of the Division with its customers (HR/Risk personnel, legislators, agency directors and state employees) and providing a marketing perspective that creates credibility for the Division and influences program usage and recruitment efforts. The position directs communications and marketing initiatives that provides perspective and makes communication more enriched with strategic planning, and clear, concise demonstrations of the value the Division of Human Resources brings to bear on other state agencies.

- **Description of how the work performed by the eliminated positions will be absorbed by the department:** Historically, these duties were performed by individual work units. Approximately six years ago, the centralized communications function was created. The following work performed

by the position proposed for elimination will be absorbed by the relevant work units of the Division of Human Resources:

- Provide marketing direction for initiatives that increase awareness, acceptance for, and usage of DHR/DPA programs, including, but not limited to, Professional Development, Risk Management programs, and Total Compensation programs.
- Create streamlined agency reports (Workforce Planning, Risk Management, Various Audits, Total Compensation and others) that are more dynamic, easier to read, highlight the Division of Human Resources value, and provide a general heightened impression to their target audiences.
- Conceptualize and develop marketing communication plans for various program initiatives such as the Flexible Work Arrangements initiative, HR Metrics project, Wellness Program, etc. that helps create more strategically successful programs.
- Work with deputy division director on establishing an ongoing relationship and working model with state employee organizations in order to be at the forefront of the movement toward innovative labor-management partnerships.
- Drive Web site redevelopment and updating to create more self service in order to make more efficient use of the Division's resources.

Assumptions and Tables to Show Calculations:

- **Anticipated benefits and results, including any cost savings:** Assuming 12 months of savings, elimination of this program will result in an annual savings of 1.0 FTE equating to annual expenses of \$87,252 General Fund (from Statewide Indirect Cost Recoveries) in Personal Services, and \$3,320 General Fund in Personal Services POTs for FY 2010-11. Annualized for four months of savings (assuming an effective date of no later than March 1, 2010) the savings would be 0.3 FTE and \$29,084 General Fund in Personal Services, and \$875 General Fund in POTS in FY 2009-10. The elimination of this unit is expected to be permanent, and therefore the projected savings will continue beyond FY 2010-11.

Summary of Request	FTE	TF	GF	RF
(2) (1) State Agency Services, Personal Services	(0.3)	(\$29,084)	\$0	(\$29,084)
(5) (A) Office of the State Controller, Personal Services	0.0	\$0	(\$29,084)	\$29,084
(1) Executive Director's Office, AED	0.0	(\$514)	(\$514)	\$0
(1) Executive Director's Office, SAED	0.0	(\$321)	(\$321)	\$0
(1) Executive Directors Office, STD	0.0	(\$40)	(\$40)	\$0
FY 2009-10 TOTAL	(0.3)	(\$29,959)	(\$29,959)	\$0
(2) (1) State Agency Services, Personal Services	(1.0)	(\$87,252)	\$0	(\$87,252)
(5) (A) Office of the State Controller, Personal Services	0.0	\$0	(\$87,252)	\$87,252
(1) Executive Director's Office, AED	0.0	(\$1,851)	(\$1,851)	\$0
(1) Executive Director's Office, SAED	0.0	(\$1,350)	(\$1,350)	\$0
(1) Executive Directors Office, STD	0.0	(\$120)	(\$120)	\$0
FY 2010-11 TOTAL	(1.0)	(\$90,573)	(\$90,573)	\$0

Current Statutory Authority or Needed Statutory Change:

No statutory change or executive order is needed as the Executive Director has broad authority to reduce personnel in the Division of Human Resources. This budget action can be accomplished by applying a restriction on the appropriation, but a budget request has been submitted to revise the appropriation so this restriction can be removed.

24-50.3-104, C.R.S. (2008) Department of Personnel - Powers and duties of Executive Director

(4) The executive director shall have such other powers, duties, and functions as are prescribed for heads of principal departments in the "Administrative Organization Act of 1968", article 1 of this title.

(6) The executive director shall have the responsibility for the analysis of all state agency programs; the appraisal of the quantity and quality of services rendered by each principal department and by the divisions, sections, and units thereunder; and the development of plans for improvements and economies in the organization and operation of the principal departments and for reporting thereon to the governor and the general assembly.

(7) The executive director may establish such divisions, sections, and other units within the department of personnel as are necessary for the proper and efficient discharge of the powers, duties, and functions of the department. The executive director may allocate, as necessary, such powers, duties, and functions to the divisions, sections, or other units established by the executive director.

**Schedule 13
Change Request for FY 2010-11 Budget Request Cycle**

Decision Item FY 2010-11	Base Reduction Item FY 2010-11	Supplemental FY 2009-10	Budget Amendment FY 2010-11
Request Title: Elimination of Government and Public Relations Director Position			
Department: Personnel and Administration		Dept. Approval by: <i>R. J. [Signature]</i>	Date: 8-19-09
Priority Number: 2		OSPB Approval: <i>[Signature]</i>	Date: 8-20-09

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 2008-09	Appropriation FY 2009-10	Supplemental Request FY 2009-10	Total Revised Request FY 2009-10	Base Request FY 2010-11	Decision/ Base Reduction FY 2010-11	November 1 Request FY 2010-11	Budget Amendment FY 2010-11	Total Revised Request FY 2010-11	Change from Base (Column 5) FY 2011-12
Total of All Line Items	Total	0	4,899,278	(32,992)	4,866,286	0	0	0	0	0	0
	FTE	0.0	49.0	(0.3)	48.7	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	1,378,984	(32,992)	1,345,992	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	1,085,971	0	1,085,971	0	0	0	0	0	0
	CFE/RF	0	2,434,323	0	2,434,323	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
(1) Executive Director's Office, (A) Departmental Administration, Personal Services	Total	0	1,787,604	(32,028)	1,755,576	0	0	0	0	0	0
	FTE	0.0	21.5	(0.3)	21.2	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE/RF	0	1,787,604	(32,028)	1,755,576	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
(1) Executive Director's Office, (A) Department Administration, Short-term Disability	Total	0	30,885	(44)	30,841	0	0	0	0	0	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	8,497	(44)	8,453	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	1,923	0	1,923	0	0	0	0	0	0
	CFE/RF	0	20,465	0	20,465	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
(1) Executive Director's Office, (A) Department Administration, S.B. 04-257 Amortization Equalization Disbursement	Total	0	416,106	(566)	415,540	0	0	0	0	0	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	116,674	(566)	116,108	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	24,816	0	24,816	0	0	0	0	0	0
	CFE/RF	0	274,616	0	274,616	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0

Schedule 13
Change Request for FY 2010-11 Budget Request Cycle

Decision Item FY 2010-11 Base Reduction Item FY 2010-11 Supplemental FY 2009-10 Budget Amendment FY 2010-11

Request Title: Elimination of Government and Public Relations Director Position
Department: Personnel and Administration **Dept. Approval by:** **Date:**
Priority Number: 2 **OSPB Approval:** **Date:**

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 2008-09	Appropriation FY 2009-10	Supplemental Request FY 2009-10	Total Revised Request FY 2009-10	Base Request FY 2010-11	Decision/ Base Reduction FY 2010-11	November 1 Request FY 2010-11	Budget Amendment FY 2010-11	Total Revised Request FY 2010-11	Change from Base (Column 6) FY 2011-12
(1) Executive Director's Office, (A) Department Administration, S.B. 06-235 Supplemental	Total	0	258,830	(354)	258,476	0	0	0	0	0	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	71,685	(354)	71,331	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	15,510	0	15,510	0	0	0	0	0	0
	CFE/RF	0	171,635	0	171,635	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
(5) Division of Accounts and Control - Controller, (A) Office of the State Controller, Personal Services	Total	0	2,405,853	0	2,405,853	0	0	0	0	0	0
	FTE	0.0	27.5	0.0	27.5	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	1,182,128	(32,028)	1,150,100	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	1,043,722	0	1,043,722	0	0	0	0	0	0
	CFE/RF	0	180,003	32,028	212,031	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0

Non-Line Item Request: None
Letternote Revised Text: (5) Division of Accounts and Control - Controller, (A) Office of the State Controller, Personal Services: ^b Of this amount, \$32,028 shall be from indirect cost recoveries, \$90,196 shall be from statewide indirect cost recoveries from the Department of Labor and Employment and \$89,807 shall be from statewide indirect cost recoveries from the Department of State.
Cash or Federal Fund Name and COFRS Fund Number: N/A
Reappropriated Funds Source, by Department and Line Item Name: Departmental Indirect cost recoveries from SWICAP
Approval by OIT? Yes: No: N/A:
Schedule 13s from Affected Departments: N/A



DEPARTMENT OF PERSONNEL & ADMINISTRATION

*Budget Reduction Proposal
August 24, 2009*

*Rich Gonzales
Executive Director*

2 - Elimination of Government and Public Relations Director Position

Proposal:

The Department proposes the elimination of the Government and Public Relations director position within the Executive Director's Office. The elimination of this position will achieve 4 months of savings due to the department's proposed layoff plan (assuming an effective date of no later than March 1, 2010) of .3 FTE and \$32,992 General Fund in FY 2009-10. This elimination will be an on-going cut that annualizes to savings of 1.0 FTE and \$99,741 General Fund in FY 2010-11 and beyond.

Summary of Request:

- **Description of the planned changes in the fundamental structure, positions, or functions accountable to one or more appointing authorities:** The Department proposes elimination of a General Professional VI within the Executive Director's Office, Department Administration. The position currently supervises two General Professional IV positions in the Government and Public Relations Unit. The two positions would report to the Deputy Executive Director if the elimination of the proposed position becomes effective. Savings from these Statewide Indirect Cost Recoveries (Reappropriated Funds) will result in General Fund savings through refinancing General Fund appropriations with Statewide Indirect Cost Recoveries (Reappropriated Funds) in the Office of the State Controller (see Schedule 13).
- **Reasons for the change:** While this is a useful function within the Department, in light of the General Fund shortfall within the State the position has become less relevant to the core functions of the Department than it was in better economic times. The Director of Government and Public Relations is a position that was established in the summer of 2007. Historically, the unit has consisted of a Public Information Officer and a Legislative Liaison. It is believed that some of the current duties can be absorbed by the Government and Public Relations work unit, as well as other divisions in the department. Additionally, a concerted effort towards workforce recruitment and retention has not existed as originally intended when the position was created.
- **General description of the expected changes and their effects on employees:** Elimination of the Government and Public Relations director position will result in the need to delegate duties to other members of the Government and Public Relations unit and other divisions. Supervisory duties will be reassigned, as described above.
- **Description of how the work performed by the eliminated positions will be absorbed by the department:** Prior to the summer of 2007, the unit consisted of a Public Information Officer and a Legislative Liaison. These two positions would report to the Deputy Executive Director, if elimination of the position becomes effective.

The director position was established to directly aid the Executive Director in defining, establishing and implementing long range communication, marketing and public relation strategies. The

position is responsible for the development and implementation of the most effective management tools and strategies to achieve the Department's legislative, policy and public relation goals. Public outreach would be delegated to the relevant divisions that this position supports. Public outreach initiatives include educating customers and the citizens of Colorado about the services the Department provides. Duties related to public outreach beyond those delegated to individual divisions will be absorbed by the remaining positions in the work unit as necessary.

Assumptions and Tables to Show Calculations:

- **Anticipated benefits and results, including any cost savings:** Assuming 12 months of savings, elimination of this program will result in an annual savings of 1.0 FTE equating to annual expenses of \$96,084 Reappropriated Funds (from Statewide Indirect Cost Recoveries) in Personal Services, and \$3,657 General Fund in Personal Services POTs for FY 2010-11. Annualized for four months of savings (assuming an effective date of no later than March 1, 2010), the savings would be 0.3 FTE and \$32,028 Reappropriated Funds in Personal Services, and \$964 General Fund in Personal Services POTs for FY 2009-10.

Summary of Request	FTE	TF	GF	RF
(1)(A) Departmental Administration, Personal Services	(0.3)	(\$32,028)	\$0	(\$32,028)
(5)(A) Office of the State Controller, Personal Services	0.0	\$0	(\$32,028)	\$32,028
(1) Executive Director's Office, AED	0.0	(\$566)	(\$566)	\$0
(1) Executive Director's Office, SAED	0.0	(\$354)	(\$354)	\$0
(1) Executive Directors Office, STD	0.0	(\$44)	(\$44)	\$0
FY 2009-10 TOTAL	(0.3)	(\$32,992)	(\$32,992)	\$0
(1)(A) Departmental Administration, Personal Services	(1.0)	(\$96,084)	\$0	(\$96,084)
(5)(A) Office of the State Controller, Personal Services	0.0	\$0	(\$96,084)	\$96,084
(1) Executive Director's Office, AED	0.0	(\$2,039)	(\$2,039)	\$0
(1) Executive Director's Office, SAED	0.0	(\$1,486)	(\$1,486)	\$0
(1) Executive Directors Office, STD	0.0	(\$132)	(\$132)	\$0
FY 2010-11 TOTAL	(1.0)	(\$99,741)	(\$99,741)	\$0

Current Statutory Authority or Needed Statutory Change:

No statutory change or executive order is needed as the Executive Director has broad authority to reduce personnel in the Executive Director's Office. This budget action can be accomplished by applying a restriction on the appropriation, but a budget action has been requested to revise the appropriation so this restriction can be removed.

24-50.3-104, C.R.S. (2008) Department of Personnel - Powers and duties of Executive Director

(4) The executive director shall have such other powers, duties, and functions as are prescribed for heads of principal departments in the "Administrative Organization Act of 1968", article 1 of this title.

