

PA 1.9/2004-05

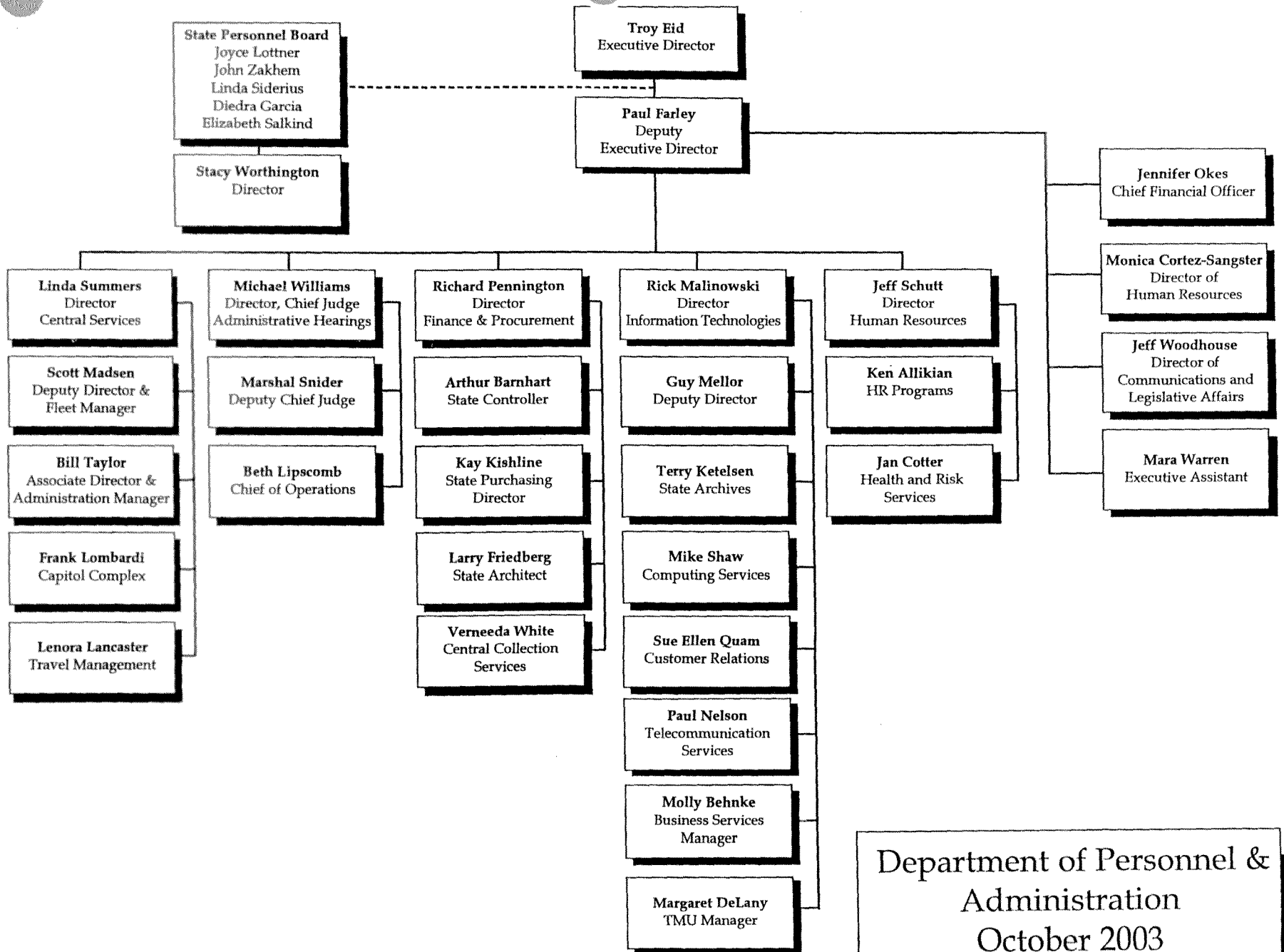
c-2

# Department of Personnel & Administration



# DPA

**Strategic Plan  
and  
Budget Submission  
FY 2004-05**



Department of Personnel &  
Administration  
October 2003

## TABLE OF CONTENTS

---

INTRODUCTION .....	3
STRATEGIC PLANNING PROCESS .....	4
DPA ENVIRONMENTAL SCAN.....	6
Basic Data .....	6
Key Trend, Emerging Issues and Concerns .....	9
Key Accomplishments .....	10
DPA Advantages.....	15
MISSION STATEMENT.....	16
VISION STATEMENT .....	16
DPA GOALS .....	17
OBJECTIVES AND PERFORMANCE MEASURES.....	18
STATUS OF FY 2002-03 OBJECTIVES.....	21

# Department of Personnel & Administration Strategic Plan 2004-2005

---

**INTRODUCTION** The Department of Personnel & Administration (DPA) provides the human capital, information, tools, resources and materials needed for state government to serve the public. The programs and functions of DPA are not generally those that are highly visible or easily recognized by citizens. Nevertheless, the programs and functions provided by DPA are vitally important to the efficient, and effective operation of state government. In essence, DPA manages the business systems and processes that support state government and is the business infrastructure for the State.

DPA's mission is not limited to only one department or even one branch of government. DPA serves the entire State and all state government in various ways. DPA provides a variety of support services such as managing the State's human resource services, managing state finances and purchasing, managing state buildings and real estate services, , managing the State's automotive fleet, operating the State's printing and mail services, maintaining state buildings and grounds, managing the State's technology infrastructure, and hearing legal administrative appeals.

The personnel of DPA are the knowledge experts of the business systems and processes of state government. Their roles include planning, coordinating, integrating, monitoring and reporting about these business systems and processes. They are responsible for developing, selecting, protecting and distributing business assets and resources in support of statewide public policies. DPA facilitates and manages state resources.

This plan details the Department's vision, mission, guiding principles, strategic objectives and performance measurement targets. The plan seeks to provide a meaningful descriptive overview and background and trend analysis about the Department and the environment in which we operate. This plan is not a static document. It will change to respond to feedback from our customers, our employees, assessment of our performance, emerging state needs and new legislation. This plan will help us direct our resources, strengthen coordination within the Department and across state agencies, eliminate duplication of programs and services, use technology to perform our work more efficiently and accurately, and communicate more effectively with those we serve.

## STRATEGIC PLANNING PROCESS

DPA considers strategic planning to be a serious endeavor and an integral part of operating a successful department. In order to support the leadership and direction of the Department, we have adopted a participatory planning process to ensure the success of our plans. Because the strategic plan of DPA involves all of its members, the Department includes all its divisions in the process. This process is built around four key steps: Practical Vision, Underlying Contradictions, Strategic Directions and Implementation Plans. The process is an ongoing process that begins with the development of a five-year vision and has the team revisit the plan each year and make necessary revisions to accommodate for the needs of that year.

The participatory methods used to facilitate the planning sessions for the Department of Personnel & Administration (DPA) are built around the key foundational values identified below.

- **Participation** – It is critical in a service oriented department that we recognize each individual holds a piece of the puzzle and in order to develop a successful plan as a department we must create an environment of honor and trust, which elicits participation.
- **Teamwork** – DPA works to create opportunities for employees at all levels of the Department to work together in different configurations of small teams and to broaden dialogues understanding and decisions.
- **Consensus** – DPA use the consensus based decision-making process to develop the Department Strategic Plan. Decisions are developed through a process of sharing all perspectives and discerning options that respect the diversity of individual views while honoring the whole.
- **Creativity** – By establishing an environment that provides all participants with permission for the dialogue between rational knowledge and intuitive insights to occasion a synthesis of new approaches, the combination of ideas creates the necessary creativity to enhance the plans.
- **Action** – In order to ensure action within the plan, the Department honors the investment of time by all participants by moving from consensus to action through accountability-based planning.

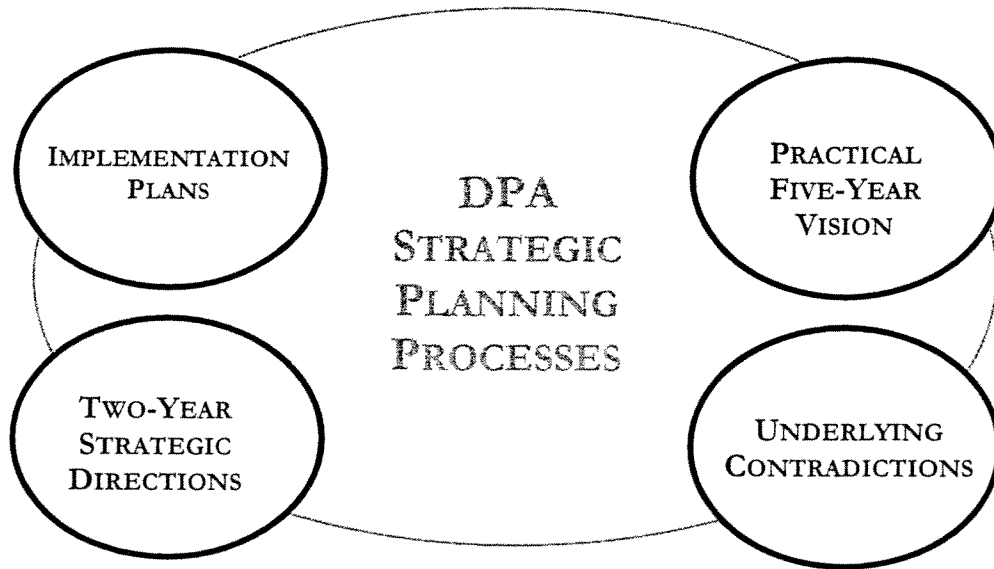
The detail of each of these steps follows along with a diagram of the process.

**Implementation Plans (Objectives and Performance Measures)**

Objectives, one-year milestones, for the department must meet the criteria of being specific, measurable, action oriented, realistic and time limited. The objectives, on year milestones, turn the generality of the vision into the specifics of the department's day-to-day work. Within the department these implementation plans are tied back to employees' individual performance plans to ensure success with achieving the goals and vision of the department as well as emphasizing the importance of the department's plan.

**Practical Five Year Vision (Vision)**

The first step in the DPA strategic planning process is to articulate the reason of the department's existence and lay the groundwork for all operational aspects of the department for the next five years. This process allows the department to clearly identify a roadmap for the future. The results of this planning design become the five-year vision for the department which will guide the department and its divisions.



**Two-Year Strategic Directions (Goals)**

If a department plans only in relation to its vision, it runs the risk of being overly idealistic and unrealistic. By planning strategically, that is, in relation to its real situation and the underlying contradictions, it has the opportunity to realize its vision more successfully. Goals transform the department's vision into areas of focus and direction. These goals, two-year strategic directions, serve as a bridge between the vision and the specific functionality in objectives.

**Underlying Contradictions**

The real issues of an organization become manifested when placed under the light of a practical vision. Without a vision, problems and anxieties are relegated to "lists of things to do" or are explained away as personal conflicts. As a group considers the entire range of its issues together root causes can be uncovered and objectives for sober consideration can be identified. In order to conduct an accurate assessment of the department's issues; customers were involved in this analysis process and were able to provide insight into areas that need improvement.

# DPA ENVIRONMENTAL SCAN

---

## Basic Data

---

### Department Background

On July 1, 1995, House Bill 95-1362 merged the Departments of Administration & Personnel. The new Department was formally named the Department of Personnel. Over the years the department has undergone many name changes but today, the department conducts its business as the Department of Personnel & Administration.

As a result of HB 95-1362, the major business systems such as personnel and support services were brought under the same management authority. This provided DPA and the State of Colorado with the opportunity to address many issues about the complexities and inefficiencies within these systems in a more streamlined manner. By focusing on a single commitment, mission, and strategy combined with more coordination and planning, DPA was able to generate more effective results in improving the overall services of state government.

DPA responsibilities are mandated by statute and are diverse and wide ranging. The statutory authority is found in Title 24 of the Colorado Revised Statutes (CRS) and Section 13 of the Colorado Constitution. DPA generally does not set or implement public policy that directly affects citizens. It is primarily an internal support agency for state government in delivering services to citizens. The programs and functions of DPA are not typically those that are visible or easily recognized by state citizens; however, they are vitally important and critical to the efficient and effective operation of state government. DPA is one of the state government's central management systems, and employees within this agency bring unique experience and expertise to the management of the government's assets and human resources. DPA understands government requirements and business imperatives and the overriding need to reduce costs for taxpayers.

### Divisions of DPA

DPA services the entire State through its various divisions, which are described below.

#### **Executive Office**

Provides policy formulation and direction for the various departmental services that impact all operating units of the executive branch of state government. This office provides the departmental management leadership and direction for human resources, communications and legislative relations, financial services including accounting, budgeting and contracting, and other departmental-wide operational matters.

**Division of Human Resource (DHR)**

Develops policies in cooperation with state agencies and other stakeholders, so that agencies can recruit, hire and retain workforces best suited to their missions. DHR manages government-wide systems that support agencies and their employees by administering health insurance and other employee benefit systems for state employees and annuitants. DHR also administers government-wide compensation systems and maintains automated information systems that are used to inform the public of state employment opportunities and are used to keep managers and the public informed about the nature and size of the current state workforce.

**Division of Central Services (DCS)**

Provides support needs for state agencies in the area of state buildings and grounds maintenance, state fleet vehicles, motor pool, commercial art, printing, duplicating, imaging, microfilming, data entry, copiers, mailing and state identification cards.

**Division of Information Technologies (DoIT)**

Operates the computing and network infrastructure utilized by all state agencies to accomplish their business function for the State of Colorado. This infrastructure includes the State's data center, telecommunications including the Multi-Use Network (MNT) and the Digital Trunked Radio system, and application systems support for statewide systems through Technology Management Unit. The Division also provides statewide planning for telecommunications as well as supporting the Governor's Office of Innovation and Technology in their efforts to provide statewide leadership with information technology solutions for citizen centric business initiatives.

**Division of Administrative Hearings (DOAH)**

Provides an easily accessible, independent and cost-effective administrative law adjudication system in Colorado. The Division is one of 24 central panels of independent administrative law judges in the United States. The judges are independent from the agencies for which they conduct hearings and decide cases. This Division hears and decides administrative law matters for a total of more than 50 state departments, agencies, boards and county departments.

**Division of Finance and Procurement (DFP)**

Provides statewide management of four major functions. First, management of the State's financial affairs through the State Controller's Office which includes the promulgation of fiscal rules, policies and procedures into a unified accounting system; issuance of warrants to pay state debts; procedures and training related to contract approval; the Vendor Offset Program; the Fraud Hotline; and estimates of TABOR revenue for assistance in budget planning. The second major function is the management of the Procurement Program through the State Purchasing Office that includes the BIDS electronic vendor notification system; procurement education and leadership; procurement and administration of statewide price agreements; conducting procurements for non-delegated agencies and appeals authority for bid protests. The third major function of this Division is the State Buildings and Real Estate Services Program. This program integrates statutory oversight responsibilities with comprehensive design, construction and real estate expertise in order to provide assistance and training to state agencies and institutions relating to general-funded capital construction and all aspects of real estate transactions. Finally, this Division includes the Central Collections Program that collects debts owed to the State.



### **State Personnel Board (SPB)**

Adjudicates employment disputes within the state classified system and is responsible for promulgating rules to ensure that state employment is based on merit and fitness. Within this context, the Board conducts administrative hearings, promulgates rules under the authority of the State Administrative Procedures Act, and facilitates dispute resolution. The Board additionally conducts training for departments and/or agencies upon agency request.

### **DPA Customers**

Employees are an important base of our internal customers and are the State's most valuable resource. DPA serves over 32,000 employees. Critical to our mission is an underscored commitment to ensuring that our human resource processes provide for the best recruitment, selection, job evaluation, compensation, and retention methods. Our goal is to develop processes in an environment in which employees can be productive, creative and function at their highest level.

Other DPA customers include state departments, higher education, state legislators, and the public. Because DPA operates as a service hub for business conducted throughout state government, we carry out the leadership responsibilities of our mission in partnership with other state agencies. We believe that our success depends upon offering quality and value to our customers and stakeholders and providing services that are economically efficient and sound while adhering to the highest standards of integrity.

---

## KEY TRENDS EMERGING ISSUES AND CONCERNS

---

In this section, we have identified critical factors that with the help of our customers we have identified either trends affecting our business on issues or concerns that we need to address. Through clearly identifying what the critical factors are we have been able to create goals and objectives to successfully address many of these factors.

### **Limited understanding of the real needs of our customers**

As a result of internal analysis as well as input from customers we identified a gap in our understanding of our customers' real needs. This was identified by not having the appropriate Service Level Agreements in place, having a limited number of information sessions for employees and a history of neglected customer service awareness.

### **Reactive approach to stakeholders' competing interests**

Due to the limited understanding of our customers' needs the Department was aligning its priorities improperly and ended up creating perceived competing interests and expectations of the Department as well as conflicting expectations and roles. This, in part, was due to a limited understanding of who the diverse stakeholders of the Department are.

### **Inconsistent communication with DPA stakeholders**

The communication and information that DPA was providing to its stakeholders was limited in the amount of time spent with our valued customers and at times was inconsistent. The appropriate tools and resources for communication were not being utilized causing the customers to not have enough education on what the rules and statutes are that impact them and the services that DPA provides. There was also a sense that the data that was being shared was unreliable.

### **Constitutionally Frozen and Outdated Personnel System**

The personnel system, as exists in statute, is outdated and inflexible due to the limitation of the constitution. The systems limits the State's ability to be competitive with the private sector and in some cases other governmental agencies.

### **Technology**

Because of DPA's involvement and reliance on technology the Department is constantly watching and analyzing trends associated with it. Currently there is a shift from mainframe to client servers. The availability of more robust networks allows for fast and more quality technology transfer.

### **Insurance Challenges**

In 2001, the property/casualty insurance industry posted a net loss of \$9 billion. These losses have translated into higher premiums, increased deductibles, and reductions in coverage. Costs for other risk management premiums such as workers' compensation and liability insurance are facing similar increases. Similarly, the costs for health insurance continue to rise significantly. The Department anticipates that health insurance premiums will increase by 8 to 25 percent, depending on the plan and carrier in 2004.

---

## KEY ACCOMPLISHMENTS FOR FISCAL YEAR 2002-2003

---

Here the DPA accomplishments are described as they support the 3C's of our vision.

### Customers

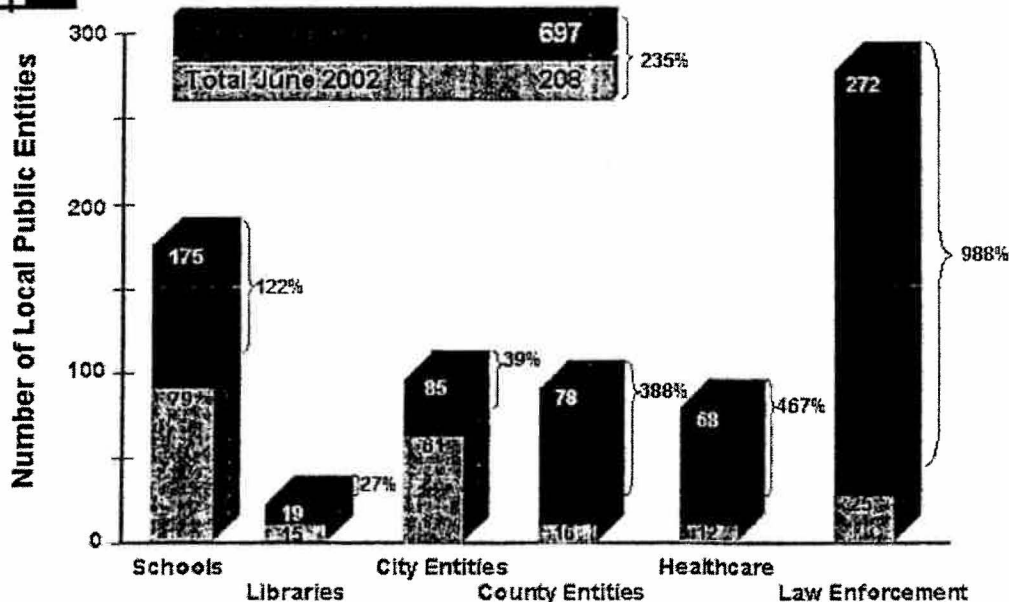
The need to more clearly understand our customers' needs and be responsive and supportive of their needs has been a driving force of DPA for this past year. The Department has focused on both internal and external customers to ensure that we are being responsive to all of our customers needs. The following is a brief synopsis of a few of the major accomplishments of DPA in supporting our customers' needs.

- *Total Compensation* – The Department successfully worked with the Governor's Office and the General Assembly to pass House Bill 03-1316 which reforms Colorado's total compensation system for state employees, one of our largest customer basis. This bill permits adjustments in health insurance benefits, salary and performance pay as determined by the State Personnel Director. This bill will provide for more appropriate compensation of the State's workforce as these decisions will be based upon the results of an objective market analysis.
- *Governor's Commission on Civil Service Reform* - The Commission is to develop proposals to reform the Colorado Constitution with respect to the civil service system to better serve the needs of state government, public employees, and taxpayers. The Commission consists of three working groups – General System Reform; Contracting Reform; and Higher Education. Members of the Commission and its staff have been reaching out to state employees across the State in a series of public meetings designed to communicate the Commission's purpose while hearing directly from those who would be most affected by any change. Over 3,000 state employees have attended, while many others participated through employee council or staff council representatives, co-workers, and employee organizations. These reforms under consideration are: employee selection, retention, discipline and separation; the role of classified employees in institutions of higher education; and parameters of privatization, outsourcing, and temporary employees.
- *Capitol Life Safety Project* – The Department was awarded a State Historical Fund grant to resume the Life Safety upgrades to the State Capitol Building. The Department has restarted our original design and construction team and has this project back on track. This project will ensure that the Capitol is made safe for state employees working in the building as well as the many citizens and out-of-state travelers who visit the Capitol daily.
- *Cost Saving Efforts* – In an effort to reduce costs to our customers statewide and to manage to reduced budgets internally while maintaining – and enhancing when possible - existing service levels, the Department has rededicated itself to identifying cost saving measures.

Examples of internal cost savings efforts include new telephone long distance rates which will result in savings of approximately \$50,000 a month statewide, new disaster recovery agreement with IBM which will save about \$64,000 per year, replacement of the mainframe computer which will provide increased power and open-systems capability and are cost-neutral, amendment to the MNT contract to take advantage of new, lower tariff rates filed by Qwest contract, and negotiation to avoid national account price increases for tire mounting for the Fleet Management Program will avoid an increase of almost \$30,000 per year.

An example of external cost savings efforts is DPA staff at the Integrated Document Factory (IDF) recently worked with the Colorado Division of Wildlife to help cut costs in the printing of a 169,000-piece mailing to deer and elk hunters. By using IDF format recommendations instead of the previous process, DPA was able to save the Division of Wildlife more than \$100,000 on this mailing. In addition, the reduced tariff prices made possible through the Department's MNT contract will save over \$10,000,000 during the 60 month life-time of the MNT contract just on T-1 circuits alone. The total of all ANAP fees over the 5-year MNT contract is \$10,219,968. So basically, the reduced tariffs in T-1s alone, for state agencies alone, covers all ANAP fees for the life of the MNT contract.

## Local Public Entity MNT Connections



- Streamlined Contracting* - The State Controller completed revision of fiscal rules and various contracting policies last month. One significant policy change eliminated legal reviews for any state contract having an annual value of less than \$50,000. This change -- which was well received by state agencies and institutions -- will further streamline the state contracting process, helping to limit unacceptable delays for our customers.
- Digital Trunked Radio* - Despite the ongoing capital construction freeze, the Digital Trunked Radio (DTR) project continues to serve an expanding user base. This project is critical to the ongoing needs for the public safety community and new homeland security efforts. Major DTR accomplishments include: activation of the Greeley Police Department into the system; installation of mobile radio equipment in Southern Colorado for the Colorado State Patrol, Division of Wildlife and other state agencies; strengthening the transport of signals through a remote area of the State near Wray.

### Communication

In the past year DPA has focused on the importance of clearly communicating with all stakeholders, sharing accurate and timely information as well as listening to their needs. The following is a brief synopsis of a few of the major accomplishments of DPA in the area of communication.

- *Customer Meetings* - DPA's "State of the State Workforce" town hall meeting series continued throughout the year. In addition, a joint DPA-State Personnel Board team has held targeted site visits within major concentrations of state employees to obtain input and feedback from state employees on issues of concern to them. Members of DPA's Executive Management Team meet with our counterparts within departments, agencies and institutions throughout the State on an on-going basis. These face-to-face meetings have been invaluable to help us to identify problems as well as opportunities and to ensure DPA is responsive to our customers.
- *Benefits Communications* - The Division of Human Resources Benefits Unit worked hard to improve open enrollment communications materials, to implement *HealthLine* newsletters, and to automate the way in which payroll personnel process enrollment forms. Employees have cited the improved communications materials and *HealthLine* newsletters in helping the workforce understand some of the reasons for rising health-care costs and helping making their insurance choices less cumbersome and complicated. Payroll personnel have responded well to the new automated data input system. As such, open enrollment ran extremely smoothly this year.

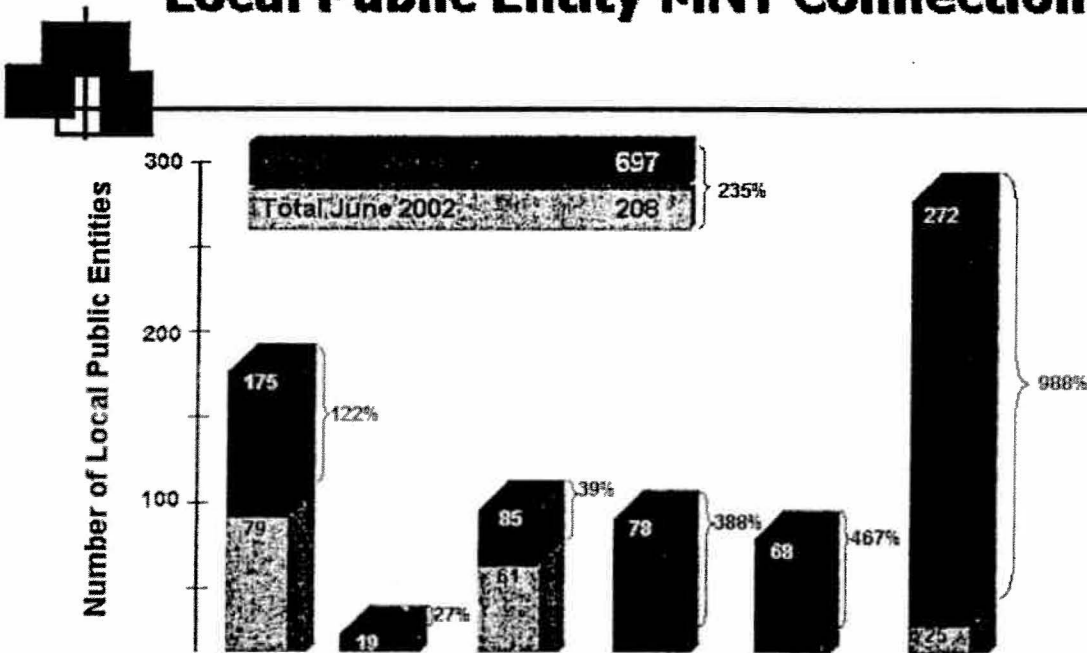
## Credibility

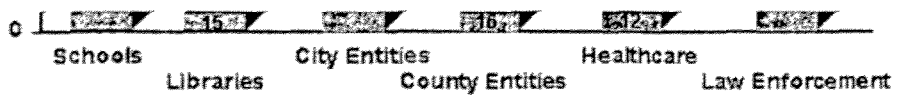
In the past year DPA has focused on the importance of credibility, earning the respect of our customers and stakeholders through consistently walking our talk and being accountable for all we do. The following is a brief synopsis of a few of the major accomplishments of DPA in the area of credibility.

- *Multi-Use Network (MNT)* – The MNT Project is nearing the end of its implementation plan. A complete MNT network allows users in every county to connect to the state network. Inexpensive Internet access, high quality of service video and voice over IP is available subject only to last mile connectivity. The infrastructure is in place to accommodate economic development, particularly in rural Colorado, increased distance learning opportunities, particularly in rural Colorado and telecommunications costs can be reduced by state and local public entities. The project team continues to focus on marketing this successful project to local governments and non-profit organizations. Access to the MNT by local government, non-profits and state entities has exceeded expectations.
- *Truth in Rates* - The Department recently implemented a "Truth in Rates" philosophy to ensure that rates for each DPA service accurately reflect the cost of providing the service. As part of this effort, DPA has identified numerous changes to the fee setting methodologies used throughout the Department. The Department is in the process of finalizing new rates for Fiscal Year 2003-04 for telecommunications and network services as well as all Central Services rates. After examining usage patterns within departments, some costs may go up, but many will go down. The Department will work with its customers to address the overall impact of these changes as appropriate.

- *Travel Management Reform* – The Department worked with the Governor’s Office to develop a Governor’s Executive Order strengthening oversight and financial controls over state employee travel. The Department is implementing the Executive Order and expects to complete final rulemaking this year. In addition, the Department discontinued use of the Diner’s Club travel card and transitioned to a new US Bank Visa card with greatly improved financial safeguards and expense monitoring. This transition is being enthusiastically received by customers.
- *Statewide Security Assessment* - The Division of Information Technologies employed independent consultants to assess the security infrastructure capability of the State’s primary network and computing infrastructures, including the Multi-use Network. The consultants performed an assessment of the State’s significant security vulnerabilities and developed remediation recommendations. In addition, the State acquired several tools to perform on-going assessments internally.
- *Fleet Reduction* – In keeping with the Governor’s December policy directive, the Department, working in conjunction with its customers statewide, has successfully reduced the size of the state motor vehicle fleet by another 10 percent.
- *Comprehensive Annual Financial Report (CAFR)* - The State of Colorado issued its CAFR in early December. It received a "clean" opinion from the State Auditor and again was one of the first to be issued by states with a fiscal year end of June 30. Because of the very large effort required by statewide accounting staff to implement a new financial reporting model, DPA is especially proud of this accomplishment. The new Governmental Accounting Standards Board (GASB) standards required complete reorganization of the report, and this was the first fiscal year close that implemented GASB 34/35.

## Local Public Entity MNT Connections







---

## DPA ADVANTAGES

---

*The following is a list of advantages that will support DPA in fulfilling our vision, goals, and objectives.*

- Commitment Department-wide to Providing Excellent Services
- Weekly Executive Team Staff Meetings Which Focus on Real Issues and Solutions
- Maintaining a Fun and Supportive Place for Employees to Work
- Changing Economy Is Forcing More Collaboration Within the State as Well As With The Private Sector
- Experienced Team of Service Support Professionals
- Have the Necessary Legal Horsepower To Support the Work of DPA High Degree of Expertise and Confidence within All Levels of DPA Staff
- Senior Executive Team Has Demonstrated High Sense of Ethics and Commands The Same Level of Importance on Ethics From Their Employees
- Chemistry of DPA Team at All Levels of the Organization
- DPA Has Earned the Confidence of Governor and Cabinet
- Philosophy of Idealism – Best Way to Do Business
- Department Has Access to “Resources” Like Buildings, Cars, Technology
- Have Demonstrated the Ability To Lead State Government
- Continuing to Build Solid Relationships with Customers, Legislature and State Employees

## Mission Statement

We have articulated a mission for the Department of Personnel & Administration that is centered on a strong and lasting commitment to the core competencies of DPA. We have committed our mission and vision with a strategy and a concrete plan for moving forward.

Our overall mission in the Department of Personnel & Administration is to set the highest professional and ethical standards for ourselves and to help our customers succeed.

## Vision Statement

Our five-year vision has the foundation of what we have come to call the 3 C's. The 3 C's are customers, credibility and communications. They are defined as follows.

**Customers.** We must always put our customers first and help them succeed. This means strengthening our relationships with them so that we understand their needs. We must not only respond to their changing requirements, but also anticipate those requirements before they occur. In order to successfully meet our customers' needs we must have DPA brand equity recognition in order for our customers to know us and know that we are treating them with a department-wide focused approach. As a Department we must also respond to our customers' needs of establishing a personnel system that responds to their specific needs.

**Credibility.** In everything we do, we must walk the walk -- not just talk the talk. Credibility is the foundation for building even greater trust with our customers. Meaning what we say -- and saying what we mean - can ensure that we are the very best Department in Colorado state government. In order to do this and be recognized as the best department, we must align our authority with the responsibility that is associated with it and have department-wide organizational commitment to accountability.

**Communications.** Communicating more effectively internally, with the 60+ departments and agencies we serve, and with the outside world is a constant challenge. It demands that we flatten management "stovepipes" or "silos" to get closer to our own people and our customers. It also requires that we utilize and leverage electronic communications and build new processes to get our message across. In order to successfully communicate with our customers, we must use a personalized and proactive approach to communication and allow our customers' priorities to drive the work that we do.

Two other piece of our vision that are woven through out each of the 3 C's is the need and emphasis on better business through the use of appropriate technology and effective human resource management.

## DPA Goals

Goals transform the Department's vision into areas of focus and direction. These goals, two-year strategic directions, serve as a bridge between the vision and the specific functionality in objectives. The following is a list of the seven DPA goals, two-year strategies, divided into two overall strategic directions

*Strategic Direction: Building Relationships and Partnerships to Meet Customers' Needs*

---

### **CREATE STAKEHOLDER RELATIONSHIPS**

---

---

### **DEVELOP AND MAINTAIN STRATEGIC LEGISLATIVE RELATIONSHIPS**

---

---

### **INITIATE REFORM OF CIVIL SERVICE SYSTEM (LAYING GROUNDWORK FOR REFORM)**

---

*Strategic Direction: Building The Framework to Meet Customer Needs*

---

### **ESTABLISH AND IMPLEMENT DEPARTMENT CULTURE AND OPERATIONAL FRAMEWORK**

---

---

### **DEFINE AND IMPLEMENT CLEAR PROGRAMMATIC ROLES**

---

---

### **CONTINUE TO ENHANCE DPA BRAND EQUITY STRATEGY**

---

---

### **DEVELOP PERFORMANCE METRICS FOR CONTINUOUS IMPROVEMENTS**

---

## Objectives and Performance Measures

Objectives, one-year milestones, for the Department must meet the criteria of being specific, measurable, action oriented, realistic and time limited. The objectives, on year milestones, turn the generality of the vision into the specifics of the Department's day-to-day work. The objectives and the performance measures that will measure their success are listed under each goal to which they align.

---

### **DEFINE AND IMPLEMENT CLEAR PROGRAMMATIC ROLES**

---

- Develop and Publish Oversight Model for Addressing Centralized and/or Decentralized Functions
  - Survey Current Centralized and Decentralized Functions Within Department
  - Analyze Survey Results and Develop Proposed Oversight
  - Executive Team Reviews/Discusses Oversight Model
  - Revised Model; Division Directors Review with Internal Folks
  - Revise Model; Communicate to Stakeholders
  - Review Stakeholder input; Revise Model; Publish

---

### **CONTINUE TO ENHANCE DPA BRAND EQUITY**

---

- Communications Plan
- Town Hall Meetings Within DPA with All Employees to Share Strategic Plan
- How to Operate within 3 C's, "Division Mission"
- Guiding Principles, What are our Values? Ask Employees, DPA Culture, This Is How We Do Business in DPA. All Policies, etc.
- Issue Guiding Principles
- Web Alignment "My DPA"

---

### **DEVELOP AND MAINTAIN STRATEGIC LEGISLATIVE RELATIONSHIPS**

---

- Solidify DPA's Legislative Initiatives
  - Develop Legislative Initiatives and Strategy with input from Stakeholders, Division Directors, Executive Director, and Governor's Office
  - Develop Collaborative Approach for Addressing Legislation
- Education: Publications (General, Statewide, DPA)

---

## CREATE STAKEHOLDER RELATIONSHIPS

---

- Develop Centralized Department-wide Customer Database
  - Gather Customer Information From Each Division
  - Assemble Information Into a Department wide Database
  - Send Access to Database to Divisions for Review, Edits and Implementation
  - Develop a Single Customer Contact/Referral List As Part of the Database To Make Communicating with Customers More Streamlined
- Develop Department-Wide Calendar of Customer Meetings (Identify DPA Attendees Both – Regular and Ad Hoc)
  - Gather all Division Meetings and Assemble Into Calendar Posted on DPA Website
- Schedule Department Executive Management Meetings
  - Identify Remaining State Agencies to Be Contacted
  - Schedule Meetings, Attend and Implement Necessary Follow-up with 100% of State Departments
- Develop DPA IT Visions and Roadmap
  - Create a 4 Year Plan for DPA IT Including 1, 2 and 3 Year Implementation Plans
- Enhance DPA Website
  - Make Necessary Improvements to the Website and Create a Schedule with Assigned Staff for Ongoing Updates To Improve Customer Communication and Department Credibility
- Enhance DPA Annual Report
  - Develop and Distribute a DPA Annual Report That Is Timely; High Quality and Highlights Our Improved Department
- Develop Department-wide Customer Service Strategy
  - Identify Key Stakeholders
  - Develop DPA Key Message
  - Schedule, Implement and Provided Necessary Follow-up with 90 % of our Stakeholders

---

## INITIATE REFORM OF CIVIL SERVICE SYSTEM

---

- With Governor's Office, Develop Clear Personnel Governance Reform Strategy
  - Complete White Paper
- Identify and Dedicate Team for Responding to Needs and Questions with Dedicated Full Time Positions Assigned to These Teams
  - Identify Team Members, Roles and Goals
- Implement Strategy with Stakeholders
  - Host Town Hall Meetings and Open Forums to Discuss Options
- Implementation with Legislature
  - Implement with
- Potentially Get a Referred Measure From Legislature as Appropriate

---

## **DEVELOP PERFORMANCE METRICS FOR CONTINUOUS IMPROVEMENTS**

---

- Identify What Each Division is Charged to Do
- Define Stakeholders Expectations by Division
- Decide What We Are Going To Measure As A Department and Divisions
- DPA Guidelines For Developing Metrics
- Define Measures and Mechanisms For Collecting Data
- Educate Employees On Metrics

---

## **ESTABLISH AND IMPLEMENT DEPARTMENT CULTURE AND OPERATIONAL FRAMEWORK**

---

- Manage a Consistent Look and Feel To All Publications
  - Identify All DAP Publications and Create a Consistent Mast Head, Fonts, etc.
- Redevelop New Employee Orientation
  - Redesign and Redevelop New Employee Orientation including DPA s C's, New Policies, Customers Service Standards and Involvement from Executive Team
- Hold First Senior Management Council (Kick-Off 3 C's Campaign)
  - Identify DPA Senior Leadership Team, Hold First Session
  - Schedule Ongoing Quarterly meeting
- Implement 3C's Campaign
  - Design Curriculum and Train All DPA Employees on the Importance of the 3 C's and How to Implement Them With in Their Unit By September 30, 2002
  - Place a Performance Objective in All Employee Performance Plans Regarding Improving Perception
- My DPA Intranet
  - Develop and Implement "My DPA" Intranet

### Status of 2002-2003 Objectives

Due to the new leadership and direction of the Department since the submission of the last strategic plan the direction of DPA has changed significantly enough that many of the past years objectives have been rewritten or redesigned to support the new direction. In order to track the past years objectives that still align with the Department's vision and goals we have included those objectives under each goal with which they align as well as a status report.

*Strategic Direction: Building Relationships and Partnerships to Meet Customers' Needs*

---

## CREATE STAKEHOLDER RELATIONSHIPS

---

**Objective 1.3** Annually, through regular interaction with all stakeholders, develop a clear understanding of their needs in order to improve customer service.

- Conduct focus group meetings to educate employee organizations and employees with the results of the strategic review of the State's benefits programs (DHR)
  - Establish and refine service-level agreements through MOU's with each customer that maintain and enhance its services. (DoIT)
  - Fleet Management will continue to actively work with state agencies to meet their ongoing needs. (CS)
- 

## INITIATE REFORM OF CIVIL SERVICE SYSTEM (LAYING GROUNDWORK FOR REFORM)

---

**Objective 1.1** Redesign the State's current health benefits program by researching current statutes and administrative rules, by identifying alternative funding mechanisms, by developing an agenda for changes, by maximizing program access and use, and by implementing by 1/04.

- Research alternative health benefits funding mechanisms (e.g., self-insured, fully-insured, minimum premium) to determine the approach that is most appropriate and beneficial for the State and its employees. (DHR)
  - Vendor acceptance of finalized contracts in accordance with strategic review by 6/30/03. (HRS)
  - Full implementation of health insurance contracts by 1/1/04. (DHR)
-

**Objective 2.3** Annually, offer needs-based skill development training to maintain and attract a competent and high performing workforce.

- Provide training to 5,000 state employees per year and maintain an average cost-per employee trained of \$80 . (DHR)
- Design guidelines and procedures for department-wide employee development. (EDO)
- Continue to train Administrative Law Judges to ensure that 100% of the Division's judges attend at least one formalized training program at a recognized state or national program each year. (DOAH)

Strategic Direction: *Building The Framework to Meet Customer Needs*

---

## **ESTABLISH AND IMPLEMENT DEPARTMENT CULTURE AND OPERATIONAL FRAMEWORK**

---

**Objective 1.2** Annually ensure the integrity of the State's infrastructure by continuous assessment and maintenance of existing infrastructure and necessary planning for replacements and upgrades.

- Complete the rollout of infrastructure and conversion of state agency communication circuits as part of Phase III of the Multi-use Network (MNT) project. (DoIT)
- Complete Phase V of the Digital-Trunked Radio project. (DoIT)
- Begin coordination and implementation of statewide network security improvements. (DoIT)
- Annual replacement of fleet vehicles that meet statutory guidelines.
- Increase the Facility Condition Index (FCI) by 10% in 5 capitol complex buildings.

**Objective 2.1** Annually, improve program processes by incorporating recognized "best practices" and standards in order to fulfill statutory responsibilities.

- Complete integration of competencies in human resource functional areas by evaluating the demonstration projects in selection, performance management, and training. (DHR)
- Issue the financial statements under the new Governmental Accounting Standards Board (GASB) 34/35 standards. (DFP)



- Complete the successful implementation of IDF, including restructuring of the Units' organizational chart, move to North Campus and the integration of the services while continuing to provide the highest level of customer service. (CS)

---

## DEFINE AND IMPLEMENT CLEAR PROGRAMMATIC ROLES

---

**Objective 1.4** Annually, identify the appropriate level of funding per service for DPA and client agencies by accurate tracking of utilization data and payments received and tracking of DPA costs and cost trends.

- Target versus actual data for Fleet including miles driven, cost per mile, maintenance costs, vehicle replacement costs and necessary appropriations for other departments semi-annually. (CS)
- Target versus actual cost/utilization data for Administrative Hearing services and necessary appropriation adjustments for other departments semi-annually. (DOAH)
- Target versus actual cost/utilization data for DpIT services including both voice and data services and identification of appropriation adjustments for other departments semi-annually. (DoIT)

## Program Crosswalk

**Program Title:** Division of Human Resources (DHR) - Director's Office

**Line Items:**

- (A) Human Resource Services
  - (1) State Agency Services
  - Personal Services
  - Operating Expenses

**Change Request(s):** None

**Federal/State Statutory and Other Authority:**

Article XII, Sections 13, 14 and 15 of the State Constitution, CRS 24-50 Parts 1, 2, 3, 5, 6 and 7 CRS 10-8 Part 2; and CRS 24-30 Parts 1 and 15 provide the constitutional and statutory authorization for the Division.

**Program Description**

The DHR Director's Office oversees the activities of the Division, provides expert interpretation and legal review of employment applicable rules and laws, tracks and handles appeals and disputes to the Director, and provides the "infrastructure" to the rest of the Division, including accounting and budgeting support, State Auditor's audit follow-up, legislative tracking and coordination with the remainder of the Department.

The DHR Director's Office also is responsible for overall communications to the state workforce, employee outreach, development of an employee relations, and communications strategy and operation of the employee mediation program.

### Prioritized Objectives and Performance Measures

#### FY04 Objectives and Workload Measures

**Objective #04.1**

Support any initiatives from the Governor's Commission on Civil Service Reform.

**Critical Performance Measure:**

- 4.1.1 Provide the necessary staff support, including expertise and leadership, to support the recommendations from the Civil Service Reform Commission.

**Objective #04-7**

Better serve employees and agencies through automated processes and services.

**Critical Performance Measure:**

4.7.4 Co-sponsor the project to migrate the EMPL database to the Colorado Payroll and Personnel System (CPPS) and provide expertise and leadership on the personnel system necessary to facilitate a smooth transition to one integrated system.

**FY05 Objectives and Workload Measures**

**Objective #05.1**

Support the implementation of any changes in law resulting from the Governor's Commission on Civil Service Reform.

**Critical Performance Measure:**

5.1.1 By 6/30/05, work with the State Personnel Board on any rulemaking to implement any civil service reform mandated by changes to constitution and statutes.

5.1.2 By 6/30/05, complete actions necessary to implement any revisions to process and policy mandated by civil service reform changes to constitution and statutes.

**Similar or Cooperating Programs and Stakeholders**

<b>Stakeholders</b>	<b>Requirement of the Unit</b>
DHR Employees	Oversight, clear delineation of priorities, workload assignments
State Agencies & Employees	Coordinated development and delivery of services; guidance and advice

## Program Crosswalk

**Program Title:** HR Programs

**Line Items:**

Human Resource Services

(2) State Agency Services

Personal Services

Operating Expenses

(3) Training Services

Personal Services

Operating Expenses

Indirect Cost Assessment

**Change Request(s):** None

**Federal/State Statutory and Other Authority:**

Article XII, Sections 13 and 14 of the State Constitution, CRS 24-50 Parts 1,2, 3 & 5; CRS 10-8 Part 2; and CRS 24-30-1510.7(4) provide the constitutional and statutory authorization for the Services section of the Division.

**Program Description**

This program of the Division consists of four work units:

- Professional Development Center
- Workforce & Staffing Consultants
- Total Compensation & Systems Support
- Consulting Services

**Professional Development Center**

This work unit has two functions: development of strategies to assess the training and career development needs of state employees; and provision of training services to state employees. Courses are developed and offered on a wide range of subjects, designed to improve the effectiveness of the state workforce. Topics include: performance management and goal-setting, conflict management, mediation training, contract development and management, the Colorado Supervisory Certificate Program and Leadership Development Program.

**Workforce & Staffing Consultants**

This unit's primary function is to support all principal departments' application of the merit-based statewide selection system. The unit supports the statutory requirement that

“Appointments and promotions to positions shall be based on job-related knowledge, skills, abilities, competencies behaviors and qualities of performance as demonstrated by fair and open competitive examination” [CRS 24-50-112.5 (1)(b)].

The unit develops, implements and maintains the State’s selection system, including selection process guidelines and design, development and maintenance of the automated applicant data system (ADS) and the automated online Job Announcement system to support the selection process. Services include: identifying and implementing “selection best practices”; development of written multiple-choice tests for statewide use; development of selection device for specific agency use; storage and loan of test materials; production of special reports; development and provision of training, such as the Selection Personnel Certification Program (SPCP) and ADS training; and development and maintenance of minimum qualifications (MQs) for the state personnel system, veteran’s preference points updates, and consulting with agencies about exam planning and development.

### **Total Compensation & Systems Support**

This unit consists of several functions: job evaluation, compensation, personal services contract review, exemptions from the state personnel system, and systems support and security.

The unit is responsible, by statute, for maintaining the state’s job evaluation and compensation systems, including establishing job classes and setting pay. A “job evaluation system” is a method of grouping individual job assignments into different job categories (called “classes”) based on the nature of the work in order to provide an efficient way for the state to organize its approximately 30,000 different individual position assignments and ensure the equitable pay of employees performing similar work. A job class is a broad description of an occupation that covers many individual assignments. As of July 1, 2003, 537 job classes exist in the state system.

By statute, the state strives “to provide prevailing total compensation to officers and employees in the state personnel system” [CRS 24-50-104 (1)(a)(I)]. The unit meets that statutory obligation by determining the appropriate methodology and data sources to be used as it establishes the compensation levels for all state job classes and by conducting the annual compensation survey that is used to make recommendations on adjustments to salary and contributions to group benefits. The unit also designs appropriate pay premiums and pay-related procedures, such as promotions, hires, demotions, transfers, shift differentials, and leave and work-life programs. Because the world of work is continuously evolving, systems must also be re-evaluated, streamlined and adjusted to meet changing business needs. The unit performs such maintenance, provides technical assistance and consultation regarding job evaluation and pay-related laws, rules, trends, and practices to various stakeholders, and develops statewide standards to minimize exposure to legal liability.

The unit provides a review and approval function, as required by statute, of all personal services contracts entered into by state agencies and requests for exemption from the system by higher education and the Department of Education, in order to preserve the merit system and employee protections under Colorado Constitution.

The systems support & security function provides technical support for the agency HR users of the Employee Data System (EMPL). This system is used by all state agencies as the employee database for the state. The unit offers technical training and support to state agency users and tests computer programs before they are placed into production. The unit is also responsible for security administration for the three main systems that the Department operates: the Applicant Data System (ADS), the Colorado Central Payroll & Personnel System (CPPS), and the Employee Data System (EMPL).

### Consulting Services

The Consulting Services Unit provides comprehensive statewide human resource program management reviews and measurements to assist state agencies and institutions of higher education in eliminating problems, improving management and performance, identifying and implementing "best practices," and complying with state and federal laws and regulations. This is accomplished through a variety of periodic or special HR audits of each state agency and institution of higher education and meeting with each agency's professional human resources staff.

The unit also provides a range of professional human resource services, including oversight of the performance pay system, development of a workforce planning model and production of the Annual Workforce Report, job evaluation and selection to non-decentralized state agencies, and update and maintain delegation agreements between the Department of Personnel and Administration and state agencies and institutions of higher education.

The non-decentralized agencies are listed below with the level of service provided next to that agency.

#### NON-DECENTRALIZED AGENCIES SERVED BY CONSULTING SERVICES UNIT

Agency	Services
Dept. of Treasury	Job Evaluation, Selection
Dept. of Higher Ed., including Private Occupational Schools Division	Job Evaluation, Selection, Layoff
Historical Society	Job Evaluation, Selection, Layoff
Colo. Student Loan Program	Layoff Administration only
Mesa State College	Selection
Western State College	Job Evaluation, Selection
Adams State College	Job Evaluation, Selection
Fort Lewis College	Job Evaluation
Governor's Office	Job Evaluation, Selection, Layoff

## Prioritized Objectives and Performance Measures

### FY03 Objectives and Accomplishments

#### Objective #03.2

By 06/03, improve program processes by incorporating recognized best practices and standards in order to fulfill statutory responsibilities.

#### Critical Performance Measures:

- 3.2.1 Complete integration of competencies in human resource functional areas by evaluating the demonstration projects in selection, performance management, and training by 3/31/03.
- 3.2.2 Within the Division of Human Resources, continue evaluating program processes to further streamline and improve personal services contracting. Pursue statutory changes in order explore the feasibility of delegation of personal services review and conduct any pilot programs by 6/30/03.
- 3.2.3 Develop a framework for a workforce and succession planning pilot project for the state HR community. Develop pilot plan by 12/30/02 and initiate implementation of pilot by 3/30/03.
- 3.2.4 Develop, implement, and evaluate a Division of Human Resources workforce strategic planning demonstration pilot by 6/30/03.
- 3.2.5 Form a cross-functional team within the Division of Human Resources charged with integrating competencies across functional areas and preparing a best practices report by 6/30/03.
- 3.2.6 Plan implementation strategies and continue to develop the framework for a strategic, flexible, and streamlined human resources compensation system that is equitable and competitive both internally and externally by developing a cost model to evaluate a total compensation program and working with OSPB on streamlining the budget process by 6/30/03.
- 3.2.7 Develop training and guidelines for human resource professionals and supervisors within agencies to improve agency compensation decisions and the usage of available tools by 6/30/03.
- 3.2.8 Design and conduct a pilot program of a computer-administered written objective exams by 6/30/03.
- 3.2.9 Finalize measurements to evaluate the performance pay system and produce required reports by 6/30/03.

- 3.2.10 Decentralize technical human resources activities to the larger centralized agencies or ensure that those agencies are receiving service through an alternative means by 6/30/03.
- 3.2.11 Modify the State of Colorado employment web site to accommodate non-classified job announcements by 8/30/02, with ten percent of such vacancies being posted on the State web site by 3/30/03.
- 3.2.12 Match Colorado information technology job classes to job classes recently released by the U.S. Office of Personnel Management's HR Manager (computerized data base) by 12/30/02.
- 3.2.13 Develop and initiate a strategic program to communicate to potential applicants that the State of Colorado is an "Employer of Choice" (12/30/02)

***Accomplishments:***

- 3.2.1. Staff has gathered data supporting the systematic use of competencies from approximately half of the agencies on human resource positions. Job analyses, job announcements, selection devices and performance management routinely incorporate competency components.
- 3.2.2 Based on evaluation of the Personal Services Contract component of the Personnel Certificate Program (PCP), training was split into two levels. Delivered PCP Personal Services Level I Contracts training to over an additional 250 HR, accounting and purchasing professionals.  
  
Supported changes to personal services contracts through HB 03-1282. The bill was postponed indefinitely March 2003.
- 3.2.3 Staff has defined the components and developed the draft for a workforce planning model. Once the remaining information on HR competencies is supplied, staff will incorporate it into the workforce planning model. The Annual Workforce Report was completed and can be used as a tool by state HR professionals when identifying future workforce needs. Implemented an exit interview process in DHR to gather information on reasons employees leave.
- 3.2.4 Staff reviewed the job descriptions for all positions within the Division of Human Resources and matched them with data available in *HR Manager*. All of this information has been summarized and forwarded to the Human Resources Unit within DPA that will be used for recruiting and selection purposes. A skills assessment tool was also developed to document work related interests and skills of all employees within the Division of Human Resources and will be collected from new employees. Division management will use the data for staffing and future job assignments. In addition, a best practice report on exit interviews was prepared for the HR community.



- 3.2.5 This team included staff from the Division of Human Resources and the Human Resources Unit within DPA. The description of the project is outlined in section 3.2.4. The unit was unable to prepare a best practice report on competencies for the HR community due to reduced staff.
- 3.2.6 As part of the Department's legislative efforts, HB 03-1316 was passed which streamlined the funding part of the total compensation program. In the future, the State Personnel Director, following discussions with the Governor and OSPB, will recommend a distribution of allocations for the three elements of compensation that require new dollars, i.e., salaries, contributions to health insurance premiums, and performance awards. This will streamline the funding process in that all three elements will now be considered and funded the same way to maximize the benefit to the state and its employees.
- 3.2.7 Staff developed the outline of curriculum for managers and HR professionals on how employee compensation will be managed in the future. This training package will focus on developing management tools and skills that managers and supervisors will need to plan and implement compensation decisions for their employees. This training package is a "train the trainer" program where HR professionals will be trained and are expected to train their managers and supervisors.
- 3.2.8 Development of a computer administered written objective exam has been delayed because of staff reduction and the need to assign available staff to other projects. Staff members from WSC have been exploring possibility of pooling resources with other agencies to achieve this objective.
- 3.2.9 Each department is required to provide detailed information about their performance pay program in the Annual Personnel Survey. This information is used to assess the overall performance pay system. A report on the distribution of ratings (statewide and by department) was released in August 2002. The statutorily-required report was completed by 1/1/03.
- 3.2.10 A plan was developed to decentralize the centralized agencies, including training and the use of conditional delegations. Letters were sent to centralized department heads inviting them to become decentralized. Periodic contact with agencies continues in an effort to encourage decentralization.
- 3.2.11 Staff modified the State of Colorado employment web site in August 2002 to accommodate non-classified job announcements. Agency use of the site to post non-classified announcements has been sparse. Efforts by staff in FY04 will be to increase the use of the site by agencies.
- 3.2.12 Staff has worked with agency HR professionals to utilize *HR Manager* as a job analysis tool to identify tasks and competencies appropriate to the class they are filling. A job evaluation team has been working on completing a crosswalk

between Colorado's IT job classes and those listed in *HR Manager*. Information from OPM *HR Manager* is now available and potentially matches Colorado job classes in the areas of Clerical and technical; professional and administrative; supervisory, managerial, and executive; labor and trades; information and technology; and science and engineering.

- 3.2.13 Staff designed a state employment recruiting brochure and printed a limited number of copies to distribute at local job fairs. Staff represented the state at several job fairs and initiated plans for an inter-department job fair for the summer of 2003. The summer fair has been postponed due to lack of agency resources. Currently, DHR staff support for recruiting has been eliminated because of budget reductions.

#### **Objective #03.4**

To offer needs based in-house employee skill development training and contracted training services to maintain and attract a competent and high performing workforce.

#### **Critical Performance Measures:**

- 3.4.1 By 6/30/03, provide 25,000 student contact hours of training at a cost of \$13.00/student contact hour.
- 3.4.2 By 6/30/03, develop and offer a computer-aided training program and guide using recognized statewide competencies.
- 3.4.3 By 6/30/03, complete a computer-aided statewide training needs survey.

#### **Accomplishments:**

- 3.4.1 As of 6/30/03, provided 21,328 student contact hours of training at a cost of \$12.63/student contact hour.
- 3.4.2 Due to staffing and budgetary limitations, this objective was not accomplished.
- 3.4.3 Staff are currently partnering with CSU to complete an online training needs survey of all state employees. Expected completion date is 12/31/03.

### **FY04 Objectives and Workload Measures**

#### **Objective #04-3**

Improve program processes and oversight of the personnel system by incorporating best practices and standards, providing consultation and technical HR development, and monitoring and evaluating standards in order to fulfill statutory requirements and provide leadership in strategic human resources.

#### **Critical Performance Measures:**

- 4.3.1 Obtain updated delegation agreements from remaining agencies and continue to encourage centralized agencies to become decentralized, focusing on the larger centralized agencies.
- 4.3.2 Complete the comprehensive HR audits on total compensation and records management by 3/31/04, and begin conducting audits on job evaluation and selection on 4/1/04.
- 4.3.3 Redesign and implement the Personnel Certificate Program so it is a more comprehensive proficiency program for HR professionals.
- 4.3.4 Develop and provide to agencies competency-based selection products and services, such as a demonstration project on the use of competencies in the selection of human resources professionals.
- 4.3.5 Design and implement an introduction to the state personnel system for new department heads that also familiarizes them with their responsibilities in their delegation agreements.
- 4.3.6 By 3/31/04, provide leadership and consultation in shifting the system and HR profession to a more strategic role.
- 4.3.7 Develop a workforce and succession planning model for use by the HR community.

**Objective #04-4**

Develop the framework for strategic, flexible, and streamlined total compensation systems that are equitable and competitive, both internally and externally.

**Critical Performance Measures:**

- 4.4.1 Pursue further implementation of a total compensation in accordance with the requirements of HB 03-1316, including development of an assessment tool to gather input from employees on the relative importance or priority of the salary and group benefits components of total compensation.
- 4.4.2 By 6/30/04, explore development of a standardized exit interview process or a method of collecting and analyzing data from all state departments as part of the annual compensation survey and recommendations process.
- 4.4.3 Complete the model for pooled leave by 6/30/04.
- 4.4.4 Continue implementation of a broadbanding model by identifying additional classes to band in at least one occupational group by 6/30/04 and develop an evaluation model for use in assessing broadbanding effectiveness

4.4.5 Train the HR community on compensation by 6/30/04.

**Objective #4-5**

Offer competency development training, both in-house and through the use of contracted training services, to attract and maintain a high performance state workforce.

**Critical Performance Measures:**

- 4.5.1 By 6/30/04, provide 20,000 contact hours of training to state employees and maintain an average cost-per-employee of \$13.50/student contact hour.
- 4.5.2 By 6/30/04, develop and deliver new competency-based training programs as determined by the online training needs survey done in partnership with CSU.
- 4.5.3 By 8/30/03, complete a draft marketing plan, to include clarified mission for the training program, course calendar for existing programs, and timeline for executing details of the marketing plan.
- 4.5.4 By 9/30/03, complete designs for an overall “look” and logo for the program in order to facilitate instant recognition of programs by state employees.
- 4.5.6 By 12/31/03 finalize marketing plan.

**Objective #04-6**

Continue evaluating program processes to further streamline and improve personal services contracting.

**Critical Performance Measure:**

- 4.6.1 Begin phasing in a pilot for broader, statewide personal services contract waivers allowing agencies to certify certain types of contracts, and establish criteria to measure and monitor the effectiveness of these reviews under the pilot. It is anticipated those participating in the pilot will eliminate four days of review time for contracts in the central approval process.

**FY05 Objectives and Workload Measures**

**Objective #05-4**

Continue to improve program processes and oversight of the personnel system by incorporating best practices and standards, providing consultation and technical HR development, and monitoring and evaluating standards in order to fulfill statutory requirements and provide leadership in strategic human resources.

**Critical Performance Measures:**

- 5.4.1 Establish service agreements with each agency.

- 5.4.2 Complete the comprehensive HR audit on job evaluation and selection and begin conducting a comprehensive HR audit on the performance pay system by 6/30/05.
- 5.4.3 By 6/30/05, develop a method to summary progress and the status of functions previously audited.
- 5.4.4 Begin research on evaluating human resource systems through a scorecard model.

**Objective #5-5**

Evaluate the effectiveness of the changes in total compensation programs and methodologies, including pooled leave program and broadbanding efforts.

**Critical Performance Measures**

- 5.5.1 By 3/31/05, report on the effectiveness on the workforce of changes in total compensation methods and managers' increased responsibilities for managing their employees' pay.
- 5.5.2 On 7/1/04, begin implementation of pooled leave.
- 5.5.3 By 6/30/05, assess the effectiveness of the first group of state classes' broadbanded and make recommendations for changes to further broadband the remainder of the state's workforce.

**Relevant Stakeholders**

Stakeholders	Requirements of the Unit
State Agencies & Employees	Coordinated development and delivery of services; guidance and advice

## Program Crosswalk

**Program Title:** DHR Employee Health & Risk Services

**Line Items:**

(A) Human Resource Services

(B) Employee Benefit Services

- Personal Services
- Operating Expenses
- Utilization Review
- Deferred Compensation Plans
- Defined Contribution Plans
- Indirect Cost Assessment

(C) Risk Management Services

- Personal Services
- Operating Expenses
- Legal Services
- Liability Premiums
- Property Premiums
- Workers' Compensation Premiums
- Indirect Cost Assessment

(3) Colorado State Employees Assistance Program

- Personal Services
- Operating Expenses
- Indirect Cost Assessment

**Change Request(s)**

PENDING

**Federal/State Statutory and Other Authority:**

CRS 24-30-1501 provides the statutory authorization for the Risk Management Unit of the Division.

CRS 24-50-601 provides the statutory authorization for the Employee Benefits Unit of the Division.

CRS 24-50-604 provides the statutory authorization for the Colorado State Employees Assistance Program.

CRS 24-52-101 provides the statutory authorization for the State of Colorado 457 Deferred Compensation Plan.

CRS 24-52-201 provides the statutory authorization for the Public Officials' and Employees' Defined Contribution Plans

### **Program Description**

This section of the Division consists of three work units: the Colorado State Employees Assistance Program, the Risk Management Unit, and the Employee Benefits Unit.

#### **Colorado State Employee Assistance Program (C-SEAP)**

As of July 1, 2002, the Colorado State Employee Assistance Program is statutorily authorized to operate. For the 2003-04 fiscal year and any fiscal year thereafter, sources of funding for the program may include, but need not be limited to, the group benefit plans reserve fund, the risk management fund, and interest derived from the investment of said funds.

C-SEAP is a resource available to both the employer and the employee. At the organizational level, C-SEAP is a management tool, which allows supervisors and managers to consult with EAP specialists about workplace issues and/or to refer employees to the program. The C-SEAP staff is trained to assist managers in addressing multiple workplace issues including the following: absenteeism, sexual harassment, drug free workplace, time management, violations of the Executive Order on violence in the workplace, unresolved conflict between individual employees or groups of employees, fatigue or other physical concerns, concentration or decision making problems, and any emotional, mental or personal problem which may be impacting an employee's ability to function at work. C-SEAP provides workshops, classes, and groups designed to address specific workplace concerns like violence prevention, dealing with organizational change, recognizing and addressing substance abuse, stress and anger management, communication, motivation and teambuilding. C-SEAP also provides a mediation service in order to resolve workplace conflict. In the event of a critical incident at work (e.g., homicide or suicide), C-SEAP provides timely on-site debriefings, grief and loss groups, and/or organizational consultations.

At the individual level, employees may call C-SEAP directly and either talk with a C-SEAP counselor by phone or schedule an appointment to discuss his/her situation. Employees choose C-SEAP because they wish to speak with someone who understands the state system and will respect their right to privacy, as well as someone who can assist them in improving their job performance, solving their workplace issues, or addressing personal problems before they become serious impediments to the work environment and require expensive treatment.

#### **Risk Management Unit**

The Risk Management Unit of the Division consists of the following work programs:

- *Workers' Compensation Fund*

This work unit manages the workers compensation program for state employees. The program is self-funded and claims are processed via a contract between the Department and Pinnacle Assurance.

- *The Liability Fund*  
This work unit provides coverage for state agencies and employees for tort and federal claims, including those arising out of the scope of employment.
- *Property Fund*  
This work unit provides property loss coverage for state assets, including 9,000 state vehicles and 5,000 state buildings.

The Risk Management Unit protects the State's human resource and property assets through the administration of liability, property, workers' compensation and loss control programs. Services provided include (but are not limited to) accident investigation, legal defense, safety training, hazard mitigation, building inspections, contract review, insurance procurement, property valuation, risk financing, claim evaluation, seminar presentation, worker compensation medical management, statistical analysis, data collection and premium assessment. The Risk Management Unit serves all state agencies, schools and employees (except the Colorado University system).

Liability claims and lawsuits arise from allegations of State negligence related to such things as auto accidents, employment discrimination, and road maintenance. Most of the 2,200 liability claims presented against the State each year are denied, as they are subject to protection found in the Colorado Governmental Immunity Act (CGIA). Most of the reserve and payment dollars are related to federal law, where the focus is on civil rights and employment.

Worker Compensation benefits for State employees (over 5,000 claims per year) are administered on a self-insured basis. The costs in the self-insured liability and worker compensation programs are allocated to state agencies based on pro-rata claims history.

Property exposures (e.g., floods, wind, fires, theft) are covered by commercial insurance with broad all-risk coverage. The Risk Management Unit administers large policy deductibles, and State agencies pay up to the first \$1,000 per claim. Policy premiums are allocated to state departments based on pro-rata building and contents values.

Risk Management has three safety and loss control staff members whose responsibilities include, but are not limited to loss history analysis, ergonomic evaluations, indoor air quality review and medical case management. The services provided by these staff members are available to state agencies without charge.

### **Employee Benefits Unit**

The Employee Benefits Unit of the Division consists of the following programs:

- *Employee Benefits Programs*



Administers the State's employee benefit programs, including medical, dental, life, accidental death and dismemberment, short and long term disability, pretax premiums and flexible spending accounts.

- *Deferred Compensation Plan*  
Administers the state employee deferred compensation fund, which is a 100% employee-funded supplemental retirement fund.
- *Defined Contribution Retirement Plan*  
Administers the defined contribution retirement fund for members of the General Assembly and other non-classified staff of the General Assembly, the Governor's Office, and the Cabinet. In accordance with statute, contributions to this alternative retirement fund are the same as those sent to PERA for PERA covered employees. As referenced in SB02-231, the Deferred Compensation and Defined Contribution programs have merged committees to act on behalf of enrolled participants. Staffing for these programs is based on the staff initially assigned only to the Deferred Compensation Program.

The Employee Benefits Unit is involved in the administration of employee benefits, the State of Colorado Deferred Compensation Plan, and the State of Colorado Defined Contribution Plan. The Unit provides the initial design of the employee benefit programs as well as the subsequent contractual, administrative and financial management of these benefits programs. These programs currently include:

- six (6) medical plans;
- two (2) dental plans;
- seven (7) medical plans;
- one (1) dental plan;
- one (1) basic life and accidental death and dismemberment plan (AD&D);
- one (1) optional life and AD&D plan for employees, spouses, and eligible dependent children;
- one short term disability (STD) program and one (1) long term disability (LTD) program;
- one (1) Section 125 pretax premium program;
- two (2) Section 125 Flexible Spending Account (FSA) Programs (health care FSA and dependent day care FSA);
- 457 Deferred Compensation Program.
- Defined Contribution retirement plan for members of the Governor's Cabinet, the General Assembly, and other select non-classified staff.

Benefits are provided for all state Personnel System employees (classified), as well as all judicial, legislative, some higher education and other state employees. Permanent part-time employees (regardless of hours) are also eligible for benefits. Temporary employees and retirees are not eligible for benefits, however these employees may contribute to the voluntary State of Colorado 457 Deferred Compensation Plan. The major group of employees that is excluded from these benefit programs is the faculty and non-classified

staff of the colleges and universities, which are covered by programs operated and administered by the particular individual institution of higher education.

## **Prioritized Objectives and Performance Measures**

### **FY03 Objectives and Accomplishments**

#### **Objective #03.1**

By 8/31/02, determine and develop a methodology to establish and begin to accrue a pool of dollars to incorporate a self-funding mechanism back into the state's employee healthcare program.

#### **Critical Performance Measures:**

- 3.1.1 Consult with the state's actuary to determine by 8/15/02 an appropriate fund balance necessary to incorporate a self-funding mechanism back into the state's healthcare program and by 01/01/03 determine a methodology for accruing the required fund balance and a schedule to begin accumulating the dollars.

#### ***Accomplishments:***

- 3.1.1 It was determined that a \$10 per member per month assessment would provide the necessary funding to meet the objective. However, because of the state's FY '03 budget difficulties, employee benefits was not in a position to prepare a schedule to begin accumulating the dollars necessary to incorporate a self-funding mechanism. Benefits continued to investigate other self-insuring strategies, including partial self-funding, deficit carry-forward arrangements, and self-funded carve-outs.

#### **Objective #3.3**

Enhance the commonality between the statutorily approved EAP program and Risk Management to protect state fiscal and human resource assets.

#### **Critical Performance Measures:**

- 3.3.1 By 6/30/03, collaborate and create a comprehensive clinical and non-clinical loss control and safety program that enhances workplace relationships to reduce Risk Management costs.

#### ***Accomplishments:***

During FY03, C-SEAP and Risk Management collaborated on the following projects: 1) Threat Assessment Team training for DPA, 2) Workplace Violence Prevention Policy development for DPA, 3) Drug/Alcohol reasonable suspicion training, 4) Mediation for managers, supervisors, and employees, 5) FML and Leave Management training materials for State of Colorado managers and supervisors, and 6) Depression/Absence Management Research Project through Colorado Business Group on Health and CU Health Sciences Center (planning stages).

**Objective #03.5**

By 6/30/03, determine and implement the policies and procedures required to bring the 401a Defined Contribution Pension Plan (DCPP) into compliance with Federal Regulations, especially those under the recently passed Economic Growth Tax Relief and Reconciliation Act of 2001 (EGTRRA).

**Critical Performance Measures:**

- 3.5.1 Complete review and revisions of the current plan document in regards to EGTRRA compliance and administration of Qualified Domestic Relations Orders (QDRO's) by 12/31/02.

***Accomplishments:***

The Plan documents for the Deferred Compensation Plan and Defined Contribution Match Plan were adopted, with EGTRRA and QDRO provisions, by the Committee during the January 2002 meeting. The Plan Document for the Defined Contribution Match Plan was sent to the IRS in August 2002 for qualified determination status. The outside tax attorney expects a favorable response however, as of June 30, 2003 there has been no response from the IRS. The Plan document for the 401a Defined Contribution Pension Plan was also amended for EGTRRA and QDRO updates and adopted by the Committee in January 2003.

- 3.5.2 Develop and implement an operating plan for the 401a DCPP by 6/30/03.

***Accomplishments:***

The 457 Deferred Compensation Committee, a Type I agency governing the 401a DCPP, determined that other priorities and limited funded prohibited completion of this task. This will be an objective for FY04.

- 3.5.3 Meet with the Deferred Compensation and Defined Contribution outside consultant to discuss the development of a strategic plan relating to compliance and administrative issues for the 401a DCPP by 6/30/03.

***Accomplishments:***

The 457 Deferred Compensation Committee, a Type 1 Agency governing the 401a DCPP, determined that other priorities and limited funded prohibited completion of this task. This will be an objective for FY04.

**FY04 Objectives and Workload Measures****Objective #04-2**

By 01/01/04, develop a state employee healthcare program that has the potential to reduce utilization by engaging employees in the management and responsibility of their own healthcare.

**Critical Performance Measures:**

- 4.2.1 By 10/01/03, develop a methodology to engage employees in the new healthcare program that incorporates a specific disease management component.
- 4.2.2 By 12/01/03, incorporate an appropriate disease management program into each carrier contract that emphasizes employee and dependent involvement in their healthcare.
- 4.2.3 By 04/01/04, work with the carriers to develop disease-specific, quarterly aggregate utilization reports and baseline metrics.

**Objective #04-7**

Better serve employees and agencies through automated processes and services.

**Critical Performance Measure:**

- 4.7.1 By 1/1/04, reduce agency administrative costs, errors and adjustments, and eliminate excessive paperwork by implementing on-line open enrollment for the 2004 plan year. This includes vendor selection in July, employee communication by the end of August, and training agency staff by early October. On-line open enrollment will begin 10/20/03, with an employee confirmation period by 12/1/03. A cost/benefit analysis will be done by 3/15/03 to finalize recommendations and modifications by May 2004 necessary begin processing of anniversary enrollments and qualified changes on-line.
- 4.7.2 By 1/1/04, implement the Deferred Compensation Plan loan program within the 457 Deferred Compensation Plan through completion of programming and testing by October, communication to payroll and personnel administrators by November, and communication to Plan participants by December via the quarterly bulletin or targeted mailing, the website and keytalk (voice response system).
- 4.7.3 4.7.3 By 6/30/04, select a vendor for the state's Risk Management Information System through the establishment of a risk management network consisting of agency employees responsible for risk management functions and preparing the Request for Proposal by February 2004.

**Objective #04-8**

By 06/30/04, discuss and develop a Defined Contribution Pension Plan (DCPP) strategic plan relating to compliance and administrative issues for the 401a DCPP.

**Critical Performance Measures:**

- 4.8.1 By 01/01/04 meet with technical consultant to discuss administrative compliance issues for 401a DCPP.

4.8.2 By 03/30/04 complete discussions with the Type I Deferred Compensation Committee and consultant and review of drafts of documents for administrative compliance.

4.8.3 By 06/30/04 adopt administrative procedures for 401a DCP.

### **FY05 Objectives and Workload Measures**

#### **Objective #05-2**

By 1/1/05, determine all necessary steps to move into a self-funded or partially self-funded environment with appropriate financial strategies and safeguards.

#### **Critical Performance Measures:**

5.2.1 By 2/01/05, consult with the state's actuary to determine an appropriate fund balance necessary to incorporate a self-funded or partially self-funded mechanism back into the state's healthcare programs.

5.2.2 By 3/01/05, conduct meetings with all interested parties as appropriate to determine the state's fiscal ability to return to self-funding or partially self-funding.

5.2.3 By 4/01/05, determine a methodology for accruing the required fund balance and a schedule to begin accumulating the necessary dollars.

#### **Objective #05-3**

By 1/1/05, implement a new healthcare benefits program developed in FY04 and refine the analysis of the utilization and performance measurements via statistical analysis software and database management.

#### **Critical Performance Measures:**

5.3.1 By 8/1/04, introduce new products and features in special edition of Healthline. Produce and distribute other articles designed to assist employees in understanding the various options.

5.3.2 By 9/1/04, complete final negotiations with health care carriers and route contracts to central approvers.

5.3.3 By 10/1/04, provide Summary Plan Descriptions, Certificates of Coverage, hospital report cards, details of new disease management components, and other targeted communications on-line. Develop custom program to track trends and plan improvement over time, compare performance to established baselines, and generate regular reports.

- 5.3.4 By 3/1/05, survey eligible employees to determine how revamped benefits affected participation. Measure and report the initial effectiveness of the consumer-driven healthcare strategies implemented in 2004.

**Objective #05-6**

By 6/30/05, update Risk Management statutes and the Colorado Governmental Immunity Act with any necessary legislative changes.

**Critical Performance Measures:**

- 5.6.1 By 8/1/04, draft proposed legislation that addresses necessary changes to the risk management statutes and the Colorado Government Immunity Act.
- 5.6.2 By 12/01/04, work with DPA's legislative liaison to find a sponsor for the legislative changes.

**Objective #5-7**

Develop and design RFP for the 457 Deferred Compensation/ 401a Defined Contribution administration/recordkeeping/marketing for the 457 Deferred Compensation Plan and for the 401a Defined Contribution Pension Plan.

**Critical Performance Measures:**

- 5.7.1 By 12/01/04, prepare draft of RFP including model contract. Meet and discuss with technical consultant to review draft of RFP.
- 5.7.2 By 01/01/05, meet and discuss RFP with DPA Contract Manager and Attorney General office for approvals of RFP and model contract.
- 5.7.3 By 02/01/05, provide final draft to Purchasing for release of bid by no later than March 1.
- 5.7.4 By 05/01/05, provide determination on awarded vendor.
- 5.7.5 By 06/01/05, complete negotiations of contract.
- 5.5.6 By 06/30/05, completed signed contract with vendor for FY06.

**Objective #5-8**

By 6/30/05, in conjunction with all state departments, implement a risk management information system ("RMIS").

**Critical Performance Measures:**

- 5.8.1 By 1/01/05 provide training to all of the department users on the RMIS.

5.8.2 By 6/01/05 implement the new RMIS and begin collecting statewide data.

**Relevant Stakeholders**

<b>Stakeholders</b>	<b>Requirements of the Unit</b>
State Agencies & Employees	Coordinated development and delivery of services; guidance and advice

## Program Crosswalk

**Program Title:** STATE PERSONNEL BOARD

**Long Bill Line Items**

Personal Services  
Operating Expense

**Change Request(s):** None

**Federal/State Statutory and Other Authority:** Colo. Const., article XII, Sections 13, 14, and 15; C.R.S. 24-50-101 (1998) *et. seq.*; C.R.S. 24-50.5-101 *et. seq.*; C.R.S. 24-4-101 *et. seq.*, and associated legal precedent.

**Program Description**

The State Personnel Board (“Board”) is constitutionally created and has five members, each serving a 5-year term. Three of the members are gubernatorial appointees, and state employees elect the other two members. The Board has both adjudicative and regulatory responsibilities. The Board adjudicates and resolves employment disputes within the State personnel system by holding evidentiary hearings presided over by administrative law judges (ALJs), hearing appeals from decisions by the ALJs, and maintaining an active alternative dispute resolution (ADR) program. It also promulgates rules to ensure that state employment is based on merit and fitness. The Board addresses a variety of issues, including discrimination, retaliation under the State Employee Protection Act, layoffs, and grievances. State employees trigger the adjudicative process by filing appeals, so the Board cannot control the number of cases filed.

The Board’s mission also includes assisting state government in achieving and maintaining a sound, comprehensive, and uniform system of human resource management. To that end, Board staff conducts training for departments and/or agencies upon agency request.



## Prioritized Objectives and Performance Measures

OBJECTIVE 2.1: Provide reliable information to state departments regarding the nature of disciplinary appeals and petitions for hearing.					
		FY01-02	FY02-03	FY03-04	FY04-05
<b>MEASURE 2.1.1</b> Fully implement the Board's FY00 acquired database	Target	100%	100%	100%	100%
	Actual	100%	100%	N/A	N/A
<b>MEASURE 2.1.2</b> Generate and distribute reports to state departments regarding the number and nature of disciplinary appeals and discretionary hearings	Target	100%	100%	100%	100%
	Actual	100%	100%	N/A	N/A
<b>MEASURE 2.1.3</b> Maintain current information on ALJ initial decisions, Board orders, case annotations, and other information of interest to litigants on the Board's web site	Target	N/A	100%	100%	100%
	Actual	N/A	100%	N/A	N/A

### Additional Information:

The Board accomplished performance measures 2.1.1 by acquiring a database that allows it to track information about the appeals and petitions for hearing filed by state employees, and by establishing performance objectives for staff to enter information into the database system so accurate and reliable information can be captured and analyzed.

Measure 2.1.2: The database includes information about the agencies involved in appeals and petitions for hearing, the types of appeals and petitions for hearing that are filed, and the resolution of those appeals and petitions. The database was installed in FY2000-01 and has been accepting data since Fall 2001.

Each individual Board employee has been trained on working with the database and is responsible for making database entries. For instance, ALJs are required to enter each order they issue. The program assistant and legal assistant are responsible for ensuring the accuracy of the database, and that has been built into their performance plans.

The Board has used the database to capture information about appeals and has reported the information to the Department of Personnel & Administration (DPA), to the Governor's Office, and to executive directors of departments. The Board's objective for FY2003-04 is to use the information obtained by the

database to address the specific needs and issues of the individual departments and to continue providing targeted training to the departments.

The Board also undertook to improve and update the information on the Board's web site. The Board had included links to some initial decisions and Board orders on its web sites. In FY2002-03, the Board improved the web site so all initial decisions and orders are now put onto the web within a few days of their issuance. The initial decisions and orders are also identified by name and case number, rather than just case number, to make it easier to find cases involving a particular employee or department. Finally, the Board had maintained case annotations in a hard copy and CD-Rom format. In FY2002-03, the Board put the existing annotations on the web and updated them, so that now all annotations are on the web and each new decision is included within a few days of its issuance. The Board has received favorable comments from private attorneys, who feel that they now have equal access to information that formerly was available only to government attorneys. The Board also receives comments and questions from government employees and attorneys, who are using this information much more than they had before the improvements.

OBJECTIVE 3.1: Identify trends in use of the personnel dispute resolution process.					
		FY01-02	FY02-03	FY03-04	FY04-05
MEASURE 3.1.1 Number of cases filed per year.	Expected	284	323	375	N/A
	Actual	323	410	N/A	N/A
MEASURE 3.1.2 Number of appeals filed per year	Expected	134	157	220	N/A
	Actual	157	255	N/A	N/A
MEASURE 3.1.3 Number of petitions for hearing filed per year	Expected	150	166	148	N/A
	Actual	166	148	N/A	N/A
MEASURE 3.1.4 Percentage of cases settled per year	Target	12%	25%	35%	35%
	Actual	15%	57%	N/A	N/A

### **Additional Information:**

Measure 3.1.1: This figure represents total number of cases per year opened and includes appeals, petitions for hearing, petitions for declaratory orders, and requests for residency waivers. The actual number of cases filed in FY2001-02 exceeded the target by nearly 14 percent.

Measure 3.1.2: This figure represents total number of appeals in which the employee is entitled to a hearing. These appeals involve certified state employees whose base pay, status, or tenure was adversely affected by an agency action (discipline, layoff, etc.). The actual number of cases filed in FY2001-02 exceeded the target by 17 percent.

Measure 3.1.3: This figure represents petitions for hearing filed, including petitions for hearing, declaratory orders, selection discrimination cases, and residency waivers. The actual number of petitions filed in FY2001-02 exceeded the target by 11 percent.

Measure 3.1.4: This figure represents a percentage of the total number of cases settled per year based on cases set for hearing. In FY2000-01, only 33 cases settled out of the 275 opened, or 12 percent. This reflected a significant drop in the percentage of cases settled. In that year, the Board had initiated a new settlement program in which ALJs were assigned to facilitate settlements instead of staff. Based on the data, it is fair to conclude that the program was not successful compared with the percentage of cases settled during the previous years. In an effort to increase the settlement rate, therefore, the Board obtained basic mediation training for its director, ALJs, and legal assistant. The ALJs have continued to provide settlement assistance, but the Director and the legal assistant have taken a more active role in facilitating settlement conferences and negotiations. The settlement rate did rise substantially from 15% in FY2001-02 to 57%. The Board doubts that it will be able to replicate that rate in FY2003-04 because of the state's revenue shortages, which reduce the amount of funds available for settlement. The Board's target for FY2003-04 is settlement of 35% of the cases set for hearing.

To obtain a satisfactory settlement rate, the Board has contacted litigants in each case to offer settlement services and has provided training to agencies and employees on the benefits of settlement. The Board has also revised its rules to give the ALJs a greater ability to encourage the parties to mediate issues that have given rise to petitions for discretionary hearings.

OBJECTIVE 3.2: Offer specific, targeted training to state agencies and appropriate individuals					
		FY00-01	FY02-03	FY03-04	FY04-05
MEASURE 3.2.1 Review data on number and types of appeals filed to target training areas.	Target	50%	100%	100%	100%
	Actual	50%	100%	N/A	N/A
MEASURE 3.2.2 Use the information obtained to target departments that account for 50% or more of the appeals and develop curricula for training managers in those departments.	Target	50%	100%	100%	100%
	Actual	50%	100%	N/A	N/A

**Additional Information:**

Measure 3.2.1 and 3.2.2: The information obtained from the database permitted the Board to determine the agencies that were involved in most of the appeals filed before the Board and the number of appeals filed in various categories. The FY2001-02 cases included 39 alleged violations of the State Employee Protection (Whistleblower) Act; 5 claims of age discrimination; 11 claims of discrimination based upon creed or religion; 14 claims of disability discrimination; 7 claims of sex discrimination; 14 claims of race or national origin discrimination; and 8 claims of discrimination on some other basis, for a total of 59 claims of discrimination in violation of the Colorado Anti-Discrimination Act, C.R.S. §24-34-101 *et seq.* Some appeals alleged more than one claim.

In FY2002-03, the Board received 30 alleged violations of the State Employee Protection (Whistleblower) Act; 75 claims of age discrimination; 3 claims of discrimination based upon creed or religion; 32 claims of disability discrimination; 35 claims of sex discrimination; 100 claims of race or national origin discrimination; 16 claims of retaliation; and 47 claims of discrimination on some other basis, for a total of 308 discrimination claims. Those claims were raised in a total of 171 cases, 109 appeals and 62 petitions for discretionary hearing.

In FY2002-03, as noted above, the number of whistleblower claims dropped from 39 to 30. The number of discrimination claims increased significantly, however. This enormous increase was partially attributable to the DOC layoff cases. Approximately 50 of those employees were represented by the same law firm. The lead counsel in those cases is pursuing a theory that his clients were targeted for layoff based upon their seniority and/or in retaliation for disclosure of information. Therefore, most of those appeals contained allegations of age discrimination and whistleblower violations, and many contain allegations of other forms of discrimination.

Three departments (Corrections, Higher Education, and Human Services) historically account for more than 60% of the cases filed before the Board. In FY2001-02 and FY2002-03, the Board provided training on personnel management practices, discrimination, and retaliation claims to the Departments of Corrections, Higher Education, and other departments, which accounted for nearly half of the Board's cases. A training session was scheduled with Human Services, but the department cancelled that training. The Board has consulted with the three departments and plans to offer additional training to those departments in the next fiscal year. The Board director also presented training to the Department of Personnel and Administration on personnel management practices, and to statewide groups of human resources administrators on layoff procedures.

In an effort to improve the quality of practice for attorneys practicing before the Board, its staff and ALJs presented a seminar on Colorado State Personnel Board Practice and Procedure, which will be held on October 10, 2002. More than 45 attorneys attended for the seminar.

OBJECTIVE: 4.1 Improve alternative dispute resolution (ADR) processes by encouraging settlement and mediation of cases and facilitating settlement conferences.					
		FY01-02	FY02-03	FY03-04	FY04-05
<b>MEASURE 4.1.1</b> Contact the parties in all cases set for hearing to offer settlement services.	Target	N/A	100%	100%	100%
	Actual	N/A	100%	N/A	N/A
<b>MEASURE 4.1.2</b> Achieve a satisfactory settlement rate in cases set for hearing	Target	N/A	25%	35%	35%
	Actual	N/A	57%	N/A	N/A

**Additional Information:**

The Board had consulted with the Colorado Bar Association and Department of Personnel and Administration to obtain a thorough review of the state's employment ADR processes. The first phase of an improvement process was completed, with a draft report on areas for improvement of those services. However, due to budget constraints the Board and DPA were not able to complete the remaining two phases. However, the Board's Director and DPA staff worked together to determine methods for improving settlement services, and the Board obtained training for all its professional and para-professional staff in mediation techniques.

Measure 4.1.2 was fully achieved. The parties to all cases set for hearing receive a letter inviting them to use the Board's settlement services, and Board staff follow that letter up

with a telephone call to one or both parties. If the parties believe it is appropriate, Board staff conduct settlement conferences. In other cases, Board staff may assist the parties in telephone negotiations, or the parties may negotiate without Board assistance. Measure 4.1.3 was exceeded, with a settlement rate of 57% for FY2002-03.

OBJECTIVE: 4.1 Enhance the safety of employees and participants during public hearings through increased security.					
		FY00-01	FY01-02	FY02-03	FY03-04
MEASURE 4.1.1: Develop and implement a program, in conjunction with the division of administrative hearing, to provide increased security to participants in administrative hearings	Target	Security by Motion 100%	100% of all security needs met	100%	
	Actual	Security by Motion 100%	100%	100%	N/A
MEASURE 4.1.2: Make alterations to the Board's courtroom and offices to improve security of parties, customers, and staff.	Target	N/A	N/A	Install locks on courtroom door	Reconfig the reception area to prevent unwanted intrusion
	Actual	N/A	N/A	100%	N/A

**Additional Information:**

Measures 4.1.1 and 4.1.2 reflect growing concerns about violence in the workplace and the need for security during the administrative hearings process. The Attorney General's office addressed the Board in July 2001 to express concerns about the procedures related to implementing security in the hearing process. At that time, the Board initiated a 3-fold process for determining and improving security, including delegating authority to the Board's Director to explore possible means of more easily providing security, examining security practices with the Division of Administrative Hearings (DOAH), and looking for funding associated with providing security.

Due to budgetary restrictions in FY2002-03, the Board was unable to provide modifications to its physical facilities to improve the safety and security of staff, litigants, and counsel. However, the Board has addressed safety and security through other means, such as holding hearings in off-site locations where security can be ensured (e.g. local courthouses or correctional facilities) and assisting parties in obtaining security personnel to be present during hearings. DOAH has permitted the Board to use their security staff if the parties, counsel, or Board staff believe there may be a need for security. A keypad lock was installed on the ALJ's courtroom door to prevent entry into the Board's office area from the courtroom. The Board would like to make additional improvements, such as the addition of a keypad lock on the door from the hallway, which is currently the main entrance, installing a plexiglass window in the wall facing the DOAH docketing

area, where parties may file pleadings or ask questions, and making the door on that wall the main entrance to the Board's offices. These are relatively inexpensive modifications that would greatly improve security.

### **Trends and Other Baseline Information**

- In FY2002-03, the Board received 410 new cases. In comparison, 323 cases were opened in FY 2001-02; 284 cases were opened in FY2000-01; and 296 cases were opened in FY1999-00. The dramatic 27% increase in filings over the previous fiscal year occurred because the state's revenue shortages caused a number of layoffs of state classified employees. The Department of Corrections alone issued approximately 150 layoff notices to certified employees in May 2003, and many of those employees filed appeals. The Board does not expect this trend to continue unless the revenue shortages continue or worsen.
- The cases opened in FY2002-03 included 255 appeals in which the employee was entitled to a hearing, 148 petitions for discretionary hearing on matters such as appeals from a final agency grievance decision, 5 petitions for declaratory order, and 2 requests for residency waivers.
- A significant number of appeals and petitions for hearing allege discrimination in violation of the Colorado Anti-Discrimination Act. In FY2002-03, 109 appeals and 62 petitions for discretionary hearing included discrimination claims, for a total of 171. Each case may include multiple discrimination claims (for example, one appellant could allege discrimination on the basis of race, age, and sex). This inevitably leads to more complicated cases and investigations by the Colorado Civil Rights Division (CCRD) located at the Department of Regulatory Agencies. The CCRD investigation may take as long as 450 days. In FY2001-02 and FY2002-03, the CCRD did not find probable cause to believe discrimination had occurred in any of the Board's case.
- Last year, the Board observed a great increase in the number of claims it has received alleging violations of the State Employees Protection (Whistleblower) Act. In FY2001-02, state employees filed 39 appeals or petitions for hearing that alleged violations of the Whistleblower Act, compared to only 4 in FY00 and 16 in FY2000-01. Board staff believed this extraordinary increase might have been precipitated a change in the Board's standard appeal form. In FY2001-02, the Board changed its appeal form in such a way that employees may have checked the "whistleblower" box inappropriately. When some employees were asked for additional information on their whistleblower claim, they responded that they did not intend to file such a claim. In FY2002-03, the Board revised the standard appeal form to reduce the possibility of misunderstanding, in hopes that would result in fewer inappropriate filings. It appears that the revision was successful, because the number of whistleblower complaints dropped by 30% even though the number of appeals filed increased by 27%. The Board will continue to monitor the number of whistleblower complaints to determine whether it should

address those claims by providing training to state agencies on the Whistleblower Act or through other means.

- The Board's staff consists of three full-time staff and two part-time ALJs. The full-time staff include the Director, the Legal Assistant, and the Program Assistant. The three ALJs were reduced from .7 to .6 FTE in FY2001-02, then one of the ALJs transferred to the Division of Administrative Hearings in FY2002-03. The Board chose not to replace the third ALJ or increase the hours of the other ALJs because of the statewide revenue shortages in FY2002-03. As a result, the Board now has fewer ALJ FTEs available to hear cases, in spite of the increase in the number of cases filed in FY2001-02 and the great increase in FY2002-03. This has made it even more imperative for the Board to continue its program of encouraging and facilitating settlement of cases. 160 of the appeals and petitions for hearing were filed in the last two months of FY2002-03,

### Similar or Cooperating Programs and Stakeholders

The Board is the only agency within state government that is responsible, pursuant to the Colorado Constitution, for the resolution of employee disputes. However, other state agencies provide hearing services, most notably the Division of Administrative Hearings, which provides pre-hearing, ADR, hearing, and decisional services to state departments and citizens.

### Customer Requirements

Customer	Requirement
State classified employees	<p>Exercise of constitutional right to due process/hearing on matters involving pay, status, or tenure.</p> <p>Opportunity to request hearings on matters involving grievances, corrective actions, etc.</p> <p>Timely resolution of appeals and petitions for hearings.</p> <p>Participation and ability to offer feedback to Board on issues of state personnel policy.</p> <p>Participation in rule-making hearings.</p> <p>Participate in a safe environment.</p> <p>Access to Alternate Dispute Resolution</p>
Attorneys	<p>Opportunity to advocate for clients (both agencies and employees) in the Board's adjudicative and rule-making processes.</p> <p>Administrative Law Judges who appropriately and judicially preside over administrative hearings.</p> <p>Participate in a safe environment.</p> <p>Access to Alternate Dispute Resolution</p>
Employee Organizations	<p>Participation and ability to offer feedback to Board on issues of state personnel policy.</p> <p>Coordination of legislative policies regarding state personnel policy.</p> <p>Participation in rule-making hearings.</p>



	<p>Participate in a safe environment.</p> <p>Access to Alternate Dispute Resolution</p>
State departments	<p>Data regarding types of personnel cases involving agency and the Board.</p> <p>Participation and ability to proffer feedback to Board on issues of state personnel policy.</p> <p>Participation in rule-making hearings.</p> <p>Participate in a safe environment.</p> <p>Access to Alternate Dispute Resolution</p>

## Program Crosswalk

**Program Title:** Administration Section

**Line Items**

Personal Services  
 Operating Expense  
 Indirect Cost Assessment

**Federal/State Statutory and Other Authority**

C.R.S. 24-30-1101 through 1118, see specifically 24-30-1102(4), 24-30-1104 and 24-30-1118 (Travel)

**Program Description**

Provides internal staff support to the operating units within the Division that includes the Division Director. Staff support consists of customer service and retention, personnel, financial services, contract administration, management analysis and other administrative/clerical services. The Travel Management Program is part of the Administration Unit and is responsible for statewide management oversight of travel.

**Prioritized Objectives and Performance Measures**

**Administrative Unit**

Build and Enhance Working Relationships with Stakeholders					
To build and enhance our working relationship with stakeholders through interactive presentations.					
		<b>FY2001-02</b>	<b>FY2002-03</b>	<b>FY2003-04</b>	<b>FY2004-05</b>
MEASURE: # of presentations held per year	Target	14	24	30	N/A
	Actual	18	28	N/A	N/A

Central Services has continued its focus on building and enhancing relationships with customers and has actively worked on establishing these relationships through a variety of interactive presentations and tours. The events in which Central Services participated this past year include formal presentations to groups like the Controller's Forum, CIO Forum and the Deputy Executive Director's Team. Managers of Central Services also met with key customers to better understand their needs and tour their facilities. These customers included Juniper Valley, Office of Emergency Preparedness and State Patrol.

Central Services also continued active support of the unit's customer focus groups including Fleet's Motor Vehicle Advisory Council, Travel's Travel Council and IDF's customer and vendor forums.

<b>Build and Enhance Working Relationships with Stakeholders</b>					
To increase our customer satisfaction by responding to customer needs identified through customer satisfaction surveys.					
		<b>FY2001-02</b>	<b>FY2002-03</b>	<b>FY2003-04</b>	<b>FY2004-05</b>
MEASURE: Percentage of issues successfully resolved per year	Target	75%	90%	100%	N/A
	Actual	75%	92%	N/A	N/A

Based on our customer satisfaction surveys the administrative unit has successfully resolved 92% of our customer issues. In order to measure this objective we have developed an electronic survey that will survey customers and allow us to use the results to better support our customers' needs. The average for the overall Division is 88%.

<b>To Create a High Performing Workforce</b>					
To cross train division employees to better support our customers and the internal DCS functions.					
		<b>FY2002-03</b>	<b>FY2002-03</b>	<b>FY2003-04</b>	<b>FY2004-05</b>
MEASURE: Percentage of fully functioning crossed trained staff.	Target	N/A	75%	100%	N/A
	Actual	N/A	90%	N/A	N/A

## Statewide Travel Management Program

Travel Compliance Designee (TCD)					
To delegate travel authority and oversight of compliance to state agencies per Executive Order D005 03					
		<b>FY2001-02</b>	<b>FY2002-03</b>	<b>FY2003-04</b>	<b>FY2004-05</b>
MEASURE: # of designees	Target	N/A	24	24	24
	Actual	N/A	22	N/A	N/A

The Statewide Travel Management Program was the subject of an audit in FY 2003 and Executive Order D005 03. As a result, the Department of Personnel & Administration, Division of Central Services formed a travel implementation team. This team has addressed the following issues:

- Audit Recommendations
- Executive Order D005 03 Directives
- US Bank/State of Colorado Contract
- Implementation of the US Bank Corporate Payment System
- Fiscal Rules and Travel Rules issued by Central Services
- Solicitations related to State travel
- The appointment of Travel Compliance Designees in all agencies
- Future program changes, enhancements, or alternatives

In addition, the DPA travel team has put several mechanisms in place for travel compliance:

- **On-line access** – Provides agencies the ability to review travel activity on a daily basis as well as manage their own accounts. This includes setting credit limits, activating cash advances, as well as issuing or canceling travel cards.
- **Assignment of Travel Compliance Designees (TCD's)** – Each Department/Institution of Higher Education was required to assign a TCD. The TCD is responsible for monitoring the use of the state authorized travel cards.
- **Cardholder Agreements** – Required anyone with a state travel card sign an agreement acknowledging receipt of the card and agreeing to comply with the terms and conditions of State Procurement and Fiscal Rules as they relate to travel.
- **Modification to State Travel Forms** – Included a section that identifies if the travel is conference related. This assists with determining if meals should be reimbursed once travel is completed. In addition, the form has been modified to meet the directive of the Executive Order requirement to submit Washington D.C. travel plans to the Office of the Governor's travel designee.

- **Car Rental Agreements** – State in Basis Order Agreement that any unnecessary insurance sold to the state traveler would be reimbursed to the state.
- **Cash Advances** – A default was established on cash advances to zero dollars. Cash advance are authorized at the agency level.

The Travel Program is providing the need for centralized travel oversight, as well as other functions including:

- Training resource to state employees in regards to travel rules and policies.
- Contract negotiations with commercial travel vendors and credit card companies as necessary.
- Continued evaluation of commercial travel vendors to identify the most favorable rates and travel services for state employees.
- Global Program Administration of the US Bank VISA products.
- Maintain travel website as a resource for travel program updates and information.

Travel Compliance Designee Forum					
Provide comprehensive training for the TCD in their role in overseeing travel compliance. (e.g. US Bank VISA products, AccessOnline, fiscal & travel rules and program changes)					
		FY2001-02	FY2002-03	FY2003-04	FY2004-05
MEASURE: #	Target	N/A	12	12	12
	Actual	N/A	1	N/A	N/A

The Travel Compliance Designee have been designated the following responsibilities:

- Recommendation of card type per traveler
- Review and recommendation on cardholder qualification for ATM access (e.g. international traveler)
- Cardholder Account setup and maintenance
- Notification to STMP of **Central Bill Contact** changes
- Cardholder education and training
- Ensuring cardholders sign agreement and retain for records
- Cardholder liaison between Travel Program and US Bank
- Monitoring, reporting, **delinquency management** and compliance
- Implementation of STMP Internet Ticketing Policy at their discretion
- Coordinate the submission of Washington DC Travel to Governors Office Staff
- Subject Expert on travel for Agency or Institution
- Reporting on non-compliance to STMP
- Fraud – coordinate notification to cardholder
- Day to day administration

Create Comprehensive Automated Travel Strategy

Move state travelers toward use of automated ticketing methods to save business-processing time now and to better defend against the future possibility of increased travel agency booking costs.

		FY2001-02	FY2002-03	FY2003-04	FY2004-05
MEASURE: # of dollars of automated booking air-fares per year	Target	\$1,500,000	\$3,000,000	\$3,800,000	\$4,200,000
	Actual	\$2,761,243	\$3,600,740	N/A	N/A

The travel program has championed three types of automated airline ticketing—e-mail, automated booking systems, and Internet air ticketing. E-mailing reservation data to travel agencies is an approach that the Travel Program has fostered and heavily promoted. It is fast for the traveler, easy for the travel agencies to process, and offers the greatest flexibility with the highest level of personalized service. Runzheimer International has noted that e-mail is four to five times faster than automated booking systems for the traveler. Two come-along automated booking systems are, however, available to state-authorized travel agencies—World Wide Travel’s Quality Agent and El Sol Travel’s CliqBook. Both are out of state vendors and have met with slow adoption by state agencies. A new policy allowing the purchase of internet tickets was published in FY 2002-03 and this has increased ticket sales through automated venues as well. Finally, the travel program has further promoted FareQuest to all of its travel agencies. FareQuest is software that enables travel agencies to purchase Internet airfares on behalf of state travelers. It offers the State the advantage that the travel agent can take the best fare of three inventories—state contract fares, global distribution system fares, or internet fares.

### Customized Travel Training

To provide high quality customer service for participants in the Travel Management Program by providing a variety of interactive information sessions for all stakeholders of the program. This includes Off-site Training, Specialized Training, Individualized Training and other special sessions.

		FY2001-02	FY2002-03	FY2003-04	FY2004-05
MEASURE: # of session held per year	Target	20	24	30	36
	Actual	25	27	16	N/A
MEASURE: Total number of attendees	Target	160	200	300	360
	Actual	275	201	265	N/A

The Customized Travel Training is the key to meeting the varied needs of the travel program participants. Major changes have come about as a result of the new state travel card vendor, US Bank VISA, requiring extensive efforts in the area of training. These sessions range from one-on-one personalized training for Travel Compliance Designees; to off-site training events for the agency, institution, or political subdivision cardholder population. Handouts are specially prepared to meet the needs of the host TCD or political subdivision. In addition, the State Travel Manager also offers a monthly module in the three-day Purchasing training sessions.

Customized Travel Training has been successfully completed for the following:

- Department of Human Services
- Department of Transportation
- Department of Agriculture
- Department of Health Care Policy and Finance
- Colorado School of Mines
- Mesa State College
- University of Northern Colorado
- Trinidad State Junior College
- Pueblo Community College
- City and County of Denver

**Trends and Other Baseline Information**

- 8 FTE that support 194 FTE and 5 diverse services
- 2 FTE support Statewide Travel

The travel program is required to submit a report to the Legislative Audit Committee by January 2004 as a result of SB03-243.

**Customer Requirements**

<b>Customer</b>	<b>Requirement</b>
State Agencies and Political sub-divisions	Prompt, cost-effective and superior quality support services.



## Program Crosswalk

**Program Title:** Integrated Document Factory, Reprographic Services

**Line Items**

Personal Services  
Operating Expenses

**Federal/State Statutory and Other Authority**

C.R.S. 24-30-1101 through 1118, see specifically 24-30-1102(4), 24-30-1104(1).

**Program Description**

Provides comprehensive commercial/graphic design services that are linked to high volume offset printing, and commercial, high volume digitized (Xerographic) copying. The program also manages the rental of low volume office copiers to State agencies.

**Prioritized Objectives and Performance Measures**

<b>OBJECTIVE:</b> Improve program processes by incorporating recognized “best practices” and standards in order to fulfill statutory responsibilities.					
Reduce non-paper cost per copy to .02.					
		<b>FY2001-02</b>	<b>FY2002-03</b>	<b>FY2003-04</b>	<b>FY2004-05</b>
MEASURE: Total cost per copy less Cost of Goods	Target	.02	.02	.02	.02
	Actual	.0223	.0234	.0224	NA
MEASURE: Increased Volume	Target	115,500,000	117,000,000	100,143,000	105,000,000
	Actual	117,505,109	100,143,000	N/A	NA

**Additional Information**

- The design, printing, copy, and mailing sections of Central Services have been merged to form the Integrated Document Factory (IDF).
- The copy centers from 1525 Sherman, 1575 Sherman, and 1313 Sherman have been moved to a central production area at the IDF facility.
- The decline in copy volume has occurred during the period of budget reductions that have driven agencies to reduce costs in discretionary areas such as printing.

**Prioritized Objectives and Performance Measures**

OBJECTIVE: To utilize an internal job tracking system for collecting production and billing data on a single electronic job ticket for all sections of the Integrated Document Factory (IDF)					
		<b>FY2001-02</b>	<b>FY2002-03</b>	<b>FY2003-04</b>	<b>FY2004-05</b>
MEASURE: The number of electronic job tickets produced through the job tracking system for all IDF sections.	Target	N/A	50% of annual total of job tickets for all sections	80% of annual total job tickets for all sections	100% of annual total of job tickets for all sections
	Actual	N/A	N/A	N/A	N/A
MEASURE: The number of system statements to include service descriptions and charges that are provided to the customers.	Target	N/A	System produces statements for the customers for 50% of the annual jobs	System produces statements for the customers for 80% of the annual jobs	System produces statements for the customers for 100% of the annual jobs
	Actual	N/A	N/A	N/A	N/A

**Additional Information**

- FY02-03 measures are based on the assumption that the system will be installed and operational for six months of FY03.
- The system was not purchased in FY03.
- The FY03-04 measures are based on the assumption that the system purchased in July of FY04, and operational by September of FY04.

**Prioritized Objectives and Performance Measures**

OBJECTIVE: To have customers submit quick copy and printing jobs electronically to the Integrated Document Factory (IDF)					
		<b>FY2001-02</b>	<b>FY2002-03</b>	<b>FY2003-04</b>	<b>FY2004-05</b>
MEASURE: The number of printed impressions submitted electronically by customers	Target	N/A	Establish the number of impressions for FY03	Increase the number of impressions for FY04 to 30%	Increase the number of impressions for FY05 to 35%
	Actual	N/A	23%	N/A	N/A
MEASURE: The percentage of impressions from electronic transfer compared to the total impressions	Target	N/A	Establish the percentage of impressions submitted electronically	Increase the percentage of electronic impressions to 30% of total impressions	Increase the percentage of electronic impressions to 35% of total impressions
	Actual	N/A	9,226,000	N/A	N/A

**Additional Information**

- All Quick Copy production is based at the IDF facility at 1001 E 62<sup>nd</sup> Avenue.
- Customers may send their print and copy jobs to the Integrated Document Factory (IDF) in hard copy via mail pickup or electronically.
- The location of the copy center at the IDF encourages electronic submission of documents and allows for quicker turnaround time than for hardcopy submission .
- Providing agencies with the capabilities and incentives for submitting electronic documents is a fundamental strategy of the IDF.

