

**COLORADO GENERAL ASSEMBLY
JOINT BUDGET COMMITTEE**



**FY 2015-16 STAFF FIGURE SETTING
DEPARTMENT OF PERSONNEL**

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

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DEPARTMENT OF PERSONNEL

Department Overview

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

The **Executive Director's Office** includes the Office of the State Architect, the Colorado State Archives, and the Colorado State Employees Assistance Program (C-SEAP).

The **State Personnel Board**, located in the Department but constitutionally independent, oversees the State Personnel System pursuant to Article XII, Sections 13, 14, and 15 of the Colorado Constitution.

The **Division of Human Resources** establishes statewide human resource programs and systems to meet constitutional and statutory requirements and provides support services to state agency human resource offices.

The **State Office of Risk Management** in the Division of Human Resources administers and negotiates the state's coverage for workers' compensation, property, and liability insurance.

The **Division of Central Services** exists to maximize efficiencies for the state through consolidated common business services and includes Integrated Document Solutions, State Fleet Management, and Facilities Maintenance.

The **Integrated Document Solutions** unit provides document- and data-related support services, including print and design, mail operations, digital imaging, data entry, and manual forms and document processing.

State Fleet Management provides oversight for all vehicles in the state fleet including managing vehicle purchasing and reassignment; fuel, maintenance, repair and collision management; and auction, salvage and the State Motor Pool.

The **Office of the State Controller** maintains the state's financial records, in part through the Colorado Operations Resource Engine (CORE), formerly through the Colorado Financial Records System (COFRS), the state's accounting system.

The **Office of Administrative Courts** provides a statewide, centralized, independent administrative law adjudication system, including hearing cases for workers' compensation, public benefits, professional licensing, and Fair Campaign Practices Act complaints filed with the Secretary of State.

DEPARTMENT REQUEST AND RECOMMENDATION SUMMARY

Executive Request

The Department's request includes:

- Seven request items totaling an additional \$6.8 million and 18.8 FTE;
- Two common policy net base adjustments totaling a decrease of \$833,000;
- Non-prioritized request items totaling an additional \$139,000;
- A CORE common policy true-up totaling an additional \$113,000;
- Centrally appropriated line item adjustments totaling an additional \$2.1 million;
- OIT common policy adjustments totaling an additional \$1.5 million;
- Annualizations and other technical and base adjustment decreases totaling \$3.1 million; and
- Fund adjustments for General Fund offsets from reduced statewide indirect cost recoveries totaling an additional \$890,000 General Fund.

Staff Recommendation

Staff recommendations that differ from the Department's request include common policy adjustments and 0.5 FTE and \$35,000 less and 0.5 FTE fewer than the Department's request for BA1. The staff recommendation is summarized in the following table.

	Department of Personnel				FTE
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	
FY 2014-15 Appropriation					
HB 14-1336 (Long Bill)	\$173,191,421	\$6,642,176	\$13,231,074	\$153,318,171	393.6
SB 15-999 (Supplemental)	1,466,294	363,162	1,642,752	(539,620)	(0.5)
Other Legislation	<u>163,518</u>	<u>125,000</u>	<u>0</u>	<u>38,518</u>	<u>0.0</u>
TOTAL	\$174,821,233	\$7,130,338	\$14,873,826	\$152,817,069	393.1
FY 2015-16 Recommended Appropriation					
FY 2014-15 Appropriation	\$174,821,233	\$7,130,338	\$14,873,826	\$152,817,069	393.1
BA1 Restructure of the Office of the State Controller to Support CORE	6,658,258	471,836	(5,653)	6,192,075	16.5
BA2 Capitol Complex Master Plan FTE Resources	105,523	105,523	0	0	0.9
R1 Address Confidentiality Program Resources	50,902	50,902	0	0	1.4
R2 Private Collection Agency Fees	100,000	0	100,000	0	0.0
R3 Consolidate Training Services into Program Line	0	0	0	0	0.0
R4 Annual Fleet Request	(98,868)	0	0	(98,868)	0.0
BA4 Administrative Law Judge Adjustment	(58,046)	(58,046)	0	0	(0.5)
Capitol Complex Base Adjustment	18,255	0	22,863	(4,608)	0.0
Risk Management Base Adjustment	(851,420)	0	0	(851,420)	0.0
Centrally Appropriated Line Items	2,081,725	792,598	212,460	1,076,667	0.0
Statewide IT Adjustments	1,492,240	528,278	408,504	555,458	0.0
NP Fleet Vehicles	139,929	0	0	139,929	0.0
BANP5 CORE Common Policy True-up	113,226	31,430	28,089	53,707	0.0
Annualize Prior Year Funding	(2,043,979)	(867,845)	(1,753,058)	576,924	(5.0)

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	Department of Personnel				
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
Indirect Cost Assessment Adjustment	(1,067,052)	0	(84,062)	(982,990)	0.0
Fund Source Adjustment	<u>0</u>	<u>889,917</u>	<u>37,104</u>	<u>(927,021)</u>	<u>0.0</u>
TOTAL	\$181,461,926	\$9,074,931	\$13,840,073	\$158,546,922	406.4
Increase/(Decrease)	\$6,640,693	\$1,944,593	(\$1,033,753)	\$5,729,853	13.3
Percentage Change	3.8%	27.3%	(7.0%)	3.7%	3.4%
FY 2015-16 Executive Request	\$181,631,259	\$9,134,752	\$13,815,947	\$158,680,560	406.9
Request Above/(Below) Recommendation	\$169,333	\$59,821	(\$24,126)	\$133,638	0.5

(1) Executive Director’s Office

The division provides policy direction to all divisions within the Department. The primary sources of cash funds and reappropriated funds are from user fees from other state agencies and indirect cost recoveries.

(A) DEPARTMENT ADMINISTRATION

Department Administration						
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE
FY 2014-15 Appropriation						
HB 14-1336 (Long Bill)	\$12,011,131	\$3,407,342	\$914,959	\$7,688,830	\$0	17.8
SB 15-999 (Supplemental)	<u>290,148</u>	<u>335,336</u>	<u>(5,827)</u>	<u>(39,361)</u>	<u>0</u>	<u>0.0</u>
TOTAL	\$12,301,279	\$3,742,678	\$909,132	\$7,649,469	\$0	17.8
FY 2015-16 Recommended Appropriation						
FY 2014-15 Appropriation	\$12,301,279	\$3,742,678	\$909,132	\$7,649,469	\$0	17.8
Centrally Appropriated Line Items	2,053,084	792,598	212,460	1,048,026	0	0.0
Statewide IT Adjustments	1,492,240	528,278	408,504	555,458	0	0.0
BANP5 CORE Common Policy True-up	113,226	31,430	28,089	53,707	0	0.0
NP1 Annual Fleet Request	28,641	0	0	28,641	0	0.0
Annualize Prior Year Funding	(1,107,246)	(583,357)	(71,007)	(452,882)	0	0.0
Fund Source Adjustment	<u>0</u>	<u>(59,969)</u>	<u>0</u>	<u>59,969</u>	<u>0</u>	<u>0.0</u>
TOTAL	\$14,881,224	\$4,451,658	\$1,487,178	\$8,942,388	\$0	17.8
Increase/(Decrease)	\$2,579,945	\$708,980	\$578,046	\$1,292,919	\$0	0.0
Percentage Change	21.0%	18.9%	63.6%	16.9%	0.0%	0.0%
FY 2015-16 Executive Request	\$15,030,419	\$4,509,677	\$1,477,900	\$9,042,842	\$0	17.8
Request Above/(Below) Recommendation	\$149,195	\$58,019	(\$9,278)	\$100,454	\$0	0.0

Personal Services

This line funds management staff in the areas of policy formulation, financial services, human resources, communications, and legislative relations.

Request and Recommendation: The Department requests and **staff recommends 17.8 FTE and \$1,667,963 total funds**, which includes salary survey and merit pay annualizations and a fund source adjustment related to statewide indirect cost recoveries. Staff recommends the fund splits included in the table, but requests permission to adjust fund splits if necessary based on statewide indirect cost recoveries available at the end of figure setting.

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Executive Director's Office, Department Administration, Personal Services					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2014-15 Appropriation					
HB 14-1336 (Long Bill)	<u>\$1,607,994</u>	<u>\$0</u>	<u>\$15,648</u>	<u>\$1,592,346</u>	<u>17.8</u>
TOTAL	\$1,607,994	\$0	\$15,648	\$1,592,346	17.8
FY 2015-16 Recommended Appropriation					
FY 2014-15 Appropriation	\$1,607,994	\$0	\$15,648	\$1,592,346	17.8
Annualize Prior Year Funding	59,969	59,969	0	0	0.0
Fund Source Adjustment	<u>0</u>	<u>(59,969)</u>	<u>0</u>	<u>59,969</u>	<u>0.0</u>
TOTAL	\$1,667,963	\$0	\$15,648	\$1,652,315	17.8
Increase/(Decrease)	\$59,969	\$0	\$0	\$59,969	0.0
Percentage Change	3.7%	0.0%	0.0%	3.8%	0.0%
FY 2015-16 Executive Request:	\$1,667,963	\$0	\$15,648	\$1,652,315	17.8
Request Above/(Below) Recommendation	\$0	\$0	\$0	\$0	0.0

- ➔ **BA1 – Restructure of the Office of the State Controller to Support CORE**
- ➔ **BA2 – Capitol Complex Master Plan FTE Resources**

Request: The Department's requests for additional FTE for its BA1 and BA2 request items include requests for benefit POTS.

Recommendation: In accordance with Committee policy, staff recommends that the Committee deny the request for funding the compensation common policy POTS line items included in the request. Staff recommendation tables for HLD, STD, AED, and SAED reflect this recommendation.

Health, Life, and Dental

This line funds the Department's share of the state's group health, life and dental insurance plans for state employees. Health, life, and dental is appropriated to the Executive Director's Office and distributed as needed to the divisions.

Request and Recommendation: The Department requests \$3,033,873 total funds. **Staff recommends an appropriation of \$3,001,001 total funds**, including fund splits outlined in the following table, in accordance with Committee policy.

Executive Director's Office, Department Administration, Health, Life, and Dental				
	Total Funds	General Fund	Cash Funds	Reappropriated Funds
FY 2014-15 Appropriation				
HB 14-1336 (Long Bill)	<u>\$2,482,052</u>	<u>\$714,917</u>	<u>\$250,164</u>	<u>\$1,516,971</u>
TOTAL	\$2,482,052	\$714,917	\$250,164	\$1,516,971
FY 2015-16 Recommended Appropriation				
FY 2014-15 Appropriation	\$2,482,052	\$714,917	\$250,164	\$1,516,971
HLD Adjustment	518,949	124,813	71,554	322,582
BA1 Restructure of the Office of the State Controller to Support CORE	0	0	0	0
BA2 Capitol Complex Master Plan FTE Resources	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$3,001,001	\$839,730	\$321,718	\$1,839,553
Increase/(Decrease)	\$518,949	\$124,813	\$71,554	\$322,582

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Executive Director's Office, Department Administration, Health, Life, and Dental				
	Total Funds	General Fund	Cash Funds	Reappropriated Funds
Percentage Change	20.9%	17.5%	28.6%	21.3%
FY 2015-16 Executive Request:	\$3,033,873	\$854,533	\$313,355	\$1,865,985
Request Above/(Below) Recommendation	\$32,872	\$14,803	(\$8,363)	\$26,432

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.

Request and Recommendation: The Departments requests \$50,454 total funds. **Staff recommends an appropriation of \$47,397 total funds**, including the fund splits outlined in the following table, in accordance with Committee policy.

Executive Director's Office, Department Administration, Short-term Disability				
	Total Funds	General Fund	Cash Funds	Reappropriated Funds
FY 2014-15 Appropriation				
HB 14-1336 (Long Bill)	<u>\$46,929</u>	<u>\$17,117</u>	<u>\$3,962</u>	<u>\$25,850</u>
TOTAL	\$46,929	\$17,117	\$3,962	\$25,850
FY 2015-16 Recommended Appropriation				
FY 2014-15 Appropriation	\$46,929	\$17,117	\$3,962	\$25,850
STD Adjustment	468	(427)	1,088	(193)
BA1 Restructure of the Office of the State Controller to Support CORE	0	0	0	0
BA2 Capitol Complex Master Plan FTE Resources	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$47,397	\$16,690	\$5,050	\$25,657
Increase/(Decrease)	\$468	(\$427)	\$1,088	(\$193)
Percentage Change	1.0%	(2.5%)	27.5%	(0.7%)
FY 2015-16 Executive Request:	\$50,454	\$17,807	\$5,050	\$27,597
Request Above/(Below) Recommendation	\$3,057	\$1,117	\$0	\$1,940

S.B. 04-257 Amortization Equalization Disbursement

This line provides funds for the amortization payment for PERA's unfunded liability, pursuant to Section 24-51-411 (3.2), C.R.S.

Request and Recommendation: The Department requests \$1,059,718 total funds. **Staff recommends an appropriation of \$998,578 total funds**, including fund splits outlined in the following table, in accordance with Committee policy.

Executive Director's Office, Department Administration, S.B. 04-257 Amortization Equalization Disbursement				
	Total Funds	General Fund	Cash Funds	Reappropriated Funds
FY 2014-15 Appropriation				
HB 14-1336 (Long Bill)	<u>\$863,323</u>	<u>\$313,795</u>	<u>\$72,844</u>	<u>\$476,684</u>
TOTAL	\$863,323	\$313,795	\$72,844	\$476,684

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Executive Director's Office, Department Administration, S.B. 04-257 Amortization Equalization Disbursement				
	Total Funds	General Fund	Cash Funds	Reappropriated Funds
FY 2015-16 Recommended Appropriation				
FY 2014-15 Appropriation	\$863,323	\$313,795	\$72,844	\$476,684
AED Adjustment	135,255	36,605	33,550	65,100
BA1 Restructure of the Office of the State Controller to Support CORE	0	0	0	0
BA2 Capitol Complex Master Plan FTE Resources	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$998,578	\$350,400	\$106,394	\$541,784
Increase/(Decrease)	\$135,255	\$36,605	\$33,550	\$65,100
Percentage Change	15.7%	11.7%	46.1%	13.7%
FY 2015-16 Executive Request:	\$1,059,718	\$372,732	\$106,394	\$580,592
Request Above/(Below) Recommendation	\$61,140	\$22,332	\$0	\$38,808

S.B. 06-235 Supplemental Amortization Equalization Disbursement

This line provides additional funds for the amortization payment for PERA's unfunded liability, pursuant to Section 24-51-411 (3.2), C.R.S.

Request and Recommendation: The Department requests \$1,023,921 total funds. **Staff recommends an appropriation of \$964,535 total funds**, including fund splits outlined in the following table, in accordance with Committee policy.

Executive Director's Office, Department Administration, S.B. 06-235 Supplemental Amortization Equalization Disbursement				
	Total Funds	General Fund	Cash Funds	Reappropriated Funds
FY 2014-15 Appropriation				
HB 14-1336 (Long Bill)	<u>\$809,365</u>	<u>\$294,183</u>	<u>\$68,291</u>	<u>\$446,891</u>
TOTAL	\$809,365	\$294,183	\$68,291	\$446,891
FY 2015-16 Recommended Appropriation				
FY 2014-15 Appropriation	\$809,365	\$294,183	\$68,291	\$446,891
SAED Adjustment	155,170	44,271	34,476	76,423
BA1 Restructure of the Office of the State Controller to Support CORE	0	0	0	0
BA2 Capitol Complex Master Plan FTE Resources	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$964,535	\$338,454	\$102,767	\$523,314
Increase/(Decrease)	\$155,170	\$44,271	\$34,476	\$76,423
Percentage Change	19.2%	15.0%	50.5%	17.1%
FY 2015-16 Executive Request:	\$1,023,589	\$360,023	\$102,767	\$560,799
Request Above/(Below) Recommendation	\$59,054	\$21,569	\$0	\$37,485

Salary Survey

This line item provides funding to pay for annual increases for salary survey.

Request and Recommendation: The Department requests and **staff recommends an appropriation of \$240,120 total funds**, including fund splits outlined in the following table, in accordance with Committee policy.

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Executive Director's Office, Department Administration, Salary Survey				
	Total Funds	General Fund	Cash Funds	Reappropriated Funds
FY 2014-15 Appropriation				
HB 14-1336 (Long Bill)	<u>\$684,268</u>	<u>\$246,080</u>	<u>\$58,281</u>	<u>\$379,907</u>
TOTAL	\$684,268	\$246,080	\$58,281	\$379,907
FY 2015-16 Recommended Appropriation				
FY 2014-15 Appropriation	\$684,268	\$246,080	\$58,281	\$379,907
Salary Survey Adjustment	240,120	74,993	26,766	138,361
Annualize Prior Year Funding	<u>(684,268)</u>	<u>(246,080)</u>	<u>(58,281)</u>	<u>(379,907)</u>
TOTAL	\$240,120	\$74,993	\$26,766	\$138,361
Increase/(Decrease)	(\$444,148)	(\$171,087)	(\$31,515)	(\$241,546)
Percentage Change	(64.9%)	(69.5%)	(54.1%)	(63.6%)
FY 2015-16 Executive Request:	\$240,120	\$74,993	\$26,766	\$138,361
Request Above/(Below) Recommendation	\$0	\$0	\$0	\$0

Merit Pay

This line item provides funding to pay for performance-based pay increases related to employee performance and evaluations.

Request and Recommendation: The Department requests and **staff recommends an appropriation of \$224,307 total funds**, including fund splits outlined in the following table, in accordance with Committee policy.

Executive Director's Office, Department Administration, Merit Pay				
	Total Funds	General Fund	Cash Funds	Reappropriated Funds
FY 2014-15 Appropriation				
HB 14-1336 (Long Bill)	<u>\$199,727</u>	<u>\$63,712</u>	<u>\$19,468</u>	<u>\$116,547</u>
TOTAL	\$199,727	\$63,712	\$19,468	\$116,547
FY 2015-16 Recommended Appropriation				
FY 2014-15 Appropriation	\$199,727	\$63,712	\$19,468	\$116,547
Merit Pay Adjustment	224,307	73,405	27,728	123,174
Annualize Prior Year Funding	<u>(199,727)</u>	<u>(63,712)</u>	<u>(19,468)</u>	<u>(116,547)</u>
TOTAL	\$224,307	\$73,405	\$27,728	\$123,174
Increase/(Decrease)	\$24,580	\$9,693	\$8,260	\$6,627
Percentage Change	12.3%	15.2%	42.4%	5.7%
FY 2015-16 Executive Request:	\$224,307	\$73,405	\$27,728	\$123,174
Request Above/(Below) Recommendation	\$0	\$0	\$0	\$0

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 sometimes requires work to be performed in the evenings and on weekends.

Request and Recommendation: The Department requests and **staff recommends an appropriation of \$45,747 reappropriated funds**, in accordance with Committee policy.

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Executive Director's Office, Department Administration, Shift Differential	
	Reappropriated Funds
FY 2014-15 Appropriation	
HB 14-1336 (Long Bill)	\$49,698
TOTAL	\$49,698
FY 2015-16 Recommended Appropriation	
FY 2014-15 Appropriation	\$49,698
Shift Differential Adjustment	(3,951)
TOTAL	\$45,747
Increase/(Decrease)	(\$3,951)
Percentage Change	(8.0%)
FY 2015-16 Executive Request:	\$45,747
Request Above/(Below) Recommendation	\$0

Workers' Compensation

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

Request: The Department requests an appropriation of \$182,304 total funds.

Recommendation: **This line item is pending.** Staff will reflect Committee policy in the appropriation for this line item.

Executive Director's Office, Department Administration, Workers' Compensation				
	Total Funds	General Fund	Cash Funds	Reappropriated Funds
FY 2014-15 Appropriation				
HB 14-1336 (Long Bill)	\$239,093	\$63,331	\$21,796	\$153,966
TOTAL	\$239,093	\$63,331	\$21,796	\$153,966
FY 2015-16 Recommended Appropriation				
FY 2014-15 Appropriation	\$239,093	\$63,331	\$21,796	\$153,966
Workers' Compensation Adjustment	(56,789)	(15,023)	(490)	(41,276)
TOTAL	\$182,304	\$48,308	\$21,306	\$112,690
Increase/(Decrease)	(\$56,789)	(\$15,023)	(\$490)	(\$41,276)
Percentage Change	(23.8%)	(23.7%)	(2.2%)	(26.8%)
FY 2015-16 Executive Request:	\$182,304	\$48,308	\$21,306	\$112,690
Request Above/(Below) Recommendation	\$0	\$0	\$0	\$0

Operating Expenses

Request and Recommendation: The Department requests and staff recommends an appropriation of \$99,531 reappropriated funds.

Executive Director's Office, Department Administration, Operating Expenses			
	Total Funds	General Fund	Reappropriated Funds
FY 2014-15 Appropriation			
HB 14-1336 (Long Bill)	\$99,531	\$0	\$99,531
SB 15-999 (Supplemental)	351,378	351,378	0
TOTAL	\$450,909	\$351,378	\$99,531
FY 2015-16 Recommended Appropriation			

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Executive Director's Office, Department Administration, Operating Expenses			
	Total Funds	General Fund	Reappropriated Funds
FY 2014-15 Appropriation	\$450,909	\$351,378	\$99,531
Annualize Prior Year Funding	(351,378)	(351,378)	0
TOTAL	\$99,531	\$0	\$99,531
Increase/(Decrease)	(\$351,378)	(\$351,378)	\$0
Percentage Change	(77.9%)	(100.0%)	0.0%
FY 2015-16 Executive Request:	\$99,531	\$0	\$99,531
Request Above/(Below) Recommendation	\$0	\$0	\$0

Legal Services

This line is used to pay the Department of Law for the provision of legal services.

Request: The Department requests a continuation appropriation of 2,563 legal services hours. The request reflects a requested appropriation of \$242,229 total funds.

Recommendation: Staff recommends a continuation appropriation of 2,563 hours of legal services; the dollar amount is pending. Staff will reflect Committee policy in the appropriation for this line item.

Administrative Law Judge Services

This line funds the Department's share of statewide administrative law judge services.

Request: The Department requests \$11,432 total funds.

Recommendation: This line item is pending. Staff will reflect Committee policy in the appropriation for this line item.

Executive Director's Office, Department Administration, Administrative Law Judge Services			
	Total Funds	Cash Funds	Reappropriated Funds
FY 2014-15 Appropriation			
HB 14-1336 (Long Bill)	\$14,126	\$12,633	\$1,493
SB 15-999 (Supplemental)	459	410	49
TOTAL	\$14,585	\$13,043	\$1,542
FY 2015-16 Recommended Appropriation			
FY 2014-15 Appropriation	\$14,585	\$13,043	\$1,542
ALJ Services Adjustment	(2,694)	(2,269)	(425)
Annualize Prior Year Funding	(459)	(410)	(49)
TOTAL	\$11,432	\$10,364	\$1,068
Increase/(Decrease)	(\$3,153)	(\$2,679)	(\$474)
Percentage Change	(21.6%)	(20.5%)	(30.7%)
FY 2015-16 Executive Request:	\$11,432	\$10,364	\$1,068
Request Above/(Below) Recommendation	\$0	\$0	\$0

Payment to Risk Management and Property Funds

This line funds the Department's share of statewide property and liability insurance coverage.

Request: The Department requests an appropriation of \$534,629 total funds. The request reflects a common policy base adjustment decrease of \$73,280.

Recommendation: This line item is pending. Staff will reflect Committee policy in the appropriation for this line item.

JBC Staff Figure Setting – FY 2015-16
Staff Working Document – Does Not Represent Committee Decision

Executive Director's Office, Department Administration, Payment to Risk Management and Property Funds				
	Total Funds	General Fund	Cash Funds	Reappropriated Funds
FY 2014-15 Appropriation				
HB 14-1336 (Long Bill)	\$607,909	\$158,082	\$63,356	\$386,471
TOTAL	\$607,909	\$158,082	\$63,356	\$386,471
FY 2015-16 Recommended Appropriation				
FY 2014-15 Appropriation	\$607,909	\$158,082	\$63,356	\$386,471
Payment to Risk Mgt and Property Adjustment	(73,280)	(16,410)	(874)	(55,996)
TOTAL	\$534,629	\$141,672	\$62,482	\$330,475
Increase/(Decrease)	(\$73,280)	(\$16,410)	(\$874)	(\$55,996)
Percentage Change	(12.1%)	(10.4%)	(1.4%)	(14.5%)
FY 2015-16 Executive Request:	\$534,629	\$141,672	\$62,482	\$330,475
Request Above/(Below) Recommendation	\$0	\$0	\$0	\$0

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 \$97,847 total funds, which includes the NP1 – Annual Fleet Request lease payment adjustment increase of \$28,641.

Recommendation: **This line item is pending.** Staff will reflect Committee policy in the appropriation for this line item.

