

JOINT BUDGET COMMITTEE



SUPPLEMENTAL BUDGET REQUESTS FY 2021-22

DEPARTMENT OF PERSONNEL

JBC WORKING DOCUMENT - SUBJECT TO CHANGE
STAFF RECOMMENDATION DOES NOT REPRESENT COMMITTEE DECISION

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JANUARY 19, 2022

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DEPARTMENT OF PERSONNEL

DEPARTMENT OVERVIEW

The Department generally provides centralized human resources and administrative support functions in addition to offering centralized business services for state agencies.

The **Executive Director's Office** includes the Office of the State Architect and the Colorado State Employee Assistance Program (C-SEAP).

The **Division of Human Resources** establishes statewide human resource programs and systems to meet constitutional and statutory requirements and provides support services to state agency human resource offices. The Division also provides training resources to employees and conducts the Total compensation and employee engagement surveys.

Risk Management in the Division of Human Resources administers the state's coverage for workers' compensation, property, and liability insurance. The programs are funded through operating common policies allocated to each agency.

The **State Personnel Board**, located in the Department but constitutionally independent, oversees the State Personnel System pursuant to Article XII, Sections 13, 14, and 15 of the Colorado Constitution.

The purpose of the **Division of Central Services** is to realize efficiencies for the state through consolidated common business services including Integrated Document Solutions and Colorado State Archives.

Integrated Document Solutions provides document- and data-related support services, including print and design, mail operations, digital imaging, data entry, and manual forms and document processing.

Colorado State Archives collects, preserves, and provides access to historic and legal records for the state as well as provides best practices and guidelines for the administration of government created records.

The **Office of the State Controller** in the **Division of Accounts and Control** oversees state fiscal rules and maintains the state's financial records through the Colorado Operations Resource Engine (CORE), the state's accounting system, administered through **CORE Operations** common policy.

The **Office of Administrative Courts** provides a centralized, independent administrative law adjudication system, including hearing cases for workers' compensation, public benefits, professional licensing, and Fair Campaign Practices Act complaints filed with the Secretary of State.

The **Division of Capital Assets** provides planning and maintenance for capital assets owned or leased by the state.

Facilities Maintenance -- Capitol Complex provides building management for state-owned and certain leased facilities and includes assistance with electrical, elevator, plumbing, lighting, HVAC, grounds maintenance, security, and general maintenance or repair issues.

Fleet Management provides oversight for state fleet of vehicles including managing vehicle purchasing and reassignment; fuel, maintenance, repair, and collision management; end of life removal from system via auction and salvage; and operation of the State Motor Pool.

SUMMARY: FY 2021-22 APPROPRIATION AND RECOMMENDATION

DEPARTMENT OF PERSONNEL: RECOMMENDED CHANGES FOR FY 2021-22						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2021-22 APPROPRIATION						
S.B. 21-205 (Long Bill)	\$216,275,323	\$18,843,441	\$13,006,508	\$184,425,374	\$0	408.5
Other legislation	1,866,470	1,222,376	500,000	144,094	0	0.9
CURRENT FY 2021-22 APPROPRIATION:	\$218,141,793	\$20,065,817	\$13,506,508	\$184,569,468	\$0	409.4
RECOMMENDED CHANGES						
Current FY 2021-22 Appropriation	\$218,141,793	20,065,817	\$13,506,508	\$184,569,468	\$0	409.4
S1 Pay equity study	0	0	0	0	0	0.0
S2 DHR stimulus staffing	74,487	74,487	0	0	0	0.7
S3 IDS technical adjustment	5,049,919	0	344,298	4,705,621	0	1.6
S4 SB 21-292 rollforward authority	0	0	0	0	0	0.0
S5 Correction for HCPF public health emergency resources	579,054	0	0	579,054	0	0.0
S6 Annual fleet supplemental true-up	220,079	0	0	220,079	0	0.0
Staff-initiated H.B. 21-1326 appropriations clause correction	43,200	0	0	43,200	0	0.0
Staff-initiated letternote technical corrections	0	0	0	0	0	0.0
Statewide Common Policy Supplemental						
SNP DPA annual fleet supplemental true-up	(99,009)	0	0	(99,009)	0	0.0
RECOMMENDED FY 2021-22 APPROPRIATION:	\$224,009,523	\$20,140,304	\$13,850,806	\$190,018,413		411.7
RECOMMENDED INCREASE/(DECREASE)	\$5,867,730	\$74,487	\$344,298	\$5,448,945	\$0	2.3
Percentage Change	2.7%	0.4%	2.5%	3.0%	n/a	0.6%
FY 2021-22 EXECUTIVE REQUEST	\$223,125,775	\$20,858,152	\$13,850,806	\$188,416,817	\$0	414.9
Request Above/(Below) Recommendation	(\$883,748)	\$717,848	\$0	(\$1,601,596)	\$0	3.2

REQUEST/RECOMMENDATION DESCRIPTIONS

S1 PAY EQUITY STUDY: The request includes \$500,000 General Fund to contract with a vendor to conduct a pay equity study, as required by Article 8.3.I of the COWINS Partnership Agreement. The recommendation is to deny this request as a supplemental adjustment. Instead, staff recommends the Committee sponsor legislation to authorize the study and to create a placeholder for the requested amount. Staff recommends this legislation be part of the Supplemental Package. Lastly, given that the

pay equity study must be completed by September 30, 2022, staff recommends the bill's appropriations clause include rollforward authority for FY 2022-23.

S2 DIVISION OF HUMAN RESOURCES (DHR) STIMULUS STAFFING: The request includes \$292,335 General Fund and 2.5 FTE in FY 2021-22 to hire five term-limited positions to support the hiring, on-boarding, training, and support the estimated 4,000 new term-limited employees hired as a result of the American Rescue Plan Act (ARPA). The requested amount also includes funding for vendor supported financial education tools for state employees. The recommendation is an increase of \$74,487 General Fund and 0.7 FTE in FY 2021-22 to hire the 4 term-limited positions.

S3 INTEGRATED DOCUMENT SOLUTIONS (IDS) TECHNICAL ADJUSTMENT: The request includes \$5,184,799 total funds, including \$344,298 cash funds and \$4,840,510 reappropriated funds, and 3.0 term-limited FTE in FY 2021-22 for unanticipated expenditures, inflationary pressures on printing materials, and increased printing volumes from client agencies. The recommendation is an increase of \$5,049,919 total funds, including \$344,298 cash funds and \$4,705,621 reappropriated funds, and 1.6 term-limited FTE in FY 2021-22.

S4 S.B. 21-292 ROLLFORWARD AUTHORITY: The request is for rollforward authority to be amended into the appropriations clause of S.B. 21-292 (Federal COVID Funding for Victim's Services) for the appropriation made to the Address Confidentiality Program in Section 9, paragraph (6) of the bill. The recommendation is to deny the request because it is not technically feasible or necessary.

S5 CORRECTION FOR HCPF PUBLIC HEALTH EMERGENCY RESOURCES: The request includes \$579,054 reappropriated funds in FY 2021-22 to provide Administrative Law Judge (ALJ) services to the Department of Health Care Policy and Finance related to the latter's FY 2021-22 BA10 (Public Health Emergency End Resources). The recommendation is to approve the request.

S6 ANNUAL FLEET SUPPLEMENTAL TRUE-UP: The request includes \$220,079 reappropriated funds for its (7) Division of Capital Assets, (C) Fleet Management Program and Motor Pool Services, Fuel and Automotive Supplies line item for FY 2021-22 and an incremental adjustments for all appropriated State agencies resulting in a net decrease of \$1,047,306 total funds including an estimated decrease of \$227,433 General Fund for FY 2021-22. The recommendation is to approve the requested adjustment for the Fuel and Automotive Supplies line item, but deny the requested incremental adjustments for all appropriated State agencies.

STAFF-INITIATED - H.B. 21-1326 APPROPRIATIONS CLAUSE CORRECTION: The recommendation is approve a technical correction to the appropriations clause for H.B. 21-1326 (2020-21 General Fund Transfer Support Department of Natural Resources Programs). This correction will provide the necessary reappropriated funds spending authority in FY 2021-22 for vehicle lease payments associated with the bill.

STAFF-INITIATED – LETTERNOTE TECHNICAL CORRECTION: The recommendation is to approve the technical correction to “b” in the Executive Director's Office subdivision of the Department of Personnel's section of the FY 2021-22 Long Bill. This correction does not affect appropriations for the Department.

