

JOINT BUDGET COMMITTEE



STAFF BUDGET BRIEFING FY 2020-21

DEPARTMENT OF STATE

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DEPARTMENT OF STATE

DEPARTMENT OVERVIEW

The Secretary of State is one of five independently-elected constitutional officers and serves as the chief election official for the State of Colorado. The Department of State is broadly responsible for overseeing elections, registering businesses, and publishing information and records for public use. The Department consists of four divisions:

ADMINISTRATION DIVISION

- Provides operational support to the Department, including human resources, finance, office management, communications, and direct support to the Office of the Secretary.

INFORMATION TECHNOLOGY SERVICES (IT SERVICES)

- Provides technical and project management services, systems development, and support for information technology systems in the Department, including:
 - the web-based filing systems used by the Business and Licensing Division; and
 - the computerized statewide voter registration and elections management system (SCORE).

ELECTIONS DIVISION

- Administers statewide statutory and constitutional provisions that relate to elections, including the administration of the initiative and referendum process.
- Certifies voting equipment.
- Implements the provisions of the federal Help America Vote Act (HAVA), including improvements to the administration of federal elections.
- Maintains the State of Colorado Registration and Elections (SCORE) system, the State's computerized statewide voter registration system.
- Oversees campaign finance reporting by political candidates and committees.
- Registers lobbyists and monitors the filing of required disclosure reports.

BUSINESS AND LICENSING DIVISION

- Collects, maintains, and provides public access to filings made by businesses and non-profit organizations (e.g. annual reports, articles of incorporation etc.).
- Registers business names, trade names, and trademarks.
- Registers charitable organizations and licenses entities involved in charitable bingo/raffle.
- Licenses and regulates notaries public.
- Compiles and publishes the Code of Colorado Regulations (CCR).
- Oversees the Business Intelligence Center and coordinates the Go Code Colorado statewide application challenge.

DEPARTMENT BUDGET: RECENT APPROPRIATIONS

FUNDING SOURCE	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21 *
General Fund	\$0	\$0	\$8,418,590	\$0
Cash Funds	23,312,773	26,136,661	31,635,039	31,237,382
Reappropriated Funds	0	0	0	0
Federal Funds	0	0	0	0
TOTAL FUNDS	\$23,312,773	\$26,136,661	\$40,053,629	\$31,237,382
Full Time Equiv. Staff	137.4	142.9	145.9	145.9

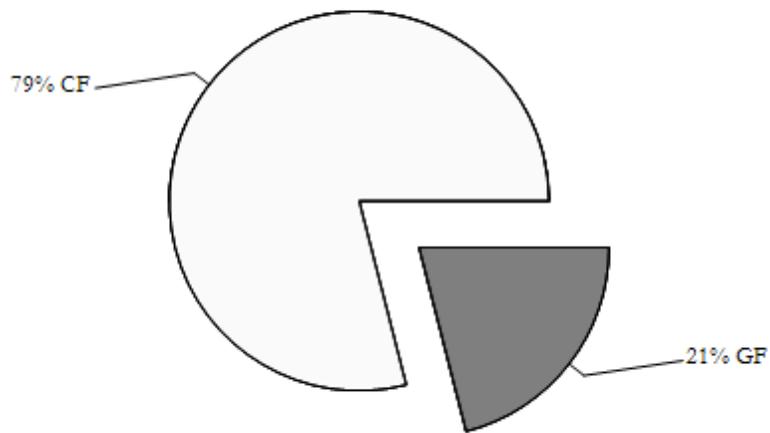
*Requested appropriation.

DEPARTMENT BUDGET: GRAPHIC OVERVIEW

**Department's Share of Statewide
General Fund**

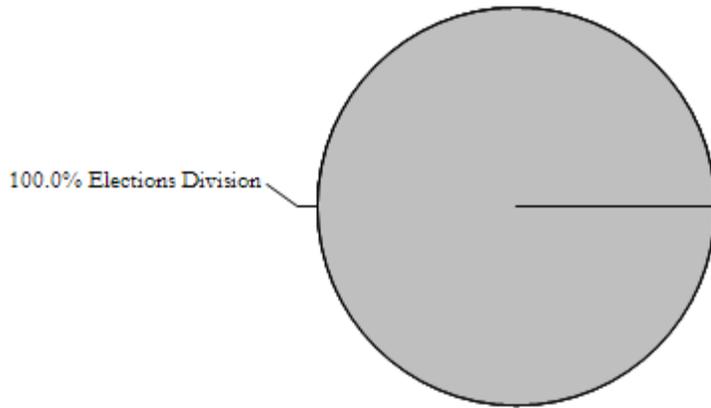


Department Funding Sources

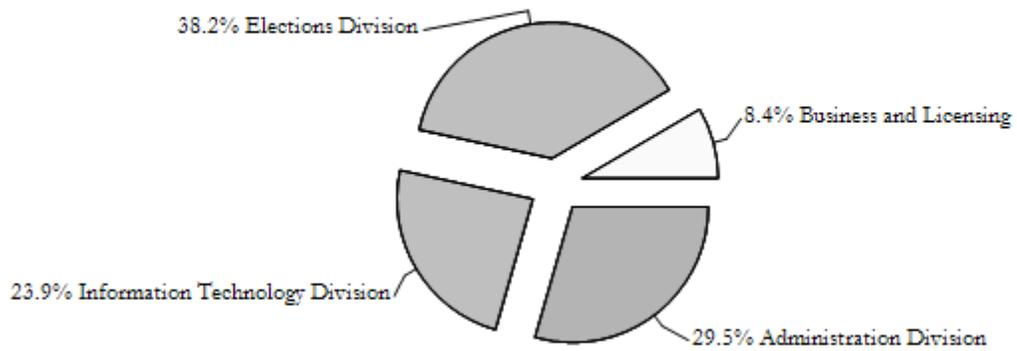


All charts are based on the FY 2019-20 appropriation.

Distribution of General Fund by Division



Distribution of Total Funds by Division



All charts are based on the FY 2019-20 appropriation.

GENERAL FACTORS DRIVING THE BUDGET

The Department of State is responsible for administering statewide elections, coordinating local elections, and maintaining a database of business filings required to conduct business in Colorado. Three major factors drive the Department’s budget:

- The volume of business filings, the fees of which generate nearly all the cash fund revenue used to support department programs;
- Department-wide expenses related to the administration of elections; and
- Information technology projects required to support elections and business filing processes.

BUSINESS FILING FEES AND CASH FUND REVENUES

The Department is almost entirely cash-funded through the Department of State (DOS) Cash Fund, created in 24-21-104 (3)(b), C.R.S. Cash fund revenues are primarily driven by the volume of business filings and the fees associated with each filing, with an estimated 93.4 percent of all Department revenue accounted for by the business filing fees alone in FY 2019-20. Fees from other programs, including bingo-raffle licensing, campaign finance reporting, and the registration of lobbyists and notaries public, account for the remainder.

Pursuant to Section 24-21-104 (3)(b), C.R.S., the Department of State is authorized to "adjust fees so that the revenue generated from the fees approximates [the Department's] direct and indirect costs" and to manage the uncommitted reserve in the DOS Cash Fund. It is currently Department policy to conduct regular competitiveness reviews when setting fee amounts to keep business filing fees at or near the lowest rate in the country. The following table provides data on total business filings received by the Department, as well as a comparison of revenue from business filing fees with total cash fund revenue:

DOS BUSINESS FILING FEES AND CASH FUND REVENUE			
	TOTAL BUSINESS FILINGS	REVENUE FROM BUSINESS FILING FEES ¹	TOTAL DOS CF REVENUE
FY 2012-13	682,949	\$12,749,090	\$14,838,261
FY 2013-14	696,140	16,335,768	20,869,466
FY 2014-15	748,368	16,981,602	19,878,791
FY 2015-16	782,017	19,097,497	21,462,890
FY 2016-17	822,654	20,048,615	22,446,407
FY 2017-18	878,099	20,744,376	23,075,111
FY 2018-19	922,706	21,565,606	24,225,526
FY 2019-20 ²	959,614	23,331,597	24,976,818

¹ This column shows revenues from business filing fees only. It excludes revenue collected by other programs within the Business & Licensing Division.

