

**COLORADO GENERAL ASSEMBLY
JOINT BUDGET COMMITTEE**



**SUPPLEMENTAL REQUESTS
FOR FY 2010-11 AND FY 2011-12**

**DEPARTMENT OF
PERSONNEL AND ADMINISTRATION**

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

**Prepared By:
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January 19, 2012**

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**DEPARTMENT OF PERSONNEL AND ADMINISTRATION
 FY 2011-12 SUPPLEMENTAL RECOMMENDATIONS
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Prioritized Supplementals

**Supplemental Request, Department Priority #1
 Appropriation Adjustments**

| | Request | Recommendation |
|----------------------|------------|----------------|
| Total | (\$93,300) | (\$93,300) |
| FTE | <u>0.0</u> | <u>0.0</u> |
| General Fund | (961,128) | (961,128) |
| Cash Funds | 170,697 | 170,697 |
| Reappropriated Funds | 697,131 | 697,131 |

| | |
|---|------------|
| 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 technical errors in calculating the original appropriation and data that was not available when the original appropriation was made. | |

Department Request: The Department requests cumulative adjustments in the FY 2011-12 Long Bill to various line items in the amount of (\$93,300), of which \$961,128 is a reduction of general fund, \$170,697 is an increase of cash funds, and \$697,131 is an increase of reappropriated funds.

Staff Recommendation: Staff recommends that the Committee approve this request.

Staff Analysis: The requested funding adjustments result from the need to make corrections to line item totals, fund sources, or letter note language, as well as additional opportunities to refinance line items to save general fund. In addition to line item fund refinancings, a reduction of \$93,300 in reappropriated funds from Department indirects is requested in the Office of the State Controller, operating expenses line item, due to the congressional repeal of the three percent withholding requirement in November 2011, making the funds no longer necessary for compliance.

Adjustments in the Executive Director's Office would correct for overly-appropriated reappropriated funds, that would require the Department to over-collect user fees or use statewide indirect cost recoveries. Adjustments to the Human Resources, Training Services, Indirect Cost Assessment line item corrects a technical error in the indirect cost recovery appropriation. Adjustments in the State Controller's Office include distributing statewide indirect cost recoveries to equal what was actually available but not appropriated in the FY 2011-12 Long Bill. Refinancing of general fund to cash funds revenue from the University of Colorado to the State Controller's Office to backfill P-Card

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revenues will result in a general fund reduction of \$962,741, which will offset other adjustments in this request and return additional general fund to the state budget. Refinancing of WSCA reimbursements in the State Purchasing Office will allow for a reduction in general fund need.

Refinance Adjustment Tables

| (1) Executive Director's Office, (A) Department Administration, Workers' Compensation – Line Item Refinance Adjustment | | | |
|---|-----------------------------|-----------------------|--------------------------|
| | FY 2011-12 Appropriation | Adjustment Request | Requested Final Total |
| Total Funds | \$216,983 | \$0 | \$216,983 |
| GF | \$53,860 | \$4,770 | \$58,630 |
| CF | \$7,881 | \$10,924 | \$18,805 |
| RF (user fees) | \$155,242 | (\$15,694) | \$139,548 |
| <i>No letter note revisions.</i> | | | |

| (1) Executive Director's Office, (A) Department Administration, Legal Services – Line Item Refinance Adjustment | | | |
|--|-----------------------------|-----------------------|--------------------------|
| | FY 2011-12 Appropriation | Adjustment Request | Requested Final Total |
| Total Funds | \$194,045 | \$0 | \$194,045 |
| GF | \$126,759 | \$37,512 | \$164,271 |
| CF | \$0 | \$6,965 | \$6,965 |
| RF (user fees) | \$67,286 | (\$44,477) | \$22,809 |
| <i>Assignment of letter note "b" to CF source.</i> | | | |

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| (1) Executive Director's Office, (A) Department Administration, Purchase of Services from Computer Center – Line Item Refinance Adjustment | | | |
|--|-----------------------------|-----------------------|--------------------------|
| | FY 2011-12 Appropriation | Adjustment Request | Requested Final Total |
| Total Funds | \$2,631,147 | \$0 | \$2,631,147 |
| GF | \$0 | \$0 | \$0 |
| CF | \$323,612 | (\$29,664) | \$293,948 |
| RF – Total | \$2,307,535 | \$29,664 | \$2,337,199 |
| <i>RF – user fees</i> | \$986,400 | \$707,881 | \$1,694,281 |
| <i>RF – other state indirects</i> | \$870,398 | (\$227,480) | \$642,918 |
| <i>RF – DPA indirects</i> | \$450,737 | (\$450,737) | \$0 |
| <i>Letter note "d": Increase user fee source by \$707,881 (GGCC); reduce indirect cost recoveries from CDOT by \$227,480 (GGCC); reduce indirect cost recoveries by \$450,737.</i> | | | |

| (1) Executive Director's Office, (A) Department Administration, Management and Administration of OIT – Line Item Refinance Adjustment | | | |
|--|-----------------------------|-----------------------|--------------------------|
| | FY 2011-12 Appropriation | Adjustment Request | Requested Final Total |
| Total Funds | \$92,896 | \$0 | \$92,896 |
| GF | \$10,949 | \$14,153 | \$25,102 |
| CF | \$8,307 | (\$256) | \$8,051 |
| RF (user fees) | \$73,640 | (\$13,897) | \$59,743 |
| <i>No letter note revisions.</i> | | | |

