

JOINT BUDGET COMMITTEE



STAFF BUDGET BRIEFING FY 2024-25

DEPARTMENT OF PERSONNEL (Including Operating Common Policies)

JBC WORKING DOCUMENT - SUBJECT TO CHANGE
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ADDITIONAL RESOURCES

Brief summaries of all bills that passed during the 2020 and 2021 legislative sessions that had a fiscal impact on this department are available in Appendix A of the annual Appropriations Report: https://leg.colorado.gov/sites/default/files/fy21-22apprept_0.pdf

The online version of the briefing document, which includes the Numbers Pages, may be found by searching the budget documents on the General Assembly’s website by visiting leg.colorado.gov/content/budget/budget-documents. Once on the budget documents page, select the name of this department's *Department/Topic*, "Briefing" under *Type*, and ensure that *Start date* and *End date* encompass the date a document was presented to the JBC.

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** provides operational management direction, policy formulation, financial services, human resources, communications, and coordinates media and legislative relations. The Special Purpose subdivision within the Executive Director's Office includes the Office of the State Architect, the Colorado State Employee Assistance Program (C-SEAP), the Colorado Equity Office, and the Public-Private Partnership Office.

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 annual 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 Board adjudicates employment disputes within the state classified system and is responsible for promulgating rules to ensure that state employment is based on merit. The Board conducts administrative hearings, promulgates rules under the authority of the State Administrative Procedures Act, and facilitates dispute resolution. The Board also provides guidance in "achieving and maintaining a sound, comprehensive, and uniform system of human resource management."

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 **DIVISION OF ACCOUNTS AND CONTROL**, through the **OFFICE OF THE STATE CONTROLLER**, oversees state fiscal rules and maintains the state’s financial records through the Colorado Operations Resource Engine (CORE), the state's accounting system. All agencies that use CORE pay to support its cost of operations 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

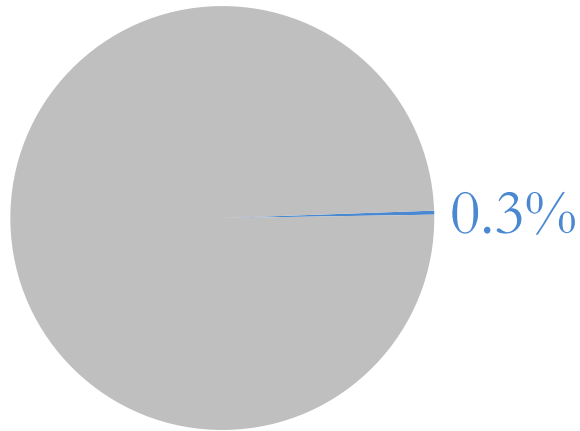
FUNDING SOURCE	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25 *
General Fund	\$20,640,304	\$28,788,405	\$43,874,455	\$16,861,242
Cash Funds	13,850,806	12,208,090	17,518,235	30,614,331
Reappropriated Funds	190,913,309	202,022,014	210,068,766	249,061,333
Federal Funds	0	0	0	0
TOTAL FUNDS	\$225,404,419	\$243,018,509	\$271,461,456	\$296,536,906
Full Time Equiv. Staff	411.7	452.0	523.7	522.5

*Requested appropriation.

Funding for the Department of Personnel in FY 2023-24 consists of 16.2 percent General Fund, 6.5 percent cash funds, and 77.4 percent reappropriated funds.

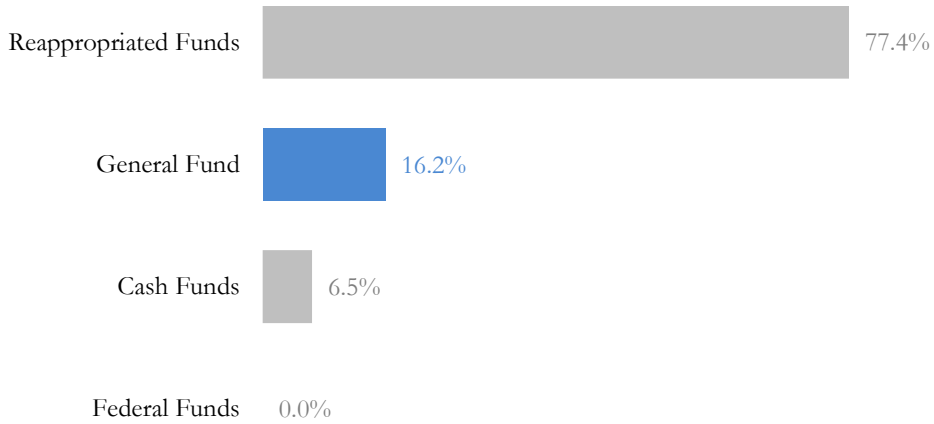
DEPARTMENT BUDGET: GRAPHIC OVERVIEW

Department's Share of Statewide General Fund



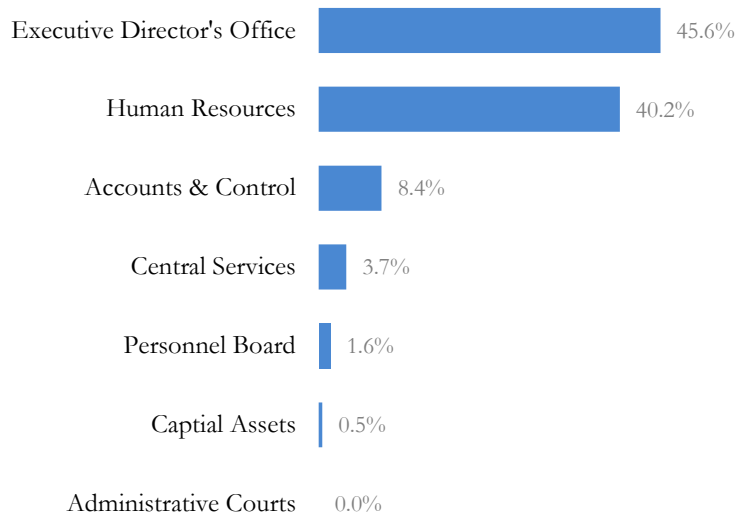
Based on the FY 2023-24 appropriation.

Department Funding Sources



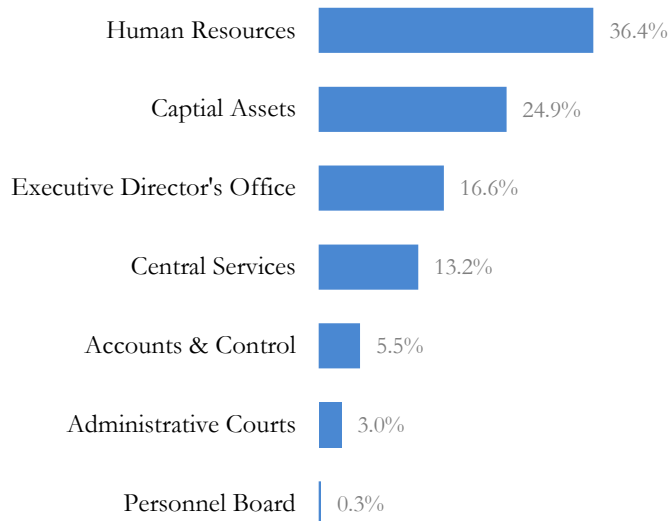
Based on the FY 2023-24 appropriation.

Distribution of General Fund by Division



Based on the FY 2023-24 appropriation.

Distribution of Total Funds by Division



Based on the FY 2023-24 appropriation.

CASH FUNDS DETAIL

DEPARTMENT OF PERSONNEL CASH FUNDS APPROPRIATION DETAIL			
FUND NAME OR GROUP	FY 2023-24 APPROP	PRIMARY SOURCES OF FUND REVENUE	PRIMARY USES IN THIS DEPARTMENT
Dept. of Personnel Revolving Fund	\$4,695,883	¹ Service charges to state and local governments and rebates	Supports services comprising print, document management, data entry, imaging, and mail operations, as well as Capitol Complex operations
Supplier Database Cash Fund	4,399,708	1.0 percent rebate on statewide price agreements	Supports the statewide procurement and eProcurement operations, as well as the State's financial system (CORE)
Various cash funds	3,345,198	various	various
Supplemental State Contribution Fund	1,848,255	¹ Tobacco litigation settlement money	To subsidize, in part or in whole, the health insurance plan premiums of lower-income state employees with children.
Group Benefit Plans Reserve Fund	1,357,584	¹ State employee payroll deductions	For the administration of the State's group health and dental insurance program
Disability Support Fund	1,052,225	The sale of registration numbers for personalized plates, configurations, and previously retired plate styles.	For the direct and indirect costs associated with the implementation of the Laura Hershey Disability Support Act, with the goal of aiding persons with disabilities in accessing disability benefits
Disabled Parking Education and Enforcement Fund		Fines from fraudulently using the person with disability parking plate/placard and misusing reserved parking for persons with disabilities.	
Procurement Card Program	486,000	Rebates	Offset of General Fund for administrative expenses
Administrative Courts Cash Fund	333,382	¹ Service charges to state departments	Supports adjudication services and administrative law hearings for State agencies in order to resolve cases that deal with worker's compensation, human services, and regulatory law.
Total	\$17,518,235		

¹ At least partially TABOR exempt. Most revenue deposited in these funds are statutorily exempt from TABOR pursuant to Section 24-77-102 (17)(b), C.R.S., as the deposits are from intra- and intergovernmental transfers. The exception is the Group Benefit Plans Reserve Fund; it's revenue is not included in the general revenue of the State and is not considered a State asset, pursuant to Section 24-50-613 (1), C.R.S.

ADDITIONAL INFORMATION – SELECT FUND SOURCES

OPERATING COMMON POLICIES SUPPORTING FUNDS: The majority of cash funds that support Operating Common Policies receive their revenue from intragovernmental transfers. As a result, 1) their revenue is TABOR exempt because it is not new money entering the state coffers and 2) appropriations from these funds for the implementation of common policies appears as reappropriated funds in the Department's budget. Common Policy supporting cash funds include the:

- Department of Personnel Revolving Fund,
- Risk Management Fund, Self-Insured Property Fund,
- State Employee Workers' Compensation Account,
- Statewide Financial Information Technology Systems Cash Fund,
- Administrative Courts Cash Fund, and
- Motor Fleet Management Fund.

GENERAL FACTORS DRIVING THE BUDGET

The Department is primarily funded through reappropriated funds, which originate as user fees transferred from other agencies for the provision of statewide services.

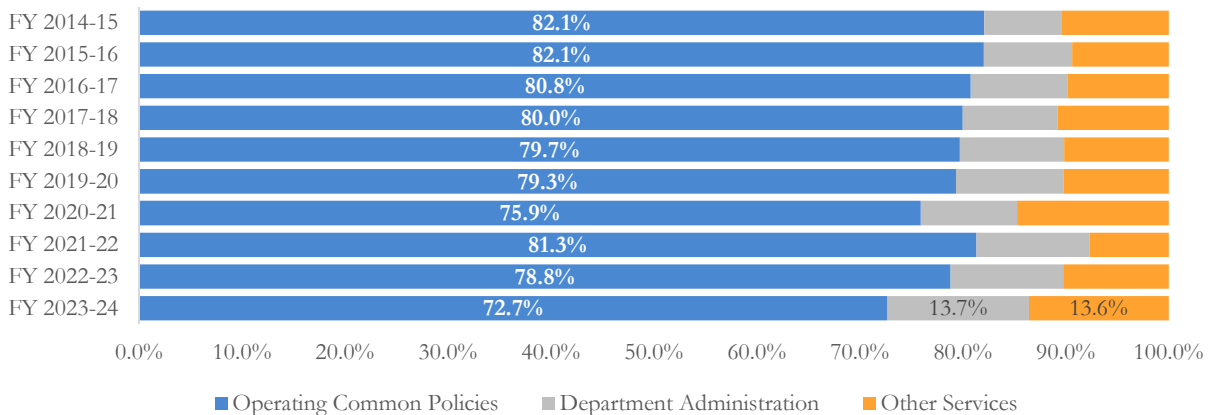
ADMINISTRATION OF OPERATING COMMON POLICIES

The administration of Operating Common Policies assigned to the Department is the primary factor driving the Department’s budget. The Department administers common policies for:

- three Risk Management programs, including property insurance, liability insurance, and workers’ compensation coverage;
- the management of State fleet of vehicles;
- maintaining the State accounting system, i.e., Colorado Open Resource Engine (or “CORE”);
- providing statewide document- and data-related services;
- administrative law adjudication services; and
- managing the state-owned Capitol Complex facilities and grounds.

On average over the last decade, Operating Common Policies have accounted for approximately 79.3 percent of the Department’s annual budget. Other services provided by the Department, including statewide human resources, the Colorado State Archives, financial operations, and procurement have averaged 10.2 percent of the annual budget. The Department’s administration made up the remaining 9.3 percent of the annual budget. However, in the last two fiscal years, the Operating Common Policies’ share of the Department’s budget has decreased to a decade’s low, while department administration and other services are at a decade’s high.

Operating Common Policies are the primary driver of the Department's total budget over the last decade; however, in the last two fiscal year, their share has decreased to a decade low.



For the last decade, the two largest portions of Operating Common Policies are the Risk Management programs and the Fleet Management program. These two programs account for approximately 66.4 percent of the Operating Common Policies annually, or 52.7 percent of the Department’s total operating budget.

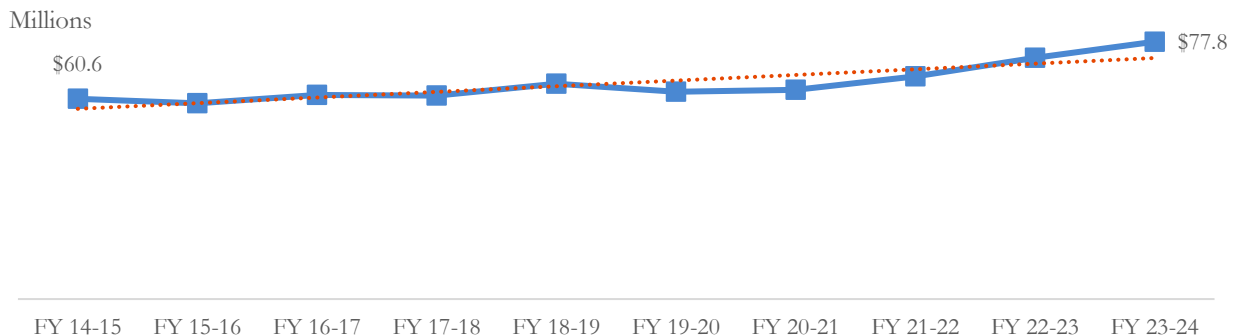
RISK MANAGEMENT

The state's Risk Management Unit 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. By industry standards, the State of Colorado is considered self-insured because it covers the liability for losses in each program area up to at least \$100,000, though many events are covered at considerably higher limits. The state also carries “excess” policies that protect it from extreme cases where a particular loss could jeopardize the overall solvency of the risk management funds.

STATEWIDE RISK MANAGEMENT SERVICES - PREMIUMS AND ADMINISTRATIVE EXPENSES					
	FY 18-19 ACTUAL	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ACTUAL	FY 22-23 ACTUAL
Workers' Comp. Claims and Excess Policy	30,052,835	29,235,898	31,943,203	30,651,674	31,699,775
Property Policies and Deductibles and Payouts	9,737,095	11,333,363	13,737,316	13,076,298	19,443,638
Liability Claims and Excess Policy	4,747,431	7,612,819	4,392,843	6,403,438	18,933,946
a. Subtotal Claims, Premiums, & Deductibles	44,537,361	48,182,080	50,073,362	50,131,410	70,077,359
Claims, Premiums, & Deductibles percent of total	83.6%	84.0%	85.9%	83.4%	86.2%
Workers' Comp. Legal Services	1,605,886	2,075,660	1,557,645	1,215,954	1,582,974
Liability Legal Services	4,038,258	3,990,682	3,972,734	5,826,818	7,063,459
b. Subtotal Risk Mgmt. Legal Services	\$5,644,144	\$6,066,342	\$5,530,379	\$7,042,772	\$8,646,433
Legal Services as percent of total	10.6%	10.6%	9.5%	11.7%	10.6%
c. Risk Mgmt. Admin. Expense and TPA Fees	3,119,614	3,117,261	2,673,282	2,933,990	2,600,696
Administrative Expense Percentage	5.9%	5.4%	4.6%	4.9%	3.2%
Total Risk Management (a+b+c)	\$53,301,119	\$57,365,683	\$58,277,023	\$60,108,172	\$81,324,488

Policy claims, premiums, and deductibles are the largest share of expenditures for these services. Appropriations and allocations from 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 above table and following chart.

Over the last decade, Risk Management appropriations have grown by an annualized 2.5 percent per year, or by an annual average of \$1.7 million.



The Risk Management common policy has experienced growth in the three fiscal years since FY 2021-22. In FY 2021-22, there was a change in the judiciary that resulted in more liability claims being paid out. The cybersecurity insurance primary carrier being used dropped coverage for public entities,

forcing the use of the only other policy carrier, which has higher premium and deductibles. Senate Bill 21-088 (Child Sexual Abuse Accountability Act) increased the estimated legal expenses and claim payouts within the Liability Fund.

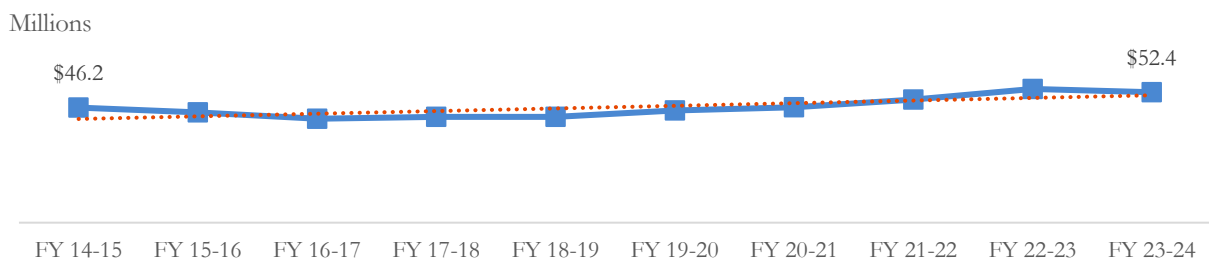
In FY 2022-23, there were year-over-year increases in the liability excess policy and legal services appropriation totaling \$1.6 million and \$1.5 million reappropriated funds, respectively. Additionally, two bills appropriated a total of \$1.2 million General Fund: S.B. 22-097 (Whistleblower Protection Health & Safety) and S.B. 22-163 (Establish State Procurement Equity Program). Senate Bill 22-097 expanded protections for workers who report concerns about health and safety, or violations of health and safety rules, to their employers. Senate Bill 22-163 established the State Procurement Equity Program, which works with stakeholders towards the goal of reducing disparities between the availability of historically underutilized businesses and the utilization of such businesses in state procurement.

STATE FLEET PROGRAM

Section 24-30-1104 (2)(a), C.R.S., grants the Department authority to administer 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. The Fleet Management program is housed in the Department's Division of Capital Assets.

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 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.

Over the last decade, Fleet Management appropriations have grown by an annualized 1.3 percent per year, or an annual average of \$0.6 million reappropriated funds.



