

BPEADL01 LAS/PBS SYSTEM  
BUDGET PERIOD: 2008-2021  
STATE OF FLORIDA

SCHEDULE VIIIB-2  
PRIORITY LISTING FOR POSSIBLE REDUCTION  
FOR REQUEST YEAR

SP 09/16/2019 15:39 PAGE: 1  
ERROR REPORT

BUDGET ENTITY	D3A ISSUE CODE	COLUMN NUMBERS	CODE	ERROR MESSAGE	PAGE
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THERE WERE 0 ERRORS DETECTED

COL A10		
SCH VIIIIB-2		
REDUCTIONS		
POS	AMOUNT	CODES
MANAGEMENT SRVCS, DEPT OF		72000000
PGM: ADMINISTRATION PGM		72010000
<u>EXECUTIVE DIR/SUPPORT SVCS</u>		72010100
GOV OPERATIONS/SUPPORT		16
<u>EXEC LEADERSHIP/SUPPRT SVC</u>		<u>1602.00.00.00</u>
PROGRAM REDUCTIONS		33V0000
REDUCE CONTRACTED LEGAL SERVICES		33V0620
SPECIAL CATEGORIES		100000
CONTRACTED LEGAL SERVICES		103884
ADMINISTRATIVE TRUST FUND -STATE	891,000-	2021 1

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AGENCY ISSUE NARRATIVE:

SCH VIIIIB-2 NARR 20-21 NARRATIVE: IT COMPONENT? NO  
 ISSUE TITLE: Reduce Contracted Legal Services

SUMMARY:

The Department of Management Services (department), Executive Direction and Support Services proposes a reduction of (\$891,000) in the Executive Direction and Administration budget entity from the Contracted Legal Services category within the Administrative Trust Fund. This issue would remove all base budget authority for contracted legal services within the Executive Direction budget entity.

WHAT IS THE IMPACT OF TAKING THIS REDUCTION?

This appropriation is used by the department to provide outside legal representation for potential litigation. In the event there is no appropriation, the department would have to rely on identifying budget authority from other areas and the processing of budget amendments to contract for legal services as needed, which is not as timely as sometimes required to appropriately and swiftly respond to litigation.

As a result of this impact, the department has ranked this reduction at 12 of 27 and ranks its level of impact as a Significant Impact.

The department has proposed 27 reductions and has ranked them from one to twenty-seven with one having the lowest impact to twenty-seven having the largest impact on operations and services. In addition, the department has ranked its proposed reductions with three levels of impact:

Minimal Impact - reductions reflect cost savings and/or efficiencies that can be reduced with little to no impact.

Moderate Impact - reductions reflect an impact to operations and/or services.

Significant Impact - reductions will have a direct impact on operations and services.

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COL A10			
SCH VIIIIB-2			
REDUCTIONS			
POS	AMOUNT		CODES
			72000000
			72010000
			72010100
			16
			<u>1602.00.00.00</u>
			33V0000
			33V1100
			100000
			100788
GENERAL REVENUE FUND	-STATE	350,000-	1000 1

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AGENCY ISSUE NARRATIVE:

SCH VIIIIB-2 NARR 20-21 NARRATIVE:

IT COMPONENT? YES

ISSUE TITLE: Reduction of the Travel Management System

SUMMARY:

The Department of Management Services (department), Executive Direction and Support Services proposes a reduction of (\$350,000) from the Executive Direction and Support Services budget entity in the Travel Management System category within the General Revenue Fund.

WHAT IS THE IMPACT OF TAKING THIS REDUCTION?

Licensing, support, and operating expenses for the travel system are expected to consume the full appropriation for Fiscal Year 2020-21. The public facing web portal would cease to operate. The remainder of the reduction will reduce the budget authority available to support the Travel Management System which may result in either a reduction of services or contract termination.

As a result of this impact, the department has ranked this reduction at 11 of 27 and ranks its level of impact as a Significant Impact.

The department has proposed 27 reductions and has ranked them from one to twenty-seven with one having the lowest impact to twenty-seven having the largest impact on operations and services. In addition, the department has ranked its proposed reductions with three levels of impact:

Minimal Impact - reductions reflect cost savings and/or efficiencies that can be reduced with little to no impact.

Moderate Impact - reductions reflect an impact to operations and/or services.

Significant Impact - reductions will have a direct impact on operations and services.

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COL A10			
SCH VIIIIB-2			
REDUCTIONS			
POS	AMOUNT		CODES
MANAGEMENT SRVCS, DEPT OF			72000000
PGM: ADMINISTRATION PGM			72010000
<u>EXECUTIVE DIR/SUPPORT SVCS</u>			72010100
GOV OPERATIONS/SUPPORT			16
<u>EXEC LEADERSHIP/SUPPRT SVC</u>			<u>1602.00.00.00</u>
TOTAL: EXEC LEADERSHIP/SUPPRT SVC			<u>1602.00.00.00</u>
BY FUND TYPE			
GENERAL REVENUE FUND	350,000-		1000
TRUST FUNDS	891,000-		2000
TOTAL PROG COMP.....	1,241,000-		
=====			
PGM: FACILITIES PROGRAM			72400000
<u>FACILITIES MANAGEMENT</u>			72400100
GOV OPERATIONS/SUPPORT			16
<u>GOVERNMENTAL OPERATIONS</u>			<u>1601.00.00.00</u>
PROGRAM REDUCTIONS			33V0000
ELIMINATE ACQUISITION OF MOTOR			
VEHICLES			33V0460
SPECIAL CATEGORIES			100000
ACQUISITION/MOTOR VEHICLES			100021
SUPERVISION TRUST FUND -STATE	150,000-		2696 1
=====			

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AGENCY ISSUE NARRATIVE:

SCH VIIIIB-2 NARR 20-21 NARRATIVE:

IT COMPONENT? NO

ISSUE TITLE: Eliminate Acquisition of Motor Vehicles

SUMMARY:

The Department of Management Services (department), Division of Real Estate Development and Management (division) proposes a reduction of (\$150,000) in the Facilities Management budget entity in the Acquisition of Motor Vehicles category within the Supervision Trust Fund.

WHAT IS THE IMPACT OF TAKING THIS REDUCTION?

This reduction of \$150,000 will eliminate the acquisition of motor vehicle budget, leaving the division unable to acquire vehicles and heavy equipment needed to replenish an aging fleet used in the provision of mission critical services.

As a result of this impact, the department has ranked this reduction at 9 of 27 and ranks its level of impact as a Moderate Impact.

The department has proposed 27 reductions and has ranked them from one to twenty-seven with one having the lowest impact to twenty-seven having the largest impact on operations and services. In addition, the department has ranked its proposed reductions with three levels of impact:

COL A10		
SCH VIIIIB-2		
REDUCTIONS		
POS	AMOUNT	CODES
MANAGEMENT SRVCS, DEPT OF		72000000
PGM: FACILITIES PROGRAM		72400000
<u>FACILITIES MANAGEMENT</u>		72400100
GOV OPERATIONS/SUPPORT		16
<u>GOVERNMENTAL OPERATIONS</u>		<u>1601.00.00.00</u>
PROGRAM REDUCTIONS		33V0000
ELIMINATE ACQUISITION OF MOTOR		
VEHICLES		33V0460

Minimal Impact - reductions reflect cost savings and/or efficiencies that can be reduced with little to no impact.

Moderate Impact - reductions reflect an impact to operations and/or services.

Significant Impact - reductions will have a direct impact on operations and services.

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REDUCE THE FACILITIES MANAGEMENT			
OPERATING BUDGET			33V0760
OTHER PERSONAL SERVICES			030000
SUPERVISION TRUST FUND	-STATE	150,000-	2696 1
		=====	
EXPENSES			040000
SUPERVISION TRUST FUND	-STATE	500,000-	2696 1
		=====	
OPERATING CAPITAL OUTLAY			060000
SUPERVISION TRUST FUND	-STATE	60,000-	2696 1
		=====	
SPECIAL CATEGORIES			100000
CONTRACTED SERVICES			100777
SUPERVISION TRUST FUND	-STATE	1,072,825-	2696 1
		=====	
DMS/FACILITIES SECURITY			100854
SUPERVISION TRUST FUND	-STATE	1,148,387-	2696 1
		=====	

COL A10		CODES
SCH VIIIIB-2		
REDUCTIONS		
POS	AMOUNT	
		72000000
MANAGEMENT SRVCS, DEPT OF		72400000
PGM: FACILITIES PROGRAM		72400100
<u>FACILITIES MANAGEMENT</u>		16
GOV OPERATIONS/SUPPORT		<u>1601.00.00.00</u>
<u>GOVERNMENTAL OPERATIONS</u>		33V0000
PROGRAM REDUCTIONS		
REDUCE THE FACILITIES MANAGEMENT		
OPERATING BUDGET		33V0760
SPECIAL CATEGORIES		100000
CAPITOL REPAIRS		108900
SUPERVISION TRUST FUND	-STATE 50,000-	2696 1
	=====	
TOTAL: REDUCE THE FACILITIES MANAGEMENT		33V0760
OPERATING BUDGET		
TOTAL ISSUE.....	2,981,212-	
	=====	

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AGENCY ISSUE NARRATIVE:

SCH VIIIIB-2 NARR 20-21 NARRATIVE: IT COMPONENT? NO  
 ISSUE TITLE: Reduction of Services to the Florida Facilities Pool

SUMMARY:

The Department of Management Services (department), Division of Real Estate Development and Management (division) proposes a reduction of (\$2,981,212) in the Facilities Management budget entity. The proposed reduction is in various operating categories within the Supervision Trust Fund used in the operations and maintenance of the Florida Facilities Pool (FFP).

WHAT IS THE IMPACT OF TAKING THIS REDUCTION?

Other Personal Services (OPS):

This reduction of \$150,000 will eliminate the majority of recurring OPS budget, leaving only \$117,000. This would impact the division's ability to hire temporary employees in order to meet emergency staffing needs.

Expenses:

The division uses the expense budget to perform the general daily repairs and maintenance of the 111 facilities within the FFP. This reduction of \$500,000 will impact the division's ability to perform general repairs and maintenance on our facilities, resulting in greater maintenance needs in the future. This reduction will also greatly inhibit the division's ability to manage energy consumption, which represents the division's largest single cost in the operation of the FFP. To a large degree, energy management is implemented through this appropriation category. The consumption of energy is directly related to the operating efficiency of building systems such as the Heating, Ventilation and Air Conditioning (HVAC) and lighting. This reduction will lessen the ability to maintain operating efficiency through preventive maintenance and repairs.

Operating Capital Outlay:

This reduction of \$60,000 will significantly impact operating capital outlay budget that is used to purchase the proper tools and equipment needed to perform building repairs and maintenance within the FFP.

COL A10		
SCH VIIIIB-2		
REDUCTIONS		
POS	AMOUNT	CODES
MANAGEMENT SRVCS, DEPT OF		72000000
PGM: FACILITIES PROGRAM		72400000
<u>FACILITIES MANAGEMENT</u>		72400100
GOV OPERATIONS/SUPPORT		16
<u>GOVERNMENTAL OPERATIONS</u>		<u>1601.00.00.00</u>
PROGRAM REDUCTIONS		33V0000
REDUCE THE FACILITIES MANAGEMENT		
OPERATING BUDGET		33V0760

Contracted Services:

This reduction of \$1,072,825 will reduce the frequency of contracted facility management services (custodial, lawn care, etc.) in department managed facilities. This reduction would severely impact delivery of custodial services at all REDM managed facilities. Some of the custodial services could be assumed by existing division maintenance staff; however, additional custodial responsibilities would dilute our ability to manage day-to-day repairs, leading to increased deferred maintenance items and increase the need for Fixed Capital Outlay funding.

Provisions for Facilities Security:

This reduction of \$1,148,387 will necessitate the division to eliminate manned security services provided in various facilities in the FFP. This elimination of service could result in decreased safety and security for staff and visitors.

State Capitol - Maintenance and Repairs:

This reduction of \$50,000 will eliminate the division's ability to address maintenance and repairs in the State Capitol in order to comply with current building codes.

As a result of this impact, the Department has ranked this reduction at 22 of 27 and ranks its level of impact as a Significant Impact.

The department has proposed 27 reductions and has ranked them from one to twenty-seven with one having the lowest impact to twenty-seven having the largest impact on operations and services. In addition, the department has ranked its proposed reductions with three levels of impact:

Minimal Impact - reductions reflect cost savings and/or efficiencies that can be reduced with little to no impact.

