Schedule 13
Change Request for FY 2011-12 Budget Request Cycle

Decision Item FY 2011-12 ☑	Base Reduction Item FY 2011-12 ☐	Supplemental FY 2010-11 ☐	Budget Amendment FY 2011-12 ☐

Request Title: County Office Improvements
Department: Department of Revenue
Priority Number: DI-6
Dept. Approval by: [signature] **Date:** October 18, 2010
OSPB Approval: [signature] **Date:** 10/21/2010

	Fund	1 Prior-Year Actual FY 2009-10	2 Appropriation FY 2010-11	3 Supplemental Request FY 2010-11	4 Total Revised Request FY 2010-11	5 Base Request FY 2011-12	6 Decision/ Base Reduction FY 2011-12	7 November 1 Request FY 2011-12	8 Budget Amendment FY 2011-12	9 Total Revised Request FY 2011-12	10 Change from Base (Column 5) FY 2012-13
Total of All Line Items	Total	1,482,395	2,657,535	0	2,657,535	2,657,535	38,062	2,695,597	0	2,695,597	0
	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
	CF	1,482,395	2,657,535	0	2,657,535	2,657,535	38,062	2,695,597	0	2,695,597	0
	HUTF	0	0	0	0	0	0	0	0	0	0
	RF	0	0	0	0	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
(3) Information Technology Division; (B) Colorado State Titling and Registration System, Operating Expenses	Total	1,457,163	2,617,535	0	2,617,535	2,617,535	0	2,617,535	0	2,617,535	0
	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
	CF	1,457,163	2,617,535	0	2,617,535	2,617,535	0	2,617,535	0	2,617,535	0
	HUTF	0	0	0	0	0	0	0	0	0	0
	RF	0	0	0	0	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0	0
(3) Information Technology Division; (B) Colorado State Titling and Registration System, County Office Improvements	Total	25,232	40,000	0	40,000	40,000	38,062	78,062	0	78,062	0
	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
	CF	25,232	40,000	0	40,000	40,000	38,062	78,062	0	78,062	0
	HUTF	0	0	0	0	0	0	0	0	0	0
	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 for FY 2010-11: None
Letternote Text Requested for FY 2011-12: None
Cash or Federal Fund Name and COFRS Fund Number: Colorado State Titling and Registration System Account (Section 42-1-211 (2), C.R.S.), Fund 404
Reappropriated Funds Source, by Department and Line Item Name: None
Approval by OIT? Yes: ☑ No: ☐ N/A: ☐
Schedule 13s from Affected Departments: None

CHANGE REQUEST for FY 2011-12 BUDGET REQUEST CYCLE

Department:	Revenue
Priority Number:	DI-6
Change Request Title:	County Office Improvements

SELECT ONE (click on box):

☒ Decision Item FY 2011-12
☐ Base Reduction Item FY 2011-12
☐ Supplemental Request FY 2010-11
☐ Budget Request Amendment FY 2011-12

SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:

☒ Not a Supplemental or Budget Request Amendment
☐ An emergency
☐ A technical error which has a substantial effect on the operation of the program
☐ New data resulting in substantial changes in funding needs
☐ Unforeseen contingency such as a significant workload change

Short Summary of Request:

The Department of Revenue requests $38,062 cash funds from the Colorado State Titling and Registration Account in FY 2011-12 related to a San Miguel County office expansion of the Colorado State Titling and Registration System (CSTARS) network.

General Description of Request:

The Department has historically requested county office improvement funding on behalf of the CSTARS Advisory Committee as provided in Section 42-1-211 (1) and Section 42-1-211 (4), C.R.S. (2009). This includes relocating or expanding existing branch offices, as well as establishing new branch offices. The CSTARS Advisory Committee has approved a request for a new office and system expansion in San Miguel County.

The San Miguel County Board of Commissioners supports the opening of a motor vehicle services branch office in the town of Norwood to better and more conveniently serve the citizens of San Miguel County. Currently, citizens needing to register their vehicles or procure any other services from the County Motor Vehicle Department must often travel mountainous roads in extreme weather conditions to get to the San Miguel

County Courthouse, located in Telluride. The request includes funding for the purchase of one server, two workstations, and two laser printers.

Consequences if Not Funded:

If additional spending authority is not made available, then the Department runs the risk of being unable to meet programmatic responsibilities as defined in Section 42-1-211 (1) and Section 42-1-211 (4), C.R.S. (2009). The consequence of not increasing the recommended maintenance does not enable the Department to pay for equipment purchased without reducing funding in other areas of the Colorado State Titling and Registration System program.