The Department's vehicle ordering process is governed by statute, Section 24-30-1104 (2)(c), C.R.S., and the Executive Orders of current and former Governors focusing on alternative fuel vehicles^{1, 2}

¹ Executive Order No. 2018 026 Greening of State Government, is accessible at: https://drive.google.com/a/state.co.us/file/d/1BbJrBa351-jN47sW18wC_Uaua_duP0Z9/view?usp=sharing

² Executive Order No. 2018 006 Maintaining Progress on Clean Vehicles, is accessible at: https://drive.google.com/a/state.co.us/file/d/1GNxVJrewxSc5yVo2t_3AV3D3eU6LlOfT/view?usp=sharing

(AFVs) and Zero-Emission Vehicles³ (ZEVs), such as electric vehicles. The program provides a menu-approach, which allows agencies to identify the correct ZEV, AFV, or combustion engine vehicle 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 gasoline alternative when its use is congruent with such vehicles.

³ Executive Order No. 2019 002 Supporting Transition to Zero Emission Vehicles, is accessible at: https://www.colorado.gov/governor/sites/default/files/inline-files/b_2019-002_supporting_a_transition_to_zero_emissions_vehicles.pdf

SUMMARY: FY 2023-24 APPROPRIATION & FY 2024-25 REQUEST

DEPARTMENT OF PERSONNEL						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROP. FUNDS	FEDERAL FUNDS	FTE
FY 2023-24 APPROPRIATION:						
S.B. 23-214 (Long Bill)	\$270,682,213	\$43,215,517	\$17,518,235	\$209,948,461	\$0	521.5
Other legislation	779,243	658,938	0	120,305	0	2.2
TOTAL	\$271,461,456	\$43,874,455	\$17,518,235	\$210,068,766	\$0	523.7
FY 2024-25 REQUESTED APPROPRIATION:						
FY 2023-24 Appropriation	\$271,461,456	\$43,874,455	\$17,518,235	\$210,068,766	\$0	523.7
R1 Central services common policies	1,461,169	(25,154,325)	(1,865,394)	28,480,888	0	9.2
R2 Central payroll staffing	1,147,961	1,147,961	0	0	0	8.0
R3 Skills-based hiring and training	325,514	325,514	0	0	0	3.0
R4 Centralized sustainability office	1,572,239	1,572,239	0	0	0	0.3
R5 CORE operating resources	425,000	0	0	425,000	0	0.0
R6 CDFC grant increases	14,100,000	0	14,100,000	0	0	1.3
R7 Annual fleet vehicle replacements	1,999,374	0	0	1,999,374	0	0.0
R8 SPEP help desk	114,824	114,824	0	0	0	0.0
Centrally appropriated line items	11,567,778	6,048,568	178,902	5,340,308	0	0.0
Risk management base adjustment	8,839,762	0	0	8,839,762	0	0.0
Technical adjustments	2,003,992	1,264,845	269,194	469,953	0	0.0
Non-prioritized requests	939,172	61,717	508,750	368,705	0	0.0
CORE operations base adjustment	292,519	0	1,907,639	(1,615,120)	0	0.0
Annualize prior year legislation	19,027	(88,571)	82,000	25,598	0	2.1
Procurement card rebate refinance	0	(376,394)	376,394	0	0	0.0
Annualize prior year budget actions	(19,411,693)	(11,894,534)	(410,897)	(7,106,262)	0	(25.1)
Indirect cost assessment	(310,091)	(35,057)	127,029	(402,063)	0	0.0
Capital Complex Leased Space base adjustment	(11,097)	0	(2,177,521)	2,166,424	0	0.0
TOTAL	\$296,536,906	\$16,861,242	\$30,614,331	\$249,061,333	\$0	522.5
INCREASE/(DECREASE)	\$25,075,450	(\$27,013,213)	\$13,096,096	\$38,992,567	\$0	(1.2)
Percentage Change	9.2%	(61.6%)	74.8%	18.6%	n/a	(0.2%)

R1 CENTRAL SERVICES COMMON POLICES [REQUIRES LEGISLATION]: The request includes a department-specific increase of \$1.5 million total funds, including a decrease of \$25.2 million General Fund, a decrease of \$1.9 million cash funds, and an increase of \$28.5 million reappropriated funds, and 9.2 FTE in FY 2024-25 to:

- 1 create seven (7) new operating common policies for various services provided by the Department to other state agencies,
- 2 approve an automatic appropriations scaling for the new common policies and the Employee Benefits Unit in the Division of Human Resources, and
- 3 increase central services staffing for the Department.

The department-specific annualization of this request is \$1.5 million total funds, including a decrease of \$23.1 million General Fund, a decrease of \$1.9 million cash funds, and an increase of \$26.5 million reappropriated funds, and 10.0 FTE in FY 2025-26 and ongoing.

The statewide budgetary impact of the creation of the requested seven (7) new common policies, as their costs are allocated across the various state agencies, would be an increase of \$1.5 million total funds, including a decrease of \$12.0 million General Fund, an increase of \$8.4 million cash funds, an increase of \$2.7 million reappropriated funds, and an increase of \$2.3 million federal funds, and 9.2 FTE in FY 2024-25. The General Fund decrease reported in the statewide impact accounts for the General Fund reductions in the Department of Personnel because the funding source of the affected programs are shifted to reappropriated funds.

STATEWIDE COST ALLOCATIONS AND GENERAL FUND REQUIREMENTS OF NEW OPERATING COMMON POLICIES				
NEW POLICY	FY 2024-25		FY 2025-26	
	ALLOCATED COST	GENERAL FUND	ALLOCATED COST	GENERAL FUND
Financial Operations and Reporting	\$6,537,996	\$2,314,186	\$6,556,677	\$2,320,798
Labor Relations	6,234,798	2,155,841	4,058,988	1,403,500
State Agency Services	4,688,935	1,694,581	4,649,340	1,680,272
EDO Administration	3,868,056	1,436,626	3,877,280	1,440,051
State Purchasing and Contracts Office	3,316,575	1,144,132	3,331,813	1,149,388
Office of the State Architect	2,889,378	1,128,457	2,889,378	1,128,457
Statewide Training	945,154	341,579	1,104,072	399,012
Total	\$28,480,892	\$10,215,402	\$26,467,548	\$9,521,478

R2 CENTRAL PAYROLL STAFFING: The request includes an increase of \$1.1 million General Fund and 8.0 FTE in FY 2024-25 and ongoing to increase central payroll staffing to respond to increased workload from state employee remote work, implementation of a new time and leave solution, and the Partnership Agreement. The central payroll staff is responsible for setting each employee’s calculated payroll tax withholding and direct payment. With the increased number of state employees working remotely across various localities, the workload of the central payroll staff has increased. The request indicates the Department anticipates submitting a supplemental request for FY 2023-24 in January 2024.

R3 SKILLS-BASED HIRING AND TRAINING: The request includes an increase in \$325,514 General Fund and 3.0 FTE in FY 2024-25 to support statewide recruitment and work-based learning programs for skills-based hiring, apprenticeships, internships, and training current human resource state teams. The request would transition previously term-limited state employees to permanent employees across two programs:

- the Skills-Based Hiring Initiative, which is a partnership between the Department of Personnel and the Department of Labor and Employment; and
- the Health of HR Program within the Department of Personnel.

The request annualizes to \$484,432 General Fund and 4.5 FTE in FY 2025-26 and ongoing.

R4 CENTRALIZED SUSTAINABILITY OFFICE: The request includes an increase of \$1.6 million General Fund and 0.3 FTE in FY 2024-25 to support the newly created State Government Office of Sustainability, which is currently funded exclusively by a federal grant from the U.S. Environmental Protection Agency (U.S. EPA). The requested General Fund would be used to transition state operations to the use of clean vehicles, electric lawn and garden equipment, and energy efficient heating and cooling. The Department also requests that \$1.4 million of the funding be provided roll-forward spending authority through FY 2026-27. The request annualizes to \$156,155 General Fund and 1.0 FTE from FY 2025-26 through FY 2027-28.

R5 COLORADO OPERATIONS RESOURCE ENGINE (CORE) OPERATING RESOURCES: The request includes an increase of \$425,000 reappropriated funds in FY 2024-25 and ongoing to support CORE upgrades authorized in through an FY 2022-23 IT Capital Construction request. The funding increase will be used for professional services for the stabilization of the CORE Upgrade post-implementation, enabling new functionality in CORE, addressing emergent agency needs, and assisting with transition to quarterly software releases.

R6 COLORADO DISABILITY FUNDING COMMITTEE (CDFC) GRANT INCREASES: The request includes an increase of \$14.1 million cash funds, primarily from the Disability Support Fund created in Section 24-30-2205.5 (1), C.R.S., and 1.3 FTE in FY 2024-25 to increase the number and dollar amount of grants awarded by the Colorado Disability Funding Committee. The CDFC is tasked with the implementation of the Laura Hershey Disability Support Act, which provides education, direct assistance, and advocacy for people with disabilities eligible for Social Security Disability Insurance, Supplemental Security Income, and Long-term Medicaid. The request annualizes to \$7.1 million cash funds and 1.4 FTE in FY 2025-26 and ongoing.

R7 ANNUAL FLEET VEHICLE REPLACEMENTS: The request includes an increase of \$2.0 million reappropriated funds to replace 725 vehicles in the State’s fleet. Of the vehicles to be replaced, the Department has identified 534 as potential alternative fuel vehicles (AFV), of which 358 are electric vehicles. For individual state agencies, this request will require an increase of \$488,648 in total funds for the respective Vehicle Lease Payments line item appropriations, with an estimated \$303,197 increase in General Fund in FY 2024-25. The request also includes an adjustment to the Long Bill footnote attached to the Department’s Vehicle Replacement Lease/Purchase line item which authorizes the Department enter into lease-purchase agreements for fleet vehicles up to a maximum amount. The request also includes non-prioritized request affecting multiple departments statewide.

R8 STATE PROCUREMENT EQUITY PROGRAM (SPEP) HELP DESK: The request includes an increase of \$114,824 General Fund in FY 2024-25 for the implementation of the State Procurement Equity Program help desk, as authorized by S.B. 22-163 (Establish State Procurement Equity Program). The request annualizes to \$38,275 General Fund in FY 2025-26 and ongoing.

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

CENTRALLY APPROPRIATED LINE ITEMS						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
Payments to OIT	\$4,610,780	\$2,519,016	\$154,195	\$1,937,569	\$0	0.0
Salary survey	2,457,840	905,824	67,574	1,484,442	0	0.0
Capitol Complex leased space	1,708,790	1,617,183	(945)	92,552	0	0.0
Risk management & property	1,000,217	469,251	31,236	499,730	0	0.0
Health, life, and dental	612,053	436,541	(19,672)	195,184	0	0.0
PERA Direct Distribution	592,375	275,056	20,632	296,687	0	0.0
Legal services	245,909	(224,546)	(100,286)	570,741	0	0.0
Paid Family and Medical Leave Insurance	168,853	78,094	5,825	84,934	0	0.0
Workers’ compensation	126,434	69,232	4,078	53,124	0	0.0
AED	60,394	(26,880)	10,002	77,272	0	0.0
SAED	60,394	(26,880)	10,002	77,272	0	0.0
Shift differential	39,185	0	0	39,185	0	0.0
Vehicle lease payments	34,050	0	304	33,746	0	0.0

CENTRALLY APPROPRIATED LINE ITEMS						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
Short-term disability	1,671	(1,091)	303	2,459	0	0.0
CORE	(151,167)	(42,232)	(4,346)	(104,589)	0	0.0
TOTAL	\$11,567,778	\$6,048,568	\$178,902	\$5,340,308	\$0	0.0

RISK MANAGEMENT BASE ADJUSTMENT: The request includes an increase of \$8.8 million reappropriated funds for adjustments to the Risk Management program for anticipated payments to be required by the liability, property, and workers' compensation components of the common policies. This increase is driven primarily by increases in property deductibles and payouts and liability legal services.

TECHNICAL ADJUSTMENTS: The request includes a net increase of \$2.0 million total funds, including \$1.3 million General Fund, for technical adjustments summarized in the following table.

TECHNICAL ADJUSTMENTS						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
Annual depreciation lease equiv. pay	\$1,946,997	\$1,677,803	\$269,194	\$0	\$0	0.0
CO State Archive digital storage	56,995	56,995	0	0	0	0.0
SWCAP GF/RF refinance	0	(469,953)	0	469,953	0	0.0
TOTAL	\$2,003,992	\$1,264,845	\$269,194	\$469,953	\$0	0.0

NON-PRIORITIZED REQUESTS: The request includes the following non-prioritized request items, which are linked to decision items in other departments and common policy decisions.

NON-PRIORITIZED REQUESTS						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
NP Central Services Omnibus Request	\$565,385	\$56,998	\$508,387	\$0	\$0	0.0
NP17 DPS EDO right-sizing	115,116	0	0	115,116	0	0.0
NP13 DPC CO team aware	65,568	0	0	65,568	0	0.0
NP8 DNR CPW wildlife mgmt	50,020	0	0	50,020	0	0.0
NP14 DPS Using forensics	27,108	0	0	27,108	0	0.0
NP18 CDA Ag emergency mgmt	23,636	0	0	23,636	0	0.0
NP19 CDA workforce	15,758	0	0	15,758	0	0.0
NP5 DNR CPW biodiversity	14,727	0	0	14,727	0	0.0
NP10 DNR CPW State Parks	14,327	0	0	14,327	0	0.0
NP CORE Operating Resources	12,028	4,719	363	6,946	0	0.0
NP6 DNR DWR	8,099	0	0	8,099	0	0.0
NP4 DNR SLB biodiversity	7,887	0	0	7,887	0	0.0
NP9 DNR CPW aquatics	5,326	0	0	5,326	0	0.0
NP16 Hist CO Adobe maint	4,387	0	0	4,387	0	0.0
NP15 Hist CO afford housing	3,678	0	0	3,678	0	0.0
NP12 DNR CPW admin	2,629	0	0	2,629	0	0.0
NP11 DNR CPW info and edu	1,847	0	0	1,847	0	0.0
NP7 DNR CPW dam safety	1,646	0	0	1,646	0	0.0
TOTAL	\$939,172	\$61,717	\$508,750	\$368,705	\$0	0.0

CORE OPERATIONS BASE ADJUSTMENT: The request includes an increase \$292,519 total funds, including an increase of \$1.9 million cash funds and a decrease of \$1.6 million reappropriated funds, for CORE operations base adjustments.

ANNUALIZE PRIOR YEAR LEGISLATION: The request includes a net increase of \$19,027 total funds to reflect the FY 2024-25 impact of bills passed in previous sessions, summarized in the following table.

ANNUALIZE PRIOR YEAR LEGISLATION						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
HB 22-1337 Comp report	\$300,000	\$300,000	\$0	\$0	\$0	0.0
SB 23-105 Equal pay	118,953	118,953	0	0	0	1.8
SB 13-276 Disability support fund	82,000	0	82,000	0	0	0.0
SB 21-250 Elections and voting	50,000	0	0	50,000	0	0.0
SB 23-172 Protect workers	26,992	(51,324)	0	78,316	0	0.3
HB 23-1189 Home purchase tax credit	13,610	0	0	13,610	0	0.0
SB 23-016 GHG reduction	12,453	0	0	12,453	0	0.0
HB 23-1309 Film incent tax credit	1,927	0	0	1,927	0	0.0
HB 23-1112 EITC	762	0	0	762	0	0.0
HB 23-1057 Pub inclusive amenit	(450,000)	(450,000)	0	0	0	0.0
HB 23-1272 Decarb tax policy	(56,331)	0	0	(56,331)	0	0.0
HB 23-1260 Adv indust manuf incent	(32,642)	0	0	(32,642)	0	0.0
HB 22-1205 Senior housing tax credit	(16,662)	0	0	(16,662)	0	0.0
HB 23-1281 Clean hydrogen	(12,861)	0	0	(12,861)	0	0.0
HB 23-1091 Child care tax credit	(10,881)	0	0	(10,881)	0	0.0
SB 22-051 Reduce building emissions	(6,501)	(6,200)	0	(301)	0	0.0
HB 22-1010 ECE tax credit	(700)	0	0	(700)	0	0.0
HB 22-1007 Wildfire mitigation asst	(664)	0	0	(664)	0	0.0
HB 22-1083 CO homeless tax credit	(428)	0	0	(428)	0	0.0
TOTAL	\$19,027	(\$88,571)	\$82,000	\$25,598	\$0	2.1

PROCUREMENT CARD REBATE REFINANCE: The request includes a net-zero refinance of \$376,394 General Fund with an equivalent amount of cash funds from rebates anticipated from the state purchasing card program. The Procurement Card Program has realized an increase in rebate revenue, which is used to offset General Fund.

ANNUALIZE PRIOR YEAR BUDGET ACTIONS: The request includes a net decrease of \$19.4 million total funds, including \$11.9 million General Fund, for prior year budget actions, summarized in the following table.

ANNUALIZE PRIOR YEAR BUDGET ACTIONS						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 20-21 R2 Fleet telematics	\$141,707	\$0	\$0	\$141,707	\$0	0.0
FY 23-24 R3 Prof dev funding	(8,000,000)	(8,000,000)	0	0	0	(1.8)
FY 23-24 NPBA5 IT accessibility	(6,549,380)	(2,113,485)	(191,897)	(4,243,998)	0	(6.0)
FY 23-24 NPBA6 Medicaid redeterm	(2,980,235)	0	0	(2,980,235)	0	0.0
FY 23-24 R3 Temp staff comp analysis	(1,416,276)	(1,416,276)	0	0	0	(19.1)
FY 23-24 R11 Empl engage survey	(300,000)	(300,000)	0	0	0	0.0
FY 23-24 R9 OAC case management	(219,000)	0	(219,000)	0	0	0.0
FY 23-24 R2 Labor union support	(61,347)	(61,347)	0	0	0	1.1
FY 23-24 R6 CCLS staffing	(22,659)	0	0	(22,659)	0	0.7
FY 23-24 Salary survey	(4,503)	(3,426)	0	(1,077)	0	0.0
TOTAL	(\$19,411,693)	(\$11,894,534)	(\$410,897)	(\$7,106,262)	\$0	(25.1)

INDIRECT COST ASSESSMENT: The request includes a net decrease of \$310,091 total funds, including a decrease of \$35,057 General Fund, for adjustments to indirect costs across the Department.

CAPITOL COMPLEX LEASED SPACE BASE ADJUSTMENT: The request includes a decrease of \$11,097 total funds, including decrease of \$2.2 million cash funds and an increase of \$2.2 million reappropriated funds, for base adjustments to the Capitol Complex Leased Space common policy.

ISSUE 1: ONE-TIME FUNDING AUTHORIZED IN RECENT LEGISLATIVE SESSIONS

During the 2021, 2022, and 2023 legislative sessions, the General Assembly allocated significant one-time funding to the Department of Personnel that included \$21.3 million originating as state General Fund and \$1.1 million originating as federal Coronavirus State Fiscal Recovery funds (ARPA funds).

SUMMARY

- Of the \$22.3 million in one-time General Fund and ARPA funds, \$0.5 million was appropriated during the 2021 legislative session and \$21.8 million was appropriated during the 2022 legislative session. To date, \$1.9 million of the allocated funds have been expended.
- An additional \$2.5 million in ARPA funds from the American Rescue Plan Act of 2021 Cash Fund, which is continuously appropriated to the Executive Branch, was expended by the Department.
- The General Assembly, through S.B. 22-239 (Buildings In The Capitol Complex), transferred \$26.7 million from various cash funds to the Capitol Complex Renovation Fund for the purpose of funding capital projects in the Capitol Complex. To date, \$3.7 million has been expended for these purposes.