**Trends and Other Baseline Information**

- Increase the volume of Quick Copy and Print jobs electronically.
- Direct technical support is provided by IDF to customers who request assistance in submitting electronic documents for printing.
- The IDF has sponsored educational seminars for all state customers. Presentations have been made by equipment and software providers and IT technicians.

**Customer Requirements**

<b>Customer</b>	<b>Requirement</b>
State Agencies	Need high quality, fast turnaround and low price printing.

## Program Crosswalk

**Program Title:** Document Solutions Group

### Line Items

Personal Services  
Operating Expenses  
Utilities  
Indirect Cost Assessment

### Federal/State Statutory and Other Authority

C.R.S. 24-30-1101 through 1118, see specifically 24-30-1102(4), 24-30-1104(1) and 24-30-1104(1)(k).  
C.R.S. 24-30-1601 through C.R.S. 24-30-1606.

### Program Description

The Document Solutions Group (DSG) is a result of an organizational merger between the Pueblo Data Entry Center and the Imaging Microfilm Unit. Both groups share similar functionality while bringing new skills in services related to imaging and data capture. The merged units are working to incorporate resources for additional workload and enhance services to customers.

The Document Solutions Group offers state agencies and political subdivisions a full range of micrographic, data entry, digital imaging, on-line forms development and indexing for database retrieval. Also, this group integrates data with the mainframe and various client databases for data and image processing. The Electronic Document Warehouse (EDW) is a digital image storage and retrieval system. This system runs on the backbone of the CIN, which provides high-speed network access to images residing in an Oracle Database. The largest user of this system is Department of Labor, Worker's Compensation image files. These files are retained for a period of seven years. The Multiple Use Network provided the bandwidth and the imaging software provided the means to offer on-line application development. The most popular form for on-line processing this year was the Central Collection form. Users are able to log on from various locations to submit collection data. The data is exported to a database server located at Central Collection. The image of the form is sent to the Electronic Document Warehouse for storage and retrieval.

### Critical Issues:

- Duplicate Services provided by various departments within the state.
- Volume swings.
- Contracting out.
- Educating other state departments of services and solutions available through DSG

In funneling all document conversion in one place the state has an opportunity to economize and save dollars. For example, the Electronic Document Warehouse provides a service to seven or eight state divisions. These different divisions share the cost of storage, licenses, and maintenance.

**Prioritized Objectives and Performance Measures**

**DSG/DENVER**

<b>OBJECTIVE: To identify and focus on business development and retention of repeat customers.</b>					
		<b>FY02</b>	<b>FY03</b>	<b>FY04</b>	<b>FY05</b>
MEASURE Number of repeat job applications.	Target	60	65	65	70
	Actual	66	69	N/A	N/A
MEASURE –Number of new jobs.	Target	30	30	40	40
	Actual	43	46	N/A	N/A

<b>OBJECTIVE: To increase use of the Electronic Document Warehouse (EDW) and market this available storage and access system statewide.</b>					
		<b>FY02</b>	<b>FY03</b>	<b>FY04</b>	<b>FY05</b>
MEASURE _Number of images sent to EDW.	Target	8.6M	8.6M	10.M	12M
	Actual	8.3M	8.6M	N/A	N/A

The Electronic Document Warehouse (EDW) figures have remained at a steady level. Documents are stored and then purged when they reach the required retention level.

**DSG/DENVER**

<b>OBJECTIVE: To increase the number of images processed through microfilm and digital imaging.</b>					
		<b>FY02</b>	<b>FY03</b>	<b>FY04</b>	<b>FY05</b>
MEASURE-Microfilm Unit (# of Images)	Target	5.7M	4.0M	4.0M	4.0M
	Actual	3.3M	3.1M	N/A	N/A
		<b>FY02</b>	<b>FY03</b>	<b>FY04</b>	<b>FY05</b>
MEASURE –Imaging Unit (# of Images)	Target	6.0M	6.0M	3.5M	4.0M
	Actual	2.9M	3.29M	N/A	N/A

The targets for the Imaging Unit for FY02 and FY03 were overly optimistic given the current economic situation.

**DSG/PUEBLO**

<b>OBJECTIVE: To standardize forms and provide a means of on-line submission. To market the efficient and effective service statewide.</b>					
		<b>FY02</b>	<b>FY03</b>	<b>FY04</b>	<b>FY05</b>
MEASURE: Application on-line and system integration	Target	10	20	20	40
	Actual	8	16	N/A	N/A
MEASURE: Documents submitted on-line	Target	10,000	10,000	40,000	60,000
	Actual	8,000	15,326	N/A	N/A

The standardization and development of on-line forms continue to grow. The DSG/Pueblo offers this service statewide to agencies that require a collection of data through forms submission. As DSG continues to develop on-line forms, this offers a means to collect data and gives the agency the opportunity to view the image if deem necessary.

### Trends and Other Baseline Information

The trend in the industry is to convert from microfilm to digital imaging.

#### DSG/Denver

Counts and Measurements	FY02	FY03	FY04	FY05
	Actual	Actual	Projected	Projected
16MM (# of Images)	3,181,248	2,985,877	3,500,000	3,500,000
35MM (# of Images)	247,434	421,721	325,000	325,000
SCAN (# of Images)	2,906,814	2,995,392	4,000,000	4,000,000
SCAN - Large Maps	8,051	10,646	0	0
<b>Total Images</b>	<b>6,343,547</b>	<b>6,413,636</b>	<b>7,825,000</b>	<b>7,825,000</b>
<b>EDW-Image Storage w/purge</b>	<b>7,185,910</b>	<b>7,575,371</b>	<b>8,000,000</b>	<b>8,000,000</b>

#### DSG/PUEBLO

Counts and Measurements	FY02	FY03	FY04	FY05
	Doc/Images	Doc/Images	Doc/Images	Doc/Images
Data Entry	6,499,476	5,919,158	6,000,000	6,000,000
OCR/ICR	1,610,278	3,455,660	2,500,000	2,500,000
REVENUE MAIL	151,201	43,688	150,000	150,000
	Actual	Actual	Estimate	Estimate
<b>TOTAL</b>	<b>8,260,955</b>	<b>9,418,506</b>	<b>8,650,000</b>	<b>8,650,000</b>
<b>Document Conversion Hours</b>				
Hours Worked	123,989	142,403	130,000	130,000
Document Processing Time	0.0150	0.0151	0.0151	0.0151

In the chart above you can see the time in hours worked and document processing time to enter, scan, or prep nine million documents. These totals are based on the Pueblo group only.

## Program Crosswalk

**Program Title:** Integrated Document Factory / Mail Services

**Line Items**

Personal Services  
Operating Expense

**Change Request(s)** None

**Federal/State Statutory and Other Authority**

C.R.S. 24-30-1101 through 1118, see specifically 24-30-1102(4), 24-30-1104(1) and 24-30-1111.

**Program Description**

The Integrated Document Factory (IDF) / Mail Services provides complete mail processing services, combined with a metro area distribution network for mail and printed materials.

**Prioritized Objectives and Performance Measures**

<u>OBJECTIVE:</u> Improve business processes through the use of appropriate technology.					
		FY2001-02	FY2002-03	FY2003-04	FY2004-05
MEASURE: Percentage of package barcodes produced by printing centers and scanned as delivered by Mail Services	Target	Scan 98% of package barcodes to document delivery	Scan 99% of package barcodes to document delivery	Scan 100% of package barcodes to document delivery	Complete
	Actual	92%	90%	N/A	N/A
MEASURE: Reduce the average delivery time.	Target	Establish average delivery time	96%	98%	100%
	Actual	95% delivered 1 day or less	95% delivered 1 day or less	N/A	N/A

**Additional Information**

- The automated delivery verification system is used to track and document deliveries of printed materials from the IDF print and copy centers. The average delivery time is for IDF print and copy center materials.
- In mid FY03 deliveries from the government computer center were tracked by the system.
- The FY04 objective is to continue to track and document all deliveries of printed materials and reduce the FY03 average delivery time.
- Delivery time is calculated as days from pickup date to delivery date based on delivery summaries produced by the tracking system.



**Prioritized Objectives and Performance Measures**

OBJECTIVE: To utilize an internal job tracking system for collecting production and billing data on a single electronic job ticket for all sections of the Integrated Document Factory (IDF)					
		<b>FY2001-02</b>	<b>FY2002-03</b>	<b>FY2003-04</b>	<b>FY2004-04</b>
MEASURE: The number of electronic job tickets produced through the job tracking system for all IDF sections.	Target	N/A	50% of annual total of job tickets for all sections	80% of annual total of job tickets for all sections	100% of annual total of job tickets for all sections
	Actual	N/A	N/A	N/A	N/A
MEASURE: The number of system statements to include service descriptions and charges that are provided to the customers.	Target	N/A	System produces statements for the customers for 50% of the annual jobs	System produces statements for the customers for 80% of annual job tickets	System produces statements for the customers for 100% of the annual jobs
	Actual	N/A	N/A	N/A	N/A

**Additional Information**

- FY02-03 measures are based on the assumption that the system will be installed and operational for six months of FY03.
- The software was not installed in FY03.
- FY03-04 measures assume that system will be installed in July of FY04 and utilized for ten months of the year.

**Trends and Other Baseline Information**

- The design, print, copy, mail and delivery sections were merged into a single business entity the Integrated Document Factory (IDF) in March of FY02.
- The internal job tracking system will support the integration of the production units.

**Customer Requirements**

Customer	Requirement
State Agencies	Quality work, rapid turnaround time, discounted postage, advanced technology services
State Agencies	One Stop Shopping. Design, print, mail, and distribution services may be accessed through the Integrated Document Factory. The services and charges should be listed on a single billing.

## Program Crosswalk

**Program Title:** Fleet Management

**Line Items:**

Personal Services

Operating Expense

Vehicle Replacement Lease, Purchase or Lease/Purchase

**Federal/State Statutory and Other Authority:**

C.R.S. 24-30-1101 through 1118, see specifically 24-30-1104(2) and 24-30-1112 through 1117.

**Program Description:**

The Fleet Management Program provides light duty vehicles (3/4 ton and below) to all state agencies on a long-term basis. The program establishes a network of service providers including maintenance and repairs, fuel, body repair and insurance cost. In addition, Fleet competitively acquires funding for vehicle acquisition, specifies and orders vehicles, evaluates and approves repairs suggested by vendors, handles accident damage subrogation, disposes of older vehicles, and maintains an accurate centralized information system on all costs and billing related to state fleet assets.

**Objectives and Performance Measures**

Fleet is focusing on 4 major strategies in FY2004:

1. Develop a Pro-Active, Customer Focused team atmosphere.
2. Improve and Standardize Fleet's manual and technical processes.
3. Design and provide Web based interactive management tools for our customers.
4. Support Fleet employees with improved training, tools and resources
5. Explore opportunities to enhance the value of State Fleet by expanding services beyond the current ¾ ton mandate.

**CARS Connectivity**

The Colorado Automotive Reporting System (CARS) remains a critical information system supporting the Fleet Management Program. CARS was designed to support the processes necessary to efficiently manage the state fleet assets and to provide the information our customers need to successfully monitor the cost and performance of their fleets. CARS is a client/server-based system that captures the complete lifecycle of a vehicle. The information is critical for supporting fleet operations by capturing and providing vehicle-related information upon which vehicle decisions can be made.

Fleet currently believes that CARS can be further enhanced as the internal back end system for our operations. But a secure customer Web interface to this system for inputting and retrieving data makes more sense and would be less cumbersome than managing CARS GUI interface upgrades in the field. Prior to shifting functionality to the Web Site, upgrades in CARS would not be available to the field until a new releases

could be distributed often months apart. In addition, reporting data and standardizing requests can be more easily facilitated and customized via a Web based interface.

By the end of FY03, Fleet successfully integrated two key functions of CARS with the "MyFleet" secure section of our Web Site. First, we developed an interactive odometer entry system that allows customers with Internet access, a browser and a CARS password to enter mileage readings from vehicles and see the actual variable costs accrued at anytime during the month. This give the vehicle coordinators a powerful management tool that can be used virtually anywhere at anytime. Second, we recently launch a real time preventative maintenance (PM) schedule. This means that coordinators can observe the affects of current odometer entries on the maintenance schedule and more effectively determine what vehicles are due for service and how long before that service is overdue. This will enable field operators and coordinators to better manage the fleet and facilitate better compliance with warranty requirements that ultimately reduce costs. Fleet is now migrating its external reporting to the Web as well, enabling customers to view, print and download data in preset formats to provide analysis for budget and fleet management purposes.

### Cost Management

<b>OBJ:</b> To manage to a non-fuel cost per mile (P&I + Maintenance - Fuel) of \$.26 per mile on the low side and \$.33 per mile on the high side.					
<b>STRATEGY:</b> Improve processes and services					
MEASURE		FY2002	FY2003	FY2004	FY2005
P&I CPM	Target	N/A	\$.205	\$.200	\$.205
	Actual	\$.200	\$.200	N/A	N/A
Maintenance CPM	Target	N/A	\$.078	\$.087	\$.096
	Actual	\$.073	\$.080	N/A	N/A
Total CPM	Target	\$.290	\$.282	\$.292	\$.301
	Actual	\$.273	\$.28	N/A	N/A
Vehicles Replaced	Target	686	597	140	TBD
	Actual	597	557	N/A	N/A
Avg. Miles When Sold (non-CSP)	Target	100,000	100,000	100,000	100,000
	Actual	110,796	108,104	N/A	N/A
Avg. Miles When Sold (CSP)	Target	80,000	80,000	80,000	80,000
	Actual	91,792	89,422	N/A	N/A

Vehicle costs continue to rise in terms of both new vehicle cost, and the increased cost of maintaining an aging and higher mileage fleet. It is anticipated that the cost to maintain and operate the fleet will continue to increase as a direct result of the reduced replacement funding allocation as the state works through the current budget tightening.

**Vehicle Reallocation**

<b>OBJ:</b> To reallocate vehicles, on a statewide basis, wherever it is economically justifiable.					
<b>STRATEGY:</b> Improve processes					
<b>MEASURE</b>		<b>FY2002</b>	<b>FY2003</b>	<b>FY2004</b>	<b>FY2005</b>
No. of vehicles reallocated	Target	175	125	125	175
	Actual	162	106	N/A	N/A

A real value proposition offered by Fleet is to replace vehicles that are too costly to operate with ones that have been turned in by other agencies. This can be translated into real cost saving for our customers. By expanding motor pools, increasing the use of statewide parts and service contracts, replacing vehicles where appropriate with smaller more cost effective alternatives, and by aggressively evaluating and reducing unnecessary repairs or expenses, Fleet will continue to keep cost increases to manageable levels.

During a period of minimum replacements there is less inventory of vehicles available for reallocation as reflected in FY2003 numbers. In response to this, State Fleet is researching the establishment of an Alternative Vehicle Acquisition (AVA) program, to provide a cost effective means for Agencies to acquire short-term vehicles to meet seasonal needs or to replace an uneconomical repair for a wrecked vehicle or one approaching the end of its life cycle.

### Utilization

<b>OBJ:</b> To assure that State vehicles are well utilized and appropriately assigned for the required work function.					
<b>STRATEGY:</b> Improve Processes					
<b>MEASURE</b>		<b>FY2002</b>	<b>FY2003</b>	<b>FY2004</b>	<b>FY2005</b>
# Identified as Underutilized	Target	N/A	N/A	<50	<50
	Actual	372*	80**	N/A	N/A
# Turned in	Target	N/A	>50%	>80%	>80%
	Actual	186=50%	August 2003	N/A	N/A
Avg. miles per vehicle	Target	12,900	13,300	13,400	13,500
	Actual	13,201	N/A	N/A	N/A
End of Year vehicles count	Target	N/A	5750	5650***	5650
	Actual	5800	5752	N/A	N/A

(\*The original number was 407. This was reduced by 28 because of SFM coding and mileage errors and further reduced by 7 by the EDO Appeals Committee.)

\*\*Preliminary figure.

\*\*\* Adjusted for FY03 Vehicle Reduction

Fleet Management has reworked annual vehicle utilization codes to reflect miles per vehicle that are more realistic for each agency and function. The first report using the new codes was run for FY01 and resulted in the turn in of 186 underutilized vehicles. A great deal of effort was expended in FY02 to make sure that identified vehicles were turned in, to assure that the vehicles assigned to a function are necessary, and that the utilization criteria are applied consistently and fairly. The vehicle fleet of the State of Colorado is comprised of many different types of vehicles used for many different purposes. There are low annual mileage vehicles used in support roles such as Facilities Management where the vehicle is confined to a limited area and functions more as a mobile shop than as a vehicle. The usage also differs from being a work support vehicle to law enforcement, prisoner transport, regulatory code enforcement, road maintenance, education, etc. By creating more intuitive utilization thresholds, Fleet expects to see fewer vehicles underutilized in FY2003.

State Fleet recognizes that in addition to the quantity of miles, the quality of miles may need to be considered in the utilization and assignment of vehicles. To this end we have proposed and started the concept work on a vehicle "slot" program, which would essentially create "positions" for vehicles much like in a human resource model and perhaps create FTVE's or "full time vehicle equivalents."

### Fuel Impact

	<b>Aver. Cost/Gallon</b>	<b>July Cost/Gal.</b>	<b>June Cost/Gal.</b>	<b>Aver. Cost/Mile</b>	<b>Aver. Miles/Gal.</b>
FY2003*	\$1.1686	\$1.087	\$1.1644	\$.0738	15.84
FY2002	\$1.036	\$1.230	\$1.059	\$.0641	16.161
FY2001	\$1.225	\$1.281	\$1.373	\$.0764	16.024
FY2000	\$.997	\$.821	\$1.223	\$.0626	15.935

\*FY03 numbers are derived from the Pre P & L adjustment for taxes and refunds

The above table displays fuel expense and also demonstrates the volatility of this category of cost. Fuel is the most significant component of fleet operating expense, accounting for approximately 40% to 50% of overall fleet running expense. However, because fuel is a market driven commodity given to wild fluctuations in price it skews year over year analyses of fleet cost per mile trends. By monitoring and tracking non-fuel operating expense for trend purposes we can get a more accurate and objective assessment of real trends in maintenance costs and are better able to monitor the success of cost reducing strategies and initiatives. (For the State, a \$.10 increase in the cost per gallon of fuel translates into a \$470,000 increase in total expense.)

### Motor Pool

**OBJ:** To implement an automated motor pool system in the Capitol Complex Motor Pool by 12/31/03 and then start to expand regional pools throughout the fiscal year.

**STRATEGY:** Improve Processes

<b>MEASURE</b>		<b>FY2002</b>	<b>FY2003</b>	<b>FY2004</b>	<b>FY2005</b>
Ave. Miles/vehicle	Target	22,000	18,000	18,000	
	Actual	17,246	17,879	N/A	
Rental Days Utilized	Target	83%	83%	83%	
	Actual	78%	61%	N/A	
# of Motor Pools	Target	1	3	5	
	Actual	1	2	N/A	

Currently, Fleet Management operates a Motor Pool of approximately 51 vehicles in the Capitol Complex area and 9 at the DOW Site. These vehicles are used by numerous agencies to meet travel needs ranging typically from daily to weekly, local and long distance. Fleet is now using an online reservation system and we are looking into the expansion, centralization, and regionalization of Motor Pool operations in such areas as Pueblo, Grand Junction, and Ft. Collins. The plan is to have at least 1 regional pool location established and operating by June 30, 2003 and 2 more by January 1, 2004. Results from new regional configuration required for FY2005 projections.

## Trends and Other Baseline Information

The Fleet Management program has enrolled all vehicles by statute of  $\frac{3}{4}$  ton and less including sedans, vans, SUV's, and pickup trucks. In addition, many agencies have requested that Fleet also enroll their other sized vehicles such as handicap-configured busses, refrigerated vans, tractor-trailers, and haz-mat vehicles and motorcycles. Fleet is currently managing 81 vehicles that fall outside the mandated statute to the benefit of the requesting agencies.

As of June 6, 2003, Fleet has 5752 active vehicles in the fleet. Those vehicles in storage waiting to be readied for use, or pending sale/reassignment are not counted as active. Fleet analyzes and identifies vehicles for replacement, and responds through legislative channels to agency needs for additional vehicles.

Fiscal Year	Annual Miles
FY2003	74,223,176
FY2002	76,011,456
FY2001	74,747,177
FY2000	73,571,424
FY1999	70,742,836

The above table displays miles traveled by the fleet. Our program expenses are in three main areas that are charged back to the using agency. A **fixed rate** per month to recover the cost of the vehicle, a **variable rate** per month to capture actual historical expenses for fuel, maintenance and insurance, and a **management fee** to capture indirect fleet expenses for items such as salaries, rent, statewide cost allocations, and miscellaneous operating costs.

By applying the sales proceeds to reduce the management fee, Fleet has been able to lower the previous cost from \$30 per month to \$17 in FY2002 and to further reduce the fee to \$14.50 for FY2003. CU Boulder, CSU and the Division of Wildlife, due to funding issues, elected to not participate in this auction pool. Therefore, their management fee was \$30 per month in FY2002 and will be \$25 in FY2003. Management fees will be unchanged in FY2004.

The state fleet program is designed to handle all aspects of a vehicle's life from the time of acquisition through disposal. Fleet manages all lifetime maintenance and repairs, fuel expense, and accident repairs. Fleet further manages this pool of vehicles for all state agencies helping to control unnecessary expenses and when necessary, to redeploy vehicles from one agency to another optimizing vehicle effectiveness. The program also gains economies of scale and significant price reductions through aggregating purchasing opportunities and funding resources. Fleet is also able to negotiate many privatized services for the state at the lowest cost possible. Examples include financing; fuel cards, and commercial fueling stations; glass, tire, towing, maintenance and repair services, and body repairs.

### Customer Requirements

<b>Customer</b>	<b>Requirement</b>
State Employees	To have good, safe, reliable, and cost effective vehicles to accomplish their agencies mission.
Legislature	To have a professional staffed centralized program to manage vehicle assets and to report back critical information.
Public	To know that vehicle assets are being managed in the most cost effective and economical manner possible for their tax dollars spent.
Private Sector	To have a point of contact for business arrangements while providing fleet related services in financing, new and used vehicles, repairs and maintenance, and fuel.

Considerable effort was spent in FY2003 on efforts to improve customer service. Footnote 67 (which focused on addressing issues between Fleet and Higher Education) ended with a resolve to work the remaining issues between the two organizations in a formalized plan within the framework of mutual SLA's (Service Level Agreements). Many critical issues have already been resolved with solutions in place, such as handling after-hours emergency phone calls. Fleet has delegated the final decision making authority regarding uneconomical repairs to a qualified primary contact in each department. We may advise against repairs but the agency will have the final say. We are aggressively pursuing process improvements to facilitate our staff's focus on the needs of the customer rather than the needs of Fleet.

### Certificates of Participation (COP) Funding

The State Fleet was refinanced in FY2002 for a savings NPV of approximately \$2.3 Million over the life of the leases. This was accomplished through an innovative approach to funding vehicle assets called COPs (Certificates of Participation). COPs are a relatively common method of financing other asset classes such as buildings, but are relatively new in the area of fleet financing. In this approach the fleet is funded through the sale of bonds through a public bond auction. The final effective interest rate was 3.2%. This was a reduction from the existing financing which averaged approximately 5.9%, and was also a considerable improvement over the estimated new lease rate of 5.1% through traditional lenders. Vehicles for FY2002 were also financed through COPs, and COP funding for FY2003 came in at a fantastic 2.1%.



## Program Crosswalk

**Program Title:** Property Maintenance – Denver (Capitol Complex Facilities)

### Line Items

Personal Services  
Operating Expenses  
Capitol Complex Repairs  
Capitol Complex Security  
Utilities

### Federal/State Statutory and Other Authority

Sections 24-1-136.5; 24-82-101; 24-82-102; 24-82-103; 24-30-1303; 18-9-117, CRS (combined with 24-82-101).

### Program Description

Capitol Complex Facilities is a full service, property management business. The Property Maintenance – Denver program is responsible for providing building maintenance (including HVAC, plumbing, electrical, elevators, lights, general maintenance, etc.), day and evening custodial (in-house and contractor), grounds maintenance and building security among a variety of other services. Currently these programs provide services for:

The Capitol Hill Campus that includes:

- Human Services Building
- State Office Building
- State Services Building
- Woodward House Building
- State Capitol Building
- Executive Residence
- Legislative Services Building
- Capitol Annex Building
- Power Plant Building (and all trades shops)
- Centennial Building
- 1570 Grant Street Building

The North Campus that includes:

- Three industrial and office buildings

The West Campus that includes:

- Dale Tooley Office Building (690 Kipling)
- 700 Kipling Building
- 1881 Pierce Street Building.

The Construction and Design Management Program plans and manages the design and construction of Capitol Construction/Controlled Maintenance projects and assists the Capitol Complex maintenance staff in identifying facility needs based on the 5-year program plan. This program assists tenants with their space planning and construction needs.

### Prioritized Objectives and Performance Measures

Purchase and implement a Computerized Maintenance Management System (CMMS).(Note: Measurements are an estimate of implementation progress)					
		FY2001-02	FY2002-03	FY2003-04	FY2004-05
MEASURE: Purchase the software system.	Target	100%	Completed	N/A	N/A
	Actual	100%	Completed	N/A	N/A
MEASURE: Load software on server and provide staff training.	Target	75%	100%	Completed	N/A
	Actual	75%	100%	Completed	N/A
MEASURE: Utilize CMMS reports to identify efficiencies and develop operating costs per building.	Target	25%	75%	100%	N/A
	Actual	25%	75%	N/A	N/A
MEASURE: Purchase hand held device to enable direct data input from the work site to enhance the accuracy and timeliness of the data entry.	Target	N/A	25%	75%	100%
	Actual	N/A	25%	N/A	N/A
MEASURE: Train staff on use of hand held device to enable direct data input from the worksite.	Target	N/A	25%	75%	100%
	Actual	N/A	25%	N/A	N/A
MEASURE: Implement on-line inventory module.	Target	N/A	75%	100%	N/A
	Actual	N/A	75%	N/A	N/A
MEASURE: Research and recommend additions and expansions to the system.	Target	N/A	50%	75%	100%
	Actual	N/A	50%	N/A	N/A

Rise to Industry Standards					
Develop an Energy Performance Contract to assure efficient energy usage through the replacement of outdated building systems funded through energy saving.					
		FY2001-02	FY2002-03	FY2003-04	FY2004-05
MEASURE: Review, coordinate and finalize the gathering and analysis of base data with Office of Energy Management and Conservation.	Target	100%	Completed	N/A	N/A
	Actual	100%	Completed	N/A	N/A
MEASURE: Initiate procedures for a Performance Contract.	Target	100%	Completed	N/A	N/A
	Actual	100%	Completed	N/A	N/A
MEASURE: ESCO Selection.	Target	N/A	100%	Completed	N/A
	Actual	N/A	100%	Completed	N/A
MEASURE: ESCO Technical Audit.	Target	N/A	100%	Completed	N/A
	Actual	N/A	100%	Completed	N/A
MEASURE Installation and upgrade of systems.	Target	N/A	N/A	50%	100%
	Actual	N/A	N/A	N/A	N/A

ESCO – Energy Service Company

Establish Owner/Tenant parameters.					
		FY2001-02	FY2002-03	FY2003-04	FY2004-05
MEASURE: Define and implement a process and procedures manual for tenant improvements.	Target	N/A	75%	100%	N/A
	Actual	N/A	75%	N/A	N/A
MEASURE: Create, distribute and implement a tenant handbook that outlines all of the responsibilities of Capitol Complex and the responsibilities of the tenant.	Target	N/A	N/A	100%	N/A
	Actual	N/A	N/A	N/A	N/A
MEASURE: Establish a standard for monitoring CM and CC projects.	Target	N/A	100%	Completed	N/A
	Actual	N/A	100%	Completed	N/A
MEASURE: Collaboration with Real Estate Programs to align tenant handbook with leases.	Target	N/A	N/A	100%	N/A
	Actual	N/A	N/A	N/A	N/A

## Trends and Other Baseline Information

Capitol Complex is continuing with its utilization of the Building Owners and Managers Association (BOMA) data as a benchmark for industry standards of service. To accomplish this goal, Capitol Complex is segregating functions to better compare to the BOMA data. This reorganization of functions has included adding the following work groups within the unit.

- Grounds/Housekeeping
- Administrative Support
- Maintenance
- Energy Management/Tenant Relations

By reorganizing these functions the data can more accurately be compared to the BOMA data to determine how Capitol Complex compares to the BOMA standards and the private sector. In addition the reorganization of the unit has provided the opportunity to have more focused administrative support to administer and manage the Computerized Maintenance Management System (CMMS), by adding the Energy Management/Tenant Relations function, Capitol Complex is now able to have a centralized focus on tenant relations as well as track and monitor energy use in our buildings.

The reorganization of the unit directly supports the continued development and implementation of the CMMS that will better isolate functions not considered routine maintenance in the private sector. With the data from this system, we will be able to create reports that will show costs by building to compare to BOMA data to see if we are equal to or less than the private sector price per square foot.

<b>BOMA</b>	<b>1998</b>	<b>1999</b>	<b>2000</b>	<b>2001</b>	<b>2002 *</b>
Cleaning	\$1.26	\$1.22	\$1.59	\$1.48	
Repairs & Maintenance	\$1.47	\$1.45	\$2.10	\$2.32	
Utilities	\$1.88	\$1.81	\$2.25	\$2.46	
Roads & Grounds	\$0.10	\$0.19	\$0.32	\$0.28	
Admin Costs	\$1.10	\$1.03	\$0.52	\$0.69	
<b>Total</b>	<b>\$5.81</b>	<b>\$5.70</b>	<b>\$6.78</b>	<b>\$7.22</b>	

<b>Capitol Complex</b>	<b>FY98/99</b>	<b>FY99/00</b>	<b>FY00/01</b>	<b>FY01/02</b>	<b>FY02/03</b>
Cleaning	\$1.44	\$1.53	\$1.54	\$1.73	\$1.76
Repairs & Maintenance	\$2.19	\$2.29	\$2.61	\$2.20	\$2.26
Utilities	\$2.82	\$2.79	\$3.02	\$2.80	\$3.06
Roads & Grounds	\$0.26	\$0.34	\$0.31	\$0.34	\$0.31
Admin Costs	\$0.86	\$0.52	\$0.47	\$0.52	\$0.58
<b>Total</b>	<b>\$7.57</b>	<b>\$7.47</b>	<b>\$7.95</b>	<b>\$7.59</b>	<b>\$7.97</b>

\*Data not available at this time. New data can be provided for 2002 when available from BOMA.

Using the above data shows a gradual alignment with the private sector although it has been identified that the utilities and the cleaning functions are the least favorable comparison with the private sector. Both areas are being addressed through the

objectives addressing performance management contracting and the further development of the CMMS.

**Customer Requirements**

Building tenants	A safe, comfortable, and clean working environment
The First Family	A comfortable, clean and safe home
State Taxpayers	Provide a dollar's worth of service and value for every dollar spent
All division staff and activities	Support in achieving their goals, provide them the necessary tools and information to service their customers
All state departments and institutions and staff	Assistance in satisfying their real estate needs to ensure they achieve their goals and are able to service their customers

## Program Crosswalk

**Program Title:** Property Maintenance - Grand Junction (Capitol Complex Facilities)

### Line Items

Personal Services  
Operating Expense  
Utilities

**Federal/State Statutory and Other Authority:** Sections 24-1-136.5; 24-82-101; 24-82-102; 24-82-103; 24-30-1303; 18-9-117, CRS (combined with 24-82-101).

### Program Description

Capitol Complex Facilities is a full service, property management business. The Property Maintenance – Grand Junction program is responsible for providing building maintenance (in-house and contractor), evening custodial (contractor), grounds maintenance (contractor), controlled maintenance construction oversight, among a variety of other services, with this single building.



## Prioritized Objectives and Performance Measures

Establish Ownership Role.					
Purchase and implement a Computerized Maintenance Management System (CMMS) for the Grand Junction State Office Building linking the building operations to the Denver infrastructure. (Note: Measurements are an estimate of implementation progress)					
		FY2001-02	FY2002-03	FY2003-04	FY2004-05
MEASURE: Load Computer Maintenance Management System (CMMS) software at the Grand Junction location, provide staff training.	Target	N/A	25%	100%	Completed
	Actual	N/A	25%	N/A	Completed
MEASURE: Purchase hand held device to enable direct data input from the work site to enhance the accuracy and timeliness of the data entry.	Target	N/A	N/A	25%	100%
	Actual	N/A	N/A	N/A	N/A
MEASURE: Train staff on use of hand held device to enable direct data input from the worksite.	Target	N/A	N/A	25%	100%
	Actual	N/A	N/A	N/A	N/A
MEASURE: Implement on-line inventory module.	Target	N/A	N/A	75%	100%
	Actual	N/A	N/A	N/A	N/A
MEASURE: Research and recommend additions and expansions to the system.	Target	N/A	N/A	50%	100%
	Actual	N/A	N/A	N/A	N/A

Rise to Industry Standards					
Develop an Energy Performance Contract to assure efficient energy usage through the replacement of outdated building systems funded through energy saving.					
		FY2001-02	FY2002-03	FY2003-04	FY2004-05
MEASURE: Review, coordinate and finalize the gathering and analysis of base data with Office of Energy Management and Conservation.	Target	100%	Completed	N/A	N/A
	Actual	100%	Completed	N/A	N/A
MEASURE: Initiate procedures for a Performance Contract.	Target	100%	Completed	N/A	N/A
	Actual	100%	Completed	N/A	N/A
MEASURE: ESCO Selection.	Target	N/A	100%	Completed	N/A
	Actual	N/A	100%	Completed	N/A
MEASURE: ESCO Technical Audit.	Target	N/A	100%	Completed	N/A
	Actual	N/A	100%	Completed	N/A
MEASURE Installation and upgrade of systems.	Target	N/A	N/A	50%	100%
	Actual	N/A	N/A	N/A	N/A

ESCO – Energy Service Company

Establish Owner/Tenant parameters.					
		FY2001-02	FY2002-03	FY2003-04	FY2004-05
MEASURE: Define and implement a process and procedures manual for tenant improvements.	Target	N/A	75%	100%	N/A
	Actual	N/A	75%	N/A	N/A
MEASURE: Create, distribute and implement a tenant handbook that outlines all of the responsibilities of Capitol Complex and the responsibilities of the tenant.	Target	N/A	N/A	100%	N/A
	Actual	N/A	N/A	N/A	N/A
MEASURE: Establish a standard for monitoring CM and CC projects.	Target	N/A	100%	Completed	N/A
	Actual	N/A	100%	Completed	N/A
MEASURE: Collaboration with Real Estate Programs to align tenant handbook with leases.	Target	N/A	N/A	100%	N/A
	Actual	N/A	N/A	N/A	N/A

## Trends and Other Baseline Information

Capitol Complex is continuing with its utilization of the Building Owners and Managers Association (BOMA) data as a benchmark for industry standards of service. To accomplish this goal, Capitol Complex is segregating functions to better compare to the BOMA data. This reorganization of functions has included adding the following work groups within the unit.

- Grounds/Housekeeping
- Administrative Support
- Maintenance
- Energy Management/Tenant Relations

By reorganizing these functions the data can more accurately be compared to the BOMA data to determine how Capitol Complex compares to the BOMA standards and the private sector. In addition the reorganization of the unit has provided the opportunity to have more focused administrative support to administer and manage the Computerized Maintenance Management System (CMMS), by adding the Energy Management/Tenant Relations function, Capitol Complex is now able to have a centralized focus on tenant relations as well as track and monitor energy use in our buildings.

The reorganization of the unit directly supports the continued development and implementation of the CMMS that will better isolate functions not considered routine maintenance in the private sector. With the data from this system, we will be able to create reports that will show costs by building to compare to BOMA data to see if we are equal to or less than the private sector price per square foot.

Below is a comparison to the private sector utilizing BOMA data.

<b>BOMA</b>	<b>1998</b>	<b>1999</b>	<b>2000</b>	<b>2001</b>	<b>* 2002</b>
Cleaning	\$0.88	\$0.98	\$1.04	\$1.21	
Repairs & Maintenance	\$1.06	\$1.16	\$1.89	\$2.89	
Utilities	\$1.73	\$1.72	\$1.69	\$2.09	
Roads & Grounds	\$0.26	\$0.26	\$0.35	\$0.31	
<b>Total</b>	<b>\$3.93</b>	<b>\$4.12</b>	<b>\$4.97</b>	<b>\$6.50</b>	

<b>Capitol Complex</b>	<b>FY98/99</b>	<b>FY99/00</b>	<b>FY00/01</b>	<b>FY01/02</b>	<b>FY02/03</b>
Cleaning	\$1.16	\$1.19	\$0.97	\$1.37	\$1.41
Repairs & Maintenance	\$2.08	\$2.15	\$2.17	\$2.67	\$1.82
Utilities	\$1.48	\$1.17	\$1.76	\$1.74	\$1.69
Roads & Grounds	\$0.24	\$0.20	\$0.20	\$0.02	\$0.06
<b>Total</b>	<b>\$4.96</b>	<b>\$4.71</b>	<b>\$5.10</b>	<b>\$5.80</b>	<b>\$4.98</b>

\*Data not available at this time. New data can be provided for 2002 when available from BOMA.

Roads & Grounds data for FY01/02 & FY02/03 reflect a redistribution of funding due to trial reorganization with Human Services.

Using the above data shows a gradual alignment with the private sector although it has been identified that the cleaning function is the least favorable comparison with the private sector. This area is being addressed through the further development of the CMMS.

## Customer Requirements

Building tenants	A safe, comfortable, and clean working environment
State Taxpayers	Provide a dollar's worth of service and value for every dollar spent
All division staff and activities	Support in achieving their goals, provide them the necessary tools and information to service their customers
All state departments and institutions and staff	Assistance in satisfying their real estate needs to ensure they achieve their goals and are able to service their customers

## Program Crosswalk

**Program Title:** Property Maintenance – Camp George West (Capitol Complex Facilities)

### Line Items

Personal Services  
Operating Expenses  
Utilities

### Federal/State Statutory and Other Authority:

Sections 24-1-136.5; 24-82-101; 24-82-102; 24-82-103; 24-30-1303; 18-9-117, CRS (combined with 24-82-101).

### Program Description

Capitol Complex Facilities is a full service, property management business. The Property Maintenance – Camp George West program is responsible for providing site maintenance including grounds maintenance, utilities, trash disposal, snow removal, lot and road repair, controlled maintenance and capitol construction project management services, among a variety of other services.

### Prioritized Objectives and Performance Measures

See Property Maintenance – Denver Prioritized Objectives and Performance Measures.

### Trends and Other Baseline Information

Capitol Complex is continuing with its utilization of the Building Owners and Managers Association (BOMA) data as a benchmark for industry standards of service. To accomplish this goal, Capitol Complex is segregating functions to better compare to the BOMA data. This will be enhanced by the development and implementation of the Computerized Maintenance Management System (CMMS) that will better isolate functions not considered routine maintenance in the private sector. With the data from this system, we will be able to create reports that will show costs by utilities and maintenance functions to compare to BOMA data to see if Capitol Complex costs are equal to or less than the private sector price per square foot.

### Customer Requirements

Tenants at Camp George West	A safe, comfortable, and clean working site environment
State Taxpayers	Provide a dollar's worth of service and value for every dollar spent

## Program Crosswalk

**Program Title:** Finance and Procurement

**Line Items:**

(A) State Controller's Office and Procurement Services  
    Personal Services  
    Operating Expenses

(B) Supplier Database  
    Personal Services  
    Operating Expenses

**Change Requests:**

**Federal/State Statutory Authority:**

Colorado Revised Statutes include: 24-17-103; 24-30-201; 24-30-202; 24-30-202.4; 24-30-202.5; 24-30-207; 24-52-101 through 103; 24-75-102; 24-75-105 through 111; 24-75-201.3; 24-75-202 through 204; 24-75-212 through 214; 24-75-301 through 305; 24-75-402; 24-101-101, et. seq. (Colorado Procurement Code, including supplier database cash fund).

**Program Description**

Within the Department of Personnel & Administration (DPA), the Division of Finance and Procurement (DFP) also includes both Central Collections Services (CCS) and State Buildings and Real Estate Programs (SBREP). The Program Crosswalks for the two new division sections – SBREP and CCS – are separate and aligned with the Long Bill line item descriptions. This crosswalk focuses on the State Controller's Office (SCO), including Central Payroll, and Procurement Services -- the State Purchasing Office (SPO). The Supplier Database line is also included in this crosswalk.

State Controller's Office

The State Controller is statutorily charged with managing the financial operations of the state, including statewide financial reporting, policy and procedure guidance for financial administration and control for all state agencies including integrating procedures in a unified financial system, the Colorado Financial Reporting System (COFRS). The SCO maintains budgetary control for statewide finances, reviews and processes contracts for the state, issues warrants for the state, provides specialized accounting services to state agencies, manages the statewide central payroll operations, and develops the annual statewide indirect cost allocation plan. A primary responsibility of the State Controller is to approve all state expenditures prior to the obligation being incurred. The controller must determine that statutorily authorize proposed expenditures and prices or rates paid are fair and reasonable. The State Controller also promulgates the Fiscal Rules, which govern financial transactions.

State Purchasing Office

The procurement of goods, services, and construction in the Executive Branch is governed by the Colorado Procurement Code (CRS 24-101-101 et seq.). The SPO manages procurement services by establishing statewide procurement policy, including rulemaking. The SPO renders decisions in disappointed bidder protests and appeals from procurements statewide, manages the state's on-line bidding notification system -- the Bid Information and Distributions System (BIDS) – the Business Development program, and Procurement Card Program. The SPO develops and offers procurement training, conducts procurements for the DPA and other non-delegated agencies, and solicits and administers statewide price agreements for orders placed by state agencies, institutions, and political subdivisions.

The Supplier Database (commonly called the Bid Information and Distribution System or BIDS) is an automated notification mechanism to disseminate information about solicitations for goods and services that have to be competitively bid under the Colorado Procurement.

**Prioritized Objectives and Performance Measures**

**Objective 1.1: Fulfill statutory reporting and financial control responsibilities.** Satisfy financial information requirements of the SCO customers and control the financial affairs of the state within fiscal year budgets and as dictated by statutes, rules and professional guidance.

Measure: Performance measures are percent of statutory reports and contracts completed on time and accurately. Workload measures appropriation documents processed, COFRS payments issued, payroll warrants and advices issued, 1099's issued, and total contracts approved.

		FY00-01 Actual	FY01-02 Actual.	FY02-03 Actual	FY03-04 Estimate Yr	FY04-05 Projection
AP documents		12,680	14,663	14,600	14,000	14,000
COFRS warrants		952,924	846,204	804,870	800,000	790,000
EFT				156,367	160,000	170,000
Payroll advices, etc		521,543	537,442	538,049	535,000	530,000
W-2's		51,245	51,450	51,200	51,000	51,000
1099's		12,819	13,408	13,884	14,000	14,000
Contracts Approved		3,555	2,736	3,191	3,200	3,200
% Contracts Timely	Target		New	97%	97%	97%
	Actual	91.8%	94.2%	98%		
Rpts timely/accurate	Target		New	100%	100%	100%
	Actual	90%	100%	99%		

**Objective 1.2: To increase BIDS vendor registration 10% per year, with meaningful representation by minority or women-owned (M/WBE) firms.**

Measure: Measures the number of vendors registered on BIDS who can download solicitations and specifications. Performance measure tracks the percentage of registered vendors who are minority or women-owned firms.



		FY00-01 Actual	FY01-02 Actual	FY02-03 Actual	FY03-04 Estimate Yr	FY04-05 Projection
Total vendors		7,025	7,965	7934	8,000	9,680
M/WBE%	Target		New	29%	29%	29%
	Actual	26%	29%	30%		

**Objective 1.3: On average, to recompute all price agreements competitively every four years while providing professional procurement support for the DPA and other state agencies without full procurement delegations.**

Measure: Workload measures track numbers of solicitations by SPO purchasing agents, as well as the total number of price agreements (PA) they administer. Performance measure tracks the volume of orders placed by state agencies/institutions, as well as the percentage of price agreement volume that is competed by SPO annually in order to optimize value.

		FY00-01 Actual	FY01-02 Actual	FY02-03 Actual	FY03-04 Estimate	FY04-05 Projection
Number of competitive solicitations/RFIs by the SPO		50	59	60	60	60
Number of PA administered by the SPO		293	324	354	360	360
PA orders by political subdivisions		\$81.3M	\$124M	\$97.8 M	\$98.0M	\$98.0M
PA orders by state agency/institutions	Target		New	\$155M	\$190M	\$190M
	Actual	\$191.3M	\$187 M	\$184.1M		
PA volume completed annually	Target		New	23	25%	25%
	Actual	10%	17%	30%		

**Objective 1.4: To perform risk-based oversight and monitoring of agencies' financial programs.**

Measure: Workload measures track the numbers of on-site reviews, specific training of State Controller signature delegates, and quarterly reviews of SCO diagnostic reports with agencies.

		FY00-01 Actual	FY01-02 Actual	FY02-03 Actual	FY03-04 Estimate	FY04-05 Projection
On-site visits		109	112	113	115	115
Fiscal Rule waivers		266	236	185	200	200
Statutory violations		210	171	210	210	210
Delegate training		22	27	21	25	25
TOTAL	Target		New	566	550	550
	Actual	607	546	529		

**Objective 1.5: To develop a program for risk-based procurement oversight and monitoring of agencies with delegated authority, with appropriate monitoring of each agency/institution completed once every two years.**

Measure: Workload measure tracks numbers of formal on-site peer reviews of purchasing offices, vendor appeals subject to SPO investigation/inquiry, numbers of agencies screened through purchase orders and on-line solicitation review, and on-site purchasing director one-on-one meetings with the State Purchasing Director.

		FY00-01 Actual	FY01-02 Actual	FY02-03 Actual	FY03-04 Projection	FY04-05 Projection
Peer Reviews		1	4	12	10	10
Vendor Appeals		19	15	10	18	18
Other oversight activities		4	3	11	12	12
TOTAL	Target		New	31	40	40
	Actual	24	21	33		

**Objective 2.1: To offer needs-based skill development training to develop and maintain a competent and high performing statewide workforce.**

Measure: Total number of employees trained.

		FY00-01 Actual	FY01-02 Actual	FY02-03 Actual	FY03-04 Estimate Yr	FY04-05 Projection
Procurement Training		77	54	116	125	130
PAC Training		167	172	180	170	170
SCO Training*		572	1650	1576	1450	1400
Employees Trained	Target		New	1698	1745	1730
	Actual	816	1876	1872		

\*Central Payroll and Contract Unit included beginning in FY01-02.

**Objective 2.2: To promote maximum, effective use of the procurement card, increasing the numbers of dollar volume through the system 30% in three years.**

Measure: Tracks the dollar value and number of transactions done with the procurement card. Measure is based on percentage increases in transactions over the preceding fiscal year.

		FY00-01 Actual	FY01-02 Actual	FY02-03 Actual	FY03-04 Estimate	FY04-05 Projection
\$ of Transactions		\$81.6M	\$101.0 M	\$119.5 M	\$122.0 M	\$125.0 M
# of Transactions		433,771	527,645	586,943	600,000	610,000
% increase \$	Target		New	0%	2.1%	2.5%
	Actual	31.4%	23.77%	18.24%		

**Objective 2.3: Achieve and maintain good customer satisfaction (4 out of 5 scale).**

Measure: Average of customer survey responses on scale of 1-5, with 3 fair, 4 good, and 5 outstanding customer satisfaction.

		FY00-01 Actual	FY01-02 Actual	FY02-03 Actual	FY03-04 Estimate Yr	FY03-04 Projection
Average SPO	Target		New	4.0	4.0	4.0
	Actual	3.91	3.9	4.15		
SCO	Actual	4.6	4.5	4.6		

**Trends And Baseline Information**

The DFP envisions providing leadership to our constituent state agencies and institutions in each of the areas of expertise within the Division—purchasing, accounting, payroll, contracting, collecting receivables and building and real estate services. The Division also has a commitment to the development of best business practices. To that end, one of the goals is to provide leadership through advances in technology for use of state agencies such as with BIDS, innovative use of COFRS tables and reporting, the financial data warehouse, other databases or the Division’s website. Using electronic media to communicate with our customers rather than inundating them with paper continues our focus on best business practices. Our mission is to continue to meet our objectives as efficiently as possible for both our customers and us in the face of declining resources. Trends and significant accomplishments follow.

*Objective 1.1, SCO Reporting and Financial Control*

Trends. Although the number of reports required in the statutes has decreased, the number of reports requested by the Legislature, the Governor’s Office, and others has increased. This has been especially the case as the state’s budget has continued to be very tight; agencies that have fewer resources available to them are making more requests for information from the State Controller’s Office. The workload measures include the number of appropriation (AP) documents processed in order to record the state’s budget, the number of payments recorded on the state’s accounting system—both warrants and EFT-- and the number of 1099’s issued to vendors. Payroll warrants, advices of electronic deposit and manual payroll warrants measure activity in Central Payroll; Central Payroll completes W-2’s, as well. The SCO anticipates the number of COFRS payments to decrease with the increased use of the procurement card and efforts to increase electronic payments.

The goal of the State Controller’s Office has been to do as much of its work electronically as is feasible. This goes all of the way from sending correspondence electronically, to posting items on the website and to the Financial Data Warehouse. As the fiscal year closes, Central Payroll is beginning the process of implementing the web version of CPPS—I-Trust—both to streamline payroll processing and to integrate data previously residing in EMPL into one system.

## Significant Accomplishments:

Reports Online – The State Controller’s Office continued to expand the utilization of the Division’s website for disseminating the SCO reports statewide as well as using electronic mail distributions of reports and correspondence. On-line access to state fiscal rules, fiscal procedures manual, contract management manual, SCO contracting policies, 1099 and tax reporting guides, financial reports, and a variety of accounting forms is provided on the web. During this fiscal year, the State Controller’s Office website migrated to the new state URL, Colorado.gov, which included not only the migration, but reestablishing all of the links.

Financial Data Warehouse – The Financial Data Warehouse developed and began to train users to use a new series of reports. These reports allow users to assign wild card variables to select fields of the standard reports. This series of reports is a hybrid between standard reports, which the users may request and schedule and ad hoc reports that have to be programmed by a Reporting and Analysis staff member.

Successfully Implemented GASB 34/35 - Governmental Accounting Standards Board (GASB) Statement Nos. 34 and 35 required major changes in financial reporting for all government entities. As a result, the State implemented these standards beginning July 1, 2001. This included interpretation of the new standards, assessment of necessary changes to the existing accounting system and assessment of necessary changes to the current accounting policies and procedures. The June 30, 2002 close was the first one for Colorado under the new reporting model; the FY 2001-02 audit was the first one completed using the new standards. Although there were some issues and the number of post closing adjustments increased dramatically, the process went smoothly.

Implementation of Legislative Directives – The Legislature passed several bills with dramatic impacts on the State’s accounting activities. SB 03-196 required that the recording of Medicaid payments be changed from the accrual to the cash basis of accounting; SB 03-197 required that June salary payments to state employees be paid on July 1 rather than June 30, the last working day of the fiscal year. This law moved the payday to the next fiscal year for budget reporting purposes. Although both statutes required a change in financial reporting for budget purposes, the State’s financial statements are still presented using generally accepted accounting principles (GAAP), which means on the accrual basis. Work was completed to implement the shift, record the expenses correctly for both budget and financial reporting purposes, and reflect the cash and liabilities in the correct funds.

The Legislature passed several other bills requiring cash transfers to the General Fund, the implementation of which was handled by the State Controller’s Office.

Payroll. During this year there were new challenges for Payroll. First, there was the statewide challenge of moving the payday from the last day of FY 2002-03 to the first day of FY 2003-04. Payroll also implemented all of the benefit changes from the open enrollment required this year for all employees. In addition the state changed from prepaying the benefits like health insurance to employees paying them in the current month. This impacted how payroll treated benefit information as for new and terminating employees.

Contracts. The State Controller's Office implemented a new risk assessment policy for contracts, and waived legal review for contracts worth less than \$50K. If certain criteria are met, the contract is reviewed in the SCO rather than being submitted to the Attorney General's Office (AG). Because of this policy, the number of contracts sent to the AG's for review was reduced by 200. Other significant improvements to the contracting process for the state included the emergency section added to Fiscal Rule 2-2, which facilitated obtaining services by the state in emergency situations, and the implementation of delegation to agencies to process contract modifications and certain contract amendments in conjunction with waived contracts without further State Controller or legal review.

*Objective 1.2, Bid Information and Distribution System (BIDS)*

Trends. Current trends in the area of e-commerce and technology are driving changes in our business processes. These changes will offer considerable benefit but continue to raise resource issues around funding, personnel to maintain the processes and a legal structure to support and maintain privacy and security. This past year, statutory changes were adopted to enable more innovative uses of technology. Vendor expectations are changing as new technology becomes available to enable more e-business. Adoption of this technology requires resources to make the changes and training to support the changes.

Maintaining a robust competitive environment is a priority. The measures reflect the importance of continuing to attract suppliers to the system, and maintaining a meaningful representation by small businesses. The SPO uses an outreach program and statewide advertising to encourage participation in state bidding by Colorado business.

Notably, the vendor registration has more than doubled over the past five years, without any attendant increase in FTE. So far, the SPO has effectively used technology to manage the increasing vendor demands without more staffing.

Significant Accomplishments:

BIDS. Last year, the SPO completed the on-line registration process, and in the upcoming year, BIDS will be a pilot program under the State Treasurer's credit card acceptance program. This will enable vendors to complete the payment process when they register on-line, rather than requiring them to send a check separately. The most important step forward this year was enabling MAPO (the local government cooperative purchasing group in metro-Denver) to place their competitive solicitations on the BIDS system. Work is now underway to move from a Lotus Notes client interface to an Internet based interface for internal users. This will enable internal BIDS users statewide to access BIDS via the web rather than loading Lotus Notes software on each individual's PC. Next steps, as resources permit, will be a process to accept documented quotes electronically and "push" capability, which will eliminate the need for vendors to monitor BIDS on a constant basis.

Business Development Program. The Business Development Coordinator has achieved and maintained excellent working relationships with the Governor's Office of Economic Development and with many minority and women's business groups. The Business Development Coordinator participated in 15 vendor events and in the monthly Basic

Procurement Training offered by the State Purchasing Office. BIDS M/WBE registration has maintained 30 percent indicating that the Business Development Coordinator has reached the M/WBE community, has educated them about the basics of doing business with the state, and has created an interest in doing business with us.

### *Objective 1.3, Price Agreements and Other Procurements*

Trends. Procurement Support to Governor's Offices, OIT and OEMC in particular, has been on the increase. Procurement and contracting issues have become more complex. As demonstrated in the summary of accomplishments below, cooperative procurement is also on the rise. Colorado is an active participant in the Western States Contract Alliance (WSCA), a 15-state consortium of state chief procurement officials. Colorado has participated in significant WSCA procurements and contracts for computers and peripherals, industrial supplies, wireless services, and network and data communication equipment and supplies. While these procurements are resource-intensive for SPO, the awards are very popular with state departments/institutions and local governments.

#### Significant Accomplishments:

Price Agreements – Notable price agreement awards that were re-bid this past year include those for Computer Programming Personnel, Automotive Vehicles, Drug and Alcohol Testing, Uniform Summons Forms, Data Destruction Services, Litigation Copy Services, Blank Audio and Video Tapes and CD's, Microwave Antennas, Digital Trunk Radios, Portable Radio Equipment and Digital Spread Spectrum Radios. Awards were made for price agreements for two brand new commodity areas: Natural Gas Suppliers and Database Management Software. The SPO published a bid for another new commodity area, Energy Service Providers (Consultants) for Natural Gas, and is in the process of awarding price agreements. SPO has continued to look at new BIDS on-line price agreement functionality that will permit more effective and efficient management of price agreements.

Cooperative Purchasing – SPO awarded a statewide price agreement for a Timekeeping System based on a cooperative solicitation and contract for the Colorado Department of Public Health and Environment and the Colorado Department of Natural Resources. The SPO participated on a re-bid and subsequent award for Custodial Chemicals that was published by the City of Northglenn for the Municipal Assembly of Purchasing Officials (MAPO). The SPO completed the contracting process for a price agreement with an additional vendor for Datacomm Equipment routers and switches based on a Western States Contracting Alliance (WSCA) solicitation in which the State of Colorado participated. A bid for a price agreement for Computer Printers, Parts, Accessories and Extended Warranties was published by SPO with several other WSCA states listed as participants in the solicitation. The bid and resulting price agreements also included printers that are multifunctional. The SPO is in the process of evaluating and awarding price agreements for Value Added Computers, which include services such as installation, based on a cooperative bid issued by Red Rocks Community College with the assistance of the SPO and input from several other agencies and colleges. The SPO will be developing statewide price agreements for Promotional Products based on a cooperative solicitation that was issued by the Colorado Department of Human Services and the Department of Labor and Employment.

#### *Objective 1.4: SCO Oversight and Monitoring*

Trends. Requests for monitoring activities have increased. Monitoring activities have remained steady in the face of less available resources. The majority of the monitoring activities are not formal reviews or audits, but are activities in which the SCO engages in order to assure compliance with Fiscal Rules and generally accepted accounting principles (GAAP). The activities included in the measure are events where the primary goal is to have the agencies/institutions working in concert with the SCO. For example, the Field Accounting Services Team (FAST) does onsite visits with each of its agencies on a specified schedule in order to learn about their specific issues and help solve any current problems. The Central Contract Unit does training for all of the persons added as delegates who can sign contracts or contract modifications on behalf of the State Controller. The State Controller must approve all cases of statutory violations where work has begun on a state contract before its signature. Fiscal Rule waivers are granted when compliance with the Fiscal Rule causes the agency an unreasonable administrative hardship. Each agency completing an indirect cost plan for its Federal indirect cost rate must submit it to the SCO.

#### Significant Accomplishments:

Comprehensive Annual Financial Report (CAFR). The State Controller's Office has submitted the State of Colorado CAFR for FY 2001-02 to the Government Finance Officers Association (GFOA) for evaluation and expects to receive the GFOA Certificate of Achievement for the FY 2001-02 CAFR. This will be the sixth year in a row that the SCO Reporting & Analysis CAFR preparation team has received this certificate of achievement.

The State of Colorado CAFR continues to be one of the first three June 30, 2002 state CAFR's published and distributed in the United States.

David McDermott, who is primarily responsible for preparing the CAFR, was an instrumental participant in providing user consultation and input to the Governmental Accounting Standards Board (GASB) during the formulation and preparation of GASB Pronouncement No. 41, which relates to the appropriate reporting and presentation of budget information in state CAFR's.

The Reporting and Analysis CAFR preparation team performed most of the research and preliminary work necessary to implement GASB Pronouncement no. 39 in the Fiscal Year 2003-04 CAFR.

Funding Increase From An Indirect Cost Rate Proposal Review Changes made from Construction in Progress to appropriate asset accounts in the DPA resulted in increased federal funds to the state.

State Fiscal Rule Review - Reviewed and proposed changes to the fiscal rules were adopted as of July 1, 2003. These included changes to travel per diem rates, contracts, commitment vouchers, encumbrances, official functions, retirement incentive plans for higher education, and procurement cards. There were two fiscal rule hearing processes including promulgation of an emergency rule.

The State of Colorado Auditor's Forum - The SCO initiated an effort that resulted in the establishment of the State of Colorado Auditor's Forum. It is an informal, yet structured group of about 70 auditors from all state agencies and institution of higher education. The purpose of the group is to provide an opportunity for auditors to meet with each other, discuss topics of mutual interest, and receive training. Participants are enthusiastic about sharing ideas and experiences and helping identify cost-savings opportunities during these challenging times. The SCO supports the Forum's initiative and encourages state agency and institution controllers and fiscal officers to share information and work closely with their auditors to insure that sound internal controls continue to be in place as changes occur in programs and staffing.

#### *Objective 1.5, SPO Procurement Oversight and Monitoring*

Background. The Procurement Code provides vendors with an appeal right when agencies and institutions deny their protests of procurements. The SPO handles those appeals. These reviews/investigations are comprehensive and provide an oversight opportunity by the SPO into the procurement practices of delegated agencies/institutions.

Other oversight opportunities include periodic on-site visits to purchasing agencies to review their files and practices. These oversight visits are conducted with other volunteer purchasing directors and experienced purchasing agents to provide cross feed of information and varying perspectives. Other oversight activities include periodic review of purchase orders and screening of solicitations that are published on-line by agencies and institutions.

Trends and Issues. Overall, the number of peer reviews and other oversight activities (other than appeals) increased this year. The SPO completed 12 peer reviews and 11 other oversight activities.

Significant Accomplishment: Appeals. The SPO received 10 appeals in FY 2002-03, and all were completed by the statutory deadline. In addition, the SPO has maintained an Access database containing all protest and appeal details, in a searchable format.

#### *Objective 2.1, Training*

Trends. Training continues to be a integral part of the division's success in managing the statewide financial and procurement operations. Business systems and processes are evolving and becoming more complex, therefore training is a function that will continue to require creative approaches within existing resources. In addition, retirements and related turnover and changes in job responsibilities in agencies have placed a greater demand on the division. Not only is this increased demand for group training, but also for individual training and consultation as individuals learn their new responsibilities. Using the number of employees trained as the measure of this objective allows us to focus on maintaining the level of resources allocated overall, but shifting those resources to the most critical needs. The Field Accounting Services Team solicits training requests in its annual customer survey and tries to act on all of the suggestions. One example was the addition of specialized training for recording appropriations in the accounting system that was conducted jointly with the Technology Management Unit.



The SPO also has seen increased demand for training among employees not traditionally considered purchasing professionals. Increasing use of procurement cards and other expanded purchasing involvement of line employees is apparently increasing the demand for procurement training.

#### Significant Accomplishments: Training Activities

The SCO continued to train state employees on the state's Fiscal Rules related to travel reimbursement, employee benefits, payroll, accounting, budgeting, contracts and capital construction. This year's training occurred as part of the fall conference sponsored by the Colorado Fiscal Managers Association and the Colorado State Managers Association. At that same conference, staff members from the State Controller's Office, State Purchasing Office and Central Collections also provided training on higher education issues, GASB 34/35 changes, warrant security, the Financial Data Warehouse, contract issues, purchasing issues, and the inner working of Central Collections.

Presented statewide training session on *Forms 1099 Reporting* as well as workshops for *1099 Reports Review*. This training covered reporting policies, procedures and use of the COFRS 1099 Reporting subsystem.

Trained state agencies that requested contract signature authority from the State Controller. Changes were made to enhance the contract modification policy making it easier to modify existing contracts and training was conducted for agencies piloting delegation.

Training on opening and closing the books as well as specialized training for new accounting employees occurred in the spring. Training on the changes to the Fiscal Rules to travel officers and DPA contract users took place in the spring.

The SPO also has seen increased demand for training among employees not traditionally considered purchasing professionals. Increasing use of procurement cards and other expanded purchasing involvement of line employees is apparently increasing the demand for procurement training.

#### *Objective 2.2, Procurement Card Program*

Trends and Issues. Although there has been significant growth in the procurement card program, this year's performance audit recommended that more be done to increase card usage and oversee the program. The Division is actively pursuing ways to increase card usage.

Forty-eight agencies and institutions are now participating in the procurement card program, and CY 2002 dollar volumes reached \$108.8 million. Calendar year 2003 volumes through June total \$62.9 million.

Measures. In this case, transaction numbers are tracked because efficiencies are most closely tied to numbers of transactions using the procurement card.

Significant Accomplishments

The SPO re-bid the pro-card contract and, after an extensive RFP process, has entered into a new contract with Bank One.

*Objective 2.3, Customer Service*

Background. Use of the average survey scores as performance measures was new with last year's program crosswalk. Units within the Division use different survey questions targeted towards their program objectives and customer needs. However, the rating systems are essentially equivalent and based on a 5-point scale. The Division used the internet for completion of its customer surveys as much as possible in FY 2002-03.

**Similar or Cooperating Programs and Stakeholders**

Fully delegated agencies and institutions have purchasing and accounting offices, but there are no other similar programs in Colorado having comparable missions. As noted above, when requirements warrant, the SPO cooperates in procurements with other states, agencies, or political subdivisions.

Customer	Requirement
All State Agencies and Institutions	The SCO provides guidance and oversight to all state agencies for accounting and contracting issues. Price agreements provide sourcing channel for recurring requirements without agencies/institutions having to compete or otherwise enter into agreements. Orders are easier to process, especially in service price agreements. BIDS and procurement card program provide efficiencies for agencies and institutions statewide.
Office of State Planning and Budgeting, Joint Budget Committee and Capital Development Committee	The SCO provides financial information for decision-making and develops accounting procedures to implement new Legislative directives.
Office of the State Auditor	All financial data accessible for review. The SCO facilitates the statewide audit by generating customized reports.
Agencies without delegated procurement authority	All agencies have delegation for routine, small purchases. The SPO performs procurements for agencies without experienced procurement staff.
Vendors and contractors	Over 7,000 vendors are on BIDS, and SPO manages the primary interface between all state agencies and institutions. Through the appeals mission of the SPO, vendors have an avenue of review of procurements when they feel aggrieved. The State Controller or his delegate must sign all state contracts.
Local Governments	Political subdivisions are significant users of SPO price agreements. State agencies/institutions benefit from leveraged pricing that is achieved through broad participation by political subdivisions.
Taxpayers, bond investors and other users of the State's Financial Statements	Accurate and understandable financial information readily available.

G:\Budget\FY04-05 Budget Document\SCO-SPO Crosswalk (7-25-02 DRAFT).doc

## Program Crosswalk

**Program Title:** (C) Collections Services

**Line Items:**

Personal Services  
 Operating Expense  
 Collection of Debts Due to the State

**Change Request(s):** Restoration of Collection Representative Position

**Federal/State Statutory Authority**

C.R.S. 24-30-202-4 – provides debt collection for all State agencies and political subdivisions.

**Program Description**

Central Collection Services (CCS), Division of Finance and Procurement, is statutorily responsible for providing debt collection services to State agencies and political subdivisions. CCS provides this service at a commission rate of 15 percent per dollar collected. CCS has unique capabilities, such as state income tax and vendor intercept and employment information, which are not afforded to any private collection companies. The unit is also responsible for administration of the income tax offset program and the consolidation and distribution of State debts to awarded private collection companies through out the State. Statutes require referral of debt to CCS at 30 days past due; debts are assigned to private collection companies at 90 days old if no repayment arrangements have been made with debtors. This partnership increases the opportunity for collection. The debt collection computer system used by Central Collections (Columbia Ultimate Business Systems "Revenue Plus") is required to perform all of the unit's responsibilities.

The "Collection of Debts Due to the State" line represents the appropriation for charges by the Department of Revenue for information technology support to the income tax offset program.

**Prioritized Objectives and Performance Measures**

**Objective 1.1: To collect 25 percent of the debt referred by agencies and institutions by June 2004.**

Measure: Recovery rate: Debt collected divided by assignments of debt minus cancellations.

		FY00-01 Actual	FY01-02 Actual	FY02-03 Actual	FY03-04 Estimate	FY04-05 Projection
Debt Placed		\$42,633,472	\$45,695,809	\$69,358,560		
Cancellations		\$ 9,506,222	\$18,847,795	\$10,694,188		
Debt collected		\$11,388,461	\$10,503,085	\$12,108,328		
	Target		New	23.0%	23.0%	25.0%
	Actual	26.7%	22.0%	20.6%		

**Objective 2.1: To increase CCS customer satisfaction rating to 3.5 on 5-point scale in two years.**

Measure: Average Customer Satisfaction Ratings, on a 5-point scale.

		FY00-01 Actual	FY01-02 Actual	FY02-03 Actual	FY03-04 Estimate	FY04-05 Projection
Customer satisfaction rating	Target		New	3.0	3.5	3.5
	Actual	N/A*	2.68	3.3		

\* Customer satisfaction statistics could not be found for FY2000-01.

**Objective 2.2: Oversight and Training. To provide statewide oversight and training for client agencies' accounts receivable.**

Measure: Total oversight and training activities.

		FY00-01 Actual	FY01-02 Actual	FY02-03 Actual	FY03-04 Estimate	FY04-05 Projection
One-on-one visits		13	22	25	27	30
Training seminars		3	6	6	6	6
Advisory Committee meetings		N/A	N/A	2	2	2
<b>TOTAL</b>	Target		New	33	35	38
	Actual	16	28	33		

## Trends and Baseline Information

### *Objective 1.1, Debt Collection*

Background: CCS uses several tools to collect revenue for the State. Those tools include the CCS frontline collectors, private collection companies, legal suits and the Tax and Vendor Offset Programs.

Measure: To better reflect the measurement standards of the collection industry, CCS modified this measure to adopt "recovery rate" as its standard for performance measurement. The performance measure is a ratio of the amount of all collections compared to total dollar value of accounts placed with CCS by agencies and institutions minus any cancellation of debt by agencies and institutions. Collections represent gross revenues collected by CCS frontline collectors, private collection companies, legal suits and the Tax and Vendor Offset Program. Industry trends for private collection companies indicate that their overall recovery rate is approximately 25 percent of the all debts placed. As determined by a five-year average from FY1994-95 to FY1998-99, the Central Collection Services average rate was 22.3 percent. The two-year objective is to achieve 25 percent, comparable to the industry average.

Trends: Although CCS increased revenues by 15 percent over FY02; the recovery rate continues to decline. A number of conditions are responsible for this decline. Increased unemployment has taken a huge toll on overall collections especially for FY03. Debt to the state referred to CCS rose along with the unemployment rate. Because of increased unemployment, assignments from agencies to CCS (reflecting their inability to collect at the agency level) increased by 66 percent over last year. In a tightening economy, debtors found it more difficult to repay state debt. Although the Tax Offset Program was reinstated for Higher Education, this was also the first year that there were no TABOR refunds to taxpayers. The Tax Offset Program allows CCS to electronically intercept refunds of state taxes going to taxpayers. Unfortunately, there were less revenues available to intercept. Lastly, CCS lost one collector position for six months during the supplemental process. In looking at the five-year average for CCS frontline collectors (FY99 through FY03), one collector recovers as much as \$961,095 per year. Theoretically, the loss of one collector for a six-month period costs the state \$483,548 in revenues.

Significant decreases in collections (and attendant revenues) will continue as long as the economy languishes. CCS is developing strategies to capture more revenue. Old debt, which is six years and older is a significant issue being examined for recovery opportunities. More effective uses of private collection companies are being initiated. CCS is leveraging the specialization of its private collection companies to target difficult types of debt collection. Some of those debts include Federal Perkins loans for students, judicial accounts and restitution accounts of parolees.

Significant Accomplishments: For FY2002-03, CCS was able to complete the RFP process and contract with six private collection companies. The intent for hiring twice as many companies than on the last contract was so that CCS could leverage the strengths of the companies in their specific area of expertise. These areas include Federal Perkins Loans, judicial accounts and restitution of parolees. CCS collectors are also using a new approach to collecting on student loans. CCS has developed a program to use as a collection tool student consolidation loans. When a student is contacted about a delinquent loan, CCS offers the option of getting a student consolidation loan from one of the national loan consolidators. The student must initiate the contact with the consolidator. However, once contact is made, CCS helps the student complete the paper work and get the loan. CCS has also developed a garnishment program for judicial accounts. CCS is now able with the cooperation of the courts to garnish the paychecks of debts up to 50 percent of their wages. However, CCS rarely garnishes more than 25 percent unless requested by the courts.

### *Objective 2.1, Customer Satisfaction*

Background: CCS has over 350 client agencies, which include district as well as county courts. CCS manages a portfolio of \$270 million in accounts receivable with 293,156 open accounts. Customer service as well as information dissemination are important elements in measuring the success of CCS.

Measure: Average customer satisfaction rating measured on a 5-point scale, 5 being excellent and 1 being poor.

Trends: The unit's role in the area of customer service becomes more important as the State's accounts receivable balance continues to increase. The balance in accounts receivable increased by 41 percent between FY2000-01 and FY2001-02. It increased 66 percent between FY2001-02 and FY2002-03. Because of the volume of debt and the diversity of client agencies, many stakeholders have unique requirements for information regarding their receivables. CCS is always researching more effective methods to address the needs of its stakeholders. CCS surveyed its clients twice this year in October and June FY03 for customer satisfaction, with the customer survey results improving. The 3.3 is a weighted average (based on number of responses) of the October rating (3.25) and June rating (3.51). The overall trend in ratings has been favorable.

Significant Accomplishments: CCS continues to develop WebFOCUS for better customer access of information. This software will support three CSS goals—increased management reporting, the ability to “broadcast” CCS monthly reports via e-mail in a user-friendly format, and access to ad hoc reports via the web for CCS clients. Check by phone has become a great addition to the collection arsenal. On-line credit card payments and voluntary payroll deductions are being investigated for future use. CCS has broaden its skip tracing capability by upgrading its on-line tracking system to find debtors quicker. All of these options will allow client agencies to get more revenues faster.

### *Objective 2.2, Oversight and Training*

Background: CCS has in the past addressed oversight issues like monthly reporting, the write off process, technological upgrades, reconciliation, bankruptcy process; etc. by providing training to those client agencies that are identified as “in need of assistance”. As a result of requests from Higher Education, CCS focused its energies on addressing these issues. Since an advisory council already existed for Higher Education, CCS deepened its alliance with Colorado Association of Administrators of Student Loans and Account Receivables (CAASLAR) rather than create a new council.

Measure: Total number of oversight and training activities, including on-site visits, regional and on-site training seminars, and advisory committee meetings to be started this year.

Trends: Many client agencies especially those in Higher Education requested training on various aspect of debt collection to ensure they are in compliance with CCS procedures. CCS provides on-going training to agencies as employee contacts change. CCS also provides customized training to address special conditions or changes to the federal and state regulations regarding debt collection. CCS focused on the training needs of Higher Education clients due to the fact that budget cutbacks had a significant impact on their resources.

**Significant Accomplishments:** In FY2002-03, CCS is implementing the Student Loan Consolidation Program in concert with the CAASLAR taskforce as a Systematic Controls, Oversight, and Policy Evaluation (S.C.O.P.E.) project. A mass mailing is being created to alert students about the program. Because of the diversity within Higher Education, 83% of the training sessions were for these clients. CCS continues to emphasize on-site visits and training seminars, and conducting on-site and regional training seminars and presentations for accounts receivable personnel. The CCS made 25 one-on-one site visits to client agencies in FY2002-03. CCS focused on Higher Education as a target market to address the special needs of these clients. The DebtNet continues to be a useful tool in disseminating information regarding debt collection procedural updates to client agencies.

**Similar or Cooperating Programs and Stakeholders**

Customer	Requirement
State agencies and institutions	Depends on CCS to maximize debt recovery and report delinquent accounts accurately.
Private collection agencies	Depends on CCS to supply accounts in an accurate and timely manner.
State Controller	Increase collections of statewide accounts receivable both by collection of debt, positive customer service and consulting clients regarding debt collection efforts.
Legislature	Depends on CCS to maximize the collection of debts owed the state and provide vital information on the collection of the state's accounts receivable.

G:\Budget\FY04-05 Budget Document\Central Collections Crosswalk (7-25-03 DRAFT)1.doc

## Program Crosswalk

**Program Title:** State Buildings and Real Estate Programs

**Line Items:**

Coordination of Capital Construction, Controlled Maintenance Requests and Building Lease Review

**Change Requests:** None

**Federal/State Statutory Authority:**

Colorado Revised Statutes include: 24-30-1301 through 1304, 24-30-1401 through 1408, and 24-82-202

**Program Description**

State Buildings and Real Estate Programs, Division of Finance and Procurement, integrates statutory oversight responsibilities with comprehensive design, construction and real estate expertise in order to provide assistance and training to state agencies and institutions relating to capital construction projects and all aspects of real estate transactions. Specific responsibilities include:

- Establishing policies and procedures and providing oversight of the state's capital construction process (including controlled maintenance) for each state agency and institution of higher education. This process includes solicitation and procurement of professional design and construction services, establishing standard contract language, establishing project management guidelines including cost management, establishing the minimum building codes and compliance requirements, and administering the controlled maintenance program by establishing a statewide system to annually measure and report to the Capital Development Committee (CDC) the condition of state owned facilities and recommending the statewide prioritized list of controlled maintenance projects; and
- Providing comprehensive project administration services to those state agencies and institutions of higher education that do not have technical staff experienced in project design and construction management.
- Establishing policies and procedures and providing oversight for state leases and other real estate contracts for each state agency and institution of higher education. This process includes: statutory approval of all leases, coordination with the state's contracted real estate brokers, maintaining and annually reporting to the CDC on the inventory of state property (including all improvements), developing performance criteria and real property management strategies, and development and administration of office space standards for leased space.



**Prioritized Objectives and Performance Measures:**

**Objective 1.1: To provide oversight and monitoring of capital construction/controlled maintenance (CC/CM) projects and state leases and other real estate contracts (SL/REC) at state agencies/ institutions with delegated and non-delegated authority in order to provide accountability and justification on the appropriate use of state funds and compliance with legislative intent.**

Measure: Workload measure tracks the numbers of formal on-site reviews at each agency/institution including: (a) project reviews verifying CC/CM project schedules and budgets, (b) ensuring compliance with policies and procedures, and providing technical assistance as needed (CC/CM and SL/REC).

		FY00-01 Actual	FY01-02 Actual	FY02-03 Actual	FY03-04 Estimate	FY04-05 Projection
a. Number of agency on-site project reviews: CC/CM	Target	38	38	48	42	42
	Actual	38	38	38		
b. Number of agency on-site policy and procedures reviews: CC/CM	Target	38	38	48	40	42
	Actual	38	38	38		
SL/REC	Target	n/a	New	5	5	5
	Actual	n/a	n/a	11		

**Objective 1.2: Oversee implementation of adopted building codes and ensure consistency of code compliance/life safety standards at all state agencies and institutions.**

Measure: Conduct annual reviews of: (a) all agencies' and institutions' code compliance plans-incorporating on-site inspections, (b) document tracking, (c) transition to the International Building Code by July 2004, and (d) provide state wide training sessions on the contents, policies and procedures of the new code.

		FY00-01 Actual	FY01-02 Actual	FY02-03 Actual	FY03-04 Estimate	FY04-05 Projection
a. % of agency on-site code compliance plan reviews:	Target	New	10%	100%	100%	100%
	Actual	n/a	10%	100%		
b. % of all code compliance doc's. rec'd and reviewed / completed project:	Target	New	15%	45%	50%	100%
	Actual	3%	20%	22%		
c. Transition to the new building code:	Target	n/a	New	July 2003	July 2004	
	Actual	N/a	n/a	Deferred		
d. Number of state wide training sessions:	Target	n/a	n/a	n/a	1	2
	Actual	n/a	n/a	n/a		

**Objective 1.2a: Provide construction management services statewide to agencies and institutions of higher education that do not have technical staff experienced in project design and construction management.**

Measure: Track the total number of capital construction projects (including controlled maintenance, energy performance contracts and, cash and federally funded projects) along with the total dollar amount of all project costs on an annual basis.

		FY00-01 Actual	FY01-02 Actual	FY02-03 Actual	FY03-04 Estimate	FY04-05 Projection
a. Number of projects managed and total \$ amount:	Target	n/a	n/a	New Program	11 projects, \$22 M	14 projects \$26 M
	Actual	n/a	n/a	n/a		

**Objective 1.3: Highlight the current measured condition of state owned facilities and prioritize and recommend annual controlled maintenance funding levels to the CDC in order to maintain and improve the condition of the state's facilities.**

Measure: (a) Annual controlled maintenance recommendation to the actual appropriation, (b) agency total General Fund square footage (GSF) and current replacement value (CRV), and (c) the number of agencies with an average Facility Condition Index (FCI) above a FCI benchmark of 85 percent out of 38 agencies.

		FY00-01 Actual	FY01-02 Actual	FY02-03 Actual	FY03-04 Estimate	FY04-05 Projection
a. CM recommendation -vs.- appropriation:	Target	\$54.7 M	\$68.7 M	\$69.6 M	\$55.1 M	\$20 M
	Actual	\$54.7 M, 100%	\$55.3 M, 80%	\$1.8 M 3%	\$1 M, 2%	
b. Total GSF and CRV of state owned facilities in program:		35.1 M, \$4.3 B	35.9 M, \$4.8 B	37 M, \$5.3 B	37.2 M, \$6.2 B	
c. Number of agencies with FCI Avg. above benchmark:	Target	n/a	New	7	10	8
	Actual	n/a	7	8	10	

**Objective 1.4: Maintain existing real property and state buildings databases and develop additional databases to enable accurate annual reporting and to provide comparative data.**

Measure: (a) Verify and collect data from agencies annually to ensure accuracy, (b) create and populate new database for interagency leases by 6/30/03 and verify with agencies by 6/30/04, and (c) create and populate new database for leases of state-owned property by 6/30/04 and verify with agencies by 6/30/05.

		FY00-01 Actual	FY01-02 Actual	FY02-03 Actual	FY03-04 Estimate	FY04-05 Projection
a. % of agency responses for database verification:	Target	n/a	New	100%	100%	100%
	Actual	n/a	n/a	100%		
b. Develop database for interagency leases:	Target	n/a	New	06/30/03	6/30/04 Complete verification	n/a
	Actual	n/a	n/a	12/31/02	n/a	n/a
c. Develop database for leases of state-owned property:	Target	n/a	n/a	n/a	6/30/04 New initiative	6/30/05 Complete verification
	Actual	n/a	n/a	n/a		

**Objective 1.5: Develop centralized real property acquisition process for use by state agencies and institutions including enhanced fiscal accountability standards.**

Measure: Complete policy draft by 6/30/03 and implement as directed by EDO.

		FY00-01 Actual	FY01-02 Actual	FY02-03 Actual	FY03-04 Estimate	FY04-05 Projection
a. Expand outline into written policy:	Target			6/30/03 complete Policy	10/1/03 Implement policy	
	Actual	n/a	n/a	6/30/03 Policy completed		

**Objective 1.6: Issue Request for Proposal for enhanced brokerage and lease management Services including strategic planning for capitol complex and central business district leases.**

Measure: Complete selection process by 12/31/03 and complete initial strategic planning by 6/30/04.

		FY00-01 Actual	FY01-02 Actual	FY02-03 Actual	FY03-04 Estimate	FY04-05 Projection
a. Issue RFP and complete selection process:	Target			New	12/31/04 Selection Completed	n/a
	Actual	n/a	n/a	n/a		n/a
b. Complete initial strategic plan:	Target			New	6/30/04 Complete Strategic Plan	9/30/04 Implement Strategic Plan

	Actual	n/a	n/a	n/a		
--	--------	-----	-----	-----	--	--

**Objective 2.1: Establish energy conservation capital construction/controlled maintenance process incorporating energy conservation guidelines and Energy Performance Contracting (EPC) in order to help maintain and upgrade state owned facilities and reduce energy consumption.**

Measure: Measures track the number of (a) completed EPC by fiscal year and the contract dollar amounts, (b) the number of on-going EPC (as noted below) and the contract dollar amounts, and (c) the number of new EPC in the current fiscal year and the dollar amounts of identified controlled maintenance projects funded through the performance contact.

		FY00-01 Actual	FY01-02 Actual	FY02-03 Actual	FY03-04 Estimate	FY04-05 Projection
a. # EPC completed & contract \$:		2/ \$467,000	3/ \$660,045	0/\$0	0/\$0	0/\$0
b. # EPC On going & contract \$:		4/ \$941,045	3/ \$748,000	3/ \$748,000	9/ \$45 M	16/ \$60 M
c. Total CM \$:	target	\$2,889,629	n/a	n/a	6/ \$7 M	7/ \$ 15 M
	actual	\$2,889,629	\$2,889,629	\$2,889,629		

(Actual on-going fy02-03 = CSU-Pueblo, AHEC, ASC)

(Actual on-going/startedfy03-04 = CSU-Pueblo, AHEC, ASC, USC-Housing, CSU, DHS, UNC, CCF, UCCS)

**Objective 2.2: Provide needs-based skill development training to maintain a technically competent and highly effective statewide workforce in order to manage capital construction/controlled maintenance (CC/CM) and state leases and real estate contracts (SL/REC).**

Measure: Total number of training sessions held annually, through: (a) one-on-one meetings at each agency/institution, (b) at SBREP offices, and (c) through statewide meetings.

		FY00-01 Actual	FY01-02 Actual	FY02-03 Actual	FY03-04 Estimate	FY04-05 Projection
a. Number of agency on-site training sessions:						
CC/CM	Target	38	38	38	42	42
	Actual	38	38	38		
b. Number of state wide training meetings:						
CC/CM	Target	2	2	2	1	2
	Actual	2	2	1		
SL/REC	Target		1	1	1	1
	Actual	New	1	1		
c. Number of in-house agency sessions:						
CC/CM	Target	n/a	36	36	30	30
	Actual	n/a	36	36		
SL/REC	Target	40	N/a	10	10	10

	Actual	40	N/a	10		
--	--------	----	-----	----	--	--

**Objective 2.3: Achieve and maintain at least a good customer satisfaction (4 on a 5-point scale) of capital construction/controlled maintenance (CC/CM) process and state leases and real estate contracts (SL/REC) process.**

Measure: Average of customer survey responses.

		FY00-01 Actual	FY01-02 Actual	FY02-03 Actual	FY03-04 Estimate	FY04-05 Projection
Survey results: CC/CM -	Actual	n/a	3.83	4.4	4.0	4.0
Survey results: SL/REC -	Actual	n/a	4.05	4.16		
Average	Target		New	4.0	4.0	4.0
	Actual		3.94	4.28		

**Objective 2.4: Continue to maintain processing time no more than two days for processing of contract as central approvers for both capital construction and controlled maintenance (CC/CM) process and state leases and real estate contracts (SL/REC) process.**

Measure: Average contract processing time

		FY00-01 Actual	FY01-02 Actual	FY02-03 Actual	FY03-04 Estimate	FY04-05 Projection
CC/CM	Target		New	2.0 days	2.0 days	2.0 days
	Actual	.41 days	.19 days	.32 days		
SL/REC	Target		New	2.0 days	2.0 days	2.0 days
	Actual	1.27 days	1.93 days	1.65 days		

## Trends And Baseline Information

### *Objective 1.1: Oversight and Monitoring*

Background: SBREP provides statutorily mandated oversight of capital construction, controlled maintenance requests and real estate contracts directly and through delegates authorized through interagency agreements pursuant to statutory authority. Delegation is granted to specific agency staff demonstrating technical expertise in order to act on behalf of SBREP in an expeditious and cost effective way. Currently the CC/CM process has 20 delegates and the SL/REC process has nine delegates. These delegates are directly accountable to SBREP on a continuing basis. In addition, all other non-delegated agencies/institutions rely on SBREP on a daily basis to review and approve all procedural and contractual documents as well as to provide technical input.

Trends: Although the number of CC/CM delegates has risen over the past several years to 20 it remains relatively constant; however, the number of SL/REC delegates may vary over time as agency needs for real estate staff expertise fluctuate. In addition, increasing application of professional business practices to the programs continues to result in development of new policies and procedures. The number of on-site reviews was targeted to increase because the

goal has changed to include site visits along with training activities throughout the year. However, due to the reversion of significant project funds throughout the state, projects were terminated and resulted in the need for less site visits.

Measures: CC/CM – On-site verification of CC/CM coordinated with activity and financial status reporting is monitored and tracked since it is the most effective means of gauging project success and management competence.

SL/REC – Continued refinement of real property inventory databases and document tracking systems is a key factor in measuring accomplishments of Real Estate Programs as these systems provide critical information for decision making by the legislature and agencies and institutions. In addition, the availability of up to date policies and procedures enables agencies to accomplish their real property objectives in an effective manner.

Significant Accomplishments:

General Conditions of the Construction Contract – Completed this year after a coordinated effort with the design and construction community. As with the previously rewritten Architects/Engineers agreement, the rewriting of the General Conditions was a successful partnership with the American Institute of Architects (AIA), the American Council of Engineering Consultants (ACEC) and the Associated General Contractors (AGC). The new General Conditions reflect the current practices of the industry and standardize and streamline the contracting process statewide.

**SL/REC:**

Development of Centralized Leasing Procedures Draft Policy - A draft policy was prepared upon direction of the EDO. The policy creates a more centralized leasing procedure with enhanced fiscal accountability in conjunction with OSPB and CCHE. If fully implemented, the policy will result in a more efficient, effective, economical, coordinated and centralized space acquisition process for state agency needs.

Fiscal Funding Issues - In order to help agencies cope with on-going budget challenges, policies, sample documents and training sessions were developed to inform agencies of requirements and options when exercising fiscal funding termination provisions in state leases and to suggest possible ways to save lease dollars.

Telecommunications Taskforce - In order to assist state agencies with the increasing number of requests from telecommunications service providers wishing to locate their telecommunications facilities on state-owned property an initial meeting of a telecommunications taskforce was held in October 2002. There was good participation by a number of agencies and institutions and a great deal of enthusiasm for the concept. The group agreed that the topic is timely and that there can be benefit to state agencies from our collaboration. The consensus of the group was to reconvene in 2003 to continue the dialogue with possible development of guidelines and to begin to serve as a clearinghouse to share information.

### *Objective 1.2: Code Compliance*

Background: SBREP is authorized by statute to establish the minimum building codes to be applied to all state funded construction projects at all state agencies/institutions (except the Department of Natural Resources and the Department of Transportation) and to ensure that all physical drawings by Architects/Engineers are in compliance with the adopted building codes and that all facilities are built in accordance with those approved physical drawings through standardized site inspections. Specifically, life safety and property protection are the main concerns. Code consultants selected by SBREP and managed through a master agreement provide required drawing reviews and building inspections on a project by project basis and are paid for out of the project appropriation.

Trends: A process of documenting code compliance is underway which involves documenting compliance. Established goals from last year were not met for receiving code compliance documents from the agencies due to the number of projects that were disrupted due to reversion of funding by the legislature. SBREP is reprioritizing several program functions in order to allow for greater in-house oversight including increased on-site verification of agency/institution compliance of drawing reviews and building inspections and will provide training sessions for transitioning to the new International Building Codes (IBC). It is essential that the State of Colorado transition to and adopt the new IBC in order to be consistent with the rest of the nation that is currently moving toward a single comprehensive building code. It appears that moderate to significant cost savings can be achieved through use of the IBC since it is based on flexible performance standards instead of prescriptive ones. The fundamental change in compliance criteria will require statewide personnel training on the appropriate interpretation and application of the IBC.

The original target date of July 2003 to transition to the new international building code has been deferred to 2004. The reasons for this are: implementation around the country is going slower than expected due to needed revisions to the first edition of the 2000 code and the lack of commitment by various states to adopt the code due to the emergence of a second national code produced by the National fire Protection Association.

Measures: On site verification coordinated with document tracking of drawing reviews and building inspections and providing code compliance training is the most effective means of establishing standardized code compliance throughout the state.

#### Significant Accomplishments:

Master Agreement - The Code Consultants Master Agreement has been revised as of July 1, 2002. SBREP has contracted with four firms (three firms have participated in the process before, one firm is new) to provide code compliance drawing reviews and building inspections state wide. In this selection process six state agencies/institutions participated and provided valuable input in revising of the process to better serve their needs.

Code Compliance Document Tracking – Code compliance document tracking has been added to the annual controlled maintenance site verification visit to each state agency/institution during the June through August time frame.

*Objective 1.3: Controlled Maintenance Program*

Background: Controlled Maintenance is essentially planned major maintenance for state owned facilities and is not funded in agency/institution operating budgets. Historically state owned facilities were not being properly maintained so the legislature created this funding request process through the Department of Personnel & Administration to be administered by SBREP. Essentially, state statutes require SBREP to evaluate and prioritize state wide controlled maintenance needs and present an annual budget recommendation directly to the CDC and the OSPB.

Trends: Funding to maintain state owned facilities has continued to increase over the years as the state's inventory has continued to increase and age. In the past seven years funding for controlled maintenance increased from \$12 million to \$55 million. However, due to the recent economic downturn state revenues have dramatically declined and funding for controlled maintenance is currently non-existent. However, tracking and measuring the condition of state owned facilities is now more important than ever in order to provide the decision makers with the documentation they need in order to justify continued funding for the most critical needs.

This past year SBREP combined the statutory reporting requirement of controlled maintenance needs and building conditions with the statutory reporting requirement of the state's inventory of real property (including improvements) and the lease database. This integrated report provides the decision makers with a comprehensive status report of state owned assets and leased space.

Measures: The percentage of SBREP's funding recommendations to the actual amount of the annual appropriation is an indication of program credibility while the annual assessment of facility conditions is a measure of program effectiveness. The latter assumption is dependent upon sufficient funding levels being maintained.

Significant Accomplishments:

SBREP has established a high degree of credibility in the controlled maintenance program through the implementation of state wide facility audits, strategic five-year plans and management oversight as evidenced by the unprecedented amounts funded in the past years culminating with \$55.3 million in FY2001-02. Although \$55.1 million was recommended in FY2002-03, revenue shortfalls allowed for only \$1 million to be appropriated to the controlled maintenance emergency fund administered by SBREP.

With 95 percent of all state agencies/institutions completing their first cycle of facility audits, SBREP was able to document the average facility condition per agency in the FY2002-03 controlled maintenance budget report.



With the support of the OSPB and the CCHE, SBREP implemented a policy to require state agencies/institutions to audit their auxiliary facilities in the same manner as their General Fund facilities. The intent is to maintain all buildings regardless of funding source in the same manner.

Another policy implemented by SBREP and approved by the CDC and the OSPB established a new category for projects over \$2 million dollars incorporating the total upgrading of a building which will not require programmatic changes. Although this type of project is categorized as capital construction, it will be reviewed and recommended by SBREP. The intent is to encourage state agencies/institutions to reuse existing facilities in cost effective ways.

#### *Objective 1.4: Real Property Databases*

Background: Colorado statutes require that an inventory of state-owned property be maintained. In 2001 Real Estate Programs developed both state-owned and leased property databases to accompany the existing state building database. All have proven to be a valuable resource for the legislature and state agencies. In 2002 Real Estate Programs developed a separate database for interagency leases. The next addition anticipated is a database of leases of state-owned property.

Trends: With increasing electronic capabilities, there will be more opportunities to manage information and to integrate information between programs and agencies.

Measures: Annual verification of the information in the databases in an important measure of the accuracy of the data. Timely development of additional tools and databases will assist with additional measurement of effectiveness and accomplishment.

#### Significant accomplishments:

Interagency Database – Creation of an interagency lease database adds to the sources of such information that are available to the legislature and to state agencies. Keeping this information current and accurate and making it available as a resource has been an important accomplishment.

#### *Objective 1.5: Develop Centralized Real Estate Acquisition Process*

Background: The wording of this objective has been changed to be more comprehensive in scope although the focus of the objective remains the same. In order to maximize value received for funds expended by state agencies for acquisition of leased space and purchases of real property a more centralized process is being developed. This process will include additional interfaces with OSPB and CCHE. Although currently used for many situations, a Needs Assessment, Build/Buy/Lease Cost Analysis, and/or Detailed Cost Comparisons will be required in applicable situations to ensure that the most cost effective options have been reviewed. In addition, for DPA-owned property, a centralized process of lease administration and space

allocation is being developed with the Executive Director's Office. If implemented as envisioned a "pilot project"

Trends: Adoption of professional business practices is increasingly common in government. Applying such practices while being mindful of the fiduciary duty of state government to taxpayers is a significant trend.

Measures: Timely development of a more analytical and centralized property acquisition process will be an important tool that will assist with measurement of effectiveness and accomplishment.

Significant accomplishments:

Communication – A draft Centralized Leasing Procedure was developed to provide a process for more efficient, effective, economical, coordinated and centralized space acquisition procedures. Increased communication regarding real estate matters with the OSPB, CCHE, the CDC and the JBC has provided additional sources of information for decision-making to these groups.

#### *Objective 1.6: Issue Request for Proposal*

Background: The current brokerage contract does not provide all of the services needed to accomplish strategic planning and enhanced lease management objectives and current staff levels are not sufficient to do accomplish these tasks in-house. Many states now require brokerage firms to provide strategic consulting services along with tenant representation and other lease and project management services. DPA through SBREP will issue a new RFP for brokerage services before the end of the current calendar year and incorporate a requirement for an initial strategic plan for space utilization in the capitol complex and metro Denver.

Trends: Adoption of professional business practices is increasingly common in government and many states now require brokerage firms to provide strategic consulting services along with tenant representation and other lease and project management services. Applying such practices while being mindful of the fiduciary duty of state government to taxpayers is a significant trend.

Measures: Timely selection through an RFP process and completion of an initial strategic plan will be an important asset management tool for state government.

Significant accomplishments:

Communication – Increased communication regarding real estate matters with various agencies as well as with OSPB and CCHE has provided valuable input in planning this process.

#### *Objective 2.1: Energy Conservation*

Background: SBREP has statutory responsibilities to determine building energy design standards, analyze energy life cycle cost parameters, such that state owned buildings are designed and constructed to be both energy efficient and present a comfortable working environment.

Trends: Through the CM process, many agencies have improved the energy efficiency of their facilities. Agencies are using energy performance contracts to fix and update their facilities as an alternative to the CM funding process and to resolve energy associated maintenance needs. Currently, eight additional agencies are in various stages of implementing performance contracts.

Measures: SBREP through the CM process monitors and tracks the number, size, and scope of all energy performance contracts.

Significant Accomplishments:

Performance Contracts – Executed six energy performance contracts in the last ten years that upgraded over \$2.8 million of necessary maintenance projects funded through energy performance contracts. SBREP has recently drafted a policy with OEMC to encourage all state agencies and institutions of higher education to conduct energy audits to determine the feasibility of performance contracts for their facilities. It is anticipated that the Governor will write an executive order based on this policy.

HB 01-1381 Utility cost-savings measures for state agencies - Permits any state agency to enter into a contract for an analysis and recommendations pertaining to energy conservation measures that would significantly increase utility cost savings and operation and maintenance cost savings in buildings or other facilities owned or rented by the state agency.

*Objective 2.2: Training*

Background: Training continues to be an integral part of SBREP's success in managing the programs at both delegated and non-delegated agencies/institutions. Design, construction and real estate contracting are becoming more complex and varied. Therefore, training is a function that will continue to require creative approaches within existing resources.

Trends: SBREP has seen demand for training increase involving one-on-one focused meetings at individual agencies/institutions and general state wide meetings involving up to several hundred attendees from over 38 different agencies/institutions. The number of state wide training sessions projected for the past year was reduced from 2 down to one due to the termination of projects state wide due to the reversion of state funding.

Significant accomplishments:

CC/CM:

SBREP has now completed seven continuous years of incorporating one-on-one training at all 38 agencies/institutions and annual statewide meetings.

SL/REC:

SBREP has now completed two consecutive years of statewide training for agencies and institutions and intends to add one additional meeting outside of the Denver Metro area as well as increasing the number of one-on-one training sessions at individual agencies. In addition, training sessions were developed to inform agencies of requirements and options when

exercising fiscal funding termination provisions in state leases and to suggest possible ways to save lease dollars.

*Objective 2.3: Customer Satisfaction*

Background: Use of the average survey scores as performance measures was first provided for this program by the Division of Central Services in FY2001-02. The rating system was based on a 5-point scale. A new survey was developed for FY2002-03 by SBREP.

Trends: Excellent customer service continues to be an important goal for the department.

Significant accomplishments:

SBREP has completed a survey of agency representatives gathering important feedback on areas for improvement and the results have surpassed the targeted goals.

*Objective 2.4: Efficient Contract Processing*

Background: SBREP has statutory responsibilities as central approvers to review capital construction and controlled maintenance contracts, leases, easements, purchase agreements and other contracts.

Trends: Although the State Controller has a stated goal of five days for processing by central approvers, the program has consistently improved upon this goal. It is anticipated that with the recent relocation of SBREP to 1313 Sherman will somewhat impact the processing time. However, SBREP will continue to stay well below the five day goal.

Measures: The State Controller monitors and tracks the number and processing time for contracts and distributes that information..

**Similar or Cooperating Programs and Stakeholders:**

Stakeholders	Cooperating Programs and Expectations for Program Performance
OSP/B/CDC	<ul style="list-style-type: none"> <li>• Report on the annual controlled maintenance budget recommendation as a component of the state’s overall capital construction budget.</li> <li>• Report on the annual acquisition and disposition of state owned real property as it impacts the inventory of state owned property to the CDC.</li> <li>• Assist state agencies and institutions with presentations to CDC regarding real property acquisitions and dispositions.</li> </ul>
OSP/B/CCHE	<ul style="list-style-type: none"> <li>• Provide consultation regarding capital construction and real estate issues and strategies.</li> </ul>
All Agencies and Institutions (except DNR and CDOT)	<ul style="list-style-type: none"> <li>• Provide policy guidance and oversight through SBREP delegates of capital construction / controlled maintenance and real estate transactions, requiring development, publication, training, and implementation and recurring interface with SBREP delegates and principal representatives. Agencies rely on SBREP to provide coordination, technical expertise, and training in planning and managing capital construction /controlled maintenance projects and real estate transactions.</li> <li>• Provide comprehensive project administration services to state agencies and institutions of higher education that do not have technical staff experienced in project design and construction management.</li> </ul>
Vendors	<ul style="list-style-type: none"> <li>• SBREP oversees the procurement of design, construction and real estate services, manages the contracted real estate brokers, resolves disputes, and assists the State Purchasing Office in acting on appeals and resolving disputes. Contractors, architects/ engineers, real estate brokers and other professionals rely on SBREP to develop standardized processes for the notification, selection and management of state-funded work, while ensuring accessibility for all qualified firms.</li> </ul>
The Public	<ul style="list-style-type: none"> <li>• The public relies on SBREP to consistently provide safe, code compliant, handicapped accessible, well designed, properly constructed and properly maintained facilities statewide, and to professionally manage the state’s real estate assets, in a cost effective and energy efficient manner while maximizing the use of taxpayer dollars.</li> </ul>

## Program Crosswalk

**Program Title: Division of Information Technologies - Administration**

**Line Items:**

Personal Services

Operating Expenses

**Change Requests: None**

**Federal/State Statutory and Other Authority:** There are no statutory citations that refer to the Administration unit in DoIT.

**Program Description**

This group coordinates and integrates the administrative functions of Division of Information Technologies (DoIT). It is responsible for budgeting, rate setting, cash flow, reporting, and accounting. In addition, this group is responsible for supporting the human resource efforts, contractual and purchasing activities of Division of Information Technologies (DoIT).

The Administration unit is responsible for managing the daily administrative functions for management and staff that includes receptionist duties, mail service, personnel actions, timekeeping, accounts payable and receivables, and a sundry of other functions. This unit also works closely with the department's executive staff in purchasing/contractual issues, human resource efforts, financial and accounting functions.

**Other Trends and Baseline Information**

The Administration unit exists to free the technical staff from many of the administrative duties required to keep DoIT operating. The following information is presented to portray some baseline workload levels.

	<b>FY 02</b>	<b>FY 03</b>	<b>FY 04</b>
- Number of FTE in CITS	226.5	226.5	180.5
- Number of New Hires	13	4	TBD
- Number of Resignations	8	5	TBD
- Number of Retirements	9	11	TBD
- Number of Reallocations	21	14	TBD
- Number of Promotions	6	0	TBD
- Number of contracts maintained	125	200	TBD
- Number of Purchase orders issued	250	175	TBD
- Average days to process a contract	40	60	TBD
- Number of Procurement card purchases	500	500	TBD

Additional Information

DoIT implemented a refresh of all Position Description Questionnaires (PDQ) that were older than 2 years to bring employees up-to-date on their current duties. This project is on going and resulted in 14 reallocations due to additional duties placed on positions.

Procurement and contract processes are being reviewed on a daily basis to insure that DoIT is adhering to the Fiscal, Personnel, Procurement and Contractual Rules.

**Prioritized Objectives and Performance Measures**

OBJECTIVE 1.2 Annually, improve program processes by incorporating recognized “best practices” and standards in order to provide the work units of DoIT with clear, concise information on personnel, payroll, purchasing, accounting, budgeting and rate issues.					
		<b>FY01</b>	<b>FY02</b>	<b>FY03</b>	<b>FY04</b>
MEASURE 1.2.1 Improve Budget Projections for Management staff.	Target	December 2000	December 2001	December 2002	TBD
	Actual	Comment Below	Comment Below	Comment Below	
MEASURE 1.2.2 Develop automated method to analyze the impact of rate changes on the financial position of the DoIT subprograms that must be self-supporting (Computing and Network Services).	Target	December 2000			TBD
	Actual	Comment Below	Comment Below	Comment Below	

Additional Information

Measure 1.2.1 The Administration budgetary staff was inadequate in the FY2000-01 to accomplish budgetary projections and allow for better understanding of personnel issues and operating expense objectives. With the changing of division directors in this year, the view and needs of budget reports changed with each director.

In FY2001-02, budgetary spreadsheets were developed that allowed projections of personnel actions and operating expense summaries that allowed DoIT management staff a better picture of the appropriations and impacts of the actions.

The target for FY2002-03 will be to continue to develop and improve on budget reports and needs of the management staff of DoIT for a better understanding of appropriations versus spending authority.

In FY03, a Strategic team was formed with the task of reviewing and developing "Truth in Rates" for Network Services. This team was successful in developing a methodology to capture the costs and revenue needs of this cash funded exempt unit. These new rates are being implemented in FY04.

The budget team also developed an improvement in recording and tracking expenses and revenues based on services offered for both Computing Services and Network Services cash fund exempt appropriations with implementation in FY04. Management will reap the benefits of this new reporting in monthly produced reports.

Measure 1.2.2 – In FY2000-01 Computing Services has a refined rate setting model that is currently in use. Network Services will have a more rigorous model developed due to cash flow deficit analysis and MNT project requirements by December 2000.

In FY2001-02 - Computing Services implemented a Fixed Allocation method of cost recovery based on services provided. The Administration staff implemented tracking of services on program code identification within COFRS reporting for all units within DoIT. This will assist in identifying expenses versus revenues for budgetary and appropriation request issues.

The target for FY2002-03 will be to review and analyze data and enhance the program code utilization numbers to develop better tracking of expenses and revenue and ensure that DoIT can develop rates based on services provided.

In FY03, the budgetary staff did review and analyze the program codes for better reporting and tracking of expenses and revenue and found that it would not capture the needed data as it relates to "Truth in Rates" and therefore made several changes to accommodate the reporting needs.

Monthly budget meetings are held with DoIT management and DPA financial staff to review budget, personnel issues, purchasing/contract issues and accounting practices.

OBJECTIVE 1.3 Annually, improve program processes by incorporating recognized "best practices" and standards in order to provide the work units of DoIT with clear, concise information on personnel, payroll, purchasing, accounting, budgeting and rate issues.					
		<b>FY01</b>	<b>FY02</b>	<b>FY03</b>	<b>FY04</b>
MEASURE 1.3.1 Improve Contract Management and	Target	N/A	September 2001	On-Going	On-Going



Purchasing processes.	Actual		Comment Below	Comment Below	TBD
-----------------------	--------	--	------------------	------------------	-----

Additional Information

Measurement 1.3.1 - In FY01, contract issues were being inadequately handled due to lack of staff. In FY02, a Contracts Manager was hired and immediately began working on getting all the contracts into a database for tracking and insuring compliance before the contract expired. Due to the volume of contracts and daily issues, the database was implemented in FY03. In FY03, procedures and processes were reviewed and new steps were implemented to improve the procurement and contract processes. Delays are being seen in the negotiations with vendors, which lengthens the process from start to finish. In FY04, management hopes to enhance and improve all facets of the procurement and contract issues.

**Similar or Cooperating Programs and Stakeholders**

Administration exists to support the technical and managerial staff of DoIT. It serves by allowing the technicians and managerial staff to worry about technical matters not administrative matters. This unit interacts with the department's executive office in financial, accounting, purchasing and human resource matters on a daily basis. The unit is charged with management of internal control processes as well as maintaining knowledge on current events that affect those processes and disseminating them to management and staff.

