

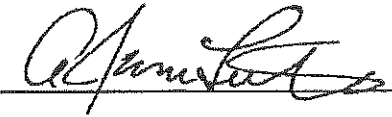

Schedule 13

Funding Request for the FY 2017-18 Budget Cycle

Department of Personnel & Administration

Request Title

NP-01 Resources for Administrative Courts

Dept. Approval By:		<input type="checkbox"/>	Supplemental FY 2016-17
		<input checked="" type="checkbox"/>	Change Request FY 2017-18
OSPB Approval By:	 10/26/16	<input type="checkbox"/>	Budget Amendment FY 2017-18

Summary Information	Fund	FY 2016-17		FY 2017-18		FY 2018-19
		Initial Appropriation	Supplemental Request	Base Request	Change Request	Continuation
	Total	\$12,814	\$0	\$11,559	\$109	\$0
	FTE	0.0	0.0	0.0	0.0	0.0
Total of All Line Items Impacted by Change Request	GF	\$0	\$0	\$0	\$0	\$0
	CF	\$12,814	\$0	\$11,559	\$109	\$0
	RF	\$0	\$0	\$0	\$0	\$0
	FF	\$0	\$0	\$0	\$0	\$0

Line Item Information	Fund	FY 2016-17		FY 2017-18		FY 2018-19
		Initial Appropriation	Supplemental Request	Base Request	Change Request	Continuation
	Total	\$12,814	\$0	\$11,559	\$109	\$0
	FTE	0.0	0.0	0.0	0.0	0.0
01. Executive Director's Office, (A)	GF	\$0	\$0	\$0	\$0	\$0
Department Administration -	CF	\$12,814	\$0	\$11,559	\$109	\$0
Administrative Law	RF	\$0	\$0	\$0	\$0	\$0
Judge Services	FF	\$0	\$0	\$0	\$0	\$0

CF Letternote Text Revision Required?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	If Yes, see attached fund source detail.
RF Letternote Text Revision Required?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	
FF Letternote Text Revision Required?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	
Requires Legislation?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	
Type of Request?	Department of Personnel & Administration Non-Prioritized Request				
Interagency Approval or Related Schedule 13s:	None				

Schedule 13

Funding Request for the FY 2017-18 Budget Cycle

Department of Personnel & Administration

Request Title

NP-02 Annual Fleet Vehicle Request

Dept. Approval By: 

Supplemental FY 2016-17

X

Change Request FY 2017-18

OSPB Approval By:  10/26/16

Budget Amendment FY 2017-18

Summary Information	Fund	FY 2016-17		FY 2017-18		FY 2018-19
		Initial Appropriation	Supplemental Request	Base Request	Change Request	Continuation
	Total	\$61,450	\$0	\$61,450	\$164,407	\$164,407
	FTE	0.0	0.0	0.0	0.0	0.0
Total of All Line Items Impacted by Change Request	GF	\$0	\$0	\$0	\$0	\$0
	CF	\$2,128	\$0	\$2,128	\$0	\$0
	RF	\$59,322	\$0	\$59,322	\$164,407	\$164,407
	FF	\$0	\$0	\$0	\$0	\$0

Line Item Information	Fund	FY 2016-17		FY 2017-18		FY 2018-19
		Initial Appropriation	Supplemental Request	Base Request	Change Request	Continuation
	Total	\$61,450	\$0	\$61,450	\$164,407	\$164,407
	FTE	0.0	0.0	0.0	0.0	0.0
01. Executive Director's Office, (A) Department Administration - Vehicle Lease Payments	GF	\$0	\$0	\$0	\$0	\$0
	CF	\$2,128	\$0	\$2,128	\$0	\$0
	RF	\$59,322	\$0	\$59,322	\$164,407	\$164,407
	FF	\$0	\$0	\$0	\$0	\$0

CF Letternote Text Revision Required?	Yes	No	<u>X</u>	If Yes, see attached fund source detail.
RF Letternote Text Revision Required?	Yes	No	<u>X</u>	
FF Letternote Text Revision Required?	Yes	No	<u>X</u>	
Requires Legislation?	Yes	No	<u>X</u>	
Type of Request?	Department of Personnel & Administration Non-Prioritized Request			
Interagency Approval or Related Schedule 13s:	None			

Schedule 13

Funding Request for the FY 2017-18 Budget Cycle

Department of Personnel & Administration

Request Title

NP-03 Secure Colorado

Dept. Approval By: 

Supplemental FY 2016-17

 X

Change Request FY 2017-18

OSPB Approval By:  10/26/16

Budget Amendment FY 2017-18

Summary Information	Fund	FY 2016-17		FY 2017-18		FY 2018-19
		Initial Appropriation	Supplemental Request	Base Request	Change Request	Continuation
	Total	\$5,583,222	\$0	\$3,494,710	\$43,260	\$73,954
	FTE	0.0	0.0	0.0	0.0	0.0
Total of All Line Items Impacted by Change Request	GF	\$1,525,117	\$0	\$933,030	\$11,550	\$19,744
	CF	\$580,960	\$0	\$332,039	\$4,110	\$7,027
	RF	\$3,477,145	\$0	\$2,229,641	\$27,600	\$47,183
	FF	\$0	\$0	\$0	\$0	\$0

Line Item Information	Fund	FY 2016-17		FY 2017-18		FY 2018-19
		Initial Appropriation	Supplemental Request	Base Request	Change Request	Continuation
	Total	\$5,583,222	\$0	\$3,494,710	\$43,260	\$73,954
	FTE	0.0	0.0	0.0	0.0	0.0
01. Executive Director's Office, (A) Department Administration - Payments to OIT	GF	\$1,525,117	\$0	\$933,030	\$11,550	\$19,744
	CF	\$580,960	\$0	\$332,039	\$4,110	\$7,027
	RF	\$3,477,145	\$0	\$2,229,641	\$27,600	\$47,183
	FF	\$0	\$0	\$0	\$0	\$0

CF Letternote Text Revision Required?	Yes	No	<u> X </u>	If Yes, see attached fund source detail.
RF Letternote Text Revision Required?	Yes	No	<u> X </u>	
FF Letternote Text Revision Required?	Yes	No	<u> X </u>	
Requires Legislation?	Yes	No	<u> X </u>	
Type of Request?	Department of Personnel & Administration Non-Prioritized Request			
Interagency Approval or Related Schedule 13s:	Office of Information Technology			

Schedule 13

Funding Request for the FY 2017-18 Budget Cycle

Department of Personnel & Administration

Request Title

NP-04 Deskside Staffing

Dept. Approval By: 

Supplemental FY 2016-17

 X

Change Request FY 2017-18

OSPB Approval By:  10/26/16

Budget Amendment FY 2017-18

Summary Information	Fund	FY 2016-17		FY 2017-18		FY 2018-19
		Initial Appropriation	Supplemental Request	Base Request	Change Request	Continuation
	Total	\$5,583,222	\$0	\$3,494,710	\$17,300	\$18,087
	FTE	0.0	0.0	0.0	0.0	0.0
Total of All Line Items Impacted by Change Request	GF	\$1,525,117	\$0	\$933,030	\$4,620	\$4,829
	CF	\$580,960	\$0	\$332,039	\$1,644	\$1,719
	RF	\$3,477,145	\$0	\$2,229,641	\$11,036	\$11,539
	FF	\$0	\$0	\$0	\$0	\$0

Line Item Information	Fund	FY 2016-17		FY 2017-18		FY 2018-19
		Initial Appropriation	Supplemental Request	Base Request	Change Request	Continuation
	Total	\$5,583,222	\$0	\$3,494,710	\$17,300	\$18,087
	FTE	0.0	0.0	0.0	0.0	0.0
01. Executive Director's Office, (A) Department Administration - Payments to OIT	GF	\$1,525,117	\$0	\$933,030	\$4,620	\$4,829
	CF	\$580,960	\$0	\$332,039	\$1,644	\$1,719
	RF	\$3,477,145	\$0	\$2,229,641	\$11,036	\$11,539
	FF	\$0	\$0	\$0	\$0	\$0

CF Letternote Text Revision Required?	Yes	<u> No </u>	<u> X </u>	If Yes, see attached fund source detail.
RF Letternote Text Revision Required?	Yes	<u> No </u>	<u> X </u>	
FF Letternote Text Revision Required?	Yes	<u> No </u>	<u> X </u>	
Requires Legislation?	Yes	<u> No </u>	<u> X </u>	
Type of Request?	Department of Personnel & Administration Non-Prioritized Request			
Interagency Approval or Related Schedule 13s:	Office of Information Technology			

