

APPROPRIATION FROM

ITEM & SUBTOTAL	TOTAL	GENERAL FUND	GENERAL FUND EXEMPT	CASH FUNDS	CASH FUNDS EXEMPT	FEDERAL FUNDS
\$	\$	\$	\$	\$	\$	\$

**PART XV
DEPARTMENT OF PERSONNEL AND ADMINISTRATION**

(1) EXECUTIVE OFFICE⁴⁵

Personal Services	1,528,220 (26.0 FTE)					1,528,220(T) ^a
Health, Life, and Dental	1,192,011	481,207		32,178(T) ^b		678,626(T) ^c
Short-term Disability	41,980	9,886		3,094(T) ^b		29,000(T) ^c
Salary Survey and Senior Executive Service	907,332	395,712		18,361(T) ^b		493,259(T) ^c
Shift Differential	67,756					67,756(T) ^c
Workers' Compensation	215,265	79,829		1,909(T) ^b		133,527(T) ^c
Operating Expenses	99,342					99,342(T) ^d
Legal Services for 3,432 hours	208,632	145,291		3,401(T) ^b		59,940(T) ^c
Administrative Law Judge Services	1,864					1,864(T) ^c
Purchase of Services from Computer Center	1,173,668	1,074,334				99,334(T) ^c
Pueblo Data Entry Center Payments	54,308	28,343		15,879(T) ^b		10,086(T) ^c
Multiuse Network Payments	1,045,953					1,045,953(T) ^c
Payment to Risk Management and Property Funds	951,685	352,676		8,768(T) ^b		590,241(T) ^c
Vehicle Lease Payments	143,671	90,788				52,883(T) ^c
Leased Space	926,471	369,806		10,273(T) ^b		546,392(T) ^c
Capitol Complex Leased Space	1,119,786	496,989		128,205 ^e		494,592(T) ^c
Communications Services Payments	43,931	43,931				

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	\$	\$	\$	\$	\$	\$	\$
Test Facility Lease	116,351		116,351				
Employment Security Contract Payment	17,400		10,889			6,511(T) ^f	
Employees Emeritus Retirement	<u>11,039</u>		11,039				
		9,866,665					

^a Of this amount, \$1,403,222 shall be from indirect cost recoveries and \$124,998 shall be from user fees from other state agencies.

^b These amounts shall be from user fees from other state agencies.

^c These amounts shall be from user fees from other state agencies.

^d This amount shall be from indirect cost recoveries from other divisions within the Department.

^e Of this amount, \$121,985 shall be from the Capitol Parking Fund and \$6,220 shall be from the Deferred Compensation Administration Fund.

^f Of this amount, \$2,291 shall be from the Department of Human Services, \$1,228 shall be from the Department of Natural Resources, \$922 shall be from the Department of Personnel, \$744 shall be from the Department of Law, \$597 shall be from the Department of Agriculture, \$368 shall be from the Department of Public Health and Environment, \$101 shall be from the Department of Regulatory Agencies, \$88 shall be from the Department of Revenue, \$65 from the Department of Local Affairs, \$62 shall be from the Department of Corrections, \$32 shall be from the Department of Public Safety, and \$13 shall be from the Department of State.

(2) DIVISION OF HUMAN RESOURCES

(A) Human Resource Services²¹

(1) State Agency Services

Personal Services	1,835,677					
	(30.9 FTE)					
Operating Expenses	<u>88,462</u>					
	1,924,139				1,924,139(T) ^a	

^a This amount shall be from indirect cost recoveries from other divisions within the department.

(2) Training Services

APPROPRIATION FROM

	ITEM & SUBTOTAL	TOTAL	GENERAL FUND	GENERAL FUND EXEMPT	CASH FUNDS	CASH FUNDS EXEMPT	FEDERAL FUNDS
	\$	\$	\$	\$	\$	\$	\$
Personal Services	170,847				52,075 ^a	118,772(T) ^b	
	(3.0 FTE)						
Operating Expenses	79,573					79,573(T) ^b	
Indirect Cost Assessment	38,048					38,048(T) ^b	
	<u>288,468</u>						

^a This amount shall be from the sale of job reference manuals and training revenue from non-state agencies.

^b These amounts shall be from training revenues from state agencies.

(3) Colorado State Employees

Assistance Program

Personal Services	273,592						
	(4.5 FTE)						
Operating Expenses	37,233						
Indirect Cost Assessment	64,059						
	<u>374,884</u>					374,884(T) ^a	

^a This amount shall be from user fees from other state agencies.

