

Department of Personnel and Administration
 FY 2008-09
 January 15, 2009

Department of Personnel and Administration Specific Reductions												
Priority	Corresponding FY 2009-10 Impact?	One Time or Base/Ongoing?	Division	Title	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE	Other Department(s) Affected	Legislation Required (Y/N)
1	yes	base/ongoing	Executive Director's Office	Employee Emeritus True-up Reduction	(\$4,080)	(\$4,080)	\$0	\$0	\$0	0.0	none	N
2	no	one time	Information and Archival Services	Archives One Time Refinance	\$0	(\$11,288)	\$9,189	\$2,099	\$0	0.0	none	N
3	yes	base/ongoing	Division of Human Resources	Training Services Refinance	\$0	(\$44,857)	\$25,679	\$19,178	\$0	0.0	none	N
4	yes	base/ongoing	Finance and Procurement	State Purchasing Office Operating Expenses Refinance	(\$1,637)	(\$1,637)	\$0	\$0	\$0	0.0	none	N
5	no	one time	Finance and Procurement	Real Estate Services Operating Reduction	(\$16,034)	(\$16,034)	\$0	\$0	\$0	0.0	none	N
6	no	one time	Division of Human Resources	Division of Human Resources Travel Reduction	(\$2,010)	(\$2,010)	\$0	\$0	\$0	0.0	none	N
7	no	one time	Division of Human Resources	Division of Human Resources Operating Expenses Reduction	(\$5,509)	(\$5,509)	\$0	\$0	\$0	0.0	none	N
8	no	one time	Finance and Procurement	State Purchasing Office Operating Expenses Reduction	(\$5,348)	(\$5,348)	\$0	\$0	\$0	0.0	none	N
9	no	one time	Finance and Procurement	Office of the State Controller Operating Expenses Reduction	(\$673)	(\$7,663)	\$6,990	\$0	\$0	0.0	Department of Natural Resources	N
10	no	one time	State Personnel Board	State Personnel Board Operating Reduction	(\$6,000)	(\$6,000)	\$0	\$0	\$0	0.0	none	N
11	yes	base/ongoing	Finance and Procurement	State Purchasing Office Personal Services Reallocation/Reduction	\$0	(\$7,008)	\$7,008	\$0	\$0	0.0	none	N
12	no	one time	Information and Archival Services	Archives Personal Services Reduction-Full-time to Part-time	(\$22,663)	(\$22,663)	\$0	\$0	\$0	0.0	none	N
Total DPA Specific Reductions					(\$63,954)	(\$134,097)	\$48,866	\$21,277	\$0	0.0		

This summary does not include the impact of the common policy for Management and Administration of OIT

Schedule 13
Change Request for FY 2009-10 Budget Request Cycle

Decision Item FY 2009-10 Base Reduction Item FY 2009-10 Supplemental FY 2008-09 Budget Amendment FY 2009-10

Request Title: Employee Emeritus True-up Reduction
Department: Personnel and Administration **Dept. Approval by:** *[Signature]* **Date:** January 15, 2009
Priority Number: 1 **OSPb Approval:** *[Signature]* **Date:** 1-13-09

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 2007-08	Appropriation FY 2008-09	Supplemental Request FY 2008-09	Total Revised Request FY 2008-09	Base Request FY 2009-10	Decision/Base Reduction FY 2009-10	November 1 Request FY 2009-10	Budget Amendment FY 2009-10	Total Revised Request FY 2009-10	Change from Base (Column 5) FY 2010-11
Total of All Line Items	Total	7,122	11,370	(4,080)	7,290	11,370	0	11,370	(4,080)	7,290	(4,080)
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	7,122	11,370	(4,080)	7,290	11,370	0	11,370	(4,080)	7,290	(4,080)
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE/RF	0	0	0	0	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
(1) Executive Director's Office, Employees Emeritus Retirement	Total	7,122	11,370	(4,080)	7,290	11,370	0	11,370	(4,080)	7,290	(4,080)
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	7,122	11,370	(4,080)	7,290	11,370	0	11,370	(4,080)	7,290	(4,080)
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE/RF	0	0	0	0	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0

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



DEPARTMENT OF PERSONNEL AND ADMINISTRATION

Rich Gonzales
Executive Director

*Budget Reduction Proposal
January 15, 2009*

Employee Emeritus True-up Reduction

Proposal:

The Department of Personnel and Administration is proposing to reduce funding in the Employee Emeritus Line in the Executive Director's Office by \$4,080 to more accurately reflect required payments.

Summary of Request:

- The Employee Emeritus Retirement appropriation supports payments to retired state workers under a program that expired. The program recently lost several employees, and payments have been reduced accordingly.
- The line is appropriated \$11,370, while actual costs in FY 2008-09 are anticipated to be \$7,290.
- This proposal will reduce the Department's General Fund appropriation by \$4,080.

Assumptions and Tables to Show Calculations:

Employee Emeritus Reduction Calculations	
Payment per month	\$607.52
Annual cost (payment *12)	\$7,290
Current appropriation	\$11,370
Available reduction (appropriation – annual cost)	\$4,080

Current Statutory Authority or Needed Statutory Change:

There is no longer statutory authority for this program; therefore, no change is needed. As summarized below, the program was created in 1967 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.
- 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.

**Schedule 13
Change Request for FY 2009-10 Budget Request Cycle**

Decision Item FY 2009-10 Base Reduction Item FY 2009-10 Supplemental FY 2008-09 Budget Amendment FY 2009-10

Request Title: Archives One Time Refinance
Department: Personnel and Administration
Priority Number: 2

Dept. Approval by: *[Signature]* **Date:** January 15, 2009
OSPB Approval: *[Signature]* **Date:** 1-13-09

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 2007-08	Appropriation FY 2008-09	Supplemental Request FY 2008-09	Total Revised Request FY 2008-09	Base Request FY 2009-10	Decision/ Base Reduction FY 2009-10	November 1 Request FY 2009-10	Budget Amendment FY 2009-10	Total Revised Request FY 2009-10	Change from Base (Column 5) FY 2010-11
Total of All Line Items	Total	56,794	56,794	0	56,794	56,794	0	56,794	0	56,794	0
	FTE	8.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	56,794	56,794	(11,288)	45,506	56,794	0	56,794	0	56,794	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	9,189	9,189	0	0	0	0	0	0
	CFE/RF	0	0	2,099	2,099	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
(6) Information and Archival Services, Operating Expenses	Total	56,794	56,794	0	56,794	56,794	0	56,794	0	56,794	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	56,794	56,794	(11,288)	45,506	56,794	0	56,794	0	56,794	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	9,189	9,189	0	0	0	0	0	0
	CFE/RF	0	0	2,099	2,099	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0

Non-Line Item Request: None
Letternote Revised Text: None
Cash or Federal Fund Name and COFRS Fund Number: None
Reappropriated Funds Source, by Department and Line Item Name: This amount shall be from fees from state agencies.
Approval by OIT? Yes: No: N/A:
Schedule 13s from Affected Departments: None



DEPARTMENT OF PERSONNEL AND ADMINISTRATION

Rich Gonzales
Executive Director

*Budget Reduction Proposal
January 15, 2009*

Archives One Time Refinance

Proposal:

Archival and Information Services is funded by General Fund, as well as fees for copies of records. Historically, the program does not collect fees in excess of long bill appropriation. There has been a recent influx of activity and requests for water records, and the program is projected to over-collect for the first time in recent history.

Summary of Request:

- The current statute regarding the collection of fees for Archival and Information Services is silent about the ability to hold a cash fund for this program if it collects more than anticipated in a fiscal year.
- The Department is seeking legislation this session to clarify this matter, but would like to offer the anticipated excess fees this year as a one-time reallocation to the General Fund. This opportunity will only exist in FY 2008-09.
- Historically, the program has under-collected fees, so the anticipated excess in Cash and Reappropriated Funds will first fill this deficit, then offset General Fund (see Schedule 13).