² Data for FY 2019-20 is estimated by the Department of State.

ELECTIONS ADMINISTRATION AND EXPENDITURES

A large proportion of Department expenditures are driven by costs associated with the administration of elections, which can vary based on growth in the population of eligible voters, changes in election laws, and the unique characteristics of each election cycle. The direct expenses of the Elections Division account for 38.2 percent of the total appropriation in FY 2019-20.

The Elections Division has specific appropriations for three types of expenditures in addition to personal services and operating costs:

- 1 The *Help America Vote Act Program* line item uses federal funds and matching cash funds to replace outdated voting technology, ensure accessibility for disabled voters, and institute and maintain a statewide voter registration system.
- 2 The *Local Election Reimbursement* line item reimburses counties for costs related to presidential primary elections and statewide ballot issues on a 'per voter' basis. These expenditures are driven by the number of eligible registered voters in each county and the reimbursement rate specified in statute.
- 3 The *Initiative and Referendum* line item funds the verification of signatures on candidate and initiative petitions. Department expenditures on signature verification depend on the year and number of initiatives on the ballot. While initiatives on the ballot for odd-year elections are limited to TABOR-related matters, there are no restrictions on the types of initiatives for even-year elections (presidential and gubernatorial election years) which results in higher even-year expenditures on signature verification.

INFORMATION TECHNOLOGY SERVICES PROJECTS

The Information Technology Services (ITS) Division provides most of the technology support for other divisions in the Department.

Business and Licensing Division: Most of the business filing processes, public records resources, certification programs, and other services provided by the Department are handled electronically with 2,500 web-based transactions (i.e. filings with fees) processed daily. The ITS Division maintains and provides support for the systems used to manage these services.

Elections Division: The ITS Division currently has 4.75 FTE dedicated exclusively to elections-related projects, including maintaining the federally-mandated SCORE system for statewide computerized voter registration and election management. SCORE is required by the Help America Vote Act (HAVA) and, while its creation was primarily funded by the Federal Elections Assistance Fund, the costs of any changes to the system are supported by a combination of the Department of State Cash Fund and remaining HAVA grant funds.

BUSINESS AND LICENSING DIVISION EXPENDITURES

The Business and Licensing Division accounts for 8.4 percent of the Department's total FY 2019-20 appropriation and is primarily responsible for collecting, maintaining, and providing public access to filings made by businesses and non-profit organizations. The Division also administers the *Business Intelligence Center* (BIC), which launched in FY 2013-14 to aggregate and standardize datasets from across state agencies and improve access to public information. Approximately half of the funding for BIC is used to host the Go Code Colorado statewide application challenge event, where teams of developers and professionals compete to create apps that utilize available data to solve business challenges. Winning apps receive a one-year contract with the State worth \$25,000. BIC also receives financial contributions and in-kind donations from sponsors for Go Code Colorado, a summary of which is provided below. For additional detail see Appendix E.

GO CODE FINANCIAL CONTRIBUTIONS AND IN-KIND DONATIONS SUMMARY				
	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20 ¹
Financial Contributions	\$49,500	\$5,000	\$250	\$0
Estimated Value of In-Kind Donation	76,900	59,900	71,210	0
Total	\$126,400	\$64,900	\$71,460	\$0
1 The Department receives the majority of this Go Code funding in the second half of the fiscal year and this figure represents what has been donated as of November 1, 2019.				

SUMMARY: FY 2019-20 APPROPRIATION & FY 2020-21 REQUEST

DEPARTMENT OF STATE				
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	FTE
FY 2019-20 APPROPRIATION:				
FY 2019-20 Long Bill (SB 19-207)	\$37,369,416	\$6,300,000	\$31,069,416	145.9
Other legislation	2,684,213	2,118,590	565,623	0.0
TOTAL	\$40,053,629	\$8,418,590	\$31,635,039	145.9
FY 2020-21 REQUESTED APPROPRIATION:				
FY 2019-20 Appropriation	\$40,053,629	\$8,418,590	\$31,635,039	145.9
R1 Outreach to Eligible but Unregistered Voters	135,000	0	135,000	0.0
Centrally appropriated line items	421,242	0	421,242	0.0
Technical changes	218,574	0	218,574	0.0
Non-prioritized request items	216,659	0	216,659	0.0
Annualize prior year legislation	(8,907,722)	(8,418,590)	(489,132)	0.0
Annualize prior year budget actions	(900,000)	0	(900,000)	0.0
TOTAL	\$31,237,382	\$0	\$31,237,382	145.9
INCREASE/(DECREASE)	(\$8,816,247)	(\$8,418,590)	(\$397,657)	0.0
Percentage Change	(22.0%)	(100.0%)	(1.3%)	0.0%

R1 OUTREACH TO ELIGIBLE BUT UNREGISTERED VOTERS: The request includes a one-time increase of \$135,000 from the Department of State Cash Fund to provide outreach to eligible but unregistered voters. Colorado is a member of the Electronic Registration Information Center (ERIC), a multistate nonprofit organization with the sole mission of assisting states to improve the accuracy of voter rolls and increase access to voter registration for all eligible citizens. The additional spending authority would enable the Department to contact all citizens on ERIC's list of eligible, but unregistered voters. Absent this additional spending authority, the Department would only contact individuals who have been added to the list within the last two years.

CENTRALLY APPROPRIATED LINE ITEMS: The request includes an increase of \$421,242 cash funds for centrally appropriated line items summarized in the table below:

CENTRALLY APPROPRIATED LINE ITEMS				
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	FTE
Salary survey adjustment	\$231,151	\$0	\$231,151	0.0
Health, life, and dental adjustment	85,667	0	85,667	0.0
Payments to OIT	82,909	0	82,909	0.0
Legal services	81,558	0	81,558	0.0
Indirect cost assessment	9,141	0	9,141	0.0
AED adjustment	8,583	0	8,583	0.0
SAED adjustment	8,583	0	8,583	0.0
Workers' compensation	5,806	0	5,806	0.0
CORE adjustment	3,885	0	3,885	0.0
Short-term disability adjustment	339	0	339	0.0
ALJ adjustment	(70,228)	0	(70,228)	0.0

CENTRALLY APPROPRIATED LINE ITEMS				
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	FTE
Payment to risk management / property funds adjustment	(14,669)	0	(14,669)	0.0
PERA Direct Distribution	(11,483)	0	(11,483)	0.0
TOTAL	\$421,242	\$0	\$421,242	0.0

TECHNICAL CHANGES: The request includes an increase of \$218,574 from the Electronic Recording Technology Fund for an adjustment to the Electronic Recording Technology Board's beginning balance, provided for informational purposes.

NON-PRIORITIZED REQUESTS: The request includes an increase of \$216,659 cash funds for the non-prioritized request items summarized in the table below.

NON-PRIORITIZED REQUEST ITEMS				
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	FTE
Document management	\$199,126	\$0	\$199,126	0.0
Paid family leave	11,876	0	11,876	0.0
OIT Budget request package	3,593	0	3,593	0.0
DPA Annual fleet vehicle request	2,064	0	2,064	0.0
TOTAL	\$216,659	\$0	\$216,659	0.0

ANNUALIZE PRIOR YEAR LEGISLATION: The request includes adjustments for the out-year impact of prior legislation.

ANNUALIZE PRIOR YEAR LEGISLATION				
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	FTE
Annualize SB 18-200 (PERA)	\$55,941	\$0	\$55,941	0.0
SB 17-305 Primary Election Clean-up	(6,300,000)	(6,300,000)	0	0.0
HB 19-1278 Uniform Election Code	(2,381,693)	(2,118,590)	(263,103)	0.0
SB 19-235 Automatic Voter Registration	(67,840)	0	(67,840)	0.0
SB 19-086 Update Business Entity Laws	(59,360)	0	(59,360)	0.0
SB 19-202 Voters with Disabilities	(50,000)	0	(50,000)	0.0
HB 19-1318 Clean Campaign Act	(42,650)	0	(42,650)	0.0
HB 19-1248 Lobbyist Transparency Act	(38,160)	0	(38,160)	0.0
HB 19-1266 Restore Voting Rights to Parolees	(16,960)	0	(16,960)	0.0
HB 19-1007 Contribution Limits for County Offices	(7,000)	0	(7,000)	0.0
TOTAL	(\$8,907,722)	(\$8,418,590)	(\$489,132)	0.0

ANNUALIZE PRIOR YEAR BUDGET ACTIONS: The request includes a decrease of \$900,000 cash funds to reflect the annualization of 2020 Presidential primary public outreach for FY 2019-20.