Schedule 13

Funding Request for the FY 2017-18 Budget Cycle

Department of Personnel & Administration

Request Title

NP-05 Auto Industry Division Regulatory Staff Increase

Dept. Approval By:



Supplemental FY 2016-17

 X

Change Request FY 2017-18

OSPB Approval By:

Erin H. ... 10/26/16

Budget Amendment FY 2017-18

Summary Information	Fund	FY 2016-17		FY 2017-18	FY 2018-19
		Initial Appropriation	Supplemental Request	Base Request	Change Request Continuation
Total		\$17,056,210	\$0	\$17,065,024	\$2,760 \$11,054
FTE		0.0	0.0	0.0	0.0 0.0
GF		\$0	\$0	\$0	\$0 \$0
CF		\$0	\$0	\$0	\$0 \$0
RF		\$17,056,210	\$0	\$17,065,024	\$2,760 \$11,054
FF		\$0	\$0	\$0	\$0 \$0

Line Item Information	Fund	FY 2016-17		FY 2017-18	FY 2018-19
		Initial Appropriation	Supplemental Request	Base Request	Change Request Continuation
Total		\$17,056,210	\$0	\$17,065,024	\$2,760 \$11,054
FTE		0.0	0.0	0.0	0.0 0.0
GF		\$0	\$0	\$0	\$0 \$0
CF		\$0	\$0	\$0	\$0 \$0
RF		\$17,056,210	\$0	\$17,065,024	\$2,760 \$11,054
FF		\$0	\$0	\$0	\$0 \$0

CF Letternote Text Revision Required?	Yes	No	<u> X </u>	If Yes, see attached fund source detail.
RF Letternote Text Revision Required?	Yes	No	<u> X </u>	
FF Letternote Text Revision Required?	Yes	No	<u> X </u>	
Requires Legislation?	Yes	No	<u> X </u>	
Type of Request?	Department of Personnel & Administration Non-Prioritized Request			
Interagency Approval or Related Schedule 13s:	Other			

Schedule 13

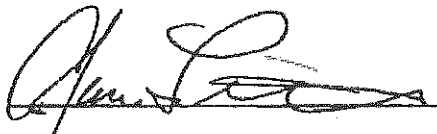
Funding Request for the FY 2017-18 Budget Cycle

Department of Personnel & Administration

Request Title

NP-06 Request for Additional Troopers and Support Staff

Dept. Approval By:



Supplemental FY 2016-17
 Change Request FY 2017-18

OSPB Approval By:

Ernest H. [Signature] 10/26/16

Budget Amendment FY 2017-18

Summary Information	Fund	FY 2016-17		FY 2017-18	FY 2018-19	
		Initial Appropriation	Supplemental Request	Base Request	Change Request	Continuation
	Total	\$17,056,210	\$0	\$17,065,024	\$25,767	\$165,810
	FTE	0.0	0.0	0.0	0.0	0.0
Total of All Line Items Impacted by Change Request	GF	\$0	\$0	\$0	\$0	\$0
	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$17,056,210	\$0	\$17,065,024	\$25,767	\$165,810
	FF	\$0	\$0	\$0	\$0	\$0

Line Item Information	Fund	FY 2016-17		FY 2017-18	FY 2018-19	
		Initial Appropriation	Supplemental Request	Base Request	Change Request	Continuation
	Total	\$17,056,210	\$0	\$17,065,024	\$25,767	\$165,810
	FTE	0.0	0.0	0.0	0.0	0.0
04. Central Services, (C) Fleet Management Program and Motor Pool Services - Vehicle Replacement Lease/Purchase	GF	\$0	\$0	\$0	\$0	\$0
	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$17,056,210	\$0	\$17,065,024	\$25,767	\$165,810
	FF	\$0	\$0	\$0	\$0	\$0

CF Letternote Text Revision Required?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	If Yes, see attached fund source detail.
RF Letternote Text Revision Required?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	
FF Letternote Text Revision Required?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	
Requires Legislation?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	
Type of Request?	Department of Personnel & Administration Non-Prioritized Request				
Interagency Approval or Related Schedule 13s:	Other				

Schedule 13

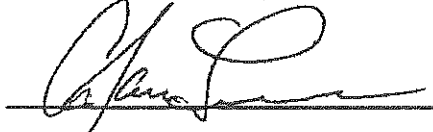
Funding Request for the FY 2017-18 Budget Cycle

Department of Personnel & Administration

Request Title

NP-07 Additional Vehicle Request

Dept. Approval By:



Supplemental FY 2016-17

Change Request FY 2017-18

OSPB Approval By:

Erin H. Smith 10/26/16

Budget Amendment FY 2017-18

Summary Information

	Fund	FY 2016-17		FY 2017-18	FY 2018-19	
		Initial Appropriation	Supplemental Request	Base Request	Change Request	Continuation
Total		\$17,056,210	\$0	\$17,065,024	\$6,600	\$6,600
FTE		0.0	0.0	0.0	0.0	0.0
Total of All Line Items Impacted by Change Request	GF	\$0	\$0	\$0	\$0	\$0
	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$17,056,210	\$0	\$17,065,024	\$6,600	\$6,600
	FF	\$0	\$0	\$0	\$0	\$0

Line Item Information

	Fund	FY 2016-17		FY 2017-18	FY 2018-19	
		Initial Appropriation	Supplemental Request	Base Request	Change Request	Continuation
Total		\$17,056,210	\$0	\$17,065,024	\$6,600	\$6,600
FTE		0.0	0.0	0.0	0.0	0.0
04. Central Services, (C) Fleet Management Program and Motor Pool Services - Vehicle Replacement Lease/Purchase	GF	\$0	\$0	\$0	\$0	\$0
	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$17,056,210	\$0	\$17,065,024	\$6,600	\$6,600
	FF	\$0	\$0	\$0	\$0	\$0

CF Letternote Text Revision Required?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If Yes, see attached fund source detail.
RF Letternote Text Revision Required?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
FF Letternote Text Revision Required?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Requires Legislation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Type of Request?	Department of Personnel & Administration Non-Prioritized Request	
Interagency Approval or Related Schedule 13s:	Other	

Schedule 13

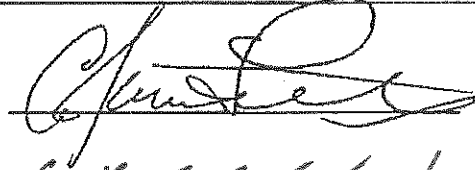
Funding Request for the FY 2017-18 Budget Cycle

Department of Personnel & Administration

Request Title

NP-08 Vehicles

Dept. Approval By:



Supplemental FY 2016-17

Change Request FY 2017-18

OSPB Approval By:

Grant N. Baker 10/26/16

Budget Amendment FY 2017-18

Summary Information	Fund	FY 2016-17		FY 2017-18	FY 2018-19	
		Initial Appropriation	Supplemental Request	Base Request	Change Request	Continuation
	Total	\$17,056,210	\$0	\$17,065,024	\$5,552	\$5,552
Total of All Line Items Impacted by Change Request	FTE	0.0	0.0	0.0	0.0	0.0
	GF	\$0	\$0	\$0	\$0	\$0
	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$17,056,210	\$0	\$17,065,024	\$5,552	\$5,552
	FF	\$0	\$0	\$0	\$0	\$0

Line Item Information	Fund	FY 2016-17		FY 2017-18	FY 2018-19	
		Initial Appropriation	Supplemental Request	Base Request	Change Request	Continuation
	Total	\$17,056,210	\$0	\$17,065,024	\$5,552	\$5,552
	FTE	0.0	0.0	0.0	0.0	0.0
04. Central Services, (C) Fleet Management Program and Motor Pool Services - Vehicle Replacement Lease/Purchase	GF	\$0	\$0	\$0	\$0	\$0
	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$17,056,210	\$0	\$17,065,024	\$5,552	\$5,552
	FF	\$0	\$0	\$0	\$0	\$0

CF Letternote Text Revision Required?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	If Yes, see attached fund source detail.
RF Letternote Text Revision Required?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	
FF Letternote Text Revision Required?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	
Requires Legislation?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	
Type of Request?	Department of Personnel & Administration Non-Prioritized Request				
Interagency Approval or Related Schedule 13s:	Other				