Moderate Impact - reductions reflect an impact to operations and/or services.

Significant Impact - reductions will have a direct impact on operations and services.

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COL A10		
SCH VIIIIB-2		
REDUCTIONS		
POS	AMOUNT	CODES
MANAGEMENT SRVCS, DEPT OF		72000000
PGM: FACILITIES PROGRAM		72400000
<u>FACILITIES MANAGEMENT</u>		72400100
GOV OPERATIONS/SUPPORT		16
<u>GOVERNMENTAL OPERATIONS</u>		<u>1601.00.00.00</u>
STATE FUNDING REDUCTIONS		3300000
DECREASE EXCESS BUDGET AUTHORITY		
IN THE DEFERRED PAYMENT COMMODITY		
CONTRACTS		3300760
SPECIAL CATEGORIES		100000
DEFERRED-PAY COM CONTRACTS		105280
SUPERVISION TRUST FUND -STATE	30,543-	2696 1
	=====	

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AGENCY ISSUE NARRATIVE:

SCH VIIIIB-2 NARR 20-21 NARRATIVE: IT COMPONENT? NO  
 ISSUE TITLE: Reduction of Deferred Payment Commodity Contracts

SUMMARY:

The Department of Management Services (department), Division of Real Estate Development and Management (division) proposes a reduction of (\$30,543) in the Facilities Management budget entity. The proposed reduction is in the Deferred-Payment Commodity Contracts category within the Supervision Trust Fund used in the operations of the Florida Facilities Pool (FFP).

WHAT IS THE IMPACT OF TAKING THIS REDUCTION?

This reduction will align budget authority with the contract obligations for Fiscal Year 2020-21 regarding the division's energy initiatives.

As a result of this impact, the department has ranked this reduction at 5 of 27 and ranks its level of impact as a Significant Impact.

The department has proposed 27 reductions and has ranked them from one to twenty-seven with one having the lowest impact to twenty-seven having the largest impact on operations and services. In addition, the department has ranked its proposed reductions with three levels of impact:

Minimal Impact - reductions reflect cost savings and/or efficiencies that can be reduced with little to no impact.

Moderate Impact - reductions reflect an impact to operations and/or services.

Significant Impact - reductions will have a direct impact on operations and services.

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COL A10		
SCH VIIIIB-2		
REDUCTIONS		
POS	AMOUNT	CODES
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MANAGEMENT SRVCS, DEPT OF		72000000
PGM: FACILITIES PROGRAM		72400000
<u>FACILITIES MANAGEMENT</u>		72400100
GOV OPERATIONS/SUPPORT		16
<u>GOVERNMENTAL OPERATIONS</u>		<u>1601.00.00.00</u>
TOTAL: GOVERNMENTAL OPERATIONS		<u>1601.00.00.00</u>
BY FUND TYPE		
TRUST FUNDS.....	3,161,755-	2000
	=====	
<u>BUILDING CONSTRUCTION</u>		72400200
GOV OPERATIONS/SUPPORT		16
<u>GOVERNMENTAL OPERATIONS</u>		<u>1601.00.00.00</u>
PROGRAM REDUCTIONS		33V0000
REDUCE BUILDING CONSTRUCTION		
SERVICES		33V0430
EXPENSES		040000
ARCHITECTS INCIDENTAL TF -STATE	16,391-	2033 1
	=====	
SPECIAL CATEGORIES		100000
CONTRACTED SERVICES		100777
ARCHITECTS INCIDENTAL TF -STATE	30,000-	2033 1
	=====	
TOTAL: REDUCE BUILDING CONSTRUCTION		33V0430
SERVICES		
TOTAL ISSUE.....	46,391-	
	=====	

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AGENCY ISSUE NARRATIVE:

SCH VIIIIB-2 NARR 20-21 NARRATIVE:

IT COMPONENT? NO

ISSUE TITLE: Reduce Building Construction Operating Budget

SUMMARY:

The Department of Management Services (department), Division of Real Estate Development and Management (division) proposes a total reduction of (\$46,391) in the Building Construction budget entity. The proposed reduction is (\$16,391) in the Expenses Category and (\$30,000) in Contracted Services within the Architects Incidental Trust Fund.

WHAT IS THE IMPACT OF TAKING THIS REDUCTION?

The Expenses reduction will require the division to reduce travel. This will limit the division's ability to travel to and from job sites for project management oversight. This could result in an inferior work product being delivered. The Contracted Services reduction will limit the division's ability to obtain outside legal representation for potential litigation. It will also affect the ability to use courier service to timely deliver contracts and pay requests.

COL A10		
SCH VIIIB-2		
REDUCTIONS		
POS	AMOUNT	CODES
MANAGEMENT SRVCS, DEPT OF		72000000
PGM: FACILITIES PROGRAM		72400000
<u>BUILDING CONSTRUCTION</u>		72400200
GOV OPERATIONS/SUPPORT		16
<u>GOVERNMENTAL OPERATIONS</u>		<u>1601.00.00.00</u>
PROGRAM REDUCTIONS		33V0000
REDUCE BUILDING CONSTRUCTION		
SERVICES		33V0430

As a result of this impact, the department has ranked this reduction at 7 of 27 and ranks its level of impact as a Moderate Impact.

The department has proposed 27 reductions and has ranked them from one to twenty-seven with one having the lowest impact to twenty-seven having the largest impact on operations and services. In addition, the department has ranked its proposed reductions with three levels of impact:

Minimal Impact - reductions reflect cost savings and/or efficiencies that can be reduced with little to no impact.

Moderate Impact - reductions reflect an impact to operations and/or services.

Significant Impact - reductions will have a direct impact on operations and services.

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TOTAL: GOVERNMENTAL OPERATIONS		<u>1601.00.00.00</u>
BY FUND TYPE		
TRUST FUNDS.....	46,391-	2000
	=====	
PGM: SUPPORT PROGRAM		72600000
<u>MOTOR VEHIC/WATERCRAFT MGT</u>		72600300
GOV OPERATIONS/SUPPORT		16
<u>GOVERNMENTAL OPERATIONS</u>		<u>1601.00.00.00</u>
PROGRAM REDUCTIONS		33V0000
REDUCE CONTRACTED SERVICES		33V0820
SPECIAL CATEGORIES		100000
CONTRACTED SERVICES		100777
OPERATING TRUST FUND	-STATE	
	30,548-	2510 1
	=====	

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AGENCY ISSUE NARRATIVE:

SCH VIIIB-2 NARR 20-21 NARRATIVE: IT COMPONENT? NO  
 ISSUE TITLE: Reduce Fleet Management Contracted Services Operating Budget

SUMMARY:

The Department of Management Services (department) requests the reduction of \$30,548 in Contracted Services budget authority from the Fleet Management budget entity within the Operating Trust Fund that is no longer needed due to

COL A10		
SCH VIIIIB-2		
REDUCTIONS		
POS	AMOUNT	CODES
MANAGEMENT SRVCS, DEPT OF		72000000
PGM: SUPPORT PROGRAM		72600000
<u>MOTOR VEHIC/WATERCRAFT MGT</u>		72600300
GOV OPERATIONS/SUPPORT		16
<u>GOVERNMENTAL OPERATIONS</u>		<u>1601.00.00.00</u>
PROGRAM REDUCTIONS		33V0000
REDUCE CONTRACTED SERVICES		33V0820

efficiencies within the program related to process improvements.

WHAT IS THE IMPACT OF TAKING THIS REDUCTION?

This will not negatively impact the operation of the program. Due to process improvements these funds are no longer necessary.

As a result of this impact, the department has ranked this reduction at 6 of 27 and ranks its level of impact as a Minimal Impact.

The department has proposed 27 reductions and has ranked them from one to twenty-seven with one having the lowest impact to twenty-seven having the largest impact on operations and services. In addition, the department has ranked its proposed reductions with three levels of impact:

Minimal Impact - reductions reflect cost savings and/or efficiencies that can be reduced with little to no impact.

Moderate Impact - reductions reflect an impact to operations and/or services.

Significant Impact - reductions will have a direct impact on operations and services.

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<u>PURCHASING OVERSIGHT</u>		72600400
GOV OPERATIONS/SUPPORT		16
<u>GOVERNMENTAL OPERATIONS</u>		<u>1601.00.00.00</u>
PROGRAM REDUCTIONS		33V0000
REDUCE CONTRACTED LEGAL SERVICES		33V0620
SPECIAL CATEGORIES		100000
CONTRACTED LEGAL SERVICES		103884
OPERATING TRUST FUND	-STATE	30,000-
	=====	
		2510 1

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AGENCY ISSUE NARRATIVE:

SCH VIIIIB-2 NARR 20-21 NARRATIVE:

IT COMPONENT? NO

ISSUE TITLE: Contracted Legal Services Funding Reduction

SUMMARY:

The Department of Management Services (department), Division of State Purchasing (division) proposes a reduction of (\$30,000) in the Purchasing Oversight budget entity in the Contracted Legal Services category within the Operating Trust

COL A10		
SCH VIIIIB-2		
REDUCTIONS		
POS	AMOUNT	CODES
		72000000
		72600000
		72600400
		16
		<u>1601.00.00.00</u>
		33V0000
		33V0620

MANAGEMENT SRVCS, DEPT OF  
 PGM: SUPPORT PROGRAM  
PURCHASING OVERSIGHT  
 GOV OPERATIONS/SUPPORT  
GOVERNMENTAL OPERATIONS  
 PROGRAM REDUCTIONS  
 REDUCE CONTRACTED LEGAL SERVICES

Fund. This appropriation is used by the department to provide outside legal representation for potential litigation.

WHAT IS THE IMPACT OF TAKING THIS REDUCTION:

This issue would remove all base budget authority for contracted legal services within the Purchasing Oversight budget entity. If outside legal representation is needed, the department would have to use funds from the Contracted Services category, possibly resulting in the reduction or elimination of other services currently funded by that category.

As a result of this impact, the department has ranked this reduction at 10 of 27 and ranks its level of impact as a Moderate Impact.

The department has proposed 27 reductions and has ranked them from one to twenty-seven with one having the lowest impact to twenty-seven having the largest impact on operations and services. In addition, the department has ranked its proposed reductions with three levels of impact:

Minimal Impact - reductions reflect cost savings and/or efficiencies that can be reduced with little to no impact.

Moderate Impact - reductions reflect an impact to operations and/or services.

Significant Impact - reductions will have a direct impact on operations and services.

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REDUCE FUNDING USED TO SUPPORT THE  
 WEB BASED E-PROCUREMENT SYSTEM  
 SPECIAL CATEGORIES  
 WEB-BASED E-PROCUREMENT SYS

33V0680  
 100000  
 104502

OPERATING TRUST FUND -STATE 1,546,868-  
 =====

2510 1

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AGENCY ISSUE NARRATIVE:

SCH VIIIIB-2 NARR 20-21 NARRATIVE:

IT COMPONENT? YES

ISSUE TITLE: Web Based E-Procurement System Funding Reduction

SUMMARY:

The Department of Management Services (department), Division of State Purchasing (division) proposes a reduction of (\$1,546,868) in the Purchasing Oversight budget entity in the Web-Based E-Procurement System category within the Operating Trust Fund.

COL A10		
SCH VIIIIB-2		
REDUCTIONS		
POS	AMOUNT	CODES
		72000000
		72600000
		72600400
		16
		<u>1601.00.00.00</u>
		33V0000
		33V0680

MANAGEMENT SRVCS, DEPT OF  
 PGM: SUPPORT PROGRAM  
PURCHASING OVERSIGHT  
 GOV OPERATIONS/SUPPORT  
GOVERNMENTAL OPERATIONS  
 PROGRAM REDUCTIONS  
 REDUCE FUNDING USED TO SUPPORT THE  
 WEB BASED E-PROCUREMENT SYSTEM

WHAT IS THE IMPACT OF TAKING THIS REDUCTION:

The elimination of the Billing and Collections Management service area would result in a significant decrease in the collection of transaction fees, totaling over \$18 million annually, which currently fund the division and the MyFloridaMarketPlace (MFMP) contract. Additionally, the elimination of the Help Desk Management and Catalog Management service areas would be detrimental to services provided to vendors doing business with the state, as well as the department's ability to provide technical assistance to the 32 state agencies that use MFMP. The Division does not have sufficient positions to support these activities.

As a result of this impact, the department has ranked this reduction at 20 of 27 and ranks its level of impact as a Significant Impact.