	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	FTE
Annualize prior year salary survey	\$0	\$0	\$0	0.0
2020 Presidential primary public outreach	(900,000)	0	(900,000)	0.0
TOTAL	(\$900,000)	\$0	(\$900,000)	0.0

ISSUE: R1 OUTREACH TO ELIGIBLE BUT UNREGISTERED VOTERS

The request includes a one-time increase of \$135,000 from the Department of State Cash Fund to provide outreach to eligible, but unregistered voters. Through Colorado's membership in the Electronic Registration Information Center (ERIC), the Department would receive a list of all eligible, but unregistered Coloradans and conduct an outreach mailing using the requested funds.

SUMMARY

- Colorado is a member of the Electronic Registration Information Center (ERIC), a multistate nonprofit organization with the sole mission of assisting states to improve the accuracy of voter rolls and increase access to voter registration for all eligible citizens.
- The Elections Division estimates that the list of eligible, but unregistered Coloradans is between 400,000 and 900,000; the \$135,000 request is sufficient to cover the high-end estimate.
- Absent the additional spending authority, the Department would only contact individuals who have been added to ERIC's list within the past two years.
- The mailing is scheduled for September 2020, allowing recipients enough time to register as a voter and receive a ballot in the mail prior to Election Day.

RECOMMENDATION

Staff will make a recommendation regarding this decision item during the Department of State's figure setting hearing.

DISCUSSION

Colorado has the highest percentage of eligible voters registered of any state in the country, yet there are still hundreds of thousands of eligible, but unregistered voters in the state. The Elections Division estimates that ERIC's list of eligible, but unregistered Coloradans is between 400,000 and 900,000; a more exact number will be known immediately prior to the mailing in September. The \$135,000 request is sufficient to cover the high-end estimate and would enable the Department to contact all citizens on ERIC's list. Absent this additional spending authority, the Department would only contact individuals who have been added to ERIC's list within the last two years. This mailing would reach an estimated 100,000 individuals with an estimated cost of \$15,000.

In Colorado, eligible, but unregistered residents can register to vote up to and on Election Day. All active registered voters in the state receive a ballot in the mail. Based upon these facts, the request assumes:

- Providing a notice to eligible, but unregistered Coloradans of their eligibility to participate in the upcoming election will result in increased levels of registration relative to unnotified eligible, but unregistered individuals.

- Electors who receive a ballot in the mail are more likely to participate in the election than those who must travel to a Voter Service and Polling Center to cast their ballot. Colorado's voter turnout is routinely among the highest in the country, along with several other vote-by-mail states. In the 2018 election, Colorado's turnout among first-time voters who received a ballot by mail was over 40 percent.

In past years, the ERIC mailing has achieved between an 8 and 12 percent registration rate, which is substantially higher than nonprofit groups in the field generally achieve (their results are typically 1-2 percent). Since 2012 when the first ERIC mailing was sent, the Department estimates that over 100,000 people have registered to vote as a direct consequence of the ERIC mailings.

ISSUE: COUNTY REIMBURSEMENT ISSUES ARISING FROM HOUSE BILL 19-1278

Under House Bill 19-1278, the General Assembly created the Local Elections Assistance Cash Fund and appropriated just over \$2.2 million from the General Fund to defray the costs of new Voter Service and Polling Centers (VSPCs) in the counties. As required by the legislation, the Department of State created a grant program to govern reimbursement to the counties.

SUMMARY

- The bill requires the Department to “reimburse counties for a one-time purchase of *voting equipment* necessary to fulfill the requirements of House Bill 19-1278...”
- The term “voting equipment” is defined in the Uniform Election Code and therefore precludes the Department from reimbursing counties for some types of equipment and supplies that are necessary to establish a new VSPC but don’t strictly meet the definition.
- The inclusion of the language “one-time purchase” precludes the Department from providing funds to counties that choose to lease voting equipment rather than purchasing it.
- The Department wants legislation introduced to modify the bill’s language to address the two issues mentioned above.
- Staff recommends that any legislation to modify H.B. 19-1278 include removal of continuous spending authority from the Local Elections Assistance Cash Fund.

RECOMMENDATION

Staff recommends that the Committee consider introducing legislation that would remove the continuous spending authority from the Local Elections Assistance Cash Fund and instead make the Fund subject to annual appropriation. If legislation is sponsored outside of the JBC to amend H.B. 19-1278, staff recommends the JBC talk to the bill sponsors about removing the continuous spending authority. Staff recommends that the Committee discuss the potential impacts of this action with the Department at their budget hearing.

DISCUSSION

Under H.B. 19-1278, the General Assembly created the Local Elections Assistance Cash Fund and appropriated just over \$2.2 million from the General Fund to this new fund to defray the costs of new Voter Service and Polling Centers (VSPCs) in the counties. As required by the legislation, the Department of State created a grant program to govern reimbursement to the counties. The Department, with input from affected counties, has identified deficiencies in the language of H.B. 19-1278 that unintentionally limit the Department’s ability to make reimbursements in some cases.

DEFINITION ISSUES:

The language creating the Local Election Assistance Cash Fund and the grant program it supports did not take into account the restrictions of the statutory definition of “voting equipment”. This poses an

issue for counties seeking reimbursement for costs associated with establishing new Voter Service and Polling Centers that don't meet the statutory definition of "voting equipment". The legislation as written limits prevents counties from seeking reimbursement for other types of equipment and supplies that are necessary to establish a new VSPC, including, for example:

- Ballot-on-demand printers;
- Equipment used for tabulation;
- WebSCORE station equipment (laptops, etc.);
- Booths not for use with new newly purchased ballot marking devices;
- Ballot collection boxes;
- Transportation supplies;
- Signage, paper stock, and other paper supplies; and
- Backup generators.

Additionally, the bill limits reimbursement to the "one-time purchase" of equipment, which precludes counties that have chosen to lease voting equipment rather than purchase it from seeking reimbursement.

The Department does not want to alter the statutory definition of "voting equipment," because that definition is directly related to the requirements for testing and certifying voting equipment in Colorado. However, they would like additional flexibility to grant existing funds to the counties for necessary equipment and supplies that don't meet the definition of "voting equipment" and are not a "one-time purchase".

The Department is proposing adding language to Section 24-21-104.9 (1), C.R.S., that would allow a more permissive use of money in the Local Election Assistance Cash Fund. This change would require legislation sponsored by the JBC or other members of the General Assembly. The new language proposed by the Department is:

"24-21-104.9. County reimbursements for voting equipment - local elections assistance cash fund - creation – repeal. (1) Subject to available appropriations, the secretary of state shall reimburse counties for a one-time purchase of, OR MAKE A ONE-TIME PAYMENT TO COUNTIES FOR THE ANTICIPATED INCREMENTAL COST TO LEASE, voting equipment AND ANY OTHER EQUIPMENT AND SUPPLIES necessary to fulfill the requirements of House Bill 19-1278, enacted in 2019, as provided in this section. The reimbursements OR PAYMENTS shall be made as grants subject to requirements prescribed by the secretary of state."

LOCAL ELECTIONS ASSISTANCE CASH FUND CONTINUOUS SPENDING AUTHORITY:

The Local Elections Assistance Cash Fund was created with continuous spending authority. In order for the JBC to better monitor this program, staff recommends that the fund be subject to annual appropriation as previously stated. Absent any changes to the legislation, the State Treasurer will transfer all unexpended and unencumbered money from the Local Elections Assistance Cash Fund back to the General Fund on June 30, 2021.

