

This file contains the following documents:

1. March 5, 2012, JBC Staff memo titled: "DPA FY12-13 Figure Setting Follow-up".
2. February 28, 2012, JBC Staff document titled: "FY 2012-13 Staff Figure Setting Department of Personnel and Administration".

MEMORANDUM

TO: Joint Budget Committee

FROM: Alfredo Kemm, JBC Staff (303-866-4549)

SUBJECT: DPA FY12-13 Figure Setting Follow-up

DATE: March 5, 2012

1. Training Services, Personal Services and Operating Expenses Line Adjustments

Division of Human Resources, (A) Human Resource Services, (2) Training Services
Location in figure setting document: narrative, page 42; numbers, page 9.

The Committee accepted staff recommendation to split the program line into personal services and operating expenses lines. Staff used schedule 14 of the Department's budget request, as well as its decision item request #3, for additional training services funding, which suggested that Training Services was more heavily weighted toward operating expenses. Staff recommended an appropriation of \$65,441 total funds, and 1.0 FTE, for personal services, and \$202,111 total funds for operating expenses.

The Department states that staff's recommended split is not accurate and should be adjusted, due to contract services that could have been more accurately reflected in the Schedule 14, but was not more accurately reflected partially due to the single program line appropriated for Training Services. The Department states that a proper allocation of personal services and operating expenses for the Training Services program would total \$244,436 and 1.0 FTE for personal services, and \$23,116 total funds for operating expenses, due to the portion of contract services that the Department would need to allocate to the personal services line if the program line is to be split.

Staff recommends that the Committee approve the Department's requested adjustment. The base reduction calculated for personal services would remain the same based on total full and part-time employee expenditures. **The Department requests and staff recommends an appropriation of \$244,436 total funds, including \$35,436 cash funds and \$208,000 reappropriated funds, and 1.0 FTE, for personal services; and \$23,116 total funds, including \$3,468 cash funds and \$19,648 reappropriated funds for operating expenses.**

2. Office of Administrative Courts, Decision Item #4 – Funding for Joint E-Filing System

Location in figure setting document: narrative, page 88; numbers, page 27.

The Department's request for the Office of Administrative Courts (OAC), includes an additional \$416,975 reappropriated funds for the acquisition of an e-filing system and upgrade to its case management system. The Department's request is directly related to a September 2008 performance

audit that identified significant limitations and deficiencies with the existing business processes related to case management and case filings. In addition to the need for duplicative data entry and the lack of timeliness analysis and management reports, the audit identified the OAC's case management system as not providing an adequate interface with the system used by the Department of Labor & Employment for workers' compensation cases.

Staff recommended the committee approve the Department's request for an additional \$416,975 reappropriated funds, including a decrease of \$4,625 in personal services and an increase of \$421,600 in operating expenses, as described in the tables on pages 91 and 92 in the figure setting document.

Staff's analysis included a projected General Fund impact of approximately \$61,000, based on entirely funding the request with an additional allocation to the OAC's customer agencies. The Department states that it can fund the request within its projected FY 2012-13 OAC fund balance. The Department states that approval of the OAC e-filing request will not increase allocations, and that requested allocations for FY 2012-13 will remain the same regardless of the approval or denial of the request.

The Department projects a fund balance of just over \$500,000 for FY 2012-13, equal to 14.4 percent of the FY 2011-12 appropriation and 13.2 percent of the FY 2012-13 request. Funding the request would leave a \$90,000 fund balance, equal to 2.4 percent of the FY 2012-13 staff-recommended appropriation.

Staff continues to recommend that the Committee approve the request as described in the figure setting document. Staff's recommendation is based on the audit-identified business process and management deficiencies in the current system, and the increase in efficiencies to be gained by an online filing system, including cost and timeliness, for customer agencies and individuals involved in the administrative hearings process. Staff's recommendation is not based on the use of fund balance to pay for the request. While the Department states it can fund the request within its projected fund balance without increasing allocations for FY 2012-13, it should be noted that the fund balance may need to be augmented with an increase in allocations at a future point.

**COLORADO GENERAL ASSEMBLY
JOINT BUDGET COMMITTEE**



**FY 2012-13 STAFF FIGURE SETTING
RECOMMENDATIONS**

**DEPARTMENT OF
PERSONNEL AND ADMINISTRATION**

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

**Prepared By:
Alfredo Kemm, JBC Staff
February 28, 2012**

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JBC WORKING DOCUMENT - All Decisions Subject to Change
Staff Recommendation Does Not Represent Committee Decision

DEPARTMENT OF PERSONNEL AND ADMINISTRATION
FY 2012-13 FIGURE SETTING

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**JBC WORKING DOCUMENT - ALL DECISIONS SUBJECT TO CHANGE
Staff Recommendation Does Not Represent Committee Decision**

**FY 2012-13 Figure Setting
DEPARTMENT OF PERSONNEL AND ADMINISTRATION**

Committee of Reference SMART Act Recommendation for the Department

House Economic and Business Development Committee

Received January 23, 2012

Recommendations

The House Economic and Business Development Committee did not provide a recommendation on the Department's FY 2012-13 budget.

Senate Business, Labor, and Technology Committee

Received January 23, 2012

Recommendations

The Senate Business, Labor, and Technology Committee did not provide a recommendation on the Department's FY 2012-13 budget.

The Committee has not yet acted on the following common policies:

- Department of Personnel and Administration (DPA) operating common policies, set for DPA (figure setting date March 15, 2012);
- Legal services hourly rate, set for the Department of Law (figure setting date March 15, 2012).

**FY 2012-13 Joint Budget Committee Staff Figure Setting
Department of Personnel and Administration
Numbers Pages**

	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Appropriation	FY 2012-13 Request	FY 2012-13 Staff Recommendation
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DEPARTMENT OF PERSONNEL AND ADMINISTRATION Kathy Nesbitt, Executive Director
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(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>1,670,740</u>	<u>1,609,031</u>	<u>1,620,184</u>	<u>1,680,868</u>	<u>1,648,293</u>
<i>FTE</i>	19.4	19.2	19.5	19.8	19.8
General Fund	4,486	0	0	0	0
Cash Funds	25,497	0	0	15,648	15,648
Reappropriated Funds	1,640,757	1,609,031	1,620,184	1,665,220	1,632,645
Health, Life, and Dental	<u>2,022,815</u>	<u>2,024,121</u>	<u>2,122,540</u>	<u>2,118,222</u>	<u>2,323,160</u>
General Fund	433,709	476,270	597,931	582,820	644,083
Cash Funds	9,532	245,624	136,189	155,397	169,530
Reappropriated Funds	1,579,574	1,302,227	1,388,420	1,380,005	1,509,547
Short-term Disability	<u>29,286</u>	<u>30,464</u>	<u>34,270</u>	<u>35,975</u>	<u>33,585</u>
General Fund	7,753	5,346	12,480	12,726	12,230
Cash Funds	1,785	8,789	2,366	2,720	2,319
Reappropriated Funds	19,748	16,329	19,424	20,529	19,036
S.B. 04-257 Amortization Equalization Disbursement	<u>373,212</u>	<u>457,147</u>	<u>542,142</u>	<u>650,391</u>	<u>635,318</u>
General Fund	107,770	89,590	197,424	230,075	223,125
Cash Funds	21,234	99,238	37,438	49,175	48,191
Reappropriated Funds	244,208	268,319	307,280	371,141	364,002

*This line item includes a decision item.

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	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Appropriation	FY 2012-13 Request	FY 2012-13 Staff Recommendation
S.B. 06-235 Supplemental Amortization Equalization					
Disbursement	<u>233,289</u>	<u>343,309</u>	<u>435,648</u>	<u>558,931</u>	<u>545,059</u>
General Fund	66,128	84,197	158,644	197,721	190,830
Cash Funds	13,728	74,800	30,084	42,260	41,414
Reappropriated Funds	153,433	184,312	246,920	318,950	312,815
Shift Differential	<u>34,810</u>	<u>30,600</u>	<u>31,283</u>	<u>40,389</u>	<u>39,582</u>
Cash Funds	0	0	4	0	0
Reappropriated Funds	34,810	30,600	31,279	40,389	39,582
Workers' Compensation	<u>291,834</u>	<u>296,051</u>	<u>216,983</u>	<u>240,133</u>	<u>Pending</u>
General Fund	72,439	73,486	58,630	65,773	
Cash Funds	8,172	10,753	18,805	20,706	
Reappropriated Funds	211,223	211,812	139,548	153,654	
Operating Expenses	<u>83,080</u>	<u>70,759</u>	<u>95,440</u>	<u>100,481</u>	<u>100,481</u>
Cash Funds	15,732	0	0	0	0
Reappropriated Funds	67,348	70,759	95,440	100,481	100,481
Legal Services	<u>184,243</u>	<u>169,088</u>	<u>194,045</u>	<u>194,045</u>	<u>Pending</u>
General Fund	139,028	120,912	164,271	148,040	
Cash Funds	0	17	6,965	8,325	
Reappropriated Funds	45,215	48,159	22,809	37,680	
Administrative Law Judge Services	<u>6,191</u>	<u>5,226</u>	<u>3,070</u>	<u>4,549</u>	<u>Pending</u>
Cash Funds	0	0	0	4,549	
Reappropriated Funds	6,191	5,226	3,070	0	
Purchase of Services from Computer Center	<u>2,141,646</u>	<u>4,705,434</u>	<u>2,631,147</u>	<u>129,921</u>	<u>126,518</u>
General Fund	884,787	1,465,202	0	74,440	72,490
Cash Funds	0	358,622	293,948	5,475	5,332
Reappropriated Funds	1,256,859	2,881,610	2,337,199	50,006	48,696

*This line item includes a decision item.

**FY 2012-13 Joint Budget Committee Staff Figure Setting
Department of Personnel and Administration
Numbers Pages**

	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Appropriation	FY 2012-13 Request	FY 2012-13 Staff Recommendation
Multiuse Network Payments	<u>67,547</u>	<u>160,722</u>	<u>178,927</u>	<u>396,464</u>	<u>418,350</u>
General Fund	0	0	0	108,592	114,587
Cash Funds	0	0	0	34,187	36,074
Reappropriated Funds	67,547	160,722	178,927	253,685	267,689
Management and Administration of OIT	<u>51,603</u>	<u>90,717</u>	<u>92,896</u>	<u>34,626</u>	<u>35,137</u>
General Fund	10,681	11,582	25,102	9,484	9,624
Cash Funds	1,445	7,902	8,051	2,986	3,030
Reappropriated Funds	39,477	71,233	59,743	22,156	22,483
Payment to Risk Management and Property Funds	<u>525,342</u>	<u>159,769</u>	<u>463,141</u>	<u>646,779</u>	<u>Pending</u>
General Fund	130,400	11,484	125,140	177,156	
Cash Funds	14,711	2,797	40,140	55,770	
Reappropriated Funds	380,231	145,488	297,861	413,853	
Vehicle Lease Payments	<u>76,451</u>	<u>91,096</u>	<u>82,460</u>	<u>89,802</u>	<u>Pending</u> *
Cash Funds	0	0	0	2,256	
Reappropriated Funds	76,451	91,096	82,460	87,546	
Leased Space	<u>1,188,018</u>	<u>1,218,163</u>	<u>1,270,593</u>	<u>1,270,593</u>	<u>1,270,593</u>
General Fund	414,295	0	454,781	454,781	454,781
Cash Funds	13,690	16,149	17,163	88,570	88,570
Reappropriated Funds	760,033	1,202,014	798,649	727,242	727,242
Capitol Complex Leased Space	<u>875,107</u>	<u>994,125</u>	<u>846,033</u>	<u>941,594</u>	<u>Pending</u>
General Fund	573,264	0	0	687,057	
Cash Funds	0	0	33,434	37,015	
Reappropriated Funds	301,843	994,125	812,599	217,522	
Communication Services Payments	<u>887</u>	<u>832</u>	<u>889</u>	<u>1,682</u>	<u>1,508</u> *
General Fund	887	832	889	841	754
Reappropriated Funds	0	0	0	841	754

*This line item includes a decision item.

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Governor's Transition	<u>0</u>	<u>12,650</u>	<u>0</u>	<u>0</u>	<u>0</u>
General Fund	0	12,650	0	0	0
Health Insurance Portability and Accountability Act of 1996 - Security Remediation	<u>149,269</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<i>FTE</i>	0.3				
General Fund	33,369	0	0	0	0
Reappropriated Funds	115,900	0	0	0	0
Total Funds - (A) Department Administration	10,005,370	12,469,304	10,861,691	9,135,445	7,177,584
<i>FTE</i>	<u>19.7</u>	<u>19.2</u>	<u>19.5</u>	<u>19.8</u>	<u>19.8</u>
General Fund	2,878,996	2,351,551	1,795,292	2,749,506	1,722,504
Cash Funds	125,526	824,691	624,587	525,039	410,108
Reappropriated Funds	7,000,848	9,293,062	8,441,812	5,860,900	5,044,972

(B) Statewide Special Purpose

(I) Colorado State Employees Assistance Program

Personal Services	<u>605,834</u>	<u>611,709</u>	<u>609,415</u>	<u>621,877</u>	<u>609,433</u>
<i>FTE</i>	8.9	8.8	10.0	10.0	10.0
Reappropriated Funds	605,834	611,709	609,415	621,877	609,433
Operating Expenses	<u>52,354</u>	<u>51,404</u>	<u>52,844</u>	<u>52,844</u>	<u>52,844</u>
Reappropriated Funds	52,354	51,404	52,844	52,844	52,844
Indirect Cost Assessment	<u>107,889</u>	<u>83,237</u>	<u>106,194</u>	<u>130,199</u>	<u>130,199</u>
Reappropriated Funds	107,889	83,237	106,194	130,199	130,199

*This line item includes a decision item.

**FY 2012-13 Joint Budget Committee Staff Figure Setting
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Total Funds - (I) Colorado State Employees Assistance Program	766,077	746,350	768,453	804,920	792,476
<i>FTE</i>	<u>8.9</u>	<u>8.8</u>	<u>10.0</u>	<u>10.0</u>	<u>10.0</u>
Reappropriated Funds	766,077	746,350	768,453	804,920	792,476

(II) Office of the State Architect

Office of the State Architect	<u>467,424</u>	<u>452,843</u>	<u>454,598</u>	<u>467,005</u>	<u>457,843</u>
<i>FTE</i>	5.2	5.0	5.0	5.0	5.0
General Fund	467,424	452,843	454,598	467,005	457,843

Total Funds - (II) Office of the State Architect	467,424	452,843	454,598	467,005	457,843
<i>FTE</i>	<u>5.2</u>	<u>5.0</u>	<u>5.0</u>	<u>5.0</u>	<u>5.0</u>
General Fund	467,424	452,843	454,598	467,005	457,843

(III) Colorado State Archives

Personal Services	<u>487,200</u>	<u>516,119</u>	<u>517,885</u>	<u>530,013</u>	<u>519,102</u>
<i>FTE</i>	7.5	7.9	8.0	8.0	8.0
General Fund	433,336	405,496	399,359	408,974	400,560
Cash Funds	109,538	79,951	108,035	110,302	108,026
Reappropriated Funds	(55,674)	30,672	10,491	10,737	10,516
 Operating Expenses	 <u>43,645</u>	 <u>50,744</u>	 <u>53,954</u>	 <u>56,794</u>	 <u>56,794</u>
General Fund	43,645	0	48,711	51,551	51,551
Reappropriated Funds	0	50,744	5,243	5,243	5,243

*This line item includes a decision item.

**FY 2012-13 Joint Budget Committee Staff Figure Setting
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Total Funds - (III) Colorado State Archives	530,845	566,863	571,839	586,807	575,896
<i>FTE</i>	<u>7.5</u>	<u>7.9</u>	<u>8.0</u>	<u>8.0</u>	<u>8.0</u>
General Fund	476,981	405,496	448,070	460,525	452,111
Cash Funds	109,538	79,951	108,035	110,302	108,026
Reappropriated Funds	(55,674)	81,416	15,734	15,980	15,759

(IV) Address Confidentiality Program
Address Confidentiality Program

Program Costs	<u>0</u>	<u>0</u>	<u>128,823</u>	<u>128,823</u>	<u>126,435</u>
<i>FTE</i>	0.0	0.0	2.0	2.0	2.0
Cash Funds	0	0	128,823	128,823	126,435

Total Funds - (IV) Address Confidentiality Program	0	0	128,823	128,823	126,435
<i>FTE</i>	<u>0.0</u>	<u>0.0</u>	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>
Cash Funds	0	0	128,823	128,823	126,435

(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	119,842	119,842	119,842	119,842	119,842
Employment Security Contract Payment	<u>17,400</u>	<u>18,000</u>	<u>18,000</u>	<u>18,000</u>	<u>18,000</u>
General Fund	10,889	11,264	11,264	11,264	11,264
Reappropriated Funds	6,511	6,736	6,736	6,736	6,736

*This line item includes a decision item.

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Total Funds - (V) Other Statewide Special Purpose	137,242	137,842	137,842	137,842	137,842
<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	130,731	131,106	131,106	131,106	131,106
Reappropriated Funds	6,511	6,736	6,736	6,736	6,736
Total Funds - (B) Statewide Special Purpose	1,901,588	1,903,898	2,061,555	2,125,397	2,090,492
<i>FTE</i>	<u>21.6</u>	<u>21.7</u>	<u>25.0</u>	<u>25.0</u>	<u>25.0</u>
General Fund	1,075,136	989,445	1,033,774	1,058,636	1,041,060
Cash Funds	109,538	79,951	236,858	239,125	234,461
Reappropriated Funds	716,914	834,502	790,923	827,636	814,971
Total Funds - (1) Executive Director's Office	11,906,958	14,373,202	12,923,246	11,260,842	9,268,076
<i>FTE</i>	<u>41.3</u>	<u>40.9</u>	<u>44.5</u>	<u>44.8</u>	<u>44.8</u>
General Fund	3,954,132	3,340,996	2,829,066	3,808,142	2,763,564
Cash Funds	235,064	904,642	861,445	764,164	644,569
Reappropriated Funds	7,717,762	10,127,564	9,232,735	6,688,536	5,859,943

*This line item includes a decision item.

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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 Resources Services

(I) State Agency Services

Personal Services	<u>1,696,672</u>	<u>1,576,597</u>	<u>1,593,907</u>	<u>1,632,757</u>	<u>1,602,803</u>
<i>FTE</i>	20.1	18.1	20.2	20.2	20.2
General Fund	(62,955)	(20,702)	0	0	0
Cash Funds	5,074	0	0	0	0
Reappropriated Funds	1,754,553	1,597,299	1,593,907	1,632,757	1,602,803
Operating Expenses	<u>82,129</u>	<u>77,937</u>	<u>84,070</u>	<u>88,496</u>	<u>88,496</u>
Cash Funds	1,712	0	0	0	0
Reappropriated Funds	80,417	77,937	84,070	88,496	88,496

Total Funds - (I) State Agency Services	1,778,801	1,654,534	1,677,977	1,721,253	1,691,299
<i>FTE</i>	<u>20.1</u>	<u>18.1</u>	<u>20.2</u>	<u>20.2</u>	<u>20.2</u>
General Fund	(62,955)	(20,702)	0	0	0
Cash Funds	6,786	0	0	0	0
Reappropriated Funds	1,834,970	1,675,236	1,677,977	1,721,253	1,691,299

(II) Training Services

Training Services	<u>268,091</u>	<u>268,694</u>	<u>143,958</u>	<u>676,694</u>	<u>0</u> *
<i>FTE</i>	1.7	1.0	0.0	1.0	0.0
Cash Funds	145,969	35,098	52,963	29,055	0
Reappropriated Funds	122,122	233,596	90,995	647,639	0

*This line item includes a decision item.

**FY 2012-13 Joint Budget Committee Staff Figure Setting
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Training Services Contingency Funds	<u>0</u>	<u>0</u>	<u>47,987</u>	<u>0</u>	<u>0</u> *
Cash Funds	0	0	17,655	0	0
Reappropriated Funds	0	0	30,332	0	0
Personal Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>65,441</u>
<i>FTE</i>					1.0
Cash Funds	0	0	0	0	9,587
Reappropriated Funds	0	0	0	0	55,854
Operating Expenses	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>202,111</u>
Cash Funds	0	0	0	0	30,317
Reappropriated Funds	0	0	0	0	171,794
Indirect Cost Assessment	<u>0</u>	<u>0</u>	<u>9,414</u>	<u>13,898</u>	<u>13,898</u>
Reappropriated Funds	0	0	9,414	13,898	13,898
Total Funds - (II) Training Services	268,091	268,694	201,359	690,592	281,450
<i>FTE</i>	<u>1.7</u>	<u>1.0</u>	<u>0.0</u>	<u>1.0</u>	<u>1.0</u>
Cash Funds	145,969	35,098	70,618	29,055	39,904
Reappropriated Funds	122,122	233,596	130,741	661,537	241,546
Total Funds - (A) Human Resources Services	2,046,892	1,923,228	1,879,336	2,411,845	1,972,749
<i>FTE</i>	<u>21.8</u>	<u>19.1</u>	<u>20.2</u>	<u>21.2</u>	<u>21.2</u>
General Fund	(62,955)	(20,702)	0	0	0
Cash Funds	152,755	35,098	70,618	29,055	39,904
Reappropriated Funds	1,957,092	1,908,832	1,808,718	2,382,790	1,932,845

*This line item includes a decision item.