(B) Employee Benefits Services

Personal Services	809,254				216,415 ^a	592,839(T) ^b	
	(11.0 FTE)						
Operating Expenses	51,355				23,574 ^a	27,781(T) ^b	
Utilization Review	40,000					40,000(T) ^b	
Deferred Compensation Plans	182,977				182,977 ^a		
Defined Contribution Plans	6,226				6,226 ^c		
Indirect Cost Assessment	304,989					304,989(T) ^b	
	<u>1,394,801</u>						

APPROPRIATION FROM

ITEM & SUBTOTAL	TOTAL	APPROPRIATION FROM				
		GENERAL FUND	GENERAL FUND EXEMPT	CASH FUNDS	CASH FUNDS EXEMPT	FEDERAL FUNDS
\$	\$	\$	\$	\$	\$	\$
Personal Services	559,708					559,708(T) ^a (9.0 FTE)
Operating Expenses	57,104					57,104(T) ^a
Audit Expense	63,120					63,120(T) ^a
Legal Services for 31,860 hours	1,936,770					1,936,770(T) ^b
Liability Premiums	9,705,880			1,114,235(T) ^c		8,591,645(T) ^b
Property Premiums	11,618,126			571,135(T) ^d		11,046,991(T) ^e
Workers' Compensation Premiums	30,053,741	155,990		2,517,113(T) ^c		27,380,638(T) ^b
Indirect Cost Assessment	<u>89,930</u>					89,930(T) ^a
	54,084,379					

^a These amounts shall be from state agency appropriations to the Risk Management Fund and the Self-Insured Property Fund.

^b These amounts shall be from state agency appropriations to the Risk Management Fund.

^c These amounts shall be from enterprises within state agency appropriations to the Risk Management Fund.

^d This amount shall be from enterprises within state agency appropriations to the Self-Insured Property Fund.

^e This amount shall be from state agency appropriations to the Self-Insured Property Fund.

58,066,671

(3) PERSONNEL BOARD

APPROPRIATION FROM

	ITEM & SUBTOTAL	TOTAL	GENERAL FUND	GENERAL FUND EXEMPT	CASH FUNDS	CASH FUNDS EXEMPT	FEDERAL FUNDS
	\$	\$	\$	\$	\$	\$	\$
Personal Services	388,605 (4.8 FTE)		187,178		1,200 ^a	200,227(T) ^b	
Operating Expenses	<u>29,033</u>		29,033				
		417,638					

^a This amount shall be from receipts collected for copies of information and case documentation.

^b Of this amount, \$199,427 shall be from indirect cost recoveries from other divisions within the Department and \$800 shall be from receipts from state agencies for copies of information and case documentation.

(4) CENTRAL SERVICES

(A) Administration

Personal Services	637,204 (10.0 FTE)						
Operating Expenses	77,427						
Indirect Cost Assessment	<u>1,535,372</u>						
	2,250,003				42,782(T) ^a	2,207,221(T) ^b	

^a This amount shall be from user fees from non-state agencies.

^a This amount shall be from user fees from other state agencies.

(B) Integrated Document Factory

(1) Reprographics Services

Personal Services	1,121,473 (26.1 FTE)						
Operating Expenses	<u>2,080,722</u>						
	3,202,195				305,456 ^a	2,896,739(T) ^b	

^a This amount shall be from user fees from non-state agencies.

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	\$	\$	\$	\$	\$	\$	\$
<p>^b This amount shall be from user fees from state agencies.</p>							
<p>(2) Document Solutions Group</p>							
Personal Services	2,506,306						
	(53.0 FTE)						
Operating Expenses	345,346						
Utilities	10,763						
Indirect Cost Assessment	<u>406,381</u>						
	3,268,796				35,917 ^a	3,232,879(T) ^b	

^a This amount shall be from user fees from non-state agencies.

^b This amount shall be from user fees from state agencies.

<p>(3) Mail Services</p>							
Personal Services	1,081,557						
	(32.0 FTE)						
Operating Expenses	<u>4,821,747</u>						
	5,903,304				697,515 ^a	5,205,789(T) ^b	

^a This amount shall be from user fees from non-state agencies.

^b This amount shall be from user fees from state agencies.