PRIORITIZED SUPPLEMENTAL REQUESTS

S1 PAY EQUITY STUDY

	REQUEST	RECOMMENDATION
TOTAL	\$500,000	\$0
FTE	0.0	0.0
General Fund	500,000	0
Cash Funds	0	0
Federal Funds	0	0

Does JBC staff believe the request meets the Joint Budget Committee's supplemental criteria? **YES**

Data that was not available when the original appropriation was made.

Explanation: JBC staff and the Department agree that this request is the result of data and information that was not available at the time the original appropriation was made. The COWINS Partnership Agreement upon which this request was based was not ratified until November 18, 2021.

DEPARTMENT REQUEST: The Department requests \$500,000 General Fund to contract with a vendor to conduct a pay equity study, as required by Article 8.3.I of the COWINS Partnership Agreement (Agreement).

STAFF RECOMMENDATION: Staff recommends that the Committee deny this request as a supplemental adjustment. Instead, staff recommends the Committee sponsor legislation to authorize the study and to create a placeholder for the requested amount. Staff recommends this legislation be part of the Supplemental Package. Lastly, given that the pay equity study must be completed by September 30, 2022, staff recommends the bill's appropriations clause include rollforward authority for FY 2022-23.

STAFF ANALYSIS: The supplemental budget request is for \$500,000 General Fund to conduct a pay equity study. This study and the amount requested is part of the negotiated COWINS Partnership Agreement. Articles 8.3.I and 31.2 of the Agreement requires the Executive Branch to “seek legislation and funding for a pay equity study of State employees.” The study is intended to aid the Equity, Diversity, and Inclusion Task Force (authorized by Article 8.2.D) to address pay equity concerns regarding gender, race, and other protected classes. The study is required to be completed by September 30, 2022.

The overall design and implementation of the study will be determined by the vendor’s methodology, but a study will likely review metrics such as individual attributes, organizational factors, and geographic and external conditions. Individual attributes are gender, race and ethnicity, work experience and performance, and tenure. Organizational factors include job classification and function, grade, and line of business. These metrics will likely be used to develop a statistical model that will provide a pay equity assessment. This will assist in identifying groups with unexplained pay gaps by the factors listed above as well as compression, determine pay equity objectives, and assist in developing a remediation strategy.

The Department asserts that legislation is not necessary to fund and conduct the pay equity study. However, given past practices of the General Assembly, JBC Staff believes legislation authorizing the

Department to seek a vendor to conduct the study is warranted. For instance, S.B. 19-135 (State Procurement Disparity Study) provided the Department of Personnel with the statutory authority to contract with a vendor to study the State’s procurement practices and an appropriation for the work. Furthermore, in any given legislative session, there are at least a handful of bills that authorize departments to conduct studies on a wide variety of topics. A simple keyword search of legislation on the General Assembly’s website returns 706 results. It is the General Assembly’s standard practice to authorize study of the type requested through separate pieces of legislation.

S2 DIVISION OF HUMAN RESOURCES (DHR) STIMULUS STAFFING

	REQUEST	RECOMMENDATION
TOTAL	\$292,335	\$74,487
FTE	2.5	0.7
General Fund	292,335	74,487
Cash Funds	0	0
Federal Funds	0	0

Does JBC staff believe the request meets the Joint Budget Committee's supplemental criteria? **YES and NO**
 Data that was not available when the original appropriation was made.

Explanation: JBC staff and the Department agree that the requested FTE is the result of data that was unavailable at the time the original appropriation was made. The request is based on estimates for the number of term-limited FTE being hired because of federal and State stimulus provided to address the COVID-19 pandemic. These estimates were not available until after the end of the legislative session. Staff does not agree that the request to fund financial education resources for employees meets supplemental criteria. Financial education services are widely available and the Department has not shown a specific need for these services arising from an unforeseen circumstance.

DEPARTMENT REQUEST: The Department requests \$292,335 General Fund and 2.5 FTE in FY 2021-22 to hire five term-limited positions to support the hiring, on-boarding, training, and support the estimated 4,000 new term-limited employees hired as a result of the American Rescue Plan Act (ARPA). While term-limited, most of these new employees will be classified under the State Personnel System. The requested amount also includes funding for vendor supported financial education tools for state employees.

STAFF RECOMMENDATION: Staff recommends an increase of \$74,487 General Fund and 0.7 FTE in FY 2021-22 to hire the 4 term-limited positions.

FY 2021-22 S2 DHR STIMULUS STAFFING		
	REQUESTED	RECOMMENDED
FTE	2.5	0.7
Personal services	\$176,302	\$36,787
Operating expenses	44,875	37,700
Centrally appropriated costs	51,158	0
Financial education and coaching	20,000	0
Total	\$292,335	\$74,487

However, staff recommends the Committee deny both the request for funding in FY 2021-22 for an additional FTE for the Colorado State Employee Assistance Program and funding for a vendor

supported financial education tools for state employees. The annualization of this recommendation for FY 2022-23 will be addressed during figure setting for the Department.

STAFF ANALYSIS: The unprecedented effort and scope of implementing the American Rescue Plan Act (ARPA) will require a significant investment in staffing across the entirety of the state system. The Department does not have final staffing numbers; however, early estimates suggest that the State’s workforce will increase by 4,000 term-limited employees. The majority of these employees will be centered in the Colorado Department of Public Health and Environment (CDPHE), the Colorado Department of Human Services (CDHS), and the Colorado Department of Health Care Policy and Finance (HCPF) with initial estimates as high as 1,500 persons for a single agency. Other impacted agencies have not been able to estimate staffing needs at this time, but are expecting increases as well. In order to support this increase in staffing, human resources teams across the state will be adding dozens of term-limited headcount for day-to-day support.

ADMINISTRATIVE AND PROGRAM SUPPORT RESOURCES

The Department estimates that 10.0 percent (400) of the new hires will be supervisors who require greater and more specific training. While the Department has a supervisor training program, there is currently only a single dedicated supervisor trainer. The training program targets a 25:1 ratio of trainees to trainers. In order to accommodate the additional supervisors that must be trained to support their work units, the Department requests two additional trainers, as well as two related operational support staff. The Department is requesting two Tableau licenses, one for the Data Specialist and one for the Analyst III.

ADMINISTRATIVE AND SUPPORT STAFF RESOURCES				
	REQUESTED		RECOMMENDED	
	GENERAL FUND	FTE	GENERAL FUND	FTE
Training Specialist III	\$93,240	1.0	\$19,743	0.3
Data Specialist	35,328	0.5	7,172	0.2
Analyst III	46,619	0.5	9,872	0.2
Operating expenses	37,400	n/a	37,700	n/a
Total	\$212,587	2.0	\$74,487	0.7

These positions would be required for the tenure of employees funded by the American Rescue Plan Act. Currently, the expenditure of obligated funds can occur through December 31, 2026. Obligations must occur by December 31, 2024. With the Coronavirus Relief Funds (CRF) under the CARES Act, there was an exception for compliance monitoring and reporting positions. If a similar exemption is not provided for ARPA funded positions, the funding will terminate in FY 2024-25 on December 31, 2024. The Training Specialists III would support the onboarding process, as well as develop and provide training programs for new and existing employees. The Data Specialist would provide data entry and management to support the term-limited ARPA positions, working across units including the Risk Management Unit and Consulting Services. The Analyst III would assist in identifying and interpreting patterns and trends in employment data, as well as be responsible for maintaining technical guidance and best practices for the Consulting Services unit in relation to ARPA.

The primary difference between the request and the recommendation is that JBC Staff adjusted the appropriation as follows:

- funding for the FTE are pro-rated based on an assumed start date of April 1, 2022;

- did not include centrally appropriated costs in the first year for recommended FTE, per JBC policy and practice; and
- assumed that the FTE would be hired at the range minimum, per JBC policy.

JBC staff believe the request for funding for Tableau licenses is justified given the volume of data and advanced analytics to be used by the Data Specialist and Analyst III. Staff will address the annualization of this recommendation during figure setting.

CSEAP RESOURCES

The Colorado State Employee Assistance Program (CSEAP) offers counseling to employees and managers on workplace issues such as absenteeism, sexual harassment, substance abuse, time management, violence in the workplace, and other types of personal problems that may be affecting an employee's ability to perform well at work. Section 24-50-604 (1)(k)(IV), C.R.S., provides that the program may include, but need not be limited to, the Group Benefit Plans Reserve Fund created in Section 24-50-613 (1), C.R.S., the Risk Management Fund created in Section 24-30-1510 (1)(a), C.R.S., and interest derived from the investment of these funds. Since FY 2013-14, funding for CSEAP has been provided from the Risk Management Fund through liability program cost allocations to state agencies pursuant to Section 24-30-1510 (3)(g), C.R.S.

