

**COLORADO GENERAL ASSEMBLY
JOINT BUDGET COMMITTEE**



SUPPLEMENTAL REQUEST FOR FY 2008-09

**DEPARTMENT OF PERSONNEL AND
ADMINISTRATION**

**JBC Working Document - Subject to Change
Staff Recommendation Does Not Represent Committee Decision**

**Prepared By:
Viktor Bojilov, JBC Staff
February 10, 2009**

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**DEPARTMENT OF PERSONNEL AND ADMINISTRATION
FY 2008-09 SUPPLEMENTAL RECOMMENDATIONS
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Prioritized Supplementals

**Supplemental Request #1, Department Priority # S-2, BA-4 (February 6, 2009)
 Integrated Document Factory Personal Services True-up**

	Request	Recommendation
Total	<u>\$319,597</u>	<u>\$0</u>
Reappropriated Funds	319,597	0

Does JBC staff believe the request meets the Joint Budget Committee's supplemental criteria? [An emergency or act of God; a technical error in calculating the original appropriation; data that was not available when the original appropriation was made; or an unforeseen contingency.]	NO
Staff does not believe the department supplemental request meets supplemental criteria, this request does not present new data.	

Department Request: The Department requests increased funding for the Mail Services program personal services in an amount of \$755,521 reappropriated funds and 8.2 FTE for FY 2008-09 and FY 2009-10. The Department also requests reducing the funding for the Reprographics Services (program offers commercial and graphic art services, offset printing, high volume digital copying, and rental of office copiers) personal services in an amount of \$166,693 reappropriated funds and 2.7 FTE, and reducing the funding of the Document Solutions Group (program offers micrographic and document imaging services, data entry and image storage) personal services funding in an amount of \$269,231 reappropriated funds and 5.5 FTE.

The Department states that it needs this reallocation because for several years it has mismanaged its appropriation by neglecting to address an appropriation problem for the three programs. The department states that for several years mail program volumes have increased steadily, in addition, in FY 2006-07 a decision item was approved to increase the number of routes and drivers for Mail Services by expanding the Department's Pueblo operations.

Instead of coming to the Committee with a decision item to address the Mail Services volume and appropriation problem, the Department chose to cover the increased volumes in Mail Services with excess POTS appropriations for the Division of Information Technology, and by assigning FTE appropriated for the Reprographics Services and Document Solutions programs to Mail Services duties. The Department states that it assigned and paid these employees through Mail Services.

The Department's FY 2006-07 Mail Services, Personal Services appropriation was \$1,127,967, the Department states that it spent \$1,430,929 (the actual amount listed in the Department's schedule 3 for FY 2006-07 is \$1,127,966). For FY 2007-08, the Mail Services, Personal Services appropriation

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was \$1,230,252, the Department states that it spent \$1,642,332 (the actual amount listed in the Department's Schedule 3 is \$1,225,914). The Department neglected to address the problem and chose to misrepresent the mail program's true costs.

In effect, the Department faces three problems:

1. The Department states that over the last two years, the Department moved staff appropriated to the Document Solutions Group and Reprographics Services to Mail Services. The Department assigned the employees to Mail Services and started paying these employees from Mail Services.

Reallocation of FTE Appropriation from Document Solutions Group to Mail Services		
Position Classification	FTE	Cost
Data Supervisor	1.0	\$54,589
Production II	1.0	33,561
Production II	<u>1.0</u>	<u>29,237</u>
	3.0	\$117,387

2. The Department state that at the advice of the State Controller, DPA has changed the way it allocates "overhead" and staff among the three programs. The table below shows (without providing any detail) what the Department thinks this allocation needs to be:

Reallocation of Administration and Overhead		
Program	FTE	Cost
Reprographics	(2.7)	(\$166,693)
Document Solutions Group	(2.4)	(151,539)
Mail Services	5.1	318,232

3. The Department has stated that as a result of its mismanagement of the above programs, it has encountered Federal Fund balance issues. The Department states that it has accumulated excess fund balance in the Mail Services program (the Department has not provided an analysis with this supplemental of the amount of the fund balance, how it was accumulated, nor what refund the Department has allegedly made to the Federal Government) and that it was forced to provide a refund to the Federal Government.

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4. S.B. 08-155 moved DoIT into the Governor's Office of Information Technology. As a result the Department no longer has the ability to hide this budget mis-allocation through DoIT POTS.

The Department states that if the supplemental request is not approved Mail Services will have to shut down its operations for the last quarter of the year. Staff notes that there is not sufficient information to analyze this claim made by Department.

Staff Analysis: Staff does not believe this request meets supplemental criteria. The Department states that this is new data, however, as the information provided by the Department above shows, the Department has known about this problem for several years and has chosen to not request appropriate funding for the Mail Services program.

Staff also notes that the Department calculations are incomplete and inaccurate. For example, the tables above provided by the Department do not add up to the requested amounts presented in the Schedule 13. For example, the Document Solutions Group request is listed as a reduction of \$269,231 and 5.5 FTE, however, the tables above add up to \$268,926 and 5.4 FTE. In addition, staff has not been provided assumptions and detailed calculations of the requested amounts. For example, how does the Department calculate the need for Mail Services to be \$755,521 and 8.2 FTE?

In the request, the Department states that an "Appendix A" shows the total annual costs of the FTE currently located and working in the Mail Services program. However, such appendix was not provided with this supplemental.

The Department states that by its mismanagement of the program, it has caused a Federal Fund balance problem, including the payment back of federal dollars. Other than mentioning this problem in passing, the Department has not provided any analysis on this issue, including details of how long it took the department to build said federal fund balance, how much was paid back to the Federal Government, and what is the current status of any federal fund balance.

Staff does not recommend the Committee approve this Department request.

**Supplemental Request #2, Department Priority # S-3 (submitted February 10, 2009 at 9:30 am)
Mail Services Postage Increase**

	Request	Recommendation
Total	<u>\$252,573</u>	<u>\$0</u>
Reappropriated Funds	252,573	0

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Does JBC staff believe the request meets the Joint Budget Committee's supplemental criteria? [An emergency or act of God; a technical error in calculating the original appropriation; data that was not available when the original appropriation was made; or an unforeseen contingency.]	NO
Staff does not believe the department supplemental request meets supplemental criteria, this request does not present new data in order to deem a submission on February 10, 2009, at 9:30 am. This supplemental should have been submitted on January 1, 2009.	

Department Request: The Department requests an increase for FY 2008-09 to its Mail Services program, Operating Expenses line item in the amount of \$252,573 reappropriated funds (mail services fees from state agencies) in order to accommodate an increase in postage rates imposed by the United States Postal Services (USPS).

The Department states that the USPS increased its postage rates. The Department request is for a 3.2 percent increase to the Department's appropriation for FY 2008-09.

The Department states that if supplemental is not funded, agencies will pay more for less mail processing.

Attached is the Department's calculation spreadsheet for request.

Staff Analysis: Staff notes that the Department reverted \$80,652 of its appropriation for FY 2007-08. Staff notes that the Department should find the remainder \$171,921 (\$252,573 - \$80,652) within its current existing operating budget appropriation.

Staff recommends the Committee not fund the Department request.

STATE OF COLORADO FY 2009-10 BUDGET REQUEST CYCLE: Personnel and Administration

		Postage Increase Details						
IDS Classification	FY08 July through June	Projected FY09 Volumes	USPS Classification	Prior Rate	USPS New Rate	Change in Rate	Total Change in Cost	
	Actuals							
Presort Letters	3,839,137	3,954,311	1st Class Automation 3-digit Letters					
-- assume 90% are 1-oz.	3,455,223	3,558,880		\$0.334	\$0.346	\$0.012	\$42,707	
-- assume 10% are 2-oz.	383,914	395,431		\$0.459	\$0.471	\$0.012	\$4,745	
1st Class Flats	953,569	982,176	1st Class Mail Single Piece Flats					
-- assume 33% are 1-oz.	314,678	324,118		\$0.800	\$0.830	\$0.030	\$9,724	
-- assume 33% are 2-oz.	314,678	324,118		\$0.970	\$1.000	\$0.030	\$9,724	
-- assume 34% are 3-oz.	324,213	333,940		\$1.140	\$1.170	\$0.030	\$10,018	
1st Class Letters	790,362	814,073	1st Class Mail Single Piece Letters					
-- assume 90% are 1-oz.	711,326	732,666		\$0.410	\$0.420	\$0.010	\$7,327	
-- assume 10% are 2-oz.	79,036	81,407		\$0.580	\$0.590	\$0.010	\$814	
Non-Qualifying Presort Letters	886,748	913,350	1st Class Mail Single Piece Letters					
Insert A/C Barcode	310,000	319,300	1st Class Automation 3-digit Letters					
Inserter Barcode	11,288,325	11,626,975	1st Class Automation 3-digit Letters					
-- assume 90% are 1-oz.	10,159,493	10,464,277		\$0.334	\$0.346	\$0.012	\$125,571	
-- assume 10% are 2-oz.	1,128,833	1,162,697		\$0.459	\$0.471	\$0.012	\$13,952	
Certified Mail	16,000	16,480	Special Services Certified					
Permit Presort Standard	130,000	133,900	Presort Standard Automation					
-- assume 90% are 1-oz.	117,000	120,510		\$0.255	\$0.271	\$0.016	\$1,928	
-- assume 10% are 2-oz.	13,000	13,390		\$0.255	\$0.271	\$0.016	\$214	
Presort CU Mail*	975,610	1,004,878	1st Class Automation 3-digit Letters					
-- assume 90% are 1-oz.	878,049	904,390		\$0.334	\$0.346	\$0.012	\$10,853	
-- assume 10% are 2-oz.	97,561	100,488		\$0.459	\$0.471	\$0.012	\$1,206	
*Count is from CU data							Total Change in Cost	\$252,573

	FY 2007-08	FY 2008-09	Fiscal Year 2008-09 Supplemental		
	Actual	Appropriation	Requested Change	Recommended Change	New Total with Recommendation

DEPARTMENT OF PERSONNEL
Executive Director - Rich Gonzales

Supplemental #1 - Integrated Document Factory Personal Services True-up

(4) CENTRAL SERVICES

(B) Integrated Document Factory

(1) Reprographic Services

Personal Services - Reappropriated Funds	1,137,877	1,206,961	(166,693)	0	1,206,961
FTE	21.8	23.3	(2.7)	0.0	23.3

(2) Document Solutions Group

Personal Services - Reappropriated Funds	2,921,858	2,755,757	(269,231)	0	2,755,757
FTE	54.2	55.7	(5.5)	0.0	55.7

(3) Mail Services

Personal Services - Reappropriated Funds	1,225,914	1,253,725	755,521	0	1,253,725
FTE	39.5	34.6	8.2	0.0	34.6

Total for Supplemental #1 - RF

FTE	5,285,649	5,216,443	319,597	0	5,216,443
	115.5	113.6	0.0	0.0	113.6

Supplemental #2 - Mail Services Postage Increase

(4) CENTRAL SERVICES

(B) Integrated Document Factory

(3) Mail Services

	FY 2007-08	FY 2008-09	Fiscal Year 2008-09 Supplemental		
	Actual	Appropriation	Requested Change	Recommended Change	New Total with Recommendation
Operating Expenses - Reappropriated Funds	7,657,809	7,944,200	252,573	0	7,944,200
Department of Personnel and Administration					
Totals for ALL Departmental line items	179,792,233	147,082,557	572,170	0	147,082,557
FTE	<u>535.1</u>	<u>392.9</u>	<u>0.0</u>	<u>0.0</u>	<u>392.9</u>
General Fund	10,760,474	6,378,983	0	0	6,378,983
Cash Funds	13,953,894	6,396,415	0	0	6,396,415
Reappropriated Funds	154,894,300	134,307,159	572,170	0	134,307,159
Federal Funds	183,565	0	0	0	0

**COLORADO GENERAL ASSEMBLY
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SUPPLEMENTAL REQUESTS FOR FY 2008-09

**DEPARTMENT OF PERSONNEL AND
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Staff Recommendation Does Not Represent Committee Decision**

**Prepared By:
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January 29, 2009**

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<i>Totals for All FY 2007-08 Supplementals</i>	N.A.	48
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Prioritized Supplementals

**Supplemental Request #1, Department Priority #1 (January 2, 2009)
 Electronic Data Warehouse Licenses**

	Request	Recommendation
Total	<u>\$115,884</u>	<u>\$115,884</u>
Cash Funds	0	0
Reappropriated Funds	115,884	115,884

Does JBC staff believe the request meets the Joint Budget Committee's supplemental criteria? [An emergency or act of God; a technical error in calculating the original appropriation; data that was not available when the original appropriation was made; or an unforeseen contingency.]	YES
JBC staff and the Department agree that this request is the result of data that was not available when the original appropriation was made.	