RECOMMENDATION

Staff recommends that the Committee seek updates from all departments during their budget hearings on the use of significant one-time allocations of federal and state funding.

DISCUSSION

During the 2021, 2022, and 2023 legislative sessions, the General Assembly allocated \$49.1 million in one-time funding to the Department of Personnel through appropriations and transfers. For many programs, authority was provided to expend the funds through FY 2023-24 or beyond. To assist the Committee in tracking the use of these funds, the tables below show the sum of allocations provided for FY 2020-21, FY 2021-22, FY 2022-23, and FY 2023-24 and expenditures through FY 2022-23 by the original source of the funds (General Fund, federal Coronavirus State Fiscal Recovery Funds, and other funds).

ALLOCATION AND EXPENDITURE OF ONE-TIME GENERAL FUND

DEPARTMENT OF PERSONNEL ONE-TIME GENERAL FUND			
BILL NUMBER AND SHORT TITLE	APPROPRIATION/ TRANSFER OF FUNDS	ACTUAL EXPENDITURE OF FUNDS THROUGH FY 2023	BRIEF DESCRIPTION OF PROGRAM AND ANTICIPATED USE OF THE FUNDS
S.B. 22-193 Air Quality Improvement Investments	\$750,000	\$744,305	For RTD Eco Passes for state employees

DEPARTMENT OF PERSONNEL ONE-TIME GENERAL FUND			
BILL NUMBER AND SHORT TITLE	APPROPRIATION/ TRANSFER OF FUNDS	ACTUAL EXPENDITURE OF FUNDS THROUGH FY 2023	BRIEF DESCRIPTION OF PROGRAM AND ANTICIPATED USE OF THE FUNDS
S.B. 22-130 State Entity Authority For Public-private Partnerships; S.B. 22-176 Early Stage Front Range Passenger Rail Funding; and S.B. 23-001 Authority of Pub-private Collab Unit for Housing	20,500,000	448,220	Transfers \$15.5 million GF in FY 2022-23 and Transfers \$5.0 million from GF and \$8.0 million from DOLA in housing dev grant fund in FY 2023-24 to new Unused State-owned Real Property Fund for pub/private housing collaborations. The Unused State-owned Real Property Fund is continuously appropriated.
Total	\$21,250,000	\$1,192,525	

ALLOCATION AND EXPENDITURE OF ONE-TIME FEDERAL CORONAVIRUS STATE FISCAL RECOVERY FUNDS (ARPA FUNDS)

DEPARTMENT OF PERSONNEL ONE-TIME FEDERAL ARPA FUNDS			
BILL NUMBER AND SHORT TITLE	APPROPRIATION/ TRANSFER OF FUNDS	ACTUAL EXPENDITURE OF FUNDS THROUGH FY 2022	BRIEF DESCRIPTION OF PROGRAM AND ANTICIPATED USE OF THE FUNDS
H.B. 22-1329 Long Bill operating appropriations continued in S.B. 23-214 Long Bill	\$587,002	\$192,308	Appropriations of \$293,501 from the Revenue Loss Restoration Cash Fund to the Department of Personnel in each FY 2022-23 and FY 2023-24
S.B. 21-288 American Rescue Plan Act of 2021 Cash Fund	0	2,508,879	Provides funding for OSC administration and compliance of ARPA funds, administration costs of state employee COVID testing, and hosting of Electronic Medical Record Systems.
S.B. 21-292 Federal COVID Funding for Victim's Services	500,000	474,000	Appropriation to the Address Confidentiality Program Fund, which is continuously appropriated.
Total	\$1,087,002	\$3,175,187	

ALLOCATION AND EXPENDITURE OF ONE-TIME OTHER FUNDS

DEPARTMENT OF PERSONNEL ONE-TIME OTHER FUNDS			
BILL NUMBER AND SHORT TITLE	APPROPRIATION/ TRANSFER OF FUNDS	ACTUAL EXPENDITURE OF FUNDS THROUGH FY 2022	BRIEF DESCRIPTION OF PROGRAM AND ANTICIPATED USE OF THE FUNDS
S.B. 22-239 Buildings in Capitol Complex	\$26,721,314	\$3,681,955	Authorizes and diverts funding for capital projects in the Capitol Complex, specifically for Capital Complex renovations projects detailed by the bill.

IMPLEMENTATION UPDATES AND ITEMS OF NOTE

S.B. 22-239 BUILDINGS IN THE CAPITOL COMPLEX: Diverts statutorily-required appropriations for the depreciation-lease equivalent payment mechanism for FY 2022-23 through FY 2028-29 to the Capitol Complex Renovation Fund for capital construction renovation projects in the Capitol Complex. These payments predominantly originate from the General Fund and are otherwise made to the Capital Construction Fund and Controlled Maintenance Trust Fund.

S.B. 22-130 STATE ENTITY AUTHORITY FOR PUBLIC-PRIVATE PARTNERSHIPS: Requires the Department of Personnel to develop and oversee a process by which certain state entities may enter into public-private partnerships. Makes the Unused State-owned Real Property Fund continuously appropriated, except for certain operating expenses in FY 2022-23 only.

S.B. 23-001 AUTHORITY OF PUB-PRIVATE COLLAB UNIT FOR HOUSING: Expands allowable uses of the Unused State-owned Real Property Fund to include development of housing projects by the Public-Private Collaboration Unit in the Department of Personnel.

ISSUE 2: OPERATING COMMON POLICIES – OVERVIEW AND REQUESTS

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 Utilities, CORE Operations, Vehicle Lease Payments, and the Document Solutions Group.

SUMMARY

- For FY 2024-25 there are three decision items that affect the Operating Common Policies: R1 (Central services common polices), R5 (CORE operating resources), and R7 (Annual fleet vehicle replacements).
- 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 Department reports that the Liability Program supported by the Risk Management Fund is projected to end the current fiscal year with a \$23.8 million deficit. This projected deficit is associated with unplanned expenses for liability and cybersecurity losses in FY 2023-24. JBC staff anticipates the Department will submit a supplemental request in January 2024 to address this deficit.

DISCUSSION

Operating common policies refer to an array of statewide services provided by the Department of Personnel (DPA). Departments request appropriations to pay DPA for services through these Operating Common Policy line items, often centrally appropriated in a department's administrative section (e.g. Executive Director's Office) Long Bill section. DPA's appropriation reflects corresponding reappropriated funds spending authority in order to expend the money received from billing other agencies for services. Operating common policies include:

- Administrative Law Judge Services,
- Workers' Compensation,
- Payment to Risk Management and Property Funds,
- Capitol Complex Leased Space,
- Utilities,
- CORE Operations,
- Vehicle Lease Payments, and
- Document Solutions Group.

The requested amounts for operating common policies are calculated by the Department of Personnel, based on the total estimated program need for FY 2024-25. The requested amounts for the following Operating Common Policy line items appear in departments' individual budget submissions. The following section will provide an overview of each Operating Common Policy and its FY 2024-25 request.

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; public benefits cases (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.

ADMINISTRATIVE LAW JUDGE SERVICES APPROPRIATIONS HISTORY					
	FY 2021-22 APPROP	FY 2022-23 APPROP	FY 2023-24 APPROP	FY 2024-25 REQUEST	CHANGE FROM FY 2023-24
Personal Services Base	\$4,137,018	\$4,560,383	\$4,411,949	\$4,309,354	(2.3%)
Total Compensation Common Policies	917,725	1,130,862	1,288,619	1,191,358	(7.5%)
Operating and OIT Common Policies	1,206,921	1,307,364	1,383,879	1,704,832	23.2%
Operating Expenses	172,233	172,233	391,233	172,233	(56.0%)
Indirect Costs	270,464	99,227	178,659	141,921	(20.6%)
Fund Balance Adjustment	(650,744)	(322,369)	(2,121,205)	(1,052)	(100.0%)
Total Program Cost	\$6,053,617	\$6,947,700	\$5,533,134	\$7,518,646	n/a
<i>Annual Change</i>	<i>(3.7%)</i>	<i>14.8%</i>	<i>(20.4%)</i>	<i>35.9%</i>	<i>n/a</i>

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; thus, they are not included in the common policy build.

WORKERS' COMPENSATION & PAYMENTS TO RISK MANAGEMENT AND PROPERTY FUNDS

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.

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. Then, the actuary estimates the allocation for each department as a percent of the total.

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.

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.

RISK MANAGEMENT PROGRAM OVERHEAD APPROPRIATIONS HISTORY							
DESCRIPTION	FY 2021-22 APPROP	FY 2022-23 APPROP	FY 2023-24 APPROP	FY 2024-25 REQUESTED	LIABILITY PROGRAM	PROPERTY PROGRAM	WORKERS COMP
	Request Year Overhead Allocation %			100.0%	43.0%	7.0%	50.0%
Personal Services	\$830,118	\$872,365	\$897,602	\$1,075,933	\$462,651	\$75,315	\$537,967
Compensation Common Policies	187,047	218,744	228,502	277,989	119,587	19,457	138,945
Operating and OIT Common Policies	272,776	288,389	235,666	271,375	116,692	18,996	135,687
Operating Expenses	62,318	63,668	63,668	65,018	27,958	4,551	32,509
Indirect Cost Allocation	221,231	277,930	282,494	365,942	157,355	25,616	182,971
Total Program Costs	\$1,573,490	\$1,721,096	\$1,707,932	\$2,056,257	\$884,243	\$143,935	\$1,028,079
<i>Annual Change</i>	<i>12.5%</i>	<i>9.4%</i>	<i>(0.8%)</i>	<i>20.4%</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>

The Department reports that the Liability Program supported by the Risk Management Fund is projected to end the current fiscal year with a \$23.8 million deficit. This projected deficit is associated with unplanned expenses for liability and cybersecurity losses in FY 2023-24. The large claims have included judgments, class action settlements, cyber-attack expenses, and inmate claims. JBC staff anticipates the Department will submit a supplemental request in January 2024 to address this deficit.

RISK MANAGEMENT FUND (LIABILITY) CASH FLOW				
	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
Beginning balance	\$0	\$0	\$0	(\$23,837,094)
Revenue	15,417,778	30,316,084	26,220,583	24,831,224
Expenditures	(15,417,778)	(30,316,084)	(50,057,677)	(24,831,224)
Ending balance	\$0	\$0	(\$23,837,094)	(\$23,837,094)

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 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.

CAPITOL COMPLEX LEASED SPACE APPROPRIATIONS HISTORY				
DESCRIPTION	FY 2021-22 APPROP	FY 2022-23 APPROP	FY 2023-24 APPROP	FY 2024-25 REQUESTED
Personal Services	\$3,474,459	\$3,574,314	\$3,755,982	\$4,479,757
Compensation Common Policies	1,120,546	1,048,963	1,395,364	1,544,065
Operating Expenses	2,705,456	2,705,456	3,233,865	3,621,929
DCA Admin Allocation	439,020	408,858	445,254	451,674
Capitol Complex Repairs	56,520	56,520	56,520	56,520
Operating and OIT Common Policies	1,468,418	1,588,322	1,759,617	2,175,484
Depreciation Estimate	245,000	290,000	290,000	290,000
Energy Performance Depreciation	2,138,125	2,140,000	2,140,000	2,140,000
Utilities	3,358,657	3,370,656	3,737,619	3,681,723
Capitol Complex Security	504,707	504,707	589,345	637,377
Indirect Cost Assessment	1,177,859	1,177,859	490,737	535,018
Rent from Leased Sprint Tower Space	(47,618)	(47,618)	(57,141)	(57,141)
Total Base Costs	\$16,641,149	\$16,818,038	\$17,837,161	\$19,556,405
Reserve Balance Adjustment	(1,487,178)	(463,101)	(2,177,521)	1,372,135
Total Allocable Cost	\$15,153,971	\$16,354,937	\$15,659,640	\$20,928,540
<i>Annual change</i>	<i>7.6%</i>	<i>7.9%</i>	<i>(4.3%)</i>	<i>33.6%</i>
Allocated Square Feet	1,273,241	1,273,241	1,227,350	1,269,997
<i>Average Cost Per Square Foot</i>	<i>\$11.90</i>	<i>\$12.85</i>	<i>\$12.76</i>	<i>\$16.48</i>

The following table provides the total allocated cost, allocated square footage, and estimated rate per square foot by campus in FY 2024-25.

FY 2024-25 ESTIMATED COST PER SQUARE FOOT					
DESCRIPTION	DOWNTOWN DENVER	PIERCE STREET	NORTH CAMPUS	GRAND JUNCTION	CAMP GEORGE WEST
Total allocated cost	\$18,285,528	\$1,157,211	\$700,023	\$444,175	\$341,673
Allocated square footage	753,626	88,791	89,534	35,163	302,883
Rate per square foot	\$24.26	\$13.03	\$7.82	\$12.63	\$1.13

UTILITIES

For FY 2024-25, DPA has continued the established utilities methodology for the common policy submission, with the exception of the elimination of Camp George West utilities. Agencies occupying Camp George West are now charged directly for utilities use, except for water and sewer. In addition to utilities costs, the utilities line item is used to pay interest and principal payments for performance contracts.

UTILITIES LINE ITEM APPROPRIATIONS HISTORY				
DESCRIPTION	FY 2021-22 APPROPRIATED	FY 2022-23 APPROPRIATED	FY 2023-24 APPROPRIATION	FY 2023-24 REQUESTED
Allocated Utilities	\$2,943,441	\$2,943,441	\$2,943,441	\$3,416,189
Performance Contract Interest Payment	415,216	415,216	415,216	137,787
Subtotal Allocated Amount	\$3,358,657	\$3,358,657	\$3,358,657	\$3,553,976
Performance Contract Principal Payment	1,562,238	1,562,238	1,562,238	1,043,749
True-Up Steam Rebates	371,595	371,595	371,595	380,885
Total Request Utilities Line Item Request	\$5,292,490	\$5,292,490	\$5,292,490	\$4,978,609

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 2024-25, the request includes a base adjustment to the CORE Operations line item for each department based on updated program expenditures anticipated for FY 2024-25. 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 2024-25.

CORE OPERATIONS APPROPRIATIONS HISTORY				
DESCRIPTION	FY 2021-22 APPROP	FY 2022-23 APPROP	FY 2023-24 APPROP	FY 2024-25 REQUESTED
Personal Services	\$1,993,123	\$2,058,016	\$2,224,068	\$2,487,620
Compensation Common Policies	475,964	509,666	556,796	733,845
Operating Expenses	59,590	59,590	59,590	59,590
Operating and OIT Common Policies	448,718	566,117	1,467,243	1,615,159
CORE and Support Modules	6,671,656	6,671,656	5,890,480	5,762,143
Depreciation	4,799,040	4,799,040	4,998,246	1,129,269
Indirect Cots	298,341	389,935	372,646	167,026

CORE OPERATIONS APPROPRIATIONS HISTORY				
DESCRIPTION	FY 2021-22 APPROP	FY 2022-23 APPROP	FY 2023-24 APPROP	FY 2024-25 REQUESTED
Fund Balance Adjustments	(4,635,423)	(3,904,195)	(6,819,473)	(8,586,411)
Total	\$10,111,008	\$11,149,825	\$8,749,596	\$3,368,241
<i>Annual change</i>	<i>(5.2%)</i>	<i>10.3%</i>	<i>(21.5%)</i>	<i>(61.5%)</i>

VEHICLE LEASE PAYMENTS

This line item includes the costs agencies experience from vehicle lease-purchase loan payments, plus a management fee collected by DPA. These costs represent fixed costs for State vehicles. Depending on the length of the lease-purchase agreement and the replacement policy for State fleet vehicles, departments' Vehicle Lease Payments appropriations are adjusted annually. If warranted, these incremental base adjustments are addressed through a decision item prepared by DPA.

The Vehicle Lease Payments line item does not include the variable costs for State fleet vehicles, which are also set by DPA. Variable costs include the cost of maintenance, fuel, and auto insurance for department operated vehicles. These costs are funded within an individual department's operating and/or program line items. Since these costs are appropriated within individual departments, changes in funding needs for the variable costs will be addressed on a case-by-case basis unless a change is substantial enough to warrant a statewide request. If a statewide request is deemed appropriate, DPA will authorize the request with the corresponding input from affected agencies. For the November 1 budget submission for FY 2024-25 no request for variable vehicle costs has been submitted.

For FY 2024-25, the Department requests (R7) to replace 725 fleet vehicles, of which 534 are designated as potential alternative fuel vehicles. This will require an increase of \$488,648 in appropriated funds for all state agencies' Vehicle Lease Payment appropriations, and an increase of \$2.0 million reappropriated funds for the Department's Vehicle Replacement Lease/Purchase line item for FY 2024-25.

VEHICLE LEASE PAYMENTS APPROPRIATIONS HISTORY				
DEPARTMENT	FY 2021-22 APPROP	FY 2022-23 APPROP	FY 2023-24 APPROP	FY 2024-25 REQUESTED
Agriculture	\$415,955	\$381,404	\$364,820	\$376,145
Corrections	3,468,680	3,621,238	3,459,902	3,637,220
Education	0	0	8,906	7,738
Governor's Office	37,040	36,302	35,112	38,683
Health Care Policy and Financing	155,092	152,206	23,185	23,303
Higher Education	0	0	0	0
Human Services	0	0	0	0
Judicial Branch	1,152,215	1,194,994	1,367,595	1,436,690
Labor And Employment	263,866	251,846	259,140	282,917
Law (Attorney General's Office)	191,751	209,850	255,706	250,133
Legislative Branch	78,456	88,783	83,975	95,901
Local Affairs	0	0	0	0
Military and Veterans Affairs	113,942	117,744	134,148	121,638
Natural Resources	71,007	81,399	93,969	94,848
Personnel & Administration	4,847,036	5,097,079	5,203,394	5,695,939
Public Health and Environment	284,389	208,201	244,250	278,300
Public Safety	386,751	331,447	498,738	425,334
Regulatory Agencies	10,202,489	11,087,612	11,618,623	11,293,949
Revenue	279,899	276,795	412,563	499,075
State	838,511	738,765	943,837	939,111
Transportation	12,443	10,144	16,776	16,363

VEHICLE LEASE PAYMENTS APPROPRIATIONS HISTORY				
DEPARTMENT	FY 2021-22 APPROP	FY 2022-23 APPROP	FY 2023-24 APPROP	FY 2024-25 REQUESTED
Treasury	0	0	0	0
Total	\$0	\$0	\$0	\$0

VEHICLE REPLACEMENT METHODOLOGY

STATE FLEET MANAGEMENT METHODOLOGY

For FY 2024-25, the Department's initial screen identified 1,875 potential vehicles for replacement. The initial candidate list is generated from the Colorado Automotive Reporting System (CARS) using a minimum threshold for further replacement consideration. The criteria for this initial screen are:

- All vehicles must have greater than 100,000 miles for vehicles and be four years old; and greater than 40,000 miles for patrol motorcycles.
- A vehicle that will be 19 years old or older at the time that the proposed replacement would occur.