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| (1) Executive Director's Office, (A) Department Administration, Payments to Risk Management and Property Funds – Line Item Refinance Adjustment | | | |
|--|-----------------------------|-----------------------|--------------------------|
| | FY 2011-12 Appropriation | Adjustment Request | Requested Final Total |
| Total Funds | \$463,141 | \$0 | \$463,141 |
| GF | \$0 | \$125,140 | \$125,140 |
| CF | \$45,846 | (\$5,706) | \$40,140 |
| RF (user fees) | \$417,295 | (\$119,434) | \$297,861 |
| <i>No letter note revisions.</i> | | | |

| (1) Executive Director's Office, (A) Department Administration, Leased Space – Line Item Refinance Adjustment | | | |
|--|-----------------------------|-----------------------|--------------------------|
| | FY 2011-12 Appropriation | Adjustment Request | Requested Final Total |
| Total Funds | \$1,270,593 | \$0 | \$1,270,593 |
| GF | \$0 | \$454,781 | \$454,781 |
| CF | \$17,163 | \$0 | \$17,163 |
| RF (user fees) | \$1,253,430 | (\$454,781) | \$798,649 |
| <i>No letter note revisions.</i> | | | |

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| (1) Executive Director's Office, (A) Department Administration, Capitol Complex Leased Space – Line Item Refinance Adjustment | | | |
|--|-----------------------------|-----------------------|--------------------------|
| | FY 2011-12 Appropriation | Adjustment Request | Requested Final Total |
| Total Funds | \$846,033 | \$0 | \$846,033 |
| GF | \$0 | \$0 | \$0 |
| CF | \$0 | \$33,434 | \$33,434 |
| RF – Total | \$846,033 | (\$33,434) | \$812,599 |
| <i>RF – user fees</i> | \$585,208 | (\$354,441) | \$230,767 |
| <i>RF – DPA indirects</i> | \$260,825 | \$321,007 | \$581,832 |
| <i>Letter note "e": Decrease user fees by \$354,441; increase indirects by \$321,007.</i> | | | |

| (2) Division of Human Resources, (A) Human Resources Services, (2) Training Services, Indirect Cost Assessment – Line Item Refinance Adjustment | | | |
|--|-----------------------------|-----------------------|--------------------------|
| | FY 2011-12 Appropriation | Adjustment Request | Requested Final Total |
| Total Funds | \$9,414 | \$0 | \$9,414 |
| GF | \$0 | \$0 | \$0 |
| CF | \$0 | \$0 | \$0 |
| RF – Total | \$9,414 | \$0 | \$9,414 |
| <i>RF – user fees</i> | \$0 | \$9,414 | \$9,414 |
| <i>RF – DPA indirects</i> | \$9,414 | (\$9,414) | \$0 |
| <i>Eliminate attachment to letter note "c" and assign to letter note "b".</i> | | | |

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| (5) Division of Accounts and Control – Controller, (A) Office of the State Controller, Personal Services – Line Item Refinance Adjustment | | | |
|--|-----------------------------|-----------------------|--------------------------|
| | FY 2011-12 Appropriation | Adjustment Request | Requested Final Total |
| Total Funds | \$2,650,250 | \$0 | \$2,650,250 |
| GF | \$2,243,399 | (\$1,597,484) | \$645,915 |
| CF | \$272,555 | \$155,000 | \$427,555 |
| RF – Total | \$134,296 | \$1,442,484 | \$1,576,780 |
| <i>RF – user fees</i> | \$0 | \$962,741 | \$962,741 |
| <i>RF – other state indirects</i> | \$0 | \$266,330 | \$266,330 |
| <i>RF – DPA indirects</i> | \$134,296 | \$213,413 | \$347,709 |
| <i>Letter note "a": Increase P-Card Rebates by \$155,000. Letter note "b": Increase (add) user fees to letter note in the amount of \$962,741 (a transfer from Higher Education/the University of Colorado); increase (add) other statewide indirects (CDOT) to letter note.</i> | | | |

| (5) Division of Accounts and Control – Controller, (A) Office of the State Controller, Operating Expenses – Line Item Refinance Adjustment | | | |
|---|-----------------------------|-----------------------|--------------------------|
| | FY 2011-12 Appropriation | Adjustment Request | Requested Final Total |
| Total Funds | \$227,781 | (\$93,300) | \$134,481 |
| GF | \$713 | \$0 | \$713 |
| CF | \$105,998 | \$0 | \$105,998 |
| RF (DPA indirects) | \$121,070 | (\$93,300) | \$27,770 |
| <i>No letter note revisions.</i> | | | |

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| (5) Division of Accounts and Control – Controller, (B) State Purchasing Office, Personal Services – Line Item Refinance Adjustment | | | |
|--|-----------------------------|-----------------------|--------------------------|
| | FY 2011-12 Appropriation | Adjustment Request | Requested Final Total |
| Total Funds | \$788,727 | \$0 | \$788,727 |
| GF | \$0 | \$0 | \$0 |
| CF | \$788,727 | \$0 | \$788,727 |
| RF (user fees) | \$0 | \$0 | \$0 |
| <i>Letternote "a": Decrease rebates from the P-Card Program in the amount of \$155,000; Increase (add) Reimbursement from WSCA in the amount of \$155,000.</i> | | | |

| (5) Division of Accounts and Control – Controller, (B) State Purchasing Office, Operating Expenses – Line Item Refinance Adjustment | | | |
|--|-----------------------------|-----------------------|--------------------------|
| | FY 2011-12 Appropriation | Adjustment Request | Requested Final Total |
| Total Funds | \$27,000 | \$0 | \$27,000 |
| GF | \$0 | \$0 | \$0 |
| CF | \$27,000 | \$0 | \$27,000 |
| RF (user fees) | \$0 | \$0 | \$0 |
| <i>Letternote "a": Decrease rebates from the P-Card Program in the amount of \$155,000; Increase (add) Reimbursement from WSCA in the amount of \$155,000.</i> | | | |

