

**COLORADO GENERAL ASSEMBLY
JOINT BUDGET COMMITTEE**



**FY 2014-15 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, the Colorado State Employee Assistance Program (C-SEAP), and the Address Confidentiality Program.

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 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:

- Four request items and two budget amendments totaling an additional \$2.0 million and 2.0 FTE;
- Two common policy request items and common policy base adjustments totaling an additional \$1.6 million;
- Non-prioritized request items totaling an additional \$173,000;
- Centrally appropriated line item adjustments totaling \$776,000;
- OIT common policy adjustment decreases totaling \$548,000;
- Annualizations and other technical and base adjustment decreases totaling \$1.1 million; and
- Fund adjustments for General Fund offsets from statewide indirect cost recoveries totaling an additional \$842,000.

Staff Recommendation

Staff recommendations that differ from the Department's request include:

- Recommendation of \$1.1 million for the Department's request items;
- Recommendation to reflect 7.5 FTE for the Department's request items;
- Recommendation of Integrated Document Solutions (IDS) contingency line item consolidation with primary line items, a budget neutral recommendation, including \$700,000 from the operating expenses contingency line item in lieu of the Department's BA2 IDS Mail Postage & Envelope Request for an additional \$961,000 for operating expenses; and
- Recommendation of the addition of a budget neutral, IDS Postage line item; and
- Recommendation of an annualization adjustment decrease of \$4.9 million for the Additional Payments from Recommendation by the State Claims Board line item in Risk Management; and
- Fund adjustments for General Fund offsets from statewide indirect cost recoveries totaling an additional \$13,000.

The staff recommendation is summarized in the following table.

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Department of Personnel					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2013-14 Appropriation					
SB 13-230 (Long Bill)	\$172,942,077	\$9,154,163	\$12,354,837	\$151,433,077	393.4
Other Legislation	1,263,909	(22,189)	1,273,976	12,122	(0.8)
HB 14-1243 (Supplemental)	<u>2,174,318</u>	<u>2,156,178</u>	<u>0</u>	<u>18,140</u>	<u>0.5</u>
TOTAL	\$176,380,304	\$11,288,152	\$13,628,813	\$151,463,339	393.1
FY 2014-15 Recommended Appropriation					
FY 2013-14 Appropriation	\$176,380,304	\$11,288,152	\$13,628,813	\$151,463,339	393.1
Department Request Items					
R1 Total Compensation Vendor	300,000	300,000	0	0	0.0
R2 Transparency Online Project Modernization	142,235	142,235	0	0	0.5
R3 Central Collections Investment in Customer Service	389,022	0	389,022	0	3.6
R4 Address Confidentiality Program Resources	60,308	60,308	0	0	1.4
BA1 - Legislative Audio Digitization	175,833	175,833	0	0	2.0
BA2 - IDS Mail Postage & Envelope Request	0	0	0	0	0.0
Non-prioritized requested changes	173,010	45,569	23,097	104,344	0.0
Operating Common Policy Items					
CP1 Annual Fleet Vehicle Request	587,159	0	0	587,159	0.0
CP2 Camp George West Utilities Transfer	(330,643)	0	0	(330,643)	0.0
NP - Additional Vehicle Requests	243,406	0	0	243,406	0.0
Capitol Complex Base Adjustments	265,924	0	0	265,924	0.0
Liability Base Adjustments	(229,959)	0	0	(229,959)	0.0
Property Base Adjustments	(779,593)	0	0	(779,593)	0.0
Workers Compensation Base Adjustments	1,866,856	0	0	1,866,856	0.0
Annualize Additional Payments from State Claims Board	(4,902,256)	(4,902,256)	0	0	0.0
JBC Staff Initiated					
Consolidate IDS Contingency into Primary Lines	0	0	0	0	0.0
Add IDS Postage Line Item	0	0	0	0	0.0
Other Adjustments					
Centrally appropriated line items	776,335	289,160	221,901	265,274	0.0
Indirect cost assessment adjustments	244,479	0	262,038	(17,559)	0.0
Annualize prior year funding	(1,296,507)	(265,487)	(1,191,179)	160,159	(7.0)
Statewide IT common policy adjustments	(548,455)	(314,722)	(39,732)	(194,001)	0.0
Salary Survey and Merit Pay Annualization	(34,629)	(17,215)	24,410	(41,824)	0.0
Technical Adjustments	(28,300)	0	(48,159)	19,859	0.0
Annualize S-NP6 and S-NP7 - Addl DNR Vehicles	(18,140)	0	0	(18,140)	0.0
Fund source adjustments	<u>0</u>	<u>(27,727)</u>	<u>4,141</u>	<u>23,586</u>	<u>0.0</u>
TOTAL	\$173,436,389	\$6,773,850	\$13,274,352	\$153,388,187	393.6
Increase/(Decrease)	(\$2,943,915)	(\$4,514,302)	(\$354,461)	\$1,924,848	0.5
Percentage Change	(1.7%)	(40.0%)	(2.6%)	1.3%	0.1%
FY 2014-15 Executive Request					
Request Above/(Below) Recommendation	\$3,475,065	\$1,914,824	(\$13,019)	\$1,573,260	(5.5)

(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	FTE
FY 2013-14 Appropriation					
SB 13-230 (Long Bill)	\$12,805,895	\$3,747,554	\$854,794	\$8,203,547	17.8
HB 13-1292 (Keep Jobs in CO Act)	<u>36,588</u>	<u>36,588</u>	<u>0</u>	<u>0</u>	<u>0.0</u>
TOTAL	\$12,842,483	\$3,784,142	\$854,794	\$8,203,547	17.8
FY 2014-15 Recommended Appropriation					
FY 2013-14 Appropriation	\$12,842,483	\$3,784,142	\$854,794	\$8,203,547	17.8
Non-prioritized requests (NP3-NP8)	173,010	45,569	23,097	104,344	0.0
Centrally appropriated line items	776,335	289,160	221,901	265,274	0.0
Salary Survey and Merit Pay Annualization	(944,051)	(201,818)	(105,964)	(636,269)	0.0
Statewide IT common policy adjustments	(548,455)	(314,722)	(39,732)	(194,001)	0.0
Annualize HB 13-1292	(25,000)	(25,000)	0	0	0.0
Fund source adjustments	<u>0</u>	<u>(20,749)</u>	<u>4,141</u>	<u>16,608</u>	<u>0.0</u>
TOTAL	\$12,274,322	\$3,556,582	\$958,237	\$7,759,503	17.8
Increase/(Decrease)	(\$568,161)	(\$227,560)	\$103,443	(\$444,044)	0.0
Percentage Change	(4.4%)	(6.0%)	12.1%	(5.4%)	0.0%
FY 2014-15 Executive Request					
Request Above/(Below) Recommendation	(\$360,737)	(\$134,041)	(\$29,662)	(\$197,034)	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 \$1,607,994 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.

Executive Director's Office, Department Administration, Personal Services					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2013-14 Appropriation					
SB 13-230 (Long Bill)	<u>\$1,587,245</u>	<u>\$0</u>	<u>\$15,648</u>	<u>\$1,571,597</u>	<u>17.8</u>
TOTAL	\$1,587,245	\$0	\$15,648	\$1,571,597	17.8

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FY 2014-15 Recommended Appropriation					
FY 2013-14 Appropriation	\$1,587,245	\$0	\$15,648	\$1,571,597	17.8
Salary Survey and Merit Pay Annualization	20,749	20,749	0	0	0.0
Fund source adjustment	0	(20,749)	0	20,749	0.0
TOTAL	\$1,607,994	\$0	\$15,648	\$1,592,346	17.8
Increase/(Decrease)	\$20,749	\$0	\$0	\$20,749	0.0
Percentage Change	1.3%	0.0%	0.0%	1.3%	0.0%
FY 2014-15 Executive Request:	\$1,607,994	\$0	\$15,648	\$1,592,346	17.8
Request Above/(Below) Recommendation	\$0	\$0	\$0	\$0	0.0

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 and **staff recommends an appropriation of \$2,482,052 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 2013-14 Appropriation				
SB 13-230 (Long Bill)	<u>\$2,481,671</u>	<u>\$650,977</u>	<u>\$155,633</u>	<u>\$1,675,061</u>
TOTAL	\$2,481,671	\$650,977	\$155,633	\$1,675,061
FY 2014-15 Recommended Appropriation				
FY 2013-14 Appropriation	\$2,481,671	\$650,977	\$155,633	\$1,675,061
HLD Adjustment	<u>381</u>	<u>63,940</u>	<u>94,531</u>	<u>(158,090)</u>
TOTAL	\$2,482,052	\$714,917	\$250,164	\$1,516,971
Increase/(Decrease)	\$381	\$63,940	\$94,531	(\$158,090)
Percentage Change	0.0%	9.8%	60.7%	(9.4%)
FY 2014-15 Executive Request:	\$2,482,052	\$714,916	\$250,165	\$1,516,971
Request Above/(Below) Recommendation	\$0	(\$1)	\$1	\$0

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: The Departments requests \$46,442 total funds.

Recommendation: **Staff recommends an appropriation of \$46,495 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 2013-14 Appropriation				
SB 13-230 (Long Bill)	<u>\$38,335</u>	<u>\$13,036</u>	<u>\$2,867</u>	<u>\$22,432</u>
TOTAL	\$38,335	\$13,036	\$2,867	\$22,432

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FY 2014-15 Recommended Appropriation				
FY 2013-14 Appropriation	\$38,335	\$13,036	\$2,867	\$22,432
STD Adjustment	<u>8,160</u>	<u>3,923</u>	<u>1,058</u>	<u>3,179</u>
TOTAL	\$46,495	\$16,959	\$3,925	\$25,611
Increase/(Decrease)	\$8,160	\$3,923	\$1,058	\$3,179
Percentage Change	21.3%	30.1%	36.9%	14.2%
FY 2014-15 Executive Request:				
Request Above/(Below) Recommendation	(\$53)	(\$19)	(\$4)	(\$30)

S.B. 04-257 Amortization Equalization Disbursement

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

Request: The Department requests \$854,336 total funds.

Recommendation: Staff recommends an appropriation of \$855,371 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 2013-14 Appropriation				
SB 13-230 (Long Bill)	<u>\$732,739</u>	<u>\$244,685</u>	<u>\$56,004</u>	<u>\$432,050</u>
TOTAL	\$732,739	\$244,685	\$56,004	\$432,050
FY 2014-15 Recommended Appropriation				
FY 2013-14 Appropriation	\$732,739	\$244,685	\$56,004	\$432,050
AED Adjustment	<u>122,632</u>	<u>65,862</u>	<u>16,295</u>	<u>40,475</u>
TOTAL	\$855,371	\$310,547	\$72,299	\$472,525
Increase/(Decrease)	\$122,632	\$65,862	\$16,295	\$40,475
Percentage Change	16.7%	26.9%	29.1%	9.4%
FY 2014-15 Executive Request:				
Request Above/(Below) Recommendation	(\$1,035)	(\$236)	(\$144)	(\$655)

S.B. 06-235 Supplemental Amortization Equalization Disbursement

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

Request: The Department requests \$800,939 total funds.

Recommendation: Staff recommends an appropriation of \$801,911 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 2013-14 Appropriation				
SB 13-230 (Long Bill)	<u>\$660,716</u>	<u>\$220,112</u>	<u>\$50,559</u>	<u>\$390,045</u>
TOTAL	\$660,716	\$220,112	\$50,559	\$390,045
FY 2014-15 Recommended Appropriation				
FY 2013-14 Appropriation	\$660,716	\$220,112	\$50,559	\$390,045
SAED Adjustment	<u>141,195</u>	<u>71,026</u>	<u>17,222</u>	<u>52,947</u>

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TOTAL	\$801,911	\$291,138	\$67,781	\$442,992
Increase/(Decrease)	\$141,195	\$71,026	\$17,222	\$52,947
Percentage Change	21.4%	32.3%	34.1%	13.6%
FY 2014-15 Executive Request:	\$800,939	\$290,916	\$67,645	\$442,378
Request Above/(Below) Recommendation	(\$972)	(\$222)	(\$136)	(\$614)

Salary Survey

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

Request: The Department requests \$335,921 total funds.

Recommendation: Staff recommends an appropriation of \$694,590 total funds, including fund splits outlined in the following table, in accordance with Committee policy.

Executive Director's Office, Department Administration, Salary Survey				
	Total Funds	General Fund	Cash Funds	Reappropriated Funds
FY 2013-14 Appropriation				
SB 13-230 (Long Bill)	<u>\$664,921</u>	<u>\$136,518</u>	<u>\$83,711</u>	<u>\$444,692</u>
TOTAL	\$664,921	\$136,518	\$83,711	\$444,692
FY 2014-15 Recommended Appropriation				
FY 2013-14 Appropriation	\$664,921	\$136,518	\$83,711	\$444,692
Salary Survey Annualization	(664,921)	(136,518)	(83,711)	(444,692)
Salary Survey Adjustment	<u>694,590</u>	<u>253,352</u>	<u>58,638</u>	<u>382,600</u>
TOTAL	\$694,590	\$253,352	\$58,638	\$382,600
Increase/(Decrease)	\$29,669	\$116,834	(\$25,073)	(\$62,092)
Percentage Change	4.5%	85.6%	(30.0%)	(14.0%)
FY 2014-15 Executive Request:	\$335,921	\$119,668	\$29,319	\$186,934
Request Above/(Below) Recommendation	(\$358,669)	(\$133,684)	(\$29,319)	(\$195,666)

Merit Pay

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

Request: The Department requests \$297,340 total funds.

Recommendation: Staff recommends an appropriation of \$297,348 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 2013-14 Appropriation				
SB 13-230 (Long Bill)	<u>\$299,879</u>	<u>\$86,049</u>	<u>\$22,253</u>	<u>\$191,577</u>
TOTAL	\$299,879	\$86,049	\$22,253	\$191,577
FY 2014-15 Recommended Appropriation				
FY 2013-14 Appropriation	\$299,879	\$86,049	\$22,253	\$191,577
Merit Pay Annualization	(299,879)	(86,049)	(22,253)	(191,577)
Merit Pay Adjustment	<u>297,348</u>	<u>92,802</u>	<u>29,265</u>	<u>175,281</u>
TOTAL	\$297,348	\$92,802	\$29,265	\$175,281
Increase/(Decrease)	(\$2,531)	\$6,753	\$7,012	(\$16,296)
Percentage Change	(0.8%)	7.8%	31.5%	(8.5%)

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FY 2014-15 Executive Request:	\$297,340	\$92,923	\$29,205	\$175,212
Request Above/(Below) Recommendation	(\$8)	\$121	(\$60)	(\$69)

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 \$49,698 reappropriated funds**, in accordance with Committee policy.

Workers' Compensation

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

Request: The Department requests an appropriation of \$245,296 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 2013-14 Appropriation				
SB 13-230 (Long Bill)	\$213,489	\$56,549	\$19,462	\$137,478
TOTAL	\$213,489	\$56,549	\$19,462	\$137,478
FY 2014-15 Recommended Appropriation				
FY 2013-14 Appropriation	213,489	56,549	19,462	137,478
Workers' Compensation Base Adjustment	31,807	7,239	6,103	18,465
TOTAL	\$245,296	\$63,788	\$25,565	\$155,943
Increase/(Decrease)	\$31,807	\$7,239	\$6,103	\$18,465
Percentage Change	14.9%	12.8%	31.4%	13.4%
FY 2014-15 Executive Request:	\$245,296	\$63,788	\$25,565	\$155,943
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 2013-14 Appropriation			
SB 13-230 (Long Bill)	\$99,531	\$0	\$99,531
Other Legislation (H.B. 13-1292)	25,000	25,000	0
TOTAL	\$124,531	\$25,000	\$99,531
FY 2014-15 Recommended Appropriation			
FY 2013-14 Appropriation	\$124,531	\$25,000	\$99,531
Annualize prior year funding (H.B. 13-1292)	(25,000)	(25,000)	0
TOTAL	\$99,531	\$0	\$99,531

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Increase/(Decrease)	(\$25,000)	(\$25,000)	\$0
Percentage Change	(20.1%)	(100.0%)	0.0%
FY 2014-15 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 continuation appropriation of \$245,026 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 \$13,739 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	General Fund	Cash Funds	Reappropriated Funds
FY 2013-14 Appropriation				
SB 13-230 (Long Bill)	<u>\$6,236</u>	<u>\$0</u>	<u>\$6,124</u>	<u>\$112</u>
TOTAL	\$6,236	\$0	\$6,124	\$112
FY 2014-15 Recommended Appropriation				
FY 2013-14 Appropriation	\$6,236	\$0	\$6,124	\$112
ALJ Services Base Adjustment	<u>7,503</u>	<u>0</u>	<u>6,163</u>	<u>1,340</u>
TOTAL	\$13,739	\$0	\$12,287	\$1,452
Increase/(Decrease)	\$7,503	\$0	\$6,163	\$1,340
Percentage Change	120.3%	0.0%	100.6%	1,196.4%
FY 2014-15 Executive Request:	\$13,739	\$0	\$12,287	\$1,452
Request Above/(Below) Recommendation	\$0	\$0	\$0	\$0

Purchase of Services from Computer Center

This line item is used to reimburse the Governor's Office of Information Technology (OIT) for the Department's share of the state's computer system.

Request: The Department requests an appropriation of \$0 total funds, which includes a common policy base adjustment decrease of \$423,262 total funds and a non-prioritized request item for consolidation of OIT common policy lines.

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

JBC Staff Figure Setting – FY 2013-14
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Executive Director's Office, Department Administration, Purchase of Services from Computer Center				
	Total Funds	General Fund	Cash Funds	Reappropriated Funds
FY 2013-14 Appropriation				
SB 13-230 (Long Bill)	\$1,689,638	\$438,816	\$55,478	\$1,195,344
TOTAL	\$1,689,638	\$438,816	\$55,478	\$1,195,344
FY 2014-15 Recommended Appropriation				
FY 2013-14 Appropriation	\$1,689,638	\$438,816	\$55,478	\$1,195,344
Non-prioritized Request – OIT Consolidation	(1,266,376)	(211,084)	(10,392)	(1,044,900)
Statewide IT common policy adjustment	(423,262)	(227,732)	(45,086)	(150,444)
TOTAL	\$0	\$0	\$0	\$0
Increase/(Decrease)	(\$1,689,638)	(\$438,816)	(\$55,478)	(\$1,195,344)
Percentage Change	(100.0%)	(100.0%)	(100.0%)	(100.0%)
FY 2014-15 Executive Request:	\$0	\$0	\$0	\$0
Request Above/(Below) Recommendation	\$0	\$0	\$0	\$0

Colorado State Network

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

Request: The Department requests an appropriation of \$0 total funds, which includes a common policy base adjustment decrease of \$162,115 total funds and a non-prioritized request item for consolidation of OIT common policy lines.

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

Executive Director's Office, Department Administration, Colorado State Network				
	Total Funds	General Fund	Cash Funds	Reappropriated Funds
FY 2013-14 Appropriation				
SB 13-230 (Long Bill)	\$268,501	\$71,120	\$24,478	\$172,903
TOTAL	\$268,501	\$71,120	\$24,478	\$172,903
FY 2014-15 Recommended Appropriation				
FY 2013-14 Appropriation	\$268,501	\$71,120	\$24,478	\$172,903
Non-prioritized Request – OIT Consolidation	(106,386)	(27,665)	(11,088)	(67,633)
Statewide IT common policy adjustment	(162,115)	(43,455)	(13,390)	(105,270)
TOTAL	\$0	\$0	\$0	\$0
Increase/(Decrease)	(\$268,501)	(\$71,120)	(\$24,478)	(\$172,903)
Percentage Change	(100.0%)	(100.0%)	(100.0%)	(100.0%)
FY 2014-15 Executive Request:	\$0	\$0	\$0	\$0
Request Above/(Below) Recommendation	\$0	\$0	\$0	\$0

Management and Administration of OIT

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

Request: The Department requests an appropriation of \$0 total funds, which includes a common policy base adjustment increase of \$43,646 total funds and a non-prioritized request item for consolidation of OIT common policy lines.

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

JBC Staff Figure Setting – FY 2013-14
Staff Working Document – Does Not Represent Committee Decision

Executive Director's Office, Department Administration, Management and Administration of OIT				
	Total Funds	General Fund	Cash Funds	Reappropriated Funds
FY 2013-14 Appropriation				
SB 13-230 (Long Bill)	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	\$0	\$0	\$0	\$0
FY 2014-15 Recommended Appropriation				
FY 2013-14 Appropriation	\$0	\$0	\$0	\$0
Non-prioritized Request – OIT Consolidation	(43,646)	(11,350)	(4,549)	(27,747)
Statewide IT common policy adjustment	<u>43,646</u>	<u>11,350</u>	<u>4,549</u>	<u>27,747</u>
TOTAL	\$0	\$0	\$0	\$0
Increase/(Decrease)	\$0	\$0	\$0	\$0
Percentage Change	0.0%	0.0%	0.0%	0.0%
FY 2014-15 Executive Request:	\$0	\$0	\$0	\$0
Request Above/(Below) Recommendation	\$0	\$0	\$0	\$0

COFRS Modernization

This line item funds the Department's share of the first two phases of a five-phase 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 a continuation appropriation of \$288,061 total funds, which includes a fund adjustment as outlined in the following table.

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 2013-14 Appropriation				
SB 13-230 (Long Bill)	<u>\$288,061</u>	<u>\$128,128</u>	<u>\$16,396</u>	<u>\$143,537</u>
TOTAL	\$288,061	\$128,128	\$16,396	\$143,537
FY 2014-15 Recommended Appropriation				
FY 2013-14 Appropriation	\$288,061	\$128,128	\$16,396	\$143,537
COFRS Modernization base adjustment	<u>0</u>	<u>(53,221)</u>	<u>13,626</u>	<u>39,595</u>
TOTAL	\$288,061	\$74,907	\$30,022	\$183,132
Increase/(Decrease)	\$0	(\$53,221)	\$13,626	\$39,595
Percentage Change	0.0%	(41.5%)	83.1%	27.6%
FY 2014-15 Executive Request:	\$288,061	\$74,907	\$30,022	\$183,132
Request Above/(Below) Recommendation	\$0	\$0	\$0	\$0

Information Technology Security

Funds in this line are used to reimburse OIT for the Department's share of statewide information technology security.

Request: The Department requests an appropriation of \$0 total funds, which includes a common policy base adjustment decrease of \$7,114 total funds and a non-prioritized request item for consolidation of OIT common policy lines.