Department Request: The Integrated Document Factory, Document Solutions Group (DSG), in the Division of Central Services, is requesting a one-time appropriation of \$115,884 reappropriated funds in FY 2008-09 , and an ongoing appropriation of \$19,314 reappropriated funds in FY 2009-10, in the Operating Expenses line item for the purchase and maintenance of additional licenses for the Electronic Data Warehouse (EDW).

Analysis: The Document Solutions Group utilizes scanning, imaging, and data entry to meet customers' needs. Scanning is the process of converting paper documents into digital images and indexing data. Imaged data allows for online retrieval of information and data storage. The Data Entry unit processes both on-going projects (daily, weekly, monthly), or one-time projects, such as surveys or questionnaires. The DSG utilizes the EDW to store the digital images and index data. In order to store their information on the EDW, customer agencies must purchase licenses. There are two types of licenses that can be purchased. An *access license* allows access to front and end software, and users can insert or review data, or modify data as necessary. A *public access license* allows a user to print or view the stored information. Both licenses require an initial purchase fee, as well as ongoing maintenance costs. The Department states that annual maintenance costs are on average 20 percent of the purchase cost.

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Expected New Licenses Needed				
Department/Agency	Access License		Public Access License	
	Packs	Users	Packs	Users
Public Health and Environment	2	10	1	50
Regulatory Agencies			1	50
CBI	3	15		
Labor and Employment	5	25		
Office of Information Technology	2	10		
Total	12	60	2	100

Calculated Cost for New Licenses				
Type	Cost per Unit	Anticipated Need	FY 2008-09 Cost	FY 2009-10 Cost
Access License (5 pack)	\$4,860	12 5-packs (60 licenses)	\$58,320	\$0
Maintenance	\$972	12 5-packs (60 licenses)	\$11,664	\$11,664
Public Access Licenses (50 pack)	\$19,125	2 50-packs (100 licenses)	\$38,250	\$0
Maintenance	\$3,825	2 50-packs (100 licenses)	\$7,650	\$7,650
Total			\$115,884	\$19,314

The Department states that it was not notified by agencies of their intent to purchase these additional licenses in advance so that the Department can request spending authority. The Department states that if the request is not approved, the Department will not be able to purchase the additional licenses for these existing client agencies and that for these agencies going to the private sector is not an option without discontinuing the use of the current content management system and establishing their own system. In addition, the Department states that agencies will not have the advantage of volume discounts available to the DSG. The agencies will also have the added cost of purchasing servers, application software, database software, and back-up hardware and software, and they will need the technical knowledge to support this type of system.

Staff Recommendation: Staff recommends that the Committee approve the Department's request for an increase of \$115, 884 reappropriated funds for FY 2008-09 and \$19,31 reappropriated funds for FY 2009-10 for the Document Solutions Group, Operating Expenses line item.

**Supplemental Request #2, Department Priority #2 (January 2, 2009)
 Regulatory Agencies Imaging Project (WITHDRAWN BY DEPARTMENT)**

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	Request	Recommendation
Total	<u>\$89,706</u>	<u>\$0</u>
Cash Funds	0	0
Reappropriated Funds	89,706	0

Does JBC staff believe the request meets the Joint Budget Committee's supplemental criteria? [An emergency or act of God; a technical error in calculating the original appropriation; data that was not available when the original appropriation was made; or an unforeseen contingency.]	N/A
The Department withdrew this supplemental request as it realized that the funding had already been included in with the Department's FY 2008-09 appropriation.	

The Department has withdrawn this supplemental request as it was advised by JBC staff that the funding requested has already been included within the FY 2008-09 department appropriation.

**Supplemental Request #3, Department Priority #1 (January 15, 2009)
 Employee Emeritus True-up Reduction**

	Request	Recommendation
Total	<u>(\$4,080)</u>	<u>(\$4,080)</u>
General Fund	(4,080)	(4,080)

Does JBC staff believe the request meets the Joint Budget Committee's supplemental criteria? [An emergency or act of God; a technical error in calculating the original appropriation; data that was not available when the original appropriation was made; or an unforeseen contingency.]	YES
JBC staff and the Department agree that this request is the result of data that was not available when the original appropriation was made.	

Department Request: The Department is proposing to reduce funding in the Employee Emeritus Retirement line within the Executive Director's Office by \$4,080 General Fund for FY 2008-09 and FY 2009-10 to more accurately reflect required payments.

Analysis: The Employee Emeritus Retirement line item supports payments to retired state workers under a program that expired. During FY 2008-09 figure setting, the Department had stated that there are 6 former state employees who are eligible to receive this payment in FY 2008-09. According to the Department, the program recently lost several employees, and payments have been reduced accordingly.

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Currently, there is no statutory authority for this program. As summarized below, the program was created in 1967, amended in 1975, amended in 1980, and repealed in 1987.

Senate Bill 67-120. This bill created the program which allowed for monthly retirement benefits to be paid to former state employees who had retired from state service for superannuation on a full annuity or disability by July 1, 1967.

Senate Bill 87-143. This bill, which was endorsed by the Public Employees Retirement Association (PERA), repealed the program. According to the legislative liaison for PERA, PERA did not believe that this bill would stop retirement benefits from being paid for employee emeritus retirements. PERA assumed that the statutory provisions would not be required to continue the program for existing participants because the program was not available to new participants.

Staff Recommendation: The Committee approve the Department's request to reduce the Employee Emeritus Retirement line by \$4,080 in FY 2008-09 and FY 2009-10.

**Supplemental Request #4, Department Priority #2 (January 15, 2009)
 Archives One-time Refinance**

	Request	Recommendation
Total	\$0	(\$9,712)
General Fund	(11,288)	(31,500)
Cash Funds	9,189	17,904
Reappropriated Funds	2,099	3,884

Does JBC staff believe the request meets the Joint Budget Committee's supplemental criteria? [An emergency or act of God; a technical error in calculating the original appropriation; data that was not available when the original appropriation was made; or an unforeseen contingency.]	YES
JBC staff and the Department agree that this request is the result of data that was not available when the original appropriation was made.	

Department Request: The Department is requesting a one-time refinance of \$11,288 General Fund for the Information and Archival Services operating program costs with cash and reappropriated funds.

Analysis: Information and Archival Services is funded with General Fund and fees for copies of records. For FY 2008-09, the Department states that there has been an influx of revenue due to

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increased activity and requests for water records. The program is projecting over-collecting revenues for the first time in recent history.

The Department states that the program has historically under-collected fees and has not collected fees up to the appropriated amount (\$93,811 cash funds and \$10,901 reappropriated funds for FY 2008-09). Last year the Department undercollected fees set in its appropriation by \$9,712 in FY 2008-09.

Archival and Information Services FY 2009 Cash Funds Appropriation Analysis			
Fund Source	Total Cash Appropriation	Projected Year-end Revenue	Excess Appropriation
Cash Funds	\$93,811	\$85,000	\$8,811
Reappropriated Funds	10,901	10,000	901
Total	\$104,712	\$95,000	\$9,712

Archival and Information Services FY 2009 Revenue Analysis			
Fund Source	Year-to-date Revenue	Normal Year-to-date Revenue	Current Excess Revenue
Cash Funds	\$48,000	\$30,000	\$18,000
Reappropriated Funds	7,000	4,000	3,000
Total	\$55,000	\$34,000	\$21,000

Archival and Information Services FY 2009 Cash Funds Additional Appropriation Need				
Fund Source	FY 2009 Excess Appropriation	Current FY 2009 Excess Revenue	Additional Staff Estimate Excess Revenue	Cash Fund Appropriation Adjustment Need
Cash Funds	(\$8,811)	\$18,000	\$8,715	\$17,904
Reappropriated Funds	(901)	3,000	1,785	3,884
Total	(\$9,712)	\$21,000	\$10,500	\$21,788

Since archival services has not been relying on revenue from fees up to its appropriation level and has used General Fund to subsidize its operations, staff believes that the entire excess fees revenues should be used to refinance General Fund. In addition, staff believes that it is not unreasonable to assume that if revenues have been coming in-excess by \$21,000 by mid-year, it is not unreasonable to assume that revenues will continue to come in at a higher level for the remainder of the year. The

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Department has not provided analysis in its request to suggest otherwise. Since staff is not sure what the ultimate revenue for the entire FY 2009 will be, staff believes it is reasonable to assume that by June 30, 2009, excess revenues may come in 50 percent higher than the mid-year excess revenue. Using this analysis, staff believes that excess revenue for FY 2009 for archival services may be \$31,500 cash funds. Staff also believes that since historically archival services has not relied on revenues worth \$9,712 cash funds, the refinance that staff is recommending will reduce the archival services line item by a like amount.

Staff Recommendation: Staff recommends that the Committee not approve the Department request. Instead, staff recommends the Committee approve reducing the Information and Archival Services program funding by a total of \$9,712; reducing the General Fund appropriation by \$31,500; increasing cash funds appropriation by \$17,904; and increasing reappropriated funds appropriation by \$3,884.

**Supplemental Request #5, Department Priority #3 (January 15, 2009)
 Training Services Refinance**

	Request	Recommendation
Total	\$0	\$0
General Fund	(44,857)	0
Cash Funds	25,679	25,679
Reappropriated Funds	19,178	(25,679)

Does JBC staff believe the request meets the Joint Budget Committee's supplemental criteria? [An emergency or act of God; a technical error in calculating the original appropriation; data that was not available when the original appropriation was made; or an unforeseen contingency.]	YES
JBC staff and the Department agree that this request is the result of data that was not available when the original appropriation was made.	

Department Request: The Division of Human Resources is proposing to reallocated funding for FY 2008-09 in the amount of 0.5 FTE and \$44,857 (cash and reappropriated funds) from State Agency Services to Training Services in order to reduce the Department's General Fund appropriations. The request for increase in spending authority within Training Services is to allow the program to generate revenue to support this reallocation.

Analysis: Indirect cost recoveries within departments are used to offset direct General Fund appropriations. The Department's State Agency Services line item within the Division of Human

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Resources, Human Resource Services program is entirely funded by indirect cost recoveries from within DPA as well as from statewide indirect cost recoveries. A reduction of the appropriation by \$44,857 reappropriated funds would mean that the Department will not be collecting \$44,857 worth of indirect costs. This would mean that the entire \$44,857 would need to be used to offset General Fund somewhere else within the Department.