Executive Director's Office, Department Administration, Vehicle Lease Payments			
	Total Funds	Cash Funds	Reappropriated Funds
FY 2014-15 Appropriation			
HB 14-1336 (Long Bill)	\$69,206	\$2,128	\$67,078
TOTAL	\$69,206	\$2,128	\$67,078
FY 2015-16 Recommended Appropriation			
FY 2014-15 Appropriation	\$69,206	\$2,128	\$67,078
NP1 Annual Fleet Request	28,641	0	28,641
TOTAL	\$97,847	\$2,128	\$95,719
Increase/(Decrease)	\$28,641	\$0	\$28,641
Percentage Change	41.4%	0.0%	42.7%
FY 2015-16 Executive Request:	\$97,847	\$2,128	\$95,719
Request Above/(Below) Recommendation	\$0	\$0	\$0

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 2,690 square feet in Colorado Springs for the Office of Administrative Courts.

Request and Recommendation: The Department requests and **staff recommends a continuation appropriation of \$316,949 reappropriated funds.**

JBC Staff Figure Setting – FY 2015-16
Staff Working Document – Does Not Represent Committee Decision

Capitol Complex Leased Space

This line item pays for the Department's share of costs for space in the Capitol Complex. The Department's allocation for FY 2015-16 totals 200,380 square feet in the Capitol Complex, including 123,328 at Denver Buildings, 74,783 at North Campus, and 2,269 at Grand Junction.

Request: The Department requests funding for 200,380 square feet of combined Capitol Complex space and reflects a request for \$2,617,849 total funds. The request includes a common policy base adjustment increase of \$927,063 total funds.

Recommendation: Staff recommends an appropriation for 200,380 square feet of combined Capitol Complex space. The rates for Capitol Complex Leased Space are pending. Staff will reflect Committee policy in the appropriation for this line item.

Executive Director's Office, Department Administration, Capitol Complex Leased Space				
	Total Funds	General Fund	Cash Funds	Reappropriated Funds
FY 2014-15 Appropriation				
HB 14-1336 (Long Bill)	<u>\$1,690,786</u>	<u>\$965,221</u>	<u>\$228,422</u>	<u>\$497,143</u>
TOTAL	\$1,690,786	\$965,221	\$228,422	\$497,143
FY 2015-16 Recommended Appropriation				
FY 2014-15 Appropriation	\$1,690,786	\$965,221	\$228,422	\$497,143
Capitol Complex Leased Space Adjustment	<u>927,063</u>	<u>475,308</u>	<u>26,082</u>	<u>425,673</u>
TOTAL	\$2,617,849	\$1,440,529	\$254,504	\$922,816
Increase/(Decrease)	\$927,063	\$475,308	\$26,082	\$425,673
Percentage Change	54.8%	49.2%	11.4%	85.6%
FY 2015-16 Executive Request:	\$2,617,849	\$1,440,529	\$254,504	\$922,816
Request Above/(Below) Recommendation	\$0	\$0	\$0	\$0

Payments to OIT

This line item represents payments to the Governor's Office of Information Technology.

Request: The Department's request reflects an appropriation of \$3,180,591 total funds.

Recommendation: This line item is pending. Staff will reflect Committee policy in the appropriation for this line item.

Executive Director's Office, Department Administration, Payments to OIT				
	Total Funds	General Fund	Cash Funds	Reappropriated Funds
FY 2014-15 Appropriation				
HB 14-1336 (Long Bill)	\$1,688,351	\$314,547	\$52,099	\$1,321,705
SB 15-999 (Supplemental)	<u>6,928</u>	<u>1,802</u>	<u>915</u>	<u>4,211</u>
TOTAL	\$1,695,279	\$316,349	\$53,014	\$1,325,916
FY 2015-16 Recommended Appropriation				
FY 2014-15 Appropriation	\$1,695,279	\$316,349	\$53,014	\$1,325,916
Statewide IT Adjustments	1,492,240	528,278	408,504	555,458
Annualize Prior Year Funding	<u>(6,928)</u>	<u>(1,802)</u>	<u>(915)</u>	<u>(4,211)</u>
TOTAL	\$3,180,591	\$842,825	\$460,603	\$1,877,163
Increase/(Decrease)	\$1,485,312	\$526,476	\$407,589	\$551,247
Percentage Change	87.6%	166.4%	768.8%	41.6%
FY 2015-16 Executive Request:	\$3,180,591	\$842,825	\$460,603	\$1,877,163
Request Above/(Below) Recommendation	\$0	\$0	\$0	\$0

COFRS Modernization

This line item funds the Department's share of the project to replace the statewide accounting system (COFRS) used by the Office of the State Controller to record all state revenues and expenditures.

Request: The Department requests an appropriation of \$401,287 total funds.

Recommendation: **This line item is pending.** Staff will reflect Committee policy in the appropriation for this line item.

Executive Director's Office, Department Administration, COFRS Modernization				
	Total Funds	General Fund	Cash Funds	Reappropriated Funds
FY 2014-15 Appropriation				
HB 14-1336 (Long Bill)	\$288,061	\$74,907	\$30,022	\$183,132
SB 15-999 (Supplemental)	(68,617)	(17,844)	(7,152)	(43,621)
TOTAL	\$219,444	\$57,063	\$22,870	\$139,511
FY 2015-16 Recommended Appropriation				
FY 2014-15 Appropriation	\$219,444	\$57,063	\$22,870	\$139,511
BANP5 CORE Common Policy True-up	113,226	31,430	28,089	53,707
Annualize Prior Year Funding	68,617	17,844	7,152	43,621
TOTAL	\$401,287	\$106,337	\$58,111	\$236,839
Increase/(Decrease)	\$181,843	\$49,274	\$35,241	\$97,328
Percentage Change	82.9%	86.4%	154.1%	69.8%
FY 2015-16 Executive Request:	\$401,287	\$106,337	\$58,111	\$236,839
Request Above/(Below) Recommendation	\$0	\$0	\$0	\$0

(B) STATEWIDE SPECIAL PURPOSE

(1) Colorado State Employees Assistance

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

Personal Services

Request and Recommendation: The Department requests and **staff recommends an appropriation of 11.0 FTE and \$804,848 reappropriated funds**, which includes a continuation amount plus salary survey and merit pay annualizations.

Executive Director's Office, Statewide Special Purpose, CSEAP, Personal Services		
	Reappropriated Funds	FTE
FY 2014-15 Appropriation		
HB 14-1336 (Long Bill)	\$779,777	11.0
TOTAL	\$779,777	11.0
FY 2015-16 Recommended Appropriation		
FY 2014-15 Appropriation	\$779,777	11.0

Executive Director's Office, Statewide Special Purpose, CSEAP, Personal Services	Reappropriated Funds	FTE
Annualize Salary Survey and Merit Pay	<u>25,071</u>	<u>0.0</u>
TOTAL	\$804,848	11.0
Increase/(Decrease)	\$25,071	0.0
Percentage Change	3.2%	0.0%
FY 2015-16 Executive Request:	\$804,848	11.0
Request Above/(Below) Recommendation	\$0	0.0

Operating Expenses

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

Indirect Cost Assessment

Request and Recommendation: The Department requests, and staff recommends, an appropriation of \$172,259 reappropriated funds, consistent with the statewide indirect cost plan and Committee policy.

(2) Office of the State Architect

The Office of the State Architect (OSA) establishes policies and procedures for the State's capital construction process, including controlled maintenance, at each state agency and institutions of higher education. The OSA provides project administration services to agencies that do not have technical staff experienced in project design and construction management, and establishes policies for State leases and real estate contracts.

➔ BA2 – Capitol Complex Master Plan FTE Resources

Request: The Department requests \$120,728 General Fund and 0.9 FTE in FY 2015-16, annualizing to \$127,374 and 1.0 FTE in FY 2016-17, for an Architect III to implement and manage the Capitol Complex Master Plan as established in Section 24-82-101 (3), C.R.S.

Recommendation: Staff recommends that the Committee approve the request as included in the Office of the State Architect's program line item for an Architect III. In accordance with Committee policy, staff recommends that the Committee deny the request for funding the compensation common policy POTS line items included in the request.

Analysis:

Staff has recommended and the Committee has requested a bill draft to establish a statewide planning unit in the OSA. In addition to implementing and managing the Capitol Complex Master Plan, the State Architect envisions that this requested position will function as the first planner in the statewide planning unit and would establish policies for the unit and for statewide planning as it may be defined in the potential legislation.

Initially, staff preferred to address this request item as a part of the draft legislation. Staff has been meeting with the State Architect, OSPB Deputy Director, Erick Scheminske, Capital Development Committee staff, and the Office of Legislative Legal Services bill drafter. Due to

the time and effort that it has taken to define the statutory structure for the planning unit among the interested parties, staff prefers to address this request as a stand-alone request item.

While the bill draft is expected to amend statute for the purposes of establishing responsibilities and authority of the planning unit and the OSA in a statewide planning process, and while the fiscal note may identify specific resource needs, the draft legislation may not need to address the staffing or resource needs directly. A bifurcated approach will allow the bill drafter the opportunity to focus on the responsibilities and authority to be outlined in statute, rather than the initial size and scope of the unit. Rather than attempt to identify a single resource solution in advance for the planning unit within a single bill, future needs of the unit might best be addressed through future department requests or staff recommendations as the planning unit develops over time.

On that basis, staff is recommending that the Committee approve this request as the initial step in funding a planning unit in the OSA in addition to providing staff for the OSA related to managing the needs of the Capitol Complex Master Plan.

Office of the State Architect

This line item is a program line that includes personal services and operating expenses.

Request: The Department requests an appropriation of 5.9 FTE and \$586,568 General Fund, which includes a continuation amount and salary survey and merit pay annualizations. The request includes the Department's BA2 Capitol Complex Master Plan FTE Resources request item. The request reflects estimates of \$564,738 for personal services and \$21,830 for operating expenses.

Recommendation: Staff recommends an appropriation of 5.9 FTE and \$586,568 General Fund.

Executive Director's Office, Statewide Special Purpose, Office of the State Architect	General Fund	FTE
FY 2014-15 Appropriation		
HB 14-1336 (Long Bill)	<u>\$467,005</u>	<u>5.0</u>
TOTAL	\$467,005	5.0
FY 2015-16 Recommended Appropriation		
FY 2014-15 Appropriation	\$467,005	5.0
BA2 Capitol Complex Master Plan FTE Resources	105,523	0.9
Annualize Salary Survey and Merit Pay	<u>14,040</u>	<u>0.0</u>
TOTAL	\$586,568	5.9
Increase/(Decrease)	\$119,563	0.9
Percentage Change	25.6%	18.0%
FY 2015-16 Executive Request:	\$586,568	5.9
Request Above/(Below) Recommendation	\$0	0.0

(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.

Personal Services

Request and Recommendation: The Department requests and **staff recommends an appropriation of 12.0 FTE and \$732,379 total funds**, which includes salary survey and merit pay annualizations, and includes fund splits as outlined in the following table.

Executive Director's Office, Statewide Special Purpose, Colorado State Archives, Personal Services					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2014-15 Appropriation					
HB 14-1336 (Long Bill)	<u>\$715,311</u>	<u>\$532,794</u>	<u>\$153,446</u>	<u>\$29,071</u>	<u>12.0</u>
TOTAL	\$715,311	\$532,794	\$153,446	\$29,071	12.0
FY 2015-16 Recommended Appropriation					
FY 2014-15 Appropriation	715,311	532,794	153,446	29,071	12.0
Annualize Salary Survey and Merit Pay	17,068	17,068	0	0	0.0
Fund Source Adjustment	<u>0</u>	<u>(26,242)</u>	<u>26,242</u>	<u>0</u>	<u>0.0</u>
TOTAL	\$732,379	\$523,620	\$179,688	\$29,071	12.0
Increase/(Decrease)	\$17,068	(\$9,174)	\$26,242	\$0	0.0
Percentage Change	2.4%	(1.7%)	17.1%	0.0%	0.0%
FY 2015-16 Executive Request:	\$732,379	\$523,620	\$179,688	\$29,071	12.0
Request Above/(Below) Recommendation	\$0	\$0	\$0	\$0	0.0

Operating Expenses

Request and Recommendation: The Department requests and **staff recommends an appropriation of \$128,436 General Fund**, which includes a prior year funding annualization.

Executive Director's Office, Statewide Special Purpose, Colorado State Archives, Operating Expenses	
	General Fund
FY 2014-15 Appropriation	
HB 14-1336 (Long Bill)	<u>\$128,436</u>
TOTAL	\$128,436
FY 2015-16 Recommended Appropriation	
FY 2014-15 Appropriation	\$128,436
Annualize Prior Year Funding	<u>(34,600)</u>
TOTAL	\$93,836
Increase/(Decrease)	(\$34,600)
Percentage Change	(26.9%)
FY 2015-16 Executive Request:	\$93,836
Request Above/(Below) Recommendation	\$0

(4) 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.

Request and Recommendation: The Department requests and staff recommends a continuation appropriation of \$119,842 reappropriated funds. Staff requests permission to adjust fund splits if necessary based on statewide indirect cost recoveries available at the end of figure setting.

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.

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



BA1 – Restructure of the Office of the State Controller to Support CORE

Request: As a part of the Department's budget amendment request for restructuring the Division of Accounts and Control – Controller, for the Office of the State Controller to support CORE, the Department requests that the Disability Investigational and Pilot Support Procurement line item, titled DIPS Procurement, be moved from the State Purchasing Office to the Statewide Special Purpose subdivision in the Executive Director's Office.

Recommendation: Staff recommends that the Committee approve the line item move as requested.

NEW LINE ITEM – MOVED FROM THE STATE PURCHASING OFFICE IN THE DIVISION OF ACCOUNTS AND CONTROL – CONTROLLER

DISABILITY INVESTIGATIONAL AND PILOT SUPPORT PROCUREMENT

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

Request and Recommendation: The Department requests and staff recommends an appropriation of \$1,337,976 cash funds, which includes the line item transfer amount plus an annualization of interest earnings on the fund.

JBC Staff Figure Setting – FY 2015-16
Staff Working Document – Does Not Represent Committee Decision

Executive Director's Office, Statewide Special Purpose, Disability Investigational and Pilot Support Procurement	
	Cash Funds
FY 2014-15 Appropriation	
HB 14-1336 (Long Bill)	<u>\$0</u>
TOTAL	\$0
FY 2015-16 Recommended Appropriation	
FY 2014-15 Appropriation	\$0
BA1 Restructure of the Office of the State Controller to Support CORE	1,225,976
Annualize Interest Earnings	<u>82,000</u>
TOTAL	\$1,337,976
Increase/(Decrease)	\$1,337,976
Percentage Change	n/a
FY 2015-16 Executive Request:	\$1,337,976
Request Above/(Below) Recommendation	\$0

(2) Division of Human Resources

The division administers the State's classified personnel system, administers the employee benefits programs, manages statewide systems for payroll and employee databases, and operates the statewide risk management program, including the provision of property, casualty, and workers' compensation insurance.

(A) HUMAN RESOURCE SERVICES

This subdivision includes State Agency Services and Training 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.

Personal Services

Request and Recommendation: The Department requests and **staff recommends an appropriation of 19.2 FTE and \$1,710,915 total funds**, including fund splits outlined in the following table. The recommendation includes salary survey and merit pay annualizations, and a fund source adjustment related to the use of indirect cost recoveries. **Staff requests permission to adjust fund splits if necessary based on statewide indirect cost recoveries available at the end of figure setting.**

Division of Human Resources, Human Resource Services, Personal Services	Total Funds	General Fund	Reappropriated Funds	FTE
FY 2014-15 Appropriation				
HB 14-1336 (Long Bill)	\$1,676,763	\$0	\$1,676,763	19.2
TOTAL	\$1,676,763	\$0	\$1,676,763	19.2
FY 2015-16 Recommended Appropriation				
FY 2014-15 Appropriation	\$1,676,763	\$0	\$1,676,763	19.2
Annualize Salary Survey and Merit Pay	34,152	34,152	0	0.0
Fund Source Adjustment	0	208,709	(208,709)	0.0
TOTAL	\$1,710,915	\$242,861	\$1,468,054	19.2
Increase/(Decrease)	\$34,152	\$242,861	(\$208,709)	0.0
Percentage Change	2.0%	n/a	(12.4%)	0.0%
FY 2015-16 Executive Request:	\$1,710,915	\$242,861	\$1,468,054	19.2
Request Above/(Below) Recommendation	\$0	\$0	\$0	0.0

Operating Expenses

Request and Recommendation: The Department requests and **staff recommends a continuation appropriation of \$88,496 reappropriated funds.**

Total Compensation and Employee Engagement Surveys

This line item was added in FY 2013-14 for a biennial employee engagement survey and includes the biennial total compensation survey added in FY 2014-15. Each survey is funded in alternating years.

Request and Recommendation: The Department requests and **staff recommends an appropriation of \$215,000 General Fund**, for the biennial employee engagement survey.

Division of Human Resources, Human Resource Services, Total Compensation and Employee Engagement Surveys	
	General Fund
FY 2014-15 Appropriation	
HB 14-1336 (Long Bill)	\$300,000
Other Legislation	<u>125,000</u>
TOTAL	\$425,000
FY 2015-16 Recommended Appropriation	
FY 2014-15 Appropriation	\$425,000
Annualize Total Compensation Survey (biennial)	(300,000)
Annualize PERA Study (one-time)	(125,000)
Annualize Employee Engagement Survey (biennial)	<u>215,000</u>
TOTAL	\$215,000
Increase/(Decrease)	(\$210,000)
Percentage Change	(49.4%)
FY 2015-16 Executive Request:	\$215,000
Request Above/(Below) Recommendation	\$0

(2) Training Services

Pursuant to Section 24-50-122, C.R.S., this program provides training courses on supervision, program management, contract management, procurement procedures, violence prevention, and performance management to state employees.

➔ R3 – Consolidate Training Services into Program Line

Request: The Department requests that the Training Services, Personal Services and Operating Expenses line items be consolidated into a single program line item. The Department states that the provision of training programs using in-house staff and outside contractors may vary from year to year, and a single program line item would allow for the annual variance.

Recommendation: **Staff recommends that the Committee approve the line item consolidation as requested.**

NEW LINE ITEM – CONSOLIDATED PROGRAM LINE

TRAINING SERVICES

Request and Recommendation: The Department requests and **staff recommends an appropriation of 4.0 FTE and \$687,081 total funds**, including fund splits as outlined in the following table. The recommendation includes a continuation amount plus salary survey and merit pay annualizations.

JBC Staff Figure Setting – FY 2015-16
Staff Working Document – Does Not Represent Committee Decision

Division of Human Resources, Human Resource Services, Training Services				
	Total Funds	Cash Funds	Reappropriated Funds	FTE
FY 2014-15 Appropriation				
HB 14-1336 (Long Bill)	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>0.0</u>
TOTAL	\$0	\$0	\$0	0.0
FY 2015-16 Recommended Appropriation				
FY 2014-15 Appropriation	\$0	\$0	\$0	0.0
R3 Consolidate Personal Services	\$600,246	\$33,417	\$566,829	4.0
R3 Consolidate Operating Expenses	\$80,542	\$6,888	\$73,654	0.0
Annualize Salary Survey and Merit Pay	<u>6,293</u>	<u>0</u>	<u>6,293</u>	<u>0.0</u>
TOTAL	\$687,081	\$40,305	\$646,776	4.0
Increase/(Decrease)	\$687,081	\$40,305	\$646,776	4.0
Percentage Change	0.0%	0.0%	0.0%	0.0%
FY 2015-16 Executive Request:	\$687,081	\$40,305	\$646,776	4.0
Request Above/(Below) Recommendation	\$0	\$0	\$0	0.0

Personal Services

Request and Recommendation: The Department requests and staff recommends an appropriation of 0.0 FTE and \$0 total funds.

Division of Human Resources, Human Resource Services, Training Services, Personal Services				
	Total Funds	Cash Funds	Reappropriated Funds	FTE
FY 2014-15 Appropriation				
HB 14-1336 (Long Bill)	<u>\$600,246</u>	<u>\$33,417</u>	<u>\$566,829</u>	<u>4.0</u>
TOTAL	\$600,246	\$33,417	\$566,829	4.0
FY 2015-16 Recommended Appropriation				
FY 2014-15 Appropriation	\$600,246	\$33,417	\$566,829	4.0
R3 Consolidate into Program Line	<u>(600,246)</u>	<u>(33,417)</u>	<u>(566,829)</u>	<u>(4.0)</u>
TOTAL	\$0	\$0	\$0	0.0
Increase/(Decrease)	(\$600,246)	(\$33,417)	(\$566,829)	(4.0)
Percentage Change	(100.0%)	(100.0%)	(100.0%)	(100.0%)
FY 2015-16 Executive Request:	\$0	\$0	\$0	0.0
Request Above/(Below) Recommendation	\$0	\$0	\$0	0.0

Operating Expenses

Request and Recommendation: The Department requests and staff recommends an appropriation of \$0 total funds.

Division of Human Resources, Human Resource Services, Training Services, Operating Expenses			
	Total Funds	Cash Funds	Reappropriated Funds
FY 2014-15 Appropriation			
HB 14-1336 (Long Bill)	<u>\$80,542</u>	<u>\$6,888</u>	<u>\$73,654</u>
TOTAL	\$80,542	\$6,888	\$73,654
FY 2015-16 Recommended Appropriation			
FY 2014-15 Appropriation	\$80,542	\$6,888	\$73,654
R3 Consolidate into Program Line	<u>(80,542)</u>	<u>(6,888)</u>	<u>(73,654)</u>

JBC Staff Figure Setting – FY 2015-16
Staff Working Document – Does Not Represent Committee Decision

Division of Human Resources, Human Resource Services, Training Services, Operating Expenses	Total Funds	Cash Funds	Reappropriated Funds
TOTAL	\$0	\$0	\$0
Increase/(Decrease)	(\$80,542)	(\$6,888)	(\$73,654)
Percentage Change	(100.0%)	(100.0%)	(100.0%)
FY 2015-16 Executive Request:	\$0	\$0	\$0
Request Above/(Below) Recommendation	\$0	\$0	\$0

Indirect Cost Assessment

Request and Recommendation: The Department requests and **staff recommends an appropriation of \$32,482 total funds**, including \$3,842 cash funds and \$28,640 reappropriated funds, consistent with Committee policy and the statewide indirect cost plan.

(B) EMPLOYEE BENEFITS SERVICES

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

Personal Services

Request and Recommendation: The Department requests and **staff recommends an appropriation of 12.0 FTE and \$827,054 cash funds**, which includes a continuation amount plus salary survey and merit pay annualization.

Division of Human Resources, Employee Benefits Services, Personal Services	Cash Funds	FTE
FY 2014-15 Appropriation		
HB 14-1336 (Long Bill)	\$805,260	12.0
TOTAL	\$805,260	12.0
FY 2015-16 Recommended Appropriation		
FY 2014-15 Appropriation	\$805,260	12.0
Annualize Salary Survey and Merit Pay	21,794	0.0
TOTAL	\$827,054	12.0
Increase/(Decrease)	\$21,794	0.0
Percentage Change	2.7%	0.0%
FY 2015-16 Executive Request:	\$827,054	12.0
Request Above/(Below) Recommendation	\$0	0.0

Operating Expenses

Request and Recommendation: The Department requests and **staff recommends a continuation 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.

Request and Recommendation: The Department requests and **staff recommends a continuation 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 medical and dental benefit plan premiums of lower-income state employees with at least one dependent (other than a spouse). The fund receives 4.5 percent of the tobacco-settlement revenue that is allocated for Category 2 programs. These moneys are *continuously appropriated* and pay the costs of increased non-supplemental state contributions, and to supplement the state contribution for employees enrolled in a qualifying group benefit plan.

Request: The Department's request reflects a continuation amount of \$1,225,821 cash funds.

Recommendation: Staff recommends reflecting an appropriation of \$1,225,821 cash funds, for informational purposes.

Indirect Cost Assessment

Request and Recommendation: The Department requests and **staff recommends an appropriation of \$172,277 cash funds**, consistent with Committee policy and the statewide indirect cost plan.

(C) RISK MANAGEMENT SERVICES

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

Risk Management Services		
	Reappropriated Funds	FTE
FY 2014-15 Appropriation		
HB 14-1336 (Long Bill)	\$59,443,676	11.5
SB 15-999 (Supplemental)	900,000	0.0
Other Legislation	<u>4,500</u>	<u>0.0</u>
TOTAL	\$60,348,176	11.5
FY 2015-16 Recommended Appropriation		
FY 2014-15 Appropriation	\$60,348,176	11.5
Risk Management Base Adjustment	(851,420)	0.0

JBC Staff Figure Setting – FY 2015-16
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Risk Management Services		
	Reappropriated Funds	FTE
Indirect Cost Assessment Adjustment	68,516	0.0
Annualize Prior Year Funding	(878,372)	0.0
TOTAL	\$58,686,900	11.5
Increase/(Decrease)	(\$1,661,276)	0.0
Percentage Change	(2.8%)	0.0%
FY 2015-16 Executive Request	\$58,109,436	11.5
Request Above/(Below) Recommendation	(\$577,464)	0.0

Personal Services

Request and Recommendation: The Department requests and **staff recommends 11.5 FTE and \$839,775 reappropriated funds**, which includes a continuation amount plus salary survey and merit pay annualizations.

