

**COLORADO GENERAL ASSEMBLY
JOINT BUDGET COMMITTEE**



**FY 2016-17 STAFF FIGURE SETTING
DEPARTMENT OF PERSONNEL**

**JBC Working Document - Subject to Change
Staff Recommendation Does Not Represent Committee Decision**

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How to Use this Document

The Department Overview contains a table summarizing the staff recommended incremental changes followed by brief explanations of each incremental change. A similar overview table is provided for each division, but the description of incremental changes is not repeated, since it is available under the Department Overview. More details about the incremental changes are provided in the sections following the Department Overview and the division summary tables.

Decision items, both department-requested items and staff-initiated items, are discussed either in the Decision Items Affecting Multiple Divisions or at the beginning of the most relevant division. Within a section, decision items are listed in the requested priority order, if applicable.

Department Overview

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

- The **Executive Director's Office** includes the Office of the State Architect, the Colorado State Archives, and the Colorado State Employees Assistance Program (C-SEAP).
- 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 **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 **Office of Risk Management** in the Division of Human Resources administers and negotiates the state's coverage for workers' compensation, property, and liability insurance.
- The **Division of Central Services** exists to maximize efficiencies for the state through consolidated common business services and includes Integrated Document Solutions, State Fleet Management, and Facilities Maintenance.
- The **Integrated Document Solutions** unit provides document- and data-related support services, including print and design, mail operations, digital imaging, data entry, manual forms and document processing, and includes the Address Confidentiality Program.
- **State Fleet Management** provides oversight for all vehicles in the state fleet including managing vehicle purchasing and reassignment; fuel, maintenance, repair and collision management; and auction, salvage and the State Motor Pool.
- The **Office of the State Controller** maintains the state's financial records, in part through the Colorado Operations Resource Engine (CORE), the state's accounting system.
- The **Office of Administrative Courts** provides a statewide, 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.

SUMMARY OF STAFF RECOMMENDATIONS

Department of Personnel						
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE
FY 2015-16 Appropriation						
FY 2015-16 Appropriation	\$181,201,321	\$11,711,626	\$13,830,708	\$155,658,987	\$0	407.4
HB 16-1246 (Supplemental)	<u>8,561,600</u>	<u>105,992</u>	<u>462,944</u>	<u>7,992,664</u>	<u>0</u>	<u>2.7</u>
TOTAL	\$189,762,921	\$11,817,618	\$14,293,652	\$163,651,651	\$0	410.1
FY 2016-17 Recommended Appropriation						
FY 2015-16 Appropriation	\$189,762,921	\$11,817,618	\$14,293,652	\$163,651,651	\$0	410.1
R1 Resources for Administrative Courts	311,804	0	0	311,804	0	4.5
R2 Fleet Re-alignment	0	0	0	0	0	0.0
R3 Annual Fleet Vehicle Request	766,084	0	0	766,084	0	0.0
BA1 Perceptive Cost Adjustment	43,805	0	43,805	0	0	0.0
BA2 Address Confidentiality Program Adjustment	22,241	155,426	(133,185)	0	0	0.0
BA3 IDS Operating Increase Spending Authority	2,100,000	0	0	2,100,000	0	0.0
BA5 CORE Payments	3,936,611	0	0	3,936,611	0	0.0
BA6 Collections Module Staffing	320,330	0	320,330	0	0	8.0
Risk Management Base Adjustments	2,979,010	0	0	2,979,010	0	0.0
CORE Operations Base Adjustments	387,792	0	0	387,792	0	0.0
Capitol Complex Base Adjustments	250,273	0	7,285	242,988	0	0.0
NP1 Resources for Administrative Courts	743	0	743	0	0	0.0
NP2 Annual Fleet Vehicle Request	(12,430)	0	0	(12,430)	0	0.0
NP7 Secure Colorado	13,399	3,526	1,530	8,343	0	0.0
Non-prioritized New Vehicle Requests	71,020	0	0	71,020	0	0.0
Non-prioritized IDS Adjustments	1,497,603	0	0	1,497,603	0	0.0
Staff-initiated Spending Authority Reduction	(4,185,989)	0	0	(4,185,989)	0	0.0
Centrally Appropriated Line Items	1,931,637	386,519	15,733	1,529,385	0	0.0
Annualize Prior Year Legislation	300,422	213,622	82,000	4,800	0	1.0
Annualize Prior Year Budget Actions	(8,519,673)	(29,434)	(436,558)	(8,053,681)	0	(2.6)
Statewide Indirect Cost Assessment Adjustment	(1,423,680)	0	(262,866)	(1,160,814)	0	0.0
Other Technical Adjustments	(13,574)	0	(13,574)	0	0	0.0
Fund Source Adjustment	<u>0</u>	<u>606,673</u>	<u>(268,090)</u>	<u>(338,583)</u>	<u>0</u>	<u>0.0</u>
TOTAL	\$190,540,349	\$13,153,950	\$13,650,805	\$163,735,594	\$0	421.0

JBC Staff Figure Setting: FY 2016-17
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Increase/(Decrease)	\$777,428	\$1,336,332	(\$642,847)	\$83,943	\$0	10.9
Percentage Change	0.4%	11.3%	(4.5%)	0.1%	0.0%	2.7%
FY 2016-17 Executive Request	\$193,993,895	\$13,153,950	\$13,755,091	\$167,084,854	\$0	421.0
Request Above/(Below) Recommendation	\$3,453,546	\$0	\$104,286	\$3,349,260	\$0	(0.0)

Description of Incremental Changes

FY 2016-17

R1 Resources for Administrative Courts: The recommendation includes a \$311,804 increase in reappropriated funds and 4.5 FTE for the Office of Administrative Courts. The recommendation includes \$290,574 for 3.0 FTE of clerks at the Technician II level and 1.5 FTE of administrative law judges (ALJ) at the ALJ II level and an increase of \$21,230 for leased space in Colorado Springs.

R2 Fleet Re-alignment: The recommendation is for a budget-neutral transfer of spending authority in the Fleet Management Program from the Fuel and Automotive Supplies line item to the administrative Operating Expenses line item of \$342,749 reappropriated funds, including \$200,000 for a new, Motor Pool Vehicle Lease and Operating Expenses line item and \$142,749 for auction fees in the Operating Expenses line item.

R3 Annual Fleet Vehicle Request: The recommendation is pending Operating Common Policy figure setting on February 25th. The request includes an increase of \$766,084 reappropriated funds for the Vehicle Replacement Lease/Purchase line item in the Fleet Management Program.

BA1 Perceptive Cost Adjustment: The recommendation is for an additional \$43,805 cash funds from the Supplier Database Cash Fund for an increase in CORE systems-related annual costs. Additional costs include \$25,085 for the Perceptive test environment, \$12,000 for ten sub-integration server packs, and \$6,720 for one additional terabyte of storage.

BA2 Address Confidentiality Program Adjustment: The recommendation is for an increase of \$22,241 total funds, including an increase of \$155,426 General Fund and a decrease of \$133,185 cash funds due to program growth and a decrease in grant funding.

BA3 IDS Operating Increase Spending Authority: The recommendation is for an additional \$2.1 million reappropriated funds spending authority in the Commercial Print Payments line item for additional outsourced commercial print payments. The request is for an additional \$1,263,271 reappropriated funds spending authority in operating expenses.

BA5 CORE Payments: The recommendation is for an additional \$3,936,611 reappropriated funds spending authority in the CORE Lease Purchase Payments line item for lease purchase payments on the initial CORE system. This item was previously funded in the capital construction section of the budget.

BA6 Collections Module Staffing: The recommendation is for the annualization of the FY 2015-16 supplemental for this item. The annualization recommendation totals 8.0 FTE and \$320,330 cash funds. The requested annualization is for an additional 8.0 FTE and \$411,042 cash funds which includes \$90,712 cash funds for centrally appropriated compensation benefits line items.

Risk Management Base Adjustments: The recommendation includes a net increase of \$3.0 million reappropriated funds for risk management base adjustments. In order of dollar amount by increase and then decrease, adjustments include:

- a 66.5 percent increase of \$2.8 million for liability claims;
- a 41.9 percent increase of \$1.2 million for liability legal services;
- a 23.5 percent increase of \$467,000 for workers' compensation legal services;
- a 5.6 percent increase of \$273,000 for property policies;
- a 39.0 percent increase of \$54,000 for the risk management information system;
- a 4.6 percent increase of \$36,000 for workers' compensation excess policy;
- a 5.0 percent increase of \$17,000 for liability excess policy; and
- a 5.0 percent decrease of \$1.8 million for workers' compensation claims.

CORE Operations Base Adjustments: The recommendation includes a \$387,792 increase in reappropriated funds for CORE Operations base adjustments for the Payments for CORE and Support Modules line item.

Capitol Complex Base Adjustments: The recommendation includes a \$250,273 increase in cash and reappropriated funds spending authority for Capitol Complex base adjustments for utilities.

NP1 Resources for Administrative Courts: The request includes the Department's share of the adjustment for the Resources for Administrative Courts request. This item is pending figure setting for the Department and its Operating Common Policies.

NP2 Annual Fleet Vehicle Request: The request includes the Department's share of annual fleet vehicle replacement adjustments. This item is pending figure setting for the Department's Operating Common Policies.

NP7 Secure Colorado: The request seeks an increase of \$13,399 total funds, including \$3,526 General Fund, to cover the Department's share of the Office of Information Technology's implementation of advanced information security event analytics capabilities. This item is pending figure setting for the Governor's Office of Information Technology.

Non-prioritized New Vehicle Requests: The requests include a \$71,020 increase in reappropriated funds spending authority for the Vehicle Replacement Lease/Purchase line item. This item is pending figure setting for the departments requesting vehicles.

Non-prioritized IDS Adjustments: The requests include \$1.5 million in increases in reappropriated funds spending authority for Integrated Document Solutions print-, document-,

and postage-related services. This item is pending figure setting for the departments requesting IDS services.

Staff-initiated Spending Authority Reduction: The recommendation includes a decrease of \$4,171,544 reappropriated funds spending authority for the Fuel and Automotive Supplies line item in Fleet Management as well as a decrease of \$14,445 reappropriated funds for the Central Services Administration Operating Expenses line item. Both recommendations are based on recent actual expenditures.

Centrally appropriated line items: The recommendation includes adjustments to centrally appropriated line items for the following: state contributions for health, life, and dental benefits; merit pay; salary survey; short-term disability; supplemental state contributions to the Public Employees' Retirement Association (PERA) pension fund; shift differential; workers' compensation; legal services; administrative law judges; payment to risk management and property funds; Capitol complex leased space; and payments to OIT. The amount shown reflects a combination of recommended items (compensation common policy items on which the JBC has taken action) and requested items (for OIT and operating common policy items that are still pending).

Annualize Prior Year Legislation: The recommendation includes a net increase of \$300,422 total funds, including \$213,622 General Fund, for adjustments related to prior year legislation, including:

- an increase of \$213,622 General Fund and 1.0 FTE for S.B. 15-270 (Create Office of State Architect);
- an increase of \$4,800 reappropriated funds for S.B. 15-282 (Jump-start Prog Econ Dev Distressed Counties);
- an increase of \$1,200 reappropriated funds for H.B. 15-1181 (Colorado is Honoring Our Military Tax Exemption);
- a decrease of \$1,200 reappropriated funds for H.B. 15-1219 (EZ Investment Tax Credit for Renewable Energy); and
- an increase of \$82,000 cash funds for S.B. 13-276 (Disability Investigational and Pilot Support Fund).

Annualize Prior Year Budget Actions: The recommendation includes a decrease of \$8.5 million total funds, including decreases of \$29,434 General Fund, \$436,558 cash funds, and \$8.1 million reappropriated funds for adjustments related to prior year budget actions, including:

- a decrease of \$8,561,600 total funds, including decreases of \$105,992 General Fund, \$462,944 cash funds, and \$7,992,664 reappropriated funds for the annualization of FY 2015-16 supplemental appropriations;
- a decrease of \$53,794 General Fund for FY15-16 BA1 (Restructure Office of the State Controller to Support CORE);
- an increase of \$4,385 General Fund and 0.1 FTE for FY15-16 BA2 (Capitol Complex Master Plan FTE Resources);
- an increase of \$300,000 General Fund for FY14-15 Total Compensation Survey; and
- a decrease of \$215,000 General Fund for FY13-14 Employee Engagement Survey.

Statewide Indirect Cost Assessment Adjustment: The recommendation includes a net decrease of \$1.4 million cash and reappropriated funds for adjustments to departmental indirect cost assessments included in the Statewide Indirect Cost Plan.

Other Technical Adjustments: The recommendation includes reflecting a decrease of \$13,574 cash funds for the Supplemental State Contribution Fund informational appropriation in the Division of Human Resources due to a decrease in Tobacco Master Settlement Agreement allocations.

Fund Source Adjustment: The recommendation includes an increase of \$606,673 General Fund offset by an equal decrease in cash and reappropriated funds related to reduced funding available from statewide indirect cost recoveries (\$306,673) and procurement card revenue (\$300,000).

Major Differences from the Request

The recommendation:

- Excludes \$90,712 cash funds for the BA6 Collections Module Staffing request for the Department's compensation POTS funding requests for this item.
- Includes \$2.1 million for the BA3 IDS Operating Increase Spending Authority request in a dedicated line item as compared to the Department's \$1.3 million request in the Operating Expenses line item.
- Includes a staff-initiated \$4.2 million decrease for the Fuel and Automotive Supplies line item.

Decision Items Affecting Multiple Divisions (None)

(1) Executive Director's Office

The division consists of (A) Department Administration and (B) Statewide Special Purpose.

Executive Director's Office						
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE
FY 2015-16 Appropriation						
FY 2015-16 Appropriation	\$20,363,964	\$6,866,451	\$3,072,362	\$10,425,151	\$0	47.7
HB 16-1246 (Supplemental)	<u>0</u>	<u>48,992</u>	<u>(48,992)</u>	<u>0</u>	<u>0</u>	<u>0.0</u>
TOTAL	\$20,363,964	\$6,915,443	\$3,023,370	\$10,425,151	\$0	47.7
FY 2016-17 Recommended Appropriation						
FY 2015-16 Appropriation	\$20,363,964	\$6,915,443	\$3,023,370	\$10,425,151	\$0	47.7
R1 Resources for Administrative Courts	21,230	0	0	21,230	0	0.0
BA2 Address Confidentiality Program Adjustment	0	59,136	(59,136)	0	0	0.0
BA6 Collections Module Staffing	0	0	0	0	0	0.0
NP1 Resources for Administrative Courts	743	0	743	0	0	0.0
NP2 Annual Fleet Vehicle Request	(12,430)	0	0	(12,430)	0	0.0
NP7 Secure Colorado	13,399	3,526	1,530	8,343	0	0.0
Centrally Appropriated Line Items	1,931,260	386,142	15,733	1,529,385	0	0.0
Annualize Prior Year Budget Actions	(172,264)	(68,985)	35,082	(138,361)	0	0.1
Annualize Prior Year Legislation	295,622	213,622	82,000	0	0	1.0
Statewide Indirect Cost Assessment Adjustment	(142,463)	0	0	(142,463)	0	0.0
Fund Source Adjustment	<u>0</u>	<u>306,673</u>	<u>31,910</u>	<u>(338,583)</u>	<u>0</u>	<u>0.0</u>
TOTAL	\$22,299,061	\$7,815,557	\$3,131,232	\$11,352,272	\$0	48.8
Increase/(Decrease)	\$1,935,097	\$900,114	\$107,862	\$927,121	\$0	1.1
Percentage Change	9.5%	13.0%	3.6%	8.9%	0.0%	2.3%
FY 2016-17 Executive Request:	\$22,389,773	\$7,815,557	\$3,221,944	\$11,352,272	\$0	48.8
Request Above/(Below) Recommendation	\$90,712	\$0	\$90,712	\$0	\$0	0.0

DECISION ITEMS - EXECUTIVE DIRECTOR'S OFFICE

➔ Staff-initiated Statewide Planning Services Footnote

Request: This is a staff-initiated change and was not requested by the Department.

Recommendation: Staff recommends footnotes to extend spending authority for an additional year for the FY 2015-16 appropriation (through June 30, 2017) as well as the recommended FY 2016-17 appropriation (through June 30, 2018) for the Statewide Planning Services line item in the Office of the State Architect. Recommended footnotes are located in the Long Bill Footnotes and Requests for Information section of this document.

Analysis: While the Department did not officially request this change, staff has been in contact with both the Office of the State Architect and the Department's budget office regarding this appropriation. This appropriation is approximately \$900,000 General Fund for FY 2015-16 and recommended for \$1,000,000 General Fund for FY 2016-17. The concern is that the appropriation may not be spent by the end of this fiscal year due to the start-up and ramp-up of the statewide planning function in the Office of the State Architect. Department-specific appropriations for real property planning may be located in the capital construction budget which provides for three years of spending authority. This recommendation will provide for two years spending authority for a program that is intended to maintain planning processes for state agencies on an ongoing basis. Additionally, any unspent appropriations would revert to the State Employee Reserve Fund rather than the General Fund. Roll-forward authority for an additional year assures that the appropriation is spent on the intended purpose.

LINE ITEM DETAIL – EXECUTIVE DIRECTOR'S OFFICE

(A) Department Administration

Department Administration provides policy direction and administrative support services to all divisions within the Department. Cash funds and reappropriated funds are provided from user fees from non-state agencies and user fees from state agencies and indirect cost recoveries, respectively. General Fund pays for the share of administrative overhead attributable to General Funded programs. Available indirect cost recoveries offset General Fund which adjusts in response due to the annual adjustment of indirect cost recoveries available for the year.

Department Administration						
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE
FY 2015-16 Appropriation						
FY 2015-16 Appropriation	\$15,442,462	\$4,531,321	\$1,554,698	\$9,356,443	\$0	17.8
HB 16-1246 (Supplemental)	<u>0</u>	<u>48,992</u>	<u>(48,992)</u>	<u>0</u>	<u>0</u>	<u>0.0</u>
TOTAL	\$15,442,462	\$4,580,313	\$1,505,706	\$9,356,443	\$0	17.8
FY 2016-17 Recommended Appropriation						
FY 2015-16 Appropriation	\$15,442,462	\$4,580,313	\$1,505,706	\$9,356,443	\$0	17.8
Centrally Appropriated Line Items	1,931,260	386,142	15,733	1,529,385	0	0.0
R1 Resources for Administrative Courts	21,230	0	0	21,230	0	0.0
NP7 Secure Colorado	13,399	3,526	1,530	8,343	0	0.0

JBC Staff Figure Setting: FY 2016-17
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Department Administration						
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE
NP1 Resources for Administrative Courts	743	0	743	0	0	0.0
Fund Source Adjustment	0	306,673	31,910	(338,583)	0	0.0
BA6 Collections Module Staffing	0	0	0	0	0	0.0
BA2 Address Confidentiality Program Adjustment	0	59,136	(59,136)	0	0	0.0
Annualize Prior Year Budget Actions	(204,339)	(88,204)	22,226	(138,361)	0	0.0
NP2 Annual Fleet Vehicle Request	<u>(12,430)</u>	<u>0</u>	<u>0</u>	<u>(12,430)</u>	<u>0</u>	<u>0.0</u>
TOTAL	\$17,192,325	\$5,247,586	\$1,518,712	\$10,426,027	\$0	17.8
Increase/(Decrease)	\$1,749,863	\$667,273	\$13,006	\$1,069,584	\$0	0.0
Percentage Change	11.3%	14.6%	0.9%	11.4%	0.0%	(1)
FY 2016-17 Executive Request	\$17,283,037	\$5,247,586	\$1,609,424	\$10,426,027	\$0	17.8
Request Above/(Below) Recommendation	\$90,712	\$0	\$90,712	\$0	\$0	0.0

Personal Services

This line item funds the 17.8 FTE in Department Administration, including the Executive Director, accounting, budget, purchasing, human resources, and general support staff. Cash funds are provided from user fees from non-state agencies. Reappropriated funds are provided from user fees from state agencies and indirect cost recoveries. The workload for staff supported by this line item is driven by the number of Department employees and the Department's overarching responsibility for statewide human resources policy, statewide compensation and operating common policies, and delivery of central business services.

Statutory Authority: Article 30 of Title 24, C.R.S.

Request: The Department requests continuation funding of 17.8 FTE and \$1,703,744 total funds including \$242,923 General Fund, \$15,648 cash funds, and \$1,445,173 reappropriated funds. The request includes the annualization of salary survey and merit pay and a fund source adjustment due to a decrease in statewide indirect cost recoveries.

Recommendation: Staff recommends continuation funding of 17.8 FTE and \$1,703,744 total funds including \$242,923 General Fund, \$15,648 cash funds, and \$1,445,173 reappropriated funds. Recent years' actual expenditures suggest the Department is fully expending its appropriation. However, as identified in the staff briefing, the Department has a practice of fully expending its personal services appropriations on centralized benefits POTS line items before expending POTS appropriations. Staff is unable to determine whether personal services appropriations are reasonable or excessive due to the Department's reporting practice.

JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision

Executive Director's Office, Department Administration, Personal Services						
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE
FY 2015-16 Appropriation						
FY 2015-16 Appropriation	<u>\$1,667,963</u>	<u>\$0</u>	<u>\$15,648</u>	<u>\$1,652,315</u>	<u>\$0</u>	<u>17.8</u>
TOTAL	\$1,667,963	\$0	\$15,648	\$1,652,315	\$0	17.8
FY 2016-17 Recommended Appropriation						
FY 2015-16 Appropriation	\$1,667,963	\$0	\$15,648	\$1,652,315	\$0	17.8
Annualize Prior Year Budget Actions	35,781	35,781	0	0	0	0.0
Fund Source Adjustment	<u>0</u>	<u>207,142</u>	<u>0</u>	<u>(207,142)</u>	<u>0</u>	<u>0.0</u>
TOTAL	\$1,703,744	\$242,923	\$15,648	\$1,445,173	\$0	17.8
Increase/(Decrease)	\$35,781	\$242,923	\$0	(\$207,142)	\$0	0.0
Percentage Change	2.1%	0.0%	0.0%	(12.5%)	0.0%	0.0%
FY 2016-17 Executive Request:	\$1,703,744	\$242,923	\$15,648	\$1,445,173	\$0	17.8
Request Above/(Below) Recommendation	\$0	\$0	\$0	\$0	\$0	0.0

Health, Life, and Dental

This line item provides funding for the employer's share of the cost of group benefit plans providing health, life, and dental insurance for state employees.

Statutory Authority: Sections 24-50-611 and 24-50-603 (9), C.R.S.

Request: The Department requests an appropriation of \$3,170,729 total funds including \$872,532 General Fund, \$333,352 cash funds, and \$1,964,845 reappropriated funds. The request includes:

- An increase of \$26,765 total funds including an increase of \$32,802 General Fund, a decrease of \$51,784 cash funds, and an increase of \$45,747 reappropriated funds for the Health, Life, and Dental adjustment; and
- An increase of \$63,418 cash funds for the Department's BA6 Collections Module Staffing request.

Recommendation: Staff recommends an appropriation of \$3,107,311 total funds including \$872,532 General Fund, \$269,934 cash funds, and \$1,964,845 reappropriated funds. The recommendation reflects the Committee's decision on compensation common policies. The recommendation excludes the Department's BA6 Collections Module Staffing request. The Department's FY 2014-15 actual expenditures for Health, Life, and Dental totaled \$1,359,038, representing a reversion of \$1,123,014 total funds. The Department appears to have more than adequate spending authority for this line item to absorb benefits common policy POTS appropriations for this FY 2016-17 request item.

JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision

Executive Director's Office, Department Administration, Health, Life, and Dental					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2015-16 Appropriation					
FY 2015-16 Appropriation	<u>\$3,080,546</u>	<u>\$839,730</u>	<u>\$321,718</u>	<u>\$1,919,098</u>	<u>0.0</u>
TOTAL	\$3,080,546	\$839,730	\$321,718	\$1,919,098	0.0
FY 2016-17 Recommended Appropriation					
FY 2015-16 Appropriation	\$3,080,546	\$839,730	\$321,718	\$1,919,098	0.0
Centrally Appropriated Line Items	26,765	32,802	(51,784)	45,747	0.0
BA6 Collections Module Staffing	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0</u>
TOTAL	\$3,107,311	\$872,532	\$269,934	\$1,964,845	0.0
Increase/(Decrease)	\$26,765	\$32,802	(\$51,784)	\$45,747	0.0
Percentage Change	0.9%	3.9%	(16.1%)	2.4%	0.0%
FY 2016-17 Executive Request:	\$3,170,729	\$872,532	\$333,352	\$1,964,845	0.0
Request Above/(Below) Recommendation	\$63,418	\$0	\$63,418	\$0	0.0

Short-term Disability

This line item provides funding for the employer's share of state employees' short-term disability insurance premiums.

Statutory Authority: Sections 24-50-611, C.R.S., and 24-50-603 (13), C.R.S.

Request: The Department requests an appropriation of \$45,183 total funds including \$14,695 General Fund, \$5,024 cash funds, and \$25,464 reappropriated funds. The request includes:

- An decrease of \$5,549 total funds including decreases of \$2,915 General Fund, \$558 cash funds, and \$2,076 reappropriated funds for the Short Term Disability adjustment; and
- An increase of \$532 cash funds for the Department's BA6 Collections Module Staffing request.

Recommendation: Staff recommends an appropriation of \$44,651 total funds including \$14,695 General Fund, \$4,492 cash funds, and \$25,464 reappropriated funds. The recommendation reflects the Committee's decision on compensation common policies. The recommendation excludes the Department's BA6 Collections Module Staffing request. The Department's FY 2014-15 actual expenditures for Short Term Disability totaled \$20,386, representing a reversion of \$26,543 total funds. The Department appears to have more than adequate spending authority for this line item to absorb benefits common policy POTS appropriations for this FY 2016-17 request item.

JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision

Executive Director's Office, Department Administration, Short-term Disability					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2015-16 Appropriation					
FY 2015-16 Appropriation	<u>\$50,200</u>	<u>\$17,610</u>	<u>\$5,050</u>	<u>\$27,540</u>	<u>0.0</u>
TOTAL	\$50,200	\$17,610	\$5,050	\$27,540	0.0
FY 2016-17 Recommended Appropriation					
FY 2015-16 Appropriation	\$50,200	\$17,610	\$5,050	\$27,540	0.0
BA6 Collections Module Staffing	0	0	0	0	0.0
Centrally Appropriated Line Items	<u>(5,549)</u>	<u>(2,915)</u>	<u>(558)</u>	<u>(2,076)</u>	<u>0.0</u>
TOTAL	\$44,651	\$14,695	\$4,492	\$25,464	0.0
Increase/(Decrease)	(\$5,549)	(\$2,915)	(\$558)	(\$2,076)	0.0
Percentage Change	(11.1%)	(16.6%)	(11.0%)	(7.5%)	0.0%
FY 2016-17 Executive Request:	\$45,183	\$14,695	\$5,024	\$25,464	0.0
Request Above/(Below) Recommendation	\$532	\$0	\$532	\$0	0.0

S.B. 04-257 Amortization Equalization Disbursement

Pursuant to S.B. 04-257, this line item provides additional funding to increase the State contribution for the Public Employees' Retirement Association (PERA).

Statutory Authority: Section 24-51-411, C.R.S.

Request: The Department requests an appropriation of \$1,143,425 total funds including \$371,611 General Fund, \$126,622 cash funds, and \$645,192 reappropriated funds. The request includes:

- An increase of \$75,336 total funds including increases of \$2,817 General Fund, \$6,777 cash funds, and \$65,742 reappropriated funds for the AED adjustment; and
- An increase of \$13,451 cash funds for the Department's BA6 Collections Module Staffing request.

Recommendation: Staff recommends an appropriation of \$1,129,974 total funds including \$371,611 General Fund, \$113,171 cash funds, and \$645,192 reappropriated funds. The recommendation reflects the Committee's decision on compensation common policies. The recommendation excludes the Department's BA6 Collections Module Staffing request. The Department's FY 2014-15 actual expenditures for AED totaled \$369,736, representing a reversion of \$493,587 total funds. The Department appears to have more than adequate spending authority for this line item to absorb benefits common policy POTS appropriations for this FY 2016-17 request item.

JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision

Executive Director's Office, Department Administration, S.B. 04-257 Amortization Equalization Disbursement					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2015-16 Appropriation					
FY 2015-16 Appropriation	<u>\$1,054,638</u>	<u>\$368,794</u>	<u>\$106,394</u>	<u>\$579,450</u>	<u>0.0</u>
TOTAL	\$1,054,638	\$368,794	\$106,394	\$579,450	0.0
FY 2016-17 Recommended Appropriation					
FY 2015-16 Appropriation	\$1,054,638	\$368,794	\$106,394	\$579,450	0.0
Centrally Appropriated Line Items	75,336	2,817	6,777	65,742	0.0
BA6 Collections Module Staffing	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0</u>
TOTAL	\$1,129,974	\$371,611	\$113,171	\$645,192	0.0
Increase/(Decrease)	\$75,336	\$2,817	\$6,777	\$65,742	0.0
Percentage Change	7.1%	0.8%	6.4%	11.3%	0.0%
FY 2016-17 Executive Request:	\$1,143,425	\$371,611	\$126,622	\$645,192	0.0
Request Above/(Below) Recommendation	\$13,451	\$0	\$13,451	\$0	0.0

S.B. 06-235 Supplemental Amortization Equalization Disbursement

Pursuant to S.B. 06-235, this line item provides additional funding to increase the State contribution for PERA.

Statutory Authority: Section 24-51-411, C.R.S.

Request: The Department requests an appropriation of \$1,131,514 total funds including \$367,740 General Fund, \$125,303 cash funds, and \$638,471 reappropriated funds. The request includes:

- An increase of \$99,519 total funds including increases of \$11,519 General Fund, \$9,225 cash funds, and \$78,775 reappropriated funds for the SAED adjustment; and
- An increase of \$13,311 cash funds for the Department's BA6 Collections Module Staffing request.

Recommendation: Staff recommends an appropriation of \$1,118,203 total funds including \$367,740 General Fund, \$111,992 cash funds, and \$638,471 reappropriated funds. The recommendation reflects the Committee's decision on compensation common policies. The recommendation excludes the Department's BA6 Collections Module Staffing request. The Department's FY 2014-15 actual expenditures for SAED totaled \$351,803, representing a reversion of \$457,562 total funds. The Department appears to have more than adequate spending authority for this line item to absorb benefits common policy POTS appropriations for this FY 2016-17 request item.

JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision

Executive Director's Office, Department Administration, S.B. 06-235 Supplemental Amortization Equalization Disbursement					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2015-16 Appropriation					
FY 2015-16 Appropriation	<u>\$1,018,684</u>	<u>\$356,221</u>	<u>\$102,767</u>	<u>\$559,696</u>	<u>0.0</u>
TOTAL	\$1,018,684	\$356,221	\$102,767	\$559,696	0.0
FY 2016-17 Recommended Appropriation					
FY 2015-16 Appropriation	\$1,018,684	\$356,221	\$102,767	\$559,696	0.0
Centrally Appropriated Line Items	99,519	11,519	9,225	78,775	0.0
BA6 Collections Module Staffing	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0</u>
TOTAL	\$1,118,203	\$367,740	\$111,992	\$638,471	0.0
Increase/(Decrease)	\$99,519	\$11,519	\$9,225	\$78,775	0.0
Percentage Change	9.8%	3.2%	9.0%	14.1%	0.0%
FY 2016-17 Executive Request:	\$1,131,514	\$367,740	\$125,303	\$638,471	0.0
Request Above/(Below) Recommendation	\$13,311	\$0	\$13,311	\$0	0.0

Salary Survey

The Department uses this line item to pay for annual increases for salary survey and senior executive service positions.

Statutory Authority: Section 24-50-104, C.R.S.

Request: The Department requests \$81,876 total funds including \$35,647 General Fund, \$1,045 cash funds, and \$45,184 reappropriated funds.

Recommendation: Staff recommends an appropriation of \$81,876 total funds including \$35,647 General Fund, \$1,045 cash funds, and \$45,184 reappropriated funds. The recommendation reflects the Committee's decision on compensation common policies.

Executive Director's Office, Department Administration, Salary Survey					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2015-16 Appropriation					
FY 2015-16 Appropriation	<u>\$240,120</u>	<u>\$74,993</u>	<u>\$26,766</u>	<u>\$138,361</u>	<u>0.0</u>
TOTAL	\$240,120	\$74,993	\$26,766	\$138,361	0.0
FY 2016-17 Recommended Appropriation					

JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision

Executive Director's Office, Department Administration, Salary Survey					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2015-16 Appropriation	\$240,120	\$74,993	\$26,766	\$138,361	0.0
Centrally Appropriated Line Items	81,876	35,647	1,045	45,184	0.0
Annualize Prior Year Budget Actions	<u>(240,120)</u>	<u>(74,993)</u>	<u>(26,766)</u>	<u>(138,361)</u>	<u>0.0</u>
TOTAL	\$81,876	\$35,647	\$1,045	\$45,184	0.0
Increase/(Decrease)	(\$158,244)	(\$39,346)	(\$25,721)	(\$93,177)	0.0
Percentage Change	(65.9%)	(52.5%)	(96.1%)	(67.3%)	0.0%
FY 2016-17 Executive Request:	\$81,876	\$35,647	\$1,045	\$45,184	0.0
Request Above/(Below) Recommendation	\$0	\$0	\$0	\$0	0.0

Merit Pay

This line item funds pay increases relating to employee performance evaluations.

Statutory Authority: Pursuant to Section 24-50-104 (1) (c), C.R.S.

Request: The Department requests no merit pay funding for FY 2016-17.

Recommendation: Staff recommends no appropriation for this line item. The recommendation reflects the Committee's decision on compensation common policies.

Shift Differential

This line item is used to pay for the incremental costs associated with higher compensation rates for employees who work after regular working hours.

Statutory Authority: Pursuant to Section 24-50-104 (1) (a), C.R.S.

Request: The Department requests \$45,051 reappropriated funds.

Recommendation: Staff recommends an appropriation of \$45,051 reappropriated funds. The recommendation reflects the Committee's decision on compensation common policies.

Executive Director's Office, Department Administration, Shift Differential					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2015-16 Appropriation					
FY 2015-16 Appropriation	<u>\$45,747</u>	<u>\$0</u>	<u>\$0</u>	<u>\$45,747</u>	<u>0.0</u>
TOTAL	\$45,747	\$0	\$0	\$45,747	0.0
FY 2016-17 Recommended					

JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision

Executive Director's Office, Department Administration, Shift Differential					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
Appropriation					
FY 2015-16 Appropriation	\$45,747	\$0	\$0	\$45,747	0.0
Centrally Appropriated Line Items	(696)	0	0	(696)	0.0
TOTAL	\$45,051		\$0	\$45,051	0.0
Increase/(Decrease)					
	(\$696)	\$0	\$0	(\$696)	0.0
Percentage Change	(1.5%)	0.0%	0.0%	(1.5%)	0.0%
FY 2016-17 Executive Request:					
Request Above/(Below) Recommendation	\$0		\$0	\$0	0.0

Workers' Compensation

This line item is used to pay the Department's estimated share for inclusion in the State's workers' compensation program for state employees.