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

JBC Staff Figure Setting – FY 2013-14
Staff Working Document – Does Not Represent Committee Decision

Executive Director's Office, Department Administration, Information Technology Security				
	Total Funds	General Fund	Cash Funds	Reappropriated Funds
FY 2013-14 Appropriation				
SB 13-230 (Long Bill)	<u>\$20,602</u>	<u>\$5,368</u>	<u>\$837</u>	<u>\$14,397</u>
TOTAL	\$20,602	\$5,368	\$837	\$14,397
FY 2014-15 Recommended Appropriation				
FY 2013-14 Appropriation	\$20,602	\$5,368	\$837	\$14,397
Non-prioritized Request – OIT Consolidation	(13,488)	(3,507)	(1,406)	(8,575)
Statewide IT common policy adjustment	<u>(7,114)</u>	<u>(1,861)</u>	<u>569</u>	<u>(5,822)</u>
TOTAL	\$0	\$0	\$0	\$0
Increase/(Decrease)	(\$20,602)	(\$5,368)	(\$837)	(\$14,397)
Percentage Change	(100.0%)	(100.0%)	(100.0%)	(100.0%)
FY 2014-15 Executive Request:	\$0	\$0	\$0	\$0
Request Above/(Below) Recommendation	\$0	\$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 \$604,566 total funds. The request reflects a common policy base adjustment increase of \$37,850.

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

Executive Director's Office, Department Administration, Payment to Risk Management and Property Funds				
	Total Funds	General Fund	Cash Funds	Reappropriated Funds
FY 2013-14 Appropriation				
SB 13-230 (Long Bill)	<u>\$566,716</u>	<u>\$150,110</u>	<u>\$51,661</u>	<u>\$364,945</u>
TOTAL	\$566,716	\$150,110	\$51,661	\$364,945
FY 2014-15 Recommended Appropriation				
FY 2013-14 Appropriation	\$566,716	\$150,110	\$51,661	\$364,945
Payment to Risk and Property Base Adjustment	<u>37,850</u>	<u>7,103</u>	<u>11,346</u>	<u>19,401</u>
TOTAL	\$604,566	\$157,213	\$63,007	\$384,346
Increase/(Decrease)	\$37,850	\$7,103	\$11,346	\$19,401
Percentage Change	6.7%	4.7%	22.0%	5.3%
FY 2014-15 Executive Request:	\$604,566	\$157,213	\$63,007	\$384,346
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.

➔ NP3 – Annual Fleet Vehicle Request

Request: The Department requests \$82,180 total funds, which includes the NP3 – Annual Fleet Vehicle Request lease payment adjustment decrease of \$1,993 and the replacement of 23 vehicles as recommended by Fleet Management. The following table outlines the vehicle replacement request.

*JBC Staff Figure Setting – FY 2013-14
Staff Working Document – Does Not Represent Committee Decision*

Summary of the FY 2014-15 Vehicle Replacement Request							
Program	Vehicle Type	License	Model Year	Proj. Mileage June 2015	Avg Monthly Miles FY12-13	Maint. Cost Var. from Avg	Staff Rec
Mail Service	3/4 Ton Cargo Van	383RBT	2008	105,204	465	181.1%	yes
Mail Service	3/4 Ton Cargo Van	281RBT	2008	115,422	951	-38.6%	no
Mail Service	3/4 Ton Cargo Van	385RBT	2008	173,567	1,487	66.1%	yes
Mail Service	Large Sedan	287TTX	2006	152,409	1,286	-25.0%	yes
Motor Pool	Full-size Sedan	409TTV	2009	129,441	1,872	-17.4%	no
Motor Pool	Full-size Sedan	521REM	2008	152,062	1,643	52.2%	yes
Motor Pool	Pass. SUV Hybrid 4x4	361RBT	2009	154,213	2,083	-62.5%	yes
Motor Pool	Sedan Hybrid	389REM	2008	126,273	1,338	92.2%	no
Motor Pool	Sedan Hybrid	108RBT	2008	142,721	1,883	-7.8%	yes
Motor Pool	Full-size Sedan	897REL	2008	120,195	1,119	169.6%	yes
Motor Pool	Full-size Sedan	257REM	2008	136,185	1,625	-18.8%	yes
Motor Pool	Full-size Sedan	423TTV	2009	126,444	2,009	-62.3%	no
Motor Pool	Full-size Sedan	853REL	2008	143,895	1,373	8.7%	yes
Motor Pool	Pass. SUV Small, 4x4	198REM	2007	121,116	1,203	763.6%	yes
Motor Pool	Pass. SUV Medium, 4x4	390RBT	2007	165,898	1,824	189.3%	yes
Motor Pool	Full-size Sedan	933HZF	2007	144,065	1,151	95.7%	yes
Motor Pool	Pass. SUV Medium, 4x4	477UHD	2005	164,787	1,592	-37.3%	yes
Motor Pool	Full-size Sedan	698FHT	2006	153,001	1,798	0.0%	yes
Motor Pool	Sta. Wag. Large	977HZF	2007	158,108	1,565	0.0%	yes
Motor Pool	7-Pass. Minivan	994BAV	2003	132,677	447	-83.3%	yes
Motor Pool - DOW	Pass. SUV Hybrid 4x4	355RBT	2009	130,098	1,478	-19.6%	yes
Motor Pool - DOW	Pass. SUV Large, 4x4	396HZG	2006	148,432	1,213	0.0%	yes
Motor Pool - DOW	Pass. SUV Medium, 4x4	784HZF	2007	162,967	1,305	14.7%	yes

Recommendation: Staff recommends the replacement of 19 of 23 vehicles as outlined in the table; the dollar amount is pending. Staff will reflect Committee policy in the appropriation for this line item. The 19 vehicles recommended for replacement include vehicles with projected mileage over 130,000 at the end of FY 2014-15 or that have experienced high maintenance costs defined as a variance of 100.0 percent higher than average or greater for the vehicle type.

Executive Director's Office, Department Administration, Vehicle Lease Payments				
	Total Funds	General Fund	Cash Funds	Reappropriated Funds
FY 2013-14 Appropriation				
SB 13-230 (Long Bill)	\$84,173	\$0	\$2,128	\$82,045
TOTAL	\$84,173	\$0	\$2,128	\$82,045
FY 2014-15 Recommended Appropriation				
FY 2013-14 Appropriation	\$84,173	\$0	\$2,128	\$82,045
NP3 – Annual Fleet Vehicle Request	(1,993)	0	0	(1,993)
TOTAL	\$82,180		\$2,128	\$80,052
Increase/(Decrease)	(\$1,993)	\$0	\$0	(\$1,993)
Percentage Change	(2.4%)	0.0%	0.0%	(2.4%)
FY 2014-15 Executive Request:	\$82,180	\$0	\$2,128	\$80,052
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 an appropriation of \$316,949 reappropriated funds**, which includes a \$349,474 total funds decrease related to the Department vacating its former space at 633 17th Street.

Executive Director's Office, Department Administration, Leased Space				
	Total Funds	General Fund	Cash Funds	Reappropriated Funds
FY 2013-14 Appropriation				
SB 13-230 (Long Bill)	\$666,423	\$258,016	\$49,776	\$358,631
TOTAL	\$666,423	\$258,016	\$49,776	\$358,631
FY 2014-15 Recommended Appropriation				
FY 2013-14 Appropriation	\$666,423	\$258,016	\$49,776	\$358,631
Centrally appropriated line items	(349,474)	(258,016)	(49,776)	(41,682)
TOTAL	\$316,949	\$0	\$0	\$316,949
Increase/(Decrease)	(\$349,474)	(\$258,016)	(\$49,776)	(\$41,682)
Percentage Change	(52.4%)	(100.0%)	(100.0%)	(11.6%)
FY 2014-15 Executive Request:	\$316,949	\$0	\$0	\$316,949
Request Above/(Below) Recommendation	\$0	\$0	\$0	\$0

Capitol Complex Leased Space

This line item pays for the Department's share of costs for occupying space in the Capitol Complex. The Department's allocation for FY 2014-15 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.

Capitol Complex Leased Space Square Foot Allocation			
	FY 2012-13	FY 2013-14	FY 2014-15
Denver Buildings	54,830	123,328	123,328
North Campus	44,807	71,723	74,783
Grand Junction	1,459	1,459	2,269
Total	101,096	196,510	200,380

Request: The Department requests funding for 200,380 square feet of combined Capitol Complex space and reflects a request for \$1,936,942 total funds. The request includes a common policy base adjustment decrease of \$218,267 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.

JBC Staff Figure Setting – FY 2013-14
Staff Working Document – Does Not Represent Committee Decision

Executive Director's Office, Department Administration, Capitol Complex Leased Space				
	Total Funds	General Fund	Cash Funds	Reappropriated Funds
FY 2013-14 Appropriation				
SB 13-230 (Long Bill)	<u>\$2,155,209</u>	<u>\$1,123,815</u>	<u>\$230,621</u>	<u>\$800,773</u>
TOTAL	\$2,155,209	\$1,123,815	\$230,621	\$800,773
FY 2014-15 Recommended Appropriation				
FY 2013-14 Appropriation	\$2,155,209	\$1,123,815	\$230,621	\$800,773
Capitol Complex Base Adjustment	<u>(218,267)</u>	<u>(18,071)</u>	<u>31,056</u>	<u>(231,252)</u>
TOTAL	\$1,936,942	\$1,105,744	\$261,677	\$569,521
Increase/(Decrease)	(218,267)	(18,071)	\$31,056	(\$231,252)
Percentage Change	(10.1%)	(1.6%)	13.5%	(28.9%)
FY 2014-15 Executive Request:	\$1,936,942	\$1,105,744	\$261,677	\$569,521
Request Above/(Below) Recommendation	\$0	\$0	\$0	\$0

Communications Services Payments

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

Request: The Department requests an appropriation of \$0 total funds, which includes a common policy base adjustment increase of \$390 total funds and a non-prioritized request item for consolidation of OIT common policy lines.

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

Executive Director's Office, Department Administration, Communication Services Payments			
	Total Funds	General Fund	Reappropriated Funds
FY 2013-14 Appropriation			
SB 13-230 (Long Bill)	<u>\$1,284</u>	<u>\$640</u>	<u>\$644</u>
TOTAL	\$1,284	\$640	\$644
FY 2014-15 Recommended Appropriation			
FY 2013-14 Appropriation	\$1,284	\$640	\$644
Non-prioritized Request – OIT Consolidation	(1,674)	(837)	(837)
Statewide IT common policy adjustment	<u>390</u>	<u>197</u>	<u>193</u>
TOTAL	\$0	\$0	\$0
Increase/(Decrease)	(\$1,284)	(\$640)	(\$644)
Percentage Change	(100.0%)	(100.0%)	(100.0%)
FY 2014-15 Executive Request:	\$0	\$0	\$0
Request Above/(Below) Recommendation	\$0	\$0	\$0

Payments to OIT

This line item represents the Governor's Office of Information Technology request, included as non-prioritized requests NP4 through NP8, an increase of \$175,003 total funds, and the consolidation of OIT common policy payment line items, equal to \$1,431,570 total funds.

Request: The Department's request reflects an appropriation of \$1,606,573 total funds, including \$300,012 General Fund, \$50,532 cash funds, and \$1,256,029 reappropriated funds.

Recommendation: Staff's recommendation is pending the approval of common policy by the Committee. Staff requests permission to add this line item and an appropriation if necessary, in accordance with Committee policy, and apply a funding split.

(B) STATEWIDE SPECIAL PURPOSE

Statewide Special Purpose					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2013-14 Appropriation					
SB 13-230 (Long Bill)	\$2,136,717	\$946,310	\$153,446	\$1,036,961	25.9
HB 14-1243 (Supplemental)	<u>89,660</u>	<u>89,660</u>	<u>0</u>	<u>0</u>	<u>0.5</u>
TOTAL	\$2,226,377	\$1,035,970	\$153,446	\$1,036,961	26.4
FY 2014-15 Recommended Appropriation					
FY 2013-14 Appropriation	\$2,226,377	\$1,035,970	\$153,446	\$1,036,961	26.4
BA1 - Legislative Audio Digitization	175,833	175,833	0	0	2.0
Salary Survey and Merit Pay Annualization	81,049	16,772	0	64,277	0.0
Annualize prior year funding	(89,076)	(89,076)	0	0	(0.4)
Indirect cost assessment adjustments	<u>(31,708)</u>	<u>0</u>	<u>0</u>	<u>(31,708)</u>	<u>0.0</u>
TOTAL	\$2,362,475	\$1,139,499	\$153,446	\$1,069,530	28.0
Increase/(Decrease)	\$136,098	\$103,529	\$0	\$32,569	1.6
Percentage Change	6.1%	10.0%	0.0%	3.1%	6.1%
FY 2014-15 Executive Request					
Request Above/(Below) Recommendation	\$10,669	(\$642,587)	\$0	\$653,256	(0.0)

(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 \$779,777 reappropriated funds, which includes a continuation amount plus salary survey and merit pay annualizations.

Executive Director's Office, Statewide Special Purpose, Colorado State Employees Assistance Program, Personal Services		
	Reappropriated Funds	FTE
FY 2013-14 Appropriation		
SB 13-230 (Long Bill)	<u>\$715,500</u>	<u>11.0</u>
TOTAL	\$715,500	11.0
FY 2014-15 Recommended Appropriation		
FY 2013-14 Appropriation	\$715,500	11.0
Salary Survey and Merit Pay Annualization	<u>64,277</u>	<u>0.0</u>
TOTAL	\$779,777	11.0

JBC Staff Figure Setting – FY 2013-14
Staff Working Document – Does Not Represent Committee Decision

Increase/(Decrease)	\$64,277	0.0
Percentage Change	9.0%	0.0%
FY 2014-15 Executive Request:	\$779,777	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 \$78,310 reappropriated funds, consistent with the statewide indirect cost plan and Committee policy.

(2) Office of the State Architect

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

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 5.0 FTE and \$467,005 reappropriated funds, which includes a continuation amount and a fund source adjustment related to the use of statewide indirect cost recoveries. The request reflects estimates of \$450,828 for personal services and \$16,177 for operating expenses.

Recommendation: Staff recommends an appropriation of 5.0 FTE and \$467,005 General Fund.

Executive Director's Office, Statewide Special Purpose, Office of the State Architect				
	Total Funds	General Fund	Reappropriated Funds	FTE
FY 2013-14 Appropriation				
SB 13-230 (Long Bill)	\$467,005	\$467,005	\$0	5.0
TOTAL	\$467,005	\$467,005	\$0	5.0
FY 2014-15 Recommended Appropriation				
FY 2013-14 Appropriation	\$467,005	\$467,005	\$0	5.0
Fund source adjustments	0	0	0	0.0
TOTAL	\$467,005	\$467,005	\$0	5.0
Increase/(Decrease)	\$0	\$0	\$0	0.0
Percentage Change	0.0%	0.0%	0.0%	0.0%
FY 2014-15 Executive Request:	\$467,005	\$0	\$467,005	5.0
Request Above/(Below) Recommendation	\$0	(\$467,005)	\$467,005	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.

➔ Request BA1 – Legislative Audio Digitization

Request: The Department requests an additional 2.0 FTE and \$186,502 General Fund in FY 2014-15, annualizing to 2.0 FTE and \$151,902 General Fund from FY 2015-16 through FY 2017-18. The request is a result of recommendations from the Legislative Digital Policy Advisory Committee.

Recommendation: Staff recommends that the Committee approve an additional **\$175,833 General Fund and 2.0 FTE for FY 2014-15**, and \$141,233 General Fund and 2.0 FTE for FY 2015-16 through FY 2017-18.

Analysis: This request item is a result of recommendations from the Legislative Digital Policy Advisory Committee (LDPAC) for the digitization of legislative audio. The request was submitted as a supplemental for FY 2013-14 and budget amendment for fiscal years FY 2014-15 through FY 2017-18. The Committee approved the supplemental portion of this request for FY 2013-14. The Department's request and staff's recommendation are outlined in the following table. Staff's recommendation excludes compensation-related POTS items that are included in the Department's request, but otherwise recommends the amounts requested.

Legislative Audio Digitization Request and Recommendation						
	FY13-14		FY14-15		FY15-16 - FY17-18	
	FTE	Amount	FTE	Amount	FTE	Amount
Request:						
Personal Services	0.7	\$ 33,043	2.0	\$ 115,810	2.0	\$ 115,810
Operating Expenses		<u>63,375</u>		<u>70,692</u>		<u>36,092</u>
Total Request	0.7	96,418	2.0	186,502	2.0	151,902
Recommendation:						
Personal Services:						
Archivist I	0.25	10,335	1.0	41,341	1.0	41,341
GP IV	<u>0.25</u>	<u>15,950</u>	<u>1.0</u>	<u>63,800</u>	<u>1.0</u>	<u>63,800</u>
Subtotal Personal Services	0.50	26,285	2.0	105,141	2.0	105,141
Operating Expenses						
FTE Operating Expenses		6,603		1,900		1,900
AES/ARSC Membership		1,144		1,144		1,144
IT Storage		12,428		11,748		11,748
Software and Licenses		3,800		300		300
IT Hardware		3,000		9,600		0
Audio Equip Related		<u>36,400</u>		<u>46,000</u>		<u>21,000</u>
Subtotal Operating		63,375		70,692		36,092
Total Recommendation	0.5	\$ 89,660	2.0	\$ 175,833	2.0	\$ 141,233

JBC Staff Figure Setting – FY 2013-14
Staff Working Document – Does Not Represent Committee Decision

Personal Services

Request: The Department requests 12.0 FTE and \$725,980 total funds, which includes the BA1 – Legislative Audio Digitization request, salary survey and merit pay and prior year funding annualizations, and a fund source adjustment related to the use of statewide indirect cost recoveries.

Recommendation: Staff recommends an appropriation of 12.0 FTE and \$715,311 total funds, including fund splits as outlined in the following table. Staff requests permission to adjust fund splits if necessary based on statewide indirect cost recoveries available at the end of figure setting.

Executive Director's Office, Statewide Special Purpose, Colorado State Archives, Personal Services					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2013-14 Appropriation					
SB 13-230 (Long Bill)	\$588,111	\$405,594	\$153,446	\$29,071	9.9
HB 14-1243 (Supplemental)	<u>26,285</u>	<u>26,285</u>	<u>0</u>	<u>0</u>	<u>0.5</u>
TOTAL	\$614,396	\$431,879	\$153,446	\$29,071	10.4
FY 2014-15 Recommended Appropriation					
FY 2013-14 Appropriation	\$614,396	\$431,879	\$153,446	\$29,071	10.4
BA1 - Legislative Audio Digitization	105,141	105,141	0	0	2.0
Salary Survey and Merit Pay Annualization	16,772	16,772	0	0	0.0
Annualize R4 (Preservation of Records at State Archives)	5,287	5,287	0	0	0.1
Annualize HB 14-1243 (Supplemental)	(26,285)	(26,285)	0	0	(0.5)
Fund source adjustments	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0</u>
TOTAL	\$715,311	\$532,794	\$153,446	\$29,071	12.0
Increase/(Decrease)	\$100,915	\$100,915	\$0	\$0	1.6
Percentage Change	16.4%	23.4%	0.0%	0.0%	15.4%
FY 2014-15 Executive Request:	\$725,980	\$414,956	\$153,446	\$157,578	12.0
Request Above/(Below) Recommendation	\$10,669	(\$117,838)	\$0	\$128,507	0.0

Operating Expenses

Request: The Department requests \$128,436 total funds, which includes the BA1 – Legislative Audio Digitization request, prior year funding annualizations, and a fund source adjustment related to the use of statewide indirect cost recoveries.

Recommendation: Staff recommends an appropriation of \$128,436 total funds, including fund splits as outlined in the following table. Staff requests permission to adjust fund splits if necessary based on statewide indirect cost recoveries available at the end of figure setting.

Executive Director's Office, Statewide Special Purpose, Colorado State Archives, Operating Expenses			
	Total Funds	General Fund	Reappropriated Funds
FY 2013-14 Appropriation			
SB 13-230 (Long Bill)	\$62,447	\$62,447	\$0
HB 14-1243 (Supplemental)	<u>63,375</u>	<u>63,375</u>	<u>0</u>
TOTAL	\$125,822	\$125,822	\$0

JBC Staff Figure Setting – FY 2013-14
Staff Working Document – Does Not Represent Committee Decision

FY 2014-15 Recommended Appropriation			
FY 2013-14 Appropriation	\$125,822	\$125,822	\$0
BA1 - Legislative Audio Digitization	70,692	70,692	0
Annualize HB 14-1243 (Supplemental)	(63,375)	(63,375)	0
Annualize R4 (Preservation of Records at State Archives)	(4,703)	(4,703)	0
Fund source adjustments	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$128,436	\$128,436	\$0
Increase/(Decrease)	\$2,614	\$2,614	\$0
Percentage Change	2.1%	2.1%	0.0%
FY 2014-15 Executive Request:	\$128,436	\$70,692	\$57,744
Request Above/(Below) Recommendation	\$0	(\$57,744)	\$57,744

(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.

(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.

Division of Human Resources, Human Resource Services					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2013-14 Appropriation					
SB 13-230 (Long Bill)	<u>\$2,602,522</u>	<u>\$215,000</u>	<u>\$40,305</u>	<u>\$2,347,217</u>	<u>23.2</u>
TOTAL	\$2,602,522	\$215,000	\$40,305	\$2,347,217	23.2
FY 2014-15 Recommended Appropriation					
FY 2013-14 Appropriation	\$2,602,522	\$215,000	\$40,305	\$2,347,217	23.2
R1 Total Compensation Vendor	300,000	300,000	0	0	0.0
Salary Survey and Merit Pay Annualization	63,077	58,983	0	4,094	0.0
Indirect cost assessment adjustments	23,053	0	9,938	13,115	0.0
Annualize CP1 (Emp. Engagement Survey)	(215,000)	(215,000)	0	0	0.0
Fund source adjustment	0	(58,983)	0	58,983	0.0
TOTAL	\$2,773,652	\$300,000	\$50,243	\$2,423,409	23.2
Increase/(Decrease)	\$171,130	\$85,000	\$9,938	\$76,192	0.0
Percentage Change	6.6%	39.5%	24.7%	3.2%	0.0%
FY 2014-15 Executive Request					
Request Above/(Below) Recommendation	\$0	\$0	\$0	\$0	0.0

➔ R1 – Total Compensation Vendor

Request: The Department requests \$300,000 General Fund on a biennial basis to contract with a consultant to conduct a custom compensation market study and benefit market analysis.

