





**Schedule 6  
FY 2006-07 STATEWIDE DECISION ITEM REQUEST**

Department: Personnel and Administration  
 Priority Number: Base Reduction Item #1  
 Division: Division of Central Services  
 Program: State Fleet Management  
 Request Title: Statewide Vehicle Lease Line Reconciliation

Dept. Approval: *[Signature]*  
 OSPB Approval: *[Signature]*  
 Statutory Citation:  
 Budget Analyst: Cindy Baouchi

Date: November 15, 2005  
 Date: 11/15/05  
 Date: 11/15/05

Long Bill Line Item	Fund Source	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 2004-05	Appropriation FY 2005-06	Supplemental Request FY 2005-06	Total Revised Request FY 2005-06	Base Request FY 2006-07	Decision/Base Reduction FY 2006-07	November 1 Request FY 2006-07	Budget Amendment FY 2006-07	Total Revised Request FY 2006-07	Change from Base in Out Year FY 2007-08
Total of all line items	Total	\$0	\$13,547,738	\$0	\$13,547,738	\$13,547,738	(\$776,516)	\$12,771,222	\$0	\$12,771,222	\$0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	3,574	0	3,574	3,574	0	3,574	0	3,574	0
	CF	0	1,847,561	0	1,847,561	1,847,561	0	1,847,561	0	1,847,561	0
	CFE	0	11,696,603	0	11,696,603	11,696,603	(776,516)	10,920,087	0	10,920,087	0
	FF	0	0	0	0	0	0	0	0	0	0
Executive Office, Vehicle Lease Payments (DPA Share of Statewide Adjustment)	Total	\$0	\$207,679	\$0	\$207,679	\$207,679	(\$7,732)	\$199,947	\$0	\$199,947	\$0
	FTE										
	GF		3,574		3,574	3,574		3,574		3,574	
	CF										
	CFE		204,105		204,105	204,105	(7,732)	196,373		196,373	
Division of Central Services, Fleet Management Program & Motor Pool Services, Vehicle Replacement Lease, Purchase or Lease/Purchase	Total	\$0	\$13,340,059	\$0	\$13,340,059	\$13,340,059	(\$768,784)	\$12,571,275	\$0	\$12,571,275	\$0
	FTE										
	GF										
	CF		1,847,561		1,847,561	1,847,561		1,847,561		1,847,561	
	CFE		11,492,498		11,492,498	11,492,498	(768,784)	10,723,714		10,723,714	
FF											

Letter Notations:  
 Cash Fund Name/Number:  
 IT Request: No  
 Supplemental and Budget Amendment Criteria: New Data  
 Request for New or Replacement Vehicles: No  
 Request Affects Another Department(s): Yes - Statewide Decision Item impacting multiple departments.

**Efficiency and Effectiveness Analysis  
FY 2006-07 Statewide Base Reduction Item**

**Department:** Department of Personnel & Administration  
**Long Bill Group/Division:** Executive Office, Central Services  
**Program:** State Fleet Management  
**Priority Number:** BRI #1 (Statewide)  
**Request Title:** Statewide Vehicle Lease Line Reconciliation

**Summary of Request**

This is a statewide technical Base Reduction Item to reduce statewide appropriations in various departments' Vehicle Lease Payment line items by a total of \$611,282 including an adjustment to the appropriation for the Department of Corrections to include \$31,900 for a non-fleet bus that is allocated in the Long Bill in the Department Of Corrections' Vehicle Lease Payments line item. The corresponding reduction to State Fleet Management's spending authority for FY 2006-07 is currently estimated at \$768,784.

Note also that the DPA department share of this statewide request is a decrease of \$7,732, all Cash Funds Exempt, in the Executive Office, Vehicle Lease Payments line item.

It is the intent of this request to reconcile the spending authority in DPA's Central Services, Fleet Management Program and Motor Pool Services (referred to herein as State Fleet Management) with departmental appropriations for Vehicle Lease Payments to reflect departments' needs in the associated line items.

**Problem or Opportunity Definition:**

Adjustment of Vehicle Lease Payments to Cover Existing Costs:

Vehicle Lease Payment line items are used to pay for existing vehicle leases and associated management fees. Prior to FY 2002-03, when vehicle leases expired, reductions in affected departments did not occur on a consistent basis. When funding for vehicle replacements was requested, the estimated appropriations that built up in these line items was used to offset the total monthly cost of the replacements. Estimating the incremental base amount needed for both State Fleet Management (SFM) and State agencies inherently created variances between actual agency appropriations and SFM spending authority as vehicles changed and exact vehicle amounts became known. For the last five fiscal years, SFM has used this base dollar approach to help fund new replacements.