## Program Crosswalk

**Program Title: Division of Information Technologies– Customer Services**

**Line Items:**

Personal Services

Operating Expenses

**Change Request(s):** None

**Federal/State Statutory and Other Authority:** DoIT operates under C.R.S. 24-30-1601 through 21-30-1607. These statutes refer to the General Government Computer Center (GGCC).

### Program Description

DoIT's Service Center Personnel are responsible for: (1) Data Center Job Scheduling (match Data Center assets with customer information requirements), (2) Production Management (assure successful completion of customer jobs), (3) Network Monitoring (monitor the health of the statewide voice/data network and provide Tier 1 trouble resolution/isolation functions, (4) Desktop Tier 1 Service (provide Tier 1 assistance with hardware/software problem resolution and change support including password resets (Top Secret Security, TSS)), (5) Voice Service (take trouble reports and change requests from customers and relay the request to the appropriate network group), (6) coordination of change/problem management and publishing and distribution of user information, and (7) After Hour Response Service (this service consists of receiving and responding to calls received after normal business hours for departments whose call centers are not open during this period).

### Other Trends and Baseline Information

Efficiencies are continually sought through economy of scale of shared resources by performing work for other state agencies such as job scheduling, production review and processing of requests for after hour calls.

Additional State entities are looking to the Service Center to provide after hours support to them.

Advanced software applications are needed to enhance usability and compilation of metrics.

**Prioritized Objectives and Performance Measures**

OBJECTIVE 1.2 To be the Service Center of choice for state government					
		FY01-02	FY02-03	FY03-04	
Measure 1.2.1 Provide Service to DoIT, with after hours service provided to the State of Colorado's Capitol Complex (including fleet management), CDOT, CDOR, CDHS	Target	N/A	N/A	TBD	
	Actual Calls for service		8,627		

**Additional Information**

Please note that line items in DoIT's budget for Customer Services began in FY03-04.

Measurement 1.2.1 reflects the number of telephone calls coming into the Customer Services Unit for the year. The calls are placed when customers are seeking assistance with job scheduling and other mainframe issues, telecommunications, Terminal /Printers, Emails, security clearances/access, after hours assistance calls, etc.

**Similar or Cooperating Programs and Stakeholders**

A number of departments have call centers operating during normal business hours for their departments. DoIT's Service Center provides 24 hours,

seven-day a week coverage to its customers. In addition to supporting DoIT functions, the Service Center provides Tier 1 service to a number of these agencies outside of their normal business hour operations.

## Program Crosswalk

**Program Title:** Division of Information Technologies – Order Billing

### Line Items

Personal Services

Operating Expenses

**Change Requests:** None

**Federal/State Statutory and Other Authority:** Order Billing operates under C.R.S. 24-30-901 through 24-30-909.

### Program Description:

The Order Billing unit is staffed by 10 FTE with primary responsibilities that include the collection of user charges for telecommunication services provided by the Department of Personnel & Administration. These user charges are transmitted to the state treasurer, who credits the same to the Telecommunications Revolving Fund created by C.R.S 24-30-908. The moneys in the fund are subject to annual appropriations by the General Assembly to the Department of Personnel & Administration for use in acquiring such materials, supplies, labor, and overhead as are required for telephone and data communications related service functions.

Staff processes various requests for voice, video and data services requested by State and local government entities. This includes all orders for services provided through the State of Colorado MNT network. In addition staff provides the accounts payable and receivable functions for all activities associated with the management of the Telecommunications Revolving Fund (Fund 603).

### Trends and Other Baseline Information:

Last year Order Billing converted hundreds of legacy data circuits to the statewide MNT network and processed hundreds of orders for new service for state agencies and political sub-divisions. It is anticipated this trend will continue as innovative technologies are used to provide efficiencies in operating the business of government.

**Prioritized Objectives and Performance Measures:**

		<b>FY2003-2004</b>	<b>FY2004-2005</b>
<b>Measure 1.2.1:</b> Order/Billing Reconciliation Project	Target	N/A	6/30/04
	Actual	N/A	
<b>Measure 1.2.2</b> Apply new billing rates to various data bases developed through DoIT Truth in Rates project.	Target	N/A	8/01/03
	Actual	N/A	
<b>Measure 1.2.3</b> Develop and implement paperless billing of services invoices.	Target	N/A	5/31/04
	Actual	N/A	
<b>Measure 1.2.4</b> Complete conversion to Qwest single bill eliminating "Blue Bill"	Target	N/A	2/29/04
	Actual	N/A	

**Additional Information:**

Measure 1.2.1 is a subcontracted service that will be managed by Order Billing staff. The intent is to evaluate past billing to the Department for vendor services and request refunds for services billed in error or inappropriately.

Measure 1.2.2 will complete the implementation of new billing rates to our customers. These rates for services were derived from actual cost information and history. This objective is consistent with recommendations made through a legislative audit completed in FY2002/2003.

Measure 1.2.3 is a challenging project with the goal to eliminate the current paper based invoicing system.

Measure 1.2.4 is the elimination and simplification of billing to the State of Colorado from Qwest. A single, simplified bill provided by Qwest to the Department will provide the opportunity to better manage costs and services.

## **Similar or Cooperating Programs and Stakeholders**

Order Billing provides direct support to all activities of the Division of Information Technologies Network Services operations. As a team they provide services and support for all State Department of Colorado and a large number of local government and political subdivisions. Services. This includes departments such as Corrections, Transportation, Revenue, Labor, Natural Resources and Higher Education.

## Program Crosswalk

**Program Title:** Division of Information Technologies - Communication Services

**Line Items:**

Personal Services

Operating Expenses

Training

Utilities

Local System Development

**Change Request:** None

**Federal/State Statutory and Other Authority:** Communication Services operates under C.R.S. 24-30-901, C.R.S. 24-30-903, 24-30-908.5, 24-33.5-223

**Program Description:**

Communication Services plans, coordinates, integrates and provides effective and efficient Public Safety networks for the Departments of Public Safety, Transportation, Corrections, Natural Resources and many other state and local government agencies. It provides engineering and design services to state and local governments using land based, mobile and microwave technologies. It works in consultation with local, state, and federal departments, institutions, and agencies governed by the Federal Communications Commission to assist in formulating current and long-range telecommunications plans, involving radio, microwave, wireless data, and public-safety radio communications systems.

**Trends and Other Baseline Information:**

Communication Services is providing leading edge technological solutions that directly impact State and local government agencies in support of citizens of Colorado. It continues the implementation of the Digital Trunked Radio (DTR) project as funds are made available. DTR is built and shared by State and local government partners, providing a seamless statewide network that enables direct communications between agencies that absolutely must communicate during times of emergency. The relationships established through this cooperative effort have created the potential for additional opportunities with these partners. Currently there are approximately 15,000 - 800 MHz state and local government radios operating on the DTR network. The first four phases of the DTR project have been completed. Once funding for DTR is restored, and all seven phases are completed, there will be approximately 25,000 – 800MHz subscribers sharing the same digital



trunking technology. The DTR system is a separate network from the current VHF/UHF system, which continues to require support from Communication Services staff.

The State microwave radio network consists of Infrastructure such as remote equipment, buildings, towers, and transmission equipment at approximately 95 sites throughout Colorado. The system has been supporting Public Safety communications for over 45 years. There was a significant digital microwave radio upgrade project that replaced the original analog equipment, which was completed in 1998. This digital transmission technology enables Communication Services to continue to support the 12,808 VHF/UHF Public Safety radios that are currently operating on the State microwave network, in addition to the DTR 800 MHz radios. The DTR project effectively doubled our current maintenance workload. The system will continue to support the NLEC (National Law Enforcement Channel), Channel 3, the State common communications, and the NOAA (National Oceanic and Atmospheric Administration) emergency weather broadcast system throughout the State.

As DTR is fully built out statewide, there will be over 4,000 VHF/UHF radios that will continue to require maintenance support. Total number of radios requiring maintenance support will increase from 12,808 VHF/UHF radios prior to DTR, to 25,000 total radios once DTR is fully implemented. Anticipated useful life expectancy for the digital microwave and DTR system infrastructure is 15 years.

**Prioritized Objectives and Performance Measures:**

<b>Objective 1.2:</b> Provide leadership, engineering, procurement, installation and maintenance of telecommunications systems and services for all departments in the State of Colorado.					
		FY00-01	FY01-02	FY02-03	FY03-04
<b>Measure 1.2.1:</b> Continue the implementation of DTR in accordance with contract 99-AMA00052 and option years.	Target	Phase III 6/30/01	Phase IV 6/30/02	Phase V 6/30/03	Continuation as funded
	Actual	6/30/01	8/31/02	Not funded	

<b>Measure 1.2.2:</b> Complete the construction and move of the Durango Facility	Target		9/31/02		
	Actual				
<b>Measure 1.2.3:</b> Complete OSHA training for tower and Sno-Cat operation.	Target		5/15/03		
	Actual		5/30/02		
<b>Measure 1.2.4:</b> Co-Locate Network and Communications Services	Target				10/31/03
	Actual				
<b>Measure 1.2.5:</b> Move Denver Services Operations from 4201 E Arkansas to new location	Target				10/31/03
	Actual				
<b>Measure 1.2.6:</b> Participate in Beta implementation of wireless 700MHZ data project	Target				6/30/04
	Actual				

### Additional Information

Measure 1.2.1- The DTR Project is on schedule except for the delays caused by the capital construction freeze experienced in FY02. The zone controller is installed and operational with all 15,000 DTR system radios being converted to Version 6.1. Phase V capital construction funds were not appropriated. The project will continue site build-out and implementation until the remaining funds from Phase IV are completely spent.

Measure 1.2.2 -This objective was completed in June of 2003. Communication Services acquired lease space with the Department of Transportation in Durango and is currently providing services from their new location.

Measure 1.2.3 -100% of the Communication Services staff has been formally trained in the operation of Sno-Cat vehicles and in the climbing of microwave towers.

## **Similar or Cooperating Programs and Stakeholders**

Communication Services exists to support systems for the Departments of Public Safety, Corrections, Transportation and Natural Resources, federal and local governments with their ability to communication with each other on a daily basis as well as during emergencies.

## Program Crosswalk

**Program Title:** Division of Information Technologies - Network Services

### Line Items

Personal Services

Operating Expenses

Telecommunications Audit Expense

Toll-Free Telephone Access to Members of the General Assembly

**Change Requests:** None

**Federal/State Statutory and Other Authority:** Network Services operates under C.R.S. 24-30-901 through 24-30-909.

### Program Description:

Network Services plans, coordinates, integrates and provides cost effective and efficient telecommunication capabilities to meet the business needs of customers. Network Services provides voice and data communication infrastructure including the digital data network, frame relay and ATM services. In addition, this work unit provides much of the voice communication for the state and a long distance contract that is used by all departments.

MNT is in the final phase of implementation. This will provide a common telecommunication infrastructure through out the state in order to achieve the vision of a seamless network providing high-speed voice, data and video.

The Multi-Use Network project (MNT) is a public/private partnership to build a high-speed fiber-optic network for the State of Colorado. Qwest is the awarded partner selected to build the MNT with the State serving as anchor tenant. The State will aggregate Colorado State government agency telecommunication requirements from its current multiple networks into a single network to reduce administrative and maintenance costs to the State. As anchor tenant, the State's investment will help leverage the development of telecommunications infrastructure and expand delivery of advanced services to all geographic regions of the state.

The MNT will be implemented in three phases that began in June 2000 and will be completed in 2003.

**Internet Services** -- reduce the risk of service interruption to internet users (both citizens and employees) by upgrading to a giga-pop internet service connected to the MNT which will guarantee access to both the state award Internet providers through redundant paths to significantly improve service levels.

**Voice Services** - Network Services provides best in class technological solutions that directly impact State and local government agencies in support of the citizens of Colorado. Network Services operates and maintains the Private Branch Exchange (PBX's) for the Capitol complex, Kipling complex, Greeley locations and Grand Junction offices. In an effort to provide best in class technological solutions, Network Services has upgraded the PBX systems at Capitol Complex, Kipling Complex and Grand Junction. By completing these upgrades Network Services has been able to provided enhanced services and features to our customers.

Network Services also manages the Long Distance contract and works with all State agencies to ensure their Long Distance needs are being met. Network Services provides the single point of contact for all inquires regarding Long Distance.

**Data Services** - Network Services operates and manages the Digital Data Network and the System Network Architecture network through out the state. The term Digital Data Network (DDN) refers to data communication facilities including high speed digital transmission facilities, digital multiplexer equipment including I/O channels, supervisory monitors, DDN network software, wiring and cabling, master modems, DSUs or Line Drivers for tail circuits.

System Network Architecture is a class of network products that are an IBM standard. These products and services are operated and managed by Network Services. Both DDN and SNA are in the process of being sundowned and migrated to the latest Internet Protocol (IP) technology.

**Video Services** - Network Services manages the Cooperative Interactive Video in Colorado State government (CIVICS) network. By managing this service Network Services provides the delivery of interactive videoconferencing and classes to sites located around the state. Network Services provides video bridging and support to State agencies and Higher Education entities. Network Services provides troubleshooting, scheduling and support of all video service to our customers.

**Trends and Other Baseline Information:**

Network Services provides technological solutions to State and local government agencies essential in supporting the needs of citizens. It is completing the final tasks associated with the implementation of the Multi-Use Network (MNT) project. MNT provides a single seamless network backbone capable of delivering time sensitive services including voice, video and IP based data services to all counties of Colorado. MNT is designed to provide the following:

- Increasing Economic Development
- Aggregation of individual voice data and video traffic
- Delivery of time sensitive data services
- Bridging the Digital-Divide.

With the completion of MNT, Network Services is focusing efforts on the support of our customers through the day-to-day operations of all aspects of the Network. In addition the staff develops, designs and implements other special projects as required.

**Prioritized Objectives and Performance Measures:**

<b>Objective 1.2:</b> Provide leadership, engineering, procurement, installation and maintenance of voice, data and video systems and services for all departments in the State of Colorado.					
		FY00-01	FY01-02	FY02-03	FY03-04
<b>Measure 1.2.1:</b> Complete the implementation of MNT in accordance with contract 00-AMA00044 and option years.	Target	Phase I 6/30/01	Phase II 6/30/02	Phase III 6/30/03	CPOP Completion 12/31/03
	Actual	6/30/01	6/30/02	6/30/03	
<b>Measure 1.2.2</b> Complete the Layer 3 architecture design and deployment	Target			12/31/02	
	Actual				

<b>Measure 1.2.3</b> Develop a consistent rate setting model for voice, data and video services	Target	N/A	N/A	6/30/03	
	Actual	N/A	N/A	5/31/03	
<b>Measure 1.2.4</b> Complete the design and implementation of redundant Internet service	Target	N/A	N/A	N/A	11/30/03
	Actual	N/A	N/A	N/A	

**Additional Information:**

Network Services accomplished performance measure 1.2.1 by implementing phase II of the MNT project. This implementation consisted of 54 Aggregated Network Access Points and 35 edge sites. Phase III of the MNT project is on schedule and will be completed on June 30, 2003.

Network Services continues to work with our selected vendor on the development of the Layer III architecture and design. The Layer III architecture has been developed and plans are being finalized for implementation. This project is on schedule and will be completed by the end of the calendar year.

Network Services has completed a new rate setting model so that all of the cost for services will be recovered. Network Services is in the process of deploying this new model for services such as voice, video and DDN.

**Similar or Cooperating Programs and Stakeholders**

Network Services exists to support the network requirements of all state agencies and departments. The major stakeholders for Network Services are the end user customers that are supported by Network Services. This includes departments such as Corrections, Transportation, Revenue, Labor, Natural Resources and Higher Education

## Program Crosswalk

**Program Title:** Division of Information Technologies– Computing Services

**Line Items:**

Personal Services

Operating Expenses

Rental, Lease, or Lease/Purchase of Central Processing Unit

Indirect Cost Assessment

**Change Request(s):** None

**Federal/State Statutory and Other Authority:** Computing Services operates under C.R.S. 24-30-1601 through 21-30-1607. These statutes refer to the General Government Computer Center (GGCC). With the creation of DoIT, the operating unit name was changed to Computing Services.

### Program Description

Computing Services plans, manages, operates and delivers the computing infrastructure to customer entities. The computing infrastructure includes database, application and web servers for several departments as well as the mainframe computer. Tape, disk and printing resources are provided for mainframe and server environments. Computing Services manages the operating system, security, transaction processing and systems management software associated with these resources and provides disaster recovery services for mainframe applications.

### Other Trends and Baseline Information

Computing Services continues to move toward understanding the needs of its customers and enhancing those services. Efficiencies are continually sought through economy of scale of shared resources, such as processors and disk storage. This is demonstrated in the continued usage of the large scale IBM mainframe for much of the state's business, the implementation of a Storage Area Network that utilizes common, large scale disk storage for both mainframe and server disk storage, and the use of an enterprise-class Unix server supporting the data base needs of multiple applications. Server aggregation, consistent with the state-wide Information Technology plan, is



being aggressively undertaken through a Virtual Linux Server architecture hosted by the IBM mainframe computer. Additionally, server security is being addressed through layered firewall and intrusion detection architecture that serves multiple servers rather than unique architecture for each.

Computing Services utilizes a usage-based Fixed Allocation method of revenue recovery for services provided. The method is responsive to customer usage patterns, using a one-year basis and a mid-year adjusting budget supplement. Computing Services educates the customers on the benefits of this approach and assists them in taking advantage of services offerings enabled by this cost recovery methodology. Server-based as well as mainframe servers are incorporated in the methodology.

Efficiency improvements have been made through retiring unused software and offering training to the technical customers on selected remaining software products. While moderate increases in computing consumption continued throughout FY03, no large-scale processor capacity increase was required. Rather, the mainframe computer was replaced with a new IBM z800, which was capable of meeting the mainframe capacity needs and is concurrently capable of supporting the introduction of Linux Virtual servers consistent with the state's server aggregation strategy. The implementation of this mainframe, and the supporting software for the virtual servers was accomplished without increased hardware or operating system cost.

**Prioritized Objectives and Performance Measures**

OBJECTIVE 1.3 To be the provider of technology that delivers electronic commerce to state government.					
		FY01-02	FY02-03	FY03-04	FY04-05
MEASURE 1.3.1 Mainframe resources will be accessible through web-based browser techniques so users can take advantage of the pervasive technology of the Internet	Target	Pilot complete before June 2000.  Production by December 2000	Presentation software operating on production server and available to agency development teams.	Function is incorporated into production application by development team.	Further production roll-out and evaluation of software tools to insure currency.
	Actual	Pilot completed	Production service established	Production Application in service	
MEASURE 1.3.2 To have customers view Computing Services as the leader in providing this technology to meet the needs of government and the citizen.	Target	Host state-wide open system architecture.	Operate multiple applications and shared databases on enterprise servers.	Support enterprise storage management for data center and customer servers	Offer production services on virtual Linux servers.
	Actual	See Comments Below	See Comments Below	See Comments Below	See Comments Below

OBJECTIVE 1.3 To be the provider of technology that delivers electronic commerce to state government.					
		FY01-02	FY02-03	FY03-04	FY04-05
MEASURE 1.3.3 Security (Ensure data integrity and availability to, and only to, valid customers.)	Target		Perform statewide security risk assessment and track mitigation efforts.  Target 3-31-03	Review all TopSecret Access Lists and modify privileges, if necessary Target Date Oct 31, 2003  Continue tracking statewide mitigation efforts.	Continue access reviews and oversee periodic security risk assessments
	Actual		Completed assessment. Mitigation efforts are on-going.		

#### Additional Information

Measure 1.3.1 In FY2001-02, Servers were in production and pilot presentation software projects were initiated. In FY2002-03 the mainframe-based Applicant Data System's access and presentation was delivered through browser and Internet access protocols. The target for FY03-04 is to continue the deployment of the protocol usage and to evaluate additional or replacement software products in this rapidly changing discipline to insure that the state deployment stays consistent with industry standards. FY04—05 is anticipated to be continued integration of these products into the production applications.

Measure 1.3.2 In FY2001-02, Computing Services has multiple agencies utilizing server-based facilities offering, which has increased the growth of

the number of customers placing their servers at the data center location. In FY2002-03 Computing Services supported server consolidation through expanded use of the enterprise Oracle data base server to five independent databases and converted to the IBM z800 mainframe enabling the introduction of large scale server aggregation. FY2003-04 will see the implementation and pilot use of virtual Linux servers. Further aggregation will be accomplished through enhancing the enterprise class disk to support the Virtual Linux servers along with open system and mainframe servers in a unified, centrally administered storage facility. FY2004-05 is anticipated to include similar aggregation effort for Microsoft based servers.

Measure 1.3.3 In FY04, Computing Services will continue the review of Top Security access privileges and modify accordingly.

### **Similar or Cooperating Programs and Stakeholders**

Computing Services exists by statute to serve all state agencies, and departments in serving their computing infrastructure needs. Due to statute restrictions other state agencies and departments must request an exception to the Computing Services to venture outside the realm of services provided.

## Program Crosswalk

### **Program Title: Division of Information Technologies – Informational and Archival Services**

#### **Line Items:**

Personal Services  
Operating Expenses

**Change Requests:** None

**Federal/State Statutory and Other Authority:** Archives & Records Management Services operates under C.R.S. 24-80-101 through 24-80-113

#### **Program Description:**

Archives & Records Management Services plans, manages, operates and implements the state's archival and records management program to protect, preserve and maintain the legal documents for Colorado territorial and state government. This unit develops and approves record retention policies and destruction schedules for all state agencies, counties, cities, school districts, and special districts as regards preservation and management of records. These records are a valuable business asset to the State and are recorded in a variety of forms from paper to electronic formats. Research assistance is provided to the general public at the main office at 1313 Sherman Street in the Centennial Building.

The Archives & Records Management unit is responsible for managing and operating the state's home page on the Internet. Colorado's state web site offers many resources such as a site limited and global search engine, site hoisting for many state agencies, and support for web-based applications. The state web site has been re-structured as a gateway, or a portal, to state government, local government, community, and regional information.

#### **Other Trends and Baseline Information**

Over the next several years, the General Assembly has directed the unit to focus additional efforts with state agencies in order to improve the agencies records management practices and efficiencies. Additionally, new initiatives to move functions to the Internet make sense in extending the convenience and reach more users of archival records.

Archives & Records Management Services continues to move toward making more items available over the Internet. Initially they are putting up indexes of information available at the Archives. This availability of information resulted in a two percent increase in research requests over the past year. Until more actual records can be automated, we expect this trend to continue. The following information is presented to portray some baseline workload levels.

	FY 2001-2002	FY2002-2003	FY2003-2004
State Homepage Hits	57,309,537	64,729,647	N/A
Archives Web Page Visits	401,235	424,235	N/A
Archives Web Page Hits	1,905,079	1,997,969	N/A
Research Requests	4,421	4,528	N/A
Retention Policies Approved	125	132	N/A
Records Destroyed – Boxes	17,342	19,097	N/A
Electronic Indexes Made Available to Citizens	29	36	N/A

### Prioritized Objectives and Performance Measures

Objective 1.3: Annually, through regular interaction with all stakeholders, develop a clear understanding of their needs in order to improve customer service.

		FY2001-2002	FY2002-2003	FY2003-2004
MEASURE 1.3.1 Improve Customer Service	Target	June 2001	Met quarterly during the year	Continue to meet quarterly
	Actual	See Comment Below	See Comment Below	

### Additional Information

Measure 1.3.1 The Archives & Records Management unit began the process to meet with various customers to look at their needs in FY2000-2001. This process was expanded in FY2001-2002 to initiate a State Records Officers users group to allow us a better picture of what the records needs are in the various

operating units of the state. This will allow us to better focus our efforts to the areas that are of concern.

The target for FY2003-2004 will be to continue regular quarterly meetings with the state agency records liaison officers and to expand the records management training process to cover all parts of the state so as to expand the records management knowledge at the custodial level provided funding is available.

Objective 2.1: Annually, improve program processes by incorporating recognized “best practices” and standards in order to fulfill statutory responsibilities.

		<b>FY2001-2002</b>	<b>FY2002-2003</b>	<b>FY2003-2004</b>
MEASURE 2.1.1 Improve Program Processes	Target	Sept 2001	Judicial records revised	Special district records
	Actual	Completed	Review was completed and approved by the Chief Justice	TBD

#### Additional Information

Measure 2.1.1 In FY2001-2002 Archives & Records Management Services developed a statewide Municipal Government Record Retention plan that simplified the process by which local governments could request record destruction approval. This effort was recognized by the Colorado City Clerk’s Association as an example of state/local cooperation to reduce costs to the taxpayer.

The target for FY2002-2003 was to expand this effort to the state’s judicial records keeping practices to reduce the length of time many of these records need to be retained. This goal was met.

The target for FY2003-2004 will be to add to the prior efforts by including a simplified retention plan for Colorado’s special districts.

Objective 2.2: Annually, improve business processes through the use of appropriate technology.

		FY2001-2002	FY2002-2003	FY2003-2004
MEASURE 2.2.1 Expand Web Access to Archival Holdings	Target	March 2002	March 2003	Increase the number of new indexes to 40
	Actual	This was accomplished	36 new indexes were placed on-line for citizens to use	

#### Additional Information

Measure 2.2.1 – In FY2000-2001 Archives & Records Management Services converted 12 manual record indexes to electronic access on the Archives website. In FY2001-2002 there were 29 indexes made available.

The target for FY2002-2003 was to increase this effort to 36 indexes and look for ways to begin placing the electronic images online. The new indexes were achieved but budget cuts precluded placing the images online at this time.

The target for FY2003-2004 will be to increase by approximately ten percent the number of record indexes placed on line over this past year, or a total of forty.

#### Similar or Cooperating Programs and Stakeholders

DoIT/Informational and Archival Services are for all state agencies, county governments, municipalities, school districts, and special districts that create and maintain public records. The web management services are provided only for state agencies. The general public is a key customer in providing public access to archival records. Each of these stakeholders expects efficient, electronic access to the state's archival and records management information via DoIT Services.



## Program Crosswalk

**Program Title:** Division of Information Technologies, Technology Management Unit (TMU)

**Line Items:**

Personal Services  
Operating Expenses

**Change Requests: None**

**Federal/State Statutory and Other Authority:**

TMU statutory authority exists through the annual Long Appropriations Bill. The unit exists to support the statutory activities of the other programs in the Department of Personnel & Administration (DPA) including the Executive Office, the Divisions of Finance & Procurement, Human Resources, Central Services, Administrative Hearings, Information Technologies and the State Personnel Board.

**Program Description**

The mission of TMU is to provide application development and ongoing software support for the State's Cross-Departmental Administrative Systems (CDAS) and DPA internal systems. These applications include: the state general ledger, accounts payable and financial reporting system (COFRS); human resource systems including the Applicant Data System (ADS), the state personnel database (EMPL) and a performance review tracking system; the state payroll and benefits system (CPPS), billing systems for Central Services, Communication/Network Services and Computer Services (portions); the State Fleet Management System (CARS); the state purchasing system (BIDS) and the statewide Financial and Utility Data Warehouses.

**Other Trends and Baseline Information**

By nature of the applications supported by the unit, TMU will play a major role in realizing the vision of E-Government. To drive material and sustainable efficiencies in State government, the focus for E-Government will be on back office operations. Typically, these functions are integrated with the Cross-Departmental Administrative Systems (CDAS) that TMU supports. TMU currently has 3 web-based applications: Job Application,

MNT and the Financial Data Warehouse. The growth of web-based applications will be driven by the need for a convenient, simple and effective customer self-serve functionality. Customer self-serve applications are best facilitated through browser technology on both intranets and the Internet. Customers include state employees accessing various payroll and personnel applications to change withholding, submit address changes etc. as well as users of accounting, finance and human resources applications who can enter billing code changes and other variable data themselves and pull their own custom reports instead of relying on service agency personnel (e.g. DoIT and Central Services) to do this for them. Thus, TMU will play a major role in realizing the E-Government vision.

TMU has experienced a 19.57% downsizing over the last two years but must still continue with basic software maintenance and support for critical, statewide applications. Therefore, TMU's objectives will include internal process improvement, project business case development and prioritization, web-based technology growth and employee skill competency.

**Prioritized Objectives and Performance Measures:**

**Objective 1: Optimize fulfilled customer requests.**

**Measure: Track major milestone and other project target dates success.**

		FY03-04 Q2	FY03-04 Q4	FY04-05 Q2	FY04-05 Q4
a. Projects of 500 person hours or greater		Meet major milestones & target dates for deliverables	Meet major milestones & target dates for deliverables	Meet major milestones & target dates for deliverables	Meet major milestones & target dates for deliverables
b. Projects less than 500 person hours		Meet major milestones & target dates for deliverables	Meet major milestones & target dates for deliverables	Meet major milestones & target dates for deliverables	Meet major milestones & target dates for deliverables
<b>TOTAL Compliance</b>	Target	50%	60%	70%	80%
	Actual				

**Objective 2: Improve internal processes.**

**Measure: Design and implement 2 key processes.**

		<b>FY03-04 Q2</b>	<b>FY03-04 Q4</b>	<b>FY04-05 Q2</b>	<b>FY04-05 Q4</b>
a. Software Development Life Cycle (SDLC) process		Sample documents	Train and implement	N/A	N/A
b. Business Case process		Sample documents	Train and implement	N/A	N/A
<b>TOTAL</b>	Target	Complete set	Complete	N/A	N/A
Compliance	Actual			N/A	N/A

**Objective 3: Grow web-based technologies**

**Measure: Platform and number of web-based applications in operation**

		<b>FY03-04 Q2</b>	<b>FY03-04 Q4</b>	<b>FY04-05 Q2</b>	<b>FY04-05 Q4</b>
a. Platform development		Plan and standards	Implementation	N/A	N/A
b. Number of web-based applications		N/A	Add 1 new application	N/A	Add 1 new application
<b>TOTAL</b>	Target	Complete	Complete	Complete	Complete
Compliance	Actual				

**Objective 4: Update employee skill competencies.**

**Measure:** Number of training hours completed.

		<b>FY03-04</b> Q2	<b>FY03-04</b> Q4	<b>FY04-05</b> Q2	<b>FY04-05</b> Q4
a. Technical training		Average hours per person	Average hours per person	Average hours per person	Average hours per person
b. General skills training		Average hours per person	Average hours per person	Average hours per person	Average hours per person
<b>TOTAL Compliance</b>	Target	4/2	4/2	8/4	8/4
	Actual				

Similar or Cooperating Programs and Stakeholders

The mission of TMU is to provide application development and ongoing software support for the State's Cross-Departmental Administrative Systems (CDAS) and DPA internal systems.

## Program Crosswalk

**Program Title:** Division of Administrative Hearings

**Line Items:**

Personal Services  
Operating Expense  
Indirect Cost Assessment

**Change Requests:**

**FY 2003-04 "True-up" Supplemental  
FY 2004-05 Cost Allocation Decision Item**

**Federal/State Statutory Authority:** 24-4-100 C.R.S.

**Targeted Base Review:**

**Program Description**

The Colorado Division of Administrative Hearings was statutorily created in 1976 to provide an easily accessible, independent and cost-effective administrative law adjudication system in Colorado. The Division is one of 24 central panels of independent Administrative Law Judges (ALJs) in the United States, and provides administrative law hearings to over 50 state agencies, counties and other entities. The Division currently employs 39.3 FTE; 17.5 are ALJs. In FY 02-03, DOAH docketed 15,526 cases; conducted 5,004 hearings throughout the state; and issued 12,718 decisions (hearings held include procedural and merits hearings, and decisions issued include procedural and merits decisions). The Division has three offices: the principal office in Denver, the Western Regional office in Grand Junction, and the Southern Regional office in Colorado Springs. The Division also has a judge in Pueblo who offices and holds hearings at the Pueblo County Judicial Building.

The Division operates on a cash fund exempt basis, very little of which is comprised of General Fund dollars. Billings are distributed using a Cost Allocation Model, which means the Division bills its clients a proportionate share of its total costs based on the percentage of total hours worked for each client. Costs are set annually, based on the work percentages of the prior fiscal year. Clients are billed one twelfth of the total each month, and are provided a monthly accounting of actual hours worked. Each January, the distributions and costs are "trued-up" and adjusted for the remainder of the fiscal year through the supplemental budget process. The "true-up" is designed to capture more accurate costs and client utilization than could be captured when the allocations are first set. Factored into the Division's total costs is the Division's overhead: salaries, rent, utilities, etc.

The following are the enabling statutes authorizing and governing the Division's judicial work.

The Administrative Procedure Act provides that an Administrative Law Judge may preside in any agency adjudicatory proceeding. Section 24-4-105(3), C.R.S. (2002). In addition, the Division's ALJs are specifically authorized by the following statutes to conduct hearings for the following departments:

Department of Labor and Employment

Workers Compensation, Section 8-43-201, C.R.S. (2002) provides that the Division shall conduct merit hearings in all workers compensation cases. Note Section 8-43-207.5 which gives jurisdiction to the Division of Workers' Compensation ("DOWC") in prehearing matters. Thus, unlike any other legal area, the Division shares jurisdiction with another agency in prehearing matters.

Unfair Labor Practice Proceedings, Section 8-3-110(8), C.R.S. (2002)

Regulation of Petroleum Storage Tanks, Section 8-20.5-107(5), C.R.S. (2002)

Department of Human Services

Section 19-3-313(7)(c)(I)(C), C.R.S. (2002) (Central Registry for Child Protection, pre-listing and expungement)

Section 26-1-106 (1)(a), C.R.S. (2002) (general authorization)

Section 26-2-127 (1)(a)(II), C.R.S. (2002) (appeals)

Section 26-4-402 (1)(a)(II), C.R.S. (2002) (appeals)

Section 26-6-108 (3), 114 (4) C.R.S. (2002) (child care licensing and penalties)

Section 26-7-107, C.R.S. (2002) (subsidized adoption appeals)

Department of Health Care Policy and Financing

Section 25.5-1-107(1)(a), C.R.S. (2002) (general authorization)

Section 6-18-203(2)(b), C.R.S. (2002) (certificate of authority of healthcare coverage cooperatives)

Department of Regulatory Agencies

Civil Rights Commission, Section 24-34-305(1)(d)(I), C.R.S. (2002) (civil rights violations)

Real Estate Commission, Section 12-61-114(1), C.R.S. (2002) (real estate salespersons and brokers licensing)

Division of Banking, Section 11-2-103.6(1), C.R.S. (2002) (all hearings other than charter applications)

Division of Securities:

Section 11-51-606(1), C.R.S. (2002) (all administrative proceedings)

Section 11-53-105(5), C.R.S. (2002) (commodity sales)

Section 11-59-116, C.R.S. (2002) (municipal bond supervision)

Division of Insurance:

Section 10-1-126, C.R.S. (2002) (general)

Section 10-1-204(3), C.R.S. (2002) (examinations by Commissioner)

Section 10-4-720(7), C.R.S. (2002) (protests of insurance cancellation)

Division of Registrations:

All professional and occupational licensing agencies within the Division of Registrations may use Administrative Law Judges in cases involving license denial and discipline and for any other hearings. Section 24-34-102(12), C.R.S. (2002). Specific authority by agency is as follows:

State Board of Accountancy, Section 12-2-125(1)(b), C.R.S. (2002)

State Board of Examiners of Architects, Section 12-4-104(3), C.R.S. (2002)

Audiologist and Hearing Aid Dealer Registration, Section 12-5.5-106(3), C.R.S. (2002)

State Board of Barbers and Cosmetologists, Section 12-8-131(1), C.R.S. (2002)

State Board of Pharmacy, Section 12-22-125(3), C.R.S. (2002)

State Electrical Board, Section 12-23-104(2)(h), C.R.S. (2002)

State Board of Registration for Professional Engineers and Professional Land Surveyors, Section 12-25-109(4), 209(4), C.R.S. (2002)

Acupuncturist Registration (Section 12-29.5-110(1)(h), C.R.S. (2002)

Colorado Podiatry Board, Section 12-32-108.3(4), (6), C.R.S. (2002)

State Board of Chiropractic Examiners, Section 12-33-119(1), C.R.S. (2002)

State Board of Dental Examiners, Section 12-35-118(1), C.R.S. (2002)

State Board of Medical Examiners, Section 12-36-118(1)(c), C.R.S. (2002)

Midwives Registration, Section 12-37-107(4), C.R.S. (2002)

State Board of Nursing, Section 12-38-116.5(1)(c), C.R.S. (2002)

Nurse Aides, Section 12-38.1-114(1), C.R.S. (2002)

Psychiatric Technicians, Section 12-42-115.3, C.R.S. (2002)

Board of Nursing Home Administrators, Section 12-39-114(1), C.R.S. (2002)

State Board of Optometric Examiners, Section 12-40-119(2)(d), C.R.S. (2002)

Physical Therapy Licensure, Section 12-41-117(8), C.R.S. (2002)

Mental Health Boards (Psychologist Examiners, Social Work Examiners, Licensed professional Counselor Examiners, Marriage and Family Therapist Examiners, State Grievance Board), Section 12-43-221(1)(b),(e), C.R.S. (2002)

Outfitter and Guides Registration, Section 12-55.5-106(2), C.R.S. (2002)

Examining Board of Plumbers, Section 12-58-104(1)(h), 110(3), C.R.S. (2002)

State Board of Veterinary Medicine, Section 12-64-105(9)(f), C.R.S. (2002)

Department of Education

Individuals with Disabilities Education Act (Part II, Section B, VII of the Colorado Department of Education State Plan)

Section 22-20-108(3)(a), C.R.S. (2002) (determination of disabilities in children)

Section 22-63-302(4)(a), C.R.S. (2002) (teacher dismissal)

Secretary of State

Fair Campaign Practices Act Violations, Section 1-45-111(2)(a), C.R.S. (2002)

The Division conducts all workers' compensation merits hearings for the entire state; all public benefits cases (food stamps, Colorado Works/AFDC, Medicaid, etc.); all professional licensing board work involving the denial, revocation, suspension or other discipline of holders of a professional license (such as doctors, nurses, architects, real estate brokers, teachers, engineers, etc.); and all Secretary of State cases where a citizen has filed a complaint under the Fair Campaign Practices Act. In FY03, four major clients accounted for most of the Division's work:

Dept. of Labor and Employment/ Division of Workers' Compensation	56%
Dept. of Human Services	15%
Dept. of Regulatory Agencies	7%
Dept. of Health Care Policy and Financing	18%
Other	4%
<hr/> Total	100%

Once decisions are issued by the Division's ALJs, parties can appeal to appellate bodies which may consist of a lay person appellate body such as the Human Service's Office of



Appeals, or any of the Department of Regulatory Agencies' licensing boards, an attorney appellate reviewing body such as Industrial Claims Appeals Panel, or directly to the district or appellate courts.

**Prioritized Objectives and Performance Measures**

OBJECTIVE 3.30: Create an annual, formalized training program for ALJs consisting of both in-house training and locally or nationally sponsored training programs (such as the National Association of ALJ's and the National Judicial College) to improve ALJ services to the public.					
		FY2000-01	FY2001-02	FY2002-03	FY2003-04
MEASURE 3.30.1 Receive \$20,000 in additional funding for training of judges to improve services to the public	Target	\$20,000	\$20,000	\$20,000	\$20,000
	Actual	\$21,000	0	0	0

Additional Information

The Division received an appropriation of \$21,000 for this purpose in FY 2000-01. Although the Division understood this to be an ongoing annual appropriation, the funding did not appear in the FY 2001-02 or the FY 2002-03 Long Bill. Although funding did not continue, the Division has been able to reprioritize an extremely limited operating budget and accomplish some training in FY 2002-03 using existing resources. In December 2002, the Division hosted, at no cost, the state's second annual training for administrative law judges on ethics and judicial independence. In addition, the Division sent two judges to the National Association of Administrative Law Judges' annual training conference in fall 2002. The Division negotiated reduced tuition rates in order to send judges to local workers' compensation training in fall 2002. Finally, the Division contracted with experienced instructors to teach in-house training sessions on Evidence and Subsidized Adoption law in spring 2003.

There is a critical need to continue the formalized training program that teaches not only substantive law but demeanor and ethics as well. This training can be received through the National Judicial College in Reno, Nevada, through the National Association of ALJs and similar organizations, and through in-house training programs organized by the Division. Until such time as the state's economy recovers sufficiently to fund these endeavors, the Division will continue to seek low-cost, high-results opportunities to train its judges and paralegals.

In addition, the Division has a continuing need to train its judges in mediation techniques. The Division mediates regulatory agency disputes, Central Registry matters, teacher

dismissal cases, Fair Campaign Practice Act cases, and other types of cases. The Division has developed such a successful mediation program that the requests for mediation in all areas continue to increase. The Division can assign only 13 of its 17 judges to mediations as the remaining judges have not received certified training; thus, the Division will continue to train judges and legal assistants in mediation when the appropriation to do so is available.

**OBJECTIVE 1.13:** By July 1, 2000, obtain other hearing space in Colorado Springs and Pueblo to enable the Division to expand the workers' compensation dockets by number of days and the number of dockets running simultaneously.

		FY2000-01	FY2001-02	FY2002-03	FY2003-04
MEASURE 1.13.1 Finding hearing room space for \$10,000 or less in Colorado Springs and Pueblo	Target	Keep lease costs of hearing room space to \$10,000 or less	Keep lease costs of hearing room space to \$10,000 or less	Keep lease costs of So. Regional Office to \$20,000 or less	Keep lease costs of So. Regional Office to \$30,000 or less
	Actual	\$8,400	\$9,035	\$20,386	N/A

**OBJECTIVE 3.7:** Increase hearing service to the southeastern Colorado region by implementing a pilot program using contract ALJs to provide workers' compensation hearing service to the Pueblo-LaJunta-Trinidad-Walsenburg and San Luis Valley (Alamosa) area.

		FY2000-01	FY2001-02	FY2002-03	FY2003-04
MEASURE 3.7.1 Count of hearings held in Southeastern Colorado	Target	N/A	N/A	N/A	N/A
	Actual	64	41	125	N/A

Additional Information

Southern Colorado: The Division accomplished its initial objective of obtaining hearing space in Colorado Springs and Pueblo for less than \$10,000 total by utilizing space at Pikes Peak Community College in FY 2000-01. Due to the volume of cases being filed and number of hearings being held in Southern Colorado, the Division quickly outgrew the Pikes Peak space. In January 2001, the Division established its Southern Regional Office at 1259 Lake Plaza Drive, Suite 210, offering hearings up to five days per week. Permanently assigned personnel include a Supervising Administrative Law Judge, a second Administrative Law Judge, and a full-time Regional Clerk. Also, the Division has obtained free hearing and office space in Pueblo at the Pueblo County Judicial Building.

The Division offers hearing days two days per week for parties residing in or near Pueblo. Finally, the Division has met its goal of providing hearing venues in Southeastern Colorado. The Division has expanded its hearing services to Alamosa in addition to Pueblo in Southeastern Colorado, and has done so utilizing existing ALJ FTE. The Division's judge in Pueblo travels to Alamosa one day each quarter to hear any cases that are docketed there. Alamosa hearing locations are arranged either through the local college or using a conference room at a local hotel; fees vary depending on location used.

Northern Colorado: The Division continues to hold hearings in Ft. Collins at the Ft. Collins Justice Center and the City Council Chambers at no cost to the Division. For hearings scheduled in Greeley, the City of Evans was unable to provide the negotiated hearing space in their offices, so the Division returned to the past practice of paying for space at the University of Northern Colorado. Hearings in Northern Colorado are held one day per week, alternating between Ft. Collins and Greeley. The Division has negotiated with the federal Social Security Administration to secure no-cost hearing space in their Greeley courtroom, starting in September 2003. While the Division is utilizing the SSA courtroom, the Division will discontinue use of the University of Northern Colorado pay-per-use space.

Western Colorado: The Division continues to hold hearings in Grand Junction at our leased space in the state office building at 222 S. 6th Street, Suite 414. Grand Junction offers hearings approximately four days every other week. In addition, by agreement with the City of Glenwood Springs, the Division obtained hearing space at a nominal fee in their Municipal Courthouse. Hearings are scheduled in Glenwood Springs one day per month for residents of that area. The Western Regional office also holds hearings in Durango one day every other month. Durango hearing space is available to the Division, at no cost, at the Federal Magistrate judge's courtroom.

The Division currently pays for hearing space in the following cities:

Grand Junction, leased space in state office bldg	\$ 5,863.00/year
Glenwood Springs, housekeeping fee only	\$ 300.00/year
University of Northern Colorado, room fee	\$ 950.00/year
Alamosa, room fee only	\$ 90.00/year
Colorado Springs, leased space on Lake Plaza Dr.	<u>\$26,400.00/year</u>
	\$33,603.00/year

OBJECTIVE 2.5: Sublease 2,749 square feet of DOAH's office space by 7/1/2000 through 2005, the Division's lease term, to generate \$37,111.50 annually, for a total of \$167,001.75 (during FY 2004-05, the Division retains the lease for six months)

		FY2000-01	FY2001-02	FY2002-03	FY2003-04
MEASURE 2.5.1 Amount of extra revenue generated due to sublease of extra space in DOAH	Target	\$37,111.50	\$41,730	\$42,805	\$55,049
	Actual	\$41,730	\$42,805	\$55,049	N/A

Additional Information

The Division accomplished its objective of subleasing 2,749 sq. ft. of its main office space. The State Personnel Board moved into the subleased space at a cost of \$13.50/sq. ft., resulting in an annual rent of \$41,730 (includes Personnel Board's share of escalating operating expenses as determined by The Chancery building management). This sublease decreases the Division's overhead costs. Decreasing overhead costs ultimately affects the Division's charges to its customer state agencies. Charges are calculated based on the need for the Division to recoup sufficient revenue from customer state agencies to break even financially at the end of the fiscal year. It is the Division's goal to continue to identify overhead costs that can be reduced in order to keep the Division's services to its customer state agencies at an affordable rate.

OBJECTIVE 2.5: By January 1, 2003, renegotiate the Division's sublease agreements with the Department of Labor and Employment ("DOLE") and Department of Personnel & Administration ("DPA") to increase their rate to reflect the actual square footage rental paid by the Division for their space. This will result in an increase of \$8,949.28 rent annually, for a total of \$40,271.76

		FY2000-01	FY2001-02	FY2002-03	FY2003-04
MEASURE Renegotiate sublease agreements with DOLE and DPA to obtain additional rent to reflect actual square footage rent paid by the Division.	Target	Find new sublease tenant for DOLE space, at actual cost	Find new sublease tenant for DPA space, at actual cost	Continue to work with DOWC Pre-hearing Unit to move toward actual cost	Continue to work with DOWC Pre-hearing Unit to move toward actual cost
	Actual	Achieved via DNR sublease	Partially achieved via DOWC co-location	Partially achieved via agreement with DOWC (partial rent reimbursement)	Partially achieved via agreement with DOWC (partial rent reimbursement)

Additional Information

The Division's lease at The Chancery, its main office, is for 20,751 total square feet. Because the lease exceeds the Division's office and hearing room requirements, the Division entered into sublease agreements with the Department of Personnel and Administration for a training room and the Department of Labor and Employment for office use. The interagency sublease agreements reflected a lease cost to the two departments that was less than the lease cost to the Division for that space. The Division pays a base cost of \$13.50 per square foot. The training room was billed at \$10.89 per square foot, and Labor and Employment was billed at \$11.75 per square foot. As a result, the Division lost revenue. However, both sublease tenants moved out of the subleased space at the end of FY 1999-00. In FY 2000-01, the Department of Natural Resources ("DNR"), Colorado Geological Survey office moved into the space vacated by DOLE and pays the same rate for the space as the Division is charged through its master lease. In November 2001, the Department of Labor and Employment, Division of Workers' Compensation Pre-hearing Unit moved into the space vacated by the DPA Training Unit. The Division is charging DOWC a lease cost that reflects efficiencies gained from the use of common systems.

OBJECTIVE 2.15 Change the Division's funding mechanism from the Oregon Plan to either Direct Appropriation or General Funding by July 1, 2001 to eliminate budget deficits.					
		FY2000-01	FY2001-02	FY2002-03	FY2003-04
MEASURE 2.15.1 Accomplish changing funding mechanism from Oregon Plan to direct appropriation	Target	N/A	Change appropriation plan	Continue with Cost Allocation Model	Continue with Cost Allocation Model
	Actual	N/A	Appropriation plan changed to Cost Allocation Model	Utilized Cost Allocation Model	N/A

Additional Information

Prior to FY 2001-02, the Division was funded through what has been referred to as the "Oregon Plan" which required direct billing to its client agencies. Under this plan, the Division was limited to performing a specific number of hours of hearings and providing a specific number of hours of adjudicatory services for each client agency. In any fiscal year, the Oregon Plan did not take into account any increase or decrease in cases filed by the public or unanticipated increases or decreases in the need for hearing services by client agencies. Thus, the Division had no way of, for example, increasing hearings in workers' compensation due to the number of cases filed by the public and reducing

DORA hours when there were fewer cases filed in that same fiscal year. This inflexibility in deploying the Division's judges where needed resulted in billing deficits and/or billing overruns.

In FY 2001-02, the Division's billing methodology was changed to a Cost Allocation Model. Under this model, the Division bills its clients a proportionate share of its total costs based on the percentage of total hours worked for each client. Annual costs are established, based on the work percentages of the prior fiscal year. Clients are billed one twelfth of the total each month, and are provided a monthly accounting of actual hours worked. Each January, the distributions and costs are "trued-up" and adjusted for the remainder of the fiscal year to reflect more recent actual data.

### Trends and Other Baseline Information

#### Caseload Statistics - FY 2002-03

Agency	Cases Docketed	Hearings Held*	Decisions/Orders Issued**
DOWC	12,753	3,532	10,252
Human Services	1,303	679	1,292
HCPF	1,215	731	999
DORA/misc.	255	62	175
<b>TOTAL</b>	<b>15,526</b>	<b>5,004</b>	<b>12,718</b>

#### Caseload Statistics - FY 2001-02

Agency	Cases Docketed	Hearings Held*	Decisions/Orders Issued**
DOWC	12,291	2,954	10,742
Human Services	1,224	634	1,167
HCPF	649	477	576
DORA/misc.	227	79	190
<b>TOTAL</b>	<b>14,391</b>	<b>4,144</b>	<b>12,675</b>

#### Caseload Statistics - FY 2000-01

Agency	Cases Docketed	Hearings Held*	Decisions/Orders Issued**
DOWC	13,915	2,657	9,637
Human Services	1,072	566	844
HCPF	354	219	280
DORA/misc.	254	80	223
<b>TOTAL</b>	<b>15,595</b>	<b>3,522</b>	<b>10,984</b>

#### Caseload Statistics - FY 1999-00

Agency	Cases Docketed	Hearings Held*	Decisions/Orders Issued**
DOWC	12,039	2,865	11,866
Human Services	909	582	1,424
HCPF	413	239	532

DORA/misc.	287	86	188
<b>TOTAL</b>	<b>13,648</b>	<b>3,772</b>	<b>14,010</b>

Caseload Statistics - FY 1998-99

Agency	Cases Docketed	Hearings Held*	Decisions/Orders Issued**
DOWC	11,986	3,824	14,007
Human Services	1,262	727	1,739
HCPF	400	205	459
DORA/misc.	302	112	295
<b>TOTAL</b>	<b>13,950</b>	<b>4,868</b>	<b>16,500</b>

Caseload Statistics - FY 1997-98

Agency	Cases Docketed	Hearings Held*	Decisions/Orders Issued**
DOWC	12,458	2,744	11,358
Human Services	1,470	688	1,586
HCPF	341	176	410
DORA/misc.	299	170	682
<b>TOTAL</b>	<b>14,568</b>	<b>3,778</b>	<b>14,036</b>

\* Includes merits and procedural hearings

\*\* Includes merits and procedural decisions

It is difficult for the Division to accurately predict whether cases will increase or decrease in FY 2004-05. Implementation of best management practices can never account for or control the number of cases filed by the public. However, the Division anticipates continuation of an upward trend in case filings in FY 2004-05.

### Other Pertinent Information

The Division has made the following changes to its operations:

- Elimination of Rotation of Judges. In December 1998, the ALJs underwent cross-training in workers' compensation, regulatory agencies and human services law in preparation for full rotation in January, 1999. All judges were in full rotation since January, 1999; however, the Division experienced problems meeting budgetary expectations and workload demands under the full rotation plan. After a review of the full rotation plan by management, it was discontinued in late 2000.
- Realignment of ALJs and support staff. The Division's ALJs and legal assistants were reorganized into two functional units: the Workers' Comp Unit and the General Services Unit (all non-workers' comp cases). Each unit is overseen by a Supervising

ALJ. Docketing, security, and other administrative functions were consolidated under the supervision of the Chief of Operations.

- Consolidation of Docketing Function. Docketing was handled by the workers' compensation docketing staff consisting of four clerks; two paralegals in Regulatory Agencies and Human Services, respectively; as well as oversight by three judges. In November 1998 all docketing was consolidated in the docketing staff. In May, 2002 the docketing structure was further refined into two specialized teams: the Workers' Comp Team and the General Services Team.
- Consolidation of Paralegal Functions. The Division's three paralegals were operating on a rotation schedule, changing primary areas of assignment every three months. This division of labor was ineffective, confusing, and prevented the development of expertise necessary to operate efficiently. In May, 2002 the two senior legal assistants were assigned full responsibility and supervision of the two specialized docket teams, resulting in smoother day-to-day case processing, cross-training of docket staff, and the complete elimination of the docketing backlog. The third paralegal splits her time between paralegal work with the General Services Team and providing security in the courtrooms.
- Judicial Evaluations. The Division evaluates ALJs under the Colorado Performance Management Program standards. In addition, the Division has developed a customer service survey to provide additional input on ALJ performance.
- Use of analog and digital recording equipment in the courtrooms/Elimination of the Hearing Reporter program. For many years, the Division has utilized a combination of analog recording equipment and Hearing Reporter FTE to maximize the number of hearings that could be held at the same time (in separate courtrooms). In addition, analog recording equipment was used to record hearings at remote hearing locations such as Greeley, Alamosa, Boulder, and county offices throughout the state. Through attrition, as Hearing Reporters left the Division, their positions were left vacant and ultimately either reverted or reallocated to other classifications. By FY03, the Division only employed four part-time Hearing Reporters, for a total of 2.3 FTE. Recording equipment was utilized to pick up the slack left by the vacancies.

In FY02 it became apparent that the analog recording equipment used by the Division was worn, in need of significant and expensive repairs, or in some cases obsolete (repair and parts were no longer available). The Division submitted a request for a Supplemental and Budget Amendment in FY03 requesting funds to upgrade the courtroom recording equipment. The Division received approximately \$7,500 in additional Operating funds in FY03 and approximately \$10,000 in additional Operating funds for FY04 for this purpose. By closely managing all operational expenditures for the year, the Division was able to purchase critically needed replacement analog recording equipment for the outlying hearing locations as well as initiating a test program utilizing digital recording equipment. Three digital recording



systems were purchased in FY03, and installed in two Denver courtrooms and the Southern Regional office's courtroom.

Concurrent with the minimal increase in the Division's Operating funds was a reduction in Personal Services funds and FTE. The Division lost .50 FTE in FY03 at the time of the Supplemental; this reduction was annualized to 1.0 FTE in FY04 and beyond. A management decision was made to take the FTE reductions in the Hearing Reporter program, resulting in the need to layoff two of the four part-time reporters. With only two part-time reporters remaining, a .50 FTE in Colorado Springs and a .70 FTE in Denver, the Division's management analyzed the practicality and cost-effectiveness of attempting to maintain a "program" with such limited and distanced staffing. Ultimately, the Division decided to eliminate the remaining two part-time reporter positions and discontinue the reporter program altogether. The Division now records, either by analog or digital equipment, all hearings held before it.

This overview includes most of the significant changes made in the Division to date. The Division will continue to be accountable and responsive to the needs of its customer state agencies and the public, and make whatever improvements need to be made to provide quality customer service.

### **Similar or Cooperating Programs and Stakeholders**

#### Hearings

The Division's primary activity is conducting hearings, which includes pre-hearing work and post-hearing work. The Division performs pre-hearing work in all areas except workers' compensation; the DOWC retains authority over the pre-hearing ALJ work. Other state programs that also provide a hearing function, either through ALJs, hearing officers or referees, include:

#### **Department of Labor and Employment**

Division of Workers' Compensation, Pre-hearing Judges  
Unemployment Compensation, Referees

#### **Department of Natural Resources**

Division of Wildlife

#### **Department of Regulatory Agencies**

Public Utilities Commission

#### **Department of Revenue**

Motor Vehicle Division

## State Personnel Board

In addition, smaller, less formal hearing functions may exist in many state agencies (e.g. well permit hearings in the State Engineer's Office, or air or water quality hearings through the Department of Public Health and Environment).

### Customer Requirements

Customer	Requirement
Citizens of the State of Colorado	Impartial, fair, timely, and cost effective adjudication of their disputes in workers' compensation, social services, regulatory agencies, and other miscellaneous cases. Timely issuance of decisions after hearings.
Colorado State agencies	Impartial, fair, timely, and cost effective adjudication of disputes as well as timely issuance of decisions after hearing.
Practicing Bar, including private bar, Office of the Attorney General, and City and county attorneys	Efficient and effective adjudication services, which includes not only hearings, but docketing, motions practice, and court reporter services.

SCHEDULE 2.A  
DEPARTMENT SUMMARY

DIVISION / PROGRAM TITLE	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROP FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>EXECUTIVE OFFICE</b>	<b>1,817,550</b>	<b>17.0</b>	<b>9,001,147</b>	<b>23.5</b>	<b>8,954,809</b>	<b>26.0</b>	<b>9,000,609</b>	<b>26.0</b>	<b>9,523,930</b>	<b>26.0</b>
GENERAL FUND	485,241		3,390,693		3,309,546		3,355,346		3,812,989	
CASH FUNDS	0		181,525		203,587		203,587		85,160	
CASH FUNDS EXEMPT	1,332,309		5,428,929		5,441,676		5,441,676		5,625,782	
FEDERAL FUNDS	0		0		0		0		0	
<b>DIVISION of HUMAN RESOURCES</b>										
<b>HUMAN RESOURCE SERVICES</b>										
State Agency Services	2,619,802	40.8	2,284,632	30.6	1,924,139	30.9	1,988,513	30.9	1,922,592	30.9
GENERAL FUND	1,119,843		954,066		0		64,374		0	
CASH FUNDS	0		0		0		0		0	
CASH FUNDS EXEMPT	1,499,959		1,330,566		1,924,139		1,924,139		1,922,592	
FEDERAL FUNDS	0		0		0		0		0	
<b>HUMAN RESOURCE SERVICES</b>										
Training Services	276,338	2.0	238,106	2.0	288,468	3.0	294,762	3.0	283,711	3.0
GENERAL FUND	0		0		0		0		0	
CASH FUNDS	51,251		21,419		52,075		52,075		52,075	
CASH FUNDS EXEMPT	225,087		216,687		236,393		242,687		231,636	
FEDERAL FUNDS	0		0		0		0		0	
<b>HUMAN RESOURCE SERVICES</b>										
Colorado Employee Assistance Program	339,427	3.7	364,331	4.2	374,884	4.5	388,428	4.5	379,798	4.5
GENERAL FUND	0		0		0		0		0	
CASH FUNDS	4,898		0		0		0		0	
CASH FUNDS EXEMPT	334,529		364,331		374,884		388,428		379,798	
FEDERAL FUNDS	0		0		0		0		0	
<b>EMPLOYEE BENEFITS SERVICES</b>	<b>1,016,063</b>	<b>9.0</b>	<b>1,058,682</b>	<b>10.6</b>	<b>1,394,801</b>	<b>11.0</b>	<b>1,414,843</b>	<b>11.0</b>	<b>1,230,358</b>	<b>11.0</b>
GENERAL FUND	0		0		0		0		0	
CASH FUNDS	350,700		350,736		429,192		440,480		429,769	
CASH FUNDS EXEMPT	665,363		707,947		965,609		974,363		800,589	
FEDERAL FUNDS	0		0		0		0		0	
<b>RISK MANAGEMENT SERVICES</b>	<b>30,662,607</b>	<b>8.7</b>	<b>38,604,413</b>	<b>8.1</b>	<b>54,084,379</b>	<b>9.0</b>	<b>54,103,350</b>	<b>9.0</b>	<b>58,924,582</b>	<b>9.0</b>
GENERAL FUND	0		0		155,990		155,990		155,990	
CASH FUNDS	5,219,274		5,593,678		4,202,483		4,202,483		4,631,562	
CASH FUNDS EXEMPT	25,443,333		33,010,735		49,725,906		49,744,877		54,137,030	
FEDERAL FUNDS	0		0		0		0		0	
<b>DIVISION OF HUMAN RESOURCES TOTAL</b>	<b>34,914,237</b>	<b>64.2</b>	<b>42,550,164</b>	<b>55.6</b>	<b>58,066,671</b>	<b>58.4</b>	<b>58,189,896</b>	<b>58.5</b>	<b>62,741,040</b>	<b>58.4</b>
GENERAL FUND	1,119,843		954,066		155,990		220,364		155,990	
CASH FUNDS	5,626,123		5,965,833		4,683,750		4,695,038		5,113,406	
CASH FUNDS EXEMPT	28,168,271		35,630,266		53,226,931		53,274,494		57,471,644	
FEDERAL FUNDS	-		-		-		-		0	

SCHEDULE 2.A  
DEPARTMENT SUMMARY

DIVISION / PROGRAM TITLE	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROP FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>PERSONNEL BOARD</b>	<b>408,381</b>	<b>4.7</b>	<b>393,517</b>	<b>4.6</b>	<b>417,638</b>	<b>4.8</b>	<b>431,171</b>	<b>4.8</b>	<b>417,440</b>	<b>4.8</b>
GENERAL FUND	406,637		392,128		216,211		229,744		216,013	
CASH FUNDS	1,194		1,200		1,200		1,200		1,200	
CASH FUNDS EXEMPT	550		189		200,227		200,227		200,227	
FEDERAL FUNDS	0		0		0		0		0	
<b>CENTRAL SERVICES</b>										
<b>ADMINISTRATION</b>	<b>1,060,052</b>	<b>9.7</b>	<b>1,170,551</b>	<b>10.0</b>	<b>2,250,003</b>	<b>10.0</b>	<b>2,262,766</b>	<b>10.0</b>	<b>2,514,722</b>	<b>10.0</b>
GENERAL FUND	0		0		0		0		0	
CASH FUNDS	0		0		42,782		42,782		42,782	
CASH FUNDS EXEMPT	1,060,052		1,170,551		2,207,221		2,219,984		2,471,940	
FEDERAL FUNDS	0		0		0		0		0	
<b>INTEGRATED DOCUMENT FACTORY</b>										
<b>Reprographics</b>	<b>3,234,994</b>	<b>26.9</b>	<b>3,030,194</b>	<b>23.7</b>	<b>3,202,195</b>	<b>26.1</b>	<b>3,260,893</b>	<b>26.1</b>	<b>3,201,113</b>	<b>26.1</b>
GENERAL FUND	0		0		0		0		0	
CASH FUNDS	318,863		240,618		305,456		305,456		305,456	
CASH FUNDS EXEMPT	2,916,131		2,789,576		2,896,739		2,955,437		2,895,657	
FEDERAL FUNDS	0		0		0		0		0	
<b>Document Solutions Group</b>	<b>752,610</b>	<b>10.1</b>	<b>2,882,287</b>	<b>46.6</b>	<b>3,268,796</b>	<b>53.0</b>	<b>3,349,561</b>	<b>53.0</b>	<b>4,392,046</b>	<b>53.0</b>
GENERAL FUND	0		0		0		0		0	
CASH FUNDS	34,036		35,878		35,917		35,917		35,917	
CASH FUNDS EXEMPT	718,574		2,846,409		3,232,879		3,313,644		4,356,129	
FEDERAL FUNDS	0		0		0		0		0	
<b>Mail Services</b>	<b>5,558,850</b>	<b>27.6</b>	<b>5,750,477</b>	<b>28.1</b>	<b>5,903,304</b>	<b>32.0</b>	<b>5,957,831</b>	<b>32.0</b>	<b>5,902,120</b>	<b>32.0</b>
GENERAL FUND	0		0		0		0		0	
CASH FUNDS	682,804		351,498		697,515		697,515		697,515	
CASH FUNDS EXEMPT	4,876,046		5,398,979		5,205,789		5,260,316		5,204,605	
FEDERAL FUNDS	0		0		0		0		0	
<b>CENTRAL SERVICES - IDF TOTAL</b>	<b>9,546,453</b>	<b>64.6</b>	<b>11,662,958</b>	<b>98.4</b>	<b>12,374,295</b>	<b>111.1</b>	<b>12,568,284</b>	<b>111.0</b>	<b>13,495,279</b>	<b>111.0</b>
GENERAL FUND	0		0		0		0		0	
CASH FUNDS	1,035,703		627,994		1,038,888		1,038,888		1,038,888	
CASH FUNDS EXEMPT	8,510,750		11,034,964		11,335,407		11,529,396		12,456,391	
FEDERAL FUNDS	0		0		0		0		0	
<b>FLEET MANAGEMENT / MOTOR POOL SERVICES</b>	<b>27,920,793</b>	<b>15.6</b>	<b>27,890,072</b>	<b>16.0</b>	<b>29,276,446</b>	<b>16.0</b>	<b>29,320,926</b>	<b>16.0</b>	<b>30,529,181</b>	<b>16.0</b>
GENERAL FUND	0		0		0		0		0	
CASH FUNDS	4,216,635		2,711,581		2,134,301		2,134,301		2,134,301	
CASH FUNDS EXEMPT	23,704,158		25,178,491		27,142,145		27,186,625		28,394,880	
FEDERAL FUNDS	0		0		0		0		0	

SCHEDULE 2.A  
DEPARTMENT SUMMARY

DIVISION / PROGRAM TITLE	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROP FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>FACILITIES MAINTENANCE</b>										
Capitol Complex Facilities	6,772,085	56.9	6,943,494	56.2	6,694,672	55.2	6,801,899	55.2	6,729,798	55.2
GENERAL FUND	0		34,479		0		0		0	
CASH FUNDS	0		0		0		0		0	
CASH FUNDS EXEMPT	6,772,085		6,909,015		6,694,672		6,801,899		6,729,798	
FEDERAL FUNDS	0		0		0		0		0	
<b>FACILITIES MAINTENANCE</b>										
Grand Junction State Services Building	196,320	1.0	168,035	0.8	177,720	1.0	177,813	1.0	177,744	1.0
GENERAL FUND	0		0		0		0		0	
CASH FUNDS	9,959		5,087		5,092		5,092		5,092	
CASH FUNDS EXEMPT	186,361		162,948		172,628		172,721		172,652	
FEDERAL FUNDS	0		0		0		0		0	
<b>FACILITIES MAINTENANCE</b>										
Camp George West	485,899	1.0	451,258	1.9	454,197	1.0	455,408	1.0	454,080	1.0
GENERAL FUND	0		0		0		0		0	
CASH FUNDS	49,336		38,950		48,950		48,950		48,950	
CASH FUNDS EXEMPT	436,563		412,308		405,247		406,458		405,130	
FEDERAL FUNDS	0		0		0		0		0	
<b>FACILITIES MAINTENANCE TOTAL</b>										
	7,649,065	58.9	7,562,787	58.9	7,326,589	57.2	7,435,120	57.2	7,361,621	57.2
GENERAL FUND	0		34,479		0		0		0	
CASH FUNDS	59,295		44,037		54,042		54,042		54,042	
CASH FUNDS EXEMPT	7,589,770		7,484,271		7,272,547		7,381,078		7,307,579	
FEDERAL FUNDS	0		0		0		0		0	
<b>CENTRAL SERVICES TOTAL</b>										
	46,176,363	148.8	48,286,368	183.3	51,227,333	194.3	51,587,097	194.2	53,900,802	194.2
GENERAL FUND	0		34,479		0		0		0	
CASH FUNDS	5,311,633		3,383,612		3,270,013		3,270,013		3,270,013	
CASH FUNDS EXEMPT	40,864,730		44,868,277		47,957,320		48,317,084		50,630,789	
FEDERAL FUNDS	0		0		0		0		0	
<b>FINANCE AND PROCUREMENT</b>										
STATE CONTROLLER'S/PURCHASING OFFICE	3,065,545	39.8	3,126,121	38.4	2,864,112	38.0	2,925,723	38.0	2,861,689	38.0
GENERAL FUND	1,131,155		205,996		99,830		161,441		102,851	
CASH FUNDS	0		0		0		0		0	
CASH FUNDS EXEMPT	1,934,390		2,920,125		2,764,282		2,764,282		2,758,838	
FEDERAL FUNDS	0		0		0		0		0	
<b>SUPPLIER DATABASE</b>										
	222,202	2.5	244,453	2.5	250,251	3.5	265,606	3.5	250,737	3.5
GENERAL FUND	0		0		0		0		0	
CASH FUNDS	222,202		244,453		250,251		265,606		250,737	
CASH FUNDS EXEMPT	0		0		0		0		0	
FEDERAL FUNDS	0		0		0		0		0	

SCHEDULE 2.A  
DEPARTMENT SUMMARY

DIVISION / PROGRAM TITLE	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROP FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>COLLECTIONS SERVICES</b>	<b>1,087,949</b>	<b>16.6</b>	<b>1,041,673</b>	<b>17.0</b>	<b>1,112,285</b>	<b>17.0</b>	<b>1,146,232</b>	<b>17.0</b>	<b>1,141,201</b>	<b>18.0</b>
GENERAL FUND	0		0		0		0		0	
CASH FUNDS	653,409		510,421		681,458		681,458		697,047	
CASH FUNDS EXEMPT	434,540		531,252		430,827		464,774		444,154	
FEDERAL FUNDS	0		0		0		0		0	
<b>REAL ESTATE SERVICES PROGRAM</b>	<b>522,351</b>	<b>6.6</b>	<b>549,367</b>	<b>6.9</b>	<b>480,809</b>	<b>7.0</b>	<b>495,582</b>	<b>7.0</b>	<b>480,335</b>	<b>7.0</b>
GENERAL FUND	522,351		549,367		480,809		495,582		480,335	
CASH FUNDS	0		0		0		0		0	
CASH FUNDS EXEMPT	0		0		0		0		0	
FEDERAL FUNDS	0		0		0		0		0	
<b>FINANCE AND PROCUREMENT TOTAL</b>	<b>4,898,047</b>	<b>65.5</b>	<b>4,961,614</b>	<b>64.9</b>	<b>4,707,457</b>	<b>65.5</b>	<b>4,833,144</b>	<b>65.5</b>	<b>4,733,962</b>	<b>66.5</b>
GENERAL FUND	1,653,506		755,363		580,639		657,023		583,186	
CASH FUNDS	875,611		754,874		931,709		947,064		947,784	
CASH FUNDS EXEMPT	2,368,930		3,451,377		3,195,109		3,229,056		3,202,992	
FEDERAL FUNDS	0		0		0		0		0	
<b>DIVISION of INFORMATION TECHNOLOGIES</b>										
<b>ADMINISTRATION</b>	<b>1,226,870</b>	<b>6.7</b>	<b>405,728</b>	<b>6.0</b>	<b>365,590</b>	<b>6.0</b>	<b>378,257</b>	<b>6.0</b>	<b>366,041</b>	<b>6.0</b>
GENERAL FUND	953,206		0		0		0		0	
CASH FUNDS	88,930		0		0		0		0	
CASH FUNDS EXEMPT	184,734		405,728		365,590		378,257		366,041	
FEDERAL FUNDS	0		0		0		0		0	
<b>CUSTOMER SERVICES</b>	<b>0</b>	<b>-</b>	<b>823,344</b>	<b>11.1</b>	<b>845,716</b>	<b>13.0</b>	<b>885,493</b>	<b>13.0</b>	<b>846,587</b>	<b>13.0</b>
GENERAL FUND	0		0		0		0		0	
CASH FUNDS	0		0		0		0		0	
CASH FUNDS EXEMPT	0		823,344		845,716		885,493		846,587	
FEDERAL FUNDS	0		0		0		0		0	
<b>ORDER BILLING</b>	<b>0</b>	<b>-</b>	<b>628,624</b>	<b>10.0</b>	<b>606,401</b>	<b>10.0</b>	<b>621,978</b>	<b>10.0</b>	<b>607,159</b>	<b>10.0</b>
GENERAL FUND	0		0		0		0		0	
CASH FUNDS	0		0		0		0		0	
CASH FUNDS EXEMPT	0		628,624		606,401		621,978		607,159	
FEDERAL FUNDS	0		0		0		0		0	
<b>COMMUNICATIONS SERVICES</b>	<b>3,418,568</b>	<b>42.9</b>	<b>3,417,463</b>	<b>41.0</b>	<b>3,755,133</b>	<b>43.0</b>	<b>3,755,133</b>	<b>43.1</b>	<b>3,977,399</b>	<b>48.0</b>
GENERAL FUND	3,284,926		2,610,961		369,361		369,361		369,361	
CASH FUNDS	0		0		333,170		333,170		333,170	
CASH FUNDS EXEMPT	62,111		704,497		2,981,071		2,981,071		3,203,337	
FEDERAL FUNDS	71,531		102,005		71,531		71,531		71,531	
<b>NETWORK SERVICES</b>	<b>14,167,688</b>	<b>18.8</b>	<b>16,639,698</b>	<b>15.3</b>	<b>18,689,906</b>	<b>18.0</b>	<b>18,725,929</b>	<b>18.0</b>	<b>18,969,163</b>	<b>18.0</b>
GENERAL FUND	0		0		0		0		0	
CASH FUNDS	562,660		585,589		1,363,904		1,363,904		1,363,904	
CASH FUNDS EXEMPT	13,605,028		16,054,109		17,326,002		17,362,025		17,605,259	
FEDERAL FUNDS	0		0		0		0		0	

SCHEDULE 2.A  
DEPARTMENT SUMMARY

DIVISION / PROGRAM TITLE	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROP FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>COMPUTER SERVICES</b>	<b>12,048,668</b>	<b>94.5</b>	<b>8,355,391</b>	<b>40.7</b>	<b>9,588,562</b>	<b>42.0</b>	<b>9,712,389</b>	<b>42.0</b>	<b>10,135,707</b>	<b>42.0</b>
GENERAL FUND	0		0		0		0		0	
CASH FUNDS	163,527		187,708		28,749		28,749		28,749	
CASH FUNDS EXEMPT	11,885,141		8,167,683		9,559,813		9,683,640		10,106,958	
FEDERAL FUNDS	0		0		0		0		0	
<b>INFORMATION AND ARCHIVAL SERVICES</b>	<b>912,598</b>	<b>13.4</b>	<b>645,650</b>	<b>9.0</b>	<b>489,139</b>	<b>9.0</b>	<b>504,535</b>	<b>9.0</b>	<b>489,101</b>	<b>9.0</b>
GENERAL FUND	460,425		462,359		369,732		381,980		369,732	
CASH FUNDS	122,891		86,169		89,024		89,024		89,024	
CASH FUNDS EXEMPT	329,282		97,122		30,383		33,531		30,345	
FEDERAL FUNDS	0		0		0		0		0	
<b>TECHONOLOGY MANAGEMENT UNIT</b>	<b>4,667,447</b>	<b>40.9</b>	<b>3,448,341</b>	<b>39.9</b>	<b>2,887,219</b>	<b>39.5</b>	<b>2,957,277</b>	<b>39.5</b>	<b>2,885,453</b>	<b>39.5</b>
GENERAL FUND	4,667,447		3,448,341		2,887,219		2,957,277		2,885,453	
CASH FUNDS	0		0		0		0		0	
CASH FUNDS EXEMPT	0		0		0		0		0	
FEDERAL FUNDS	0		0		0		0		0	
<b>INFORMATION TECHNOLOGIES TOTAL</b>	<b>36,949,344</b>	<b>223.8</b>	<b>34,364,237</b>	<b>172.9</b>	<b>37,227,666</b>	<b>180.5</b>	<b>37,540,992</b>	<b>180.5</b>	<b>38,276,607</b>	<b>185.5</b>
GENERAL FUND	9,688,775		6,521,661		3,626,312		3,708,618		3,624,546	
CASH FUNDS	938,008		859,466		1,814,847		1,814,847		1,814,847	
CASH FUNDS EXEMPT	26,251,030		26,881,106		31,714,976		31,945,996		32,765,684	
FEDERAL FUNDS	71,531		102,005		71,531		71,531		71,531	
<b>ADMINISTRATIVE HEARINGS</b>	<b>3,072,341</b>	<b>36.7</b>	<b>3,238,565</b>	<b>37.3</b>	<b>3,118,916</b>	<b>39.3</b>	<b>3,188,599</b>	<b>39.3</b>	<b>3,399,044</b>	<b>39.3</b>
GENERAL FUND	0		0		0		0		0	
CASH FUNDS	0		0		0		0		0	
CASH FUNDS EXEMPT	3,072,341		3,238,565		3,118,916		3,188,599		3,399,044	
FEDERAL FUNDS	0		0		0		0		0	
<b>GRAND TOTAL - ALL DIVISIONS</b>	<b>128,236,263</b>	<b>560.6</b>	<b>142,795,612</b>	<b>542.1</b>	<b>163,720,490</b>	<b>568.8</b>	<b>164,771,507</b>	<b>568.9</b>	<b>172,992,827</b>	<b>574.7</b>
GENERAL FUND	13,354,002		12,048,390		7,888,698		8,171,095		8,392,723	
CASH FUNDS	12,752,569		11,146,510		10,905,106		10,931,749		11,232,410	
CASH FUNDS EXEMPT	102,058,161		119,498,708		144,855,155		145,597,132		153,296,163	
FEDERAL FUNDS	71,531		102,005		71,531		71,531		71,531	

SCH E 2.A  
DEPARTMENT SUMMARY

DIVISION / PROGRAM TITLE	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROP FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>EXECUTIVE OFFICE</b>	<b>1,817,550</b>	<b>17.0</b>	<b>9,001,147</b>	<b>23.5</b>	<b>8,954,809</b>	<b>26.0</b>	<b>9,000,609</b>	<b>26.0</b>	<b>9,523,930</b>	<b>26.0</b>
GENERAL FUND	485,241		3,390,693		3,309,546		3,355,346		3,812,989	
CASH FUNDS	0		181,525		203,587		203,587		85,160	
CASH FUNDS EXEMPT	1,332,309		5,428,929		5,441,676		5,441,676		5,625,782	
FEDERAL FUNDS	0		0		0		0		0	
<b>DIVISION of HUMAN RESOURCES</b>										
<b>HUMAN RESOURCE SERVICES</b>										
State Agency Services	<b>2,619,802</b>	<b>40.8</b>	<b>2,284,632</b>	<b>30.6</b>	<b>1,924,139</b>	<b>30.9</b>	<b>1,988,513</b>	<b>30.9</b>	<b>1,922,592</b>	<b>30.9</b>
GENERAL FUND	1,119,843		954,066		0		64,374		0	
CASH FUNDS	0		0		0		0		0	
CASH FUNDS EXEMPT	1,499,959		1,330,566		1,924,139		1,924,139		1,922,592	
FEDERAL FUNDS	0		0		0		0		0	
HUMAN RESOURCE SERVICES										
Training Services	<b>276,338</b>	<b>2.0</b>	<b>238,106</b>	<b>2.0</b>	<b>288,468</b>	<b>3.0</b>	<b>294,762</b>	<b>3.0</b>	<b>283,711</b>	<b>3.0</b>
GENERAL FUND	0		0		0		0		0	
CASH FUNDS	51,251		21,419		52,075		52,075		52,075	
CASH FUNDS EXEMPT	225,087		216,687		236,393		242,687		231,636	
FEDERAL FUNDS	0		0		0		0		0	
HUMAN RESOURCE SERVICES										
Colorado Employee Assistance Program	<b>339,427</b>	<b>3.7</b>	<b>364,331</b>	<b>4.2</b>	<b>374,884</b>	<b>4.5</b>	<b>388,428</b>	<b>4.5</b>	<b>379,798</b>	<b>4.5</b>
GENERAL FUND	0		0		0		0		0	
CASH FUNDS	4,898		0		0		0		0	
CASH FUNDS EXEMPT	334,529		364,331		374,884		388,428		379,798	
FEDERAL FUNDS	0		0		0		0		0	
EMPLOYEE BENEFITS SERVICES	<b>1,016,063</b>	<b>9.0</b>	<b>1,058,682</b>	<b>10.6</b>	<b>1,394,801</b>	<b>11.0</b>	<b>1,414,843</b>	<b>11.0</b>	<b>1,230,358</b>	<b>11.0</b>
GENERAL FUND	0		0		0		0		0	
CASH FUNDS	350,700		350,736		429,192		440,480		429,769	
CASH FUNDS EXEMPT	665,363		707,947		965,609		974,363		800,589	
FEDERAL FUNDS	0		0		0		0		0	
RISK MANAGEMENT SERVICES	<b>30,662,607</b>	<b>8.7</b>	<b>38,604,413</b>	<b>8.1</b>	<b>54,084,379</b>	<b>9.0</b>	<b>54,103,350</b>	<b>9.0</b>	<b>58,924,582</b>	<b>9.0</b>
GENERAL FUND	0		0		155,990		155,990		155,990	
CASH FUNDS	5,219,274		5,593,678		4,202,483		4,202,483		4,631,562	
CASH FUNDS EXEMPT	25,443,333		33,010,735		49,725,906		49,744,877		54,137,030	
FEDERAL FUNDS	0		0		0		0		0	
<b>DIVISION OF HUMAN RESOURCES TOTAL</b>	<b>4,251,630</b>	<b>55.5</b>	<b>3,945,751</b>	<b>47.5</b>	<b>3,982,292</b>	<b>49.4</b>	<b>4,086,546</b>	<b>49.5</b>	<b>62,741,040</b>	<b>58.4</b>
GENERAL FUND	1,119,843		954,066		0		64,374		155,990	
CASH FUNDS	406,849		372,155		481,267		492,555		5,113,406	
CASH FUNDS EXEMPT	2,724,938		2,619,531		3,501,025		3,529,617		57,471,644	
FEDERAL FUNDS	-		-		-		-		0	



SCH. LE 2.A  
DEPARTMENT SUMMARY

DIVISION / PROGRAM TITLE	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROP FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>PERSONNEL BOARD</b>	<b>408,381</b>	<b>4.7</b>	<b>393,517</b>	<b>4.6</b>	<b>417,638</b>	<b>4.8</b>	<b>431,171</b>	<b>4.8</b>	<b>417,440</b>	<b>4.8</b>
GENERAL FUND	406,637		392,128		216,211		229,744		216,013	
CASH FUNDS	1,194		1,200		1,200		1,200		1,200	
CASH FUNDS EXEMPT	550		189		200,227		200,227		200,227	
FEDERAL FUNDS	0		0		0		0		0	
<b>CENTRAL SERVICES</b>										
<b>ADMINISTRATION</b>	<b>1,060,052</b>	<b>9.7</b>	<b>1,170,551</b>	<b>10.0</b>	<b>2,250,003</b>	<b>10.0</b>	<b>2,262,766</b>	<b>10.0</b>	<b>2,514,722</b>	<b>10.0</b>
GENERAL FUND	0		0		0		0		0	
CASH FUNDS	0		0		42,782		42,782		42,782	
CASH FUNDS EXEMPT	1,060,052		1,170,551		2,207,221		2,219,984		2,471,940	
FEDERAL FUNDS	0		0		0		0		0	
<b>INTEGRATED DOCUMENT FACTORY</b>										
<b>Reprographics</b>	<b>3,234,994</b>	<b>26.9</b>	<b>3,030,194</b>	<b>23.7</b>	<b>3,202,195</b>	<b>26.1</b>	<b>3,260,893</b>	<b>26.1</b>	<b>3,201,113</b>	<b>26.1</b>
GENERAL FUND	0		0		0		0		0	
CASH FUNDS	318,863		240,618		305,456		305,456		305,456	
CASH FUNDS EXEMPT	2,916,131		2,789,576		2,896,739		2,955,437		2,895,657	
FEDERAL FUNDS	0		0		0		0		0	
<b>Document Solutions Group</b>	<b>752,610</b>	<b>10.1</b>	<b>2,882,287</b>	<b>46.6</b>	<b>3,268,796</b>	<b>53.0</b>	<b>3,349,561</b>	<b>53.0</b>	<b>4,392,046</b>	<b>53.0</b>
GENERAL FUND	0		0		0		0		0	
CASH FUNDS	34,036		35,878		35,917		35,917		35,917	
CASH FUNDS EXEMPT	718,574		2,846,409		3,232,879		3,313,644		4,356,129	
FEDERAL FUNDS	0		0		0		0		0	
<b>Mail Services</b>	<b>5,558,850</b>	<b>27.6</b>	<b>5,750,477</b>	<b>28.1</b>	<b>5,903,304</b>	<b>32.0</b>	<b>5,957,831</b>	<b>32.0</b>	<b>5,902,120</b>	<b>32.0</b>
GENERAL FUND	0		0		0		0		0	
CASH FUNDS	682,804		351,498		697,515		697,515		697,515	
CASH FUNDS EXEMPT	4,876,046		5,398,979		5,205,789		5,260,316		5,204,605	
FEDERAL FUNDS	0		0		0		0		0	
<b>CENTRAL SERVICES - IDF TOTAL</b>	<b>9,546,453</b>	<b>64.6</b>	<b>11,662,958</b>	<b>98.4</b>	<b>12,374,295</b>	<b>111.1</b>	<b>12,568,284</b>	<b>111.0</b>	<b>13,495,279</b>	<b>111.0</b>
GENERAL FUND	0		0		0		0		0	
CASH FUNDS	1,035,703		627,994		1,038,888		1,038,888		1,038,888	
CASH FUNDS EXEMPT	8,510,750		11,034,964		11,335,407		11,529,396		12,456,391	
FEDERAL FUNDS	0		0		0		0		0	
<b>FLEET MANAGEMENT / MOTOR POOL SERVICES</b>	<b>27,920,793</b>	<b>15.6</b>	<b>27,890,072</b>	<b>16.0</b>	<b>29,276,446</b>	<b>16.0</b>	<b>29,320,926</b>	<b>16.0</b>	<b>30,529,181</b>	<b>16.0</b>
GENERAL FUND	0		0		0		0		0	
CASH FUNDS	4,216,635		2,711,581		2,134,301		2,134,301		2,134,301	
CASH FUNDS EXEMPT	23,704,158		25,178,491		27,142,145		27,186,625		28,394,880	
FEDERAL FUNDS	0		0		0		0		0	

SCHEDULE 2.A  
DEPARTMENT SUMMARY

DIVISION / PROGRAM TITLE	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROP FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>FACILITIES MAINTENANCE</b>										
Capitol Complex Facilities	6,772,085	56.9	6,943,494	56.2	6,694,672	55.2	6,801,899	55.2	6,729,798	55.2
GENERAL FUND			34,479		0		0		0	
CASH FUNDS	0		0		0		0		0	
CASH FUNDS EXEMPT	6,772,085		6,909,015		6,694,672		6,801,899		6,729,798	
FEDERAL FUNDS	0		0		0		0		0	
<b>FACILITIES MAINTENANCE</b>										
Grand Junction State Services Building	196,320	1.0	168,035	0.8	177,720	1.0	177,813	1.0	177,744	1.0
GENERAL FUND	0		0		0		0		0	
CASH FUNDS	9,959		5,087		5,092		5,092		5,092	
CASH FUNDS EXEMPT	186,361		162,948		172,628		172,721		172,652	
FEDERAL FUNDS	0		0		0		0		0	
<b>FACILITIES MAINTENANCE</b>										
Camp George West	485,899	1.0	451,258	1.9	454,197	1.0	455,408	1.0	454,080	1.0
GENERAL FUND	0		0		0		0		0	
CASH FUNDS	49,336		38,950		48,950		48,950		48,950	
CASH FUNDS EXEMPT	436,563		412,308		405,247		406,458		405,130	
FEDERAL FUNDS	0		0		0		0		0	
<b>FACILITIES MAINTENANCE TOTAL</b>										
GENERAL FUND	0		34,479		0		0		0	
CASH FUNDS	59,295		44,037		54,042		54,042		54,042	
CASH FUNDS EXEMPT	7,589,770		7,484,271		7,272,547		7,381,078		7,307,579	
FEDERAL FUNDS	0		0		0		0		0	
<b>CENTRAL SERVICES TOTAL</b>										
GENERAL FUND	0		34,479		0		0		0	
CASH FUNDS	5,311,633		3,383,612		3,270,013		3,270,013		3,270,013	
CASH FUNDS EXEMPT	40,864,730		44,868,277		47,957,320		48,317,084		50,630,789	
FEDERAL FUNDS	0		0		0		0		0	
<b>FINANCE AND PROCUREMENT</b>										
STATE CONTROLLER'S/PURCHASING OFFICE	3,065,545	39.8	3,126,121	38.4	2,864,112	38.0	2,925,723	38.0	2,861,689	38.0
GENERAL FUND	1,131,155		205,996		99,830		161,441		102,851	
CASH FUNDS	0		0		0		0		0	
CASH FUNDS EXEMPT	1,934,390		2,920,125		2,764,282		2,764,282		2,758,838	
FEDERAL FUNDS	0		0		0		0		0	
<b>SUPPLIER DATABASE</b>										
GENERAL FUND	0		0		0		0		0	
CASH FUNDS	222,202		244,453		250,251		265,606		250,737	
CASH FUNDS EXEMPT	0		0		0		0		0	
FEDERAL FUNDS	0		0		0		0		0	

SCH. E 2.A  
DEPARTMENT SUMMARY

DIVISION / PROGRAM TITLE	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROP FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>COLLECTIONS SERVICES</b>	<b>1,087,949</b>	<b>16.6</b>	<b>1,041,673</b>	<b>17.0</b>	<b>1,112,285</b>	<b>17.0</b>	<b>1,146,232</b>	<b>17.0</b>	<b>1,141,201</b>	<b>18.0</b>
GENERAL FUND	0		0		0		0		0	
CASH FUNDS	653,409		510,421		681,458		681,458		697,047	
CASH FUNDS EXEMPT	434,540		531,252		430,827		464,774		444,154	
FEDERAL FUNDS	0		0		0		0		0	
<b>REAL ESTATE SERVICES PROGRAM</b>	<b>522,351</b>	<b>6.6</b>	<b>549,367</b>	<b>6.9</b>	<b>480,809</b>	<b>7.0</b>	<b>495,582</b>	<b>7.0</b>	<b>480,335</b>	<b>7.0</b>
GENERAL FUND	522,351		549,367		480,809		495,582		480,335	
CASH FUNDS	0		0		0		0		0	
CASH FUNDS EXEMPT	0		0		0		0		0	
FEDERAL FUNDS	0		0		0		0		0	
<b>FINANCE AND PROCUREMENT TOTAL</b>	<b>4,898,047</b>	<b>65.5</b>	<b>4,961,614</b>	<b>64.9</b>	<b>4,707,457</b>	<b>65.5</b>	<b>4,833,144</b>	<b>65.5</b>	<b>4,733,962</b>	<b>66.5</b>
GENERAL FUND	1,653,506		755,363		580,639		657,023		583,186	
CASH FUNDS	875,611		754,874		931,709		947,064		947,784	
CASH FUNDS EXEMPT	2,368,930		3,451,377		3,195,109		3,229,056		3,202,992	
FEDERAL FUNDS	0		0		0		0		0	
<b>DIVISION of INFORMATION TECHNOLOGIES</b>										
<b>ADMINISTRATION</b>	<b>1,226,870</b>	<b>6.7</b>	<b>405,728</b>	<b>6.0</b>	<b>365,590</b>	<b>6.0</b>	<b>378,257</b>	<b>6.0</b>	<b>366,041</b>	<b>6.0</b>
GENERAL FUND	953,206		0		0		0		0	
CASH FUNDS	88,930		0		0		0		0	
CASH FUNDS EXEMPT	184,734		405,728		365,590		378,257		366,041	
FEDERAL FUNDS	0		0		0		0		0	
<b>CUSTOMER SERVICES</b>	<b>0</b>	<b>-</b>	<b>823,344</b>	<b>11.1</b>	<b>845,716</b>	<b>13.0</b>	<b>885,493</b>	<b>13.0</b>	<b>846,587</b>	<b>13.0</b>
GENERAL FUND	0		0		0		0		0	
CASH FUNDS	0		0		0		0		0	
CASH FUNDS EXEMPT	0		823,344		845,716		885,493		846,587	
FEDERAL FUNDS	0		0		0		0		0	
<b>ORDER BILLING</b>	<b>0</b>	<b>-</b>	<b>628,624</b>	<b>10.0</b>	<b>606,401</b>	<b>10.0</b>	<b>621,978</b>	<b>10.0</b>	<b>607,159</b>	<b>10.0</b>
GENERAL FUND	0		0		0		0		0	
CASH FUNDS	0		0		0		0		0	
CASH FUNDS EXEMPT	0		628,624		606,401		621,978		607,159	
FEDERAL FUNDS	0		0		0		0		0	
<b>COMMUNICATIONS SERVICES</b>	<b>3,418,568</b>	<b>42.9</b>	<b>3,417,463</b>	<b>41.0</b>	<b>3,755,133</b>	<b>43.0</b>	<b>3,755,133</b>	<b>43.1</b>	<b>3,977,399</b>	<b>48.0</b>
GENERAL FUND	3,284,926		2,610,961		369,361		369,361		369,361	
CASH FUNDS	0		0		333,170		333,170		333,170	
CASH FUNDS EXEMPT	62,111		704,497		2,981,071		2,981,071		3,203,337	
FEDERAL FUNDS	71,531		102,005		71,531		71,531		71,531	
<b>NETWORK SERVICES</b>	<b>14,167,688</b>	<b>18.8</b>	<b>16,639,698</b>	<b>15.3</b>	<b>18,689,906</b>	<b>18.0</b>	<b>18,725,929</b>	<b>18.0</b>	<b>18,969,163</b>	<b>18.0</b>
GENERAL FUND	0		0		0		0		0	
CASH FUNDS	562,660		585,589		1,363,904		1,363,904		1,363,904	
CASH FUNDS EXEMPT	13,605,028		16,054,109		17,326,002		17,362,025		17,605,259	
FEDERAL FUNDS	0		0		0		0		0	

SCHEDULE 2.A  
DEPARTMENT SUMMARY

DIVISION / PROGRAM TITLE	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROP FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>COMPUTER SERVICES</b>	<b>12,048,668</b>	<b>94.5</b>	<b>8,355,391</b>	<b>40.7</b>	<b>9,588,562</b>	<b>42.0</b>	<b>9,712,389</b>	<b>42.0</b>	<b>10,135,707</b>	<b>42.0</b>
GENERAL FUND	0		0		0		0		0	
CASH FUNDS	163,527		187,708		28,749		28,749		28,749	
CASH FUNDS EXEMPT	11,885,141		8,167,683		9,559,813		9,683,640		10,106,958	
FEDERAL FUNDS	0		0		0		0		0	
<b>INFORMATION AND ARCHIVAL SERVICES</b>	<b>912,598</b>	<b>13.4</b>	<b>645,650</b>	<b>9.0</b>	<b>489,139</b>	<b>9.0</b>	<b>504,535</b>	<b>9.0</b>	<b>489,101</b>	<b>9.0</b>
GENERAL FUND	460,425		462,359		369,732		381,980		369,732	
CASH FUNDS	122,891		86,169		89,024		89,024		89,024	
CASH FUNDS EXEMPT	329,282		97,122		30,383		33,531		30,345	
FEDERAL FUNDS	0		0		0		0		0	
<b>TECHONOLOGY MANAGEMENT UNIT</b>	<b>4,667,447</b>	<b>40.9</b>	<b>3,448,341</b>	<b>39.9</b>	<b>2,887,219</b>	<b>39.5</b>	<b>2,957,277</b>	<b>39.5</b>	<b>2,885,453</b>	<b>39.5</b>
GENERAL FUND	4,667,447		3,448,341		2,887,219		2,957,277		2,885,453	
CASH FUNDS	0		0		0		0		0	
CASH FUNDS EXEMPT	0		0		0		0		0	
FEDERAL FUNDS	0		0		0		0		0	
<b>INFORMATION TECHNOLOGIES TOTAL</b>	<b>36,949,344</b>	<b>223.8</b>	<b>34,364,237</b>	<b>172.9</b>	<b>37,227,666</b>	<b>180.5</b>	<b>37,540,992</b>	<b>180.5</b>	<b>38,276,607</b>	<b>185.5</b>
GENERAL FUND	9,688,775		6,521,661		3,626,312		3,708,618		3,624,546	
CASH FUNDS	938,008		859,466		1,814,847		1,814,847		1,814,847	
CASH FUNDS EXEMPT	26,251,030		26,881,106		31,714,976		31,945,996		32,765,684	
FEDERAL FUNDS	71,531		102,005		71,531		71,531		71,531	
<b>ADMINISTRATIVE HEARINGS</b>	<b>3,072,341</b>	<b>36.7</b>	<b>3,238,565</b>	<b>37.3</b>	<b>3,118,916</b>	<b>39.3</b>	<b>3,188,599</b>	<b>39.3</b>	<b>3,399,044</b>	<b>39.3</b>
GENERAL FUND	0		0		0		0		0	
CASH FUNDS	0		0		0		0		0	
CASH FUNDS EXEMPT	3,072,341		3,238,565		3,118,916		3,188,599		3,399,044	
FEDERAL FUNDS	0		0		0		0		0	
<b>GRAND TOTAL - ALL DIVISIONS</b>	<b>97,573,656</b>	<b>552.0</b>	<b>104,191,199</b>	<b>533.9</b>	<b>109,636,111</b>	<b>559.8</b>	<b>110,668,157</b>	<b>559.8</b>	<b>172,992,827</b>	<b>574.7</b>
GENERAL FUND	13,354,002		12,048,390		7,732,708		8,015,105		8,392,723	
CASH FUNDS	7,533,295		5,552,832		6,702,623		6,729,266		11,232,410	
CASH FUNDS EXEMPT	76,614,828		86,487,973		95,129,249		95,852,255		153,296,163	
FEDERAL FUNDS	71,531		102,005		71,531		71,531		71,531	

**Schedule 2.B  
Index from Line Items to Programs**

Department: Personnel & Administration  
Fiscal Year: 2003-04

Long Bill Group	Long Bill Line Item	Long Bill Line Item Description	Statutory Citation	Cross-Reference to Program Crosswalk	
				Associated Program(s)	Page Number
(1) Executive Director's Office	Personal Services	Payment of ongoing salaries for management and other services of the department			
	Health, Life, Dental Insurance	State's contribution to health benefits for employees within the department.	24-50-601	Executive Director's Office Human Resources State Agency Services Training CSEAP Benefits Risk Management State Personnel Board Central Services Administration Reprographics Imaging & Microfilm Mail State Fleet Management Capitol Complex Grand Junction Camp George West Finance & Procurement SCO & Procurement Services Supplier Database Collections Services Real Estate Services Program CO. Information Tech Svcs. Business Svcs Communications Svcs Network Svcs Computer Svcs Pueblo Data Entry Info/Archival Svcs Application Svcs Administrative Hearings	
	Short Term Disability Ins	State contribution for employee short term illness.	24-50-603	Executive Director's Office Human Resources State Agency Services Training CSEAP Benefits Risk Management State Personnel Board	

**Schedule 2.B  
Index from Line Items to Programs**

Department: Personnel & Administration  
Fiscal Year: 2003-04

Long Bill Group	Long Bill Line Item	Long Bill Line Item Description	Statutory Citation	Cross-Reference to Program Crosswalk	
				Associated Program(s)	Page Number
				Central Services	
				Administration	
				Reprographics	
				Imaging & Microfilm	
				Mail	
				State Fleet Management	
				Capitol Complex	
				Grand Junction	
				Camp George West	
				Finance & Procurement	
				SCO & Procurement Services	
				Supplier Database	
				Collections Services	
				Real Estate Services Program	
				CO. Information Tech Svcs.	
				Business Svcs	
				Communications Svcs	
				Network Svcs	
				Computer Svcs	
				Pueblo Data Entry	
				Info/Archival Svcs	
				Application Svcs	
				Administrative Hearings	
	Salary Survey & Senior Exec Service	Adjustments to State employee salaries based on the Total Compensation Survey	24-50-104	Executive Director's Office	
				Human Resources	
				State Agency Services	
				Training	
				CSEAP	
				Benefits	
				Risk Management	
				State Personnel Board	
				Central Services	
				Administration	
				Reprographics	
				Imaging & Microfilm	

**Schedule 2.B  
Index from Line Items to Programs**

Department: Personnel & Administration  
Fiscal Year: 2003-04

Long Bill Group	Long Bill Line Item	Long Bill Line Item Description	Statutory Citation	Cross-Reference to Program Crosswalk	
				Associated Program(s)	Page Number
				Mail	
				State Fleet Management	
				Capitol Complex	
				Grand Junction	
				Camp George West	
				Finance & Procurement	
				SCO & Procurement Services	
				Supplier Database	
				Collections Services	
				Real Estate Services Program	
				CO. Information Tech Svcs.	
				Business Svcs	
				Communications Svcs	
				Network Svcs	
				Computer Svcs	
				Pueblo Data Entry	
				Info/Archival Svcs	
				Application Svcs	
				Administrative Hearings	
				Central Services	
				Administration	
				Reprographics	
				Imaging & Microfilm	
				Mail	
				State Fleet Management	
				Capitol Complex	
				Grand Junction	
				Camp George West	
				Finance & Procurement	
				SCO & Procurement Services	
				Supplier Database	
				Collections Services	
				Real Estate Services Program	
				CO. Information Tech Svcs.	
				Business Svcs	
				Communications Svcs	
				Network Svcs	
				Computer Svcs	
				Pueblo Data Entry	
				Info/Archival Svcs	
				Application Svcs	
	Shift Differential	Hours of employment outside regular office hours of 8a.m. to 5 p.m.			

**Schedule 2.B  
Index from Line Items to Programs**

Department: Personnel & Administration  
Fiscal Year: 2003-04

Long Bill Group	Long Bill Line Item	Long Bill Line Item Description	Statutory Citation	Cross-Reference to Program Crosswalk	
				Associated Program(s)	Page Number
	Workers Compensation	Payment of insurance to cover employee projected and current losses.	24-10-1510	Executive Director's Office Human Resources	
				State Agency Services	
				Training	
				CSEAP	
				Benefits	
				Risk Management	
				State Personnel Board	
				Central Services	
				Administration	
				Reprographics	
				Imaging & Microfilm	
				Mail	
				State Fleet Management	
				Capitol Complex	
				Grand Junction	
				Camp George West	
				Finance & Procurement	
				SCO & Procurement Services	
				Supplier Database	
				Collections Services	
				Real Estate Services Program	
				CO. Information Tech Svcs.	
				Business Svcs	
				Communications Svcs	
				Network Svcs	
				Computer Svcs	
				Pueblo Data Entry	
				Info/Archival Svcs	
				Application Svcs	
				Administrative Hearings	
	Operating Expense	Consumable supplies and materials used for general day-to-day operations.		Executive Director's Office	
	Legal Services	Purchase of legal services from the Department of Law.		Executive Director's Office	
				Human Resources	
				State Agency Services	
				Benefits	
				Risk Management	
				State Personnel Board	
				Central Services	
				Administration	
				Reprographics	
				Imaging & Microfilm	
				Mail	



**Schedule 2.B  
Index from Line Items to Programs**

Department: Personnel & Administration  
Fiscal Year: 2003-04

Long Bill Group	Long Bill Line Item	Long Bill Line Item Description	Statutory Citation	Cross-Reference to Program Crosswalk	
				Associated Program(s)	Page Number
				State Fleet Management	
				Capitol Complex	
				Grand Junction	
				Camp George West	
				Finance & Procurement	
				SCO & Procurement Services	
				Supplier Database	
				Collections Services	
				Real Estate Services Program	
				CO. Information Tech Svcs.	
				Business Svcs	
				Communications Svcs	
				Network Svcs	
				Computer Svcs	
				Pueblo Data Entry	
				Info/Archival Svcs	
				Application Svcs	
				Administrative Hearings	
	Administrative Law Judge Services	Payments for Administrative Law Judge Services for Collections Services		Finance & Procurement	
				Collections Services	
	Purchase of Svc-Computing	Payments for automated data processing services from GGCC.		Executive Director's Office	
				Human Resources	
				State Agency Services	
				Training	
				CSEAP	
				Benefits	
				Risk Management	
				State Personnel Board	
				Central Services	
				Administration	
				Reprographics	
				Imaging & Microfilm	
				Mail	
				State Fleet Management	
				Capitol Complex	
				Grand Junction	
				Camp George West	
				Finance & Procurement	
				SCO & Procurement Services	
				Supplier Database	
				Collections Services	
				Real Estate Services Program	
				CO. Information Tech Svcs.	