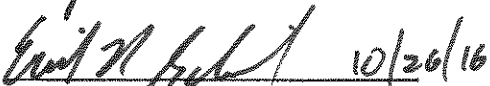
Schedule 13

Funding Request for the FY 2017-18 Budget Cycle

Department of Personnel & Administration

Request Title

R-01 Administrative Courts Electronic Case Management System

Dept. Approval By:  Supplemental FY 2016-17
 Change Request FY 2017-18
 OSPB Approval By:  10/26/16 Budget Amendment FY 2017-18

Summary Information	Fund	FY 2016-17		FY 2017-18	FY 2018-19	
		Initial Appropriation	Supplemental Request	Base Request	Change Request	Continuation
Total		\$171,525	\$0	\$148,010	\$54,429	\$16,429
FTE		0.0	0.0	0.0	0.0	0.0
Total of All Line Items Impacted by Change Request	GF	\$0	\$0	\$0	\$0	\$0
	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$171,525	\$0	\$148,010	\$54,429	\$16,429
	FF	\$0	\$0	\$0	\$0	\$0

Line Item Information	Fund	FY 2016-17		FY 2017-18	FY 2018-19	
		Initial Appropriation	Supplemental Request	Base Request	Change Request	Continuation
Total		\$171,525	\$0	\$148,010	\$54,429	\$16,429
FTE		0.0	0.0	0.0	0.0	0.0
06. Administrative Courts - Operating Expenses	GF	\$0	\$0	\$0	\$0	\$0
	CF	\$0	\$0	\$0	\$0	\$0
	RF	\$171,525	\$0	\$148,010	\$54,429	\$16,429
	FF	\$0	\$0	\$0	\$0	\$0

CF Letternote Text Revision Required	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If Yes, see attached fund source detail.
RF Letternote Text Revision Required	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
FF Letternote Text Revision Required	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Requires Legislation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Type of Request?	Department of Personnel & Administration Prioritized Request	
Interagency Approval or Related Schedule 13s:	Office of Information Technology	



COLORADO

Department of Personnel
& Administration

Priority: R-01
Office of Administrative Courts Electronic Case
Management System
FY 2017-18 Change Request

Cost and FTE

- For FY 2017-18, the Department is requesting \$54,429 in reappropriated funds spending authority to upgrade to a new Electronic Case Management System (E-CAM) for the Office of Administrative Courts (OAC). The request annualizes to \$16,429 for FY 2018-19 and forward.
- Costs will be allocated to state agencies through the statewide common policy for Administrative Law Judge Services, with an estimated General Fund impact of \$6,434 (FY 2017-18) and \$1,965 (FY 2018-19 and forward) through the common policy allocations.

Current Program

- The Office of Administrative Courts (OAC) provides an accessible, independent, cost-effective administrative law adjudication system for Colorado. The OAC conducts mediations, holds hearings and decides cases for more than 50 state departments, agencies, boards, and county departments as well as serves the State's citizens.
- There are three OAC offices to serve Colorado: the main office located in Denver, the Western Regional Office in Grand Junction, and the Southern Regional Office in Colorado Springs.

Problem or Opportunity

- The OAC's existing case management system Legal Files® is 10+ years old. It exists on an Office of Information Technology (OIT) server and due to the OIT firewall, case information cannot be transferred electronically from the e-filing system. Because of this, information is manually transferred from the e-Filing system into Legal Files® in order to have complete case information.
- The manual data entry process takes an estimated 10,000 hours per year, based on an estimate of 60,000 pleadings/motions per year.
- The current system does not provide any reporting tools for state agencies.

Consequences of Problem

- Without an upgrade to the current system, the OAC will be unable to eliminate a significant amount of manual data entry or reduce the backlog and average customer wait times, which would allow for improved customer service.

Proposed Solution

- The OAC will partner with OIT to develop a customized electronic case management system (E-CAM); cost of development and implementation of E-CAM will be absorbed by existing OIT resources.
- The OAC is requesting \$54,429 for FY 2017-18 and \$16,429 for FY 2018-19 and forward in reappropriated funds spending authority for E-CAM licenses.
- E-CAM will be a hosted cloud-based Salesforce system customized for the needs of the OAC, which will allow data to be electronically transferred; this will reduce manual data entry by 70%. E-CAM will allow visibility into everything related to a claim electronically, which eliminates the need to retain paper copies of several documents. It will allow agencies to run reports out of the system which will allow for greater transparency.



COLORADO
 Department of Personnel &
 Administration

FY 2017-18 Funding Request | November 1, 2016

John W. Hickenlooper
 Governor

June Taylor
 Executive Director

Department Priority: R-01

Request Detail: Office of Administrative Courts Electronic Case Management System

Summary of Incremental Funding Change for FY 2017-18	Total Funds	General Fund
Office of Administrative Courts Electronic Case Management System	\$54,429	\$0

Problem or Opportunity:

The Department of Personnel & Administration is requesting \$54,429 in reappropriated funds spending authority for FY 2017-18, and \$16,429 in reappropriated funds spending authority for Fiscal Years 2018-19 and forward. This request is for reappropriated funds spending authority only with no additional FTE. It is estimated that this request will cost approximately \$6,434 for FY 2017-18 and \$1,965 for Fiscal Years 2018-19 and forward in General Fund through the Office of Administrative Courts common policy allocations.

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

The OAC currently uses a server-based system called Legal Files® as its case management system. The current server-based version of Legal Files® is an imperfect fit with the needs of the OAC, as it is currently accessed through an Office of Information Technology (OIT) server, which is protected by a firewall. Legal Files® is server-based and currently has issues interfacing with the OIT firewall, which makes it extremely difficult for the e-filing system to communicate with Legal Files®. Additionally, Legal Files® is a product designed for law firms, which has been customized for OAC use. However, there are limitations to the changes which can be made within Legal Files®, so it will never contain all the data fields the OAC desires.

The purpose of the e-filing system is to allow users to submit legal pleadings, motions or complaints electronically, which eliminates the need to mail, fax or hand-deliver them; however, the e-filing system

doesn't automatically translate information from e-filing into Legal Files® and so a clerk is required to enter a significant portion of the data manually into Legal Files® in order to have complete information stored. Manual data entry requires clerks to navigate through several screens to get the necessary data, enter data from paper documents or emails, and verify data is correct within Legal Files® which takes approximately five to ten minutes for each document. With the OAC receiving approximately 20,000 pleadings and 40,000 motions each year, this can take up to 10,000 hours per year transferring data from the e-filing system into Legal Files®. This time would be better spent work to reduce the backlog in opening cases, confirming hearing schedules, and overall better customer service.

The Department has spent time and money to have Legal Files® develop a conduit to siphon the information from the system, but even with slight improvements, there is still a need for manual data entry. The Department continues to make efforts to tweak the system to obtain greater efficiencies; however, Legal Files® is over ten years old and is not inclined to offer a hosted option, so the manual work continues to tie up resources until a better solution can be implemented.

Proposed Solution:

The Department of Personnel & Administration has been working with the Office of Information Technology to implement a new enterprise cloud-based case management system. OIT previously implemented a case management system for the Colorado Civil Rights Division (CCRD) and subsequently, OIT partnered with the OAC to analyze whether a similar system would be advantageous for the OAC. Utilizing existing resources, OIT has been able to develop a similar product to the one that was launched for the CCRD for the OAC, and the cost of implementing this new electronic case management system (E-CAM) will be absorbed by OIT with existing resources. The ongoing operating expense needed to pay for the E-CAM licenses is \$54,429 for FY 2017-18, as detailed in the Assumptions and Calculations section below. The OAC currently has a budgeted amount of \$38,000 per year for licenses for Legal Files®, which has a current contract end date of June 30, 2017. For FY 2017-18, the OAC will do a sole source contract to extend Legal Files® through June 30, 2018. E-CAM will be implemented in September 2017, so there will be a ten month overlap of the two systems. The overlap will allow for testing to ensure a smooth transition before Legal Files® is decommissioned. Beginning in FY 2018-19, the OAC's incremental need is \$16,429 per fiscal year. This proposed solution does impact other departments, since they will use the E-CAM system; however, there is no direct cost impact to those departments, though the increase in ongoing operating expenses will be passed through the common policy.