(6) The executive director shall have the responsibility for the analysis of all state agency programs; the appraisal of the quantity and quality of services rendered by each principal department and by the divisions, sections, and units thereunder; and the development of plans for improvements and economies in the organization and operation of the principal departments and for reporting thereon to the governor and the general assembly.

(7) The executive director may establish such divisions, sections, and other units within the department of personnel as are necessary for the proper and efficient discharge of the powers, duties, and functions of the department. The executive director may allocate, as necessary, such powers, duties, and functions to the divisions, sections, or other units established by the executive director.

**Schedule 13
Change Request for FY 2010-11 Budget Request Cycle**

Decision Item FY 2010-11		Base Reduction Item FY 2010-11			Supplemental FY 2009-10			Budget Amendment FY 2010-11			
Request Title: Elimination of Rule Interpreter and OPA HIPAA Compliance Officer											
Department: Personnel and Administration					Dept. Approval by: <i>[Signature]</i>			Date: 8-19-09			
Priority Number: 3					OSPB Approval: <i>[Signature]</i>			Date: 8-20-09			
	Fund	1 Prior-Year Actual FY 2009-09	2 Appropriation FY 2009-10	3 Supplemental Request FY 2009-10	4 Total Revised Request FY 2009-10	5 Base Request FY 2010-11	6 Decision Base Reduction FY 2010-11	7 November 1 Request FY 2010-11	8 Budget Amendment FY 2010-11	9 Total Revised Request FY 2010-11	10 Change from Base (Column 9) FY 2010-11
Total of All Line Items	Total	0	908,590	(20,085)	888,525	0	0	0	0	0	0
	FTE	0.0	1.0	(0.3)	0.7	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	279,507	(20,085)	259,442	0	0	0	0	0	0
	GPE	0	0	0	0	0	0	0	0	0	0
	CF	0	42,249	0	42,249	0	0	0	0	0	0
	CPE/RF	0	586,834	0	586,834	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
(1) Executive Director's Office, (A) Department Administration, Health Insurance Portability and Accountability Act of 1996 - Security Remediation	Total	0	202,769	(19,478)	183,290	0	0	0	0	0	0
	FTE	0.0	1.0	(0.3)	0.7	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	82,651	(19,478)	63,172	0	0	0	0	0	0
	GPE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CPE/RF	0	120,118	0	120,118	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
(1) Executive Director's Office, (A) Department Administration, Short-term Disability	Total	0	30,885	(27)	30,858	0	0	0	0	0	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	8,497	(27)	8,470	0	0	0	0	0	0
	GPE	0	0	0	0	0	0	0	0	0	0
	CF	0	1,923	0	1,923	0	0	0	0	0	0
	CPE/RF	0	20,465	0	20,465	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
(1) Executive Director's Office, (A) Department Administration, S.B. 04-257 Amortization Equalization Disbursement	Total	0	418,106	(344)	415,762	0	0	0	0	0	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	116,674	(344)	116,330	0	0	0	0	0	0
	GPE	0	0	0	0	0	0	0	0	0	0
	CF	0	24,816	0	24,816	0	0	0	0	0	0
	CPE/RF	0	274,616	0	274,616	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
(1) Executive Director's Office, (A) Department Administration, S.B. 08-235 Supplemental Amortization Equalization Disbursement	Total	0	258,830	(215)	258,615	0	0	0	0	0	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	71,685	(215)	71,470	0	0	0	0	0	0
	GPE	0	0	0	0	0	0	0	0	0	0
	CF	0	15,510	0	15,510	0	0	0	0	0	0
	CPE/RF	0	171,635	0	171,635	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0

Non-Line Item Request: None
 Letter/Note Revised Text: None
 Cash or Federal Fund Name and COFRS Fund Number: N/A
 Reappropriated Funds Source, by Department and Line Item Name: Indirect cost recoveries
 Approval by DIT? Yes: No: N/A:
 Schedule 13s from Affected Departments: N/A



DEPARTMENT OF PERSONNEL & ADMINISTRATION

*Budget Reduction Proposal
August 24, 2009*

*Rich Gonzales
Executive Director*

3 - Elimination of Rule Interpreter and DPA HIPAA Compliance Officer

Proposal:

The Department proposes the elimination of Rules Interpreter and Department of Personnel and Administration HIPAA Compliance Officer position associated with the Long Bill line item: Health Insurance Portability and Accountability Act of 1996 - Security Remediation, within the Executive Director's Office. The elimination of this position will achieve 4 months of savings due to the department's proposed layoff plan (assuming an effective date of no later than March 1, 2010) of 0.3 FTE and \$20,065 in FY 2009-10. This elimination will be an on-going cut that annualizes to savings of 1.0 FTE and \$80,881 General Fund in FY 2010-11 and beyond.

Summary of Request:

- **Description of the planned changes in the fundamental structure, positions, or functions accountable to one or more appointing authorities:** The Department proposes elimination of a General Professional IV within the Executive Director's Office, Department Administration. Without the position, the Department will no longer have a centralized rules interpreter and Departmental HIPAA compliance officer.
- **Reasons for the change:** This position was created six years ago and is responsible for the rulemaking process for director's rules in accordance with the Administrative Process Act, overseeing the application of assigned chapters and management of projects to improve the overall communication and appropriate application of rules. The position is also the Department's HIPAA Compliance Officer, a role which was at the time the major focus of the position. In recent years, the HIPAA compliance focus has declined considerably.

While HIPAA compliance and other non-HIPAA duties described above are still necessary in the Department, in light of the General Fund shortfall within the State, the duties can be absorbed by individual programs within the Division of Human Resources.

- **General description of the expected changes and their effects on employees:** Elimination of the Rules Interpreter and Departmental HIPAA Compliance Officer position will result in the need to delegate duties to affected units within the Division of Human Resources.

The employee medical benefit plans are subject to the federal Health Insurance Portability and Accountability Act (HIPAA). HIPAA regulations require the plans to have a privacy official who is responsible for development and implementation of HIPAA-required policies and procedures. Other responsibilities necessary for state compliance with HIPAA: statewide training; prepare, issue, and update Notice of Privacy Practices; receive, investigate, and process complaints; maintain documentation; oversee business associate agreements; facilitate members' ability to exercise their rights under HIPAA.

- **Description of how the work performed by the eliminated positions will be absorbed by the department:** The following work performed by the position proposed for elimination will be absorbed by the relevant work units of the Division of Human Resources:

HIPAA Compliance – Oversight of ongoing activities related to the development, implementation, maintenance of, and adherence to the Department’s security and privacy policies, procedures, and action plans to reasonably safeguard the security and privacy of protected health information. As previously stated, the workload related to HIPAA compliance has decreased noticeably in recent years.

Rules Interpreter – Manage rulemaking process in accordance with Administrative Procedure Act, CRS 24-4-101 et seq. Provide interpretations and explanations of personnel rules for appointing authorities, Human Resources, supervisors, employees, applicants, and others. Provide rules training to any state agency. Lead Division of Human Resources Rules Group responsible for reviewing and drafting rules and technical assistance documents.

Appeals and Disputes – Review appeals and disputes submitted to the Director to determine such things as jurisdiction and timeliness. Conduct investigations. Draft decisions.

USERRA Consultant – Statewide expert providing guidance and information on the Uniformed Services Employment and Reemployment Rights Act to ensure that the state complies with this federal law.

Assumptions and Tables to Show Calculations:

- **Anticipated benefits and results, including any cost savings:** Assuming 12 months of savings, elimination of this program will result in an annual savings of 1.0 FTE equating to annual expenses of \$80,881 General Fund in the line item for FY 2010-11. Annualized for four months, the savings would be 0.3 FTE and \$20,065 General Fund in FY 2009-10.

Summary of Request	FTE	TF	GF
(A) Departmental Administration, HIPAA Act of 1996 Security Remediation	(0.3)	(\$19,479)	(\$19,479)
(1) Executive Director’s Office, AED	0.0	(\$344)	(\$344)
(1) Executive Director’s Office, SAED	0.0	(\$215)	(\$215)
(1) Executive Directors Office, STD	0.0	(\$27)	(\$27)
FY 2009-10 TOTAL	(0.3)	(\$20,065)	(\$20,065)
(A) Departmental Administration, HIPAA Act of 1996 Security Remediation	(1.0)	(\$77,916)	(\$77,916)
(1) Executive Director’s Office, AED	0.0	(\$1,653)	(\$1,653)
(1) Executive Director’s Office, SAED	0.0	(\$1,205)	(\$1,205)
(1) Executive Directors Office, STD	0.0	(\$107)	(\$107)
FY 2010-11 TOTAL	(1.0)	(\$80,881)	(\$80,881)

The elimination of this unit is expected to be permanent, and therefore the projected savings will continue beyond FY 2010-11.

Current Statutory Authority or Needed Statutory Change:

No statutory change or executive order is needed as the Executive Director has broad authority to reduce personnel in the Executive Director's Office. This budget action can be accomplished by applying a restriction on the appropriation, but a budget action has been requested to revise the appropriation so this restriction can be removed.

24-50.3-104, C.R.S. (2008) Department of Personnel - Powers and duties of Executive Director

(4) The executive director shall have such other powers, duties, and functions as are prescribed for heads of principal departments in the "Administrative Organization Act of 1968", article 1 of this title.

(6) The executive director shall have the responsibility for the analysis of all state agency programs; the appraisal of the quantity and quality of services rendered by each principal department and by the divisions, sections, and units thereunder; and the development of plans for improvements and economies in the organization and operation of the principal departments and for reporting thereon to the governor and the general assembly.

(7) The executive director may establish such divisions, sections, and other units within the department of personnel as are necessary for the proper and efficient discharge of the powers, duties, and functions of the department. The executive director may allocate, as necessary, such powers, duties, and functions to the divisions, sections, or other units established by the executive director.

**Schedule 13
Change Request for FY 2010-11 Budget Request Cycle**

Decision Item FY 2010-11	Base Reduction Item FY 2010-11	Supplemental FY 2009-10	Budget Amendment FY 2010-11
Request Title: Elimination of DHR Talent Management Unit		Dept. Approval by: <i>R. Smith</i>	
Department: Personnel and Administration		OSP/B Approval: <i>Smith</i>	
Priority Number: 4		Date: 8-17-09	Date: 8-20-09

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 2008-09	Appropriation FY 2009-10	Supplemental Request FY 2009-10	Total Revised Request FY 2009-10	Base Request FY 2010-11	Decision/ Base Reduction FY 2010-11	November 1 Request FY 2010-11	Budget Amendment FY 2010-11	Total Revised Request FY 2010-11	Change from Base (Column 5) FY 2011-12
Total of All Line Items	Total	0	5,111,716	(106,182)	5,005,534	0	0	0	0	0	0
	FTE	0.0	53.7	(1.7)	52.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	1,378,984	(106,182)	1,343,854	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	1,085,971	0	1,085,971	0	0	0	0	0	0
	CFE/RF	0	2,646,761	0	2,575,709	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
(1) Executive Director's Office, (A) Department Administration, Short-term Disability	Total	0	30,885	(141)	30,744	0	0	0	0	0	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	8,497	(141)	8,356	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	1,923	0	1,923	0	0	0	0	0	0
	CFE/RF	0	20,465	0	20,465	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
(1) Executive Director's Office, (A) Department Administration, S.B. 04-257 Amortization	Total	0	416,106	(1,822)	414,284	0	0	0	0	0	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	116,674	(1,822)	114,852	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	24,816	0	24,816	0	0	0	0	0	0
	CFE/RF	0	274,816	0	274,816	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
(1) Executive Director's Office, (A) Department Administration, S.B. 06-236 Supplemental Amortization	Total	0	258,830	(1,139)	257,691	0	0	0	0	0	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	71,685	(1,139)	70,546	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	15,510	0	15,510	0	0	0	0	0	0
	CFE/RF	0	171,635	0	171,635	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0

**Schedule 13
Change Request for FY 2010-11 Budget Request Cycle**

Decision Item FY 2010-11 Base Reduction Item FY 2010-11 Supplemental FY 2009-10 Budget Amendment FY 2010-11

Request Title: Elimination of DHR Talent Management Unit
Department: Personnel and Administration **Dept. Approval by:**
Priority Number: 4 **OSPb Approval:** **Date:**

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 2008-09	Appropriation FY 2009-10	Supplemental Request FY 2009-10	Total Revised Request FY 2009-10	Base Request FY 2010-11	Decision/ Base Reduction FY 2010-11	November 1 Request FY 2010-11	Budget Amendment FY 2010-11	Total Revised Request FY 2010-11	Change from Base (Column 5) FY 2011-12
(2) Division of Human Resources, (A) Human Resource Services, (1) State Agency Services	Total	0	2,000,042	(103,080)	1,896,962	0	0	0	0	0	0
	FTE	0.0	26.2	(1.7)	24.5	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE/RF	0	2,000,042	(103,080)	1,896,962	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
(5) Division of Accounts and Control - Controller, (A) Office of the State Controller, Personal Services	Total	0	2,405,853	0	2,405,853	0	0	0	0	0	0
	FTE	0.0	27.5	0.0	27.5	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	1,182,128	(103,080)	1,150,100	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	1,043,722	0	1,043,722	0	0	0	0	0	0
	CFE/RF	0	180,003	103,080	212,031	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0

Non-Line Item Request: None

Letternote Revised Text:

(2) Division of Human Resources, (A) Human Resource Services, (1) State Agency Services: ^a Of this amount, \$731,787 shall be from indirect cost recoveries, \$951,932 shall be from statewide indirect cost recoveries from the Department of Transportation, and \$406,486 \$302,106 shall be from statewide indirect cost recoveries from the Department of Labor and Employment.

