

**COLORADO GENERAL ASSEMBLY
JOINT BUDGET COMMITTEE**



FY 2011-12 STAFF BUDGET BRIEFING

**DEPARTMENT OF PERSONNEL AND
ADMINISTRATION**

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

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**FY 2011-12 BUDGET BRIEFING
STAFF PRESENTATION TO THE JOINT BUDGET COMMITTEE**

DEPARTMENT OF PERSONNEL AND ADMINISTRATION

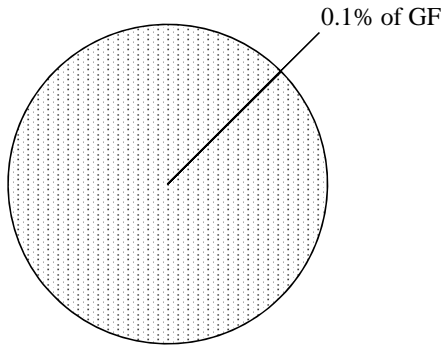
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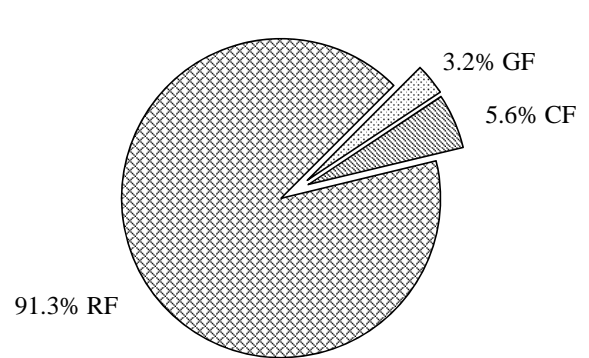
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Department of Personnel and Administration**

GRAPHIC OVERVIEW

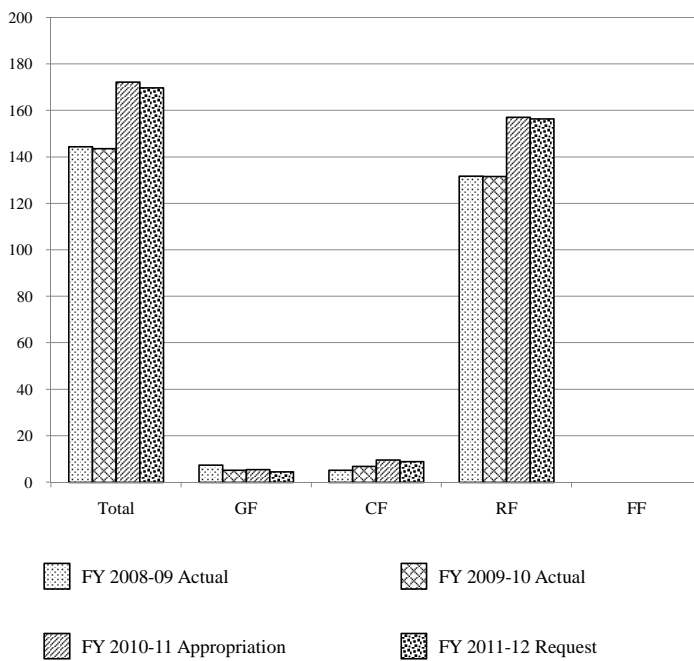
Department's Share of Statewide General Fund



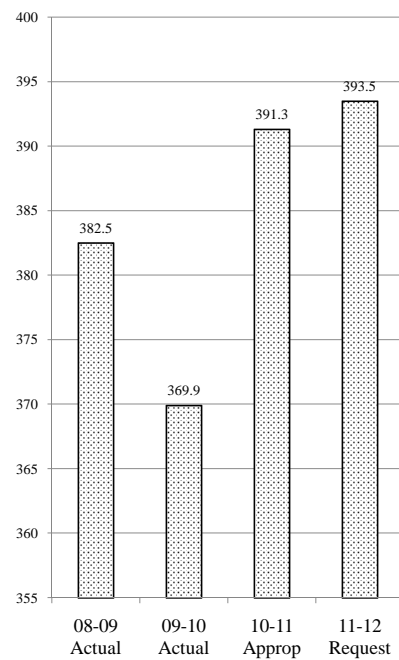
Department Funding Sources



**Budget History
(Millions of Dollars)**

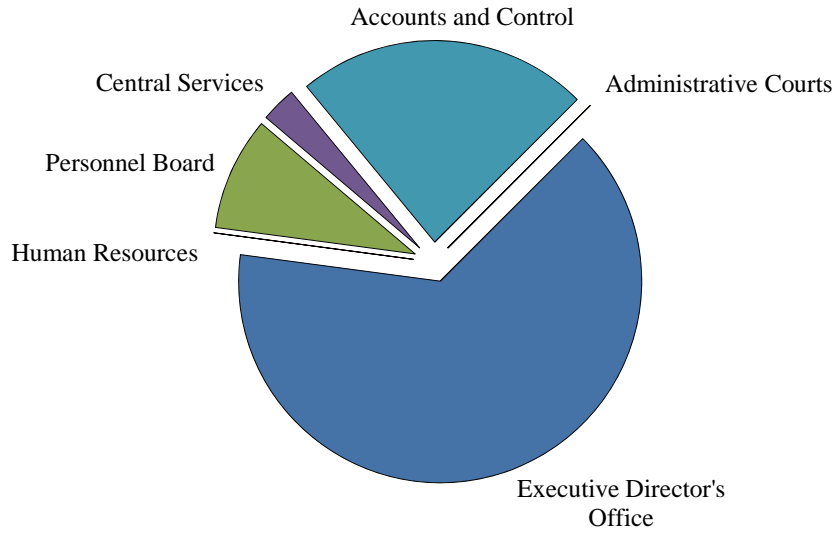


FTE History

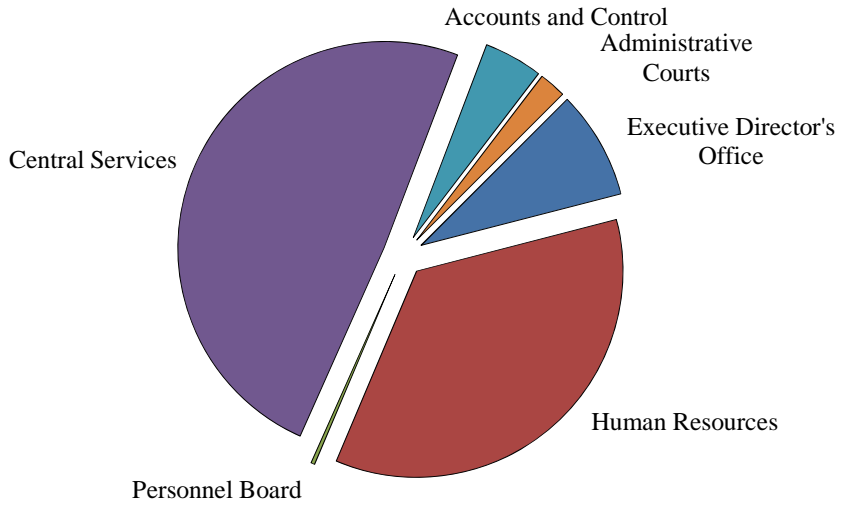


Unless otherwise noted, all charts are based on the FY 2010-11 appropriation.

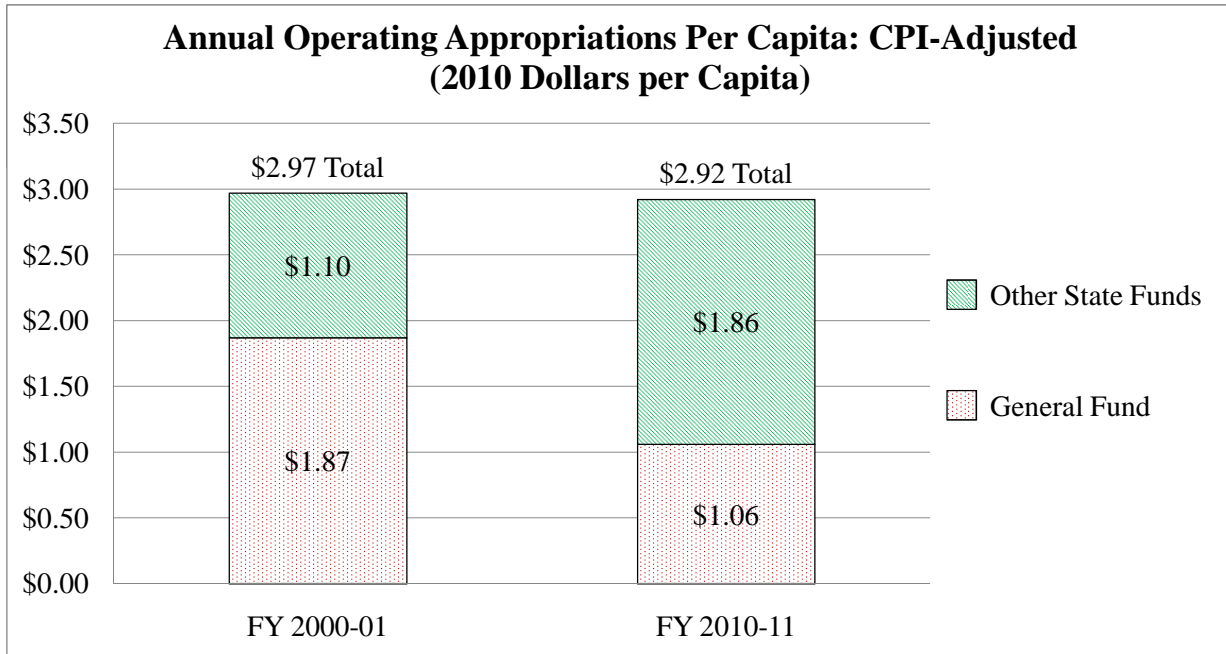
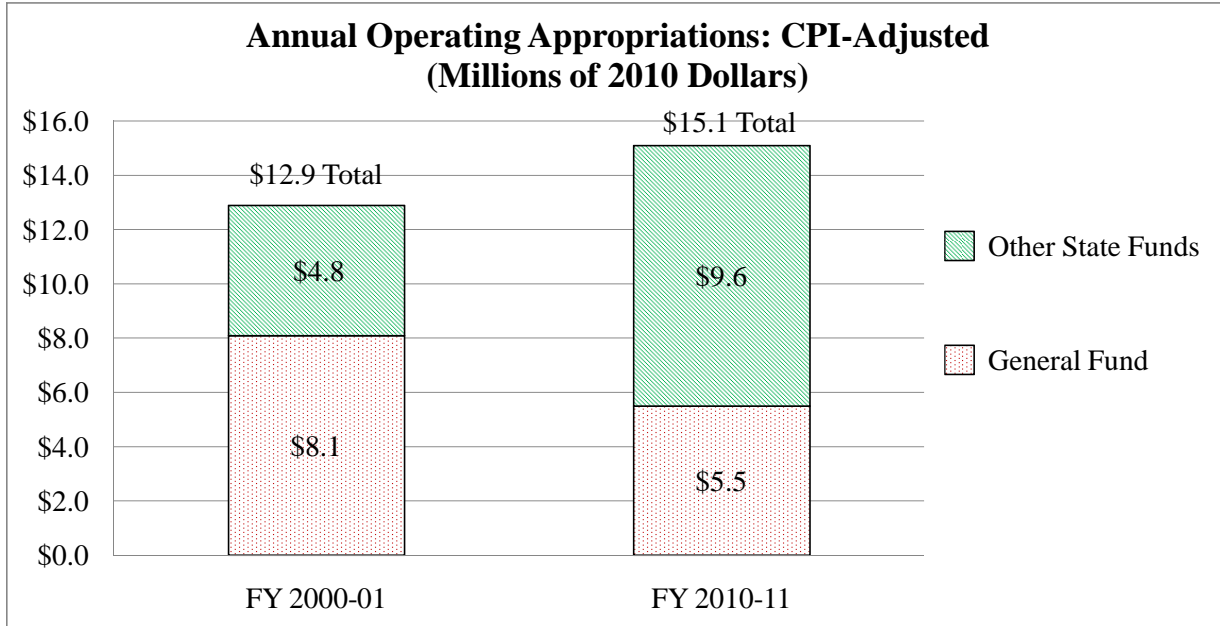
Distribution of General Fund by Division



Distribution of Total Funds by Division



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COMPARISON OF FY 2000-01 AND FY 2010-11 APPROPRIATIONS



NOTES: (1) All appropriations above *exclude* duplicate appropriations (i.e., these appropriations exclude reappropriated funds for FY 2010-11 and, for FY 2000-01, exclude amounts that would have been classified as reappropriated funds). For this department, these excluded amounts primarily reflect transfers from user agencies for statewide services such as: (1) property, liability, and workers' compensation insurance; (2) printing; (3) mail services; (4) data entry; (5) fleet management; (6) management of state-owned facilities; and (7) statewide indirect cost recoveries.

(2) For the purpose of providing comparable figures, FY 2000-01 appropriations are adjusted to reflect changes in the Denver-Boulder-Greeley consumer price index (CPI) from 2000 to 2010. Based on the Legislative Council Staff September 2010 Economic and Revenue Forecast, the CPI is projected to increase 21.9 percent over this period.

(3) In the per capita chart, above, appropriations are divided by the Colorado population (for 2000 and 2010, respectively). Based on the Legislative Council Staff September 2010 Economic and Revenue Forecast, Colorado population is projected to increase by 18.9 percent over this period.

(4) The Department has no federal funds appropriations.

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DEPARTMENT OVERVIEW

Key Responsibilities

- Provides centralized functions for the State, such as: (1) maintains archives and public records; (2) maintains buildings in the Capitol Complex; (3) provides administrative law judge services; (4) administers state purchasing agreements; and (5) manages liability, property, and workers' compensation insurance programs; and (6) oversees central collections.
- The Risk Management program administers and negotiates the state's coverage for workers' compensation, property, and liability insurance.
- Administers the State's total compensation survey, which compares how the State's salary, group benefits, and other employee compensation practices compare to the market. The purpose is to ensure that the State can recruit, retain, and motivate a qualified workforce.
- Provides support functions for other state agencies, including: (1) mail processing and delivery; (2) print and design services; (3) digital imaging of state documents; (4) data entry; and (5) manual forms and document processing.
- Operates the State Fleet Management Program, which manages 5,672 vehicles statewide.
- Maintains the state's financial records through the Office of the State Controller, in part by utilizing the Colorado Financial Records System (COFRS).
- Administers and oversees the State Personnel System pursuant to Article XII, Sections 13, 14, and 15 of the Colorado Constitution, also called the "Civil Service Amendment".

Factors Driving the Budget

Number of State Employees

The number of State employees drives numerous aspects of the budget, impacting appropriations such as: (1) salaries; (2) benefits; (3) contributions to the State's pension system; (4) workers' compensation policies; (5) liability and property insurance; (6) leased space; and (7) short-term disability premiums.

- ❑ The State's workforce is most commonly measured in terms of Full Time Equivalent (FTE) positions. **Each FTE position represents 2,080 hours of state employment.**
- ❑ **FTE positions are not equivalent to actual employees.** For example, an FTE position can be filled by two part-time employees. Also, the State routinely contracts for both full- and part-time positions. These employees may receive a paycheck, but aren't included in the FTE count (1.0 FTE represents 2,080 hours of work, while a contracted position is reimbursed based on completing a job). The following tables compare actual to appropriated FTE, as well as the number of paychecks disbursed by the State.

FTE Based on Regular Paid Hours ^{1/}					
Position	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10
Permanent classified	21,895	22,177	23,047	23,519	23,020
Permanent non-classified	4,482	4,541	4,793	5,061	5,106
Total actual FTE	26,377	26,718	27,840	28,580	28,126
Total <i>appropriated</i> FTE	<u>28,536</u>	<u>29,107</u>	<u>30,211</u>	<u>31,138</u>	<u>31,098</u>
Difference	2,159	2,389	2,371	2,558	2,972

1/ Retrieved from the Centralized Personnel Payroll System.

Number of Paychecks					
Position	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10
Permanent classified	22,998	23,800	24,382	24,661	25,011
Permanent non-classified	<u>4,829</u>	<u>5,555</u>	<u>5,998</u>	<u>5,868</u>	<u>5,602</u>
Total paychecks^{1/}	27,827	29,355	30,380	30,529	30,613

1/ Total paychecks can exceed the number of FTE (2,080 hours) because several part-time employees can comprise one FTE position.

Risk Management

The Risk Management division administers property, liability, and workers' compensation insurance coverage. Factors driving the budget are the number of claims and their costs, as well as division staffing and how the Department allocates expenses internally.

- ❑ **Property** claims are funded by the Self-Insured Property Fund, pursuant to Section 24-30-1510.5 (1), C.R.S. This type of insurance covers state buildings and their contents, and the Department insures over 6,000 properties that are valued in excess of \$9.0 billion. Unlike the other two risk management categories, property is not self-insured, and frequently there are large, single incidents that can drive up the cost of being insured. Some of the property claims could be avoided or reduced by *improved inspection and maintenance practices*. For example, between FY 2006-07 and FY 2009-10, the State paid \$3.7 million due to the collapse of State property.
- ❑ **Liability** claims are funded by the Risk Management Fund, pursuant to Section 24-30-1510 (1), C.R.S. These types of claims include: (1) federal claims for employment discrimination; (2) federal claims for civil rights violations; and (3) allegations of negligence on the part of a State agency or employee, such as auto accidents or injuries that occur in a State building.
- ❑ **Workers' compensation** claims are funded by the State Employee Workers' Compensation Account (Section 24-30-1510.7 (1), C.R.S.). The amount and types of claims vary by Department, but the top causes (slip and fall and repetitive motion) span departments, suggesting that *safety training programs* could help to control these costs.
- ❑ The following table provides data for the State's Risk Management programs. *Incurred costs* are the total amount paid and total amount of reserve for claims that have a loss date during that fiscal year. *Expenditures* are the amount that the State paid for claims during a given fiscal year, including payments on claims with loss dates in prior years.