In FY 2001-02 SFM, in coordination with the OSPB and various state agencies, developed the attached worksheet to reconcile the funding differences between appropriated dollars and actual lease payments. This reconciliation used the full amount of vehicle leases to be billed to agencies, less appropriations no longer required due to expiring leases. This approach gives a more accurate and verifiable calculation of base vehicle funding requirements. Due to the implementation of this new methodology, vehicle replacement requests now identify total estimated replacement costs and not just the estimated incremental costs. This reconciliation is conducted on an annual basis to determine whether appropriated funds will need to be adjusted in the Vehicle Lease Payments line items of affected agencies.

As a result of the analysis (see attached spreadsheet), it has been determined that SFM has excess cash funds exempt spending authority estimated at \$768,784 and agencies statewide have excess appropriations of \$643,182. This will result in a technical adjustment to the Vehicle Lease Payment line items for SFM user agencies as well as an adjustment to SFM program spending authority. (Note that the estimate of excess SFM spending authority is based upon the FY 2005-06 estimates.)

**Recommendation:**

The Department of Personnel & Administration recommends, that the Vehicle Lease Payments line item appropriations for State agencies be reduced by a total of \$643,182 (see attached agency detail), and SFM cash funds exempt spending authority be reduced by an estimated \$768,784.

**Attachment A: FY2006-07 Vehicle Lease Line Reconciliation (Baseline July 2005)**  
 (Does not include projected FY07 Replacements)