**Supplemental Request, Department Priority #2
 Common Policy Adjustments**

| | Request | Recommendation |
|--------------|----------------|-----------------------|
| Total | <u>\$0</u> | <u>\$0</u> |
| General Fund | 0 | 0 |
| Cash Funds | 0 | 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.] | In Part |
| <p>The Department states that this request is the result of inadequate statewide allocations for its operating common policies that occurred at FY 2011-12 figure-setting. JBC staff believes that the methodology and allocations set at FY 2011-12 figure-setting were intended to address excess fund balance issues. The Department states that fund balance projections were overstated and current fund balance projections suggest that the Administrative Hearings cash fund will come very close to a zero balance at the end of FY 2011-12.</p> | |

Department Request: The Department requests an adjustment to statewide common policy allocations, including total increased allocations of \$255,957 for Administrative Law Judge Services and \$363,212 for Capitol Complex Leased Space. The Department is not seeking an adjustment to the spending authority of its own program line items related to these common policy allocations. The primary purpose of the request is to adjust revenues to ensure that an adequate or target fund balance is maintained.

| Administrative Law Judge Services Allocations | | | |
|--|-----------------------------|-------------------------|--------------------|
| Department/Agency | FY 2011-12 Appropriation | Supplemental Request | Total |
| Corrections | \$4,189 | \$260 | \$4,449 |
| Education | \$36,017 | \$2,241 | \$38,258 |
| HCPF | \$422,830 | \$26,297 | \$449,127 |
| Higher Education | \$467 | \$29 | \$496 |
| Human Services | \$728,086 | \$45,283 | \$773,369 |
| Labor | \$2,431,194 | \$151,205 | \$2,582,399 |
| Personnel | \$2,890 | \$180 | \$3,070 |
| Public Health | \$8,144 | \$507 | \$8,651 |
| Regulatory Agencies | \$405,007 | \$25,189 | \$430,196 |
| Revenue | \$3,576 | \$222 | \$3,798 |
| State | \$29,600 | \$1,841 | \$31,441 |
| Transportation | \$674 | \$43 | \$717 |
| Misc. School Districts | \$42,057 | \$2,660 | \$44,717 |
| Total | \$4,114,731 | \$255,957 | \$4,370,688 |

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| Capitol Complex Leased Space Allocations | | | |
|---|-----------------------------|-------------------------|---------------------|
| Department/Agency | FY 2011-12 Appropriation | Supplemental Request | Total |
| Agriculture | \$171,145 | \$5,508 | \$176,653 |
| Corrections | \$98,626 | \$3,957 | \$102,583 |
| Correctional Industries | \$28,104 | \$1,128 | \$29,232 |
| Education | \$561,093 | \$18,059 | \$579,152 |
| General Assembly | \$1,414,077 | \$45,512 | \$1,459,589 |
| Governor | \$462,762 | \$14,893 | \$477,655 |
| HCPF | \$397,928 | \$12,807 | \$410,735 |
| Human Services | \$1,275,866 | \$41,060 | \$1,316,926 |
| Law | \$1,284,061 | \$41,327 | \$1,325,388 |
| Local Affairs | \$476,277 | \$15,306 | \$491,583 |
| Military Affairs | \$83,459 | \$2,633 | \$86,092 |
| Natural Resources | \$872,671 | \$28,087 | \$900,758 |
| Personnel | \$846,033 | \$27,253 | \$873,286 |
| Public Health | \$31,686 | \$1,016 | \$32,702 |
| Public Safety | \$1,274,883 | \$40,811 | \$1,315,694 |
| Regulatory Agencies | \$6,098 | \$195 | \$6,293 |
| Revenue | \$1,723,682 | \$55,517 | \$1,779,199 |
| Transportation | \$154,047 | \$4,895 | \$158,942 |
| Treasurer | \$55,297 | \$1,780 | \$57,077 |
| Labor & Employment | \$29,169 | \$941 | \$30,110 |
| CSU Forest Service | \$16,592 | \$528 | \$17,120 |
| Total | \$11,263,556 | \$363,213 | \$11,626,769 |

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Staff Recommendation: Staff recommends that the Committee approve the request for Administrative Law Judge Services allocations and deny the request for Capitol Complex Leased Space allocations.

Staff Analysis: The request states that the Department is not seeking an adjustment to spending authority of its program line items because it appears to have sufficient spending authority to cover program costs at this time. While the Department states that the request attempts to avoid additional out-year costs associated with reestablishing the targeted fund balance, allocations to state Departments in order to address a targeted fund balance issue (relative to a genuine fund crisis or projected shortfall) is better addressed in the FY 2012-13 figure-setting process.

On that basis, the Department provided additional fund balance history and analysis that projects the Administrative Hearings cash fund to end FY 2011-12 with \$32,641, equal to about 0.8 percent of the Office of Administrative Courts total FY 2011-12 appropriation. The Department's request for an additional allocation to state agencies of \$255,957 is equal to 6.2 percent of the Office's appropriation.

| Administrative Hearings Cash Fund 611 Trial Balance as of 12/22/11 | |
|---|-----------------|
| Operating Cash | \$591,684 |
| Other Assets | \$31,841 |
| Total Assets | \$623,525 |
| Accounts Payable | \$290,765 |
| LT & ST Compensated Absences | \$300,119 |
| Total Liabilities | \$590,884 |
| Fund Balance | \$32,641 |

The Department states that while the Capitol Complex Facilities cash fund balance will end the year below targeted fund balance, it is not projected to be depleted by the end of FY 2011-12 as the Administrative Hearings cash fund is currently projected to be.