However, staff will not adjust the indirect costs in this supplemental, staff will instead adjust indirect costs at the end, when all other numbers are final, so that staff can appropriately recalculate and re-apportion indirect costs throughout the Department. Staff will address final indirect costs within staff initiated supplemental # - 1 Indirect Cost Balancing and Increase in Procurement Card Rebates Receipts.

The Department requests that the reduction of \$47,857 reappropriated funds within State Agency Services line item in the Division of Human Resources be used to increase the cash and reappropriated funds appropriation as well as the FTE appropriation within the Training Services line item within the Division. The Department states that there is the potential for the Professional Development Center to offer more training. The Department claims that requests for onsite classes have increased from last year, and that several classes have waiting lists.

The Department also notes that if other departments decide to eliminate funding budgeting for training purchases, it is possible revenues won't exist to support the requested increase in appropriation to the Training Services line item.

The proposal to increase the appropriation within Training Services in order to be able to collect more training revenue sounds reasonable to staff. However, staff notes that the FTE associated with Training Services line item was taken out starting with FY 2008-09 because the Department had reverted the entire position for the past three years. As a result, staff recommended the elimination of the FTE associated with the Training Services line item and continuation of the practice where staff within the Division of Human Resources provide the training courses.

Staff does not believe that the Department will hire an FTE for Training Services for two reasons: historical reversions and the current hiring freeze. Due to the hiring freeze, the Department will not be able to fill the position for FY 2008-09.

Staff Recommendation: Staff recommends the Committee approve a reduction of the FY 2008-09 appropriation for the Human Resource Services, State Agency Services line item by \$44,857 reappropriated funds; an increase to the Human Resource Services, Training Services line item by \$25,679 cash funds (training revenue) and \$19,178 reappropriated funds (training revenue); staff does not recommend adjustment to the State Controller's line item at this time,

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staff will address final indirect costs within staff initiated supplemental # - 1 Indirect Cost Balancing and Increase in Procurement Card Rebates Receipts.

**Supplemental Request #6, Department Priority #4 (January 15, 2009)
 State Purchasing Office Operating Expense Refinance**

	Request	Recommendation
Total	\$0	(\$1,637)
General Fund	(1,637)	(1,637)
Cash Funds	1,637	0

Does JBC staff believe the request meets the Joint Budget Committee's supplemental criteria? [An emergency or act of God; a technical error in calculating the original appropriation; data that was not available when the original appropriation was made; or an unforeseen contingency.]	YES
JBC staff and the Department agree that this request is the result of data that was not available when the original appropriation was made.	

Department Request: The Department requests reducing \$1,637 General Fund from the State Controller's Office and Procurement Services, Operating Expenses line item for FY 2008-09 and FY 2009-10.

Analysis: The requested reduction of funding is associated with a refinance of Procurement Services General Fund expenses in support of the Supplier Database with the Supplier Database Fund. The Supplier Database Fund collects an annual registration fee from businesses interested in providing goods and services to the State, in return, the State notifies the appropriate businesses whenever the State issues requests for proposals for bids for goods or services that a particular state agency has put out for bids.

The State Purchasing Office costs that are being refinanced are cell phone costs, office supplies, and toner cartridges. The Department has stated that it is not requesting an increase to the Supplier Database, Operating Expenses line item cash funds appropriation as the line can currently absorb the costs. The requested increase in the Schedule 13 is thus a technical error.

Staff Recommendation: Staff recommends the Committee approve a reduction to the State Controller's Office and Procurement Services, Operating Expenses line item in the amount of \$1,637 General Fund for FY 2008-09.

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**Supplemental Request #7, Department Priority #5 (January 15, 2009)
 Real Estate Services Operating Reduction**

	Request	Recommendation
Total	(\$16,034)	(\$16,034)
General Fund	(16,034)	(16,034)

Does JBC staff believe the request meets the Joint Budget Committee's supplemental criteria? [An emergency or act of God; a technical error in calculating the original appropriation; data that was not available when the original appropriation was made; or an unforeseen contingency.]	YES
JBC staff and the Department agree that this request is the result of data that was not available when the original appropriation was made.	

Department Request: The Department requests a one-time reduction of \$16,034 General Fund in Fy 2008-09 for operating expenses within the Office of the State Architect.

Analysis: The State Controller's Office is proposing to reduce expenditures from its operating budget related to travel for building site inspections for the remainder of the fiscal year, advertising for new positions, printing, moving/freight, software, office supplies, prizes/awards, dues/memberships, and equipment.

Staff Recommendation: Staff recommends the Committee approve the Department's request.

**Supplemental Request #8, Department Priority #6 (January 15, 2009)
 Division of Human Resources Travel Reduction**

	Request	Recommendation
Total	(\$2,010)	(\$2,010)
General Fund	(2,010)	0
Reappropriated Funds	0	(2,010)

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Does JBC staff believe the request meets the Joint Budget Committee's supplemental criteria? [An emergency or act of God; a technical error in calculating the original appropriation; data that was not available when the original appropriation was made; or an unforeseen contingency.]	YES
JBC staff and the Department agree that this request is the result of data that was not available when the original appropriation was made.	

Department Request: The Division of Human Resources is requesting a reduction of \$2,010 reappropriated funds out of the operating budget for the State Agency Services program for FY 2008-09. The Department requests an associated reduction to the Personal Services line item for the State Controller's Office and Procurement Services.

Analysis: DHR states that it budgets \$3,310 each year out of its operating budget for travel expenses. The budget is set according to prior year actual expenses. The Division uses the travel budget to perform training to other state agencies human resource offices, as well as perform audits on current human resource processes and functions. The audits also allow the Division to assess whether agencies are within compliance with statute and State rules.

The Department states that the reduction of its travel budget will curtail new audits conducted outside the Denver Metro area, will restrict the delivery of a new Performance Management Training Program, a Primary Care Paramedic (PCP) program certification training, and Selection Forums to the Denver Metro Area. The Total Compensation unit will also restrict its Job Evaluation and Personal Services forums to the Denver Metro Area. As a result, agencies outside the Denver Metro Area will need to commute to attend various DHR activities.

Indirect cost recoveries within departments are used to offset direct General Fund appropriations. The Department's State Agency Services, Operating Expenses line item within the Division of Human Resources, Human Resource Services program is entirely funded by indirect cost recoveries from within DPA as well as from statewide indirect cost recoveries. A reduction of the appropriation by \$2,010 reappropriated funds would mean that the Department will not be collecting \$2,010 worth of indirect costs. This would mean that the entire \$2,010 would need to be used to offset General Fund somewhere else within the Department.

However, staff will not adjust the indirect costs in this supplemental, staff will instead adjust indirect costs at the end, when all other numbers are final, so that staff can appropriately recalculate and re-apportion indirect costs throughout the Department. Staff will address final indirect costs within staff initiated supplemental # - 1 Indirect Cost Balancing and Increase in Procurement Card Rebates Receipts.

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Staff Recommendation: Staff recommends the Committee approve the Department's request to reduce the State Agency Services, Operating Expenses line item by \$2,010 reappropriated funds in FY 2008-09, staff does not recommend adjustment to the State Controller's line item at this time, staff will address final indirect costs within staff initiated supplemental # - 1 Indirect Cost Balancing and Increase in Procurement Card Rebates Receipts.

**Supplemental Request #9, Department Priority #7 (January 15, 2009)
 Division of Human Resources Operating Expenses Reduction**

	Request	Recommendation
Total	(\$5,509)	(\$5,509)
General Fund	(5,509)	0
Reappropriated Funds	0	(5,509)

Does JBC staff believe the request meets the Joint Budget Committee's supplemental criteria? [An emergency or act of God; a technical error in calculating the original appropriation; data that was not available when the original appropriation was made; or an unforeseen contingency.]	YES
JBC staff and the Department agree that this request is the result of data that was not available when the original appropriation was made.	

Department Request: The Division of Human Resources, State Agency Services is proposing to reduce its operating budget for FY 2008-09 by \$5,509 reappropriated funds (indirect cost recoveries) and as a result refinance General Fund with indirect cost recoveries in the State Controller's Office and Procurement Services, Personal Services Line item.

Analysis: The Department's proposal would further reduce travel costs and training, cancel some subscriptions and limit the amount of printed materials the Division sends out.

Indirect cost recoveries within departments are used to offset direct General Fund appropriations. The Department's State Agency Services, Operating Expenses line item within the Division of Human Resources, Human Resource Services program is entirely funded by indirect cost recoveries from within DPA as well as from statewide indirect cost recoveries. A reduction of the appropriation by \$5,509 reappropriated funds would mean that the Department will not be collecting \$5,509 worth of indirect costs. This would mean that the entire \$5,509 would need to be used to offset General Fund somewhere else within the Department.

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However, staff will not adjust the indirect costs in this supplemental, staff will instead adjust indirect costs at the end, when all other numbers are final, so that staff can appropriately re-calculate and re-apportion indirect costs throughout the Department. Staff will address final indirect costs within staff initiated supplemental # - 1 Indirect Cost Balancing and Increase in Procurement Card Rebates Receipts.

Staff Recommendation: Staff recommends the Committee approve the Department's request to reduce the State Agency Services, Operating Expenses line item by \$5,509 reappropriated funds in FY 2008-09, staff does not recommend adjustment to the State Controller's line item at this time, staff will address final indirect costs within staff initiated supplemental # - 1 Indirect Cost Balancing and Increase in Procurement Card Rebates Receipts.

**Supplemental Request #10, Department Priority #8 (January 15, 2009)
 State Purchasing Office Operating Expenses Reduction**

	Request	Recommendation
Total	(\$5,348)	(\$5,348)
General Fund	(5,348)	(5,348)

Does JBC staff believe the request meets the Joint Budget Committee's supplemental criteria? [An emergency or act of God; a technical error in calculating the original appropriation; data that was not available when the original appropriation was made; or an unforeseen contingency.]	YES
JBC staff and the Department agree that this request is the result of data that was not available when the original appropriation was made.	

Department Request: The State Purchasing Office in the Division of Finance and Procurement is proposing a temporary reduction in operating expenses for FY 2008-09 in the amount of \$5,348 General Fund.

Analysis: The proposed reduction is made up of reductions for in-state personnel travel (\$637), in-state personal vehicles (\$420), state-owned vehicle \$210 increase for incidental travel due to above reductions, office supplies (\$240), registration fees (\$2,220), and out-of state personal travel (\$2,041).

Staff Recommendation: Staff recommends the Committee approve the Department's request to reduce the State Controller's Office and Procurement Services, Operating Expenses line item for FY 2008-09 in the amount of \$5,348 General Fund.

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**Supplemental Request #11, Department Priority #9 (January 15, 2009)
 Office of State Controller Operating Expenses Reduction**

	Request	Recommendation
Total	(\$673)	(\$673)
General Fund	(7,663)	(7,663)
Reappropriated Funds	6,990	6,990

Does JBC staff believe the request meets the Joint Budget Committee's supplemental criteria? [An emergency or act of God; a technical error in calculating the original appropriation; data that was not available when the original appropriation was made; or an unforeseen contingency.]	YES
JBC staff and the Department agree that this request is the result of data that was not available when the original appropriation was made.	

Department Request: The Office of the State Controller is proposing refinancing \$6,990 General Fund operating expenditures with reappropriated funds from the Wildlife Cash Fund as well as reducing \$673 General Fund in operating costs.

Analysis: The State Controller's Office states that it currently issues refund warrants for hunting licenses for the Division of Wildlife. The cost for that warrant stock (check) is currently absorbed by the State Controller's Office General Fund appropriation. The \$6,990 amount is based on DOW's FY 2007-08 usage of warrant stock.

