



OFFICE OF STATE PLANNING AND BUDGETING

A Fact Sheet

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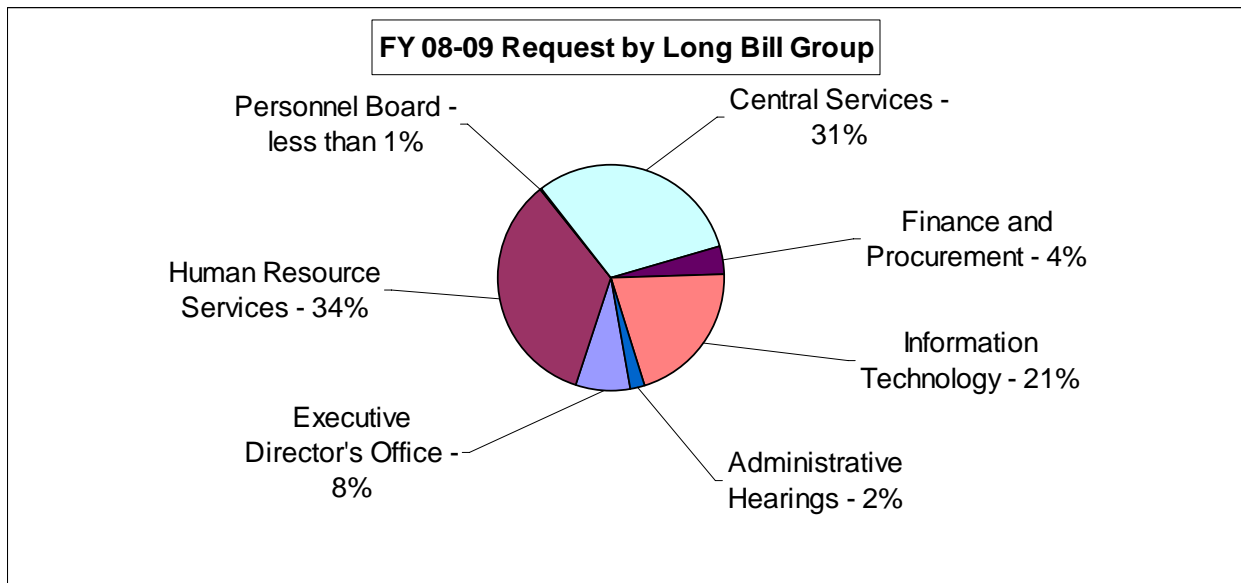
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The Department of Personnel and Administration (DPA) is the State agency tasked with providing the essential business infrastructure necessary for the efficient and effective operation of all State government agencies and programs. Centralized infrastructure managed by the Department includes direction and policy development for the State Personnel System by the Division of Human Resources; management of the State Fleet, Travel Program, and Capitol Complex by the Division of Central Services; oversight of finance and procurement rules provided by the State Controller and Purchasing Offices; communication services provided by the Division of Information Technologies; and legal services provided by the Office of Administrative Courts.

FY 2007-08 Appropriation

FY 2008-09 Budget Request

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|--|---------------|---|---------------|
| Total Appropriation: | \$176,680,095 | Total Request: | \$185,467,505 |
| Percent of Statewide Total Appropriation: | 1.0% | Percent of Statewide Total Request: | 1.0% |
| General Fund Appropriation: | \$10,776,579 | General Fund Request: | \$11,598,842 |
| Percent of Statewide General Fund Appropriation: | 0.1% | Percent of Statewide General Fund Request: | 0.2% |
| Total Full Time Equivalent Employees (FTE): | 567.2 | Total Full Time Equivalent Employees (FTE): | 572.7 |



Department in Summary FY 2008-09

- The Department provides oversight and management of Statewide common policy items such as employee benefits and risk management, multiple State office buildings and vehicles, fiscal reporting and procurement, and many centralized telecommunication systems. These responsibilities are spread out across the Department's four Divisions and within its Executive Director's Office.
- Growth reflected in the Department's total base budget request is largely due to increases in property (risk management) and workers' compensation premiums, which equal roughly \$5.7 million of \$8.4 million total increase. The remaining increase over FY 07-08 includes \$1.0 million in growth related to common policy items such as the Department's costs for health, life, and dental; salary survey and achievement pay; short-term disability; capitol complex; etc. and \$1.5 million for prior year salary survey, achievement pay, and Supplemental Amortization Equalization Disbursements that are base-building in FY 08-09.
- Phase I of Government Efficiency Management (GEM) has provided greater focus for the Department to ensure efficient operations within the State where it plays a role. Specifically, the Department is looking to increase video conferencing to reduce both vehicle use and non-productive travel time associated with external meetings; revise the current commuter vehicle policy to ensure this subsidy is allowed only for the benefit of the State; and analyze current State fleet usage to determine if there are opportunities to pool resources and reduce the overall number of State vehicles.
- Greening of State government has also become a significant area of focus for the Department with the recent Executive Orders signed by the Governor, specifically D0011 07 and D0012 07. These Executive Orders establish benchmarks for reducing overall energy usage in State facilities by 20% and reduce petroleum fuel consumption by 25% by the end of FY 11-12, greater use of renewable energy sources, and purchasing preferences for environment friendly products. The Department has already implemented many energy and cost savings measures to try and meet these benchmarks and objectives.
- The Department has requested the State's share of group health benefit plans be held at a level equivalent to 85% of average market employer contributions.