Risk Management								
	FY 2006-07		FY 2007-08		FY 2008-09		FY 2009-10	
	Funds	Claims	Funds	Claims	Funds	Claims	Funds	Claims
Property Losses								
Total incurred	\$15,807,291	131	\$6,817,516	107	\$2,490,180	129	\$6,413,871	137
Total expenses	6,556,767		9,047,174		7,997,934		8,121,257	
Liability Losses								
Total incurred	4,453,853	1,543	4,787,357	1,529	4,419,753	1,378	3,874,068	1,447
Total expenses	4,540,332		4,951,379		6,435,247		4,705,903	
Workers' Comp.								
Total incurred	22,211,485	3,865	23,088,785	4,059	19,773,790	3,726	20,814,590	3,731
Total expenses	30,686,971		34,115,340		36,202,854		36,639,244	
Total	\$41,784,070	5,539	\$48,113,893	5,696	\$50,636,035	5,224	\$49,466,404	5,315

State Fleet Program

Pursuant to Section 24-30-1104 (2) (a), C.R.S., the State Fleet Management Program (SFM) provides the following services: (1) manages the State motor pool; (2) coordinates the maintenance and repairs for State vehicles; (3) auctions older vehicles; and (4) purchases vehicles, which are financed by a third-party company. SFM is funded by reappropriated funds that are transferred from other user agencies.¹ *Please note:* For the purposes of this document, "**vehicle**" is an **all-inclusive term that refers to the entire fleet, ranging from motorcycles to 1-ton pieces of equipment.**

- Fixed costs** include the vehicle lease payments and the Department's vehicle management fee. Leases vary between 72 and 120 months, with the exception of State Patrol vehicles, whose leases are for 48 months. The average monthly vehicle management fee is \$35.50 per vehicle, and these funds support the SFM's operating costs. For FY 2011-12, the average *fixed cost per mile* is approximately \$0.18 (principal and financing only).
- Variable costs** are determined by how much the vehicle is used. The average variable *operating cost per vehicle* is \$0.24 per mile (fuel and maintenance only).

¹ State Fleet Management is funded by fees from user agencies that are deposited in the Motor Fleet Management Fund [see Section 24-30-1115 (1), C.R.S.].

- ❑ Vehicles are first evaluated for **replacement** at 100,000 miles, but the average vehicle is replaced at 140,000 miles. The exception is for State Patrol vehicles, which are first evaluated for replacement at 80,000 miles, and are typically replaced at 110,000 miles.
- ❑ **Vehicle lease payments:** Many Long Bill line items refer to vehicle payments as "lease payments." However, the State actually *purchases* the vehicles and finances them through a third-party. The *average* financing rate for State vehicles is 3.5 percent, although this rate varies depending upon the type of vehicle. The **State owns the vehicles** at the end of the lease period. Once a vehicle is paid in full, a department continues to fund the operating costs and the monthly vehicle management fee.
- ❑ Additional data on the distribution of State fleet vehicles can be found in *Appendix D*

Appropriated Vehicles by Department, FY 2010-11			
Department	Vehicles	Department	Vehicles
Corrections	1,148	Regulatory Agencies	55
Natural Resources	1,088	Labor	51
Transportation	831	Judicial	43
Public Safety	800	Local Affairs	42
Higher Education	570	Governor	31
Human Services	457	Law	30
Revenue	208	Military Affairs	19
Public Health	115	Education	14
Agriculture	86	Department of State	1
Personnel & Admin.	83	Total	5,672

Personnel & Administration includes the state motor pool, which accounts for approximately 60 vehicles.

State Fleet Vehicles Overview								
	FY 2006-07 Actual	FY 2007-08 Actual	FY 2008-09 Actual	FY 2009-10 Actual	FY 2010-11 Approp	% Fleet	% Miles	% Fuel
Pick-up, 4x4	1,327	1,320	1,417	1,439	1,448	25.7	26.0	30.0
SUV, 4x4	923	972	964	964	970	17.2	19.2	17.3
Sedan, reg	858	850	827	803	813	14.3	15.8	9.8
Sedan, Law	601	621	634	637	642	11.4	20.2	20.3
Large van	442	457	486	469	476	8.5	6.2	7.8
Pick-up, 4x2	299	275	277	239	239	4.3	2.4	2.7
Small van	234	218	226	223	224	4.0	3.3	2.8
Buses	90	94	93	89	89	1.6	1.1	2.4
Maint. utility	56	58	51	54	52	1.0	0.6	0.9
Equip. >1 ton	312	318	327	302	302	5.4	1.8	4.3
Trucks <1 ton	42	38	39	31	33	0.6	0.2	0.3
Motorcycles	23	22	23	20	22	0.4	0.3	0.1
Hybrid sedan	36	88	215	235	267	4.2	2.1	0.9
Hybrid SUV	14	16	49	94	95	1.7	0.7	0.4
Total^{1/}	<u>5,257</u>	<u>5,347</u>	<u>5,628</u>	<u>5,607</u>	<u>5,672</u>	<u>100.0</u>	<u>100.0</u>	<u>100.0</u>
Total Cost^{2/}	\$32,511,372	\$36,068,889	\$35,222,620	\$34,636,068	\$42,101,025	n/a	n/a	n/a

1/ Totals may not sum to 100.0 percent due to rounding.

2/ Includes vehicles leases, operations, insurance, maintenance, and fuel. Please note that the FY 2010-11 appropriation also includes \$4.5 million in contingency spending authority, to allow for up to a \$1.00 per gallon fluctuation in the cost of fuel.

Integrated Document Solutions (IDS)

IDS has facilities in Denver and Pueblo, and provides services such as: (1) data entry; (2) imaging services; (3) print operations; (4) mail processing; and (5) graphic design. The Division has recently experienced the most growth in its scanning and content management services and its mail services. IDS is funded by reappropriated funds that are transferred from user agencies.

- Image scanning and content management (EDW storage)** services have increased as the State continues its records automation.

Integrated Document Solutions (IDS) Document Management Only: Workload Indicators						
	FY 2005-06 Actual	FY 2006-07 Actual	FY 2007-08 Actual	FY 2008-09 Actual	FY 2009-10 Actual	FY 2010-11 Estimate
Total microfilm images	8,576,517	9,274,013	9,254,419	4,940,550	990,633	926,000
Image scanning	4,215,400	4,818,821	5,230,786	9,330,068	14,223,615	12,870,768
Keystrokes ^{2/}	450,575,868	444,572,277	432,990,432	437,869,371	392,368,044	416,442,855
EDW storage (Gbytes)	700.1	1,237.2	1,587.1	2,064.0	2,287.0	2,603.0
Print impressions	68,426,562	63,590,629	64,554,889	81,007,720	75,599,066	85,600,000
Outsourced	24,000,300	34,752,700	36,147,200	35,807,000	50,277,400	50,000,000
Total Cost	\$7,005,255	\$7,390,278	\$7,934,998	\$7,998,624	\$8,244,435	\$13,470,406^{1/}

1/ The FY 2010-11 appropriation includes 20.0 percent contingency spending authority (\$4.7 million) to allow for unanticipated requests from other departments.
2/ Keystrokes are related to entering income tax data for the Department of Revenue. This activity accounts for at least \$1.8 million per year.

- ❑ **Mail** services have increased because the savings available through IDS have increased as a result of services such as presorting, bulk mailing, and other postage discounts. Department has recently implemented "address cleansing," which saves between 8.0 percent and 10.0 percent in postage costs by reducing address errors. The Division estimates that during FY 2009-10, the address cleansing and new mail equipment reduced State expenditures by \$1.3 million, which included approximately \$267,000 General Fund.

Integrated Document Solutions (IDS) Mail Only: Workload Indicators						
	FY 2005-06 Actual	FY 2006-07 Actual	FY 2007-08 Actual	FY 2008-09 Actual	FY 2009-10 Actual	FY 2010-11 Estimate
Mail routes	9	11	13	13	11	10
Mail stops	274	263	275	277	203	214
Delivery miles driven	229,560	375,016	407,031	398,800	395,837	279,900
Pieces of mail processed ^{1/}	19,954,990	15,880,802	13,979,543	15,099,099	21,045,782	20,861,558
Postage	\$4,965,990	\$4,618,660	\$6,601,402	\$7,477,651	\$7,131,008	\$7,850,000
Total Cost	\$7,614,402	\$8,101,705	\$9,967,093	\$11,362,823	\$11,152,471	\$11,761,000^{2/}

1/ Beginning in FY 2006-07, multiple CBMS mailings to the same address were combined into one envelope, which decreased the total pieces of mail processed.
2/ The FY 2010-11 Long Bill appropriation also includes 20.0 percent contingency spending authority (\$3.0 million) to allow for unanticipated service requests from other departments.

Capitol Complex

Pursuant to Section 24-82-101, C.R.S., the Department manages 1.2 million square feet in numerous State buildings that 1.2 million square feet of State building space, primarily located in: (1) Denver; (2) Grand Junction; (3) Camp George West; and (4) the North Denver Campus. Each location has distinct rental rates that reflect variances between the locations and each property's specific use.

- ❑ The Department's responsibilities include: (1) maintains plumbing, electrical, and HVAC systems; (2) custodial work; (3) grounds maintenance; and (4) building security.

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DECISION ITEM PRIORITY LIST

Department Decision Item	GF	CF	RF	FF	Total	FTE
1	83,544	0	0	0	83,544	1.0
<p>OSC Debt Post Issuance Compliance</p> <p>Office of the State Controller, Personal Services and Operating Expenses Line Items. The Department requests \$83,544 General Fund and 1.0 FTE to add a Controller II position. This position will review and approve the legal documents associated with State debt issuances, design related accounting structures, and ensure post-issuance compliance as required by the Internal Revenue Service and the Security and Exchange Commission. <i>Statutory authority: Section 22-43.7-102, C.R.S.</i></p>						
SWDI-1	0	0	2,951	0	2,951	0.0
<p>Annual Fleet Vehicle Replacement</p> <p>Executive Director's Office. The Department requests an increase for its Vehicle Lease Payments line item to accommodate increases in statewide vehicle costs including fuel, maintenance, and insurance. <i>Statutory authority: Section 24-30-1104 (2), C.R.S.</i></p>						
SWDI-2	(16,325)	0	0	0	(16,325)	0.0
<p>Printing of Statewide Warrants and Mainframe Documents</p> <p>Various. The Department requests a total statewide increase of \$207,494, to be appropriated amongst the departments that utilize the centralized printing of warrants and mainframe documents. Of this amount, \$68,113 is General Fund. Prior to the OIT consolidation, these expenses were included in the IT common policy rates, based on a department's usage. The OIT consolidation transferred this function, and the associated costs, to the Division of Central Services. The request also decreases the Office of the State Controller's Operating Expenses line item by \$16,325 General Fund. These fund are used to purchase warrant stock, and would instead be accounted for in the Division of Central Services' billings to user agencies. The Department states that it can absorb this cost within its contingency spending authority. <i>Statutory authority: Section 24-30-1101, C.R.S.</i></p>						
NP-1	0	0	5,713	0	5,713	0.0
<p>Central Services</p> <p>Central Services, Integrated Document Solutions. Corresponding spending authority to provide printing services to the Department of Agriculture's Brand Board for its FY 2011-12 brand assessment. <i>Statutory Authority: Section 35-43-115 (1), C.R.S.</i></p>						
NP-11	0	258,200	0	0	258,200	0.0
<p>Federal Fund Repayment for Cash Fund Transfer</p>						

Department Decision Item	GF	CF	RF	FF	Total	FTE
<p>Office of Administrative Courts, Operating Expenses. The Department is requesting an increase to its Vehicle Lease Payments line item to accommodate increases in statewide vehicle costs including fuel, maintenance, and insurance. <i>Statutory authority: Section 24-30-1104 (2), C.R.S.</i></p>						
Department Total	\$67,219	\$258,200	\$8,664	\$0	\$334,083	1.0

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BASE REDUCTION ITEM PRIORITY LIST

Non-Prioritized Base Reduction	GF	CF	RF	FF	Total	FTE
NP-5	(127,157)	0	0	0	(127,157)	0.0
<p>2.0 Percent Across the Board Personal Services Reduction</p> <p>Various. The Department requests a reduction of \$127,157 General Fund for Personal Services line items funded with General Fund. This is part of a one-year, temporary reduction to the General Fund portion of all Personal Services appropriations for FY 2011-12. <i>Statutory authority: Sections 24-37-301 and 304, C.R.S.</i></p>						
NP-6	(6,349)	0	(8,256)	0	(14,605)	0.0
<p>Pro-rated Benefits</p> <p>Executive Director's Office. The Department requests to reduce its Health, Life, and Dental line item appropriation by a total of \$14,605, which includes \$6,349 General Fund. This reduction is part of a statewide request to reduce the State's Health, Life, and Dental (HLD) benefit contribution amounts for part-time employees. The change would be ongoing. <i>Statutory authority: Section 24-50-603 (7), C.R.S., Section 24-50-604 (1), C.R.S., and Section 24-50-604 (3), C.R.S.</i> This policy change requires legislation.</p>						
NP-7	(160,447)	(58,391)	(266,884)	0	(485,722)	0.0
<p>Statewide 2.5 Percent PERA Reduction</p> <p>All Divisions. The Department requests a continuation of S.B. 10-146, which modified the State and employee contribution rates to the Public Employees' Retirement Association (PERA) for one-year only. This request extends the policy for an additional year, so that for FY 2011-12 the State's contribution rate will continue to be decreased by 2.5 percent, and the employee's contribution rate will continue to be increased by a commensurate amount. <i>Statutory authority: The statutory authority for FY 2010-11 is Section 24-51-401 (1.7), C.R.S.</i> However, legislation is required to continue this policy for FY 2011-12.</p>						
Total	(293,953)	(58,391)	(275,140)	0	(627,484)	0.0

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OVERVIEW OF NUMBERS PAGES

The following table summarizes the total change, in dollars and as a percentage, between the Department's FY 2010-11 appropriation and its FY 2011-12 request.

Total Requested Change, FY 2010-11 to FY 2011-12 (millions of dollars)

Category	GF	CF	RF	FF	Total	FTE
FY 2010-11 Appropriation	\$5.5	\$9.6	\$157.1	\$0.0	\$172.2	391.3
FY 2011-12 Request	4.4	8.9	156.5	0.0	169.8	393.5
Increase / (Decrease)	(\$1.1)	(\$0.7)	(\$0.6)	\$0.0	(\$2.4)	2.2
Percentage Change	-20.0%	-7.3%	-0.4%	n/a	-1.4%	0.6%

The following table highlights the individual changes contained in the Department's FY 2011-12 budget request, as compared with the FY 2010-11 appropriation. For additional detail, see the numbers pages in Appendix A.

Requested Changes, FY 2010-11 to FY 2011-12

Category	GF	CF	RF	FF	Total	FTE
Department Base Request Adjustments						
Restore FY 2010-11 PERA reduction	56,577	94,893	424,489	0	575,959	0.0
Non-OIT common policy adjustments	463,450	(149,610)	134,331	0	448,171	0.0
Annualize prior year legislation	73,731	(501,378)	492,878	0	65,231	(1.2)
OIT common policy adjustments	(1,477,262)	(14,580)	(121,450)	0	(1,613,292)	0.0
Annualize prior year decision items	0	(250,000)	0	0	(250,000)	0.0
Subtotal	(\$883,504)	(\$820,675)	\$930,248	\$0	(\$773,931)	(1.2)
Department Decision Items						
Office of State Controller - finance document management (DI-1)	83,544	0	0	0	83,544	1.0
Statewide Decision Items and Policies, DPA Impact						

Category	GF	CF	RF	FF	Total	FTE
Federal fund repayment from Administrative Courts Cash Fund transfer to General Fund (NP-11)	0	258,200	0	0	258,200	0.0
Vehicle replacement (SWDI-1)	0	0	2,951	0	2,951	0.0
Administrative courts - increase services to school districts	0	21,937	(21,937)	0	0	0.0
Risk management and worker's compensation policies	0	0	(988,016)	0	(988,016)	0.0
Statewide PERA adjustment (NP-3)	(160,447)	(58,391)	(266,884)	0	(485,722)	0.0
Indirect cost assessment	0	(112,952)	(296,244)	0	(409,196)	0.0
2.0 percent statewide personal services reduction (NP-5)	(127,157)	0	0	0	(127,157)	0.0
Statewide printing of statewide warrants and mainframe documents (NP-9)	(15,973)	175	934	0	(14,864)	0.0
Pro-rated benefits (NP-6)	(6,349)	0	(8,256)	0	(14,605)	0.0
Subtotal	(\$309,926)	\$108,969	(\$1,577,452)	\$0	(\$1,778,409)	0.0
DPA corresponding spending authority						
Dept of Agriculture, Brand Assessment	0	0	5,713	0	5,713	0.0
Total Change	(\$1,109,886)	(\$711,706)	(\$641,491)	\$0	(\$2,463,083)	(0.2)

**FY 2011-12 Joint Budget Committee Staff Budget Briefing
Department of Personnel and Administration**

BRIEFING ISSUE

ISSUE: Significant Actions Taken from FY 2007-08 to FY 2010-11 to Balance the Budget

Total appropriations to the Department of Personnel and Administration have decreased since FY 2007-08 due to the statewide consolidation of information technology, which eliminated the Department's Division of Information Technology and reduced its appropriations by \$43.1 million.