The upgraded enterprise cloud-based case management system, E-CAM, will be built on a Salesforce platform, custom-made and designed to fit the OAC's unique needs. It will interface directly with Google calendars, which Legal Files® is unable to do. This new system will be designed by OIT with input from the OAC so all the desired data fields will be available and once E-CAM is in place, it will be easier for both state agencies and the public to use. The Salesforce format will allow users to submit documents electronically as well as view everything related to that case electronically. This functionality will benefit the users who may be handling stressful situations already, such as employees who have been injured on the job and need to file a workers' compensation claim, or someone who may be filing for Medicaid before their benefits run out. Eliminating the need to retain paper copies is one less thing to worry about from the user's perspective. Additionally, each state agency will gain access to run reports out of the system, which

will allow for greater transparency. While the OAC will never be 100% paper-free, implementing E-CAM will allow the electronic transfer of data and reduce paper consumption, which will increase organization and access to information. Utilizing the new system, the amount of time clerks currently spend manually entering data will be reduced by 70%; rather than entering data which takes five to ten minutes per document, clerks will review all case information within the E-CAM, which will save three to seven minutes per document, or an estimated 7,000 hours per year. This total estimated time saved per year will allow clerks to help more customers, which will reduce the overall average wait time and enhance customer service. This proposed solution links to the Department's performance plan by offering users better customer service by reducing wait times, while decreasing the environmental impact.

There are two alternatives the OAC will consider if this proposed solution is not approved. One alternative is to continue using the existing system. The OAC anticipates that the Legal Files® annual cost will increase slightly each year for the service and maintenance of the system. The resources that are currently tied up doing manual data entry will continue to be tied up, and no efficiencies will be realized. Alternately, if this request does not get approved, the OAC can implement the E-CAM system without any additional spending authority by cutting costs elsewhere; operating costs will have to be cut by approximately 11%, and the reduction would likely come from eliminating travel for mediations and hearings outside of the metro Denver area. Under this alternative, the efficiencies of the new system will be realized allowing clerks significantly more time to serve customers. However, in order to reduce expenses, travel for mediation and hearings outside of the Denver Metro area would be eliminated. This would force people requiring mediations or hearings to travel to the metro Denver area which may not be possible for everyone.

Anticipated Outcomes:

Should this request be approved, the OAC will be able to offer a more efficient case management system to its users, which will free up existing resources for other tasks. Users will have greater visibility into claims already submitted, the number of cases filed electronically will increase with a seamless system, and the backlog of cases will decrease significantly. Additionally, the average length of time to open a case should decrease, since there will be less of a backlog given the ability to obtain all data that is filed electronically, as opposed to the data entry and manipulation that is currently done. The OAC is one of the places that the citizens of Colorado interact directly with the State. It is important to maintain a high customer service standard while meeting the statutory requirements of each case. With the requested E-CAM system in place, the OAC will be able to continue to provide high quality, timely service to the range of state and local agencies, as well as the citizens of Colorado.

Assumptions and Calculations:

The Department of Personnel & Administration's estimate of the operating cost is detailed in the tables below. These annual licensing costs have been provided by OIT in the form of a Purchase Order with the Statewide Internet Portal Authority (SIPA), based on Salesforce licenses for 20 service cloud licenses, 100 community plus licenses for internal named users, and 2,000 monthly community plus licenses for external users. Licensing costs may increase during contract renewals in future fiscal years. The OAC is not

responsible for the costs associated to develop and implement the new system; this cost is being absorbed by OIT with existing resources.

Table 1 – Estimated Annual Operating Cost for OAC E-CAM Salesforce Licenses

Licenses	Cost
20 Service Cloud Licenses	\$ 40,360
100 Community Plus Licenses for Internal Users	\$ 4,687
2,000 log-on limited Community Plus Licenses for External Users	\$ 9,382
TOTAL	\$ 54,429

Table 2 – Total Need by Fiscal Year

Fiscal Year	Legal Files®	E-CAM	Total Cost	Currently Budgeted	Total Need
FY 2017-18	\$38,000	\$54,429	\$92,429	\$38,000	\$54,429
FY 2018-19 +	\$0	\$54,429	\$54,429	\$38,000	\$16,429

Table 3 – Incremental Need by Department for FY 2017-18

	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds
Agriculture	\$47	\$0	\$47	\$0	\$0
Education	\$2,392	\$0	\$1,979	\$413	\$0
Health Care Policy and Financing	\$6,134	\$2,384	\$683	\$0	\$3,067
Higher Education	\$76	\$0	\$76	\$0	\$0
Human Services	\$6,176	\$3,946	\$183	\$0	\$2,047
Labor And Employment	\$35,751	\$0	\$35,751	\$0	\$0
Law (Attorney General's Office)	\$74	\$0	\$74	\$0	\$0
Personnel & Administration	\$109	\$0	\$109	\$0	\$0
Public Health and Environment	\$472	\$0	\$0	\$472	\$0
Regulatory Agencies	\$2,301	\$104	\$2,197	\$0	\$0
Revenue	\$107	\$0	\$107	\$0	\$0
State	\$743	\$0	\$743	\$0	\$0
Transportation	\$46	\$0	\$46	\$0	\$0
Total	\$54,428	\$6,434	\$41,995	\$885	\$5,114

Schedule 13

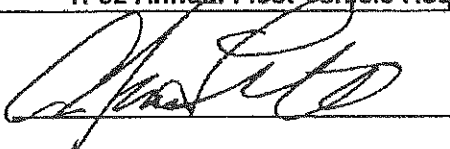
Funding Request for the FY 2017-18 Budget Cycle

Department of Personnel & Administration

Request Title

R-02 Annual Fleet Vehicle Request

Dept. Approval By:




Supplemental FY 2016-17

 X

Change Request FY 2017-18

OSPB Approval By:



Budget Amendment FY 2017-18

Summary Information	Fund	FY 2016-17	FY 2017-18	FY 2018-19
		Initial Appropriation	Supplemental Request Base Request	Change Request Continuation
Total		\$17,056,210	\$0 \$17,065,024	\$2,859,694 \$2,859,694
Total of All Line Items Impacted by Change Request	FTE	0.0	0.0 0.0	0.0 0.0
	GF	\$0	\$0 \$0	\$0 \$0
	CF	\$0	\$0 \$0	\$0 \$0
	RF	\$17,056,210	\$0 \$17,065,024	\$2,859,694 \$2,859,694
	FF	\$0	\$0 \$0	\$0 \$0

Line Item Information	Fund	FY 2016-17	FY 2017-18	FY 2018-19
		Initial Appropriation	Supplemental Request Base Request	Change Request Continuation
Total		\$17,056,210	\$0 \$17,065,024	\$2,859,694 \$2,859,694
04. Central Services, (C)	FTE	0.0	0.0 0.0	0.0 0.0
Fleet Management	GF	\$0	\$0 \$0	\$0 \$0
Program and Motor Pool	CF	\$0	\$0 \$0	\$0 \$0
Services - Vehicle	RF	\$17,056,210	\$0 \$17,065,024	\$2,859,694 \$2,859,694
Replacement	FF	\$0	\$0 \$0	\$0 \$0
Lease/Purchase				

CF Letternote Text Revision Required?	Yes	No	<u> X </u>	Footnote Revision Required: Department of Personnel, Central Services, Fleet Management Program and Motor Pool Services, Vehicle Replacement Lease/Purchase --Pursuant to Sections 24-82-801(1)(b) and (1)(c), C.R.S., the Department of Personnel is authorized to enter into a lease-purchase agreement for the approved FY 2017-18 vehicle replacements and additions. The lease-purchase agreement shall be for a period of up to ten years and shall not exceed the amount of \$37,000,000.
RF Letternote Text Revision Required?	Yes	No	<u> X </u>	
FF Letternote Text Revision Required?	Yes	No	<u> X </u>	
Requires Legislation?	Yes	No	<u> X </u>	
Type of Request?	Department of Personnel & Administration Prioritized Request			
Interagency Approval or Related Schedule 13s:	None			



COLORADO

Department of Personnel
& Administration

Priority: R-02
Annual Fleet Vehicle Request
FY 2017-18 Change Request

Cost and FTE

- The Department of Personnel & Administration (DPA) is requesting to replace 824 fleet vehicles (408 of which are designated as potential Compressed Natural Gas (CNG) vehicles), requiring an increase of \$1,251,586 in appropriated funds for all state agencies' vehicle lease payment appropriations, and an increase of \$2,859,694 for the Department's (4) Division of Central Services, (C) Fleet Management Program and Motor Pool Services, Vehicle Replacement Lease/Purchase line item for FY 2017-18.
- Additionally, DPA is requesting to incorporate the Motor Pool non-appropriated annual Vehicle Lease Payment adjustment into the Department's appropriated annual Vehicle Lease Payment adjustment. This move would allow DPA, as the operator of Motor Pool and customer of State Fleet, to align the fluctuating Vehicle Lease expenses through the Annual Fleet Request and Supplemental Fleet Request process already in place.

