

JOINT BUDGET COMMITTEE



STAFF BUDGET BRIEFING FY 2019-20

DEPARTMENT OF PERSONNEL (INCLUDING OPERATING COMMON POLICIES)

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

PREPARED BY:
SCOTT PHILIP THOMPSON, JBC STAFF
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JOINT BUDGET COMMITTEE STAFF
200 E. 14TH AVENUE, 3RD FLOOR • DENVER • COLORADO • 80203
TELEPHONE: (303) 866-2061 • TDD: (303) 866-3472
<https://leg.colorado.gov/agencies/joint-budget-committee>

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DEPARTMENT OF PERSONNEL

DEPARTMENT OVERVIEW

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

The **EXECUTIVE DIRECTOR'S OFFICE** includes the Office of the State Architect, the Colorado State Employee Assistance Program (C-SEAP), and Colorado State Archives.

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, and general maintenance/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.

DEPARTMENT BUDGET: RECENT APPROPRIATIONS

FUNDING SOURCE	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20 *
General Fund	\$13,145,504	\$12,499,410	\$14,074,381	\$14,909,085
Cash Funds	16,928,150	14,926,636	14,016,747	16,789,628
Reappropriated Funds	162,444,496	168,790,189	178,358,368	179,600,622
Federal Funds	0	0	0	0
TOTAL FUNDS	\$192,518,150	\$196,216,235	\$206,449,496	\$211,299,335
Full Time Equiv. Staff	421.5	422.1	425.6	426.7

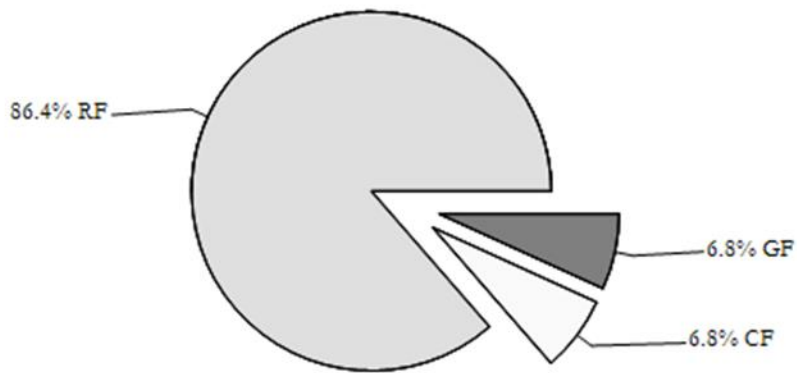
*Requested appropriation.

DEPARTMENT BUDGET: GRAPHIC OVERVIEW

Department's Share of Statewide General Fund

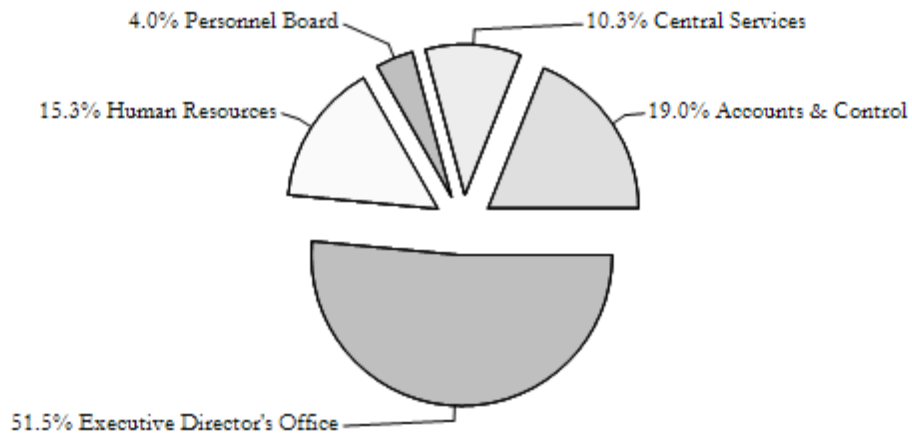


Department Funding Sources

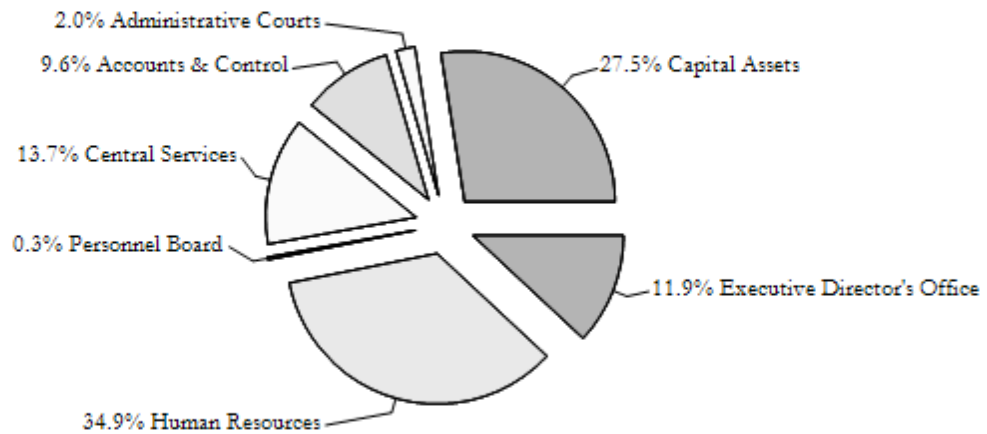


All charts are based on the FY 2018-19 appropriation.

Distribution of General Fund by Division



Distribution of Total Funds by Division



All charts are based on the FY 2018-19 appropriation.

GENERAL FACTORS DRIVING THE BUDGET

The Department's budget request for FY 2019-20 consists of 7.1 percent General Fund, 7.9 percent cash funds, and 85.0 percent reappropriated funds. The primary source of reappropriated funds is user fees transferred from other agencies for the provision of statewide services. Some of the major factors driving the Department's budget are discussed below.

RISK MANAGEMENT

The state's Risk Management Program provides insurance coverage to departments and state agencies for workers' compensation and property and liability insurance. The state is self-insured for workers' compensation and liability and purchases property insurance from a commercial insurer. Appropriations and allocations to state agencies for risk management coverage are calculated using actuarially-determined prospective claims losses. The larger higher education institutions administer their own risk management programs, and for those programs, funds are not included in the following table.

STATEWIDE RISK MANAGEMENT SERVICES - PREMIUMS AND ADMINISTRATIVE EXPENSES					
	FY 15-16 ACTUAL	FY 16-17 ACTUAL	FY 17-18 ACTUAL	FY 18-19 APPROP.	FY 19-20 REQUEST
Workers' Comp. Claims and Excess Policy	\$31,187,469	\$31,897,533	\$29,989,776	\$37,100,983	\$35,914,729
Property Policies and Deductibles and Payouts	10,675,326	14,295,196	17,071,763	11,491,679	12,508,011
Liability Claims and Excess Policy	4,571,238	7,344,496	5,860,800	5,672,029	5,318,391
SUBTOTAL Claims, Premiums, & Deductibles	\$46,434,033	\$53,537,225	\$52,922,339	\$54,264,691	\$53,741,131
Claims, Premiums, & Deductibles percent of total	83.2%	86.0%	85.5%	83.3%	84.8%
Workers' Comp. Legal Services	2,269,200	1,631,452	1,899,076	2,318,256	2,339,348
Liability Legal Services	3,370,249	3,800,789	3,920,646	4,606,572	3,663,745
SUBTOTAL Risk Mgmt. Legal Services	\$5,639,449	\$5,432,241	\$5,819,722	\$6,924,828	\$6,003,093
Legal Services as percent of total	10.1%	8.7%	9.4%	10.6%	9.5%
Risk Mgmt. Admin. Expense and TPA Fees	3,725,048	3,260,856	3,129,767	3,950,939	3,612,342
Administrative Expense Percentage	7.4%	5.2%	5.1%	6.1%	5.7%
TOTAL Risk Management	\$55,798,530	\$62,230,322	\$61,871,828	\$65,140,458	\$63,356,566
Change in Risk Management Expenses	n/a	11.5%	(0.6%)	5.3%	(2.7%)

STATE FLEET PROGRAM

Pursuant to Section 24-30-1104 (2)(a), C.R.S., the Division of Capital Assets administers the state's fleet management program, which purchases vehicles, manages maintenance and repairs, manages the fleet, auctions older vehicles, and manages the state motor pool. Annually, the Department submits a request to replace vehicles in its fleet that have aged past their life or have maintenance costs that exceed replacement.

For FY 2019-20, the Department has submitted a funding request, to replace 709 fleet vehicles (413 which are designated as potential alternative fuel vehicles). This will require an increase of \$468,332 in appropriated funds for all state agencies' Vehicle Lease Payment appropriations, and an increase of \$417,795 for the Department's Vehicle Replacement Lease/Purchase line item for FY 2019-20. The Department whittled down a list that started with 1,996 vehicles that were potentially eligible for replacement.

Vehicle costs include variable and fixed expenses. Variable costs are billed at a rate per mile based on department and vehicle type and are typically paid from operating expenses line items. Variable costs

include insurance, fuel, maintenance, and repairs. Fixed costs include the vehicle lease payments and the Department's vehicle management fee and are included in each department's *Vehicle Lease Payments* line item. The Department acquires lease-purchase financing for replacement vehicles and additional vehicles approved in budget requests. Leases vary between 72 and 120 months with the exception of State Patrol vehicles, which are leased for 48 months.

The Department's vehicle ordering process is governed by 24-30-1104, C.R.S., and the Governor's executive orders focusing on alternative fuel vehicles (AFV), emphasizing a menu approach for the appropriate vehicle selection. A menu approach allows agencies to identify the correct AFV available for their needs. Statute requires the Department to purchase AFV capable vehicles whenever the base cost or lifecycle cost is not more than 10 percent above the cost of the regular gasoline alternative.

Early AFV analyses only compared a few types of alternative fuel vehicles against tradition gasoline or diesel equivalents, which left previous analysts skeptical about the value of paying the higher cost to acquire AFVs. The fact that development of alternative fueling locations and infrastructure in Colorado was in its infancy in 2013 when the law became enacted, combined with a lack of flexibility in statute resulted in less-than-ideal vehicles to be acquired in a few very limited circumstances. With its budget request this year, however, the Department submitted 67 comparisons between not only alternative fuel vehicles and traditional ones but also between different classes of alternative and hybrid vehicles.

At this time, as described to JBC staff, and due to understandable technical limitations of a computer system that is approaching its 22nd birthday, the Department is unable to allocate the cost of electricity for vehicles capable of accessing the electrical grid. This is one data point the Department should be expected to capture if its Capital IT request for a new fleet information management system is approved and an example of future changes to fleet management it needs to consider when acquiring a replacement.

SUMMARY: FY 2017-18 APPROPRIATION & FY 2018-19 REQUEST

DEPARTMENT OF PERSONNEL						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2018-19 APPROPRIATION:						
HB 18-1322 (Long Bill)	206,417,946	14,062,748	14,016,747	178,338,451	0	425.4
Other legislation	31,550	11,633	0	19,917	0	0.2
TOTAL	\$206,449,496	\$14,074,381	\$14,016,747	\$178,358,368	\$0	425.6
FY 2019-20 REQUESTED APPROPRIATION:						
FY 2018-19 Appropriation	\$206,449,496	14,074,381	\$14,016,747	\$178,358,368	\$0	425.6
R1 Fleet information management system ongoing costs	130,000	0	0	130,000	0	0.0
R2 Integrated Document Solutions increased input costs	500,756	0	0	500,756	0	0.0
R3 Printing and mailing for counties participating in DRIVES	2,609,297	0	0	2,609,297	0	0.0
R4 Annual fleet vehicle request	417,795	0	0	417,795	0	0.0
Centrally appropriated line items	1,719,121	1,314,308	171,347	233,466	0	0.0
Annualize prior year budget actions	1,108,339	(172,551)	(27,680)	1,308,570	0	1.1
Annualize prior year legislation	146,846	14,217	87,603	45,026	0	0.0
DOR Tax pipeline appropriation	0	0	0	0	0	0.0
Nonprioritized request items	(1,672,539)	133,180	2,523,661	(4,329,380)	0	0.0
Indirect cost assessment adjustment	(109,776)	(451,456)	22,956	318,724	0	0.0
Technical	0	(2,994)	(5,006)	8,000	0	0.0
TOTAL	\$211,299,335	\$14,909,085	\$16,789,628	\$179,600,622	\$0	426.7
INCREASE/(DECREASE)	\$4,849,839	\$834,704	\$2,772,881	\$1,242,254	\$0	1.1
Percentage Change	2.3%	5.9%	19.8%	0.7%	n/a	0.3%

R1 FLEET INFORMATION MANAGEMENT SYSTEM ONGOING COSTS: The request includes an increase of \$130,000 reappropriated funds for ongoing operations and maintenance for the information management system it requested as a Capital IT request. Because this budget item is not required until and unless the IT system is approved for acquisition, the staff analysis and recommendation on funding the operating portion of this request is pending the decision on the project.