The Department request \$52,273 General Fund in FY 2021-22 for 0.5 FTE, which includes centrally appropriated costs. Given the timing of the supplemental bill and the Department’s hiring timelines, the earliest the new hire would start is April 1. This prospective start date suggests that the cost of this FTE should be prorated for one quarter of the fiscal year. Furthermore, it is the standard practice of JBC staff not to include centrally appropriated costs in the first year for which an FTE is funded. Finally, CSEAP has historically been funded with reappropriated funds allocated through the Risk Management common policy. Appropriating General Fund to this program would not fit within that model.

FY 2021-22 SALARY RANGE FOR SOCIAL WORKER/COUNSELOR IV					
	MIN	Q2	MEDIAN	Q3	MAX
Monthly	\$4,995	\$5,574	\$6,153	\$6,731	\$7,310
Annual	\$59,940	\$66,888	\$73,836	\$80,772	\$87,720

The Department’s request assumes a starting salary equal to the range median (\$73,836 annually; \$6,153 monthly) to make the job posting competitive with the private market. The Department reports that the market median for a position similar to Social Worker/Counselor IV is \$83,324. However, the requested starting salary would create a compression pay issue. Compression pay issues arise when newly or recently hired employees earn the same or more than employees with a longer tenure or more experience within the same classification. Actual expenditure data for FY 2020-21 show that CSEAP employed 3.9 Social Worker/Counselor IV FTE at a cost of \$271,803. This equates to an average salary of \$69,693 per year, or \$5,808 per month. This compensation rate puts the current Social Worker/Counselor IV salary between the second quartile and the median. Hiring a new Social Worker/Counselor IV at the range median would start this employee at a higher level of compensation than the average annual salary of the current employees within the same classification.

FY 2020-21 CSEAP SOCIAL WORKER/COUNSELOR IV ACTUAL EXPENDITURES			
EXPENDITURES	FTE	AVERAGE ANNUAL SALARY	AVERAGE MONTHLY SALARY
\$271,803	3.9	\$69,693	\$5,808

Taking JBC standard appropriations practices and the compression concerns into account, JBC staff would calculate the required funding based on the classifications second quartile. At the second quartile, the annual starting salary would be 11.6 percent higher than the range minimum and would not exceed the average annual salary of the current employees of the same classification. After prorating the salary for one quarter of a fiscal year, the anticipated personal services appropriation would be \$12,592 for FY 2021-22, with operating expense of \$7,550.

A reversion analysis of the CSEAP Personal Services and Operating Expenses line items shows that the program has underspent their annual appropriation by an average of \$62,794 and \$5,124, respectively, in the last five fiscal year for which actual data is available. The FY 2020-21 statewide turnover rate for a Social Worker/Counselor IV was 19.0 percent, as reported by DPA in Multi-Department RFI # 1. CSEAP did not experience any turnover in FY 2020-21. The Department reports that as of the end of October 2021, CSEAP had 1.0 FTE vacant.

CSEAP PERSONAL SERVICES REVERSION HISTORY						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROP. FUNDS	FEDERAL FUNDS	FTE
FY 2016-17	34,045	0	0	34,045	0	0.3
FY 2017-18	33,758	0	0	33,758	0	0.0
FY 2018-19	24,690	0	0	24,690	0	0.0
FY 2019-20	120,882	0	0	120,882	0	1.0
FY 2020-21	100,597	0	0	100,597	0	1.0
Average	\$62,794	\$0	\$0	\$62,794	\$0	0.5

CSEAP OPERATING EXPENSES REVERSION HISTORY						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROP. FUNDS	FEDERAL FUNDS	FTE
FY 2016-17	1,114	0	0	1,114	0	0.3
FY 2017-18	0	0	0	0	0	0.0
FY 2018-19	854	0	0	854	0	0.0
FY 2019-20	19,911	0	0	19,911	0	1.0
FY 2020-21	3,742	0	0	3,742	0	1.0
Average	\$5,124	\$0	\$0	\$5,124	\$0	0.5

Based on vacancies and historical reversions, the CSEAP program should have sufficient spending authority in FY 2021-22 to hire an additional counselor within their existing appropriations.

FINANCIAL EDUCATION TOOL AND COACHING

The Department requests \$20,000 General Fund in FY 2021-22 for an annual contract to hire a vendor to provide a self-directed financial education tool to and financial coaching for state employees. While data suggests that these types of benefits are of interest to employees, the Department has not shown an immediate need for this type of benefit. JBC Staff does not believe this portion of the request meets supplemental criteria. Additionally, considering the time necessary to hire a vendor and for the enactment of the supplemental bill means that approval of this request would provide a full year of funding for approximately one quarter of the fiscal year. Prorating the request for one quarter (\$5,000)

would result in an amount that would make it difficult to secure a contract. JBC staff will revisit this request during figure setting because this request is associated with a budget amendment for FY 2022-23.

S3 INTEGRATED DOCUMENT SOLUTIONS (IDS) TECHNICAL ADJUSTMENT

	REQUEST	RECOMMENDATION
TOTAL	\$5,184,799	\$5,049,919
FTE	3.0	3.0
General Fund	0	0
Cash Funds	344,298	344,298
Reappropriated Funds	4,840,501	4,705,621
Federal Funds	0	0

Does JBC staff believe the request meets the Joint Budget Committee's supplemental criteria? **YES**

Data that was not available when the original appropriation was made.

Explanation: JBC staff and the Department agree that this request is the result of unanticipated expenditures, inflationary pressures, and increases in printing volume related to the migration of print volumes from the Department of Revenue to Integrated Document Solutions within the Department of Personnel.

DEPARTMENT REQUEST: The Department requests \$5,184,799 total funds, including \$344,298 cash funds and \$4,840,510 reappropriated funds, and 3.0 term-limited FTE in FY 2021-22 for unanticipated expenditures, inflationary pressures on printing materials, and increased printing volumes from client agencies.

STAFF RECOMMENDATION: Staff recommends an increase of \$5,049,919 total funds, including \$344,298 cash funds and \$4,705,621 reappropriated funds, and 1.6 term-limited FTE in FY 2021-22.

FY 2021-22 S3 IDS TECHNICAL ADJUSTMENT SUMMARY		
	REQUEST	RECOMMENDATION
Volume increase	\$2,861,332	\$2,861,332
Printing Materials	1,129,571	1,129,571
Unanticipated expenditures	977,443	977,443
Staffing	216,453	81,573
FTE	3.0	1.6
Total	\$5,184,799	\$5,049,919

The annualization of this recommendation for FY 2022-23 will be addressed during figure setting for the Department.

STAFF ANALYSIS: Integrated Document Solutions provides business support services comprising print, document management, data entry, imaging, and mail operations. IDS is the Colorado State Printer and is an end-to-end document management operation, serving all government entities across Colorado. In an effort to provide more stability in the rates for its two largest customers (i.e., Departments of Revenue and State), the Department implemented the DSG Common Policy in FY 2019-20 for those two customers. Pursuant to statutes 24-30-1102, C.R.S. and 24-30-1108, C.R.S.,

IDS sets rates for the services performed by the program, ensuring that all direct and indirect costs of running the program are covered and that the rates charged by the program are competitive with the market. Utilizing the anticipated volumes for each service, the process targets a zero-profit rate based on the anticipated volumes and total estimated costs of production.

These costs include program overhead, labor, and operational expenses. The main goal of the rate setting process is to ensure that the state agencies that use IDS services are getting the best price possible. Due to unexpected print volume increases, inflationary pressures on materials, and unanticipated expenditures for facilities maintenance, IDS does not have sufficient cash funds and reappropriated funds spending authority to cover anticipated expenditures.

INFLATIONARY PRESSURES

The costs associated with good and products are influenced by supply and demand within the broader marketplace, over which the Department has no control. For instance, paper and postage markets affect IDS rates. The recent impacts on the global supply chain of the pandemic have shown up in the materials costs associated with printing. The Department reports that the cost of paper products have risen by 18.0 percent, envelopes has risen by 9.5 percent, and postage has risen by 7.7 percent. In total, the Department is estimating FY 2021-22 expenditures for printing materials to increase by \$1.1 million over prior year expenditures.