Vehicles that make it past the initial screen are reviewed and certain manual adjustments are made to retain vehicles if they fall into one of several categories:

- The agency to which a vehicle is assigned has expressed a desire to retain the vehicle or that a vehicle that may meet one of the above criteria is in good condition compared to others with similar use. **Agency input** is also utilized to keep vehicles from the initial screen on the list and on the rare occasion add them to it if they are in exceptionally poor condition, create an unacceptable safety risk, or is no longer meeting the functional requirements of the agency.
- The Department also considers **recent repairs and maintenance** performed on each vehicle on the initial screen list. For vehicles that have had repairs performed that exceeded \$7,500 within the last 12 months, it is assumed that ongoing maintenance costs will be reduced in the short-term.
- **Vehicles in low cost, short distance work functions** such as facilities maintenance, which are most often assigned to campus-type facilities, receive reduced priority for replacement. When vehicles in these roles are identified, it is often more cost effective to replace these vehicles with one that has been returned to the Department's motor pool, but has not been sold, which may no longer be suitable for high usage functions.
- **Very high mileage vehicles** receive a higher priority for replacement due to anticipated breakdowns of major components. Under the current analysis performed by the Department, the threshold for very high mileage vehicles is 175,000 miles. Vehicles in this category have decreased reliability and increased safety concerns. The Department notes that in a less restrictive funding environment, it would reduce this threshold.

Finally, the Department prioritizes the remaining vehicles by comparing vehicles to the average maintenance costs for vehicles of similar age and type. Those that have a considerably higher than average cost will rank higher than those with lower than average costs. State Patrol vehicles are not prioritized due to their unique replacement schedule.

For the FY 2024-25 request, the Fleet Program identified all vehicles that could be replaced with a known alternative fuel vehicle (AFV) to maximize the number of AFVs in the fleet. For model year 2022, hybrid technologies have become much more broadly available and can provide significant fuel savings across the spectrum of the vehicle platforms. Heightened focus on electric vehicle powertrains are envisioned for the state fleet. For all other AFV selections the location of the vehicle was not used to disqualify it from AFV assignment to give the agencies more flexibility in where they are assigned.

Location is important when assigning the new AFV vehicles, but it was not used to eliminate any vehicles off the suspect list. If an AFV has a lifecycle cost that is within 10 percent of the cost of a similar combustion engine vehicle, the Department includes it as a potential AFV application.

STATE FLEET MANAGEMENT REPLACEMENT CRITERIA			
	VEHICLE CATEGORY	CRITERIA	VEHICLE COUNT
1	High Age and High Mileage Vehicles	20+ years and 250 miles per month	3
2	Non CDPS Vehicles with High Mileage	130,000+ miles	516
		CSP/CBI: 100,000+ miles	
		Motorcycles: 40,000+ miles	
		Other, except large: 130,000+ miles	
3	CDPS Vehicles	Other, large: 175,000+ miles	206
4	High Age and High Cost Vehicles	10+ years and 100% of maintenance differential	128
5	Maintenance Cost Review	Manual review	-11
6	Agency Feedback	Agency review	-104
7	Remaining Revenue Assessment	\$7,500+ and less than 175,00 miles	-13
Total requested replacements - FY 24-25			725

JBC STAFF METHODOLOGY CONSIDERATIONS

Using the requested replacements as a starting point, JBC staff further winnows the list of potential vehicles to be replaced. Since FY 2015-16, JBC staff has recommended, and the Committee approved, replacement criteria that varied from the Department’s and required a vehicle meet one of three standards:

- 1 Projected high mileage by June 2025.
 - a. Colorado State Patrol (CSP) vehicles – 100,000 miles.
 - b. CSP Motorcycles – 40,000 miles.
 - c. Other law enforcement vehicles – 125,000 miles.
 - d. Standard vehicles – 150,000 miles. This is equal to 15,000 miles per year over 10 years.
- 2 Over 15 years old.
- 3 High maintenance cost that is 100 percent greater than average for the vehicle type.

These three criteria essentially supersede State Fleet Management criteria 1-4. JBC staff applies the above criteria directly to the Department’s final list of vehicles for replacement, which generally results in fewer vehicles being approved for replacement than requested.

During the 2023 Figure Setting for the Department of Personnel (dated February 28, 2023), the Committee posed a question to staff, which is here paraphrased: Why not come to an agreed upon set of criteria between State Fleet Management and JBC Staff? It is the intent of staff to present such a set of criteria to the Committee during the 2024 Figure Setting for the Department. To do so, staff will work with the Department and State Fleet Management to establish a mutually agreed upon criteria for the FY 2025-26 budget cycle.

DOCUMENT SOLUTIONS GROUP

The Department’s Integrated Documents Solutions includes a subdivision located in Pueblo that serves the scanning and document-related needs of State agencies. This group, the Document Solution Group (DSG), prior to FY 2020-21 employed an expense pooling methodology in setting the rates for all services it offers. DSG has two major customers, the Department of Revenue and Secretary of State, in addition to several smaller customers with one-time or short-term business needs.

In an effort to provide more stability in the rates for its two largest customers, the Department has compiled a created a common policy for those two customers.

As is the standard approach for all other DPA common policies, the common policy cost pool for DSG includes operating expenses, personal services expenses, and overhead allocations. Personal services expenses include salaries aged to include projected total compensation adjustments, projected overtime and temporary labor needs based on projected volumes, and standard POTS related expenditures. Overhead allocations include the program’s share of statewide common policies billed to the Department, such as Legal Services, Leased Space, Payments to Risk Management, Workers’ Compensation, Administrative Law Judge Services, CORE Operations, Vehicle Lease Payments and Payments to OIT. Operating expenses include all standard operating costs associated with providing services. Additionally, personal services contract costs necessary to support the specific equipment required by the Department of Revenue are included in the cost pool. Finally, the cost pool will be reduced by the four-year average of the revenue derived by customers other than the Secretary of State and the Department of Revenue.

DOCUMENT SOLUTION GROUP APPROPRIATIONS HISTORY				
DESCRIPTION	FY 2021-22 APPROP	FY 2022-23 APPROP	FY 2023-24 APPROP	FY 2024-25 REQUESTED
Personal Services	\$3,165,008	\$3,229,196	\$3,317,067	\$2,902,253
DCS Admin Allocation	325,485	334,016	333,379	352,672
Operating and OIT Common Policies	1,117,071	1,164,823	1,051,576	1,430,364
Operating Expenses	910,187	933,939	926,389	1,281,045
Indirect Costs	148,659	176,984	193,735	163,417
Cost Related to Other Customers	(725,731)	(953,899)	(888,999)	(825,818)
North Campus Only Expenses	7,550	7,550	7,550	8,381
Fund Balance Adjustment	287,102	295,451	294,983	310,589
Total	\$5,235,331	\$5,188,060	\$5,235,680	\$5,622,903

ISSUE 3: R1 CENTRAL SERVICES COMMON POLICIES [LEGISLATION REQUIRED]

The Department of Personnel's R1 (Central services common policies) requests 1) the creation of seven new operating common policies for various services provided by the Department to other state agencies, 2) the approval of automatic appropriations scaling for the new common policies and the Employee Benefits Unit in the Division of Human Resources, and 3) additional central services staffing for the Department.

SUMMARY

- The department-specific budgetary impact of this request is an increase of \$1.5 million total funds, including a decrease of \$25.2 million General Fund, a decrease of \$1.9 million cash funds, and an increase of \$28.5 million reappropriated funds, and 9.2 FTE in FY 2024-25.
- The statewide budgetary impact of the creation of the requested seven new common policies, as their costs are allocated across the various state agencies, would be an increase of \$1.5 million total funds, including a decrease of \$12.0 million General Fund, an increase of \$8.4 million cash funds, an increase of \$2.7 million reappropriated funds, and an increase of \$2.3 million federal funds, and 9.2 FTE in FY 2024-25.
- Legislation would be required to create cash funds specific for each common policy, to receive revenue from payments made by the various state agencies to whom the cost of these common policies would be allocated.

DISCUSSION

The following discussion is broken into three distinct parts: 1) New Operating Common Policies, 2) Automatic Appropriations Scaling, and 3) Additional Staff Resources. While the Department has submitted a single prioritized request for FY 2024-25, JBC staff views each part of this request as distinct and severable, including each of the seven requested common policies.

NEW OPERATING COMMON POLICIES

COMMON POLICY CRITERIA AND CONSIDERATIONS

When looking at both compensation and operating common policies, there are some common elements shared by all. Common policies help to manage obligatory, centralized expenditures and programs, such as Vehicle Lease Payments or Health, Life, and Dental. Common policies generally utilize an allocation methodology based on actual and historic usage. For instance, only those departments that utilized Capitol Complex leased space are included in the allocation for that common policy. The proposed new common policies will use allocation methodologies based on a pre-established allocation "unit" (e.g., raw FTE, state employee headcount, gross square footage, and total CORE documents), which are rough proxies for demand for the Department's services and do not take into consideration actual usage of their services by each department.

The size and scope of a program is also a consideration when contemplating establishing common policies. Based on the FY 2024-25 requests, the new operating common policies will be smaller (by statewide allocation) than most of the current operating common policies. The one exception is the CORE common policy, which is anticipated to make significant fund balance adjustments. Fund balance adjustments are a mechanism used to reduce the overall statewide allocation of program costs utilizing excess revenue from each common policy’s respective cash fund(s), while maintaining a fund balance reserve. In the case of the CORE common policy, the Department has requested to use \$8.3 million cash funds to lower the CORE statewide allocation in FY 2024-25 only. Without this one-time adjustment, the CORE common policy would require a statewide allocation of \$12.0 million to cover costs.

OPERATING COMMON POLICIES STATEWIDE ALLOCATIONS COMPARISON – CURRENT VS NEW		
CURRENT POLICIES	FY 2024-25 ALLOCATION REQUEST	FY 2024-25 GENERAL FUND IMPACT
Workers' Compensation	\$35,580,587	\$15,805,208
Fleet Management	30,956,505	9,303,401
Capitol Complex Leased Space	20,928,612	13,505,719
Property and Liability	45,356,776	18,159,667
Document Solutions Group	11,654,221	10,942,462
Administrative Law Judge	7,518,646	735,194
CORE*	3,382,523	1,436,709
NEW POLICIES		
Financial Operations and Reporting	\$6,537,996	\$2,314,186
Labor Relations	6,234,798	2,155,841
State Agency Services	4,688,935	1,694,581
EDO Administration	3,868,056	1,128,457
State Purchasing and Contracts Office	3,316,575	1,144,132
Office of the State Architect	2,889,378	1,128,457
Statewide Training	945,154	341,579

* Please note that the CORE common policy is anticipated to include significant fund balance adjustments, which lower the cost of the common policy for a single year, because of excess revenue in the Supplier Database Cash Fund (\$6.3 million) and the Statewide Financial Information Technology Systems Cash Fund (\$2.3 million). Without these fund balance adjustments, the total cost allocated of the CORE common policy would be \$12.0 million.

EXECUTIVE DIRECTOR’S OFFICE – ADMINISTRATION

The Executive Director’s Office (EDO) provides the strategic direction for the department, as well as administrative services for all programs, including: accounting, budgeting, contracts, procurement, communications, human resources, and performance management. Workload is driven by a number of factors, such as the number of programs administered by the Department, additional requirements mandated by statute or other administrative agencies and federal regulations. The EDO indirectly supports all branches and employees of the State through its oversight of common policies, communication of statewide policies and direction, and strategic policy development.

EDO ADMINISTRATION PROGRAM COST		
	FY 2024-25 REQUEST	FY 2025-26 REQUEST
Personal services base	\$2,266,471	\$2,291,528
Total compensation common policies	806,261	811,252
Operating and IT common policies	669,578	669,578
Operating expenses	125,746	104,922
Total program costs	\$3,868,056	\$3,877,280
STATEWIDE ALLOCATION		

EDO ADMINISTRATION PROGRAM COST		
	FY 2024-25 REQUEST	FY 2025-26 REQUEST
General Fund	\$1,436,626	\$1,440,051
Cash Funds	923,024	925,225
Reappropriated Funds	158,844	159,223
Federal Funds	1,349,561	1,352,779

OFFICE OF THE STATE ARCHITECT

The Office of the State Architect is statutorily responsible for the administration of state funded planning, centralized oversight and support on construction, energy conservation and real estate transactions at state agencies and institutions of higher education. Additional responsibilities include: establishing policies and procedures, providing technical support and training, reporting capital construction status and recommending the annual controlled maintenance statewide budget and state agency capital construction budget requests to the Governor’s Office of State Planning and Budgeting and the Capital Development Committee of the general assembly.

OFFICE OF THE STATE ARCHITECT PROGRAM COSTS		
	FY 2024-25 REQUEST	FY 2025-26 REQUEST
Personal services base	\$1,224,924	\$1,224,924
Total compensation common policies	274,437	274,437
Operating and IT common policies	280,928	280,928
Operating expenses	1,109,089	1,109,089
Total program costs	\$2,889,378	\$2,889,378
STATEWIDE ALLOCATION		
General Fund	\$1,128,457	\$1,128,457
Cash Funds	1,024,244	1,024,244
Reappropriated Funds	274,689	274,689
Federal Funds	461,989	461,989

DIVISION OF HUMAN RESOURCES – STATE AGENCY SERVICES

The Division of Human Resources (DHR) provides decentralized human resources for the Colorado state government. DHR is responsible for the oversight of all state agency human resources functions and total compensation including maintaining statewide employment, job evaluation and pay systems.

STATE AGENCY SERVICES PROGRAM COSTS		
	FY 2024-25 REQUEST	FY 2025-26 REQUEST
Personal Services base	\$2,497,786	\$2,458,191
Total compensation common policies	670,428	670,428
Operating and IT common policies	624,494	624,494
Operating expenses	896,227	896,227
Total program costs	\$4,688,935	\$4,649,340
STATEWIDE ALLOCATION		
General Fund	\$1,694,581	\$1,680,272
Cash Funds	1,123,799	1,114,309
Reappropriated Funds	189,613	188,011
Federal Funds	1,680,942	1,666,749

DIVISION OF HUMAN RESOURCES – STATEWIDE TRAINING

The Center for Organizational Effectiveness, authorized by Section 24-50-122, C.R.S., is housed in the Division of Human Resources within the Department of Personnel (DPA) and supported by the Professional Development Center Cash Fund. The Center offers training and professional

development opportunities for State employees, including direct training in leadership coaching, workforce competencies, self-awareness assessments, and coordinates compliance training. Training has traditionally been offered three ways: internal classes, vendor classes, and dedicated agency contracts for specialized courses. There are also many courses offered by external vendors that have been tailored for the State, particularly in the area of supervision, for which fees are charged. If COE’s offerings do not meet the specific needs of a department, the department may seek a waiver from COE to pursue contracted employee training through an approved vendor.⁴

STATEWIDE TRAINING PROGRAM COSTS		
	FY 2024-25 REQUEST	FY 2025-26 REQUEST
Personal Services base	\$685,366	\$808,125
Total compensation common policies	148,428	176,509
Operating and IT common policies	94,612	101,587
Operating expenses	16,748	17,851
Total program costs	\$945,154	\$1,104,072
STATEWIDE ALLOCATION		
General Fund	\$341,579	\$399,012
Cash Funds	226,525	264,613
Reappropriated Funds	38,220	44,647
Federal Funds	338,829	395,800

DIVISION OF HUMAN RESOURCES – LABOR RELATIONS

The goal of the Labor Relations Unit is to promote the development and growth of collaborative labor-management relationships, and provide accurate and comprehensive guidance that will empower management to make informed decisions as labor challenges arise.

LABOR RELATIONS PROGRAM COSTS		
	FY 2024-25 REQUEST	FY 2025-26 REQUEST
Personal Services base	\$3,565,275	\$1,810,885
Total compensation common policies	822,415	439,065
Operating and IT common policies	1,183,388	1,183,388
Operating expenses	663,720	625,650
Total program costs	\$6,234,798	\$4,058,988
STATEWIDE ALLOCATION		
General Fund	\$2,155,841	\$1,403,500
Cash Funds	1,784,657	1,161,851
Reappropriated Funds	395,900	257,740
Federal Funds	1,898,399	1,235,899

OFFICE OF THE STATE CONTROLLER – FINANCIAL OPERATIONS AND REPORTING

The Office of the State Controller (OSC) provides centralized fiscal oversight and support for all State agencies and branches of government. The OSC consists of multiple units with various responsibilities that support the critical work of all state agency financial operations. The work of the Office of the State Controller impacts all branches of State government, all employees that are paid through the State’s payroll system, and all Institutions of Higher Education.

⁴ Center for Organizational Effectiveness program information and course offerings can be found here: <https://dhr.colorado.gov/state-employees/center-for-organizational-effectiveness>.

FINANCIAL OPERATIONS AND REPORTING PROGRAM COSTS		
	FY 2024-25 REQUEST	FY 2025-26 REQUEST
Personal Services base	\$4,582,655	\$4,616,358
Total compensation common policies	1,077,377	1,083,179
Operating and IT common policies	710,752	710,752
Operating expenses	167,212	146,388
Total program costs	\$6,537,996	\$6,556,677
STATEWIDE ALLOCATION		
General Fund	\$2,314,186	\$2,320,798
Cash Funds	1,847,657	1,852,936
Reappropriated Funds	410,983	412,158
Federal Funds	1,965,168	1,970,784

OFFICE OF THE STATE CONTROLLER – STATE PURCHASING AND CONTRACTS OFFICE

The State Purchasing and Contracts Office (SPCO) is responsible for managing the State's decentralized purchasing process for state agencies and institutions of higher education in order to ensure the procurement of quality goods and services at best value through fair, open and competitive processes. The SPCO is made up of the Central Contracts Unit, the State Price Agreements Program, and Procurement Programs which include vendor outreach, communications, training, data administration and project management.

STATE PURCHASING AND CONTRACTS OFFICE PROGRAM COSTS		
	FY 2024-25 REQUEST	FY 2025-26 REQUEST
Personal Services base	\$2,288,757	\$2,324,852
Total compensation common policies	491,836	498,744
Operating and IT common policies	468,308	468,308
Operating expenses	67,674	39,909
Total program costs	\$3,316,575	\$3,331,813
STATEWIDE ALLOCATION		
General Fund	\$1,144,132	\$1,149,388
Cash Funds	943,717	948,053
Reappropriated Funds	208,426	209,384
Federal Funds	1,020,300	1,024,987

AUTOMATIC APPROPRIATIONS SCALING

The Department is requesting approval of a methodology for automatically scaling the appropriations for eight programs or offices; seven of these are associated with the requested new common policies and one (the Employee Benefits Unit) is tangential to those common policies. The Department has identified the scaling basis/units, cost pool, and annual cost per unit for their requested scaling methodology. For the seven requested common policies, the scaling basis/units and cost pool are the same used for the allocation methodologies for each respective common policy. For the Employee Benefits Unit, the Department would use raw FTE count as the scaling basis/unit. The requested scaling methodology would work as following: for each additional scaling basis unit, the affected program would increase their base appropriation by the per unit cost.