Division of Human Resources, Risk Management Services, Personal Services		
	Reappropriated Funds	FTE
FY 2014-15 Appropriation		
HB 14-1336 (Long Bill)	\$813,647	11.5
TOTAL	\$813,647	11.5
FY 2015-16 Recommended Appropriation		
FY 2014-15 Appropriation	\$813,647	11.5
Annualize Salary Survey and Merit Pay	26,128	0.0
TOTAL	\$839,775	11.5
Increase/(Decrease)	\$26,128	0.0
Percentage Change	3.2%	0.0%
FY 2015-16 Executive Request:	\$839,775	11.5
Request Above/(Below) Recommendation	\$0	0.0

Operating Expenses

Request and Recommendation: The Department requests and **staff recommends a continuation appropriation of \$68,427 reappropriated funds.**

Actuarial and Broker Services

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

Request and Recommendation: The Department requests and **staff recommends an appropriation of \$272,073 reappropriated funds**, which includes a continuation amount plus a common policy base adjustment increase of \$73 reappropriated funds as outlined in the following table.

*JBC Staff Figure Setting – FY 2015-16
Staff Working Document – Does Not Represent Committee Decision*

Division of Human Resources, Risk Management Services, Actuarial and Broker Services	
Reappropriated Funds	
FY 2014-15 Appropriation	
HB 14-1336 (Long Bill)	\$272,000
TOTAL	\$272,000
FY 2015-16 Recommended Appropriation	
FY 2014-15 Appropriation	\$272,000
Risk Management Base Adjustment	73
TOTAL	\$272,073
Increase/(Decrease)	\$73
Percentage Change	0.0%
FY 2015-16 Executive Request:	\$272,073
Request Above/(Below) Recommendation	\$0

Risk Management Information System

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

Request and Recommendation: The Department requests and **staff recommends a continuation appropriation of \$137,448 reappropriated funds.**

Indirect Cost Assessment

Request and Recommendation: The Department requests and **staff recommends an appropriation of \$163,715 reappropriated funds**, consistent with Committee policy and the statewide indirect cost plan.

Liability Claims

This line item was renamed in FY 2013-14, formerly known as Liability Premiums, to more clearly identify the discrete program expenses previously commingled in the Liability Premiums line item. The State is self-insured for the Liability Program, and this line is used to pay for liability claims 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. Judgments for liabilities that do not involve federal law are limited by the Governmental Immunity Act pursuant to Section 24-10-114, C.R.S., limiting awards to \$350,000 per person and \$990,000 per occurrence. This act does *not* apply to liabilities that pertain to federal law (Americans with Disabilities Act, age discrimination, gender discrimination, racial discrimination, etc.), and there is no damage limit for these awards. This line is funded from the Risk Management Fund, created pursuant to Section 24-30-1510, C.R.S. **Moneys in the fund are continuously appropriated for purposes of the fund, other than the direct and indirect administrative costs of operating the risk management system,** pursuant to Section 24-30-1510 (1) (a), C.R.S.

Request and Recommendation: The Department requests and **staff recommends reflecting an appropriation of \$4,211,736 reappropriated funds**, which includes a common policy base adjustment decrease of \$169,388.

JBC Staff Figure Setting – FY 2015-16
Staff Working Document – Does Not Represent Committee Decision

Division of Human Resources, Risk Management Services, Liability Claims	
	Reappropriated Funds
FY 2014-15 Appropriation	
HB 14-1336 (Long Bill)	\$4,381,124
TOTAL	\$4,381,124
FY 2015-16 Recommended Appropriation	
FY 2014-15 Appropriation	\$4,381,124
Risk Management Base Adjustment	(169,388)
TOTAL	\$4,211,736
Increase/(Decrease)	(\$169,388)
Percentage Change	(3.9%)
FY 2015-16 Executive Request:	\$4,211,736
Request Above/(Below) Recommendation	\$0

Liability Excess Policy

This line item was added in FY 2013-14 to more clearly identify the discrete program expenses previously commingled in the Liability Premiums line item. This line item funds the additional excess policies for the State's liability program.

Request and Recommendation: The Department requests and **staff recommends reflecting an appropriation of \$332,762 reappropriated funds**, which includes a continuation amount plus a common policy base adjustment decrease of \$6,461 reappropriated funds.

Division of Human Resources, Risk Management Services, Liability Excess Policy	
	Reappropriated Funds
FY 2014-15 Appropriation	
HB 14-1336 (Long Bill)	\$339,223
TOTAL	\$339,223
FY 2015-16 Recommended Appropriation	
FY 2014-15 Appropriation	\$339,223
Risk Management Base Adjustment	(6,461)
TOTAL	\$332,762
Increase/(Decrease)	(\$6,461)
Percentage Change	(1.9%)
FY 2015-16 Executive Request:	\$332,762
Request Above/(Below) Recommendation	\$0

Liability Legal Services

Pursuant to Section 24-30-1507, C.R.S., this line funds the legal expenses associated with the Liability Program. This line item was renamed in FY 2013-14, previously titled as *Legal Services for 31,860 hours*, to identify this line item as funding liability legal services expenses exclusively. Additionally, this legal services line item is not dependent on a calculation of legal services hours purchased from the Department of Law as most statewide legal services line items are calculated and appropriated. The Liability Legal Services line item is set by the State's risk

JBC Staff Figure Setting – FY 2015-16
Staff Working Document – Does Not Represent Committee Decision

management actuary as a dollar amount. Funds in the Liability Program are continuously appropriated for this line pursuant to Section 24-30-1510 (1) (a), C.R.S.

Request and Recommendation: The Department requests and **staff recommends reflecting an appropriation of \$2,807,823 reappropriated funds**, which includes a continuation amount plus a common policy base adjustment decrease of \$236,687 reappropriated funds.

Division of Human Resources, Risk Management Services, Liability Legal Services	
	Reappropriated Funds
FY 2014-15 Appropriation	
HB 14-1336 (Long Bill)	\$3,044,510
TOTAL	\$3,044,510
FY 2015-16 Recommended Appropriation	
FY 2014-15 Appropriation	\$3,044,510
Risk Management Base Adjustment	(236,687)
TOTAL	\$2,807,823
Increase/(Decrease)	(\$236,687)
Percentage Change	(7.8%)
FY 2015-16 Executive Request:	\$2,807,823
Request Above/(Below) Recommendation	\$0

Property Policies

This line item was renamed in FY 2013-14, formerly known as Property Premiums, to more clearly identify the discrete program expenses previously commingled in the Property Premiums line item. The property program pays for commercial insurance and associated deductibles for insurance coverage of state properties. The program provides property loss coverage for state assets, including building and content value. The property program is funded from the Self-Insured Property Fund, created in Section 24-30-1510.5, C.R.S. **Moneys in the fund are continuously appropriated for purposes of the fund, other than the direct and indirect administrative costs of operating the risk management system,** pursuant to Section 24-30-1510.5 (1) (a), C.R.S.

Property Policies				
	FY 2012-13 Actual	FY 2013-14 Approp.	FY 2014-15 Approp.	FY 2015-16 Request
Property Policies				
Property & Boiler Policies	\$3,993,561	\$4,394,224	\$3,991,185	\$4,310,450
Auto Physical Damage	0	19,455	20,427	0
Terrorism Premium	229,072	300,000	240,332	246,611
Flood Zone A Premiums	599	23,495	600	25,000
Crime Policy	265,967	337,648	351,878	325,324
Property Policies Subtotal	\$4,489,199	\$5,074,822	\$4,604,422	\$4,907,385

Property & Boiler Policies: These policies cover the State's \$9 billion in buildings, assets, and real property with a \$500,000 deductible.

Auto Physical Damage: This policy provides coverage for leased, rented, or borrowed vehicles.

Terrorism Premium: The State is required to buy an additional policy to secure the same type of coverage as offered under Property & Boiler Policies.

Flood Zone A Premiums: Insurance coverage for properties deemed to be within a flood zone.

Crime Policy: This policy covers losses incurred as a result of criminal or dishonest behavior by state employees.

Request and Recommendation: The Department requests and **staff recommends reflecting an appropriation of \$4,907,385 reappropriated funds**, which includes a common policy base adjustment increase of \$302,963.

Division of Human Resources, Risk Management Services, Property Policies	
	Reappropriated Funds
FY 2014-15 Appropriation	
HB 14-1336 (Long Bill)	\$4,604,422
Other Legislation	<u>4,500</u>
TOTAL	\$4,608,922
FY 2015-16 Recommended Appropriation	
FY 2014-15 Appropriation	\$4,608,922
Risk Management Base Adjustment	302,963
Annualize Prior Year Funding	<u>(4,500)</u>
TOTAL	\$4,907,385
Increase/(Decrease)	\$298,463
Percentage Change	6.5%
FY 2015-16 Executive Request:	\$4,907,385
Request Above/(Below) Recommendation	\$0

Property Deductibles and Payouts

This line item was added in FY 2013-14 to more clearly identify the discrete program expenses previously commingled in the Property Premiums line item. This line item funds the payment of deductibles and residuals as required by the property policies for the State's property insurance program. With the exception of extreme loss, the State is self-funded for the majority of claims filed under the property program.

Request and Recommendation: The Department requests and **staff recommends reflecting a continuation appropriation of \$2,600,000 reappropriated funds.**

Workers' Compensation Claims

This line item was renamed in FY 2013-14, formerly known as Workers' Compensation Premiums, to more clearly identify the discrete program expenses previously commingled in the Workers' Compensation Premiums line item. The workers' compensation program is used to pay workers' compensation benefits to state employees. Similar to the liability program, the State is self-insured for workers' compensation claims. The two broad categories of workers' compensation payments are medical payments and indemnity payments. Indemnity benefits

include settlements for permanent injuries and lost wages. The maximum workers' compensation benefits for lost wages are established by the Department of Labor and Employment pursuant to Section 8-47-106, C.R.S. There is no maximum payment for medical benefits. The Workers' Compensation Program is funded from the State Employee Workers' Compensation Account, a separate account within the Risk Management Fund, pursuant to Section 24-30-1510.7, C.R.S. As of March 27, 2014, **the moneys in the account are continuously appropriated for the purposes of the account other than the direct and indirect administrative costs of operating the risk management system, including legal services, litigation expenses, and third-party administrator expenses.**

Request: The Department requests and **staff recommends reflecting an appropriation of \$37,125,664 reappropriated funds**, which includes a common policy base adjustment decrease of \$1,475,030 as outlined in the following table.

Division of Human Resources, Risk Management Services, Workers' Compensation Claims	
	Reappropriated Funds
FY 2014-15 Appropriation	
HB 14-1336 (Long Bill)	\$38,600,694
TOTAL	\$38,600,694
FY 2015-16 Recommended Appropriation	
FY 2014-15 Appropriation	\$38,600,694
Risk Management Base Adjustment	(1,475,030)
TOTAL	\$37,125,664
Increase/(Decrease)	(\$1,475,030)
Percentage Change	(3.8%)
FY 2015-16 Executive Request:	\$37,125,664
Request Above/(Below) Recommendation	\$0

Workers' Compensation TPA Fees and Loss Control

This line item was added in FY 2013-14 to more clearly identify the discrete program expenses previously commingled in the Workers' Compensation Premiums line item. This line item funds third party administrator (TPA) fees paid to the State's TPA, Broadspire, and for loss control incentives.

Request and Recommendation: The Department requests and **staff recommends a continuation appropriation of \$2,450,000 reappropriated funds.**

Workers' Compensation Excess Policy

This line item was added in FY 2013-14 to more clearly identify the discrete program expenses previously commingled in the Workers' Compensation Premiums line item. This line item funds the payment of the excess policy for the State's workers' compensation insurance program that limits the State's exposure in any one occurrence to \$10 million and covers the next \$50 million.

Request and Recommendation: The Department requests and **staff recommends an appropriation of \$785,003 reappropriated funds**, which includes a common policy base adjustment decrease of \$166,890 as outlined in the following table.

*JBC Staff Figure Setting – FY 2015-16
Staff Working Document – Does Not Represent Committee Decision*

Division of Human Resources, Risk Management Services, Workers' Compensation Excess Policy	
	Reappropriated Funds
FY 2014-15 Appropriation	
HB 14-1336 (Long Bill)	\$951,893
TOTAL	\$951,893
FY 2015-16 Recommended Appropriation	
FY 2014-15 Appropriation	\$951,893
Risk Management Base Adjustment	(166,890)
TOTAL	\$785,003
Increase/(Decrease)	(\$166,890)
Percentage Change	(17.5%)
FY 2015-16 Executive Request:	\$785,003
Request Above/(Below) Recommendation	\$0

Workers' Compensation Legal Services

This line item was added in FY 2013-14 to more clearly identify the discrete program expenses previously commingled in the Workers' Compensation Premiums line item. Workers' Compensation Legal Services pays for litigation services, including legal representation at workers' compensation hearings and for expert opinions, provided through the State's TPA, Broadspire. The dollar amount is included in projections by the State's risk management actuary and is not appropriated based on legal services hours provided by the Department of Law as most state agency legal services line items are appropriated. Risk Management is in the process of transitioning workers' compensation legal services provision to the Department of Law.

Request and Recommendation: The Department's November 1 request totaled \$1,407,625. The Department requested a supplemental appropriation of \$900,000 for FY 2014-15, which was approved. The Department did not submit a budget amendment for FY 2015-16, but alerted staff that the supplemental figure is the correct, revised need for this line item for FY 2015-16. **Staff recommends an appropriation of \$1,985,089 reappropriated funds.**

Division of Human Resources, Risk Management Services, Workers' Compensation Legal Services	
	Reappropriated Funds
FY 2014-15 Appropriation	
HB 14-1336 (Long Bill)	\$1,085,089
SB 15-999 (Supplemental)	900,000
TOTAL	\$1,985,089
FY 2015-16 Recommended Appropriation	
FY 2014-15 Appropriation	\$1,985,089
Risk Management Base Adjustment	900,000
Annualize Prior Year Funding	(900,000)
TOTAL	\$1,985,089
Increase/(Decrease)	\$0
Percentage Change	0.0%
FY 2015-16 Executive Request:	\$1,407,625
Request Above/(Below) Recommendation	(\$577,464)

(3) Constitutionally Independent Entities

This Division currently includes only the State Personnel Board.

(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.

Personal Services

Request and Recommendation: The Department requests and **staff recommends an appropriation of 4.8 FTE and \$485,179 total funds**, including fund splits outlined in the following table. The recommendation includes a continuation amount plus salary survey and merit pay annualizations.

Constitutionally Independent Entities, Personnel Board, Personal Services				
	Total Funds	General Fund	Cash Funds	FTE
FY 2014-15 Appropriation				
HB 14-1336 (Long Bill)	\$473,603	\$472,425	\$1,178	4.8
TOTAL	\$473,603	\$472,425	\$1,178	4.8
FY 2015-16 Recommended Appropriation				
FY 2014-15 Appropriation	473,603	472,425	1,178	4.8
Annualize Salary Survey and Merit Pay	11,576	11,576	0	0.0
TOTAL	\$485,179	\$484,001	\$1,178	4.8
Increase/(Decrease)	11,576	11,576	\$0	0.0
Percentage Change	2.4%	2.5%	0.0%	0.0%
FY 2015-16 Executive Request:	\$485,179	\$484,001	\$1,178	4.8
Request Above/(Below) Recommendation	\$0	\$0	\$0	0.0

Operating Expenses

Request and Recommendation: The Department requests and **staff recommends a continuation appropriation of \$20,505 General Fund.**

Legal Services

Request: The Department requests a continuation appropriation of 330 hours of legal services and reflects a continuation appropriation of \$32,673 General Fund.

Recommendation: Staff recommends a continuation appropriation of 330 hours of legal services. The dollar amount is pending Committee policy setting the legal services hourly rate for FY 2015-16. Staff will adjust the line once Committee policy is established.

(4) Central Services

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

(A) ADMINISTRATION

The Administration section provides services such as management, human resources, accounting, and marketing.

Personal Services

Request and Recommendation: The Department requests and **staff recommends an appropriation of 8.0 FTE and \$680,817 reappropriated funds**, which includes a continuation amount plus salary survey and merit pay annualizations.

Central Services, Administration, Personal Services	Reappropriated Funds	FTE
FY 2014-15 Appropriation		
HB 14-1336 (Long Bill)	<u>\$668,785</u>	<u>8.0</u>
TOTAL	\$668,785	8.0
FY 2015-16 Recommended Appropriation		
FY 2014-15 Appropriation	\$668,785	8.0
Annualize Salary Survey and Merit Pay	<u>12,032</u>	<u>0.0</u>
TOTAL	\$680,817	8.0
Increase/(Decrease)	\$12,032	0.0
Percentage Change	1.8%	0.0%
FY 2015-16 Executive Request:	\$680,817	8.0
Request Above/(Below) Recommendation	\$0	0.0

Operating Expenses

Request and Recommendation: The Department requests and **staff recommends a continuation appropriation of \$58,445 reappropriated funds**.

Indirect Cost Assessment

Request and Recommendation: The Department requests and **staff recommends an appropriation of \$68,172 reappropriated funds**, consistent with Committee policy and the statewide indirect cost plan.

(B) INTEGRATED DOCUMENT SOLUTIONS

Integrated Document Solutions (IDS) includes operations that were formerly defined as three units including Reprographics Services, the Document Solutions Group, and Mail Services; the IDS line items were consolidated in FY 2012-13. IDS 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.).

➔ Staff-initiated – Explanation of non-Recommendation for IDS

Recommendation: Staff recommends that the Committee not take action on IDS personal services and operating expenses line items at this time. Staff recommends that the Committee ask the Departments of Revenue and Personnel to present a cohesive, single solution to resolve the identified problem or problems with the Tax Pipeline Efficiency project. Staff recommends that a single proposed solution be submitted by Tuesday, February 17th.

Staff became aware of issues with the Tax Pipeline Efficiency project following the supplemental presentation for the Department of Revenue on January 21st. Due to the timing of the Department of Personnel's figure setting, staff is unable to present a recommendation for addressing the Department of Personnel's share of the problems or issues at this time. Staff has attached the response received from questions submitted to the Department of Personnel, in Appendix B on page 69.

It appears that the Tax Pipeline Efficiency project as envisioned, planned, and funded is not what has been delivered. It also appears that there was a lack of adequate cost planning based on a substantial increase in prices for IDS services as a result of the high-priced equipment funded for the project. Based on the responses, it appears that the project may have increased efficiencies when compared to the previous process. However, it appears that the process may be more expensive now than it was before.

Staff believes that the Department of Personnel's position is that they would have included adjustments for IDS if they were needed and the request amounts as submitted are the need. However, staff is concerned that the efficiencies projected for this project were dependent on both departments delivering a coordinated solution. Clearly that solution has not been achieved. Until staff is comfortable that the Department of Personnel and IDS have no role in the failure or delay of that solution, staff prefers to delay recommendations for the primary IDS line items.

The Department of Revenue figure setting is scheduled for Monday, March 2nd. Staff recommends that the Committee request a single proposed solution, from both departments, by Tuesday, February 17th. Such a solution should incorporate any necessary appropriation adjustments for both departments, a summation of costs for the project to this point and for the proposed solution, the efforts that each department will provide to enable a resolution over FY 2015-16, and the projected costs for FY 2016-17 for the proposed solution.

Personal Services

Request: The Department requests 99.1 FTE and \$6,298,464 total funds, including \$141,615 cash funds and \$6,156,849 reappropriated funds. The request includes a salary survey and merit pay annualization.

Recommendation: Staff recommends no appropriation at this time.

Operating Expenses

Request: The Department requests a continuation appropriation of \$5,530,125 total funds, including \$240,313 cash funds and \$5,289,812 reappropriated funds.

Recommendation: **Staff recommends no appropriation at this time.**

IDS Postage

This line item was added in FY 2014-15. At that time, postage represented 54.7 percent of the Department's operating expenses line item and both the rates and volume usage are entirely outside of the Department's discretionary control. Due to the significant portion of operating expenses represented exclusively by postage, discretely identifying this expense in the IDS budget will enhance historical tracking.

Request and Recommendation: The Department requests and **staff recommends an appropriation of \$7,848,775 total funds**, including \$740,298 cash funds and \$7,108,477 reappropriated funds.

Utilities

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

Request and Recommendation: **The Department requests and staff recommends a continuation appropriation of \$69,000 reappropriated funds.**

Mail Equipment Purchase

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

Request and Recommendation: The Department requests and **staff recommends a continuation appropriation of \$223,754 total funds**, including \$46,130 General Fund and \$177,624 reappropriated funds.

Address Confidentiality Program

House Bill 11-1080 transferred the existing Address Confidentiality Program from the Secretary of State to the Department. The program was established in 2007 to provide 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.



Request R1 – Address Confidentiality Program Resources

Request: The Department requests \$50,902 General Fund to permanently hire 1.4 FTE at the Administrative Assistant II level to address the expanding caseload in the Address Confidentiality Program (ACP). The Department received \$60,308 General Fund and temporary staffing equivalent to 1.4 FTE in FY 2014-15 for this purpose for one-year funding. A lean project was completed in March 2014 that verified the need for permanent resources.

Recommendation: **Staff recommends that the Committee approve the Department's request for \$50,902 General Fund and 1.4 FTE.**

Analysis: Staff presented the issue of the ACP's growing caseload relative to its funding to the Committee two years ago and again last year as a part of the temp staffing request. The program's primary funding stream comes from offender surcharges. Based on program growth projections and offender surcharge revenue projections, staff identified that the program was unsustainable and likely to experience a deficit based on its primary funding stream. Due to the resistance to increasing offender surcharges as a way of increasing program revenue, the Department successfully pursued legislation to allow General Funding for the program in 2013. Staff supported the Department's request for a one-year solution with the expectation of a permanent request based on its Lean study. Staff likewise supports the request for permanent staffing based on the Lean study.

Request and Recommendation: The Department requests and **staff recommends an appropriation of 3.4 FTE and \$196,687 total funds.** The recommendation includes the Department's R1 request item, salary survey and merit pay annualizations, and the annualization of the FY 2014-15 R4 request item for temp staffing. The following table outlines the recommended adjustments and fund splits.

Central Services, Integrated Document Solutions, Address Confidentiality Program				
	Total Funds	General Fund	Cash Funds	FTE
FY 2014-15 Appropriation				
HB 14-1336 (Long Bill)	<u>\$204,131</u>	<u>\$60,308</u>	<u>\$143,823</u>	<u>3.4</u>
TOTAL	\$204,131	\$60,308	\$143,823	3.4
FY 2015-16 Recommended Appropriation				
FY 2014-15 Appropriation	\$204,131	\$60,308	\$143,823	3.4
R1 Address Confidentiality Program Resources	50,902	50,902	0	1.4
Annualize Salary Survey and Merit Pay	3,962	0	3,962	0.0
Annualize Prior Year Funding	<u>(60,308)</u>	<u>(60,308)</u>	<u>0</u>	<u>(1.4)</u>
TOTAL	\$198,687	\$50,902	\$147,785	3.4
Increase/(Decrease)	(\$5,444)	(\$9,406)	\$3,962	0.0
Percentage Change	(2.7%)	(15.6%)	2.8%	0.0%
FY 2015-16 Executive Request:	\$198,687	\$50,902	\$147,785	3.4
Request Above/(Below) Recommendation	\$0	\$0	\$0	0.0

Indirect Cost Assessment

Request and Recommendation: The Department requests and **staff recommends an appropriation of \$322,284 reappropriated funds,** consistent with Committee policy and the statewide indirect cost plan.

(C) FLEET MANAGEMENT PROGRAM 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.

Vehicles include variable and fixed expenses. **Variable costs** are billed at a rate per mile based on department and vehicle type and are typically paid from department operating expenses or program line items. Variable costs include insurance, fuel, maintenance, and repairs.

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 leases for 48 months. In FY 2014-15, departments are assessed a vehicle management fee of \$22 per vehicle, per month, to fund Fleet Management Program's overhead costs. Fixed costs are included in each Department's **Vehicle Lease Payments** line item.

Fleet Management Program - Vehicle Management Fee							
Vehicle Management Fee	FY08-09	FY09-10	FY10-11	FY11-12	FY12-13	FY13-14	FY14-15
Auction Pool Vehicles	\$23	\$27	\$36	\$27	\$30	\$22	\$22

Personal Services

Request and Recommendation: The Department requests and **staff recommends an appropriation of 14.0 FTE and \$789,810 reappropriated funds**, which includes a continuation appropriation plus salary survey and merit pay annualizations.

