JOINT BUDGET COMMITTEE

STAFF FIGURE SETTING
FY 2021-22

DEPARTMENT OF PERSONNEL

JBC WORKING DOCUMENT - SUBJECT TO CHANGE
STAFF RECOMMENDATION DOES NOT REPRESENT COMMITTEE DECISION

PREPARED BY:
TOM DERMODY, JBC STAFF
FEBRUARY 23, 2021

JOINT BUDGET COMMITTEE STAFF
200 E. 14TH AVENUE, 3RD FLOOR · DENVER · COLORADO · 80203
TELEPHONE: (303) 866-2061 · TDD: (303) 866-3472
https://leg.colorado.gov/agencies/joint-budget-committee

CONTENTS

Department Overview 1
Summary of Staff Recommendations 2
Description of Incremental Changes 2
Major Differences from the Request 6
Decision Items Affecting other Departments 7
➔ R1 COE Program Financial Restructure 7
➔ R2 DOR Printing and Mail Migration to IDS 11
➔ R10 Extend Pause on ADLE Payment 13
Decision Items Affecting Multiple Divisions (None) 13
(1) Executive Director's Office 14
Decision Items – Executive Director's Office 14
➔ R12 Extend Reduction of Statewide Planning 14
Line Item Detail – Executive Director's Office 15
(2) Division of Human Resources 36
Decision Items – Division of Human Resources 36
➔ R8 COE Lean Reduction 36
➔ R9 Eliminate Safety Specialist Position 37
Line Item Detail – Division of Human Resources 37
(3) Constitutionally Independent Entities 55
Decision Items – Constitutionally Independent Entities (None) 55
Line Item Detail – Constitutionally Independent Entities 55
(4) Division of Central Services 58
Decision Items – Division of Central Services 58
➔ R5 IDS Infrastructure Refresh 58
Line Item Detail – Central Services 60
(5) Division of Accounts and Control 68
Decision Items – Division of Accounts and Control 68
➔ R3 Decentralization of Collection Services 68
➔ R7 Recovery Audit Program Closure [Requires Legislation] 70
➔ R11 Procurement and Contracts Vacancy Savings 71
Line Item Detail – Division of Accounts and Control 71
(6) Administrative Courts 82

Decision Items - Administrative Courts 82
➔ R4 OAC Translation Services 82
Line Item Detail - Administrative Courts 83
(7) Division of Capital Assets 86
Decision Items – Division of Capital Assets 86
➔ R6 Annual Fleet Vehicle Request 86
Line Item Detail – Division of Capital Assets 89
Long Bill Footnotes and Requests for Information 99
Long Bill Footnotes 99
Requests for Information 99
Indirect Cost Assessments 101
Appendix A - Numbers Pages (Digital Only) A-1
Executive Director's Office A-1
Division of Human Resources A-8
Constitutionally Independent Entities-State Personnel Board A-14
Division of Central Service A-15
Division of Accounts and Control A-18
Administrative Courts A-22
Capital Assets A-23

HOW TO USE THIS DOCUMENT

The Department Overview contains a table summarizing the staff recommended incremental changes followed by brief explanations of each incremental change. A similar overview table is provided for each division, but the description of incremental changes is not repeated, since it is available under the Department Overview. More details about the incremental changes are provided in the sections following the Department Overview and the division summary tables.

Decision items, both department-requested items and staff-initiated items, are discussed either in the Decision Items Affecting Multiple Divisions or at the beginning of the most relevant division. Within a section, decision items are listed in the requested priority order, if applicable.

DEPARTMENT OVERVIEW

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

- The **Executive Director's Office** provides centralized administrative, budget, and accounting staff. It also includes the Office of the State Architect and the Colorado State Employees Assistance Program (C-SEAP).

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

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

- The **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, the State Archive, and the Address Confidentiality program.

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

- **The Division of Accounts and Control** oversees statewide expertise and guidance to state agencies on procurement and contracting and includes the **Office of the State Controller**, who maintains the state's financial records, in part through the Colorado Operations Resource Engine (CORE), 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.

- The **Division of Capital Assets** administers the statewide fleet vehicle program and the Capitol Complex facilities maintenance program in addition to overhead shared between the two.

SUMMARY OF STAFF RECOMMENDATIONS

DEPARTMENT OF PERSONNEL	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$209,825,100	$14,876,401	$13,025,558	$181,923,141	$0	404.3
SB 21-048 (Supplemental Bill)	(283,698)	361,386	(48,962)	(596,122)	0	(1.0)
Other legislation	(1,660,402)	(826,946)	(523,384)	(310,072)	0	0.8
TOTAL	**$207,881,000**	**$14,410,841**	**$12,453,212**	**$181,016,947**	**$0**	**404.1**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$207,881,000	$14,410,841	$12,453,212	$181,016,947	$0	404.1
R1 COE program financial restructure	0	0	0	0	0	0.0
R2 DOR printing and mail migration to IDS	0	0	0	0	0	0.0
R3 Decentralization of collection services	0	0	0	0	0	0.0
R4 OAC translation services	15,000	0	15,000	0	0	0.0
R5 IDS infrastructure refresh	0	0	0	0	0	0.0
R6 Annual fleet vehicle request	2,293,635	0	0	2,293,635	0	0.0
R7 Recovery audit program closure	0	0	0	0	0	0.0
R8 COE Lean reduction	(1,000,000)	0	0	(1,000,000)	0	0.0
R9 Eliminate safety specialist position	(58,323)	0	0	(58,323)	0	(1.0)
R10 Extend pause on ADLE payment	0	0	0	0	0	0.0
R11 Procurement and Contracts vacancy savings	(49,991)	(49,991)	0	0	0	(1.0)
R12 Extend reduction of statewide planning	(980,000)	(980,000)	0	0	0	0.0
Procurement card rebate refinance	0	1,000,000	(1,000,000)	0	0	0.0
CORE Operations base adjustment	0	0	(92,720)	92,720	0	0.0
Risk Management base adjustment	2,278,127	0	0	2,278,127	0	0.0
Centrally appropriated line items	2,151,018	3,050,512	(164,524)	(734,970)	0	0.0
Annualize prior year budget actions	1,233,691	893,250	0	340,441	0	0.0
Annualize prior year legislation	1,129,053	82,555	27,241	1,019,257	0	5.3
Non-prioritized request items	796,610	247,721	146,455	402,434	0	2.0
Capitol complex base adjustment	342,869	0	9,290	333,579	0	0.0
Indirect cost assessment	(136,785)	(595,458)	158,695	299,978	0	0.0
TOTAL	**$215,895,904**	**$18,059,430**	**$11,552,649**	**$186,283,825**	**$0**	**409.4**
INCREASE/(DECREASE)	**$8,014,904**	**$3,648,589**	**($900,563)**	**$5,266,878**	**$0**	**5.3**
Percentage Change	3.9%	25.3%	(7.2%)	2.9%	n/a	1.3%
FY 2021-22 EXECUTIVE REQUEST	**$214,832,874**	**$17,350,132**	**$11,468,169**	**$186,014,573**	**$0**	**407.7**
Request Above/(Below) Recommendation	($1,063,030)	($709,298)	($84,480)	($269,252)	$0	(1.7)

DESCRIPTION OF INCREMENTAL CHANGES

R1 COE PROGRAM FINANCIAL RESTRUCTURE: The recommendation includes the denial of the Department's request to restructure and refinance the Center for Organizational Effectiveness. The Center provides statewide training to approximately 26,000 State employees. The Department requests to shift the Center's financing from a fee-for-service model to an operating common policy.

R2 DOR PRINTING AND MAIL MIGRATION TO IDS: The recommendation includes a net zero restructure of the Integrated Document Solutions appropriation to consolidate printing and mail volumes to eliminate duplicative activities and to resolve a recommendation from the Office of the

State Auditor's 2011 audit report on tax processing (Report #: 2157). The Department anticipates this consolidation will generate statewide savings in the out-years.

The request includes a non-prioritized request in the Department of Revenue (NP2) for an increase of $347,116 total funds, including an increase of $689,675 General Fund and a decrease of $342,559 cash funds, and a decrease of 5.0 FTE in FY 2021-22. The request would annualize in FY 2022-23 with a decrease of $343,883 total funds.

R3 DECENTRALIZATION OF COLLECTION SERVICES: The recommendation denial of this request for technical reasons. The Committee took action on this request during this year's supplemental process by sponsoring S.B 21-055 (Collection State Debt), which is part of the Supplemental Package. This legislation repeals the Central Collection Services unit in FY 2020-21 and reduces its associated appropriation. The annualization of this bill will eliminate the funding for Central Collection Services in FY 2021-22. No further action from the Committee is necessary.

R4 OAC TRANSLATION SERVICES: The recommendation includes an increase of $15,000 cash funds to allow the Office of Administrative Courts to contract for interpretation and translation services. These services will ensure that people with limited English proficiency or those who are hearing impaired are able to participate in OAC proceedings. The OAC conducts mediations, holds hearings, and decides cases for more than 50 state departments, agencies, boards, and county departments, as well as serves the State's citizens.

R5 IDS INFRASTRUCTURE REFRESH: The recommendation includes a net zero restructure of the Integrated Document Solutions appropriation to create a new and temporary line item for the purpose of funding a new capital lease for a new Continuous-feed Production Inkjet press to replace current equipment. The current equipment is at the end of its lease and functional life, and will be returned to the vendor. The required return of the current machine necessitates the lease of new equipment in order to continue serving IDS print customers. The Department intends to lease the new equipment from the same vendor to avoid additional software and IT infrastructure costs.

R7 RECOVERY AUDIT PROGRAM CLOSURE: The recommendation is to deny the inclusion of this request in the Long Bill in accordance with Article V, Section 32 of the State Constitution, which prohibits the enactment of substantive legislation through the annual general appropriations bill. The Department requests a decrease of $64,714 General Fund and 1.0 FTE in FY 2021-22 and ongoing to repeal the Recovery Audit Program. The request requires legislation to implement and staff recommends the Committee consider the Department's request for JBC sponsored legislation to repeal the Recovery Audit Program in Section 24-30-203.5, C.R.S. Furthermore, staff recommends the bill to carry the requested appropriation reduction.

R8 COE LEAN REDUCTION: The recommendation includes a decrease of $1.0 million reappropriated funds from the Training Services line item. In support of the Governor's Talent Challenge, in FY 2017-18 the General Assembly approved $1,000,000 in reappropriated funds spending authority for the COE to offer Lean classes through two external vendors; rates for Lean classes were set to bring in a minimal amount of revenue to COE with the majority going to the outside vendors. The Department is no longer offering the Lean-specific courses through the two separate vendors; therefore, this spending authority is no longer necessary for the Center.

R9 ELIMINATE SAFETY SPECIALIST POSITION: The recommendation includes a decrease of $58,323 reappropriated funds and 1.0 FTE from the Risk Management Program for budget balancing purposes. This reduction represents a 7.0 percent reduction from the current year appropriation and an approximate $22,441 General Fund saving in common policy appropriations. This position is currently vacant.

R10 EXTEND PAUSE ON ADLE: The recommendation is forthcoming. The Department requests the Committee sponsor legislation to continue the suspension of annual depreciation lease equivalent payments. House Bill 20-1398 suspended the annual depreciation lease equivalent payment mechanism, defined in Section 24-30-1310 (1)(a), C.R.S., for FY 2020-21. Under current law, these payments will resume in FY 2021-22.

If the Committee chooses to approve the prioritized request submitted by the Department of Personnel to suspend these payments in FY 2021-22, the Committee will need to sponsor a bill that modifies this statutory provision accordingly. The associated General Fund reductions would be accomplished through that bill. The Committee will consider this potential legislation on March 12, 2021, as part of the JBC Staff Figure Setting presentation for Capital Construction.

R11 PROCUREMENT AND CONTRACTS VACANCY SAVINGS: The recommendation includes a decrease of $49,991 General Fund and 1.0 FTE from the Procurement and Contracts program for budget balancing purposes. This position became vacant in January 2020. The responsibilities and duties of this position can be absorbed by current program staff.

R12 EXTEND REDUCTION OF STATEWIDE PLANNING: The recommendation includes a one-time reduction of $980,000 General Fund for the Office of the State Architect's Statewide Planning Services in FY 2020-21. The State developed this program pursuant to S.B. 15-270 (Create Office of State Architect) which directed the State Architect to assist state agencies to complete master plans to inform capital construction decisions. Since its creation in 2015, the Statewide Planning Services program receives an appropriation of $1,000,000 per fiscal year, with the statutory authority to roll forward unspent funding from each year, for up to a total of three fiscal years, as specified in the footnotes of each Long Bill. Planning is a long-term process which can create a gap between project completions and payments.

PROCUREMENT CARD REBATE REFINANCE: The recommendation includes an increase of $1.0 million General Fund with an equivalent decrease cash funds from rebates anticipated from the state purchasing card program. The Procurement Card Program has realized a significant decrease in spending during the pandemic and, as a result, rebate revenue used to offset General Fund are projected significantly lower than prior years.

CORE OPERATIONS BASE ADJUSTMENT: The recommendation includes a decrease of $92,720 cash funds offset by an equal amount of reappropriated funds for CORE Operations base adjustments for the Payments for CORE and Support Modules line item. This adjustment refinances the fund source from the Supplier Database Cash Fund (cash funds) to state agency user fees (reappropriated funds).

RISK MANAGEMENT BASE ADJUSTMENT: The recommendation includes an increase of $2,278,127 reappropriated funds based on the amount of payments anticipated to be required to be paid by the property program for property policies.

CENTRALLY APPROPRIATED LINE ITEMS: The recommendation includes adjustments to centrally appropriated line items for the following:

CENTRALLY APPROPRIATED LINE ITEMS						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
Capitol Complex leased space*	$1,568,736	$2,057,224	$26,426	($514,914)	$0	0.0
Health, life, and dental adjustment	801,236	864,502	(42,102)	(21,164)	0	0.0
Legal services*	694,282	171,606	(8,716)	531,392	0	0.0
Payment to risk management / property funds*	384,026	132,998	1,801	249,227	0	0.0
Shift differential*	5,493	0	0	5,493	0	0.0
AED adjustment*	680	40,894	(10,767)	(29,447)	0	0.0
SAED adjustment*	680	40,894	(10,767)	(29,447)	0	0.0
ALJ*	520	2,402	(1,882)	0	0	0.0
Payments to OIT*	(1,209,744)	(260,272)	(102,563)	(846,909)	0	0.0
CORE*	(60,011)	(12,391)	(5,966)	(41,654)	0	0.0
PERA Direct Distribution	(21,256)	11,326	(6,217)	(26,365)	0	0.0
Workers' compensation*	(11,574)	828	(3,330)	(9,072)	0	0.0
Short-term disability adjustment	(2,050)	501	(441)	(2,110)	0	0.0
TOTAL	**$2,151,018**	**$3,050,512**	**($164,524)**	**($734,970)**	**$0**	**0.0**

* These items are pending as of the drafting of this document.

ANNUALIZE PRIOR YEAR BUDGET ACTION: The recommendation includes a net increase of $1,233,691 total funds, including an increase of $893,250 General Fund, for adjustments related to prior year budget actions as outlined in the following table.

ANNUALIZE PRIOR YEAR BUDGET ACTIONS						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 20-21 R10 Statewide planning services	$980,000	$980,000	$0	$0	$0	0.0
FY 20-21 R2 Telematics for state fleet	340,441	0	0	340,441	0	0.0
FY 13-14 CP2 Employee engagement survey	215,000	215,000	0	0	0	0.0
FY 15-16 R1 Total comp vendor	(300,000)	(300,000)	0	0	0	0.0
FY 20-21 R4 Streamline electronic docs	(1,750)	(1,750)	0	0	0	0.0
TOTAL	**$1,233,691**	**$893,250**	**$0**	**$340,441**	**$0**	**0.0**

ANNUALIZE PRIOR YEAR LEGISLATION: The recommendation includes a net increase of $745,293 total funds, including an increase of $82,555 General Fund, for adjustments related to prior year legislation as outlined in the following table.

ANNUALIZE PRIOR YEAR LEGISLATION						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
HB 20-1379 Suspend DD to PERA	$671,727	$260,140	$32,065	$379,522	$0	0.0
HB 20-1398 Funding for Cap Const	566,806	566,806	0	0	0	0.0
SB 21-048 Supplemental bill	327,153	(361,386)	48,962	639,577	0	0.0
SB 19-196 CO Quality apprenticeship	247,769	247,769	0	0	0	1.4
SB 13-276 Disability investigational pilot	82,000	0	82,000	0	0	0.0
HB 13-1286 Suspend state recovery audits	50,000	0	50,000	0	0	0.0
HB 17-1144 Amend Cap Const auto funding mech	49,152	19,152	30,000	0	0	0.0
SB18-200 PERA unfunded liability	239	74	7	158	0	0.0
SB 19-135 State procurement disparity study	(650,000)	(650,000)	0	0	0	0.0

ANNUALIZE PRIOR YEAR LEGISLATION						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
HB 20-1153 CO partnership	(302,554)	0	(302,554)	0	0	4.5
SB 21-055 Collection of state debts	(296,999)	0	(296,999)	0	0	(0.6)
TOTAL	**$745,293**	**$82,555**	**($356,519)**	**$1,019,257**	**$0**	**5.3**

NON-PRIORITIZED REQUEST ITEMS: The recommendation includes an increase of $54,485 total funds, including $7,647 General Fund, for adjustments related to requests made by other Departments that affect the budget of the Department, which are summarized below:

NON-PRIORITIZED REQUEST ITEMS						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
BANP Salary survey adjustment	$826,017	$345,306	$32,852	$447,859	$0	0.0
NP4 Wildfire stimulus package	145,510	0	0	145,510	0	0.0
NPBA1 Public health emergency end resources	123,779	0	123,779	0	0	2.0
NP2 Annual fleet	23,623	0	0	23,623	0	0.0
NP1 COE Program financial restructure	6,239	1,931	185	4,123	0	0.0
NP3 OIT FY22 budget request package	(203,962)	(63,145)	(6,033)	(134,784)	0	0.0
BANP Health life dental adjustment	(124,596)	(36,371)	(4,328)	(83,897)	0	0.0
TOTAL	**$796,610**	**$247,721**	**$146,455**	**$402,434**	0	**2.0**

CAPITOL COMPLEX BASE ADJUSTMENT: The recommendation includes an increase of $342,869 total funds, including $9,290 cash funds and $333,579 reappropriated funds, to account for changes related to the Capitol Complex common policy.

INDIRECT COST ASSESSMENT: The recommendation includes net adjustments to indirect costs across these Divisions.

MAJOR DIFFERENCES FROM THE REQUEST

The primary difference between the Department's request and Staff recommendation include:

- the denial of the Department's R1 request; and
- a reduced recommendation for R6 Annual Fleet Vehicle Request, the Department requested replacement of 706 total vehicles and the staff recommendation is to replace 492 total vehicles. This results in the staff recommendation for the Department to be $224,459 lower than requested and the allocations to user-agencies to be $344,648 lower than requested.

DECISION ITEMS AFFECTING OTHER DEPARTMENTS

➔ R1 COE PROGRAM FINANCIAL RESTRUCTURE

REQUEST: The Department requests a decrease of $417,212 total funds, including $48,962 cash funds and $368,250 reappropriated funds, and 1.7 FTE to restructure and refinance the Center for Organizational Effectiveness. The Department requests to shift the Center's financing from a fee-for-service model to an operating common policy, which would have a $241,595 General Fund impact.

RECOMMENDATION: Staff **recommends denial of this request**. The services provided by the Center do not rise to the level of a common policy, nor would the Department's request provide widespread access to state employees to the services offered by the Center.

DISCUSSION: The Center for Organizational Effectiveness (COE or Center), authorized by Section 24-50-122, C.R.S., is housed in the Division of Human Resources within the Department of Personnel and Administration (DPA) and supported by the Professional Development Center Cash Fund. The Center offers training and professional development opportunities for State employees, including direct training in leadership coaching, workforce competencies, self-awareness assessments, and compliance training. Training has traditionally been offered three ways: internal classes, vendor classes, and dedicated agency contracts for specialized courses. Many courses offered by external vendors need extensive refitting in order to meet the unique needs of state employees, particularly in the area of supervision. If COE's offerings do not meet the specific needs of a department, the department may seek a waiver from COE to pursue contracted employee training through an approved vendor.

CENTER FOR ORGANIZATIONAL EFFECTIVENESS, OFFERED SERVICES

TYPE	NUMBER OF OFFERINGS	AVERAGE COST PER COURSE
Blended	476	$709
Class	463	717
Online class	5	287
Assessment	5	423
Consulting	2	688

The Center has identified key learning and development leaders across state agencies and has created a Training Advisory Council. Once a quarter, the COE hosts the Council to discuss learning and development best practices, review vendor offerings, and identify agency and statewide needs. This allows COE to identify trends, assess programs, and provide the most effective and appropriate methods of learning and development statewide. In a recent meeting, the Training Advisory Council stressed the need for mandatory baseline trainings for state employees. Additionally, the Governor signed Executive Order D 2020-175 on August 27, 2020, directing the Department to lead State action on equality, diversity, and inclusion training of State employees. The Department estimates that the cost of implementing this Executive Order from FY 2019-20 through FY 2021-22 is $23,946.

The Center also conducts outreach and marketing, primarily through quarterly meeting with two stakeholder groups: Learning Leaders and Learning Management System Administrators. In these meetings, staff discuss training projects and build working relationships with agencies contacts. In addition to these meetings, the Center publishes three quarterly newsletters. At the end of each class offered by the Center, participants are informed of other related courses. The Center has created 26

courses, of which 5 are certificate programs; an additional seven course are available for purchase from outside vendors.

COE Class Name		
Customer Service Certificate	Respectful Workplace 2.0	New Employee Orientation
Leadership Certificate	Overcoming the 5 Dysfunctions of a Team	Online Time Management
Peer Leader Certificate	Skills for Leading Teams	Staying Motivated, Productive And Connected While Working From Home
Online Statewide Supervisor Certificate	Certificate Capstone Experience	Conducting Online Meetings
Individual Contributor Certificate	Coaching Skills for Supervisors and Managers	Online Performance Conversations
Accountability is a two-way Street	Effective Communication & Listening Skills	Online Coaching
Foundations of Performance Management	Courageous Conversations	Decision Making Made Simple
Exceptional Customer Service	Creative Problem Solving	Online Change Management/Switch
Sustaining Online Teams	Unconscious Bias*	4 Disciplines of Execution*
5 Choices to Extraordinary Productivity*	6 Critical Practices for Leading Teams*	7 Habits of Highly Effective People Foundations*
Success Insights Assessment*	The Speed of Trust*	
* Requires purchase from vendor		

IMPACT OF COVID-19

Historically, the COE earns between 25.0-40.0 percent of its annual revenue through direct training opportunities for which students can sign up individually directly through the COE website. The remainder of its annual revenue is earned from contracting with state agencies who express a need for agency-wide training topics, such as hosting effective online meetings and providing customer service. Approximately 60.0-80.0 percent of annual revenue is earned in the second half of the fiscal year. This is when most state departments have a better understanding of their available operating budgets and are willing to contract with the COE for training.

CENTER FOR ORGANIZATION EFFECTIVENESS USAGE BY DEPARTMENT				
AGENCY	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21*
Agriculture	18.8%	21.9%	17.8%	1.7%
Corrections	0.2%	0.2%	0.3%	0.0%
Education	11.2%	11.5%	6.3%	0.1%
Governor's Office	14.2%	3.9%	38.7%	4.8%
Health Care Policy and Financing	4.2%	5.4%	5.8%	1.9%
Higher Education	115.6%	141.5%	1.9%	9.0%
Human Services	9.5%	6.4%	11.6%	0.3%
Labor and Employment	2.8%	2.2%	2.7%	0.0%
Law	18.8%	1.9%	11.3%	0.2%
Local Affairs	30.4%	20.4%	22.0%	2.1%
Military and Veteran Affairs	34.6%	17.3%	51.2%	11.1%
Natural Resources	8.3%	6.1%	6.6%	0.7%
Personnel and Administration	37.3%	70.0%	18.0%	0.5%
Public Health and Environment	18.6%	6.8%	15.4%	0.6%
Public Safety	10.2%	20.9%	10.5%	12.5%
Regulatory Agencies	22.3%	44.4%	40.6%	6.2%
Revenue	14.6%	7.2%	11.4%	1.9%
Transportation	1.4%	3.0%	1.1%	23.0%
Average	**20.7%**	**21.7%**	**15.2%**	**4.3%**

The second half of FY 2019-20 was particularly troublesome for the COE due to the economic crisis caused by the COVID-19 pandemic, which affected the State and its programs beginning March 2020. Under normal circumstances, departments would have had funds to spend on in-person training programs from March to July 2020. However, during this period many of their employees began to work from home on a day-to-day basis. Furthermore, departments were being directed to limit spending and propose cuts to their budgets to address the drastic drop in revenue caused by the economic fallout from COVID-19. As a result, the COE experienced a 56.9 percent drop in revenue in FY 2019-20 from the previous fiscal year, while the Center was only able to reduce expenditures by 25.1 percent. This combination caused the Professional Development Center Cash Fund to end FY 2019-20 with a deficit.

PROFESSIONAL DEVELOPMENT CENTER CASH FUND - JBC STAFF RECOMMENDATION				
REVENUE/EXPENDITURES	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 APPROPRIATED	FY 2021-22 REQUESTED
Fund Beginning year balance	$78,972	$20	$1	$74,760
Fees	$1,118,445	$481,837	$166,461	$437,000
Supplemental General Fund Subsidy (S.B. 21-048)	0	414,841	361,386	0
LEAN Talent Challenge	0	0	1,000,000	0
Total - Revenue	**$1,118,445**	**$896,678**	**$1,527,846**	**$437,000**
Cash Expenditures	$1,197,397	$896,697	$453,087	$437,000
LEAN Talent Challenge	0	0	1,000,000	0
Total - Expenditures	**$1,197,397**	**$896,697**	**$1,453,087**	**$437,000**
Surplus/(deficit)	($78,952)	($19)	$74,759	($0)

The Committee approved a $776,227 General Fund subsidy, spread across FY 2019-20 and FY 2020-21, during this session's supplemental process. The subsidy was intended to shore up the finances of the Center, allowing it to continue operations through the end of the current fiscal year.

PROGRAM FINANCIAL RESTRUCTURE

The Department requests a program refinance to change the funding structure of the Center from a fee-for-service model to a common policy. The Department contends that a common policy funding structure would ensure that the fundamental training needs for each department are met and customers are receiving training using a consistent approach. The Department argues that the restructure would allow the COE to focus on courses that are necessary for state workers. The restructure and refinance will also reduce expenses for the program. As part of the restructure, COE would establish competitive price agreements for vendor-provided training that will not include additional overhead, and will allow departments to work directly with vendors to procure their services.

CENTER FOR ORGANIZATIONAL EFFECTIVENESS FY 2021-22 ESTIMATED PROGRAM COSTS	
Personal services	$201,248
Operating expenses	46,043
Centrally appropriated costs	189,709
Total	**$437,000**
Common policy FTE	25,839
Common policy rate	$16.91

The Department proposes moving the funding source for COE to a common policy beginning in FY 2021-22. Common policies represent a standard method of determining the budget need, by department, for services that are centrally provided by DPA. Funding requests for these services are developed using a common methodology for each department. This ensures that consistent assumptions are used while developing budget requests for specific line item appropriations within individual departments. By utilizing a common policy methodology, the COE can rely on a stable funding source. The Department is proposing a per FTE rate of $17 to be charge to the following Departments included in the common policy.

PROPOSED COE COMMON POLICY COST BY DEPARTMENT1			
DEPARTMENT	AVERAGE EMPLOYEE COUNT (12 MONTHS AVERAGE)	REQUESTED RATE: $17	JBC STAFF CALCULATED RATE: $16.91
Agriculture	292	$4,964	$4,938
Corrections	6,092	103,564	103,031
Education	730	12,410	12,346
Governor's Office	747	12,699	12,634
HCPF	570	9,690	9,640
Higher Education	212	3,604	3,585
Human Services	4,880	82,960	82,533
Labor	1,234	20,978	20,870
Law	478	8,126	8,084
Local Affairs	191	3,247	3,230
Military Affairs	162	2,754	2,740
Natural Resources	1,489	25,313	25,183
Personnel	367	6,239	6,207
Public Health	1,414	24,038	23,914
Public Safety	1,839	31,263	31,102
Regulatory Agencies	547	9,299	9,251
Revenue	1,495	25,415	25,284
State	88	1,496	1,488
Transportation	2,982	50,694	50,433
Treasury	30	510	507
Total	**25,839**	**$439,263**	**$437,000**

1 The following are excluded from this common policy: the Judicial branch; the Legislative branch, and Institutions of Higher Education

JBC STAFF RECOMMENDATION

JBC staff recommends denial of this request because the services provided by the Center do not rise to the level of a common policy, nor would the Department's request provide widespread access to state employees to the services offered by the Center.

ACCESSIBILITY OF CENTER FOR ORGANIZATIONAL EFFECTIVENESS SERVICES UNDER COMMON POLICY			
DEPARTMENT	AVERAGE EMPLOYEE COUNT (12 MONTHS)	DEPARTMENT ALLOCATION	NUMBER OF CLASSES PURCHASED (BLENDED AVERAGE: $709)
Agriculture	292	$4,964	7.0
Corrections	6,092	103,564	146.0
Education	730	12,410	17.5
Governor's Office	747	12,699	17.9
HCPF	570	9,690	13.7
Higher Education	212	3,604	5.1
Human Services	4,880	82,960	116.9
Labor	1,234	20,978	29.6
Law	478	8,126	11.5

ACCESSIBILITY OF CENTER FOR ORGANIZATIONAL EFFECTIVENESS SERVICES UNDER COMMON POLICY			
DEPARTMENT	AVERAGE EMPLOYEE COUNT (12 MONTHS)	DEPARTMENT ALLOCATION	NUMBER OF CLASSES PURCHASED (BLENDED AVERAGE: $709)
Local Affairs	191	3,247	4.6
Military Affairs	162	2,754	3.9
Natural Resources	1,489	25,313	35.7
Personnel & Administration	367	6,239	8.8
Public Health	1,414	24,038	33.9
Public Safety	1,839	31,263	44.1
Regulatory Agencies	547	9,299	13.1
Revenue	1,495	25,415	35.8
State	88	1,496	2.1
Transportation	2,982	50,694	71.5
Treasury	30	510	0.7
Total	**25,839**	**$439,263**	619.2
		Class saturation as a % of FTE	*2.4%*

Unlike other common policies (e.g., health/life/dental, salary survey, vehicle lease payments, CORE, etc.), participation in COE course is voluntary. Retaining a fee-for-service model allows departments and programs the flexibility to determine the training needs of their employees. With a 2.4 percent saturation rate, the common policy proposal would do little to provide widespread access to the Center's services. Instead, the proposed common policy would simply function as a mechanism to stabilize the Center's finances at a cost of $241,595 General Fund.

ALTERNATIVE TO JBC STAFF RECOMMENDATION

There is substantial uncertainty regarding the availability of departmental resources in FY 2021-22 for the professional development services provided by the COE. As a fee-for-service program, there is significant risk that expenditures by departments for CEO training services may be too low for the program to be sustained. It is generally considered a human resources best-practice for employers the size of the State of Colorado to provide their employees with professional development and training opportunities. These opportunities are made available through a variety of mechanisms, from reimbursements to bonuses to direct payment. If the Committee determines that the services provided by the COE add value to state's workforce, a General Fund subsidy could be considered.

➔ R2 DOR PRINTING AND MAIL MIGRATION TO IDS

REQUEST: The Department requests a budget neutral restructure of the Integrated Document Solutions (IDS) subsubdivision, moving the appropriations from the IDS Postage line item to the Operating Expenses line item. This shift will allow the Department to incorporate print volumes from the Department of Revenue (DOR), charging DOR for the workload through the Document Solutions Group common policy.

The request includes a non-prioritized request in the Department of Revenue (NP2) for an increase of $347,116 total funds, including an increase of $689,675 General Fund and a decrease of $342,559 cash funds, and a decrease of 5.0 FTE in FY 2021-22. The request would annualize in FY 2022-23 with a decrease of $343,883 total funds.

RECOMMENDATION: JBC staff recommends approval of the request.

DISCUSSION: Integrated Document Solutions provides business support services comprising print, document management, data entry, imaging, and mail operations. IDS is the Colorado State Printer and is an end-to-end document management operation, serving all government entities across Colorado. The movement of all print volumes from DOR to IDS was initiated due to the Office of the State Auditor's 2011 audit report (control number 2157), guiding DOR to move all printing and metering mail services to IDS. As part of this transfer, DOR's appropriations will be adjusted and an allocation of common policy funding will be included in an existing Document Solution Group common policy line item, so that DOR is funded to pay IDS for print and mail services. Additionally, all customers who utilize IDS' services will benefit from reduced rates as fixed indirect costs will be spread over an approximate 20.0 percent increase in volume for IDS North Campus, where the IDS printing and metering services are held.

The Department of Revenue has been operating a print production and mail center to service DOR's specific needs, and the volumes processed in this DOR center represent volumes that can be folded seamlessly into IDS' existing infrastructure without increasing program overhead.

DOCUMENT SOLUTIONS GROUP COMMON POLICY ADJUSTMENT

The Document Solutions Group handles the DOR tax pipeline and scanning operations, of which the Secretary of State is also a large customer. In an effort to provide more stability in the rates for its two largest customers, the Department implemented the DSG Common Policy in FY 2019-20 for those two customers. Pursuant to statutes 24-30-1102, C.R.S. and 24-30-1108, C.R.S., IDS sets rates for the services performed by the program, ensuring that all direct and indirect costs of running the program are covered and that the rates charged by the program are competitive with the market. Utilizing the anticipated volumes for each service, the process targets a zero-profit rate based on the anticipated volumes and total estimated costs of production. These costs for the upcoming year include program overhead, labor, and operational expenses. The main goal of the rate setting process is to ensure that the state agencies that use IDS services are getting the best price possible. The FY 2017-18 market rate comparison data shows IDS rates are on average 35.0 percent below market price.