In addition, the Controller's Office proposes reducing \$673 General Fund by reducing costs for printer toner supplies and printer repair by requiring all discretionary printing to be done at the Central Services copier.

Staff Recommendation: Staff recommends the Committee approve the Department's request to refinance \$6,990 General Fund in FY 2008-09 for the State Controller's Office and Procurement Services, Operating Expenses line item with \$6,990 reappropriated funds from the Wildlife Cash Fund. In addition, staff recommends the reduction of \$673 General Fund in FY 2008-09 from the State Controller's Office and Procurement Services, Operating Expenses.

**Supplemental Request #12, Department Priority #10 (January 15, 2009)
 State Personnel Board Operating Reduction**

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	Request	Recommendation
Total	(\$6,000)	(\$6,000)
General Fund	(6,000)	0
Reappropriated Funds	0	(6,000)

Does JBC staff believe the request meets the Joint Budget Committee's supplemental criteria? [An emergency or act of God; a technical error in calculating the original appropriation; data that was not available when the original appropriation was made; or an unforeseen contingency.]	YES
JBC staff and the Department agree that this request is the result of data that was not available when the original appropriation was made.	

Department Request: The State Personnel Board is requesting a reduction of \$6,000 reappropriated funds (indirect costs) for FY 2008-09 from operating expenses and as a result refinance General Fund with indirect cost recoveries in the State Controller's Office and Procurement Services, Personal Services Line item.

Analysis: The State Personnel Board is proposing foregoing or reducing certain operating expenses for FY 2008-09. These include a reduction of \$500 from the travel budget; deferring Board staff training until FY 2009-10 in the amount of \$4,000; reducing printing costs by \$1,000; deferring equipment and furniture replacement totaling \$500 until FY 2009-10.

Indirect cost recoveries within departments are used to offset direct General Fund appropriations. The Department's Personnel Board, Operating Expenses line item is entirely funded by statewide indirect cost recoveries. A reduction of the appropriation by \$6,000 reappropriated funds would mean that the Department will not be collecting \$6,000 worth of indirect costs. This would mean that the entire \$6,000 would need to be used to offset General Fund somewhere else within the Department.

However, staff will not adjust the indirect costs in this supplemental, staff will instead adjust indirect costs at the end, when all other numbers are final, so that staff can appropriately re-calculate and re-apportion indirect costs throughout the Department. Staff will address final indirect costs within staff initiated supplemental # - 1 Indirect Cost Balancing and Increase in Procurement Card Rebates Receipts.

Staff Recommendation: Staff recommends the Committee approve the Department's request to reduce the Personnel Board, Operating Expenses line item by \$6,000 reappropriated funds in FY 2008-09, staff does not recommend adjustment to the State Controller's line item at this

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time, staff will address final indirect costs within staff initiated supplemental # - 1 Indirect Cost Balancing and Increase in Procurement Card Rebates Receipts.

**Supplemental Request #13, Department Priority #11 (January 15, 2009)
 State Purchasing Office Personal Services Reallocation/Reduction**

	Request	Recommendation
Total	\$0	(\$7,008)
General Fund	(7,008)	(7,008)
Cash Funds	7,008	0

Does JBC staff believe the request meets the Joint Budget Committee's supplemental criteria? [An emergency or act of God; a technical error in calculating the original appropriation; data that was not available when the original appropriation was made; or an unforeseen contingency.]	YES
JBC staff and the Department agree that this request is the result of data that was not available when the original appropriation was made.	

Department Request: The Department request is to reduce the State Controller's Office and Procurement Services, Personal Services line item by \$7,008 General Fund in FY 2008-09 and \$14,016 General Fund in FY 2009-10.

Analysis: The request proposes allocating an additional percentage of the State Purchasing Director's time to the Supplier Database, Personal Services line item. The Department states that currently the purchasing director has 10 percent of their time allocated to the Supplier Database for management of the program, however, the position spends a significant amount of time deciding appeals of solicitation protest decisions. The Department states that the additional percent allocation would be equivalent to \$7,008 in FY 2008-09 and \$14,016 in FY 2009-10. The Department states that the Supplier Database, Personal Services line currently has enough spending authority within the line to support the proposed increase. Therefore, the General Fund appropriation can be reduced in the Procurement Services, Personal Services line item without the need for a corresponding increase in the Supplier Database, Personal Services line item.

Staff notes that the Department's schedule 13 includes an increase to the Supplier Database, Personal Services line item. The Department informed staff that this is a technical error and should be ignored.

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Staff Recommendation: Staff recommends the Committee approve the Department's request to reduce the State Controller's Office and Procurement Services, Personal Services line item by \$7,008 General Fund in FY 2008-09 and by \$14,016 General Fund in FY 2009-10.

**Supplemental Request #14, Department Priority #12 (January 15, 2009)
 Archives Personal Services Reduction - Full-time to Part-time**

	Request	Recommendation
Total	(\$22,663)	(\$22,663)
General Fund	(22,663)	(22,663)

Does JBC staff believe the request meets the Joint Budget Committee's supplemental criteria? [An emergency or act of God; a technical error in calculating the original appropriation; data that was not available when the original appropriation was made; or an unforeseen contingency.]	YES
JBC staff and the Department agree that this request is the result of data that was not available when the original appropriation was made.	

Department Request: Information and Archival Services requests a \$22,663 General Fund reduction personal services for FY 2008-09.

Analysis: The Department states that an employee in Information and Archival Services left employment for two months taking leave without pay, the employee has returned on a part-time basis status till the end of the fiscal year. The Department estimates that the associated personal services cost savings for FY 2008-09 are going to be \$22,663 General Fund.

Staff Recommendation: Staff recommends the Committee approve the Department's request to reduce the Information and Archival Services, Personal Services line item by \$22,663 General Fund for FY 2008-09.

**Supplemental Request #15, Department Priority #N/A (January 15, 2009)
 Supplemental FY 2008-09 Hiring Freeze Budget Reductions**

	Request	Recommendation
Total	(\$301,864)	(\$420,785)
FTE	<u>0.0</u>	<u>5.8</u>

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	Request	Recommendation
General Funds	(92,863)	(108,603)
Cash Funds	(62,253)	(72,805)
Reappropriated Funds	(146,748)	(239,377)

Does JBC staff believe the request meets the Joint Budget Committee's supplemental criteria? [An emergency or act of God; a technical error in calculating the original appropriation; data that was not available when the original appropriation was made; or an unforeseen contingency.]	YES
JBC staff and the Department agree that this request is the result of data that was not available when the original appropriation was made.	

Department Request: The Department requests a reduction of \$301,864 total funds (including \$92,863 General Fund) to capture savings associated with the OSPB administered hiring freeze.

Analysis: The Department implemented the hiring freeze in October 2008 as directed by the Governor. According to a report provided by OSPB on January 5, 2009, the hiring freeze has affected 9 positions at DPA, resulting in savings totaling \$238,076 (including \$70,199 General Fund). According to the OSPB report, the 9 positions were "frozen" for an average of 5.3 months, or a total of 48.0 months. Dividing 48.0 months by 12 months produces an average of 4.0 FTE equivalents affected by the hiring freeze.

The Department's January 16, 2009, supplemental calculation shows total savings from the hiring freeze of \$301,864 (including \$92,863 General Fund). The Department has stated that the reason for the increased amount in calculated savings is as a result of changes to the exemptions approved by the OSPB subsequent to the January 5, 2009, OSPB hiring freeze report.

January 5 OSPB Report			
	Savings Related to FTE	Savings Related to Contracts	Total Funds
Total Funds Savings	238,076	0	238,076
General Fund Savings	70,199	0	70,199
January 16 DPA Supplemental			
	Savings Related to FTE	Savings Related to Contracts	Total Funds
Total Funds Savings	301,864	0	301,864
General Fund Savings	92,863	0	92,863

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OSPB Assumptions. OSPB's savings calculations are based on the date on which the Department would have expected a new hire to start in each position in the absence of the hiring freeze, rather than the first day of the freeze or the date that such a position became vacant. Therefore, if a position became vacant on October 1, 2008 (9 months of vacancy savings), but the Department did not intend to fill the position until January 1, 2009 (6 months of vacancy savings), the savings were calculated to begin on the date the Department intended to fill the position, rather than when the position became vacant.

According to the updated DPA report on vacancy savings, there were 10 frozen positions that were frozen for a total of 59 months. Dividing 59.0 months by 12 months produces an average of approximately 4.8 FTE equivalents affected by the hiring freeze.

Additional Savings. Staff believes that OSPB's calculations understate the FY 2008-09 vacancy savings in DPA. Based on OSPB's report, it appears that all Department's hiring freeze calculations were based on General Fund appropriations with a pay-date shift at the end of the fiscal year. Because DPA personal services lines are funded with a mixture of General and cash funds, and because the pay-date shift affects only General Funded lines, DPA would have another month of savings in FY 2008-09 for each cash funded position held vacant through the end of the year. However, since most DPA FTE positions listed in the OSPB report include a mix of General and cash funds, and because a change in cash funded positions usually results in an associated change to General Funded positions (due to indirect cost funding in the Department), staff has calculated the additional savings of an extra month of vacancies for all fund sources.

Adding another month to the vacancy period for every DPA position in the OSPB report yields an estimated total savings of \$420,785 department wide (including \$108,603 General Fund), an increase of approximately \$118,921 in savings department-wide. Staff did not implement the refinance/increase of \$57,935 that the Department is recommending.

Staff will not adjust the indirect costs in this supplemental, staff will instead adjust indirect costs at the end, when all other numbers are final, so that staff can appropriately re-calculate and re-apportion indirect costs throughout the Department. Staff will address final indirect costs within staff initiated supplemental # - 1 Indirect Cost Balancing and Increase in Procurement Card Rebates Receipts.

FTE Savings. Staff estimates that the hiring freeze has affected approximately 5.8 FTE.

Staff Recommendation: Staff recommends that the Committee reduce the FY 2008-09 personal services appropriations affected by the hiring freeze by \$420,785 (including \$108,603 General Fund) and 5.8 FTE to reflect the reduction in funds and FTE caused by the hiring

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freeze. Staff does not recommend adjustment to the State Controller's line item at this time, staff will address final indirect costs within staff initiated supplemental # - 1 Indirect Cost Balancing and Increase in Procurement Card Rebates Receipts.

**Supplemental Request, Department Priority #N/P-1 (January 2, 2009)
 Fleet Vehicle Lease corresponding to Department of Corrections Parole ISP Caseload S-4, BA-4 (WITHDRAWN)**

Does JBC staff believe the request meets the Joint Budget Committee's supplemental criteria? [An emergency or act of God; a technical error in calculating the original appropriation; data that was not available when the original appropriation was made; or an unforeseen contingency.]	N/A
The Department withdrew this supplemental request as it realized that the Department of Corrections had withdrawn its request.	

The Department has withdrawn this supplemental request as it realized that the Department of Corrections had withdrawn its request.

**Supplemental Request, Department Priority (January 15, 2009)
 January 15, 2009, DPA Director Rich Gonzales Letter to JBC on Fleet Vehicle Lease Letternote**

Does JBC staff believe the request meets the Joint Budget Committee's supplemental criteria? [An emergency or act of God; a technical error in calculating the original appropriation; data that was not available when the original appropriation was made; or an unforeseen contingency.]	YES
JBC staff and the Department agree that this request is the result of a technical error.	

Department Request: The Department request a correction to a Long Bill letternote for the Central Services, Fleet Management Program and Motor Pool Services, Vehicle Replacement Lease, Purchase or Lease/Purchase line item.