Statutory Authority: Section 24-30-1510.7, C.R.S.

Request: The Department requests \$244,840 total funds including \$66,427 General Fund, \$25,931 cash funds, and \$152,482 reappropriated funds. The request includes common policy adjustments and an adjustment for the Department's BA2 Address Confidentiality Program Adjustment request.

Recommendation: The staff recommendation is **pending** the Committee common policy decision for this line item. Staff recommends approval of the adjustment for the BA2 Address Confidentiality Program Adjustment request.

Operating Expenses

This line item funds operating expenses for Department Administration.

Statutory Authority: Article 30 of Title 24, C.R.S.

Request: The Department requests \$99,531 General Fund. The request includes a fund source adjustment due to a decrease in statewide indirect cost recoveries.

Recommendation: Staff recommends \$99,531 General Fund. Recent years' actual expenditures suggest the Department is fully expending its appropriation.

JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision

Executive Director's Office, Department Administration, Operating Expenses				
	Total Funds	General Fund	Reappropriated Funds	FTE
FY 2015-16 Appropriation				
FY 2015-16 Appropriation	<u>\$99,531</u>	<u>\$0</u>	<u>\$99,531</u>	<u>0.0</u>
TOTAL	\$99,531	\$0	\$99,531	0.0
FY 2016-17 Recommended Appropriation				
FY 2015-16 Appropriation	\$99,531	\$0	\$99,531	0.0
Fund Source Adjustment	<u>0</u>	<u>99,531</u>	<u>(99,531)</u>	<u>0.0</u>
TOTAL	\$99,531	\$99,531	\$0	0.0
Increase/(Decrease)	\$0	\$99,531	(\$99,531)	0.0
Percentage Change	0.0%	0.0%	(100.0%)	0.0%
FY 2016-17 Executive Request:	\$99,531	\$99,531	\$0	0.0
Request Above/(Below) Recommendation	\$0	\$0	\$0	0.0

Legal Services

This line item provides funding for the Department to purchase legal services from the Department of Law.

Statutory Authority: Sections 24-31-101 (1) (a), C.R.S., and 24-75-112 (1) (i), C.R.S.

Request: The Department requests \$246,432 total funds including \$174,374 General Fund, \$43,535 cash funds, and \$28,523 reappropriated funds to purchase 2,563 hours of legal services from the Department of Law in FY 2016-17. The request includes a common policy adjustment for the hourly rate for legal services.

Recommendation: Staff recommends the Committee authorize 2,563 hours of legal services from the Department of Law in FY 2016-17. The dollar amount of staff's recommendation is pending the determination of the hourly rate for legal services by the Committee. Staff requests permission to adjust the line item after the Committee has determined the rate.

Executive Director's Office, Department Administration, Legal Services					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2015-16 Appropriation					
FY 2015-16 Appropriation	<u>\$243,511</u>	<u>\$177,061</u>	<u>\$11,267</u>	<u>\$55,183</u>	<u>0.0</u>
TOTAL	\$243,511	\$177,061	\$11,267	\$55,183	0.0

JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision

Executive Director's Office, Department Administration, Legal Services					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2016-17 Recommended Appropriation					
FY 2015-16 Appropriation	\$243,511	\$177,061	\$11,267	\$55,183	0.0
Centrally Appropriated Line Items	2,921	(2,845)	516	5,250	0.0
BA2 Address Confidentiality Program Adjustment	0	158	(158)	0	0.0
Fund Source Adjustment	<u>0</u>	<u>0</u>	<u>31,910</u>	<u>(31,910)</u>	<u>0.0</u>
TOTAL	\$246,432	\$174,374	\$43,535	\$28,523	0.0
Increase/(Decrease)	\$2,921	(\$2,687)	\$32,268	(\$26,660)	0.0
Percentage Change	1.2%	(1.5%)	286.4%	(48.3%)	0.0%
FY 2016-17 Executive Request:	\$246,432	\$174,374	\$43,535	\$28,523	0.0
Request Above/(Below) Recommendation	\$0	\$0	\$0	\$0	0.0

Administrative Law Judge Services

This line item provides funding for the Department to purchase Administrative Law Judge services from the Office of Administrative Courts.

Statutory Authority: Sections 24-30-1001 (3) and 24-30-1002, C.R.S.

Request: The Department requests \$12,550 cash funds. The request includes common policy adjustments.

Recommendation: The staff recommendation is **pending** the Committee common policy decision for this line item.

Executive Director's Office, Department Administration, Administrative Law Judge Services					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2015-16 Appropriation					
FY 2015-16 Appropriation	<u>\$11,383</u>	<u>\$0</u>	<u>\$10,323</u>	<u>\$1,060</u>	<u>0.0</u>
TOTAL	\$11,383	\$0	\$10,323	\$1,060	0.0
FY 2016-17 Recommended Appropriation					
FY 2015-16 Appropriation	\$11,383	\$0	\$10,323	\$1,060	0.0
NP1 Resources for Administrative Courts	743	0	743	0	0.0
Centrally Appropriated Line Items	<u>424</u>	<u>0</u>	<u>1,484</u>	<u>(1,060)</u>	<u>0.0</u>
TOTAL	\$12,550	\$0	\$12,550	\$0	0.0

JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision

Executive Director's Office, Department Administration, Administrative Law Judge Services					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
Increase/(Decrease)	\$1,167	\$0	\$2,227	(\$1,060)	0.0
Percentage Change	10.3%	0.0%	21.6%	(100.0%)	0.0%
FY 2016-17 Executive Request:	\$12,550	\$0	\$12,550	\$0	0.0
Request Above/(Below) Recommendation	\$0		\$0	\$0	0.0

Payment to Risk Management and Property Funds

This line item provides funding for the Department's share of liability and property insurance from Risk Management.

Statutory Authority: Section 24-30-1510 and 24-30-1510.5, C.R.S.

Request: The Department requests \$638,187 total funds including \$173,209 General Fund, \$67,525 cash funds, and \$397,453 reappropriated funds. The request includes common policy adjustments and a fund source adjustment for the Department's BA2 Address Confidentiality Program Adjustment request.

Recommendation: The staff recommendation is **pending** the Committee common policy decision for this line item. Staff recommends approval of the fund source adjustment for the BA2 Address Confidentiality Program Adjustment request.

Executive Director's Office, Department Administration, Payment to Risk Management and Property Funds					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2015-16 Appropriation					
FY 2015-16 Appropriation	\$571,070	\$151,327	\$66,741	\$353,002	0.0
HB 16-1246 (Supplemental)	<u>0</u>	<u>4,538</u>	<u>(4,538)</u>	<u>0</u>	<u>0.0</u>
TOTAL	\$571,070	\$155,865	\$62,203	\$353,002	0.0
FY 2016-17 Recommended Appropriation					
FY 2015-16 Appropriation	\$571,070	\$155,865	\$62,203	\$353,002	0.0
Centrally Appropriated Line Items	67,117	16,543	6,123	44,451	0.0
BA2 Address Confidentiality Program Adjustment	0	5,339	(5,339)	0	0.0
Annualize Prior Year Budget Actions	<u>0</u>	<u>(4,538)</u>	<u>4,538</u>	<u>0</u>	<u>0.0</u>
TOTAL	\$638,187	\$173,209	\$67,525	\$397,453	0.0
Increase/(Decrease)	\$67,117	\$17,344	\$5,322	\$44,451	0.0
Percentage Change	11.8%	11.1%	8.6%	12.6%	0.0%

JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision

Executive Director's Office, Department Administration, Payment to Risk Management and Property Funds					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2016-17 Executive Request:	\$638,187	\$173,209	\$67,525	\$397,453	0.0
Request Above/(Below) Recommendation	\$0	\$0	\$0	\$0	0.0

Vehicle Lease Payments

This line item provides funding for payments to Fleet Management for the cost of the Fleet Management program administration and lease-purchase payments for Department vehicles.

Statutory Authority: Section 24-30-1104 (2), C.R.S.

Request: The Department requests \$62,716 total funds including \$2,128 cash funds and \$60,588 reappropriated funds. The request includes adjustments for the Annual Fleet Vehicle Request.

Recommendation: The staff recommendation is **pending** the Committee common policy decision for this line item.

Leased Space

This line item funds the Department's lease obligations for private office space and other facilities that are not State-owned, including the lease for 4,034 square feet in the Phoenix Building at 2864 South Circle Drive in Colorado Springs for the Office of Administrative Courts (\$78,691), the 2 Jetway Building in Pueblo for Integrated Document Solutions (\$256,693), and 385 square feet in the Phoenix Building, 2864 South Circle Drive, Suite 375, in Colorado Springs for the Colorado State Employees Assistance Program (\$2,795).

Statutory Authority: Article 30 of Title 24, C.R.S.

Request: The Department requests \$338,179 total funds including \$2,795 cash funds and \$335,384 reappropriated funds. The request includes a fund source adjustment and an increase of \$21,230 reappropriated funds for the Department's R1 Resources for Administrative Courts request.

Recommendation: Staff recommends an appropriation of \$338,179 total funds including \$2,795 cash funds and \$335,384 reappropriated funds. Staff recommends approval of the Department's R1 Resources for Administrative Courts request. Analysis for that request is provided in the Administrative Courts division decision items section of this document.

Executive Director's Office, Department Administration, Leased Space					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2015-16 Appropriation					
FY 2015-16 Appropriation	<u>\$316,949</u>	<u>\$0</u>	<u>\$0</u>	<u>\$316,949</u>	<u>0.0</u>
TOTAL	\$316,949	\$0	\$0	\$316,949	0.0

JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision

Executive Director's Office, Department Administration, Leased Space					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2016-17 Recommended Appropriation					
FY 2015-16 Appropriation	\$316,949	\$0	\$0	\$316,949	0.0
R1 Resources for Administrative Courts	21,230	0	0	21,230	0.0
Centrally Appropriated Line Items	<u>0</u>	<u>0</u>	<u>2,795</u>	<u>(2,795)</u>	<u>0.0</u>
TOTAL	\$338,179	\$0	\$2,795	\$335,384	0.0
Increase/(Decrease)	\$21,230	\$0	\$2,795	\$18,435	0.0
Percentage Change	6.7%	0.0%	0.0%	5.8%	0.0%
FY 2016-17 Executive Request:	\$338,179	\$0	\$2,795	\$335,384	0.0
Request Above/(Below) Recommendation	\$0	\$0	\$0	\$0	0.0

Capitol Complex Leased Space

This line item pays for the Department's share of costs for space in the Capitol Complex. The Department's allocation for FY 2016-17 totals 211,027 square feet in the Capitol Complex, including 126,283 in Denver, 82,034 at North Campus, and 2,710 in Grand Junction.

Statutory Authority: Section 24-30-1104 (4) and Part 1 of Article 82 of Title 24, C.R.S.

Request: The Department requests \$2,364,416 total funds including \$1,212,868 General Fund, \$217,808 cash funds, and \$933,740 reappropriated funds. The request includes common policy adjustments and a fund source adjustment for the Department's BA2 Address Confidentiality Program Adjustment request.

Recommendation: The staff recommendation is **pending** the Committee common policy decision for this line item. Staff recommends approval of the fund source adjustment for the BA2 Address Confidentiality Program Adjustment request.

Executive Director's Office, Department Administration, Capitol Complex Leased Space					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2015-16 Appropriation					
FY 2015-16 Appropriation	\$2,388,386	\$1,318,341	\$232,983	\$837,062	0.0
HB 16-1246 (Supplemental)	<u>0</u>	<u>1,941</u>	<u>(1,941)</u>	<u>0</u>	<u>0.0</u>
TOTAL	\$2,388,386	\$1,320,282	\$231,042	\$837,062	0.0
FY 2016-17 Recommended Appropriation					

JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision

Executive Director's Office, Department Administration, Capitol Complex Leased Space					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2015-16 Appropriation	\$2,388,386	\$1,320,282	\$231,042	\$837,062	0.0
BA2 Address Confidentiality Program Adjustment	0	1,909	(1,909)	0	0.0
Annualize Prior Year Budget Actions	0	(1,941)	1,941	0	0.0
Centrally Appropriated Line Items	<u>(23,970)</u>	<u>(107,382)</u>	<u>(13,266)</u>	<u>96,678</u>	<u>0.0</u>
TOTAL	\$2,364,416	\$1,212,868	\$217,808	\$933,740	0.0
Increase/(Decrease)	(\$23,970)	(\$107,414)	(\$13,234)	\$96,678	0.0
Percentage Change	(1.0%)	(8.1%)	(5.7%)	11.5%	0.0%
FY 2016-17 Executive Request:	\$2,364,416	\$1,212,868	\$217,808	\$933,740	0.0
Request Above/(Below) Recommendation	\$0	\$0	\$0	\$0	0.0

Payments to OIT

This line item represents payments to the Governor's Office of Information Technology for information technology services.

Statutory Authority: Section 24-37.5-104, C.R.S.

Request: The Department requests \$5,645,495 total funds including \$1,532,119 General Fund, \$597,446 cash funds, and \$3,515,930 reappropriated funds. The request includes common policy adjustments and a fund source adjustment for the Department's BA2 Address Confidentiality Program Adjustment request.

Recommendation: The staff recommendation is **pending** the Committee common policy decision for this line item. Staff recommends approval of the fund source adjustment for the BA2 Address Confidentiality Program Adjustment request.

Executive Director's Office, Department Administration, Payments to OIT					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2015-16 Appropriation					
FY 2015-16 Appropriation	\$3,768,561	\$998,631	\$545,750	\$2,224,180	0.0
HB 16-1246 (Supplemental)	<u>0</u>	<u>37,111</u>	<u>(37,111)</u>	<u>0</u>	<u>0.0</u>
TOTAL	\$3,768,561	\$1,035,742	\$508,639	\$2,224,180	0.0
FY 2016-17 Recommended Appropriation					
FY 2015-16 Appropriation	\$3,768,561	\$1,035,742	\$508,639	\$2,224,180	0.0
Centrally Appropriated Line Items	1,863,535	482,843	97,285	1,283,407	0.0

JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision

Executive Director's Office, Department Administration, Payments to OIT					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
NP7 Secure Colorado	13,399	3,526	1,530	8,343	0.0
BA2 Address Confidentiality Program Adjustment	0	47,119	(47,119)	0	0.0
Annualize Prior Year Budget Actions	<u>0</u>	<u>(37,111)</u>	<u>37,111</u>	<u>0</u>	<u>0.0</u>
TOTAL	\$5,645,495	\$1,532,119	\$597,446	\$3,515,930	0.0
Increase/(Decrease)	\$1,876,934	\$496,377	\$88,807	\$1,291,750	0.0
Percentage Change	49.8%	47.9%	17.5%	58.1%	0.0%
FY 2016-17 Executive Request:	\$5,645,495	\$1,532,119	\$597,446	\$3,515,930	0.0
Request Above/(Below) Recommendation	\$0	\$0	\$0	\$0	0.0

CORE Operations

This line item funds operation of the Colorado Operations Resource Engine (CORE), the statewide accounting system which was launched in July 2014.

Statutory Authority: Section 24-30-209, C.R.S.

Request: The Department requests \$309,169 total funds including \$83,910 General Fund, \$32,712 cash funds, and \$192,547 reappropriated funds. The request includes common policy adjustments and a fund source adjustment for the Department's BA2 Address Confidentiality Program Adjustment request.

Recommendation: The staff recommendation is **pending** the Committee common policy decision for this line item. Staff recommends approval of the fund source adjustment for the BA2 Address Confidentiality Program Adjustment request.

Executive Director's Office, Department Administration, CORE Operations					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2015-16 Appropriation					
FY 2015-16 Appropriation	\$401,287	\$106,337	\$58,111	\$236,839	0.0
HB 16-1246 (Supplemental)	<u>0</u>	<u>3,952</u>	<u>(3,952)</u>	<u>0</u>	<u>0.0</u>
TOTAL	\$401,287	\$110,289	\$54,159	\$236,839	0.0
FY 2016-17 Recommended Appropriation					
FY 2015-16 Appropriation	\$401,287	\$110,289	\$54,159	\$236,839	0.0
BA2 Address Confidentiality Program Adjustment	0	2,587	(2,587)	0	0.0

JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision

Executive Director's Office, Department Administration, CORE Operations					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
Annualize Prior Year Budget Actions	0	(3,952)	3,952	0	0.0
Centrally Appropriated Line Items	<u>(92,118)</u>	<u>(25,014)</u>	<u>(22,812)</u>	<u>(44,292)</u>	<u>0.0</u>
TOTAL	\$309,169	\$83,910	\$32,712	\$192,547	0.0
Increase/(Decrease)	(\$92,118)	(\$26,379)	(\$21,447)	(\$44,292)	0.0
Percentage Change	(23.0%)	(23.9%)	(39.6%)	(18.7%)	0.0%
FY 2016-17 Executive Request:	\$309,169	\$83,910	\$32,712	\$192,547	0.0
Request Above/(Below) Recommendation	\$0	\$0	\$0	\$0	0.0

(B) Statewide Special Purpose

Statewide Special Purpose appropriations include: the Colorado State Employees Assistance Program (CSEAP) funded by the Risk Management Fund; the Office of the State Architect funded with General Fund; the Colorado State Archives funded with General Fund, cash funds from user fees from non-state agencies, and reappropriated funds from state agencies; and three additional statewide special purpose line items.

Statewide Special Purpose					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2015-16 Appropriation					
FY 2015-16 Appropriation	<u>\$4,921,502</u>	<u>\$2,335,130</u>	<u>\$1,517,664</u>	<u>\$1,068,708</u>	<u>29.9</u>
TOTAL	\$4,921,502	\$2,335,130	\$1,517,664	\$1,068,708	29.9
FY 2016-17 Recommended Appropriation					
FY 2015-16 Appropriation	\$4,921,502	\$2,335,130	\$1,517,664	\$1,068,708	29.9
Annualize Prior Year Legislation	295,622	213,622	82,000	0	1.0
Annualize Prior Year Budget Actions	32,075	19,219	12,856	0	0.1
Statewide Indirect Cost Assessment Adjustment	<u>(142,463)</u>	<u>0</u>	<u>0</u>	<u>(142,463)</u>	<u>0.0</u>
TOTAL	\$5,106,736	\$2,567,971	\$1,612,520	\$926,245	31.0
Increase/(Decrease)	\$185,234	\$232,841	\$94,856	(\$142,463)	1.1
Percentage Change	3.8%	10.0%	6.3%	(13.3%)	(1)
FY 2016-17 Executive Request	\$5,106,736	\$2,567,971	\$1,612,520	\$926,245	31.0
Request Above/(Below) Recommendation	\$0	\$0	\$0	\$0	(0.0)

(1) Colorado State Employees Assistance Program

CSEAP offers counseling to employees and managers on workplace issues such as absenteeism, sexual harassment, substance abuse, time management, violence in the workplace, and other types of personal problems that may be affecting an employee's ability to perform well at work.

Personal Services

This line item funds the 11.0 FTE in CSEAP. Section 24-50-604 (1) (k) (IV), C.R.S., provides that the program may include, but need not be limited to, the Group Benefit Plans Reserve Fund created in Section 24-50-613 (1), C.R.S., the Risk Management Fund created in Section 24-30-1510 (1) (a), C.R.S., and interest derived from the investment of these funds. Since FY 2013-14, funding for CSEAP has been provided from the Risk Management Fund through liability program cost allocations to state agencies pursuant to Section 24-30-1510 (3) (g), C.R.S.

Statutory Authority: Section 24-50-604 (1) (k), C.R.S.

Request: The Department requests continuation funding of 11.0 FTE and \$817,704 reappropriated funds. The request includes the annualization of salary survey and merit pay.

Recommendation: Staff recommends continuation funding of 11.0 FTE and \$817,704 reappropriated funds. Recent years' actual expenditures suggest the Department is fully expending its appropriation. However, as identified in the staff briefing, the Department has a practice of fully expending its personal services appropriations on centralized benefits POTS line items before expending POTS appropriations. Staff is unable to determine whether personal services appropriations are reasonable or excessive due to the Department's reporting practice.

Executive Director's Office, Statewide Special Purpose, Personal Services					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2015-16 Appropriation					
FY 2015-16 Appropriation	\$804,848	\$0	\$0	\$804,848	11.0
TOTAL	\$804,848	\$0	\$0	\$804,848	11.0
FY 2016-17 Recommended Appropriation					
FY 2015-16 Appropriation	\$804,848	\$0	\$0	\$804,848	11.0
Annualize Prior Year Budget Actions	<u>12,856</u>	<u>0</u>	<u>12,856</u>	<u>0</u>	<u>0.0</u>
TOTAL	\$817,704		\$12,856	\$804,848	11.0
Increase/(Decrease)	\$12,856	\$0	\$12,856	\$0	0.0
Percentage Change	1.6%	0.0%	0.0%	0.0%	0.0%
FY 2016-17 Executive Request:	\$817,704	\$0	\$12,856	\$804,848	11.0
Request Above/(Below) Recommendation	\$0	\$0	\$0	\$0	0.0

Operating Expenses

This line item funds the operating expenses of CSEAP.

Statutory Authority: Section 24-50-604 (1) (k), C.R.S.

Request: The Department requests a continuation appropriation of \$53,794 reappropriated funds.

Recommendation: Staff recommends a continuation appropriation of \$53,794 reappropriated funds. Recent years' actual expenditures suggest the Department is fully expending its appropriation.

Indirect Cost Assessment

This line item reflects the amount of indirect cost assessments made against the reappropriated funds sources for the program as calculated by the State Controller. Funds collected through this line item are used to offset General Fund in Department Administration.

Statutory Authority: Section 24-50-604 (1) (k), C.R.S.

Request: The Department requests an appropriation of \$29,796 reappropriated funds.

Recommendation: Staff recommends an appropriation of \$29,796 reappropriated funds, consistent with the statewide indirect cost assessment calculated by the State Controller.

Executive Director's Office, Statewide Special Purpose, Indirect Cost Assessment				
	Total Funds	General Fund	Reappropriated Funds	FTE
FY 2015-16 Appropriation				
FY 2015-16 Appropriation	<u>\$172,259</u>	<u>\$0</u>	<u>\$172,259</u>	<u>0.0</u>
TOTAL	\$172,259	\$0	\$172,259	0.0
FY 2016-17 Recommended Appropriation				
FY 2015-16 Appropriation	\$172,259	\$0	\$172,259	0.0
Statewide Indirect Cost Assessment Adjustment	<u>(142,463)</u>	<u>0</u>	<u>(142,463)</u>	<u>0.0</u>
TOTAL	\$29,796		\$29,796	0.0
Increase/(Decrease)	(\$142,463)	\$0	(\$142,463)	0.0
Percentage Change	(82.7%)	0.0%	(82.7%)	0.0%
FY 2016-17 Executive Request:	\$29,796	\$0	\$29,796	0.0
Request Above/(Below) Recommendation	\$0		\$0	0.0

(2) Office of the State Architect

The Office of the State Architect (OSA) establishes policies and procedures for the State's capital construction process, including controlled maintenance, for state agencies and institutions of higher education. The OSA provides project administration services to agencies that do not have technical staff experienced in project design and construction management and establishes policies for State leases and real estate contracts. The OSA was officially codified in statute in S.B. 15-270 and added a statewide planning function. The OSA is funded by General Fund.

Office of the State Architect

This program line item funds the personal services and operating expenses for 8.0 FTE in the OSA, including the State Architect, architecture, planning, and engineering staff responsible for state buildings, real estate, and energy performance, 3.0 FTE provided in FY 2015-16 for statewide planning, and one administrative staff.

Statutory Authority: Part 13 of Article 30 of Title 24, C.R.S.

Request: The Department requests funding for 8.0 FTE and \$809,473 General Fund. The request includes the annualization of salary survey and merit pay and annualizations related to statewide planning.

Recommendation: Staff recommends funding for 8.0 FTE and \$809,473 General Fund. Recent years' actual expenditures suggest the Department is fully expending its appropriation. However, as identified in the staff briefing, the Department has a practice of fully expending its personal services appropriations on centralized benefits POTS line items before expending POTS appropriations. Staff is unable to determine whether personal services appropriations are reasonable or excessive due to the Department's reporting practice.

Executive Director's Office, Statewide Special Purpose, Office of the State Architect				
	Total Funds	General Fund	Reappropriated Funds	FTE
FY 2015-16 Appropriation				
FY 2015-16 Appropriation	<u>\$692,099</u>	<u>\$692,099</u>	<u>\$0</u>	<u>6.9</u>
TOTAL	\$692,099	\$692,099	\$0	6.9
FY 2016-17 Recommended Appropriation				
FY 2015-16 Appropriation	\$692,099	\$692,099	\$0	6.9
Annualize Prior Year Legislation	108,091	108,091	0	1.0
Annualize Prior Year Budget Actions	<u>9,283</u>	<u>9,283</u>	<u>0</u>	<u>0.1</u>
TOTAL	\$809,473	\$809,473	\$0	8.0
Increase/(Decrease)	\$117,374	\$117,374	\$0	1.1
Percentage Change	17.0%	17.0%	0.0%	15.9%

JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision

Executive Director's Office, Statewide Special Purpose, Office of the State Architect				
	Total Funds	General Fund	Reappropriated Funds	FTE
FY 2016-17 Executive Request:	\$809,473	\$809,473	\$0	8.0
Request Above/(Below) Recommendation	\$0	\$0	\$0	0.0

Statewide Planning Services

This line item funds technical and consulting costs for statewide planning services for state agencies provided by or for the OSA.

Statutory Authority: Section 24-30-1311, C.R.S.

Request: The Department requests \$1,000,000 General Fund. The request includes an annualization of prior year legislation.

Recommendation: Staff recommends an appropriation of \$1,000,000 General Fund. Staff also recommends a footnote for this line item that provides spending authority through FY 2017-18.

Executive Director's Office, Statewide Special Purpose, Statewide Planning Services			
	Total Funds	General Fund	FTE
FY 2015-16 Appropriation			
FY 2015-16 Appropriation	<u>\$894,469</u>	<u>\$894,469</u>	<u>0.0</u>
TOTAL	\$894,469	\$894,469	0.0
FY 2016-17 Recommended Appropriation			
FY 2015-16 Appropriation	\$894,469	\$894,469	0.0
Annualize Prior Year Legislation	<u>105,531</u>	<u>105,531</u>	<u>0.0</u>
TOTAL	\$1,000,000	\$1,000,000	0.0
Increase/(Decrease)	\$105,531	\$105,531	0.0
Percentage Change	11.8%	11.8%	0.0%
FY 2016-17 Executive Request:	\$1,000,000	\$1,000,000	0.0
Request Above/(Below) Recommendation	\$0	\$0	0.0

(3) Colorado State Archives

The Colorado State Archives preserves and maintains historical documents pertaining to Colorado's history and provides state agencies and the general public access to these records for legal and research purposes.

JBC Staff Figure Setting: FY 2016-17
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Personal Services

This line item funds the 12.0 FTE in State Archives consisting of archivists and technical and administrative staff. The State Archives is predominantly General Funded. Fee revenue from requests for information and research from state agencies and the general public provide a lesser amount of reappropriated funds and cash funds deposited in the State Archives and Public Records Cash Fund created in Section 24-80-102 (10) (a), C.R.S.

Statutory Authority: Part 1 of Article 80 of Title 24, C.R.S.

Request: The Department requests continuation funding of 12.0 FTE and \$742,315 total funds including \$533,556 General Fund, \$179,688 cash funds, and \$29,071 reappropriated funds. The request includes the annualization of salary survey and merit pay.

Recommendation: Staff recommends continuation funding of 12.0 FTE and \$742,315 total funds including \$533,556 General Fund, \$179,688 cash funds, and \$29,071 reappropriated funds. Recent years' actual expenditures suggest the Department is fully expending its appropriation. However, as identified in the staff briefing, the Department has a practice of fully expending its personal services appropriations on centralized benefits POTS line items before expending POTS appropriations. Staff is unable to determine whether personal services appropriations are reasonable or excessive due to the Department's reporting practice.

Executive Director's Office, Statewide Special Purpose, Personal Services					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2015-16 Appropriation					
FY 2015-16 Appropriation	<u>\$732,379</u>	<u>\$523,620</u>	<u>\$179,688</u>	<u>\$29,071</u>	<u>12.0</u>
TOTAL	\$732,379	\$523,620	\$179,688	\$29,071	12.0
FY 2016-17 Recommended Appropriation					
FY 2015-16 Appropriation	732,379	523,620	179,688	29,071	12.0
Annualize Prior Year Budget Actions	<u>9,936</u>	<u>9,936</u>	<u>0</u>	<u>0</u>	<u>0.0</u>
TOTAL	\$742,315	\$533,556	\$179,688	\$29,071	12.0
Increase/(Decrease)	\$9,936	\$9,936	\$0	\$0	0.0
Percentage Change	1.4%	1.9%	0.0%	0.0%	0.0%
FY 2016-17 Executive Request:	\$742,315	\$533,556	\$179,688	\$29,071	12.0
Request Above/(Below) Recommendation	\$0	\$0	\$0	\$0	0.0

Operating Expenses

This line item funds the operating expenses of the State Archives which includes information systems and multi-media storage equipment, supplies, and maintenance.

Statutory Authority: Part 1 of Article 80 of Title 24, C.R.S.

Request: The Department requests a continuation appropriation of \$93,836 General Fund.

Recommendation: Staff recommends a continuation appropriation of \$93,836 General Fund. Recent years' actual expenditures suggest the Department is fully expending its appropriation.

(4) Other Statewide Special Purpose

Test Facility Lease

This line item pays for a lease payment to the State Land Board for a Federal Railroad Commission testing facility in Pueblo. In 1970, the State agreed to lease 33,492 acres of land from the State Land Board and sub-lease it to the U.S. Department of Transportation, Federal Railroad Commission free of charge. The land is used for a high-speed train test site, and the site currently employs approximately 450 people. The original 50-year lease agreement will expire on August 1, 2020.

Statutory Authority: Section 24-30-1303 (1) (a), C.R.S.

Request: The Department requests a continuation appropriation of \$119,842 General Fund.

Recommendation: Staff recommends a continuation appropriation of \$119,842 General Fund.

Employment Security Contract Payment

This appropriation supports a contract with a private company (Gibbens Company) that is responsible for reviewing and challenging unemployment insurance claims filed against the State, excluding institutions of higher education. This appropriation is funded by General Fund and reappropriated funds from user fees from state agencies.

Statutory Authority: Cite the relevant statute or statutes.

Request: The Department requests a continuation appropriation of \$20,000 total funds including \$11,264 General Fund and \$8,736 reappropriated funds.

Recommendation: Staff recommends a continuation appropriation of \$20,000 total funds including \$11,264 General Fund and \$8,736 reappropriated funds.

Disability Investigational and Pilot Support Procurement

This line item was added in S.B. 13-276 (Disability Investigational and Pilot Support Fund). The bill renamed the Coordinated Care for People with Disabilities Fund as the Disability Investigational and Pilot Support Fund and relocated administration of the fund from the Department of Health Care Policy and Financing to the Department of Personnel. The fund is to support grants and loans to projects that study or pilot new and innovative initiatives to improve the quality of life and independence of people with disabilities. This line item is funded from cash funds in the Disability Investigational and Pilot Support Fund created in Section 24-30-

JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision

2205.5, C.R.S. Adjustments in annual spending authority are made to match the fund balance in the cash fund which are related to interest earnings and grant operations cash flow.

Statutory Authority: Section 24-30-2204.5, C.R.S.

Request: The Department requests \$1,419,976 cash funds. The request includes an annualization for interest earnings in the cash fund.

Recommendation: Staff recommends an appropriation of \$1,419,976 cash funds.

Executive Director's Office, Statewide Special Purpose, Disability Investigational and Pilot Support Procurement				
	Total Funds	General Fund	Cash Funds	FTE
FY 2015-16 Appropriation				
FY 2015-16 Appropriation	<u>\$1,337,976</u>	<u>\$0</u>	<u>\$1,337,976</u>	<u>0.0</u>
TOTAL	\$1,337,976	\$0	\$1,337,976	0.0
FY 2016-17 Recommended Appropriation				
FY 2015-16 Appropriation	\$1,337,976	\$0	\$1,337,976	0.0
Annualize Prior Year Legislation	<u>82,000</u>	<u>0</u>	<u>82,000</u>	<u>0.0</u>
TOTAL	\$1,419,976		\$1,419,976	0.0
Increase/(Decrease)	\$82,000	\$0	\$82,000	0.0
Percentage Change	6.1%	0.0%	6.1%	0.0%
FY 2016-17 Executive Request:	\$1,419,976	\$0	\$1,419,976	0.0
Request Above/(Below) Recommendation	\$0		\$0	0.0

(2) Division of Human Resources

The division administers the State's classified personnel system, administers the employee benefits programs, manages statewide systems for payroll and employee databases, and operates the statewide risk management program, including the provision of property, casualty, and workers' compensation insurance. Cash funds and reappropriated funds are provided from user fees from non-state agencies and user fees from state agencies respectively. General Fund pays for the State Agency Services sub-subdivision.

Division of Human Resources						
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE
FY 2015-16 Appropriation						
FY 2015-16 Appropriation	\$63,666,550	\$2,014,411	\$2,289,823	\$59,362,316	\$0	46.7
HB 16-1246 (Supplemental)	<u>499,015</u>	<u>0</u>	<u>0</u>	<u>499,015</u>	<u>0</u>	<u>0.0</u>
TOTAL	\$64,165,565	\$2,014,411	\$2,289,823	\$59,861,331	\$0	46.7
FY 2016-17 Recommended Appropriation						
FY 2015-16 Appropriation	\$64,165,565	\$2,014,411	\$2,289,823	\$59,861,331	\$0	46.7
Risk Management Base Adjustments	2,979,010	0	0	2,979,010	0	0.0
Annualize Prior Year Budget Actions	(376,551)	100,663	9,815	(487,029)	0	0.0
Statewide Indirect Cost Assessment Adjustment	(43,045)	0	(102,965)	59,920	0	0.0
Other Technical Adjustments	<u>(13,574)</u>	<u>0</u>	<u>(13,574)</u>	<u>0</u>	<u>0</u>	<u>0.0</u>
TOTAL	\$66,711,405	\$2,115,074	\$2,183,099	\$62,413,232	\$0	46.7
Increase/(Decrease)	\$2,545,840	\$100,663	(\$106,724)	\$2,551,901	\$0	0.0
Percentage Change	4.0%	5.0%	(4.7%)	4.3%	0.0%	0.0%
FY 2016-17 Executive Request:	\$66,724,979	\$2,115,074	\$2,196,673	\$62,413,232	\$0	46.7
Request Above/(Below) Recommendation	\$13,574	\$0	\$13,574	\$0	\$0	0.0

DECISION ITEMS – DIVISION OF HUMAN RESOURCES

➔ Risk Management Base Adjustments

Request: The Department requests a net increase of \$3.0 million reappropriated funds for risk management base adjustments. In order of dollar amount by increase and then decrease, adjustments include:

- a 66.5 percent increase of \$2.8 million for liability claims;
- a 41.9 percent increase of \$1.2 million for liability legal services;
- a 23.5 percent increase of \$467,000 for workers' compensation legal services;

- a 5.6 percent increase of \$273,000 for property policies;
- a 39.0 percent increase of \$54,000 for the risk management information system;
- a 4.6 percent increase of \$36,000 for workers' compensation excess policy;
- a 5.0 percent increase of \$17,000 for liability excess policy; and
- a 5.0 percent decrease of \$1.8 million for workers' compensation claims.