The department has proposed 27 reductions and has ranked them from one to twenty-seven with one having the lowest impact to twenty-seven having the largest impact on operations and services. In addition, the department has ranked its proposed reductions with three levels of impact:

Minimal Impact - reductions reflect cost savings and/or efficiencies that can be reduced with little to no impact.

Moderate Impact - reductions reflect an impact to operations and/or services.

Significant Impact - reductions will have a direct impact on operations and services.

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TOTAL: GOVERNMENTAL OPERATIONS		<u>1601.00.00.00</u>
BY FUND TYPE		
TRUST FUNDS.....	1,576,868-	2000
	=====	

COL A10			
SCH VIIIIB-2			
REDUCTIONS			
POS	AMOUNT		CODES
MANAGEMENT SRVCS, DEPT OF			72000000
PGM: SUPPORT PROGRAM			72600000
<u>PRIVATE PRISON MONITORING</u>			72600800
PUBLIC PROTECTION			12
<u>ADULT PRISONS</u>			<u>1206.00.00.00</u>
PROGRAM REDUCTIONS			33V0000
REDUCE EXPENDITURES IN THE PRIVATE			
PRISON MONITORING PROGRAM			33V0830
EXPENSES			040000
GENERAL REVENUE FUND	-STATE	10,000-	1000 1
		=====	
SPECIAL CATEGORIES			100000
CONTRACTED SERVICES			100777
GENERAL REVENUE FUND	-STATE	3,108-	1000 1
		=====	
CONTRACTED LEGAL SERVICES			103884
GENERAL REVENUE FUND	-STATE	18,136-	1000 1
		=====	
TOTAL: REDUCE EXPENDITURES IN THE PRIVATE			33V0830
PRISON MONITORING PROGRAM			
TOTAL ISSUE.....		31,244-	
		=====	

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AGENCY ISSUE NARRATIVE:

SCH VIIIIB-2 NARR 20-21 NARRATIVE: IT COMPONENT? NO

ISSUE TITLE: Reduce Expenditures in the Private Prison Monitoring Program

SUMMARY:

The Department of Management Services (department), Division of Specialized Services (division), Bureau of Private Prison Monitoring (Bureau) proposes a reduction of (\$31,244) in the Private Prison Monitoring budget entity in the General Revenue Fund categories of Expenses, Contracted Services, and Contracted Legal Services.

WHAT IS THE IMPACT OF TAKING THIS REDUCTION:

This reduction will hinder the bureau's ability to meet the statutory requirements as required by Chapter 957, Florida Statutes.

As a result of this impact, the department has ranked this reduction at 13 of 27 and ranks its level of impact as a Significant Impact.

The department has proposed 27 reductions and has ranked them from one to twenty-seven with one having the lowest impact to twenty-seven having the largest impact on operations and services. In addition, the department has ranked its proposed reductions with three levels of impact:

COL A10		
SCH VIIIIB-2		
REDUCTIONS		
POS	AMOUNT	CODES
MANAGEMENT SRVCS, DEPT OF		72000000
PGM: SUPPORT PROGRAM		72600000
<u>PRIVATE PRISON MONITORING</u>		72600800
PUBLIC PROTECTION		12
<u>ADULT PRISONS</u>		<u>1206.00.00.00</u>
PROGRAM REDUCTIONS		33V0000
REDUCE EXPENDITURES IN THE PRIVATE		
PRISON MONITORING PROGRAM		33V0830

Minimal Impact - reductions reflect cost savings and/or efficiencies that can be reduced with little to no impact.

Moderate Impact - reductions reflect an impact to operations and/or services.

Significant Impact - reductions will have a direct impact on operations and services.

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TOTAL: ADULT PRISONS		<u>1206.00.00.00</u>
BY FUND TYPE		
GENERAL REVENUE FUND.....	31,244-	1000
	=====	

WORKFORCE PROGRAMS		72750000
PGM: INS BENEFITS ADMIN		72750200
GOV OPERATIONS/SUPPORT		16
<u>GOVERNMENTAL OPERATIONS</u>		<u>1601.00.00.00</u>
PROGRAM REDUCTIONS		33V0000
REDUCE POST PAYMENT CLAIMS AUDIT		
SERVICES		33V0570
SPECIAL CATEGORIES		100000
POST PAYMENT CLAIMS/SVCS		100701
STATE EMPLOY HEALTH INS TRF -STATE	150,000-	2668 1
	=====	

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AGENCY ISSUE NARRATIVE:

SCH VIIIIB-2 NARR 20-21 NARRATIVE: IT COMPONENT? NO

ISSUE TITLE: Reduction in Post Payment Claims Audit Services

SUMMARY:

The Department of Management Services (department), Division of State Group Insurance (division) proposes a reduction of (\$150,000) from the Post Payment Claims Audit appropriation category within the State Employees Health Insurance Trust Fund.

WHAT IS THE IMPACT OF TAKING THIS REDUCTION:

This reduction will cause the state to be in noncompliance with contract terms and conditions and will limit the ability of the vendor to recover all overpayments identified through the project up to the reduced compensation amount. The

COL A10		
SCH VIIIIB-2		
REDUCTIONS		
POS	AMOUNT	CODES
MANAGEMENT SRVCS, DEPT OF		72000000
WORKFORCE PROGRAMS		72750000
<u>PGM: INS BENEFITS ADMIN</u>		72750200
GOV OPERATIONS/SUPPORT		16
<u>GOVERNMENTAL OPERATIONS</u>		<u>1601.00.00.00</u>
PROGRAM REDUCTIONS		33V0000
REDUCE POST PAYMENT CLAIMS AUDIT		
SERVICES		33V0570

contract between the state and the vendor establishes the payment methodology as a percentage of recovered overpayments. Current contract amount will allow the vendor to be compensated up to \$400,000 for recoveries. However, the compensation reduction to \$250,000 may limit potential recoveries and, as a result, a potential loss of funds to the state.

As a result of this impact, the department has ranked this reduction at 18 of 27 and ranks its level of impact as a Significant Impact.

The department has proposed 27 reductions and has ranked them from one to twenty-seven with one having the lowest impact to twenty-seven having the largest impact on operations and services. In addition, the department has ranked its proposed reductions with three levels of impact:

Minimal Impact - reductions reflect cost savings and/or efficiencies that can be reduced with little to no impact.

Moderate Impact - reductions reflect an impact to operations and/or services.

Significant Impact - reductions will have a direct impact on operations and services.

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REDUCE THE ADMINISTRATIVE SERVICES		
ONLY CONTRACT FOR HEALTH INSURANCE		33V0580
SPECIAL CATEGORIES		100000
ASO CONTRACT/HEALTH INS		101520
STATE EMPLOY HEALTH INS TF -STATE	6,200,000-	2668 1
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AGENCY ISSUE NARRATIVE:

SCH VIIIIB-2 NARR 20-21 NARRATIVE: IT COMPONENT? NO  
 ISSUE TITLE: Reduce the Administrative Service Only Contract for Health Insurance

SUMMARY:

The Department of Management Services (department), Division of State Group Insurance (division) proposes a reduction of (\$6,200,000) in the Insurance Benefits Administration budget entity from the Administrative Services Only (ASO) Contract for Health Insurance category within the State Employees Health Insurance Trust Fund.

WHAT IS THE IMPACT OF TAKING THIS REDUCTION?

Based on contracted fees and projected plan enrollment, the estimated ASO Fee for Fiscal Year 2018-19 is \$47.5 million.



COL A10		
SCH VIIIIB-2		
REDUCTIONS		
POS	AMOUNT	CODES
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MANAGEMENT SRVCS, DEPT OF		72000000
WORKFORCE PROGRAMS		72750000
<u>PGM: INS BENEFITS ADMIN</u>		72750200
GOV OPERATIONS/SUPPORT		16
<u>GOVERNMENTAL OPERATIONS</u>		<u>1601.00.00.00</u>
PROGRAM REDUCTIONS		33V0000
REDUCE THE ADMINISTRATIVE SERVICES		
ONLY CONTRACT FOR HEALTH INSURANCE		33V0580

To meet this reduction of \$6,200,000, the contracted ASO fee will have to be drastically reduced. This fee is based on a per contract per month fee. Since the ASO fee was recently negotiated and is considered a highly competitive rate, additional price concessions may necessitate a reduction in services. Contracted services include claims processing, customer service, network access, utilization and benefits management, and cost containment programs. All but the last service type (cost containment programs) are necessary for basic plan administration. However, eliminating cost containment programs is expected to result in a net increase in medical claims costs. A reduction of service level performance guarantees (i.e., service provider staff reductions) could yield a small adjustment to the ASO fee which may result in claims processing errors and increased member appeals, both costly to the program. Overall, contracted services are designed to provide basic plan administration and prevent unnecessary claims costs. Medical claims costs are projected to be \$1.5 billion for Fiscal Year 2018-19.

The ASO contract allows the service provider to terminate the contract upon 45 days' notice if the state fails to appropriate, for any fiscal year, sufficient funds for the department to perform its obligations under the contract. A reduction in the ASO fee would impact services currently provided to all Plan participants and would result in a breach of contract and constitute an "Event of Default" on the part of the department. To avoid a termination for non-appropriation, the department would first choose to request specific reductions in contract services in exchange for an equitable price reduction. Further analysis and future contract negotiations with the service providers will be necessary to determine which contracted services to eliminate or modify.

As a result of this impact, the department has ranked this reduction at 25 of 27 and ranks its level of impact as a Significant Impact.

The department has proposed 27 reductions and has ranked them from one to twenty-seven with one having the lowest impact to twenty-seven having the largest impact on operations and services. In addition, the department has ranked its proposed reductions with three levels of impact:

Minimal Impact - reductions reflect cost savings and/or efficiencies that can be reduced with little to no impact.

Moderate Impact - reductions reflect an impact to operations and/or services.

Significant Impact - reductions will have a direct impact on operations and services.

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COL A10		
SCH VIIIIB-2		
REDUCTIONS		
POS	AMOUNT	CODES
MANAGEMENT SRVCS, DEPT OF		72000000
WORKFORCE PROGRAMS		72750000
<u>PGM: INS BENEFITS ADMIN</u>		72750200
GOV OPERATIONS/SUPPORT		16
<u>GOVERNMENTAL OPERATIONS</u>		<u>1601.00.00.00</u>
PROGRAM REDUCTIONS		33V0000
REDUCE CONTRACTED LEGAL SERVICES		33V0620
SPECIAL CATEGORIES		100000
CONTRACTED LEGAL SERVICES		103884
STATE EMPLOY HEALTH INS TRF -STATE	300,000-	2668 1
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AGENCY ISSUE NARRATIVE:

SCH VIIIIB-2 NARR 20-21 NARRATIVE:

IT COMPONENT? NO

ISSUE TITLE: Reduction in Contracted Legal Services

SUMMARY:

The Department of Management Services (department), Division of State Group Insurance (division) proposes a reduction of (\$300,000) from the Contracted Legal Services appropriation category within the State Employees Health Insurance Trust Fund.

WHAT IS THE IMPACT OF TAKING THIS REDUCTION:

This proposed reduction would severely impact the division's ability to use outside expertise for legal advice and representation required to assist in assuring compliance with federal laws and regulations relating to cafeteria plans under the Internal Revenue Code, responding to anticipated legal challenges from bid protests, and other issues related to state employee benefit plans and programs.

As a result of this impact, the department has ranked this reduction at 19 of 27 and ranks its level of impact as a Significant Impact.

The department has proposed 27 reductions and has ranked them from one to twenty-seven with one having the lowest impact to twenty-seven having the largest impact on operations and services. In addition, the department has ranked its proposed reductions with three levels of impact:

Minimal Impact - reductions reflect cost savings and/or efficiencies that can be reduced with little to no impact.

Moderate Impact - reductions reflect an impact to operations and/or services.

Significant Impact - reductions will have a direct impact on operations and services.

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COL A10		
SCH VIIIIB-2		
REDUCTIONS		
POS	AMOUNT	CODES
MANAGEMENT SRVCS, DEPT OF		72000000
WORKFORCE PROGRAMS		72750000
<u>PGM: INS BENEFITS ADMIN</u>		72750200
GOV OPERATIONS/SUPPORT		16
<u>GOVERNMENTAL OPERATIONS</u>		<u>1601.00.00.00</u>
STATE FUNDING REDUCTIONS		33000000
REDUCE PRESCRIPTION DRUG CLAIMS		
ADMINISTRATION APPROPRIATION		
CATEGORY		3300030
SPECIAL CATEGORIES		100000
PRESCRIPTION DRUG CLMS AD		101530
STATE EMPLOY HEALTH INS TF -STATE	232,257-	2668 1

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AGENCY ISSUE NARRATIVE:

SCH VIIIIB-2 NARR 20-21 NARRATIVE: IT COMPONENT? NO

ISSUE TITLE: Reduction in Prescription Drug Claims Administration

SUMMARY:

The Department of Management Services (department), Division of State Group Insurance (division) proposes a reduction of (\$232,257) from the Prescription Drug Claims Administration appropriation category within the State Employees Health Insurance Trust Fund.