Recommendation: (1) Staff recommends that the Committee approve the Department's request for \$300,000 General Fund on a biennial basis to contract a total compensation study. (2) Staff further recommends that the appropriation be located in the Employee Engagement Survey line rather than the State Agency Services, personal services line. (3) Additionally, staff recommends a request for information that the Department report on workload statistics for the State Agency Services office that outlines the additional workload performed by the office with the staff resources gained by the contracted study.

Analysis: The Department's request to contract for a total compensation study will allow it to meet its statutory requirements through an outside vendor. An outside vendor who specializes in compensation studies will likely have access to comparison data not as readily available or accessible to the State Agency Services (SAS) office because of the vendor's area of expertise.

On that basis, a contracted total compensation study would be beneficial for the State through the efficiencies gained by a specialized consultant.

Staff's primary concern relates to the lack of an offset in personal services due to the resources freed up through a contract previously completed internally by office staff. The total compensation study is one of the core responsibilities of the office and is handled by the Compensation Unit which is currently allocated 4.0 FTE. The Department states that the resources freed up will allow unit staff to complete additional tasks. The FY 2013-14 appropriation for SAS personal services is \$1,617,780 total funds and 19.2 FTE, which averages to \$84,000 per FTE. The 4.0 FTE in the compensation unit represent about \$337,000, approximately equivalent to the amount identified for the total compensation study contract.

It is not possible to accurately forecast the additional workload or tasks or assignments that might be completed by unit staff when the total compensation study is contracted. However, it is staff's understanding that a total compensation study has previously been contracted due to and funded by vacancies in the State Agency Services office. The gain in staff resources through funding this contract directly, while not necessarily clearly forecasted or projected, will provide the office with the ability to increase its workload. On that basis, staff recommends that the Department report on the increased workload completed by the SAS office.

A final concern is the Department's estimate that it will need \$300,000 to fully fund the request. The Department's request includes a cost-feature benchmark table of other government entities' contracts. The Phoenix, Arizona contract includes the same elements as requested by the proposed Colorado contract (the only entity with the same elements), but includes 150 benchmark positions while the Colorado contract would include 253 benchmark positions. The Phoenix contract cost is \$430,000. Staff is concerned that the Department may be underestimating the amount necessary to fully fund the request. However, staff is willing to accept the Department's judgment that \$300,000 will fully fund the request.

Last year the Committee approved the Department's request for a biennial employee engagement survey. The appropriated amount was \$215,000 General Fund which annualizes to \$0 for FY 2014-15. Staff recommends placing the biennial, total compensation study in this line item due to the alternating biennial appropriations for these items.

(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



R1 – Total Compensation Vendor

Request: The Department requests 19.2 FTE and \$1,976,763 total funds, which includes the R1 Total Compensation Vendor request for \$300,000 General Fund, salary survey and merit pay annualizations, and a fund source adjustment related to the use of indirect cost recoveries.

Recommendation: Staff recommends an appropriation of 19.2 FTE and \$1,676,763 reappropriated funds. Staff recommends funding the R1 Total Compensation Vendor request in the employee engagement survey line item. 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 2013-14 Appropriation				
SB 13-230 (Long Bill)	<u>\$1,617,780</u>	<u>\$0</u>	<u>\$1,617,780</u>	<u>19.2</u>
TOTAL	\$1,617,780	\$0	\$1,617,780	19.2
FY 2014-15 Recommended Appropriation				
FY 2013-14 Appropriation	\$1,617,780	\$0	\$1,617,780	19.2
Salary Survey and Merit Pay Annualization	58,983	58,983	0	0.0
Fund source adjustment	<u>0</u>	<u>(58,983)</u>	<u>58,983</u>	<u>0.0</u>
TOTAL	\$1,676,763	\$0	\$1,676,763	19.2
Increase/(Decrease)	\$58,983	\$0	\$58,983	0.0
Percentage Change	3.6%	0.0%	3.6%	0.0%
FY 2014-15 Executive Request:	\$1,976,763	\$300,000	\$1,676,763	19.2
Request Above/(Below) Recommendation	\$300,000	\$300,000	\$0	0.0

Operating Expenses

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

RENAME LINE ITEM

Employee Engagement Survey

TOTAL COMPENSATION AND EMPLOYEE ENGAGEMENT SURVEYS

This line item was added in FY 2013-14 for a biennial employee engagement survey which is funded every other year.

➔ R1 – Total Compensation Vendor

Request: The Department requests \$0 General Fund, which represents the annualized amount for the biennial employee engagement survey.

Recommendation: Staff recommends renaming this line item and an appropriation of \$300,000 General Fund, for the biennial, R1 Total Compensation Vendor request.

Division of Human Resources, Human Resource Services, Total Compensation and Employee Engagement Surveys	
	General Fund
FY 2013-14 Appropriation	
SB 13-230 (Long Bill)	<u>\$215,000</u>
TOTAL	\$215,000
FY 2014-15 Recommended Appropriation	
FY 2013-14 Appropriation	\$215,000

JBC Staff Figure Setting – FY 2013-14
Staff Working Document – Does Not Represent Committee Decision

R1 Total Compensation Vendor	300,000
Annualize prior year funding	(215,000)
TOTAL	\$300,000
Increase/(Decrease)	\$85,000
Percentage Change	39.5%
FY 2014-15 Executive Request:	\$0
Request Above/(Below) Recommendation	(\$300,000)

(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.

Personal Services

Request and Recommendation: The Department requests and **staff recommends an appropriation of 4.0 FTE and \$600,246 total funds**, including fund splits as outlined in the following table, and which includes a continuation amount plus salary survey and merit pay annualizations.

Division of Human Resources, Human Resource Services, Personal Services				
	Total Funds	Cash Funds	Reappropriated Funds	FTE
FY 2013-14 Appropriation				
SB 13-230 (Long Bill)	\$596,152	\$33,417	\$562,735	4.0
TOTAL	\$596,152	\$33,417	\$562,735	4.0
FY 2014-15 Recommended Appropriation				
FY 2013-14 Appropriation	\$596,152	\$33,417	\$562,735	4.0
Salary Survey and Merit Pay Annualization	4,094	0	4,094	0.0
TOTAL	\$600,246	\$33,417	\$566,829	4.0
Increase/(Decrease)	\$4,094	\$0	\$4,094	0.0
Percentage Change	0.7%	0.0%	0.7%	0.0%
FY 2014-15 Executive Request:	\$600,246	\$33,417	\$566,829	4.0
Request Above/(Below) Recommendation	\$0	\$0	\$0	0.0

Operating Expenses

Request and Recommendation: The Department requests and **staff recommends a continuation appropriation of \$80,542 total funds**, including \$6,888 cash funds and \$73,654 reappropriated funds.

Indirect Cost Assessment

Request and Recommendation: The Department requests and **staff recommends an appropriation of \$27,605 total funds**, including \$9,938 cash funds and \$17,667 reappropriated funds, consistent with Committee policy.

(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.

Employee Benefits Services		
	Cash Funds	FTE
FY 2013-14 Appropriation		
SB 13-230 (Long Bill)	<u>\$2,210,553</u>	<u>12.0</u>
TOTAL	\$2,210,553	12.0
FY 2014-15 Recommended Appropriation		
FY 2013-14 Appropriation	\$2,210,553	12.0
Salary Survey and Merit Pay Annualization	27,247	0.0
Indirect cost assessment adjustment	186,902	0.0
Tobacco MSA Revenue Forecast Adjustment	<u>(48,159)</u>	<u>0.0</u>
TOTAL	\$2,376,543	12.0
Increase/(Decrease)	\$165,990	0.0
Percentage Change	7.5%	0.0%
FY 2014-15 Executive Request		
Request Above/(Below) Recommendation	\$48,159	0.0

Personal Services

Request and Recommendation: The Department requests and **staff recommends an appropriation of 12.0 FTE and \$805,260 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 2013-14 Appropriation		
SB 13-230 (Long Bill)	<u>\$778,013</u>	<u>12.0</u>
TOTAL	\$778,013	12.0
FY 2014-15 Recommended Appropriation		
FY 2013-14 Appropriation	\$778,013	12.0
Salary Survey and Merit Pay Annualization	<u>27,247</u>	<u>0.0</u>
TOTAL	\$805,260	12.0
Increase/(Decrease)	\$27,247	0.0
Percentage Change	3.5%	0.0%
FY 2014-15 Executive Request:		
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 the medical and dental benefit plan premiums of lower-income state employees who have at least one dependent (other than a spouse). The fund receives 4.5 percent of the tobacco-settlement revenue that is allocated for Category 2 programs. These moneys are *continuously appropriated* and expended to 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 \$1,273,980 cash funds.

Recommendation: Staff recommends reflecting an appropriation of \$1,225,821 cash funds, for informational purposes, based on the Legislative Council Staff January 2014 Tobacco Master Settlement Agreement forecast.

Division of Human Resources, Employee Benefits Services, H.B. 07-1335 Supplemental State Contribution Fund	
	Cash Funds
FY 2013-14 Appropriation	
SB 13-230 (Long Bill)	\$1,273,980
TOTAL	\$1,273,980
FY 2014-15 Recommended Appropriation	
FY 2013-14 Appropriation	\$1,273,980
Tobacco MSA Revenue Forecast Adjustment	(48,159)
TOTAL	\$1,225,821
Increase/(Decrease)	(\$48,159)
Percentage Change	(3.8%)
FY 2014-15 Executive Request:	\$1,273,980
Request Above/(Below) Recommendation	\$48,159

Indirect Cost Assessment

Request and Recommendation: The Department requests and **staff recommends an appropriation of \$247,138 cash funds,** consistent with Committee policy.

(C) RISK MANAGEMENT SERVICES

This office protects the State's human resource and property assets through the administration of liability insurance, property insurance, 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					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2013-14 Appropriation					
SB 13-230 (Long Bill)	\$61,208,920	\$2,835,738	\$0	\$58,373,182	11.5
SB 13-285 (Concerning Workers' Compensation)	100,000	0	100,000	0	0.0
HB 14-1243 (Supplemental)	<u>2,066,518</u>	<u>2,066,518</u>	<u>0</u>	<u>0</u>	<u>0.0</u>
TOTAL	\$63,375,438	\$4,902,256	\$100,000	\$58,373,182	11.5
FY 2014-15 Recommended Appropriation					
FY 2013-14 Appropriation	\$63,375,438	\$4,902,256	\$100,000	\$58,373,182	11.5
Liability Base Adjustments	(\$229,959)	\$0	\$0	(\$229,959)	0.0
Property Base Adjustments	(\$779,593)	\$0	\$0	(\$779,593)	0.0
Workers Compensation Base Adjustments	\$1,866,856	\$0	\$0	\$1,866,856	0.0
Salary Survey and Merit Pay Annualization	60,001	0	0	60,001	0.0
Indirect cost assessment adjustments	53,189	0	0	53,189	0.0
Annualize Add'l Payments from State Claims Board	(4,902,256)	(4,902,256)	0	0	0.0
Annualize SB 13-285	<u>0</u>	<u>0</u>	<u>(100,000)</u>	<u>100,000</u>	<u>0.0</u>
TOTAL	\$59,443,676	\$0	\$0	\$59,443,676	11.5
Increase/(Decrease)	(\$3,931,762)	(\$4,902,256)	(\$100,000)	\$1,070,494	0.0
Percentage Change	(6.2%)	(100.0%)	(100.0%)	1.8%	0.0%
FY 2014-15 Executive Request	\$62,279,414	\$2,835,738	\$0	\$59,443,676	11.5
Request Above/(Below) Recommendation	\$2,835,738	\$2,835,738	\$0	\$0	0.0

Personal Services

Request and Recommendation: The Department requests and **staff recommends 11.5 FTE and \$813,647 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 2013-14 Appropriation		
SB 13-230 (Long Bill)	<u>\$753,646</u>	<u>11.5</u>
TOTAL	\$753,646	11.5
FY 2014-15 Recommended Appropriation		
FY 2013-14 Appropriation	\$753,646	11.5
Salary Survey and Merit Pay Annualization	<u>60,001</u>	<u>0.0</u>

JBC Staff Figure Setting – FY 2013-14
Staff Working Document – Does Not Represent Committee Decision

TOTAL	\$813,647	11.5
Increase/(Decrease)	\$60,001	0.0
Percentage Change	8.0%	0.0%
FY 2014-15 Executive Request:	\$813,647	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. This line item was added in FY 2013-14 to enhance budget transparency in identifying administrative and program management expenses.

Request and Recommendation: The Department requests and **staff recommends an appropriation of \$272,000 reappropriated funds**, which includes a continuation amount plus a common policy base adjustment decrease of \$54,516 reappropriated funds as outlined in the following table.

Division of Human Resources, Risk Management Services, Actuarial and Broker Services		Reappropriated Funds
FY 2013-14 Appropriation		
SB 13-230 (Long Bill)		\$326,516
TOTAL		\$326,516
FY 2014-15 Recommended Appropriation		
FY 2013-14 Appropriation		\$326,516
Actuarial and Broker Services Common Policy Base Adjustment		(54,516)
TOTAL		\$272,000
Increase/(Decrease)		(\$54,516)
Percentage Change		(16.7%)
FY 2014-15 Executive Request:		\$272,000
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. This line item was added in FY 2013-14 to enhance budget transparency in identifying administrative and program management expenses.

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

Additional Payments from Recommendation by the State Claims Board Pursuant to Section 24-10-114 (5) (b), C.R.S.

This line item was added in FY 2013-14 for the purpose of making additional payments for claims authorized by the State Claims Board in excess of the maximum liability limits provided by the Colorado Governmental Immunity Act in Section 24-10-114 (1), C.R.S. While additional

payments have been determined to be located within and paid from Risk Management Services, additional payments fall outside of the liability insurance program structure provided by Risk Management Services to state agencies. As such, additional payments are funded by General Fund, pursuant to Section 24-10-114 (5) (b) (I), C.R.S.

Request and Recommendation: The Department requests a Long Bill continuation appropriation of \$2,835,738.

Recommendation: Staff recommends reflecting an appropriation of \$0, retaining the line item as a placeholder for specified appropriations made through the process defined in statute.

Division of Human Resources, Risk Management Services, Additional Payments from Recommendation by the State Claims Board Pursuant to Section 24-10-11 (5) (b), C.R.S.	
	General Fund
FY 2013-14 Appropriation	
SB 13-230 (Long Bill)	\$2,835,738
HB 14-1243 (Supplemental)	<u>2,066,518</u>
TOTAL	\$4,902,256
FY 2014-15 Recommended Appropriation	
FY 2013-14 Appropriation	\$4,902,256
Annualize Additional Payments from State Claims Board	<u>(4,902,256)</u>
TOTAL	\$0
Increase/(Decrease)	(\$4,902,256)
Percentage Change	(100.0%)
FY 2014-15 Executive Request:	\$2,835,738
Request Above/(Below) Recommendation	\$2,835,738

Indirect Cost Assessment

Request and Recommendation: The Department requests and staff recommends an appropriation of \$95,199 reappropriated funds, consistent with Committee policy.

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 \$150,000 per person and \$600,000 per occurrence. This act does *not* apply to liabilities that pertain to federal law (Americans with Disabilities Act, age discrimination, gender discrimination, racial discrimination, etc.), and there is no damage limit for these awards. This line is funded from the Risk Management Fund, created pursuant to Section 24-30-1510, C.R.S. 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 \$4,381,124 reappropriated funds**, which includes a common policy base adjustment decrease of \$203,565.

Division of Human Resources, Risk Management Services, Liability Claims	
	Reappropriated Funds
FY 2013-14 Appropriation	
SB 13-230 (Long Bill)	<u>\$4,584,689</u>
TOTAL	\$4,584,689
FY 2014-15 Recommended Appropriation	
FY 2013-14 Appropriation	\$4,584,689
Liability Claims Common Policy Base Adjustment	<u>(203,565)</u>
TOTAL	\$4,381,124
Increase/(Decrease)	(\$203,565)
Percentage Change	(4.4%)
FY 2014-15 Executive Request:	\$4,381,124
Request Above/(Below) Recommendation	\$0

Risk Management 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 \$339,223 reappropriated funds**, which includes a continuation amount plus a common policy base adjustment increase of \$40,072 reappropriated funds.

Division of Human Resources, Risk Management Services, Liability Excess Policy	
	Reappropriated Funds
FY 2013-14 Appropriation	
SB 13-230 (Long Bill)	<u>\$299,151</u>
TOTAL	\$299,151
FY 2014-15 Recommended Appropriation	
FY 2013-14 Appropriation	\$299,151
Liability Excess Policy Common Policy Base Adjustment	<u>40,072</u>
TOTAL	\$339,223
Increase/(Decrease)	\$40,072
Percentage Change	13.4%
FY 2014-15 Executive Request:	\$339,223
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 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 \$3,044,510 reappropriated funds**, which includes a continuation amount plus a common policy base adjustment decrease of \$11,950 reappropriated funds.

Division of Human Resources, Risk Management Services, Liability Legal Services	
	Reappropriated Funds
FY 2013-14 Appropriation	
SB 13-230 (Long Bill)	<u>\$3,056,460</u>
TOTAL	\$3,056,460
FY 2014-15 Recommended Appropriation	
FY 2013-14 Appropriation	\$3,056,460
Liability Legal Services Common Policy Base Adjustment	<u>(11,950)</u>
TOTAL	\$3,044,510
Increase/(Decrease)	(\$11,950)
Percentage Change	(0.4%)
FY 2014-15 Executive Request:	\$3,044,510
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 Line Item Expenses				
	FY 2012-13 Req./Approp.	FY 2012-13 Actual	FY 2013-14 Req./Approp.	FY 2014-15 Request
Property & Boiler Policies	\$4,394,224	\$3,993,561	\$4,394,224	\$3,991,185
Auto Physical Damage	19,455	0	19,455	20,427
Terrorism Premium	300,000	229,072	300,000	240,332
Flood Zone A Premiums	23,495	599	23,495	600
Crime Policy	<u>337,648</u>	<u>265,967</u>	<u>337,648</u>	<u>351,878</u>
Property Policies Premiums	\$5,074,822	\$4,489,199	\$5,074,822	\$4,604,422

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 \$4,604,422 reappropriated funds**, which includes a continuation amount plus a common policy base adjustment decrease of \$470,400.

Division of Human Resources, Risk Management Services, Property Policies	
	Reappropriated Funds
FY 2013-14 Appropriation	
SB 13-230 (Long Bill)	<u>\$5,074,822</u>
TOTAL	\$5,074,822
FY 2014-15 Recommended Appropriation	
FY 2013-14 Appropriation	\$5,074,822
Property Policies Common Policy Base Adjustment	<u>(470,400)</u>
TOTAL	\$4,604,422
Increase/(Decrease)	(\$470,400)
Percentage Change	(9.3%)
FY 2014-15 Executive Request:	\$4,604,422
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 an appropriation of \$2,600,000 reappropriated funds**, which includes a continuation amount plus a common policy base adjustment decrease of \$309,193 reappropriated funds.

Division of Human Resources, Risk Management Services, Property Deductibles and Payouts	
	Reappropriated Funds
FY 2013-14 Appropriation	
SB 13-230 (Long Bill)	<u>\$2,909,193</u>
TOTAL	\$2,909,193

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FY 2014-15 Recommended Appropriation	
FY 2013-14 Appropriation	\$2,909,193
Property Deductibles and Payouts Common Policy Base Adjustment	(309,193)
TOTAL	\$2,600,000
Increase/(Decrease)	(\$309,193)
Percentage Change	(10.6%)
FY 2014-15 Executive Request:	\$2,600,000
Request Above/(Below) Recommendation	\$0

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.

Request: The Department requests and **staff recommends an appropriation of \$38,600,694 reappropriated funds**, which includes a continuation amount plus a fund adjustment annualization for S.B. 13-285 (Concerning Workers' Compensation) and a common policy base adjustment increase of \$1,616,856 as outlined in the following table.

Division of Human Resources, Risk Management Services, Workers' Compensation Claims			
	Total Funds	Cash Funds	Reappropriated Funds
FY 2013-14 Appropriation			
SB 13-230 (Long Bill)	\$36,883,838	\$0	\$36,883,838
SB 13-285 (Concerning Workers' Compensation)	<u>100,000</u>	<u>100,000</u>	<u>0</u>
TOTAL	\$36,983,838	\$100,000	\$36,883,838
FY 2014-15 Recommended Appropriation			
FY 2013-14 Appropriation	\$36,983,838	\$100,000	\$36,883,838
Annualize SB 13-285 (Concerning Workers' Compensation)	0	(100,000)	100,000
Workers Compensation Claims Common Policy Base Adjustment	<u>1,616,856</u>	<u>0</u>	<u>1,616,856</u>
TOTAL	\$38,600,694	\$0	\$38,600,694
Increase/(Decrease)	\$1,616,856	(\$100,000)	\$1,716,856
Percentage Change	4.4%	(100.0%)	4.7%
FY 2014-15 Executive Request:	\$38,600,694	\$0	\$38,600,694
Request Above/(Below) Recommendation	\$0	\$0	\$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 loss control incentives.

Request and Recommendation: The Department requests and **staff recommends an appropriation of \$2,450,000 reappropriated funds**, which includes a continuation amount plus a common policy base adjustment increase of \$250,000 as outlined in the following table.

Division of Human Resources, Risk Management Services, Workers' Compensation TPA Fees and Loss Control Reappropriated Funds	
FY 2013-14 Appropriation	
SB 13-230 (Long Bill)	\$2,200,000
TOTAL	\$2,200,000
FY 2014-15 Recommended Appropriation	
FY 2013-14 Appropriation	\$2,200,000
Workers Compensation TPA Fees and Loss Control Common Policy Base Adjustment	250,000
TOTAL	\$2,450,000
Increase/(Decrease)	\$250,000
Percentage Change	11.4%
FY 2014-15 Executive Request:	\$2,450,000
Request Above/(Below) Recommendation	\$0

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 a continuation appropriation of \$951,893 reappropriated funds.

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.

Request and Recommendation: The Department requests and **staff recommends a continuation appropriation of \$1,085,089 reappropriated funds.**

(3) Constitutionally Independent Entities

This Division currently includes only the State Personnel Board.

DIVISION REQUEST AND RECOMMENDATION SUMMARY

Constitutionally Independent Entities				
	Total Funds	General Fund	Cash Funds	FTE
FY 2013-14 Appropriation				
SB 13-230 (Long Bill)	\$524,164	\$522,986	\$1,178	4.8
TOTAL	\$524,164	\$522,986	\$1,178	4.8
FY 2014-15 Recommended Appropriation				
FY 2013-14 Appropriation	\$524,164	\$522,986	\$1,178	4.8
TOTAL	\$524,164	\$522,986	\$1,178	4.8
Increase/(Decrease)	\$0	\$0	\$0	0.0
Percentage Change	0.0%	0.0%	0.0%	0.0%
FY 2014-15 Executive Request:	\$524,164	\$522,986	\$1,178	4.8
Request Above/(Below) Recommendation	\$0	\$0	\$0	0.0

(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 a continuation appropriation of 4.8 FTE and \$473,603 total funds**, including \$472,425 General Fund and \$1,178 cash funds.