(C) Fleet Management Program and Motor Pool Services¹⁵²

Personal Services	742,606						
	(16.0 FTE)						
Operating Expenses	12,305,933						
Vehicle Replacement Lease, Purchase or Lease/Purchase	<u>16,201,795</u>						

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ITEM & SUBTOTAL	TOTAL	GENERAL FUND	GENERAL FUND EXEMPT	CASH FUNDS	CASH FUNDS EXEMPT	FEDERAL FUNDS
\$	\$	\$	\$	\$	\$	\$
	29,250,334			2,134,301(T) ^a	27,116,033(T) ^b	

^a Of this amount, \$1,687,236 shall be from the Division of Wildlife, \$181,492 shall be from user fees from the Colorado State Lottery, \$65,573 shall be from Correctional Industries, and \$200,000 shall be from user fees from other non-state agencies.

^b This amount shall be from user fees from state agencies.

(D) Facilities Maintenance

(1) Capitol Complex Facilities

Personal Services	2,440,704					
	(55.2 FTE)					
Operating Expenses	1,637,466					
Capitol Complex Repairs	56,520					
Capitol Complex Security	221,737					
Utilities	<u>2,338,245</u>					
	6,694,672				6,694,672(T) ^a	

^a This amount shall be from lease payments by the state agency occupants of the Capitol Complex.

(2) Grand Junction State Services Building

Personal Services	42,249					
	(1.0 FTE)					
Operating Expenses	76,873					
Utilities	<u>58,598</u>					
	177,720			5,092(T) ^a	172,628(T) ^b	

^a This amount shall be from lease payments from the Department of Higher Education for the Colorado State University Forest Service.

^b This amount shall be from lease payments by the state agency occupants of the Grand Junction State Office Building.

APPROPRIATION FROM

	ITEM & SUBTOTAL	TOTAL	GENERAL FUND	GENERAL FUND EXEMPT	CASH FUNDS	CASH FUNDS EXEMPT	FEDERAL FUNDS
	\$	\$	\$	\$	\$	\$	\$
 (3) Camp George West							
Personal Services	58,457						
	(1.0 FTE)						
Operating Expenses	122,102						
Utilities	<u>273,638</u>						
	454,197				48,950 ^a	405,247(T) ^b	

^a Of this amount, \$30,825(T) shall be from lease and utility payments from Correctional Industries and \$18,125 shall be from lease and utility payments from other non-state agency occupants of Camp George West.

^b This amount shall be from lease and utility payments by the state agency occupants of Camp George West.

51,201,221

(5) FINANCE AND PROCUREMENT

(A) State Controller's Office and Procurement Services

Personal Services	2,721,936					2,721,936 ^a	
	(38.0 FTE)						
Operating Expenses	<u>142,176</u>		99,830			42,346 ^a	
	2,864,112						

^a Of these amounts, \$1,000,699 shall be from rebates received from the Procurement Card Program, \$949,283(T) shall be from statewide indirect cost recoveries from the Department of Transportation pursuant to Section 43-1-113(8)(a), C.R.S., \$619,251(T) shall be from statewide indirect cost recoveries from the Department of Labor and Employment, \$150,049(T) shall be from statewide indirect cost recoveries from the Department of State, \$25,000 shall be from the reserve balance of the Debt Collection Fund created pursuant to Section 24-30-202.4 (3)(e), C.R.S., and \$20,000 shall be from the reserve balance of the Supplier Database Cash Fund created pursuant to Section 24-102-202.5 (2), C.R.S.

(B) Supplier Database

Personal Services	164,452				164,452 ^a		
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APPROPRIATION FROM

	ITEM & SUBTOTAL	TOTAL	GENERAL FUND	GENERAL FUND EXEMPT	CASH FUNDS	CASH FUNDS EXEMPT	FEDERAL FUNDS
	\$	\$	\$	\$	\$	\$	\$
Operating Expenses	85,799				(3.5 FTE) 85,799 ^a		
	250,251						

^a These amounts shall be from the Supplier Database Cash Fund pursuant to Section 24-102-202.5, C.R.S.

(C) Collections Services

Personal Services	734,378						
	(17.0 FTE)						
Operating Expenses	331,706						
Collection of Debts Due to the State	20,702						
	1,086,786				655,959 ^a	430,827(T) ^b	

^a This amount shall be from collection fees assessed to individuals.
^b This amount shall be from collection receipts previously booked as cash.