The Department of State's Elections Division has a pre-existing local elections reimbursement program that is annually appropriated through the Long Bill and supported by the Department of State Cash Fund. Pursuant to Section 1-5-505.5, C.R.S., the Secretary of State is required by statute to reimburse counties for the costs related to having a statewide issue on the ballot. Counties with fewer than 10,000 active voters are reimbursed at a rate of \$0.90 per active registered voter, and counties with more than 10,000 active registered voters are reimbursed at a rate of \$0.80 per active registered voter. The annual Long Bill appropriation for the pre-existing local election reimbursement program is made through the Local Election Reimbursement line item.

Appendix A: Numbers Pages

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Appropriation	FY 2020-21 Request	Request vs. Appropriation
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DEPARTMENT OF STATE
Jena Griswold, Secretary of State

(1) ADMINISTRATION DIVISION

The Administration Division provides general management and administrative support for all department divisions including budgeting, human resources services, and public outreach.

Personal Services	<u>2,140,745</u>	<u>1,883,742</u>	<u>1,996,651</u>	<u>2,064,622</u>
FTE	20.2	21.2	21.1	21.1
General Fund	0	0	0	0
Cash Funds	2,140,745	1,883,742	1,996,651	2,064,622
Reappropriated Funds	0	0	0	0
Federal Funds	0	0	0	0
Health, Life, and Dental	<u>1,006,113</u>	<u>939,357</u>	<u>1,368,546</u>	<u>1,454,213</u>
General Fund	0	0	0	0
Cash Funds	1,006,113	939,357	1,368,546	1,454,213
Reappropriated Funds	0	0	0	0
Federal Funds	0	0	0	0
Short-term Disability	<u>15,998</u>	<u>17,318</u>	<u>17,109</u>	<u>17,448</u>
General Fund	0	0	0	0
Cash Funds	15,998	17,318	17,109	17,448
Reappropriated Funds	0	0	0	0
Federal Funds	0	0	0	0

Appendix A: Numbers Pages

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Appropriation	FY 2020-21 Request	Request vs. Appropriation
S.B. 04-257 Amortization Equalization Disbursement	<u>377,349</u>	<u>523,643</u>	<u>516,059</u>	<u>524,642</u>	
General Fund	0	0	0	0	
Cash Funds	377,349	523,643	516,059	524,642	
Reappropriated Funds	0	0	0	0	
Federal Funds	0	0	0	0	
S.B. 06-235 Supplemental Amortization Equalization Disbursement	<u>319,785</u>	<u>523,643</u>	<u>516,059</u>	<u>524,642</u>	
General Fund	0	0	0	0	
Cash Funds	319,785	523,643	516,059	524,642	
Reappropriated Funds	0	0	0	0	
Federal Funds	0	0	0	0	
PERA Direct Distribution	<u>0</u>	<u>0</u>	<u>256,802</u>	<u>245,319</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	256,802	245,319	
Reappropriated Funds	0	0	0	0	
Federal Funds	0	0	0	0	
Salary Survey	<u>161,622</u>	<u>318,351</u>	<u>336,240</u>	<u>231,151</u>	
General Fund	0	0	0	0	
Cash Funds	161,622	318,351	336,240	231,151	
Reappropriated Funds	0	0	0	0	
Federal Funds	0	0	0	0	
Parental Leave	<u>0</u>	<u>0</u>	<u>0</u>	<u>11,876</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	11,876	

Appendix A: Numbers Pages

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Appropriation	FY 2020-21 Request	Request vs. Appropriation
Workers' Compensation	<u>21,345</u>	<u>32,195</u>	<u>35,846</u>	<u>41,652</u>	
General Fund	0	0	0	0	
Cash Funds	21,345	32,195	35,846	41,652	
Reappropriated Funds	0	0	0	0	
Federal Funds	0	0	0	0	
Operating Expenses	<u>963,396</u>	<u>411,871</u>	<u>1,350,000</u>	<u>450,000</u>	
General Fund	0	0	0	0	
Cash Funds	963,396	411,871	1,350,000	450,000	
Reappropriated Funds	0	0	0	0	
Federal Funds	0	0	0	0	
Legal Services	<u>328,287</u>	<u>318,495</u>	<u>191,154</u>	<u>272,712</u>	
General Fund	0	0	0	0	
Cash Funds	328,287	318,495	191,154	272,712	
Reappropriated Funds	0	0	0	0	
Federal Funds	0	0	0	0	
Outside Legal Services	<u>25,000</u>	<u>12,500</u>	<u>25,000</u>	<u>25,000</u>	
General Fund	0	0	0	0	
Cash Funds	25,000	12,500	25,000	25,000	
Reappropriated Funds	0	0	0	0	
Federal Funds	0	0	0	0	
Administrative Law Judge Services	<u>79,557</u>	<u>135,906</u>	<u>87,114</u>	<u>16,886</u>	
General Fund	0	0	0	0	
Cash Funds	79,557	135,906	87,114	16,886	
Reappropriated Funds	0	0	0	0	
Federal Funds	0	0	0	0	

Appendix A: Numbers Pages

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Appropriation	FY 2020-21 Request	Request vs. Appropriation
Payment to Risk Management and Property Funds	<u>120,855</u>	<u>112,788</u>	<u>115,864</u>	<u>101,195</u>	
General Fund	0	0	0	0	
Cash Funds	120,855	112,788	115,864	101,195	
Reappropriated Funds	0	0	0	0	
Federal Funds	0	0	0	0	
Vehicle Lease Payments	<u>5,793</u>	<u>4,308</u>	<u>6,175</u>	<u>8,239</u> *	
General Fund	0	0	0	0	
Cash Funds	5,793	4,308	6,175	8,239	
Reappropriated Funds	0	0	0	0	
Federal Funds	0	0	0	0	
Leased Space	<u>737,806</u>	<u>757,114</u>	<u>778,599</u>	<u>778,599</u>	
General Fund	0	0	0	0	
Cash Funds	737,806	757,114	778,599	778,599	
Reappropriated Funds	0	0	0	0	
Federal Funds	0	0	0	0	
Payments to OIT	<u>330,213</u>	<u>301,282</u>	<u>348,815</u>	<u>435,317</u> *	
General Fund	0	0	0	0	
Cash Funds	330,213	301,282	348,815	435,317	
Reappropriated Funds	0	0	0	0	
Federal Funds	0	0	0	0	
CORE Operations	<u>16,792</u>	<u>21,326</u>	<u>20,499</u>	<u>24,384</u>	
General Fund	0	0	0	0	
Cash Funds	16,792	21,326	20,499	24,384	
Reappropriated Funds	0	0	0	0	
Federal Funds	0	0	0	0	

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	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Appropriation	FY 2020-21 Request	Request vs. Appropriation
Electronic Recording Technology Board	<u>0</u>	<u>0</u>	<u>3,636,168</u>	<u>3,854,742</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	3,636,168	3,854,742	
Reappropriated Funds	0	0	0	0	
Federal Funds	0	0	0	0	
Indirect Cost Assessment	<u>193,427</u>	<u>186,862</u>	<u>188,959</u>	<u>198,100</u>	
General Fund	0	0	0	0	
Cash Funds	193,427	186,862	188,959	198,100	
Reappropriated Funds	0	0	0	0	
Federal Funds	0	0	0	0	
Discretionary Fund	<u>5,000</u>	<u>2,868</u>	<u>5,000</u>	<u>5,000</u>	
General Fund	0	0	0	0	
Cash Funds	5,000	2,868	5,000	5,000	
Reappropriated Funds	0	0	0	0	
Federal Funds	0	0	0	0	
Merit Pay	<u>61,746</u>	<u>0</u>	<u>0</u>	<u>0</u>	
General Fund	0	0	0	0	
Cash Funds	61,746	0	0	0	
Reappropriated Funds	0	0	0	0	
Federal Funds	0	0	0	0	

Appendix A: Numbers Pages

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Appropriation	FY 2020-21 Request	Request vs. Appropriation
TOTAL - (1) Administration Division	6,910,829	6,503,569	11,796,659	11,285,739	(4.3%)
<i>FTE</i>	<u>20.2</u>	<u>21.2</u>	<u>21.1</u>	<u>21.1</u>	<u>0.0%</u>
General Fund	0	0	0	0	0.0%
Cash Funds	6,910,829	6,503,569	11,796,659	11,285,739	(4.3%)
Reappropriated Funds	0	0	0	0	0.0%
Federal Funds	0	0	0	0	0.0%

Appendix A: Numbers Pages

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Appropriation	FY 2020-21 Request	Request vs. Appropriation
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(2) INFORMATION TECHNOLOGY DIVISION

The Information Technology Services Division provides technical and project management services, systems development, and support for information technology systems in the Department.