Assumptions and Tables to Show Calculations:

	Total appropriation	Approximate Normal year-end revenue	Additional Funds Remaining
Cash Funds	\$93,811	\$85,000	\$8,811
Reappropriated Funds	\$10,901	\$10,000	\$901

Fund Source	Approximate year-to-date revenue	Normal year-to-date revenue	Current excess	Additional Funds Remaining	Available Offset to General Fund
Cash	\$48,000	\$30,000	\$18,000	\$8,811	\$9,189
Reappropriated	\$7,000	\$4,000	\$3,000	\$901	\$2,099
Total					\$11,288

Current Statutory Authority or Needed Statutory Change:

No Change Needed.

24-80-101 through 108, C.R.S. (2008) Outlines the roles and responsibilities for the State Archives, including giving the Department the authority to collect fees for providing records to its customers.

**Schedule 13
Change Request for FY 2009-10 Budget Request Cycle**

Decision Item FY 2009-10 Base Reduction Item FY 2009-10 Supplemental FY 2008-09 Budget Amendment FY 2009-10

Request Title: Training Services Refinance
 Department: Personnel and Administration
 Priority Number: 3
 Dept. Approval by: *R. [Signature]* Date: January 15, 2009
 OSPB Approval: *[Signature]* Date: 1-13-09

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 2007-08	Appropriation FY 2008-09	Supplemental Request FY 2008-09	Total Revised Request FY 2008-09	Base Request FY 2009-10	Decision/ Base Reduction FY 2009-10	November 1 Request FY 2009-10	Budget Amendment FY 2009-10	Total Revised Request FY 2009-10	Change from Base (Column 5) FY 2010-11
Total of All Line Items	Total	1,921,842	2,098,768	0	2,098,768	2,231,027	0	2,231,027	0	2,231,027	0
	FTE	22.6	27.2	0.0	27.2	28.2	0.0	28.2	0.0	28.2	0.0
	GF	1,921,842	2,019,788	(44,857)	1,974,931	2,127,164	0	2,127,164	(89,714)	2,037,450	(89,714)
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	45,214	25,679	70,893	0	0	0	51,359	51,359	51,359
	CFE/RF	0	33,766	19,178	52,944	103,863	0	103,863	38,355	142,218	38,355
	FF	0	0	0	0	0	0	0	0	0	0
(2) Division of Human Resources, (A)(1)	Total	1,921,842	2,019,788	(44,857)	1,974,931	2,127,164	0	2,127,164	(89,714)	2,037,450	(89,714)
	FTE	22.6	27.2	0.0	27.2	27.2	0.0	27.2	(1.0)	26.2	(1.0)
	GF	1,921,842	2,019,788	(44,857)	1,974,931	2,127,164	0	2,127,164	(89,714)	2,037,450	(89,714)
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE/RF	0	0	0	0	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
(2) Division of Human Resources, (A)(2)	Total	0	78,980	44,857	123,837	103,863	0	103,863	89,714	193,577	89,714
	FTE	0.0	0.0	0.0	0.0	1.0	0.0	1.0	1.0	2.0	1.0
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	45,214	25,679	70,893	0	0	0	51,359	51,359	51,359
	CFE/RF	0	33,766	19,178	52,944	103,863	0	103,863	38,355	142,218	38,355
	FF	0	0	0	0	0	0	0	0	0	0

Non-Line Item Request: None
 Letternote Revised Text: None
 Cash or Federal Fund Name and COFRS Fund Number: None
 Reappropriated Funds Source, by Department and Line Item Name: This amount shall be from training revenue from state agencies.
 Approval by OIT? Yes: No: N/A:
 Schedule 13s from Affected Departments: None



DEPARTMENT OF PERSONNEL AND ADMINISTRATION

Rich Gonzales
Executive Director

*Budget Reduction Proposal
January 15, 2009*

Training Services Refinance

Proposal: The Division of Human Resources is proposing to reallocate funding for 1.0 FTE from State Agency Services to Training Services in order to reduce the Department's General Fund appropriation. The spending authority in Training Services will be increased to have the capacity to generate revenue to support this reallocation.

Summary of Request:

- In order to generate the revenue needed to support this position, the program must expand the number of classes it offers. The proposed increase is the spending authority for the reallocated positions.
- Last year the Professional Development Center's revenue totaled \$252,649. The Center provided training to over 3,000 employees. The program is on course for similar revenue in this fiscal year, despite the economic downturn. In fact, registrations and requests for onsite classes have increased from last year, and several classes already have waiting lists.
- With additional spending authority for this position, the program would be able to expand the Professional Development Center to meet the growing demand.
- In the last month, there have been six requests for onsite training turned down due to spending constraints. The Professional Development Center's goal is to be the resource of choice for training for State employees, to and see training dollars returned to the State system, as opposed to sending State employees and funds, to external vendors.
- It should be noted that if other departments decided to eliminate funding budgeting for training purchases, it is possible revenues won't exist to support this proposal. If this is the case, the Department will be forced to reduce their FTE.

Assumptions and Tables to Show Calculations:

General Fund Savings			
Position to be reallocated	Annual Loaded Cost Estimate	Savings in FY 2008-09	Savings in FY 2009-10
General Professional V (1.0 FTE)	\$89,714	\$44,857	\$89,714

Current Statutory Authority or Needed Statutory Change:

No Change Needed.

24-50-101, C.R.S. (2008) The State Personnel System Act outlines the roles and responsibilities for the Department to provide a sound, comprehensive, and uniform system of personnel management and administration for the employees within the state personnel system.

Schedule 13
Change Request for FY 2009-10 Budget Request Cycle

Decision Item FY 2009-10 Base Reduction Item FY 2009-10 Supplemental FY 2008-09 Budget Amendment FY 2009-10

Request Title: State Purchasing Office Operating Expenses Refinance
Department: Personnel and Administration **Dept. Approval by:** *R. [Signature]* **Date:** January 15, 2009
Priority Number: 4 **OSPB Approval:** *[Signature]* **Date:** 1-13-09

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 2007-08	Appropriation FY 2008-09	Supplemental Request FY 2008-09	Total Revised Request FY 2008-09	Base Request FY 2009-10	Decision/Base Reduction FY 2009-10	November 1 Request FY 2009-10	Budget Amendment FY 2009-10	Total Revised Request FY 2009-10	Change from Base (Column 5) FY 2010-11
Total of All Line Items	Total	174,637	186,058	0	186,058	199,252	0	199,252	0	199,252	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	143,584	142,676	(1,637)	141,039	143,514	0	143,514	(1,637)	141,877	(1,637)
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	31,053	43,382	1,637	45,019	55,738	0	55,738	1,637	57,375	1,637
	CFE/RF	0	0	0	0	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
(5) Finance and Procurement, (A) State Controller's Office and Procurement Services, Operating Expenses	Total	143,584	142,676	(1,637)	141,039	155,870	0	155,870	(1,637)	154,233	(1,637)
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	143,584	142,676	(1,637)	141,039	143,514	0	143,514	(1,637)	141,877	(1,637)
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	12,356	0	12,356	0	12,356	0
	CFE/RF	0	0	0	0	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
(5) Finance and Procurement, (B) Supplier Database, Operating Expenses	Total	31,053	43,382	1,637	45,019	43,382	0	43,382	1,637	45,019	1,637
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	31,053	43,382	1,637	45,019	43,382	0	43,382	1,637	45,019	1,637
	CFE/RF	0	0	0	0	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0

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



DEPARTMENT OF PERSONNEL AND ADMINISTRATION

Rich Gonzales
Executive Director

*Budget Reduction Proposal
January 15, 2009*

State Purchasing Office Operating Expenses Refinance

Proposal:

The State Purchasing Office in the Division of Finance and Procurement has existing operating budgets in both Fund 100 (General Fund) and Fund 281 (Supplier Database). The Division proposes reallocating expenses incurred by the office that are in support of the Supplier Database from General Fund to Cash Funds (COFRS 281) such as cell phones, office supplies and toner cartridges. The reallocation reduces the General Fund appropriation; however, no corresponding Cash Fund appropriation is being requested. Because this reallocation can be absorbed within the Supplier Database's current appropriation, no additional spending authority is required and it will not affect current fee levels.