WHAT IS THE IMPACT OF TAKING THIS REDUCTION:

Based on contracted fees and projected program enrollment, the projected Prescription Drug Claims administration fees for Fiscal Year 2020-21 is \$4.3 million. To meet this proposed reduction, approximately 31 percent of the current members enrolled in a Medicare tier self-insured plan would need to switch their enrollment to Medicare Advantage Plan. Given the uncertainty of the number of members who will opt to enroll in a Medicare Advantage Plan, a reduction in these fees would severely impact services currently provided to all Plan participants and may result in a breach of contract and constitute an "Event of Default" on the part of the department. Since these fees were recently negotiated and it is considered a highly competitive rate, additional price concessions will necessitate a reduction in services to our members. The proposed cut would have a catastrophic effect on the state employee prescription drug program as well as the department. Should the necessary transition of 31 percent of current members from the new Medicare Advantage Program not materialize to meet this proposed reduction, the department would find itself in a deficit without the ability to cure through a budget amendment or transfer of funds from another source. A reduction of services to Plan members or potential breach of contract may be the potential result.

As a result of this impact, the department has ranked this reduction at 23 of 27 and ranks its level of impact as a Significant Impact.

The department has proposed 27 reductions and has ranked them from one to twenty-seven with one having the lowest impact to twenty-seven having the largest impact on operations and services. In addition, the department has ranked its proposed reductions with three levels of impact:

Minimal Impact - reductions reflect cost savings and/or efficiencies that can be reduced with little to no impact.

COL A10		
SCH VIIIIB-2		
REDUCTIONS		
POS	AMOUNT	CODES
		72000000
		72750000
		72750200
		16
		<u>1601.00.00.00</u>
		3300000
		3300030

MANAGEMENT SRVCS, DEPT OF  
 WORKFORCE PROGRAMS  
PGM: INS BENEFITS ADMIN  
 GOV OPERATIONS/SUPPORT  
GOVERNMENTAL OPERATIONS  
 STATE FUNDING REDUCTIONS  
 REDUCE PRESCRIPTION DRUG CLAIMS  
 ADMINISTRATION APPROPRIATION  
 CATEGORY

72000000  
 72750000  
 72750200  
 16  
1601.00.00.00  
 3300000  
  
 3300030

Moderate Impact - reductions reflect an impact to operations and/or services.

Significant Impact - reductions will have a direct impact on operations and services.

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TOTAL: GOVERNMENTAL OPERATIONS		<u>1601.00.00.00</u>
BY FUND TYPE		
TRUST FUNDS.....	6,882,257-	2000
	=====	

<u>PGM: RETIRE BENEFITS ADMIN</u>		72750300
GOV OPERATIONS/SUPPORT		16
<u>GOVERNMENTAL OPERATIONS</u>		<u>1601.00.00.00</u>
PROGRAM REDUCTIONS		33V0000
REDUCE INFORMATION TECHNOLOGY		
DIVISION OF RETIREMENT		33V0240
SPECIAL CATEGORIES		100000
CONTRACTED SERVICES		100777
OPERATING TRUST FUND	-STATE 1,016,306-	2510 1
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AGENCY ISSUE NARRATIVE:

SCH VIIIIB-2 NARR 20-21 NARRATIVE: IT COMPONENT? NO  
 ISSUE TITLE: Information Technology Reductions

SUMMARY:

The Department of Management Services (department), Division of Retirement (division) proposes a reduction of (\$1,016,306) in the Contracted Services category, within the Operating Trust Fund in Information Technology (IT) services for the division.

WHAT IS THE IMPACT OF TAKING THIS REDUCTION?

A reduction in IT services would inhibit the division's ability to continue using an outside IT contractor which will result in greater data security risk, an inability to implement statutorily-required changes, a significant drop in customer service, and put the state at risk of not meeting the retirement needs to over one million customers.

As a result of this impact, the department has ranked this reduction at 27 of 27 and ranks its level of impact as a

COL A10		
SCH VIIIIB-2		
REDUCTIONS		
POS	AMOUNT	CODES
		72000000
		72750000
		72750300
		16
		<u>1601.00.00.00</u>
		33V0000
		33V0240

MANAGEMENT SRVCS, DEPT OF  
 WORKFORCE PROGRAMS  
PGM: RETIRE BENEFITS ADMIN  
 GOV OPERATIONS/SUPPORT  
GOVERNMENTAL OPERATIONS  
 PROGRAM REDUCTIONS  
 REDUCE INFORMATION TECHNOLOGY  
 DIVISION OF RETIREMENT

Significant Impact.

The department has proposed 27 reductions and has ranked them from one to twenty-seven with one having the lowest impact to twenty-seven having the largest impact on operations and services. In addition, the department has ranked its proposed reductions with three levels of impact:

Minimal Impact - reductions reflect cost savings and/or efficiencies that can be reduced with little to no impact.

Moderate Impact - reductions reflect an impact to operations and/or services.

Significant Impact - reductions will have a direct impact on operations and services.

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REDUCE ACTUARIAL SERVICES			33V0920
SPECIAL CATEGORIES			100000
CONTRACTED SERVICES			100777
GENERAL REVENUE FUND	-STATE	65,500-	1000 1
OPERATING TRUST FUND	-STATE	850,000-	2510 1
POL/FIREMEN PREMIUM TAX TF	-STATE	215,250-	2532 1
RET HLTH INS SUBSIDY TF	-STATE	40,000-	2583 1
TOTAL APPRO.....		1,170,750-	

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AGENCY ISSUE NARRATIVE:

SCH VIIIIB-2 NARR 20-21 NARRATIVE:

IT COMPONENT? NO

ISSUE TITLE: Reduce Actuarial Services

SUMMARY:

The Department of Management Services (department), Division of Retirement (division), proposes a reduction of (\$1,170,750) in actuarial services contracted in the Retirement Benefits Administration budget entity within various funds.

WHAT IS THE IMPACT OF TAKING THIS REDUCTION:

The reduction to this category would eliminate the division's ability to conduct special actuarial studies which may be requested by the legislature related to proposed or enacted retirement program changes and could eliminate funding for

COL A10		
SCH VIIIIB-2		
REDUCTIONS		
POS	AMOUNT	CODES
MANAGEMENT SRVCS, DEPT OF		72000000
WORKFORCE PROGRAMS		72750000
<u>PGM: RETIRE BENEFITS ADMIN</u>		72750300
GOV OPERATIONS/SUPPORT		16
<u>GOVERNMENTAL OPERATIONS</u>		<u>1601.00.00.00</u>
PROGRAM REDUCTIONS		33V0000
REDUCE ACTUARIAL SERVICES		33V0920

the Florida Retirement System (FRS) Experience Study. If the entire appropriation were eliminated the Secretary, as fiduciary to the FRS Pension Plan and other state administered retirement plans administered by the department, would be in breach of his fiduciary duties. The FRS Valuation and blended rate study, the pension liability valuations and schedules, and the membership transfers between the two primary plans of the FRS as required by Statute, would need to be funded by a Budget Amendment. Failure to produce actuarially determined contribution rates could affect the bond rating for the State of Florida if the bonding agencies view the change as a trend. Failure to produce pension financial statements that are compliant with generally accepted accounting principles (GAAP) means that the State of Florida and all other public employers' financial statements could not comply with the Governmental Accounting Standards Board (GASB) requirements creating a basis for a qualified audit opinion that could result in public employers being unable to rely upon their financial statements for bonding, federal reporting, and other requirements. Finally, this reduction would impact the ability of the division to review all Local Government Plans every three years as required by statute.

As a result of this impact, the department has ranked this reduction at 14 of 27 and ranks its level of impact as a Significant Impact.

The department has proposed 27 reductions and has ranked them from one to twenty-seven with one having the lowest impact to twenty-seven having the largest impact on operations and services. In addition, the department has ranked its proposed reductions with three levels of impact:

Minimal Impact - reductions reflect cost savings and/or efficiencies that can be reduced with little to no impact.

Moderate Impact - reductions reflect an impact to operations and/or services.

Significant Impact - reductions will have a direct impact on operations and services.

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TOTAL: GOVERNMENTAL OPERATIONS		<u>1601.00.00.00</u>
BY FUND TYPE		
GENERAL REVENUE FUND	65,500-	1000
TRUST FUNDS	2,121,556-	2000
	-----	
TOTAL PROG COMP.....	2,187,056-	
	=====	

COL A10		
SCH VIIIIB-2		
REDUCTIONS		
POS	AMOUNT	CODES
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MANAGEMENT SRVCS, DEPT OF		72000000
WORKFORCE PROGRAMS		72750000
<u>PRG: ST PERSON POLICY ADMN</u>		72750400
GOV OPERATIONS/SUPPORT		16
<u>GOVERNMENTAL OPERATIONS</u>		<u>1601.00.00.00</u>
PROGRAM REDUCTIONS		33V0000
REDUCE OPERATING BUDGET FOR HUMAN		
RESOURCE MANAGEMENT		33V0990
EXPENSES		040000
STATE PERSONNEL SYSTEM TF -STATE	28,956-	2678 1
	=====	
SPECIAL CATEGORIES		100000
CONTRACTED SERVICES		100777
STATE PERSONNEL SYSTEM TF -STATE	18,834-	2678 1
	=====	
CONTRACTED LEGAL SERVICES		103884
STATE PERSONNEL SYSTEM TF -STATE	100,000-	2678 1
	=====	
TOTAL: REDUCE OPERATING BUDGET FOR HUMAN		33V0990
RESOURCE MANAGEMENT		
TOTAL ISSUE.....	147,790-	
	=====	

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AGENCY ISSUE NARRATIVE:

SCH VIIIIB-2 NARR 20-21 NARRATIVE:

IT COMPONENT? NO

ISSUE TITLE: Reduction of Operating Budget for the Division of Human Resources Management

SUMMARY:

The Department of Management Services (department), Division of Human Resource Management (division), proposes a reduction of \$147,790 in the State Personnel Policy Administration budget entity within the State Personnel System Trust Fund. The reductions include \$100,000 in the Contracted Legal Services category, \$28,956 in the Expenses category, and \$18,834 in the Contracted Services category.

WHAT IS THE IMPACT OF TAKING THIS REDUCTION:

The Contracted Legal Services category appropriation is currently \$100,000. Implementing this reduction would eliminate this appropriation in its entirety. A budget amendment will be required to fund the contracts for legal services. These functions are governed by sections 20.22(3) and 287.059, and Chapters 110 and 447, Florida Statutes. This recurring reduction would negatively impact the state if the legal requirements are not properly met as required by statute.

The Expense category appropriation is currently \$118,741. Implementing a reduction of \$28,956 will drastically impact delivery of the program services, as almost 50 percent of the appropriation is allocated for office rent. With such a large overall category reduction, the division would be unable to sustain or further improve our current level of

COL A10		
SCH VIIIIB-2		
REDUCTIONS		
POS	AMOUNT	CODES
MANAGEMENT SRVCS, DEPT OF		72000000
WORKFORCE PROGRAMS		72750000
<u>PRG: ST PERSON POLICY ADMN</u>		72750400
GOV OPERATIONS/SUPPORT		16
<u>GOVERNMENTAL OPERATIONS</u>		<u>1601.00.00.00</u>
PROGRAM REDUCTIONS		33V0000
REDUCE OPERATING BUDGET FOR HUMAN		
RESOURCE MANAGEMENT		33V0990

services in providing human resource policies, practices and strategies, strategic expertise on human resource issues, training and development opportunities for the SPS agency's human resource personnel, productivity improvements and enhancements to human resource technological applications. These products and services are provided to ensure a lawful, efficient and effective human resource infrastructure.

The Contracted Services category appropriation is currently \$22,576. Implementing a reduction of \$18,834 will drastically impact delivery of the program services, as the remaining \$3,742 will only cover basic costs related to the department's website, building security, and interpreter services. This reduction would eliminate the division's ability to obtain any outside contractual services to assist with emerging HR policy issues. This will result in the division's inability to be timely and responsive to key stakeholder inquiries and needs. This recurring reduction would have a statutory impact if policy issues are not properly addressed or administered by agencies.