Initial estimates indicate that the costs associated with the transfer will require an increase in appropriations at the Department of Revenue in the first year. All other customers will experience a decrease in rates, and a corresponding decrease in the amount billed to them due to the spread of fixed overhead costs over a larger volume (assuming print and mail volumes return to pre-COVID levels in out-years). This incremental need at DOR is driven by an unavoidable decrease in volumes projected at IDS due to COVID-19 and the associated tightening of operating budgets. In a year when volumes return to normal, the Department anticipates that all customers will benefit from the additional volumes processed by IDS. Even if volumes stabilize at a lower volume count, the State will still benefit from the elimination of duplicative services.

With this movement of volume into IDS, the program requests the combination of two line items to maximize efficiencies for the program. The Department requests that the (4) Division of Central Services (B) Integrated Document Solutions Postage line item be combined with the (4) Division of Central Services (B) Integrated Document Solutions Operating Expenses line item beginning FY 2021-22 and ongoing. Combining these line item enables IDS to take over the DOR volume without a request to increase appropriation through efficient utilization of existing spending authority.

The billing methodology DPA is proposing for this particular action represents a material departure from the standard methodology for common policies. The Department is proposing that the common policy cost pool is mixed within the IDS standard billing cost pool. This combination ensures that the cost sharing of the overheads are still achieved to maximize savings for all departments. To calculate the DOR IDS common policy, the Department will use current fiscal year IDS rates. These rates will include all anticipated volumes and needed expenses, including DOR, to calculate the rates for all customers. These rates will then be multiplied by DOR's average of the past two full fiscal years' volumes split out by billable task. This process will not only create stable billing for DOR, but also guarantee that cost sharing principles are applied equitably throughout the customer base. The Department also proposes that each year during the common policy build process, a review and comparison of revenue collected to actual expenses will be undertaken. If either the expense or revenue is out of balance, an adjustment will be made in the common policy rates.

To pay IDS common policy for the services of mailing and printing, the Department of Revenue will need to move appropriations in the amount of $4,033,565 from a combination of personal services, benefits, operating, and postage lines to the IDS common policy line item. Also, DOR will need appropriation movement of $250,575 from the DOR Office of Information Technology (OIT) Payment common policy line to the IDS common policy line item. OIT has been part of this request process, and calculated the amount of appropriation to be moved from the OIT common policy to the IDS common policy line item. This will total $4,284,140, which is the current cost associated at DOR for printing and mailing services. For FY 2021-22, DOR will need an additional $347,116 in appropriation within the IDS common policy to equal the total estimated cost for DOR print and mail volume migrating to IDS of $4,631,256. As operations begin to normalize and IDS services get back to normal volume amounts, the estimated cost for DOR could potentially decrease by $343,883 in FY 2022-23, which is approximately the same cost DOR is currently incurring for print production.

➔ R10 Extend Pause on ADLE Payment

Request and Recommendation: The Department requests the Committee sponsor legislation to continue the suspension of annual depreciation lease equivalent payments. House Bill 20-1398 suspended the annual depreciation lease equivalent payment mechanism, defined in Section 24-30-1310 (1)(a), C.R.S., for FY 2020-21. Under current law, these payments will resume in FY 2021-22.

If the Committee chooses to approve the prioritized request submitted by the Department of Personnel to suspend these payments in FY 2021-22, the Committee will need to sponsor a bill that modifies this statutory provision accordingly. The associated General Fund reductions would be accomplished through that bill. The Committee will consider this potential legislation on March 12, 2021, as part of the JBC Staff Figure Setting presentation for Capital Construction.

DECISION ITEMS AFFECTING MULTIPLE DIVISIONS

None.

(1) EXECUTIVE DIRECTOR'S OFFICE

The division consists of (A) Department Administration and (B) Statewide Special Purpose.

EXECUTIVE DIRECTOR'S OFFICE						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 Appropriation						
HB 20-1360 (Long Bill)	$23,824,332	$6,889,371	$1,504,523	$15,430,438	$0	37.3
SB 21-048 (Supplemental Bill)	0	140,574	0	(140,574)	0	0.0
Other legislation	(854,773)	(826,946)	351,695	(379,522)	0	0.0
TOTAL	**$22,969,559**	**$6,202,999**	**$1,856,218**	**$14,910,342**	**$0**	**37.3**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$22,969,559	$6,202,999	$1,856,218	$14,910,342	$0	37.3
R10 Extend pause on ADLE payment	0	0	0	0	0	0.0
R12 Extend reduction of statewide planning	(980,000)	(980,000)	0	0	0	0.0
Centrally appropriated line items	1,689,094	3,064,979	(164,524)	(1,211,361)	0	0.0
Annualize prior year budget actions	978,250	978,250	0	0	0	0.0
Annualize prior year legislation	1,055,948	775,540	(239,695)	520,103	0	0.0
Non-prioritized request items	527,321	247,721	22,676	256,924	0	0.0
Indirect cost assessment	(72,461)	(595,458)	0	522,997	0	0.0
TOTAL	**$26,167,711**	**$9,694,031**	**$1,474,675**	**$14,999,005**	**$0**	**37.3**
INCREASE/(DECREASE)	**$3,198,152**	**$3,491,032**	**($381,543)**	**$88,663**	**$0**	**0.0**
Percentage Change	13.9%	56.3%	(20.6%)	0.6%	n/a	0.0%
FY 2021-22 EXECUTIVE REQUEST	**$25,404,297**	**$9,046,183**	**$1,438,763**	**$14,919,351**	**$0**	**37.3**
Request Above/(Below) Recommendation	($763,414)	($647,848)	($35,912)	($79,654)	$0	(0.0)

DECISION ITEMS – EXECUTIVE DIRECTOR'S OFFICE

➔ R12 EXTEND REDUCTION OF STATEWIDE PLANNING

REQUEST: The Department requests a one-time reduction of $980,000 General Fund which account for the majority of the $1.0 million General Fund appropriated to the Office of the State Architect for statewide planning services.

RECOMMENDATION: Staff recommends approval of the request. The program has sufficient spending authority for projects and initiatives it has underway or planned, based on prior year appropriations with three-year spending authority. Consummate

DISCUSSION: Within the Department, the Office of the State Architect (Office) is responsible for managing the Statewide Planning Services program (the Program). The Program was created to assist agencies in developing and creating their master plans for construction projects above $500,000. During the 2015 legislative session, the Joint Budget Committee introduced S.B. 15-270 (Office of State Architect), which was subsequently enacted. The bill added to statute the Office of the State Architect, which existed in practice at the time but not specifically in statute.

The bill also added new responsibilities to the Office for statewide planning on capital construction in order to mirror existing mechanisms that the Department of Higher Education utilizes to complete master plans for its agency. With the exception to the Department of Higher Education, the Program supports all state agencies, and requires all capital construction requests to include operational master plans, facilities master plans, facilities program plans, and five-year plans to be submitted to Office for review, according to 24-1-136.5 C.R.S.

Since FY 2016-17, the Statewide Planning Services program received an appropriation of $1,000,000 General Fund per fiscal year, with authority to roll forward unspent funding from each year, for up to a total of three fiscal years, through Long Bill footnotes. This extension was initially granted when it appeared the Office would underspend the appropriation as it set up the program. It was continued based on the expectation that, similar to capital construction projects, tasks undertaken for statewide planning were expected to require flexibility that multiple-year spending authority provides.

The Statewide Planning Services program assists in developing a master plan for each state agency that is primordial in the long-range planning of their facility needs. A master plan assists in saving the State money by reviewing all alternative options, identifying duplicates, avoiding unnecessary construction projects, completing cost estimates, and addressing all other possibilities such as leasing, buying, or renovating. This process ensures that the agency follows standards developed by Office and the Governor.

Since the creation of the Statewide Planning Services program, the Department is the first state agency to benefit from the development of a master plan. The Department completed the Capitol Complex Master Plan, which includes the integration of eleven buildings and grounds in the Capitol Buildings Group, eight additional buildings and sites in the Denver metropolitan area and one building located in Grand Junction. Many other state agencies are currently developing master plans with the assistance of the Statewide Planning Services program. The spending authority allocated to the Statewide Planning Services program of $1,000,000 per fiscal year assists in offsetting some of the costs of developing a master plan for each agency.

Statewide Planning Services provides funding for technical and consulting services related to the statewide planning function for state agencies, which was added to the Office of the State Architect in FY 2015-16. This line item funds, on an ongoing basis, items that might otherwise be included in the capital construction budget, providing for three years of spending authority. This spending authority provides planning flexibility due to the direct relationship between capital construction projects and initiatives and planning services. The multiple-year spending authority allows for the program to forgo $980,000 General Fund for one fiscal year without significantly harming any outcomes expected by the State Architect's Office. However, it should be noted that this would be the second year in a row that the program has offer this reduction. The continuation of this reduction in out-years could cause the program to delay mater plan developments and construction projects for the state.

LINE ITEM DETAIL – EXECUTIVE DIRECTOR'S OFFICE

(A) DEPARTMENT ADMINISTRATION

Department Administration provides policy direction and administrative support services to all divisions within the Department. Cash funds and reappropriated funds are provided from user fees

from non-state agencies and user fees from state agencies and indirect cost recoveries, respectively. General Fund pays for the share of administrative overhead attributable to General Funded programs. Available indirect cost recoveries offset General Fund which adjusts in response due to the annual adjustment of indirect cost recoveries available for the year.

PERSONAL SERVICES

This line item funds the 18.3 FTE in Department Administration, including the Executive Director, accounting, budget, purchasing, human resources, and general support staff. Cash funds are provided from user fees from non-state agencies. Reappropriated funds are provided from user fees from state agencies and indirect cost recoveries. The workload for staff supported by this line item is driven by the number of Department employees and the Department's overarching responsibility for statewide human resources policy, statewide compensation and operating common policies, and delivery of central business services.

STATUTORY AUTHORITY: Article 30 of Title 24, C.R.S.

REQUEST: The Department requests an appropriation of $1,916,702 total funds, including $57,774 cash funds and $1,858,928 reappropriated funds, and 18.3 FTE, which includes the annualization for S.B. 18-200 (PERA).

RECOMMENDATION: Staff **recommends an appropriation of $1,916,101 total funds, including $57,774 cash funds and $1,848,327 reappropriated funds, and 18.3 FTE**, in accordance with the Committee's decision regarding the annualization of S.B. 18-200.

EXECUTIVE DIRECTOR'S OFFICE, DEPARTMENT ADMINISTRATION, PERSONAL SERVICES						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$1,916,090	$12,393	$57,774	$1,845,923	$0	18.3
TOTAL	**$1,916,090**	**$12,393**	**$57,774**	**$1,845,923**	**$0**	**18.3**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$1,916,090	$12,393	$57,774	$1,845,923	$0	18.3
Annualize prior year legislation	11	11	0	0	0	0.0
Indirect cost assessment	0	(12,404)	0	12,404	0	0.0
TOTAL	**$1,916,101**	**$0**	**$57,774**	**$1,858,327**	**$0**	**18.3**
INCREASE/(DECREASE)	**$11**	**($12,393)**	**$0**	**$12,404**	**$0**	**0.0**
Percentage Change	0.0%	(100.0%)	0.0%	0.7%	n/a	0.0%
FY 2021-22 EXECUTIVE REQUEST	**$1,916,702**	**$0**	**$57,774**	**$1,858,928**	**$0**	**18.3**
Request Above/(Below) Recommendation	$601	$0	$0	$601	$0	0.0

HEALTH, LIFE, AND DENTAL

This line item provides funding for the employer's share of the cost of group benefit plans providing health, life, and dental insurance for state employees.

STATUTORY AUTHORITY: Sections 24-50-611 and 24-50-603 (9), C.R.S.

REQUEST: The Department requests an appropriation of $4,448,038 total funds, including $1,620,781 General Fund, $145,314 cash funds, and $2,681,943 reappropriated funds.

RECOMMENDATION: Staff **recommends an appropriation of $4,448,038 total funds, including $1,620,781 General Fund, $145,314 cash funds, and $2,681,943 reappropriated funds**. The recommendation reflects the Committee's decision on compensation common policies.

EXECUTIVE DIRECTOR'S OFFICE, DEPARTMENT ADMINISTRATION, HEALTH, LIFE, AND DENTAL						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$3,771,398	$792,650	$191,744	$2,787,004	$0	0.0
TOTAL	**$3,771,398**	**$792,650**	**$191,744**	**$2,787,004**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$3,771,398	$792,650	$191,744	$2,787,004	$0	0.0
Centrally appropriated line items	801,236	864,502	(42,102)	(21,164)	0	0.0
Non-prioritized request items	(124,596)	(36,371)	(4,328)	(83,897)	0	0.0
TOTAL	**$4,448,038**	**$1,620,781**	**$145,314**	**$2,681,943**	**$0**	**0.0**
INCREASE/(DECREASE)	**$676,640**	**$828,131**	**($46,430)**	**($105,061)**	**$0**	**0.0**
Percentage Change	17.9%	104.5%	(24.2%)	(3.8%)	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$4,448,038**	**$1,620,781**	**$145,314**	**$2,681,943**	**$0**	**0.0**
Request Above/(Below) Recommendation	$0	$0	$0	$0	$0	0.0

SHORT-TERM DISABILITY

This line item provides funding for the employer's share of state employees' short-term disability insurance premiums.

STATUTORY AUTHORITY: Sections 24-50-611, C.R.S., and 24-50-603 (13), C.R.S.

REQUEST: The Department requests an appropriation of $43,788 total funds, including $18,303 General Fund, $1,743 cash funds, and $23,742 reappropriated funds.

RECOMMENDATION: Staff **recommends an appropriation of $43,980 total funds, including $18,384 General Fund, $1,750 cash funds, and $23,846 reappropriated funds**. The recommendation reflects the Committee's decision on compensation common policies.

EXECUTIVE DIRECTOR'S OFFICE, DEPARTMENT ADMINISTRATION, SHORT-TERM DISABILITY						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$44,959	$17,435	$2,149	$25,375	$0	0.0
TOTAL	**$44,959**	**$17,435**	**$2,149**	**$25,375**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$44,959	$17,435	$2,149	$25,375	$0	0.0
Non-prioritized request items	1,071	448	42	581	0	0.0

EXECUTIVE DIRECTOR'S OFFICE, DEPARTMENT ADMINISTRATION, SHORT-TERM DISABILITY						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
Centrally appropriated line items	(2,050)	501	(441)	(2,110)	0	0.0
TOTAL	**$43,980**	**$18,384**	**$1,750**	**$23,846**	**$0**	**0.0**
INCREASE/(DECREASE)	**($979)**	**$949**	**($399)**	**($1,529)**	**$0**	**0.0**
Percentage Change	(2.2%)	5.4%	(18.6%)	(6.0%)	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$43,788**	**$18,303**	**$1,743**	**$23,742**	**$0**	**0.0**
Request Above/(Below) Recommendation	($192)	($81)	($7)	($104)	$0	0.0

S.B. 04-257 AMORTIZATION EQUALIZATION DISBURSEMENT

Pursuant to S.B. 04-257, this line item provides additional funding to increase the State contribution for the Public Employees' Retirement Association (PERA).

STATUTORY AUTHORITY: Section 24-51-411, C.R.S.

REQUEST: The Department requests an appropriation of $1,378,294 total funds including, $575,232 General Fund, $54,770 cash funds, and $748,292 reappropriated funds.

RECOMMENDATION: Staff **recommends an appropriation of $1,384,361 total funds, including $577,768 General Fund, $55,011 cash funds, and $751,582 reappropriated funds**. The recommendation reflects the Committee's decision on compensation common policies.

EXECUTIVE DIRECTOR'S OFFICE, DEPARTMENT ADMINISTRATION, S.B. 04-257 AMORTIZATION EQUALIZATION DISBURSEMENT						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$1,349,970	$522,782	$64,438	$762,750	$0	0.0
TOTAL	**$1,349,970**	**$522,782**	**$64,438**	**$762,750**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$1,349,970	$522,782	$64,438	$762,750	$0	0.0
Non-prioritized request items	33,711	14,092	1,340	18,279	0	0.0
Centrally appropriated line items	680	40,894	(10,767)	(29,447)	0	0.0
TOTAL	**$1,384,361**	**$577,768**	**$55,011**	**$751,582**	**$0**	**0.0**
INCREASE/(DECREASE)	**$34,391**	**$54,986**	**($9,427)**	**($11,168)**	**$0**	**0.0**
Percentage Change	2.5%	10.5%	(14.6%)	(1.5%)	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$1,378,294**	**$575,232**	**$54,770**	**$748,292**	**$0**	**0.0**
Request Above/(Below) Recommendation	($6,067)	($2,536)	($241)	($3,290)	$0	0.0

S.B. 06-235 SUPPLEMENTAL AMORTIZATION EQUALIZATION DISBURSEMENT

Pursuant to S.B. 06-235, this line item provides additional funding to increase the State contribution for PERA from money that would otherwise fund employee increases.

STATUTORY AUTHORITY: Section 24-51-411, C.R.S.

REQUEST: The Department requests an appropriation of $1,378,294 total funds including, $575,232 General Fund, $54,770 cash funds, and $748,292 reappropriated funds.

RECOMMENDATION: Staff **recommends an appropriation of $1,384,361 total funds, including $577,768 General Fund, $55,011 cash funds, and $751,582 reappropriated funds**. The recommendation reflects the Committee's decision on compensation common policies.

EXECUTIVE DIRECTOR'S OFFICE, DEPARTMENT ADMINISTRATION, S.B. 06-235 SUPPLEMENTAL AMORTIZATION EQUALIZATION DISBURSEMENT						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$1,349,970	$522,782	$64,438	$762,750	$0	0.0
TOTAL	**$1,349,970**	**$522,782**	**$64,438**	**$762,750**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$1,349,970	$522,782	$64,438	$762,750	$0	0.0
Non-prioritized request items	33,711	14,092	1,340	18,279	0	0.0
Centrally appropriated line items	680	40,894	(10,767)	(29,447)	0	0.0
TOTAL	**$1,384,361**	**$577,768**	**$55,011**	**$751,582**	**$0**	**0.0**
INCREASE/(DECREASE)	**$34,391**	**$54,986**	**($9,427)**	**($11,168)**	**$0**	**0.0**
Percentage Change	2.5%	10.5%	(14.6%)	(1.5%)	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$1,378,294**	**$575,232**	**$54,770**	**$748,292**	**$0**	**0.0**
Request Above/(Below) Recommendation	($6,067)	($2,536)	($241)	($3,290)	$0	0.0

PERA DIRECT DISTRIBUTION

This line item is included as a common policy allocation payment for the state portion of the PERA Direct Distribution created in Section 24-51-414, C.R.S., enacted in S.B. 18-200.

STATUTORY AUTHORITY: Section 24-51-414, (2) C.R.S.

REQUEST: The Department requests an appropriation of $650,471 total funds, including $271,475 General Fund, $25,848 cash funds, and $353,148 reappropriated funds.

RECOMMENDATION: JBC staff **recommends approval of the request**. The recommendation reflects the Committee's decision on compensation common policies.

EXECUTIVE DIRECTOR'S OFFICE, DEPARTMENT ADMINISTRATION, PERA DIRECT DISTRIBUTION						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$671,727	$260,140	$32,065	$379,522	$0	0.0
Other legislation	(671,727)	(260,140)	(32,065)	(379,522)	0	0.0
TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$0	$0	$0	$0	$0	0.0

EXECUTIVE DIRECTOR'S OFFICE, DEPARTMENT ADMINISTRATION, PERA DIRECT DISTRIBUTION						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
Annualize prior year legislation	671,727	260,140	32,065	379,522	0	0.0
Non-prioritized request items	0	9	0	(9)	0	0.0
Centrally appropriated line items	(21,256)	11,326	(6,217)	(26,365)	0	0.0
TOTAL	**$650,471**	**$271,475**	**$25,848**	**$353,148**	**$0**	**0.0**
INCREASE/(DECREASE)	**$650,471**	**$271,475**	**$25,848**	**$353,148**	**$0**	**0.0**
Percentage Change	0.0%	0.0%	0.0%	0.0%	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$650,471**	**$271,475**	**$25,848**	**$353,148**	**$0**	**0.0**
Request Above/(Below) Recommendation	$0	$0	$0	$0	$0	0.0

SALARY SURVEY

The Department uses this line item to pay for annual increases for salary survey and senior executive service positions. Salary survey increases may include across-the-board increases, movement to minimum related to salary range adjustments, and specified classification increases.

STATUTORY AUTHORITY: Section 24-50-104, C.R.S.

REQUEST: The Department requests $621,169 total funds, including $259,665 General Fund, $24,707 cash funds, and $336,797 reappropriated funds.

RECOMMENDATION: JBC staff **recommends an appropriation of $757,524 total funds, including $316,665 General Fund, $30,130 cash funds, and $410,729 reappropriated funds**. The Recommendation reflects Committee action on compensation common policies.

EXECUTIVE DIRECTOR'S OFFICE, DEPARTMENT ADMINISTRATION, SALARY SURVEY						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$0	$0	$0	$0	$0	0.0
TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$0	$0	$0	$0	$0	0.0
Non-prioritized request items	757,524	316,665	30,130	410,729	0	0.0
TOTAL	**$757,524**	**$316,665**	**$30,130**	**$410,729**	**$0**	**0.0**
INCREASE/(DECREASE)	**$757,524**	**$316,665**	**$30,130**	**$410,729**	**$0**	**0.0**
Percentage Change	n/a	n/a	n/a	n/a	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$621,169**	**$259,665**	**$24,707**	**$336,797**	**$0**	**0.0**
Request Above/(Below) Recommendation	($136,355)	($57,000)	($5,423)	($73,932)	$0	0.0

MERIT PAY

This line item funds performance-based pay increases using the State's merit pay system for in-classification increases.

STATUTORY AUTHORITY: Pursuant to Section 24-50-104 (1) (c), C.R.S.

REQUEST: The Department requests no merit pay funding for FY 2021-22.

RECOMMENDATION: Consistent with Committee actions on compensation common policies, the staff **recommendation does not include an appropriation for this line item**.

SHIFT DIFFERENTIAL

This line item is used to pay for the incremental costs associated with higher compensation rates for employees who work after regular working hours.

STATUTORY AUTHORITY: Pursuant to Section 24-50-104 (1)(a), C.R.S.

REQUEST: The Department requests $48,157 reappropriated funds.

RECOMMENDATION: Staff **recommends approval of the request**. The recommendation reflects the Committee's decision on compensation common policies.

EXECUTIVE DIRECTOR'S OFFICE, DEPARTMENT ADMINISTRATION, SHIFT DIFFERENTIAL						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$42,664	$0	$0	$42,664	$0	0.0
TOTAL	**$42,664**	**$0**	**$0**	**$42,664**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$42,664	$0	$0	$42,664	$0	0.0
Centrally appropriated line items	5,493	0	0	5,493	0	0.0
TOTAL	**$48,157**	**$0**	**$0**	**$48,157**	**$0**	**0.0**
INCREASE/(DECREASE)	**$5,493**	**$0**	**$0**	**$5,493**	**$0**	**0.0**
Percentage Change	12.9%	n/a	n/a	12.9%	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$48,157**	**$0**	**$0**	**$48,157**	**$0**	**0.0**
Request Above/(Below) Recommendation	$0	$0	$0	$0	$0	0.0

WORKERS' COMPENSATION

This line item is used to pay the Department's estimated share for inclusion in the State's workers' compensation program for state employees.

STATUTORY AUTHORITY: Section 24-30-1510.7, C.R.S.

REQUEST: The Department requests $263,330 total funds, including $81,525 General Fund, $7,789 cash funds, and $174,016 reappropriated funds.

RECOMMENDATION: The staff recommendation is **pending** the Committee common policy decision for this line item. JBC staff requests permission to reflect Committee action for this line item.

EXECUTIVE DIRECTOR'S OFFICE, DEPARTMENT ADMINISTRATION, WORKERS' COMPENSATION						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$274,904	$80,697	$11,119	$183,088	$0	0.0
SB 21-048 (Supplemental Bill)	$0	$2,729	$0	($2,729)	$0	0.0
TOTAL	**$274,904**	**$83,426**	**$11,119**	**$180,359**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$274,904	$83,426	$11,119	$180,359	$0	0.0
Annualize prior year legislation	0	(2,729)	0	2,729	0	0.0
Centrally appropriated line items	(11,574)	828	(3,330)	(9,072)	0	0.0
TOTAL	**$263,330**	**$81,525**	**$7,789**	**$174,016**	**$0**	**0.0**
INCREASE/(DECREASE)	**($11,574)**	**($1,901)**	**($3,330)**	**($6,343)**	**$0**	**0.0**
Percentage Change	(4.2%)	(2.3%)	(29.9%)	(3.5%)	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$263,330**	**$81,525**	**$7,789**	**$174,016**	**$0**	**0.0**
Request Above/(Below) Recommendation	$0	$0	$0	$0	$0	0.0

OPERATING EXPENSES

This line item funds operating expenses for Department Administration.

STATUTORY AUTHORITY: Article 30 of Title 24, C.R.S.

REQUEST: The Department requests $103,192 total funds, including $475 cash funds and $102,717 reappropriated funds.

RECOMMENDATION: JBC staff **recommends approval of the request**.

EXECUTIVE DIRECTOR'S OFFICE, DEPARTMENT ADMINISTRATION, OPERATING EXPENSES						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$104,942	$3,605	$475	$100,862	$0	0.0
TOTAL	**$104,942**	**$3,605**	**$475**	**$100,862**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$104,942	$3,605	$475	$100,862	$0	0.0
Indirect cost assessment	0	(1,855)	0	1,855	0	0.0
Annualize prior year budget actions	(1,750)	(1,750)	0	0	0	0.0
TOTAL	**$103,192**	**$0**	**$475**	**$102,717**	**$0**	**0.0**
INCREASE/(DECREASE)	**($1,750)**	**($3,605)**	**$0**	**$1,855**	**$0**	**0.0**
Percentage Change	(1.7%)	(100.0%)	0.0%	1.8%	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$103,192**	**$0**	**$475**	**$102,717**	**$0**	**0.0**
Request Above/(Below) Recommendation	$0	$0	$0	$0	$0	0.0

LEGAL SERVICES

This line item provides funding for the Department to purchase legal services from the Department of Law.

STATUTORY AUTHORITY: Sections 24-31-101 (1)(a), C.R.S., and 24-75-112 (1)(i), C.R.S.

REQUEST: The Department requests $417,518 total funds including $307,091 General Fund, $21,900 cash funds, and $88,527 reappropriated funds. The request includes a common policy adjustment for the rate for legal services.

RECOMMENDATION: Staff recommendation is **pending** the Committee common policy decision for this line item. JBC staff requests permission to reflect Committee action for this line item. However, staff recommends the continuation of 3,600 hours of legal services for the continued implementation of H.B. 20-1153 (Colorado Partnership For Quality Jobs And Services Act). The following table summarizes the Department's request.

EXECUTIVE DIRECTOR'S OFFICE, DEPARTMENT ADMINISTRATION, LEGAL SERVICES						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$185,160	$121,018	$30,616	$33,526	$0	0.0
TOTAL	**$185,160**	**$121,018**	**$30,616**	**$33,526**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$185,160	$121,018	$30,616	$33,526	$0	0.0
Centrally appropriated line items	232,358	186,073	(8,716)	55,001	0	0.0
Annualize prior year legislation	(383,760)	0	(383,760)	0	0	0.0
TOTAL	**$33,758**	**$307,091**	**($361,860)**	**$88,527**	**$0**	**0.0**
INCREASE/(DECREASE)	**($151,402)**	**$186,073**	**($392,476)**	**$55,001**	**$0**	**0.0**
Percentage Change	(81.8%)	153.8%	(1,281.9%)	164.1%	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$417,518**	**$307,091**	**$21,900**	**$88,527**	**$0**	**0.0**
Request Above/(Below) Recommendation	$383,760	$0	$383,760	$0	$0	0.0

ADMINISTRATIVE LAW JUDGE SERVICES

This line item provides funding for the Department to purchase Administrative Law Judge services from the Office of Administrative Courts.

STATUTORY AUTHORITY: Sections 24-30-1001 (3) and 24-30-1002, C.R.S.

REQUEST: The Department requests an appropriation of $3,465 total funds, including $2,402 General Fund and $1,063 cash funds.

RECOMMENDATION: The staff recommendation is **pending** action by the Committee on operating common policies for this line item. JBC staff requests permission to reflect Committee action for this line item. The following summarizes the Department's request.

EXECUTIVE DIRECTOR'S OFFICE, DEPARTMENT ADMINISTRATION, ADMINISTRATIVE LAW JUDGE SERVICES						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$2,945	$0	$2,945	$0	$0	0.0
TOTAL	**$2,945**	**$0**	**$2,945**	**$0**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$2,945	$0	$2,945	$0	$0	0.0
Centrally appropriated line items	520	2,402	(1,882)	0	0	0.0
TOTAL	**$3,465**	**$2,402**	**$1,063**	**$0**	**$0**	**0.0**
INCREASE/(DECREASE)	**$520**	**$2,402**	**($1,882)**	**$0**	**$0**	**0.0**
Percentage Change	17.7%	0.0%	(63.9%)	n/a	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$3,465**	**$2,402**	**$1,063**	**$0**	**$0**	**0.0**
Request Above/(Below) Recommendation	$0	$0	$0	$0	$0	0.0

PAYMENT TO RISK MANAGEMENT AND PROPERTY FUNDS

This line item provides funding for the Department's share of liability and property insurance from Risk Management.

STATUTORY AUTHORITY: Section 24-30-1510 and 24-30-1510.5, C.R.S.

REQUEST: The Department requests an appropriation of $1,263,513 total funds, including $391,170 General Fund, $37,373 cash funds, and $834,970 reappropriated funds. The request includes common policy adjustments.

RECOMMENDATION: The staff recommendation is **pending** action by the Committee on operating common policies for this line item. JBC staff requests permission to reflect Committee action for this line item. The following summarizes the Department's request.

EXECUTIVE DIRECTOR'S OFFICE, DEPARTMENT ADMINISTRATION, PAYMENT TO RISK MANAGEMENT AND PROPERTY FUNDS						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$879,487	$258,172	$35,572	$585,743	$0	0.0
SB 21-048 (Supplemental Bill)	$0	$8,729	$0	($8,729)	$0	0.0
TOTAL	**$879,487**	**$266,901**	**$35,572**	**$577,014**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$879,487	$266,901	$35,572	$577,014	$0	0.0
Centrally appropriated line items	384,026	132,998	1,801	249,227	0	0.0
Annualize prior year legislation	0	(8,729)	0	8,729	0	0.0
TOTAL	**$1,263,513**	**$391,170**	**$37,373**	**$834,970**	**$0**	**0.0**
INCREASE/(DECREASE)	**$384,026**	**$124,269**	**$1,801**	**$257,956**	**$0**	**0.0**
Percentage Change	43.7%	46.6%	5.1%	44.7%	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$1,263,513**	**$391,170**	**$37,373**	**$834,970**	**$0**	**0.0**

EXECUTIVE DIRECTOR'S OFFICE, DEPARTMENT ADMINISTRATION, PAYMENT TO RISK MANAGEMENT AND PROPERTY FUNDS						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
Request Above/(Below) Recommendation	$0	$0	$0	$0	$0	0.0

STATEWIDE TRAINING [NEW LINE ITEM]

This line item provides funding for payments to the Center for Organizational Effectiveness, which provides professional development and training services for state employees.

STATUTORY AUTHORITY: Section 24-50-122, C.R.S.

REQUEST: The Department requests $6,239 total funds, including $1,931 General Fund, $185 cash funds, and $4,123 reappropriated funds. The request includes the creation of a new line item to accommodate a new common policy.

RECOMMENDATION: The staff recommendation is **pending** the Committee common policy decision for this line item. JBC staff requests permission to reflect Committee action for this line item. The amount reflected in the table below represents the Department's request.

EXECUTIVE DIRECTOR'S OFFICE, DEPARTMENT ADMINISTRATION, STATEWIDE TRAINING						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
HB 20-1360 (Long Bill)	$0	$0	$0	$0	$0	0.0
TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**	**0.0**
Non-prioritized request items	$6,239	$1,931	$185	$4,123	$0	0.0
TOTAL	**$6,239**	**$1,931**	**$185**	**$4,123**	**$0**	**0.0**
INCREASE/(DECREASE)	**$6,239**	**$1,931**	**$185**	**$4,123**	**$0**	**0.0**
Percentage Change	n/a	n/a	n/a	n/a	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$6,239**	**$1,931**	**$185**	**$4,123**	**$0**	**0.0**
Request Above/(Below) Recommendation	$0	$0	$0	$0	$0	0.0

VEHICLE LEASE PAYMENTS

This line item provides funding for payments to Fleet Management for the cost of the Fleet Management program administration and lease-purchase payments for Department vehicles.

STATUTORY AUTHORITY: Section 24-30-1104 (2), C.R.S.

REQUEST: The Department requests $285,677 reappropriated funds. The request includes adjustments for the Annual Fleet Vehicle Request that includes reflecting lease payments for vehicles assigned to the Department in this appropriation.

RECOMMENDATION: The staff recommendation is **pending** the Committee common policy decision for this line item. JBC staff requests permission to reflect Committee action for this line item. The amount reflected in the table below represents the Department's request.