Summary of Request:

- These operating expenses are incurred in the State Purchasing Office, but do support the Supplier Database, and a reallocation of their cost is appropriate.
- These reallocations result in a \$1,637 decrease in expenditures from the General Fund.

Assumptions and Tables to Show Calculations:

Expense	Amount
Office Supplies	\$976
Communication Services (cell phones)	\$500
Printing/copy supplies (toner cartridges)	\$161
Total	\$1,637

Current Statutory Authority or Needed Statutory Change:

No change needed.

24-101-101 et. Seq., CRS (2008) is the Procurement Code. Specifically 24-101-102, C.R.S. (2008) outlines the roles and responsibilities of the State Purchasing Office.

**Schedule 13
Change Request for FY 2009-10 Budget Request Cycle**

Decision Item FY 2009-10 Base Reduction Item FY 2009-10 Supplemental FY 2008-09 Budget Amendment FY 2009-10

Request Title: Real Estate Services Operating Reduction

Department: Personnel and Administration

Priority Number: 5

Dept. Approval by: *R. [Signature]*

OSPB Approval: *[Signature]*

Date: January 15, 2009

Date: *1-13-09*

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 2007-08	Appropriation FY 2008-09	Supplemental Request FY 2008-09	Total Revised Request FY 2008-09	Base Request FY 2009-10	Decision/ Base Reduction FY 2009-10	November 1 Request FY 2009-10	Budget Amendment FY 2009-10	Total Revised Request FY 2009-10	Change from Base (Column 5) FY 2010-11
Total of All Line Items	Total	551,580	533,168	(16,034)	517,134	557,471	0	557,471	0	557,471	0
	FTE	5.6	6.0	0.0	6.0	6.0	0.0	6.0	0.0	6.0	0.0
	GF	551,580	533,168	(16,034)	517,134	557,471	0	557,471	0	557,471	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE/RF	0	0	0	0	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
(5) Finance and Procurement, (D) Real Estate Services Program, Coordination of Capital Construction, Controlled Maintenance Requests, and Building Lease Review	Total	551,580	533,168	(16,034)	517,134	557,471	0	557,471	0	557,471	0
	FTE	5.6	6.0	0.0	6.0	6.0	0.0	6.0	0.0	6.0	0.0
	GF	551,580	533,168	(16,034)	517,134	557,471	0	557,471	0	557,471	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE/RF	0	0	0	0	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0

Non-Line Item Request: None

Letternote Revised Text: None

Cash or Federal Fund Name and COFRS Fund Number: None

Reappropriated Funds Source, by Department and Line Item Name: None

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

Schedule 13s from Affected Departments: None



DEPARTMENT OF PERSONNEL AND ADMINISTRATION

Rich Gonzales
Executive Director

*Budget Reduction Proposal
January 15, 2009*

Real Estate Services Operating Reduction

Proposal:

The Office of the State Architect is currently fully staffed, and the Department is requesting a \$16,034 reduction in this program's operating budget. Many of the operating expenses for this program are related to reducing building site inspections this fiscal year, updating and maintaining printing equipment, software, and drafting supplies. Most of this equipment and materials, including printers, color printers, copiers, and design software, was replaced last fiscal year. The program sees a definite need for this type of update every couple of years. Therefore, current circumstances will allow the Office to continue its duties without a full funding for the time-being.

Summary of Request:

- The Office will plan to reduce funding budgeted for statutory building inspection travel by postponing May and June trips into July and August for the next two fiscal years.
- The Office is now fully staffed, and so is able to reduce the amount budgeted for advertising for positions to what has already been spent this fiscal year. If a position does become unoccupied, the Office will be forced to wait until the completion of the hiring freeze or the approval of an exemption, and therefore will not need funding for advertising in the near future.
- Printing costs will be reduced, while maintaining enough funding to adequately support the Annual Report to the Legislature, which has historically generated millions of dollars of construction appropriations for the State, and needs to be adequately funded.
- Their fully staffed status also allows this Office to forgo costs associated with moving office equipment and freight in the foreseeable future.
- The Office sees a need to replace or update both equipment and software every couple of years. Everything in this office was updated this last fiscal year. Combined, the Office spends \$4,400 on these expenses. It will maintain \$2,000 (\$1,000 for each expense) for increased maintenance and repair in lieu of replacement or updates.
- The Office maintains an adequate stock of Office supplies in the last fiscal year. This fact, combined with an effort to increase the normal life expectancy of these supplies, will allow the Office to reduce the budgeted amount for this expense. An example of this effort is to recycle materials, like reusing and refilling drafting pencils.
- The last sizable reduction will occur in the amount budgeted for dues and memberships. The Office supports its staff in their professional memberships. The Architecture, Engineering, and Real Estate licenses are essential to professional development, and sufficient funding must be kept for these expenses.

Assumptions and Tables to Show Calculations:

Expense	Normal Budget	Proposed Budget	Proposed Reduction	Assumptions
Travel	\$5,350	\$3,022	\$2,328	Proposed reduction in statutory building on-site inspections to be predominantly deferred until next fiscal year.
Advertising	\$2,451	\$989	\$1,461	Proposed budget is amount already expended
Printing	\$4,600	\$1,638	\$2,962	Proposed is amount already spent + \$1,500 for annual report
Moving/Freight	\$550	\$0	\$550	Proposal assumes moving done last year will be enough for several years
Software	\$2,100	\$1,000	\$1,100	Proposal assumes software purchased last fiscal year will be technologically sufficient for a couple of years
Office Supplies	\$3,200	\$1,717	\$1,483	The Office is giving up half of the amount remaining in this budgeted expense
Prizes/Awards	\$150	\$0	\$150	DPA's policy is to eliminate prizes/awards before other expenses
Dues/Memberships	\$7,700	\$4,000	\$3,700	The Office will give up funding for all non-mandatory memberships
Equipment	\$3,300	\$1,000	\$2,300	Equipment won't be replaced, so the Office will keep \$1,000 for increased maintenance
Total			\$16,034	

Current Statutory Authority or Needed Statutory Change:

No Change Needed.

24-30-1303, C.R.S. (2008) Authorizes the Department to enter into, develop, supervise, and create conditions for leases on behalf of the State.

24-30-1303.1, C.R.S. (2008) Creates the code appeals board and outlines the responsibilities thereof.

24-30-1305 through 1307, C.R.S. (2008) Requires State agencies to employ design and construction methods that are consistent with State requirements regarding life-cycle cost analysis, energy consumption, etc.

24-82-202, C.R.S. (2008) Authorizes the Department's executive director to acquire and dispose of State property.

24-92-110, C.R.S. (2008) Authorizes the Department's executive director to promulgate specific rules regarding contracts.

Schedule 13
Change Request for FY 2009-10 Budget Request Cycle

Decision Item FY 2009-10 Base Reduction Item FY 2009-10 Supplemental FY 2008-09 Budget Amendment FY 2009-10

Request Title: Division of Human Resources Travel Reduction
 Department: Personnel and Administration Dept. Approval by: *[Signature]* Date: January 15, 2009
 Priority Number: 6 OSPB Approval: *[Signature]* Date: 1-13-09