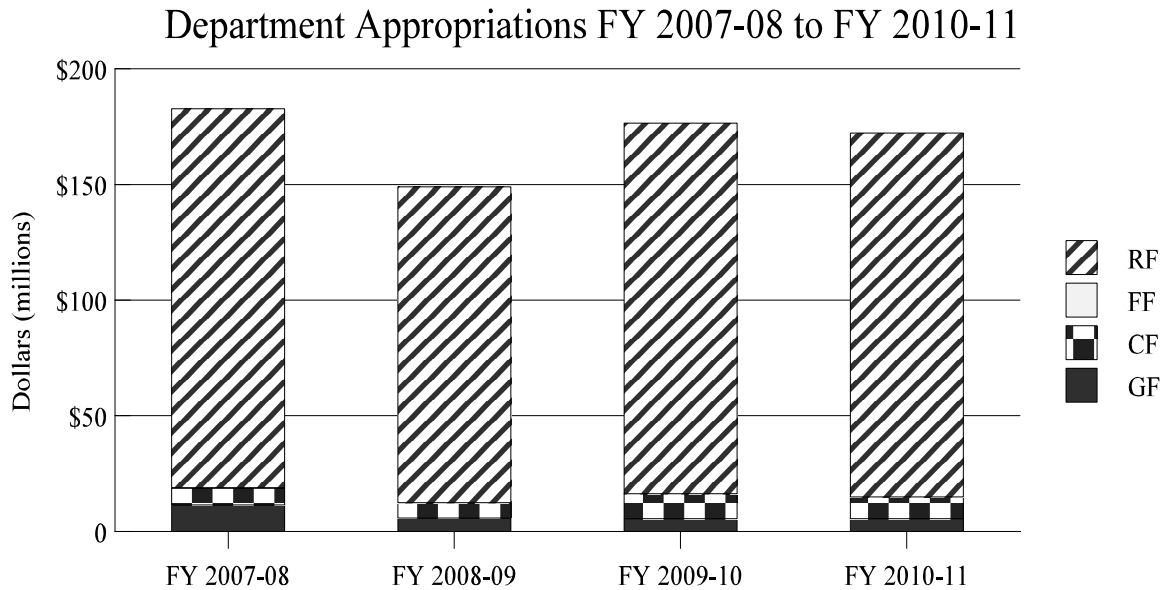
This department is primarily funded by reappropriated funds that are transferred from user agencies. Approximately half of the reappropriated funds originate as General Fund in the user agency. Any budget balancing actions that impact the reappropriated funds would occur in the user agency's appropriations.

SUMMARY:

- ❑ The General Assembly reduced General Fund expenditures by eliminating 8.0 FTE.
- ❑ The General Assembly transferred cash funds to increase General Fund revenue by \$30.0 million for FY 2009-10, and \$400,000 for FY 2010-11.

DISCUSSION:

Appropriations to the Department of Personnel and Administration for FY 2007-08 through FY 2010-11 are illustrated in the bar chart and detailed in the table below.



Department of Personnel & Administration Appropriations FY 2007-08 to FY 2010-11					
	Total Funds	General Fund	Cash Funds	Federal Funds	Reappropriated Funds
FY 2007-08 /a	\$190,266,484	\$11,439,122	\$14,676,758	\$121,000	\$164,029,604
FY 2008-09	148,884,216	5,784,722	6,667,669	0	136,431,825
FY 2009-10	176,507,609	5,576,326	10,828,867	0	160,102,416
FY 2010-11	172,205,054	5,476,140	9,579,235	0	157,149,679
Increase/(Decrease) /b	(\$18,061,430)	(\$5,962,982)	(\$5,097,523)	(\$121,000)	(\$6,879,925)
Percent Change /b	(9.5)%	(52.1)%	(34.7)%	(100.0)%	(4.2)%

a/ FY 2007-08 Appropriations have been adjusted to reflect the same "cash funds" and "reappropriated funds" format implemented in FY 2008-09. Source: Page 394 of the FY 2008-09 Appropriations Report, plus 2009 legislation affecting FY 2007-08 appropriations (S.B. 09-196).

b/ Increase/(Decrease) and Percent Change compare FY 2007-08 and FY 2010-11.

As illustrated in the bar chart above, appropriations to the Department were greatest for FY 2007-08, which is prior to the statewide IT consolidation. The IT consolidation decreased the Department's General Fund appropriation by 49.4 percent, or \$5.6 million. Although the consolidation generated some General Fund savings, the majority of the funds were transferred to the Office of the Governor.

1. The General Assembly reduced General Fund expenditures for this Department through the statewide IT consolidation. This action generated some General Fund savings, but it didn't contribute towards budget-balancing because the majority of the funds were transferred to the Office of the Governor.

Major Budget Balancing Actions from FY 2007-08 to FY 2010-11

1. As mentioned previously, the greatest change is due to the statewide OIT consolidation that occurred for FY 2008-09, which reduced the General Fund appropriation by 49.4 percent. Since FY 2008-09, the General Fund portion of the total appropriation has not exceeded 3.9 percent, so it is challenging to implement major budget balancing actions that are specific to the Department only.
2. The only Department-specific changes occurred through the reduction of 8.0 FTE for FY 2009-10 and FY 210-11. The total General Fund savings position in FY 2009-10, which reduced General Fund appropriations by a total of \$565,172. These reductions were partially offset by a \$330,000 General Fund increase for mail equipment. Both of these adjustments are ongoing for FY 2011-12.

Actions Taken to Increase Available State Revenues

1. The General Assembly transferred a total of \$24.9 million cash funds to the General Fund for FY 2008-09, and \$397,143 cash funds to the General Fund for FY 2009-10. The following table details the fund transfers.

Legislation	Cash Fund Transfers to General Fund	Amount
FY 2008-09		
S.B. 09-208	Capitol Complex Facilities Fund <i>Statutory authority: Section 24-30-1108 (5), C.R.S.</i>	\$2,300,000
S.B. 09-208	Motor Fleet Management Fund <i>Statutory authority: Section 24-30-1115 (3), C.R.S.</i>	1,000,000
S.B. 09-279	State Employees Workers' Compensation Account <i>Statutory authority: Section 24-30-1510.7 (1) (b), C.R.S.</i>	10,316,060
S.B. 09-279	Risk Management Fund <i>Statutory authority: Section 24-30-1510 (1) (b), C.R.S.</i>	10,010,599
S.B. 09-279	Self-Insured Property Fund <i>Statutory authority: Section 24-30-1510.5, C.R.S.</i>	<u>1,295,055</u>
Total, FY 2008-09		\$24,921,714
FY 2009-10		
H.B. 10-1327	Motor Fleet Management Fund <i>Statutory authority: Section 24-30-1115 (4), C.R.S.</i>	<u>397,143</u>
Total, FY 2009-10		\$397,143

**FY 2011-12 Joint Budget Committee Staff Budget Briefing
Department of Personnel and Administration**

BRIEFING ISSUE

ISSUE: Significant *Statewide* Actions Taken from FY 2007-08 to FY 2010-11 to Balance the Budget

Since the most recent economic downturn started in 2008, the General Assembly has taken several actions to reduce current General Fund expenditures and also mitigate future General Fund expenditures. These actions included both one-time and ongoing reductions to personal services, operating, and common policy line items.

SUMMARY:

- ❑ The General Assembly mitigated additional General Fund expenditures by eliminating salary survey and performance-based pay for FY 2009-10 and FY 2010-11.
- ❑ The General Assembly reduced General Fund expenditures by decreasing the appropriations for certain Operating Expenses line items by 5.0 percent. It also delayed vehicle replacements and reduced expenditures for facilities maintenance.
- ❑ The General Assembly reduced appropriations for risk management insurance, which decreased the amount collected by the Department of Personnel and Administration for claims volatility.

DISCUSSION:

The significant statewide budget balancing actions are divided into the two main common policy categories, personal services and operating expenses.

Personal Services

- ❑ *Personal Services line item reductions:* The General Assembly reduced Personal Services line items with more than 20.0 FTE by 1.82 percent for FY 2009-10. This action reduced total statewide expenditures by \$26.5 million, which included \$16.1 million General Fund. Staff notes that the General Assembly's authority pertains only to the appropriations amount, and the Executive Branch chose how it would generate the savings. This one-time reduction applied to FY 2009-10 only, and the moneys were reinstated for FY 2010-11.
- ❑ *Changes to PERA contribution rates:* For FY 2010-11 only, the General Assembly reduced the State's contribution rate to the Public Employees' Retirement Association (PERA) by 2.5 percent. The legislation also increased the employee's contribution rate by a corresponding

amount. The General Assembly only changed the fund source for the benefits contribution amounts, not the employee's actual salary. This action did not affect the salary amount for the purposes of calculating the highest average salary for employment benefits.

- ❑ *Salary survey and performance-based pay:* The General Assembly mitigated additional General Fund expenditures eliminating survey and performance-based pay increases for FY 2009-10, FY 2010-11, and FY 2011-12 (requested). These appropriations are initially based on the results of the Department of Personnel and Administration's annual compensation survey. The amount varies every fiscal year, depending upon factors such as market comparisons and the State's ability to recruit and retain a competent workforce. The following table includes approximations for the amount that the Department would have requested if funds were available for this purpose. The approximate amount of General Fund is based on Long Bill fund splits for prior years.

Anticipated Salary Survey and Performance-Based Pay		
Fiscal Year	Total Funds	General Fund
FY 2009-10	\$48,860,843	\$23,368,605
FY 2010-11	12,588,016	6,832,775
FY 2011-12	37,247,838	20,218,126

Operating Expenses

- ❑ *Facilities maintenance:* The General Assembly reduced appropriations for the Department of Personnel and Administration's facilities maintenance, which reduced funds for custodial services and grounds maintenance at State-owned facilities. This was a one-time action that reduced statewide appropriations by \$320,000 for FY 2009-10 and \$150,000 for FY 2010-11.
- ❑ *Risk management:* The General Assembly reduced the appropriations for liability, property, and workers' compensation claims volatility. This reduced the amounts billed to state agencies by \$2.9 million, including \$1.3 million General Fund. It applied for two years only, FY 2009-10 and FY 2010-11. The Department's request restores these funds for FY 2011-12.
- ❑ *Operating expenses:* The General Assembly reduced certain Operating Expenses line items funded with General Fund by 5.0 percent. The reduction is for two years only, FY 2010-11 and FY 2011-12, after which it may be reinstated.
- ❑ *Vehicle replacements:* The General Assembly limited vehicle replacements for FY 2010-11 to only those critical for health, life, and safety purposes. Of the 620 vehicles eligible for replacement, only 175 were actually replaced (including State Patrol). The cost avoidance for FY 2010-11 was a statewide total of \$860,000 including approximately \$245,000 General Fund. This amount will annualize to \$1.9 million for FY 2011-12, including approximately \$550,000 General Fund.

**FY 2011-12 Joint Budget Committee Staff Budget Briefing
Department of Personnel and Administration**

BRIEFING ISSUE

INFORMATIONAL ISSUE: Proposed Actions to Balance the FY 2011-12 Budget

The Executive Branch's FY 2011-12 budget request includes three statewide budget actions to reduce General Fund expenditures: (1) a continuation of the change to the employer and employee contribution rates for the Public Employees' Retirement Association (PERA); (2) a reduction for the State contributions for health, life, and dental insurance benefits for part-time employees; and (3) a 2.0 percent reduction for the General Fund portion of Personal Services line items.

SUMMARY:

- ❑ The request related to the PERA contribution rates requires legislation. The most important consideration is that **if the Committee chooses to sponsor this legislation, it should be introduced early and fast-tracked**. This legislation would need to be signed by the Governor prior to the introduction of the Long Bill.
- ❑ The Executive Branch also requests that the Committee sponsor legislation to change the State's contribution amounts for employee health, life, and dental benefits based on whether the individual is a full-time or part-time employee.

DISCUSSION:

Continue the Change to the State and Employee PERA Contribution Rates

- ❑ *Background:* For FY 2010-11, the Executive Branch requested that the Committee sponsor legislation to reduce the State's PERA contribution rate by 2.5 percent, and to increase the employee's PERA contribution rate by a corresponding 2.5 percent. The Joint Budget Committee sponsored the required legislation (S.B. 10-146), which affected employees in the *State and Judicial divisions only*, and was effective for one year, FY 2010-11.¹ It reduced General Fund expenditures by \$20.0 million. The following table reflects how the legislation impacted PERA contribution rates for FY 2010-11.

¹ Appendix E is a list of the State Division's members

Impact of S.B. 10-146 to State and Employee PERA Contribution Rates ^{1/}				
	Employer		Employee	
	Prior to S.B. 10-146	FY 2010-11	Prior to S.B. 10-146	FY 2010-11
State Division	10.15%	7.65%	8.0%	10.5%
State Division - State Troopers	12.85	10.35	10.0	12.5
Judicial / State Judges	13.66	11.16	8.0	10.5

1/ Section 24-51-401, C.R.S.

- ❑ **Request:** The Office of State Planning and Budgeting requests that the Committee sponsor legislation to extend the changes for a second year, FY 2011-12. As submitted, the request would reduce expenditures by \$37.0 million total funds, including \$19.6 million General Fund.
 - ❑ **Impact:** Staff assumes that if the changes to the contribution rates continue for FY 2011-12, the legislation's impact will be similar to that for S.B. 10-146. The State division includes approximately 55,000 members, and the Judicial division includes approximately 300 members. Generally, the State division includes all Executive and non-Executive agency employees, employees of institutions of higher education that elect PERA benefits (including certain community colleges), and several other boards and associations under State government oversight. The legislation applies to participants in both the defined benefit and the defined contribution plans.
 - ❑ **Primary Consideration:** This legislation significantly impacts appropriations for the Long Bill because it affects every Personal Services line item in every department. The Long Bill appropriations are calculated according to current law, and in order to include this legislation's fiscal impact in the Long Bill, it must be signed by the Governor prior to the Long Bill's introduction. *If* the Committee chose to sponsor this legislation, **it is imperative that it is introduced early and moves quickly, so it is law prior to the introduction of the Long Bill.**
- If the Committee does not sponsor this legislation, JBC staff would restore the FY 2010-11 reductions for the FY 2011-12 Long Bill.
- ❑ **Secondary Consideration:** As requested, the fiscal impact does not include the institutions of higher education. For FY 2010-11, ARRA restrictions prohibited the General Assembly from reducing the General Fund appropriations for the institutions, and they used the savings for other purposes. However, staff's understanding is that these restrictions do not apply for FY 2011-12.

If the Committee sponsors the legislation, it will need to consider whether to reduce the General Fund appropriations to the institutions of higher education to reflect the legislation's fiscal impact, or whether to permit them to retain the funds and use them for other purposes. Staff's understanding is that the legislation will reduce the institutions' General Fund expenditures by approximately \$18.0 million.

Changing State Contribution Amounts for Health, Life, and Dental Benefits

- ❑ *Request:* The FY 2011-12 budget submission includes a request for the Committee to sponsor legislation to change how the State calculates its contribution amounts for health, life, and dental benefits. Currently, an individual employee who works the equivalence of one regularly scheduled full workday per month is eligible for full benefit coverage.

As requested, the State would continue to fund 100.0 percent of the benefit contribution amounts for employees who work at least 20 hours per week (50.0 percent time). The State would contribute 50.0 percent of the annual rate for employees who work between 10 and 19 hours per week (25.0 percent to 49.9 percent time). The State would eliminate its contributions for employees who work less than 10 hours per week (less than 24.9 percent time).

- ❑ *Impact:* As requested, the legislation would apply to all employees who participate in the State's health, life, and dental insurance group plans. The employee would assume responsibility for the difference between the new contribution rate and the premium amount.
- ❑ *Fiscal Impact:* As submitted, the requested legislation would save \$2.0 million total funds, including \$1.6 million General Fund.
- ❑ *Considerations:* Currently, the State automatically enrolls every employee in a basic life insurance plan that provides \$50,000 coverage for accidental death & dismemberment. One reason for automatic enrollment is to expand the risk pool, which lowers the individual premiums. If employees must contribute for this cost, it is possible that some people may not participate at all. This alters the risk pool, and the State's premiums may increase so that the legislation costs the State more than it saves.
- ❑ *Consideration, higher education:* As submitted, the request did not include the fiscal impact for the institutions of higher education. If the Committee chose to carry this legislation, it would need to consider whether it wants to reduce the General Fund appropriations to the institutions according to the anticipated savings. The institutions provided staff with preliminary information, and it does not appear that this legislation would generate a significant amount of General Fund savings by eliminating contributions for enrollees who work less than 25.0 percent full-time.

Additional statewide General Fund reductions

- ❑ 1.0 percent "across the board" reduction: The Governor's August, 2010 budget balancing submission included a request to reduce the General Fund portion of Personal Services line item appropriations by 1.0 percent for FY 2010-11. Staff notes that this reduction applies to the current fiscal year, FY 2010-11, and the Committee will consider the request as a part of supplemental presentations in January. As submitted, the request reduces expenditures by \$5.4 million total funds, including \$4.9 million General Fund. The inclusion of other fund sources (\$0.5 million) is the result of a reduction impacting other fund sources, such as matching Medicaid dollars. The request exempts those line items that fund 24-hr institutions or direct services, such as the Departments of Corrections, Human Services, and Public Safety. The request applies to FY 2010-11 only.

- ❑ 2.0 percent "across the board" reduction: The FY 2011-12 budget requests include a statewide, across the board reduction to the General Fund portion of the personal services appropriations. As submitted, the request will reduce expenditures by \$10.9 million, including \$10.0 million General Fund. The inclusion of additional fund sources (\$0.9 million) is the result of a reduction impacting other fund sources, such as matching Medicaid dollars. Also, there are exemptions for those line items that fund 24-hr institutions or direct services, such as the Departments of Corrections, Human Services, and Public Safety. The request applies to FY 2011-12 only.

**FY 2011-12 Joint Budget Committee Staff Budget Briefing
Department of Personnel and Administration**

BRIEFING ISSUE

INFORMATIONAL ISSUE: Statewide Common Policies, excluding IT

The Department administers various policies that are common to all departments. This briefing issue provides an overview of these policies, as well as factors for the Committee to consider when it sets their appropriations amounts.