Analysis: The current letternote states: "*a Pursuant to Section 24-82-801 (2), C.R.S., the Department of Personnel and Administration is authorized to enter into a lease-purchase agreement for the approved FY 2008-09 vehicle replacements and additions. The lease-purchase agreement shall be for a period of up to ten years and shall not exceed an amount over \$17,000,000.*"

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The current letternote is an oversight by the Department and JBC staff and lists an amount which is a carryover from the FY 2007-08 approved replacement program.

The letternote places a limit on the total acquisition for both replacement vehicles and additional vehicles approved through decision items and special bills that can be acquired. The current Department estimate, with current pricing and financing, is that the total cost of replacement vehicles approved for FY 2008-09 comes to \$23,108,198, and the cost of additional vehicles is \$1,806,095, for a total of \$24,914,293.

The Department states that it originally planned to address this issue as part of the FY 2008-09 Vehicle Lease Line Reconciliation Supplemental. However, such a supplemental has not yet been submitted by the Department. The Department states that the DPA Contracts and Procurement Unit and the Attorney General's Office have now indicated that the bid for financing of FY 2008-09 approved replacement and addition vehicles cannot go forward, nor would a contract be approved by the Attorney General, unless the Long Bill Letternote amount is corrected to reflect the correct total estimated acquisition cost.

The Department states that any further delay would jeopardize the purchase, availability, and pricing of the approved FY 2008-09 replacements and the approved FY 2008-09 additional vehicles. The Department estimates that if no vehicles are replaced, a baseline maintenance increase of \$1,264,403 is anticipated due to additional maintenance costs of an aging state fleet. However, if vehicles are replaced in FY 2008-09, the Department estimates net savings to the State Fleet program of \$1,004,423 in FY 2009-10. The table below represents an analysis provided by the Department showing estimated cost savings of replacing vehicles in FY 2008-09 on FY 2009-10 costs:

Impact on FY 2009-10 of Replacing Vehicles in FY 2008-09 Costs/(Savings)			
FY 2009-10	State Patrol	Non-State Patrol	Total
<i>Number of Vehicles Replaced in FY 09</i>	200	755	955
Lease Payments	\$1,536,174	\$2,728,266	\$4,264,440
Maintenance Savings	(212,043)	(1,223,452)	(1,435,495)
Fuel Savings Over FY 2008-09	0	(532,647)	(532,647)
Estimated Auction Revenue	<u>(523,600)</u>	<u>(1,976,590)</u>	<u>(2,500,190)</u>
Total Cost/(Savings)	\$800,531	(\$1,004,423)	(\$203,892)

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Staff Recommendation: Staff recommends the Committee approve the Department's request to adjust the FY 2008-09 Long Bill letternote for the Central Services, Fleet Management Program and Motor Pool Services, Vehicle Replacement Lease, Purchase or Lease/Purchase line item from "not to exceed an amount over \$17,000,000." to "not to exceed an amount over \$24,914,293."

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Non-Prioritized Supplementals

Staff Initiated Supplemental #1

Indirect Cost Balancing and Increase in Procurement Card Rebates Receipts

	Request	Recommendation
Total	<u>\$0</u>	<u>\$0</u>
General Fund	0	(403,749)
Cash Funds	0	164,465
Reappropriated Funds	0	239,284

Analysis: This staff initiated supplemental is intended to adjust for several variables related to supplementals as well as additional information. The funding changes presented in the table above represent final adjustments to the funding splits for the State Controller's Office and Procurement Services in order to balance the lines after accounting for supplemental adjustments, increased indirect costs from the Department of Higher Education, and an estimated increase in Procurement Card Program rebates for FY 2008-09.

The Department of Personnel has historically absorbed any statewide indirect cost recoveries that other agencies cannot collect. For FY 2008-09, the Department has lines funded through statewide indirect cost recoveries from the Departments of Transportation, Labor and Employment, State, and Higher Education.

The Department submitted several supplementals which reduced line items funded through department and statewide indirect cost recoveries. This caused a re-shuffling of indirect cost letters throughout the Department.

In addition, the higher education analyst through supplemental #3, Hiring Freeze Reduction, sent DPA an additional \$113,153 in saved indirect cost recoveries from the Department of Higher Education Administration line item.

Finally, the State Controller provide staff with the actual Procurement Card Program rebates received for FY 2007-08. The actual amount was \$1,946,878, which represented an increase of \$91,660 from the initial FY 2008-09 appropriation amount (which was based on an estimate of FY 2006-07 actual rebates received). Since the State Controller's Office is funded through a combination of

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procurement card program rebates, indirect costs, and General Fund, the increase in indirect cost recoveries and procurement card rebates caused a reduction in General Fund need.

Staff notes that the summary numbers from this supplemental do not account for all the changes to the State Controller's Office an Procurement Services line items, since some supplementals described above adjusted the lines directly.

Staff Recommendation: Staff recommends the Committee approve the staff request to be re-calculate the various fund splits and lettersnotes related to changes in funding levels and indirect cost recoveries.

**Staff Initiated Supplemental #2
 Refinance H.B. 07-1335 General Fund with Cash Funds**

	Request	Recommendation
Total	\$0	\$0
General Fund	0	(92,383)
Cash Funds	0	92,383

Analysis: Beginning with FY 2008-09, H.B. 07-1335 reallocated tobacco litigation settlement money previously allocated pursuant to SB07-97 to supplement the state contribution to the medical and dental benefit plan premiums of all state employees to instead supplement the state contribution to the benefit plan premiums of lower-income state employees who have at least one dependent other than their spouse. The fiscal note for the bill estimated that the program would incur administrative costs in FY 2007-08 totaling \$100,135 and 0.5 FTE and costs totaling \$92,383 and 0.5 FTE in FY 2008-09. Administrative costs include developing policy guidelines, an application and verification process, application review and approval, and disseminating materials, monitoring eligibility, and training.

The administrative costs of the program were funded from the General Fund in FY 2007-08. HB07-1335 was silent on the funding source for the administrative costs for the program after FY 2007-08. For FY 2008-09, the Committee funded the program's administrative costs with General Fund.

Staff is recommending that the Committee fund the administrative cost of this program with funds from the Group Benefits Plans Reserve Fund, which also funds the Employee Benefits Services unit which supports the administration of the employee group benefits plans.

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The estimated fund balance for this fund as of the end of FY 2008-09 is estimated to be 237,520. For FY 2008-09 the target alternative reserve (16.5 percent of expenditures is set at \$160,053). Taking \$92,383 will leave a fund balance of \$145,137, which is approximately 15.0 percent of expenditures.

Staff Recommendation: Staff recommends the Committee refinance \$92,383 General Fund with cash funds from the Group Benefits Plans Reserve Fund.

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**Previously Approved Interim Supplemental #1 (September 2008)
 Reprographics Outsourcing**

Previously Approved	
Total	<u>\$1,355,282</u>
Reappropriated Funds	1,355,282

Description of Supplemental: Reprographics Services offers two main services, offset printing and digital printing. Offset printing helps agencies produce forms, letterheads, envelopes, brochures, reports, newsletters, catalogs, books, and flyers, in as many as three colors of ink. Digital printing allows agencies to send documents and art work by e-mail directly to Reprographics for very high quality printing.

The request for increased spending authority was made up of two components: a FY 2007-08 over-expenditure totaling \$641,895, which the State Controller's Office has restricted out of the Department's FY 2008-09 appropriation; and a request for increased spending authority in FY 2008-09 of \$713,387, which represents the total amount of outsourced jobs in FY 2007-08.

The rules governing interim supplementals in Section 24-75-109 (5), C.R.S., require the Committee to introduce all interim supplementals that it approves. Staff will include this supplemental in the Department's supplemental bill.

**Previously Approved Interim Supplemental #2 (September 2008)
 Independent Ethics Commission True-up**

Previously Approved	
Total	<u>\$90,749</u>
General Fund	90,749

Description of Supplemental: The Committee provided additional funds to the Independent Ethics Commission for start-up costs, staff with more legal experience, higher than anticipated operating expenses, higher costs for Attorney General legal services hours, increased costs for Conflict Council Services.

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The rules governing interim supplementals in Section 24-75-109 (5), C.R.S., require the Committee to introduce all interim supplementals that it approves. Staff will include this supplemental in the Department's supplemental bill.

**Previously Approved Interim Supplemental #1 (December 2008)
 DSG Additional Projects**

Previously Approved	
Total	<u>\$337,772</u>
Cash Funds	43,336
Reappropriated Funds	294,436

Description of Supplemental: The Committee approved an interim supplemental for the Integrated Document Factory, Document Solutions Group, within the Division of Central Services, related to several unanticipated projects. Included in these was a Secretary of State petition verification project, a CBI sexc offender file scanning project, a Governor's Energy Office Greening of Government manual input of invoices project, including other various projects and an increase in rates for temporary staff.

The rules governing interim supplementals in Section 24-75-109 (5), C.R.S., require the Committee to introduce all interim supplementals that it approves. Staff will include this supplemental in the Department's supplemental bill.

**Previously Approved Interim Supplemental #1 (June 2008) (FY 2007-08 adjustment)
 Workers' Compensation Premiums**

Previously Approved	
Total	<u>\$5,666,266</u>
Cash Funds Exempt	5,666,266

Description of Supplemental: This supplemental increased the appropriation for the Workers' Compensation Premiums line item. The Department provided three main reasons for the increase in workers' compensation premiums.

Significant Increase in Indemnity and Medical Payments

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Data from the State's Third Party Administrator (TPA), Pinnacol Assurance, showed a 30.3 percent increase in indemnity payments in FY 2007-08 versus FY 2006-07. The Department provided three main reasons for this increase:

- The actuarial assessment did not adequately predict the Program's more aggressive experience regarding settlements made in FY 2007-08;
- The Department found that benefits for lost wages increased substantially over the prior period;
- The Department pointed that other cost drivers are a greater severity of some recent claims (such as workers struck by vehicles resulting in death or permanent disability) and a growing cost of workers' compensation benefit payments.

The rules governing interim supplementals in Section 24-75-109 (5), C.R.S., require the Committee to introduce all interim supplementals that it approves. Staff will include this supplemental in the Department's supplemental bill.

**Previously Approved Interim Supplemental #2 (June 2008) (FY 2007-08 adjustment)
 Fleet Services Operating Expenses**

	Previously Approved
Total	<u>\$1,875,721</u>
Cash Funds Exempt	1,875,721

Description of Supplemental: The Committee approved an increase to the Division of Central Services, Fleet Management Program and Motor Pool Services, Operating Expenses line item appropriation for FY 2007-08 by \$1,875,721 cash funds exempt (fees from other state agencies). The increase funding was provided in order for the Fleet Management Program to be able to make payments to vendors for fuel purchased and maintenance performed.

There were several reasons for the requested increase in appropriation authority: increase in miles driven by state fleet vehicles (2.0 percent higher than the FY 2007-08 supplemental appropriation estimate), increase in fuel costs (12.3 percent higher), increase in maintenance costs (4.9 percent higher), and an increase in accident expenses (2.0 percent higher). The result is a total appropriation request increase of 9.0 percent.

The rules governing interim supplementals in Section 24-75-109 (5), C.R.S., require the Committee to introduce all interim supplementals that it approves. Staff will include this supplemental in the Department's supplemental bill.

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Statewide Common Policy Supplemental Requests

The OSPB has yet to submit any common policy supplemental requests.

Staff Recommendation: Staff asks permission to include the corresponding appropriations in the Department's supplemental bill if and when the Committee approves any common policy supplemental. If staff believes there is reason to deviate from the common policy, staff will appear before the Committee later to present the relevant analysis.