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 \$30,056 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 2014-15. 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.

DIVISION REQUEST AND RECOMMENDATION SUMMARY

	Central Services				FTE
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	
FY 2013-14 Appropriation					
SB 13-230 (Long Bill)	\$78,896,757	\$46,130	\$1,541,325	\$77,309,302	185.6
HB 14-1243 (Supplemental)	<u>18,140</u>	<u>0</u>	<u>0</u>	<u>18,140</u>	<u>0.0</u>
TOTAL	\$78,914,897	\$46,130	\$1,541,325	\$77,327,442	185.6
FY 2014-15 Recommended Appropriation					
FY 2013-14 Appropriation	\$78,914,897	\$46,130	\$1,541,325	\$77,327,442	185.6
R4 Address Confidentiality Program Resources	60,308	60,308	0	0	1.4
BA2 - IDS Mail Postage & Envelope Request	0	0	0	0	0.0
CP1 Annual Fleet Vehicle Request	587,159	0	0	587,159	0.0
CP2 Camp George West Utilities Transfer	(330,643)	0	0	(330,643)	0.0
Capitol Complex Base Adjustments	265,924	0	0	265,924	0.0
NP - Additional Vehicle Requests	243,406	0	0	243,406	0.0
Salary Survey and Merit Pay Annualization	347,508	0	15,000	332,508	0.0
Annualize prior year funding	60,159	0	0	60,159	(7.3)
Technical Adjustments	19,859	0	0	19,859	0.0
Indirect cost assessment adjustments	(102,601)	0	0	(102,601)	0.0
Annualize HB 14-1243 (Supplemental)	(18,140)	0	0	(18,140)	0.0
Consolidate IDS Contingency into Primary Lines	0	0	0	0	0.0
Add IDS Postage Line Item	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0</u>
TOTAL	\$80,047,836	\$106,438	\$1,556,325	\$78,385,073	179.7
Increase/(Decrease)	\$1,132,939	\$60,308	\$15,000	\$1,057,631	(5.9)
Percentage Change	1.4%	130.7%	1.0%	1.4%	(3.2%)
FY 2014-15 Executive Request:	\$80,989,072	\$106,438	\$1,556,325	\$79,326,309	178.3
Request Above/(Below) Recommendation	\$941,236	\$0	\$0	\$941,236	(1.4)

(A) ADMINISTRATION

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

Central Services, Administration		
	Reappropriated Funds	FTE
FY 2013-14 Appropriation		
SB 13-230 (Long Bill)	<u>\$759,535</u>	<u>8.0</u>
TOTAL	\$759,535	8.0
FY 2014-15 Recommended Appropriation		
FY 2013-14 Appropriation	\$759,535	8.0
Salary Survey and Merit Pay Annualization	19,535	0.0
Indirect cost assessment adjustment	<u>5,298</u>	<u>0.0</u>
TOTAL	\$784,368	8.0
Increase/(Decrease)	\$24,833	0.0
Percentage Change	3.3%	0.0%
FY 2014-15 Executive Request		
Request Above/(Below) Recommendation	\$0	0.0

Personal Services

Request and Recommendation: The Department requests and **staff recommends an appropriation of 8.0 FTE and \$668,785 reappropriated funds**, which includes a continuation amount plus salary survey and merit pay annualizations.

Central Services, Administration, Personal Services		
	Reappropriated Funds	FTE
FY 2013-14 Appropriation		
SB 13-230 (Long Bill)	<u>\$649,250</u>	<u>8.0</u>
TOTAL	\$649,250	8.0
FY 2014-15 Recommended Appropriation		
FY 2013-14 Appropriation	\$649,250	8.0
Salary Survey and Merit Pay Annualization	<u>19,535</u>	<u>0.0</u>
TOTAL	\$668,785	8.0
Increase/(Decrease)	\$19,535	0.0
Percentage Change	3.0%	0.0%
FY 2014-15 Executive Request:		
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 \$57,138 reappropriated funds**, consistent with Committee policy.

(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.).

Integrated Document Solutions					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2013-14 Appropriation					
SB 13-230 (Long Bill)	<u>\$20,380,949</u>	<u>\$46,130</u>	<u>\$1,251,049</u>	<u>\$19,083,770</u>	<u>108.4</u>
TOTAL	\$20,380,949	\$46,130	\$1,251,049	\$19,083,770	108.4
FY 2014-15 Recommended Appropriation					
FY 2013-14 Appropriation	20,380,949	46,130	1,251,049	19,083,770	108.4
R4 Address Confidentiality Program Resources	60,308	60,308	0	0	1.4
BA2 - IDS Mail Postage & Envelope Request	0	0	0	0	0.0
Consolidate IDS Contingency into Primary Lines	0	0	0	0	0.0
Add IDS Postage Line Item	0	0	0	0	0.0
Salary Survey and Merit Pay Annualization	60,292	0	15,000	45,292	0.0
Indirect cost assessment adjustments	314,804	0	0	314,804	0.0
Annualize R2 (Tax Document Pipeline)	<u>(123,015)</u>	<u>0</u>	<u>0</u>	<u>(123,015)</u>	<u>(7.3)</u>
TOTAL	\$20,693,338	\$106,438	\$1,266,049	\$19,320,851	102.5
Increase/(Decrease)	\$312,389	\$60,308	\$15,000	\$237,081	(5.9)
Percentage Change	1.5%	130.7%	1.2%	1.2%	(5.4%)
FY 2014-15 Executive Request					
Request Above/(Below) Recommendation	\$961,095	\$0	\$0	\$961,095	(1.4)

➔ Staff Initiated Adjustment – Consolidate IDS Contingency Into Primary Lines

Recommendation: Staff recommends that the Integrated Document Solutions personal services contingency and operating expenses contingency line items be consolidated within the personal services and operating expenses line items respectively. The recommendation is budget neutral and over the three years of their use, these line items have not provided additional legislative authority over IDS program spending authority.

Analysis:

A Brief History of IDS Contingency Line Items

FY 2009-10 – The Department requested an additional 10.0 percent cash funds and reappropriated funds spending authority for IDS sub-subdivision programs' personal services and operating expenses line items. The request was intended to eliminate the need for emergency supplementals. In 2009, staff recommended and the Committee approved a 20.0 percent increase in spending authority for contingency spending authority included in the primary line items.

JBC Staff Figure Setting – FY 2013-14
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FY 2010-11 – In 2011, staff recommended for the FY 2010-11 supplemental, the reduction of contingency spending authority to 5.0 percent from 20.0 percent, partly in response to a Department supplemental request for reduced appropriations related to H.B. 09-1150 (Administrative Duties of the Department of Personnel), which appropriated an additional \$7.9 million to IDS sub-subdivision personal services and operating expenses line items, but for which the anticipated demand for services did not materialize.

FY 2011-12 – In 2011, staff recommended splitting out contingency spending authority into distinct line items due to disagreement with the Department over how contingency spending authority was intended to be used.

FY 2012-13 – The Department requested the elimination of contingency spending authority line items through their consolidation into primary line items based on the contention that contingency line items overly complicated the use of such spending authority. The Department also requested consolidation of the three IDS sub-subdivisions into a single, consolidated Integrated Document Solutions program. While staff supported the Department's request for the consolidation of most Central Services contingency line items, in 2012, staff recommended delaying consolidation of IDS contingency line items in order to provide for IDS subdivision consolidation first.

FY 2013-14 – Based on recent history of actual expenditures, excess spending authority available in the primary line items, and the appropriations flexibility gained through the IDS consolidation, in 2013, staff recommended the elimination of the IDS contingency line items. The Committee approved staff's recommendation at figure setting, however the Department and OSPB included a comeback that restored the contingency line items and their appropriations.

Integrated Document Solutions Contingency Appropriations and Expenditures								
	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 14-15
Appropriation							Request	Recommend.
Personal Services	5,546,641	9,522,355	6,446,874	6,203,900	6,160,955	5,898,212	5,680,761	6,149,417
PS Contingency	<u>0</u>	<u>0</u>	<u>0</u>	<u>468,706</u>	<u>468,656</u>	<u>468,656</u>	<u>468,656</u>	<u>0</u>
PS Approp. Subtotal	5,546,641	9,522,355	6,446,874	6,672,606	6,629,611	6,366,868	6,149,417	6,149,417
Expenditures								
Personal Services	5,498,434	5,425,247	5,081,976	5,138,111	5,349,133	n/a	n/a	n/a
PS Contingency	<u>0</u>	<u>0</u>	<u>0</u>	<u>48,725</u>	<u>0</u>	<u>n/a</u>	<u>n/a</u>	<u>n/a</u>
PS Expend. Subtotal	5,498,434	5,425,247	5,081,976	5,186,836	5,349,133	n/a	n/a	n/a
Actual Percent of Approp.	99.1%	57.0%	78.8%	77.7%	80.7%	n/a	n/a	n/a
Appropriation							Request	Recommend.
Operating Expenses	12,235,211	19,711,809	13,080,518	12,513,525	12,412,890	12,507,407	12,647,135	13,347,500
OE Contingency	<u>0</u>	<u>0</u>	<u>0</u>	<u>700,365</u>	<u>700,365</u>	<u>700,365</u>	<u>700,365</u>	<u>0</u>
OE Approp. Subtotal	12,235,211	19,711,809	13,080,518	13,213,890	13,113,255	13,207,772	13,347,500	13,347,500
Expenditures								
Operating Expenses	11,445,537	11,593,971	11,061,390	11,701,956	11,351,711	n/a	n/a	n/a
OE Contingency	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>n/a</u>	<u>n/a</u>	<u>n/a</u>
OE Expend. Subtotal	11,445,537	11,593,971	11,061,390	11,701,956	11,351,711	n/a	n/a	n/a
Actual Percent of Approp.	93.5%	58.8%	84.6%	88.6%	86.6%	n/a	n/a	n/a

For FY 2014-15, staff recommends the elimination of IDS contingency line items and their consolidation into the primary line items. The Department states that it "does not include the

JBC Staff Figure Setting – FY 2013-14
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availability of contingency funding when it considers how much spending authority it may have to accommodate changes to the program's needs" due to JBC staff comments regarding contingency spending authority at the time contingency line items were split out from the primary line items.

Staff's unsuccessful attempt to eliminate the contingency line items in 2013 despite the Department's exclusion of contingency appropriations when considering program needs suggests that the most effective way to address the excessive spending authority for IDS programs is to consolidate the line items first and then address the excess in a future budget year. Staff has had conversations with the Department regarding identifying a reasonable, mutually agreed-upon percentage of contingency spending authority that may be included within the primary line items for the FY 2015-16 budget, but at this time recommends consolidation without an adjustment of the total appropriation in order to eliminate line items that appear will likely never be accessed.

Personal Services

➔ Staff Initiated Adjustment – Consolidate IDS Contingency Into Primary Lines

Recommendation: Staff recommends that the Integrated Document Solutions personal services contingency line item be consolidated with the primary personal services line item.

Request: The Department requests 99.1 FTE and \$5,680,761 total funds.

Recommendation: Staff recommends an appropriation of 99.1 FTE and \$6,149,417 total funds, which includes a continuation amount plus salary survey, merit pay, and FY 2013-14 R2 annualizations, and the consolidation of the personal services contingency line item. The following table outlines the recommended adjustments and fund splits.

Central Services, Integrated Document Solutions, Personal Services				
	Total Funds	Cash Funds	Reappropriated Funds	FTE
FY 2013-14 Appropriation				
SB 13-230 (Long Bill)	\$5,898,212	\$133,509	\$5,764,703	106.4
TOTAL	\$5,898,212	\$133,509	\$5,764,703	106.4
FY 2014-15 Recommended Appropriation				
FY 2013-14 Appropriation	\$5,898,212	\$133,509	\$5,764,703	106.4
Salary Survey and Merit Pay Annualization	45,292	0	45,292	0.0
Consolidate IDS Contingency into Primary Lines	468,656	8,106	460,550	0.0
Annualize R2 (Tax Document Pipeline)	(262,743)	0	(262,743)	(7.3)
TOTAL	\$6,149,417	\$141,615	\$6,007,802	99.1
Increase/(Decrease)	\$251,205	\$8,106	\$243,099	(7.3)
Percentage Change	4.3%	6.1%	4.2%	(6.9%)
FY 2014-15 Executive Request:	\$5,680,761	\$133,509	\$5,547,252	99.1
Request Above/(Below) Recommendation	(\$468,656)	(\$8,106)	(\$460,550)	0.0

Personal Services Contingency Funds

➔ Staff Initiated Adjustment – Consolidate IDS Contingency Into Primary Lines

Recommendation: Staff recommends that the Integrated Document Solutions personal services contingency line item be consolidated with the primary personal services line item and that this line item be eliminated.

Request: The Department requests a continuation appropriation of \$468,656 total funds.

Recommendation: Staff recommends eliminating this line item.

Central Services, Integrated Document Solutions, Personal Services Contingency				
	Total Funds	Cash Funds	Reappropriated Funds	FTE
FY 2013-14 Appropriation				
SB 13-230 (Long Bill)	\$468,656	\$8,106	\$460,550	0.0
TOTAL	\$468,656	\$8,106	\$460,550	0.0
FY 2014-15 Recommended Appropriation				
FY 2013-14 Appropriation	\$468,656	\$8,106	\$460,550	0.0
Consolidate IDS Contingency into Primary Lines	(468,656)	(8,106)	(460,550)	0.0
TOTAL	\$0	\$0	\$0	0.0
Increase/(Decrease)	(\$468,656)	(\$8,106)	(\$460,550)	0.0
Percentage Change	(100.0%)	(100.0%)	(100.0%)	0.0%
FY 2014-15 Executive Request:				
Request Above/(Below) Recommendation	\$468,656	\$8,106	\$460,550	0.0

Operating Expenses

➔ Staff Initiated Adjustment – Consolidate IDS Contingency Into Primary Lines

Recommendation: Staff recommends that the Integrated Document Solutions operating expenses contingency line item be consolidated with the primary operating expenses line item.

➔ Request BA2 – IDS Mail Postage & Envelope Request

Request: The Department requests an additional \$961,095 reappropriated funds for projected postage rate increases and for the consolidation of envelope purchasing for FY 2014-15 and ongoing. The request identifies \$677,021 for postage and \$284,074 for envelopes. Additionally, the Department requests non-prioritized increases for five departments identified as the highest volume purchasers of postage. The following table outlines the non-prioritized requests.

Top Five Departments – Postage		
	Volume % Percentage	FY 14-15 Adjustment
Governor - OIT	32.8%	\$223,417
Labor and Employment	28.8%	196,336
Natural Resources	5.8%	40,621
Human Services	5.1%	33,851
Higher Education	4.2%	\$27,081

Recommendation: Staff recommends that the Committee deny the request for additional spending authority for the IDS operating expenses line item due to the excess spending authority currently available in this line item, and due to staff's recommendation to consolidate the contingency operating expenses line item with this line item. Staff recommends that the Committee approve the non-prioritized adjustments requested for the identified top five postage-use departments. The following table outlines the staff initiated operating expenses contingency line item consolidation and BA2 recommendation.

IDS Operating Expenses, OE Contingency, and BA2						
	FY 11-12	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 14-15
	Actual	Actual	Actual	Approp.	Request	Recommend.
Operating Expenses	11,061,390	11,701,956	11,351,711	12,507,407	12,647,135	13,347,500
BA2 Request	n/a	n/a	n/a	n/a	961,095	0
Operating Expenses Subtotal	11,061,390	11,701,956	11,351,711	12,507,407	13,608,230	13,347,500
Request/Recommendation over FY 12-13 Actual					119.9%	117.6%

➔ Staff Initiated Adjustment – Add IDS Postage Line Item

Recommendation: Staff recommends that a discrete IDS Postage line item be added and the operating expenses line item be adjusted by an offsetting amount. Staff recommends a decreased adjustment of \$7,831,640 total funds in the operating expenses line item for this purpose, equal to the Department's postage projection for FY 2014-15.

Analysis: The Department provided a mail postage summary worksheet that includes actual postage expenditures through FY 2012-13 and projected expenditures for FY 2013-14 and FY 2014-15. The FY 2014 -15 projections include \$7,091,342 for state agencies and \$740,298 for non-state agencies. The total postage represents 54.7 percent of the Department's operating expenses line item request and both the rates and volume usage are entirely outside of the Department's managerial or discretionary control. Due to the significant portion of operating expenses represented exclusively by postage and based on the Department's request for an increase in operating expenses based on postage rate increases, staff recommends discretely identifying this sizeable and specific operating expense in the IDS budget for historical tracking.

Request: The Department requests \$13,608,230 total funds, which includes a continuation amount plus annualization and the Department's BA2 request.

Recommendation: Staff recommends an appropriation of \$5,518,860 total funds, which includes a continuation amount plus annualization, the consolidation of the operating expenses contingency line item, and an adjustment for the transfer to a new IDS Postage line item. Staff recommends the consolidation of the contingency line item rather than the Department's BA2 request for addressing the increase in postal rates. The recommended adjustments and fund splits are outlined in the following table.

Central Services, Integrated Document Solutions, Operating Expenses			
	Total Funds	Cash Funds	Reappropriated Funds
FY 2013-14 Appropriation			
SB 13-230 (Long Bill)	<u>\$12,507,407</u>	<u>\$971,105</u>	<u>\$11,536,302</u>
TOTAL	\$12,507,407	\$971,105	\$11,536,302

JBC Staff Figure Setting – FY 2013-14
Staff Working Document – Does Not Represent Committee Decision

FY 2014-15 Recommended Appropriation			
FY 2013-14 Appropriation	\$12,507,407	\$971,105	\$11,536,302
BA2 - IDS Mail Postage & Envelope Request	0	0	0
Consolidate IDS Contingency into Primary Lines	700,365	9,506	690,859
Annualize R2 (Tax Document Pipeline)	139,728	0	139,728
Add IDS Postage Line Item	<u>(7,831,640)</u>	<u>(740,298)</u>	<u>(7,091,342)</u>
TOTAL	\$5,515,860	\$240,313	\$5,275,547
Increase/(Decrease)	(\$6,991,547)	(\$730,792)	(\$6,260,755)
Percentage Change	(55.9%)	(75.3%)	(54.3%)
FY 2014-15 Executive Request:	\$13,608,230	\$971,105	\$12,637,125
Request Above/(Below) Recommendation	\$8,092,370	\$730,792	\$7,361,578

Operating Expenses Contingency Funds

→ Staff Initiated Adjustment – Consolidate IDS Contingency Into Primary Lines

Recommendation: Staff recommends that the Integrated Document Solutions operating expenses contingency line item be consolidated with the primary operating expenses line item and that this line item be eliminated.

Request: The Department requests a continuation appropriation of \$700,365 total funds.

Recommendation: Staff recommends eliminating this line item.

Central Services, Integrated Document Solutions, Operating Expenses Contingency Funds	Total Funds	Cash Funds	Reappropriated Funds
FY 2013-14 Appropriation			
SB 13-230 (Long Bill)	<u>\$700,365</u>	<u>\$9,506</u>	<u>\$690,859</u>
TOTAL	\$700,365	\$9,506	\$690,859
FY 2014-15 Recommended Appropriation			
FY 2013-14 Appropriation	\$700,365	\$9,506	\$690,859
Consolidate IDS Contingency into Primary Lines	<u>(700,365)</u>	<u>(9,506)</u>	<u>(690,859)</u>
TOTAL	\$0	\$0	\$0
Increase/(Decrease)	(\$700,365)	(\$9,506)	(\$690,859)
Percentage Change	(100.0%)	(100.0%)	(100.0%)
FY 2014-15 Executive Request:	\$700,365	\$9,506	\$690,859
Request Above/(Below) Recommendation	\$700,365	\$9,506	\$690,859

NEW LINE ITEM

IDS POSTAGE

→ Staff Initiated Adjustment – Add IDS Postage Line Item

Postage represents 54.7 percent of the Department's operating expenses line item request and both the rates and volume usage are entirely outside of the Department's managerial or discretionary control. Due to the significant portion of operating expenses represented exclusively by postage and based on the Department's request for an increase in operating expenses based on postage rate increases, staff recommends discretely identifying this sizeable and specific operating expense in the IDS budget for historical tracking.

Request: The Department did not request this item.

Recommendation: Staff recommends an appropriation of \$7,831,640 total funds, including fund splits outlined in the following table.

Central Services, Integrated Document Solutions, IDS Postage			
	Total Funds	Cash Funds	Reappropriated Funds
FY 2013-14 Appropriation			
SB 13-230 (Long Bill)	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0
FY 2014-15 Recommended Appropriation			
FY 2013-14 Appropriation	\$0	\$0	\$0
Add IDS Postage Line Item	<u>7,831,640</u>	<u>740,298</u>	<u>7,091,342</u>
TOTAL	\$7,831,640	\$740,298	\$7,091,342
Increase/(Decrease)	\$7,831,640	\$740,298	\$7,091,342
Percentage Change	0.0%	0.0%	0.0%
FY 2014-15 Executive Request:	\$0	\$0	\$0
Request Above/(Below) Recommendation	(\$7,831,640)	(\$740,298)	(\$7,091,342)

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 (FY 2010-11 through FY 2014-15) for new mail equipment, allowing the Department to process the State's mail in a manner that provides cost reductions from the United States Postal Service.

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 R4 – Address Confidentiality Program Resources

Request: The Department requests an additional \$60,308 General Fund in FY 2014-15 to handle an increased caseload for the Address Confidentiality Program (ACP). The request is for one-year funding that includes temporary staffing equivalent to 1.4 FTE. The request states that a Lean project will be completed to assess permanent needs.

*JBC Staff Figure Setting – FY 2013-14
Staff Working Document – Does Not Represent Committee Decision*

Recommendation: Staff recommends that the Committee approve the Department's request for an additional \$60,308 General Fund for FY 2014-15. Additionally, staff recommends that the request for temporary staff equivalent to 1.4 FTE be reflected in the appropriation as 1.4 FTE.

Analysis: Staff presented the issue of the ACP's growing caseload relative to its funding to the Committee last year. 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. The Department successfully pursued legislation to allow General Funding for the program last year, and staff supports the Department's request for a one-year solution with the expectation of a permanent request based on its Lean study.