(5) Division of Accounts and Control - Controller, (A) Office of the State Controller, Personal Services: ^b Of this amount, \$90,498 \$193,276 shall be from statewide indirect cost recoveries from the Department Labor and Employment and \$89,807 shall be from statewide indirect cost recoveries from the Department of State.

Cash or Federal Fund Name and COFRS Fund Number: N/A

Reappropriated Funds Source, by Department and Line Item Name: Indirect cost recoveries and Statewide indirect cost recoveries from the Departments of Transportation, Labor & Employment and State.

Approval by OIT? Yes: No: N/A:

Schedule 13s from Affected Departments: N/A



DEPARTMENT OF PERSONNEL & ADMINISTRATION

*Budget Reduction Proposal
August 24, 2009*

*Rich Gonzales
Executive Director*

4 - Elimination of DHR Talent Management Unit

Proposal:

The Department proposes the elimination of the Talent Management Unit (TMU) within the Division of Human Resources. The elimination of the Talent Management Unit will achieve four months of savings for two currently filled positions due to the department's proposed layoff plan and twelve months for one currently vacant position. This proposal will save 1.7 FTE and \$106,182 in FY 2009-10. In addition, this will be an on-going cut that annualizes to savings of 3.0 FTE and \$207,379 General Fund in FY 2010-11 and beyond.

Summary of Request:

- **Description of the planned changes in the fundamental structure, positions, or functions accountable to one or more appointing authorities:** The Department proposes elimination of a General Professional V, General Professional IV, and General Professional III within the Division of Human Resources, State Agency Services. Savings from these Statewide Indirect Cost Recoveries (Reappropriated Funds) will result in General Fund savings through the refinancing General Fund appropriations with Statewide Indirect Cost Recoveries (Reappropriated Funds) in the Office of the State Controller (see Schedule 13).
- **Reasons for the change:** While this is an important function within the Department, in light of the General Fund shortfall within the State, the duties associated with the Talent Management Unit are not as relevant to the benefit of state government as they were in better economic times. The Unit provides statewide programs, tools, training, and guidance in support of the workforce planning, succession planning, and employee development initiatives. It also provides a statewide model and systematic process of aligning human resource planning with departmental strategic planning in order to have the correct number of people with the correct competencies in the correct jobs at the correct time, and training to state personnel on the uses of the model and process.

With less turnover, existing vacancies being held open, and potential layoffs statewide, the need for such assistance to state departments is not as great as it was before the recession.

- **General description of the expected changes and their effects on employees:** Elimination of the Talent Management Unit will mean that the following functions of the Unit will no longer be performed by the Department of Personnel and Administration as a means of supporting other state agencies: Research, development, and implementation of strategies, policies, programs, and statewide systems in order to recruit, develop, and retain a quality workforce; leadership development, employee mentoring, education subsidy, job shadowing, 360 feedback, succession planning, position profiling, competency assessment, gap analysis, and surveys.

As the entire unit and its purpose is being proposed for elimination, there should be no effect on the workload of other employees in the Division of Human Resources.

- **Description of how the work performed by the eliminated positions will be absorbed by the department:** The Department of Personnel and Administration will not absorb the duties of the Talent Management Unit, if eliminated. State agencies without the training and skills provided by the Unit will have to manage with existing resources or obtain training as needed from other sources.

In a performance audit conducted by the Office of the State Auditor in May 2009, Recommendation #1 directed towards the Department was to: "Assist state agencies and higher education institutions in implementing effective workforce planning tools by providing training and online technical assistance on implementing metrics related to hiring and succession planning." While the Department agreed with this recommendation and its suggested implementation date of July 2010, the elimination of the Talent Management Unit will make it more challenging to comply. The Talent Management Unit is closely aligned with the goals suggested by the Auditor, and without a designated division or divisions to absorb the workload of the Unit, compliance will be difficult.

Assumptions and Tables to Show Calculations:

- **Anticipated benefits and results, including any cost savings:** Assuming 12 months of savings, elimination of this program will result in an annual savings of 3.0 FTE and \$199,776 Personal Services, Reappropriated Funds (from Statewide Indirect Cost Recoveries) in Personal Services and \$7,603 General Fund in Personal Services POTs for FY 2010-11. Annualized for four months of savings for two filled positions (assuming an effective date of no later than March 1, 2010) and twelve months of savings for one currently vacant position, the savings would be 1.7 FTE and \$103,080 Reappropriated Funds and \$3,101 General Fund in Personal Services POTs in FY 2009-10.

Summary of Request	FTE	TF	GF	RF
(1) State Agency Services, Personal Services	(1.7)	(\$103,080)	\$0	(\$103,080)
(A) Office of the State Controller, Personal Services	0.0	\$0	(\$103,080)	\$103,080
(1) Executive Director's Office, AED	0.0	(\$1,822)	(\$1,822)	\$0
(1) Executive Director's Office, SAED	0.0	(\$1,139)	(\$1,139)	\$0
(1) Executive Directors Office, STD	0.0	(\$141)	(\$141)	\$0
FY 2009-10 TOTAL	(1.7)	(\$106,182)	(\$106,182)	\$0
(1) State Agency Services, Personal Services	(3.0)	(\$199,776)	\$0	(\$199,776)
(A) Office of the State Controller, Personal Services	0.0	\$0	(\$199,776)	\$199,776
(1) Executive Director's Office, AED	0.0	(\$4,238)	(\$4,238)	\$0
(1) Executive Director's Office, SAED	0.0	(\$3,091)	(\$3,091)	\$0
(1) Executive Directors Office, STD	0.0	(\$274)	(\$274)	\$0
FY 2010-11 TOTAL	(3.0)	(\$207,379)	(\$207,379)	\$0

The elimination of this unit is expected to be permanent, and therefore the projected savings will continue beyond FY 2010-11.

Current Statutory Authority or Needed Statutory Change:

No statutory change or executive order is needed as the Executive Director has broad authority to reduce personnel in the Division of Human Resources. This budget action can be accomplished by applying a restriction on the appropriation, but a budget action has been requested to revise the appropriation so this restriction can be removed.

24-50.3-104, C.R.S. (2008) Department of Personnel - Powers and duties of Executive Director

(4) The executive director shall have such other powers, duties, and functions as are prescribed for heads of principal departments in the "Administrative Organization Act of 1968", article 1 of this title.

(6) The executive director shall have the responsibility for the analysis of all state agency programs; the appraisal of the quantity and quality of services rendered by each principal department and by the divisions, sections, and units thereunder; and the development of plans for improvements and economies in the organization and operation of the principal departments and for reporting thereon to the governor and the general assembly.

(7) The executive director may establish such divisions, sections, and other units within the department of personnel as are necessary for the proper and efficient discharge of the powers, duties, and functions of the department. The executive director may allocate, as necessary, such powers, duties, and functions to the divisions, sections, or other units established by the executive director.

Schedule 13
Change Request for FY 2010-11 Budget Request Cycle

Decision Item FY 2010-11		Base Reduction Item FY 2010-11			Supplemental FY 2009-10			Budget Amendment FY 2010-11			
Request Title: Elimination of Contractor Registration and As-Needed Professional Services Contract Programs											
Department: Personnel and Administration				Dept. Approval by: <i>[Signature]</i>				Date: 8-19-09			
Priority Number: 5				OSP Approval: <i>[Signature]</i>				Date: 8-20-09			
Fund		1	2	3	4	5	6	7	8	9	10
		Prior Year Actual FY 2008-09	Appropriation FY 2009-10	Supplemental Request FY 2009-10	Total Revised Request FY 2009-10	Base Request FY 2010-11	Decision/ Base Reduction FY 2010-11	November 1 Request FY 2010-11	Budget Amendment FY 2010-11	Total Revised Request FY 2010-11	Change from Base (Column 6) FY 2011-12
Total of All Line Items	Total	0	1,224,549	(11,492)	1,213,057	0	0	0	0	0	0
	FTE	0.0	6.0	(0.3)	5.7	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	715,584	(11,492)	704,092	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	42,249	0	42,249	0	0	0	0	0	0
	CFE/RP	0	466,718	0	466,718	0	0	0	0	0	0
FF	0	0	0	0	0	0	0	0	0	0	
(1) Executive Director's Office, (A) Department Administration, Short-term Disability	Total	0	30,885	(15)	30,870	0	0	0	0	0	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	8,487	(15)	8,482	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	1,923	0	1,923	0	0	0	0	0	0
	CFE/RP	0	20,465	0	20,465	0	0	0	0	0	0
FF	0	0	0	0	0	0	0	0	0	0	
(1) Executive Director's Office, (A) Department Administration, S.B. 04-257 Amortization Equalization Disbursement	Total	0	418,106	(197)	418,909	0	0	0	0	0	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	118,574	(197)	118,477	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	24,816	0	24,816	0	0	0	0	0	0
	CFE/RP	0	274,616	0	274,616	0	0	0	0	0	0
FF	0	0	0	0	0	0	0	0	0	0	
(1) Executive Director's Office, (A) Department Administration, S.B. 04-236 Supplemental Amortization Equalization Disbursement	Total	0	258,830	(123)	258,707	0	0	0	0	0	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	71,885	(123)	71,692	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	15,510	0	15,510	0	0	0	0	0	0
	CFE/RP	0	171,635	0	171,635	0	0	0	0	0	0
FF	0	0	0	0	0	0	0	0	0	0	
(1) Executive Director's Office, (B) Statewide Special Purpose, (2) Office of the State Architect	Total	0	518,728	(11,157)	507,571	0	0	0	0	0	0
	FTE	0.0	6.0	(0.3)	5.7	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	518,728	(11,157)	507,571	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE/RP	0	0	0	0	0	0	0	0	0	0
FF	0	0	0	0	0	0	0	0	0	0	
Non-Line Item Request: None											
Letternote Revised Text: None											
Cash or Federal Fund Name and CFRS Fund Number: N/A											
Reappropriated Funds Source, by Department and Line Item Name: N/A											
Approval by OIT? Yes: <input type="checkbox"/> No: <input type="checkbox"/> N/A: <input checked="" type="checkbox"/>											
Schedule 13a from Affiliated Departments: N/A											



DEPARTMENT OF PERSONNEL & ADMINISTRATION

*Budget Reduction Proposal
August 24, 2009*

*Rich Gonzales
Executive Director*

5 - Elimination of Contractor Registration and As-Needed Professional Services Contract Programs

Proposal:

The Office of the State Architect (OSA) proposes elimination of the Contractor Registration and as-needed Professional Services Contract Program development and maintenance functions at the Office of the State Architect, thereby only providing limited statewide oversight. The elimination of this position will achieve four months of savings due to the department's proposed layoff plan (assuming an effective date of no later than March 1, 2010) of 0.3 FTE and \$11,492 General Fund in FY 2009-10. This elimination will be an on-going cut that annualizes to savings of 1.0 FTE and \$46,326 in FY 2010-11 and beyond.

Summary of Request:

- **Description of the planned changes in the fundamental structure, positions, or functions accountable to one or more appointing authorities:** The Department proposes elimination of an Administrative Assistant III within the Long Bill Group: (1) Executive Director's Office, (B) Statewide Special Purpose, (2) Office of the State Architect.
- **Reasons for the change:** Although these centralized prequalification processes have proven to be of great convenience to the state agencies and the public over the last decade as a single online resource, statutes allow the Department to develop and maintain "or cause to be developed and maintained, at state agencies" these processes.
- **General description of the expected changes and their effects on employees:** This proposal would have the state agencies and institutions of higher education prequalify architects, engineers, etc. and contractors for specific projects and develop and maintain their own lists of qualifications and execute their own master contract agreements for professional services.

The Office of the State Architect is required by statute to develop and maintain approved lists of qualified architects, engineers, etc. (As-Needed Program) and approved lists of qualified contractors (Contractor Registration Program) to be selected by state agencies and institutions of higher education to provide services for specific projects. The Office of the State Architect requires the equivalence of 1.0 FTE to administer these two programs which provide convenient centralized resources for the state agencies and institutions of higher education and a single location to register for the public. Both programs have extensive databases, separate websites and submittal processes.

As-Needed

Requests for Qualifications for professional fees under \$100,000 are advertised on-line statewide in March of each year, and hard copy submittals are received and processed at the Office of the State Architect through July of each year. All of the selected firms then execute a master contract agreement with the Office of the State Architect and are placed on the website list per region of the State. Agencies then select three or more firms from the approved website list and award through competitive negotiations on a project-by-project basis. Contracts are quickly facilitated at the state

agencies and institutions through one page work orders provided in the master agreements at the Office of the State Architect.

Contractor Registration

Contractor's Statements of Experience are received and processed at the Office of the State Architect throughout the year. All of the selected firms are then placed on the website list for reference by the state agencies and institutions. Contractors bidding on any construction project over \$150,000 at any state agency or institution must have a current Statement of Experience on file at the Office of the State Architect at least two days before the bid per Procurement Rule R-24-103-402-01.

- **Description of how the work performed by the eliminated positions will be absorbed by the department:** The proposed elimination of a position will result in decentralization of the above described duties. Delegation of this work to other agencies could result in a lack of standardization, uniformity and expertise at the state agencies and institutions of higher education in developing qualified lists of contractors, and architects, engineers, etc. Additionally, these two service groups would have to submit qualifications at over forty state agencies and institutions of higher education.