SUMMARY:

- ❑ Statewide common policies are typically divided into two main categories: (1) total compensation, which includes policies such as statewide salary adjustments, employee group benefits, and supplemental retirement contributions; and (2) operating common policies, which refer to a variety of statewide services such as workers' compensation insurance premiums, fleet vehicle management, and administrative law judges.
- ❑ Every agency's Long Bill includes appropriations for these purposes. In some cases, the Committee sets the policy, such as salary adjustments, and each agency then applies the calculation to determine its appropriation. For other policies, the Committee first determines a set statewide appropriations amount, and the dollars are allocated to user agencies proportionally.

DISCUSSION:

For budget-balancing purposes, it is helpful to know which policies will reduce General Fund expenditures more than others. The following table lists the approximate statewide amount that is appropriated for each common policy, as well as the percentage of that amount that originates as General Fund. Please note that the following amounts are *approximations*, based on figure-setting documents and prior year Long Bill fund splits.

Approximate Appropriation and General Fund for Statewide Common Policies ^{1/}		
Common Policy	Approximate Appropriation	% General Fund
Health, Life, and Dental ^{2/}	\$140,000,000	60.0%
Salary Survey and Performance-based Pay	\$48,860,000	48.0%
Amortization Equalization Disbursement (AED) ^{2/}	\$27,600,000	58.0%
Supplemental Amortization Equalization Disbursement (SAED) ^{2/}	\$17,000,000	58.0%
Shift Differential	\$9,900,000	83.0%
Short-term Disability ^{2/}	\$2,100,000	58.0%
Risk Management (Liability & Property)	\$16,400,000	68.0%
Workers' Compensation	\$37,100,000	60.0%
Vehicle Lease Payments	\$13,300,000	33.0%
Capitol Complex Lease Space	\$9,700,000	48.0%
Administrative Law Judges	\$4,400,000	18.0%
1/ These amounts are approximations, based on figure-setting documents and Long Bill fund splits.		
2/ Does not include the non-appropriated positions in the Department of Higher Education.		

TOTAL COMPENSATION

Pursuant to Section 24-50-104 (1) (a) (I), C.R.S., total compensation includes (but is not limited to): (1) salary; (2) health, life, and dental benefits; (3) supplemental PERA contributions; (4) shift differential; (5) short-term disability; (6) salary survey; and (7) performance-based pay. The Department of Personnel and Administration (DPA) is required to conduct an annual review of the State's total compensation system to determine if it is comparable with other public and private sector employers (Section 24-50-104 (1) (a) (II), C.R.S.). The purpose is to ensure the State's ability to recruit, retain, and motivate a qualified workforce.

The Department of Personnel and Administration's Executive Director is required to submit to the Governor and Joint Budget Committee an Annual Compensation Report, including a letter of recommendation for annual adjustments to state employee compensation. Recommendations should consider the results of the annual compensation survey, fiscal constraints, and the State's ability to recruit and retain employees. The letter includes recommendations for adjustments to employee take-home pay (salary survey, performance-based pay, and shift differential), as well as employee group benefits (health, life and dental benefits and short-term disability benefits). The appropriations for the supplemental PERA contributions are statutorily determined, but the letter is to provide their fiscal impact for the upcoming year.

Health, Life, and Dental

Pursuant to Section 24-50-609 (2) (b) (I), C.R.S., the State appropriates funds for employee health, life, and dental insurance premiums. Appropriations for these purposes are consolidated into a single line item, "Health, Life, and Dental", in each Executive Director's Office. The single line item appropriation gives a department the flexibility to transfer centrally appropriated spending authority to the line items for which it has health, life, and dental insurance expenditures. This flexibility enables agencies to absorb shifts in enrollment amongst its employees.

- ❑ Eligibility: Eligible participants in the State's benefits program are defined pursuant to Section 24-50-603 (7), C.R.S. Both full and part-time employees are eligible to participate, although statute specifically excludes temporary employees. Classified employees in the Department of Higher Education are also included, but non-classified employees, such as faculty and administrators, have a separate benefits program with different contribution and premium levels. Currently, an individual employee who works the equivalence of one regularly scheduled full workday per month is eligible for the full State contribution amount for these benefits.

Every employee is automatically enrolled for the State's life insurance benefits, and the State pays the full premium cost for \$50,000 of accidental death and dismemberment coverage. An employee may contribute additional funds and receive a greater insurance amount, if desired.

- ❑ Funding: The State Personnel Director submits requests for health, life, and dental contribution funding amounts, typically in comparison to the average market employer contribution amounts. For FY 2011-12, the Department requests health insurance contributions that equivalent to 90.0 percent of the average market employer contributions for health insurance, 85.0 percent of this amount for dental insurance, and 72.0 percent for life insurance.

The following tables list the State employee contribution amounts that the State Personnel Director recommended in the FY 2011-12 total compensation letter. Staff was told that the letter represents the Executive Branch's formal request for FY 2011-12. The second table reflects how the request for health insurance premiums compares to the prevailing market.

The Committee appropriates the statewide funds for health, life, and dental benefits. If the Committee appropriates less than the requested amount, the contribution amounts in the following table would decrease, and the employee's portion of the contribution would increase.

Requested FY 2011-12 Monthly Contribution Amounts for Employee Benefits			
Tier	Health	Life	Dental
Employee	\$368.42	\$9.40	\$23.80
Employee + Spouse	623.42	9.40	39.00
Employee + Child(ren)	659.66	9.40	41.18
Family	914.5	9.40	56.38
Source: August, 2010 Total Compensation Request			

Comparison of the Requested State Contribution Rates for Employee Health Care Insurance Premiums to the Market, FY 2011-12^{1/}			
Tier	Department's Request	Prevailing Market	Difference
Employee	\$368.42	\$436.00	\$67.58
Employee + Spouse	623.42	738.14	114.72
Employee + Child(ren)	659.66	781.32	121.66
Family	914.5	1,083.46	168.96
1/ Source: Department of Personnel and Administration's Total Compensation Recommendation Letter, August 6, 2010			

Salary Survey and Performance-based Pay

The State Personnel Director's annual total compensation letter includes recommendations for these line items, based on the annual compensation survey. *Salary survey* appropriations are inflationary increases intended to keep the State's salaries competitive with the market. *Performance-based pay* appropriations are for the purpose of recognizing high-performing employees. Based on the General Fund revenue shortfall, the General Assembly did not appropriate funds for these purposes for FY 2009-10 and FY 2010-11. The Executive Branch also did not request these appropriations with its FY 2011-12 budget request. The Committee's influence for these line items includes whether or not to fund them, and if so, the amount.

Amortization Equalization Disbursement (AED) and Supplemental Amortization Equalization Disbursement (SAED)

These line item appropriations are intended to address the Public Employees' Retirement Association's (PERA) unfunded liabilities. The amounts are statutorily defined and based on a percentage of each employee's salary. The AED contributions began in 2006, and the SAED contributions began in 2008. Both appropriations are incrementally increasing each year until they reach the maximum contribution amount, 5.0 percent each, in 2017. The following table reflects the

contribution rates for AED and SAED through 2017.

Amortization Equalization Disbursement (AED) and Supplemental Amortization Equalization Disbursement (SAED) Contributions - for the State Division <i>only</i>			
	AED	SAED	Combined AED & SAED Contributions
January 1, 2006	0.50%	-	0.50%
January 1, 2007	1.00%	-	1.00%
January 1, 2008	1.40%	0.50%	1.90%
January 1, 2009	1.80%	1.00%	2.80%
January 1, 2010	2.20%	1.50%	3.70%
January 1, 2011	2.60%	2.00%	4.60%
January 1, 2012	3.00%	2.50%	5.50%
January 1, 2013	3.40%	3.00%	6.40%
January 1, 2014	3.80%	3.50%	7.30%
January 1, 2015	4.20%	4.00%	8.20%
January 1, 2016	4.60%	4.50%	9.10%
January 1, 2017	5.00%	5.00%	10.00%

Shift Differential

Shift differential pay is compensation that is in addition to an employee's base salary, and it is intended to address staffing problems due to turnover or prolonged vacancies for second and third shift positions. Shift differential pay is not a federal requirement, and the State is not required to pay it. The State's only requirements under the Fair Labor Standards Act are to pay a minimum wage and overtime pay for more than 40 hours per week. The Committee may decide whether or not to appropriate funds for this purpose, and if so, for what amount.

Short-term Disability

Short-term disability coverage provides for the partial payment of an employee's salary if an individual becomes disabled and is unable to work (Section 24-50-603 (13), C.R.S.). The State fully funds this benefit for all employees, and it provides up to 60.0 percent of an employee's salary for a period not to exceed six months. The rate increased for FY 2011-12 from 0.155 percent to 0.177 percent of an employee's base salary. The insurance carrier states that the increase is because during the last three years, the plan has experienced an incurred a loss ratio of 98.0 percent. The expected rate for other similar plans is 85.0 percent.

OPERATING COMMON POLICIES

Risk Management

The State's Risk Management program provides insurance coverage to departments and agencies for property, liability, and workers' compensation insurance. Appropriations for property and liability coverage are combined in the "Risk Management" line item, and appropriations for workers' compensation are in a different line item titled "Workers' Compensation". The State is self-insured for workers' compensation and liability, and it purchases property insurance from the private sector. Generally, appropriations for risk management line items are calculated by using actuarially determined prospective claims losses. The larger institutions of Higher Education administer their own risk management programs and those funds are not included in the following table. The total dollar amount appropriated to departments for property and liability coverage decreased significantly for FY 2010-11 because these cash funds had accumulated an excess fund balance. The General Assembly chose to decrease the billings to user agencies, so the Department collected less funds and instead spent down the fund balance.

Statewide Risk Management Expenditures					
	FY 2006-07 Actual	FY 2007-08 Actual	FY 2008-09 Actual	FY 2009-10 Actual	FY 2010-11 Appropriated
Workers' Compensation	\$30,305,844	\$35,473,864	\$36,202,854	\$42,253,272	\$36,964,341
Property	6,556,767	9,047,174	7,997,934	10,297,398	2,667,289
Liability	<u>4,540,332</u>	<u>4,951,379</u>	<u>6,435,247</u>	<u>9,529,022</u>	<u>2,916,592</u>
Total	\$41,402,943	\$49,472,417	\$50,636,035	\$62,079,692	\$42,548,222

Payment to Risk Management and Property Funds

The General Assembly combines the appropriations for liability and insurance premiums in each department's "Payment to Risk Management and Property Funds" line item, which is typically located in each executive director's office. This appropriation is transferred, as reappropriated funds, to the Department of Personnel and Administration for the program's costs. Both the liability and property funds receive revenues from two primary sources: payments from state agencies and interest earned on the fund balance. Although the Risk Management and Liability cash funds themselves are continuously appropriated, the Committee's appropriations authority determines the cash flow into the funds. This amount impacts the available fund reserves, which also impacts the Department's flexibility to spend from the funds.

- *Property*: The State provides property insurance coverage for State assets through a combination of self-insurance and commercial property insurance. It carries commercial property insurance through AIG to insure losses to 5,000 state buildings and their contents. The State also provides coverage for boiler and machinery, State aircraft, and crime loss. These premium costs are assessed by a combination of loss history and the value of property within an agency.

- ❑ Liability: The State is self-insured for its liability program, which is used to pay liability claims brought against the state. This program is funded by the Risk Management Fund (Section 24-30-1510, C.R.S.). It provides coverage to state agencies and employees for tort and federal claims, including those arising out of the scope of employment. Judgements for liabilities that do not involve federal law are limited by the Governmental Immunity Act (Section 24-10-114, C.R.S.) This act limits judgements to \$150,000 per person and \$600,000 per occurrence. However, this act does not apply to liabilities that pertain to federal law (such as the Americans with Disabilities Act or discrimination based on age, gender, or race, etc.).
- ❑ FY 2011-12 request: For FY 2010-11, the Risk Management Fund had accumulated an excess fund balance. Instead of transferring the cash funds to the General Fund for budget-balancing purposes, the Committee reduced the statewide billings for property premiums by \$6.5 million, and for liability premiums by \$6.8 million. This allowed the Department to spend down the fund balance, and also reduced funding needs for the agencies. The Department reinstated these amounts with its FY 2011-12 request, which is why there is a significant increase in the requested appropriations amounts for FY 2011-12.

Workers' Compensation

- ❑ Background: The State is self-funded for workers' compensation. The Department contracts with an actuary to estimate the State's total current liability by analyzing the prior three year's losses. Using this same data, the actuary then estimates the allocation for each agency as a percent of the total (including each institution of Higher Education). The Department then adjusts the actuary's estimate for revised overhead expenditures such as personal services salaries and benefits, as well as statewide common policies.

The greatest number of claims are for the Departments of Corrections and Human Services, which reflects the provision of direct services to at-risk populations. The Department of Transportation also generates a large number of workers' compensation claims and expenditures, but the General Assembly does not appropriate funds to this department for this specific purpose.

- ❑ Request: The Department's request is based on all of the program's expenditures, including how the Department has allocated its own internal costs to the program. The request also includes additional funds to maintain a 16.5 percent reserve fund balance.
- ❑ Appropriations: The Committee generally can not influence the amount of workers' compensation dollars paid by the State, because the expenditures amount for a given fiscal year also includes ongoing payments for claims from prior years. However, given that certain workplace injuries can be prevented, it is reasonable to question whether departments are actively practicing methods to avoid, or mitigate, workers' compensation claims. It is also reasonable for the Committee to examine the various components that are included in the

statewide cost, as well as the requested percentage of fund balance.

Capitol Complex Lease Space

- ❑ Background: Pursuant to Section 24-82-101, C.R.S., the Department of Personnel and Administration maintains oversight of state-owned facilities in three distinct locations: (1) Denver; (2) Grand Junction; and (3) Camp George West. Each location has distinct rental rates that reflect variances between the locations and each property's specific use. The Department's responsibilities include: (1) maintains plumbing, electrical, and HVAC systems; (2) custodial work; (3) grounds maintenance; and (4) building security.
- ❑ Request: The Department requests appropriations for each agency based on the number of square feet that it occupies in the various buildings, and the amount is reflected in each agency's "Capitol Complex Lease Space" line item. These moneys are then transferred to the Capitol Complex fund, and the Department is appropriated spending authority from this fund.
- ❑ Appropriations: The Committee determines the amount of spending authority for the Department, including the funds available for personal services and operating expenses. These amounts influence what is then billed to the Departments. Although a certain amount of funds is necessary to keep the buildings functioning, in recent years the Committee has reduced the appropriation with the intent of reducing facilities maintenance expenditures (custodial, grounds maintenance, etc.). The Committee may also adjust billings to user agencies in order to increase or decrease the cash fund's reserve balance.

Vehicle Lease Payment

- ❑ Background: In accordance with Section 24-30-1104 (2), C.R.S., the Department of Personnel and Administration is responsible for operating and maintaining the State's vehicle fleet. The State Fleet Management Program, in consultation with user agencies, determines the number of vehicles that need to be replaced. It uses a 100,000 mile starting criterion to analyze replacement vehicles for all departments except for the Department of Public Safety (Colorado State Patrol), which has historically replaced vehicles at approximately 80,000 miles. Vehicles that are not a part of the State Patrol are usually replaced between approximately 130,000 and 140,000 miles.
- ❑ Appropriations: New vehicles are delivered to the State beginning in March, so a department is appropriated funds for four months during the first year of a vehicle lease. This amount is then annualized to 12 months for the following year. Fluctuations in a department's "Vehicle Lease Payments" line item are typically due to: (1) the acquisition and replacement of vehicles; and (2) the department's lease payment cycle. If the number of vehicles being replaced is similar to the number of vehicles that have reached the end of their lease, the requested appropriation will remain relatively consistent. However, if the number of vehicles ending their lease is greater than the number of replacements, the line item's appropriation will decrease, and vice-versa. The Committee may control expenditures by approving the

number of vehicles to be replaced, as well as deciding whether to approve a Department's request for a new vehicle.

Administrative Law Judges

- ❑ Background: The Administrative Law Judges line item appropriates funds that are transferred from user agencies to the Division of Administrative Courts. This division conducts workers' compensation merit hearings for the entire state, public benefits cases that include food stamps, Colorado Works, and Medicaid. It also reviews professional licensing board work that involves the denial, revocation, suspension, and other disciplinary matters, and cases involving the Fair Campaign Practices Act.

- ❑ Appropriations: The expenses are allocated amongst departments by using the most recent actual fiscal year's utilization rates, so that FY 2011-12 rates are calculated by using the FY 2009-10 actual utilization amounts. The Committee may assess the components that the Department included in its requested statewide amount, such as increases in personal services and operating expenses, as well as how the Department allocated its own internal expenditures to the common policies.

Continuous vs. Contingency Spending Authority

In prior years the department has discussed with the Committee the issues of continuous spending authority and contingency spending authority. Given that these items are a frequent topic of conversation, especially regarding the cash funds for statewide common policies, it may be helpful to differentiate between the two.

- ❑ Continuous spending authority: Continuous spending authority permits a department to spend from a cash fund without requiring an appropriation from the General Assembly. Once a department is granted continuous spending authority for a certain cash fund, the General Assembly has no control over how much a department spends, or for what purpose. The only limits on a department's expenditures are the statutory provisions regarding the use of moneys from that particular fund, as well as the fund's balance itself. There are recurring discussions about continuous spending authority for many of the Department's cash funds. Considering that the cash funds in question are for statewide common policies or for services that impact many departments, staff does not believe that it is in the General Assembly's best interests to give away its appropriations authority for these funds.

- ❑ Contingency spending authority: The purpose of contingency spending authority is to appropriate additional spending authority to the Department so that it can respond to unanticipated requests for services. For FY 2009-10 and FY 2010-11, the Department was appropriated an additional 20.0 percent contingency spending authority for its mail and print services. The intent is that contingency funds are to allow the Department to quickly respond to unanticipated requests, particularly when it is not able to submit a regular or emergency supplemental request.