Information Technology

Personal Services	<u>4,972,390</u>	<u>4,843,884</u>	<u>6,213,188</u>	<u>5,844,791</u>	
FTE	38.5	38.0	46.0	46.0	
General Fund	0	0	0	0	
Cash Funds	4,972,390	4,843,884	6,213,188	5,844,791	
Reappropriated Funds	0	0	0	0	
Federal Funds	0	0	0	0	
Operating Expenses	<u>425,494</u>	<u>494,094</u>	<u>503,724</u>	<u>503,724</u>	
General Fund	0	0	0	0	
Cash Funds	425,494	494,094	503,724	503,724	
Reappropriated Funds	0	0	0	0	
Federal Funds	0	0	0	0	
Hardware/Software Maintenance	<u>1,710,037</u>	<u>1,596,495</u>	<u>2,427,398</u>	<u>2,405,550</u>	
General Fund	0	0	0	0	
Cash Funds	1,710,037	1,596,495	2,427,398	2,405,550	
Reappropriated Funds	0	0	0	0	
Federal Funds	0	0	0	0	

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	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Appropriation	FY 2020-21 Request	Request vs. Appropriation
Information Technology Asset Management	<u>1,382,563</u>	<u>516,036</u>	<u>445,418</u>	<u>445,418</u>	
General Fund	0	0	0	0	
Cash Funds	1,382,563	516,036	445,418	445,418	
Reappropriated Funds	0	0	0	0	
Federal Funds	0	0	0	0	
TOTAL - (2) Information Technology Division	8,490,484	7,450,509	9,589,728	9,199,483	(4.1%)
<i>FTE</i>	<u>38.5</u>	<u>38.0</u>	<u>46.0</u>	<u>46.0</u>	0.0%
General Fund	0	0	0	0	0.0%
Cash Funds	8,490,484	7,450,509	9,589,728	9,199,483	(4.1%)
Reappropriated Funds	0	0	0	0	0.0%
Federal Funds	0	0	0	0	0.0%

Appendix A: Numbers Pages

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Appropriation	FY 2020-21 Request	Request vs. Appropriation
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(3) ELECTIONS DIVISION

The Elections Division oversees state elections and has exclusive responsibility for campaign finance disclosure, statewide ballot initiative certification, and lobbyist registration.

Personal Services	<u>2,451,883</u>	<u>2,441,499</u>	<u>2,915,319</u>	<u>3,007,901</u>	
FTE	29.0	31.7	39.7	39.7	
General Fund	0	0	0	0	
Cash Funds	2,451,883	2,441,499	2,915,319	3,007,901	
Reappropriated Funds	0	0	0	0	
Federal Funds	0	0	0	0	
Operating Expenses	<u>267,809</u>	<u>348,596</u>	<u>354,705</u>	<u>461,350</u>	*
General Fund	0	0	0	0	
Cash Funds	267,809	348,596	354,705	461,350	
Reappropriated Funds	0	0	0	0	
Federal Funds	0	0	0	0	
Help America Vote Act Program	<u>867,611</u>	<u>331,169</u>	<u>10,000</u>	<u>10,000</u>	
FTE	0.0	0.0	0.0	0.0	
General Fund	0	0	0	0	
Cash Funds	26,425	290,724	10,000	10,000	
Reappropriated Funds	0	0	0	0	
Federal Funds	841,186	40,445	0	0	
Appropriation to the Local Elections Assistance Cash Fund	<u>0</u>	<u>0</u>	<u>2,096,000</u>	<u>0</u>	
General Fund	0	0	2,096,000	0	

Appendix A: Numbers Pages

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Appropriation	FY 2020-21 Request	Request vs. Appropriation
Local Election Reimbursement	<u>0</u>	<u>2,754,246</u>	<u>9,522,590</u>	<u>3,200,000</u>	
General Fund	0	0	6,322,590	0	
Cash Funds	0	2,754,246	3,200,000	3,200,000	
Reappropriated Funds	0	0	0	0	
Federal Funds	0	0	0	0	
Initiative and Referendum	<u>446,644</u>	<u>960,020</u>	<u>150,000</u>	<u>165,000</u>	
General Fund	0	0	0	0	
Cash Funds	446,644	960,020	150,000	165,000	
Reappropriated Funds	0	0	0	0	
Federal Funds	0	0	0	0	
Document Management	<u>0</u>	<u>0</u>	<u>241,589</u>	<u>440,715</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	241,589	440,715	
Reappropriated Funds	0	0	0	0	
Federal Funds	0	0	0	0	
TOTAL - (3) Elections Division	4,033,947	6,835,530	15,290,203	7,284,966	(52.4%)
<i>FTE</i>	<u>29.0</u>	<u>31.7</u>	<u>39.7</u>	<u>39.7</u>	0.0%
General Fund	0	0	8,418,590	0	(100.0%)
Cash Funds	3,192,761	6,795,085	6,871,613	7,284,966	6.0%
Reappropriated Funds	0	0	0	0	0.0%
Federal Funds	841,186	40,445	0	0	0.0%

Appendix A: Numbers Pages

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Appropriation	FY 2020-21 Request	Request vs. Appropriation
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(4) BUSINESS AND LICENSING DIVISION

The Business and Licensing Division receives filings such as business and nonprofit registrations, trade names, secured liens, notary public applications, and bingo and raffle reports. Additionally, the Division licenses durable medical equipment providers, promotes availability of government data, and makes performing rights society information accessible.

Personal Services	<u>2,399,239</u>	<u>2,419,922</u>	<u>2,472,459</u>	<u>2,562,614</u>	
FTE	34.4	34.8	38.1	38.1	
General Fund	0	0	0	0	
Cash Funds	2,399,239	2,419,922	2,472,459	2,562,614	
Reappropriated Funds	0	0	0	0	
Federal Funds	0	0	0	0	
Operating Expenses	<u>124,314</u>	<u>100,620</u>	<u>125,000</u>	<u>125,000</u>	
General Fund	0	0	0	0	
Cash Funds	124,314	100,620	125,000	125,000	
Reappropriated Funds	0	0	0	0	
Federal Funds	0	0	0	0	
Business Intelligence Center Personal Services	<u>614,954</u>	<u>551,440</u>	<u>629,580</u>	<u>629,580</u>	
FTE	1.0	0.2	1.0	1.0	
General Fund	0	0	0	0	
Cash Funds	614,954	551,440	629,580	629,580	
Reappropriated Funds	0	0	0	0	
Federal Funds	0	0	0	0	

Appendix A: Numbers Pages

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Appropriation	FY 2020-21 Request	Request vs. Appropriation
Business Intelligence Center Operating Expenses	<u>148,876</u>	<u>138,701</u>	<u>150,000</u>	<u>150,000</u>	
General Fund	0	0	0	0	
Cash Funds	148,876	138,701	150,000	150,000	
Reappropriated Funds	0	0	0	0	
Federal Funds	0	0	0	0	
TOTAL - (4) Business and Licensing Division	3,287,383	3,210,683	3,377,039	3,467,194	2.7%
<i>FTE</i>	<u>35.4</u>	<u>35.0</u>	<u>39.1</u>	<u>39.1</u>	0.0%
General Fund	0	0	0	0	0.0%
Cash Funds	3,287,383	3,210,683	3,377,039	3,467,194	2.7%
Reappropriated Funds	0	0	0	0	0.0%
Federal Funds	0	0	0	0	0.0%
TOTAL - Department of State	22,722,643	24,000,291	40,053,629	31,237,382	(22.0%)
<i>FTE</i>	<u>123.1</u>	<u>125.9</u>	<u>145.9</u>	<u>145.9</u>	(0.0%)
General Fund	0	0	8,418,590	0	(100.0%)
Cash Funds	21,881,457	23,959,846	31,635,039	31,237,382	(1.3%)
Reappropriated Funds	0	0	0	0	0.0%
Federal Funds	841,186	40,445	0	0	0.0%

An asterisk (*) indicates that the FY 2020-21 requested amount for a line item is affected by one or more decision items.