Current Program

- DPA is charged with the oversight of the State Fleet, including its maintenance, operation, and replacement as necessary. All departments that participate in the State Fleet program are impacted by this request.

Problem or Opportunity

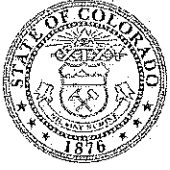
- On an annual basis, DPA submits a fleet replacement request to address the needs of individual state agencies across the State.
- The Department's Fleet Management Program analyzes each vehicle on an annual basis to determine its replacement eligibility. This year, 2,180 vehicles were identified as potentially eligible. Due to budget and resource constraints, for FY 2017-18 the Department included 824 replacement vehicles, in the most critical need of replacement.

Consequences of Problem

- Replacement vehicles for the Colorado State Patrol represent 28.3 percent of the request. These vehicles routinely travel at a high rate of speed under various conditions. Failing to replace these vehicles in a timely fashion would significantly increase the likelihood of failure of key components, thereby increasing the probability of injury to patrolmen.
- For other agencies, replacement vehicles are typically requested because the cost to maintain the older vehicle meets or exceeds the cost of replacing the vehicle.

Proposed Solution

- The Department proposes the replacement of 824 state fleet vehicles, 408 of which are CNG vehicles. The incremental cost to State agencies is estimated to be an increase of \$1,251,586 in total funds, with a General Fund decrease of \$136,712.
- The proposed solution is anticipated to save the State \$2,359,713 between reduced maintenance costs and reduced fuel expense.
- For this request, the non-CSP vehicles recommended for replacement through the fleet replacement methodology average 155,453 miles.



COLORADO

Department of Personnel & Administration

FY 2017-18 Funding Request | November 1, 2016

John W. Hickenlooper
Governor

June Taylor
Executive Director

Department Priority: R-02
Request Detail: Annual Fleet Request

Summary of Incremental Funding Change for FY 2017-18	Total Funds
Annual Fleet Request-DPA	\$2,859,694
Annual Fleet Request – Agency Appropriations	\$1,251,586

Problem or Opportunity:

This request is submitted on an annual basis through the combined efforts of State Fleet Management (SFM), the Office of State Planning and Budgeting, and the State agencies that participate in the State Fleet Management Program.

Fleet replacements are necessary to control maintenance expenses. For example, from FY 2009-10 to FY 2010-11 the cost per mile for maintenance decreased by 7.1 percent due to a large replacement cycle in FY 2009-10. From FY 2010-11 through FY 2011-12, a 56.0 percent decrease in fleet replacements resulted in a 12.0 percent increase in total maintenance costs. In addition, using established economic rationale for replacement decisions, and consistent funding of reasonable levels of replacements is the most cost effective approach to fleet management, and will allow State Fleet Management to minimize future increases in vehicle maintenance and minimize the net impact to all fund sources.

The Department's original analysis identified 2,180 vehicles for replacement using the standard criteria. However, due to the limited personnel and physical resources (such as lot space) available to the State Fleet Management Program, the Department has revised the list to only include 824, or the "worst of the worst" vehicles for FY 2017-18.

In addition to the annual request, the Department is requesting the incorporation of the Motor Pool non-appropriated adjustment into the Department of Personnel & Administration's appropriated Annual Fleet Request and Supplemental Fleet Request True-up. This would allow for the regular alignment of appropriations for Motor Pool vehicle lease needs. Previously Motor Pool vehicle lease adjustments were separated from the Department of Personnel & Administration's adjustments under the non-appropriated section of the annual request and have not been reflected in DPA's Vehicle Lease Payment line item for allocation to Motor Pool. Previous changes to methodology brought by JBC staff has indicated to the Department this is the direction JBC staff would like to move, with a clear definition of the Motor Pool. The Department would continue to record and report Motor Pool expenses out of the Motor Pool Vehicles Lease and Operating Expenses line item within Fleet Management and Motor Pool Services. This move

would allow DPA, as the operator of Motor Pool and customer of State Fleet, to align the fluctuating Vehicle Lease expenses during the Annual Fleet Request and Supplemental Fleet Request process already in place.

Proposed Solution:

The Department of Personnel & Administration requests 824 replacement vehicles for the State Fleet, including 408 potential CNG (Compressed Natural Gas) eligible vehicles. To accomplish this, the Department will require an increase of \$2,859,694 in Reappropriated Funds to its (4) Central Services, (C) Fleet Management Program and Motor Pool Services, Vehicle Replacement Lease/Purchase line item. For individual State agencies, this request will require an increase of \$1,251,586 in funding for the respective Vehicle Lease Payments appropriations, with an estimated \$136,712 decrease in General Fund in FY 2017-18. Replacing 824 vehicles in FY 2017-18 will reduce SFM's projected maintenance and fuel costs by \$2,359,713. The following table shows the number of requested replacements and potential CGN vehicles by agency and vehicle type:

FY 2017-18 Summary of Requested Replacement Vehicles by Department			
Department	Standard	CNG	Total
Agriculture	3	9	12
Corrections	28	75	103
Governor's Office	0	3	3
Education	1	1	2
Health	8	14	22
Higher Education	39	60	99
Human Services	7	32	39
Judicial	0	6	6
Law	1	3	4
Labor & Employment	0	5	5
Local Affairs	0	5	5
Military & Veterans Affairs	0	0	0
Natural Resources	34	88	122
Personnel	2	10	12
Public Safety	242	13	255
Regulatory Agencies	8	10	18
Revenue	11	15	26
Secretary of State	0	0	0
Transportation	32	59	91
Total	416	408	824

The following table shows the incremental appropriation increase or decrease by department.

FY 2017-18 Incremental Impact by Department (Appropriated Only)					
	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds
Agriculture	(\$62,557)	(\$22,993)	(\$39,564)	\$0	\$0
Corrections	\$123,006	(\$52,101)	\$175,107	\$0	\$0
Education	\$6,266	\$6,266	\$0	\$0	\$0
Governor's Office	\$2,018	\$1,124	\$0	\$894	\$0
Health Care Policy and Financing	\$0	\$0	\$0	\$0	\$0
Higher Education	\$0	\$0	\$0	\$0	\$0
Human Services	(\$87,131)	(\$44,437)	(\$6,099)	(\$22,654)	(\$13,941)
Judicial Branch	(\$9,721)	(\$9,721)	\$0	\$0	\$0
Labor And Employment	(\$17,096)	\$0	\$0	\$0	(\$17,096)
Law (Attorney General's Office)	(\$3,259)	\$247	\$1,076	(\$4,447)	(\$135)
Legislative Branch	\$0	\$0	\$0	\$0	\$0
Local Affairs	(\$7,757)	(\$6,980)	\$0	(\$777)	\$0
Military and Veterans Affairs	\$288	\$288	\$0	\$0	\$0
Natural Resources	\$204,681	\$24,876	\$173,304	(\$25)	\$6,526
Personnel & Administration	\$164,407	\$0	\$0	\$164,407	\$0
Public Health and Environment	(\$45,881)	\$0	(\$45,881)	\$0	\$0
Public Safety	\$1,021,218	(\$40,491)	\$906,680	\$110,670	\$44,359
Regulatory Agencies	(\$63,792)	\$0	(\$63,792)	\$0	\$0
Revenue	\$27,739	\$7,210	\$20,529	\$0	\$0
State	(\$843)	\$0	(\$843)	\$0	\$0
Transportation	\$0	\$0	\$0	\$0	\$0
Treasury	\$0	\$0	\$0	\$0	\$0

Anticipated Outcomes:

If this request is funded, the State will maintain a fleet of vehicles that is sufficient to address the needs of State agencies. With respect to law enforcement vehicles, the vehicle replacements help ensure that the maximum safety standards are met for the patrolmen that must travel at high speeds in various conditions. For the rest of the State's agencies, the replacement vehicles will allow the State to operate an efficient fleet, as well as follow the statutory guidance to migrate towards a more environmentally friendly fleet. Finally, with the exception of the State Patrol vehicles, the vehicles requested for replacement are estimated to cost the State more in maintenance costs than would otherwise be required to replace the vehicle. If all 824 vehicles, of which 233 vehicles for State Patrol, are replaced, the maintenance and fuel savings is projected to be \$2,359,713.