INFLATIONARY ADJUSTMENTS FOR PRINTING MATERIALS				
PRINT MATERIAL	FY 2020-21 EXPENDITURES	ESTIMATED MATERIAL INFLATION	FY 2021-22 ESTIMATED EXPENDITURES	DIFFERENCE
Roll stock paper	\$415,127	18.0%	\$489,850	\$74,723
Cut-sheet paper	168,860	18.0%	199,255	30,395
Envelopes	689,862	9.5%	755,399	65,537
Postage	12,437,305	7.7%	13,396,221	958,916
			Est. Increase in Expenditures	\$1,129,571

UNANTICIPATED EXPENDITURES

The Department experienced unanticipated costs to address asbestos abatement and a necessary HVAC replacement totaling \$597,945 in FY 2021-22. Existing rates charged to client agencies are anticipated to support the additional spending authority. However, without the necessary spending authority, the department cannot renovate the existing space to ensure a safe working environment.

FY 2021-22 UNANTICIPATED EXPENDITURES	
Facilities maintenance	\$597,945
Federal indirect cost refund	344,298
Scanning equipment	35,200
Total	\$977,443

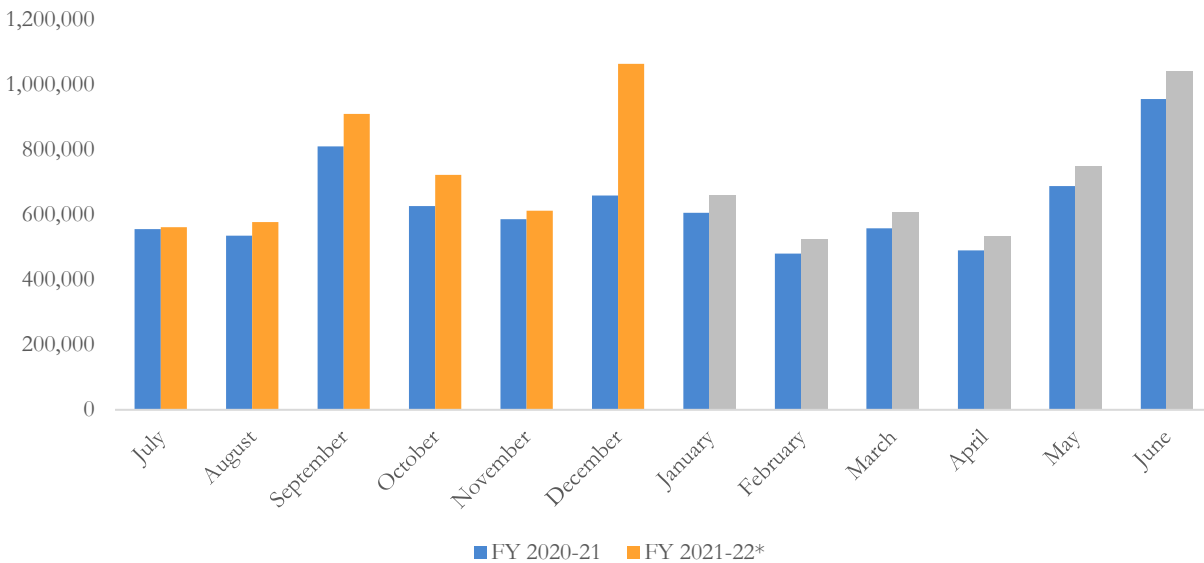
During the federal review of the federal Department of Health and Human Services FY 2018 Statewide Cost Allocation Plan, the state was mandated to refund \$344,298 in reprographics funds. The refunds amount is based on the excess fund balance at the end of FY 2018-19 in the Department of Personnel Revolving Fund, creating in Section 24-30-1108 (1), C.R.S., which is used to collect fees from client agencies for IDS services. These funds will be from fund balance and the department requires spending authority to meet the obligation.

The department’s request includes an additional \$35,200 for the purchase of two post-scan modules to process non-DOR jobs once they have been scanned. IDS currently has one module, which is insufficient for the timely handling of existing volume. These were not included in the annual request, as the department was in the process of onboarding non-DOR jobs on the post-scan modules.

PRINT VOLUME INCREASE

During figure setting for FY 2021-22, the Committee approved the Department’s R2 (DOR printing and mail migration to IDS) request. The request, as it affected the Department of Personnel, was a budget neutral restructure of the Integrated Document Solutions subsubdivision, moving the appropriations from the IDS Postage line item to the Operating Expenses line item. This shift allowed the Department to incorporate print volumes from the Department of Revenue (DOR), charging DOR for the workload through the Document Solutions Group common policy. The Department’s calculations for its FY 2021-22 R2 request assumed that only a nominal increase to its existing spending authority would be required to accommodate print volumes in the first year. However, the volume of the first quarter of FY 2021-22 indicates that the existing spending authority will not accommodate the current and future volume from existing customers and the DOR migration.

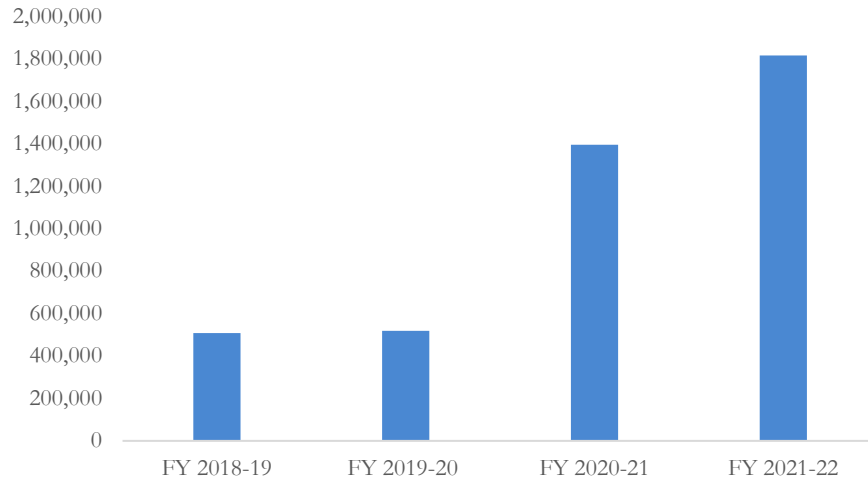
Increased monthly CMBS print and mail volume



* Department projections of letter volumes for January 2022 through June 2022.

Integrated Document Solutions has also experienced an increase in volumes from other clients. The Department is projecting a 9.2 percent year-over-year increase in Colorado Benefits Management System print and mail volume (i.e., mailed letters) in FY 2020-21. Additionally, print and mail volume for the Department of Labor and Employment related to unemployment insurance benefits for the first half of FY 2021-22 is 30.1 percent higher than the same period in FY 2020-21. This increased volume drives an increase in revenue; however, without accompanying spending authority IDS will not be able to expend that revenue. If revenues fall short of projections, any excess spending authority will revert.

Year-over-year Q1 & Q2 increase in CDLE
Unemployment Insurance print and mail volume



IDS STAFFING AUGMENTATION

In addition to the operating funds requested, the Department requests \$216,453 reappropriated funds for FY 2021-22 for 3.0 term-limited FTE (this represents 6 actual hires). These funds will be used to hire 5.0 term-limited Production II FTE and 1.0 FTE Production Manager I level employee for 18 months. These temporary FTE will allow IDS to meet the anticipated volume and workload increase in FY 2021-22.

FY 2021-22 S3 FTE - REQUEST VS. RECOMMENDATION		
	REQUESTED	RECOMMENDED
FTE	3.0	1.6
Personal services	\$146,131	\$66,273
Operating expenses	14,850	15,300
Centrally appropriated costs	55,472	0
Total	\$216,453	\$81,573

JBC Staff recommendation for these FTE differs from the request for three primary reasons. First, the Department includes the centrally appropriated costs for these FTE in the first fiscal year for which they are requested. It is standard practice for these costs to be omitted in the first fiscal year for FTE request less than 19.0 FTE. Second, the Department requests the FTE be funded at the range median. It is standard practice for appropriations for new FTE to be based on the range minimum. Third, the Department requested funding for half of a fiscal year. The recommendation prorates the FTE request for one-quarter of a fiscal year, assuming a start date of April 1, 2022 for the new employees.

S4 S.B. 21-292 ROLLFORWARD AUTHORITY

	REQUEST	RECOMMENDATION
TOTAL	\$0	\$0
FTE	0.0	0.0
General Fund	0	0
Cash Funds	0	0
Federal Funds	0	0

Does JBC staff believe the request meets the Joint Budget Committee's supplemental criteria? **NO**

Explanation: JBC staff and the Department disagree that this request is the result of information that was unknown at the time the appropriation was made.