Central Services, Fleet Management Program and Motor Pool Services, Personal Services		
	Reappropriated Funds	FTE
FY 2014-15 Appropriation		
HB 14-1336 (Long Bill)	\$768,754	14.0
TOTAL	\$768,754	14.0
FY 2015-16 Recommended Appropriation		
FY 2014-15 Appropriation	\$768,754	14.0
Annualize Salary Survey and Merit Pay	21,056	0.0
TOTAL	\$789,810	14.0
Increase/(Decrease)	\$21,056	0.0
Percentage Change	2.7%	0.0%
FY 2015-16 Executive Request:	\$789,810	14.0
Request Above/(Below) Recommendation	\$0	0.0

Operating Expenses

Request: The Department requests and **staff recommends a continuation appropriation of \$214,271 reappropriated funds.**

Fuel and Automotive Supplies

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

Request: The Department requests and **staff recommends a continuation appropriation of \$25,514, 293 reappropriated funds.**

Vehicle Replacement Lease/Purchase

This line funds the lease payments for vehicles and includes the vehicle management fee.

➔ Request R4 – Annual Fleet Request

Request: The Department requests \$19,190,780 reappropriated funds.

Recommendation: **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.

Central Services, Fleet Management Program and Motor Pool Services, Vehicle Replacement Lease/Purchase	
	Reappropriated Funds
FY 2014-15 Appropriation	
HB 14-1336 (Long Bill)	\$19,028,555
SB 15-999 (Supplemental)	42,350
Other Legislation	<u>2,618</u>
TOTAL	\$19,073,523
FY 2015-16 Recommended Appropriation	
FY 2014-15 Appropriation	\$19,073,523
R4 Annual Fleet Request	(98,868)
NP Fleet Vehicles	139,929
Annualize Prior Year Funding	<u>76,196</u>
TOTAL	\$19,190,780
Increase/(Decrease)	\$117,257
Percentage Change	0.6%
FY 2015-16 Executive Request:	\$19,190,780
Request Above/(Below) Recommendation	\$0

Indirect Cost Assessment

Request and Recommendation: The Department requests and **staff recommends an appropriation of \$293,264 reappropriated funds**, consistent with Committee policy and the statewide indirect cost plan.

(D) FACILITIES MAINTENANCE – CAPITOL COMPLEX

The Department of Personnel operates a facilities maintenance program for Denver, Grand Junction, and Camp George West, totaling 1.3 million square feet. Pursuant to Section 24-82-101, C.R.S., the Department is responsible for the maintenance of the buildings' plumbing, electrical, elevator, and HVAC systems, as well as custodial and grounds maintenance.

(1) *Denver*: The Department maintains ten addresses in the Capitol Hill Campus (761,978 sq. ft.), one address in the North Campus (81,787 sq. ft.), and two addresses in Lakewood (116,448 sq. ft.). Each of these campuses, though funded by the Capitol Complex program, have distinct rental rates that mirror the locations and uses of the various properties.

(2) *Grand Junction*: The Department maintains a building with 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 297,077 square feet for five different departments. The Department's responsibilities include all site and grounds maintenance.

Facilities Maintenance - Capitol Complex					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2014-15 Appropriation					
HB 14-1336 (Long Bill)	\$12,449,960	\$0	\$290,276	\$12,159,684	55.2
SB 15-999 (Supplemental)	<u>0</u>	<u>85,872</u>	<u>1,356,737</u>	<u>(1,442,609)</u>	<u>0.0</u>
TOTAL	\$12,449,960	\$85,872	\$1,647,013	\$10,717,075	55.2
FY 2015-16 Recommended Appropriation					
FY 2014-15 Appropriation	\$12,449,960	\$85,872	\$1,647,013	\$10,717,075	55.2
Capitol Complex Base Adjustment	18,255	0	22,863	(4,608)	0.0
Indirect Cost Assessment Adjustment	(390,509)	0	0	(390,509)	0.0
Annualize Prior Year Funding	<u>83,021</u>	<u>(85,872)</u>	<u>(1,356,737)</u>	<u>1,525,630</u>	<u>0.0</u>
TOTAL	\$12,160,727	\$0	\$313,139	\$11,847,588	55.2
Increase/(Decrease)	(\$289,233)	(\$85,872)	(\$1,333,874)	\$1,130,513	0.0
Percentage Change	(2.3%)	(100.0%)	(81.0%)	10.5%	0.0%
FY 2015-16 Executive Request					
Request Above/(Below) Recommendation	\$0	\$0	\$0	\$0	0.0

Personal Services

Request and Recommendation: The Department requests and **staff recommends an appropriation of 55.2 FTE and \$3,125,750 reappropriated funds**, which includes a continuation amount plus salary survey and merit pay annualizations.

JBC Staff Figure Setting – FY 2015-16
Staff Working Document – Does Not Represent Committee Decision

Central Services, Facilities Maintenance - Capitol Complex, Personal Services					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2014-15 Appropriation					
HB 14-1336 (Long Bill)	\$3,042,729	\$0	\$0	\$3,042,729	55.2
SB 15-999 (Supplemental)	0	85,872	1,356,737	(1,442,609)	0.0
TOTAL	\$3,042,729	\$85,872	\$1,356,737	\$1,600,120	55.2
FY 2015-16 Recommended Appropriation					
FY 2014-15 Appropriation	\$3,042,729	\$85,872	\$1,356,737	\$1,600,120	55.2
Annualize Salary Survey and Merit Pay	\$83,021	\$0	\$0	\$83,021	0.0
Annualize Supplemental Fund Adjustment	0	(85,872)	(1,356,737)	1,442,609	0.0
TOTAL	\$3,125,750	\$0	\$0	\$3,125,750	55.2
Increase/(Decrease)	\$83,021	(\$85,872)	(\$1,356,737)	\$1,525,630	0.0
Percentage Change	2.7%	(100.0%)	(100.0%)	95.3%	0.0%
FY 2015-16 Executive Request:	\$3,125,750	\$0	\$0	\$3,125,750	55.2
Request Above/(Below) Recommendation	\$0	\$0	\$0	\$0	0.0

Operating Expenses

This line item includes program operating expenses as well as custodial, maintenance, and repair expenses.

Request and Recommendation: The Department requests and **staff recommends a continuation appropriation of \$2,709,468 reappropriated funds.**

Capitol Complex Repairs

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

Request and Recommendation: The Department requests and **staff recommends a continuation appropriation of \$56,520 reappropriated funds.**

Capitol Complex Security

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

Request and Recommendation: The Department's request reflects a continuation appropriation of \$405,243 reappropriated funds. **Staff recommendation is pending Department of Public Safety figure setting. Staff requests permission to adjust this line item to be consistent with the appropriation made for the Department of Public Safety.**

Utilities

This line funds the utilities for the Facilities Maintenance – Capitol Complex campuses, including Denver, Grand Junction, and Camp George West.

Request and Recommendation: The Department requests and **staff recommends an appropriation of \$4,854,388 total funds**, which includes a continuation amount plus common policy base adjustment increase of \$18,255. Adjustments and fund splits are outlined in the following table.

JBC Staff Figure Setting – FY 2015-16
Staff Working Document – Does Not Represent Committee Decision

Central Services, Facilities Maintenance - Capitol Complex, Utilities			
	Total Funds	Cash Funds	Reappropriated Funds
FY 2014-15 Appropriation			
HB 14-1336 (Long Bill)	<u>\$4,836,133</u>	<u>\$290,276</u>	<u>\$4,545,857</u>
TOTAL	\$4,836,133	\$290,276	\$4,545,857
FY 2015-16 Recommended Appropriation			
FY 2014-15 Appropriation	\$4,836,133	\$290,276	\$4,545,857
Capitol Complex Base Adjustment	<u>18,255</u>	<u>22,863</u>	<u>(4,608)</u>
TOTAL	\$4,854,388	\$313,139	\$4,541,249
Increase/(Decrease)	\$18,255	\$22,863	(\$4,608)
Percentage Change	0.4%	7.9%	(0.1%)
FY 2015-16 Executive Request:	\$4,854,388	\$313,139	\$4,541,249
Request Above/(Below) Recommendation	\$0	\$0	\$0

Indirect Cost Assessment

Request and Recommendation: The Department requests, and staff recommends, an appropriation of \$1,009,358 reappropriated funds, consistent with Committee policy and the statewide indirect cost plan.

(5) Division of Accounts and Control – Controller

This division includes the Office of the State Controller, which manages the financial affairs of all state departments. The Division also administers a statewide procurement program through the State Purchasing Office; meets the product and service needs of state agencies by negotiating contracts for goods and services; conducts statewide financial reporting, policy and procedural guidance; manages contracts; develops the statewide indirect cost allocation plan; and is responsible for the collection of debts due to the state. This Division is funded with rebates received from the Procurement Card Program, statewide indirect cost recoveries, cash funds from the Supplier Database Cash Fund, 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.

➔ BA1 – Restructure of the Office of the State Controller to Support CORE

Request: The Department requests \$10,838,401 total funds, including \$508,916 General Fund, and 17.0 FTE for FY 2015-16 to provide ongoing support for the State's new financial system, CORE. The request includes:

- Restructuring the Office of the State Controller to support CORE from within the Department of Personnel.
- Renaming the Division, the Division of Accounts and Control.
- Locating the common policy for COFRS Modernization allocations in the Department of Personnel.
- Creating an internal service fund, modeled after the Information Technology Revolving Fund, to support the direct and indirect costs associated with operating the CORE system and the HRIS system, and that the JBC carry the legislation to create the fund.
- Renaming the common policy line item to CORE Operations.

Recommendation #1: Staff recommends that the Committee approve the following:

- a) **Reorganize the Division as requested, including subdivisions and line items;**
- b) **Rename the Division, the Division of Accounts and Control;**
- c) **Locate the common policy for COFRS Modernization in the Department of Personnel;**
- d) **Pursue legislation to create an internal service fund for CORE and HRIS; and**
- e) **Rename the common policy line item to CORE Operations.**

Analysis for Recommendation #1:

The Restructure Table 1 on page 39 outlines the requested re-org for the Division side-by-side with the existing structure. The Office of the State Controller is the best place to manage and locate oversight of the statewide common policy for CORE. Due to the complexity of transferring CORE operations into the Division, staff is comfortable with the Department's request for reorganization. As outlined in Restructure Table 2 on page 40, the reorg aligns fund sources by subdivision in a clean and consistent manner. A dedicated cash fund for CORE and HRIS is a clean solution for managing revenue and expenses exclusively for these information

systems. Now that CORE has replaced COFRS, it is also reasonable to change the name of the common policy line item.

Recommendation #2: Staff recommends that the Committee accept the budget transfer amounts shown for the following:

- a) The Disability Investigational and Pilot Support Procurement line item;**
- b) The Recovery Audit Program Disbursements line item;**
- c) The Collections Services subdivision; and**
- d) The capital appropriation for CORE Payment.**

Analysis for Recommendation #2:

The Restructure Table 1 on page 39 outlines the requested transfer amounts for those line items, the subdivision, and the capital appropriation. In the table, these sections are outlined and shaded. Except for the capital appropriation for CORE Payment, the other transfers are dollar-for-dollar, and on that basis should be approved simply as a transfer within the re-org. The capital appropriation request includes a \$100,000 increase. The requested appropriation will be addressed and approved specifically in the capital construction budget. Staff recommends the transfer of the capital appropriation to the Department from OIT.

Recommendation #3: Staff recommends that the Committee:

- a) Approve the transfer of an additional 5.0 FTE and their related budget from the Governor's Office of Information Technology; and**
- b) Fund the request for an additional 11.5 FTE and resources in FY 2015-16, annualizing to 11.0 FTE in FY 2016-17.** Staff recommends funding the requested FTE except for the 0.5 FTE Program Assistant I position. Additionally, staff recommends annualizing the 1.5 FTE Budget Analyst III positions to 1.0 FTE in FY 2016-17. The Department is in agreement that this is a reasonable recommendation.

Analysis for Recommendation #3:

Restructure Table 2 on page 40 outlines the subdivisions and their line items with adjustments in appropriations.

The table identifies an additional 12.0 FTE and just under \$2.0 million total funds when compared to the "base", including the following fund type differences:

- The cash funds amount from base to request, balance.
- Reappropriated funds increase by \$1.5 million. Reappropriated funds for CORE are paid from common policy allocations to state agencies. This is an increase in appropriations that covers the increased staffing in the Office of the State Controller to manage CORE operations. In effect, this is a centralization of accounting operations oversight for increased consistency and fiscal control in the Office of the State Controller when compared to the prior COFRS-based system.
- General Fund increases by \$472,000 identified as an increase in the Financial Operations and Reporting sub-subdivision. Most of this amount, \$304,000, appears to relate predominantly to a refinance of reappropriated funds in the Office of the State Controller, to better align resources within the Financial Operations and Reporting unit. This unit

provides statewide accounting and fiscal control in the unit formerly known as the Office of the State Architect, and is not specific to CORE operations. The Department identifies approximately \$168,000 in additional General Fund appropriations related to the CORE restructuring directly.

The Department identifies a net increase of 17.0 FTE and \$1,490,728, including the following:

- 5.0 FTE representing new positions, with a budget of \$527,184, which were identified in the initial COFRS modernization capital construction request, including:
 - 2.0 FTE for business analysts;
 - 1.0 FTE for training; and
 - 2.0 FTE for Controller II positions.
- 5.0 FTE transferred from OIT, with a budget of \$494,495.
- 3.0 FTE, representing new positions, with a budget of \$171,377, for the Grants Management Team.
- 1.0 FTE, representing a new position, with a budget of \$114,235, to support the State Controller in a deputy controller/operations manager role.
- 3.0 FTE, representing new positions, with a budget of \$183,437, to provide administrative, accounting, and budgetary support within the Executive Director's Office.

Staff's identified net 12.0 FTE, includes counting the 5.0 FTE transfer from the Governor's Office of Information Technology (OIT) in the "base". These FTE are identified as a decrease (2.0 FTE in FY 2015-16 and an additional 3.0 FTE in FY 2016-17) in the Financial Management Services line item in the Applications subdivision of OIT.

The additional 12.0 FTE include the five positions identified in the original COFRS Modernization capital construction request. **Staff recommends reflecting the 5.0 FTE transferred from OIT, and funding the 5.0 FTE identified in the original capital construction request.**

Given the complexity and scale of the CORE system, and the need for a dedicated executive manager for the CORE system and CORE operations in the Office of the State Controller, **staff recommends funding the 1.0 FTE for the deputy controller position.**

Based on funding approved for development of the Grants Management module in the CORE 1331 and regular supplemental, **staff recommends funding the 3.0 FTE for the Grants Management Team.** Staff cannot independently determine that 3.0 FTE is the appropriate staffing for this team. This system is yet to be implemented. It is envisioned that this team will lead a much larger Grants Management Team consisting of 20-plus grants management-related staff from state agencies in the development and implementation of the Grants Management module and policies related to the information system. In this case, staff defers to the request and the needs identified by the State Controller for this purpose.

Staff recommends funding the requested 1.5 FTE for Budget Analyst III positions for FY 2015-16, but recommends annualizing to 1.0 FTE in FY 2016-17. This will allow the department extra resources for one year to establish the budget tracking, methodology, and

administration necessary for CORE and HRIS common policy. The ongoing 1.0 FTE will maintain budget-related oversight and coordination for CORE and HRIS common policy.

Staff recommends funding the 1.0 FTE request for the requested Accountant II position. This is equivalent to the budget analyst in providing accounting-related oversight and coordination for CORE and HRIS common policy.

Staff recommends not funding the 0.5 FTE Program Assistant I position. Based on discussions with the Department, the Department can absorb additional administrative support and oversight functions in the EDO with existing staff. Additionally, the resources provided for budget, accounting, and a deputy controller devoted exclusively to CORE operations and common policy provides the Department with adequate executive management oversight for CORE.

Restructure of the Office of the State Controller to Support CORE - Table 1

Requested Re-org and Appropriations	Current Location for Specified Subdivisions and Line Items with Request Amounts prior to BA1						Current Location for Specified Subdivisions and Line Items with Request Amounts prior to BA1						
	FTE	Total	GF	CF	RF	FF	FTE	Total	GF	CF	RF	FF	
(1) Executive Director's Office (B) Statewide Special Purpose (4) Other Statewide Special Purpose Disability Investigational and Pilot Support Procurement	0.0	\$1,337,976	\$0	\$1,337,976	\$0	\$0	(5) Division of Accounts and Control (B) State Purchasing Office DIPS Procurement	0.0	\$1,337,976	\$0	\$1,337,976	\$0	\$0
(5) Division of Accounts and Control (A) Financial Operations and Reporting (1) Financial Operations and Reporting Personal Services Operating Expenses Recovery Audit Program Disbursements	29.5	2,739,354 139,334 1,000	2,197,873 0 0	541,481 139,334 1,000	0 0 0	0 0 0	(5) Division of Accounts and Control (A) Office of the State Controller Personal Services Operating Expenses Recovery Audit Program Disbursements	33.5	2,823,021 136,462 1,000	1,670,404 30,464 0	1,152,617 105,998 1,000	0 0 0	0 0 0
(2) Collections Services Personal Services Operating Expenses Private Collection Agency Fees Indirect Cost Assessment	20.0	983,060 545,801 800,000 312,526	0 0 0 0	983,060 545,801 800,000 312,526	0 0 0 0	0 0 0 0	(D) Collections Services Personal Services Operating Expenses Private Collection Agency Fees Indirect Cost Assessment	20.0	983,060 545,801 800,000 312,526	0 0 0 0	983,060 545,801 800,000 312,526	0 0 0 0	0 0 0 0
(B) Procurement and Contracts Personal Services Operating Expenses (C) CORE Operations Personal Services Operating Expenses Payments for CORE and Support Modules	17.7 21.8	1,540,713 38,284 1,783,165 1,375,061 4,844,555	0 0 0 0 0	1,540,713 38,284 406,672 1,375,061 0	1,376,493 0 4,844,555	0 0 0 0 0	(B) State Purchasing Office Personal Services Operating Expenses Statewide Travel Management Program (C) Supplier Database and e-Procurement Personal Services Operating Expenses	9.5 2.0 7.0	858,077 27,000 141,289 453,373 1,328,360	20,792 0 4,377 0 0	837,285 27,000 136,912 453,373 1,328,360	0 0 0 0 0	0 0 0 0 0
Capital Appropriation for CORE Payment		3,950,659	0	0	3,950,659	0	Capital Approp. OIT COFRS Modernization Operating Approp. OIT Financial Management Services		3,853,272 4,713,243	0 0	0 0	3,853,272 4,713,243	0 0
Total	89.0	\$20,391,488	\$2,197,873	\$8,021,908	\$10,171,707	\$0	Total	77.0	\$18,314,460	\$1,726,037	\$8,021,908	\$8,566,515	\$0

Restructure of the Office of the State Controller to Support CORE - Table 2 (line items with adjustments)

Requested Re-org and Appropriations	Current Location for Specified Subdivisions and Line Items with Request Amounts prior to BA1						Current Location for Specified Subdivisions and Line Items with Request Amounts prior to BA1						
	FTE	Total	GF	CF	RF	FF	FTE	Total	GF	CF	RF	FF	
(5) Division of Accounts and Control													
(A) Financial Operations and Reporting							(5) Division of Accounts and Control						
(1) Financial Operations and Reporting							(A) Office of the State Controller						
Personal Services	29.5	2,739,354	2,197,873	541,481	0	0	Personal Services	33.5	2,823,021	1,670,404	1,152,617	0	0
Operating Expenses		<u>139,334</u>	<u>0</u>	<u>139,334</u>	<u>0</u>	<u>0</u>	Operating Expenses		<u>136,462</u>	<u>30,464</u>	<u>105,998</u>	<u>0</u>	<u>0</u>
Subtotal - Sub-subdivision (1)	29.5	2,878,688	2,197,873	680,815	0	0	Subtotal - Subdivision (A)	33.5	2,959,483	1,700,868	1,258,615	0	0
Sub-subdivision (1) Difference from Current	-4.0	(80,795)	497,005	(577,800)	0	0							
(B) Procurement and Contracts							(B) State Purchasing Office						
Personal Services	17.7	1,540,713	0	1,540,713	0	0	Personal Services	9.5	858,077	20,792	837,285	0	0
Operating Expenses		<u>38,284</u>	<u>0</u>	<u>38,284</u>	<u>0</u>	<u>0</u>	Operating Expenses		27,000	0	27,000	0	0
Subtotal - Subdivision (B)	17.7	1,578,997	0	1,578,997	0	0	Statewide Travel Management Program	2.0	141,289	4,377	136,912	0	0
							(C) Supplier Database and e-Procurement						
							Personal Services	7.0	453,373	0	453,373	0	0
							Operating Expenses		<u>1,328,360</u>	<u>0</u>	<u>1,328,360</u>	<u>0</u>	<u>0</u>
Subdivision (B) Difference from Current	-0.8	(1,229,102)	(25,169)	(1,203,933)	0	0	Subtotal - Subdivisions (B) and (C)	18.5	2,808,099	25,169	2,782,930	0	0
(C) CORE Operations							Operating Appropriation						
Personal Services	21.8	1,783,165	0	406,672	1,376,493	0	OIT Financial Management Services	5.0	4,713,243	0	0	4,713,243	0
Operating Expenses		1,375,061	0	1,375,061	0	0							
Payments for CORE and Support Modules		<u>4,844,555</u>	<u>0</u>	<u>0</u>	<u>4,844,555</u>	<u>0</u>							
Subtotal - Subdivision (C)	21.8	8,002,781	0	1,781,733	6,221,048	0							
Subdivision (C) Difference from Current	16.8	3,289,538	0	1,781,733	1,507,805	0							
Total Net Difference from Current	12.0	1,979,641	471,836	0	1,507,805	0							

NEW DIVISION NAME

(5) DIVISION OF ACCOUNTS AND CONTROL

DIVISION REQUEST AND RECOMMENDATION SUMMARY

Division of Accounts and Control					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2014-15 Appropriation					
HB 14-1336 (Long Bill)	\$9,827,564	\$1,105,248	\$8,063,877	\$658,439	76.1
SB 15-999 (Supplemental)	<u>291,842</u>	<u>0</u>	<u>291,842</u>	<u>0</u>	<u>0.0</u>
TOTAL	\$10,119,406	\$1,105,248	\$8,355,719	\$658,439	76.1
FY 2015-16 Recommended Appropriation					
FY 2014-15 Appropriation	\$10,119,406	\$1,105,248	\$8,355,719	\$658,439	76.1
BA1 Restructure of the Office of the State Controller to Support CORE	5,320,282	471,836	(1,343,629)	6,192,075	16.5
R2 Private Collection Agency Fees	100,000	0	100,000	0	0.0
Indirect Cost Assessment Adjustment	5,482	0	5,482	0	0.0
Annualize Prior Year Funding	(376,943)	(26,788)	(350,155)	0	(4.1)
Fund Source Adjustment	<u>0</u>	<u>647,577</u>	<u>10,862</u>	<u>(658,439)</u>	<u>0.0</u>
TOTAL	\$15,168,227	\$2,197,873	\$6,778,279	\$6,192,075	88.5
Increase/(Decrease)	\$5,048,821	\$1,092,625	(\$1,577,440)	\$5,533,636	12.4
Percentage Change	49.9%	98.9%	(18.9%)	840.4%	16.3%
FY 2015-16 Executive Request:	\$15,181,437	\$2,197,873	\$6,762,516	\$6,221,048	89.0
Request Above/(Below) Recommendation	\$13,210	\$0	(\$15,763)	\$28,973	0.5

NEW SUBDIVISIONS

(A) FINANCIAL OPERATIONS AND REPORTING

(1) FINANCIAL OPERATIONS AND REPORTING

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

PERSONAL SERVICES

Request and Recommendation: The Department requests and **staff recommends an appropriation of 29.5 FTE and \$2,739,354 total funds**, including adjustments and fund splits as outlined in the following table. The recommendation includes the transfer of resources related to the Division restructure.

JBC Staff Figure Setting – FY 2015-16
Staff Working Document – Does Not Represent Committee Decision

Division of Accounts and Control, Financial Operations and Reporting, Personal Services	Total Funds	General Fund	Cash Funds	FTE
FY 2014-15 Appropriation				
HB 14-1336 (Long Bill)	\$0	\$0	\$0	0.0
TOTAL	\$0	\$0	\$0	0.0
FY 2015-16 Recommended Appropriation				
FY 2014-15 Appropriation	\$0	\$0	\$0	0.0
BA1 Restructure of the Office of the State Controller to Support CORE	<u>2,739,354</u>	<u>2,197,873</u>	<u>541,481</u>	<u>29.5</u>
TOTAL	\$2,739,354	\$2,197,873	\$541,481	29.5
Increase/(Decrease)	\$2,739,354	\$2,197,873	\$541,481	29.5
Percentage Change	n/a	n/a	n/a	n/a
FY 2015-16 Executive Request:	\$2,739,354	\$2,197,873	\$541,481	29.5
Request Above/(Below) Recommendation	\$0	\$0	\$0	0.0

OPERATING EXPENSES

Request and Recommendation: The Department requests and **staff recommends an appropriation of \$139,334 cash funds.** The recommendation includes the transfer of resources related to the Division restructure.