As a result of this impact, the department has ranked this reduction at 15 of 27 and ranks its level of impact as a Significant Impact.

The department has proposed 27 reductions and ranked them from one to twenty-seven with one having the lowest impact and twenty-seven having the largest impact on operations and services. In addition, the department has ranked the proposed reductions with three levels of impact:

Minimal Impact - reductions reflect cost savings and/or efficiencies that can be reduced with little to no impact.

Moderate Impact - reductions reflect an impact to operations and/or services.

Significant Impact - reductions will have a direct impact on operations and services.

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TOTAL: GOVERNMENTAL OPERATIONS		<u>1601.00.00.00</u>
BY FUND TYPE		
TRUST FUNDS.....	147,790-	2000
=====		



COL A10		
SCH VIIIIB-2		
REDUCTIONS		
POS	AMOUNT	CODES
MANAGEMENT SRVCS, DEPT OF		72000000
WORKFORCE PROGRAMS		72750000
<u>PRG: PEOPLE FIRST</u>		72750500
GOV OPERATIONS/SUPPORT		16
<u>GOVERNMENTAL OPERATIONS</u>		<u>1601.00.00.00</u>
PROGRAM REDUCTIONS		33V0000
REDUCTION IN PEOPLE FIRST CONTRACT		
SERVICES		33V0710
SPECIAL CATEGORIES		100000
HUMAN RES SVC/STW CONTRACT		107080
STATE PERSONNEL SYSTEM TF -STATE	3,328,146-	2678 1

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AGENCY ISSUE NARRATIVE:

SCH VIIIIB-2 NARR 20-21 NARRATIVE:

IT COMPONENT? NO

ISSUE TITLE: People First Contract Cost and Services Reduction

SUMMARY:

The Department of Management Services (department), People First Team (team) proposes a reduction of (\$3,328,146) from the Human Resource Services/Statewide Contract Appropriation Category in the People First budget entity within the State Personnel System Trust Fund. This will reduce the annual payment for the People First contract which may result in a reduction of services or contract termination.

WHAT IS THE IMPACT OF TAKING THIS REDUCTION:

The proposed \$3,328,146 will either result in a reduction of services or contract termination. Section 7.2.3 of the People First contract allows either party to terminate the contract within 60 days' notice if the state fails to appropriate for any fiscal year sufficient funds for the department to perform its obligations under the contract. A 60-day termination notice would leave the department and over 232,000 system users in an untenable position to maintain a very complex enterprise-wide HRIS and associated services. The department estimates between 12 and 18 months to effectively transition to a new service provider.

To avoid a termination for non-appropriation, the department would first choose to request specific reductions in contract services and deliverables in exchange for an equitable price reduction. A preliminary analysis of contract services to eliminate or modify did not provide or identify the cost reductions necessary to reach the ten percent request. Further analysis and future contract negotiations with the service provider, EAP vendor, and IV&V consultant will be necessary to determine which contract services to eliminate or modify. Recent surveys indicate a significant improvement in customer satisfaction since 2007. But eliminating or modifying system enhancements, services, or performance metrics would result in a significant drop in customer service, and put the state at risk of not meeting the human resource needs of its customers.

As a result of this impact, the department has ranked this reduction at 24 of 27 and ranks its level of impact as a Significant Impact.

The department has proposed 27 reductions and ranked them from one to twenty-seven with one having the lowest impact and twenty-seven having the largest impact on operations and services. In addition, the department has ranked the proposed reductions with three levels of impact:

COL A10		
SCH VIIIIB-2		
REDUCTIONS		
POS	AMOUNT	CODES
MANAGEMENT SRVCS, DEPT OF		72000000
WORKFORCE PROGRAMS		72750000
<u>PRG: PEOPLE FIRST</u>		72750500
GOV OPERATIONS/SUPPORT		16
<u>GOVERNMENTAL OPERATIONS</u>		<u>1601.00.00.00</u>
PROGRAM REDUCTIONS		33V0000
REDUCTION IN PEOPLE FIRST CONTRACT		
SERVICES		33V0710

Minimal Impact - reductions reflect cost savings and/or efficiencies that can be reduced with little to no impact.

Moderate Impact - reductions reflect an impact to operations and/or services.

Significant Impact - reductions will have a direct impact on operations and services.

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REDUCE PEOPLE FIRST OPERATING		
EXPENDITURES		33V0750
EXPENSES		040000
STATE PERSONNEL SYSTEM TF -STATE	10,000-	2678 1
	=====	
OPERATING CAPITAL OUTLAY		060000
STATE PERSONNEL SYSTEM TF -STATE	1,500-	2678 1
	=====	
SPECIAL CATEGORIES		100000
CONTRACTED SERVICES		100777
STATE PERSONNEL SYSTEM TF -STATE	19,350-	2678 1
	=====	
TOTAL: REDUCE PEOPLE FIRST OPERATING		33V0750
EXPENDITURES		
TOTAL ISSUE.....	30,850-	
	=====	

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AGENCY ISSUE NARRATIVE:

SCH VIIIIB-2 NARR 20-21 NARRATIVE:

IT COMPONENT? NO

ISSUE TITLE: Reduction of People First Operations

SUMMARY:

The Department of Management Services (department), People First Team (team) proposes a total reduction of (\$30,850) of which \$19,350 is from Contracted Services, \$1,500 from Operating Capital Outlay, and \$10,000 from Expenses. This

COL A10		
SCH VIIIB-2		
REDUCTIONS		
POS	AMOUNT	CODES
MANAGEMENT SRVCS, DEPT OF		72000000
WORKFORCE PROGRAMS		72750000
<u>PRG: PEOPLE FIRST</u>		72750500
GOV OPERATIONS/SUPPORT		16
<u>GOVERNMENTAL OPERATIONS</u>		<u>1601.00.00.00</u>
PROGRAM REDUCTIONS		33V0000
REDUCE PEOPLE FIRST OPERATING		
EXPENDITURES		33V0750

reduction will impact the team's ability to move forward with overseeing critical project planning activities associated with the major system projects that will be deployed over the next few years as well as overseeing service provider performance and contract compliance.

WHAT IS THE IMPACT OF TAKING THIS REDUCTION:

This reduction of \$30,850 would cause a disruption in the delivery of services to job applicants and to all 232,000 users of the People First system. People First users include state agencies, State Courts System, Justice Administrative Commission, Lottery, Legislature, University System, and state retirees. The team is already minimally staffed, and since 2007, the team staffing number has been reduced by 32 percent. Further staff reductions (through a reduction to the Salary and Benefits Category) would hamper the team's ability to effectively provide service provider oversight, manage major system projects, and coordinate insurance benefits open enrollment.

A budgetary reduction to the contract and expense categories would lessen the team's ability to remain current with the latest technological advances to the underlying software (SAP). The reduction would also not allow for crucial travel to perform vendor oversight activities (data center, service center, and subcontractor data security and contract compliance reviews). In addition, a reduction would lessen the team's ability to keep current with the Project Management Professional and Florida Certified Contract Manager and Negotiation certifications, which are crucial.

As a result of this impact, the department has ranked this reduction at 16 of 27 and ranks its level of impact as a Significant Impact.

The department has proposed 27 reductions and ranked them from one to twenty-seven with one having the lowest impact and twenty-seven having the largest impact on operations and services. In addition, the department has ranked the proposed reductions with three levels of impact:

Minimal Impact - reductions reflect cost savings and/or efficiencies that can be reduced with little to no impact.

Moderate Impact - reductions reflect an impact to operations and/or services.

Significant Impact - reductions will have a direct impact on operations and services.

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TOTAL: GOVERNMENTAL OPERATIONS		<u>1601.00.00.00</u>
BY FUND TYPE		
TRUST FUNDS.....	3,358,996-	2000
	=====	

COL A10			
SCH VIIIIB-2			
REDUCTIONS			
POS	AMOUNT		CODES
MANAGEMENT SRVCS, DEPT OF			72000000
PGM: TECHNOLOGY PROGRAM			72900000
<u>TELECOMMUNICATIONS SVCS</u>			72900100
GOV OPERATIONS/SUPPORT			16
<u>INFORMATION TECHNOLOGY</u>			<u>1603.00.00.00</u>
PROGRAM REDUCTIONS			33V0000
REDUCE CONTRACTED LEGAL SERVICES			33V0620
SPECIAL CATEGORIES			100000
CONTRACTED LEGAL SERVICES			103884
WIRELESS COMM E911 TF	-STATE	25,000-	2344 1
		=====	

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AGENCY ISSUE NARRATIVE:

SCH VIIIIB-2 NARR 20-21 NARRATIVE: IT COMPONENT? YES

ISSUE TITLE: Reduction of Telecommunications Contracted Legal Services

SUMMARY:

The Department of Management Services (department), Division of State Technology (division) proposes a reduction of (\$25,000) in the Telecommunications Services budget entity in the Contracted Legal Services category within the Emergency Communications E911 System Trust Fund.

WHAT IS THE IMPACT OF TAKING THIS REDUCTION?

In the event any future lawsuits should arise, the department would have to rely on the departments' Office of General Counsel, creating a significant increase in workload. The Florida E911 Board, as established in section 365.172, Florida Statutes has the same power as a corporate body, and is authorized in subsection 6 (a) and 8 to secure the services of an independent, private attorney. The law states that the E911 Board may sue and be sued, and appear and defend in all actions and proceedings, in its corporate name to the same extent as a natural person. The E911 Board deals with a number of issues which may require the services of an independent attorney. However, in the past few years, the E911 Board has not required extensive legal intervention. If this reduction is taken, the E911 Board would be left without the proper funding to defend any legal actions brought forward, and would be dependent on the department's General Counsel's office to handle new caseloads.

As a result of this impact, the department has ranked this reduction at 3 of 27 and ranks its level of impact as a Minimal Impact.

The department has proposed 27 reductions and ranked them from one to twenty-seven with one having the lowest impact and twenty-seven having the largest impact on operations and services. In addition, the department has ranked the proposed reductions with three levels of impact:

Minimal Impact - reductions reflect cost savings and/or efficiencies that can be reduced with little to no impact.

Moderate Impact - reductions reflect an impact to operations and/or services.

Significant Impact - reductions will have a direct impact on operations and services.

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COL A10		
SCH VIIIIB-2		
REDUCTIONS		
POS	AMOUNT	CODES
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MANAGEMENT SRVCS, DEPT OF		72000000
PGM: TECHNOLOGY PROGRAM		72900000
<u>WIRELESS SERVICES</u>		72900200
GOV OPERATIONS/SUPPORT		16
<u>INFORMATION TECHNOLOGY</u>		<u>1603.00.00.00</u>
PROGRAM REDUCTIONS		33V0000
REDUCE STATEWIDE LAW ENFORCEMENT		
RADIO CONTRACT		33V0640
SPECIAL CATEGORIES		100000
SW LAW ENF RADIO CONTR PMT		104486
LAW ENFORCEMENT RADIO TF -STATE	3,300,000-	2432 1
	=====	

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AGENCY ISSUE NARRATIVE:

SCH VIIIIB-2 NARR 20-21 NARRATIVE: IT COMPONENT? YES  
 ISSUE TITLE: Reduce Statewide Law Enforcement Radio System Contract

SUMMARY:

The Department of Management Services (department), Division of Telecommunications (division) proposes a reduction of (\$3,300,000) in the Wireless Services budget entity in the Statewide Law Enforcement Radio System Contract Payments Category within the Statewide Law Enforcement Radio System (SLERS) Trust Fund.

WHAT IS THE IMPACT OF TAKING THIS REDUCTION?

When the revenue falls short of the budget authority, excess budget authority in the category established for payments results. A reduction in budget authority alone would not constitute an "Event of Non-Appropriation" nor would it constitute an "Event of Default" under the contract.

If, however, achieving this budget reduction includes a sweep of the cash generated to fund this contract, the result would negatively impact state and local law enforcement agencies. The department's options would include reducing current levels of service or contract termination. Section 7.4 of the SLERS contract allows the department to terminate the contract upon 30 days' notice in the event the state fails to appropriate sufficient funds for the payments due in the succeeding fiscal year. A 30-day termination notice would leave the state (23 state law enforcement agencies and 43 local public safety entities) without a statewide radio communication system. The department projects that the development of an Invitation To Negotiate and the ensuing procurement process would take up to 48 months, or more.