R2 INTEGRATED DOCUMENT SOLUTIONS INCREASED INPUT COSTS: The request includes an increase of \$500,756 reappropriated funds in FY 2019-20 and 971,847 in FY 2020-21 and ongoing for Integrated Documents Solutions, the state's printing and mail service provider, due to the rising postage rates charged by the United States Postal Service and the increasing costs of paper and paper products. The request includes adjustments to 10 other statewide agencies that result in an increase of \$121,209 total funds, including \$18,166 General Fund, in FY 2019-20 and \$374,648 total funds, including \$56,147 General Fund in FY 2020-21 and ongoing. *Please see the following pages for an issue brief discussing this request.*

R3 PRINTING AND MAILING FOR COUNTIES PARTICIPATING IN DRIVES: The request includes an increase of \$2,609,297 reappropriated funds spending authority for Integrated Document Solutions. The majority of the funds identified would originate as payments made to the Department by counties

utilizing the centralized printing and mailing services for items sent by county-run divisions of motor vehicles. Of the amount requested, an increase of \$28,903 cash funds is requested on behalf of the Department of Revenue, which originates from the Colorado DRIVES Vehicle Services Account of the Highway Users Tax Fund. Currently, the Department generates individual files of all required notices from the DRIVES computer system for each of the 64 counties and shares the files with each via a secure ftp transfer. Printing, stuffing, applying standard rate postage, and delivery to a USPS drop off occurs 64 times each month by county staff. Funding this request would eliminate the need to transfer files with personally identifiable information of Colorado residents over older file sharing technology and allow the Department to generate just one file monthly for the entire state. In turn, the staff time counties currently spend manually performing mail merges can be spent better serving county residents in other manners and the reduced meter rate will save counties at least ten cents per item mailed. Finally, a large component of this request is the postage that will be required to make all the mailing from IDS, \$2,282,029 reappropriated funds, which may be an overestimation based on actions taken by the USPS since the budget submission. *See the issue brief for R2 Integrated Document Solutions increased input costs for more information on postage rates.*

R4 ANNUAL FLEET VEHICLE REQUEST: The request includes a \$2.6 million increase in reappropriated funds for the Vehicle Replacement Lease/Purchase line item for the Fleet Management Program. The request is to replace 709 fleet vehicles statewide, including 371 designated as potential alternative fuel or hybrid vehicles. The request includes a \$468,330 increase in state agency appropriations for Vehicle Lease Payments line items that includes a \$45,317 decrease in General Fund. The anticipated 2020 lease-purchase contract totals \$943,550 in FY 2019-20, annualizing to \$4.7 million in FY 2020-21 and remaining out years for the contract. Excluding negative adjustments in prior year lease-purchase contracts for vehicles taken out of service, state agency Vehicle Lease Payments appropriation will increase by the difference (\$4.2 million) in FY 2019-20 for the planned vehicle replacement purchases in this request; the request does not identify the General Fund impact in out years related to that annualization. However, the Department projects \$2.9 million in maintenance and fuel savings related to the request.

CENTRALLY APPROPRIATED LINE ITEMS: The request includes adjustments to centrally appropriated line items for the following:

CENTRALLY APPROPRIATED LINE ITEMS						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
Merit pay adjustment	\$884,129	\$329,431	\$63,460	\$491,238	\$0	0.0
PERA Direct Distribution	704,134	257,995	55,345	390,794	0	0.0
Payments to OIT adjustment	468,513	(153,152)	38,384	583,281	0	0.0
Health, life, and dental adjustment	408,403	129,592	81,149	197,662	0	0.0
Vehicle lease payments adjustment	38,272	0	(279)	38,551	0	0.0
AED adjustment	26,981	(3,718)	13,614	17,085	0	0.0
SAED adjustment	26,981	(3,718)	13,614	17,085	0	0.0
Leased space adjustment (Contract escalator)	2,176	0	0	2,176	0	0.0
Short-term disability adjustment	1,345	29	498	818	0	0.0
ALJ adjustment	747	0	747	0	0	0.0
Salary survey adjustment	591	0	0	591	0	0.0
Capitol Complex leased space adjustment	(299,554)	955,485	(13,867)	(1,241,172)	0	0.0
Risk management / property funds adjustment	(273,121)	(66,951)	(33,952)	(172,218)	0	0.0
Legal services adjustment	(197,520)	(125,326)	(39,037)	(33,157)	0	0.0
CORE adjustment	(52,088)	(2,582)	(6,400)	(43,106)	0	0.0
Workers' compensation adjustment	(17,802)	(2,777)	(1,929)	(13,096)	0	0.0

CENTRALLY APPROPRIATED LINE ITEMS						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
Shift differential adjustment	(3,066)	0	0	(3,066)	0	0.0
TOTAL	\$1,719,121	\$1,314,308	\$171,347	\$233,466	\$0	0.0

ANNUALIZE PRIOR YEAR BUDGET ACTIONS: The request includes a net increase of \$1,108,339 total funds, including a decrease of \$172,551 General Fund, for adjustments related to prior year budget actions as outlined in the following table.

ANNUALIZE PRIOR YEAR BUDGET ACTIONS						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 18-19 DOR Tax pipeline additional resources	\$1,306,463	\$0	\$0	\$1,306,463	\$0	0.0
FY 13-14 Total comp and employee engagement survey	215,000	215,000	0	0	0	0.0
FY 18-19 OIT Operating System and Productivity Suite	3,303	882	314	2,107	0	0.0
FY 14-15 Total comp and employee engagement survey	(300,000)	(300,000)	0	0	0	0.0
FY 18-19 Address Confidentiality Program resources	(89,433)	(63,433)	(26,000)	0	0	1.1
FY 18-19 Governor transition funding	(25,000)	(25,000)	0	0	0	0.0
FY 18-19 Salary Survey	(1,994)	0	(1,994)	0	0	0.0
TOTAL	\$1,108,339	(\$172,551)	(\$27,680)	\$1,308,570	\$0	1.1

ANNUALIZE PRIOR YEAR LEGISLATION: The request includes a net increase of \$146,846 total funds, including an increase of \$14,217 General Fund, for adjustments related to prior year legislation as outlined in the following table.

ANNUALIZE PRIOR YEAR LEGISLATION						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
HB 13-276 (Disability Investigational and Pilot Fund)	\$82,000	\$0	\$82,000	\$0	\$0	0.0
SB 18-200 (PERA)	68,735	18,880	6,185	43,670	0	0.0
HB 18-1267 (Tax Credit for Home Retrofit)	1,356	0	0	1,356	0	0.0
HB 18-1224 (Occupational Licensee Mediation)	0	0	0	0	0	0.0
HB17-1144 (Amend Cap Const Automatic Funding)	(5,245)	(4,663)	(582)	0	0	0.0
TOTAL	\$146,846	\$14,217	\$87,603	\$45,026	\$0	0.0

DOR TAX PIPELINE APPROPRIATION: The request includes an increase of \$932,415 to the Department of Revenue's appropriation that pays for scanning and processing of taxpayer documents at the Integrated Documents Solutions office in Pueblo. The primary cost pool for operations consists of work related to the DOR Tax pipeline and signature verification for the Secretary of State related to its elections functions. While the workload for the Tax Pipeline is generally predictable, the estimate the Secretary of State's office will require in a given year does not experience similar predictability. If any unexpected change occurs to either Department's workloads, the total costs for IDS in Pueblo must be recouped from the other customers. This results in the potential misunderstanding that the tax pipeline is consistently requiring more funding rather than observing that the current model for the Pueblo Office's cost pools may not be the ideal way to budget this centralized service. JBC staff, with the help of affected agency staff, is brainstorming alternative solutions that may prevent this unintended consequence from requiring attention from the Joint Budget Committee every few years.

NONPRIORITIZED REQUEST ITEMS: The request includes a net decrease of \$1,672,539 total funds, including an increase of \$133,180 General Fund, for adjustments related to requests made by other Departments that affect the budget of the Department as identified below:

NONPRIORITIZED REQUEST ITEMS						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
Property Base Adjustment	\$1,016,332	\$0	\$0	\$1,016,332	\$0	0.0
NP11 Western regional director and one source utilities	167,618	46,036	15,712	105,870	0	0.0
Digital Storage Adjustment	60,350	60,350	0	0	0	0.0
OIT Application refresh and consolidation	44,592	10,707	3,654	30,231	0	0.0
OIT Essential database support	26,256	6,579	2,246	17,431	0	0.0
OIT Optimize self-service capabilities	14,599	1,295	442	12,862	0	0.0
MIL Civilian and uniform staff	11,821	0	0	11,821	0	0.0
NP1 IDS Increased Input Costs	8,213	8,213	0	0	0	0.0
NP5 Capital Development staff and operating	2,600	0	0	2,600	0	0.0
NP8 Increased Spending for E470	2,364	0	0	2,364	0	0.0
NP4 Additional Staff for OGCC	2,138	0	0	2,138	0	0.0
NP9 Additional resources for fire life safety section	1,824	0	0	1,824	0	0.0
NP6 FTE and Operating for Cameo State Rec Area	1,720	0	0	1,720	0	0.0
NP2 AV Support Staff	1,220	0	0	1,220	0	0.0
Workers Compensation Base Adjustment	(1,565,162)	0	0	(1,565,162)	0	0.0
Liability Base Adjustment	(1,296,465)	0	0	(1,296,465)	0	0.0
Utilities base adjustment	(147,807)	0	(14,283)	(133,524)	0	0.0
CORE Operations base adjustment	(24,752)	0	2,515,890	(2,540,642)	0	0.0
TOTAL	(\$1,672,539)	133,180	\$2,523,661	(\$4,329,380)	\$0	0.0

INDIRECT COST ASSESSMENT ADJUSTMENT: The request includes a reduction of \$109,776 total funds including a reduction of \$451,456 General Fund to reflect the Department's requested indirect cost plan allocation. As submitted, the indirect cost plan complies with federal reporting rules for grantees of federal funds.

TECHNICAL: The request includes a number of adjustments to reflect refinancing some General Fund with reappropriated funds, thus saving the state a net decrease of \$2,994 General Fund.

ISSUE: OPERATING COMMON POLICIES PRIMER

The Department of Personnel currently administers centralized budgeting policies described as Operating common policies. These policies refer to an array of statewide services including Administrative Law Judge Services, Workers' Compensation, Payment to Risk Management and Property Funds, Capitol Complex Leased Space, and CORE Operations. Other departments request appropriations to pay Personnel for services through these five operating common policy line items, often centrally appropriated in the Executive Director's Office long bill group.

SUMMARY

- This issue discusses generally the operating common policies that the Joint Budget Committee will need to decide during figure setting. It discusses each operating common policy, its purpose, and how the requested appropriation was calculated.
- Operating common policies are directly dependent upon compensation policies because the costs of personnel are included in the calculation to determine the program overhead that needs to be recovered from state agencies participating in each policy. Sometimes these changes do not require adjustments but in extreme cases, JBC staff may need to come back to the Committee to incorporate unanticipated funding changes.
- The allocation of costs for operating the Workers' Compensation, risk liability, and property liability programs are each calculated based on an actuarial analysis of the previous three years of actual claims by each agency. The remaining operating common policies are allocated based upon each agency's actual usage in the most recent fiscal year (FY 2017-18 values are used to allocate policies in the FY 2019-20 request).

DISCUSSION

Operating common policies refer to an array of statewide services provided by the Department of Personnel (DPA) including: Administrative Law Judge Services, Workers' Compensation, Payment to Risk Management and Property Funds, Capitol Complex Leased Space, and CORE Operations. Departments request appropriations to pay DPA for services through these five operating common policy line items, often centrally appropriated in an agency's Executive Director's Office long bill group. DPA's appropriation reflects corresponding Reappropriated Funds spending authority in order to spend the moneys received from billing other agencies for services. Starting in FY 2019-20, DPA included the PERA Direct Distribution as an operating common policy within DPA, but since the Direct Distribution relates so closely to compensation, the JBC staff making recommendations for Compensation Common Polices, Alfredo Kemm, will make the recommendation on the new Direct Distribution.

The requested amounts for operating common policies are calculated by the Department of Personnel, based on the total estimated program need for FY 2019-20. The requested amounts for the following operating common policy line items appear in departments' individual budget submissions.

In the simplest terms, the allocation for each Operating Common Policy calculation begins with the overhead costs the Department anticipates. Depending on the policy, some other adjustments occur before finally adding or reducing the size of the reserve for each. Finally, this total amount is allocated between each state agency based on either recent actual data from FY 2017-18 or an actuarial analysis.

$$(Cost\ to\ Operate\ Program\ +\ Adjustment\ to\ Maintain\ Fund\ Reserve) \times Allocation\ Rate = Individual\ Department\ Appropriations$$

With that basic understanding the following pages will discuss each Common Policy generally with detail provided focusing primarily on the quirks of each.

ROADMAP FOR THE COMMITTEE

Before diving into each policy, Committee members may find it helpful to know what decisions staff will be asking them to make once figure setting recommendations are presented. Between now and then, JBC staff will verify each of the input values and calculations that go into each common policy and craft recommendations for the Committee to consider. In that document, each calculation will be presented first in summary fashion, with simply the final appropriation and incremental change for each Department and a brief description of relevant information. Following these summary tables, staff provides a detailed explanation of each common policy component and the steps taken to complete the calculations.

The JBC staff recommendation will be the final *total* appropriation for each agency. The fund splits between General Fund, cash funds, reappropriated funds, and federal funds are only estimates and staff will ask permission to allow individual analysts to work with their assigned areas to determine the final splits. For any figure setting presentations that occur prior to a decision being made on operating common policies the recommendation will include language similar to the example below.

RECOMMENDATION PENDING EXAMPLE FROM CORE OPERATIONS

RECOMMENDATION: Staff recommendation is *pending* Committee action on operating common policies. Staff requests permission to reflect Committee-approved common policy on CORE Operations in the Department's Long Bill.

Providing the authority requested by JBC staff allow each to make those technical adjustments and avoids unnecessary appearances in front of the Committee for the cascade of changes that a common policy decision can have.

On the following pages, JBC staff provides a summary table of each operating common policy, which describes the Department's requested funding to administer each program in FY 2019-20.

ADMINISTRATIVE LAW JUDGE SERVICES

The Colorado Office of Administrative Courts (OAC) was statutorily created in 1976 to provide an easily accessible, independent, and cost-effective administrative law adjudication system in Colorado. The Office is one of 24 central panels of independent Administrative Law Judges (ALJ) in the United States, and provides administrative law hearings to over 50 State agencies, counties and other entities out of its three offices (Denver, Colorado Springs and Grand Junction).