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Cash Fund Transfers

**Department Requested Transfer, OSPB #19
 Transfer from Fleet Management Fund
 Statutory Change Required**

FY 2008-09	Request	Recommendation
Transfer from Fleet Management Fund to General Fund	\$500,000	\$1,000,000

Staff Analysis: The Motor Fleet Management Fund, created in Section 24-30-1115, C.R.S., receives funds from charges to state agencies to cover costs of maintenance and operation of the State motor vehicle fleet. Services provided include leasing new and used vehicles to State agencies and authorizing all vehicle related maintenance expenses. Staff notes that the tables below are using most recent projections provided by the Department. The OSPB request shows that after a \$500,000 transfer, the ending fund balance for FY 2008-09 will be around \$1.0 million, the updated ending cash fund balance shows that with a \$500,000 transfer, the remaining cash fund balance will be approximately \$1.6 million. Staff notes that the Department has included in its estimated expenditures for FY 10 and FY 11 approximately \$2.6 million per year for annual fleet vehicle replacements and approximately \$130,000 for additional vehicles added through decision items.

	Fleet Management Fund Department Request			
	FY 2007-08 Actual	FY 2008-09 Estimate	FY 2009-10 Estimate	FY 2010-11 Estimate
Beginning FY Balance	\$2,803,745	\$1,420,054	\$1,582,990	\$1,577,327
Revenues	25,258,106	26,243,628	30,897,015	32,033,771
Expenditures	(26,641,797)	(25,580,692)	(30,902,678)	(32,028,229)
Ending FY Balance without transfer	\$1,420,054	\$2,082,990	\$1,577,327	\$1,582,869
Proposed Transfer	0	(500,000)	0	0
Ending Balance after transfer	\$1,420,054	\$1,582,990	\$1,577,327	\$1,582,869

The Department estimates that state fleet will purchase approximately 4,875,000 gallons of fuel in FY 2009-10. For every 10 cent fluctuation in fuel price per gallon, the state fleet fuel costs will fluctuate by \$487,500. A balance of \$1.0 million allows the state fleet to absorb approximately 20 cents in fuel price fluctuation without raising variable rates. The Department has informed staff that with its latest end-year cash fund balance estimate, the Fleet Management Fund could absorb a \$1.0

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million transfer provided a \$0.20 cost per gallon fluctuation is an adequate estimate for fuel price volatility.

	Fleet Management Fund Staff Recommendation			
	FY 2007-08 Actual	FY 2008-09 Estimate	FY 2009-10 Estimate	FY 2010-11 Estimate
Beginning FY Balance	\$2,803,745	\$1,420,054	\$1,082,990	\$1,077,327
Revenues	25,258,106	26,243,628	30,897,015	32,033,771
Expenditures	<u>(26,641,797)</u>	<u>(25,580,692)</u>	<u>(30,902,678)</u>	<u>(32,028,229)</u>
Ending FY Balance without transfer	\$1,420,054	\$2,082,990	\$1,077,327	\$1,082,869
Proposed Transfer	<u>0</u>	<u>(1,000,000)</u>	<u>0</u>	<u>0</u>
Ending Balance after transfer	\$1,420,054	\$1,082,990	\$1,077,327	\$1,082,869

Statutory change. The transfer would require a statutory change to the governing statutes of the Fleet Management Fund. The statutes that may require amending language include Section 24-30-1115, (2), C.R.S.

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**JBC Staff Initiated Transfer Recommendation
 Transfer from Department of Personnel Revolving Fund (Capitol Complex Facilities)
 Statutory Change Required**

FY 2008-09	Recommendation
Transfer from Department of Personnel Revolving Fund to General Fund	\$2,300,000

Staff Analysis: The Department of Personnel Revolving Fund, created in Section 24-30-1108, C.R.S., for use in acquiring materials, supplies, labor, and overhead for central services to state agencies provided by the Department of Personnel. The Capitol Complex Facilities (Fund 610) is a sub-account of the Department of Personnel Revolving Fund. The fund collects charges to state agencies for leased space occupied in the Capitol Complex and auxiliary locations (Grand Junction State Services Building and the Camp George West campus). Moneys in the fund are used to cover the costs of the physical operation and maintenance for facilities within the Capitol Complex and auxiliary locations. The total appropriations to state agencies for FY 2008-09 for Capitol Complex Leased Space are approximately \$11.1 million.

The Department has had issues with the Federal Government for several years related to end year fund balance. The Federal methodology for calculating fund balance shows that the Capitol Complex Facilities fund has an excess fund balance of \$3,092,956. As part of the negotiations with the Feds, the Department proposed to not bill agencies for capitol complex facilities services for two months in FY 2008-09 in order to reduce the fund balance. The table below shows the Department plan for reducing fund balance by not billing for two months, or approximately \$1,860,682.

Department of Personnel Revolving Fund (Capitol Complex Facilities) Current Estimated Cash Fund Balance				
	FY 2007-08 Actual	FY 2008-09 Estimate	FY 2009-10 Estimate	FY 2010-11 Estimate
Beginning FY Balance	\$1,366,721	\$2,306,978	\$1,207,088	\$1,205,747
Revenues	11,516,200	10,557,523	12,044,249	12,346,576
Expenditures	<u>(10,575,943)</u>	<u>(11,657,413)</u>	<u>(12,045,590)</u>	<u>(12,346,432)</u>
Ending FY Balance without transfer	\$2,306,978	\$1,207,088	\$1,205,747	\$1,205,891
Proposed Transfer	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Ending Balance after transfer	\$2,306,978	\$1,207,088	\$1,205,747	\$1,205,891

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The table below shows the estimated end year cash fund balance if DPA bills for 12 months of capitol complex facilities costs. As the table shows, the cash fund balance is estimated to be approximately \$3.1 million at the end of FY 2008-09.

Department of Personnel Revolving Fund (Capitol Complex Facilities) Estimated Cash Fund Balance if DPA Bills for All Months (12 months)				
	FY 2007-08 Actual	FY 2008-09 Estimate	FY 2009-10 Estimate	FY 2010-11 Estimate
Beginning FY Balance	\$1,366,721	\$2,306,978	\$3,067,770	\$3,066,429
Revenues	11,516,200	12,418,205	12,044,249	12,346,576
Expenditures	<u>(10,575,943)</u>	<u>(11,657,413)</u>	<u>(12,045,590)</u>	<u>(12,346,432)</u>
Ending FY Balance without transfer	\$2,306,978	\$3,067,770	\$3,066,429	\$3,066,573
Proposed Transfer	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Ending Balance after transfer	\$2,306,978	\$3,067,770	\$3,066,429	\$3,066,573

The Department states that if billing is processed for 12 months and the fund balance is built up, the Federal Government will expect a check for their part of the fund balance. The Department estimates Federal Fund participation for the Capitol Complex Facilities fund to be approximately 10 percent. The Department states that if it bills for the whole year, the check it will have to write to the Feds will approximate \$310,533. The Department also states that it would prefer to maintain \$500,000 fund balance for unanticipated costs. Since this is not a volatile fund, and expenditures can be planned well in advance, staff recommends the Committee transfer \$2,300,000 of this fund to the General Fund. This would leave \$767,770 cash fund balance for FY 2008-09, which would be reduce to \$457,237 after the payment to the Federal Government is made.

Department of Personnel Revolving Fund (Capitol Complex Facilities) Staff Recommendation				
	FY 2007-08 Actual	FY 2008-09 Estimate	FY 2009-10 Estimate	FY 2010-11 Estimate
Beginning FY Balance	\$1,366,721	\$2,306,978	\$767,770	\$766,429
Revenues	11,516,200	12,418,205	12,044,249	12,346,576
Expenditures	<u>(10,575,943)</u>	<u>(11,657,413)</u>	<u>(12,045,590)</u>	<u>(12,346,432)</u>
Ending FY Balance without transfer	\$2,306,978	\$3,067,770	\$766,429	\$766,573
Proposed Transfer	<u>0</u>	<u>(2,300,000)</u>	<u>0</u>	<u>0</u>
Ending Balance after transfer	\$2,306,978	\$767,770	\$766,429	\$766,573

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Statutory change. The transfer would require a statutory change to the governing statutes of the Department of Personnel Revolving Fund. The statutes that may require amending language include Section 24-30-1108, C.R.S.

	FY 2007-08	FY 2008-09	Fiscal Year 2008-09 Supplemental		
	Actual	Appropriation	Requested Change	Recommended Change	New Total with Recommendation
DEPARTMENT OF PERSONNEL					
Executive Director - Rich Gonzales					
<u>Supplemental #1 - Electronic Data Warehouse Licenses</u>					
(4) CENTRAL SERVICES					
(B) Integrated Document Factory					
(2) Document Solutions Group					
Operating Expenses	404,846	407,519	115,884	115,884	523,403
Cash Funds	35,917	0	0	0	0
Cash Funds Exempt / Reappropriated Funds	368,929	407,519	115,884	115,884	523,403
<u>Supplemental #2 - Regulatory Agencies Imaging Project (WITHDRAWN BY DEPARTMENT)</u>					
(4) CENTRAL SERVICES					
(B) Integrated Document Factory					
(2) Document Solutions Group					
Personal Services	2,921,858	2,755,757	89,706	0	2,755,757
FTE	54.2	55.7	0.0	0.0	55.7
Cash Funds	0	0	0	0	0
Cash Funds Exempt / Reappropriated Funds	2,921,858	2,755,757	89,706	0	2,755,757
<u>Supplemental #3 - Employee Emeritus True-up Reduction</u>					
(1) EXECUTIVE DIRECTOR'S OFFICE					
Employees Emeritus Retirement - General Fund	7,122	11,370	(4,080)	(4,080)	7,290

	FY 2007-08	FY 2008-09	Fiscal Year 2008-09 Supplemental		
	Actual	Appropriation	Requested Change	Recommended Change	New Total with Recommendation
Supplemental #4 - Archives One-time Refinance					
(6) INFORMATION AND ARCHIVAL SERVICES					
Operating Expenses	<u>56,794</u>	<u>56,794</u>	<u>0</u>	<u>(9,712)</u>	<u>47,082</u>
General Fund	56,794	56,794	(11,288)	(31,500)	25,294
Cash Funds	0	0	9,189	17,904	17,904
Cash Funds Exempt / Reappropriated Funds	0	0	2,099	3,884	3,884
Supplemental #5 - Training Services Refinance					
(2) DIVISION OF HUMAN RESOURCES					
(A) Human Resource Services					
(1) State Agency Services					
Personal Services	1,921,842	2,019,788	(44,857)	(44,857)	1,974,931
FTE	<u>22.6</u>	<u>27.2</u>	<u>(0.5)</u>	<u>0.0</u>	<u>27.2</u>
General Fund	0	0	0	0	0
Cash Funds Exempt / Reappropriated Funds	1,921,842	2,019,788	(44,857)	(44,857)	1,974,931
(2) Training Services					
Personal Services	57,142	0	44,857	0	0
FTE	<u>0.0</u>	<u>0.0</u>	<u>0.5</u>	<u>0.0</u>	<u>0.0</u>
Cash Funds	25,444	0	25,679	0	0
Cash Funds Exempts / Reappropriated Funds	31,698	0	19,178	0	0
Operating Expenses	<u>16,191</u>	<u>78,980</u>	<u>0</u>	<u>44,857</u>	<u>123,837</u>
Cash Funds	0	45,214	0	25,679	70,893
Cash Funds Exempts / Reappropriated Funds	16,191	33,766	0	19,178	52,944