To avoid a termination for non-appropriation, the department would first choose to request specific reductions in service levels in exchange for an equitable price reduction. Further analysis and future contract negotiations with the service provider will be necessary to determine which services or service levels to eliminate or modify. This is an incredibly sensitive issue as any reduction in service levels associated with the Statewide Law Enforcement Radio Communication System could absolutely endanger the safety of state and local law enforcement, local emergency responders, as well as the citizens of Florida.

Please note that the current contract requires mobile radio (i.e. vehicle mounted) coverage in 98 percent of the state and portable radio (i.e. handheld) coverage in defined areas of the state, leaving more than 1,000 square miles of the state currently without mobile radio coverage and more than 11,000 square miles of the state currently without portable radio coverage.

COL A10		
SCH VIIIIB-2		
REDUCTIONS		
POS	AMOUNT	CODES
		72000000
		72900000
		72900200
		16
		<u>1603.00.00.00</u>
		33V0000
		33V0640

MANAGEMENT SRVCS, DEPT OF  
 PGM: TECHNOLOGY PROGRAM  
WIRELESS SERVICES  
GOV OPERATIONS/SUPPORT  
INFORMATION TECHNOLOGY  
 PROGRAM REDUCTIONS  
 REDUCE STATEWIDE LAW ENFORCEMENT  
 RADIO CONTRACT

72000000  
 72900000  
 72900200  
 16  
1603.00.00.00  
 33V0000  
 33V0640

As a result of this impact, the department has ranked this reduction at 21 of 27 and ranks its level of impact as a Significant Impact.

The department has proposed 27 reductions and ranked them from one to twenty-seven with one having the lowest impact and twenty-seven having the largest impact on operations and services. In addition, the department has ranked the proposed reductions with three levels of impact:

Minimal Impact - reductions reflect cost savings and/or efficiencies that can be reduced with little to no impact.

Moderate Impact - reductions reflect an impact to operations and/or services.

Significant Impact - reductions will have a direct impact on operations and services.

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STATE DATA CENTER  
GOV OPERATIONS/SUPPORT  
INFORMATION TECHNOLOGY  
 PROGRAM REDUCTIONS  
 REDUCE CONTRACTED SERVICES  
 SPECIAL CATEGORIES  
 CONTRACTED SERVICES

72900600  
 16  
1603.00.00.00  
 33V0000  
 33V0820  
 100000  
 100777

WORKING CAPITAL TRUST FUND-STATE 1,081,258-  
 =====

2792 1

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AGENCY ISSUE NARRATIVE:

SCH VIIIIB-2 NARR 20-21 NARRATIVE:

IT COMPONENT? YES

ISSUE TITLE: Reduction in Hardware and Software Maintenance - State Data Center

SUMMARY:

The Department of Management Services (department), Division of State Technology (division) proposes a reduction of (\$1,081,258) in the Contracted Services appropriation category in the State Data Center (SDC) budget entity within the Working Capital Trust Fund. This issue would reduce budget authority for hardware and software maintenance that is used to support agency customers' hardware and software needs.

WHAT IS THE IMPACT OF TAKING THIS REDUCTION?

COL A10		
SCH VIIIIB-2		
REDUCTIONS		
POS	AMOUNT	CODES
MANAGEMENT SRVCS, DEPT OF		72000000
PGM: TECHNOLOGY PROGRAM		72900000
STATE DATA CENTER		72900600
GOV OPERATIONS/SUPPORT		16
INFORMATION TECHNOLOGY		1603.00.00.00
PROGRAM REDUCTIONS		33V0000
REDUCE CONTRACTED SERVICES		33V0820

In the event of hardware or software failure (and without hardware and software maintenance), the SDC would be unable to support those failed hardware and software components that provide critical services, including information technology Security Services, to customer agencies and Florida citizens. If hardware was to fail, the SDC would not have sufficient funding to repair the equipment; thus, the state agency services provided by the hardware would stop until repairs or replacements could be accommodated. Repairs or replacements could take a year or more depending on when the hardware failed and based on the state's appropriation cycle. If software maintenance is not maintained, SDC services (including security services) are either cancelled or services jeopardized if not maintained.

As a result of this impact, the department has ranked this reduction at 17 of 27 and ranks its level of impact as a Significant Impact.

The department has proposed 27 reductions and ranked them from one to twenty-seven with one having the lowest impact and twenty-seven having the largest impact on operations and services. In addition, the department has ranked the proposed reductions with three levels of impact:

Minimal Impact - reductions reflect cost savings and/or efficiencies that can be reduced with little to no impact.

Moderate Impact - reductions reflect an impact to operations and/or services.

Significant Impact - reductions will have a direct impact on operations and services.

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ELIMINATE DISASTER RECOVERY SERVICES		33V1120
SPECIAL CATEGORIES		100000
DISASTER RECOVERY SERVICE		105300
WORKING CAPITAL TRUST FUND-STATE	4,000,537-	2792 1
	=====	

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AGENCY ISSUE NARRATIVE:

SCH VIIIIB-2 NARR 20-21 NARRATIVE:

IT COMPONENT? YES

ISSUE TITLE: Eliminate Disaster Recovery Services

SUMMARY:

The Department of Management Services (department), Division of State Technology (division) proposes a reduction of (\$4,000,537) in the Disaster Recovery Service category in the State Data Center (SDC) budget entity within the Working Capital Trust Fund. This reduction would eliminate Disaster Recovery (DR) Services currently provided by the department.

COL A10		
SCH VIIIIB-2		
REDUCTIONS		
POS	AMOUNT	CODES
		72000000
		72900000
		72900600
		16
		<u>1603.00.00.00</u>
		33V0000
		33V1120

MANAGEMENT SRVCS, DEPT OF  
 PGM: TECHNOLOGY PROGRAM  
STATE DATA CENTER  
GOV OPERATIONS/SUPPORT  
INFORMATION TECHNOLOGY  
 PROGRAM REDUCTIONS  
 ELIMINATE DISASTER RECOVERY  
 SERVICES

WHAT IS THE IMPACT OF TAKING THIS REDUCTION?

The State Data Center Disaster Recovery Program enables the recovery or continuation of vital technology infrastructure and systems following a natural or human-induced disaster. While DR services are available to all SDC customers, not all use the services offered. In Fiscal Year 2015-16, four additional agencies were allocated DR funding. Work continues to refine and expand the State Data Center offering, including the underlying technologies, cost recovery model, and support staff. Without this funding, the SDC would no longer be able to provide DR Services for customers.

As a result of this impact, the department has ranked this reduction at 26 of 27 and ranks its level of impact as a Significant Impact.

The department has proposed 27 reductions and ranked them from one to twenty-seven with one having the lowest impact and twenty-seven having the largest impact on operations and services. In addition, the department has ranked the proposed reductions with three levels of impact:

Minimal Impact - reductions reflect cost savings and/or efficiencies that can be reduced with little to no impact.

Moderate Impact - reductions reflect an impact to operations and/or services.

Significant Impact - reductions will have a direct impact on operations and services.

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STATE TECHNOLOGY REORGANIZATION  
 EFFICIENCY REDUCTIONS  
 SALARIES AND BENEFITS

33V1130  
 010000

3.00-  
 WORKING CAPITAL TRUST FUND-STATE 192,832-  
 =====

2792 1

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AGENCY ISSUE NARRATIVE:

SCH VIIIIB-2 NARR 20-21 NARRATIVE: IT COMPONENT? YES  
 ISSUE TITLE: State Technology Reorganization Efficiency Reductions

SUMMARY:

The Department of Management Services (department) requests to reduce three Full-Time Equivalent (FTE) positions and \$192,832 in Salaries and Benefits budget authority from the State Data Center (SDC) budget entity within the Working Capital Trust Fund due to operational efficiencies achieved through the Type 2 Transfer.



COL A10 SCH VIIIIB-2 REDUCTIONS		CODES
POS	AMOUNT	
MANAGEMENT SRVCS, DEPT OF		72000000
PGM: TECHNOLOGY PROGRAM		72900000
STATE DATA CENTER		72900600
GOV OPERATIONS/SUPPORT		16
INFORMATION TECHNOLOGY		1603.00.00.00
PROGRAM REDUCTIONS		33V0000
STATE TECHNOLOGY REORGANIZATION		
EFFICIENCY REDUCTIONS		33V1130

WHAT IS THE IMPACT OF TAKING THIS REDUCTION?

Operations of the SDC will not be negatively impacted as this reduction is an efficiency realized by streamlining the state's technology functions through the Type 2 transfer.

As a result of this impact, the department has ranked this reduction at 4 of 27 and ranks its level of impact as a Minimal Impact.

The department has proposed 27 reductions and ranked them from one to twenty-seven with one having the lowest impact and twenty-seven having the largest impact on operations and services. In addition, the department has ranked the proposed reductions with three levels of impact:

Minimal Impact - reductions reflect cost savings and/or efficiencies that can be reduced with little to no impact.

Moderate Impact - reductions reflect an impact to operations and/or services.

Significant Impact - reductions will have a direct impact on operations and services.

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POSITION DETAIL OF SALARIES AND BENEFITS:

	FTE	BASE RATE	ADDITIVES	BENEFITS	SUBTOTAL	LAPSE %	LAPSED SALARIES AND BENEFITS
A10 - SCH VIIIIB-2 REDUCTIONS							
CHANGES TO CURRENTLY AUTHORIZED POSITIONS							
P101 PROPOSED CLASS CODE							
C1001 001	3.00-					0.00	
TOTALS FOR ISSUE BY FUND	3.00-						

COL A10		
SCH VIIIIB-2		
REDUCTIONS		
POS	AMOUNT	CODES
MANAGEMENT SRVCS, DEPT OF		72000000
PGM: TECHNOLOGY PROGRAM		72900000
STATE DATA CENTER		72900600
GOV OPERATIONS/SUPPORT		16
INFORMATION TECHNOLOGY		1603.00.00.00
PROGRAM REDUCTIONS		33V0000
STATE TECHNOLOGY REORGANIZATION		
EFFICIENCY REDUCTIONS		33V1130

POSITION DETAIL OF SALARIES AND BENEFITS:

FTE	BASE RATE	ADDITIVES	BENEFITS	SUBTOTAL	LAPSE %	LAPSED SALARIES AND BENEFITS
A10 - SCH VIIIIB-2 REDUCTIONS						
CHANGES TO CURRENTLY AUTHORIZED POSITIONS						
OTHER SALARY AMOUNT						
2792 WORKING CAPITAL TRUST FUND						192,832-
						-----
						192,832-
						=====

STATE FUNDING REDUCTIONS	3300000
DECREASE EXCESS BUDGET AUTHORITY	
IN THE DEFERRED PAYMENT COMMODITY	
CONTRACTS	3300760
SPECIAL CATEGORIES	100000
DEFERRED-PAY COM CONTRACTS	105280
WORKING CAPITAL TRUST FUND-STATE	2792 1
1,000,000-	
=====	

AGENCY ISSUE NARRATIVE:

SCH VIIIIB-2 NARR 20-21 NARRATIVE: IT COMPONENT? YES  
 ISSUE TITLE: Reduce the Deferred-Payment Commodity Contract in the State Data Center

SUMMARY:

The Department of Management Services (department), Division of State Technology (division), proposes a reduction of (\$1,000,000) from the Deferred-Payment Commodity Contract appropriation category in the State Data Center (SDC) budget entity within the Working Capital Trust Fund.

WHAT IS THE IMPACT OF TAKING THIS REDUCTION?

This issue would reduce budget authority that is not currently obligated to cover deferred-payment commodity contracts. The excess authority is due to moving in the direction of leasing equipment rather than purchasing equipment under the

COL A10		
SCH VIIIIB-2		
REDUCTIONS		
POS	AMOUNT	CODES
		72000000
		72900000
		72900600
		16
		<u>1603.00.00.00</u>
		3300000
		3300760

MANAGEMENT SRVCS, DEPT OF  
 PGM: TECHNOLOGY PROGRAM  
STATE DATA CENTER  
GOV OPERATIONS/SUPPORT  
INFORMATION TECHNOLOGY  
 STATE FUNDING REDUCTIONS  
 DECREASE EXCESS BUDGET AUTHORITY  
 IN THE DEFERRED PAYMENT COMMODITY  
 CONTRACTS

Consolidated Equipment Finance Program (CEFP).

As a result of this impact, the department has ranked this reduction at 1 of 27 and ranks its level of impact as a Minimal Impact.

The department has proposed 27 reductions and ranked them from one to twenty-seven with one having the lowest impact and twenty-seven having the largest impact on operations and services. In addition, the department has ranked the proposed reductions with three levels of impact:

Minimal Impact - reductions reflect cost savings and/or efficiencies that can be reduced with little to no impact.