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**Supplemental Request, Department Priority #3
 Capitol Complex Utilities True-Up**

| | Request | Recommendation |
|------------|------------------|------------------|
| Total | <u>\$290,276</u> | <u>\$290,276</u> |
| Cash Funds | 290,276 | 290,276 |

| | |
|---|------------|
| 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 in calculating the original appropriation. This request is a technical true-up to recognize the full expense and revenue earned for the Capitol Complex Utilities line item. | |

Department Request: The Department requests an increase of \$290,276 in Cash Funds spending authority for the (4) Central Services, (D) Facilities Maintenance, (1) Capitol Complex Facilities, Utilities line item. The request is required to recognize the full expense of utility costs and account for lease revenue earned by the Department received from Xcel Energy.

Staff Recommendation: Staff recommends that the Committee approve this request.

Staff Analysis: In 2004, the Department signed an agreement with Xcel Energy to lease space at the state's power plant for Xcel's backup boiler. At the time the agreement was signed, the Department was using more steam from Xcel than was offset by the lease revenue, and the Department recognized the expense on the bill from Xcel, though it should have recognized the full expense and the lease revenue should have been counted as revenue and not as an expenditure offset. The steam lease revenue now exceeds the state's consumption, and now receives a credit on its utility bill. The credit caused the State Controller to take a look at the contract and determined that the full utility expense should be recognized, and that the contract revenue should be recognized as revenue. Because this is a technical adjustment to accurately recognize expense and revenue, the Department does not require an additional common policy allocation to state agencies.

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**Supplemental Request, Department Priority #4
Annual Fleet True-Up**

| | Request | Recommendation |
|----------------------|----------------|-----------------------|
| Total | (\$928,608) | (\$928,608) |
| Reappropriated Funds | (928,608) | (928,608) |

| 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. This request does not alter the number of vehicle approved, rather it updates the actual need by department due to the difference between appropriations planning and actual procurement. | |

Department Request: The Department requests a reduction of \$928,380 in total funds to affected department vehicle lease line items, and a reduction of \$928,608 in reappropriated funds to the Department's (4) Central Services, (c) Fleet Management Program and Motor Pool Services, Vehicle Replacement Lease, Purchase, or Lease/Purchase line item.

Staff Recommendation: Staff recommends that the Committee approve this request.

Staff Analysis: This request is submitted annually to accurately reflect and make adjustments to the current fiscal year appropriation based on the actual procurement process over the first half of the fiscal year. Differences occur due to the difference between the projected costs of the entire population of replacement vehicles and the actual purchase and delivery of specific vehicles, as well as other unforeseen changes such as replacements due to wrecks and changes in individual department needs. The following table identifies the difference by agency.

| Vehicle Lease Payments Line Adjustments for FY 2011-12 | | | |
|---|----------------------|-----------------------|--------------------|
| Department/Agency | Appropriation | Adjusted Total | Variance |
| CDPS EDO (Fire Safety & Crim. Justice) | \$89,294 | \$71,619 | (\$17,675) |
| Colorado State Patrol | \$6,776,646 | \$5,923,623 | (\$853,023) |
| CBI | \$243,613 | \$222,434 | (\$21,179) |
| CDPS Total | \$7,109,553 | \$6,217,676 | (\$891,877) |
| Agriculture | \$203,726 | \$209,536 | \$5,810 |

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| | | | |
|----------------------------|---------------------|---------------------|--------------------|
| State Fair | \$5,225 | \$5,225 | \$0 |
| Corrections | \$2,459,054 | \$2,540,883 | \$81,829 |
| Education | \$23,043 | \$24,100 | \$1,057 |
| Health | \$344,839 | \$343,108 | (\$1,731) |
| Human Services | \$1,075,007 | \$1,002,732 | (\$72,275) |
| Local Affairs | \$126,730 | \$120,854 | (\$5,876) |
| Labor and Employment | \$107,625 | \$102,047 | (\$5,578) |
| Military Affairs | \$36,508 | \$44,148 | \$7,640 |
| Natural Resources | \$2,898,675 | \$2,776,937 | (\$121,738) |
| Revenue - EDO | \$303,037 | \$378,715 | \$75,678 |
| Revenue - Lottery | \$138,708 | \$137,314 | (\$1,394) |
| Revenue - Gaming | \$85,677 | \$81,494 | (\$4,183) |
| Regulatory Agencies | \$151,802 | \$184,182 | \$32,380 |
| Economic Development | \$131,610 | \$113,655 | (\$17,955) |
| Personnel – Non-Motor Pool | \$105,089 | \$82,460 | (\$22,629) |
| Attorney General | \$70,176 | \$65,989 | (\$4,187) |
| Secretary of State | \$2,969 | \$2,861 | (\$108) |
| Public Defender | \$59,783 | \$78,636 | \$18,853 |
| Courts | \$58,443 | \$56,345 | (\$2,098) |
| Total | \$15,497,279 | \$14,568,899 | (\$928,380) |

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**Supplemental Request, Department Priority #5
 IDS & Denver Spending Authority True-Up**

| | Request | Recommendation |
|----------------------|-----------|----------------|
| Total | \$0 | \$0 |
| Cash Funds | 793,241 | 793,241 |
| Reappropriated Funds | (793,241) | (793,241) |

| | |
|---|------------|
| 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. This request refinances the total appropriation to accurately recognize and accept increased work from the City and County of Denver along with a decrease in work from state agencies. | |

Department Request: The Department requests a refinance of \$793,241 in Reappropriated Funds to Cash Funds within its Integrated Document Solutions programs to accurately reflect the amount of work and spending authority required in FY 2011-12 to provide services for the City and County of Denver.