	FY 2007-08	FY 2008-09	Fiscal Year 2008-09 Supplemental		
	Actual	Appropriation	Requested Change	Recommended Change	New Total with Recommendation
(5) FINANCE AND PROCUREMENT					
(A) State Controller's Office and Procurement Services					
Personal Services	3,000,053	3,117,078	0	0	3,117,078
FTE	<u>38.3</u>	<u>36.5</u>	<u>0.0</u>	<u>0.0</u>	<u>36.5</u>
General Fund	1,144,835	1,151,705	(44,857)	0	1,151,705
Cash Funds	0	1,855,218	0	0	1,855,218
Cash Funds Exempt / Reappropriated Funds	1,855,218	110,155	44,857	0	110,155
Total for Supplemental #5	4,995,228	5,215,846	0	0	5,215,846
FTE	<u>60.9</u>	<u>63.7</u>	<u>0.0</u>	<u>0.0</u>	<u>63.7</u>
General Fund	1,144,835	1,151,705	(44,857)	0	1,151,705
Cash Funds	25,444	1,900,432	25,679	25,679	1,926,111
Cash Funds Exempts / Reappropriated Funds	3,824,949	2,163,709	19,178	(25,679)	2,138,030
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Supplemental #6 - State Purchasing Office Operating Expense Refinance					
(5) FINANCE AND PROCUREMENT					
(A) State Controller's Office and Procurement Services					
Operating Expenses	<u>143,584</u>	<u>142,676</u>	<u>(1,637)</u>	<u>(1,637)</u>	<u>141,039</u>
General Fund	143,584	142,676	(1,637)	(1,637)	141,039
Cash Funds	0	0	0	0	0
(B) Supplier Database					
Operating Expenses - Cash Funds	31,053	43,382	1,637	0	43,382
Total for Supplemental #6	<u>174,637</u>	<u>186,058</u>	<u>0</u>	<u>(1,637)</u>	<u>184,421</u>
General Fund	143,584	142,676	(1,637)	(1,637)	141,039

	FY 2007-08	FY 2008-09	Fiscal Year 2008-09 Supplemental		
	Actual	Appropriation	Requested Change	Recommended Change	New Total with Recommendation
Cash Funds	31,053	43,382	1,637	0	43,382
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<u>Supplemental #7 - Real Estate Services Operating Reduction</u>					
(5) FINANCE AND PROCUREMENT					
(D) Real Estate Services Program					
Coordination of Capital Construction, Controlled Maintenance Requests, and Building Lease Review					
	514,170	533,168	(16,034)	(16,034)	517,134
FTE	<u>5.6</u>	<u>6.0</u>	<u>0.0</u>	<u>0.0</u>	<u>6.0</u>
General Fund	514,170	533,168	(16,034)	(16,034)	517,134
Cash Funds	0	0	0	0	0
Cash Funds Exempt / Reappropriated Funds	0	0	0	0	0
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<u>Supplemental #8 - Division of Human Resources Travel Reduction</u>					
(2) DIVISION OF HUMAN RESOURCES					
(A) Human Resource Services					
(1) State Agency Services					
Operating Expenses	<u>83,435</u>	<u>88,462</u>	<u>(2,010)</u>	<u>(2,010)</u>	<u>86,452</u>
General Fund	0	0	0	0	0
Cash Funds Exempts / Reappropriated Funds	83,435	88,462	(2,010)	(2,010)	86,452
(5) FINANCE AND PROCUREMENT					
(A) State Controller's Office and Procurement Services					
Personal Services	3,000,053	3,117,078	0	0	3,117,078
FTE	<u>38.3</u>	<u>36.5</u>	<u>0.0</u>	<u>0.0</u>	<u>36.5</u>

	FY 2007-08	FY 2008-09	Fiscal Year 2008-09 Supplemental		
	Actual	Appropriation	Requested Change	Recommended Change	New Total with Recommendation
General Fund	1,144,835	1,151,705	(2,010)	0	1,151,705
Cash Funds	0	1,855,218	0	0	1,855,218
Cash Funds Exempt / Reappropriated Funds	1,855,218	110,155	2,010	0	110,155
Total for Supplemental #8	3,083,488	3,205,540	(2,010)	(2,010)	3,203,530
FTE	<u>38.3</u>	<u>36.5</u>	<u>0.0</u>	<u>0.0</u>	<u>36.5</u>
General Fund	1,144,835	1,151,705	(2,010)	0	1,151,705
Cash Funds	0	1,855,218	0	0	1,855,218
Cash Funds Exempt / Reappropriated Funds	1,938,653	198,617	0	(2,010)	196,607
<u>Supplemental #9 - Division of Human Resources Operating Expenses Reduction</u>					
(2) DIVISION OF HUMAN RESOURCES					
(A) Human Resource Services					
(1) State Agency Services					
Operating Expenses	<u>83,435</u>	<u>88,462</u>	<u>(5,509)</u>	<u>(5,509)</u>	<u>82,953</u>
General Fund	0	0	0	0	0
Cash Funds Exempts / Reappropriated Funds	83,435	88,462	(5,509)	(5,509)	82,953
(5) FINANCE AND PROCUREMENT					
(A) State Controller's Office and Procurement Services					
Personal Services	3,000,053	3,117,078	0	0	3,117,078
FTE	<u>38.3</u>	<u>36.5</u>	<u>0.0</u>	<u>0.0</u>	<u>36.5</u>
General Fund	1,144,835	1,151,705	(5,509)	0	1,151,705
Cash Funds	0	1,855,218	0	0	1,855,218
Cash Funds Exempt / Reappropriated Funds	1,855,218	110,155	5,509	0	110,155

	FY 2007-08	FY 2008-09	Fiscal Year 2008-09 Supplemental		
	Actual	Appropriation	Requested Change	Recommended Change	New Total with Recommendation
Total for Supplemental #9	3,083,488	3,205,540	(5,509)	(5,509)	3,200,031
FTE	<u>38.3</u>	<u>36.5</u>	<u>0.0</u>	<u>0.0</u>	<u>36.5</u>
General Fund	1,144,835	1,151,705	(5,509)	0	1,151,705
Cash Funds	0	1,855,218	0	0	1,855,218
Cash Funds Exempt / Reappropriated Funds	1,938,653	198,617	0	(5,509)	193,108
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<u>Supplemental #10 - State Purchasing Office Operating Expenses Reduction</u>					
(5) FINANCE AND PROCUREMENT					
(A) State Controller's Office and Procurement Services					
Operating Expenses	<u>143,584</u>	<u>142,676</u>	<u>(5,348)</u>	<u>(5,348)</u>	<u>137,328</u>
General Fund	143,584	142,676	(5,348)	(5,348)	137,328
Cash Funds	0	0	0	0	0
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<u>Supplemental #11 - Office of State Controller Operating Expenses Reduction</u>					
(5) FINANCE AND PROCUREMENT					
(A) State Controller's Office and Procurement Services					
Operating Expenses	<u>143,584</u>	<u>142,676</u>	<u>(673)</u>	<u>(673)</u>	<u>142,003</u>
General Fund	143,584	142,676	(7,663)	(7,663)	135,013
Cash Funds Exempt / Reappropriated Funds	0	0	6,990	6,990	6,990
<hr/>					
<u>Supplemental #12 - State Personnel Board Operating Reduction</u>					
(3) PERSONNEL BOARD					
Operating Expenses	<u>27,155</u>	<u>29,033</u>	<u>(6,000)</u>	<u>(6,000)</u>	<u>23,033</u>
General Fund	25,596	0	0	0	0

	FY 2007-08	FY 2008-09	Fiscal Year 2008-09 Supplemental		
	Actual	Appropriation	Requested Change	Recommended Change	New Total with Recommendation
Cash Funds Exempt / Reappropriated Funds	1,559	29,033	(6,000)	(6,000)	23,033
(5) FINANCE AND PROCUREMENT					
(A) State Controller's Office and Procurement Services					
Personal Services	3,000,053	3,117,078	0	0	3,117,078
FTE	<u>38.3</u>	<u>36.5</u>	<u>0.0</u>	<u>0.0</u>	<u>36.5</u>
General Fund	1,144,835	1,151,705	(6,000)	0	1,151,705
Cash Funds	0	1,855,218	0	0	1,855,218
Cash Funds Exempt / Reappropriated Funds	1,855,218	110,155	6,000	0	110,155
Total for Supplemental #12	3,027,208	3,146,111	(6,000)	(6,000)	3,140,111
FTE	<u>38.3</u>	<u>36.5</u>	<u>0.0</u>	<u>0.0</u>	<u>36.5</u>
General Fund	1,170,431	1,151,705	(6,000)	0	1,151,705
Cash Funds	0	1,855,218	0	0	1,855,218
Cash Funds Exempt / Reappropriated Funds	1,856,777	139,188	0	(6,000)	133,188
Supplemental #13 - State Purchasing Office Personal Services Reallocation/Reduction					
(5) FINANCE AND PROCUREMENT					
(A) State Controller's Office and Procurement Services					
Personal Services	3,000,053	3,117,078	(7,008)	(7,008)	3,110,070
FTE	<u>38.3</u>	<u>36.5</u>	<u>0.0</u>	<u>0.0</u>	<u>36.5</u>
General Fund	1,144,835	1,151,705	(7,008)	(7,008)	1,144,697
Cash Funds	0	1,855,218	0	0	1,855,218
Cash Funds Exempt / Reappropriated Funds	1,855,218	110,155	0	0	110,155
(B) Supplier Database					

	FY 2007-08	FY 2008-09	Fiscal Year 2008-09 Supplemental		
	Actual	Appropriation	Requested Change	Recommended Change	New Total with Recommendation
Personal Services - Cash Funds	182,337	190,584	7,008	0	190,584
FTE	2.9	2.0	0.0	0.0	2.0
Total for Supplemental #13	3,182,390	3,307,662	0	(7,008)	3,300,654
FTE	<u>41.2</u>	<u>38.5</u>	<u>0.0</u>	<u>0.0</u>	<u>38.5</u>
General Fund	1,144,835	1,151,705	(7,008)	(7,008)	1,144,697
Cash Funds	182,337	2,045,802	7,008	0	2,045,802
Cash Funds Exempt / Reappropriated Funds	1,855,218	110,155	0	0	110,155
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<u>Supplemental #14 - Archives Personal Services Reduction - Full-time to Part-time</u>					
<u>(6) INFORMATION AND ARCHIVAL SERVICES</u>					
Personal Services	485,687	508,124	(22,663)	(22,663)	485,461
FTE	<u>8.0</u>	<u>8.5</u>	<u>0.0</u>	<u>0.0</u>	<u>8.5</u>
General Fund	362,965	403,412	(22,663)	(22,663)	380,749
Cash Funds	78,669	93,811	0	0	93,811
Cash Funds Exempt / Reappropriated Funds	44,053	10,901	0	0	10,901
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<u>Supplemental #15 - Supplemental FY 2008-09 Hiring Freeze Budget Reductions</u>					
<u>(1) EXECUTIVE DIRECTOR'S OFFICE</u>					
Personal Services	1,648,595	1,707,188	(37,428)	(43,772)	1,663,416
FTE	<u>18.6</u>	<u>21.5</u>	<u>0.0</u>	<u>(0.6)</u>	<u>20.9</u>
Cash Funds Exempts / Reappropriated Funds	1,648,595	1,707,188	(37,428)	(43,772)	1,663,416
<u>(2) DIVISION OF HUMAN RESOURCES</u>					
<u>(A) Human Resource Services</u>					