Additionally, should DPA be able to align the Motor Pool non-appropriated adjustments with the Departments appropriated Annual Fleet Request and the Annual Supplemental Fleet Request, the Department will be able to properly respond to the needs of the Motor Pool program.

Assumptions and Calculations:

Please see the appendix of this request for a detailed description of the Department's methodology for identifying replacement vehicles, as well as detail on how the incremental funding request is developed.

Appendix

Development of Incremental Budget Need

The budget assumptions for this request include preliminary estimates of the impacts of a FY 2016-17 vehicle reconciliation performed by State Fleet Management, and a further estimated reconciliation of leases ending and increasing during the budget period. Finally, the pro-rated impact of the requested vehicles has been added to the reconciled appropriation.

For FY 2017-18, the Department has assumed continuation funding for the vehicles being replaced since the vehicles arrive at various times during the year and the Department cannot reasonably estimate the arrival of each vehicle. Therefore, the Department will true-up the appropriations for FY 2017-18 during the annual fleet supplemental in the request year.

Estimated State Agency Need

The Department estimated the projected need for State agencies in FY 2016-17 and FY 2017-18 by performing the following steps, as shown in the Summary of Appropriated Department Need tables:

Summary of Appropriated Department Need for FY 2016-17		
Line	Agency Lease Line Analysis	FY 2016-17
1	FY 16-17 Base Long Bill Appropriation	\$18,891,611
2	Non-Appropriated Vehicle Lease Payments*	\$3,291,100
3	Total FY 16-17 Base Funding (All Agencies)	\$22,182,711
4	Estimated Reduction to FY 16-17 Based on Current Lease Payments	(\$1,500,656)
5	Approved Additions (Prorated)	\$18,158
6	Approved Replacements (Prorated)	\$1,307,134
7	Remaining Payment Obligations	\$202,478
8	Leases Ending in FY 16-17 (impact to FY 16-17)	(\$890,949)
9	Estimated FY 16-17 Statewide Need After FY 16-17 Supplemental	\$21,318,876
10	Non-Appropriated Vehicle Lease Payments*	(\$2,789,633)
11	Net Appropriated Agency Need for FY 16-17	\$18,529,243
12	Net FY 16-17 Estimated Increase from Current LB Appropriation	(\$362,368)

- 1) Begin with the appropriated (Line 1) and non-appropriated (Line 2) vehicle lease payments and develop a total base funding (Line 1 + Line 2 = Line 3)
- 2) Reduce the base by the difference between actual lease payments and the total base (Line 4)
- 3) Add the approved additions (Line 5), the approved replacements (Line 6), and Remaining Payment Obligation (Line 7)
- 4) Reduce the total need by the value of the leases that will terminate in that year (Line 8) to determine the total statewide need (Line 9)
- 5) Then, reduce the total Statewide appropriation by the payments that will be made on behalf of non-appropriated agencies (Line 10) to develop the total appropriated agency need for FY 2016-17 (Line 11)
- 6) Finally, line 12 of the table takes the difference between Line 11 and Line 1. This is the incremental need for State agency appropriations in FY 2016-17 and serves as the base for determining FY 2017-18 total need.

The FY 2017-18 Agency Lease Line Analysis table is calculated the same way that the FY 2016-17 Agency Lease Line Analysis table. That table below shows the calculation for FY 2017-18 and a description of the calculation steps:

Summary of Appropriated Department Need for FY 2017-18		
Line	Agency Lease Line Analysis	FY 2017-18
13	FY 17-18 Estimated Need after Additions/Subtractions	\$18,529,243
14	Non-Appropriated Vehicle Lease Payments*	\$2,789,633
15	Total Estimated FY 17-18 Base Funding (All Agencies)	\$21,318,876
16	Leases ending in FY 17-18 (impact on FY 17-18)	(\$594,873)
17	New FY 16-17 Leases annualized for FY 17-18	\$2,000,848
18	Leases ending in FY 17-18	(\$1,851,181)
19	824 Vehicle Replacements for FY 17-18	\$2,203,652
20	Remaining Payment Obligations	\$243,298
21	Estimated FY 17-18 Statewide Need After FY 17-18 Replacements	\$23,320,620
22	Net Statewide Increase Over FY16-17 Long Bill	\$1,137,909
23	Non-Appropriated Vehicle Lease Payments*	(\$3,177,423)
24	Net Appropriated Agency Need for FY 17-18	\$20,143,197
25	Net Increase Over FY 16-17 Base Long Bill (Appropriated Agencies)	\$1,251,586

- 1) Add Line 12 of the FY 2017-18 Lease Line analysis table to the adjusted FY 2016-17 appropriated spending authority and the payments for non-appropriated agencies (Line 14) to get to the total base funding (Line 15).
- 2) To this, the following adjustments are entered:
 - a. the impact of FY 2016-17 leases ending on FY 2017-18 (Line 16)
 - b. the annualization of FY 2016-17 leases approved for FY 2017-18 (Line 17)
 - c. a reduction for leases ending in FY 2017-18 (Line 18)
 - d. the FY 2017-18 costs for the replacement of the 824 vehicles (Line 19)
 - e. remaining payment obligations (Line 20).
- 3) The actions above are aggregated into the Estimated FY 2017-18 Statewide Need for FY 2017-18 Replacement line (Line 21).
- 4) Line 22 calculates the incremental need for the entire State, and the non-appropriated funds (Line 23) are reduced from Line 20 to drive the total need for appropriated agencies in FY 2017-18 (Line 24).
- 5) The FY 2016-17 appropriated amount is subtracted from Line 24 to arrive at the incremental need for State agencies (Line 25).

Detailed Analysis of Departmental Need

The following tables show the Department's detailed calculations regarding the need of individual agencies for FY 2016-17 and FY 2017-18 that tie to the values presented in the tables above.

Lease Line Reconciliation for FY 2016-17

Dept	Division	Long Bill Vehicle Lease Payment Appropriation for FY 2016-17	CARS Monthly Agency Billing JULY 2016	CARS Monthly Billing 2016	Total Annualized Fixed Payments for FY 2016-17	Approved Additions Fixed Payments (Prorated) for FY 2016-17	Approved Replacements Fixed Payments (Prorated) for FY 2016-17	Remaining Revenue FY 2016-17	Vehicle Leases (Prorated) Ending by 6/30/17	Total Need FY 2016-17	**Projected Variance from Appropriation for FY 2016-17
Long Bill Appropriated Agencies											
CDPS	EDO (see note)	441,442	43,382	483,798	527,779	7,860	9,143	-	(3,826)	540,956	99,514
CDPS	Colorado State Patrol (see note)	7,160,455	621,471	6,836,181	7,457,652	-	649,736	68,163	(704,391)	7,471,160	310,705
CDPS	CBI	286,647	24,917	274,087	299,004	-	19,146	4,169	(244)	322,075	35,428
CDPS	CDPS Total	7,888,544	690,370	7,594,066	8,284,435	7,860	678,025	72,332	(708,461)	8,334,191	445,647
CDA	Agriculture	293,399	17,501	192,511	210,012	-	4,844	5,164	(9,106)	210,914	(82,485)
CDA	State Fair	1,626	279	3,069	3,348	-	6,196	-	-	9,544	7,918
CDHS	Department of Human Services	1,138,312	79,135	870,485	949,620	-	39,073	11,967	(13,749)	986,911	(151,401)
CDLE	Labor and Employment	208,511	13,791	151,701	165,492	-	11,778	2,841	(539)	179,572	(28,939)
DOC	Department of Corrections	3,325,686	248,100	2,729,100	2,977,200	-	162,189	12,508	(30,902)	3,120,995	(204,691)
DOE	Department of Education	16,697	1,180	12,980	14,160	-	1,642	-	-	15,802	(895)
DOL	Attorney General	45,411	3,731	41,041	44,772	-	-	-	-	44,772	(639)
DOLA	Local Affairs	97,998	7,313	80,443	87,756	-	2,621	-	(4,764)	85,613	(12,385)
DOMA	Military Affairs	58,830	3,283	36,113	39,396	3,146	3,428	-	-	45,970	(12,860)
DONR	Natural Resources	4,074,948	298,077	3,278,847	3,576,924	1,932	185,947	73,118	(53,283)	3,784,638	(290,310)
DOR	Department of Revenue	664,080	47,933	527,263	575,196	5,220	27,028	7,822	(6,505)	608,761	(55,319)
DORA	Regulatory Agencies	236,812	16,496	181,456	197,952	-	3,169	1,881	(5,161)	197,841	(38,971)
DOS	Secretary of State	4,881	20	220	240	-	1,266	-	-	1,506	(3,375)
DPA	Dept of Personnel	61,450	15,715	172,865	188,580	-	11,383	4,147	(10,400)	193,710	132,260
DPHE	Department of Health	412,571	27,457	302,027	329,484	-	11,834	-	(4,934)	336,284	(76,187)
GOV	Economic Development	13,344	1,013	11,143	12,156	-	-	-	-	12,156	(1,188)
GOV	CEO	-	50	550	600	-	-	-	-	600	600
GOV	OIT	84,366	6,941	76,351	83,292	-	4,189	-	-	87,481	3,115
JUD	Public Defender	114,910	8,737	96,107	104,844	-	-	-	(658)	104,186	(10,724)
JUD	Courts	149,235	13,791	151,701	165,492	-	822	1,382	-	167,696	18,461
Total Long Bill Appropriated Agencies		18,891,611	1,500,913	16,510,039	18,010,951	18,158	1,155,434	193,162	(848,462)	18,529,243	(362,368)
Non Long Bill Appropriated Agencies											
DOT	Department of Transportation	886,189	179,666	1,976,326	2,155,992	-	63,835	7,211	(41,934)	2,185,104	1,298,915
DOHE	Higher Education Total	2,404,911	42,926	472,186	515,112	-	87,865	2,105	(553)	604,529	(1,800,382)
Total Non Appropriated Agencies		3,291,100	222,592	2,448,512	2,671,104	-	151,700	9,316	(42,487)	2,789,633	(501,467)
Statewide Total		22,182,711	1,723,505	18,958,551	20,682,055	18,158	1,307,134	202,478	(890,949)	21,318,876	(863,835)