APPENDIX B

RECENT LEGISLATION AFFECTING DEPARTMENT BUDGET

2018 SESSION BILLS

S.B. 18-150 (JUSTICE SYSTEM VOTER REGISTRATION): Makes changes to the election code to allow the Department of State to preregister parolees to vote once removed from parole and qualified to vote. It also directs the Division of Adult Parole in the Department of Corrections to provide voter information to persons released from parole. For FY 2018-19, provides one-time appropriations of \$89,600 to the Department of Corrections from the General Fund and \$95,555 to the Department of State from the Department of State Cash Fund.

S.B. 18-200 (ELIMINATE UNFUNDED LIABILITY IN PERA): Makes changes to the defined benefit plan administered by the Colorado Public Employees' Retirement Association (PERA) with the goal of eliminating PERA's unfunded actuarial accrued liability within 30 years. Among other changes, on July 1, 2020, increases the monthly employer contribution to PERA on behalf of members by 0.25 percent of salary. For additional information, see the bill description in the "Recent Legislation" section at the end of Part III of the Department of Treasury.

S.B. 18-233 (ELECTIONS CLEANUP): Makes numerous technical changes to the Colorado election code to harmonize statute with Amendment 71 (Distribution and Supermajority Requirements for Initiatives) and Propositions 107 (Open Presidential Primary Elections) and 108 (Unaffiliated Electors Voting in Primaries), adopted by the voters in the 2016 general election.

2019 SESSION BILLS

S.B. 19-086 (UPDATE BUSINESS ENTITY LAWS): Makes changes to the Colorado Business Corporation Act and the Colorado Corporations and Associations Act, including provisions governing articles of incorporation, mergers, standards of conduct for employees and officers, and procedures for seeking judicial dissolution. Appropriates \$59,360 from the Department of State Cash Fund to the Department for FY 2019-20.

S.B. 19-202 (VOTING RIGHTS FOR VOTERS WITH DISABILITIES): Requires the Department of State to establish procedures to enable voters with disabilities to mark a ballot using assistive technologies. Appropriates \$50,000 cash funds to the Department for FY 2019-20.

S.B. 19-235 (AUTOMATIC VOTER REGISTRATION): Requires the Department of Revenue (DOR), the Department of Health Care Policy and Financing (HCPF), and the Department of Human Services (DHS) to electronically transfer records to the Department of State for registering voters. Appropriates \$312,907 total funds for FY 2019-20 as follows:

- \$67,840 cash funds from the Department of State Cash Fund to the Department of State;

- \$90,827 total funds to the Department of Human Services, including \$61,301 General Fund, \$9,973 cash funds from the Old Age Pension Fund, and \$19,553 from the federal Temporary Assistance for Needy Families block grant;
- \$136,240 reappropriated funds from the Department of Human Services to the Governor's Office of Information Technology; and
- \$18,000 General Fund to the Department of Revenue.

The appropriation to the Department of Human Services is based on the assumption that the Department will receive \$45,413 federal funds to implement the act.

H.B. 19-1007 (CONTRIBUTION LIMITS FOR COUNTY OFFICES): Establishes contribution limits and disclosure requirements for candidates for county offices. Appropriates \$7,000 from the Department of State Cash Fund to the Department for FY 2019-20.

H.B. 19-1248 (LOBBYIST TRANSPARENCY ACT): Requires lobbyists to provide additional disclosure statements to the Secretary of State during a regular or special session when they agree to lobby in connection with a new bill or take a new position on an existing bill for a new or existing client. Appropriates \$38,160 from the Department of State Cash Fund to the Department for FY 2019-20.

H.B. 19-1266 (RESTORE VOTING RIGHTS PAROLEES): Allows an individual on parole to register to vote and to vote in any election. Appropriates \$16,960 from the Department of State Cash Fund to the Department for FY 2019-20.

H.B. 19-1278 (MODIFICATIONS TO UNIFORM ELECTION CODE): Makes several changes to the "Uniform Election Code of 1992," including changes to voter registration procedures, party filing requirements, procedures for curing ballots, provisional ballots, and other technical changes. The bill also allows preregistered 17 year olds to participate in primary elections and caucuses if they will be 18 by the date of the next general election and requires counties to locate some voter services and polling centers on higher education campuses. Appropriates \$2,402,243 total funds, including \$2,118,590 General Fund and \$283,653 from the Department of State Cash Fund, to the Department for FY 2019-20.

H.B. 19-1318 (THE CLEAN CAMPAIGN ACT OF 2019): Modifies the Fair Campaign Practices Act to define "small-scale issue committee" as an issue committee that has accepted or made contributions or expenditures less than \$5,000 for the purpose of supporting or opposing any ballot issue or question. Appropriates \$42,650 from the Department of State Cash Fund to the Department for FY 2019-20.

APPENDIX C FOOTNOTES AND INFORMATION REQUESTS

UPDATE ON LONG BILL FOOTNOTES

- 96 Department of State, Elections Division, Local Election Reimbursement – If actual reimbursements to counties required by Section 1-5-505.5, C.R.S., exceed the cash funds amount specified in this line item, the Department may spend up to 115.0 percent of the cash funds amount specified to make the required reimbursements.

COMMENT: The Department has not and does not anticipate utilizing this exception for FY 2019-20.

UPDATE ON REQUESTS FOR INFORMATION

- 1 Department of State, Administration Division, Operating Expenses -- The Department is requested to submit a report on the impact of the 2020 primary elections outreach campaign to unaffiliated voters by February 1, 2021. This report should include, but is not limited to, the following information: total cost, per audience-member-reached cost, ballot spoilage rate by county and statewide, turnout rates of unaffiliated voters by county, methods used to reach unaffiliated voters, and the methodology used to improve spoilage rates in counties with an above average rate in the 2018 General Election.

COMMENT: The Department will submit this report by February 1, 2021.

- 2 Department of State, Elections Division, Local Election Reimbursement -- The Department is requested to submit a letter addressed to the General Assembly and to the Joint Budget Committee notifying both if, and when, it relies on the footnote attached to this line item to overexpend the Local Election Reimbursement line item authorized by aforementioned footnote to meet statutory requirements of Section 1-5-505.5, C.R.S.

COMMENT: The Department has not and does not anticipate utilizing this exception for the FY 2019-20.

- 3 Department of State, Business and Licensing Division, Business Intelligence Center -- The Department is requested to submit a report with its annual budget request detailing donations received by the Business Intelligence Center, either directly or through the 501(c)(3) organization designated by the Department. The report should include data on the receipt and expenditure of both financial and in-kind donations for the prior fiscal year and year-to-date data on donations made in the current fiscal year. It should also include information on each project ever funded, including public availability/access, features/purpose, and a measure to gauge its success or usage, to the extent possible.

COMMENT: The Department's response is included in Appendix E.

APPENDIX D

DEPARTMENT ANNUAL PERFORMANCE REPORT

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

For consideration by the Joint Budget Committee in prioritizing the Department's FY 2020-21 budget request, the FY 2018-19 Annual Performance Report and the FY 2019-20 Performance Plan can be found at the following link:

<https://www.sos.state.co.us/pubs/newsRoom/SMART-Act/index.html>

APPENDIX E: DEPARTMENT RESPONSE TO JBC RFI FOR FINANCIAL REPORTING RELATED TO GO CODE

This page is intentionally left blank. The Department's RFI response begins on the next page.

JBC Request for Information: Business Intelligence Center Donations

Department of State, Business and Licensing Division, Business Intelligence Center -- The Department is requested to submit a report with its annual budget request detailing donations received by the Business Intelligence Center, either directly or through the 501(c)(3) organization designated by the Department. The report should include data on the receipt and expenditure of both financial and in-kind donations for the prior fiscal year and year-to-date data on donations made in the current fiscal year. It should also include information on each project ever funded, including public availability/access, features/purpose, and a measure to gauge its success or usage, to the extent possible.