The OAC conducts all workers' compensation merit hearings for the entire State; all public benefits cases (food stamps, Colorado Works/TANF, Medicaid, etc.); all professional licensing board work involving the denial, revocation, suspension or other discipline of holders of a professional license (such as doctors, nurses, architects, real estate brokers, engineers, etc.); teacher dismissal cases, and all Secretary of State cases where a citizen has filed a complaint under the Fair Campaign Practices Act. In addition, the Office conducts mediations and settlement conferences. For FY 2019-20, the Department has requested

ADMINISTRATIVE LAW JUDGE SERVICES TOTAL PROGRAM COSTS					
	FY 2016-17 APPROPRIATED	FY 2017-18 APPROPRIATED	FY 2018-19 APPROPRIATED	FY 2019-20 REQUESTED	CHANGE FROM FY 2018-19
Personal Services Base	\$3,787,494	\$3,747,811	\$3,870,332	\$3,986,442	3.0%
Total Compensation Common Policies	611,158	668,928	711,804	984,170	38.3%
Operating and OIT Common Policies	812,611	964,065	868,674	1,093,449	25.9%
Operating Expenses	171,525	148,010	170,933	170,933	0.0%
Indirect Costs	71,305	194,278	194,278	206,902	6.5%
Fund Balance Adjustment	(114,751)	(31,365)	(184,787)	137,166	n/a
Total Program Cost	\$5,339,342	\$5,691,727	\$5,631,234	\$6,579,062	
Annual Change	n/a	6.6%	(1.1%)	16.8%	

Each state agency that utilizes services of the OAC receives an appropriation for Administrative Law Judge Services, which the agencies then utilize to pay DPA and is reflected as reappropriated funds in DPA's budget. For non-state agencies the Department direct bills those persons and entities and are thus not included in the common policy build.

PAYMENTS TO RISK MANAGEMENT AND PROPERTY FUNDS AND WORKERS' COMPENSATION

The Risk Management Unit is located within the Division of Human Resources. It manages the State's self-funded property, liability, and workers' compensation insurance programs. The State's Payment to Risk Management and Property Funds common policy consists of two programs: the Liability Program and the Property Program.

LIABILITY AND PROPERTY PROGRAMS

The Liability Program manages claims and lawsuits filed against the State for negligence in occurrences such as automobile accidents, employment discrimination, and road maintenance. During a typical year, approximately 1,800 liability claims are filed against the State, most of which are dismissed due to the Colorado Governmental Immunity Act (CGIA). The majority of expenditures from the Liability Premiums line item are related to federal law, where the focus is on civil rights and employment discrimination. For individual departments, the liability portion of department-wide expenditures is caught in the Payment to Risk Management and Property Funds line item, which also includes the Property Premiums described below.

The Property Program manages the State's incurred costs for self-insured property exposures (e.g., floods, wind, fires, and theft). The Risk Management Unit administers large policy deductibles, and pursuant to statute, State agencies and institutions of higher education pay the first \$5,000 per claim. Policy premiums are allocated to State agencies and institutions of higher education based on pro-rata building and content values.

WORKERS' COMPENSATION

This line item provides funding for payments made to the Department of Personnel & Administration (DPA) to support the State's Workers' Compensation program. To develop its annual request, the Department contracts with an actuary to estimate two primary components of the overall workers' compensation allocations for each department. First, the actuary estimates the total current liability the State is facing based on a three-year analysis of actual losses and/or claims by each department. Next, the actuary estimates the allocation for each department as a percent of the total. Contracts with actuaries are entered into on a multiple-year basis; however, provisions allow the Department to reevaluate this relationship yearly and to terminate it if it is not in the best interest of the state.

The following table shows the development of the overhead costs for the Risk Management Unit, which includes the workers' compensation, property, and liability programs. The Department allocates the overhead costs to each program proportionally, based on the total estimated personal services expenditures for each program. While recent years have seen total program costs slightly restrict, the increase of 9.5 percent in FY 2019-20 is largely driven by compensation and operation common policies adopted with last year's budget and outside the direct control of program staff.

CALCULATION OF PROGRAM OVERHEAD FOR RISK MANAGEMENT							
DESCRIPTION	FY 2016-17 APPROPRIATED	FY 2017-18 APPROPRIATED	FY 2018-19 APPROPRIATED	FY 2019-20 REQUEST	LIABILITY PROGRAM	PROPERTY PROGRAM	WORKERS COMP
REQUEST YEAR OVERHEAD ALLOCATION %				100.0%	36.0%	5.0%	59.0%
Personal Services	\$847,621	\$767,321	\$767,321	\$801,711	\$288,616	\$40,086	\$473,009
Compensation							
Common Policies	161,550	163,201	182,978	229,094	82,241	13,115	133,738
Operating and OIT							
Common Policies	166,393	212,591	163,000	221,569	75,414	28,874	117,281
Operating Expenses	68,427	62,539	62,539	62,318	22,434	3,116	36,768
Indirect Cost							
Allocation	189,850	214,251	214,251	206,912	74,488	10,346	122,078
TOTAL PROGRAM COSTS	\$1,433,841	\$1,419,903	\$1,390,089	\$1,521,604	\$543,193	\$95,537	\$882,874
Annual Change	n/a	(1.0%)	(2.1%)	9.5%			

CAPITOL COMPLEX

The Capitol Complex group offers full service facility management within 18 core state buildings, including the State Capitol building, the Governor's Residence, State Services Building, Human Services Building, the Legislative Services Building (where this document is being presented) and other state-owned office facilities. The group provides building maintenance including HVAC, plumbing, electrical, lights, general maintenance, day and evening custodial services (in-house and contractor), grounds maintenance, snow removal, and building external security. The group also provides the public with special event permits, information resources, and conference center availability.

The Department is required by statute to recover only the costs associated with operating and maintaining the buildings within the Capitol Complex. Therefore, the Department is generally not allowed to under or over-recover funding from the agencies occupying Capitol Complex space.

Capitol Complex Leased Space (CCLS) allocations are determined by aggregating the costs associated with maintaining the program to an allocable pool, then splitting it among all user agencies. These costs are aggregated for each of the three primary campuses: Camp George West in Golden, Grand

Junction, and Denver. Once the total costs are determined, the Department calculates the effective rate per square foot by dividing the total cost of the allocable pool by the total number of square feet in the complex. Next, the Department distributes the total cost among each department based on the square feet each department occupies at each campus. The following table provides the total estimated costs for the Capitol Complex Lease Space request and a comparison to previous year appropriations.

FY 2019-20 CAPITOL COMPLEX LEASED SPACE BASE ADJUSTMENT				
DESCRIPTION	FY 2016-17 APPROPRIATION	FY 2017-18 APPROPRIATION	FY 2018-19 APPROPRIATION	FY 2019-20 REQUEST
Personal Services	\$3,174,718	\$3,206,979	\$3,275,675	\$3,366,003
Compensation Common Policies	715,533	718,755	752,702	1,040,024
Operating Expenses	2,709,468	2,709,468	2,709,468	3,134,134
Capitol Complex Repairs	56,520	56,520	56,520	56,520
Operating and OIT Common Policies	1,057,398	1,382,694	1,203,199	1,447,471
Depreciation Estimate	194,614	272,000	286,000	190,000
Energy Performance Depreciation	1,469,769	2,478,000	2,663,000	1,750,000
Utilities	3,650,254	3,283,656	3,360,094	3,122,454
Capitol Complex Security	405,243	405,243	469,099	476,928
Indirect Cost Assessment	313,715	1,041,130	1,041,130	1,002,611
Rent from Leased Sprint Tower Space	(39,681)	(46,295)	(47,618)	(47,618)
TOTAL BASE COSTS	\$13,707,551	\$15,508,150	\$15,769,269	\$15,538,527
Reserve Balance Adjustment	1,260,886	1,477,686	(202,683)	(\$1,769,898)
TOTAL ALLOCABLE COST	\$14,968,437	\$16,985,836	\$15,566,586	\$13,768,629
Program Cost Annual Change	n/a	\$0	\$0	(13.1%)
Allocated Square Feet	1,283,875	1,273,241	1,273,241	1,273,241
<i>Average Cost Per Square Foot</i>	\$11.66	\$13.34	\$12.23	\$10.81

Every two years the Department is required to conduct a cost analysis to ensure its competitiveness with private business, the most recent was published in July 2017. The following table provides the estimated rates the Department will charge its tenants in FY 2019-20 as well as cost comparisons to commercial rental rates in comparable Denver properties.

FY 2019-20 ESTIMATED COST PER SQUARE FOOT					
DESCRIPTION	DOWNTOWN DENVER	PIERCE STREET	NORTH CAMPUS	GRAND JUNCTION	CAMP GEORGE WEST
Department of Personnel rate per square foot	\$16.11	\$9.79	\$2.54	\$7.20	\$0.85
2016 Rate Comparison Study private lease rates	33.96	20.16	20.16	n/a	n/a

Allocable costs are calculated by taking the usable square footage occupied by each Department at each campus and applying the rates identified above.

CORE OPERATIONS

In 2011, the State Auditor published a risk assessment regarding the sustainability of operations under the State's accounting system called Colorado Financial Reporting System (COFRS). The report concluded that "COFRS was at significant risk of partial or complete failure and could no longer be supported by outside vendors or maintained by existing resources within the State." Responding to the concerning findings of the risk assessment, the General Assembly provided the Governor's Office of Information Technology (OIT) an appropriation in FY 2012-13, funded through common policy allocations, to begin the modernization of COFRS.

The replacement system for COFRS now operates as the Colorado Operations Resource Engine (CORE). During FY 2015-16, there were over 4,000 CORE users that produced over five million documents or records across budget, accounting and procurement. Starting in FY 2015-16 the administrative responsibility for CORE was transferred from OIT to the Department of Personnel. Along with this transfer, the Department now has oversight of the common policy used to bill agencies for use of the system. Like the other common policies, CORE Operations begins with a calculation for the total program cost associated with operating CORE.

For FY 2019-20, the request includes a base adjustment to the CORE Operations line item for each department based on updated program expenditures anticipated for FY 2019-20. The Department submits an adjustment for this common policy annually, based on final document count in the most recent complete fiscal year. The following table presents the recent appropriated amount for CORE Operations and the requested funding for FY 2019-20.

FY 2019-20 CORE OPERATIONS BASE ADJUSTMENT		
DESCRIPTION	FY 2018-19 APPROPRIATION	FY 2019-20 REQUEST
Personal Services	\$1,835,803	1,888,741
Compensation Common Policies	366,016	432,708
Operating Expenses	1,369,408	59,590
Operating and OIT Common Policies	497,299	547,297
CORE and Support Modules	5,282,872	6,592,280
Depreciation	4,871,503	4,853,674
Fund Balance Adjustments	(1,163,604)	(5,311,102)
Total	\$13,059,297	\$9,063,188

A notable change for FY 2019-20 is a shift of costs from operating expenses to funding CORE and Support Modules. Funding CORE and Support Modules allows the Department to submit payments to the CORE vendor for managed services and labor data collection that reduces staff time required to share employment data. JBC staff recommends the Committee ask the Department about the need or cause for shifting this funding as requested because the narrative accompanying the request stated it was requesting continuation level operating costs.

CONCLUSION

This discussion was a simple primer for the Operating Common Policies administered by the Department of Personnel. The next time the Committee visits these policies, JBC staff will be recommending the total program funding for each policy and also how much of that funding each department will be required to pay.

ISSUE: R2 INTEGRATED DOCUMENT SOLUTIONS INCREASED INPUT COSTS

As the agency focused on reducing costs statewide by providing centralized personnel and operating services to other state agencies and local governments, one service available through the Integrated Documents Solutions group in the Department of Personnel is the printing, stuffing, and mailing of documents that governments need to provide for customers, licensees, residents, and etc.

SUMMARY

- As a result of several changes in the paper market, the prices for roll stock paper and envelopes, utilized by Integrated Document Solutions, to serve its clients have increased and are projected to continue increasing in FY 2019-20 by approximately eight percent.
- Since the budget was submitted on November 1, the U.S. Postal Regulatory Commission has adopted new postage rates for 2019. The rates actually adopted by the Commission have a much smaller impact on the type of mail the Department sends than assumptions used as the basis for calculations in this budget request, with much of that increase balanced on the back of individual envelope senders.
- While the recent decision by the Commission provides short-term relief from an uncontrollable cost increase, it retains permission to adjust the rate at up to three percent per year through calendar year 2023. Thus the impact of a postage increase may still be as significant as the Department initially estimated over the entire period.

RECOMMENDATION

JBC staff recommends that the Committee discuss with the Department whether the surge in pulp pricing contributing to rising paper costs is a long-term concern.

JBC Staff also believes a discussion about the potential for industrial hemp being produced in Colorado to fill the gap lost from reduced wood pulp supply as that market matures. Anecdotal information suggest hemp-based paper is more expensive to produce with current market economies but its fast growth cycle make it a very attractive source of raw materials.

Finally, JBC staff recommends the Committee discuss whether the Department will provide an updated estimate of future postage costs since learning that the Postal Regulatory Commission placed much of the rate-hike burden anticipated by the Department on stamped and metered single-piece mail and not on businesses primarily engaged in presorted bulk mailings.

DISCUSSION

Among many centralized services provided by the Department of Personnel is the Integrated Document Solutions (IDS) group. IDS is the State of Colorado's print shop and is an end-to-end document management operation, serving all government entities across Colorado. IDS advises, assists, and supports each agency's needs and provides a wide variety of document solutions in-house.

IDS partners with each agency to offer professional services tailored to each program's need and budget.