Request: The Department requests 2.0 FTE and \$204,131 total funds, which includes the salary survey and merit pay annualizations and the Department's R4 request.

Recommendation: Staff recommends an appropriation of 3.4 FTE and \$204,131 total funds, which includes a continuation amount plus salary survey and merit pay annualizations and the Department's R4 request. Additionally, staff recommends reflecting 1.4 FTE for the R4 request. 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 2013-14 Appropriation				
SB 13-230 (Long Bill)	<u>\$128,823</u>	<u>\$0</u>	<u>\$128,823</u>	<u>2.0</u>
TOTAL	\$128,823	\$0	\$128,823	2.0
FY 2014-15 Recommended Appropriation				
FY 2013-14 Appropriation	\$128,823	\$0	\$128,823	2.0
R4 Address Confidentiality Program Resources	60,308	60,308	0	1.4
Salary Survey and Merit Pay Annualization	<u>15,000</u>	<u>0</u>	<u>15,000</u>	<u>0.0</u>
TOTAL	\$204,131	\$60,308	\$143,823	3.4
Increase/(Decrease)	\$75,308	\$60,308	\$15,000	1.4
Percentage Change	58.5%	0.0%	11.6%	70.0%
FY 2014-15 Executive Request:	\$204,131	\$60,308	\$143,823	2.0
Request Above/(Below) Recommendation	\$0	\$0	\$0	(1.4)

Indirect Cost Assessment

Request and Recommendation: The Department requests and staff recommends an appropriation of \$699,536 reappropriated funds, consistent with Committee policy.

(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. **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 2013-14, departments are assessed a vehicle management fee of \$22 per vehicle, per month, to fund Fleet Management Program's overhead costs (\$32.50 per vehicle for non-auction pool vehicles – Division of Wildlife). The fee is expected to remain the same in FY 2014-15. Fixed costs are reflected in each Department's **Vehicle Lease Payments** line item.

Fleet Management Program - Vehicle Management Fee						
Vehicle Management Fee	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14
Auction Pool Vehicles	\$23	\$27	\$36	\$27	\$30	\$22
Non-auction Pool Vehicles (Div. of Wildlife)	\$35	\$40	\$45.50	\$40	\$35	\$32.50

Fleet Management Program and Motor Pool Services		
	Reappropriated Funds	FTE
FY 2013-14 Appropriation		
SB 13-230 (Long Bill)	\$44,845,691	14.0
HB 14-1243 (Supplemental)	<u>18,140</u>	<u>0.0</u>
TOTAL	\$44,863,831	14.0
FY 2014-15 Recommended Appropriation		
FY 2013-14 Appropriation	\$44,863,831	14.0
CP1 Annual Fleet Vehicle Request	587,159	0.0
NP - Additional Vehicle Requests	243,406	0.0
Indirect cost assessment adjustments	245,375	0.0
Annualize prior year funding	183,174	0.0
Salary Survey and Merit Pay Annualization	30,971	
Annualize HB 14-1243 (Supplemental)	<u>(18,140)</u>	<u>0.0</u>
TOTAL	\$46,135,776	14.0
Increase/(Decrease)	\$1,271,945	0.0
Percentage Change	2.8%	0.0%
FY 2014-15 Executive Request		
Request Above/(Below) Recommendation	\$0	0.0

Personal Services

Request and Recommendation: The Department requests and **staff recommends an appropriation of 14.0 FTE and \$768,754 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 2013-14 Appropriation		
SB 13-230 (Long Bill)	<u>\$737,783</u>	<u>14.0</u>
TOTAL	\$737,783	14.0
FY 2014-15 Recommended Appropriation		
FY 2013-14 Appropriation	\$737,783	14.0
Salary Survey and Merit Pay Annualization	<u>30,971</u>	<u>0.0</u>
TOTAL	\$768,754	14.0
Increase/(Decrease)	\$30,971	0.0
Percentage Change	4.2%	0.0%
FY 2014-15 Executive Request:	\$768,754	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.**

CHANGE NAME OF LINE ITEM

Vehicle Replacement Lease, Purchase or Lease/Purchase
Vehicle Replacement Lease/Purchase

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

➔ Request CP1 – Annual Fleet Vehicle Request

Request: The Department requests \$19,028,555 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 2013-14 Appropriation	
SB 13-230 (Long Bill)	\$18,014,816

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HB 14-1243 (Supplemental)	<u>18,140</u>
TOTAL	\$18,032,956
FY 2014-15 Recommended Appropriation	
FY 2013-14 Appropriation	\$18,032,956
CP1 Annual Fleet Vehicle Request	587,159
NP - Additional Vehicle Requests	243,406
Annualize prior year funding	183,174
Annualize HB 14-1243 (Supplemental)	<u>(18,140)</u>
TOTAL	\$19,028,555
Increase/(Decrease)	\$995,599
Percentage Change	5.5%
FY 2014-15 Executive Request:	\$19,028,555
Request Above/(Below) Recommendation	\$0

Indirect Cost Assessment

Request and Recommendation: The Department requests and **staff recommends an appropriation of \$609,903 reappropriated funds**, consistent with Committee policy.

(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	Cash Funds	Reappropriated Funds	FTE
FY 2013-14 Appropriation				
SB 13-230 (Long Bill)	<u>\$12,910,582</u>	<u>\$290,276</u>	<u>\$12,620,306</u>	<u>55.2</u>
TOTAL	\$12,910,582	\$290,276	\$12,620,306	55.2
FY 2014-15 Recommended Appropriation				
FY 2013-14 Appropriation	\$12,910,582	\$290,276	\$12,620,306	55.2
CP2 Camp George West Utilities Transfer	(330,643)	0	(330,643)	0.0

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Capitol Complex Utilities Base Adjustment	265,924	0	265,924	0.0
Salary Survey and Merit Pay Annualization	236,710	0	236,710	0.0
Capitol Complex Security Base Adjustment	19,859	0	19,859	0.0
Indirect cost assessment adjustments	(668,078)	0	(668,078)	0.0
TOTAL	\$12,434,354	\$290,276	\$12,144,078	55.2
Increase/(Decrease)	(\$476,228)	\$0	(\$476,228)	0.0
Percentage Change	(3.7%)	0.0%	(3.8%)	0.0%
FY 2014-15 Executive Request	\$12,414,495	\$290,276	\$12,124,219	55.2
Request Above/(Below) Recommendation	(\$19,859)	\$0	(\$19,859)	0.0

Personal Services

Request and Recommendation: The Department requests and **staff recommends an appropriation of 55.2 FTE and \$3,039,966 reappropriated funds**, which includes a continuation amount plus salary survey and merit pay annualizations.

Central Services, Facilities Maintenance - Capitol Complex, Personal Services		
	Reappropriated Funds	FTE
FY 2013-14 Appropriation		
SB 13-230 (Long Bill)	\$2,803,256	55.2
TOTAL	\$2,803,256	55.2
FY 2014-15 Recommended Appropriation		
FY 2013-14 Appropriation	2,803,256	55.2
Salary Survey and Merit Pay Annualization	236,710	0.0
TOTAL	\$3,039,966	55.2
Increase/(Decrease)	\$236,710	0.0
Percentage Change	8.4%	0.0%
FY 2014-15 Executive Request:	\$3,039,966	55.2
Request Above/(Below) Recommendation	\$0	0.0

Operating Expenses

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

Request: The Department requests and **staff recommends a continuation appropriation of \$2,696,625 reappropriated funds.**

Capitol Complex Repairs

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

Request: 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: The Department's request reflects a continuation appropriation of \$385,384 reappropriated funds.

Recommendation: Staff recommends an appropriation of \$405,243 reappropriated funds, consistent with the appropriation made for the Department of Public Safety.

Central Services, Facilities Maintenance - Capitol Complex, Capitol Complex Security		
	Reappropriated Funds	FTE
FY 2013-14 Appropriation		
SB 13-230 (Long Bill)	<u>\$385,384</u>	<u>0.0</u>
TOTAL	\$385,384	0.0
FY 2014-15 Recommended Appropriation		
FY 2013-14 Appropriation	\$385,384	0.0
Capitol Complex Security Base Adjustment	<u>19,859</u>	<u>0.0</u>
TOTAL	\$405,243	0.0
Increase/(Decrease)	\$19,859	0.0
Percentage Change	5.2%	0.0%
FY 2014-15 Executive Request:	\$385,384	0.0
Request Above/(Below) Recommendation	(\$19,859)	0.0

Utilities

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

➔ Request CP3 – Camp George West Utilities Transfer

This Capitol Complex common policy request is for a decrease of \$330,643 in reappropriated funds in FY 2014-15 and ongoing. The request is budget neutral and requires that state agencies located at Camp George West pay for utilities directly. Currently, Capitol Complex collects utility payments from state agencies and then pays the utilities. Now that Camp George West includes individual metering, there is no longer a need for the pass-through funding or appropriation. This request simply decreases the Department's appropriation. Other state agencies continue to pay for utilities through their operating expenses or utilities line items directly to utility companies rather than to Capitol Complex. **Staff recommends that the Committee approve the Department's CP3 request.**

Request: The Department requests and **staff recommends an appropriation of \$4,836,133 total funds**, which includes a continuation amount plus common policy base adjustment increase of \$265,924 and a decrease of \$330,643 for the Department's CP3 request. Adjustments and fund splits are outlined in the following table.

Central Services, Facilities Maintenance - Capitol Complex, Utilities			
	Total Funds	Cash Funds	Reappropriated Funds
FY 2013-14 Appropriation			
SB 13-230 (Long Bill)	<u>\$4,900,852</u>	<u>\$290,276</u>	<u>\$4,610,576</u>
TOTAL	\$4,900,852	\$290,276	\$4,610,576

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FY 2014-15 Recommended Appropriation			
FY 2013-14 Appropriation	\$4,900,852	\$290,276	\$4,610,576
CP2 Camp George West Utilities Transfer	(330,643)	0	(330,643)
Capitol Complex Utilities Base Adjustment	<u>265,924</u>	<u>0</u>	<u>265,924</u>
TOTAL	\$4,836,133	\$290,276	\$4,545,857
Increase/(Decrease)	(\$64,719)	\$0	(\$64,719)
Percentage Change	(1.3%)	0.0%	(1.4%)
FY 2014-15 Executive Request:	\$4,836,133	\$290,276	\$4,545,857
Request Above/(Below) Recommendation	\$0	\$0	\$0

Indirect Cost Assessment

Request and Recommendation: The Department requests, and staff recommends, an appropriation of \$1,399,867 reappropriated funds, consistent with Committee policy.

(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.

DIVISION REQUEST AND RECOMMENDATION SUMMARY

Division of Accounts and Control - Controller					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2013-14 Appropriation					
SB 13-230 (Long Bill)	\$9,013,158	\$840,445	\$7,447,320	\$725,393	72.6
Other Legislation	<u>1,115,199</u>	<u>(58,777)</u>	<u>1,173,976</u>	<u>0</u>	<u>(0.8)</u>
TOTAL	\$10,128,357	\$781,668	\$8,621,296	\$725,393	71.8
FY 2014-15 Recommended Appropriation					
FY 2013-14 Appropriation	\$10,128,357	\$781,668	\$8,621,296	\$725,393	71.8
R2 Transparency Online Project Modernization	142,235	142,235	0	0	0.5
R3 Central Collections Investment in Customer Service	389,022	0	389,022	0	3.6
Salary Survey and Merit Pay Annualization	196,975	108,848	88,127	0	0.0
Indirect cost assessment adjustments	56,611	0	56,611	0	0.0
Annualize prior year funding	(1,085,636)	5,543	(1,091,179)	0	0.2
Fund source adjustments	<u>0</u>	<u>52,005</u>	<u>0</u>	<u>(52,005)</u>	<u>0.0</u>
TOTAL	\$9,827,564	\$1,090,299	\$8,063,877	\$673,388	76.1
Increase/(Decrease)	(\$300,793)	\$308,631	(\$557,419)	(\$52,005)	4.3
Percentage Change	(3.0%)	39.5%	(6.5%)	(7.2%)	6.0%
FY 2014-15 Executive Request:					
Request Above/(Below) Recommendation	\$0	(\$144,286)	(\$31,516)	\$175,802	(4.1)

(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.

Office of the State Controller					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2013-14 Appropriation					
SB 13-230 (Long Bill)	\$2,825,453	\$840,445	\$1,259,615	\$725,393	34.1
HB13-1286 (Suspend Recovery Audits)	(58,777)	(58,777)	0	0	(0.8)
TOTAL	\$2,766,676	\$781,668	\$1,259,615	\$725,393	33.3
FY 2014-15 Recommended Appropriation					
FY 2013-14 Appropriation	\$2,766,676	\$781,668	\$1,259,615	\$725,393	33.3
R2 Transparency Online Project Modernization	142,235	142,235	0	0	0.5
Salary Survey and Merit Pay Annualization	108,848	108,848	0	0	0.0
Annualize R1 Central Contracts Unit Resources	5,543	5,543	0	0	0.2
Fund source adjustments	0	52,005	0	(52,005)	0.0
TOTAL	\$3,023,302	\$1,090,299	\$1,259,615	\$673,388	34.0
Increase/(Decrease)	\$256,626	\$308,631	\$0	(\$52,005)	0.7
Percentage Change	9.3%	39.5%	0.0%	(7.2%)	2.1%
FY 2014-15 Executive Request					
Request Above/(Below) Recommendation	\$0	(\$175,802)	\$0	\$175,802	(0.5)

➔ R2 – Transparency Online Project Modernization

Request: The Department requests \$142,235 General Fund for FY 2014-15 and \$5,000 General Fund ongoing, to support the implementation of an updated Transparency Online Project system (TOPs) with the implementation of the Colorado Operations Resource Engine (CORE), also known as COFRS II or COFRS modernization. The Department requests \$105,653 for operating expenses and \$36,582 for personal services for temporary staff equivalent to 0.5 FTE.

Recommendation: Staff recommends that the Committee approve the Department's request for \$142,235 General Fund for FY 2014-15 and 5,000 General Fund ongoing for TOP Modernization. Additionally, staff recommends that the request for temporary staff equivalent to 0.5 FTE for FY 2014-15 be reflected in the appropriation as 0.5 FTE.

Analysis: House Bill 09-1288, Concerning the Creation of Searchable Database Web Site Related to State Finances, added Article 72.4 to Title 24, C.R.S., which requires publishing state expenditures and revenues data included in the Colorado financial reporting system. The Office of the State Controller (OSC) and the Governor's Office of Information Technology (OIT), currently use COFRS and the Financial Data Warehouse (FDW) for their TOPs-related statutory compliance. With the implementation of CORE in FY 2014-15, COFRS and FDW will no

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longer record and report on expenditures and revenues data, and therefore a new TOPs system is necessary.

In consultation with OIT, the Department's request includes \$100,000 for the new TOPs system, and \$5,000 in ongoing annual licensing costs. The request also includes \$42,235 for personal services and related operating expenses for temporary staff equivalent to 0.5 FTE at a General Professional V level, to support system implementation and to identify system upgrades. Staff supports the Department's request for the temporary staff position for FY 2014-15 at the requested amount, but suggests that the 0.5 FTE be reflected in the appropriation.

Personal Services

Request: The Department requests 33.5 FTE and \$2,785,187 total funds, which includes a continuation amount plus \$36,582 General Fund for R2, salary survey, merit pay, and FY 2013-14 R1 annualizations, and a fund source adjustments related to the use of statewide indirect cost recoveries.

Recommendation: Staff recommends an appropriation of 34.0 FTE and \$2,785,187 total funds, including adjustments and fund splits as outlined in the following table. Staff recommends an adjustment of 0.5 FTE and \$36,582 General Fund for R2. Staff requests permission to adjust fund splits if necessary based on statewide indirect cost recoveries available at the end of figure setting.

Division of Accounts and Control - Controller, Office of the State Controller, Personal Services					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2013-14 Appropriation					
SB 13-230 (Long Bill)	\$2,682,872	\$804,862	\$1,152,617	\$725,393	34.1
HB13-1286 (Suspend Recovery Audits)	(58,064)	(58,064)	0	0	(0.8)
TOTAL	\$2,624,808	\$746,798	\$1,152,617	\$725,393	33.3
FY 2014-15 Recommended Appropriation					
FY 2013-14 Appropriation	\$2,624,808	\$746,798	\$1,152,617	\$725,393	33.3
R2 Transparency Online Project Modernization	36,582	36,582	0	0	0.5
Salary Survey and Merit Pay Annualization	108,848	108,848	0	0	0.0
Annualize R1 Central Contracts Unit Resources	14,949	14,949	0	0	0.2
Fund source adjustment	0	52,005	0	(52,005)	0.0
TOTAL	\$2,785,187	\$959,182	\$1,152,617	\$673,388	34.0
Increase/(Decrease)	\$160,379	\$212,384	\$0	(\$52,005)	0.7
Percentage Change	6.1%	28.4%	0.0%	(7.2%)	2.1%
FY 2014-15 Executive Request:	\$2,785,187	\$783,380	\$1,152,617	\$849,190	33.5
Request Above/(Below) Recommendation	\$0	(\$175,802)	\$0	\$175,802	(0.5)

Operating Expenses

Request and Recommendation: The Department requests and staff recommends \$237,115 total funds, which includes a continuation amount plus \$105,653 General Fund for R2 and an annualization adjustment for FY 2013-14 R1. Adjustments and fund splits are outlined in the following table.

JBC Staff Figure Setting – FY 2013-14
Staff Working Document – Does Not Represent Committee Decision

Division of Accounts and Control - Controller, Office of the State Controller, Operating Expenses			
	Total Funds	General Fund	Cash Funds
FY 2013-14 Appropriation			
SB 13-230 (Long Bill)	\$141,581	\$35,583	\$105,998
HB13-1286 (Suspend Recovery Audits)	<u>(713)</u>	<u>(713)</u>	<u>0</u>
TOTAL	\$140,868	\$34,870	\$105,998
FY 2014-15 Recommended Appropriation			
FY 2013-14 Appropriation	\$140,868	\$34,870	\$105,998
R2 Transparency Online Project Modernization	105,653	105,653	0
Annualize R1 Central Contracts Unit Resources	<u>(9,406)</u>	<u>(9,406)</u>	<u>0</u>
TOTAL	\$237,115	\$131,117	\$105,998
Increase/(Decrease)	\$96,247	\$96,247	\$0
Percentage Change	68.3%	276.0%	0.0%
FY 2014-15 Executive Request:	\$237,115	\$131,117	\$105,998
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 a continuation appropriation of \$1,000 cash funds** as a placeholder.

(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.

State Purchasing Office				
	Total Funds	General Fund	Cash Funds	FTE
FY 2013-14 Appropriation				
SB 13-230 (Long Bill)	\$933,626	\$0	\$933,626	11.5
SB 13-276 (Disability Investigational and Pilot Support Fund)	<u>1,173,976</u>	<u>0</u>	<u>1,173,976</u>	<u>0.0</u>
TOTAL	\$2,107,602	\$0	\$2,107,602	11.5
FY 2014-15 Recommended Appropriation				
FY 2013-14 Appropriation	\$2,107,602	\$0	\$2,107,602	11.5
Salary Survey and Merit Pay Annualization	67,571	0	67,571	0.0
Annualize SB 13-276 (DIPS Fund)	<u>82,000</u>	<u>0</u>	<u>82,000</u>	<u>0.0</u>
TOTAL	\$2,257,173	\$0	\$2,257,173	11.5
Increase/(Decrease)	\$149,571	\$0	\$149,571	0.0
Percentage Change	7.1%	0.0%	7.1%	0.0%
FY 2014-15 Executive Request	\$2,257,173	\$31,516	\$2,225,657	11.5
Request Above/(Below) Recommendation	\$0	\$31,516	(\$31,516)	0.0

Personal Services

Request: The Department requests 9.5 FTE and \$837,285 total funds, including \$31,516 General Fund for salary survey and merit pay annualizations.

Recommendation: Staff recommends an appropriation of 9.5 FTE and \$837,285 cash funds, which includes a continuation amount plus \$31,516 cash funds for salary survey and merit pay annualizations.

Division of Accounts and Control - Controller, State Purchasing Office, Personal Services				
	Total Funds	General Fund	Cash Funds	FTE
FY 2013-14 Appropriation				
SB 13-230 (Long Bill)	\$805,769	\$0	\$805,769	9.5
TOTAL	\$805,769	\$0	\$805,769	9.5
FY 2014-15 Recommended Appropriation				
FY 2013-14 Appropriation	\$805,769	\$0	\$805,769	9.5
Salary Survey and Merit Pay Annualization	31,516	0	31,516	0.0
TOTAL	\$837,285	\$0	\$837,285	9.5
Increase/(Decrease)	\$31,516	\$0	\$31,516	0.0
Percentage Change	3.9%	0.0%	3.9%	0.0%
FY 2014-15 Executive Request:	\$837,285	\$31,516	\$805,769	9.5
Request Above/(Below) Recommendation	\$0	\$31,516	(\$31,516)	0.0

Operating Expenses

Request: The Department requests and staff recommends a continuation appropriation of \$27,000 cash funds.

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 2.0 FTE and \$136,912 cash funds, which includes a continuation amount plus salary survey and merit pay annualizations.

Division of Accounts and Control - Controller, State Purchasing Office, Statewide Travel Management Program		
	Cash Funds	FTE
FY 2013-14 Appropriation		
SB 13-230 (Long Bill)	\$100,857	2.0
TOTAL	\$100,857	2.0
FY 2014-15 Recommended Appropriation		
FY 2013-14 Appropriation	\$100,857	2.0
Salary Survey and Merit Pay Annualization	36,055	0.0
TOTAL	\$136,912	2.0
Increase/(Decrease)	\$36,055	0.0
Percentage Change	35.7%	0.0%
FY 2014-15 Executive Request:	\$136,912	2.0
Request Above/(Below) Recommendation	\$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 \$1,255,976 cash funds**, which includes a continuation amount plus annualization.

Division of Accounts and Control - Controller, State Purchasing Office, Disability Investigational and Pilot Support Procurement	
	Cash Funds
FY 2013-14 Appropriation	
SB 13-276 (Disability Investigational and Pilot Support Fund)	<u>\$1,173,976</u>
TOTAL	\$1,173,976
FY 2014-15 Recommended Appropriation	
FY 2013-14 Appropriation	\$1,173,976
Annualize SB 13-276 (DIPS Fund)	<u>82,000</u>
TOTAL	\$1,255,976
Increase/(Decrease)	\$82,000
Percentage Change	7.0%
FY 2014-15 Executive Request:	\$1,255,976
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.