REQUESTED AUTOMATIC APPROPRIATIONS SCALING FOR CENTRAL SERVICES								
	EDO - ADMIN	STATE ARCHITECT	STATE AGENCY SERVICES	STATEWIDE TRAINING	LABOR RELATIONS	EMPLOYEE BENEFITS	FINOPS AND REPORTING	SPCO CORE DOCS
Scaling basis	FTE count	Gross ft. ²	Headcount	Headcount	Covered Employee	FTE count	CORE Docs	DOCS
Basis units	34,436	79,961,715	28,566	28,566	20,123	34,436	2,919,060	2,390,990

REQUESTED AUTOMATIC APPROPRIATIONS SCALING FOR CENTRAL SERVICES								
	EDO - ADMIN	STATE ARCHITECT	STATE AGENCY SERVICES	STATEWIDE TRAINING	LABOR RELATIONS	EMPLOYEE BENEFITS	FINOPS AND REPORTING	SPCO
Cost Pool	\$3,868,056	\$2,889,378	\$4,688,935	\$945,154	\$6,234,798	\$1,799,078	\$6,537,996	\$3,316,575
Annual Cost/Unit	\$112.33	\$0.04	\$164.14	\$33.09	\$309.83	\$52.24	\$2.24	\$1.39

The Department’s rationale underpinning this request is that their appropriations for central services has not kept pace with the growth of state government and that “no mechanism exists for DPA support to grow organically with the increasing needs and size of State government.” To the former rational, the data the department has presented in their request compares the overall growth of the State’s budget with the growth of the Department’s budget for central services from FY 2011-12 through FY 2022-23. While this comparison is interesting, it serves as a weak proxy for an analysis of the impact of growing departmental budgets on the need for central services support. For instance, the Department does not attempt to isolate and compare the growth in similar department-level central services staffing. Nor does this comparison account for the short-term nature of the recent influx of federal stimulus funding.

The latter justification, that “no mechanism exists” for the Department to increase its resources to address the growth of state government, is patently false. Ironically, the Department is using the very mechanism for that growth by making this request. The established budgeting process is here to provide departments the opportunity to request and justify additional discretionary funding from the General Assembly. This is an annual process that is intended to be iterative, providing the General Assembly the opportunity to exercise its oversight authority and plenary power of the purse. Establishing an automatic appropriations scaling methodology, such as the one requested by the Department, is tantamount to the General Assembly abdicating is budgetary oversight authority. Setting discretionary funding decisions on auto-pilot is not best budgeting practices. The Department has shown that it is more than capable of submitting budget requests for additional staffing resources.

ADDITIONAL STAFFING RESOURCES

The Department requests an increase of \$1.5 million reappropriated funds and 9.2 FTE in FY 2024-25. The request annualizes to \$1.5 million reappropriated funds and 10.0 FTE in FY 2025-26. The cost of these additional staff would be wrapped into the allocations of the requested new common policies; therefore, a portion (35.5 percent) of the reappropriated funds would originate as General Fund, estimated at \$518,098. The requested appropriations include personal services, operating expenses, and centrally appropriated costs. The Department is requesting all salaries at the range midpoint.

R1 CENTRAL SERVICES COMMON POLICIES – ADDITIONAL STAFFING RESOURCES					
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROP FUNDS	FTE
State Purchasing and Contracts Office	\$615,238	\$0	\$0	\$615,238	3.6
Financial Operations and Reporting	477,349	0	0	477,349	2.8
Executive Director’s Office	368,582	0	0	368,582	2.8
TOTAL	\$1,461,169	\$0	\$0	\$1,461,169	9.2

EXECUTIVE DIRECTOR’S OFFICE

The Department requests \$368,582 reappropriated funds and 2.8 FTE in FY 2024-25, annualizing to \$377,806 reappropriated funds and 3.0 FTE in FY 2025-26 and ongoing, to rebalance the workload among its staff. The rebalancing will address the needs in the accounting, budget, and contracts units

with the appropriation. The goal of the rebalancing will be to reduce the amount of workload and associated overtime for the positions within each unit.

OFFICE OF THE STATE CONTROLLER – FINANCIAL OPERATIONS AND REPORTING

The Department requests \$477,349 reappropriated funds and 2.8 FTE in FY 2024-25, annualizing to \$496,030 reappropriated funds and 3.0 FTE in FY 2025-26 and ongoing, for the Financial Operations and Reporting unit to address the current and forecast Governmental Accounting Standards Board (GASB) Pronouncement workload increases. The GASB is the entity responsible for issuing interpretations and requirements on generally accepted accounting principles (GAAP) for governmental organizations. GASB issues updates to its guidance periodically and many times those updates increase the unit's workload. The additional staff will assist in addressing the State's understanding, communication, training, implementation, and auditing of changes required for current and future GASB Pronouncements. In addition to addressing GAAP changes made by the GASB, the additional staffing will increase the capacity of the Financial Operations and Reporting unit to provide training and assistance requested by State agencies for budget and accounting implementation.

OFFICE OF THE STATE CONTROLLER – STATE PURCHASING AND CONTRACTS OFFICE

The Department requests \$615,238 reappropriated funds and 3.6 FTE in FY 2024-25, annualizing to \$630,476 reappropriated funds and 4.0 FTE in FY 2025-26 and ongoing, for the State Purchasing and Contracts Office (SPCO). As part of the total funding for this office, the Department is requesting \$90,000 for targeted, base-building salary adjustments for the State Purchasing and Contracts Office. The increased staffing will provide assistance in reviewing settlements, reviewing and approving high risk contracts, and ad hoc projects. Additionally, the staffing resources will help address the increasing demand from State agencies for new state price agreements as well as direct procurement support to smaller state agencies. Finally, the Department anticipates that the additional staffing will enable the SPCO to enforce its rules and policies by identifying instances of non-compliance, working with agencies on a corrective action plan, providing training to the agencies, and modifying delegation agreements as needed.

APPENDIX A NUMBERS PAGES

Appendix A details actual expenditures for the last two state fiscal years, the appropriation for the current fiscal year, and the requested appropriation for next fiscal year. This information is listed by line item and fund source.

Appendix A: Numbers Pages

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Appropriation	FY 2024-25 Request	Request vs. Appropriation
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DEPARTMENT OF PERSONNEL
Anthony Gherardini, Executive Director

(1) EXECUTIVE DIRECTOR'S OFFICE

(A) Department Administration

Personal Services	<u>1,892,530</u>	<u>1,922,364</u>	<u>2,036,095</u>	<u>2,697,201</u> *
FTE	16.5	17.3	18.3	22.4
General Fund	0	0	0	0
Cash Funds	34,204	54,443	57,774	164,611
Reappropriated Funds	1,858,326	1,867,921	1,978,321	2,532,590
Federal Funds	0	0	0	0
Health, Life, and Dental	<u>4,162,542</u>	<u>4,447,285</u>	<u>6,388,409 0.0</u>	<u>7,240,083 0.0</u> *
General Fund	1,535,053	1,585,401	2,796,088	1,523,488
Cash Funds	143,905	123,507	217,065	211,957
Reappropriated Funds	2,483,584	2,738,377	3,375,256	5,504,638
Federal Funds	0	0	0	0
Short-term Disability	<u>37,957</u>	<u>41,760</u>	<u>54,613</u>	<u>59,567</u> *
General Fund	15,721	15,856	27,122	13,773
Cash Funds	1,520	1,672	1,639	2,093
Reappropriated Funds	20,716	24,232	25,852	43,701
Federal Funds	0	0	0	0

Appendix A: Numbers Pages

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Appropriation	FY 2024-25 Request	Request vs. Appropriation
Paid Family Medical Leave Insurance	<u>0</u>	<u>0</u>	<u>0</u>	<u>178,597</u>	*
General Fund	0	0	0	41,242	
Cash Funds	0	0	0	6,251	
Reappropriated Funds	0	0	0	131,104	
Federal Funds	0	0	0	0	
S.B. 04-257 Amortization Equalization Disbursement	<u>1,272,236</u>	<u>1,365,618</u>	<u>1,815,755</u>	<u>1,984,413</u>	*
General Fund	568,494	565,211	894,591	458,249	
Cash Funds	47,866	54,846	54,722	69,453	
Reappropriated Funds	655,876	745,561	866,442	1,456,711	
Federal Funds	0	0	0	0	
S.B. 06-235 Supplemental Amortization Equalization					
Disbursement	<u>1,272,215</u>	<u>1,365,618</u>	<u>1,815,755</u>	<u>1,984,413</u>	*
General Fund	568,473	565,211	894,591	458,249	
Cash Funds	47,866	54,846	54,722	69,453	
Reappropriated Funds	655,876	745,561	866,442	1,456,711	
Federal Funds	0	0	0	0	
Salary Survey	<u>909,030</u>	<u>912,404</u>	<u>1,929,591</u>	<u>2,457,840</u>	
General Fund	379,998	382,286	838,534	905,824	
Cash Funds	36,157	30,794	63,008	67,574	
Reappropriated Funds	492,875	499,324	1,028,049	1,484,442	
Federal Funds	0	0	0	0	

Appendix A: Numbers Pages

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Appropriation	FY 2024-25 Request	Request vs. Appropriation
PERA Direct Distribution	<u>650,471</u>	<u>366,276</u>	<u>101,223</u>	<u>693,598</u> *	
General Fund	271,475	0	45,730	123,752	
Cash Funds	25,848	21,287	3,296	23,928	
Reappropriated Funds	353,148	344,989	52,197	545,918	
Federal Funds	0	0	0	0	
Shift Differential	<u>36,306</u>	<u>6,454</u>	<u>40,821</u>	<u>80,006</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	36,306	6,454	40,821	80,006	
Federal Funds	0	0	0	0	
Temporary Employees Related to Authorized Leave	<u>0</u>	<u>0</u>	<u>27,923</u>	<u>27,923</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	633	633	
Reappropriated Funds	0	0	27,290	27,290	
Federal Funds	0	0	0	0	
Workers' Compensation	<u>252,354</u>	<u>207,264</u>	<u>281,995</u>	<u>408,429</u> *	
General Fund	79,557	66,877	90,991	41,174	
Cash Funds	7,464	6,075	8,265	12,343	
Reappropriated Funds	165,333	134,312	182,739	354,912	
Federal Funds	0	0	0	0	
Operating Expenses	<u>97,135</u>	<u>98,208</u>	<u>103,192</u>	<u>136,191</u> *	
General Fund	0	0	0	0	
Cash Funds	0	0	475	10,445	
Reappropriated Funds	97,135	98,208	102,717	125,746	
Federal Funds	0	0	0	0	

Appendix A: Numbers Pages

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Appropriation	FY 2024-25 Request	Request vs. Appropriation
Legal Services	<u>749,403</u>	<u>458,408</u>	<u>768,089</u>	<u>455,371</u> *	
General Fund	277,183	433,651	605,529	101,168	
Cash Funds	392,314	2,363	106,374	6,088	
Reappropriated Funds	79,906	22,394	56,186	348,115	
Federal Funds	0	0	0	0	
Administrative Law Judge Services	<u>3,385</u>	<u>11,926</u>	<u>0</u>	<u>0</u>	
General Fund	2,347	8,269	0	0	
Cash Funds	1,038	3,657	0	0	
Reappropriated Funds	0	0	0	0	
Federal Funds	0	0	0	0	
Payment to Risk Management and Property Funds	<u>1,425,551</u>	<u>1,276,662</u>	<u>1,104,094</u>	<u>2,104,311</u> *	
General Fund	449,415	411,938	356,256	212,140	
Cash Funds	42,166	37,421	32,363	63,599	
Reappropriated Funds	933,970	827,303	715,475	1,828,572	
Federal Funds	0	0	0	0	
Vehicle Lease Payments	<u>228,414</u>	<u>215,622</u>	<u>244,250</u>	<u>278,300</u>	
General Fund	0	0	0	0	
Cash Funds	0	654	113	417	
Reappropriated Funds	228,414	214,968	244,137	277,883	
Federal Funds	0	0	0	0	
Leased Space	<u>341,184</u>	<u>340,698</u>	<u>353,886</u>	<u>367,836</u> *	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	341,184	340,698	353,886	367,836	
Federal Funds	0	0	0	0	

Appendix A: Numbers Pages

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Appropriation	FY 2024-25 Request	Request vs. Appropriation
Capitol Complex Leased Space	<u>4,083,047</u>	<u>4,335,973</u>	<u>4,519,514</u>	<u>6,228,304</u> *	
General Fund	2,342,014	2,666,500	3,085,216	4,084,168	
Cash Funds	26,639	25,557	21,957	21,012	
Reappropriated Funds	1,714,394	1,643,916	1,412,341	2,123,124	
Federal Funds	0	0	0	0	
Annual Depreciation - Lease Equivalent Payment	<u>0</u>	<u>1,763,220</u>	<u>777,842</u>	<u>2,724,839</u>	
General Fund	0	1,072,036	225,437	1,903,240	
Cash Funds	0	691,184	552,405	821,599	
Reappropriated Funds	0	0	0	0	
Federal Funds	0	0	0	0	
Payments to OIT	<u>4,479,849</u>	<u>5,545,990</u>	<u>7,153,559</u>	<u>11,879,163</u> *	
General Fund	1,423,205	1,789,542	2,096,045	2,045,887	
Cash Funds	132,036	162,571	201,360	355,555	
Reappropriated Funds	2,924,608	3,593,877	4,856,154	9,477,721	
Federal Funds	0	0	0	0	
IT Accessibility	<u>0</u>	<u>0</u>	<u>6,549,380</u>	<u>0</u>	
FTE	0.0	0.0	6.0	0.0	
General Fund	0	0	2,113,485	0	
Cash Funds	0	0	191,897	0	
Reappropriated Funds	0	0	4,243,998	0	
CORE Operations	<u>288,091</u>	<u>300,734</u>	<u>245,181</u>	<u>106,042</u> *	
General Fund	90,823	97,038	79,113	14,197	
Cash Funds	8,521	8,815	7,187	3,204	
Reappropriated Funds	188,747	194,881	158,881	88,641	
Federal Funds	0	0	0	0	

Appendix A: Numbers Pages

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Appropriation	FY 2024-25 Request	Request vs. Appropriation
DPA Administration Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>49,783</u>	*
General Fund	0	0	0	5,019	
Cash Funds	0	0	0	44,764	
Office of the State Architect	<u>0</u>	<u>0</u>	<u>0</u>	<u>61,002</u>	*
General Fund	0	0	0	6,150	
Cash Funds	0	0	0	54,852	
DHR State Agency Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>65,658</u>	*
General Fund	0	0	0	6,620	
Cash Funds	0	0	0	59,038	
DHR Training Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>13,235</u>	*
General Fund	0	0	0	1,334	
Cash Funds	0	0	0	11,901	
DHR Labor Relations Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>76,529</u>	*
General Fund	0	0	0	7,716	
Cash Funds	0	0	0	68,813	
Financial Ops and Reporting Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>184,756</u>	*
General Fund	0	0	0	18,625	
Cash Funds	0	0	0	166,131	
Procurement and Contracts Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>114,422</u>	*
General Fund	0	0	0	11,534	
Cash Funds	0	0	0	102,888	

Appendix A: Numbers Pages

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Appropriation	FY 2024-25 Request	Request vs. Appropriation
SUBTOTAL - (A) Department Administration	22,181,700	24,982,484	36,311,167	42,657,812	17.5%
<i>FTE</i>	<u>16.5</u>	<u>17.3</u>	<u>24.3</u>	<u>22.4</u>	<u>(7.8%)</u>
General Fund	8,003,758	9,659,816	14,148,728	11,983,549	(15.3%)
Cash Funds	947,544	1,279,692	1,575,255	2,418,602	53.5%
Reappropriated Funds	13,230,398	14,042,976	20,587,184	28,255,661	37.2%
Federal Funds	0	0	0	0	0.0%

(B) Statewide Special Purpose

(I) Colorado State Employees Assistance Program

Personal Services	<u>846,751</u>	<u>997,829</u>	<u>1,242,155</u>	<u>1,330,129</u>
FTE	10.4	11.3	14.0	14.0
General Fund	0	0	0	0
Cash Funds	0	33,126	79,074	85,488
Reappropriated Funds	846,751	964,703	1,163,081	1,244,641
Federal Funds	0	0	0	0
Operating Expenses	<u>59,610</u>	<u>78,567</u>	<u>93,293</u>	<u>93,293</u>
General Fund	0	0	0	0
Cash Funds	0	123	7,550	7,050
Reappropriated Funds	59,610	78,444	85,743	86,243
Federal Funds	0	0	0	0
Indirect Cost Assessment	<u>206,855</u>	<u>458,981</u>	<u>521,443</u>	<u>253,876</u>
General Fund	0	0	0	0
Cash Funds	0	0	0	0
Reappropriated Funds	206,855	458,981	521,443	253,876
Federal Funds	0	0	0	0

Appendix A: Numbers Pages

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Appropriation	FY 2024-25 Request	Request vs. Appropriation
SUBTOTAL -	1,113,216	1,535,377	1,856,891	1,677,298	(9.7%)
<i>FTE</i>	<u>10.4</u>	<u>11.3</u>	<u>14.0</u>	<u>14.0</u>	0.0%
General Fund	0	0	0	0	0.0%
Cash Funds	0	33,249	86,624	92,538	6.8%
Reappropriated Funds	1,113,216	1,502,128	1,770,267	1,584,760	(10.5%)
Federal Funds	0	0	0	0	0.0%
(II) Office of the State Architect					
Office of the State Architect	<u>930,171</u>	<u>924,012</u>	<u>1,340,213</u>	<u>1,384,227</u> *	
<i>FTE</i>	<u>8.3</u>	<u>8.0</u>	<u>12.0</u>	<u>12.0</u>	
General Fund	930,171	924,012	1,340,213	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	0	0	0	1,384,227	
Federal Funds	0	0	0	0	
Statewide Planning Services	<u>0</u>	<u>0</u>	<u>1,450,000</u>	<u>1,000,000</u> *	
General Fund	0	0	1,450,000	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	0	0	0	1,000,000	
Federal Funds	0	0	0	0	
SUBTOTAL -	930,171	924,012	2,790,213	2,384,227	(14.6%)
<i>FTE</i>	<u>8.3</u>	<u>8.0</u>	<u>12.0</u>	<u>12.0</u>	0.0%
General Fund	930,171	924,012	2,790,213	0	(100.0%)
Cash Funds	0	0	0	0	0.0%
Reappropriated Funds	0	0	0	2,384,227	0.0%
Federal Funds	0	0	0	0	0.0%

Appendix A: Numbers Pages

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Appropriation	FY 2024-25 Request	Request vs. Appropriation
(III) Colorado Equity Office					
Personal services	<u>0</u>	<u>145,985</u>	<u>1,308,678</u>	<u>1,336,925</u>	
FTE	0.0	1.1	10.0	10.0	
General Fund	0	145,985	1,308,678	136,925	
Cash Funds	0	0	0	0	
Reappropriated Funds	0	0	0	1,200,000	
Federal Funds	0	0	0	0	
Operating Expenses	<u>0</u>	<u>200,223</u>	<u>25,650</u>	<u>25,650</u>	
General Fund	0	200,223	25,650	25,650	
Cash Funds	0	0	0	0	
Reappropriated Funds	0	0	0	0	
Federal Funds	0	0	0	0	
SUBTOTAL -	<u>0</u>	<u>346,208</u>	<u>1,334,328</u>	<u>1,362,575</u>	2.1%
FTE	<u>0.0</u>	<u>1.1</u>	<u>10.0</u>	<u>10.0</u>	(0.0%)
General Fund	0	346,208	1,334,328	162,575	(87.8%)
Cash Funds	0	0	0	0	0.0%
Reappropriated Funds	0	0	0	1,200,000	0.0%
Federal Funds	0	0	0	0	0.0%