**Schedule 2.B  
Index from Line Items to Programs**

Department: Personnel & Administration  
Fiscal Year: 2003-04

Long Bill Group	Long Bill Line Item	Long Bill Line Item Description	Statutory Citation	Cross-Reference to Program Crosswalk	
				Associated Program(s)	Page Number
				Business Svcs	
				Communications Svcs	
				Network Svcs	
				Computer Svcs	
				Pueblo Data Entry	
				Info/Archival Svcs	
				Application Svcs	
				Administrative Hearings	
	Pueblo Data Entry Center Payments	Provides data entry, microfilm, digital imaging, optical character recognition, forms design and on-line development to integrate data with database and mainframe applications. Provides digital storage and retrieval.			
	Multiuse Network Payments	Provides DPAs portion of the Statewide Multiuse Network		Divisions within DPA	
	Payments to Risk Mgt & Property Funds	Insurance coverage for property and liability		Executive Director's Office	
				Human Resources	
				State Agency Services	
				Training	
				CSEAP	
				Benefits	
				Risk Management	
				State Personnel Board	
				Central Services	
				Administration	
				Reprographics	
				Imaging & Microfilm	
				Mail	
				State Fleet Management	
				Capitol Complex	
				Grand Junction	
				Camp George West	
				Finance & Procurement	
				SCO & Procurement Services	
				Supplier Database	
				Collections Services	
				Real Estate Services Program	
				CO. Information Tech Svcs.	
				Business Svcs	
				Communications Svcs	
				Network Svcs	
				Computer Svcs	
				Pueblo Data Entry	
				Info/Archival Svcs	
				Application Svcs	
				Administrative Hearings	

**Schedule 2.B  
Index from Line Items to Programs**

Department: Personnel & Administration  
Fiscal Year: 2003-04

Long Bill Group	Long Bill Line Item	Long Bill Line Item Description	Statutory Citation	Cross-Reference to Program Crosswalk	
				Associated Program(s)	Page Number
	Vehicle Lease Payments	Payments for lease or replacement of state owned and operated vehicles		Executive Director's Office	
				Human Resources	
				State Agency Services	
				Training	
				CSEAP	
				Benefits	
				Risk Management	
				State Personnel Board	
				Central Services	
				Administration	
				Reprographics	
				Imaging & Microfilm	
				Mail	
				State Fleet Management	
				Capitol Complex	
				Grand Junction	
				Camp George West	
				Finance & Procurement	
				SCO & Procurement Services	
				Supplier Database	
				Collections Services	
				Real Estate Services Program	
				CO. Information Tech Svcs.	
				Business Svcs	
				Communications Svcs	
				Network Svcs	
				Computer Svcs	
				Pueblo Data Entry	
				Info/Archival Svcs	
				Application Svcs	
				Administrative Hearings	
	Leased Space	Use and acquisition of space pursuant to a rental agreement.		Executive Director's Office	
				Human Resources	
				State Agency Services	
				Training	
				CSEAP	
				Benefits	
				Risk Management	
				State Personnel Board	
				Central Services	
				Administration	
				Reprographics	
				Imaging & Microfilm	

**Schedule 2.B  
Index from Line Items to Programs**

Department: Personnel & Administration  
Fiscal Year: 2003-04

Long Bill Group	Long Bill Line Item	Long Bill Line Item Description	Statutory Citation	Cross-Reference to Program Crosswalk	
				Associated Program(s)	Page Number
				Mail	
				State Fleet Management	
				Capitol Complex	
				Grand Junction	
				Camp George West	
				Finance & Procurement	
				SCO & Procurement Services	
				Supplier Database	
				Collections Services	
				Real Estate Services Program	
				CO. Information Tech Svcs.	
				Business Svcs	
				Communications Svcs	
				Network Svcs	
				Computer Svcs	
				Pueblo Data Entry	
				Info/Archival Svcs	
				Application Svcs	
				Administrative Hearings	
	Capitol Complex Leased Space	Lease of state-owned office space		Executive Director's Office	
				Human Resources	
				State Agency Services	
				Training	
				CSEAP	
				Benefits	
				Risk Management	
				State Personnel Board	
				Central Services	
				Administration	
				Reprographics	
				Imaging & Microfilm	
				Mail	
				State Fleet Management	
				Capitol Complex	
				Grand Junction	
				Camp George West	
				Finance & Procurement	
				SCO & Procurement Services	
				Supplier Database	
				Collections Services	
				Real Estate Services Program	
				CO. Information Tech Svcs.	
				Business Svcs	

**Schedule 2.B  
Index from Line Items to Programs**

Department: Personnel & Administration  
Fiscal Year: 2003-04

Long Bill Group	Long Bill Line Item	Long Bill Line Item Description	Statutory Citation	Cross-Reference to Program Crosswalk	
				Associated Program(s)	Page Number
				Communications Svcs	
				Network Svcs	
				Computer Svcs	
				Pueblo Data Entry	
				Info/Archival Svcs	
				Application Svcs	
				Administrative Hearings	
	Communications Services Payments	DPAs portion of total Communications Services (DTR, etc...)			
	Test Facility Lease	Federal Lease for high speed train testing in Pueblo.			
	Employment Security Contract	Contract for review of unemployment ins claims for executive branch.			
	Employees Emeritus	Additional retirement benefits for about 7 employees. Program is being phased out.			
(2) Division of Human Resources					
	(A) Human Resource Services	Provide leadership and consultation in human resource management for State agencies	Article XII, Sections 13,14 and 15 of the State Constitution, CRS 24-50 et. seq.		
	(1) State Agency Services				
	Personal Services	Payment of ongoing salaries for management and other services of the division.			
	Operating Expense	Consumable supplies and materials used for general day-to-day operations.			
	(2) Training Services	Provide ongoing training and development for employees of the State.			
	Personal Services	Payment of ongoing salaries for management and other services of the division.			
	Operating Expenses	Consumable supplies and materials used for general day-to-day operations.			
	Indirect Cost Assessment	Payment of expenses indirectly associated to operation of the division.			
	(3) CSEAP (Created in HB 02-1226)		CRS 24-50-604		
	Personal Services	Payment of ongoing salaries for management and other services of the division.			
	Operating Expenses	Consumable supplies and materials used for general day-to-day operations.			
	Indirect Cost Assessment	Payments of expenses indirectly associated to the division's operation.			
	(B) Employee Benefits Services	Assists employees of the state with cost effective benefit choices that meet their needs.	CRS 24-50-601		
	Personal Services	Payment of ongoing salaries for management and services.			
	Operating Expenses	Consumable supplies and materials used for general day-to-day operations.			
	Utilization Review	Payments for professional services to ensure efficiency and cost benefits from selected providers.			
	Deferred Compensation Plans	Administrative management of employees supplemental retirement benefit			
	Defined Contribution Plans	Administrative management of a portable retirement fund for Legislators and Senior Executive Staff.			
	Indirect Cost Assessment	Payments of expenses indirectly associated to the division's operation.			
	(C) Risk Management Services	Administer, supervise, and manage a comprehensive risk management program that serves all state agencies in the protection of state assets.	CRS 24-30-1501		

**Schedule 2.B  
Index from Line Items to Programs**

Department: Personnel & Administration  
Fiscal Year: 2003-04

Long Bill Group	Long Bill Line Item	Long Bill Line Item Description	Statutory Citation	Cross-Reference to Program Crosswalk	
				Associated Program(s)	Page Number
	Personal Services	Payment of ongoing salaries for management and services.			
	Operating Expenses	Consumable supplies and materials used for general day-to-day operations.			
	Audit Expense	Payment for performance audit of the division.			
	Legal Services	Payment for legal services associated with the Risk Mgt. Liability Program	CRS 24-30-1507		
	Liability Premiums	Premiums paid by State agencies to cover projected and current losses due to liability cases.	CRS 24-10-114, 24-30-1510 (3)(a)		
	Property Premiums	Premiums paid by State agencies for protection of state assets.	CRS 24-30-1510.5		
	Workers' Compensation Premiums	Payments made by state agencies in support of the State's self-insured workers' compensation program.	CRS 24-30-1510.3, CRS 24-30-1510.7		
	Indirect Cost Assessment	Payments of expenses indirectly associated to the division's operation.			
<b>(3) Personnel Board</b>		Resolve disputes involving state employees and agencies.	24-50-101 & 24-50.5-101 C.R.S. (article XII, sections 13 & 14)		
	Personal Services	Payment of ongoing salaries for management and services.			
	Operating Expenses	Consumable supplies and materials used for general day-to-day operations.			
<b>(4) Central Services</b>		Division of Central Services	24-30-1101 thru 1118		
	<b>(A) Administration</b>	Provide administrative, financial, and human resource support for the			
	Personal Services	Payment of ongoing salaries for management and services.			
	Operating Expenses	Consumable supplies and materials used for general day-to-day operations.			
	Indirect Cost	Payments of expenses indirectly associated to the division's operation.			
	<b>(B) Integrated Document Factory</b>	Centralized reproduction service provider to all state agencies.			
	<b>(1) Reprographic Services</b>	Provide professional agency publications to all state agencies	24-30-1102(4), 24-30-1104(1)		
	Personal Services	Payment of ongoing salaries for management and services.			
	Operating Expenses	Consumable supplies and materials used for general day-to-day operations.			
	<b>(2) Document Solutions Group</b>	Provide filing and scanning services to all state agencies.	24-30-1102(4), 24-30-1104(1) and 24-30-1104(1)(k)		
	Personal Services	Payment of ongoing salaries for management and services.			
	Operating Expenses	Consumable supplies and materials used for general day-to-day operations.			
	Utilities	Utilities payments for Central Services Document Solutions Group			
	Indirect Cost Assessment	Payments of expenses indirectly associated to the division's operation.			
	<b>(3) Mail Services</b>	Provide full mail processing services, consulting to state mailers, monitor the processes and technologies of the U.P.S. and the mailing industry.	24-30-1102(4), 24-30-1104(1) and 24-30-1111		
	Personal Services	Payment of ongoing salaries for management and services.			
	Operating Expenses	Consumable supplies and materials used for general day-to-day operations.			
	<b>(C) Fleet Management Program &amp; Motor Pool Services</b>	Provide full service light duty vehicles leasing to state agencies.	24-30-1104(2) and 24-30-1112 through 1117		
	Personal Services	Payment of ongoing salaries for management and services.			
	Operating Expenses	Consumable supplies and materials used for general day-to-day operations.			
	Vehicle Lease/Purchase	Funding for new and replacement fleet vehicles			
			24-1-136.5; 24-82-101; 24-82-102; 24-82-103; 24-30-1303; 18-9-117, CRS (combined with 24-82-101).		
	<b>(D) Facilities Maintenance</b>				
	<b>(1) Capitol Complex Facilities</b>				

**Schedule 2.B  
Index from Line Items to Programs**

Department: Personnel & Administration

Fiscal Year: 2003-04

Long Bill Group	Long Bill Line Item	Long Bill Line Item Description	Statutory Citation	Cross-Reference to Program Crosswalk	
				Associated Program(s)	Page Number
	Personal Services	Payment of ongoing salaries for management and services.			
	Operating Expenses	Consumable supplies and materials used for general day-to-day operations.			
	Capitol Complex Repairs	Routine maintenance of buildings.			
	Capitol Complex Security	Routine security of buildings			
	Utilities	Utility pmts for all Denver area buildings.			
	(2) Grand Jct St Svc Bldg				
	Personal Services	Payment of ongoing salaries for management and services.			
	Operating Expenses	Consumable supplies and materials used for general day-to-day operations.			
	Utilities	Utility payments for the Grand Junction State Services Building			
	(3) Camp George West				
	Personal Services	Payment of ongoing salaries for management and services.			
	Operating Expenses	Consumable supplies and materials used for general day-to-day operations.			
	Utilities	Utility pmts for all buildings at Camp George West.			
(5) Finance & Procurement			24-17-103; 24-30-201, et. seq.; 24-52-101, et. seq.; 24-75-102; 24-75-105 through 111; 24-75-201.3; 24-75-202 through 204; 24-75-212 through 214; 24-75-301 through 305; 24-75-402; 24-101-101, et. seq.		
	(A) State Controller's Office and Procurement Services	Manage the financial and procurement operations of the state.			
	Personal Services	Payment of ongoing salaries for management and services.			
	Operating Expenses	Consumable supplies and materials used for general day-to-day operations.			
	(B) Supplier Database	The supplier database maintained by State Purchasing Office that provides notification of solicitations, known as the Bid Information and Distribution System (BIDS)	24-102-202.5		
	Personal Services	Payment of ongoing salaries for management and services.			
	Operating Expenses	Consumable supplies and materials used for general day-to-day operations.			
	(C) Collection Services	Provide debt collection services for state agencies.	24-30-202.4		
	Personal Services	Payment of ongoing salaries for management and services.			
	Operating Expenses	Consumable supplies and materials used for general day-to-day operations.			
	Collection of Debts Due to the State	Tax Offset for payment of debts owed to the State.			
	(D) Real Estate Svcs		24-30-1303, 24-30-1303.1, 24-30-1305, 24-30-1307, 24-92-110		
	Coordination of CC, CM, & Leases	Planning for statewide controlled maintenance & capital const. Requests, and management of leasing statewide.			
Division of Information Technology					
	(A) Administration	Manages the internal business functions of the Colorado Information Technology Services			
	Personal Services	Payment of ongoing salaries for management and services.			
	Operating Expenses	Consumable supplies and materials used for general day-to-day operations.			
	(B) Customer Services	DoIT's Service Center provides 24 hrs, 7-day a week coverage to its customers	C.R.S. 24-30-1601 thru 21-30-1607		

**Schedule 2.B**  
**Index from Line Items to Programs**

Department: Personnel & Administration  
Fiscal Year: 2003-04

Long Bill Group	Long Bill Line Item	Long Bill Line Item Description	Statutory Citation	Cross-Reference to Program Crosswalk	
				Associated Program(s)	Page Number
	Personal Services	Payment of ongoing salaries for management and services.			
	Operating Expenses	Consumable supplies and materials used for general day-to-day operations.			
	(C) Order Billing	Provides direct support to all activities of DoIT Network Services operations	C.R.S. 24-30-901 thru 24-30-909		
	Personal Services	Payment of ongoing salaries for management and services.			
	Operating Expenses	Consumable supplies and materials used for general day-to-day operations.			
	(D) Communications Services	Provides full information network services for the statewide telecommunication network.	24-30-901 thru 24-30-909, 24-33-233 and 4-30-908.5		
	Personal Services	Payment of ongoing salaries for management and services.			
	Operating Expenses	Consumable supplies and materials used for general day-to-day operations.			
	Training	Continuing Safety training for CPR & First Aid.			
	Utilities	Utility pmts for all microwave tower sites & leased office space.			
	Local Systems Development	Local government connections to microwave towers.			
	Indirect Cost Assessment	Payments of expenses indirectly associated to the division's operation.			
	(E) Network Services	Provides a partnership between the State of Colorado and US West in order to build a high-speed fiber-optic network link for rural & urban Colorado.	24-30-901 thru 24-30-909		
	Personal Services	Payment of ongoing salaries for management and services.			
	Operating Expenses	Consumable supplies and materials used for general day-to-day operations.			
	Telecommunications Audit Expense	Allows audits of telecomm billings to ensure accuracy and possible savings			
	Toll Free Access to GA	Toll free access for constituents.			
	(F) Computer Services	Provides computing services for the management and operation of the state's information data center.	24-30-1601 thru 24-30-1607		
	Personal Services	Payment of ongoing salaries for management and services.			
	Operating Expenses	Consumable supplies and materials used for general day-to-day operations.			
	Rent/Lease/ Lease Purchase CPU	Lease payments for the mainframe.			
	Indirect Cost Assessment	Payments of expenses indirectly associated to the division's operation.			
	(G) Information & Archival Services	Ensures the preservation of the state's permanent legal records and information.	24-80-101 thru 24-80-109		
	Personal Services	Payment of ongoing salaries for management and services.			
	Operating Expenses	Consumable supplies and materials used for general day-to-day operations.			
	(H) Technology Management Unit	Provides maintenance of statewide information systems the financial and human resource systems.			
	Personal Services	Payment of ongoing salaries for management and services.			
	Operating Expenses	Consumable supplies and materials used for general day-to-day operations.			
(7) Administrative Hearings		Provide professional adjudication services for the State of Colorado.	24-4-100		
	Personal Services	Payment of ongoing salaries for management, staff, and services.			
	Operating Expenses	Consumable supplies and materials used for general day-to-day operations.			
	Indirect Cost Assessment	Payments of expenses indirectly associated to the division's operation.			



**SCHEDULE 3  
PROGRAM DETAIL**

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>PERSONAL SERVICES</b>										
ACCOUNTANT II	102,590	2.0	55,296	1.0			110,592	2.0	110,592	2.0
ACCOUNTANT I							62,400	2.0	62,400	2.0
ACCOUNTING TECHNICIANS	69,178	2.4	60,645	2.0			60,645	2.0	60,645	2.0
ADMIN ASSISTANT II	14,200	0.6	26,940	1.0			26,940	1.0	26,940	1.0
ADMIN ASSISTANT III	48,277	1.3	40,236	1.0			40,236	1.0	40,236	1.0
BUDGET ANALYST II	41,576	1.0	71,966	1.4			36,404	1.0	36,404	1.0
BUDGET ANALYST III	13,864	0.2	91,523	1.5			96,251	2.0	96,251	2.0
BUDGET ANALYST IV	41,514	0.5					0	-	0	-
CONTROLLER I			33,135	0.4			0	-	0	-
CONTROLLER II							0	-	0	-
CONTROLLER III	77,790	1.0	91,070	1.0			91,070	1.0	91,070	1.0
DATA SPECIALIST							0	-	0	-
DEPUTY DIRECTOR (SES)	112,959	1.0	117,600	1.0			117,600	1.0	117,600	1.0
EXECUTIVE DIRECTOR	121,200	1.0	121,200	1.0			121,200	1.0	121,200	1.0
GENERAL PROFESSIONAL II							25,200	1.0	25,200	1.0
GENERAL PROFESSIONAL III	80,774	1.6	170,922	3.3			134,621	4.0	134,621	4.0
GENERAL PROFESSIONAL IV	55,956	1.0	112,818	1.8			54,185	1.0	54,185	1.0
GENERAL PROFESSIONAL V	20,810	0.3	65,820	1.0			65,820	1.0	65,820	1.0
GENERAL PROFESSIONAL VI	174,419	2.2	171,592	2.0			171,592	2.0	171,592	2.0
IT PROFESSIONAL VII			33,240	0.3			0	-	0	-
MANAGEMENT	56,256	0.7	94,944	1.0			94,944	1.0	94,944	1.0
PROGRAM ASSISTANT I	8,957	0.2	9,724	0.3			0	-	0	-
PROGRAM ASSISTANT II			73,453	1.6			27,178	1.0	27,178	1.0
TECHNICIAN III			32,494	1.0			32,494	1.0	32,494	1.0
FORCED VACANCY SAVINGS									(2,739)	
<b>CONTINUATION SALARY SUBTOTAL</b>	<b>1,040,319</b>	<b>17.0</b>	<b>1,474,617</b>	<b>23.5</b>	<b>1,474,617</b>		<b>1,369,373</b>	<b>26.0</b>	<b>1,366,634</b>	<b>26.0</b>
1120 STATE TEMPORARIES	68,827		2,807							
1121 STATE TEMPORARY PT			5,162							
1522 PERA ON CONTINUATION SUBTOTAL 10.04%	90,702		115,568							
1522 PERA ON CONTINUATION SUBTOTAL 10.15%							138,991		138,713	
1523 MATCHMAKER CONTRIBUTION	16,276		18,443							
1520 MEDICARE ON CONTINUATION SUBTOTAL	13,877		16,172				19,856		19,816	
<b>OTHER PERSONAL SERVICES</b>										
1130 OVERTIME			196							
1140 TERMINATION /RETIREMENT PAYOUTS			18,903							
1141 SICK LEAVE PAYMENTS			10,697							
1300 OTHER EMPLOYEE WAGES			16,866							
1340 EMPLOYEE CASH INCENTIVE AWARDS	900		1,250							
1350 EMPLOYEE NONCASH INCENTIVES			75							
1360 NON-BASE BUILDING PERFORMANCE			2,942							
1630 OTHER EMPLOYEE BENEFITS (ECOPASS)	670		1,306							
1531 HIGHER ED TUITION REIMBURSEMENT			625							
1532 UNEMPLOYMENT COMPENSATION			4,342							
1612 CONTRACT EMPLOYEE LIFE INSURANCE			22							
1613 CONTRACT EMPLOYEE DISABILITY			154							
1620 CONTRACT EMPLOYEE FICA-MEDICARE CONTRIBUTIONS			1,757							
1621 CONTRACT EMPLOYEE OTHER RETIREMENT PLANS			12,168							
1910 PURCHASED SERVICES TEMPORARY	4,000									
1920 PURCHASED PROFESSIONAL SERVICES	113,364		38,614							
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>1,348,935</b>	<b>17.0</b>	<b>1,742,688</b>	<b>23.5</b>			<b>1,528,220</b>	<b>26.0</b>	<b>1,525,163</b>	<b>26.0</b>
GENERAL FUND	161,657		142,589						-	
CASH FUNDS									-	
CASH FUNDS EXEMPT	1,187,278	17.0	1,718,004				1,528,220		1,525,163	

**SCHEDULE 3  
PROGRAM DETAIL**

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>POTS EXPENDITURES</b>										
SALARY SURVEY/ANNIVERSARY - NON ADD	145,583		53,456							
1510 HEALTH, LIFE & DENTAL INSURANCE	33,688		47,269				44,057			
1513 SHORT-TERM DISABILITY INSURANCE	675		1,717				1,224			
<b>BASE PERSONAL SERVICES TOTAL</b>	<b>1,383,298</b>	<b>17.0</b>	<b>1,791,675</b>	<b>23.5</b>			<b>1,573,501</b>	<b>26.0</b>	<b>1,525,163</b>	<b>26.0</b>
GENERAL FUND	161,657		191,576				45,281		-	
CASH FUNDS									-	
CASH FUNDS EXEMPT	1,221,641	17.0	1,718,004				1,528,220		1,525,163	
<b>TOTAL PERSONAL SERVICES DETAIL</b>	<b>1,383,298</b>	<b>17.0</b>	<b>1,791,675</b>	<b>23.5</b>	<b>1,528,220</b>	<b>26.0</b>	<b>1,573,501</b>	<b>26.0</b>	<b>1,525,163</b>	<b>26.0</b>
GENERAL FUND	161,657		191,576				45,281		-	
CASH FUNDS									-	
CASH FUNDS EXEMPT	1,221,641	17.0	1,718,004		1,528,220	26.0	1,528,220		1,525,163	
<b>CALCULATION OF PERSONAL SERVICES APPROP</b>										
PREVIOUS YEAR LONG BILL APPROPRIATION									1,528,220	26.0
SALARY SURVEY									0	
PERFORMANCE BASED PAY									0	
MEDICARE INCREASE									0	
.2% OSPB BASE ADJUSTMENT									(3,056)	
<b>TOTAL PERSONAL SERVICES LB APPROP REQUEST</b>									<b>1,525,164</b>	<b>26.0</b>
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT									1,525,164	26.0
<b>Decision Item - Budget Position for Common Policies</b>									<b>52,167</b>	
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT									52,167	1.0
<b>PERSONAL SERVICES RECONCILIATION</b>										
LONG BILL APPROPRIATION	1,221,641	18.0	1,718,004	26.0			1,528,220	26.0		
REVERSION	(10,847)			(2.5)						
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT							1,528,220			
<b>SUBTOTAL</b>	<b>1,210,794</b>	<b>18.0</b>	<b>1,718,004</b>	<b>23.5</b>			<b>1,528,220</b>	<b>26.0</b>		
GENERAL FUND	(10,847)						45,281			
CASH FUNDS										
CASH FUNDS EXEMPT			1,718,004				1,482,939			
<b>ALLOCATED POTS</b>										
SALARY SURVEY ALLOCATION	132,453		42,858				0			
PERFORMANCE BASED PAY	13,130		10,598				0			
HEALTH/LIFE ALLOCATION	26,407		19,317				44,057			
DISABILITY INSURANCE ALLOCATION	514		898				1,224			
<b>TOTAL ALLOCATED POTS</b>	<b>172,504</b>		<b>73,671</b>				<b>45,281</b>		<b>0</b>	
GENERAL FUND	172,504		73,671				45,281			
CASH FUNDS										
CASH FUNDS EXEMPT										
<b>TOTAL PERSONAL SERVICES</b>	<b>1,383,298</b>		<b>1,791,675</b>	<b>23.5</b>	<b>1,528,220</b>	<b>26.0</b>	<b>1,573,501</b>	<b>26.0</b>	<b>1,577,331</b>	<b>26.0</b>
<b>TOTAL PERSONAL SERVICES DETAIL</b>	<b>1,383,298</b>		<b>1,791,675</b>	<b>23.5</b>	<b>1,528,220</b>	<b>26.0</b>	<b>1,573,501</b>	<b>26.0</b>	<b>1,577,330</b>	<b>26.0</b>
DIFFERENCE	(0)		0	(0.0)	0	0	0	(0.0)	0	(0.0)

**SCHEDULE 3  
PROGRAM DETAIL**

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>HEALTH, LIFE, DENTAL</b>	-		<b>1,070,858</b>		<b>1,187,487</b>		<b>1,187,487</b>		<b>1,734,422</b>	
GENERAL FUND	-		425,617		479,394		479,394		691,432	
CASH FUNDS	-		21,938		32,058		32,058		40,790	
CASH FUNDS EXEMPT	-		623,303		676,035		676,035		1,002,200	
<b>HEALTH, LIFE, DENTAL RECONCILIATION</b>										
LONG BILL APPROPRIATION	1,069,477		1,115,750							
SUPPLEMENTAL			(70,667)							
SPECIAL	25,775		25,775							
ALLOCATION TO DIVISIONS	(1,064,758)		(1,070,858)							
REVERSIONS	(30,494)									
GENERAL FUND	-									
CASH FUNDS	(473)									
CASH FUNDS EXEMPT	(30,021)									
<b>SHORT-TERM DISABILITY</b>	-		<b>31,632</b>		<b>41,980</b>		<b>41,980</b>		<b>40,536</b>	
GENERAL FUND	-		10,589		9,886		9,886		15,731	
CASH FUNDS	-		773		3,094		3,094		2,253	
CASH FUNDS EXEMPT	-		20,270		29,000		29,000		22,552	
<b>SHORT-TERM DISABILITY RECONCILIATION</b>										
LONG BILL APPROPRIATION	18,837		34,931							
SUPPLEMENTAL			(3,299)							
ALLOCATION TO DIVISIONS	(18,835)		(31,632)							
REVERSION	2									
GENERAL FUND	2									
CASH FUNDS	-									
CASH FUNDS EXEMPT	-									
<b>SALARY SURVEY</b>			<b>1,421,179</b>						<b>8,879</b>	
GENERAL FUND	-		669,520						322	
CASH FUNDS	-		13,382							
CASH FUNDS EXEMPT	-		738,277						8,557	
<b>SALARY SURVEY RECONCILIATION</b>										
LONG BILL APPROPRIATION	1,392,250		1,472,777							
ALLOCATION TO DIVISIONS	(1,392,250)		(1,421,179)							
REVERSION			(51,598)							
GENERAL FUND	-									
CASH FUNDS	-									
CASH FUNDS EXEMPT	-		(51,598)							
<b>PERFORMANCE BASED PAY</b>			<b>294,597</b>		<b>0</b>		<b>0</b>		<b>354,769</b>	
GENERAL FUND	-		120,696		0		0		168,515	
CASH FUNDS	-		2,555		0		0		3,548	
CASH FUNDS EXEMPT	-		171,346		0		0		182,706	
<b>PERFORMANCE BASED PAY RECONCILIATION</b>										
LONG BILL APPROPRIATION	314,558		315,162							
SPECIAL BILL			(20,565)							
HB02-1038										
ALLOCATION TO DIVISIONS	(314,558)		(294,597)							
REVERSION										
GENERAL FUND	-									
CASH FUNDS	-									
CASH FUNDS EXEMPT	-									

**SCHEDULE 3  
PROGRAM DETAIL**

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>SHIFT DIFFERENTIAL</b>	<b>0</b>		<b>78,422</b>		<b>67,756</b>		<b>67,756</b>		<b>69,384</b>	
GENERAL FUND							0		0	
CASH FUNDS							0		0	
CASH FUNDS EXEMPT	-		78,422		67,756		67,756		69,384	
<b>SHIFT DIFFERENTIAL RECONCILIATION</b>										
LONG BILL APPROPRIATION	139,565		78,422							
ALLOCATION TO DIVISIONS	(139,565)		(78,422)							
REVERSION										
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT	-									
<b>TOTAL PERSONAL SERVICES POTS REQUEST</b>	<b>0</b>				<b>1,297,223</b>		<b>1,297,223</b>		<b>2,207,990</b>	
GENERAL FUND	0				489,280		489,280		876,000	
CASH FUNDS	0				35,152		35,152		46,591	
CASH FUNDS EXEMPT	0				772,791		772,791		1,285,399	
<b>TOTAL PERSONAL SERVICES REQUEST</b>					<b>2,825,443</b>	<b>26.0</b>	<b>2,870,724</b>	<b>26.0</b>	<b>3,785,321</b>	<b>26.0</b>
GENERAL FUND					489,280		534,561		876,000	
CASH FUNDS					35,152		35,152		46,591	
CASH FUNDS EXEMPT					2,301,011		2,301,011		2,862,730	
<b>WORKERS' COMPENSATION</b>	<b>8,889</b>		<b>310,132</b>		<b>215,265</b>		<b>215,265</b>		<b>257,322</b>	
GENERAL FUND	8,889		114,929		79,829		79,829		95,466	
CASH FUNDS			2,858		1,909		1,909		2,316	
CASH FUNDS EXEMPT			192,345		133,527		133,527		159,540	
<b>WORKERS' COMP RECONCILIATION</b>										
LONG BILL APPROPRIATION	338,089		310,132							
ALLOCATION TO DIVISIONS	(329,200)		(310,132)							
REVERSION	(8,889)									
GENERAL FUND	-									
CASH FUNDS	-									
CASH FUNDS EXEMPT	-									
<b>OPERATING EXPENSE</b>										
2170 WASTE DISPOSAL SERVICES			357				293		293	
2220 BUILDING MAINTENANCE & REPAIR			1,662				1,364		1,364	
2230 EQUIPMENT MAINTENANCE	215		560				460		460	
2232 SOFTWARE MAINTENANCE/UPGRADE			588				482		482	
2251 RENTAL/LEASE MOTORPOOL VEHICLE	2,152						0		0	
2252 RENTAL MOTORPOOL MILEAGE CHARGE	269						0		0	
2253 RENTAL OF EQUIPMENT	6,552						0		0	
2254 RENTAL MOTOR VEHICLES	1,561						0		0	
2256 RENTAL OF LAND	3,590		1,505				1,235		1,235	
2259 PARKING FEE REIMBURSEMENT	2,007		127				104		104	
2510 IN STATE TRAVEL	7,081						0		0	
2511 IN-STATE COMMON CARRIER FARES			702				576		576	
2512 IN-STATE PERS TRAVEL PER DIEM			2,723				2,234		2,234	
2513 IN-STATE PERS VEHICLE REIMB			889				730		730	
2515 STATE-OWNED VEHICLE CHARGE			420				345		345	
2520 IN-STATE TRAVEL / NON-EMPLOYEE			99				81		81	
2530 OUT OF STATE TRAVEL	700						0		0	
2531 OUT OF STATE COMMON CARRIER FARES			1,706				1,399		1,399	
2532 OUT OF STATE PERS TRAVEL PER DIEM			1,363				1,118		1,118	
2630 COMM SERVICES - TELECOMMUNICATIONS	12,061		10,740				8,812		8,812	
2631 COMM SERVICES - OUTSIDE SOURCES	7,201		9,776				8,021		8,021	
2680 PRINTING & REPRODUCTION	21,654		26,862				22,039		22,039	

**SCHEDULE 3  
PROGRAM DETAIL**

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
2681 PHOTOCOPY REIMBURSEMENT			846				694		694	
2810 FREIGHT	95		215				176		176	
2830 OFFICE MOVING PUR SERVICE	1,945		6,767				5,552		5,552	
3116 PURCHASED SOFTWARE	200		234				192		192	
3118 FOOD AND FOOD SERVICE SUPPLIES	164						0		0	
3119 MEDICAL LABORATORY & SUPPLIES			62				51		51	
3120 BOOKS,PERIODICALS & SUBSCRIPTIONS	772		244				200		200	
3121 OFFICE SUPPLIES	4,342		5,937				4,871		4,871	
3122 PHOTOGRAPHIC SUPPLIES			59				48		48	
3123 POSTAGE EXPENSE	16,942		15,271				12,529		12,529	
3124 PRINTING & COPY SUPPLIES	6						0		0	
3126 REPAIR & MAINTENANCE SUPPLIES							0		0	
3128 NONCAPITALIZED EQUIPMENT	6,796		7,701				6,318		6,318	
3140 NONCAPITALIZED IT - PCs			8,762				7,189		7,189	
3143 NONCAPITALIZED IT - OTHER			3,078				2,525		2,525	
3950 GASOLINE	18						0		0	
4105 BANK CARD FEES			350				287		287	
4111 PRIZES AND AWARDS	40		771				632		632	
4140 DUES & MEMBERSHIPS	4,419		4,308				3,534		3,534	
4170 MISCELLANEOUS FEES AND FINES			120				98		98	
4180 OFFICIAL FUNCTION	1,541		1,607				1,319		1,319	
4220 REGISTRATION FEES	1,834		4,674				3,835		3,835	
6210 EQUIPMENT DIRECT PURCHASE										
<b>OPERATING EXPENSE</b>	<b>104,157</b>		<b>121,080</b>		<b>99,342</b>		<b>99,342</b>		<b>99,342</b>	
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT	104,157		121,080		99,342		99,342		99,342	
<b>Decision Item - Telecomm Truth in Rates</b>									<b>1,397</b>	
GENERAL FUND									0	
CASH FUNDS									0	
CASH FUNDS EXEMPT									1,397	
<b>TOTAL OPERATING EXPENSE</b>									<b>100,739</b>	
GENERAL FUND									0	
CASH FUNDS									0	
CASH FUNDS EXEMPT									100,739	
<b>OPERATING EXPENSE RECONCILIATION</b>										
LONG BILL APPROPRIATION	104,174		121,080							
SB 01 -192 SUPPLEMENTAL										
REVERSION	(17)									
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT	(17)									
TOTAL	104,157		121,080							
<b>LEGAL SERVICES</b>	<b>-</b>		<b>205,097</b>		<b>208,632</b>		<b>208,632</b>		<b>208,632</b>	
GENERAL FUND	-		142,922		145,291		145,291		177,775	
CASH FUNDS			3,349		3,401		3,401		5,320	
CASH FUNDS EXEMPT			58,826		59,940		59,940		25,537	
<b>LEGAL SERVICES RECONCILIATION</b>										
LONG BILL APPROPRIATION	200,532		205,234							
ALLOCATION TO DIVISIONS	(172,564)		48,801							
REVERSION	(27,968)		(137)							
GENERAL FUND	-									
CASH FUNDS	-									
CASH FUNDS EXEMPT	(27,968)		(137)							

**SCHEDULE 3  
PROGRAM DETAIL**

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>ADMINISTRATIVE LAW JUDGE SERVICES</b>			<b>1,857</b>		<b>1,864</b>		<b>1,864</b>		<b>0</b>	
GENERAL FUND							0		0	
CASH FUNDS							0		0	
CASH FUNDS EXEMPT			1,857		1,864		1,864		0	
<b>PURCHASE OF SERVICES FROM DATA CENTER</b>	<b>238</b>		<b>1,418,459</b>		<b>1,173,668</b>		<b>1,173,668</b>		<b>1,371,035</b>	
GENERAL FUND	238		1,298,383		1,074,334		1,074,334		1,292,886	
CASH FUNDS							0		0	
CASH FUNDS EXEMPT			120,076		99,334		99,334		78,149	
<b>PURCHASE OF SERVICES RECONCILIATION</b>										
LONG BILL APPROPRIATION	394,454		1,402,969							
SUPPLEMENTAL	(107)		15,490							
ALLOCATION TO DIVISIONS	(394,109)		1,418,459							
REVERSION	238									
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT	238									
<b>DOCUMENT SOLUTIONS GROUP PAYMENTS</b>					<b>54,308</b>		<b>54,308</b>		<b>54,308</b>	
GENERAL FUND					28,343		28,343		28,343	
CASH FUNDS					15,879		15,879		15,879	
CASH FUNDS EXEMPT					10,086		10,086		10,086	
<b>MULTIUSE NETWORK PAYMENTS</b>			<b>1,132,787</b>		<b>1,045,953</b>		<b>1,045,953</b>		<b>1,045,953</b>	
GENERAL FUND							0		0	
CASH FUNDS							0		0	
CASH FUNDS EXEMPT			1,132,787		1,045,953		1,045,953		1,045,953	
<b>Decision Item - Telecomm Truth in Rates</b>									<b>(550,405)</b>	
GENERAL FUND									0	
CASH FUNDS									0	
CASH FUNDS EXEMPT									(550,405)	
<b>PAYMENTS TO RISK MANAGEMENT</b>	<b>5,350</b>		<b>489,186</b>		<b>951,685</b>		<b>951,685</b>		<b>859,426</b>	
GENERAL FUND	5,350		181,283		352,676		352,676		294,955	
CASH FUNDS			4,507		8,768		8,768		8,336	
CASH FUNDS EXEMPT			303,396		590,241		590,241		556,135	
<b>PMTS TO RISK MGMT-RECONCILIATION</b>										
LONG BILL APPROPRIATION	295,394		489,186							
SUPPLEMENTAL	(3,545)									
ALLOCATION TO DIVISIONS	(295,394)		(489,186)							
REVERSION	-									
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT										
<b>VEHICLE LEASE PAYMENTS</b>			<b>132,731</b>		<b>143,671</b>		<b>143,671</b>		<b>143,671</b>	
GENERAL FUND			92,952		90,788		90,788		90,788	
CASH FUNDS							0		0	
CASH FUNDS EXEMPT			39,779		52,883		52,883		52,883	
<b>Base Reduction item - VEHICLE RECONCILIATION</b>									<b>(21,255)</b>	
GENERAL FUND									(87,035)	
CASH FUNDS										
CASH FUNDS EXEMPT									65,780	

**SCHEDULE 3  
PROGRAM DETAIL**

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>Decision Item - VEHICLE REPLACEMENTS</b>									7,491	
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT									7,491	
<b>VEHICLE LEASE RECONCILIATION</b>										
LONG BILL APPROPRIATION	141,252		164,744							
SUPPLEMENTAL			(32,013)							
ALLOCATION TO DIVISIONS	(139,769)		(132,731)							
REVERSION	(1,483)									
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT	(1,483)									
<b>TOTAL LEASED SPACE</b>	129,716		906,453		926,471		926,471		970,768	
GENERAL FUND	129,716		361,645		369,806		369,806		401,898	
CASH FUNDS			10,072		10,273		10,273		0	
CASH FUNDS EXEMPT			534,736		546,392		546,392		568,870	
<b>Decision Item - DSG Operating to Leased Space Transfer</b>									25,000	
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT									25,000	
<b>LEASED SPACE RECONCILIATION</b>										
LONG BILL APPROPRIATION	857,607		907,395							
ALLOCATION TO DIVISIONS	(727,891)		906,453							
REVERSION	129,716		(942)							
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT			(942)							
<b>CAPITOL COMPLEX LEASED SPACE</b>	-		1,089,683		1,119,786		1,119,786		1,119,750	
GENERAL FUND	-		474,118		496,989		496,989		502,768	
CASH FUNDS			138,028		128,205		128,205		6,718	
CASH FUNDS EXEMPT			477,537		494,592		494,592		610,264	
<b>CC LEASED SPACE RECONCILIATION</b>										
LONG BILL APPROPRIATION	1,093,327		1,133,861							
ALLOCATION TO DIVISIONS	(1,093,327)		(1,089,683)							
REVERSION			(44,178)							
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT			(44,178)							
<b>IT ASSET MAINTENANCE</b>	8,609		-							
GENERAL FUND	8,609									
CASH FUNDS										
CASH FUNDS EXEMPT										
<b>IT ASSET MAINTENANCE RECONCILIATION</b>										
LONG BILL APPROPRIATION	321,842									
ALLOCATION TO DIVISIONS	(313,233)									
REVERSION	8,609									
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT										

**SCHEDULE 3  
PROGRAM DETAIL**

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>COMMUNICATIONS SERVICES PAYMENTS</b>			-		<b>43,931</b>		<b>43,931</b>		<b>519</b>	
GENERAL FUND					43,931		43,931		0	
CASH FUNDS							0		0	
CASH FUNDS EXEMPT							0		519	
<b>TEST FACILITY LEASE</b>	<b>116,350</b>		<b>116,350</b>		<b>116,351</b>		<b>116,351</b>		<b>116,351</b>	
GENERAL FUND	116,350		116,350		116,351		116,351		116,351	
CASH FUNDS							0		0	
CASH FUNDS EXEMPT							0		0	
<b>TEST FACILITY RECONCILIATION</b>										
LONG BILL APPROPRIATION	116,350		116,351							
REVERSION	-		(1)							
<b>EMPLOYMENT SECURITY CONTRACT PAYMENT</b>	<b>17,400</b>		<b>17,400</b>		<b>17,400</b>		<b>17,400</b>		<b>17,400</b>	
GENERAL FUND	10,889		10,889		10,889		10,889		10,889	
CASH FUNDS							0		0	
CASH FUNDS EXEMPT	6,511		6,511		6,511		6,511		6,511	
<b>EMPLOYMENT SEC CONT RECONCILIATION</b>										
LONG BILL APPROPRIATION	17,400		17,400							
REVERSION	-									
<b>EMPLOYEE EMERITUS</b>	<b>10,543</b>		<b>11,038</b>		<b>11,039</b>		<b>11,558</b>		<b>11,905</b>	
GENERAL FUND	10,543		11,038		11,039		11,558		11,905	
CASH FUNDS							0		0	
CASH FUNDS EXEMPT							0		0	
<b>EMPLOYEE EMERITUS RECONCILIATION</b>										
LONG BILL APPROPRIATION	11,683		11,039							
REVERSION	(1,140)									
GENERAL FUND	(1,140)									
CASH FUNDS										
CASH FUNDS EXEMPT										
<b>BUILDING WIRING</b>	<b>33,000</b>		-							
GENERAL FUND	33,000									
CASH FUNDS										
CASH FUNDS EXEMPT										
<b>BUILDING WIRING RECONCILIATION</b>										
LONG BILL APPROPRIATION	33,000									
REVERSION	-									
GENERAL FUND	33,000									
CASH FUNDS										
CASH FUNDS EXEMPT										
<b>GOVERNOR'S TRANSITION (24-8-105)</b>			<b>10,000</b>		<b>0</b>		<b>0</b>		<b>0</b>	
GENERAL FUND			10,000		0		0		0	
CASH FUNDS					0		0		0	
CASH FUNDS EXEMPT					0		0		0	
<b>TOTAL EXECUTIVE OFFICE</b>	<b>1,817,550</b>	<b>17.0</b>	<b>9,001,147</b>	<b>23.5</b>	<b>8,954,809</b>	<b>26.0</b>	<b>9,000,609</b>	<b>26.0</b>	<b>9,523,930</b>	<b>26.0</b>
GENERAL FUND	485,241		3,390,693	-	3,309,546		3,355,346		3,812,989	
CASH FUNDS	-		181,525	-	203,587		203,587		85,160	
CASH FUNDS EXEMPT	1,332,309		5,428,929	-	5,441,676		5,441,676		5,625,782	
FEDERAL FUNDS			-		-					



**SCHEDULE 3  
PROGRAM DETAIL**

DEPARTMENT OF PERSONNEL ADMINISTRATION  
(2) DIVISION OF HUMAN RESOURCES  
(A) HUMAN RESOURCE SERVICES  
(1) STATE AGENCY SERVICES

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>PERSONAL SERVICES</b>										
ACCOUNTING TECHNICIAN III	15,624	0.5								
ADMINISTRATIVE ASSISTANT I	34,985	1.9	18,480	0.9			20,020	1.0	20,020	1.0
ADMINISTRATIVE ASSISTANT II	40,719	1.5	33,861	1.3			50,919	2.0	50,919	2.0
ADMINISTRATIVE ASSISTANT III	84,289	2.4	79,428	2.0			79,124	2.0	79,124	2.0
CUSTOMER SUPPORT COORDINATOR II	45,400	0.9	53,868	1.0			53,662	1.0	53,662	1.0
DATA SPECIALIST	60,136	1.7	6,706	0.2			38,746	1.0	38,746	1.0
GENERAL PROFESSIONAL I	137,177	4.3	31,392	1.0			31,272	1.0	31,272	1.0
GENERAL PROFESSIONAL II	61,842	1.5	112,231	2.8			114,779	3.0	114,779	3.0
GENERAL PROFESSIONAL III	225,641	4.6	104,556	2.1			98,270	2.0	98,270	2.0
GENERAL PROFESSIONAL IV	630,847	10.7	423,781	6.7			298,013	5.9	298,013	5.9
GENERAL PROFESSIONAL V	328,183	4.7	404,721	5.5			321,391	5.0	321,391	5.0
GENERAL PROFESSIONAL VI	120,720	1.5	233,556	3.0			201,442	3.0	201,442	3.0
GENERAL PROFESSIONAL VII	29,642	0.3	90,420	1.0			90,074	1.0	90,074	1.0
IT PROFESSIONAL II	62,040	1.0							0	0.0
MANAGEMENT	95,796	1.0	100,284	1.0			99,900	1.0	99,900	1.0
PROGRAM ASSISTANT I	35,202	1.0	37,908	1.0			37,763	1.0	37,763	1.0
PROGRAM ASSISTANT II	18,445	0.4							0	0.0
SR EXEC SERVICE	105,600	1.0	109,920	1.0			109,499	1.0	109,499	1.0
FORCED VACANCY SAVINGS									(3,290)	
<b>CONTINUATION SALARY SUBTOTAL</b>	<b>2,132,288</b>	<b>40.8</b>	<b>1,841,112</b>	<b>30.6</b>			<b>1,644,872</b>	<b>30.9</b>	<b>1,641,582</b>	<b>30.9</b>
1121 STATE TEMPORARIES	4,854									
1522 PERA ON CONTINUATION SUBTOTAL 9.9%	156,592		140,732							
1522 PERA ON CONTINUATION SUBTOTAL 10.04%										
1522 PERA ON CONTINUATION SUBTOTAL 10.15%										
1523 MATCHMAKER CONTRIBUTION	50,909		35,894				166,954		166,621	
1520 MEDICARE ON CONTINUATION SUBTOTAL	19,971		17,172				23,851		23,803	
<b>OTHER PERSONAL SERVICES</b>										
ABAB INTRADEPT OPERATING TRANSFER	50									
1130 OVERTIME	4,270									
1140 TERMINATION/RETIREMENT PAYOUTS	18,339		11,546							
1142 SICK LEAVE CONVERSIONS	529		8,039							
1340 EMPLOYEE CASH INCENTIVES	1,650									
1360 NON-BASE BUILDING PERFORMANCE			3,212							
1530 OTHER EMPLOYEE BENEFITS (BUS PASSES)	1,447		2,787							
1531 HIGHER ED TUITION REIMBURS	225									
1910 PURCHASED PERSONAL SERVICES	1,883									
1920 PURCHASED PROFESSIONAL SERVICES	12,440		10,000							
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>2,405,447</b>	<b>40.8</b>	<b>2,070,494</b>	<b>30.6</b>			<b>1,835,677</b>	<b>30.9</b>	<b>1,832,006</b>	<b>30.9</b>
<b>POTS EXPENDITURES</b>										
1110 SALARY SURVEY/ANNIVERSARY/PBP NON-ADD	104,137		80,582							
1510 HEALTH, LIFE & DENTAL INSURANCE	89,160		57,885				62,985			
1513 SHORT TERM DISABILITY INSURANCE	1,384		2,285				1,389			
<b>BASE PERSONAL SERVICES TOTAL</b>	<b>2,495,991</b>	<b>40.8</b>	<b>2,130,663</b>	<b>30.6</b>	<b>1,835,677</b>	<b>30.9</b>	<b>1,900,051</b>	<b>30.9</b>	<b>1,832,006</b>	<b>30.9</b>
GENERAL FUND	996,032		850,003				64,374			
CASH FUNDS										
CASH FUNDS EXEMPT	1,499,959		1,330,566		1,835,677		1,835,677		1,832,006	
<b>TOTAL PERSONAL SERVICES DETAIL</b>	<b>2,495,991</b>	<b>40.8</b>	<b>2,130,663</b>	<b>30.6</b>	<b>1,835,677</b>	<b>30.9</b>	<b>1,900,051</b>	<b>30.9</b>	<b>1,832,006</b>	<b>30.9</b>
GENERAL FUND	996,032		850,003		0		64,374			
CASH FUNDS					0					
CASH FUNDS EXEMPT	1,499,959		1,330,566		1,835,677		1,835,677		1,832,006	

**SCHEDULE 3  
PROGRAM DETAIL**

DEPARTMENT OF PERSONNEL ADMINISTRATION  
(2) DIVISION OF HUMAN RESOURCES  
(A) HUMAN RESOURCE SERVICES  
(1) STATE AGENCY SERVICES

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>CALC OF PERSONAL SERVICES APPROP</b>										
PREVIOUS YEAR LONG BILL									1,835,677	30.9
SALARY SURVEY									0	
ANNIVERSARY/PERFORMANCE BASED PAY									0	
MEDICARE INCREASE									0	
.2% BASE REDUCTION									(3,671)	
<b>TOTAL PERS SVCS LB REQUEST</b>									<b>1,832,006</b>	<b>30.9</b>
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT									1,832,006	
<b>PERSONAL SERVICES RECONCILIATION</b>										
LONG BILL APPROPRIATION	2,398,878	43.0	2,126,779	37.0			1,835,677	30.9		
SUPPLEMENTAL	(80,000)		(145,592)	(1.1)						
PAY DATE SHIFT (NON ADD)			(51,035)							
HB00-1458 NEGATIVE PERA BILL REVERSION		(2.2)		(5.3)						
GENERAL FUND	(27,007)									
CASH FUNDS										
CASH FUNDS EXEMPT										
<b>SUBTOTAL</b>	<b>2,311,871</b>	<b>40.8</b>	<b>1,981,187</b>	<b>30.6</b>			<b>1,835,677</b>	<b>30.9</b>		
GENERAL FUND	811,912		700,527							
CASH FUNDS										
CASH FUNDS EXEMPT	1,499,959		1,280,660							
<b>ALLOCATED POTS</b>										
SALARY SURVEY ALLOCATION	84,092		67,923				0			
ANNIVERSARY/PBP ALLOCATION	20,045		12,659				0			
HEALTH, LIFE, DENTAL ALLOCATION	78,756		67,589				62,985			
DISABILITY ALLOCATION	1,227		1,305				1,389			
<b>POTS SUBTOTAL</b>	<b>184,120</b>		<b>149,476</b>				<b>64,374</b>			
GENERAL FUND	184,120		149,476				64,374			
CASH FUNDS										
CASH FUNDS EXEMPT										
<b>TOTAL PERSONAL SERVICES</b>	<b>2,495,991</b>	<b>40.8</b>	<b>2,130,663</b>	<b>30.6</b>	<b>1,835,677</b>	<b>30.9</b>	<b>1,900,051</b>	<b>30.9</b>	<b>1,832,006</b>	<b>30.9</b>
TOTAL PERSONAL SERVICES DETAIL	2,495,991	40.8	2,130,663	30.6	1,835,677	30.9	1,900,051	30.9	1,832,006	30.9
DIFFERENCE	0	(0.0)	(0)	(0.0)	0	0	0	-	(0)	0.0
<b>OPERATING EXPENSE</b>										
1530 OTHER EMPLOYEE BENEFITS			57				0		0	
2160 CUSTODIAL SERVICES							0		0	
2170 WASTE DISPOSAL SERVICES	40						0		0	
2180 GROUNDS MAINTENANCE	14						0		0	
2220 BUILDINGS & GROUNDS MAINTENANCE	3,028		4,195				5,000		5,000	
2230 EQUIPMENT MAINTENANCE	753		85				500		500	
2231 ADP EQUIPMENT MAINTENANCE			180				180		180	
2232 IT SOFTWARE MAINT / UPGRADE SVCS			5,783				3,000		3,000	
2240 MOTOR VEH MAINTENANCE/ REPAIR							0		0	
2250 MISC. RENTALS	594		375				350		350	
2252 RENTAL MOTOR POOL MILE CHARGE							0		0	
2254 RENTAL MOTOR VEHICLE	72						0		0	
2255 BUILDING RENT (CONFERENCE ROOM)	410		223				725		725	
2256 RENTAL OF LAND							0		0	
2259 PARKING FEE REIMBURSEMENT	138		58				100		100	
2510 IN STATE TRAVEL	6,520						0		0	

**SCHEDULE 3  
PROGRAM DETAIL**

DEPARTMENT OF PERSONNEL ADMINISTRATION  
(2) DIVISION OF HUMAN RESOURCES  
(A) HUMAN RESOURCE SERVICES  
(1) STATE AGENCY SERVICES

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
2511 IN STATE COMMON CARRIER FARES			1,097				933		933	
2512 IN STATE PERS TRAVEL PER DIEM			1,052				450		450	
2513 IN STATE PERS VEHICLE REIMB			1,040				1,000		1,000	
2515 STATE OWNED VEHICLE CHARGE			626				500		500	
2520 IN STATE TRAVEL/NON EMPLOYEE			161				0		0	
2523 IN STATE/NON EMP PERS VEHICLE REIMB			151				0		0	
2530 OUT OF STATE TRAVEL	4,364						0		0	
2531 OUT OF STATE COMMON CARRIER FARES			7,909				0		0	
2532 OUT OF STATE PER TRAVEL PROGRAM			2,424				0		0	
2610 ADVERTISING	460		143				0		0	
2630 COMM SERVICES - TELECOMMUNICATIONS	22,582		16,331				15,000		15,000	
2631 COMM SERVICES - OUTSIDE SOURCES	4,420		4,023				4,200		4,200	
2680 PRINTING & REPRODUCTION	15,614		7,276				7,300		7,300	
2681 PHOTOCOPY REIMBURSEMENT	4						0		0	
2810 FREIGHT	399		775				659		659	
3110 OTHER SUPPLIES & MATERIALS							0		0	
3115 DATA PROCESSING SUPPLIES	839						0		0	
3116 PURCHASE/LEASE OF SOFTWARE	6,246		923				1,650		1,650	
3117 EDUCATION SUPPLIES & SERVICES	87						0		0	
3118 FOOD & FOOD SERVICE SUPPLIES	209		30				75		75	
3120 BOOKS, PERIODICALS & SUBSCRIPTIONS	5,999		6,129				8,000		8,000	
3121 OFFICE SUPPLIES	14,530		5,854				6,400		6,400	
3123 POSTAGE EXPENSE	13,429		2,310				3,000		3,000	
3124 PRINTING/COPY SUPPLIES	985		4,649				4,646		4,646	
3126 REPAIR & MAINTENANCE SUPPLIES	376		629				750		750	
3128 NONCAPITALIZED EQUIPMENT	9,874		1,932				2,225		2,225	
3140 NONCAPITALIZED IT - PCs			2,334				1,984		1,984	
3143 NONCAPITALIZED IT - OTHER			1,753				1,335		1,335	
4111 PRIZES & AWARDS							0		0	
4140 DUES & MEMBERSHIPS	6,071		5,885				6,500		6,500	
4180 OFFICIAL FUNCTION	116		717				0		0	
4220 REGISTRATION FEES	5,638		16,953				12,000		12,000	
<b>OPERATING EXPENSE</b>	<b>123,811</b>		<b>104,063</b>		<b>88,462</b>		<b>88,462</b>		<b>88,462</b>	
GENERAL FUND	123,811		104,063							
CASH FUNDS										
CASH FUNDS EXEMPT					88,462		88,462		88,462	
<b>Decision Item - Telecomm Truth in Rates</b>									<b>2,125</b>	
GENERAL FUND									0	
CASH FUNDS									0	
CASH FUNDS EXEMPT									2,125	
<b>TOTAL OPERATING EXPENSE</b>									<b>90,587</b>	
GENERAL FUND									0	
CASH FUNDS									0	
CASH FUNDS EXEMPT									90,587	
<b>OPERATING EXPENSE RECONCILIATION</b>										
LONG BILL APPROPRIATION	128,348		108,462							
SUPPLEMENTAL	(3,000)									
TRANSFER	(1,536)									
REVERSION	(1)		(4,399)							
CASH FUNDS										
CASH FUNDS EXEMPT										
<b>TOTAL STATE AGENCY SERVICES</b>	<b>2,619,802</b>	<b>40.8</b>	<b>2,234,726</b>	<b>30.6</b>	<b>1,924,139</b>	<b>30.9</b>	<b>1,988,513</b>	<b>30.9</b>	<b>1,922,592</b>	<b>30.9</b>
GENERAL FUND	1,119,843		954,066	0.0	0		64,374		0	
CASH FUNDS	0		0	0.0	0		0		0	
CASH FUNDS EXEMPT	1,499,959		1,330,566	0.0	1,924,139		1,924,139		1,922,592	

**SCHEDULE 3  
PROGRAM DETAIL**

DEPARTMENT OF PERSONNEL ADMINISTRATION  
(2) DIVISION OF HUMAN RESOURCES  
(A) HUMAN RESOURCE SERVICES  
(1) TRAINING SERVICES

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>PERSONAL SERVICES</b>										
GENERAL PROFESSIONAL III	52,370	1.0	52,164	1.0			89,165	2.0	89,165	2.0
GENERAL PROFESSIONAL IV	66,238	1.0	63,924	1.0			63,924	1.0	63,924	1.0
FORCED VACANCY SAVINGS									(307)	
<b>CONTINUATION SALARY SUBTOTAL</b>	<b>118,608</b>	<b>2.0</b>	<b>116,088</b>	<b>2.0</b>			<b>153,089</b>	<b>3.0</b>	<b>152,782</b>	<b>3.0</b>
PERA @ 9.9%	8,270		8,309							
PERA @ 10.04%										
PERA @ 10.15%							15,538		15,507	
1523 MATCHMAKER CONTRIBUTION	3,002		2,772							
MEDICARE @ 1.45%	840		732				2,220		2,216	
<b>OTHER PERSONAL SERVICES</b>										
ABAB INTRADEPT OPERATING TRANSFER	7		8							
1340 EMPLOYEE CASH INCENTIVE	200									
1360 NON BASE BUILDING PERFORMANCE			1,239							
1910 PURCHASED TEMPORARY SERVICES										
1920 PROFESSIONAL/CONTRACTUAL FEES	13,396		20,057							
1530 OTHER EMPLOYEE BENEFITS	71		202							
.2% OSPB BASE ADJUSTMENT										
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>144,394</b>	<b>2.0</b>	<b>149,407</b>	<b>2.0</b>			<b>170,847</b>	<b>3.0</b>	<b>170,506</b>	<b>3.0</b>
<b>POTS EXPENDITURES</b>										
SALARY SURVEY/ANNIVERSARY/PBP NON-ADD	5,809		4,606				0			
PAY FOR PERFORMANCE NON-ADD	4,182		4,182				0			
HEALTH, LIFE & DENTAL INSURANCE	5,849		5,445				6,080			
SHORT TERM DISABILITY INSURANCE	78		148				214			
<b>BASE PERSONAL SERVICES TOTAL</b>	<b>150,321</b>	<b>2.0</b>	<b>155,000</b>	<b>2.0</b>			<b>177,141</b>	<b>3.0</b>	<b>170,506</b>	<b>3.0</b>
<b>TOTAL PERSONAL SERVICES</b>	<b>150,321</b>	<b>2.0</b>	<b>155,000</b>	<b>2.0</b>	<b>170,847</b>	<b>3.0</b>	<b>177,141</b>	<b>3.0</b>	<b>170,506</b>	<b>3.0</b>
GENERAL FUND										
CASH FUNDS	51,251		21,419		52,075		52,075		52,075	
CASH FUND EXEMPT	99,070		133,581		118,772		125,066	3.0	118,431	3.0
<b>CALCULATION OF PERS SVCS</b>										
PREVIOUS YEAR LONG BILL									170,847	3.0
SALARY SURVEY									0	
PERFORMANCE BASED PAY									0	
MEDICARE INCREASE									0	
.2% BASE REDUCTION									(342)	
<b>TOTAL PERS SVCS APPROP/REQUEST</b>									<b>170,505</b>	<b>3.0</b>
GENERAL FUND										
CASH FUNDS									52,075	
CASH FUND EXEMPT									118,430	3.0
<b>PERSONAL SERVICES RECONCILIATION</b>										
LONG BILL APPROPRIATION	159,409	3.0	165,765	3.0			170,847	3.0		
REVERSIONS	(20,752)	(1.0)	(24,369)	(1.0)						
GENERAL FUND										
CASH FUNDS										
CASH FUND EXEMPT	(20,752)		(24,369)							
<b>SUBTOTAL</b>	<b>138,657</b>	<b>2.0</b>	<b>141,396</b>	<b>2.0</b>			<b>170,847</b>	<b>3.0</b>		
GENERAL FUND										
CASH FUNDS	0		21,419				52,075			
CASH FUND EXEMPT	138,657		119,977				118,772			

**SCHEDULE 3  
PROGRAM DETAIL**

DEPARTMENT OF PERSONNEL ADMINISTRATION  
(2) DIVISION OF HUMAN RESOURCES  
(A) HUMAN RESOURCE SERVICES  
(1) TRAINING SERVICES

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>ALLOCATED POTS</b>										
SALARY SURVEY ALLOCATION	3,813		4,606				0			
ANNIVERSARY/PBP ALLOCATION	1,625		4,182				0			
HEALTH, LIFE, DENTAL ALLOCATION	6,138		4,668				6,080			
SHORT TERM DISABILITY	88		148				214			
<b>POTS SUBTOTAL</b>	<b>11,664</b>		<b>13,604</b>				<b>6,294</b>			
GENERAL FUND										
CASH FUNDS										
CASH FUND EXEMPT	11,664		13,604				6,294			
<b>TOTAL PERSONAL SERVICES</b>	<b>150,321</b>	<b>2.0</b>	<b>155,000</b>	<b>2.0</b>	<b>170,847</b>	<b>3.0</b>	<b>177,141</b>	<b>3.0</b>	<b>170,505</b>	<b>3.0</b>
TOTAL TRAINING PERSONAL SERVICES DETAIL	150,321	2.0	155,000	2.0	170,847	3.0	177,141	3.0	170,506	3.0
DIFFERENCE	(0)	0.0	0	(0.0)	0	0	0	(0.0)	(0)	(0.0)
<b>OPERATING EXPENSE</b>										
										0
2220 BLDG MAINTENANCE/ REPAIR SERVICE	2,900						0			0
2230 EQUIPMENT MAINTENANCE & REPAIR	174		95				500			500
2232 IT SOFTWARE MAINT/UPGRADE SVCS			50				250			250
2240 MOTOR VEH MAINTENANCE/ REPAIR							0			0
2251 RENTAL/ LEASE MOTOR VEH							1,500			1,500
2253 RENTAL OF EQUIPMENT							0			0
2255 RENTS FOR BUILDINGS (TRAINING RMS)	681		480				2,500			2,500
2259 PARKING FEE REIMBURSEMENT	31		4				75			75
2510 IN STATE TRAVEL	10,517						0			0
2512 IN-STATE PERS TRAVEL PER DIEM			4,746				5,200			5,200
2513 IN-STATE PERS VEHICLE REIMB			528				2,900			2,900
2515 STATE OWNED VEHICLE CHARGE			2,218				7,500			7,500
2520 IN STATE TRAVEL / NON EMPLOYEE			696				1,680			1,680
2522 IN STATE/NON EMP PERS PER DIEM			102				500			500
2523 IN STATE/NON EMP PERS VEHICLE REIMB			42				0			0
2530 OUT OF STATE TRAVEL	2,857						2,500			2,500
2610 ADVERTISING							1,500			1,500
2630 COMM SERVICES-TELECOMMUNICATIONS	1,556		1,200				2,000			2,000
2631 COMM SERVICES - OUTSIDE SOURCES	1,145		446				1,200			1,200
2680 PRINTING & REPRODUCTION SERVICES	9,517		6,753				11,300			11,300
2681 PHOTOCOPY REIMB			2				4			4
2810 FREIGHT	493		145				525			525
3116 PURCHASED SOFTWARE			60				1,500			1,500
3117 EDUCATIONAL SUPPLIES	26,982		7,757				19,000			19,000
3118 FOOD & FOOD SERVICE SUPPLIES	3,116		1,845				2,250			2,250
3120 BOOKS, PERIODICALS, SUBSCRIPTIONS	311		22				2,500			2,500
3121 OFFICE SUPPLIES	3,650		866				4,200			4,200
3123 POSTAGE	837		223				1,850			1,850
3124 PRINTING/COPY SUPPLIES	398		130				569			569
3126 REPAIR AND MAINTENANCE SUPPLIES	580		72				157			157
3128 NONCAPITALIZED EQUIPMENT	4,201		255				2,000			2,000
4140 DUES AND MEMBERSHIPS	250						150			150
4180 OFFICIAL FUNCTIONS			5,348				0			0
4220 REGISTRATION FEES	5,378		2,294				3,763			3,763
<b>OPERATING EXPENSE</b>	<b>75,574</b>		<b>36,380</b>			<b>79,573</b>	<b>79,573</b>			<b>79,573</b>
GENERAL FUND										
CASH FUNDS										
CASH FUND EXEMPT	75,574		36,380			79,573	79,573			79,573

**SCHEDULE 3  
PROGRAM DETAIL**

DEPARTMENT OF PERSONNEL ADMINISTRATION  
(2) DIVISION OF HUMAN RESOURCES  
(A) HUMAN RESOURCE SERVICES  
(1) TRAINING SERVICES

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>Decision Item - Telecomm Truth in Rates</b>									<b>156</b>	
GENERAL FUND									0	
CASH FUNDS									0	
CASH FUNDS EXEMPT									156	
<b>TOTAL OPERATING EXPENSE</b>									<b>79,729</b>	
GENERAL FUND									0	
CASH FUNDS									0	
CASH FUNDS EXEMPT									79,729	
<b>OPERATING EXPENSE RECONCILIATION</b>										
LONG BILL APPROPRIATION	79,573		79,573							
SUPPLEMENTAL	0									
TRANSFER	0									
REVERSION	(3,999)		(43,192)							
TOTAL	75,574									
GENERAL FUND										
CASH FUNDS										
CASH FUND EXEMPT	75,574		(43,192)							
<b>INDIRECT COST ASSESSMENT</b>	<b>50,443</b>		<b>46,726</b>		<b>38,048</b>		<b>38,048</b>		<b>33,476</b>	
GENERAL FUND										
CASH FUNDS										
CASH FUND EXEMPT	50,443		46,726		38,048		38,048		33,476	
<b>TOTAL TRAINING SERVICES</b>	<b>276,338</b>	<b>2.0</b>	<b>238,106</b>	<b>2.0</b>	<b>288,468</b>	<b>3.0</b>	<b>294,762</b>	<b>3.0</b>	<b>283,711</b>	<b>3.0</b>
GENERAL FUND	0		0	0.0	0		0		0	
CASH FUNDS	51,251		21,419	0.0	52,075		52,075		52,075	
CASH FUND EXEMPT	225,087		216,687	0.0	236,393		242,687		231,636	

**SCHEDULE 3  
PROGRAM DETAIL**

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>PERSONAL SERVICES</b>										
ADMIN. ASST II			21,364	0.7			21,364	0.7	21,364	0.7
GENERAL PROFESSIONAL II			7,034	0.2						
GENERAL PROFESSIONAL III	108,747	2.3	116,487	2.3			135,477	2.8	135,477	2.8
GENERAL PROFESSIONAL VI	64,680	1.0	68,676	1.0			68,676	1.0	68,676	1.0
PROGRAM ASSISTANT I	16,225	0.4								
FORCED VACANCY SAVINGS									(491)	
<b>CONTINUATION SALARY SUBTOTAL</b>	<b>189,652</b>	<b>3.7</b>	<b>213,561</b>	<b>4.2</b>			<b>225,517</b>	<b>4.5</b>	<b>225,027</b>	<b>4.5</b>
1522 PERA @ 9.9%	18,594		16,671							
1522 PERA @ 10.04%										
1522 PERA @ 10.15%							22,890		22,840	
1523 MATCHMAKER CONTRIBUTION	1,255		1,961							
1520 MEDICARE @ 1.45%	2,907		2,979				3,270		3,263	
<b>OTHER PERSONAL SERVICES</b>										
ABAB INTRADEPT OPERATING TRANSFER	11		11							
1121 TEMPORARY WAGES	16,272									
1140 RETIREMENT PAYOUT			1,398							
1360 NON-BASE BUILDING PERFORMANCE			1,094							
1530 OTHER EMPLOYEE BENEFITS-ECOPASS	166		746							
1910 PURCHASED PROFESSIONAL SERVICES	13,571									
1920 PURCHASED PROFESSIONAL SERVICES	8,617		21,915				21,915		21,915	
1930 PURCHASED SERVICES	44									
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>251,089</b>	<b>3.7</b>	<b>260,338</b>	<b>4.2</b>			<b>273,592</b>	<b>4.5</b>	<b>273,045</b>	<b>4.5</b>
GENERAL FUND										
CASH FUNDS										
CASH FUND EXEMPT	251,089		260,338				273,592		273,045	
<b>POT EXPENDITURES</b>										
SALARY SURVEY/ANNIVERSARY/PBP NON ADD			15,183				0			
1510 HEALTH, LIFE & DENTAL INSURANCE	10,535		11,991				13,163			
1513 SHORT TERM DISABILITY INSURANCE	123		271				381			
<b>TOTAL CONTINUATION PERSONAL SERVICES</b>			<b>272,600</b>	<b>4.2</b>			<b>13,544</b>			
GENERAL FUND										
CASH FUNDS										
CASH FUND EXEMPT	0		272,600							
<b>BASE PERSONAL SERVICES TOTAL</b>	<b>261,747</b>	<b>3.7</b>	<b>272,600</b>	<b>4.2</b>	<b>273,592</b>	<b>4.5</b>	<b>287,136</b>	<b>4.5</b>	<b>273,045</b>	<b>4.5</b>
GENERAL FUND										
CASH FUNDS										
CASH FUND EXEMPT	261,747		272,600		273,592		287,136		273,045	
<b>TOTAL C-SEAP PERSONAL SERVICES</b>	<b>261,747</b>	<b>3.7</b>	<b>272,600</b>	<b>4.2</b>	<b>273,592</b>	<b>4.5</b>	<b>287,136</b>	<b>4.5</b>	<b>273,045</b>	<b>4.5</b>
GENERAL FUND										
CASH FUNDS	4,898									
CASH FUND EXEMPT	256,849		272,600		273,592		287,136		273,045	
<b>CALCULATION OF PERSONAL SERVICES APPROPRIATION</b>										
PREVIOUS YEAR APPROPRIATION									273,592	4.5
SALARY SURVEY									0	
PERFORMANCE BASED PAY									0	
MEDICARE ANNUALIZATION									0	
2% BASE REDUCTION									(547)	

**SCHEDULE 3  
PROG DETAIL**

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>TOTAL PERSONAL SERVICES APPROP/REQUEST</b>									<b>273,045</b>	<b>4.5</b>
GENERAL FUND										
CASH FUNDS										
CASH FUND EXEMPT									273,045	
<b>PERSONAL SERVICES RECONCILIATION</b>										
LONG BILL APPROPRIATION	242,619	4.5	263,943	4.5			273,592	4.5		
HB00-1458 NEGATIVE PERA REVERSION	(10,461)	(0.8)	(15,350)	(0.3)						
GENERAL FUND										
CASH FUNDS										
CASH FUND EXEMPT	(10,461)		(15,350)							
<b>SUBTOTAL</b>	<b>232,158</b>	<b>3.7</b>	<b>248,593</b>	<b>4.2</b>			<b>273,592</b>	<b>4.5</b>		
GENERAL FUND										
CASH FUNDS										
CASH FUND EXEMPT			248,593				273,592			
<b>ALLOCATED POTS</b>										
SALARY SURVEY	13,929		8,813				0			
ANNIVERSARY/PBP ALLOCATION	7,778		6,370				0			
HEALTH, LIFE, DENTAL INSURANCE	10,250		8,542				13,163			
SHORT TERM DISABILITY	177		282				381			
<b>POTS SUBTOTAL</b>	<b>29,589</b>		<b>24,007</b>				<b>13,544</b>			
GENERAL FUND										
CASH FUNDS										
CASH FUND EXEMPT	29,589		24,007				13,544			
<b>TOTAL PERSONAL SERVICES</b>	<b>261,747</b>	<b>3.7</b>	<b>272,600</b>	<b>4.2</b>	<b>273,592</b>	<b>4.5</b>	<b>287,136</b>	<b>4.5</b>	<b>273,045</b>	<b>4.5</b>
TOTAL C-SEAP PERSONAL SERVICES DETAIL	261,747	3.7	272,600	4.2	273,592	4.5	287,136	4.5	273,045	4.5
DIFFERENCE	0	(0.0)	0	(0.0)	0	0.0	(0)	(0.0)	0	-
<b>OPERATING EXPENSE</b>										
1920 PERSONAL SVCS - PROF			44				0		0	
2220 BLDG MAINTENANCE & REPAIR			137				231		231	
2230 EQUIPMENT MAINTENANCE & REPAIR							0		0	
2232 IT SOFTWARE MAINT/UPGRADE SVCS			134				250		250	
2252 MOTORPOOL MILEAGE CHARGE							0		0	
2255 RENTAL OF BUILDINGS (CONF ROOMS)							0		0	
2258 PARKING FEES							0		0	
2259 PARKING FEE REIMBURSEMENT	21		42				54		54	
2510 IN STATE TRAVEL	3,764						0		0	
2512 INSTATE TRAVEL PER DIEM			138				0		0	
2513 IN STATE PERS VEHICLE REIMB			3,906				6,000		6,000	
2520 IN STATE TRAVEL/NON EMPLOYEE			23				0		0	
2523 IN STATE NON EMPLOYEE PER DIEM REIM	160		1,753				2,500		2,500	
2530 OUT OF STATE TRAVEL	756						0		0	
2531 OUT OF STATE COMON CARRIER FEES			602				0		0	
2532 OUT OF STATE PERS TRAVEL PER DIEM			1,999				0		0	
2630 COMM SERVICES - TELECOMMUNICATIONS	6,990		8,035				12,650		12,650	
2631 COMM SERVICES - OUTSIDE SOURCES	3,307		2,113				3,500		3,500	
2680 PRINTING & REPRODUCTION	1,327		1,619				2,985		2,985	
2810 FREIGHT			101				175		175	
3116 PURCHASED SOFTWARE			60				225		225	
3117 EDUCATIONAL SUPPLIES			274				550		550	



**SCHEDULE 3  
PROGRAM DETAIL**

DEPARTMENT OF PERSONNEL ADMINISTRATION  
(2) DIVISION OF HUMAN RESOURCES  
(A) HUMAN RESOURCES SERVICES  
C-SEAP

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
3118 FOOD AND FOOD SERVICE SUPPLIES	40						0		0	
3120 BOOKS, PERIODICALS, SUBSCRIPTIONS	296		1,437				2,255		2,255	
3121 OFFICE SUPPLIES	2,050		913				2,750		2,750	
3123 POSTAGE	686		442				650		650	
3124 PRINTING / COPY SUPPLIES			177				250		250	
3126 REPAIR AND MAINTENANCE SUPPLIES	8		327				500		500	
3128 NONCAPITALIZED EQUIPMENT	101		34				600		600	
4180 OFFICIAL FUNCTIONS			87				0		0	
4220 REGISTRATION FEES	1,098		4,451				1,108		1,108	
<b>TOTAL OPERATING</b>	<b>20,604</b>		<b>28,847</b>		<b>37,233</b>		<b>37,233</b>		<b>37,233</b>	
GENERAL FUND										
CASH FUNDS										
CASH FUND EXEMPT	20,604		28,847		37,233		37,233		37,233	
<b>Decision Item - Telecomm Truth in Rates</b>										<b>1,045</b>
GENERAL FUND										0
CASH FUNDS										0
CASH FUNDS EXEMPT										1,045
<b>TOTAL OPERATING EXPENSE</b>										<b>38,278</b>
GENERAL FUND										0
CASH FUNDS										0
CASH FUNDS EXEMPT										38,278
<b>OPERATING EXPENSE RECONCILIATION</b>										
LONG BILL APPROPRIATION			37,233							
SUPPLEMENTAL										
TRANSFER										
REVERSION			(8,385)							
<b>TOTAL</b>			<b>28,848</b>							
GENERAL FUND										
CASH FUNDS										
CASH FUND EXEMPT			28,848							
<b>INDIRECT COST</b>	<b>57,076</b>		<b>62,884</b>		<b>64,059</b>		<b>64,059</b>		<b>68,475</b>	
GENERAL FUND										
CASH FUNDS										
CASH FUND EXEMPT	57,076		62,884		64,059		64,059		68,475	
<b>C-SEAP TOTAL</b>	<b>339,427</b>	<b>3.7</b>	<b>364,331</b>	<b>4.2</b>	<b>374,884</b>	<b>4.5</b>	<b>388,428</b>	<b>4.5</b>	<b>379,798</b>	<b>4.5</b>
GENERAL FUND	0	0.0	0	0.0	0		0		0	
CASH FUNDS	4,898	0.0	0	0.0	0		0		0	
CASH FUND EXEMPT	334,529	0.0	364,331	0.0	374,884		388,428		379,798	

**SCHEDULE 3  
PROGRAM DETAIL**

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>PERSONAL SERVICES</b>										
ACCOUNTANT I	47,496	1.0	50,160	1.0			50,160	1.0	50,160	1.0
ACCOUNTING TECHNICIAN II	9,648	0.4	13,353	0.5			13,353	0.5	13,353	0.5
ADMINISTRATIVE ASSISTANT II	7,124	0.3	30,642	1.0			30,642	1.0	30,642	1.0
ADMINISTRATIVE ASSISTANT III	67,003	2.0	48,316	1.3			61,354	1.6	61,354	1.6
GENERAL PROFESSIONAL I							0	0.0	0	0.0
GENERAL PROFESSIONAL II	61,669	1.4	34,506	0.8			45,403	1.0	45,403	1.0
GENERAL PROFESSIONAL III	63,932	1.3	96,156	2.2			89,447	2.0	89,447	2.0
GENERAL PROFESSIONAL IV	41,280	0.7	105,644	1.8			115,458	2.0	115,458	2.0
GENERAL PROFESSIONAL V	13,645	0.2	24,085	0.3				0	0	0.0
GENERAL PROFESSIONAL VI	68,076	1.0	73,860	1.0			73,860	1.0	73,860	1.0
GENERAL PROFESSIONAL VII							0	0.0	0	0.0
MANAGEMENT	66,206	0.8	70,794	0.8			93,150	1.0	93,150	1.0
<b>CONTINUATION SALARY SUBTOTAL</b>	<b>446,079</b>	<b>9.0</b>	<b>547,516</b>	<b>10.6</b>			<b>572,827</b>	<b>11.0</b>	<b>572,827</b>	<b>11.0</b>
1121 STATE TEMPORARIESS	17,553		7,557							
1522 PERA @ 9.9%	34,289		45,110							
1522 PERA @ 10.04%										
1522 PERA @ 10.15%							58,142		58,142	
1523 MATCH MAKER	8,827		7,405							
1520 MEDICARE @ 1.45%	5,716		6,738				8,306		8,306	
<b>OTHER PERSONAL SERVICES</b>										
1130 OVERTIME	284		31							
1140 RETIREMENTS/PAYOUTS	1,610		7,141							
1141 SICK LEAVE PAYMENTS			1,380							
1340 EMPLOYEE CASH INCENTIVE	50									
1360 NON BASE BUILDING PERFORMANCE			707							
1530 CSEAP ASSESSMENT& ECOPASS PROGRAM	576		933							
1910 TEMPORARY PERS SERVICES	169									
1920 CONTRACTUAL SERVICES	194,772		105,881				169,979		168,361	
ABAT INTRA DEPT TRANSFER										
EBAH INTRA DEPT OPERATING TRANSFER			28							
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>709,925</b>	<b>9.0</b>	<b>730,427</b>	<b>10.6</b>			<b>809,254</b>	<b>11.0</b>	<b>807,636</b>	<b>11.0</b>
CASH FUNDS			211,294				216,415		216,415	
CASH FUNDS EXEMPT	709,925		519,133				592,839		591,221	
<b>POTS EXPENDITURES</b>										
SALARY SURVEY NON ADD			22,458				0		0	
PAY FOR PERFORMANCE NON ADD			4,996				0		0	
1510 HEALTH, LIFE, DENTAL INSURANCE	16,084		20,085				17,834			
1513 SHORT TERM DISABILITY	289		677				2,208			
<b>BASE PERSONAL SERVICES TOTAL</b>	<b>726,298</b>	<b>9.0</b>	<b>751,188</b>	<b>10.6</b>	<b>809,254</b>	<b>11.0</b>	<b>829,296</b>	<b>11.0</b>	<b>807,636</b>	<b>11.0</b>
CASH FUNDS	206,155		211,294		216,415		227,703		216,415	
CASH FUNDS EXEMPT	520,143		539,894		592,839		601,593		591,221	
<b>CALC OF PERSONAL SERVICES LB APPROP</b>										
PREVIOUS YEAR LONG BILL APPROPRIATION									809,254	11.0
SALARY SURVEY									0	
PERFORMANCE BASED PAY									0	
MEDICARE INCREASE									0	
2% BASE REDUCTION									(1,619)	
<b>TOTAL PERS SVCS LB APPROP/REQUEST</b>									<b>807,635</b>	<b>11.0</b>
CASH FUNDS									216,415	
CASH FUNDS EXEMPT									591,220	

**SCHEDULE 3  
PROGRAM DETAIL**

DEPARTMENT OF PERSONNEL ADMINISTRATION  
(2) DIVISION OF HUMAN RESOURCES  
(B) EMPLOYEE BENEFIT SERVICES

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>PERSONAL SERVICES RECONCILIATION</b>										
LONG BILL APPROPRIATION	759,625	11.0	783,976	11.0			809,254	11.0		
ROLLFORWARD			19,000							
REVERSION										
REVERSIONS	(79,983)	(2.0)	(102,613)							
CASH FUNDS			(48,698)							
CASH FUNDS EXEMPT	(79,983)		(53,915)							
<b>SUBTOTAL</b>	<b>679,642</b>	<b>9.0</b>	<b>700,363</b>	<b>11.0</b>			<b>809,254</b>	<b>11.0</b>		
CASH FUNDS	206,155						216,415			
CASH FUNDS EXEMPT	473,487						592,839			
<b>ALLOCATED POTS</b>										
SALARY SURVEY ALLOCATION	24,633		22,458				0			
ANNIVERSARY/PBP ALLOCATION	7,352		4,996				0			
HEALTH, LIFE, DENTAL INS ALLOCATION	14,170		22,555				17,834			
SHORT TERM DISABILITY	501		816				2,208			
<b>POTS SUBTOTAL</b>	<b>46,656</b>		<b>50,825</b>	<b>-</b>			<b>20,042</b>			
CASH FUNDS	16,948		16,948				11,288			
CASH FUNDS EXEMPT	46,656		33,877				8,754			
<b>TOTAL PERSONAL SERVICES</b>	<b>726,298</b>	<b>9.0</b>	<b>751,188</b>	<b>11.0</b>	<b>809,254</b>	<b>11.0</b>	<b>829,296</b>	<b>11.0</b>	<b>807,635</b>	<b>11.0</b>
TOTAL PERSONAL SERVICES DETAIL	726,298	9.0	751,188	11.0	216,415	11.0	227,703	11.0	216,415	11.0
DIFFERENCE	(0)	0.0	(0)	-	592,839	0.0	601,593	(0.0)	591,220	-
<b>OPERATING EXPENSE</b>	13		68				70		70	
2230 EQUIPMENT MAINTENANCE							-		-	
2232 SOFTWARE MAINTENANCE UPGRADE			268				277		277	
2259 PARKING FEE REIMBURSEMENT	360		249				257		257	
2510 IN STATE TRAVEL	2,576						-		-	
2513 IN-STATE PER VEHICLE REIMBSMT	1,915		447				462		462	
2523 IN STATE NON EMPLOYEE VEH REIMBURSEMENT							-		-	
2530 OUT OF STATE TRAVEL	17,293						-		-	
2531 OUT OF STATE COMON CARRIER FEES			3,054				3,153		3,153	
2532 OUT OF STATE PERS TRAVEL PER DIEM			9,182				9,480		9,480	
2540 OUT OF STATE NON EMPLOYEE							-		-	
2610 ADVERTISING	705		532				550		550	
2630 COMM SERVICES - TELECOMMUNICATIONS	9,123		7,765				8,017		8,017	
2631 COMM SERVICES - OUTSIDE SOURCES	3,609		4,206				4,342		4,342	
2680 PRINTING & REPRODUCTION	4,128		5,515				5,694		5,694	
2681 PHOTOCOPY REIMBURSEMENT	62						-		-	
2690 PURCHASED MEDICAL SERVICES							-		-	
2810 FREIGHT	734		431				445		445	
2830 OFFICE MOVING	449		300				310		310	
3110 OTHER SUPPLIES	36						-		-	
3115 DATA PROCESSING SUPPLIES							-		-	
3116 PURCHASED SOFTWARE			1,415				1,461		1,461	
3117 EDUCATIONAL SUPPLIES							-		-	
3118 FOOD AND FOOD SUPPLIES	87						-		-	
3120 BOOKS, PERIODICALS, SUBSCRIPTIONS	1,118		1,893				1,954		1,954	
3121 OFFICE SUPPLIES	5,802		833				1,860		1,860	
3123 POSTAGE	4,861		6,230				6,433		6,433	
3124 PRINTING/COPY SUPPLIES			646				667		667	
3126 REPAIR & MAINTENANCE SUPPLIES			46				48		48	
3128 NONCAPITALIZED EQUIPMENT	164		1,415				1,461		1,461	
3143 NONCAPITALIZED IT - OTHER			100				103		103	
3950 GASOLINE	11						-		-	

**SCHEDULE 3  
PROGRAM DETAIL**

DEPARTMENT OF PERSONNEL ADMINISTRATION  
(2) DIVISION OF HUMAN RESOURCES  
(B) EMPLOYEE BENEFIT SERVICES

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
4140 DUES & MEMBERSHIPS	150		75				77		77	
4180 OFFICIAL FUNCTIONS	280		1,302				344		344	
4220 REGISTRATION FEES	479		3,767				3,889		3,889	
<b>TOTAL OPERATING</b>	<b>53,955</b>		<b>49,741</b>		<b>51,355</b>		<b>51,355</b>		<b>51,355</b>	
CASH FUNDS	24,743		22,111		23,574		23,574		23,574	
CASH FUNDS EXEMPT	29,212		27,630		27,781		27,781		27,781	
<b>Decision Item - Telecomm Truth In Rates</b>										<b>802</b>
CASH FUNDS										369
CASH FUNDS EXEMPT										433
<b>TOTAL OPERATING EXPENSE</b>										<b>52,157</b>
CASH FUNDS										23,943
CASH FUNDS EXEMPT										28,214
<b>OPERATING RECONCILIATION</b>										
LONG BILL APPROPRIATION	54,000		51,355							
REVERSION	(45)		(1,613)							
CASH FUNDS	(45)		(1,463)							
CASH FUNDS EXEMPT	-		(150)							
<b>TOTAL</b>	<b>53,955</b>		<b>49,742</b>							
<b>UTILIZATION REVIEW</b>										
1920 CONTRACTUAL FEES	27,500		14,750				14,750		14,750	
2232 SOFTWARE MAINTENANCE UPGRADE			12,750				12,750		12,750	
4140 DUES & MEMBERSHIPS	12,500		12,500				12,500		12,500	
<b>UTILIZATION REVIEW</b>	<b>40,000</b>		<b>40,000</b>		<b>40,000</b>		<b>40,000</b>		<b>40,000</b>	
CASH FUNDS										
CASH FUNDS EXEMPT	40,000		40,000		40,000		40,000		40,000	
<b>UTILIZATION REVIEW RECONCILIATION</b>										
LONG BILL APPROPRIATION	40,000		40,000							
REVERSION (CFE)	-		-							
<b>TOTAL</b>	<b>40,000</b>		<b>40,000</b>							
<b>DEFERRED COMPENSATION PLANS</b>										
1920 CONTRACTUAL SERVICES	59,912		67,597				162,020		63,543	
2259 PARKING FEE	16						-		-	
2513 IN STATE TRAVEL	441						-		-	
2531 OS TRAVEL	532						-		-	
2610 ADVERTISING	382						-		-	
2611 PUBLIC RELATIONS	1,036						-		-	
2631 COMM SVC FROM OUTSIDE	45						-		-	
2680 PRINTING & REPRODUCTION	9,982						-		-	
2810 FREIGHT	112						-		-	
3120 BOOKS/PERIODICALS	185						-		-	
3123 POSTAGE	7,687		4,694				11,250		11,250	
3216 NON CAP IT	336						-		-	
4140 DUES AND MEMBERSHIPS	250		500				1,198		1,198	
4220 REGISTRATION FEES	3,925		3,550				8,509		8,509	
<b>SUB-TOTAL DEFERRED COMPENSATION PLANS</b>	<b>84,841</b>		<b>76,341</b>				<b>182,977</b>		<b>84,500</b>	
CASH FUNDS									84,500	

**SCHEDULE 3  
PROGRAM DETAIL**

DEPARTMENT OF PERSONNEL ADMINISTRATION  
(2) DIVISION OF HUMAN RESOURCES  
(B) EMPLOYEE BENEFIT SERVICES

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>Decision Item - Deferred Comp Plan Contract Position</b>									<b>98,477</b>	
CASH FUNDS									98,477	
<b>Decision Item - Telecomm Truth in Rates</b>									<b>208</b>	
CASH FUNDS									208	
<b>TOTAL DEFERRED COMPENSATION</b>	<b>84,841</b>		<b>76,341</b>		<b>182,977</b>		<b>182,977</b>		<b>183,185</b>	
CASH FUNDS	84,841		76,341		182,977		182,977		183,185	
CASH FUNDS EXEMPT										
<b>DEF COMPENSATION PLANS RECONCILIATION</b>										
LONG BILL APPROPRIATION	85,000		84,500							
REVERSION (CF)	(159)		(8,159)							
TOTAL	84,841		76,341							
<b>DEFINED CONTRIBUTION PLANS</b>										
1110 PERSONAL SERVICES			998				1,865		1,865	
1510 DENTAL INS			4				7		7	
1511 HEALTH INS			56				104		104	
1512 LIFE INS			0				1		1	
1513 DISABILITY			1				3		3	
1520 MEDICARE			10				19		19	
1522 PERA			72				135		135	
1523 MATCHMAKER			14				27		27	
1920 PERS SVCS - PROF			1,925				3,597		3,597	
2680 PRINTING / PRODUCTION SVCS			118				221		221	
2690 LEGAL SERVICES	1,639						0		0	
2810 FREIGHT	108						0		0	
3123 POSTAGE			132				247		247	
<b>TOTAL DEFINED CONTRIBUTION PLANS</b>	<b>1,747</b>		<b>3,332</b>		<b>6,226</b>		<b>6,226</b>		<b>6,226</b>	
CASH FUNDS	1,747		3,332		6,226		6,226		6,226	
CASH FUNDS EXEMPT										
<b>DEFINED CONTRIBUTION PLANS RECONCILIATION</b>										
LONG BILL APPROPRIATION	6,226		6,226							
APPROP TRANSFER TO LEGAL SERVICES	-		-							
REVERSION (CF)	(4,479)		(2,893)							
TOTAL	1,747		3,333				-			
<b>INDIRECT COST</b>	<b>109,222</b>		<b>138,080</b>		<b>304,989</b>		<b>304,989</b>		<b>141,154</b>	
CASH FUNDS	33,214		37,658				0		0	
CASH FUNDS EXEMPT	76,008		100,422		304,989		304,989		141,154	
<b>ROLLFORWARD - Great West</b>	<b>55,690</b>									
CASH FUNDS	55,690									
CASH FUNDS EXEMPT										
<b>TOTAL EMPLOYEE BENEFITS APPROPRIATIONS</b>	<b>1,016,063</b>	<b>9.0</b>	<b>1,058,682</b>	<b>10.6</b>	<b>1,394,801</b>	<b>11.0</b>	<b>1,414,843</b>	<b>11.0</b>	<b>1,230,358</b>	<b>11.0</b>
<b>GENERAL FUND</b>										
CASH FUNDS	350,700		350,736		429,192		440,480		429,769	
CASH FUNDS EXEMPT	665,363		707,947		965,609		974,363		800,589	
<b>FEDERAL FUNDS</b>										

**SCHEDULE 3  
PROGRAM DETAIL**

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>PERSONAL SERVICES</b>										
ACCOUNTANT II	52,368	1.00	55,296	1.0			55,296	1.0	55,296	1.0
ACCOUNTING TECH II	3,216	0.13	4,451	0.2			27,819	1.0	27,819	1.0
ADMINISTRATIVE ASSISTANT II	7,138	0.27	9,850	0.4			27,361	1.0	27,361	1.0
ADMINISTRATIVE ASSISTANT III	32,745	1.00	36,084	1.0			36,084	1.0	36,084	1.0
COMP INSURANCE SPEC II	159,984	3.00	166,536	2.3			148,059	2.0	148,059	2.0
GENERAL PROFESSIONAL III	53,328	1.00	61,244	1.0			61,244	1.0	61,244	1.0
GENERAL PROFESSIONAL IV	54,930	1.00	59,568	1.0			59,568	1.0	59,568	1.0
GENERAL PROFESSIONAL V										
GENERAL PROFESSIONAL VI	82,754	1.00	86,100	1.0			86,100	1.0	86,100	1.0
MANAGEMENT	22,069	0.25	17,866	0.3						
FORCED VACANCY SAVINGS									(1,003)	
<b>1110 CONTINUATION SALARIES SUBTOTAL</b>	<b>468,531</b>	<b>8.65</b>	<b>496,995</b>	<b>8.1</b>			<b>501,531</b>	<b>9.0</b>	<b>500,528</b>	<b>9.0</b>
1121 STATE TEMPORARIES	2,918									
1522 PERA @ 9.9%	32,234		37,371							
1522 PERA @ 10.04%										
1522 PERA @ 10.15%							50,905		50,804	
1523 MATCHMAKER CONTRIBUTION	12,629		11,016							
1520 MEDICARE @ 1.45%	3,571		3,848				7,272		7,258	
<b>OTHER PERSONAL SERVICES</b>										
1130 OVERTIME										
1140 ANNUAL LEAVE PAYMENTS			5,595							
1141 SICK LEAVE PAYMENTS			6,094							
1300 OTHER EMPLOYEE WAGES			21,525							
1340 EMPLOYEE CASH INCENTIVE AWARDS										
1360 NON BASE BUILDING PERFORMANCE			175							
1530 ECOPASS PROGRAM	518		419							
1531 HIGHER ED TUITION REIM										
1910 TEMPORARY EMPLOYMENT	169									
1920 CONTRACT SERVICES	1,424									
ABAB OPERATING TRANSFER - INTERDEPT			23							
AZAA INDIRECT COST TRANSFER - INTERNAL			39,928							
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>521,994</b>	<b>8.65</b>	<b>622,989</b>	<b>8.1</b>			<b>559,708</b>	<b>9.0</b>	<b>558,589</b>	<b>9.0</b>
<b>POTS EXPENDITURES</b>										
1110 SALARY SURVEY, ANNIVERSARY NON ADD			35,707				0			
PAY FOR PERFORMANCE NON ADD			2,007				0			
1510 HEALTH, LIFE & DENTAL INSURANCE	22,559		20,920				18,075			
1513 DISABILITY INSURANCE	305		633				895			
<b>BASE PERSONAL SERVICES TOTAL</b>	<b>544,858</b>	<b>8.65</b>	<b>644,541</b>	<b>8.1</b>	<b>559,708</b>	<b>9.0</b>	<b>578,678</b>	<b>9.0</b>	<b>558,589</b>	<b>9.0</b>
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT	544,858		612,148		559,708	9.0	578,678		558,589	
<b>CALC OF PERSONAL SERVICES LB APPROP</b>										
PRIOR YEAR LONG BILL APPROPRIATION									559,708	9.0
ANNUALIZED SALARY SURVEY									0	
ANNUALIZED ANNIVERSARY									0	
MEDICARE INCREASE									0	
2% BASE REDUCTION									(1,119)	
<b>TOTAL PERS SVC LB APPROPRIATION/REQUEST</b>									<b>558,589</b>	<b>9.0</b>
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT									558,589	9.0

**SCHEDULE 3  
PROGRAM DETAIL**

DEPARTMENT OF PERSONNEL ADMINISTRATION  
(2) DIVISION OF HUMAN RESOURCES  
(C) RISK MANAGEMENT SERVICES

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>PERSONAL SERVICES RECONCILIATION</b>										
LONG BILL APPROPRIATION	518,559	9.0	536,117	9.0			559,708	9.0		
INFERRED APPROPRIATION			39,928							
HB00-1458 NEGATIVE PERA BILL REVERSION	(14,440)	(0.3)	(1)	(0.9)						
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT	(14,440)	(0.3)	(1)							
<b>SUBTOTAL</b>	<b>504,119</b>	<b>8.7</b>	<b>576,044</b>	<b>8.1</b>			<b>559,708</b>	<b>9.0</b>		
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT	504,119		576,044				559,708			
<b>ALLOCATED POTS</b>										
SALARY SURVEY ALLOCATION	22,462		35,707				0			
ANNIVERSARY/SHIFT ALLOCATION	1,415		2,007				0			
HEALTH/LIFE INSURANCE ALLOCATION	16,501		29,745				18,075			
DISABILITY INSURANCE	361		1,038				895			
<b>SUBTOTAL - POTS</b>	<b>40,739</b>		<b>68,497</b>				<b>18,970</b>		<b>0</b>	
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT	40,739		68,497				18,970			
<b>TOTAL PERSONAL SERVICES RECONCILIATION</b>	<b>544,858</b>	<b>8.7</b>	<b>644,541</b>	<b>8.1</b>	<b>559,708</b>	<b>9.0</b>	<b>578,678</b>	<b>9.0</b>	<b>558,589</b>	<b>9.0</b>
TOTAL PERSONAL SERVICES DETAIL	544,858	8.7	644,541	8.1	559,708	9.0	578,678	9.0	558,589	9.0
DIFFERENCE	(0)	0.0	0	(0.0)	0	0	(0)	(0.0)	(1)	0.0
<b>OPERATING EXPENSE</b>										
1530 OTHER EMPLOYEE BENEFITS			184				208		208	
2220 BUILDING MAINTENANCE	13		138				1,000		1,000	
2230 EQUIP MAINTENANCE	118		382				600		600	
2232 IT SOFTWARE MAINT/UPGRADE SVCS			268				275		275	
2250 MISC RENTALS			375				375		375	
2259 PARKING FEE REIMBURSEMENT	100		126				126		126	
2510 IN STATE TRAVEL							0		0	
2512 IN-STATE PERS TRAVEL	1,074		449				750		750	
2513 IN-STATE PERS VEHICLE REIMBSMT	5,749		6,131				6,131		6,131	
2515 STATE-OWNED VEHICLE CHARGE	462		109				609		609	
2530 OUT OF STATE TRAVEL							0		0	
2531 OS COMMON CARRIER FARES	1,141		1,383				1,383		1,383	
2532 OS PERSONAL TRAVEL	711		2,810				2,810		2,810	
2610 ADVERTISING							50		50	
2611 PUBLIC RELATIONS							0		0	
2630 COMM SERVICES - TELECOMMUNICATIONS	6,442		5,216				5,217		5,217	
2631 COMM SERVICES - OUTSIDE SOURCES	888		2,435				2,435		2,435	
2680 PRINTING & REPRODUCTION	7,553		2,704				3,505		3,505	
2810 FREIGHT	243		130				250		250	
2830 OFFICE MOVING	449		300				500		500	
3115 DATA PROCESSING SUPPLIES	1,550						500		500	
3116 PURCHASED SOFTWARE	450		648				750		750	
3117 EDUCATIONAL MATERIALS	3,254		1,610				2,000		2,000	
3120 BOOKS, PERIODICALS & SUBSCRIPTIONS	494		824				996		996	
3121 OFFICE SUPPLIES	7,028		3,582				4,020		4,020	

SCH 3  
PROG DETAIL

DEPARTMENT OF PERSONNEL ADMINISTRATION  
(2) DIVISION OF HUMAN RESOURCES  
(C) RISK MANAGEMENT SERVICES

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
3122 PHOTOGRAPHIC SUPPLIES			3				250		250	
3123 POSTAGE EXPENSE	3,210		1,028				1,750		1,750	
3124 PRINTING/ COPY SUPPLIES			299				350		350	
3126 REPAIR AND MAINTENANCE SUPPLIES			379				500		500	
3128 NONCAPITALIZED EQUIPMENT	13,339		525				1,000		1,000	
3140 NONCAPITALIZED IT - PCs			3,784				4,200		4,200	
3143 NONCAPITALIZED IT - OTHER			2,090				2,200		2,200	
4111 PRIZES AND AWARDS							0		0	
4120 BAD DEBT EXPENSE							0		0	
4140 DUES & MEMBERSHIPS	648		1,142				1,142		1,142	
4150 INTEREST EXP			6,377				6,377		6,377	
4180 OFFICIAL FUNCTIONS	275		7,176				350		350	
4220 REGISTRATION FEES	1,740		4,495				4,495		4,495	
<b>TOTAL OPERATING EXPENSE</b>	<b>56,931</b>		<b>57,103</b>		<b>57,104</b>		<b>57,104</b>		<b>57,104</b>	
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT	56,931		57,103		57,104		57,104		57,104	
<b>Decision Item - Telecomm Truth in Rates</b>										<b>678</b>
GENERAL FUND										0
CASH FUNDS										0
CASH FUNDS EXEMPT										678
<b>TOTAL OPERATING EXPENSE</b>										<b>57,782</b>
GENERAL FUND										0
CASH FUNDS										0
CASH FUNDS EXEMPT										57,782
<b>OPERATING RECONCILIATION</b>										
LONG BILL APPROPRIATION	57,596		57,104							
REVERSION (CFE)	(665)									
TOTAL	56,931		57,104							
<b>AUDIT EXPENSE</b>	<b>0</b>		<b>0</b>		<b>63,120</b>		<b>63,120</b>		<b>63,120</b>	
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT	0				63,120		63,120		63,120	
<b>AUDIT EXPENSE RECONCILIATION</b>										
LONG BILL APPROPRIATION			63,120							
REVERSION (CFE)			(63,120)							
TOTAL			0							
<b>LEGAL SERVICES</b>	<b>1,946,887</b>		<b>2,187,342</b>		<b>1,936,770</b>		<b>1,936,770</b>		<b>1,936,770</b>	
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT	1,946,887		2,187,342		1,936,770		1,936,770		1,936,770	
<b>LEGAL SERVICES RECONCILIATION</b>										
LONG BILL APPROPRIATION			1,905,228							
TRANSFER			282,114							
TOTAL			2,187,342							



**SCHEDULE 3  
PROGRAM DETAIL**

DEPARTMENT OF PERSONNEL ADMINISTRATION  
(2) DIVISION OF HUMAN RESOURCES  
(C) RISK MANAGEMENT SERVICES

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>LIABILITY PREMIUMS</b>										
1920 PURCHASED PROFESSIONAL SERVICES	260,649		235,636				306,703		208,768	
1930 LITIGATION	1,704,498		1,623,014				2,112,506		1,936,770	
ABLC OPERATING TRANSFER TO DEPT OF LAW							0		0	
1110 REG FT WAGES-SETTLEMENT PMTS							0		0	
1300 OTHER EMPLOYEE WAGES-SETTLEMENT PMTS							0		0	
1930 PURCHASED LEGAL LITIGATION SERVICES							0		0	
2630 COMM SERVICES - TELECOMMUNICATIONS							0		0	
2631 COMM SERVICES - OUTSIDE SOURCES							0		0	
2660 INSURANCE OTHER THAN EMPLOYEE BENEFITS	446,732		504,259				656,341		722,798	
2680 PRINTING AND REPRODUCTION SERVICES							0		0	
2690 LEGAL SERVICES DEPARTMENT OF LAW							0		0	
3116 PURCHASE/ LEASE SOFTWARE							0		0	
3123 POSTAGE							0		0	
4110 LOSSES (ADJMT TO CLAIMS RESERVES)	75,057						0		0	
4112 ACTUAL DAMAGES - PHYSICAL ILLNESS/INJURY	538,212		1,007,766				1,311,702		1,444,518	
4113 ACTUAL DAMAGES - PROPERTY			3,500				4,556		5,017	
4114 PUNITIVE DAMAGES - PHYSICAL ILLNESS/INJURY							0		0	
4115 PUNITIVE DAMAGES - OTHER							0		0	
4116 JUDGEMENT INTEREST			12,034				15,663		17,249	
4117 REPORTABLE CLAIMS AGAINST STATE	241,669		660,355				859,515		946,545	
4118 GROSS PROCEEDS TO ATTORNEYS	889,050		554,660				721,942		795,042	
4119 CLAIMANT ATTORNEY FEES	331,871		2,854,394				3,715,263		4,091,451	
4120 BAD DEBT EXPENSE			1,298				1,689		1,860	
<b>TOTAL LIABILITY PREMIUMS</b>	<b>4,487,738</b>		<b>7,456,916</b>			<b>9,705,880</b>	<b>9,705,880</b>		<b>10,170,019</b>	
GENERAL FUND										
CASH FUNDS	981,421		2,234,577			1,114,235	1,114,235		1,167,518	
CASH FUNDS EXEMPT	3,506,317		5,222,339			8,591,645	8,591,645		9,002,501	
<b>LIABILITY PREMIUMS RECONCILIATION</b>										
LONG BILL APPROPRIATION	6,025,296		6,089,172							
TRANSFER			1,370,019							
REVERSION	(1,537,558)		(2,275)							
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT			(2,275)							
<b>TOTAL</b>	<b>4,487,738</b>		<b>7,456,916</b>							
<b>PROPERTY PREMIUMS</b>										
1920 PURCHASED PROFESSIONAL SERVICES	340,660		259,368				505,769		504,372	
2660 INSURANCE	3,366,023		4,933,856				9,621,040		9,594,467	
4113 LOSSES (ADJMT TO CLAIMS RESERVE)	711,577		759,690				1,481,399		1,477,308	
4150 INTEREST EXPENSE	1,069		5,086				9,918		9,890	
<b>TOTAL PROPERTY PREMIUMS</b>	<b>4,419,329</b>		<b>5,958,000</b>			<b>11,618,126</b>	<b>11,618,126</b>		<b>11,586,037</b>	
GENERAL FUND										
CASH FUNDS	752,480		841,988			571,135	571,135		569,558	
CASH FUNDS EXEMPT	3,666,849		5,116,012			11,046,991	11,046,991		11,016,479	

**SCHEDULE 3  
PROGRAM DETAIL**

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>PROPERTY PREMIUMS RECONCILIATION</b>										
LONG BILL APPROPRIATION	4,515,231		5,599,850							
TRANSFERS			358,151							
INFERRED APPROPRIATION										
REVERSION	(95,902)									
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT										
<b>TOTAL</b>			5,958,001							
<b>WORKERS' COMPENSATION PREMIUMS</b>										
1920 PURCHASED PROFESSIONAL SERVICES	3,015,165		2,722,139				3,679,769		4,209,488	
1930 LEGAL SERVICES							0		0	
2660 INSURANCE OTHER THAN EMP BENE	262,645		327,231				442,349		506,027	
2661 INDEMNITY CLAIMS	6,488,860		9,021,481				12,195,176		13,950,726	
2662 MEDICAL CLAIMS	8,534,058		9,723,556				13,144,235		15,036,407	
2663 WORKERS' COMP SURCHARGE	714,636		438,094				592,212		677,464	
4110 LOSSES							0		0	
<b>TOTAL WORKERS' COMP PREMIUMS</b>	<b>19,015,364</b>		<b>22,232,501</b>		<b>30,053,741</b>		<b>30,053,741</b>		<b>34,380,111</b>	
GENERAL FUND					155,990		155,990		155,990	
CASH FUNDS	3,485,373		2,517,113		2,517,113		2,517,113		2,894,486	
CASH FUNDS EXEMPT	15,529,991		19,715,388		27,380,638		27,380,638		31,329,635	
<b>WORKERS' COMP PREMIUMS RECONCILIATION</b>										
LONG BILL APPROPRIATION	24,977,242		23,001,966							
REVERSION	(5,961,878)		(769,464)							
GENERAL FUND										
CASH FUNDS	(2,029,909)									
CASH FUNDS EXEMPT	(3,931,969)		(769,464)							
<b>INDIRECT COST</b>	<b>191,500</b>		<b>100,403</b>		<b>89,930</b>		<b>89,930</b>		<b>172,154</b>	
GENERAL FUND										
CASH FUNDS	191,500									
CASH FUNDS EXEMPT			100,403		89,930		89,930		172,154	
<b>TOTAL RISK MANAGEMENT SERVICES</b>	<b>30,662,607</b>	<b>8.7</b>	<b>38,604,413</b>	<b>8.1</b>	<b>54,084,379</b>	<b>9.0</b>	<b>54,103,350</b>	<b>9.0</b>	<b>58,924,582</b>	<b>9.0</b>
GENERAL FUND			0		155,990		155,990		155,990	
CASH FUNDS	5,219,274		5,593,678		4,202,483		4,202,483		4,631,562	
CASH FUNDS EXEMPT	25,443,333		33,010,735		49,725,906		49,744,877		54,137,030	
FEDERAL FUNDS										