Staff Recommendation: Staff recommends that the Committee approve this request.

Staff Analysis: In FY 2009-10, the Department began Integrated Document Solutions work for the City and County of Denver. Since the initial agreement, additional work, primarily in the Mail Services program was added. Additionally the Department has determined that work for state agencies has decreased, and therefore does not need an increase in spending authority.

**Previously Approved Interim Supplemental #1
 Travel Rebate Reimbursement**

| | Previously Approved |
|------------|---------------------|
| Total | \$77,973 |
| Cash Funds | 77,973 |

Description of Supplemental: The Committee approved this supplemental in June 2011. The Department requested \$77,973 of additional cash funds spending authority for FY 2010-11, for the Office of the State Controller, Operating Expenses line item. The amount represents the federal

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government's portion of a \$311,893 rebate that the State received through the State Travel Management Program. The State must reimburse the federal government for the portion of the rebate that resulted from the expenditure of federal funds.

The rules governing interim supplementals in Section 24-75-111 (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
Recovery Audit Spending Authority**

| | Previously Approved |
|------------|----------------------------|
| Total | <u>\$1,600,000</u> |
| Cash Funds | 1,600,000 |

Description of Supplemental: The Committee approved this supplemental in June 2011. The Department requested \$1.6 million of additional cash funds spending authority for FY 2011-12, for the Office of the State Controller, Recovery Audit Program Disbursements line item. Although the funds were not available in the cash fund, the Department requested the appropriation as a proxy to allow the Department to enter into a contingency-based contract with a recover audit vendor, reimburse state agencies for costs they may incur during the recovery audit, and for any reimbursements to the federal government as required.

The rules governing interim supplementals in Section 24-75-111 (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.

**DEPARTMENT OF PERSONNEL AND ADMINISTRATION
 FY 2011-12 SUPPLEMENTAL RECOMMENDATIONS
 JBC WORKING DOCUMENT - SUBJECT TO CHANGE**

Statewide Common Policy Supplemental Requests

These requests are not prioritized and are not analyzed in this section. Committee action on the Department's common policies supplemental requests will determine these items.

| Department's Portion of Statewide Supplemental Request | Total | General Fund | Cash Funds | Reapprop. Funds | Federal Funds | FTE |
|---|----------|--------------|------------|-----------------|---------------|-----|
| Operating Common Policy True-up (combines Administrative Law Judges and Capital Complex Leased Space) | \$27,433 | \$0 | \$0 | \$27,433 | \$0 | 0.0 |
| Annual Fleet True-up | (22,629) | 0 | 0 | (22,629) | 0 | 0.0 |
| Department's Total Statewide Supplemental Requests | 4,804 | 0 | 0 | 4,804 | 0 | 0.0 |

Staff Recommendation: The staff recommendation for these requests is pending Committee approval of common policy supplementals. **Staff asks permission to include the corresponding appropriations in the Department's supplemental bill when the Committee approves common policy supplementals.** If staff believes there is reason to deviate from the common policy, staff will appear before the Committee later to present the relevant analysis.

| | FY 2010-11 Actual | FY 2011-12 Appropriation | FY 2011-12 Requested Change | FY 2011-12 Rec'd Change | FY 2011-12 Total With Rec'd Change |
|--|----------------------|-----------------------------|--------------------------------|----------------------------|---------------------------------------|
|--|----------------------|-----------------------------|--------------------------------|----------------------------|---------------------------------------|

| |
|---|
| DEPARTMENT OF PERSONNEL AND ADMINISTRATION Kathy Nesbitt, Executive Director |
|---|