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	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Appropriation	FY 2012-13 Request	FY 2012-13 Staff Recommendation
(B) Employee Benefits Services					
Personal Services	<u>658,509</u>	<u>770,578</u>	<u>768,333</u>	<u>778,013</u>	<u>762,377</u>
<i>FTE</i>	9.2	10.6	10.0	10.0	10.0
Cash Funds	667,634	770,578	768,333	778,013	762,377
Reappropriated Funds	(9,125)	0	0	0	0
Operating Expenses	<u>103,260</u>	<u>33,404</u>	<u>58,324</u>	<u>58,324</u>	<u>58,324</u>
Cash Funds	103,260	33,404	58,324	58,324	58,324
Utilization Review	<u>31,773</u>	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>
Cash Funds	31,773	40,000	40,000	40,000	40,000
H.B. 07-1335 Supplemental State Contribution Fund	<u>1,553,915</u>	<u>451,599</u>	<u>1,335,924</u>	<u>1,335,924</u>	<u>1,278,660</u>
Cash Funds	1,553,915	451,599	1,335,924	1,335,924	1,278,660
Indirect Cost Assessment	<u>300,459</u>	<u>250,261</u>	<u>209,719</u>	<u>119,427</u>	<u>119,427</u>
Cash Funds	0	250,261	209,719	119,427	119,427
Reappropriated Funds	300,459	0	0	0	0
Total Funds - (B) Employee Benefits Services	<u>2,647,916</u>	<u>1,545,842</u>	<u>2,412,300</u>	<u>2,331,688</u>	<u>2,258,788</u>
<i>FTE</i>	<u>9.2</u>	<u>10.6</u>	<u>10.0</u>	<u>10.0</u>	<u>10.0</u>
Cash Funds	2,356,582	1,545,842	2,412,300	2,331,688	2,258,788
Reappropriated Funds	291,334	0	0	0	0

*This line item includes a decision item.

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	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Appropriation	FY 2012-13 Request	FY 2012-13 Staff Recommendation
(C) Risk Management Services					
Personal Services	<u>498,280</u>	<u>648,820</u>	<u>640,149</u>	<u>753,646</u>	<u>740,430</u> *
<i>FTE</i>	6.8	9.2	8.5	10.5	10.5
Reappropriated Funds	498,280	648,820	640,149	753,646	740,430
Operating Expenses	<u>55,014</u>	<u>55,356</u>	<u>57,121</u>	<u>68,427</u>	<u>68,427</u> *
Reappropriated Funds	55,014	55,356	57,121	68,427	68,427
Legal Services	<u>2,209,469</u>	<u>2,442,448</u>	<u>2,412,121</u>	<u>2,315,975</u>	<u>Pending</u>
Cash Funds	0	104,880	0	0	
Reappropriated Funds	2,209,469	2,337,568	2,412,121	2,315,975	
Liability Premiums	<u>4,705,904</u>	<u>5,090,471</u>	<u>5,115,286</u>	<u>4,674,104</u>	<u>Pending</u>
Cash Funds	0	20,193	0	0	
Reappropriated Funds	4,705,904	5,070,278	5,115,286	4,674,104	
Property Premiums	<u>8,121,258</u>	<u>7,881,786</u>	<u>8,527,888</u>	<u>8,698,417</u>	<u>Pending</u>
Cash Funds	0	19	0	0	
Reappropriated Funds	8,121,258	7,881,767	8,527,888	8,698,417	
Workers' Compensation Premiums	<u>40,945,315</u>	<u>35,441,933</u>	<u>36,376,710</u>	<u>38,808,757</u>	<u>Pending</u>
Reappropriated Funds	40,945,315	35,441,933	36,376,710	38,808,757	
Indirect Cost Assessment	<u>201,592</u>	<u>183,888</u>	<u>178,656</u>	<u>52,088</u>	<u>52,088</u>
Reappropriated Funds	201,592	183,888	178,656	52,088	52,088
Total Funds - (C) Risk Management Services	<u>56,736,832</u>	<u>51,744,702</u>	<u>53,307,931</u>	<u>55,371,414</u>	<u>860,945</u>
<i>FTE</i>	<u>6.8</u>	<u>9.2</u>	<u>8.5</u>	<u>10.5</u>	<u>10.5</u>
Cash Funds	0	125,092	0	0	0
Reappropriated Funds	56,736,832	51,619,610	53,307,931	55,371,414	860,945

*This line item includes a decision item.

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	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Appropriation	FY 2012-13 Request	FY 2012-13 Staff Recommendation
Total Funds - (2) Division of Human Resources	61,431,640	55,213,772	57,599,567	60,114,947	5,092,482
<i>FTE</i>	<u>37.8</u>	<u>38.9</u>	<u>38.7</u>	<u>41.7</u>	<u>41.7</u>
General Fund	(62,955)	(20,702)	0	0	0
Cash Funds	2,509,337	1,706,032	2,482,918	2,360,743	2,298,692
Reappropriated Funds	58,985,258	53,528,442	55,116,649	57,754,204	2,793,790

(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>458,725</u>	<u>417,723</u>	<u>463,442</u>	<u>473,603</u>	<u>464,591</u>
<i>FTE</i>	4.8	4.5	4.8	4.8	4.8
General Fund	457,955	416,913	462,289	472,425	463,435
Cash Funds	770	810	1,153	1,178	1,156
Operating Expenses	<u>15,707</u>	<u>19,478</u>	<u>19,478</u>	<u>20,505</u>	<u>20,505</u>
General Fund	14,243	0	0	1,027	1,027
Cash Funds	1,464	0	0	0	0
Reappropriated Funds	0	19,478	19,478	19,478	19,478
Legal Services	<u>24,875</u>	<u>24,875</u>	<u>24,984</u>	<u>24,984</u>	<u>Pending</u>
General Fund	24,875	24,875	24,984	24,984	

*This line item includes a decision item.

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	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Appropriation	FY 2012-13 Request	FY 2012-13 Staff Recommendation
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Total Funds - (A) Personnel Board	499,307	462,076	507,904	519,092	485,096
<i>FTE</i>	<u>4.8</u>	<u>4.5</u>	<u>4.8</u>	<u>4.8</u>	<u>4.8</u>
General Fund	497,073	441,788	487,273	498,436	464,462
Cash Funds	2,234	810	1,153	1,178	1,156
Reappropriated Funds	0	19,478	19,478	19,478	19,478

(B) Independent Ethics Commission

Personal Services	<u>139,258</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<i>FTE</i>	1.6	0.0	0.0	0.0	0.0
General Fund	139,258	0	0	0	0
Operating Expenses	<u>11,032</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
General Fund	11,032	0	0	0	0
Legal Services	<u>60,506</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
General Fund	60,506	0	0	0	0

Total Funds - (B) Independent Ethics Commission	210,796	0	0	0	0
<i>FTE</i>	<u>1.6</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
General Fund	210,796	0	0	0	0

Total Funds - (3) Constitutionally Independent Entities	710,103	462,076	507,904	519,092	485,096
<i>FTE</i>	<u>6.4</u>	<u>4.5</u>	<u>4.8</u>	<u>4.8</u>	<u>4.8</u>
General Fund	707,869	441,788	487,273	498,436	464,462
Cash Funds	2,234	810	1,153	1,178	1,156
Reappropriated Funds	0	19,478	19,478	19,478	19,478

*This line item includes a decision item.

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	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Appropriation	FY 2012-13 Request	FY 2012-13 Staff 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>722,102</u>	<u>717,936</u>	<u>723,273</u>	<u>740,605</u>	<u>725,582</u>
<i>FTE</i>	8.6	9.0	10.0	10.0	10.0
Reappropriated Funds	722,102	717,936	723,273	740,605	725,582
Operating Expenses	<u>41,033</u>	<u>66,292</u>	<u>77,427</u>	<u>77,427</u>	<u>77,427</u>
Reappropriated Funds	41,033	66,292	77,427	77,427	77,427
Indirect Cost Assessment	<u>95,920</u>	<u>139,025</u>	<u>115,630</u>	<u>110,094</u>	<u>110,094</u>
Reappropriated Funds	95,920	139,025	115,630	110,094	110,094

Total Funds - (A) Administration	859,055	923,253	916,330	928,126	913,103
<i>FTE</i>	<u>8.6</u>	<u>9.0</u>	<u>10.0</u>	<u>10.0</u>	<u>10.0</u>
Reappropriated Funds	859,055	923,253	916,330	928,126	913,103

(B) Integrated Document Solutions

(I) Reprographics Services

Personal Services	<u>940,045</u>	<u>811,727</u>	<u>991,777</u>	<u>0</u>	<u>0</u> *
<i>FTE</i>	19.3	19.0	20.6	0.0	0.0
Cash Funds	0	24,261	58,477	0	0
Reappropriated Funds	940,045	787,466	933,300	0	0

*This line item includes a decision item.

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	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Appropriation	FY 2012-13 Request	FY 2012-13 Staff Recommendation
Personal Services Contingency Funds	<u>0</u>	<u>0</u>	<u>48,725</u>	<u>0</u>	<u>0</u> *
Cash Funds	0	0	2,311	0	0
Reappropriated Funds	0	0	46,414	0	0
Operating Expenses	<u>3,265,776</u>	<u>3,092,922</u>	<u>3,511,352</u>	<u>0</u>	<u>0</u> *
Cash Funds	0	59,358	336,625	0	0
Reappropriated Funds	3,265,776	3,033,564	3,174,727	0	0
Operating Expenses Contingency Funds	<u>0</u>	<u>0</u>	<u>175,567</u>	<u>0</u>	<u>0</u> *
Cash Funds	0	0	5,906	0	0
Reappropriated Funds	0	0	169,661	0	0
Indirect Cost Assessment	<u>141,442</u>	<u>214,955</u>	<u>158,482</u>	<u>0</u>	<u>0</u> *
Reappropriated Funds	141,442	214,955	158,482	0	0
Total Funds - (I) Reprographics Services	4,347,263	4,119,604	4,885,903	0	0
FTE	<u>19.3</u>	<u>19.0</u>	<u>20.6</u>	<u>0.0</u>	<u>0.0</u>
Cash Funds	0	83,619	403,319	0	0
Reappropriated Funds	4,347,263	4,035,985	4,482,584	0	0

(II) Document Solutions Group

Personal Services	<u>2,573,163</u>	<u>2,523,979</u>	<u>3,239,019</u>	<u>0</u>	<u>0</u> *
FTE	47.8	47.7	50.2	0.0	0.0
Cash Funds	56,703	42,899	40,340	0	0
Reappropriated Funds	2,516,460	2,481,080	3,198,679	0	0

*This line item includes a decision item.

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	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Appropriation	FY 2012-13 Request	FY 2012-13 Staff Recommendation
Personal Services Contingency Funds	<u>0</u>	<u>0</u>	<u>320,089</u>	<u>0</u>	<u>0</u> *
Cash Funds	0	0	3,998	0	0
Reappropriated Funds	0	0	316,091	0	0
Operating Expenses	<u>482,217</u>	<u>420,575</u>	<u>606,216</u>	<u>0</u>	<u>0</u> *
Reappropriated Funds	482,217	420,575	606,216	0	0
Utilities	<u>44,139</u>	<u>53,253</u>	<u>69,000</u>	<u>0</u>	<u>0</u> *
Reappropriated Funds	44,139	53,253	69,000	0	0
Indirect Cost Assessment	<u>165,530</u>	<u>261,123</u>	<u>211,542</u>	<u>0</u>	<u>0</u> *
Reappropriated Funds	165,530	261,123	211,542	0	0
Total Funds - (II) Document Solutions Group	3,265,049	3,258,930	4,445,866	0	0
FTE	<u>47.8</u>	<u>47.7</u>	<u>50.2</u>	<u>0.0</u>	<u>0.0</u>
Cash Funds	56,703	42,899	44,338	0	0
Reappropriated Funds	3,208,346	3,216,031	4,401,528	0	0

(III) Mail Services

Personal Services	<u>1,912,039</u>	<u>1,746,270</u>	<u>1,912,491</u>	<u>0</u>	<u>0</u> *
FTE	43.7	41.9	42.8	0.0	0.0
Cash Funds	0	23,507	35,306	0	0
Reappropriated Funds	1,912,039	1,722,763	1,877,185	0	0
Personal Services Contingency Funds	<u>0</u>	<u>0</u>	<u>95,166</u>	<u>0</u>	<u>0</u> *
Cash Funds	0	0	1,765	0	0
Reappropriated Funds	0	0	93,401	0	0

*This line item includes a decision item.

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	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Appropriation	FY 2012-13 Request	FY 2012-13 Staff Recommendation
Operating Expenses	<u>7,845,978</u>	<u>7,547,893</u>	<u>8,395,957</u>	<u>0</u>	<u>0</u> *
Cash Funds	0	47,725	634,480	0	0
Reappropriated Funds	7,845,978	7,500,168	7,761,477	0	0
Operating Expenses Contingency Funds	<u>0</u>	<u>0</u>	<u>524,798</u>	<u>0</u>	<u>0</u> *
Cash Funds	0	0	3,600	0	0
Reappropriated Funds	0	0	521,198	0	0
Mail Equipment Purchase	<u>120,296</u>	<u>29,957</u>	<u>333,642</u>	<u>0</u>	<u>0</u> *
General Fund	50,206	14,978	156,018	0	0
Reappropriated Funds	70,090	14,979	177,624	0	0
Indirect Cost Assessment	<u>158,748</u>	<u>252,286</u>	<u>226,720</u>	<u>0</u>	<u>0</u> *
Reappropriated Funds	158,748	252,286	226,720	0	0
Total Funds - (III) Mail Services	10,037,061	9,576,406	11,488,774	0	0
FTE	<u>43.7</u>	<u>41.9</u>	<u>42.8</u>	<u>0.0</u>	<u>0.0</u>
General Fund	50,206	14,978	156,018	0	0
Cash Funds	0	71,232	675,151	0	0
Reappropriated Funds	9,986,855	9,490,196	10,657,605	0	0
Total Funds - (B) Integrated Document Solutions	17,649,373	16,954,940	20,820,543	0	0
FTE	<u>110.8</u>	<u>108.6</u>	<u>113.6</u>	<u>0.0</u>	<u>0.0</u>
General Fund	50,206	14,978	156,018	0	0
Cash Funds	56,703	197,750	1,122,808	0	0
Reappropriated Funds	17,542,464	16,742,212	19,541,717	0	0

*This line item includes a decision item.

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	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Appropriation	FY 2012-13 Request	FY 2012-13 Staff Recommendation
(B Pending) Integrated Document Solutions (Consolidated)					
Personal Services (IDS)	<u>0</u>	<u>0</u>	<u>0</u>	<u>6,672,606</u>	<u>6,118,010</u> *
<i>FTE</i>				113.6	113.6
Cash Funds	0	0	0	142,564	132,561
Reappropriated Funds	0	0	0	6,530,042	5,985,449
Personal Services Contingency Funds (IDS)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>468,605</u> *
Cash Funds	0	0	0	0	8,105
Reappropriated Funds	0	0	0	0	460,500
Operating Expenses (IDS)	<u>0</u>	<u>0</u>	<u>0</u>	<u>13,113,255</u>	<u>12,412,890</u> *
Cash Funds	0	0	0	980,611	971,105
Reappropriated Funds	0	0	0	12,132,644	11,441,785
Operating Expenses Contingency Funds (IDS)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>700,365</u> *
Cash Funds	0	0	0	0	9,506
Reappropriated Funds	0	0	0	0	690,859
Utilities (IDS)	<u>0</u>	<u>0</u>	<u>0</u>	<u>69,000</u>	<u>69,000</u> *
Reappropriated Funds	0	0	0	69,000	69,000
Mail Equipment Purchase (IDS)	<u>0</u>	<u>0</u>	<u>0</u>	<u>223,754</u>	<u>223,754</u> *
General Fund	0	0	0	46,130	46,130
Reappropriated Funds	0	0	0	177,624	177,624
Indirect Cost Assessment (IDS)	<u>0</u>	<u>0</u>	<u>0</u>	<u>920,565</u>	<u>920,565</u> *
Reappropriated Funds	0	0	0	920,565	920,565

*This line item includes a decision item.

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Total Funds - (B Pending) Integrated Document Solutions (Consolidated)	0	0	0	20,999,180	20,913,189
<i>FTE</i>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>113.6</u>	<u>113.6</u>
General Fund	0	0	0	46,130	46,130
Cash Funds	0	0	0	1,123,175	1,121,277
Reappropriated Funds	0	0	0	19,829,875	19,745,782

(C) Fleet Management Program and Motor Pool Services

Personal Services	<u>809,839</u>	<u>712,642</u>	<u>697,050</u>	<u>737,783</u>	<u>723,245</u>
<i>FTE</i>	13.3	12.8	14.0	14.0	14.0
Reappropriated Funds	809,839	712,642	697,050	737,783	723,245
Operating Expenses	<u>18,492,680</u>	<u>20,675,568</u>	<u>22,315,102</u>	<u>25,728,564</u>	<u>25,728,564</u> *
Reappropriated Funds	18,492,680	20,675,568	22,315,102	25,728,564	25,728,564
Operating Expenses Contingency Funds	<u>0</u>	<u>0</u>	<u>3,413,462</u>	<u>0</u>	<u>0</u> *
Reappropriated Funds	0	0	3,413,462	0	0
Vehicle Replacement Lease, Purchase or Lease/Purchase	<u>12,188,713</u>	<u>14,519,741</u>	<u>15,592,829</u>	<u>15,655,005</u>	<u>Pending</u> *
Reappropriated Funds	12,188,713	14,519,741	15,592,829	15,655,005	
Indirect Cost Assessment	<u>433,688</u>	<u>641,731</u>	<u>614,667</u>	<u>681,276</u>	<u>681,276</u>
Reappropriated Funds	433,688	641,731	614,667	681,276	681,276

Total Funds - (C) Fleet Management Program and Motor Pool Services	31,924,920	36,549,682	42,633,110	42,802,628	27,133,085
<i>FTE</i>	<u>13.3</u>	<u>12.8</u>	<u>14.0</u>	<u>14.0</u>	<u>14.0</u>
Reappropriated Funds	31,924,920	36,549,682	42,633,110	42,802,628	27,133,085

*This line item includes a decision item.

FY 2012-13 Joint Budget Committee Staff Figure Setting
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	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Appropriation	FY 2012-13 Request	FY 2012-13 Staff Recommendation
(D) Facilities Maintenance					
(I) Capitol Complex Facilities					
Personal Services	<u>2,490,687</u>	<u>2,785,898</u>	<u>2,657,907</u>	<u>0</u>	<u>0</u> *
<i>FTE</i>	49.5	54.1	53.2	0.0	0.0
Reappropriated Funds	2,490,687	2,785,898	2,657,907	0	0
Operating Expenses	<u>1,842,994</u>	<u>1,968,318</u>	<u>1,703,575</u>	<u>0</u>	<u>0</u> *
Cash Funds	0	55,195	0	0	0
Reappropriated Funds	1,842,994	1,913,123	1,703,575	0	0
Capitol Complex Repairs	<u>56,519</u>	<u>56,520</u>	<u>56,520</u>	<u>0</u>	<u>0</u> *
Reappropriated Funds	56,519	56,520	56,520	0	0
Capitol Complex Security	<u>323,000</u>	<u>353,365</u>	<u>367,663</u>	<u>0</u>	<u>0</u> *
Reappropriated Funds	323,000	353,365	367,663	0	0
Utilities	<u>3,354,250</u>	<u>4,107,820</u>	<u>3,710,304</u>	<u>0</u>	<u>0</u> *
Cash Funds	0	0	290,276	0	0
Reappropriated Funds	3,354,250	4,107,820	3,420,028	0	0
Indirect Cost Assessment	<u>416,060</u>	<u>525,058</u>	<u>457,027</u>	<u>0</u>	<u>0</u> *
Reappropriated Funds	416,060	525,058	457,027	0	0
Total Funds - (I) Capitol Complex Facilities	<u>8,483,510</u>	<u>9,796,979</u>	<u>8,952,996</u>	<u>0</u>	<u>0</u>
<i>FTE</i>	<u>49.5</u>	<u>54.1</u>	<u>53.2</u>	<u>0.0</u>	<u>0.0</u>
Cash Funds	0	55,195	290,276	0	0
Reappropriated Funds	8,483,510	9,741,784	8,662,720	0	0

*This line item includes a decision item.