(D) Real Estate Services Program⁶²

Coordination of Capital Construction, Controlled Maintenance Requests, and Building Lease Review	480,809		480,809			
			(7.0 FTE)			
		4,681,958				

(6) DIVISION OF INFORMATION TECHNOLOGY
(A) Administration

APPROPRIATION FROM

	ITEM & SUBTOTAL	TOTAL	GENERAL FUND	GENERAL FUND EXEMPT	CASH FUNDS	CASH FUNDS EXEMPT	FEDERAL FUNDS
	\$	\$	\$	\$	\$	\$	\$
Personal Services	359,140						
	(6.0 FTE)						
Operating Expenses	<u>6,450</u>						
	365,590					365,590(T) ^a	

^a This amount shall be from user fees from state agencies.

(B) Customer Services

Personal Services	831,091						
	(13.0 FTE)						
Operating Expenses	<u>14,625</u>						
	845,716					845,716(T) ^a	

^a This amount shall be from user fees from state agencies.

(C) Order Billing

Personal Services	595,651						
	(10.0 FTE)						
Operating Expenses	<u>10,750</u>						
	606,401					606,401(T) ^a	

^a This amount shall be from user fees from state agencies.

(D) Communications Services

Personal Services	3,013,095
	(43.0 FTE)
Operating Expenses	126,631
Training	18,500
Utilities	98,957
Local Systems Development	71,531

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	ITEM & SUBTOTAL	TOTAL	APPROPRIATION FROM				
			GENERAL FUND	GENERAL FUND EXEMPT	CASH FUNDS	CASH FUNDS EXEMPT	FEDERAL FUNDS
	\$	\$	\$	\$	\$	\$	\$
Indirect Cost Assessment	426,419						
	<u>3,755,133</u>		369,361		333,170(T) ^a	2,981,071 ^b	71,531 ^c

^a Of this amount, \$311,010 shall be from the Division of Wildlife and \$22,160 shall be from Correctional Industries.
^b Of this amount, \$2,451,667(T) shall be from user fees from other state agencies, \$463,253 shall be from the reserve balance of the Public Safety Communications Trust Fund pursuant to Section 24-30-908.5, C.R.S., and \$66,151(T) shall be from the Department of Public Health and Environment from unexpended moneys in the Emergency Medical Services Account within the Highway Users Tax Fund that are not distributed to counties pursuant to Section 25-3.5-603(2), C.R.S.
^c This amount reflects funds anticipated to be received from the National Oceanic and Atmospheric Administration and is only shown for informational purposes.

(E) Network Services

Personal Services	1,366,378					
	(18.0 FTE)					
Operating Expenses	16,298,528					
Telecommunications Audit Expense ¹⁵³	1,000,000					
Toll-free Telephone Access to Members of the General Assembly	<u>25,000</u>					
	18,689,906			1,363,904 ^a	17,326,002 ^b	

^a Of this amount, \$838,862 shall be from other user fees from non-state agencies, \$366,264(T) from the Division of Wildlife, \$104,746(T) shall be from Correctional Industries, and \$54,032(T) shall be from the Colorado State Lottery.
^b Of this amount, \$16,301,002(T) shall be from user fees from other state agencies, \$1,000,000 shall be from refunds from the telecommunications audit, and \$25,000(T) shall be from the Legislative Department.

(F) Computer Services¹⁵⁴

Personal Services	2,466,818
	(42.0 FTE)
Operating Expenses	6,181,350

APPROPRIATION FROM

	ITEM & SUBTOTAL	TOTAL	GENERAL FUND	GENERAL FUND EXEMPT	CASH FUNDS	CASH FUNDS EXEMPT	FEDERAL FUNDS
	\$	\$	\$	\$	\$	\$	\$
Rental, Lease, or Lease/Purchase of Central Processing Unit	336,034						
Indirect Cost Assessment	<u>604,360</u>						
	9,588,562				28,749 ^a	9,559,813(T) ^b	

^a Of this amount, \$19,915 shall be from various local governments and other sources of cash revenue and \$8,834(T) shall be from the Colorado State Lottery.
^b This amount shall be from user fees from state agencies.

(G) Information and Archival Services

Personal Services	451,755						
	(9.0 FTE)						
Operating Expenses	<u>37,384</u>						
	489,139		369,732		89,024 ^a	30,383(T) ^b	

^a This amount shall be from user fees from non-state agencies.
^b This amount shall be from user fees from state agencies.

**(H) Technology Management
Unit**

Personal Services	2,591,348						
	(39.5 FTE)						
Operating Expenses	<u>295,871</u>						
	2,887,219		2,887,219				

37,227,666

(7) ADMINISTRATIVE HEARINGS¹⁵⁵

	ITEM & SUBTOTAL	TOTAL	APPROPRIATION FROM				
			GENERAL FUND	GENERAL FUND EXEMPT	CASH FUNDS	CASH FUNDS EXEMPT	FEDERAL FUNDS
	\$	\$	\$	\$	\$	\$	\$
Personal Services	2,814,344						
	(39.3 FTE)						
Operating Expenses	148,000						
Indirect Cost Assessment	<u>156,572</u>						
		3,118,916				3,118,916(T) ^a	

^a This amount shall be from user fees from state agencies.