JBC Staff Figure Setting – FY 2013-14
Staff Working Document – Does Not Represent Committee Decision

Supplier Database and e-Procurement		
	Cash Funds	FTE
FY 2013-14 Appropriation		
SB 13-230 (Long Bill)	<u>\$2,929,965</u>	<u>7.0</u>
TOTAL	\$2,929,965	7.0
FY 2014-15 Recommended Appropriation		
FY 2013-14 Appropriation	\$2,929,965	7.0
Salary Survey and Merit Pay Annualization	10,713	0.0
Annualize R3 (Resources for COFRS II eProcurement)	<u>(1,173,179)</u>	<u>0.0</u>
TOTAL	\$1,767,499	7.0
Increase/(Decrease)	(\$1,162,466)	0.0
Percentage Change	(39.7%)	0.0%
FY 2014-15 Executive Request	\$1,767,499	7.0
Request Above/(Below) Recommendation	\$0	0.0

Personal Services

Request and Recommendation: The Department requests and **staff recommends an appropriation of 7.0 FTE and \$439,139 cash funds**, which includes a continuation amount plus salary survey and merit pay annualizations.

Division of Accounts and Control - Controller, Supplier Database and e-Procurement, Personal Services		
	Cash Funds	FTE
FY 2013-14 Appropriation		
SB 13-230 (Long Bill)	<u>\$428,426</u>	<u>7.0</u>
TOTAL	\$428,426	7.0
FY 2014-15 Recommended Appropriation		
FY 2013-14 Appropriation	\$428,426	7.0
Salary Survey and Merit Pay Annualization	<u>10,713</u>	<u>0.0</u>
TOTAL	\$439,139	7.0
Increase/(Decrease)	\$10,713	0.0
Percentage Change	2.5%	0.0%
FY 2014-15 Executive Request:	\$439,139	7.0
Request Above/(Below) Recommendation	\$0	0.0

Operating Expenses

Request: The Department requests and **staff recommends an appropriation of \$1,328,360 cash funds**, which includes a continuation amount plus annualization.

Division of Accounts and Control - Controller, Supplier Database and e-Procurement, Operating Expenses	
	Cash Funds
FY 2013-14 Appropriation	
SB 13-230 (Long Bill)	<u>\$2,501,539</u>
TOTAL	\$2,501,539
FY 2014-15 Recommended Appropriation	
FY 2013-14 Appropriation	\$2,501,539

Annualize R3 (Resources for COFRS II eProcurement)	(1,173,179)
TOTAL	\$1,328,360
Increase/(Decrease)	(\$1,173,179)
Percentage Change	(46.9%)
FY 2014-15 Executive Request:	\$1,328,360
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.

Collections Services		
	Cash Funds	FTE
FY 2013-14 Appropriation		
SB 13-230 (Long Bill)	<u>\$2,324,114</u>	<u>20.0</u>
TOTAL	\$2,324,114	20.0
FY 2014-15 Recommended Appropriation		
FY 2013-14 Appropriation	\$2,324,114	20.0
R3 Central Collections Investment in Customer Service	389,022	3.6
Salary Survey and Merit Pay Annualization	9,843	0.0
Indirect cost assessment adjustments	<u>56,611</u>	<u>0.0</u>
TOTAL	\$2,779,590	23.6
Increase/(Decrease)	\$455,476	3.6
Percentage Change	19.6%	18.0%
FY 2014-15 Executive Request	\$2,779,590	20.0
Request Above/(Below) Recommendation	\$0	(3.6)

➔ R3 – Central Collections Investment in Customer Service

Request: The Department requests \$389,022 cash funds for FY 2014-15 and \$196,716 cash funds ongoing for Central Collections Services to handle increased work volume. This request includes \$221,192 for operating expenses and \$167,830 for personal services for temporary staff equivalent to 3.6 FTE. The Department states that ongoing resource needs will be assessed through a *Lean* project.

Recommendation: **Staff recommends that the Committee approve the Department's request for \$389,022 cash funds** for FY 2014-15 and \$196,716 cash funds ongoing for the R3 Central Collections request. Additionally, staff recommends that the request for temporary staff equivalent to 3.6 FTE for FY 2014-15 be reflected in the appropriation as 3.6 FTE.

JBC Staff Figure Setting – FY 2013-14
Staff Working Document – Does Not Represent Committee Decision

R3 Central Collections Investment in Customer Service								
	Request				Recommendation			
	FY 2014-15		FY 2015-16		FY 2014-15		FY 2015-16	
	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount
Personal Services								
Collection Rep I	0.0	\$79,602	0.0	\$0	2.0	\$79,602	0.0	\$0
Program Asst I	0.0	34,285	0.0	0	0.6	34,285	0.0	0
Accountant I	<u>0.0</u>	<u>53,943</u>	<u>0.0</u>	<u>0</u>	<u>1.0</u>	<u>53,943</u>	<u>0.0</u>	<u>0</u>
PS Subtotal	0.0	167,830	0.0	0	3.6	167,830	0.0	0
Operating Expenses								
OE for PS Temp Staff		24,476		0		24,476		0
OE for Volume Growth		130,716		130,716		130,716		130,716
OE for CUBS Module	-	<u>66,000</u>	-	<u>66,000</u>	-	<u>66,000</u>	-	<u>66,000</u>
OE Subtotal		221,192		196,716		221,192		196,716
Total	0.0	\$389,022	0.0	\$196,716	3.6	\$389,022	0.0	\$196,716

Analysis: The Departments requests temporary staff equivalent to 2.0 FTE for one year at a Collections Representative I level. The following table outlines some account metrics along with Department assumptions regarding growth. Based on recent growth trends, it is difficult to accurately project a stable rate going forward. Additionally, the Department states that changes in collections process related to various income intercepts are providing increased efficiencies with corresponding increases in administrative tasks. The Department's growth projections for *New Accounts Assigned* are not unreasonable when compared to the wide swings in activity from year to year. The Department's request for additional collections staff is for one year. On that basis staff is comfortable recommending the Department's request with the opportunity to consider an additional year of data when the Department returns with a permanent staffing request.

Active Accounts and Collections Staff Analysis						
	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15
	Actual	Actual	Actual	Actual	Projected	Projected
Number of Active Accounts Begin	383,444	395,297	414,163	433,328	443,537	465,552
Percentage Change		3.1%	4.8%	4.6%	2.4%	5.0%
New Accounts Assigned	50,813	50,182	72,197	60,381	78,495	94,194
Percentage Change		-1.2%	43.9%	-16.4%	30.0%	20.0%
Number Closed - Paid in Full	(17,758)	(18,915)	(18,317)	(40,324)	(44,763)	(53,715)
Percentage Change		6.5%	-3.2%	120.1%	11.0%	20.0%
Number Closed - Cancelled	<u>(21,202)</u>	<u>(12,401)</u>	<u>(34,715)</u>	<u>(9,848)</u>	<u>(11,717)</u>	<u>(14,060)</u>
Number of Active Accounts End	395,297	414,163	433,328	443,537	465,552	491,971
Collections Staff	7.9	7.5	5.7	9.0	9.0	11.0
New Accounts Assigned per FTE	6,432	6,691	12,666	6,709	8,722	8,563
Accounts per FTE	48,537	52,706	72,660	48,148	49,282	42,323
Accounts Closed - Paid in Full per FTE	(2,248)	(2,522)	(3,214)	(4,480)	(4,974)	(4,883)

Central Collections Services (CCS) currently has 1.0 FTE assigned as a client customer service liaison. The customer service liaison responds to email and telephone client inquiries. The Department estimates that this role requires approximately 13 hours of relationship management per day or 3,380 hours per year, equivalent to 1.6 FTE.

JBC Staff Figure Setting – FY 2013-14
Staff Working Document – Does Not Represent Committee Decision

The financial support team is staffed by 2.7 FTE. CCS estimates that approximately 30 to 40 financial transactions can be processed per hour depending on complexity, or between 57,600 and 76,800 transactions per year. In FY 2012-13, 280,629 transactions were process, equivalent to 3.7 FTE.

For customer service and accounting, staff is comfortable recommending the Department's request for one year of temporary staffing for 0.6 FTE for customer service and 1.0 FTE for accounting, based on the existing workload metrics and projected growth.

The following table outlines operating expenses related to volume growth which includes printing services, postage, and bank processing fees.

Operating Costs Growth Analysis							
	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	Requested
	Actual	Actual	Actual	Actual	Projected	Projected	Adjustment
Printing Services	11,704	29,917	32,893	45,782	59,517	71,420	25,638
Percentage Change		155.6%	9.9%	39.2%	30.0%	20.0%	
Average Annual Growth since FY09-10				97.1%	102.1%	27.7%	
Postage	74,062	114,430	137,230	153,737	199,858	239,830	86,093
Percentage Change		54.5%	19.9%	12.0%	30.0%	20.0%	
Average Annual Growth since FY09-10				35.9%	42.5%	21.9%	
Bank, CC, SkipTrace Fees	32,330	31,281	33,928	33,902	44,073	52,888	<u>18,986</u>
Percentage Change		-3.2%	8.5%	-0.1%	30.0%	20.0%	
Average Annual Growth since FY09-10				1.6%	9.1%	13.8%	
Operating Expenses Total	118,096	175,628	204,051	233,421	303,448	364,138	130,717
Percentage Change		48.7%	16.2%	14.4%	30.0%	20.0%	
Average Annual Growth since FY09-10				32.6%	39.2%	21.5%	

The Department's growth projections may be a bit on the high side when compared to recent actuals, however due to the wide fluctuations from year to year, the Department's projections appear to reasonable. These operating expenses have increased an average of 32.6 percent per year since FY 2009-10, just higher than the Department's projection of 30.0 percent for FY 2013-14. However the average annual growth rate since FY 2009-10 including the Department's projected years generate average growth rates higher and lower for each of the two years projected. Based on recent actuals, staff is comfortable recommending the adjustments included in the Department's request for these operating expenses.

The Department's request includes \$66,000 for the Columbia Ultimate Business Systems (CUBS) Debt Collection Software Application, Ultimate Analytics module. The upgrade to the new CUBS system included the module for FY 2012-13 for the purpose of working through a large backlog of accounts. The module was successful enough that the Department is requesting an adjustment to purchase this module on an ongoing basis. Staff recommends the Department's request for this adjustment.

Personal Services

Request: The Department requests an appropriation of 20.0 FTE and \$1,102,269 cash funds, which includes the Departments R3 request.

Recommendation: Staff recommends an appropriation of 23.6 FTE and \$1,102,269 cash funds, which includes a continuation amount plus salary survey and merit pay annualizations and the Department's R3 request. Additionally, staff recommends reflecting 3.6 FTE in the appropriation for the R3 request.

Division of Accounts and Control - Controller, Collections Services, Personal Services		
	Cash Funds	FTE
FY 2013-14 Appropriation		
SB 13-230 (Long Bill)	\$924,596	20.0
TOTAL	\$924,596	20.0
FY 2014-15 Recommended Appropriation		
FY 2013-14 Appropriation	\$924,596	20.0
R3 Central Collections Investment in Customer Service	167,830	3.6
Salary Survey and Merit Pay Annualization	9,843	0.0
TOTAL	\$1,102,269	23.6
Increase/(Decrease)	\$177,673	3.6
Percentage Change	19.2%	18.0%
FY 2014-15 Executive Request:	\$1,102,269	20.0
Request Above/(Below) Recommendation	\$0	(3.6)

Operating Expenses

Request and Recommendation: The Department requests and staff recommends an appropriation of \$570,277 cash funds, which includes a continuation amount plus the Department's R3 request.

Division of Accounts and Control - Controller, Collections Services, Operating Expenses	
	Cash Funds
FY 2013-14 Appropriation	
SB 13-230 (Long Bill)	\$349,085
TOTAL	\$349,085
FY 2014-15 Recommended Appropriation	
FY 2013-14 Appropriation	\$349,085
R3 Central Collections Investment in Customer Service	221,192
TOTAL	\$570,277
Increase/(Decrease)	\$221,192
Percentage Change	63.4%
FY 2014-15 Executive Request:	\$570,277
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 and Recommendation: The Department requests and **staff recommends a continuation appropriation of \$800,000 cash funds.**

Indirect Cost Assessment

Request and Recommendation: The Department requests, and staff recommends, an appropriation of \$307,044 cash funds, consistent with Committee policy.

(6) Administrative Courts

The Office of Administrative Courts (OAC) provides an independent administrative law adjudication system for State agencies to resolve cases that concern worker's compensation, public benefits (food stamps, Colorado Works/TANF, Medicaid, etc.), professional licensing board work involving 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 2013-14 Appropriation					
SB 13-230 (Long Bill)	\$3,543,391	\$0	\$105,916	\$3,437,475	40.0
SB 13-200 (Expand Medicaid Eligibility)	<u>12,122</u>	<u>0</u>	<u>0</u>	<u>12,122</u>	<u>0.0</u>
TOTAL	\$3,555,513	\$0	\$105,916	\$3,449,597	40.0
FY 2014-15 Recommended Appropriation					
FY 2013-14 Appropriation	\$3,555,513	\$0	\$105,916	\$3,449,597	40.0
Salary Survey and Merit Pay Annualization	133,565	0	0	133,565	0.0
Annualize HB 13-1292 (Keep Jobs in CO Act)	58,046	58,046	0	0	0.5
Indirect cost assessment adjustment	<u>59,033</u>	<u>0</u>	<u>8,587</u>	<u>50,446</u>	<u>0.0</u>
TOTAL	\$3,806,157	\$58,046	\$114,503	\$3,633,608	40.5
Increase/(Decrease)	\$250,644	\$58,046	\$8,587	\$184,011	0.5
Percentage Change	7.0%	0.0%	8.1%	5.3%	1.3%
FY 2014-15 Executive Request:	\$3,806,157	\$58,046	\$114,503	\$3,633,608	40.5
Request Above/(Below) Recommendation	\$0	\$0	\$0	\$0	0.0

LINE ITEM DETAIL

Personal Services

Request and Recommendation: The Department requests and **staff recommends an appropriation of 40.5 FTE and \$3,427,211 total funds**, including annualizations and fund splits as outlined in the following table.

JBC Staff Figure Setting – FY 2013-14
Staff Working Document – Does Not Represent Committee Decision

Administrative Courts, Personal Services					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	FTE
FY 2013-14 Appropriation					
SB 13-230 (Long Bill)	\$3,229,131	\$0	\$105,916	\$3,123,215	40.0
SB 13-200 (Expand Medicaid Eligibility)	<u>12,122</u>	<u>0</u>	<u>0</u>	<u>12,122</u>	<u>0.0</u>
TOTAL	\$3,241,253	\$0	\$105,916	\$3,135,337	40.0
FY 2014-15 Recommended Appropriation					
FY 2013-14 Appropriation	\$3,241,253	\$0	\$105,916	\$3,135,337	40.0
Salary Survey and Merit Pay Annualization	133,565	0	0	133,565	0.0
Annualize HB 13-1292 (Keep Jobs in CO Act)	<u>52,393</u>	<u>52,393</u>	<u>0</u>	<u>0</u>	<u>0.5</u>
TOTAL	\$3,427,211	\$52,393	\$105,916	\$3,268,902	40.5
Increase/(Decrease)	\$185,958	\$52,393	\$0	\$133,565	0.5
Percentage Change	5.7%	0.0%	0.0%	4.3%	1.3%
FY 2014-15 Executive Request:	\$3,427,211	\$52,393	\$105,916	\$3,268,902	40.5
Request Above/(Below) Recommendation	\$0	\$0	\$0	\$0	0.0

Operating Expenses

Request and Recommendation: The Department requests and staff recommends an appropriation of **\$148,913 total funds**, including a continuation amount plus the annualization of H.B. 13-1292, and fund splits as outlined in the following table.

Administrative Courts, Operating Expenses			
	Total Funds	General Fund	Reappropriated Funds
FY 2013-14 Appropriation			
SB 13-230 (Long Bill)	<u>\$143,260</u>	<u>\$0</u>	<u>\$143,260</u>
TOTAL	\$143,260	\$0	\$143,260
FY 2014-15 Recommended Appropriation			
FY 2013-14 Appropriation	\$143,260	\$0	\$143,260
Annualize HB 13-1292 (Keep Jobs in CO Act)	<u>5,653</u>	<u>5,653</u>	<u>0</u>
TOTAL	\$148,913	\$5,653	\$143,260
Increase/(Decrease)	\$5,653	\$5,653	\$0
Percentage Change	3.9%	0.0%	0.0%
FY 2014-15 Executive Request:	\$148,913	\$5,653	\$143,260
Request Above/(Below) Recommendation	\$0	\$0	\$0

Indirect Cost Assessment

Request and Recommendation: The Department requests, and staff recommends, an appropriation of **\$230,033 total funds**, including \$8,587 cash funds and \$221,446 reappropriated funds, consistent with Committee policy.

Long Bill Footnotes and Requests for Information

LONG BILL FOOTNOTES

The Long Bill for FY 2013-14 included the following footnote. Senate Bill 14-120 provides continuous spending authority for Workers' Compensation claims-related expenses. On that basis, staff recommends that this footnote be discontinued for FY 2014-15.

- 55a Department of Personnel and Administration, Division of Human Resources, Risk Management Services, Workers' Compensation --** It is the intent of the General Assembly that the Department of Personnel be authorized to transfer spending authority for the Workers' Compensation subsection among the line items within this subsection.

REQUESTS FOR INFORMATION

The Long Bill for FY 2013-14 included the following request for information. Staff recommends that this request for information be discontinued for FY 2014-15.

- 1 Department of Personnel and Administration --** The Department is requested to work with the Public Employee's Retirement Association to provide information within existing resources on how the state's retirement benefits compare to prevailing practice by November 1, 2013. In addition, the Department is requested to provide recommendations regarding: (1) the level of detail and analysis and the costs required to perform a reliable comparison of the state's retirement benefits to prevailing practice; and (2) how frequently the state would need to analyze retirement benefits to ensure that state compensation matches prevailing compensation, given that retirement benefits may change less frequently than other components of compensation.

Staff recommends that the following request for information be added related to the Department's R1 Total Compensation Vendor request.

- 1 Department of Personnel, Division of Human Resources, State Agency Services --** The Departments 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.

JBC Staff Staff Figure Setting - FY 2014-15
Staff Working Document - Does Not Represent Committee Decision

Appendix A: Number Pages

	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Appropriation	FY 2014-15 Request	FY 2014-15 Recommendation
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DEPARTMENT OF PERSONNEL
Kathy Nesbitt, 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>1,620,184</u>	<u>1,648,932</u>	<u>1,587,245</u>	<u>1,607,994</u>	<u>1,607,994</u>
FTE	20.1	20.2	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	1,620,184	1,648,932	1,571,597	1,592,346	1,592,346
Health, Life, and Dental	<u>2,080,111</u>	<u>1,705,332</u>	<u>2,481,671</u>	<u>2,482,052</u>	<u>2,482,052</u>
General Fund	561,139	591,519	650,977	714,916	714,917
Cash Funds	134,855	114,574	155,633	250,165	250,164
Reappropriated Funds	1,384,117	999,239	1,675,061	1,516,971	1,516,971
Short-term Disability	<u>33,417</u>	<u>27,810</u>	<u>38,335</u>	<u>46,442</u>	<u>46,495</u>
General Fund	11,758	11,572	13,036	16,940	16,959
Cash Funds	2,366	1,375	2,867	3,921	3,925
Reappropriated Funds	19,293	14,863	22,432	25,581	25,611

*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 2014-15
Staff Working Document - Does Not Represent Committee Decision

	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Appropriation	FY 2014-15 Request	FY 2014-15 Recommendation
S.B. 04-257 Amortization Equalization					
Disbursement	<u>523,557</u>	<u>506,438</u>	<u>732,739</u>	<u>854,336</u>	<u>855,371</u>
General Fund	180,979	214,939	244,685	310,311	310,547
Cash Funds	37,438	25,118	56,004	72,155	72,299
Reappropriated Funds	305,140	266,381	432,050	471,870	472,525
S.B. 06-235 Supplemental Amortization					
Equalization Disbursement	<u>420,544</u>	<u>435,292</u>	<u>660,716</u>	<u>800,939</u>	<u>801,911</u>
General Fund	145,278	184,804	220,112	290,916	291,138
Cash Funds	30,084	21,567	50,559	67,645	67,781
Reappropriated Funds	245,182	228,921	390,045	442,378	442,992
Salary Survey					
	<u>0</u>	<u>0</u>	<u>664,921</u>	<u>335,921</u>	<u>694,590</u>
General Fund	0	0	136,518	119,668	253,352
Cash Funds	0	0	83,711	29,319	58,638
Reappropriated Funds	0	0	444,692	186,934	382,600
Merit Pay					
	<u>0</u>	<u>0</u>	<u>299,879</u>	<u>297,340</u>	<u>297,348</u>
General Fund	0	0	86,049	92,923	92,802
Cash Funds	0	0	22,253	29,205	29,265
Reappropriated Funds	0	0	191,577	175,212	175,281
Shift Differential					
	<u>31,283</u>	<u>26,428</u>	<u>47,088</u>	<u>49,698</u>	<u>49,698</u>
Cash Funds	4	0	0	0	0
Reappropriated Funds	31,279	26,428	47,088	49,698	49,698

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JBC Staff Staff Figure Setting - FY 2014-15
Staff Working Document - Does Not Represent Committee Decision

	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Appropriation	FY 2014-15 Request	FY 2014-15 Recommendation	
Workers' Compensation	<u>216,983</u>	<u>220,543</u>	<u>213,489</u>	<u>245,296</u>	<u>245,296</u>	P
General Fund	58,630	60,409	56,549	63,788	63,788	
Cash Funds	18,805	19,018	19,462	25,565	25,565	
Reappropriated Funds	139,548	141,116	137,478	155,943	155,943	
Operating Expenses	<u>90,924</u>	<u>95,474</u>	<u>124,531</u>	<u>99,531</u>	<u>99,531</u>	
General Fund	0	0	25,000	0	0	
Reappropriated Funds	90,924	95,474	99,531	99,531	99,531	
Legal Services	<u>182,376</u>	<u>142,813</u>	<u>245,026</u>	<u>245,026</u>	<u>245,026</u>	P
General Fund	152,746	118,684	175,203	175,203	175,203	
Cash Funds	6,824	9,464	11,158	15,299	15,299	
Reappropriated Funds	22,806	14,665	58,665	54,524	54,524	
Administrative Law Judge Services	<u>3,070</u>	<u>4,697</u>	<u>6,236</u>	<u>13,739</u>	<u>13,739</u>	P
Cash Funds	0	4,697	6,124	12,287	12,287	
Reappropriated Funds	3,070	0	112	1,452	1,452	
Purchase of Services from Computer Center	<u>2,631,147</u>	<u>127,402</u>	<u>1,689,638</u>	<u>0</u>	<u>0</u>	P
General Fund	0	72,997	438,816	0	0	
Cash Funds	293,948	5,369	55,478	0	0	
Reappropriated Funds	2,337,199	49,036	1,195,344	0	0	
Colorado State Network	<u>178,927</u>	<u>420,164</u>	<u>268,501</u>	<u>0</u>	<u>0</u>	P
General Fund	0	115,084	71,120	0	0	
Cash Funds	0	36,230	24,478	0	0	
Reappropriated Funds	178,927	268,850	172,903	0	0	