Appendix A: Numbers Pages

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Appropriation	FY 2024-25 Request	Request vs. Appropriation
(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	
Federal Funds	0	0	0	0	
Employment Security Contract Payment	<u>13,952</u>	<u>3,558</u>	<u>16,000</u>	<u>16,000</u>	
General Fund	6,278	3,558	7,264	7,264	
Cash Funds	0	0	0	0	
Reappropriated Funds	7,674	0	8,736	8,736	
Federal Funds	0	0	0	0	
Disability Funding Committee	<u>24,442</u>	<u>105,666</u>	<u>993,976</u>	<u>15,034,570</u> *	
General Fund	0	0	0	0	
Cash Funds	24,442	105,666	993,976	15,034,570	
Reappropriated Funds	0	0	0	0	
Federal Funds	0	0	0	0	
Americans with Disabilities Act Reasonable Accommodation Coordination	<u>0</u>	<u>1,128</u>	<u>467,418</u>	<u>468,555</u>	
FTE	0.0	0.0	1.0	1.0	
General Fund	0	1,128	467,418	64,202	
Cash Funds	0	0	0	0	
Reappropriated Funds	0	0	0	404,353	
Federal Funds	0	0	0	0	

Appendix A: Numbers Pages

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Appropriation	FY 2024-25 Request	Request vs. Appropriation
Public-Private Partnership Office	<u>0</u>	<u>266,732</u>	<u>288,034</u>	<u>299,858</u>	
FTE	0.0	1.5	3.0	3.0	
General Fund	0	0	288,034	103,220	
Cash Funds	0	266,732	0	0	
Reappropriated Funds	0	0	0	196,638	
Federal Funds	0	0	0	0	
State Procurement Equity Program	<u>0</u>	<u>42,422</u>	<u>833,694</u>	<u>849,992</u>	
FTE	0.0	0.2	5.0	5.0	
General Fund	0	42,422	833,694	99,992	
Cash Funds	0	0	0	0	
Reappropriated Funds	0	0	0	750,000	
Federal Funds	0	0	0	0	
State Sustainability Office	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,566,489</u> *	
FTE	0.0	0.0	0.0	0.3	
General Fund	0	0	0	1,566,489	
SUBTOTAL -	158,236	539,348	2,718,964	18,355,306	575.1%
FTE	<u>0.0</u>	<u>1.7</u>	<u>9.0</u>	<u>9.3</u>	<u>3.3%</u>
General Fund	126,120	166,950	1,716,252	1,961,009	14.3%
Cash Funds	24,442	372,398	993,976	15,034,570	1412.6%
Reappropriated Funds	7,674	0	8,736	1,359,727	15464.6%
Federal Funds	0	0	0	0	0.0%

Appendix A: Numbers Pages

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Appropriation	FY 2024-25 Request	Request vs. Appropriation
SUBTOTAL - (B) Statewide Special Purpose	2,201,623	3,344,945	8,700,396	23,779,406	173.3%
<i>FTE</i>	<u>18.7</u>	<u>22.1</u>	<u>45.0</u>	<u>45.3</u>	<u>0.7%</u>
General Fund	1,056,291	1,437,170	5,840,793	2,123,584	(63.6%)
Cash Funds	24,442	405,647	1,080,600	15,127,108	1299.9%
Reappropriated Funds	1,120,890	1,502,128	1,779,003	6,528,714	267.0%
Federal Funds	0	0	0	0	0.0%
TOTAL - (1) Executive Director's Office	24,383,323	28,327,429	45,011,563	66,437,218	47.6%
<i>FTE</i>	<u>35.2</u>	<u>39.4</u>	<u>69.3</u>	<u>67.7</u>	<u>(2.3%)</u>
General Fund	9,060,049	11,096,986	19,989,521	14,107,133	(29.4%)
Cash Funds	971,986	1,685,339	2,655,855	17,545,710	560.6%
Reappropriated Funds	14,351,288	15,545,104	22,366,187	34,784,375	55.5%
Federal Funds	0	0	0	0	0.0%

Appendix A: Numbers Pages

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Appropriation	FY 2024-25 Request	Request vs. Appropriation
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(2) DIVISION OF HUMAN RESOURCES

her agencies.

(A) Human Resource Services

(I) State Agency Services

Personal Services	<u>1,737,201</u>	<u>1,875,047</u>	<u>2,581,575</u>	<u>2,823,509</u> *
FTE	17.8	19.0	27.4	29.2
General Fund	1,737,201	1,682,739	2,360,848	0
Cash Funds	0	192,308	220,727	220,727
Reappropriated Funds	0	0	0	2,602,782
Federal Funds	0	0	0	0
Operating Expenses	<u>88,084</u>	<u>87,487</u>	<u>127,112</u>	<u>109,127</u> *
General Fund	88,084	87,487	114,212	0
Cash Funds	0	0	12,900	12,900
Reappropriated Funds	0	0	0	96,227
Federal Funds	0	0	0	0
Total Compensation and Employee Engagement Surveys	<u>214,935</u>	<u>39,595</u>	<u>300,000</u>	<u>300,000</u> *
General Fund	214,935	39,595	300,000	0
Cash Funds	0	0	0	0
Reappropriated Funds	0	0	0	300,000
Federal Funds	0	0	0	0

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	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Appropriation	FY 2024-25 Request	Request vs. Appropriation
State Employee Tuition Reimbursement	<u>0</u>	<u>57,696</u>	<u>500,000</u>	<u>500,000</u> *	
General Fund	0	57,696	500,000	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	0	0	0	500,000	
Federal Funds	0	0	0	0	
State Employee Professional Development	<u>0</u>	<u>0</u>	<u>8,000,000</u>	<u>0</u>	
FTE	0.0	0.0	1.8	0.0	
General Fund	0	0	8,000,000	0	
SUBTOTAL -	2,040,220	2,059,825	11,508,687	3,732,636	(67.6%)
<i>FTE</i>	<u>17.8</u>	<u>19.0</u>	<u>29.2</u>	<u>29.2</u>	(0.0%)
General Fund	2,040,220	1,867,517	11,275,060	0	(100.0%)
Cash Funds	0	192,308	233,627	233,627	0.0%
Reappropriated Funds	0	0	0	3,499,009	0.0%
Federal Funds	0	0	0	0	0.0%
(II) Training Services					
Training Services	<u>225,814</u>	<u>204,990</u>	<u>507,278</u>	<u>712,646</u> *	
FTE	2.4	2.5	4.1	7.3	
General Fund	225,814	204,990	507,278	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	0	0	0	712,646	
Federal Funds	0	0	0	0	

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	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Appropriation	FY 2024-25 Request	Request vs. Appropriation
Indirect Cost Assessment	<u>59,723</u>	<u>71,926</u>	<u>145,630</u>	<u>110,573</u>	
General Fund	59,723	71,926	145,630	110,573	
Cash Funds	0	0	0	0	
Reappropriated Funds	0	0	0	0	
Federal Funds	0	0	0	0	
SUBTOTAL -	285,537	276,916	652,908	823,219	26.1%
<i>FTE</i>	<u>2.4</u>	<u>2.5</u>	<u>4.1</u>	<u>7.3</u>	<u>78.0%</u>
General Fund	285,537	276,916	652,908	110,573	(83.1%)
Cash Funds	0	0	0	0	0.0%
Reappropriated Funds	0	0	0	712,646	0.0%
Federal Funds	0	0	0	0	0.0%
SUBTOTAL - (A) Human Resource Services	2,325,757	2,336,741	12,161,595	4,555,855	(62.5%)
<i>FTE</i>	<u>20.2</u>	<u>21.5</u>	<u>33.3</u>	<u>36.5</u>	<u>9.6%</u>
General Fund	2,325,757	2,144,433	11,927,968	110,573	(99.1%)
Cash Funds	0	192,308	233,627	233,627	0.0%
Reappropriated Funds	0	0	0	4,211,655	0.0%
Federal Funds	0	0	0	0	0.0%
(F) Labor Relations Services					
Personal Services	<u>852,692</u>	<u>821,232</u>	<u>4,710,506</u>	<u>3,607,649</u> *	
FTE	7.0	8.1	65.4	47.2	
General Fund	5	821,232	4,710,506	0	
Cash Funds	852,687	0	0	0	
Reappropriated Funds	0	0	0	3,607,649	
Federal Funds	0	0	0	0	

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	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Appropriation	FY 2024-25 Request	Request vs. Appropriation
Operating Expenses	<u>11,148</u>	<u>129,209</u>	<u>436,205</u>	<u>163,720</u> *	
General Fund	0	129,209	436,205	0	
Cash Funds	11,148	0	0	0	
Reappropriated Funds	0	0	0	163,720	
Federal Funds	0	0	0	0	
Union Stewards	<u>0</u>	<u>119,779</u>	<u>500,000</u>	<u>500,000</u> *	
General Fund	0	119,779	500,000	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	0	0	0	500,000	
Federal Funds	0	0	0	0	
SUBTOTAL - (F) Labor Relations Services	863,840	1,070,220	5,646,711	4,271,369	(24.4%)
<i>FTE</i>	<u>7.0</u>	<u>8.1</u>	<u>65.4</u>	<u>47.2</u>	<u>(27.8%)</u>
General Fund	5	1,070,220	5,646,711	0	(100.0%)
Cash Funds	863,835	0	0	0	0.0%
Reappropriated Funds	0	0	0	4,271,369	0.0%
Federal Funds	0	0	0	0	0.0%

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	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Appropriation	FY 2024-25 Request	Request vs. Appropriation
(B) Employee Benefits Services					
Personal Services	<u>822,117</u>	<u>933,342</u>	<u>978,709</u>	<u>1,035,803</u>	
FTE	10.3	10.9	12.0	12.0	
General Fund	0	0	0	0	
Cash Funds	822,117	933,342	978,709	1,035,803	
Reappropriated Funds	0	0	0	0	
Federal Funds	0	0	0	0	
Operating Expenses	<u>37,141</u>	<u>796,501</u>	<u>58,093</u>	<u>58,093</u>	
General Fund	0	750,000	0	0	
Cash Funds	37,141	46,501	58,093	58,093	
Reappropriated Funds	0	0	0	0	
Federal Funds	0	0	0	0	
Utilization Review	<u>24,500</u>	<u>24,983</u>	<u>25,000</u>	<u>25,000</u>	
General Fund	0	24,983	0	0	
Cash Funds	24,500	0	25,000	25,000	
Reappropriated Funds	0	0	0	0	
Federal Funds	0	0	0	0	
H.B. 07-1335 Supplemental State Contribution Fund	<u>1,146,253</u>	<u>1,102,001</u>	<u>1,848,255</u>	<u>1,848,255</u>	
General Fund	0	0	0	0	
Cash Funds	1,146,253	1,102,001	1,848,255	1,848,255	
Reappropriated Funds	0	0	0	0	
Federal Funds	0	0	0	0	

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	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Appropriation	FY 2024-25 Request	Request vs. Appropriation
Indirect Cost Assessment	<u>247,527</u>	<u>260,506</u>	<u>295,782</u>	<u>422,811</u>	
General Fund	0	0	0	0	
Cash Funds	247,527	260,506	295,782	422,811	
Reappropriated Funds	0	0	0	0	
Federal Funds	0	0	0	0	
SUBTOTAL - (B) Employee Benefits Services	2,277,538	3,117,333	3,205,839	3,389,962	5.7%
<i>FTE</i>	<u>10.3</u>	<u>10.9</u>	<u>12.0</u>	<u>12.0</u>	0.0%
General Fund	0	774,983	0	0	0.0%
Cash Funds	2,277,538	2,342,350	3,205,839	3,389,962	5.7%
Reappropriated Funds	0	0	0	0	0.0%
Federal Funds	0	0	0	0	0.0%

(C) Risk Management Services

Personal Services	<u>737,443</u>	<u>792,603</u>	<u>955,327</u>	<u>1,082,347</u>	
FTE	8.9	9.1	12.3	12.5	
General Fund	0	0	57,725	6,414	
Cash Funds	0	0	0	0	
Reappropriated Funds	737,443	792,603	897,602	1,075,933	
Federal Funds	0	0	0	0	
Operating Expenses	<u>50,276</u>	<u>55,825</u>	<u>70,018</u>	<u>66,368</u>	
General Fund	0	0	6,350	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	50,276	55,825	63,668	66,368	
Federal Funds	0	0	0	0	

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	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Appropriation	FY 2024-25 Request	Request vs. Appropriation
Actuarial and Broker Services	<u>308,878</u>	<u>228,900</u>	<u>390,900</u>	<u>402,627</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	308,878	228,900	390,900	402,627	
Federal Funds	0	0	0	0	
Risk Management Information System	<u>193,300</u>	<u>193,300</u>	<u>217,300</u>	<u>223,819</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	193,300	193,300	217,300	223,819	
Federal Funds	0	0	0	0	
Indirect Cost Assessment	<u>221,231</u>	<u>277,930</u>	<u>282,494</u>	<u>365,942</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	221,231	277,930	282,494	365,942	
Federal Funds	0	0	0	0	
Liability Claims	<u>3,594,473</u>	<u>15,999,028</u>	<u>10,391,477</u>	<u>9,559,668</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	3,594,473	15,999,028	10,391,477	9,559,668	
Federal Funds	0	0	0	0	
Liability Excess Policy	<u>2,808,965</u>	<u>2,934,918</u>	<u>5,405,081</u>	<u>5,405,081</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	2,808,965	2,934,918	5,405,081	5,405,081	
Federal Funds	0	0	0	0	

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	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Appropriation	FY 2024-25 Request	Request vs. Appropriation
Liability Legal Services	<u>5,826,818</u>	<u>7,063,459</u>	<u>6,446,341</u>	<u>8,933,507</u>	
General Fund	1,137,838	320,416	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	4,688,980	6,743,043	6,446,341	8,933,507	
Federal Funds	0	0	0	0	
Property Policies	<u>10,311,881</u>	<u>11,421,613</u>	<u>13,241,581</u>	<u>13,241,581</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	10,311,881	11,421,613	13,241,581	13,241,581	
Federal Funds	0	0	0	0	
Property Deductibles and Payouts	<u>2,764,417</u>	<u>8,022,025</u>	<u>5,524,375</u>	<u>13,100,000</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	2,764,417	8,022,025	5,524,375	13,100,000	
Federal Funds	0	0	0	0	
Workers' Compensation Claims	<u>29,631,172</u>	<u>30,736,898</u>	<u>30,624,906</u>	<u>30,156,210</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	29,631,172	30,736,898	30,624,906	30,156,210	
Federal Funds	0	0	0	0	
Workers' Compensation TPA Fees and Loss Control	<u>1,422,862</u>	<u>1,052,138</u>	<u>1,850,000</u>	<u>1,850,000</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	1,422,862	1,052,138	1,850,000	1,850,000	
Federal Funds	0	0	0	0	

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	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Appropriation	FY 2024-25 Request	Request vs. Appropriation
Workers' Compensation Excess Policy	<u>1,020,502</u>	<u>962,877</u>	<u>991,636</u>	<u>991,636</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	1,020,502	962,877	991,636	991,636	
Federal Funds	0	0	0	0	
Workers' Compensation Legal Services	<u>1,215,954</u>	<u>1,582,974</u>	<u>1,423,590</u>	<u>2,019,767</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	1,215,954	1,582,974	1,423,590	2,019,767	
Federal Funds	0	0	0	0	
SUBTOTAL - (C) Risk Management Services	60,108,172	81,324,488	77,815,026	87,398,553	12.3%
<i>FTE</i>	<u>8.9</u>	<u>9.1</u>	<u>12.3</u>	<u>12.5</u>	<u>1.6%</u>
General Fund	1,137,838	320,416	64,075	6,414	(90.0%)
Cash Funds	0	0	0	0	0.0%
Reappropriated Funds	58,970,334	81,004,072	77,750,951	87,392,139	12.4%
Federal Funds	0	0	0	0	0.0%
TOTAL - (2) Division of Human Resources	65,575,307	87,848,782	98,829,171	99,615,739	0.8%
<i>FTE</i>	<u>46.4</u>	<u>49.6</u>	<u>123.0</u>	<u>108.2</u>	<u>(12.0%)</u>
General Fund	3,463,600	4,310,052	17,638,754	116,987	(99.3%)
Cash Funds	3,141,373	2,534,658	3,439,466	3,623,589	5.4%
Reappropriated Funds	58,970,334	81,004,072	77,750,951	95,875,163	23.3%
Federal Funds	0	0	0	0	0.0%

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	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Appropriation	FY 2024-25 Request	Request vs. Appropriation
(3) PERSONNEL BOARD					
(A) Personnel Board					
Personal Services	<u>528,486</u>	<u>533,324</u>	<u>600,823</u>	<u>635,336</u>	
FTE	4.8	4.5	5.0	5.1	
General Fund	528,486	533,324	600,823	635,336	
Cash Funds	0	0	0	0	
Reappropriated Funds	0	0	0	0	
Federal Funds	0	0	0	0	
Operating Expenses	<u>17,346</u>	<u>20,095</u>	<u>24,774</u>	<u>23,374</u>	
General Fund	17,346	20,095	24,774	23,374	
Cash Funds	0	0	0	0	
Reappropriated Funds	0	0	0	0	
Federal Funds	0	0	0	0	
Legal Services	<u>38,651</u>	<u>61,632</u>	<u>76,547</u>	<u>38,997</u>	
General Fund	38,651	61,632	76,547	38,997	
Cash Funds	0	0	0	0	
Reappropriated Funds	0	0	0	0	
Federal Funds	0	0	0	0	
TOTAL - (3) Personnel Board	584,483	615,051	702,144	697,707	(0.6%)
FTE	4.8	4.5	5.0	5.1	2.0%
General Fund	584,483	615,051	702,144	697,707	(0.6%)
Cash Funds	0	0	0	0	0.0%
Reappropriated Funds	0	0	0	0	0.0%
Federal Funds	0	0	0	0	0.0%

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	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Appropriation	FY 2024-25 Request	Request vs. Appropriation
(4) DIVISION CENTRAL SERVICES					
(A) Administration					
Personal Services	<u>494,393</u>	<u>519,804</u>	<u>535,168</u>	<u>590,655</u>	
FTE	5.3	5.3	5.2	5.2	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	494,393	519,804	535,168	590,655	
Federal Funds	0	0	0	0	
Operating Expenses	<u>17,184</u>	<u>13,588</u>	<u>27,690</u>	<u>27,690</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	17,184	13,588	27,690	27,690	
Federal Funds	0	0	0	0	
Indirect Cost Assessment	<u>14,472</u>	<u>15,364</u>	<u>12,645</u>	<u>14,450</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	14,472	15,364	12,645	14,450	
Federal Funds	0	0	0	0	
SUBTOTAL - (A) Administration	526,049	548,756	575,503	632,795	10.0%
FTE	<u>5.3</u>	<u>5.3</u>	<u>5.2</u>	<u>5.2</u>	0.0%
General Fund	0	0	0	0	0.0%
Cash Funds	0	0	0	0	0.0%
Reappropriated Funds	526,049	548,756	575,503	632,795	10.0%
Federal Funds	0	0	0	0	0.0%

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	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Appropriation	FY 2024-25 Request	Request vs. Appropriation
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(B) Integrated Document Solutions