Assumptions and Tables to Show Calculations:

- **Anticipated benefits and results, including any cost savings:** Assuming 12 months of savings, elimination of this program will result in an ongoing annual reduction of 1.0 FTE equating to \$44,628 General Fund for Personal Services, and \$1,698 General Fund for Personal Services POTs for FY 2010-11. Annualized for four months of savings (assuming an effective date of no later than March 1, 2010), the savings would be 0.3 FTE and \$11,157 General Fund for Personal Services, and \$336 General Fund for Personal Services POTs in FY 2009-10.

The equivalent of 1.0 FTE is required to develop and maintain the two programs in-house:

Summary of Request	FTE	TF	GF
(B) Statewide Special Purpose, Office of the State Architect	(0.3)	(\$11,157)	(\$11,157)
(1) Executive Director's Office, AED	0.0	(\$197)	(\$197)
(1) Executive Director's Office, SAED	0.0	(\$123)	(\$123)
(1) Executive Directors Office, STD	0.0	(\$15)	(\$15)
FY 2009-10 TOTAL	(0.3)	(\$11,492)	(\$11,492)
(B) Statewide Special Purpose, Office of the State Architect	(1.0)	(\$44,628)	(\$44,628)
(1) Executive Director's Office, AED	0.0	(\$947)	(\$947)
(1) Executive Director's Office, SAED	0.0	(\$690)	(\$690)
(1) Executive Directors Office, STD	0.0	(\$61)	(\$61)
FY 2010-11 TOTAL	(1.0)	(\$46,326)	(\$46,326)

The elimination of this unit is expected to be permanent, and therefore the projected savings will continue beyond FY 2010-11.

Current Statutory Authority or Needed Statutory Change:

No statutory change or executive order is needed as the Executive Director has general authority to reduce personnel in this program. This budget action can be accomplished by applying a restriction on the appropriation, but a budget action has been requested to revise the appropriation so this restriction can be removed.

24-50.3-104, C.R.S. (2008) Department of Personnel - Powers and duties of Executive Director

(4) The executive director shall have such other powers, duties, and functions as are prescribed for heads of principal departments in the "Administrative Organization Act of 1968", article 1 of this title.

(6) The executive director shall have the responsibility for the analysis of all state agency programs; the appraisal of the quantity and quality of services rendered by each principal department and by the divisions, sections, and units thereunder; and the development of plans for improvements and economies in the organization and operation of the principal departments and for reporting thereon to the governor and the general assembly.

(7) The executive director may establish such divisions, sections, and other units within the department of personnel as are necessary for the proper and efficient discharge of the powers, duties, and functions of the department. The executive director may allocate, as necessary, such powers, duties, and functions to the divisions, sections, or other units established by the executive director.

**Schedule 13
Change Request for FY 2010-11 Budget Request Cycle**

Decision Item FY 2010-11 <input type="checkbox"/>	Base Reduction Item FY 2010-11 <input type="checkbox"/>	Supplemental FY 2009-10 <input checked="" type="checkbox"/>	Budget Amendment FY 2010-11 <input type="checkbox"/>
Request Title: Elimination of State Purchasing Office Administrative Assistant II Position		Dept. Approval by: <i>[Signature]</i>	
Department: Personnel and Administration		OSP Approval: <i>[Signature]</i>	
Priority Number: 6		Date: 8-19-09	Date: 8-20-09

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 2008-09	Appropriation FY 2009-10	Supplemental Request FY 2009-10	Total Revised Request FY 2009-10	Base Request FY 2010-11	Decision/ Base Reduction FY 2010-11	November 1 Request FY 2010-11	Budget Amendment FY 2010-11	Total Revised Request FY 2010-11	Change from Base (Column 5) FY 2011-12
Total of All Line Items	Total	0	4,031,894	(39,964)	3,991,930	0	0	0	0	0	0
	FTE	0.0	37.5	(1.0)	36.5	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	1,378,984	(39,964)	1,339,125	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	2,006,191	0	2,006,191	0	0	0	0	0	0
	CFE/RF	0	646,719	0	646,719	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
(1) Executive Director's Office, (A) Department Administration, Short-term Disability	Total	0	30,885	(53)	30,832	0	0	0	0	0	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	8,497	(53)	8,444	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	1,923	0	1,923	0	0	0	0	0	0
	CFE/RF	0	20,465	0	20,465	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
(1) Executive Director's Office, (A) Department Administration, S.B. 04-257 Amortization	Total	0	416,106	(686)	415,420	0	0	0	0	0	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	116,674	(686)	115,988	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	24,816	0	24,816	0	0	0	0	0	0
	CFE/RF	0	274,616	0	274,616	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
(1) Executive Director's Office, (A) Department Administration, S.B. 06-235 Supplemental Amortization	Total	0	258,830	(429)	258,401	0	0	0	0	0	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	71,885	(429)	71,361	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	15,510	0	15,510	0	0	0	0	0	0
	CFE/RF	0	171,635	0	171,635	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0

**Schedule 13
Change Request for FY 2010-11 Budget Request Cycle**

Decision Item FY 2010-11 Base Reduction Item FY 2010-11 Supplemental FY 2009-10 Budget Amendment FY 2010-11

Request Title: Elimination of State Purchasing Office Administrative Assistant II Position
Department: Personnel and Administration **Dept. Approval by:** **Date:**
Priority Number: 6 **OSPB Approval:** **Date:**

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 2008-09	Appropriation FY 2009-10	Supplemental Request FY 2009-10	Total Revised Request FY 2009-10	Base Request FY 2010-11	Decision/ Base Reduction FY 2010-11	November 1 Request FY 2010-11	Budget Amendment FY 2010-11	Total Revised Request FY 2010-11	Change from Base (Column 5) FY 2011-12
(5) Division of Accounts and Control - Controller, (A) Office of the State Controller, Personal Services	Total	0	2,405,853	0	2,405,853	0	0	0	0	0	0
	FTE	0.0	27.5	0.0	27.5	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	1,182,128	(38,796)	1,143,332	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	1,043,722	38,796	1,082,518	0	0	0	0	0	0
	CFE/RF	0	180,003	0	180,003	0	0	0	0	0	0
FF	0	0	0	0	0	0	0	0	0	0	
(5) Division of Accounts and Control - Controller, (B) State Purchasing Office, Personal Services	Total	0	920,220	(38,796)	881,424	0	0	0	0	0	0
	FTE	0.0	10.0	(1.0)	9.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	920,220	(38,796)	881,424	0	0	0	0	0	0
	CFE/RF	0	0	0	0	0	0	0	0	0	0
FF	0	0	0	0	0	0	0	0	0	0	

Non-Line Item Request: None
Letternote Revised Text: None
Cash or Federal Fund Name and COFRS Fund Number: Procurement Card Rebates (not a COFRS fund)
Reappropriated Funds Source, by Department and Line Item Name: N/A
Approval by OIT? Yes: No: N/A:
Schedule 13s from Affected Departments: N/A



DEPARTMENT OF PERSONNEL & ADMINISTRATION

*Budget Reduction Proposal
August 24, 2009*

*Rich Gonzales
Executive Director*

6 - Elimination of State Purchasing Office Administrative Assistant II Position

Proposal:

The Division of Accounts and Control, State Purchasing Office proposes the elimination of an Administrative Assistant II Position. This position is currently vacant and was originally intended to be filled this year. The position provides administrative services to the Finance and Procurement Director, State Purchasing Office. Elimination of the position will result in an ongoing savings of 1.0 FTE and \$38,796 General Fund (through the reallocation of Cash Funds from Procurement Card rebates) in Personal Services, and \$1,168 General Fund for Personal Services POTs for FY 2009-10 and General Fund savings of \$40,272 and 1.0 FTE in FY 2010-11.

Summary of Request:

- The Division of Accounts and Control, State Purchasing Office proposes the elimination of an Administrative Assistant II position. Savings from these Statewide Indirect Cost Recoveries (reappropriated funds) will result in General Fund savings through refinancing General Fund appropriations with Statewide Indirect Cost Recoveries (reappropriated funds) in the Office of the State Controller (see Schedule 13).
- Savings from Procurement Card rebates will result in General Fund savings in the Office of the State Controller (OSC), by back-filling a commensurate need for General Fund in the Office of the State Controller with the saved Procurement Card rebates.
- Elimination of the position will require the State Purchasing Office to continue to function without the assistance of this position. Administrative support provided by this position included providing information technology assistance to other offices, i.e., investigating and training offices on the use of technology such as conference bridge resources, design and maintenance of the on-line customer service satisfaction survey, and help in maintaining the other websites.

Assumptions and Tables to Show Calculations:

- **Anticipated benefits and results, including any cost savings:** Assuming 12 months of savings, elimination of this position will result in an ongoing annual savings of 1.0 FTE and \$38,796 General Fund (through the reallocation of Cash Funds from Procurement Card rebates) in Personal Services, and \$1,168 General Fund for Personal Services POTs for FY 2009-10.

Summary of Request	FTE	TF	GF	RF
(B) State Purchasing Office, Personal Services	(1.0)	(\$38,796)	\$0	(\$38,796)
(A) Office of the State Controller, Personal Services	0.0	\$0	(\$38,796)	\$38,796
(1) Executive Director's Office, AED	0.0	(\$686)	(\$686)	\$0
(1) Executive Director's Office, SAED	0.0	(\$429)	(\$429)	\$0
(1) Executive Directors Office, STD	0.0	(\$53)	(\$53)	\$0
FY 2009-10 TOTAL	(1.0)	(\$39,964)	(\$39,964)	\$0
(B) State Purchasing Office, Personal Services	(1.0)	(\$38,796)	\$0	(\$38,796)
(A) Office of the State Controller, Personal Services	0.0	\$0	(\$38,796)	\$38,796
(1) Executive Director's Office, AED	0.0	(\$823)	(\$823)	\$0
(1) Executive Director's Office, SAED	0.0	(\$600)	(\$600)	\$0
(1) Executive Directors Office, STD	0.0	(\$53)	(\$53)	\$0
FY 2010-11 TOTAL	(1.0)	(\$40,272)	(\$40,272)	\$0

The reduction of this position is expected to be permanent, and therefore the projected savings will continue into FY 2010-11 and beyond.

Current Statutory Authority or Needed Statutory Change:

No statutory change or executive order is needed as the Executive Director has broad authority to reduce this program. This budget action can be accomplished by applying a restriction on the appropriation, but a budget action has been requested to revise the appropriation so this restriction can be removed.

24-50.3-104, C.R.S. (2008) Department of Personnel - Powers and duties of Executive Director

(4) The executive director shall have such other powers, duties, and functions as are prescribed for heads of principal departments in the "Administrative Organization Act of 1968", article 1 of this title.

(6) The executive director shall have the responsibility for the analysis of all state agency programs; the appraisal of the quantity and quality of services rendered by each principal department and by the divisions, sections, and units thereunder; and the development of plans for improvements and economies in the organization and operation of the principal departments and for reporting thereon to the governor and the general assembly.

(7) The executive director may establish such divisions, sections, and other units within the department of personnel as are necessary for the proper and efficient discharge of the powers, duties, and functions of the department. The executive director may allocate, as necessary, such powers, duties, and functions to the divisions, sections, or other units established by the executive director.

**Schedule 13
Change Request for FY 2010-11 Budget Request Cycle**

Decision Item FY 2010-11 Base Reduction Item FY 2010-11 Supplemental FY 2009-10 Budget Amendment FY 2010-11

Request Title: Risk Management Contract Review and Reduction
 Department: Personnel and Administration Dept. Approval by: *[Signature]* Date: 8/19/09
 Priority Number: 7 OSPB Approval: *[Signature]* Date: 8/21/09

	Fund	1	2	3	4	5	6	8	10	
		Prior-Year Actual FY 2008-09	Appropriation FY 2009-10	Supplemental Request FY 2009-10	Total Revised Request FY 2009-10	Base Request FY 2010-11	Decision/ Base Reduction FY 2010-11	November 1 Request FY 2010-11	Budget Amendment FY 2010-11	Total Revised Request FY 2010-11
Total of All Line Items	Total	0	44,409,630	(547,863)	43,861,767	0	0	0	0	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0
	CFE/RF	0	44,409,630	(547,863)	43,861,767	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0
(2) Division of Human Resources, (C) Risk Management Services, Workers' Compensation	Total	0	44,409,630	(547,863)	43,861,767	0	0	0	0	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0
	CFE/RF	0	44,409,630	(547,863)	43,861,767	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0

Non-Line Item Request: N/A
 Letternote Revised Text: No adjustment to the Department's letternotes is needed.

Cash or Federal Fund Name and COPRS Fund Number: Workers' Compensation Fund (Fund 11W)

Reappropriated Funds Source, by Department and Line Item Name: Statewide Common Policy Affects All Agencies

Approval by OIT? Yes: No: N/A:

Schedule 13s from Affected Departments: Agriculture, Corrections, Education, Governor's Office, Health Care Policy and Financing, Higher Education, Human Services, Labor, Local Affairs, Military Affairs, Natural Resources, Personnel, Public Health, Public Safety, Regulatory Agencies, Revenue, Transportation



DEPARTMENT OF PERSONNEL & ADMINISTRATION

Budget Reduction Proposal
August 24, 2009

Rich Gonzales
Executive Director

7 - Risk Management Contract Review and Reduction

Proposal:

The Division of Human Resources within the Department of Personnel and Administration is proposing to reduce \$547,863 from the Risk Management – Workers' Compensation line item in FY 2009-10 and FY 2010-11. The savings is due to a clarification in the contract that the State has with Pinnacol Assurance. Pinnacol is the State's third-party administrator for all workers' compensation claims, and the contract clarification will save the State \$393,510. The second part of this proposal is a reduction in the Workers' Compensation line item due to lower than anticipated indemnity claims. In total, the Department estimates that indemnity claims will be \$154,353 lower in FY 2009-10, and would like to offer this amount as an ongoing reduction to the Workers' Compensation line item. The Net General Fund savings associated with this proposal is \$268,211 by reducing billings to departments in FY 2009-10 and FY 2010-11.