Based on the Department's FY 2011-12 budget request, it is apparent that there are different understandings regarding the intended use of these funds. For example, the Department's change request for statewide warrant printing states that the Department is not requesting an increase for its spending authority because it can absorb the additional \$200,000 expenditures "due to the availability of contingency spending authority." This request is for an ongoing, recurring expenditure that will permanently increase the line item's base appropriation, thus requiring a formal budget request. Otherwise, the approach permanently increases the base spending authority without approval from the General Assembly.

Staff assumes that the Department genuinely misunderstands the purpose of contingency funds. Once the issue has been clarified, staff recommends that the Committee suggest to the Department that it submit a formal change request for any permanent adjustments to the base appropriation. Staff notes that the purpose is not to require the Department to submit a request for the use of the contingency spending authority, rather just for those ongoing expenditures that will permanently increase the base appropriation. Otherwise, the actions are similar to *continuous* spending authority, which statute does not authorize.

**Fiscal Year 2011-12 Joint Budget Committee Staff Budget Briefing
Department of Personnel and Administration**

APPENDIX A: NUMBERS PAGES

	FY 2008-09 Actual	FY 2009-10 Actual	FY 2010-11 Approp	FY 2011-12 Request	Change Requests
DEPARTMENT OF PERSONNEL AND ADMINISTRATION					
Executive Director: Rich Gonzales					
<p>The Department's Long Bill divisions were reorganized for FY 2009-10 and subsequent years. The FY 2008-09 expenditures are still reflected according to that year's Long Bill line items. The symbol "N/A" indicates a line item that was reorganized for FY 2009-10.</p> <p>Fund source shifts between General Fund and reappropriated funds most likely indicate refinancing with statewide indirect cost recoveries. If a greater amount of statewide indirect cost recoveries (categorized as reappropriated funds) are available a certain year, they can offset a greater amount of General Fund. If a lesser amount of statewide indirect cost recoveries are available the prior or following year, the difference is backfilled with General Fund. This scenario <i>may</i> explain changes in the fund source, but <i>does not</i> account for any differences in the appropriation amount.</p>					

(1) EXECUTIVE DIRECTOR'S OFFICE

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

(A) Department Administration

Personal Services	1,663,416	1,670,740	1,641,223	1,611,731	DI-NP#5, #7
FTE	<u>20.2</u>	<u>19.4</u>	<u>19.5</u>	<u>19.5</u>	
General Fund	0	4,486	0	0	
Cash Funds	0	25,497	0	0	
Reappropriated Funds	1,663,416	1,640,757	1,641,223	1,611,731	

	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	Change
	Actual	Actual	Approp	Request	Requests
Health, Life, and Dental	<u>1,781,461</u>	<u>2,022,815</u>	<u>2,041,745</u>	<u>2,107,935</u>	DI-NP#6
General Fund	579,970	433,709	489,159	591,582	
Cash Funds	0	9,532	245,624	136,189	
Reappropriated Funds	1,201,491	1,579,574	1,306,962	1,380,164	
Short-term Disability	<u>22,670</u>	<u>29,286</u>	<u>30,464</u>	<u>34,457</u>	
General Fund	3,661	7,753	5,346	12,548	
Cash Funds	0	1,785	8,789	2,379	
Reappropriated Funds	19,009	19,748	16,329	19,530	
S.B. 04-257 Amortization Equalization Disbursement	<u>329,919</u>	<u>373,212</u>	<u>467,817</u>	<u>545,080</u>	
General Fund	44,125	107,770	89,590	198,494	
Cash Funds	0	21,234	99,238	37,641	
Reappropriated Funds	285,794	244,208	278,989	308,945	
S.B. 06-235 Supplemental Amortization Equalization Disbursement	<u>143,957</u>	<u>233,289</u>	<u>346,117</u>	<u>438,010</u>	
General Fund	19,950	66,128	84,397	159,504	
Cash Funds	0	13,728	77,362	30,247	
Reappropriated Funds	124,007	153,433	184,358	248,259	
Salary Survey and Senior Executive Service	<u>804,924</u>	<u>0</u>	<u>0</u>	<u>0</u>	
General Fund	362,947	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	441,977	0	0	0	

	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	Change
	Actual	Actual	Approp	Request	Requests
Performance-based Pay	<u>325,410</u>	<u>0</u>	<u>0</u>	<u>0</u>	
General Fund	141,466	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	183,944	0	0	0	
Shift Differential	<u>39,126</u>	<u>34,810</u>	<u>30,600</u>	<u>41,710</u>	
Cash Funds	0	0	0	5	
Reappropriated Funds	39,126	34,810	30,600	41,705	
Workers' Compensation	<u>205,462</u>	<u>291,834</u>	<u>296,051</u>	<u>263,426</u>	
General Fund	61,346	72,439	73,486	64,773	
Cash Funds	0	8,172	10,753	7,917	
Reappropriated Funds	144,116	211,223	211,812	190,736	
Operating Expenses	<u>92,440</u>	<u>83,080</u>	<u>95,440</u>	<u>95,512</u>	DI-NP#9
Cash Funds	0	15,732	0	0	
Reappropriated Funds	92,440	67,348	95,440	95,512	
Legal Services	<u>363,978</u>	<u>215,974</u>	<u>223,651</u>	<u>223,651</u>	
Hours	<u>4,847</u>	<u>2,865</u>	<u>3,048</u>	<u>3,048</u>	
General Fund	314,815	170,759	175,331	175,331	
Reappropriated Funds	49,163	45,215	48,320	48,320	
Administrative Law Judge Services	<u>2,414</u>	<u>6,191</u>	<u>5,226</u>	<u>3,325</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	2,414	6,191	5,226	3,325	

	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	Change
	Actual	Actual	Approp	Request	Requests
Purchase of Services from Computer Center	<u>2,294,353</u>	<u>2,141,646</u>	<u>4,705,444</u>	<u>3,073,737</u>	
General Fund	947,875	884,787	1,588,930	111,409	
Cash Funds	0	0	358,622	343,876	
Reappropriated Funds	1,346,478	1,256,859	2,757,892	2,618,452	
Multiuse Network Payments					
Reappropriated Funds	67,547	67,547	160,722	177,220	
Management and Administration of OIT	<u>50,097</u>	<u>51,603</u>	<u>90,717</u>	<u>92,618</u>	
General Fund	14,155	10,681	11,582	11,825	
Cash Funds	292	1,445	7,902	8,068	
Reappropriated Funds	35,650	39,477	71,233	72,725	
Payment to Risk Management and Property Funds	<u>651,845</u>	<u>525,342</u>	<u>159,769</u>	<u>655,206</u>	
General Fund	194,582	130,400	11,484	143,794	
Cash Funds	0	14,711	2,797	45,846	
Reappropriated Funds	457,263	380,231	145,488	465,566	
Vehicle Lease Payments	<u>53,360</u>	<u>76,451</u>	<u>99,325</u>	<u>115,125</u>	DI-NP#10
General Fund	2,005	0	0	0	
Reappropriated Funds	51,355	76,451	99,325	115,125	
Leased Space	<u>1,128,278</u>	<u>1,188,018</u>	<u>1,270,593</u>	<u>1,270,593</u>	
General Fund	372,133	414,295	0	0	
Cash Funds	15,474	13,690	17,163	17,163	
Reappropriated Funds	740,671	760,033	1,253,430	1,253,430	

	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	Change
	Actual	Actual	Approp	Request	Requests
Capitol Complex Leased Space	<u>809,098</u>	<u>875,107</u>	<u>994,125</u>	<u>884,519</u>	
General Fund	559,100	573,264	0	39,868	
Cash Funds	0	0	0	34,729	
Reappropriated Funds	249,998	301,843	994,125	809,922	
Communications Services Payments	<u>887</u>	<u>887</u>	<u>832</u>	<u>848</u>	
General Fund	887	887	832	848	
Reappropriated Funds	0	0	0	0	
Test Facility Lease ^{a/}					
General Fund	119,842	0	0	0	
Employment Security Contract Payment ^{a/}	<u>17,333</u>	<u>0</u>	<u>0</u>	<u>0</u>	
General Fund	10,822	0	0	0	
Reappropriated Funds	6,511	0	0	0	
Employees Emeritus Retirement ^{a/}					
General Fund	7,290	0	0	0	
HIPAA - Security Remediation	219,543	151,132	0	0	
FTE	<u>1.0</u>	<u>0.3</u>	<u>0.0</u>	<u>0.0</u>	
General Fund	77,263	33,369	0	0	
Reappropriated Funds	142,280	117,763	0	0	
Governor's Transition ^{b/}					
General Fund	0	0	0	0	

	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	Change
	Actual	Actual	Approp	Request	Requests
					<i>Request vs. Appropriation</i>
SUBTOTAL (A) Department Administration	11,194,650	10,038,964	12,659,861	11,634,703	-8.1%
FTE	<u>21.2</u>	<u>19.7</u>	<u>19.5</u>	<u>19.5</u>	
General Fund	3,834,234	2,910,727	2,530,137	1,509,976	-40.3%
Cash Funds	15,766	125,526	828,250	664,060	-19.8%
Reappropriated Funds	7,344,650	7,002,711	9,301,474	9,460,667	1.7%

a/ These programs were moved to the (B) Statewide Special Purpose section for FY 2009-10.

b/ The Committee approved a FY 2010-11 interim supplemental request for \$12,650 General Fund. This action will be reflected with the Department's January supplemental presentation.

(B) Statewide Special Purpose^{a/}

(1) Colorado State Employees Assistance Program

Personal Services

Reappropriated Funds	N/A	605,834	617,440	618,885	DI-NP#7
FTE	N/A	8.9	10.0	10.0	

Operating Expenses

Reappropriated Funds	N/A	52,354	52,844	52,881	DI-NP#9
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Indirect Cost Assessment

Reappropriated Funds	N/A	107,889	83,237	106,194	
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	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	Change
	Actual	Actual	Approp	Request	Requests
(2) Office of the State Architect^{a/}	N/A	467,424	458,116	452,554	DI-NP#5,#7,#9
FTE	N/A	<u>5.2</u>	<u>5.0</u>	<u>5.0</u>	
General Fund	N/A	467,424	451,314	452,554	
Cash Funds	N/A	0	6,802	0	
Reappropriated Funds	N/A	0	0	0	
(3) Colorado State Archives^{a/}					
Personal Services	N/A	561,969	524,770	517,426	DI-NP#5, #7
FTE	<u>N/A</u>	<u>7.5</u>	<u>8.0</u>	<u>8.0</u>	
General Fund	N/A	433,336	422,649	408,425	
Cash Funds	N/A	109,538	91,490	98,346	
Reappropriated Funds	N/A	19,095	10,631	10,655	
Operating Expenses	<u>N/A</u>	<u>43,645</u>	<u>53,954</u>	<u>53,984</u>	DI-NP#9
General Fund	N/A	43,645	0	0	
Cash Funds	N/A	0	0	0	
Reappropriated Funds	N/A	0	53,954	53,984	
(4) Other Statewide Special Purpose^{a/}					
Test Facility Lease					
General Fund	N/A	119,842	119,842	119,842	
Employment Security Contract Payment	<u>N/A</u>	<u>17,400</u>	<u>18,000</u>	<u>18,000</u>	
General Fund	N/A	10,889	11,264	11,264	
Reappropriated Funds	N/A	6,511	6,736	6,736	
Employees Emeritus Retirement					
General Fund	N/A	7,290	2,710	2,710	

	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	Change
	Actual	Actual	Approp	Request	Requests
					<i>Request vs. Appropriation</i>
SUBTOTAL - (B) Colorado Statewide Special Purpose		1,983,647	1,930,913	1,942,476	0.6%
FTE	<u>0.0</u>	<u>21.6</u>	<u>23.0</u>	<u>23.0</u>	
General Fund	0	1,082,426	1,007,779	994,795	-1.3%
Cash Funds	0	109,538	98,292	98,346	0.1%
Reappropriated Funds	0	791,683	824,842	849,335	3.0%

a/ These programs were moved to the new "Special Statewide Purpose" section for FY 2009-10. Prior to this, the appropriations were included in other sections of the Long Bill, primarily within the Executive Director's Office.

					<i>Request vs. Appropriation</i>
TOTAL - (1) EXECUTIVE DIRECTOR'S OFFICE	11,194,650	12,022,611	14,590,774	13,577,179	-6.9%
FTE	<u>21.2</u>	<u>41.3</u>	<u>42.5</u>	<u>42.5</u>	
General Fund	3,834,234	3,993,153	3,537,916	2,504,771	-29.2%
Cash Funds	15,766	235,064	926,542	762,406	-17.7%
Reappropriated Funds	7,344,650	7,794,394	10,126,316	10,310,002	1.8%

(2) DIVISION OF HUMAN RESOURCES

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

	FY 2008-09 Actual	FY 2009-10 Actual	FY 2010-11 Approp	FY 2011-12 Request	Change Requests
(A) Human Resource Services					
(1) State Agency Services					
Personal Services	1,927,947	1,759,627	1,628,251	1,595,569	DI-NP#5, #7
FTE	<u>27.2</u>	<u>26.2</u>	<u>20.2</u>	<u>20.2</u>	
General Fund	0	0	0	0	
Cash Funds	0	5,074	0	0	
Reappropriated Funds	1,927,947	1,754,553	1,628,251	1,595,569	
Operating Expenses	<u>80,707</u>	<u>82,129</u>	<u>88,470</u>	<u>84,145</u>	DI-NP#9
Cash Funds	0	1,712	4,400	0	
Reappropriated Funds	80,707	80,417	84,070	84,145	
(2) Training Services	<u>122,724</u>	<u>268,091</u>	<u>268,694</u>	<u>266,945</u>	DI-NP#7
Cash Funds	55,625	145,969	146,572	145,618	
Reappropriated Funds	67,099	122,122	122,122	121,327	
Indirect Cost Assessment					
Reappropriated Funds	0	0	0	9,414	
(3) Colorado State Employees Assistance Program^{a/}					
Personal Services					
Reappropriated Funds	531,098	0	0	0	
FTE	7.3	0.0	0.0	0.0	
Operating Expenses					
Reappropriated Funds	67,809	0	0	0	

	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	Change
	Actual	Actual	Approp	Request	Requests
Indirect Cost Assessment					
Reappropriated Funds	162,295	0	0	0	
					<i>Request vs.</i>
					<i>Appropriation</i>
(2) DIVISION OF HUMAN RESOURCES					
Subtotal - (A) Human Resource Services Section	2,892,580	2,109,847	1,985,415	1,956,073	-1.5%
FTE	<u>34.5</u>	<u>26.2</u>	<u>20.2</u>	<u>20.2</u>	
General Fund	0	0	0	0	n/a
Cash Funds	55,625	152,755	150,972	145,618	-3.5%
Reappropriated Funds	2,836,955	1,957,092	1,834,443	1,810,455	-1.3%

a/ The Colorado State Employees Assistance Program was moved to the (B) Statewide Special Purpose division as a part of the Department's FY 2009-10 Long Bill reorganization.

(2) DIVISION OF HUMAN RESOURCES

(B) Employee Benefits Services

Personal Services	985,925	992,401	770,579	780,181	DI-NP#7
FTE	<u>11.1</u>	<u>9.2</u>	<u>10.0</u>	<u>10.0</u>	
General Fund	0	0	0	0	
Cash Funds	0	948,899	770,579	780,181	
Reappropriated Funds	985,925	43,502	0	0	
Operating Expenses	<u>52,454</u>	<u>103,260</u>	<u>56,924</u>	<u>58,361</u>	DI-NP#9
General Fund	0	0	0	0	
Cash Funds	52,454	103,260	56,924	58,361	
Reappropriated Funds	0	0	0	0	

	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	Change
	Actual	Actual	Approp	Request	Requests
Utilization Review	<u>29,320</u>	<u>31,773</u>	<u>40,000</u>	<u>40,000</u>	
Cash Funds	29,320	31,773	40,000	40,000	
Reappropriated Funds	0	0	0	0	
Deferred Compensation Plans					
Reappropriated Funds	84,500	0	0	0	
Deferred Compensation Administration (TPA) ^{a/}					
Reappropriated Funds	692,205	0	0	0	
Defined Contribution Plans ^{a/}					
Reappropriated Funds	2,250	0	0	0	
H.B. 07-1335 Supplemental State Contribution Fund					
Cash Funds	1,541,666	1,599,114	1,469,800	1,469,800	
Indirect Cost Assessment	<u>210,609</u>	<u>300,459</u>	<u>250,261</u>	<u>209,719</u>	
Cash Funds	0	0	250,261	209,719	
Reappropriated Funds	210,609	300,459	0	0	

	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	Change
	Actual	Actual	Approp	Request	Requests
					<i>Request vs.</i>
					<i>Appropriation</i>
(2) DIVISION OF HUMAN RESOURCES					
Subtotal - (B) Employee Benefits Services	3,598,929	3,027,007	2,587,564	2,558,061	-1.1%
FTE	<u>11.1</u>	<u>9.2</u>	<u>10.0</u>	<u>10.0</u>	
General Fund	0	0	0	0	n/a
Cash Funds	1,623,440	2,683,046	2,587,564	2,558,061	-1.1%
Reappropriated Funds	1,975,489	343,961	0	0	n/a

a/ Senate Bill 09-066 transferred the administration of the State's defined contribution (DC) plan and the State's optional deferred compensation (457) plan to the Public Employees' Retirement Association (PERA), which also administers the State's defined benefit plan.