The Department requests an increase to their reappropriated funds spending authority of \$500,756 in FY 2019-20, which annualizes to \$971,847 in FY 2020-21 in anticipation for increasing costs of bulk paper acquisition and postage. The request includes non-prioritized requests that affect the Department's 10 largest IDS postage customers and results in an increase of \$121,209 total funds, including \$18,166 General Fund in FY 2019-20, and \$374,648 total funds, including \$56,147 General Fund in FY 2020-21 and onward. The request is being made in response to two conditions predominately outside the control of the Department: (1) constraints on the Department's paper supply and (2) increased rates charged by the United States Postal Service (USPS) for postage.

This issue begins with a basic description of printing and mailing services available through the Department. It will then walk you through the Department's observations that led to requesting this change, ending with its requested solution. Due to new information available since the Department finalized its request at the end of October, JBC staff is withholding a recommendation pending further discussion with the Department.

BASIC PROCEDURE FOR A PRINT AND MAIL JOB

A typical large volume job that requires printing and mailing begins in the morning and by the close of business it will be postmarked and transferred to the USPS. Due to the volume of both printing and mailing performed by IDS, agencies that employ their services can benefit from economies of scale. In the design process, IDS works with agency partners to avoid potential design flaws that may increase costs of printing or compiling the job. Once IDS receives the data file from an agency to complete a mail merge, the data is compared to the verified addresses the USPS maintains in its database to reduce the chance of mail being returned undeliverable.

Next, the Department utilizes specialized equipment that rapidly prints, cuts, and sorts the job until it is ready for the mail inserter. The mail inserter compiles each individual mailing, seals the envelope, and applies reduced-cost metered postage. Finally, envelopes are placed into another piece of specialized equipment where each is presorted by zip code into bundles that are destined for the same USPS distribution facility. The last step is crucial to the Department's ability to access a reduced cost meter rate because it eliminates one task usually performed by the USPS. Under the 2018 postage rates, presorting using this method reduced the cost of mailing a piece of metered mail from \$0.47 to \$0.408, a savings of approximately 13.2 percent.

Like many for profit businesses, IDS sets the rates it charges based on its fixed costs and variable costs of providing each service. However, it does not include a reasonable rate of return in its rate methodology, instead passing those savings onto its customers. Observing some of these variable costs rising due to forces outside the control of the Department this budget request seeks to address those before running out of spending authority and thus preventing agencies from performing bulk mail jobs that are often required by law.

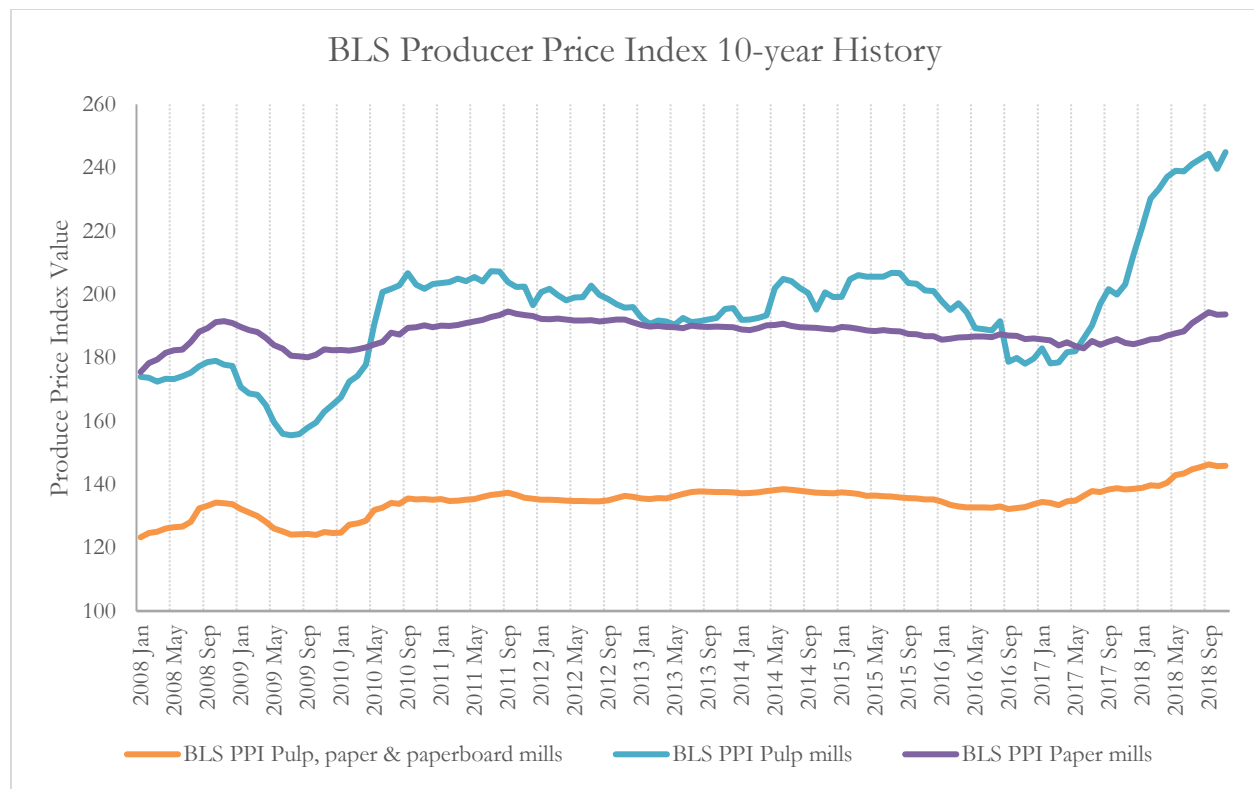
INCREASING PAPER COSTS

All information accessed by JBC staff tells a similar story about radical changes the paper industry is anticipating to last through at least 2019. The market for manufacturing paper for printed applications has shrunk for the last 20 years, responding to the changing behaviors of individuals consuming more

content digitally than in print form. Paper mills have reduced total production capacity for print quality paper by either retiring expensive machinery or retooling machinery to produce more profitable alternative paper products. This has largely left the paper purchasers in a more powerful position during contract negotiations historically.

At the same time, the rate at which the price of raw wood pulp is increasing is alarming. Factors industry analysts state responsible are wide-ranging with the surging global demand for pulp being at the forefront, fueled by its ever-expanding uses in new and existing markets, such as hygiene and tissue products, as well as the backlash against plastic with manufacturers seeking paper-based alternatives.

The United States Bureau of Labor Statistics tracks producer price indices of hundreds of different sets and subsets of industries active in the United States. The producer price index (PPI) tracks the average change over time producers are selling their goods or services to consumers. The following graph charts 10 years of monthly historic producer price index figures for three indices. The first contains both of the second and third indices, the pulp, paper, and paperboard mills index. The second is the index for just pulp producers and the third is only paper mills.



Absent the correlated decreases experienced during the economic recession around 2009, the PPI for wood pulp is far more volatile than the PPI for paper mills. Further, the PPI for paper mills appears more directly correlated to trends that impact pulp, paper, and paperboard mills. While the magnitude of change for the producer price index for pulp mills is significant, the Committee should ask the Department whether this change is short-term and temporary or systemic and long-term. With the purchasers of wood pulp largely pushing the increased costs onto their customers, perhaps the larger question is whether paper mills will reduce their sales price after finally being in a position to raise those prices and earn a larger profit margin.

The Department has requested \$35,960 spending authority for the paper component of this request.

POSTAGE RATE INCREASE

On November 13, 2018, the Postal Regulatory Commission (PRC), with oversight of the rates charged by the USPS, agreed to move forward with rate hikes aimed at pushing the financials of the government agency into the black. The Department took a conservative approach when making this request and assumed the rate increase would target each class of mail with similar sized rate increases. Having the benefit of six extra weeks to observe how events unfold, JBC staff now knows that the rate charged to customers such as IDS will increase from \$0.408 to \$0.412, an increase of approximately 1.0 percent. The PRC instead chose to target the most substantial increases to stamped and metered single-pieces of mail, which received 10.0 percent and 6.4 percent increases respectively.

While the reality of this year's decision allows those who were waiting to make business decisions to breathe easier, the fact that further rate increases are looming in the future has not disappeared. The PRC has the authority to raise rates two times per year through calendar year 2023. When the PRC considers these rate increase over this period, the first increase can achieve two percent increases over inflation overall and the second of each year is limited to one percent over inflation.

Other notable news related to postage rates since the Department's submission leave considerable doubt about whether rate changes over the remainder of the period will continue to be friendly to commercial-sized shipping operations. For example, a December 4, 2018 report from the President's Task Force on the United States Postal System focuses on package shipping rates charged to commercial shippers, such as Amazon, not being sufficient to cover all the operations driven by offering such service.

Realistically, the Department has no choice but to pay the rate established by law when its customers are required to use the mail system for proper legal notice requirements throughout state programs. The Department cannot spend appropriations from the postage line item on non-postage items and is therefore only paying the costs directly incurred by its customers.

The Department requests an increase of \$464,796 reappropriated funds spending authority in FY 2019-20 and annualizing to \$1,436,643 reappropriated funds in FY 2020-21 and beyond. Based on the Using the Department's proposed methodology but using the actual CY 2019 postage rate only would result in the need to increase spending authority by only \$43,181 reappropriated funds. JBC staff acknowledges that it is unlikely that a rate of \$0.412 will remain the rate for the entire period being budgeted, or even for all of CY 2019. Instead, JBC staff is presenting the range of variability that is possible when tweaks to what appear to be minor or modest assumptions are made to future projected costs.

While the forgoing paragraph may generate the question "what assumptions are reasonable when making this calculation and projecting it into the future?" JBC staff reminds the Committee this program does not have unfettered discretion to undertake unnecessary mailings. While it is a centralized service, it is not administered in the same way as a common policy, would have all its costs allocated among user agencies. Ultimately, the risk of over appropriating spending authority is low for postage because all the Department can do is buy the postage its customers ask it to place when a mail order is made.

JBC staff recommends that the Committee discuss with the Department whether the surge in the price of pulp and its effect on the cost of paper is a long-term concern. This question became even more ripe to pose when Congress passed the 2018 farm bill on December 12, 2018. Awaiting only the President's signature, a very notable provision included this year is the federal government's blessing for states to permit residents to cultivate non-psychoactive (e.g. industrial) hemp.

The bill removes the restrictions hemp producers faced with accessing the banking system, using water from federal sources, and lacking crop insurance options. The speed at which the United States Department of Agriculture implements a regulation program for hemp is left to be seen; a spokesperson from the Colorado Hemp Industries Association recently suggested it would take the federal agency one to two years to get any formal rules in place. With Colorado's industrial hemp program beyond the seed stage, so to say, and with conditions present in the paper industry perhaps hemp can fill the void left by rising wood pulp prices.

Based on that information, JBC staff believes a discussion about the potential for industrial hemp to fill the gap made by insufficient wood pulp supply to meet market demand as that market matures. Anecdotally, one professional printer noted that hemp-based paper produced today is more expensive to produce with current market economies but the plant's fast growth cycle make it a very attractive source of raw materials.

Finally, JBC staff recommends the Committee discuss whether the Department will provide an updated estimate of future postage costs since learning that the Postal Regulatory Commission placed much of the rate-hike burden anticipated by the Department on stamped and metered single-piece mail and not on businesses primarily engaged in presorted bulk mailings.

Appendix A: Numbers Pages

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Appropriation	FY 2019-20 Request	Request vs. Appropriation
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DEPARTMENT OF PERSONNEL June Taylor, Executive Director

(1) EXECUTIVE DIRECTOR'S OFFICE

(A) Department Administration

Personal Services	<u>1,675,059</u>	<u>1,708,146</u>	<u>1,791,699</u>	<u>1,844,396</u>
FTE	14.8	15.7	18.3	18.3
General Fund	209,029	78,596	0	0
Cash Funds	20,857	24,641	56,125	56,901
Reappropriated Funds	1,445,173	1,604,909	1,735,574	1,787,495
Health, Life, and Dental	<u>3,107,311</u>	<u>3,482,565</u>	<u>3,748,027</u>	<u>4,156,430</u>
General Fund	872,532	974,962	1,117,788	1,247,380
Cash Funds	269,934	250,378	309,795	390,944
Reappropriated Funds	1,964,845	2,257,225	2,320,444	2,518,106
Short-term Disability	<u>44,651</u>	<u>45,717</u>	<u>44,575</u>	<u>45,920</u>
General Fund	14,695	15,891	16,796	16,825
Cash Funds	4,492	3,123	3,111	3,609
Reappropriated Funds	25,464	26,703	24,668	25,486
S.B. 04-257 Amortization Equalization Disbursement	<u>1,101,505</u>	<u>1,212,008</u>	<u>1,337,889</u>	<u>1,364,870</u>
General Fund	343,142	412,074	503,321	499,603
Cash Funds	113,171	84,415	93,238	106,852
Reappropriated Funds	645,192	715,519	741,330	758,415

Appendix A: Numbers Pages

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Appropriation	FY 2019-20 Request	Request vs. Appropriation
S.B. 06-235 Supplemental Amortization Equalization					
Disbursement	<u>1,093,083</u>	<u>1,211,801</u>	<u>1,337,889</u>	<u>1,364,870</u>	
General Fund	342,620	411,866	503,321	499,603	
Cash Funds	111,992	84,415	93,238	106,852	
Reappropriated Funds	638,471	715,520	741,330	758,415	
PERA Direct Distribution	<u>0</u>	<u>0</u>	<u>0</u>	<u>704,134</u>	
General Fund	0	0	0	257,995	
Cash Funds	0	0	0	55,345	
Reappropriated Funds	0	0	0	390,794	
Salary Survey	<u>81,876</u>	<u>477,327</u>	<u>868,386</u>	<u>591</u>	
General Fund	35,647	170,024	327,193	0	
Cash Funds	1,045	32,161	60,619	0	
Reappropriated Funds	45,184	275,142	480,574	591	
Merit Pay	<u>0</u>	<u>406,754</u>	<u>0</u>	<u>884,129</u>	
General Fund	0	131,132	0	329,431	
Cash Funds	0	28,540	0	63,460	
Reappropriated Funds	0	247,082	0	491,238	
Shift Differential	<u>44,567</u>	<u>39,358</u>	<u>47,086</u>	<u>44,020</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	44,567	39,358	47,086	44,020	