EXECUTIVE DIRECTOR'S OFFICE, DEPARTMENT ADMINISTRATION, VEHICLE LEASE PAYMENTS						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$262,054	$0	$0	$262,054	$0	0.0
SB 21-048 (Supplemental Bill)	$0	$0	$0	$0	$0	0.0
TOTAL	**$262,054**	**$0**	**$0**	**$262,054**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$262,054	$0	$0	$262,054	$0	0.0
Non-prioritized request items	23,623	0	0	23,623	0	0.0
TOTAL	**$285,677**	**$0**	**$0**	**$285,677**	**$0**	**0.0**
INCREASE/(DECREASE)	**$23,623**	**$0**	**$0**	**$23,623**	**$0**	**0.0**
Percentage Change	9.0%	n/a	n/a	9.0%	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$285,677**	**$0**	**$0**	**$285,677**	**$0**	**0.0**
Request Above/(Below) Recommendation	$0	$0	$0	$0	$0	0.0

LEASED SPACE

This line item funds the Department's lease obligations for private office space and other facilities that are not State-owned. The following table summarizes leases and lease purchase agreements currently in force:

SUMMARY OF LEASED SPACE FOR DEPARTMENT OF PERSONNEL				
CITY	PHYSICAL ADDRESS	PROGRAM	FTE	SQ. FT.
Colorado Springs	2864 S Circle Drive 80906	Office of Administrative Courts	5.0	4,034
Colorado Springs	1295 Kelly Johnson Blvd, Suite 250, 80920	State Employees Assistance Program	0.7	200
Pueblo[1]	2 Jetway Court 81001	Document Solutions Group	40.6	25,002
Totals			**46.3**	**67,342**

[1] The Department included the Document Solutions Group because this line item funds payment in a lease-purchase agreement for the state to acquire the building that houses the Document Solutions Group.
[2] The square footage for the building occupied by Document Solutions Group is estimated based on a rough measurement of its perimeter and should not be relied on for any calculations.

STATUTORY AUTHORITY: Article 30 of Title 24, C.R.S.

REQUEST: The Department requests a continuation appropriation of $353,886 reappropriated funds.

RECOMMENDATION: Staff recommends approval of the request.

CAPITOL COMPLEX LEASED SPACE

This line item pays for the Department's share of costs for space in the Capitol Complex. The Department's allocation for FY 2021-22 totals 279,324 square feet in the Capitol Complex, including 194,437 square feet in Denver, 82,034 at North Campus, and 2,853 in Grand Junction.

STATUTORY AUTHORITY: Section 24-30-1104 (4) and Part 1 of Article 82 of Title 24, C.R.S.

REQUEST: The Department requests $4,050,798 total funds, including $2,264,557 General Fund $26,426 cash funds, and $1,759,815 reappropriated funds. The request includes common policy adjustments.

RECOMMENDATION: The staff recommendation is **pending** the Committee common policy decision for this line item. JBC staff requests permission to reflect Committee action for this line item.

EXECUTIVE DIRECTOR'S OFFICE, DEPARTMENT ADMINISTRATION, CAPITOL COMPLEX LEASED SPACE						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$2,482,062	$788,532	$0	$1,693,530	$0	0.0
SB 21-048 (Supplemental Bill)	$0	$64,606	$0	($64,606)	$0	0.0
TOTAL	**$2,482,062**	**$853,138**	**$0**	**$1,628,924**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$2,482,062	$853,138	$0	$1,628,924	$0	0.0
Centrally appropriated line items	1,568,736	2,057,224	26,426	(514,914)	0	0.0
Annualize prior year legislation	0	(64,606)	0	64,606	0	0.0
Indirect cost assessment	0	(581,199)	0	581,199	0	0.0
TOTAL	**$4,050,798**	**$2,264,557**	**$26,426**	**$1,759,815**	**$0**	**0.0**
INCREASE/(DECREASE)	**$1,568,736**	**$1,411,419**	**$26,426**	**$130,891**	**$0**	**0.0**
Percentage Change	63.2%	165.4%	n/a	8.0%	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$4,050,798**	**$2,264,557**	**$26,426**	**$1,759,815**	**$0**	**0.0**
Request Above/(Below) Recommendation	$0	$0	$0	$0	$0	0.0

ANNUAL DEPRECIATION-LEASE EQUIVALENT PAYMENT

This line item was established as part of the process created in SB15-211 to annually set aside an amount equal to the calculated depreciation of a capital asset funded through the capital construction section of the Long Bill. At this time, the capital asset being depreciated is the renovation of the House and Senate Chambers.

STATUTORY AUTHORITY: Section 24-30-1310 (2)(a), C.R.S.

REQUEST: The Department requests no appropriation for FY 2021-22, a continuation of paused payment of $566,806 General Fund in FY 2020-21 through R10.

RECOMMENDATION: House Bill 20-1398 suspended the annual depreciation lease equivalent payment mechanism, defined in Section 24-30-1310 (1)(a), C.R.S., for FY 2020-21. Under current law, these payments will resume in FY 2021-22.

Staff thus **recommends appropriating $615,958 total funds, including $585,958 General Fund and $30,000 cash funds**, for this line item in the FY 2021-22 Long Bill. If the Committee chooses to approve the prioritized request submitted by the Department of Personnel to suspend these payments in FY 2021-22 (R10), the Committee will need to sponsor a bill that modifies this statutory provision accordingly. The associated General Fund reductions would be accomplished through that bill. The Committee will consider this potential legislation on March 12, 2021, as part of the JBC Staff Figure Setting presentation for Capital Construction.

EXECUTIVE DIRECTOR'S OFFICE, DEPARTMENT ADMINISTRATION, ANNUAL DEPRECIATION - LEASE EQUIVALENT PAYMENT						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$566,806	$566,806	$0	$0	$0	0.0
Other legislation	(566,806)	(566,806)	0	0	0	0.0
TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$0	$0	$0	$0	$0	0.0
Annualize prior year legislation	615,958	585,958	30,000	0	0	0.0
R10 Extend pause on ADLE payment	0	0	0	0	0	0.0
TOTAL	**$615,958**	**$585,958**	**$30,000**	**$0**	**$0**	**0.0**
INCREASE/(DECREASE)	**$615,958**	**$585,958**	**$30,000**	**$0**	**$0**	**0.0**
Percentage Change	0.0%	0.0%	n/a	n/a	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$0**	**$0**	**$0**	**$0**	**$0**	**0.0**
Request Above/(Below) Recommendation	($615,958)	($585,958)	($30,000)	$0	$0	0.0

PAYMENTS TO OIT

This line item represents payments to the Governor's Office of Information Technology for information technology services.

STATUTORY AUTHORITY: Section 24-37.5-104, C.R.S.

REQUEST: The Department requests $4,699,960 total funds, including $1,455,051 General Fund, $139,018 cash funds, and $3,105,891 reappropriated funds.

RECOMMENDATION: The staff recommendation is **pending** the Committee common policy decision for this line item. JBC staff requests permission to reflect Committee action for this line item. The following table summarizes the Department request.

EXECUTIVE DIRECTOR'S OFFICE, DEPARTMENT ADMINISTRATION, PAYMENTS TO OIT						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$6,113,666	$1,778,468	$247,614	$4,087,584	$0	0.0
SB 21-048 (Supplemental Bill)	$0	$60,682	$0	($60,682)	$0	0.0
TOTAL	**$6,113,666**	**$1,839,150**	**$247,614**	**$4,026,902**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$6,113,666	$1,839,150	$247,614	$4,026,902	$0	0.0
Annualize prior year legislation	0	(60,682)	0	60,682	0	0.0
Centrally appropriated line items	(1,209,744)	(260,272)	(102,563)	(846,909)	0	0.0
Non-prioritized request items	(203,962)	(63,145)	(6,033)	(134,784)	0	0.0
TOTAL	**$4,699,960**	**$1,455,051**	**$139,018**	**$3,105,891**	**$0**	**0.0**
INCREASE/(DECREASE)	**($1,413,706)**	**($384,099)**	**($108,596)**	**($921,011)**	**$0**	**0.0**
Percentage Change	(23.1%)	(20.9%)	(43.9%)	(22.9%)	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$4,699,960**	**$1,455,051**	**$139,018**	**$3,105,891**	**$0**	**0.0**
Request Above/(Below) Recommendation	$0	$0	$0	$0	$0	0.0

CORE OPERATIONS

This line item funds operation of the Colorado Operations Resource Engine (CORE), the statewide accounting system which was launched in July 2014.

STATUTORY AUTHORITY: Section 24-30-209, C.R.S.

REQUEST: The Department requests $325,637 total funds, including $100,815 General Fund, $9,632 cash funds, and $215,190 reappropriated funds.

RECOMMENDATION: The staff recommendation is **pending** the Committee common policy decision for this line item. JBC staff requests permission to reflect Committee action for this line item. The following represents the Department's request.

EXECUTIVE DIRECTOR'S OFFICE, DEPARTMENT ADMINISTRATION, CORE OPERATIONS						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$385,648	$113,206	$15,598	$256,844	$0	0.0
SB 21-048 (Supplemental Bill)	$0	$3,828	$0	($3,828)	$0	0.0
TOTAL	**$385,648**	**$117,034**	**$15,598**	**$253,016**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$385,648	$117,034	$15,598	$253,016	$0	0.0
Annualize prior year legislation	0	(3,828)	0	3,828	0	0.0
Centrally appropriated line items	(60,011)	(12,391)	(5,966)	(41,654)	0	0.0
TOTAL	**$325,637**	**$100,815**	**$9,632**	**$215,190**	**$0**	**0.0**
INCREASE/(DECREASE)	**($60,011)**	**($16,219)**	**($5,966)**	**($37,826)**	**$0**	**0.0**
Percentage Change	(15.6%)	(13.9%)	(38.2%)	(15.0%)	n/a	n/a

EXECUTIVE DIRECTOR'S OFFICE, DEPARTMENT ADMINISTRATION, CORE OPERATIONS						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2021-22 EXECUTIVE REQUEST	**$325,637**	**$100,815**	**$9,632**	**$215,190**	**$0**	**0.0**
Request Above/(Below) Recommendation	$0	$0	$0	$0	$0	0.0

(B) STATEWIDE SPECIAL PURPOSE

Statewide Special Purpose appropriations include: the Colorado State Employees Assistance Program (C-SEAP) funded by the Risk Management Fund; the Office of the State Architect funded with General Fund; the Colorado State Archives funded with General Fund, cash funds from user fees from non-state agencies, and reappropriated funds from state agencies; and three additional statewide special purpose line items.

(1) COLORADO STATE EMPLOYEES ASSISTANCE PROGRAM

C-SEAP 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. Section 24-50-604 (1)(k)(IV), C.R.S., provides that the program may include, but need not be limited to, the Group Benefit Plans Reserve Fund created in Section 24-50-613 (1), C.R.S., the Risk Management Fund created in Section 24-30-1510 (1)(a), C.R.S., and interest derived from the investment of these funds. Since FY 2013-14, funding for CSEAP has been provided from the Risk Management Fund through liability program cost allocations to state agencies pursuant to Section 24-30-1510 (3)(g), C.R.S.

PERSONAL SERVICES

This line item funds the 11.0 FTE in C-SEAP.

STATUTORY AUTHORITY: Section 24-50-604 (1)(k), C.R.S.

REQUEST: The Department requests an appropriation of $909,006 reappropriated funds and 11.0 FTE, which includes $361 for the annualization of S.B. 18-200 (PERA).

RECOMMENDATION: Staff **recommends an appropriation of $908,645 reappropriated fund and 11.0 FTE**, in accordance with the Committee's decision regarding the annualization of S.B. 18-200.

EXECUTIVE DIRECTOR'S OFFICE, STATEWIDE SPECIAL PURPOSE, PERSONAL SERVICES						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$908,638	$0	$0	$908,638	$0	11.0
TOTAL	**$908,638**	**$0**	**$0**	**$908,638**	**$0**	**11.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$908,638	$0	$0	$908,638	$0	11.0
Annualize prior year legislation	7	0	0	7	0	0.0
TOTAL	**$908,645**	**$0**	**$0**	**$908,645**	**$0**	**11.0**
INCREASE/(DECREASE)	**$7**	**$0**	**$0**	**$7**	**$0**	**0.0**

EXECUTIVE DIRECTOR'S OFFICE, STATEWIDE SPECIAL PURPOSE, PERSONAL SERVICES						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
Percentage Change	0.0%	n/a	n/a	0.0%	n/a	0.0%
FY 2021-22 EXECUTIVE REQUEST	**$909,006**	**$0**	**$0**	**$909,006**	**$0**	**11.0**
Request Above/(Below) Recommendation	$361	$0	$0	$361	$0	0.0

OPERATING EXPENSES

This line item funds the operating expenses of C-SEAP.

STATUTORY AUTHORITY: Section 24-50-604 (1)(k), C.R.S.

REQUEST: The Department requests a continuation appropriation of $70,643 reappropriated funds.

RECOMMENDATION: Staff **recommends approval of the request**.

INDIRECT COST ASSESSMENT

This line item reflects the amount of indirect cost assessments made against the reappropriated funds sources for the program as calculated by the State Controller. Funds collected through this line item are used to offset General Fund in Department Administration.

STATUTORY AUTHORITY: Section 24-50-604 (1)(k), C.R.S.

REQUEST: The Department requests an appropriation of $209,855 reappropriated funds.

RECOMMENDATION: Staff **recommends approval of the request**, consistent with the statewide indirect cost plan.

EXECUTIVE DIRECTOR'S OFFICE, STATEWIDE SPECIAL PURPOSE, INDIRECT COST ASSESSMENT						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$279,316	$0	$0	$279,316	$0	0.0
TOTAL	**$279,316**	**$0**	**$0**	**$279,316**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$279,316	$0	$0	$279,316	$0	0.0
Indirect cost assessment	(72,461)	0	0	(72,461)	0	0.0
TOTAL	**$206,855**	**$0**	**$0**	**$206,855**	**$0**	**0.0**
INCREASE/(DECREASE)	**($72,461)**	**$0**	**$0**	**($72,461)**	**$0**	**0.0**
Percentage Change	(25.9%)	n/a	n/a	(25.9%)	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$206,855**	**$0**	**$0**	**$206,855**	**$0**	**0.0**
Request Above/(Below) Recommendation	$0	$0	$0	$0	$0	0.0

(2) Office of the State Architect

The Office of the State Architect (OSA) establishes policies and procedures for the State's capital construction process, including controlled maintenance, for state agencies and institutions of higher education. The OSA provides project administration services to agencies that do not have technical staff experienced in project design and construction management and establishes policies for State leases and real estate contracts. The OSA was officially codified in statute in S.B. 15-270, which also added a statewide planning function. The OSA is funded by General Fund.

The Department, as part of its Performance Management Plan, is working on statewide master plan for the reduction of the state's leased space footprint by 1.0 million square feet of the next five years. Capital Complex leased space represents approximately 40.0 percent of the state's leased space. The Department anticipates the statewide master plan to be finalized by June 30, 2021. The Office of the State Architect is leading the effort on the development of the master plan.

Office of the State Architect

This program line item funds the personal services and operating expenses for 8.0 FTE in the OSA, including the State Architect, architecture, planning, and engineering staff responsible for state buildings, real estate, and energy performance, 8.0 FTE provided in FY 2015-16 for statewide planning, and one administrative staff.

Statutory Authority: Part 13 of Article 30 of Title 24, C.R.S.

Request: The Department requests an appropriation of $973,847 General Fund and 8.0 FTE, which includes $70,000 for the annualization of S.B. 19-196 (Colorado Quality Apprenticeship Training Act Of 2019) and $268 for annualization of S.B. 18-200 (PERA).

Recommendation: Staff **recommends an appropriation of $973,584 General Fund and 8.0 FTE**, in accordance with the Committee's decision regarding the annualization of S.B. 18-200.

Executive Director's Office, Statewide Special Purpose, Office Of The State Architect						
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE
FY 2020-21 Appropriation						
HB 20-1360 (Long Bill)	$903,579	$903,579	$0	$0	$0	8.0
TOTAL	**$903,579**	**$903,579**	**$0**	**$0**	**$0**	**8.0**
FY 2021-22 Recommended Appropriation						
FY 2020-21 Appropriation	$903,579	$903,579	$0	$0	$0	8.0
Annualize prior year legislation	70,005	70,005	0	0	0	0.0
TOTAL	**$973,584**	**$973,584**	**$0**	**$0**	**$0**	**8.0**
INCREASE/(DECREASE)	**$70,005**	**$70,005**	**$0**	**$0**	**$0**	**0.0**
Percentage Change	7.7%	7.7%	n/a	n/a	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$973,847**	**$973,847**	**$0**	**$0**	**$0**	**8.0**
Request Above/(Below) Recommendation	$263	$263	$0	$0	$0	0.0

STATEWIDE PLANNING SERVICES

This line item funds technical and consulting costs for statewide planning services for state agencies provided by or for the OSA.

STATUTORY AUTHORITY: Section 24-30-1311, C.R.S.

REQUEST: The Department requests a continuation appropriation of $20,000 General Fund, which includes the Department's R12 request to extend the temporary $980,000 General Fund reduction from FY 2020-21.

RECOMMENDATION: Staff **recommends approval for the request**. For more discussion see the staff analysis on page 8 this document. This appropriation annualizes to $1,000,000 General Fund in FY 2022-23.

EXECUTIVE DIRECTOR'S OFFICE, STATEWIDE SPECIAL PURPOSE, STATEWIDE PLANNING SERVICES						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$20,000	$20,000	$0	$0	$0	0.0
TOTAL	**$20,000**	**$20,000**	**$0**	**$0**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$20,000	$20,000	$0	$0	$0	0.0
Annualize prior year budget actions	980,000	980,000	0	0	0	0.0
R12 Extend reduction of statewide planning	(980,000)	(980,000)	0	0	0	0.0
TOTAL	**$20,000**	**$20,000**	**$0**	**$0**	**$0**	**0.0**
INCREASE/(DECREASE)	**$0**	**$0**	**$0**	**$0**	**$0**	**0.0**
Percentage Change	0.0%	0.0%	n/a	n/a	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$20,000**	**$20,000**	**$0**	**$0**	**$0**	**0.0**
Request Above/(Below) Recommendation	$0	$0	$0	$0	$0	0.0

(3) OTHER STATEWIDE SPECIAL PURPOSE

TEST FACILITY LEASE

This line item 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 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.

STATUTORY AUTHORITY: Sections 24-30-1303 (1)(a) and 24-82-102 (2), C.R.S.

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

RECOMMENDATION: Staff **recommends approval of the request**.

This appropriation is fully expended each year. Staff recommends no adjustment to the requested appropriation.

EMPLOYMENT SECURITY CONTRACT PAYMENT

This appropriation supports a contract with a private company that is responsible for reviewing and challenging unemployment insurance claims filed against the State, excluding institutions of higher education. This appropriation is funded by General Fund and reappropriated funds from user fees from state agencies.

STATUTORY AUTHORITY: Article 30 of Title 24, C.R.S.

REQUEST: The Department requests a continuation appropriation of $16,000 total funds, including $7,264 General Fund and $8,736 reappropriated funds.

RECOMMENDATION: Staff **recommends approval of the request**.

DISABILITY FUNDING COMMITTEE

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. The committee accepts and reviews proposals to fund projects or programs that study or pilot new and innovative ideas that will lead to an improved quality of life or increased independence for persons with disabilities. This line item is funded from cash funds in the Disability Investigational and Pilot Support Fund created in Section 24-30-2205.5, C.R.S.

STATUTORY AUTHORITY: Section 24-30-2204.5, C.R.S.

REQUEST: The Department requests an appropriation of $829,976 cash funds, which includes an annualization of $82,000 for interest earnings in the cash fund, which appears as annualized legislation for S.B. 13-276 (Disability Investigational and Pilots Support Fund).

RECOMMENDATION: Staff **recommends approval of the request**.

EXECUTIVE DIRECTOR'S OFFICE, STATEWIDE SPECIAL PURPOSE, DISABILITY FUNDING COMMITTEE						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$747,976	$0	$747,976	$0	$0	0.0
TOTAL	**$747,976**	**$0**	**$747,976**	**$0**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$747,976	$0	$747,976	$0	$0	0.0

EXECUTIVE DIRECTOR'S OFFICE, STATEWIDE SPECIAL PURPOSE, DISABILITY FUNDING COMMITTEE						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
Annualize prior year legislation	82,000	0	82,000	0	0	0.0
TOTAL	**$829,976**	**$0**	**$829,976**	**$0**	**$0**	**0.0**
INCREASE/(DECREASE)	**$82,000**	**$0**	**$82,000**	**$0**	**$0**	**0.0**
Percentage Change	11.0%	n/a	11.0%	n/a	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$829,976**	**$0**	**$829,976**	**$0**	**$0**	**0.0**
Request Above/(Below) Recommendation	$0	$0	$0	$0	$0	0.0

(2) DIVISION OF HUMAN RESOURCES

The division administers the State's classified personnel system, administers the employee benefits programs, manages statewide systems for payroll and employee databases, and operates the statewide risk management program, including the provision of property, casualty, and workers' compensation insurance. Cash funds and reappropriated funds are provided from user fees from non-state agencies and user fees from state agencies respectively. General Fund pays for the State Agency Services sub-subdivision.

DIVISION OF HUMAN RESOURCES						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 Appropriation						
HB 20-1360 (Long Bill)	$70,163,678	$2,259,974	$2,984,852	$64,918,852	$0	46.7
SB 21-048 (Supplemental Bill)	(327,153)	220,812	(48,962)	(499,003)	0	(1.0)
Other legislation	495,399	0	495,399	0	0	4.5
TOTAL	**$70,331,924**	**$2,480,786**	**$3,431,289**	**$64,419,849**	**$0**	**50.2**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$70,331,924	$2,480,786	$3,431,289	$64,419,849	$0	50.2
R1 COE program financial restructure	0	0	0	0	0	0.0
R8 COE Lean reduction	(1,000,000)	0	0	(1,000,000)	0	0.0
R9 Eliminate safety specialist position	(58,323)	0	0	(58,323)	0	(1.0)
Risk Management base adjustment	2,278,127	0	0	2,278,127	0	0.0
Centrally appropriated line items	476,391	0	0	476,391	0	0.0
Annualize prior year budget actions	(85,000)	(85,000)	0	0	0	0.0
Annualize prior year legislation	792,149	(220,796)	513,935	499,010	0	4.5
Indirect cost assessment	357,532	0	158,695	198,837	0	0.0
TOTAL	**$73,092,800**	**$2,174,990**	**$4,103,919**	**$66,813,891**	**$0**	**53.7**
INCREASE/(DECREASE)	**$2,760,876**	**($305,796)**	**$672,630**	**$2,394,042**	**$0**	**3.5**
Percentage Change	3.9%	(12.3%)	19.6%	3.7%	n/a	7.0%
FY 2021-22 EXECUTIVE REQUEST	**$72,677,330**	**$2,175,917**	**$4,055,351**	**$66,446,062**	**$0**	**53.0**
Request Above/(Below) Recommendation	($415,470)	$927	($48,568)	($367,829)	$0	(0.7)

DECISION ITEMS – DIVISION OF HUMAN RESOURCES

➔ R8 COE LEAN REDUCTION

REQUEST: The Department requests a decrease of $1.0 million reappropriated funds in the Training Services line item related to the discontinuation of the Governor's Talent Challenge initiated in FY 2017-18.

RECOMMENDATION: Staff recommends approval of the request.

DISCUSSION: The Center for Organizational Effectiveness (Center) provides training courses for state employees on topics such as supervision, leadership, diversity, conflict resolution, business writing, computer skills, change management, customer service, violence prevention, and performance management. Training has traditionally been offered three ways: internal classes, vendor classes, and

dedicated agency contracts for specialized courses. Many courses offered by external vendors need modifications in order to meet the unique needs of state employees, particularly in the area of supervision. The Governor's Office provided matching funds toward the full cost of creating and implementing a Lean program as part of the Governor's Talent Challenge. In FY 2017-18, the General Assembly appropriated $1.0 million reappropriated funds to the Center to offer Lean classes.

The Talent Challenge focused on complete training on process improvement in support of the goal to promote continuous improvement throughout the State. Participants were introduced to a number of principles, methodologies, and tools. To help organize all of the different components of Lean and to assist in taking the right action at the right time, the Center developed its own Lean Model and partnered with two external vendors to provide coaching for participants, including support through the execution of the Lean project. However, the department is no longer offering the Lean-specific courses through the two vendors and the appropriation is no longer necessary.

➔ R9 ELIMINATE SAFETY SPECIALIST POSITION

REQUEST: The Department requests a decrease of $58,323 reappropriated funds and 1.0 FTE from the Risk Management Program for budget balancing purposes. This reduction represents a 7.0 percent reduction from the current year appropriation and an approximate $22,441 General Fund saving in common policy appropriations. This position is currently vacant.

RECOMMENDATION: Staff recommends approval of the request.

DISCUSSION: The Risk Management Program within the Department's Division of Human Resources protects the State's human resources and property assets through the administration of liability, property, and workers' compensation programs. The State's self-insured Liability Program manages claims and lawsuits for negligence in occurrences such as automobile accidents, employment discrimination, and road maintenance. The Property Program manages the State's incurred costs for self-insured property exposures (e.g. floods, wind, fires, and theft). The Workers' Compensation Program is self-insured for workers' compensation claims in two broad categories: medical and indemnity payments. Indemnity benefits include settlements for permanent injuries and lost wages. These three programs are funded annually through the Risk Management common policy.

The Safety Specialist position became vacant in March 2020. The position supported the agencies with safety training and communication, onsite safety inspections, and participation in agency safety committees. There are currently two other safety specialists, in addition to the Risk Management's Broker team, who will be able to continue to support the efforts in a similar manner if this position is removed permanently. The Department anticipates that the decrease in the level of service offered will be minimal. As a result of the current economic circumstances, the Department has identified this position as one that can be permanently removed in order to free up resources for other needs within the State. Eliminating the Safety Specialist will shift the work previously performed to two other safety specialist positions, in addition to the Risk Management's Broker team going forward. A material change in the level of customer service offered by the Risk Management Program is not anticipated.

LINE ITEM DETAIL – DIVISION OF HUMAN RESOURCES

(A) HUMAN RESOURCE SERVICES

This subdivision includes State Agency Services and Training Services.

(1) STATE AGENCY SERVICES

State Agency Services interprets personnel rules, provides policy guidance for developing state benefits, and contracts for the annual total compensation survey. State Agency Services is funded with General Fund.

PERSONAL SERVICES

This line item funds the 19.2 FTE in State Agency Services.

STATUTORY AUTHORITY: Section 24-50-101, C.R.S.

REQUEST: The Department requests an appropriation of $1,872,489 General Fund and 19.2 FTE, which includes $642 for the annualization of S.B. 18-200 (PERA).

RECOMMENDATION: Staff **recommends appropriating $1,871,858 General Fund and reflecting 19.2 FTE**, in accordance with the Committee's decision regarding the annualization of S.B. 18-200.

DIVISION OF HUMAN RESOURCES, HUMAN RESOURCE SERVICES, PERSONAL SERVICES						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$1,871,847	$1,871,847	$0	$0	$0	19.2
TOTAL	**$1,871,847**	**$1,871,847**	**$0**	**$0**	**$0**	**19.2**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$1,871,847	$1,871,847	$0	$0	$0	19.2
Annualize prior year legislation	11	11	0	0	0	0.0
TOTAL	**$1,871,858**	**$1,871,858**	**$0**	**$0**	**$0**	**19.2**
INCREASE/(DECREASE)	**$11**	**$11**	**$0**	**$0**	**$0**	**0.0**
Percentage Change	0.0%	0.0%	n/a	n/a	n/a	0.0%
FY 2021-22 EXECUTIVE REQUEST	**$1,872,489**	**$1,872,489**	**$0**	**$0**	**$0**	**19.2**
Request Above/(Below) Recommendation	$631	$631	$0	$0	$0	0.0

OPERATING EXPENSES

This line item funds the operating expenses of State Agency Services.

STATUTORY AUTHORITY: Section 24-50-101, C.R.S.

REQUEST: The Department requests a continuation appropriation of $88,127 General Fund.

RECOMMENDATION: Staff **recommends approval of the request**.

TOTAL COMPENSATION AND EMPLOYEE ENGAGEMENT SURVEYS

This line item was added in FY 2013-14 for a biennial employee engagement survey to evaluate components of the State's human resources performance metrics. A biennial total compensation survey was added in FY 2014-15 to provide for a contracted consultant to conduct a custom compensation market study and benefit market analysis. Each survey is funded in alternating years from General Fund.

STATUTORY AUTHORITY: Sections 24-50-104 and 24-51-614, C.R.S.

REQUEST: The Department requests $215,000 General Fund, which includes the annualization for the Employee Engagement Survey.

RECOMMENDATION: Staff **recommends approval of the request**.

DIVISION OF HUMAN RESOURCES, HUMAN RESOURCE SERVICES, TOTAL COMPENSATION AND EMPLOYEE ENGAGEMENT SURVEYS						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$300,000	$300,000	$0	$0	$0	0.0
TOTAL	**$300,000**	**$300,000**	**$0**	**$0**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$300,000	$300,000	$0	$0	$0	0.0
Annualize prior year budget actions	(85,000)	(85,000)	0	0	0	0.0
TOTAL	**$215,000**	**$215,000**	**$0**	**$0**	**$0**	**0.0**
INCREASE/(DECREASE)	**($85,000)**	**($85,000)**	**$0**	**$0**	**$0**	**0.0**
Percentage Change	(28.3%)	(28.3%)	n/a	n/a	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$215,000**	**$215,000**	**$0**	**$0**	**$0**	**0.0**
Request Above/(Below) Recommendation	$0	$0	$0	$0	$0	0.0

(2) TRAINING SERVICES

Pursuant to Section 24-50-122, C.R.S., this program provides training courses on supervision, program management, contract management, procurement procedures, violence prevention, and performance management to state employees. Training Services is funded by training revenue earned from state agency users and non-state agency users.

TRAINING SERVICES

This program line item funds the personal services and operating expenses for 3.0 FTE in Training Services. The program line item provides flexibility for the program to provide training in-house or from outside vendors on an ongoing basis. This appropriation is funded from cash and reappropriated funds from training fees from non-state agencies, including institutions of higher education, and from state agencies deposited in the Professional Development Center Cash Fund created in Section 24-50-122 (2), C.R.S.

STATUTORY AUTHORITY: Section 24-50-122, C.R.S.

REQUEST: The Department submitted two prioritized, but mutually exclusive, requests (R1 and R8) for appropriations adjustments to this line item. The Department requests an appropriation of either:

- $1,297,291 reappropriated funds and 2.3 FTE, based on R1; or
- $714,503 total funds, including $48,962 cash funds and $665,541 reappropriated funds, and 4.0 FTE, based on R8.

The request also includes $77 reappropriated funds for annualization of S.B. 18-200 (PERA).

RECOMMENDATION: Staff recommends an appropriation of $714,427 total funds, including $48,962 cash funds and $665,465 reappropriated funds, and 3.0 FTE. The recommendation includes:

- annualizing S.B. 21-048 (Supplemental Bill), which provided a General Fund subsidy and reduced cash funds, reappropriated funds, and FTE;
- annualizing S.B. 18-200 (PERA), in accordance with the Committee's decision;
- denial of the Department's R1 request; and
- approval of the Department's R8 request.

DIVISION OF HUMAN RESOURCES, HUMAN RESOURCE SERVICES, TRAINING SERVICES						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$1,714,426	$0	$48,962	$1,665,464	$0	4.0
SB 21-048 (Supplemental Bill)	(327,153)	220,812	(48,962)	(499,003)	0	(1.0)
TOTAL	**$1,387,273**	**$220,812**	**$0**	**$1,166,461**	**$0**	**3.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$1,387,273	$220,812	$0	$1,166,461	$0	3.0
Annualize prior year legislation	327,154	(220,812)	48,962	499,004	0	0.0
R1 COE program financial restructure	0	0	0	0	0	0.0
R8 COE Lean reduction	(1,000,000)	0	0	(1,000,000)	0	0.0
TOTAL	**$714,427**	**$0**	**$48,962**	**$665,465**	**$0**	**3.0**
INCREASE/(DECREASE)	**($672,846)**	**($220,812)**	**$48,962**	**($500,996)**	**$0**	**0.0**
Percentage Change	(48.5%)	(100.0%)	0.0%	(43.0%)	n/a	0.0%
FY 2021-22 EXECUTIVE REQUEST	**$297,291**	**$0**	**$0**	**$297,291**	**$0**	**2.3**
Request Above/(Below) Recommendation	($417,136)	$0	($48,962)	($368,174)	$0	(0.7)

INDIRECT COST ASSESSMENT

This line item reflects the amount of indirect cost assessments charged to the cash and reappropriated funds sources for the program as calculated by the State Controller. Funds collected through this line item are used to offset General Fund in Department Administration.

STATUTORY AUTHORITY: Section 24-50-122, C.R.S.

REQUEST: The Department requests an appropriation of $59,723 reappropriated funds.

RECOMMENDATION: Staff **recommends approval of the request**, consistent with the statewide indirect cost plan.

DIVISION OF HUMAN RESOURCES, HUMAN RESOURCE SERVICES, INDIRECT COST ASSESSMENT						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$30,017	$0	$0	$30,017	$0	0.0
TOTAL	**$30,017**	**$0**	**$0**	**$30,017**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$30,017	$0	$0	$30,017	$0	0.0
Indirect cost assessment	29,706	0	0	29,706	0	0.0
TOTAL	**$59,723**	**$0**	**$0**	**$59,723**	**$0**	**0.0**
INCREASE/(DECREASE)	**$29,706**	**$0**	**$0**	**$29,706**	**$0**	**0.0**
Percentage Change	99.0%	n/a	n/a	99.0%	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$59,723**	**$0**	**$0**	**$59,723**	**$0**	**0.0**
Request Above/(Below) Recommendation	$0	$0	$0	$0	$0	0.0

(B) LABOR RELATIONS SERVICES

This subdivision was created with the passage of H.B. 20-1153 (Colorado Partnership For Quality Jobs And Services Act), which creates a collective bargaining system between covered state employees and the state's executive branch. The bill requires the state to enter into a partnership agreement with certified employee organizations, defines the duties of the parties, and creates standards and procedures related to disputes. Labor Relations Services is funded with cash funds from the COVID Heroes Collaboration Fund, created in Section 24-50-104 (1)(k), C.R.S. Revenue in the Fund is not generated by fees, rather money was transferred to the Fund from the State Employee Reserve Fund, pursuant to Section 24-50-104 (1)(j)(III)(D), C.R.S.

[COVID Heroes Collaboration Fund Table]

PERSONAL SERVICES

This line item funds the FTE in Labor Relations Services to perform data verification and reporting, program supervision, CORE transaction entry, and process additional documentation related to the Capitol Complex.

STATUTORY AUTHORITY: Section 24-50-1104, C.R.S.