Leading Budget Change Requests for FY 2008-09:

- State Archives Refinance and Funding Supplement: This request seeks \$50,245 General Fund to refinance a portion of the Department's personnel costs which currently are appropriated from fees collected from State agencies to ensure that the current level of staffing can be supported into the future.
- HIPAA Bi-annual Risk Assessment: The Health Insurance Portability and Accountability Act requires that a regular assessment be made of all computer systems to ensure that electronic health information is secure. This request is for \$35,000 to obtain a contractor to evaluate the Department's systems.
- State Fleet Vehicle Replacements: The Department is requesting 955 replacement vehicles (200 for Colorado State Patrol) to mitigate increasing maintenance and fuel costs. In support of Executive Orders D0011 07 and D0012 07, this request includes 448 E-85 and 91 hybrids vehicles to promote the greening of State government. Offset by the reduced need for vehicles anticipated to come off of lease during the next two fiscal years, a final reduction to the budget of \$458,482 is being requested.
- C-SEAP Program Funding: Resources for the C-SEAP management and counseling program have remained relatively static for the last ten years, despite the growing State workforce and utilization of services. The

additional \$361,133 being requested will support an additional 5.5 FTE to bring resources in line with the growing demand for this counseling.

Key Issues and Legislation:

The following are key legislation passed during the 2007 Session:

- S.B. 07-051. Directs the State Architect to adopt high-performance standards which are intended to reduce long-term operating costs, improve environment quality inside State-assisted facilities, and encourage the use of local products and materials in facility development and maintenance.
- S.B. 07-097 and H.B. 07-1359 reallocates \$770,799 in tobacco settlement money to the Supplemental State Contribution Fund to increase State contributions for all State employees' group benefits. H.B. 07-1335 provides \$1.5 million for supplemental health benefits for State employees with household incomes less than 300% of the federal poverty level.
- H.B. 07-1220. Requires State agencies to purchase environmentally preferable products or services, including those that cost within 5% above the lowest bid. Costs greater than 5% may also be considered on a case-by-case basis if a life-cycle analysis can show that the more expensive product will result in long-term savings.
- H.B. 07-1228. Beginning January 1, 2008, the Department is required to purchase only flexible fuel or hybrid vehicles, unless the cost is more than 10% of a comparable petroleum consumption vehicle.
- H.B. 07-1373. This legislation raised the maximum amount that can be paid to senior executive and management class State employees.
- H.B. 07-1377. Repeals the authority for employees of State colleges and universities under control of the University of Colorado's Board of Regents to participate in a defined contributions plan established by PERA.

The following are key issues and Executive Orders:

- Executive Order D0011 07 and D0012 07. These Executive Orders establish goals for the greening of State government, including preference to environmentally-friendly products and resource management, a reduction of overall energy used in State facilities by 20% and a reduction of petroleum fuel by 25% by June 30, 2012, and greater use of renewable energy sources.
- Executive Order D028 07. This Executive Order allows for the formation of employee partnerships. Through this action, the Governor intends to foster greater collaboration between management and front-line employees, and to empower State employees in decision-making processes ranging from benefits to work environment to the delivery of State services.

Department Wide Performance Measures:

- Increase the employer contribution to group health benefits to 85% of prevailing contribution in the market, as measured by the annual total compensation survey, by July 1, 2008, and maintain at that level in future years.
- Align State Fleet Management initiatives with Greening of State Government Executive Order in order to reduce the amount of petroleum used by the State Fleet by 25% by 2012.
- Align Capitol Complex initiatives with Greening of State Government Executive Order in order to reduce the overall energy use in buildings by 20% by 2012.
- Increase in Utilization of Price Agreements Statewide
- Increase DTR (Digital Trunked Radio) Network Coverage