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	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Appropriation	FY 2012-13 Request	FY 2012-13 Staff Recommendation
(II) Grand Junction State Services Building					
Personal Services	<u>46,610</u>	<u>0</u>	<u>44,775</u>	<u>0</u>	<u>0</u> *
<i>FTE</i>	1.0	0.0	1.0	0.0	0.0
Reappropriated Funds	46,610	0	44,775	0	0
Operating Expenses	<u>76,121</u>	<u>0</u>	<u>76,873</u>	<u>0</u>	<u>0</u> *
Reappropriated Funds	76,121	0	76,873	0	0
Utilities	<u>83,061</u>	<u>0</u>	<u>83,061</u>	<u>0</u>	<u>0</u> *
Reappropriated Funds	83,061	0	83,061	0	0
Total Funds - (II) Grand Junction State Services Building	205,792	0	204,709	0	0
<i>FTE</i>	<u>1.0</u>	<u>0.0</u>	<u>1.0</u>	<u>0.0</u>	<u>0.0</u>
Reappropriated Funds	205,792	0	204,709	0	0

(III) Camp George West

Personal Services	<u>69,282</u>	<u>0</u>	<u>74,214</u>	<u>0</u>	<u>0</u> *
<i>FTE</i>	1.1	0.0	1.0	0.0	0.0
Reappropriated Funds	69,282	0	74,214	0	0
Operating Expenses	<u>146,173</u>	<u>0</u>	<u>103,586</u>	<u>0</u>	<u>0</u> *
Reappropriated Funds	146,173	0	103,586	0	0
Utilities	<u>406,361</u>	<u>0</u>	<u>369,660</u>	<u>0</u>	<u>0</u> *
Reappropriated Funds	406,361	0	369,660	0	0

*This line item includes a decision item.

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	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Appropriation	FY 2012-13 Request	FY 2012-13 Staff Recommendation
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Total Funds - (III) Camp George West	621,816	0	547,460	0	0
<i>FTE</i>	<u>1.1</u>	<u>0.0</u>	<u>1.0</u>	<u>0.0</u>	<u>0.0</u>
Reappropriated Funds	621,816	0	547,460	0	0

Total Funds - (D) Facilities Maintenance	9,311,118	9,796,979	9,705,165	0	0
<i>FTE</i>	<u>51.6</u>	<u>54.1</u>	<u>55.2</u>	<u>0.0</u>	<u>0.0</u>
Cash Funds	0	55,195	290,276	0	0
Reappropriated Funds	9,311,118	9,741,784	9,414,889	0	0

(D Pending) Facilities Maintenance - Capitol Complex (Consolidated)

Personal Services (FM-CC)	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,830,886</u>	<u>2,775,623</u> *
<i>FTE</i>				55.2	55.2
Reappropriated Funds	0	0	0	2,830,886	2,775,623
Operating Expenses (FM-CC)	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,884,034</u>	<u>1,884,034</u> *
Reappropriated Funds	<u>0</u>	<u>0</u>	<u>0</u>	1,884,034	1,884,034
Capitol Complex Repairs (FM-CC)	<u>0</u>	<u>0</u>	<u>0</u>	<u>56,520</u>	<u>56,520</u> *
Reappropriated Funds	<u>0</u>	<u>0</u>	<u>0</u>	56,520	56,520
Capitol Complex Security (FM-CC)	<u>0</u>	<u>0</u>	<u>0</u>	<u>367,663</u>	<u>367,663</u> *
Reappropriated Funds	<u>0</u>	<u>0</u>	<u>0</u>	367,663	367,663
Utilities (FM-CC)	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,163,025</u>	<u>4,163,025</u> *
Cash Funds	<u>0</u>	<u>0</u>	<u>0</u>	290,276	290,276
Reappropriated Funds	<u>0</u>	<u>0</u>	<u>0</u>	3,872,749	3,872,749

*This line item includes a decision item.

**FY 2012-13 Joint Budget Committee Staff Figure Setting
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	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Appropriation	FY 2012-13 Request	FY 2012-13 Staff Recommendation
Indirect Cost Assessment (FM-CC)	<u>0</u>	<u>0</u>	<u>0</u>	<u>455,882</u>	<u>455,882</u> *
Reappropriated Funds	0	0	0	455,882	455,882
Total Funds - (D Pending) Facilities Maintenance - Capitol Complex (Consolidated)	0	0	0	9,758,010	9,702,747
<i>FTE</i>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>55.2</u>	<u>55.2</u>
Cash Funds	0	0	0	290,276	290,276
Reappropriated Funds	0	0	0	9,467,734	9,412,471
Total Funds - (4) Central Services	59,744,466	64,224,854	74,075,148	74,487,944	58,662,124
<i>FTE</i>	<u>184.3</u>	<u>184.5</u>	<u>192.8</u>	<u>192.8</u>	<u>192.8</u>
General Fund	50,206	14,978	156,018	46,130	46,130
Cash Funds	56,703	252,945	1,413,084	1,413,451	1,411,553
Reappropriated Funds	59,637,557	63,956,931	72,506,046	73,028,363	57,204,441

(5) DIVISION OF ACCOUNTS AND CONTROL - CONTROLLER

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) Office of the State Controller

Personal Services	<u>2,128,507</u>	<u>2,206,471</u>	<u>2,650,250</u>	<u>2,588,850</u>	<u>2,534,239</u>
<i>FTE</i>	25.0	27.5	37.0	34.8	34.8
General Fund	395,733	983,508	645,915	1,262,214	1,215,986
Cash Funds	1,375,483	578,565	427,555	200,189	194,573
Reappropriated Funds	357,291	644,398	1,576,780	1,126,447	1,123,680

*This line item includes a decision item.

FY 2012-13 Joint Budget Committee Staff Figure Setting
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	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Appropriation	FY 2012-13 Request	FY 2012-13 Staff Recommendation
Operating Expenses	<u>80,438</u>	<u>108,252</u>	<u>133,768</u>	<u>130,275</u>	<u>130,275</u>
General Fund	0	0	0	0	0
Cash Funds	80,438	18,253	105,998	105,998	105,998
Reappropriated Funds	0	89,999	27,770	24,277	24,277
Recovery Audit Program Disbursements	<u>0</u>	<u>0</u>	<u>1,600,000</u>	<u>1,600,000</u>	<u>1,600,000</u>
Cash Funds	0	0	1,600,000	1,600,000	1,600,000
Total Funds - (A) Office of the State Controller	2,208,945	2,314,723	4,384,018	4,319,125	4,264,514
FTE	<u>25.0</u>	<u>27.5</u>	<u>37.0</u>	<u>34.8</u>	<u>34.8</u>
General Fund	395,733	983,508	645,915	1,262,214	1,215,986
Cash Funds	1,455,921	596,818	2,133,553	1,906,187	1,900,571
Reappropriated Funds	357,291	734,397	1,604,550	1,150,724	1,147,957
(B) State Purchasing Office					
Personal Services	<u>858,496</u>	<u>923,977</u>	<u>788,727</u>	<u>805,769</u>	<u>788,845</u>
FTE	9.0	8.7	12.5	12.5	12.5
General Fund	(71,413)	55,645	0	0	0
Cash Funds	929,909	868,332	788,727	805,769	788,845
Operating Expenses	<u>71,650</u>	<u>158,731</u>	<u>27,000</u>	<u>27,000</u>	<u>27,000</u>
Cash Funds	71,650	158,731	27,000	27,000	27,000
Total Funds - (B) State Purchasing Office	930,146	1,082,708	815,727	832,769	815,845
FTE	<u>9.0</u>	<u>8.7</u>	<u>12.5</u>	<u>12.5</u>	<u>12.5</u>
General Fund	(71,413)	55,645	0	0	0
Cash Funds	1,001,559	1,027,063	815,727	832,769	815,845

*This line item includes a decision item.

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Department of Personnel and Administration
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	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Appropriation	FY 2012-13 Request	FY 2012-13 Staff Recommendation
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(C) Supplier Database

Personal Services	<u>251,601</u>	<u>240,573</u>	<u>234,163</u>	<u>238,271</u>	<u>233,404</u>
<i>FTE</i>	1.7	2.7	4.0	4.0	4.0
Cash Funds	251,601	240,573	234,163	238,271	233,404
Operating Expenses	<u>44,121</u>	<u>45,573</u>	<u>1,150,510</u>	<u>1,150,510</u>	<u>1,150,510</u>
Cash Funds	44,121	45,573	1,150,510	1,150,510	1,150,510

Total Funds - (C) Supplier Database	295,722	286,146	1,384,673	1,388,781	1,383,914
<i>FTE</i>	<u>1.7</u>	<u>2.7</u>	<u>4.0</u>	<u>4.0</u>	<u>4.0</u>
Cash Funds	295,722	286,146	1,384,673	1,388,781	1,383,914

(D) Collections Services

Personal Services	<u>888,785</u>	<u>916,561</u>	<u>904,777</u>	<u>924,596</u>	<u>907,180</u>
<i>FTE</i>	18.6	18.4	20.0	20.0	20.0
Cash Funds	598,390	916,561	904,777	924,596	907,180
Reappropriated Funds	290,395	0	0	0	0
Operating Expenses	<u>253,545</u>	<u>333,914</u>	<u>349,085</u>	<u>649,085</u>	<u>649,085</u> *
Cash Funds	253,545	333,914	349,085	649,085	649,085
Collection of Debts Due to the State	<u>0</u>	<u>0</u>	<u>20,702</u>	<u>0</u>	<u>0</u>
Cash Funds	0	0	20,702	0	0
Private Collection Agency Fees	<u>790,457</u>	<u>775,218</u>	<u>1,105,136</u>	<u>1,105,136</u>	<u>1,105,136</u>
Cash Funds	153,833	775,218	1,105,136	1,105,136	1,105,136
Reappropriated Funds	636,624	0	0	0	0

*This line item includes a decision item.

**FY 2012-13 Joint Budget Committee Staff Figure Setting
Department of Personnel and Administration
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	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Appropriation	FY 2012-13 Request	FY 2012-13 Staff Recommendation
Indirect Cost Assessment	<u>164,551</u>	<u>342,534</u>	<u>270,124</u>	<u>288,718</u>	<u>288,718</u>
Cash Funds	0	342,534	270,124	288,718	288,718
Reappropriated Funds	164,551	0	0	0	0
Total Funds - (D) Collections Services	2,097,338	2,368,227	2,649,824	2,967,535	2,950,119
FTE	<u>18.6</u>	<u>18.4</u>	<u>20.0</u>	<u>20.0</u>	<u>20.0</u>
Cash Funds	1,005,768	2,368,227	2,649,824	2,967,535	2,950,119
Reappropriated Funds	1,091,570	0	0	0	0
Total Funds - (5) Division of Accounts and Control - Controller	5,532,151	6,051,804	9,234,242	9,508,210	9,414,392
FTE	<u>54.3</u>	<u>57.3</u>	<u>73.5</u>	<u>71.3</u>	<u>71.3</u>
General Fund	324,320	1,039,153	645,915	1,262,214	1,215,986
Cash Funds	3,758,970	4,278,254	6,983,777	7,095,272	7,050,449
Reappropriated Funds	1,448,861	734,397	1,604,550	1,150,724	1,147,957

(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>2,990,620</u>	<u>3,116,039</u>	<u>3,198,184</u>	<u>3,266,376</u>	<u>3,196,510</u>
FTE	36.9	36.6	40.0	40.0	40.0
Cash Funds	0	103,743	48,532	94,187	93,197
Reappropriated Funds	2,990,620	3,012,296	3,149,652	3,172,189	3,103,313

*This line item includes a decision item.

**FY 2012-13 Joint Budget Committee Staff Figure Setting
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	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Appropriation	FY 2012-13 Request	FY 2012-13 Staff Recommendation
Operating Expenses	<u>139,158</u>	<u>134,589</u>	<u>134,597</u>	<u>551,572</u>	<u>556,197</u> *
Cash Funds	0	0	0	0	0
Reappropriated Funds	139,158	134,589	134,597	551,572	556,197
Indirect Cost Assessment	<u>326,407</u>	<u>258,320</u>	<u>185,047</u>	<u>15,853</u>	<u>15,853</u>
Cash Funds	0	0	0	0	0
Reappropriated Funds	326,407	258,320	185,047	15,853	15,853
Total Funds - (6) Administrative Courts	3,456,185	3,508,948	3,517,828	3,833,801	3,768,560
FTE	<u>36.9</u>	<u>36.6</u>	<u>40.0</u>	<u>40.0</u>	<u>40.0</u>
Cash Funds	0	103,743	48,532	94,187	93,197
Reappropriated Funds	3,456,185	3,405,205	3,469,296	3,739,614	3,675,363
Total Funds - Department of Personnel and Administration	142,781,503	143,834,656	157,857,935	159,724,836	86,690,730
FTE	<u>361.0</u>	<u>362.7</u>	<u>394.3</u>	<u>395.4</u>	<u>395.4</u>
General Fund	4,973,572	4,816,213	4,118,272	5,614,922	4,490,142
Cash Funds	6,562,308	7,246,426	11,790,909	11,728,995	11,499,616
Reappropriated Funds	131,245,623	131,772,017	141,948,754	142,380,919	70,700,972

*This line item includes a decision item.

(1) EXECUTIVE DIRECTOR'S OFFICE

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

(A) DEPARTMENT ADMINISTRATION

Personal Services

This line funds management staff in the areas of policy formulation, financial services, human resources, communications, and legislative relations. It also supports the Ombuds Program to provide state employees with neutral, impartial, and confidential information and advice regarding work-related situations, options within the system rules, and avenues for the resolution of issues.

Staff Summary Executive Director's Office, (A) Department Administration	FY 2010-11 Actual	FY 2011-12 Approp.	FY 2012-13 Request	FY 2012-13 Recomm.
Accounting / Budget	8.1	8.1	8.3	8.3
General Professional / Management	5.4	6.4	5.8	5.8
Support / Clerical	3.7	3.0	3.7	3.7
Executive Director	1.0	1.0	1.0	1.0
Deputy Director	1.0	1.0	1.0	1.0
Total	19.2	19.5	19.8	19.8

The Department requests \$1,680,868, including \$15,648 cash funds and \$1,665,220 reappropriated funds, and 19.8 FTE.

Staff recommends an appropriation of \$1,648,293 total funds, including \$15,648 cash funds and \$1,632,645 reappropriated funds, in accordance with Committee policy, and 19.8 FTE.

Executive Director's Office - Personal Services				
	CF	RF	Total	FTE
FY 2011-12 Long Bill Appropriation	\$0	\$1,665,220	\$1,665,220	19.5
S.B. 11-076, state PERA reduction	0	(45,036)	(45,036)	0.0
Subtotal FY 2011-12 Subtotal	0	1,620,184	1,620,184	19.5
Annualize S.B. 11-076, state PERA reduction	0	45,036	45,036	0.0
Annualize H.B. 11-1216, Disability Benefit License Plate Numbers	15,648	0	15,648	0.3
Base personal services adjustment	0	(32,575)	(32,575)	
Recommended FY 2012-13 Appropriation	\$15,648	\$1,632,645	\$1,648,293	19.8

Health, Life, and Dental

Pursuant to Section 24-50-609 (2) (b) (I), C.R.S., the State provides for contributions to employee health, life, and dental insurance premiums. Appropriations for these purposes are consolidated into a single line item, "Health, Life, and Dental", in each Executive Director's Office.

The Department requests \$2,118,222, including \$582,820 General Fund, \$155,397 cash funds, and \$1,380,005 reappropriated funds.

Staff recommends an appropriation of \$2,323,160 total funds, including \$644,083 General Fund, \$169,530 cash funds, and \$1,509,547 reappropriated funds, in accordance with Committee policy.

Short-term Disability

Short-term disability coverage provides for the partial payment of an employee's salary if an individual becomes disabled and is unable to work (Section 24-50-603 (13), C.R.S.). The State fully funds this benefit for all employees, and it provides up to 60.0 percent of an employee's salary for a period not to exceed six months.

The Department requests \$35,975, including \$12,726 General Fund, \$2,720 cash funds, and \$20,529 reappropriated funds.

Staff recommends an appropriation of \$33,585, including \$12,230 General Fund, \$2,319 cash funds, and \$19,036 reappropriated funds, in accordance with Committee policy.

S.B. 04-257 Amortization Equalization Disbursement (AED)

This line provides additional funds to increase the employer's contribution for PERA, pursuant to Section 24-51-411 (3.2), C.R.S.

The Department requests \$650,391, including \$230,075 General Fund, \$49,175 cash funds, and \$371,141 reappropriated funds.

Staff recommends an appropriation of \$635,318 total funds, including \$223,125 General Fund, \$48,191 cash funds, and \$364,002 reappropriated funds, in accordance with Committee policy.

S.B. 06-235 Supplemental Amortization Equalization Disbursement (SAED)

This line provides additional funds to increase the employer's contribution for PERA, pursuant to Section 24-51-411 (3.2), C.R.S.

The Department requests \$558,931, including \$197,721 General Fund, \$42,260 cash funds, and \$318,950 reappropriated funds.

Staff recommends an appropriation of \$545,059 total funds, including \$190,830 General Fund,

\$41,414 cash funds, and \$312,815 reappropriated funds, in accordance with Committee policy.

Salary Survey and Senior Executive Service

This line funds annual increases for salary survey and senior executive service (SES) positions. The Department did not request funding for salary survey and senior executive services. **Staff recommends that salary survey not be funded**, consistent with Committee policy.

Performance-Based Pay Awards

This line funds employee performance-based pay, pursuant to Section 24-50-104 (1) (c) (I), C.R.S. The Department did not request funding for performance-based pay awards. **Staff recommends that performance-based pay awards not be funded**, consistent with Committee policy.

Shift Differential

This line funds additional pay for employees who work outside of the regular Monday through Friday, 8:00 a.m. to 5:00 p.m. work schedule. The Department uses its shift differential to provide building maintenance after hours and to provide mail and reprographics services, which often requires work to be performed in the evenings and on weekends.

The Department requests an appropriation of \$40,389 reappropriated funds.

Staff recommends an appropriation of \$39,582 reappropriated funds, in accordance with Committee policy.

Workers' Compensation

This line funds the Department's share of the state's workers' compensation program.

The Department requests an appropriation of \$240,133, including \$65,773 General Fund, \$20,706 cash funds, and \$153,654 reappropriated funds.

Staff recommendation is pending approval of common policy by the Committee. Staff requests permission to adjust the line and apply a funding split once Committee policy is established.

Operating Expenses

The Department requests an appropriation of \$100,481 reappropriated funds.

Staff recommends an appropriation of \$100,481 reappropriated funds.

Executive Director's Office, (A) Department Administration – Operating Expenses	
	RF
FY 2011-12 Long Bill Appropriation	\$95,440
Subtotal FY 2011-12 Appropriation	95,440
Annualize 5% FY 2010-11–FY2011-12 Operating Expenses Reduction	5,041
FY 2012-13 Recommended Appropriation	\$100,481

Legal Services

This line is used to pay the Department of Law for the provision of legal services. The Department requests an appropriation of \$194,045 for 2,563 legal services hours, that is unchanged from the FY 2011-12 Long Bill appropriation.

Staff recommends an appropriation of 2,563 legal services hours, and the dollar amount is pending Committee policy setting the hourly rate for legal services. Staff requests permission to adjust the line and apply a funding split once Committee policy is established.

Administrative Law Judge Services

This line is used to fund the Department's share of statewide administrative law judge and paralegal services.

The Department requests an appropriation of \$4,549 cash funds.

Staff recommendation is pending the approval of common policy by the Committee. Staff requests permission to adjust the line once Committee policy is established.

Purchase of Services from Computer Center

This line funds the Department's share of statewide computer usage from the Governor's Office of Information Technology (OIT).

The Department requests an appropriation of \$129,921, including \$74,440 General Fund, \$5,475 cash funds, and \$50,006 reappropriated funds. The request is a decrease of \$2.5 million from the FY 2011-12 appropriation. The primary reason for the decrease is because OIT changed its cost allocations associated with the Colorado Financial Reporting System (COFRS) and the Colorado Personnel Payroll System (CPPS). During the OIT consolidation, the entire statewide costs for these systems were billed to the Department.

Staff recommends an appropriation of \$126,518 total funds, including \$72,490 General Fund, \$5,332 cash funds, and \$48,696 reappropriated funds, consistent with Committee policy.