REQUEST: The Department requests an appropriation of $948,516 total funds, including $301 General Fund and $948,215 cash funds, and 9.0 FTE. The request includes $490,566 cash funds for the annualization of H.B. 20-1153 (Colorado Partnership For Quality Jobs And Services Act) and $301 General Fund for annualization of S.B. 18-200 (PERA).

RECOMMENDATION: Staff **recommends appropriating $948,220 total funds, including $5 General Fund and $948,215 cash funds, and reflecting 9.0 FTE**, in accordance with the Committee's decision regarding the annualization of S.B. 18-200.

DIVISION OF HUMAN RESOURCES, LABOR RELATIONS SERVICES, PERSONAL SERVICES						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
Other legislation	$457,649	$0	$457,649	$0	$0	4.5
TOTAL	**$457,649**	**$0**	**$457,649**	**$0**	**$0**	**4.5**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$457,649	$0	$457,649	$0	$0	4.5
Annualize prior year legislation	490,571	5	490,566	0	0	4.5
TOTAL	**$948,220**	**$5**	**$948,215**	**$0**	**$0**	**9.0**
INCREASE/(DECREASE)	**$490,571**	**$5**	**$490,566**	**$0**	**$0**	**4.5**
Percentage Change	107.2%	n/a	107.2%	n/a	n/a	100.0%
FY 2021-22 EXECUTIVE REQUEST	**$948,516**	**$301**	**$948,215**	**$0**	**$0**	**9.0**
Request Above/(Below) Recommendation	$296	$296	$0	$0	$0	0.0

OPERATING EXPENSES

This line item funds the operating expenses of Labor Relations Services.

STATUTORY AUTHORITY: Section 24-50-1104, C.R.S.

REQUEST: The Department requests an appropriation of $12,150 cash funds.

RECOMMENDATION: Staff **recommends approval of the request**.

DIVISION OF HUMAN RESOURCES, LABOR RELATIONS SERVICES, OPERATING EXPENSES						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
Other legislation	$37,750	$0	$37,750	$0	$0	0.0
TOTAL	**$37,750**	**$0**	**$37,750**	**$0**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$37,750	$0	$37,750	$0	$0	0.0
Annualize prior year legislation	(25,600)	0	(25,600)	0	0	0.0
TOTAL	**$12,150**	**$0**	**$12,150**	**$0**	**$0**	**0.0**
INCREASE/(DECREASE)	**($25,600)**	**$0**	**($25,600)**	**$0**	**$0**	**0.0**
Percentage Change	(67.8%)	n/a	(67.8%)	n/a	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$12,150**	**$0**	**$12,150**	**$0**	**$0**	**0.0**
Request Above/(Below) Recommendation	$0	$0	$0	$0	$0	0.0

~~(B)~~ (C) EMPLOYEE BENEFITS SERVICES

This subdivision administers and oversees the state's employee benefits program and 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, primarily from the Group Benefit Plans Reserve Fund created in Section 24-50-613 (1), C.R.S. The Supplemental State Contribution Fund is cash funded from tobacco settlement revenue.

PERSONAL SERVICES

This line item funds the 12.0 FTE in Employee Benefits Services. Employee Benefits Services is funded with cash funds collected in group benefit plans premium payments by state employees and deposited in the Group Benefit Plans Reserve Fund created in Section 24-50-613 (1), C.R.S.

STATUTORY AUTHORITY: Section 24-50-604, C.R.S.

REQUEST: The Department requests an appropriation of $916,111 cash funds and 12.0 FTE, which includes $401 for the annualization of S.B. 18-200 (PERA).

RECOMMENDATION: Staff **recommends appropriating $915,717 cash funds and 12.0 FTE**, in accordance with the Committee's decision regarding the annualization of S.B. 18-200.

DIVISION OF HUMAN RESOURCES, EMPLOYEE BENEFITS SERVICES, PERSONAL SERVICES						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$915,710	$0	$915,710	$0	$0	12.0
TOTAL	**$915,710**	**$0**	**$915,710**	**$0**	**$0**	**12.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$915,710	$0	$915,710	$0	$0	12.0
Annualize prior year legislation	7	0	7	0	0	0.0
TOTAL	**$915,717**	**$0**	**$915,717**	**$0**	**$0**	**12.0**
INCREASE/(DECREASE)	**$7**	**$0**	**$7**	**$0**	**$0**	**0.0**
Percentage Change	0.0%	n/a	0.0%	n/a	n/a	0.0%
FY 2021-22 EXECUTIVE REQUEST	**$916,111**	**$0**	**$916,111**	**$0**	**$0**	**12.0**
Request Above/(Below) Recommendation	$394	$0	$394	$0	$0	0.0

OPERATING EXPENSES

This line item funds the operating expenses of Employee Benefits Services.

STATUTORY AUTHORITY: Section 24-50-604, C.R.S.

REQUEST: The Department requests a continuation appropriation of $58,093 cash funds.

RECOMMENDATION: Staff **recommends approval of the request**.

UTILIZATION REVIEW

This appropriation funds audits of the State's employee group benefits plans to ensure that they are financially sound and accurate. The Department states that the funds are used for two purposes: 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 for contractual services to analyze plan utilization and financial analysis. The source of cash funds is the Group Benefit Plans Reserve Fund created in Section 24-50-613 (1), C.R.S.

STATUTORY AUTHORITY: Section 24-50-604 (1)(h), C.R.S.

REQUEST: The Department requests a continuation appropriation of $25,000 cash funds.

RECOMMENDATION: Staff **recommends approval of the request**.

H.B. 07-1335 SUPPLEMENTAL STATE CONTRIBUTION FUND

Pursuant to Section 24-50-609.5 C.R.S., this line supplements the monthly state contribution amounts to medical and dental benefit plan premiums of lower-income state employees with children. The source of cash funds is the Supplemental State Contribution Fund created in Section 24-50-609 (5), C.R.S. The fund is ***continuously appropriated*** and is therefore included in the Long Bill for informational purposes only.

STATUTORY AUTHORITY: Section 24-50-609.5, C.R.S.

REQUEST: The Department requests a continuation appropriation of $1,848,225 cash funds.

RECOMMENDATION: Staff **recommends approval of the request**. This appropriation is shown for informational purposes only.

INDIRECT COST ASSESSMENT

This line item reflects the amount of indirect cost assessments charged to the program operations cash funds source as calculated by the State Controller. Funds collected through this line item are used to offset General Fund in Department Administration.

STATUTORY AUTHORITY: Section 24-50-604, C.R.S.

REQUEST: The Department requests an appropriation of $247,527 cash funds.

RECOMMENDATION: Staff **recommends approval of the request**, consistent with the statewide indirect cost assessment calculated by the State Controller.

DIVISION OF HUMAN RESOURCES, EMPLOYEE BENEFITS SERVICES, INDIRECT COST ASSESSMENT						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
HB 20-1360 (Long Bill)	$88,832	$0	$88,832	$0	$0	0.0
TOTAL	**$88,832**	**$0**	**$88,832**	**$0**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$88,832	$0	$88,832	$0	$0	0.0
Indirect cost assessment	158,695	0	158,695	0	0	0.0
TOTAL	**$247,527**	**$0**	**$247,527**	**$0**	**$0**	**0.0**
INCREASE/(DECREASE)	**$158,695**	**$0**	**$158,695**	**$0**	**$0**	**0.0**
Percentage Change	178.6%	n/a	178.6%	n/a	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$247,527**	**$0**	**$247,527**	**$0**	**$0**	**0.0**
Request Above/(Below) Recommendation	$0	$0	$0	$0	$0	0.0

~~(C)~~ (D) 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. Risk Management Services is funded with fees collected from state agencies from common policy cost allocations for liability, property, and workers' compensation insurance. Common policy fee revenue is deposited in 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.

(1) RISK MANAGEMENT PROGRAM ADMINISTRATIVE COST

This section includes line items for the administrative office and overhead costs of the Risk Management Program.

PERSONAL SERVICES

This line item funds the 11.5 FTE in Risk Management Services. Risk Management Services is funded with reappropriated funds collected in common policy cost allocations to state agencies for liability, property, and workers' compensation insurance. Common policy fee revenue is deposited in 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.

STATUTORY AUTHORITY: Sections 24-30-1503 and 24-30-1504, C.R.S.

REQUEST: The Department requests an appropriation of $772,146 reappropriated and 10.5 FTE. The request includes an increase of $351 for the annualization of S.B. 18-200 (PERA) and a decrease of $58,323 and 1.0 FTE for the Department's R9 request.

RECOMMENDATION: Staff **recommends $771,801 reappropriated funds and 10.5 FTE**, which includes the approval of R9 and $6 for the annualization of S.B. 18-200 in accordance with the Committee's decision.

DIVISION OF HUMAN RESOURCES, RISK MANAGEMENT SERVICES, PERSONAL SERVICES						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$830,118	$0	$0	$830,118	$0	11.5
TOTAL	**$830,118**	**$0**	**$0**	**$830,118**	**$0**	**11.5**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$830,118	$0	$0	$830,118	$0	11.5
Annualize prior year legislation	6	0	0	6	0	0.0
R9 Eliminate safety specialist position	(58,323)	0	0	(58,323)	0	(1.0)
TOTAL	**$771,801**	**$0**	**$0**	**$771,801**	**$0**	**10.5**
INCREASE/(DECREASE)	**($58,317)**	**$0**	**$0**	**($58,317)**	**$0**	**(1.0)**
Percentage Change	(7.0%)	n/a	n/a	(7.0%)	n/a	(8.7%)
FY 2021-22 EXECUTIVE REQUEST	**$772,146**	**$0**	**$0**	**$772,146**	**$0**	**10.5**
Request Above/(Below) Recommendation	$345	$0	$0	$345	$0	0.0

OPERATING EXPENSES

This line item funds the operating expenses of Risk Management Services.

STATUTORY AUTHORITY: Sections 24-30-1503 and 24-30-1504, C.R.S.

REQUEST: The Department requests a continuation appropriation of $62,318 reappropriated funds.

RECOMMENDATION: Staff **recommends approval of the request**.

ACTUARIAL AND BROKER SERVICES

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

STATUTORY AUTHORITY: Sections 24-30-1510, 24-30-1510.3, 24-30-1510.5, and 24-30-1510.7, C.R.S.

REQUEST: The Department requests an appropriation of $347,500 reappropriated funds, which includes an increase of $55,500 for expected increases to fees paid for these services.

RECOMMENDATION: Staff **recommends approval of the request**.

DIVISION OF HUMAN RESOURCES, RISK MANAGEMENT SERVICES, ACTUARIAL AND BROKER SERVICES						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$292,000	$0	$0	$292,000	$0	0.0

DIVISION OF HUMAN RESOURCES, RISK MANAGEMENT SERVICES, ACTUARIAL AND BROKER SERVICES						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
TOTAL	**$292,000**	**$0**	**$0**	**$292,000**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$292,000	$0	$0	$292,000	$0	0.0
Risk Management base adjustment	55,500	0	0	55,500	0	0.0
TOTAL	**$347,500**	**$0**	**$0**	**$347,500**	**$0**	**0.0**
INCREASE/(DECREASE)	**$55,500**	**$0**	**$0**	**$55,500**	**$0**	**0.0**
Percentage Change	19.0%	n/a	n/a	19.0%	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$347,500**	**$0**	**$0**	**$347,500**	**$0**	**0.0**
Request Above/(Below) Recommendation	$0	$0	$0	$0	$0	0.0

RISK MANAGEMENT INFORMATION SYSTEM

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

STATUTORY AUTHORITY: Sections 24-30-1510, 24-30-1510.3, 24-30-1510.5, and 24-30-1510.7, C.R.S.

REQUEST: The Department requests $193,300 reappropriated funds.

RECOMMENDATION: Staff **recommends approval of the request**.

DIVISION OF HUMAN RESOURCES, RISK MANAGEMENT SERVICES, RISK MANAGEMENT INFORMATION SYSTEM						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$193,302	$0	$0	$193,302	$0	0.0
TOTAL	**$193,302**	**$0**	**$0**	**$193,302**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$193,302	$0	$0	$193,302	$0	0.0
Risk Management base adjustment	(2)	0	0	(2)	0	0.0
TOTAL	**$193,300**	**$0**	**$0**	**$193,300**	**$0**	**0.0**
INCREASE/(DECREASE)	**($2)**	**$0**	**$0**	**($2)**	**$0**	**0.0**
Percentage Change	(0.0%)	n/a	n/a	(0.0%)	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$193,300**	**$0**	**$0**	**$193,300**	**$0**	**0.0**
Request Above/(Below) Recommendation	$0	$0	$0	$0	$0	0.0

INDIRECT COST ASSESSMENT

This line item reflects the amount of indirect cost assessments charged to program reappropriated funds source as calculated by the State Controller. Funds collected through this line item are used to offset General Fund in Department Administration.

STATUTORY AUTHORITY: Sections 24-30-1503 and 24-30-1504, C.R.S.

REQUEST: The Department requests an appropriation of $221,231 reappropriated funds.

RECOMMENDATION: Staff **recommends approval of the request**, consistent with the statewide indirect cost assessment calculated by the State Controller.

DIVISION OF HUMAN RESOURCES, RISK MANAGEMENT SERVICES, INDIRECT COST ASSESSMENT						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$52,100	$0	$0	$52,100	$0	0.0
TOTAL	**$52,100**	**$0**	**$0**	**$52,100**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$52,100	$0	$0	$52,100	$0	0.0
Indirect cost assessment	169,131	0	0	169,131	0	0.0
TOTAL	**$221,231**	**$0**	**$0**	**$221,231**	**$0**	**0.0**
INCREASE/(DECREASE)	**$169,131**	**$0**	**$0**	**$169,131**	**$0**	**0.0**
Percentage Change	324.6%	n/a	n/a	324.6%	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$221,231**	**$0**	**$0**	**$221,231**	**$0**	**0.0**
Request Above/(Below) Recommendation	$0	$0	$0	$0	$0	0.0

(2) LIABILITY

This section includes line items for liability insurance premiums, deductibles, legal services, and claims expenses. The lines in this subdivision are funded from the Risk Management Fund created in Section 24-30-1510 (1)(a), C.R.S. The fund is *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.

LIABILITY CLAIMS

The State is self-insured for the Liability Program, and this line is used to pay for liability claims. 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 $387,000 per person and $1,093,000 per occurrence. The limits in the Act are adjusted every 4 years based on growth of the Denver-Aurora-Lakewood consumer price index. This act does *not* apply to liabilities that pertain to federal law (e.g., Americans with Disabilities Act, age discrimination, gender discrimination, racial discrimination, etc.), and there is no damage limit for these awards.

STATUTORY AUTHORITY: Section 24-10-1510 (3), C.R.S.

REQUEST: The Department requests $5,595,767 reappropriated funds. The request includes a risk management base adjustment increase of $1,523,196 to reflect the annual calculations made by the State's actuary to determine the anticipated cost of claims for FY 2021-22.

RECOMMENDATION: Staff **recommends approval of the request**. This appropriation is shown for informational purposes only.

DIVISION OF HUMAN RESOURCES, RISK MANAGEMENT SERVICES, LIABILITY CLAIMS						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$4,072,571	$0	$0	$4,072,571	$0	0.0
TOTAL	**$4,072,571**	**$0**	**$0**	**$4,072,571**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$4,072,571	$0	$0	$4,072,571	$0	0.0
Risk Management base adjustment	1,523,196	0	0	1,523,196	0	0.0
TOTAL	**$5,595,767**	**$0**	**$0**	**$5,595,767**	**$0**	**0.0**
INCREASE/(DECREASE)	**$1,523,196**	**$0**	**$0**	**$1,523,196**	**$0**	**0.0**
Percentage Change	37.4%	n/a	n/a	37.4%	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$5,595,767**	**$0**	**$0**	**$5,595,767**	**$0**	**0.0**
Request Above/(Below) Recommendation	$0	$0	$0	$0	$0	0.0

LIABILITY EXCESS POLICY

This line item funds additional excess policies for the State's liability program.

STATUTORY AUTHORITY: Section 24-10-1510 (3), C.R.S.

REQUEST: The Department requests $1,084,373 reappropriated funds, which includes an increase of $185,123 reappropriated funds for anticipated policy premium increases.

RECOMMENDATION: Staff **recommends approval of the request**. This appropriation is shown for informational purposes only.

DIVISION OF HUMAN RESOURCES, RISK MANAGEMENT SERVICES, LIABILITY EXCESS POLICY						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$899,250	$0	$0	$899,250	$0	0.0
TOTAL	**$899,250**	**$0**	**$0**	**$899,250**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$899,250	$0	$0	$899,250	$0	0.0

DIVISION OF HUMAN RESOURCES, RISK MANAGEMENT SERVICES, LIABILITY EXCESS POLICY						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
Risk Management base adjustment	185,123	0	0	185,123	0	0.0
TOTAL	**$1,084,373**	**$0**	**$0**	**$1,084,373**	**$0**	**0.0**
INCREASE/(DECREASE)	**$185,123**	**$0**	**$0**	**$185,123**	**$0**	**0.0**
Percentage Change	20.6%	n/a	n/a	20.6%	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$1,084,373**	**$0**	**$0**	**$1,084,373**	**$0**	**0.0**
Request Above/(Below) Recommendation	$0	$0	$0	$0	$0	0.0

LIABILITY LEGAL SERVICES

Pursuant to Section 24-30-1507, C.R.S., this line funds the legal expenses associated with the Liability Program. This 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. Legal services are purchased form the Department of Law and private law firms, attorneys, and technical consultants. Funds in the Liability Program are continuously appropriated for this line pursuant to Section 24-30-1510 (1)(a), C.R.S.

STATUTORY AUTHORITY: Section 24-10-1507, C.R.S.

REQUEST: The Department requests $4,080,791 reappropriated funds, which includes a risk management base adjustment increase of $625,756, reflecting the Department's actuary's expenses calculation.

RECOMMENDATION: Staff **recommends approval of the request**. This appropriation is shown for informational purposes only.

DIVISION OF HUMAN RESOURCES, RISK MANAGEMENT SERVICES, LIABILITY LEGAL SERVICES						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$3,455,035	$0	$0	$3,455,035	$0	0.0
TOTAL	**$3,455,035**	**$0**	**$0**	**$3,455,035**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$3,455,035	$0	$0	$3,455,035	$0	0.0
Centrally appropriated line items	625,756	0	0	625,756	0	0.0
TOTAL	**$4,080,791**	**$0**	**$0**	**$4,080,791**	**$0**	**0.0**
INCREASE/(DECREASE)	**$625,756**	**$0**	**$0**	**$625,756**	**$0**	**0.0**
Percentage Change	18.1%	n/a	n/a	18.1%	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$4,080,791**	**$0**	**$0**	**$4,080,791**	**$0**	**0.0**
Request Above/(Below) Recommendation	$0	$0	$0	$0	$0	0.0

(3) PROPERTY

This section includes line items for property insurance premiums, deductibles, and claims-related expenses. The lines in this subdivision are funded from the Self-Insured Property Fund created in Section 24-30-1510.5 (1)(a), C.R.S. The fund is *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

STATUTORY AUTHORITY: Section 24-30-1510.5 (3), C.R.S.

REQUEST: The Department requests $9,759,153 reappropriated funds, which includes a risk management base adjustment increase of $597,495.

RECOMMENDATION: Staff **recommends approval of the request**. This appropriation is shown for informational purposes only.

DIVISION OF HUMAN RESOURCES, RISK MANAGEMENT SERVICES, PROPERTY POLICIES						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$9,161,658	$0	$0	$9,161,658	$0	0.0
TOTAL	**$9,161,658**	**$0**	**$0**	**$9,161,658**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$9,161,658	$0	$0	$9,161,658	$0	0.0
Risk Management base adjustment	597,495	0	0	597,495	0	0.0
TOTAL	**$9,759,153**	**$0**	**$0**	**$9,759,153**	**$0**	**0.0**
INCREASE/(DECREASE)	**$597,495**	**$0**	**$0**	**$597,495**	**$0**	**0.0**
Percentage Change	6.5%	n/a	n/a	6.5%	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$9,759,153**	**$0**	**$0**	**$9,759,153**	**$0**	**0.0**
Request Above/(Below) Recommendation	$0	$0	$0	$0	$0	0.0

PROPERTY DEDUCTIBLES AND PAYOUTS

The property program pays for commercial insurance and pays a self-insured retention rather than a deductible for insurance coverage of state properties. This line item funds the payment of retentions and residuals as required by the property policies for the State's property insurance program. With the exception of losses over $1,000,000, the State is self-funded for the majority of claims filed under the property program.

STATUTORY AUTHORITY: Section 24-30-1510.5 (3), C.R.S.

REQUEST: The Department requests an appropriation of $8,464,476 reappropriated funds, which includes a risk management base adjustment increase of $2,664,476.

RECOMMENDATION: Staff **recommends approval of the request**. This appropriation is shown for informational purposes only.

DIVISION OF HUMAN RESOURCES, RISK MANAGEMENT SERVICES, PROPERTY DEDUCTIBLES AND PAYOUTS						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$5,800,000	$0	$0	$5,800,000	$0	0.0
TOTAL	**$5,800,000**	**$0**	**$0**	**$5,800,000**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$5,800,000	$0	$0	$5,800,000	$0	0.0
Risk Management base adjustment	2,664,476	0	0	2,664,476	0	0.0
TOTAL	**$8,464,476**	**$0**	**$0**	**$8,464,476**	**$0**	**0.0**
INCREASE/(DECREASE)	**$2,664,476**	**$0**	**$0**	**$2,664,476**	**$0**	**0.0**
Percentage Change	45.9%	n/a	n/a	45.9%	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$8,464,476**	**$0**	**$0**	**$8,464,476**	**$0**	**0.0**
Request Above/(Below) Recommendation	$0	$0	$0	$0	$0	0.0

(4) WORKERS' COMPENSATION

This section includes line items for workers' compensation insurance claims, premiums, legal services, and third party administrator expenses. 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. The account is *continuously appropriated* for the purposes of the account—other than the direct and indirect administrative costs of operating the risk management system—including legal services, litigation expenses, and third-party administrator expenses.

WORKERS' COMPENSATION CLAIMS

This line item funds the payout of workers' compensation benefits to State employees.

STATUTORY AUTHORITY: Section 24-30-1510.7, C.R.S.

REQUEST: The Department requests $31,165,830 reappropriated funds, which includes a risk management base adjustment decrease of $2,772,938 reappropriated funds.

RECOMMENDATION: Staff **recommends approval of the request**. This appropriation is shown for informational purposes only.

DIVISION OF HUMAN RESOURCES, RISK MANAGEMENT SERVICES, WORKERS' COMPENSATION CLAIMS						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$33,938,768	$0	$0	$33,938,768	$0	0.0
TOTAL	**$33,938,768**	**$0**	**$0**	**$33,938,768**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$33,938,768	$0	$0	$33,938,768	$0	0.0
Risk Management base adjustment	(2,772,938)	0	0	(2,772,938)	0	0.0
TOTAL	**$31,165,830**	**$0**	**$0**	**$31,165,830**	**$0**	**0.0**
INCREASE/(DECREASE)	**($2,772,938)**	**$0**	**$0**	**($2,772,938)**	**$0**	**0.0**
Percentage Change	(8.2%)	n/a	n/a	(8.2%)	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$31,165,830**	**$0**	**$0**	**$31,165,830**	**$0**	**0.0**
Request Above/(Below) Recommendation	$0	$0	$0	$0	$0	0.0

WORKERS' COMPENSATION TPA FEES AND LOSS CONTROL

This line item funds third party administrator (TPA) fees paid to the State's TPA, Broadspire, and for loss control incentives.

STATUTORY AUTHORITY: Section 24-30-1510.7, C.R.S.

REQUEST: The Department requests a continuation appropriation of $1,850,000 reappropriated funds.

RECOMMENDATION: Staff **recommends approval of the request**.

WORKERS' COMPENSATION EXCESS POLICY

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.

STATUTORY AUTHORITY: Section 24-30-1510.7, C.R.S.

REQUEST: The Department requests $855,277 reappropriated funds, which includes a risk management base adjustment increase of $25,277 to account for a reduction of TPA fees expected.

RECOMMENDATION: Staff **recommends approval of the request**. This appropriation is shown for informational purposes only.

DIVISION OF HUMAN RESOURCES, RISK MANAGEMENT SERVICES, WORKERS' COMPENSATION EXCESS POLICY						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$830,000	$0	$0	$830,000	$0	0.0

DIVISION OF HUMAN RESOURCES, RISK MANAGEMENT SERVICES, WORKERS' COMPENSATION EXCESS POLICY						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
TOTAL	**$830,000**	**$0**	**$0**	**$830,000**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$830,000	$0	$0	$830,000	$0	0.0
Risk Management base adjustment	25,277	0	0	25,277	0	0.0
TOTAL	**$855,277**	**$0**	**$0**	**$855,277**	**$0**	**0.0**
INCREASE/(DECREASE)	**$25,277**	**$0**	**$0**	**$25,277**	**$0**	**0.0**
Percentage Change	3.0%	n/a	n/a	3.0%	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$855,277**	**$0**	**$0**	**$855,277**	**$0**	**0.0**
Request Above/(Below) Recommendation	$0	$0	$0	$0	$0	0.0

WORKERS' COMPENSATION LEGAL SERVICES

Prior to FY 2011-12, Pinnacol was the State's TPA and provided litigation services within its TPA contract. TPA contracts generally do not include litigation services, which is the case with Broadspire. The dollar amount is included in projections by the State's risk management actuary and is not appropriated based on estimated legal services hours provided by the Department of Law unlike most state agency legal services appropriations.

STATUTORY AUTHORITY: Section 24-30-1510.7, C.R.S.

REQUEST: The Department requests $1,636,886 reappropriated funds, which includes a risk management base adjustment decrease of $149,365 reappropriated funds.

RECOMMENDATION: Staff **recommends approval of the request**.

DIVISION OF HUMAN RESOURCES, RISK MANAGEMENT SERVICES, WORKERS' COMPENSATION LEGAL SERVICES						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$1,786,251	$0	$0	$1,786,251	$0	0.0
TOTAL	**$1,786,251**	**$0**	**$0**	**$1,786,251**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$1,786,251	$0	$0	$1,786,251	$0	0.0
Centrally appropriated line items	(149,365)	0	0	(149,365)	0	0.0
TOTAL	**$1,636,886**	**$0**	**$0**	**$1,636,886**	**$0**	**0.0**
INCREASE/(DECREASE)	**($149,365)**	**$0**	**$0**	**($149,365)**	**$0**	**0.0**
Percentage Change	(8.4%)	n/a	n/a	(8.4%)	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$1,636,886**	**$0**	**$0**	**$1,636,886**	**$0**	**0.0**
Request Above/(Below) Recommendation	$0	$0	$0	$0	$0	0.0

(3) CONSTITUTIONALLY INDEPENDENT ENTITIES

This Division currently includes only the State Personnel Board. Historically, other constitutional independent entities such as the Independent Ethics Commission have been located in this Division.

CONSTITUTIONALLY INDEPENDENT ENTITIES	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 Appropriation						
HB 20-1360 (Long Bill)	$622,370	$622,370	$0	$0	$0	4.8
TOTAL	**$622,370**	**$622,370**	**$0**	**$0**	**$0**	**4.8**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$622,370	$622,370	$0	$0	$0	4.8
Centrally appropriated line items	(14,467)	(14,467)	0	0	0	0.0
Annualize prior year legislation	3	3	0	0	0	0.0
TOTAL	**$607,906**	**$607,906**	**$0**	**$0**	**$0**	**4.8**
INCREASE/(DECREASE)	**($14,464)**	**($14,464)**	**$0**	**$0**	**$0**	**0.0**
Percentage Change	(2.3%)	(2.3%)	n/a	n/a	n/a	0.0%
FY 2021-22 EXECUTIVE REQUEST	**$608,064**	**$608,064**	**$0**	**$0**	**$0**	**4.8**
Request Above/(Below) Recommendation	$158	$158	$0	$0	$0	0.0

DECISION ITEMS – CONSTITUTIONALLY INDEPENDENT ENTITIES (NONE)

The Executive Branch did not submit any decision items for this division.

LINE ITEM DETAIL – CONSTITUTIONALLY INDEPENDENT ENTITIES

(A) PERSONNEL BOARD

The State Personnel Board is authorized in Article XII, Sections 13 through 15, of the Colorado Constitution. Pursuant to Section 24-50-103, C.R.S., the Board has the authority to adopt by rule a uniform grievance procedure to be used by all departments and state agencies for classified employees in the state personnel system. The Board is responsible for the following: adjudicating employment disputes within the state classified system; promulgating rules to ensure that state employment is based on merit; conducting administrative hearings; promulgating rules under the authority of the State Administrative Procedures Act; and facilitating dispute resolution. The Personnel Board is funded by General Fund.

PERSONAL SERVICES

This line item funds 4.8 FTE in the Personnel Board. The Personnel Board is almost entirely funded with General Fund. Cash funds are from fees collected for copies and case documentation.

STATUTORY AUTHORITY: Section 24-50-103, C.R.S.

REQUEST: The Department requests an appropriation of $543,861 General Fund and 4.8 FTE, which includes $161 for the annualization of S.B. 18-200 (PERA).

RECOMMENDATION: Staff recommends appropriating $543,703 General Fund and 4.8 FTE, in accordance with the Committee's decision regarding the annualization of S.B. 18-200.

CONSTITUTIONALLY INDEPENDENT ENTITIES, PERSONNEL BOARD, PERSONAL SERVICES						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$543,700	$543,700	$0	$0	$0	4.8
TOTAL	**$543,700**	**$543,700**	**$0**	**$0**	**$0**	**4.8**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$543,700	$543,700	$0	$0	$0	4.8
Annualize prior year legislation	3	3	0	0	0	0.0
TOTAL	**$543,703**	**$543,703**	**$0**	**$0**	**$0**	**4.8**
INCREASE/(DECREASE)	**$3**	**$3**	**$0**	**$0**	**$0**	**0.0**
Percentage Change	0.0%	0.0%	n/a	n/a	n/a	0.0%
FY 2021-22 EXECUTIVE REQUEST	**$543,861**	**$543,861**	**$0**	**$0**	**$0**	**4.8**
Request Above/(Below) Recommendation	$158	$158	$0	$0	$0	0.0

OPERATING EXPENSES

This line item funds the operating expenses of the Personnel Board.

STATUTORY AUTHORITY: Section 24-50-103, C.R.S.

REQUEST: The Department requests a continuation appropriation of $22,969 General Fund.

RECOMMENDATION: Staff recommends approval of the request.

LEGAL SERVICES

This line item provides funding for the Personnel Board to purchase legal services from the Department of Law.

STATUTORY AUTHORITY: Sections 24-31-101 (1)(a), C.R.S., and 24-75-112 (1)(i), C.R.S.

REQUEST: The Department requests $41,234 General Fund for the purchase of legal services in FY 2021-22.

RECOMMENDATION: Staff recommendation is pending Committee action on the common policy for legal services. The dollar amount of staff's recommendation is pending decision for the legal services Common Policy by the Committee. Staff requests permission to reflect the Committee decision in this line item. The amount included in the following table represents the Board's requested appropriation.

CONSTITUTIONALLY INDEPENDENT ENTITIES, PERSONNEL BOARD, LEGAL SERVICES						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$55,701	$55,701	$0	$0	$0	0.0
TOTAL	**$55,701**	**$55,701**	**$0**	**$0**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$55,701	$55,701	$0	$0	$0	0.0
Centrally appropriated line items	(14,467)	(14,467)	0	0	0	0.0
TOTAL	**$41,234**	**$41,234**	**$0**	**$0**	**$0**	**0.0**
INCREASE/(DECREASE)	**($14,467)**	**($14,467)**	**$0**	**$0**	**$0**	**0.0**
Percentage Change	(26.0%)	(26.0%)	n/a	n/a	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$41,234**	**$41,234**	**$0**	**$0**	**$0**	**0.0**
Request Above/(Below) Recommendation	$0	$0	$0	$0	$0	0.0

(4) DIVISION OF CENTRAL SERVICES

The Division of Central Services provides statewide support services such as print, document management and retention, and mail services. Central Services is almost entirely funded by reappropriated funds consisting of user fees from state agencies. General Fund and cash funds from offender surcharges and grants provide funding for the Address Confidentiality Program within Integrated Document Solutions.

CENTRAL SERVICES						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 Appropriation						
HB 20-1360 (Long Bill)	$30,577,803	$1,462,929	$1,380,134	$27,734,740	$0	121.8
TOTAL	**$30,577,803**	**$1,462,929**	**$1,380,134**	**$27,734,740**	**$0**	**121.8**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$30,577,803	$1,462,929	$1,380,134	$27,734,740	$0	121.8
R2 DOR printing and mail migration to IDS	0	0	0	0	0	0.0
R5 IDS infrastructure refresh	0	0	0	0	0	0.0
Annualize prior year legislation	72	12	0	60	0	0.0
Indirect cost assessment	62,832	0	0	62,832	0	0.0
TOTAL	**$30,640,707**	**$1,462,941**	**$1,380,134**	**$27,797,632**	**$0**	**121.8**
INCREASE/(DECREASE)	**$62,904**	**$12**	**$0**	**$62,892**	**$0**	**0.0**
Percentage Change	0.2%	0.0%	0.0%	0.2%	n/a	0.0%
FY 2021-22 EXECUTIVE REQUEST	**$30,644,711**	**$1,463,598**	**$1,380,134**	**$27,800,979**	**$0**	**121.8**
Request Above/(Below) Recommendation	$4,004	$657	$0	$3,347	$0	(0.0)

DECISION ITEMS – DIVISION OF CENTRAL SERVICES

➔ R5 IDS INFRASTRUCTURE REFRESH

REQUEST: The Department requests a budget neutral shift of $100,000 reappropriated funds from the (4) Central Services, (B) integrated Document Solutions, (1)Integrated Document Solutions – Operating Expenses line item to a new line item in the same subsubdivision title Print Equipment Lease Purchase. This new line item would fund the purchase of a new printing press.

RECOMMENDATION: JBC staff recommends approval of the request.