**SCHEDULE 3  
PROGRAM DETAIL**

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>PERSONAL SERVICES</b>										
ADMINISTRATIVE LAW JUDGE III	27,753	0.3					0	0.0	0	0.0
ADMINISTRATIVE LAW JUDGE I	151,259	1.8	137,165	1.6			163,592	1.8	163,592	1.8
MANAGEMENT	51,226	0.6	92,064	1.0			92,064	1.0	92,064	1.0
LEGAL ASSISTANT II	51,228	1.0	54,660	1.0			54,660	1.0	54,660	1.0
ADMINISTRATIVE ASSISTANT III	23,200	0.7					0	0.0	0	0.0
PROGRAM ASSISTANT I	11,961	0.3	37,896	1.0			37,896	1.0	37,896	1.0
FORCED VACANCY SAVINGS									(696)	
<b>CONTINUATION SALARY SUBTOTAL</b>	<b>316,627</b>	<b>4.7</b>	<b>321,785</b>	<b>4.6</b>			<b>348,212</b>	<b>4.8</b>	<b>347,516</b>	<b>4.8</b>
1522 PERA @ 9.9%	23,706		22,766							
1522 PERA @ 10.04%										
1522 PERA @ 10.15%							35,344		35,273	
1523 MATCHMAKER	6,370		5,348							
1520 MEDICARE @ 1.45%	4,401		4,060				5,049		5,039	
<b>OTHER PERSONAL SERVICES</b>										
1140 ANNUAL LEAVE PAYOUTS	6,968									
1320 PER DIEM WAGES										
1330 PER DIEM - BOARD MEMBERS	3,225		3,975							
1340 EMPLOYEE CASH INCENTIVE AWARDS			50							
1350 EMPLOYEE NON-CASH	30									
1360 NON BASE BUILDING PERFORMANCE			1,507							
1530 CSEAP ASSESSMENT & ECOPASS	465		895							
1910 PURCHASED PROFESSIONAL SERVICES	2,414									
1920 PURCHASED PROFESSIONAL SERVICES	215		50							
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>364,421</b>	<b>4.7</b>	<b>360,436</b>	<b>4.6</b>			<b>388,605</b>	<b>4.8</b>	<b>387,828</b>	<b>4.8</b>
<b>POTS EXPENDITURES</b>										
1110 SALARY SURVEY/ANNIVERSARY	18,667						0			
PAY FOR PERFORMANCE	7,274						0			
1510 HEALTH, LIFE, DENTAL INSURANCE	14,576		12,248				13,281			
1513 SHORT TERM DISABILITY	206		374				252			
<b>BASE PERSONAL SERVICES TOTAL</b>	<b>379,203</b>	<b>4.7</b>	<b>373,058</b>	<b>4.6</b>	<b>388,605</b>	<b>4.8</b>	<b>402,138</b>	<b>4.8</b>	<b>387,828</b>	<b>4.8</b>
GENERAL FUND	377,459		371,669		187,178		200,711		187,178	
CASH FUNDS	1,194		1,200		1,200		1,200		1,200	
CASH FUNDS EXEMPT	550		189		200,227		200,227		199,450	
<b>CALC OF PERSONAL SERVICES LB APPROP</b>										
PREVIOUS YEAR LONG BILL									388,605	4.8
ANNUALIZED SALARY SURVEY									0	
PAY FOR PERFORMANCE									0	
MEDICARE INCREASE									0	
2% REDUCTION									(777)	
<b>TOTAL PERS SVCS LB APPROP/REQUEST</b>									<b>387,828</b>	<b>4.8</b>
GENERAL FUND									186,401	
CASH FUNDS									1,200	
CASH FUNDS EXEMPT									200,227	

**SCHEDULE 3  
PROGRAM DETAIL**

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>PERSONAL SERVICES RECONCILIATION</b>										
LONG BILL APPROPRIATION	353,483	5.0	373,669	4.8			388,605	4.8		
TRANSFER			2							
SUPPLEMENTAL	(6,096)		(3,255)							
PAY DATE SHIFT - NON ADD			(24,260)							
REVERSION	(4,467)		(1,860)	(0.2)						
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT			(1,860)							
<b>SUBTOTAL</b>	<b>342,920</b>	<b>5.0</b>	<b>368,556</b>	<b>4.6</b>			<b>388,605</b>	<b>4.8</b>		
GENERAL FUND	342,370		367,167				388,605			
CASH FUNDS			1,200							
CASH FUNDS EXEMPT	550		189							
<b>ALLOCATED POTS</b>										
SALARY SURVEY	18,667		1,832				0			
ANNIVERSARY ALLOCATION	7,274		804				0			
HEALTH, LIFE, DENTAL ALLOCATION	10,189		1,831				13,281			
SHORT TERM DISABILITY ALLOCATION	153		35				252			
<b>POTS SUBTOTAL</b>	<b>36,283</b>		<b>4,502</b>				<b>13,533</b>			
GENERAL FUND	36,283		4,502				13,533			
CASH FUNDS										
CASH FUNDS EXEMPT										
<b>TOTAL PERSONAL SERVICES</b>	<b>379,203</b>	<b>5.0</b>	<b>373,058</b>	<b>4.6</b>	<b>388,605</b>	<b>4.8</b>	<b>402,138</b>	<b>4.8</b>	<b>387,828</b>	<b>4.8</b>
TOTAL PERSONAL SERVICES DETAIL	379,203	4.7	373,058	4.6	388,605	4.8	402,138	4.8	387,828	4.8
DIFFERENCE	0	0.3	(0)	0.0	0	0	0	(0.0)	(0)	-
<b>OPERATING EXPENSE</b>										
2230 EQUIPMENT MAINTENANCE & REPAIR	115		325				461		461	
2232 SOFTWARE MAINTENANCE/UPGRADE			222				315		315	
2253 RENTAL OF EQUIPMENT AND BUILDING	467						0		0	
2259 PARKING FEE REIMBURSEMENT	92		138				195		195	
2510 IN STATE TRAVEL	4,391						0		0	
2511 IN-STATE COMMON CARRIER FARES			1,347				1,912		1,912	
2512 IN-STATE PERS TRAVEL PER DIEM			328				465		465	
2513 IN-STATE PERS VEHICLE REIMB			421				598		598	
2520 BOARD MEMBER PER DIEM	454		55				78		78	
2521 IN STATE/NON EMP COMMON CARRIER FARES			1,968				2,793		2,793	
2522 IN STATE/NON EMP PERS PER DIEM			226				321		321	
2530 OUT OF STATE TRAVEL							0		0	
2630 COMM SERVICES - TELECOMMUNICATIONS	4,855		4,447				6,311		6,311	
2631 COMM SERVICES - OUTSIDE SOURCES	706		405				575		575	
2680 PRINTING & REPRODUCTION	11,414		2,051				2,911		2,911	
2681 PHOTOCOPY REIMBURSEMENT							0		0	
2810 FREIGHT	23						0		0	
2831 STORAGE							0		0	
3110 OTHER SUPPLIES AND MATERIALS			255				362		362	
3113 CLOTHING & UNIFORMS							0		0	
3115 DATA PROCESSING SUPPLIES							0		0	
3116 PURCHASED SOFTWARE	249		1,226				1,740		1,740	
3117 EDUCATIONAL SUPPLIES							0		0	

**SCHEDULE 3  
PROG DETAIL**

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
3118 FOOD AND FOOD SERV SUPPLIES							0		0	
3120 BOOKS, PERIODICALS, SUBSCRIPTIONS	1,010		795				1,128		1,128	
3121 OFFICE SUPPLIES	62		600				851		851	
3122 PHOTOGRAPHIC SUPPLIES							0		0	
3123 POSTAGE	4,329		3,524				5,002		5,002	
3124 PRINTING/COPY SUPPLIES	210		462				656		656	
3128 NONCAPITALIZED EQUIPMENT							0		0	
4140 DUES AND MEMBERSHIPS			25				35		35	
4170 MISCELLANEOUS FEES & FINES							0		0	
4180 OFFICIAL FUNCTIONS	444		112				159		159	
4220 REGISTRATION FEES	357		1,526				2,166		2,166	
<b>TOTAL OPERATING</b>	<b>29,178</b>		<b>20,459</b>		<b>29,033</b>		<b>29,033</b>		<b>29,033</b>	
GENERAL FUND	29,178		20,459		29,033		29,033		29,033	
CASH FUNDS										
CASH FUNDS EXEMPT										
<b>Decision Item - Telecomm Truth in Rates</b>									<b>579</b>	
GENERAL FUND									579	
CASH FUNDS									0	
CASH FUNDS EXEMPT									0	
<b>TOTAL OPERATING EXPENSE</b>									<b>29,612</b>	
GENERAL FUND									29,612	
CASH FUNDS									0	
CASH FUNDS EXEMPT									0	
<b>OPERATING RECONCILIATION</b>										
LONG BILL APPROPRIATION	24,030		29,033							
TRANSFER			(8,574)							
SUPPLEMENTAL	5,148									
REVERSION (GF)	0									
TOTAL	29,178		20,459							
<b>TOTAL STATE PERSONNEL BOARD</b>	<b>408,381</b>	<b>4.7</b>	<b>393,517</b>	<b>4.6</b>	<b>417,638</b>	<b>4.8</b>	<b>431,171</b>	<b>4.8</b>	<b>417,440</b>	<b>4.8</b>
GENERAL FUND	406,637		392,128		417,638		431,171		417,440	
CASH FUNDS	1,194		1,200		216,211		229,744		216,013	
CASH FUNDS EXEMPT	550		189		200,227		200,227		200,227	

**SCHEDULE 3  
PROGRAM DETAIL**

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>PERSONAL SERVICES</b>										
ACCOUNTANT I	32,664	0.8	47,388	1.0			47,388	1.0	47,388	1.0
ACCOUNTANT III	34,418	0.5	53,944	0.7			77,063	1.0	77,063	1.0
ACCOUNTING TECHNICIAN III	9,630	0.3					0	0.0	0	0.0
ADMINISTRATIVE ASSISTANT I	21,180	1.0	5,700	0.3			19,000	1.0	19,000	1.0
ADMINISTRATIVE ASSISTANT III	36,828	1.0	106,571	2.6			102,472	2.5	102,472	2.5
CUSTODIAN III			2,891	0.1					0	0.0
GENERAL PROFESSIONAL II			29,140	0.6			29,140	0.6	29,140	0.6
GENERAL PROFESSIONAL III	67,168	1.3					0	0.0	0	0.0
GENERAL PROFESSIONAL IV	100,012	1.7	169,734	2.4			117,172	2.0	117,172	2.0
GENERAL PROFESSIONAL V	16,287	0.3	25,187	0.4			25,187	0.4	25,187	0.4
GENERAL PROFESSIONAL VI	66,661	0.9					0	0.0	0	0.0
GENERAL PROFESSIONAL VII	6,360	0.1	56,259	0.6			46,883	0.5	46,883	0.5
DIVISION DIRECTOR (SES)	92,197	1.0	32,000	0.3			106,667	1.0	106,667	1.0
IT PROFESSIONAL III			90,217	0.8			0	0.0	0	0.0
MANAGEMENT			15,047	0.2					0	0.0
PROGRAM ASSISTANT I	7,495	0.2								
PROGRAM ASSISTANT II	34,752	0.8								
FORCED VACANCY SAVINGS									(1,142)	
<b>CONTINUATION SALARY SUBTOTAL</b>	<b>525,652</b>	<b>9.7</b>	<b>634,078</b>	<b>10.0</b>			<b>570,971</b>	<b>10.0</b>	<b>569,829</b>	<b>10.0</b>
1121 TEMPORARY SALARIES	7,945									
1522 PERA @ 9.9%	40,527		61,155							
1522 PERA @ 10.04%										
1522 PERA @ 10.15%							57,954		57,838	
1523 MATCHMAKER CONTRIBUTION	9,948		13,769							
1520 MEDICARE @ 1.45%	4,811		6,450				8,279		8,263	
<b>OTHER PERSONAL SERVICES</b>										
1910 PURCHASED PERSONAL SERVICES										
1920 CONTRACT SERVICES										
1130 OVERTIME WAGES			3,400							
1140 TERMINATION/RETIREMENT PAYOUTS										
1340 EMPLOYEE CASH INCENTIVES			200							
1350 EMPLOYEE NONCASH INCENTIVES			63							
1360 NONBASE BUILDING PERFORMANCE			3,979							
1530 ECOPASS PROGRAM	6,403		11,432							
1532 UNEMPLOYMENT COM	7,761									
1631 HIGHER ED TUITION	534									
1910 PERSONAL SERVICES TEMP	1,964									
1920 PERSONAL SERVICES PROF	10,885									
7130 INTRADEPT OPERATING TRANSFER	217									
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>616,447</b>	<b>9.7</b>	<b>734,526</b>	<b>10.0</b>			<b>637,204</b>	<b>10.0</b>	<b>635,930</b>	<b>10.0</b>
CASH FUNDS										
CASH FUNDS EXEMPT	616,447		734,526				637,204		635,930	
<b>POTS EXPENDITURES</b>										
1110 SALARY SURVEY/ANNIVERSARY	25,617						0			
PAY FOR PERFORMANCE	4,770						0			
1510 HEALTH, LIFE & DENTAL INSURANCE	17,859		15,332				11,733			
1513 SHORT TERM DISABILITY INSURANCE	346		941				1,030			
<b>BASE PERSONAL SERVICES TOTAL</b>	<b>634,652</b>	<b>9.7</b>	<b>750,799</b>	<b>10.0</b>	<b>637,204</b>	<b>10.0</b>	<b>649,967</b>	<b>10.0</b>	<b>635,930</b>	<b>10.0</b>
CASH FUNDS										
CASH FUNDS EXEMPT	634,652		750,799		637,204		649,967		635,930	

**SCHEDULE 3  
PROGRAM DETAIL**

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>CALC OF PERSONAL SVCS LB APPROP</b>										
PREVIOUS YEAR LONG BILL APPROPRIATION									637,204	10.0
ANNUALIZED SALARY SURVEY									0	
ANNUALIZED ANNIVERSARY									0	
MEDICARE INCREASE									0	
.2% OSPB BASE REDUCTION									(1,274)	
<b>TOTAL PERS SVCS LB APPROP/REQUEST</b>									<b>635,930</b>	<b>10.0</b>
CASH FUNDS										
CASH FUNDS EXEMPT									635,930	
<b>PERSONAL SERVICES RECONCILIATION</b>										
LONG BILL APPROPRIATION	587,791	10.0	687,647	11.0			637,204	10.0		
SUPPLEMENTAL			(79,376)	(1.0)						
TRANSFER			100,000							
REVERSION	(2,298)		(9,383)							
CASH FUNDS										
CASH FUNDS EXEMPT	(2,298)	(0.3)	(9,383)							
<b>SUBTOTAL</b>	<b>585,493</b>	<b>9.7</b>	<b>698,888</b>	<b>10.0</b>			<b>637,204</b>	<b>10.0</b>		
CASH FUNDS										
CASH FUNDS EXEMPT	585,493		698,888				637,204			
<b>ALLOCATED POTS</b>										
SALARY SURVEY ALLOCATION	25,617		26,552				0			
ANNIVERSARY ALLOCATION	4,770		9,045				0			
HEALTH/LIFE INSURANCE ALLOCATION	18,359		15,624				11,733			
DISABILITY INSURANCE ALLOCATION	413		690				1,030			
<b>POTS SUBTOTAL</b>	<b>49,159</b>		<b>51,911</b>				<b>12,763</b>			
CASH FUNDS										
CASH FUNDS EXEMPT	49,159		51,911				12,763			
<b>TOTAL PERSONAL SERVICES</b>	<b>634,652</b>	<b>9.7</b>	<b>750,799</b>	<b>10.0</b>	<b>637,204</b>	<b>10.0</b>	<b>649,967</b>	<b>10.0</b>	<b>635,930</b>	<b>10.0</b>
TOTAL PERSONAL SERVICES DETAIL	634,652	9.7	750,799	10.0	637,204	10.0	649,967	10.0	635,930	10.0
DIFFERENCE	0	-	(0)	-	0	0.0	0	0.0	0	0.0
<b>TOTAL PERSONAL SERVICES REQUEST</b>									<b>635,930</b>	<b>10.0</b>
CASH FUNDS										
CASH FUNDS EXEMPT									635,930	
<b>OPERATING EXPENSE</b>										
2170 WASTE DISPOSAL SERVICES							0		0	
2220 BLDG MAINTENANCE & REPAIR	122						0		0	
2230 EQUIPMENT MAINTENANCE & REPAIR	564		1,191				1,198		1,198	
2232 IT SOFTWARE MAINT/UPGRADES SVCS			198				174		174	
2252 MOTORPOOL MILEAGE CHARGE	2,083		3,434				2,887		2,887	
2253 RENTAL OF EQUIPMENT	50		21				3,600		3,600	
2259 PARKING FEE REIMBURSEMENT	84		22				0		0	
2510 IN STATE TRAVEL	2,433						0		0	
2511 IN-STATE COMMON CARRIER FARES			45				0		0	
2512 IN-STATE PERS TRAVEL PER DIEM			1,441				2,705		2,705	
2513 IN-STATE PERS VEHICLE REIMB			83				1,935		1,935	
2530 OUT OF STATE TRAVEL	3,170						0		0	
2531 OUT OF STATE COMMON CARRIER FARES			341				0		0	
2532 OUT OF STATE PERS TRAVEL PER DIEM			440				0		0	
2610 ADVERTISING			148				148		148	
2630 COMM SERVICES - TELECOMMUNICATIONS	8,995		7,924				9,326		9,326	
2631 COMM SERVICES - OUTSIDE SOURCES	2,223		4,044				2,862		2,862	
2680 PRINTING & REPRODUCTION	19,053		24,747				24,482		24,482	

**SCHEDULE 3  
PROGRAM DETAIL**

DEPARTMENT OF PERSONNEL ADMINISTRATION  
(4) CENTRAL SERVICES  
(A) ADMINISTRATION

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
2081 PHOTOCOPY REIMB			30				0		0	
2810 FREIGHT	257		373				361		361	
3115 DATA PROCESSING SUPPLIES	1,732		1,569				0		0	
3116 PURCHASED SOFTWARE	838		307				1,736		1,736	
3117 EDUCATION SUPPLIES	310		49				0		0	
3120 BOOKS PERIODICALS & SUBSCRIPTIONS	725		412				80		80	
3121 OFFICE SUPPLIES	6,416		6,400				6,393		6,393	
3122 PHOTOGRAPHIC SUPPLIES	5,394		2,017				1,129		1,129	
3123 POSTAGE EXPENSE	8,424		4,424				8,907		8,907	
3126 REPAIR AND MAINTENANCE	64		521				3,500		3,500	
3128 NONCAPITALIZED EQUIPMENT	7,665		3,907				0		0	
3140 NONCAPITALIZED IT - PCs			5,071				0		0	
4111 PRIZES AND AWARDS	300						0		0	
4140 DUES & MEMBERSHIPS	348		870				200		200	
4180 OFFICIAL FUNCTION	1,594		877				300		300	
4220 REGISTRATION FEES	11,490		6,083				5,504		5,504	
<b>TOTAL OPERATING EXPENSE</b>	<b>84,334</b>		<b>76,987</b>		<b>77,427</b>		<b>77,427</b>		<b>77,427</b>	
CASH FUNDS					42,782		42,782		42,782	
CASH FUNDS EXEMPT	84,334		76,987		34,645		34,645		34,645	
<b>Decision Item - Telecomm Truth in Rates</b>										<b>1,031</b>
CASH FUNDS										0
CASH FUNDS EXEMPT										1,031
<b>TOTAL OPERATING EXPENSE</b>										<b>78,458</b>
CASH FUNDS										42,782
CASH FUNDS EXEMPT										35,676
<b>OPERATING RECONCILIATION</b>										
LONG BILL APPROPRIATION	85,000		77,427							
REVERSION (CFE)	(666)		(439)							
TOTAL	84,334		76,988							
<b>INDIRECT COST</b>	<b>341,066</b>		<b>342,764</b>		<b>1,535,372</b>		<b>1,535,372</b>		<b>1,800,334</b>	
CASH FUNDS										
CASH FUNDS EXEMPT	341,066		342,764		1,535,372		1,535,372		1,800,334	
<b>INDIRECT COST RECONCILIATION</b>										
LONG BILL APPROPRIATION	789,113		369,680							
APPROP ALLOCATION TO FLEET	(374,978)		(207,814)							
APPROP ALLOCATION TO COLLECTIONS	(341,066)		(26,916)							
TOTAL	73,069		134,950							
<b>TOTAL ADMINISTRATION</b>	<b>1,060,052</b>	<b>9.7</b>	<b>1,170,551</b>	<b>10.0</b>	<b>2,250,003</b>	<b>10.0</b>	<b>2,262,766</b>	<b>10.0</b>	<b>2,514,722</b>	<b>10.0</b>
<b>GENERAL FUND</b>										
CASH FUNDS	0		0		42,782		42,782		42,782	
CASH FUNDS EXEMPT	1,060,052		1,170,551		2,207,221		2,219,984		2,471,940	
<b>FEDERAL FUNDS</b>										



**SCHEDULE 3  
PROGRAM DETAIL**

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>PERSONAL SERVICES - REPROGRAPHICS</b>										
ADMINISTRATIVE ASSISTANT I	23,306	1.0	25,344	1.0			25,344	1.0	25,344	1.0
ADMINISTRATIVE ASSISTANT II			9,811	0.4			23,771	1.0	23,771	1.0
ADMINISTRATIVE ASSISTANT III	75,237	2.3	59,511	1.5			59,511	1.5	59,511	1.5
ARTS PROFESSIONAL I	33,480	1.0	35,460	1.0			35,460	1.0	35,460	1.0
ARTS PROFESSIONAL II	40,356	1.0	43,994	1.0			43,994	1.0	43,994	1.0
ARTS PROFESSIONAL III	99,351	2.0	104,892	2.0			107,096	2.0	107,096	2.0
GENERAL PROFESSIONAL VI	82,704	1.0	43,050	0.5			85,770	1.0	85,770	1.0
OFFICE MANAGER I			24,444	0.5			48,701	1.0	48,701	1.0
PRODUCTION I	77,233	4.2	94,949	4.5			114,702	5.0	114,702	5.0
PRODUCTION II	152,676	6.6	97,506	3.6			85,877	3.0	85,877	3.0
PRODUCTION III	161,273	5.4	135,797	4.1			181,927	5.0	181,927	5.0
PRODUCTION IV	36,360	1.0	71,137	2.0			73,337	2.0	73,337	2.0
PRODUCTION V	46,615	1.0	48,624	1.0			48,624	1.0	48,624	1.0
PROGRAM ASSISTANT II	18,781	0.5	20,790	0.5			20,790	0.5	20,790	0.5
									0	0.0
<b>SUBTOTAL CONTINUATION SALARIES</b>	<b>847,373</b>	<b>26.9</b>	<b>815,309</b>	<b>23.7</b>			<b>954,904</b>	<b>26.1</b>	<b>954,904</b>	<b>26.1</b>
1120 STATE TEMPORARY	30,003									
1121 STATE TEMPORARY PT			24,511							
1522 PERA @ 9.9%	82,652		78,212							
1522 PERA @ 10.04%										
1522 PERA @ 10.15%							96,923		96,923	
1523 MATCHMAKER CONTRIBUTION	6,201		4,154							
1520 MEDICARE @ 1.45%	6,756		6,450				13,846		13,846	
<b>OTHER PERSONAL SERVICES</b>										
1130 OVERTIME	45,877		10,997							
1140 TERMINATION/RETIREMENT PAYOUTS	5,656		2,240							
1340 EMPLOYEE CASH INCENTIVES			25							
1360 NONBASE BUILDING PERFORMANCE			967							
1530 ECO PASS	135		124							
1532 UNEMPLOYMENT	1,953		5,600							
1910 PURCHASED PERSONAL SERVICES	4,628		56,316				55,800		53,562	
1920 PURCHASED PERSONAL SERVICES	7,811		60							
EBAH INTRA-DEPT OPERATING TRANSFER			76							
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>1,039,045</b>	<b>26.9</b>	<b>1,005,040</b>	<b>23.7</b>			<b>1,121,473</b>	<b>26.1</b>	<b>1,119,235</b>	<b>26.1</b>
<b>POTS EXPENDITURES</b>										
1110 SALARY SURVEY/ANNIVERSARY	47,480						0			
PAY FOR PERFORMANCE	12,625						0			
1131 SHIFT DIFFERENTIAL	9,095		6,559				5,124			
1510 HEALTH, LIFE & DENTAL INSURANCE	60,037		49,634				51,969			
1513 SHORT TERM DISABILITY	554		1,043				1,605			
1513 SHORT TERM DISABILITY	1,108,731	26.9	1,062,276	23.7	1,121,473	26.1	1,180,171	26.1	1,119,235	26.1
CASH FUNDS										
CASH FUNDS EXEMPT	1,108,731	26.9	1,062,276		1,121,473		1,180,171		1,119,235	
<b>CALC OF PERSONAL SERVICE LB APPROP</b>										
PREVIOUS YEAR LONG BILL APPROPRIATION									1,121,473	26.1
ANNUALIZED SALARY SURVEY									0	
ANNUALIZED ANNIVERSARY									0	
MEDICARE INCREASE									0	
2% OSPB BASE REDUCTION									(2,238)	
<b>TOTAL PERS SVCS LB APPROP/REQUEST</b>									<b>1,119,235</b>	<b>26.1</b>
CASH FUNDS										
CASH FUNDS EXEMPT									1,119,235	26.1

**SCHEDULE 3  
PROGRAM DETAIL**

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>PERSONAL SERVICES RECONCILIATION</b>										
LONG BILL APPROPRIATION	1,129,800	30.1	1,170,843	30.1			1,121,473	26.1		
HB98-1242 NEGATIVE PERA BILL										
HB00-1408 SUPPLEMENTAL										
REVERSION	(140,359)		(108,567)	(6.4)						
CASH FUNDS										
CASH FUNDS EXEMPT	(140,359)		(108,567)							
<b>SUBTOTAL</b>	<b>989,441</b>	<b>30.1</b>	<b>1,062,276</b>	<b>23.7</b>			<b>1,121,473</b>	<b>26.1</b>		
CASH FUNDS										
CASH FUNDS EXEMPT	989,441		1,062,276				1,121,473			
<b>ALLOCATED POTS</b>										
SALARY SURVEY ALLOCATION	47,480						0			
ANNIVERSARY ALLOCATION	12,625						0			
SHIFT ALLOCATION	5,564						5,124			
HEALTH, LIFE INS ALLOCATION	52,808						51,969			
DISABILITY INSURANCE ALLOCATION	813						1,605			
<b>POTS SUBTOTAL</b>	<b>119,290</b>		<b>0</b>				<b>58,698</b>			
CASH FUNDS										
CASH FUNDS EXEMPT	119,290		0				0			
<b>TOTAL PERSONAL SERVICES - REPROGRAPHICS</b>	<b>1,108,731</b>	<b>30.1</b>	<b>1,062,276</b>	<b>23.7</b>	<b>1,121,473</b>	<b>26.1</b>	<b>1,180,171</b>	<b>26.1</b>	<b>1,119,235</b>	<b>26.1</b>
<b>TOTAL PERSONAL SERVICES DETAIL</b>	<b>1,108,731</b>	<b>26.9</b>	<b>1,062,276</b>	<b>23.7</b>	<b>1,121,473</b>	<b>26.1</b>	<b>1,180,171</b>	<b>26.1</b>	<b>1,119,235</b>	<b>26.1</b>
DIFFERENCE	0	3.2	(0)	(0.0)	0	0	0	0.0	(0)	0.0
<b>OPERATING EXPENSE - REPROGRAPHICS</b>										
2170 WASTE DISPOSAL SERVICES	1,589		1,180				1,247		1,247	
2220 BLDG MAINTENANCE	13,399		1,200				0		0	
2230 EQUIPMENT MAINTENANCE & REPAIR	654,208		592,340				626,294		626,294	
2232 SOFTWARE MAINTENANCE/UPGRADE	1,794		446				471		471	
2252 RENTAL/MOTORPOOL MILEAGE CHARGE	185		54				57		57	
2253 RENTAL OF EQUIPMENT	510,475		522,081				562,420		562,420	
2259 PARKING FEE REIMBURSEMENT	32		26				27		27	
2310 PURCHASED CONSTRUCTION	3,800						0		0	
2311 CONSTRUCTION CONTRACT	14,000						0		0	
2510 IN STATE TRAVEL	927						0		0	
2512 IN-STATE PERS TRAVEL PER DIEM			84				0		0	
2513 IN-STATE PERS VEHICLE REIMB			907				0		0	
2530 OUT OF STATE TRAVEL							0		0	
2610 ADVERTISING	343		687				0		0	
2630 COMM SERVICES - TELECOMMUNICATIONS	7,751		8,884				9,394		9,394	
2631 COMM SERVICES - OUTSIDE SOURCES	5,900		1,582				1,672		1,672	
2680 PRINTING & REPRODUCTION	32,932		17,043				18,019		18,019	
2810 FREIGHT	1,517		2,606				2,755		2,755	
2830 OFFICE MOVING-PURCHASED SVC	2,315						0		0	
3113 CLOTHING & UNIFORM ALLOWANCE	553		553				585		585	
3114 CUSTODIAL & LAUNDRY SUPPLIES	1,427		1,807				1,910		1,910	
3115 DATA PROCESSING SUPPLIES	649		629				665		665	
3116 PURCHASED SOFTWARE	5,567						0		0	
3120 BOOKS, PERIODICALS & SUBSCRIPTIONS	313		254				269		269	
3121 OFFICE SUPPLIES	7,347		5,145				5,440		5,440	
3123 POSTAGE EXPENSE	99,687		64,672				68,379		68,379	
3126 REPAIR & MAINTENANCE SUPPLIES	1,353		7,743				8,186		8,186	
3128 NONCAPITALIZED EQUIPMENT	21,031		8,884				0		0	
3140 NONCAPITALIZED IT - PCs			7,206				0		0	
4180 OFFICIAL FUNCTIONS			725				0		0	
4220 REGISTRATION FEES	725		972				1,028		1,028	

**SCHEDULE 3  
PROGRAM DETAIL**

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
4910 COST OF GOODS SOLD	684,071		720,209				771,904		771,904	
6210 IT CAPITAL ASSET DIR	22,473						0		0	
6220 FURNITURE & FIXTURES	29,900						0		0	
<b>OPERATING EXPENSE - REPROGRAPHICS</b>	<b>2,126,263</b>		<b>1,967,918</b>		<b>2,080,722</b>		<b>2,080,722</b>		<b>2,080,722</b>	
CASH FUNDS			240,618		305,456		305,456		305,456	
CASH FUNDS EXEMPT			1,727,300		1,775,266		1,775,266		1,775,266	
<b>Decision Item - Telecomm Truth in Rates</b>										<b>1,156</b>
CASH FUNDS										0
CASH FUNDS EXEMPT										1,156
<b>TOTAL OPERATING EXPENSE - REPROGRAPHICS</b>										<b>2,081,878</b>
CASH FUNDS										305,456
CASH FUNDS EXEMPT										1,776,422
<b>OPERATING EXPENSE RECONCILIATION</b>										
LONG BILL APPROPRIATION	2,150,871		2,080,722							
SB01-192 SUPPLEMENTAL										
LEGISLATIVE PRINTING SUPPLEMENTAL	77,975									
REVERSION (CFE)	(102,583)		(112,803)							
TOTAL	2,126,263		1,967,919							
<b>TOTAL REPROGRAPHICS SECTION</b>	<b>3,234,994</b>	<b>26.9</b>	<b>3,030,194</b>	<b>23.7</b>	<b>3,202,195</b>	<b>26.1</b>	<b>3,260,893</b>	<b>26.1</b>	<b>3,201,113</b>	<b>26.1</b>
GENERAL FUND										
CASH FUNDS	318,863		240,618		305,456		305,456		305,456	
CASH FUNDS EXEMPT	2,916,131		2,789,576		2,896,739		2,955,437		2,895,657	
FEDERAL FUNDS										

**SCHEDULE 3  
PROGRAM DETAIL**

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>PERSONAL SERVICES DETAIL - DOCUMENT SOLUTIONS GROUP</b>										
ADMINISTRATIVE ASSISTANT II			46,594	1.8			51,264	2.0	51,264	2.0
COMPUTER OPERATIONS MANAGER			92,868	1.0			92,868	1.0	92,868	1.0
COMPUTER OPERATOR I			73,222	2.0			73,222	2.0	73,222	2.0
DATA ENTRY INTERN			372,059	14.4			362,313	14.0	362,313	14.0
DATA ENTRY OPERATOR I			187,803	7.8			215,788	9.0	215,788	9.0
DATA ENTRY OPERATOR II			124,564	4.0			216,187	7.0	216,187	7.0
GENERAL PROFESSIONAL V	56,382	1.0	39,686	0.7			58,962	1.0	58,962	1.0
GENERAL PROFESSIONAL VI	3,283	0.1	82,812	1.0			82,812	1.0	82,812	1.0
IT PROFESSIONAL I			159,264	3.0			159,264	3.0	159,264	3.0
IT PROFESSIONAL II			40,516	0.9			44,637	1.0	44,637	1.0
IT TECHNICIAN I			38,883	1.0			38,883	1.0	38,883	1.0
IT TECHNICIAN II	16,291	0.4					0	0.0	0	0.0
PRODUCTION I	129,459	6.0	147,895	6.5			135,643	6.0	135,643	6.0
PRODUCTION II	10,959	0.4					27,607	1.0	27,607	1.0
PRODUCTION III	6,778	0.3	29,748	1.0			29,748	1.0	29,748	1.0
PRODUCTION IV	95,934	2.0	34,348	1.0			64,641	1.9	64,641	1.9
PRODUCTION V			20,781	0.3			62,826	1.0	62,826	1.0
<b>CONTINUATION SUBTOTAL SALARIES</b>	<b>319,086</b>	<b>10.1</b>	<b>1,491,042</b>	<b>46.6</b>			<b>1,716,665</b>	<b>53.0</b>	<b>1,716,665</b>	<b>53.0</b>
1121 STATE TEMPORARIES	13,191									
1522 PERA @ 9.9%	29,465		126,841							
1522 PERA @ 10.04%										
1522 PERA @ 10.15%							174,241		174,241	
1523 MATCHMAKER CONTRIBUTION	4,672		21,009							
1520 FICA MEDICARE @ 1.45%	3,837		14,437				24,892		24,892	
<b>OTHER PERSONAL SERVICES</b>										
1130 OVERTIME	2,344		10,117							
1140 RETIREMENT PAYOUTS	13,460		3,584							
1141 SICK LEAVE PAYMENTS	4,801		42							
1360 NON-BASE BUILDING PERFORMANCE			4,680							
1530 ECO PASS	67		218							
1532 UNEMPLOYMENT INSURANCE PMTS	3,975		9,210							
1910 PURCHASED PERSONAL SERVICES	105,971		845,163				590,508		585,495	
1920 PROFESSIONAL SVC	19,993		791							
EBAH INTRADEPT OPERATING TRANSFER			96							
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>520,862</b>	<b>10.1</b>	<b>2,527,230</b>	<b>46.6</b>			<b>2,506,306</b>	<b>53.0</b>	<b>2,501,293</b>	<b>53.0</b>
<b>POTS EXPENDITURES</b>										
1110 SALARY SURVEY, ANNIVERSARY	16,610						0			
1110 PAY FOR PERFORMANCE	3,707						0			
1131 SHIFT DIFFERENTIAL	34		11,926				9,317			
1510 HEALTH, LIFE & DENTAL INSURANCE	16,831		71,180				68,674			
1513 SHORT TERM DISABILITY INSURANCE	206		1,907				2,774			
<b>BASE PERSONAL SERVICES TOTAL</b>	<b>537,933</b>	<b>10.1</b>	<b>2,612,243</b>	<b>46.6</b>	<b>2,506,306</b>	<b>53.0</b>	<b>2,587,071</b>	<b>53.0</b>	<b>2,501,293</b>	<b>53.0</b>
CASH FUNDS										
CASH FUNDS EXEMPT	537,933		2,612,243		2,506,306		2,587,071		2,501,293	

**SCHEDULE 3  
PROGRAM DETAIL**

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>CALC OF PERSONAL SERVICES LB APPROP</b>										
PREVIOUS YEAR LONG BILL APPROPRIATION									2,506,306	53.0
HB00-1458 NEGATIVE PERA BILL									0	
ANNUALIZED SALARY SURVEY									0	
ANNUALIZED ANNIVERSARY									0	
MEDICARE INCREASE									0	
2% OSPB BASE REDUCTION									(5,013)	
<b>TOTAL PERSONAL SERVICES LB APPROP</b>									<b>2,501,293</b>	<b>53.0</b>
CASH FUNDS										
CASH FUNDS EXEMPT									2,501,293	
<b>Decision Item - DNR Land Board Imaging Project</b>									<b>24,157</b>	
CASH FUNDS EXEMPT									24,157	
<b>Decision Item - DNR Geological Survey Imaging Project</b>									<b>11,746</b>	
CASH FUNDS EXEMPT									11,746	
<b>Decision Item - State Digitization Project</b>									<b>95,809</b>	
CASH FUNDS EXEMPT									95,809	
<b>PERSONAL SERVICES RECONCILIATION</b>										
LONG BILL APPROPRIATION	1,117,245	15.0	2,422,692	53.0			2,506,306	53.0		
SUPPLEMENTAL			523,662							
HB00-1408 SUPPLEMENTAL										
HB00-1458 NEGATIVE PERA BILL										
REVERSION	(616,832)		(463,747)	(6.4)						
CASH FUNDS										
CASH FUNDS EXEMPT										
<b>SUBTOTAL</b>	<b>500,413</b>	<b>15.0</b>	<b>2,482,654</b>	<b>46.6</b>			<b>2,506,306</b>	<b>53.0</b>	<b>2,633,005</b>	<b>53.0</b>
CASH FUNDS										
CASH FUNDS EXEMPT	500,413		2,482,654				2,506,306		2,633,005	
<b>ALLOCATED POTS</b>										
SALARY SURVEY ALLOCATION	16,610		59,002				0			
ANNIVERSARY/PAY FOR PERFORMANCE	3,707		13,073				0			
SHIFT ALLOCATION			0				9,317			
HEALTH/LIFE INSURANCE ALLOCATION	17,003		55,862				68,674			
DISABILITY INSURANCE	200		1,654				2,774			
<b>POTS SUBTOTAL</b>	<b>37,520</b>		<b>129,590</b>				<b>80,765</b>			
CASH FUNDS										
CASH FUNDS EXEMPT	37,520		129,590				80,765			
<b>TOTAL PERSONAL SERVICES - DOC SOLUTIONS GRP</b>	<b>537,933</b>	<b>15.0</b>	<b>2,612,244</b>	<b>46.6</b>	<b>2,506,306</b>	<b>53.0</b>	<b>2,587,071</b>	<b>53.0</b>	<b>2,633,005</b>	<b>53.0</b>
TOTAL PERSONAL SERVICES DETAIL	537,933	10.1	2,612,243	46.6	2,506,306	53.0	2,587,071	53.0	2,633,005	53.0
DIFFERENCE	0	-	0	0.0	0	0	0	0.0	0	0.0
<b>OPERATING EXPENSE - DOCUMENT SOLUTIONS GROUP</b>										
2160 JANITORAL			7,740				11,700		11,700	
2170 WASTE DISPOSAL SERVICES	821		2,226				3,292		3,292	
2220 BLD MAINTENANCE	1,909		334				1,134		1,134	
2230 EQUIPMENT MAINTENANCE & REPAIR	43,555		32,940				53,765		53,765	
2232 SOFTWARE MAINTENANCE/UPGRADE	13,326		72,113				50,068		50,068	
2252 RENTAL/MOTOR POOL MILE CHARGE			235				235		235	
2253 RENTAL OF EQUIPMENT	154		4,598				4,634		4,634	
2259 PARKING FEE REIMBURSEMENT	35		297				297		297	
2511 IN-STATE COMMON CARRIER FARES							2,600		2,600	
2512 IN STATE TRAVEL	821		5,929				5,000		5,000	

**SCHEDULE 3  
PROGRAM DETAIL**

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
2513 PER VEH REIMBURSEMENT			3,713				3,713		3,713	
2610 ADVERTISING	114						0		0	
2630 COMM SERVICES - TELECOMMUNICATIONS	8,986		3,519				8,690		8,690	
2631 COMM SERVICES - OUTSIDE SOURCES	2,054		4,805				4,197		4,197	
2680 PRINTING & REPRODUCTION	13,592		5,122				5,122		5,122	
2710 PURCHASED MEDICAL SERVICE	143		132				0		0	
2810 FREIGHT	702		30,962				49,492		49,492	
3114 CUSTODIAL AND LAUNDRY SUPPLIES			1,351				0			
3115 DATA PROCESSING SUPPLIES	1,105		1,752				1,752		1,752	
3116 PURCHASED SOFTWARE	785		7,743				10,587		10,587	
3120 BOOKS/PERIODICAL/SUBSCRIPTION	95		234				345		345	
3121 OFFICE SUPPLIES	1,235		4,953				5,016		5,016	
3123 POSTAGE EXPENSE	6,256		6,507				13,508		13,508	
3126 REPAIR & MAINTENANCE SUPPLIES	4,315		3,924				3,924		3,924	
3128 NONCAPITALIZED EQUIPMENT	16,220						0		0	
3140 NONCAPITALIZED IT - PCs			26,334				0		0	
3141 NONCAPITALIZED IT - SERVERS			83				0		0	
4140 MEMBERSHIP DUES			270				270		270	
4180 OFFICIAL FUNCTIONS			906				0		0	
4220 REGISTRATION FEES	607		2,817				2,817		2,817	
4910 COST OF GOODS SOLD	26,505		38,504				103,188		103,188	
6220 FURNITURE & FIXTURES	71,342						0		0	
6280 OTHER CAPITAL EQUIPMENT							0		0	
<b>SUB-TOTAL OPERATING EXPENSE</b>			<b>270,044</b>				<b>345,346</b>		<b>345,346</b>	
CASH FUNDS							35,917		35,917	
CASH FUNDS EXEMPT							309,429		309,429	
<b>Decision Item - DSG Operating to Leased Space Transfer</b>									<b>(25,000)</b>	
CASH FUNDS EXEMPT									(25,000)	
<b>Decision Item - DNR Land Board Imaging Project</b>									<b>175,320</b>	
CASH FUNDS EXEMPT									175,320	
<b>Decision Item - DNR Geological Survey Imaging Project</b>									<b>85,249</b>	
CASH FUNDS EXEMPT									85,249	
<b>Decision Item - State Digitization Project</b>									<b>695,323</b>	
CASH FUNDS EXEMPT									695,323	
<b>Decision Item - Telecomm Truth in Rates</b>									<b>458</b>	
CASH FUNDS EXEMPT									458	
<b>TOTAL OPERATING EXPENSE - DOC SOLUTIONS GRP</b>	<b>214,677</b>		<b>270,044</b>			<b>345,346</b>	<b>345,346</b>		<b>1,276,696</b>	
CASH FUNDS	34,036		35,878			35,917	35,917		35,917	
CASH FUNDS EXEMPT	180,641		234,166			309,429	309,429		1,240,779	
<b>OPERATING EXPENSE RECONCILIATION</b>										
LONG BILL APPROPRIATION	321,754		382,657							
SB 01-192 SUPPLEMENTAL APPROPRIATION										
REVERSION	(107,077)		(112,613)							
CASH FUNDS										
CASH FUNDS EXEMPT										
<b>TOTAL</b>	<b>214,677</b>		<b>270,044</b>							
<b>TOTAL OPERATING EXPENSE REQUEST</b>	<b>214,677</b>		<b>270,044</b>				<b>345,346</b>		<b>1,276,696</b>	
CASH FUNDS	34,036		35,878				35,917		35,917	
CASH FUNDS EXEMPT	180,641		234,166				309,429		1,240,779	

**SCHEDULE 3  
PROGRAM DETAIL**

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>UTILITIES</b>					<b>10,763</b>		<b>10,763</b>		<b>10,763</b>	
CASH FUNDS										
CASH FUNDS EXEMPT					10,763		10,763		10,763	
<b>INDIRECT COST ASSESSMENT</b>					<b>406,381</b>		<b>406,381</b>		<b>471,582</b>	
CASH FUNDS										
CASH FUNDS EXEMPT					406,381		406,381		471,582	
<b>TOTAL DOCUMENT SOLUTIONS GROUP</b>	<b>752,610</b>	<b>10.1</b>	<b>2,882,287</b>	<b>46.6</b>	<b>3,268,796</b>	<b>53.0</b>	<b>3,349,561</b>	<b>53.0</b>	<b>4,392,046</b>	<b>53.0</b>
CASH FUNDS	34,036		35,878		35,917		35,917		35,917	
CASH FUNDS EXEMPT	718,574		2,846,409		3,232,879		3,313,644		4,356,129	

**SCHEDULE 3  
PROGRAM DETAIL**

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>PERSONAL SERVICES - MAIL SERVICES</b>										
AMINISTRATIVE ASSISTANT I	188,125	9.0	181,589	7.9			184,342	8.0	184,342	8.0
AMINISTRATIVE ASSISTANT II	75,606	3.3	120,605	4.6			130,681	5.0	130,681	5.0
AMINISTRATIVE ASSISTANT III	115,288	3.0	124,918	3.1			120,296	3.0	120,296	3.0
EQUIPMENT OPERATOR I	215,086	8.8	224,691	8.9			252,452	10.0	252,452	10.0
GENERAL PROFESSIONAL V	37,512	0.5					0	0.0	0	0.0
GENERAL PROFESSIONAL VI			43,050	0.5			85,770	1.0	85,770	1.0
OFFICE MANAGER I	120,041	3.0	105,000	2.5			130,297	3.0	130,297	3.0
PRODUCTION II			1,095	0.0			23,719	1.0	23,719	1.0
PROGRAM ASSISTANT II			20,790	0.5			41,580	1.0	41,580	1.0
FORCED VACANCY SAVINGS									(1,938)	
<b>1110 SUBTOTAL CONTINUATION SALARIES</b>	<b>751,658</b>	<b>27.6</b>	<b>821,738</b>	<b>28.1</b>			<b>969,137</b>	<b>32.0</b>	<b>967,199</b>	<b>32.0</b>
1121 STATE TEMPORARIES	25,457									
1522 PERA @ 9.9%	72,829		74,759							
1522 PERA @ 10.04%										
1522 PERA @ 10.15%							98,367		98,171	
1523 MATCHMAKER CONTRIBUTION	7,421		7,882							
1520 MEDICARE @ 1.45%	7,774		9,360				14,052		14,024	
			8,250							
<b>OTHER PERSONAL SERVICES</b>										
1130 OVERTIME	43,950		21,239							
1140 TERMINATION/RETIREMENT PAYOUTS	23,057		1,526							
1340 EMPLOYEE CASH INCENTIVE AWARDS			25							
1360 NON BASE BUILDING PERFORMANCE			524							
1530 ECOPASS	150		132							
1532 UNEMPLOYMENT INSURANCE PMTS	5,032									
1533 WORKERS' COMP			(388)							
1910 PURCHASED PERSONAL SERVICES	66,912		68,912							
1920 PURCHASED PROFESSIONAL SERVICES	117									
EBAH INTRADEPART OPERATING TRANSFER			81							
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>1,004,357</b>	<b>27.6</b>	<b>1,014,039</b>	<b>28.1</b>			<b>1,081,557</b>	<b>32.0</b>	<b>1,079,394</b>	<b>32.0</b>
CASH FUNDS										
CASH FUNDS EXEMPT	1,004,357		1,014,039				1,081,557		1,079,394	
<b>POTS EXPENDITURES</b>										
1110 SALARY SURVEY, ANNIVERSARY	44,068						0			
1110 PAY FOR PERFORMANCE	15,931						0			
1131 SHIFT DIFFERENTIAL	6,196		2,685				2,097			
1510 HEALTH, LIFE & DENTAL INSURANCE	51,090		47,207				50,837			
1513 SHORT TERM DISABILITY INSURANCE	489		1,053				1,593			
<b>BASE PERSONAL SERVICES TOTAL</b>	<b>1,062,132</b>	<b>27.6</b>	<b>1,064,984</b>	<b>28.1</b>	<b>1,081,557</b>	<b>32.0</b>	<b>1,136,084</b>	<b>32.0</b>	<b>1,079,394</b>	<b>32.0</b>
CASH FUNDS										
CASH FUNDS EXEMPT	1,062,132		1,064,984		1,081,557		1,136,084		1,079,394	
<b>TOTAL PERSONAL SERVICES</b>	<b>1,062,132</b>	<b>27.6</b>					<b>1,136,084</b>	<b>32.0</b>	<b>1,079,394</b>	<b>32.0</b>
CASH FUNDS										
CASH FUNDS EXEMPT	1,062,132						1,136,084		1,079,394	



**SCHEDULE 3  
PROGRAM DETAIL**

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>CALC OF PERSONAL SERVICES APPROP</b>										
PREVIOUS YEAR LONG BILL APPROPRIATION									1,081,557	32.0
ANNUALIZED SALARY SURVEY									0	
ANNUALIZED ANNIVERSARY									0	
MEDICARE ANNUALIZATION									0	
2% BASE REDUCTION									(2,163)	
<b>TOTAL PERS SVCS LB APPROP/REQUEST</b>									<b>1,079,394</b>	<b>32.0</b>
CASH FUNDS										
CASH FUNDS EXEMPT									1,079,394	
<b>PERSONAL SERVICES RECONCILIATION</b>										
LONG BILL APPROPRIATION	988,467	32.0	1,034,482	32.0			1,081,557	32.0		
REVERSION	(55,158)		(9,785)	(3.9)						
CASH FUNDS										
CASH FUNDS EXEMPT	(55,158)									
<b>SUBTOTAL</b>	<b>933,309</b>	<b>32.0</b>	<b>1,024,697</b>	<b>28.1</b>						
CASH FUNDS										
CASH FUNDS EXEMPT	933,309		1,024,697							
<b>ALLOCATED POTS</b>										
SALARY SURVEY ALLOCATION	44,068						0			
ANNIVERSARY ALLOCATION	15,931						0			
SHIFT ALLOCATION	20,645						2,097			
HEALTH/LIFE INSURANCE ALLOCATION	47,512						50,837			
DISABILITY INSURANCE ALLOCATION	667						1,593			
<b>SUBTOTAL POTS</b>	<b>128,823</b>		<b>40,287</b>				<b>54,527</b>			
CASH FUNDS										
CASH FUNDS EXEMPT	128,823		40,287				54,527			
<b>TOTAL PERSONAL SERVICES - MAIL</b>	<b>1,062,132</b>	<b>32.0</b>	<b>1,064,984</b>	<b>28.1</b>	<b>1,081,557</b>	<b>32.0</b>	<b>1,136,084</b>	<b>32.0</b>	<b>1,079,394</b>	<b>32.0</b>
PERSONAL SERVICES DETAIL	1,062,132	27.6	1,064,984	28.1	1,081,557	32.0	1,136,084	32.0	1,079,394	32.0
DIFFERENCE	0		(0)	0.0	0	0	0	0.0	0	0.0
<b>OPERATING EXPENSE - MAIL</b>										
2170 WASTE DISPOSAL SERVICES	180						0		0	
2220 BUILDING MAINTENANCE/ REPAIR SVC	12,989						0		0	
2230 EQUIPMENT MAINTENANCE & REPAIR	88,679		90,009				92,626		92,626	
2232 SOFTWARE MAINTENANCE/UPGRADE	9,912		10,750				11,062		11,062	
2252 RENTAL/MOTORPOOL MILEAGE CHARGE	32,104		42,036				43,258		43,258	
2253 RENTAL OF EQUIPMENT	60,217		45,117				112,000		112,000	
2258 PARKING FEES	690		2,760				2,840		2,840	
2530 OUT OF STATE TRAVEL							0		0	
2610 ADVERTISING	114						0		0	
2630 COMM SERVICES - TELECOMMUNICATIONS	6,925		7,528				7,746		7,746	
2631 COMM SERVICES - OUTSIDE SOURCES	4,341		2,220				2,284		2,284	
2680 PRINTING & REPRODUCTION SERVICES	10,191		4,961				5,105		5,105	
2710 PURCHASED MEDICAL SERVICES	701		1,151				1,184		1,184	
2810 FREIGHT	1,299		1,531				1,575		1,575	
2830 MOVING EXPENSE	17,121						0		0	
3112 AUTOMOTIVE SUPPLIES	33						0		0	
3113 CLOTHING & UNIFORM ALLOWANCE	2,792		3,458				3,559		3,559	
3115 DATA PROCESSING SUPPLIES	215						0		0	
3116 PURCHASED SOFTWARE	1,833						0		0	
3117 EDUCATION SUPPLIES & SERVICES							0		0	
3119 MEDICAL LABORATORY	53						0		0	

**SCHEDULE 3  
PROGRAM DETAIL**

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
3120 BOOKS, PERIODICALS & SUBSCRIPTIONS	365		305				313		313	
3121 OFFICE SUPPLIES	13,486		15,030				15,467		15,467	
3122 PHOTOGRAPHIC SUPPLIES	15						0		0	
3123 POSTAGE EXPENSE	157,676		154,003				92,910		92,910	
3126 REPAIR & MAINTENANCE SUPPLIES			7,741				7,966		7,966	
3128 NONCAPITALIZED EQUIPMENT	49,815		8,442				0		0	
4111 PRIZES AND AWARDS							0		0	
4170 MISCELLANEOUS FEES & FINES	30		40				0		0	
4180 OFFICIAL FUNCTIONS			108				0		0	
4220 REGISTRATION FEES	944		3,575				3,679		3,679	
4910 COST OF GOODS SOLD-POSTAGE	4,014,108		4,284,731				4,418,173		4,418,173	
6210 IT CAPITAL ASSET	9,890						0		0	
6220 FURNITURE & FIXTURES							0		0	
<b>OPERATING EXPENSE - MAIL</b>	<b>4,496,718</b>		<b>4,685,493</b>		<b>4,821,747</b>		<b>4,821,747</b>		<b>4,821,747</b>	
CASH FUNDS			351,498		697,515		697,515		697,515	
CASH FUNDS EXEMPT			4,333,995		4,124,232		4,124,232		4,124,232	
<b>Decision Item - Telecomm Truth in Rates</b>									979	
CASH FUNDS									0	
CASH FUNDS EXEMPT									979	
<b>TOTAL OPERATING EXPENSE - MAIL</b>									<b>4,822,726</b>	
CASH FUNDS									697,515	
CASH FUNDS EXEMPT									4,125,211	
<b>OPERATING EXPENSE RECONCILIATION</b>										
LONG BILL APPROPRIATION	4,462,968		4,500,522							
SUPPLEMENTAL APPROPRIATION			321,255							
LEGISLATIVE PRINTING SUPPLEMENTAL	58,221									
UTILITY TRANSFER										
REVERSION	(24,471)		(136,284)							
CASH FUNDS										
CASH FUNDS EXEMPT			(136,284)							
<b>TOTAL</b>	<b>4,496,718</b>		<b>4,685,493</b>						0	
<b>TOTAL MAIL SERVICES APPROP</b>	<b>5,558,850</b>	<b>27.6</b>	<b>5,750,477</b>	<b>28.1</b>	<b>5,903,304</b>	<b>32.0</b>	<b>5,957,831</b>	<b>32.0</b>	<b>5,902,120</b>	<b>32.0</b>
CASH FUNDS	682,804		351,498		697,515		697,515		697,515	
CASH FUNDS EXEMPT	4,876,046		5,398,979		5,205,789		5,260,316		5,204,605	
<b>TOTAL INTEGRATE DOCUMENT FACTORY</b>	<b>9,546,453</b>	<b>64.6</b>	<b>11,662,958</b>	<b>98.4</b>	<b>12,374,295</b>	<b>111.1</b>	<b>12,568,284</b>	<b>111.0</b>	<b>13,495,279</b>	<b>111.0</b>
<b>GENERAL FUND</b>										
CASH FUNDS	1,035,703		627,994		1,038,888		1,038,888		1,038,888	
CASH FUNDS EXEMPT	8,510,750		11,034,964		11,335,407		11,529,396		12,456,391	
<b>FEDERAL FUNDS</b>										

**SCHEDULE 3  
PROGRAM DETAIL**

DEPARTMENT OF PERSONNEL ADMINISTRATION  
(4) CENTRAL SERVICES  
(C) FLEET MANAGEMENT AND MAINTENANCE POOL

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>FLEET MANAGEMENT</b>										
<b>PERSONAL SERVICES</b>										
ACCOUNTING TECH I	22,737	1.0	24,876	1.0			24,466	1.0	24,466	1.0
ACCOUNTING TECH III	31,612	1.0	34,704	1.0			34,132	1.0	34,132	1.0
ADMINISTRATIVE ASSISTANT II	31,462	1.2	58,560	2.0			53,726	2.0	53,726	2.0
CUSTOMER SUPPORT COORDINATOR I	136,382	2.9	102,696	2.0			101,004	2.0	101,004	2.0
CUSTOMER SUPPORT COORDINATOR III	61,656	1.0	65,340	1.0			64,264	1.0	64,264	1.0
DATA ENTRY OPERATOR I	21,680	0.8							0	0.0
EQUIPMENT MECH I	49,486	1.9	56,274	2.0			55,011	1.5	55,011	1.5
EQUIPMENT MECH II	34,853	1.0	37,260	1.0			36,646	1.0	36,646	1.0
GENERAL PROFESSIONAL III			26,600	0.6			38,358	1.0	38,358	1.0
GENERAL PROFESSIONAL VI	79,271	1.0	47,555	0.6			32,456	1.0	32,456	1.0
IT PROFESSIONAL II	11,166	0.2	92,026	0.8			43,834	1.0	43,834	1.0
IT PROFESSIONAL III	66,260	1.0	68,700	1.0			67,568	1.0	67,568	1.0
OFFICE MANAGER	30,259	0.7	18,350	0.2					0	0.0
PROGRAM ASSISTANT I	66,076	2.0	71,940	2.0			70,755	1.5	70,755	1.5
TECHNICIAN IV			34,857	0.8			43,197	1.0	43,197	1.0
FORCED VACANCY SAVINGS									(1,331)	
<b>SUBTOTAL CONTINUATION SALARIES</b>	<b>642,900</b>	<b>15.6</b>	<b>739,739</b>	<b>16.0</b>			<b>665,418</b>	<b>16.0</b>	<b>664,087</b>	<b>16.0</b>
1120 STATE TEMPORARIES	23,430									
1522 PERA @ 9.9%	56,387		60,750							
1522 PERA @ 10.04%										
1522 PERA @ 10.15%							67,540		67,405	
1523 MATCHMAKER CONTRIBUTION	7,351		9,616							
1520 MEDICARE @ 1.45%	8,504		9,463				9,649		9,629	
<b>OTHER PERSONAL SERVICES</b>										
1130 OVERTIME	1,130		309							
1121 SPS TEMPORARY PT										
1140 RETIREMENT PAYOUTS	401									
1360 NONBASE BUILDING PERFORMANCE			1,171							
1530 ECOPASS PROGRAM	79		70							
1532 UNEMPLOYMENT	390		1,108							
1910 PURCHASED PERSONAL SERVICES	2,590									
1920 PURCHASED PROFESSIONAL SERVICES	671									
7130 INTRADEPT OPERATING TRANSFER	42									
.2% OSPB BASE ADJUSTMENT										
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>743,875</b>	<b>15.6</b>	<b>822,226</b>	<b>16.0</b>			<b>742,606</b>	<b>16.0</b>	<b>741,121</b>	<b>16.0</b>
<b>POTS EXPENDITURES</b>										
1110 SALARY SURVEY, ANNIVERSARY	33,681						0			
1110 PAY FOR PERFORMANCE	9,458						0			
1510 HEALTH, LIFE & DENTAL INSURANCE	34,505		36,259				43,293			
1513 SHORT TERM DISABILITY INSURANCE	414		932				1,187			
<b>BASE PERSONAL SERVICES TOTAL</b>	<b>778,794</b>	<b>15.6</b>	<b>859,418</b>	<b>16.0</b>	<b>742,606</b>	<b>16.0</b>	<b>787,086</b>	<b>16.0</b>	<b>741,121</b>	<b>16.0</b>
CASH FUNDS										
CASH FUNDS EXEMPT	778,794		859,418		742,606		787,086		741,121	

**SCHEDULE 3  
PROGRAM DETAIL**

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>CALC OF FLEET PERSONAL SERVICES LB APPROP</b>										
PREVIOUS YEAR LONG BILL APPROPRIATION									742,606	16.0
ANNUALIZED SALARY SURVEY									0	
ANNUALIZED ANNIVERSARY									0	
MEDICARE INCREASE									0	
.2% OSPB BASE REDUCTION									(1,485)	
<b>TOTAL FLEET PERSONAL SERVICES LB APPROP</b>									<b>741,121</b>	<b>16.0</b>
CASH FUNDS										
CASH FUNDS EXEMPT									741,121	
<b>FLEET PROGRAM RECONCILIATION</b>										
LONG BILL APPROPRIATION	735,152	17.0	779,915	17.0			742,606	16.0		
SUPPLEMENTAL			(75,590)	(1.0)						
REVERSION	(34,416)		(37,491)							
CASH FUNDS										
CASH FUNDS EXEMPT	(34,416)									
<b>SUBTOTAL</b>	<b>700,736</b>	<b>17.0</b>	<b>666,834</b>	<b>16.0</b>			<b>742,606</b>	<b>16.0</b>	<b>0</b>	<b>-</b>
CASH FUNDS										
CASH FUNDS EXEMPT	700,736		666,834				742,606			
<b>ALLOCATED POTS</b>										
SALARY ACT ALLOCATION	33,681		98,915				0			
ANNIVERSARY ALLOCATION	12,455		19,016				0			
HEALTH, LIFE, DENTAL ALLOCATION	31,400		72,104				43,293			
SHORT TERM DISABILITY ALLOCATION	522		2,550				1,187			
<b>POTS SUBTOTAL</b>	<b>78,058</b>		<b>192,584</b>				<b>44,480</b>		<b>0</b>	
CASH FUNDS										
CASH FUNDS EXEMPT	78,058		192,584				44,480			
<b>TOTAL FLEET PERSONAL SERVICES</b>	<b>778,794</b>	<b>17.0</b>	<b>859,418</b>	<b>16.0</b>	<b>742,606</b>	<b>16.0</b>	<b>787,086</b>	<b>16.0</b>	<b>741,121</b>	<b>16.0</b>
<b>TOTAL FLEET PROGRAM DETAIL</b>	<b>778,794</b>	<b>15.6</b>	<b>859,418</b>	<b>16.0</b>	<b>742,606</b>	<b>16.0</b>	<b>787,086</b>	<b>16.0</b>	<b>741,121</b>	<b>16.0</b>
DIFFERENCE	0	1.4	(0)	(0.0)	0	0	(0)	-	(0)	-
<b>OPERATING EXPENSE</b>										
2150 OTHER CLEANING SERVICES	66,536		52,463				51,508		51,508	
2170 WASTE DISPOSAL SERVICES	630		224				220		220	
2210 OTHER MAINT/REPAIR SVCS			8,305				0		0	
2220 BLDG MAINTENANCE	14,642						0		0	
2230 EQUIPMENT MAINTENANCE & REPAIR SERV	6,282		6,868				14,896		14,896	
2232 SOFTWARE MAINTENANCE/UPGRADE	2,119		17,699				17,376		17,376	
2240 MOTOR VEHICLE MAINTENANCE & REPAIR	73		616				0		0	
2252 RENTAL MOTOR POOL	126		893				0		0	
2253 RENTAL OF EQUIPMENT	77		81				80		80	
2254 RENTAL OF MOTOR VEHICLES	8,117		13,603				14,233		14,233	
2258 PARKING FEES			102				0		0	
2259 PARKING REIMBURSEMENT	102		255				0		0	
2311 CONSTRUCTION CONTRACT	18,958						0		0	
2510 IN STATE TRAVEL	463						0		0	
2512 IN-STATE PERS TRAVEL PER DIEM			1,319				795		795	
2513 IN-STATE PERS VEHICLE REIMB			544				234		234	
2531 OUT OF STATE COMMON CARRIER FARES			433				0		0	
2532 OUT OF STATE PERS TRAVEL PER DIEM			1,008				0		0	
2533 OUT OF STATE PERS VEHICLE REIMB			157				0		0	
2610 ADVERTISING	528		1,118				0		0	
2630 COMM SERVICES - TELECOMMUNICATIONS	11,386		18,808				18,465		18,465	

**SCHEDULE 3  
PROGRAM DETAIL**

DEPARTMENT OF PERSONNEL ADMINISTRATION  
(4) CENTRAL SERVICES  
(C) FLEET MANAGEMENT AND MAINTENANCE POOL

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
2631 COMM SERVICES - OUTSIDE SOURCES	31,537		8,325				8,173		8,173	
2660 INSURANCE OTHER THAN EMP BENEFITS	846,883		735,373				721,983		721,983	
2680 PRINTING & REPRODUCTION SERVICES	7,416		7,164				7,034		7,034	
2810 FREIGHT	1,003		197				193		193	
3112 AUTOMOTIVE SUPPLIES	10,603,252		11,622,603				11,418,071		11,418,071	
3113 CLOTHING & UNIFORM ALLOWANCE	2,235		1,885				1,851		1,851	
3114 CUSTOD & LAUNDRY SUPPLIES	1,984		2,623				2,575		2,575	
3115 DATA PROCESSING SUPPLIES	2,720		45				44		44	
3116 PURCHASED SOFTWARE	24,087		919				902		902	
3117 EDUCATION SUPPLIES			58				57		57	
3118 FOOD AND FOOD SERVICE SUPPLIES	405		391				383		383	
3120 BOOKS, PERIODICALS & SUBSCRIPTIONS	750		837				822		822	
3121 OFFICE SUPPLIES	4,596		6,101				5,990		5,990	
3123 POSTAGE EXPENSE	17,854		12,843				12,610		12,610	
3126 REPAIR & MAINTENANCE SUPPLIES	15,819						0		0	
3128 NONCAPITALIZED EQUIPMENT	44,801		2,491				0		0	
3940 ELECTRICITY	1,780		2,158				2,119		2,119	
3960 HEATING OIL	146						0		0	
4111 PRIZES AND AWARDS	143						0		0	
4140 DUES & MEMBERSHIPS	655		875				859		859	
4150 INTEREST	739						0		0	
4180 OFFICIAL FUNCTIONS	210		237				0		0	
4220 REGISTRATION FEES	933		4,543				4,460		4,460	
6210 IT CAPITAL ASSET	5,552						0		0	
<b>OPERATING EXPENSE</b>	<b>11,745,539</b>		<b>12,534,163</b>		<b>12,305,933</b>		<b>12,305,933</b>		<b>12,305,933</b>	
CASH FUNDS					0					
CASH FUNDS EXEMPT	11,745,539		12,534,163		12,305,933		12,305,933		12,305,933	
<b>Decision Item - Telecomm Truth in Rates</b>										2,447
CASH FUNDS										0
CASH FUNDS EXEMPT										2,447
<b>TOTAL OPERATING EXPENSE</b>										<b>12,308,380</b>
CASH FUNDS										0
CASH FUNDS EXEMPT										12,308,380
<b>OPERATING EXPENSE RECONCILIATION</b>										
LONGBILL APPROPRIATION	12,307,903		12,305,933							
SUPPLEMENTAL			220,000							
TRANSFER			8,305							
REVERSION	(562,364)		(74)							
TOTAL	11,745,539		12,534,164							
<b>VEHICLE REPLACEMENT EXPENSE</b>										
ABAN OTHER EXPENSES (OVERHEAD)	212,868									
6430 MOTOR VEHICLE LEASE PURCHASES	15,183,592									
6710 BOND/NOTE/COP PRINCIPLE			13,230,000							
6720 BOND/NOTE/COP INTEREST			1,266,490							
<b>Decision Item - Vehicle Replacements</b>										859,487
CASH FUNDS										
CASH FUNDS EXEMPT										859,487
<b>Base Reduction Item - Vehicle Reconciliation</b>										(960,154)
CASH FUNDS										
CASH FUNDS EXEMPT										(960,154)

**SCHEDULE 3  
PROGRAM DETAIL**

DEPARTMENT OF PERSONNEL ADMINISTRATION  
(4) CENTRAL SERVICES  
(C) FLEET MANAGEMENT AND MOTOR POOL

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>VEHICLE REPLACEMENT EXPENSE</b>	<b>15,396,460</b>		<b>14,496,490</b>		<b>16,227,907</b>		<b>16,227,907</b>		<b>17,580,347</b>	
CASH FUNDS	4,216,635		2,711,581		2,134,301		2,134,301		2,134,301	
CASH FUNDS EXEMPT	11,179,825		11,784,909		14,093,606		14,093,606		15,446,046	
<b>PURCHASE OF VEHICLES-RECONCILIATION</b>										
LONG BILL APPROPRIATION	17,281,921		17,638,256							
SUPPLEMENTAL	(1,609,759)		(2,477,481)							
REVERSIONS (CFE)	(488,570)		(664,284)							
TOTAL	15,183,592		14,496,491							
CASH FUNDS										
CASH FUNDS EXEMPT										
<b>TOTAL FLEET MANAGEMENT &amp; MOTOR POOL</b>	<b>27,920,793</b>	<b>15.6</b>	<b>27,890,072</b>	<b>16.0</b>	<b>29,276,446</b>	<b>16.0</b>	<b>29,320,926</b>	<b>16.0</b>	<b>30,529,181</b>	<b>16.0</b>
<b>GENERAL FUND</b>										
CASH FUNDS	4,216,635		2,711,581		2,134,301		2,134,301		2,134,301	
CASH FUNDS EXEMPT	23,704,158		25,178,491		27,142,145		27,186,625		28,394,880	
<b>FEDERAL FUNDS</b>										

**SCHEDULE 3  
PROGRAM DETAIL**

DEPARTMENT: PERSONNEL ADMINISTRATION  
(4) CENTRAL SERVICES  
(D) FACILITIES MANAGEMENT

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>PERSONAL SERVICES - CAPITOL COMPLEX</b>										
ACCOUNTANT I	46,232	1.0	49,836	1.0			49,836	1.0	49,836	1.0
ACCOUNTANT II	38,809	0.8								
ACCOUNTANT III	13,583	0.3	4,904	0.1			0	0.0	0	0.0
ADMINISTRATIVE ASSISTANT I			19,100	0.8			25,337	1.0	25,337	1.0
ADMINISTRATIVE ASSISTANT II	3,237	0.1								
ADMINISTRATIVE ASSISTANT III	53,417	1.8	58,236	1.7			69,456	2.0	69,456	2.0
ARCHITECT II	71,240	1.0	77,964	1.0			77,964	1.0	77,964	1.0
ARCHITECT III	85,587	1.0	91,116	1.0			91,116	1.0	91,116	1.0
CUSTODIAN I	146,955	7.2	196,436	8.6			182,836	8.0	182,836	8.0
CUSTODIAN II	46,635	2.0	54,496	2.0			54,496	2.0	54,496	2.0
CUSTODIAN III	64,304	2.0	49,129	1.3			38,944	1.0	38,944	1.0
CUSTODIAN IV	39,354	1.0	45,296	1.0			45,296	1.0	45,296	1.0
ELECTRICAL TRADES I	39,320	1.3	45,437	1.3			34,026	1.0	34,026	1.0
ELECTRICAL TRADES II	83,465	2.9	53,155	1.7			31,612	1.0	31,612	1.0
ELECTRICAL TRADES III	11,771	0.3	57,328	1.6			34,877	1.0	34,877	1.0
ENGINEER INTERN	2,726	0.1	713	0.0					0	0.0
GENERAL PROFESSIONAL IV	57,708	0.9	66,168	1.0			66,168	1.0	66,168	1.0
GENERAL PROFESSIONAL V	61,908	0.9	43,343	0.6			0	0.0	0	0.0
GENERAL PROFESSIONAL VI	72,947	1.0	59,364	0.8			79,152	1.0	79,152	1.0
GROUNDS & NURSERY I	80,613	2.1	96,493	3.0			96,493	3.0	96,493	3.0
GROUNDS & NURSERY III	28,229	0.6	22,756	0.6			39,287	1.0	39,287	1.0
IT PROFESSIONAL III	67,576	1.0	44,690	0.1			0	0.0	0	0.0
LTC OPERATIONS I	63,445	1.1	98,078	1.5			98,078	1.5	98,078	1.5
MATERIALS HANDLER I	29,549	1.0	31,356	1.0			31,356	1.0	31,356	1.0
OFFICE MANAGER	36,578	1.0	41,028	1.0			41,028	1.0	41,028	1.0
PIPE/MECHANICAL TRADES ASSISTANT I	41,495	1.1	72,538	2.1			69,554	2.0	69,554	2.0
PIPE/MECHANICAL TRADES ASSISTANT II	213,581	6.4	203,558	5.8			208,845	6.0	208,845	6.0
PIPE/MECHANICAL TRADES ASSISTANT III	75,182	1.6	96,824	2.6			141,280	3.0	141,280	3.0
PROGRAM ASSISTANT II	36,047	0.8	43,967	0.9			47,830	1.0	47,830	1.0
PROJECT PLANNER I	50,896	1.0	56,076	1.0			56,076	1.0	56,076	1.0
STRUCTURAL TRADES I	51,379	1.8	14,820	0.5			16,753	0.6	16,753	0.6
STRUCTURAL TRADES II	285,316	8.0	279,780	6.8			287,371	7.0	287,371	7.0
STRUCTURAL TRADES III	173,662	4.0	145,872	3.0			145,872	3.0	145,872	3.0
TELEPHONE OPERATOR II			22,323	0.9			26,073	1.0	26,073	1.0
FORCED VACANCY SAVINGS									(4,374)	
<b>CONTINUATION SALARIES SUBTOTAL</b>	<b>2,172,748</b>	<b>56.9</b>	<b>2,242,180</b>	<b>56.2</b>			<b>2,187,011</b>	<b>55.2</b>	<b>2,182,637</b>	<b>55.2</b>
1121 STATE TEMPORARIES	37,623		6,125							
1522 PERA @ 9.9%	173,950		185,913							
1522 PERA @ 10.04%										
1522 PERA @ 10.15%										
1523 MATCHMAKER CONTRIBUTION	42,017		31,597				221,982		221,538	
1520 FICA MEDICARE @ 1.45%	26,260		26,836				31,712		31,648	

**SCHEDULE 3  
PROGRAM DETAIL**

DEPARTMENT: PERSONNEL ADMINISTRATION  
(4) CENTRAL SERVICES  
(D) FACILITIES MANAGEMENT

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>OTHER PERSONAL SERVICES</b>										
1130 OVERTIME	21,137		1,275							
1131 SHIFT DIFFERENTIAL WAGES			13,849							
1140 TERMINATION/RETIREMENT PAYOUTS	3,182		8,176							
1141 SICK LEAVE PAYMENTS			255							
1142 SICK LEAVE CONVERSION			153							
1300 OTHER EMPLOYEE WAGES	18,769		20,272							
1320 PER DIEM WAGES										
1340 EMPLOYEE CASH INCENTIVES	100		1,000							
1360 NONBASE BUILDING PERFORMANCE			3,271							
1530 CSEAP ASSESSMENT & ECOPASS PROGRAM	317		227							
1532 UNEMPLOYMENT INSURANCE PAYMENTS	1,026		3,160							
1910 PURCHASED PERSONAL SERVICES										
1920 PURCHASED PROFESSIONAL SERVICES	31,134		4,086							
4220 TRAINING										
EBAH INTRA DEPT OPERATING TRANSFER	147									
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>2,528,410</b>	<b>56.9</b>	<b>2,548,375</b>	<b>56.2</b>			<b>2,440,704</b>	<b>55.2</b>	<b>2,435,823</b>	<b>55.2</b>
<b>POTS EXPENDITURES</b>										
1110 SALARY SURVEY	100,383						0			
1110 PAY FOR PERFORMANCE	18,104						0			
1131 SHIFT DIFFERENTIAL	14,033						10,820			
1510 HEALTH, LIFE & DENTAL INSURANCE	116,599		92,169				92,376			
1513 SHORT TERM DISABILITY INSURANCE	1,423		2,823				4,031			
<b>BASE PERSONAL SERVICES TOTAL</b>	<b>2,660,465</b>	<b>56.9</b>	<b>2,643,368</b>	<b>56.2</b>	<b>2,440,704</b>	<b>55.2</b>	<b>2,547,931</b>	<b>55.2</b>	<b>2,435,823</b>	<b>55.2</b>
GENERAL FUND			34,479							
CASH FUNDS										
CASH FUNDS EXEMPT	2,660,465		2,608,889		2,440,704		2,547,931	55.2	2,435,823	
<b>CALC OF PERSONAL SERVICES APPROP</b>										
PREVIOUS YEAR LONG BILL APPROPRIATION									2,440,704	55.2
ANNUALIZED SALARY SURVEY									0	
ANNUALIZED ANNIVERSARY									0	
MEDICARE INCREASE									0	
2% BASE REDUCTION									(4,881)	
<b>TOTAL PERS SVCS LB APPROP/REQUEST</b>									<b>2,435,823</b>	<b>55.2</b>
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT									2,435,823	
<b>PERSONAL SERVICES RECONCILIATION</b>										
LONG BILL APPROPRIATION	2,390,568	56.6	2,358,252	55.2			2,440,704	55.2		
SUPPLEMENTAL	17,454	0.4	58,091	1.0						
PAY DATE SHIFT			(2,641)							
REVERSION	(7,841)	(0.1)	(48,884)							
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT	(7,841)									
<b>SUBTOTAL</b>	<b>2,400,181</b>	<b>56.9</b>	<b>2,364,818</b>	<b>56.2</b>						
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT	2,400,181		2,364,818							



**SCHEDULE 3  
PROGRAM DETAIL**

DEPARTMENT: PERSONNEL ADMINISTRATION  
(4) CENTRAL SERVICES  
(D) FACILITIES MAINTENANCE

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>ALLOCATED POTS</b>										
SALARY SURVEY ALLOCATION	100,383		106,476				0			
ANNIVERSARY ALLOCATION	18,104		24,112				0			
SHIFT DIFFERENTIAL ALLOCATION	35,205		48,996				10,820			
HEALTH/LIFE INSURANCE ALLOCATION	104,820		96,085				92,376			
DISABILITY INSURANCE	1,772		2,880				4,031			
<b>POTS SUBTOTAL</b>	<b>260,284</b>		<b>278,550</b>				<b>107,227</b>			
GENERAL FUND	2,674									
CASH FUNDS										
CASH FUNDS EXEMPT	257,610						107,227			
<b>TOTAL PERSONAL SERVICES - CAPITOL COMPLEX</b>	<b>2,660,465</b>	<b>56.9</b>	<b>2,643,368</b>	<b>56.2</b>	<b>2,440,704</b>	<b>55.2</b>	<b>2,547,931</b>	<b>55.2</b>	<b>2,435,823</b>	<b>55.2</b>
<b>TOTAL PERSONAL SERVICES DETAIL</b>	<b>2,660,465</b>	<b>56.9</b>	<b>2,643,368</b>	<b>56.2</b>	<b>2,440,704</b>	<b>55.2</b>	<b>2,547,931</b>	<b>55.2</b>	<b>2,435,823</b>	<b>55.2</b>
DIFFERENCE	(0)	(0.0)	0	(0.0)	0	0	(0)	0.0	(0)	0.0
<b>OPERATING EXPENSE - CAPITOL COMPLEX</b>										
1920 PERSONAL SERVICES - PROFESSIONAL			2,122				0		0	
2160 CUSTODIAL SERVICES	776,586		801,094				810,476		810,476	
2170 WASTE DISPOSAL	46,644		42,452				42,836		42,836	
2180 GROUNDS MAINTENANCE	55,693		65,273				65,863		65,863	
2190 SNOW PLOWING SERVICES	36,093		47,542				47,972		47,972	
2220 BUILDING MAINTENANCE	163,558		206,502				242,747		272,204	
2230 EQUIPMENT MAINTENANCE	55,140		41,085				41,456		41,456	
2231 ADP EQUIPMENT MAINTENANCE	479						0		0	
2232 SOFTWARE MAINTENANCE/UPGRADE	295		8,376				2,000		2,000	
2252 MOTORPOOL MILEAGE CHARGES	2,664		2,918				2,945		2,945	
2253 RENTAL OF EQUIPMENT	1,651		1,092				1,102		1,102	
2258 PARKING FEES	4,140		4,025				3,600		3,600	
2259 PARKING FEE REIMBURSEMENT			2				0		0	
2510 IN STATE TRAVEL	6,038						0		0	
2511 IN-STATE COMMON CARRIER FEES			93				94		94	
2512 IN-STATE PERS TRAVEL PER DIEM			9,455				6,000		6,000	
2513 IN-STATE PERS VEHICLE REIMB			935				943		943	
2515 STATE OWNED VEHICLE CHARGE			2,606				2,629		2,629	
2530 OUT OF STATE TRAVEL	380						0		0	
2531 OUT OF STATE COMMON CARRIER FARES			452				456		456	
2532 OUT OF STATE PERS TRAVEL PER DIEM			473				477		477	
2610 ADVERTISING	363		316				0		0	
2630 COMM SERVICES - TELECOMMUNICATIONS	30,097		29,964				30,235		30,235	
2631 COMM SERVICES - OUTSIDE SOURCES	9,989		11,626				11,731		11,731	
2680 PRINTING & REPRODUCTION	8,187		6,551				6,610		6,610	
2681 PHOTOCOPY REIMB			5				0		0	
2810 FREIGHT	914		1,660				1,675		1,675	
3113 CLOTHING & UNIFORMS	17,526		19,717				19,895		19,895	
3114 CUSTODIAL & LAUNDRY SUPPLIES	28,422		33,654				33,959		33,959	
3115 DATA PROCESSING SUPPLIES	3,706		1,275				1,286		1,286	
3116 PURCHASE OF SOFTWARE	14,962						0		0	
3120 BOOKS, PERIODICALS & SUBSCRIPTIONS	2,189		528				533		533	
3121 OFFICE SUPPLIES	8,033		3,761				5,000		5,000	
3122 PHOTOGRAPHIC SUPPLIES	480						0		0	
3123 POSTAGE EXPENSE	1,047		857				865		865	
3126 REPAIR & MAINTENANCE SUPPLIES	201,007		240,519				242,693		242,693	
3128 NONCAP EQUIPMENT	8,710		10,591				0		0	
3140 NONCAPITALIZED IT - PCs			5,607				0		0	
3143 NONCAPITALIZED IT - OTHER			402				0		0	
4140 DUES & MEMBERSHIPS	1,087		1,130				1,140		1,140	
4170 MISCELLANEOUS FEES	1,405		246				248		248	

**SCHEDULE 3  
PROGRAM DETAIL**

DEPARTMENT: PERSONNEL ADMINISTRATION  
(4) CENTRAL SERVICES  
(D) FACILITIES MANAGEMENT FINANCE

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
4180 OFFICIAL FUNCTIONS			973				0		0	
4220 REGISTRATION FEES	7,364		16,919				10,000		10,000	
6280 OTHER CAP EQUIPMENT	21,957						0		0	
<b>OPERATING EXPENSE - CAPITOL COMPLEX</b>	<b>1,516,806</b>		<b>1,622,797</b>		<b>1,637,466</b>		<b>1,637,466</b>		<b>1,666,923</b>	
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT	1,516,806		1,622,797		1,637,466		1,637,466		1,666,923	
<b>Decision Item - Telecomm Truth in Rates</b>									<b>3,898</b>	
GENERAL FUND									0	
CASH FUNDS									0	
CASH FUNDS EXEMPT									3,898	
<b>TOTAL OPERATING EXPENSE - CAPITOL COMPLEX</b>									<b>1,670,821</b>	
GENERAL FUND									0	
CASH FUNDS									0	
CASH FUNDS EXEMPT									1,670,821	
<b>OPERATING RECONCILIATION</b>										
LONG BILL APPROPRIATION	1,710,522		1,652,842							
SUPPLEMENTAL	(125,847)		(7,324)							
TRANSFERS	(4,117)									
REVERSION	(63,752)		(22,720)							
TOTAL	1,516,806		1,622,798							
<b>CAPITOL COMPLEX REPAIRS</b>										
2220 BLDG MAINTENANCE/REPAIR SVCS	0		22,965				21,106		21,106	
2230 EQUIP MAINTENANCE/REPAIR SVCS	32,296		38,435				35,324		35,324	
3126 REPAIR & MAINTENANCE SUPPLIES	24,224		98				90		90	
<b>TOTAL CAPITOL COMPLEX REPAIRS</b>	<b>56,520</b>		<b>61,498</b>		<b>56,520</b>		<b>56,520</b>		<b>56,520</b>	
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT	56,520		61,498		56,520		56,520		56,520	
<b>CAP COM REPAIRS RECONCILIATION</b>										
LONG BILL APPROPRIATION	805,429		805,429							
RESTRICTIONS	(741,943)		(743,930)							
REVERSION	(6,966)		(1)							
TOTAL	56,520		61,498							
<b>CAPITOL COMPLEX SECURITY (CFE)</b>	<b>280,238</b>		<b>305,451</b>		<b>221,737</b>		<b>221,737</b>		<b>228,389</b>	
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT	280,238		305,451		221,737		221,737		228,389	
<b>UTILITIES</b>										
2110 WATER & SEWER	166,442		126,266				127,789		127,789	
3126 REPAIR AND MAINT SUPPLIES			4,989				5,049		5,049	
3940 ELECTRICITY	1,499,063		1,706,665				1,727,248		1,727,248	
3970 NATURAL GAS	34,229		42,042				42,549		42,549	
3980 STEAM	412,560		430,419				435,610		435,610	
<b>TOTAL UTILITIES</b>	<b>2,112,294</b>		<b>2,310,381</b>		<b>2,338,245</b>		<b>2,338,245</b>		<b>2,338,245</b>	
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT	2,112,294		2,310,381		2,338,245		2,338,245		2,338,245	

**SCHEDULE 3  
PROGRAM DETAIL**

DEPARTMENT: PERSONNEL ADMINISTRATION  
(4) CENTRAL SERVICES  
(D) FACILITIES MANAGEMENT FINANCE

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>UTILITIES RECONCILIATION</b>										
LONG BILL APPROPRIATION	2,092,467		2,399,202							
SUPPLEMENTAL	223,799		(60,957)							
TRANSFERS	(47,000)									
RESTRICTIONS	58,600									
REVERSION	(215,572)		(27,864)							
<b>TOTAL UTILITIES</b>	<b>2,112,294</b>		<b>2,310,381</b>							
<b>INDIRECT COST ASSESSMENT</b>	<b>145,762</b>		<b>400,190</b>							
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT	145,762		400,190							
<b>TOTAL CAPITAL COMPLEX FACILITIES</b>	<b>6,772,085</b>	<b>56.9</b>	<b>6,943,494</b>	<b>56.2</b>	<b>6,694,672</b>	<b>55.2</b>	<b>6,801,899</b>	<b>55.2</b>	<b>6,729,798</b>	<b>55.2</b>
GENERAL FUND	0		34,479		0		0		0	
CASH FUNDS			0		0		0		0	
CASH FUNDS EXEMPT	6,772,085		6,909,015		6,694,672		6,801,899		6,729,798	

**SCHEDULE 3  
PROGRAM DETAIL**

DEPARTMENT: PERSONNEL ADMINISTRATION  
(4) CENTRAL SERVICES  
(D) FACILITIES MANAGEMENT FINANCE

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>PERSONAL SERVICES - GRAND JUNCTION</b>										
PIPE/MECHANICAL TRADES II	15,648	0.4	22,423	0.6			37,858	1.0	37,782	1.0
GENERAL PROFESSIONAL V	5,314	0.1								
STRUCTURAL TRADES II			5,980	0.169						
<b>CONTINUATION SALARIES SUBTOTAL</b>	<b>20,962</b>	<b>0.4</b>	<b>28,403</b>	<b>0.8</b>			<b>37,858</b>	<b>1.0</b>	<b>37,782</b>	<b>1.0</b>
1522 PERA @ 9.9%	1,606		2,498							
1522 PERA @ 10.04%										
1522 PERA @ 10.15%							3,843		3,835	
1523 MATCHMAKER CONTRIBUTION	403		248							
1520 FICA MEDICARE @ 1.45%			401				549		548	
<b>OTHER PERSONAL SERVICES</b>										
1130 OVERTIME										
1140 ANNUAL LEAVE PAYOUT	602									
1530 OTHER EMPLOYEE BENEFITS			4							
1532 UNEMPLOYMENT	4,158		934							
1910 PROFESSIONAL/CONTRACTUAL FEES	32,429		2,519							
EBAH INTRA DEPT OPERATING TRANSFER	0									
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>60,160</b>	<b>0.4</b>	<b>35,008</b>	<b>0.8</b>			<b>42,249</b>	<b>1.0</b>	<b>42,165</b>	<b>1.0</b>
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT	60,160		35,008				42,249		42,165	
<b>POTS EXPENDITURES</b>										
1110 SALARY SURVEY/ANNIV ALLOCATION	2,506						0		0	
1110 PAY FOR PERFORMANCE	0						0		0	
1510 HEALTH, LIFE, DENTAL INS	802		558				25		25	
1513 SHORT TERM DISABILITY INSURANCE	15		38				68		68	
<b>BASE PERSONAL SERVICES TOTAL</b>	<b>60,977</b>	<b>0.4</b>	<b>35,603</b>	<b>0.8</b>			<b>42,342</b>	<b>1.0</b>	<b>42,165</b>	<b>1.0</b>
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT	60,977		35,603				42,342		42,165	
<b>TOTAL PERSONAL SERVICES</b>	<b>60,977</b>	<b>1.0</b>	<b>35,603</b>	<b>0.8</b>	<b>42,249</b>	<b>1.0</b>	<b>42,342</b>	<b>1.0</b>	<b>42,165</b>	<b>1.0</b>
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT	60,977		35,603		42,249		42,342		42,165	
<b>CALC OF PERSONAL SERVICES LB APPROP</b>										
PREVIOUS YEAR LONG BILL APPROPRIATION									42,249	1.0
ANNUALIZED SALARY SURVEY									0	
ANNUALIZED ANNIVERSARY									0	
MEDICARE INCREASE									0	
.2% BASE REDUCTION									(84)	
<b>TOTAL PERS SVCS LB APPROP/REQUEST</b>									<b>42,165</b>	<b>1.0</b>
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT									42,165	
<b>PERSONAL SERVICES RECONCILIATION</b>										
LONG BILL APPROPRIATION	59,997	1.0	40,796	1.0			42,249	1.0		
REVERSIONS	(3,633)		(7,361)	(0.2)						
<b>SUBTOTAL</b>	<b>56,364</b>	<b>1.0</b>	<b>33,435</b>	<b>0.8</b>						
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT	56,364									

**SCHEDULE 3  
PROGRAM DETAIL**

DEPARTMENT: PERSONNEL ADMINISTRATION  
(4) CENTRAL SERVICES  
(D) FACILITIES MAINTENANCE

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>ALLOCATED POTS</b>										
SALARY SURVEY ALLOCATION	2,506		1,734				0			
ANNIVERSARY ALLOCATION							0			
HEALTH/LIFE INSURANCE ALLOCATION	2,066		387				25			
DISABILITY INS POT	41		47				68			
<b>POTS SUBTOTAL</b>	<b>4,613</b>		<b>2,168</b>				<b>93</b>			
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT	4,613						93			
<b>TOTAL PERSONAL SERVICES - GRAND JUNCTION</b>	<b>60,977</b>	<b>1.0</b>	<b>35,603</b>	<b>0.8</b>	<b>42,249</b>	<b>1.0</b>	<b>42,342</b>	<b>1.0</b>	<b>42,165</b>	<b>1.0</b>
<b>TOTAL PERSONAL SERVICES DETAIL</b>	<b>60,977</b>	<b>0.4</b>	<b>35,603</b>	<b>0.8</b>	<b>42,249</b>	<b>1.0</b>	<b>42,342</b>	<b>1.0</b>	<b>42,165</b>	<b>1.0</b>
DIFFERENCE	(0)	(0.6)	(0)	0.0	0	0	0	-	(0)	-
<b>OPERATING EXPENSE - GRAND JUNCTION</b>										
2180 CUSTODIAL SERVICES	44,061		45,300				46,186		46,186	
2170 WASTE DISPOSAL	2,316		2,384				2,430		2,430	
2190 SNOW PLOWING SVCS			2,065				2,105		2,105	
2220 BUILDING MAINTENANCE	11,355		16,549				17,146		17,146	
2230 EQUIPMENT MAINTENANCE	600		681				694		694	
2610 ADVERTISING			169				0		0	
2630 TELECOMMUNICATIONS SERVICES	848		833				849		849	
2631 COMM SERVICE - OUTSIDE SOURCE	806		2,171				2,214		2,214	
2810 FREIGHT	102		14				15		15	
3115 DATA PROCESSING SUPPLIES	5		95				97		97	
3116 PURCHASED SOFTWARE	180						0		0	
3120 BOOKS / PERIODICALS/SUSCRIPTIONS			3				0		0	
3126 REPAIR & MAINTENANCE SUPPLIES	16,472		4,778				5,137		5,137	
3128 NONCAPITALIZED EQUIPMENT	0		95				0		0	
4100 OTHER OPERATING EXPENSE			260				0		0	
<b>OPERATING EXPENSE - GRAND JUNCTION</b>	<b>76,745</b>		<b>75,398</b>		<b>76,873</b>		<b>76,873</b>		<b>76,873</b>	
GENERAL FUND										
CASH FUNDS	9,959		5,087		5,092		5,092		5,092	
CASH FUNDS EXEMPT	66,786		70,311		71,781		71,781		71,781	
<b>Decision Item - Telecomm Truth in Rates</b>										<b>108</b>
GENERAL FUND										0
CASH FUNDS										0
CASH FUNDS EXEMPT										108
<b>TOTAL OPERATING EXPENSE - GRAND JUNCTION</b>										<b>76,981</b>
GENERAL FUND										0
CASH FUNDS										5,092
CASH FUNDS EXEMPT										71,889
<b>OPERATING RECONCILIATION</b>										
LONG BILL APPROPRIATION	76,873		76,873							
REVERSION (CFE)	(128)		(1,475)							
<b>TOTAL</b>	<b>76,745</b>		<b>75,398</b>							
<b>UTILITIES</b>										
2110 WATER & SEWER	3,250		4,476				4,599		4,599	
3940 ELECTRICITY	43,216		46,553				47,829		47,829	
3970 NATURAL GAS	12,132		6,006				6,170		6,170	
<b>TOTAL UTILITIES</b>	<b>58,598</b>		<b>57,034</b>		<b>58,598</b>		<b>58,598</b>		<b>58,598</b>	
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT	58,598		57,034		58,598		58,598		58,598	

**SCHEDULE 3  
PROGRAM DETAIL**

DEPARTMENT: PERSONNEL ADMINISTRATION  
(4) CENTRAL SERVICES  
(D) FACILITIES MAINTENANCE

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>UTILITIES RECONCILIATION</b>										
LONG BILL APPROPRIATION	42,563		42,563							
SUPPLEMENTAL	12,921		16,035							
TRANSFER	6,000									
REVERSION (CFE)	(2,886)		(1,563)							
TOTAL	58,598		57,035							
<b>TOTAL GRAND JUNCTION STATE SVCS BUILDING</b>	<b>196,320</b>	<b>1.0</b>	<b>168,035</b>	<b>0.8</b>	<b>177,720</b>	<b>1.0</b>	<b>177,813</b>	<b>1.0</b>	<b>177,744</b>	<b>1.0</b>
GENERAL FUND			0		0		0		0	
CASH FUNDS	9,959		5,087		5,092		5,092		5,092	
CASH FUNDS EXEMPT	186,361		162,948		172,628		172,721		172,652	

**SCHEDULE 3  
PROGRAM DETAIL**

DEPARTMENT: PERSONNEL ADMINISTRATION  
(4) CENTRAL SERVICES  
(D) FACILITIES MANAGEMENT FINANCE

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>PERSONAL SERVICES - CAMP GEORGE WEST</b>										
GENERAL PROFESSIONAL IV	34,457	0.4								
GENERAL PROFESSIONAL V	5,314	0.1	7,812	0.2			7,807	0.1	7,792	0.1
GROUNDS & NURSERY III	8,497	0.2	8,079	0.3			7,963	0.2	7,947	0.2
LTC OPERATOR I	5,000	0.1	0	0.0			13,512	0.2	13,485	0.2
PIPE / MECHANICAL TRADES III			23,114	0.5						
PIPE / MECHANICAL TRADES III			12,408	0.1			23,098	0.5	23,052	0.5
PROGRAM ASSISTANT II	9,600	0.2	0	0.0						
<b>CONTINUATION SALARIES SUBTOTAL</b>	<b>62,868</b>	<b>1.0</b>	<b>51,413</b>	<b>1.0</b>			<b>52,381</b>	<b>1.0</b>	<b>52,276</b>	<b>1.0</b>
1522 PERA @ 9.9%	4,651									
1522 PERA @ 10.04%	0									
1522 PERA @ 10.15%			3,702				5,317		5,306	
1523 MATCHMAKER CONTRIBUTION	1,401		1,148							
1520 FICA MEDICARE @ 1.45%	639		592				760		758	
<b>OTHER PERSONAL SERVICES</b>										
1530 CSEAP ASSESSMENT			4							
1130 OVERTIME										
1300 OTHER EMPLOYEE WAGES			105							
1380 NON-BASE BUILDING PERFORMANCE			339							
1910 PURCHASED PERSONAL SERVICES										
1920 PROFESSIONAL/CONTRACTUAL FEES	2,280									
2180 CUSTODIAL SERVICES										
EBAH OT EX DPA TO DPA	0		3							
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>71,839</b>	<b>1.0</b>	<b>57,306</b>	<b>1.0</b>			<b>58,457</b>	<b>1.0</b>	<b>58,340</b>	<b>1.0</b>
<b>POTS EXPENDITURES</b>										
1110 SALARY SURVEY/ANNIV ALLOCATION	3,052						0			
1110 PAY FOR PERFORMANCE	3,205						0			
1510 HEALTH, LIFE, DENTAL INS	2,041		2,015				1,117			
1513 SHORT TERM DISABILITY INSURANCE	40		65				94			
<b>BASE PERSONAL SERVICES TOTAL</b>	<b>73,920</b>	<b>1.0</b>	<b>59,386</b>	<b>1.0</b>			<b>59,668</b>	<b>1.0</b>	<b>58,340</b>	<b>1.0</b>
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT	73,920						59,668		58,340	
<b>TOTAL PERSONAL SERVICES</b>	<b>73,920.2</b>	<b>1.0</b>	<b>59,386</b>	<b>1.9</b>	<b>58,457</b>	<b>1.0</b>	<b>59,668</b>	<b>1.0</b>	<b>58,340</b>	<b>1.0</b>
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT	73,920		59,386		58,457		59,668		58,340	
<b>CALC OF PERSONAL SERVICES LB APPROP</b>										
PREVIOUS YEAR LONG BILL APPROPRIATION									58,457	1.0
ANNUALIZED SALARY SURVEY									0	
ANNUALIZED ANNIVERSARY AT 1.7537									0	
MEDICARE INCREASE									0	
2% BASE REDUCTION									(117)	
<b>TOTAL PERS SVCS LB APPROP/REQUEST</b>									<b>58,340</b>	<b>1.0</b>
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT									58,340	

**SCHEDULE 3  
PROGRAM DETAIL**

DEPARTMENT: PERSONNEL ADMINISTRATION  
(4) CENTRAL SERVICES  
(D) FACILITIES MANAGEMENT FINANCE

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>PERSONAL SERVICES RECONCILIATION</b>										
LONG BILL APPROPRIATION	66,061	1.0	55,818	1.0			58,457	1.0		
REVERSIONS	(337)		(1,345)							
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT	(337)		(1,345)							
<b>SUBTOTAL</b>	<b>65,724</b>	<b>1.0</b>	<b>54,473</b>	<b>1.0</b>						
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT	65,724									
<b>ALLOCATED POTS</b>										
SALARY SURVEY ALLOCATION	3,052		1,169				0			
ANNIVERSARY ALLOCATION	3,205		1,258				0			
HEALTH/LIFE INSURANCE ALLOCATION	1,894		2,420				1,117			
DISABILITY INS POT	45		66				94			
<b>TOTAL POTS ALLOCATION</b>	<b>8,196</b>		<b>4,913</b>				<b>1,211</b>			
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT	0									
<b>TOTAL PERSONAL SERVICES - CAMP GEORGE WEST</b>	<b>73,920</b>	<b>1.0</b>	<b>59,386</b>		<b>58,457</b>	<b>1.0</b>	<b>59,668</b>	<b>1.0</b>	<b>58,340</b>	<b>1.0</b>
<b>TOTAL PERSONAL SERVICES DETAIL</b>	<b>73,920</b>	<b>1.0</b>	<b>59,386</b>		<b>58,457</b>	<b>1.0</b>	<b>59,668</b>	<b>1.0</b>	<b>58,340</b>	<b>1.0</b>
DIFFERENCE	(0)	0.0	(0)		0	0	(0)	-	0	-
<b>OPERATING EXPENSE - CAMP GEORGE WEST</b>										
2170 WASTE DISPOSAL	20,834		20,564				20,716		20,716	
2180 GROUNDS MAINTENANCE	51,808		38,645				43,112		43,112	
2190 SNOW PLOWING SERVICE	1,880		4,395				4,428		4,428	
2220 BUILDING MAINTENANCE	9,726		19,225				19,367		19,367	
2230 EQUIPMENT MAINTENANCE	11,953		750				756		756	
2253 RENTAL OF EQUIPMENT	85						0		0	
2513 IN STATE PER VEHICLE REIMBURSEMENT	281						0		0	
2630 COMM SVC DIV OF TELECOM	203						0		0	
2631 COMM SVC OUTSIDE	8,034						0		0	
2681 PHOTOCOPY REIMBURSEMENT	9						0		0	
2810 FREIGHT	64		65				65		65	
3120 BOOKS/PERIODICALS	95		3				3		3	
3126 REPAIR/ MAINTENANCE SUPPLIES	8,694		30,862				31,090		31,090	
3128 NONCAPITALIZED EQUIPMENT	4,714		4,150				0		0	
4170 MISCELLANEOUS FEES	1,250						0		0	
5480 PURCHASED SERVICE - SPECIAL DISTRICTS	2,472		2,546				2,565		2,565	
<b>OPERATING EXPENSE - CAMP GEORGE WEST</b>	<b>122,102</b>		<b>121,205</b>		<b>122,102</b>		<b>122,102</b>		<b>122,102</b>	
GENERAL FUND										
CASH FUNDS	49,336		38,950		48,950		48,950		48,950	
CASH FUNDS EXEMPT	72,766		82,255		73,152		73,152		73,152	
<b>OPERATING RECONCILIATION</b>										
LONG BILL APPROPRIATION	130,900		130,900							
REVERSION	(8,798)		(9,694)							
<b>TOTAL OPERATING EXPENSES RECONCILIATION</b>	<b>122,102</b>		<b>121,206</b>							



**SCHEDULE 3  
PROGRAM DETAIL**

DEPARTMENT: PERSONNEL ADMINISTRATION  
(4) CENTRAL SERVICES  
(D) FACILITIES MAINTENANCE

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>UTILITIES</b>										
2110 WATER & SEWER	59,594									
3940 ELECTRICITY	138,627									
3970 NATURAL GAS	91,656									
<b>TOTAL UTILITIES</b>	<b>289,877</b>		<b>270,666</b>		<b>273,638</b>		<b>273,638</b>		<b>273,638</b>	
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT	289,877		270,666		273,638		273,638		273,638	
<b>UTILITIES RECONCILIATION</b>										
LONG BILL APPROPRIATION	228,716									
SB01-212 SUPPLEMENTAL	0									
SUPPLEMENTAL	21,178									
INFLATION OF FY02 @ 2.5%										
TRANSFER	41,000									
TRANSFER IN FROM MAIL SVCS OPERATING	0									
REVERSION	(1,017)									
TOTAL	289,877									
<b>TOTAL CAMP GEORGE WEST</b>	<b>485,899</b>	<b>1.0</b>	<b>451,258</b>	<b>1.9</b>	<b>454,197</b>	<b>1.0</b>	<b>455,408</b>	<b>1.0</b>	<b>454,080</b>	<b>1.0</b>
GENERAL FUND			0		0		0		0	
CASH FUNDS	49,336		38,950		48,950		48,950		48,950	
CASH FUNDS EXEMPT	436,563		412,308		405,247		406,458		405,130	
<b>OVERHEAD</b>	<b>194,761</b>									
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT	194,761									
<b>TOTAL FACILITIES MAINTENANCE</b>	<b>7,649,065</b>	<b>58.9</b>	<b>7,562,787</b>	<b>58.9</b>	<b>7,326,589</b>	<b>57.2</b>	<b>7,435,120</b>	<b>57.2</b>	<b>7,361,621</b>	<b>57.2</b>
GENERAL FUND			34,479		0		0		0	
CASH FUNDS	59,295		44,037		54,042		54,042		54,042	
CASH FUNDS EXEMPT	7,589,770		7,484,271		7,272,547		7,381,078		7,307,579	

**SCHEDULE 3  
PROGRAM DETAIL**

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>PERSONAL SERVICES SCO/SPO</b>										
ACCOUNTANT I	132,134	3.0	145,516	3.0			145,516	3.0	145,516	3.0
ACCOUNTANT II	57,434	1.1	56,310	1.0			56,310	1.0	56,310	1.0
ACCOUNTANT III	166,434	2.9	170,628	1.6			135,804	2.0	135,804	2.0
ACCOUNTANT IV	83,028	1.0	114,681	1.5			114,681	1.5	114,681	1.5
CONTROLLER II	602,728	7.4	593,397	6.9			605,643	7.0	605,643	7.0
CONTROLLER III	284,923	3.0	200,568	2.0			200,568	2.0	200,568	2.0
ACCOUNTING TECHNICIANS	112,224	3.4	202,994	4.3			188,832	4.0	188,832	4.0
ADMINISTRATIVE ASSISTANT II	83,449	3.0	85,293	2.8			74,920	2.5	74,920	2.5
ADMINISTRATIVE ASSISTANT III							-	0.0	-	0.0
AUDITOR IV	73,680	1.0	80,146	1.0			80,146	1.0	80,146	1.0
GENERAL PROFESSIONAL II	25,978	0.6					-	0.0	-	0.0
GENERAL PROFESSIONAL III	179,973	3.5	222,226	4.0			222,226	4.0	222,226	4.0
GENERAL PROFESSIONAL IV	211,673	3.8	195,729	4.9			199,723	5.0	199,723	5.0
GENERAL PROFESSIONAL V	71,448	1.0					-	0.0	-	0.0
GENERAL PROFESSIONAL VI	152,433	2.0	169,149	2.2			153,772	2.0	153,772	2.0
IT PROFESSIONAL I	12,664	0.3	13,674	0.3						
MANAGEMENT PROFILE GROUP III	108,834	1.2					-	0.0	-	0.0
PROGRAM ASSISTANT II	32,229	0.7	47,046	1.0			47,046	1.0	47,046	1.0
SES - STATE CONTROLLER	109,668	1.0	219,999	1.9			213,824	2.0	213,824	2.0
FORCED VACANCY SAVINGS									(4,878)	
<b>CONTINUATION SALARIES SUBTOTAL</b>	<b>2,500,934</b>	<b>39.8</b>	<b>2,517,356</b>	<b>38.4</b>			<b>2,439,011</b>	<b>38.0</b>	<b>2,434,133</b>	<b>38.0</b>
1522 PERA @ 9.9%	181,287		197,108							
1523 MATCH MAKER CONTRIBUTION	62,742		53,513							
1522 PERA @ 10.04%										
1522 PERA @ 10.15%							247,560		247,064	
1520 MEDICARE @ 1.45%	22,064		23,248				35,366		35,295	
<b>OTHER PERSONAL SERVICES</b>										
1140 TERMINATION/RETIREMENT PAYMENTS	37,568		57,071							
1141 SICK LEAVE PAYMENTS			14,892							
1142 SICK LEAVE CONVERSION	11,267		16,138							
1340 EMPLOYEE CASH INCENTIVES	183		1,000							
1360 NONBASE BUILDING PERFORMANCE			12,434							
1530 ECOPASS PROGRAM	1,485		1,560							
1910 PURCHASED PERSONAL SERVICES	2,370		3,874							
AZAA TRANSFER			2,689							
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>2,819,900</b>	<b>39.8</b>	<b>2,900,884</b>	<b>38.4</b>			<b>2,721,936</b>	<b>38.0</b>	<b>2,716,492</b>	<b>38.0</b>
<b>POTS EXPENDITURES</b>										
1110 SALARY SURVEY, ANNIVERSARY	67,326						0			
1110 PAY FOR PERFORMANCE	28,863						0			
1510 HEALTH, LIFE & DENTAL INSURANCE	89,438		76,572				59,713			
1513 SHORT TERM DISABILITY INS	1,624		3,161				1,898			
<b>BASE PERSONAL SERVICES TOTAL</b>	<b>2,910,962</b>	<b>39.8</b>	<b>2,980,617</b>	<b>38.4</b>			<b>2,783,547</b>	<b>38.0</b>	<b>2,716,492</b>	<b>38.0</b>
<b>TOTAL PERSONAL SERVICES</b>	<b>2,910,962</b>	<b>39.8</b>	<b>2,980,617</b>	<b>38.4</b>	<b>2,721,936</b>	<b>38.0</b>	<b>2,783,547</b>	<b>38.0</b>	<b>2,716,492</b>	<b>38.0</b>
GENERAL FUND	976,572						61,611			
CASH FUNDS										
CASH FUND EXEMPT	1,934,390				2,721,936		2,721,936		2,716,492	