Calculations for Request:

Summary of Request FY 2011-12	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE
Total Request	$38,062	$0	$38,062	$0	$0	0.0
New Branch Office – San Miguel County	$38,062	$0	$38,062	$0	$0	0.0

Summary of Request FY 2012-13	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE
Total Request	$0	$0	$0	$0	$0	0.0
Maintenance	$0	$0	$0	$0	$0	0.0

Cash Funds Projections:

Cash Fund Name	Cash Fund Number	FY 2009-10 Expenditures	FY 2009-10 End of Year Cash Balance	FY 2010-11 End of Year Cash Balance Estimate	FY 2011-12 End of Year Cash Balance Estimate	FY 2012-13 End of Year Cash Balance Estimate
Colorado State Titling and Registration Account	404	$9,200,222	$3,112,881	$2,401,370	$1,458,030	($1,845,883)

*FY 2012-13 includes the sunset of the provisions of House Bill 10-1341, transferring fund balance from the Motorist Insurance Identification Account to the CSTARS Account. The Department continues to seek a legislative solution to address the long-term solvency of the CSTARS Account.

Current projections for the CSTARS Special Purpose Account are based on actual expenditures year-to-date through June 2010 and do not assume any further statutory changes will occur. The Department is working together with the Governor's Office and the General Assembly to explore legislative solutions to address long-term solvency for the CSTARS Account upon the sunset of the provisions of House Bill 10-1341 which calls for the transfer of unexpended funds from the Motorist Insurance Identification Account to the CSTARS Account through FY 2011-12. While projections for FY 2012-13 reveal fund balance concerns, the Department is confident that a legislative solution will address these issues.

Assumptions for Calculations: The funds to support this change request are based precisely on 'per unit' costs and the necessary cabling to support the hardware purchased for each county office. Connectivity includes necessary data circuits, routers, and switches for new county offices.

Equipment and Cabling for San Miguel County Office						
County	**Servers**	**Workstations**	**Printers**	**Cabling**	**Connectivity**	**Total**
	$14,402 per Unit	$1,238 per Unit	$1,658 per Unit	$300 per drop	Various	
San Miguel	1	2	2	9	$15,168	
TOTAL	$14,402	$2,476	$3,316	$2,700	$15,168	$38,062

The Department is requesting an amount of $38,062 cash funds for the initial equipment and cabling expenses related to the FY 2011-12 request in the program's operating expenses line item. This amount is based on the CSTARS Advisory Committee's motion and will provide the Committee and the Department with enough resources to address the new office located in San Miguel County.

Impact on Other Government Agencies: This request impacts the Department of Revenue and the state's 64 county governments.

Cost Benefit Analysis: These requests are accomplished as inexpensively as possible using applicable price agreements for all related hardware, software, and installation. If the State chose not to fund these requests, the likely result would be legal action on behalf of the counties or refusal to serve as agents for the Department.

Implementation Schedule:

Task	Month/Year
Planning Period	July 2011
IT Request	August 2011
Procurement	September 2011
Cabling and Setup	October 2011
Installation	November 2011 – May 2012
Start-Up Date	May 2012

Statutory and Federal Authority:

42-1-210 (2), C.R.S. (2009). County clerk and recorders and manager of revenue or other appointed official as agents - legislative declaration - fee. The general assembly hereby finds that, since it is the government that requires citizens to register, license, and undertake other actions concerning their motor vehicles, it is thus the duty of government to provide convenient and easily accessible motor vehicle services to the public

42-1-211 C.R.S. (2009). Colorado state titling and registration system.

(1) The department is hereby authorized to coordinate the management of a statewide distributive data processing system, which shall be known as the Colorado state titling and registration system. This system is to provide the necessary data processing equipment, software, and support and training to:

(a) Aid the authorized agents of the department in processing motor vehicle registration and title documents.

(4) (a) There is hereby created the Colorado state titling and registration system advisory committee comprised of seven authorized agents who must be county clerk and recorders, the clerk and recorder in the city and county of Broomfield, or the manager of

revenue for the city and county of Denver or such other official of the city and county of Denver as may be appointed by the mayor to perform functions related to the registration of motor vehicles, and shall be appointed by the executive director of the department. The committee shall:

(I) Assist in the development of annual operational plans and budget proposals regarding the Colorado state titling and registration system and the special purpose account;

Performance Measures:

The Department of Revenue will use its support functions to achieve of all its goals and objectives. Official department communication, the reliability of its technology infrastructure, its internal controls followed, and the time it takes to hire new employees all affect how the Department operates and how well it achieves its goals.

Performance Measure	Outcome	FY 2008-09 Actual	FY 2009-10 Actual	FY 2010-11 Appropriation	FY 2011-12 Request
Percent of time core department information technology systems are operational.	Benchmark	98.0%	98.0%	98.0%	98.0%
	Actual	99.9%	99.9%	TBD	TBD