A	B	FISCAL YEAR 2005-06					FISCAL YEAR 2006-07					M
		C	D	E	F	G	H	I	J	K	L	
DEPT	Division	FY06 Agency Long Bill Appropriation	July Billing X 12 FY06 Annualized Current Fixed Base July 2005	FY06 Replace Lst FY06 Pro-rated Replace/Adds Fixed Payments CSP-6; Other-4	Lease End Analysis Leases Ending By 6/30/06	D * E + F Projected Agency FY06 Fixed Payments (Including Mgmt Fee)	E (CSP) or E X 2 Annualized FY06 Pro-rations (Only partial in "E") CSP-6; Other-8	G + H FY07 Agency Base Appropriation (Long Bill)	FY07 Leased FY07 Pro-rated Replace/Adds (None) Fixed Payments CSP-6; Other-4	Lease End Analysis Leases Ending By 6/30/07	G + H + J + K Projected Agency FY07 Fixed Payments (Including Mgmt Fee)	L - C Variance FY07 Billing from FY06 Long Bill
CDPS	<i>Total Long Bill Appropriated Agencies</i> EDO (Fire Safety & Criminal Justice) Colorado State Patrol (see note) CBP	47,538.00 4,568,345.00 145,624.00	9,000.00 4,241,328.00 136,596.00	17,630.00 776,600.00 63,268.00	277.00 (371,709.00) 171,105.00	26,907.00 4,646,219.00 171,105.00	17,630.00 776,600.00 63,268.00	44,537.00 5,422,819.00 234,373.00	- (402,823.00) 12,036.00	44,537.00 5,019,996.00 222,337.00	- (402,823.00) (12,036.00)	
	<i>CDPS Total</i>	<i>4,781,507.00</i>	<i>4,386,924.00</i>	<i>857,498.00</i>	<i>(400,191.00)</i>	<i>4,844,231.00</i>	<i>857,498.00</i>	<i>5,701,729.00</i>	<i>(414,859.00)</i>	<i>5,286,870.00</i>	<i>(414,859.00)</i>	
DOAG	Agriculture State Fair	157,321.00 -	133,740.00 -	12,084.00 -	(5,736.00) -	140,088.00 -	24,168.00 -	164,256.00 -	(3,224.00) -	161,032.00 -	(3,224.00) -	
DOC	Department of Corrections	1,850,845.00	1,389,588.00	206,838.00	(72,758.00)	1,523,668.00	413,676.00	1,937,344.00	(99,004.00)	1,870,240.00	(67,104.00)	
DOH	Department of Health	189,935.00	197,244.00	8,899.00	(4,394.00)	201,749.00	17,798.00	219,547.00	(7,940.00)	211,607.00	(7,940.00)	
DOHS	Department of Human Services	660,586.00	614,472.00	95,429.00	(57,052.00)	652,849.00	190,858.00	843,707.00	(45,120.00)	798,587.00	(45,120.00)	
DOLA	Local Affairs	79,028.00	64,824.00	6,665.00	(4,087.00)	67,402.00	13,330.00	80,732.00	(282.00)	80,450.00	(282.00)	
DOLE	Labor and Employment	76,108.00	133,152.00	7,673.00	(7,635.00)	133,190.00	15,346.00	148,536.00	(1,359.00)	147,177.00	(1,359.00)	
DOMA	Military Affairs	20,724.00	44,124.00	4,516.00	(6,597.00)	42,043.00	9,032.00	51,075.00	(472.00)	50,603.00	(472.00)	
DONR	Natural Resources	2,559,483.00	2,071,944.00	165,816.00	(47,401.00)	2,190,359.00	331,632.00	2,521,991.00	(42,313.00)	2,479,678.00	(42,313.00)	
DOR	EDD Lottery Gaming	226,458.00 113,790.00 67,720.00	194,892.00 125,340.00 47,940.00	23,735.00 9,563.00 5,888.00	(4,335.00) (1,818.00) (1,720.00)	214,292.00 133,085.00 52,108.00	47,470.00 19,126.00 11,776.00	261,762.00 152,211.00 63,884.00	(7,274.00) (4,626.00) (1,346.00)	254,488.00 147,585.00 62,538.00	(7,274.00) (4,626.00) (1,346.00)	
DORA	Regulatory Agencies	183,457.00	142,260.00	26,147.00	(8,004.00)	160,403.00	52,294.00	212,697.00	(1,419.00)	211,278.00	(1,419.00)	
GOV	Economic Development	5,582.00	4,356.00	1,572.00	-	5,928.00	3,144.00	9,072.00	-	9,072.00	-	
DPA	Department of Personnel (not MP)	207,679.00	106,836.00	29,736.00	7,732.00	144,304.00	59,472.00	203,776.00	(7,732.00)	196,044.00	(7,732.00)	
CDOT	Aviation	1,920.00	5,448.00	1,572.00	-	7,020.00	3,144.00	10,164.00	-	10,164.00	-	
DOL	Attorney General	24,253.00	19,536.00	3,521.00	(620.00)	22,437.00	7,042.00	29,479.00	(1,272.00)	28,207.00	(1,272.00)	
DOS	Secretary of State	1,680.00	216.00	-	-	216.00	-	216.00	-	216.00	-	
JUDICIAL	Public Defender Courts	53,045.00 81,645.00	40,200.00 77,040.00	9,992.00 12,912.00	(1,247.00) (14,644.00)	48,945.00 75,308.00	19,984.00 25,824.00	68,929.00 101,132.00	(4,435.00) (505.00)	64,494.00 100,627.00	(4,435.00) (505.00)	
	<b>TOTAL LONG BILL APPROPRIATED AGENCIES</b>	<b>11,122,766.00</b>	<b>9,800,076.00</b>	<b>1,490,056.00</b>	<b>(630,507.00)</b>	<b>10,659,625.00</b>	<b>2,122,614.00</b>	<b>12,782,239.00</b>	<b>(643,182.00)</b>	<b>12,170,957.00</b>	<b>(611,282.00)</b>	
	<i>Non Long Bill Appropriated Agencies</i> Department of Education	22,836.00	15,840.00	6,996.00	-	22,836.00	13,992.00	36,828.00	-	36,828.00	-	
DOE	Department of Education	22,836.00	15,840.00	6,996.00	-	22,836.00	13,992.00	36,828.00	-	36,828.00	-	
DOT	DOT Non-Appropriated Total	2,357,569.00	1,834,080.00	139,789.00	(98,648.00)	1,875,221.00	279,578.00	2,154,799.00	(76,427.00)	2,078,372.00	(76,427.00)	
DOHE	Higher Education Total	637,694.00	503,004.00	73,717.00	(22,616.00)	467,876.00	147,434.00	615,310.00	(33,262.00)	582,048.00	(33,262.00)	
	<b>STATEWIDE TOTAL</b>	<b>14,140,865.00</b>	<b>12,153,000.00</b>	<b>1,710,558.00</b>	<b>(751,771.00)</b>	<b>13,025,558.00</b>	<b>2,563,618.00</b>	<b>15,589,176.00</b>	<b>(752,871.00)</b>	<b>14,868,205.00</b>	<b>(720,971.00)</b>	

**Assumptions:**

- Prorations for FY06 are from "FY06 Replacements (740)-Approved-Dist.xls"
- Prorations for FY07 are from "FY07 Replacements WORKING (737).xls"
- Higher Education is not appropriated a specific line for Vehicle Lease Payments
- Unforeseens include Accident Replacements, Mission Critical Uneconomic Repair Replacements, etc
- Education is not appropriated dollars for Vehicle Lease Payments
- Dollars for Additional Vehicles Not Approved or Known to SFM are Not Included
- Leases ending during FY06 (col "F") and FY07 (col "L") are determined by # of months not needed
- Motorpool lease payments are not allocated in the long bill under Dept of Personnel
- CDPS note: CSP prorates assumes staggered delivery of replacements (1/2 delivered in November and 1/2 delivered in March) Use 6 month payments