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JBC Staff Staff Figure Setting - FY 2014-15
Staff Working Document - Does Not Represent Committee Decision

	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Appropriation	FY 2014-15 Request	FY 2014-15 Recommendation	
Management and Administration of OIT	<u>92,896</u>	<u>35,884</u>	<u>0</u>	<u>0</u>	<u>0</u>	P
General Fund	25,102	9,829	0	0	0	
Cash Funds	8,051	3,094	0	0	0	
Reappropriated Funds	59,743	22,961	0	0	0	
COFRS Modernization	<u>0</u>	<u>288,061</u>	<u>288,061</u>	<u>288,061</u>	<u>288,061</u>	P
General Fund	0	128,128	128,128	74,907	74,907	
Cash Funds	0	16,396	16,396	30,022	30,022	
Reappropriated Funds	0	143,537	143,537	183,132	183,132	
Information Technology Security	<u>0</u>	<u>0</u>	<u>20,602</u>	<u>0</u>	<u>0</u>	P
General Fund	0	0	5,368	0	0	
Cash Funds	0	0	837	0	0	
Reappropriated Funds	0	0	14,397	0	0	
Payment to Risk Management and Property Funds	<u>463,141</u>	<u>682,310</u>	<u>566,716</u>	<u>604,566</u>	<u>604,566</u>	P
General Fund	125,140	186,894	150,110	157,213	157,213	
Cash Funds	40,140	58,837	51,661	63,007	63,007	
Reappropriated Funds	297,861	436,579	364,945	384,346	384,346	
Vehicle Lease Payments	<u>82,097</u>	<u>77,846</u>	<u>84,173</u>	<u>82,180</u>	<u>82,180</u>	P
Cash Funds	0	2,190	2,128	2,128	2,128	
Reappropriated Funds	82,097	75,656	82,045	80,052	80,052	
Leased Space	<u>1,222,432</u>	<u>1,243,943</u>	<u>666,423</u>	<u>316,949</u>	<u>316,949</u>	
General Fund	437,764	454,180	258,016	0	0	
Cash Funds	16,219	86,062	49,776	0	0	
Reappropriated Funds	768,449	703,701	358,631	316,949	316,949	

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JBC Staff Staff Figure Setting - FY 2014-15
Staff Working Document - Does Not Represent Committee Decision

	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Appropriation	FY 2014-15 Request	FY 2014-15 Recommendation	
Capitol Complex Leased Space	<u>846,033</u>	<u>837,576</u>	<u>2,155,209</u>	<u>1,936,942</u>	<u>1,936,942</u>	P
General Fund	0	611,783	1,123,815	1,105,744	1,105,744	
Cash Funds	33,434	32,971	230,621	261,677	261,677	
Reappropriated Funds	812,599	192,822	800,773	569,521	569,521	
Communication Services Payments	<u>889</u>	<u>1,517</u>	<u>1,284</u>	<u>0</u>	<u>0</u>	P
General Fund	889	758	640	0	0	
Reappropriated Funds	0	759	644	0	0	
Payments to OIT	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,606,573</u>	<u>1,606,573</u>	P
General Fund	0	0	0	300,012	300,012	
Cash Funds	0	0	0	50,532	50,532	
Reappropriated Funds	0	0	0	1,256,029	1,256,029	
SUBTOTAL - (A) Department Administration	10,720,011	8,528,462	12,842,483	11,913,585	12,274,322	
FTE	<u>20.1</u>	<u>20.2</u>	<u>17.8</u>	<u>17.8</u>	<u>17.8</u>	
General Fund	1,699,425	2,761,580	3,784,142	3,422,541	3,556,582	
Cash Funds	622,168	436,962	854,794	928,575	958,237	
Reappropriated Funds	8,398,418	5,329,920	8,203,547	7,562,469	7,759,503	

(B) Statewide Special Purpose

(I) Colorado State Employees Assistance Program

Personal Services	<u>609,415</u>	<u>621,754</u>	<u>715,500</u>	<u>779,777</u>	<u>779,777</u>	
FTE	9.2	8.9	11.0	11.0	11.0	
Reappropriated Funds	609,415	621,754	715,500	779,777	779,777	
Operating Expenses	<u>51,860</u>	<u>52,155</u>	<u>53,794</u>	<u>53,794</u>	<u>53,794</u>	
Reappropriated Funds	51,860	52,155	53,794	53,794	53,794	

*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 2014-15
Staff Working Document - Does Not Represent Committee Decision

	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Appropriation	FY 2014-15 Request	FY 2014-15 Recommendation
Indirect Cost Assessment	<u>106,194</u>	<u>130,199</u>	<u>110,018</u>	<u>78,310</u>	<u>78,310</u>
Reappropriated Funds	106,194	130,199	110,018	78,310	78,310
SUBTOTAL - (I) Colorado State Employees					
Assistance Program	767,469	804,108	879,312	911,881	911,881
<i>FTE</i>	<u>9.2</u>	<u>8.9</u>	<u>11.0</u>	<u>11.0</u>	<u>11.0</u>
Reappropriated Funds	767,469	804,108	879,312	911,881	911,881
(II) Office of the State Architect					
Office of the State Architect	<u>453,825</u>	<u>467,004</u>	<u>467,005</u>	<u>467,005</u>	<u>467,005</u>
FTE	5.0	5.0	5.0	5.0	5.0
General Fund	453,825	467,004	467,005	0	467,005
Reappropriated Funds	0	0	0	467,005	0
SUBTOTAL - (II) Office of the State Architect					
<i>FTE</i>	<u>5.0</u>	<u>5.0</u>	<u>5.0</u>	<u>5.0</u>	<u>5.0</u>
General Fund	453,825	467,004	467,005	0	467,005
Reappropriated Funds	0	0	0	467,005	0
(III) Colorado State Archives					
Personal Services	<u>507,077</u>	<u>494,513</u>	<u>614,396</u>	<u>725,980</u>	<u>715,311</u> *
FTE	6.7	7.2	10.4	12.0	12.0
General Fund	388,551	373,474	431,879	414,956	532,794
Cash Funds	108,035	110,302	153,446	153,446	153,446
Reappropriated Funds	10,491	10,737	29,071	157,578	29,071
Operating Expenses	<u>38,676</u>	<u>81,759</u>	<u>125,822</u>	<u>128,436</u>	<u>128,436</u> *
General Fund	33,433	76,516	125,822	70,692	128,436
Reappropriated Funds	5,243	5,243	0	57,744	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 2014-15
Staff Working Document - Does Not Represent Committee Decision

	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Appropriation	FY 2014-15 Request	FY 2014-15 Recommendation
SUBTOTAL - (III) Colorado State Archives	545,753	576,272	740,218	854,416	843,747
<i>FTE</i>	<u>6.7</u>	<u>7.2</u>	<u>10.4</u>	<u>12.0</u>	<u>12.0</u>
General Fund	421,984	449,990	557,701	485,648	661,230
Cash Funds	108,035	110,302	153,446	153,446	153,446
Reappropriated Funds	15,734	15,980	29,071	215,322	29,071
(IV) Address Confidentiality Program					
Program Costs	<u>111,876</u>	<u>128,822</u>	<u>0</u>	<u>0</u>	<u>0</u>
<i>FTE</i>	<u>1.0</u>	<u>1.3</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
Cash Funds	111,876	128,822	0	0	0
SUBTOTAL - (IV) Address Confidentiality Program	111,876	128,822	0	0	0
<i>FTE</i>	<u>1.0</u>	<u>1.3</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
Cash Funds	111,876	128,822	0	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	119,842	0	0	0
Reappropriated Funds	0	0	119,842	119,842	119,842
Employment Security Contract Payment	<u>18,000</u>	<u>15,725</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
General Fund	11,264	8,989	11,264	11,264	11,264
Reappropriated Funds	6,736	6,736	8,736	8,736	8,736

*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 2014-15
Staff Working Document - Does Not Represent Committee Decision

	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Appropriation	FY 2014-15 Request	FY 2014-15 Recommendation
SUBTOTAL - (V) Other Statewide Special					
Purpose	137,842	135,567	139,842	139,842	139,842
<i>FTE</i>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
General Fund	131,106	128,831	11,264	11,264	11,264
Reappropriated Funds	6,736	6,736	128,578	128,578	128,578
SUBTOTAL - (B) Statewide Special Purpose					
	2,016,765	2,111,773	2,226,377	2,373,144	2,362,475
<i>FTE</i>	<u>21.9</u>	<u>22.4</u>	<u>26.4</u>	<u>28.0</u>	<u>28.0</u>
General Fund	1,006,915	1,045,825	1,035,970	496,912	1,139,499
Cash Funds	219,911	239,124	153,446	153,446	153,446
Reappropriated Funds	789,939	826,824	1,036,961	1,722,786	1,069,530
TOTAL - (1) Executive Director's Office					
	12,736,776	10,640,235	15,068,860	14,286,729	14,636,797
<i>FTE</i>	<u>42.0</u>	<u>42.6</u>	<u>44.2</u>	<u>45.8</u>	<u>45.8</u>
General Fund	2,706,340	3,807,405	4,820,112	3,919,453	4,696,081
Cash Funds	842,079	676,086	1,008,240	1,082,021	1,111,683
Reappropriated Funds	9,188,357	6,156,744	9,240,508	9,285,255	8,829,033

*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 2014-15
Staff Working Document - Does Not Represent Committee Decision

	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Appropriation	FY 2014-15 Request	FY 2014-15 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>1,599,726</u>	<u>1,616,572</u>	<u>1,617,780</u>	<u>1,976,763</u>	<u>1,676,763</u> *
FTE	14.6	14.7	19.2	19.2	19.2
General Fund	0	0	0	300,000	0
Reappropriated Funds	1,599,726	1,616,572	1,617,780	1,676,763	1,676,763
Operating Expenses	<u>78,252</u>	<u>88,412</u>	<u>88,496</u>	<u>88,496</u>	<u>88,496</u>
Reappropriated Funds	78,252	88,412	88,496	88,496	88,496
Total Compensation and Employee Engagement					
Surveys	<u>0</u>	<u>0</u>	<u>215,000</u>	<u>0</u>	<u>300,000</u> *
General Fund	0	0	215,000	0	300,000

SUBTOTAL - (I) State Agency Services	1,677,978	1,704,984	1,921,276	2,065,259	2,065,259
FTE	<u>14.6</u>	<u>14.7</u>	<u>19.2</u>	<u>19.2</u>	<u>19.2</u>
General Fund	0	0	215,000	300,000	300,000
Reappropriated Funds	1,677,978	1,704,984	1,706,276	1,765,259	1,765,259

(II) Training Services

Training Services	<u>142,659</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
FTE	1.2	0.0	0.0	0.0	0.0
Cash Funds	51,294	0	0	0	0
Reappropriated Funds	91,365	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 2014-15
Staff Working Document - Does Not Represent Committee Decision

	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Appropriation	FY 2014-15 Request	FY 2014-15 Recommendation
Training Services Contingency Funds	<u>47,987</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Cash Funds	17,655	0	0	0	0
Reappropriated Funds	30,332	0	0	0	0
Personal Services	<u>0</u>	<u>395,880</u>	<u>596,152</u>	<u>600,246</u>	<u>600,246</u>
FTE	0.0	2.8	4.0	4.0	4.0
Cash Funds	0	47,002	33,417	33,417	33,417
Reappropriated Funds	0	348,878	562,735	566,829	566,829
Operating Expenses	<u>0</u>	<u>86,122</u>	<u>80,542</u>	<u>80,542</u>	<u>80,542</u>
Cash Funds	0	0	6,888	6,888	6,888
Reappropriated Funds	0	86,122	73,654	73,654	73,654
Indirect Cost Assessment	<u>9,414</u>	<u>13,898</u>	<u>4,552</u>	<u>27,605</u>	<u>27,605</u>
Cash Funds	0	0	0	9,938	9,938
Reappropriated Funds	9,414	13,898	4,552	17,667	17,667
SUBTOTAL - (II) Training Services	200,060	495,900	681,246	708,393	708,393
FTE	1.2	2.8	4.0	4.0	4.0
Cash Funds	68,949	47,002	40,305	50,243	50,243
Reappropriated Funds	131,111	448,898	640,941	658,150	658,150
SUBTOTAL - (A) Human Resource Services	1,878,038	2,200,884	2,602,522	2,773,652	2,773,652
FTE	15.8	17.5	23.2	23.2	23.2
General Fund	0	0	215,000	300,000	300,000
Cash Funds	68,949	47,002	40,305	50,243	50,243
Reappropriated Funds	1,809,089	2,153,882	2,347,217	2,423,409	2,423,409

*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 2014-15
Staff Working Document - Does Not Represent Committee Decision

	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Appropriation	FY 2014-15 Request	FY 2014-15 Recommendation
(B) Employee Benefits Services					
Personal Services	<u>701,434</u>	<u>712,954</u>	<u>778,013</u>	<u>805,260</u>	<u>805,260</u>
FTE	9.6	8.8	12.0	12.0	12.0
Cash Funds	701,434	712,954	778,013	805,260	805,260
Operating Expenses	<u>28,549</u>	<u>41,958</u>	<u>58,324</u>	<u>58,324</u>	<u>58,324</u>
Cash Funds	28,549	41,958	58,324	58,324	58,324
Utilization Review	<u>26,153</u>	<u>0</u>	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>
Cash Funds	26,153	0	40,000	40,000	40,000
H.B. 07-1335 Supplemental State Contribution					
Fund	<u>1,284,916</u>	<u>1,292,424</u>	<u>1,273,980</u>	<u>1,273,980</u>	<u>1,225,821</u>
Cash Funds	1,284,916	1,292,424	1,273,980	1,273,980	1,225,821
Indirect Cost Assessment	<u>209,719</u>	<u>119,427</u>	<u>60,236</u>	<u>247,138</u>	<u>247,138</u>
Cash Funds	209,719	119,427	60,236	247,138	247,138
SUBTOTAL - (B) Employee Benefits Services	2,250,771	2,166,763	2,210,553	2,424,702	2,376,543
FTE	<u>9.6</u>	<u>8.8</u>	<u>12.0</u>	<u>12.0</u>	<u>12.0</u>
Cash Funds	2,250,771	2,166,763	2,210,553	2,424,702	2,376,543

(C) Risk Management Services

Personal Services	<u>602,347</u>	<u>657,472</u>	<u>753,646</u>	<u>813,647</u>	<u>813,647</u>
FTE	8.8	8.9	11.5	11.5	11.5
Reappropriated Funds	602,347	657,472	753,646	813,647	813,647

*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 2014-15
Staff Working Document - Does Not Represent Committee Decision

	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Appropriation	FY 2014-15 Request	FY 2014-15 Recommendation
Operating Expenses	<u>53,073</u>	<u>68,203</u>	<u>68,427</u>	<u>68,427</u>	<u>68,427</u>
Reappropriated Funds	53,073	68,203	68,427	68,427	68,427
Actuarial and Broker Services	<u>0</u>	<u>0</u>	<u>326,516</u>	<u>272,000</u>	<u>272,000</u>
Reappropriated Funds	0	0	326,516	272,000	272,000
Risk Management Information System	<u>0</u>	<u>0</u>	<u>137,448</u>	<u>137,448</u>	<u>137,448</u>
Reappropriated Funds	0	0	137,448	137,448	137,448
Additional Payments from Recommendation by the State Claims Board Pursuant to Section 24-10-11 (5) (b), C.R.S.					
General Fund	<u>0</u>	<u>0</u>	<u>4,902,256</u>	<u>2,835,738</u>	<u>0</u>
	0	0	4,902,256	2,835,738	0
Indirect Cost Assessment	<u>178,656</u>	<u>52,088</u>	<u>42,010</u>	<u>95,199</u>	<u>95,199</u>
Reappropriated Funds	178,656	52,088	42,010	95,199	95,199
Liability Claims	<u>4,831,358</u>	<u>5,404,465</u>	<u>4,584,689</u>	<u>4,381,124</u>	<u>4,381,124</u>
Reappropriated Funds	4,831,358	5,404,465	4,584,689	4,381,124	4,381,124
Liability Excess Policy	<u>0</u>	<u>0</u>	<u>299,151</u>	<u>339,223</u>	<u>339,223</u>
Reappropriated Funds	0	0	299,151	339,223	339,223
Liability Legal Services	<u>2,383,902</u>	<u>2,276,115</u>	<u>3,056,460</u>	<u>3,044,510</u>	<u>3,044,510</u>
Reappropriated Funds	2,383,902	2,276,115	3,056,460	3,044,510	3,044,510
Property Policies	<u>7,824,968</u>	<u>7,668,912</u>	<u>5,074,822</u>	<u>4,604,422</u>	<u>4,604,422</u>
Reappropriated Funds	7,824,968	7,668,912	5,074,822	4,604,422	4,604,422

*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 2014-15
Staff Working Document - Does Not Represent Committee Decision

	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Appropriation	FY 2014-15 Request	FY 2014-15 Recommendation
Property Deductibles and Payouts	0	0	<u>2,909,193</u>	<u>2,600,000</u>	<u>2,600,000</u>
Reappropriated Funds	0	0	2,909,193	2,600,000	2,600,000
Workers' Compensation Claims	<u>33,565,516</u>	<u>40,447,902</u>	<u>36,983,838</u>	<u>38,600,694</u>	<u>38,600,694</u>
Cash Funds	0	0	100,000	0	0
Reappropriated Funds	33,565,516	40,447,902	36,883,838	38,600,694	38,600,694
Workers' Compensation TPA Fees and Loss Control	0	0	<u>2,200,000</u>	<u>2,450,000</u>	<u>2,450,000</u>
Reappropriated Funds	0	0	2,200,000	2,450,000	2,450,000
Workers' Compensation Excess Policy	0	0	<u>951,893</u>	<u>951,893</u>	<u>951,893</u>
Reappropriated Funds	0	0	951,893	951,893	951,893
Workers' Compensation Legal Services	0	0	<u>1,085,089</u>	<u>1,085,089</u>	<u>1,085,089</u>
Reappropriated Funds	0	0	1,085,089	1,085,089	1,085,089
SUBTOTAL - (C) Risk Management Services	49,439,820	56,575,157	63,375,438	62,279,414	59,443,676
FTE	<u>8.8</u>	<u>8.9</u>	<u>11.5</u>	<u>11.5</u>	<u>11.5</u>
General Fund	0	0	4,902,256	2,835,738	0
Cash Funds	0	0	100,000	0	0
Reappropriated Funds	49,439,820	56,575,157	58,373,182	59,443,676	59,443,676
TOTAL - (2) Division of Human Resources	53,568,629	60,942,804	68,188,513	67,477,768	64,593,871
FTE	<u>34.2</u>	<u>35.2</u>	<u>46.7</u>	<u>46.7</u>	<u>46.7</u>
General Fund	0	0	5,117,256	3,135,738	300,000
Cash Funds	2,319,720	2,213,765	2,350,858	2,474,945	2,426,786
Reappropriated Funds	51,248,909	58,729,039	60,720,399	61,867,085	61,867,085

*This line item includes a decision item.

