

MEMORANDUM



JOINT BUDGET COMMITTEE

To Members of the Joint Budget Committee
From Andrew McLeer, JBC Staff (303) 866-4959
Date November 21, 2024
Subject Department Hearing Process and Common Questions

Goals of this discussion:

- Determine common questions to ask all departments.

COMMON QUESTIONS

The Committee typically determines a set of "common questions" asked of all departments. The common questions are intended to address statewide issues or concerns that have been identified across a number of departments or requests. Common questions may be discussion or written-only questions. Once responses are received by all departments, JBC Staff compile all common question responses into a single document saved to Box for reference by the Committee.

Common questions from the last budget cycle are included below for the Committee's review, categorized by staff recommendations for questions to add, remove, or retain. There are a few points to consider in selecting the common questions for the upcoming cycle:

- Several questions have been carried forward from year to year. Are the questions still relevant?
- Will these questions and responses help to inform figure setting decisions?
- Common discussion questions decrease time available to address department specific questions.

Questions can identify problems that would not otherwise be addressed in the budget process.

QUESTIONS TO AMEND AND RETAIN

DISCUSSION QUESTIONS

- 1 Please describe any budget requests that replace one-time General Fund or ARPA funded programs with ongoing appropriations, including the following information:
 - a. Original fund source (General Fund, ARPA, other), amount, and FTE;
 - b. Original program time frame;
 - c. Original authorization (budget decision, legislation, other);
 - d. Requested ongoing fund source, amount, and FTE; and
 - e. Requested time frame (one-time extension or ongoing).

WRITTEN-ONLY QUESTIONS

- 2 Provide a list of any legislation with a fiscal impact that the Department has: (a) not implemented, (b) partially implemented, or (c) missed statutory deadlines. Please

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specifically describe the implementation of ongoing funding established through legislation in the last two legislative sessions. Explain why the Department has not implemented, has only partially implemented, or has missed deadlines for the legislation on this list. Please explain any problems the Department is having implementing any legislation and any suggestions you have to modify legislation.

- 3 Describe General Fund appropriation reductions made in the Department for budget balancing purposes in 2020, and whether the appropriation has been restored with General Fund or another fund source through budget actions or legislation.

QUESTIONS TO ADD

WRITTEN-ONLY QUESTIONS

- 4 Please provide the most current information possible. For all line items with FTE, please show:
 - a the number of allocated FTE each job classification in that line item
 - b the number of active FTE for each of those job classifications
 - c the number of vacant FTE for each of those job classifications
 - d the vacancy rate for each of those job classifications

Use the attached Template C to populate these data. Please return the data in editable Excel format.

- 5 Please provide the same information as Question #5 for FYs 2022-23 and FY 2023-24. Use the attached Template C to populate these data. Please return the data in editable Excel.
- 6 For FYs 2022-23 and 2023-24, please provide, in editable Excel format, department-wide spending totals for each of the following object codes, by fund source.
 - a Object Code 1130: Statutory Personnel & Payroll System Overtime Wages
 - b Object Code 1131: Statutory Personnel & Payroll System Shift Diff. Wages
 - c Object Code 1140: Statutory Personnel & Payroll System Annual Leave Payments
 - d Object Code 1141: Statutory Personnel & Payroll System Sick Leave Payments
 - e Object Code 1340: Employee Cash Incentive Awards
 - f Object Code 1350: Employee Non-Cash Incentive Award
 - g Object Code 1370: Employee Commission Incentive Pay
 - h Object Codes 1510, 1511, 1512: Health, Life, and Dental Insurance
 - i Object Code 1524: PERA – AED
 - j Object Code 1525: PERA - SAED
 - k Object Code 1531: Higher Education Tuition reimbursement

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- 7 For the latest month for which the data are available, please provide, in editable Excel format, department-wide FY 2024-25 year-to-date spending totals for each of the following object codes, by fund source.
 - a Object Code 1130: Statutory Personnel & Payroll System Overtime Wages
 - b Object Code 1131: Statutory Personnel & Payroll System Shift Diff. Wages
 - c Object Code 1140: Statutory Personnel & Payroll System Annual Leave Payments
 - d Object Code 1141: Statutory Personnel & Payroll System Sick Leave Payments
 - e Object Code 1340: Employee Cash Incentive Awards
 - f Object Code 1350: Employee Non-Cash Incentive Award
 - g Object Code 1370: Employee Commission Incentive Pay
 - h Object Codes 1510, 1511, 1512: Health, Life, and Dental Insurance
 - i Object Code 1524: PERA – AED
 - j Object Code 1525: PERA-SAED
 - k Object Code 1531: Higher Education Tuition reimbursement
- 8 For FYs 2022-23 and 2023-24, please provide department-wide spending totals for each of the following object codes, by fund source.
 - a Object Code 1100: Total Contract Services (Purchased Personal Services)
 - b Object Code 1210: Contractual Employee Regular Part-Time Wages
 - c Object Code 1211: Contractual Employee Regular Full-Time Wages
 - d Object Code 1131: Statutory Personnel & Payroll System Shift Diff. Wages
 - e Object Code 1240: Contractual Employee Annual Leave Payments
 - f Object Code 1622: Contractual Employee PERA
 - g Object Code 1624: Contractual Employee Pera AED
 - h Object Code 1625: Contractual Employee Pera - Supplemental AED
 - i Object Code 1910: Personal Services – Temporary
 - j Object Code 1920: Personal Services – Professional
 - k Object Code 1940: Personal Services – Medical Services
 - l Object Code 1950: Personal Services - Other State Departments
 - m Object Code 1960: Personal Services – Information Technology
- 9 Please provide a table showing both allocated and actual FTE for each Division within the Department from FY 2018-19 through FY 2023-24.
- 10 Please discuss how the Department would absorb base personal services reductions of the following amounts: 1.0 percent, 3.0 percent, and 5.0 percent. How would those reductions impact the departments operations and core mission?
- 11 Describe steps the Department is taking to reduce operating expenditures for FY 2025-26.

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- 12 For each operating line item, identify the total expenditure at the end of the 3rd quarter for each of the last three fiscal years, as well as the total appropriation for the fiscal year.
- 13 Please provide an overview of the department's service efforts. In your response, describe the following:
 - a Populations served by the Department
 - b The target populations of the Department's services
 - c Number of people served by the Department
 - d Outcomes measured by the Department
 - e Present and future strategies for collecting customer experience data
- 14 For each operating expenses line item in FY 2023-24, provide a table showing the total appropriation for FY 2023-24 and the total actual expenditures at the end of the third quarter of FY 2023-24.
- 15 For each TABOR non-exempt cash fund, provide the following information
 - a The amount in the cash fund
 - b Total amount of revenue in the fund that would not be transferred
 - c Detailed explanation of why the fund should not be sunset
 - d Statutory reference of the fund creation, specific uses, and legislative history of changes to the fund
 - e Every program funded by the fund
 - f Explanation of how fees to the fund are set and a history of fee changes
 - g The number of people provided service by the programs funded through the cash fund
 - h Any additional information necessary to ensure the Joint Budget Committee can make an informed decision.