Moderate Impact - reductions reflect an impact to operations and/or services.

Significant Impact - reductions will have a direct impact on operations and services.

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REDUCTION IN RESEARCH SERVICES		3301140
SPECIAL CATEGORIES		100000
CONTRACTED SERVICES		100777

WORKING CAPITAL TRUST FUND-STATE	317,677-	2792 1
	=====	

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AGENCY ISSUE NARRATIVE:

SCH VIIIIB-2 NARR 20-21 NARRATIVE:

IT COMPONENT? YES

ISSUE TITLE: Reduction in Contracted Services appropriation category for Training and Research Services

SUMMARY:

The Department of Management Services (department), Division of State Technology (division) proposes a reduction of \$317,677 in the Contracted Services appropriation category in the Office of the State Chief Information Officer budget entity within the Working Capital Trust Fund. This would reduce training and research services provided to the Chief Information Officer and executive leadership which is crucial to overseeing enterprise-wide projects.

WHAT IS THE IMPACT OF TAKING THIS REDUCTION?

Training and research services are a statutorily-required prerequisite for the State Chief Information Officer pursuant to section 20.61, Florida Statutes. Without this training, articles, and research studies, the division would lose access

COL A10		
SCH VIIIIB-2		
REDUCTIONS		
POS	AMOUNT	CODES
MANAGEMENT SRVCS, DEPT OF		72000000
PGM: TECHNOLOGY PROGRAM		72900000
STATE DATA CENTER		72900600
GOV OPERATIONS/SUPPORT		16
INFORMATION TECHNOLOGY		<u>1603.00.00.00</u>
STATE FUNDING REDUCTIONS		3300000
REDUCTION IN RESEARCH SERVICES		3301140

to the Information Technology industry standard in technology and security. This would limit the ability to train staff in current and innovative methods of information technology and keep up-to-date with industry standards.

As a result of this impact, the department has ranked this reduction at 8 of 27 and ranks its level of impact as a Moderate Impact.

The department has proposed 27 reductions and ranked them from one to twenty-seven with one having the lowest impact and twenty-seven having the largest impact on operations and services. In addition, the department has ranked the proposed reductions with three levels of impact:

Minimal Impact - reductions reflect cost savings and/or efficiencies that can be reduced with little to no impact.

Moderate Impact - reductions reflect an impact to operations and/or services.

Significant Impact - reductions will have a direct impact on operations and services.

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TOTAL: INFORMATION TECHNOLOGY		<u>1603.00.00.00</u>
BY FUND TYPE		
TRUST FUNDS.....	3.00- 6,592,304-	2000
	=====	

COL A10		
SCH VIIIIB-2		
REDUCTIONS		
POS	AMOUNT	CODES
MANAGEMENT SRVCS, DEPT OF		72000000
PGM: TECHNOLOGY PROGRAM		72900000
<u>OFFICE OF THE STATE CIO</u>		72900700
GOV OPERATIONS/SUPPORT		16
<u>INFORMATION TECHNOLOGY</u>		<u>1603.00.00.00</u>
STATE FUNDING REDUCTIONS		3300000
REDUCTION IN ADMINISTRATIVE		
OVERHEAD		3300280
SPECIAL CATEGORIES		100000
ADMINISTRATIVE OVERHEAD		105002
WORKING CAPITAL TRUST FUND-STATE	539,243-	2792 1

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AGENCY ISSUE NARRATIVE:

SCH VIIIIB-2 NARR 20-21 NARRATIVE:

IT COMPONENT? YES

ISSUE TITLE: Reduce Administrative Overhead

SUMMARY:

The Department of Management Services (department) requests to eliminate \$539,243 in budget authority from the Administrative Overhead appropriation category in the Office of the State Chief Information Officer budget entity within the Working Capital Trust Fund.

WHAT IS THE IMPACT OF TAKING THIS REDUCTION?

The department assesses the fee for administrative overhead for all the divisions during the third quarter based on actual expenditure data and other data counts from the prior year and requests authority to transfer to the Executive Direction and Support Services budget entity through nonoperating authority. This process will be set into place for the Division of State Technology Fiscal Year 2020-21 in which all budget entities will be assessed with the same methodology. This will provide efficiencies to the process that is justifiable and trackable. There is no negative impact to this reduction.

As a result of this impact, the department has ranked this reduction at 2 of 27 and ranks its level of impact as a Minimal Impact.

The department has proposed 27 reductions and ranked them from one to twenty-seven with one having the lowest impact and twenty-seven having the largest impact on operations and services. In addition, the department has ranked the proposed reductions with three levels of impact:

Minimal Impact - reductions reflect cost savings and/or efficiencies that can be reduced with little to no impact.

Moderate Impact - reductions reflect an impact to operations and/or services.

Significant Impact - reductions will have a direct impact on operations and services.

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		COL A10		
		SCH VIIIIB-2		
		REDUCTIONS		
POS		AMOUNT		CODES
-----				
MANAGEMENT SRVCS, DEPT OF				72000000
PGM: PERC				72920000
<u>PUBLIC EMPLOYEES RELATIONS</u>				72920100
ECONOMIC OPPORTUNITIES				11
<u>WORKFORCE SERVICES</u>				<u>1102.00.00.00</u>
STATE FUNDING REDUCTIONS				3300000
REDUCE PUBLIC EMPLOYEES RELATIONS				
COMMISSION				3308060
OTHER PERSONAL SERVICES				030000
GENERAL REVENUE FUND -STATE		128,234-		1000 1
PERC TRUST FUND -STATE		39,803-		2558 1
TOTAL APPRO.....		168,037-		
		=====		
EXPENSES				040000
GENERAL REVENUE FUND -STATE		4,400-		1000 1
PERC TRUST FUND -STATE		126,558-		2558 1
TOTAL APPRO.....		130,958-		
		=====		
OPERATING CAPITAL OUTLAY				060000
GENERAL REVENUE FUND -STATE		18,000-		1000 1
		=====		
SPECIAL CATEGORIES				100000
CONTRACTED SERVICES				100777
GENERAL REVENUE FUND -STATE		25,000-		1000 1
PERC TRUST FUND -STATE		10,000-		2558 1
TOTAL APPRO.....		35,000-		
		=====		
TOTAL: REDUCE PUBLIC EMPLOYEES RELATIONS				3308060
COMMISSION				
TOTAL ISSUE.....		351,995-		
		=====		

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AGENCY ISSUE NARRATIVE:

SCH VIIIIB-2 NARR 20-21 NARRATIVE:

IT COMPONENT? NO

ISSUE TITLE: Reduce Operating Expenditures within the Public Employees Relations Commission

SUMMARY: The Public Employees Relations Commission (PERC) proposes a reduction of (\$175,364) in the Public Employee

COL A10		
SCH VIIIIB-2		
REDUCTIONS		
POS	AMOUNT	CODES
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MANAGEMENT SRVCS, DEPT OF		72000000
PGM: PERC		72920000
<u>PUBLIC EMPLOYEES RELATIONS</u>		72920100
ECONOMIC OPPORTUNITIES		11
<u>WORKFORCE SERVICES</u>		<u>1102.00.00.00</u>
STATE FUNDING REDUCTIONS		3300000
REDUCE PUBLIC EMPLOYEES RELATIONS		
COMMISSION		3308060

Relations Commission budget entity within the General Revenue Fund in the Other Personal Services, Expenses, Operating Capital Outlay, and Contracted Services categories. In addition, PERC proposes a reduction of (\$176,361) in the Public Employee Relations Commission budget entity from the PERC Trust Fund in the Other Personal Services, Expenses, and Contracted Services categories.

WHAT IS THE IMPACT OF TAKING THIS REDUCTION?  
 This reduction would be a significant impact to the commission.

The funding for Other Personal Services is predominately used to secure temporary staffing for operational support for information technology; to accommodate for law school students who participate in the Externship Program between the Florida State University College of Law and PERC with the intention to promote Labor Law; public sector collective bargaining elections; and conversion of microfilm to electronic form for storage in archival databases. The proposed reduction will eliminate eighty-three percent of the Other Personal Services (OPS) category. The inability to secure adequate staffing will likely result in the need for a budget amendment and will negatively impact the conduct of elections within legislatively mandated standards. Reduced funding in the OPS category will also result in the Commissions' inability to accommodate for externs to promote Labor Law through the established Externship Program. Conversion of data produces efficiencies as it provides immediate access to data and eliminates the cost associated with storage outside of the agency.

Expenses: A reduction in the Expenses category will negatively impact operational flexibility ranging from postage, data processing, rent and legal ads to name a few at a rate of thirty-two and a half percent. Operating Capital Outlay: This proposal will reduce by forty-two percent the funding available to purchase equipment, which is already at minimal levels.

Contracted Services: Contracted Services reductions will affect the Commission's ability by fifty-two percent the ability contract with court reporters, to pursue modifications or upgrades to existing technological resources such as the case management system and web access functions or to launch new initiatives designed to improve access and service to our customers. In consideration of the facts stated above, and in the spirit of fiscal responsibility, the Commission offers the following reductions for consideration. All proposals were developed based on operational needs and to minimize adverse impact on the Commission and those served by the program. The Commission will continue to streamline the organization and identify and explore new and creative ways to increase efficiency, improve services to the citizens of the State of Florida and save taxpayer dollars.

The commission has proposed 1 reduction and has ranked it as one and is classified as a Significant Impact - reductions will have a direct impact on operations and services.

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COL A10			
SCH VIIIIB-2			
REDUCTIONS			
POS	AMOUNT		CODES
-----			
MANAGEMENT SRVCS, DEPT OF			72000000
PGM: PERC			72920000
<u>PUBLIC EMPLOYEES RELATIONS</u>			72920100
ECONOMIC OPPORTUNITIES			11
<u>WORKFORCE SERVICES</u>			<u>1102.00.00.00</u>
TOTAL: WORKFORCE SERVICES			<u>1102.00.00.00</u>
BY FUND TYPE			
GENERAL REVENUE FUND	175,634-		1000
TRUST FUNDS	176,361-		2000
	-----		
TOTAL PROG COMP.....	351,995-		
	=====		
PGM: COMM ON HUMAN RELAT			72950000
<u>HUMAN RELATIONS</u>			72950100
GOV OPERATIONS/SUPPORT			16
<u>GOVERNMENTAL OPERATIONS</u>			<u>1601.00.00.00</u>
PROGRAM REDUCTIONS			33V0000
REDUCE OPERATING EXPENDITURES			
WITHIN THE FLORIDA COMMISSION ON			
HUMAN RELATIONS			33V0910
SALARIES AND BENEFITS			010000
GENERAL REVENUE FUND	-STATE 360,321-		1000 1
	=====		
EXPENSES			040000
GENERAL REVENUE FUND	-STATE 4,859-		1000 1
	=====		
TOTAL: REDUCE OPERATING EXPENDITURES			33V0910
WITHIN THE FLORIDA COMMISSION ON			
HUMAN RELATIONS			
TOTAL ISSUE.....	365,180-		
	=====		

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AGENCY ISSUE NARRATIVE:

SCH VIIIIB-2 NARR 20-21 NARRATIVE:

IT COMPONENT? NO

SUMMARY:

The Florida Commission on Human Relations (FCHR) proposes a recurring reduction of \$365,180 in budget authority in budget entity (72950100) in the General Revenue Fund (1000). This would remove 6.00 Full Time Equivalent (FTE) positions and \$360,321 in the Salaries and Benefits category (010000), and \$4,859 in the Expenses (040000) category.

BACKGROUND

SCHEDULE VIIIIB-2

The Florida Commission on Human Relations relies primarily on General Revenue from the state to conduct the commission's



COL A10		
SCH VIIIB-2		
REDUCTIONS		
POS	AMOUNT	CODES
-----		
MANAGEMENT SRVCS, DEPT OF		72000000
PGM: COMM ON HUMAN RELAT		72950000
<u>HUMAN RELATIONS</u>		72950100
GOV OPERATIONS/SUPPORT		16
<u>GOVERNMENTAL OPERATIONS</u>		<u>1601.00.00.00</u>
PROGRAM REDUCTIONS		33V0000
REDUCE OPERATING EXPENDITURES		
WITHIN THE FLORIDA COMMISSION ON		
HUMAN RELATIONS		33V0910

core functions as described in Chapter 760, Florida Statutes (F.S.). The commission also receives approximately 20% of its annual appropriation from federal funds from the United States Equal Employment Opportunity Commission (EEOC) and the United States Housing and Urban Development (HUD) for employment and housing cases, respectively, the commission investigates and closes. The federal receipts from the EEOC and HUD provide the revenue for the commission's Operating Trust Fund. The number of cases referred to and closed by the commission varies each year; therefore, the revenue received from the federal government by the commission fluctuates annually and can be unpredictable. In addition, the commission is not compensated on a fixed schedule (such as quarterly or bi-annually) as the federal agencies undergo administrative changes or experience funding issues.