Personal Services	<u>5,947,531</u>	<u>7,171,000</u>	<u>7,754,246</u>	<u>7,944,686</u>	
FTE	87.1	90.0	102.6	102.6	
General Fund	0	0	0	0	
Cash Funds	0	141,615	141,615	141,615	
Reappropriated Funds	5,947,531	7,029,385	7,612,631	7,803,071	
Federal Funds	0	0	0	0	
Operating Expenses	<u>21,021,438</u>	<u>24,809,659</u>	<u>22,785,704</u>	<u>22,732,986</u>	
General Fund	0	0	0	0	
Cash Funds	980,537	980,537	980,537	980,537	
Reappropriated Funds	20,040,901	23,829,122	21,805,167	21,752,449	
Federal Funds	0	0	0	0	
Commercial Print Payments	<u>1,732,202</u>	<u>1,510,142</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	1,732,202	1,510,142	1,733,260	1,733,260	
Federal Funds	0	0	0	0	
Print Equipment Lease Purchase	<u>68,907</u>	<u>240,000</u>	<u>547,243</u>	<u>547,243</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	68,907	240,000	547,243	547,243	
Federal Funds	0	0	0	0	

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	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Appropriation	FY 2024-25 Request	Request vs. Appropriation
Scan Equipment Lease Purchase	<u>0</u>	<u>42,499</u>	<u>151,776</u>	<u>151,776</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	0	42,499	151,776	151,776	
Federal Funds	0	0	0	0	
IDS Postage	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
Reappropriated Funds	0	0	0	0	
Utilities	<u>57,959</u>	<u>68,657</u>	<u>69,000</u>	<u>69,000</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	57,959	68,657	69,000	69,000	
Federal Funds	0	0	0	0	
Address Confidentiality Program	<u>539,917</u>	<u>544,960</u>	<u>730,050</u>	<u>739,029</u>	
FTE	4.8	5.2	7.0	7.0	
General Fund	398,594	403,288	588,376	597,355	
Cash Funds	141,323	141,672	141,674	141,674	
Reappropriated Funds	0	0	0	0	
Federal Funds	0	0	0	0	
Indirect Cost Assessment	<u>421,100</u>	<u>460,955</u>	<u>416,993</u>	<u>452,923</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	421,100	460,955	416,993	452,923	
Federal Funds	0	0	0	0	

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	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Appropriation	FY 2024-25 Request	Request vs. Appropriation
SUBTOTAL - (B) Integrated Document Solutions	29,789,054	34,847,872	34,188,272	34,370,903	0.5%
<i>FTE</i>	<u>91.9</u>	<u>95.2</u>	<u>109.6</u>	<u>109.6</u>	0.0%
General Fund	398,594	403,288	588,376	597,355	1.5%
Cash Funds	1,121,860	1,263,824	1,263,826	1,263,826	0.0%
Reappropriated Funds	28,268,600	33,180,760	32,336,070	32,509,722	0.5%
Federal Funds	0	0	0	0	0.0%

(C) Colorado State Archives

Personal Services	<u>632,105</u>	<u>699,500</u>	<u>801,190</u>	<u>822,648</u>	
<i>FTE</i>	9.8	10.0	13.1	13.1	
General Fund	632,102	618,272	680,380	701,838	
Cash Funds	3	77,803	91,739	91,739	
Reappropriated Funds	0	3,425	29,071	29,071	
Federal Funds	0	0	0	0	
Operating Expenses	<u>244,167</u>	<u>320,980</u>	<u>391,890</u>	<u>448,885</u>	
General Fund	244,167	306,245	365,890	422,885	
Cash Funds	0	14,735	26,000	26,000	
Reappropriated Funds	0	0	0	0	
Federal Funds	0	0	0	0	
SUBTOTAL - (C) Colorado State Archives	876,272	1,020,480	1,193,080	1,271,533	6.6%
<i>FTE</i>	<u>9.8</u>	<u>10.0</u>	<u>13.1</u>	<u>13.1</u>	0.0%
General Fund	876,269	924,517	1,046,270	1,124,723	7.5%
Cash Funds	3	92,538	117,739	117,739	0.0%
Reappropriated Funds	0	3,425	29,071	29,071	0.0%
Federal Funds	0	0	0	0	0.0%

Appendix A: Numbers Pages

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Appropriation	FY 2024-25 Request	Request vs. Appropriation
TOTAL - (4) Division Central Services	31,191,375	36,417,108	35,956,855	36,275,231	0.9%
<i>FTE</i>	<u>107.0</u>	<u>110.5</u>	<u>127.9</u>	<u>127.9</u>	0.0%
General Fund	1,274,863	1,327,805	1,634,646	1,722,078	5.3%
Cash Funds	1,121,863	1,356,362	1,381,565	1,381,565	0.0%
Reappropriated Funds	28,794,649	33,732,941	32,940,644	33,171,588	0.7%
Federal Funds	0	0	0	0	0.0%

Appendix A: Numbers Pages

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Appropriation	FY 2024-25 Request	Request vs. Appropriation
(5) DIVISION OF ACCOUNTS AND CONTROL					
(A) Financial Operations and Reporting					
Personal Services	<u>2,858,107</u>	<u>3,106,712</u>	<u>3,225,516</u>	<u>4,737,774</u> *	
FTE	28.4	31.1	29.5	40.3	
General Fund	2,858,107	3,106,712	3,225,516	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	0	0	0	4,737,774	
Federal Funds	0	0	0	0	
Operating Expenses	<u>115,867</u>	<u>119,221</u>	<u>138,303</u>	<u>167,212</u> *	
General Fund	115,867	119,221	138,303	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	0	0	0	167,212	
Federal Funds	0	0	0	0	
Recovery Audit Program Disbursements	<u>1,653</u>	<u>29,321</u>	<u>0</u>	<u>0</u>	
General Fund	0	0	0	0	
Cash Funds	1,653	29,321	0	0	
Reappropriated Funds	0	0	0	0	
Federal Funds	0	0	0	0	
SUBTOTAL -	2,975,627	3,255,254	3,363,819	4,904,986	45.8%
FTE	<u>28.4</u>	<u>31.1</u>	<u>29.5</u>	<u>40.3</u>	<u>36.6%</u>
General Fund	2,973,974	3,225,933	3,363,819	0	(100.0%)
Cash Funds	1,653	29,321	0	0	0.0%
Reappropriated Funds	0	0	0	4,904,986	0.0%
Federal Funds	0	0	0	0	0.0%

Appendix A: Numbers Pages

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Appropriation	FY 2024-25 Request	Request vs. Appropriation
SUBTOTAL - (A) Financial Operations and Reporting	2,975,627	3,255,254	3,363,819	4,904,986	45.8%
<i>FTE</i>	<u>28.4</u>	<u>31.1</u>	<u>29.5</u>	<u>40.3</u>	<u>36.6%</u>
General Fund	2,973,974	3,225,933	3,363,819	0	(100.0%)
Cash Funds	1,653	29,321	0	0	0.0%
Reappropriated Funds	0	0	0	4,904,986	0.0%
Federal Funds	0	0	0	0	0.0%

(B) Procurement and Contracts

Personal Services	<u>1,618,870</u>	<u>1,639,822</u>	<u>1,783,659</u>	<u>2,370,492</u> *	
<i>FTE</i>	15.7	16.2	16.8	20.4	
General Fund	615,870	250,823	294,659	0	
Cash Funds	1,003,000	1,388,999	1,489,000	0	
Reappropriated Funds	0	0	0	2,370,492	
Federal Funds	0	0	0	0	
Operating Expenses	<u>31,818</u>	<u>36,969</u>	<u>36,969</u>	<u>67,674</u> *	
General Fund	31,818	36,969	36,969	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	0	0	0	67,674	
Federal Funds	0	0	0	0	
SUBTOTAL - (B) Procurement and Contracts	1,650,688	1,676,791	1,820,628	2,438,166	33.9%
<i>FTE</i>	<u>15.7</u>	<u>16.2</u>	<u>16.8</u>	<u>20.4</u>	<u>21.4%</u>
General Fund	647,688	287,792	331,628	0	(100.0%)
Cash Funds	1,003,000	1,388,999	1,489,000	0	(100.0%)
Reappropriated Funds	0	0	0	2,438,166	0.0%
Federal Funds	0	0	0	0	0.0%

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	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Appropriation	FY 2024-25 Request	Request vs. Appropriation
(C) CORE Operations					
Personal Services	<u>1,734,095</u>	<u>1,901,404</u>	<u>2,224,068</u>	<u>2,328,429</u>	
FTE	18.1	19.6	22.3	22.3	
General Fund	0	0	0	0	
Cash Funds	0	0	0	121,549	
Reappropriated Funds	1,734,095	1,901,404	2,224,068	2,206,880	
Federal Funds	0	0	0	0	
Operating Expenses	<u>43,336</u>	<u>58,735</u>	<u>59,590</u>	<u>59,590</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	43,336	58,735	59,590	59,590	
Federal Funds	0	0	0	0	
Payments for CORE and Support Modules	<u>6,475,410</u>	<u>6,496,505</u>	<u>5,890,480</u>	<u>6,610,798</u> *	
General Fund	0	0	0	0	
Cash Funds	4,098,456	2,223,408	4,399,708	6,185,798	
Reappropriated Funds	2,376,954	4,273,097	1,490,772	425,000	
Federal Funds	0	0	0	0	
CORE Lease Purchase Payments	<u>3,824,152</u>	<u>0</u>	<u>1,272,116</u>	<u>1,269,317</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	3,824,152	0	1,272,116	1,269,317	
Federal Funds	0	0	0	0	

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	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Appropriation	FY 2024-25 Request	Request vs. Appropriation
Indirect Cost Assessment	<u>279,743</u>	<u>389,935</u>	<u>372,646</u>	<u>167,026</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	279,743	389,935	372,646	167,026	
Federal Funds	0	0	0	0	
SUBTOTAL - (C) CORE Operations	12,356,736	8,846,579	9,818,900	10,435,160	6.3%
<i>FTE</i>	<u>18.1</u>	<u>19.6</u>	<u>22.3</u>	<u>22.3</u>	<u>0.0%</u>
General Fund	0	0	0	0	0.0%
Cash Funds	4,098,456	2,223,408	4,399,708	6,307,347	43.4%
Reappropriated Funds	8,258,280	6,623,171	5,419,192	4,127,813	(23.8%)
Federal Funds	0	0	0	0	0.0%
TOTAL - (5) Division of Accounts and Control	16,983,051	13,778,624	15,003,347	17,778,312	18.5%
<i>FTE</i>	<u>62.2</u>	<u>66.9</u>	<u>68.6</u>	<u>83.0</u>	<u>21.0%</u>
General Fund	3,621,662	3,513,725	3,695,447	0	(100.0%)
Cash Funds	5,103,109	3,641,728	5,888,708	6,307,347	7.1%
Reappropriated Funds	8,258,280	6,623,171	5,419,192	11,470,965	111.7%
Federal Funds	0	0	0	0	0.0%

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	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Appropriation	FY 2024-25 Request	Request vs. Appropriation
(6) ADMINISTRATIVE COURTS					
Personal Services	<u>3,822,744</u>	<u>3,918,313</u>	<u>7,634,404</u>	<u>4,868,490</u>	
FTE	37.7	38.0	44.7	44.7	
General Fund	0	0	0	0	
Cash Funds	15,000	0	0	0	
Reappropriated Funds	3,807,744	3,918,313	7,634,404	4,868,490	
Federal Funds	0	0	0	0	
Operating Expenses	<u>171,354</u>	<u>160,285</u>	<u>419,943</u>	<u>175,104</u>	
General Fund	0	0	0	0	
Cash Funds	114,382	114,382	333,382	114,382	
Reappropriated Funds	56,972	45,903	86,561	60,722	
Federal Funds	0	0	0	0	
Indirect Cost Assessment	<u>100,348</u>	<u>99,227</u>	<u>178,659</u>	<u>141,921</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	100,348	99,227	178,659	141,921	
Federal Funds	0	0	0	0	
TOTAL - (6) Administrative Courts	4,094,446	4,177,825	8,233,006	5,185,515	(37.0%)
FTE	<u>37.7</u>	<u>38.0</u>	<u>44.7</u>	<u>44.7</u>	0.0%
General Fund	0	0	0	0	0.0%
Cash Funds	129,382	114,382	333,382	114,382	(65.7%)
Reappropriated Funds	3,965,064	4,063,443	7,899,624	5,071,133	(35.8%)
Federal Funds	0	0	0	0	0.0%

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	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Appropriation	FY 2024-25 Request	Request vs. Appropriation
(7) DIVISION OF CAPITAL ASSETS					
(A) Administration					
Personal Services	<u>334,999</u>	<u>368,454</u>	<u>379,323</u>	<u>438,190</u>	
FTE	3.7	3.5	3.9	3.9	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	334,999	368,454	379,323	438,190	
Federal Funds	0	0	0	0	
Operating Expenses	<u>10,182</u>	<u>14,233</u>	<u>18,310</u>	<u>18,310</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	10,182	14,233	18,310	18,310	
Federal Funds	0	0	0	0	
Indirect Cost Assessment	<u>8,929</u>	<u>9,479</u>	<u>7,801</u>	<u>8,915</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	8,929	9,479	7,801	8,915	
Federal Funds	0	0	0	0	
SUBTOTAL - (A) Administration	354,110	392,166	405,434	465,415	14.8%
FTE	<u>3.7</u>	<u>3.5</u>	<u>3.9</u>	<u>3.9</u>	0.0%
General Fund	0	0	0	0	0.0%
Cash Funds	0	0	0	0	0.0%
Reappropriated Funds	354,110	392,166	405,434	465,415	14.8%
Federal Funds	0	0	0	0	0.0%

Appendix A: Numbers Pages

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Appropriation	FY 2024-25 Request	Request vs. Appropriation
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(B) Facilities Maintenance - Capitol Complex

Personal Services	<u>3,389,598</u>	<u>3,608,269</u>	<u>4,307,823</u>	<u>4,568,546</u>	
FTE	50.9	52.9	62.5	63.2	
General Fund	56,894	57,114	142,518	145,912	
Cash Funds	0	30,068	0	0	
Reappropriated Funds	3,332,704	3,521,087	4,165,305	4,422,634	
Federal Funds	0	0	0	0	
Operating Expenses	<u>2,715,806</u>	<u>3,272,354</u>	<u>3,635,124</u>	<u>3,575,515</u>	
General Fund	11,545	11,088	71,425	71,425	
Cash Funds	0	555,815	1,641,738	1,641,738	
Reappropriated Funds	2,704,261	2,705,451	1,921,961	1,862,352	
Federal Funds	0	0	0	0	
Capitol Complex Repairs	<u>55,907</u>	<u>56,520</u>	<u>56,520</u>	<u>56,520</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	55,907	56,520	56,520	56,520	
Federal Funds	0	0	0	0	
Capitol Complex Security	<u>544,078</u>	<u>555,986</u>	<u>565,390</u>	<u>610,189</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	544,078	555,986	565,390	610,189	
Federal Funds	0	0	0	0	

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	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Appropriation	FY 2024-25 Request	Request vs. Appropriation
Utilities	<u>5,536,336</u>	<u>5,407,457</u>	<u>5,877,619</u>	<u>5,821,723</u>	
General Fund	0	0	0	0	
Cash Funds	380,885	380,885	2,177,521	0	
Reappropriated Funds	5,155,451	5,026,572	3,700,098	5,821,723	
Federal Funds	0	0	0	0	
Indirect Cost Assessment	<u>862,835</u>	<u>338,799</u>	<u>490,737</u>	<u>464,985</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	862,835	338,799	490,737	464,985	
Federal Funds	0	0	0	0	
SUBTOTAL - (B) Facilities Maintenance - Capitol					
Complex	13,104,560	13,239,385	14,933,213	15,097,478	1.1%
<i>FTE</i>	<u>50.9</u>	<u>52.9</u>	<u>62.5</u>	<u>63.2</u>	<u>1.1%</u>
General Fund	68,439	68,202	213,943	217,337	1.6%
Cash Funds	380,885	966,768	3,819,259	1,641,738	(57.0%)
Reappropriated Funds	12,655,236	12,204,415	10,900,011	13,238,403	21.5%
Federal Funds	0	0	0	0	0.0%

(C) Fleet Management Program and Motor Pool Services

Personal Services	<u>1,112,145</u>	<u>1,117,809</u>	<u>1,362,348</u>	<u>1,445,759</u>	
FTE	16.7	16.5	18.8	18.8	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	1,112,145	1,117,809	1,362,348	1,445,759	
Federal Funds	0	0	0	0	

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	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Appropriation	FY 2024-25 Request	Request vs. Appropriation
Operating Expenses	<u>590,519</u>	<u>905,674</u>	<u>1,736,128</u>	<u>1,877,835</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	590,519	905,674	1,736,128	1,877,835	
Federal Funds	0	0	0	0	
Motor Pool Vehicles Lease and Operating Expenses	<u>41,769</u>	<u>92,769</u>	<u>200,000</u>	<u>200,000</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	41,769	92,769	200,000	200,000	
Federal Funds	0	0	0	0	
Fuel and Automotive Supplies	<u>21,672,186</u>	<u>24,608,311</u>	<u>20,869,697</u>	<u>20,869,697</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	21,672,186	24,608,311	20,869,697	20,869,697	
Federal Funds	0	0	0	0	
Vehicles Replacement Lease or Purchase	<u>21,908,051</u>	<u>21,983,820</u>	<u>28,082,298</u>	<u>30,443,431</u> *	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	21,908,051	21,983,820	28,082,298	30,443,431	
Federal Funds	0	0	0	0	
Indirect Cost Assessment	<u>120,081</u>	<u>146,535</u>	<u>136,252</u>	<u>147,569</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	120,081	146,535	136,252	147,569	
Federal Funds	0	0	0	0	

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	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Appropriation	FY 2024-25 Request	Request vs. Appropriation
SUBTOTAL - (C) Fleet Management Program and Motor Pool Services	45,444,751	48,854,918	52,386,723	54,984,291	5.0%
<i>FTE</i>	<u>16.7</u>	<u>16.5</u>	<u>18.8</u>	<u>18.8</u>	<u>0.0%</u>
General Fund	0	0	0	0	0.0%
Cash Funds	0	0	0	0	0.0%
Reappropriated Funds	45,444,751	48,854,918	52,386,723	54,984,291	5.0%
Federal Funds	0	0	0	0	0.0%
TOTAL - (7) Division of Capital Assets	58,903,421	62,486,469	67,725,370	70,547,184	4.2%
<i>FTE</i>	<u>71.3</u>	<u>72.9</u>	<u>85.2</u>	<u>85.9</u>	<u>0.8%</u>
General Fund	68,439	68,202	213,943	217,337	1.6%
Cash Funds	380,885	966,768	3,819,259	1,641,738	(57.0%)
Reappropriated Funds	58,454,097	61,451,499	63,692,168	68,688,109	7.8%
Federal Funds	0	0	0	0	0.0%
TOTAL - Department of Personnel	201,715,406	233,651,288	271,461,456	296,536,906	9.2%
<i>FTE</i>	<u>364.6</u>	<u>381.8</u>	<u>523.7</u>	<u>522.5</u>	<u>(0.2%)</u>
General Fund	18,073,096	20,931,821	43,874,455	16,861,242	(61.6%)
Cash Funds	10,848,598	10,299,237	17,518,235	30,614,331	74.8%
Reappropriated Funds	172,793,712	202,420,230	210,068,766	249,061,333	18.6%
Federal Funds	0	0	0	0	0.0%

APPENDIX B FOOTNOTES AND INFORMATION REQUESTS

UPDATE ON LONG BILL FOOTNOTES

The General Assembly includes footnotes in the annual Long Bill to: (a) set forth purposes, conditions, or limitations on an item of appropriation; (b) explain assumptions used in determining a specific amount of an appropriation; or (c) express legislative intent relating to any appropriation. Footnotes to the [2023 Long Bill \(S.B. 23-214\)](#) can be found at the end of each departmental section of the bill.⁵ The Long Bill footnotes relevant to this document are listed below.