Multiuse Network Payments

This line funds the Department's share of costs associated with the statewide multi-use network.

The Department requests an appropriation of \$396,464, including \$108,592 General Fund, \$34,187 cash funds, and \$253,685 reappropriated funds. The request is an increase of \$217,537 from the FY 2011-12 Long Bill appropriation, due to adjustments in OIT billing practices.

Staff recommends an appropriation of \$418,350 total funds, including \$114,587 General Fund, \$36,074 cash funds, and \$267,689 reappropriated funds, consistent with Committee policy.

Management and Administration of OIT

This line funds the internal office operations and support for OIT.

The Department requests an appropriation of \$34,626, including \$9,484 General Fund, \$2,986 cash funds, and \$22,156 reappropriated funds. The request is a decrease of \$58,270 from the FY 2011-12 Long Bill appropriation, due to adjustments in OIT billing practices.

Staff recommends an appropriation of \$35,137 total funds, including \$9,624 General Fund, \$3,030 cash funds, and \$22,483 reappropriated funds, consistent with Committee policy.

Payment to Risk Management and Property Funds

This line funds the Department's share of the statewide cost of property and liability insurance coverage. The property insurance is for State buildings and their contents, and the liability insurance covers claims and expenses that are brought against the State.

The Department requests \$646,779, including \$177,156 General Fund, \$55,770 cash funds, and \$413,853 reappropriated funds.

Staff recommendation is pending the approval of common policy by the Committee. Staff requests permission to adjust the line and apply a funding split once Committee policy is established.

Vehicle Lease Payments

This line funds annual payments to the State Fleet Management Program for the cost of administration and lease-purchase installment payments for new and replacement motor vehicles.

Request: The Department requests \$89,802, including \$2,256 cash funds and \$87,546 reappropriated funds for the replacement of nine vehicles. The following table provides details about the vehicle replacement request.

Summary of the FY 2012-13 Vehicle Replacement Request								
Section	Type of Vehicle	Model Year	May 2011 Mileage	Projected Mileage				Replace Recomm.
				Average Monthly Miles	May 2012	March 2013	March 2014	
Mail Services	Cargo Van	2008	107,206	2,851	141,418	169,928	204,140	Yes
Mail Services	Cargo Van	2005	128,673	1,336	144,705	158,065	174,097	Yes
Mail Services	3/4 Ton 4x4	2005	129,760	870	140,200	148,900	159,340	Yes
Motor Pool	Fullsize Sedan	2005	104,175	529	110,523	115,813	122,161	No
Motor Pool	Hybrid Sedan	2005	108,485	573	115,361	121,091	127,967	No
Motor Pool	Fullsize Sedan	2007	92,111	1,332	108,095	121,415	137,399	Yes
Motor Pool	Hybrid Sedan	2005	78,679	1,347	94,843	108,313	124,477	No
Motor Pool	Large Utility Vehicle 4x4	2005	160,174	1,707	180,658	197,728	218,212	Yes
Motor Pool	Medium Utility Vehicle 4x4	2003	143,273	1,266	158,465	171,125	186,317	Yes

March 2013 and March 2014 represent the estimated replacement points for FY 2012-13 and FY 2013-14 respectively.

Recommendation: Staff recommends the replacement of six of the nine vehicles, as shown in the table. Five of the six recommended replacement vehicles will be in excess of 140,000 miles, the *very high mileage* replacement criterion set by Fleet Management, which will typically result in higher maintenance and repairs costs, lower reliability, and an increase in safety concerns. The sixth recommended vehicle has a variable cost above 150 percent of the average and has high mile usage.

The three vehicles for which staff is not recommending replacement are still projected to be below 140,000 miles in March 2014, the estimated replacement date for FY 2013-14 vehicle replacement. While the three vehicles are recommended due to variable costs above 150% of the average, the full-size sedan has a relatively low mile usage and projected variable cost of 32.3 cents per mile; the first hybrid sedan has a low mile usage history and a projected variable cost of 18.5 cents per mile; and the second hybrid sedan is under 100,00 miles and has a projected variable cost of 17.5 cents per mile. The current variable rate is 8.9 cents per mile for the hybrid vehicles, and 15.2 cents per mile for the full-size sedan.

The dollar amount of the staff recommendation is pending the approval of common policy by the Committee. Once a Committee policy is established, staff requests permission to adjust the line

and apply a fund split.

Leased Space

This line funds the Department's lease obligations for private office space and other facilities that are not State-owned, including the lease for executive offices at 633 17th Street, that was signed in December 2004 and will expire on September 30, 2015, at a rate of \$16 per square foot.

The Department requests \$1,270,593, that is unchanged from the FY 2011-12 Long Bill appropriation.

Staff recommends an appropriation of \$1,270,593 total funds, including \$454,781 General Fund, \$88,570 cash funds and \$727,242 reappropriated funds.

Capitol Complex Leased Space

This line pays for the Department's share of costs for occupying space in the Capitol Complex, including North Campus and 1881 Pierce Street, the Grand Junction State Services Building, and Camp George West. The annual cost allocation to agencies is calculated by the Department and is based on total recoverable program costs and overhead associated with the maintenance and property management functions provided by the Division of Central Services. The Department's allocation totals 101,096 square feet, including 54,830 at Denver Buildings, 44,807 at North Campus, and 1,459 at Grand Junction. The Department's square foot allocation at North Campus increased by 12,000 square feet over the FY 2011-12 allocation due to additional State Archives storage in space that became available following the recent completion of asbestos contamination remediation.

Capitol Complex Leased Space Square Foot Allocation	FY 2011-12	FY 2012-13
Denver Buildings	54,830	54,830
North Campus	32,807	44,807
Grand Junction	1,459	1,459
Total	89,096	101,096

The Department requests \$941,594, including \$687,057 General Fund, \$37,015 cash funds, and \$217,522 reappropriated funds.

Staff recommends an appropriation for 101,096 square feet, including 54,830 at Denver Buildings, 44,807 at North Campus, and 1,459 at Grand Junction. **The dollar amount is pending the approval of common policy by the Committee.** Staff requests permission to adjust the line and apply a funding split once Committee policy is established.

Communications Services Payments

This line pays for the Department's share of the overhead costs related to the State's public safety communications infrastructure.

The Department requests \$1,682, including \$841 General Fund and \$841 reappropriated funds.

Staff recommends an appropriation of \$1,508 total funds, including \$754 General Fund and \$754 reappropriated funds, consistent with Committee policy.

(B) STATEWIDE SPECIAL PURPOSE

(1) COLORADO STATE EMPLOYEES ASSISTANCE PROGRAM (CSEAP)

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.

Colorado State Employees' Assistance Program Workload Indicator						
	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11
Number of CSEAP contacts	7,015	7,094	8,149	9,001	9,224	8,456

Staff Summary CSEAP	FY 2010-11 Actual	FY 2011-12 Approp.	FY 2012-13 Request	FY 2012-13 Recomm.
General Professional	5.8	7.0	7.0	7.0
Support / Clerical	2.0	2.0	2.0	2.0
Management	1.0	1.0	1.0	1.0
Total	8.8	10.0	10.0	10.0

Personal Services

The Department requests an appropriation of \$621,877 reappropriated funds and 10.0 FTE.

Staff recommends an appropriation of \$609,433 reappropriated funds, in accordance with Committee policy, and 10.0 FTE.

CSEAP – Personal Services		
	RF	FTE
FY 2011-12 Long Bill Appropriation	\$621,877	10.0
S.B. 11-076, state PERA reduction	(12,462)	0.0

CSEAP – Personal Services		
	RF	FTE
Subtotal FY 2011-12 Subtotal	609,415	10.0
Annualize S.B. 11-076, state PERA reduction	12,462	0.0
Base personal services adjustment	(12,444)	0.0
Recommended FY 2012-13 Appropriation	\$609,433	10.0

Operating Expenses

The Department requests an appropriation of \$52,844 reappropriated funds. The request is unchanged from the FY 2011-12 Long Bill appropriation.

Staff recommends an appropriation of \$52,844 reappropriated funds.

Indirect Cost Assessment

The Department requests, and staff recommends, an appropriation of \$130,199 reappropriated funds, consistent with Committee policy.

(B) STATEWIDE SPECIAL PURPOSE

(2) OFFICE OF THE STATE ARCHITECT

The Office of the State Architect establishes policies and procedures for the State's capital construction process, including controlled maintenance, at each state agency and institutions of higher education. The Office 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.

Staff Summary Office of the State Architect	FY 2010-11 Actual	FY 2011-12 Approp.	FY 2012-13 Request	FY 2012-13 Recomm.
General Professional / Manager	3.0	2.8	3.0	3.0
Architect / Engineer	2.0	2.0	2.0	2.0
Support / Clerical	0.0	0.2	0.0	0.0
Total	5.0	5.0	5.0	5.0

The Department requests \$467,005 General Fund, including allocations of \$450,828 for personal services and \$16,177 for operating expenses, and 5.0 FTE.

Staff recommends an appropriation of \$457,843 General Fund, in accordance with Committee policy, and 5.0 FTE. Of the total, allocations include \$441,666 for personal services and \$16,177 for

operating expenses.

Office of the State Architect		
	GF	FTE
FY 2011-12 Long Bill Appropriation	\$465,878	5.0
S.B. 11-076, state PERA reduction	(11,280)	0.0
Subtotal FY 2011-12 Subtotal	454,598	5.0
Annualize S.B. 11-076, state PERA reduction	11,280	0.0
Annualize 5% FY 2010-11–FY2011-12 Operating Expenses Reduction	1,127	0.0
Base personal services adjustment	(9,162)	0.0
Recommended FY 2012-13 Appropriation	\$457,843	5.0

(B) STATEWIDE SPECIAL PURPOSE

(3) COLORADO STATE ARCHIVES

This section manages the State's Internet home page and sets records retention policies for state government. It also 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.

Staff Summary Colorado State Archives	FY 2010-11 Actual	FY 2011-12 Approp.	FY 2012-13 Request	FY 2012-13 Recomm.
General Professional	3.0	3.0	3.0	3.0
Archivist	3.9	4.0	4.0	4.0
Support/Clerical	1.0	1.0	1.0	1.0
Total	7.9	8.0	8.0	8.0

Personal Services

The Department requests \$530,013, including \$408,974 General Fund, \$110,302 cash funds, and \$10,737 reappropriated funds, and 8.0 FTE.

Staff recommends an appropriation of \$519,102, including \$400,560 General Fund, \$108,026 cash funds, and \$10,516 reappropriated funds, in accordance with Committee policy, and 8.0 FTE.

Colorado State Archives – Personal Services					
	GF	CF	RF	Total	FTE
FY 2011-12 Long Bill Appropriation	\$408,974	\$110,302	\$10,737	\$530,013	8.0
S.B. 11-076, state PERA reduction	(9,615)	(2,267)	(246)	(12,128)	0.0
Subtotal FY 2011-12 Subtotal	399,359	108,035	10,491	517,885	8.0
Annualize S.B. 11-076, state PERA reduction	9,615	2,267	246	12,128	0.0
Base personal services adjustment	(8,414)	(2,276)	(221)	(10,911)	
Recommended FY 2012-13 Appropriation	\$400,560	\$108,026	\$10,516	\$519,102	8.0

Operating Expenses

The Department requests \$56,794, including \$51,551 General Fund and \$5,243 reappropriated funds.

Staff recommends an appropriation of \$56,794 total funds, including \$51,551 General Fund and \$2,543 reappropriated funds.

Colorado State Archives – Operating Expenses			
	GF	RF	Total
FY 2011-12 Long Bill Appropriation	\$48,711	\$5,243	\$53,954
Subtotal FY 2011-12 Subtotal	48,711	5,243	53,954
Annualize 5% FY 2010-11–FY2011-12 Operating Expenses Reduction	2,840	0	2,840
Recommended FY 2012-13 Appropriation	\$51,551	\$5,243	\$56,794

(B) STATEWIDE SPECIAL PURPOSE

(4) ADDRESS CONFIDENTIALITY PROGRAM (NEW LINE ITEM)

The Department requests and staff recommends inserting this new line as sub-subdivision (4) and renumbering the previous sub-subdivision (4) Other Statewide Special Purpose as sub-subdivision (5).

House Bill 11-1080 transferred the existing Address Confidentiality Program from the Secretary of State to the Department. The program was established in the Department of State in 2007 to establish a confidential substitute address and mail forwarding system for program participants that are victims of domestic violence, sexual offenses, or stalking. The program is 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.

Staff Summary Address Confidentiality Program	FY 2010-11 Actual	FY 2011-12 Approp.	FY 2012-13 Request	FY 2012-13 Recomm.
General Professional	N/A	1.0	1.0	1.0
Support/Clerical	N/A	1.0	1.0	1.0
Total	0.0	2.0	2.0	2.0

Address Confidentiality Program

The Department requests a continuation appropriation of \$128,823 cash funds and 2.0 FTE, including allocations of \$107,008 for personal services and \$21,815 for operating expenses.

Staff recommends an appropriation of \$126,435 cash funds, in accordance with Committee policy, and 2.0 FTE. Allocations include \$104,620 for personal services and \$21,815 for operating expenses.

Address Confidentiality Program		
	CF	FTE
FY 2011-12 Long Bill Appropriation	\$0	0.0
H.B. 11-1080, Address Confidentiality Program Act	128,823	2.0
Subtotal FY 2011-12 Subtotal	128,823	2.0
Base personal services adjustment	(2,388)	0.0
Recommended FY 2012-13 Appropriation	\$126,435	2.0

(B) Statewide Special Purpose

(5) Other Statewide Special Purpose

Test Facility Lease

This line 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 then 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.

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

Staff recommends an appropriation of \$119,842 General Fund.

Employment Security Contract Payment

This appropriation supports a contract with a private company (Employer's Edge, LLC) that is responsible for reviewing and challenging unemployment insurance claims filed against the State, excluding the Department of Higher Education.

The Department requests a continuation appropriation of \$18,000, including \$11,264 General Fund and \$6,736 reappropriated funds.

Staff recommends an appropriation of \$18,000, including \$11,264 General Fund and \$6,736 reappropriated funds.

(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.

(A) HUMAN RESOURCE SERVICES

(1) STATE AGENCY SERVICES

This section interprets applicable personnel rules and regulations, conducts the annual total compensation survey, and provides policy guidance for developing state benefits.

Staff Summary State Agency Services	FY 2010-11 Actual	FY 2011-12 Approp	FY 2012-13 Request	FY 2012-13 Recomm.
Director/Management	1.6	1.4	1.6	1.6
General Professional I - II	0.0	1.2	0.0	0.0
Statistical Analyst III	0.4	0.0	0.4	0.4
General Professional III - IV	4.8	5.2	6.3	6.3
General Professional V - VII	7.4	8.5	7.4	7.4
Support/Clerical	3.9	3.9	4.5	4.5
Total	18.1	20.2	20.2	20.2

Personal Services

The Department requests an appropriation of \$1,632,757 reappropriated funds and 20.2 FTE.

Staff recommends an appropriation of \$1,602,803 reappropriated funds, in accordance with Committee policy, and 20.2 FTE.

State Agency Services – Personal Services		
	RF	FTE
FY 2011-12 Long Bill Appropriation	\$1,632,757	20.2
S.B. 11-076, state PERA reduction	(38,850)	0.0
Subtotal FY 2011-12 Subtotal	1,593,907	20.2
Annualize S.B. 11-076, state PERA reduction	38,850	0.0
Base personal services adjustment	(29,954)	0.0
Recommended FY 2012-13 Appropriation	\$1,602,803	20.2

Operating Expenses

The Department requests an appropriation of \$88,496 reappropriated funds.

Staff recommends an appropriation of \$88,496 reappropriated funds.

State Agency Services – Operating Expenses	
	RF
FY 2011-12 Long Bill Appropriation	\$84,070
Subtotal FY 2011-12 Subtotal	84,070
Annualize 5% FY 2010-11–FY2011-12 Operating Expenses Reduction	4,426
Recommended FY 2012-13 Appropriation	\$88,496

(A) HUMAN RESOURCE SERVICES

(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.

Decision Item #1 – Line Item Consolidation

Request: The Department requests that the *Training Services Contingency Funds* line be consolidated with the primary *Training Services* line. The Department states that contingency funding was originally added to the primary line due to the possibility that demand for classes could grow in the future. The Professional Development Center offers a finite number of courses, and while demand has grown over time, it is not due to special or unplanned training offerings, but rather due to increasing demand generally. The Department states that it is arbitrary to define which training sessions should be counted as primary and which as contingency.

Decision Item #3 – Training Services Funding

Request: The Department requests an additional \$483,000 reappropriated funds spending authority to augment the Training Services Program's capacity to offer training to state agencies. The amount of the request is based on the FY 2010-11 training waivers granted to state agencies to purchase training outside of Training Services because the program did not have sufficient spending authority.

Staff Initiated Recommendation: **Staff recommends the Committee split the Training Services line into distinct Personal Services and Operating Expenses lines, and eliminate the Training Services Contingency Funds line. Staff also recommends the Committee approve an additional \$75,000 reappropriated funds** for the new operating expenses line to return Training Services Program total funding to its FY 2010-11 appropriation.

Staff Analysis: The Department's requests for line item consolidation and increased funding are both related to the Department's original request for and Committee approval of contingency funding for this program in FY 2009-10, in order to have additional spending authority to accommodate growth and increased demand by state agencies for training services.

In FY 2009-10, the program was appropriated an additional \$100,000 contingency funding included in the primary program line. The appropriation was continued in FY 2010-11. In FY 2011-12, the contingency appropriation was decreased \$75,000 and moved into a separate contingency line item, due to concerns about how the Department was understanding and applying the concept of contingency funding.

In order to provide clarity, staff is recommending the elimination of contingency funding. Very simply, the Training Services Program provides training services to state agencies. The total amount of training offered is limited by either demand from state agencies, or by the program's spending authority. It appears reasonable that total training services provided by the program in a given year could fluctuate if demand was below spending authority. However, it appears that total training services has been limited by spending authority. In recent years there is more demand for training than spending authority provided.

It appears that last year's concern was that the Department was using its complete spending authority to meet agency demand for training, in effect expending its entire line – including the specified contingency amount included in the primary program line – and therefore the Department appeared to be treating its entire line as a base appropriation. In fairness, the Department was appropriated spending authority and it expended it. Returning the total program appropriation to the FY 2010-11 appropriation, and eliminating the idea that there is contingency funding built into the line, will require the Department to bring forward decision item requests for additional spending authority in the future just as it has for FY 2012-13.

Due to the concerns that led to the splitting of the line in FY 2011-12, as well as to the reduction in contingency funding, staff recommends returning the program's funding to the FY 2010-11 level, rather than approving the Department's full request for an additional \$483,000. It is clear that demand for training services as suggested by the Department may still be higher than staff's

recommendation. However staff would like the opportunity to learn and research the program more carefully in order to offer the Committee a future recommendation that would incorporate additional information and address concerns about the program's growth as it relates to statewide agency spending on training services.

Additionally, staff is recommending splitting the program line into personal services and operating expenses lines in order to more clearly address future proposed growth in the program. The Department's request locates the additional \$483,000 as operating expenses. However in the budget's current form, such a request if approved, could be spent on personal services as well. To allow for future growth in offering training services to state agencies, without necessarily adding FTE or personal services-related expenditures to this program, splitting the line will allow for clarity, transparency, and prevent unintended personal services growth through the appropriations and budget process.

Training Services Program Primary and Contingency Funding History					
	FY 09-10	FY 10-11	FY 11-12	Request FY 12-13	Recomm. FY 12-13
Request Total	149,077	268,694	266,945	676,694	
Personal Services Allocation	70,097	256,122	254,373	177,622	
Operating Expenses Allocation	78,980	12,572	12,572	499,072	
Appropriation	268,694	268,694	191,945		267,552
Personal Services Allocation	256,122	256,122	131,386		65,441
Operating Expenses Allocation	12,572	12,572	12,572		202,111
Contingency P.S.	0	0	44,487		
Contingency O.E.	0	0	3,500		
Actual/Estimate	268,091	275,242	191,945	628,706	
Personal Services	130,224	92,381	64,207	65,441	
Operating Expenses	137,867	182,861	79,751	563,265	
Contingency P.S.	0	0	0	0	
Contingency O.E.	0	0	47,987	0	

Staff Summary Training Services	FY 2010-11 Actual	FY 2011-12 Approp	FY 2012-13 Request	FY 2012-13 Recomm.
Accounting Technician III	0.3	0.0	0.3	0.3
General Professional V	0.2	0.0	0.2	0.2
Program Assistant I	0.5	0.0	0.5	0.5
Total	1.0	0.0	1.0	1.0

Training Services

Request: The Department requests \$676,694, including \$29,055 cash funds and \$647,639 reappropriated funds, and 1.0 FTE. The request includes the Department's Decision Item #1 and #3 requests that respectively consolidates the contingency funds line into this primary program line, and requests an additional \$483,000 in cash funds spending authority to better meet customer agency demand for training services.