WHAT IS THE IMPACT OF TAKING THIS REDUCTION?

Section 760.03(7), F.S. allows the Executive Director, with commission approval and within budgetary limitations, to employ personnel as may be necessary to adequately perform the functions of the commission. All the positions identified in this proposed reduction are necessary to achieve the agency's' core mission. Three of the 6.00 FTE's identified are the crucial professional functions of legislative affairs and the communications office and quality control. These losses would leave FCHR without any representation in these areas.

The removal of the Director of External and Legislative Affairs position would impede the commissions' ability to: provide knowledgeable and timely research and analysis on legislation impacting the commission and provide timely and comprehensive responses to legislators, legislative staff, the Office of Program Policy Analysis and Government Accountability (OPPAGA), the Auditor General, the Governor's Office and other entities and stakeholders upon request. In addition to the legislative responsibilities, this position also develops the commission's position papers, research reports and publications.

The removal of the Deputy Director of External and Legislative Affairs position would hamper the commissions ability to: respond to inquiries from the general public and news media; coordinate research, writing, editing, layout and production of all materials (print, audio and visual) for the commission; or develop public relations strategies to promote the cost saving attributes of the commission and to make the public and key state, local, federal, and private sector officials aware of the commission's programs and benefits to the citizens of Florida.

The Business Manager position prepares weekly, monthly and annual reports that assess unit processes and business operations within the commission to determine efficiency and statutory compliance. The incumbent makes recommendations for process improvement based upon assessment and prepares or coordinates the preparation of budget, fiscal and statistical reports used for reporting the commission's legislative measures and published annual report including performance-based budgeting. Incumbent manages financial and business operations unit performing and processing major fiscal functions, general services and budget functions. They assist staff in developing methodologies for trend analysis and conducts unit cost and cost/benefits analyses, also reported for legislative measures. In addition, they have oversight of the operations of the facilities, procurement for goods and services, processes invoices, security of the building, COOP lead coordinator, safety coordinator, key custodian for security system as well as physical keys to door

COL A10		
SCH VIIIIB-2		
REDUCTIONS		
POS	AMOUNT	CODES
MANAGEMENT SRVCS, DEPT OF		72000000
PGM: COMM ON HUMAN RELAT		72950000
<u>HUMAN RELATIONS</u>		72950100
GOV OPERATIONS/SUPPORT		16
<u>GOVERNMENTAL OPERATIONS</u>		<u>1601.00.00.00</u>
PROGRAM REDUCTIONS		33V0000
REDUCE OPERATING EXPENDITURES		
WITHIN THE FLORIDA COMMISSION ON		
HUMAN RELATIONS		33V0910

accesses.

Additional FTE reductions would occur in the legal, information systems, and case load in-take units.

The legal staff would lose an Attorney position which would further impede the investigation process to close cases within statutory timeframes. Employment and public accommodation complaints must be resolved within 180 days of the filing date and whistle-blower retaliation complaints must be resolved within 90 days of the filing date. The legislature standard for meeting statutory compliance for case resolution is 75%.

An FTE reduction in the Management Information Systems (MIS) unit is a 50% reduction in the IT staff. The Office Automation Specialist position is responsible for maintaining all desktop computer systems for staff use, including desktop computers, monitors, printers, and other peripheral devices. Maintenance performed on this equipment includes installation of software and hardware, software upgrades, repairs and replacements. The position analyses and resolves hardware and software issues through the use of diagnostic tools, troubleshooting techniques and research. It must install, configure and support all software in use by the commission and support state government required software and all commercially produced software that enhances FCHR operations. Without sufficient and reliable technical support, the commission will not be equipped to conduct business for the state since the case management system and its accompanying programs are the very core of how the commission operates.

The loss of Senior Clerk position in Customer Service and Intake unit will cause a significant backlog. The Senior Clerk prevents delays in docketing cases within the statutory timeframes as per Chapter 760, F.S. Docketing delays result in complaint resolution delays which could further expose the Commission to performance deficiencies and will result in an additional fiscal and resource burden on Florida's judicial system.

Class Code	Title	FTE	Base	Benefits	Total
2041	Office Automation Specialist	1.00	25,201	16,685	39,912
0717	Legislation Specialist SES	1.00	43,038	21,004	64,042
0742	Business Manager III	1.00	46,381	21,102	67,483
7736	Attorney	1.00	41,116	20,697	61,813
8585	Legislative Affairs Director	1.00	61,274	23,912	85,183
0004	Senior Clerk	1.00	23,227	16,685	39,912
				Total	360,321

The FCHR has proposed 1 reduction and has ranked its proposed reduction as significant using the three levels of impact:

Minimal Impact - reductions reflect cost savings and/or efficiencies that can be reduced with little to no impact.

Moderate Impact - reductions reflect an impact to operations and/or services.

COL A10 SCH VIIIIB-2 REDUCTIONS		CODES
POS	AMOUNT	
MANAGEMENT SRVCS, DEPT OF		72000000
PGM: COMM ON HUMAN RELAT		72950000
<u>HUMAN RELATIONS</u>		72950100
GOV OPERATIONS/SUPPORT		16
<u>GOVERNMENTAL OPERATIONS</u>		<u>1601.00.00.00</u>
PROGRAM REDUCTIONS		33V0000
REDUCE OPERATING EXPENDITURES		
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HUMAN RELATIONS		33V0910

Significant Impact - reductions will have a direct impact on operations and services.

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POSITION DETAIL OF SALARIES AND BENEFITS:

	FTE	BASE RATE	ADDITIVES	BENEFITS	SUBTOTAL	LAPSE %	LAPSED SALARIES AND BENEFITS
A10 - SCH VIIIIB-2 REDUCTIONS							
CHANGES TO CURRENTLY AUTHORIZED POSITIONS							
OTHER SALARY AMOUNT							
1000 GENERAL REVENUE FUND							360,321-
							-----
							360,321-
							=====
*****							
TOTAL: GOVERNMENTAL OPERATIONS							<u>1601.00.00.00</u>
BY FUND TYPE							
GENERAL REVENUE FUND.....	365,180-						1000
	=====						
TOTAL: MANAGEMENT SRVCS, DEPT OF							
BY FUND TYPE							
GENERAL REVENUE FUND	987,558-						1000
TRUST FUNDS	28,850,069-						2000
	-----						
TOTAL POSITIONS.....	3.00-						
TOTAL DEPARTMENT.....		29,837,627-					=====

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* BPEADL01                                STATISTICAL INFORMATION                                09/16/2019 15:39:36 *
* BUDGET PERIOD: 2008-2021                EXHIBIT A, D AND D-3A LIST REQUEST                MBH 72      SP      *
* COMPILE DATE: 09/16/2015                COMPILE TIME: 09:40:41                                PAGE:      1      *
*****
*                                     SAVE INITIALS:                SAVE DEPARTMENT: 07      SAVE ID: S8B2
* -----
* SELECT CODES AND ACCUMULATION LEVELS WHERE ALLOWED.  WHEN NO CODE IS SELECTED, ALL CODES WILL BE REPORTED.
* ITEMIZATION OF EXPENDITURE:                IOE ACCUMULATION LEVEL: 0 (1=OPER/FCO, 2=IOE, 0=MERGED)
* MERGE GROUPS (Y/N): Y
* BUDGET ENTITY OR GROUP/ACCUMULATION LEVEL (DEP, DIV, BUR, SUB, LBE, MRG):
*   1-7: DMS      LBE
*   8-14:
*   15-21:
*   22-27:
* EXCLUDE:
*
* PROGRAM COMPONENT/ACCUMULATION LEVEL (1, 2, 3, 4 OR 5 FOR 2, 4, 6, 8 OR 10 DIGITS, 6=MERGE POLICY, 0=MERGED):
*   5
*
* APPROPRIATION CATEGORY OR GROUP/ACCUMULATION LEVEL (1=MAJOR, 2=MINOR, 0=MERGED):
*   2
*
* FUND GROUPS SET:                OR FUND:                FUNDING SOURCE IDENTIFIER:                MERGE FSI (Y/N): N
* FCO (Y/N): Y      FTE (Y/N): Y                SALARY RATE (Y/N): Y
* -----
* ISSUE CODE OR GROUP/ACCUMULATION LEVEL (1, 2 OR 3 FOR 1, 3 OR 7 CHARACTERS, 0=MERGED):
*   3
*
* REPORT OPTION: 1                COLUMN SELECTION: A10                                CODES
* 1=EAD REPORT
* 2=SCHEDULE IV/IT ISSUES                REPORT COLUMNS WITH CALCULATION DIFFERENCE ONLY (Y/N): N  THAT EXCEED:
* 3=STATEWIDE ISSUES
* 4=SCHEDULE VIIIA ISSUES
* SCHEDULE VIIIA ISSUES SPREADSHEET (Y/N): N
*
* LEVELS OF TOTALS:  (N=NO TOTAL, L=LINE TOTAL, T=BY FUND TYPE, D=BY DETAIL FUND, B=BY DETAIL FUND AND FUND TYPE,
* G=FUND GROUP LINE TOTALS, E=BY DETAIL FUND AND FUND GROUP)
* RUN: N                ITEM OF EXP: N                GROUP: N                DEPARTMENT: T                DIVISION: N                BUREAU: N
* SUB-BUREAU: N                LBE: T                POLICY AREA: N                PROG COMP: T                D3A SUM ISSUE: N                D3A DETAIL ISSUE: L
* MAJOR APP CAT: N                MINOR APP CAT: D
*
* APPROPRIATION CATEGORY TITLES: S (S=SHORT, L=LONG)                REPORT SEQUENCE: DEPT/BUDGET ENTITY: N  A=ALPHABETICAL
*                                     PROGRAM COMPONENT: N  N=NUMERICAL
* -----
* DEPARTMENT NARRATIVE SET:
* BUDGET ENTITY NARRATIVE SET:                PROGRAM COMPONENT NARRATIVE (Y/N): N
*
* ISSUE/ACTIVITY NARRATIVE SET: A5                PRIORITY ISSUE NARRATIVE SET (1-9):
*
* INCLUDE POSITION DATA (Y/N): Y
*
* INCLUDE COLUMN CODES (Y/N): Y
*
* OUTPUT FORMAT: L                PAGE BREAKS:
* L=LANDSCAPE                (IOE, GRP, DEP, DIV,                REPORT HEADING:                SCHEDULE VIIIB-2
* P=PORTRAIT                BUR, SUB, LBE, PRC,                PRIORITY LISTING FOR POSSIBLE REDUCTION
*                                     SIS, ISC)                FOR REQUEST YEAR
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* BPEADL01                                STATISTICAL INFORMATION                                09/16/2019 15:39:36 *
* BUDGET PERIOD: 2008-2021                EXHIBIT A, D AND D-3A LIST REQUEST                MBH 72      SP      *
* COMPILE DATE: 09/16/2015                COMPILE TIME: 09:40:41                                PAGE:      2      *
*****
*
* TOTAL RECORDS READ FROM SORT:           52
* TOTAL RECORDS READ FROM CARD:           43
* TOTAL PAF RECORDS READ:                 1
* TOTAL OAF RECORDS READ:                 2
* TOTAL IEF RECORDS READ:                 0
* TOTAL BGF RECORDS READ:                 0
* TOTAL BEF RECORDS READ:                 40
* TOTAL PCF RECORDS READ:                 32
* TOTAL ICF RECORDS READ:                 48
* TOTAL INF RECORDS READ:                 923
* TOTAL ACF RECORDS READ:                 20
* TOTAL FCF RECORDS READ:                 14
* TOTAL FSF RECORDS READ:                 10
* TOTAL PCN RECORDS READ:                 0
* TOTAL BEN RECORDS READ:                 0
* TOTAL DPC RECORDS READ:                 2
* TOTAL RECORDS IN ERROR:                 0
*
*****
*
* BUDGET ENTITIES SELECTED:
*   1-9: 7201      7240      7260      7275      7290      7292      7295      7298
*   10-18:
*   19-27:
*
*****

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