**SCHEDULE 3  
PROGRAM DETAIL**

DEPARTMENT OF PERSONNEL ADMINISTRATION  
(5) FINANCE AND PERSONNEL MANAGEMENT  
(A) SCO/SPO and (B) OTHER DB

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>CALC OF PERSONAL SERVICES LB APPROP</b>										
PREVIOUS YEAR LONG BILL APPROPRIATION									2,721,936	38.0
ANNUALIZED SALARY SURVEY									0	
ANNUALIZED ANNIVERSARY/P4P									0	
MEDICARE INCREASE									0	
.2% OSPB BASE REDUCTION									(5,444)	
<b>TOTAL PERS SVC LB APPROP/REQUEST</b>									<b>2,716,492</b>	<b>38.0</b>
GENERAL FUND										
CASH FUNDS										
CASH FUND EXEMPT									2,716,492	
<b>PERSONAL SERVICES RECONCILIATION</b>										
LONG BILL APPROPRIATION	2,776,065	42.7	2,886,712	42.7			2,721,936	38.0		
SUPPLEMENTAL			(213,935)	-3.7						
TRANSFER			2,689							
PAYDATE SHIFT			(26,860)							
REVERSION	(42,397)	-2.9		-0.6						
GENERAL FUND	(42,397)									
CASH FUNDS										
CASH FUND EXEMPT										
<b>SUBTOTAL</b>	<b>2,733,668</b>	<b>39.8</b>	<b>2,675,466</b>	<b>38.4</b>			<b>2,721,936</b>	<b>38.0</b>		
GENERAL FUND										
CASH FUNDS										
CASH FUND EXEMPT										
<b>ALLOCATED POTS</b>										
SALARY SURVEY ALLOCATION	67,326		168,149				0			
ANNIVERSARY/SHIFT ALLOCATION	28,863		41,345				0			
HEALTH LIFE ALLOCATION	79,875		93,359				59,713			
DISABILITY INSURANCE ALLOCATION	1,230		2,298				1,898			
<b>POTS SUBTOTAL</b>	<b>177,294</b>		<b>305,151</b>				<b>61,611</b>			
GENERAL FUND	177,294						61,611			
CASH FUNDS										
CASH FUND EXEMPT										
<b>TOTAL PERSONAL SERVICES - SCO/SPO</b>	<b>2,910,962</b>	<b>39.8</b>	<b>2,980,617</b>	<b>38.4</b>	<b>2,721,936</b>	<b>38.0</b>	<b>2,783,547</b>	<b>38.0</b>	<b>2,716,492</b>	<b>38.0</b>
PERSONAL SERVICES DETAIL	2,910,962	39.8	2,980,617	38.4	2,721,936	38.0	2,783,547	38.0	2,716,492	38.0
DIFFERENCE	(0)	0.0	0	0.0	0	0.0	(0)	(0.0)	(0)	(0.0)
<b>OPERATING EXPENSE - SCO/SPO</b>										
2170 WASTE DISPOSAL SERVICES	65		180				176		176	
2220 BUILDING MAINTENANCE & REPAIR SVCS	13		3,000				2,931		2,931	
2230 EQUIPMENT MAINTENANCE & REPAIR	524		404				395		395	
2231 ADP EQUIPMENT MAINT/ REPAIR							0		0	
2232 SOFTWARE/MAINTENANCE UPGRADE	673		1,845				1,803		1,803	
2251 MOTORPOOL VEHICLE RENTAL	99						0		0	
2259 PARKING FEE REIMBURSEMENT	112		76				74		74	
2510 IN STATE TRAVEL	9,218						0		0	
2512 IN-STATE PERS TRAVEL PER DIEM			1,562				1,526		1,526	
2513 IN-STATE PERS VEHICLE REIMB			2,112				2,063		2,063	
2515 STATE OWNED VEHICLE CHARGE			1,066				1,042		1,042	
2530 OUT OF STATE TRAVEL	1,933						0		0	
2531 OUT OF STATE COMMON CARRIER FARES			575				561		561	
2532 OUT OF STATE PERS TRAVEL PER DIEM			1,472				1,439		1,439	

**SCHEDULE 3  
PROGRAM DETAIL**

DEPARTMENT OF PERSONNEL ADMINISTRATION  
(5) FINANCE AND PERSONNEL ELEMENT  
(A) SCO/SPO and (B) SALER DB

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
2610 ADVERTISING	180						0		0	
2630 COMMUNICATIONS SVCS-TELECOMM	24,119		23,217				22,686		22,686	
2631 COMMUNICATIONS SVCS-OUTSIDE SOURCES	749		694				678		678	
2680 PRINTING & REPRODUCTION	37,597		33,789				33,017		33,017	
2810 FREIGHT	290		425				415		415	
2820 OTHER PURCHASED SERVICES			40				39		39	
2830 OFFICE MOVING SERVICE	1,085		17,985				17,574		17,574	
3115 DATA PROCESSING SUPPLIES	129		284				278		278	
3116 PURCHASED SOFTWARE	107		262				256		256	
3118 FOOD & FOOD SERVICE SUPPLIES							0		0	
3119 MEDICAL SUPPLIES							0		0	
3120 BOOKS, PERIODICALS & SUBSCRIPTIONS	1,014		1,840				1,798		1,798	
3121 OFFICE SUPPLIES	26,159		7,734				7,557		7,557	
3123 POSTAGE EXPENSE	17,966		16,146				15,777		15,777	
3124 PRINTING/COPY SUPPLIES	2,173		2,830				2,765		2,765	
3126 REPAIR & MAINTENANCE SUPPLIES	173		719				703		703	
3128 NONCAPITALIZED EQUIPMENT	13,650		4,299				4,201		4,201	
3140 NONCAPITALIZED IT - PCs			5,047				4,932		4,932	
3143 NONCAPITALIZED IT - OTHER			4,535				4,431		4,431	
3216 NONCAP IT - LEASED SPACE	240						0		0	
4140 DUES & MEMBERSHIPS	7,094		6,026				5,888		5,888	
4170 MISC FEES AND FINES			1,045				1,021		1,021	
4180 OFFICIAL FUNCTIONS	1,509		1,274				1,245		1,245	
4181 CUSTOMER WORKSHOPS			33				32		32	
4220 REGISTRATION FEES	7,712		4,987				4,873		4,873	
<b>OPERATING EXPENSE - SCO/SPO</b>	<b>154,583</b>		<b>145,504</b>		<b>142,176</b>		<b>142,176</b>		<b>142,176</b>	
GENERAL FUND	154,583				99,830		99,830		99,830	
CASH FUNDS										
CASH FUND EXEMPT					42,346		42,346		42,346	
<b>Decision Item - Telecomm Truth in Rates</b>									<b>3,021</b>	
GENERAL FUND									3,021	
CASH FUNDS									0	
CASH FUNDS EXEMPT									0	
<b>TOTAL OPERATING EXPENSE - SCO/SPO</b>									<b>145,197</b>	
GENERAL FUND									102,851	
CASH FUNDS									0	
CASH FUNDS EXEMPT									42,346	
<b>OPERATING RECONCILIATION</b>										
LONG BILL APPROPRIATION	163,844		162,233							
SUPPLEMENTAL			(8,964)							
TRANSFERS	(9,260)		(1,015)							
REVERSION (GF)			(6,750)							
TOTAL	154,584		145,504							
<b>TOTAL STATE CONTROLLER'S/PURCHASING OFFICE</b>	<b>3,065,545</b>	<b>39.8</b>	<b>3,126,121</b>	<b>38.4</b>	<b>2,864,112</b>	<b>38.0</b>	<b>2,925,723</b>	<b>38.0</b>	<b>2,861,689</b>	<b>38.0</b>
GENERAL FUND	1,131,155		205,996		99,830		161,441		102,851	
CASH FUNDS	-		-		-		-		-	
CASH FUND EXEMPT	1,934,390		2,920,125		2,764,282		2,764,282		2,758,838	

**SCHEDULE 3  
PROGRAM DETAIL**

DEPARTMENT OF PERSONNEL ADMINISTRATION  
(5) FINANCE AND PERSONNEL MANAGEMENT  
(A) SCO/SPO and (B) SUPPLIER DATABASE

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>PERSONAL SERVICES - SUPPLIER DATABASE</b>										
ADMIN ASST III	37,728	1.0	40,236	1.0			40,236	1.0	40,236	1.0
IT PROFESSIONAL I	37,991	0.8	41,022	0.8			52,092	1.2	52,092	1.2
GENERAL PROFESSIONAL IV	41868	0.8	43,226	0.8			55,030	1.3	55,030	1.3
GENERAL PROFESSIONAL VI							-	0.0	-	-
FORCED VACANCY SAVINGS									(294)	
<b>CONTINUATION SALARIES SUBTOTAL</b>	<b>117,587</b>	<b>2.5</b>	<b>124,484</b>	<b>2.5</b>			<b>147,358</b>	<b>3.5</b>	<b>147,064</b>	<b>3.5</b>
1522 PERA @ 9.9%	8,893		10,113							
1522 PERA @ 10.04%										
1522 PERA @ 10.15%							14,957		14,927	
1523 MATCH MAKER CONTRIBUTION	2,349		2,114							
1520 MEDICARE @ 1.45%	1,647		1,766				2,137		2,132	
<b>OTHER PERSONAL SERVICES</b>										
1140 TERMINATION/RETIREMENT PAYMENTS			765.17							
1360 NONBASE BUILDING PERFORMANCE			724							
1530 OTHER EMPLOYEE BENEFITS	11		10.28							
1910 PURCHASED PERSONAL SERVICES(EBAH)	178		602.6							
1920 PURCHASED PROFESSIONAL SERVICES	748									
EBAH TRANSFER	6		6.32							
EBAH TRANSFER			55,749							
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>131,419</b>	<b>2.5</b>	<b>196,334</b>	<b>2.5</b>			<b>164,451</b>	<b>3.5</b>	<b>164,123</b>	<b>3.5</b>
<b>POTS EXPENDITURES</b>										
1110 SALARY SURVEY, ANNIVERSARY	7,309						0			
1110 PAY FOR PERFORMANCE	3,293						0			
1510 HEALTH, LIFE, DENTAL	4,907		4,579				14,097			
1513 DISABILITY INSURANCE	77		159				1,259			
<b>BASE PERSONAL SERVICES TOTAL</b>	<b>136,403</b>	<b>2.5</b>	<b>201,072</b>	<b>2.5</b>	<b>164,452</b>	<b>3.5</b>	<b>179,807</b>	<b>3.5</b>	<b>164,123</b>	<b>3.5</b>
GENERAL FUND										
CASH FUNDS	136,403		201,072		164,452	3.5	179,807		164,123	
CASH FUND EXEMPT										
<b>CALC OF PERSONAL SERVICES LB APPROP</b>										
PREVIOUS YEAR LONG BILL APPROPRIATION									164,452	3.5
ANNUALIZED SALARY SURVEY									0	
ANNUALIZED ANNIVERSARY									0	
MEDICARE INCREASE									0	
2% OSPB BASE REDUCTION									(329)	
<b>TOTAL PERS SVCS LB APPROP/REQUEST</b>									<b>164,123</b>	<b>3.5</b>
GENERAL FUND										
CASH FUNDS									164,123	3.5
CASH FUND EXEMPT										
<b>PERSONAL SERVICES RECONCILIATION</b>										
NEW REQUEST OR LONG BILL APPROPRIATION	120,597	2.5	129,887	2.5			164,452	3.5	0	0.0
SUPPLEMENTAL	0		28,739	1.0						
TRANSFER			55,749							
REVERSION	0		(29,939)	-1.0						
<b>SUBTOTAL</b>	<b>120,597</b>	<b>2.5</b>	<b>184,436</b>	<b>2.5</b>			<b>164,452</b>	<b>3.5</b>	<b>-</b>	<b>-</b>
GENERAL FUND										
CASH FUNDS			184,436				164,452		0	
CASH FUND EXEMPT										

**SCHEDULE 3  
PROGRAM DETAIL**

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>ALLOCATED POTS</b>										
SALARY SURVEY	7,309		4,527				0			
ANNIVERSARY INCREASES	3,293		1,924				0			
HEALTH, LIFE, DENTAL	4,907		9,868				14,097			
DISABILITY INSURANCE	297		317				1,258			
<b>SUBTOTAL POTS</b>	<b>15,806</b>		<b>16,636</b>				<b>15,355</b>			
GENERAL FUND										
CASH FUNDS			16,636				15,355			
CASH FUND EXEMPT										
<b>TOTAL PERSONAL SERVICES - SUPPLIER DB</b>	<b>136,403</b>	<b>2.5</b>	<b>201,072</b>	<b>2.5</b>	<b>164,452</b>	<b>3.5</b>	<b>179,807</b>	<b>3.5</b>	<b>164,123</b>	<b>3.5</b>
<b>TOTAL PERSONAL SERVICES DETAIL</b>	<b>136,403</b>	<b>2.5</b>	<b>201,072</b>	<b>2.5</b>	<b>164,452</b>	<b>3.5</b>	<b>179,807</b>	<b>3.5</b>	<b>164,123</b>	<b>3.5</b>
DIFFERENCE	-	-	0	(0.0)	-	-	(0)	0.0	0	0.0
<b>OPERATING EXPENSE - SUPPLIER DATABASE</b>										
2230 EQUIPMENT MAINTENANCE & REPAIR			125				247		247	
2231 ADP EQUIPMENT MTCE REPAIRS							0		-	
2232 SOFTWARE MAINTENANCE	18,579		805				1,591		1,591	
2255 RENTAL OF BLDGS.	1,020		510				1,009		1,009	
2259 PARKING REIMBURSEMENT	93		2				4		4	
2510 IN STATE TRAVEL	664						0		-	
2513 IN-STATE PERS VEHICLE REIMB			109				217		217	
2530 OUT OF STATE TRAVEL	2,254						0		-	
2610 ADVERTISING	5,051		4,855				9,602		9,602	
2612 OTHER MARKETING EXPENSE							0		-	
2630 COMM SERVICES - TELECOMMUNICATIONS	6,521		6,267				12,394		12,394	
2631 COMM SERVICES - OUTSIDE	87						0		-	
2640 OTHER ADP BILLINGS							0		-	
2680 PRINTING & REPRODUCTION	1,522		1,530				3,025		3,025	
2810 FREIGHT	83		106				209		209	
2830 OFFICE MOVING							0		-	
3115 DATA PROCESSING SUPPLIES	792		22				44		44	
3116 PURCHASED SOFTWARE	450		459				909		909	
3120 BOOKS, PERIODICALS, SUBSCRIPTIONS	28		62				123		123	
3121 OFFICE SUPPLIES	7,606		28				55		55	
3123 POSTAGE	5,951		4,417				8,736		8,736	
3124 PRINTING/COPY SUPPLIES			298				589		589	
3126 REPAIR & MAINTENANCE SUPPLIES			19				37		37	
3128 NONCAPITALIZED EQUIPMENT	10,314		110				217		217	
3140 NONCAPITALIZED IT - PCs			3,319				6,564		6,564	
3131 NONCAPITALIZED IT - OTHER			873				1,727		1,727	
3216 LEASED SOFTWARE							0		-	
4100 OTHER OPERATING EXPENSES	1,157						0		-	
4140 DUES AND MEMBERSHIPS	180		360				712		712	
4180 OFFICIAL FUNCTIONS			8				17		17	
4220 REGISTRATION FEES	11,963		11,584				22,911		22,911	
6210 ADP CAPITAL EQUIPMENT	11,484						0		-	
6213 IT SOFTWARE - DIRECT PURCHASE			7,514				14,861		14,861	
<b>TOTAL OPERATING EXPENSE - SUPPLIER DB</b>	<b>85,799</b>		<b>43,382</b>			<b>85,799</b>	<b>85,799</b>		<b>85,799</b>	
GENERAL FUND										
CASH FUNDS	85,799		43,382			85,799	85,799		85,799	
CASH FUND EXEMPT										
<b>Decision Item - Telecomm Truth in Rates</b>										<b>815</b>
GENERAL FUND										0
CASH FUNDS										815
CASH FUNDS EXEMPT										0

**SCHEDULE 3  
PROGRAM DETAIL**

DEPARTMENT OF PERSONNEL ADMINISTRATION  
(5) FINANCE AND PERSONNEL ELEMENT  
(A) SCO/SPO and (B) SUPPLIER DATABASE

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>TOTAL OPERATING EXPENSE - SCO/SPO</b>									<b>86,614</b>	
GENERAL FUND									0	
CASH FUNDS									86,614	
CASH FUNDS EXEMPT									0	
<b>OPERATING RECONCILIATION</b>										
LONG BILL APPROPRIATION	101,000		100,830							
REVERSION	(15,201)		(57,448)							
GENERAL FUND										
CASH FUNDS	(15,201)		(57,448)							
CASH FUND EXEMPT										
<b>TOTAL</b>	<b>85,799</b>		<b>43,382</b>							
<b>TOTAL SUPPLIER DATABASE</b>	<b>222,202</b>	<b>2.5</b>	<b>244,453</b>	<b>2.5</b>	<b>250,251</b>	<b>3.5</b>	<b>265,606</b>	<b>3.5</b>	<b>250,737</b>	<b>3.5</b>
GENERAL FUND									-	
CASH FUNDS	222,202		244,453		250,251		265,606		250,737	
CASH FUND EXEMPT									-	
<b>TOTAL SCO/SPO and SUPPLIER DATABASE</b>	<b>3,287,747</b>	<b>42.3</b>	<b>3,370,574</b>	<b>40.9</b>	<b>3,114,363</b>	<b>41.5</b>	<b>3,191,329</b>	<b>41.5</b>	<b>3,112,426</b>	<b>41.5</b>
GENERAL FUND	1,131,155		205,996		99,830		161,441		102,851	
CASH FUNDS	222,202		244,453		250,251		265,606		250,737	
CASH FUND EXEMPT	1,934,390		2,920,125		2,764,282		2,764,282		2,758,838	

**SCHEDULE 3  
PROGRAM DETAIL**

DEPARTMENT OF PERSONNEL ADMINISTRATION  
(5) FINANCE AND PERSONNEL ELEMENT  
(C) COLLECTIONS SERVICES

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>PERSONAL SERVICES</b>										
ACCOUNTING TECHNICIAN I	61,155	2.0	65,064	2.0			65,064	2.0	65,064	2.0
ACCOUNTING TECHNICIAN II	33,768	1.0	35,664	1.0			35,664	1.0	35,664	1.0
ADMIN ASSISTANT I	18,256	1.0	15,606	0.8			32,187	1.0	32,187	1.0
ADMIN ASSISTANT III	33,241	1.0	35,088	1.0			35,088	1.0	35,088	1.0
COLLECTIONS REPRESENTATIVE II	149,941	5.6	175,830	6.3			187,928	6.0	187,928	6.0
COLLECTIONS REPRESENTATIVE III	14,500	0.5	30,405	0.8			48,320	1.0	48,320	1.0
GENERAL PROFESSIONAL IV	95,201	1.6	6,043	0.1					0	0.0
GENERAL PROFESSIONAL V	5,429	0.1	69,912	1.0			69,912	1.0	69,912	1.0
TECHNICIAN IV	5,835	0.1	45,012	1.0			45,012	1.0	45,012	1.0
IT PROFESSIONAL I	43,717	0.8	56,052	1.0			56,052	1.0	56,052	1.0
OFFICE MANAGER I	33,338	0.9					0	0.0	0	0.0
PROGRAM ASSISTANT I	67,011	1.9	74,304	2.0			74,304	2.0	74,304	2.0
PROGRAM ASSISTANT II	7,680	0.2					0	0.0	0	0.0
<b>SUBTOTAL CONTINUATION SALARIES</b>	<b>569,073</b>	<b>16.6</b>	<b>608,980</b>	<b>17.0</b>			<b>649,531</b>	<b>17.0</b>	<b>649,531</b>	<b>17.0</b>
1121 STATE TEMPORARIES	2,965									
1522 PERA @ 9.9%	50,454		54,441							
1522 PERA @ 10.04%										
1522 PERA @ 10.15%							65,927		65,927	
1523 MACTHMAKER CONTRIBUTION	6,428		7,028							
1520 MEDICARE @ 1.45%	6,137		6,506				9,418		9,418	
<b>OTHER PERSONAL SERVICES</b>										
1130 OVERTIME	1,192									
1131 SHIFT DIFFERENTIAL										
1140 TERMINATION/RETIREMENT PAYOUTS	8,055		86							
1320 PER DIEM & OTHER WAGES & SALARIES	18,691									
1330 EMPLOYEE CASH INCENTIVES	2,500									
1340 EMPLOYEE CASH INCENTIVES			35,829				35,000		33,480	
1360 NONBASE BUILDING PERFORMANCE			936							
1530 ECOPASS PROGRAM	759		1,160							
1532 UNEMPLOYMENT	934									
1910 PURCHASED PERSONAL SERVICES	7,036		19,408							
1920 PURCHASED PERSONAL PROF	16,146									
1961 PERSONAL SVCS - IT - SOFTWARE			2,000							
EBAH INTRADEPT OPERATING TRANSFER	45		46							
EZAA INTERNAL INDIRECT COST TRANSFER			1,057							
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>690,415</b>	<b>16.6</b>	<b>737,478</b>	<b>17.0</b>			<b>759,877</b>	<b>17.0</b>	<b>758,357</b>	<b>17.0</b>
<b>POTS EXPENDITURES</b>										
1110 SALARY SURVEY, ANNIVERSARY	25,803						0			
1110 PAY FOR PERFORMANCE	4,179						0			
1510 HEALTH, LIFE & DENTAL INSURANCE	28,634		28,039				32,830			
1513 SHORT TERM DISABILITY INSURANCE	381		813				1,117			
<b>BASE PERSONAL SERVICES TOTAL</b>	<b>719,430</b>	<b>16.6</b>	<b>766,331</b>	<b>17.0</b>	<b>759,877</b>	<b>17.0</b>	<b>793,824</b>	<b>17.0</b>	<b>758,357</b>	<b>17.0</b>
CASH FUNDS	451,826		510,421		426,247		426,247		426,247	
CASH FUNDS EXEMPT	267,604		255,910		333,630		367,577		332,110	
<b>TOTAL PERSONAL SERVICES DETAIL</b>	<b>719,430</b>	<b>16.6</b>	<b>766,331</b>	<b>17.0</b>			<b>793,824</b>	<b>17.0</b>	<b>758,357</b>	<b>17.0</b>
CASH FUNDS	451,826		510,421				426,247		426,247	
CASH FUNDS EXEMPT	267,604		255,910				367,577		332,110	



**SCHEDULE 3  
PROGRAM DETAIL**

DEPARTMENT OF PERSONNEL ADMINISTRATION  
(5) FINANCE AND PERSONNEL ELEMENT  
(C) COLLECTION SERVICES

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>CALC OF PERSONAL SERVICES APPROP</b>										
PREVIOUS YEAR LONG BILL APPROPRIATION									759,877	17.0
ANNUALIZED SALARY SURVEY									0	
ANNUALIZED ANNIVERSARY									0	
MEDICARE INCREASE									0	
.2% BASE REDUCTION									(1,520)	
<b>TOTAL PERS SVCS LB APPROP/REQUEST</b>									<b>758,357</b>	<b>17.0</b>
CASH FUNDS									426,247	
CASH FUNDS EXEMPT									332,110	
<b>Decision Item - Reinstatement of Collector Position</b>									<b>25,982</b>	<b>1.0</b>
CASH FUNDS									15,589	
CASH FUNDS EXEMPT									10,393	
<b>PERSONAL SERVICES RECONCILIATION</b>										
LONG BILL APPROPRIATION	695,497	18.0	718,556	18.0			759,877	17.0		
TRANSFER			1,057							
REVERSION	(29,351)		(17,411)	(1.0)						
CASH FUNDS										
CASH FUNDS EXEMPT	666,146		(17,411)							
<b>SUBTOTAL</b>	<b>666,146</b>	<b>18.0</b>	<b>702,202</b>	<b>17.0</b>			<b>759,877</b>	<b>17.0</b>	<b>784,339</b>	<b>18.0</b>
CASH FUNDS	451,826		510,421				426,247		441,836	
CASH FUNDS EXEMPT	214,320		191,781				333,630		342,503	
<b>ALLOCATED POTS</b>										
SALARY SURVEY ALLOCATION	25,803		38,478				0			
ANNIVERSARY ALLOCATION	4,179		8,014				0			
HEALTH/LIFE INSURANCE ALLOCATION	22,877		16,841				32,830			
DISABILITY INSURANCE ALLOCATION	425		796				1,117			
<b>POTS SUBTOTAL</b>	<b>53,284</b>		<b>64,129</b>				<b>33,947</b>			
CASH FUNDS										
CASH FUNDS EXEMPT	53,284		64,129				33,947			
<b>TOTAL PERSONAL SERVICES</b>	<b>719,430</b>	<b>18.0</b>	<b>766,331</b>	<b>17.0</b>	<b>759,877</b>	<b>17.0</b>	<b>793,824</b>	<b>17.0</b>	<b>784,339</b>	<b>18.0</b>
TOTAL PERSONAL SERVICES DETAIL	719,430		766,331	17.0	759,877	17.0	793,824	17.0	784,339	18.0
DIFFERENCE	(0)		0	(0.0)	0	0	(0)	(0.0)	0	(0.0)

**SCHEDULE 3  
PROGRAM DETAIL**

DEPARTMENT OF PERSONNEL ADMINISTRATION  
(5) FINANCE AND PERSONNEL MANAGEMENT  
(C) COLLECTION SERVICES

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>OPERATING EXPENSE</b>										
2170 WASTE DISPOSAL	1,295		1,324				1,667		1,667	
2220 BLD MAINTENANCE	2,921						0		0	
2230 EQUIPMENT MAINTENANCE	350		185				233		233	
2232 SOFTWARE MAINTENANCE/UPGRADE	41,482		39,998				50,363		50,363	
2250 MISCELLANEOUS RENTAL	539						0		0	
2252 MOTOR POOL MILEAGE CHARGE	642						0		0	
2259 PARKING FEE REIMBURSEMENT			97				122		122	
2512 IN-STATE PERS TRAVEL PER DIEM	690		235				296		296	
2513 IN-STATE PERS VEHICLE REIMB			67				84		84	
2515 STATE OWNED VEHICLE CHARGE			761				958		958	
2530 OUT OF STATE TRAVEL							0		0	
2531 OUT OF STATE COMMON CARRIER FARES			4,197				5,285		5,285	
2532 OUT OF STATE PERS TRAVEL PER DIEM			2,234				2,813		2,813	
2610 ADVERTISING	1,178						0		0	
2630 COMM SERVICES - TELECOMMUNICATIONS	35,748		34,236				43,109		43,109	
2631 COMM SERVICES - OUTSIDE SOURCES	14,001		4,285				5,395		5,395	
2680 PRINTING & REPRODUCTION	39,526		18,240				22,967		22,967	
2690 LEGAL SERVICES							0		0	
2710 PURCHASED MEDICAL SERVICES			20				25		25	
2810 FREIGHT	192		104				131		131	
2830 OFFICE MOVING PURCH SERVICES			1,025				1,291		1,291	
3115 DATA PROCESSING SUPPLIES	1,783		1,951				2,457		2,457	
3116 PURCHASED SOFTWARE	33,132						0		0	
3120 BOOKS, PERIODICALS, SUBSCRIPTIONS	426		470				592		592	
3121 OFFICE SUPPLIES	8,756		9,453				11,903		11,903	
3123 POSTAGE EXPENSE	57,658		82,985				104,490		104,490	
3128 NONCAPITALIZED EQUIPMENT	11,290		292				368		368	
3140 NONCAPITALIZED IT - PCa			16,530				20,814		20,814	
4105 JUDGEMENTS/ LOSSES	16,434		18,846				23,729		23,729	
4170 MISC FEES & FINES (CREDIT RPTS)	8,836		15,294				19,257		19,257	
4180 OFFICIAL FUNCTIONS	47		1,256				1,581		1,581	
4220 REGISTRATION FEES	5,164		6,749				8,498		8,498	
4910 COST OF GOODS SOLD - MAILERS	4,455		2,605				3,280		3,280	
6220 FURNITURE & FIXTURES	30,722						0		0	
6410 ADP EQUIPMENT-LEASE PURCHASE	34,830						0		0	
<b>TOTAL OPERATING EXPENSE</b>	<b>352,097</b>		<b>263,437</b>		<b>331,706</b>		<b>331,706</b>		<b>331,706</b>	
CASH FUNDS	201,583				255,211		255,211		255,211	
CASH FUNDS EXEMPT	150,514		263,437		76,495		76,495		76,495	
<b>Decision Item - Telecomm Truth in Rates</b>									<b>4,454</b>	
CASH FUNDS									0	
CASH FUNDS EXEMPT									4,454	
<b>TOTAL OPERATING EXPENSE</b>									<b>336,160</b>	
CASH FUNDS									255,211	
CASH FUNDS EXEMPT									80,949	

**SCHEDULE 3  
PROGRAM DETAIL**

DEPARTMENT OF PERSONNEL ADMINISTRATION  
(5) FINANCE AND PERSONNEL MANAGEMENT  
(C) COLLECTIONS SERVICES

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>OPERATING RECONCILIATION</b>										
LONG BILL APPROPRIATION	373,044		331,706							
REVERSION (CFE)	(20,947)		(68,269)							
TOTAL	352,097		263,437							
<b>INDIRECT COST CFE</b>	<b>73,069</b>									
CASH FUNDS										
CASH FUNDS EXEMPT										
<b>INDIRECT COST RECONCILIATION</b>										
LONG BILL APPROPRIATION										
APPROPRIATION TRANSFER FROM ADMIN SECT										
TOTAL										
<b>COLLECTION OF DEBTS DUE TO STATE</b>	<b>16,422</b>		<b>11,906</b>		<b>20,702</b>		<b>20,702</b>		<b>20,702</b>	
CASH FUNDS										
CASH FUNDS EXEMPT	16,422		11,906		20,702		20,702		20,702	
<b>COLLECTION OF DEBTS RECONCILIATION</b>										
LONG BILL	20,702		20,702							
SB01-192 SUPPLEMENTAL										
REVERSION	(4,280)		(8,796)							
COLLECTION OF DEBTS RECONCILIATION	16,422		11,906							
<b>OVERHEAD - CFE</b>	<b>40,363</b>									
CASH FUNDS										
CASH FUNDS EXEMPT										
<b>TOTAL COLLECTIONS SERVICES</b>	<b>1,087,949</b>	<b>16.6</b>	<b>1,041,673</b>	<b>17.0</b>	<b>1,112,285</b>	<b>17.0</b>	<b>1,146,232</b>	<b>17.0</b>	<b>1,141,201</b>	<b>18.0</b>
<b>GENERAL FUND</b>										
CASH FUNDS	653,409		510,421		681,458		681,458		697,047	
CASH FUNDS EXEMPT	434,540		531,252		430,827		464,774		444,154	

**SCHEDULE 3  
PROGRAM DETAIL**

DEPARTMENT OF PERSONNEL ADMINISTRATION  
(5) FINANCE AND PERSONNEL MANAGEMENT  
(D) REAL ESTATE SERVICE PROGRAM

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>PERSONAL SERVICES</b>										
ADMIN ASSISTANT II	30,312	1.0	32,124	1.0			32,124	1.0	32,124	1.0
ARCHITECT II	74,820	1.0	80,280	1.0			80,280	1.0	80,280	1.0
ENGINEER IN TRAINING II	54,528	1.0	59,352	1.0			59,352	1.0	59,352	1.0
PROGRAM ASST I	39,300	1.0	37,752	0.9			40,898	1.0	40,898	1.0
GENERAL PROFESSIONAL III	114,523	1.6	139,722	2.0			85,662	2.0	85,662	2.0
MANAGEMENT	90,933	1.0	97,956	1.0			97,956	1.0	97,956	1.0
FORCED VACANCY SAVINGS									(792)	
<b>SUBTOTAL CONTINUATION SALARIES</b>	<b>404,416</b>	<b>6.6</b>	<b>447,186</b>	<b>6.9</b>			<b>396,272.2</b>	<b>7.0</b>	<b>395,480.2</b>	<b>7.0</b>
1522 PERA @ 9.9%	27,094		30,044							
1522 PERA @ 10.04%										
1522 PERA @ 10.15%							40,222		40,141	
1523 MATCHMAKER CONTRIBUTION	11,692		10,422							
1520 FICA MEDICARE @ 1.45%	5,681		5,844				5,746		5,734	
<b>OTHER PERSONAL SERVICES</b>										
1140 RETIREMENT/TERMINATION PAYOUTS			3,812							
1300 OTHER EMPLOYEE WAGES			7,326							
1340 EMPLOYEE INCENTIVE CASH AWARDS										
1360 NON BASE BUILDING PERFORMANCE			2,681							
1530 OTHER EMPLOYEE BENEFITS			671							
1910 PURCHASED PERSONAL SERVICES										
1920 PURCHASED PROFESSIONAL SERVICES	18,063		4,566							
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>466,946</b>	<b>6.6</b>	<b>512,553</b>	<b>6.9</b>			<b>442,240</b>	<b>7.0</b>	<b>441,356</b>	<b>7.0</b>
<b>POTS EXPENDITURES</b>										
1110 SALARY SURVEY, ANNIVERSARY	24,284						0			
1110 PAY FOR PERFORMANCE	9,183						0			
1510 HEALTH, LIFE & DENTAL INS	16,573		12,956				14,424			
1513 DISABILITY INSURANCE	263		517				350			
<b>BASE PERSONAL SERVICES TOTAL</b>	<b>483,782</b>	<b>6.6</b>	<b>526,026</b>	<b>6.9</b>	<b>442,240</b>	<b>7.0</b>	<b>457,014</b>	<b>7.0</b>	<b>441,356</b>	<b>7.0</b>
GENERAL FUND	483,782		526,026		442,240		457,014		441,356	
<b>OPERATING EXPENSE</b>										
2220 BUILDING MAINTENANCE	1,200						0		0	
2230 EQUIPMENT MAINTENANCE	453		25				50		50	
2232 SOFTWARE MAINTENANCE/UPGRADE			547				1,550		1,550	
2251 RENTAL OF MOTOR VEHICLES	1,802						0		0	
2259 PARKING FEE REIMBURSEMENT	3						0		0	
2312 CONSTRUCTION CONSULTANT SERVICES							0		0	
2510 IN-STATE TRAVEL	1,598						0		0	
2512 IN-STATE PERS TRAVEL PER DIEM			1,723				1,700		1,700	
2513 IN-STATE PERS VEHICLE REIMB			572				500		500	
2515 STATE OWNED VEHICLE CHARGE			2,381				2,400		2,400	
2610 ADVERTISING	3,512						675		675	
2630 COMM SERVICES - TELECOMMUNICATIONS	3,339		3,155				5,512		5,512	
2631 COMM SERVICES - OUTSIDE SOURCES	2,999		3,436				5,777		5,777	
2680 PRINTING & REPRODUCTION	6,728		5,625				9,294		9,294	
2810 FREIGHT	72		9				45		45	
3114 CLOTHING AND UNIFORM	132						0		0	
3115 DATA PROCESSING SUPPLIES	903						500		500	
3116 PURCHASED SOFTWARE	351		60				250		250	
3120 BOOKS, PERIODICALS, SUBSCRIPTIONS	606		235				489		489	
3121 OFFICE SUPPLIES	1,567		1,988				3,286		3,286	

**SCHEDULE 3  
PROGRAM DETAIL**

DEPARTMENT OF PERSONNEL ADMINISTRATION  
(5) FINANCE AND PERSONNEL ELEMENT  
(D) REAL ESTATE SERVICE PROGRAM

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
3122 PHOTOGRAPHIC SUPPLIES			20				35		35	
3123 POSTAGE EXPENSE	2,786		1,689				2,871		2,871	
3124 PRINTING/COPY SUPPLIES			133				220		220	
3128 NONCAPITALIZED EQUIPMENT	505		950				915		915	
4111 PRIZES AND AWARDS	77						0		0	
4117 REPORTABLE CLAIMS	7,500						0		0	
4180 OFFICIAL FUNCTIONS	1,623		168				0		0	
4220 REGISTRATION FEES	814		625				2,500		2,500	
<b>TOTAL OPERATING EXPENSE</b>	<b>38,569</b>		<b>23,341</b>		<b>38,569</b>		<b>38,569</b>		<b>38,569</b>	
GENERAL FUND	38,569		23,341		38,569		38,569		38,569	
<b>Decision Item - Telecomm Truth in Rates</b>									<b>410</b>	
GENERAL FUND									410	
<b>TOTAL OPERATING EXPENSE</b>									<b>38,979</b>	
GENERAL FUND									38,979	
<b>CALC OF REAL ESTATE SERVICES APPROP</b>										
PREVIOUS YEAR LONG BILL APPROPRIATION									442,240	7.0
ANNUALIZED SALARY SURVEY									0	
ANNUALIZED ANNIVERSARY									0	
MEDICARE INCREASE									0	
.2% BASE REDUCTION									(884)	
<b>TOTAL REAL ESTATE SVCS - PERSONAL SVCS</b>			<b>549,367</b>						<b>441,356</b>	<b>7.0</b>
GENERAL FUND			549,367						441,356	
<b>REAL ESTATE SERVICES RECONCILIATION</b>										
NEW REQUEST OR LONG BILL APPROPRIATION	466,105	7.0	486,601	7.0			480,809	7.0		
SUPPLEMENTAL			(5,000)							
PAY DATE SHIFT NONADD			(38,459)							
REVERSION	(4)									
<b>SUBTOTAL</b>	<b>466,101</b>	<b>7.0</b>	<b>481,601</b>	<b>7.0</b>			<b>480,809</b>	<b>7.0</b>		
GENERAL FUND	466,101						480,809			
<b>ALLOCATED POTS</b>										
SALARY SUVERY ALLOCATION	24,284		32,981				0			
ANNIVERSARY ALLOCATION	9,183		12,078				0			
HEALTH, LIFE & DENTAL ALLOCATION	22,604		22,188				14,424			
SHORT TERM DISABILITY ALLOCATION	180		519				350			
<b>SUBTOTAL POTS</b>	<b>56,250</b>		<b>67,766</b>				<b>14,774</b>			
GENERAL FUND							14,774			
<b>TOTAL REAL ESTATE SERVICES</b>	<b>522,351</b>	<b>7.0</b>	<b>549,367</b>	<b>7.0</b>	<b>442,240</b>	<b>7.0</b>	<b>495,583</b>	<b>7.0</b>	<b>479,924</b>	<b>7.0</b>
TOTAL PERSONAL SERVICES DETAIL	522,351		549,367		442,240	7.0	495,582	7.0	479,925	7.0
DIFFERENCE	0		0		0	0	1	(0.0)	(0)	(0.0)
<b>TOTAL REAL ESTATE SERVICES PROGRAM</b>	<b>522,351</b>	<b>6.6</b>	<b>549,367</b>	<b>6.9</b>	<b>480,809</b>	<b>7.0</b>	<b>495,582</b>	<b>7.0</b>	<b>480,334</b>	<b>7.0</b>
GENERAL FUND	522,351		549,367		480,809		495,582		480,335	
CASH FUNDS										
CASH FUNDS EXEMPT										
FEDERAL FUNDS										

**SCHEDULE 3  
PROGRAM DETAIL**

DEPARTMENT OF PERSONNEL AND ADMINISTRATION  
DIVISION: COLORADO INFORMATION TECHNOLOGY SERVICES  
PROGRAM: BUSINESS SERVICES (OLD)

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>PERSONAL SERVICES</b>										
ACCOUNTANT II	42,571	0.8								
ADMIN ASSISTANT III	30,591	0.8								
BUDGET ANALYST III	31,602	0.6								
BUDGET ANALYST IV										
GENERAL PROFESSIONAL III	48,902	1.0								
GENERAL PROFESSIONAL IV	52,009	0.8								
GENERAL PROFESSIONAL VI	31,544	0.4								
IT PROFESSIONAL V	19,390	0.3								
SR EXEC SERVICE	88,751	0.9								
MANAGEMENT GROUP PROFILE III										
PROGRAM ASSISTANT I										
PROGRAM ASSISTANT II	44,373	1.0								
<b>SUBTOTAL CONTINUATION SALARIES</b>	<b>389,733</b>	<b>6.7</b>								
1120 TEMPORARY FT WAGES	30,783									
1522 PERA ON CONTINUATION SALARIES @ 10.04%										
1522 PERA ON CONTINUATION SALARIES @ 10.15%										
1522 PERA @ 9.9%	35,742									
1523 MATCHMAKER CONTRIBUTION	5,724									
1520 MEDICARE ON CONTINUATION SALARIES	3,272									
<b>OTHER PERSONAL SERVICES</b>										
1130 OVERTIME	180									
1140 TERMINATION/RETIREMENT PAYOUTS	4,660									
1340 EMPLOYEE CASH INCENTIVES										
1530 ECOPASS PROGRAM	73									
1920 PERSONAL SVCS-PROFESSIONAL	5,900									
2% OSPB BASE ADJUSTMENT										
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>476,067</b>	<b>6.7</b>								
<b>POTS EXPENDITURES</b>										
1110 SALARY SURVEY, ANNIVERSARY	14,949									
1110 PAY FOR PERFORMANCE										
1510 HEALTH, LIFE, DENTAL INSURANCE	14,336									
1513 SHORT TERM DISABILITY	244									
<b>DECISION ITEMS / BR / BUDGET BALANCING 4%</b>										
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT										
<b>BASE PERSONAL SERVICES TOTAL</b>	<b>490,647</b>	<b>6.7</b>								
GENERAL FUND	319,521									
CASH FUNDS										
CASH FUNDS EXEMPT	171,126									
<b>TOTAL PERSONAL SERVICES DETAIL</b>	<b>490,647</b>	<b>6.7</b>								
GENERAL FUND	319,521									
CASH FUNDS										
CASH FUNDS EXEMPT	171,126									

**SCHEDULE 3  
PROGRAM DETAIL**

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>CALC OF PERSONAL SERVICES LB APPROP</b>										
PREVIOUS YEAR LONG BILL APPROPRIATION										
SALARY SURVEY										
ANNUALIZED ANNIVERSARY										
MEDICARE INCREASE										
.2% BASE REDUCTION										
PERA INCREASE TO 10.15%										
BUDGET BALANCING 4%										
<b>TOTAL PERS SVCS LB APPROP/REQUEST</b>										
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT										
<b>PERSONAL SERVICES RECONCILIATION</b>										
LONG BILL APPROPRIATION	492,454	8.0								
SUPPLEMENTAL	(17,497)									
HB00-1458 NEGATIVE PERA BILL										
REVERSION	(14,911)	(1.3)								
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT										
<b>SUBTOTAL</b>	<b>460,046</b>	<b>6.7</b>								
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT										
<b>ALLOCATED POTS</b>										
SALARY SURVEY	14,949									
ANNIVERSARY										
HEALTH, LIFE, DENTAL INSURANCE	15,367									
SHORT TERM DISABILITY	285									
<b>POTS SUBTOTAL</b>	<b>30,601</b>									
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT										
<b>TOTAL PERSONAL SERVICES</b>	<b>490,647</b>	<b>6.7</b>								
<b>TOTAL PERSONAL SERVICES DETAIL</b>	<b>490,647</b>	<b>6.7</b>								
DIFFERENCE	0	0.0								
<b>DECISION ITEM - DPA REORGANIZATION</b>										
<b>Personal Services Adjustment to other DoIT Programs</b>										
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT										
<b>TOTAL PERSONAL SERVICES REQUEST</b>										
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT										

**SCHEDULE 3  
PROGRAM DETAIL**

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>OPERATING EXPENSE</b>										
1530 OTHER EMPLOYEE BENEFITS	237									
2230 EQUIP MAINTENANCE/ REPAIR SVCS										
2256 RENTAL OF LAND	1,500									
2259 PARKING FEE REIMBURSEMENT										
2510 IN STATE TRAVEL	246									
2530 OUT OF STATE TRAVEL										
2610 ADVERTISING	1,471									
2631 COMM SERVICES - OUTSIDE	168									
2810 FREIGHT										
3116 PURCHASED SOFTWARE										
3120 BOOKS, PERIODICALS, SUBSCRIPTIONS										
3121 OFFICE SUPPLIES	306									
3128 NONCAPITALIZED EQUIPMENT										
4118 GROSS PROCEEDS	2,000									
4140 DUES & MEMBERSHIPS										
4180 OFFICIAL FUNCTIONS	345									
4220 REGISTRATION FEES	150									
<b>TOTAL OPERATING EXPENSE</b>	<b>6,423</b>									
GENERAL FUND	3,250									
CASH FUNDS										
CASH FUNDS EXEMPT	3,173									
<b>OPERATING RECONCILIATION</b>										
LONG BILL APPROPRIATION	6,700									
APPROP TRANSF TO COMM UTILITIES	(99)									
REVERSION	(178)									
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT										
<b>TOTAL OPERATING EXPENSE</b>	<b>6,423</b>									
<b>DECISION ITEM - DPA REORGANIZATION</b>										
<b>Operating Expenses Adjustment to other DoIT Programs</b>										
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT										
<b>TOTAL OPERATING EXPENSES REQUEST</b>										
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT										
<b>INSURANCE PROCEEDS</b>	<b>10,435</b>									
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT	10,435									
<b>TOTAL BUSINESS SERVICES APPROP</b>	<b>507,505</b>	<b>6.7</b>								
GENERAL FUND	322,771									
CASH FUNDS										
CASH FUNDS EXEMPT	184,734									
<b>ALLOCATED APPROPRIATIONS FROM EXEC OFFICE</b>										



**SCHEDULE 3  
PROGRAM DETAIL**

DEPARTMENT OF PERSONNEL AND ADMINISTRATION  
DIVISION: COLORADO INFORMATION TECHNOLOGY SERVICES  
PROGRAM: BUSINESS SERVICES (OLD)

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>WORKERS' COMPENSATION</b>	<b>52,095</b>									
GENERAL FUND	52,095									
CASH FUNDS										
CASH FUNDS EXEMPT										
<b>PMTS TO RISK MANAGEMENT</b>	<b>31,357</b>									
GENERAL FUND	31,357									
CASH FUNDS										
CASH FUNDS EXEMPT										
<b>LEGAL SERVICES</b>	<b>11,010</b>									
GENERAL FUND	11,010									
CASH FUNDS										
CASH FUNDS EXEMPT										
<b>VEHICLE LEASE</b>	<b>104,702</b>									
GENERAL FUND	104,702									
CASH FUNDS										
CASH FUNDS EXEMPT										
<b>LEASED SPACE</b>	<b>68,455</b>									
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT	68,455									
<b>IT MAINTENANCE</b>	<b>52,750</b>									
GENERAL FUND	52,750									
CASH FUNDS										
CASH FUNDS EXEMPT										
<b>CAP COMPLEX LEASE</b>	<b>398,996</b>									
GENERAL FUND	310,066									
CASH FUNDS	88,930									
CASH FUNDS EXEMPT										
<b>TOTAL ALLOCATED APPROP FROM EXEC OFFICE</b>	<b>719,365</b>									
GENERAL FUND	630,435									
CASH FUNDS	88,930									
CASH FUNDS EXEMPT	0									
<b>TOTAL BUSINESS SERVICES</b>	<b>1,226,870</b>	<b>6.7</b>								
GENERAL FUND	953,206									
CASH FUNDS	88,930									
CASH FUNDS EXEMPT	184,734									
FEDERAL FUNDS										

**SCHEDULE 3  
PROGRAM DETAIL**

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>PERSONAL SERVICES</b>										
ADMINISTRATIVE ASSISTANT I			26,136	0.7			32,957	1.0	32,957	1.0
ADMINISTRATIVE ASSISTANT III			77,904	2.0			77,904	2.0	77,904	2.0
GENERAL PROFESSIONAL IV			67,464	1.0			67,464	1.0	67,464	1.0
MANAGEMENT			98,592	1.3			63,840	1.0	63,840	1.0
SENIOR EXECUTIVE SERVICE			79,645	1.0			79,645	1.0	79,645	1.0
FORCED VACANCY SAVINGS									(643)	
<b>CONTINUATION SALARIES SUBTOTAL</b>	<b>0</b>	<b>0.0</b>	<b>349,741</b>	<b>6.0</b>			<b>321,810</b>	<b>6.0</b>	<b>321,167</b>	<b>6.0</b>
1121 TEMPORARY PT WAGES										
1522 PERA @ 9.9%			27,441				32,664		32,598	
1523 MATCHMAKER CONTRIBUTION			7,168							
1520 FICA MEDICARE @ 1.45%			3,457				4,666		4,657	
<b>OTHER PERSONAL SERVICES</b>										
1340 EMPLOYEE CASH INCENTIVES										
1360 NONBASE BUILDING PERFORMANCE			246							
1530 ECOPASS PROGRAM& CSEAP ASSESSMENT			310							
<b>BASE PERSONAL SERVICES TOTAL</b>			<b>388,363</b>	<b>6.0</b>			<b>359,140</b>	<b>6.0</b>	<b>358,423</b>	<b>6.0</b>
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT			388,363						358,423	
FEDERAL FUNDS										
<b>POTS EXPENDITURES</b>										
1110 SALARY SURVEY, ANNIVERSARY							0			
1110 PAY FOR PERFORMANCE							0			
1510 HEALTH, LIFE & DENTAL INSURANCE			10,759				11,964			
1513 SHORT TERM DISABILITY INSURANCE			448				703			
<b>PERSONAL SERVICES TOTAL</b>			<b>399,571</b>	<b>6.0</b>	<b>359,140</b>	<b>6.0</b>	<b>371,807</b>	<b>6.0</b>	<b>358,423</b>	<b>6.0</b>
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT			399,571		359,140		371,807		358,423	
FEDERAL FUNDS										
<b>CALC OF PERSONAL SERVICES LB APPROP</b>										
PREVIOUS YEAR LONG BILL APPROPRIATION									359,140	6.0
SALARY SURVEY									0	
PERFORMANCE BASED PAY									0	
MEDICARE INCREASE									0	
.2% BASE REDUCTION									(718)	
<b>TOTAL PERS SVCS LB APPROP/REQUEST</b>									<b>358,422</b>	<b>6.0</b>
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT									358,422	
FEDERAL FUNDS										

**SCHEDULE 3  
PROGRAM DETAIL**

<b>PERSONAL SERVICES RECONCILIATION</b>									
LONG BILL APPROPRIATION			507,476	8.0			359,140	6.0	
SUPPLEMENTAL			(148,362)	(2.0)					
REVERSION									
GENERAL FUND									
CASH FUNDS									
CASH FUNDS EXEMPT									
FEDERAL FUNDS									
<b>SUBTOTAL</b>			<b>359,114</b>	<b>6.0</b>			<b>359,140</b>	<b>6.0</b>	
GENERAL FUND									
CASH FUNDS									
CASH FUNDS EXEMPT			359,114						
FEDERAL FUNDS									
<b>ALLOCATED POTS</b>									
SALARY SURVEY ALLOCATION			24,027				0		
ANNIVERSARY/SHIFT ALLOCATION			2,309				0		
HEALTH/LIFE ALLOCATION			13,596				11,964		
DISABILITY INSURANCE			525				703		
<b>POTS SUBTOTAL</b>			<b>40,457</b>				<b>12,667</b>		
GENERAL FUND									
CASH FUNDS									
CASH FUNDS EXEMPT			40,457				12,667		
FEDERAL FUNDS									
<b>TOTAL PERSONAL SERVICES</b>			<b>399,571</b>	<b>6.0</b>			<b>371,807</b>	<b>6.0</b>	<b>358,422</b>
<b>TOTAL PERSONAL SERVICES DETAIL</b>			<b>399,571</b>	<b>6.0</b>			<b>371,807</b>	<b>6.0</b>	<b>358,423</b>
DIFFERENCE			0	(0.0)			(0)	(0.0)	(1) (0.0)
<b>OPERATING EXPENSES</b>									
1530 OTHER EMPLOYEE BENEFITS			280				293		293
2256 RENTAL OF LAND			1,500				1,571		1,571
2512 IN-STATE PERS TRAVEL PER DIEM			153				161		161
2513 IN-STATE PERS VEHICLE REIMB			68				72		72
2531 OS COMMON CARRIER FEES			868				909		909
2532 OS PERSONAL TRAVEL PER DIEM			740				775		775
2631 COMM SVCS FROM OUTSIDE SOURCES			1,380				1,445		1,445
2680 PRINTING/REPRO SVCS			86				90		90
2810 FREIGHT			21				22		22
3120 BOOKS / PERIODICALS / SUBSCRIPTIONS			107				112		112
3128 NONCAPITALIZED EQUIPMENT			741				777		777
4180 OFFICIAL FUNCTIONS			27				28		28
4220 REGISTRATION FEES			186				195		195
<b>OPERATING EXPENSES</b>			<b>6,157</b>		<b>6,450</b>		<b>6,450</b>		<b>6,450</b>
GENERAL FUND									
CASH FUNDS									
CASH FUNDS EXEMPT	0		6,157		6,450		6,450		6,450
FEDERAL FUNDS									
<b>Decision Item - Telecomm Truth in Rates</b>									<b>1,169</b>
GENERAL FUND									0
CASH FUNDS									0
CASH FUNDS EXEMPT									1,169

**SCHEDULE 3  
PROGRAM DETAIL**

DEPARTMENT OF PERSONNEL ADMINISTRATION  
(6) DIVISION OF INFORMATION TECHNOLOGY  
(A) ADMINISTRATION

<b>TOTAL OPERATING EXPENSE</b>										<b>7,619</b>	
GENERAL FUND										0	
CASH FUNDS										0	
CASH FUNDS EXEMPT										7,619	
<b>OPERATING RECONCILIATION</b>											
LONG BILL APPROPRIATION				6,450							
SUPPLEMENTAL											
TRANSFERS											
REVERSION				(292)							
TOTAL				6,158							
GENERAL FUND											
CASH FUNDS											
CASH FUNDS EXEMPT				6,158							
FEDERAL FUNDS											
<b>TOTAL ADMINISTRATION</b>	<b>0</b>	<b>0.0</b>	<b>405,728</b>	<b>6.0</b>	<b>365,590</b>	<b>6.0</b>	<b>378,257</b>	<b>6.0</b>	<b>366,041</b>	<b>6.0</b>	
GENERAL FUND	0		0		0		0		0		
CASH FUNDS	0		0		0		0		0		
CASH FUNDS EXEMPT	0		405,728		365,590		378,257		366,041		
FEDERAL FUNDS	0		0		0		0		0		

**SCHEDULE 3  
PROGRAM DETAIL**

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>PERSONAL SERVICES</b>										
CUSTOMER SUPPORT COORDINATOR I			195,713	3.8			206,014	4.0	206,014	4.0
CUSTOMER SUPPORT COORDINATOR II			339,615	5.6			352,311	6.0	352,311	6.0
CUSTOMER SUPPORT COORDINATOR III			5,305	0.1			60,681	1.0	60,681	1.0
CUSTOMER SUPPORT INTERN			3,328	0.1			39,599	1.0	39,599	1.0
IT PROFESSIONAL VI			41,156	0.5			0	0.0	0	0.0
GENERAL PROFESSIONAL VI			86,100	1.0			86,100	1.0	86,100	1.0
									(1,489)	
<b>CONTINUATION SALARIES SUBTOTAL</b>	<b>0</b>	<b>0.0</b>	<b>671,217</b>	<b>11.1</b>			<b>744,705</b>	<b>13.0</b>	<b>743,216</b>	<b>13.0</b>
1522 PERA @ 9.9%			55,606				75,588		75,436	
1523 MATCHMAKER CONTRIBUTION			13,612							
1520 FICA MEDICARE @ 1.45%			4,309				10,798		10,777	
<b>OTHER PERSONAL SERVICES</b>										
1130 OVERTIME			6,805							
1131 SHIFT DIFFERENTIAL WAGES			23,395							
1140 RETIREMENT/TERMINATION PAYOUTS			5,076							
1141 SICK LEAVE PAYMENTS			2,450							
1340 EMPLOYEE CASH INCENTIVE AWARDS			500							
1360 NONBASE BUILDING PERFORMANCE			1,473							
1920 PURCHASED PROFESSIONAL SERVICES			10,133							
<b>BASE PERSONAL SERVICES TOTAL</b>			<b>794,576</b>	<b>11.1</b>	<b>831,091</b>	<b>13.0</b>	<b>831,090</b>	<b>13.0</b>	<b>829,429</b>	<b>13.0</b>
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT			794,576		831,091		831,090		829,429	
FEDERAL FUNDS										
<b>POTS EXPENDITURES</b>										
1110 SALARY SURVEY, ANNIVERSARY							0			
1110 PAY FOR PERFORMANCE							0			
1131 SHIFT DIFFERENTIAL							18,277			
1510 HEALTH, LIFE & DENTAL INSURANCE			21,379				20,364			
1513 SHORT TERM DISABILITY INSURANCE			882				1,137			
<b>PERSONAL SERVICES TOTAL</b>			<b>816,837</b>	<b>11.1</b>	<b>831,091</b>	<b>13.0</b>	<b>870,868</b>	<b>13.0</b>	<b>829,429</b>	<b>13.0</b>
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT			816,837		831,091		870,868		829,429	
FEDERAL FUNDS										
<b>CALC OF PERSONAL SERVICES LB APPROP</b>										
PREVIOUS YEAR LONG BILL APPROPRIATION									831,091	13.0
SALARY SURVEY									0	
PERFORMANCE BASED PAY									0	
MEDICARE INCREASE									0	
.2% BASE REDUCTION									(1,662)	
<b>TOTAL PERS SVCS LB APPROP/REQUEST</b>									<b>829,429</b>	<b>13.0</b>
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT									829,429	
FEDERAL FUNDS										

**SCHEDULE 3  
PROGRAM DETAIL**

<b>PERSONAL SERVICES RECONCILIATION</b>									
LONG BILL APPROPRIATION				0			831,091	13.0	
SUPPLEMENTAL				831,091	13.0				
REVERSION				(14,254)	(1.9)				
GENERAL FUND									
CASH FUNDS									
CASH FUNDS EXEMPT				(14,254)					
FEDERAL FUNDS									
<b>SUBTOTAL</b>				<b>816,837</b>	<b>11.1</b>		<b>831,091</b>	<b>13.0</b>	
GENERAL FUND									
CASH FUNDS									
CASH FUNDS EXEMPT				816,837					
FEDERAL FUNDS									
<b>ALLOCATED POTS</b>									
SALARY SURVEY ALLOCATION									
ANNIVERSARY/SHIFT ALLOCATION									
1131 SHIFT DIFFERENTIAL							18,277		
HEALTH/LIFE ALLOCATION							20,364		
DISABILITY INSURANCE							1,137		
<b>POTS SUBTOTAL</b>				<b>0</b>			<b>39,778</b>		
GENERAL FUND									
CASH FUNDS									
CASH FUNDS EXEMPT									
FEDERAL FUNDS									
<b>TOTAL PERSONAL SERVICES</b>				<b>816,837</b>	<b>11.1</b>		<b>870,869</b>	<b>13.0</b>	<b>829,429</b>
<b>TOTAL PERSONAL SERVICES DETAIL</b>				<b>816,837</b>	<b>11.1</b>		<b>870,868</b>	<b>13.0</b>	<b>829,429</b>
DIFFERENCE				(0)	0		1	(0.0)	0 (0.0)
<b>OPERATING EXPENSES</b>									
1530 OTHER EMPLOYEE BENEFITS							270		270
2259 PARKING FEE REIMBURSEMENT							150		150
2631 COMM SVCS FROM OUTSIDE SOURCES				237			532		532
3121 OFFICE SUPPLIES							500		500
3128 NONCAPITALIZED EQUIPMENT							1,000		1,000
4180 OFFICIAL FUNCTIONS							250		250
4220 REGISTRATION FEES				6,270			11,923		11,923
<b>OPERATING EXPENSES</b>	<b>0</b>			<b>6,507</b>		<b>14,625</b>	<b>14,625</b>		<b>14,625</b>
GENERAL FUND									
CASH FUNDS	0								
CASH FUNDS EXEMPT				6,507		14,625	14,625		14,625
FEDERAL FUNDS									
<b>Decision Item - Telecomm Truth in Rates</b>									<b>2,533</b>
GENERAL FUND									0
CASH FUNDS									0
CASH FUNDS EXEMPT									2,533
<b>TOTAL OPERATING EXPENSE</b>									<b>17,158</b>
GENERAL FUND									0
CASH FUNDS									0
CASH FUNDS EXEMPT									17,158

**SCHEDULE 3  
PROGRAM DETAIL**

<b>OPERATING RECONCILIATION</b>										
LONG BILL APPROPRIATION			0							
SUPPLEMENTAL			14,625							
REVERSION			(8,118)							
TOTAL			6,507							
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT										
FEDERAL FUNDS										
<b>TOTAL CUSTOMER SERVICES</b>	<b>0</b>	<b>0.0</b>	<b>823,344</b>	<b>11.1</b>	<b>845,716</b>	<b>13.0</b>	<b>885,493</b>	<b>13.0</b>	<b>846,587</b>	<b>13.0</b>
GENERAL FUND	0		0		0		0		0	
CASH FUNDS	0		0		0		0		0	
CASH FUNDS EXEMPT	0		823,344		845,716		885,493		846,587	
FEDERAL FUNDS	0		0		0		0		0	

**SCHEDULE 3  
PROGRAM DETAIL**

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>PERSONAL SERVICES</b>										
ACCOUNTANT I			50,160	1.0			50,160	1.0	50,160	1.0
ACCOUNTING TECHNICIAN II										
ACCOUNTING TECHNICIAN III			34,309	1.0			31,309	1.0	31,309	1.0
CUSTOMER SUPPORT COORDINATOR I			51,166	1.0			51,166	1.0	51,166	1.0
CUSTOMER SUPPORT COORDINATOR III			58,355	0.9			58,355	0.9	58,355	0.9
ELECTRONICS SPECIALIST III			65,616	1.0			65,616	1.0	65,616	1.0
GENERAL PROF III										
IT PROFESSIONAL I			52,776	1.0			52,776	1.0	52,776	1.0
IT PROFESSIONAL V			89,444	1.0			89,444	1.0	89,444	1.0
IT TECHNICIAN II			49,776	1.0			49,776	1.0	49,776	1.0
PROGRAM ASSISTANT I			86,520	2.0			81,965	2.0	81,965	2.0
TECHNICIAN IV										
TELEPHONE OPERATOR II										
FORCED VACANCY SAVINGS									(1,068)	
<b>CONTINUATION SALARIES SUBTOTAL</b>	<b>0</b>	<b>0.0</b>	<b>538,122</b>	<b>10.0</b>			<b>530,567</b>	<b>10.0</b>	<b>529,499</b>	<b>10.0</b>
1522 PERA @ 9.9%			46,191				53,853		53,744	
1523 MATCHMAKER CONTRIBUTION			7,782							
1520 FICA MEDICARE @ 1.45%			6,246				7,693		7,678	
<b>OTHER PERSONAL SERVICES</b>										
1130 OVERTIME			2,921							
1140 RETIREMENT/TERMINATION PAYOUTS			7,850							
1360 NONBASE BUILDING PERFORMANCE			187							
1920 PURCHASED PROFESSIONAL SERVICES										
<b>BASE PERSONAL SERVICES TOTAL</b>			<b>609,298</b>	<b>10.0</b>			<b>592,112</b>	<b>10.0</b>	<b>590,920</b>	<b>10.0</b>
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT			609,298				592,112		590,920	
FEDERAL FUNDS										
<b>POTS EXPENDITURES</b>										
1110 SALARY SURVEY, ANNIVERSARY							0			
1110 PAY FOR PERFORMANCE							0			
1510 HEALTH, LIFE & DENTAL INSURANCE			18,639				18,128			
1513 SHORT TERM DISABILITY INSURANCE			686				988			
<b>PERSONAL SERVICES TOTAL</b>			<b>628,624</b>	<b>10.0</b>	<b>595,651</b>	<b>10.0</b>	<b>611,228</b>	<b>10.0</b>	<b>590,920</b>	<b>10.0</b>
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT			628,624		595,651		611,228		590,920	
FEDERAL FUNDS										
<b>CALC OF PERSONAL SERVICES LB APPROP</b>										
PREVIOUS YEAR LONG BILL APPROPRIATION									595,651	10.0
SALARY SURVEY									0	
PERFORMANCE BASED PAY									0	
MEDICARE INCREASE									0	
.2% BASE REDUCTION									(1,191)	
<b>TOTAL PERS SVCS LB APPROP/REQUEST</b>									<b>594,460</b>	<b>10.0</b>
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT									594,460	
FEDERAL FUNDS										



**SCHEDULE 3  
PROGRAM DETAIL**

<b>PERSONAL SERVICES RECONCILIATION</b>									
LONG BILL APPROPRIATION									
SUPPLEMENTAL				0				595,651	10.0
REVERSION				595,651	10				
GENERAL FUND									
CASH FUNDS									
CASH FUNDS EXEMPT									
FEDERAL FUNDS									
<b>SUBTOTAL</b>				<b>595,651</b>	<b>10.0</b>			<b>595,651</b>	<b>10.0</b>
GENERAL FUND									
CASH FUNDS									
CASH FUNDS EXEMPT				595,651				595,651	
FEDERAL FUNDS									
<b>ALLOCATED POTS</b>									
SALARY SURVEY ALLOCATION				19,582				0	
ANNIVERSARY/SHIFT ALLOCATION				1,882				0	
HEALTH/LIFE ALLOCATION				11,081				18,128	
DISABILITY INSURANCE				428				988	
<b>POTS SUBTOTAL</b>				<b>32,973</b>				<b>19,116</b>	
GENERAL FUND									
CASH FUNDS									
CASH FUNDS EXEMPT				32,973				19,116	
FEDERAL FUNDS									
<b>TOTAL PERSONAL SERVICES</b>				<b>628,624</b>	<b>10.0</b>			<b>614,767</b>	<b>10.0</b>
<b>TOTAL PERSONAL SERVICES DETAIL</b>				<b>628,624</b>	<b>10.0</b>			<b>611,228</b>	<b>10.0</b>
DIFFERENCE				0	0.0			3,539	0.0
<b>OPERATING EXPENSES</b>									
2232 SOFTWARE MAINTENANCE/UPGRADE								2,500	2,500
2513 IN-STATE PERS VEHICLE REIMB								500	500
3128 NONCAPITALIZED EQUIPMENT								4,750	4,750
4220 REGISTRATION FEES				0				3,000	3,000
<b>TOTAL OPERATING EXPENSES</b>				<b>0</b>		<b>10,750</b>		<b>10,750</b>	<b>10,750</b>
GENERAL FUND									
CASH FUNDS									
CASH FUNDS EXEMPT				0		10,750		10,750	10,750
FEDERAL FUNDS									
<b>Decision Item - Telecomm Truth in Rates</b>									
GENERAL FUND									1,949
CASH FUNDS									0
CASH FUNDS EXEMPT									1,949
FEDERAL FUNDS									
<b>TOTAL OPERATING EXPENSE</b>									<b>12,699</b>
GENERAL FUND									0
CASH FUNDS									0
CASH FUNDS EXEMPT									12,699
FEDERAL FUNDS									

**SCHEDULE 3  
PROGRAM DETAIL**

DEPARTMENT OF PERSONNEL ADMINISTRATION  
(6) DIVISION OF INFORMATION TECHNOLOGY  
(C) OF ORDER BILLING

<b>OPERATING RECONCILIATION</b>										
LONG BILL APPROPRIATION										
SUPPLEMENTAL			0							
REVERSION			10,750							
TOTAL			(10,750)							
			0							
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT										
FEDERAL FUNDS										
<b>TOTAL ORDER BILLING</b>	<b>0</b>	<b>0.0</b>	<b>628,624</b>	<b>10.0</b>	<b>606,401</b>	<b>10.0</b>	<b>621,978</b>	<b>10.0</b>	<b>607,159</b>	<b>10.0</b>
GENERAL FUND	0		0		0		0		0	
CASH FUNDS	0		0		0		0		0	
CASH FUNDS EXEMPT	0		628,624		606,401		621,978		607,159	
FEDERAL FUNDS	0		0		0		0		0	

**SCHEDULE 3  
PROGRAM DETAIL**

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>PERSONAL SERVICES</b>										
ADMINISTRATIVE ASSISTANT II	29,827	1.0	32,076	1.0			32,076	1.0	32,076	1.0
BUDGET/POLICY ANLST III	68,387	1.0	75,629	1.0			55,629	1.0	55,629	1.0
CUSTOMER SUPPORT COORD I	46,945	1.0					0.0		0	0.0
ELECTRONIC ENGINEER I	360,706	4.9	232,223	3.0			221,632	3.0	221,632	3.0
ELECTRONIC ENGINEER II	234,978	3.0	254,201	3.2			228,313	3.0	228,313	3.0
ELECTRONIC ENGINEER III	182,085	2.0	186,352	2.1			172,478	2.0	172,478	2.0
ELECTRONIC ENGINEER IV	87,893	1.0	97,102	1.0			97,102	1.0	97,102	1.0
EQUIP MECHANIC IV	703	0.0					22,628	1.0	22,628	1.0
TELECOM/ELECTRONIC SPECIALIST I	149,463	3.7	136,092	3.0			175,761	4.0	175,761	4.0
TELECOM/ELECTRONIC SPECIALIST II	99,008	2.0	53,504	1.0			53,504	1.0	53,504	1.0
TELECOM/ELECTRONIC SPECIALIST III	490,375	8.7	528,095	8.3			572,633	9.0	574,618	9.0
TELECOM/ELECTRONIC SPECIALIST IV	886,078	13.6	1,012,508	15.3			926,478	15.0	926,478	15.0
PROF ENGINEER I			93,708	1.0			93,708	1.0	93,708	1.0
PROGRAM ASSISTANT II			47,964	1.0			47,964	1.0	47,964	1.0
TELEPHONE OPERATOR I	10,297	0.5								
TELEPHONE OPERATOR II	10,895	0.5								
FORCED VACANCY SAVINGS									(5,404)	
<b>CONTINUATION SALARIES SUBTOTAL</b>	<b>2,657,640</b>	<b>42.9</b>	<b>2,749,454</b>	<b>41.0</b>			<b>2,699,906</b>	<b>43.1</b>	<b>2,696,486</b>	<b>43.1</b>
1121 TEMPORARY PT WAGES	7,633									
1522 PERA @ 9.9%	203,024		196,930							
1522 PERA @ 10.04%										
1522 PERA @ 10.15%							274,040		273,693	
1523 MATCHMAKER CONTRIBUTION	56,120		49,108							
1520 FICA MEDICARE @ 1.45%	25,592		22,753				39,149		39,099	
<b>OTHER PERSONAL SERVICES</b>										
1140 TERMINATION/RETIREMENT PAYOUTS	29,533		13,048							
1141 SICK LEAVE PAYMENTS			3,084							
1142 SICK LEAVE CONVERSION	2,447		13,071							
1360 NONBASE BUILDING PERFORMANCE			7,957							
1530 ECOPASS PROGRAM& CSEAP ASSESSMENT	198		185							
1910 PART TIME TEMPORARY										
1920 PURCHASED PROFESSIONAL SERVICES			350							
2% OSPB BASE ADJUSTMENT										
<b>BASE PERSONAL SERVICES TOTAL</b>	<b>3,044,298</b>	<b>42.9</b>	<b>3,055,940</b>	<b>41.0</b>	<b>3,013,095</b>	<b>43.0</b>	<b>3,013,095</b>	<b>43.1</b>	<b>3,009,279</b>	<b>43.1</b>
GENERAL FUND	2,982,187		2,351,443		350,861		350,861		350,861	
CASH FUNDS					333,170		333,170		333,170	
CASH FUNDS EXEMPT	62,111		704,497		2,329,064		2,329,064		2,323,038	
FEDERAL FUNDS										
<b>POTS EXPENDITURES</b>										
1110 SALARY SURVEY, ANNIVERSARY	158,808						0			
1110 PAY FOR PERFORMANCE	26,757						0			
1510 HEALTH, LIFE & DENTAL INSURANCE	110,867		83,258				100,864			
1513 SHORT TERM DISABILITY INSURANCE	1,729		3,139				2,245			
<b>PERSONAL SERVICES TOTAL</b>	<b>3,094,783</b>	<b>42.9</b>	<b>3,142,338</b>	<b>41.0</b>			<b>3,116,204</b>	<b>43.1</b>	<b>3,009,279</b>	<b>43.1</b>
GENERAL FUND	3,032,672		2,455,619				453,970		350,861	
CASH FUNDS							333,170		333,170	
CASH FUNDS EXEMPT	62,111		686,719				2,225,955		2,323,038	
FEDERAL FUNDS										

**SCHEDULE 3  
PROGRAM DETAIL**

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>CALC OF PERSONAL SERVICES LB APPROP</b>										
PREVIOUS YEAR LONG BILL APPROPRIATION									3,013,095	43.0
SALARY SURVEY									0	
PERFORMANCE BASED PAY									0	
MEDICARE INCREASE									0	
SALARY SURVEY/BBP ADJUSTMENT FOR POSITION FUNDED FROM CDPHE									2,215	
2% BASE REDUCTION									(6,031)	
<b>TOTAL PERS SVCS LB APPROP/REQUEST</b>									<b>3,009,279</b>	<b>43.0</b>
GENERAL FUND									350,861	
CASH FUNDS									333,170	
CASH FUNDS EXEMPT									2,325,248	
FEDERAL FUNDS										
<b>Decision Item - DTR Network Monitoring</b>									<b>254,381</b>	<b>5.0</b>
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT									254,381	
FEDERAL FUNDS										
<b>PERSONAL SERVICES RECONCILIATION</b>										
LONG BILL APPROPRIATION	2,864,900	45.0	2,959,410	44.0			3,013,095	43.0		
SUPPLEMENTAL	(35,727)		(97,063)	(3.0)						
PAY DATE SHIFT			(263,528)							
REVERSION	(5,646)									
GENERAL FUND	(5,646)									
CASH FUNDS										
CASH FUNDS EXEMPT										
FEDERAL FUNDS										
<b>SUBTOTAL</b>	<b>2,823,527</b>	<b>45.0</b>	<b>2,862,347</b>	<b>41.0</b>			<b>3,013,095</b>	<b>43.0</b>	<b>3,263,660</b>	<b>48.0</b>
GENERAL FUND							350,861		350,861	
CASH FUNDS							333,170		333,170	
CASH FUNDS EXEMPT							2,329,064		2,579,629	
FEDERAL FUNDS									0	
<b>ALLOCATED POTS</b>										
SALARY SURVEY ALLOCATION	158,808		139,250				0			
ANNIVERSARY/SHIFT ALLOCATION	26,757		28,379				0			
HEALTH/LIFE ALLOCATION	84,423		110,127				100,864			
DISABILITY INSURANCE	1,268		2,235				2,245			
<b>POTS SUBTOTAL</b>	<b>271,256</b>		<b>279,991</b>				<b>103,109</b>			
GENERAL FUND	271,256						103,109			
CASH FUNDS										
CASH FUNDS EXEMPT										
FEDERAL FUNDS										
<b>TOTAL PERSONAL SERVICES</b>	<b>3,094,783</b>	<b>45.0</b>	<b>3,142,338</b>	<b>41.0</b>	<b>3,013,095</b>	<b>43.0</b>	<b>3,116,204</b>	<b>43.0</b>	<b>3,263,660</b>	<b>48.0</b>
<b>TOTAL PERSONAL SERVICES DETAIL</b>	<b>3,094,783</b>		<b>3,142,338</b>	<b>41.0</b>	<b>3,013,095</b>	<b>43.0</b>	<b>3,116,204</b>	<b>43.1</b>	<b>3,263,660</b>	<b>48.1</b>
DIFFERENCE	0		(0)	0.0	0	0.0	(0)	(0.1)	0	(0.1)
<b>OPERATING EXPENSE</b>										
1530 OTHER EMPLOYEE BENEFITS	2,268		3,790				2,989		2,989	
2160 CUSTODIAL SERVICES	3,960		3,960				3,960		3,960	
2170 WASTE DISPOSAL	852		748				748		748	
2220 BUILDING MAINTENANCE	230		691				545		545	
2230 EQUIPMENT MAINTENANCE & REPAIR	18		7,152				7,488		7,488	

**SCHEDULE 3  
PROGRAM DETAIL**

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
2232 IT SOFTWARE MAINT/UPGRADE SVCS			600				474		474	
2240 MOTOR VEHICLE MAINTENANCE & REPAIR	3,555		331				261		261	
2250 MISCELLANEOUS RENTALS							0		0	
2251 RENTAL MOTOR POOL	6,599						0		0	
2252 LEASED VEHICLE MILEAGE CHARGES	47,767		74,712				58,924		58,924	
2253 RENTAL OF EQUIPMENT	2,205		2,172				1,713		1,713	
2256 RENTAL OF LAND (PARKING)	4,140		3,398				2,680		2,680	
2259 PARKING FEE REIMBURSEMENT	8		7				0		0	
2510 IN STATE TRAVEL	7,486						0		0	
2512 IN-STATE PERS TRAVEL PER DIEM			16,732				0		0	
2513 IN-STATE PERS VEHICLE REIMB			349				275		275	
2530 OUT OF STATE TRAVEL							0		0	
2631 COMM SERVICES - OUTSIDE SOURCES	4,631		12,936				10,203		10,203	
2660 INSURANCE, OTHER THAN EMPLOYEE BENEFITS							0		0	
2680 PRINTING & REPRODUCTION SERVICES	213		21				17		17	
2810 FREIGHT	3,662		3,214				2,535		2,535	
3110 OTHER SUPPLIES AND MATERIALS							0		0	
3112 AUTOMOTIVE SUPPLIES	2,812		3,867				3,050		3,050	
3113 CLOTHING & UNIFORM ALLOWANCE	3,376		6,541				5,158		5,158	
3114 CUSTODIAL SUPPLIES	161		34				27		27	
3115 DATA PROCESSING SUPPLIES			1,116				880		880	
3116 PURCHASE/LEASE OF SOFTWARE			3,259				2,571		2,571	
3118 FOOD AND FOOD SERVICE SUPPLIES			36				0		0	
3119 MEDICAL SUPPLIES			131				104		104	
3120 BOOKS, PERIODICALS & SUBSCRIPTIONS	423		194				153		153	
3121 OFFICE SUPPLIES	3,190		5,373				4,237		4,237	
3122 PHOTOGRAPHIC SUPPLIES							0		0	
3123 POSTAGE	811		1,202				948		948	
3124 PRINTING & REPRODUCTION SUPPLIES			18				14		14	
3126 REPAIR & MAINTENANCE SUPPLIES	15,127		245				10,700		10,700	
3127 ROAD MAINTENANCE MATERIALS							0		0	
3128 NONCAPITALIZED EQUIPMENT	4,234		5,521				4,354		4,354	
3920 HEAT BOTTLED GAS	12						0		0	
3940 ELECTRICITY							0		0	
3950 GASOLINE			780				615		615	
4140 DUES & MEMBERSHIPS	60		623				491		491	
4151 INTEREST - LATE PAYMENTS							0		0	
4170 MISCELLANEOUS FEES (FAA COMMUNIC)							0		0	
4180 OFFICIAL FUNCTIONS			151				0		0	
4220 REGISTRATION FEES	510		657				518		518	
6280 OTHER CAP EQUIPMENT	8,321						0		0	
<b>SUB-TOTAL OPERATING EXPENSE</b>	<b>126,631</b>		<b>160,561</b>				<b>126,631</b>		<b>126,631</b>	
GENERAL FUND	126,631		160,561							
CASH FUNDS										
CASH FUNDS EXEMPT							126,631		126,631	
FEDERAL FUNDS										
<b>Decision Item - DTR Network Monitoring</b>									<b>29,220</b>	
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT									29,220	
FEDERAL FUNDS										
<b>Decision Item - Telecomm Truth in Rates</b>									<b>1,949</b>	
GENERAL FUND									0	
CASH FUNDS									0	
CASH FUNDS EXEMPT									1,949	
FEDERAL FUNDS										

**SCHEDULE 3  
PROGRAM DETAIL**

DEPARTMENT OF PERSONNEL ADMINISTRATION  
(6) DIVISION OF INFORMATION TECHNOLOGY  
(D) COMMUNICATION SERVICES

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>TOTAL OPERATING EXPENSE</b>	<b>126,631</b>		<b>160,561</b>		<b>126,631</b>		<b>126,631</b>		<b>157,800</b>	
GENERAL FUND	126,631		160,561						0	
CASH FUNDS									0	
CASH FUNDS EXEMPT					126,631		126,631		157,800	
FEDERAL FUNDS									0	
<b>OPERATING RECONCILIATION</b>										
LONG BILL APPROPRIATION	161,067		160,658							
SUPPLEMENTAL	(29,260)									
TRANSFERS	(5,176)									
REVERSION			(96)							
TOTAL	126,631		160,562							
GENERAL FUND	126,631									
CASH FUNDS										
CASH FUNDS EXEMPT										
FEDERAL FUNDS										
<b>TRAINING</b>	<b>74,450</b>		<b>0</b>		<b>18,500</b>		<b>18,500</b>		<b>18,500</b>	
GENERAL FUND	74,450		0		18,500		18,500		18,500	
<b>Decision Item - DTR Network Monitoring</b>									<b>3,500</b>	
CASH FUNDS EXEMPT									3,500	
<b>TOTAL TRAINING</b>	<b>74,450</b>		<b>0</b>		<b>18,500</b>		<b>18,500</b>		<b>22,000</b>	
GENERAL FUND	74,450		0		18,500		18,500		18,500	
CASH FUNDS										
CASH FUNDS EXEMPT	0		0		0		0		3,500	
FEDERAL FUNDS										
<b>TRAINING RECONCILIATION</b>										
LONG BILL APPROPRIATION			18,500							
SUPPLEMENTAL										
TRANSFERS										
REVERSION			(18,500)							
TOTAL			0							
<b>UTILITIES</b>										
2110 WATER	654		322				322		322	
3126 REPAIR ANAD MAINT SUPPLIES							0		0	
3920 HEAT -BOTTLED GAS	4,469		6,163				6,163		6,163	
3940 ELECTRICITY	90,920		87,943				87,943		87,943	
3950 GASOLINE	213						0		0	
3970 HEAT - NATURAL GAS	5,402		4,528				4,528		4,528	
<b>TOTAL UTILITIES</b>	<b>101,658</b>		<b>98,957</b>		<b>98,957</b>		<b>98,957</b>		<b>98,957</b>	
GENERAL FUND	101,658		98,957							
CASH FUNDS										
CASH FUNDS EXEMPT					98,957		98,957		98,957	
FEDERAL FUNDS										
<b>UTILITIES RECONCILIATION</b>										
LONG BILL APPROPRIATION	98,957		98,957							
APPROP TRANSF FROM BUSINESS OPERATING	2,750									
REVERSION (GF)	(49)									
TOTAL	101,658		98,957							

**SCHEDULE 3  
PROGRAM DETAIL**

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>LOCAL SYSTEMS DEVELOPMENT</b>										
2110 WATER AND SEWER SERVICES			712				499		499	
2170 WASTE DISPOSAL SERVICES							0		0	
2220 BLDG MAINTENANCE	506						0		0	
2230 EQUIPMENT MAINTENANCE & REPAIR	7,415		30,269				21,226		21,226	
2232 IT SOFTWARE MAINT/UPGRADE SVCS			45				32		32	
2240 MOTOR VEH MAINT/ REPAIR SVCS							0		0	
2252 MOTOR POOL MILE CHARGE	7,567						0		0	
2253 RENTAL OF EQUIPMENT	22						0		0	
2510 IN STATE TRAVEL	10,453						0		0	
2512 IN-STATE PERS TRAVEL PER DIEM			5,130				3,597		3,597	
2631 COMM SERVICES - OUTSIDE SOURCE	6,320		3,150				2,209		2,209	
2681 PHOTOCOPY REIMBURSEMENT							0		0	
2810 FREIGHT	951		373				261		261	
3112 AUTOMOTIVE SUPPLIES	10,927		2,717				1,905		1,905	
3113 CLOTHING AND UNIFORM ALLOWANCE							0		0	
3116 NONCAP IT PURCHASE	1,190						0		0	
3120 BOOKS/PERIODICALS SUBSCRIPTION			355				249		249	
3121 OFFICE SUPPLIES	1,087						0		0	
3123 POSTAGE			8				5		5	
3126 REPAIR & MAINTENANCE SUPPLIES	24,698		29,814				20,907		20,907	
3128 NONCAPITALIZED EQUIPMENT	350						0		0	
3920 GAS			3,809				2,671		2,671	
3940 ELECTRICITY			23,604				16,552		16,552	
3950 GASOLINE			513				359		359	
3970 NATURAL GAS			1,508				1,057		1,057	
4170 MISC FEES & FINES							0		0	
4220 REGISTRATION FEES	45						0		0	
<b>LOCAL SYSTEMS DEVELOPMENT</b>	<b>71,531</b>		<b>102,005</b>		<b>71,531</b>		<b>71,531</b>		<b>71,531</b>	
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT										
FEDERAL FUNDS	71,531		102,005		71,531		71,531		71,531	
<b>LOCAL SYSTEMS DEV. RECONCILIATION</b>										
LONG BILL APPROPRIATION			29,260							
CUSTODIAL FUNDS			80,166							
REVERSION			(7,421)							
TOTAL			102,005							
<b>INDIRECT COST ASSESSMENT</b>					<b>426,419</b>		<b>426,419</b>		<b>363,451</b>	
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT					426,419		426,419		363,451	
FEDERAL FUNDS										
<b>TOTAL COMMUNICATIONS SECTION</b>	<b>3,344,118</b>	<b>42.9</b>	<b>3,417,463</b>	<b>41.0</b>	<b>3,755,133</b>	<b>43.0</b>	<b>3,736,633</b>	<b>43.1</b>	<b>3,977,399</b>	<b>48.0</b>
GENERAL FUND	3,284,926		2,610,961		369,361		369,361		369,361	
CASH FUNDS	0		0		333,170		333,170		333,170	
CASH FUNDS EXEMPT	62,111		704,497		2,981,071		2,981,071		3,203,337	
FEDERAL FUNDS	71,531		102,005		71,531		71,531		71,531	

**SCHEDULE 3  
PROGRAM DETAIL**

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>PERSONAL SERVICES</b>										
ACCOUNTANT I	46,896	1.0								
BUDGET & POLICY ANALYST III			51,818	0.9	60,146		60,146	1.0	60,146	1.0
ELECTRONICS ENGINEER IV			15,740	0.2	96,172		96,172	1.0	96,172	1.0
ELECTRONICS SPECIALIST I	42,179	1.0	45,473	1.0	45,299		45,473	1.0	45,473	1.0
ELECTRONICS SPECIALIST III	52,648	1.0	58,990	1.0	58,764		58,990	1.0	58,990	1.0
ELECTRONICS SPECIALIST IV	134,030	2.0	119,250	1.7	74,112		148,225	2.0	148,225	2.0
IT PROFESSIONAL I	145,411	3.0	95,830	1.9	51,812		103,624	2.0	103,624	2.0
IT PROFESSIONAL II	110,942	2.0	185,639	3.1	62,372		218,301	3.5	218,301	3.5
IT PROFESSIONAL III	33,762	0.5	91,380	1.3	68,469		102,704	1.5	102,704	1.5
IT PROFESSIONAL IV	234,495	3.0	247,212	3.0	82,088		247,212	3.0	247,212	3.0
IT PROFESSIONAL V	68,729	1.0			#DIV/0!					
IT PROFESSIONAL VI			17,106	0.2	98,835		98,835	1.0	98,835	1.0
IT TECHNICIAN II	46,047	1.0	11,168	0.3	44,672		44,672	1.0	44,672	1.0
PROGRAM ASSISTANT I	29,398	0.7								
TECHNICIAN IV	28,273	0.6								
TELEPHONE OPERATOR II	25,949	1.0								
STATE SERV PROF TRAIN I			28,596	0.8						
STATE SERV PROF TRAIN II	33,123	1.0								
FORCED VACANCY SAVINGS									(2,449)	
<b>CONTINUATION SALARIES SUBTOTAL</b>	<b>1,031,882</b>	<b>18.8</b>	<b>968,203</b>	<b>15.3</b>			<b>1,224,353</b>	<b>18.0</b>	<b>1,221,904</b>	<b>18.0</b>
1522 PERA @ 9.9%	83,786		77,626							
1522 PERA @ 10.04%										
1522 PERA @ 10.15%							124,272		124,023	
1523 MATCHMAKER CONTRIBUTION	17,690		17,293							
1520 MEDICARE @ 1.45%	10,564		11,307				17,753		17,718	
<b>OTHER PERSONAL SERVICES</b>										
1130 OVERTIME	7,859		696							
1131 SHIFT DIFFERENTIAL WAGES			10							
1140 TERMINATION/RETIREMENT PAYOUTS	14,869		4,040							
1360 NONBASE BUILDING PERFORMANCE			1,155							
1530 ECOPASS PROGRAM	81		346							
1910 TEMPORARY SERVICES	64,575		67,711							
1920 PURCHASED PROFESSIONAL SERVICES			12,300							
EBAH INTRA DEPT OPERATING TRANSFER	45									
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>1,231,351</b>	<b>18.8</b>	<b>1,160,686</b>	<b>15.3</b>			<b>1,366,378</b>	<b>18.0</b>	<b>1,363,645</b>	<b>18.0</b>
<b>POTS EXPENDITURES</b>										
1110 SALARY SURVEY, ANNIVERSARY	55,074						0			
1110 PAY FOR PERFORMANCE	10,404						0			
1131 SHIFT DIFFERENTIAL							8			
1510 HEALTH, LIFE & DENTAL INSURANCE	34,346		31,222				33,942			
1513 SHORT TERM DISABILITY INSURANCE	671		1,237				2,073			
<b>BASE PERSONAL SERVICES TOTAL</b>	<b>1,266,368</b>	<b>18.8</b>	<b>1,193,145</b>	<b>15.3</b>	<b>1,366,378</b>	<b>18.0</b>	<b>1,402,401</b>	<b>18.0</b>	<b>1,363,645</b>	<b>18.0</b>
CASH FUNDS										
CASH FUNDS EXEMPT	1,266,368		1,193,145		1,366,378		1,402,401		1,363,645	
<b>CALC OF PERSONAL SERVICES LB APPROP</b>	<b>0</b>									
PREVIOUS YEAR LONG BILL APPROPRIATION									1,366,378	18.0
ANNUALIZED SALARY SURVEY @ 100%									0	
ANNUALIZED ANNIVERSARY @ 1.7537									0	
MEDICARE ANNUALIZATION									0	
2% BASE REDUCTION									(2,733)	



**SCHEDULE 3  
PROGRAM DETAIL**

DEPARTMENT OF PERSONNEL ADMINISTRATION  
(6) INFORMATION TECHNOLOGY  
(E) NETWORK SERVICES

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>TOTAL PERS SVCS LB APPROP/REQUEST</b>									<b>1,363,645</b>	<b>18.0</b>
CASH FUNDS										
CASH FUNDS EXEMPT									1,363,645	
<b>PERSONAL SERVICES RECONCILIATION</b>										
LONG BILL APPROPRIATION	1,168,825	18.0	1,222,581	18.0			1,366,378	18.0		
SUPPLEMENTAL			93,134							
REVERSION	(2)		(142,409)	(2.7)						
CASH FUNDS										
CASH FUNDS EXEMPT	(2)									
<b>SUBTOTAL</b>	<b>1,168,823</b>	<b>18.0</b>	<b>1,173,306</b>	<b>15.3</b>			<b>1,366,378</b>	<b>18.0</b>		
CASH FUNDS										
CASH FUNDS EXEMPT	1,168,823		1,173,306				1,366,378			
<b>ALLOCATED POTS</b>										
SALARY SURVEY ALLOCATION	55,074		11,507				0			
ANNIVERSARY/SHIFT ALLOCATION	10,404		1,873				0			
1131 SHIFT DIFFERENTIAL							8			
HEALTH/LIFE ALLOCATION	31,402		6,127				33,942			
DISABILITY INSURANCE ALLOCATION	665		331				2,073			
<b>POTS SUBTOTAL</b>	<b>97,545</b>		<b>19,839</b>				<b>36,023</b>			
CASH FUNDS										
CASH FUNDS EXEMPT	97,545		19,839				36,023			
<b>TOTAL PERSONAL SERVICES</b>	<b>1,266,368</b>	<b>18.0</b>	<b>1,193,145</b>	<b>15.3</b>	<b>1,366,378</b>	<b>18.0</b>	<b>1,402,401</b>	<b>18.0</b>	<b>1,363,645</b>	<b>18.0</b>
<b>TOTAL PERSONAL SERVICES DETAIL</b>	<b>1,266,368</b>	<b>18.8</b>	<b>1,193,145</b>	<b>15.3</b>	<b>1,366,378</b>	<b>18.0</b>	<b>1,402,401</b>	<b>18.0</b>	<b>1,363,645</b>	<b>18.0</b>
DIFFERENCE	0	-	0	0.0	0	0	0	(0.0)	1	(0.0)
<b>OPERATING EXPENSE</b>										
1530 OTHER EMPLOYEE BENEFITS	322		322				340		340	
2170 WASTE DISPOSAL SERVICES							0		0	
2220 BLDG MAINTENANCE	6,927		2,729				2,884		2,884	
2230 EQUIPMENT MAINTENANCE & REPAIR	1,820,526		384,962				406,806		406,806	
2231 IT HARDWARE MAINT/REPAIR SVCS			1,128,548				1,143,556		1,143,556	
2232 SOFTWARE MAINTENANCE/UPGRADE	918		12,206				12,900		12,900	
2252 MOTOR POOL MILEAGE CHARGE	3,047		1,309				1,383		1,383	
2253 RENTAL OF EQUIPMENT	791,932		642,600				1,428,000		1,428,000	
2259 PARKING FEE REIMBURSEMENT	141		61				64		64	
2263 RENTAL OF EQUIP - OTHER			1,027,217				1,000		1,000	
2311 CONSTRUCTION CONTRACT	9,620						0		0	
2510 IN STATE TRAVEL	5,017						0		0	
2512 IN-STATE PERS TRAVEL PER DIEM			2,733				2,888		2,888	
2513 IN-STATE PERS VEHICLE REIMB			756				799		799	
2515 STATE-OWNED VEHICLE CHARGE			924				500		500	
2530 OUT OF STATE TRAVEL	1,063						0		0	
2532 OUT OF STATE PERS TRAVEL PER DIEM			825				872		872	
2533 OUT OF STATE PERS VEHICLE REIMB			404				427		427	
2611 PUBLIC RELATIONS	30,475						0		0	
2630 COMM SERVICE - TELECOMMUNICATIONS	1,279		66				69		69	
2631 COMM SERVICE - OUTSIDE SOURCES	10,039,479		11,914,208				12,591,732		12,591,732	
2680 PRINTING & REPRODUCTION	3,913		2,771				2,929		2,929	
2810 FREIGHT	746		541				571		571	
2830 OFFICE MOVING	139						0		0	
2831 PURCHASED STORAGE							0		0	
3110 OTHER SUPPLIES AND MATERIALS			101				107		107	
3115 DATA PROCESSING SUPPLIES	118		150				159		159	
3116 PURCHASED SOFTWARE	8,582		969				1,024		1,024	

**SCHEDULE 3  
PROGRAM DETAIL**

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
3120 BOOKS, PERIODICALS, SUBSCRIPTIONS	345		61				64		64	
3121 OFFICE SUPPLIES	6,591		4,216				4,456		4,456	
3123 POSTAGE	727		2,104				2,224		2,224	
3124 PRINTING/COPY SUPPLIES	386		1,516				1,602		1,602	
3126 REPAIR & MAINTENANCE SUPPLIES	15,990		1,878				1,984		1,984	
3128 NONCAPITALIZED EQUIPMENT	67,045		100,466				480,000		480,000	
3140 NONCAPITALIZED IT - PCs			3,890				4,111		4,111	
4140 DUES AND MEMBERSHIPS	1,245		1,763				1,863		1,863	
4150 INTEREST (TREASURY)			174,775				184,714		184,714	
4180 OFFICIAL FUNCTIONS			61				0		0	
4220 REGISTRATION FEES	49,785		6,425				18,500		18,500	
6280 OTHER CAPITAL EQUIPMENT	34,962						0		0	
<b>SUB-TOTAL OPERATING EXPENSE</b>	<b>12,901,320</b>		<b>15,421,553</b>				<b>16,298,528</b>		<b>16,298,528</b>	
CASH FUNDS	562,660		585,589				1,363,904		1,363,904	
CASH FUNDS EXEMPT	12,338,660		14,835,964				14,934,624		14,934,624	
<b>Decision Item - Telecomm Truth in Rates</b>										3,507
CASH FUNDS										0
CASH FUNDS EXEMPT										3,507
<b>Decision Item - SNA Decommissioning</b>										278,482
CASH FUNDS										
CASH FUNDS EXEMPT										278,482
<b>TOTAL OPERATING EXPENSE</b>	<b>12,901,320</b>		<b>15,421,553</b>			<b>16,298,528</b>	<b>16,298,528</b>		<b>16,580,517</b>	
CASH FUNDS	562,660		585,589			1,363,904	1,363,904		1,363,904	
CASH FUNDS EXEMPT	12,338,660		14,835,964			14,934,624	14,934,624		15,216,613	
<b>OPERATING EXPENSE RECONCILIATION</b>										
LONG BILL APPROPRIATION	16,309,278		16,309,278							
SUPPLEMENTAL			(10,750)							
REVERSION (CFE)	(3,407,958)		(876,975)							
TOTAL	12,901,320		15,421,553							
<b>TELECOMMUNICATIONS AUDIT EXPENSE</b>			0			1,000,000	1,000,000		1,000,000	
CASH FUNDS										
CASH FUNDS EXEMPT						1,000,000	1,000,000		1,000,000	
<b>TELECOM AUDIT EXPENSE RECONCILIATION</b>										
LONG BILL APPROPRIATION			0							
SUPPLEMENTAL			250,000							
REVERSION (CFE)			(250,000)							
TOTAL			0							
<b>TOLL-FREE ACCESS TO THE GENERAL ASSEMBLY</b>			25,000			25,000	25,000		25,000	
CASH FUNDS										
CASH FUNDS EXEMPT			25,000			25,000	25,000		25,000	
<b>INDIRECT COST</b>	<b>791,673</b>		<b>1,584,707</b>							
CASH FUNDS										
CASH FUNDS EXEMPT	791,673		1,584,707							
<b>TOTAL NETWORK PROGRAMS</b>	<b>14,167,688</b>	<b>18.8</b>	<b>16,639,698</b>	<b>15.3</b>		<b>18,689,906</b>	<b>18.0</b>	<b>18,725,929</b>	<b>18.0</b>	<b>18,969,163</b>
<b>GENERAL FUND</b>										
CASH FUNDS	562,660		585,589			1,363,904	1,363,904		1,363,904	
CASH FUNDS EXEMPT	13,605,028		16,054,109			17,326,002	17,362,025		17,605,259	
<b>FEDERAL FUNDS</b>										

**SCHEDULE 3  
PROGRAM DETAIL**

DEPARTMENT OF PERSONNEL ADMINISTRATION  
(6) DIVISION OF INFORMATION TECHNOLOGY  
(F) COMPUTERS SERVICES

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>PERSONAL SERVICES</b>										
ADMINISTRATIVE ASSISTANT I	23,009	1.0								
ADMINISTRATIVE ASSISTANT II	25,563	1.0								
ADMINISTRATIVE ASSISTANT III	40,428	1.2								
COMPUTER OPERATIONS MANAGER	87,399	1.0								
COMPUTER OPERATOR I	160,468	5.5	115,532	4.0			115,532	4.0	115,532	4.0
COMPUTER OPERATOR II	185,461	4.8	205,896	5.0			205,896	5.0	205,896	5.0
COMPUTER OPERATOR INTERN	44,382	2.0	23,416	1.0			32,396	1.5	32,396	1.5
COMPUTER OPERATOR SUPERVISOR I	46,309	1.0	115,812	2.0			115,812	2.0	115,812	2.0
COMPUTER OPERATOR SUPERVISOR II	122,571	2.0	58,534	0.9			62,303	1.0	62,303	1.0
COMPUTER PRODUCT COORDINATOR I	100,612	3.6	122,145	4.0			122,145	4.0	122,145	4.0
COMPUTER PRODUCT COORDINATOR INTERN	10,287	0.4								
CUSTOMER SUPPORT COORDINATOR I	194,860	4.1								
CUSTOMER SUPPORT COORDINATOR II	320,261	6.1								
CUSTOMER SUPPORT COORDINATOR III	57,796	1.0								
CUSTOMER SUPPORT COORDINATOR INTERN	38,231	1.0								
CUSTOMER SUPPORT INTERN			217	0.0			30,797	1.0	30,797	1.0
DATA ENTRY INTERN	370,416	14.8								
DATA ENTRY OPERATOR I	195,456	8.5								
DATA ENTRY OPERATOR II	114,540	4.1								
ELECTRONICS SPECIALIST I	194	0.0								
GENERAL PROFESSIONAL III	8,708	0.2								
GENERAL PROFESSIONAL IV	122,077	2.0								
IT-PROFESSIONAL I	250,812	4.9	92,790	1.8			147,372	3.0	147,372	3.0
IT PROFESSIONAL II	364,419	6.4	426,966	7.3			428,187	7.4	428,187	7.4
IT PROFESSIONAL III	402,157	6.2	349,890	4.9			283,400	4.0	283,400	4.0
IT PROFESSIONAL IV	319,986	4.2	469,530	5.8			400,926	5.0	400,926	5.0
IT PROFESSIONAL V	91,772	1.0	97,512	1.0			97,512	1.0	97,512	1.0
IT PROFESSIONAL VI	30,616	0.4								
IT PROFESSIONAL VII	93,853	1.0	100,224	1.0			100,224	1.0	100,224	1.0
IT TECHNICIAN I	20,711	0.6								
MATERIALS HANDLER I	29,309	1.0	31,356	1.0			31,356	1.0	31,356	1.0
MANAGEMENT GROUP PROFILE III	89,907	1.0								
PROGRAM ASSISTANT I	36,980	0.9								
ST SVC PROF TRNEE I	31,501	1.0								
ST SVC PROF TRNEE II	33,459	1.0	36,552	1.0			36,552	1.0	36,552	1.0
FORCED VACANCY SAVINGS									(4,420)	
<b>CONTINUATION SALARIES SUBTOTAL</b>	<b>4,064,513</b>	<b>94.5</b>	<b>2,246,371</b>	<b>40.7</b>			<b>2,210,410</b>	<b>42.0</b>	<b>2,205,990</b>	<b>42.0</b>
1522PERA @ 9.9%	324,597		190,267							
1522 PERA @ 10.04%										
1522 PERA @ 10.15%							224,357		223,908	
1523 MATCHMAKER CONTRIBUTION	76,296		35,731							
1520 MEDICARE @ 1.45%	33,786		18,788				32,051		31,987	
<b>OTHER PERSONAL SERVICES</b>										
1130 OVERTIME	30,653		3,343							
1131 SHIFT DIFFERENTIAL WAGES			28,306							
1140 TERMINATION/RETIREMENT PAYOUTS	11,717		9,246							
1142 SICK LEAVE CONVERSION PAY			9,674							
1360 NON BASE BUILDING PERFORMANCE			6,027							
1530 ECOPASS PROGRAM	1,310		1,974							
1532 UNEMPLOYMENT BENEFIT PAYMENTS										
1910 PURCHASED TEMPORARY SERVICES	520,169									
1920 PURCHASED PROFESSIONAL SERVICES	17,444		4,395							
3128 NONCAPILITIZED EQUIPMENT										
EBAH INTRA DEPT OPERATING TRANSFER	242		149							
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>5,080,727</b>	<b>94.5</b>	<b>2,554,271</b>	<b>40.7</b>			<b>2,466,817</b>	<b>42.0</b>	<b>2,461,884</b>	<b>42.0</b>

**SCHEDULE 3  
PROGRAM DETAIL**

DEPARTMENT OF PERSONNEL ADMINISTRATION  
(6) DIVISION OF INFORMATION TECHNOLOGY  
(F) COMPUTERS SERVICES

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>POTS EXPENDITURES</b>										
1110 SALARY SURVEY/ANNIVERSARY/PBP	199,910						0			
1110 PAY FOR PERFORMANCE	49,480						0			
1131 SHIFT DIFFERENTIAL	58,439						22,113			
1510 HEALTH, LIFE & DENTAL INSURANCE	209,845		90,494				97,495			
1513 SHORT TERM DISABILITY INSURANCE	2,679		2,893				4,220			
<b>BASE PERSONAL SERVICES TOTAL</b>	<b>5,351,690</b>	<b>94.5</b>	<b>2,647,658</b>	<b>40.7</b>	<b>2,466,818</b>	<b>42.0</b>	<b>2,590,645</b>	<b>42.0</b>	<b>2,461,884</b>	<b>42.0</b>
CASH FUNDS										
CASH FUNDS EXEMPT	5,351,690		2,647,658		2,466,818		2,590,645		2,461,884	
<b>CALC OF PERSONAL SERVICES LB APPROP</b>										
PREVIOUS LONG BILL APPROPRIATION									2,466,818	42.0
ANNUALIZED SALARY SURVEY									-	
PAY FOR PERFORMANCE									-	
MEDICARE INCREASE									-	
.2% BASE REDUCTION									(4,934)	
<b>TOTAL PERS SVCS LB APPROP/REQUEST</b>									<b>2,461,884</b>	<b>42.0</b>
CASH FUNDS										
CASH FUNDS EXEMPT									2,461,884	42.0
<b>PERSONAL SERVICES RECONCILIATION</b>										
CURRENT LONG BILL APPROPRIATION	4,684,979	97.0	3,147,994	58.0			2,466,818	42.0		
SUPPLEMENTAL	167,881		(844,910)	-16.0						
REVERSION	(16,476)	(2.5)	(11,524)	(1.3)						
CASH FUNDS										
CASH FUNDS EXEMPT	(16,476)									
<b>SUBTOTAL</b>	<b>4,836,384</b>	<b>94.5</b>	<b>2,291,560</b>	<b>40.7</b>			<b>2,466,818</b>	<b>42.0</b>		
CASH FUNDS										
CASH FUNDS EXEMPT	4,836,384						2,466,818			
<b>ALLOCATED POTS</b>										
SALARY SURVEY ALLOCATION	199,910		151,022				0			
ANNIVERSARY/PBP ALLOCATION	49,480		32,913				0			
SHIFT DIFFERENTIAL ALLOCATION	78,151		52,229				22,113			
HEALTH/LIFE INSURANCE ALLOCATION	184,385		116,009				97,495			
SHORT TERM DISABILITY ALLOCATION	3,380		3,925				4,220			
<b>POTS SUBTOTAL</b>	<b>515,306</b>		<b>356,098</b>				<b>123,828</b>			
CASH FUNDS										
CASH FUNDS EXEMPT	515,306						123,828			
<b>TOTAL PERSONAL SERVICES</b>	<b>5,351,690</b>	<b>94.5</b>	<b>2,647,658</b>	<b>40.7</b>	<b>2,466,818</b>	<b>42.0</b>	<b>2,590,646</b>	<b>42.0</b>	<b>2,461,884</b>	<b>42.0</b>
TOTAL PERSONAL SERVICES DETAIL	5,351,690	94.5	2,647,658	40.7	2,466,818	42.0	2,590,645	42.0	2,461,884	42.0
DIFFERENCE	0	(0.0)	(0)	0.0	0	0	1	0.0	0	0.0