(2) DIVISION OF HUMAN RESOURCES

(C) Risk Management Services

Personal Services

Reappropriated Funds	566,478	573,721	650,085	650,037	DI-NP#7
FTE	0.0	6.8	9.0	9.0	

Operating Expenses

Reappropriated Funds	52,222	55,014	57,121	57,154	DI-NP#9
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Legal Services

Reappropriated Funds	2,325,709	2,209,469	2,337,568	2,440,722	
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Liability Premiums

Cash Funds	0	0	0	0	
Reappropriated Funds	6,435,247	4,705,904	7,312,375	5,067,594	

	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	Change
	Actual	Actual	Approp	Request	Requests
Property Premiums	<u>7,997,934</u>	<u>8,121,258</u>	<u>9,189,910</u>	<u>8,925,709</u>	
Cash Funds	0	0	0	0	
Reappropriated Funds	7,997,934	8,121,258	9,189,910	8,925,709	
Workers' Compensation Premiums	<u>36,202,854</u>	<u>40,945,315</u>	<u>36,660,150</u>	<u>38,077,962</u>	
Cash Funds	0	0	0	0	
Reappropriated Funds	36,202,854	40,945,315	36,660,150	38,077,962	
Indirect Cost Assessment					
Reappropriated Funds	205,237	201,592	183,888	178,656	
					<i>Request vs.</i>
					<i>Appropriation</i>
(2) DIVISION OF HUMAN RESOURCES					
Subtotal - (C) Risk Management Services	53,785,681	56,812,273	56,391,097	55,397,834	-1.8%
FTE	<u>0.0</u>	<u>6.8</u>	<u>9.0</u>	<u>9.0</u>	
Cash Funds	0	0	0	0	n/a
Reappropriated Funds	53,785,681	56,812,273	56,391,097	55,397,834	-1.8%
					<i>Request vs.</i>
					<i>Appropriation</i>
TOTAL - (2) DIVISION OF HUMAN RESOURCE	60,277,190	61,949,127	60,964,076	59,911,968	-1.7%
FTE	<u>45.6</u>	<u>42.2</u>	<u>39.2</u>	<u>39.2</u>	
General Fund	0	0	0	0	n/a
Cash Funds	1,679,065	2,835,801	2,738,536	2,703,679	-1.3%
Reappropriated Funds	58,598,125	59,113,326	58,225,540	57,208,289	-1.7%

	FY 2008-09 Actual	FY 2009-10 Actual	FY 2010-11 Approp	FY 2011-12 Request	Change Requests
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(3) CONSTITUTIONALLY INDEPENDENT ENTITIES

(A) Personnel Board

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

Personal Services	540,432	458,725	473,985	466,035	DI-NP#5, #7
FTE	<u>4.8</u>	<u>4.8</u>	<u>4.8</u>	<u>4.8</u>	
General Fund	83,487	457,955	472,819	464,864	
Cash Funds	1,196	770	1,166	1,171	
Reappropriated Funds	455,749	0	0	0	
Operating Expenses	<u>22,199</u>	<u>15,707</u>	<u>19,478</u>	<u>19,496</u>	DI-NP#9
General Fund	0	14,243	0	0	
Cash Funds	0	1,464	0	0	
Reappropriated Funds	22,199	0	19,478	19,496	
Legal Services					
General Fund	0	24,875	24,875	24,875	

	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	Change
	Actual	Actual	Approp	Request	Requests
					<i>Request vs. Appropriation</i>
(3) CONSTITUTIONALLY INDEPENDENT ENTITIES					
Subtotal - (A) Personnel Board	562,631	499,307	518,338	510,406	-1.5%
FTE	<u>4.8</u>	<u>4.8</u>	<u>4.8</u>	<u>4.8</u>	
General Fund	83,487	497,073	497,694	489,739	-1.6%
Cash Funds	1,196	2,234	1,166	1,171	0.4%
Reappropriated Funds	477,948	0	19,478	19,496	0.1%
(B) Independent Ethics Commission^{a/}					
Personal Services					
General Fund	102,932	139,258	0	0	
FTE	1.8	1.6	0.0	0.0	
Operating Expenses					
General Fund	21,723	11,032	0	0	
Legal Services					
General Fund	107,661	60,506	0	0	

	FY 2008-09 Actual	FY 2009-10 Actual	FY 2010-11 Approp	FY 2011-12 Request	Change Requests
					<i>Request vs. Appropriation</i>
(3) CONSTITUTIONALLY INDEPENDENT ENTITIES					
Subtotal - (B) Independent Ethics Commission					
General Fund	232,316	210,796	0	0	n/a
FTE	1.8	1.6	0.0	0.0	n/a

^{a/} The Independent Ethics Commission was separated from the Office of Administrative Courts as a part of the Long Bill reorganization for FY 2009-10. Prior to this, the appropriations were reflected in the Office of the Administrative Courts. The FY 2008-09 appropriation is listed for informational purposes only and does not add to the total for the Department. House Bill 10-1404 transferred the Commission to the Judicial Department beginning in FY 2010-11.

					<i>Request vs. Appropriation</i>
TOTAL - (3) CONSTITUTIONALLY INDEPENDENT ENTITIES					
	794,947	710,103	518,338	510,406	-1.5%
FTE	<u>4.8</u>	<u>4.8</u>	<u>4.8</u>	<u>4.8</u>	
General Fund	315,803	707,869	497,694	489,739	-1.6%
Cash Funds	1,196	2,234	1,166	1,171	0.4%
Reappropriated Funds	477,948	0	19,478	19,496	0.1%

(4) CENTRAL SERVICES

This division provides statewide support services, such as mail services, travel management, printing, copying, document reproduction, and data entry. It also administers the statewide fleet program, which purchases and manages vehicles for state agencies. The Facilities Maintenance section manages the buildings and grounds of the Capitol Complex, the Grand Junction State Services Building, and Camp George West.

	FY 2008-09 Actual	FY 2009-10 Actual	FY 2010-11 Approp	FY 2011-12 Request	Change Requests
(A) Administration					
Personal Services					
Reappropriated Funds	682,312	722,102	732,508	734,551	DI-NP#7
FTE	8.7	8.6	10.0	10.0	
Operating Expenses					
Reappropriated Funds	67,400	41,033	77,427	77,464	DI-NP#9
Indirect Cost Assessment					
Reappropriated Funds	52,406	95,920	139,025	115,630	
					<i>Request vs. Appropriation</i>
(4) CENTRAL SERVICES					
Subtotal - (A) Administration	802,118	859,055	948,960	927,645	-2.2%
FTE	<u>8.7</u>	<u>8.6</u>	<u>10.0</u>	<u>10.0</u>	
Cash Funds	0	0	0	0	n/a
Reappropriated Funds	802,118	859,055	948,960	927,645	-2.2%
(B) Integrated Document Solutions					
(1) Reprographic Services					
Personal Services	979,751	940,045	1,959,016	1,963,848	DI-NP#7
FTE	<u>19.5</u>	<u>19.3</u>	<u>20.6</u>	<u>20.6</u>	
Cash Funds	0	0	0	0	
Reappropriated Funds	979,751	940,045	1,959,016	1,963,848	
Operating Expenses					
Reappropriated Funds	2,907,820	3,265,776	5,275,909	5,281,698	DI-NP#1, #9

	FY 2008-09 Actual	FY 2009-10 Actual	FY 2010-11 Approp	FY 2011-12 Request	Change Requests
Indirect Cost Assessment Reappropriated Funds	169,705	141,442	214,955	158,482	<i>Request vs. Appropriation</i>
(4) CENTRAL SERVICES					
Subtotal - (B) Integrated Document Solutions (1)					
Reprographics Services	4,057,276	4,347,263	7,449,880	7,404,028	-0.6%
FTE	<u>19.5</u>	<u>19.3</u>	<u>20.6</u>	<u>20.6</u>	
Cash Funds	0	0	0	0	n/a
Reappropriated Funds	4,057,276	4,347,263	7,449,880	7,404,028	-0.6%
(2) Document Solutions Group					
Personal Services	2,771,770	2,573,163	4,494,483	4,515,062	DI-NP#7
FTE	<u>58.7</u>	<u>50.2</u>	<u>50.2</u>	<u>50.2</u>	
Cash Funds	139,406	56,703	42,899	42,969	
Reappropriated Funds	2,632,364	2,516,460	4,451,584	4,472,093	
Operating Expenses					
Reappropriated Funds	419,425	482,217	1,195,620	1,195,806	DI-NP#9
Utilities					
Reappropriated Funds	43,912	44,139	69,000	69,000	
Indirect Cost Assessment					
Reappropriated Funds	136,708	165,530	261,123	211,542	

	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	Change
	Actual	Actual	Approp	Request	Requests
					<i>Request vs. Appropriation</i>
(4) CENTRAL SERVICES					
Subtotal - (B) Integrated Document Solutions (2)					
Document Solutions Group	3,371,815	3,265,049	6,020,226	5,991,410	-0.5%
FTE	<u>58.7</u>	<u>50.2</u>	<u>50.2</u>	<u>50.2</u>	
Cash Funds	139,406	56,703	42,899	42,969	0.2%
Reappropriated Funds	3,232,409	3,208,346	5,977,327	5,948,441	-0.5%
(3) Mail Services					
Personal Services					
Reappropriated Funds	1,746,913	1,912,039	3,211,639	3,238,356	DI-NP#7
FTE	44.5	43.7	42.8	42.8	
Operating Expenses					
Reappropriated Funds	8,118,292	7,845,978	14,519,620	14,519,779	DI-NP #9
Mail Equipment Purchase					
General Fund	<u>0</u>	<u>120,296</u>	<u>333,642</u>	<u>333,642</u>	
Reappropriated Funds	0	70,090	177,624	177,624	
Indirect Cost Assessment					
Reappropriated Funds	237,215	158,748	252,286	226,720	

	FY 2008-09 Actual	FY 2009-10 Actual	FY 2010-11 Approp	FY 2011-12 Request	Change Requests
					<i>Request vs. Appropriation</i>
(4) CENTRAL SERVICES					
Subtotal - (B) Integrated Document Solutions (3)					
Mail Services	10,102,420	10,037,061	18,317,187	18,318,497	0.0%
FTE	<u>44.5</u>	<u>43.7</u>	<u>42.8</u>	<u>42.8</u>	
General Fund	0	50,206	156,018	156,018	0.0%
Cash Funds	0	0	0	0	n/a
Reappropriated Funds	10,102,420	9,986,855	18,161,169	18,162,479	0.0%
					<i>Request vs. Appropriation</i>
(4) CENTRAL SERVICES					
Subtotal - (B) Integrated Document Solutions					
FTE	<u>122.7</u>	<u>113.2</u>	<u>113.6</u>	<u>113.6</u>	-0.2%
General Fund	0	50,206	156,018	156,018	0.0%
Cash Funds	139,406	56,703	42,899	42,969	0.2%
Reappropriated Funds	17,392,105	17,542,464	31,588,376	31,514,948	-0.2%
(4) CENTRAL SERVICES					
(C) Fleet Management and Motor Pool Services					
Personal Services					
Reappropriated Funds	829,514	809,839	728,512	708,285	DI-NP#7
FTE	14.0	13.3	14.0	14.0	
Operating Expenses					
Reappropriated Funds	19,731,929	18,492,680	24,131,346	24,131,398	DI-NP#9

	FY 2008-09 Actual	FY 2009-10 Actual	FY 2010-11 Approp	FY 2011-12 Request	Change Requests
Vehicle Replacement Lease, Purchase Reappropriated Funds	11,880,388	12,188,713	16,599,436	16,602,387	SW-DI#1
Indirect Cost Assessment Reappropriated Funds	302,858	433,688	641,731	614,667	<i>Request vs. Appropriation</i>
(4) CENTRAL SERVICES					
Subtotal - (C) Fleet Management and Motor Pool Se	32,744,689	31,924,920	42,101,025	42,056,737	-0.1%
FTE	<u>14.0</u>	<u>13.3</u>	<u>14.0</u>	<u>14.0</u>	
Cash Funds	0	0	0	0	n/a
Reappropriated Funds	32,744,689	31,924,920	42,101,025	42,056,737	-0.1%
(4) CENTRAL SERVICES					
(D) Facilities Maintenance ^{a/}					
(1) Capitol Complex Facilities					
Personal Services					
Reappropriated Funds	2,667,071	2,667,942	N/A	N/A	
FTE	50.8	53.2	N/A	N/A	
Operating Expenses					
Reappropriated Funds	1,720,890	1,842,994	N/A	N/A	
Capitol Complex Repairs					
Reappropriated Funds	56,509	56,519	N/A	N/A	
Capitol Complex Security					
Reappropriated Funds	304,163	323,000	N/A	N/A	

	FY 2008-09 Actual	FY 2009-10 Actual	FY 2010-11 Approp	FY 2011-12 Request	Change Requests
Utilities					
Reappropriated Funds	3,305,846	3,354,250	N/A	N/A	
Indirect Cost Assessment					
Reappropriated Funds	273,929	416,060	N/A	N/A	
(4) CENTRAL SERVICES					
Subtotal - (D) Facilities Maintenance (1) Capitol					
Complex Facilities	8,328,408	8,660,765	N/A	N/A	
FTE	<u>50.8</u>	<u>53.2</u>	N/A	N/A	
Cash Funds	0	0	N/A	N/A	
Reappropriated Funds	8,328,408	8,660,765	N/A	N/A	

a/ The Central Services, (D) Facilities Maintenance subsections (Capitol Complex Facilities, Camp George West, and Grand Junction) were consolidated for the FY 2010-11 Long Bill appropriation. The consolidated appropriation is reflected in the section following (3) Camp George West.

(2) Grand Junction State Services Building

Personal Services

 Reappropriated Funds

47,002

46,491

N/A

N/A

 FTE

1.0

1.0

N/A

N/A

Operating Expenses

 Reappropriated Funds

76,001

76,121

N/A

N/A

Utilities

 Reappropriated Funds

81,181

83,061

N/A

N/A

	FY 2008-09 Actual	FY 2009-10 Actual	FY 2010-11 Approp	FY 2011-12 Request	Change Requests
(4) CENTRAL SERVICES					
Subtotal - (D) Facilities Maintenance (2) Grand					
Junction State Services Building^{a/}					
Reappropriated Funds	204,184	205,673	N/A	N/A	
FTE	1.0	1.0	N/A	N/A	

a/ The Central Services, (D) Facilities Maintenance subsections (Capitol Complex Facilities, Camp George West, and Grand Junction) were consolidated for the FY 2010-11 Long Bill appropriation. The consolidated appropriation is reflected in the section following (3) Camp George West.

(3) Camp George West

Personal Services

Reappropriated Funds
FTE

66,232	69,282	N/A	N/A
1.4	1.1	N/A	N/A

Operating Expenses

Reappropriated Funds

121,049	146,173	N/A	N/A
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Utilities

Reappropriated Funds

392,730	406,361	N/A	N/A
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	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	Change
	Actual	Actual	Approp	Request	Requests
(4) CENTRAL SERVICES					
Subtotal - (D) Facilities Maintenance (3) Camp George West					
Reappropriated Funds	580,011	621,816	N/A	N/A	
FTE	1.4	1.1	N/A	N/A	

a/ The Central Services, (D) Facilities Maintenance subsections (Capitol Complex Facilities, Camp George West, and Grand Junction) were consolidated for the FY 2010-11 Long Bill appropriation. The consolidated appropriation is reflected in the section following (3) Camp George West.

(4) CENTRAL SERVICES					
Subtotal - (D) Facilities Maintenance	9,112,603	9,488,254	N/A	N/A	
FTE	<u>53.2</u>	<u>55.3</u>	N/A	N/A	
Cash Funds	0	0	N/A	N/A	
Reappropriated Funds	9,112,603	9,488,254	N/A	N/A	

(4) CENTRAL SERVICES
(D) Facilities Maintenance
(1) Capitol Complex Facilities

Personal Services

Reappropriated Funds	2,808,102	2,820,006	DI-NP#7
FTE	55.2	55.2	

Operating Expenses

Reappropriated Funds	1,884,034	1,884,239	DI-NP#9
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Capitol Complex Repairs

Reappropriated Funds	56,520	56,520	
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	FY 2008-09 Actual	FY 2009-10 Actual	FY 2010-11 Approp	FY 2011-12 Request	Change Requests
Capitol Complex Security Reappropriated Funds			353,365	353,365	
Utilities Reappropriated Funds			4,114,706	3,930,718	
Indirect Cost Assessment Reappropriated Funds			525,058	457,027	
					<i>Request vs. Appropriation</i>
(4) CENTRAL SERVICES					
(D) Facilities Maintenance (1) Capitol Complex Facilities					
Reappropriated Funds		N/A	9,741,785	9,501,875	-2.5%
FTE		N/A	55.2	55.2	
					<i>Request vs. Appropriation</i>
TOTAL - (4) CENTRAL SERVICES	60,190,921	59,921,602	84,579,063	84,200,192	-0.4%
FTE	<u>198.6</u>	<u>190.4</u>	<u>192.8</u>	<u>192.8</u>	
General Fund	0	50,206	156,018	156,018	0.0%
Cash Funds	139,406	56,703	42,899	42,969	0.2%
Reappropriated Funds	60,051,515	59,814,693	84,380,146	84,001,205	-0.4%

	FY 2008-09 Actual	FY 2009-10 Actual	FY 2010-11 Approp	FY 2011-12 Request	Change Requests
(5) FINANCE AND PROCUREMENT ^{a/}					
(A) State Controller's Office and Procurement Services					
Personal Services	2,883,675	N/A	N/A	N/A	
FTE	<u>36.5</u>	N/A	N/A	N/A	
General Fund	599,191	N/A	N/A	N/A	
Cash Funds	1,977,243	N/A	N/A	N/A	
Reappropriated Funds	307,241	N/A	N/A	N/A	
Operating Expenses	<u>135,018</u>	N/A	N/A	N/A	
General Fund	128,028	N/A	N/A	N/A	
Cash Funds	0	N/A	N/A	N/A	
Reappropriated Funds	6,990	N/A	N/A	N/A	
(5) FINANCE AND PROCUREMENT					
Subtotal - (A) State Controller's Office and	3,018,693	0	0	0	
FTE	<u>36.5</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	
General Fund	727,219	0	0	0	
Cash Funds	1,977,243	0	0	0	
Reappropriated Funds	314,231	0	0	0	

(5) DIVISION OF ACCOUNTS AND CONTROL - CONTROLLER

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

	FY 2008-09 Actual	FY 2009-10 Actual	FY 2010-11 Approp	FY 2011-12 Request	Change Requests
(A) Office of the State Controller					
Personal Services ^{a/}	N/A	2,128,507	2,590,913	2,713,386	DI#2, DI- NP#5, #7, #9
FTE	N/A	<u>25.0</u>	<u>35.0</u>	<u>37.2</u>	
General Fund	N/A	395,733	1,265,990	1,288,626	
Cash Funds	N/A	1,375,483	646,337	170,577	
Reappropriated Funds	N/A	357,291	678,586	1,254,183	
Operating Expenses ^{a/}	N/A	<u>80,438</u>	<u>128,478</u>	<u>122,581</u>	SW-DI#2, DI- NP#9
General Fund	N/A	0	18,522	28,845	
Cash Funds	N/A	80,438	0	0	
Reappropriated Funds		0	109,956	93,736	
					<i>Request vs. Appropriation</i>
SUBTOTAL - (A) Office of the State Controller		2,208,945	2,719,391	2,835,967	4.3%
FTE		<u>25.0</u>	<u>35.0</u>	<u>37.2</u>	
General Fund		395,733	1,284,512	1,317,471	2.6%
Cash Funds		1,455,921	646,337	170,577	-73.6%
Reappropriated Funds		357,291	788,542	1,347,919	70.9%

^{a/} Prior to FY 2009-10, this program was a part of the Division of Finance and Procurement, State Controller's Office and Procurement Services.