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 2007-08	Appropriation FY 2008-09	Supplemental Request FY 2008-09	Total Revised Request FY 2008-09	Base Request FY 2009-10	Decision/Base Reduction FY 2009-10	November 1 Request FY 2009-10	Budget Amendment FY 2009-10	Total Revised Request FY 2009-10	Change from Base (Column 5) FY 2010-11
Total of All Line Items	Total	3,472,117	3,205,540	(2,010)	3,203,530	3,532,408	0	3,532,408	0	3,532,408	0
	FTE	36.5	36.5	0.0	36.5	38.5	0.0	38.5	0.0	38.5	0.0
	GF	1,608,899	1,151,705	(2,010)	1,149,695	1,341,375	0	1,341,375	0	1,341,375	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	1,855,218	0	1,855,218	1,992,005	0	1,992,005	0	1,992,005	0
	CFE/RF	1,863,218	198,617	0	198,617	199,028	0	199,028	0	199,028	0
	FF	0	0	0	0	0	0	0	0	0	0
(2) Division of Human Resources, (A) Human Resource Services (1) State Agency Services, Operating Expenses	Total	83,435	88,462	(2,010)	86,452	88,873	0	88,873	0	88,873	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	83,435	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE/RF	0	88,462	(2,010)	86,452	88,873	0	88,873	0	88,873	0
	FF	0	0	0	0	0	0	0	0	0	0
(5) Finance and Procurement, (A) State Controller's Office and Procurement Services, Personal Services	Total	3,388,682	3,117,078	0	3,117,078	3,443,535	0	3,443,535	0	3,443,535	0
	FTE	36.5	36.5	0.0	36.5	38.5	0.0	38.5	0.0	38.5	0.0
	GF	1,525,464	1,151,705	(2,010)	1,149,695	1,341,375	0	1,341,375	0	1,341,375	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	1,855,218	0	1,855,218	1,992,005	0	1,992,005	0	1,992,005	0
	CFE/RF	1,863,218	110,155	2,010	112,165	110,155	0	110,155	0	110,155	0
	FF	0	0	0	0	0	0	0	0	0	0

Non-Line Item Request: None
 Letternote Revised Text: (2)(A)(1) a Of this amount, \$1,752, 957 shall be from indirect cost recoveries, \$266,831 shall be from statewide indirect cost recoveries from the Department of Transportation, and \$86,452 shall be from statewide indirect cost recoveries from the Department of Labor and Employment.
 (5)(A) b \$110,155 shall be from statewide indirect cost recoveries from the Department of Higher Education, and \$2,010 shall be from statewide indirect cost recoveries from the Department of Labor and Employment.
 Cash or Federal Fund Name and COFRS Fund Number: None
 Reappropriated Funds Source, by Department and Line Item Name: None
 Approval by OIT? Yes: No: N/A:
 Schedule 13s from Affected Departments: None



DEPARTMENT OF PERSONNEL AND ADMINISTRATION

Rich Gonzales
Executive Director

*Budget Reduction Proposal
January 15, 2009*

Division of Human Resources Travel Reduction

Proposal:

The Division of Human Resources budgets \$3,310 each year out of their Operating Line for travel expenses. This budget is set according to prior years' actual expenses. This budget allows the unit to perform training to other state agencies human resources offices, as well as perform audits on current human resources processes and function. The audits also allow the Division to assess whether agencies are within compliance with statute and State rules. The Division is proposing to reduce in-state travel by a total of \$2,010.

Summary of Request:

- The reduction in in-state travel will curtail new audits conducted by Consulting Services outside the Denver Metro Area. In addition, Consulting Services will need to restrict the delivery of the new Performance Management Training Program, PCP certification training, and Selection Forums to the Denver Metro Area. The Total Compensation will also restrict its Job Evaluation and Personal Services forums to the Denver Metro Area. This means that agencies will need to commute to Denver to participate in Division of Human Resources training programs.
- These proposed reductions are not intended to be carried forward into the following years. The Compensation and Consulting Services Units need to travel throughout the State to perform their training and auditing functions. Restricting these activities to the Denver Metro Area for a full year will severely diminish their ability to provide sufficient oversight of the State Human Resources functions and our ability to provide updated training to human resources professionals in the State Agencies.
- The Department's request reduces an appropriation that is currently funded through indirect cost recoveries, which provide a direct offset to General Fund expenditures. The reduction in indirect cost recoveries is then used to reduce General Fund expenditures elsewhere in the Department's budget, namely the Personal Services appropriation within the (5) Finance and Procurement, (A) State Controller's Office.

Assumptions and Tables to Show Calculations:

Expense	Budgeted Amount	New Proposed Amount	Savings
In state travel (lodging)	\$2,000	\$500	\$1,500
In state personal travel (meals)	\$1,310	\$800	\$510
Total			\$2,010

Current Statutory Authority or Needed Statutory Change:

No change needed.

24-50-101, C.R.S. (2008) The State Personnel System Act outlines the roles and responsibilities for the Department to provide a sound, comprehensive, and uniform system of personnel management and administration for the employees within the state personnel system.

Schedule 13
Change Request for FY 2009-10 Budget Request Cycle

Decision Item FY 2009-10 Base Reduction Item FY 2009-10 Supplemental FY 2008-09 Budget Amendment FY 2009-10

Request Title: Division of Human Resources Operating Expenses Reduction
 Department: Personnel and Administration
 Priority Number: 7
 Dept. Approval by: *R. L. Smith*
 OSPB Approval: *Smith*
 Date: January 15, 2009
 Date: *1-13-09*

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 2007-08	Appropriation FY 2008-09	Supplemental Request FY 2008-09	Total Revised Request FY 2008-09	Base Request FY 2009-10	Decision/Base Reduction FY 2009-10	November 1 Request FY 2009-10	Budget Amendment FY 2009-10	Total Revised Request FY 2009-10	Change from Base (Column 5) FY 2010-11
Total of All Line Items	Total	3,472,117	3,205,540	(5,509)	3,200,031	3,532,408	0	3,532,408	0	3,532,408	0
	FTE	36.5	36.5	0.0	36.5	38.5	0.0	38.5	0.0	38.5	0.0
	GF	1,608,899	1,240,167	(5,509)	1,234,658	1,430,248	0	1,430,248	0	1,430,248	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	1,855,218	0	1,855,218	1,992,005	0	1,992,005	0	1,992,005	0
	CFE/RF	1,863,218	110,155	0	110,155	110,155	0	110,155	0	110,155	0
	FF	0	0	0	0	0	0	0	0	0	0
(2) Division of Human Resources, (A)(1) Human Resource Services, State Agency Services, Operating Expenses	Total	83,435	88,462	(5,509)	82,953	88,873	0	88,873	0	88,873	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	83,435	88,462	0	88,462	88,873	0	88,873	0	88,873	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE/RF	0	0	(5,509)	(5,509)	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
(5) Finance and Procurement, (A) State Controller's Office and Procurement Services, Personal Services	Total	3,388,682	3,117,078	0	3,117,078	3,443,535	0	3,443,535	0	3,443,535	0
	FTE	36.5	36.5	0.0	36.5	38.5	0.0	38.5	0.0	38.5	0.0
	GF	1,525,464	1,151,705	(5,509)	1,146,196	1,341,375	0	1,341,375	0	1,341,375	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	1,855,218	0	1,855,218	1,992,005	0	1,992,005	0	1,992,005	0
	CFE/RF	1,863,218	110,155	5,509	115,664	110,155	0	110,155	0	110,155	0
	FF	0	0	0	0	0	0	0	0	0	0

Non-Line Item Request: None
 Letternote Revised Text: (2)(A)(1) a Of this amount, \$1,752, 957 shall be from indirect cost recoveries, \$266,831 shall be from statewide indirect cost recoveries from the Department of Transportation, and \$82,953 shall be from statewide indirect cost recoveries from the Department of Labor and Employment.
 (5)(A) b \$110,155 shall be from statewide indirect cost recoveries from the Department of Higher Education, and \$5,509 shall be from statewide indirect cost recoveries from the Department of Labor and Employment.

Cash or Federal Fund Name and COFRS Fund Number: None
 Reappropriated Funds Source, by Department and Line Item Name: None
 Approval by OIT? Yes: No: N/A:
 Schedule 13s from Affected Departments: None



DEPARTMENT OF PERSONNEL AND ADMINISTRATION

Rich Gonzales
Executive Director

*Budget Reduction Proposal
January 15, 2009*

Division of Human Resources Operating Expenses Reduction

Proposal:

The Division of Human Resources, State Agency Services, is proposing to reduce its operating budget by curtailing various expenses in FY 2008-09. The reduction is \$5,509 General Fund, equal to over six percent of the program's Operating Expenses appropriation.