	FY 2007-08	FY 2008-09	Fiscal Year 2008-09 Supplemental		
	Actual	Appropriation	Requested Change	Recommended Change	New Total with Recommendation
(1) State Agency Services					
Personal Services	1,921,842	2,019,788	(20,507)	(23,983)	1,995,805
FTE	<u>22.6</u>	<u>27.2</u>	<u>0.0</u>	<u>(0.3)</u>	<u>26.9</u>
Cash Funds Exempts / Reappropriated Funds	1,921,842	2,019,788	(20,507)	(23,983)	1,995,805
(3) Colorado State Employees Assistance Program					
Personal Services - CFE / RF	298,474	619,824	(59,076)	(69,089)	550,735
FTE	4.1	10.0	0.0	(1.0)	9.0
(C) Risk Management Services					
Personal Services - CFE / RF	598,063	633,343	(49,602)	(58,010)	575,333
FTE	8.2	9.0	0.0	(0.8)	8.2
(5) FINANCE AND PROCUREMENT					
(A) State Controller's Office and Procurement Services					
Personal Services	3,000,053	3,117,078	(91,328)	(174,563)	2,942,515
FTE	<u>38.3</u>	<u>36.5</u>	<u>0.0</u>	<u>(2.4)</u>	<u>34.1</u>
General Fund	1,144,835	1,151,705	(87,010)	(101,758)	1,049,947
Cash Funds	0	1,855,218	(62,253)	(72,805)	1,782,413
Cash Funds Exempt / Reappropriated Funds	1,855,218	110,155	57,935	0	110,155
(7) ADMINISTRATIVE COURTS					
Personal Services	3,008,208	3,170,099	(43,923)	(51,368)	3,118,731
FTE	<u>36.5</u>	<u>40.8</u>	<u>0.0</u>	<u>(0.7)</u>	<u>40.1</u>
General Fund	0	80,047	(5,853)	(6,845)	73,202
Cash Funds	28,546	28,546	0	0	28,546
Cash Funds Exempt / Reappropriated Funds	2,979,662	3,061,506	(38,070)	(44,523)	3,016,983

	FY 2007-08	FY 2008-09	Fiscal Year 2008-09 Supplemental		
	Actual	Appropriation	Requested Change	Recommended Change	New Total with Recommendation
Total for Supplemental #15	10,475,235	11,267,320	(301,864)	(420,785)	10,846,535
FTE	<u>128.3</u>	<u>145.0</u>	0.0	(5.8)	<u>139.2</u>
General Fund	1,144,835	1,231,752	(92,863)	(108,603)	1,123,149
Cash Funds	28,546	1,883,764	(62,253)	(72,805)	1,810,959
Cash Funds Exempt / Reappropriated Funds	9,301,854	8,151,804	(146,748)	(239,377)	7,912,427
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<u>Supplemental # N/P-1 - Fleet Vehicle Leases corresponding to</u>					
<u>Department of Corrections Parole ISP Caseload S-4, BA-4 (WITHDRAWN)</u>					
(4) CENTRAL SERVICES					
(C) Fleet Management and Motor Pool Services					
Vehicle Replacement Lease, Purchase					
or Lease/Purchase - RF	13,170,783	12,558,203	3,646	0	12,558,203
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<u>Supplemental - January 15, 2009, DPA Director</u>					
<u>Rich Gonzales Letter to JBC on Fleet Vehicle Lease Letternote</u>					
(4) CENTRAL SERVICES					
(C) Fleet Management and Motor Pool Services					
Vehicle Replacement Lease, Purchase					
or Lease/Purchase - RF	13,170,783	12,558,203	3,646	0	12,558,203
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<u>Staff Initiated Supplemental #1 - Indirect Cost Balancing</u>					
<u>and Increase in Procurement Card Rebates Receipts</u>					
(5) FINANCE AND PROCUREMENT					

	FY 2007-08	FY 2008-09	Fiscal Year 2008-09 Supplemental		
	Actual	Appropriation	Requested Change	Recommended Change	New Total with Recommendation
(A) State Controller's Office and Procurement Services					
Personal Services	3,000,053	3,117,078	0	0	3,117,078
FTE	<u>38.3</u>	<u>36.5</u>	<u>0.0</u>	<u>0.0</u>	<u>36.5</u>
General Fund	1,144,835	1,151,705	0	(403,749)	747,956
Cash Funds	0	1,855,218	0	164,465	2,019,683
Cash Funds Exempt / Reappropriated Funds	1,855,218	110,155	0	239,284	349,439
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<u>Staff Initiated Supplemental #2 - Refinance H.B. 07-1335 General Fund with Cash Funds</u>					
(2) DIVISION OF HUMAN RESOURCES					
(B) Employee Benefits Services					
Personal Services	857,870	952,805	0	0	952,805
FTE	<u>11.1</u>	<u>12.5</u>	<u>0.0</u>	<u>0.0</u>	<u>12.5</u>
General Fund	0	21,883	0	(21,883)	0
Cash Funds	0	920,766	0	21,883	942,649
Cash Funds Exempts / Reappropriated Funds	857,870	10,156	0	0	10,156
Operating Expenses	<u>48,217</u>	<u>122,725</u>	<u>0</u>	<u>0</u>	<u>122,725</u>
General Fund	0	70,500	0	(70,500)	0
Cash Funds	0	52,225	0	70,500	122,725
Cash Funds Exempts / Reappropriated Funds	48,217	0	0	0	0
Total for Staff Initiated Supplemental #2	906,087	1,075,530	0	0	1,075,530
FTE	<u>11.1</u>	<u>12.5</u>	<u>0.0</u>	<u>0.0</u>	<u>12.5</u>
General Fund	0	92,383	0	(92,383)	0
Cash Funds	0	972,991	0	92,383	1,065,374
Cash Funds Exempt / Reappropriated Funds	906,087	10,156	0	0	10,156

	FY 2007-08	FY 2008-09	Fiscal Year 2008-09 Supplemental		
	Actual	Appropriation	Requested Change	Recommended Change	New Total with Recommendation
Previously Approved Interim Supplemental (September 2008) #1 -					
<u>Reprographics Outsourcing</u>					
(4) CENTRAL SERVICES					
(B) Integrated Document Factory					
(1) Reprographic Services					
Operating Expenses - RF	3,046,647	2,404,752	1,355,282	1,355,282	3,760,034
Previously Approved Interim Supplemental (September 2008) #2 -					
<u>Independent Ethics Commission True-up</u>					
(1) EXECUTIVE DIRECTOR'S OFFICE					
Legal Services for 3,945 hours	<u>361,365</u>	<u>296,270</u>	<u>90,570</u>	<u>63,052</u>	<u>359,322</u>
General Fund	316,354	246,803	90,570	63,052	309,855
Reappropriated Funds	45,011	49,467	0	0	49,467
(7) ADMINISTRATIVE COURTS					
Personal Services	3,213,333	3,170,099	46,076	17,118	3,187,217
FTE	<u>36.5</u>	<u>40.8</u>	<u>0.0</u>	<u>0.0</u>	<u>40.8</u>
General Fund	0	80,047	46,076	17,118	97,165
Cash Funds	28,546	28,546	0	0	28,546
Reappropriated Funds	3,184,787	3,061,506	0	0	3,061,506
Operating Expenses	<u>153,022</u>	<u>166,731</u>	<u>11,791</u>	<u>10,579</u>	<u>177,310</u>
General Fund	4,396	11,144	11,791	10,579	21,723
Reappropriated Funds	148,626	155,587	0	0	155,587

	FY 2007-08	FY 2008-09	Fiscal Year 2008-09 Supplemental		
	Actual	Appropriation	Requested Change	Recommended Change	New Total with Recommendation
Total for Previously Approved Interim Supplemental (September 2008) #2	3,727,720	3,633,100	148,437	90,749	3,723,849
	<u>36.5</u>	<u>40.8</u>	<u>0.0</u>	<u>0.0</u>	<u>40.8</u>
General Fund	320,750	337,994	148,437	90,749	428,743
Cash Funds	28,546	28,546	0	0	28,546
Reappropriated Funds	3,378,424	3,266,560	0	0	3,266,560
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<u>Previously Approved Interim Supplemental (December 2008) #1 -</u>					
<u>DSG Additional Projects</u>					
(4) CENTRAL SERVICES					
(B) Integrated Document Factory					
(2) Document Solutions Group					
Personal Services	2,921,858	2,755,757	330,198	330,198	3,085,955
FTE	<u>54.2</u>	<u>55.7</u>	<u>0.0</u>	<u>0.0</u>	<u>55.7</u>
Cash Funds	0	0	43,336	43,336	43,336
Reappropriated Funds	2,921,858	2,755,757	286,862	286,862	3,042,619
Operating Expenses	<u>404,846</u>	<u>407,519</u>	<u>7,574</u>	<u>7,574</u>	<u>415,093</u>
Cash Funds	35,917	0	0	0	0
Reappropriated Funds	368,929	407,519	7,574	7,574	415,093
Total for Previously Approved Interim Supplemental (December 2008) #1	3,326,704	3,163,276	337,772	337,772	3,501,048
FTE	<u>54.2</u>	<u>55.7</u>	<u>0.0</u>	<u>0.0</u>	<u>55.7</u>
Cash Funds	0	0	43,336	43,336	43,336

	FY 2007-08	FY 2008-09	Fiscal Year 2008-09 Supplemental		
	Actual	Appropriation	Requested Change	Recommended Change	New Total with Recommendation
Reappropriated Funds	3,326,704	3,163,276	294,436	294,436	3,457,712
Department of Personnel and Administration					
Totals for ALL Departmental line items	179,792,233	147,082,557	1,690,192	1,398,228	148,480,785
FTE	<u>535.1</u>	<u>392.9</u>	<u>0.0</u>	<u>(5.8)</u>	<u>387.1</u>
General Fund	10,760,474	6,378,983	(78,523)	(609,919)	5,769,064
Cash Funds	13,953,894	6,396,415	24,596	270,962	6,667,377
Reappropriated Funds	154,894,300	134,307,159	1,744,119	1,737,185	136,044,344
Federal Funds	183,565	0	0	0	0

	FY 2006-07	FY 2007-08	Fiscal Year 2007-08 Emergency Supplementals		
	Actual	Appropriation	Requested Change	Recommended Change	New Total with Recommendation
DEPARTMENT OF PERSONNEL					
Executive Director - Rich Gonzales					
<u>Emergency Supplemental (June 2008) #1 - Workers' Compensation Premiums</u>					
(2) DIVISION OF HUMAN RESOURCES					
(C) Risk Management Services					
Workers' Compensation Premiums	<u>30,254,216</u>	<u>29,807,598</u>	<u>5,666,266</u>	<u>5,666,266</u>	<u>35,473,864</u>
Cash Funds	3,258,415	3,131,042	0	0	3,131,042
Cash Funds Exempt	26,995,801	26,676,556	5,666,266	5,666,266	32,342,822
<u>Emergency Supplemental (June 2008) #2 - Fleet Services Operating Expenses</u>					
(4) CENTRAL SERVICES					
(C) Fleet Management and Motor Pool Services					
Operating Expenses	<u>17,746,418</u>	<u>20,922,033</u>	<u>1,875,721</u>	<u>1,875,721</u>	<u>22,797,754</u>
Cash Funds Exempt	17,746,418	20,922,033	1,875,721	1,875,721	22,797,754
DEPARTMENT OF PERSONNEL					
TOTALS for ALL Departmental line items	160,021,031	182,724,497	7,541,987	7,541,987	190,266,484
FTE	<u>514.8</u>	<u>567.5</u>	<u>0.0</u>	<u>0.0</u>	<u>567.5</u>
General Fund	9,358,613	11,439,122	0	0	11,439,122
Cash Funds	11,476,720	14,676,758	0	0	14,676,758
Cash Funds Exempt	139,011,923	156,487,617	7,541,987	7,541,987	164,029,604
Federal Funds	173,775	121,000	0	0	121,000