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JBC Staff Staff Figure Setting - FY 2014-15
Staff Working Document - Does Not Represent Committee Decision

	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Appropriation	FY 2014-15 Request	FY 2014-15 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>462,849</u>	<u>469,646</u>	<u>473,603</u>	<u>473,603</u>	<u>473,603</u>
FTE	4.8	4.6	4.8	4.8	4.8
General Fund	462,287	469,521	472,425	472,425	472,425
Cash Funds	562	125	1,178	1,178	1,178
Operating Expenses	<u>19,087</u>	<u>16,307</u>	<u>20,505</u>	<u>20,505</u>	<u>20,505</u>
General Fund	0	0	20,505	20,505	20,505
Reappropriated Funds	19,087	16,307	0	0	0
Legal Services	<u>24,984</u>	<u>25,493</u>	<u>30,056</u>	<u>30,056</u>	<u>30,056</u> P
General Fund	24,984	25,493	30,056	30,056	30,056

TOTAL - (3) Constitutionally Independent Entities	506,920	511,446	524,164	524,164	524,164
FTE	<u>4.8</u>	<u>4.6</u>	<u>4.8</u>	<u>4.8</u>	<u>4.8</u>
General Fund	487,271	495,014	522,986	522,986	522,986
Cash Funds	562	125	1,178	1,178	1,178
Reappropriated Funds	19,087	16,307	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 2014-15
Staff Working Document - Does Not Represent Committee Decision

	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Appropriation	FY 2014-15 Request	FY 2014-15 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>670,543</u>	<u>740,516</u>	<u>649,250</u>	<u>668,785</u>	<u>668,785</u>
FTE	8.7	9.4	8.0	8.0	8.0
Cash Funds	0	141,976	0	0	0
Reappropriated Funds	670,543	598,540	649,250	668,785	668,785
Operating Expenses	<u>61,325</u>	<u>47,594</u>	<u>58,445</u>	<u>58,445</u>	<u>58,445</u>
Cash Funds	0	6,761	0	0	0
Reappropriated Funds	61,325	40,833	58,445	58,445	58,445
Indirect Cost Assessment	<u>115,630</u>	<u>110,094</u>	<u>51,840</u>	<u>57,138</u>	<u>57,138</u>
Cash Funds	0	13,623	0	0	0
Reappropriated Funds	115,630	96,471	51,840	57,138	57,138
Federal Funds	0	0	0	0	0
SUBTOTAL - (A) Administration	847,498	898,204	759,535	784,368	784,368
FTE	<u>8.7</u>	<u>9.4</u>	<u>8.0</u>	<u>8.0</u>	<u>8.0</u>
Cash Funds	0	162,360	0	0	0
Reappropriated Funds	847,498	735,844	759,535	784,368	784,368
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 2014-15
Staff Working Document - Does Not Represent Committee Decision

	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Appropriation	FY 2014-15 Request	FY 2014-15 Recommendation
(B) Integrated Document Solutions					
Personal Services	0	<u>5,349,133</u>	<u>5,898,212</u>	<u>5,680,761</u>	<u>6,149,417</u> *
FTE	0.0	95.7	106.4	99.1	99.1
Cash Funds	0	472,012	133,509	133,509	141,615
Reappropriated Funds	0	4,877,121	5,764,703	5,547,252	6,007,802
Personal Services Contingency	0	0	<u>468,656</u>	<u>468,656</u>	0 *
Cash Funds	0	0	8,106	8,106	0
Reappropriated Funds	0	0	460,550	460,550	0
Operating Expenses	0	<u>11,351,711</u>	<u>12,507,407</u>	<u>13,608,230</u>	<u>5,515,860</u> *
Cash Funds	0	819,930	971,105	971,105	240,313
Reappropriated Funds	0	10,531,781	11,536,302	12,637,125	5,275,547
Operating Expenses Contingency Funds	0	0	<u>700,365</u>	<u>700,365</u>	0 *
Cash Funds	0	0	9,506	9,506	0
Reappropriated Funds	0	0	690,859	690,859	0
IDS Postage	0	0	0	0	<u>7,831,640</u> *
Cash Funds	0	0	0	0	740,298
Reappropriated Funds	0	0	0	0	7,091,342
Utilities	0	<u>63,373</u>	<u>69,000</u>	<u>69,000</u>	<u>69,000</u>
Reappropriated Funds	0	63,373	69,000	69,000	69,000
Mail Equipment Purchase	0	<u>223,753</u>	<u>223,754</u>	<u>223,754</u>	<u>223,754</u>
General Fund	0	46,129	46,130	46,130	46,130
Cash Funds	0	46,129	0	0	0
Reappropriated Funds	0	131,495	177,624	177,624	177,624

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JBC Staff Staff Figure Setting - FY 2014-15
Staff Working Document - Does Not Represent Committee Decision

	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Appropriation	FY 2014-15 Request	FY 2014-15 Recommendation
Address Confidentiality Program	<u>0</u>	<u>0</u>	<u>128,823</u>	<u>204,131</u>	<u>204,131</u> *
FTE	0.0	0.0	2.0	2.0	3.4
General Fund	0	0	0	60,308	60,308
Cash Funds	0	0	128,823	143,823	143,823
Indirect Cost Assessment	<u>0</u>	<u>920,565</u>	<u>384,732</u>	<u>699,536</u>	<u>699,536</u>
Reappropriated Funds	0	920,565	384,732	699,536	699,536
SUBTOTAL - (B) Integrated Document					
Solutions	0	17,908,535	20,380,949	21,654,433	20,693,338
FTE	<u>0.0</u>	<u>95.7</u>	<u>108.4</u>	<u>101.1</u>	<u>102.5</u>
General Fund	0	46,129	46,130	106,438	106,438
Cash Funds	0	1,338,071	1,251,049	1,266,049	1,266,049
Reappropriated Funds	0	16,524,335	19,083,770	20,281,946	19,320,851

(B) Integrated Document Solutions

(I) Reprographics Services

Personal Services	<u>1,135,942</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
FTE	22.8	0.0	0.0	0.0	0.0
Cash Funds	102,550	0	0	0	0
Reappropriated Funds	1,033,392	0	0	0	0
Personal Services Contingency Funds	<u>48,725</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Reappropriated Funds	48,725	0	0	0	0
Operating Expenses	<u>3,296,885</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Reappropriated Funds	3,296,885	0	0	0	0

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JBC Staff Staff Figure Setting - FY 2014-15
Staff Working Document - Does Not Represent Committee Decision

	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Appropriation	FY 2014-15 Request	FY 2014-15 Recommendation
Operating Expenses Contingency Funds	0	0	0	0	0
Reappropriated Funds	0	0	0	0	0
Indirect Cost Assessment	<u>158,482</u>	0	0	0	0
Reappropriated Funds	158,482	0	0	0	0
SUBTOTAL - (I) Reprographics Services	4,640,034	0	0	0	0
FTE	<u>22.8</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
Cash Funds	102,550	0	0	0	0
Reappropriated Funds	4,537,484	0	0	0	0
(II) Document Solutions Group					
Personal Services	<u>2,592,877</u>	0	0	0	0
FTE	45.5	0.0	0.0	0.0	0.0
Cash Funds	112,346	0	0	0	0
Reappropriated Funds	2,480,531	0	0	0	0
Personal Services Contingency Funds	0	0	0	0	0
Reappropriated Funds	0	0	0	0	0
Operating Expenses	<u>427,148</u>	0	0	0	0
Reappropriated Funds	427,148	0	0	0	0
Utilities	<u>65,296</u>	0	0	0	0
Reappropriated Funds	65,296	0	0	0	0
Indirect Cost Assessment	<u>211,542</u>	0	0	0	0
Reappropriated Funds	211,542	0	0	0	0

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JBC Staff Staff Figure Setting - FY 2014-15
Staff Working Document - Does Not Represent Committee Decision

	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Appropriation	FY 2014-15 Request	FY 2014-15 Recommendation
SUBTOTAL - (II) Document Solutions Group	3,296,863	0	0	0	0
<i>FTE</i>	<u>45.5</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
Cash Funds	112,346	0	0	0	0
Reappropriated Funds	3,184,517	0	0	0	0
(III) Mail Services					
Personal Services	<u>1,409,292</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<i>FTE</i>	38.3	0.0	0.0	0.0	0.0
Cash Funds	771,934	0	0	0	0
Reappropriated Funds	637,358	0	0	0	0
Personal Services Contingency Funds	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Reappropriated Funds	0	0	0	0	0
Operating Expenses	<u>7,977,923</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Cash Funds	25,887	0	0	0	0
Reappropriated Funds	7,952,036	0	0	0	0
Operating Expenses Contingency Funds	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Reappropriated Funds	0	0	0	0	0
Mail Equipment Purchase	<u>225,871</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
General Fund	46,129	0	0	0	0
Reappropriated Funds	179,742	0	0	0	0
Indirect Cost Assessment	<u>226,720</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Reappropriated Funds	226,720	0	0	0	0

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JBC Staff Staff Figure Setting - FY 2014-15
Staff Working Document - Does Not Represent Committee Decision

	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Appropriation	FY 2014-15 Request	FY 2014-15 Recommendation
SUBTOTAL - (III) Mail Services	9,839,806	0	0	0	0
<i>FTE</i>	<u>38.3</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
General Fund	46,129	0	0	0	0
Cash Funds	797,821	0	0	0	0
Reappropriated Funds	8,995,856	0	0	0	0
SUBTOTAL - (B) Integrated Document					
Solutions	17,776,703	0	0	0	0
<i>FTE</i>	<u>106.6</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
General Fund	46,129	0	0	0	0
Cash Funds	1,012,717	0	0	0	0
Reappropriated Funds	16,717,857	0	0	0	0

(C) Fleet Management Program and Motor Pool Services

Personal Services	<u>693,015</u>	<u>709,062</u>	<u>737,783</u>	<u>768,754</u>	<u>768,754</u>
FTE	13.0	13.0	14.0	14.0	14.0
Reappropriated Funds	693,015	709,062	737,783	768,754	768,754
Operating Expenses	<u>21,852,233</u>	<u>23,124,509</u>	<u>214,271</u>	<u>214,271</u>	<u>214,271</u>
Reappropriated Funds	21,852,233	23,124,509	214,271	214,271	214,271
Fuel and Automotive Supplies	<u>0</u>	<u>0</u>	<u>25,514,293</u>	<u>25,514,293</u>	<u>25,514,293</u>
Reappropriated Funds	0	0	25,514,293	25,514,293	25,514,293
Operating Expenses Contingency Funds	<u>1,213,916</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Reappropriated Funds	1,213,916	0	0	0	0

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JBC Staff Staff Figure Setting - FY 2014-15
Staff Working Document - Does Not Represent Committee Decision

	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Appropriation	FY 2014-15 Request	FY 2014-15 Recommendation
Vehicle Replacement Lease/Purchase	<u>14,695,589</u>	<u>14,125,831</u>	<u>18,032,956</u>	<u>19,028,555</u>	<u>19,028,555</u> P
Reappropriated Funds	14,695,589	14,125,831	18,032,956	19,028,555	19,028,555
Indirect Cost Assessment	<u>614,667</u>	<u>681,276</u>	<u>364,528</u>	<u>609,903</u>	<u>609,903</u>
Reappropriated Funds	614,667	681,276	364,528	609,903	609,903
SUBTOTAL - (C) Fleet Management Program and Motor Pool Services	39,069,420	38,640,678	44,863,831	46,135,776	46,135,776
FTE	13.0	13.0	14.0	14.0	14.0
Reappropriated Funds	39,069,420	38,640,678	44,863,831	46,135,776	46,135,776

(D) Facilities Maintenance - Capitol Complex

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
Personal Services	<u>0</u>	<u>2,752,762</u>	<u>2,803,256</u>	<u>3,039,966</u>	<u>3,039,966</u>
FTE	0.0	53.8	55.2	55.2	55.2
Reappropriated Funds	0	2,752,762	2,803,256	3,039,966	3,039,966
Operating Expenses	<u>0</u>	<u>1,883,926</u>	<u>2,696,625</u>	<u>2,696,625</u>	<u>2,696,625</u>
Reappropriated Funds	0	1,883,926	2,696,625	2,696,625	2,696,625
Capitol Complex Repairs	<u>0</u>	<u>56,520</u>	<u>56,520</u>	<u>56,520</u>	<u>56,520</u>
Reappropriated Funds	0	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 2014-15
Staff Working Document - Does Not Represent Committee Decision

	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Appropriation	FY 2014-15 Request	FY 2014-15 Recommendation
Capitol Complex Security	<u>0</u>	<u>375,064</u>	<u>385,384</u>	<u>385,384</u>	<u>405,243</u>
Reappropriated Funds	0	375,064	385,384	385,384	405,243
Utilities	<u>0</u>	<u>4,839,505</u>	<u>4,900,852</u>	<u>4,836,133</u>	<u>4,836,133</u>
Cash Funds	0	115,900	290,276	290,276	290,276
Reappropriated Funds	0	4,723,605	4,610,576	4,545,857	4,545,857
Indirect Cost Assessment	<u>0</u>	<u>455,882</u>	<u>2,067,945</u>	<u>1,399,867</u>	<u>1,399,867</u>
Reappropriated Funds	0	455,882	2,067,945	1,399,867	1,399,867
SUBTOTAL - (D) Facilities Maintenance -					
Capitol Complex	0	10,363,659	12,910,582	12,414,495	12,434,354
FTE	<u>0.0</u>	<u>53.8</u>	<u>55.2</u>	<u>55.2</u>	<u>55.2</u>
Cash Funds	0	115,900	290,276	290,276	290,276
Reappropriated Funds	0	10,247,759	12,620,306	12,124,219	12,144,078

(D) Facilities Maintenance

(I) Capitol Complex Facilities

Personal Services	<u>2,505,112</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
FTE	50.4	0.0	0.0	0.0	0.0
Reappropriated Funds	2,505,112	0	0	0	0
Operating Expenses	<u>1,618,758</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Reappropriated Funds	1,618,758	0	0	0	0
Capitol Complex Repairs	<u>56,452</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Reappropriated Funds	56,452	0	0	0	0

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JBC Staff Staff Figure Setting - FY 2014-15
Staff Working Document - Does Not Represent Committee Decision

	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Appropriation	FY 2014-15 Request	FY 2014-15 Recommendation
Capitol Complex Security	<u>367,663</u>	0	0	0	0
Reappropriated Funds	367,663	0	0	0	0
Utilities	<u>3,430,523</u>	0	0	0	0
Reappropriated Funds	3,430,523	0	0	0	0
Indirect Cost Assessment	<u>457,027</u>	0	0	0	0
Reappropriated Funds	457,027	0	0	0	0
SUBTOTAL - (I) Capitol Complex Facilities	8,435,535	0	0	0	0
<i>FTE</i>	50.4	0.0	0.0	0.0	0.0
Reappropriated Funds	8,435,535	0	0	0	0
(II) Grand Junction State Services Building					
Personal Services	<u>44,773</u>	0	0	0	0
FTE	1.0	0.0	0.0	0.0	0.0
Reappropriated Funds	44,773	0	0	0	0
Operating Expenses	<u>104,142</u>	0	0	0	0
Reappropriated Funds	104,142	0	0	0	0
Utilities	<u>82,987</u>	0	0	0	0
Reappropriated Funds	82,987	0	0	0	0
SUBTOTAL - (II) Grand Junction State Services Building	231,902	0	0	0	0
<i>FTE</i>	1.0	0.0	0.0	0.0	0.0
Reappropriated Funds	231,902	0	0	0	0

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JBC Staff Staff Figure Setting - FY 2014-15
Staff Working Document - Does Not Represent Committee Decision

	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Appropriation	FY 2014-15 Request	FY 2014-15 Recommendation
(III) Camp George West					
Personal Services	<u>68,888</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
FTE	1.0	0.0	0.0	0.0	0.0
Reappropriated Funds	68,888	0	0	0	0
Operating Expenses	<u>101,659</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Reappropriated Funds	101,659	0	0	0	0
Utilities	<u>410,882</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Reappropriated Funds	410,882	0	0	0	0
SUBTOTAL - (III) Camp George West	581,429	0	0	0	0
FTE	<u>1.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
Reappropriated Funds	581,429	0	0	0	0
SUBTOTAL - (D) Facilities Maintenance	9,248,866	0	0	0	0
FTE	<u>52.4</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
Reappropriated Funds	9,248,866	0	0	0	0
TOTAL - (4) Central Services	66,942,487	67,811,076	78,914,897	80,989,072	80,047,836
FTE	<u>180.7</u>	<u>171.9</u>	<u>185.6</u>	<u>178.3</u>	<u>179.7</u>
General Fund	46,129	46,129	46,130	106,438	106,438
Cash Funds	1,012,717	1,616,331	1,541,325	1,556,325	1,556,325
Reappropriated Funds	65,883,641	66,148,616	77,327,442	79,326,309	78,385,073
Federal Funds	0	0	0	0	0

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JBC Staff Staff Figure Setting - FY 2014-15
Staff Working Document - Does Not Represent Committee Decision

	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Appropriation	FY 2014-15 Request	FY 2014-15 Recommendation
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(5) DIVISION OF ACCOUNTS AND CONTROL - CONTROLLER

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

(A) Office of the State Controller

Personal Services	<u>2,529,645</u>	<u>2,518,581</u>	<u>2,624,808</u>	<u>2,785,187</u>	<u>2,785,187</u> *
FTE	28.5	29.2	33.3	33.5	34.0
General Fund	570,467	2,143,660	746,798	783,380	959,182
Cash Funds	272,555	374,921	1,152,617	1,152,617	1,152,617
Reappropriated Funds	1,686,623	0	725,393	849,190	673,388
Operating Expenses	<u>110,177</u>	<u>104,981</u>	<u>140,868</u>	<u>237,115</u>	<u>237,115</u>
General Fund	0	0	34,870	131,117	131,117
Cash Funds	82,407	86,783	105,998	105,998	105,998
Reappropriated Funds	27,770	18,198	0	0	0
Recovery Audit Program Disbursements	0	<u>14,267</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
Cash Funds	0	14,267	1,000	1,000	1,000
SUBTOTAL - (A) Office of the State Controller	2,639,822	2,637,829	2,766,676	3,023,302	3,023,302
FTE	<u>28.5</u>	<u>29.2</u>	<u>33.3</u>	<u>33.5</u>	<u>34.0</u>
General Fund	570,467	2,143,660	781,668	914,497	1,090,299
Cash Funds	354,962	475,971	1,259,615	1,259,615	1,259,615
Reappropriated Funds	1,714,393	18,198	725,393	849,190	673,388

*This line item includes a decision item.

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JBC Staff Staff Figure Setting - FY 2014-15
Staff Working Document - Does Not Represent Committee Decision

	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Appropriation	FY 2014-15 Request	FY 2014-15 Recommendation
(B) State Purchasing Office					
Personal Services	<u>706,808</u>	<u>805,769</u>	<u>805,769</u>	<u>837,285</u>	<u>837,285</u>
FTE	7.2	8.0	9.5	9.5	9.5
General Fund	0	0	0	31,516	0
Cash Funds	706,808	805,769	805,769	805,769	837,285
Operating Expenses	<u>25,979</u>	<u>26,796</u>	<u>27,000</u>	<u>27,000</u>	<u>27,000</u>
Cash Funds	25,979	26,796	27,000	27,000	27,000
Statewide Travel Management Program	<u>0</u>	<u>0</u>	<u>100,857</u>	<u>136,912</u>	<u>136,912</u>
FTE	0.0	0.0	2.0	2.0	2.0
Cash Funds	0	0	100,857	136,912	136,912
DIPS Procurement	<u>0</u>	<u>0</u>	<u>1,173,976</u>	<u>1,255,976</u>	<u>1,255,976</u>
Cash Funds	0	0	1,173,976	1,255,976	1,255,976
SUBTOTAL - (B) State Purchasing Office	<u>732,787</u>	<u>832,565</u>	<u>2,107,602</u>	<u>2,257,173</u>	<u>2,257,173</u>
FTE	<u>7.2</u>	<u>8.0</u>	<u>11.5</u>	<u>11.5</u>	<u>11.5</u>
General Fund	0	0	0	31,516	0
Cash Funds	732,787	832,565	2,107,602	2,225,657	2,257,173

(C) Supplier Database and e-Procurement

Personal Services	<u>193,917</u>	<u>767,274</u>	<u>428,426</u>	<u>439,139</u>	<u>439,139</u>
FTE	2.2	4.5	7.0	7.0	7.0
Cash Funds	193,917	767,274	428,426	439,139	439,139
Operating Expenses	<u>1,124,476</u>	<u>909,432</u>	<u>2,501,539</u>	<u>1,328,360</u>	<u>1,328,360</u>
Cash Funds	1,124,476	909,432	2,501,539	1,328,360	1,328,360

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JBC Staff Staff Figure Setting - FY 2014-15
Staff Working Document - Does Not Represent Committee Decision

	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Appropriation	FY 2014-15 Request	FY 2014-15 Recommendation
SUBTOTAL - (C) Supplier Database and e-Procurement					
	1,318,393	1,676,706	2,929,965	1,767,499	1,767,499
<i>FTE</i>	<u>2.2</u>	<u>4.5</u>	<u>7.0</u>	<u>7.0</u>	<u>7.0</u>
Cash Funds	1,318,393	1,676,706	2,929,965	1,767,499	1,767,499
(D) Collections Services					
Personal Services	<u>754,822</u>	<u>924,528</u>	<u>924,596</u>	<u>1,102,269</u>	<u>1,102,269</u> *
<i>FTE</i>	15.1	17.7	20.0	20.0	23.6
Cash Funds	754,822	924,528	924,596	1,102,269	1,102,269
Operating Expenses	<u>348,655</u>	<u>637,482</u>	<u>349,085</u>	<u>570,277</u>	<u>570,277</u> *
Cash Funds	348,655	637,482	349,085	570,277	570,277
Private Collection Agency Fees	<u>675,154</u>	<u>892,542</u>	<u>800,000</u>	<u>800,000</u>	<u>800,000</u>
Cash Funds	675,154	892,542	800,000	800,000	800,000
Indirect Cost Assessment	<u>270,124</u>	<u>288,718</u>	<u>250,433</u>	<u>307,044</u>	<u>307,044</u>
Cash Funds	270,124	288,718	250,433	307,044	307,044
SUBTOTAL - (D) Collections Services					
	2,048,755	2,743,270	2,324,114	2,779,590	2,779,590
<i>FTE</i>	<u>15.1</u>	<u>17.7</u>	<u>20.0</u>	<u>20.0</u>	<u>23.6</u>
Cash Funds	2,048,755	2,743,270	2,324,114	2,779,590	2,779,590
TOTAL - (5) Division of Accounts and Control - Controller					
	6,739,757	7,890,370	10,128,357	9,827,564	9,827,564
<i>FTE</i>	<u>53.0</u>	<u>59.4</u>	<u>71.8</u>	<u>72.0</u>	<u>76.1</u>
General Fund	570,467	2,143,660	781,668	946,013	1,090,299
Cash Funds	4,454,897	5,728,512	8,621,296	8,032,361	8,063,877
Reappropriated Funds	1,714,393	18,198	725,393	849,190	673,388

*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 2014-15
Staff Working Document - Does Not Represent Committee Decision

	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Appropriation	FY 2014-15 Request	FY 2014-15 Recommendation
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(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>3,192,556</u>	<u>3,171,255</u>	<u>3,241,253</u>	<u>3,427,211</u>	<u>3,427,211</u>
FTE	37.3	36.4	40.0	40.5	40.5
General Fund	0	0	0	52,393	52,393
Cash Funds	144,211	0	105,916	105,916	105,916
Reappropriated Funds	3,048,345	3,171,255	3,135,337	3,268,902	3,268,902
Operating Expenses	<u>128,286</u>	<u>507,020</u>	<u>143,260</u>	<u>148,913</u>	<u>148,913</u>
General Fund	0	0	0	5,653	5,653
Reappropriated Funds	128,286	507,020	143,260	143,260	143,260
Indirect Cost Assessment	<u>185,047</u>	<u>15,853</u>	<u>171,000</u>	<u>230,033</u>	<u>230,033</u>
Cash Funds	0	0	0	8,587	8,587
Reappropriated Funds	185,047	15,853	171,000	221,446	221,446
TOTAL - (6) Administrative Courts	3,505,889	3,694,128	3,555,513	3,806,157	3,806,157
FTE	<u>37.3</u>	<u>36.4</u>	<u>40.0</u>	<u>40.5</u>	<u>40.5</u>
General Fund	0	0	0	58,046	58,046
Cash Funds	144,211	0	105,916	114,503	114,503
Reappropriated Funds	3,361,678	3,694,128	3,449,597	3,633,608	3,633,608

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JBC Staff Staff Figure Setting - FY 2014-15
Staff Working Document - Does Not Represent Committee Decision

	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Appropriation	FY 2014-15 Request	FY 2014-15 Recommendation
TOTAL - Department of Personnel	144,000,458	151,490,059	176,380,304	176,911,454	173,436,389
<i>FTE</i>	<u>352.0</u>	<u>350.1</u>	<u>393.1</u>	<u>388.1</u>	<u>393.6</u>
General Fund	3,810,207	6,492,208	11,288,152	8,688,674	6,773,850
Cash Funds	8,774,186	10,234,819	13,628,813	13,261,333	13,274,352
Reappropriated Funds	131,416,065	134,763,032	151,463,339	154,961,447	153,388,187
Federal Funds	0	0	0	0	0

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