Recommendation: **Staff recommends eliminating this line and creating a personal services line and an operating expenses line.**

Training Services – Training Services				
	CF	RF	Total	FTE
FY 2011-12 Long Bill Appropriation	\$53,917	\$91,790	\$145,707	0.0
S.B. 11-076, state PERA reduction	(954)	(795)	(1,749)	0.0
Subtotal FY 2011-12 Subtotal	52,963	90,995	143,958	0.0
Annualize S.B. 11-076, state PERA reduction	954	795	1,749	0.0
Base personal services adjustment	(401)	(741)	(1,142)	0.0
Refinance technical adjustment	(32,061)	32,061	0	0.0
Staff recommended adjustment to Personal Services	(9,587)	(55,854)	(65,441)	0.0
Staff recommended adjustment to Operating Expenses	(11,868)	(67,256)	(79,124)	0.0
Recommended FY 2012-13 Appropriation	\$0	\$0	\$0	0.0

Training Services Contingency Funds

Request: The Department requests \$0, due to its Decision Item #1 request to consolidate this line into the primary program line.

Recommendation: **Staff recommends eliminating this line and creating a personal services line and an operating expenses line.**

Training Services – Training Services Contingency Funds				
	CF	RF	Total	FTE
FY 2011-12 Long Bill Appropriation	\$17,655	\$30,332	\$47,987	0.0
Subtotal FY 2011-12 Subtotal	17,655	30,332	47,987	0.0
Refinance technical adjustment	(10,456)	10,456	0	0.0
Staff recommended adjustment to Personal Services	0	0	0	0.0
Staff recommended adjustment to Operating Expenses	(7,199)	(40,788)	(47,987)	0.0
Recommended FY 2012-13 Appropriation	\$0	\$0	\$0	0.0

Personal Services (Staff recommended NEW LINE ITEM for FY 2012-13)

Description: Staff recommends that this line item be added to the FY 2012-13 Long Bill and include the personal services allocation of the consolidated program line item.

Request: The Department did not request this line item.

Recommendation: **Staff recommends an appropriation of \$65,441 total funds**, including \$9,587 cash funds and \$55,854 reappropriated funds, and 1.0 FTE to reflect the Department's actual FTE usage for this program. The following table outlines staff's recommendation.

Training Services – Personal Services (NEW LINE ITEM)				
	CF	RF	Total	FTE
FY 2011-12 Long Bill Appropriation	\$0	\$0	\$0	0.0
Subtotal FY 2011-12 Subtotal	0	0	0	0.0
Staff recommended adjustment from Training Services	9,587	55,854	65,441	0.0
Staff recommended FTE adjustment	0	0	0	1.0
Recommended FY 2012-13 Appropriation	\$9,587	\$55,854	\$65,441	1.0

Operating Expenses (Staff recommended NEW LINE ITEM for FY 2012-13)

Description: Staff recommends that this line item be added to the FY 2012-13 Long Bill and include the operating expenses allocation of the consolidated program line item.

Request: The Department did not request this line item.

Recommendation: **Staff recommends an appropriation of \$202,111 total funds**, including \$30,317 cash funds and \$171,794 reappropriated funds. The following table outlines staff's recommendation.

Training Services – Operating Expenses (NEW LINE ITEM)			
	CF	RF	Total
FY 2011-12 Long Bill Appropriation	\$0	\$0	\$0
Subtotal FY 2011-12 Subtotal	0	0	0
Staff recommended adjustment from Training Services	11,868	67,256	79,124
Staff recommended adjustment from Training Services Contingency Funds	7,199	40,788	47,987
Staff recommended adjustment to FY 2011-12 contingency reduction	11,250	63,750	75,000
Recommended FY 2012-13 Appropriation	\$30,317	\$171,794	\$202,111

Indirect Cost Assessment

The Department requests, and staff recommends, an appropriation of \$13,898 reappropriated funds, consistent with Committee policy.

(B) EMPLOYEE BENEFITS SERVICES

This section administers and oversees the state's employee benefits program and provides the initial design of the programs. It also provides the subsequent 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.

Staff Summary Employee Benefits Services	FY 2010-11 Actual	FY 2011-12 Approp	FY 2012-13 Request	FY 2012-13 Recomm.
General Professional V - VII	3.8	4.3	3.3	3.3
Support / Clerical	2.1	2.9	2.0	2.0
General Professional III - IV	2.0	2.8	2.0	2.0
General Professional I - II	0.0	0.0	0.0	0.0
Accounting	1.9	0.0	1.9	1.9
Management	0.4	0.0	0.4	0.4
Statistical Analyst III	0.4	0.0	0.4	0.4
Total	10.6	10.0	10.0	10.0

Personal Services

The Department requests \$778,013 cash funds and 10.0 FTE.

Staff recommends an appropriation of \$762,377 cash funds, consistent with Committee policy, and 10.0 FTE.

Employee Benefits Services – Personal Services		
	CF	FTE
FY 2011-12 Long Bill Appropriation	\$778,013	10.0
S.B. 11-076, state PERA reduction	(9,680)	0.0
Subtotal FY 2011-12 Subtotal	768,333	10.0
Annualize S.B. 11-076, state PERA reduction	9,680	0.0
Base personal services adjustment	(15,636)	0.0
Recommended FY 2012-13 Appropriation	\$762,377	10.0

Operating Expenses

The Department requests \$58,324 cash funds, that is unchanged from the FY 2011-12 Long Bill appropriation.

Staff recommends an appropriation of \$58,324 cash funds.

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 contract services assess unit costs and cost drivers such as medical procedures and demographics. Cash funds are from the Group Benefit Plans Reserve Fund.

The Department requests a continuation appropriation of \$40,000 cash funds for FY 2012-13, unchanged since FY 2007-08.

Staff recommends an appropriation of \$40,000 cash funds.

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 the medical and dental benefit plan premiums of lower-income state employees who have at least one dependent (other than a spouse). The fund receives 4.5 percent of the tobacco-settlement revenue that is allocated for Tier 2 programs. These moneys are continuously appropriated and shall be expended to pay the costs of increased nonsupplemental state contributions, and to supplement the state contribution for employees enrolled in a qualifying group benefit plan.

The Department requests an appropriation of \$1,335,924 cash funds, that is unchanged from the FY 2011-12 appropriation.

Staff recommends an appropriation of \$1,278,660 cash funds, consistent with Committee policy on the projected allocation of the State's tobacco settlement dollars.

Indirect Cost Assessment

The Department requests, and staff recommends, an appropriation of \$119,427 cash funds, consistent with Committee policy.

(C) RISK MANAGEMENT SERVICES

This office protects the State's human resource and property assets through the administration of liability insurance, property insurance, workers' compensation, and loss control programs. Pursuant to Section 24-30-1504 (1) (g), C.R.S., the Department is *to establish and administer a program to reduce property and liability losses incurred by each state agency*. Services include accident investigation, legal defense, safety training, hazard mitigation, building inspection, insurance procurement, claim evaluation, and data collection.

Decision Item – Workers' Compensation Loss Control Request

Request: Although submitted as a common policy baseline adjustment, the Department requests an additional \$130,198 in reappropriated funds and 2.0 FTE to replace the workers' compensation loss control program previously provided by the Third Party Administrator contract with Pinnacol, for the Office of Risk Management to develop and maintain the program internally.

Recommendation: **Staff recommends the Committee approve an additional \$130,198 in reappropriated funds and 2.0 FTE for the request.**

Staff Analysis: The workers' compensation loss control program includes health and safety programs and training on workplace safety for the purpose of reducing the number and cost of workers' compensation claims.

In January 2011, Pinnacol Assurance, the state's Third Party Administrator (TPA) for workers' compensation, notified the Department's Office of Risk Management that it would be terminating its contract as TPA for the state at the end of FY 2010-11. The Department went through an RFP process and signed a contract effective July 1, 2011, with Broadspire, that includes TPA responsibilities but does not include a loss control program as was provided by and included in the Pinnacol contract. While Broadspire did not provide loss control services, it appeared to provide superior services to manage workers' compensation claims. Therefore the Department made the decision to unbundle the loss control program from the TPA contract, rather than select a provider with inferior TPA services who could also provide loss control services.

Risk Management estimates that replacing the loss control services by contracting with another company would cost the state at least \$250,000. The Department estimates 2,000 hours, as was included in the Pinnacol contract, at \$125 per hour. The hourly estimate is based on three RFP responses that included loss control hours at an additional fee, and that IMA, the state's insurance broker, concurred, was a reasonable cost for loss control services. Three of the eight RFP responses for the TPA contract included loss control services at an additional cost of between \$250,000 and \$300,000 per year.

The following table shows the Department's current performance measures related to workers' compensation loss control, including data since FY 2007-08. Loss control program performance measures cover years during which Pinnacol was providing loss control services as part of its contract as the state's workers' compensation TPA.

Risk Management Loss Control Program Performance Measures							
		FY07-08	FY08-09	FY09-10	FY10-11	FY11-12	FY12-13
Dollars of loss incurred per \$100 of payroll.	Benchmark		\$1.18	\$1.15	\$1.12	\$1.10	\$1.07
	Actual	\$1.22	\$1.00*	\$1.44*	\$1.12	TBD	TBD
Claims per 100 employees.	Benchmark		8.21	8.00	7.80	7.80	7.60
	Actual	8.38	8.61	7.97	9.09	TBD	TBD

* The Department reports it changed its methodology for this metric between FY 2008-09 and FY 2009-10. The Department believes that the values would otherwise be in line with other years.

Due to the risk of higher claims without a comprehensive workers' compensation loss control program, staff recommends that a workers' compensation loss control program should be added to replace the previous program. Further, staff recommends that the Committee approve the Department's request to replace the externally-contracted loss control program with an internal program due to the program savings offered relative to the cost of an externally-contracted program.

Staff Summary Risk Management	FY 2010-11 Actual	FY 2011-12 Approp	FY 2012-13 Request	FY 2012-13 Recomm.
General Professional III - IV	3.9	3.0	5.2	5.2
General Professional I - II	0.0	1.6	0.0	0.0
Support/Clerical	2.0	1.9	2.0	2.0
General Professional V - VI	1.0	1.0	1.0	1.0
Statistical Analyst II - III	1.0	0.0	1.0	1.0
Management	0.1	0.0	0.1	0.1
Accounting	1.2	1.0	1.2	1.2
Total	9.2	8.5	10.5	10.5

Personal Services

The Department requests \$753,646 reappropriated funds and 10.5 FTE, that includes the request for an additional \$104,323 and 2.0 FTE for the workers' compensation loss control program.

Staff recommends an appropriation of \$740,430 reappropriated funds and 10.5 FTE. Staff's recommendation includes an adjustment in accordance with Committee policy, and the personal services portion of the workers' compensation loss control request.

Risk Management Services – Personal Services		
	RF	FTE
FY 2011-12 Long Bill Appropriation	\$649,323	8.5
S.B. 11-076, state PERA reduction	(9,174)	0.0
Subtotal FY 2011-12 Subtotal	640,149	8.5
Annualize S.B. 11-076, state PERA reduction	9,174	0.0
Base personal services adjustment	(13,216)	0.0
Workers' Compensation Loss Control Request	104,323	2.0
Recommended FY 2012-13 Appropriation	\$740,430	10.5

Operating Expenses

The Department requests an appropriation of \$68,427 reappropriated funds. The request includes an additional \$11,306 for the workers' compensation loss control request.

Staff recommends an appropriation of \$68,427 reappropriated funds, including the operating expenses portion of the workers' compensation loss control request.

Risk Management Services – Operating Expenses	
	RF
FY 2011-12 Long Bill Appropriation	\$57,121
Subtotal FY 2011-12 Subtotal	57,121
Workers' Compensation Loss Control Request	11,306
Recommended FY 2012-13 Appropriation	\$68,427

Legal Services

Pursuant to Section 24-30-1507, C.R.S., this line funds the legal expenses associated with the Liability Program. Funds in the Liability Program are continuously appropriated for this line pursuant to Sections 24-30-1510 (1) and (3) (a), C.R.S., but funds for the State Employee Workers' Compensation Account are subject to annual appropriation by the General Assembly.

The Department requests \$2,315,975 reappropriated funds for 31,860 legal services hours, that is unchanged from the FY 2011-12 appropriation and unchanged for the prior six years.

Staff recommends 31,860 legal services hours, and the dollar amount is pending Committee policy setting the hourly rate for FY 2012-13 legal services. Staff requests permission to adjust the line once Committee policy is established.

Liability Premiums

The State is self-insured for the Liability Program, and this line is used to pay for liability claims and expenses brought against the State. The program provides coverage to state agencies and employees for tort and federal claims, including those arising out of the scope of employment. Judgements for liabilities that do not involve federal law are limited by the Governmental Immunity Act pursuant to Section 24-10-114, C.R.S. This act limits these awards to \$150,000 per person and \$600,000 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 pursuant to Section 24-30-1510, C.R.S. The General Assembly appropriates spending authority for program costs in the Long Bill. However, payments from the "Liability Premiums" line are continuously appropriated pursuant to Section 24-30-1510 (1), C.R.S.

The department requests an appropriation of \$4,674,104 reappropriated funds.

Staff recommendation is pending approval of common policy by the Committee. Staff requests permission to adjust the line once Committee policy is established.

Property Premiums

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. The General Assembly appropriates spending authority for program costs in the Long Bill. However, payments made from the "Property Premiums" line for property premiums, deductibles, and claims, are continuously appropriated, pursuant to Section 24-30-1510.5 (1), C.R.S.

The department requests \$8,698,417 reappropriated funds.

Staff recommendation is pending approval of common policy by the Committee. Staff requests permission to adjust the line once Committee policy is established.

Workers' Compensation Premiums

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. However, unlike the liability program, the Governmental Immunity Act does not apply to 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' Compensation Account, a separate account within the Risk Management Fund, pursuant to Section 24-30-1510.7, C.R.S. Moneys in the State Workers' Compensation Account are subject to annual appropriation by the General Assembly for the purposes of paying workers' compensation benefits to state employees in accordance with articles 40 to 47 of Title 8, C.R.S.

The Department requests \$38,808,757 reappropriated funds.

Staff recommendation is pending approval of common policy by the Committee. Staff requests permission to adjust the line once Committee policy is established.

Indirect Cost Assessment

The Department requests, and staff recommends, an appropriation of \$52,088 reappropriated funds, consistent with Committee policy.

(3) 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.

Staff Summary Personnel Board	FY 2010-11 Actual	FY 2011-12 Approp	FY 2012-13 Request	FY 2012-13 Recomm.
Director / General Professional	2.0	2.0	2.0	2.0
Administrative Law Judge	1.5	1.8	1.6	1.6
Support / Clerical	1.0	1.0	1.2	1.2
Total	4.5	4.8	4.8	4.8

Personal Services

The Department requests an appropriation of \$473,603, including \$472,425 General Fund and \$1,178 cash funds, that are generated by fees for copies of information and case documentation.

Staff recommends an appropriation of \$464,591, including \$463,435 General Fund and \$1,156 cash funds, consistent with Committee policy, and 4.8 FTE.

Personnel Board – Personal Services				
	GF	CF	Total	FTE
FY 2011-12 Long Bill Appropriation	\$472,425	\$1,178	\$473,603	4.8
S.B. 11-076, state PERA reduction	(10,136)	(25)	(10,161)	0.0
Subtotal FY 2011-12 Subtotal	462,289	1,153	463,442	4.8
Annualize S.B. 11-076, state PERA reduction	10,136	25	10,161	0.0
Base personal services adjustment	(8,990)	(22)	(9,012)	0.0
Recommended FY 2012-13 Appropriation	\$463,435	\$1,156	\$464,591	4.8

Operating Expenses

The Department requests \$20,505 total funds, including \$1,027 General Fund and \$19,478 reappropriated funds.

Staff recommends an appropriation of \$20,205 total funds, including \$1,027 General Fund and \$19,478 reappropriated funds.

Personnel Board – Operating Expenses			
	GF	RF	Total
FY 2011-12 Long Bill Appropriation	\$0	\$19,478	\$19,478
Subtotal FY 2011-12 Subtotal	0	19,478	19,478
Annualize 5% FY 2010-11–FY2011-12 Operating Expenses Reduction	1,027	0	1,027
Recommended FY 2012-13 Appropriation	\$1,027	\$19,478	\$20,505

Legal Services

The Department requests \$24,984 General Fund for 330 legal services hours, that is unchanged from the FY 2011-12 appropriation.

Staff recommends an appropriation for 330 legal services hours, and the dollar amount is pending Committee policy setting the hourly rate for FY 2012-13 legal services. Staff requests permission to adjust the line once Committee policy is established.

(B) INDEPENDENT ETHICS COMMISSION

The Independent Ethics Commission (IEC) is a Constitutionally-created independent commission charged with the implementation of Article XXIX of the Colorado Constitution and Section 24-18.5-101, C.R.S. The purpose of the IEC is to: hear complaints, issue findings, and assess penalties for certain cases; issue advisory opinions on ethics issues arising under Article XXIX of the Colorado Constitution; and issue advisory opinions on any other standards of conduct and reporting requirements as provided by law.

In 2010, H.B. 10-1404 transferred the IEC from the Department of Personnel and Administration to the Judicial Department. It is referenced in this narrative for informational purposes only, to explain why the Department numbers pages reflect a \$0 appropriation for the IEC's three line items for FY 2012-13.

(4) CENTRAL SERVICES

This division is responsible for providing statewide support services such as mail services, document management, fleet management, and facilities maintenance.

(A) ADMINISTRATION

The Administration section provides services such as management, human resources, accounting, and marketing. It also includes the State Travel Management program, which coordinates and oversees state employee travel.

Staff Summary Central Services, Administration	FY 2010-11 Actual	FY 2011-12 Approp	FY 2012-13 Request	FY 2012-13 Recomm.
General Professional	2.0	4.0	3.0	3.0
Support / Clerical	3.0	2.9	3.0	3.0
Accounting / Budgeting	2.0	1.9	2.0	2.0
Director / Management	2.0	1.2	2.0	2.0
Total	9.0	10.0	10.0	10.0

Personal Services

The Department requests \$740,605 reappropriated funds and 10.0 FTE.

Staff recommends an appropriation of \$725,582 reappropriated funds, consistent with Committee policy, and 10.0 FTE.

Central Services Administration – Personal Services		
	RF	FTE
FY 2011-12 Long Bill Appropriation	\$740,605	10.0
S.B. 11-076, state PERA reduction	(17,332)	0.0
Subtotal FY 2011-12 Subtotal	723,273	10.0
Annualize S.B. 11-076, state PERA reduction	17,332	0.0
Base personal services adjustment	(15,023)	0.0
Recommended FY 2012-13 Appropriation	\$725,582	10.0

Operating Expenses

The Department requests \$77,427 reappropriated funds, that is unchanged from the FY 2011-12 Long Bill appropriation.

Staff recommends an appropriation of \$77,427 reappropriated funds.

Indirect Cost Assessment

The Department requests, and staff recommends, an appropriation of \$110,094 reappropriated funds, consistent with the Committee policy.

(B) INTEGRATED DOCUMENT SOLUTIONS

Integrated Document Solutions (IDS) contains three subsections: (1) Reprographics Services; (2) Document Solutions Group; and (3) Mail Services. These subsections provide services such as graphic design, print operations, data entry, imaging services, and mail operations. The division has facilities in Pueblo and Denver, and it serves state agencies, institutions of higher education, and local governments. IDS is funded by the Department of Personnel Revolving Fund, which is comprised of revenue from user agencies (Section 24-30-1108 (1), C.R.S.).

Decision Item #1 – Line Item Consolidation

Request: The Department requests two distinct line item consolidations for IDS. Part 1 requests the consolidation of contingency funding into the primary line for each of the contingency lines in the IDS subsections. Part 2 requests consolidation of the IDS subsections into a single IDS subdivision.