Replacement Analysis for FY 2017-18

Dept	Division	Total Projected Need FY 2016-17	Payments Included in Current Year Not Needed in FY 2017-18	New Leases Annualized for Full Year in FY 2017-18	Leases (Prorated) for Leases Ending 6/30/2018 by	Base Need Without Requested Replacements	Replacement Leases Being Requested (Prorated)	FY18 Remaining Revenue	Total Need After Requested Replacements	Decision Item Figures for Agencies' Schedule 13
Long Bill Appropriated Agencies										
CDPS	EDO (see note)	540,956	(2,449)	34,006	(13,138)	559,375	29,304	11,548	600,227	158,785
CDPS	Colorado State Patrol (see note)	7,471,160	(280,976)	649,736	(944,210)	6,895,710	1,078,296	26,171	8,000,177	839,722
CDPS	CBI	322,075	(3,935)	38,292	(65,571)	290,861	16,080	2,417	309,358	22,711
CDPS	CDPS Total	8,334,191	(287,360)	722,034	(1,022,919)	7,745,946	1,123,680	40,136	8,909,762	1,021,218
CDA	Agriculture	210,914	(5,719)	9,688	(10,259)	204,624	14,984	-	219,608	(73,791)
CDA	State Fair	9,544	-	12,392	(13,400)	8,536	4,324	-	12,860	11,234
CDHS	Department of Human Services	986,911	(27,025)	78,146	(64,631)	973,401	63,856	13,924	1,051,181	(87,131)
CDLE	Labor and Employment	179,572	(1,860)	23,556	(17,461)	183,807	7,608	-	191,415	(17,096)
DOC	Department of Corrections	3,120,995	(91,618)	324,378	(131,659)	3,222,096	190,000	36,596	3,448,692	123,006
DOE	Department of Education	15,802	-	3,284	-	19,086	2,648	1,229	22,963	6,266
DOL	Attorney General	44,772	-	-	(8,260)	36,512	5,640	-	42,152	(3,259)
DOLA	Local Affairs	85,613	(5,866)	5,242	(8,855)	76,134	8,212	5,895	90,241	(7,757)
DOMA	Military Affairs	45,970	-	13,148	-	59,118	-	-	59,118	288
DONR	Natural Resources	3,784,638	(44,989)	375,758	(231,015)	3,884,392	325,128	70,109	4,279,629	204,681
DOR	Department of Revenue	608,761	342	64,496	(24,412)	649,187	35,796	6,836	691,819	27,739
DORA	Regulatory Agencies	197,841	(35,908)	6,338	(36,625)	131,646	37,556	3,818	173,020	(63,792)
DOS	Secretary of State	1,506	-	2,532	-	4,038	-	-	4,038	(843)
DPA	Dept of Personnel	193,710	(3,495)	22,766	(12,577)	200,404	20,940	4,513	225,857	164,407
DPHE	Department of Health	336,384	(11,068)	23,668	(18,884)	330,100	29,716	6,874	366,690	(45,881)
GOV	Economic Development	12,156	-	-	-	12,156	-	-	12,156	(1,188)
GOV	CEO	600	-	-	-	600	1,712	-	2,312	2,312
GOV	OIT	87,481	-	8,378	(14,027)	81,832	3,428	-	85,260	894
JUD	Public Defender	104,186	(2,268)	-	(28,603)	73,315	6,020	9,053	88,388	(26,522)
JUD	Courts	167,696	-	1,644	(8,024)	161,316	4,720	-	166,036	16,801
Total Long Bill Appropriated Agencies		18,529,243	(516,834)	1,697,448	(1,651,611)	18,058,246	1,885,968	198,983	20,143,197	1,251,586
					Variance to Long Bill for:		FY 2016-17		1,251,586	
Non Long Bill Appropriated Agencies										
DOT	Department of Transportation	2,185,104	(76,136)	127,670	(176,219)	2,060,419	146,856	39,980	2,247,255	62,151
DOHE	Higher Education Total	604,529	(1,903)	175,730	(23,351)	755,005	170,828	4,335	930,168	325,639
Total Non Appropriated Agencies		2,789,633	(78,039)	303,400	(199,570)	2,815,424	317,684	44,315	3,177,423	387,790
Statewide Total		21,318,876	(594,873)	2,000,848	(1,851,181)	20,873,670	2,203,652	243,298	23,320,620	

Detailed Description of Replacement Methodology

Step 1. Initial Screen: The initial candidate list is generated from the Colorado Automotive Reporting System (CARS) using a minimum threshold for further replacement consideration. An extraction is done that lists all vehicles projected to meet the following requirements by time of replacement in the final quarter of FY 2017-18. In order to be considered for analysis, a vehicle must meet one of the following criteria:

- Non Colorado State Patrol (CSP) vehicles must be projected to have greater than 100,000 miles.
- CSP vehicles must have greater than 80,000 miles for patrol vehicles and be four years old and greater than 40,000 miles for motorcycles.
- A vehicle that will be 18 years old or older at the time that the proposed replacement would occur. This is consistent with one of the elements of Executive Order 0012 07, which specified that a priority be placed on the replacement of vehicles model year 1999 and older as a means of improving fuel efficiency.

For FY 2017-18, this initial screen produced 2,180 potential replacements meeting the minimum criteria.

Rationale: This initial screen limits the replacement candidates based upon a logical minimum standard. Mileage is projected through May of the budget request year to include all vehicles that will meet the criteria within the request year. Vehicles that meet this criterion proceed to the next step.

Step 2. Manual Adjustments: Decisions for vehicle replacement are not made on the basis of the mileage criterion or vehicle age alone. The ideal process would involve a detailed mechanical evaluation of each replacement candidate by a qualified technician, and the decision would be based on the projected costs involved to maintain the vehicle over the next one to two years. This level of analysis is not always practical for the State. However, State Fleet Management can use additional information and resources that are readily available to further refine the replacements list to make sure the right vehicles are ultimately replaced.