Summary of Request:

- Pinnacol Assurance, the State's third-party administrator for workers' compensation claims, is required to provide administrative oversight for tail claims through the contract it signs with the State. A tail claim is a claim that occurred prior to the signing of the original contract and is still open at the inception of the new contract period.
- Previously, Pinnacol Assurance charged the State a one-time administrative fee for every new indemnity claim that occurred during the contract period and then charged again for the claim as a "tail claim" if it was still open at the inception of the new contract period. This practice, in effect, charged the State the administrative fees multiple times for a single claim. Given the number of tail claims estimated at the beginning of the newly signed contract, the Department anticipates a savings of approximately \$393,510.
- In addition, the State estimates a reduction in indemnity claims by approximately \$154,353 that is built into the contract with Pinnacol Assurance.
- This reduction will reduce the Risk Management Workers' Compensation program by \$547,863 in both FY 2009-10 and FY 2010-11, due to contract reductions to the total annual cost to run the program.

Assumptions and Tables to Show Calculations:

The table below shows how the Department developed the amounts available for the FY 2009-10 reductions due to the indemnity and tail claims. For the most part, the figures included in the table have been taken from the contract the Department has with Pinnacol Assurance.

Calculation of Tail and Indemnity Claims Reduction			
	FY 2008-09	FY 2009-10	Comments
Tail Claims			
Total Claims	520	195	Actual amounts built into contract
Cost per Claim	\$1,113	\$950	Actual amounts built into contract
Total Yearly Need	\$578,760	\$185,250	Total Claims * Cost per Claim
Total Available		\$393,510	FY 2009-10 Amount net FY 2008-09
Indemnity Claims			
Total Claims	694	625	Actual amounts built into contract
Cost per Claim	\$2,237	\$2,237	Actual amounts built into contract
Total Yearly Need	\$1,552,478	\$1,398,125	Total Claims * Cost per Claim
Total Available		\$154,353	Difference between FY 2008-09 and FY 2009-10 and Reserve
Indemnity and Tail Claim Total		\$547,863	Total Available for Indemnity and Tail Claims

This reduction in volatility will reduce State agency billings in each department's budget in FY 2009-10 and FY 2010-11 by the following amounts.

Departments	Total Funds	GF	CF	HUTF	RF	FF
Agriculture	(\$2,640)	(\$767)	(\$1,850)	\$0	\$0	(\$23)
Corrections	(\$89,895)	(\$87,063)	(\$2,832)	\$0	\$0	\$0
Education	(\$4,167)	(\$4,167)	\$0	\$0	\$0	\$0
Governor	(\$2,115)	(\$2,115)	\$0	\$0	\$0	\$0
HCPF	(\$515)	(\$258)	\$0	\$0	\$0	(\$257)
DHS impact on HCPF	(\$42,710)	(\$21,355)	\$0	\$0	\$0	(\$21,355)
Higher Education (a)	(\$73,198)	\$0	(\$397)	\$0	(\$76)	\$0
Human Services	(\$143,161)	(\$75,544)	(\$428)	\$0	(\$60,917)	(\$6,272)
Judicial (b)	(\$24,412)	(\$24,412)	\$0	\$0	\$0	\$0
Labor	(\$8,744)	\$0	(\$4,328)	\$0	\$0	(\$4,416)
Law (b)	(\$754)	(\$226)	(\$61)	\$0	(\$446)	(\$21)
Legislature (b)	(\$649)	(\$649)	\$0	\$0	\$0	\$0
Local Affairs	(\$729)	(\$678)	(\$23)	\$0	(\$28)	\$0
Military Affairs	(\$1,076)	(\$376)	(\$11)	\$0	\$0	(\$689)
Natural Resources	(\$25,527)	(\$3,377)	(\$21,689)	\$0	(\$380)	(\$81)
Personnel	(\$4,388)	(\$1,089)	(\$123)	\$0	(\$3,176)	\$0
Public Health	(\$4,898)	\$0	\$0	\$0	(\$4,898)	\$0
Public Safety	(\$43,681)	(\$43,681)	\$0	\$0	\$0	\$0
Regulatory Agencies	(\$1,202)	(\$42)	(\$1,022)	\$0	(\$119)	(\$19)
Revenue	(\$8,454)	(\$2,396)	(\$4,853)	(\$1,205)	\$0	\$0
State	(\$90)	\$0	(\$90)	\$0	\$0	\$0
Transportation (c)	(\$107,552)	\$0	\$0	\$0	\$0	\$0
Treasury	(\$16)	(\$16)	\$0	\$0	\$0	\$0
TOTAL	(\$590,573)	(\$268,211)	(\$37,707)	(\$1,205)	(\$70,040)	(\$33,133)

(a) - \$72,725 of the total \$73,198 impact is non-appropriated.

(b) - Non-Executive branches that do not submit budget proposals to the Governor's Office. Fundsplits have been estimated using the FY 2009-10 Long Bill.

(c) - Non-appropriated.

Schedule 13s for all affected departments have been submitted in this budget balancing binder. The corresponding Schedule 13s are included behind the applicable department's tab. In addition, this reduction in the Department of Personnel and Administration will reduce reappropriated funds in the line bill group (2) Division of Human Resources, (C) Risk Management Services.

FY 2009-10	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds
Total	(\$547,863)	\$0	\$0	(\$547,863)	\$0
(2) Division of Human Services, (C) Risk Management Services, Workers' Compensation	(\$547,863)	\$0	\$0	(\$547,863)	\$0

FY 2010-11	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds
Total	(\$547,863)	\$0	\$0	(\$547,863)	\$0
(2) Division of Human Services, (C) Risk Management Services, Workers' Compensation	(\$547,863)	\$0	\$0	(\$547,863)	\$0

Current Statutory Authority or Needed Statutory Change:

No statutory change or executive order is needed as the department has broad authority to reduce the costs associated with the Workers' Compensation contracts and the corresponding billings to departments. This reduction can be achieved by restricting the appropriations without a statutory change or executive order, but a budget action is being submitted to revise these appropriations so the restrictions can be removed.

24-30-1504, C.R.S. (2008) Risk Management - Powers and duties of the department.

(1) The department of personnel shall have the following powers and duties: (a) To coordinate and administer a comprehensive risk management program that serves all state agencies; (f) To develop and administer a system that identifies the property and liability losses, insurance costs, and administrative costs of risk management incurred by each state agency; (g) To establish and administer a program to reduce property and liability losses incurred by each state agency. (k) To establish and administer a workers' compensation self-insurance program for state employees or to procure commercial workers' compensation insurance.

24-30-1504, C.R.S. (2008) Risk Management – Powers and duties of the executive director

(1) In order to perform the powers and duties set forth in this part 15, the executive director shall exercise the following powers:(a) Supervise the development and administration of the following risk management programs:

(I) A comprehensive risk management program; (II) A program identifying property and liability losses, insurance costs, and administrative costs of risk management incurred by each state agency; (III) A program to reduce property and liability losses incurred by each state agency.

**Schedule 13
Change Request for FY 2010-11 Budget Request Cycle**

Decision Item FY 2010-11 Base Reduction Item FY 2010-11 Supplemental FY 2009-10 Budget Amendment FY 2010-11

Request Title: Building Maintenance Reductions
 Department: Personnel and Administration
 Priority Number: 9
 Dept. Approval by: *[Signature]*
 OSPB Approval: *[Signature]*
 Date: 8-19-09
 Date: 8-21-09

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 2008-09	Appropriation FY 2009-10	Supplemental Request FY 2009-10	Total Revised Request FY 2009-10	Base Request FY 2010-11	Decision/ Base Reduction FY 2010-11	November 1 Request FY 2010-11	Budget Amendment FY 2010-11	Total Revised Request FY 2010-11	Change from Base (Column 9) FY 2011-12
Total of All Line Items	Total	0	2,775,533	(175,258)	2,600,375	0	0	0	0	0	0
	FTE	0.0	54.2	0.0	54.2	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE/RF	0	2,775,533	(175,258)	2,600,375	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
(4) Central Services, (D) Facilities Maintenance, (1) Capitol Complex Facilities, Personal Services	Total	0	2,685,992	(159,742)	2,539,250	0	0	0	0	0	0
	FTE	0.0	53.2	0.0	53.2	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE/RF	0	2,685,992	(159,742)	2,539,250	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
(4) Central Services, (D) Facilities Maintenance, (3) Camp George West, Personal Services	Total	0	79,641	(18,516)	61,125	0	0	0	0	0	0
	FTE	0.0	1.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE/RF	0	79,641	(18,516)	61,125	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0

Non-Line Item Request: N/A
 Letternote Revised Text: No adjustment to the Department's letternotes is needed.

Cash or Federal Fund Name and COFRS Fund Number: Capitol Complex Fund (Fund 610)

Reappropriated Funds Source, by Department and Line Item Name: This amount shall be from user fees from other state agencies deposited in the Department of Personnel Revolving Fund created in Section 24-30-1106(1), C.R.S.

Approval by OIT? Yes: No: N/A:
 Schedule 13s from Affected Departments: Agriculture, Corrections, Education, Governor's Office, Health Care Policy and Financing, Human Services, Labor, Local Affairs, Military Affairs, Natural Resources, Personnel, Public Safety, Revenue



DEPARTMENT OF PERSONNEL & ADMINISTRATION

*Budget Reduction Proposal
August 24, 2009*

*Rich Gonzales
Executive Director*

9 - Building Maintenance Reductions

Proposal:

The Department of Personnel and Administration proposes the reduction of some of the janitorial and maintenance services provided to the Capitol Complex. These reductions would save the State \$175,258 reappropriated funds, including non-appropriated funds, with a corresponding reduction of \$103,405 in General Fund in FY 2009-10 and FY 2010-11.

Summary of Request:

- The Department is proposing to reduce building maintenance at all of its capitol complex facilities.
- The reduced maintenance will decrease contract and personal services costs related to those functions indefinitely. Even though reduced services to the Capitol Complex will not begin until September 1, 2009 the department is confident they can reduce the total cost to the Capitol Complex by \$175,258 in FY 2009-10 and FY 2010-11.
- The consequence of reducing maintenance in the Capitol Complex is that the facilities will lack the appearance of a well-maintained work environment. To the extent that these will only affect the appearance and not the functionality of the buildings, the Department does not believe these reductions will impact or impede overall work performance.

Assumptions and Tables to Show Calculations:

- The total savings estimated by the Department is based upon actual expenditures for the Capitol Complex facilities in the most recent fiscal year. The Capitol Complex reduction also includes reduced services in Denver and in Camp George West. To accurately reflect the amount of reduction for each location, the Department has provided the following table:

Capitol Complex Reduction to Building Maintenance Proposal	
Maintenance Reduction	Total Funds Savings
Reduce Hard Surface Cleaning	\$4,290
Reduce Carpet Cleaning by 50%	\$12,360
Reduce Grounds Services by 25%	\$13,850
Reduce Routine Custodial by 25%	\$124,065
Reduce Tree Care	\$9,893
Reduce Fertilization and Weed Control	\$10,800
Total	\$175,258

Schedule 13s for all affected departments have been submitted in this budget balancing binder. The corresponding Schedule 13s are included behind the applicable department's tab. This reduction in maintenance in the Capitol Complex will reduce State agency billings in each department's budget in FY 2009-10 and FY 2010-11 by the following amounts.

Department	Total Funds	GF	CF	HUTF	RF	FF
Agriculture	(\$2,320)	(\$1,892)	(\$428)	\$0	\$0	\$0
Corrections	(\$4,088)	(\$2,920)	(\$1,168)	\$0	\$0	\$0
Education	(\$7,618)	(\$7,618)	\$0	\$0	\$0	\$0
Governor	(\$6,520)	(\$6,520)	\$0	\$0	\$0	\$0
HCPF	(\$5,408)	(\$2,704)	\$0	\$0	\$0	(\$2,704)
Higher Education (a)	(\$235)	\$0	\$0	\$0	\$0	\$0
Human Services	(\$16,991)	(\$8,496)	\$0	\$0	\$0	(\$8,495)
Labor	(\$752)	\$0	(\$344)	\$0	\$0	(\$408)
Law (b)	(\$17,445)	(\$5,235)	(\$1,421)	\$0	(\$10,323)	(\$466)
Legislature (b)	(\$19,217)	(\$19,217)	\$0	\$0	\$0	\$0
Local Affairs	(\$6,773)	(\$4,171)	(\$294)	\$0	(\$1,240)	(\$1,068)
Military Affairs	(\$3,374)	(\$3,374)	\$0	\$0	\$0	\$0
Natural Resources	(\$11,850)	(\$3,272)	(\$4,821)	\$0	(\$2,324)	(\$1,433)
Personnel	(\$14,702)	(\$9,631)	\$0	\$0	(\$5,071)	\$0
Public Safety	(\$22,309)	(\$9,849)	(\$48)	(\$11,316)	(\$1,096)	\$0
Revenue	(\$33,747)	(\$17,754)	(\$15,245)	(\$748)	\$0	\$0
Transportation (a)	(\$1,157)	\$0	\$0	\$0	\$0	\$0
Treasury	(\$752)	(\$752)	\$0	\$0	\$0	\$0
TOTAL (c)	(\$175,258)	(\$103,405)	(\$23,769)	(\$12,064)	(\$20,054)	(\$14,574)

(a) - Non-appropriated.