Division of Accounts and Control, Financial Operations and Reporting, Operating Expenses	Cash Funds
FY 2014-15 Appropriation	
HB 14-1336 (Long Bill)	\$0
TOTAL	\$0
FY 2015-16 Recommended Appropriation	
FY 2014-15 Appropriation	\$0
BA1 Restructure of the Office of the State Controller to Support CORE	<u>139,334</u>
TOTAL	\$139,334
Increase/(Decrease)	\$139,334
Percentage Change	n/a
FY 2015-16 Executive Request:	\$139,334
Request Above/(Below) Recommendation	\$0

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 recovery audit process is intended to repeat every three years, but was suspended for three years (next due on or before July 31, 2017) by H.B. 13-1286.

Request and Recommendation: The Department requests and **staff recommends an appropriation of \$1,000 cash funds.** The recommendation includes the transfer of resources related to the Division restructure.

(2) COLLECTIONS SERVICES

Pursuant to Section 24-30-202.4, C.R.S., Collections Services provides debt collection services for all of the state's agencies and political subdivisions by using tools such as income tax interception, vendor interception, and employment information that is not typically available to private collection agencies. Debt is referred to this office after 30 days, and the office then has up to 180 days to collect the debt or to refer it to a private agency. The cash funds source is the Debt Collection Fund, created in Section 24-30-202.4 (3) (e), C.R.S.

PERSONAL SERVICES

Request and Recommendation: The Department requests and **staff recommends an appropriation of 20.0 FTE and \$983,060 cash funds.** The recommendation includes the transfer of resources related to the Division restructure.

Division of Accounts and Control, Financial Operations and Reporting, Collections Services, Personal Services		
	Cash Funds	FTE
FY 2014-15 Appropriation		
HB 14-1336 (Long Bill)	<u>\$0</u>	<u>0.0</u>
TOTAL	\$0	0.0
FY 2015-16 Recommended Appropriation		
FY 2014-15 Appropriation	\$0	0.0
BA1 Restructure of the Office of the State Controller to Support CORE	<u>983,060</u>	<u>20.0</u>
TOTAL	\$983,060	20.0
Increase/(Decrease)	\$983,060	20.0
Percentage Change	n/a	n/a
FY 2015-16 Executive Request:	\$983,060	20.0
Request Above/(Below) Recommendation	\$0	0.0

OPERATING EXPENSES

Request and Recommendation: The Department requests and **staff recommends an appropriation of \$545,801 cash funds.** The recommendation includes the transfer of resources related to the Division restructure.

Division of Accounts and Control, Financial Operations and Reporting, Collections Services, Operating Expenses	
	Cash Funds
FY 2014-15 Appropriation	
HB 14-1336 (Long Bill)	<u>\$0</u>
TOTAL	\$0
FY 2015-16 Recommended Appropriation	
FY 2014-15 Appropriation	\$0
BA1 Restructure of the Office of the State Controller to Support CORE	<u>545,801</u>
TOTAL	\$545,801
Increase/(Decrease)	\$545,801
Percentage Change	0.0%

Division of Accounts and Control, Financial Operations and Reporting, Collections Services, Operating Expenses	
Cash Funds	
FY 2015-16 Executive Request:	\$545,801
Request Above/(Below) Recommendation	\$0

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.

➔ Request R2 – Private Collection Agency Fees

Request: The Department requests \$78,584 cash funds spending authority for commissions paid to private collection agency fees.

Recommendation: Staff recommends that the Committee approve an additional \$100,000 cash funds spending authority. This recommendation is consistent with supplementals approved for FY 2013-14 and FY 2014-15.

Request and Recommendation: The Department requests \$878,584 cash funds. Staff recommends an appropriation of \$900,000 cash funds. The recommendation includes the transfer of resources related to the Division restructure and the increase in spending authority for the Department's R2 request.

Division of Accounts and Control, Financial Operations and Reporting, Collections Services, Private Collection Agency Fees	
Cash Funds	
FY 2014-15 Appropriation	
HB 14-1336 (Long Bill)	<u>\$0</u>
TOTAL	\$0
FY 2015-16 Recommended Appropriation	
FY 2014-15 Appropriation	\$0
BA1 Restructure of the Office of the State Controller to Support CORE	800,000
R2 Private Collection Agency Fees	<u>100,000</u>
TOTAL	\$900,000
Increase/(Decrease)	\$900,000
Percentage Change	n/a
FY 2015-16 Executive Request:	\$878,584
Request Above/(Below) Recommendation	(\$21,416)

INDIRECT COST ASSESSMENT

Request and Recommendation: The Department requests and staff recommends an appropriation of \$312,526 cash funds, consistent with Committee policy and the statewide indirect cost plan.

(B) PROCUREMENT AND CONTRACTS

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

PERSONAL SERVICES

Request and Recommendation: The Department requests and **staff recommends an appropriation of 17.7 FTE and \$1,540,713 cash funds.** The recommendation includes the transfer of resources related to the Division restructure.

Division of Accounts and Control, Procurement and Contracts, Personal Services		
	Cash Funds	FTE
FY 2014-15 Appropriation		
HB 14-1336 (Long Bill)	\$0	0.0
TOTAL	\$0	0.0
FY 2015-16 Recommended Appropriation		
FY 2014-15 Appropriation	\$0	0.0
BA1 Restructure of the Office of the State Controller to Support CORE	1,540,713	17.7
TOTAL	\$1,540,713	17.7
Increase/(Decrease)	\$1,540,713	17.7
Percentage Change	n/a	n/a
FY 2015-16 Executive Request:	\$1,540,713	17.7
Request Above/(Below) Recommendation	\$0	0.0

OPERATING EXPENSES

Request and Recommendation: The Department requests and **staff recommends an appropriation of \$38,284 cash funds.** The recommendation includes the transfer of resources related to the Division restructure.

*JBC Staff Figure Setting – FY 2015-16
Staff Working Document – Does Not Represent Committee Decision*

Division of Accounts and Control, Procurement and Contracts, Operating Expenses	
	Cash Funds
FY 2014-15 Appropriation	
HB 14-1336 (Long Bill)	<u>\$0</u>
TOTAL	\$0
FY 2015-16 Recommended Appropriation	
FY 2014-15 Appropriation	\$0
BA1 Restructure of the Office of the State Controller to Support CORE	<u>38,284</u>
TOTAL	\$38,284
Increase/(Decrease)	\$38,284
Percentage Change	n/a
FY 2015-16 Executive Request:	\$38,284
Request Above/(Below) Recommendation	\$0

(C) CORE OPERATIONS

This subdivision is responsible for the CORE system and CORE operations. This subdivision also includes information systems-related cash funding from the former subdivision known as Supplier Database and e-Procurement.

CORE Operations				
	Total Funds	Cash Funds	Reappropriated Funds	FTE
FY 2014-15 Appropriation				
HB 14-1336 (Long Bill)	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>0.0</u>
TOTAL	\$0	\$0	\$0	0.0
FY 2015-16 Recommended Appropriation				
FY 2014-15 Appropriation	\$0	\$0	\$0	0.0
BA1 Restructure of the Office of the State Controller to Support CORE	<u>7,968,155</u>	<u>1,776,080</u>	<u>6,192,075</u>	<u>21.3</u>
TOTAL	\$7,968,155	\$1,776,080	\$6,192,075	21.3
Increase/(Decrease)	\$7,968,155	\$1,776,080	\$6,192,075	21.3
Percentage Change	n/a	n/a	n/a	n/a
FY 2015-16 Executive Request	\$8,002,781	\$1,781,733	\$6,221,048	21.8
Request Above/(Below) Recommendation	\$34,626	\$5,653	\$28,973	0.5

PERSONAL SERVICES

Request: The Department requests 21.8 FTE and \$1,783,165 total funds.

Recommendation: Staff recommends an appropriation of 21.3 FTE and \$1,754,192 total funds, including fund splits as outlined in the following table. The recommendation includes the transfer of resources related to the Division restructure.

*JBC Staff Figure Setting – FY 2015-16
Staff Working Document – Does Not Represent Committee Decision*

Division of Accounts and Control, CORE Operations, Personal Services				
	Total Funds	Cash Funds	Reappropriated Funds	FTE
FY 2014-15 Appropriation				
HB 14-1336 (Long Bill)	\$0	\$0	\$0	0.0
TOTAL	\$0	\$0	\$0	0.0
FY 2015-16 Recommended Appropriation				
FY 2014-15 Appropriation	\$0	\$0	\$0	0.0
BA1 Restructure of the Office of the State Controller to Support CORE	<u>1,754,192</u>	<u>406,672</u>	<u>1,347,520</u>	<u>21.3</u>
TOTAL	\$1,754,192	\$406,672	\$1,347,520	21.3
Increase/(Decrease)	\$1,754,192	\$406,672	\$1,347,520	21.3
Percentage Change	n/a	n/a	n/a	n/a
FY 2015-16 Executive Request:	\$1,783,165	\$406,672	\$1,376,493	21.8
Request Above/(Below) Recommendation	\$28,973	\$0	\$28,973	0.5

OPERATING EXPENSES

Request: The Department requests \$1,375,061 cash funds.

Request and Recommendation: Staff recommends an appropriation of \$1,369,408 cash funds. The recommendation includes the transfer of resources related to the Division restructure.

Division of Accounts and Control, CORE Operations, Operating Expenses	
	Cash Funds
FY 2014-15 Appropriation	
HB 14-1336 (Long Bill)	\$0
TOTAL	\$0
FY 2015-16 Recommended Appropriation	
FY 2014-15 Appropriation	\$0
BA1 Restructure of the Office of the State Controller to Support CORE	<u>1,369,408</u>
TOTAL	\$1,369,408
Increase/(Decrease)	\$1,369,408
Percentage Change	n/a
FY 2015-16 Executive Request:	\$1,375,061
Request Above/(Below) Recommendation	\$5,653

PAYMENTS FOR CORE AND SUPPORT MODULES

This line item pays for annual CORE information system-related costs and support modules. This line item is funded from reappropriated funds from CORE Operations (COFRS Modernization) line item common policy allocations to state agencies.

Request and Recommendation: The Department requests and staff recommends an appropriation of \$4,844,555 reappropriated funds.

*JBC Staff Figure Setting – FY 2015-16
Staff Working Document – Does Not Represent Committee Decision*

Division of Accounts and Control, CORE Operations, Payments for CORE and Support Modules	
	Reappropriated Funds
FY 2014-15 Appropriation	
HB 14-1336 (Long Bill)	\$0
TOTAL	\$0
FY 2015-16 Recommended Appropriation	
FY 2014-15 Appropriation	\$0
BA1 Restructure of the Office of the State Controller to Support CORE	4,844,555
TOTAL	\$4,844,555
Increase/(Decrease)	\$4,844,555
Percentage Change	n/a
FY 2015-16 Executive Request:	\$4,844,555
Request Above/(Below) Recommendation	\$0

Former Subdivisions

(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 plan, operating the state's payroll system, issuing warrants, and providing specialized accounting services to other state agencies.

Personal Services

Request and Recommendation: The Department requests and **staff recommends an appropriation of 0.0 FTE and \$0 total funds.** The recommendation includes salary survey and merit pay annualizations, a fund source adjustment related to indirect cost recoveries, and the transfer of resources related to the Division restructure.

Division of Accounts and Control - Controller, Office of the State Controller, Personal Services					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2014-15 Appropriation					
HB 14-1336 (Long Bill)	\$2,785,187	\$974,131	\$1,152,617	\$658,439	34.0
TOTAL	\$2,785,187	\$974,131	\$1,152,617	\$658,439	34.0
FY 2015-16 Recommended Appropriation					
FY 2014-15 Appropriation	\$2,785,187	\$974,131	\$1,152,617	\$658,439	34.0
Annualize Salary Survey and Merit Pay	37,834	37,834	0	0	(0.5)
BA1 Restructure of the Office of the State Controller to Support CORE	(2,823,021)	(1,670,404)	(1,152,617)	0	(33.5)
Fund Source Adjustment	0	658,439	0	(658,439)	0.0
TOTAL	\$0	\$0	\$0	\$0	0.0
Increase/(Decrease)	(\$2,785,187)	(\$974,131)	(\$1,152,617)	(\$658,439)	(34.0)
Percentage Change	(100.0%)	(100.0%)	(100.0%)	(100.0%)	(100.0%)
FY 2015-16 Executive Request:	\$0	\$0	\$0	\$0	0.0

JBC Staff Figure Setting – FY 2015-16
Staff Working Document – Does Not Represent Committee Decision

Division of Accounts and Control - Controller, Office of the State Controller, Personal Services					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
Request Above/(Below) Recommendation	\$0	\$0	\$0	\$0	0.0

Operating Expenses

Request and Recommendation: The Department requests and **staff recommends an appropriation of \$0 total funds.** The recommendation includes an annualization of the Transparency Online Project Modernization funded in FY 2014-15 and the transfer of resources related to the Division restructure.

Division of Accounts and Control - Controller, Office of the State Controller, Operating Expenses			
	Total Funds	General Fund	Cash Funds
FY 2014-15 Appropriation			
HB 14-1336 (Long Bill)	<u>\$237,115</u>	<u>\$131,117</u>	<u>\$105,998</u>
TOTAL	\$237,115	\$131,117	\$105,998
FY 2015-16 Recommended Appropriation			
FY 2014-15 Appropriation	237,115	131,117	105,998
BA1 Restructure of the Office of the State Controller to Support CORE	(136,462)	(30,464)	(105,998)
Annualize Prior Year Funding	<u>(100,653)</u>	<u>(100,653)</u>	<u>0</u>
TOTAL	\$0	\$0	\$0
Increase/(Decrease)	(\$237,115)	(\$131,117)	(\$105,998)
Percentage Change	(100.0%)	(100.0%)	(100.0%)
FY 2015-16 Executive Request:	\$0	\$0	\$0
Request Above/(Below) Recommendation	\$0	\$0	\$0

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 recovery audit process is intended to repeat every three years, but was suspended for three years (next due on or before July 31, 2017) by H.B. 13-1286.

Request and Recommendation: The Department requests and **staff recommends an appropriation of \$0 cash funds** reflecting the transfer of resources related to the Division restructure.

(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.

Personal Services

Request and Recommendation: The Department requests and **staff recommends an appropriation of 0.0 FTE and \$0 total funds.** The recommendation includes salary survey and merit pay annualizations and the transfer of resources related to the Division restructure.

Division of Accounts and Control - Controller, State Purchasing Office, Personal Services				
	Total Funds	General Fund	Cash Funds	FTE
FY 2014-15 Appropriation				
HB 14-1336 (Long Bill)	\$837,285	\$0	\$837,285	9.5
TOTAL	\$837,285	\$0	\$837,285	9.5
FY 2015-16 Recommended Appropriation				
FY 2014-15 Appropriation	\$837,285	\$0	\$837,285	9.5
Annualize Salary Survey and Merit Pay	20,792	20,792	0	0.0
BA1 Restructure of the Office of the State Controller to Support CORE	(858,077)	(20,792)	(837,285)	(9.5)
TOTAL	\$0	\$0	\$0	0.0
Increase/(Decrease)	(\$837,285)	\$0	(\$837,285)	(9.5)
Percentage Change	(100.0%)	0.0%	(100.0%)	(100.0%)
FY 2015-16 Executive Request:	\$0	\$0	\$0	0.0
Request Above/(Below) Recommendation	\$0	\$0	\$0	0.0

Operating Expenses

Request and Recommendation: The Department requests and **staff recommends an appropriation of \$0 cash funds.** The recommendation includes the transfer of resources related to the Division restructure.

Division of Accounts and Control - Controller, State Purchasing Office, Operating Expenses	
	Cash Funds
FY 2014-15 Appropriation	
HB 14-1336 (Long Bill)	\$27,000
TOTAL	\$27,000
FY 2015-16 Recommended Appropriation	
FY 2014-15 Appropriation	\$27,000
BA1 Restructure of the Office of the State Controller to Support CORE	(27,000)
TOTAL	\$0
Increase/(Decrease)	(\$27,000)
Percentage Change	(100.0%)
FY 2015-16 Executive Request:	\$0
Request Above/(Below) Recommendation	\$0

Statewide Travel Management Program

This line item is a program line that includes personal services and operating expenses for the Statewide Travel Management Program.

Request and Recommendation: The Department requests and **staff recommends an appropriation of 0.0 FTE and \$0 total funds.** The recommendation includes salary survey and merit pay annualizations and the transfer of resources related to the Division restructure.

Division of Accounts and Control - Controller, State Purchasing Office, Statewide Travel Management Program				
	Total Funds	General Fund	Cash Funds	FTE
FY 2014-15 Appropriation				
HB 14-1336 (Long Bill)	<u>\$136,912</u>	<u>\$0</u>	<u>\$136,912</u>	<u>2.0</u>
TOTAL	\$136,912	\$0	\$136,912	2.0
FY 2015-16 Recommended Appropriation				
FY 2014-15 Appropriation	\$136,912	\$0	\$136,912	2.0
Annualize Salary Survey and Merit Pay	4,377	4,377	0	0.0
BA1 Restructure of the Office of the State Controller to Support CORE	<u>(141,289)</u>	<u>(4,377)</u>	<u>(136,912)</u>	<u>(2.0)</u>
TOTAL	\$0	\$0	\$0	0.0
Increase/(Decrease)	(\$136,912)	\$0	(\$136,912)	(2.0)
Percentage Change	(100.0%)	0.0%	(100.0%)	(100.0%)
FY 2015-16 Executive Request:				
Request Above/(Below) Recommendation	\$0	\$0	\$0	0.0

Disability Investigational and Pilot Support Procurement

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

Request and Recommendation: The Department requests and **staff recommends an appropriation \$0 cash funds,** reflecting the requested move for this line item to the Statewide Special Purpose subdivision in the Executive Director's Office.

Division of Accounts and Control - Controller, State Purchasing Office, DIPS Procurement	
	Cash Funds
FY 2014-15 Appropriation	
HB 14-1336 (Long Bill)	<u>\$1,255,976</u>
TOTAL	\$1,255,976
FY 2015-16 Recommended Appropriation	
FY 2014-15 Appropriation	\$1,255,976
BA1 Restructure of the Office of the State Controller to Support CORE	<u>(1,255,976)</u>
TOTAL	\$0
Increase/(Decrease)	(\$1,255,976)

Division of Accounts and Control - Controller, State Purchasing Office, DIPS Procurement	
	Cash Funds
Percentage Change	(100.0%)
FY 2015-16 Executive Request:	\$0
Request Above/(Below) Recommendation	\$0

(C) SUPPLIER DATABASE AND E-PROCUREMENT

This subdivision includes the supplier database program and the e-procurement program. The supplier database portion 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. The e-procurement program was established for the purpose of a statewide centralized electronic procurement system pursuant to Section 24-102-202.5 (2.5), C.R.S. Cash funding is provided by fees from vendors with cooperative purchasing agreements and from local public procurement units participating in the e-procurement system. House Bill 13-1184 consolidated the Electronic Procurement Program Account with the Supplier Database Cash Fund at the end of FY 2012-13. For implementation with the Colorado Operations Resource Engine (CORE), also known as COFRS II or COFRS modernization, the supplier database and e-procurement have been functionally consolidated.

Personal Services

Request and Recommendation: The Department requests and **staff recommends an appropriation of 0.0 FTE and \$0 cash funds.** The recommendation includes salary survey and merit pay annualizations, the annualization of the supplemental appropriation, and the transfer of resources related to the Division restructure.

Division of Accounts and Control - Controller, Supplier Database and e-Procurement, Personal Services		
	Cash Funds	FTE
FY 2014-15 Appropriation		
HB 14-1336 (Long Bill)	\$439,139	7.0
SB 15-999 (Supplemental)	<u>191,842</u>	<u>0.0</u>
TOTAL	\$630,981	7.0
FY 2015-16 Recommended Appropriation		
FY 2014-15 Appropriation	\$630,981	7.0
Annualize Salary Survey and Merit Pay	14,234	0.0
BA1 Restructure of the Office of the State Controller to Support CORE	(453,373)	(7.0)
Annualize Supplemental	<u>(191,842)</u>	<u>0.0</u>
TOTAL	\$0	0.0
Increase/(Decrease)	(\$630,981)	(7.0)
Percentage Change	(100.0%)	(100.0%)

Division of Accounts and Control - Controller, Supplier Database and e-Procurement, Personal Services		
	Cash Funds	FTE
FY 2015-16 Executive Request:	\$0	0.0
Request Above/(Below) Recommendation	\$0	0.0

Operating Expenses

Request and Recommendation: The Department requests and **staff recommends an appropriation of \$0 total funds.** The recommendation includes the transfer of resources related to the Division restructure.

Division of Accounts and Control - Controller, Supplier Database and e-Procurement, Operating Expenses	
	Cash Funds
FY 2014-15 Appropriation	
HB 14-1336 (Long Bill)	<u>\$1,328,360</u>
TOTAL	\$1,328,360
FY 2015-16 Recommended Appropriation	
FY 2014-15 Appropriation	\$1,328,360
BA1 Restructure of the Office of the State Controller to Support CORE	<u>(1,328,360)</u>
TOTAL	\$0
Increase/(Decrease)	(\$1,328,360)
Percentage Change	(100.0%)
FY 2015-16 Executive Request:	\$0
Request Above/(Below) Recommendation	\$0

(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, created in Section 24-30-202.4 (3) (e), C.R.S.

Personal Services

Request and Recommendation: The Department requests and **staff recommends an appropriation of 0.0 FTE and \$0 cash funds.** The recommendation includes salary survey and merit pay annualizations, the annualization of temporary funding for additional resources provided in FY 2014-15, a fund source adjustment, and the transfer of resources related to the Division restructure.

JBC Staff Figure Setting – FY 2015-16
Staff Working Document – Does Not Represent Committee Decision

Division of Accounts and Control - Controller, Collections Services, Personal Services				
	Total Funds	General Fund	Cash Funds	FTE
FY 2014-15 Appropriation				
HB 14-1336 (Long Bill)	\$1,102,269	\$0	\$1,102,269	23.6
TOTAL	\$1,102,269	\$0	\$1,102,269	23.6
FY 2015-16 Recommended Appropriation				
FY 2014-15 Appropriation	\$1,102,269	\$0	\$1,102,269	23.6
Annualize Salary Survey and Merit Pay	48,621	10,862	37,759	0.0
BA1 Restructure of the Office of the State Controller to Support CORE	(983,060)	0	(983,060)	(20.0)
Annualize Prior Year Funding	(167,830)	0	(167,830)	(3.6)
Fund Source Adjustment	0	(10,862)	10,862	0.0
TOTAL	\$0	\$0	\$0	0.0
Increase/(Decrease)	(\$1,102,269)	\$0	(\$1,102,269)	(23.6)
Percentage Change	(100.0%)	0.0%	(100.0%)	(100.0%)
FY 2015-16 Executive Request:				
Request Above/(Below) Recommendation	\$0	\$0	\$0	0.0

Operating Expenses

Request and Recommendation: The Department requests and **staff recommends an appropriation of \$0 cash funds.** The recommendation includes the annualization of temporary funding for additional resources provided in FY 2014-15 and the transfer of resources related to the Division restructure.

Division of Accounts and Control - Controller, Collections Services, Operating Expenses	
	Cash Funds
FY 2014-15 Appropriation	
HB 14-1336 (Long Bill)	\$570,277
TOTAL	\$570,277
FY 2015-16 Recommended Appropriation	
FY 2014-15 Appropriation	\$570,277
BA1 Restructure of the Office of the State Controller to Support CORE	(545,801)
Annualize Prior Year Funding	(24,476)
TOTAL	\$0
Increase/(Decrease)	(\$570,277)
Percentage Change	(100.0%)
FY 2015-16 Executive Request:	
Request Above/(Below) Recommendation	\$0

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.

JBC Staff Figure Setting – FY 2015-16
Staff Working Document – Does Not Represent Committee Decision

Request and Recommendation: The Department requests and **staff recommends an appropriation of \$0 cash funds.** The recommendation includes the transfer of resources related to the Division restructure.

Division of Accounts and Control - Controller, Collections Services, Private Collection Agency Fees Cash Funds	
FY 2014-15 Appropriation	
HB 14-1336 (Long Bill)	\$800,000
SB 15-999 (Supplemental)	<u>100,000</u>
TOTAL	\$900,000
FY 2015-16 Recommended Appropriation	
FY 2014-15 Appropriation	\$900,000
BA1 Restructure of the Office of the State Controller to Support CORE	(800,000)
Annualize Supplemental	<u>(100,000)</u>
TOTAL	\$0
Increase/(Decrease)	(\$900,000)
Percentage Change	(100.0%)
FY 2015-16 Executive Request:	\$0
Request Above/(Below) Recommendation	\$0

Indirect Cost Assessment

Request and Recommendation: The Department requests and **staff recommends an appropriation of \$0 cash funds,** which includes the transfer of resources related to the Division restructure.