DEPARTMENT REQUEST: The Department requests rollforward authority be amended into the appropriations clause of S.B. 21-292 (Federal COVID Funding for Victim's Services) for the appropriation made to the Address Confidentiality Program in Section 9, paragraph (6) of the bill.

STAFF RECOMMENDATION: Staff recommends that the Committee deny this request as it is not technically feasible or necessary.

STAFF ANALYSIS: The request is not technically feasible or necessary. The appropriation made in Section 9, paragraph (6) of S.B. 21-292 provided \$500,000 cash funds from the Economic Recovery and Relief Cash Fund, created in Section 24-75-228, C.R.S., to the Address Confidentiality Program Fund, created in Section 24-30-2115 (1), C.R.S. Pursuant to its creation statute, the Address Confidentiality Program is continuously appropriated. Rollforward authority is not needed or necessary for the Program to expend this appropriation in fiscal years beyond FY 2021-22.

S5 CORRECTION FOR HCPF PUBLIC HEALTH EMERGENCY RESOURCES

	REQUEST	RECOMMENDATION
TOTAL	\$579,054	\$579,054
FTE	0.0	0.0
General Fund	0	0
Cash Funds	0	0
Reappropriated Funds	579,054	579,054
Federal Funds	0	0

Does JBC staff believe the request meets the Joint Budget Committee's supplemental criteria? **YES**

A technical error in calculating the original appropriation.

Explanation: JBC staff and the Department agree that this request is the result of a technical error that occurred during the transmittal of the FY 2021-22 Department of Health Care Policy and Finance BA10 (Public Health Emergency End Resources) request.

DEPARTMENT REQUEST: The Department requests \$579,054 reappropriated funds in FY 2021-22 to provide Administrative Law Judge (ALJ) services to the Department of Health Care Policy and Finance related to the latter's FY 2021-22 BA10 (Public Health Emergency End Resources). There

are two components to the requested spending authority: \$531,395 for ALJ services and \$47,659 for temporary staffing to manage appeals.

STAFF RECOMMENDATION: Staff recommends that the Committee approve the request.

STAFF ANALYSIS: The supplemental budget request is a technical correction to the FY 2021-22 appropriation for personal services in the Office of Administrative Courts. During figure setting for FY 2021-22 for the Department of Health Care Policy and Finance (HCPF), the Committee approved their BA10 request. The appropriation associated with this request included funding for term-limited Administration Law Judges and temporary staff to manage appeals, services which are provided normally by the Office of Administrative Courts (OAC) in the Department of Personnel. However, due to a program requirement miscommunication, the requisite reappropriated funds spending authority for OAC to provide their services was not included in the non-prioritized request (NPBA1) submitted by the Department of Personnel. For details regarding the original HCPF budget request, please refer to page 76 of the [FY 2021-22 figure setting for HCPF](#).

S6 ANNUAL FLEET SUPPLEMENTAL TRUE-UP

FUEL AND AUTOMOTIVE SUPPLIES ADJUSTMENTS IN DEPARTMENT OF PERSONNEL ONLY

	REQUEST	RECOMMENDATION
TOTAL	\$220,079	\$220,079
FTE	0.0	0.0
General Fund	0	0
Cash Funds	0	0
Reappropriated Funds	220,079	220,079
Federal Funds	0	0

ESTIMATED STATEWIDE ADJUSTMENTS FOR APPROPRIATED AGENCIES

	REQUEST	RECOMMENDATION
TOTAL	(\$1,047,306)	\$0
FTE	0.0	0.0
General Fund	(227,433)	0
Cash Funds	(703,310)	0
Reappropriated Funds	(104,665)	0
Federal Funds	(11,898)	0

Does JBC staff believe the request meets the Joint Budget Committee's supplemental criteria? YES

Data that was not available when the original appropriation was made.

Explanation: JBC staff and the Department agree that this request is the result of data that was not available when the original appropriation was made, specifically 4 months of actual lease payment data for the current fiscal year.

DEPARTMENT REQUEST: The Department requests:

- \$220,079 reappropriated funds for its (7) Division of Capital Assets, (C) Fleet Management Program and Motor Pool Services, Fuel and Automotive Supplies line item for FY 2021-22; and an

- incremental adjustments for all appropriated State agencies resulting in a net decrease of \$1,047,306 total funds including an estimated decrease of \$227,433 General Fund for FY 2021-22.

STAFF RECOMMENDATION: Staff recommends that the Committee approve in part and deny in part the Department request. Staff recommends the Committee approve the requested adjustment for the Fuel and Automotive Supplies line item, but deny the requested incremental adjustments for all appropriated State agencies.

STAFF ANALYSIS: The State Fleet Management Program is designed to manage all aspects of a vehicle’s life from the time of acquisition through disposal. The program facilitates all maintenance, repairs, fuel expense, accident repairs, and maintains a robust database with a detailed history for each vehicle. The State Fleet Management Program manages these vehicle assets for State agencies, helping to control unnecessary expenses, and oversees adherence to preventive maintenance schedules, while gaining economies of scale and significant price reductions by aggregating purchasing opportunities and funding resources.

OPERATING ADJUSTMENTS IN DEPARTMENT OF PERSONNEL ONLY

The Department anticipates expenditures for fuel and vehicle maintenance to exceed the FY 2021-22 appropriations by approximately 1.1 percent. According to the U.S. Energy Information Administration, nominal retail fuel costs in Colorado have increased by 39.8 percent from 2020 to 2021. The Department also reports that the cost of vehicle maintenance is projected to increase by 4.9 percent since last year.

CALCULATION OF FUEL AND AUTOMOTIVE SUPPLIES REQUEST			
DESCRIPTION	FY 2020-21 ACTUAL	FY 2021-22 ESTIMATED EXPENDITURES	DIFF.
MAINTENANCE			
Normal Maintenance	\$4,581,668	\$4,927,565	\$345,897
Preventative Maintenance	639,995	665,576	25,581
Tire	1,391,927	1,389,751	(2,176)
Subtotal	\$6,613,590	\$7,352,194	\$369,302
FUEL, GAS, AND LICENSES			
Fuel	\$8,193,185	\$12,319,923	\$4,126,738
Gas,	358,421	381,866	23,445
Licenses	11,759	18,116	6,357
Subtotal	\$8,563,365	\$13,162,445	\$4,156,540
ACCIDENT EXPENSE			
Accident Expense	\$1,871,713	\$2,285,925	\$414,212
Insurance Offset	(778,279)	(1,119,025)	(340,746)
Subtotal	\$1,093,434	\$1,240,366	\$73,466
Total	\$16,270,389	\$20,869,697	\$4,599,308
	FY 2021-22 Appropriations	20,649,618	
	Recommended adjustment	\$220,079	
	<i>Percentage change</i>	<i>1.1%</i>	

ESTIMATED STATEWIDE ADJUSTMENTS FOR APPROPRIATED AGENCIES

In each of the last few fiscal years, the Department has submitted this supplemental true-up to capture the difference between agency appropriations and actual need. Through this supplemental, the Department is able to capture the differences created by any combination of the following:

- Replacements or purchases received before or after the budgeted date;
- Programmatic needs that drive the purchase of vehicles and/or options that were not factored into the original appropriation;
- Purchases or replacements that result from actions external to the typical replacement request (special bills or out-of-cycle requests);
- Out-of-cycle replacements due to wrecks (total losses); and
- Transfer of vehicles within a department’s programs due to need or changing requirements.

Based on staff’s similar recommendations in prior years to establish a standard policy for addressing individual department adjustments for increases of 10.0 percent or greater, and in conjunction with the following reversion analysis of the Vehicle Lease Payment line item in the Department of Military and Veterans Affairs, staff recommends denial of all requested departmental adjustments. The following two tables summarize the annual fleet supplemental request.