(b) - Non-Executive branches that do not submit budget proposals to the Governor's Office. Impacts have been estimated using the FY 2009-10 Long Bill.

(c) - \$235 from Higher Education and \$1,157 from Transportation account for the \$1,392 difference from the calculated total in the spreadsheet.

This reappropriated funds reduction to the Department of Personnel and Administration will be in line item (4) Central Services, (D) Facilities Maintenance, (1) Capitol Complex Facilities, Personal Services in FY 2009-10 and FY 2010-11.

FY 2009-10	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds
Total	(\$175,258)	\$0	\$0	(\$175,258)	\$0
(4) Central Services, (D) Facilities Maintenance, (1) Capitol Complex Facilities, Personal Services	(\$156,742)	\$0	\$0	(\$156,742)	\$0
(4) Central Services, (D) Camp George West, (1) Capitol Complex Facilities, Personal Services	(\$18,516)	\$0	\$0	(\$18,516)	\$0

FY 2010-11	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds
Total	(\$175,258)	\$0	\$0	(\$175,258)	\$0
(4) Central Services, (D) Facilities Maintenance, (1) Capitol Complex Facilities, Personal Services	(\$156,742)	\$0	\$0	(\$156,742)	\$0
(4) Central Services, (D) Camp George West, (1) Capitol Complex Facilities, Personal Services	(\$18,516)	\$0	\$0	(\$18,516)	\$0

Current Statutory Authority or Needed Statutory Change:

No statutory change or executive order is needed as the department has broad authority to reduce costs to run this program and the corresponding billings to departments. This reduction can be achieved by restricting the appropriations without an executive order or statutory change, but a budget action is necessary to revise these appropriations so the restriction can be removed.

24-50.3-104 C.R.S. (2008) – Powers and duties of executive director

(2) In addition to all other powers and duties conferred or imposed upon the executive director by this article or any other law, the executive director shall: (f) Supervise the provision of maintenance and other related services to all buildings and grounds in the capitol buildings group.

24-82-101 C.R.S. (2008) Jurisdiction of department of personnel.

The department of personnel shall have control of the capitol and legislative services building and grounds and any other property the state may acquire adjacent thereto, together with all furniture, fixtures, furnishings, and equipment and all exhibits placed in and about said buildings, including supervision of the provision of maintenance for the state capitol buildings group, and including assignment of all executive space owned and rented in the capitol buildings group, subject to legislative appropriation, subject to the provisions of section 2-2-321, C.R.S., concerning space for the legislative department, and subject to the provisions of section 24-82-108, concerning preservation of the state capitol building.

**Schedule 13
Change Request for FY 2010-11 Budget Request Cycle**

Division Item FY 2010-11		Base Reduction Item FY 2010-11		Supplemental FY 2009-10		Budget Amendment FY 2010-11	
Request Title: Risk Management Reduction of Liability, Property, and Workers' Compensation Volatility		Department: Personnel and Administration		Dept. Approval by: <i>CR [Signature]</i>		Date: 8-19-09	
Priority Number: 10		OSP Approval:		<i>[Signature]</i>		Date: 8-21-09	

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 2008-09	Appropriation FY 2009-10	Supplemental Request FY 2009-10	Total Revised Request FY 2009-10	Base Request FY 2010-11	Decisional Base Reduction FY 2010-11	November 1 Request FY 2010-11	Budget Amendment FY 2010-11	Total Revised Request FY 2010-11	Change from Base (Column 6) FY 2011-12
Total of All Line Items	Total	0	65,538,060	(2,907,505)	62,627,555	0	0	0	0	0	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	GPE	0	0	0	0	0	0	0	0	0	0
	CP	0	0	0	0	0	0	0	0	0	0
	CFE/RF	0	65,538,060	(2,907,505)	62,627,555	0	0	0	0	0	0
	FP	0	0	0	0	0	0	0	0	0	0
(2) Division of Human Resources, (C) Risk Management Services, Property Premiums	Total	0	11,038,314	(740,916)	10,297,398	0	0	0	0	0	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	GPE	0	0	0	0	0	0	0	0	0	0
	CP	0	0	0	0	0	0	0	0	0	0
	CFE/RF	0	11,038,314	(740,916)	10,297,398	0	0	0	0	0	0
	FP	0	0	0	0	0	0	0	0	0	0
(2) Division of Human Resources, (C) Risk Management Services, Liability Premiums	Total	0	10,067,116	(558,094)	9,529,022	0	0	0	0	0	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	GPE	0	0	0	0	0	0	0	0	0	0
	CP	0	0	0	0	0	0	0	0	0	0
	CFE/RF	0	10,067,116	(558,094)	9,529,022	0	0	0	0	0	0
	FP	0	0	0	0	0	0	0	0	0	0
(2) Division of Human Resources, (C) Risk Management Services, Workers' Compensation	Total	0	44,409,630	(1,608,485)	42,801,135	0	0	0	0	0	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	GPE	0	0	0	0	0	0	0	0	0	0
	CP	0	0	0	0	0	0	0	0	0	0
	CFE/RF	0	44,409,630	(1,608,485)	42,801,135	0	0	0	0	0	0
	FP	0	0	0	0	0	0	0	0	0	0

Non-Line Item Request: N/A
Letternote Revised Text: No adjustment to the Department's letternotes is needed.

Cash or Federal Fund Name and COFRS Fund Number: Workers' Compensation Fund (Fund 11W), Property Fund (Fund 11P), and Liability Fund (Fund 11L)

Reappropriated Funds Source, by Department and Line Item Name: Statewide Common Policy Affects All Agencies
Approval by OIT? Yes: No: N/A:

Schedule 13s from Affected Departments: Agriculture, Corrections, Education, Governor's Office, Health Care Policy and Financing, Higher Education, Human Services, Labor, Local Affairs, Military Affairs, Natural Resources, Personnel, Public Health, Public Safety, Regulatory Agencies, Revenue.



DEPARTMENT OF PERSONNEL & ADMINISTRATION

Budget Reduction Proposal
August 24, 2009

Rich Gonzales
Executive Director

10 - Risk Management Reduction of Liability, Property, and Workers' Compensation Volatility

Proposal:

The Division of Human Resources within the Department of Personnel and Administration is proposing to reduce the amount of funding built into the Liability, Property, and Workers' Compensation rates for volatility. In total, the Department is proposing to reduce the volatility adjustment by 61.12%, which will reduce the allocations in individual Departments by \$2,907,505 in total funds, which has a General Fund impact of \$1,307,396 when billings to departments are reduced statewide in FY 2009-10 and FY 2010-11.

Summary of Request:

- Each year, the Department's Division of Human Resources, in conjunction with the Department's actuary, determines the departmental allocations for Workers' Compensation, Property, and Liability claims. In addition to the total cost estimated by the actuary, the Department includes a volatility adjustment that adjusts the current year's collections for the differences between actual and estimated experience in prior years. The proposal will reduce the total annual costs billed out to agencies by \$2,907,505 in FY 2009-10 and FY 2010-11.
- Due to the fact that the Department received contingency spending authority for all of the Risk Management lines included in this proposal, the Department is comfortable with reducing the volatility adjustment by 61.12% in the coming years. This will expose the state to additional risk by not keeping excess funding for volatility, but the Department will use their fund balance to cover excess claims.
- The reduction to the volatility adjustment will be taken from individual department's Workers' Compensation and Payment to Risk Management and Property Funds line items. The Department understands that if it becomes necessary to make payments using the contingency funds, the payments will come out of fund balance and not from increased allocations to individual departments.

Assumptions and Tables to Show Calculations:

Calculation of Volatility Adjustment Reduction for FY 2009-10 and FY 2010-11			
	Property	Liability	Workers' Compensation
FY 2009-10 Volatility Included in Rate	\$1,212,232	\$913,112	\$2,631,700
% Reduction	61.12%	61.12%	61.12%
Funding Available for Reduction	\$740,916	\$558,094	\$1,608,495

- A 61.12% reduction in the amount of funding built into the Property, Liability, and Workers' Compensation rates for volatility will reduce billings to departments by \$2,907,505 statewide in FY 2009-10 and FY 2010-11.

Schedule 13s for all affected departments have been submitted in this budget balancing binder. The corresponding Schedule 13s are included behind the applicable department's tab. This reduction in volatility will reduce State agency billings in each department's budget in FY 2009-10 and FY 2010-11 by the following amounts:

Department	Total Funds	GF	CF	HUTF	RF	FF
Agriculture	(\$19,519)	(\$6,725)	(\$12,633)	\$0	\$0	(\$161)
Corrections	(\$549,924)	(\$530,181)	(\$19,743)	\$0	\$0	\$0
Education	(\$21,237)	(\$21,237)	\$0	\$0	\$0	\$0
Governor	(\$29,135)	(\$29,135)	\$0	\$0	\$0	\$0
HCPF	(\$6,207)	(\$3,103)	\$0	\$0	\$0	(\$3,104)
DHS impact on HCPF	(\$135,008)	(\$67,504)	\$0	\$0	\$0	(\$67,504)
Higher Education (a)	(\$597,921)	\$0	(\$4,139)	\$0	(\$346)	\$0
Human Services	(\$539,018)	(\$320,629)	(\$1,516)	\$0	(\$193,655)	(\$23,218)
Judicial (b)	(\$85,822)	(\$85,822)	\$0	\$0	\$0	\$0
Labor	(\$31,946)	\$0	(\$15,813)	\$0	\$0	(\$16,133)
Law (b)	(\$7,891)	(\$664)	(\$180)	\$0	(\$6,988)	(\$59)
Legislature (b)	(\$2,932)	(\$2,932)	\$0	\$0	\$0	\$0
Local Affairs	(\$3,355)	(\$3,120)	(\$143)	\$0	(\$92)	\$0
Military Affairs	(\$13,579)	(\$11,526)	(\$32)	\$0	\$0	(\$2,021)
Natural Resources	(\$137,376)	(\$16,111)	(\$119,664)	\$0	(\$1,310)	(\$291)
Personnel	(\$57,080)	(\$14,168)	(\$1,599)	\$0	(\$41,313)	\$0
Public Health	(\$24,340)	\$0	\$0	\$0	(\$24,340)	\$0
Public Safety	(\$188,872)	(\$188,872)	\$0	\$0	\$0	\$0
Regulatory Agencies	(\$9,171)	(\$330)	(\$7,555)	\$0	(\$1,105)	(\$181)
Revenue	(\$36,491)	(\$5,217)	(\$27,028)	(\$4,246)	\$0	\$0
State	(\$1,812)	\$0	(\$1,812)	\$0	\$0	\$0
Transportation (c)	(\$543,757)	\$0	\$0	\$0	\$0	\$0
Treasury	(\$120)	(\$120)	\$0	\$0	\$0	\$0
TOTAL (d)	(\$3,042,513)	(\$1,307,396)	(\$211,857)	(\$4,246)	(\$269,149)	(\$112,672)

(a) - \$593,436 of the total \$597,921 impact is non-appropriated.

(b) - Non-Executive branches that do not submit budget proposals to the Governor's Office.
Impacts have been estimated using the FY 2009-10 Long Bill.

(c) - Non-appropriated

(d) - \$593,436 from Higher Education and \$543,757 from Transportation account for the \$1,137,193 variance from the total of the spreadsheet.

This reduction in the Department of Personnel and Administration will reduce reappropriated funds in the line bill group (2) Division of Human Resources, (C) Risk Management Services in FY 2009-10 and FY 2010-11.

FY 2009-10	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds
Total	(\$2,907,505)	\$0	\$0	(\$2,907,505)	\$0
(2) Division of Human Resources, (C) Risk Management Services, Property Premiums	(\$740,916)	\$0	\$0	(\$740,916)	\$0
(2) Division of Human Resources, (C) Risk Management Services, Liability Premiums	(\$558,094)	\$0	\$0	(\$558,094)	\$0
(2) Division of Human Resources, (C) Risk Management Services, Workers' Compensation Premiums	(\$1,608,495)	\$0	\$0	(\$1,608,495)	\$0

FY 2010-11	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds
Total	(\$2,907,505)	\$0	\$0	(\$2,907,505)	\$0
(2) Division of Human Resources, (C) Risk Management Services, Property Premiums	(\$740,916)	\$0	\$0	(\$740,916)	\$0
(2) Division of Human Resources, (C) Risk Management Services, Liability Premiums	(\$558,094)	\$0	\$0	(\$558,094)	\$0
(2) Division of Human Resources, (C) Risk Management Services, Workers' Compensation Premiums	(\$1,608,495)	\$0	\$0	(\$1,608,495)	\$0

Current Statutory Authority or Needed Statutory Change:

No statutory change or executive order is needed as the department has broad authority to reduce costs and the associated billings with this program to agencies statewide. This reduction can be achieved by restricting the appropriations without an executive order or statutory change, but a budget action is being submitted to revise the appropriation so this restriction can be removed.

24-30-1504, C.R.S. (2008). Risk Management - Powers and duties of the department.

(1) The department of personnel shall have the following powers and duties: (a) To coordinate and administer a comprehensive risk management program that serves all state agencies; (f) To develop and administer a system that identifies the property and liability losses, insurance costs, and administrative costs of risk management incurred by each state agency; (g) To establish and administer a program to reduce property and liability losses incurred by each state agency. (k) To establish and administer a workers' compensation self-insurance program for state employees or to procure commercial workers' compensation insurance.