Recommendation: Staff recommends that the Committee approve the request.

Analysis: (1) Risk management base adjustment requests are based on actuarial projections and recommendations from the actuary. Base adjustments represent cost projections for FY 2016-17 and common policy rates and cost allocations to state agencies include the cost of this line item. Actual expenditures that end up lower than appropriated will result in additional cash fund reserves. Reserves are adjusted annually for consistency. (2) Therefore, an over-appropriation in one year will necessarily lead to lower rates in the following year related to the offsetting reserve adjustment.

LINE ITEM DETAIL – DIVISION OF HUMAN RESOURCES

(A) Human Resource Services

This subdivision includes State Agency Services and Training Services.

(1) State Agency Services

State Agency Services interprets personnel rules, provides policy guidance for developing state benefits, and contracts for the annual total compensation survey. State Agency Services is funded with General Fund.

Personal Services

This line item funds the 19.2 FTE in State Agency Services. State Agency Services is funded with General Fund.

Statutory Authority: Section 24-50-101, C.R.S.

Request: The Department requests continuation funding of 19.2 FTE and \$1,726,578 General Fund. The request includes the annualization of salary survey and merit pay.

Recommendation: Staff recommends continuation funding of 19.2 FTE and \$1,726,578 General Fund. Recent years' actual expenditures suggest the Department is fully expending its appropriation. However, as identified in the staff briefing, the Department has a practice of fully expending its personal services appropriations on centralized benefits POTS line items before expending POTS appropriations. Staff is unable to determine whether personal services appropriations are reasonable or excessive due to the Department's reporting practice.

JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision

Division of Human Resources, Human Resource Services, Personal Services				
	Total Funds	General Fund	Reappropriated Funds	FTE
FY 2015-16 Appropriation				
FY 2015-16 Appropriation	<u>\$1,710,915</u>	<u>\$1,710,915</u>	<u>\$0</u>	<u>19.2</u>
TOTAL	\$1,710,915	\$1,710,915	\$0	19.2
FY 2016-17 Recommended Appropriation				
FY 2015-16 Appropriation	\$1,710,915	\$1,710,915	\$0	19.2
Annualize Prior Year Budget Actions	<u>15,663</u>	<u>15,663</u>	<u>0</u>	<u>0.0</u>
TOTAL	\$1,726,578	\$1,726,578	\$0	19.2
Increase/(Decrease)	\$15,663	\$15,663	\$0	0.0
Percentage Change	0.9%	0.9%	0.0%	0.0%
FY 2016-17 Executive Request:	\$1,726,578	\$1,726,578	\$0	19.2
Request Above/(Below) Recommendation	\$0	\$0	\$0	0.0

Operating Expenses

This line item funds the operating expenses of State Agency Services.

Statutory Authority: Section 24-50-101, C.R.S.

Request: The Department requests a continuation appropriation of \$88,496 General Fund.

Recommendation: Staff recommends a continuation appropriation of \$88,496 General Fund. Recent years' actual expenditures suggest the Department is fully expending its appropriation.

Total Compensation and Employee Engagement Surveys

This line item was added in FY 2013-14 for a biennial employee engagement survey to evaluate components of the State's human resources performance metrics. A biennial total compensation survey was added in FY 2014-15 to provide for a contracted consultant to conduct a custom compensation market study and benefit market analysis. Each survey is funded in alternating years from General Fund.

Statutory Authority: Sections 24-50-104 and 24-51-614, C.R.S.

Request: The Department requests \$300,000 General Fund. The request includes an annualization adjustment to fund the Total Compensation Survey.

Recommendation: Staff recommends an appropriation of \$300,000 General Fund.

JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision

Division of Human Resources, Human Resource Services, Total Compensation and Employee Engagement Surveys			
	Total Funds	General Fund	FTE
FY 2015-16 Appropriation			
FY 2015-16 Appropriation	<u>\$215,000</u>	<u>\$215,000</u>	<u>0.0</u>
TOTAL	\$215,000	\$215,000	0.0
FY 2016-17 Recommended Appropriation			
FY 2015-16 Appropriation	\$215,000	\$215,000	0.0
Annualize Prior Year Budget Actions	<u>85,000</u>	<u>85,000</u>	<u>0.0</u>
TOTAL	\$300,000	\$300,000	0.0
Increase/(Decrease)	\$85,000	\$85,000	0.0
Percentage Change	39.5%	39.5%	0.0%
FY 2016-17 Executive Request:	\$300,000	\$300,000	0.0
Request Above/(Below) Recommendation	\$0	\$0	0.0

(2) Training Services

Pursuant to Section 24-50-122, C.R.S., this program provides training courses on supervision, program management, contract management, procurement procedures, violence prevention, and performance management to state employees. Training Services is funded by training revenue earned from state agency users and non-state agency users.

Training Services

This program line item funds the personal services and operating expenses for 4.0 FTE in Training Services. The program line item provides flexibility for the program to provide training in-house or from outside vendors on an ongoing basis. This appropriation is funded from cash and reappropriated funds from training fees from non-state agencies, including institutions of higher education, and from state agencies deposited in the Professional Development Center Cash Fund created in Section 24-50-122 (2), C.R.S.

Statutory Authority: Section 24-50-122, C.R.S.

Request: The Department requests continuation funding of 4.0 FTE and \$691,221 total funds including \$40,305 cash funds, and \$650,916 reappropriated funds. The request includes the annualization of salary survey and merit pay.

Recommendation: Staff recommends continuation funding of 4.0 FTE and \$691,221 total funds including \$40,305 cash funds, and \$650,916 reappropriated funds. Recent years' actual expenditures suggest the Department is fully expending its appropriation. However, as identified in the staff briefing, the Department has a practice of fully expending its personal services appropriations on centralized benefits POTS line items before expending POTS appropriations.

JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision

Staff is unable to determine whether personal services appropriations are reasonable or excessive due to the Department's reporting practice.

Division of Human Resources, Human Resource Services, Training Services					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2015-16 Appropriation					
FY 2015-16 Appropriation	<u>\$687,081</u>	<u>\$0</u>	<u>\$40,305</u>	<u>\$646,776</u>	<u>4.0</u>
TOTAL	\$687,081	\$0	\$40,305	\$646,776	4.0
FY 2016-17 Recommended Appropriation					
FY 2015-16 Appropriation	\$687,081	\$0	\$40,305	\$646,776	4.0
Annualize Prior Year Budget Actions	<u>4,140</u>	<u>0</u>	<u>0</u>	<u>4,140</u>	<u>0.0</u>
TOTAL	\$691,221		\$40,305	\$650,916	4.0
Increase/(Decrease)	\$4,140	\$0	\$0	\$4,140	0.0
Percentage Change	0.6%	0.0%	0.0%	0.6%	0.0%
FY 2016-17 Executive Request:	\$691,221	\$0	\$40,305	\$650,916	4.0
Request Above/(Below) Recommendation	\$0		\$0	\$0	0.0

Indirect Cost Assessment

This line item reflects the amount of indirect cost assessments made against the cash and reappropriated funds sources for the program as calculated by the State Controller. Funds collected through this line item are used to offset General Fund in Department Administration.

Statutory Authority: Section 24-50-122, C.R.S.

Request: The Department requests an appropriation of \$62,425 reappropriated funds.

Recommendation: Staff recommends an appropriation of \$62,425 reappropriated funds, consistent with the statewide indirect cost assessment calculated by the State Controller.

Division of Human Resources, Human Resource Services, Indirect Cost Assessment					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2015-16 Appropriation					
FY 2015-16 Appropriation	<u>\$32,482</u>	<u>\$0</u>	<u>\$3,842</u>	<u>\$28,640</u>	<u>0.0</u>
TOTAL	\$32,482	\$0	\$3,842	\$28,640	0.0
FY 2016-17 Recommended					

JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision

Division of Human Resources, Human Resource Services, Indirect Cost Assessment					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
Appropriation					
FY 2015-16 Appropriation	\$32,482	\$0	\$3,842	\$28,640	0.0
Statewide Indirect Cost Assessment Adjustment	<u>29,943</u>	<u>0</u>	<u>(3,842)</u>	<u>33,785</u>	<u>0.0</u>
TOTAL	\$62,425		\$0	\$62,425	0.0
Increase/(Decrease)	\$29,943	\$0	(\$3,842)	\$33,785	0.0
Percentage Change	92.2%	0.0%	(100.0%)	118.0%	0.0%
FY 2016-17 Executive Request:	\$62,425	\$0	\$0	\$62,425	0.0
Request Above/(Below) Recommendation	\$0		\$0	\$0	0.0

(B) Employee Benefits Services

This subdivision administers and oversees the state's employee benefits program and provides the initial design of the programs and the contractual, administrative, and financial management of these programs. The programs include dental plans, medical plans, an optional life and accidental death and disability plan, a short-term disability plan, a long-term disability plan, and Section 125 Flexible Spending Account Programs. The subdivision is cash funded, primarily from the Group Benefit Plans Reserve Fund created in Section 24-50-613 (1), C.R.S. The Supplemental State Contribution Fund is cash funded from tobacco settlement revenue.

Personal Services

This line item funds the 12.0 FTE in Employee Benefits Services. Employee Benefits Services is funded with cash funds collected in group benefit plans premium payments by state employees and deposited in the Group Benefit Plans Reserve Fund created in Section 24-50-613 (1), C.R.S.

Statutory Authority: Section 24-50-604, C.R.S.

Request: The Department requests continuation funding of 12.0 FTE and \$836,869 cash funds. The request includes the annualization of salary survey and merit pay.

Recommendation: Staff recommends continuation funding of 12.0 FTE and \$836,869 cash funds. Recent years' actual expenditures suggest the Department is fully expending its appropriation. However, as identified in the staff briefing, the Department has a practice of fully expending its personal services appropriations on centralized benefits POTS line items before expending POTS appropriations. Staff is unable to determine whether personal services appropriations are reasonable or excessive due to the Department's reporting practice.

JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision

Division of Human Resources, Employee Benefits Services, Personal Services				
	Total Funds	General Fund	Cash Funds	FTE
FY 2015-16 Appropriation				
FY 2015-16 Appropriation	<u>\$827,054</u>	<u>\$0</u>	<u>\$827,054</u>	<u>12.0</u>
TOTAL	\$827,054	\$0	\$827,054	12.0
FY 2016-17 Recommended Appropriation				
FY 2015-16 Appropriation	\$827,054	\$0	\$827,054	12.0
Annualize Prior Year Budget Actions	<u>9,815</u>	<u>0</u>	<u>9,815</u>	<u>0.0</u>
TOTAL	\$836,869		\$836,869	12.0
Increase/(Decrease)	\$9,815	\$0	\$9,815	0.0
Percentage Change	1.2%	0.0%	1.2%	0.0%
FY 2016-17 Executive Request:	\$836,869	\$0	\$836,869	12.0
Request Above/(Below) Recommendation	\$0		\$0	0.0

Operating Expenses

This line item funds the operating expenses of Employee Benefits Services.

Statutory Authority: Section 24-50-604, C.R.S.

Request: The Department requests a continuation appropriation of \$58,324 cash funds.

Recommendation: Staff recommends a continuation appropriation of \$58,324 cash funds. Recent years' actual expenditures suggest the Department is fully expending its appropriation.

Utilization Review

This appropriation funds audits of the State's employee group benefits plans to ensure that they are financially sound and accurate. The funds are used for two purposes: \$12,500 to pay for dues associated with membership in the Colorado Business Group on Health, a non-profit organization that represents large purchasers of health care services in the State; and \$27,500 for contractual services to analyze plan utilization and financial analysis. The source of cash funds is the Group Benefit Plans Reserve Fund created in Section 24-50-613 (1), C.R.S.

Statutory Authority: Section 24-50-604 (1) (h), C.R.S.

Request: The Department requests a continuation appropriation of \$40,000 cash funds.

Recommendation: Staff recommends a continuation appropriation of \$40,000 cash funds. Recent years' actual expenditures suggest the Department is fully expending its appropriation.

H.B. 07-1335 Supplemental State Contribution Fund

Pursuant to Section 24-50-609.5 C.R.S., this line supplements the monthly state contribution amounts to medical and dental benefit plan premiums of lower-income state employees with children. The source of cash funds is the Supplemental State Contribution Fund created in Section 24-50-609 (5), C.R.S. The fund receives 4.5 percent of the tobacco-settlement revenue that is allocated for Category 2 programs. This money is continuously appropriated.

Statutory Authority: Section 24-50-609.5, C.R.S.

Request: The Department requests a continuation appropriation of \$1,148,021 cash funds.

Recommendation: Staff recommends reflecting an informational appropriation of \$1,134,447 cash funds including an adjustment related to Tobacco Master Settlement Agreement allocations.

Indirect Cost Assessment

This line item reflects the amount of indirect cost assessments made against the program operations cash funds source as calculated by the State Controller. Funds collected through this line item are used to offset General Fund in Department Administration.

Statutory Authority: Section 24-50-604, C.R.S.

Request: The Department requests an appropriation of \$73,154 cash funds.

Recommendation: Staff recommends an appropriation of \$73,154 cash funds, consistent with the statewide indirect cost assessment calculated by the State Controller.

Division of Human Resources, Employee Benefits Services, Indirect Cost Assessment				
	Total Funds	General Fund	Cash Funds	FTE
FY 2015-16 Appropriation				
FY 2015-16 Appropriation	\$172,277	\$0	\$172,277	0.0
TOTAL	\$172,277	\$0	\$172,277	0.0
FY 2016-17 Recommended Appropriation				
FY 2015-16 Appropriation	\$172,277	\$0	\$172,277	0.0
Statewide Indirect Cost Assessment Adjustment	(99,123)	0	(99,123)	0.0
TOTAL	\$73,154		\$73,154	0.0
Increase/(Decrease)	(\$99,123)	\$0	(\$99,123)	0.0
Percentage Change	(57.5%)	0.0%	(57.5%)	0.0%
FY 2016-17 Executive Request:	\$73,154	\$0	\$73,154	0.0

JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision

Division of Human Resources, Employee Benefits Services, Indirect Cost Assessment				
	Total Funds	General Fund	Cash Funds	FTE
Request Above/(Below) Recommendation	\$0		\$0	0.0

(C) Risk Management Services

This office protects the State's human resource and property assets through the administration of liability insurance, property insurance, and workers' compensation. Services include accident investigation, legal defense, safety training, hazard mitigation, building inspection, insurance procurement, claim evaluation, and data collection. The division is funded by reappropriated funds from the Risk Management Fund created in Section 24-30-1510 (1) (a), C.R.S., the Self-insured Property Fund created in Section 24-30-1510.5 (1) (a), C.R.S., and the State Employee Workers' Compensation Account in the Risk Management Fund created in Section 24-30-1510.7 (1) (a), C.R.S.

Risk Management Services						
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE
FY 2015-16 Appropriation						
FY 2015-16 Appropriation	\$58,686,900	\$0	\$0	\$58,686,900	\$0	11.5
HB 16-1246 (Supplemental)	<u>499,015</u>	<u>0</u>	<u>0</u>	<u>499,015</u>	<u>0</u>	<u>0.0</u>
TOTAL	\$59,185,915	\$0	\$0	\$59,185,915	\$0	11.5
FY 2016-17 Recommended Appropriation						
FY 2015-16 Appropriation	\$59,185,915	\$0	\$0	\$59,185,915	\$0	11.5
Risk Management Base Adjustments	2,979,010	0	0	2,979,010	0	0.0
Statewide Indirect Cost Assessment Adjustment	26,135	0	0	26,135	0	0.0
Annualize Prior Year Budget Actions	<u>(491,169)</u>	<u>0</u>	<u>0</u>	<u>(491,169)</u>	<u>0</u>	<u>0.0</u>
TOTAL	\$61,699,891		\$0	\$61,699,891	\$0	11.5
Increase/(Decrease)	\$2,513,976	\$0	\$0	\$2,513,976	\$0	0.0
Percentage Change	4.2%	0.0%	0.0%	4.2%	0.0%	(2)
FY 2016-17 Executive Request						
Request Above/(Below) Recommendation	\$0		\$0	\$0	\$0	0.0

(1) Risk Management Program Administrative Cost

Personal Services

This line item funds the 11.5 FTE in Risk Management Services. Risk Management Services is funded with reappropriated funds collected in common policy cost allocations to state agencies

JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision

for liability, property, and workers' compensation insurance. Common policy payments are deposited in the Risk Management Fund created in Section 24-30-1510 (1) (a), C.R.S., the Self-insured Property Fund created in Section 24-30-1510.5 (1) (a), C.R.S., and the State Employee Workers' Compensation Account in the Risk Management Fund created in Section 24-30-1510.7 (1) (a), C.R.S.

Statutory Authority: Sections 24-30-1503 and 24-30-1504, C.R.S.

Request: The Department requests continuation funding of 11.5 FTE and \$847,621 reappropriated funds. The request includes the annualization of salary survey and merit pay and a refinancing related to a decrease in statewide indirect cost recoveries.

Recommendation: Staff recommends continuation funding of 11.5 FTE and \$847,621 reappropriated funds. Recent years' actual expenditures suggest the Department is fully expending its appropriation. However, as identified in the staff briefing, the Department has a practice of fully expending its personal services appropriations on centralized benefits POTS line items before expending POTS appropriations. Staff is unable to determine whether personal services appropriations are reasonable or excessive due to the Department's reporting practice.

Division of Human Resources, Risk Management Services, Personal Services					
	Total Funds	General Fund	Reappropriated Funds	Federal Funds	FTE
FY 2015-16 Appropriation					
FY 2015-16 Appropriation	\$839,775	\$0	\$839,775	\$0	11.5
TOTAL	\$839,775	\$0	\$839,775	\$0	11.5
FY 2016-17 Recommended Appropriation					
FY 2015-16 Appropriation	\$839,775	\$0	\$839,775	\$0	11.5
Annualize Prior Year Budget Actions	<u>7,846</u>	<u>0</u>	<u>7,846</u>	<u>0</u>	<u>0.0</u>
TOTAL	\$847,621		\$847,621	\$0	11.5
Increase/(Decrease)	\$7,846	\$0	\$7,846	\$0	0.0
Percentage Change	0.9%	0.0%	0.9%	0.0%	0.0%
FY 2016-17 Executive Request:	\$847,621	\$0	\$847,621	\$0	11.5
Request Above/(Below) Recommendation	\$0		\$0	\$0	0.0

Operating Expenses

This line item funds the operating expenses of Risk Management Services.

Statutory Authority: Sections 24-30-1503 and 24-30-1504, C.R.S.

Request: The Department requests a continuation appropriation of \$68,427 reappropriated funds.

Recommendation: Staff recommends a continuation appropriation of \$68,427 reappropriated funds. Recent years' actual expenditures suggest the Department is fully expending its appropriation.

Actuarial and Broker Services

This line item funds the cost of actuarial and broker services for risk management programs.

Statutory Authority: Sections 24-30-1510, 24-30-1510.3, 24-30-1510.5, and 24-30-1510.7, C.R.S.

Request: The Department requests a continuation appropriation of \$272,073 reappropriated funds.

Recommendation: Staff recommends a continuation appropriation of \$272,073 reappropriated funds. Recent years' actual expenditures suggest the Department is fully expending its appropriation.

Risk Management Information System

This line item funds the risk management information system service fees. The system tracks claims for the three insurance programs.

Statutory Authority: Sections 24-30-1510, 24-30-1510.3, 24-30-1510.5, and 24-30-1510.7, C.R.S.

Request: The Department requests \$191,050 reappropriated funds. The request includes \$53,602 reappropriated funds for Risk Management Base Adjustments.

Recommendation: Staff recommends \$191,050 reappropriated funds. As outlined in staff analysis for Risk Management Base Adjustments, staff recommends approval of the request.

Division of Human Resources, Risk Management Services, Risk Management Information System				
	Total Funds	General Fund	Reappropriated Funds	FTE
FY 2015-16 Appropriation				
FY 2015-16 Appropriation	\$137,448	\$0	\$137,448	0.0
HB 16-1246 (Supplemental)	<u>31,533</u>	<u>0</u>	<u>31,533</u>	<u>0.0</u>
TOTAL	\$168,981	\$0	\$168,981	0.0
FY 2016-17 Recommended Appropriation				
FY 2015-16 Appropriation	\$168,981	\$0	\$168,981	0.0

JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision

Division of Human Resources, Risk Management Services, Risk Management Information System				
	Total Funds	General Fund	Reappropriated Funds	FTE
Risk Management Base Adjustments	53,602	0	53,602	0.0
Annualize Prior Year Budget Actions	<u>(31,533)</u>	<u>0</u>	<u>(31,533)</u>	<u>0.0</u>
TOTAL	\$191,050		\$191,050	0.0
Increase/(Decrease)	\$22,069	\$0	\$22,069	0.0
Percentage Change	13.1%	0.0%	13.1%	0.0%
FY 2016-17 Executive Request:	\$191,050	\$0	\$191,050	0.0
Request Above/(Below) Recommendation	\$0		\$0	0.0

Indirect Cost Assessment

This line item reflects the amount of indirect cost assessments made against program reappropriated funds source as calculated by the State Controller. Funds collected through this line item are used to offset General Fund in Department Administration.

Statutory Authority: Sections 24-30-1503 and 24-30-1504, C.R.S.

Request: The Department requests an appropriation of \$189,850 reappropriated funds.

Recommendation: Staff recommends an appropriation of \$189,850 reappropriated funds, consistent with the statewide indirect cost assessment calculated by the State Controller.

Division of Human Resources, Risk Management Services, Indirect Cost Assessment				
	Total Funds	General Fund	Reappropriated Funds	FTE
FY 2015-16 Appropriation				
FY 2015-16 Appropriation	<u>\$163,715</u>	<u>\$0</u>	<u>\$163,715</u>	<u>0.0</u>
TOTAL	\$163,715	\$0	\$163,715	0.0
FY 2016-17 Recommended Appropriation				
FY 2015-16 Appropriation	\$163,715	\$0	\$163,715	0.0
Statewide Indirect Cost Assessment Adjustment	<u>26,135</u>	<u>0</u>	<u>26,135</u>	<u>0.0</u>
TOTAL	\$189,850		\$189,850	0.0
Increase/(Decrease)	\$26,135	\$0	\$26,135	0.0
Percentage Change	16.0%	0.0%	16.0%	0.0%
FY 2016-17 Executive Request:	\$189,850	\$0	\$189,850	0.0

JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision

Division of Human Resources, Risk Management Services, Indirect Cost Assessment				
	Total Funds	General Fund	Reappropriated Funds	FTE
Request Above/(Below) Recommendation	\$0		\$0	0.0

(2) Liability

Liability Claims

Formerly included in a broad line item known as Liability Premiums through FY 2012-13, this line item was split to clearly identify claims payments which was previously commingled with other liability program expenses. The State is self-insured for the Liability Program, and this line is used to pay for liability claims. The program provides coverage to state agencies and employees for tort and federal claims, including those arising out of the scope of employment. Judgments for liabilities that do not involve federal law are limited by the Governmental Immunity Act pursuant to Section 24-10-114, C.R.S., limiting awards to \$350,000 per person and \$990,000 per occurrence. This act does *not* apply to liabilities that pertain to federal law (Americans with Disabilities Act, age discrimination, gender discrimination, racial discrimination, etc.), and there is no damage limit for these awards. This line is funded from the Risk Management Fund created in Section 24-30-1510 (1) (a), C.R.S. Moneys in the fund are *continuously appropriated* for purposes of the fund, *other than the direct and indirect administrative costs of operating the risk management system*, pursuant to Section 24-30-1510 (1) (a), C.R.S.

Statutory Authority: Section 24-10-1510 (3), C.R.S.

Request: The Department requests \$7,013,148 reappropriated funds. The request includes a Risk Management Base Adjustment increase of \$2,801,412 reappropriated funds.

Recommendation: Staff recommends an appropriation of \$7,013,148 reappropriated funds. Recent years' actual expenditures typically vary, sometimes substantially, from year to year. However, risk management requests are based on actuarial projections and recommendations. Additionally, this base adjustment represents cost projections for FY 2016-17. Common policy rates and cost allocations to state agencies include the cost of this line item. Actual expenditures that are lower than appropriated will result in additional cash fund reserves. Reserves are adjusted annually for consistency. Therefore, an over-appropriation in one year will necessarily lead to lower rates in the following year related to the offsetting reserve adjustment.

Division of Human Resources, Risk Management Services, Liability Claims				
	Total Funds	General Fund	Reappropriated Funds	FTE
FY 2015-16 Appropriation				
FY 2015-16 Appropriation	<u>\$4,211,736</u>	<u>\$0</u>	<u>\$4,211,736</u>	<u>0.0</u>
TOTAL	\$4,211,736	\$0	\$4,211,736	0.0

JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision

Division of Human Resources, Risk Management Services, Liability Claims				
	Total Funds	General Fund	Reappropriated Funds	FTE
FY 2016-17 Recommended Appropriation				
FY 2015-16 Appropriation	\$4,211,736	\$0	\$4,211,736	0.0
Risk Management Base Adjustments	<u>2,801,412</u>	<u>0</u>	<u>2,801,412</u>	<u>0.0</u>
TOTAL	\$7,013,148		\$7,013,148	0.0
Increase/(Decrease)	\$2,801,412	\$0	\$2,801,412	0.0
Percentage Change	66.5%	0.0%	66.5%	0.0%
FY 2016-17 Executive Request:	\$7,013,148	\$0	\$7,013,148	0.0
Request Above/(Below) Recommendation	\$0		\$0	0.0

Liability Excess Policy

Formerly included in a broad line item known as Liability Premiums through FY 2012-13, this line item was split to clearly identify premiums payments for additional liability policy coverage which was previously commingled with other liability program expenses. This line item funds additional excess policies for the State's liability program.

Statutory Authority: Section 24-10-1510 (3), C.R.S.

Request: The Department requests \$349,400 reappropriated funds. The request includes a Risk Management Base Adjustment increase of \$16,638 reappropriated funds.

Recommendation: Staff recommends an appropriation of \$349,400 reappropriated funds. Recent years' actual expenditures vary within a small range. However, risk management requests are based on actuarial projections and recommendations. Additionally, this base adjustment represents cost projections for FY 2016-17. Common policy rates and cost allocations to state agencies include the cost of this line item. Actual expenditures that are lower than appropriated will result in additional cash fund reserves. Reserves are adjusted annually for consistency. Therefore, an over-appropriation in one year will necessarily lead to lower rates in the following year related to the offsetting reserve adjustment.

Division of Human Resources, Risk Management Services, Liability Excess Policy				
	Total Funds	General Fund	Reappropriated Funds	FTE
FY 2015-16 Appropriation				
FY 2015-16 Appropriation	<u>\$332,762</u>	<u>\$0</u>	<u>\$332,762</u>	<u>0.0</u>
TOTAL	\$332,762	\$0	\$332,762	0.0

*JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision*

Division of Human Resources, Risk Management Services, Liability Excess Policy				
	Total Funds	General Fund	Reappropriated Funds	FTE
FY 2016-17 Recommended Appropriation				
FY 2015-16 Appropriation	\$332,762	\$0	\$332,762	0.0
Risk Management Base Adjustments	<u>16,638</u>	<u>0</u>	<u>16,638</u>	<u>0.0</u>
TOTAL	\$349,400		\$349,400	0.0
Increase/(Decrease)				
	\$16,638	\$0	\$16,638	0.0
Percentage Change	5.0%	0.0%	5.0%	0.0%
FY 2016-17 Executive Request:				
	\$349,400	\$0	\$349,400	0.0
Request Above/(Below) Recommendation	\$0		\$0	0.0

Liability Legal Services

Formerly included in a broad line item known as Liability Premiums through FY 2012-13, this line item was split to clearly identify liability-related legal services costs which was previously commingled with other liability program expenses. Pursuant to Section 24-30-1507, C.R.S., this line funds the legal expenses associated with the Liability Program. This legal services line item is not dependent on a calculation of legal services hours purchased from the Department of Law as most statewide legal services line items are calculated and appropriated. The Liability Legal Services line item is set by the State's risk management actuary as a dollar amount. Legal services are purchased from the Department of Law and private law firms, attorneys, and technical consultants. Funds in the Liability Program are continuously appropriated for this line pursuant to Section 24-30-1510 (1) (a), C.R.S.

Statutory Authority: Section 24-10-1507, C.R.S.

Request: The Department requests \$3,985,654 reappropriated funds. The request includes a Risk Management Base Adjustment increase of \$1,177,831 reappropriated funds.

Recommendation: Staff recommends an appropriation of \$3,985,654 reappropriated funds. Recent years' actual expenditures have been increasing from year to year. However, risk management requests are based on actuarial projections and recommendations. Additionally, this base adjustment represents cost projections for FY 2016-17. Common policy rates and cost allocations to state agencies include the cost of this line item. Actual expenditures that are lower than appropriated will result in additional cash fund reserves. Reserves are adjusted annually for consistency. Therefore, an over-appropriation in one year will necessarily lead to lower rates in the following year related to the offsetting reserve adjustment.

JBC Staff Figure Setting: FY 2016-17
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Division of Human Resources, Risk Management Services, Liability Legal Services				
	Total Funds	General Fund	Reappropriated Funds	FTE
FY 2015-16 Appropriation				
FY 2015-16 Appropriation	<u>\$2,807,823</u>	<u>\$0</u>	<u>\$2,807,823</u>	<u>0.0</u>
TOTAL	\$2,807,823	\$0	\$2,807,823	0.0
FY 2016-17 Recommended Appropriation				
FY 2015-16 Appropriation	\$2,807,823	\$0	\$2,807,823	0.0
Risk Management Base Adjustments	<u>1,177,831</u>	<u>0</u>	<u>1,177,831</u>	<u>0.0</u>
TOTAL	\$3,985,654		\$3,985,654	0.0
Increase/(Decrease)	\$1,177,831	\$0	\$1,177,831	0.0
Percentage Change	41.9%	0.0%	41.9%	0.0%
FY 2016-17 Executive Request:	\$3,985,654	\$0	\$3,985,654	0.0
Request Above/(Below) Recommendation	\$0		\$0	0.0

(3) Property

Property Policies

Formerly included in a broad line item known as Property Premiums through FY 2012-13, this line item was split to clearly identify premiums payments for property policies which was previously commingled with other property program expenses. The property program pays for commercial insurance and associated deductibles for insurance coverage of state properties. The program provides property loss coverage for state assets, including building and content value. The property program is funded from the Self-Insured Property Fund, created in Section 24-30-1510.5, C.R.S. Moneys in the fund are *continuously appropriated* for purposes of the fund, *other than the direct and indirect administrative costs of operating the risk management system*, pursuant to Section 24-30-1510.5 (1) (a), C.R.S.

Property Policies				
	FY 2013-14 Approp.	FY 2014-15 Approp.	FY 2015-16 Approp.	FY 2016-17 Request
Property & Boiler Policies	\$4,394,224	\$3,991,185	\$4,310,450	\$4,563,000
Crime Policy	337,648	351,878	325,324	361,922
Terrorism Premium	300,000	240,332	246,611	230,000
Flood Zone A Premiums	23,495	600	25,000	25,000
Auto Physical Damage	19,455	20,427	0	0
Property Policies Subtotal	\$5,074,822	\$4,604,422	\$4,907,385	\$5,179,922
Property Policies Actual Exp.	\$4,558,660	\$4,881,240	n/a	n/a

JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision

- **Property & Boiler Policies:** These policies cover the State's \$9 billion in buildings, assets, and real property with a \$500,000 deductible.
- **Crime Policy:** This policy covers losses incurred as a result of criminal or dishonest behavior by state employees.
- **Terrorism Premium:** The State is required to buy an additional policy to secure the same type of coverage as offered under Property & Boiler Policies.
- **Flood Zone A Premiums:** Insurance coverage for properties deemed to be within a flood zone.
- **Auto Physical Damage:** This policy provides coverage for leased, rented, or borrowed vehicles.

Statutory Authority: Section 24-30-1510.5 (3), C.R.S.

Request: The Department requests \$5,179,922 reappropriated funds. The request includes a Risk Management Base Adjustment increase of \$272,537 reappropriated funds.

Recommendation: Staff recommends an appropriation of \$5,179,922 reappropriated funds. Recent years' actual expenditures have been increasing slightly from year to year. Risk management requests are based on actuarial projections and recommendations. Additionally, this base adjustment represents cost projections for FY 2016-17. Common policy rates and cost allocations to state agencies include the cost of this line item. Actual expenditures that are lower than appropriated will result in additional cash fund reserves. Reserves are adjusted annually for consistency. Therefore, an over-appropriation in one year will necessarily lead to lower rates in the following year related to the offsetting reserve adjustment.

Division of Human Resources, Risk Management Services, Property Policies				
	Total Funds	General Fund	Reappropriated Funds	FTE
FY 2015-16 Appropriation				
FY 2015-16 Appropriation	\$4,907,385	\$0	\$4,907,385	0.0
TOTAL	\$4,907,385	\$0	\$4,907,385	0.0
FY 2016-17 Recommended Appropriation				
FY 2015-16 Appropriation	\$4,907,385	\$0	\$4,907,385	0.0
Risk Management Base Adjustments	<u>272,537</u>	<u>0</u>	<u>272,537</u>	<u>0.0</u>
TOTAL	\$5,179,922		\$5,179,922	0.0
Increase/(Decrease)	\$272,537	\$0	\$272,537	0.0

Division of Human Resources, Risk Management Services, Property Policies				
	Total Funds	General Fund	Reappropriated Funds	FTE
Percentage Change	5.6%	0.0%	5.6%	0.0%
FY 2016-17 Executive Request:	\$5,179,922	\$0	\$5,179,922	0.0
Request Above/(Below) Recommendation	\$0		\$0	0.0

Property Deductibles and Payouts

Formerly included in a broad line item known as Property Premiums through FY 2012-13, this line item was split to clearly identify property deductibles and other payouts for property policies which was previously commingled with other property program expenses. The property program pays for commercial insurance and associated deductibles for insurance coverage of state properties. This line item funds the payment of deductibles and residuals as required by the property policies for the State's property insurance program. With the exception of extreme loss, the State is self-funded for the majority of claims filed under the property program.

Statutory Authority: Section 24-30-1510.5 (3), C.R.S.

Request: The Department requests a continuation appropriation of \$2,600,000 reappropriated funds.