Recommendation: **Staff recommends the Committee approve part 2 of the consolidation request, and retain contingency funding for the consolidated IDS subdivision.**

Integrated Document Solutions – Line Item Consolidation		
Current	Request	Recommendation
(B) Integrated Document Solutions (1) Reprographic Services Personal Services Personal Services Contingency Funds Operating Expenses Operating Expenses Contingency Funds Indirect Cost Assessment (2) Document Solutions Group Personal Services Personal Services Contingency Funds Operating Expenses Utilities Indirect Cost Assessment (3) Mail Services Personal Services Personal Services Contingency Funds Operating Expenses Operating Expenses Contingency Funds Mail Equipment Purchase Indirect Cost Assessment	(B) Integrated Document Solutions Personal Services Operating Expenses Utilities Mail Equipment Purchase Indirect Cost Assessment	(B) Integrated Document Solutions Personal Services Personal Services Contingency Funds Operating Expenses Operating Expenses Contingency Funds Utilities Mail Equipment Purchase Indirect Cost Assessment

Staff Analysis:

Consolidated Integrated Document Solutions

The IDS budget groups – Reprographics, Document Solutions Group, and Mail – provide services in an industry driven by data, print, and distribution technology and business process and staff allocation efficiencies that are tied to those evolving technologies. While there still may be certain distinct and discrete tasks and services provided by these groups, for much of the work completed, integrated services no longer easily or distinctly lie within the confines of the three current budget program groups. According to the Department, the print and mail organizations are now fully operational as a single unit.

Budget tracking for such coordinated and seamless operations could lead to budget allocation decisions that could be second-guessed without involving substantive error or mismanagement. Therefore, staff recommends that the Integrated Document Solutions budget groups be consolidated into a single, Integrated Document Solutions group in order to better align with the technology and business practices experienced by this subdivision.

Contingency Funding

Contingency spending authority was originally granted within the original line items in lieu of continuous spending authority requests, to address the Department's need to meet variable workload demands driven by customer agencies. Prior to contingency funding, the Department would turn away work from customer agencies that exceeded the Department's base appropriations.

The purpose of centralization of common support services in the Department is to save the state money through economies of scale. The more services purchased from the Department the lower the overhead for those centrally-provided services. When turning away requested work, the Department provides waivers to allow customer agencies to purchase services and spend their operating funds externally. Those state agency operating funds are spent whether the Department provides the services or not.

There may be a general policy intention for the Committee to limit the growth in the Department's appropriations as a fairness issue relative to limiting the growth in appropriations statewide. Additionally, there may be program oversight issues related to unnecessarily excessive marketing or services promotion, growth in the types of services offered, fee-setting, overall revenue collections, and fund balance trends or practices that may need to be addressed or monitored when they stray from legislative intent. However, limiting the services that the Department provides to customer agencies increases the cost of those support services by spreading administrative and overhead costs over fewer units of services purchased.

Once appropriated, contingency funding spending authority – within the primary line items or in separate contingency funding line items – provide the Department with the ability to offer services to state agencies up to the limit of both the primary and contingency line. While staff is not convinced that separate contingency funding lines provide any more legislative budget authority than that provided in the primary line, the Committee might choose to retain separate lines for the purpose of additional program and budget transparency. Due to Committee decisions made in recent years regarding contingency spending, staff is recommending the retention of contingency funding line items for personal services and operating expenses at this time.

(1) REPROGRAPHICS SERVICES

Pursuant to Section 24-30-1104, C.R.S., the Reprographics Services section specializes in comprehensive commercial and graphic art services, offset printing, and high volume digitalized copying. It also manages the rental of office copiers for low volume operations to other State agencies.

Staff Summary Reprographics	FY 2010-11 Actual	FY 2011-12 Approp	FY 2012-13 Request	FY 2012-13 Recomm.
Production	11.3	10.9	0.0	0.0
General Professional	1.0	3.5	0.0	0.0
Arts Professional	2.3	3.1	0.0	0.0

Staff Summary Reprographics	FY 2010-11 Actual	FY 2011-12 Approp	FY 2012-13 Request	FY 2012-13 Recomm.
General Professional / Manager	0.0	0.8	0.0	0.0
Support / Clerical	4.4	2.3	0.0	0.0
Total	19.0	20.6	0.0	0.0

Personal Services

The Department requests an appropriation of \$0 and 0.0 FTE. **Staff recommends this line be consolidated into the Integrated Document Solutions personal services line.**

Reprographics Services – Personal Services					
	CF	RF	Total	FTE	
FY 2011-12 Long Bill Appropriation	\$46,212	\$962,325	\$1,008,537	20.6	
S.B. 11-076, state PERA reduction	0	(16,760)	(16,760)	0.0	
FY 2011-12 Supplementals	12,265	(12,265)	0	0.0	
Subtotal FY 2011-12 Subtotal	58,477	933,300	991,777	20.6	
Annualize S.B. 11-076, state PERA reduction	0	16,760	16,760	0.0	
Base personal services adjustment	(865)	(17,690)	(18,555)	0.0	
DI #1 – IDS Line Item Consolidation	(57,612)	(932,370)	(989,982)	(20.6)	
Recommended FY 2012-13 Appropriation	\$0	\$0	\$0	0.0	

Personal Services Contingency Funds

The Department requests an appropriation of \$0 and 0.0 FTE. **Staff recommends this line be consolidated into the Integrated Document Solutions personal services contingency funds line.**

Reprographics Services – Personal Services Contingency Funds					
	CF	RF	Total	FTE	
FY 2011-12 Long Bill Appropriation	\$2,311	\$47,237	\$49,548	0.0	
S.B. 11-076, state PERA reduction	0	(823)	(823)	0.0	
Subtotal FY 2011-12 Subtotal	2,311	46,414	48,725	0.0	
Annualize S.B. 11-076, state PERA reduction	0	823	823	0.0	
Base personal services adjustment	(1)	(17)	(18)	0.0	
DI #1 – IDS Line Item Consolidation	(2,310)	(47,220)	(49,530)	0.0	
Recommended FY 2012-13 Appropriation	\$0	\$0	\$0	0.0	

Operating Expenses

The Department requests \$0. **Staff recommends this line be consolidated into the Integrated Document Solutions operating expenses line.**

Reprographics Services – Operating Expenses			
	CF	RF	Total
FY 2011-12 Long Bill Appropriation	\$118,129	\$3,393,223	\$3,511,352
FY 2011-12 Supplementals	218,496	(218,496)	0
Subtotal FY 2011-12 Subtotal	336,625	3,174,727	3,511,352
Annualize FY 2011-12 DI NP-1: DOA Brand Assessment	0	(5,713)	(5,713)
DI #1 – IDS Line Item Consolidation	(336,625)	(3,169,014)	(3,505,639)
Recommended FY 2012-13 Appropriation	\$0	\$0	\$0

Operating Expenses Contingency Funds

The Department requests \$0. **Staff recommends this line be consolidated into the Integrated Document Solutions operating expenses contingency funds line.**

Reprographics Services – Operating Expenses Contingency Funds			
	CF	RF	Total
FY 2011-12 Long Bill Appropriation	\$5,906	\$169,661	\$175,567
Subtotal FY 2011-12 Subtotal	5,906	169,661	175,567
DI #1 – IDS Line Item Consolidation	(5,906)	(169,661)	(175,567)
Recommended FY 2012-13 Appropriation	\$0	\$0	\$0

Indirect Cost Assessment

The Department requests, and staff recommends, this line be consolidated into the Integrated Document Solutions indirect cost assessment line.

(B) INTEGRATED DOCUMENT SOLUTIONS

(2) DOCUMENT SOLUTIONS GROUP

This section offers state agencies a full range of micrographic and document imaging services and data entry operations. These services include document conversion, data manipulation, document preservation, and image storage. According to the Department, its scanning costs are up to 60.0 percent less than those provided by private entities.

Staff Summary Document Solutions Group	FY 2010-11 Actual	FY 2011-12 Approp	FY 2012-13 Request	FY 2012-13 Recomm.
Data Entry	41.1	42.0	0.0	0.0
Production	1.7	3.0	0.0	0.0
Support /Clerical	2.6	2.2	0.0	0.0
Information Tech. / IT Tech	1.0	1.5	0.0	0.0
General Professional/ Management	1.3	1.5	0.0	0.0
Total	47.7	50.2	0.0	0.0

Personal Services

The Department requests an appropriation of \$0 and 0.0 FTE. **Staff recommends this line be consolidated into the Integrated Document Solutions personal services line.**

Document Solutions Group – Personal Services				
	CF	RF	Total	FTE
FY 2011-12 Long Bill Appropriation	\$40,674	\$3,233,433	\$3,274,107	50.2
S.B. 11-076, state PERA reduction	(334)	(34,754)	(35,088)	0.0
Subtotal FY 2011-12 Subtotal	40,340	3,198,679	3,239,019	50.2
Annualize S.B. 11-076, state PERA reduction	334	34,754	35,088	0.0
Base personal services adjustment	(439)	(34,831)	(35,270)	0.0
DI #1 – IDS Line Item Consolidation	(40,235)	(3,198,602)	(3,238,837)	(50.2)
Recommended FY 2012-13 Appropriation	\$0	\$0	\$0	0.0

Personal Services Contingency Funds

The Department requests an appropriation of \$0 and 0.0 FTE. **Staff recommends this line be consolidated into the Integrated Document Solutions personal services contingency funds line.**

Document Solutions Group – Personal Services Contingency Funds				
	CF	RF	Total	FTE
FY 2011-12 Long Bill Appropriation	\$4,031	\$319,525	\$323,556	0.0
S.B. 11-076, state PERA reduction	(33)	(3,434)	(3,467)	0.0
Subtotal FY 2011-12 Subtotal	3,998	316,091	320,089	0.0
Annualize S.B. 11-076, state PERA reduction	33	3,434	3,467	0.0
Base personal services adjustment	(1)	(77)	(78)	0.0
DI #1 – IDS Line Item Consolidation	(4,030)	(319,448)	(323,478)	0.0
Recommended FY 2012-13 Appropriation	\$0	\$0	\$0	0.0

Operating Expenses

The Department requests \$0. **Staff recommends this line be consolidated into the Integrated Document Solutions operating expenses line.**

Document Solutions Group – Operating Expenses			
	CF	RF	Total
FY 2011-12 Long Bill Appropriation	\$0	\$606,216	\$606,216
Subtotal FY 2011-12 Subtotal	0	606,216	606,216
DI #1 – IDS Line Item Consolidation	0	(511,294)	(511,294)
NPI #3 – EDW Transfer to OIT	0	(94,922)	(94,922)
Recommended FY 2012-13 Appropriation	\$0	\$0	\$0

Utilities

This line item supports the utility costs associated with the operations of the Document Solutions Group in Pueblo. The Department requests \$0. **Staff recommends this line be consolidated into the Integrated Document Solutions utilities line.**

Document Solutions Group – Utilities	
	RF
FY 2011-12 Long Bill Appropriation	\$69,000
Subtotal FY 2011-12 Subtotal	69,000
DI #1 – IDS Line Item Consolidation	(69,000)
Recommended FY 2012-13 Appropriation	\$0

Indirect Cost Assessment

The Department requests, and staff recommends, this line be consolidated into the Integrated Document Solutions indirect cost assessment line.

(B) INTEGRATED DOCUMENT SOLUTIONS

(3) MAIL SERVICES

Staff Summary Mail Services	FY 2010-11 Actual	FY 2011-12 Approp	FY 2012-13 Request	FY 2012-13 Recomm.
Equipment Operator	11.9	12.8	0.0	0.0
Support /Clerical	12.0	12.6	0.0	0.0
Production	11.6	10.1	0.0	0.0
General Professional	4.7	5.1	0.0	0.0

Staff Summary Mail Services	FY 2010-11 Actual	FY 2011-12 Approp	FY 2012-13 Request	FY 2012-13 Recomm.
Materials Handler	1.1	1.6	0.0	0.0
IT Technician	0.0	0.6	0.0	0.0
Arts Technician	0.6	0.0	0.0	0.0
Total	41.9	42.8	0.0	0.0

Personal Services

The Department requests an appropriation of \$0 and 0.0 FTE. **Staff recommends this line be consolidated into the Integrated Document Solutions personal services line.**

Mail Services – Personal Services					
	CF	RF	Total	FTE	
FY 2011-12 Long Bill Appropriation	\$35,306	\$1,885,950	\$1,921,256	42.8	
S.B. 11-076, state PERA reduction	0	(8,765)	(8,765)	0.0	
Subtotal FY 2011-12 Subtotal	35,306	1,877,185	1,912,491	42.8	
Annualize S.B. 11-076, state PERA reduction	0	8,765	8,765	0.0	
Base personal services adjustment	(592)	(31,473)	(32,065)	0.0	
DI #1 – IDS Line Item Consolidation	(34,714)	(1,854,477)	(1,889,191)	(42.8)	
Recommended FY 2012-13 Appropriation	\$0	\$0	\$0	0.0	

Personal Services Contingency Funds

The Department requests an appropriation of \$0 and 0.0 FTE. **Staff recommends this line be consolidated into the Integrated Document Solutions personal services contingency funds line.**

Mail Services – Personal Services Contingency Funds					
	CF	RF	Total	FTE	
FY 2011-12 Long Bill Appropriation	\$1,765	\$93,837	\$95,602	0.0	
S.B. 11-076, state PERA reduction	0	(436)	(436)	0.0	
Subtotal FY 2011-12 Subtotal	1,765	93,401	95,166	0.0	
Annualize S.B. 11-076, state PERA reduction	0	436	436	0.0	
Base personal services adjustment	0	(5)	(5)	0.0	
DI #1 – IDS Line Item Consolidation	(1,765)	(93,832)	(95,597)	0.0	
Recommended FY 2012-13 Appropriation	\$0	\$0	\$0	0.0	

Operating Expenses

The Department requests \$0. **Staff recommends this line be consolidated into the Integrated Document Solutions operating expenses line.**

Mail Services – Operating Expenses			
	CF	RF	Total
FY 2011-12 Long Bill Appropriation	\$72,000	\$8,323,957	\$8,395,957
FY 2011-12 Supplementals	562,480	(562,480)	0
Subtotal FY 2011-12 Subtotal	634,480	7,761,477	8,395,957
DI #1 – IDS Line Item Consolidation	(634,480)	(7,761,477)	(8,395,957)
Recommended FY 2012-13 Appropriation	\$0	\$0	\$0

Operating Expenses Contingency Funds

The Department requests \$0. **Staff recommends this line be consolidated into the Integrated Document Solutions operating expenses contingency funds line.**

Mail Services – Operating Expenses Contingency Funds			
	CF	RF	Total
FY 2011-12 Long Bill Appropriation	\$3,600	\$521,198	\$524,798
Subtotal FY 2011-12 Subtotal	3,600	521,198	524,798
DI #1 – IDS Line Item Consolidation	(3,600)	(521,198)	(524,798)
Recommended FY 2012-13 Appropriation	\$0	\$0	\$0

Mail Equipment Purchase

This line funds a five-year lease-purchase agreement (FY 2010-11 through FY 2014-15) 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 (USPS).

Budget Reduction Item #1 – Reduction of Mail Equipment Purchase Line Item

Request: The Department requests a decrease of \$109,888 General Fund for this line. A Department analysis shows an ongoing General Fund need of approximately \$50,000 annually, for this line General Funded at \$156,018.

Recommendation: **Staff recommends the Committee approve the Department request.**

Mail Equipment Purchase

The Department requests \$0 for the current line based on its request to consolidate the IDS subgroups, that moves this line into the consolidated IDS subdivision. **Staff recommends this line**

be consolidated into the Integrated Document Solutions mail equipment purchase line.

Mail Services – Mail Equipment Purchase			
	GF	RF	Total
FY 2011-12 Long Bill Appropriation	\$156,018	\$177,624	\$333,642
Subtotal FY 2011-12 Subtotal	156,018	177,624	333,642
BR #1 – Reduction of Mail Equipment Purchase Line Item	(109,888)	0	(109,888)
DI #1 – IDS Line Item Consolidation	(46,130)	(177,624)	(223,754)
Recommended FY 2012-13 Appropriation	\$0	\$0	\$0

Indirect Cost Assessment

The Department requests, and staff recommends, this line be consolidated into the Integrated Document Solutions indirect cost assessment line.

(B) INTEGRATED DOCUMENT SOLUTIONS (NEW CONSOLIDATED SUBDIVISION)

Staff Summary Integrated Document Solutions	FY 2010-11 Actual	FY 2011-12 Approp	FY 2012-13 Request	FY 2012-13 Recomm.
Production	0.0	0.0	26.6	26.6
General Professional	0.0	0.0	1.0	1.0
General Professional / Manager	0.0	0.0	6.0	6.0
Arts Professional	0.0	0.0	2.3	2.3
Support / Clerical	0.0	0.0	18.4	18.4
Data Entry	0.0	0.0	43.6	43.6
Information Tech. / IT Tech	0.0	0.0	1.0	1.0
Equipment Operator	0.0	0.0	13.0	13.0
Materials Handler	0.0	0.0	1.1	1.1
Arts Technician	0.0	0.0	0.6	0.6
Total	0.0	0.0	113.6	113.6

Personal Services (Staff Recommended NEW LINE ITEM for FY 2012-13)

Description: This line consolidates the personal services lines for the IDS subgroups: Reprographics Services, Document Solutions Group, and Mail Services.

Request: The Department requests an appropriation of \$6,672,606, including \$142,564 cash funds and \$6,530,042 reappropriated funds, and 113.6 FTE.

Recommendation: **Staff recommends an appropriation of \$6,118,010, including \$132,561 cash funds and \$5,985,449 reappropriated funds, and 113.6 FTE.** Staff's recommendation differs from the Department request due to base adjustments consistent with Committee policy, and the exclusion of personal services contingency funds. Staff's recommendation is outlined in the following table.

Integrated Document Solutions – Personal Services				
	CF	RF	Total	FTE
FY 2011-12 Long Bill Appropriation	\$0	\$0	\$0	0.0
Subtotal FY 2011-12 Subtotal	0	0	0	0.0
DI #1 – IDS Line Item Consolidation				
from Reprographics Services	57,612	932,370	989,982	20.6
from Document Solutions Group	40,235	3,198,602	3,238,837	50.2
from Mail Services	34,714	1,854,477	1,889,191	42.8
Recommended FY 2012-13 Appropriation	\$132,561	\$5,985,449	\$6,118,010	113.6

Personal Services Contingency Funds (Staff Recommended NEW LINE ITEM for FY 2012-13)

Description: This line consolidates the personal services contingency funds lines for the IDS subgroups: Reprographics Services, Document Solutions Group, and Mail Services.

Request: The Department did not request this line.

Recommendation: **Staff recommends an appropriation of \$468,605, including \$8,105 cash funds and \$460,500 reappropriated funds.** Staff's recommendation is outlined in the following table.

Integrated Document Solutions – Personal Services Contingency Funds				
	CF	RF	Total	FTE
FY 2011-12 Long Bill Appropriation	\$0	\$0	\$0	0.0
Subtotal FY 2011-12 Subtotal	0	0	0	0.0
DI #1 – IDS Line Item Consolidation				
from Reprographics Services	2,310	47,220	49,530	0.0
from Document Solutions Group	4,030	319,448	323,478	0.0
from Mail Services	1,765	93,832	95,597	0.0
Recommended FY 2012-13 Appropriation	\$8,105	\$460,500	\$468,605	0.0

Operating Expenses (Staff Recommended NEW LINE ITEM for FY 2012-13)

Description: This line consolidates the operating expenses lines for the IDS subgroups:

Reprographics Services, Document Solutions Group, and Mail Services.

Request: The Department requests an appropriation of \$13,113,255, including \$980,611 cash funds and \$12,132,644 reappropriated funds.

Recommendation: **Staff recommends an appropriation of \$12,412,890**, including \$971,105 cash funds and \$11,441,785 reappropriated funds. Staff's recommendation differs from the Department request due to the exclusion of operating expenses contingency funds. Staff's recommendation is outlined in the following table.

Integrated Document Solutions – Operating Expenses			
	CF	RF	Total
FY 2011-12 Long Bill Appropriation	\$0	\$0	\$0
Subtotal FY 2011-12 Subtotal	0	0	0
DI #1 – IDS Line Item Consolidation			
from Reprographics Services	336,625	3,169,014	3,505,639
from Document Solutions Group	0	511,294	511,294
from Mail Services	634,480	7,761,477	8,395,957
Recommended FY 2012-13 Appropriation	\$971,105	\$11,441,785	\$12,412,890

Operating Expenses Contingency Funds (Staff Recommended NEW LINE ITEM for FY 2012-13)

Description: This line consolidates the operating expenses contingency funds lines for the IDS subgroups: Reprographics Services, Document Solutions Group, and Mail Services.

Request: The Department did not request this line.

Recommendation: **Staff recommends an appropriation of \$700,365**, including \$9,506 cash funds and \$690,859 reappropriated funds. Staff's recommendation is outlined in the following table.

Integrated Document Solutions – Operating Expenses Contingency Funds			
	CF	RF	Total
FY 2011-12 Long Bill Appropriation	\$0	\$0	\$0
Subtotal FY 2011-12 Subtotal	0	0	0
DI #1 – IDS Line Item Consolidation			
from Reprographics Services	5,906	169,661	175,567
from Mail Services	3,600	521,198	524,798
Recommended FY 2012-13 Appropriation	\$9,506	\$690,859	\$700,365

Utilities (Staff Recommended NEW LINE ITEM for FY 2012-13)

Description: This line was moved from the Document Solutions Group and supports the utility costs associated with IDS operations in Pueblo.

