

**DEPARTMENT OF AGRICULTURE
FY 2010-11 JOINT BUDGET COMMITTEE HEARING AGENDA**

Tuesday, November 17, 2009

10:30 am – 12:00 pm

INTRODUCTIONS AND OPENING COMMENTS

DECISION ITEM TO CONSOLIDATE PERSONAL SERVICES AND OPERATING LINE ITEMS

1. Why is the Department requesting that personal services and operating expenses for the Agricultural Services, Agricultural Markets, and Conservation Board be combined into the Commissioner's Office personal services and operating expenses line items? In the response please address the following: the efficiencies and effectiveness that would be gained, the Department's reasoning, and any savings that would be achieved from combining these line items.

Response: This request will eliminate the personal services and operating lines in the Agricultural Services Division, Agricultural Market's Division, and the Conservation Board and combine these appropriations with the Personal Services and Operating Expenses line items in the Commissioner's Office and Administrative Services Long Bill Group. The current budgets for these Long Bill Groups will remain intact and will retain separate coding to track expenses by program area and type of expense, thereby maintaining budget integrity and transparency.

The personal services budgets, traditionally, are annually modified to accommodate changes in salaries and the state's contribution to health, life, and dental insurance. On the other hand, the state budget process does not provide for inflationary increases or any increases to operating line items except through decision items or legislation that requires additional responsibilities of a particular agency. The current line items, although providing significant control, do not provide sometimes necessary flexibility for the best implementation of services and responsibilities.

This request will allow the department to maintain current responsibilities, particularly during this severe budget crisis, and will allow the department the ability to accommodate a one time spike in service need in one division, if the need arises,. The department anticipates continuing service delivery at the current allowable FTE and spending authority allocations. However, the efficiency gained from this request is the ability to better manage issues within existing resources, through a reduction in budget line items.

ADDENDUM: OTHER QUESTIONS FOR WHICH SOLELY WRITTEN RESPONSES ARE REQUESTED

1. Organizational charts for your department, showing divisions and subdivisions (with geographic locations).

Response: The Department of Agriculture's organizational chart is provided in the department's FY 2010-11 Budget Request.

2. Definitions of the roles and missions of your department, its divisions and subdivisions.

Response: The mission and roles of the department and its divisions are provided in the department's FY 2010-11 Budget Request, within the Department's Strategic Plan.

3. The number of current personnel and the number of assigned FTE by division and subdivision (with geographic locations), including all government employees and on-site contractors.

Response: The Position and Object Code Detail Report is included in the department's FY 2010-11 Budget Request. This is the information that is available on FTE at this time.

4. A specific list of names and positions by division and subdivision of any salaried officer or employee making over \$95,000 per year in FY 2009-10.

Response:

Position #	Position	Monthly Salary	Annual Salary
9003	Commissioner	12,170	146,040
103	State Veterinarian	11,000	132,000
522	Market's Division Director	9,147	109,764
115	Plant Industry Division Director	8,934	107,208
300	State Fair Manager	8,624	103,488
402	Conservation Services Division Director	8,567	102,804
206	Policy Director/Acting Deputy Commissioner	8,344	100,128
152	Budget Director	8,312	99,744
252	Homeland Security Director	8,309	99,708
194	ICS Section Chief	8,021	96,252

5. A specific list of names and positions by division and subdivision of any salaried officer or employee making over \$95,000 per year who received any bonuses in FY 2008-09.

Response: The department paid out bonuses in July of FY 09, related to the FY 08 performance of department employees. Those employees that achieve a performance rating of 3, per Department of Personnel and Administration oversight and policies, are allowed a one time, non base building performance award of 2%. This rating represents consistently exceptional and documented performance or consistently superior achievement beyond the regular assignment. Additionally, the employee makes exceptional contribution(s) that have significant and positive impact on the performance of the unit or the organization and may materially advance the mission of the organization. Lastly, the employee provides a model for excellence and helps others to do their job better. The chart, below, depicts department staff that earned one time bonuses for FY 08 performance evaluations, and that earn a salary greater than \$95,000. Additionally, one department employee earned an additional bonus for his efforts in taking on additional responsibilities and absorbing the traditional duties of the Department's Deputy Commissioner over the course of FY 09.

Position #	Position	Non Base Building Performance Award
103	State Veterinarian	\$2,278
522	Market's Division Director	\$2,879
115	Plant Industry Division Director	\$2,144
206	Policy Director/Acting Deputy Commissioner	\$2,003
152	Budget Director	\$2,100
194	ICS Section Chief	\$1,925
92	ICS Division Director	\$2,139
206	Policy Director/Acting Deputy Commissioner	\$12,000

6. Numbers and locations of any buildings owned or rented by any division or subdivision (by location) and the annual energy costs of all buildings.