Supplemental #1 - Appropriation Adjustments

(1) EXECUTIVE DIRECTOR'S OFFICE

(A) Department Administration

| | | | | | |
|---|------------------|------------------|-----------|-----------|------------------|
| Workers' Compensation | <u>296,051</u> | <u>216,983</u> | <u>0</u> | <u>0</u> | <u>216,983</u> |
| General Fund | 73,486 | 53,860 | 4,770 | 4,770 | 58,630 |
| Cash Funds | 10,753 | 7,881 | 10,924 | 10,924 | 18,805 |
| Reappropriated Funds | 211,812 | 155,242 | (15,694) | (15,694) | 139,548 |
| Legal Services | <u>169,088</u> | <u>194,045</u> | <u>0</u> | <u>0</u> | <u>194,045</u> |
| General Fund | 120,912 | 126,759 | 37,512 | 37,512 | 164,271 |
| Cash Funds | 17 | 0 | 6,965 | 6,965 | 6,965 |
| Reappropriated Funds | 48,159 | 67,286 | (44,477) | (44,477) | 22,809 |
| Purchase of Services from Computer Center | <u>4,705,434</u> | <u>2,631,147</u> | <u>0</u> | <u>0</u> | <u>2,631,147</u> |
| General Fund | 1,465,202 | 0 | 0 | 0 | 0 |
| Cash Funds | 358,622 | 323,612 | (29,664) | (29,664) | 293,948 |
| Reappropriated Funds | 2,881,610 | 2,307,535 | 29,664 | 29,664 | 2,337,199 |
| Management and Administration of OIT | <u>90,717</u> | <u>92,896</u> | <u>0</u> | <u>0</u> | <u>92,896</u> |
| General Fund | 11,582 | 10,949 | 14,153 | 14,153 | 25,102 |
| Cash Funds | 7,902 | 8,307 | (256) | (256) | 8,051 |
| Reappropriated Funds | 71,233 | 73,640 | (13,897) | (13,897) | 59,743 |
| Payment to Risk Management and Property Funds | <u>159,769</u> | <u>463,141</u> | <u>0</u> | <u>0</u> | <u>463,141</u> |
| General Fund | 11,484 | 0 | 125,140 | 125,140 | 125,140 |
| Cash Funds | 2,797 | 45,846 | (5,706) | (5,706) | 40,140 |
| Reappropriated Funds | 145,488 | 417,295 | (119,434) | (119,434) | 297,861 |
| Leased Space | <u>1,218,163</u> | <u>1,270,593</u> | <u>0</u> | <u>0</u> | <u>1,270,593</u> |
| General Fund | 0 | 0 | 454,781 | 454,781 | 454,781 |
| Cash Funds | 16,149 | 17,163 | 0 | 0 | 17,163 |
| Reappropriated Funds | 1,202,014 | 1,253,430 | (454,781) | (454,781) | 798,649 |

| | FY 2010-11 Actual | FY 2011-12 Appropriation | FY 2011-12 Requested Change | FY 2011-12 Rec'd Change | FY 2011-12 Total With Rec'd Change |
|--|------------------------------|-------------------------------------|--|------------------------------------|---|
| Capitol Complex Leased Space | <u>994,125</u> | <u>846,033</u> | <u>0</u> | <u>0</u> | <u>846,033</u> |
| Cash Funds | 0 | 0 | 33,434 | 33,434 | 33,434 |
| Reappropriated Funds | 994,125 | 846,033 | (33,434) | (33,434) | 812,599 |
| (2) DIVISION OF HUMAN RESOURCES | | | | | |
| (A) Human Resources Services | | | | | |
| (II) Training Services | | | | | |
| Indirect Cost Assessment | <u>0</u> | <u>9,414</u> | <u>0</u> | <u>0</u> | <u>9,414</u> |
| Reappropriated Funds | 0 | 9,414 | 0 | 0 | 9,414 |
| (5) DIVISION OF ACCOUNTS AND CONTROL - CONTROLLER | | | | | |
| (A) Office of the State Controller | | | | | |
| Personal Services | <u>2,206,471</u> | <u>2,650,250</u> | <u>0</u> | <u>0</u> | <u>2,650,250</u> |
| FTE | 27.5 | 37.0 | 0.0 | 0.0 | 37.0 |
| General Fund | 983,508 | 2,243,399 | (1,597,484) | (1,597,484) | 645,915 |
| Cash Funds | 578,565 | 272,555 | 155,000 | 155,000 | 427,555 |
| Reappropriated Funds | 644,398 | 134,296 | 1,442,484 | 1,442,484 | 1,576,780 |
| Operating Expenses | <u>108,252</u> | <u>227,068</u> | <u>(93,300)</u> | <u>(93,300)</u> | <u>133,768</u> |
| Cash Funds | 18,253 | 105,998 | 0 | 0 | 105,998 |
| Reappropriated Funds | 89,999 | 121,070 | (93,300) | (93,300) | 27,770 |
| (5) DIVISION OF ACCOUNTS AND CONTROL - CONTROLLER | | | | | |
| (B) State Purchasing Office | | | | | |
| Personal Services | <u>923,977</u> | <u>788,727</u> | <u>0</u> | <u>0</u> | <u>788,727</u> |
| FTE | 8.7 | 12.5 | 0.0 | 0.0 | 12.5 |
| General Fund | 55,645 | 0 | 0 | 0 | 0 |
| Cash Funds | 868,332 | 788,727 | 0 | 0 | 788,727 |
| Total for Supplemental #1 - Appropriation Adjustments | <u>10,872,047</u> | <u>9,390,297</u> | <u>(93,300)</u> | <u>(93,300)</u> | <u>9,296,997</u> |
| FTE | 36.2 | 49.5 | 0.0 | 0.0 | 49.5 |
| General Fund | 2,721,819 | 2,434,967 | (961,128) | (961,128) | 1,473,839 |
| Cash Funds | 1,861,390 | 1,570,089 | 170,697 | 170,697 | 1,740,786 |
| Reappropriated Funds | 6,288,838 | 5,385,241 | 697,131 | 697,131 | 6,082,372 |

| | FY 2010-11 Actual | FY 2011-12 Appropriation | FY 2011-12 Requested Change | FY 2011-12 Rec'd Change | FY 2011-12 Total With Rec'd Change |
|--|------------------------------|-------------------------------------|--|------------------------------------|---|
|--|------------------------------|-------------------------------------|--|------------------------------------|---|