- 91 Department of Personnel, Executive Director's Office, Statewide Special Purpose, Office of the State Architect, Statewide Planning Services -- This appropriation remains available until the close of the 2025-26 state fiscal year.

COMMENT: Provides roll-forward authority for the statewide planning for the State Architect to assist agency creation of a master building plan.

- 92 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 2023-24 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 lease-purchase guidance for Fleet Management.

⁵ Senate Bill 23-214 (FY 2023-24 Long Bill): <https://leg.colorado.gov/bills/sb23-214>.
20-Nov-2023

UPDATE ON LONG BILL REQUESTS FOR INFORMATION

The Joint Budget Committee annually submits requests for information to executive departments and the judicial branch via letters to the Governor, other elected officials, and the Chief Justice. Each request is associated with one or more specific Long Bill line item(s), and the requests have been prioritized by the Joint Budget Committee as required by Section 2-3-203 (3), C.R.S. Copies of these letters are included as an Appendix in the annual Appropriations Report (Appendix H in the FY 2022-23 Report): <https://leg.colorado.gov/publications/appropriations-report-fiscal-year-2022-23>.

The requests for information relevant to this document are listed below.

MULTI-DEPARTMENT RFIS

- 1 All Departments -- The Departments are requested to provide by November 1 of each fiscal year Schedule 9 reports for every annually and continuously appropriated cash fund administered by the Department as part of the standard November 1 budget submission. The Office of State Planning and Budgeting, in coordination with the Office of the State Controller, the Department of the Treasury, and the independent agencies, is further requested to provide by November 1 of each fiscal year a consolidated report that includes the following information for all continuously appropriated cash funds:
 - The name of the fund;
 - The statutory citation for the fund;
 - The year the fund was created;
 - The department responsible for administering the fund;
 - The total cash balance as of July 1, 2023;
 - The unobligated cash balance as of July 1, 2023; and
 - The unencumbered cash balance as of July 1, 2023.

COMMENT: The Office of State Planning and Budgeting provided a consolidated response for all departments, which included Schedule 9s for four continuously appropriated cash funds for which the Department of Personnel is responsible. The following table summarizes the FY 2023-24 fund balance and estimated revenue and expenditures.

MULTI-DEPARTMENT RFI #1 - CONTINUOUSLY APPROPRIATED CASH FUNDS					
CASH FUND	STATUTORY CITATION (C.R.S.)	FY 2023-24			
		BEGINNING BALANCE	EST. REVENUE	EST. EXPEND	EST. ENDING BALANCE
Risk Management Fund (Liability)	24-30-1510 (1)(a)	\$0	\$26,220,583	(\$50,057,677)	(\$23,837,094)
Self-Insured Property Fund	24-30-1510.5 (1)(a)	9,668,076	12,143,124	(19,443,868)	2,367,332
Supplemental State Contribution Fund	24-50-609 (5)	6,017,095	2,386,731	(1,600,888)	6,802,938
Unused State-Owned Real Property Fund	24-82-102.5 (5)(a)	17,261,226	6,300,000	(6,805,593)	16,755,633

- 1 Department of Natural Resources; Department of Personnel – The Department of Natural Resources and the Department of Personnel are requested to work with interested external parties to collect a document authored by those parties that outlines desired salary ranges for the following job classifications:
 - Park Manager I

- Park Manager II
- Park Manager III
- Park Manager IV
- Park Manager V
- Park Manager VI
- Wildlife Manager I
- Wildlife Manager II
- Wildlife Manager III
- Wildlife Manager IV
- Wildlife Manager V
- Wildlife Manager VI

The document should include a rationale for the desired salary ranges. If this rationale includes comparisons to other states, it should also include reasons why it is appropriate to compare these other states to Colorado. For any state that is compared to Colorado, the document should include a summary of how that state funds their wildlife and parks agencies (e.g. sources of revenue). This document should be collected by the Departments by July 1, 2023.

The Departments are requested to submit this document, unaltered, to the Joint Budget Committee on November 1, 2023. The Departments are further requested to comment on the document and provide their comments to the Joint Budget Committee in an attached document by November 1, 2023. At a minimum, comments from the Departments should indicate: (1) how the interest groups' desired salary ranges compare to the FY 2024-25 budget request, (2) the cost of adjusting compensation to fit desired salary ranges, and (3) the impact these costs would have on potential fund sources.

COMMENT: The Departments submitted its response as requested by November 1, 2022. Within the Wildlife Manger and Park Manager job classifications, the State's salary ranges for FY 2024-25 for each level of the classifications are significantly lower than the desired range of interested external parties. The Departments calculate that the cost to bring these job classifications to the level of compensation indicated by the interested external parties is \$8.8 million cash funds, while the cost for a 3.0 percent across-the-board increase and step increases is \$3.3 million cash funds. For additional information regarding the Departments' responses, please see the FY 2024-25 Department of Natural Resources JBC Staff briefing dated November 16, 2023.

- 6 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 October 1, 2023 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 submitted its response as requested by October 1, 2023. Pursuant to Section 24-50-609, C.R.S., the General Assembly established the Supplemental State Contribution Program for eligible state employees with the intent to provide access to affordable and adequate health insurance offered by the state to as many children of lower-income state employees as possible, and to encourage lower-income employees with dependent children to enroll in health insurance plans by supplementing the plan premiums.

The program is managed and administered by the Department of Personnel. A state employee must apply and meet eligibility requirements for the supplement based on criteria established by statute. Eligibility criteria includes a state employee as defined in Section 24-50-603 (5), C.R.S., who is eligible to enroll in a group benefit plan offered by the state, has an annual household income of less than 300 percent of the Federal Poverty Level (FPL), and has at least one dependent other than a legal spouse.

The Department must first use funds to provide each eligible state employee who has an annual household income of less than 200 percent FPL (Level 1) with a supplement in the amount needed to reduce the employee contribution to all qualifying group benefit plans to zero. Next, remaining funds must be used to provide an eligible state employee who has an annual income of 200-249 percent FPL (Level 2) a supplement. Finally, remaining funds must be used for an eligible state employee who has an annual income of 250-299 percent FPL (Level 3). Supplements are provided to eligible employees at each Level in priority order if funds are available. All supplement contributions are paid from the Supplemental State Contribution Fund created in Section 24-50-609 (5), C.R.S.

For FY 2022-23, the amount available in the supplemental state contribution fund to supplement the medical and dental premiums of eligible state employees was \$4,923,634. The Department received 439 applications for the supplement program. Of these applications, a total of 54 were denied because the applicant did not meet the requirements of the program or the applications remained incomplete when the application period closed. One applicant in Level 3, and two applicants in Level 2 were initially approved and subsequently terminated from the program as a result of not adding eligible dependent children during the special enrollment, therefore making them ineligible for the supplement.

The program was able to provide a maximum supplement of \$452.14 for all levels (1, 2, 3) per month (100% or the total amount of their medical and dental premium) for the remaining 382 applications processed by the Department. A total of 205 applicants were approved for Level 1, 146 were approved for Level 2, and 31 were approved for Level 3. Pursuant to Section 24-60-609.5, C.R.S., supplement contributions are contingent upon sufficient funds.

Finally, seven employees approved for the supplement terminated employment prior to the start of the fiscal year, and one employee approved for Level 2 voluntarily withdrew from the program prior to the start of the fiscal year. This decreased the total number of employees who received the supplemental contribution to 374 relative to the 382 applicants approved. The following table reflects the participation level in the supplemental state health and dental contribution program for FY 2021-22:

STATE EMPLOYEES RECEIVING SUPPLEMENTAL CONTRIBUTION	TOTAL SUPPLEMENTS PAID	AVERAGE MONTHLY AMOUNT	AVERAGE YEARLY AMOUNT	NUMBER OF DEPENDENT CHILDREN
344	\$1,101,911	\$266.94	\$3,203	817

DEPARTMENT-SPECIFIC RFIs

1 Department of Personnel, Executive Director’s Office, Payments to OIT -- The Department is requested to provide by November 1, 2023, the amount of funds eliminated from the Payments to OIT line item as a result of reducing the number of service units obtained from the Governor’s Office of Information Technology for operating the Colorado Automotive Reporting System (CARS) after full replacement is achieved.

COMMENT: The Department submitted its response as requested by November 1, 2023. In FY 2019-20, the Department of Personnel & Administration (DPA) received \$1,625,610 in IT Capital spending authority. This project utilizes existing State Fleet cash funds to replace the 21-year-old Colorado Automotive Reporting System (CARS), which is no longer supported by the Governor’s Office of Information Technology (OIT).

The Department of Personnel, State Fleet Management (SFM) budget for OIT services will not reflect a reduction in payments related to the support of Colorado Automotive Reporting System (CARS). This is a result of a failed implementation of the proposed replacement vendor provided Commercial-Off-The-Shelf (COTS) Fleet Information Management System (FIMS). As a result, the State will continue to use CARS and require the same OIT support services provided historically.

Given recent upgrades in the Apeon PowerBuilder software (CARS is a PowerBuilder application), DPA and OIT will be able to migrate CARS to a stable cloud-based platform with minimal cost. The upgrade will not only address security and maintenance concerns but will also ensure the CARS platform is regularly updated to meet the growing requirements of an increasingly complex asset management model and allow SFM operations to continue to provide a high level of service.

2 Department of Personnel, Executive Director’s Office, Statewide Special Purpose, Colorado State Employees Assistance Program -- The Department is requested to provide by November 1, 2023, a report to the Joint Budget Committee concerning the Colorado State Employee Assistance Program (CSEAP). The requested report should include, at a minimum, the following information: (a) Program services provided, by service type, since FY 2021-22; (b) utilization of counseling services by agency since FY 2021-22; (c) wait times for counseling services for calendar years 2022 and 2023; and (d) aggregated participant satisfaction survey results. All data provided should be anonymized and HIPPA compliant.

COMMENT: The Department submitted its response as requested by November 1, 2023. The following tables provide the requested information.

TABLE 1 AUXILIARY SERVICES				
SERVICE TYPE	FY 2022-23		FY 2023-24(Q1)	
	INSTANCES	# SERVED	INSTANCES	# SERVED
Critical Incident Response	24	311	5	101
Mediation	7	21	0	0
Professional Coaching (including Emotional Intelligence Coaching)	160	160	22	22
Financial Coaching	1	1	1	1
Resource Consultation	1	1	1	1
Leader Consultation	132	132	32	32
Psychological Fitness for Duty	3	9	0	0
Team Facilitation	4	40	0	0
Presentations: Webinar	77	3,102	11	172
Presentations: On-Site	23	613	2	54
Phone Inquiries for Auxiliary Services	223	223	56	56
TOTAL	\$655	\$4,613	\$130	439

TABLE 2 COUNSELING/CLINICAL CASES - EMPLOYEES PER FISCAL YEAR		
OVERALL AND BY TYPE OF COUNSELING	FY 2022-23	FY 2023-24 (Q1)
Mental Health Counseling Requests/Intakes	1,871	562
Mental Health Counseling Cases Served	1,516	324
Drop Rate ¹	0	n/a
Individual Counseling	1,309	290
Couple Counseling	136	26
Family Counseling	26	5
Clinical Health Coaching	45	3
24/7 Telephonic Crisis Support	405	49

TABLE 3A - UTILIZATION OF COUNSELING SERVICES BY DEPARTMENT		
DEPARTMENT	# OF CASES FY 2022-23	# OF CASES - FY 2023-24 Q1
Agriculture	8	3
Corrections	106	16
Education	19	2
Governor's Office	10	5
Governor's Office of Information Technology	31	5
Health Care Policy & Finance	39	9
Human Services	177	34
Judicial Branch	120	30
Labor & Employment	88	25
Law (AG)	39	10
Local Affairs	21	0
Natural Resources	65	11
Office of Public Defender	29	3
Personnel & Administration	20	6
Public Health & Environment	98	20
Public Safety	44	13
Regulatory Agencies	26	4
Revenue	62	13
Secretary of State	6	2
School for Deaf and Blind	5	2

TABLE 3A - UTILIZATION OF COUNSELING SERVICES BY DEPARTMENT

DEPARTMENT	# OF CASES FY 2022-23	# OF CASES - FY 2023-24 Q1
Early Childhood	6	5
Energy	4	1
Higher Ed	13	0
Legislative	13	3
DVMA	3	0
OEDIT	7	1
Treasury	2	0
History Colorado	5	1
Transportation	74	13
Total	1,140	237

TABLE 3B - UTILIZATION OF COUNSELING SERVICES BY IHE

DEPARTMENT	# OF CASES FY 2022-23	# OF CASES - FY 2023-24 Q1
Institutions of Higher Education (IHE)- Risk Pool		
Arapahoe CC	16	2
Auraria HEC	7	2
Aurora CC	10	2
CC of Denver	14	2
CCC System	23	3
CSU Global	3	0
CSU Pueblo	8	2
Front Range CC	34	5
Metro State	36	5
Northeastern CC	3	4
Pikes Peak State College (previously CC)	18	3
Pueblo CC	11	1
Red Rocks CC	10	3
Lamar CC	0	0
Morgan CC	1	1
NW CC	3	0
Otero	1	0
Trinidad	2	1
Subtotal - IHEs in Risk Pool	200	36
Institutions of Higher Education (IHE) - Contracts		
Adams State	9	1
Colorado Mesa	12	4
CSU Main	15	6
CU Anschutz	55	11
CU Boulder	13	2
CU Denver	27	8
Ft. Lewis College	5	1
School of Mines	26	13
UC Colorado Springs	10	5
Western Colorado	1	0
University of Northern Colorado	3	0
Subtotal - IHEs with Contracts	\$176	51
Total	376	87

TABLE 4 FINANCIAL ASSISTANCE SERVICE		
CSEAP FINANCIAL ASSISTANCE	FY 2022-23	FY 2023-24 Q1
Total # of Grants to State Employees	149	39
Average Salary of Requesting Employee	50,598	52,116
Average Per Employee Grant Amount	317	376
Reasons for Requests/Grants	Food, Rent, Utilities	Food, Rent, Utilities
# of Agencies/IHEs Represented by Employee Grants	32	12
Highest Utilization of Service - Top 3 Agencies	Human Services Revenue Corrections	Human Services Corrections Judicial - Probation
Total Amount Granted (FY 22-23)	\$47,160	14,650

TABLE 5 CSEAP WAIT TIMES		
MONTH	FY 2022 - 2023	FY 2023 - 24 Q1
July	13	17
August	12	17
September	17	16
October	15	n/a
November	16	n/a
December	17	n/a
January	18	n/a
February	16	n/a
March	15	n/a
April	15	n/a
May	18	n/a
June	24	n/a
Average Wait Time	16.40 Days	16.74 Days

TABLE 6 AGGREGATED PARTICIPANT SATISFACTION SURVEY RESULTS		
	FY 2022 - 2023 % OF RESPONDENTS:	FY 2023 - 24 (Q1) % OF RESPONDENTS:
Please tell us about your counseling experience:		
Felt that my counselor understood my concerns.	1	1
Felt comfortable discussing my concerns with my counselor.	1	1
Felt my counselor was helpful in addressing my concerns.	1	1
I would recommend my counselor to a fellow State employee.	1	1
I attended CSEAP sessions to address:		
Physical health concerns	0	n/a
Personal relationships	0	0
Mood/mental health concerns	0	0
Intimate relationship concerns	0	0
Loss/death of family member, coworker, pet, close other	0	0
Managing a difficult situation in my life	0	0
Parenting	0	n/a
Work Performance concerns	0	n/a
Workplace relationships	0	0
Satisfaction Survey Response Rate	0	2

- 3 Department of Personnel, Executive Director's Office, Statewide Special Purpose, Colorado Equity Office – The Department is requested to provide by November 1, 2023, a report to the Joint Budget Committee on the status of the Colorado Equity Office, including progress toward meeting its statutory responsibility as established in Section 24-50-146 (2)(b). In addition, the Department is requested to provide an accounting of those positions across the

various state agencies that are tasked with explicitly addressing issues of equity, diversity, and inclusion.

COMMENT: The Department submitted its response as requested by November 1, 2023. The Department reports that the Colorado Equity Office is meeting its statutory dictates. The Office collects Equity Plans from all State agencies, regularly meets with agencies to discuss goals and objectives, and produces annual equity, diversity, and inclusion (EDI) project plans that are shared during each Department's SMART Act presentation. The Office conducts needs assessments for facilitating equity training across the State, and assists agencies with understanding the resources currently being utilized. On a bi-monthly basis, Equity Forums are held, where all allies, accomplices, practitioners and employees can come together to discuss equity tools being used at other agencies. At each meeting, a new state agency tool is showcased with the who, what, when, where, and why of the tool, so agencies can ask questions and share resources. Additionally, monthly American Disability Act (ADA) forums are held between the Equity Office and State agency ADA Coordinators to review a maturity model addressing all federal mandates in an ADA transition plan.

AGENCIES WITH EDI LEADS
Department of Personnel and Administration
Department of Agriculture V
Department of Corrections
Behavior Health Administration
Department of Higher Education
Department of Health Care Policy & Financing
Department of Human Services
Department of Labor & Employment
Department of Natural Resources
Department of Public Health & Environment
Department of Public Safety
Department of Regulatory Agencies
Department of Revenue
Department of Transportation
Department of the Treasury (Plan not required)
Governor's Office of Information Technology
Colorado Office of Economic Development and International Trade
Department of Early Childhood
Department of Education
Department of Local Affairs
Colorado Energy Office

- 4 Department of Personnel, Division of Human Resources, State Agency Services – The Department is requested to provide by November 1, 2023, a report to the Joint Budget Committee concerning the Division of Human Resources’ analyses that compare compensation for the same job classification across the various state agencies. This report should detail, at a minimum:
- the frequency with which these analyses are conducted;
 - the number of job classifications that have been subject to these analyses within the last three fiscal years; and
 - any actions resulting from these analyses.

COMMENT: The Department submitted its response as requested by November 1, 2023. The Division of Human Resources (DHR) conducts an annual market analysis to determine pay ranges for all job

classifications based on a comparison to the labor market. The Department engages with Mercer, a third party independent compensation consultant, to analyze market data from compensation surveys of other companies in the labor market with similar positions. The State benchmarked 268, 253, and 250 of the State's 686 classifications, for the FY 2024-25, FY 2023-24 and FY 2022-23 reports, respectively. Annual Compensation Reports are available at <https://dhr.colorado.gov/state-hr-professionals/compensation>.

As a general rule, no employee at any State agency may be paid below the minimum or above the maximum of their classification's pay range. There is one exception where an employee can be paid above the maximum for up to three years if a range is adjusted downwards. Consistent ranges ensure that all agencies have similar compensation practices. Decisions about pay rates for individual employees are left to the discretion of the agencies, though they are required to ensure compliance with the Equal Pay for Equal Work Act and, starting on July 1, 2024 with the implementation of the Step Program.

Based on the market analysis, each year a decision is made regarding any changes to pay ranges. Typically, the pay structure is adjusted by a flat percentage (for FY 2024-25, the pay structure will increase by 3%). In addition, certain jobs that have pay ranges or salaries below market or are experiencing significant difficulties with recruitment and retention have had their pay grades adjusted in order to maintain competitiveness.

APPENDIX C

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 state 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 2024-25 budget request, the FY 2022-23 Annual Performance Report and the FY 2023-24 Performance Plan can be found at the following link:

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