Response:

Department owned and leased space:

Occupant/Division	Address	Use	Leased/Owned
Comm. Office, Markets, Plants, Conservation	700 Kipling #4000 Lakewood, CO	Offices	State Owned, Capitol Complex
Animal Industry	710 Kipling Lakewood, CO	Offices	Leased
Brand Board	4701 Marion St. Denver, CO	Offices	Leased

ICS, Animal Lab	2331 W. 31 st St. Denver, CO	Offices, Lab	State Owned
ICS	3125 Wyandot Denver, CO	Offices, Lab	State Owned
Animal Industry, Plants	5041 Lafayette Denver, CO	Warehouse, Storage	State Owned
Insectary	Palisade, CO	Offices, Lab	State Owned
Fruit and Vegetable	Monte Vista, CO	Offices	Leased
Fruit and Vegetable	Greeley, CO	Offices	Leased
Brand Board	LaJunta, CO	Offices	Leased
Brand Board	Brush, CO	Offices	Leased
Brand Board	Greeley, CO	Offices	Leased
State Fair Authority	Pueblo, CO	55 Structures	State Owned

Utility Costs:

FY 09 Utility Costs	Water	Electricity	Natural Gas	Total by Facility
Warehouses	\$0	\$844	\$78	\$923
Insectary	\$1,752	\$33,405	\$17,981	\$53,138
ICS Laboratories	\$5,037	\$55,321	\$19,938	\$80,296
Brand Rentals	\$623	\$657	\$842	\$2,122
State Fair Grounds	\$142,136	\$502,080	\$85,605	\$729,822

The department is currently initiating an energy audit for all state owned buildings: State Fair, Insectary, ICS Laboratories, and the department warehouses. The results and future implementation strategies of this audit will be available later this fiscal year.

7. Any real property or land owned, managed, or rented by any division or subdivision (by geographic location).

Response: The department does not have any additional real property owned, managed, or rented beyond the buildings and rental properties articulated in the response to question #6.

8. List essential computer systems and databases used by the department, its divisions and subdivision, with their operational budgets.

Response: Please see the Governor's Office of Information Technology for this information.

9. Any expenditures over \$100,000 total from the department or from its divisions and subdivision to any private contractor, identifying the contract, the project, and whether the contracts were sole-source or competitive bid.

Response: The Governor has determined that this request is administratively burdensome and is best accessed through the State Controller. Please contact the State Controller for a report with this information.

10. The amount of any budget expenditures for any lobbying, public relations, gifts, or publications including:

- a. expenditures for lobbying by public employees, contract lobbyists, or "think tanks;"
- b. expenditures for lobbying purposes at other levels of government;
- c. expenditures for lobbying purposes from grants, gifts, scholarships, or tuition;
- d. expenditures for publications or media used for lobbying purposes;
- e. expenditures for gratuities, tickets, entertainment, receptions or travel for purposes of lobbying elected officials; or
- f. expenditures for any public advertising

Response: The Governor's Office collected the information outlined in this question and gave it to the Legislative Council Services (LCS) in September 2009. Please contact LCS to request this information.

11. List of all boards, commissions, and study groups, including all funding, travel, per diem budgets and assigned FTEs.

Response: The Governor's Office collected this information and provided to the Joint Budget Committee in August 2009. Please contact OSPB to request a copy. The Governor has determined that the remainder of this request is administratively burdensome as the operating budget is not appropriated or expended according to specific FTE.

12. Suggest budget and staff reductions, including reductions in FTE and hours, by division and subdivision that will reduce your department's total FY 2010-11 General Fund expenditures by 12.5% relative to FY 09-10.

Response: Please see the Governor's November 6, 2009 Budget Request for budget balancing proposals for FY2010-11, and his December 1, 2009 Budget Balancing package for FY 2009-10.

Within this package, the Department of Agriculture is requesting a 19% GF reduction with a like increase in cash spending authority, associated with a refinance of the Department's Inspection and Consumer Services Division. This refinance saves roughly \$1.3M in GF dollars for FY 2010-11.

13. Suggest budget and staff reductions, including reductions in FTE and hours, by division and subdivision that will reduce your department's total FY 2010-11 General Fund expenditures by 25.0% relative to FY 09-10.

Response: Please see the Governor's November 6, 2009 Budget Request for budget balancing proposals for FY2010-11, and his December 1, 2009 Budget Balancing package for FY 2009-10.