	FY 2008-09 Actual	FY 2009-10 Actual	FY 2010-11 Approp	FY 2011-12 Request	Change Requests
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(B) State Purchasing Office^{a/}

Manages statewide procurement with the following duties: (1) promulgation of the State's procurement rules; (2) administers the vendor BIDS system; (3) operates the electronic vendor notification system; (4) educates departments on procurement policies; (5) procures and administers statewide price agreements; (6) conducts procurement services for non-delegated agencies; and (6) serves as the appeals authority for bids protests.

Personal Services

Cash Funds	N/A	858,496	794,393	800,998	DI-NP#7
FTE	N/A	9.0	13.0	13.0	

Operating Expenses

Cash Funds	N/A	71,650	277,000	27,049	DI-NP#9
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*Request vs.
Appropriation*

SUBTOTAL - (B) State Purchasing Office

Cash Funds		930,146	1,071,393	828,047	-22.7%
FTE		9.0	13.0	13.0	

^{a/} Prior to FY 2009-10, this program was located in the Division of Finance and Procurement, State Controller's Office. It was separated as a part of the Department's FY 2009-10 Long Bill reorganization.

(5) DIVISION OF ACCOUNTS AND CONTROL - CONTROLLER

(C) Supplier Database

Primarily supports business operational and database needs of the State Purchasing Office.

	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	Change
	Actual	Actual	Approp	Request	Requests
Personal Services					
Cash Funds	217,323	251,601	240,573	237,791	DI NP#7
FTE	2.4	1.7	4.0	4.0	
Operating Expenses					
Cash Funds	42,114	44,121	1,150,510	1,150,525	DI-NP#9
					<i>Request vs.</i>
					<i>Appropriation</i>
(5) DIVISION OF ACCOUNTS AND CONTROL - CONTROLLER					
Subtotal - (C) Supplier Database					
Cash Funds	259,437	295,722	1,391,083	1,388,316	-0.2%
FTE	2.4	1.7	4.0	4.0	

(5) DIVISION OF ACCOUNTS AND CONTROL - CONTROLLER

(D) Collections Services

Serves as a central accounts receivable function and collects debts owed to State agencies; departments and institutions after initial collections efforts have been unsuccessful.

Personal Services	894,142	888,785	916,561	918,857	DI-NP#7
FTE	19.0	18.6	20.0	20.0	
Cash Funds	596,612	598,390	916,561	918,857	
Reappropriated Funds	297,530	290,395	0	0	
Operating Expenses					
Cash Funds	333,398	253,545	349,085	349,159	DI-NP#9

	FY 2008-09 Actual	FY 2009-10 Actual	FY 2010-11 Approp	FY 2011-12 Request	Change Requests
Collection of Debts Due to the State					
Cash Funds	0	0	20,702	20,702	
Private Collection Agency Fees	<u>671,148</u>	<u>790,457</u>	<u>1,105,136</u>	<u>1,105,136</u>	
Cash Funds	378,111	153,833	1,105,136	1,105,136	
Reappropriated Funds	293,037	636,624	0	0	
Indirect Cost Assessment	<u>260,606</u>	<u>164,551</u>	<u>342,534</u>	<u>270,124</u>	
Cash Funds	0	0	342,534	270,124	
Reappropriated Funds	260,606	164,551	0	0	
					<i>Request vs. Appropriation</i>
(5) DIVISION OF ACCOUNTS AND CONTROL - CONTROLLER					
Subtotal - (D) Collections Services	2,159,294	2,097,338	2,734,018	2,663,978	-2.6%
FTE	<u>19.0</u>	<u>18.6</u>	<u>20.0</u>	<u>20.0</u>	
Cash Funds	1,308,121	1,005,768	2,734,018	2,663,978	-2.6%
Reappropriated Funds	851,173	1,091,570	0	0	0.0%
(5) FINANCE AND PROCUREMENT^{al}					
(D) Real Estate Services Program	511,731	0	0		
FTE	<u>5.9</u>	N/A	N/A		
General Fund	511,731	N/A	N/A		
Cash Funds	0	N/A	N/A		
Reappropriated Funds	0	N/A	N/A		

	FY 2008-09 Actual	FY 2009-10 Actual	FY 2010-11 Approp	FY 2011-12 Request	Change Requests
(5) FINANCE AND PROCUREMENT					
Subtotal -- (D) Real Estate Services Program	511,731	0	0		
FTE	<u>5.9</u>	<u>0.0</u>	<u>0.0</u>		
General Fund	511,731	0	0		
Cash Funds	0	0	0		
Reappropriated Funds	0	0	0		

a/ This division was incorporated as part of the Division of Accounts and Control - Controller as part of the FY 2009-10 Long Bill reorganization.

					<i>Request vs. Appropriation</i>
TOTAL - (5) DIVISION OF ACCOUNTS AND CONTROL - CONTROLLER					
	5,689,718	5,532,151	7,915,885	7,716,308	-2.5%
FTE	<u>63.8</u>	<u>54.3</u>	<u>72.0</u>	<u>74.2</u>	
General Fund	1,238,950	395,733	1,284,512	1,317,471	2.6%
Cash Funds	3,285,364	3,687,557	5,842,831	5,050,918	-13.6%
Reappropriated Funds	1,165,404	1,448,861	788,542	1,347,919	70.9%

(6) INFORMATION AND ARCHIVAL SERVICES ^{a/}

Personal Services	508,124	N/A	N/A		
FTE	<u>8.5</u>	N/A	N/A		
General Fund	403,412	N/A	N/A		
Cash Funds	93,811	N/A	N/A		
Reappropriated Funds	10,901	N/A	N/A		

	FY 2008-09 Actual	FY 2009-10 Actual	FY 2010-11 Approp	FY 2011-12 Request	Change Requests
Operating Expenses	<u>56,794</u>	N/A	N/A		
General Fund	56,794	N/A	N/A		
Cash Funds	0	N/A	N/A		
Reappropriated Funds	0	N/A	N/A		
TOTAL -- (6) INFORMATION AND ARCHIVAL SERVICES^{a/}					
	564,918				
FTE	<u>8.5</u>				
General Fund	460,206				
Cash Funds	93,811				
Reappropriated Funds	10,901				

^{a/} Please note: Beginning with FY 2009-10, this program moved to the Executive Director's Office.

(6) ADMINISTRATIVE COURTS

This division provides an independent administrative law adjudication system for state agencies in order to resolve cases that deal with workers' compensation, human services, and regulatory law. The Division offers a full range of alternative dispute resolution options, including evidentiary hearings, settlement conferences, and mediation.

Personal Services	3,113,366	2,990,620	3,244,001	3,247,925	DI-NP#7
FTE	<u>40.0</u>	<u>36.9</u>	<u>40.0</u>	<u>40.0</u>	
General Fund	72,083	0	0	0	
Cash Funds	28,546	0	27,261	48,186	
Reappropriated Funds	3,012,737	2,990,620	3,216,740	3,199,739	
Operating Expenses	<u>174,132</u>	<u>139,158</u>	<u>134,597</u>	<u>392,946</u>	DI-NP#9, #11
General Fund	21,445	0	0	0	
Cash Funds	0	0	0	258,200	
Reappropriated Funds	152,687	139,158	134,597	134,746	

	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	Change
	Actual	Actual	Approp	Request	Requests
Indirect Cost Assessment Reappropriated Funds	239,271	326,407	258,320	185,047	
					<i>Request vs. Appropriation</i>
TOTAL - (6) ADMINISTRATIVE COURTS	3,526,769	3,456,185	3,636,918	3,825,918	5.2%
FTE	<u>40.0</u>	<u>36.9</u>	<u>40.0</u>	<u>40.0</u>	
General Fund	93,528	0	0	0	n/a
Cash Funds	28,546	0	27,261	306,386	1023.9%
Reappropriated Funds	3,404,695	3,456,185	3,609,657	3,519,532	-2.5%
					<i>Request vs. Appropriation</i>
TOTAL - DEPARTMENT OF PERSONNEL AND ADMINISTRATION	144,396,194	143,591,779	172,205,054	169,741,971	-1.4%
FTE	<u>382.5</u>	<u>369.9</u>	<u>391.3</u>	<u>393.5</u>	
General Fund	7,437,159	5,146,961	5,476,140	4,467,999	-18.4%
Cash Funds	5,243,154	6,817,359	9,579,235	8,867,529	-7.4%
Reappropriated Funds	131,715,881	131,627,459	157,149,679	156,406,443	-0.5%
Federal Funds	0	0	0	0	0.0%

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APPENDIX B: SUMMARY OF MAJOR LEGISLATION

- ❑ **S.B. 10-143 (Morse/Scanlan and Massey): Department of State Cash Fund Refunds.** Authorizes the State Controller to issue a refund for fees that were erroneously collected by the Secretary of State prior to July 1, 2006. Directs the State Controller to issue the refund upon receipt of a voucher from the Secretary indicating the person and the amount of the refund. Transfers \$1,000 from the Department of State to the Office of the State Controller to fund the cost of issuing the refunds.
- ❑ **S.B. 10-146 (Pommer/Keller): PERA Contribution Rates.** Reduces the State's contribution towards the Public Employees' Retirement Association (PERA) by 2.5 percentage points, and increases the employee's contribution amount by 2.5 percentage points, for FY 2010-11 only. Reduces the statewide PERA contribution by approximately \$37.2 million, including \$20.4 million General Fund, during FY 2010-11. Increases the Department of Personnel and Administration's appropriation for FY 2009-10 by \$5,138 General Fund to modify the statewide personnel computer system to accommodate the changes.
- ❑ **H.B. 10-1181 (Todd/Bacon): DPA Administrative Clean-up.** Permits institutions of higher education to opt-out of the procurement card program, and substitutes the lost revenue with other sources of income from the institutions. Under current law, state agencies pay a \$1,000 deductible for each property damage/loss claim. Based on current claims, raising the deductible to \$5,000 would increase costs to the state by approximately \$302,000 per year. However, this amount will be partially offset by a reduction in premiums paid by state agencies through the Risk Management appropriation for property insurance. Over time, the bill may provide an incentive for state agencies to improve loss control efforts and ultimately reduce costs for loss claims.
- ❑ **H.B. 10-1228 (Benefield/Hudak): Dependent Coverage for State Health Benefits.** Requires the Director of the Department of Personnel and Administration to remove dependents of state employees from state group health benefit plans when they turn 25 years of age and become ineligible for coverage. Appropriates \$3,000 cash funds for one-time programming changes, and \$1,400 cash funds for on-going verification of employees' dependents.
- ❑ **H.B. 10-1404 (McCann/Steadman): Independent Ethics Commission:** Transfers the Independent Ethics Commission from the Department of Personnel and Administration to the Judicial Department. Reduces the Department's appropriation by \$270,822 General Fund and 2.0 FTE, and transfers the resources to the Judicial Department. The dollars include funds for salaries and benefits (\$187,173), funds for 900 hours of legal services related to the Commission's activities (\$67,842), and the Commission's operating expenses (\$15,807). For

additional information see the "Recent Legislation" section at the end of the Judicial Department.

- ❑ **H.B. 09-1150 (Todd/Williams):** Expands the geographic region within which the Division of Central Services is to provide services for the Executive Branch. Specifies that the region includes Boulder, Douglas, El Paso, and Pueblo counties, as well as the City and County of Broomfield and any other areas within the State of Colorado where central services are offered. Allows the Office of Administrative Courts to send certain notification by electronic mail or facsimile. Creates the Administrative Courts Cash Fund and the Professional Development Cash Fund. Appropriates \$7,860,321 reappropriated funds to the Department of Personnel, primarily for the Division of Central Services.

- ❑ **S.B. 09-099 (Morse/Ferrandino):** Requires the Department of Personnel to implement a centralized electronic procurement system for use by state agencies, local governments, and vendors. Appropriates \$1,924,562 cash funds (Supplier Database Cash Fund) and 1.0 FTE to the Department of Personnel for the implementation of the procurement system.

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**APPENDIX C: UPDATE OF FY 2010-11
LONG BILL FOOTNOTES AND REQUESTS FOR INFORMATION**

Long Bill Footnotes

- 7a Governor - Lieutenant Governor - State Planning and Budgeting, Office of State Planning and Budgeting** -- It is the intent of the General Assembly that the Office of State Planning and Budgeting study the effectiveness of consolidating executive branch human resource services within a single executive branch agency and provide a report of the findings to the Joint Budget Committee and the House and Senate Committees on State, Veterans, and Military Affairs no later than December 1, 2010.

Comment: This footnote was included in the Office of the Governor's section of the 2010 Long Bill. Due to its subject matter, JBC staff agree that it is more appropriate to be discussed as a part of the Department of Personnel and Administration's briefing presentation.

The Governor did not veto the footnote, but his message directs the Office of State Planning and Budgeting to work with the Executive departments to determine a further course of action and whether and to what extent it will comply. To date, staff has not received a copy of the report, and does not know if or when a report will be provided to the Joint Budget Committee.

Requests for Information

- 1 All Departments, Totals** -- Every department is requested to submit to the Joint Budget Committee, by November 1, 2010, information on the number of additional federal and cash funds FTE associated with any federal grants or private donations that were received in FY 2009-10. The Departments are also requested to identify the number of additional federal and cash funds FTE associated with any federal grants or private donations that are anticipated to be received during FY 2010-11.

Comment: Staff did not receive this information from the Department of Personnel and Administration.

- 4 Governor - Lieutenant Governor - State Planning and Budgeting, Office of State Planning and Budgeting; and Department of Personnel and Administration, Division of Human Resources, Human Resource Services** -- The Department shall comply with the statutory provisions of Section 24-50-110 (1) (d), C.R.S., and is requested to provide other

state departments with the information necessary to comply with this statute. The Office of State Planning and Budgeting and the Department of Personnel are requested to work with the departments to improve the timeliness and accuracy of information about state personnel. Improvements, at a minimum, should include: updating personnel information on a centralized computerized data base; accurate reporting of filled FTE positions; number of reclassifications that are approved, turnover rates by agency; tracking of FTE positions funded to FTE positions filled; an accurate count of part-time and temporary FTE positions; and elimination of unused FTE positions. The Department and the Office of State planning and Budgeting are requested to submit a consolidated statewide personnel report to the General Assembly by September 1, 2010. This report should include, by line item and Department, a summary of vacant positions, the length of time each position has been vacant, and the number of reclassifications that were approved in FY 2009-10. In addition, the report should include a reconciliation between personal services appropriations and actual expenditures for FTE, state temporaries, sick/annual leave payout, and other personal services by division.

Comment: Staff did not receive such a report. The Department has provided staff with pieces of the above request, but the information is usually for the prior fiscal year.

- 46 Department of Personnel and Administration, Division of Central Services --** The Department is requested to provide a report about its use of the 20.0 percent contingency spending authority that is included in various line items within the Division of Central Services. This report is requested to include a description of the amount of contingency funds that the Department utilized during the prior fiscal year, and for what purpose. The Department is also requested to re-calculate the 20.0 percent contingency according to the updated FY 2011-12 base appropriation. The Department is requested to submit this report to the Joint Budget Committee by November 1, 2010.

Comment: The Department submitted a letter, but it did not re-calculate the 20.0 percent contingency.

- 47 Department of Personnel and Administration, Division of Central Services, Facilities Maintenance --** The Department is requested to provide a report that details the expenditures at the Capitol Complex, Grand Junction, and Camp George West facilities. The report should provide data for the prior three fiscal years, as well as an estimate for the current fiscal year. The Department is requested to submit this report to the Joint Budget Committee by November 1, 2010.

Comment: The Department submitted the expenditures.