(6) Administrative Courts

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

DIVISION REQUEST AND RECOMMENDATION SUMMARY

Administrative Courts					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2014-15 Appropriation					
HB 14-1336 (Long Bill)	\$3,806,157	\$58,046	\$114,503	\$3,633,608	40.5
SB 15-999 (Supplemental)	<u>(58,046)</u>	<u>(58,046)</u>	<u>0</u>	<u>0</u>	<u>(0.5)</u>
TOTAL	\$3,748,111	\$0	\$114,503	\$3,633,608	40.0
FY 2015-16 Recommended Appropriation					
FY 2014-15 Appropriation	\$3,748,111	\$0	\$114,503	\$3,633,608	40.0
BA4 Administrative Law Judge Adjustment	(58,046)	(58,046)	0	0	(0.5)
Indirect Cost Assessment Adjustment	(91,649)	0	(8,587)	(83,062)	0.0
Annualize Salary Survey and Merit Pay	97,064	0	0	97,064	0.0
Annualize Supplemental Adjustment	<u>58,046</u>	<u>58,046</u>	<u>0</u>	<u>0</u>	<u>0.5</u>
TOTAL	\$3,753,526	\$0	\$105,916	\$3,647,610	40.0
Increase/(Decrease)	\$5,415	\$0	(\$8,587)	\$14,002	0.0
Percentage Change	0.1%	0.0%	(7.5%)	0.4%	0.0%
FY 2015-16 Executive Request:	\$3,753,526	\$0	\$105,916	\$3,647,610	40.0
Request Above/(Below) Recommendation	\$0	\$0	\$0	\$0	0.0

➔ BA4 – Administrative Law Judge Adjustment

Request: The Department requests a decrease of \$58,046 General Fund and 0.5 FTE related to H.B. 13-1292 (Keep Jobs in Colorado Act); the OAC has experienced no cases related to this legislation and will address any such cases in the future through the common policy allocation process. This item was also requested as a supplemental adjustment for FY 2014-15 and approved as outlined in the table above.

Recommendation: Staff recommends that the Committee approve the request.

LINE ITEM DETAIL

Personal Services

Request and Recommendation: The Department requests and **staff recommends an appropriation of 40.0 FTE and \$3,471,882 total funds**, including annualizations and fund splits as outlined in the following table. The recommendation includes the BA4 Administrative Law Judge Adjustment.

Administrative Courts, Personal Services					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2014-15 Appropriation					
HB 14-1336 (Long Bill)	\$3,427,211	\$52,393	\$105,916	\$3,268,902	40.5
SB 15-999 (Supplemental)	(52,393)	(52,393)	0	0	(0.5)
TOTAL	\$3,374,818	\$0	\$105,916	\$3,268,902	40.0
FY 2015-16 Recommended Appropriation					
FY 2014-15 Appropriation	\$3,374,818	\$0	\$105,916	\$3,268,902	40.0
BA4 Administrative Law Judge Adjustment	(52,393)	(52,393)	0	0	(0.5)
Annualize Salary Survey and Merit Pay	97,064	0	0	97,064	0.0
Annualize Supplemental Adjustment	52,393	52,393	0	0	0.5
TOTAL	\$3,471,882	\$0	\$105,916	\$3,365,966	40.0
Increase/(Decrease)	\$97,064	\$0	\$0	\$97,064	0.0
Percentage Change	2.9%	0.0%	0.0%	3.0%	0.0%
FY 2015-16 Executive Request:	\$3,471,882	\$0	\$105,916	\$3,365,966	40.0
Request Above/(Below) Recommendation	\$0	\$0	\$0	\$0	0.0

Operating Expenses

Request and Recommendation: The Department requests and **staff recommends an appropriation of \$143,260 reappropriated funds**, including fund splits as outlined in the following table. The recommendation includes the BA4 Administrative Law Judge Adjustment.

Administrative Courts, Operating Expenses			
	Total Funds	General Fund	Reappropriated Funds
FY 2014-15 Appropriation			
HB 14-1336 (Long Bill)	\$148,913	\$5,653	\$143,260
SB 15-999 (Supplemental)	(5,653)	(5,653)	0
TOTAL	\$143,260	\$0	\$143,260
FY 2015-16 Recommended Appropriation			
FY 2014-15 Appropriation	\$143,260	\$0	\$143,260
BA4 Administrative Law Judge Adjustment	(5,653)	(5,653)	0
Annualize Supplemental Adjustment	5,653	5,653	0
TOTAL	\$143,260	\$0	\$143,260
Increase/(Decrease)	\$0	\$0	\$0
Percentage Change	0.0%	0.0%	0.0%
FY 2015-16 Executive Request:	\$143,260	\$0	\$143,260
Request Above/(Below) Recommendation	\$0	\$0	\$0

Indirect Cost Assessment

Request and Recommendation: The Department requests, and staff recommends, an appropriation of \$138,384 reappropriated funds, consistent with Committee policy and the statewide indirect cost plan.

Long Bill Footnotes and Requests for Information

LONG BILL FOOTNOTES

The Long Bill for FY 2014-15 included no footnotes specific to the Department. Staff recommends no footnotes for the Department of Personnel.

REQUESTS FOR INFORMATION

The Long Bill for FY 2014-15 included the following request for information. **Staff recommends that this request for information be discontinued for FY 2015-16.**

- 1 Department of Personnel, Division of Human Resources, State Agency Services --**
The Department is requested to provide a report to the Joint Budget Committee by November 1, 2014, providing workload statistics and task descriptions outlining the additional workload performed by the State Agency Services office with the additional staff resources gained by contracting the total compensation study as described in the Department's FY 2014-15 R1 Total Compensation Vendor request.

Indirect Cost Assessment

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



COLORADO
Executive Director's Office
Department of Personnel
& Administration

1525 Sherman St.
Denver, CO 80203

Honorable Senator Kent Lambert
Chair, Joint Budget Committee
Colorado State Capitol
200 East Colfax
Denver, Colorado 80203

Honorable Representative Millie Hamner
Vice Chair, Joint Budget Committee
Colorado State Capitol
200 East Colfax
Denver, Colorado 80203

January 29, 2015

Dear Senator Lambert and Representative Hamner,

The Department of Personnel & Administration (DPA) respectfully requests that the Joint Budget Committee (JBC) consider carrying legislation to relieve the Department of the statutory requirement to set rates for State Archives through formal rulemaking (24-80-102 (10) (a), C.R.S.). This requirement is unique among all other programs in DPA, whose rates are set administratively based on available data to meet the Department's budgetary obligations and the impact of rates on the Department's customers.

Prior to 1992, State Archives was entirely funded with General Fund. That year, with the enactment of HB92-1153, the General Assembly converted State Archives to an entirely cash-funded entity. Since then, General Fund was restored to State Archives, but the program still depends on user fees to support its operations and to fulfill its statutory obligations.

Setting rates in rule is inefficient and limits the Department's ability to quickly respond to workload fluctuations and consistently set rates to reflect the actual budgetary needs of State Archives. The JBC and the General Assembly establish the budget for State Archives, and the Department ultimately sets its rates to meet the revenue targets in the Long Bill. In the absence of the rulemaking requirement, DPA will remain accountable to the General Assembly for its rates and budget.

As the repository for the state's records, the Department is responsible for protecting and providing access to millions of important legal and historical records. The Department and State Archives staff care deeply about our customers, and we strive to provide them with the best service possible, including setting reasonable rates for research, document retrieval and other services we provide. The Department



has worked to simplify fees, consolidating the types of fees from 33 to nine and eliminating some fees altogether.

For these reasons, the Department asks the JBC to introduce legislation to allow DPA to set rates for State Archives administratively. Please let me know if you require any additional information from the Department to aid in your consideration.

Respectfully,



Kara Veitch
Interim Executive Director
Department of Personnel & Administration

cc: JBC Staff Director John Ziegler
JBC Staff Alfredo Kemm



Questions from Alfredo concerning the DOR Pipeline Project

Overview

The Department of Revenue (DOR) is statutorily responsible for tax administration activities for the State of Colorado. DOR's tax processing system is called the "tax pipeline," which includes receiving, extracting, scanning and capturing, processing, editing, and archiving different types of documents. In FY 2013-14, DOR processed 2.7 million individual income tax returns and 51,250 business income tax returns. The taxes submitted along with these documents constitute the principle revenue stream for the State. Overall in FY 2013-14, DOR collected \$10.3 billion in General Fund tax revenue. In the past, DOR partnered with the Department of Personnel & Administration (DPA), Division of Central Services, and specifically the Integrated Document Services unit (IDS) in order to leverage DPA's expertise and technology to perform many of the mechanical processes involved in tax collection. Since 1982, DOR has procured data entry and imaging services for tax documents from DPA, but did all of the mail opening, document sorting and batching, tax form analysis, and many more functions itself.

In September 2011, the Office of the State Auditor conducted a tax processing (pipeline) performance audit. The audit described a bifurcated document management system that was inefficient, relied on outdated manual processes, outdated infrastructure, lack of coordination between the departments, and a failure to capitalize on either department's expertise.

The audit recommended that both departments work together to address the inefficiencies of tax document processing. At the time, the process involved transporting open tax documents between Denver and Pueblo twice for data entry and imaging. It took up to two weeks for documents to be imaged for archival purposes and destroyed. Manual work processes were employed at most steps and for most taxes, from opening documents to entering data from tax forms. This hampered DOR's ability to respond quickly to taxpayer inquiries.

As part of the Governor's directive to make government more efficient, effective, and elegant, the departments agreed to utilize the Lean process to review all pipeline activities performed by staff in both organizations. The departments identified numerous opportunities for workflow automation by leveraging new equipment and technology. Also, the combined effort of the departments found that the workflow pipeline process

could be significantly streamlined by eliminating processing components that did not add value.

The departments launched the pipeline project, and a vendor (Fairfax Imaging, Inc.) was selected to automate mail-opening, image documents immediately after opening, and perform data capture automatically. It was estimated that the tax document processing phase would be fully operational by January 1, 2014 (the remaining phase would be to use the same equipment and software for the benefit of other departments).

In anticipation of the initial savings estimates made at the project's inception, DOR submitted R-3, "Tax Document Processing Pipeline Efficiencies" in the FY 2013-14 budget that reduced the Department's annualized budget by \$1,685,137 General Fund and 24.3 FTE in FY 2014-15. DPA also submitted a change request for the FY 2013-14 budget that reduced the personal services line by 15 FTE in FY 2014-15 and \$543,510 in personal services.

To date, taxpayers and the State are realizing efficiencies from the pipeline project. The departments utilized Lean tools and techniques to streamline and automate current manual pipeline processes. The new pipeline system allows both departments to collaborate and accomplish goals related to the Lean project. For example, tax documents run through this system have data and images available for production staff in both departments almost instantaneously, and available to view in the tax system the next day. This feature allows the Department to respond more quickly to taxpayer issues and resolve taxpayer problems more efficiently.

Tax documents are being transported once to DPA's Pueblo facility, where they are scanned and read upon arrival, and remittance processing is completed from the imaged documents and checks deposited in the bank electronically by DOR's staff in Denver. The documents remain in Pueblo to be destroyed. Because of this efficiency, tax documents are handled less and the number of trips to and from Denver and Pueblo has been reduced from four to one.

Why did Revenue need to bring this request?

As was mentioned above, DOR is statutorily responsible for tax administration activities for the State of Colorado. DOR's FY 2013-14 R-3, "Tax Document Processing Pipeline Efficiencies," eliminated positions that received and processed tax documents because it was assumed that the project would be fully transitioned by January 1, 2014. The

pipeline project's delay required DOR to continue staffing these functions, thereby requiring DOR to absorb personal services and operating costs associated with these tasks in FY 2013-14. Also, DOR did not anticipate that it would require 5.2 FTE and 32 temporary staff totaling \$569,195 in the current year, plus nearly 14.9 FTE and \$765,831 each year *after* project implementation to continue certain tasks given the expected benefits of system automation. These new tasks include correcting processing errors, creating new forms associated with annual and legislative changes, and performing system testing that is associated with new form design.

IDS operates out of an internal service fund and is totally reliant on funding collected from other agencies for services rendered. DPA needed to increase imaging and data entry rates to cover the cost of the new technology purchased for the pipeline project. As a result of including the depreciation on the system, the annual maintenance on the system, and the short term inefficiencies resulting from having to use both the old and the new systems, current fiscal year imaging rates for income tax forms were 58.2% percent higher and data entry rates were 64.8% percent higher than the respective rates charged in FY 2011-12 when the R-3, "Tax Document Processing Pipeline Efficiencies" request was submitted. Consequently, DOR will need an additional \$1,030,034 in FY 2014-15, \$1,030,292 in FY 2015-16, and \$1,104,771 in FY 2016-17 to pay for the increased costs.

What is it about the tax efficiency pipeline equipment and system and process that isn't working for them (and IDS)?

The system turned out to be far more complex than either the vendor or the State anticipated. The requirement for a process with no front end sorting of the documents is extremely complex, and has never been fully implemented by any vendor or state. As a result, it is taking the vendor much longer to complete the project than originally envisioned. The pieces of the project that have been implemented (i.e. the scanning equipment, sales tax, and direct deposit into the bank) have been working quite well. What is not working well, at this point, is business tax and income tax, which have not been fully developed, tested, or implemented. This is causing DOR and DPA to work both the old system and the new system until the project is completed. This is very labor intensive.

The read rate on the forms is currently averaging about 50%. This does not mean that 50% of the forms have errors but that 50% of the fields have to be validated. Many fields require only sight verification. The read rate is highly dependent on the quality of

the form. For example, the Gentax generated forms are reading at approximately 90% to 95%, meaning that only 5% to 10% of the fields require review, but forms that were not specifically designed for readability, such as those submitted by third party vendors, achieve a much lower average read rate. This includes all previous year forms that were not designed as OCR readable. For example, a form that is completed by the taxpayer and then “shrink to fit” prior to submitting would never match up to the designed OCR form in the system.

The OCR engines utilized by the vendor are as good can be found in the OCR market. It is not an issue of vendor failure to read according to expectations. All forms prior to 2014 were not designed for OCR capability and will never read well. But over time, the use of these forms will decrease. As the project progresses, more and more forms that are processed will have been designed for improved readability. As a result, readability is expected to increase.

The other aspect that was not known or anticipated was the need for labor resources to handle some of the administrative tasks associated with the design of the system. This is affecting personnel resources for both DOR and DPA, and is one of the main drivers behind the need for the supplemental request. There is good reason to believe that even this will improve over time, but in the short term it is a significant resource requirement.

What is IDS and Personnel doing to resolve any problems that Revenue believes is happening?

DOR has had the full support of DPA, specifically IDS, and IDS has not missed a deadline or commitment through the entire project. The relationship with DOR is one of strong cooperation and collaboration. IDS and DOR are in constant communication and work together to resolve issues and to explore solutions. The relationship between the two departments has never been stronger. We can state unequivocally that any delay with the project has not been caused by IDS action or inaction.

Why is Revenue requesting admin staff to address a potential scanning/data entry problem that is really an IDS function?

The request is not due to a scanning/data entry problem, it is due to the issues detailed in the prior response (i.e. the requirement of the departments to run both old and new processes, the delayed implementation requiring additional resources for testing, and

the unanticipated requirement for addition personnel resources to staff new administrative functions associated with the new system).

Please give me a rundown of actual costs for the tax efficiency pipeline since its implementation - both capital and operating, including expenditures and FTE, including FTE savings.

Payments to Fairfax: The total amount paid to Fairfax (the vendor) to date is \$1,563,986. Of this \$1,213,897 has been paid out of capital funds and \$350,089 has been paid out of operating. A more detailed breakdown of these costs is included in the attachment below. The payments to date include the detailed design phase, the purchase and installation of all of the equipment, completion of the Check 21 System, and Travel for Fairfax project personnel during FY 2013-14. The remaining amount due to the vendor (upon successful completion of the remaining phases of the project) is \$1,050,622. Of this \$854,935 will come from capital funds.

Pipeline Project Expenses to Fairfax								Project to date as of: 12/03/14	
	Total Capital Funds Paid	Total DSG Contingency Paid	Total Paid	Professional Services (Capital)	Software (Capital)	Hardware Warranty	Travel	Total Proposed Cost	Remaining Balance Due
Travel	\$ 91,000.00	\$ 26,414.26	\$ 117,414.26					\$ 117,414.26	\$ -
Milestone 1 - Completed Detail Design for DOR Phase	\$ 168,440.00	\$ -	\$ 168,440.00					\$ 168,440.00	\$ -
Milestone 2 - Equipment Purchase	\$ 954,457.00	\$ -	\$ 954,457.00					\$ 954,457.00	\$ -
Milestone 3 - Check 21 System			\$ 323,675.00					\$ 323,675.00	
Phase B - Income Tax 2013			\$ -	\$ 96,456	\$ 46,385	\$ 12,210	\$ 24,000	\$ 179,051.00	\$ 179,051
Phase C - Business Taxes 2013			\$ -	\$ 62,873	\$ 34,643	\$ 12,210	\$ 24,000	\$ 133,726.00	\$ 133,726
Phase D - Treasury Checks Only			\$ -	\$ 12,558	\$ 17,052	\$ 12,210	\$ 24,000	\$ 65,820.00	\$ 65,820
Phase E - Income 2014, Business Tax 2014 V2, Sales Tax 2014 V2				\$ 197,941	\$ 81,869	\$ 12,210	\$ 24,000	\$ 316,020.00	\$ 316,020
Phase F - Prior Year Business, Income & Sales Taxes (Pre 2013)				\$ 163,501	\$ 69,826	\$ 12,210	\$ 24,000	\$ 269,537.00	\$ 269,537
Phase G - DPA Forms and Final System Acceptance			\$ -	\$ 31,858	\$ 22,400	\$ 12,210	\$ 20,000	\$ 86,468.00	\$ 86,468
	\$ 1,213,897.00	\$ 26,414.26	\$ 1,563,986.26	\$ 565,187	\$ 272,175	\$ 73,260	\$ 140,000	\$ 2,614,608.26	\$ 1,050,622
Original Capital	\$ 2,068,832.00			Amount to be paid out of capital=			\$ 17,573		
Remaining Capital	\$ 854,935.00						Remaining Non-Capital Balance		\$ 195,687
				Remaining Capital (Check)					
				Prof Serv.	\$ 565,187.00				
				Software	\$ 272,175.00				
TRAVEL:				Capitalized travel	\$ 17,573.00				
Travel Capital Funds	\$ 91,000.00				\$ 854,935.00				
Total Travel Capital Funds Paid	\$ 91,000.00								
Remaining Capital Funds	\$ -								
Travel: DSG Contingency Funds	\$ 26,434.00								
Total Travel DSG Contingency Funds Paid FY14	\$ 16,399.00								
Total Travel DSG Contingency Funds Paid FY15	\$ 10,015.26								
Remaining Contingency Funds	\$ 19.74								
Travel Invoiced but not Paid									
FY14 Total	\$ 33,013.32								
FY15 Total	\$ 67,917.92								
Total Outstanding Travel Invoices	\$ 100,931.24								

Increase in DPA Charges to DOR: DOR is requesting an increase of \$1,030,292 to cover anticipated increases to DPA/IDS billings for document processing (scanning and data entry). These cost increases are documented in the following table:

Breakdown of Year Over Year Increase in DPA/IDS Billing to DOR	
DOR request is for \$1,030,292 increase to cover DPA/IDS document charges for FY15.	
This is an increase over the current FY15 DOR document budget of:	\$ 1,877,849
	\$ 1,030,292
DOR Estimated total billings from DPA/IDS in FY15	\$ 2,908,141
DPA/IDS billing to DOR for FY14 (& DOR's FY14 Budget)	\$ 2,051,769
Estimated Billing increase over FY14	\$ 856,372
Increases Over FY14 that must be covered in DPA/IDS rates	
Depreciation on System Capitalization Costs	\$ 247,000
Annual Equipment Maintenance Payments	\$ 154,000
Maintenance on Old Equip (necessary to run both systems)	\$ 67,000
GGCC Increase	\$ 61,000
SWICAP Increase	\$ 62,000
Risk Increase	\$ 30,000
Fairfax Travel for FY15	\$ 164,000
System Maintenance and Enhancements	\$ 85,000
DCS & EDO Clearances	\$ 30,000
Worker's Comp	\$ 2,000
CCLS	\$ (10,000)
Administrative Support	\$ (34,000)
Total of DPA/IDS Cost Increases	\$ 858,000
DOR Budget Cut from FY14 to FY15	\$ 173,151
Total Increase Accounted for	\$ 1,031,151
DOR Request=	\$ 1,030,292
Diff=	\$ 859

JBC Staff Staff Figure Setting - FY 2015-16
Staff Working Document - Does Not Represent Committee Decision

Appendix A: Number Pages

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Appropriation	FY 2015-16 Request	FY 2015-16 Recommendation
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DEPARTMENT OF PERSONNEL
Kara Veitch, Interim Executive Director

(1) EXECUTIVE DIRECTOR'S OFFICE

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

(A) Department Administration

Personal Services	<u>1,648,932</u>	<u>1,571,596</u>	<u>1,607,994</u>	<u>1,667,963</u>	<u>1,667,963</u>
FTE	20.2	16.4	17.8	17.8	17.8
General Fund	0	0	0	0	0
Cash Funds	0	0	15,648	15,648	15,648
Reappropriated Funds	1,648,932	1,571,596	1,592,346	1,652,315	1,652,315
Federal Funds	0	0	0	0	0
Health, Life, and Dental	<u>1,705,332</u>	<u>1,482,219</u>	<u>2,482,052</u>	<u>3,033,873</u>	<u>3,001,001</u> *
General Fund	591,519	453,721	714,917	854,533	839,730
Cash Funds	114,574	130,286	250,164	313,355	321,718
Reappropriated Funds	999,239	898,212	1,516,971	1,865,985	1,839,553
Short-term Disability	<u>27,810</u>	<u>22,614</u>	<u>46,929</u>	<u>50,454</u>	<u>47,397</u> *
General Fund	11,572	7,958	17,117	17,807	16,690
Cash Funds	1,375	2,103	3,962	5,050	5,050
Reappropriated Funds	14,863	12,553	25,850	27,597	25,657

*This line item includes a decision item.

P - This line item is pending. The figure shown reflects the request amount.

JBC Staff Staff Figure Setting - FY 2015-16
Staff Working Document - Does Not Represent Committee Decision

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Appropriation	FY 2015-16 Request	FY 2015-16 Recommendation
S.B. 04-257 Amortization Equalization					
Disbursement	<u>506,438</u>	<u>443,741</u>	<u>863,323</u>	<u>1,059,718</u>	<u>998,578</u> *
General Fund	214,939	155,204	313,795	372,732	350,400
Cash Funds	25,118	38,679	72,844	106,394	106,394
Reappropriated Funds	266,381	249,858	476,684	580,592	541,784
S.B. 06-235 Supplemental Amortization					
Equalization Disbursement	<u>435,292</u>	<u>399,876</u>	<u>809,365</u>	<u>1,023,589</u>	<u>964,535</u> *
General Fund	184,804	139,082	294,183	360,023	338,454
Cash Funds	21,567	35,135	68,291	102,767	102,767
Reappropriated Funds	228,921	225,659	446,891	560,799	523,314
Salary Survey					
	<u>0</u>	<u>615,991</u>	<u>684,268</u>	<u>240,120</u>	<u>240,120</u>
General Fund	0	136,518	246,080	74,993	74,993
Cash Funds	0	76,605	58,281	26,766	26,766
Reappropriated Funds	0	402,868	379,907	138,361	138,361
Merit Pay					
	<u>0</u>	<u>299,879</u>	<u>199,727</u>	<u>224,307</u>	<u>224,307</u>
General Fund	0	86,049	63,712	73,405	73,405
Cash Funds	0	22,253	19,468	27,728	27,728
Reappropriated Funds	0	191,577	116,547	123,174	123,174
Shift Differential					
	<u>26,428</u>	<u>37,667</u>	<u>49,698</u>	<u>45,747</u>	<u>45,747</u>
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	26,428	37,667	49,698	45,747	45,747

*This line item includes a decision item.

P - This line item is pending. The figure shown reflects the request amount.