Request: The Department requests an appropriation of \$69,000 reappropriated funds, that is unchanged from the FY 2011-12 Long Bill appropriation for this line in the Document Solutions Group.

Recommendation: **Staff recommends an appropriation of \$69,000 reappropriated funds.**

Integrated Document Solutions – Operating Expenses	
	RF
FY 2011-12 Long Bill Appropriation	\$0
Subtotal FY 2011-12 Subtotal	0
DI #1 – IDS Line Item Consolidation	
from Document Solutions Group	69,000
Recommended FY 2012-13 Appropriation	\$69,000

Mail Equipment Purchase (Staff Recommended NEW LINE ITEM for FY 2012-13)

Description: This line was moved from Mail Services and funds a five-year lease-purchase agreement (FY 2010-11 through FY 2014-15) 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 (USPS).

Request: The Department requests an appropriation of \$223,754, including \$46,130 General Fund and \$177,624 reappropriated funds.

Recommendation: **Staff recommends an appropriation of \$223,754, including \$46,130 General Fund and \$177,624 reappropriated funds.**

Integrated Document Solutions – Mail Equipment Purchase			
	GF	RF	Total
FY 2011-12 Long Bill Appropriation	\$0	\$0	\$0
Subtotal FY 2011-12 Subtotal	0	0	0
DI #1 – IDS Line Item Consolidation			
from Mail Services	46,130	177,624	223,754
Recommended FY 2012-13 Appropriation	\$46,130	\$177,624	\$223,754

Indirect Cost Assessment (Staff Recommended NEW LINE ITEM for FY 2012-13)

The Department requests, and staff recommends, an appropriation of \$920,565 reappropriated funds, consistent with the Committee policy.

(C) FLEET MANAGEMENT AND MOTOR POOL SERVICES

State Fleet Management provides oversight for all 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 operating the State motor pool.

As of December 2011, the State's fleet included 5,903 vehicles. Vehicles have two main types of expenses: variable and operating.

- Variable costs** are determined by how much the vehicle is used, and typically included in a Department's **Operating Expenses, Program, or Special Purpose** line items.
- Fixed costs** are the vehicle lease payments and the Department's vehicle management fee. Leases vary between 72 and 120 months, with the exception of State Patrol vehicles, whose leases are for 48 months. Departments are assessed an average vehicle management fee of \$35 per vehicle, per month, to fund Fleet Management Program's overhead costs. Fixed costs are reflected in each Department's **Vehicle Lease Payments** line item.

Staff Summary Fleet Management and Motor Pool	FY 2010-11 Actual	FY 2011-12 Approp	FY 2012-13 Request	FY 2012-13 Recomm.
Accounting / Support / Clerical	9.8	9.8	9.8	9.8
Customer Support	2.0	3.2	3.2	3.2
Equipment Mech.	1.0	1.0	1.0	1.0
Total	12.8	14.0	14.0	14.0

Personal Services

The Department requests \$737,783 reappropriated funds and 14.0 FTE.

Staff recommends an appropriation of \$723,245 reappropriated funds, consistent with Committee policy, and 14.0 FTE.

Fleet Management – Personal Services		
	RF	FTE
FY 2011-12 Long Bill Appropriation	\$737,783	14.0
S.B. 11-076, state PERA reduction	(40,733)	0.0
Subtotal FY 2011-12 Subtotal	697,050	14.0
Annualize S.B. 11-076, state PERA reduction	40,733	0.0
Base personal services adjustment	(14,538)	0.0
Recommended FY 2012-13 Appropriation	\$723,245	14.0

Decision Item #1 – Line Item Consolidation

Request: The Department requests the consolidation of the operating expenses contingency funds line into the primary operating expenses line.

Recommendation: **Staff recommends the Committee approve the request** to consolidate the operating expenses contingency funds line into the primary operating expenses line.

Staff Analysis: Contingency funds for fuel increases were first appropriated in FY 2010-11, to provide for unanticipated increases up to \$1 per gallon, and were included in the primary operating expenses line. Contingency funds in this case are intended for a cost element that is determined by global markets, and outside of the control of the Department. Additionally, the Department tracks and reports variable cost information regarding the Fleet Management Program in order to assess variable costs accurately. Given that fuel costs are not separated out as a distinct line item in the budget and are included in operating expenses generally, there appears to be no additional legislative authority or budget transparency provided by this line.

Operating Expenses

The Department requests \$25,728,564 reappropriated funds.

Staff recommends an appropriation of \$25,728,564 reappropriated funds, that includes the consolidation of contingency funds, and that in total is unchanged from the FY 2011-12 Long Bill appropriation.

Fleet Management – Operating Expenses	
	RF
FY 2011-12 Long Bill Appropriation	\$22,315,102
Subtotal FY 2011-12 Subtotal	22,315,102
DI #1 – IDS Line Item Consolidation	
from Operating Expenses Contingency Funds	3,413,462
Recommended FY 2012-13 Appropriation	\$25,728,564

Operating Expenses Contingency Funds

The Department requests \$0, due to the request for a consolidated line item.

Staff recommends an appropriation of \$0, based on the recommendation for a consolidated line item.

Fleet Management – Operating Expenses Contingency Funds	
	RF
FY 2011-12 Long Bill Appropriation	\$3,413,462
Subtotal FY 2011-12 Subtotal	3,413,462
DI #1 – IDS Line Item Consolidation	(3,413,462)
Recommended FY 2012-13 Appropriation	\$0

Vehicle Replacement Lease, Purchase, or Lease/Purchase

This line funds the lease payments for vehicles in the State's fleet, and includes a Department management fee of \$35 per month for all vehicles.

The Department requests \$15,655,005 reappropriated funds.

Staff recommendation is pending the Committee's decisions regarding vehicle replacements and new vehicle purchases for all departments. Staff will present this recommendation at figure-setting for statewide operating common policies.

Indirect Cost Assessment

The Department requests, and staff recommends, an appropriation of \$681,276 reappropriated funds, consistent with Committee policy.

(D) FACILITIES MAINTENANCE

(1) CAPITOL COMPLEX FACILITIES

The Department of Personnel and Administration operates a facilities maintenance program at three distinct locations including Denver, Grand Junction, and Camp George West, totaling 1.2 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 (heating, ventilation, and air conditioning) systems, as well as custodial and grounds maintenance.

(1) *Denver*: The Department maintains ten addresses in what is termed the Capitol Hill Campus, one address in the North Campus, and two addresses in Lakewood. 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 34,499 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 285,755 square feet for seven different departments. The Department of Personnel and Administration's responsibilities for the building are inclusive of all site and grounds maintenance.

Staff Summary Capitol Complex	FY 2010-11 Actual	FY 2011-12 Approp	FY 2012-13 Request	FY 2012-13 Recomm.
Structural / Pipe Trades / Material	21.3	22.3	21.0	21.0
Custodian	11.9	12.2	13.9	13.9
Support / Clerical	6.2	6.6	6.2	6.2
Electrician	4.0	4.0	4.0	4.0
General Professional / Manager	4.8	3.7	4.5	4.5
Grounds and Nursery	3.9	3.4	3.6	3.6
Architect	2.0	2.0	2.0	2.0
Accounting	0.0	1.0	0.0	0.0
Total	54.1	55.2	55.2	55.2

Decision Item #1 – Line Item Consolidation

Request: The Department requests the consolidation of the three Capitol Complex subgroups into a new, consolidated *Facilities Maintenance* subdivision.

Recommendation: **Staff recommends the Committee approve the consolidation request.** However, staff recommends naming the consolidated subdivision, *Facilities Maintenance – Capitol Complex* in order to retain a clear reference for the Capitol Complex Leased Space line item located in all Departments with such a line.

Staff Analysis: The three subgroups have been both separated and consolidated in prior budget years. The appropriations for Grand Junction and Camp George West are set at such a low base level, that it would give the Department some budget flexibility in addressing its operational responsibilities for these campuses that might otherwise need to be addressed through the supplemental process.

Personal services and operating expenses line items account for 1.0 FTE and \$122,519 for Grand Junction and 1.0 FTE and \$179,243 for Camp George West in the FY 2012-13 request. Together, the two campuses represent 3.6 percent of FTE and 6.4 percent of personal services and operating expenses of a consolidated subdivision.

(D) FACILITIES MAINTENANCE

(1) CAPITOL COMPLEX FACILITIES

Personal Services

The Department requests an appropriation of \$0 and 0.0 FTE. **Staff recommends this line be consolidated into the Facilities Maintenance – Capitol Complex personal services line.**

Capitol Complex Facilities – Personal Services		
	RF	FTE
FY 2011-12 Long Bill Appropriation	\$2,709,583	53.2
S.B. 11-076, state PERA reduction	(51,676)	0.0
Subtotal FY 2011-12 Subtotal	2,657,907	53.2
Annualize S.B. 11-076, state PERA reduction	51,676	0.0
Base personal services adjustment	(52,718)	0.0
DI #1 – IDS Line Item Consolidation	(2,656,865)	(53.2)
Recommended FY 2012-13 Appropriation	\$0	0.0

Operating Expenses

The Department requests \$0. **Staff recommends this line be consolidated into the Facilities Maintenance – Capitol Complex operating expenses line.**

Capitol Complex Facilities – Operating Expenses	
	RF
FY 2011-12 Long Bill Appropriation	\$1,703,575
Subtotal FY 2011-12 Subtotal	1,703,575
DI #1 – IDS Line Item Consolidation	(1,703,575)
Recommended FY 2012-13 Appropriation	\$0

Capitol Complex Repairs

This appropriation supports those Capitol Complex repairs that are not funded in the base operating expenses appropriation, such as routine HVAC repairs in the Capitol Complex.

The Department requests \$0. **Staff recommends this line be consolidated into the Facilities Maintenance – Capitol Complex capitol complex repairs line.**

Capitol Complex Facilities – Capitol Complex Repairs	
	RF
FY 2011-12 Long Bill Appropriation	\$56,520
Subtotal FY 2011-12 Subtotal	56,520
DI #1 – IDS Line Item Consolidation	(56,520)
Recommended FY 2012-13 Appropriation	\$0

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.

The Department requests \$0. **Staff recommends this line be consolidated into the Facilities Maintenance – Capitol Complex capitol complex security line.**

Capitol Complex Facilities – Capitol Complex Security	
	RF
FY 2011-12 Long Bill Appropriation	\$367,663
Subtotal FY 2011-12 Subtotal	367,663
DI #1 – IDS Line Item Consolidation	(367,663)
Recommended FY 2012-13 Appropriation	\$0

Utilities

The Department requests \$0. **Staff recommends this line be consolidated into the Facilities Maintenance – Capitol Complex utilities line.**

Capitol Complex Facilities – Utilities			
	CF	RF	Total
FY 2011-12 Long Bill Appropriation	\$0	\$3,420,028	\$3,420,028
FY 2011-12 Supplementals	290,276	0	290,276
Subtotal FY 2011-12 Subtotal	290,276	3,420,028	3,710,304
DI #1 – IDS Line Item Consolidation	(290,276)	(3,420,028)	(3,710,304)
Recommended FY 2012-13 Appropriation	\$0	\$0	\$0

Indirect Cost Assessment

The Department requests, and staff recommends, this line be consolidated into the Facilities Maintenance – Capitol Complex indirect cost assessment line.

(D) FACILITIES MAINTENANCE

(2) GRAND JUNCTION STATE SERVICES BUILDING

Personal Services

The Department requests an appropriation of \$0 and 0.0 FTE. **Staff recommends this line be consolidated into the Facilities Maintenance – Capitol Complex personal services line.**

Grand Junction State Services Building – Personal Services		
	RF	FTE
FY 2011-12 Long Bill Appropriation	\$45,646	1.0
S.B. 11-076, state PERA reduction	(871)	0.0
Subtotal FY 2011-12 Subtotal	44,775	1.0
Annualize S.B. 11-076, state PERA reduction	871	0.0
Base personal services adjustment	(1,010)	0.0
DI #1 – IDS Line Item Consolidation	(44,636)	(1.0)
Recommended FY 2012-13 Appropriation	\$0	0.0

Operating Expenses

The Department requests \$0. **Staff recommends this line be consolidated into the Facilities Maintenance – Capitol Complex operating expenses line.**

Grand Junction State Services Building – Operating Expenses	
	RF
FY 2011-12 Long Bill Appropriation	\$76,873
Subtotal FY 2011-12 Subtotal	76,873
DI #1 – IDS Line Item Consolidation	(76,873)
Recommended FY 2012-13 Appropriation	\$0

Utilities

The Department requests \$0. **Staff recommends this line be consolidated into the Facilities Maintenance – Capitol Complex utilities line.**

Grand Junction State Services Building – Utilities	
	RF
FY 2011-12 Long Bill Appropriation	\$83,061
Subtotal FY 2011-12 Subtotal	83,061
DI #1 – IDS Line Item Consolidation	(83,061)
Recommended FY 2012-13 Appropriation	\$0

(D) FACILITIES MAINTENANCE

(3) CAMP GEORGE WEST

Personal Services

The Department requests an appropriation of \$0 and 0.0 FTE. **Staff recommends this line be consolidated into the Facilities Maintenance – Capitol Complex personal services line.**

Camp George West – Personal Services		
	RF	FTE
FY 2011-12 Long Bill Appropriation	\$75,657	1.0
S.B. 11-076, state PERA reduction	(1,443)	0.0
Subtotal FY 2011-12 Subtotal	74,214	1.0
Annualize S.B. 11-076, state PERA reduction	1,443	0.0
Base personal services adjustment	(1,535)	0.0
DI #1 – IDS Line Item Consolidation	(74,122)	(1.0)
Recommended FY 2012-13 Appropriation	\$0	0.0

Operating Expenses

The Department requests \$0. **Staff recommends this line be consolidated into the Facilities Maintenance – Capitol Complex operating expenses line.**

Camp George West – Operating Expenses	
	RF
FY 2011-12 Long Bill Appropriation	\$103,586
Subtotal FY 2011-12 Subtotal	103,586
DI #1 – IDS Line Item Consolidation	(103,586)
Recommended FY 2012-13 Appropriation	\$0

Utilities

The Department requests \$0. **Staff recommends this line be consolidated into the Facilities Maintenance – Capitol Complex utilities line.**

Camp George West – Utilities	
	RF
FY 2011-12 Long Bill Appropriation	\$369,660
Subtotal FY 2011-12 Subtotal	369,660
DI #1 – IDS Line Item Consolidation	(369,660)
Recommended FY 2012-13 Appropriation	\$0

(D) FACILITIES MAINTENANCE – CAPITOL COMPLEX (NEW CONSOLIDATED SUBDIVISION)

Personal Services (Staff Recommended NEW LINE ITEM for FY 2012-13)

Description: This line consolidates the personal services lines for the Facilities Maintenance subgroups: Capitol Complex Facilities, Grand Junction State Services Building, and Camp George West.

Request: The Department requests an appropriation of \$2,830,886 reappropriated funds, and 55.2 FTE.

Recommendation: **Staff recommends an appropriation of \$2,775,623 reappropriated funds, and 55.2 FTE.** Staff's recommendation differs from the Department request due to base adjustments consistent with Committee policy. Staff's recommendation is outlined in the following table.

Facilities Maintenance – Capitol Complex – Personal Services		
	RF	FTE
FY 2011-12 Long Bill Appropriation	\$0	0.0
Subtotal FY 2011-12 Subtotal	0	0.0
DI #1 – Facilities Maintenance Line Item Consolidation		
from Capitol Complex Facilities	2,656,865	53.2
from Grand Junction State Services Building	44,636	1.0
from Camp George West	74,122	1.0
Recommended FY 2012-13 Appropriation	\$2,775,623	55.2

Operating Expenses (Staff Recommended NEW LINE ITEM for FY 2012-13)

Description: This line consolidates the operating expenses lines for the Facilities Maintenance subgroups: Capitol Complex Facilities, Grand Junction State Services Building, and Camp George West.

Request: The Department requests an appropriation of \$1,884,034 reappropriated funds.

Recommendation: **Staff recommends an appropriation of \$1,884,034 reappropriated funds.** Staff's recommendation is outlined in the following table.

Facilities Maintenance – Capitol Complex – Operating Expenses	
	RF
FY 2011-12 Long Bill Appropriation	\$0
Subtotal FY 2011-12 Subtotal	0

Facilities Maintenance – Capitol Complex – Operating Expenses	
	RF
DI #1 – Facilities Maintenance Line Item Consolidation	
from Capitol Complex Facilities	1,703,575
from Grand Junction State Services Building	76,873
from Camp George West	103,586
Recommended FY 2012-13 Appropriation	\$1,884,034

Capitol Complex Repairs (Staff Recommended NEW LINE ITEM for FY 2012-13)

Description: This line was moved from Capitol Complex Facilities and funds Capitol Complex repairs that are not funded in the base operating expenses appropriation, such as routine HVAC repairs in the Capitol Complex.

Request: The Department requests an appropriation of \$56,520 reappropriated funds, that is unchanged from the FY 2011-12 Long Bill appropriation for this line in Capitol Complex Facilities.

Recommendation: **Staff recommends an appropriation of \$56,520 reappropriated funds.** Staff's recommendation is outlined in the following table.

Facilities Maintenance – Capitol Complex – Capitol Complex Repairs	
	RF
FY 2011-12 Long Bill Appropriation	\$0
Subtotal FY 2011-12 Subtotal	0
DI #1 – Facilities Maintenance Line Item Consolidation	
from Capitol Complex Facilities	56,520
Recommended FY 2012-13 Appropriation	\$56,520

Capitol Complex Security (Staff Recommended NEW LINE ITEM for FY 2012-13)

Description: This line was moved from Capitol Complex Facilities and 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.

Request: The Department requests an appropriation of \$367,663 reappropriated funds, that is unchanged from the FY 2011-12 Long Bill appropriation for this line in Capitol Complex Facilities.

Recommendation: **Staff recommends an appropriation of \$367,663 reappropriated funds.** Staff's recommendation is outlined in the following table.

Facilities Maintenance – Capitol Complex – Capitol Complex Security	
	RF
FY 2011-12 Long Bill Appropriation	\$0
Subtotal FY 2011-12 Subtotal	0
DI #1 – Facilities Maintenance Line Item Consolidation	
from Capitol Complex Facilities	367,663
Recommended FY 2012-13 Appropriation	\$367,663

Utilities (Staff Recommended NEW LINE ITEM for FY 2012-13)

Description: This line consolidates the utilities lines for the Facilities Maintenance subgroups: Capitol Complex Facilities, Grand Junction State Services Building, and Camp George West.

Request: The Department requests an appropriation of \$4,163,025, including \$290,276 cash funds and \$3,872,749 reappropriated funds.

Recommendation: Staff recommends an appropriation of \$4,163,025 total funds, including \$290,276 cash funds and \$3,872,749 reappropriated funds.

Facilities Maintenance – Capitol Complex – Utilities			
	CF	RF	Total
FY 2011-12 Long Bill Appropriation	\$0	\$0	\$0
Subtotal FY 2011-12 Subtotal	0	0	0
DI #1 – Facilities Maintenance Line Item Consolidation			
from Capitol Complex Facilities	290,276	3,420,028	3,710,304
from Grand Junction State Services Building	0	83,061	83,061
from Camp George West	0	369,660	369,660
Recommended FY 2012-13 Appropriation	\$290,276	\$3,872,749	\$4,163,025

Indirect Cost Assessment (Staff Recommended NEW LINE ITEM for FY 2012-13)

The Department requests, and staff recommends, an appropriation of \$455,882 reappropriated funds, consistent with the Committee policy.

(5) DIVISION OF ACCOUNTS AND CONTROL - CONTROLLER

(A) 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 Allocation Plan (SWICAP), operating the state's payroll system, issuing warrants, and providing specialized accounting services to other state agencies.

FY 2012-13 Fund Sources

This Division is funded with rebates received from the Procurement Card Program, statewide indirect cost recoveries, cash funds from the Supplier Database Cash Fund, collection fees that are assessed to individuals making payments in the collections process, indirect cost recoveries transferred from the institutions of higher education, and General Fund.

Staff Summary Office of the State Controller	FY 2010-11 Actual	FY 2011-12 Approp	FY 2012-13 Request	FY 2012-13 Recomm.
Controller I - III	8.5	11.0	10.1	10.1
Accountant I - II	8.3	11.0	11.9	11.9
General Professional/ Management	5.6	10.0	5.8	5.8
Accountant III-IV	1.7	3.0	3.0	3.0
State Controller	1.0	1.0	1.0	1.0
Auditing	1.0	1.0	1.0	1.0
Support / Clerical	1.4	0.0	2.0	2.0
Total	27.5	37.0	34.8	34.8

Personal Services

The Department requests \$2,588,850, including \$1,262,214 General Fund, \$200,189 cash funds, and \$1,126,447 reappropriated funds, and 34.8 FTE.