DISCUSSION: Integrated Document Solutions (IDS) provides business support services comprising print, document management, data entry, imaging, and mail operations. IDS is the Colorado State Printer and is an end-to-end document management operation, serving all government entities across Colorado. Until January 2015, IDS used cut-sheet, high-speed printing equipment exclusively for the print volume of state agencies and offices which it served. In 2015, IDS acquired a continuous-fed inkjet printing (CF Inkjet) platform. The CF Inkjet printing platform was a new technology that had an up-time and reliability that were industry-leading. When IDS committed to transitioning to the CF Inkjet platform, the top equipment manufactures were very aggressive in their pricing models in an

attempt to gain a strategic advantage. Colorado also incentivized the purchase by offering a partnership allowing the vendor to use the Colorado IDS location as a showcase for the technology. The vendor discounted the platform by $1.0 million to win the award. However, since that acquisition, the CF Inkjet printing platform has become more widespread and common.

When the decision was made to move to the CF Inkjet platform, IDS was looking to increase uptime and diversity in its offerings. Prior to the acquisition in 2015, IDS was printing transactional products with five cut-sheet toner based machines that had an average uptime of approximately 85.0 percent. Transitioning to the CF Inkjet platform increased uptime to over 98.0 percent. Increased uptime and faster throughputs allowed for a shift in FTE and created efficiencies. Prior to 2015, IDS needed three FTE to run the five machines used for printing. The CF Inkjet platform only needs one FTE, allowing IDS the flexibility to move the other FTE to other tasks, eliminating the need for three part-time temporary staff altogether. Another benefit of this platform over that of the cut-sheet alternatives is what is referred to as "burst speed," the ability to match the monthly peak volumes that many IDS customers require when printing must to be completed within twelve hours of work order receipt. These turnaround requirements are typically driven by statutory or compliance needs.

PRINTING WORKLOAD

The vast majority of printing done today at IDS is transactional print. This segment of printing is primarily driven by statutory and compliance needs of our customers. IDS's largest print customers are the Colorado Benefits Management System (CBMS), the Department of Revenue's Taxation and Motor Vehicles Divisions (DOR), and the Department of Natural Resources' Parks and Wildlife program (DNR). The Department of Labor and Employment is currently modernizing its Unemployment Insurance (UI) system and is printing its own UI correspondence under a waiver that is set to expire in spring of 2021, at which point printing will transition to IDS. While IDS recognizes that there is a strong push to move to digital correspondence, there is a significant portion of IDS printing that will remain as hard-copy correspondence, either by governmental requirements and rules or by virtue of what is being mailed (e.g., renewal notices). Integrated Document Solutions anticipates onboarding new volumes from state agencies and customers that will increase print volumes in the coming years by more than 20.0 percent over FY 2019-20 levels.

IDS prints 7.3 million letters consisting of 70 million printed pages for CBMS including a form required by The Affordable Care Act (ACA). The ACA requires most individuals to have health insurance coverage or potentially to pay a penalty for noncompliance. The federal government requires the Department of Health Care Policy and Financing to send a tax form to all individuals covered by Medicaid or CHP+ indicating that these individuals have qualifying coverage during the months they were enrolled. The filing form is a 1095 and are used as proof of insurance to avoid paying the penalty. IDS continues to print a significant number of these forms for CBMS. Additionally, the State is responsible for the generation and distribution of client notices. CBMS generates client correspondence to alert those applying for or receiving benefits of any action taken, along with the need for any information they are required to supply. Many of these pieces are time sensitive. The Notice of Action must allow the client 10 days to appeal, and notices are given the highest priority.

PRINTING PRESS REFRESH

The current CF Inkjet machine is set to return to the vendor in February 1, 2022, and has no contractual option for extension because the machine has been sunset by the manufacturer. Newer versions of the technology have significantly higher print quality as well as even higher reliability and speeds. The required return of the machine necessitates the lease of new equipment in order to

continue serving IDS print customers. However, the initial discount that was made available to the state is also no longer an option to offset new lease costs for new equipment.
The selected replacement printer has double the monthly capacity for print impressions, has a better resolution, and a print speed of almost double the current printer. This printer supports additional types of ink and toner, including security inks. These improvements will allow IDS to expand both service offerings and production capacity. Pursuant to Section 24-82-801 (1)(b), C.R.S., which requires legislative approval for lease-purchase agreement of personal property, the Department will enter a new capital lease for this printer from the same manufacturer as the CF Inkjet currently in use. Obtaining a printer from the same manufacturer will allow for cost avoidance as software and IT infrastructure would remain the same. A replacement platform must be secured in order to continue to deliver transactional print volumes for the state's customer base.

LINE ITEM DETAIL – CENTRAL SERVICES

(A) ADMINISTRATION

The administration section provides management, human resources, accounting, and marketing services for Division programs. Administration is funded by reappropriated funds from user fees from state agencies deposited in the Department of Personnel Revolving Fund created in Section 24-30-1108 (1), C.R.S., and the Motor Fleet Management Fund created in Section 24-30-1115 (1), C.R.S.

PERSONAL SERVICES

This line item funds the 5.2 FTE in Central Services Administration. Central Services Administration is funded from reappropriated funds from the Department of Personnel Revolving Fund created in Section 24-30-1108 (1), C.R.S.

STATUTORY AUTHORITY: Section 24-30-1104, C.R.S.

REQUEST: The Department requests an appropriation of $503,439 reappropriated funds and 5.2 FTE, which includes an increase of $147 for annualization of S.B. 18-200 (PERA).

RECOMMENDATION: Staff recommends appropriating $503,268 reappropriated funds and 5.2 FTE, in accordance with the Committee's decision regarding the annualization of S.B. 18-200.

CENTRAL SERVICES, ADMINISTRATION, PERSONAL SERVICES						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$503,265	$0	$0	$503,265	$0	5.2
TOTAL	**$503,265**	**$0**	**$0**	**$503,265**	**$0**	**5.2**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$503,265	$0	$0	$503,265	$0	5.2
Annualize prior year legislation	3	0	0	3	0	0.0
TOTAL	**$503,268**	**$0**	**$0**	**$503,268**	**$0**	**5.2**
INCREASE/(DECREASE)	**$3**	**$0**	**$0**	**$3**	**$0**	**0.0**
Percentage Change	0.0%	n/a	n/a	0.0%	n/a	0.0%
FY 2021-22 EXECUTIVE REQUEST	**$503,439**	**$0**	**$0**	**$503,439**	**$0**	**5.2**

CENTRAL SERVICES, ADMINISTRATION, PERSONAL SERVICES						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
Request Above/(Below) Recommendation	$171	$0	$0	$171	$0	0.0

OPERATING EXPENSES

This line item funds the operating expenses of Central Services Administration.

STATUTORY AUTHORITY: Section 24-30-1104, C.R.S.

REQUEST: The Department requests a continuation level appropriation of $27,690 reappropriated funds.

RECOMMENDATION: Staff recommends approval of the request.

INDIRECT COST ASSESSMENT

This line item reflects the amount of indirect cost assessments charged to reappropriated funds sources as calculated by the State Controller. Funds collected through this line item are used to offset General Fund in Department Administration.

STATUTORY AUTHORITY: Section 24-30-1104, C.R.S.

REQUEST: The Department requests an appropriation of $14,472 reappropriated funds.

RECOMMENDATION: Staff recommendation for indirect costs is pending Committee action on outstanding centrally appropriated line items. Staff requests permission to adjust the line based on final Committee action on centrally appropriated line items.

CENTRAL SERVICES, ADMINISTRATION, INDIRECT COST ASSESSMENT						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$19,034	$0	$0	$19,034	$0	0.0
TOTAL	**$19,034**	**$0**	**$0**	**$19,034**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$19,034	$0	$0	$19,034	$0	0.0
Indirect cost assessment	(4,562)	0	0	(4,562)	0	0.0
TOTAL	**$14,472**	**$0**	**$0**	**$14,472**	**$0**	**0.0**
INCREASE/(DECREASE)	**($4,562)**	**$0**	**$0**	**($4,562)**	**$0**	**0.0**
Percentage Change	(24.0%)	n/a	n/a	(24.0%)	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$14,472**	**$0**	**$0**	**$14,472**	**$0**	**0.0**
Request Above/(Below) Recommendation	$0	$0	$0	$0	$0	0.0

(B) INTEGRATED DOCUMENT SOLUTIONS

Integrated Document Solutions (IDS) provides business support services comprising print, document management, data entry, imaging, and mail operations. The division has facilities in Pueblo and Denver and serves state agencies, institutions of higher education, and local governments. IDS is funded by

reappropriated funds collected from user fees from state agencies and cash funds collected from user fees from non-state agencies and deposited in the Department of Personnel Revolving Fund created in Section 24-30-1108 (1), C.R.S. Additionally, the Address Confidentiality Program is located in IDS and is funded with General Fund and cash funds from offender surcharges and grants.

PERSONAL SERVICES

This line item funds the 96.6 FTE in IDS, excluding the Address Confidentiality Program. IDS is funded from revenue and earned and deposited in the Department of Personnel Revolving Fund created in Section 24-30-1108 (1), C.R.S. Cash funds are earned from user fees from non-state agencies and reappropriated funds from user fees from state agencies.

STATUTORY AUTHORITY: Sections 24-30-1102 (4) and 24-30-1104 (1), C.R.S.

REQUEST: The Department requests an appropriation of $7,471,032 total funds including $141,615 cash funds, $7,329,417 reappropriated funds, and 96.6 FTE, which includes an increase of $3,233 reappropriated funds for annualization of S.B. 18-200 (PERA).

RECOMMENDATION: Staff recommends appropriating $7,467,856 total funds, including $141,615 cash funds and $7,326,241 reappropriated funds, and 96.6 FTE, in accordance with the Committee's decision regarding the annualization of S.B. 18-200.

CENTRAL SERVICES, INTEGRATED DOCUMENT SOLUTIONS, PERSONAL SERVICES						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$7,467,799	$0	$141,615	$7,326,184	$0	96.6
TOTAL	**$7,467,799**	**$0**	**$141,615**	**$7,326,184**	**$0**	**96.6**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$7,467,799	$0	$141,615	$7,326,184	$0	96.6
Annualize prior year legislation	57	0	0	57	0	0.0
TOTAL	**$7,467,856**	**$0**	**$141,615**	**$7,326,241**	**$0**	**96.6**
INCREASE/(DECREASE)	**$57**	**$0**	**$0**	**$57**	**$0**	**0.0**
Percentage Change	0.0%	n/a	0.0%	0.0%	n/a	0.0%
FY 2021-22 EXECUTIVE REQUEST	**$7,471,032**	**$0**	**$141,615**	**$7,329,417**	**$0**	**96.6**
Request Above/(Below) Recommendation	$3,176	$0	$0	$3,176	$0	0.0

OPERATING EXPENSES

This line item funds the operating expenses of IDS. In addition to administrative operating expenses, operating expenses include equipment and supplies for print, document, and mail services.

STATUTORY AUTHORITY: Sections 24-30-1102 (4) and 24-30-1104 (1), C.R.S.

REQUEST: The Department requests an appropriation of $18,554,067 total funds including $980,537 cash funds and $17,573,530 reappropriated funds. This includes the Department's R2 and R5 requests that restructure the line items within this subdivision.

RECOMMENDATION: Staff recommends approval of the request.

CENTRAL SERVICES, INTEGRATED DOCUMENT SOLUTIONS, OPERATING EXPENSES						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$8,680,543	$0	$240,239	$8,440,304	$0	0.0
TOTAL	**$8,680,543**	**$0**	**$240,239**	**$8,440,304**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$8,680,543	$0	$240,239	$8,440,304	$0	0.0
R2 DOR printing and mail migration to IDS	9,973,524	0	740,298	9,233,226	0	0.0
R5 IDS infrastructure refresh	(100,000)	0	0	(100,000)	0	0.0
TOTAL	**$18,554,067**	**$0**	**$980,537**	**$17,573,530**	**$0**	**0.0**
INCREASE/(DECREASE)	**$9,873,524**	**$0**	**$740,298**	**$9,133,226**	**$0**	**0.0**
Percentage Change	113.7%	n/a	308.2%	108.2%	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$18,554,067**	**$0**	**$980,537**	**$17,573,530**	**$0**	**0.0**
Request Above/(Below) Recommendation	$0	$0	$0	$0	$0	0.0

COMMERCIAL PRINT PAYMENTS

This line item was added in a FY 2015-16 supplemental for pass-through payments to commercial print vendors. Spending authority for these payments was formerly provided in the operating expenses line item. The IDS program has increased its use of commercial print vendors and expenditures from this line item represent pass-through payments from state agencies for print jobs that IDS has determined are best completed by outside vendors.

STATUTORY AUTHORITY: Sections 24-30-1102 (4) and 24-30-1104 (1), C.R.S.

REQUEST: The Department requests a continuation appropriation of $1,733,260 reappropriated funds.

RECOMMENDATION: Staff recommends approval of the request.

IDS POSTAGE

This line item was added in FY 2014-15. At that time, postage represented 54.7 percent of the Department's operating expenses line item and both the rates and volume usage are outside of the Department's discretionary control. Increases in spending authority are generally tied to postage increases identified in Department prioritized request items and mail services purchased by state agencies identified in non-prioritized request items from other state agencies.

STATUTORY AUTHORITY: Sections 24-30-1102 (4) and 24-30-1104 (1), C.R.S.

REQUEST: The Department requests the consolidation of this line item within this subdivision's Operating Expenses line item, per the R2 request.

RECOMMENDATION: Staff recommends approval of the request.

CENTRAL SERVICES, INTEGRATED DOCUMENT SOLUTIONS, IDS POSTAGE						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$9,973,524	$0	$740,298	$9,233,226	$0	0.0
TOTAL	**$9,973,524**	**$0**	**$740,298**	**$9,233,226**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$9,973,524	$0	$740,298	$9,233,226	$0	0.0
R2 DOR printing and mail migration to IDS	(9,973,524)	0	(740,298)	(9,233,226)	0	0.0
TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**	**0.0**
INCREASE/(DECREASE)	**($9,973,524)**	**$0**	**($740,298)**	**($9,233,226)**	**$0**	**0.0**
Percentage Change	(100.0%)	n/a	(100.0%)	(100.0%)	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$0**	**$0**	**$0**	**$0**	**$0**	**0.0**
Request Above/(Below) Recommendation	$0	$0	$0	$0	$0	0.0

PRINT EQUIPMENT LEASE PURCHASE [NEW LINE ITEM]

This line item supports the costs associated with the acquisition of a new printing press in FY 2021-22, replacing equipment that has been phased out by the manufacturer and is being returned to the vendor when the current lease ends on February 1, 2022.

STATUTORY AUTHORITY: Sections 24-82-801 (1)(b and c), C.R.S.

REQUEST: The Department requests a continuation appropriation of $100,000 reappropriated funds.

RECOMMENDATION: Staff recommends approval of the request.

CENTRAL SERVICES, INTEGRATED DOCUMENT SOLUTIONS, PRINT EQUIPMENT LEASE PURCHASE						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$0	$0	$0	$0	$0	0.0
TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**	**0.0**
R5 IDS infrastructure refresh	$100,000	$0	$0	$100,000	$0	0.0
TOTAL	**$100,000**	**$0**	**$0**	**$100,000**	**$0**	**0.0**
INCREASE/(DECREASE)	**$100,000**	**$0**	**$0**	**$100,000**	**$0**	**0.0**
Percentage Change	n/a	n/a	n/a	n/a	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$100,000**	**$0**	**$0**	**$100,000**	**$0**	**0.0**
Request Above/(Below) Recommendation	$0	$0	$0	$0	$0	0.0

UTILITIES

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

STATUTORY AUTHORITY: Sections 24-30-1102 (4) and 24-30-1104 (1), C.R.S.

REQUEST: The Department requests a continuation appropriation of $69,000 reappropriated funds.

RECOMMENDATION: Staff recommends approval of the request.

ADDRESS CONFIDENTIALITY PROGRAM

House Bill 11-1080 transferred the existing Address Confidentiality Program from the Department of State to the Department of Personnel. The program was established in 2007 to provide a confidential substitute address and mail forwarding system for program participants who are victims of domestic violence, sexual offenses, or stalking. The program was originally entirely 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, as well as grants. Participant growth has continued to exceed revenue growth from offender surcharges requiring additional General Fund to meet the program's statutory requirements regarding participation in the program. This line item funds 3.4 FTE for the program as well as administrative operating expenses, predominantly consisting of mail supplies and postage.

STATUTORY AUTHORITY: Part 21 of Article 30 of Title 24, C.R.S.

REQUEST: The Department requests $702,514 total funds, including $560,840 General Fund and $141,674 cash funds, and 7.0 FTE, which includes an increase of $234 for annualization of S.B. 18-200 (PERA).

RECOMMENDATION: Staff recommends appropriating $702,284 total funds, including $560,610 General Fund and $141,674 cash funds, and 7.0 FTE, in accordance with the Committee's decision regarding the annualization of S.B. 18-200.

CENTRAL SERVICES, INTEGRATED DOCUMENT SOLUTIONS, ADDRESS CONFIDENTIALITY PROGRAM						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$702,280	$560,606	$141,674	$0	$0	7.0
TOTAL	**$702,280**	**$560,606**	**$141,674**	**$0**	**$0**	**7.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$702,280	$560,606	$141,674	$0	$0	7.0
Annualize prior year legislation	4	4	0	0	0	0.0
TOTAL	**$702,284**	**$560,610**	**$141,674**	**$0**	**$0**	**7.0**
INCREASE/(DECREASE)	**$4**	**$4**	**$0**	**$0**	**$0**	**0.0**
Percentage Change	0.0%	0.0%	0.0%	n/a	n/a	0.0%
FY 2021-22 EXECUTIVE REQUEST	**$702,514**	**$560,840**	**$141,674**	**$0**	**$0**	**7.0**
Request Above/(Below) Recommendation	$230	$230	$0	$0	$0	0.0

INDIRECT COST ASSESSMENT

This line item reflects the amount of indirect cost assessments charged to the IDS reappropriated funds source as calculated by the State Controller. Funds collected through this line item are used to offset General Fund in Department Administration.

STATUTORY AUTHORITY: Sections 24-30-1102 (4) and 24-30-1104 (1), C.R.S.

REQUEST: The Department requests an appropriation of $421,000 reappropriated funds.

RECOMMENDATION: Staff recommendation for indirect costs is pending Committee action on outstanding centrally appropriated line items. Staff requests permission to adjust the line based on final Committee action on centrally appropriated line items.

CENTRAL SERVICES, INTEGRATED DOCUMENT SOLUTIONS, INDIRECT COST ASSESSMENT						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$353,706	$0	$0	$353,706	$0	0.0
TOTAL	**$353,706**	**$0**	**$0**	**$353,706**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$353,706	$0	$0	$353,706	$0	0.0
Indirect cost assessment	67,394	0	0	67,394	0	0.0
TOTAL	**$421,100**	**$0**	**$0**	**$421,100**	**$0**	**0.0**
INCREASE/(DECREASE)	**$67,394**	**$0**	**$0**	**$67,394**	**$0**	**0.0**
Percentage Change	19.1%	n/a	n/a	19.1%	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$421,100**	**$0**	**$0**	**$421,100**	**$0**	**0.0**
Request Above/(Below) Recommendation	$0	$0	$0	$0	$0	0.0

(C) COLORADO STATE ARCHIVES

The Colorado State Archives 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. The State Archives is predominantly General Funded. Fee revenue from requests for information and research from state agencies and the general public provide a lesser amount of reappropriated funds and cash funds deposited in the State Archives and Public Records Cash Fund created in Section 24-80-102 (10)(a), C.R.S.

PERSONAL SERVICES

This line item funds the 13.0 FTE in State Archives consisting of archivists and technical and administrative staff. It previously resided in the Executive Director's Office.

STATUTORY AUTHORITY: Part 1 of Article 80 of Title 24, C.R.S.

REQUEST: The Department requests an appropriation of $757,199 total funds including $637,820 General Fund, $90,308 cash funds, and $29,071 reappropriated funds, and 13.0 FTE, which includes $435 for annualization of S.B. 18-200 (PERA).

RECOMMENDATION: Staff recommends $756,764 total funds, including $637,393 General Fund, $90,308 cash funds, and $29,071 reappropriated funds, and 13.0 FTE. , in accordance with the Committee's decision regarding the annualization of S.B. 18-200.

CENTRAL SERVICES, COLORADO STATE ARCHIVES, PERSONAL SERVICES						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$756,764	$637,385	$90,308	$29,071	$0	13.0
TOTAL	**$756,764**	**$637,385**	**$90,308**	**$29,071**	**$0**	**13.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$756,764	$637,385	$90,308	$29,071	$0	13.0
Annualize prior year legislation	8	8	0	0	0	0.0
TOTAL	**$756,772**	**$637,393**	**$90,308**	**$29,071**	**$0**	**13.0**
INCREASE/(DECREASE)	**$8**	**$8**	**$0**	**$0**	**$0**	**0.0**
Percentage Change	0.0%	0.0%	0.0%	0.0%	n/a	0.0%
FY 2021-22 EXECUTIVE REQUEST	**$757,199**	**$637,820**	**$90,308**	**$29,071**	**$0**	**13.0**
Request Above/(Below) Recommendation	$427	$427	$0	$0	$0	0.0

OPERATING EXPENSES

This line item funds the operating expenses of the State Archives, which includes information systems and multi-media storage equipment, supplies, and maintenance.

STATUTORY AUTHORITY: Part 1 of Article 80 of Title 24, C.R.S.

REQUEST: The Department requests a continuation appropriation of $290,938 total funds, including $264,938 General Fund and $26,000 cash funds.

RECOMMENDATION: Staff recommends approving the Department request.

(5) DIVISION OF ACCOUNTS AND CONTROL

This division includes the Office of the State Controller in Financial Operations and Reporting, which manages statewide fiscal rules, conducts statewide financial reporting, provides policy and procedural guidance, and develops the statewide indirect cost allocation plan. CORE Operations oversees the Colorado Operations Resource Engine (CORE), the state's accounting system. Procurement and Contracts administers a statewide procurement program and meets the product and service needs of state agencies by negotiating contracts for goods and services. Central Collections Services provides for the collection of debts due to the state (repealed by S.B. 21-055 (Collection Of State Debt)). This Division is funded with rebates received from the Procurement Card Program, statewide indirect cost recoveries, cash funds from the Supplier Database Cash Fund, user fees from state agencies for CORE Operations deposited in the Statewide Financial Information Technology Systems Cash Fund created in Section 24-30-209 (2)(a), C.R.S., collection fees assessed to individuals making payments in the collections process deposited in the Debt Collection Fund created in Section 24-30-202.4 (3)(e), C.R.S., and General Fund.

DIVISION OF ACCOUNTS AND CONTROL						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 Appropriation						
HB 20-1360 (Long Bill)	$20,230,940	$3,641,757	$6,670,072	$9,919,111	$0	73.9
SB 21-048 (Supplemental Bill)	0	0	0	0	0	0.0
Other legislation	(1,370,478)	0	(1,370,478)	0	0	(3.7)
TOTAL	**$18,860,462**	**$3,641,757**	**$5,299,594**	**$9,919,111**	**$0**	**70.2**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$18,860,462	$3,641,757	$5,299,594	$9,919,111	$0	70.2
R3 Decentralization of collection services	0	0	0	0	0	0.0
R7 Recovery audit program closure	0	0	0	0	0	0.0
R11 Procurement and Contracts vacancy savings	(49,991)	(49,991)	0	0	0	(1.0)
Procurement card rebate refinance	0	1,000,000	(1,000,000)	0	0	0.0
CORE Operations base adjustment	0	0	(92,720)	92,720	0	0.0
Annualize prior year legislation	(896,959)	(649,973)	(246,999)	13	0	(0.6)
Indirect cost assessment	(18,598)	0	0	(18,598)	0	0.0
TOTAL	**$17,894,914**	**$3,941,793**	**$3,959,875**	**$9,993,246**	**$0**	**68.6**
INCREASE/(DECREASE)	**($965,548)**	**$300,036**	**($1,339,719)**	**$74,135**	**$0**	**(1.6)**
Percentage Change	(5.1%)	8.2%	(25.3%)	0.7%	n/a	(2.3%)
FY 2021-22 EXECUTIVE REQUEST	**$17,832,422**	**$3,878,601**	**$3,959,875**	**$9,993,946**	**$0**	**67.6**
Request Above/(Below) Recommendation	($62,492)	($63,192)	$0	$700	$0	(1.0)

DECISION ITEMS – DIVISION OF ACCOUNTS AND CONTROL

➔ R3 DECENTRALIZATION OF COLLECTION SERVICES

REQUEST: The Department requests a decrease of $1,6353,571 cash funds and 4.3 FTE from the Central Collection Services. The Department also requests the Committee sponsor legislation to repeal the Central Collection Services unit.

RECOMMENDATION: JBC staff **recommends denial of this request for technical reasons**. The Committee took action on this request during this year's supplemental process by sponsoring S.B 21-055 (Collection State Debt), which is part of the Supplemental Package. This legislation repeals the Central Collection Services unit in FY 2020-21 and reduces its associated appropriation. The annualization of this bill will eliminate the funding for Central Collection Services in FY 2021-22. No further action from the Committee is necessary.

DISCUSSION: The Central Collection Services (CCS) Unit of its responsibilities to provide debt collection services for state agencies and to reduce the Unit's FY 2020-21 appropriation. Within the Office of the State Controller, the Central Collections Services has the authority to collect debts owed to state agencies and certain political subdivisions of the State. Section 24-30-202.4, C.R.S., grants CCS the exclusive authority to add and retain up to 18.0 percent on principal debt collected and provides unique mechanisms for collection through tax, lottery, and gaming offsets.

Before programmatic changes were implemented in FY 2019-20, the Central Collections Service Unit had the ability to collect on up to 70,000 accounts with in-house collectors, and used a combination of legal and private collection agencies to assist in collections. The addition of 18.0 percent on top of principal debt funded the program and offered the ability to allow clients to receive 100.0 percent of the collected debt. CCS collected on behalf of three main classes of clients: Institutions of Higher Education, political subdivisions, and State agencies, with the major clients within each class being universities, fire districts, and the Department of Labor & Employment, respectively. Among the many mechanisms for the collection of debt, a majority of the collection was completed through voluntary State tax offsets, a solution that was unique to the State.

The Joint Budget Committee and General Assembly approved a program refinance and restructure during the 2019 legislative session.[1,2] As a result, CCS was to prioritize debt and cater to clients by leveraging the State tax offsets and voluntary payments for debt collection, while maintaining the existing contracts with private collection agencies. This approach was established to allow the State to continue active collections efforts, though on a diminished basis, by pushing a majority of the work to private collection agencies.

Limitations on collection sources, loss of clients, declining debt quality, and ongoing challenges with personal services attrition means the CCS is not collecting enough revenue to be sustainable. The cumulative effect of statutory changes that have granted clients that typically had high value debt the ability to opt-out of the program, leaving only low value debt to be forwarded to CCS, have had a substantial impact on the program's revenue. Major changes in federal tax laws, which increased the standard deduction amount, reduced most tax rates, and shifted tax filings to include standard deduction instead of itemized deductions, decreased the amount of federal tax offsets available for interception to collect outstanding debts. This directly affected the pool of available revenue for collection, causing a decline in CCS revenue.

---

[1] Joint Budget Committee, *Supplemental Budget Requests FY 2019-20: Department of Personnel*, Joint Budget Committee Staff. Denver, CO: JBC, 2020, http://leg.colorado.gov/sites/default/files/cy20_persup.pdf.
[2] Joint Budget Committee, *Staff Figure Setting FY 2020-21: Department of Personnel*, Joint Budget Committee Staff. Denver, CO: JBC, 2020, http://leg.colorado.gov/sites/default/files/fy2020-21_perfig.pdf.

The program has not been able to regain its footing to generate enough revenue to be sustainable. The restructure resulted in a staffing reduction, mostly through attrition, from 28.0 FTE to 4.3 FTE in an effort to reduce expenses. Revenue earned was determined to be insufficient to support staff on an ongoing basis, and after several vacancies were left unoccupied, the Department made the decision to submit this request to shut down the program. Feedback from CCS customers support this change and there have been few concerns with this new decentralized approach.

➔ R7 RECOVERY AUDIT PROGRAM CLOSURE [REQUIRES LEGISLATION]

REQUEST: The Department requests a decrease of $64,714 General Fund and 1.0 FTE in FY 2021-22 and ongoing to repeal the Recovery Audit Program. The Department has identified this program as not cost effective. The request requires legislation to implement and the Department has requested the Committee sponsor this legislation.

RECOMMENDATION:

- *Long Bill*: Staff recommends excluding this appropriation from the Long Bill in accordance with Article V, Section 32 of the State Constitution, which prohibits the enactment of substantive legislation through the annual general appropriations bill.
- *Legislation:* Staff **recommends the Committee consider the Department's request** for JBC sponsored legislation to repeal the Recovery Audit Program in Section 24-30-203.5, C.R.S., and for the bill to carry the requested appropriation reduction. **Staff requests permission to engage with the Department to begin the drafting process.**

DISCUSSION: A recovery audit is a financial management technique used to identify improper payments made by an entity to vendors and other entities in connection with the payment activities. This audit is required by Section 24-30-203.5, C.R.S., and is performed by a third party under contract with the Office of the State Controller. According to statute, the third party is paid on a contingency fee basis. At the completion of the audit cycle, all state moneys recovered, less the contingency fee and actual administrative costs related to the recovery audit, are to be transferred to the General Fund except moneys that are constitutionally specified, or originally received by the State as a fiduciary, or as gifts, grants, donations, or custodial funds. In these cases, funds must be return to the fund from which the improper payment was made. Additionally, all federal money recovered must be reimbursed to the federal government in accordance with federal regulations.

The cash funds spending authority within this line item serves as a proxy in order to comply with the requirements of H.B. 10-1176 (Require Government Recovery Audits). The spending authority allows the Department to enter into a contingency-based contract with a recovery audit vendor, reimburse state agencies for costs associated with the recovery audits, and reimburse federal agencies in accordance with federal statute, rules and regulations. This spending authority will remain in order to pay out contingency fees owed to the vendor for collections through FY 2021-22.

The recovery audit program has not been cost effective in recent years. The vendor's contingency fee has historically been low, with the lowest amount recovered being about $13,000 in FY 2009-10, resulting in a vendor's fee less than $1,000. These low returns caused the company performing the audit in FY 2015-17 to not re-bid to perform the audit for FY 2018-20. Additionally, the audits have shown that the State's financial system has solid controls to prevent overpayments to vendors as covered by the recovery audit. Processes enacted by the Office of the State Controller and individual

agencies have shown to be sufficient to prevent overpayments. Administrative costs incurred by state agencies in pulling documentation and lending support to the recovery audit process are not factored into total spending, and therefore the total cost of administering the recovery audit program far outweigh the actual monies recovered.

According to the 2018 Recovery Audit, agencies with a high number of material purchases were shown to be the most at risk for overpayments, due to the variation and voluminous nature of those transactions. However, even agencies with a high number of material purchases still performed very well, as compared to other private industry clients on a percentage spend basis. A significant number of agencies had very low risk for overpayments due to their typical transaction being large payments in excess of $100,000 or even $1 million. Those transactions face enough scrutiny through the normal processes in place that they are not likely to result in errors or overpayments.

➔ R11 PROCUREMENT AND CONTRACTS VACANCY SAVINGS

REQUEST: The Department requests a decrease of $49,991 General Fund and 1.0 FTE from the Procurement and Contracts program.

RECOMMENDATION: JBC staff recommends approval of the request.

DISCUSSION: When the State transitioned its financial, procurement, and budget functions from the Colorado Financial Reporting System (COFRS) and other legacy systems to the Colorado Operations Resource Engine (CORE), the Office of the State Controller restructured to better meet the needs of supporting CORE. As a result, Procurement and Contracts now includes new functional groups and functions of the State Purchasing Office. The current Procurement and Contracts program includes the Statewide Travel Management Program, the Supplier Database e-Procurement Program, and also the Central Contracts Unit, which authorizes all State contracts through delegation or direct reviews. In accordance with Section 24-101-101 et. seq., C.R.S., Procurement and Contracts manages and oversees state procurement policy and processes. This program is supported by the General Fund and with rebates received from the Procurement Card Program.

An Administrative Assistant position, within Procurement and Contracts, became vacant in January 2020 and has not yet been filled. This position would have assisted in deciding what operations will be performed and how processes will be implemented; creating and revising office procedures and writing office procedure manuals; designing forms; establishing general office record systems and resource libraries; in addition to program-specific duties. Procurement and Contracts consists of 17.0 FTE of varying levels, as well as an allocated Program Assistant, who performs duties similar to the Administrative Assistant position. The duties of the eliminated position can be absorbed into the Program Assistant position, thereby creating savings in this line item. The Department has identified this position as one that can be permanently removed in order to free up resources for other urgent needs within the State.

LINE ITEM DETAIL – DIVISION OF ACCOUNTS AND CONTROL

(A) FINANCIAL OPERATIONS AND REPORTING

This subdivision includes Financial Operations and Reporting, formerly the Office of the State Controller, and Collections Services.

(1) Financial Operations and Reporting

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

Personal Services

This line item funds the 30.5 FTE in Financial Operations and Reporting. This sub-subdivision is primarily appropriated General Fund. Cash funds sources include rebates received from the Procurement Card Program and indirect costs paid from institutions of higher education, both of which offset General Fund.

Statutory Authority: Section 24-30-201, C.R.S.

Request: The Department requests an appropriation of $3,027,212 General Fund and 30.5 FTE. The request includes an increase of $987 General Fund for the annualization of S.B. 18-200 (PERA), a refinance of $274,454 reappropriated funds from rebates from the Procurement Card program with General Fund, and a reduction of $64,714 General Fund and 1.0 FTE associated with the Department's R7 request. The refinance of Procurement Care rebate revenue is due to a significant decline in spending statewide.

Recommendation: Staff **recommends an appropriation of $3,026,242 General Fund and 29.5 FTE**. This recommendation includes the approval of R7, the refinance of Procurement Card rebate revenue, and the annualization of S.B. 19-200 in accordance with the Committee's decision.