Supplemental #3 - Capitol Complex Utilities True-Up

(4) CENTRAL SERVICES
(D) Facilities Maintenance
(I) Capitol Complex Facilities

| | | | | | |
|--|------------------|------------------|----------------|----------------|------------------|
| Utilities | <u>4,107,820</u> | <u>3,420,028</u> | <u>290,276</u> | <u>290,276</u> | <u>3,710,304</u> |
| Cash Funds | 0 | 0 | 290,276 | 290,276 | 290,276 |
| Reappropriated Funds | 4,107,820 | 3,420,028 | 0 | 0 | 3,420,028 |
| Total for Supplemental #3 – Capitol Complex Utilities True-Up | <u>4,107,820</u> | <u>3,420,028</u> | <u>290,276</u> | <u>290,276</u> | <u>3,710,304</u> |
| <i>FTE</i> | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Cash Funds | 0 | 0 | 290,276 | 290,276 | 290,276 |
| Reappropriated Funds | 4,107,820 | 3,420,028 | 0 | 0 | 3,420,028 |

Supplemental #4 - Annual Fleet True-Up

(4) CENTRAL SERVICES
(C) Fleet Management Program and Motor Pool Services

| | | | | | |
|--|-------------------|-------------------|------------------|------------------|-------------------|
| Vehicle Replacement Lease, Purchase or Lease/Purchase | <u>14,519,741</u> | <u>16,521,437</u> | <u>(928,608)</u> | <u>(928,608)</u> | <u>15,592,829</u> |
| Reappropriated Funds | 14,519,741 | 16,521,437 | (928,608) | (928,608) | 15,592,829 |
| Total for Supplemental #4 - Annual Fleet True-Up | <u>14,519,741</u> | <u>16,521,437</u> | <u>(928,608)</u> | <u>(928,608)</u> | <u>15,592,829</u> |
| <i>FTE</i> | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Reappropriated Funds | 14,519,741 | 16,521,437 | (928,608) | (928,608) | 15,592,829 |

| | FY 2010-11 Actual | FY 2011-12 Appropriation | FY 2011-12 Requested Change | FY 2011-12 Rec'd Change | FY 2011-12 Total With Rec'd Change |
|--|------------------------------|-------------------------------------|--|------------------------------------|---|
| Supplemental #5 - IDS & Denver Spending Authority True-Up | | | | | |
| (4) CENTRAL SERVICES | | | | | |
| (B) Integrated Document Solutions | | | | | |
| (I) Reprographics Services | | | | | |
| Personal Services | <u>811,727</u> | <u>991,777</u> | <u>0</u> | <u>0</u> | <u>991,777</u> |
| <i>FTE</i> | 19.0 | 20.6 | 0.0 | 0.0 | 20.6 |
| Cash Funds | 24,261 | 46,212 | 12,265 | 12,265 | 58,477 |
| Reappropriated Funds | 787,466 | 945,565 | (12,265) | (12,265) | 933,300 |
| Operating Expenses | <u>3,092,922</u> | <u>3,511,352</u> | <u>0</u> | <u>0</u> | <u>3,511,352</u> |
| Cash Funds | 59,358 | 118,129 | 218,496 | 218,496 | 336,625 |
| Reappropriated Funds | 3,033,564 | 3,393,223 | (218,496) | (218,496) | 3,174,727 |
| (4) CENTRAL SERVICES | | | | | |
| (B) Integrated Document Solutions | | | | | |
| (III) Mail Services | | | | | |
| Operating Expenses | <u>7,547,893</u> | <u>8,395,957</u> | <u>0</u> | <u>0</u> | <u>8,395,957</u> |
| Cash Funds | 47,725 | 72,000 | 562,480 | 562,480 | 634,480 |
| Reappropriated Funds | 7,500,168 | 8,323,957 | (562,480) | (562,480) | 7,761,477 |
| Total for Supplemental #5 – | | | | | |
| IDS & Denver Spending Authority True-Up | | | | | |
| <i>FTE</i> | <u>11,452,542</u> | <u>12,899,086</u> | <u>0</u> | <u>0</u> | <u>12,899,086</u> |
| Cash Funds | 19.0 | 20.6 | 0.0 | 0.0 | 20.6 |
| Cash Funds | 131,344 | 236,341 | 793,241 | 793,241 | 1,029,582 |
| Reappropriated Funds | 11,321,198 | 12,662,745 | (793,241) | (793,241) | 11,869,504 |
| Totals Excluding Pending Items | | | | | |
| PERSONNEL AND ADMINISTRATION | | | | | |
| TOTALS for ALL Departmental line items | <u>143,834,654</u> | <u>157,012,016</u> | <u>(731,632)</u> | <u>(731,632)</u> | <u>156,280,384</u> |
| <i>FTE</i> | 362.7 | 394.3 | 0.0 | 0.0 | 394.3 |
| General Fund | 4,816,211 | 5,079,400 | (961,128) | (961,128) | 4,118,272 |
| Cash Funds | 7,246,426 | 8,936,695 | 1,254,214 | 1,254,214 | 10,190,909 |
| Reappropriated Funds | 131,772,017 | 142,995,921 | (1,024,718) | (1,024,718) | 141,971,203 |

| | FY 2010-11 Actual | FY 2011-12 Appropriation | FY 2011-12 Requested Change | FY 2011-12 Rec'd Change | FY 2011-12 Total With Rec'd Change |
|--|----------------------|-----------------------------|--------------------------------|----------------------------|---------------------------------------|
|--|----------------------|-----------------------------|--------------------------------|----------------------------|---------------------------------------|