Summary of Request:

- The Division of Human Resources budgets its operating appropriation based on prior years' actual expenditures. The Division reduced spending in many areas of operating funds to the amount already spent in the first six months of the fiscal year plus any prioritized anticipated costs for the remaining of the year.
- This proposal will eliminate all out-of-state travel and training that is valued at more than \$250.
- This proposal will also force the Division of Human Resources to cancel some subscriptions and limit the amount of materials sent out for print.
- It should be noted that these reductions are intended as one-time reductions, to occur in FY 2008-09. This Division's Operating Expenses appropriation has remained static for the past two years. If these reductions are carried into FY 2009-10, the Division will be forced to delay the purchase of new computer monitors and Central Processing Units. This new equipment was intended and will be needed to replace aging equipment that is beginning to fail frequently. In addition, the Division will need the funding to purchase new selection examinations and compensation surveys in FY 2009-10, and a corresponding reduction into FY 2009-10 will preclude those purchases.
- The Department's request reduces an appropriation that is currently funded through indirect cost recoveries, which provide a direct offset to General Fund expenditures. The reduction in indirect cost recoveries is then used to reduce General Fund expenditures elsewhere in the Department's budget, namely the Personal Services appropriation within the (5) Finance and Procurement, (A) State Controller's Office.

Assumptions and Tables to Show Calculations:

Expense	Amount	Assumptions
Out-of-state travel reduction	\$331	This will limit spending to \$1,000.
Out-of-state travel reduction	\$418	This will limit spending to \$3,000.
Printing and reproduction	\$1,656	This will limit spending to \$8,500.
Official Functions	\$897	This will limit spending to \$2,000.
Registration and fees	\$ 2,207	This proposal will limit spending to \$13,000.
Total Reductions	\$ 5,509	

Current Statutory Authority or Needed Statutory Change:

No change needed.

24-50-101, C.R.S. (2008) The State Personnel System Act outlines the roles and responsibilities for the Department to provide a sound, comprehensive, and uniform system of personnel management and administration for the employees within the state personnel system.

**Schedule 13
Change Request for FY 2009-10 Budget Request Cycle**

Decision Item FY 2009-10 Base Reduction Item FY 2009-10 Supplemental FY 2008-09 Budget Amendment FY 2009-10

Request Title: State Purchasing Office Operating Expenses Reduction

Department: Personnel and Administration

Dept. Approval by: *R. Smith*

Date: January 15, 2009

Priority Number: 8

OSPB Approval:

Date: 1-13-09

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 2007-08	Appropriation FY 2008-09	Supplemental Request FY 2008-09	Total Revised Request FY 2008-09	Base Request FY 2009-10	Decision/ Base Reduction FY 2009-10	November 1 Request FY 2009-10	Budget Amendment FY 2009-10	Total Revised Request FY 2009-10	Change from Base (Column 5) FY 2010-11
Total of All Line Items	Total	143,584	142,676	(5,348)	137,328	155,870	0	155,870	0	155,870	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	143,584	142,676	(5,348)	137,328	143,514	0	143,514	0	143,514	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	12,356	0	12,356	0	12,356	0
	CFE/RF	0	0	0	0	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
(5) Finance and Procurement, (A) State Controller's Office and Procurement Services, Operating Expenses	Total	143,584	142,676	(5,348)	137,328	155,870	0	155,870	0	155,870	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	143,584	142,676	(5,348)	137,328	143,514	0	143,514	0	143,514	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	12,356	0	12,356	0	12,356	0
	CFE/RF	0	0	0	0	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0

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



DEPARTMENT OF PERSONNEL AND ADMINISTRATION

Rich Gonzales
Executive Director

*Budget Reduction Proposal
January 15, 2009*

State Purchasing Office Operating Expenses Reduction

Proposal:

The State Purchasing Office in the Division of Finance and Procurement is proposing a temporary reduction in operating expenses, for a total General Fund Savings of \$5,348.

Summary of Request:

- The State Purchasing Office is proposing several temporary reductions in operating expenses, detailed in the table below.
- The proposed reductions are not a long-term solution as they eliminate for the remainder of the fiscal year the ability to travel for peer reviews and Small Women & Minority Business Enterprises outreach, which are vital oversight programs of the Purchasing Office.

Assumptions and Tables to Show Calculations:

The State Purchasing Office budget is projected to support various functions based on prior years' actual expenditures. The reductions occur in budgets for the following expenses:

Expense	Savings	Assumptions
In-state personal travel	\$637	Eliminate monthly budget (\$91) for seven months
In-state personal vehicles	\$420	Eliminate 50% of remaining budget, and move other 50% to be budgeted for state owned vehicles for unknown incidental travel
State-owned vehicle	(\$210)	Budget increased for incidental travel because of above reduction
Office supplies	\$240	Reduce remaining budget (\$137/month for seven months = \$959) by 25%
Registration Fees	\$2,220	Reduce remaining budget completely (\$290/month for seven months + \$190 in November 2008)
Out-of-state personal travel	\$2,041	Eliminate total budgeted amount
Total	\$5,348	

Current Statutory Authority or Needed Statutory Change:

No change needed.

24-101-101 et. Seq., CRS (2008) is the Procurement Code. Specifically 24-101-102, C.R.S. (2008) outlines the roles and responsibilities of the State Purchasing Office.

**Schedule 13
Change Request for FY 2009-10 Budget Request Cycle**

Decision Item FY 2009-10 Base Reduction Item FY 2009-10 Supplemental FY 2008-09 Budget Amendment FY 2009-10

Request Title: Office of State Controller Operating Expenses Reduction

Department: Personnel and Administration

Dept. Approval by: *[Signature]*

Date: January 15, 2009

Priority Number: 9

OSPB Approval: *[Signature]*

Date: 1-13-09

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 2007-08	Appropriation FY 2008-09	Supplemental Request FY 2008-09	Total Revised Request FY 2008-09	Base Request FY 2009-10	Decision/Base Reduction FY 2009-10	November 1 Request FY 2009-10	Budget Amendment FY 2009-10	Total Revised Request FY 2009-10	Change from Base (Column 5) FY 2010-11
Total of All Line Items	Total	143,584	142,676	(673)	142,003	155,870	0	155,870	0	155,870	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	143,584	142,676	(7,663)	135,013	143,514	0	143,514	0	143,514	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	6,990	6,990	12,356	0	12,356	0	12,356	0
	CFE/RF	0	0	0	0	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
(5) Finance and Procurement, (A) State Controller's Office and Procurement Services, Operating Expenses	Total	143,584	142,676	(673)	142,003	155,870	0	155,870	0	155,870	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	143,584	142,676	(7,663)	135,013	143,514	0	143,514	0	143,514	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	6,990	6,990	12,356	0	12,356	0	12,356	0
	CFE/RF	0	0	0	0	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0

Non-Line Item Request: None

Letternote Revised Text: None

Cash or Federal Fund Name and COFRS Fund Number: None

Reappropriated Funds Source, by Department and Line Item Name: None

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

Schedule 13s from Affected Departments: None



DEPARTMENT OF PERSONNEL AND ADMINISTRATION

Rich Gonzales
Executive Director

*Budget Reduction Proposal
January 15, 2009*

Office of the State Controller Operating Expenses Reduction

Proposal:

The Office of the State Controller is proposing to reduce its operating expenses.

Summary of Request:

- The State Controller's Office is recommending partial reductions to its operating budget, detailed in the table below. The Office is proposing reductions totaling \$7,663 in FY 2008-09.

Assumptions and Tables to Show Calculations:

Proposal	Calculation	Amount	Assumption
Reduce general operating by eliminating duplication and reducing inventories.	= $\$18,334 * 38.13\%$	\$6,990	Approx 38.13% of OSC warrant stock costing approximately \$20,000 per year is used to print Wildlife warrants. (This requires a corresponding increase in Cash Funds.)
Reduce general operating by eliminating duplication and reducing inventories.		\$673	Reduce printer toner supplies and printer repair by requiring all discretionary printing at the Central Services Copier
Total		\$7,663	General Fund Savings

Current Statutory Authority or Needed Statutory Change:

No Change Needed.

24-30-201 C.R.S. (2008) outlines the roles and responsibilities for the Office of the State Controller.