FY 2021-22 DEPARTMENTAL REQUESTED FLEET SUPPLEMENTAL TRUE-UP, THRESHOLD CALCULATION (10.0%)				
	FY 2021-22 APPROPRIATION	PROJECTED NEED	REQUESTED ADJUSTMENT	ADJUSTMENT PERCENTAGE
Agriculture	415,955	405,961	(\$9,994)	(2.4%)
Corrections	3,468,680	3,284,925	(\$183,755)	(5.3%)
Education	37,040	36,515	(\$525)	(1.4%)
Governor's Office	155,092	160,134	\$5,042	3.3%
Human Services	1,152,215	1,155,114	\$2,899	0.3%
Judicial	263,866	284,469	\$20,603	7.8%
Labor & Employment	191,751	161,933	(\$29,818)	(15.6%)
Law	78,456	65,125	(\$13,331)	(17.0%)
Local Affairs	113,942	100,113	(\$13,829)	(12.1%)
Military & Veterans Affairs	71,007	84,470	\$13,463	19.0%
Natural Resources	4,847,036	4,505,827	(\$341,209)	(7.0%)
Personnel	284,389	185,380	(\$99,009)	(34.8%)
Public Health & Environment	386,751	362,875	(\$23,876)	(6.2%)
Public Safety	10,202,489	10,209,942	\$7,453	0.1%
Regulatory Agencies	279,899	207,549	(\$72,350)	(25.8%)
Revenue	838,511	531,697	(\$306,814)	(36.6%)
State	12,443	10,187	(\$2,256)	(18.1%)
Total - Appropriated Agencies	\$22,799,522	\$21,752,216	(\$1,047,306)	(4.6%)

ANNUAL FLEET SUPPLEMENTAL REQUEST AND RECOMMENDATION FOR FY 2021-22						
DEPARTMENT	DEPARTMENT REQUEST					STAFF RECOMMENDATION
	TOTAL	GENERAL FUND	CASH FUND	REAPPROPRIATED FUNDS	FEDERAL FUNDS	TOTAL
Agriculture	(\$9,994)	(\$4,055)	(\$5,939)	\$0	\$0	\$0
Corrections	(183,755)	(156,705)	(27,050)	0	0	0
Education	(525)	(525)	0	0	0	0
Governor's Office	5,042	(17,054)	0	22,096	0	0
Human Services	2,899	1,464	0	1,435	0	0
Judicial	20,603	20,603	0	0	0	0

ANNUAL FLEET SUPPLEMENTAL REQUEST AND RECOMMENDATION FOR FY 2021-22						
DEPARTMENT	DEPARTMENT REQUEST					STAFF RECOMMENDATION
	TOTAL	GENERAL FUND	CASH FUND	REAPPROPRIATED FUNDS	FEDERAL FUNDS	TOTAL
Labor & Employment	(29,818)	(2,258)	(18,128)	0	(9,432)	0
Law	(13,331)	(1,667)	(10,520)	(144)	(1,000)	0
Local Affairs	(13,829)	(12,422)	0	(1,407)	0	0
Military & Veterans Affairs	13,463	4,039	0	0	9,424	0
Natural Resources	(341,209)	(26,855)	(288,703)	(17,658)	(7,993)	0
Personnel	(99,009)	0	0	(99,009)	0	0
Public Health & Environment	(23,876)	0	(44,180)	20,304	0	0
Public Safety	7,453	117,991	(154,413)	(29,982)	73,857	0
Regulatory Agencies	(72,350)	0	(72,350)	0	0	0
Revenue	(306,814)	(62,641)	(244,173)	0	0	0
State	(2,256)	0	(2,256)	0	0	0
Total	(\$1,047,306)	(\$140,085)	(\$867,712)	(\$104,365)	\$64,856	\$0

VEHICLE LEASE PAYMENT REVERSION ANALYSIS – DEPT. OF MILITARY AND VETERANS AFFAIRS
 JBC Staff conducted a targeted reversion analysis of the Vehicle Lease Payment line item in the Department of Military and Veterans Affairs. This analysis shows that the Department has a trend of reverting General Fund appropriated to the Vehicle Lease Payment line item. In the last four fiscal years for which actual expenditures are available, the Department has reverted an average of \$14,815 General Fund. This includes a reversion in FY 2020-21 of \$8,182 General Fund, which occurred after a supplemental adjustment to this line item that included an increase of \$6,639 General Fund. JBC Staff's recommendation not to approve the incremental adjustment for the Department of Military and Veterans Affairs is based on the Department's reversion history.

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS - VEHICLE LEASE PAYMENT LINE ITEM REVERSIONS			
FISCAL YEAR	TOTAL FUNDS	GENERAL FUND	FEDERAL FUNDS
FY 2017-18	\$27,057	\$27,057	\$0
FY 2018-19	3,246	3,166	80
FY 2019-20	33,430	20,853	12,577
FY 2020-21	10,117	8,182	1,935
4-year average	\$18,463	\$14,815	\$3,648

STAFF-INITIATED SUPPLEMENTAL REQUESTS

STAFF-INITIATED – H.B. 21-1326 APPROPRIATIONS CLAUSE CORRECTION

	REQUEST	RECOMMENDATION
TOTAL	\$0	\$0
FTE	0.0	0.0
General Fund	0	0
Cash Funds	0	0
Federal Funds	0	0

Does JBC staff believe the request meets the Joint Budget Committee's supplemental criteria? **YES**

A technical error in calculating the original appropriation.

Explanation: JBC staff, in reviewing appropriations in bills from the 2021 legislative session, noticed the non-standard language in the appropriations clause of H.B. 21-1326. This non-standard language has created some technical confusion with booking this appropriation and a fix to make the clause technically correct would alleviate that confusion.

DEPARTMENT REQUEST: The Department did not request this adjustment. However, the Department is aware of staff's recommendation and is supportive.

STAFF RECOMMENDATION: Staff recommends that the Committee approve a technical correction to the appropriations clause for H.B. 21-1326 (2020-21 General Fund Transfer Support Department of Natural Resources Programs).

Staff asks permission to include this technical correction as a supplemental adjustment made through the FY 2022-23 Long Bill, as the Committee is afforded the opportunity to make such adjustments. The recommended correction requires adjustments to the appropriations of multiple department (Natural Resources and Personnel) and would not meet the single-subject rule (Article V, Section 32 of the Colorado Constitution) as it applies to supplemental bills. Conversely, given the broad scope of the Long Bill, this correction would fall under its title.

STAFF ANALYSIS: The appropriations clause for H.B. 21-1326 (2020-21 General Fund Transfer Support Department of Natural Resources Programs) contains a technical error regarding the reappropriated spending authority for the Department of Personnel. Subsection (3) of Section 6 of the bill provides \$43,200 reappropriated funds to the Department of Personnel for vehicle lease payments for FY 2020-21. However, the opening clause of the paragraph states that this appropriations is "on an ongoing basis," which is non-standard language for appropriations clauses. The rest of this subsection meets the technical requirements of an appropriations clause.

(3) For the 2020-21 state fiscal year and on an ongoing basis, \$43,200 is appropriated to the department of personnel. This appropriation is from reappropriated funds received from the department of natural resources pursuant to subsection (2)(a)(II) of this section. To implement this act, the department of personnel may use this appropriation for vehicle replacement leases or purchases in fleet management program and motor pool services.

While the intent of the appropriations clause is clear and correct, that the Department would require the same appropriation in out years to cover the vehicle lease payments from the Department of Natural Resources, the mechanism by which the appropriation was implemented is wrong. The appropriation for FY 2021-22 should be a separate section within the bill, appropriating cash funds spending authority to the Department of Natural Resources for vehicle lease payments and appropriating reappropriated funds spending authority to the Department of Personnel. This would essentially duplicating the FY 2020-21 appropriation. The appropriation will be annualized into the FY 2022-23 request as a normal part of the budgeting process. Below is JBC Staff's recommended addition to H.B. 21-1326.

SECTION 8. APPROPRIATION. (1) For the 2021-22 state fiscal year, \$43,200 is appropriated to the department of natural resources for use by the division of parks and wildlife. This appropriation is from the parks and outdoor recreation cash fund created in section 33-10-111 (1), C.R.S. To implement this act, the division may use this appropriation for vehicle lease payments.

(2) For the 2021-22 state fiscal year, \$43,200 is appropriated to the department of personnel for use by the division of capital assets. This appropriation is from reappropriated funds received from the department of natural resources pursuant to subsection (1) of this section. To implement this act, the division may use this appropriation for vehicle replacement lease or purchase.

STAFF-INITIATED – LETTERNOTE TECHNICAL CORRECTION

	REQUEST	RECOMMENDATION
TOTAL	\$0	\$0
FTE	0.0	0.0
General Fund	0	0
Cash Funds	0	0
Federal Funds	0	0

Does JBC staff believe the request meets the Joint Budget Committee's supplemental criteria? YES

[A technical error in calculating the original letternote]

Explanation: JBC staff made a typographical error when drafting letternote “b” in the Executive Director’s Office subdivision of the Department of Personnel’s section of the FY 2021-22 Long Bill.

DEPARTMENT REQUEST: The Department did not request this adjustment. However, the Department is aware of staff’s recommendation and is supportive.