Previously Approved Interim Supplemental #2 - Recovery Audit Spending Authority

(5) DIVISION OF ACCOUNTS AND CONTROL - CONTROLLER

(A) Office of the State Controller

| | | | | | |
|--|----------|----------|------------------|------------------|------------------|
| Recovery Audit Program Disbursements | <u>0</u> | <u>0</u> | <u>1,600,000</u> | <u>1,600,000</u> | <u>1,600,000</u> |
| Cash Funds | 0 | 0 | 1,600,000 | 1,600,000 | 1,600,000 |
| Total for Previously Approved Interim Supplemental #2 – Recovery Audit Spending Authority | <u>0</u> | <u>0</u> | <u>1,600,000</u> | <u>1,600,000</u> | <u>1,600,000</u> |
| <i>FTE</i> | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Cash Funds | 0 | 0 | 1,600,000 | 1,600,000 | 1,600,000 |

Non-prioritized Supplemental #1 - Annual Fleet True-Up

(1) EXECUTIVE DIRECTOR'S OFFICE

(A) Department Administration

| | | | | | |
|---|---------------|----------------|-----------------|----------------|----------------|
| Vehicle Lease Payments | <u>91,096</u> | <u>105,089</u> | <u>(22,629)</u> | <u>Pending</u> | <u>Pending</u> |
| Reappropriated Funds | 91,096 | 105,089 | (22,629) | | |
| Total for Non-prioritized Supplemental #1 – Annual Fleet True-Up | <u>91,096</u> | <u>105,089</u> | <u>(22,629)</u> | <u>Pending</u> | <u>Pending</u> |
| <i>FTE</i> | 0.0 | 0.0 | 0.0 | | |
| Reappropriated Funds | 91,096 | 105,089 | (22,629) | | |

| | FY 2010-11 Actual | FY 2011-12 Appropriation | FY 2011-12 Requested Change | FY 2011-12 Rec'd Change | FY 2011-12 Total With Rec'd Change |
|--|----------------------|-----------------------------|--------------------------------|----------------------------|---------------------------------------|
|--|----------------------|-----------------------------|--------------------------------|----------------------------|---------------------------------------|

Non-prioritized Supplemental #2 - Common Policy Allocation True-Up

1) EXECUTIVE DIRECTOR'S OFFICE

(A) Department Administration

| | | | | | |
|---|----------------|----------------|---------------|----------------|----------------|
| Administrative Law Judge Services | <u>5,226</u> | <u>2,890</u> | <u>180</u> | <u>Pending</u> | <u>Pending</u> |
| Reappropriated Funds | 5,226 | 2,890 | 180 | | |
| Capitol Complex Leased Space | <u>994,125</u> | <u>846,033</u> | <u>27,253</u> | <u>Pending</u> | <u>Pending</u> |
| Reappropriated Funds | 994,125 | 846,033 | 27,253 | | |
| Total for Non-prioritized Supplemental #2 - Common Policy Allocation True-Up | <u>999,351</u> | <u>848,923</u> | <u>27,433</u> | <u>Pending</u> | <u>Pending</u> |
| <i>FTE</i> | 0.0 | 0.0 | 0.0 | | |
| Reappropriated Funds | 999,351 | 848,923 | 27,433 | | |

Totals Including Pending Items

PERSONNEL AND ADMINISTRATION

| | | | | | |
|--|--------------------|--------------------|----------------|----------------|--------------------|
| TOTALS for ALL Departmental line items | <u>143,834,654</u> | <u>157,012,016</u> | <u>873,172</u> | <u>868,368</u> | <u>157,880,384</u> |
| <i>FTE</i> | 362.7 | 394.3 | 0.0 | 0.0 | 394.3 |
| General Fund | 4,816,211 | 5,079,400 | (961,128) | (961,128) | 4,118,272 |
| Cash Funds | 7,246,426 | 8,936,695 | 2,854,214 | 2,854,214 | 11,790,909 |
| Reappropriated Funds | 131,772,017 | 142,995,921 | (1,019,914) | (1,024,718) | 141,971,203 |

| | FY 2009-10 | FY 2010-11 | Fiscal Year 2010-11 Supplemental | | |
|--|------------|---------------|----------------------------------|--------------------|-------------------------------|
| | Actual | Appropriation | Requested Change | Recommended Change | New Total with Recommendation |

Fiscal Year 2010-11 Supplemental

Previously Approved Interim Supplemental #1 - Travel Rebate Reimbursement

(5) Division of Accounts and Control

(A) Office of the State Controller

| | | | | | |
|----------------------|---------------|---------------|---------------|---------------|----------------|
| Operating Expenses | <u>80,438</u> | <u>89,999</u> | <u>77,973</u> | <u>77,973</u> | <u>167,972</u> |
| General Fund | 0 | 0 | 0 | 0 | 0 |
| Cash Funds | 80,438 | 0 | 77,973 | 77,973 | 77,973 |
| Reappropriated Funds | 0 | 89,999 | 0 | 0 | 89,999 |

Totals for FY 2010-11 Supplementals

DEPARTMENT OF PERSONNEL & ADMINISTRATION

| | | | | | |
|--|--------------|--------------|------------|------------|--------------|
| TOTALS for ALL Departmental line items | 143,591,779 | 160,685,709 | 77,973 | 77,973 | 160,763,682 |
| FTE | <u>371.9</u> | <u>391.3</u> | <u>0.0</u> | <u>0.0</u> | <u>391.3</u> |
| General Fund | 5,146,961 | 5,104,155 | 0 | 0 | 5,104,155 |
| Cash Funds | 6,817,359 | 10,576,962 | 77,973 | 77,973 | 10,654,935 |
| Reappropriated Funds | 131,627,459 | 145,004,592 | 0 | 0 | 145,004,592 |
| Federal Funds | 0 | 0 | 0 | 0 | 0 |