- **Agency retention requests:** State Fleet Management confers with agencies concerning proposed replacements, taking into consideration factors such as internal rotations, cascading vehicle assignments for additional use, and other extensions to a vehicle's life. No one knows the individual vehicles better than agency Vehicle Coordinators and the users of the vehicles. State Fleet Management uses agency input to eliminate vehicles from the replacement analysis that, in an agency's opinion, are in good condition considering mileage and age. State Fleet Management also uses agency input to keep vehicles on the replacement list that are in exceptionally poor condition, create an unacceptable safety risk, or are not meeting the functional requirements of the agency, even in some cases when the vehicle does not meet typical replacement criteria.
- **Vehicles with major recent repairs (New engine, transmission, etc.):** The most recent 12 months of repairs are analyzed to identify any individual repairs that required significant expenditures (typically in excess of \$5,000 for an individual repair). If the State has recently made a significant investment replacing a major component of a vehicle, the State should expect that the

cost to operate the vehicle over the short-term should be reduced, and the State should not replace such vehicles until it has had the opportunity to benefit from that investment.

- **Vehicles in the low cost, low mile work functions:** Vehicles in this category are typically maintenance and support vehicles used in campus type environments. They are typically low mileage (approximately 1,000 miles per year), are often very old, and may have a high cost per mile even though the total annual operating cost is very low. Ideally, these vehicles should be replaced with used, but safe and operable vehicles out of the vehicle turn-in pool. Vehicles that are no longer suitable for high usage functions can often be used in these maintenance type roles without incurring significant repairs, and it is often not economically justifiable to purchase brand new vehicles for low use assignments. Therefore, only the very worst of these maintenance and support vehicles are included in the final submission for replacement.
- **Very high mileage vehicles (>160,000):** Vehicles with this mileage projection are at least 50 percent over the State's minimum mileage replacement criterion. At this point, vehicles tend to deteriorate rapidly, with costly major component breakdowns, decreased reliability, and increased safety concerns. The cost effective operation of such vehicles is highly unlikely after this mileage threshold is reached. In fact, in a less restrictive fiscal environment, State Fleet Management would typically recommend lower thresholds.

Step 3. Rank Highest Priority to Lowest Priority: All of the vehicles passed through the initial screening criteria meet the basic requirements for replacement. These vehicles are nearly all high-mileage, high-cost and are primarily older vehicles. While all of these vehicles meet the basic criteria for the replacement cycle, the challenge is to make sure that the worst of these vehicles are identified, so that only the worst of the worst will be replaced given any level of funding. By comparing these vehicles to the average vehicle of similar age and type, the State will be able to identify the vehicles that display the greatest operational cost variance from the average. Those that have a considerably higher than average cost will rank out higher than those with lower than average costs. This way the State can identify the worst vehicles (from a cost standpoint) and make sure these are assigned the highest replacement priority.

Note that all State Patrol vehicles meeting the minimum criteria will be submitted; therefore State Patrol vehicles are not included in this ranking. State Patrol vehicles have unique utilization, performance, and safety needs that require replacement on a 4-year cycle.

Step 4. CNG Analysis: For the request, SFM identified all vehicles that could be replaced with a known CNG vehicle to maximize the number of CNG vehicles in the fleet. For model year 2016 Chevy will be offering a CNG "Bi-Fuel" full size sedan that is scheduled to be available for government fleets. This should secure more CNG orders going forward to replace existing sedans, provided the pricing is within statutory limits. The only other CNG sedan available in the past was the (Honda Civic GX) and it has been discontinued for model year 2016.

For all other CNG vehicle selections the location of the vehicle was not used as the "bi-fuel" CNG vehicles give the agencies more flexibility in where they are assigned. Location is important when assigning the new CNG vehicles, but it was not used to eliminate any vehicles off the suspect list. With the addition of the

2016 Chevy Impala CNG “bi-fuel” sedan, creating another methodology to select more CNG vehicles was not necessary for FY 2016-17. This is in alignment with SFM’s methodology of only replacing the “worst of the worst” (WOW) vehicles for this proposal.

Each year SFM conducts a CNG Vehicle Cost Analysis for awarded vehicles against their gasoline equivalents to ensure they are cost effective, and are within the 10% life cycle cost thresholds per S.B. 13-070.

Step 5. Further Considerations to Determine Final List: The State Fleet Management program does not operate in a static environment. Changes in the budgetary environment, evolving agency needs, historical funding patterns for the fleet, regulatory changes, legislative actions, and the impact of recent internal fleet initiatives can, and should, be taken into consideration in developing the final request for any given year.

- **State funding capabilities:** In any given year, it is impractical to replace all the vehicles necessary to maintain an optimal fleet, from a total cost of fleet perspective. When funds are scarce, it is especially important that the highest mileage vehicles that present immediate safety concerns are replaced so that the funds that are spent on the fleet can provide the optimal financial benefit to the State.
- **Impact of Fleet or Agency reduction initiatives:** Initiatives undertaken by State Fleet Management and individual agencies to reduce the total number of vehicles in the fleet can affect the replacement process in two ways. First, by reducing the overall size of the fleet, the percentage of optimal replacements necessary to maintain the fleet each year produces a smaller number of candidates. Second, a large number of vehicles leaving the fleet inevitably includes some of the worst vehicles in the fleet. These are also the same vehicles that should be the highest priority for replacement, and since they no longer need to be replaced, the number of requested replacements in that year might be reduced.
- **Prior year funding and replacement levels:** Reduced funding of replacements in previous years has put additional pressure on the fleet, and will require reasonable levels of replacements in subsequent years. With an average vehicle life of 10 years the State should be replacing approximately 1/10 of the non-CSP fleet or 550+ non-CSP vehicles each year. In recent years the replacement program was at a reasonable level (averaging 542 non-CSP vehicles per year). This level of replacement allowed for maintenance costs to remain relatively unchanged year over year.
- This year’s request represents vehicle replacements returning to near normal levels. If all 824 vehicles are replaced, the maintenance and fuel savings is projected to be \$2,359,713 across appropriated and non-appropriated vehicles.

Step 6: Economic Validation: The final step involves a financial analysis of the alternatives to make sure that the proposed replacements have a solid economic justification and represent an optimal financial decision for the State.

Additional Request Calculations

DPA Vehicle Replacement Lease/Purchase Line Item Calculation: Based on recommended replacement vehicles for FY 2017-18, the following table outlines the calculation of the (4) Central

Services, (C) Fleet Management Program and Motor Pool Services, Vehicle Replacement Lease/Purchase line item.

STATE FLEET LEASE LINE APPROPRIATION ANALYSIS			
SFM Lease Payments Due by Trust Year	FY 16-17	FY 17-18	FY 18-19
TRUST 2008 (Exhibit B)	\$ 467,524	\$ 405,376	\$ 13,558
TRUST 2009 (Exhibit B)	\$ 1,620,793	\$ 1,199,590	\$ 930,852
TRUST 2010 (Exhibit B)	\$ 1,084,263	\$ 1,035,831	\$ 754,553
TRUST 2011 (Exhibit B)	\$ 182,351	\$ 178,420	\$ 175,118
TRUST 2012 (Exhibit B)	\$ 631,640	\$ 293,208	\$ 230,491
TRUST 2013 (Exhibit B)	\$ 3,458,632	\$ 2,193,587	\$ 1,240,621
TRUST 2014 (Exhibit B)	\$ 3,525,121	\$ 3,460,296	\$ 2,290,746
TRUST 2015 (Exhibit B)	\$ 3,901,770	\$ 3,901,770	\$ 3,873,294
TRUST 2016 (16 Pro-Ration)	\$ 2,441,632	\$ 2,622,738	\$ 2,622,738
TRUST 2017 (17 Pro-Ration)	\$ 729,776	\$ 3,271,657	\$ 3,271,657
TRUST 2018 (18 Pro-Ration) Pending	\$ -	\$ 1,054,230	\$ 5,532,660
Total Known Lease Payments Due	\$ 18,043,501	\$ 19,616,703	\$ 20,936,288
UNFORESEEN (Accident totals, denied repairs, etc.) @1.5%	\$ 270,653	\$ 294,251	\$ 314,044
ACCIDENT TOTALS (Known YTD)	\$ -	\$ -	\$ -
Total SFM Lease Spending Authority Need for FY 16-17	\$ 18,314,154	\$ 19,910,954	\$ 21,250,333
FY 15-16 APPROPRIATION			
Current Year Base Spending Authority (FY 16-17 Base)	\$ 17,051,260	\$ 17,051,260	\$ 17,051,260
Required Additional Spending Authority (over FY 16-17 Base)	\$ 1,262,894	\$ 2,859,694	\$ 4,199,073