BIC FY 2018-19 Donations and Expenditures

One key initiative of the Business Intelligence Center (BIC) program has been the Go Code Colorado competition. Go Code Colorado encourages software developers, entrepreneurs, and analysts to use public data to solve business problems. The Department has received monetary and in-kind donations to support Go Code Colorado. These donations enable the Department to keep the challenge free for participants and to provide them with tools and in-kind services that enhance the participant experience. Financial (monetary) donations to the BIC program are continuously appropriated pursuant to §24-21-214(8) C.R.S.

At the start of FY 2018-19, the BIC program had \$19,116.17 in spending authority available as a result of donations received in prior fiscal years. Monetary donations recorded in FY 2018-19 are shown in Table 1 on the next page. BIC donations are tracked in a dedicated appropriation and Table 2 shows the expenditure of BIC donations in FY 2018-19. Finally, in-kind donations in FY 2018-19 are shown in Table 3. In-kind donations include use of software programs at discounted or no cost, as well as technical support from corporate staff.

Financial donations are for the BIC program, but are otherwise unrestricted. Broadly, the financial donations are used to offset the program costs to host the Go Code Colorado competition and keep it free to participants. Participants in the competition are not charged a fee to participate and, in an effort to ensure the challenge is open and accessible to all across the state, the Department provides travel reimbursement costs to those who qualify as finalists and need to travel for the final event. Financial donations primarily offset a portion of the cost to the State of the events on which the challenge is centered. This includes two kick off events (February 2019), two challenge day events (March 2019), and a final event that was open to the public (May 2019).

BIC FY 2019-20 Donations and Expenditures

At the time of this report, only four months have passed in FY 2019-20. In the past, the Go Code Colorado competition has occurred in the spring, and most donations, revenues, and expenditures take place during the second half of the fiscal year. To date, no organizations have provided funding or in-kind goods or services for FY 2019-20.

Table 1 – FY 2018-19 Financial Donations

Organization	Donation/Grant Amount
Alpine Bank	\$250.00
Total	\$250.00

Table 2 – FY 2018-19 Expenditures

Expense Category	Amount	Description
Promotional materials	\$3,002.11	Branded vests and jackets used as promotional items for Go Code Colorado participants.
Total	\$3,002.11	

Table 3 – FY 2018-19 In-kind Donations

The values of in-kind donations were provided by the donor organization except where noted. In two cases, donation values were extrapolated using retail price data.

Organization	Amount	Description
Boulder Insight	\$3,200	Provided Tableau training to participants.
CA Technologies, a Broadcom Company	\$6,000	Access to Agile Central, a software project management tool, at no cost, to Go Code Colorado participants for 3 months, and provided Agile training to Go Code Colorado participants during the competition.
Ditillo Consulting	\$190	Travel costs and training supplies for Tableau and Agile Central training sessions.
Carto	\$20,000*	Access to the Carto web-based mapping database software, at no cost, to all Go Code Colorado participants for 1 month, and opportunity for selected participants to engage in beta testing program for 2 years.
Digital Ocean	\$5,000	Access to Digital Ocean platform, at no cost, to 250 Go Code Colorado participants for 3 months, Digital Ocean swag, and provided training to participants.
General Assembly	\$1,500	Use of facility space to host challenge day in Denver.
GitHub	\$5,000	Provided each Go Code Colorado team with a private repository for application code.
Factory Coworking	\$2,000	Use of facility space to host kick-off and challenge day in Grand Junction.
Great Divide Brewing Company	\$2,320	Beverages served during challenge events.
Name.com	\$5,000	No-cost web hosting for Go Code Colorado participants.
Tableau	\$21,000**	Access to the Tableau web-based data visualization software, at no cost, to 100 Go Code Colorado participants for 3 months.
Total	\$71,210	

*4 seats at \$199/month for 24 months

**100 seats at \$70/month for 3 months

APPENDIX F: ELECTRONIC RECORDING TECHNOLOGY BOARD 2019 ANNUAL REPORT

This page is intentionally left blank. The Electronic Recording Technology Board's 2019 Annual Report begins on the next page.



ELECTRONIC RECORDING TECHNOLOGY BOARD

2019 ANNUAL REPORT

September 1, 2019

www.ertb.org

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BACKGROUND

History of the Electronic Recording Technology Board

In the state of Colorado, a one-dollar per document technology fee was implemented in the early 2000's to aid County offices across the state in funding technological advancements in recording. As a result, Colorado was the first multi-jurisdictional state in the nation to adopt e-Recording across the state.

In the spring of 2014 a working group made up of real estate, title, lending, and legal professionals, as well as county subject-matter experts, conducted a statewide needs assessment and a request for information to evaluate the state of recording systems in Colorado.

In the spring of 2016, Senate Bill 16-115 was passed which created the Electronic Recording Technology Board.

Vision

To create, support, and maintain a statewide land records environment that promotes accessibility and consistency for the public in an efficient and user-friendly manner.

Mission

To develop, maintain, improve, replace, or preserve land records systems in our state.

Goals

- Assure the security, accuracy, and preservation of public records required to be maintained by a Clerk and Recorder.
- Assure that the sequence in which documents are received by a Clerk and Recorder is accurately reflected to the greatest extent practicable.
- Provide for online public access to public documents while maintaining the privacy of personal identifying information when applicable.
- Assure that electronic filing systems used in different counties are similar so as to facilitate the submission and searching of electronic records.



Objectives

1. Develop a strategic plan that incorporates the core goals and establish the administration of the Electronic Recording Technology Fund and Board.
2. Determine functionality standards for an electronic filing system that supports the core goals.
3. Issue a Request for Proposal (RFP) for electronic filing systems, equipment and software that the counties may choose to acquire.
4. Develop best practices for an electronic filing system.
5. Provide training to Clerk and Recorders related to electronic filing systems.
6. Develop a grant program, prepare reports and promulgate any necessary rule-making.
7. Develop subcommittees and project timelines for implementation.

Board Members

Susan Corliss (Chair)

Kit Carson County
Representing County Clerk & Recorders

Scott Stucky (Vice Chair)

Representing Mortgage Lending Industry

Gary Zimmerman (Treasurer)

Secretary of State Chief of Staff
Representing Colorado Secretary of State

Charles Calvin

Calvin Law Firm
Representing Colorado Bar Association

Robert Howe

Title Company of the Rockies
Representing Title Industry

George Stern

Jefferson County
Representing County Clerk & Recorders

Kim Bonner

Rout County
Representing County Clerk & Recorders

Angela Myers

Larimer County
Representing County Clerk & Recorders

Gilbert Ortiz

Pueblo County
Representing County Clerk & Recorders

Michelle Batey

Executive Director
ertbexecutivedirector@gmail.com



ACCOMPLISHMENTS

The Electronic Recording Technology Board has many successful achievements over the past year.

- Over \$4 million in grants awarded - 90% to small and rural counties.
- The majority of funds distributed have paid for the digitization and indexing of recorded documents (75%), followed by software updates and annual maintenance and equipment purchases. As a result, over 50% of the counties have now digitized and indexed all of their recorded documents.

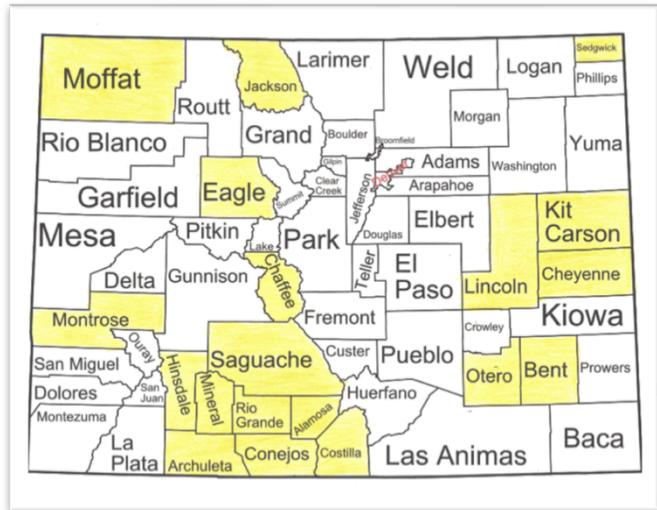
“The State of Colorado leads the nation in electronic recording platforms and adoption thanks to the thoughtful and innovative leadership from the Secretary of State and our County Clerks and Recorders. By enabling counties to invest in new technologies and to digitize their platforms, the Electronic Recording Technology Board and its grant program enable our company and the title industry as a whole to provide Colorado consumers with a more timely, accurate and consumer-focused title product and service compared to our peer states around the county.”