24-30-1504, C.R.S. (2008). Risk Management – Powers and duties of the executive director

(1) In order to perform the powers and duties set forth in this part 15, the executive director shall exercise the following powers: (a) Supervise the development and administration of the following risk management programs: (I) A comprehensive risk management program; (II) A program identifying property and liability losses, insurance costs, and administrative costs of risk management incurred by each state agency;(III) A program to reduce property and liability losses incurred by each state agency.

**Schedule 13
Change Request for FY 2010-11 Budget Request Cycle**

Decision Item FY 2010-11 Base Reduction Item FY 2010-11 Supplemental FY 2009-10 Budget Amendment FY 2010-11

Request Title: Elimination of Noxious Weed Abatement Program
 Department: Personnel and Administration
 Priority Number: 11

Dept. Approval by: *[Signature]* Date: 8-19-09
 OSPB Approval: *[Signature]* Date: 8-20-09

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 2008-09	Appropriation FY 2009-10	Supplemental Request FY 2009-10	Total Revised Request FY 2009-10	Base Request FY 2010-11	Decision/ Base Reduction FY 2010-11	November 1 Request FY 2010-11	Budget Amendment FY 2010-11	Total Revised Request FY 2010-11	Change from Base (Column 5) FY 2011-12
Total of All Line Items	Total	0	166,289	(44,187)	122,102	0	0	0	0	0	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE/RF	0	166,289	(44,187)	122,102	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
(4) Central Services, (D) Facilities Maintenance, (3) Camp George West, Operating Expenses	Total	0	166,289	(44,187)	122,102	0	0	0	0	0	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE/RF	0	166,289	(44,187)	122,102	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0

Non-Line Item Request: N/A
 Letternote Revised Text: No adjustment to the Department's letternotes is needed.

Cash or Federal Fund Name and COFRS Fund Number: Capitol Complex Fund (Fund 610)

Reappropriated Funds Source, by Department and Line Item Name: This amount shall be from fees from user agencies deposited in the Department of Personnel Revolving Fund created in Section 24-30-1108 (1), C.R.S.

Approval by OIT? Yes: No: N/A:
 Schedule 13s from Affected Departments: Departments of Corrections, Public Safety, Military and Veterans Affairs, Local Affairs



DEPARTMENT OF PERSONNEL & ADMINISTRATION

*Budget Reduction Proposal
August 24, 2009*

*Rich Gonzales
Executive Director*

11 - Elimination of Noxious Weed Abatement Program

Proposal:

The Department of Personnel and Administration proposes to stop the noxious weed abatement program at Camp George West. The funding for the noxious weed abatement program was a new program approved during the 2009 Legislative session. Eliminating this program will save \$44,187 reappropriated funds, with a corresponding reduction of \$15,019 General Fund in FY 2009-10 in affected departments' budgets. This is an ongoing cut which carries forward in to FY 2010-11.

Summary of Request:

- The Department is requesting to stop weed abatement on the Camp George West property. The annual savings from this request will amount to \$44,187 in reappropriated funds, and \$15,019 in General Fund.
- The Department's Division of Central Services, Capitol Complex program is required by State and local law to eradicate noxious weeds, as defined by the Colorado Noxious Weed Act, that are found on State owned and managed properties.
- The Department was granted \$44,187 total funds for FY 2009-10 to eradicate the weeds found on the Camp George West property. The existence of the weeds was brought to the State's attention by the Jefferson County Weed Supervisor.
- This request will allow the Department to forego the expense of eradicating the weeds, saving the State an estimated \$15,019 in General Fund.
- The consequence of not funding this request is that, unless local laws governing the removal of noxious weeds are changed, the county could send a weed abatement team to the site and charge the State for the clean-up plus an additional administration fee.

Assumptions and Tables to Show Calculations:

The Department used an estimate of abatement charges as provided by a vendor through an estimate to complete the necessary noxious weed abatement. Please see the table below that provides the cost detail in the original request.

Herbicide Application Details			
Application	Section	Key Species	Reappropriated Funds
1 (July-Oct.)	(A) 40 feet each side of test track and skid area with total vegetation control on some of the graveled shoulders (5-15 feet wide)	Thistles, knapweed, puncture vine, mullein and willow. All area treated.	\$5,645
1 (July-Oct.)	(B) Area South of entrance and West of track to access road to Energy Research Facility in North West quadrant of property proceeding South to track control office.	Knapweed, Scotch thistle. All area treated.	\$5,810
1 (July-Oct.)	(C) Remainder of 220 acre property--extreme topography and obstacles on Western portion	Knapweed and Canada thistle. Application as needed.	\$10,639
2 (March-June)	(A) 40 feet each side of test track and skid area with total vegetation control on some of the graveled shoulders (5-15 feet wide)	Thistles, knapweed, puncture vine, mullein and willow. All area treated.	\$5,645
2 (March-June)	(B) Area South of entrance and West of track to access road to Energy Research Facility in North West quadrant of property proceeding South to track control office.	Knapweed, Scotch thistle. All area treated.	\$5,810
2 (March-June)	(C) Remainder of 220 acre property--extreme topography and obstacles on Western portion	Knapweed and Canada thistle. Application as needed.	\$10,638
Total			\$44,187

This reappropriated funds reduction to the Department of Personnel and Administration will be in line item (4) Central Services, (D) Facilities Maintenance, (3) Camp George West, Operating Expenses.

FY 2009-10	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds
Total	(\$44,187)	\$0	\$0	(\$44,187)	\$0
(4) Central Services, (D) Facilities Maintenance, (3) Camp George West, Operating Expenses	(\$44,187)	\$0	\$0	(\$44,187)	\$0

FY 2010-11	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds
Total	(\$44,187)	\$0	\$0	(\$44,187)	\$0
(2) Division of Human Services, (C) Risk Management Services, Workers' Compensation	(\$44,187)	\$0	\$0	(\$44,187)	\$0

Schedule 13s for all affected departments have been submitted in this budget balancing binder. The corresponding Schedule 13s are included behind the applicable department's tab. In addition, this reduction will be an ongoing cut and will reduce billings to departments statewide starting in FY 2009-10 by the following amounts:

Department	Total Funds	GF	CF	HUTF	RF	FF
Corrections	(\$9,756)	(\$6,968)	(\$2,788)	\$0	\$0	\$0
Higher Education (a)	(\$561)	\$0	\$0	\$0	\$0	\$0
Local Affairs	(\$2,550)	\$0	\$0	\$0	\$0	(\$2,550)
Military Affairs	(\$8,051)	(\$8,051)	\$0	\$0	\$0	\$0
Public Safety	(\$20,547)	\$0	\$0	(\$20,547)	\$0	\$0
Transportation (a)	(\$2,722)	\$0	\$0	\$0	\$0	\$0
TOTAL (b)	(\$44,187)	(\$15,019)	(\$2,788)	(\$20,547)	\$0	(\$2,550)

(a) - Non-appropriated.

(b) -\$561 from Higher Education and \$2,722 from Transportation account for the \$3,283 variance from the total.

Current Statutory Authority or Needed Statutory Change:

This proposal will require an Executive Order to implement and follow up legislation to amend 35-5.5-110 C.R.S. (2008). This statute requires State agencies to comply with the Colorado Noxious Weed Act and stipulates that all financial impacts are the responsibility of the entity in control of the land in which the noxious weed is growing. For the State to avoid paying for the abatement in the coming years, the statute should include text that either: 1) exempts the State from the statute for a set amount of time, 2) repeals the act, or 3) extends the amount of time the State has to eradicate the weeds from its property.

35-5.5-110 C.R.S. (2008) – Public Lands – control of undesirable plants – charges

(1) It is the duty of each state board, department, or agency that administers or supervises state lands to manage noxious weeds on any lands under its jurisdiction using the methods prescribed by the local governing body in whose jurisdiction such state lands are located. The local governing body may give notice to any such state board, department, or agency advising of the presence of noxious weeds and naming them. Such notice shall specify the best available methods of integrated management that are not in conflict with federal law or contractual restrictions included in federal land conveyances to the state. Wherever possible, the local governing body shall consult with the affected state board, department, or agency in the development of a plan for the management of noxious weeds on the premises or lands.

(2) (a) Within a reasonable time after receipt of notification, which at no time shall exceed ten days, the state board, department, or agency shall do one of the following:

(I) Comply with the terms of the notification;

(II) Acknowledge the terms of the notification and submit an acceptable plan and schedule for the completion of the plan for compliance;

(III) Request an arbitration panel to determine the final management plan.

(5) Any weed control expense incurred by a local governing body pursuant to subsection (3) of this section on any lands held by the division in fee title or by long-term lease or easement agreement, as described in subsection (4) of this section, and for which a weed control agreement as described in subsection (4) of this section has been signed, and which costs are in accordance with that long-term agreement, shall be deemed correct and final and shall be paid by the division pursuant to section 33-1-110 (6.5), C.R.S.

Schedule 13
Change Request for FY 2010-11 Budget Request Cycle

Decision Item FY 2010-11 <input type="checkbox"/>	Base Reduction Item FY 2010-11 <input type="checkbox"/>	Supplemental FY 2009-10 <input checked="" type="checkbox"/>	Budget Amendment FY 2010-11 <input type="checkbox"/>
--	--	--	---

Request Title: State Fleet Rebates - One-Time Refinance
Department: Personnel and Administration
Priority Number: 12

Dept. Approval by: *[Signature]*
OSPBA Approval: *[Signature]*
Date: 8-19-09
Date: 8-20-09

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 2008-09	Appropriation FY 2009-10	Supplemental Request FY 2009-10	Total Revised Request FY 2009-10	Base Request FY 2010-11	Decision/ Base Reduction FY 2010-11	November 1 Request FY 2010-11	Budget Amendment FY 2010-11	Total Revised Request FY 2010-11	Change from Base (Column 5) FY 2011-12
Total of All Line Items	Total	0	13,984,778	0	13,984,778	0	0	0	0	0	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	421,866	421,866	0	0	0	0	0	0
	CFE/RF	0	13,984,778	(421,866)	13,562,912	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
(4) Central Services, (C)	Total	0	13,984,778	0	13,984,778	0	0	0	0	0	0
Fleet Management	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Vehicle Replacement	GF	0	0	0	0	0	0	0	0	0	0
Lease, Purchase, or Lease/Purchase	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	421,866	421,866	0	0	0	0	0	0
	CFE/RF	0	13,984,778	(421,866)	13,562,912	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0

Non-Line Item Request: N/A

Letternote Revised Text: No Adjustments to the Department's Letternotes are necessary.

Cash or Federal Fund Name and COFRS Fund Number: Fleet Management Fund (Fund 607)

Reappropriated Funds Source, by Department and Line Item Name: This amount shall be from fees from user agencies deposited in the Motor Fleet Magement Fund pursuant to Section 24-30-1115. C.R.S.

Approval by OIT? Yes: No: N/A:

Schedule 13s from Affected Departments: Departments of Agriculture, Corrections, Human Services, Public Health, Local Affairs, Natural Resources, Personnel and Administration, Public Safety, and Revenue



DEPARTMENT OF PERSONNEL & ADMINISTRATION

*Budget Reduction Proposal
August 24, 2009*

*Rich Gonzales
Executive Director*

12 - State Fleet Rebates – One-Time Refinance

Proposal:

The Department of Personnel and Administration, State Fleet Management Program oversees the vehicles owned and operated by the State. The State Fleet Management program is proposing a one-time refinance of \$421,866 in Cash Funds that it has received and will receive as a result of purchasing hybrid electric and alternative fuel vehicles. To accomplish savings for the State, the Department is proposing to finance a portion of its State Fleet Management Program, Operating Expenses line item with the rebate amount, thereby supplanting the funding needed from individual agencies. This request will save \$288,227 General Fund in FY 2009-10 only.

Summary of Request:

- One of the primary responsibilities of the State Fleet Management program is to coordinate the analysis, purchase, and disposition of the approximately 5,500 vehicles that are managed by the program. Each year, the State Fleet Management program performs an analysis of each vehicle within each department to determine the ongoing viability of the automobile, when it will need to be replaced, and what type of vehicle will replace it. The average State fleet vehicle is on the road for eight years and is driven for approximately 140,000 miles.
- For FY 2008-09 alone, the State Fleet Management program replaced 495 fleet vehicles with 293 E85 capable cars and 202 hybrids.
- Through a program administered through the Department of Revenue, the State of Colorado provides the Alternative Fuels Rebate to government agencies and political subdivisions that purchase hybrid electric and alternative fuel vehicles. The total rebate is based on the cost of the vehicle and whether it is certified as low-emitting, ultra-low-emitting, or zero-emitting.
- The source of the funding for the Department of Revenues rebate program is tax revenues collected on the sale of hybrid electric and alternative fuel vehicles. Each qualified governmental entity is limited to \$350,000 in rebates each year.
- The rebate amount of \$421,866 is the combination of the rebates the State Fleet Management program has received in FY 2008-09 and anticipates receiving in FY 2009-10.

Assumptions and Tables to Show Calculations:

	FY 2008-09	FY 2009-10
Number of Rebate Eligible Cars	78	89
Rebate per Vehicle	\$2,526	\$2,526
Total Amount Received / <i>Anticipated</i>	\$197,052	\$224,814

The Department has assumed that it will receive the same rebate per vehicle in FY 2009-10 that it received in FY 2008-09. The Department has already received notice for FY 2009-10 that it will receive rebates for 89 of the vehicles it submitted for rebates.

This refinance in the Department of Personnel and Administration will increase cash funds and have a corresponding reduction in reappropriated funds in the Division of Central Services, Fleet Management, Vehicle Replacement, Lease, Purchase or Lease/Purchase line.