**SCHEDULE 3  
PROGRAM DETAIL**

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>OPERATING EXPENSE</b>										
2160 CUSTODIAL SERVICES	6,919		4,988				5,983		5,983	
2170 WASTE DISPOSAL SERVICES	584						0		0	
2220 BUILDING MAINTENANCE	1,025		7,278				8,730		8,730	
2230 EQUIPMENT MAINTENANCE	223,028		2,580				3,094		3,094	
2231 IT HARDWARE MAINT/REPAIR SVCS			166,838				200,114		200,114	
2232 SOFTWARE MAINTENANCE/UPGRADE	2,052,349		1,998,698				2,397,336		2,397,336	
2252 MOTOR VEHICLE MILEAGE CHARGE	346		250				0		0	
2253 RENTAL OF EQUIPMENT	2,219,027		5,801				6,957		6,957	
2256 RENTAL OF LAND (PARKING SPACES)	5,520		5,520				6,621		6,621	
2259 PARKING FEE REIMBURSEMENT	494		209				251		251	
2263 RENTAL OF IT EQUIP - OTHER			2,034,731				2,440,555		2,440,555	
2510 IN STATE TRAVEL	9,248						0		0	
2511 IN STATE COMMON CARRIER FEES			123				148		148	
2513 IN-STATE PERS VEHICLE REIMB			793				951		951	
2530 OUT OF STATE TRAVEL	7,556						0		0	
2531 OUT OF STATE COMMON CARRIER FARES			2,898				3,475		3,475	
2532 OUT OF STATE PERS TRAVEL PER DIEM			8,100				9,715		9,715	
2610 ADVERTISING	235		715				857		857	
2630 COMM SERVICES - TELECOMMUNICATIONS	511,011		149,359				179,148		179,148	
2631 COMM SERVICES - OUTSIDE SOURCES	325,239		203,809				244,458		244,458	
2680 PRINTING & REPRODUCTION	5,089		9,559				11,465		11,465	
2810 FREIGHT	50,334		2,422				2,905		2,905	
2820 OTHER PURCHASED SVCS			275				330		330	
2830 OFFICE MOVING			851				0		0	
2831 STORAGE PURCHASE SVC.	29,031		28,223				33,852		33,852	
3114 CUSTOD & LAUNDRY SUPPLIES	1,919						0		0	
3115 DATA PROCESSING SUPPLIES	89,409		99,723				119,612		119,612	
3116 PURCHASED SOFTWARE	30,581		68,431				82,079		82,079	
3120 BOOKS, PERIODICALS & SUBSCRIPTIONS	1,291		12,483				16,729		16,729	
3121 OFFICE SUPPLIES	12,709		7,555				9,062		9,062	
3123 POSTAGE EXPENSE	135,711		93,862				112,582		112,582	
3126 REPAIR & MAINTENANCE SUPPLIES	122						0		0	
3128 NONCAPITALIZED EQUIPMENT	34,312		8,825				11,907		11,907	
3140 NONCAPITALIZED IT - PCs			24,690				29,614		29,614	
3141 NONCAPITALIZED IT - SERVERS			9,629				11,549		11,549	
3143 NONCAPITALIZED IT - OTHER			43,119				51,719		51,719	
3970 NATURAL GAS	11						0		0	
4140 DUES & MEMBERSHIPS	184		5,314				6,374		6,374	
4150 INTEREST EXPENSE	6,835		522				626		626	
4170 MISCELLANEOUS FEES & FINES	80		22				26		26	
4180 OFFICIAL FUNCTIONS	1,686		1,465				0		0	
4220 REGISTRATION FEES	53,823		143,835				172,523		172,523	
6212 IT SERVERS - DIRECT PURCHASE			14,669							
6214 IT OTHER - DIRECT PURCHASE			28,356							
EZAA - IC EX DPA INTERNAL			31,119							
<b>SUB-TOTAL OPERATING EXPENSE</b>	<b>5,815,708</b>		<b>5,227,637</b>				<b>6,181,350</b>		<b>6,181,350</b>	
CASH FUNDS	163,527		187,708				28,749		28,749	
CASH FUNDS EXEMPT	5,652,181		5,039,929				6,152,601		6,152,601	
<b>Decision Item - Telecomm Truth in Rates</b>									<b>8,379</b>	
CASH FUNDS									0	
CASH FUNDS EXEMPT									8,379	
<b>Decision Item - Kronos Implementation</b>									<b>446,733</b>	
CASH FUNDS									0	
CASH FUNDS EXEMPT									446,733	

**SCHEDULE 3  
PROGRAM DETAIL**

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>TOTAL OPERATING EXPENSE</b>	<b>5,815,708</b>		<b>5,227,637</b>		<b>6,181,350</b>		<b>6,181,350</b>		<b>6,636,462</b>	
CASH FUNDS	163,527		187,708		28,749		28,749		28,749	
CASH FUNDS EXEMPT	5,652,181		5,039,929		6,152,601		6,152,601		6,607,713	
<b>OPERATING RECONCILIATION</b>										
LONG BILL APPROPRIATION	6,611,215		6,107,721							
TRANSFERS	(109)		31,119							
SUPPLEMENTAL			73,629							
REVERSION	(795,398)		(984,831)							
<b>TOTAL</b>	<b>5,815,708</b>		<b>5,227,638</b>							
<b>UTILITIES</b>										
3940 ELECTRICITY	10,086									
3970 HEAT-NATURAL GAS	786									
<b>TOTAL UTILITIES</b>	<b>10,872</b>									
CASH FUNDS										
CASH FUNDS EXEMPT	10,872									
<b>UTILITIES RECONCILIATION</b>										
LONG BILL APPROPRIATION	10,763									
APPROP TRANSFER IN FROM MAIL SVCS OP										
2.5% INFLATION										
TRANSFER	109									
<b>TOTAL</b>	<b>10,872</b>									
<b>RENT/PURCHASE CENTRAL PROC. UNIT</b>										
2253 RENTAL OF EQUIPMENT	334,980		348,163							
<b>TOTAL RENT/PURCHASE - CPU</b>	<b>334,980</b>		<b>348,163</b>		<b>336,034</b>		<b>336,034</b>		<b>336,034</b>	
CASH FUNDS										
CASH FUNDS EXEMPT	334,980		348,163		336,034		336,034		336,034	
<b>RENT/PURCHASE CPU RECONCILIATION</b>										
LONG BILL APPROPRIATION	380,000		380,000							
REVERSION (CFE)	(45,020)		(31,837)							
<b>TOTAL</b>	<b>334,980</b>		<b>348,163</b>							
<b>INDIRECT COST ASSESSMENT</b>	<b>546,290</b>		<b>131,932</b>		<b>604,360</b>		<b>604,360</b>		<b>701,326</b>	
CASH FUNDS										
CASH FUNDS EXEMPT	546,290		131,932		604,360		604,360		701,326	
<b>TOTAL COMPUTER SERVICES</b>	<b>12,048,668</b>	<b>94.5</b>	<b>8,355,391</b>	<b>40.7</b>	<b>9,588,562</b>	<b>42.0</b>	<b>9,712,389</b>	<b>42.0</b>	<b>10,135,707</b>	<b>42.0</b>
<b>GENERAL FUND</b>										
<b>CASH FUNDS</b>	<b>163,527</b>		<b>187,708</b>		<b>28,749</b>		<b>28,749</b>		<b>28,749</b>	
<b>CASH FUNDS EXEMPT</b>	<b>11,885,141</b>		<b>8,167,683</b>		<b>9,559,813</b>		<b>9,683,640</b>		<b>10,106,958</b>	
<b>FEDERAL FUNDS</b>										

**SCHEDULE 3  
PROGRAM DETAIL**

DEPARTMENT OF PERSONNEL ADMINISTRATION  
(6) DIVISION OF INFORMATION TECHNOLOGY  
(G) INFORMATION AND ARCHIVAL SERVICES

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>PERSONAL SERVICES</b>										
ADMINISTRATIVE ASSISTANT II	17,735	0.6								
ADMINISTRATIVE ASSISTANT III	39,446	1.0	39,652	1.0			30,563	1.0	30,563	1.0
ARCHIVIST I	48,808	1.5	62,311	1.5			53,081	2.0	53,081	2.0
ARCHIVIST II	189,262	4.0	200,304	3.5			129,689	3.0	129,689	3.0
GENERAL PROFESSIONAL III	108,276	2.0	53,752	1.0			53,752	1.0	53,752	1.0
GENERAL PROFESSIONAL VII	90,087	1.0	90,420	1.0			90,420	1.0	90,420	1.0
IT PROFESSIONAL I	39,957	0.8								
IT PROFESSIONAL II	49,076	0.8								
IT PROFESSIONAL III	59,270	0.8	47,293	1.0			47,293	1.0	47,293	1.0
IT PROFESSIONAL IV	68,609	0.8								
FORCED VACANCY SAVINGS									(809)	
<b>CONTINUATION SALARIES SUBTOTAL</b>	<b>710,526</b>	<b>13.4</b>	<b>493,732</b>	<b>9.0</b>			<b>404,798</b>	<b>9.0</b>	<b>403,989</b>	<b>9.0</b>
1121 TEMPORARY PT WAGES	3,222									
1522 PERA @ 9.9%	51,406		37,884							
1522 PERA @ 10.04%										
1522 PERA @ 10.15%							41,087		41,005	
1523 MATCHMAKER CONTRIBUTION	16,313		6,856							
1520 MEDICARE @ 1.45%	4,368		3,268				5,870		5,858	
<b>OTHER PERSONAL SERVICES</b>										
1130 OVERTIME										
1140 RETIREMENT PAYOFF	20		9,259							
1141 SICK LEAVE PAYMENTS			4,955							
1142 SICK LEAVE CONVERSION			2,253							
1300 OTHER EMPLOYEE WAGES			26,169							
1360 NONBASE BUILDING PERFORMANCE			2,365							
1530 CSEAP ASSESSMENT & ECOPASS	117		62							
1910 PURCHASED PERSONAL SERVICES	38,515									
1920 PURCHASED PROFESSIONAL SERVICES	1,350									
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>825,837</b>	<b>13.4</b>	<b>586,802</b>	<b>9.0</b>			<b>451,755</b>	<b>9.0</b>	<b>450,852</b>	<b>9.0</b>
GENERAL FUND							338,263		338,263	
CASH FUNDS							89,024		89,024	
CASH FUNDS EXEMPT							24,468		23,565	
<b>POTS EXPENDITURES</b>										
1110 SALARY SURVEY, ANNIVERSARY	31,639						0		0	
1110 PAY FOR PERFORMANCE	11,515						0		0	
1510 HEALTH, LIFE & DENTAL INSURANCE	34,044		20,133				14,930			
1513 SHORT TERM DISABILITY INSURANCE	463		572				466			
<b>BASE PERSONAL SERVICES TOTAL</b>	<b>860,344</b>	<b>13.4</b>	<b>607,507</b>	<b>9.0</b>	<b>451,755</b>	<b>9.0</b>	<b>467,151</b>	<b>9.0</b>	<b>450,852</b>	<b>9.0</b>
GENERAL FUND	429,250		462,359		338,263		350,511		338,263	
CASH FUNDS	122,891		86,169		89,024		89,024		89,024	
CASH FUNDS EXEMPT	308,203		58,979		24,468		27,616		23,565	
<b>CALC OF PERSONAL SERVICES LB APPROP</b>										
PREVIOUS YEAR LONG BILL									451,755	9.0
ANNUALIZED SALARY SURVEY									0	
ANNUALIZED ANNIVERSARY @ 1.7537									0	
MEDICARE INCREASE									0	
2% BASE REDUCTION									(904)	
<b>TOTAL PERS SVCS LB APPROP/REQUEST</b>									<b>450,851</b>	<b>9.0</b>
GENERAL FUND									338,263	
CASH FUNDS									89,024	
CASH FUNDS EXEMPT									23,564	

**SCHEDULE 3  
PROGRAM DETAIL**

DEPARTMENT OF PERSONNEL ADMINISTRATION  
(6) DIVISION OF INFORMATION TECHNOLOGY  
(G) INFORMATION AND ARCHIVAL SERVICES

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>PERSONAL SERVICES RECONCILIATION</b>										
LONG BILL APPROPRIATION	845,347	15.0	881,987	15.0			451,755	9.0	0	0.0
SUPPLEMENTAL	(39,384)		(360,033)	-6.0						
PAYDATE SHIFT			(41,275)							
REVERSION	(5,100)	(1.6)	(38,516)							
GENERAL FUND	(5,100)									
CASH FUNDS										
CASH FUNDS EXEMPT										
<b>SUBTOTAL</b>	<b>795,763</b>	<b>13.4</b>	<b>483,438</b>	<b>9.0</b>			<b>451,755</b>	<b>9.0</b>		<b>0.0</b>
GENERAL FUND	795,763						338,263			
CASH FUNDS							89,024			
CASH FUNDS EXEMPT							24,468			
<b>ALLOCATED POTS</b>										
SALARY SURVEY ALLOCATION	31,639		53,393				0			
ANNIVERSARY ALLOCATION	11,515		11,712				0			
HEALTH/LIFE INSURANCE ALLOCATION	15,903		57,520				14,930			
DISABILITY INSURANCE ALLOCATION	424		1,445				466			
<b>SUBTOTAL POTS</b>	<b>59,481</b>		<b>124,069</b>				<b>15,396</b>			
GENERAL FUND							12,248			
CASH FUNDS										
CASH FUNDS EXEMPT							3,148			
<b>TOTAL PERS SVC RECONCILIATION</b>	<b>855,244</b>	<b>13.4</b>	<b>607,507</b>	<b>9.0</b>	<b>451,755</b>	<b>9.0</b>	<b>467,151</b>	<b>9.0</b>	<b>450,851</b>	<b>9.0</b>
<b>TOTAL PERSONAL SERVICES DETAIL</b>	<b>860,344</b>	<b>13.4</b>	<b>607,507</b>		<b>451,755</b>	<b>9.0</b>	<b>467,151</b>	<b>9.0</b>	<b>450,852</b>	<b>9.0</b>
DIFFERENCE	(5,100)	0.0	(0)		0	0	(0)	0.0	(1)	0.0
<b>OPERATING EXPENSE</b>										
1530 OTHER EMPLOYEE BENEFITS	96		148				145		145	
2170 WASTE DISPOSAL	16						0		0	
2210 OTHER MAINT/REPAIR SVCS			355				348		348	
2230 EQUIPMENT MAINTENANCE	115		1,127				1,105		1,105	
2231 IT HARDWARE MAINT/REPAIR SVCS			236				231		231	
2232 SOFTWARE MAINTENANCE/UPGRADE	333		526				515		515	
2251 MOTOPOOL VEHICLE RENTALS							0		0	
2252 MOTORPOOL MILEAGE CHARGE	1,092		1,248				1,223		1,223	
2259 PARKING FEE REIMBURSEMENT	15		4				0		0	
2510 IN STATE TRAVEL	2,652						0		0	
2512 IN-STATE PERS TRAVEL PER DIEM			213				380		380	
2513 IN-STATE PERS VEHICLE REIMB			592				580		580	
2515 STATE OWNED VEHICLE CHARGE			3,108				3,046		3,046	
2530 OUT OF STATE TRAVEL	840						0		0	
2630 COMM SERVICES - TELECOMMUNICATIONS	6,792		6,650				6,800		6,800	
2631 COMM SERVICES - OUTSIDE SOURCES	496		186				225		225	
2640 PURCHASE OF SERVICES-GGCC							0		0	
2641 OTHER ADP BILLING SERVICES							0		0	
2680 PRINTING & REPRODUCTION	6,642		5,826				5,710		5,710	
2681 PHOTOCOPY REIMBURSEMENT	18		17				17		17	
2810 FREIGHT	253		212				208		208	
2831 STORAGE							0		0	
3110 OTHER SUPPLIES MATERIALS							0		0	
3115 DATA PROCESSING SUPPLIES	971		627				614		614	
3116 PURCHASED SOFTWARE	1,630		297				291		291	
3120 BOOKS, PERIODICALS & SUBSCRIPTIONS	727		1,207				1,275		1,275	
3121 OFFICE SUPPLIES	5,087		7,809				7,653		7,653	



**SCHEDULE 3  
PROGRAM DETAIL**

DEPARTMENT OF PERSONNEL ADMINISTRATION  
(6) DIVISION OF INFORMATION TECHNOLOGY  
(G) INFORMATION AND ARCHIVES SERVICES

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
3122 MICROFILM SUPPLIES	1,303		654				700		700	
3123 POSTAGE EXPENSE	3,193		2,883				2,825		2,825	
3124 PRINTING/COPY SUPPLIES	137		1,047				1,125		1,125	
3126 REPAIR AND MAINT SUPPLIES			6				0		0	
3128 NONCAPITALIZED EQUIPMENT	9,495		2,003				1,500		1,500	
3143 NONCPITALIZED IT - OTHER			230				0		0	
3950 GASOLINE							0		0	
4140 DUES & MEMBERSHIPS	210		477				468		468	
4180 OFFICIAL FUNCTIONS			50				0		0	
4220 REGISTRATION FEES	10,141		406				400		400	
<b>TOTAL OPERATING EXPENSE</b>	<b>52,254</b>		<b>38,143</b>		<b>37,384</b>		<b>37,384</b>		<b>37,384</b>	
GENERAL FUND	31,175				31,469		31,469		31,469	
CASH FUNDS										
CASH FUNDS EXEMPT	21,079		38,143		5,915		5,915		5,915	
<b>Decision Item - Telecomm Truth in Rates</b>										<b>865</b>
GENERAL FUND										0
CASH FUNDS										0
CASH FUNDS EXEMPT										865
<b>TOTAL OPERATING EXPENSE</b>										<b>38,249</b>
GENERAL FUND										31,469
CASH FUNDS										0
CASH FUNDS EXEMPT										6,780
<b>OPERATING RECONCILIATION</b>										
LONG BILL APPROPRIATION	61,293		58,293							
SUPPLEMENTAL TRANSFER	(2,789)		(9,223)							
INSURANCE PROCEEDS REVERSION	(3,673)		(3,922)							
GENERAL FUND	(2,577)		(7,005)							
CASH FUNDS										
CASH FUNDS EXEMPT										
<b>TOTAL</b>	<b>52,254</b>		<b>38,143</b>							
<b>TOTAL INFORMATION ARCHIVES SERVICES</b>	<b>912,598</b>	<b>13.4</b>	<b>645,650</b>	<b>9.0</b>	<b>489,139</b>	<b>9.0</b>	<b>504,535</b>	<b>9.0</b>	<b>489,101</b>	<b>9.0</b>
GENERAL FUND	460,425		462,359		369,732		381,980		369,732	
CASH FUNDS	122,891		86,169		89,024		89,024		89,024	
CASH FUNDS EXEMPT	329,282		97,122		30,383		33,531		30,345	
FEDERAL FUNDS										

**SCHEDULE 3  
PROGRAM DETAIL**

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>PERSONAL SERVICES</b>										
APPLICATIONS PROGRAMMER II	8,508	0.2								
CONTROLLER II	164,589	2.0	180,168	2.0			180,168	2.0	180,168	2.0
CONTROLLER III	92,552	1.0	100,284	1.0						
CUSTOMER SUPP COORDINATOR I	31,024	0.7					25,986	1.0	25,986	1.0
CUSTOMER SUPP COORDINATOR II	65,944	1.3	70,709	1.3			97,826	2.0	97,826	2.0
CUSTOMER SUPP COORDINATOR III	59,176	1.0	63,588	1.0			63,588	1.0	63,588	1.0
GENERAL PROF III			53,928	1.0			53,928	1.0	53,928	1.0
GENERAL PROF IV	5,401	0.1	136,871	2.3			109,022	2.0	109,022	2.0
GENERAL PROF VI	62,028	0.8								
GENERAL PROF VII	87,206	1.0								
IT PROFESSIONAL I	363,382	6.7	365,183	6.5			470,256	9.5	470,256	9.5
IT PROFESSIONAL II	518,259	8.8	516,334	9.1			456,234	8.0	456,234	8.0
IT PROFESSIONAL III	648,357	9.6	610,057	9.4			510,903	8.0	510,903	8.0
IT PROFESSIONAL IV	395,820	5.0	366,248	5.1			354,086	5.0	354,086	5.0
IT PROFESSIONAL VI	73,843	0.8	85,284	1.0						
IT PROFESSIONAL VII	23,949	0.3	24,930	0.3						
IT TECHNICIAN II	8,446	0.2								
MANAGEMENT GROUP PROFILE III	71,847	0.8								
PROGRAM ASSISTANT I	36,069	0.9								
FORCED VACANCY SAVINGS									(4,644)	
<b>CONTINUATION SALARIES SUBTOTAL</b>	<b>2,716,400</b>	<b>40.9</b>	<b>2,573,584</b>	<b>39.9</b>			<b>2,321,996</b>	<b>39.5</b>	<b>2,317,352</b>	<b>39.5</b>
1121 TEMPORARY PT WAGES	21,704		4,228							
1522 PERA ON CONTINUATION SALARIES @ 9.9%	202,505		183,744							
1522 PERA @ 10.04%										
1522 PERA @ 10.15%							235,683		235,211	
1523 MATCHMAKER CONTRIBUTION	64,485		45,662							
1520 MEDICARE ON CONTINUATION SALARIES	25,878		20,605				33,669		33,602	
<b>OTHER PERSONAL SERVICES</b>										
1130 OVERTIME										
1140 TERMINATION/RETIREMENT PAYOUTS	31,633		34,843							
1141 SICK LEAVE PAYMENTS			9,209							
1142 SICK LEAVE CONVERSION	1,731		9,355							
1300 OTHER EMPLOYEE WAGES			34,827							
1340 EMPLOYEE CASH INCENTIVE AWARDS										
1360 NONBASE BUILDING PERFORMANCE			5,859							
1530 ECOPASS PROGRAM & CSEAP	185		183							
1921 CONTRACTUAL FEES TEMP	7,240									
1920 CONTRACTUAL FEES	163,429		60,427							
1930 LITIGATION										
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>3,235,190</b>	<b>40.9</b>	<b>2,982,526</b>	<b>39.9</b>			<b>2,591,348</b>	<b>39.5</b>	<b>2,586,165</b>	<b>39.5</b>
GENERAL FUND	3,235,190		2,982,526				2,591,348		2,586,165	
<b>POTS EXPENDITURES</b>										
1110 SALARY SURVEY/ANNIVERSARY/PBP	116,351						0			
1110 PAY FOR PERFORMANCE	23,224						0			
1510 HEALTH, LIFE, DENTAL INS	93,586		61,795				67,834			
1513 DISABILITY INSURANCE	1,761		2,908				2,224			
<b>BASE PERSONAL SERVICES TOTAL</b>	<b>3,330,537</b>	<b>40.9</b>	<b>3,047,230</b>	<b>39.9</b>	<b>2,591,348</b>	<b>39.5</b>	<b>2,661,406</b>	<b>39.5</b>	<b>2,586,165</b>	<b>39.5</b>
GENERAL FUND			3,047,230		2,591,348	39.5	2,661,406		2,586,165	

**SCHEDULE 3  
PROGRAM DETAIL**

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>CALCULATION OF PERSONAL SERVICES</b>										
PREVIOUS LONG BILL APPROPRIATION									2,591,348	39.5
SALARY SURVEY									0	
PERFORMANCE BASED PAY									0	
MEDICARE INCREASE									0	
2 % BASE REDUCTION									(5,183)	
<b>TOTAL PROGRAM EXPENSE LB APPROP/REQUEST</b>									<b>2,586,165</b>	<b>39.5</b>
GENERAL FUND									2,586,165	
<b>PERSONAL SERVICES RECONCILIATION</b>										
CURRENT LONG BILL APPROP	3,258,798	43.5	3,216,354	44.5			2,591,348	39.5		
SUPPLEMENTAL	(129,747)		(371,349)	-3.0						
PAY DATE SHIFT			(271,571)							
REVERSION (GF)	(15,092)	(2.6)		(1.8)						
<b>SUBTOTAL</b>	<b>3,113,959</b>	<b>40.9</b>	<b>2,845,005</b>	<b>39.9</b>			<b>2,591,348</b>	<b>39.5</b>		
GENERAL FUND	3,113,959									
<b>ALLOCATED POTS</b>										
SALARY SURVEY ALLOCATION	116,351		105,114				0			
ANNIVERSARY/PBP ALLOCATION	23,224		19,987				0			
HEALTH, LIFE, DENTAL INS POT	75,747		75,092				67,834			
SHORT TERM DISABILITY ALLOCATION	1,256		2,031				2,224			
<b>POTS SUBTOTAL</b>	<b>216,578</b>		<b>202,225</b>				<b>70,058</b>			
GENERAL FUND	216,578									
<b>TOTAL PERSONAL SVCS RECONCILIATION</b>	<b>3,330,537</b>	<b>40.9</b>	<b>3,047,230</b>	<b>39.9</b>	<b>2,591,348</b>	<b>39.5</b>	<b>2,661,406</b>	<b>39.5</b>	<b>2,586,165</b>	<b>39.5</b>
TOTAL PERSONAL SVCS DETAIL	3,330,537	40.9	3,047,230		2,591,348	39.5	2,661,406	39.5	2,586,165	39.5
DIFFERENCE	0	0.0	(0)		0	0	0	(0.0)	0	(0.0)
<b>OPERATING EXPENSE</b>										
1530 OTHER EMPLOYEE BENEFITS			1,234				910		910	
2220 BLDG MAINTENANCE REPAIRS	3,639		540				398		398	
2230 EQUIPMENT MAINTENANCE & REPAIR	5,516		199				147		147	
2231 ADP EQUIPMENT MAINTENANCE & REPAIR			1,630				1,202		1,202	
2232 SOFTWARE MAINTENANCE/UPGRADES	170,345		178,757				213,158		213,158	
2251 RENTAL/LEASE OF MOTORPOOL VEHICLES							0		0	
2259 PARKING FEE REIMBURSEMENT	27						0		0	
2510 IN STATE TRAVEL	4,722						0		0	
2512 IN-STATE PERS TRAVEL PER DIEM			74				54		54	
2513 IN-STATE PERS VEHICLE REIMB			182				134		134	
2515 STATE OWNED VEHICLE CHARGE			1,054				777		777	
2630 COMM SERVICES - TELECOMMUNICATIONS	24,740		26,256				19,367		19,367	
2631 COMM SERVICES - OUTSIDE SOURCES	2,819		2,700				1,991		1,991	
2640 PURCHASE OF SERVICES-GGCC	953,335						0		0	
2680 PRINTING & REPRODUCTION SERVICES	39,630		37,807				32,888		32,888	
2810 FREIGHT	659		220				163		163	
2820 OTHER PURCHASED SERVICES							0		0	
2830 OFFICE MOVING	250						0		0	
3115 DATA PROCESSING SUPPLIES	5,967		10,709				7,899		7,899	
3116 PURCHASED SOFTWARE	50,361		99,344				0		0	
3120 BOOKS, PERIODICALS, SUBSCRIPTIONS	257		410				302		302	
3121 OFFICE SUPPLIES	5,066		4,569				3,370		3,370	

**SCHEDULE 3  
PROGRAM DETAIL**

DEPARTMENT OF PERSONNEL ADMINISTRATION  
(6) DIVISION OF INFORMATION TECHNOLOGY  
(H) TECHNOLOGY MANAGEMENT UNIT

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
3123 POSTAGE	3,380		2,675				1,973		1,973	
3124 PRINTING/ COPY SUPPLIES			453				334		334	
3126 REPAIR & MAINTENANCE SUPPLIES	194						0		0	
3128 NONCAPITALIZED EQUIPMENT	11,282						0		0	
4180 OFFICIAL FUNCTIONS	2,692		337				0		0	
4220 REGISTRATION FEES	41,050		31,962				10,802		10,802	
6220 FURNITURE AND FIXTURES							0		0	
6210 ADP CAPITAL EQUIPMENT	10,979						0		0	
<b>TOTAL OPERATIONS OPERATING EXPENSE</b>	<b>1,336,910</b>		<b>401,110</b>		<b>295,871</b>		<b>295,871</b>		<b>295,871</b>	
GENERAL FUND	1,336,910		401,110		295,871		295,871		295,871	
<b>Decision Item - Telecomm Truth in Rates</b>										<b>3,416</b>
GENERAL FUND										3,416
<b>TOTAL OPERATING EXPENSE</b>										<b>299,287</b>
GENERAL FUND										299,287
<b>OPERATING RECONCILIATION</b>										
LONG BILL APPROPRIATION	1,755,933		534,983							
SUPPLEMENTAL APPROPRIATION	(362,038)		(133,709)							
TRANSFERS	(56,792)									
REVERSION	(193)		(164)							
GENERAL FUND			(164)							
<b>TOTAL TECHNOLOGY MANAGEMENT UNIT</b>	<b>4,667,447</b>	<b>40.9</b>	<b>3,448,341</b>	<b>39.9</b>	<b>2,887,219</b>	<b>39.5</b>	<b>2,957,277</b>	<b>39.5</b>	<b>2,885,453</b>	<b>39.5</b>
GENERAL FUND	4,667,447		3,448,341		2,887,219		2,957,277		2,885,453	
<b>CASH FUNDS</b>										
<b>CASH FUNDS EXEMPT</b>										
<b>FEDERAL FUNDS</b>										

**SCHEDULE 3  
PROGRAM DETAIL**

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>PERSONAL SERVICES</b>										
ADMIN ASSISTANT I	65,909	2.7	18,343	0.7			24,839	1.0	24,839	1.0
ADMIN ASSISTANT II	62,108	2.2	94,092	3.4			106,853	4.0	106,853	4.0
ADMIN ASSISTANT III	167,310	5.0	177,633	5.0			177,633	5.0	177,633	5.0
ADMIN LAW JUDGE I	921,463	11.1	964,330	11.1			987,566	12.0	987,566	12.0
ADMIN LAW JUDGE II	196,226	2.2	278,676	3.0			278,676	3.0	278,676	3.0
ADMIN LAW JUDGE III	182,376	2.0	143,430	1.5			215,428	2.6	215,428	2.6
ADMIN LAW JUDGE IV	96,828	1.0	100,284	1.0			100,284	1.0	100,284	1.0
GENERAL PROFESSIONAL II			21,600	0.5			21,600	0.5	21,600	0.5
GENERAL PROFESSIONAL III	34,946	0.7	27,756	0.5			27,756	0.5	27,756	0.5
GENERAL PROFESSIONAL IV	101,292	2.0	94,729	1.6			117,451	2.0	117,451	2.0
GENERAL PROFESSIONAL V			54,092	0.8			66,339	1.0	66,339	1.0
GENERAL PROFESSIONAL VI	87,922	1.2	47,985	0.6			47,985	0.6	47,985	0.6
GENERAL PROFESSIONAL VII			34,775	0.4			85,297	1.0	85,297	1.0
HEARINGS REPORTER	185,405	3.6	154,094	2.6			0	0.0	0	0.0
IT PROFESSIONAL II			12,178	0.2			42,539	1.0	42,539	1.0
IT PROFESSIONAL III			21,004	0.3			0	0.0	0	0.0
SAFETY SEC OFFICER I	22,314	0.6	41,688	1.0			41,688	1.0	41,688	1.0
DIVISION DIRECTOR (SES)	85,074	0.9	97,920	1.0			97,920	1.0	97,920	1.0
TECHNICIAN IV	38,829	1.0	81,960	2.0			81,960	2.0	81,960	2.0
PROGRAM ASSISTANT II	25,823	0.6								
FORCED VACANCY SAVINGS									(5,044)	
<b>CONTINUATION SALARIES SUBTOTAL</b>	<b>2,273,826</b>	<b>36.7</b>	<b>2,466,569</b>	<b>37.3</b>			<b>2,521,814</b>	<b>39.3</b>	<b>2,516,770</b>	<b>39.3</b>
1121 STATE TEMPORARIES	0									
1522 PERA	173,553		201,137				255,964		255,452	
1523 MATCHMAKER CONTRIBUTION	46,670		41,433							
1520 MEDICARE @ 1.45%	20,980		24,811				36,566		36,493	
<b>OTHER PERSONAL SERVICES</b>										
1130 OVERTIME	7,146		102							
1131 SHIFT DIFFERENTIAL WAGES	0									
1140 RETIREMENT/TERMINATION PAYOUTS	16,402		11,945							
1141 SICK LEAVE PAYMENTS			13,257							
1300 OTHER EMPLOYEE WAGES			32,554							
1340 EMPLOYEE CASH INCENTIVE AWARDS	250									
1360 NONBASE BUILDING PERFORMANCE			11,870							
1530 ECOPASS PROGRAM	1,281		2,572							
1532 UNEMPLOYMENT COMPENSATION			4,601							
1631 TUITION REIMBURSEMENT	2,835									
1810 COMPENSATD ABSENCE EXPENCE										
1910 PURCHASED PERSONAL SERVICES	13,129		3,181							
1920 PURCHASED PROFESSIONAL SERVICES	116,403		37,352							
1930 PURCHASED LITIGATION SERVICES	0									
EBAH TRANSFER			102							
EZAA TRANSFER			3,008							
7130 INTRADEPT OPERATING TRANSFER	111									
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>2,672,587</b>	<b>36.7</b>	<b>2,854,494</b>	<b>37.3</b>			<b>2,814,345</b>	<b>39.3</b>	<b>2,808,716</b>	<b>39.3</b>
CASH FUNDS EXEMPT	2,672,587						2,814,345		2,808,716	
<b>POTS EXPENDITURES</b>										
1110 SALARY SURVEY, ANNIVERSARY	79,794						0			
1110 PAY FOR PERFORMANCE	22,067						0			
1510 HEALTH, LIFE & DENTAL INSURANCE	84,600		77,088				65,326			
1513 SHORT TERM DISABILITY INSURANCE	1,473		3,121				4,356			
<b>BASE PERSONAL SERVICES TOTAL</b>	<b>2,758,659</b>	<b>36.7</b>	<b>2,934,703</b>	<b>37.3</b>	<b>2,814,344</b>	<b>39.3</b>	<b>2,884,027</b>	<b>39.3</b>	<b>2,808,716</b>	<b>39.3</b>
CASH FUNDS EXEMPT					2,814,344		2,884,027		2,808,716	

**SCHEDULE 3  
PROGRAM DETAIL**

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
<b>CALC OF PERSONAL SERVICES LB APPROP</b>										
PREVIOUS LONG BILL APPROPRIATION									2,814,344	39.3
SALARY SURVEY									0	
PERFORMANCE BASED PAY									0	
MEDICARE INCREASE									0	
2% BASE REDUCTION									(5,629)	
<b>TOTAL PERS SVCS LB APPROP/REQUEST</b>									<b>2,808,715</b>	<b>39.3</b>
CASH FUNDS EXEMPT									2,808,715	
<b>PERSONAL SERVICES RECONCILIATION</b>										
CURRENT YEAR LONG BILL	2,914,404	44.0	2,783,420	40.3			2,814,344	39.3		
SUPPLEMENTAL	(211,832)		(30,000)	(0.5)						
TRANSFER			3,008							
REVERSION	(115,447)		(26,668)	(2.5)						
<b>SUBTOTAL</b>	<b>2,587,125</b>	<b>44.0</b>	<b>2,729,760</b>	<b>37.3</b>			<b>2,814,344</b>	<b>39.3</b>		
CASH FUNDS EXEMPT	2,587,125						2,814,344			
<b>ALLOCATED POTS</b>										
SALARY SURVEY ALLOCATION	79,794		105,028				0			
ANNIVERSARY/SHIFT ALLOCATION	22,067		32,509				0			
HEALTH/LIFE INSURANCE ALLOCATION	67,886		64,283				65,326			
DISABILITY INSURANCE POT	1,787		3,123				4,356			
<b>TOTAL ALLOCATED POTS</b>	<b>171,534</b>		<b>204,943</b>				<b>69,682</b>			
CASH FUNDS EXEMPT	171,534						69,682			
<b>TOTAL PERSONAL SERVICES</b>	<b>2,758,659</b>	<b>44.0</b>	<b>2,934,703</b>	<b>37.3</b>	<b>2,814,344</b>	<b>39.3</b>	<b>2,884,026</b>	<b>39.3</b>	<b>2,808,715</b>	<b>39.3</b>
<b>TOTAL PERSONAL SERVICES DETAIL</b>	<b>2,758,659</b>	<b>36.7</b>	<b>2,934,703</b>	<b>37.3</b>	<b>2,814,344</b>	<b>39.3</b>	<b>2,884,027</b>	<b>39.3</b>	<b>2,808,716</b>	<b>39.3</b>
DIFFERENCE	(0)	7.3	0	(0.0)	0	0	(1)	0.0	(1)	0.0
<b>OPERATING EXPENSE</b>										
2160 CUSTODIAL SERVICES	65						0		0	
2232 SOFTWARE MAINTENANCE	1,485		908				881		881	
2220 BUILDING MAINTENANCE	2,985		856				831		831	
2230 EQUIPMENT MAINTENANCE	2,935		5,960				5,786		5,786	
2251 RENTAL/LEASE MOTORPOOL VEHICLE	1,327						0		0	
2253 RENTAL OF EQUIPMENT	12,833		18,291				17,757		17,757	
2255 BUILDING RENT	1,575		1,220				1,184		1,184	
2259 PARKING FEE REIMBURSEMENT	338		455				442		442	
2510 IN STATE TRAVEL	17,394						0		0	
2511 IN STATE COMMON CARRIER FEES			749				727		727	
2512 IN-STATE PERS TRAVEL PER DIEM			3,567				3,463		3,463	
2513 IN-STATE PERS VEHICLE REIMB			7,213				7,003		7,003	
2515 STATE OWNED VEHICLE CHARGE			3,133				3,042		3,042	
2520 NON EMPLOYEE IN STATE TRAVEL	390						0		0	
2530 OUT OF STATE TRAVEL	10,918						0		0	
2531 OUT OF STATE COMMON CARRIER FARES			1,949				1,892		1,892	
2532 OUT OF STATE PERS TRAVEL PER DIEM			1,296				1,258		1,258	
2630 COMM SERVICES - TELECOMMUNICATIONS	12,881		11,241				10,913		10,913	
2631 COMM SERVICES - OUTSIDE SOURCES	22,674		13,403				13,011		13,011	
2640 PURCHASE OF SERVICES - GGCC							0		0	
2680 PRINTING & REPRODUCTION	8,661		2,536				2,462		2,462	
2810 FREIGHT	1,345		497				482		482	
2820 OTHER PURCHASED SERVICES							0		0	
2830 OFFICE MOVING	2,925		87				84		84	
2831 STORAGE	843		588				571		571	
3113 CLOTHING / UNIFORM ALLOWANCE			1,454				1,411		1,411	

**SCHEDULE 3  
PROGRAM DETAIL**

ITEM	ACTUAL FY 01-02		ACTUAL FY 02-03		APPROPR FY 03-04		ESTIMATE FY 03-04		REQUEST FY 04-05	
	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE	TOTAL FUNDS	FTE
3116 NONCAP IT - PURCHASED SOFTWARE			207				201		201	
3118 FOOD AND FOOD SVC SUPPLIES			250				243		243	
3120 BOOKS, PERIODICALS & SUBSCRIPTIONS	4,049		2,899				2,814		2,814	
3121 OFFICE SUPPLIES	13,392		15,813				15,351		15,351	
3123 POSTAGE EXPENSE	33,993		17,698				17,181		17,181	
3124 PRINTING COPY SUPPLIES	1,178		1,396				1,355		1,355	
3126 REPAIR MAINTENANCE SUPPLIES			231				225		225	
3128 NONCAPITALIZED EQUIPMENT	1,485		29,680				28,813		28,813	
3140 NONCAPITALIZED IT - PCs			3,802				3,691		3,691	
4110 AWARDS JUDGEMENTS LOSSES							0		0	
4180 OFFICIAL FUNCTIONS	62		650				631		631	
4220 REGISTRATION FEES-TRAINING	5,599		4,422				4,293		4,293	
6220 FURNATURE AND FIXTURES	7,653						0		0	
<b>TOTAL OPERATING EXPENSE</b>	<b>168,987</b>		<b>152,451</b>		<b>148,000</b>		<b>148,000</b>		<b>148,000</b>	
CASH FUNDS EXEMPT			152,451		148,000		148,000		148,000	
<b>Decision Item - Telecomm Truth in Rates</b>										<b>1,463</b>
CASH FUNDS EXEMPT										1,463
<b>TOTAL OPERATING EXPENSE</b>										<b>149,463</b>
CASH FUNDS EXEMPT										149,463
<b>OPERATING EXPENSE RECONCILIATION</b>										
LONG BILL APPROPRIATION	158,722		137,042							
SUPPLEMENTAL	(18,457)		7,532							
TRANSFER	30,000		7,877							
REVERSION (CFE)	(1,278)									
<b>TOTAL OPERATING EXPENSE</b>	<b>168,987</b>		<b>152,451</b>							
<b>INDIRECT COST ASSESSMENT</b>	<b>144,695</b>		<b>151,411</b>		<b>156,572</b>		<b>156,572</b>		<b>240,866</b>	
CASH FUNDS EXEMPT			151,411		156,572		156,572		240,866	
<b>Decision Item - Case Management Software</b>										<b>200,000</b>
CASH FUNDS EXEMPT										200,000
<b>TOTAL ADMINISTRATIVE HEARINGS</b>	<b>3,072,341</b>	<b>36.7</b>	<b>3,238,565</b>	<b>37.3</b>	<b>3,118,916</b>	<b>39.3</b>	<b>3,188,599</b>	<b>39.3</b>	<b>3,399,044</b>	<b>39.3</b>
GENERAL FUND										
CASH FUNDS										
CASH FUNDS EXEMPT	3,072,341		3,238,565		3,118,916		3,188,599		3,399,044	
FEDERAL FUNDS										

**SCHEDULE 4**  
**Source of Funding**  
**DEPARTMENT OF PERSONNEL & ADMINISTRATION**  
**(1) EXECUTIVE DIRECTOR'S OFFICE**

	ACTUAL FY 02	ACTUAL FY 03	APPROP FY04	ESTIMATE FY 04	REQUEST FY 05
<b>SCHEDULE 3 TOTAL</b>	<b>1,817,550</b>	<b>9,001,147</b>	<b>8,954,809</b>	<b>9,000,609</b>	<b>9,573,530</b>
<b>GENERAL FUND</b>	485,241	3,390,693	3,309,546	3,355,346	3,820,934
<b>CASH FUNDS</b>	0	181,525	203,587	203,587	96,130
<b>CASH FUNDS EXEMPT</b>	1,332,309	5,428,929	5,441,676	5,441,676	5,656,467
<b>FEDERAL FUNDS</b>	0	0	0	0	0
<b>REVENUE SOURCES:</b>					
User Fees from State Agencies, Indirect Cost Recoveries, the Capitol Parking Fund, and the Deferred Compensation Administration Fund					
<b>FUND 100</b>					
<b>TOTAL</b>	<b>1,817,550</b>	<b>9,001,147</b>	<b>8,954,809</b>	<b>9,000,609</b>	<b>9,573,530</b>
GENERAL FUND	485,241	3,390,693	3,309,546	3,355,346	3,820,934
CASH FUNDS	0	181,525	203,587	203,587	96,130
CASH FUNDS EXEMPT	1,332,309	5,428,929	5,441,676	5,441,676	5,656,467
FEDERAL FUNDS	0	0	0	0	0



**SCHEDULE 4**  
**Source of Funding**  
**DEPARTMENT OF PERSONNEL & ADMINISTRATION**  
**(2) HUMAN RESOURCE SERVICES**  
**(A) Human Resource Services - (1) State Agency Services**

	ACTUAL FY 02	ACTUAL FY 03	APPROP FY04	ESTIMATE FY 04	REQUEST FY 05
<b>SCHEDULE 3 TOTAL</b>	<b>2,619,802</b>	<b>2,284,632</b>	<b>1,924,139</b>	<b>1,988,513</b>	<b>1,920,468</b>
<b>GENERAL FUND</b>	1,119,843	954,066	0	64,374	0
<b>CASH FUNDS</b>	0	0	0	0	0
<b>CASH FUNDS EXEMPT</b>	1,499,959	1,330,566	1,924,139	1,924,139	1,920,468
<b>FEDERAL FUNDS</b>	0	0	0	0	0
<b>REVENUE SOURCES:</b>					
Indirect cost recoveries from other divisions within the department					
<b>FUND 100</b>					
<b>TOTAL</b>	<b>2,619,802</b>	<b>2,284,632</b>	<b>1,924,139</b>	<b>1,988,513</b>	<b>1,920,468</b>
GENERAL FUND	1,119,843	954,066	0	64,374	0
CASH FUNDS	0	0	0	0	0
CASH FUNDS EXEMPT	1,499,959	1,330,566	1,924,139	1,924,139	1,920,468
FEDERAL FUNDS	0	0	0	0	0
<b>TOTAL STATE AGENCY SERVICES</b>	<b>2,619,802</b>	<b>2,284,632</b>	<b>1,924,139</b>	<b>1,988,513</b>	<b>1,920,468</b>
GENERAL FUND	1,119,843	954,066	0	64,374	0
CASH FUNDS	0	0	0	0	0
CASH FUNDS EXEMPT	1,499,959	1,330,566	1,924,139	1,924,139	1,920,468
FEDERAL FUNDS	0	0	0	0	0

**SCHEDULE 4**  
**Source of Funding**  
**DEPARTMENT OF PERSONNEL & ADMINISTRATION**  
**(2) HUMAN RESOURCE SERVICES**  
**(A) Human Resource Services - (2) Training Services**

	ACTUAL FY 02	ACTUAL FY 03	APPROP FY04	ESTIMATE FY 04	REQUEST FY 05
<b>SCHEDULE 3 TOTAL</b>	<b>276,338</b>	<b>238,106</b>	<b>288,468</b>	<b>294,763</b>	<b>283,555</b>
GENERAL FUND	0	0	0	0	0
CASH FUNDS	51,251	21,419	52,075	52,075	52,075
CASH FUNDS EXEMPT	225,087	216,687	236,393	242,688	231,480
FEDERAL FUNDS	0	0	0	0	0
<b>REVENUE SOURCES:</b>					
Proceeds from the sale of job reference manuals and training revenue from non-state agencies, training revenues from state agencies					
<b>FUND 100</b>					
<b>TOTAL</b>	<b>276,338</b>	<b>238,106</b>	<b>288,468</b>	<b>294,763</b>	<b>283,555</b>
GENERAL FUND	0	0	0	0	0
CASH FUNDS	51,251	21,419	52,075	52,075	52,075
CASH FUNDS EXEMPT	225,087	216,687	236,393	242,688	231,480
FEDERAL FUNDS	0	0	0	0	0
<b>TOTAL TRAINING SERVICES</b>	<b>276,338</b>	<b>238,106</b>	<b>288,468</b>	<b>294,763</b>	<b>283,555</b>
GENERAL FUND	0	0	0	0	0
CASH FUNDS	51,251	21,419	52,075	52,075	52,075
CASH FUNDS EXEMPT	225,087	216,687	236,393	242,688	231,480
FEDERAL FUNDS	0	0	0	0	0

**SCHEDULE 4**  
**Source of Funding**  
**DEPARTMENT OF PERSONNEL & ADMINISTRATION**  
**(2) HUMAN RESOURCE SERVICES**  
**(A) Human Resource Services - (2) Colorado State Employee Assistance Program**

	ACTUAL FY 02	ACTUAL FY 03	APPROP FY04	ESTIMATE FY 04	REQUEST FY 05
<b>SCHEDULE 3 TOTAL</b>	<b>339,427</b>	<b>364,331</b>	<b>374,884</b>	<b>388,428</b>	<b>378,753</b>
GENERAL FUND	0	0	0	0	0
CASH FUNDS	4,898	0	0	0	0
CASH FUNDS EXEMPT	334,529	364,331	374,884	388,428	378,753
FEDERAL FUNDS	0	0	0	0	0
<b>REVENUE SOURCES:</b>					
User fees from other state agencies.					
<b>FUND 100</b>					
<b>TOTAL</b>	<b>339,427</b>	<b>364,331</b>	<b>374,884</b>	<b>388,428</b>	<b>378,753</b>
GENERAL FUND	0	0	0	0	0
CASH FUNDS	4,898	0	0	0	0
CASH FUNDS EXEMPT	334,529	364,331	374,884	388,428	378,753
FEDERAL FUNDS	0	0	0	0	0
<b>TOTAL CSEAP</b>	<b>339,427</b>	<b>364,331</b>	<b>374,884</b>	<b>388,428</b>	<b>378,753</b>
GENERAL FUND	0	0	0	0	0
CASH FUNDS	4,898	0	0	0	0
CASH FUNDS EXEMPT	334,529	364,331	374,884	388,428	378,753
FEDERAL FUNDS	0	0	0	0	0

*SD*  
 Source of Funding  
**DEPARTMENT OF PERSONNEL & ADMINISTRATION**  
**(2) HUMAN RESOURCE SERVICES**  
**(B) Employee Benefit Services**

	ACTUAL FY 02	ACTUAL FY 03	APPROP FY04	ESTIMATE FY 04	REQUEST FY 05
<b>SCHEDULE 3 TOTAL</b>	<b>1,016,063</b>	<b>1,058,968</b>	<b>1,394,801</b>	<b>1,414,843</b>	<b>1,229,348</b>
GENERAL FUND	0	0	0	0	0
CASH FUNDS	350,700	350,736	429,192	440,480	429,192
CASH FUNDS EXEMPT	665,363	708,233	965,609	974,363	800,156
FEDERAL FUNDS	0	0	0	0	0
<b>REVENUE SOURCES:</b>					
Deferred Compensation Fund, Benefits Administration Fund, and Defined Contribution Fund					
<b>FUND 719, 720, 890</b>					
<b>TOTAL</b>	<b>1,016,063</b>	<b>1,058,968</b>	<b>1,394,801</b>	<b>1,414,843</b>	<b>1,229,348</b>
GENERAL FUND					
CASH FUNDS	350,700	350,736	429,192	440,480	429,192
CASH FUNDS EXEMPT	665,363	708,233	965,609	974,363	800,156
FEDERAL FUNDS					
<b>TOTAL - EMPLOYEE BENEFIT SERVICES</b>	<b>1,016,063</b>	<b>1,058,968</b>	<b>1,394,801</b>	<b>1,414,843</b>	<b>1,229,348</b>
GENERAL FUND	0	0	0	0	0
CASH FUNDS	350,700	350,736	429,192	440,480	429,192
CASH FUNDS EXEMPT	665,363	708,233	965,609	974,363	800,156
FEDERAL FUNDS	0	0	0	0	0

**SCHEDULE 4**  
**Source of Funding**  
**DEPARTMENT OF PERSONNEL & ADMINISTRATION**  
**(2) HUMAN RESOURCE SERVICES**  
**(C) Risk Management Services**

	ACTUAL FY 02	ACTUAL FY 03	APPROP FY04	ESTIMATE FY 04	REQUEST FY 05
<b>SCHEDULE 3 TOTAL</b>	<b>30,662,607</b>	<b>16,371,912</b>	<b>24,030,638</b>	<b>24,049,608</b>	<b>54,165,484</b>
GENERAL FUND	0	0	0	0	155,990
CASH FUNDS	5,219,274	3,076,565	1,685,370	1,685,370	4,202,483
CASH FUNDS EXEMPT	25,443,333	13,295,347	22,345,268	22,364,238	49,807,011
FEDERAL FUNDS	0	0	0	0	0
<b>REVENUE SOURCES:</b>					
State agency appropriations to the Risk Management Fund and the Self-Insured Property Fund, enterprises within state agency appropriations to the Risk Management Fund and the Self-Insured Property Fund					
<b>FUND 11L, 11P, 11W</b>					
<b>TOTAL</b>	<b>30,662,607</b>	<b>16,371,912</b>	<b>24,030,638</b>	<b>24,049,608</b>	<b>54,165,484</b>
GENERAL FUND	0	0	0	0	155,990
CASH FUNDS	5,219,274	3,076,565	1,685,370	1,685,370	4,202,483
CASH FUNDS EXEMPT	25,443,333	13,295,347	22,345,268	22,364,238	49,807,011
FEDERAL FUNDS	0	0	0	0	0
<b>TOTAL - EMPLOYEE BENEFIT SERVICES</b>	<b>30,662,607</b>	<b>16,371,912</b>	<b>24,030,638</b>	<b>24,049,608</b>	<b>54,165,484</b>
GENERAL FUND	0	0	0	0	155,990
CASH FUNDS	5,219,274	3,076,565	1,685,370	1,685,370	4,202,483
CASH FUNDS EXEMPT	25,443,333	13,295,347	22,345,268	22,364,238	49,807,011
FEDERAL FUNDS	0	0	0	0	0

**SCHEDULE 4**  
**Source of Funding**  
**DEPARTMENT OF PERSONNEL & ADMINISTRATION**  
**(3) PERSONNEL BOARD**

	ACTUAL FY 02	ACTUAL FY 03	APPROP FY04	ESTIMATE FY 04	REQUEST FY 05
<b>SCHEDULE 3 TOTAL</b>	<b>408,381</b>	<b>393,517</b>	<b>417,638</b>	<b>431,171</b>	<b>416,861</b>
<b>GENERAL FUND</b>	406,637	392,128	216,211	229,744	215,434
<b>CASH FUNDS</b>	1,194	1,200	1,200	1,200	1,200
<b>CASH FUNDS EXEMPT</b>	550	189	200,227	200,227	200,227
<b>FEDERAL FUNDS</b>	0	0	0	0	0
<b>REVENUE SOURCES:</b>					
Receipts collected for copies of information and case documentation, receipts from state agencies for copies of information and case documentation					
<b>FUND 100</b>					
<b>TOTAL</b>	<b>408,381</b>	<b>393,517</b>	<b>417,638</b>	<b>431,171</b>	<b>416,861</b>
GENERAL FUND	406,637	392,128	216,211	229,744	215,434
CASH FUNDS	1,194	1,200	1,200	1,200	1,200
CASH FUNDS EXEMPT	550	189	200,227	200,227	200,227
FEDERAL FUNDS	0	0	0	0	0
<b>TOTAL PERSONNEL BOARD</b>	<b>408,381</b>	<b>393,517</b>	<b>417,638</b>	<b>431,171</b>	<b>416,861</b>
GENERAL FUND	406,637	392,128	216,211	229,744	215,434
CASH FUNDS	1,194	1,200	1,200	1,200	1,200
CASH FUNDS EXEMPT	550	189	200,227	200,227	200,227
FEDERAL FUNDS	0	0	0	0	0

**SCHEDULE 4**  
**Source of Funding**  
**DEPARTMENT OF PERSONNEL & ADMINISTRATION**  
**(4) CENTRAL SERVICES**  
**(A) Administration**

	ACTUAL FY 02	ACTUAL FY 03	APPROP FY04	ESTIMATE FY 04	REQUEST FY 05
<b>SCHEDULE 3 TOTAL</b>	<b>1,060,052</b>	<b>1,025,291</b>	<b>2,250,003</b>	<b>2,262,766</b>	<b>2,513,691</b>
GENERAL FUND	0	0	0	0	0
CASH FUNDS	0	0	42,782	42,782	42,782
CASH FUNDS EXEMPT	1,060,052	1,025,291	2,207,221	2,219,984	2,470,909
FEDERAL FUNDS	0	0	0	0	0
<b>REVENUE SOURCES:</b>					
User fees from non-state agencies and user fees from other state agencies					
<b>FUND 601</b>					
<b>TOTAL</b>	<b>1,060,052</b>	<b>1,025,291</b>	<b>2,250,003</b>	<b>2,262,766</b>	<b>2,513,691</b>
GENERAL FUND					
CASH FUNDS	0	0	42,782	42,782	42,782
CASH FUNDS EXEMPT	1,060,052	1,025,291	2,207,221	2,219,984	2,470,909
FEDERAL FUNDS					
<b>TOTAL - CENTRAL SERVICES ADMINISTRATION</b>	<b>1,060,052</b>	<b>1,025,291</b>	<b>2,250,003</b>	<b>2,262,766</b>	<b>2,513,691</b>
GENERAL FUND	0	0	0	0	0
CASH FUNDS	0	0	42,782	42,782	42,782
CASH FUNDS EXEMPT	1,060,052	1,025,291	2,207,221	2,219,984	2,470,909
FEDERAL FUNDS	0	0	0	0	0

**SCHEDULE 4**  
**Source of Funding**  
**DEPARTMENT OF PERSONNEL & ADMINISTRATION**  
**(4) CENTRAL SERVICES**  
**(B) Integrated Document Factory - (1) Reprographic Services**

	ACTUAL FY 02	ACTUAL FY 03	APPROP FY04	ESTIMATE FY 04	REQUEST FY 05
<b>SCHEDULE 3 TOTAL</b>	<b>3,234,994</b>	<b>3,030,194</b>	<b>3,202,195</b>	<b>3,260,893</b>	<b>3,199,957</b>
<b>GENERAL FUND</b>					
<b>CASH FUNDS</b>	318,863	240,618	305,456	305,456	305,456
<b>CASH FUNDS EXEMPT</b>	2,916,131	2,789,576	2,896,739	2,955,437	2,894,501
<b>FEDERAL FUNDS</b>	0	0	0	0	0
<b>REVENUE SOURCES:</b>					
User fees from non-state agencies, user fees from state agencies					
<b>FUND 601</b>					
<b>TOTAL</b>	<b>3,234,994</b>	<b>3,030,194</b>	<b>3,202,195</b>	<b>3,260,893</b>	<b>3,199,957</b>
GENERAL FUND	0	0	0	0	0
CASH FUNDS	318,863	240,618	305,456	305,456	305,456
CASH FUNDS EXEMPT	2,916,131	2,789,576	2,896,739	2,955,437	2,894,501
FEDERAL FUNDS	0	0	0	0	0



**SCHEDULE 4**  
**Source of Funding**  
**DEPARTMENT OF PERSONNEL & ADMINISTRATION**  
**(4) CENTRAL SERVICES**

**(B) Integrated Document Factory - (2) Document Solutions Group**

	ACTUAL FY 02	ACTUAL FY 03	APPROP FY04	ESTIMATE FY 04	REQUEST FY 05
<b>SCHEDULE 3 TOTAL</b>	752,610	2,723,455	3,268,796	3,349,561	4,391,588
<b>GENERAL FUND</b>	0	0	0	0	0
<b>CASH FUNDS</b>	34,036	35,878	35,917	35,917	35,917
<b>CASH FUNDS EXEMPT</b>	718,574	2,687,577	3,232,879	3,313,644	4,355,671
<b>FEDERAL FUNDS</b>	0	0	0	0	0
<b>REVENUE SOURCES:</b>					
User fees from non-state agencies, user fees from state agencies					
<b>FUND 601</b>					
<b>TOTAL</b>	752,610	2,723,455	3,268,796	3,349,561	4,391,588
GENERAL FUND	0	0	0	0	0
CASH FUNDS	34,036	35,878	35,917	35,917	35,917
CASH FUNDS EXEMPT	718,574	2,687,577	3,232,879	3,313,644	4,355,671
FEDERAL FUNDS	0	0	0	0	0

**SCHEDULE 4**  
**Source of Funding**  
**DEPARTMENT OF PERSONNEL & ADMINISTRATION**  
**(4) CENTRAL SERVICES**  
**(B) Integrated Document Factory - (3) Mail Services**

	ACTUAL FY 02	ACTUAL FY 03	APPROP FY04	ESTIMATE FY 04	REQUEST FY 05
<b>SCHEDULE 3 TOTAL</b>	<b>5,558,850</b>	<b>5,759,836</b>	<b>5,903,304</b>	<b>5,957,831</b>	<b>5,901,141</b>
<b>GENERAL FUND</b>	0	0	0	0	0
<b>CASH FUNDS</b>	682,804	351,498	697,515	697,515	697,515
<b>CASH FUNDS EXEMPT</b>	4,876,046	5,408,338	5,205,789	5,260,316	5,203,626
<b>FEDERAL FUNDS</b>	0	0	0	0	0
<b>REVENUE SOURCES:</b>					
User fees from non-state agencies, user fees from state agencies					
<b>FUND 601</b>					
<b>TOTAL</b>	<b>5,558,850</b>	<b>5,759,836</b>	<b>5,903,304</b>	<b>5,957,831</b>	<b>5,901,141</b>
GENERAL FUND	0	0	0	0	0
CASH FUNDS	682,804	351,498	697,515	697,515	697,515
CASH FUNDS EXEMPT	4,876,046	5,408,338	5,205,789	5,260,316	5,203,626
FEDERAL FUNDS	0	0	0	0	0
<b>TOTAL INTEGRATED DOCUMENT FACTORY</b>	<b>9,546,453</b>	<b>11,513,486</b>	<b>12,374,295</b>	<b>12,568,285</b>	<b>13,492,686</b>
GENERAL FUND	0	0	0	0	0
CASH FUNDS	1,035,703	627,994	1,038,888	1,038,888	1,038,888
CASH FUNDS EXEMPT	8,510,750	10,885,492	11,335,407	11,529,397	12,453,798
FEDERAL FUNDS	0	0	0	0	0

**SCHEDULE 4**  
**Source of Funding**  
**DEPARTMENT OF PERSONNEL & ADMINISTRATION**  
**(4) CENTRAL SERVICES**  
**(C) Fleet Management Program and Motor Pool Services**

	ACTUAL FY 02	ACTUAL FY 03	APPROP FY04	ESTIMATE FY 04	REQUEST FY 05
<b>SCHEDULE 3 TOTAL</b>	<b>27,920,793</b>	<b>27,833,417</b>	<b>29,276,446</b>	<b>29,320,927</b>	<b>30,526,734</b>
GENERAL FUND	0	0	0	0	0
CASH FUNDS	4,216,635	2,711,581	2,134,301	2,134,301	2,134,301
CASH FUNDS EXEMPT	23,704,158	25,121,836	27,142,145	27,186,626	28,392,433
FEDERAL FUNDS	0	0	0	0	0
<b>REVENUE SOURCES:</b>					
Division of Wildlife, user fees from the Colorado State Lottery, Correctional Industries, user fees from other non-state agencies, user fees from state agencies					
<b>FUND 607</b>					
<b>TOTAL</b>	<b>27,920,793</b>	<b>27,833,417</b>	<b>29,276,446</b>	<b>29,320,927</b>	<b>30,526,734</b>
GENERAL FUND	0	0	0	0	0
CASH FUNDS	4,216,635	2,711,581	2,134,301	2,134,301	2,134,301
CASH FUNDS EXEMPT	23,704,158	25,121,836	27,142,145	27,186,626	28,392,433
FEDERAL FUNDS	0	0	0	0	0
<b>TOTAL - FLEET MANAGEMENT</b>	<b>27,920,793</b>	<b>27,833,417</b>	<b>29,276,446</b>	<b>29,320,927</b>	<b>30,526,734</b>
GENERAL FUND	0	0	0	0	0
CASH FUNDS	4,216,635	2,711,581	2,134,301	2,134,301	2,134,301
CASH FUNDS EXEMPT	23,704,158	25,121,836	27,142,145	27,186,626	28,392,433
FEDERAL FUNDS	0	0	0	0	0

**SCHEDULE 4**  
**Source of Funding**  
**DEPARTMENT OF PERSONNEL & ADMINISTRATION**  
**(4) CENTRAL SERVICES**  
**(E) Facilities Maintenance**  
~~(2) Property Maintenance~~ **(a) Capitol Complex Facilities**

	ACTUAL FY 02	ACTUAL FY 03	APPROP FY04	ESTIMATE FY 04	REQUEST FY 05
<b>SCHEDULE 3 TOTAL</b>	<b>6,772,085</b>	<b>6,847,983</b>	<b>6,694,672</b>	<b>6,801,899</b>	<b>6,719,248</b>
GENERAL FUND	0	34,479	0	0	0
CASH FUNDS	0	0	0	0	0
CASH FUNDS EXEMPT	6,772,085	6,813,504	6,694,672	6,801,899	6,719,248
FEDERAL FUNDS	0	0	0	0	0
<b>REVENUE SOURCES:</b>					
Lease payments by the state agency occupants of the Capitol Complex, state agency appropriations					
<b>FUND 610</b>					
<b>TOTAL</b>	<b>6,772,085</b>	<b>6,847,983</b>	<b>6,694,672</b>	<b>6,801,899</b>	<b>6,719,248</b>
GENERAL FUND	0	34,479	0	0	0
CASH FUNDS	0	0	0	0	0
CASH FUNDS EXEMPT	6,772,085	6,813,504	6,694,672	6,801,899	6,719,248
FEDERAL FUNDS	0	0	0	0	0

**SCHEDULE 4**  
**Source of Funding**  
**DEPARTMENT OF PERSONNEL & ADMINISTRATION**  
**(4) CENTRAL SERVICES**  
**(E) Facilities Maintenance**

~~(2) Property Maintenance~~ ~~(b) Grand Junction State Services Building~~

	ACTUAL FY 02	ACTUAL FY 03	APPROP FY04	ESTIMATE FY 04	REQUEST FY 05
<b>SCHEDULE 3 TOTAL</b>	<b>196,320</b>	<b>168,035</b>	<b>177,720</b>	<b>177,813</b>	<b>177,636</b>
GENERAL FUND	0	0	0	0	0
CASH FUNDS	9,959	5,087	5,092	5,092	5,092
CASH FUNDS EXEMPT	186,361	162,948	172,628	172,721	172,544
FEDERAL FUNDS	0	0	0	0	0
<b>REVENUE SOURCES:</b>					
Lease payments from the Department of Higher Education for the Colorado State University Forest Service, lease payments by the state agency occupants of the Grand Junction State Office Building					
<b>FUND 610</b>					
<b>TOTAL</b>	<b>196,320</b>	<b>168,035</b>	<b>177,720</b>	<b>177,813</b>	<b>177,636</b>
GENERAL FUND	0	0	0	0	0
CASH FUNDS	9,959	5,087	5,092	5,092	5,092
CASH FUNDS EXEMPT	186,361	162,948	172,628	172,721	172,544
FEDERAL FUNDS	0	0	0	0	0

**SCHEDULE 4**  
**Source of Funding**  
**DEPARTMENT OF PERSONNEL & ADMINISTRATION**  
**(4) CENTRAL SERVICES**  
~~(5) Facilities Maintenance~~  
 (2) Property Maintenance - ~~(c) Camp George West~~

	ACTUAL FY 02	ACTUAL FY 03	APPROP FY04	ESTIMATE FY 04	REQUEST FY 05
<b>SCHEDULE 3 TOTAL</b>	<b>485,899</b>	<b>443,284</b>	<b>454,197</b>	<b>455,408</b>	<b>454,080</b>
GENERAL FUND	0	0	0	0	0
CASH FUNDS	49,336	38,950	48,950	48,950	48,950
CASH FUNDS EXEMPT	436,563	404,334	405,247	406,458	405,130
FEDERAL FUNDS	0	0	0	0	0
<b>REVENUE SOURCES:</b>					
Lease and utility payments from Correctional Industries, lease and utility payments from other non-state agency occupants of Camp George West, lease and utility payments by the state agency occupants of Camp George West					
<b>FUND 610</b>					
<b>TOTAL</b>	<b>485,899</b>	<b>443,284</b>	<b>454,197</b>	<b>455,408</b>	<b>454,080</b>
GENERAL FUND	0	0	0	0	0
CASH FUNDS	49,336	38,950	48,950	48,950	48,950
CASH FUNDS EXEMPT	436,563	404,334	405,247	406,458	405,130
FEDERAL FUNDS	0	0	0	0	0

<b>OVERHEAD CHARGES</b>	<b>194,761</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
GENERAL FUND	0	0	0	0	0
CASH FUNDS	0	0	0	0	0
CASH FUNDS EXEMPT	194,761	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0
<b>TOTAL PROPERTY MAINTENANCE</b>	<b>7,649,065</b>	<b>7,459,303</b>	<b>7,326,589</b>	<b>7,435,121</b>	<b>7,350,964</b>
GENERAL FUND	0	34,479	0	0	0
CASH FUNDS	59,295	44,037	54,042	54,042	54,042
CASH FUNDS EXEMPT	7,589,770	7,380,787	7,272,547	7,381,079	7,296,922
FEDERAL FUNDS	0	0	0	0	0

*Edo Mann*

**SCHEDULE 4**  
**Source of Funding**  
**DEPARTMENT OF PERSONNEL & ADMINISTRATION**  
**(5) FINANCE AND PROCUREMENT**  
**(A) State Controller's Office and Procurement Services**

*PP*

	ACTUAL FY 02	ACTUAL FY 03	APPROP FY04	ESTIMATE FY 04	REQUEST FY 05
<b>SCHEDULE 3 TOTAL</b>	<b>3,065,545</b>	<b>3,136,427</b>	<b>2,864,112</b>	<b>2,925,723</b>	<b>2,858,668</b>
<b>GENERAL FUND</b>	1,131,155	205,996	99,830	161,441	99,830
<b>CASH FUNDS</b>	0	0	0	0	0
<b>CASH FUNDS EXEMPT</b>	1,934,390	2,930,431	2,764,282	2,764,282	2,758,838
<b>FEDERAL FUNDS</b>	0	0	0	0	0
<b>REVENUE SOURCES:</b>					
Rebates received from the Procurement Card Program; Statewide indirect cost recoveries from the Department of Transportation, the Department of Labor and Employment, and the Department of State; Reserve balance of the Debt Collection Fund; Reserve balance from the Supplier Database Cash Fund					
<b>FUND 100</b>					
<b>TOTAL</b>	<b>3,065,545</b>	<b>3,136,427</b>	<b>2,864,112</b>	<b>2,925,723</b>	<b>2,858,668</b>
<b>GENERAL FUND</b>	1,131,155	205,996	99,830	161,441	99,830
<b>CASH FUNDS</b>	0	0	0	0	0
<b>CASH FUNDS EXEMPT</b>	1,934,390	2,930,431	2,764,282	2,764,282	2,758,838
<b>FEDERAL FUNDS</b>	0	0	0	0	0



**SCHEDULE 4**  
**Source of Funding**  
**DEPARTMENT OF PERSONNEL & ADMINISTRATION**  
**(5) FINANCE AND PROCUREMENT**  
**(B) Supplier Database**

	ACTUAL FY 02	ACTUAL FY 03	APPROP FY04	ESTIMATE FY 04	REQUEST FY 05
<b>SCHEDULE 3 TOTAL</b>	<b>222,202</b>	<b>244,453</b>	<b>250,251</b>	<b>265,606</b>	<b>249,922</b>
GENERAL FUND	0	0	0	0	0
CASH FUNDS	222,202	244,453	250,251	265,606	249,922
CASH FUNDS EXEMPT	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0
<b>REVENUE SOURCES:</b>					
Supplier Database Cash Fund					
<b>FUND 281</b>					
<b>TOTAL</b>	<b>222,202</b>	<b>244,453</b>	<b>250,251</b>	<b>265,606</b>	<b>249,922</b>
GENERAL FUND	0	0	0	0	0
CASH FUNDS	222,202	244,453	250,251	265,606	249,922
CASH FUNDS EXEMPT	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0
<b>TOTAL FINANCE AND PROCUREMENT</b>	<b>3,287,747</b>	<b>3,380,880</b>	<b>3,114,363</b>	<b>3,191,329</b>	<b>3,108,590</b>
GENERAL FUND	1,131,155	205,996	99,830	161,441	99,830
CASH FUNDS	222,202	244,453	250,251	265,606	249,922
CASH FUNDS EXEMPT	1,934,390	2,930,431	2,764,282	2,764,282	2,758,838
FEDERAL FUNDS	0	0	0	0	0

**SCHEDULE 4**  
**Source of Funding**  
**DEPARTMENT OF PERSONNEL & ADMINISTRATION**

~~(A) CENTRAL SERVICES~~

*5FP*

(D) Collections Services

	ACTUAL FY 02	ACTUAL FY 03	APPROP FY04	ESTIMATE FY 04	REQUEST FY 05
<b>SCHEDULE 3 TOTAL</b>	<b>1,087,949</b>	<b>1,041,673</b>	<b>1,112,285</b>	<b>1,146,232</b>	<b>1,136,747</b>
GENERAL FUND	0	0	0	0	0
CASH FUNDS	653,409	510,421	681,458	681,458	697,047
CASH FUNDS EXEMPT	434,540	531,252	430,827	464,774	439,700
FEDERAL FUNDS	0	0	0	0	0
<b>REVENUE SOURCES:</b>					
Collection fees assessed to individuals, collection receipts previously booked as cash					
<b>FUND 601</b>					
<b>TOTAL</b>	<b>1,087,949</b>	<b>1,041,673</b>	<b>1,112,285</b>	<b>1,146,232</b>	<b>1,136,747</b>
GENERAL FUND	0	0	0	0	0
CASH FUNDS	653,409	510,421	681,458	681,458	697,047
CASH FUNDS EXEMPT	434,540	531,252	430,827	464,774	439,700
FEDERAL FUNDS	0	0	0	0	0
<b>TOTAL - COLLECTIONS SERVICES</b>	<b>1,087,949</b>	<b>1,041,673</b>	<b>1,112,285</b>	<b>1,146,232</b>	<b>1,136,747</b>
GENERAL FUND	0	0	0	0	0
CASH FUNDS	653,409	510,421	681,458	681,458	697,047
CASH FUNDS EXEMPT	434,540	531,252	430,827	464,774	439,700
FEDERAL FUNDS	0	0	0	0	0

**SCHEDULE 4**  
**Source of Funding**  
**DEPARTMENT OF PERSONNEL & ADMINISTRATION**  
**(5) FINANCE AND PROCUREMENT (moved from Facilities Maintenance and Planning)**  
**~~(E) FACILITIES MAINTENANCE AND PLANNING~~**  
**(1) State Buildings and Real Estate Services Program**

	ACTUAL FY 02	ACTUAL FY 03	APPROP FY04	ESTIMATE FY 04	REQUEST FY 05
<b>SCHEDULE 3 TOTAL</b>	<b>522,351</b>	<b>544,633</b>	<b>480,809</b>	<b>495,583</b>	<b>479,925</b>
<b>GENERAL FUND</b>	522,351	544,633	480,809	495,583	479,925
<b>CASH FUNDS</b>	0	0	0	0	0
<b>CASH FUNDS EXEMPT</b>	0	0	0	0	0
<b>FEDERAL FUNDS</b>	0	0	0	0	0
<b>REVENUE SOURCES:</b>					
<b>FUND 100</b>					
<b>TOTAL</b>	<b>522,351</b>	<b>544,633</b>	<b>480,809</b>	<b>495,583</b>	<b>479,925</b>
<b>GENERAL FUND</b>	522,351	544,633	480,809	495,583	479,925
<b>CASH FUNDS</b>	0	0	0	0	0
<b>CASH FUNDS EXEMPT</b>	0	0	0	0	0
<b>FEDERAL FUNDS</b>	0	0	0	0	0

AD/JP

**SCHEDULE 4**  
**Source of Funding**  
**DEPARTMENT OF PERSONNEL & ADMINISTRATION**  
**(6) COLORADO INFORMATION TECHNOLOGY SERVICES**  
**(A) Business Services**

	ACTUAL FY 02	ACTUAL FY 03	APPROP FY04	ESTIMATE FY 04	REQUEST FY 05
<b>SCHEDULE 3 TOTAL</b>	<b>1,226,870</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GENERAL FUND</b>	953,206	0	0	0	0
<b>CASH FUNDS</b>	88,930	0	0	0	0
<b>CASH FUNDS EXEMPT</b>	184,734	0	0	0	0
<b>FEDERAL FUNDS</b>	0	0	0	0	0
<b>REVENUE SOURCES:</b>					
User fee from state agencies					
<b>FUND 100</b>					
<b>TOTAL</b>	<b>322,771</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
GENERAL FUND	322,771	0	0	0	0
CASH FUNDS	0	0	0	0	0
CASH FUNDS EXEMPT	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0
<b>FUND 602</b>					
<b>TOTAL</b>	<b>184,734</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
GENERAL FUND	0	0	0	0	0
CASH FUNDS	0	0	0	0	0
CASH FUNDS EXEMPT	184,734	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0

<b>ALLOCATED FROM EDO</b>	<b>719,365</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
GENERAL FUND	630,435	0	0	0	0
CASH FUNDS	88,930	0	0	0	0
CASH FUNDS EXEMPT	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0
<b>TOTAL - BUSINESS SERVICES</b>	<b>1,226,870</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
GENERAL FUND	953,206	0	0	0	0
CASH FUNDS	88,930	0	0	0	0
CASH FUNDS EXEMPT	184,734	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0

0017

**SCHEDULE 4**

Source of Funding

**DEPARTMENT OF PERSONNEL & ADMINISTRATION**  
**(6) COLORADO INFORMATION TECHNOLOGY SERVICES**  
**(A) Administration**

	ACTUAL FY 02	ACTUAL FY 03	APPROP FY04	ESTIMATE FY 04	REQUEST FY 05
<b>SCHEDULE 3 TOTAL</b>	0	438,523	365,590	378,257	364,872
<b>GENERAL FUND</b>	0	0	0	0	0
<b>CASH FUNDS</b>	0	0	0	0	0
<b>CASH FUNDS EXEMPT</b>	0	438,523	365,590	378,257	364,872
<b>FEDERAL FUNDS</b>	0	0	0	0	0
<b>REVENUE SOURCES:</b>					
User fees from state agencies					
<b>FUND</b>					
<b>TOTAL</b>	0	438,523	365,590	378,257	364,872
GENERAL FUND	0	0	0	0	0
CASH FUNDS	0	0	0	0	0
CASH FUNDS EXEMPT	0	438,523	365,590	378,257	364,872
FEDERAL FUNDS	0	0	0	0	0

*AOIT*

**SCHEDULE 4**  
**Source of Funding**  
**DEPARTMENT OF PERSONNEL & ADMINISTRATION**  
**(6) COLORADO INFORMATION TECHNOLOGY SERVICES**  
**(B) Customer Service**

	ACTUAL FY 02	ACTUAL FY 03	APPROP FY04	ESTIMATE FY 04	REQUEST FY 05
<b>SCHEDULE 3 TOTAL</b>	0	782,188	845,716	885,494	844,054
<b>GENERAL FUND</b>	0	0	0	0	0
<b>CASH FUNDS</b>	0	0	0	0	0
<b>CASH FUNDS EXEMPT</b>	0	782,188	845,716	885,494	844,054
<b>FEDERAL FUNDS</b>	0	0	0	0	0
<b>REVENUE SOURCES:</b>					
User fees from state agencies					
<b>FUND</b>					
<b>TOTAL</b>	0	782,188	845,716	885,494	844,054
GENERAL FUND	0	0	0	0	0
CASH FUNDS	0	0	0	0	0
CASH FUNDS EXEMPT	0	782,188	845,716	885,494	844,054
FEDERAL FUNDS	0	0	0	0	0

**SCHEDULE 4**  
**Source of Funding**  
**DEPARTMENT OF PERSONNEL & ADMINISTRATION**  
**(6) COLORADO INFORMATION TECHNOLOGY SERVICES**  
**(C) Order Billing**

	ACTUAL FY 02	ACTUAL FY 03	APPROP FY04	ESTIMATE FY 04	REQUEST FY 05
<b>SCHEDULE 3 TOTAL</b>	0	653,394	606,401	625,517	605,210
<b>GENERAL FUND</b>	0	0	0	0	0
<b>CASH FUNDS</b>	0	0	0	0	0
<b>CASH FUNDS EXEMPT</b>	0	653,394	606,401	625,517	605,210
<b>FEDERAL FUNDS</b>	0	0	0	0	0
<b>REVENUE SOURCES:</b>					
User fees from state agencies					
<b>FUND</b>					
<b>TOTAL</b>	0	653,394	606,401	625,517	605,210
GENERAL FUND	0	0	0	0	0
CASH FUNDS	0	0	0	0	0
CASH FUNDS EXEMPT	0	653,394	606,401	625,517	605,210
FEDERAL FUNDS	0	0	0	0	0



**SCHEDULE 4**

Source of Funding

DEPARTMENT OF PERSONNEL & ADMINISTRATION

(6) COLORADO INFORMATION TECHNOLOGY SERVICES

B1 Communications Services

	ACTUAL FY 02	ACTUAL FY 03	APPROP FY04	ESTIMATE FY 04	REQUEST FY 05
<b>SCHEDULE 3 TOTAL</b>	<b>3,418,568</b>	<b>3,333,534</b>	<b>3,755,133</b>	<b>3,755,133</b>	<b>3,973,240</b>
<b>GENERAL FUND</b>	3,284,926	2,610,961	369,361	369,361	369,361
<b>CASH FUNDS</b>	0	0	333,170	333,170	333,170
<b>CASH FUNDS EXEMPT</b>	62,111	620,568	2,981,071	2,981,071	3,199,178
<b>FEDERAL FUNDS</b>	71,531	102,005	71,531	71,531	71,531
<b>REVENUE SOURCES:</b>					
Division of Wildlife, Correctional Industries, user fees from other state agencies, reserve balance of the Public Safety Communications Trust Fund, CDPHE from unexpended monies in the EMS Account within the HUTF that are not distributed to counties					
<b>FUND 100</b>					
<b>TOTAL</b>	<b>3,418,568</b>	<b>3,333,534</b>	<b>3,755,133</b>	<b>3,755,133</b>	<b>3,973,240</b>
GENERAL FUND	3,284,926	2,610,961	369,361	369,361	369,361
CASH FUNDS	0	0	333,170	333,170	333,170
CASH FUNDS EXEMPT	62,111	620,568	2,981,071	2,981,071	3,199,178
FEDERAL FUNDS	71,531	102,005	71,531	71,531	71,531
<b>TOTAL COMMUNICATIONS SERVICES</b>	<b>3,418,568</b>	<b>3,333,534</b>	<b>3,755,133</b>	<b>3,755,133</b>	<b>3,973,240</b>
GENERAL FUND	3,284,926	2,610,961	369,361	369,361	369,361
CASH FUNDS	0	0	333,170	333,170	333,170
CASH FUNDS EXEMPT	62,111	620,568	2,981,071	2,981,071	3,199,178
FEDERAL FUNDS	71,531	102,005	71,531	71,531	71,531

*DO*

**SCHEDULE 4**

Source of Funding

**DEPARTMENT OF PERSONNEL & ADMINISTRATION**

**(6) COLORADO INFORMATION TECHNOLOGY SERVICES**

**(C) Network Services**

	ACTUAL FY 02	ACTUAL FY 03	APPROP FY04	ESTIMATE FY 04	REQUEST FY 05
<b>SCHEDULE 3 TOTAL</b>	<b>14,167,688</b>	<b>16,631,489</b>	<b>18,689,906</b>	<b>18,725,929</b>	<b>18,965,656</b>
GENERAL FUND	0	0	0	0	0
CASH FUNDS	562,660	585,589	1,363,904	1,363,904	1,363,904
CASH FUNDS EXEMPT	13,605,028	16,045,900	17,326,002	17,362,025	17,601,752
FEDERAL FUNDS	0	0	0	0	0
<b>REVENUE SOURCES:</b>					
User fees from non-state agencies, Division of Wildlife, Correctional Industries, Colorado State Lottery, user fees from other state agencies, refunds from the telecommunications audit, Legislative Department					
<b>FUND 603</b>					
<b>TOTAL</b>	<b>14,167,688</b>	<b>16,631,489</b>	<b>18,689,906</b>	<b>18,725,929</b>	<b>18,965,656</b>
GENERAL FUND	0	0	0	0	0
CASH FUNDS	562,660	585,589	1,363,904	1,363,904	1,363,904
CASH FUNDS EXEMPT	13,605,028	16,045,900	17,326,002	17,362,025	17,601,752
FEDERAL FUNDS	0	0	0	0	0
<b>TOTAL NETWORK SERVICES</b>	<b>14,167,688</b>	<b>16,631,489</b>	<b>18,689,906</b>	<b>18,725,929</b>	<b>18,965,656</b>
GENERAL FUND	0	0	0	0	0
CASH FUNDS	562,660	585,589	1,363,904	1,363,904	1,363,904
CASH FUNDS EXEMPT	13,605,028	16,045,900	17,326,002	17,362,025	17,601,752
FEDERAL FUNDS	0	0	0	0	0

*Do*

**SCHEDULE 4**

Source of Funding

DEPARTMENT OF PERSONNEL & ADMINISTRATION

(6) COLORADO INFORMATION TECHNOLOGY SERVICES

*X* (D) Computer Services

	ACTUAL FY 02	ACTUAL FY 03	APPROP FY04	ESTIMATE FY 04	REQUEST FY 05
<b>SCHEDULE 3 TOTAL</b>	0	0	0	0	9,588,562
GENERAL FUND	0	0	0	0	0
CASH FUNDS	0	0	0	0	28,749
CASH FUNDS EXEMPT	0	0	0	0	9,559,813
FEDERAL FUNDS	0	0	0	0	(5,183)
<b>REVENUE SOURCES:</b>					
Various local governments and other sources of cash revenue, the Colorado State Lottery, user fees from state agencies					
<b>FUND 602</b>					
<b>TOTAL</b>	<b>12,048,668</b>	<b>8,278,457</b>	<b>9,588,562</b>	<b>9,712,390</b>	<b>10,127,328</b>
GENERAL FUND					
CASH FUNDS	163,527	187,708	28,749	28,749	28,749
CASH FUNDS EXEMPT	11,885,141	8,090,749	9,559,813	9,683,641	10,098,579
FEDERAL FUNDS	0	0	0	0	0
<b>TOTAL COMPUTER SERVICES</b>	<b>12,048,668</b>	<b>8,278,457</b>	<b>9,588,562</b>	<b>9,712,390</b>	<b>10,127,328</b>
GENERAL FUND	0	0	0	0	0
CASH FUNDS	163,527	187,708	28,749	28,749	28,749
CASH FUNDS EXEMPT	11,885,141	8,090,749	9,559,813	9,683,641	10,098,579
FEDERAL FUNDS	0	0	0	0	0

**SCHEDULE 4**

**Source of Funding**

**DEPARTMENT OF PERSONNEL & ADMINISTRATION**

**(6) COLORADO INFORMATION TECHNOLOGY SERVICES**

**(F) Information and Archival Services**

	<b>ACTUAL FY 02</b>	<b>ACTUAL FY 03</b>	<b>APPROP FY04</b>	<b>ESTIMATE FY 04</b>	<b>REQUEST FY 05</b>
<b>SCHEDULE 3 TOTAL</b>	<b>912,598</b>	<b>635,166</b>	<b>489,139</b>	<b>504,535</b>	<b>488,236</b>
<b>GENERAL FUND</b>	460,425	462,359	369,732	381,980	369,732
<b>CASH FUNDS</b>	122,891	86,169	89,024	89,024	89,024
<b>CASH FUNDS EXEMPT</b>	329,282	86,638	30,383	33,531	29,480
<b>FEDERAL FUNDS</b>	0	0	0	0	0
<b>REVENUE SOURCES:</b>					
User fees from non-state agencies, user fees from state agencies					
<b>FUND 100</b>					
<b>TOTAL</b>	<b>583,316</b>	<b>548,528</b>	<b>458,756</b>	<b>471,004</b>	<b>458,756</b>
GENERAL FUND	460,425	462,359	369,732	381,980	369,732
CASH FUNDS	122,891	86,169	89,024	89,024	89,024
CASH FUNDS EXEMPT	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0
<b>FUND 602</b>					
<b>TOTAL</b>	<b>329,282</b>	<b>86,638</b>	<b>30,383</b>	<b>33,531</b>	<b>29,480</b>
GENERAL FUND	0	0	0	0	0
CASH FUNDS	0	0	0	0	0
CASH FUNDS EXEMPT	329,282	86,638	30,383	33,531	29,480
FEDERAL FUNDS	0	0	0	0	0
<b>TOTAL - INFORMATION and ARCHIVAL SERVICES</b>	<b>912,598</b>	<b>635,166</b>	<b>489,139</b>	<b>504,535</b>	<b>488,236</b>
GENERAL FUND	460,425	462,359	369,732	381,980	369,732
CASH FUNDS	122,891	86,169	89,024	89,024	89,024
CASH FUNDS EXEMPT	329,282	86,638	30,383	33,531	29,480
FEDERAL FUNDS	0	0	0	0	0

2011

**SCHEDULE 4**

**Source of Funding**

**DEPARTMENT OF PERSONNEL & ADMINISTRATION**

**(6) COLORADO INFORMATION TECHNOLOGY SERVICES**

**(G) Application Services**

	ACTUAL FY 02	ACTUAL FY 03	APPROP FY04	ESTIMATE FY 04	REQUEST FY 05
<b>SCHEDULE 3 TOTAL</b>	0	0	0	0	(5,183)
<b>GENERAL FUND</b>	0	0	0	0	0
<b>CASH FUNDS</b>	0	0	0	0	0
<b>CASH FUNDS EXEMPT</b>	0	0	0	0	(5,183)
<b>FEDERAL FUNDS</b>	0	0	0	0	(5,183)
<b>REVENUE SOURCES:</b>					
<b>FUND 100</b>					
<b>TOTAL</b>	<b>4,667,447</b>	<b>3,622,208</b>	<b>2,887,219</b>	<b>2,957,277</b>	<b>2,882,037</b>
GENERAL FUND	4,667,447	3,622,208	2,887,219	2,957,277	2,882,037
CASH FUNDS	0	0	0	0	0
CASH FUNDS EXEMPT	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0
<b>TOTAL APPLICATION SERVICES</b>	<b>4,667,447</b>	<b>3,622,208</b>	<b>2,887,219</b>	<b>2,957,277</b>	<b>2,882,037</b>
GENERAL FUND	4,667,447	3,622,208	2,887,219	2,957,277	2,882,037
CASH FUNDS	0	0	0	0	0
CASH FUNDS EXEMPT	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0

**SCHEDULE 4**  
**Source of Funding**  
**DEPARTMENT OF PERSONNEL & ADMINISTRATION**  
**(7) ADMINISTRATIVE HEARINGS**

	ACTUAL FY 02	ACTUAL FY 03	APPROP FY04	ESTIMATE FY 04	REQUEST FY 05
<b>SCHEDULE 3 TOTAL</b>	<b>3,072,341</b>	<b>3,232,723</b>	<b>3,118,916</b>	<b>3,188,598</b>	<b>3,397,581</b>
GENERAL FUND	0	0	0	0	0
CASH FUNDS	0	0	0	0	0
CASH FUNDS EXEMPT	3,072,341	3,232,723	3,118,916	3,188,598	3,397,581
FEDERAL FUNDS	0	0	0	0	0
<b>REVENUE SOURCES:</b>					
User fees from state agencies					
<b>FUND 611</b>					
<b>TOTAL</b>	<b>3,072,341</b>	<b>3,232,723</b>	<b>3,118,916</b>	<b>3,188,598</b>	<b>3,397,581</b>
GENERAL FUND	0	0	0	0	0
CASH FUNDS	0	0	0	0	0
CASH FUNDS EXEMPT	3,072,341	3,232,723	3,118,916	3,188,598	3,397,581
FEDERAL FUNDS	0	0	0	0	0
<b>TOTAL ADMINISTRATIVE HEARINGS</b>	<b>3,072,341</b>	<b>3,232,723</b>	<b>3,118,916</b>	<b>3,188,598</b>	<b>3,397,581</b>
GENERAL FUND	0	0	0	0	0
CASH FUNDS	0	0	0	0	0
CASH FUNDS EXEMPT	3,072,341	3,232,723	3,118,916	3,188,598	3,397,581
FEDERAL FUNDS	0	0	0	0	0

**Schedule 5.C**

Summary Table for Health, Life & Dental

Department: Personnel & Administration

Actual FY 2001-2002	Line Item	Total Funds	GF	CF	CFE	FF
Executive Director's Office		26,407	26,407			
Human Resources	Services-Pers Svcs	78,756	78,756			
Human Resources	CSEAP Pers Svcs	10,250			10,250	
Human Resources	Training-Pers Svcs	6,138			6,138	
Human Resources	Benefits-Pers Svcs	14,170			14,170	
Human Resources	Risk Personal Svcs	16,501			16,501	
Personnel Board	Personal Services	10,189	10,189			
Central Services	Admin-Pers Svcs	18,359			18,359	
Central Services	IDF-Repro Pers Svcs	52,808			52,808	
Central Services	IDF-Micro Pers Svcs	17,003			17,003	
Central Services	IDF Mail Pers Svcs	47,512			47,512	
Central Services	Fleet Pers Svcs	31,400			31,400	
Central Services	Collections Pers Svcs	22,877			22,877	
Central Services	Coord & Review of cc/cm	22,604			22,604	
Central Services	Prop Maint-Pers Svcs	104,820			104,820	
Central Services	GJ Pers Svcs	2,066			2,066	
Central Services	CGW Pers Svcs	1,894			1,894	
Finance & Procurement	Personal Services	79,875	79,875			
Finance & Procurement	Supplier Database	4,907		4,907		
Information Technology	Business-Pers Svcs	15,367	15,367			
Information Technology	Comm-Pers Svcs	84,423	84,423			
Information Technology	Network-Pers Svcs	31,402			31,402	
Information Technology	Computing-Pers Svcs	184,385			184,385	
Information Technology	Archival Pers Svcs	15,903			15,903	
Information Technology	Applications-Pers Svcs	75,747	75,747			
Personnel Board		14,577	14,577			
	Personal Services	67,886			67,886	
<b>Department Total: Actual FY 2001-02</b>		<b>1,058,226</b>	<b>964,673</b>	<b>24,535</b>	<b>2,385,328</b>	
<b>Actual FY 2002-2003</b>						
Executive Director's Office	Personal Services	23,958	23,958			
Human Resources	Services-Pers Svcs	80,957	80,957			
Human Resources	CSEAP Pers Svcs	8,542			8,542	
Human Resources	Training-Pers Svcs	4,668			4,668	
Human Resources	Benefits-Pers Svcs	22,555		12,070	10,485	
Human Resources	Risk Personal Svcs	18,003			18,003	
Personnel Board	Personal Services	12,699	12,699			
Central Services	Admin-Pers Svcs	15,624			15,624	
Central Services	IDF-Repro Pers Svcs	99,019			99,019	
Central Services	IDF-Micro Pers Svcs	13,400			13,400	
Central Services	IDF Mail Pers Svcs	40,021			40,021	
Central Services	Fleet Pers Svcs	25,678			25,678	
Central Services	Prop Maint-Pers Svcs	92,706	1,810		90,896	
Central Services	GJ Pers Svcs	387			387	
Central Services	CGW Pers Svcs	1,169			1,169	
Finance & Procurement	Personal Services	79,572	79,572			
Finance & Procurement	Supplier Database	9,868		9,868		
Finance & Procurement	Collections Pers Svcs	16,841			16,841	
Finance & Procurement	Coord & Review of cc/cm	13,634	13,634			
Information Technology	Business-Pers Svcs	10,756	5,428		5,328	
Information Technology	Comm-Pers Svcs	101,992	101,992			
Information Technology	Network-Pers Svcs	24,678			24,678	
Information Technology	Computing-Pers Svcs	116,009			116,009	
Information Technology	Pueblo Data Entry	58,843			58,843	
Information Technology	Archival Pers Svcs	31,833	24,874		6,959	
Information Technology	Applications-Pers Svcs	80,693	80,693			
Personal Services		65,754			65,754	
<b>Department Total: Actual FY 2002-2003</b>		<b>1,070,859</b>	<b>1,425,617</b>	<b>21,938</b>	<b>623,304</b>	

**Schedule 5.C**

Summary Table for Health, Life & Dental

Department: Personnel & Administration

	Line Item	Total Funds	GF	CF	CFE	FF
<b>Estimate FY 2003-2004</b>						
Executive (Director's) Office - Fund 100	EDO	44,057	44,057	-	-	-
Human Resources - AQB Fund 100	State Agency Services	62,985	62,985	-	-	-
Human Resources - AQD Fund 100	Training Services	6,080	-	-	6,080	-
Human Resources - AQC Fund 100	CSEAP	13,163	-	-	13,163	-
Human Resources - AQA Fund 719	Benefits - Fund 719	8,382	-	-	8,382	-
Human Resources - AQE Fund 720	Benefits - Fund 720	9,452	-	9,452	-	-
Human Resources - AQF Fund 11L	Risk Mngmt - Fund 11L	7,230	-	-	7,230	-
Human Resources - AQF Fund 11W	Risk Mngmt - Fund 11W	10,845	-	-	10,845	-
Personnel Board - Fund 100	Personnel Board	13,281	13,281	-	-	-
Central Services - Fund 601	Administration	11,733	-	-	11,733	-
Central Services - Fund 601	Reprographics Services	51,969	-	-	51,969	-
Central Services - Fund 601	DSG	68,674	-	-	68,674	-
Central Services - Fund 601	Mail Services	50,837	-	-	50,837	-
Central Services - Fund 607	Fleet Management	43,293	-	-	43,293	-
Central Services - Fund 610	Cap. Complex Facilities	92,376	-	-	92,376	-
Central Services - Fund 610	Grand Junction	25	-	-	25	-
Central Services - Fund 610	Camp George West	1,117	-	-	1,117	-
Finance & Procurement - Fund 100	SCO and Procurement	59,713	59,713	-	-	-
Finance & Procurement - Fund 281	Supplier Database	14,097	-	14,097	-	-
Finance & Procurement - Fund 604	Collections Services	32,830	-	-	32,830	-
Finance & Procurement - Fund 100	Real Estate Services Pgm	14,424	14,424	-	-	-
Division of Information Technologies - Fund 602	Administration	11,964	-	-	11,964	-
Division of Information Technologies - Fund 602	Customer Services	20,364	-	-	20,364	-
Division of Information Technologies - Fund 603	Order Billing	18,128	-	-	18,128	-
Division of Information Technologies - Fund 100	Communications	100,864	100,864	-	-	-
Division of Information Technologies - Fund 603	Network Services	33,942	-	-	33,942	-
Division of Information Technologies - Fund 602	Computer Services	97,495	-	-	97,495	-
Division of Information Technologies - Fund 100	Info. and Archives	14,930	11,944	-	2,986	-
Division of Information Technologies - Fund 100	TMU	67,834	67,834	-	-	-
Administrative Hearings - Fund 611	Administrative Hearings	65,326	-	-	65,326	-
<b>Department Total Estimate FY 2003-2004</b>		<b>1,047,410</b>	<b>375,102</b>	<b>23,549</b>	<b>648,759</b>	
<b>Request FY 2004-2005</b>						
Executive (Director's) Office - Fund 100	EDO	74,803	74,803	-	-	-
Human Resources - AQB Fund 100	State Agency Services	108,940	106,940	-	-	-
Human Resources - AQD Fund 100	Training Services	8,652	-	-	8,652	-
Human Resources - AQC Fund 100	CSEAP	18,731	-	-	18,731	-
Human Resources - AQA Fund 719	Benefits - Fund 719	11,928	-	-	11,928	-
Human Resources - AQE Fund 720	Benefits - Fund 720	15,135	-	15,135	-	-
Human Resources - AQF Fund 11L	Risk Mngmt - Fund 11L	10,288	-	-	10,288	-
Human Resources - AQF Fund 11W	Risk Mngmt - Fund 11W	15,433	-	-	15,433	-
Personnel Board - Fund 100	Personnel Board	22,549	22,549	-	-	-
Central Services - Fund 601	Administration	16,696	-	-	16,696	-
Central Services - Fund 601	Reprographics Services	73,953	-	-	73,953	-
Central Services - Fund 601	DSG	97,724	-	-	97,724	-
Central Services - Fund 601	Mail Services	72,342	-	-	72,342	-
Central Services - Fund 607	Fleet Management	61,607	-	-	61,607	-
Central Services - Fund 610	Cap. Complex Facilities	131,452	-	-	131,452	-
Central Services - Fund 610	Grand Junction	36	-	-	36	-
Central Services - Fund 610	Camp George West	1,590	-	-	1,590	-
Finance & Procurement - Fund 100	SCO and Procurement	101,385	101,385	-	-	-
Finance & Procurement - Fund 281	Supplier Database	22,572	-	22,572	-	-
Finance & Procurement - Fund 604	Collections Services	46,718	-	-	46,718	-
Finance & Procurement - Fund 100	Real Estate Services Pgm	24,490	24,490	-	-	-
Division of Information Technologies - Fund 602	Administration	17,025	-	-	17,025	-
Division of Information Technologies - Fund 602	Customer Services	28,978	-	-	28,978	-
Division of Information Technologies - Fund 603	Order Billing	25,796	-	-	25,796	-
Division of Information Technologies - Fund 100	Communications	171,254	171,254	-	-	-
Division of Information Technologies - Fund 603	Network Services	48,300	-	-	48,300	-
Division of Information Technologies - Fund 602	Computer Services	138,737	-	-	138,737	-
Division of Information Technologies - Fund 100	Info. and Archives	24,528	20,279	-	4,249	-
Division of Information Technologies - Fund 100	TMU	115,173	115,173	-	-	-
Administrative Hearings - Fund 611	Administrative Hearings	92,960	-	-	92,960	-
<b>Department Total Request FY 2004-2005</b>		<b>1,597,774</b>	<b>636,873</b>	<b>37,707</b>	<b>923,194</b>	



**Schedule 5.C**

Summary Table for Short Term Disability

Department: Personnel & Administration

	Line Item	Total	GF	CF	CFE	FF
<b>Actual FY 2001-2002</b>						
Executive Director's Office	Personal Services	514	514			
Human Resource Services	Services-Pers Svcs	1,227	1,227			
Human Resource Services	CSEAP Pers Svcs	177				177
Human Resource Services	Training-Pers Svcs	88				88
Human Resource Services	Benefits-Pers Svcs	501				501
Human Resource Services	Risk Personal Svcs	361				361
Personnel Board	Personal Services	153	153			
Central Services	Admin-Pers Svcs	413				413
Central Services	IDF-Repro Pers Svcs	813				813
Central Services	IDF-Micro Pers Svcs	200				200
Central Services	IDF Mail Pers Svcs	667				667
Central Services	Fleet Pers Svcs	522				522
Central Services	Collections Pers Svcs	425				425
Central Services	Coord & Review of cc/cm	180				180
Central Services	Prop Maint-Pers Svcs	1,772				1,772
Central Services	GJ Pers Svcs	41				41
Central Services	CGW Pers Svcs	45				45
Finance & Procurement	Personal Services	1,230	1,230			
Finance & Procurement	Supplier Database	297				297
Colorado Information Technology Services	Business-Pers Svcs	285	285			
Colorado Information Technology Services	Comm-Pers Svcs	1,268	1,268			
Colorado Information Technology Services	Network-Pers Svcs	665				665
Colorado Information Technology Services	Computing-Pers Svcs	3,380				3,380
Colorado Information Technology Services	Archival Pers Svcs	424				424
Colorado Information Technology Services	Applications-Pers Svcs	1,256	1,256			
Administrative Hearings	Personal Services	1,787				1,787
<b>Department Total Actual FY 2001-2002</b>		<b>18,691</b>	<b>5,933</b>			<b>12,758</b>
<b>Estimate FY 2002-2003</b>						
Executive Director's Office	Personal Services	1,172	1,172			
Human Resource Services	Services-Pers Svcs	1,646	1,646			
Human Resource Services	CSEAP Pers Svcs	282				282
Human Resource Services	Training-Pers Svcs	148				148
Human Resource Services	Benefits-Pers Svcs	816			282	534
Human Resource Services	Risk Personal Svcs	628				628
Personnel Board	Personal Services	257	257			
Central Services	Admin-Pers Svcs	690				690
Central Services	IDF-Repro Pers Svcs	1,238				1,238
Central Services	IDF-Micro Pers Svcs	633				633
Central Services	IDF Mail Pers Svcs	1,104				1,104
Central Services	Fleet Pers Svcs	908				908
Central Services	Prop Maint-Pers Svcs	2,777	22			2,755
Central Services	GJ Pers Svcs	47				47
Central Services	CGW Pers Svcs	66				66
Finance & Procurement	Personal Services	2,062	2,062			
Finance & Procurement	Supplier Database	317			317	
Finance & Procurement	Collections Pers Svcs	796				796
Finance & Procurement	Coord & Review of cc/cm	335	335			
Colorado Information Technology Services	Business-Pers Svcs	427				203
Colorado Information Technology Services	Comm-Pers Svcs	2,179	2,179			
Colorado Information Technology Services	Network-Pers Svcs	1,335				1,335
Colorado Information Technology Services	Computing-Pers Svcs	3,925				3,925
Colorado Information Technology Services	Pueblo Data Entry	1,506				1,506
Colorado Information Technology Services	Archival Pers Svcs	798	395		174	229
Colorado Information Technology Services	Applications-Pers Svcs	2,297	2,297			
Administrative Hearings	Personal Services	3,243				3,243
<b>Department Total Estimate FY 2002-03</b>		<b>38,745</b>	<b>13,686</b>		<b>1,546</b>	<b>23,513</b>

**Schedule 5.C**  
Summary Table for Short Term Disability

Department: Personnel & Administration

	Line Item	Total	GF	CF	CFE	FF
<b>Estimate FY 2003-2004</b>						
Executive (Director's) Office - Fund 100	EDO	1,224	1,224			
Human Resources - AQB Fund 100	State Agency Services	1,389	1,389			
Human Resources - AQD Fund 100	Training Services	214			214	
Human Resources - AQC Fund 100	CSEAP	381			381	
Human Resources - AQA Fund 719	Benefits - Fund 719	372			372	
Human Resources - AQE Fund 720	Benefits - Fund 720	1,836		1,836		
Human Resources - AQF Fund 11L	Risk Mngment - Fund 11L	358			358	
Human Resources - AQF Fund 11W	Risk Mngment - Fund 11W	537			537	
Personnel Board - Fund 100	Personnel Board	252	252			
Central Services - Fund 601	Administration	1,030			1,030	
Central Services - Fund 601	Reprographics Services	1,605			1,605	
Central Services - Fund 601	DSG	2,774			2,774	
Central Services - Fund 601	Mail Services	1,593			1,593	
Central Services - Fund 607	Fleet Management	1,187			1,187	
Central Services - Fund 610	Cap. Complex Facilities	4,031			4,031	
Central Services - Fund 610	Grand Junction	68			68	
Central Services - Fund 610	Camp George West	94			94	
Finance & Procurement	SCO and Procurement	1,898	1,898			
Finance & Procurement	Supplier Database	1,258		1,258		
Finance & Procurement	Collections Services	1,117			1,117	
Finance & Procurement	Real Estate Services Pgm	350	350			
Division of Information Technologies - Fund 602	Administration	703			703	
Division of Information Technologies - Fund 602	Customer Services	1,137			1,137	
Division of Information Technologies - Fund 603	Order Billing	988			988	
Division of Information Technologies - Fund 100	Communications	2,245	2,245			
Division of Information Technologies - Fund 603	Network Services	2,073			2,073	
Division of Information Technologies - Fund 602	Computer Services	4,220			4,220	
Division of Information Technologies - Fund 100	Info. and Archives	466	304		162	
Division of Information Technologies - Fund 100	TMU	2,224	2,224			
Administrative Hearings	Administrative Hearings	4,356			4,356	
<b>Department Total Estimate FY 2003-2004</b>		<b>41,980</b>	<b>9,886</b>	<b>13,094</b>	<b>29,000</b>	

<b>Estimate FY 2004-2005</b>						
Executive (Director's) Office - Fund 100	EDO	1,948	1,948	-	-	
Human Resources - AQB Fund 100	State Agency Services	2,210	2,210	-	-	
Human Resources - AQD Fund 100	Training Services	166	-	-	166	
Human Resources - AQC Fund 100	CSEAP	296	-	-	296	
Human Resources - AQA Fund 719	Benefits - Fund 719	289	-	-	289	
Human Resources - AQE Fund 720	Benefits - Fund 720	1,337	-	1,337	-	
Human Resources - AQF Fund 11L	Risk Mngment - Fund 11L	278	-	-	278	
Human Resources - AQF Fund 11W	Risk Mngment - Fund 11W	418	-	-	418	
Personnel Board - Fund 100	Personnel Board	401	401	-	-	
Central Services - Fund 601	Administration	801	-	-	801	
Central Services - Fund 601	Reprographics Services	1,248	-	-	1,248	
Central Services - Fund 601	DSG	2,157	-	-	2,157	
Central Services - Fund 601	Mail Services	1,239	-	-	1,239	
Central Services - Fund 607	Fleet Management	923	-	-	923	
Central Services - Fund 610	Cap. Complex Facilities	3,135	-	-	3,135	
Central Services - Fund 610	Grand Junction	53	-	-	53	
Central Services - Fund 610	Camp George West	73	-	-	73	
Finance & Procurement	SCO and Procurement	3,020	3,020	-	-	
Finance & Procurement	Supplier Database	916	-	916	-	
Finance & Procurement	Collections Services	869	-	-	869	
Finance & Procurement	Real Estate Services Pgm	557	557	-	-	
Division of Information Technologies - Fund 602	Administration	547	-	-	547	
Division of Information Technologies - Fund 602	Customer Services	884	-	-	884	
Division of Information Technologies - Fund 603	Order Billing	768	-	-	768	
Division of Information Technologies - Fund 100	Communications	3,572	3,572	-	-	
Division of Information Technologies - Fund 603	Network Services	1,612	-	-	1,612	
Division of Information Technologies - Fund 602	Computer Services	3,282	-	-	3,282	
Division of Information Technologies - Fund 100	Info. and Archives	610	484	-	126	
Division of Information Technologies - Fund 100	TMU	3,539	3,539	-	-	
Administrative Hearings	Administrative Hearings	3,387	-	-	3,387	
<b>Department Total Estimate FY 2004-2005</b>		<b>40,536</b>	<b>15,731</b>	<b>2,253</b>	<b>22,552</b>	