**Schedule 13
Change Request for FY 2009-10 Budget Request Cycle**

Decision Item FY 2009-10 Base Reduction Item FY 2009-10 Supplemental FY 2008-09 Budget Amendment FY 2009-10

Request Title: State Personnel Board Operating Reduction
Department: Personnel and Administration **Dept. Approval by:** *[Signature]* **Date:** January 15, 2009
Priority Number: 10 **OSPb Approval:** *[Signature]* **Date:** 1-13-09

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 2007-08	Appropriation FY 2008-09	Supplemental Request FY 2008-09	Total Revised Request FY 2008-09	Base Request FY 2009-10	Decision/Base Reduction FY 2009-10	November 1 Request FY 2009-10	Budget Amendment FY 2009-10	Total Revised Request FY 2009-10	Change from Base (Column 5) FY 2010-11
Total of All Line Items	Total	3,415,837	3,146,111	(6,000)	3,140,111	3,472,832	0	3,472,832	0	3,472,832	0
	FTE	36.5	36.5	0.0	36.5	38.5	0.0	38.5	0.0	38.5	0.0
	GF	1,551,060	1,151,705	(6,000)	1,145,705	1,341,639	0	1,341,639	0	1,341,639	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	1,855,218	0	1,855,218	1,992,005	0	1,992,005	0	1,992,005	0
	CFE/RF	1,864,777	139,188	0	139,188	139,188	0	139,188	0	139,188	0
	FF	0	0	0	0	0	0	0	0	0	0
(3) State Personnel Board, Operating Expenses	Total	27,155	29,033	(6,000)	23,033	29,297	0	29,297	0	29,297	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	25,596	0	0	0	264	0	264	0	264	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE/RF	1,559	29,033	(6,000)	23,033	29,033	0	29,033	0	29,033	0
	FF	0	0	0	0	0	0	0	0	0	0
(5) Finance and Procurement, (A) State Controller's Office and Procurement Services, Personal Services	Total	3,388,682	3,117,078	0	3,117,078	3,443,535	0	3,443,535	0	3,443,535	0
	FTE	36.5	36.5	0.0	36.5	38.5	0.0	38.5	0.0	38.5	0.0
	GF	1,525,464	1,151,705	(6,000)	1,145,705	1,341,375	0	1,341,375	0	1,341,375	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	1,855,218	0	1,855,218	1,992,005	0	1,992,005	0	1,992,005	0
	CFE/RF	1,863,218	110,155	6,000	116,155	110,155	0	110,155	0	110,155	0
	FF	0	0	0	0	0	0	0	0	0	0

Non-Line Item Request: None
Letternote Revised Text: (3) b Of these amounts, \$259,346 shall be from statewide indirect cost recoveries from the Department of Labor and Employment, \$218,409 shall be from statewide indirect cost recoveries from the Department of State, and \$1,027 shall be from statewide indirect cost recoveries from the Department of Education.
 (5)(A) b \$110,155 shall be from statewide indirect cost recoveries from the Department of Higher Education, and \$6,000 shall be from statewide indirect cost recoveries from the Department of State.

Cash or Federal Fund Name and COFRS Fund Number: None
Reappropriated Funds Source, by Department and Line Item Name: indirect cost recoveries
Approval by OIT? Yes: No: N/A:
Schedule 13s from Affected Departments: None



DEPARTMENT OF PERSONNEL AND ADMINISTRATION

Rich Gonzales
Executive Director

Budget Reduction Proposal
January 15, 2009

State Personnel Board Operating Reduction

Proposal:

The State Personnel Board is currently fully staffed, and the Department is requesting a \$6,000 reduction in this program's operating budget. The operating budget for this program is \$29,033 and covers the costs of office functions to cover the Board's adjudicatory responsibilities (including office supplies, furniture and equipment, postage and printing), travel by Board members, quarterly, to hold Board meetings at state agencies outside of the metro-Denver area and training for Board members and staff. The largest portion of the office functions relates to printing and copying of court orders for parties, postage and mail delivery costs for service of those orders and telecommunications costs. Therefore, current circumstances will allow the State Personnel Board Office to reduce its expenditures by \$6,000.

Summary of Request:

- The Board will eliminate travel to state agencies outside of the metro-Denver area for purposes of Board meetings. This will generate a cost reduction of \$500.
- The Board sees a need to have Board staff trained in both judicial skills and employment law updates. The Board spends approximately \$4000 on this training.
- The Board conducts an annual survey of all parties appearing before it, on the conduct and performance of the Board's administrative law judges. This year, the Board will reduce printing costs for this survey by conducting the survey electronically, as well as by reducing printing costs in general. This will generate a cost reduction of approximately \$1000.
- Each year the Board replaces computer equipment or purchases furniture for its courtroom. This year no such purchases will be made which will generate a cost reduction of approximately \$500.
- The Department's request reduces an appropriation that is currently funded through indirect cost recoveries, which provide a direct offset to General Fund expenditures. The reduction in indirect cost recoveries is then used to reduce General Fund expenditures elsewhere in the Department's budget, namely the Personal Services appropriation within the (5) Finance and Procurement, (A) State Controller's Office.

Assumptions and Tables to Show Calculations:

Expense	Normal Budget	Proposed Budget	Proposed Reduction	Assumptions
Travel	\$1000	\$500	\$500	Proposed reduction in travel by Board to be deferred until next fiscal year.
Training	\$4000	\$0	\$4000	Proposed reduction in training by Board staff to be deferred until next fiscal year.
Printing	\$3700	\$2700	\$1000	Proposed is amount already spent + estimated costs for copying court documents.

Equipment/Furniture	\$500	\$0	\$500	Equipment and furniture won't be replaced during this fiscal year but will defer any such purchases until next fiscal year.
Total			\$6,000	

Current Statutory Authority or Needed Statutory Change:

No change needed.

24-50-101, C.R.S. (2008) The State Personnel System Act outlines the roles and responsibilities for the State Personnel Board to provide a sound, comprehensive, and uniform system of personnel management and administration for the employees within the state personnel system. Specifically, 24-50-103, C.R.S. (2008) creates the State Personnel Board.

Schedule 13
Change Request for FY 2009-10 Budget Request Cycle

Decision Item FY 2009-10 Base Reduction Item FY 2009-10 Supplemental FY 2008-09 Budget Amendment FY 2009-10

Request Title: State Purchasing Office Personal Services Reallocation/Reduction
 Department: Personnel and Administration Dept. Approval by: *R. [Signature]* Date: January 15, 2009
 Priority Number: 11 OSPB Approval: *[Signature]* Date: **1-13-09**

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 2007-08	Appropriation FY 2008-09	Supplemental Request FY 2008-09	Total Revised Request FY 2008-09	Base Request FY 2009-10	Decision/Base Reduction FY 2009-10	November 1 Request FY 2009-10	Budget Amendment FY 2009-10	Total Revised Request FY 2009-10	Change from Base (Column 5) FY 2010-11
Total of All Line Items	Total	6,388,735	6,234,156	0	6,234,156	6,560,613	0	6,560,613	0	6,560,613	0
	FTE	74.8	73.0	0.0	73.0	75.0	0.0	75.0	0.0	75.0	0.0
	GF	2,670,299	2,303,410	(7,008)	2,296,402	2,493,080	0	2,493,080	(14,016)	2,479,064	(14,016)
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	3,710,436	7,008	3,717,444	3,847,223	0	3,847,223	14,016	3,861,239	14,016
	CFE/RF	3,718,436	220,310	0	220,310	220,310	0	220,310	0	220,310	0
	FF	0	0	0	0	0	0	0	0	0	0
(5) Finance and Procurement, (A) State Controller's Office and Procurement Services, Personal Services	Total	3,376,619	3,117,078	(7,008)	3,110,070	3,443,535	0	3,443,535	(14,016)	3,429,519	(14,016)
	FTE	38.3	36.5	0.0	36.5	38.5	0.0	38.5	(0.1)	38.4	(0.1)
	GF	1,513,401	1,151,705	(7,008)	1,144,697	1,341,375	0	1,341,375	(14,016)	1,327,359	(14,016)
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	1,855,218	0	1,855,218	1,992,005	0	1,992,005	0	1,992,005	0
	CFE/RF	1,863,218	110,155	0	110,155	110,155	0	110,155	0	110,155	0
	FF	0	0	0	0	0	0	0	0	0	0
(5) Finance and Procurement, (B) Supplier Database, Personal Services	Total	3,012,116	3,117,078	7,008	3,124,086	3,117,078	0	3,117,078	14,016	3,131,094	14,016
	FTE	36.5	36.5	0.0	36.5	36.5	0.0	36.5	0.1	36.6	0.1
	GF	1,156,898	1,151,705	0	1,151,705	1,151,705	0	1,151,705	0	1,151,705	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	1,855,218	7,008	1,862,226	1,855,218	0	1,855,218	14,016	1,869,234	14,016
	CFE/RF	1,855,218	110,155	0	110,155	110,155	0	110,155	0	110,155	0
	FF	0	0	0	0	0	0	0	0	0	0