FY 2009-10	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds
Total	\$0	\$0	\$421,866	(\$421,866)	\$0
(4) Central Services, (C) Fleet Management, Vehicle Replacement Lease, Purchase or Lease/Purchase	\$0	\$0	\$421,866	(\$421,866)	\$0

Schedule 13s for all affected departments have been submitted in this budget balancing binder. The corresponding Schedule 13s are included behind the applicable department's tab. This refinance will reduce State agency Vehicle Lease Payment billings in each department's FY 2009-10 budget by the following amounts:

Department	Total Funds	GF	CF	HUTF	RF	FF
Agriculture	(\$9,281)	(\$3,862)	(\$5,227)	\$0	\$0	(\$192)
Corrections	(\$247,213)	(\$239,055)	(\$8,158)	\$0	\$0	\$0
DHS Impact on HCPF	(\$8,422)	(\$4,211)	\$0	\$0	\$0	(\$4,211)
Human Services	(\$37,124)	(\$24,129)	(\$284)	\$0	(\$9,950)	(\$2,761)
Law (a)	(\$1,687)	(\$545)	(\$337)	\$0	(\$698)	(\$107)
Local Affairs	(\$9,281)	(\$7,491)	\$0	\$0	(\$1,790)	\$0
Natural Resources	(\$16,875)	(\$2,218)	(\$14,313)	\$0	\$0	(\$344)
Personnel	(\$22,359)	\$0	\$0	\$0	(\$22,359)	\$0
Public Health	(\$44,718)	(\$177)	(\$32,763)	\$0	(\$8,631)	(\$3,147)
Public Safety	(\$3,797)	(\$3,797)	\$0	\$0	\$0	\$0
Revenue	(\$5,484)	(\$2,742)	(\$2,742)	\$0	\$0	\$0
Transportation (b)	(\$24,047)	\$0	\$0	\$0	\$0	\$0
TOTAL (c)	(\$430,288)	(\$288,227)	(\$63,824)	\$0	(\$43,428)	(\$10,762)

(a) - Non-Executive branches that do not submit budget proposals to the Governor's Office. Impacts have been estimated using the FY 2009-10 Long Bill.

(b) - Non-appropriated.

(c) - \$24,047 from Transportation account for the variance from the total in the spreadsheet. Also the total impact to agencies differs from the total proposed reduction by \$8,422 due to the "double count" of the transferred Medicaid funds from HCPF to the Department of Human Resources which is appropriated to DHS as reappropriated funds.

Current Statutory Authority or Needed Statutory Change:

No statutory change or executive order is needed as the Executive Director has broad authority to purchase and lease state vehicle for the State. This budget action can be accomplished by applying a restriction on the appropriation, but a budget request has been submitted to revise the appropriation so this restriction can be removed.

24-30-1117 C.R.S. (2008) – Exclusive authority to acquire state-owned motor vehicles.

The department of personnel shall have the exclusive authority to purchase, lease, and otherwise acquire motor vehicles for such use by state officers and employees as may be necessitated in the course and conduct of official state business. Except for any vehicles donated to specific state agencies, no motor vehicle shall be purchased, leased, or otherwise acquired by any state agency unless such vehicle is obtained through the department of personnel or under an express waiver granted by the department.

**Schedule 13
Change Request for FY 2010-11 Budget Request Cycle**

Decision Item FY 2010-11 Base Reduction Item FY 2010-11 Supplemental FY 2009-10 Budget Amendment FY 2010-11

Request Title: Risk Management Reduction of Liability, Property, and Workers' Compensation Volatility
 Department: Personnel and Administration
 Priority Number:
 Dept. Approval by: *[Signature]* Date: 8-19-09
 OSPB Approval: *[Signature]* Date: 8/19/09

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 2008-09	Appropriation FY 2009-10	Supplemental Request FY 2009-10	Total Revised Request FY 2009-10	Base Request FY 2010-11	Decision/ Base Reduction FY 2010-11	November 1 Request FY 2010-11	Budget Amendment FY 2010-11	Total Revised Request FY 2010-11	Change from Base (Column 5) FY 2011-12
Total of All Line Items	Total	0	878,645	(57,080)	821,565	0	0	0	0	0	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	218,086	(14,168)	203,928	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	24,605	(1,589)	23,006	0	0	0	0	0	0
	CFE/RF	0	635,944	(41,313)	594,631	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
(1) Executive Director's Office, (A) Department Administration, Payment to Risk Management and Property Funds	Total	0	589,539	(44,197)	525,342	0	0	0	0	0	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	141,370	(10,870)	130,400	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	15,949	(1,236)	14,711	0	0	0	0	0	0
	CFE/RF	0	412,220	(31,889)	380,231	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
(4) Executive Director's Office, (A) Department Administration, Workers' Compensation	Total	0	309,106	(12,883)	296,223	0	0	0	0	0	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	78,728	(3,198)	73,528	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	8,555	(361)	8,295	0	0	0	0	0	0
	CFE/RF	0	223,724	(9,324)	214,400	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0

Non-Line Item Request: N/A
 Letternote Revised Text: (b) Of these amounts, \$45,833 \$44,447 shall be from the Group Benefit Plans Reserve Fund created in Section 24-50-613 (1), C.R.S., \$28,026 \$28,051 shall be from the Supplier Database Cash Fund created in Section 24-102-202.5 (2) (a), C.R.S., and \$19,096 \$16,319 shall be from collection fees assessed to individuals.

Cash or Federal Fund Name and COFRS Fund Number: Group Benefits Plans Reserve Fund (Fund 719), Supplier Database Cash Fund (Fund 261)
 Reappropriated Funds Source, by Department and Line Item Name: These amounts shall be from fees from user agencies
 Approval by OIT? Yes: No: N/A:
 Schedule 13s from Affected Departments: None

**Schedule 13
Change Request for FY 2010-11 Budget Request Cycle**

Decision Item FY 2010-11 Base Reduction Item FY 2010-11 Supplemental FY 2009-10 Budget Amendment FY 2010-11

Request Title: Building Maintenance Reduction
 Department: Personnel and Administration
 Priority Number:
 Dept. Approval by: *R. L. L.*
 OSPB Approval: *Anna Poche*
 Date: *8-19-09*
 Date: *8/19/09*

		1	2	3	4	5	6	7	8	9	10
	Fund	Prior-Year Actual FY 2008-09	Appropriation FY 2009-10	Supplemental Request FY 2009-10	Total Revised Request FY 2009-10	Base Request FY 2010-11	Decision/Base Reduction FY 2010-11	November 1 Request FY 2010-11	Budget Amendment FY 2010-11	Total Revised Request FY 2010-11	Change from Base (Column 5) FY 2011-12
Total of All Line Items	Total	0	889,810	(14,702)	875,108	0	0	0	0	0	0
	FTE	0.0	1.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	582,895	(9,631)	573,264	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE/RF	0	306,915	(5,071)	301,844	0	0	0	0	0	0
(1) Executive Director's Office, (A) Department Administration, Capitol Complex Leased Space	Total	0	889,810	(14,702)	875,108	0	0	0	0	0	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	582,895	(9,631)	573,264	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE/RF	0	306,915	(5,071)	301,844	0	0	0	0	0	0
FF	0	0	0	0	0	0	0	0	0	0	

Non-Line Item Request: N/A
 Letternote Revised Text: No adjustments to the Department's letternotes are needed.

Cash or Federal Fund Name and CQFRS Fund Number: N/A

Reappropriated Funds Source, by Department and Line Item Name: N/A

Approval by DIT? Yes: No: N/A:

Schedule 13s from Affected Departments: None

Schedule 13
Change Request for FY 2010-11 Budget Request Cycle

Decision Item FY 2010-11 Base Reduction Item FY 2010-11 Supplemental FY 2009-10 Budget Amendment FY 2010-11

Request Title: State Fleet Rebates - One-Time Refinance for FY 2009-10
 Department: Personnel and Administration Dept. Approval by: *R. L. Ladd* Date: *8/19/09*
 Priority Number: OSPE Approval: *Carina Poché* Date: *8/19/09*

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 2008-08	Appropriation FY 2009-10	Supplemental Request FY 2009-10	Total Revised Request FY 2009-10	Base Request FY 2010-11	Decision/ Base Reduction FY 2010-11	November 1 Request FY 2010-11	Budget Amendment FY 2010-11	Total Revised Request FY 2010-11	Change from Base (Column 5) FY 2011-12
Total of All Line Items	Total	0	66,468	(22,359)	44,109	0	0	0	0	0	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE/RF	0	66,468	(22,359)	44,109	0	0	0	0	0	0
(1) Executive Director's Office, (A) Department Administration, Vehicle Lease Payments	Total	0	66,468	(22,359)	44,109	0	0	0	0	0	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE/RF	0	66,468	(22,359)	44,109	0	0	0	0	0	0
FF	0	0	0	0	0	0	0	0	0	0	

Non-Line Item Request: N/A
 Lettermote Revised Text: No Adjustments to the Department's Lettermotes are necessary.
 Cash or Federal Fund Name and COFRS Fund Number: Fleet Management Fund (Fund 607)
 Reappropriated Funds Source, by Department and Line Item Name: These amounts shall be from fees from user agencies
 Approval by OIT? Yes: No: N/A:
 Schedule 13s from Affected Departments: N/A

**Schedule 13
Change Request for FY 2010-11 Budget Request Cycle**

Decision Item FY 2010-11 Base Reduction Item FY 2010-11 Supplemental FY 2009-10 Budget Amendment FY 2010-11

Request Title: Risk Management Contract Review and Reduction

Department: Personnel and Administration

Priority Number:

Dept. Approval by: *R. Locke*

OSPB Approval: *Jana Locke*

Date: 8-19-09

Date: 8/19/09

		1	2	3	4	5	6	7	8	9	10
	Fund	Prior-Year Actual FY 2008-09	Appropriation FY 2009-10	Supplemental Request FY 2009-10	Total Revised Request FY 2009-10	Base Request FY 2010-11	Decision/Base Reduction FY 2010-11	November 1 Request FY 2010-11	Budget Amendment FY 2010-11	Total Revised Request FY 2010-11	Change from Base (Column 5) FY 2011-12
Total of All Line Items	Total	0	309,108	(4,388)	304,718	0	0	0	0	0	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	76,726	(1,089)	75,637	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	8,656	(123)	8,533	0	0	0	0	0	0
	CFE/RF	0	223,724	(3,176)	220,548	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
(1) Executive Director's Office, (A) Department Administration, Workers' Compensation	Total	0	309,108	(4,388)	304,718	0	0	0	0	0	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	76,726	(1,089)	75,637	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	8,656	(123)	8,533	0	0	0	0	0	0
	CFE/RF	0	223,724	(3,176)	220,548	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0

Non-Line Item Request: N/A

Letternote Revised Text: (b) Of these amounts, \$46,833 \$45,773 shall be from the Group Benefit Plans Reserve Fund created in Section 24-50-813 (1), C.R.S., \$28,926 \$28,888 shall be from the Supplier Database Cash Fund created in Section 24-102-202.5 (2) (a), C.R.S., and ~~\$49,096~~ \$19,071 shall be from collection fees assessed to individuals.

Cash or Federal Fund Name and COFRS Fund Number: Group Benefits Plans Reserve Fund (Fund 719), Supplier Database Cash Fund (Fund 281)

Reappropriated Funds Source, by Department and Line Item Name: These amounts shall be from fees from user agencies.

Approval by OIT? Yes: No: N/A:

Schedule 13s from Affected Departments: N/A

**Schedule 13
Change Request for FY 2010-11 Budget Request Cycle**

Decision Item FY 2010-11 Base Reduction Item FY 2010-11 Supplemental FY 2009-10 Budget Amendment FY 2010-11

Request Title: FY 2009-10 OIT Management and Administration One Time Adjustment
 Department: Personnel & Administration Dept. Approval by: *R. [Signature]* Date: 8-19-09
 Priority Number: OSPB Approval: *[Signature]* Date: 8/19/09

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 2008-09	Appropriation FY 2009-10	Supplemental Request FY 2009-10	Total Revised Request FY 2009-10	Base Request FY 2010-11	Decision/ Base Reduction FY 2010-11	November 1 Request FY 2010-11	Budget Amendment FY 2010-11	Total Revised Request FY 2010-11	Change from Base (Column 5) FY 2011-12
Total of All Line Items	Total	0	60,127	(8,524)	51,603	0	0	0	0	0	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	16,433	(5,752)	10,681	0	0	0	0	0	0
	GPE	0	0	0	0	0	0	0	0	0	0
	CF	0	306	1,139	1,445	0	0	0	0	0	0
	CFE/RF	0	43,388	(3,911)	39,477	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
(1) Executive Director's Office (A) Department Administration Management and Administration of OIT	Total	0	60,127	(8,524)	51,603	0	0	0	0	0	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	16,433	(5,752)	10,681	0	0	0	0	0	0
	GPE	0	0	0	0	0	0	0	0	0	0
	CF	0	306	1,139	1,445	0	0	0	0	0	0
	CFE/RF	0	43,388	(3,911)	39,477	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0

Non-Line Item Request: None
 Letternote Revised Text: None
 Cash or Federal Fund Name and COFRS Fund Number: Of these amounts, \$45,833 shall be from the Group Benefit Plans Reserve Fund created in Section 24-50-613(1), C.R.S., \$28926 shall be from the Supplier Database Cash Fund created in Section 24-102-202.5(2)(a), C.R.S., and \$19,096 shall be from collection fees assessed to individuals.
 Reappropriated Funds Source, by Department and Line Item Name: These amounts shall be from fees from user agencies
 Approval by OIT? Yes: No: N/A:
 Schedule 13s from Affected Departments: None