TOTALS PART XV

**(PERSONNEL AND
ADMINISTRATION)^{2,3}**

	<u>\$164,580,735</u>	<u>\$8,286,223</u>	<u></u>	<u>\$10,898,088^a</u>	<u>\$145,324,893^a</u>	<u>\$71,531</u>
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^a Of these amounts, \$150,192,333 contains a (T) notation.

FOOTNOTES -- The following statements are referenced to the numbered footnotes throughout section 2.

- 2 All Departments, Totals -- Every department is requested to submit to the Joint Budget Committee information on the number of additional federal and cash funds exempt FTE associated with any federal grants or private donations that are applied for or received during FY 2003-04. The information should include the number of FTE, the associated costs (such as workers' compensation, health and life benefits, need for additional space, etc.) that are related to the additional FTE, the direct and indirect matching requirements associated with the federal grant or donated funds, the duration of the grant, and a brief description of the program and its goals and objectives.
- 3 All Departments, Totals -- The General Assembly requests that copies of all reports requested in other footnotes contained in this act be delivered to the Joint Budget Committee and the majority and minority leadership in each house of the General Assembly. Each principal department of the state shall produce its rules in an electronic format that is suitable for public access through electronic means. Such rules in such format shall be submitted to the Office of Legislative Legal Services for publishing on the Internet. It is the intent of the General Assembly that this be done within existing resources.
- 21 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 of Personnel and Administration shall comply with

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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 and Administration 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 of Personnel and Administration and the Office of State Planning and Budgeting are requested to submit a consolidated statewide personnel report to the General Assembly by September 1, 2003. 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 2002-03.

- 45 Department of Higher Education, Colorado Commission on Higher Education; Governing Boards and Local District Junior Colleges; Auraria Higher Education Center; and Department of Personnel and Administration, Executive Office -- The Department of Personnel and Administration is requested to submit, after consultation with the Colorado Commission on Higher Education and with the higher education governing boards, a report to the Joint Budget Committee by September 1, 2003, that analyzes alternatives to higher education's participation in the fleet management program. The report should identify cost-effective options that may provide more flexibility to higher education, including the scenario in which higher education is exempted from this program. The report should provide a comparison of cost estimates of the options identified.
- 62 Department of Human Services, Office of Operations; and Department of Personnel and Administration, Finance and Procurement, Real Estate Services Program -- The Departments are requested to keep the Joint Budget Committee informed about the state's efforts to standardize operational maintenance requirements of its facilities statewide. The Departments are requested to provide annual updates to the Joint Budget Committee regarding these activities on or before October 15.
- 152 Department of Personnel and Administration, Central Services, Fleet Management Program and Motor Pool Services -- The Department is requested to provide the Joint Budget Committee with a reconciled and consolidated report by January 1, 2004, of the vehicles it intends to replace in FY 2003-04 compared to those specific vehicles approved by the General Assembly for replacement or addition.
- 153 Department of Personnel and Administration, Division of Information Technology, Network Services, Telecommunications Audit Expense -- The Department of Personnel and Administration is requested to perform a telecommunications audit on its billings and invoices and report any savings for FY 2003-04 identified by this audit to the Joint Budget Committee, showing savings by department, line item, and fund source by January 1, 2004. It is the intent of the General Assembly that this information will be used to reduce statewide appropriations during the supplemental process for FY 2003-04.

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154	Department of Personnel and Administration, Division of Information Technology, Computer Services -- It is requested that the Department of Personnel perform an annual mid-year review of actual usage compared to agency appropriations in order to determine the accuracy fo the cost allocation billing methodology for General Government Computer Center (GGCC) services. This information should be submitted to the Joint Budget Committee for review no later than January 1, 2004, for statewide supplemental consideration.						
155	Department of Personnel and Administration, Administrative Hearings -- It is the intent of the General Assembly that the Department of Personnel perform an annual mid-year review of actual usage compared to agency appropriations in order to determine the accuracy of the cost allocation billing methodology for Administrative Hearings services. This information should be submitted to the Joint Budget Committee for review no later than January 1, 2004, for statewide supplemental consideration.						