John E. Freyer
President
Land Title Guarantee Company

GRANT AWARDS

TOTAL GRANTS AWARDED
\$4,242,515.35

TOTAL COUNTIES
39



Below is a list of counties that have been approved for grants by the Electronic Recording Technology Board through August 30, 2019.

COUNTY	AMOUNT	GRANT PURPOSE
Alamosa	\$97,572.00	<i>Completion of digitizing project, indexing of documents, permanent archiving of historical documents, web hosted public access, hardware replacement including one label printer, one receipt printer and two large monitors.</i>
	\$13,206.00	<i>Recording software fees, iCounty.org storage fees and digitizing and indexing of recording documents.</i>
Mineral	\$48,389.00	<i>Indexing of documents, web hosted public access, hardware replacement including one recording server, two workstations, one scan station, one scanner, one printer, one map plotter and one map cabinet.</i>
Otero	\$53,056.12	<i>Completion of digitizing project, indexing of documents, permanent archiving of historical documents, web hosted public access, hardware replacement including one large monitor and two scanners.</i>
Bent	\$53,776.81	<i>Completion of indexing project, permanent archiving of historical documents, web hosted public access, hardware replacement including three recording workstations, one scanner, one label printer and two printers.</i>
Hinsdale	\$19,401.00	<i>Annual recording license fee and replacement of recording system server.</i>
	\$60,510.00	<i>2019 Recording software maintenance fees, web hosting, indexing and reimbursement of a workstation and upgrading software.</i>



Conejos	\$48,764.52	<i>Completion of indexing project, web hosted public access, annual recording license fee, hardware replacement including two computers (for public use), one computer for recording and scanning of documents, one recording server, one scanner and one label printer.</i>
Eagle	\$23,000.00	<i>Purchase additional Acclaim software module, Image Storage Service/Image Retrieval Service (ISS), which will add a layer of security and protection for web-based access to recording images.</i>
	\$834.54	<i>Computer monitors for public viewing stations.</i>
Saguache	\$181,553.89	<i>Completion of digitizing project, indexing of documents, permanent archiving of historical documents, web hosted public access, hardware replacement including one scanner, one printer, one public workstation and one plat maps table.</i>
	\$61,918.81	<i>Annual maintenance, Web hosting an indexing of records.</i>
Archuleta	\$106,267.83	<i>Completion of digitizing project, indexing of documents, permanent archiving of historical documents, web hosted public access and annual recording license fee.</i>
	\$131,495.53	<i>Replacement of recording server, five work stations, indexing recording records, on-line access.</i>
Costilla	\$109,443.54	<i>Completion of digitizing project, indexing of documents, permanent archiving of historical documents, web hosted public access, monitors and annual recording license fee.</i>
	\$59,803.23	<i>Digitization and indexing of recording documents, book roller shelving, plotter for map scanning, 2019 software maintenance and web hosting.</i>
Rio Grande	\$55,393.64	<i>Completion of digitizing project, indexing of documents, permanent archiving of historical documents, web hosted public access, annual recording license fee, hardware replacement including one printer, one scanner, three workstations and one backup power supply.</i>
Chaffee	\$50,384.45	<i>Completion of digitizing project, indexing of documents, permanent archiving of historical documents, web hosted public access, hardware replacement including two workstations and one plat printer/scanner.</i>
Montrose	\$13,000.00	2018 annual recording license fee.
	\$24,591.60	Reimbursement for indexing of documents. Reimbursement for Plat printer and associated

	\$18,803.44	service fees.
Lincoln	\$32,077.34	Purchasing new recording software (old system was purchased in 2006) and the completion of digitizing and indexing of documents.
	\$36,392.00	Completion of indexing previously digitized records.
Cheyenne	\$8,985.00	<i>2018 annual recording license fee and hardware replacement including one printer and one computer for public searches.</i>
	\$12,100.00	
Kit Carson	\$28,839.84	<i>Annual recording license fee and hardware replacement including two computers and one plat scanner.</i>
	\$216,429.41	<i>2019 Maintenance fees, completing of digitization and indexing of documents.</i>
Sedgwick	\$11,050.00	<i>Hardware replacement including one recording server and one workstation.</i>
Moffat	\$73,241.64	<i>Completion of digitizing project, indexing of documents, web hosted public access, hardware replacement including one recording server with backup storage, two workstations, one scanner and station, one printer and two label printers.</i>
	\$41,220.89	<i>Annual software maintenance fees, on-line housing access and recording document indexing.</i>
Jackson	\$118,100.00	<i>Replacement of recording software system.</i>
	\$112,150.00	<i>Digitization of records, web hosting and maintenance.</i>
Pitkin	\$59,197.51	<i>Replacement of recording software system, annual software maintenance fee, hardware replacement including computers, monitors, docking stations and scanners.</i>
	\$17,830.84	<i>Indexing of previously digitized records.</i>
Gilpin	\$31,120.00	<i>Purchase of an e-commerce software, support and web server.</i>
Logan	\$82,949.32	<i>Indexing digitized document and on-line access and annual maintenance costs.</i>
Baca	\$175,861.14	<i>A reimbursement of equipment purchases and replaces one workstation; add one report printer and one slip printer, digitizing/indexing of land records and annual maintenance fee.</i>

Kiowa	\$12,400.00	<i>Purchase new server, scanner and workstation.</i>
San Miguel	\$2,928.00	<i>Replacement of three scanners.</i>
Park	\$99,376.00	<i>Digitization and indexing of recording records, on-line access, annual software maintenance fees.</i>
Fremont	\$221,949.13	<i>Purchase 3 new work stations, 4 monitors, 4 scanners, upgrade to current recording & marriage software and online services, credit card processing updates, fraud guard, plat machine and completion of digitization & indexing of recording documents.</i>
Phillips	\$52,894.00	<i>Update existing system, on-line access, new hardware and server.</i>
La Plata	\$3,460.00	<i>Conversion of documents into new system</i>
Grand	\$43,340.00	<i>Digitization of records, annual maintenance fees, on-line access</i>
Rio Blanco	\$135,688.32	<i>Digitization, on-line access, maintenance fees, label and document printer.</i>
Yuma	\$29,820.85	<i>Digitization of records</i>
Routt	\$124,412.00	<i>Digitizing and indexing and on-line access of records</i>
Crowley	\$235,415.00	<i>Update recording system to offer on-line access, digitization and indexing of records, replace workstations, monitors and label printer.</i>
Prowers	\$346,605.50	<i>Update recording system to offer on-line access, hosted services for cyber security and disaster recovery and digitization and indexing of records.</i>
Denver	\$200,000.00	<i>Reimbursement for digitization and indexing of historical records.</i>
Clear Creek	\$23,085.00	<i>Purchase new equipment (scanner, printer, label printer) and 2019 Maintenance fee.</i>
Huerfano	\$189,893.67	<i>Replacement of two public workstations and digitization and indexing of records.</i>
Washington	\$41,290.00	<i>Purchase new recording server, workstations, scanner, printers and annual maintenance.</i>
Pueblo	\$200,000.00	<i>Completion of the digitization of 1526 books.</i>

FINANCIAL

TOTAL REVENUE COLLECTED DURING THE FISCAL YEAR*
\$2.5 million

TOTAL EXPENSES DURING THE FISCAL YEAR*
\$91,000

* The Electronic Recording Technology Board aligns its fiscal year with the State of Colorado – July 1, 2018 to June 30, 2019.