JBC Staff Staff Figure Setting - FY 2015-16
Staff Working Document - Does Not Represent Committee Decision

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Appropriation	FY 2015-16 Request	FY 2015-16 Recommendation
Workers' Compensation	<u>220,543</u>	<u>213,489</u>	<u>239,093</u>	<u>182,304</u>	<u>182,304</u> P
General Fund	60,409	56,549	63,331	48,308	48,308
Cash Funds	19,018	19,462	21,796	21,306	21,306
Reappropriated Funds	141,116	137,478	153,966	112,690	112,690
Operating Expenses	<u>95,474</u>	<u>98,837</u>	<u>450,909</u>	<u>99,531</u>	<u>99,531</u>
General Fund	0	0	351,378	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	95,474	98,837	99,531	99,531	99,531
Legal Services	<u>142,813</u>	<u>232,630</u>	<u>253,763</u>	<u>242,229</u>	<u>242,229</u> P
General Fund	118,684	163,614	181,450	176,513	176,513
Cash Funds	9,464	11,157	15,845	10,694	10,694
Reappropriated Funds	14,665	57,859	56,468	55,022	55,022
Administrative Law Judge Services	<u>4,697</u>	<u>6,236</u>	<u>14,585</u>	<u>11,432</u>	<u>11,432</u> P
General Fund	0	0	0	0	0
Cash Funds	4,697	6,124	13,043	10,364	10,364
Reappropriated Funds	0	112	1,542	1,068	1,068
Payment to Risk Management and Property Funds	<u>682,310</u>	<u>566,716</u>	<u>607,909</u>	<u>534,629</u>	<u>534,629</u> P
General Fund	186,894	150,110	158,082	141,672	141,672
Cash Funds	58,837	51,661	63,356	62,482	62,482
Reappropriated Funds	436,579	364,945	386,471	330,475	330,475
Vehicle Lease Payments	<u>77,846</u>	<u>78,004</u>	<u>69,206</u>	<u>97,847</u>	<u>97,847</u> P
General Fund	0	0	0	0	0
Cash Funds	2,190	2,094	2,128	2,128	2,128
Reappropriated Funds	75,656	75,910	67,078	95,719	95,719

*This line item includes a decision item.

P - This line item is pending. The figure shown reflects the request amount.

JBC Staff Staff Figure Setting - FY 2015-16
Staff Working Document - Does Not Represent Committee Decision

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Appropriation	FY 2015-16 Request	FY 2015-16 Recommendation
Leased Space	<u>1,243,943</u>	<u>663,761</u>	<u>316,949</u>	<u>316,949</u>	<u>316,949</u>
General Fund	454,180	255,375	0	0	0
Cash Funds	86,062	44,071	0	0	0
Reappropriated Funds	703,701	364,315	316,949	316,949	316,949
Capitol Complex Leased Space	<u>837,576</u>	<u>2,155,209</u>	<u>1,690,786</u>	<u>2,617,849</u>	<u>2,617,849</u> P
General Fund	611,783	1,123,815	965,221	1,440,529	1,440,529
Cash Funds	32,971	131,633	228,422	254,504	254,504
Reappropriated Funds	192,822	899,761	497,143	922,816	922,816
Payments to OIT	<u>0</u>	<u>0</u>	<u>1,695,279</u>	<u>3,180,591</u>	<u>3,180,591</u> P
General Fund	0	0	316,349	842,825	842,825
Cash Funds	0	0	53,014	460,603	460,603
Reappropriated Funds	0	0	1,325,916	1,877,163	1,877,163
COFRS Modernization	<u>288,061</u>	<u>288,061</u>	<u>219,444</u>	<u>401,287</u>	<u>401,287</u> P
General Fund	128,128	128,128	57,063	106,337	106,337
Cash Funds	16,396	16,396	22,870	58,111	58,111
Reappropriated Funds	143,537	143,537	139,511	236,839	236,839
Purchase of Services from Computer Center	<u>127,402</u>	<u>1,689,638</u>	<u>0</u>	<u>0</u>	<u>0</u>
General Fund	72,997	438,816	0	0	0
Cash Funds	5,369	55,478	0	0	0
Reappropriated Funds	49,036	1,195,344	0	0	0
Colorado State Network	<u>420,164</u>	<u>268,501</u>	<u>0</u>	<u>0</u>	<u>0</u>
General Fund	115,084	71,120	0	0	0
Cash Funds	36,230	24,478	0	0	0
Reappropriated Funds	268,850	172,903	0	0	0

*This line item includes a decision item.

P - This line item is pending. The figure shown reflects the request amount.

JBC Staff Staff Figure Setting - FY 2015-16
Staff Working Document - Does Not Represent Committee Decision

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Appropriation	FY 2015-16 Request	FY 2015-16 Recommendation
Management and Administration of OIT	<u>35,884</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
General Fund	9,829	0	0	0	0
Cash Funds	3,094	0	0	0	0
Reappropriated Funds	22,961	0	0	0	0
Information Technology Security	<u>0</u>	<u>20,602</u>	<u>0</u>	<u>0</u>	<u>0</u>
General Fund	0	5,368	0	0	0
Cash Funds	0	837	0	0	0
Reappropriated Funds	0	14,397	0	0	0
Communication Services Payments	<u>1,517</u>	<u>1,284</u>	<u>0</u>	<u>0</u>	<u>0</u>
General Fund	758	640	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	759	644	0	0	0
SUBTOTAL - (A) Department Administration	8,528,462	11,156,551	12,301,279	15,030,419	14,874,296
<i>FTE</i>	<u>20.2</u>	<u>16.4</u>	<u>17.8</u>	<u>17.8</u>	<u>17.8</u>
General Fund	2,761,580	3,372,067	3,742,678	4,509,677	4,449,856
Cash Funds	436,962	668,452	909,132	1,477,900	1,486,263
Reappropriated Funds	5,329,920	7,116,032	7,649,469	9,042,842	8,938,177
Federal Funds	0	0	0	0	0

*This line item includes a decision item.

P - This line item is pending. The figure shown reflects the request amount.

JBC Staff Staff Figure Setting - FY 2015-16
Staff Working Document - Does Not Represent Committee Decision

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Appropriation	FY 2015-16 Request	FY 2015-16 Recommendation
(B) Statewide Special Purpose					
(I) Colorado State Employees Assistance Program					
Personal Services	<u>621,754</u>	<u>715,500</u>	<u>779,777</u>	<u>804,848</u>	<u>804,848</u>
FTE	8.9	9.2	11.0	11.0	11.0
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	621,754	715,500	779,777	804,848	804,848
Operating Expenses	<u>52,155</u>	<u>51,903</u>	<u>53,794</u>	<u>53,794</u>	<u>53,794</u>
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	52,155	51,903	53,794	53,794	53,794
Indirect Cost Assessment	<u>130,199</u>	<u>110,018</u>	<u>78,310</u>	<u>172,259</u>	<u>172,259</u>
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	130,199	110,018	78,310	172,259	172,259
SUBTOTAL - (I) Colorado State Employees Assistance Program	804,108	877,421	911,881	1,030,901	1,030,901
FTE	<u>8.9</u>	<u>9.2</u>	<u>11.0</u>	<u>11.0</u>	<u>11.0</u>
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	804,108	877,421	911,881	1,030,901	1,030,901

*This line item includes a decision item.

P - This line item is pending. The figure shown reflects the request amount.

JBC Staff Staff Figure Setting - FY 2015-16
Staff Working Document - Does Not Represent Committee Decision

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Appropriation	FY 2015-16 Request	FY 2015-16 Recommendation
(II) Office of the State Architect					
Office of the State Architect	<u>467,004</u>	<u>467,004</u>	<u>467,005</u>	<u>586,568</u>	<u>586,568</u> *
FTE	5.0	4.9	5.0	5.9	5.9
General Fund	467,004	467,004	467,005	586,568	586,568
Cash Funds	0	0	0	0	0
Reappropriated Funds	0	0	0	0	0
SUBTOTAL - (II) Office of the State Architect	<u>467,004</u>	<u>467,004</u>	<u>467,005</u>	<u>586,568</u>	<u>586,568</u>
FTE	<u>5.0</u>	<u>4.9</u>	<u>5.0</u>	<u>5.9</u>	<u>5.9</u>
General Fund	467,004	467,004	467,005	586,568	586,568
Cash Funds	0	0	0	0	0
Reappropriated Funds	0	0	0	0	0
(III) Colorado State Archives					
Personal Services	<u>494,513</u>	<u>614,395</u>	<u>715,311</u>	<u>732,379</u>	<u>732,379</u>
FTE	7.2	8.5	12.0	12.0	12.0
General Fund	373,474	431,878	532,794	523,620	523,620
Cash Funds	110,302	128,101	153,446	179,688	179,688
Reappropriated Funds	10,737	54,416	29,071	29,071	29,071
Operating Expenses	<u>81,759</u>	<u>120,647</u>	<u>128,436</u>	<u>93,836</u>	<u>93,836</u>
General Fund	76,516	120,647	128,436	93,836	93,836
Cash Funds	0	0	0	0	0
Reappropriated Funds	5,243	0	0	0	0

*This line item includes a decision item.

P - This line item is pending. The figure shown reflects the request amount.

JBC Staff Staff Figure Setting - FY 2015-16
Staff Working Document - Does Not Represent Committee Decision

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Appropriation	FY 2015-16 Request	FY 2015-16 Recommendation
SUBTOTAL - (III) Colorado State Archives	576,272	735,042	843,747	826,215	826,215
<i>FTE</i>	<u>7.2</u>	<u>8.5</u>	<u>12.0</u>	<u>12.0</u>	<u>12.0</u>
General Fund	449,990	552,525	661,230	617,456	617,456
Cash Funds	110,302	128,101	153,446	179,688	179,688
Reappropriated Funds	15,980	54,416	29,071	29,071	29,071

(IV) Address Confidentiality Program

Address Confidentiality Program

Program Costs	<u>128,822</u>	<u>0</u>
<i>FTE</i>	1.3	0.0
General Fund	0	0
Cash Funds	128,822	0
Reappropriated Funds	0	0

SUBTOTAL - (IV) Address Confidentiality Program	128,822	0
<i>FTE</i>	<u>1.3</u>	<u>0.0</u>
General Fund	0	0
Cash Funds	128,822	0
Reappropriated Funds	0	0

(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	0	0	119,842	119,842
Cash Funds	0	0	0	0	0
Reappropriated Funds	0	119,842	119,842	0	0

*This line item includes a decision item.

P - This line item is pending. The figure shown reflects the request amount.

JBC Staff Staff Figure Setting - FY 2015-16
Staff Working Document - Does Not Represent Committee Decision

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Appropriation	FY 2015-16 Request	FY 2015-16 Recommendation
Employment Security Contract Payment	<u>15,725</u>	<u>14,900</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
General Fund	8,989	6,164	11,264	11,264	11,264
Cash Funds	0	0	0	0	0
Reappropriated Funds	6,736	8,736	8,736	8,736	8,736
Disability Investigational and Pilot Support					
Procurement	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,337,976</u>	<u>1,337,976</u> *
Cash Funds	0	0	0	1,337,976	1,337,976
SUBTOTAL - (V) Other Statewide Special Purpose					
Purpose	135,567	134,742	139,842	1,477,818	1,477,818
FTE	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
General Fund	128,831	6,164	11,264	131,106	131,106
Cash Funds	0	0	0	1,337,976	1,337,976
Reappropriated Funds	6,736	128,578	128,578	8,736	8,736
SUBTOTAL - (B) Statewide Special Purpose					
FTE	<u>22.4</u>	<u>22.6</u>	<u>28.0</u>	<u>28.9</u>	<u>28.9</u>
General Fund	1,045,825	1,025,693	1,139,499	1,335,130	1,335,130
Cash Funds	239,124	128,101	153,446	1,517,664	1,517,664
Reappropriated Funds	826,824	1,060,415	1,069,530	1,068,708	1,068,708
TOTAL - (1) Executive Director's Office					
FTE	<u>42.6</u>	<u>39.0</u>	<u>45.8</u>	<u>46.7</u>	<u>46.7</u>
General Fund	3,807,405	4,397,760	4,882,177	5,844,807	5,784,986
Cash Funds	676,086	796,553	1,062,578	2,995,564	3,003,927
Reappropriated Funds	6,156,744	8,176,447	8,718,999	10,111,550	10,006,885
Federal Funds	0	0	0	0	0

*This line item includes a decision item.

P - This line item is pending. The figure shown reflects the request amount.

JBC Staff Staff Figure Setting - FY 2015-16
Staff Working Document - Does Not Represent Committee Decision

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Appropriation	FY 2015-16 Request	FY 2015-16 Recommendation
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(2) DIVISION OF HUMAN RESOURCES

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

(A) Human Resource Services

(I) State Agency Services

Personal Services	<u>1,616,572</u>	<u>1,554,191</u>	<u>1,676,763</u>	<u>1,710,915</u>	<u>1,710,915</u>
FTE	14.7	15.6	19.2	19.2	19.2
General Fund	0	0	0	242,861	242,861
Cash Funds	0	0	0	0	0
Reappropriated Funds	1,616,572	1,554,191	1,676,763	1,468,054	1,468,054
Operating Expenses	<u>88,412</u>	<u>86,643</u>	<u>88,496</u>	<u>88,496</u>	<u>88,496</u>
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	88,412	86,643	88,496	88,496	88,496
Total Compensation and Employee Engagement					
Surveys	<u>0</u>	<u>211,970</u>	<u>425,000</u>	<u>215,000</u>	<u>215,000</u>
General Fund	0	211,970	425,000	215,000	215,000
Cash Funds	0	0	0	0	0
Reappropriated Funds	0	0	0	0	0

SUBTOTAL - (I) State Agency Services	1,704,984	1,852,804	2,190,259	2,014,411	2,014,411
FTE	<u>14.7</u>	<u>15.6</u>	<u>19.2</u>	<u>19.2</u>	<u>19.2</u>
General Fund	0	211,970	425,000	457,861	457,861
Cash Funds	0	0	0	0	0
Reappropriated Funds	1,704,984	1,640,834	1,765,259	1,556,550	1,556,550

*This line item includes a decision item.

P - This line item is pending. The figure shown reflects the request amount.

JBC Staff Staff Figure Setting - FY 2015-16
Staff Working Document - Does Not Represent Committee Decision

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Appropriation	FY 2015-16 Request	FY 2015-16 Recommendation
(II) Training Services					
Training Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>687,081</u>	<u>687,081</u> *
FTE	0.0	0.0	0.0	4.0	4.0
General Fund	0	0	0	0	0
Cash Funds	0	0	0	40,305	40,305
Reappropriated Funds	0	0	0	646,776	646,776
Personal Services	<u>395,880</u>	<u>526,233</u>	<u>600,246</u>	<u>0</u>	<u>0</u> *
FTE	2.8	3.2	4.0	0.0	0.0
General Fund	0	0	0	0	0
Cash Funds	47,002	36,378	33,417	0	0
Reappropriated Funds	348,878	489,855	566,829	0	0
Operating Expenses	<u>86,122</u>	<u>67,438</u>	<u>80,542</u>	<u>0</u>	<u>0</u> *
General Fund	0	0	0	0	0
Cash Funds	0	0	6,888	0	0
Reappropriated Funds	86,122	67,438	73,654	0	0
Indirect Cost Assessment	<u>13,898</u>	<u>4,552</u>	<u>27,605</u>	<u>32,482</u>	<u>32,482</u>
General Fund	0	0	0	0	0
Cash Funds	0	0	9,938	3,842	3,842
Reappropriated Funds	13,898	4,552	17,667	28,640	28,640
SUBTOTAL - (II) Training Services	495,900	598,223	708,393	719,563	719,563
FTE	<u>2.8</u>	<u>3.2</u>	<u>4.0</u>	<u>4.0</u>	<u>4.0</u>
General Fund	0	0	0	0	0
Cash Funds	47,002	36,378	50,243	44,147	44,147
Reappropriated Funds	448,898	561,845	658,150	675,416	675,416

*This line item includes a decision item.

P - This line item is pending. The figure shown reflects the request amount.

JBC Staff Staff Figure Setting - FY 2015-16
Staff Working Document - Does Not Represent Committee Decision

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Appropriation	FY 2015-16 Request	FY 2015-16 Recommendation
SUBTOTAL - (A) Human Resource Services	2,200,884	2,451,027	2,898,652	2,733,974	2,733,974
<i>FTE</i>	<u>17.5</u>	<u>18.8</u>	<u>23.2</u>	<u>23.2</u>	<u>23.2</u>
General Fund	0	211,970	425,000	457,861	457,861
Cash Funds	47,002	36,378	50,243	44,147	44,147
Reappropriated Funds	2,153,882	2,202,679	2,423,409	2,231,966	2,231,966

(B) Employee Benefits Services

Personal Services	<u>712,954</u>	<u>778,013</u>	<u>805,260</u>	<u>827,054</u>	<u>827,054</u>
FTE	8.8	9.7	12.0	12.0	12.0
General Fund	0	0	0	0	0
Cash Funds	712,954	778,013	805,260	827,054	827,054
Reappropriated Funds	0	0	0	0	0
Operating Expenses	<u>41,958</u>	<u>57,545</u>	<u>58,324</u>	<u>58,324</u>	<u>58,324</u>
General Fund	0	0	0	0	0
Cash Funds	41,958	57,545	58,324	58,324	58,324
Reappropriated Funds	0	0	0	0	0
Utilization Review	<u>0</u>	<u>5,530</u>	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>
General Fund	0	0	0	0	0
Cash Funds	0	5,530	40,000	40,000	40,000
Reappropriated Funds	0	0	0	0	0
H.B. 07-1335 Supplemental State Contribution					
Fund	<u>1,292,424</u>	<u>1,329,421</u>	<u>1,225,821</u>	<u>1,225,821</u>	<u>1,225,821</u>
General Fund	0	0	0	0	0
Cash Funds	1,292,424	1,329,421	1,225,821	1,225,821	1,225,821
Reappropriated Funds	0	0	0	0	0

*This line item includes a decision item.

P - This line item is pending. The figure shown reflects the request amount.

JBC Staff Staff Figure Setting - FY 2015-16
Staff Working Document - Does Not Represent Committee Decision

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Appropriation	FY 2015-16 Request	FY 2015-16 Recommendation
Indirect Cost Assessment	<u>119,427</u>	<u>60,236</u>	<u>247,138</u>	<u>172,277</u>	<u>172,277</u>
General Fund	0	0	0	0	0
Cash Funds	119,427	60,236	247,138	172,277	172,277
Reappropriated Funds	0	0	0	0	0
SUBTOTAL - (B) Employee Benefits Services	2,166,763	2,230,745	2,376,543	2,323,476	2,323,476
<i>FTE</i>	<u>8.8</u>	<u>9.7</u>	<u>12.0</u>	<u>12.0</u>	<u>12.0</u>
General Fund	0	0	0	0	0
Cash Funds	2,166,763	2,230,745	2,376,543	2,323,476	2,323,476
Reappropriated Funds	0	0	0	0	0

(C) Risk Management Services

Personal Services	<u>657,472</u>	<u>692,349</u>	<u>813,647</u>	<u>839,775</u>	<u>839,775</u>
FTE	8.9	9.8	11.5	11.5	11.5
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	657,472	692,349	813,647	839,775	839,775
Federal Funds	0	0	0	0	0
Operating Expenses	<u>68,203</u>	<u>67,536</u>	<u>68,427</u>	<u>68,427</u>	<u>68,427</u>
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	68,203	67,536	68,427	68,427	68,427
Actuarial and Broker Services	<u>0</u>	<u>272,000</u>	<u>272,000</u>	<u>272,073</u>	<u>272,073</u>
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	0	272,000	272,000	272,073	272,073

*This line item includes a decision item.

P - This line item is pending. The figure shown reflects the request amount.

JBC Staff Staff Figure Setting - FY 2015-16
Staff Working Document - Does Not Represent Committee Decision

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Appropriation	FY 2015-16 Request	FY 2015-16 Recommendation
Risk Management Information System	0	<u>140,950</u>	<u>137,448</u>	<u>137,448</u>	<u>137,448</u>
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	0	140,950	137,448	137,448	137,448
Indirect Cost Assessment	<u>52,088</u>	<u>42,010</u>	<u>95,199</u>	<u>163,715</u>	<u>163,715</u>
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	52,088	42,010	95,199	163,715	163,715
Liability Claims	<u>5,404,465</u>	<u>3,704,600</u>	<u>4,381,124</u>	<u>4,211,736</u>	<u>4,211,736</u>
General Fund	0	0	0	0	0
Cash Funds	0	126,100	0	0	0
Reappropriated Funds	5,404,465	3,578,500	4,381,124	4,211,736	4,211,736
Liability Excess Policy	<u>0</u>	<u>335,806</u>	<u>339,223</u>	<u>332,762</u>	<u>332,762</u>
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	0	335,806	339,223	332,762	332,762
Liability Legal Services	<u>2,276,115</u>	<u>3,105,358</u>	<u>3,044,510</u>	<u>2,807,823</u>	<u>2,807,823</u>
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	2,276,115	3,105,358	3,044,510	2,807,823	2,807,823
Property Policies	<u>7,668,912</u>	<u>4,558,660</u>	<u>4,608,922</u>	<u>4,907,385</u>	<u>4,907,385</u>
General Fund	0	0	0	0	0
Cash Funds	0	177,103	0	0	0
Reappropriated Funds	7,668,912	4,381,557	4,608,922	4,907,385	4,907,385

*This line item includes a decision item.

P - This line item is pending. The figure shown reflects the request amount.

JBC Staff Staff Figure Setting - FY 2015-16
Staff Working Document - Does Not Represent Committee Decision

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Appropriation	FY 2015-16 Request	FY 2015-16 Recommendation
Property Deductibles and Payouts	0	<u>3,059,535</u>	<u>2,600,000</u>	<u>2,600,000</u>	<u>2,600,000</u>
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	0	3,059,535	2,600,000	2,600,000	2,600,000
Workers' Compensation Claims	<u>40,447,902</u>	<u>31,999,861</u>	<u>38,600,694</u>	<u>37,125,664</u>	<u>37,125,664</u>
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	40,447,902	31,999,861	38,600,694	37,125,664	37,125,664
Workers' Compensation TPA Fees and Loss Control	0	<u>2,001,560</u>	<u>2,450,000</u>	<u>2,450,000</u>	<u>2,450,000</u>
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	0	2,001,560	2,450,000	2,450,000	2,450,000
Workers' Compensation Excess Policy	0	<u>783,500</u>	<u>951,893</u>	<u>785,003</u>	<u>785,003</u>
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	0	783,500	951,893	785,003	785,003
Workers' Compensation Legal Services	0	<u>2,231,183</u>	<u>1,985,089</u>	<u>1,985,089</u>	<u>1,985,089</u>
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	0	2,231,183	1,985,089	1,985,089	1,985,089

*This line item includes a decision item.

P - This line item is pending. The figure shown reflects the request amount.

JBC Staff Staff Figure Setting - FY 2015-16
Staff Working Document - Does Not Represent Committee Decision

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Appropriation	FY 2015-16 Request	FY 2015-16 Recommendation
Additional Payments from Recommendation by the State Claims Board Pursuant to Section 24-10-11 (5) (b), C.R.S.					
	<u>0</u>	<u>6,863,692</u>	<u>0</u>	<u>0</u>	<u>0</u>
General Fund	0	6,863,692	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	0	0	0	0	0
Additional Payments to Claimants for Outstanding Claims Arising from the Lower North Fork Fire					
	<u>0</u>	<u>18,190,292</u>	<u>0</u>	<u>0</u>	<u>0</u>
General Fund	0	18,190,292	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	0	0	0	0	0
SUBTOTAL - (C) Risk Management Services	56,575,157	78,048,892	60,348,176	58,686,900	58,686,900
<i>FTE</i>	<u>8.9</u>	<u>9.8</u>	<u>11.5</u>	<u>11.5</u>	<u>11.5</u>
General Fund	0	25,053,984	0	0	0
Cash Funds	0	303,203	0	0	0
Reappropriated Funds	56,575,157	52,691,705	60,348,176	58,686,900	58,686,900
Federal Funds	0	0	0	0	0
TOTAL - (2) Division of Human Resources	60,942,804	82,730,664	65,623,371	63,744,350	63,744,350
<i>FTE</i>	<u>35.2</u>	<u>38.3</u>	<u>46.7</u>	<u>46.7</u>	<u>46.7</u>
General Fund	0	25,265,954	425,000	457,861	457,861
Cash Funds	2,213,765	2,570,326	2,426,786	2,367,623	2,367,623
Reappropriated Funds	58,729,039	54,894,384	62,771,585	60,918,866	60,918,866
Federal Funds	0	0	0	0	0

*This line item includes a decision item.

P - This line item is pending. The figure shown reflects the request amount.