Staff recommends an appropriation of \$2,534,239 total funds, including \$1,215,986 General Fund, \$194,573 cash funds, and \$1,123,680 reappropriated funds, in accordance with Committee policy, and 34.8 FTE.

Office of the State Controller – Personal Services					
	GF	CF	RF	Total	FTE
FY 2011-12 Long Bill Appropriation	\$2,372,815	\$275,672	\$50,410	\$2,698,897	37.0
S.B. 11-076, state PERA reduction	(129,416)	(3,117)	83,886	(48,647)	0.0
Subtotal FY 2011-12 Subtotal	2,243,399	272,555	134,296	2,650,250	37.0
Annualize S.B. 11-076, state PERA reduction	129,416	3,117	(83,886)	48,647	0.0
Annualize FY 2011-12 DI-1, OSC Debt Issuance and Post Issuance Compliance	9,524	0	0	9,524	0.0
Annualize JBC refinance GF to CF (Supplier Database)	75,483	(75,483)	0	0	0.0
Annualize 5% FY 2010-11–FY2011-12 Operating Expenses Reduction Refinance	9,467	0	(9,467)	0	0.0
Annualize H.B. 10-1176, Require Government Recovery Audits	(177,635)	0	0	(177,635)	(3.0)
H.B. 11-1307, Concerning Recovery Audits	58,064	0	0	58,064	0.8
FY 2012 SWICAP True-Up Base Adjustment	(64,597)	0	64,597	0	0.0
Refinance Annualization General Fund Savings of H.B. 10-1176	(22,310)	0	22,310	0	0.0
H.B. 10-1181 P-Card Transfer from University of Colorado	(998,597)	0	998,597	0	0.0
Base personal services adjustment	(46,228)	(5,616)	(2,767)	(54,611)	0.0
Recommended FY 2012-13 Appropriation	\$1,215,986	\$194,573	\$1,123,680	\$2,534,239	34.8

Operating Expenses

The Department requests \$130,275, including \$105,998 cash funds and \$24,277 reappropriated funds.

Staff recommends an appropriation of \$130,275, including \$105,998 cash funds and \$24,277 reappropriated funds.

Office of the State Controller – Operating Expenses				
	GF	CF	RF	Total
FY 2011-12 Long Bill Appropriation	\$0	\$105,998	\$121,070	\$227,068
Subtotal FY 2011-12 Subtotal	0	105,998	121,070	227,068
Annualize H.B. 10-1176, Require Government Recovery Audits	(28,812)	0	0	(28,812)
H.B. 11-1307, Concerning Recovery Audits	713	0	0	713
Annualize FY 2011-12 BA-2, IRS Three Percent Vendor Withholding Implementation	0	0	(74,483)	(74,483)

Office of the State Controller – Operating Expenses				
	GF	CF	RF	Total
Annualize 5% FY 2010-11–FY2011-12 Operating Expenses Reduction	5,789	0	0	5,789
Refinance Annualization General Fund Savings of H.B. 10-1176	22,310	0	(22,310)	0
Recommended FY 2012-13 Appropriation	\$0	\$105,998	\$24,277	\$130,275

Recovery Audit Program Disbursements

This line was added as a supplemental appropriation for FY2011-12, and provides pending 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 Department requests \$1,600,000 cash funds.

Staff recommends an appropriation of \$1,600,000 cash funds.

Office of the State Controller – Recovery Audit Program Disbursements	
	CF
FY 2011-12 Long Bill Appropriation	\$0
FY 2011-12 Supplementals	1,600,000
Subtotal FY 2011-12 Subtotal	1,600,000
No changes to the FY 2011-12 appropriation	
Recommended FY 2012-13 Appropriation	\$1,600,000

(B) STATE PURCHASING OFFICE

The State Purchasing Office manages statewide centralized procurement including promulgating the State's procurement rules, managing the vendor BIDS system, providing procurement education, and administering statewide price agreements.

Staff Summary State Purchasing Office	FY 2010-11 Actual	FY 2011-12 Approp	FY 2012-13 Request	FY 2012-13 Recomm.
General Professional III - IV	6.1	5.4	6.9	6.9
General Professional I - II	0.0	3.6	2.6	2.6
Management	2.0	1.9	2.0	2.0
General Professional V - VI	0.4	1.6	1.0	1.0
Total	8.5	12.5	12.5	12.5

Personal Services

The Department requests an appropriation of \$805,769 cash funds and 12.5 FTE.

Staff recommends an appropriation of \$788,845 cash funds, in accordance with Committee policy, and 12.5 FTE.

State Purchasing Office – Personal Services		
	CF	FTE
FY 2011-12 Long Bill Appropriation	\$805,769	12.5
S.B. 11-076, state PERA reduction	(17,042)	0.0
Subtotal FY 2011-12 Subtotal	788,727	12.5
Annualize S.B. 11-076, state PERA reduction	17,042	0.0
Base personal services adjustment	(16,924)	0.0
Recommended FY 2012-13 Appropriation	\$788,845	12.5

Operating Expenses

The Department requests \$27,000 cash funds, that is unchanged from the FY 2011-12 Long Bill appropriation.

Staff recommends an appropriation of \$27,000 cash funds.

(C) SUPPLIER DATABASE

This program supports the Bids Information and Distribution System (BIDS), which 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 the 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.

Supplier Database Fees	
Time Period	Fee
1995 to September 1997 ^{a/}	\$25/\$85
September 1997 to July 1998	\$75
July 1998 to January 2000	\$50
January 2000 to June 2008	\$30
FY 2008-09 to present	\$40
a/ The program charged \$25 for in-state vendors and \$85 for out-of-state vendors.	

Staff Summary Supplier Database	FY 2010-11 Actual	FY 2011-12 Approp	FY 2012-13 Request	FY 2012-13 Recomm.
General Professional I - II	0.0	2.3	0.0	0.0
Support / Clerical	1.0	1.0	1.0	1.0
General Professional III - IV	1.5	0.4	2.8	2.8
General Professional V - VI	0.1	0.2	0.1	0.1
Management	<u>0.1</u>	<u>0.1</u>	<u>0.1</u>	<u>0.1</u>
Total	2.7	4.0	4.0	4.0

Personal Services

The Department requests \$238,271 cash funds and 4.0 FTE.

Staff recommends an appropriation of \$233,404 cash funds, in accordance with Committee policy, and 4.0 FTE.

Supplier Database – Personal Services		
	CF	FTE
FY 2011-12 Long Bill Appropriation	\$238,271	4.0
S.B. 11-076, state PERA reduction	(4,108)	0.0
Subtotal FY 2011-12 Subtotal	234,163	4.0
Annualize S.B. 11-076, state PERA reduction	4,108	0.0
Base personal services adjustment	(4,867)	0.0
Recommended FY 2012-13 Appropriation	\$233,404	4.0

Operating Expenses

The Department requests \$1,150,510 cash funds, that is unchanged from the FY 2011-12 Long Bill appropriation.

Staff recommends an appropriation of \$1,150,510 cash funds.

(D) 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 or to refer it to a private agency. The cash funds source is the Debt Collection Fund (Section 24-30-202.4 (3) (e), C.R.S.).

Staff Summary Collections Services	FY 2010-11 Actual	FY 2011-12 Approp	FY 2012-13 Request	FY 2012-13 Recomm.
Collections Rep	7.5	9.3	9.1	9.1
Accounting	4.0	4.0	4.0	4.0
General Professional	3.9	3.7	3.9	3.9
Support / Clerical	3.0	3.0	3.0	3.0
Total	18.4	20.0	20.0	20.0

Personal Services

The Department requests \$924,596 cash funds and 20.0 FTE.

Staff recommends an appropriation of \$907,180 cash funds, in accordance with Committee policy, and 20.0 FTE.

Collections Services – Personal Services		
	CF	FTE
FY 2011-12 Long Bill Appropriation	\$924,596	20.0
S.B. 11-076, state PERA reduction	(19,819)	0.0
Subtotal FY 2011-12 Subtotal	904,777	20.0
Annualize S.B. 11-076, state PERA reduction	19,819	0.0
Base personal services adjustment	(17,416)	0.0
Recommended FY 2012-13 Appropriation	\$907,180	20.0

Decision Item #2 – Replacement of CUBS Collection System

Request: The Department requests \$300,000 in cash funds spending authority to replace its CUBS, collections services information system for Collections Services.

Recommendation: **Staff recommends the Committee approve the request for an additional \$300,000 cash funds spending authority for the replacement of the CUBS collection system.**

Staff Analysis: Collection Services provides debt collection services at a fixed commission rate, currently 18 percent, to state agencies through delegation by the Office of the State Controller. Statute requires the referral of debt to Central Collection Services at 30 days past due and debts are assigned to private collection companies at 180 days if no repayment arrangements have been made.

The current collection system is over 25 years old and uses an older programming language (PICK/BASC) that restricts the Department's ability to find support. The current vendor has advised

Central Collections that they no longer offer the product and may discontinue servicing it within the next few years. Additionally, the vendor no longer supports modem access for the system, requiring the state to arrange other internal processes to provide client access to system information.

The Department has worked with the Governor's Office of Information Technology (OIT) to define the system requirements for a comprehensive, collections management system based on a commercial, off-the-shelf, configurable, web-based system that would provide the ability to automate collections-related processes, including:

- automated, online provision of account information by client agencies;
- the ability to track client information for remittance and reporting processes;
- report functionality for clients including the ability to obtain immediate, real-time information online; and
- the ability to track collections statistics and generate management reports.

The Department is requesting \$300,000 in cash funds spending authority for revenues already available in the Debt Collection Fund. The request is based on a similar cost for the Contract Management System that was completed for approximately \$280,000, and is the most similar commercial, off-the-shelf system with which to compare.

Section 24-30-202.4 (3) (e), C.R.S., specifies that the Debt Collection Fund balance shall not exceed 25.0 percent, and that revenues collected in excess of 25.0 percent shall revert to the General Fund at the end of each fiscal year. Section 24-30-202.4 (8) (a), C.R.S., specifies that the Department may add a collection fee; that the Department should determine the fee annually to approximate the reasonable costs incurred in collecting debts; and that the aggregate fee for Central Collections or private collection agencies cannot exceed 21 percent.

The following table shows that the cash fund balance remains within statutory requirements with the Department's request for spending authority for the CUBS replacement system, as well as without. Additionally, Central Collections fees are within the statutory requirement. An FY 2011-12 budget-balancing bill, S.B. 11-226, specifies the transfer of \$249,494 from the fund to the general fund on June 30, 2012.

Debt Collection Fund - Cash Fund Balance Percentage of Appropriations				
	FY10-11 Actual	FY11-12 Approp.	FY12-13 Request	FY12-13 w/o R-2*
End of Year Balance	\$458,090	\$335,808	\$281,160	\$581,160
Collections Services Appropriation	\$2,368,227	\$2,649,824	\$2,967,535	\$2,667,535
Fund Balance Percentage of Approp.	19.3%	12.7%	9.5%	21.8%
Central Collections Fees	15.0%	18.0%	18.0%	18.0%

*The last column shows end of year balance and appropriations without the R-2, CUBS replacement request of \$300,000.

Operating Expenses

The department requests \$649,085 cash funds, that is equal to the FY 2011-12 Long Bill appropriation plus the additional \$300,000 for the Department's Decision Item #2 request.

Staff recommends an appropriation of \$649,085 cash funds.

Collections Services – Operating Expenses	
	CF
FY 2011-12 Long Bill Appropriation	\$349,085
Subtotal FY 2011-12 Subtotal	349,085
DI #2 – Replacement of CUBS Collection System	300,000
Recommended FY 2012-13 Appropriation	\$649,085

Collections of Debts Due to the State

This line was intended to fund a program that collects taxes and fees that are owed to the State, then transferred to the Department of Revenue to offset tax debt. The Department states that the Department of Revenue never had the ability to accept and expend the funding associated with this line, therefore there has been no budgetary activity in this line and the Department is requesting discontinuing the appropriation and deletion of the line.

The Department requests, and staff recommends, this line item be eliminated.

Private Collection Agency Fees

This line funds payments to private collection agencies and out-of-pocket legal expenses that are incurred during the collection of debts owed to the State. The cash funds source is collection fees that are deposited into the Debt Collections Fund (Section 24-30-202.4 (3) (e), C.R.S.).

The Department requests \$1,105,136 cash funds, that is unchanged from the FY 2011-12 Long Bill appropriation. **Staff recommends an appropriation of \$1,105,136 cash funds.**

Indirect Cost Assessment

The Department requests, and staff recommends, an appropriation of \$288,718 cash funds, consistent with Committee policy.

(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 the 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 user agencies 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, pursuant to Section 24-30-1001 (3), C.R.S.

Staff Summary Office of Administrative Courts	FY 2010-11 Actual	FY 2011-12 Approp	FY 2012-13 Request	FY 2012-13 Recomm.
Administrative Law Judges	18.0	19.9	19.6	19.6
Technician	13.0	11.5	13.0	13.0
Support/Clerical	1.3	3.6	3.1	3.1
General Professional	3.0	3.0	3.0	3.0
Division Director	1.0	1.0	1.0	1.0
Safety Security Officer	0.3	1.0	0.3	0.3
Total	36.6	40.0	40.0	40.0

Decision Item #4 – Funding for Joint E-Filing System

Request: The Department requests an additional \$416,975 reappropriated funds for the acquisition of an e-filing system and upgrade to its case management system for the OAC.

Recommendation: **Staff recommends the Committee approve an additional \$416,975 reappropriated funds for this request.**

Staff Analysis: The OAC provides an independent administrative law adjudication system for more than 50 state agencies, boards, and county departments, serving the state from three locations including the main office in Denver, the Western Regional Office in Grand Junction, and the Southern Regional Office in Colorado Springs.

A September 2008, performance audit of the OAC identified significant limitations and deficiencies with the existing business processes associated with e-filing. The audit also noted that the existing desktop version of the case management system used by the OAC lacks adequate information to provide oversight, assess timeliness, and effectively manage and allocate Administrative Law Judge (ALJ) resources.

Specifically the audit identified system deficiencies that do not allow for tracking essential information, require significant levels of duplicative data entry, includes a calendaring function not comprehensive enough to result in useful timeliness analysis, and does not allow for extraction of operations management reports. Further, the system does not provide an adequate interface with the system used by the Department of Labor & Employment (CDLE) for workers' compensation cases, that is problematic given the volume of workers' compensation hearings conducted by the OAC.

The Department believes that the acquisition of an e-filing system and an upgrade of the current case management system will satisfy audit recommendations from the Office of the State Auditor, streamline current business processes, and improve office efficiencies to handle increasing caseload.

The OAC currently uses the desktop version of a commercially available case management system designed for use by law firms that has been manipulated and used to the extent possible for OAC hearings functions. An upgrade to the current web-based version of the case management system would allow electronic interfacing with an e-filing system, as well as allow for electronic transfer of data to systems used by other agencies including CDLE and the Colorado State Judicial Branch.

The OAC has worked with OIT to identify commonly used processes and areas for potential usage of existing systems, in an effort to find the most efficient and effective approach to online case management. A key component identified would allow citizens to file legal pleadings or complaints electronically through an e-filing system; a best practice already implemented in nearly all judicial districts in Colorado and in a majority of judicial districts nationwide.

An e-filing system would provide for quicker resolution to hearings issues and increased accessibility to legal documents, especially for citizens who do not reside in the Denver area. An e-filing system eliminates the need for a party to appear in person to file a document. Currently, the mailing of pleadings can add three to seven days to the time period in which an ALJ must issue a decision. Additionally, an e-filing system allows the OAC to move toward a paperless environment and provides improved, automated tracking of deadlines, and saves copy and storage costs for customers. A general, public policy benefit is increased transparency, allowing the public to have online access to non-confidential documents filed with the OAC.

The Department has identified an e-filing program already in use by the Department of Natural Resources, Oil and Gas Commission. The Department's request involves tailoring the existing system to meet the needs of the OAC. The Department and OIT's cost estimate for acquiring and implementing a new, e-filing system is estimated to exceed \$500,000 based on requests for information collected by the Department. The modification of the existing system is estimated to cost approximately two-thirds the amount required for development of a new system.

The Department is requesting a total of \$416,975 in reappropriated funds, including \$338,280 for the e-filing system and \$83,320 for the case management system. The OAC expects \$4,625 in savings due to a reduction in duplicative data entry, and those savings are included in the request. Current funding of \$28,839 in operating expenses for maintenance and support of the current case management system is not expected to change for FY 2012-13, but is expected to increase by \$4,038

in the out years for maintenance and support of both systems. Request funding specifics are shown in the following table.

R-4 - Office of Administrative Courts E-Filing System				
	Request		Recommendation	
	FY 12-13	FY 13-14	FY 12-13	FY 13-14
Modified E-filing System	\$338,280	\$0	\$338,280	\$0
Upgraded Case Management System	83,320	0	83,320	0
Maintenance and Support*	0	4,038	0	4,038
Duplicative Data Entry Savings (Personal Services)	(4,625)	0	(4,625)	(4,625)
Total Request	\$416,975	\$4,038	\$416,975	(\$587)

*Current funding of \$28,839 in Operating Expenses for maintenance of current system.

The Department's FY 2012-13 base budget request for OAC totals \$4,676,176. The Department's, R-4 – E-Filing System request would increase the OAC's total budget by 8.9 percent to \$5,088,151. Without accounting for changes to the Administrative Hearings Fund balance, the request would have the effect of increasing OAC fees to customer agencies by 8.9 percent. The following table shows that General Fund allocations from FY 2011-12 were approximately 14.7 percent of ALJ Services lines. The Department request would have a General Fund impact of approximately \$61,295.

Administrative Law Judge Services – General Fund Impact			
Department	FY 2011-12 Appropriation	GF Percentage	GF for ALJ Services
Agriculture	0	100%	0
Corrections	4,189	100%	4,189
Education	36,017	0%	0
HCPF	422,830	34%	143,762
Higher Education	467	0%	0
Human Services	728,086	59%	429,571
Labor	2,431,194	0%	0
Law	0	0%	0
Personnel	2,890	0%	0
Public Health	8,144	0%	0
Regulatory Agencies	405,007	5%	20,250

Revenue	3,576	0%	0
State	29,600	0%	0
Transportation	674	0%	0
All State Departments	4,072,674		597,772
FY 2011-12 General Fund Percentage for ALJ Services			14.7%

Personal Services

The Department requests an appropriation of \$3,266,376, including \$94,187 cash funds and \$3,172,189 reappropriated funds, and 40.0 FTE.

Staff recommends an appropriation of \$3,196,510, including \$93,197 cash funds and \$3,103,313 reappropriated funds, and 40.0 FTE. Staff recommendation is consistent with Committee policy and includes a decrease for Decision Item #4.

Administrative Courts - Personal Services				
	CF	RF	Total	FTE
FY 2011-12 Long Bill Appropriation	\$49,544	\$3,216,832	\$3,266,376	40.0
S.B. 11-076, state PERA reduction	(1,012)	(67,180)	(68,192)	0.0
Subtotal FY 2011-12 Subtotal	48,532	3,149,652	3,198,184	40.0
Annualize S.B. 11-076, state PERA reduction	1,012	67,180	68,192	0.0
Technical Base Adjustment – Refinance	44,643	(44,643)	0	0.0
Base personal services adjustment	(990)	(64,251)	(65,241)	0.0
DI #4 – Funding for Joint E-Filing System	0	(4,625)	(4,625)	0.0
Recommended FY 2012-13 Appropriation	\$93,197	\$3,103,313	\$3,196,510	40.0

Operating Expenses

The Department requests \$551,572 reappropriated funds.

Staff recommends an appropriation of \$556,197 reappropriated funds. Staff's recommendation differs from the Department's request due to attributing Decision Item #4 staff savings to personal services rather than operating expenses.

Collections Services – Operating Expenses	
	CF
FY 2011-12 Long Bill Appropriation	\$134,597

Collections Services – Operating Expenses	
	CF
Subtotal FY 2011-12 Subtotal	134,597
DI #4 – Funding for Joint E-Filing System	421,600
Recommended FY 2012-13 Appropriation	\$556,197

Indirect Cost Assessment

The Department requests, and staff recommends, an appropriation of \$15,853 reappropriated funds, consistent with Committee policy.

LONG BILL FOOTNOTES AND REQUESTS FOR INFORMATION

Long Bill Footnotes and Requests for Information

The Long Bill for FY 2011-12 did not contain any footnotes specific to the Department of Personnel and Administration.