STAFF RECOMMENDATION: Staff recommends that the Committee approve the technical correction to “b” in the Executive Director’s Office subdivision of the Department of Personnel’s section of the FY 2021-22 Long Bill. This correction does not affect appropriations for the Department.

STAFF ANALYSIS: The estimated amount shown in letternote “b” in the Executive Director’s Office subdivision as being from various reappropriated sources (\$11,469,954) is incorrect. The correct amount that should be reflected in the letternote is \$11,409,954 from various reappropriated sources.

STATEWIDE COMMON POLICY SUPPLEMENTAL REQUESTS

These requests are not prioritized and are not analyzed in this packet. The JBC will act on this item later when it makes decisions regarding common policies.

DEPARTMENT'S PORTION OF STATEWIDE SUPPLEMENTAL REQUEST	TOTAL	GENERAL FUND	CASH FUNDS	REAPPROP. FUNDS	FEDERAL FUNDS	FTE
SNP DPA Annual fleet supplemental true-up	(\$99,009)	\$0	\$0	(\$99,009)	\$0	0.0
DEPARTMENT'S TOTAL STATEWIDE SUPPLEMENTAL REQUESTS	(\$99,009)	\$0	\$0	(\$99,009)	\$0	0.0

STAFF RECOMMENDATION: The staff recommendation for this request is pending Committee action on common policy supplementals. Staff will include the corresponding appropriation in the Department's supplemental bill based on Committee action on common policy supplementals. If staff believes there is reason to deviate from the common policy, staff will appear before the Committee at a later date to present the relevant analysis.

APPENDIX A
NUMBERS PAGES

JBC Staff Supplemental Recommendations - FY 2021-22
Staff Working Document - Does Not Represent Committee Decision

Appendix A: Numbers Pages

	FY 2020-21 Actual	FY 2021-22 Appropriation	FY 2021-22 Requested Change	FY 2021-22 Rec'd Change	FY 2021-22 Total w/Rec'd Change
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DEPARTMENT OF PERSONNEL
Kara Veitch, Executive Director

S1 Pay equity study

(2) DIVISION OF HUMAN RESOURCES

(A) Human Resource Services

(I) State Agency Services

Operating Expenses	<u>83,644</u>	<u>88,127</u>	<u>500,000</u>	<u>0</u>	<u>88,127</u>
General Fund	83,644	88,127	500,000	0	88,127
Cash Funds	0	0	0	0	0
Reappropriated Funds	0	0	0	0	0
Federal Funds	0	0	0	0	0

Total for S1 Pay equity study	83,644	88,127	500,000	0	88,127
<i>FTE</i>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
General Fund	83,644	88,127	500,000	0	88,127
Cash Funds	0	0	0	0	0
Reappropriated Funds	0	0	0	0	0
Federal Funds	0	0	0	0	0

JBC Staff Supplemental Recommendations - FY 2021-22
Staff Working Document - Does Not Represent Committee Decision

	FY 2020-21 Actual	FY 2021-22 Appropriation	FY 2021-22 Requested Change	FY 2021-22 Rec'd Change	FY 2021-22 Total w/Rec'd Change
S2 DHR stimulus staffing					
(1) EXECUTIVE DIRECTOR'S OFFICE					
(A) Department Administration					
Health, Life, and Dental	<u>3,577,886</u>	<u>4,448,038</u>	<u>35,215</u>	<u>0</u>	<u>4,448,038</u>
General Fund	792,650	1,620,781	35,215	0	1,620,781
Cash Funds	184,342	145,314	0	0	145,314
Reappropriated Funds	2,600,894	2,681,943	0	0	2,681,943
Federal Funds	0	0	0	0	0
Short-term Disability	<u>37,096</u>	<u>44,196</u>	<u>251</u>	<u>0</u>	<u>44,196</u>
General Fund	13,663	18,474	251	0	18,474
Cash Funds	1,658	1,759	0	0	1,759
Reappropriated Funds	21,775	23,963	0	0	23,963
Federal Funds	0	0	0	0	0
S.B. 04-257 Amortization Equalization Disbursement	<u>1,227,193</u>	<u>1,391,105</u>	<u>7,846</u>	<u>0</u>	<u>1,391,105</u>
General Fund	449,956	580,587	7,846	0	580,587
Cash Funds	55,055	55,280	0	0	55,280
Reappropriated Funds	722,182	755,238	0	0	755,238
Federal Funds	0	0	0	0	0
S.B. 06-235 Supplemental Amortization Equalization Disbursement	<u>1,227,193</u>	<u>1,391,105</u>	<u>7,846</u>	<u>0</u>	<u>1,391,105</u>
General Fund	449,956	580,587	7,846	0	580,587
Cash Funds	55,055	55,280	0	0	55,280
Reappropriated Funds	722,182	755,238	0	0	755,238
Federal Funds	0	0	0	0	0

JBC Staff Supplemental Recommendations - FY 2021-22
Staff Working Document - Does Not Represent Committee Decision

	FY 2020-21 Actual	FY 2021-22 Appropriation	FY 2021-22 Requested Change	FY 2021-22 Rec'd Change	FY 2021-22 Total w/Rec'd Change
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(1) EXECUTIVE DIRECTOR'S OFFICE

(B) Statewide Special Purpose

(I) Colorado State Employees Assistance Program

Personal Services	<u>808,041</u>	<u>908,645</u>	<u>41,479</u>	<u>0</u>	<u>908,645</u>
FTE	10.0	11.0	0.5	0.0	11.0
General Fund	0	0	41,479	0	NaN
Cash Funds	0	0	0	0	0
Reappropriated Funds	808,041	908,645	0	0	908,645
Federal Funds	0	0	0	0	0
Operating Expenses	<u>66,901</u>	<u>70,643</u>	<u>27,475</u>	<u>0</u>	<u>70,643</u>
General Fund	0	0	27,475	0	NaN
Cash Funds	0	0	0	0	0
Reappropriated Funds	66,901	70,643	0	0	70,643
Federal Funds	0	0	0	0	0

(2) DIVISION OF HUMAN RESOURCES

(A) Human Resource Services

(I) State Agency Services

Personal Services	<u>1,992,971</u>	<u>1,871,858</u>	<u>134,823</u>	<u>36,787</u>	<u>1,908,645</u>
FTE	18.0	19.2	2.0	0.7	19.9
General Fund	1,992,971	1,871,858	134,823	36,787	1,908,645
Cash Funds	0	0	0	0	0
Reappropriated Funds	0	0	0	0	0
Federal Funds	0	0	0	0	0

JBC Staff Supplemental Recommendations - FY 2021-22
Staff Working Document - Does Not Represent Committee Decision

	FY 2020-21 Actual	FY 2021-22 Appropriation	FY 2021-22 Requested Change	FY 2021-22 Rec'd Change	FY 2021-22 Total w/Rec'd Change
Operating Expenses	<u>83,644</u>	<u>88,127</u>	<u>37,400</u>	<u>37,700</u>	<u>125,827</u>
General Fund	83,644	88,127	37,400	37,700	125,827
Cash Funds	0	0	0	0	0
Reappropriated Funds	0	0	0	0	0
Federal Funds	0	0	0	0	0
Total for S2 DHR stimulus staffing	9,020,925	10,213,717	292,335	74,487	10,288,204
<i>FTE</i>	<u>28.0</u>	<u>30.2</u>	<u>2.5</u>	<u>0.7</u>	<u>30.9</u>
General Fund	3,782,840	4,760,414	292,335	74,487	4,834,901
Cash Funds	296,110	257,633	0	0	257,633
Reappropriated Funds	4,941,975	5,195,670	0	0	5,195,670
Federal Funds	0	0	0	0	0