JBC Staff Staff Figure Setting - FY 2015-16
Staff Working Document - Does Not Represent Committee Decision

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Appropriation	FY 2015-16 Request	FY 2015-16 Recommendation
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(3) CONSTITUTIONALLY INDEPENDENT ENTITIES

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

(A) Personnel Board

Personal Services	<u>469,646</u>	<u>472,614</u>	<u>473,603</u>	<u>485,179</u>	<u>485,179</u>
FTE	4.6	4.7	4.8	4.8	4.8
General Fund	469,521	472,424	472,425	484,001	484,001
Cash Funds	125	190	1,178	1,178	1,178
Federal Funds	0	0	0	0	0
 Operating Expenses	 <u>16,307</u>	 <u>20,567</u>	 <u>20,505</u>	 <u>20,505</u>	 <u>20,505</u>
General Fund	0	20,567	20,505	20,505	20,505
Reappropriated Funds	16,307	0	0	0	0
 Legal Services	 <u>25,493</u>	 <u>28,286</u>	 <u>32,673</u>	 <u>32,673</u>	 <u>32,673</u> P
General Fund	25,493	28,286	32,673	32,673	32,673

TOTAL - (3) Constitutionally Independent Entities	511,446	521,467	526,781	538,357	538,357
FTE	4.6	4.7	4.8	4.8	4.8
General Fund	495,014	521,277	525,603	537,179	537,179
Cash Funds	125	190	1,178	1,178	1,178
Reappropriated Funds	16,307	0	0	0	0
Federal Funds	0	0	0	0	0

*This line item includes a decision item.

P - This line item is pending. The figure shown reflects the request amount.

JBC Staff Staff Figure Setting - FY 2015-16
Staff Working Document - Does Not Represent Committee Decision

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Appropriation	FY 2015-16 Request	FY 2015-16 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>740,516</u>	<u>649,250</u>	<u>668,785</u>	<u>680,817</u>	<u>680,817</u>
FTE	9.4	7.5	8.0	8.0	8.0
Cash Funds	141,976	0	0	0	0
Reappropriated Funds	598,540	649,250	668,785	680,817	680,817
Operating Expenses	<u>47,594</u>	<u>32,057</u>	<u>58,445</u>	<u>58,445</u>	<u>58,445</u>
Cash Funds	6,761	0	0	0	0
Reappropriated Funds	40,833	32,057	58,445	58,445	58,445
Indirect Cost Assessment	<u>110,094</u>	<u>51,840</u>	<u>57,138</u>	<u>68,172</u>	<u>68,172</u>
Cash Funds	13,623	0	0	0	0
Reappropriated Funds	96,471	51,840	57,138	68,172	68,172
Federal Funds	0	0	0	0	0
SUBTOTAL - (A) Administration	898,204	733,147	784,368	807,434	807,434
FTE	<u>9.4</u>	<u>7.5</u>	<u>8.0</u>	<u>8.0</u>	<u>8.0</u>
Cash Funds	162,360	0	0	0	0
Reappropriated Funds	735,844	733,147	784,368	807,434	807,434
Federal Funds	0	0	0	0	0

*This line item includes a decision item.

P - This line item is pending. The figure shown reflects the request amount.

JBC Staff Staff Figure Setting - FY 2015-16
Staff Working Document - Does Not Represent Committee Decision

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Appropriation	FY 2015-16 Request	FY 2015-16 Recommendation
(B) Integrated Document Solutions					
Personal Services	<u>5,349,133</u>	<u>5,571,723</u>	<u>6,149,417</u>	<u>6,298,464</u>	<u>6,298,464</u> P
FTE	95.7	92.5	99.1	99.1	99.1
Cash Funds	472,012	1,554,730	141,615	141,615	141,615
Reappropriated Funds	4,877,121	4,016,993	6,007,802	6,156,849	6,156,849
Operating Expenses	<u>11,351,711</u>	<u>11,729,457</u>	<u>5,530,125</u>	<u>5,530,125</u>	<u>5,530,125</u> P
Cash Funds	819,930	84,588	240,313	240,313	240,313
Reappropriated Funds	10,531,781	11,644,869	5,289,812	5,289,812	5,289,812
IDS Postage	<u>0</u>	<u>0</u>	<u>7,848,775</u>	<u>7,848,775</u>	<u>7,848,775</u>
Cash Funds	0	0	740,298	740,298	740,298
Reappropriated Funds	0	0	7,108,477	7,108,477	7,108,477
Utilities	<u>63,373</u>	<u>67,263</u>	<u>69,000</u>	<u>69,000</u>	<u>69,000</u>
Cash Funds	0	0	0	0	0
Reappropriated Funds	63,373	67,263	69,000	69,000	69,000
Mail Equipment Purchase	<u>223,753</u>	<u>223,753</u>	<u>223,754</u>	<u>223,754</u>	<u>223,754</u>
General Fund	46,129	46,129	46,130	46,130	46,130
Cash Funds	46,129	0	0	0	0
Reappropriated Funds	131,495	177,624	177,624	177,624	177,624
Address Confidentiality Program	<u>0</u>	<u>128,822</u>	<u>204,131</u>	<u>198,687</u>	<u>198,687</u> *
FTE	0.0	1.7	3.4	3.4	3.4
General Fund	0	0	60,308	50,902	50,902
Cash Funds	0	128,822	143,823	147,785	147,785
Reappropriated Funds	0	0	0	0	0

*This line item includes a decision item.

P - This line item is pending. The figure shown reflects the request amount.

JBC Staff Staff Figure Setting - FY 2015-16
Staff Working Document - Does Not Represent Committee Decision

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Appropriation	FY 2015-16 Request	FY 2015-16 Recommendation
Indirect Cost Assessment	<u>920,565</u>	<u>384,732</u>	<u>699,536</u>	<u>322,284</u>	<u>322,284</u>
Cash Funds	0	0	0	0	0
Reappropriated Funds	920,565	384,732	699,536	322,284	322,284
Personal Services Contingency	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Cash Funds	0	0	0	0	0
Reappropriated Funds	0	0	0	0	0
Operating Expenses Contingency Funds	<u>0</u>	<u>645,381</u>	<u>0</u>	<u>0</u>	<u>0</u>
Cash Funds	0	0	0	0	0
Reappropriated Funds	0	645,381	0	0	0
SUBTOTAL - (B) Integrated Document					
Solutions	17,908,535	18,751,131	20,724,738	20,491,089	20,491,089
FTE	<u>95.7</u>	<u>94.2</u>	<u>102.5</u>	<u>102.5</u>	<u>102.5</u>
General Fund	46,129	46,129	106,438	97,032	97,032
Cash Funds	1,338,071	1,768,140	1,266,049	1,270,011	1,270,011
Reappropriated Funds	16,524,335	16,936,862	19,352,251	19,124,046	19,124,046

(C) Fleet Management Program and Motor Pool Services

Personal Services	<u>709,062</u>	<u>737,782</u>	<u>768,754</u>	<u>789,810</u>	<u>789,810</u>
FTE	13.0	13.0	14.0	14.0	14.0
Reappropriated Funds	709,062	737,782	768,754	789,810	789,810
Operating Expenses	<u>23,124,509</u>	<u>279,790</u>	<u>214,271</u>	<u>214,271</u>	<u>214,271</u>
Reappropriated Funds	23,124,509	279,790	214,271	214,271	214,271

*This line item includes a decision item.

P - This line item is pending. The figure shown reflects the request amount.

JBC Staff Staff Figure Setting - FY 2015-16
Staff Working Document - Does Not Represent Committee Decision

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Appropriation	FY 2015-16 Request	FY 2015-16 Recommendation
Fuel and Automotive Supplies	0	<u>23,293,782</u>	<u>25,514,293</u>	<u>25,514,293</u>	<u>25,514,293</u>
Reappropriated Funds	0	23,293,782	25,514,293	25,514,293	25,514,293
Vehicle Replacement Lease/Purchase	<u>14,125,831</u>	<u>15,597,561</u>	<u>19,073,523</u>	<u>19,190,780</u>	<u>19,190,780</u> P
Reappropriated Funds	14,125,831	15,597,561	19,073,523	19,190,780	19,190,780
Indirect Cost Assessment	<u>681,276</u>	<u>364,528</u>	<u>609,903</u>	<u>293,264</u>	<u>293,264</u>
Reappropriated Funds	681,276	364,528	609,903	293,264	293,264
Operating Expenses Contingency Funds	0	0	0	0	0
Reappropriated Funds	0	0	0	0	0
SUBTOTAL - (C) Fleet Management Program and Motor Pool Services	38,640,678	40,273,443	46,180,744	46,002,418	46,002,418
FTE	<u>13.0</u>	<u>13.0</u>	<u>14.0</u>	<u>14.0</u>	<u>14.0</u>
Reappropriated Funds	38,640,678	40,273,443	46,180,744	46,002,418	46,002,418

(D) Facilities Maintenance - Capitol Complex

Personal Services	<u>2,752,762</u>	<u>2,803,255</u>	<u>3,042,729</u>	<u>3,125,750</u>	<u>3,125,750</u>
FTE	53.8	51.5	55.2	55.2	55.2
General Fund	0	0	85,872	0	0
Cash Funds	0	0	1,356,737	0	0
Reappropriated Funds	2,752,762	2,803,255	1,600,120	3,125,750	3,125,750
Operating Expenses	<u>1,883,926</u>	<u>2,662,433</u>	<u>2,709,468</u>	<u>2,709,468</u>	<u>2,709,468</u>
Reappropriated Funds	1,883,926	2,662,433	2,709,468	2,709,468	2,709,468
Capitol Complex Repairs	<u>56,520</u>	<u>56,520</u>	<u>56,520</u>	<u>56,520</u>	<u>56,520</u>
Reappropriated Funds	56,520	56,520	56,520	56,520	56,520

*This line item includes a decision item.

P - This line item is pending. The figure shown reflects the request amount.

JBC Staff Staff Figure Setting - FY 2015-16
Staff Working Document - Does Not Represent Committee Decision

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Appropriation	FY 2015-16 Request	FY 2015-16 Recommendation
Capitol Complex Security	<u>375,064</u>	<u>385,384</u>	<u>405,243</u>	<u>405,243</u>	<u>405,243</u>
Reappropriated Funds	375,064	385,384	405,243	405,243	405,243
Utilities	<u>4,839,505</u>	<u>4,827,681</u>	<u>4,836,133</u>	<u>4,854,388</u>	<u>4,854,388</u>
Cash Funds	115,900	163,639	290,276	313,139	313,139
Reappropriated Funds	4,723,605	4,664,042	4,545,857	4,541,249	4,541,249
Indirect Cost Assessment	<u>455,882</u>	<u>2,048,330</u>	<u>1,399,867</u>	<u>1,009,358</u>	<u>1,009,358</u>
Reappropriated Funds	455,882	2,048,330	1,399,867	1,009,358	1,009,358
Capitol Complex Custodial	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Reappropriated Funds	0	0	0	0	0
Capitol Complex Controlled Maintenance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Reappropriated Funds	0	0	0	0	0
SUBTOTAL - (D) Facilities Maintenance -					
Capitol Complex	10,363,659	12,783,603	12,449,960	12,160,727	12,160,727
FTE	<u>53.8</u>	<u>51.5</u>	<u>55.2</u>	<u>55.2</u>	<u>55.2</u>
General Fund	0	0	85,872	0	0
Cash Funds	115,900	163,639	1,647,013	313,139	313,139
Reappropriated Funds	10,247,759	12,619,964	10,717,075	11,847,588	11,847,588
TOTAL - (4) Central Services	67,811,076	72,541,324	80,139,810	79,461,668	79,461,668
FTE	<u>171.9</u>	<u>166.2</u>	<u>179.7</u>	<u>179.7</u>	<u>179.7</u>
General Fund	46,129	46,129	192,310	97,032	97,032
Cash Funds	1,616,331	1,931,779	2,913,062	1,583,150	1,583,150
Reappropriated Funds	66,148,616	70,563,416	77,034,438	77,781,486	77,781,486
Federal Funds	0	0	0	0	0

*This line item includes a decision item.

P - This line item is pending. The figure shown reflects the request amount.

JBC Staff Staff Figure Setting - FY 2015-16
Staff Working Document - Does Not Represent Committee Decision

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Appropriation	FY 2015-16 Request	FY 2015-16 Recommendation
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JBC Staff Staff Figure Setting - FY 2015-16
Staff Working Document - Does Not Represent Committee Decision

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Appropriation	FY 2015-16 Request	FY 2015-16 Recommendation
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(5) DIVISION OF ACCOUNTS AND CONTROL

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

(A) Financial Operations and Reporting

(1) Financial Operations and Reporting

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

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

*This line item includes a decision item.

P - This line item is pending. The figure shown reflects the request amount.

JBC Staff Staff Figure Setting - FY 2015-16
Staff Working Document - Does Not Represent Committee Decision

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Appropriation	FY 2015-16 Request	FY 2015-16 Recommendation
(2) Collections Services					
Personal Services	<u>0</u>	<u>0</u>	<u>0</u>	983,060	983,060 *
FTE	0.0	0.0	0.0	20.0	20.0
General Fund	0	0	0	0	0
Cash Funds	0	0	0	983,060	983,060
Operating Expenses	<u>0</u>	<u>0</u>	<u>0</u>	545,801	545,801 *
General Fund	0	0	0	0	0
Cash Funds	0	0	0	545,801	545,801
Private Collection Agency Fees	<u>0</u>	<u>0</u>	<u>0</u>	878,584	900,000 *
General Fund	0	0	0	0	0
Cash Funds	0	0	0	878,584	900,000
Indirect Cost Assessment	<u>0</u>	<u>0</u>	<u>0</u>	312,526	312,526 *
General Fund	0	0	0	0	0
Cash Funds	0	0	0	312,526	312,526
SUBTOTAL - (2) Collections Services	0	0	0	2,719,971	2,741,387
FTE	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	20.0	20.0
General Fund	0	0	0	0	0
Cash Funds	0	0	0	2,719,971	2,741,387
SUBTOTAL - (A) Financial Operations and Reporting	0	0	0	5,599,659	5,621,075
FTE	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	49.5	49.5
General Fund	0	0	0	2,197,873	2,197,873
Cash Funds	0	0	0	3,401,786	3,423,202

*This line item includes a decision item.

P - This line item is pending. The figure shown reflects the request amount.

JBC Staff Staff Figure Setting - FY 2015-16
Staff Working Document - Does Not Represent Committee Decision

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Appropriation	FY 2015-16 Request	FY 2015-16 Recommendation
(B) Procurement and Contracts					
Personal Services	<u>0</u>	<u>0</u>	<u>0</u>	1,540,713	1,540,713 *
FTE	0.0	0.0	0.0	17.7	17.7
General Fund	0	0	0	0	0
Cash Funds	0	0	0	1,540,713	1,540,713
Operating Expenses	<u>0</u>	<u>0</u>	<u>0</u>	38,284	38,284 *
General Fund	0	0	0	0	0
Cash Funds	0	0	0	38,284	38,284
SUBTOTAL - (B) Procurement and Contracts	<u>0</u>	<u>0</u>	<u>0</u>	1,578,997	1,578,997
FTE	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	17.7	17.7
General Fund	0	0	0	0	0
Cash Funds	0	0	0	1,578,997	1,578,997

(C) CORE Operations

Personal Services	<u>0</u>	<u>0</u>	<u>0</u>	1,783,165	1,754,192 *
FTE	0.0	0.0	0.0	21.8	21.3
General Fund	0	0	0	0	0
Cash Funds	0	0	0	406,672	406,672
Reappropriated Funds	0	0	0	1,376,493	1,347,520
Operating Expenses	<u>0</u>	<u>0</u>	<u>0</u>	1,375,061	1,369,408 *
General Fund	0	0	0	0	0
Cash Funds	0	0	0	1,375,061	1,369,408

*This line item includes a decision item.

P - This line item is pending. The figure shown reflects the request amount.

JBC Staff Staff Figure Setting - FY 2015-16
Staff Working Document - Does Not Represent Committee Decision

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Appropriation	FY 2015-16 Request	FY 2015-16 Recommendation
Payments for CORE and Support Modules	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,844,555</u>	<u>4,844,555</u> *
General Fund	0	0	0	0	0
Reappropriated Funds	0	0	0	4,844,555	4,844,555
SUBTOTAL - (C) CORE Operations	0	0	0	8,002,781	7,968,155
<i>FTE</i>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>21.8</u>	<u>21.3</u>
General Fund	0	0	0	0	0
Cash Funds	0	0	0	1,781,733	1,776,080
Reappropriated Funds	0	0	0	6,221,048	6,192,075

(A) Office of the State Controller

Personal Services	<u>2,518,581</u>	<u>2,624,807</u>	<u>2,785,187</u>	<u>0</u>	<u>0</u>
FTE	29.2	27.8	34.0	0.0	0.0
General Fund	2,143,660	746,798	974,131	0	0
Cash Funds	374,921	889,092	1,152,617	0	0
Reappropriated Funds	0	988,917	658,439	0	0
Federal Funds	0	0	0	0	0
Operating Expenses	<u>104,981</u>	<u>139,948</u>	<u>237,115</u>	<u>0</u>	<u>0</u>
General Fund	0	33,950	131,117	0	0
Cash Funds	86,783	105,998	105,998	0	0
Reappropriated Funds	18,198	0	0	0	0
Recovery Audit Program Disbursements	<u>14,267</u>	<u>0</u>	<u>1,000</u>	<u>0</u>	<u>0</u>
General Fund	0	0	0	0	0
Cash Funds	14,267	0	1,000	0	0

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JBC Staff Staff Figure Setting - FY 2015-16
Staff Working Document - Does Not Represent Committee Decision

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Appropriation	FY 2015-16 Request	FY 2015-16 Recommendation
SUBTOTAL - (A) Office of the State Controller	2,637,829	2,764,755	3,023,302	0	0
<i>FTE</i>	<u>29.2</u>	<u>27.8</u>	<u>34.0</u>	<u>0.0</u>	<u>0.0</u>
General Fund	2,143,660	780,748	1,105,248	0	0
Cash Funds	475,971	995,090	1,259,615	0	0
Reappropriated Funds	18,198	988,917	658,439	0	0
Federal Funds	0	0	0	0	0
(B) State Purchasing Office					
Personal Services	<u>805,769</u>	<u>805,769</u>	<u>837,285</u>	<u>0</u>	<u>0</u>
FTE	8.0	8.5	9.5	0.0	0.0
General Fund	0	0	0	0	0
Cash Funds	805,769	805,769	837,285	0	0
Operating Expenses	<u>26,796</u>	<u>24,220</u>	<u>27,000</u>	<u>0</u>	<u>0</u>
Cash Funds	26,796	24,220	27,000	0	0
Statewide Travel Management Program	<u>0</u>	<u>100,857</u>	<u>136,912</u>	<u>0</u>	<u>0</u>
FTE	0.0	1.8	2.0	0.0	0.0
General Fund	0	0	0	0	0
Cash Funds	0	100,857	136,912	0	0
DIPS Procurement	<u>0</u>	<u>13,803</u>	<u>1,255,976</u>	<u>0</u>	<u>0</u>
Cash Funds	0	13,803	1,255,976	0	0
SUBTOTAL - (B) State Purchasing Office	832,565	944,649	2,257,173	0	0
<i>FTE</i>	<u>8.0</u>	<u>10.3</u>	<u>11.5</u>	<u>0.0</u>	<u>0.0</u>
General Fund	0	0	0	0	0
Cash Funds	832,565	944,649	2,257,173	0	0

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JBC Staff Staff Figure Setting - FY 2015-16
Staff Working Document - Does Not Represent Committee Decision

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Appropriation	FY 2015-16 Request	FY 2015-16 Recommendation
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(C) Supplier Database and e-Procurement

Personal Services	<u>767,274</u>	<u>428,426</u>	<u>630,981</u>	<u>0</u>	<u>0</u>
FTE	4.5	6.4	7.0	0.0	0.0
Cash Funds	767,274	428,426	630,981	0	0
Operating Expenses	<u>909,432</u>	<u>2,489,192</u>	<u>1,328,360</u>	<u>0</u>	<u>0</u>
General Fund	0	816	0	0	0
Cash Funds	909,432	2,488,376	1,328,360	0	0

SUBTOTAL - (C) Supplier Database and e-Procurement	1,676,706	2,917,618	1,959,341	0	0
FTE	4.5	6.4	7.0	0.0	0.0
General Fund	0	816	0	0	0
Cash Funds	1,676,706	2,916,802	1,959,341	0	0

(D) Collections Services

Personal Services	<u>924,528</u>	<u>924,595</u>	<u>1,102,269</u>	<u>0</u>	<u>0</u>
FTE	17.7	16.8	23.6	0.0	0.0
General Fund	0	0	0	0	0
Cash Funds	924,528	924,595	1,102,269	0	0
Operating Expenses	<u>637,482</u>	<u>334,071</u>	<u>570,277</u>	<u>0</u>	<u>0</u>
Cash Funds	637,482	334,071	570,277	0	0
Private Collection Agency Fees	<u>892,542</u>	<u>864,623</u>	<u>900,000</u>	<u>0</u>	<u>0</u>
Cash Funds	892,542	864,623	900,000	0	0

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JBC Staff Staff Figure Setting - FY 2015-16
Staff Working Document - Does Not Represent Committee Decision

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Appropriation	FY 2015-16 Request	FY 2015-16 Recommendation
Indirect Cost Assessment	<u>288,718</u>	<u>250,433</u>	<u>307,044</u>	<u>0</u>	<u>0</u>
Cash Funds	288,718	250,433	307,044	0	0
SUBTOTAL - (D) Collections Services	2,743,270	2,373,722	2,879,590	0	0
<i>FTE</i>	<u>17.7</u>	<u>16.8</u>	<u>23.6</u>	<u>0.0</u>	<u>0.0</u>
General Fund	0	0	0	0	0
Cash Funds	2,743,270	2,373,722	2,879,590	0	0
TOTAL - (5) Division of Accounts and Control					
*****	7,890,370	9,000,744	10,119,406	15,181,437	15,168,227
<i>FTE</i>	<u>59.4</u>	<u>61.3</u>	<u>76.1</u>	<u>89.0</u>	<u>88.5</u>
General Fund	2,143,660	781,564	1,105,248	2,197,873	2,197,873
Cash Funds	5,728,512	7,230,263	8,355,719	6,762,516	6,778,279
Reappropriated Funds	18,198	988,917	658,439	6,221,048	6,192,075
Federal Funds	0	0	0	0	0

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JBC Staff Staff Figure Setting - FY 2015-16
Staff Working Document - Does Not Represent Committee Decision

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Appropriation	FY 2015-16 Request	FY 2015-16 Recommendation
(6) ADMINISTRATIVE COURTS					
This division provides an independent administrative law adjudication system for state agencies in order to resolve cases that deal with workers' compensation, human services, and regulatory law. The Division offers a full range of alternative dispute resolution options, including evidentiary hearings, settlement conferences, and mediation.					
Personal Services	<u>3,171,255</u>	<u>3,241,253</u>	<u>3,374,818</u>	<u>3,471,882</u>	<u>3,471,882</u> *
FTE	36.4	36.9	40.0	40.0	40.0
General Fund	0	0	0	0	0
Cash Funds	0	56,694	105,916	105,916	105,916
Reappropriated Funds	3,171,255	3,184,559	3,268,902	3,365,966	3,365,966
Federal Funds	0	0	0	0	0
Operating Expenses	<u>507,020</u>	<u>142,788</u>	<u>143,260</u>	<u>143,260</u>	<u>143,260</u> *
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	507,020	142,788	143,260	143,260	143,260
Indirect Cost Assessment	<u>15,853</u>	<u>171,000</u>	<u>230,033</u>	<u>138,384</u>	<u>138,384</u>
General Fund	0	0	0	0	0
Cash Funds	0	0	8,587	0	0
Reappropriated Funds	15,853	171,000	221,446	138,384	138,384
TOTAL - (6) Administrative Courts	<u>3,694,128</u>	<u>3,555,041</u>	<u>3,748,111</u>	<u>3,753,526</u>	<u>3,753,526</u>
FTE	<u>36.4</u>	<u>36.9</u>	<u>40.0</u>	<u>40.0</u>	<u>40.0</u>
General Fund	0	0	0	0	0
Cash Funds	0	56,694	114,503	105,916	105,916
Reappropriated Funds	3,694,128	3,498,347	3,633,608	3,647,610	3,647,610
Federal Funds	0	0	0	0	0

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JBC Staff Staff Figure Setting - FY 2015-16
Staff Working Document - Does Not Represent Committee Decision

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Appropriation	FY 2015-16 Request	FY 2015-16 Recommendation
TOTAL - Department of Personnel	151,490,059	181,720,000	174,821,233	181,631,259	181,461,926
<i>FTE</i>	<u>350.1</u>	<u>346.4</u>	<u>393.1</u>	<u>406.9</u>	<u>406.4</u>
General Fund	6,492,208	31,012,684	7,130,338	9,134,752	9,074,931
Cash Funds	10,234,819	12,585,805	14,873,826	13,815,947	13,840,073
Reappropriated Funds	134,763,032	138,121,511	152,817,069	158,680,560	158,546,922
Federal Funds	0	0	0	0	0