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APPENDIX D: STATE FLEET VEHICLES

Department	Description	Fiscal Year				
		2006-07 Actual	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Approp
Agriculture	Sedan/SW - Reg	18	18	19	17	17
Agriculture	Large Van	1	1	1	1	1
Agriculture	SUV 4x4	4	3	3	2	2
Agriculture	Equipment (> 1 Ton)	6	6	6	6	6
Agriculture	Small Van	11	10	17	18	18
Agriculture	P/U - 4x2	2	2	3	2	2
Agriculture	P/U - 4x4	31	30	35	34	34
Agriculture	Sedan/SW - Law	0	0	0	0	0
Agriculture	Hybrid Sedans	0	0	4	4	5
Agriculture	Hybrid SUV's	0	0	1	1	1
	Subtotal	73	70	89	85	86
Corrections	Sedan/SW - Reg	319	312	280	278	284
Corrections	Large Van	162	181	187	178	180
Corrections	Maintenance Utility	3	3	5	12	12
Corrections	SUV 4x4	133	161	146	149	150
Corrections	Equipment (> 1 Ton)	129	130	131	111	112
Corrections	Buses	33	36	35	26	26
Corrections	Small Van	57	56	58	58	57
Corrections	P/U - 4x2	37	38	39	33	33
Corrections	Trucks (1Ton & Less)	3	3	4	4	4
Corrections	P/U - 4x4	129	131	138	137	136
Corrections	Sedan/SW - Law	11	6	9	8	8
Corrections	Hybrid Sedans	14	54	136	143	143
Corrections	Hybrid SUV's	3	0	3	7	7
	Subtotal	1,033	1,111	1,171	1,144	1,152
Education	Sedan/SW - Reg	4	3	3	3	3
Education	Large Van	1	4	4	4	4
Education	Buses	3	1	1	2	2
Education	Small Van	1	2	3	3	3
Education	Trucks (1Ton & Less)	1	1	1	1	1
Education	P/U - 4x4	0	1	1	1	1
	Subtotal	10	12	13	14	14

Department	Description	Fiscal Year				
		2006-07 Actual	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Approp
Governor	SUV 4x4	4	4	5	5	5
Governor	Small Van	1	1	1	1	1
Governor	P/U - 4x4	1	1	26	23	25
Governor	Hybrid Sedans	0	0	1	1	1
Governor	Hybrid SUV's	0	0	0	0	1
	Subtotal	6	6	33	30	33
Higher Education	Sedan/SW - Reg	52	54	63	69	69
Higher Education	Large Van	109	103	113	110	114
Higher Education	Maintenance Utility	17	13	12	12	11
Higher Education	SUV 4x4	25	20	24	26	30
Higher Education	Equipment (> 1 Ton)	27	30	30	31	31
Higher Education	Buses	10	10	11	14	14
Higher Education	Small Van	48	39	40	40	45
Higher Education	P/U - 4x2	92	81	78	72	67
Higher Education	Trucks (1Ton & Less)	11	8	9	9	9
Higher Education	P/U - 4x4	103	79	80	94	101
Higher Education	Sedan/SW - Law	61	64	62	70	72
Higher Education	Hybrid Sedans	1	0	1	6	6
Higher Education	Hybrid SUV's	0	1	1	4	4
	Subtotal	556	502	524	557	573
Human Services	Sedan/SW - Reg	116	116	103	92	92
Human Services	Large Van	83	87	94	96	98
Human Services	Maintenance Utility	7	8	7	3	6
Human Services	SUV 4x4	50	58	59	54	54
Human Services	Equipment (> 1 Ton)	16	17	18	17	18
Human Services	Buses	46	47	46	47	47
Human Services	Small Van	31	31	32	32	31
Human Services	P/U - 4x2	27	24	27	21	23
Human Services	Trucks (1Ton & Less)	7	8	8	6	5
Human Services	P/U - 4x4	29	32	39	34	36
Human Services	Sedan/SW - Law	5	6	7	4	5
Human Services	Hybrid Sedans	0	4	14	21	27
Human Services	Hybrid SUV's	0	0	4	16	16
	Subtotal	417	438	458	443	458

Department	Description	Fiscal Year				
		2006-07 Actual	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Approp
Labor & Employment	Sedan/SW - Reg	24	23	23	24	24
Labor & Employment	Large Van	1	1	1	1	1
Labor & Employment	SUV 4x4	5	7	12	9	9
Labor & Employment	Small Van	0	0	0	0	0
Labor & Employment	P/U - 4x2	5	5	6	4	4
Labor & Employment	P/U - 4x4	11	11	11	12	12
Labor & Employment	Hybrid Sedans	0	0	0	<u>1</u>	1
	Subtotal	46	47	53	51	51
Law	Sedan/SW - Reg	23	23	23	22	22
Law	SUV 4x4	3	4	4	5	5
Law	Small Van	0	1	1	1	1
Law	Sedan/SW - Law	1	1	1	0	0
Law	Hybrid Sedans	0	1	1	<u>2</u>	<u>2</u>
	Subtotal	27	30	30	30	30
Local Affairs	Sedan/SW - Reg	19	19	18	16	15
Local Affairs	SUV 4x4	18	16	15	15	14
Local Affairs	Small Van	3	3	2	2	2
Local Affairs	Sedan/SW - Law	0	0	1	1	1
Local Affairs	Hybrid Sedans	0	0	4	5	8
Local Affairs	Hybrid SUV's	0	0	1	2	2
	Subtotal	40	38	41	41	42
Military Affairs	Sedan/SW - Reg	3	3	3	3	3
Military Affairs	Large Van	1	1	0	0	0
Military Affairs	Maintenance Utility	3	7	7	5	7
Military Affairs	SUV 4x4	4	4	4	4	4
Military Affairs	Small Van	1	1	1	0	0
Military Affairs	P/U - 4x4	3	3	5	<u>6</u>	6
Military Affairs	Hybrid SUV's	0	0	0	<u>1</u>	1
	Subtotal	15	19	20	19	21

Department	Description	Fiscal Year				
		2006-07 Actual	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Approp
Natural Resources	Sedan/SW - Reg	5	4	5	5	5
Natural Resources	Large Van	1	1	2	2	2
Natural Resources	Maintenance Utility	9	10	11	12	12
Natural Resources	SUV 4x4	168	168	182	173	172
Natural Resources	Equipment (> 1 Ton)	131	130	128	119	121
Natural Resources	Small Van	4	1	0	0	0
Natural Resources	P/U - 4x2	36	31	30	26	26
Natural Resources	Trucks (1Ton & Less)	13	13	12	6	8
Natural Resources	P/U - 4x4	629	654	703	703	705
Natural Resources	Sedan/SW - Law	16	19	21	19	19
Natural Resources	Hybrid Sedans	0	0	5	5	6
Natural Resources	Hybrid SUV's	0	0	4	12	12
	Subtotal	1,012	1,031	1,103	1,082	1,088
Personnel & Admin.	Sedan/SW - Reg	33	35	30	30	30
Personnel & Admin.	Large Van	13	7	15	13	13
Personnel & Admin.	Maintenance Utility	1	1	1	1	1
Personnel & Admin.	SUV 4x4	18	18	10	8	8
Personnel & Admin.	Equipment (> 1 Ton)	2	2	2	1	2
Personnel & Admin.	Small Van	5	7	7	6	6
Personnel & Admin.	Trucks (1Ton & Less)	0	0	0	0	0
Personnel & Admin.	P/U - 4x4	29	28	9	7	7
Personnel & Admin.	Sedan/SW - Law	1	0	3	2	2
	Subtotal	102	98	77	68	69
Public Health	Sedan/SW - Reg	19	17	18	17	17
Public Health	Large Van	4	2	2	2	2
Public Health	SUV 4x4	31	28	22	16	16
Public Health	Small Van	13	12	10	9	9
Public Health	P/U - 4x2	3	3	3	3	3
Public Health	Trucks (1Ton & Less)	1	1	1	1	1
Public Health	P/U - 4x4	9	5	4	4	4
Public Health	Sedan/SW - Law	0	0	1	1	1
Public Health	Hybrid Sedans	8	14	24	24	35
Public Health	Hybrid SUV's	11	13	20	27	27
	Subtotal	99	95	105	104	115

Department	Description	Fiscal Year				
		2006-07 Actual	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Approp
Public Safety	Sedan/SW - Reg	36	37	42	46	52
Public Safety	Large Van	10	15	13	13	13
Public Safety	Maintenance Utility	14	14	5	2	2
Public Safety	SUV 4x4	105	116	119	135	137
Public Safety	Equipment (> 1 Ton)	1	3	12	15	15
Public Safety	Small Van	2	3	4	3	3
Public Safety	P/U - 4x2	2	2	2	2	2
Public Safety	Trucks (1Ton & Less)	0	1	1	1	1
Public Safety	P/U - 4x4	16	16	17	21	21
Public Safety	Sedan/SW - Law	503	516	520	524	525
Public Safety	Motorcycles	23	22	22	20	22
Public Safety	Hybrid Sedans	0	0	0	0	1
Public Safety	Hybrid SUV's	0	0	2	4	4
	Subtotal	712	745	759	786	798
Reg Agencies	Sedan/SW - Reg	11	12	11	10	9
Reg Agencies	SUV 4x4	4	5	5	5	6
Reg Agencies	P/U - 4x4	38	38	37	38	38
Reg Agencies	Sedan/SW - Law	0	0	2	1	1
Reg Agencies	Hybrid Sedans	0	0	0	0	1
	Subtotal	53	55	55	54	55
Revenue	Sedan/SW - Reg	83	82	100	95	95
Revenue	Large Van	32	33	34	33	33
Revenue	SUV 4x4	45	47	38	39	39
Revenue	Small Van	24	24	20	22	22
Revenue	Trucks (1Ton & Less)	3	3	3	3	3
Revenue	Sedan/SW - Law	2	6	5	4	4
Revenue	Hybrid Sedans	1	1	4	4	11
Revenue	Hybrid SUV's	1	1	1	1	1
	Subtotal	191	197	205	201	208
Department of State	Sedan/SW - Reg	1	0	0	0	0
Department of State	Sedan/SW - Law	0	1	1	1	1
	Subtotal	1	1	1	1	1

Department	Description	Fiscal Year				
		2006-07 Actual	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Approp
Transportation	Sedan/SW - Reg	61	59	52	43	43
Transportation	Large Van	21	21	20	16	16
Transportation	Maintenance Utility	2	2	3	2	3
Transportation	SUV 4x4	296	303	306	309	309
Transportation	Small Van	32	28	30	28	28
Transportation	P/U - 4x2	97	89	89	79	79
Transportation	Trucks (1Ton & Less)	1	0	0	0	0
Transportation	P/U - 4x4	298	291	312	325	326
Transportation	Sedan/SW - Law	0	2	2	2	2
Transportation	Hybrid Sedans	3	4	12	11	12
Transportation	Hybrid SUV's	1	1	5	13	13
Subtotal		812	800	831	828	831

Statewide Total^{1/}	5,205	5,295	5,568	5,538	5,625
1/ Please note: State fleet vehicle counts will vary slightly, depending upon when the data was gathered. Additionally, this data excludes the State motor pool, which accounts for approximately 60 additional vehicles.					

SCHEDULE OF AFFILIATED EMPLOYERS

State Division

Agencies and Instrumentalities

CollegeInvest
College Assist
Colorado Association of School Boards
Colorado Association of School Executives
Colorado Council on the Arts
Colorado High School Activities Association
Colorado Public Employees' Retirement Association
Colorado Water Resources & Power Development Authority
CoverColorado
Department of Agriculture
Department of Corrections
Department of Education
Department of Health Care Policy and Financing
Department of Human Services
Department of Labor and Employment
Department of Law
Department of Local Affairs
Department of Military and Veterans Affairs
Department of Natural Resources
Department of Personnel and Administration
Department of Public Health and Environment
Department of Public Safety
Department of Regulatory Agencies
Department of Revenue
Department of State
Department of the Treasury
Department of Transportation
Fire and Police Pension Association
General Assembly
Joint Budget Committee
Judicial Department
Legislative Council
Office of the District Attorneys
Office of the Governor
Office of Legislative Legal Services
Office of the Lieutenant Governor
Office of the State Auditor
Pinnacle Assurance
School for the Deaf and the Blind
Special District Association of Colorado
State Historical Society

Institutions of Higher Education

Adams State College
Aims Community College
Arapahoe Community College
Auraria Higher Education Center
Aurora Community College
Colorado Mountain College
Colorado Northwestern Community College
Colorado School of Mines
Colorado State University
Colorado State University at Pueblo
Commission on Higher Education
Denver Community College
Fort Lewis College
Front Range Community College
Lamar Community College
Mesa State College
Metropolitan State College of Denver
Morgan Community College
Northeastern Junior College
Otero Junior College
Pikes Peak Community College
Pueblo Vocational Community College
Red Rocks Community College
State Board for Community Colleges and
Occupational Education
Trinidad State Junior College
University of Colorado
University of Northern Colorado
Western State College

**Appendix F
Capitol Complex Budget Drivers**

	FY 2007-08			FY 2008-09			FY 2009-10			FY 2010-11 (est)		
	Capitol Complex	Grand Junction	Camp George West	Capitol Complex	Grand Junction	Camp George	Capitol Complex	Grand Junction	Camp George	Capitol Complex	Grand Junction	Camp George West
Personal Services												
Long Bill FTE approp	53.2	1.0	1.0	53.2	1.0	1.0	53.2	1.0	1.0	53.2	1.0	1.0
Long Bill	\$2,601,617	\$45,336	\$64,565	\$2,667,077	\$47,003	\$66,232	\$2,695,992	\$48,459	\$79,641	\$2,682,558	\$47,242	\$78,302
Supplemental Bill							(28,050)	(1,498)	(1,647)			
Long Bill + Pots	2,898,883	49,004	82,542	3,003,741	55,691	90,905	2,999,917	58,734	87,489	3,070,008	60,982	89,384
Total Expended	2,898,883	49,003	82,541	3,003,735	55,690	90,905	2,822,662	58,383	78,777	3,070,008	60,982	89,384
Difference	0	1	1	6	1	0	177,255	351	8,712	0	0	0
Operating												
Long Bill	\$1,637,466	\$76,873	\$122,102	\$1,722,466	\$76,873	\$122,102	\$1,951,376	\$76,873	\$166,289	\$1,703,575	\$76,873	\$103,586
Supplemental Bill							(156,900)		(18,516)			
Long Bill Add-ons							48,949					
Roll Forward	(2,674)											
Total Appropriation	1,634,792	76,873	122,102	1,722,466	76,873	122,102	1,843,425	76,873	147,773	1,703,575	76,873	103,586
Total Expended	1,624,799	75,994	121,815	1,720,890	76,001	121,049	1,842,994	76,121	146,173	1,687,575	92,873	103,586
Difference	9,993	879	287	1,576	872	1,053	431	752	1,600	16,000	(16,000)	0
Operating Expenditure Detail												
Admin	\$153,836	\$3,188	\$60	\$160,077	\$4,008	\$23	\$404,827	\$3,176	\$17	\$168,118	\$3,592	\$20
Custodial	880,670	54,126	0	894,118	52,655	0	673,460	43,378	0	667,106	64,828	0
Grounds	167,673	5,426	100,355	208,786	6,580	98,757	147,174	6,408	128,345	164,371	6,494	89,566
Maintenance	422,619	13,254	21,400	457,909	12,758	22,268	617,534	23,159	17,811	687,980	17,959	14,000
Utilities												
Long Bill	\$3,742,802	\$87,554	\$434,350	\$3,657,802	\$87,554	\$434,350	\$3,732,802	\$87,554	\$434,350	\$3,592,802	\$87,554	\$434,350
Total Appropriation	3,742,802	87,554	434,350	3,657,802	87,554	434,350	3,732,802	87,554	434,350	3,592,802	87,554	434,350
Total Expended	3,718,038	87,554	386,449	3,305,846	81,181	392,730	3,354,250	83,061	406,361	3,568,211	95,332	422,809
Difference	24,764	0	47,901	351,956	6,373	41,620	378,552	4,493	27,989	24,591	(7,778)	11,541
Utility Expenditure Detail												
Electricity												
kWh Used	29,742,226	831,200	2,176,474	29,484,224	805,440	2,122,892	26,421,204	733,600	2,080,242	26,421,204	733,600	2,080,242
Average Cost Per Kwh*	\$0.0633	\$0.0767	\$0.0800	\$0.0711	\$0.0783	\$0.0894	\$0.0793	\$0.0848	\$0.0945	\$0.0863	\$0.0990	\$0.1061
Annual Cost	\$1,882,351	\$63,739	\$174,127	\$2,095,579	\$63,094	\$189,785	\$2,096,508	\$62,179	\$196,630	\$2,280,150	\$72,626	\$220,714
Natural Gas												
Therms Used	184,142	23,848	152,772	159,133	18,899	142,664	180,157	24,026	165,418	180,157	24,026	165,418
Average Cost Per Therm*	\$0.8156	\$0.8390	\$0.8513	\$0.7652	\$0.7630	\$0.7771	\$0.6833	\$0.7179	\$0.7253	\$0.7387	\$0.7979	\$0.7886
Annual Cost	\$150,191	\$20,009	\$130,060	\$121,764	\$14,420	\$110,866	\$123,098	\$17,248	\$119,974	\$133,082	\$19,170	\$130,449
Steam (Denver)												
MLBS Used	23,855			18,969			19,013			18,991		
Average Cost Per MLBS*	\$6.37			\$7.35			\$2.12			\$4.79		
Annual Cost	\$152,004			\$139,438.82			\$40,355.40			\$90,967		
Water & Sewer												
Gallons Used	27,706,936	776	15,215	27,078,159	729	81,831	21,261,823	683	145,259	21,261,823	683	113,545
Average Cost Per Gallon*	\$0.0056	\$4.7357	\$5.4066	\$0.0061	\$5.0304	\$1.1252	\$0.0062	\$5.3216	\$0.6179	\$0.0080	\$5.1760	\$0.6310
Annual Cost	\$156,048	\$3,675	\$82,262	\$166,370	\$3,667	\$92,080	\$132,815	\$3,635	\$89,757	\$170,307	\$3,535	\$71,647
Storm Drainage												
Annual Cost	\$29,253			\$29,253			\$29,253			\$29,253		
Perf Contracting & Energy Saving Projects												
Annual Cost	\$1,348,190	\$131		\$753,440			\$932,220			\$864,452		
Square Footage												
Base Square Footage	914,760	34,499	285,755	913,685	34,499	285,755	946,211	34,499	296,077	946,211	34,499	296,077
Potential Adjustments				32,526		10,322						
Appropriated Amounts												
Capitol Complex Security	\$289,484			\$304,163			\$323,000			\$353,365		
Capitol Complex Repairs	\$55,520			\$56,509			\$56,519			\$56,520		
Indirect Cost Assessment	\$377,457			\$273,929			\$416,060			\$525,058		