Recommendation: Staff recommends a continuation appropriation of \$2,600,000 reappropriated funds. Recent years' actual expenditures typically vary, sometimes substantially, from year to year. However, risk management requests are based on actuarial projections and recommendations. Additionally, this base adjustment represents cost projections for FY 2016-17. Common policy rates and cost allocations to state agencies include the cost of this line item. Actual expenditures that are lower than appropriated will result in additional cash fund reserves. Reserves are adjusted annually for consistency. Therefore, an over-appropriation in one year will necessarily lead to lower rates in the following year related to the offsetting reserve adjustment.

(4) Workers' Compensation

Workers' Compensation Claims

Formerly included in a broad line item known as Workers' Compensation Premiums through FY 2012-13, this line item was split to clearly identify claims payments which was previously commingled with other workers' compensation program expenses. The workers' compensation program is used to pay workers' compensation benefits to state employees. Similar to the liability program, the State is self-insured for workers' compensation claims. The two broad categories of workers' compensation payments are medical payments and indemnity payments. Indemnity benefits include settlements for permanent injuries and lost wages. The maximum workers' compensation benefits for lost wages are established by the Department of Labor and Employment pursuant to Section 8-47-106, C.R.S. There is no maximum payment for medical benefits. The Workers' Compensation Program is funded from the State Employee Workers'

JBC Staff Figure Setting: FY 2016-17
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Compensation Account, a separate account within the Risk Management Fund, pursuant to Section 24-30-1510.7, C.R.S. Money in the account are continuously appropriated for the purposes of the account other than the direct and indirect administrative costs of operating the risk management system, including legal services, litigation expenses, and third-party administrator expenses.

Statutory Authority: Section 24-30-1510.7, C.R.S.

Request: The Department requests \$35,279,285 reappropriated funds. The request includes a Risk Management Base Adjustment decrease of \$1,846,379 reappropriated funds.

Recommendation: Staff recommends an appropriation of \$35,279,285 reappropriated funds. Recent years' actual expenditures typically vary, showing a slight increase over time, while ast year's appropriation included a substantial increase. Risk management requests are based on actuarial projections and recommendations. Additionally, this base adjustment represents cost projections for FY 2016-17. Common policy rates and cost allocations to state agencies include the cost of this line item. Actual expenditures that are lower than appropriated will result in additional cash fund reserves. Reserves are adjusted annually for consistency. Therefore, an over-appropriation in one year will necessarily lead to lower rates in the following year related to the offsetting reserve adjustment.

Division of Human Resources, Risk Management Services, Workers' Compensation Claims					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2015-16 Appropriation					
FY 2015-16 Appropriation	<u>\$37,125,664</u>	<u>\$0</u>	<u>\$0</u>	<u>\$37,125,664</u>	<u>0.0</u>
TOTAL	\$37,125,664	\$0	\$0	\$37,125,664	0.0
FY 2016-17 Recommended Appropriation					
FY 2015-16 Appropriation	\$37,125,664	\$0	\$0	\$37,125,664	0.0
Risk Management Base Adjustments	<u>(1,846,379)</u>	<u>0</u>	<u>0</u>	<u>(1,846,379)</u>	<u>0.0</u>
TOTAL	\$35,279,285		\$0	\$35,279,285	0.0
Increase/(Decrease)	(\$1,846,379)	\$0	\$0	(\$1,846,379)	0.0
Percentage Change	(5.0%)	0.0%	0.0%	(5.0%)	0.0%
FY 2016-17 Executive Request:	\$35,279,285	\$0	\$0	\$35,279,285	0.0
Request Above/(Below) Recommendation	\$0		\$0	\$0	0.0

Workers' Compensation TPA Fees and Loss Control

Formerly included in a broad line item known as Workers' Compensation Premiums through FY 2012-13, this line item was split to clearly identify third party administrator (TPA) and other loss control expenses which was previously commingled with other workers' compensation program

expenses. This line item funds third party administrator (TPA) fees paid to the State's TPA, Broadspire, and for loss control incentives.

Statutory Authority: Section 24-30-1510.7, C.R.S.

Request: The Department requests a continuation appropriation of \$2,450,000 reappropriated funds.

Recommendation: Staff recommends a continuation appropriation of \$2,450,000 reappropriated funds. Recent years' actual expenditures have increased slightly from year to year. However, risk management requests are based on actuarial projections and recommendations. Additionally, this base adjustment represents cost projections for FY 2016-17. Common policy rates and cost allocations to state agencies include the cost of this line item. Actual expenditures that are lower than appropriated will result in additional cash fund reserves. Reserves are adjusted annually for consistency. Therefore, an over-appropriation in one year will necessarily lead to lower rates in the following year related to the offsetting reserve adjustment.

Workers' Compensation Excess Policy

Formerly included in a broad line item known as Workers' Compensation Premiums through FY 2012-13, this line item was split to clearly identify premiums for additional workers' compensation policies which was previously commingled with other workers' compensation program expenses. This line item funds the payment of the excess policy for the State's workers' compensation insurance program that limits the State's exposure in any one occurrence to \$10 million and covers the next \$50 million.

Statutory Authority: Section 24-30-1510.7, C.R.S.

Request: The Department requests \$820,890 reappropriated funds. The request includes a Risk Management Base Adjustment increase of \$35,887 reappropriated funds.

Recommendation: Staff recommends an appropriation of \$820,890 reappropriated funds. Recent years' actual expenditures have increased slightly over time. However, risk management requests are based on actuarial projections and recommendations. Additionally, this base adjustment represents projections for FY 2016-17. Common policy rates and cost allocations to state agencies include the cost of this line item. Actual expenditures that are lower than appropriated will result in additional cash fund reserves. Reserves are adjusted annually for consistency. Therefore, an over-appropriation in one year will necessarily lead to lower rates in the following year related to the offsetting reserve adjustment.

Division of Human Resources, Risk Management Services, Workers' Compensation Excess Policy				
	Total Funds	General Fund	Reappropriated Funds	FTE
FY 2015-16 Appropriation				
FY 2015-16 Appropriation	\$785,003	\$0	\$785,003	0.0

JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision

Division of Human Resources, Risk Management Services, Workers' Compensation Excess Policy				
	Total Funds	General Fund	Reappropriated Funds	FTE
TOTAL	\$785,003	\$0	\$785,003	0.0
FY 2016-17 Recommended Appropriation				
FY 2015-16 Appropriation	\$785,003	\$0	\$785,003	0.0
Risk Management Base Adjustments	<u>35,887</u>	<u>0</u>	<u>35,887</u>	<u>0.0</u>
TOTAL	\$820,890		\$820,890	0.0
Increase/(Decrease)	\$35,887	\$0	\$35,887	0.0
Percentage Change	4.6%	0.0%	4.6%	0.0%
FY 2016-17 Executive Request:	\$820,890	\$0	\$820,890	0.0
Request Above/(Below) Recommendation	\$0		\$0	0.0

Workers' Compensation Legal Services

Formerly included in a broad line item known as Workers' Compensation Premiums through FY 2012-13, this line item was split to clearly identify workers' compensation-related legal services expenses which was previously commingled with other workers' compensation program expenses. This line item pays for litigation services, including legal representation at workers' compensation hearings and for expert opinions, provided through the State's TPA, Broadspire. Prior to FY 2011-12, Pinnacol was the State's TPA and provided litigation services within its TPA contract. TPA contracts generally do not include litigation services as is the case with Broadspire. Since FY 2011-12, Risk Management has purchased litigation services from outside law firms and is in the process of transitioning most workers' compensation legal services provision to the Department of Law. The dollar amount is included in projections by the State's risk management actuary and is not appropriated based on estimated legal services hours provided by the Department of Law unlike most state agency legal services appropriations.

Statutory Authority: Section 24-30-1510.7, C.R.S.

Request: The Department requests \$2,452,571 reappropriated funds. The request includes a Risk Management Base Adjustment increase of \$467,482 reappropriated funds.

Recommendation: Staff recommends an appropriation of \$2,452,571 reappropriated funds. Recent years' actual expenditures appear to have leveled off after showing substantial increases following the TPA transition from Pinnacol to Broadspire. Risk management requests are based on actuarial projections and recommendations. Additionally, this base adjustment represents projections for FY 2016-17. Common policy rates and cost allocations to state agencies include the cost of this line item. Actual expenditures that are lower than appropriated will result in additional cash fund reserves. Reserves are adjusted annually for consistency. Therefore, an over-appropriation in one year will necessarily lead to lower rates in the following year related to the offsetting reserve adjustment.

JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision

Division of Human Resources, Risk Management Services, Workers' Compensation Legal Services				
	Total Funds	General Fund	Reappropriated Funds	FTE
FY 2015-16 Appropriation				
FY 2015-16 Appropriation	\$1,985,089	\$0	\$1,985,089	0.0
HB 16-1246 (Supplemental)	<u>467,482</u>	<u>0</u>	<u>467,482</u>	<u>0.0</u>
TOTAL	\$2,452,571	\$0	\$2,452,571	0.0
FY 2016-17 Recommended Appropriation				
FY 2015-16 Appropriation	\$2,452,571	\$0	\$2,452,571	0.0
Risk Management Base Adjustments	467,482	0	467,482	0.0
Annualize Prior Year Budget Actions	<u>(467,482)</u>	<u>0</u>	<u>(467,482)</u>	<u>0.0</u>
TOTAL	\$2,452,571		\$2,452,571	0.0
Increase/(Decrease)	\$0	\$0	\$0	0.0
Percentage Change	0.0%	0.0%	0.0%	0.0%
FY 2016-17 Executive Request:	\$2,452,571	\$0	\$2,452,571	0.0
Request Above/(Below) Recommendation	\$0		\$0	0.0

(3) Constitutionally Independent Entities

This Division currently includes only the State Personnel Board. Historically, other constitutional independent entities such as the Independent Ethics Commission have been located in this Division.

Constitutionally Independent Entities						
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE
FY 2015-16 Appropriation						
FY 2015-16 Appropriation	<u>\$537,037</u>	<u>\$535,859</u>	<u>\$1,178</u>	<u>\$0</u>	<u>\$0</u>	<u>4.8</u>
TOTAL	\$537,037	\$535,859	\$1,178	\$0	\$0	4.8
FY 2016-17 Recommended Appropriation						
FY 2015-16 Appropriation	\$537,037	\$535,859	\$1,178	\$0	\$0	4.8
Centrally Appropriated Line Items	377	377	0	0	0	0.0
Annualize Prior Year Budget Actions	<u>10,429</u>	<u>10,429</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0</u>
TOTAL	\$547,843	\$546,665	\$1,178	\$0	\$0	4.8
Increase/(Decrease)	\$10,806	\$10,806	\$0	\$0	\$0	0.0
Percentage Change	2.0%	2.0%	0.0%	0.0%	0.0%	0.0%
FY 2016-17 Executive Request:	\$547,843	\$546,665	\$1,178	\$0	\$0	4.8
Request Above/(Below) Recommendation	\$0	\$0	\$0	\$0	\$0	0.0

DECISION ITEMS – CONSTITUTIONALLY INDEPENDENT ENTITIES (NONE)

LINE ITEM DETAIL – CONSTITUTIONALLY INDEPENDENT ENTITIES

(A) Personnel Board

The State Personnel Board is authorized in Article XII, Sections 13 through 15, of the Colorado Constitution. Pursuant to Section 24-50-103, C.R.S., the Board has the authority to adopt by rule a uniform grievance procedure to be used by all departments and state agencies for classified employees in the state personnel system. The Board is responsible for the following: adjudicating employment disputes within the state classified system; promulgating rules to ensure that state employment is based on merit; conducting administrative hearings; promulgating rules under the authority of the State Administrative Procedures Act; and facilitating dispute resolution. The Personnel Board is funded by General Fund.

JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision

Personal Services

This line item funds the 4.8 FTE in the Personnel Board. The Personnel Board is almost entirely funded with General Fund. Cash funds are from fees collected for copies and case documentation.

Statutory Authority: Section 24-50-103, C.R.S.

Request: The Department requests continuation funding of 4.8 FTE and \$495,608 total funds including \$494,430 General Fund, and \$1,178 cash funds. The request includes the annualization of salary survey and merit pay and a refinancing related to a decrease in statewide indirect cost recoveries.

Recommendation: Staff recommends continuation funding of 4.8 FTE and \$495,608 total funds including \$494,430 General Fund, and \$1,178 cash funds. Recent years' actual expenditures suggest the Department is fully expending its appropriation. However, as identified in the staff briefing, the Department has a practice of fully expending its personal services appropriations on centralized benefits POTS line items before expending POTS appropriations. Staff is unable to determine whether personal services appropriations are reasonable or excessive due to the Department's reporting practice.

Constitutionally Independent Entities, Personnel Board, Personal Services					
	Total Funds	General Fund	Cash Funds	Federal Funds	FTE
FY 2015-16 Appropriation					
FY 2015-16 Appropriation	<u>\$485,179</u>	<u>\$484,001</u>	<u>\$1,178</u>	<u>\$0</u>	<u>4.8</u>
TOTAL	\$485,179	\$484,001	\$1,178	\$0	4.8
FY 2016-17 Recommended Appropriation					
FY 2015-16 Appropriation	\$485,179	\$484,001	\$1,178	\$0	4.8
Annualize Prior Year Budget Actions	<u>10,429</u>	<u>10,429</u>	<u>0</u>	<u>0</u>	<u>0.0</u>
TOTAL	\$495,608	\$494,430	\$1,178	\$0	4.8
Increase/(Decrease)	\$10,429	\$10,429	\$0	\$0	0.0
Percentage Change	2.1%	2.2%	0.0%	0.0%	0.0%
FY 2016-17 Executive Request:					
Request Above/(Below) Recommendation	\$0	\$0	\$0	\$0	0.0

Operating Expenses

This line item funds the operating expenses of the Personnel Board.

Statutory Authority: Section 24-50-103, C.R.S.

JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision

Request: The Department requests a continuation appropriation of \$20,505 General Fund.

Recommendation: Staff recommends a continuation appropriation of \$20,505 General Fund. Recent years' actual expenditures suggest the Department is fully expending its appropriation.

Legal Services

This line item provides funding for the Personnel Board to purchase legal services from the Department of Law.

Statutory Authority: Sections 24-31-101 (1) (a), C.R.S., and 24-75-112 (1) (i), C.R.S.

Request: The Department requests \$31,730 General Fund to purchase 330 hours of legal services from the Department of Law in FY 2016-17.

Recommendation: Staff recommends the Committee authorize 330 hours of legal services from the Department of Law in FY 2016-17. The dollar amount of staff's recommendation is pending the determination of the hourly rate for legal services by the Committee. Staff requests permission to adjust the line item after the Committee has determined the rate.

Constitutionally Independent Entities, Personnel Board, Legal Services			
	Total Funds	General Fund	FTE
FY 2015-16 Appropriation			
FY 2015-16 Appropriation	<u>\$31,353</u>	<u>\$31,353</u>	<u>0.0</u>
TOTAL	\$31,353	\$31,353	0.0
FY 2016-17 Recommended Appropriation			
FY 2015-16 Appropriation	\$31,353	\$31,353	0.0
Centrally Appropriated Line Items	<u>377</u>	<u>377</u>	<u>0.0</u>
TOTAL	\$31,730	\$31,730	0.0
Increase/(Decrease)	\$377	\$377	0.0
Percentage Change	1.2%	1.2%	0.0%
FY 2016-17 Executive Request:	\$31,730	\$31,730	0.0
Request Above/(Below) Recommendation	\$0	\$0	0.0

(4) Central Services

Central Services is responsible for providing statewide support services such as print, document management, and mail services, fleet management, and facilities maintenance. Central Services is almost entirely funded by reappropriated funds consisting of user fees from state agencies. General Fund and cash funds from offender surcharges and grants provide funding for the Address Confidentiality Program within Integrated Document Solutions.

Central Services						
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE
FY 2015-16 Appropriation						
FY 2015-16 Appropriation	\$77,712,017	\$97,032	\$1,583,150	\$76,031,835	\$0	179.7
HB 16-1246 (Supplemental)	<u>3,539,027</u>	<u>57,000</u>	<u>(60,963)</u>	<u>3,542,990</u>	<u>0</u>	<u>0.0</u>
TOTAL	\$81,251,044	\$154,032	\$1,522,187	\$79,574,825	\$0	179.7
FY 2016-17 Recommended Appropriation						
FY 2015-16 Appropriation	\$81,251,044	\$154,032	\$1,522,187	\$79,574,825	\$0	179.7
R2 Fleet Re-alignment	0	0	0	0	0	0.0
R3 Annual Fleet Vehicle Request	766,084	0	0	766,084	0	0.0
BA2 Address Confidentiality Program Adjustment	22,241	96,290	(74,049)	0	0	0.0
BA3 IDS Operating Increase Spending Authority	2,100,000	0	0	2,100,000	0	0.0
Capitol Complex Base Adjustments	250,273	0	7,285	242,988	0	0.0
Non-prioritized New Vehicle Requests	71,020	0	0	71,020	0	0.0
Non-prioritized IDS Adjustments	1,497,603	0	0	1,497,603	0	0.0
Staff-initiated Spending Authority Reduction	(4,185,989)	0	0	(4,185,989)	0	0.0
Annualize Prior Year Budget Actions	(3,579,327)	(82,656)	74,049	(3,570,720)	0	0.0
Annualize Prior Year Legislation	4,800	0	0	4,800	0	0.0
Statewide Indirect Cost Assessment Adjustment	<u>(1,011,192)</u>	<u>0</u>	<u>0</u>	<u>(1,011,192)</u>	<u>0</u>	<u>0.0</u>
TOTAL	\$77,186,557	\$167,666	\$1,529,472	\$75,489,419	\$0	179.7
Increase/(Decrease)	(\$4,064,487)	\$13,634	\$7,285	(\$4,085,406)	\$0	0.0
Percentage Change	(5.0%)	8.9%	0.5%	(5.1%)	0.0%	0.0%
FY 2016-17 Executive Request:	\$80,535,817	\$167,666	\$1,529,472	\$78,838,679	\$0	179.7
Request Above/(Below) Recommendation	\$3,349,260	\$0	\$0	\$3,349,260	\$0	0.0

DECISION ITEMS – CENTRAL SERVICES

➔ **R2 Fleet Re-alignment**

Request: The Department requests a budget-neutral transfer of spending authority totaling \$342,749 reappropriated funds from the Fuel and Automotive Supplies line item to the Operating Expenses line item in Fleet Management.

Recommendation: Staff recommends a transfer of \$142,749 reappropriated funds to the Operating Expenses line item and a transfer of \$200,000 reappropriated funds to a new line item, Motor Pool Vehicle Lease and Operating Expenses.

Analysis: The Department identifies the need for \$200,000 for the State Motor Pool vehicle lease and operating expenses and \$142,749 for auction fees. The Department's request narrative includes the following: "This transfer of \$342,749 will allow Fleet Management the ability to pay for its routine operating expenses, pay for its motor pool leases, and to dispose of vehicles without resorting to completing an *Appropriation Transfer Authorization* request annually to address the misalignment."

A staff recommendation in 2013 split Fleet Management's single, \$25.7 million operating expenses line item into an *administrative* operating expenses line item and a *program operating* fuel and automotive supplies line item. The Department claims in its request narrative that the split included inherent apportionment errors that would have required inappropriate payments to be made out of the fuel and automotive supplies line item. The Department's request narrative states:

When the split was made, the costs of the motor pool leases were transferred into the Fuel and Automotive Supplies line item, but could not be paid from that line as it would not be appropriate since this is an operating expense. When payments for the motor pool's leased vehicles came due it required a transfer of funds to the Operating line item appropriation to pay them.

In the recommendation to split the line item, staff used the Department's budget request schedule 14 to identify the Department's FY 2013-14 projection of \$25.5 million identified in its document as *fuel and automotive supplies* and the balance, \$214,000, for all other operating expenses. Staff made the recommendation to split this line item because historically, the Department requested additional spending authority for fuel costs at times when the price of gasoline increased without equivalent decreases when gasoline dropped in price. Additionally, it was staff's goal to clearly identify administrative overhead expense in the Fleet Management program and was concerned that the single operating expenses line item could be used to spend on administrative overhead expenses.

It is more appropriate for the Department to use the budget process to make adjustments to appropriation mis-alignments rather than use executive branch transfer authority as it has for at least two years. Expenditures transparency is enhanced through the use of specified line items.

➔ R3 Annual Fleet Vehicle Request

Request: The Department requests an increase of \$766,084 reappropriated funds for the Vehicle Replacement Lease/Purchase line item in Fleet Management.

Recommendation: Staff recommendation is pending. Staff will present a recommendation for this line item for replacement vehicles, along with replacement vehicle recommendations, at the Operating Common Policies figure setting on February 25th.

➔ BA2 Address Confidentiality Program Adjustment

Request: The Department requests a net increase of \$22,241 total funds, including an increase of \$155,426 General Fund and a decrease of \$133,185 cash funds for the Address Confidentiality Program (ACP).

Recommendation: Staff recommends that the Committee approve the request.

Analysis: As presented in the supplemental request for this item, the ACP continues to experience an increase in operating costs due to ongoing program growth. Statute requires that the program accept participants referred to the program through the statutorily-established referral sources. Additional participants have exceeded participants leaving the program such that the program has not yet reached a steady state. The following table outlines program participants history.

Address Confidentiality Program Participants						
	FY11-12	FY12-13	FY13-14	FY14-15	FY15-16*	FY16-17*
Beginning Participants	1,182	1,600	1,820	1,944	2,424	2,868
New Participants	712	613	622	666	723	640
Closed Participants	<u>(294)</u>	<u>(393)</u>	<u>(498)</u>	<u>(186)</u>	<u>(279)</u>	<u>(310)</u>
Ending Participants	1,600	1,820	1,944	2,424	2,868	3,198
Active Participants Growth Rate		13.8%	6.8%	24.7%	18.3%	11.5%

*Projected

The following table outlines program workload indicators since FY 2012-13.

Address Confidentiality Program Workload Indicators					
	FY12-13	FY13-14	FY14-15	FY15-16*	FY16-17*
Address Change	244	299	235	259	290
Name Change	16	22	19	19	21
Lost Cards	71	63	74	74	83
Renewals	133	197	149	363	407
Phone Calls	<u>2,767</u>	<u>3,160</u>	<u>3,309</u>	<u>3,772</u>	<u>4,225</u>
Total Indicators	3,231	3,741	3,786	4,487	5,026
Percentage Change		15.8%	1.2%	18.5%	12.0%

*Projected

The program is primarily funded through offender surcharges. However the revenue from this source does not provide adequate funding for the program. Additional cash funding has historically been provided from State Victim Assistance and Law Enforcement (VALE) grant funding. General Fund was provided for the program beginning in FY 2014-15.

The program chose to forego State Victim Assistance and Law Enforcement (VALE) grant funding in FY 2015-16 due to the grant requirement that the program conduct statewide outreach. Due to program growth, it was determined that additional outreach would continue to generate additional growth that would further outstrip revenue. The following table outlines ACP program expenses.

Address Confidentiality Program Itemized Expenses			
	FY14-15 Actual	FY15-16 Proj.	FY16-17 Proj.
Personal Services	\$148,295	\$165,672	\$165,672
Operating Expenses			
Waste Disposal	474	432	432
Travel and Vehicles	5,241	4,907	4,907
Communications Svcs.	1,030	3,685	3,685
Print and Reproduction	19,299	21,215	23,761
Books and Subscriptions	66	0	0
Office Supplies	1,022	1,428	1,599
Postage	35,824	58,067	65,035
Dues and Membership	746	850	850
Interest Expense, Fines, and Fees	228	0	0
Registration Fees	<u>865</u>	<u>1,407</u>	<u>1,407</u>
Subtotal - Operating Expenses	64,795	91,991	101,676
Total ACP Program Expenses	\$213,090	\$257,663	\$267,348

Operating common policy allocations are calculated on the program's FTE count which increased from 2.0 to 3.4 FTE, representing a 70.0 percent increase in FTE, in FY 2015-16 to better support program growth. Fund source adjustments for operating common policy costs total \$59,136 for the program.

The program appears to be operating efficiently based on participant growth, workload indicators, and program expenses changes. Consistent with the supplemental request for this item, staff recommends a refinancing of cash fund with General Fund for FY 2016-17, in order to prevent the program from experiencing an overexpenditure and deficit in its cash fund.

➔ BA3 IDS Operating Increase Spending Authority

Request: As outlined in the Department's supplemental request for this item, the Department requests \$1,263,271 reappropriated funds in FY 2015-16 and ongoing, to increase the Integrated

Document Solutions (IDS) operating expenses line item to accommodate additional pass-through payments for outsourced commercial print services.

Recommendation: Consistent with the supplemental recommendation, staff recommends that the Committee approve an appropriation of \$2,100,000 for the Commercial Print Payments line item.

Analysis: This request does not represent new appropriations from other state agencies. This request reflects services purchased from IDS from existing appropriations. For this request specifically, the appropriation reflects a pass-through payment from the state agency to the outsourced commercial print provider.

While the IDS program has historically relied on outsourced commercial print services, the program has recently increased its use for a variety of reasons related to cost advantages and internal capacity. The Department has requested an additional \$1.3 million (since the request, the Department clarified an estimated need of \$1,332,150) to accommodate additional pass-through payments for outsourced commercial print services.

The outsourced commercial print process works as follows:

- IDS determines that an outsourced job is the best solution for a state agency print request;
- IDS manages the negotiation of pricing, turnaround, and quality for the state agency;
- the print job is delivered and IDS is billed by the commercial printer;
- IDS bills the state agency and passes through the payment to the vendor.

While it is theoretically possible to direct bill the state agency, the current process assures that IDS represents the customer to the vendor. Therefore this process is a reasonable solution that arrives at a lowest cost outcome for state agencies although the pass-through payments are reflected as double the appropriation for a single payment for services.

But because of this process, staff recommended for the supplemental request that the Committee provide a new line item for the program, Commercial Print Payments, for the purpose of paying commercial printers for outsourced print services, which will reflect pass-through payments exclusively. This line item will also provide information related to IDS's use of internal or outsourced print services for state agencies on an ongoing basis.

Staff further recommends that the Committee approve an appropriation of \$2,100,000 for the new line item. This amount represents the additional \$1.3 million requested by the Department and the \$0.8 million which the Department estimates has been included in the operating expenses line item for this purpose. Staff is not recommending an offsetting adjustment to the operating expenses line item due to the Department's recent need to exercise executive branch transfer authority to accommodate additional expenditures from the operating expenses line item. Staff has monitored empty spending authority in the IDS operating expenses line items over time and will continue to monitor and make recommendations as necessary in the future.

➔ Capitol Complex Base Adjustments

Request: The Department requests a net increase of \$250,273 total funds including \$7,285 cash funds and \$242,988 reappropriated funds for Capitol Complex base adjustments for utilities.

Recommendation: Staff recommends that the Committee approve the request.

Analysis: Recent years' actual expenditures suggest the Department is fully expending its appropriation. Additionally, this base adjustment represents projections for utility expenses in FY 2016-17. Capitol Complex rates and cost allocations to state agencies include the cost of this line item. Actual expenditures that end up lower than appropriated will result in additional cash fund reserves. Reserves are adjusted annually for consistency. Therefore, an over-appropriation in one year will necessarily lead to lower rates in the following year related to the offsetting reserve adjustment.

➔ Staff-initiated Spending Authority Reduction

Request: This is a staff-initiated change and was not requested by the Department.

Recommendation: Staff recommends a net decrease of \$4,185,989 reappropriated funds in two Central Services Division line items:

- A decrease of \$4,171,544 reappropriated funds spending authority for the Fuel and Automotive Supplies line item in Fleet Management; and
- A decrease of \$14,445 reappropriated funds for the Central Services Administration Operating Expenses line item.

Analysis: As discussed in the R2 Fleet Re-alignment request analysis, the Fuel and Automotive Supplies portion of the Operating Expenses line item has historically been increased due to increases in gasoline prices. The FY 2014-15 actual expenditure for this line item totaled \$20,102,800. Staff recommends an appropriation of \$21,000,000, which should provide adequate spending authority during a period of decreased gas prices that are expected to remain low for the foreseeable future.

Fleet Management Program - Operating Expenses and Fuel and Automotive Supplies					
	FY10-11	FY11-12	FY12-13	FY13-14	FY14-15
Operating Expenses					
Appropriation	24,131,346	25,728,564	25,728,564	214,271	214,271
Expenditure	20,675,568	23,066,149	23,124,509	279,790	532,391
Fuel and Automotive Supplies					
Appropriation	n/a	n/a	n/a	25,514,293	25,514,293
Expenditure	n/a	n/a	n/a	23,293,782	20,102,800
Subtotal - Appropriation	24,131,346	25,728,564	25,728,564	25,728,564	25,728,564
Subtotal - Expenditure	<u>20,675,568</u>	<u>23,066,149</u>	<u>23,124,509</u>	<u>23,573,572</u>	<u>20,635,191</u>
Reversion	3,455,778	2,662,415	2,604,055	2,154,992	5,093,373

The Central Services Administration operating expenses line item actual expenditures are outlined in the following table.

Central Services Administration Operating Expenses				
	FY 2012-13	FY 2013-14	FY 2014-15	Average
Appropriation	\$77,427	\$58,445	\$58,445	n/a
Actual Expenditure	<u>47,594</u>	<u>32,057</u>	<u>43,616</u>	41,089
Reversion	\$29,833	\$26,388	\$14,829	\$23,683

Recent actual expenditures have been lower than the appropriation. Staff recommends an appropriation of \$44,000, which reflects the FY 2014-15 actual expenditure rounded up.

LINE ITEM DETAIL – CENTRAL SERVICES

(A) Administration

The administration section provides management, human resources, accounting, and marketing services for Division programs. Administration is funded by reappropriated funds from user fees from state agencies deposited in the Department of Personnel Revolving Fund created in Section 24-30-1108 (1), C.R.S., and the Motor Fleet Management Fund created in Section 24-30-1115 (1), C.R.S.

Personal Services

This line item funds the 8.0 FTE in Central Services Administration. Central Services Administration is funded from reappropriated funds from the Department of Personnel Revolving Fund created in Section 24-30-1108 (1), C.R.S., and the Motor Fleet Management Fund created in Section 24-30-1115 (1), C.R.S.

Statutory Authority: Section 24-30-1104, C.R.S.

Request: The Department requests continuation funding of 8.0 FTE and \$689,236 reappropriated funds. The request includes the annualization of salary survey and merit pay.

Recommendation: Staff recommends continuation funding of 8.0 FTE and \$689,236 reappropriated funds. Recent years' actual expenditures suggest the Department is fully expending its appropriation. However, as identified in the staff briefing, the Department has a practice of fully expending its personal services appropriations on centralized benefits POTS line items before expending POTS appropriations. Staff is unable to determine whether personal services appropriations are reasonable or excessive due to the Department's reporting practice.

*JBC Staff Figure Setting: FY 2016-17
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Central Services, Administration, Personal Services					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2015-16 Appropriation					
FY 2015-16 Appropriation	<u>\$680,817</u>	<u>\$0</u>	<u>\$0</u>	<u>\$680,817</u>	<u>8.0</u>
TOTAL	\$680,817	\$0	\$0	\$680,817	8.0
FY 2016-17 Recommended Appropriation					
FY 2015-16 Appropriation	\$680,817	\$0	\$0	\$680,817	8.0
Annualize Prior Year Budget Actions	<u>8,419</u>	<u>0</u>	<u>0</u>	<u>8,419</u>	<u>0.0</u>
TOTAL	\$689,236		\$0	\$689,236	8.0
Increase/(Decrease)	\$8,419	\$0	\$0	\$8,419	0.0
Percentage Change	1.2%	0.0%	0.0%	1.2%	0.0%
FY 2016-17 Executive Request:	\$689,236	\$0	\$0	\$689,236	8.0
Request Above/(Below) Recommendation	\$0		\$0	\$0	0.0

Operating Expenses

This line item funds the operating expenses of Central Services Administration.

Statutory Authority: Section 24-30-1104, C.R.S.

Request: The Department requests a continuation appropriation of \$58,445 reappropriated funds.

Recommendation: Staff recommends an appropriation of \$44,000 reappropriated funds, reflecting the rounded amount of the FY 2014-15 expenditure.

Central Services, Administration, Operating Expenses					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2015-16 Appropriation					
FY 2015-16 Appropriation	<u>\$58,445</u>	<u>\$0</u>	<u>\$0</u>	<u>\$58,445</u>	<u>0.0</u>
TOTAL	\$58,445	\$0	\$0	\$58,445	0.0
FY 2016-17 Recommended Appropriation					
FY 2015-16 Appropriation	\$58,445	\$0	\$0	\$58,445	0.0
Staff-initiated Spending Authority Reduction	<u>(14,445)</u>	<u>0</u>	<u>0</u>	<u>(14,445)</u>	<u>0.0</u>

*JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision*

Central Services, Administration, Operating Expenses					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
TOTAL	\$44,000		\$0	\$44,000	0.0
Increase/(Decrease)	(\$14,445)	\$0	\$0	(\$14,445)	0.0
Percentage Change	(24.7%)	0.0%	0.0%	(24.7%)	0.0%
FY 2016-17 Executive Request:	\$58,445	\$0	\$0	\$58,445	0.0
Request Above/(Below) Recommendation	\$14,445		\$0	\$14,445	0.0

Indirect Cost Assessment

This line item reflects the amount of indirect cost assessments made against reappropriated funds sources as calculated by the State Controller. Funds collected through this line item are used to offset General Fund in Department Administration.

Statutory Authority: Section 24-30-1104, C.R.S.

Request: The Department requests an appropriation of \$21,207 reappropriated funds.

Recommendation: Staff recommends an appropriation of \$21,207 reappropriated funds, consistent with the statewide indirect cost assessment calculated by the State Controller.

Central Services, Administration, Indirect Cost Assessment						
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE
FY 2015-16 Appropriation						
FY 2015-16 Appropriation	<u>\$68,172</u>	<u>\$0</u>	<u>\$0</u>	<u>\$68,172</u>	<u>\$0</u>	<u>0.0</u>
TOTAL	\$68,172	\$0	\$0	\$68,172	\$0	0.0
FY 2016-17 Recommended Appropriation						
FY 2015-16 Appropriation	\$68,172	\$0	\$0	\$68,172	\$0	0.0
Statewide Indirect Cost Assessment Adjustment	<u>(46,965)</u>	<u>0</u>	<u>0</u>	<u>(46,965)</u>	<u>0</u>	<u>0.0</u>
TOTAL	\$21,207		\$0	\$21,207	\$0	0.0
Increase/(Decrease)	(\$46,965)	\$0	\$0	(\$46,965)	\$0	0.0
Percentage Change	(68.9%)	0.0%	0.0%	(68.9%)	0.0%	0.0%
FY 2016-17 Executive Request:	\$21,207	\$0	\$0	\$21,207	\$0	0.0
Request Above/(Below) Recommendation	\$0		\$0	\$0	\$0	0.0

(B) Integrated Document Solutions

Integrated Document Solutions (IDS) provides business support services comprising print, document management, data entry, imaging, and mail operations. The division has facilities in Pueblo and Denver and serves state agencies, institutions of higher education, and local governments. IDS is funded by reappropriated funds collected from user fees from state agencies and cash funds collected from user fees from non-state agencies and deposited in the Department of Personnel Revolving Fund created in Section 24-30-1108 (1), C.R.S. Additionally, the Address Confidentiality Program is located in IDS and is funded with General Fund and cash funds from offender surcharges and grants.