Division Of Accounts And Control, Financial Operations And Reporting, Personal Services	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE
FY 2020-21 Appropriation						
HB 20-1360 (Long Bill)	$3,090,939	$2,816,485	$274,454	$0	$0	30.5
TOTAL	**$3,090,939**	**$2,816,485**	**$274,454**	**$0**	**$0**	**30.5**
FY 2021-22 Recommended Appropriation						
FY 2020-21 Appropriation	$3,090,939	$2,816,485	$274,454	$0	$0	30.5
Annualize prior year legislation	17	17	0	0	0	0.0
Procurement card rebate refinance	0	274,454	(274,454)	0	0	0.0
R7 Recovery audit program closure	(64,714)	(64,714)	0	0	0	(1.0)
TOTAL	**$3,026,242**	**$3,026,242**	**$0**	**$0**	**$0**	**29.5**
INCREASE/(DECREASE)	**($64,697)**	**$209,757**	**($274,454)**	**$0**	**$0**	**(1.0)**
Percentage Change	(2.1%)	7.4%	(100.0%)	n/a	n/a	(3.3%)
FY 2021-22 EXECUTIVE REQUEST	**$3,027,212**	**$3,027,212**	**$0**	**$0**	**$0**	**29.5**
Request Above/(Below) Recommendation	$970	$970	$0	$0	$0	(0.0)

OPERATING EXPENSES

This line item funds the operating expenses of Financial Operations and Reporting. Cash funds sources include rebates received from the Procurement Card Program and indirect costs paid from institutions of higher education, both of which offset General Fund.

STATUTORY AUTHORITY: Section 24-30-201, C.R.S.

REQUEST: The Department requests a continuation appropriation of $138,303 General Fund.

RECOMMENDATION: Staff **recommends approval of the request**.

RECOVERY AUDIT PROGRAM DISBURSEMENTS

This line item was added as a supplemental appropriation for FY 2011-12, and provides spending 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 by H.B. 13-1286.

STATUTORY AUTHORITY: Section 24-30-203.5, C.R.S.

REQUEST: The Department requests an appropriation of $101,000 cash funds, which includes adjustments related to H.B. 13-1286 (Suspend State Recovery Audits).

RECOMMENDATION: Staff **recommends approval of the request**.

DIVISION OF ACCOUNTS AND CONTROL, FINANCIAL OPERATIONS AND REPORTING, RECOVERY AUDIT PROGRAM DISBURSEMENTS						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$51,000	$0	$51,000	$0	$0	0.0
TOTAL	**$51,000**	**$0**	**$51,000**	**$0**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$51,000	$0	$51,000	$0	$0	0.0
Annualize prior year legislation	50,000	0	50,000	0	0	0.0
TOTAL	**$101,000**	**$0**	**$101,000**	**$0**	**$0**	**0.0**
INCREASE/(DECREASE)	**$50,000**	**$0**	**$50,000**	**$0**	**$0**	**0.0**
Percentage Change	98.0%	n/a	98.0%	n/a	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$101,000**	**$0**	**$101,000**	**$0**	**$0**	**0.0**
Request Above/(Below) Recommendation	$0	$0	$0	$0	$0	0.0

(2) Collections Services

Pursuant to Section 24-30-202.4, C.R.S., Collections Services provides debt collection services for all of the state's agencies and political subdivisions by using tools such as income tax interception, vendor interception, and employment information that is not typically available to private collection agencies. Debt is referred to this office after 30 days, and the office then has up to 180 days to collect the debt after which it is referred to a private agency. Section 24-30-202.4 (8)(a), C.R.S., provides that Collections Services may earns its cash funds revenue from a collection fee set by the Department, currently set at 18.0 percent, assessed to individuals making payments in the collections process, and which may not exceed 21.0 percent for Collections Services or private collection agencies or 25.0 percent for private counsel. The program's cash fund is the Debt Collection Fund created in Section 24-30-202.4 (3)(e), C.R.S., which also provides that the Debt Collection Fund balance shall not exceed 25.0 percent of the annual appropriated budget of Collections Services and that the excess reverts to the General Fund at the end of each fiscal year.

This program is repealed by S.B. 21-055 (Collection Of State Debts), which is a JBC bill that is part of the FY 2020-21 Supplemental Package.

Personal Services

This line item funds the 0.6 FTE in Collections Services. Collections Services is entirely cash funded from a collection fee assessed to individuals making payments in the collections process. Cash funds are deposited in the Debt Collection Fund created in Section 24-30-202-4 (3)(e), C.R.S.

Statutory Authority: Section 24-30-202.4, C.R.S.

Request: The Department requests an appropriation of $0 cash funds and 0.0 FTE, which includes the Department's R3 request to discontinue the Collection Services program.

Recommendation: Staff **recommends approving the Department request**. The Department's R3 request was addressed through S.B. 21-055 (Collection Of State Debts), which is a JBC bill that is part of the FY 2020-21 Supplemental Package.

Division Of Accounts And Control, Financial Operations And Reporting, Collection Services, Personal Services						
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE
FY 2020-21 Appropriation						
HB 20-1360 (Long Bill)	$358,701	$0	$358,701	$0	$0	4.3
SB 21-048 (Supplemental Bill)	$0	$0	$0	$0	$0	0.0
Other legislation	(280,933)	0	(280,933)	0	0	(3.7)
TOTAL	**$77,768**	**$0**	**$77,768**	**$0**	**$0**	**0.6**
FY 2021-22 Recommended Appropriation						
FY 2020-21 Appropriation	$77,768	$0	$77,768	$0	$0	0.6
R3 Decentralization of collection services	0	0	0	0	0	0.0
Annualize prior year legislation	(77,768)	0	(77,768)	0	0	(0.6)
TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**	**0.0**
INCREASE/(DECREASE)	**($77,768)**	**$0**	**($77,768)**	**$0**	**$0**	**(0.6)**

DIVISION OF ACCOUNTS AND CONTROL, FINANCIAL OPERATIONS AND REPORTING, COLLECTION SERVICES, PERSONAL SERVICES						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
Percentage Change	(100.0%)	n/a	(100.0%)	n/a	n/a	(100.0%)
FY 2021-22 EXECUTIVE REQUEST	**$0**	**$0**	**$0**	**$0**	**$0**	**0.0**
Request Above/(Below) Recommendation	$0	$0	$0	$0	$0	0.0

OPERATING EXPENSES

This line item funds the operating expenses of Collections Services. The cash funds source is collection fees deposited in the Debt Collection Fund.

STATUTORY AUTHORITY: Section 24-30-202.4, C.R.S.

REQUEST: The Department requests an appropriation of $0 cash funds and 0.0 FTE, which includes the Department's R3 request to discontinue the Collection Services program.

RECOMMENDATION: Staff **recommends approving the Department request**. The Department's R3 request was addressed through S.B. 21-055 (Collection Of State Debts), which is a JBC bill that is part of the FY 2020-21 Supplemental Package.

DIVISION OF ACCOUNTS AND CONTROL, FINANCIAL OPERATIONS AND REPORTING, COLLECTION SERVICES, OPERATING EXPENSES						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$220,000	$0	$220,000	$0	$0	0.0
SB 21-048 (Supplemental Bill)	$0	$0	$0	$0	$0	0.0
Other legislation	(189,545)	0	(189,545)	0	0	0.0
TOTAL	**$30,455**	**$0**	**$30,455**	**$0**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$30,455	$0	$30,455	$0	$0	0.0
R3 Decentralization of collection services	0	0	0	0	0	0.0
Annualize prior year legislation	(30,455)	0	(30,455)	0	0	0.0
TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**	**0.0**
INCREASE/(DECREASE)	**($30,455)**	**$0**	**($30,455)**	**$0**	**$0**	**0.0**
Percentage Change	(100.0%)	n/a	(100.0%)	n/a	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$0**	**$0**	**$0**	**$0**	**$0**	**0.0**
Request Above/(Below) Recommendation	$0	$0	$0	$0	$0	0.0

PRIVATE COLLECTION AGENCY FEES

This line item funds fees paid to private collection agencies and private counsel for the collection of debts owed to the State. The cash funds source is collection fees deposited in the Debt Collection Fund.

STATUTORY AUTHORITY: Section 24-30-202.4, C.R.S.

REQUEST: The Department requests an appropriation of $0 cash funds and 0.0 FTE, which includes the Department's R3 request to discontinue the Collection Services program.

RECOMMENDATION: Staff **recommends approving the Department request**. The Department's R3 request was addressed through S.B. 21-055 (Collection Of State Debts), which is a JBC bill that is part of the FY 2020-21 Supplemental Package.

DIVISION OF ACCOUNTS AND CONTROL, FINANCIAL OPERATIONS AND REPORTING, COLLECTION SERVICES, PRIVATE COLLECTION AGENCY FEES						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$900,000	$0	$900,000	$0	$0	0.0
SB 21-048 (Supplemental Bill)	$0	$0	$0	$0	$0	0.0
Other legislation	(900,000)	0	(900,000)	0	0	0.0
TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$0	$0	$0	$0	$0	0.0
R3 Decentralization of collection services	0	0	0	0	0	0.0
TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**	**0.0**
INCREASE/(DECREASE)	**$0**	**$0**	**$0**	**$0**	**$0**	**0.0**
Percentage Change	n/a	n/a	n/a	n/a	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$0**	**$0**	**$0**	**$0**	**$0**	**0.0**
Request Above/(Below) Recommendation	$0	$0	$0	$0	$0	0.0

INDIRECT COST ASSESSMENT

This line item reflects the amount of indirect cost assessments charged to the program cash funds source as calculated by the State Controller. Funds collected through this line item are used to offset General Fund in Department Administration.

STATUTORY AUTHORITY: Section 24-30-202.4, C.R.S.

REQUEST: The Department requests an appropriation of $0 cash funds and 0.0 FTE, which includes the Department's R3 request to discontinue the Collection Services program.

RECOMMENDATION: Staff **recommends approving the Department request**. The Department's R3 request was addressed through S.B. 21-055 (Collection Of State Debts), which is a JBC bill that is part of the FY 2020-21 Supplemental Package.

DIVISION OF ACCOUNTS AND CONTROL, FINANCIAL OPERATIONS AND REPORTING, COLLECTION SERVICES, INDIRECT COST ASSESSMENT						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$188,776	$0	$188,776	$0	$0	0.0
TOTAL	**$188,776**	**$0**	**$188,776**	**$0**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$188,776	$0	$188,776	$0	$0	0.0
Indirect cost assessment	0	0	0	0	0	0.0
R3 Decentralization of collection services	0	0	0	0	0	0.0
Annualize prior year legislation	(188,776)	0	(188,776)	0	0	0.0
TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**	**0.0**
INCREASE/(DECREASE)	**($188,776)**	**$0**	**($188,776)**	**$0**	**$0**	**0.0**
Percentage Change	(100.0%)	n/a	(100.0%)	n/a	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$0**	**$0**	**$0**	**$0**	**$0**	**0.0**
Request Above/(Below) Recommendation	$0	$0	$0	$0	$0	0.0

(B) PROCUREMENT AND CONTRACTS

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

PERSONAL SERVICES

This line item funds the 17.7 FTE in Procurement and Contracts. This subdivision is primarily cash funded from revenues from the Procurement Card Program, indirect cost assessments from institutions of higher education pursuant to Section 24-102-207 (3), C.R.S., and reimbursements from the Western States Contracting Alliances (WSCA).

STATUTORY AUTHORITY: Sections 24-102-201, 24-102-202, 24-102-205, 24-102-207, and 24-102-301, C.R.S.

REQUEST: The Department requests an appropriation of $1,679,117 total funds, including $676,117 General Fund and $1,003,000 cash funds, and 16.8 FTE. The request includes an increase of $562

General Fund for the annualization of S.B. 18-200 (PERA), a refinance of $725,546 reappropriated funds from rebates from the Procurement Card program with General Fund, and a reduction of $49,991 General Fund and 1.0 FTE associated with the Department's R7 request. The refinance of Procurement Care rebate revenue is due to a significant decline in spending statewide.

RECOMMENDATION: Staff **recommends approval of the Department request**.

DIVISION OF ACCOUNTS AND CONTROL, PROCUREMENT AND CONTRACTS, PERSONAL SERVICES						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$2,378,546	$650,000	$1,728,546	$0	$0	17.8
TOTAL	**$2,378,546**	**$650,000**	**$1,728,546**	**$0**	**$0**	**17.8**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$2,378,546	$650,000	$1,728,546	$0	$0	17.8
Procurement card rebate refinance	0	725,546	(725,546)	0	0	0.0
Annualize prior year legislation	(649,990)	(649,990)	0	0	0	0.0
R11 Procurement and Contracts vacancy savings	(49,991)	(49,991)	0	0	0	(1.0)
TOTAL	**$1,678,565**	**$675,565**	**$1,003,000**	**$0**	**$0**	**16.8**
INCREASE/(DECREASE)	**($699,981)**	**$25,565**	**($725,546)**	**$0**	**$0**	**(1.0)**
Percentage Change	(29.4%)	3.9%	(42.0%)	n/a	n/a	(5.6%)
FY 2021-22 EXECUTIVE REQUEST	**$1,679,117**	**$676,117**	**$1,003,000**	**$0**	**$0**	**16.8**
Request Above/(Below) Recommendation	$552	$552	$0	$0	$0	0.0

OPERATING EXPENSES

This line item funds the operating expenses Procurement and Contracts. This subdivision is entirely cash funded from revenues from the Procurement Card Program, indirect cost assessments from institutions of higher education pursuant to Section 24-102-207 (3), C.R.S., and reimbursements from the Western States Contracting Alliances (WSCA).

STATUTORY AUTHORITY: Sections 24-102-201, 24-102-202, 24-102-205, 24-102-207, and 24-102-301, C.R.S.

REQUEST: The Department requests a continuation appropriation of $36,969 cash funds.

RECOMMENDATION: Staff **recommends approval of the request**.

(C) CORE OPERATIONS

This subdivision is responsible for the Colorado Operations Resource Engine or CORE, the state's accounting system and its integrated information technology system modules. CORE Operations is predominantly funded by reappropriated funds from fees paid by state agency users. State agency fee revenue is deposited in the Statewide Financial Information Technology Systems Cash Fund created in Section 24-30-209 (2)(a), C.R.S. CORE Operations is also funded from cash funds from the Supplier Database Cash Fund created in Section 24-102-202.5 (2)(a), C.R.S., for supplier database and e-procurement modules.

PERSONAL SERVICES

This line item funds the 21.3 FTE in CORE Operations. This line item is predominantly funded by reappropriated funds from user fees from state agencies deposited in the Statewide Financial Information Technology Systems Cash Fund created in Section 24-30-209 (2)(a), C.R.S. Cash funds are provided from the Supplier Database Cash Fund created in Section 24-102-202.5 (2)(a), C.R.S., for supplier database and e-procurement modules.

STATUTORY AUTHORITY: Sections 24-30-201, 24-30-29, and 24-102-202.5, C.R.S.

REQUEST: The Department requests an appropriation of $1,993,836 reappropriated funds and 21.3 FTE, which includes $562 General Fund for the annualization of S.B. 18-200 (PERA).

RECOMMENDATION: Staff **recommends approval of the request**, in accordance with the Committee's decision regarding the annualization of S.B. 18-200.

DIVISION OF ACCOUNTS AND CONTROL, CORE OPERATIONS, PERSONAL SERVICES						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$1,993,123	$0	$0	$1,993,123	$0	21.3
TOTAL	**$1,993,123**	**$0**	**$0**	**$1,993,123**	**$0**	**21.3**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$1,993,123	$0	$0	$1,993,123	$0	21.3
Annualize prior year legislation	13	0	0	13	0	0.0
TOTAL	**$1,993,136**	**$0**	**$0**	**$1,993,136**	**$0**	**21.3**
INCREASE/(DECREASE)	**$13**	**$0**	**$0**	**$13**	**$0**	**0.0**
Percentage Change	0.0%	n/a	n/a	0.0%	n/a	0.0%
FY 2021-22 EXECUTIVE REQUEST	**$1,993,836**	**$0**	**$0**	**$1,993,836**	**$0**	**21.3**
Request Above/(Below) Recommendation	$700	$0	$0	$700	$0	0.0

OPERATING EXPENSES

This line item funds the operating expenses of the Personnel Board. This line item is predominantly funded by reappropriated funds from user fees from state agencies deposited in the Statewide Financial Information Technology Systems Cash Fund created in Section 24-30-209 (2)(a), C.R.S. Cash funds are provided from the Supplier Database Cash Fund created in Section 24-102-202.5 (2)(a), C.R.S., for supplier database and e-procurement modules.

STATUTORY AUTHORITY: Sections 24-30-201, 24-30-29, and 24-102-202.5, C.R.S.

REQUEST: The Department requests a continuation appropriation of $59,590 reappropriated funds.

RECOMMENDATION: Staff **recommends approval the request**.

PAYMENTS FOR CORE AND SUPPORT MODULES

This line item pays for CORE system and modules annual licensing and operating costs. This line item is predominantly funded by reappropriated funds from user fees from state agencies deposited in the Statewide Financial Information Technology Systems Cash Fund created in Section 24-30-209 (2)(a), C.R.S. Cash funds are provided from the Supplier Database Cash Fund created in Section 24-102-202.5 (2)(a), C.R.S., for supplier database and e-procurement modules.

STATUTORY AUTHORITY: Sections 24-30-201, 24-30-29, and 24-102-202.5, C.R.S.

REQUEST: The Department requests a continuation appropriation of $6,671,656 total funds including $2,948,595 cash funds and $3,723,061 reappropriated funds, which includes a refinance of $92,720 reappropriated funds with cash funds.

DIVISION OF ACCOUNTS AND CONTROL, CORE OPERATIONS, PAYMENTS FOR CORE AND SUPPORT MODULES						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$6,671,656	$0	$2,948,595	$3,723,061	$0	0.0
TOTAL	**$6,671,656**	**$0**	**$2,948,595**	**$3,723,061**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$6,671,656	$0	$2,948,595	$3,723,061	$0	0.0
CORE Operations base adjustment	0	0	(92,720)	92,720	0	0.0
TOTAL	**$6,671,656**	**$0**	**$2,855,875**	**$3,815,781**	**$0**	**0.0**
INCREASE/(DECREASE)	**$0**	**$0**	**($92,720)**	**$92,720**	**$0**	**0.0**
Percentage Change	0.0%	n/a	(3.1%)	2.5%	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$6,671,656**	**$0**	**$2,855,875**	**$3,815,781**	**$0**	**0.0**
Request Above/(Below) Recommendation	$0	$0	$0	$0	$0	0.0

CORE LEASE PURCHASE PAYMENTS

This line item pays for the lease purchase payments on the initial COFRS Modernization information system development. This item was formerly paid in the capital construction section of the budget and was added to the CORE Operations operating budget in a FY 2015-16 supplemental appropriation in 2016. This line item is predominantly funded by reappropriated funds from user fees from state agencies deposited in the Statewide Financial Information Technology Systems Cash Fund created in Section 24-30-209 (2)(a), C.R.S. Cash funds are provided from the Supplier Database Cash Fund created in Section 24-102-202.5 (2)(a), C.R.S., for supplier database and e-procurement modules.

STATUTORY AUTHORITY: Sections 24-30-201, 24-30-29, and 24-102-202.5, C.R.S.

REQUEST: The Department requests a continuation appropriation of $3,844,996 reappropriated funds.

RECOMMENDATION: Staff recommends appropriating $3,844,996 reappropriated funds.

INDIRECT COST ASSESSMENT

This line item reflects the amount of indirect cost assessments charged to the program reappropriated funds source as calculated by the State Controller. Funds collected through this line item are used to offset General Fund in Department Administration.

STATUTORY AUTHORITY: Section 24-30-202.4, C.R.S.

REQUEST: The Department requests an appropriation of $279,743 reappropriated funds.

RECOMMENDATION: Staff **recommends approval of the request**, consistent with the statewide indirect cost assessment calculated by the State Controller.

DIVISION OF ACCOUNTS AND CONTROL, CORE OPERATIONS, INDIRECT COST ASSESSMENT						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$298,341	$0	$0	$298,341	$0	0.0
TOTAL	**$298,341**	**$0**	**$0**	**$298,341**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$298,341	$0	$0	$298,341	$0	0.0
Indirect cost assessment	(18,598)	0	0	(18,598)	0	0.0
TOTAL	**$279,743**	**$0**	**$0**	**$279,743**	**$0**	**0.0**
INCREASE/(DECREASE)	**($18,598)**	**$0**	**$0**	**($18,598)**	**$0**	**0.0**
Percentage Change	(6.2%)	n/a	n/a	(6.2%)	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$279,743**	**$0**	**$0**	**$279,743**	**$0**	**0.0**
Request Above/(Below) Recommendation	$0	$0	$0	$0	$0	0.0

(6) ADMINISTRATIVE COURTS

The Office of Administrative Courts (Office) is a Type 2 agency and 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 Office operates primarily at three locations, including the main office in Denver, the Western Regional Office in Grand Junction, and the Southern Regional office in Colorado Springs. Hearings at other regional locations around the state allows proceedings involving public employees and licensed professionals to occur closer to their places of employment and homes. The OAC is cash funded through fees from state agency users 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.

ADMINISTRATIVE COURTS						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 Appropriation						
HB 20-1360 (Long Bill)	$4,579,715	$0	$114,382	$4,465,333	$0	44.7
SB 21-048 (Supplemental Bill)	0	0	0	0	0	0.0
TOTAL	**$4,579,715**	**$0**	**$114,382**	**$4,465,333**	**$0**	**44.7**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$4,579,715	$0	$114,382	$4,465,333	$0	44.7
R4 OAC translation services	15,000	0	15,000	0	0	0.0
Annualize prior year legislation	26	0	0	26	0	0.0
Non-prioritized request items	123,779	0	123,779	0	0	2.0
Indirect cost assessment	(170,116)	0	0	(170,116)	0	0.0
TOTAL	**$4,548,404**	**$0**	**$253,161**	**$4,295,243**	**$0**	**46.7**
INCREASE/(DECREASE)	**($31,311)**	**$0**	**$138,779**	**($170,090)**	**$0**	**2.0**
Percentage Change	(0.7%)	n/a	121.3%	(3.8%)	n/a	4.5%
FY 2021-22 EXECUTIVE REQUEST	**$4,549,873**	**$0**	**$253,161**	**$4,296,712**	**$0**	**46.7**
Request Above/(Below) Recommendation	$1,469	$0	$0	$1,469	$0	0.0

DECISION ITEMS - ADMINISTRATIVE COURTS

➔ R4 OAC TRANSLATION SERVICES

REQUEST: The Department requests $15,000 reappropriated funds in FY 2021-22 and ongoing to fund contracted interpretation and translation services as it relates to workers' compensation cases, as well as Department of Regulatory Agencies, Colorado Department of Education, Secretary of State and other, non-public benefit cases conducted by the Office of Administrative Courts.

RECOMMENDATION: JBC staff recommends approval of the request.

DISCUSSION: The Office of Administrative Courts (OAC) provides an accessible, independent, cost-effective administrative law adjudication system for Colorado. The OAC conducts mediations, holds hearings, and decides cases for more than 50 state departments, agencies, boards, and county departments, as well as private citizens. There are three OAC offices that serve Colorado: the main office located in Denver, the Western Regional Office in Grand Junction, and the Southern Regional Office in Colorado Springs. The OAC handles cases primarily involving Workers' Compensation, Medicaid, Human Services, Regulatory Agencies, Education, mediations, and other general services.

The Office of Administrative Courts services are funded through an operating common policy. The Office of Administrative Courts' Common Policy agency allocations are based on utilization from two years prior. This allocation methodology uses the sum of all personal services and operating expenditures projected for program operation and allocates the cost proportionally by department, according to the prior fiscal year's actual OAC services usage.

In April of 2019, the U.S. Department of Justice (DOJ) contacted the OAC regarding its policies concerning Limited English Proficient individuals appearing for workers' compensation administrative hearings. The OAC has continued to work with the Department of Justice to ensure that its policies comply with Title VI provisions of the Civil Rights Act of 1964. As a result of this inquiry, the OAC has adopted a policy in which all litigants in non-public benefits cases at the Department of Human Services and the Department of Health Care Policy and Financing will be provided an interpreter, free of charge.

Due to the lack of in-person hearings caused by the current pandemic, the OAC has generated some cost savings by conducting remote hearings. These savings, coupled with temporary vacancy savings within OAC personal services, allowed the OAC to pay for interpreter services in FY 2019-20 to be compliant with the DOJ policy. Temporary vacancy savings and remote hearings in FY 2020-21 will once again fund the services; however, the Department anticipates in-person hearings will resume in FY 2021-22. Thus, the requested funding to pay for translation and interpretation services in FY 2021-22 and ongoing. This will ensure the OAC is compliant with the DOJ policy.

LINE ITEM DETAIL - ADMINISTRATIVE COURTS

PERSONAL SERVICES

This line item funds the 44.7 FTE in Administrative Courts. This line item is predominantly funded by reappropriated funds from user fees from state agencies paid annually in common policy allocations. Cash funds are from user fees from non-state agencies. Revenue is deposited in the Administrative Courts Cash Fund created in Section 24-30-1001 (3), C.R.S.

STATUTORY AUTHORITY: Part 10 of Article 30 of Title 24, C.R.S.

REQUEST: The Department requests an appropriation of $4,277,292 total funds, including $138,779 cash funds and $4,138,513 reappropriated funds, and 46.7 FTE. The request includes: $123,779 for a non-prioritized decision (HCPF-BA10); $15,000 cash funds for the Department's R4 request; and $1,495 reappropriated funds for annualization of S.B. 18-200 (PERA).

RECOMMENDATION: Staff **recommends approval of the request**.

ADMINISTRATIVE COURTS, PERSONAL SERVICES						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$4,137,018	$0	$0	$4,137,018	$0	44.7
SB 21-048 (Supplemental Bill)	$0	$0	$0	$0	$0	0.0
TOTAL	**$4,137,018**	**$0**	**$0**	**$4,137,018**	**$0**	**44.7**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$4,137,018	$0	$0	$4,137,018	$0	44.7
Non-prioritized request items	123,779	0	123,779	0	0	2.0
R4 OAC translation services	15,000	0	15,000	0	0	0.0
Annualize prior year legislation	26	0	0	26	0	0.0
TOTAL	**$4,275,823**	**$0**	**$138,779**	**$4,137,044**	**$0**	**46.7**
INCREASE/(DECREASE)	**$138,805**	**$0**	**$138,779**	**$26**	**$0**	**2.0**
Percentage Change	3.4%	0.0%	0.0%	0.0%	0.0%	4.5%
FY 2021-22 EXECUTIVE REQUEST	**$4,277,292**	**$0**	**$138,779**	**$4,138,513**	**$0**	**46.7**
Request Above/(Below) Recommendation	$1,469	$0	$0	$1,469	$0	0.0

OPERATING EXPENSES

This line item funds the operating expenses of the Administrative Courts. This line item is predominantly funded by reappropriated funds from user fees from state agencies paid annually in common policy allocations. Revenue is deposited in the Administrative Courts Cash Fund created in Section 24-30-1001 (3), C.R.S.

STATUTORY AUTHORITY: Part 10 of Article 30 of Title 24, C.R.S.

REQUEST: The Department requests a continuation appropriation of $172,233 total funds, including $114,382 cash funds and $57,851 reappropriated funds.

RECOMMENDATION: Staff **recommends approval of the request**.

INDIRECT COST ASSESSMENT

This line item reflects the amount of indirect cost assessments charged to the program's reappropriated funds source as calculated by the State Controller. Funds collected through this line item are used to offset General Fund in Department Administration.

STATUTORY AUTHORITY: Part 10 of Article 30 of Title 24, C.R.S.

REQUEST: The Department requests an appropriation of $100,348 reappropriated funds.

RECOMMENDATION: Staff **recommends approval of the request**.

ADMINISTRATIVE COURTS, INDIRECT COST ASSESSMENT						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$270,464	$0	$0	$270,464	$0	0.0
TOTAL	**$270,464**	**$0**	**$0**	**$270,464**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$270,464	$0	$0	$270,464	$0	0.0
Indirect cost assessment	(170,116)	0	0	(170,116)	0	0.0
TOTAL	**$100,348**	**$0**	**$0**	**$100,348**	**$0**	**0.0**
INCREASE/(DECREASE)	**($170,116)**	**$0**	**$0**	**($170,116)**	**$0**	**0.0**
Percentage Change	(62.9%)	n/a	n/a	(62.9%)	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$100,348**	**$0**	**$0**	**$100,348**	**$0**	**0.0**
Request Above/(Below) Recommendation	$0	$0	$0	$0	$0	0.0

(7) DIVISION OF CAPITAL ASSETS

The Division of Capital Assets is a newly requested Division. The Division is responsible for providing statewide support services such as fleet management and facilities maintenance. Reappropriated Funds and Cash Funds originate in user-agencies and represent lease payments for office space in the Capitol Complex or the management fee and lease payments for vehicles in the statewide fleet management program.

DIVISION OF CAPITAL ASSETS						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 Appropriation						
HB 20-1360 (Long Bill)	$59,826,262	$0	$371,595	$59,454,667	$0	75.1
SB 21-048 (Supplemental Bill)	43,455	0	0	43,455	0	0.0
Other legislation	69,450	0	0	69,450	0	0.0
TOTAL	**$59,939,167**	**$0**	**$371,595**	**$59,567,572**	**$0**	**75.1**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$59,939,167	$0	$371,595	$59,567,572	$0	75.1
R6 Annual fleet vehicle request	2,293,635	0	0	2,293,635	0	0.0
Annualize prior year budget actions	340,441	0	0	340,441	0	0.0
Annualize prior year legislation	177,814	177,769	0	45	0	1.4
Non-prioritized request items	145,510	0	0	145,510	0	0.0
Capitol complex base adjustment	342,869	0	9,290	333,579	0	0.0
Indirect cost assessment	(295,974)	0	0	(295,974)	0	0.0
TOTAL	**$62,943,462**	**$177,769**	**$380,885**	**$62,384,808**	**$0**	**76.5**
INCREASE/(DECREASE)	**$3,004,295**	**$177,769**	**$9,290**	**$2,817,236**	**$0**	**1.4**
Percentage Change	5.0%	0.0%	2.5%	4.7%	n/a	1.9%
FY 2021-22 EXECUTIVE REQUEST	**$63,116,177**	**$177,769**	**$380,885**	**$62,557,523**	**$0**	**76.5**
Request Above/(Below) Recommendation	$172,715	$0	$0	$172,715	$0	(0.0)

DECISION ITEMS – DIVISION OF CAPITAL ASSETS

➔ R6 ANNUAL FLEET VEHICLE REQUEST

REQUEST: The Department requests an increase of $2,518,094 reappropriated funds for the Vehicle Replacement Lease/Purchase line item in Fleet Management. The Department request includes a total of 706 vehicles, consisting of 323 hybrid vehicles, 65 electric vehicles, 1 compressed natural gas (CNG) capable vehicles, and 317 standard vehicles. Approving the Department request requires an increase of $2,818,835 various sources of funds allocated to user agencies.

RECOMMENDATION: **Staff recommends $2,293,635 reappropriated funds and to apply the JBC staff criteria, outlined below, to approve the replacement of 492 total vehicles.** The recommendation includes 199 hybrid vehicles, 41 electric vehicles, 1 CNG capable vehicle, and 251 standard vehicles. In addition to the staff recommendation for the above vehicles, staff also recommends the Committee approve replacement of 2 State Patrol motorcycles with miles that exceed 40,000 miles. The staff recommendation utilizes the prioritization list created by the State Fleet program staff, so vehicles that are determined to be better candidates for replacement are replaced.

HOW THE FLEET PROGRAM IDENTIFIES REQUESTED REPLACEMENTS

The Department's annual process to determine the number of vehicle replacements to include in its November 1 budget request begins by applying some general criteria to data tracked and maintained in the Fleet Program's information system. The Department adds any vehicle that meets at least one of the following criteria to the list of potential vehicle replacements during the initial screen.

1. Projected high mileage by June 2021.
    a. Colorado State Patrol (CSP) vehicles – 80,000 miles.
    b. CSP Motorcycles – 40,000 miles.
    c. Other law enforcement vehicles – 100,000 miles.
    d. Standard vehicles – 100,000 miles. This is equal to 10,000 miles per year over 10 years.
2. Over 19 years old (4 years for CSP).
3. High maintenance cost that is 100 percent greater than average for the vehicle type.

For FY 2021-22, the Department's initial screen identified 2,381 potential vehicles for replacement. Vehicles that make it past the initial screen are reviewed and certain manual adjustments are made to retain vehicles if they fall into one of several categories:

- The agency to which a vehicle is assigned has expressed a desire to retain the vehicle or that a vehicle that may meet one of the above criteria is in good condition compared to others with similar use. **Agency input** is also utilized to keep vehicles from the initial screen on the list and on the rare occasion add them to it if they are in exceptionally poor condition, create an unacceptable safety risk, or is no longer meeting the functional requirements of the agency.
- The Department also considers **recent repairs and maintenance** performed on each vehicle on the initial screen list. For vehicles that have had repairs performed that exceeded $5,000 within the last 12 months, it is assumed that ongoing maintenance costs will be reduced in the short-term.
- **Vehicles in low cost, short distance work functions** such as facilities maintenance, which are most often assigned to campus-type facilities, receive reduced priority for replacement. When vehicles in these roles are identified, it is often more cost effective to replace these vehicles with one that has been returned to the Department's motor pool, but has not been sold, which may no longer be suitable for high usage functions.
- **Very high mileage vehicles** receive a higher priority for replacement due to anticipated breakdowns of major components. Under the current analysis performed by the Department, the threshold for very high mileage vehicles is 160,000 miles. Vehicles in this category have decreased reliability and increased safety concerns. The Department notes that in a less restrictive funding environment, it would reduce this threshold.

Finally, the Department prioritizes the remaining vehicles by comparing vehicles to the average maintenance costs for vehicles of similar age and type. Those that have a considerably higher than average cost will rank higher than those with lower than average costs. State Patrol vehicles are not prioritized due to their unique replacement schedule.