Appendix A: Numbers Pages

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Appropriation	FY 2019-20 Request	Request vs. Appropriation
Workers' Compensation	<u>228,134</u>	<u>235,986</u>	<u>346,393</u>	<u>328,591</u>	
General Fund	62,118	64,215	93,306	90,529	
Cash Funds	24,087	24,833	32,826	30,897	
Reappropriated Funds	141,929	146,938	220,261	207,165	
Operating Expenses	<u>99,531</u>	<u>99,245</u>	<u>111,287</u>	<u>101,337</u>	
General Fund	99,531	0	11,633	0	
Cash Funds	0	199	475	475	
Reappropriated Funds	0	99,046	99,179	100,862	
Legal Services	<u>164,632</u>	<u>315,844</u>	<u>263,326</u>	<u>57,427</u>	
General Fund	97,996	206,148	171,885	38,180	
Cash Funds	42,720	59,961	49,981	10,944	
Reappropriated Funds	23,916	49,735	41,460	8,303	
Administrative Law Judge Services	<u>12,814</u>	<u>11,506</u>	<u>2,841</u>	<u>3,588</u>	
General Fund	0	0	0	0	
Cash Funds	12,814	11,506	2,841	3,588	
Reappropriated Funds	0	0	0	0	
Payment to Risk Management and Property Funds	<u>631,502</u>	<u>887,149</u>	<u>1,499,402</u>	<u>1,226,281</u>	
General Fund	171,561	239,816	404,799	337,848	
Cash Funds	66,915	91,205	149,258	115,306	
Reappropriated Funds	393,026	556,128	945,345	773,127	
Vehicle Lease Payments	<u>156,127</u>	<u>177,323</u>	<u>220,095</u>	<u>258,367</u>	
General Fund	0	0	0	0	
Cash Funds	1,951	1,947	2,128	1,849	
Reappropriated Funds	154,176	175,376	217,967	256,518	

Appendix A: Numbers Pages

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Appropriation	FY 2019-20 Request	Request vs. Appropriation
Leased Space	<u>338,178</u>	<u>340,612</u>	<u>349,535</u>	<u>351,711</u>	
General Fund	0	0	0	0	
Cash Funds	2,795	0	0	0	
Reappropriated Funds	335,383	340,612	349,535	351,711	
Capitol Complex Leased Space	<u>2,431,358</u>	<u>2,783,607</u>	<u>2,552,384</u>	<u>2,252,830</u>	
General Fund	1,245,212	2,243	207,002	787,730	
Cash Funds	225,970	132,443	112,055	98,188	
Reappropriated Funds	960,176	2,648,921	2,233,327	1,366,912	
Payments to OIT	<u>5,583,222</u>	<u>3,621,953</u>	<u>4,649,778</u>	<u>5,356,136</u>	*
General Fund	1,525,117	808,719	1,563,268	1,475,615	
Cash Funds	580,960	344,129	442,885	503,637	
Reappropriated Funds	3,477,145	2,469,105	2,643,625	3,376,884	
CORE Operations	<u>303,032</u>	<u>297,516</u>	<u>398,138</u>	<u>346,050</u>	
General Fund	82,244	80,771	97,920	95,338	
Cash Funds	31,192	30,668	38,939	32,539	
Reappropriated Funds	189,596	186,077	261,279	218,173	
Depreciation of House and Senate Chambers Restoration	<u>0</u>	<u>0</u>	<u>352,601</u>	<u>347,356</u>	
General Fund	0	0	239,769	235,106	
Cash Funds	0	0	112,832	112,250	
Governor's Office Transition	<u>0</u>	<u>0</u>	<u>25,000</u>	<u>0</u>	
General Fund	0	0	25,000	0	

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	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Appropriation	FY 2019-20 Request	Request vs. Appropriation
SUBTOTAL - (A) Department Administration	17,096,582	17,354,417	19,946,331	21,039,034	5.5%
<i>FTE</i>	<u>14.8</u>	<u>15.7</u>	<u>18.3</u>	<u>18.3</u>	<u>0.0%</u>
General Fund	5,101,444	3,596,457	5,283,001	5,911,183	11.9%
Cash Funds	1,510,895	1,204,564	1,560,346	1,693,636	8.5%
Reappropriated Funds	10,484,243	12,553,396	13,102,984	13,434,215	2.5%

(B) Statewide Special Purpose

The Statewide Special Purpose group in the Executive Director's Office contains appropriations for programs the General Assembly has tasked the Department of Personnel with carrying out but that do not fit within the duties of other divisions within the Department. In FY 2018-19, the JBC agreed to transfer the State Archives program to the Division of Central Services, at the Department's request.

(I) Colorado State Employees Assistance Program

Personal Services	<u>783,659</u>	<u>785,727</u>	<u>846,607</u>	<u>873,187</u>
FTE	10.7	11.0	11.0	11.0
General Fund	0	0	0	0
Cash Funds	12,856	0	0	0
Reappropriated Funds	770,803	785,727	846,607	873,187
Operating Expenses	<u>52,680</u>	<u>53,794</u>	<u>58,338</u>	<u>58,338</u>
General Fund	0	0	0	0
Cash Funds	0	0	0	0
Reappropriated Funds	52,680	53,794	58,338	58,338
Indirect Cost Assessment	<u>29,796</u>	<u>164,614</u>	<u>259,847</u>	<u>203,721</u>
General Fund	0	0	0	0
Cash Funds	0	0	0	0
Reappropriated Funds	29,796	164,614	259,847	203,721

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	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Appropriation	FY 2019-20 Request	Request vs. Appropriation
SUBTOTAL -	866,135	1,004,135	1,164,792	1,135,246	(2.5%)
<i>FTE</i>	<u>10.7</u>	<u>11.0</u>	<u>11.0</u>	<u>11.0</u>	0.0%
General Fund	0	0	0	0	0.0%
Cash Funds	12,856	0	0	0	0.0%
Reappropriated Funds	853,279	1,004,135	1,164,792	1,135,246	(2.5%)
(II) Office of the State Architect					
Office of the State Architect	<u>771,455</u>	<u>797,863</u>	<u>835,100</u>	<u>871,793</u>	
<i>FTE</i>	<u>8.0</u>	<u>7.8</u>	<u>8.0</u>	<u>8.0</u>	
General Fund	771,455	797,863	835,100	871,793	
Cash Funds	0	0	0	0	
Reappropriated Funds	0	0	0	0	
Statewide Planning Services	<u>0</u>	<u>0</u>	<u>1,000,000</u>	<u>1,000,000</u>	
General Fund	0	0	1,000,000	1,000,000	
Cash Funds	0	0	0	0	
Reappropriated Funds	0	0	0	0	
SUBTOTAL -	771,455	797,863	1,835,100	1,871,793	2.0%
<i>FTE</i>	<u>8.0</u>	<u>7.8</u>	<u>8.0</u>	<u>8.0</u>	0.0%
General Fund	771,455	797,863	1,835,100	1,871,793	2.0%
Cash Funds	0	0	0	0	0.0%
Reappropriated Funds	0	0	0	0	0.0%

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	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Appropriation	FY 2019-20 Request	Request vs. Appropriation
(III) Colorado State Archives					
Personal Services	<u>568,477</u>	<u>569,742</u>	<u>0</u>	<u>0</u>	
FTE	7.9	12.0	0.0	0.0	
General Fund	525,049	460,197	0	0	
Cash Funds	36,818	91,980	0	0	
Reappropriated Funds	6,610	17,565	0	0	
Operating Expenses	<u>93,836</u>	<u>82,754</u>	<u>0</u>	<u>0</u>	
General Fund	93,836	82,754	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	0	0	0	0	
SUBTOTAL -	662,313	652,496	0	0	0.0%
FTE	<u>7.9</u>	<u>12.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0%</u>
General Fund	618,885	542,951	0	0	0.0%
Cash Funds	36,818	91,980	0	0	0.0%
Reappropriated Funds	6,610	17,565	0	0	0.0%
(V) Other Statewide Special Purpose					
Test Facility Lease	<u>119,842</u>	<u>119,842</u>	<u>119,842</u>	<u>119,842</u>	
General Fund	119,842	119,842	119,842	119,842	
Cash Funds	0	0	0	0	
Reappropriated Funds	0	0	0	0	
Employment Security Contract Payment	<u>15,800</u>	<u>13,166</u>	<u>16,000</u>	<u>16,000</u>	
General Fund	7,064	6,268	7,264	7,264	
Cash Funds	0	0	0	0	
Reappropriated Funds	8,736	6,898	8,736	8,736	

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	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Appropriation	FY 2019-20 Request	Request vs. Appropriation
Disability Investigational and Pilot Support Procurement	<u>4,221</u>	<u>21,500</u>	<u>1,583,976</u>	<u>1,665,976</u>	
General Fund	0	0	0	0	
Cash Funds	4,221	21,500	1,583,976	1,665,976	
Reappropriated Funds	0	0	0	0	
SUBTOTAL -	139,863	154,508	1,719,818	1,801,818	4.8%
<i>FTE</i>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	0.0%
General Fund	126,906	126,110	127,106	127,106	0.0%
Cash Funds	4,221	21,500	1,583,976	1,665,976	5.2%
Reappropriated Funds	8,736	6,898	8,736	8,736	0.0%
SUBTOTAL - (B) Statewide Special Purpose	2,439,766	2,609,002	4,719,710	4,808,857	1.9%
<i>FTE</i>	<u>26.6</u>	<u>30.8</u>	<u>19.0</u>	<u>19.0</u>	0.0%
General Fund	1,517,246	1,466,924	1,962,206	1,998,899	1.9%
Cash Funds	53,895	113,480	1,583,976	1,665,976	5.2%
Reappropriated Funds	868,625	1,028,598	1,173,528	1,143,982	(2.5%)
TOTAL - (1) Executive Director's Office	19,536,348	19,963,419	24,666,041	25,847,891	4.8%
<i>FTE</i>	<u>41.4</u>	<u>46.5</u>	<u>37.3</u>	<u>37.3</u>	(0.0%)
General Fund	6,618,690	5,063,381	7,245,207	7,910,082	9.2%
Cash Funds	1,564,790	1,318,044	3,144,322	3,359,612	6.8%
Reappropriated Funds	11,352,868	13,581,994	14,276,512	14,578,197	2.1%

Appendix A: Numbers Pages

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Appropriation	FY 2019-20 Request	Request vs. Appropriation
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(2) DIVISION OF HUMAN RESOURCES

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. The Division also administers the self-insurance programs for state agencies for risk and property liability and workers' compensation, funded through common policies in other agencies.

(A) Human Resource Services

(I) State Agency Services

Personal Services	<u>1,566,209</u>	<u>1,585,743</u>	<u>1,761,181</u>	<u>1,807,681</u>	
FTE	17.6	16.6	19.2	19.2	
General Fund	1,566,209	1,585,743	1,761,181	1,807,681	
Cash Funds	0	0	0	0	
Reappropriated Funds	0	0	0	0	
Operating Expenses	<u>86,313</u>	<u>71,565</u>	<u>88,127</u>	<u>88,127</u>	
General Fund	86,313	71,565	88,127	88,127	
Cash Funds	0	0	0	0	
Reappropriated Funds	0	0	0	0	
Total Compensation and Employee Engagement Surveys	<u>132,500</u>	<u>214,995</u>	<u>300,000</u>	<u>215,000</u>	
General Fund	132,500	214,995	300,000	215,000	
Cash Funds	0	0	0	0	
Reappropriated Funds	0	0	0	0	

SUBTOTAL -	1,785,022	1,872,303	2,149,308	2,110,808	(1.8%)
<i>FTE</i>	<u>17.6</u>	<u>16.6</u>	<u>19.2</u>	<u>19.2</u>	0.0%
General Fund	1,785,022	1,872,303	2,149,308	2,110,808	(1.8%)
Cash Funds	0	0	0	0	0.0%
Reappropriated Funds	0	0	0	0	0.0%

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	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Appropriation	FY 2019-20 Request	Request vs. Appropriation
(II) Training Services					
Training Services	<u>676,586</u>	<u>1,320,752</u>	<u>1,697,263</u>	<u>1,703,552</u>	
FTE	3.2	2.7	4.0	4.0	
General Fund	0	0	0	0	
Cash Funds	32,091	12,930	40,305	41,231	
Reappropriated Funds	644,495	1,307,822	1,656,958	1,662,321	
Indirect Cost Assessment	<u>62,425</u>	<u>101,199</u>	<u>91,461</u>	<u>79,840</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	62,425	101,199	91,461	79,840	
SUBTOTAL -	739,011	1,421,951	1,788,724	1,783,392	(0.3%)
FTE	<u>3.2</u>	<u>2.7</u>	<u>4.0</u>	<u>4.0</u>	0.0%
General Fund	0	0	0	0	0.0%
Cash Funds	32,091	12,930	40,305	41,231	2.3%
Reappropriated Funds	706,920	1,409,021	1,748,419	1,742,161	(0.4%)
SUBTOTAL - (A) Human Resource Services	2,524,033	3,294,254	3,938,032	3,894,200	(1.1%)
FTE	<u>20.8</u>	<u>19.3</u>	<u>23.2</u>	<u>23.2</u>	0.0%
General Fund	1,785,022	1,872,303	2,149,308	2,110,808	(1.8%)
Cash Funds	32,091	12,930	40,305	41,231	2.3%
Reappropriated Funds	706,920	1,409,021	1,748,419	1,742,161	(0.4%)