Integrated Document Solutions					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2015-16 Appropriation					
FY 2015-16 Appropriation	\$20,492,289	\$97,032	\$1,270,011	\$19,125,246	102.5
HB 16-1246 (Supplemental)	<u>3,526,647</u>	<u>57,000</u>	<u>(60,963)</u>	<u>3,530,610</u>	<u>0.0</u>
TOTAL	\$24,018,936	\$154,032	\$1,209,048	\$22,655,856	102.5
FY 2016-17 Recommended Appropriation					
FY 2015-16 Appropriation	\$24,018,936	\$154,032	\$1,209,048	\$22,655,856	102.5
BA3 IDS Operating Increase Spending Authority	2,100,000	0	0	2,100,000	0.0
Non-prioritized IDS Adjustments	1,497,603	0	0	1,497,603	0.0
BA2 Address Confidentiality Program Adjustment	22,241	96,290	(74,049)	0	0.0
Annualize Prior Year Legislation	4,800	0	0	4,800	0.0
Annualize Prior Year Budget Actions	(3,637,212)	(82,656)	74,049	(3,628,605)	0.0
Statewide Indirect Cost Assessment Adjustment	<u>(124,104)</u>	<u>0</u>	<u>0</u>	<u>(124,104)</u>	<u>0.0</u>
TOTAL	\$23,882,264	\$167,666	\$1,209,048	\$22,505,550	102.5
Increase/(Decrease)	(\$136,672)	\$13,634	\$0	(\$150,306)	0.0
Percentage Change	(0.6%)	8.9%	0.0%	(0.7%)	(4)
FY 2016-17 Executive Request	\$23,045,535	\$167,666	\$1,209,048	\$21,668,821	102.5
Request Above/(Below) Recommendation	(\$836,729)	\$0	\$0	(\$836,729)	0.0

Personal Services

This line item funds the 99.1 FTE in IDS, excluding the Address Confidentiality Program. IDS is funded from revenue and earned and deposited in the Department of Personnel Revolving Fund created in Section 24-30-1108 (1), C.R.S. Cash funds are earned from user fees from non-state agencies and reappropriated funds from user fees from state agencies.

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Statutory Authority: Sections 24-30-1102 (4) and 24-30-1104 (1), C.R.S.

Request: The Department requests continuation funding of 99.1 FTE and \$6,378,093 total funds including \$141,615 cash funds, and \$6,236,478 reappropriated funds. The request includes the annualization of salary survey and merit pay.

Recommendation: Staff recommends continuation funding of 99.1 FTE and \$6,378,093 total funds including \$141,615 cash funds, and \$6,236,478 reappropriated funds. Recent years' actual expenditures suggest the Department is fully expending its appropriation. However, as identified in the staff briefing, the Department has a practice of fully expending its personal services appropriations on centralized benefits POTS line items before expending POTS appropriations. Staff is unable to determine whether personal services appropriations are reasonable or excessive due to the Department's reporting practice.

Central Services, Integrated Document Solutions, Personal Services					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2015-16 Appropriation					
FY 2015-16 Appropriation	<u>\$6,298,464</u>	<u>\$0</u>	<u>\$141,615</u>	<u>\$6,156,849</u>	<u>99.1</u>
TOTAL	\$6,298,464	\$0	\$141,615	\$6,156,849	99.1
FY 2016-17 Recommended Appropriation					
FY 2015-16 Appropriation	\$6,298,464	\$0	\$141,615	\$6,156,849	99.1
Annualize Prior Year Budget Actions	<u>79,629</u>	<u>0</u>	<u>0</u>	<u>79,629</u>	<u>0.0</u>
TOTAL	\$6,378,093		\$141,615	\$6,236,478	99.1
Increase/(Decrease)	\$79,629	\$0	\$0	\$79,629	0.0
Percentage Change	1.3%	0.0%	0.0%	1.3%	0.0%
FY 2016-17 Executive Request:	\$6,378,093	\$0	\$141,615	\$6,236,478	99.1
Request Above/(Below) Recommendation	\$0		\$0	\$0	0.0

Operating Expenses

This line item funds the operating expenses of IDS. In addition to administrative operating expenses, operating expenses include equipment and supplies for print, document, and mail services.

Statutory Authority: Sections 24-30-1102 (4) and 24-30-1104 (1), C.R.S.

Request: The Department requests an appropriation of \$7,649,846 total funds including \$240,313 cash funds and \$6,146,262 reappropriated funds. The request includes:

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- \$1,263,271 reappropriated funds for the Department's BA3 IDS Operating Increase Spending Authority request;
- \$850,450 reappropriated funds from non-prioritized requests for IDS print, document, and mail services from other departments; and
- A net decrease of \$808,077 reappropriated funds from prior year budget actions and legislation.

Recommendation: Staff recommends an appropriation of \$6,386,575 total funds including \$240,313 cash funds and \$6,146,262 reappropriated funds. The recommendation includes the annualization adjustments. As outlined in staff analysis for the BA3 IDS Operating Increase Spending Authority request, staff recommends an appropriation for this request in a Commercial Print Payments line item. Non-prioritized request amounts are pending Committee action on other departments' requests for these services. Staff requests permission to adjust the appropriation accordingly.

Central Services, Integrated Document Solutions, Operating Expenses					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2015-16 Appropriation					
FY 2015-16 Appropriation	\$5,531,325	\$0	\$240,313	\$5,291,012	0.0
HB 16-1246 (Supplemental)	<u>812,877</u>	<u>0</u>	<u>0</u>	<u>812,877</u>	<u>0.0</u>
TOTAL	\$6,344,202	\$0	\$240,313	\$6,103,889	0.0
FY 2016-17 Recommended Appropriation					
FY 2015-16 Appropriation	\$6,344,202	\$0	\$240,313	\$6,103,889	0.0
Non-prioritized IDS Adjustments	850,450	0	0	850,450	0.0
Annualize Prior Year Legislation	4,800	0	0	4,800	0.0
BA3 IDS Operating Increase Spending Authority	0	0	0	0	0.0
Annualize Prior Year Budget Actions	<u>(812,877)</u>	<u>0</u>	<u>0</u>	<u>(812,877)</u>	<u>0.0</u>
TOTAL	\$6,386,575		\$240,313	\$6,146,262	0.0
Increase/(Decrease)	\$42,373	\$0	\$0	\$42,373	0.0
Percentage Change	0.7%	0.0%	0.0%	0.7%	0.0%
FY 2016-17 Executive Request:	\$7,649,846	\$0	\$240,313	\$7,409,533	0.0
Request Above/(Below) Recommendation	\$1,263,271		\$0	\$1,263,271	0.0

Commercial Print Payments

This line item was added in a FY 2015-16 supplemental for pass-through payments to commercial print vendors. Spending authority for these payments was formerly provided in the operating expenses line item. The IDS program has increased its use of commercial print

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vendors and expenditures from this line item represent pass-through payments from state agencies for print jobs which IDS has determined are best completed by outside vendors.

Statutory Authority: Sections 24-30-1102 (4) and 24-30-1104 (1), C.R.S.

Request: The Department did not request this appropriation.

Recommendation: Staff recommends an appropriation of \$2,100,000 reappropriated funds. As outlined in staff analysis for the BA3 IDS Operating Increase Spending Authority request, staff recommends an appropriation for this request in this Commercial Print Payments line item. Further staff recommends an appropriation that reflects the amount the Department anticipates spending for this line item. Staff will monitor expenditures for this appropriation along with operating expenses expenditures to ensure that appropriations are reasonable.

Central Services, Integrated Document Solutions, Commercial Print Payments				
	Total Funds	General Fund	Reappropriated Funds	FTE
FY 2015-16 Appropriation				
HB 16-1246 (Supplemental)	<u>\$2,100,000</u>	<u>\$0</u>	<u>\$2,100,000</u>	<u>0.0</u>
TOTAL	\$2,100,000	\$0	\$2,100,000	0.0
FY 2016-17 Recommended Appropriation				
FY 2015-16 Appropriation	\$2,100,000	\$0	\$2,100,000	0.0
BA3 IDS Operating Increase Spending Authority	2,100,000	0	2,100,000	0.0
Annualize Prior Year Budget Actions	<u>(2,100,000)</u>	<u>0</u>	<u>(2,100,000)</u>	<u>0.0</u>
TOTAL	\$2,100,000		\$2,100,000	0.0
Increase/(Decrease)	\$0	\$0	\$0	0.0
Percentage Change	0.0%	0.0%	0.0%	0.0%
Request Above/(Below) Recommendation	(\$2,100,000)		(\$2,100,000)	0.0

IDS Postage

This line item was added in FY 2014-15. At that time, postage represented 54.7 percent of the Department's operating expenses line item and both the rates and volume usage are outside of the Department's discretionary control. Increases in spending authority are generally tied to postage increases identified in Department prioritized request items and mail services purchased by state agencies identified in non-prioritized request items from other state agencies.

Statutory Authority: Sections 24-30-1102 (4) and 24-30-1104 (1), C.R.S.

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Request: The Department requests an appropriation of \$8,495,928 total funds including \$740,298 cash funds and \$7,755,630 reappropriated funds. The request includes an annualization adjustment for the FY 2015-16 supplemental and \$647,153 reappropriated funds from non-prioritized requests for IDS print, document, and mail services from other departments.

Recommendation: Staff recommendation is pending Committee action on other departments' requests for IDS Postage. Staff requests permission to adjust the appropriation accordingly.

Central Services, Integrated Document Solutions, IDS Postage					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2015-16 Appropriation					
FY 2015-16 Appropriation	\$7,848,775	\$0	\$740,298	\$7,108,477	0.0
HB 16-1246 (Supplemental)	<u>617,733</u>	<u>0</u>	<u>0</u>	<u>617,733</u>	<u>0.0</u>
TOTAL	\$8,466,508	\$0	\$740,298	\$7,726,210	0.0
FY 2016-17 Recommended Appropriation					
FY 2015-16 Appropriation	\$8,466,508	\$0	\$740,298	\$7,726,210	0.0
Non-prioritized IDS Adjustments	647,153	0	0	647,153	0.0
Annualize Prior Year Budget Actions	<u>(617,733)</u>	<u>0</u>	<u>0</u>	<u>(617,733)</u>	<u>0.0</u>
TOTAL	\$8,495,928	\$0	\$740,298	\$7,755,630	0.0
Increase/(Decrease)	\$29,420	\$0	\$0	\$29,420	0.0
Percentage Change	0.3%	0.0%	0.0%	0.4%	0.0%
FY 2016-17 Executive Request:	\$8,495,928	\$0	\$740,298	\$7,755,630	0.0
Request Above/(Below) Recommendation	\$0		\$0	\$0	0.0

Utilities

This line item supports the utility costs associated with IDS operations in Pueblo.

Statutory Authority: Sections 24-30-1102 (4) and 24-30-1104 (1), C.R.S.

Request: The Department requests a continuation appropriation of \$69,000 reappropriated funds.

Recommendation: Staff recommends a continuation appropriation of \$69,000 reappropriated funds. Recent years' actual expenditures suggest the Department is fully expending its appropriation.

Mail Equipment Purchase

This line item funded a five-year lease-purchase agreement from June 2011 through May 2016 (FY 2010-11 through FY 2015-16) for new mail equipment, allowing the Department to process the State's mail in a manner that provides cost reductions from the United States Postal Service.

Statutory Authority: Sections 24-30-1102 (4) and 24-30-1104 (1), C.R.S.

Request: The Department has not requested an appropriation for this line item.

Recommendation: Staff recommends no appropriation and elimination of this line item.

Address Confidentiality Program

House Bill 11-1080 transferred the existing Address Confidentiality Program from the Department of State to the Department of Personnel. The program was established in 2007 to provide a confidential substitute address and mail forwarding system for program participants who are victims of domestic violence, sexual offenses, or stalking. The program was originally entirely cash funded through a surcharge levied on convicted offenders, 95 percent of which is deposited in the Address Confidentiality Program Surcharge Fund for the program, as well as grants. Participant growth has continued to exceed revenue growth from offender surcharges requiring additional General Fund to meet the program's statutory requirements regarding participation in the program. This line item funds 3.4 FTE for the program as well as administrative operating expenses, predominantly consisting of mail supplies and postage.

Statutory Authority: Part 21 of Article 30 of Title 24, C.R.S.

Request: The Department requests \$254,488 total funds, including \$167,666 General Fund and \$86,822 cash funds, and 3.4 FTE. The request includes the Department's BA2 Address Confidentiality Program Adjustment request increase of \$22,241 total funds including an increase of \$96,290 General Fund and a decrease of \$74,049 cash funds.

Recommendation: Staff recommends an appropriation of \$254,488 total funds, including \$167,666 General Fund and \$86,822 cash funds, and 3.4 FTE. Staff recommends approval of the Department's BA2 Address Confidentiality Program Adjustment request.

Central Services, Integrated Document Solutions, Address Confidentiality Program				
	Total Funds	General Fund	Cash Funds	FTE
FY 2015-16 Appropriation				
FY 2015-16 Appropriation	\$198,687	\$50,902	\$147,785	3.4
HB 16-1246 (Supplemental)	<u>(3,963)</u>	<u>57,000</u>	<u>(60,963)</u>	<u>0.0</u>
TOTAL	\$194,724	\$107,902	\$86,822	3.4
FY 2016-17 Recommended Appropriation				

JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision

Central Services, Integrated Document Solutions, Address Confidentiality Program				
	Total Funds	General Fund	Cash Funds	FTE
FY 2015-16 Appropriation	\$194,724	\$107,902	\$86,822	3.4
Annualize Prior Year Budget Actions	37,523	(36,526)	74,049	0.0
BA2 Address Confidentiality Program Adjustment	<u>22,241</u>	<u>96,290</u>	<u>(74,049)</u>	<u>0.0</u>
TOTAL	\$254,488	\$167,666	\$86,822	3.4
Increase/(Decrease)	\$59,764	\$59,764	\$0	0.0
Percentage Change	30.7%	55.4%	0.0%	0.0%
FY 2016-17 Executive Request:	\$254,488	\$167,666	\$86,822	3.4
Request Above/(Below) Recommendation	\$0	\$0	\$0	0.0

Indirect Cost Assessment

This line item reflects the amount of indirect cost assessments made against the IDS reappropriated funds source as calculated by the State Controller. Funds collected through this line item are used to offset General Fund in Department Administration.

Statutory Authority: Sections 24-30-1102 (4) and 24-30-1104 (1), C.R.S.

Request: The Department requests an appropriation of \$198,180 reappropriated funds.

Recommendation: Staff recommends an appropriation of \$198,180 reappropriated funds, consistent with the statewide indirect cost assessment calculated by the State Controller.

Central Services, Integrated Document Solutions, Indirect Cost Assessment				
	Total Funds	General Fund	Reappropriated Funds	FTE
FY 2015-16 Appropriation				
FY 2015-16 Appropriation	<u>\$322,284</u>	<u>\$0</u>	<u>\$322,284</u>	<u>0.0</u>
TOTAL	\$322,284	\$0	\$322,284	0.0
FY 2016-17 Recommended Appropriation				
FY 2015-16 Appropriation	\$322,284	\$0	\$322,284	0.0
Statewide Indirect Cost Assessment Adjustment	<u>(124,104)</u>	<u>0</u>	<u>(124,104)</u>	<u>0.0</u>
TOTAL	\$198,180	\$0	\$198,180	0.0
Increase/(Decrease)	(\$124,104)	\$0	(\$124,104)	0.0
Percentage Change	(38.5%)	0.0%	(38.5%)	0.0%

Central Services, Integrated Document Solutions, Indirect Cost Assessment				
	Total Funds	General Fund	Reappropriated Funds	FTE
FY 2016-17 Executive Request:	\$198,180	\$0	\$198,180	0.0
Request Above/(Below) Recommendation	\$0		\$0	0.0

(C) Fleet Management Program and Motor Pool Services

State Fleet Management provides oversight for vehicles in the state fleet program, including vehicle purchasing, management of maintenance, repairs, and preventative services, collision management, vehicle reassignment, fleet monitoring and reporting, and the auction and salvage of older vehicles, as well as operation of the State motor pool.

Fleet vehicles incur variable and fixed expenses. **Variable costs** include insurance, fuel, maintenance, and repairs and are billed at a rate per mile based on department and vehicle type and paid from state agency operating expenses or program line items. Variable cost revenue collected by Fleet Management pays for fuel and automotive supplies and any variable vehicle costs within operating expenses.

Fixed costs are the vehicle lease payments plus Fleet Management's per vehicle management fee. Fixed costs are paid in state agency Vehicle Lease Payments line items. The vehicle replacement lease/purchase line item is a pass-through payment from state agencies for actual vehicle lease payments. The per vehicle management fee pays for personal services and benefits, the program's share of Department operating common policies, the administrative portion of operating expenses, and the program's indirect cost assessment. Lease periods generally vary between 72 and 120 months, except for the State Patrol vehicle lease period of 48 months. In FY 2015-16, state agencies were assessed a vehicle management fee of \$22 per vehicle, per month, to fund Fleet Management Program's overhead costs.

Fleet Management Program - Vehicle Management Fee							
	FY09-10	FY10-11	FY11-12	FY12-13	FY13-14	FY14-15	FY15-16
Vehicle Management Fee	\$27	\$36	\$27	\$30	\$22	\$22	\$22

Fleet Management Program and Motor Pool Services				
	Total Funds	General Fund	Reappropriated Funds	FTE
FY 2015-16 Appropriation				
FY 2015-16 Appropriation	\$44,251,567	\$0	\$44,251,567	14.0
HB 16-1246 (Supplemental)	<u>12,380</u>	<u>0</u>	<u>12,380</u>	<u>0.0</u>
TOTAL	\$44,263,947	\$0	\$44,263,947	14.0
FY 2016-17 Recommended Appropriation				

JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision

Fleet Management Program and Motor Pool Services				
	Total Funds	General Fund	Reappropriated Funds	FTE
FY 2015-16 Appropriation	\$44,263,947	\$0	\$44,263,947	14.0
R3 Annual Fleet Vehicle Request	766,084	0	766,084	0.0
Non-prioritized New Vehicle Requests	71,020	0	71,020	0.0
Annualize Prior Year Budget Actions	498	0	498	0.0
R2 Fleet Re-alignment	0	0	0	0.0
Staff-initiated Fuel and Automotive Supplies Spending Authority Reduction	(4,171,544)	0	(4,171,544)	0.0
Statewide Indirect Cost Assessment Adjustment	<u>(144,480)</u>	<u>0</u>	<u>(144,480)</u>	<u>0.0</u>
TOTAL	\$40,785,525		\$40,785,525	14.0
Increase/(Decrease)	(\$3,478,422)	\$0	(\$3,478,422)	0.0
Percentage Change	(7.9%)	0.0%	(7.9%)	(4)
FY 2016-17 Executive Request	\$44,957,069	\$0	\$44,957,069	14.0
Request Above/(Below) Recommendation	\$4,171,544		\$4,171,544	0.0

Personal Services

This line item funds the 14.0 FTE in Fleet Management. Fleet Management is funded by reappropriated funds from state agency users deposited in the Motor Fleet Management Fund created in Section 24-30-1115 (1), C.R.S.

Statutory Authority: Sections 24-30-1104 (2) and 24-30-1112 through 24-30-1117, C.R.S.

Request: The Department requests continuation funding of 14.0 FTE and \$802,688 reappropriated funds. The request includes the annualization of salary survey and merit pay.

Recommendation: Staff recommends continuation funding of 14.0 FTE and \$802,688 reappropriated funds. Recent years' actual expenditures suggest the Department is fully expending its appropriation. However, as identified in the staff briefing, the Department has a practice of fully expending its personal services appropriations on centralized benefits POTS line items before expending POTS appropriations. Staff is unable to determine whether personal services appropriations are reasonable or excessive due to the Department's reporting practice.

Central Services, Fleet Management Program and Motor Pool Services, Personal Services				
	Total Funds	General Fund	Reappropriated Funds	FTE
FY 2015-16 Appropriation				
FY 2015-16 Appropriation	<u>\$789,810</u>	<u>\$0</u>	<u>\$789,810</u>	<u>14.0</u>
TOTAL	\$789,810	\$0	\$789,810	14.0

*JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision*

Central Services, Fleet Management Program and Motor Pool Services, Personal Services				
	Total Funds	General Fund	Reappropriated Funds	FTE
FY 2016-17 Recommended Appropriation				
FY 2015-16 Appropriation	\$789,810	\$0	\$789,810	14.0
Annualize Prior Year Budget Actions	<u>12,878</u>	<u>0</u>	<u>12,878</u>	<u>0.0</u>
TOTAL	\$802,688		\$802,688	14.0
Increase/(Decrease)	\$12,878	\$0	\$12,878	0.0
Percentage Change	1.6%	0.0%	1.6%	0.0%
FY 2016-17 Executive Request:	\$802,688	\$0	\$802,688	14.0
Request Above/(Below) Recommendation	\$0		\$0	0.0

Operating Expenses

This line item funds Fleet Management administrative operating expenses including auction fees.

Statutory Authority: Sections 24-30-1104 (2) and 24-30-1112 through 24-30-1117, C.R.S.

Request: The Department requests an appropriation of \$557,020 reappropriated funds. The request includes \$342,749 reappropriated funds for the Department's R2 Fleet Re-alignment request.

Recommendation: Staff recommends an appropriation of \$357,020 reappropriated funds. The recommendation includes \$142,749 of the R2 Fleet Re-alignment request representing the amount the Department has identified for auction fees. As outlined in staff analysis for the R2 Fleet Re-alignment request, staff recommends an appropriation for the additional \$200,000 of the request in a new, Motor Pool Vehicle Lease and Operating Expenses line item.

Central Services, Fleet Management Program and Motor Pool Services, Operating Expenses				
	Total Funds	General Fund	Reappropriated Funds	FTE
FY 2015-16 Appropriation				
FY 2015-16 Appropriation	<u>\$214,271</u>	<u>\$0</u>	<u>\$214,271</u>	<u>0.0</u>
TOTAL	\$214,271	\$0	\$214,271	0.0
FY 2016-17 Recommended Appropriation				
FY 2015-16 Appropriation	\$214,271	\$0	\$214,271	0.0
R2 Fleet Re-alignment	<u>142,749</u>	<u>0</u>	<u>142,749</u>	<u>0.0</u>
TOTAL	\$357,020		\$357,020	0.0

JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision

Central Services, Fleet Management Program and Motor Pool Services, Operating Expenses				
	Total Funds	General Fund	Reappropriated Funds	FTE
Increase/(Decrease)	\$142,749	\$0	\$142,749	0.0
Percentage Change	66.6%	0.0%	66.6%	0.0%
FY 2016-17 Executive Request:	\$557,020	\$0	\$557,020	0.0
Request Above/(Below) Recommendation	\$200,000		\$200,000	0.0

Motor Pool Vehicle Lease and Operating Expenses

This line item will pay for State Motor Pool vehicle lease payments and operating expenses.

Statutory Authority: Sections 24-30-1104 (2) and 24-30-1112 through 24-30-1117, C.R.S.

Request: The Department did not request this appropriation.

Recommendation: As outlined in staff analysis for the R2 Fleet Re-alignment request, staff recommends an appropriation of \$200,000 reappropriated funds representing the portion of the Department's R2 Fleet Re-alignment request identified for Motor Pool vehicle lease and operating expenses.

Central Services, Fleet Management Program and Motor Pool Services, Personal Services				
	Total Funds	General Fund	Reappropriated Funds	FTE
FY 2015-16 Appropriation				
FY 2015-16 Appropriation	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>0</u>
TOTAL	\$0	\$0	\$0	0
FY 2016-17 Recommended Appropriation				
FY 2015-16 Appropriation	\$0	\$0	\$0	0
Annualize Prior Year Budget Actions	<u>200,000</u>	<u>0</u>	<u>200,000</u>	<u>0</u>
TOTAL	\$200,000	0	\$200,000	0
Increase/(Decrease)	\$200,000	\$0	\$200,000	0.0
Percentage Change	100.0%	0.0%	100.0%	0.0%
FY 2016-17 Executive Request:	\$0	\$0	\$0	0
Request Above/(Below) Recommendation	(\$200,000)	0	(\$200,000)	0.0

Fuel and Automotive Supplies

This line item funds the purchase of fuel and automotive supplies for state fleet vehicles.

JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision

Statutory Authority: Sections 24-30-1104 (2) and 24-30-1112 through 24-30-1117, C.R.S.

Request: The Department requests an appropriation of \$25,171,544 reappropriated funds. The request includes a decrease of \$342,749 reappropriated funds representing the offsetting adjustment for the Department's R2 Fleet Re-alignment request.

Recommendation: Staff recommends an appropriation of \$21,000,000 reappropriated funds. The recommendation includes a staff-initiated spending authority reduction of \$4,171,544 reappropriated funds based on recent years' actual expenditures. The FY 2014-15 actual expenditure totaled \$20,102,800.

Central Services, Fleet Management Program and Motor Pool Services, Fuel and Automotive Supplies				
	Total Funds	General Fund	Reappropriated Funds	FTE
FY 2015-16 Appropriation				
FY 2015-16 Appropriation	\$25,514,293	\$0	\$25,514,293	0.0
TOTAL	\$25,514,293	\$0	\$25,514,293	0.0
FY 2016-17 Recommended Appropriation				
FY 2015-16 Appropriation	\$25,514,293	\$0	\$25,514,293	0.0
Staff-initiated Spending Authority Reduction	(4,171,544)	0	(4,171,544)	0.0
R2 Fleet Re-alignment	(342,749)	0	(342,749)	0.0
TOTAL	\$21,000,000		\$21,000,000	0.0
Increase/(Decrease)	(\$4,514,293)	\$0	(\$4,514,293)	0.0
Percentage Change	(17.7%)	0.0%	(17.7%)	0.0%
FY 2016-17 Executive Request:	\$25,171,544	\$0	\$25,171,544	0.0
Request Above/(Below) Recommendation	\$4,171,544		\$4,171,544	0.0

Vehicle Replacement Lease/Purchase

This line funds vehicle lease payments for state fleet vehicles and represents pass-through payments from state agencies for actual vehicle lease payments.

Statutory Authority: Sections 24-30-1104 (2) and 24-30-1112 through 24-30-1117, C.R.S.

Request: The Department requests an appropriation of \$18,277,033 reappropriated funds. The request includes an increase of \$766,084 reappropriated funds for the Department's R3 Annual Fleet Vehicle Request; an increase of \$71,020 for non-prioritized requests for new vehicles from other departments; and an annualization of the FY 2015-16 supplemental adjustment.

JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision

Recommendation: Staff recommendation for this line item is pending the Operating Common Policy figure setting scheduled for February 25th and Committee action on non-prioritized requests for new vehicles from other departments. Staff requests permission to adjust this line item based on those Committee decisions.

Central Services, Fleet Management Program and Motor Pool Services, Vehicle Replacement Lease/Purchase				
	Total Funds	General Fund	Reappropriated Funds	FTE
FY 2015-16 Appropriation				
FY 2015-16 Appropriation	\$17,439,929	\$0	\$17,439,929	0.0
HB 16-1246 (Supplemental)	<u>12,380</u>	<u>0</u>	<u>12,380</u>	<u>0.0</u>
TOTAL	\$17,452,309	\$0	\$17,452,309	0.0
FY 2016-17 Recommended Appropriation				
FY 2015-16 Appropriation	\$17,452,309	\$0	\$17,452,309	0.0
R3 Annual Fleet Vehicle Request	766,084	0	766,084	0.0
Non-prioritized New Vehicle Requests	71,020	0	71,020	0.0
Annualize Prior Year Budget Actions	<u>(12,380)</u>	<u>0</u>	<u>(12,380)</u>	<u>0.0</u>
TOTAL	\$18,277,033		\$18,277,033	0.0
Increase/(Decrease)	\$824,724	\$0	\$824,724	0.0
Percentage Change	4.7%	0.0%	4.7%	0.0%
FY 2016-17 Executive Request:	\$18,277,033	\$0	\$18,277,033	0.0
Request Above/(Below) Recommendation	\$0		\$0	0.0

Indirect Cost Assessment

This line item reflects the amount of indirect cost assessments made against the program reappropriated funds source as calculated by the State Controller. Funds collected through this line item are used to offset General Fund in Department Administration.

Statutory Authority: Sections 24-30-1104 (2) and 24-30-1112 through 24-30-1117, C.R.S.

Request: The Department requests an appropriation of \$148,784 reappropriated funds.

Recommendation: Staff recommends an appropriation of \$148,784 reappropriated funds, consistent with the statewide indirect cost assessment calculated by the State Controller.

JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision

Central Services, Fleet Management Program and Motor Pool Services, Indirect Cost Assessment				
	Total Funds	General Fund	Reappropriated Funds	FTE
FY 2015-16 Appropriation				
FY 2015-16 Appropriation	<u>\$293,264</u>	<u>\$0</u>	<u>\$293,264</u>	<u>0.0</u>
TOTAL	\$293,264	\$0	\$293,264	0.0
FY 2016-17 Recommended Appropriation				
FY 2015-16 Appropriation	\$293,264	\$0	\$293,264	0.0
Statewide Indirect Cost Assessment Adjustment	<u>(144,480)</u>	<u>0</u>	<u>(144,480)</u>	<u>0.0</u>
TOTAL	\$148,784		\$148,784	0.0
Increase/(Decrease)	(\$144,480)	\$0	(\$144,480)	0.0
Percentage Change	(49.3%)	0.0%	(49.3%)	0.0%
FY 2016-17 Executive Request:	\$148,784	\$0	\$148,784	0.0
Request Above/(Below) Recommendation	\$0		\$0	0.0

(D) Facilities Maintenance – Capitol Complex

The Department of Personnel operates a facilities maintenance program for Denver, Grand Junction, and Camp George West properties totaling 1.3 million square feet. Pursuant to Section 24-82-101, C.R.S., the Department is responsible for the maintenance of the buildings' plumbing, electrical, elevator, and HVAC systems, as well as custodial and grounds maintenance. (1) *Denver*: The Department maintains ten addresses in the Capitol Hill Campus (765,088 sq. ft.), one address in the North Campus (89,534 sq. ft.), and two addresses in Lakewood (89,031 sq. ft.). Each of these campuses, though funded by the Capitol Complex program, have distinct rental rates that mirror the locations and uses of the various properties. (2) *Grand Junction*: The Department maintains a building with 35,145 square feet, which is staffed by 1.0 FTE who is responsible for building maintenance. Other functions, including additional building maintenance, custodial services, and grounds maintenance are contracted to private vendors. (3) *Camp George West*: This building contains 305,077 square feet for five different departments. The Department's responsibilities include all site and grounds maintenance. Facilities Maintenance is predominantly funded by reappropriated funds consisting of user fees from state agencies deposited in the Department of Personnel Revolving Fund created in Section 24-30-1108 (1), C.R.S. Cash funds revenue reflects rebate payments from utility companies.

*JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision*

Facilities Maintenance - Capitol Complex					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2015-16 Appropriation					
FY 2015-16 Appropriation	<u>\$12,160,727</u>	<u>\$0</u>	<u>\$313,139</u>	<u>\$11,847,588</u>	<u>55.2</u>
TOTAL	\$12,160,727	\$0	\$313,139	\$11,847,588	55.2
FY 2016-17 Recommended Appropriation					
FY 2015-16 Appropriation	\$12,160,727	\$0	\$313,139	\$11,847,588	55.2
Capitol Complex Base Adjustments	250,273	0	7,285	242,988	0.0
Annualize Prior Year Budget Actions	48,968	0	0	48,968	0.0
Statewide Indirect Cost Assessment Adjustment	<u>(695,643)</u>	<u>0</u>	<u>0</u>	<u>(695,643)</u>	<u>0.0</u>
TOTAL	\$11,764,325	\$0	\$320,424	\$11,443,901	55.2
Increase/(Decrease)	(\$396,402)	\$0	\$7,285	(\$403,687)	0.0
Percentage Change	(3.3%)	0.0%	2.3%	(3.4%)	(4)
FY 2016-17 Executive Request	\$11,764,325	\$0	\$320,424	\$11,443,901	55.2
Request Above/(Below) Recommendation	\$0	\$0	\$0	\$0	0.0

Personal Services

This line item funds the 55.2 FTE in Facilities Maintenance. Facilities Maintenance personal services is funded by reappropriated funds from the Department of Personnel Revolving Fund created in Section 24-30-1108 (1), C.R.S.

Statutory Authority: Sections 24-30-1104 (4) and 24-82-101 through 24-82-103, C.R.S.

Request: The Department requests continuation funding of 55.2 FTE and \$3,174,718 reappropriated funds. The request includes the annualization of salary survey and merit pay.

Recommendation: Staff recommends continuation funding of 55.2 FTE and \$3,174,718 reappropriated funds. Recent years' actual expenditures suggest the Department is fully expending its appropriation. However, as identified in the staff briefing, the Department has a practice of fully expending its personal services appropriations on centralized benefits POTS line items before expending POTS appropriations. Staff is unable to determine whether personal services appropriations are reasonable or excessive due to the Department's reporting practice.

*JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision*

Central Services, Facilities Maintenance - Capitol Complex, Personal Services					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2015-16 Appropriation					
FY 2015-16 Appropriation	<u>\$3,125,750</u>	<u>\$0</u>	<u>\$0</u>	<u>\$3,125,750</u>	<u>55.2</u>
TOTAL	\$3,125,750	\$0	\$0	\$3,125,750	55.2
FY 2016-17 Recommended Appropriation					
FY 2015-16 Appropriation	\$3,125,750	\$0	\$0	\$3,125,750	55.2
Annualize Prior Year Budget Actions	<u>48,968</u>	<u>0</u>	<u>0</u>	<u>48,968</u>	<u>0.0</u>
TOTAL	\$3,174,718	\$0	\$0	\$3,174,718	55.2
Increase/(Decrease)	\$48,968	\$0	\$0	\$48,968	0.0
Percentage Change	1.6%	0.0%	0.0%	1.6%	0.0%
FY 2016-17 Executive Request:	\$3,174,718	\$0	\$0	\$3,174,718	55.2
Request Above/(Below) Recommendation	\$0	\$0	\$0	\$0	0.0

Operating Expenses

This line item includes administrative operating expenses as well as custodial and annual maintenance and repair expenses.

Statutory Authority: Sections 24-30-1104 (4) and 24-82-101 through 24-82-103, C.R.S.

Request: The Department requests a continuation appropriation of \$2,709,468 reappropriated funds.

Recommendation: Staff recommends a continuation appropriation of \$2,709,468 reappropriated funds. Recent years' actual expenditures suggest the Department is fully expending its appropriation.