For the FY 2021-22 request, the Fleet Program identified all vehicles that could be replaced with a known alternative fuel vehicle (AFV) to maximize the number of AFVs in the fleet. For model year 2021, hybrid technologies have become much more broadly available and can provide significant fuel savings across the spectrum of the vehicle platforms. Heightened focus on electric vehicle powertrains

are envisioned for model year 2021 and beyond. For all other AFV selections the location of the vehicle was not used to disqualify it from AFV assignment to give the agencies more flexibility in where they are assigned. Location is important when assigning the new AFV vehicles, but it was not used to eliminate any vehicles off the suspect list. If an AFV has a lifecycle cost that is within 10 percent of the cost of a similar combustion engine vehicle, the Department includes it as a potential AFV application.

JBC STAFF RECOMMENDATION FOR FY 2021-22

Since FY 2015-16, JBC staff recommended and the Committee approved replacement criteria which varied from the Department's criteria and required a vehicle meet one of three standards:

1. Projected high mileage by June 2021.
    a. Colorado State Patrol (CSP) vehicles – 100,000 miles.
    b. CSP Motorcycles – 40,000 miles.
    c. Other law enforcement vehicles – 125,000 miles.
    d. Standard vehicles – 150,000 miles. This is equal to 15,000 miles per year over 10 years.
2. Over 15 years old.
3. High maintenance cost that is 100 percent greater than average for the vehicle type.

JBC staff applied the above criteria directly to the Department's final list of vehicles for replacement, which resulted in fewer vehicles being approved for replacement than requested. The process may have caused the weight of the Department's prioritization to diminish. However, the application of these criteria is consistent with historical staff recommendations. The JBC staff recommendation results in an increase of $2,293,635 reappropriated funds for the Department's Vehicles Replacement Lease or Purchase line item, and an increase of $2,474,187 total funds allocated to all state agencies in the fleet program.

As indicated above **JBC staff is also recommending the Committee approve the purchase of electric, hybrid, and CNG-capable vehicles**. Statute requires that when the intended use of the vehicle is compatible with alternative fuel vehicles, the fleet program should purchase such unless the lifecycle cost exceed that of a combustion engine vehicle. Each of the alternative fuel vehicle types requested and recommended for FY 2021-22 have life cycle costs that are exceeded by the cost of conventional fuel vehicles.

The follow table summarizes the staff recommendation for changes to allocations of the fleet management program to user-agencies.

FY 2021-22 ANNUAL FLEET RECOMMENDED DEPARTMENT ALLOCATIONS

DEPARTMENT	FY 2020-21 APPROP	REQUESTED FY 2021-22 APPROP	RECOMMENDED FY 2021-22 APPROP	TOTAL INCREMENTAL CHANGE	GENERAL FUND	CASH FUNDS	REAPPROP FUNDS	FEDERAL FUNDS
Appropriated Agencies								
Agriculture	$292,563	$424,451	$415,955	$123,392	$49,339	$72,283	$0	$1,770
Corrections	3,339,905	3,499,984	3,468,680	128,775	104,978	23,797	0	0
Education	26,196	37,040	37,040	10,844	9,188	0	1,656	0
Governor's Office	136,944	154,577	149,609	12,665	2,523	0	10,142	0
Human Services	1,045,216	1,173,983	1,152,215	106,999	54,031	0	52,968	0
Judicial Branch	231,158	268,258	263,866	32,708	32,708	0	0	0
Labor And Employment	198,733	198,607	191,751	(6,982)	(605)	(2,899)	(79)	(3,400)
Law	61,432	79,760	78,456	17,024	6,869	4,306	5,700	150

FY 2021-22 Annual Fleet Recommended Department Allocations								
Department	FY 2020-21 Approp	Requested FY 2021-22 Approp	Recommended FY 2021-22 Approp	Total Incremental Change	General Fund	Cash Funds	Reapprop Funds	Federal Funds
Local Affairs	93,280	116,786	113,942	20,662	18,559	0	2,103	0
Military and Veterans Affairs	63,322	135,633	134,329	71,007	30,251	0	0	40,756
Natural Resources	4,481,593	4,903,082	4,833,218	351,625	24,578	319,240	3,544	4,262
Personnel	262,054	285,677	284,389	22,335	0	0	22,335	0
Public Health & Environment	370,188	391,887	386,751	16,563	306	13,297	2,959	0
Public Safety	8,734,256	10,367,297	10,202,489	1,468,233	130,760	1,262,684	40,684	34,106
Regulatory Agencies	238,619	283,135	279,899	41,280	0	41,280	0	0
Revenue	739,688	809,621	792,541	52,853	11,367	41,486	0	0
State	8,239	12,443	12,443	4,204	0	4,204	0	0
Appropriated Totals	**$20,323,386**	**$23,142,221**	**$22,797,573**	**$2,474,187**	**$474,852**	**$1,779,678**	**$142,012**	**$77,644**
		Req/Rec Increm.	*($344,648)*					
Non Appropriated Agencies								
Higher Education	$1,005,146	$1,368,375	$1,347,855	$342,709				
Transportation	2,431,579	2,806,875	2,729,759	298,180				
Statewide Total	**$23,760,111**	**$27,317,471**	**$26,875,187**	**$3,115,076**				
		Req/Rec Increm.	*($442,284)*					

LINE ITEM DETAIL – DIVISION OF CAPITAL ASSETS

(A) Administration

The administration section provides management, human resources, accounting, and marketing services for Division programs. Administration is funded by reappropriated funds from user fees from state agencies deposited in the Department of Personnel Revolving Fund created in Section 24-30-1108 (1), C.R.S., and the Motor Fleet Management Fund created in Section 24-30-1115 (1), C.R.S.

Personal Services

This line item funds the 3.9 FTE in Division of Capital Assets. Division of Capital Assets is funded from reappropriated funds from the Department of Personnel Revolving Fund created in Section 24-30-1108 (1), C.R.S., and the Motor Fleet Management Fund created in Section 24-30-1115 (1), C.R.S.

Statutory Authority: Section 24-30-1104, C.R.S.

Request: The Department requests a base appropriation of $346,908 reappropriated funds and 3.9 FTE, including $130 reappropriated funds for the annualization of S.B. 18-200 (PERA).

Recommendation: Staff **recommends appropriating $346,780 reappropriated funds and 3.9 FTE**, in accordance with the Committee's decision regarding the annualization of S.B. 18-200.

Division Of Capital Assets, Administration, Personal Services						
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE
FY 2020-21 Appropriation						
HB 20-1360 (Long Bill)	$346,778	$0	$0	$346,778	$0	3.9
TOTAL	**$346,778**	**$0**	**$0**	**$346,778**	**$0**	**3.9**
FY 2021-22 Recommended Appropriation						
FY 2020-21 Appropriation	$346,778	$0	$0	$346,778	$0	3.9

DIVISION OF CAPITAL ASSETS, ADMINISTRATION, PERSONAL SERVICES						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
Annualize prior year legislation	2	0	0	2	0	0.0
TOTAL	**$346,780**	**$0**	**$0**	**$346,780**	**$0**	**3.9**
INCREASE/(DECREASE)	**$2**	**$0**	**$0**	**$2**	**$0**	**0.0**
Percentage Change	0.0%	n/a	n/a	0.0%	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$346,908**	**$0**	**$0**	**$346,908**	**$0**	**3.9**
Request Above/(Below) Recommendation	$128	$0	$0	$128	$0	0.0

OPERATING EXPENSES

This line item funds the operating expenses of Division of Capital Assets Administration.

STATUTORY AUTHORITY: Section 24-30-1104, C.R.S.

REQUEST: The Department requests a continuation appropriation of $18,310 reappropriated funds.

RECOMMENDATION: Staff **recommends approval of the request**.

INDIRECT COST ASSESSMENT

This line item reflects the amount of indirect cost assessments charged to reappropriated funds sources as calculated by the State Controller. Funds collected through this line item are used to offset General Fund in Department Administration.

STATUTORY AUTHORITY: Section 24-30-1104, C.R.S.

REQUEST: The Department requests an appropriation of $8,929 reappropriated funds.

RECOMMENDATION: Staff **recommends approval of the request**, consistent with the statewide indirect cost assessment calculated by the State Controller.

DIVISION OF CAPITAL ASSETS, ADMINISTRATION, INDIRECT COST ASSESSMENT						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$11,744	$0	$0	$11,744	$0	0.0
TOTAL	**$11,744**	**$0**	**$0**	**$11,744**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$11,744	$0	$0	$11,744	$0	0.0
Indirect cost assessment	(2,815)	0	0	(2,815)	0	0.0
TOTAL	**$8,929**	**$0**	**$0**	**$8,929**	**$0**	**0.0**
INCREASE/(DECREASE)	**($2,815)**	**$0**	**$0**	**($2,815)**	**$0**	**0.0**
Percentage Change	(24.0%)	n/a	n/a	(24.0%)	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$8,929**	**$0**	**$0**	**$8,929**	**$0**	**0.0**

DIVISION OF CAPITAL ASSETS, ADMINISTRATION, INDIRECT COST ASSESSMENT						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
Request Above/(Below) Recommendation	$0	$0	$0	$0	$0	0.0

(B) FACILITIES MAINTENANCE – CAPITOL COMPLEX

The Department of Personnel operates a facilities maintenance program for Denver-region, Grand Junction, and Camp George West properties totaling nearly 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 (754,454 sq. ft.), one address in the North Campus (89,031 sq. ft.), one building in Lakewood (89,031 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 35,145 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 305,077 square feet for seven different departments. Facilities Maintenance is predominantly funded by reappropriated funds consisting of user fees from state agencies deposited in the Department of Personnel Revolving Fund created in Section 24-30-1108 (1), C.R.S. Cash funds revenue reflects rebate payments from utility companies.

The Department, as part of its Performance Management Plan, is working on statewide master plan for the reduction of the state's leased space footprint by 1.0 million square feet of the next five years. Capital Complex leased space represents approximately 40.0 percent of the state's leased space. The Department anticipates the statewide master plan to be finalized by June 30, 2021.

PERSONAL SERVICES

This line item funds the 54.2 FTE in Facilities Maintenance. Facilities Maintenance personal services is funded by reappropriated funds from the Department of Personnel Revolving Fund created in Section 24-30-1108 (1), C.R.S.

STATUTORY AUTHORITY: Sections 24-30-1104 (4) and 24-82-101 through 24-82-103, C.R.S.

REQUEST: The Department requests an appropriation of $3,576,174 total funds, including $99,855 General Fund and $3,476,319 reappropriated funds, and 55.6 FTE. The request includes an increase of $99,855 General Fund and 1.4 FTE for the annualization of S.B 19-196 (Colorado Quality Apprenticeship Training Act) and $1,860 reappropriated funds for the annualization of S.B. 18-200 (PERA).

RECOMMENDATION: Staff recommends an appropriation of $3,574,347 total funds, including $99,855 General Fund and $3,474,492 reappropriated funds, in accordance with the Committee's decision regarding the annualization of S.B. 18-200.

DIVISION OF CAPITAL ASSETS, FACILITIES MAINTENANCE - CAPITOL COMPLEX, PERSONAL SERVICES						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$3,474,459	$0	$0	$3,474,459	$0	54.2
TOTAL	**$3,474,459**	**$0**	**$0**	**$3,474,459**	**$0**	**54.2**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$3,474,459	$0	$0	$3,474,459	$0	54.2
Annualize prior year legislation	99,888	99,855	0	33	0	1.4
TOTAL	**$3,574,347**	**$99,855**	**$0**	**$3,474,492**	**$0**	**55.6**
INCREASE/(DECREASE)	**$99,888**	**$99,855**	**$0**	**$33**	**$0**	**1.4**
Percentage Change	2.9%	0.0%	n/a	0.0%	n/a	2.6%
FY 2021-22 EXECUTIVE REQUEST	**$3,576,174**	**$99,855**	**$0**	**$3,476,319**	**$0**	**55.6**
Request Above/(Below) Recommendation	$1,827	$0	$0	$1,827	$0	0.0

OPERATING EXPENSES

This line item includes administrative operating expenses as well as custodial and annual maintenance and repair expenses.

STATUTORY AUTHORITY: Sections 24-30-1104 (4) and 24-82-101 through 24-82-103, C.R.S.

REQUEST: The Department requests an appropriation of $2,783,370 total funds, including $77,914 General Fund and $2,705,456 reappropriated funds, which includes the annualization of S.B 19-196 (Colorado Quality Apprenticeship Training Act).

RECOMMENDATION: Staff recommends approval of the request.

DIVISION OF CAPITAL ASSETS, FACILITIES MAINTENANCE - CAPITOL COMPLEX, OPERATING EXPENSES						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$2,705,456	$0	$0	$2,705,456	$0	0.0
TOTAL	**$2,705,456**	**$0**	**$0**	**$2,705,456**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$2,705,456	$0	$0	$2,705,456	$0	0.0
Annualize prior year legislation	77,914	77,914	0	0	0	0.0
TOTAL	**$2,783,370**	**$77,914**	**$0**	**$2,705,456**	**$0**	**0.0**
INCREASE/(DECREASE)	**$77,914**	**$77,914**	**$0**	**$0**	**$0**	**0.0**
Percentage Change	2.9%	0.0%	n/a	0.0%	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$2,783,370**	**$77,914**	**$0**	**$2,705,456**	**$0**	**0.0**
Request Above/(Below) Recommendation	$0	$0	$0	$0	$0	0.0

CAPITOL COMPLEX REPAIRS

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

STATUTORY AUTHORITY: Sections 24-30-1104 (4) and 24-82-101 through 24-82-103, C.R.S.

REQUEST: The Department requests a continuation appropriation of $56,520 reappropriated funds.

RECOMMENDATION: Staff **recommends approval of the request**.

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.

STATUTORY AUTHORITY: Sections 24-30-1104 (4) and 24-82-101 through 24-82-103, C.R.S.

REQUEST: The Department requests an appropriation of $529,174 reappropriated funds.

RECOMMENDATION: Staff **recommends the approval of the request**. If the Committee makes any changes to the State Patrol appropriations that affect this line item, staff requests permission to reflect those changes as well.

DIVISION OF CAPITAL ASSETS, FACILITIES MAINTENANCE - CAPITOL COMPLEX, CAPITOL COMPLEX SECURITY						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$504,707	$0	$0	$504,707	$0	0.0
TOTAL	**$504,707**	**$0**	**$0**	**$504,707**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$504,707	$0	$0	$504,707	$0	0.0
Capitol complex base adjustment	35,270	0	0	35,270	0	0.0
TOTAL	**$539,977**	**$0**	**$0**	**$539,977**	**$0**	**0.0**
INCREASE/(DECREASE)	**$35,270**	**$0**	**$0**	**$35,270**	**$0**	**0.0**
Percentage Change	7.0%	n/a	n/a	7.0%	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$529,174**	**$0**	**$0**	**$529,174**	**$0**	**0.0**
Request Above/(Below) Recommendation	($10,803)	$0	$0	($10,803)	$0	0.0

UTILITIES

This line funds the utilities for the Capitol Complex campuses.

STATUTORY AUTHORITY: Sections 24-30-1104 (4) and 24-82-101 through 24-82-103, C.R.S.

REQUEST: The Department requests an appropriation of $5,600,089 total funds, including $380,885 cash funds and $5,219,204 reappropriated funds. The request includes a base adjustment increase of $307,599 total funds, including $9,290 cash funds and $298,309 reappropriated funds.

RECOMMENDATION: Staff **recommends approval of the request**.

DIVISION OF CAPITAL ASSETS, FACILITIES MAINTENANCE - CAPITOL COMPLEX, UTILITIES						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$5,292,490	$0	$371,595	$4,920,895	$0	0.0
TOTAL	**$5,292,490**	**$0**	**$371,595**	**$4,920,895**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$5,292,490	$0	$371,595	$4,920,895	$0	0.0
Capitol complex base adjustment	307,599	0	9,290	298,309	0	0.0
TOTAL	**$5,600,089**	**$0**	**$380,885**	**$5,219,204**	**$0**	**0.0**
INCREASE/(DECREASE)	**$307,599**	**$0**	**$9,290**	**$298,309**	**$0**	**0.0**
Percentage Change	5.8%	n/a	2.5%	6.1%	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$5,600,089**	**$0**	**$380,885**	**$5,219,204**	**$0**	**0.0**
Request Above/(Below) Recommendation	$0	$0	$0	$0	$0	0.0

INDIRECT COST ASSESSMENT

This line item reflects the amount of indirect cost assessments charged to the program reappropriated funds source as calculated by the State Controller. Funds collected through this line item are used to offset General Fund in Department Administration. The indirect cost assessment for Facilities Maintenance – Capitol Complex is particularly variable due to expenditures on controlled maintenance projects in a given year.

STATUTORY AUTHORITY: Sections 24-30-1104 (4) and 24-82-101 through 24-82-103, C.R.S.

REQUEST: The Department requests an appropriation of $862,835 reappropriated funds.

RECOMMENDATION: Staff **recommends approval of the request**, consistent with the statewide indirect cost assessment calculated by the State Controller.

DIVISION OF CAPITAL ASSETS, FACILITIES MAINTENANCE - CAPITOL COMPLEX, INDIRECT COST ASSESSMENT						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$1,177,859	$0	$0	$1,177,859	$0	0.0
TOTAL	**$1,177,859**	**$0**	**$0**	**$1,177,859**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$1,177,859	$0	$0	$1,177,859	$0	0.0
Indirect cost assessment	(315,024)	0	0	(315,024)	0	0.0

DIVISION OF CAPITAL ASSETS, FACILITIES MAINTENANCE - CAPITOL COMPLEX, INDIRECT COST ASSESSMENT						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
TOTAL	**$862,835**	**$0**	**$0**	**$862,835**	**$0**	**0.0**
INCREASE/(DECREASE)	**($315,024)**	**$0**	**$0**	**($315,024)**	**$0**	**0.0**
Percentage Change	(26.7%)	n/a	n/a	(26.7%)	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$862,835**	**$0**	**$0**	**$862,835**	**$0**	**0.0**
Request Above/(Below) Recommendation	$0	$0	$0	$0	$0	0.0

(C) FLEET MANAGEMENT PROGRAM AND MOTOR POOL SERVICES

State Fleet Management provides oversight for 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 operation of the State motor pool.

Fleet vehicles incur variable and fixed expenses. **Variable costs** include insurance, fuel, maintenance, and repairs and are billed at a rate per mile based on department and vehicle type and are paid from state agency operating expenses or program line items. Variable cost revenue collected by Fleet Management pays for fuel and automotive supplies and any variable vehicle costs within operating expenses.

Fixed costs are the vehicle lease payments plus Fleet Management's per vehicle management fee. Fixed costs are paid in state agency **Vehicle Lease Payments** line items. The vehicle replacement lease/purchase line item is a pass-through payment from state agencies for actual vehicle lease payments. The per vehicle management fee pays for personal services and benefits, the program's share of Department operating common policies, the administrative portion of operating expenses, and the program's indirect cost assessment. Lease periods generally vary between 72 and 120 months, except for the State Patrol vehicle lease period of 48 months. For FY 2021-22, state agencies will be assessed a vehicle management fee of $20 for each vehicle, per month, to fund Fleet Management Program's overhead costs.

PERSONAL SERVICES

This line item funds the 17.0 FTE in Fleet Management. Fleet Management is funded by reappropriated funds from state agency users deposited in the Motor Fleet Management Fund created in Section 24-30-1115 (1), C.R.S.

STATUTORY AUTHORITY: Sections 24-30-1104 (2) and 24-30-1112 through 24-30-1117, C.R.S.

REQUEST: The Department requests an appropriation of $1,149,527reappropriated funds and 17.0 FTE, which includes an increase of $569 for annualization of S.B. 18-200 (PERA).

RECOMMENDATION: Staff **recommends appropriating $1,148,968 reappropriated funds and 17.0 FTE**, in accordance with the Committee's decision regarding the annualization of S.B. 18-200.

DIVISION OF CAPITAL ASSETS, FLEET MANAGEMENT PROGRAM AND MOTOR POOL SERVICES, PERSONAL SERVICES						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$1,148,958	$0	$0	$1,148,958	$0	17.0
TOTAL	**$1,148,958**	**$0**	**$0**	**$1,148,958**	**$0**	**17.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$1,148,958	$0	$0	$1,148,958	$0	17.0
Annualize prior year legislation	10	0	0	10	0	0.0
TOTAL	**$1,148,968**	**$0**	**$0**	**$1,148,968**	**$0**	**17.0**
INCREASE/(DECREASE)	**$10**	**$0**	**$0**	**$10**	**$0**	**0.0**
Percentage Change	0.0%	n/a	n/a	0.0%	n/a	0.0%
FY 2021-22 EXECUTIVE REQUEST	**$1,149,527**	**$0**	**$0**	**$1,149,527**	**$0**	**17.0**
Request Above/(Below) Recommendation	$559	$0	$0	$559	$0	0.0

OPERATING EXPENSES

This line item funds Fleet Management administrative operating expenses including auction fees.

STATUTORY AUTHORITY: Sections 24-30-1104 (2) and 24-30-1112 through 24-30-1117, C.R.S.

REQUEST: The Department requests an appropriation of $1,160,675 reappropriated funds, which includes $340,441 for the annualization of a prior year budget action (FY 2020-21 R2).

RECOMMENDATION: Staff **recommends an approval the request**.

DIVISION OF CAPITAL ASSETS, FLEET MANAGEMENT PROGRAM AND MOTOR POOL SERVICES, OPERATING EXPENSES						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$820,234	$0	$0	$820,234	$0	0.0
TOTAL	**$820,234**	**$0**	**$0**	**$820,234**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$820,234	$0	$0	$820,234	$0	0.0
Annualize prior year budget actions	340,441	0	0	340,441	0	0.0
TOTAL	**$1,160,675**	**$0**	**$0**	**$1,160,675**	**$0**	**0.0**
INCREASE/(DECREASE)	**$340,441**	**$0**	**$0**	**$340,441**	**$0**	**0.0**
Percentage Change	41.5%	n/a	n/a	41.5%	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$1,160,675**	**$0**	**$0**	**$1,160,675**	**$0**	**0.0**
Request Above/(Below) Recommendation	$0	$0	$0	$0	$0	0.0

MOTOR POOL VEHICLE LEASE AND OPERATING EXPENSES

This line item pays for State Motor Pool vehicle lease payments and operating expenses.

STATUTORY AUTHORITY: Sections 24-30-1104 (2) and 24-30-1112 through 24-30-1117, C.R.S.

REQUEST: The Department requests a continuation appropriation of $200,000 reappropriated funds.

RECOMMENDATION: Staff **recommends approval of the request**.

FUEL AND AUTOMOTIVE SUPPLIES

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

STATUTORY AUTHORITY: Sections 24-30-1104 (2) and 24-30-1112 through 24-30-1117, C.R.S.

REQUEST: The Department requests a continuation appropriation of $20,649,618 reappropriated funds.

RECOMMENDATION: Staff **recommends approval of the request**.

VEHICLE REPLACEMENT LEASE/PURCHASE

This line funds vehicle lease payments for state fleet vehicles and represents pass-through payments from state agencies for actual vehicle lease payments. When other agencies submit decision items that include new vehicle requests, funding for the vehicle lease payment is reflected in this line item as nonprioritized request items.

STATUTORY AUTHORITY: Sections 24-30-1104 (2) and 24-30-1112 through 24-30-1117, C.R.S.

REQUEST: The Department requests an appropriation of $26,053,967 reappropriated funds. The request includes a base appropriation of $23,390,363; an increase of $2,218,094 for the R6 Annual fleet vehicle request; and an increase of $145,510 reappropriated funds for non-prioritized requests for new vehicles made by other agencies in decision items.

RECOMMENDATION: The recommendation includes a base appropriation of $23,433,818 reappropriated funds; an increase of $2,293,635 for the R5 Annual fleet vehicle JBC staff recommendation; and an increase of $145,510 reappropriated funds for non-prioritized requests for new vehicles approved for other departments decision items.

DIVISION OF CAPITAL ASSETS, FLEET MANAGEMENT PROGRAM AND MOTOR POOL SERVICES, VEHICLES REPLACEMENT LEASE OR PURCHASE						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$23,320,913	$0	$0	$23,320,913	$0	0.0
SB 21-048 (Supplemental Bill)	$43,455	$0	$0	$43,455	$0	0.0

DIVISION OF CAPITAL ASSETS, FLEET MANAGEMENT PROGRAM AND MOTOR POOL SERVICES, VEHICLES REPLACEMENT LEASE OR PURCHASE						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
Other legislation	$69,450	$0	$0	$69,450	$0	0.0
TOTAL	**$23,433,818**	**$0**	**$0**	**$23,433,818**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$23,433,818	$0	$0	$23,433,818	$0	0.0
R6 Annual fleet vehicle request	2,293,635	0	0	2,293,635	0	0.0
Non-prioritized request items	145,510	0	0	145,510	0	0.0
TOTAL	**$25,872,963**	**$0**	**$0**	**$25,872,963**	**$0**	**0.0**
INCREASE/(DECREASE)	**$2,439,145**	**$0**	**$0**	**$2,439,145**	**$0**	**0.0**
Percentage Change	10.4%	n/a	n/a	10.4%	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$26,053,967**	**$0**	**$0**	**$26,053,967**	**$0**	**0.0**
Request Above/(Below) Recommendation	$181,004	$0	$0	$181,004	$0	0.0

INDIRECT COST ASSESSMENT

This line item reflects the amount of indirect cost assessments charged to the program reappropriated funds source as calculated by the State Controller. Funds collected through this line item are used to offset General Fund in Department Administration.

STATUTORY AUTHORITY: Sections 24-30-1104 (2) and 24-30-1112 through 24-30-1117, C.R.S.

REQUEST: The Department requests an appropriation of $120,081 reappropriated funds.

RECOMMENDATION: Staff **recommends approval of the request**, consistent with the statewide indirect cost assessment calculated by the State Controller.

DIVISION OF CAPITAL ASSETS, FLEET MANAGEMENT PROGRAM AND MOTOR POOL SERVICES, INDIRECT COST ASSESSMENT						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2020-21 APPROPRIATION						
HB 20-1360 (Long Bill)	$98,216	$0	$0	$98,216	$0	0.0
TOTAL	**$98,216**	**$0**	**$0**	**$98,216**	**$0**	**0.0**
FY 2021-22 RECOMMENDED APPROPRIATION						
FY 2020-21 Appropriation	$98,216	$0	$0	$98,216	$0	0.0
Indirect cost assessment	21,865	0	0	21,865	0	0.0
TOTAL	**$120,081**	**$0**	**$0**	**$120,081**	**$0**	**0.0**
INCREASE/(DECREASE)	**$21,865**	**$0**	**$0**	**$21,865**	**$0**	**0.0**
Percentage Change	22.3%	n/a	n/a	22.3%	n/a	n/a
FY 2021-22 EXECUTIVE REQUEST	**$120,081**	**$0**	**$0**	**$120,081**	**$0**	**0.0**
Request Above/(Below) Recommendation	$0	$0	$0	$0	$0	0.0

LONG BILL FOOTNOTES AND REQUESTS FOR INFORMATION

LONG BILL FOOTNOTES

Staff recommends **CONTINUING AND MODIFYING** the following footnote:

N Department of Personnel, Executive Director's Office, Statewide Special Purpose, Office of the State Architect, Statewide Planning Services – This appropriation remains available until the close of the ~~2022-23~~ 2023-24 fiscal year.

COMMENT: This footnote expresses legislative intent that the spending authority provided in this appropriation remains available for three years. Statewide Planning Services provides funding for technical and consulting services related to the statewide planning function for state agencies, which was added to the Office of the State Architect in FY 2015-16. This line item funds, on an ongoing basis, items that might otherwise be included in the capital construction budget, which provides for three years of spending authority.

Staff recommends **CONTINUING** the following footnote:

N Department of Personnel, Central Services, Fleet Management Program and Motor Pool Services, Vehicle Replacement Lease/Purchase – Pursuant to Section 24-82-101 (1)(b) and (1)(c), C.R.S., the Department of Personnel is authorized to enter into a lease-purchase agreement for the approved FY 2020-21 vehicle replacements and additions. The lease-purchase agreement shall be for a period of up to ten years and shall not exceed the amount of $37,000,000.

COMMENT: This footnote expresses legislative intent regarding the maximum lease-purchase amount the Department of Personnel is authorized to enter into in a lease-purchase agreement for fleet vehicles. The Department requests continuation of $37,000,000 for FY 2020-21 and staff recommends this continuation.

REQUESTS FOR INFORMATION

Staff recommends **CONTINUING AND MODIFYING** the following request for information:

N Department of Personnel, Executive Director's Office, Payments to OIT -- The Department is requested to provide by November 1, ~~2020,~~ 2021, the amount of funds eliminated from the Payments to OIT line item as a result of reducing the number of service units obtained from the Governor's Office of Information Technology for operating the Colorado Automotive Reporting System (CARS) after full replacement is achieved.

Comment: This request for information was included in the 2019 and 2020 request for information. Staff recommends continuing the request for the 2020 requests for information letter because the implementation of the new commercial-off-the-shelf (COTS) software solution has been delayed until the fall of 2021.

N Department of Personnel, Division of Accounts and Control, Financial Operations and Reporting -- The State Controller is requested to provide by October 1, ~~2020,~~ 2021, to the Joint Budget Committee, a report on uncommitted reserves that includes all cash funds, including those that are otherwise exempt from and unreported in the cash funds excess uncommitted reserves report required by Section 24-30-207, C.R.S.

COMMENT: Staff recommends continuing this RFI that is related to H.B. 15-1261 (Maximum Reserve For Cash Funds With Fee Revenue) and similar recommendations made for managing cash funds excess reserves in the 2020 session. This report provides JBC staff with information to make recommendations when Department's request cash fund waivers from the statutory maximum reserve.

INDIRECT COST ASSESSMENTS

DESCRIPTION OF INDIRECT COST ASSESSMENT METHODOLOGY

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

APPENDIX A - NUMBERS PAGES (DIGITAL ONLY)

Appendix A: Numbers Pages

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Appropriation	FY 2021-22 Request	FY 2021-22 Recommendation	
DEPARTMENT OF PERSONNEL **Kara Veitch, Executive Director**						
(1) EXECUTIVE DIRECTOR'S OFFICE						
(A) Department Administration						
Personal Services	1,760,178	1,808,996	1,916,090	1,916,702	1,916,101	
FTE	18.3	16.7	18.3	18.3	18.3	
General Fund	0	0	12,393	0	0	
Cash Funds	24,604	21,501	57,774	57,774	57,774	
Reappropriated Funds	1,735,574	1,787,495	1,845,923	1,858,928	1,858,327	
Federal Funds	0	0	0	0	0	
Health, Life, and Dental	3,717,847	3,867,452	3,771,398	4,448,038	4,448,038	*
General Fund	1,117,788	1,215,499	792,650	1,620,781	1,620,781	
Cash Funds	280,142	98,088	191,744	145,314	145,314	
Reappropriated Funds	2,319,917	2,553,865	2,787,004	2,681,943	2,681,943	
Short-term Disability	40,933	37,281	44,959	43,788	43,980	*
General Fund	16,796	13,762	17,435	18,303	18,384	
Cash Funds	2,017	1,046	2,149	1,743	1,750	
Reappropriated Funds	22,120	22,473	25,375	23,742	23,846	
S.B. 04-257 Amortization Equalization Disbursement	1,300,181	1,233,203	1,349,970	1,378,294	1,384,361	*
General Fund	503,321	458,897	522,782	575,232	577,768	
Cash Funds	68,952	35,868	64,438	54,770	55,011	
Reappropriated Funds	727,908	738,438	762,750	748,292	751,582	

*Includes decision items.

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Appropriation	FY 2021-22 Request	FY 2021-22 Recommendation
S.B. 06-235 Supplemental Amortization Equalization Disbursement	1,300,176	1,233,203	1,349,970	1,378,294	1,384,361 *
General Fund	503,321	458,897	522,782	575,232	577,768
Cash Funds	68,952	35,868	64,438	54,770	55,011
Reappropriated Funds	727,903	738,438	762,750	748,292	751,582
PERA Direct Distribution	0	704,134	0	650,471	650,471 *
General Fund	0	289,242	0	271,475	271,475
Cash Funds	0	23,647	0	25,848	25,848
Reappropriated Funds	0	391,245	0	353,148	353,148
Federal Funds	0	0	0	0	0
Salary Survey	868,386	888,103	0	621,169	757,524 *
General Fund	327,193	325,436	0	259,665	316,665
Cash Funds	60,619	69,796	0	24,707	30,130
Reappropriated Funds	480,574	492,871	0	336,797	410,729
Shift Differential	37,974	42,864	42,664	48,157	48,157
General Fund	37,974	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	0	42,864	42,664	48,157	48,157
Workers' Compensation	346,393	328,591	274,904	263,330	263,330
General Fund	93,306	100,296	83,426	81,525	81,525
Cash Funds	32,826	9,777	11,119	7,789	7,789
Reappropriated Funds	220,261	218,518	180,359	174,016	174,016

*Includes decision items.

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Appropriation	FY 2021-22 Request	FY 2021-22 Recommendation
Operating Expenses	108,598	82,145	104,942	103,192	103,192
General Fund	11,633	0	3,605	0	0
Cash Funds	238	222	475	475	475
Reappropriated Funds	96,727	81,923	100,862	102,717	102,717
Legal Services	263,326	57,792	568,920	417,518	417,518
General Fund	171,885	39,733	121,018	307,091	307,091
Cash Funds	49,981	9,702	414,376	21,900	21,900
Reappropriated Funds	41,460	8,357	33,526	88,527	88,527
Federal Funds	0	0	0	0	0
Administrative Law Judge Services	2,841	3,588	2,945	3,465	3,465
General Fund	0	0	0	2,402	2,402
Cash Funds	2,841	3,588	2,945	1,063	1,063
Payment to Risk Management and Property Funds	1,499,402	1,225,710	879,487	1,263,513	1,263,513
General Fund	404,799	374,126	266,901	391,170	391,170
Cash Funds	149,258	36,470	35,572	37,373	37,373
Reappropriated Funds	945,345	815,114	577,014	834,970	834,970
Federal Funds	0	0	0	0	0
Statewide training	0	0	0	6,239	6,239 *
General Fund	0	0	0	1,931	1,931
Cash Funds	0	0	0	185	185
Reappropriated Funds	0	0	0	4,123	4,123

*Includes decision items.