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	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Appropriation	FY 2019-20 Request	Request vs. Appropriation
(B) Employee Benefits Services					
Personal Services	<u>738,907</u>	<u>773,911</u>	<u>857,152</u>	<u>882,816</u>	
FTE	9.9	10.1	12.0	12.0	
General Fund	0	2	0	0	
Cash Funds	738,907	773,909	857,152	882,816	
Reappropriated Funds	0	0	0	0	
Operating Expenses	<u>42,341</u>	<u>57,489</u>	<u>58,093</u>	<u>58,093</u>	
General Fund	0	0	0	0	
Cash Funds	42,341	57,489	58,093	58,093	
Reappropriated Funds	0	0	0	0	
Utilization Review	<u>14,290</u>	<u>12,522</u>	<u>25,000</u>	<u>25,000</u>	
General Fund	0	0	0	0	
Cash Funds	14,290	12,522	25,000	25,000	
Reappropriated Funds	0	0	0	0	
H.B. 07-1335 Supplemental State Contribution Fund	<u>1,237,175</u>	<u>1,402,663</u>	<u>1,848,701</u>	<u>1,848,701</u>	
General Fund	0	0	0	0	
Cash Funds	1,237,175	1,402,663	1,848,701	1,848,701	
Reappropriated Funds	0	0	0	0	
Indirect Cost Assessment	<u>73,154</u>	<u>208,758</u>	<u>224,037</u>	<u>201,816</u>	
General Fund	0	0	0	0	
Cash Funds	73,154	208,758	224,037	201,816	
Reappropriated Funds	0	0	0	0	

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	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Appropriation	FY 2019-20 Request	Request vs. Appropriation
SUBTOTAL - (B) Employee Benefits Services	2,105,867	2,455,343	3,012,983	3,016,426	0.1%
<i>FTE</i>	<u>9.9</u>	<u>10.1</u>	<u>12.0</u>	<u>12.0</u>	0.0%
General Fund	0	2	0	0	0.0%
Cash Funds	2,105,867	2,455,341	3,012,983	3,016,426	0.1%
Reappropriated Funds	0	0	0	0	0.0%

(C) Risk Management Services

Personal Services	<u>646,599</u>	<u>695,353</u>	<u>781,407</u>	<u>805,279</u>
FTE	7.8	11.5	11.5	11.5
General Fund	0	0	0	0
Cash Funds	0	0	0	0
Reappropriated Funds	646,599	695,353	781,407	805,279
Operating Expenses	<u>45,792</u>	<u>49,363</u>	<u>62,318</u>	<u>62,318</u>
General Fund	0	0	0	0
Cash Funds	0	0	0	0
Reappropriated Funds	45,792	49,363	62,318	62,318
Actuarial and Broker Services	<u>263,618</u>	<u>210,000</u>	<u>257,000</u>	<u>267,000</u>
General Fund	0	0	0	0
Cash Funds	0	0	0	0
Reappropriated Funds	263,618	210,000	257,000	267,000
Risk Management Information System	<u>191,050</u>	<u>193,300</u>	<u>193,302</u>	<u>193,302</u>
General Fund	0	0	0	0
Cash Funds	0	0	0	0
Reappropriated Funds	191,050	193,300	193,302	193,302

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	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Appropriation	FY 2019-20 Request	Request vs. Appropriation
Indirect Cost Assessment	<u>189,850</u>	<u>214,251</u>	<u>206,912</u>	<u>234,443</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	189,850	214,251	206,912	234,443	
Liability Claims	<u>7,013,148</u>	<u>0</u>	<u>4,965,029</u>	<u>4,488,729</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	7,013,148	0	4,965,029	4,488,729	
Liability Excess Policy	<u>331,348</u>	<u>368,618</u>	<u>707,000</u>	<u>829,662</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	331,348	368,618	707,000	829,662	
Liability Legal Services	<u>3,800,789</u>	<u>3,920,646</u>	<u>4,606,572</u>	<u>3,663,745</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	3,800,789	3,920,646	4,606,572	3,663,745	
Property Policies	<u>4,861,562</u>	<u>4,616,750</u>	<u>5,691,679</u>	<u>6,708,011</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	4,861,562	4,616,750	5,691,679	6,708,011	
Property Deductibles and Payouts	<u>9,433,634</u>	<u>12,455,013</u>	<u>5,800,000</u>	<u>5,800,000</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	9,433,634	12,455,013	5,800,000	5,800,000	

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	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Appropriation	FY 2019-20 Request	Request vs. Appropriation
Workers' Compensation Claims	<u>31,213,037</u>	<u>29,089,000</u>	<u>36,319,344</u>	<u>34,979,129</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	31,213,037	29,089,000	36,319,344	34,979,129	
Workers' Compensation TPA Fees and Loss Control	<u>1,923,947</u>	<u>1,767,800</u>	<u>2,450,000</u>	<u>2,050,000</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	1,923,947	1,767,800	2,450,000	2,050,000	
Workers' Compensation Excess Policy	<u>684,496</u>	<u>900,776</u>	<u>781,639</u>	<u>935,600</u>	
General Fund	684,496	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	0	900,776	781,639	935,600	
Workers' Compensation Legal Services	<u>1,631,452 0.0</u>	<u>1,899,076</u>	<u>2,318,256</u>	<u>2,339,348</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	1,631,452	1,899,076	2,318,256	2,339,348	
SUBTOTAL - (C) Risk Management Services	62,230,322	56,379,946	65,140,458	63,356,566	(2.7%)
<i>FTE</i>	<u>7.8</u>	<u>11.5</u>	<u>11.5</u>	<u>11.5</u>	0.0%
General Fund	684,496	0	0	0	0.0%
Cash Funds	0	0	0	0	0.0%
Reappropriated Funds	61,545,826	56,379,946	65,140,458	63,356,566	(2.7%)

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	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Appropriation	FY 2019-20 Request	Request vs. Appropriation
TOTAL - (2) Division of Human Resources	66,860,222	62,129,543	72,091,473	70,267,192	(2.5%)
<i>FTE</i>	<u>38.5</u>	<u>40.9</u>	<u>46.7</u>	<u>46.7</u>	<u>0.0%</u>
General Fund	2,469,518	1,872,305	2,149,308	2,110,808	(1.8%)
Cash Funds	2,137,958	2,468,271	3,053,288	3,057,657	0.1%
Reappropriated Funds	62,252,746	57,788,967	66,888,877	65,098,727	(2.7%)

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	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Appropriation	FY 2019-20 Request	Request vs. Appropriation
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(3) CONSTITUTIONALLY INDEPENDENT ENTITIES

(A) Personnel Board

Personal Services	<u>494,820</u>	<u>486,461</u>	<u>509,189</u>	<u>525,492</u>	
FTE	4.9	5.0	4.8	4.8	
General Fund	494,430	486,461	509,189	525,492	
Cash Funds	390	0	0	0	
Reappropriated Funds	0	0	0	0	
Operating Expenses	<u>17,702</u>	<u>19,185</u>	<u>22,969</u>	<u>22,969</u>	
General Fund	17,702	19,185	22,969	22,969	
Cash Funds	0	0	0	0	
Reappropriated Funds	0	0	0	0	
Legal Services	<u>30,923</u>	<u>35,165</u>	<u>35,165</u>	<u>43,544</u>	
General Fund	30,923	35,165	35,165	43,544	
Cash Funds	0	0	0	0	
Reappropriated Funds	0	0	0	0	

TOTAL - (3) Constitutionally Independent Entities	543,445	540,811	567,323	592,005	4.4%
<i>FTE</i>	<u>4.9</u>	<u>5.0</u>	<u>4.8</u>	<u>4.8</u>	<u>0.0%</u>
General Fund	543,055	540,811	567,323	592,005	4.4%
Cash Funds	390	0	0	0	0.0%
Reappropriated Funds	0	0	0	0	0.0%

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	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Appropriation	FY 2019-20 Request	Request vs. Appropriation
(4) CENTRAL SERVICES					
(A) Administration					
Personal Services	<u>624,984</u>	<u>621,590</u>	<u>480,278</u>	<u>486,837</u>	
FTE	6.8	7.4	5.2	5.2	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	624,984	621,590	480,278	486,837	
Operating Expenses	<u>40,704</u>	<u>38,945</u>	<u>27,690</u>	<u>27,690</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	40,704	38,945	27,690	27,690	
Indirect Cost Assessment	<u>21,207</u>	<u>80,464</u>	<u>13,535</u>	<u>11,303</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	21,207	80,464	13,535	11,303	
SUBTOTAL - (A) Administration	686,895	740,999	521,503	525,830	0.8%
<i>FTE</i>	<u>6.8</u>	<u>7.4</u>	<u>5.2</u>	<u>5.2</u>	<u>0.0%</u>
General Fund	0	0	0	0	0.0%
Cash Funds	0	0	0	0	0.0%
Reappropriated Funds	686,895	740,999	521,503	525,830	0.8%

Appendix A: Numbers Pages

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Appropriation	FY 2019-20 Request	Request vs. Appropriation
(B) Integrated Document Solutions					
Personal Services	<u>6,004,932</u>	<u>5,682,448</u>	<u>6,793,846</u>	<u>7,250,020</u>	*
FTE	96.3	97.1	96.6	96.6	
General Fund	0	0	0	0	
Cash Funds	67,649	65,347	141,615	141,615	
Reappropriated Funds	5,937,283	5,617,101	6,652,231	7,108,405	
Operating Expenses	<u>4,954,701</u>	<u>6,078,937</u>	<u>7,769,915</u>	<u>8,622,931</u>	*
General Fund	0	0	0	0	
Cash Funds	0	240,313	240,239	240,239	
Reappropriated Funds	4,954,701	5,838,624	7,529,676	8,382,692	
Commercial Print Payments	<u>1,681,820</u>	<u>1,569,721</u>	<u>1,733,260</u>	<u>1,733,260</u>	
FTE	0.0	0.0	0.0	0.0	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	1,681,820	1,569,721	1,733,260	1,733,260	
IDS Postage	<u>7,635,425</u>	<u>7,313,134</u>	<u>9,317,628</u>	<u>12,580,642</u>	*
General Fund	0	0	0	0	
Cash Funds	0	75,614	740,298	740,298	
Reappropriated Funds	7,635,425	7,237,520	8,577,330	11,840,344	
Utilities	<u>62,471</u>	<u>68,208</u>	<u>69,000</u>	<u>69,000</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	62,471	68,208	69,000	69,000	

Appendix A: Numbers Pages

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Appropriation	FY 2019-20 Request	Request vs. Appropriation
Address Confidentiality Program	<u>283,404</u>	<u>264,928</u>	<u>576,701</u>	<u>669,828</u> *	
FTE	2.2	3.4	5.9	7.0	
General Fund	154,190	155,519	445,821	538,948	
Cash Funds	129,214	109,409	130,880	130,880	
Reappropriated Funds	0	0	0	0	
Indirect Cost Assessment	<u>198,180</u>	<u>291,646</u>	<u>266,991</u>	<u>176,283</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	198,180	291,646	266,991	176,283	
SUBTOTAL - (B) Integrated Document Solutions	20,820,933	21,269,022	26,527,341	31,101,964	17.2%
FTE	<u>98.5</u>	<u>100.5</u>	<u>102.5</u>	<u>103.6</u>	<u>1.1%</u>
General Fund	154,190	155,519	445,821	538,948	20.9%
Cash Funds	196,863	490,683	1,253,032	1,253,032	0.0%
Reappropriated Funds	20,469,880	20,622,820	24,828,488	29,309,984	18.0%

(C) Colorado State Archives

Personal Services	<u>0</u>	<u>0</u>	<u>790,150</u>	<u>734,567</u>
FTE	0.0	0.0	13.0	13.0
General Fund	0	0	661,391	615,667
Cash Funds	0	0	99,688	89,829
Reappropriated Funds	0	0	29,071	29,071
Operating Expenses	<u>0</u>	<u>0</u>	<u>378,258</u>	<u>345,905</u>
General Fund	0	0	336,258	319,905
Cash Funds	0	0	42,000	26,000

Appendix A: Numbers Pages

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Appropriation	FY 2019-20 Request	Request vs. Appropriation
SUBTOTAL - (C) Colorado State Archives	0	0	1,168,408	1,080,472	(7.5%)
<i>FTE</i>	<u>0.0</u>	<u>0.0</u>	<u>13.0</u>	<u>13.0</u>	0.0%
General Fund	0	0	997,649	935,572	(6.2%)
Cash Funds	0	0	141,688	115,829	(18.3%)
Reappropriated Funds	0	0	29,071	29,071	0.0%

(XC) Fleet Management Program and Motor Pool Services

Formerly section (C) in Central Services, the JBC moved the Fleet Management budget into the Division of Capital Assets at the request of the Department in FY 2018-19.