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



DEPARTMENT OF PERSONNEL AND ADMINISTRATION

Rich Gonzales
Executive Director

*Budget Reduction Proposal
January 15, 2009*

State Purchasing Office Personal Services Reallocation/Reduction

Proposal:

The Department proposes allocating an additional percentage of the State Purchasing Director's time to the Supplier Database. This position currently has 10% of his FTE 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. Disputes associated with solicitations posted on the Supplier Database are an indirect cost of the program. The additional percent FTE allocation would be equivalent to \$7,008 in FY 2008-09 and \$14,016 in FY 2009-10, which are within the current appropriation in the Supplier Database. Therefore, the General Fund appropriation can be reduced in the Procurement Services, Personal services line item with no spending authority increase needed in the Supplier Database Personal services line item.

Summary of Request:

- This request will reallocate the FTE of the State Purchasing Director based on actual time spent on separate job duties.
- This request will result in a savings of \$7,008 from the Personal Services General Fund appropriation in this fiscal year, and \$14,016 next fiscal year.

Assumptions and Tables to Show Calculations:

Calculations for Reallocation	
Classification	Management
Monthly Loaded Cost Estimate	\$11,680
FTE being Reallocated	0.1
Amount Reallocated in FY 2008-09 (Cost * 6 months)/10	\$7,008
Amount Reallocated in FY 2009-10 (Cost * 12 months)/10	\$14,016

Current Statutory Authority or Needed Statutory Change:

No Change Required.

24-101-101 et. Seq., CRS (2008) is the Procurement Code. Specifically 24-101-102, C.R.S. (2008) outlines the roles and responsibilities of the State Purchasing Office. In addition, 24-102-202.5 (2)(a), CRS (2008) allows the fees to be used for the "...direct and indirect costs" of implementing this section.

**Schedule 13
Change Request for FY 2009-10 Budget Request Cycle**

Decision Item FY 2009-10 Base Reduction Item FY 2009-10 Supplemental FY 2008-09 Budget Amendment FY 2009-10

Request Title: Archives Personal Services Reduction - Full-time to Part-Time
Department: Personnel and Administration **Dept. Approval by:** *[Signature]* **Date:** January 15, 2009
Priority Number: 12 **OSPB Approval:** *[Signature]* **Date:** 1-13-09

		1	2	3	4	5	6	8	9	10	
	Fund	Prior-Year Actual FY 2007-08	Appropriation FY 2008-09	Supplemental Request FY 2008-09	Total Revised Request FY 2008-09	Base Request FY 2009-10	Decision/ Base Reduction FY 2009-10	November 1 Request FY 2009-10	Budget Amendment FY 2009-10	Total Revised Request FY 2009-10	Change from Base (Column 5) FY 2010-11
Total of All Line Items	Total	544,714	508,124	(22,663)	485,461	538,085	0	538,085	0	538,085	0
	FTE	8.0	8.5	0.0	8.5	0.0	0.0	0.0	0.0	0.0	0.0
	GF	421,992	403,412	(22,663)	380,749	433,373	0	433,373	0	433,373	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	78,669	93,811	0	93,811	93,811	0	93,811	0	93,811	0
	CFE/RF	44,053	10,901	0	10,901	10,901	0	10,901	0	10,901	0
	FF	0	0	0	0	0	0	0	0	0	0
(6) Information and Archival Services, Personal Services	Total	544,714	508,124	(22,663)	485,461	538,085	0	538,085	0	538,085	0
	FTE	8.0	8.5	0.0	8.5	0.0	0.0	0.0	0.0	0.0	0.0
	GF	421,992	403,412	(22,663)	380,749	433,373	0	433,373	0	433,373	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	78,669	93,811	0	93,811	93,811	0	93,811	0	93,811	0
	CFE/RF	44,053	10,901	0	10,901	10,901	0	10,901	0	10,901	0
	FF	0	0	0	0	0	0	0	0	0	0

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



DEPARTMENT OF PERSONNEL AND ADMINISTRATION

Rich Gonzales
Executive Director

*Budget Reduction Proposal
January 15, 2009*

Archives Personal Services Reduction- Full-time to Part-time

Proposal:

An employee in Archival and Informational Services left for two months as leave without pay, and has returned on a part time status. The Department would like to reduce the Personal Services budget in this program in FY 2008-09 by the associated funding.

Summary of Request:

- This proposal temporarily reduces a full time position to a part time position.

Assumptions and Tables to Show Calculations:

Leave without pay:	
Savings for 1 month	\$5,987
Total Leave without pay savings (savings*2 months)	\$11,974
Voluntary Part Time Status	\$5,987
Full time monthly cost	\$4,799
Part time monthly cost	\$1,188
Total Voluntary Part-time statuses savings (savings * 9 months)	\$10,689
Total (sum of leave without pay and voluntary part time savings)	\$22,663

Current Statutory Authority or Needed Statutory Change:

No Change Needed.

24-80-101 through 108, C.R.S. (2008) Outlines the roles and responsibilities for the State Archives, including giving the Department the authority to collect fees for providing records to its customers.



DEPARTMENT OF PERSONNEL AND ADMINISTRATION

Todd Saliman
Director

Office of State Planning and Budgeting

Proposed Cash Fund Transfer

January 9, 2009

Name of Fund: Fund 607 Fleet Management

Purpose of Fund: Charges to State agencies to cover the costs of maintenance and operation of the State's motor vehicle fleet. Services include leasing vehicles to State agencies and authorizing all vehicle related maintenance expenses.

Projected End-of-Year Balance:

	FY 08-09	FY 09-10	FY 10-11
Projected End of Year Balance with No Action	\$2,082,990	\$2,077,327	\$2,082,869
Current Balance YTD FY 2008-09	\$7,496,729	\$996,729	\$991,066
July 1 Projected Balance Out Years			
Plus Anticipated Revenues	\$0	\$30,897,015	\$32,033,771
Less Projected Mandatory Expenditures	(\$6,000,000)	(\$30,902,678)	(\$32,028,229)
Equals Proposed Projected End of Year Balance	\$996,729	\$991,066	\$996,608
Recommended Transfer	\$500,000	\$0	\$0

Impact of Recommended Reduction:

Fund 607 Fleet Management has been setup to cover the maintenance and operation of the State Motor Vehicle Fleet. Due to higher fuel prices at the end of FY 2007-08 and the beginning of FY 2008-09 the current balance is \$7,496,729. Included in this balance are approximately \$6,000,000 in payments that will be made on State Fleet vehicle leases. This leaves approximately \$1,496,729 as an available operating balance in this fund.

The expenses for the fleet change almost daily and a \$.05 change in the price of gas will have a \$250,000 to \$300,000 effect on the state. Fuel prices are extremely volatile so it will be important for the department to keep an adequate cash balance on hand in case prices rise sharply. However due to falling fuel prices and the ongoing statewide reduction in miles driven by departments, it would seem that the proposed \$996,729 balance will provide enough flexibility for the department to handle a rise in fuel prices.