Capitol Complex Repairs

This line item was added in FY 1999-2000 to fund routine HVAC repairs in the capitol complex.

Statutory Authority: Sections 24-30-1104 (4) and 24-82-101 through 24-82-103, C.R.S.

Request: The Department requests a continuation appropriation of \$56,520 reappropriated funds.

Recommendation: Staff recommends a continuation appropriation of \$56,520 reappropriated funds. Recent years' actual expenditures suggest the Department is fully expending its appropriation.

Capitol Complex Security

This line funds a portion of the contract security for the Denver campus. The cost is incorporated into the rates that are billed to the tenants in these buildings. The funds are then transferred to the Department of Public Safety, which administers the security contracts. This line is set by the Department of Public Safety.

Statutory Authority: Sections 24-30-1104 (4) and 24-82-101 through 24-82-103, C.R.S.

Request: The Department requests a continuation appropriation of \$405,243 reappropriated funds.

Recommendation: This line item is set by the Department of Public Safety. Staff requests permission to adjust this line item as necessary.

Utilities

This line funds the utilities for the Capitol Complex campuses.

Statutory Authority: Sections 24-30-1104 (4) and 24-82-101 through 24-82-103, C.R.S.

Request: The Department requests an appropriation of \$5,104,661 total funds including \$340,424 cash funds and \$4,784,237 reappropriated funds. The request includes a base adjustment increase of \$250,273 total funds including \$7,285 cash funds and \$242,988 reappropriated funds.

Recommendation: Staff recommends an appropriation of \$5,104,661 total funds including \$340,424 cash funds and \$4,784,237 reappropriated funds. Recent years' actual expenditures suggest the Department is fully expending its appropriation. Additionally, this base adjustment represents projections for utility expenses in FY 2016-17. Capitol Complex rates and cost allocations to state agencies include the cost of this line item. Actual expenditures that are lower than appropriated will result in additional cash fund reserves. Reserves are adjusted annually for consistency. Therefore, an over-appropriation in one year will necessarily lead to lower rates in the following year related to the offsetting reserve adjustment.

Central Services, Facilities Maintenance - Capitol Complex, Utilities					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2015-16 Appropriation					
FY 2015-16 Appropriation	<u>\$4,854,388</u>	<u>\$0</u>	<u>\$313,139</u>	<u>\$4,541,249</u>	<u>0.0</u>
TOTAL	<u>\$4,854,388</u>	<u>\$0</u>	<u>\$313,139</u>	<u>\$4,541,249</u>	<u>0.0</u>
FY 2016-17 Recommended Appropriation					
FY 2015-16 Appropriation	\$4,854,388	\$0	\$313,139	\$4,541,249	0.0
Capitol Complex Base Adjustments	<u>250,273</u>	<u>0</u>	<u>7,285</u>	<u>242,988</u>	<u>0.0</u>

JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision

Central Services, Facilities Maintenance - Capitol Complex, Utilities					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
TOTAL	\$5,104,661		\$320,424	\$4,784,237	0.0
Increase/(Decrease)	\$250,273	\$0	\$7,285	\$242,988	0.0
Percentage Change	5.2%	0.0%	2.3%	5.4%	0.0%
FY 2016-17 Executive Request:	\$5,104,661	\$0	\$320,424	\$4,784,237	0.0
Request Above/(Below) Recommendation	\$0		\$0	\$0	0.0

Indirect Cost Assessment

This line item reflects the amount of indirect cost assessments made against the program reappropriated funds source as calculated by the State Controller. Funds collected through this line item are used to offset General Fund in Department Administration. The indirect cost assessment for Facilities Maintenance – Capitol Complex is particularly variable due to expenditures on controlled maintenance in a given year.

Capitol Complex Indirect Cost Assessment - Controlled Maintenance Expenditures Correlation				
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13
Controlled Maintenance Expenditures	\$2,388,311	\$1,089,175	\$853,319	\$305,246
	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
Statewide Indirect Cost Assessment	\$2,067,945	\$1,399,867	\$1,009,358	\$313,715

Statutory Authority: Sections 24-30-1104 (4) and 24-82-101 through 24-82-103, C.R.S.

Request: The Department requests an appropriation of \$313,715 reappropriated funds.

Recommendation: Staff recommends an appropriation of \$313,715 reappropriated funds, consistent with the statewide indirect cost assessment calculated by the State Controller.

Central Services, Facilities Maintenance - Capitol Complex, Indirect Cost Assessment				
	Total Funds	General Fund	Reappropriated Funds	FTE
FY 2015-16 Appropriation				
FY 2015-16 Appropriation	<u>\$1,009,358</u>	<u>\$0</u>	<u>\$1,009,358</u>	<u>0.0</u>
TOTAL	\$1,009,358	\$0	\$1,009,358	0.0
FY 2016-17 Recommended Appropriation				
FY 2015-16 Appropriation	\$1,009,358	\$0	\$1,009,358	0.0

JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision

Central Services, Facilities Maintenance - Capitol Complex, Indirect Cost Assessment				
	Total Funds	General Fund	Reappropriated Funds	FTE
Statewide Indirect Cost Assessment Adjustment	<u>(695,643)</u>	<u>0</u>	<u>(695,643)</u>	<u>0.0</u>
TOTAL	\$313,715		\$313,715	0.0
Increase/(Decrease)	(\$695,643)	\$0	(\$695,643)	0.0
Percentage Change	(68.9%)	0.0%	(68.9%)	0.0%
FY 2016-17 Executive Request:	\$313,715	\$0	\$313,715	0.0
Request Above/(Below) Recommendation	\$0		\$0	0.0

(5) Division of Accounts and Control

This division includes the Office of the State Controller in Financial Operations and Reporting, which manages statewide fiscal rules, conducts statewide financial reporting, provides policy and procedural guidance, and develops the statewide indirect cost allocation plan. CORE Operations oversees the Colorado Operations Resource Engine (CORE), the state's accounting system. Procurement and Contracts administers a statewide procurement program and meets the product and service needs of state agencies by negotiating contracts for goods and services. Central Collections Services provides for the collection of debts due to the state. This Division is funded with rebates received from the Procurement Card Program, statewide indirect cost recoveries, cash funds from the Supplier Database Cash Fund, user fees from state agencies for CORE Operations deposited in the Statewide Financial Information Technology Systems Cash Fund created in Section 24-30-209 (2) (a), C.R.S., collection fees assessed to individuals making payments in the collections process deposited in the Debt Collection Fund created in Section 24-30-202.4 (3) (e), C.R.S., and General Fund.

Division of Accounts and Control						
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE
FY 2015-16 Appropriation						
FY 2015-16 Appropriation	\$15,168,227	\$2,197,873	\$6,778,279	\$6,192,075	\$0	88.5
HB 16-1246 (Supplemental)	<u>4,523,558</u>	<u>0</u>	<u>572,899</u>	<u>3,950,659</u>	<u>0</u>	<u>2.7</u>
TOTAL	\$19,691,785	\$2,197,873	\$7,351,178	\$10,142,734	\$0	91.2
FY 2016-17 Recommended Appropriation						
FY 2015-16 Appropriation	\$19,691,785	\$2,197,873	\$7,351,178	\$10,142,734	\$0	91.2
BA1 Perceptive Cost Adjustment	43,805	0	43,805	0	0	0.0
BA5 CORE Payments	3,936,611	0	0	3,936,611	0	0.0
BA6 Collections Module Staffing	320,330	0	320,330	0	0	8.0
CORE Operations Base Adjustments	387,792	0	0	387,792	0	0.0
Annualize Prior Year Budget Actions	(4,455,263)	11,115	(555,504)	(3,910,874)	0	(2.7)
Statewide Indirect Cost Assessment Adjustment	(159,901)	0	(159,901)	0	0	0.0
Fund Source Adjustment	<u>0</u>	<u>300,000</u>	<u>(300,000)</u>	<u>0</u>	<u>0</u>	<u>0.0</u>
TOTAL	\$19,765,159	\$2,508,988	\$6,699,908	\$10,556,263	\$0	96.5
Increase/(Decrease)	\$73,374	\$311,115	(\$651,270)	\$413,529	\$0	5.3
Percentage Change	0.4%	14.2%	(8.9%)	4.1%	0.0%	5.8%
FY 2016-17 Executive Request:	\$19,765,159	\$2,508,988	\$6,699,908	\$10,556,263	\$0	96.5
Request Above/(Below) Recommendation	\$0	\$0	\$0	\$0	\$0	0.0

DECISION ITEMS – DIVISION OF ACCOUNTS AND CONTROL

➔ BA1 Perceptive Cost Adjustment

Request: The Department requests an increase of \$43,805 cash funds from the Supplier Database Cash Fund to pay for an increase in CORE systems-related annual costs. Additional costs include \$25,085 for the Perceptive test environment, \$12,000 for ten sub-integration server packs, and \$6,720 for one additional terabyte of storage.

Recommendation: Staff recommends that the Committee approve the request.

Analysis: This request includes a portion of the FY 2015-16 supplemental request for this item. The concurrent licenses portion is included in the CORE Operations Base Adjustments request analysis below. This portion of the supplemental request includes sub-integration server packs, a test environment, and storage.

Sub-integration server packs are the communication pipelines between CORE and Perceptive, the system vendor, for the storage of documents. Each pack allows for 4,800 transactions per day. Ten server packs at \$1,200 each (\$12,000 annually) will support 48,000 transactions per day. Currently CORE users average just under 16,000 transactions per day including weekends. However the system routinely handles 40,000 transactions in a day. Additionally, the number of transactions will grow as more modules are implemented.

Perceptive also requires a test environment for any changes to be tested prior to production. The annual cost for a Perceptive test environment is \$25,085.

The Department proposes funding this cost from the Supplier Database Cash Fund which, with this expenditure, is projected to have a year-end fund balance in FY 2016-17 of \$2.9 million.

➔ BA5 CORE Payments

Request: The Department requests \$3,936,611 reappropriated funds for lease purchase payments for CORE in a new line item, *Colorado Operations Resource Engine Payments*.

Recommendation: Staff recommends that the Committee approve an appropriation of \$3,936,611 reappropriated funds in the CORE Lease Purchase Payments line item, which was added for the FY 2015-16 supplemental request for this item.

Analysis: This appropriation provides spending authority to pay for lease purchase payments for development of the original COFRS Modernization system now known as CORE. Reappropriated funds are from common policy allocations made to all state agencies in the CORE Operations common policy line item. State agency allocations will be recommended in the Operating Common Policy figure setting on February 25th.

➔ BA6 Collections Module Staffing

Request: The Department requests the annualization of the FY 2015-16 supplemental request for this item. The annualization request totals \$411,042 cash funds and 8.0 FTE. The approved supplemental appropriation totaled \$144,432 cash funds and 2.7 FTE. The basic request is for eight additional collectors for Central Collections Services (CCS). The request also includes \$90,712 cash funds for compensation benefits POTS.

Recommendation: Consistent with the supplemental recommendation, staff recommends that the Committee approve the annualization request for 8.0 FTE of collectors. Staff recommends that the Committee deny the request for compensation benefits POTS.

Analysis: The Department is requesting 8.0 FTE in collectors, in addition to the program's existing 8.0 FTE in collectors, in order to take advantage of additional functionality in the new collections information system.

CCS prioritizes delinquent accounts as platinum, gold, silver, and bronze corresponding to the likelihood of collection. Currently, silver and bronze accounts are referred to outside collection agencies. Current practice at CCS is to work platinum and gold accounts for 90 days and then refer these uncollected accounts to private collection agencies. CCS charges an 18 percent fee, while private collection agencies charge a 21 percent fee.

In calendar year 2014:

- CCS was assigned just under 50,000 accounts totaling \$80.1 million in receivables, or approximately 521 accounts per month per collector.
- CCS returned \$23.2 million to the State, and of this, \$6.8 million was collected by CCS staff, for an average of \$848,673 per collector.

The Department estimates that doubling the staff will generate an additional 50-65 percent in collections, due to the diminishing returns on accounts that are more difficult to collect. Nevertheless, the Department conservatively estimates additional collections of \$3.4 million, for an average of \$637,000 per collector. At 8.0 FTE the Department is requesting the maximum number of additional staff that can be housed in current program space.

The program's cash fund is the Debt Collection Fund created in Section 24-30-202.4 (3) (e), C.R.S., which also provides that the Debt Collection Fund balance shall not exceed 25.0 percent of the annual appropriated budget of Collections Services and that the excess reverts to the General Fund at the end of each fiscal year. The following table outlines reversions to the General Fund.

Collections Services - Debt Collection Fund Reversions to the General Fund			
	FY 2012-13	FY 2013-14	FY 2014-15
Debt Collection Fund Reversions to General Fund	\$1,208,720	\$1,893,022	\$937,580

While the Department's request is substantial, CCS returns unpaid receivables to state programs for services provided. Costs for those services have to be made up from paying customers if left

uncollected. And while its cash funds revenue source – the 18.0 percent fee – is an additional source of state revenue that has a TABOR refund impact, the 25.0 percent reserve requires that any revenues generated beyond that reserve are returned to the General Fund. From a state policy of fairness regarding the principle of having an effective collections process to the cash fund reserve limit that returns excess revenue to the General Fund, this request should be funded if the return exceeds the cost.

The standard microeconomic argument would be to increase collectors to the point that the incremental cost of the next collector equaled the revenue generated. The Department is requesting a substantial number of collectors that will double the size of the program, but that remains far below the microeconomic breakeven threshold. While the increase in FTE is surprising and the most challenging aspect of this request, it is reasonable that the State should maximize collections by adding staff to this cash-funded program.

➔ CORE Operations Base Adjustments

Request: The Department requests an increase of \$387,792 reappropriated funds for additional electronic content management (ECM) concurrent licenses.

Recommendation: Staff recommends that the Committee approve the request.

Analysis: ECM enables the state to store documents and eliminate paper files. The industry standard for concurrent licenses is 25 percent. It was originally estimated that 500 licenses would support 2,000 CORE users. However, since FY 2015-16 the number of CORE users has increased to 4,000, requiring 1,000 licenses. The FY 2014-15 appropriation included \$390,600 for 500 concurrent licenses. The additional licenses plus additional adjustments will total \$387,792.

LINE ITEM DETAIL – DIVISION OF ACCOUNTS AND CONTROL

(A) Financial Operations and Reporting

This subdivision includes Financial Operations and Reporting, formerly the Office of the State Controller, and Collections Services.

Financial Operations and Reporting				
	Total Funds	General Fund	Cash Funds	FTE
FY 2015-16 Appropriation				
FY 2015-16 Appropriation	\$5,621,075	\$2,197,873	\$3,423,202	49.5
HB 16-1246 (Supplemental)	<u>144,432</u>	<u>0</u>	<u>144,432</u>	<u>2.7</u>
TOTAL	\$5,765,507	\$2,197,873	\$3,567,634	52.2
FY 2016-17 Recommended Appropriation				

JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision

Financial Operations and Reporting				
	Total Funds	General Fund	Cash Funds	FTE
FY 2015-16 Appropriation	\$5,765,507	\$2,197,873	\$3,567,634	52.2
BA6 Collections Module Staffing	320,330	0	320,330	8.0
Fund Source Adjustment	0	320,115	(320,115)	0.0
Statewide Indirect Cost Assessment Adjustment	(159,901)	0	(159,901)	0.0
Annualize Prior Year Budget Actions	<u>(136,037)</u>	<u>(9,000)</u>	<u>(127,037)</u>	<u>(2.7)</u>
TOTAL	\$5,789,899	\$2,508,988	\$3,280,911	57.5
Increase/(Decrease)	\$24,392	\$311,115	(\$286,723)	5.3
Percentage Change	0.4%	14.2%	(8.0%)	(5)
FY 2016-17 Executive Request	\$5,789,899	\$2,508,988	\$3,280,911	57.5
Request Above/(Below) Recommendation	\$0	\$0	\$0	0.0

(1) Financial Operations and Reporting

This sub-subdivision was formerly the subdivision known as the Office of the State Controller. Pursuant to Sections 24-30-201 through 24-30-207, C.R.S., the Office of the State Controller is statutorily charged with managing the financial operations of the State of Colorado. This includes statewide financial reporting, providing policy and procedural guidance, developing the statewide indirect cost plan, operating the state's payroll system, issuing warrants, and providing specialized accounting services to other state agencies.

Personal Services

This line item funds the 29.5 FTE in Financial Operations and Reporting. This sub-subdivision is predominantly General Funded. Cash funds sources include rebates received from the Procurement Card Program and indirect costs paid from institutions of higher education.

Statutory Authority: Section 24-30-201, C.R.S.

Request: The Department requests continuation funding of 29.5 FTE and \$2,730,354 total funds including \$2,508,988 General Fund and \$221,366 cash funds. The request includes the annualization of salary survey and merit pay and a fund source adjustment due to a decrease in statewide indirect cost recoveries.

Recommendation: Staff recommends continuation funding of 29.5 FTE and \$2,730,354 total funds including \$2,508,988 General Fund and \$221,366 cash funds. This Division was reorganized in FY 2015-16 and there is no recent actual expenditure information from which to recommend adjustments in the appropriation.

JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision

Division of Accounts and Control, Financial Operations and Reporting, Personal Services				
	Total Funds	General Fund	Cash Funds	FTE
FY 2015-16 Appropriation				
FY 2015-16 Appropriation	<u>\$2,739,354</u>	<u>\$2,197,873</u>	<u>\$541,481</u>	<u>29.5</u>
TOTAL	\$2,739,354	\$2,197,873	\$541,481	29.5
FY 2016-17 Recommended Appropriation				
FY 2015-16 Appropriation	\$2,739,354	\$2,197,873	\$541,481	29.5
Fund Source Adjustment	0	320,115	(320,115)	0.0
Annualize Prior Year Budget Actions	<u>(9,000)</u>	<u>(9,000)</u>	<u>0</u>	<u>0.0</u>
TOTAL	\$2,730,354	\$2,508,988	\$221,366	29.5
Increase/(Decrease)	(\$9,000)	\$311,115	(\$320,115)	0.0
Percentage Change	(0.3%)	14.2%	(59.1%)	0.0%
FY 2016-17 Executive Request:	\$2,730,354	\$2,508,988	\$221,366	29.5
Request Above/(Below) Recommendation	\$0	\$0	\$0	0.0

Operating Expenses

This line item funds the operating expenses of Financial Operations and Reporting.

Statutory Authority: Section 24-30-201, C.R.S.

Request: The Department requests a continuation appropriation of \$139,334 cash funds.

Recommendation: Staff recommends a continuation appropriation of \$139,334 cash funds. This Division was reorganized in FY 2015-16 and there is no recent actual expenditure information from which to recommend adjustments in the appropriation.

Recovery Audit Program Disbursements

This line item was added as a supplemental appropriation for FY2011-12, and provides spending authority from the Recovery Audit Cash Fund created in Section 24-30-203.5 (8), C.R.S., that allows the Department to enter into a contingency-based contract with a recovery audit vendor, reimburse state agencies for recovery audit costs, and reimburse the federal government as required. The recovery audit process is intended to repeat every three years, but was suspended for three years (next due on or before July 31, 2017) by H.B. 13-1286.

Statutory Authority: Section 24-30-203.5, C.R.S.

Request: The Department requests a continuation appropriation of \$1,000 cash funds.

Recommendation: Staff recommends a continuation appropriation of \$1,000 cash funds. This line item is a placeholder for future recovery audits.

(2) Collections Services

Pursuant to Section 24-30-202.4, C.R.S., Collections Services provides debt collection services for all of the state's agencies and political subdivisions by using tools such as income tax interception, vendor interception, and employment information that is not typically available to private collection agencies. Debt is referred to this office after 30 days, and the office then has up to 180 days to collect the debt after which it is referred to a private agency. Section 24-30-202.4 (8) (a), C.R.S., provides that Collections Services may earn its cash funds revenue from a collection fee set by the Department, currently set at 18.0 percent, assessed to individuals making payments in the collections process, and which may not exceed 21.0 percent for Collections Services or private collection agencies or 25.0 percent for private counsel. The program's cash fund is the Debt Collection Fund created in Section 24-30-202.4 (3) (e), C.R.S., which also provides that the Debt Collection Fund balance shall not exceed 25.0 percent of the annual appropriated budget of Collections Services and that the excess reverts to the General Fund at the end of each fiscal year. The following table outlines reversions to the General Fund.

Collections Services - Debt Collection Fund Reversions to the General Fund			
	FY 2012-13	FY 2013-14	FY 2014-15
Debt Collection Fund Reversions to General Fund	\$1,208,720	\$1,893,022	\$937,580

Personal Services

This line item funds the 20.0 FTE in Collections Services. Collections Services is entirely cash funded from a collection fee assessed to individuals making payments in the collections process. Cash funds are deposited in the Debt Collection Fund created in Section 24-30-202-4 (3) (e), C.R.S.

Statutory Authority: Section 24-30-202.4, C.R.S.

Request: The Department requests funding of 28.0 FTE and \$1,313,185 cash funds. The request includes 8.0 FTE and \$312,730 cash funds for the Department's BA6 Collections Module Staffing request. The request also includes annualization of salary survey and merit pay and annualization of the FY 2015-16 supplemental appropriation for the Department's BA6 Collections Module Staffing request.

Recommendation: Staff recommends funding of 28.0 FTE and \$1,313,185 cash funds. As outlined in staff analysis for the BA6 Collections Module Staffing request, staff recommends approval of the request.

JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision

Division of Accounts and Control, Financial Operations and Reporting, Collections Services, Personal Services				
	Total Funds	General Fund	Cash Funds	FTE
FY 2015-16 Appropriation				
FY 2015-16 Appropriation	\$983,060	\$0	\$983,060	20.0
HB 16-1246 (Supplemental)	<u>104,243</u>	<u>0</u>	<u>104,243</u>	<u>2.7</u>
TOTAL	\$1,087,303	\$0	\$1,087,303	22.7
FY 2016-17 Recommended Appropriation				
FY 2015-16 Appropriation	\$1,087,303	\$0	\$1,087,303	22.7
BA6 Collections Module Staffing	312,730	0	312,730	8.0
Annualize Prior Year Budget Actions	<u>(86,848)</u>	<u>0</u>	<u>(86,848)</u>	<u>(2.7)</u>
TOTAL	\$1,313,185		\$1,313,185	28.0
Increase/(Decrease)	\$225,882	\$0	\$225,882	5.3
Percentage Change	20.8%	0.0%	20.8%	23.3%
FY 2016-17 Executive Request:	\$1,313,185	\$0	\$1,313,185	28.0
Request Above/(Below) Recommendation	\$0		\$0	(0.0)

Operating Expenses

This line item funds the operating expenses of Collections Services. The cash funds source is collection fees deposited in the Debt Collection Fund.

Statutory Authority: Section 24-30-202.4, C.R.S.

Request: The Department requests \$553,401 cash funds. The request includes \$7,600 cash funds for the Department's BA6 Collections Module Staffing request.

Recommendation: Staff recommends \$553,401 cash funds. As outlined in staff analysis for the BA6 Collections Module Staffing request, staff recommends approval of the request.

Division of Accounts and Control, Financial Operations and Reporting, Collections Services, Operating Expenses				
	Total Funds	General Fund	Cash Funds	FTE
FY 2015-16 Appropriation				
FY 2015-16 Appropriation	\$545,801	\$0	\$545,801	0.0
HB 16-1246 (Supplemental)	<u>40,189</u>	<u>0</u>	<u>40,189</u>	<u>0.0</u>
TOTAL	\$585,990	\$0	\$585,990	0.0

JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision

Division of Accounts and Control, Financial Operations and Reporting, Collections Services, Operating Expenses				
	Total Funds	General Fund	Cash Funds	FTE
FY 2016-17 Recommended Appropriation				
FY 2015-16 Appropriation	\$585,990	\$0	\$585,990	0.0
BA6 Collections Module Staffing	7,600	0	7,600	0.0
Annualize Prior Year Budget Actions	<u>(40,189)</u>	<u>0</u>	<u>(40,189)</u>	<u>0.0</u>
TOTAL	\$553,401		\$553,401	0.0
Increase/(Decrease)	(\$32,589)	\$0	(\$32,589)	0.0
Percentage Change	(5.6%)	0.0%	(5.6%)	0.0%
FY 2016-17 Executive Request:	\$553,401	\$0	\$553,401	0.0
Request Above/(Below) Recommendation	\$0		\$0	0.0

Private Collection Agency Fees

This line item funds fees paid to private collection agencies and private counsel for the collection of debts owed to the State. The cash funds source is collection fees deposited in the Debt Collection Fund.

Statutory Authority: Section 24-30-202.4, C.R.S.

Request: The Department requests a continuation appropriation of \$900,000 cash funds.

Recommendation: Staff recommends a continuation appropriation of \$900,000 cash funds. Recent years' actual expenditures suggest the Department is fully expending its appropriation.

Indirect Cost Assessment

This line item reflects the amount of indirect cost assessments made against the program cash funds source as calculated by the State Controller. Funds collected through this line item are used to offset General Fund in Department Administration.

Statutory Authority: Section 24-30-202.4, C.R.S.

Request: The Department requests an appropriation of \$152,625 cash funds.

Recommendation: Staff recommends an appropriation of \$152,625 cash funds, consistent with the statewide indirect cost assessment calculated by the State Controller.

Division of Accounts and Control, Financial Operations and Reporting, Collections Services, Indirect Cost Assessment				
	Total Funds	General Fund	Cash Funds	FTE
FY 2015-16 Appropriation				

JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision

Division of Accounts and Control, Financial Operations and Reporting, Collections Services, Indirect Cost Assessment				
	Total Funds	General Fund	Cash Funds	FTE
FY 2015-16 Appropriation	\$312,526	\$0	\$312,526	0.0
TOTAL	\$312,526	\$0	\$312,526	0.0
FY 2016-17 Recommended Appropriation				
FY 2015-16 Appropriation	312,526	0	312,526	0.0
Statewide Indirect Cost Assessment Adjustment	(159,901)	0	(159,901)	0.0
TOTAL	\$152,625		\$152,625	0.0
Increase/(Decrease)	(\$159,901)	\$0	(\$159,901)	0.0
Percentage Change	(51.2%)	0.0%	(51.2%)	0.0%
FY 2016-17 Executive Request:	\$152,625	\$0	\$152,625	0.0
Request Above/(Below) Recommendation	\$0		\$0	0.0

(B) Procurement and Contracts

This subdivision includes subdivisions formerly known as the State Purchasing Office and Supplier Database and e-Procurement. This subdivision manages statewide centralized procurement including promulgating the State's procurement rules, managing the Bids Information and Distribution System (BIDS), providing procurement education, and administering statewide price agreements. BIDS allows registered vendors to identify opportunities to conduct business with the State (Section 24-102-202.5 (2), C.R.S.). The Department uses the database to notify appropriate vendors when the State issues requests for proposals (RFPs) or invites bids for goods or services. Vendors pay annual registration fees to be included in the BIDS database, and these fees are deposited into the Supplier Database Cash Fund. Moneys are appropriated from the Fund to support the program's activities. The e-procurement program was established for the purpose of a statewide centralized electronic procurement system pursuant to Section 24-102-202.5 (2.5), C.R.S. Cash funding is provided by fees from vendors with cooperative purchasing agreements and from local public procurement units participating in the e-procurement system. House Bill 13-1184 consolidated the Electronic Procurement Program Account with the Supplier Database Cash Fund at the end of FY 2012-13.

Procurement and Contracts				
	Total Funds	General Fund	Cash Funds	FTE
FY 2015-16 Appropriation				
FY 2015-16 Appropriation	\$1,578,997	\$0	\$1,578,997	17.7
TOTAL	\$1,578,997	\$0	\$1,578,997	17.7

JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision

Procurement and Contracts				
	Total Funds	General Fund	Cash Funds	FTE
FY 2016-17 Recommended Appropriation				
FY 2015-16 Appropriation	\$1,578,997	\$0	\$1,578,997	17.7
Annualize Prior Year Budget Actions	20,115	20,115	0	0.0
Fund Source Adjustment	<u>0</u>	<u>(20,115)</u>	<u>20,115</u>	<u>0.0</u>
TOTAL	\$1,599,112	\$0	\$1,599,112	17.7
Increase/(Decrease)				
	\$20,115	\$0	\$20,115	0.0
Percentage Change	1.3%	0.0%	1.3%	(5)
FY 2016-17 Executive Request				
	\$1,599,112	\$0	\$1,599,112	17.7
Request Above/(Below) Recommendation	\$0	\$0	\$0	0.0

Personal Services

This line item funds the 17.7 FTE in Procurement and Contracts. This subdivision is entirely cash funded from revenues from the Procurement Card Program, indirect cost assessments from institutions of higher education pursuant to Section 24-102-207 (3), C.R.S., and reimbursements from the Western States Contracting Alliances (WSCA).

Statutory Authority: Sections 24-102-201, 24-102-202, 24-102-205, 24-102-207, and 24-102-301, C.R.S.

Request: The Department requests continuation funding of 17.7 FTE and \$1,560,828 cash funds. The request includes the annualization of salary survey and merit pay and a fund source adjustment.

Recommendation: Staff recommends continuation funding of 17.7 FTE and \$1,560,828 cash funds. This Division was reorganized in FY 2015-16 and there is no recent actual expenditure information from which to recommend adjustments in the appropriation.

Division of Accounts and Control, Procurement and Contracts, Personal Services				
	Total Funds	General Fund	Cash Funds	FTE
FY 2015-16 Appropriation				
FY 2015-16 Appropriation	<u>\$1,540,713</u>	<u>\$0</u>	<u>\$1,540,713</u>	<u>17.7</u>
TOTAL	\$1,540,713	\$0	\$1,540,713	17.7
FY 2016-17 Recommended Appropriation				
FY 2015-16 Appropriation	\$1,540,713	\$0	\$1,540,713	17.7

JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision

Division of Accounts and Control, Procurement and Contracts, Personal Services				
	Total Funds	General Fund	Cash Funds	FTE
Annualize Prior Year Budget Actions	20,115	20,115	0	0.0
Fund Source Adjustment	<u>0</u>	<u>(20,115)</u>	<u>20,115</u>	<u>0.0</u>
TOTAL	\$1,560,828	\$0	\$1,560,828	17.7
Increase/(Decrease)	\$20,115	\$0	\$20,115	0.0
Percentage Change	1.3%	0.0%	1.3%	0.0%
FY 2016-17 Executive Request:	\$1,560,828	\$0	\$1,560,828	17.7
Request Above/(Below) Recommendation	\$0	\$0	\$0	0.0

Operating Expenses

This line item funds the operating expenses of the Personnel Board. This subdivision is entirely cash funded from revenues from the Procurement Card Program, indirect cost assessments from institutions of higher education pursuant to Section 24-102-207 (3), C.R.S., and reimbursements from the Western States Contracting Alliances (WSCA).

Statutory Authority: Sections 24-102-201, 24-102-202, 24-102-205, 24-102-207, and 24-102-301, C.R.S.

Request: The Department requests a continuation appropriation of \$38,284 cash funds.

Recommendation: Staff recommends a continuation appropriation of \$38,284 cash funds. This Division was reorganized in FY 2015-16 and there is no recent actual expenditure information from which to recommend adjustments in the appropriation.

(C) CORE Operations

This subdivision is responsible for the Colorado Operations Resource Engine or CORE, the state's accounting system and its integrated information technology system modules. CORE Operations is predominantly funded by reappropriated funds from fees paid by state agency users. State agency fee revenue is deposited in the Statewide Financial Information Technology Systems Cash Fund created in Section 24-30-209 (2) (a), C.R.S. CORE Operations is also funded from cash funds from the Supplier Database Cash Fund created in Section 24-102-202.5 (2) (a), C.R.S., for supplier database and e-procurement modules.

CORE Operations					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2015-16 Appropriation					
FY 2015-16 Appropriation	\$7,968,155	\$0	\$1,776,080	\$6,192,075	21.3
HB 16-1246 (Supplemental)	<u>4,379,126</u>	<u>0</u>	<u>428,467</u>	<u>3,950,659</u>	<u>0.0</u>

*JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision*

CORE Operations					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
TOTAL	\$12,347,281	\$0	\$2,204,547	\$10,142,734	21.3
FY 2016-17 Recommended Appropriation					
FY 2015-16 Appropriation	\$12,347,281	\$0	\$2,204,547	\$10,142,734	21.3
BA5 CORE Payments	3,936,611	0	0	3,936,611	0.0
CORE Operations Base Adjustments	387,792	0	0	387,792	0.0
BA1 Perceptive Cost Adjustment	43,805	0	43,805	0	0.0
Annualize Prior Year Budget Actions	<u>(4,339,341)</u>	<u>0</u>	<u>(428,467)</u>	<u>(3,910,874)</u>	<u>0.0</u>
TOTAL	\$12,376,148	\$0	\$1,819,885	\$10,556,263	21.3
Increase/(Decrease)	\$28,867	\$0	(\$384,662)	\$413,529	0.0
Percentage Change	0.2%	0.0%	(17.4%)	4.1%	(5)
FY 2016-17 Executive Request	\$12,376,148	\$0	\$1,819,885	\$10,556,263	21.3
Request Above/(Below) Recommendation	\$0		\$0	\$0	0.0

Personal Services

This line item funds the 21.3 FTE in CORE Operations. This line item is predominantly funded by reappropriated funds from user fees from state agencies deposited in the Statewide Financial Information Technology Systems Cash Fund created in Section 24-30-209 (2) (a), C.R.S. Cash funds are provided from the Supplier Database Cash Fund created in Section 24-102-202.5 (2) (a), C.R.S., for supplier database and e-procurement modules.

Statutory Authority: Sections 24-30-201, 24-30-29, and 24-102-202.5, C.R.S.

Request: The Department requests continuation funding of 21.3 FTE and \$1,793,977 total funds including \$406,672 cash funds and \$1,387,305 reappropriated funds. The request includes the annualization of salary survey and merit pay.

Recommendation: Staff recommends continuation funding of 21.3 FTE and \$1,793,977 total funds including \$406,672 cash funds and \$1,387,305 reappropriated funds. This Division was reorganized in FY 2015-16, including the addition of CORE Operations, and there is no recent actual expenditure information from which to recommend adjustments in the appropriation.

Division of Accounts and Control, CORE Operations, Personal Services					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2015-16 Appropriation					
FY 2015-16 Appropriation	<u>\$1,754,192</u>	<u>\$0</u>	<u>\$406,672</u>	<u>\$1,347,520</u>	<u>21.3</u>

JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision

Division of Accounts and Control, CORE Operations, Personal Services					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
TOTAL	\$1,754,192	\$0	\$406,672	\$1,347,520	21.3
FY 2016-17 Recommended Appropriation					
FY 2015-16 Appropriation	\$1,754,192	\$0	\$406,672	\$1,347,520	21.3
Annualize Prior Year Budget Actions	<u>39,785</u>	<u>0</u>	<u>0</u>	<u>39,785</u>	<u>0.0</u>
TOTAL	\$1,793,977		\$406,672	\$1,387,305	21.3
Increase/(Decrease)	\$39,785	\$0	\$0	\$39,785	0.0
Percentage Change	2.3%	0.0%	0.0%	3.0%	0.0%
FY 2016-17 Executive Request:	\$1,793,977	\$0	\$406,672	\$1,387,305	21.3
Request Above/(Below) Recommendation	\$0		\$0	\$0	0.0

Operating Expenses

This line item funds the operating expenses of the Personnel Board. This line item is predominantly funded by reappropriated funds from user fees from state agencies deposited in the Statewide Financial Information Technology Systems Cash Fund created in Section 24-30-209 (2) (a), C.R.S. Cash funds are provided from the Supplier Database Cash Fund created in Section 24-102-202.5 (2) (a), C.R.S., for supplier database and e-procurement modules.