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Appropriation	FY 2021-22 Request	FY 2021-22 Recommendation
Vehicle Lease Payments	189,783	229,589	262,054	285,677	285,677 *
General Fund	0	0	0	0	0
Cash Funds	274	72	0	0	0
Reappropriated Funds	189,509	229,517	262,054	285,677	285,677
Federal Funds	0	0	0	0	0
Leased Space	345,436	347,630	353,886	353,886	353,886
Reappropriated Funds	345,436	347,630	353,886	353,886	353,886
Capitol Complex Leased Space	2,552,384	2,305,344	2,482,062	4,050,798	4,050,798
General Fund	207,002	892,984	853,138	2,264,557	2,264,557
Cash Funds	112,055	22,443	0	26,426	26,426
Reappropriated Funds	2,233,327	1,389,917	1,628,924	1,759,815	1,759,815
Federal Funds	0	0	0	0	0
Payments to OIT	4,649,778	5,415,056	6,113,666	4,699,960	4,699,960 *
General Fund	1,563,268	1,652,849	1,839,150	1,455,051	1,455,051
Cash Funds	442,885	161,122	247,614	139,018	139,018
Reappropriated Funds	2,643,625	3,601,085	4,026,902	3,105,891	3,105,891
Federal Funds	0	0	0	0	0
CORE Operations	398,138	325,975	385,648	325,637	325,637
General Fund	97,920	99,499	117,034	100,815	100,815
Cash Funds	38,939	9,699	15,598	9,632	9,632
Reappropriated Funds	261,279	216,777	253,016	215,190	215,190
Federal Funds	0	0	0	0	0

*Includes decision items.

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Appropriation	FY 2021-22 Request	FY 2021-22 Recommendation
Annual Depreciation - Lease Equivalent Payment	352,601	235,106	0	0	615,958 *
General Fund	239,769	235,106	0	0	585,958
Cash Funds	112,832	0	0	0	30,000
Parental Leave	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	0	0	0	0	0
Governor's Office Transition	25,000	0	0	0	0
General Fund	25,000	0	0	0	0
SUBTOTAL - (A) Department Administration	19,759,355	20,371,762	19,903,565	22,258,128	23,022,166
FTE	18.3	16.7	18.3	18.3	18.3
General Fund	5,320,975	6,156,326	5,152,314	7,925,230	8,573,341
Cash Funds	1,447,415	538,909	1,108,242	608,787	644,699
Reappropriated Funds	12,990,965	13,676,527	13,643,009	13,724,111	13,804,126
Federal Funds	0	0	0	0	0

(B) Statewide Special Purpose

epartment. The State Archives program was transferred to the Division of Central Services in FY 2018-19.

(I) Colorado State Employees Assistance Program

Personal Services	821,917	752,305	908,638	909,006	908,645
FTE	11.0	10.0	11.0	11.0	11.0
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	821,917	752,305	908,638	909,006	908,645

*Includes decision items.

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Appropriation	FY 2021-22 Request	FY 2021-22 Recommendation
Operating Expenses	57,484	38,427	70,643	70,643	70,643
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	57,484	38,427	70,643	70,643	70,643
Indirect Cost Assessment	259,847	203,721	279,316	206,855	206,855
Reappropriated Funds	259,847	203,721	279,316	206,855	206,855
SUBTOTAL - (I) Colorado State Employees Assistance Program	1,139,248	994,453	1,258,597	1,186,504	1,186,143
FTE	11.0	10.0	11.0	11.0	11.0
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	1,139,248	994,453	1,258,597	1,186,504	1,186,143
(II) Office of the State Architect					
Office of the State Architect	832,335	833,801	903,579	973,847	973,584
FTE	8.1	7.5	8.0	8.0	8.0
General Fund	832,335	833,801	903,579	973,847	973,584
Cash Funds	0	0	0	0	0
Reappropriated Funds	0	0	0	0	0
Statewide Planning Services	1,000,000	0	20,000	20,000	20,000 *
General Fund	1,000,000	0	20,000	20,000	20,000
SUBTOTAL - (II) Office of the State Architect	1,832,335	833,801	923,579	993,847	993,584
FTE	8.1	7.5	8.0	8.0	8.0
General Fund	1,832,335	833,801	923,579	993,847	993,584
Cash Funds	0	0	0	0	0
Reappropriated Funds	0	0	0	0	0

*Includes decision items.

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Appropriation	FY 2021-22 Request	FY 2021-22 Recommendation
(V) Other Statewide Special Purpose					
Test Facility Lease	119,842	119,842	119,842	119,842	119,842
General Fund	119,842	119,842	119,842	119,842	119,842
Employment Security Contract Payment	13,148	13,412	16,000	16,000	16,000
General Fund	4,412	4,676	7,264	7,264	7,264
Reappropriated Funds	8,736	8,736	8,736	8,736	8,736
Disability Funding Committee	62,043	75,046	747,976	829,976	829,976
Cash Funds	62,043	75,046	747,976	829,976	829,976
SUBTOTAL - (V) Other Statewide Special Purpose	195,033	208,300	883,818	965,818	965,818
FTE	0.0	0.0	0.0	0.0	0.0
General Fund	124,254	124,518	127,106	127,106	127,106
Cash Funds	62,043	75,046	747,976	829,976	829,976
Reappropriated Funds	8,736	8,736	8,736	8,736	8,736
SUBTOTAL - (B) Statewide Special Purpose	3,166,616	2,036,554	3,065,994	3,146,169	3,145,545
FTE	19.1	17.5	19.0	19.0	19.0
General Fund	1,956,589	958,319	1,050,685	1,120,953	1,120,690
Cash Funds	62,043	75,046	747,976	829,976	829,976
Reappropriated Funds	1,147,984	1,003,189	1,267,333	1,195,240	1,194,879
Federal Funds	0	0	0	0	0
TOTAL - (1) Executive Director's Office	22,925,971	22,408,316	22,969,559	25,404,297	26,167,711
FTE	37.4	34.2	37.3	37.3	37.3
General Fund	7,277,564	7,114,645	6,202,999	9,046,183	9,694,031
Cash Funds	1,509,458	613,955	1,856,218	1,438,763	1,474,675
Reappropriated Funds	14,138,949	14,679,716	14,910,342	14,919,351	14,999,005
Federal Funds	0	0	0	0	0

*Includes decision items.

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Appropriation	FY 2021-22 Request	FY 2021-22 Recommendation
(2) DIVISION OF HUMAN RESOURCES					
her agencies.					
(A) Human Resource Services					
(I) State Agency Services					
Personal Services	1,377,119	1,658,709	1,871,847	1,872,489	1,871,858
FTE	13.6	17.5	19.2	19.2	19.2
General Fund	1,377,119	1,658,709	1,871,847	1,872,489	1,871,858
Cash Funds	0	0	0	0	0
Reappropriated Funds	0	0	0	0	0
Operating Expenses	88,128	74,128	88,127	88,127	88,127
General Fund	88,128	74,128	88,127	88,127	88,127
Total Compensation and Employee Engagement Surveys	300,000	215,000	300,000	215,000	215,000
General Fund	300,000	215,000	300,000	215,000	215,000
SUBTOTAL - (I) State Agency Services	1,765,247	1,947,837	2,259,974	2,175,616	2,174,985
FTE	13.6	17.5	19.2	19.2	19.2
General Fund	1,765,247	1,947,837	2,259,974	2,175,616	2,174,985
Cash Funds	0	0	0	0	0
Reappropriated Funds	0	0	0	0	0

*Includes decision items.

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Appropriation	FY 2021-22 Request	FY 2021-22 Recommendation
(II) Training Services					
Training Services	968,183	595,147	1,387,273	297,291	714,427 *
FTE	2.7	4.0	3.0	2.3	3.0
General Fund	0	0	220,812	0	0
Cash Funds	40,305	31,974	0	0	48,962
Reappropriated Funds	927,878	563,173	1,166,461	297,291	665,465
Indirect Cost Assessment	91,461	79,840	30,017	59,723	59,723
Reappropriated Funds	91,461	79,840	30,017	59,723	59,723
SUBTOTAL - (II) Training Services	1,059,644	674,987	1,417,290	357,014	774,150
FTE	2.7	4.0	3.0	2.3	3.0
General Fund	0	0	220,812	0	0
Cash Funds	40,305	31,974	0	0	48,962
Reappropriated Funds	1,019,339	643,013	1,196,478	357,014	725,188
SUBTOTAL - (A) Human Resource Services	2,824,891	2,622,824	3,677,264	2,532,630	2,949,135
FTE	16.3	21.5	22.2	21.5	22.2
General Fund	1,765,247	1,947,837	2,480,786	2,175,616	2,174,985
Cash Funds	40,305	31,974	0	0	48,962
Reappropriated Funds	1,019,339	643,013	1,196,478	357,014	725,188
(F) Labor Relations Services					
Personal Services	457,649	948,516	948,220		
FTE	4.5	9.0	9.0		
General Fund	0	301	5		
Cash Funds	457,649	948,215	948,215		

*Includes decision items.

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Appropriation	FY 2021-22 Request	FY 2021-22 Recommendation
Operating Expenses	37,750	12,150	12,150		
Cash Funds	37,750	12,150	12,150		
Labor Relations Legal Services	0	0	0		
Cash Funds	0	0	0		
SUBTOTAL - (F) Labor Relations Services	495,399	960,666	960,370		
FTE	4.5	9.0	9.0		
General Fund	0	301	5		
Cash Funds	495,399	960,365	960,365		
(B) Employee Benefits Services					
Personal Services	734,986	792,065	915,710	916,111	915,717
FTE	9.1	9.4	12.0	12.0	12.0
General Fund	0	0	0	0	0
Cash Funds	734,986	792,065	915,710	916,111	915,717
Reappropriated Funds	0	0	0	0	0
Operating Expenses	57,515	54,116	58,093	58,093	58,093
Cash Funds	57,515	54,116	58,093	58,093	58,093
Utilization Review	23,646	24,208	25,000	25,000	25,000
Cash Funds	23,646	24,208	25,000	25,000	25,000

*Includes decision items.

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Appropriation	FY 2021-22 Request	FY 2021-22 Recommendation
H.B. 07-1335 Supplemental State Contribution Fund	1,550,220	1,575,967	1,848,255	1,848,255	1,848,255
General Fund	0	0	0	0	0
Cash Funds	1,550,220	1,575,967	1,848,255	1,848,255	1,848,255
Reappropriated Funds	0	0	0	0	0
Federal Funds	0	0	0	0	0
Indirect Cost Assessment	224,037	201,816	88,832	247,527	247,527
Cash Funds	224,037	201,816	88,832	247,527	247,527
SUBTOTAL - (B) Employee Benefits Services	2,590,404	2,648,172	2,935,890	3,094,986	3,094,592
FTE	9.1	9.4	12.0	12.0	12.0
General Fund	0	0	0	0	0
Cash Funds	2,590,404	2,648,172	2,935,890	3,094,986	3,094,592
Reappropriated Funds	0	0	0	0	0
Federal Funds	0	0	0	0	0
(C) Risk Management Services					
Personal Services	710,262	793,676	830,118	772,146	771,801 *
FTE	9.7	9.7	11.5	10.5	10.5
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	710,262	793,676	830,118	772,146	771,801
Operating Expenses	44,990	47,394	62,318	62,318	62,318
Reappropriated Funds	44,990	47,394	62,318	62,318	62,318
Actuarial and Broker Services	256,993	266,996	292,000	347,500	347,500
Reappropriated Funds	256,993	266,996	292,000	347,500	347,500

*Includes decision items.

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Appropriation	FY 2021-22 Request	FY 2021-22 Recommendation
Risk Management Information System	193,300	193,300	193,302	193,300	193,300
Reappropriated Funds	193,300	193,300	193,302	193,300	193,300
Indirect Cost Assessment	206,912	234,443	52,100	221,231	221,231
Reappropriated Funds	206,912	234,443	52,100	221,231	221,231
Liability Claims	4,329,838	6,817,659	4,072,571	5,595,767	5,595,767
Reappropriated Funds	4,329,838	6,817,659	4,072,571	5,595,767	5,595,767
Liability Excess Policy	417,593	795,160	899,250	1,084,373	1,084,373
Reappropriated Funds	417,593	795,160	899,250	1,084,373	1,084,373
Liability Legal Services	4,038,258	3,990,682	3,455,035	4,080,791	4,080,791
Reappropriated Funds	4,038,258	3,990,682	3,455,035	4,080,791	4,080,791
Property Policies	5,493,760	7,509,822	9,161,658	9,759,153	9,759,153
Reappropriated Funds	5,493,760	7,509,822	9,161,658	9,759,153	9,759,153
Property Deductibles and Payouts	4,243,335	3,823,541	5,800,000	8,464,476	8,464,476
Reappropriated Funds	4,243,335	3,823,541	5,800,000	8,464,476	8,464,476
Workers' Compensation Claims	29,103,133	28,274,804	33,938,768	31,165,830	31,165,830
Reappropriated Funds	29,103,133	28,274,804	33,938,768	31,165,830	31,165,830
Workers' Compensation TPA Fees and Loss Control	1,707,157	1,581,452	1,850,000	1,850,000	1,850,000
Reappropriated Funds	1,707,157	1,581,452	1,850,000	1,850,000	1,850,000
Workers' Compensation Excess Policy	949,702	961,094	830,000	855,277	855,277
Reappropriated Funds	949,702	961,094	830,000	855,277	855,277

*Includes decision items.

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Appropriation	FY 2021-22 Request	FY 2021-22 Recommendation
Workers' Compensation Legal Services	1,605,886	2,075,660	1,786,251	1,636,886	1,636,886
Reappropriated Funds	1,605,886	2,075,660	1,786,251	1,636,886	1,636,886
SUBTOTAL - (C) Risk Management Services	53,301,119	57,365,683	63,223,371	66,089,048	66,088,703
FTE	9.7	9.7	11.5	10.5	10.5
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	53,301,119	57,365,683	63,223,371	66,089,048	66,088,703
TOTAL - (2) Division of Human Resources	58,716,414	62,636,679	70,331,924	72,677,330	73,092,800
FTE	35.1	40.6	50.2	53.0	53.7
General Fund	1,765,247	1,947,837	2,480,786	2,175,917	2,174,990
Cash Funds	2,630,709	2,680,146	3,431,289	4,055,351	4,103,919
Reappropriated Funds	54,320,458	58,008,696	64,419,849	66,446,062	66,813,891
Federal Funds	0	0	0	0	0

*Includes decision items.

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Appropriation	FY 2021-22 Request	FY 2021-22 Recommendation
(3) CONSTITUTIONALLY INDEPENDENT ENTITIES					
(A) Personnel Board					
Personal Services	509,189	509,339	543,700	543,861	543,703
FTE	4.9	4.8	4.8	4.8	4.8
General Fund	509,189	509,339	543,700	543,861	543,703
Cash Funds	0	0	0	0	0
Reappropriated Funds	0	0	0	0	0
Federal Funds	0	0	0	0	0
Operating Expenses	22,969	22,051	22,969	22,969	22,969
General Fund	22,969	22,051	22,969	22,969	22,969
Cash Funds	0	0	0	0	0
Reappropriated Funds	0	0	0	0	0
Federal Funds	0	0	0	0	0
Legal Services	35,165	44,244	55,701	41,234	41,234
General Fund	35,165	44,244	55,701	41,234	41,234
Cash Funds	0	0	0	0	0
Reappropriated Funds	0	0	0	0	0
Federal Funds	0	0	0	0	0
TOTAL - (3) Constitutionally Independent Entities	567,323	575,634	622,370	608,064	607,906
FTE	4.9	4.8	4.8	4.8	4.8
General Fund	567,323	575,634	622,370	608,064	607,906
Cash Funds	0	0	0	0	0
Reappropriated Funds	0	0	0	0	0
Federal Funds	0	0	0	0	0

*Includes decision items.

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Appropriation	FY 2021-22 Request	FY 2021-22 Recommendation
(4) CENTRAL SERVICES					
(A) Administration					
Personal Services	450,925	455,482	503,265	503,439	503,268
FTE	5.0	5.1	5.2	5.2	5.2
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	450,925	455,482	503,265	503,439	503,268
Operating Expenses	25,788	18,079	27,690	27,690	27,690
Reappropriated Funds	25,788	18,079	27,690	27,690	27,690
Indirect Cost Assessment	13,535	11,303	19,034	14,472	14,472
Reappropriated Funds	13,535	11,303	19,034	14,472	14,472
SUBTOTAL - (A) Administration	490,248	484,864	549,989	545,601	545,430
FTE	5.0	5.1	5.2	5.2	5.2
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	490,248	484,864	549,989	545,601	545,430
(B) Integrated Document Solutions					
Personal Services	5,592,077	5,486,061	7,467,799	7,471,032	7,467,856
FTE	90.5	86.0	96.6	96.6	96.6
General Fund	0	0	0	0	0
Cash Funds	0	512	141,615	141,615	141,615
Reappropriated Funds	5,592,077	5,485,549	7,326,184	7,329,417	7,326,241

*Includes decision items.

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Appropriation	FY 2021-22 Request	FY 2021-22 Recommendation
Commercial Print Payments	1,417,760	1,225,485	1,733,260	1,733,260	1,733,260
FTE	0.0	0.0	0.0	0.0	0.0
Reappropriated Funds	1,417,760	1,225,485	1,733,260	1,733,260	1,733,260
Print Equipment Lease Purchase	0	0	0	100,000	100,000 *
Reappropriated Funds	0	0	0	100,000	100,000
Operating Expenses	4,759,440	4,862,244	8,680,543	18,554,067	18,554,067 *
Cash Funds	0	0	240,239	980,537	980,537
Reappropriated Funds	4,759,440	4,862,244	8,440,304	17,573,530	17,573,530
IDS Postage	6,871,618	7,807,917	9,973,524	0	0 *
Cash Funds	655,478	0	740,298	0	0
Reappropriated Funds	6,216,140	7,807,917	9,233,226	0	0
Utilities	56,464	58,080	69,000	69,000	69,000
Reappropriated Funds	56,464	58,080	69,000	69,000	69,000
Address Confidentiality Program	561,422	630,600	702,280	702,514	702,284
FTE	5.9	5.3	7.0	7.0	7.0
General Fund	445,754	531,966	560,606	560,840	560,610
Cash Funds	115,668	98,634	141,674	141,674	141,674
Reappropriated Funds	0	0	0	0	0
Indirect Cost Assessment	266,991	176,283	353,706	421,100	421,100
Reappropriated Funds	266,991	176,283	353,706	421,100	421,100

*Includes decision items.

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Appropriation	FY 2021-22 Request	FY 2021-22 Recommendation
SUBTOTAL - (B) Integrated Document Solutions	19,525,772	20,246,670	28,980,112	29,050,973	29,047,567
FTE	96.4	91.3	103.6	103.6	103.6
General Fund	445,754	531,966	560,606	560,840	560,610
Cash Funds	771,146	99,146	1,263,826	1,263,826	1,263,826
Reappropriated Funds	18,308,872	19,615,558	27,155,680	27,226,307	27,223,131
(C) Colorado State Archives					
Personal Services	722,033	564,864	756,764	757,199	756,772
FTE	10.5	10.0	13.0	13.0	13.0
General Fund	610,755	499,314	637,385	637,820	637,393
Cash Funds	92,716	54,863	90,308	90,308	90,308
Reappropriated Funds	18,562	10,687	29,071	29,071	29,071
Operating Expenses	254,579	123,797	290,938	290,938	290,938
General Fund	212,579	112,304	264,938	264,938	264,938
Cash Funds	42,000	11,493	26,000	26,000	26,000
Reappropriated Funds	0	0	0	0	0
SUBTOTAL - (C) Colorado State Archives	976,612	688,661	1,047,702	1,048,137	1,047,710
FTE	10.5	10.0	13.0	13.0	13.0
General Fund	823,334	611,618	902,323	902,758	902,331
Cash Funds	134,716	66,356	116,308	116,308	116,308
Reappropriated Funds	18,562	10,687	29,071	29,071	29,071
TOTAL - (4) Central Services	20,992,632	21,420,195	30,577,803	30,644,711	30,640,707
FTE	111.9	106.4	121.8	121.8	121.8
General Fund	1,269,088	1,143,584	1,462,929	1,463,598	1,462,941
Cash Funds	905,862	165,502	1,380,134	1,380,134	1,380,134
Reappropriated Funds	18,817,682	20,111,109	27,734,740	27,800,979	27,797,632
Federal Funds	0	0	0	0	0

*Includes decision items.

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Appropriation	FY 2021-22 Request	FY 2021-22 Recommendation
(5) DIVISION OF ACCOUNTS AND CONTROL					
(A) Financial Operations and Reporting					
(1) Financial Operations and Reporting					
Personal Services	2,824,267	2,806,919	3,090,939	3,027,212	3,090,956 *
FTE	30.7	30.8	30.5	29.5	30.5
General Fund	2,633,864	2,637,548	2,816,485	3,027,212	3,090,956
Cash Funds	190,403	169,371	274,454	0	0
Reappropriated Funds	0	0	0	0	0
Federal Funds	0	0	0	0	0
Operating Expenses	136,575	112,333	138,303	138,303	138,303
General Fund	0	0	138,303	138,303	138,303
Cash Funds	136,575	112,333	0	0	0
Recovery Audit Program Disbursements	0	0	51,000	101,000	101,000
Cash Funds	0	0	51,000	101,000	101,000
SUBTOTAL - (1) Financial Operations and Reporting	2,960,842	2,919,252	3,280,242	3,266,515	3,330,259
FTE	30.7	30.8	30.5	29.5	30.5
General Fund	2,633,864	2,637,548	2,954,788	3,165,515	3,229,259
Cash Funds	326,978	281,704	325,454	101,000	101,000
Reappropriated Funds	0	0	0	0	0
Federal Funds	0	0	0	0	0

*Includes decision items.

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Appropriation	FY 2021-22 Request	FY 2021-22 Recommendation
(2) Collections Services					
Personal Services	1,010,889	414,229	77,768	0	0 *
FTE	13.1	4.0	0.6	0.0	0.0
General Fund	0	414,229	0	0	0
Cash Funds	1,010,889	0	77,768	0	0
Reappropriated Funds	0	0	0	0	0
Operating Expenses	343,811	294,139	30,455	0	0 *
General Fund	0	294,139	0	0	0
Cash Funds	343,811	0	30,455	0	0
Reappropriated Funds	0	0	0	0	0
Federal Funds	0	0	0	0	0
Private Collection Agency Fees	179,054	131,660	0	0	0 *
General Fund	0	131,660	0	0	0
Cash Funds	179,054	0	0	0	0
Reappropriated Funds	0	0	0	0	0
Federal Funds	0	0	0	0	0
Indirect Cost Assessment	8,379	53,556	188,776	0	0 *
Cash Funds	8,379	53,556	188,776	0	0
SUBTOTAL - (2) Collections Services	1,542,133	893,584	296,999	0	0
FTE	13.1	4.0	0.6	0.0	0.0
General Fund	0	840,028	0	0	0
Cash Funds	1,542,133	53,556	296,999	0	0
Reappropriated Funds	0	0	0	0	0
Federal Funds	0	0	0	0	0

*Includes decision items.

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Appropriation	FY 2021-22 Request	FY 2021-22 Recommendation
SUBTOTAL - (A) Financial Operations and Reporting	4,502,975	3,812,836	3,577,241	3,266,515	3,330,259
FTE	43.8	34.8	31.1	29.5	30.5
General Fund	2,633,864	3,477,576	2,954,788	3,165,515	3,229,259
Cash Funds	1,869,111	335,260	622,453	101,000	101,000
Reappropriated Funds	0	0	0	0	0
Federal Funds	0	0	0	0	0
(B) Procurement and Contracts					
Personal Services	1,592,828	2,175,281	2,378,546	1,679,117	1,678,565 *
FTE	16.9	16.1	17.8	16.8	16.8
General Fund	35,208	614,453	650,000	676,117	675,565
Cash Funds	1,557,620	1,560,828	1,728,546	1,003,000	1,003,000
Reappropriated Funds	0	0	0	0	0
Federal Funds	0	0	0	0	0
Operating Expenses	36,969	26,715	36,969	36,969	36,969
General Fund	0	0	36,969	36,969	36,969
Cash Funds	36,969	26,715	0	0	0
Reappropriated Funds	0	0	0	0	0
Federal Funds	0	0	0	0	0
SUBTOTAL - (B) Procurement and Contracts	1,629,797	2,201,996	2,415,515	1,716,086	1,715,534
FTE	16.9	16.1	17.8	16.8	16.8
General Fund	35,208	614,453	686,969	713,086	712,534
Cash Funds	1,594,589	1,587,543	1,728,546	1,003,000	1,003,000
Reappropriated Funds	0	0	0	0	0
Federal Funds	0	0	0	0	0

*Includes decision items.

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Appropriation	FY 2021-22 Request	FY 2021-22 Recommendation
(C) CORE Operations					
Personal Services	1,752,794	1,856,289	1,993,123	1,993,836	1,993,136
FTE	21.3	19.3	21.3	21.3	21.3
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	1,752,794	1,856,289	1,993,123	1,993,836	1,993,136
Federal Funds	0	0	0	0	0
Operating Expenses	59,577	34,138	59,590	59,590	59,590
Reappropriated Funds	59,577	34,138	59,590	59,590	59,590
Payments for CORE and Support Modules	6,234,766	6,498,352	6,671,656	6,671,656	6,671,656
Cash Funds	889,382	3,712,371	2,948,595	2,855,875	2,855,875
Reappropriated Funds	5,345,384	2,785,981	3,723,061	3,815,781	3,815,781
CORE Lease Purchase Payments	3,869,747	3,834,394	3,844,996	3,844,996	3,844,996
Reappropriated Funds	3,869,747	3,834,394	3,844,996	3,844,996	3,844,996
Indirect Cost Assessment	121,829	165,405	298,341	279,743	279,743
Reappropriated Funds	121,829	165,405	298,341	279,743	279,743
SUBTOTAL - (C) CORE Operations	12,038,713	12,388,578	12,867,706	12,849,821	12,849,121
FTE	21.3	19.3	21.3	21.3	21.3
General Fund	0	0	0	0	0
Cash Funds	889,382	3,712,371	2,948,595	2,855,875	2,855,875
Reappropriated Funds	11,149,331	8,676,207	9,919,111	9,993,946	9,993,246
Federal Funds	0	0	0	0	0
TOTAL - (5) Division of Accounts and Control	18,171,485	18,403,410	18,860,462	17,832,422	17,894,914
FTE	82.0	70.2	70.2	67.6	68.6
General Fund	2,669,072	4,092,029	3,641,757	3,878,601	3,941,793
Cash Funds	4,353,082	5,635,174	5,299,594	3,959,875	3,959,875
Reappropriated Funds	11,149,331	8,676,207	9,919,111	9,993,946	9,993,246
Federal Funds	0	0	0	0	0

*Includes decision items.

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Appropriation	FY 2021-22 Request	FY 2021-22 Recommendation
(6) ADMINISTRATIVE COURTS					
Personal Services	3,606,347	3,682,015	4,137,018	4,277,292	4,275,823 *
FTE	40.0	39.3	44.7	46.7	46.7
General Fund	0	0	0	0	0
Cash Funds	109,633	0	0	138,779	138,779
Reappropriated Funds	3,496,714	3,682,015	4,137,018	4,138,513	4,137,044
Federal Funds	0	0	0	0	0
Operating Expenses	166,280	172,012	172,233	172,233	172,233
General Fund	0	0	0	0	0
Cash Funds	0	109,624	114,382	114,382	114,382
Reappropriated Funds	166,280	62,388	57,851	57,851	57,851
Federal Funds	0	0	0	0	0
Indirect Cost Assessment	115,661	206,880	270,464	100,348	100,348
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	115,661	206,880	270,464	100,348	100,348
Federal Funds	0	0	0	0	0
TOTAL - (6) Administrative Courts	3,888,288	4,060,907	4,579,715	4,549,873	4,548,404
FTE	40.0	39.3	44.7	46.7	46.7
General Fund	0	0	0	0	0
Cash Funds	109,633	109,624	114,382	253,161	253,161
Reappropriated Funds	3,778,655	3,951,283	4,465,333	4,296,712	4,295,243
Federal Funds	0	0	0	0	0

*Includes decision items.

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Appropriation	FY 2021-22 Request	FY 2021-22 Recommendation
(7) DIVISION OF CAPITAL ASSETS					
(A) Administration					
Personal Services	305,777	315,546	346,778	346,908	346,780
FTE	3.4	3.4	3.9	3.9	3.9
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	305,777	315,546	346,778	346,908	346,780
Operating Expenses	18,165	3,721	18,310	18,310	18,310
Reappropriated Funds	18,165	3,721	18,310	18,310	18,310
Indirect Cost Assessment	8,352	6,974	11,744	8,929	8,929
Reappropriated Funds	8,352	6,974	11,744	8,929	8,929
SUBTOTAL - (A) Administration	332,294	326,241	376,832	374,147	374,019
FTE	3.4	3.4	3.9	3.9	3.9
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	332,294	326,241	376,832	374,147	374,019
(B) Facilities Maintenance - Capitol Complex					
Formerly section (D) in Central Services, the JBC moved the Capitol Complex budget into the Division of Capital Assets at the request of the Department in FY 2018-19.					
Personal Services	3,224,774	3,252,775	3,474,459	3,576,174	3,574,347
FTE	53.8	52.2	54.2	55.6	55.6
General Fund	0	0	0	99,855	99,855
Cash Funds	0	0	0	0	0
Reappropriated Funds	3,224,774	3,252,775	3,474,459	3,476,319	3,474,492

*Includes decision items.

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Appropriation	FY 2021-22 Request	FY 2021-22 Recommendation
Operating Expenses	2,687,103	2,682,352	2,705,456	2,783,370	2,783,370
General Fund	0	0	0	77,914	77,914
Cash Funds	18,982	0	0	0	0
Reappropriated Funds	2,668,121	2,682,352	2,705,456	2,705,456	2,705,456
Capitol Complex Repairs	55,727	56,520	56,520	56,520	56,520
Reappropriated Funds	55,727	56,520	56,520	56,520	56,520
Capitol Complex Security	476,928	476,928	504,707	529,174	539,977
Reappropriated Funds	476,928	476,928	504,707	529,174	539,977
Utilities	4,894,298	4,885,812	5,292,490	5,600,089	5,600,089
Cash Funds	353,690	339,407	371,595	380,885	380,885
Reappropriated Funds	4,540,608	4,546,405	4,920,895	5,219,204	5,219,204
Indirect Cost Assessment	1,002,611	884,389	1,177,859	862,835	862,835
Reappropriated Funds	1,002,611	884,389	1,177,859	862,835	862,835
SUBTOTAL - (B) Facilities Maintenance - Capitol Complex	12,341,441	12,238,776	13,211,491	13,408,162	13,417,138
FTE	53.8	52.2	54.2	55.6	55.6
General Fund	0	0	0	177,769	177,769
Cash Funds	372,672	339,407	371,595	380,885	380,885
Reappropriated Funds	11,968,769	11,899,369	12,839,896	12,849,508	12,858,484

*Includes decision items.

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Appropriation	FY 2021-22 Request	FY 2021-22 Recommendation
(C) Fleet Management Program and Motor Pool Services					
Formerly section (C) in Central Services, the JBC moved the Fleet Management budget into the Division of Capital Assets at the request of the Department in FY 2018-19.					
Personal Services	912,533	986,196	1,148,958	1,149,527	1,148,968
FTE	14.0	14.3	17.0	17.0	17.0
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	912,533	986,196	1,148,958	1,149,527	1,148,968
Operating Expenses	328,935	306,841	820,234	1,160,675	1,160,675
Reappropriated Funds	328,935	306,841	820,234	1,160,675	1,160,675
Motor Pool Vehicles Lease and Operating Expenses	142,826	70,307	200,000	200,000	200,000
Reappropriated Funds	142,826	70,307	200,000	200,000	200,000
Fuel and Automotive Supplies	19,227,119	17,465,420	20,649,618	20,649,618	20,649,618
Reappropriated Funds	19,227,119	17,465,420	20,649,618	20,649,618	20,649,618
Vehicles Replacement Lease or Purchase	18,987,715	19,808,042	23,433,818	26,053,967	25,872,963 *
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	18,987,715	19,808,042	23,433,818	26,053,967	25,872,963
Federal Funds	0	0	0	0	0
Indirect Cost Assessment	63,275	38,504	98,216	120,081	120,081
Reappropriated Funds	63,275	38,504	98,216	120,081	120,081

*Includes decision items.

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Appropriation	FY 2021-22 Request	FY 2021-22 Recommendation
SUBTOTAL - (C) Fleet Management Program and Motor Pool Services	39,662,403	38,675,310	46,350,844	49,333,868	49,152,305
FTE	14.0	14.3	17.0	17.0	17.0
General Fund	0	0	0	0	0
Cash Funds	0	0	0	0	0
Reappropriated Funds	39,662,403	38,675,310	46,350,844	49,333,868	49,152,305
Federal Funds	0	0	0	0	0
TOTAL - (7) Division of Capital Assets	52,336,138	51,240,327	59,939,167	63,116,177	62,943,462
FTE	71.2	69.9	75.1	76.5	76.5
General Fund	0	0	0	177,769	177,769
Cash Funds	372,672	339,407	371,595	380,885	380,885
Reappropriated Funds	51,963,466	50,900,920	59,567,572	62,557,523	62,384,808
Federal Funds	0	0	0	0	0
TOTAL - Department of Personnel	177,598,251	180,745,468	207,881,000	214,832,874	215,895,904
FTE	382.5	365.4	404.1	407.7	409.4
General Fund	13,548,294	14,873,729	14,410,841	17,350,132	18,059,430
Cash Funds	9,881,416	9,543,808	12,453,212	11,468,169	11,552,649
Reappropriated Funds	154,168,541	156,327,931	181,016,947	186,014,573	186,283,825
Federal Funds	0	0	0	0	0

*Includes decision items.