Personal Services	<u>776,481</u>	<u>902,148</u>	<u>0</u>	<u>0</u>
FTE	12.6	13.4	0.0	0.0
General Fund	0	0	0	0
Cash Funds	0	0	0	0
Reappropriated Funds	776,481	902,148	0	0
Operating Expenses	<u>287,618</u>	<u>322,347</u>	<u>0</u>	<u>0</u>
General Fund	0	0	0	0
Cash Funds	0	0	0	0
Reappropriated Funds	287,618	322,347	0	0
Motor Pool Vehicle Lease and Operating Expenses	<u>122,078</u>	<u>120,627</u>	<u>0</u>	<u>0</u>
General Fund	0	0	0	0
Cash Funds	0	0	0	0
Reappropriated Funds	122,078	120,627	0	0
Fuel and Automotive Supplies	<u>17,756,222</u>	<u>19,000,983</u>	<u>0</u>	<u>0</u>
General Fund	0	0	0	0
Cash Funds	0	0	0	0
Reappropriated Funds	17,756,222	19,000,983	0	0

Appendix A: Numbers Pages

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Appropriation	FY 2019-20 Request	Request vs. Appropriation
Vehicle Replacement Lease/Purchase	<u>18,047,690</u>	<u>18,730,788</u>	<u>0</u>	<u>0</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	18,047,690	18,730,788	0	0	
Indirect Cost Assessment	<u>148,784</u>	<u>371,178</u>	<u>0</u>	<u>0</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	148,784	371,178	0	0	
SUBTOTAL - (XC) Fleet Management Program and Motor Pool Services	37,138,873	39,448,071	0	0	0.0%
<i>FTE</i>	<u>12.6</u>	<u>13.4</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0%</u>
General Fund	0	0	0	0	0.0%
Cash Funds	0	0	0	0	0.0%
Reappropriated Funds	37,138,873	39,448,071	0	0	0.0%

(XD) Facilities Maintenance - Capitol Complex

Formerly section (D) in Central Services, the JBC moved the Capitol Complex budget into the Division of Capital Assets at the request of the Department in FY 2018-19.

Personal Services	<u>3,132,899</u>	<u>3,091,105</u>	<u>0</u>	<u>0</u>	
FTE	54.6	55.5	0.0	0.0	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	3,132,899	3,091,105	0	0	

Appendix A: Numbers Pages

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Appropriation	FY 2019-20 Request	Request vs. Appropriation
Operating Expenses	<u>2,658,954</u>	<u>2,623,693</u>	<u>0</u>	<u>0</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	2,658,954	2,623,693	0	0	
Capitol Complex Repairs	<u>51,649</u>	<u>56,520</u>	<u>0</u>	<u>0</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	51,649	56,520	0	0	
Capitol Complex Security	<u>405,243</u>	<u>469,099</u>	<u>0</u>	<u>0</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	405,243	469,099	0	0	
Utilities	<u>4,869,650</u>	<u>4,375,223</u>	<u>0</u>	<u>0</u>	
General Fund	0	0	0	0	
Cash Funds	302,434	320,424	0	0	
Reappropriated Funds	4,567,216	4,054,799	0	0	
Maintenance and Historical Renovation	<u>0</u>	<u>982,537</u>	<u>0</u>	<u>0</u>	
General Fund	0	982,537	0	0	
Reappropriated Funds	0	0	0	0	
Indirect Cost Assessment	<u>313,715</u>	<u>1,041,130</u>	<u>0</u>	<u>0</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	313,715	1,041,130	0	0	

Appendix A: Numbers Pages

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Appropriation	FY 2019-20 Request	Request vs. Appropriation
SUBTOTAL - (XD) Facilities Maintenance - Capitol					
Complex	11,432,110	12,639,307	0	0	0.0%
<i>FTE</i>	<u>54.6</u>	<u>55.5</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0%</u>
General Fund	0	982,537	0	0	0.0%
Cash Funds	302,434	320,424	0	0	0.0%
Reappropriated Funds	11,129,676	11,336,346	0	0	0.0%
TOTAL - (4) Central Services					
	70,078,811	74,097,399	28,217,252	32,708,266	15.9%
<i>FTE</i>	<u>172.5</u>	<u>176.8</u>	<u>120.7</u>	<u>121.8</u>	<u>0.9%</u>
General Fund	154,190	1,138,056	1,443,470	1,474,520	2.2%
Cash Funds	499,297	811,107	1,394,720	1,368,861	(1.9%)
Reappropriated Funds	69,425,324	72,148,236	25,379,062	29,864,885	17.7%

Appendix A: Numbers Pages

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Appropriation	FY 2019-20 Request	Request vs. Appropriation
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(5) DIVISION OF ACCOUNTS AND CONTROL

(A) Financial Operations and Reporting

(1) Financial Operations and Reporting

Personal Services	<u>2,539,128</u>	<u>2,906,539</u>	<u>2,855,231</u>	<u>2,946,872</u>	
FTE	28.8	31.3	30.3	30.3	
General Fund	2,135,625	2,685,276	2,633,865	2,725,506	
Cash Funds	403,503	221,263	221,366	221,366	
Reappropriated Funds	0	0	0	0	
Operating Expenses	<u>130,126</u>	<u>138,886</u>	<u>138,303</u>	<u>138,303</u>	
General Fund	0	0	0	10,000	
Cash Funds	130,126	138,886	138,303	128,303	
Reappropriated Funds	0	0	0	0	
Recovery Audit Program Disbursements	<u>0</u>	<u>12,823</u>	<u>1,000</u>	<u>1,000</u>	
General Fund	0	0	0	0	
Cash Funds	0	12,823	1,000	1,000	
Reappropriated Funds	0	0	0	0	

SUBTOTAL -	2,669,254	3,058,248	2,994,534	3,086,175	3.1%
<i>FTE</i>	<u>28.8</u>	<u>31.3</u>	<u>30.3</u>	<u>30.3</u>	0.0%
General Fund	2,135,625	2,685,276	2,633,865	2,735,506	3.9%
Cash Funds	533,629	372,972	360,669	350,669	(2.8%)
Reappropriated Funds	0	0	0	0	0.0%

Appendix A: Numbers Pages

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Appropriation	FY 2019-20 Request	Request vs. Appropriation
(2) Collections Services					
Personal Services	<u>1,186,265</u>	<u>1,007,667</u>	<u>1,344,906</u>	<u>1,387,203</u>	
FTE	22.2	28.0	28.0	28.0	
General Fund	0	(4,841)	0	0	
Cash Funds	1,186,265	1,012,508	1,344,906	1,387,203	
Reappropriated Funds	0	0	0	0	
Operating Expenses	<u>322,986</u>	<u>350,244</u>	<u>552,862</u>	<u>552,862</u>	
General Fund	0	0	0	0	
Cash Funds	322,986	350,244	552,862	552,862	
Reappropriated Funds	0	0	0	0	
Private Collection Agency Fees	<u>604,621</u>	<u>374,089</u>	<u>900,000</u>	<u>900,000</u>	
General Fund	0	0	0	0	
Cash Funds	604,621	374,089	900,000	900,000	
Reappropriated Funds	0	0	0	0	
Indirect Cost Assessment	<u>152,625</u>	<u>245,611</u>	<u>8,379</u>	<u>53,556</u>	
General Fund	0	0	0	0	
Cash Funds	152,625	245,611	8,379	53,556	
Reappropriated Funds	0	0	0	0	
SUBTOTAL -	2,266,497	1,977,611	2,806,147	2,893,621	3.1%
<i>FTE</i>	<u>22.2</u>	<u>28.0</u>	<u>28.0</u>	<u>28.0</u>	<u>0.0%</u>
General Fund	0	(4,841)	0	0	0.0%
Cash Funds	2,266,497	1,982,452	2,806,147	2,893,621	3.1%
Reappropriated Funds	0	0	0	0	0.0%

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	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Appropriation	FY 2019-20 Request	Request vs. Appropriation
SUBTOTAL - (A) Financial Operations and Reporting	4,935,751	5,035,859	5,800,681	5,979,796	3.1%
<i>FTE</i>	<u>51.0</u>	<u>59.3</u>	<u>58.3</u>	<u>58.3</u>	<u>(0.0%)</u>
General Fund	2,135,625	2,680,435	2,633,865	2,735,506	3.9%
Cash Funds	2,800,126	2,355,424	3,166,816	3,244,290	2.4%
Reappropriated Funds	0	0	0	0	0.0%

(B) Procurement and Contracts

Personal Services	<u>1,439,263</u>	<u>1,513,835</u>	<u>1,596,036</u>	<u>1,646,992</u>	
<i>FTE</i>	<u>16.3</u>	<u>17.2</u>	<u>17.7</u>	<u>17.7</u>	
General Fund	(8,091)	3	35,208	86,164	
Cash Funds	1,447,354	1,513,832	1,560,828	1,560,828	
Reappropriated Funds	0	0	0	0	
Operating Expenses	<u>37,045</u>	<u>36,193</u>	<u>36,969</u>	<u>36,969</u>	
General Fund	0	0	0	0	
Cash Funds	37,045	36,193	36,969	36,969	
Reappropriated Funds	0	0	0	0	
SUBTOTAL - (B) Procurement and Contracts	1,476,308	1,550,028	1,633,005	1,683,961	3.1%
<i>FTE</i>	<u>16.3</u>	<u>17.2</u>	<u>17.7</u>	<u>17.7</u>	<u>0.0%</u>
General Fund	(8,091)	3	35,208	86,164	144.7%
Cash Funds	1,484,399	1,550,025	1,597,797	1,597,797	0.0%
Reappropriated Funds	0	0	0	0	0.0%

Appendix A: Numbers Pages

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Appropriation	FY 2019-20 Request	Request vs. Appropriation
(C) CORE Operations					
Personal Services	<u>1,665,140</u>	<u>2,072,995</u>	<u>1,837,336</u>	<u>1,901,939</u>	
FTE	19.3	19.5	21.3	21.3	
General Fund	0	0	0	0	
Cash Funds	373,475	369,044	0	0	
Reappropriated Funds	1,291,665	1,703,951	1,837,336	1,901,939	
Operating Expenses	<u>765,499</u>	<u>684,216</u>	<u>59,590</u>	<u>59,590</u>	
General Fund	0	0	0	0	
Cash Funds	765,499	124,123	0	0	
Reappropriated Funds	0	560,093	59,590	59,590	
Payments for CORE and Support Modules	<u>5,269,388</u>	<u>5,270,370</u>	<u>6,592,280</u>	<u>6,592,280</u>	
General Fund	0	0	0	0	
Cash Funds	2,381,083	819,768	1,196,481	3,712,371	
Reappropriated Funds	2,888,305	4,450,602	5,395,799	2,879,909	
CORE Lease Purchase Payments	<u>3,922,766</u>	<u>3,896,209</u>	<u>3,869,748</u>	<u>3,844,996</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	3,922,766	3,896,209	3,869,748	3,844,996	
Indirect Cost Assessment	<u>0</u>	<u>143,641</u>	<u>121,829</u>	<u>165,405</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	0	143,641	121,829	165,405	

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	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Appropriation	FY 2019-20 Request	Request vs. Appropriation
SUBTOTAL - (C) CORE Operations	11,622,793	12,067,431	12,480,783	12,564,210	0.7%
<i>FTE</i>	<u>19.3</u>	<u>19.5</u>	<u>21.3</u>	<u>21.3</u>	<u>0.0%</u>
General Fund	0	0	0	0	0.0%
Cash Funds	3,520,057	1,312,935	1,196,481	3,712,371	210.3%
Reappropriated Funds	8,102,736	10,754,496	11,284,302	8,851,839	(21.6%)
TOTAL - (5) Division of Accounts and Control	18,034,852	18,653,318	19,914,469	20,227,967	1.6%
<i>FTE</i>	<u>86.6</u>	<u>96.0</u>	<u>97.3</u>	<u>97.3</u>	<u>0.0%</u>
General Fund	2,127,534	2,680,438	2,669,073	2,821,670	5.7%
Cash Funds	7,804,582	5,218,384	5,961,094	8,554,458	43.5%
Reappropriated Funds	8,102,736	10,754,496	11,284,302	8,851,839	(21.6%)

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	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Appropriation	FY 2019-20 Request	Request vs. Appropriation
(6) ADMINISTRATIVE COURTS					
Personal Services	<u>3,482,168</u>	<u>3,632,376</u>	<u>3,890,184</u>	<u>4,010,004</u>	
FTE	37.9	40.2	44.7	44.7	
Cash Funds	100,466	103,359	109,633	0	
Reappropriated Funds	3,381,702	3,529,017	3,780,551	4,010,004	
Operating Expenses	<u>165,688</u>	<u>210,057</u>	<u>170,933</u>	<u>172,233</u>	
General Fund	0	8,100	0	0	
Cash Funds	0	0	0	109,633	
Reappropriated Funds	165,688	201,957	170,933	62,600	
Indirect Cost Assessment	<u>71,305</u>	<u>194,278</u>	<u>115,661</u>	<u>206,880</u>	
Cash Funds	0	0	0	0	
Reappropriated Funds	71,305	194,278	115,661	206,880	
TOTAL - (6) Administrative Courts	3,719,161	4,036,711	4,176,778	4,389,117	5.1%
FTE	<u>37.9</u>	<u>40.2</u>	<u>44.7</u>	<u>44.7</u>	0.0%
General Fund	0	8,100	0	0	0.0%
Cash Funds	100,466	103,359	109,633	109,633	0.0%
Reappropriated Funds	3,618,695	3,925,252	4,067,145	4,279,484	5.2%

Appendix A: Numbers Pages

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Appropriation	FY 2019-20 Request	Request vs. Appropriation
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(7) DIVISION OF CAPITAL ASSETS

(A) Administration

Personal Services	<u>0</u>	<u>0</u>	<u>316,006</u>	<u>335,432</u>	
FTE	0.0	0.0	3.9	3.9	
Reappropriated Funds	0	0	316,006	335,432	
Operating Expenses	<u>0</u>	<u>0</u>	<u>18,310</u>	<u>18,310</u>	
Reappropriated Funds	0	0	18,310	18,310	
Indirect Cost Assessment	<u>0</u>	<u>0</u>	<u>8,352</u>	<u>6,974</u>	
Reappropriated Funds	0	0	8,352	6,974	

SUBTOTAL - (A) Administration	0	0	342,668	360,716	5.3%
<i>FTE</i>	<u>0.0</u>	<u>0.0</u>	<u>3.9</u>	<u>3.9</u>	<u>0.0%</u>
Reappropriated Funds	0	0	342,668	360,716	5.3%

(B) Facilities Maintenance - Capitol Complex

Formerly section (D) in Central Services, the JBC moved the Capitol Complex budget into the Division of Capital Assets at the request of the Department in FY 2018-19.