Statutory Authority: Sections 24-30-201, 24-30-29, and 24-102-202.5, C.R.S.

Request: The Department requests a continuation appropriation of \$1,369,408 cash funds.

Recommendation: Staff recommends a continuation appropriation of \$1,369,408 cash funds. This Division was reorganized in FY 2015-16, including the addition of CORE Operations, and there is no recent actual expenditure information from which to recommend adjustments in the appropriation.

Payments for CORE and Support Modules

This line item pays for CORE system and modules annual licensing and operating costs. This line item is predominantly funded by reappropriated funds from user fees from state agencies deposited in the Statewide Financial Information Technology Systems Cash Fund created in Section 24-30-209 (2) (a), C.R.S. Cash funds are provided from the Supplier Database Cash Fund created in Section 24-102-202.5 (2) (a), C.R.S., for supplier database and e-procurement modules.

Statutory Authority: Sections 24-30-201, 24-30-29, and 24-102-202.5, C.R.S.

Request: The Department requests \$5,276,152 total funds including \$43,805 cash funds and \$5,232,347 reappropriated funds. The request includes:

JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision

- An increase of \$387,792 reappropriated funds for CORE Operations Base Adjustments; and
- An increase of \$43,805 cash funds for the Department's BA1 Perceptive Cost Adjustment request.

Recommendation: Staff recommends \$5,276,152 total funds including \$43,805 cash funds and \$5,232,347 reappropriated funds. As outlined in staff analysis for the BA1 Perceptive Cost Adjustment request and CORE Operations Base Adjustments, staff recommends approval of the request.

Division of Accounts and Control, CORE Operations, Payments for CORE and Support Modules					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2015-16 Appropriation					
FY 2015-16 Appropriation	\$4,844,555	\$0	\$0	\$4,844,555	0.0
HB 16-1246 (Supplemental)	<u>428,467</u>	<u>0</u>	<u>428,467</u>	<u>0</u>	<u>0.0</u>
TOTAL	\$5,273,022	\$0	\$428,467	\$4,844,555	0.0
FY 2016-17 Recommended Appropriation					
FY 2015-16 Appropriation	\$5,273,022	\$0	\$428,467	\$4,844,555	0.0
CORE Operations Base Adjustments	387,792	0	0	387,792	0.0
BA1 Perceptive Cost Adjustment	43,805	0	43,805	0	0.0
Annualize Prior Year Budget Actions	<u>(428,467)</u>	<u>0</u>	<u>(428,467)</u>	<u>0</u>	<u>0.0</u>
TOTAL	\$5,276,152	\$0	\$43,805	\$5,232,347	0.0
Increase/(Decrease)	\$3,130	\$0	(\$384,662)	\$387,792	0.0
Percentage Change	0.1%	0.0%	(89.8%)	8.0%	0.0%
FY 2016-17 Executive Request:	\$5,276,152	\$0	\$43,805	\$5,232,347	0.0
Request Above/(Below) Recommendation	\$0	\$0	\$0	\$0	0.0

CORE Lease Purchase Payments

This line item pays for the lease purchase payments on the initial COFRS Modernization information system development. This item was formerly paid in the capital construction section of the budget and was added to the CORE Operations operating budget in a FY 2015-16 supplemental appropriation in 2016. This line item is predominantly funded by reappropriated funds from user fees from state agencies deposited in the Statewide Financial Information Technology Systems Cash Fund created in Section 24-30-209 (2) (a), C.R.S. Cash funds are provided from the Supplier Database Cash Fund created in Section 24-102-202.5 (2) (a), C.R.S., for supplier database and e-procurement modules.

Statutory Authority: Sections 24-30-201, 24-30-29, and 24-102-202.5, C.R.S.

JBC Staff Figure Setting: FY 2016-17
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Request: The Department requests \$3,936,611 reappropriated funds for the Department's BA5 CORE Payments request.

Recommendation: Staff recommends \$3,936,611 reappropriated funds. As outlined in staff analysis for the BA5 CORE Payments request, staff recommends approval of the request in the CORE Lease Purchase Payments line item.

Division of Accounts and Control, CORE Operations, CORE Lease Purchase Payments				
	Total Funds	General Fund	Reappropriated Funds	FTE
FY 2015-16 Appropriation	\$0	\$0	\$0	0.0
HB 16-1246 (Supplemental)	<u>3,950,659</u>	<u>0</u>	<u>3,950,659</u>	<u>0.0</u>
TOTAL	\$3,950,659	\$0	\$3,950,659	0.0
FY 2016-17 Recommended Appropriation				
FY 2015-16 Appropriation	\$3,950,659	\$0	\$3,950,659	0.0
BA5 CORE Payments	3,936,611	0	3,936,611	0.0
Annualize Prior Year Budget Actions	<u>(3,950,659)</u>	<u>0</u>	<u>(3,950,659)</u>	<u>0.0</u>
TOTAL	\$3,936,611		\$3,936,611	0.0
Increase/(Decrease)	(\$14,048)	\$0	(\$14,048)	0.0
Percentage Change	(0.4%)	0.0%	(0.4%)	0.0%
FY 2016-17 Executive Request:	\$3,936,611	\$0	\$3,936,611	0.0
Request Above/(Below) Recommendation	\$0		\$0	0.0

(6) Administrative Courts

The Office of Administrative Courts (OAC) provides an independent administrative law adjudication system for State agencies to resolve cases that concern worker's compensation, public benefits (food stamps, Colorado Works/TANF, Medicaid, etc.), professional licensing board work involving license denial, revocation, suspension or other discipline, teacher dismissal cases, and when a citizen has filed a complaint under the Fair Campaign Practices Act. The OAC operates at three locations, including the main office in Denver, the Western Regional Office in Grand Junction, and the Southern Regional office in Colorado Springs. It also provides hearings at other regional locations around the State. The OAC is cash funded through fees from state agency users and non-state entities. The cash funds source is fees from non-state agencies, and the source of reappropriated funds is fees from state agencies that are deposited into the Administrative Courts Cash Fund, created in Section 24-30-1001 (3), C.R.S.

Administrative Courts						
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE
FY 2015-16 Appropriation						
FY 2015-16 Appropriation	<u>\$3,753,526</u>	<u>\$0</u>	<u>\$105,916</u>	<u>\$3,647,610</u>	<u>\$0</u>	<u>40.0</u>
TOTAL	\$3,753,526	\$0	\$105,916	\$3,647,610	\$0	40.0
FY 2016-17 Recommended Appropriation						
FY 2015-16 Appropriation	\$3,753,526	\$0	\$105,916	\$3,647,610	\$0	40.0
R1 Resources for Administrative Courts	290,574	0	0	290,574	0	4.5
Annualize Prior Year Budget Actions	53,303	0	0	53,303	0	0.0
Statewide Indirect Cost Assessment Adjustment	<u>(67,079)</u>	<u>0</u>	<u>0</u>	<u>(67,079)</u>	<u>0</u>	<u>0.0</u>
TOTAL	\$4,030,324	\$0	\$105,916	\$3,924,408	\$0	44.5
Increase/(Decrease)	\$276,798	\$0	\$0	\$276,798	\$0	4.5
Percentage Change	7.4%	0.0%	0.0%	7.6%	0.0%	11.3%
FY 2016-17 Executive Request:	\$4,030,324	\$0	\$105,916	\$3,924,408	\$0	44.5
Request Above/(Below) Recommendation	\$0	\$0	\$0	\$0	\$0	0.0

DECISION ITEMS – ADMINISTRATIVE COURTS

➔ R1 Resources for Administrative Courts

Request: The Department requests \$290,574 reappropriated funds and 4.5 FTE for additional staff for Administrative Courts. The request includes \$290,574 for 3.0 FTE of clerks at the Technician II level and 1.5 FTE of administrative law judges (ALJ) at the ALJ II level and an increase of \$21,230 for leased space in Colorado Springs.

Recommendation: Staff recommends that the Committee approve the request.

Analysis: The Department states that over the last five years the Office of Administrative Courts (OAC) has experienced a 35.1 percent increase in opened cases, as well as an increase in complex cases heard. Over this time, the OAC has not had a permanent increase in FTE.

The OAC is requesting an increase of 3.0 FTE for clerks at the Technician II level. Currently the OAC has 13.0 FTE in Technician positions. In FY 2010-11 there were 9,412 cases opened by 13 clerks – a caseload-to-staff ratio of 724. In FY 2014-15, there were 12,713 case opened, or 978 cases per clerk. The OAC is also requesting an increase of 1.5 FTE at the ALJ II level for its regional offices in Colorado Springs and Grand Junction. Currently the 8.0 FTE judges in Denver experience an average number of 106 judicial actions per year, while the 1.0 FTE judge in Grand Junction averages 154, and the 2.0 FTE judges in Colorado Springs average 155. Adding 1.0 FTE judge in Colorado Springs and 0.5 FTE judge in Grand Junction will bring caseloads to the average for Denver judges.

LINE ITEM DETAIL – ADMINISTRATIVE COURTS

Personal Services

This line item funds the 44.5 FTE in Administrative Courts. This line item is predominantly funded by reappropriated funds from user fees from state agencies paid annually in common policy allocations. Cash funds are from user fees from non-state agencies. Revenue is deposited in the Administrative Courts Cash Fund created in Section 24-30-1001 (3), C.R.S.

Statutory Authority: Part 10 of Article 30 of Title 24, C.R.S.

Request: The Department requests funding for 44.5 FTE and \$3,787,494 total funds including \$105,916 cash funds, and \$3,681,578 reappropriated funds. The request includes 4.5 FTE and \$262,309 reappropriated funds for the Department's R1 Resources for Administrative Courts request. The request also includes annualization of salary survey and merit pay.

Recommendation: Staff recommends funding for 44.5 FTE and \$3,787,494 total funds including \$105,916 cash funds, and \$3,681,578 reappropriated funds. As outlined in staff analysis for the R1 Resources for Administrative Courts request, staff recommends approval of the request.

Administrative Courts, Personal Services						
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE
FY 2015-16 Appropriation						
FY 2015-16 Appropriation	<u>\$3,471,882</u>	<u>\$0</u>	<u>\$105,916</u>	<u>\$3,365,966</u>	<u>\$0</u>	<u>40.0</u>
TOTAL	\$3,471,882	\$0	\$105,916	\$3,365,966	\$0	40.0

JBC Staff Figure Setting: FY 2016-17
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Administrative Courts, Personal Services						
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE
FY 2016-17 Recommended Appropriation						
FY 2015-16 Appropriation	\$3,471,882	\$0	\$105,916	\$3,365,966	\$0	40.0
R1 Resources for Administrative Courts	262,309	0	0	262,309	0	4.5
Annualize Prior Year Budget Actions	<u>53,303</u>	<u>0</u>	<u>0</u>	<u>53,303</u>	<u>0</u>	<u>0.0</u>
TOTAL	\$3,787,494	\$0	\$105,916	\$3,681,578	\$0	44.5
Increase/(Decrease)						
	\$315,612	\$0	\$0	\$315,612	\$0	4.5
Percentage Change	9.1%	0.0%	0.0%	9.4%	0.0%	11.3%
FY 2016-17 Executive Request:						
	\$3,787,494	\$0	\$105,916	\$3,681,578	\$0	44.5
Request Above/(Below) Recommendation	\$0	\$0	\$0	\$0	\$0	0.0

Operating Expenses

This line item funds the operating expenses of the Administrative Courts. This line item is predominantly funded by reappropriated funds from user fees from state agencies paid annually in common policy allocations. Cash funds are from user fees from non-state agencies. Revenue is deposited in the Administrative Courts Cash Fund created in Section 24-30-1001 (3), C.R.S.

Statutory Authority: Part 10 of Article 30 of Title 24, C.R.S.

Request: The Department requests \$171,525 reappropriated funds. The request includes \$28,265 reappropriated funds for the Department's R1 Resources for Administrative Courts request.

Recommendation: Staff recommends \$171,525 reappropriated funds. As outlined in staff analysis for the R1 Resources for Administrative Courts request, staff recommends approval of the request.

Administrative Courts, Operating Expenses				
	Total Funds	General Fund	Reappropriated Funds	FTE
FY 2015-16 Appropriation				
FY 2015-16 Appropriation	<u>\$143,260</u>	<u>\$0</u>	<u>\$143,260</u>	<u>0.0</u>
TOTAL	\$143,260	\$0	\$143,260	0.0
FY 2016-17 Recommended Appropriation				
FY 2015-16 Appropriation	\$143,260	\$0	\$143,260	0.0
R1 Resources for Administrative Courts	<u>28,265</u>	<u>0</u>	<u>28,265</u>	<u>0.0</u>

JBC Staff Figure Setting: FY 2016-17
Staff Working Document – Does Not Represent Committee Decision

Administrative Courts, Operating Expenses				
	Total Funds	General Fund	Reappropriated Funds	FTE
TOTAL	\$171,525	\$0	\$171,525	0.0
Increase/(Decrease)	\$28,265	\$0	\$28,265	0.0
Percentage Change	19.7%	0.0%	19.7%	0.0%
FY 2016-17 Executive Request:	\$171,525	\$0	\$171,525	0.0
Request Above/(Below) Recommendation	\$0	\$0	\$0	0.0

Indirect Cost Assessment

This line item reflects the amount of indirect cost assessments made against the program reappropriated funds source as calculated by the State Controller. Funds collected through this line item are used to offset General Fund in Department Administration.

Statutory Authority: Part 10 of Article 30 of Title 24, C.R.S.

Request: The Department requests an appropriation of \$71,305 reappropriated funds.

Recommendation: Staff recommends an appropriation of \$71,305 reappropriated funds, consistent with the statewide indirect cost assessment calculated by the State Controller.

Administrative Courts, Indirect Cost Assessment					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2015-16 Appropriation					
FY 2015-16 Appropriation	<u>\$138,384</u>	<u>\$0</u>	<u>\$0</u>	<u>\$138,384</u>	<u>0.0</u>
TOTAL	\$138,384	\$0	\$0	\$138,384	0.0
FY 2016-17 Recommended Appropriation					
FY 2015-16 Appropriation	\$138,384	\$0	\$0	\$138,384	0.0
Statewide Indirect Cost Assessment Adjustment	<u>(67,079)</u>	<u>0</u>	<u>0</u>	<u>(67,079)</u>	<u>0.0</u>
TOTAL	\$71,305	\$0	\$0	\$71,305	0.0
Increase/(Decrease)	(\$67,079)	\$0	\$0	(\$67,079)	0.0
Percentage Change	(48.5%)	0.0%	0.0%	(48.5%)	0.0%
FY 2016-17 Executive Request:	\$71,305	\$0	\$0	\$71,305	0.0
Request Above/(Below) Recommendation	\$0	\$0	\$0	\$0	0.0

Long Bill Footnotes and Requests for Information

LONG BILL FOOTNOTES

Staff recommends the following **new** footnote:

- X Department of Personnel, Executive Director's Office, Statewide Special Purpose, Office of the State Architect, Statewide Planning Services – It is the intent of the General Assembly that this appropriation remain available until June 30, 2018.

Comment: Statewide Planning Services provides funding for technical and consulting services related to the statewide planning function for state agencies added to the Office of the State Architect for FY 2015-16. Due to the start-up of this function, there will be both a first-year ramp up and potential purchase and expenditure delays as the Office implements statewide planning. Additionally, this line item funds, on an ongoing basis, items that might otherwise be included in the capital construction budget which provides for three years of spending authority.

For FY 2015-16, staff recommends the following **new** footnote:

- X Department of Personnel, Executive Director's Office, Statewide Special Purpose, Office of the State Architect, Statewide Planning Services – It is the intent of the General Assembly that this appropriation remain available until June 30, 2017.

Comment: Statewide Planning Services provides funding for technical and consulting services related to the statewide planning function for state agencies added to the Office of the State Architect for FY 2015-16. Due to the start-up of this function, there will be both a first-year ramp up and potential purchase and expenditure delays as the Office implements statewide planning.

REQUESTS FOR INFORMATION

Staff recommends **continuing** the following requests for information:

- X Department of Personnel, Division of Accounts and Control, Financial Operations and Reporting – The State Controller is requested to provide by October 1, 2016, to the Joint Budget Committee, a report on uncommitted reserves that includes all cash funds, including those that are otherwise exempt from and unreported in the cash funds excess uncommitted reserves report required by Section 24-30-207, C.R.S.

Comment: Staff recommends continuing this RFI that is related to H.B. 15-1261 (Maximum Reserve For Cash Funds With Fee Revenue) and similar recommendations made for managing cash funds excess reserves in the 2015 session.

Indirect Cost Assessment

The Department is a central services agency and therefore its departmental indirect costs are included within the Statewide Indirect Cost Plan. The Statewide Indirect Cost Plan sets indirect cost assessments by division for the Department.

JBC Staff Staff Figure Setting - FY 2016-17
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Appendix A: Number Pages

	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Appropriation	FY 2016-17 Request	FY 2016-17 Recommendation
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DEPARTMENT OF PERSONNEL
June Taylor, Executive Director

(1) EXECUTIVE DIRECTOR'S OFFICE

This division provides policy direction to and manages the fiscal and budgetary affairs of all divisions within the Department. It also reviews all statewide contracts and promotes statewide affirmative action and equal opportunity programs. The primary source of cash funds and reappropriated funds are indirect cost recoveries and user fees from other State agencies.

(A) Department Administration

Personal Services	<u>1,571,596</u>	<u>1,592,346</u>	<u>1,667,963</u>	<u>1,703,744</u>	<u>1,703,744</u>
FTE	16.4	17.0	17.8	17.8	17.8
General Fund	0	0	0	242,923	242,923
Cash Funds	0	0	15,648	15,648	15,648
Reappropriated Funds	1,571,596	1,592,346	1,652,315	1,445,173	1,445,173
Federal Funds	0	0	0	0	0
Health, Life, and Dental	<u>1,482,219</u>	<u>1,359,038</u>	<u>3,080,546</u>	<u>3,170,729</u>	<u>3,107,311</u> *
General Fund	453,721	522,157	839,730	872,532	872,532
Cash Funds	130,286	65,381	321,718	333,352	269,934
Reappropriated Funds	898,212	771,500	1,919,098	1,964,845	1,964,845
Short-term Disability	<u>22,614</u>	<u>0</u>	<u>50,200</u>	<u>45,183</u>	<u>44,651</u> *
General Fund	7,958	0	17,610	14,695	14,695
Cash Funds	2,103	0	5,050	5,024	4,492
Reappropriated Funds	12,553	0	27,540	25,464	25,464

JBC Staff Staff Figure Setting - FY 2016-17
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	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Appropriation	FY 2016-17 Request	FY 2016-17 Recommendation
S.B. 04-257 Amortization Equalization					
Disbursement	<u>443,741</u>	<u>369,736</u>	<u>1,054,638</u>	<u>1,143,425</u>	<u>1,129,974</u> *
General Fund	155,204	92,911	368,794	371,611	371,611
Cash Funds	38,679	27,426	106,394	126,622	113,171
Reappropriated Funds	249,858	249,399	579,450	645,192	645,192
S.B. 06-235 Supplemental Amortization					
Equalization Disbursement	<u>399,876</u>	<u>351,803</u>	<u>1,018,684</u>	<u>1,131,514</u>	<u>1,118,203</u> *
General Fund	139,082	88,384	356,221	367,740	367,740
Cash Funds	35,135	25,713	102,767	125,303	111,992
Reappropriated Funds	225,659	237,706	559,696	638,471	638,471
Salary Survey					
General Fund	<u>615,991</u>	<u>606,186</u>	<u>240,120</u>	<u>81,876</u>	<u>81,876</u>
Cash Funds	136,518	246,080	74,993	35,647	35,647
Reappropriated Funds	76,605	58,281	26,766	1,045	1,045
Reappropriated Funds	402,868	301,825	138,361	45,184	45,184
Merit Pay					
General Fund	<u>299,879</u>	<u>171,279</u>	<u>224,307</u>	<u>0</u>	<u>0</u>
Cash Funds	86,049	63,712	73,405	0	0
Reappropriated Funds	22,253	19,468	27,728	0	0
Reappropriated Funds	191,577	88,099	123,174	0	0
Shift Differential					
General Fund	<u>37,667</u>	<u>33,654</u>	<u>45,747</u>	<u>45,051</u>	<u>45,051</u>
Cash Funds	0	0	0	0	0
Reappropriated Funds	0	0	0	0	0
Reappropriated Funds	37,667	33,654	45,747	45,051	45,051

JBC Staff Staff Figure Setting - FY 2016-17
Staff Working Document - Does Not Represent Committee Decision

	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Appropriation	FY 2016-17 Request	FY 2016-17 Recommendation
Workers' Compensation	<u>213,489</u>	<u>239,093</u>	<u>184,433</u>	<u>244,840</u>	<u>244,840</u> *
General Fund	56,549	63,331	50,321	66,427	66,427
Cash Funds	19,462	21,796	19,874	25,931	25,931
Reappropriated Funds	137,478	153,966	114,238	152,482	152,482
Operating Expenses	<u>98,837</u>	<u>358,599</u>	<u>99,531</u>	<u>99,531</u>	<u>99,531</u>
General Fund	0	259,514	0	99,531	99,531
Cash Funds	0	0	0	0	0
Reappropriated Funds	98,837	99,085	99,531	0	0
Legal Services	<u>232,630</u>	<u>238,586</u>	<u>243,511</u>	<u>246,432</u>	<u>246,432</u> *
General Fund	163,614	181,449	177,061	174,374	174,374
Cash Funds	11,157	15,845	11,267	43,535	43,535
Reappropriated Funds	57,859	41,292	55,183	28,523	28,523
Administrative Law Judge Services	<u>6,236</u>	<u>14,585</u>	<u>11,383</u>	<u>12,550</u>	<u>12,550</u> *
General Fund	0	0	0	0	0
Cash Funds	6,124	13,043	10,323	12,550	12,550
Reappropriated Funds	112	1,542	1,060	0	0
Payment to Risk Management and Property Funds	<u>566,716</u>	<u>607,909</u>	<u>571,070</u>	<u>638,187</u>	<u>638,187</u> *
General Fund	150,110	158,082	155,865	173,209	173,209
Cash Funds	51,661	63,356	62,203	67,525	67,525
Reappropriated Funds	364,945	386,471	353,002	397,453	397,453
Vehicle Lease Payments	<u>78,004</u>	<u>53,520</u>	<u>75,146</u>	<u>62,716</u>	<u>62,716</u> *
General Fund	0	0	0	0	0
Cash Funds	2,094	2,042	2,128	2,128	2,128
Reappropriated Funds	75,910	51,478	73,018	60,588	60,588

JBC Staff Staff Figure Setting - FY 2016-17
Staff Working Document - Does Not Represent Committee Decision

	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Appropriation	FY 2016-17 Request	FY 2016-17 Recommendation
Leased Space	<u>663,761</u>	<u>316,949</u>	<u>316,949</u>	<u>338,179</u>	<u>338,179</u> *
General Fund	255,375	0	0	0	0
Cash Funds	44,071	0	0	2,795	2,795
Reappropriated Funds	364,315	316,949	316,949	335,384	335,384
Capitol Complex Leased Space	<u>2,155,209</u>	<u>1,684,254</u>	<u>2,388,386</u>	<u>2,364,416</u>	<u>2,364,416</u> *
General Fund	1,123,815	958,689	1,320,282	1,212,868	1,212,868
Cash Funds	131,633	228,422	231,042	217,808	217,808
Reappropriated Funds	899,761	497,143	837,062	933,740	933,740
Payments to OIT	<u>0</u>	<u>1,695,279</u>	<u>3,768,561</u>	<u>5,645,495</u>	<u>5,645,495</u> *
General Fund	0	316,349	1,035,742	1,532,119	1,532,119
Cash Funds	0	53,014	508,639	597,446	597,446
Reappropriated Funds	0	1,325,916	2,224,180	3,515,930	3,515,930
CORE Operations	<u>288,061</u>	<u>219,444</u>	<u>401,287</u>	<u>309,169</u>	<u>309,169</u> *
General Fund	128,128	57,063	110,289	83,910	83,910
Cash Funds	16,396	22,870	54,159	32,712	32,712
Reappropriated Funds	143,537	139,511	236,839	192,547	192,547
Purchase of Services from Computer Center	<u>1,689,638</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
General Fund	438,816	0	0	0	0
Cash Funds	55,478	0	0	0	0
Reappropriated Funds	1,195,344	0	0	0	0
Colorado State Network	<u>268,501</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
General Fund	71,120	0	0	0	0
Cash Funds	24,478	0	0	0	0
Reappropriated Funds	172,903	0	0	0	0

JBC Staff Staff Figure Setting - FY 2016-17
Staff Working Document - Does Not Represent Committee Decision

	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Appropriation	FY 2016-17 Request	FY 2016-17 Recommendation
Management and Administration of OIT	0	0	0	0	0
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	0	0	0	0	0
Information Technology Security	<u>20,602</u>	0	0	0	0
General Fund	5,368	0	0	0	0
Cash Funds	837	0	0	0	0
Reappropriated Funds	14,397	0	0	0	0
Communication Services Payments	<u>1,284</u>	0	0	0	0
General Fund	640	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	644	0	0	0	0
SUBTOTAL - (A) Department Administration	11,156,551	9,912,260	15,442,462	17,283,037	17,192,325
<i>FTE</i>	<u>16.4</u>	<u>17.0</u>	<u>17.8</u>	<u>17.8</u>	<u>17.8</u>
General Fund	3,372,067	3,007,721	4,580,313	5,247,586	5,247,586
Cash Funds	668,452	616,657	1,505,706	1,609,424	1,518,712
Reappropriated Funds	7,116,032	6,287,882	9,356,443	10,426,027	10,426,027
Federal Funds	0	0	0	0	0

JBC Staff Staff Figure Setting - FY 2016-17
Staff Working Document - Does Not Represent Committee Decision

	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Appropriation	FY 2016-17 Request	FY 2016-17 Recommendation
(B) Statewide Special Purpose					
(I) Colorado State Employees Assistance Program					
Personal Services	<u>715,500</u>	<u>779,776</u>	<u>804,848</u>	<u>817,704</u>	<u>817,704</u>
FTE	9.2	10.4	11.0	11.0	11.0
General Fund	0	0	0	0	0
Cash Funds	0	0	0	12,856	12,856
Reappropriated Funds	715,500	779,776	804,848	804,848	804,848
Operating Expenses	<u>51,903</u>	<u>52,589</u>	<u>53,794</u>	<u>53,794</u>	<u>53,794</u>
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	51,903	52,589	53,794	53,794	53,794
Indirect Cost Assessment	<u>110,018</u>	<u>78,310</u>	<u>172,259</u>	<u>29,796</u>	<u>29,796</u>
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	110,018	78,310	172,259	29,796	29,796
SUBTOTAL - (I) Colorado State Employees Assistance Program					
	877,421	910,675	1,030,901	901,294	901,294
FTE	<u>9.2</u>	<u>10.4</u>	<u>11.0</u>	<u>11.0</u>	<u>11.0</u>
General Fund	0	0	0	0	0
Cash Funds	0	0	0	12,856	12,856
Reappropriated Funds	877,421	910,675	1,030,901	888,438	888,438

JBC Staff Staff Figure Setting - FY 2016-17
Staff Working Document - Does Not Represent Committee Decision

	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Appropriation	FY 2016-17 Request	FY 2016-17 Recommendation
(II) Office of the State Architect					
Office of the State Architect	<u>467,004</u>	<u>467,001</u>	<u>692,099</u>	<u>809,473</u>	<u>809,473</u>
FTE	4.9	4.8	6.9	8.0	8.0
General Fund	467,004	467,001	692,099	809,473	809,473
Cash Funds	0	0	0	0	0
Reappropriated Funds	0	0	0	0	0
Statewide Planning Services	<u>0</u>	<u>0</u>	<u>894,469</u>	<u>1,000,000</u>	<u>1,000,000</u>
General Fund	0	0	894,469	1,000,000	1,000,000
SUBTOTAL - (II) Office of the State Architect	<u>467,004</u>	<u>467,001</u>	<u>1,586,568</u>	<u>1,809,473</u>	<u>1,809,473</u>
FTE	<u>4.9</u>	<u>4.8</u>	<u>6.9</u>	<u>8.0</u>	<u>8.0</u>
General Fund	467,004	467,001	1,586,568	1,809,473	1,809,473
Cash Funds	0	0	0	0	0
Reappropriated Funds	0	0	0	0	0
(III) Colorado State Archives					
Personal Services	<u>614,395</u>	<u>591,533</u>	<u>732,379</u>	<u>742,315</u>	<u>742,315</u>
FTE	8.5	8.4	12.0	12.0	12.0
General Fund	431,878	441,528	523,620	533,556	533,556
Cash Funds	128,101	126,082	179,688	179,688	179,688
Reappropriated Funds	54,416	23,923	29,071	29,071	29,071
Operating Expenses	<u>120,647</u>	<u>93,036</u>	<u>93,836</u>	<u>93,836</u>	<u>93,836</u>
General Fund	120,647	93,036	93,836	93,836	93,836
Cash Funds	0	0	0	0	0
Reappropriated Funds	0	0	0	0	0

JBC Staff Staff Figure Setting - FY 2016-17
Staff Working Document - Does Not Represent Committee Decision

	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Appropriation	FY 2016-17 Request	FY 2016-17 Recommendation
SUBTOTAL - (III) Colorado State Archives	735,042	684,569	826,215	836,151	836,151
<i>FTE</i>	<u>8.5</u>	<u>8.4</u>	<u>12.0</u>	<u>12.0</u>	<u>12.0</u>
General Fund	552,525	534,564	617,456	627,392	627,392
Cash Funds	128,101	126,082	179,688	179,688	179,688
Reappropriated Funds	54,416	23,923	29,071	29,071	29,071
(V) Other Statewide Special Purpose					
Test Facility Lease	<u>119,842</u>	<u>119,842</u>	<u>119,842</u>	<u>119,842</u>	<u>119,842</u>
General Fund	0	0	119,842	119,842	119,842
Cash Funds	0	0	0	0	0
Reappropriated Funds	119,842	119,842	0	0	0
Employment Security Contract Payment	<u>14,900</u>	<u>14,900</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
General Fund	6,164	6,164	11,264	11,264	11,264
Cash Funds	0	0	0	0	0
Reappropriated Funds	8,736	8,736	8,736	8,736	8,736
Disability Investigational and Pilot Support					
Procurement	<u>0</u>	<u>0</u>	<u>1,337,976</u>	<u>1,419,976</u>	<u>1,419,976</u>
Cash Funds	0	0	1,337,976	1,419,976	1,419,976
SUBTOTAL - (V) Other Statewide Special Purpose	134,742	134,742	1,477,818	1,559,818	1,559,818
<i>FTE</i>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
General Fund	6,164	6,164	131,106	131,106	131,106
Cash Funds	0	0	1,337,976	1,419,976	1,419,976
Reappropriated Funds	128,578	128,578	8,736	8,736	8,736

JBC Staff Staff Figure Setting - FY 2016-17
Staff Working Document - Does Not Represent Committee Decision

	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Appropriation	FY 2016-17 Request	FY 2016-17 Recommendation
SUBTOTAL - (B) Statewide Special Purpose	2,214,209	2,196,987	4,921,502	5,106,736	5,106,736
<i>FTE</i>	<u>22.6</u>	<u>23.6</u>	<u>29.9</u>	<u>31.0</u>	<u>31.0</u>
General Fund	1,025,693	1,007,729	2,335,130	2,567,971	2,567,971
Cash Funds	128,101	126,082	1,517,664	1,612,520	1,612,520
Reappropriated Funds	1,060,415	1,063,176	1,068,708	926,245	926,245
TOTAL - (1) Executive Director's Office	13,370,760	12,109,247	20,363,964	22,389,773	22,299,061
<i>FTE</i>	<u>39.0</u>	<u>40.6</u>	<u>47.7</u>	<u>48.8</u>	<u>48.8</u>
General Fund	4,397,760	4,015,450	6,915,443	7,815,557	7,815,557
Cash Funds	796,553	742,739	3,023,370	3,221,944	3,131,232
Reappropriated Funds	8,176,447	7,351,058	10,425,151	11,352,272	11,352,272
Federal Funds	0	0	0	0	0

JBC Staff Staff Figure Setting - FY 2016-17
Staff Working Document - Does Not Represent Committee Decision

	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Appropriation	FY 2016-17 Request	FY 2016-17 Recommendation
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(2) DIVISION OF HUMAN RESOURCES

The Division of Human Resources administers the statewide classified personnel system and employee benefits programs. It also manages the Office of Risk Management, including the procurement of property, casualty, and workers' compensation insurance policies.