Assumptions:

The figure used for the FY 2008-09 current balance is from the Office of the State Controller. The projected mandatory expenditures, anticipated revenues, the effect a change in the price of gas has on the State, and the Projected End of Year Balance with No Action are estimates that the Department of Personnel and Administration has provided.

Current Statutory Authority or Needed Statutory Change:

24-30-1115, C.R.S.(2008) The Legislature must pass a bill to allow funding to be appropriated out of this fund.

**Schedule 13
Change Request for FY 2009-10 Budget Request Cycle**

Decision Item FY 2009-10		Base Reduction Item FY 2009-10			Supplemental FY 2008-09			Budget Amendment FY 2009-10			
Request Title:		Supplemental FY 2008-09 Hiring Freeze Budget Reductions									
Department:		Department of Personnel and Administration			Dept. Approval by: <i>R. [Signature]</i>			Date: January 15, 2009			
Priority Number:		N/A			OSPBA Approval: <i>[Signature]</i>			Date: 1-15-09			
	Fund	1 Prior-Year Actual FY 2007-08	2 Appropriation FY 2008-09	3 Supplemental Request FY 2008-09	4 Total Revised Request FY 2008-09	5 Base Request FY 2009-10	6 Decision/ Base Reduction FY 2009-10	7 November 1 Request FY 2008-10	8 Budget Amendment FY 2009-10	9 Total Revised Request FY 2009-10	10 Change from Base (Column 5) FY 2010-11
Total of All Line Items	Total	11,297,767	11,290,205	(301,864)	10,988,341	12,223,661	0	12,223,661	0	12,223,661	0
	FTE	128.3	145.0	0.0	145.0	150.0	0.0	150.0	0.0	150.0	0.0
	GF	1,690,311	1,254,637	(92,863)	1,161,774	1,421,422	0	1,421,422	0	1,421,422	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	28,546	1,883,764	(62,253)	1,821,511	2,020,551	0	2,020,551	0	2,020,551	0
	CFE/RF	9,578,910	8,151,804	(146,748)	8,005,056	8,781,888	0	8,781,888	0	8,781,888	0
	FF	0	0	0	0	0	0	0	0	0	0
(1) Executive Director's Office, Personal Services *	Total	1,925,505	1,707,188	(37,428)	1,669,760	1,819,883	0	1,819,883	0	1,819,883	0
	FTE	18.6	21.5	0.0	21.5	21.5	0.0	21.5	0.0	21.5	0.0
	GF	176,910	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE/RF	1,648,595	1,707,188	(37,428)	1,669,760	1,819,883	0	1,819,883	0	1,819,883	0
	FF	0	0	0	0	0	0	0	0	0	0
(2) Division of Human Resources, (A) Human Resource Services, (1) State Agency Services, Personal Services **	Total	1,921,842	2,019,788	(20,507)	1,999,281	2,127,164	0	2,127,164	0	2,127,164	0
	FTE	22.6	27.2	0.0	27.2	27.2	0.0	27.2	0.0	27.2	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE/RF	1,921,842	2,019,788	(20,507)	1,999,281	2,127,164	0	2,127,164	0	2,127,164	0
	FF	0	0	0	0	0	0	0	0	0	0
(2) Division of Human Resources, (A) Human Resource Services, (3) C-SEAP, Personal Services	Total	362,405	619,824	(59,076)	560,748	694,732	0	694,732	0	694,732	0
	FTE	4.1	10.0	0.0	10.0	11.0	0.0	11.0	0.0	11.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE/RF	362,405	619,824	(59,076)	560,748	694,732	0	694,732	0	694,732	0
	FF	0	0	0	0	0	0	0	0	0	0

**Schedule 13
Change Request for FY 2009-10 Budget Request Cycle**

Decision Item FY 2009-10 Base Reduction Item FY 2009-10 Supplemental FY 2008-09 Budget Amendment FY 2009-10

Request Title: Supplemental FY 2008-09 Hiring Freeze Budget Reductions

Department: Department of Personnel and Administration **Dept. Approval by:** **Date:** January 15, 2009

Priority Number: N/A **OSPB Approval:** **Date:**

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 2007-08	Appropriation FY 2008-09	Supplemental Request FY 2008-09	Total Revised Request FY 2008-09	Base Request FY 2009-10	Decision/ Base Reduction FY 2009-10	November 1 Request FY 2009-10	Budget Amendment FY 2009-10	Total Revised Request FY 2009-10	Change from Base (Column 6) FY 2010-11
(2) Division of Human Resources, (C) Risk Management, Personal Services	Total	598,063	633,343	(49,602)	583,741	659,211	0	659,211	0	659,211	0
	FTE	8.2	9.0	0.0	9.0	9.0	0.0	9.0	0.0	9.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE/RF FF	598,063 0	633,343 0	(49,602) 0	583,741 0	659,211 0	0 0	659,211 0	0 0	659,211 0	0 0
(5) Finance and Procurement, (A) State Controller's Office and Procurement Services, Personal Services	Total	3,376,619	3,117,078	(91,328)	3,025,750	3,443,535	0	3,443,535	0	3,443,535	0
	FTE	38.3	36.5	0.0	36.5	38.5	0.0	38.5	0.0	38.5	0.0
	GF	1,513,401	1,151,705	(87,010)	1,064,695	1,341,375	0	1,341,375	0	1,341,375	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	0	1,855,218	(62,253)	1,792,965	1,992,005	0	1,992,005	0	1,992,005	0
	CFE/RF FF	1,863,218 0	110,155 0	57,935 0	168,090 0	110,155 0	0 0	110,155 0	0 0	110,155 0	0 0
(7) Administrative Courts, Personal Services ***	Total	3,213,333	3,192,984	(43,923)	3,149,061	3,479,136	0	3,479,136	0	3,479,136	0
	FTE	36.5	40.8	0.0	40.8	42.8	0.0	42.8	0.0	42.8	0.0
	GF	0	102,932	(5,853)	97,079	80,047	0	80,047	0	80,047	0
	GFE	0	0	0	0	0	0	0	0	0	0
	CF	28,546	28,546	0	28,546	28,546	0	28,546	0	28,546	0
	CFE/RF FF	3,184,787 0	3,061,506 0	(38,070) 0	3,023,436 0	3,370,543 0	0 0	3,370,543 0	0 0	3,370,543 0	0 0

* \$37,428 savings for EDO by downward Reallocation & vacancy savings; ** \$20,507 Savings by reallocating associated costs to Risk; *** \$5,853 IEC Personal Service vacancy savings. These items were not included in the original Hiring Freeze Savings submission.

Four positions, Administrative Law Judge I, CSEAP Counselor – Denver, CSEAP Counselor – Alamosa, and CSEAP Counselor – Colorado Springs affect common policies, but due to a short deadline and excessive workload in collecting all 13s from all agencies, the Department has estimated a general fund savings of \$41,302.

Non-Line Item Request: None

Letternote Revised Text: (2)(A)(1)(a) Of this amount, \$1,732,450 shall be from indirects cost recoveries, \$266,831 shall be from statewide indirect cost recoveries from the Department of Transportation, and \$88,462 shall be from statewide indirect cost recoveries from the Department of Labor and Employment (5)(A)(b) Of these amounts, \$57,935 shall be from indirect cost recoveries and \$110,155 shall be from statewide indirect cost recoveries from the Department of Higher Education

Cash or Federal Fund Name and COFRS Fund Number:

Reappropriated Funds Source, by Department and Line Item Name: (2)(A)(3) set forth by the Department in the program procedures adopted pursuant to Section 24-50-604 (1) (k) (IV), C.R.S., and may include, but need not be limited to, funds from the Group Benefit Plans Reserve Fund created in Section 24-50-613 (1), C.R.S., the Risk Management Fund created in Section 24-30-1510 (1), C.R.S., and any interest derived from said funds (2)(C) Risk Management Fund pursuant to Section 24-30-1510 (3), C.R.S., the Self-Insured Property Fund pursuant to 24-30-1510.5 (3), C.R.S., and the State Employee Workers' Compensation Account pursuant to Section 24-30-1510.7 (2), C.R.S. (7) user fees from state agencies

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

Schedule 13s from Affected Departments: None