Personal Services	<u>0</u>	<u>0</u>	<u>3,267,964</u>	<u>3,367,247</u>	
FTE	0.0	0.0	54.2	54.2	
Reappropriated Funds	0	0	3,267,964	3,367,247	
Operating Expenses	<u>0</u>	<u>0</u>	<u>2,705,456</u>	<u>2,705,456</u>	
Reappropriated Funds	0	0	2,705,456	2,705,456	
Capitol Complex Repairs	<u>0</u>	<u>0</u>	<u>56,520</u>	<u>56,520</u>	
Reappropriated Funds	0	0	56,520	56,520	

Appendix A: Numbers Pages

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Appropriation	FY 2019-20 Request	Request vs. Appropriation
Capitol Complex Security	<u>0</u>	<u>0</u>	<u>476,928</u>	<u>476,928</u>	
Reappropriated Funds	0	0	476,928	476,928	
Utilities	<u>0</u>	<u>0</u>	<u>5,062,512</u>	<u>4,914,705</u>	
Cash Funds	0	0	353,690	339,407	
Reappropriated Funds	0	0	4,708,822	4,575,298	
Indirect Cost Assessment	<u>0</u>	<u>0</u>	<u>1,002,611</u>	<u>884,389</u>	
Reappropriated Funds	0	0	1,002,611	884,389	
SUBTOTAL - (B) Facilities Maintenance - Capitol					
Complex	0	0	12,571,991	12,405,245	(1.3%)
FTE	<u>0.0</u>	<u>0.0</u>	<u>54.2</u>	<u>54.2</u>	0.0%
Cash Funds	0	0	353,690	339,407	(4.0%)
Reappropriated Funds	0	0	12,218,301	12,065,838	(1.2%)

(C) Fleet Management Program and Motor Pool Services

Formerly section (C) in Central Services, the JBC moved the Fleet Management budget into the Division of Capital Assets at the request of the Department in FY 2018-19.

Personal Services	<u>0</u>	<u>0</u>	<u>1,023,905</u>	<u>1,058,106</u>	
FTE	0.0	0.0	16.0	16.0	
Reappropriated Funds	0	0	1,023,905	1,058,106	
Operating Expenses	<u>0</u>	<u>0</u>	<u>358,616</u>	<u>488,616</u>	*
Reappropriated Funds	0	0	358,616	488,616	
Motor Pool Vehicles Lease and Operating Expenses	<u>0</u>	<u>0</u>	<u>200,000</u>	<u>200,000</u>	
Reappropriated Funds	0	0	200,000	200,000	

Appendix A: Numbers Pages

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Appropriation	FY 2019-20 Request	Request vs. Appropriation
Fuel and Automotive Supplies	<u>0</u>	<u>0</u>	<u>20,649,618</u>	<u>20,649,618</u>	
Reappropriated Funds	0	0	20,649,618	20,649,618	
Vehicles Replacement Lease or Purchase	<u>0</u>	<u>0</u>	<u>21,606,087</u>	<u>22,066,092</u> *	
Reappropriated Funds	0	0	21,606,087	22,066,092	
Indirect Cost Assessment	<u>0</u>	<u>0</u>	<u>63,275</u>	<u>38,504</u>	
Reappropriated Funds	0	0	63,275	38,504	
SUBTOTAL - (C) Fleet Management Program and Motor Pool Services	0	0	43,901,501	44,500,936	1.4%
<i>FTE</i>	<u>0.0</u>	<u>0.0</u>	<u>16.0</u>	<u>16.0</u>	<u>0.0%</u>
Reappropriated Funds	0	0	43,901,501	44,500,936	1.4%
TOTAL - (7) Division of Capital Assets	0	0	56,816,160	57,266,897	0.8%
<i>FTE</i>	<u>0.0</u>	<u>0.0</u>	<u>74.1</u>	<u>74.1</u>	<u>(0.0%)</u>
Cash Funds	0	0	353,690	339,407	(4.0%)
Reappropriated Funds	0	0	56,462,470	56,927,490	0.8%
TOTAL - Department of Personnel	178,772,839	179,421,201	206,449,496	211,299,335	2.3%
<i>FTE</i>	<u>381.8</u>	<u>405.4</u>	<u>425.6</u>	<u>426.7</u>	<u>0.3%</u>
General Fund	11,912,987	11,303,091	14,074,381	14,909,085	5.9%
Cash Funds	12,107,483	9,919,165	14,016,747	16,789,628	19.8%
Reappropriated Funds	154,752,369	158,198,945	178,358,368	179,600,622	0.7%

APPENDIX B RECENT LEGISLATION AFFECTING DEPARTMENT BUDGET

2017 SESSION BILLS

S.B. 17-121 (IMPROVE MEDICAID CLIENT CORRESPONDENCE): Requires the Department of Health Care Policy and Financing to implement an ongoing process to improve communications with Medicaid clients. Appropriates \$8,100 General Fund to the Department of Personnel in FY 2017-18 for Administrative Courts.

S.B. 17-167 (SUPPLEMENTAL BILL): Modifies FY 2016-17 appropriations to the Department.

S.B. 17-175 (TRANSFERS BETWEEN STATE SELF-INSURANCE FUNDS): If there is an insufficient cash balance in any state self-insurance cash fund, authorizes the Executive Director of the Department of Personnel to request the State Treasurer to transfer money from another self-insurance fund's reserve balance to the fund with the deficiency. State self-insurance cash funds consist of:

- the Risk Management Fund (liability insurance program);
- the Self-insured Property Fund (property insurance program); and
- the State Employee Workers' Compensation Account in the Risk Management Fund (workers' compensation insurance program).

The State Treasurer is required to make the requested transfer and in the next annual Long Bill the General Assembly is required to appropriate an amount to enable the return of the transfer amount to the fund from which the transfer was made. The Department is prohibited from using the transferred amounts for the cost of operating the risk management system.

S.B. 17-254 (LONG BILL): General appropriations act for FY 2017-18.

S.B. 17-265 (STATE EMPLOYEE RESERVE FUND TRANSFER): Transfers \$26.3 million from the State Employee Reserve Fund to the General Fund on July 1, 2017.

H.B. 17-1265 (PERA JUDICIAL DIVISION TOTAL EMPLOYER CONTRIBUTION): Makes the following adjustments to the Judicial Division's contribution rates to the Colorado Public Employees' Retirement Association's (PERA's) Amortization Equalization Disbursement (AED), currently set at 2.20 percent, and Supplemental Amortization Equalization Disbursement (SAED), currently set at 1.50 percent:

- CY 2019: AED and SAED to 3.4 percent;
- CY 2020: AED and SAED to 3.8 percent;
- CY 2021: AED and SAED to 4.2 percent;
- CY 2022: AED and SAED to 4.6 percent; and
- CY 2023: AED and SAED to 5.0 percent.

H.B. 17-1296 (ASSIGNMENT OF STATE-OWNED VEHICLES): Implements recommendations from the November 2017 Commuting Use of State-Owned Vehicles audit from the Office of the State Auditor. Clarifies the criteria and requirements for the assignment of state-owned vehicles to state agencies and employees. Specifies that an officer or employee of an agency must pay income tax on the value of the fringe benefit of an assigned vehicle. Appropriates \$196,235 from the Motor Fleet Management Fund and 1.8 FTE and reduces 2.0 FTE in Integrated Document Solutions in FY 2017-18.

H.B. 17-1298 (ANNUAL COMPENSATION REPORT SUBMISSION DEADLINE): Extends the date by which the annual compensation report is required to be submitted by the State Personnel Director, from August 1 to September 15, beginning in 2017.

2018 SESSION BILLS

S.B. 18-200 (MODIFICATIONS TO PERA TO ELIMINATE UNFUNDED LIABILITY): Modifies the Colorado Public Employees' Retirement Association (PERA). The bill creates ongoing state revenue reductions; ongoing state and local expenditure increases; and ongoing PERA revenue increases. The bill changes the number of years factored into the highest number of years calculation, modifies the definition of salary on which the PERA benefit is assessed, clarifies provisions related to a local government division employer that ceases operations or participation in PERA, and creates a direct distribution to PERA.

H.B. 18-1224 (LICENSEE DISCIPLINE MEDIATION): Adds a mediation component to the process related to professional disciplinary actions. Under the bill, during an agency proceeding that concerns an individual who is licensed to practice a profession or occupation either the licensee or agency may request mediation after the licensee has received the notice of hearing, to be ordered by the hearing officer or administrative law judge involved in the proceeding. Appropriates \$19,917 General Fund and 0.2 FTE to the Department of Personnel in FY 2018-19.

H.B. 18-1322 (LONG BILL): General appropriations act for FY 2017-18.

H.B. 18-1339 (BACKGROUND CHECKS FOR EMPLOYEES WITH ACCESS TO FEDERAL TAX INFORMATION): Requires each applicant, state employee, state contractor, or other individual who has or may have access through a state agency to federal tax information received from the federal government to submit to a fingerprint-based criminal history records check. Specifies that a state agency that shares such federal tax information with a county may authorize and require the county department applicants, employees, contractors, or other individuals to submit to a fingerprint-based criminal history records check. Requires a state agency to deny access to federal tax information received from the federal government to any individual who does not pass the fingerprint-based criminal history record check. Provides FY 2018-19 appropriations to multiple departments for associated costs, including \$11,633 General Fund to the Department of Personnel. For additional information, see the "Recent Legislation" section at the end of Part III for the Department of Revenue.

APPENDIX C FOOTNOTES AND INFORMATION REQUESTS

UPDATE ON LONG BILL FOOTNOTES

- 1 Department of Personnel, Executive Director's Office, Statewide Special Purpose, Office of the State Architect, Statewide Planning Services -- This appropriation remains available through June 30, 2021.

COMMENT: Provides roll-forward authority for the statewide planning for State Archives.

- 2 Department of Personnel, Division of Central Services, Colorado State Archives, Operating Expenses -- Of this appropriation, \$125,000 General Fund remains available for expenditure through June 30, 2020.

COMMENT: Provides roll-forward authority for funding earmarked by the General Assembly for recently discovered portraits of former Governors.

- 3 Department of Personnel, Division of Central Services, Colorado State Archives, Operating Expenses -- It is the General Assembly's intent that \$125,000 General Fund appropriated to this line item be expended on maintenance, restoration, and preservation of recovered and discovered items of historic value to the State Capitol, as determined by the Capitol Building Advisory Committee.

COMMENT: Describes the General Assembly intent of the additional \$125,000 General Fund appropriated to State Archives in FY 2018-19.

- 4 Department of Personnel, Division of Capital Assets, Fleet Management Program and Motor Pool Services, Vehicle Replacement Lease/Purchase -- Pursuant to Section 24-82-101 (1)(b) and (1)(c), C.R.S., the Department of Personnel is authorized to enter into a lease-purchase agreement for the approved FY 2018-19 vehicle replacements and additions. The lease-purchase agreement shall be for a period of up to ten years and shall not exceed the amount of \$37,000,000.

COMMENT: Provides roll-forward authority for the statewide planning appropriation and lease-purchase guidance for Fleet Management.

UPDATE ON REQUESTS FOR INFORMATION

- 5 Department of Health Care Policy and Financing, Medical Services Premiums; Indigent Care Program, Children's Basic Health Plan Medical and Dental Costs; Department of Higher Education, Colorado Commission on Higher Education, Special Purpose, University of

Colorado, Lease Purchase of Academic Facilities at Fitzsimons; Governing Boards, Regents of the University of Colorado; Department of Human Services, Division of Child Welfare, Tony Grampas Youth Services Program; Office of Early Childhood, Division of Community and Family Support, Nurse Home Visitor Program; Department of Military and Veterans Affairs, Division of Veterans Affairs, Colorado State Veterans Trust Fund Expenditures; **Department of Personnel, Division of Human Resources, Employee Benefits Services, H.B. 07-1335 Supplemental State Contribution Fund**; Department of Public Health and Environment, Disease Control and Environmental Epidemiology Division, Administration, General Disease Control, and Surveillance, Immunization Operating Expenses; Special Purpose Disease Control Programs, Sexually Transmitted Infections, HIV and AIDS Operating Expenses, and Ryan White Act Operating Expenses; Prevention Services Division, Chronic Disease Prevention Programs, Oral Health Programs; Primary Care Office -- Each Department is requested to provide the following information to the Joint Budget Committee by November 1, 2018, for each program funded with Tobacco Master Settlement Agreement money: the name of the program; the amount of Tobacco Master Settlement Agreement money received and expended by the program for the preceding fiscal year; a description of the program including the actual number of persons served and the services provided through the program; information evaluating the operation of the program, including the effectiveness of the program in achieving its stated goals.

COMMENT: The Department included the requested information in the November 1 budget submission. Recommendations related to the Tobacco Master Settlement Agreement and JBC staff for statewide tobacco issues, Christina Beisel, will make recommendations during figure setting in February 2019.

APPENDIX D

DEPARTMENT ANNUAL PERFORMANCE REPORT

Pursuant to Section 2-7-205 (1)(b), C.R.S., the Department of Personnel is required to publish an **Annual Performance Report** for the *previous fiscal year* by November 1 of each year. This report is to include a summary of the Department's performance plan and most recent performance evaluation for the designated fiscal year. In addition, pursuant to Section 2-7-204 (3)(a)(I), C.R.S., the Department is required to develop a **Performance Plan** and submit the plan for the *current fiscal year* to the Joint Budget Committee and appropriate Joint Committee of Reference by July 1 of each year.

For consideration by the Joint Budget Committee in prioritizing the Department's FY 2019-20 budget request, the FY 2017-18 Annual Performance Report dated October 2018 and the FY 2018-19 Performance Plan dated July 1, 2018 can be found at the following link:

<https://www.colorado.gov/pacific/performancemanagement/department-performance-plans>