(A) Human Resource Services

(I) State Agency Services

Personal Services	<u>1,554,191</u>	<u>1,284,613</u>	<u>1,710,915</u>	<u>1,726,578</u>	<u>1,726,578</u>
FTE	15.6	11.9	19.2	19.2	19.2
General Fund	0	0	1,710,915	1,726,578	1,726,578
Cash Funds	0	0	0	0	0
Reappropriated Funds	1,554,191	1,284,613	0	0	0
Operating Expenses	<u>86,643</u>	<u>88,496</u>	<u>88,496</u>	<u>88,496</u>	<u>88,496</u>
General Fund	0	0	88,496	88,496	88,496
Cash Funds	0	0	0	0	0
Reappropriated Funds	86,643	88,496	0	0	0
Total Compensation and Employee Engagement					
Surveys	<u>211,970</u>	<u>424,000</u>	<u>215,000</u>	<u>300,000</u>	<u>300,000</u>
General Fund	211,970	424,000	215,000	300,000	300,000
Cash Funds	0	0	0	0	0
Reappropriated Funds	0	0	0	0	0

SUBTOTAL - (I) State Agency Services	1,852,804	1,797,109	2,014,411	2,115,074	2,115,074
<i>FTE</i>	<u>15.6</u>	<u>11.9</u>	<u>19.2</u>	<u>19.2</u>	<u>19.2</u>
General Fund	211,970	424,000	2,014,411	2,115,074	2,115,074
Cash Funds	0	0	0	0	0
Reappropriated Funds	1,640,834	1,373,109	0	0	0

JBC Staff Staff Figure Setting - FY 2016-17
Staff Working Document - Does Not Represent Committee Decision

	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Appropriation	FY 2016-17 Request	FY 2016-17 Recommendation
(II) Training Services					
Training Services	<u>0</u>	<u>0</u>	<u>687,081</u>	<u>691,221</u>	<u>691,221</u>
FTE	0.0	0.0	4.0	4.0	4.0
General Fund	0	0	0	0	0
Cash Funds	0	0	40,305	40,305	40,305
Reappropriated Funds	0	0	646,776	650,916	650,916
Personal Services	<u>526,233</u>	<u>600,245</u>	0	0	0
FTE	3.2	3.0	0.0	0.0	0.0
General Fund	0	0	0	0	0
Cash Funds	36,378	33,417	0	0	0
Reappropriated Funds	489,855	566,828	0	0	0
Indirect Cost Assessment	<u>4,552</u>	<u>27,605</u>	<u>32,482</u>	<u>62,425</u>	<u>62,425</u>
General Fund	0	0	0	0	0
Cash Funds	0	9,938	3,842	0	0
Reappropriated Funds	4,552	17,667	28,640	62,425	62,425
Operating Expenses	<u>67,438</u>	<u>80,542</u>	0	0	0
General Fund	0	0	0	0	0
Cash Funds	0	6,888	0	0	0
Reappropriated Funds	67,438	73,654	0	0	0
SUBTOTAL - (II) Training Services	598,223	708,392	719,563	753,646	753,646
FTE	<u>3.2</u>	<u>3.0</u>	<u>4.0</u>	<u>4.0</u>	<u>4.0</u>
General Fund	0	0	0	0	0
Cash Funds	36,378	50,243	44,147	40,305	40,305
Reappropriated Funds	561,845	658,149	675,416	713,341	713,341

JBC Staff Staff Figure Setting - FY 2016-17
Staff Working Document - Does Not Represent Committee Decision

	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Appropriation	FY 2016-17 Request	FY 2016-17 Recommendation
SUBTOTAL - (A) Human Resource Services	2,451,027	2,505,501	2,733,974	2,868,720	2,868,720
<i>FTE</i>	<u>18.8</u>	<u>14.9</u>	<u>23.2</u>	<u>23.2</u>	<u>23.2</u>
General Fund	211,970	424,000	2,014,411	2,115,074	2,115,074
Cash Funds	36,378	50,243	44,147	40,305	40,305
Reappropriated Funds	2,202,679	2,031,258	675,416	713,341	713,341

(B) Employee Benefits Services

Personal Services	<u>778,013</u>	<u>805,259</u>	<u>827,054</u>	<u>836,869</u>	<u>836,869</u>
FTE	9.7	10.2	12.0	12.0	12.0
General Fund	0	3,768	0	0	0
Cash Funds	778,013	801,491	827,054	836,869	836,869
Reappropriated Funds	0	0	0	0	0
Operating Expenses	<u>57,545</u>	<u>56,542</u>	<u>58,324</u>	<u>58,324</u>	<u>58,324</u>
General Fund	0	0	0	0	0
Cash Funds	57,545	56,542	58,324	58,324	58,324
Reappropriated Funds	0	0	0	0	0
Utilization Review	<u>5,530</u>	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>
General Fund	0	0	0	0	0
Cash Funds	5,530	40,000	40,000	40,000	40,000
Reappropriated Funds	0	0	0	0	0
H.B. 07-1335 Supplemental State Contribution Fund	<u>1,329,421</u>	<u>1,300,672</u>	<u>1,148,021</u>	<u>1,148,021</u>	<u>1,134,447</u>
General Fund	0	0	0	0	0
Cash Funds	1,329,421	1,300,672	1,148,021	1,148,021	1,134,447
Reappropriated Funds	0	0	0	0	0

JBC Staff Staff Figure Setting - FY 2016-17
Staff Working Document - Does Not Represent Committee Decision

	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Appropriation	FY 2016-17 Request	FY 2016-17 Recommendation
Indirect Cost Assessment	<u>60,236</u>	<u>247,138</u>	<u>172,277</u>	<u>73,154</u>	<u>73,154</u>
General Fund	0	0	0	0	0
Cash Funds	60,236	247,138	172,277	73,154	73,154
Reappropriated Funds	0	0	0	0	0
SUBTOTAL - (B) Employee Benefits Services	2,230,745	2,449,611	2,245,676	2,156,368	2,142,794
FTE	<u>9.7</u>	<u>10.2</u>	<u>12.0</u>	<u>12.0</u>	<u>12.0</u>
General Fund	0	3,768	0	0	0
Cash Funds	2,230,745	2,445,843	2,245,676	2,156,368	2,142,794
Reappropriated Funds	0	0	0	0	0

(C) Risk Management Services

Personal Services	<u>692,349</u>	<u>813,646</u>	<u>839,775</u>	<u>847,621</u>	<u>847,621</u>
FTE	9.8	9.9	11.5	11.5	11.5
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	692,349	813,646	839,775	847,621	847,621
Federal Funds	0	0	0	0	0
Operating Expenses	<u>67,536</u>	<u>58,669</u>	<u>68,427</u>	<u>68,427</u>	<u>68,427</u>
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	67,536	58,669	68,427	68,427	68,427
Actuarial and Broker Services	<u>272,000</u>	<u>272,000</u>	<u>272,073</u>	<u>272,073</u>	<u>272,073</u>
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	272,000	272,000	272,073	272,073	272,073

JBC Staff Staff Figure Setting - FY 2016-17
Staff Working Document - Does Not Represent Committee Decision

	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Appropriation	FY 2016-17 Request	FY 2016-17 Recommendation
Risk Management Information System	<u>140,950</u>	<u>137,448</u>	<u>168,981</u>	<u>191,050</u>	<u>191,050</u> *
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	140,950	137,448	168,981	191,050	191,050
Indirect Cost Assessment	<u>42,010</u>	<u>95,199</u>	<u>163,715</u>	<u>189,850</u>	<u>189,850</u>
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	42,010	95,199	163,715	189,850	189,850
Liability Claims	<u>3,704,600</u>	<u>6,560,299</u>	<u>4,211,736</u>	<u>7,013,148</u>	<u>7,013,148</u> *
General Fund	0	0	0	0	0
Cash Funds	126,100	0	0	0	0
Reappropriated Funds	3,578,500	6,560,299	4,211,736	7,013,148	7,013,148
Liability Excess Policy	<u>335,806</u>	<u>316,764</u>	<u>332,762</u>	<u>349,400</u>	<u>349,400</u> *
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	335,806	316,764	332,762	349,400	349,400
Liability Legal Services	<u>3,105,358</u>	<u>3,426,764</u>	<u>2,807,823</u>	<u>3,985,654</u>	<u>3,985,654</u> *
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	3,105,358	3,426,764	2,807,823	3,985,654	3,985,654
Property Policies	<u>4,558,660</u>	<u>4,881,240</u>	<u>4,907,385</u>	<u>5,179,922</u>	<u>5,179,922</u> *
General Fund	0	0	0	0	0
Cash Funds	177,103	0	0	0	0
Reappropriated Funds	4,381,557	4,881,240	4,907,385	5,179,922	5,179,922

JBC Staff Staff Figure Setting - FY 2016-17
Staff Working Document - Does Not Represent Committee Decision

	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Appropriation	FY 2016-17 Request	FY 2016-17 Recommendation
Property Deductibles and Payouts	<u>3,059,535</u>	<u>10,419,024</u>	<u>2,600,000</u>	<u>2,600,000</u>	<u>2,600,000</u>
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	3,059,535	10,419,024	2,600,000	2,600,000	2,600,000
Workers' Compensation Claims	<u>31,999,861</u>	<u>32,114,888</u>	<u>37,125,664</u>	<u>35,279,285</u>	<u>35,279,285</u> *
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	31,999,861	32,114,888	37,125,664	35,279,285	35,279,285
Workers' Compensation TPA Fees and Loss Control	<u>2,001,560</u>	<u>2,471,367</u>	<u>2,450,000</u>	<u>2,450,000</u>	<u>2,450,000</u>
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	2,001,560	2,471,367	2,450,000	2,450,000	2,450,000
Workers' Compensation Excess Policy	<u>783,500</u>	<u>759,306</u>	<u>785,003</u>	<u>820,890</u>	<u>820,890</u> *
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	783,500	759,306	785,003	820,890	820,890
Workers' Compensation Legal Services	<u>2,231,183</u>	<u>2,235,456</u>	<u>2,452,571</u>	<u>2,452,571</u>	<u>2,452,571</u> *
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	2,231,183	2,235,456	2,452,571	2,452,571	2,452,571

JBC Staff Staff Figure Setting - FY 2016-17
Staff Working Document - Does Not Represent Committee Decision

	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Appropriation	FY 2016-17 Request	FY 2016-17 Recommendation
SUBTOTAL - (C) Risk Management Services	52,994,908	64,562,070	59,185,915	61,699,891	61,699,891
<i>FTE</i>	<u>9.8</u>	<u>9.9</u>	<u>11.5</u>	<u>11.5</u>	<u>11.5</u>
General Fund	0	0	0	0	0
Cash Funds	303,203	0	0	0	0
Reappropriated Funds	52,691,705	64,562,070	59,185,915	61,699,891	61,699,891
Federal Funds	0	0	0	0	0
TOTAL - (2) Division of Human Resources	57,676,680	69,517,182	64,165,565	66,724,979	66,711,405
<i>FTE</i>	<u>38.3</u>	<u>35.0</u>	<u>46.7</u>	<u>46.7</u>	<u>46.7</u>
General Fund	211,970	427,768	2,014,411	2,115,074	2,115,074
Cash Funds	2,570,326	2,496,086	2,289,823	2,196,673	2,183,099
Reappropriated Funds	54,894,384	66,593,328	59,861,331	62,413,232	62,413,232
Federal Funds	0	0	0	0	0

JBC Staff Staff Figure Setting - FY 2016-17
Staff Working Document - Does Not Represent Committee Decision

	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Appropriation	FY 2016-17 Request	FY 2016-17 Recommendation
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(3) CONSTITUTIONALLY INDEPENDENT ENTITIES

This division provides support for the State Personnel Board authorized in Article XII, Sections 13 through 15, of the Colorado Constitution. The Board has the authority to adopt by rule a uniform grievance procedure to be used by all principal departments and agencies for classified employees in the State personnel system.

(A) Personnel Board

Personal Services	<u>472,614</u>	<u>469,571</u>	<u>485,179</u>	<u>495,608</u>	<u>495,608</u>
FTE	4.7	4.6	4.8	4.8	4.8
General Fund	472,424	469,446	484,001	494,430	494,430
Cash Funds	190	125	1,178	1,178	1,178
Federal Funds	0	0	0	0	0
 Operating Expenses	 <u>20,567</u>	 <u>17,355</u>	 <u>20,505</u>	 <u>20,505</u>	 <u>20,505</u>
General Fund	20,567	17,355	20,505	20,505	20,505
Reappropriated Funds	0	0	0	0	0
 Legal Services	 <u>28,286</u>	 <u>32,673</u>	 <u>31,353</u>	 <u>31,730</u>	 <u>31,730</u>
General Fund	28,286	32,673	31,353	31,730	31,730

TOTAL - (3) Constitutionally Independent Entities	521,467	519,599	537,037	547,843	547,843
FTE	4.7	4.6	4.8	4.8	4.8
General Fund	521,277	519,474	535,859	546,665	546,665
Cash Funds	190	125	1,178	1,178	1,178
Reappropriated Funds	0	0	0	0	0
Federal Funds	0	0	0	0	0

JBC Staff Staff Figure Setting - FY 2016-17
Staff Working Document - Does Not Represent Committee Decision

	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Appropriation	FY 2016-17 Request	FY 2016-17 Recommendation
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(4) CENTRAL SERVICES

This division provides statewide support services, such as mail services, travel management, printing, copying, document reproduction, and data entry. It also administers the statewide fleet program, which purchases and manages vehicles for state agencies. The Facilities Maintenance section manages the buildings and grounds of the Capitol Complex, the Grand Junction State Services Building, and Camp George West.

(A) Administration

Personal Services	<u>649,250</u>	<u>668,785</u>	<u>680,817</u>	<u>689,236</u>	<u>689,236</u>
FTE	7.5	7.3	8.0	8.0	8.0
Cash Funds	0	0	0	0	0
Reappropriated Funds	649,250	668,785	680,817	689,236	689,236
Operating Expenses	<u>32,057</u>	<u>43,616</u>	<u>58,445</u>	<u>58,445</u>	<u>44,000</u>
Cash Funds	0	0	0	0	0
Reappropriated Funds	32,057	43,616	58,445	58,445	44,000
Indirect Cost Assessment	<u>51,840</u>	<u>57,138</u>	<u>68,172</u>	<u>21,207</u>	<u>21,207</u>
Cash Funds	0	0	0	0	0
Reappropriated Funds	51,840	57,138	68,172	21,207	21,207
Federal Funds	0	0	0	0	0
SUBTOTAL - (A) Administration	733,147	769,539	807,434	768,888	754,443
FTE	<u>7.5</u>	<u>7.3</u>	<u>8.0</u>	<u>8.0</u>	<u>8.0</u>
Cash Funds	0	0	0	0	0
Reappropriated Funds	733,147	769,539	807,434	768,888	754,443
Federal Funds	0	0	0	0	0

JBC Staff Staff Figure Setting - FY 2016-17
Staff Working Document - Does Not Represent Committee Decision

	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Appropriation	FY 2016-17 Request	FY 2016-17 Recommendation
(B) Integrated Document Solutions					
Personal Services	<u>5,571,723</u>	<u>5,929,282</u>	<u>6,298,464</u>	<u>6,378,093</u>	<u>6,378,093</u>
FTE	92.5	101.2	99.1	99.1	99.1
Cash Funds	1,554,730	125,328	141,615	141,615	141,615
Reappropriated Funds	4,016,993	5,803,954	6,156,849	6,236,478	6,236,478
Operating Expenses	<u>11,729,457</u>	<u>6,147,519</u>	<u>6,344,202</u>	<u>7,649,846</u>	<u>6,386,575</u> *
Cash Funds	84,588	240,313	240,313	240,313	240,313
Reappropriated Funds	11,644,869	5,907,206	6,103,889	7,409,533	6,146,262
Commercial Print Payments	<u>0</u>	<u>0</u>	<u>2,100,000</u>	<u>0</u>	<u>2,100,000</u> *
FTE	0.0	0.0	0.0	0.0	0.0
Reappropriated Funds	0	0	2,100,000	0	2,100,000
IDS Postage	<u>0</u>	<u>7,367,224</u>	<u>8,466,508</u>	<u>8,495,928</u>	<u>8,495,928</u> *
Cash Funds	0	740,298	740,298	740,298	740,298
Reappropriated Funds	0	6,626,926	7,726,210	7,755,630	7,755,630
Utilities	<u>67,263</u>	<u>69,000</u>	<u>69,000</u>	<u>69,000</u>	<u>69,000</u>
Cash Funds	0	0	0	0	0
Reappropriated Funds	67,263	69,000	69,000	69,000	69,000
Mail Equipment Purchase	<u>223,753</u>	<u>225,871</u>	<u>223,754</u>	<u>0</u>	<u>0</u>
General Fund	46,129	46,129	46,130	0	0
Cash Funds	0	2,118	0	0	0
Reappropriated Funds	177,624	177,624	177,624	0	0

JBC Staff Staff Figure Setting - FY 2016-17
Staff Working Document - Does Not Represent Committee Decision

	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Appropriation	FY 2016-17 Request	FY 2016-17 Recommendation
Address Confidentiality Program	<u>128,822</u>	<u>195,306</u>	<u>194,724</u>	<u>254,488</u>	<u>254,488</u> *
FTE	1.7	2.5	3.4	3.4	3.4
General Fund	0	60,303	107,902	167,666	167,666
Cash Funds	128,822	135,003	86,822	86,822	86,822
Reappropriated Funds	0	0	0	0	0
Indirect Cost Assessment	<u>384,732</u>	<u>699,536</u>	<u>322,284</u>	<u>198,180</u>	<u>198,180</u>
Cash Funds	0	0	0	0	0
Reappropriated Funds	384,732	699,536	322,284	198,180	198,180
SUBTOTAL - (B) Integrated Document					
Solutions	18,105,750	20,633,738	24,018,936	23,045,535	23,882,264
FTE	<u>94.2</u>	<u>103.7</u>	<u>102.5</u>	<u>102.5</u>	<u>102.5</u>
General Fund	46,129	106,432	154,032	167,666	167,666
Cash Funds	1,768,140	1,243,060	1,209,048	1,209,048	1,209,048
Reappropriated Funds	16,291,481	19,284,246	22,655,856	21,668,821	22,505,550
(C) Fleet Management Program and Motor Pool Services					
Personal Services	<u>737,782</u>	<u>768,753</u>	<u>789,810</u>	<u>802,688</u>	<u>802,688</u>
FTE	13.0	12.8	14.0	14.0	14.0
Reappropriated Funds	737,782	768,753	789,810	802,688	802,688
Operating Expenses	<u>279,790</u>	<u>532,391</u>	<u>214,271</u>	<u>557,020</u>	<u>357,020</u> *
Reappropriated Funds	279,790	532,391	214,271	557,020	357,020
Motor Pool Vehicle Lease and Operating Expenses	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>200,000</u> *
Reappropriated Funds	0	0	0	0	200,000

JBC Staff Staff Figure Setting - FY 2016-17
Staff Working Document - Does Not Represent Committee Decision

	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Appropriation	FY 2016-17 Request	FY 2016-17 Recommendation
Fuel and Automotive Supplies	<u>23,293,782</u>	<u>20,102,800</u>	<u>25,514,293</u>	<u>25,171,544</u>	<u>21,000,000</u> *
Reappropriated Funds	23,293,782	20,102,800	25,514,293	25,171,544	21,000,000
Vehicle Replacement Lease/Purchase	<u>15,597,561</u>	<u>16,070,129</u>	<u>17,452,309</u>	<u>18,277,033</u>	<u>18,277,033</u> *
Reappropriated Funds	15,597,561	16,070,129	17,452,309	18,277,033	18,277,033
Indirect Cost Assessment	<u>364,528</u>	<u>609,903</u>	<u>293,264</u>	<u>148,784</u>	<u>148,784</u>
Reappropriated Funds	364,528	609,903	293,264	148,784	148,784
SUBTOTAL - (C) Fleet Management Program and Motor Pool Services	40,273,443	38,083,976	44,263,947	44,957,069	40,785,525
<i>FTE</i>	<u>13.0</u>	<u>12.8</u>	<u>14.0</u>	<u>14.0</u>	<u>14.0</u>
Reappropriated Funds	40,273,443	38,083,976	44,263,947	44,957,069	40,785,525

(D) Facilities Maintenance - Capitol Complex

Personal Services	<u>2,803,255</u>	<u>3,042,729</u>	<u>3,125,750</u>	<u>3,174,718</u>	<u>3,174,718</u>
FTE	51.5	60.5	55.2	55.2	55.2
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	2,803,255	3,042,729	3,125,750	3,174,718	3,174,718
Operating Expenses	<u>2,662,433</u>	<u>2,768,302</u>	<u>2,709,468</u>	<u>2,709,468</u>	<u>2,709,468</u>
General Fund	0	85,872	0	0	0
Cash Funds	0	85,872	0	0	0
Reappropriated Funds	2,662,433	2,596,558	2,709,468	2,709,468	2,709,468
Capitol Complex Repairs	<u>56,520</u>	<u>52,632</u>	<u>56,520</u>	<u>56,520</u>	<u>56,520</u>
Reappropriated Funds	56,520	52,632	56,520	56,520	56,520

JBC Staff Staff Figure Setting - FY 2016-17
Staff Working Document - Does Not Represent Committee Decision

	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Appropriation	FY 2016-17 Request	FY 2016-17 Recommendation
Capitol Complex Security	<u>385,384</u>	<u>405,243</u>	<u>405,243</u>	<u>405,243</u>	<u>405,243</u>
Reappropriated Funds	385,384	405,243	405,243	405,243	405,243
Utilities	<u>4,827,681</u>	<u>4,769,540</u>	<u>4,854,388</u>	<u>5,104,661</u>	<u>5,104,661</u> *
Cash Funds	163,639	1,588,452	313,139	320,424	320,424
Reappropriated Funds	4,664,042	3,181,088	4,541,249	4,784,237	4,784,237
Indirect Cost Assessment	<u>2,048,330</u>	<u>1,399,867</u>	<u>1,009,358</u>	<u>313,715</u>	<u>313,715</u>
Reappropriated Funds	2,048,330	1,399,867	1,009,358	313,715	313,715
SUBTOTAL - (D) Facilities Maintenance -					
Capitol Complex	12,783,603	12,438,313	12,160,727	11,764,325	11,764,325
<i>FTE</i>	<u>51.5</u>	<u>60.5</u>	<u>55.2</u>	<u>55.2</u>	<u>55.2</u>
General Fund	0	85,872	0	0	0
Cash Funds	163,639	1,674,324	313,139	320,424	320,424
Reappropriated Funds	12,619,964	10,678,117	11,847,588	11,443,901	11,443,901
TOTAL - (4) Central Services					
<i>FTE</i>	<u>166.2</u>	<u>184.3</u>	<u>179.7</u>	<u>179.7</u>	<u>179.7</u>
General Fund	46,129	192,304	154,032	167,666	167,666
Cash Funds	1,931,779	2,917,384	1,522,187	1,529,472	1,529,472
Reappropriated Funds	69,918,035	68,815,878	79,574,825	78,838,679	75,489,419
Federal Funds	0	0	0	0	0

JBC Staff Staff Figure Setting - FY 2016-17
Staff Working Document - Does Not Represent Committee Decision

	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Appropriation	FY 2016-17 Request	FY 2016-17 Recommendation
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(5) DIVISION OF ACCOUNTS AND CONTROL

The State Controller's office manages the financial affairs for all State departments. These responsibilities include: (1) statewide financial reporting; (2) providing policy and procedural guidance; (3) managing State contracts; and (4) developing the statewide indirect cost allocation plan. The Division receives cash funds from the Supplier Database Cash Fund (Section 24-102-202.5, C.R.S.) and rebates associated with the Procurement Card Program.

(A) Financial Operations and Reporting

(1) Financial Operations and Reporting

Personal Services	<u>0</u>	<u>0</u>	<u>2,739,354</u>	<u>2,730,354</u>	<u>2,730,354</u>
FTE	0.0	0.0	29.5	29.5	29.5
General Fund	0	0	2,197,873	2,508,988	2,508,988
Cash Funds	0	0	541,481	221,366	221,366
Operating Expenses	<u>0</u>	<u>0</u>	<u>139,334</u>	<u>139,334</u>	<u>139,334</u>
General Fund	0	0	0	0	0
Cash Funds	0	0	139,334	139,334	139,334
Recovery Audit Program Disbursements	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
General Fund	0	0	0	0	0
Cash Funds	0	0	1,000	1,000	1,000

SUBTOTAL - (1) Financial Operations and Reporting	0	0	2,879,688	2,870,688	2,870,688
<i>FTE</i>	<u>0.0</u>	<u>0.0</u>	<u>29.5</u>	<u>29.5</u>	<u>29.5</u>
General Fund	0	0	2,197,873	2,508,988	2,508,988
Cash Funds	0	0	681,815	361,700	361,700

JBC Staff Staff Figure Setting - FY 2016-17
Staff Working Document - Does Not Represent Committee Decision

	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Appropriation	FY 2016-17 Request	FY 2016-17 Recommendation
(2) Collections Services					
Personal Services	<u>0</u>	<u>0</u>	<u>1,087,303</u>	<u>1,313,185</u>	<u>1,313,185</u> *
FTE	0.0	0.0	22.7	28.0	28.0
General Fund	0	0	0	0	0
Cash Funds	0	0	1,087,303	1,313,185	1,313,185
Operating Expenses	<u>0</u>	<u>0</u>	<u>585,990</u>	<u>553,401</u>	<u>553,401</u> *
General Fund	0	0	0	0	0
Cash Funds	0	0	585,990	553,401	553,401
Private Collection Agency Fees	<u>0</u>	<u>0</u>	<u>900,000</u>	<u>900,000</u>	<u>900,000</u>
General Fund	0	0	0	0	0
Cash Funds	0	0	900,000	900,000	900,000
Indirect Cost Assessment	<u>0</u>	<u>0</u>	<u>312,526</u>	<u>152,625</u>	<u>152,625</u>
General Fund	0	0	0	0	0
Cash Funds	0	0	312,526	152,625	152,625
SUBTOTAL - (2) Collections Services	0	0	2,885,819	2,919,211	2,919,211
FTE	0.0	0.0	22.7	28.0	28.0
General Fund	0	0	0	0	0
Cash Funds	0	0	2,885,819	2,919,211	2,919,211
SUBTOTAL - (A) Financial Operations and Reporting	0	0	5,765,507	5,789,899	5,789,899
FTE	0.0	0.0	52.2	57.5	57.5
General Fund	0	0	2,197,873	2,508,988	2,508,988
Cash Funds	0	0	3,567,634	3,280,911	3,280,911

JBC Staff Staff Figure Setting - FY 2016-17
Staff Working Document - Does Not Represent Committee Decision

	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Appropriation	FY 2016-17 Request	FY 2016-17 Recommendation
(B) Procurement and Contracts					
Personal Services	<u>0</u>	<u>0</u>	<u>1,540,713</u>	<u>1,560,828</u>	<u>1,560,828</u>
FTE	0.0	0.0	17.7	17.7	17.7
General Fund	0	0	0	0	0
Cash Funds	0	0	1,540,713	1,560,828	1,560,828
Operating Expenses	<u>0</u>	<u>0</u>	<u>38,284</u>	<u>38,284</u>	<u>38,284</u>
General Fund	0	0	0	0	0
Cash Funds	0	0	38,284	38,284	38,284
SUBTOTAL - (B) Procurement and Contracts	0	0	1,578,997	1,599,112	1,599,112
FTE	<u>0.0</u>	<u>0.0</u>	<u>17.7</u>	<u>17.7</u>	<u>17.7</u>
General Fund	0	0	0	0	0
Cash Funds	0	0	1,578,997	1,599,112	1,599,112

(c) CORE Operations

Personal Services	<u>0</u>	<u>0</u>	<u>1,754,192</u>	<u>1,793,977</u>	<u>1,793,977</u>
FTE	0.0	0.0	21.3	21.3	21.3
General Fund	0	0	0	0	0
Cash Funds	0	0	406,672	406,672	406,672
Reappropriated Funds	0	0	1,347,520	1,387,305	1,387,305
Operating Expenses	<u>0</u>	<u>0</u>	<u>1,369,408</u>	<u>1,369,408</u>	<u>1,369,408</u>
General Fund	0	0	0	0	0
Cash Funds	0	0	1,369,408	1,369,408	1,369,408

JBC Staff Staff Figure Setting - FY 2016-17
Staff Working Document - Does Not Represent Committee Decision

	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Appropriation	FY 2016-17 Request	FY 2016-17 Recommendation
Payments for CORE and Support Modules	<u>0</u>	<u>0</u>	<u>5,273,022</u>	<u>5,276,152</u>	<u>5,276,152</u> *
General Fund	0	0	0	0	0
Cash Funds	0	0	428,467	43,805	43,805
Reappropriated Funds	0	0	4,844,555	5,232,347	5,232,347
CORE Lease Purchase Payments	<u>0</u>	<u>0</u>	<u>3,950,659</u>	<u>3,936,611</u>	<u>3,936,611</u> *
Reappropriated Funds	0	0	3,950,659	3,936,611	3,936,611
SUBTOTAL - (c) CORE Operations	0	0	12,347,281	12,376,148	12,376,148
FTE	<u>0.0</u>	<u>0.0</u>	<u>21.3</u>	<u>21.3</u>	<u>21.3</u>
General Fund	0	0	0	0	0
Cash Funds	0	0	2,204,547	1,819,885	1,819,885
Reappropriated Funds	0	0	10,142,734	10,556,263	10,556,263

(D) Office of the State Controller

Personal Services	<u>2,624,807</u>	<u>2,362,653</u>	<u>0</u>
FTE	27.8	27.5	0.0
General Fund	746,798	974,130	0
Cash Funds	889,092	730,084	0
Reappropriated Funds	988,917	658,439	0
Federal Funds	0	0	0
Operating Expenses	<u>139,948</u>	<u>115,988</u>	<u>0</u>
General Fund	33,950	115,988	0
Cash Funds	105,998	0	0
Reappropriated Funds	0	0	0

JBC Staff Staff Figure Setting - FY 2016-17
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	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Appropriation	FY 2016-17 Request	FY 2016-17 Recommendation
Recovery Audit Program Disbursements	0	0	0		
General Fund	0	0	0		
Cash Funds	0	0	0		
SUBTOTAL - (D) Office of the State Controller	2,764,755	2,478,641	0		
<i>FTE</i>	<u>27.8</u>	<u>27.5</u>	<u>0.0</u>		
General Fund	780,748	1,090,118	0		
Cash Funds	995,090	730,084	0		
Reappropriated Funds	988,917	658,439	0		
Federal Funds	0	0	0		

€ State Purchasing Office

Personal Services	<u>805,769</u>	<u>814,682</u>	<u>0</u>
FTE	8.5	8.3	0.0
General Fund	0	0	0
Cash Funds	805,769	814,682	0
Operating Expenses	<u>24,220</u>	<u>26,987</u>	<u>0</u>
Cash Funds	24,220	26,987	0
Statewide Travel Management Program	<u>100,857</u>	<u>104,477</u>	<u>0</u>
FTE	1.8	1.0	0.0
General Fund	0	0	0
Cash Funds	100,857	104,477	0
DIPS Procurement	<u>13,803</u>	<u>401,763</u>	<u>0</u>
Cash Funds	13,803	401,763	0

JBC Staff Staff Figure Setting - FY 2016-17
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	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Appropriation	FY 2016-17 Request	FY 2016-17 Recommendation
SUBTOTAL - € State Purchasing Office	944,649	1,347,909	0		
<i>FTE</i>	<u>10.3</u>	<u>9.3</u>	<u>0.0</u>		
General Fund	0	0	0		
Cash Funds	944,649	1,347,909	0		

(F) Supplier Database and e-Procurement

Personal Services	<u>428,426</u>	<u>624,172</u>	<u>0</u>	<u>0</u>
<i>FTE</i>	6.4	11.0	0.0	0.0
General Fund	0	0	0	0
Cash Funds	428,426	624,172	0	0
Operating Expenses	<u>2,489,192</u>	<u>1,311,755</u>	<u>0</u>	<u>0</u>
General Fund	816	0	0	0
Cash Funds	2,488,376	1,311,755	0	0

SUBTOTAL - (F) Supplier Database and e-Procurement	2,917,618	1,935,927	0	0
<i>FTE</i>	<u>6.4</u>	<u>11.0</u>	<u>0.0</u>	<u>0.0</u>
General Fund	816	0	0	0
Cash Funds	2,916,802	1,935,927	0	0

(G) Collections Services

Personal Services	<u>924,595</u>	<u>1,102,268</u>	<u>0</u>	
<i>FTE</i>	16.8	19.9	0.0	
General Fund	0	0	0	
Cash Funds	924,595	1,102,268	0	

JBC Staff Staff Figure Setting - FY 2016-17
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	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Appropriation	FY 2016-17 Request	FY 2016-17 Recommendation
Operating Expenses	<u>334,071</u>	<u>424,297</u>	<u>0</u>		
Cash Funds	334,071	424,297	0		
Private Collection Agency Fees	<u>864,623</u>	<u>795,333</u>	<u>0</u>		
Cash Funds	864,623	795,333	0		
Indirect Cost Assessment	<u>250,433</u>	<u>307,044</u>	<u>0</u>		
Cash Funds	250,433	307,044	0		
SUBTOTAL - (G) Collections Services	2,373,722	2,628,942	0		
<i>FTE</i>	<u>16.8</u>	<u>19.9</u>	<u>0.0</u>		
General Fund	0	0	0		
Cash Funds	2,373,722	2,628,942	0		
TOTAL - (5) Division of Accounts and Control	9,000,744	8,391,419	19,691,785	19,765,159	19,765,159
<i>FTE</i>	<u>61.3</u>	<u>67.7</u>	<u>91.2</u>	<u>96.5</u>	<u>96.5</u>
General Fund	781,564	1,090,118	2,197,873	2,508,988	2,508,988
Cash Funds	7,230,263	6,642,862	7,351,178	6,699,908	6,699,908
Reappropriated Funds	988,917	658,439	10,142,734	10,556,263	10,556,263
Federal Funds	0	0	0	0	0

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	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Appropriation	FY 2016-17 Request	FY 2016-17 Recommendation
(6) ADMINISTRATIVE COURTS					
This division provides an independent administrative law adjudication system for state agencies in order to resolve cases that deal with workers' compensation, human services, and regulatory law. The Division offers a full range of alternative dispute resolution options, including evidentiary hearings, settlement conferences, and mediation.					
Personal Services	<u>3,241,253</u>	<u>3,374,818</u>	<u>3,471,882</u>	<u>3,787,494</u>	<u>3,787,494</u> *
FTE	36.9	38.0	40.0	44.5	44.5
General Fund	0	0	0	0	0
Cash Funds	56,694	105,916	105,916	105,916	105,916
Reappropriated Funds	3,184,559	3,268,902	3,365,966	3,681,578	3,681,578
Federal Funds	0	0	0	0	0
Operating Expenses	<u>142,788</u>	<u>143,251</u>	<u>143,260</u>	<u>171,525</u>	<u>171,525</u> *
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	142,788	143,251	143,260	171,525	171,525
Indirect Cost Assessment	<u>171,000</u>	<u>230,033</u>	<u>138,384</u>	<u>71,305</u>	<u>71,305</u>
General Fund	0	0	0	0	0
Cash Funds	0	8,587	0	0	0
Reappropriated Funds	171,000	221,446	138,384	71,305	71,305
TOTAL - (6) Administrative Courts	<u>3,555,041</u>	<u>3,748,102</u>	<u>3,753,526</u>	<u>4,030,324</u>	<u>4,030,324</u>
FTE	<u>36.9</u>	<u>38.0</u>	<u>40.0</u>	<u>44.5</u>	<u>44.5</u>
General Fund	0	0	0	0	0
Cash Funds	56,694	114,503	105,916	105,916	105,916
Reappropriated Funds	3,498,347	3,633,599	3,647,610	3,924,408	3,924,408
Federal Funds	0	0	0	0	0

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	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Appropriation	FY 2016-17 Request	FY 2016-17 Recommendation
TOTAL - Department of Personnel	156,020,635	166,211,115	189,762,921	193,993,895	190,540,349
<i>FTE</i>	<u>346.4</u>	<u>370.2</u>	<u>410.1</u>	<u>421.0</u>	<u>421.0</u>
General Fund	5,958,700	6,245,114	11,817,618	13,153,950	13,153,950
Cash Funds	12,585,805	12,913,699	14,293,652	13,755,091	13,650,805
Reappropriated Funds	137,476,130	147,052,302	163,651,651	167,084,854	163,735,594
Federal Funds	0	0	0	0	0