JBC Staff Supplemental Recommendations - FY 2021-22
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	FY 2020-21 Actual	FY 2021-22 Appropriation	FY 2021-22 Requested Change	FY 2021-22 Rec'd Change	FY 2021-22 Total w/Rec'd Change
S3 IDS technical adjustment					
(1) EXECUTIVE DIRECTOR'S OFFICE					
(A) Department Administration					
Health, Life, and Dental	<u>3,577,886</u>	<u>4,448,038</u>	<u>42,258</u>	<u>0</u>	<u>4,448,038</u>
General Fund	792,650	1,620,781	0	0	1,620,781
Cash Funds	184,342	145,314	0	0	145,314
Reappropriated Funds	2,600,894	2,681,943	42,258	0	2,681,943
Federal Funds	0	0	0	0	0
Short-term Disability	<u>37,096</u>	<u>44,196</u>	<u>208</u>	<u>0</u>	<u>44,196</u>
General Fund	13,663	18,474	0	0	18,474
Cash Funds	1,658	1,759	0	0	1,759
Reappropriated Funds	21,775	23,963	208	0	23,963
Federal Funds	0	0	0	0	0
S.B. 04-257 Amortization Equalization Disbursement	<u>1,227,193</u>	<u>1,391,105</u>	<u>6,503</u>	<u>0</u>	<u>1,391,105</u>
General Fund	449,956	580,587	0	0	580,587
Cash Funds	55,055	55,280	0	0	55,280
Reappropriated Funds	722,182	755,238	6,503	0	755,238
Federal Funds	0	0	0	0	0
S.B. 06-235 Supplemental Amortization Equalization Disbursement	<u>1,227,193</u>	<u>1,391,105</u>	<u>6,503</u>	<u>0</u>	<u>1,391,105</u>
General Fund	449,956	580,587	0	0	580,587
Cash Funds	55,055	55,280	0	0	55,280
Reappropriated Funds	722,182	755,238	6,503	0	755,238
Federal Funds	0	0	0	0	0

JBC Staff Supplemental Recommendations - FY 2021-22
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	FY 2020-21 Actual	FY 2021-22 Appropriation	FY 2021-22 Requested Change	FY 2021-22 Rec'd Change	FY 2021-22 Total w/Rec'd Change
(4) CENTRAL SERVICES					
(B) Integrated Document Solutions					
Personal Services	5,480,394	7,467,856	146,131	66,273	7,534,129
FTE	84.1	96.6	3.0	1.6	98.2
General Fund	0	0	0	0	0
Cash Funds	141,615	141,615	0	0	141,615
Reappropriated Funds	5,338,779	7,326,241	146,131	66,273	7,392,514
Federal Funds	0	0	0	0	0
Operating Expenses	5,126,278	18,658,891	4,983,196	4,983,646	23,642,537
General Fund	0	0	0	0	0
Cash Funds	0	980,537	344,298	344,298	1,324,835
Reappropriated Funds	5,126,278	17,678,354	4,638,898	4,639,348	22,317,702
Federal Funds	0	0	0	0	0
Total for S3 IDS technical adjustment	16,676,040	33,401,191	5,184,799	5,049,919	38,451,110
FTE	84.1	96.6	3.0	1.6	98.2
General Fund	1,706,225	2,800,429	0	0	2,800,429
Cash Funds	437,725	1,379,785	344,298	344,298	1,724,083
Reappropriated Funds	14,532,090	29,220,977	4,840,501	4,705,621	33,926,598
Federal Funds	0	0	0	0	0

JBC Staff Supplemental Recommendations - FY 2021-22
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	FY 2020-21 Actual	FY 2021-22 Appropriation	FY 2021-22 Requested Change	FY 2021-22 Rec'd Change	FY 2021-22 Total w/Rec'd Change
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S4 SB 21-292 rollforward

(4) CENTRAL SERVICES

(B) Integrated Document Solutions

Appropriation to Address Confidentiality Program

Fund	<u>500,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>500,000</u>
Cash Funds	500,000	0	0	0	500,000

Total for S4 SB 21-292 rollforward	500,000	0	0	0	500,000
<i>FTE</i>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
Cash Funds	500,000	0	0	0	500,000

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	FY 2020-21 Actual	FY 2021-22 Appropriation	FY 2021-22 Requested Change	FY 2021-22 Rec'd Change	FY 2021-22 Total w/Rec'd Change
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S5 Correction for HCPF Public Health Emergency Resources

(6) ADMINISTRATIVE COURTS

Personal Services	<u>3,654,970</u>	<u>4,152,044</u>	<u>579,054</u>	<u>579,054</u>	<u>4,731,098</u>
FTE	37.1	44.7	0.0	0.0	44.7
General Fund	0	0	0	0	0
Cash Funds	0	15,000	0	0	15,000
Reappropriated Funds	3,654,970	4,137,044	579,054	579,054	4,716,098
Federal Funds	0	0	0	0	0

Total for S5 Correction for HCPF Public Health Emergency Resources	3,654,970	4,152,044	579,054	579,054	4,731,098
<i>FTE</i>	<u>37.1</u>	<u>44.7</u>	<u>0.0</u>	<u>0.0</u>	<u>44.7</u>
General Fund	0	0	0	0	0
Cash Funds	0	15,000	0	0	15,000
Reappropriated Funds	3,654,970	4,137,044	579,054	579,054	4,716,098
Federal Funds	0	0	0	0	0

JBC Staff Supplemental Recommendations - FY 2021-22
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	FY 2020-21 Actual	FY 2021-22 Appropriation	FY 2021-22 Requested Change	FY 2021-22 Rec'd Change	FY 2021-22 Total w/Rec'd Change
S6 Annual fleet supplemental					
(7) DIVISION OF CAPITAL ASSETS					
(C) Fleet Management Program and Motor Pool Services					
Fuel and Automotive Supplies	<u>16,270,388</u>	<u>20,649,618</u>	<u>220,079</u>	<u>220,079</u>	<u>20,869,697</u>
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	16,270,388	20,649,618	220,079	220,079	20,869,697
Federal Funds	0	0	0	0	0
Vehicles Replacement Lease or Purchase	<u>20,427,099</u>	<u>25,868,778</u>	<u>(1,693,276)</u>	<u>0</u>	<u>25,868,778</u>
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	20,427,099	25,868,778	(1,693,276)	0	25,868,778
Federal Funds	0	0	0	0	0
Total for S6 Annual fleet supplemental	36,697,487	46,518,396	(1,473,197)	220,079	46,738,475
<i>FTE</i>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	36,697,487	46,518,396	(1,473,197)	220,079	46,738,475
Federal Funds	0	0	0	0	0

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	FY 2020-21 Actual	FY 2021-22 Appropriation	FY 2021-22 Requested Change	FY 2021-22 Rec'd Change	FY 2021-22 Total w/Rec'd Change
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Staff-initiated HB 21-1326 approps clause correction

(7) DIVISION OF CAPITAL ASSETS

(C) Fleet Management Program and Motor Pool Services

Vehicles Replacement Lease or Purchase	<u>20,427,099</u>	<u>25,868,778</u>	<u>0</u>	<u>43,200</u>	<u>25,911,978</u>
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	20,427,099	25,868,778	0	43,200	25,911,978
Federal Funds	0	0	0	0	0

Total for Staff-initiated HB 21-1326 approps clause correction	20,427,099	25,868,778	0	43,200	25,911,978
<i>FTE</i>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	20,427,099	25,868,778	0	43,200	25,911,978
Federal Funds	0	0	0	0	0

JBC Staff Supplemental Recommendations - FY 2021-22
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	FY 2020-21 Actual	FY 2021-22 Appropriation	FY 2021-22 Requested Change	FY 2021-22 Rec'd Change	FY 2021-22 Total w/Rec'd Change
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Staff-initiated letternote b correction

(1) EXECUTIVE DIRECTOR'S OFFICE

(A) Department Administration

Personal Services	<u>1,798,024</u>	<u>1,916,101</u>	<u>0</u>	<u>0</u>	<u>1,916,101</u>
FTE	16.5	18.3	0.0	0.0	18.3
General Fund	12,303	0	0	0	0
Cash Funds	51,874	57,774	0	0	57,774
Reappropriated Funds	1,733,847	1,858,327	0	0	1,858,327
Federal Funds	0	0	0	0	0

Total for Staff-initiated letternote b correction	1,798,024	1,916,101	0	0	1,916,101
<i>FTE</i>	<u>16.5</u>	<u>18.3</u>	<u>0.0</u>	<u>0.0</u>	<u>18.3</u>
General Fund	12,303	0	0	0	0
Cash Funds	51,874	57,774	0	0	57,774
Reappropriated Funds	1,733,847	1,858,327	0	0	1,858,327
Federal Funds	0	0	0	0	0

Totals Excluding Pending Items					
PERSONNEL					
TOTALS for ALL Departmental line items	198,953,207	218,141,793	5,082,991	5,966,739	224,108,532
<i>FTE</i>	<u>361.2</u>	<u>409.4</u>	<u>5.5</u>	<u>2.3</u>	<u>411.7</u>
General Fund	29,702,043	20,065,817	792,335	74,487	20,140,304
Cash Funds	10,430,671	13,506,508	344,298	344,298	13,850,806
Reappropriated Funds	158,820,493	184,569,468	3,946,358	5,547,954	190,117,422
Federal Funds	0	0	0	0	0