**Schedule 5.C  
Summary Table for Salary Survey**

Department: Personnel

	Line Item	Total Funds	GF	HUTF	CF	CFE	FF
<b>Actual FY 2001-2002</b>							
Executive Director	Personal Services	132,453	132,453				
HRS	Services-Pers Svcs	84,092	84,092				
HRS	CSEAP Pers Svcs	13,929				13,929	
HRS	Training-Pers Svcs	3,813				3,813	
HRS	Benefits-Pers Svcs	24,633				24,633	
HRS	Risk Personal Svcs	22,462				22,462	
Personal Board	Personal Services	18,667	18,667				
Central Services	Admin-Pers Svcs	25,617				25,617	
Central Services	IDF-Repro Pers Svcs	47,480				47,480	
Central Services	IDF-Micro Pers Svcs	16,610				16,610	
Central Services	IDF Mail Pers Svcs	44,068				44,068	
Central Services	Fleet Pers Svcs	33,681				33,681	
Central Services	Collections Pers Svcs	25,803				25,803	
Central Services	Coord & Review of cc/cm	24,284	24,284				
Central Services	Prop Maint-Pers Svcs	100,383				100,383	
Central Services	GJ Pers Svcs	2,506				2,506	
Central Services	CGW Pers Svcs	3,052				3,052	
Finance & Procurement	Personal Services	67,326	67,326				
Finance & Procurement	Supplier Database	7,309			7,309		
CITS	Business-Pers Svcs	14,949	14,949				
CITS	Comm-Pers Svcs	158,808	158,808				
CITS	Network-Pers Svcs	55,074				55,074	
CITS	Computing-Pers Svcs	199,910				199,910	
CITS	Archival Pers Svcs	31,639				31,639	
CITS	Applications-Pers Svcs	116,351	116,351				
Administrative Hearings	Personal Services	79,794				79,794	
<b>Department Total Actual FY 2001-2002</b>		<b>1,354,693</b>	<b>616,930</b>		<b>7,309</b>	<b>730,454</b>	
<b>Actual FY 2002-2003</b>							
Executive Director	Personal Services	60,860	60,860				
HRS	Services-Pers Svcs	93,149	93,149				
HRS	CSEAP Pers Svcs	9,395				9,395	
HRS	Training-Pers Svcs	4,910				4,910	
HRS	Benefits-Pers Svcs	24,670			4,957	19,714	
HRS	Risk Personal Svcs	23,038				23,038	
Personal Board	Personal Services	14,548	14,548				
Central Services	Admin-Pers Svcs	28,305				28,305	
Central Services	IDF-Repro Pers Svcs	42,995				42,995	
Central Services	IDF-Micro Pers Svcs	23,213				23,213	
Central Services	IDF Mail Pers Svcs	46,002				46,002	
Central Services	Fleet Pers Svcs	37,551				37,551	
Central Services	Prop Maint-Pers Svcs	109,511	1,206			108,305	
Central Services	GJ Pers Svcs	1,849				1,849	
Central Services	CGW Pers Svcs	2,580				2,580	
Finance & Procurement	Personal Services	164,091	164,091				
Finance & Procurement	Supplier Database	5,659	-		5,659		
Central Services	Collections Pers Svcs	41,018	-			41,018	
Central Services	State Bldgs/Real Estate	23,203	23,203				
CITS	Business-Pers Svcs	21,310	12,955			8,355	
CITS	Comm-Pers Svcs	147,659	147,659			-	
CITS	Network-Pers Svcs	49,401	-			49,401	
CITS	Computing-Pers Svcs	160,991	-			160,991	
CITS	Pueblo Data Entry	58,126	-			58,126	
CITS	Archival Pers Svcs	33,153	22,524		2,766	7,864	
CITS	Applications-Pers Svcs	129,326	129,326			-	
Administrative Hearings	Personal Services	116,265				116,265	
<b>Department Total Actual FY 2002-03</b>		<b>1,472,777</b>	<b>669,520</b>		<b>13,382</b>	<b>789,875</b>	

**Schedule 5.C  
Summary Table for Salary Survey**

**Department: Personnel**

	Line Item	Total Funds	GF	HUTF	CF	CFE	FF
<b>Estimate FY 2003-2004</b>							
Executive Director	Personal Services	-	-	-	-	-	-
HRS	Services-Pers Svcs	-	-	-	-	-	-
HRS	CSEAP Pers Svcs	-	-	-	-	-	-
HRS	Training-Pers Svcs	-	-	-	-	-	-
HRS	Benefits-Pers Svcs	-	-	-	-	-	-
HRS	Risk Personal Svcs	-	-	-	-	-	-
Personal Board	Personal Services	-	-	-	-	-	-
Central Services	Admin-Pers Svcs	-	-	-	-	-	-
Central Services	IDF-Repro Pers Svcs	-	-	-	-	-	-
Central Services	IDF-Micro Pers Svcs	-	-	-	-	-	-
Central Services	IDF Mail Pers Svcs	-	-	-	-	-	-
Central Services	Fleet Pers Svcs	-	-	-	-	-	-
Central Services	Prop Maint-Pers Svcs	-	-	-	-	-	-
Central Services	GJ Pers Svcs	-	-	-	-	-	-
Central Services	CGW Pers Svcs	-	-	-	-	-	-
Finance & Procurement	Personal Services	-	-	-	-	-	-
Finance & Procurement	Supplier Database	-	-	-	-	-	-
Finance & Procurement	Collections Pers Svcs	-	-	-	-	-	-
Finance & Procurement	Coord & Review of cc/cm	-	-	-	-	-	-
Information Technology	Business-Pers Svcs	-	-	-	-	-	-
Information Technology	Comm-Pers Svcs	-	-	-	-	-	-
Information Technology	Network-Pers Svcs	-	-	-	-	-	-
Information Technology	Computing-Pers Svcs	-	-	-	-	-	-
Information Technology	PDEC Svcs	-	-	-	-	-	-
Information Technology	Archival Pers Svcs	-	-	-	-	-	-
Information Technology	Applications-Pers Svcs	-	-	-	-	-	-
Administrative Hearings	Personal Services	-	-	-	-	-	-
<b>Department Total Estimate FY 2003-2004</b>		-	-	-	-	-	-

<b>Request FY 2004-2005</b>							
Executive Director	Personal Services	-	-	-	-	-	-
HRS	Services-Pers Svcs	321	321	-	-	-	-
HRS	CSEAP Pers Svcs	-	-	-	-	-	-
HRS	Training-Pers Svcs	-	-	-	-	-	-
HRS	Benefits-Pers Svcs	-	-	-	-	-	-
HRS	Risk Personal Svcs	-	-	-	-	-	-
Personal Board	Personal Services	-	-	-	-	-	-
Central Services	Admin-Pers Svcs	-	-	-	-	-	-
Central Services	IDF-Repro Pers Svcs	-	-	-	-	-	-
Central Services	IDF-Doc Solutions Group	3,482	-	-	-	3,482	-
Central Services	IDF Mail Pers Svcs	482	-	-	-	482	-
Central Services	Fleet Pers Svcs	1,353	-	-	-	1,353	-
Central Services	Prop Maint-Pers Svcs	750	-	-	-	750	-
Central Services	GJ Pers Svcs	1,085	-	-	-	1,085	-
Central Services	CGW Pers Svcs	-	-	-	-	-	-
Finance & Procurement	Personal Services	-	-	-	-	-	-
Finance & Procurement	Supplier Database	-	-	-	-	-	-
Finance & Procurement	Collections Pers Svcs	-	-	-	-	-	-
Finance & Procurement	Coord & Review of cc/cm	-	-	-	-	-	-
Information Technology	Business-Pers Svcs	-	-	-	-	-	-
Information Technology	Comm-Pers Svcs	-	-	-	-	-	-
Information Technology	Network-Pers Svcs	937	-	-	-	937	-
Information Technology	Computing-Pers Svcs	469	-	-	-	469	-
Information Technology	PDEC Svcs	-	-	-	-	-	-
Information Technology	Archival Pers Svcs	-	-	-	-	-	-
Information Technology	Applications-Pers Svcs	-	-	-	-	-	-
Administrative Hearings	Personal Services	-	-	-	-	-	-
<b>Department Total Request FY 2004-2005</b>		<b>8,879</b>	<b>321</b>	-	-	<b>8,557</b>	-

**Schedule 5.C**

**Summary Table for Anniversary/Performance Based Pay**

Department: Personnel & Administration

	Line Item	Total Funds	GF	CF	CFE	FF
<b>Actual FY 2001-2002</b>						
Executive Director's Office	Personal Services	13,130	13,130			
Human Resource Services	Services-Pers Svcs	20,045	20,045	-	-	
Human Resource Services	CSEAP Pers Svcs	7,778	-	-	7,778	
Human Resource Services	Training-Pers Svcs	1,625	-	-	1,625	
Human Resource Services	Benefits-Pers Svcs	7,352	-	-	7,352	
Human Resource Services	Risk Personal Svcs	1,415	-	-	1,415	
Personnel Board	Personnel Board	7,274	7,274			
Central Services	Admin-Pers Svcs	4,770	-	-	4,770	
Central Services	IDF-Repro Pers Svcs	12,625	-	-	12,625	
Central Services	IDF-Micro Pers Svcs	3,707	-	-	3,707	
Central Services	IDF Mail Pers Svcs	15,931	-	-	15,931	
Central Services	Fleet Pers Svcs	12,455	-	-	12,455	
Central Services	Facilities Maintenance	18,104	-	-	18,104	
Central Services	GJ Pers Svcs	-	-	-	-	
Central Services	CGW Pers Svcs	3,205	-	-	3,205	
Finance & Procurement	Personal Services	28,863	28,863			
Finance & Procurement	Supplier Database	3,293	-	3,293		
Finance & Procurement	Collections Pers Svcs	4,179	-	-	4,179	
Finance & Procurement	State Buildings	9,183	9,183	-	-	
Colorado Information Technology Services	Business-Pers Svcs	-	-	-	-	
Colorado Information Technology Services	Comm-Pers Svcs	26,757	26,757			
Colorado Information Technology Services	Network-Pers Svcs	10,404	-	-	10,404	
Colorado Information Technology Services	Computing-Pers Svcs	49,480	-	-	49,480	
Colorado Information Technology Services	Archival Pers Svcs	11,515	-	-	11,515	
Colorado Information Technology Services	Applications-Pers Svcs	23,224	23,224	-	-	
Administrative Hearings	Personal Services	22,067	-	-	23,224	
<b>DIVISION SUBTOTAL</b>		<b>22,067</b>			<b>23,224</b>	
<b>Department Total Actual FY 2001-2002</b>		<b>318,381</b>	<b>128,476</b>	<b>3,293</b>	<b>187,769</b>	
<b>Actual FY 2002-2003</b>						
Executive Director's Office	Personal Services	12,040	12,040			
Human Resource Services	Services-Pers Svcs	13,888	13,888	-	-	
Human Resource Services	CSEAP Pers Svcs	6,370	-	-	6,370	
Human Resource Services	Training-Pers Svcs	4,182	-	-	4,182	
Human Resource Services	Benefits-Pers Svcs	4,996	-	631	4,365	
Human Resource Services	Risk Personal Svcs	1,215	-	-	1,215	
Personnel Board	Personnel Board	5,106	5,106			
Central Services	Admin-Pers Svcs	9,045	-	-	9,045	
Central Services	IDF-Repro Pers Svcs	7,249	-	-	7,249	
Central Services	IDF-Micro Pers Svcs	3,032	-	-	3,032	
Central Services	IDF Mail Pers Svcs	7,563	-	-	7,563	
Central Services	Fleet Pers Svcs	6,772	-	-	6,772	
Central Services	Facilities Maintenance	23,226	490	-	22,736	
Central Services	GJ Pers Svcs	-	-	-	-	
Central Services	CGW Pers Svcs	1,258	-	-	1,258	
Finance & Procurement	Personal Services	32,277	32,277			
Finance & Procurement	Supplier Database	1,924	-	1,924		
Finance & Procurement	Collections Pers Svcs	8,014	-	-	8,014	
Finance & Procurement	State Buildings	6,798	6,798	-	-	
Colorado Information Technology Services	Business-Pers Svcs	1,749	1,749	-	-	
Colorado Information Technology Services	Comm-Pers Svcs	24,074	24,074			
Colorado Information Technology Services	Network-Pers Svcs	7,545	-	-	7,545	
Colorado Information Technology Services	Computing-Pers Svcs	32,913	-	-	32,913	
Colorado Information Technology Services	Archival Pers Svcs	6,056	4,601	-	1,455	
Colorado Information Technology Services	Applications-Pers Svcs	19,673	19,673	-	-	
Colorado Information Technology Services	PDEC	13,874	-	-	13,874	
Administrative Hearings	Personal Services	33,758	-	-	33,758	
<b>Department Total Actual FY 2002-2003</b>		<b>294,597</b>	<b>120,696</b>	<b>2,555</b>	<b>171,346</b>	

### Schedule 5.C

#### Summary Table for Anniversary/Performance Based Pay

Department: Personnel & Administration

	Line Item	Total Funds	GF	CF	CFE	FF
<b>Estimate FY 2003-2004</b>						
Executive Director's Office	Personal Services	0	-	-	-	-
Human Resource Services	Services-Pers Svcs	0	-	-	-	-
Human Resource Services	CSEAP Pers Svcs	0	-	-	-	-
Human Resource Services	Training-Pers Svcs	0	-	-	-	-
Human Resource Services	Benefits-Pers Svcs	0	-	-	-	-
Human Resource Services	Risk Personal Svcs	0	-	-	-	-
Personnel Board	Personnel Board	0	-	-	-	-
Central Services	Admin-Pers Svcs	0	-	-	-	-
Central Services	IDF-Repro Pers Svcs	0	-	-	-	-
Central Services	IDF-Micro Pers Svcs	0	-	-	-	-
Central Services	IDF Mail Pers Svcs	0	-	-	-	-
Central Services	Fleet Pers Svcs	0	-	-	-	-
Central Services	Facilities Maintenance	0	-	-	-	-
Central Services	GJ Pers Svcs	0	-	-	-	-
Central Services	CGW Pers Svcs	0	-	-	-	-
Finance & Procurement	Personal Services	0	-	-	-	-
Finance & Procurement	Supplier Database	0	-	-	-	-
Finance & Procurement	Collections Pers Svcs	0	-	-	-	-
Finance & Procurement	State Buildings	0	-	-	-	-
Colorado Information Technology Services	Business-Pers Svcs	0	-	-	-	-
Colorado Information Technology Services	Comm-Pers Svcs	0	-	-	-	-
Colorado Information Technology Services	Network-Pers Svcs	0	-	-	-	-
Colorado Information Technology Services	Computing-Pers Svcs	0	-	-	-	-
Colorado Information Technology Services	Archival Pers Svcs	0	-	-	-	-
Colorado Information Technology Services	Applications-Pers Svcs	0	-	-	-	-
Colorado Information Technology Services	PDEC	0	-	-	-	-
Administrative Hearings	Personal Services	0	-	-	-	-
<b>Department Total Estimate FY 2003-2004</b>						

<b>Request FY 2004-2005</b>						
Executive Director's Office	Personal Services	16,810	16,810	-	-	-
Human Resource Services	Services-Pers Svcs	19,390	19,390	-	-	-
Human Resource Services	CSEAP Pers Svcs	6,792	-	-	6,792	-
Human Resource Services	Training-Pers Svcs	4,459	-	-	4,459	-
Human Resource Services	Benefits-Pers Svcs	5,531	-	876	4,654	-
Human Resource Services	Risk Personal Svcs	1,296	-	-	1,296	-
Personnel Board	Personnel Board	7,129	7,129	-	-	-
Central Services	Admin-Pers Svcs	9,645	-	-	9,645	-
Central Services	IDF-Repro Pers Svcs	7,730	-	-	7,730	-
Central Services	IDF-Micro Pers Svcs	3,233	-	-	3,233	-
Central Services	IDF Mail Pers Svcs	8,064	-	-	8,064	-
Central Services	Fleet Pers Svcs	7,221	-	-	7,221	-
Central Services	Facilities Maintenance	24,927	684	-	24,243	-
Central Services	GJ Pers Svcs	0	-	-	-	-
Central Services	CGW Pers Svcs	1,341	-	-	1,341	-
Finance & Procurement	Personal Services	45,065	45,065	-	-	-
Finance & Procurement	Supplier Database	2,672	-	2,672	-	-
Finance & Procurement	Collections Pers Svcs	8,545	-	-	8,545	-
Finance & Procurement	State Buildings	9,491	9,491	-	-	-
Colorado Information Technology Services	Business-Pers Svcs	2,442	2,442	-	-	-
Colorado Information Technology Services	Comm-Pers Svcs	33,612	33,612	-	-	-
Colorado Information Technology Services	Network-Pers Svcs	8,045	-	-	8,045	-
Colorado Information Technology Services	Computing-Pers Svcs	35,095	-	-	35,095	-
Colorado Information Technology Services	Archival Pers Svcs	7,975	6,424	-	1,551	-
Colorado Information Technology Services	Applications-Pers Svcs	27,467	27,467	-	-	-
Colorado Information Technology Services	PDEC	14,794	-	-	14,794	-
Administrative Hearings	Personal Services	35,996	-	-	35,996	-
<b>Department Total Request FY 2004-2005</b>		354,769	168,515	13,548	182,706	

**Schedule 5.C**  
Summary Table for Shift Differential

Department: Personnel & Administration

	Line Item	Total Funds	GF	HUTF	CF	CFE	FF
<b>Actual FY 2001-2002</b>							
Central Services	IDF-Repro Pers Svcs	5,564				5,564	
Central Services	IDF Mail Pers Svcs	20,645				20,645	
Central Services	Prop Maint-Pers Svcs	35,205				35,205	
Colorado Information Technology Services	Computing-Pers Svcs	78,151				78,151	
<b>Department Total Actual FY 2001-2002</b>		<b>139,565</b>				<b>139,565</b>	
<b>Estimate FY 2002-2003</b>							
Central Services	IDF-Repro Pers Svcs	8,156				8,156	
Central Services	IDF Mail Pers Svcs	5,490				5,490	
Central Services	Prop Maint-Pers Svcs	12,547				12,547	
Colorado Information Technology Services	Computing-Pers Svcs	52,229				52,229	
<b>Department Total Estimate FY 2002-03</b>		<b>78,422</b>				<b>78,422</b>	
<b>Estimate FY 2003-2004</b>							
Division of Central Services - Fund 601	Reprographics Services	5,124				5,124	
Division of Central Services - Fund 601	Document Solutions Group	9,317				9,317	
Division of Central Services - Fund 601	Mail Services	2,097				2,097	
Division of Central Services - Fund 610	Capitol Complex Facilities	10,820				10,820	
Division of Info Technologies - Fund 602	Customer Services	18,277				18,277	
Division of Info Technologies - Fund 603	Network Services	8				8	
Division of Info Technologies - Fund 602	Computer Services	22,113				22,113	
<b>Department Total Estimate FY 2003-2004</b>		<b>67,756</b>				<b>67,756</b>	
<b>Request FY 2004-2005</b>							
Division of Central Services - Fund 601	Reprographics Services	5,247				5,247	
Division of Central Services - Fund 601	Document Solutions Group	9,541				9,541	
Division of Central Services - Fund 601	Mail Services	2,148				2,148	
Division of Central Services - Fund 610	Capitol Complex Facilities	11,080				11,080	
Division of Info Technologies - Fund 602	Customer Services	18,716				18,716	
Division of Info Technologies - Fund 603	Network Services	8				8	
Division of Info Technologies - Fund 602	Computer Services	22,645				22,645	
<b>Department Total Request FY 2004-2005</b>		<b>69,384</b>				<b>69,384</b>	

**Schedule 5.C**  
**Summary Table for Workers' Compensation Premiums**

Department: Personnel & Administration

	Line Item	Total Funds	GF	HUTF	CF	CFE	FF
<b>Actual FY 2001-2002</b>							
Executive Director's Office	Workers' Comp Premium	-					
Human Resource Services	Workers' Comp Premium	-					
Personnel Board	Workers' Comp Premium	-					
Central Services	Workers' Comp Premium	-					
Finance & Procurement	Workers' Comp Premium	-					
Colorado Information Technology Services	Workers' Comp Premium	-					
Administrative Hearings	Workers' Comp Premium	-					
<b>Department Total Actual FY 2001-2002</b>							
<b>Actual FY 2002-2003</b>							
Executive Director's Office	Workers' Comp Premium	13,310	13,310		-	-	
Human Resource Services	Services-Pers Svcs	16,942	16,942		-	-	
Human Resource Services	CSEAP Pers Svcs	2,367	-		-	2,367	
Human Resource Services	Training-Pers Svcs	1,578	-		-	1,578	
Human Resource Services	Benefits-Pers Svcs	4,735	-		-	4,735	
Human Resource Services	Def Comp-Pers Svcs	1,270	-		1,270	-	
Human Resource Services	Risk Personal Svcs	4,735	-		-	4,735	
Personnel Board	Workers' Comp Premium	2,457	2,457		-	-	
Central Services	Admin-Pers Svcs	5,787	-		-	5,787	
Central Services	IDF-Repro Pers Svcs	15,836	-		-	15,836	
Central Services	IDF-Micro Pers Svcs	7,892	-		-	7,892	
Central Services	IDF Mail Pers Svcs	16,835	-		-	16,835	
Central Services	Fleet Pers Svcs	8,944	-		-	8,944	
Central Services	Prop Maint-Pers Svcs	29,028	512		-	28,516	
Central Services	GJ Pers Svcs	526	-		-	526	
Central Services	CGW Pers Svcs	526	-		-	526	
Finance & Procurement	Personal Services	21,860	21,860		-	-	
Finance & Procurement	Supplier Database	1,588	-		1,588	-	
Finance & Procurement	Collections Pers Svcs	9,470	-		-	9,470	
Finance & Procurement	Coord & Review of cc/cm	3,584	3,584		-	-	
Colorado Information Technology Services	Business-Pers Svcs	4,131	2,816		-	1,315	
Colorado Information Technology Services	Comm-Pers Svcs	23,036	23,036		-	-	
Colorado Information Technology Services	Network-Pers Svcs	9,470	-		-	9,470	
Colorado Information Technology Services	Computing-Pers Svcs	30,515	-		-	30,515	
Colorado Information Technology Services	PDEC Svcs	19,992	-		-	19,992	
Colorado Information Technology Services	Archival Pers Svcs	7,735	5,631		-	2,104	
Colorado Information Technology Services	Applications-Pers Svcs	22,781	22,781		-	-	
Administrative Hearings	Workers' Comp Premium	21,202	-		-	21,202	
<b>Department Total Actual FY 2002-03</b>		<b>310,132</b>	<b>118,929</b>		<b>2,858</b>	<b>192,345</b>	



**Schedule 5.C**  
Summary Table for Workers' Compensation Premiums

Department: Personnel & Administration

	Line Item	Total Funds	GF	HUTF	CF	CFE	FF
<b>Estimate FY 2003-2004</b>							
Executive Director's Office	EDO	9,436	9,436	-	-	-	-
Human Resource Services AQB	State Agency Services	11,334	11,334	-	-	-	-
Human Resource Services AQC	Training Services	1,175	-	-	-	1,175	-
Human Resource Services AQD	CSEAP	1,881	-	-	-	1,881	-
Human Resource Services AQA	Benefits - Fund 719	4,078	-	-	-	4,078	-
Human Resource Services AQE	Benefits - Fund 720	1,085	-	-	1,085	-	-
Human Resource Services AQF	Risk Management	3,848	-	-	-	3,848	-
Personnel Board	Personnel Board	2,399	2,399	-	-	-	-
Central Services Fund 801	Administration	4,381	-	-	-	4,381	-
Central Services Fund 801	Reprographics Services	7,711	-	-	-	7,711	-
Central Services Fund 801	DSG	17,232	-	-	-	17,232	-
Central Services Fund 601	Mail Services	7,436	-	-	-	7,436	-
Central Services Fund 607	Fleet Management	5,106	-	-	-	5,106	-
Central Services Fund 610	Cap. Complex Facilities	16,781	-	-	-	16,781	-
Central Services Fund 610	Grand Junction	290	-	-	-	290	-
Central Services Fund 610	Camp George West	402	-	-	-	402	-
Finance & Procurement	SCO and Procurement	16,806	16,806	-	-	-	-
Finance & Procurement	Supplier Database	824	-	-	824	-	-
Finance & Procurement	Collections Services	5,224	-	-	-	5,224	-
Finance & Procurement	Real Estate Services Pgm	2,969	2,969	-	-	-	-
Division of Information Technologies Fund 602	Administration	2,469	-	-	-	2,469	-
Division of Information Technologies Fund 602	Customer Services	5,714	-	-	-	5,714	-
Division of Information Technologies Fund 603	Order Billing	4,095	-	-	-	4,095	-
Division of Information Technologies Fund 100	Communications	18,603	18,603	-	-	-	-
Division of Information Technologies Fund 603	Network Services	9,394	-	-	-	9,394	-
Division of Information Technologies Fund 602	Computer Services	16,960	-	-	-	16,960	-
Division of Information Technologies Fund 100	Info. and Archives	2,283	2,283	-	-	-	-
Division of Information Technologies Fund 100	TMU	16,000	16,000	-	-	-	-
Administrative Hearings	Administrative Hearings	19,350	-	-	-	-	19,350
<b>Department Total Estimate FY 2003-2004</b>		<b>215,265</b>	<b>179,829</b>		<b>1,909</b>	<b>133,627</b>	
<b>Request FY 2004-2005</b>							
Executive Director's Office	EDO	11,284	11,284	-	-	-	-
Human Resource Services AQB	State Agency Services	13,554	13,554	-	-	-	-
Human Resource Services AQC	Training Services	1,403	-	-	-	1,403	-
Human Resource Services AQD	CSEAP	2,248	-	-	-	2,248	-
Human Resource Services AQA	Benefits - Fund 719	4,870	-	-	-	4,870	-
Human Resource Services AQE	Benefits - Fund 720	1,316	-	-	1,316	-	-
Human Resource Services AQF	Risk Management	4,598	-	-	-	4,598	-
Personnel Board	Personnel Board	2,869	2,869	-	-	-	-
Central Services Fund 801	Administration	5,235	-	-	-	5,235	-
Central Services Fund 801	Reprographics Services	9,213	-	-	-	9,213	-
Central Services Fund 601	DSG	20,589	-	-	-	20,589	-
Central Services Fund 601	Mail Services	8,885	-	-	-	8,885	-
Central Services Fund 607	Fleet Management	6,100	-	-	-	6,100	-
Central Services Fund 610	Cap. Complex Facilities	20,050	-	-	-	20,050	-
Central Services Fund 610	Grand Junction	347	-	-	-	347	-
Central Services Fund 610	Camp George West	480	-	-	-	480	-
Finance & Procurement	SCO and Procurement	20,098	20,098	-	-	-	-
Finance & Procurement	Supplier Database	1,000	-	-	1,000	-	-
Finance & Procurement	Collections Services	6,242	-	-	-	6,242	-
Finance & Procurement	Real Estate Services Pgm	3,550	3,550	-	-	-	-
Division of Information Technologies Fund 602	Administration	2,950	-	-	-	2,950	-
Division of Information Technologies Fund 602	Customer Services	6,827	-	-	-	6,827	-
Division of Information Technologies Fund 603	Order Billing	4,893	-	-	-	4,893	-
Division of Information Technologies Fund 100	Communications	22,248	22,248	-	-	-	-
Division of Information Technologies Fund 603	Network Services	11,225	-	-	-	11,225	-
Division of Information Technologies Fund 602	Computer Services	20,265	-	-	-	20,265	-
Division of Information Technologies Fund 100	Info. and Archives	2,730	2,730	-	-	-	-
Division of Information Technologies Fund 100	TMU	19,134	19,134	-	-	-	-
Administrative Hearings	Administrative Hearings	23,120	-	-	-	-	23,120
<b>Department Total Request FY 2004-2005</b>		<b>257,522</b>	<b>194,486</b>		<b>2,316</b>	<b>159,540</b>	

**Schedule 5.C**  
Summary Table for Legal Services

Department: Personnel & Administration

	Line Item	Total Funds	GF	HUTF	CF	CFE	FF
<b>Actual FY 2001-2002</b>							
Executive Director's Office	Legal Services	60,751	60,751				
Human Resource Services	Legal Services	85,820	70,997		12,313	2,510	
Human Resource Services-Benefits	Legal Services	-					
Human Resource Services-Risk Management	Legal Services	-					
Personal Board	Legal Services	21,848	21,848				
Central Services	Legal Services	21,155				21,155	
Finance & Procurement	Legal Services	65,530	65,530				
Colorado Information Technology Services	Legal Services	14,987	11,010				3,977
Administrative Hearings	Legal Services	2,001					2,001
<b>Department Total Actual FY 2001-2002</b>		<b>272,092</b>	<b>123,136</b>	<b>-</b>	<b>12,313</b>	<b>29,643</b>	<b>-</b>

<b>Estimate FY 2002-2003</b>							
Executive Director's Office	Legal Services	37,728	37,728				
Human Resource Services-Services Section	Legal Services	44,090	44,090				
Human Resource Services-Benefits	Legal Services	8,341	-		3,349	4,992	
Human Resource Services-Risk Management	Legal Services	-	-		-	-	
Personnel Board	Legal Services	13,569	13,569		-	-	
Central Services	Legal Services	42,080	-		-	42,080	
Finance & Procurement	Legal Services	40,697	40,697		-	-	
Colorado Information Technology Services	Legal Services	14,749	6,838		-	7,911	
Administrative Hearings	Legal Services	3,980	-		-	3,980	
<b>Department Total Estimate FY 2002-03</b>		<b>205,234</b>	<b>142,922</b>	<b>-</b>	<b>3,349</b>	<b>58,963</b>	<b>-</b>

<b>Estimate FY 2003-2004</b>							
Executive Director's Office	Legal Services	51,259	51,259				
Division of Human Resources-HR Services AQB	Legal Services	34,928	34,928				
Human Resource Services-Benefits AQA	Legal Services	11,988	-			11,988	
Human Resource Services-Benefits AQE	Legal Services	3,401	-		3,401	-	
Personnel Board	Legal Services	11,158	11,158		-	-	
Central Services	Legal Services	30,964	-		-	30,964	
Finance & Procurement - SCO	Legal Services	24,438	24,438		-	-	
Finance & Procurement - Collections	Legal Services	5,000	-		-	5,000	
Division of Information Technologies - Archives, Telec	Legal Services	23,508	23,508		-	-	
Division of Information Technologies - GGCC	Legal Services	5,994	-		-	5,994	
Administrative Hearings	Legal Services	5,994	-		-	5,994	
<b>Department Total Estimate FY 2003-2004</b>		<b>208,632</b>	<b>145,291</b>	<b>-</b>	<b>3,401</b>	<b>59,940</b>	<b>-</b>
<b>Long Bill Appropriation</b>		<b>208,632</b>	<b>145,291</b>	<b>-</b>	<b>3,401</b>	<b>59,940</b>	<b>-</b>

<b>Request FY 2004-2005</b>							
Executive Director's Office	Legal Services	62,719	62,719		-	-	
Human Resource Services-Services Section	Legal Services	42,737	42,737		-	-	
Human Resource Services-Benefits AQA	Legal Services	5,107	-		-	5,107	
Human Resource Services-Benefits AQE	Legal Services	5,320	-		5,320	-	
Personnel Board	Legal Services	13,653	13,653		-	-	
Central Services	Legal Services	13,192	-		-	13,192	
Finance & Procurement	Legal Services	29,902	29,902		-	-	
Finance & Procurement - Collections	Legal Services	-	-		-	2,130	
<b>Division of Information Technologies</b>		<b>2,554</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,554</b>	<b>-</b>
<b>Administrative Hearings</b>		<b>2,554</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,554</b>	<b>-</b>
<b>Department Total Request FY 2004-2005</b>		<b>208,632</b>	<b>177,775</b>	<b>-</b>	<b>5,320</b>	<b>24,537</b>	<b>-</b>

**Schedule 5.C**  
Summary Table for ALJ Services

Department: Personnel & Administration

	Line Item	Total Funds	GF	HUTF	CF	CFE	FF
<b>Actual FY 2001-2002</b>							
n/a		-				-	
<b>Department Total Actual FY 2001-2002</b>							
<b>Actual FY 2002-2003</b>							
Finance and Procurement - Cen'l Coll - Fund 604	Document Solutions Group	1,857				1,857	
<b>Department Total Actual FY 2002-2003</b>		1,857				1,857	
<b>Estimate FY 2003-2004</b>							
Finance and Procurement - Cen'l Coll - Fund 604	Document Solutions Group	1,864				1,864	
<b>Department Total Estimate FY 2003-2004</b>		1,864				1,864	
<b>Request FY 2004-2005</b>							
n/a		-				-	
<b>Department Total Request FY 2004-2005</b>							

**Schedule 5.C**

**Summary Table for Purchase of Services from Computer Center**

Department: Personnel & Administration

	Line Item	Total Funds	GF	HUTF	CF	CFE	FF
<b>Actual FY 2001-2002</b>							
Executive Director's Office	Purch Svc-Computer Ctr	239	239			-	
Human Resource Services	Purch Svc-Computer Ctr	177,068	177,068			-	
Personnel Board	Purch Svc-Computer Ctr	-	-			-	
Central Services	Purch Svc-Computer Ctr	81,312	-			81,312	
Finance & Procurement	Purch Svc-Computer Ctr	13,189	13,189			-	
Colorado Information Technology Services	Purch Svc-Computer Ctr	24,362	-			24,362	
Colorado Information Technology Svcs - Application Svcs	Purch Svc-Computer Ctr	-	-			-	
Administrative Hearings	Purch Svc-Computer Ctr	13,582	-			13,582	
<b>Department Total Actual FY 2001-2002</b>		<b>309,752</b>	<b>190,496</b>			<b>119,256</b>	
<b>Actual FY 2002-2003</b>							
Executive Director's Office	Purch Svc-Computer Ctr	-					
Human Resource Services	Purch Svc-Computer Ctr	175,593	175,593				
Personnel Board	Purch Svc-Computer Ctr						
Central Services							
Admin/IDF/DSG	Purch Svc-Computer Ctr	38,138				38,138	
Fleet Management	Purch Svc-Computer Ctr	7,945				7,945	
Facilities Maintenance	Purch Svc-Computer Ctr	6,886				6,886	
Finance & Procurement							
SCO/Procurement	Purch Svc-Computer Ctr	42,950	42,950				
Collections	Purch Svc-Computer Ctr	39,851				39,851	
State Buildings/Real Estate	Purch Svc-Computer Ctr	5,472	5,472				
Colorado Information Technology Services							
Archives	Purch Svc-Computer Ctr	24,162	24,162				
Communication Services	Purch Svc-Computer Ctr	53,466	53,466				
Application Services	Purch Svc-Computer Ctr	996,741	996,741				
Administrative Hearings	Purch Svc-Computer Ctr	27,257				27,257	
<b>Department Total Estimate FY 2002-03</b>		<b>1,418,461</b>	<b>1,296,384</b>			<b>120,077</b>	
<b>Estimate FY 2003-2004</b>							
Executive Director's Office	Purch Svc-Computer Ctr	#REF!	#REF!				
Human Resource Services - AQB	Purch Svc-Computer Ctr	#REF!	#REF!				
DCS - Administration / IDF / DSG - Fund 601	Purch Svc-Computer Ctr	#REF!				#REF!	
DCS - Fleet Management - Fund 607	Purch Svc-Computer Ctr	#REF!				#REF!	
DCS - Facilities Maintenance - Fund 610	Purch Svc-Computer Ctr	#REF!				#REF!	
DFP - SCO	Purch Svc-Computer Ctr	#REF!	#REF!				
DFP - Collections	Purch Svc-Computer Ctr	#REF!				#REF!	
DFP - State Buildings/Real Estate	Purch Svc-Computer Ctr	#REF!	#REF!				
DoIT - Information and Archives - Fund 100	Purch Svc-Computer Ctr	#REF!	#REF!				
DoIT - Communication Services - Fund 100	Purch Svc-Computer Ctr	#REF!	#REF!				
DoIT - Technology Management Unit - Fund 100	Purch Svc-Computer Ctr	#REF!	#REF!				
Administrative Hearings	Purch Svc-Computer Ctr	#REF!				#REF!	
<b>Department Total Estimate FY 2003-2004</b>		<b>#REF!</b>	<b>#REF!</b>			<b>#REF!</b>	
<b>Request FY 2004-2005</b>							
Executive Director's Office	Purch Svc-Computer Ctr	#REF!	#REF!				#REF!
Human Resource Services - AQB	Purch Svc-Computer Ctr	#REF!	#REF!				#REF!
DCS - Administration / IDF / DSG - Fund 601	Purch Svc-Computer Ctr	#REF!	#REF!				#REF!
DCS - Fleet Management - Fund 607	Purch Svc-Computer Ctr	#REF!	#REF!				#REF!
DCS - Facilities Maintenance - Fund 610	Purch Svc-Computer Ctr	#REF!	#REF!				#REF!
DFP - SCO	Purch Svc-Computer Ctr	#REF!	#REF!				#REF!
DFP - Collections	Purch Svc-Computer Ctr	#REF!	#REF!				#REF!
DFP - State Buildings/Real Estate	Purch Svc-Computer Ctr	#REF!	#REF!				#REF!
DoIT - Information and Archives - Fund 100	Purch Svc-Computer Ctr	#REF!	#REF!				#REF!
DoIT - Communication Services - Fund 100	Purch Svc-Computer Ctr	#REF!	#REF!				#REF!
DoIT - Technology Management Unit - Fund 100	Purch Svc-Computer Ctr	#REF!	#REF!				#REF!
Administrative Hearings	Purch Svc-Computer Ctr	#REF!	#REF!				#REF!
<b>Department Total Estimate FY 2004-2005</b>		<b>#REF!</b>	<b>#REF!</b>			<b>#REF!</b>	

**Schedule 5.C**  
Summary Table for MNT

Department: Personnel & Administration

	Line Item	Total Funds	GF	CF	CFE	FF
<b>Actual FY 2001-2002</b>						
n/a		-				
		-				
<b>Department Total Actual FY 2001-2002</b>						
<b>Actual FY 2002-2003</b>						
Central Services	Document Solutions Group	48,271			48,271	
Colorado Information Technology Services	Computing Services	1,079,743			1,079,743	
Administrative Hearings	Operating	4,774			4,774	
<b>Department Total Actual FY 2002-2003</b>						
<b>Estimate FY 2003-2004</b>						
Central Services - Fund 601	Document Solutions Group	12,539			12,539	
Central Services - Fund 607	Fleet Management	4,180			4,180	
Colorado Information Technology Services	Computing Services	1,027,731			1,027,731	
Administrative Hearings	Operating	1,503			1,503	
<b>Department Total Estimate FY 2003-2004</b>						
<b>Request FY 2004-2005</b>						
Central Services - Fund 601	Document Solutions Group	12,539			12,539	
Central Services - Fund 607	Fleet Management	4,180			4,180	
Colorado Information Technology Services	Computing Services	1,027,731			1,027,731	
Administrative Hearings	Operating	1,503			1,503	
<b>Department Total Request FY 2003-2004</b>						
<b>1,045,953</b>						
<b>1,045,953</b>						

### Schedule 5.C

#### Summary Table for Property and Liability Premiums Department: Personnel & Administration

	Line Item	Total Funds	GF	HUTF	CF	CFE	FF
<b>Actual FY 2000-2001</b>							
Executive Director's Office	Property & Liability Ins	4,596	4,596				
HRS	Property & Liability Ins	12,509	12,509				
HRS	Property & Liability Ins						
HRS	Property & Liability Ins	1,723				1,723	
HRS	Property & Liability Ins	1,340				1,340	
HRS	Property & Liability Ins	3,992			929	3,063	
HRS	Property & Liability Ins	3,446				3,446	
Personal Board	Property & Liability Ins	1,276	1,276				
Central Services	Property & Liability Ins	3,828				3,828	
Central Services	Property & Liability Ins	11,524				11,524	
Central Services	Property & Liability Ins	4,211				4,211	
Central Services	Property & Liability Ins	12,519				12,519	
Central Services	Property & Liability Ins	6,508				6,508	
Central Services	Property & Liability Ins	6,891				6,891	
Central Services	Property & Liability Ins	1,787	1,787				
Central Services	Property & Liability Ins	21,056				21,056	
Central Services	Property & Liability Ins						
Central Services	Property & Liability Ins						
Finance & Procurement	Property & Liability Ins	10,467	10,467				
Finance & Procurement	Property & Liability Ins						
CITS	Property & Liability Ins	2,298	1,532			766	
CITS	Property & Liability Ins	11,488	11,488				
CITS	Property & Liability Ins	6,891				6,891	
CITS	Property & Liability Ins	37,136				37,136	
CITS	Property & Liability Ins	4,339	2,808			1,531	
CITS	Property & Liability Ins	11,106	11,106				
Administrative Hearings	Property & Liability Ins	14,740				14,740	
<b>Department Total Actual FY 2000-2001</b>		<b>195,671</b>	<b>57,569</b>		<b>929</b>	<b>137,173</b>	
<b>Actual FY 2002-2003</b>							
Executive Director's Office	Workers' Comp Premium	27,198	27,198		-	-	
Human Resource Services	Services-Pers Svcs	33,143	13,599		-	19,544	
Human Resource Services	CSEAP Pers Svcs	3,840	-		-	3,840	
Human Resource Services	Training-Pers Svcs	2,560	-		-	2,560	
Human Resource Services	Benefits-Pers Svcs	5,121	-		-	5,121	
Human Resource Services	Def Comp-Pers Svcs	248	-		248	-	
Human Resource Services	Risk Personal Svcs	7,681	-		-	7,681	
Personnel Board	Workers' Comp Premium	5,021	5,021		-	-	
Central Services	Admin-Pers Svcs	8,534	-		-	8,534	
Central Services	IDF-Repro Pers Svcs	23,375	-		248	23,128	
Central Services	IDF-Micro Pers Svcs	12,031	-		83	11,948	
Central Services	IDF Mail Pers Svcs	25,768	-		165	25,603	
Central Services	Fleet Pers Svcs	12,113	-		165	11,948	
Central Services	Prop Maint-Pers Svcs	49,009	1,046		-	47,963	
Central Services	GJ Pers Svcs	853	-		-	853	
Central Services	CGW Pers Svcs	853	-		-	853	
Finance & Procurement	Personal Services	39,063	31,382		-	7,681	
Finance & Procurement	Supplier Database	289	-		289	-	
Finance & Procurement	Collections Pers Svcs	9,195	-		662	8,534	
Finance & Procurement	Coord & Review of cc/cm	7,322	7,322		-	-	
Colorado Information Technology Services	Business-Pers Svcs	-	-		-	-	
Colorado Information Technology Services	Administration	497	1		496	-	
Colorado Information Technology Services	Customer Service	1,076	1		1,075	-	
Colorado Information Technology Services	Order Billing	828	1		827	-	
Colorado Information Technology Services	Comm-Pers Svcs	44,789	43,936		-	853	
Colorado Information Technology Services	Network-Pers Svcs	14,591	-		83	14,508	
Colorado Information Technology Services	Computing-Pers Svcs	35,074	-		83	34,991	
Colorado Information Technology Services	PDEC Svcs	31,860	-		83	31,577	
Colorado Information Technology Services	Archival Pers Svcs	9,029	7,322		-	1,707	
Colorado Information Technology Services	Applications-Pers Svcs	44,459	44,459		-	-	
Administrative Hearings	Workers' Comp Premium	33,967	-		-	33,967	
<b>Department Total Actual FY 2002-03</b>		<b>489,189</b>	<b>181,288</b>		<b>4,507</b>	<b>303,394</b>	

### Schedule 5.C

#### Summary Table for Property and Liability Premiums Department: Personnel & Administration

	Line Item	Total Funds	GF	HUTF	CF	CFE	FF
<b>Estimate FY 2003-2004</b>							
Executive Director's Office	EDO	46,975	46,975				
Human Resource Services - AQB Fund 100	State Agency Services	55,828	55,828				
Human Resource Services - AQD Fund 100	Training Services	4,810				4,810	
Human Resource Services - AQC Fund 100	CSEAP	7,216				7,216	
Human Resource Services - AQA Fund 719	Benefits - Fund 719	14,431				14,431	
Human Resource Services - AQE Fund 720	Benefits - Fund 720	3,188			3,188		
Human Resource Services - AQF Fund 11L	Risk Mngment - Fund 11L	5,772				5,772	
Human Resource Services - AQF Fund 11W	Risk Mngment - Fund 11W	8,659				8,659	
Personnel Board - Fund 100	Personnel Board	8,674	8,674				
Central Services - Fund 601	Administration	16,035				16,035	
Central Services - Fund 601	Reprographics Services	41,851				41,851	
Central Services - Fund 601	DSG	84,984				84,984	
Central Services - Fund 601	Mail Services	51,311				51,311	
Central Services - Fund 607	Fleet Management	25,656				25,656	
Central Services - Fund 610	Cap. Complex Facilities	88,512				88,512	
Central Services - Fund 610	Grand Junction	1,603				1,603	
Central Services - Fund 610	Camp George West	1,803				1,803	
Finance & Procurement - Fund 100	SCO and Procurement	68,656	68,656				
Finance & Procurement - Fund 281	Supplier Database	5,580			5,580		
Finance & Procurement - Fund 604	Collections Services	27,259				27,259	
Finance & Procurement - Fund 100	Real Estate Services Pgm	12,647	12,647				
Colorado Information Technology Services - Fund 602	Administration	9,621				9,621	
Colorado Information Technology Services - Fund 602	Customer Services	20,845				20,845	
Colorado Information Technology Services - Fund 603	Order Billing	16,035				16,035	
Colorado Information Technology Services - Fund 100	Communications	77,690	77,690				
Colorado Information Technology Services - Fund 603	Network Services	28,863				28,863	
Colorado Information Technology Services - Fund 602	Computer Services	67,346				67,346	
Colorado Information Technology Services - Fund 100	Info. and Archives	15,650	10,840			4,810	
Colorado Information Technology Services - Fund 100	TMU	71,366	71,366				
Administrative Hearings - Fund 611	Administrative Hearings	63,019				63,019	
<b>Department Total Estimate FY 2003-2004</b>		<b>851,685</b>	<b>352,676</b>		<b>8,768</b>	<b>590,241</b>	
<b>Request FY 2004-2005</b>							
Executive Director's Office	EDO	39,292	39,292		-	-	
Human Resource Services - AQB Fund 100	State Agency Services	46,697	46,697		-	-	
Human Resource Services - AQD Fund 100	Training Services	4,532	-		-	4,532	
Human Resource Services - AQC Fund 100	CSEAP	6,799	-		-	6,799	
Human Resource Services - AQA Fund 719	Benefits - Fund 719	13,597	-		-	13,597	
Human Resource Services - AQE Fund 720	Benefits - Fund 720	3,031	-		3,031	-	
Human Resource Services - AQF Fund 11L	Risk Mngment - Fund 11L	5,439	-		-	5,439	
Human Resource Services - AQF Fund 11W	Risk Mngment - Fund 11W	8,158	-		-	8,158	
Personnel Board - Fund 100	Personnel Board	7,255	7,255		-	-	
Central Services - Fund 601	Administration	15,108	-		-	15,108	
Central Services - Fund 601	Reprographics Services	39,433	-		-	39,433	
Central Services - Fund 601	DSG	80,073	-		-	80,073	
Central Services - Fund 601	Mail Services	48,346	-		-	48,346	
Central Services - Fund 607	Fleet Management	24,174	-		-	24,174	
Central Services - Fund 610	Cap. Complex Facilities	83,397	-		-	83,397	
Central Services - Fund 610	Grand Junction	1,510	-		-	1,510	
Central Services - Fund 610	Camp George West	1,510	-		-	1,510	
Finance & Procurement - Fund 100	SCO and Procurement	57,427	57,427		-	-	
Finance & Procurement - Fund 281	Supplier Database	5,305	-		5,305	-	
Finance & Procurement - Fund 604	Collections Services	25,684	-		-	25,684	
Finance & Procurement - Fund 100	Real Estate Services Pgm	10,579	10,579		-	-	
Colorado Information Technology Services - Fund 602	Administration	9,065	-		-	9,065	
Colorado Information Technology Services - Fund 602	Customer Services	19,641	-		-	19,641	
Colorado Information Technology Services - Fund 603	Order Billing	15,108	-		-	15,108	
Colorado Information Technology Services - Fund 100	Communications	64,984	64,984		-	-	
Colorado Information Technology Services - Fund 603	Network Services	27,195	-		-	27,195	
Colorado Information Technology Services - Fund 602	Computer Services	63,455	-		-	63,455	
Colorado Information Technology Services - Fund 100	Info. and Archives	13,599	9,067		-	4,532	
Colorado Information Technology Services - Fund 100	TMU	59,694	59,694		-	-	
Administrative Hearings - Fund 611	Administrative Hearings	59,378	-		-	59,378	
<b>Department Total Request FY 2004-2005</b>		<b>859,466</b>	<b>294,995</b>		<b>8,336</b>	<b>556,135</b>	

**Schedule 5.C**  
Summary Table for Vehicle Leases

Department: Personnel & Administration

	Line Item	Total Funds	GF	HUTF	CF	CFE	FF
<b>Actual FY 2001-2002</b>							
Executive Director's Office	Vehicle Leases	3,900	3,900				
Human Resource Services	Vehicle Leases	72	72				
Personnel Board	Vehicle Leases	467	467				
Central Services	Vehicle Leases	46,125				46,125	
Finance & Procurement	Vehicle Leases	-					
CITS	Vehicle Leases	-					
CITS	Vehicle Leases	-					
CITS	Vehicle Leases	-					
CITS	Vehicle Leases	-					
CITS	Vehicle Leases	-					
Colorado Information Technology Services	Vehicle Leases	113,616	111,301			2,315	
Administrative Hearings	Vehicle Leases	1,327	1,327				
<b>Department Total Actual FY 2001-2002</b>		<b>155,507</b>	<b>117,067</b>			<b>48,440</b>	
<b>Actual FY 2002-2003</b>							
Executive Director's Office	Vehicle Leases	501	501			-	
Human Resource Services	Vehicle Leases	-	-			-	
Personnel Board	Vehicle Leases	-	-			-	
Central Services	Vehicle Leases	48,754	-			48,754	
Finance & Procurement	Vehicle Leases	-	-			-	
Colorado Information Technology Services	Vehicle Leases	115,489	114,870			619	
Administrative Hearings	Vehicle Leases	-	-			-	
<b>Department Total Estimate FY 2002-03</b>		<b>164,744</b>	<b>115,371</b>			<b>49,373</b>	
<b>Estimate FY 2003-2004</b>							
Executive Director's Office - Fund 100	Vehicle Leases	19,747	533			19,214	
Human Resource Services	Vehicle Leases	-	-			-	
Personnel Board	Vehicle Leases	-	-			-	
Central Services / Mail Services - Fund 601	Vehicle Leases	32,973	-			32,973	
Central Services / Capitol Complex - Fund 610	Vehicle Leases	522	-			522	
Finance & Procurement	Vehicle Leases	-	-			-	
DOIT / Telecommunications - Fund 100	Vehicle Leases	86,774	86,774			-	
DOIT / Network Services - Fund 603	Vehicle Leases	174	-			174	
DOIT / Archives - Fund 100	Vehicle Leases	3,481	3,481			-	
Administrative Hearings	Vehicle Leases	-	-			-	
<b>Department Total Request FY 2003-2004</b>		<b>143,671</b>	<b>90,788</b>			<b>52,883</b>	
<b>Estimate FY 2004-2005</b>							
Executive Director's Office	Vehicle Leases	19,747	533			19,214	
Human Resource Services	Vehicle Leases	-	-			-	
Personnel Board	Vehicle Leases	-	-			-	
Central Services / Mail Services - Fund 601	Vehicle Leases	32,973	-			32,973	
Central Services / Capitol Complex - Fund 610	Vehicle Leases	522	-			522	
Finance & Procurement	Vehicle Leases	-	-			-	
DOIT / Telecommunications - Fund 100	Vehicle Leases	86,774	86,774			-	
DOIT / Network Services - Fund 603	Vehicle Leases	174	-			174	
DOIT / Archives - Fund 100	Vehicle Leases	3,481	3,481			-	
Administrative Hearings	Vehicle Leases	-	-			-	
<b>Department Total Estimate FY 2004-05</b>		<b>143,671</b>	<b>90,788</b>			<b>52,883</b>	

FY05 Line Item Approp from Schedule 3

143,671

90788

52883



### Schedule 5.C

#### Summary Table for Leased Space

Department: Personnel & Administration

	Line Item	Total Funds	GF	HUTF	CF	CFE	FF
<b>Actual FY 2001- 2002</b>							
Executive Director's Office	Leased Space	132,565	129,716			2,849	
Human Resource Services	Leased Space	39,243				39,243	
Personnel Board	Leased Space	42,806	42,806				
Central Services	Leased Space	129,022				129,022	
Finance & Procurement	Leased Space	64,036	64,036				
Colorado Information Technology Services	Leased Space	68,455	68,455				
Administrative Hearings	Leased Space	292,745				292,745	
<b>Department Total Actual FY 2001- 2002</b>		<b>768,872</b>	<b>305,013</b>			<b>463,859</b>	
<b>Actual FY2002- 2003</b>							
Executive Director's Office	Leased Space	166,335	166,335		-	-	
Human Resource Services	Leased Space	42,744	-		-	42,744	
Personnel Board	Leased Space	43,001	43,001		-	-	
Central Services	Leased Space	87,926	-		-	87,926	
Finance & Procurement	Leased Space	116,167	67,629		10,072	38,466	
Colorado Information Technology Services	Leased Space	84,679	84,679		-	-	
Administrative Hearings	Leased Space	366,542	-		-	366,542	
<b>Department Total Actual FY2002- 03</b>		<b>907,394</b>	<b>361,644</b>		<b>10,072</b>	<b>535,678</b>	
<b>Estimate FY 2003-2004</b>							
Executive Director's Office	Leased Space	184,917	179,367			5,550	
Human Resource Services - AQC	Leased Space	42,651				42,651	
Personnel Board	Leased Space	43,049	43,049				
Central Services - Administration / IDF	Leased Space	67,155				67,155	
Central Services - Facilities Maintenance	Leased Space	26,131				26,131	
Finance & Procurement - SCO / Procurement	Leased Space	59,325	59,325				
Finance & Procurement - Supplier Database	Leased Space	10,273			10,273		
Finance & Procurement - Collections	Leased Space	49,943				49,943	
DoIT - Communications / Info & Arch / TMU	Leased Space	88,065	88,065				
Administrative Hearings	Leased Space	354,962				354,962	
<b>Department Total Estimate FY 2003:2004</b>		<b>926,471</b>	<b>369,806</b>		<b>10,273</b>	<b>546,392</b>	
		926471	369806		10273	546392	
<b>Request FY 2004-2005</b>							
Executive Director's Office	Leased Space	200,711	194,933		-	5,778	
Human Resource Services - AQC	Leased Space	44,406	-		-	44,406	
Personnel Board	Leased Space	46,785	46,785		-	-	
Central Services - Administration / IDF	Leased Space	69,918	-		-	69,918	
Central Services - Facilities Maintenance	Leased Space	27,206	-		-	27,206	
Finance & Procurement - SCO / Procurement	Leased Space	64,473	64,473		-	-	
Finance & Procurement - Supplier Database	Leased Space	-	-		-	-	
Finance & Procurement - Collections	Leased Space	51,998	-		-	51,998	
DoIT - Communications / Info & Arch / TMU	Leased Space	95,707	95,707		-	-	
Administrative Hearings	Leased Space	369,565	-		-	369,565	
<b>Department Total Request FY 2004-2005</b>		<b>970,768</b>	<b>401,898</b>			<b>568,870</b>	

**Schedule 5.C**

**Summary Table for Capitol Complex Leased Space**

Department: Personnel & Administration

	Line Item	Total Funds	GF	HUTF	CF	CFE	FF
<b>Actual FY 2001-2002</b>							
Executive Director's Office	Capitol Complex Space	-					
Human Resource Services	Capitol Complex Space	177,007	130,100		6,447	40,460	
Personnel Board	Capitol Complex Space	-	-		-	-	
Central Services	Capitol Complex Space	181,131	10,514		-	170,617	
Finance & Procurement	Capitol Complex Space	74,684	74,684		-	-	
Colorado Information Technology Services	Capitol Complex Space	682,664	396,996		-	283,668	
Administrative Hearings	Capitol Complex Space	7,133	-		-	7,133	
<b>Department Total Actual FY 2001-2002</b>		<b>1,122,619</b>	<b>614,294</b>		<b>6,447</b>	<b>501,878</b>	
<b>Actual FY 2002-2003</b>							
Executive Director's Office	Capitol Complex Space	44,178	-		-	44,178	
Human Resource Services	Capitol Complex Space	178,519	-		118,021	60,498	
Personnel Board	Capitol Complex Space	-	-		-	-	
Central Services	Capitol Complex Space	131,765	-		-	131,765	
Finance & Procurement	Capitol Complex Space	85,925	65,918		20,007	-	
Colorado Information Technology Services	Capitol Complex Space	687,611	408,200		-	279,411	
Administrative Hearings	Capitol Complex Space	5,863	-		-	5,863	
<b>Department Total Estimate FY 2002-03</b>		<b>1,133,861</b>	<b>474,118</b>		<b>138,028</b>	<b>521,715</b>	
<b>Estimate FY 2003-2004</b>							
Executive Office	Capitol Complex Space	35,648	8,799			26,849	
Human Resource Services AQB	Capitol Complex Space	111,102			111,102		
Human Resource Services AQF - 11L	Capitol Complex Space	11,242				11,242	
Human Resource Services AQF - 11W	Capitol Complex Space	11,243				11,243	
Human Resource Services AQA	Capitol Complex Space	18,054				18,054	
Human Resource Services AQE	Capitol Complex Space	6,674			6,674		
Human Resource Services AQD	Capitol Complex Space	19,846				19,846	
Central Services - Fund 601	Capitol Complex Space	101,139				101,139	
Central Services - Fund 607	Capitol Complex Space	25,644				25,644	
Finance & Procurement	Capitol Complex Space	85,753	75,324		10,429	-	
DoIT - TMU - Fund 100	Capitol Complex Space	88,224	88,224				
DoIT - Archives - Fund 100	Capitol Complex Space	324,642	324,642				
DoIT - Computer - Fund 602	Capitol Complex Space	269,524				269,524	
DoIT - Network - Fund 603	Capitol Complex Space	4,384				4,384	
Administrative Hearings	Capitol Complex Space	6,667	-		-	6,667	
<b>Department Total Estimate FY 2003-2004</b>		<b>1,119,786</b>	<b>496,989</b>		<b>128,205</b>	<b>494,592</b>	
<b>Estimate FY 2004-2005</b>							
Executive Office	Capitol Complex Space	42,030	8,901		-	33,128	
Human Resource Services AQB	Capitol Complex Space	5,822	-		5,822	-	
Human Resource Services AQF - 11L	Capitol Complex Space	13,871	-		-	13,871	
Human Resource Services AQF - 11W	Capitol Complex Space	13,872	-		-	13,872	
Human Resource Services AQA	Capitol Complex Space	22,276	-		-	22,276	
Human Resource Services AQE	Capitol Complex Space	350	-		350	-	
Human Resource Services AQD	Capitol Complex Space	24,487	-		-	24,487	
Central Services - Fund 601	Capitol Complex Space	124,793	-		-	124,793	
Central Services - Fund 607	Capitol Complex Space	31,641	-		-	31,641	
Finance & Procurement	Capitol Complex Space	76,746	76,200		546	-	
DoIT - TMU - Fund 100	Capitol Complex Space	89,250	89,250		-	-	
DoIT - Archives - Fund 100	Capitol Complex Space	328,417	328,417		-	-	
DoIT - Computer - Fund 602	Capitol Complex Space	332,559	-		-	332,559	
DoIT - network - Fund 603	Capitol Complex Space	5,409	-		-	5,409	
Administrative Hearings	Capitol Complex Space	8,226	-		-	8,226	
<b>Department Total Estimate FY 2004-2005</b>		<b>1,119,750</b>	<b>502,758</b>		<b>6,718</b>	<b>610,264</b>	

**Schedule 5.C**

Summary Table for Communication Services

Department: Personnel & Administration

	Line Item	Total Funds	GF	HUTF	CF	CFE	FF
<b>Actual FY 2001-2002</b>							
n/a		-					
<b>Department Total Estimate FY 2001-2002</b>							
		-					
<b>Actual FY 2002-2003</b>							
n/a		-					
<b>Department Total Request FY 2002-2003</b>							
		-					
<b>Estimate FY 2003-2004</b>							
Information Technology - Comm Services	Communication Services	43,931	43,931				
<b>Department Total Estimate FY 2003-2004</b>							
		43,931	43,931				
<b>Request FY 2004-2005</b>							
Information Technology - Comm Services	Communication Services	519	519				
<b>Department Total Request FY 2004-2005</b>							
		519	519				

**Schedule 5.C**

Summary Table for Document Solutions Group-Pueblo (PDEC) Services

Department: Personnel & Administration

	Line Item	Total Funds	GF	HUTF	CF	CFE	FF
<b>Actual FY 2001-2002</b>							
n/a		-					
<b>Department Total Estimate FY 2001-2002</b>							
<b>Actual FY 2002-2003</b>							
n/a		-					
<b>Department Total Request FY 2002-2003</b>							
<b>Estimate FY 2003-2004</b>							
Central Services - Fund 601	Document Solutions Group	10,086				10,086	
Finance and Procurement - Cen'l Coll - Fund 604	Document Solutions Group	15,879			15,879		
Information Technologies - Archives	Document Solutions Group	28,343	28,343				
<b>Department Total Estimate FY 2003-2004</b>		<b>54,308</b>	<b>28,343</b>		<b>15,879</b>	<b>10,086</b>	
<b>Request FY 2004-2005</b>							
Central Services - Fund 601	Document Solutions Group	10,086				10,086	
Finance and Procurement - Cen'l Coll - Fund 604	Document Solutions Group	15,879			15,879		
Information Technologies - Archives	Document Solutions Group	28,343	28,343				
<b>Department Total Request FY 2004-2005</b>		<b>54,308</b>	<b>28,343</b>		<b>15,879</b>	<b>10,086</b>	

**Schedule 6  
DECISION ITEM FOR FISCAL YEAR 2004-05**

Department: Personnel & Administration  
 Priority Number: 1 of 5  
 Division: Administrative Hearings  
 Program Line: Operating Expenses  
 Request Title: Case Management Software / System

Departmental  
 Dept. Approval: *Jennifer Okes*  
 OSPB Approval: *Henry S. ...*  
 Statutory Citation: C.R.S. 24-4-100

Date: 10/20/03  
 Date: 10/31/03

		1	2	3	4	5	6	7	8	9	10
Fund		Prior-Year Actual FY 2002-03	Appropriation FY 2003-04	Supplemental Request FY 2003-04	Total Revised Request FY 2003-04	Base Request FY 2004-05	Decision/Base Reduction FY 2004-05	November 1 Request FY 2004-05	Budget Amendment FY 2004-05	Total Revised Request FY 2004-05	Change from Base in Out Year FY 2005-06
Total of All Line Items	Total	152,451	148,000	0	148,000	148,000	200,000	348,000	0	348,000	(200,000)
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	152,451	148,000	0	148,000	148,000	200,000	348,000	0	348,000	(200,000)
	FF										
Division of Admin. Hearings - Operating Expenses	Total	152,451	148,000	0	148,000	148,000	200,000	348,000	0	348,000	(200,000)
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	152,451	148,000	0	148,000	148,000	200,000	348,000	0	348,000	(200,000)
	FF										
	Total	0	0	0	0	0	0	0	0	0	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0	0
	CFE	0	0	0	0	0	0	0	0	0	0
	FF										

**Letter Notation:**

Cash Fund name/Number, Federal Fund Name: Fund 611

IT Request \* Yes  No (If yes and request includes more than 500 programming hours, attach IT Project Plan)

Supplemental and Budget Amendment Criteria:  Emergency  Technical Error  New Data  Unforeseen Contingency

Request for New or Replacement Vehicles:  Yes \* No (If yes, a copy of the Schedule 6 should be forwarded to the OSPB analyst assigned to DPA)

Request Affects Another Department(s):  Yes \* No (If yes, Name of other Department(s) \_\_\_\_\_)

## **Efficiency and Effectiveness Analysis Decision Item FY2004-05**

**Department:** Department of Personnel & Administration

**Priority Number:** 1 of 5

**Long Bill Group/Division:** Administrative Hearings

**Program Title:** Case Management Software/System – Request for Spending Authority

### **Summary of Requested Alternative**

The Department is requesting a one-time appropriation of \$200,000 CFE spending authority (no General Fund source) to purchase and implement case management software in FY 2004-05.

This software system is necessary due to severe limitations and inefficiencies with the two incompatible database systems currently utilized within the Division. This spending authority is being requested from the working capital fund balance, and will not increase agency appropriations (and therefore will have no General Fund impact).

The Division of Administrative Hearings (DOAH) has a working capital fund balance of approximately \$527,000 and a fund balance of approximately \$350,000 as of June 30, 2003. The target working capital fund balance for this fund is \$300,000. The target is evaluated annually based upon a number of factors including expenditure volume and timing and volatility of revenues. Due to the historical cost allocation funding model, DOAH's target working capital fund balance is significantly lower than it normally would be for an internal service fund with this expenditure volume.

### **Background**

The Division provides administrative law hearings to over 50 state agencies, counties and other entities. Hearings are held throughout the State, including Denver, Boulder, Ft. Collins, Greeley, Colorado Springs, Pueblo, Alamosa, Durango, Grand Junction, and Glenwood Springs. In FY 2002-03, DOAH staff docketed 15,526 cases; conducted 5,004 hearings throughout the State; and issued 12,718 decisions (hearings held include procedural and merits hearings, and decisions issued include procedural and merits decisions). The Division assigns these matters to its 17.5 Administrative Law Judges.

The Division utilizes two separate, incompatible databases to docket or schedule hearings. One database (referred to as GGCC) was written in 1991 and is owned and maintained by the Department of Labor & Employment, Division of Workers' Compensation, and contains only workers' compensation case information. This database is run and maintained on the mainframe computers at the State's Data Center within the Division of Information Technologies.

The second database (called Case Tracking System or CTS) is a smaller, Microsoft Access database, initially developed in 1995 by a Division paralegal, is now maintained by the

Department of Personnel & Administration's Division of Information Technologies; this database is used by the Division to record case information for all of its non-workers' compensation cases. The two databases were developed several years apart, are written in different computer languages (Basic Natural for the GGCC database and the Microsoft Access platform for CTS), and collect different amounts and types of data (some of which is not utilized by the Division, but is stored in required fields in the GGCC database) about the Division's cases.

The data in the two systems include some combination of the following: names and addresses of the parties to the case, names and addresses of counsel if either party is represented, information about other affected entities (insurance companies, county departments, state agencies, etc.), and the type of hearing being requested. Each type of case heard by the Division is controlled by specific statutes, rules, and regulations which define protocols for hearing the case such as: what documents must be filed by each party, when must the documents be filed and with whom, within what timeframe must the hearing be held, how long following the hearing before the parties can expect a decision, and what steps can be taken by the parties following the decision.

### **Problem or Opportunity Definition**

The use of two separate and incompatible computerized case tracking systems creates numerous difficulties and inefficiencies for the Division of Administrative Hearings. As the volume and complexity of the data in these databases has increased over time, the Division has encountered a growing number of problems with managing the data.

First, and most problematic, the GGCC database and the Microsoft Access database cannot communicate with each other. This inherent incompatibility requires docket staff to manually coordinate between the systems. Division clerks must be trained to enter data as required by the specific database system being used. When an application for hearing is received by the Division, clerks must determine what type of case is being presented and then choose the appropriate database system to record information needed by the Division.

Second, management must interpret and manually combine information from both systems in order to make hiring and staffing decisions, resolve scheduling conflicts, determine courtroom space needs, and report statistical information about the Division. Data extraction from both databases is cumbersome and time-consuming, with reports often taking days or even weeks to be generated. Therefore, valuable management data is not readily available to allow for timely analysis and proactive problem resolution. In addition, the Division is unable to maintain updated scheduling information effectively. Scheduling information must be manually extracted from both databases and combined with hearing location availability as well as judge assignments to create a Master Docket. At present, due to the current time consuming process, the Division only produces the Master Docket on a monthly basis; any changes occurring after the Master Docket is created are penciled onto a hard copy posted on a bulletin board. It is not uncommon for information to have changed substantially from the initial Master Docket to the date a hearing is actually held. As a result, for example, parties often have difficulty determining which hearing room to report to without assistance from the clerks. Thus, the current manual process results in degraded customer service to parties served by DOAH.

Third, neither the GGCC database nor the Division's Access database is capable of further automating the Master Docket or statistical reporting processes without substantial programming changes. In addition, the Division is rapidly approaching maximum capacity of users for the

Access database; we are currently several users above the recommended maximum of 20, and are nearing the data capacity mark – both of which would necessitate overhauling and expanding the system.

### **Available Alternatives**

#### Alternative 1 (Recommended)

Authorize a one-time increase in spending authority to Administrative Hearings from its working capital fund balance to purchase and install a single case management software program/database to collect and manage data for the Division. This approach provides the Division with the automated tools and management data necessary to manage the adjudicatory process effectively. The approach is recommended since it will facilitate improved division management without increasing the costs to customers. This request is simply a request for spending authority and will not impact billings to customers.

#### Alternative 2 (Not Recommended)

Authorize funds and FTE sufficient to overhaul, expand, and integrate both of the existing database systems. This approach would essentially require the development of a completely new system given the disparate architectures of the current systems and the lack of business process and data similarities between the two systems. This approach would require a significant use of resources for the systems development effort as well as long-term IT support for ongoing maintenance. An estimate of the cost for this alternative was developed by the Division and DOIT in FY02; the amount was \$400,000.

#### Alternative 3 (Not Recommended)

No change to current IT tools. Continue to utilize the GGCC database and the Access database as separate systems for data collection and management. This approach will ultimately require increased staffing resources to perform the required manual consolidation of data to keep up with increased data accumulation, but there will not be movement toward the desired level of functionality, nor will it improve service delivery to customers.

### **Recommendation**

The recommendation is to authorize a one-time increase in spending authority of \$200,000 from the Division's fund balance to purchase and install case management software/systems to more efficiently manage the data and case information utilized by the Division.

### **Assumptions and Calculations**

The following assumptions were used to calculate the cost of purchasing a case management software system:

1. Purchase of case management software/system. An appropriate capacity case management software/system would be identified using the state procurement system and would be purchased consistent with state purchasing and procurement rules. Several acceptable products are available in the marketplace. Costs range from \$85,000 to \$100,000 for product licenses plus underlying database software to support the application.



2. Construction of requisite interface with GGCC system, installation, and training of users (estimated at approximately \$100,000). Construction of the GGCC interface/translator will be complex and time-consuming. There are insufficient staff resources within DOIT to fully perform all aspects of construction, implementation, installation, and training. Outside assistance will be required. DOIT/TMU is currently constructing similar translators for DOLE's EDS system (personnel/payroll interface with EMPL) that address only a limited number of data fields (approx. 6). Using the actual expenditures of outside resources for this project as a guide, the interface here is of a considerably larger scope (40-50 data fields) and will therefore be more costly.
3. Purchase of separate database server to host the case management software/system. All of the potential case management software/systems require a dedicated server to host the main programs plus a web server to provide access. The Division does not currently own such servers; two servers would have to be obtained from an approved vendor at an approximate cost of \$5,000 each. Total cost for servers = \$10,000. The server costs include the robustness required for this critical application such as dual power supplies, RAID, and data backup capability.
4. Upgrade of personal computers. Analysis of typical system requirements for sample case management software/systems indicate that some of the Division's personal computers would require either additional memory, a different operating system, or both. Remediation of memory inadequacy in some of the Division's personal computers so they can use the case management software/system. (10 memory upgrades x \$55 each = \$550) Alignment of operating systems in some of the Division's personal computers so that all PCs are running on the same version. (16 Windows License upgrades x \$128 each = \$2048. Total estimated cost for PC remediation = \$2,600.
5. Additional network cables, wiring, and related installation costs. In order to connect the Division's Western Regional office in Grand Junction and the Southern Regional office in Colorado Springs will require approximately \$2,400.
6. Off-the-shelf software, when available, is preferable to customized in-house development that will require on-going maintenance and support by IT professionals.

### Cost-Benefit Analysis

1. Administrative Law Judge time efficiency	\$19,730/month	\$236,760/year
<i>It is assumed that each judge expends approximately three days (24 hours) each month as "offline" attributable to inaccurate scheduling, non-notification of parties, or unnecessary hearing preparation. In aggregate, the Division's expends \$142,494 each month in ALJ salaries. Using the standard 173.33 working hours per month, 24 hours of aggregate ALJ time is worth \$19,730 per month ((<math>\\$142,494/173.33</math>)*24=\$19,730). The hours gained would be applied to accelerate the time between application and actual hearing, as well as increased decision writing time – shortening the time between the hearing and issuance of a decision.</i>		
2. Reduction in time needed to produce the monthly Master Docket, 40 hrs to 2 hrs	\$1,000/month	\$12,000/year

<p>The monthly Master Docket is prepared jointly by two positions: 32 hours of a General Professional V (\$4825/month) and 8 hours of a Technician IV (\$3539/month). Using their actual salaries, and the standard 173.33 working hours per month, the current 40 hours spent preparing the monthly Master Docket are worth \$1054.13 per month <math>((\\$4825/173.33)*32)+((\\$3539/173.33)*8)</math>. Functionality provided by a unified case management software system could reduce this time to approximately one hour per person, which would result in staff efficiencies equivalent to over \$1000 per month. <math>((\\$4825/173.33)*1)+((\\$3539/173.33)*1)</math> or \$27.83+\$20.42</p>		
<p>3. Docket clerk time efficiencies</p>	<p>\$3,669/month</p>	<p>\$44,028/year</p>
<p>It is estimated that each docket clerk expends up to one hour each day handling case processing issues that arise because of inefficiencies and inaccuracies in the manual docketing process (e.g. resetting cases for parties who did not receive notice, or when time slots are overbooked and cases are "bumped", or responding to phone calls from customers who have followed procedures but cannot find their cases on the docket). In aggregate, the Division expends \$29,361 each month on salaries for 11 docket clerks; the average monthly salary is \$2669.18 (\$29,361/11) and the average hourly rate is \$15.40 (\$2669.18/173.33). There are 21.66 working days per month <math>((52 \text{ weeks} * 5 \text{ days per week}) / 12 \text{ months})</math>. Eleven clerks losing 1 hour per day in a month is 238.26 hours <math>(11 * 1 * 21.66)</math>. The value of 238.26 hours at the average hourly rate of \$15.40 per hour is \$3669. The hours gained would be applied to accelerate the time between application and actual hearing - shortening the time between the hearing and issuance of a decision.</p>		
<p>Sub total - direct cost avoidance to the State</p>	<p>\$24,399/month</p>	<p>\$292,788/year</p>
<p>4. Cost avoidance in customer time (Note: This cost avoidance is external to the division and includes the efficiencies gained by attorneys, claimants, state agency personnel, witnesses, other parties.)</p>	<p>\$24,399/month</p>	<p>\$292,788/year</p>
<p>Customers are also directly affected by the inefficiencies of the current IT tools. Although there are considerably more individuals in our customer group than in our employee group, the value of their time is difficult to quantify. A conservative estimate of their time is used, in an amount equal to the value of the time of state personnel.</p>		
<p>Total annual cost avoidance from Alternative 1</p>	<p>\$48,798/month</p>	<p>\$581,520/year</p>
<p>It is important to note that these staff efficiencies represent workload reductions in a variety of personnel, each only representing a small portion of an FTE. Therefore, these efficiencies cannot be taken as cost saving reductions.</p>		

<i>However, they do represent valuable productivity enhancements. In fact, these efficiencies will allow the Division to offer improved customer service while accommodating the recent expansion of caseloads without additional resources.</i>		
Cost of Alternative 1		\$200,000
Pay back period for investment-state cost avoidance only		1 year 11 months
Pay back period for investment-customer cost avoidance plus state cost avoidance		1 year 3 months

<b>IT Project Plan</b>	<b>REVISED 10/02/03</b>	FY-04-05
------------------------	-------------------------	----------

This form is intended to summarize elements of other project documentation and provide an overview of the associated technology components. This will assist the IMC and OIT in validating the proposed technical approach to support their roles in the gated process and IT procurement review.

**1. IDENTIFYING INFORMATION**

<b>Project Name:</b>	<b>Case Management System</b>				
<b>Project Code:</b>	Agency Code (3 alpha characters)			Project Code (5 alphanumeric characters)	
	A	I	A	0	5 0 0 1
<b>Department:</b>	<b>DPA/DOAH</b>				
<b>Primary IT System:</b>	<b>COTS Case Management Software Application</b>				new
					revised
<b>Project funding:</b> Check all that apply	Base	New – Budget Amendment	New – Change Request	New – Supplemental Request	New – Non-appropriated
			X		

**Associated IT Systems:**

IT System Name	How impacted?
<b>DOLE-GGCC</b>	<b>Will require a translator to interconnect systems</b>
<b>Numerous Access data bases</b>	<b>Will be converted to one data base</b>

**Project Contacts:**

	Name	Job Title	Telephone	E-mail
<b>Business Sponsor</b>	Michael S. Williams	Director, Division of Administrative Hearings	303 764-1448	Michael.williams@state.co.us
<b>Dept CIO</b>	Rick Malinowski	Director, Division of Information Technologies	303 239-4313	Rick.malinowski@state.co.us
<b>Project Manager</b>	Beth Lipscomb	Chief of Operations, DOAH	303 764-1447	<u>Beth.lipscomb@state.co.us</u>

## 2. BUSINESS OVERVIEW

Problem or Opportunity Definition (if no E&E attached). **Please see attached E&E.**

Summary of Proposed Solution (if no E&E attached). **Please see attached E&E.**

Benefits Overview (check all that apply)

Quantified Benefits		Qualified Benefits	
X	Cost avoidance	X	Statutory obligations, federal mandates
	Cost reduction	X	System replacement
X	Productivity benefits	X	Customer service and satisfaction
	Increased revenues/cash flow		Environmental, health, and other societal benefits
X	External Customer Benefit		Aggregation
X	Consolidation		Other

## 3. TECHNOLOGY OVERVIEW

Proposed Technology

The proposed technology is commercial off the shelf software (COTS) licensed case management software. In a search of the Gartner Group's research information, fifty (50) potential vendors were identified as possible case management software candidates. Please see the attached spreadsheet for details.

Alternative Technology Considered (if NOT presented in associated E&E or no E&E attached)

Please see the attached spreadsheet for alternative technologies.

Enterprise Architecture Assessment Score (as percentage compliance)

Network	Datacenter	Web Access	Email	Identity Mgt	Database	Application	Security	Overall

Please see the attached spreadsheet for details on 50 possible case management system software candidates.

## 4. PROJECT ASSESSMENT

**I. Strategic**

*Evaluate the project alignment with Agency and Statewide goals and the State IT strategic plan*

	Yes	No *
1. Does this project directly accomplish an agency's strategic business goal (s)?	X	
2. Is there a written assessment of short and long term effects the project will have on operations? If there are no effects, check Yes.	X	
3. Is the project technology already in place in your agency so that IT and/or user training is minimized?		X
4. Have you evaluated implementations of similar technology in other agencies?	X	
5. If yes to question 4, can you leverage the existing implementation(s)?		X
6. Will this project accommodate business operations, without additional upgrades for the next 3-5 years?	X	
7. Does the project provide a value to the citizens of Colorado?	X	
8. Does the project provide a value to the State of Colorado?	X	
* Please provide, in section below, an explanation for all "No" responses:		
3.	<b>Depending on the software selected, some user training will be required.</b>	
5.	<b>While the State has numerous case management systems in place, it is critical that DOAH have a case management system specifically designed for legal/judicial docketing. Other agencies with this type of system studied utilize more expensive solutions with more functionality that is not required for this application.</b>	

**II. Management**

*Assessment of project alignment to core business activities and development and project management methodologies*

	Yes	No *
1. Are core business activities supported by the project?	X	
2. Does this project have an agency sponsor?	X	
3. Has an experienced project management team been formed?	X	
4. Are project planning and project management practices and tools in place?	X	
5. Have the project risks been identified and appropriate mitigation strategies established?	X	
6. Is the agency prepared to commit user time necessary for user acceptance testing and training?	X	
* Please provide, in section below, an explanation for all "No" responses:		

**III. Operational Infrastructure**

*Evaluate the proposed implementation and the effects on operations*

	Yes	No *
1. Will existing technical personnel be used for implementing this project as well as existing operations and maintenance support?		X
2. Has/Will a user acceptance test plan been/be created	X	

3. Has/Will an impact assessment on current operations been/be done for this project?	X	
4. Does the system affect only one location?		X
5. Has/Will a disaster recovery and contingency plan been/be created in the event of project failure or delayed implementation?	X	
* Please provide, in section below, an explanation for all "No" responses:		
4.	The Division currently has two regional offices in addition to the main office in Denver, and utilizes numerous additional hearing locations around the State. Last year, DOAH conducted over 5,000 hearings throughout the State.	

**IV. Scope & Requirements**

Assess the project on clearly defined requirements and deliverables and adequate understanding by key stakeholder.

	Yes	No *
1. Have Management and Project Team approved project scope?	X	
2. Have deliverables been clearly defined and appropriately scheduled (e.g. in phases)?	X	
3. Have critical success factors been identified and agreed upon for all stakeholders?	X	
4. Are core business processes documented?	X	
5. Is there a change management process in place?	X	
6. Is there a development methodology in place?	X	
* Please provide, in section below, an explanation for all "No" responses:		

**V. Technology Competency**

Evaluate the project alignment with Agency and Statewide goals and the State IT strategic plan

	Yes	No *
1. Do the project technical personnel possess the required technical skills?	X	
2. Has adequate training been included in timeframes for users and technical personnel?	X	
3. Have technical personnel developed other systems using the proposed technology/platform?	X	
4. Are technical personnel fully versed in core business operations?	X	
5. Has the assigned project team delivered projects of similar complexity on time and within budget, in the past?	X	
* Please provide, in section below, an explanation for all "No" responses:		

**VI. Infrastructure Dependencies**

Evaluate modifications to the existing infrastructure to ensure successful operation

	Yes	No *
1. Will the project deliver full functionality without future upgrades and additional costs?	X	
2. Is proposed system compatible with all existing technology?	X	

3. If key services will be replaced, has a user impact assessment been done and have users agreed to proposed solution?	X	
4. Have all current and future costs related to the project been included in the cost benefit worksheet?	X	
* Please provide, in section below, an explanation for all "No" responses:		

**VII. IT Policies & Standards**

Evaluate the project alignment with State IT policies and standards

	Yes	No *
1. Project compliant with Aggregation Policy?	TBD	
2. Project compliant with Interoperability Policy?	TBD	
3. Project compliant with Security Policy?	TBD	
4. Project compliant with Project Management Policy?	TBD	
5. Project compliant with Web Data Collection Policy?	TBD	
6. Project compliant with ADA Standard? If not applicable, check Yes	X	
7. Project compliant with Desktop Standard?	TBD	
8. Project compliant with Project Management Standard?	TBD	
9. Has the department completed an Enterprise Architecture Scorecard assessment for this project?	TBD	
* Please provide, in section below, an explanation for all "No" responses:		
1-9	<b>All state standards will be applied in the procurement process using a scoring format that strongly favors software that is compliant with state standards.</b>	

**5. ESTIMATED PROCUREMENTS**

Phase/Milestone	Start Date	End Date	Contract Personnel	Hardware				Software	Total
				Work-stations	Servers	Network	Other		
1. Identify/Secure Vendor	11/01/03	01/01/04	DFP	\$	\$		\$	\$90,000	\$90,000
2. Remediate hardware, operating systems, server	11/01/03	01/01/04	DOAH	550	5000	2400		2050	10,000
3. Develop interface w/DOLE system	12/01/03	04/01/04	DOIT					100,000	100,000
4. Test interface w/DOLE system	04/01/04	05/01/04	DOIT/DOLE						
5. Install Case Mgmt system, incl. Interface	05/01/04	06/01/04	DOIT/Vendor						



6. Train users	06/01/04	06/30/04	DOIT/vendor						
<b>Totals</b>									<b>200,000</b>

**Enterprise IT Resources**

	Yes	No
<u>Question:</u> The department presented this IT project proposal to the Department of Personnel and Administration's Division of Information Technology (DPA/DoIT) for feedback on opportunities to leverage existing and/or near-term planned enterprise IT resources.		
<u>Answer:</u> DPA/DoIT's response indicated that it can assist in implementing and/or maintaining all or part of this proposed technology solution.		

Please provide the DPA/DoIT contact information below:

Name of DPA rep	Job Title	Telephone	E-mail
<b>Guy Mellor</b>	<b>Deputy Director, TMU Manager</b>	<b>303 866-3233</b>	<b>Guy.mellor@state.co.us</b>

**Schedule 6  
DECISION ITEM FOR FISCAL YEAR 2004-05**

**Departmental**

Department: Personnel & Administration

Dept. Approval: *Jennifer Okes*

Date: 10/20/03

Priority Number: 2 of 5

OSPB Approval: *Henry Schmitz*

Date: 10/31/03

Division: Executive Office

Statutory Citation: C.R.S. 24-30-101

Program Line: Personal Services and Operating Expense Lines

Request Title: Budget Position

		1	2	3	4	5	6	7	8	9	10
Fund		Prior-Year Actual FY 2002-03	Appropriation FY 2003-04	Supplemental Request FY 2003-04	Total Revised Request FY 2003-04	Base Request FY 2004-05	Decision/ Base Reduction FY 2004-05	November 1 Request FY 2004-05	Budget Amendment FY 2004-05	Total Revised Request FY 2004-05	Change from Base in Out Year FY 2005-06
Total of All Line Items	Total	1,912,755	1,627,562	0	1,627,562	1,627,562	52,167	1,679,729	0	1,679,729	
	FTE	23.5	26.0	0.0	26.0	26.0	0.0	26.0	0.0	26.0	0.0
	GF	0	0	0	0	0	0	0	0	0	
	CF	0	0	0	0	0	0	0	0	0	
	CFE	1,912,755	1,627,562	0	1,627,562	1,627,562	52,167	1,679,729	0	1,679,729	
	FF										
Executive Office - Personal Services	Total	1,791,675	1,528,220	0	1,528,220	1,528,220	48,198	1,576,418	0	1,576,418	
	FTE	23.5	26.0	0.0	26.0	26.0	0.0	26.0	0.0	26.0	0.0
	GF							0		0	
	CF							0		0	
	CFE	1,791,675	1,528,220		1,528,220	1,528,220	48,198	1,576,418		1,576,418	
	FF										
Executive Office - Operating Expenses	Total	121,080	99,342	0	99,342	99,342	3,969	103,311	0	103,311	
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF							0		0	
	CF							0		0	
	CFE	121,080	99,342		99,342	99,342	3,969	103,311		103,311	
	FF										

**Letter Notation:**

Cash Fund name/Number, Federal Fund Name: N/A

IT Request  Yes  No (If yes and request includes more than 500 programming hours, attach IT Project Plan)

Supplemental and Budget Amendment Criteria:  Emergency  Technical Error  New Data  Unforeseen Contingency

Request for New or Replacement Vehicles:  Yes  No (If yes, a copy of the Schedule 6 should be forwarded to the OSPB analyst assigned to DPA)

Request Affects Another Department(s):  Yes  No (If yes, Name of other Department(s) \_\_\_\_\_)

## **Efficiency and Effectiveness Analysis FY 2004-05 Decision Item Request**

**Department:** Department Personnel & Administration

**Long Bill Group/Division:** Executive Office, Personal Services and Operating

**Request Title:** Budget Staffing

**Priority Number:** 2 of 5 (Departmental)

### **Summary of Request**

This request is for additional funding of \$52,167 cash funds exempt (\$48,198 Personal Services and \$3,969 Operating Expenses) in FY 2004-05, for a Budget Analyst in the Executive Office. Note: This is a partial re-submission of a FY 2002-03 budget amendment request for 2.0 FTE that was partially funded.

This requested budget staff member will be a part of the Budget and Finance Unit within the Executive Office, and is designed to improve the quality of the Department's financial management, budget request, and related documentation. Specifically, this staff member would provide additional resources that would allow the Department to more clearly separate functions between statewide and departmental activities, and focus on assuring that both are completed in an accurate and timely fashion.

*Note: The Executive Office is funded through statewide indirect cost assessments to the divisions within the Department. If this position is approved, DPA will not include it in the current Statewide Indirect Cost Allocation Plan (SWICAP), but allocate it across all divisions as a departmental indirect cost (based on the direct divisional support it would provide). By not including in the SWICAP, it would prevent any double counting of the position (e.g. both the statewide and departmental indirect plans), and eliminate any General Fund impact. The 1.0 FTE for the position will be transferred from another section of the DPA budget.*

### **Problem or Opportunity Definition**

The Department of Personnel & Administration (DPA) Budget and Finance Unit provides coordination of statewide budgetary common policies and the related accounting execution, in addition to providing the traditional departmental budget and accounting functions. DPA continues to need additional staffing to provide adequate resources for this critical statewide function.

**DPA Must Address Additional Responsibilities for Statewide Common Policies with Fewer Staff Than Other Departments**

The Department works in partnership with the Office of State Planning and Budgeting (OSPB) on statewide common policies. Specifically, the Department is responsible for performing the data collection, analysis, and development of the common policy recommendations for review and approval by the OSPB.

The development and submission of statewide common policies occurs at the same time as the deadlines for departmental budget submissions. For example, the Total Compensation Survey is due on August 1<sup>st</sup> each year. This is the same date that the Department's budget submission is due to the OSPB. Also, during this same time, DPA financial staff must work with other departments to reconcile the numerous statewide interdepartmental budgetary and accounting issues associated with year-end close. On top of this, several of the statewide common policies must be calculated the first week of August and provided to budget officers on August 8<sup>th</sup>. Department budget staff must then field numerous questions from budget officers on these statewide decision items and common policies. Meanwhile, the same staff must develop the Department's base budget request that is due to OPSB on August 21<sup>st</sup>.

While the summer months are hectic for all budget shops throughout state government, the burden is compounded for DPA due to the statewide budget issues that must also be handled by the Department. Despite this disproportionate workload, DPA has fewer budgetary staffing resources than other departments. DPA currently has 3.3 FTE in the Executive Office dedicated to budget issues (the equivalent of 1.0 FTE is spread across all other divisions). The Department believes that this level of staffing is not sufficient, given the size and scope of the Department's budget and the necessary involvement in statewide common policies.

Budgeting for DPA specifically involves many internal departmental issues, as does every other department in the State. However, a large portion of the Department's budget issues, are common policy issues that effect all departments, agencies, and institutions in state government. These common policies greatly increase the complexity of the Department's budget, as well as the time needed to prepare it. Therefore, it seems appropriate for the Department to have at least the same, if not a larger, budget staff than other departments on a proportionate basis. However, currently the Department's budget staff is smaller than other departments on average.

*Note: The attached analysis of the FY 2001-02 Budget shows the comparison of budget staff in DPA to other departments based on a variety of factors. On average, departments have a total of 7.9 budget FTE, while DPA only has 4.3 (see attached analysis).*

### **DPA Has Had Historical Weaknesses in Its Budget Submissions**

In the fall 2001, the Department recognized that it had been unable to provide the OSPB and the Joint Budget Committee (JBC) with an accurate and defensible budget request submission over the past number of years. The JBC staff (staff), in the FY 2002-03 Staff Budget Briefing document, also recognized this fact and noted that the Department's FY 2002-03 Budget Request document included numerous errors. Staff had a number of questions regarding information contained in the budget request that led to the identification of these errors. Staff was concerned

that there may have been other errors in the budget submission, and that recommendations made to the JBC might rely on potentially inaccurate or incomplete information. In addition, staff indicated that the Department historically had difficulty in responding to request for information to the JBC.

As a result, the Department submitted a FY 2002-03 Budget Amendment to obtain 2.0 additional FTE to provide the budgeting resources needed to improve its budgetary processes and submission. Based upon JBC staff recommendation, the JBC by approved 1.0 FTE of the 2.0 FTE requested. In its recommendation staff indicated: *“Staff believes that there may be merit to the request for 2.0 FTE. Given the shortage of General Fund revenue, staff believes that appropriating sufficient funds to support 1.0 FTE would be an appropriate first step to address the problems in the budget office... Only approving 1.0 FTE at this time would allow the JBC to determine the impact of the FTE before any decisions are made to further increase the Department’s staffing levels.”*

With the addition of another budget analyst, the Department was able to make progress in its budget process. While improvements have been made, there is still room for further improvement. In fact, despite making concerted efforts (given its limited staffing levels) the Department was still criticized for continued weaknesses in its FY 2003-04 budget submission by the OSPB and JBC staff. The Department believes this criticism is due primarily to its focus on statewide budget issues over departmental budget issues.

In order to accommodate this imbalance between available resources and required outputs, the Department has chosen to focus on statewide common policies, rather than on departmental submissions. Given its critical nature, DPA believes this approach is appropriate, and has resulted in improved data submission to the OSPB and JBC over recent years. As a result of the new focus on statewide common policy issues, the Department has been able to identify and implement numerous changes that have resulted in over \$25 million dollars in savings to the State in FY 2003-03. (These savings include the COP refinancing of a 1992 issuance, COP finalization, COP refinancing of vehicles, Fleet lease line item reconciliation, Fleet underutilization reduction, Fleet 10 percent reduction, additional revenue from Ebay vehicle actions, health insurance premium payment change, use of Health Benefits and Risk Management Fund balances, Department reorganization, renegotiated ANAP contract, GGCC and ALJ supplemental true-up, 4 and 6 percent General Fund reductions.)

However, this approach has also had its drawbacks. For instance, not only has the quality and timeliness of departmental submissions suffered, the Department has not been able to take a proactive position in its financial management both internally or statewide. This has lead to continuation of historical problems and delayed identification of common policy issues resulting in additional work for OSPB and JBC staff.

In addition, errors in supporting data used to develop OSPB and JBC Common Policies can potentially impact every department of state government. Ultimately, the inability of the Department to proactively monitor these statewide issues adversely affects all of the

Department's divisions and program areas, as well as the quality of service delivery to our user customer agencies throughout state government.

### **Additional Pro-Active Statewide Common Policy Monitoring Is Necessary**

As part of the Department's recent efforts to improve the analysis on statewide common policies, it has identified the need to perform additional proactive monitoring of statewide common policy issues. For example, the Department believes that it is necessary to perform comparisons of DPA revenues with departmental billings to ensure that departments statewide are appropriately accounting for DPA services. This will ensure the OSPB and JBC are able to obtain accurate information on the cost of these services. In addition, the Department recently developed a truth-in-rates philosophy to ensure that rates for each DPA service accurately reflect the cost of providing the service. As part of this initiative, DPA's Budget and Finance Unit must take a more pro-active approach in the rate setting methodology and calculation process. In fact, this type of management review and approval process was specifically recommended by the Department in a recent legislative audit related to the fee setting process within the Division of Central Services. The Department is unable to perform these necessary statewide common policy functions adequately with current resources.

### **DPA Budget Staff Are Required to Work Excessive Amounts of Over-Time**

The weakness in the Department's budgetary processes and resulting errors in the Budget Request document are due to the significantly limited budget resources within the Department. The Department is only staffed with two Budget Analyst III and one Budget Analyst II centrally. The Department has decentralized resources within divisions and program areas that provide input into the budget process. However, these resources perform budget related activities only in support of their specific program areas. In addition, the budget activities are auxiliary to the primary job duties and responsibilities of these individuals, and therefore, are not able to dedicate significant time to centralized budget related activities.

The Department has worked hard to provide a quality budget product within the limited budget resources. This has required excessive over-time by the existing staff. The Department estimates that over 2,000 hours of over-time was required over each of the past two budget cycles. This amount of over-time has led to "burn-out" by staff and is likely a major contributing factor to the high-level of turnover in budget staff during the past two-years. Since January 2002, the Department has had to replace its Budget Director twice as well as turnover in both of its Budget Analyst positions.

### **Additional Budget Staff is Necessary**

The mission of the Department of Personnel & Administration is to set the highest possible internal professional and ethical standards in order to help our customers succeed. Since joining the Department on September 1<sup>st</sup>, Troy Eid has focused on achieving this mission by aligning the Department around three basic goals: Customers, Credibility, and Communications. As part of the effort to improve the Department's credibility in the budget area, the Department created a

Chief Financial Officer position, which is responsible for integrating the budgeting, accounting, and contracting functions. This coordination of these functions has already resulted in improvement some of these budgetary issues. In addition, although the Department recently received an additional budgetary resource, this addition is not adequate enough to resolve all of the historic weaknesses experienced in the Department's internal and statewide budget processes.

Since the budgetary work products of the Department effects agencies throughout the State, it is critical that this function be performed effectively and accurately. The Department is committed to addressing the current weaknesses in the budget process and improving the quality of the deliverables to the OSPB and the JBC. However, after nine months working with an additional budget staff, the Department has determined that it is still unable to fulfill all of the critical internal and statewide budget needs within its current resources.

### **Available Alternatives**

#### Alternative #1: Increase budget staffing within the Department. (Recommended)

An increase to the budget staff within the Department will allow the Budget and Finance Unit within the Executive Office to focus specific staff on the separate functions of statewide common policies and internal departmental budget issues. This will allow the Department to take a more pro-active role in coordination of statewide budgetary common policies and the related accounting execution. In addition, this will allow the Department to be more pro-active in training, and providing up-front guidance to divisions in the preparation of budget documents internally. The Budget and Finance Unit will also have sufficient resources to perform a higher quality and more thorough review of all budget related documents to ensure conformity with OSPB and JBC standards. This quality review will serve to strengthen the analysis and presentation of the Budget Request and related information. The ability of DPA to submit a higher quality product will allow the OSBP and JBC to analyze the Department's budget more efficiently and effectively. This will help ensure that recommendation made to the Governor and to the JBC are based on quantifiable and justifiable data.

#### Alternative #2: Maintain current budget staffing levels within the Department.

If additional resources are approved, the Department will not be able to make the additional necessary improvements to the budgetary process. The Department has recently reallocated one existing position to allow for the creation of a Chief Financial Officer position, which has yielded positive results. However, given its limited resources, the Department is unable to reallocate another position to assist with budget functions without significantly impacting service delivery in other areas.

### **Statutory and Other Authority**

Section 24-30-101, C.R.S.

### **Linkage to Objectives**

This request ties to the following objectives in the Strategic Plan:

1.3: Annually, through regular interaction with all stakeholders, develop a clear understanding of their needs in order to improve customer service.

1.4: Annually, identify the appropriate level of funding per service for the Department and client agencies by accurate tracking of utilization data and payments received, and tracking of departmental costs and cost trends.

2.1: Annually, improve program processes by incorporating recognized "best practices" and standards in order to fulfill statutory responsibilities.

3.1: Annually, the Executive Office will enhance the development of the strategic plan through an on-going review and assessment of performance by incorporating department-wide employee participation.

### **Recommendation**

Alternative #1 is the recommended alternative. An increase in budget staff within the Department will improve the quality of the Department's financial management. Specifically, this position will allow the Department to focus specific staff on both statewide common policies, and internal departmental budget issues, which will improve the quality of both submissions.

### **Assumptions and Calculations**

1. The requested position is a Budget Analyst II. This position will be utilized to focus on the many of the internal budgetary issues for the Department. This will allow the current budget staff more time to concentrate on the more complex statewide common policy issues that effect all departments, agencies, and institutions in state government.
2. The minimum salary is \$3,599 for a Budget Analyst II. This equates to a base salary of \$43,188 ( $\$3,599 \times 12 = \$43,188$ ).
3. PERA is calculated at 10.15 percent for a total of \$4,384.
4. Medicare is calculated at 1.45 percent for a total of \$626.
5. Total personal services request is \$48,198.
6. The increase to the Operating Expense line item includes annual operating expenses at \$500 and one-time expenses for capital outlay/office furniture (\$2,021), personal computer (\$1,157), and office suite software (\$291). Therefore, ongoing operating expenses are \$500 and the one-time operating expenses for FY 2004-05 are \$3,469.
7. FY 2004-05 operating expenses request is \$3,969.
8. Total FY 2004-05 request is \$52,167.
9. Attachment A provides a comparison of the staffing at DPA with other state departments.



Attachment A

Departments Ranked by Budget FTE

Department	FY 2003-04 Budget	Appropriated FTE	Budget FTE <sup>1</sup>	Ratio:	Ratio:	Percent of DPA	Ratio:
				Total FTE to Budget FTE	Budget FTE to Total FTE	Budget FTE to Department Budget FTE	Total Appropriation to Budget FTE
DOR	\$524,017,338	1,455.0	20.0	72.8	0.0137	1234.62%	\$26,200,867
DNR	\$168,863,311	1,532.0	15.0	102.1	0.0098	850.65%	\$11,257,554
CDPHE	\$257,619,706	1,094.6	14.0	78.2	0.0128	1141.83%	\$18,401,408
CDOT	\$846,517,416	3,297.2	12.0	274.8	0.0036	253.37%	\$70,543,118
CDHS	\$1,805,999,555	4,513.1	12.0	376.1	0.0027	158.16%	\$150,499,963
HCPF	\$2,879,398,376	200.4	11.0	18.2	0.0549	5229.47%	\$261,763,489
CDLE	\$115,831,678	1,076.4	7.0	153.8	0.0065	531.41%	\$16,547,383
DOC	\$536,570,420	5,825.6	6.0	970.9	0.0010	0.00%	\$89,428,403
DPS	\$195,521,062	1,247.4	4.5	277.2	0.0036	250.26%	\$43,449,125
DPA	\$163,720,490	568.8	4.3	132.3	0.0076	634.00%	\$38,074,533
DOE	\$3,252,576,581	419.7	3.0	139.9	0.0071	594.02%	\$1,084,192,194
DORA	\$67,384,815	518.2	2.0	259.1	0.0039	274.73%	\$33,692,408
DOLA	\$173,961,086	172.1	2.0	86.1	0.0116	1028.34%	\$86,980,543
DoAg	\$29,015,173	271.2	1.0	271.2	0.0037	258.01%	\$29,015,173
DOMA	\$10,646,702	99.8	0.5	199.6	0.0050	386.44%	\$21,293,404
Total	\$11,027,643,709	22,291.5	114.3				
Average FTE Per Department Excluding DPA							7.9

<sup>1</sup> Includes centralized and decentralized Budget FTE

Departments Ranked by Ratio of Total FTE to Budget FTE

Department	FY 2003-04 Budget	Appropriated FTE	Budget FTE <sup>1</sup>	Ratio:	Ratio:	Percent of DPA	Ratio:
				Total FTE to Budget FTE	Budget FTE to Total FTE	Budget FTE to Department Budget FTE	Total Appropriation to Budget FTE
HCPF	\$2,879,398,376	200.4	11.0	18.2	0.0549	5229.47%	\$261,763,489
DOR	\$524,017,338	1,455.0	20.0	72.8	0.0137	1234.62%	\$26,200,867
CDPHE	\$257,619,706	1,094.6	14.0	78.2	0.0128	1141.83%	\$18,401,408
DOLA	\$173,961,086	172.1	2.0	86.1	0.0116	1028.34%	\$86,980,543
DNR	\$168,863,311	1,532.0	15.0	102.1	0.0098	850.65%	\$11,257,554
DPA	\$163,720,490	568.8	4.3	132.3	0.0076	634.00%	\$38,074,533
DOE	\$3,252,576,581	419.7	3.0	139.9	0.0071	594.02%	\$1,084,192,194
CDLE	\$115,831,678	1,076.4	7.0	153.8	0.0065	531.41%	\$16,547,383
DOMA	\$10,646,702	99.8	0.5	199.6	0.0050	386.44%	\$21,293,404
DORA	\$67,384,815	518.2	2.0	259.1	0.0039	274.73%	\$33,692,408
DoAg	\$29,015,173	271.2	1.0	271.2	0.0037	258.01%	\$29,015,173
CDOT	\$846,517,416	3,297.2	12.0	274.8	0.0036	253.37%	\$70,543,118
DPS	\$195,521,062	1,247.4	4.5	277.2	0.0036	250.26%	\$43,449,125
CDHS	\$1,805,999,555	4,513.1	12.0	376.1	0.0027	158.16%	\$150,499,963
DOC	\$536,570,420	5,825.6	6.0	970.9	0.0010	0.00%	\$89,428,403
Total	\$11,027,643,709	22,291.5	114.3				
Average FTE Per Department Excluding DPA							7.9

<sup>1</sup> Includes centralized and decentralized Budget FTE

Departments Ranked by Ratio of Budget FTE to Total FTE

Department	FY 2003-04 Budget	Appropriated FTE	Budget FTE <sup>1</sup>	Ratio:	Ratio:	Percent of DPA	Ratio:
				Total FTE to Budget FTE	Budget FTE to Total FTE	Budget FTE to Department Budget FTE	Total Appropriation to Budget FTE
HCPF	\$2,879,398,376	200.4	11.0	18.2	0.0549	5229.47%	\$261,763,489
DOR	\$524,017,338	1,455.0	20.0	72.8	0.0137	1234.62%	\$26,200,867
CDPHE	\$257,619,706	1,094.6	14.0	78.2	0.0128	1141.83%	\$18,401,408
DOLA	\$173,961,086	172.1	2.0	86.1	0.0116	1028.34%	\$86,980,543
DNR	\$168,863,311	1,532.0	15.0	102.1	0.0098	850.65%	\$11,257,554
DPA	\$163,720,490	568.8	4.3	132.3	0.0076	634.00%	\$38,074,533
DOE	\$3,252,576,581	419.7	3.0	139.9	0.0071	594.02%	\$1,084,192,194
CDLE	\$115,831,678	1,076.4	7.0	153.8	0.0065	531.41%	\$16,547,383
DOMA	\$10,646,702	99.8	0.5	199.6	0.0050	386.44%	\$21,293,404
DORA	\$67,384,815	518.2	2.0	259.1	0.0039	274.73%	\$33,692,408
DoAg	\$29,015,173	271.2	1.0	271.2	0.0037	258.01%	\$29,015,173
CDOT	\$846,517,416	3,297.2	12.0	274.8	0.0036	253.37%	\$70,543,118
DPS	\$195,521,062	1,247.4	4.5	277.2	0.0036	250.26%	\$43,449,125
CDHS	\$1,805,999,555	4,513.1	12.0	376.1	0.0027	158.16%	\$150,499,963
DOC	\$536,570,420	5,825.6	6.0	970.9	0.0010	0.00%	\$89,428,403
Total	\$11,027,643,709	22,291.5	114.3				
Average FTE Per Department Excluding DPA							7.9

<sup>1</sup> Includes centralized and decentralized Budget FTE

## Attachment A

### Departments Ranked by Percent of DPA Budget FTE to Department FTE

Department	FY 2003-04 Budget	Appropriated FTE	Budget FTE <sup>1</sup>	Ratio: Total FTE to Budget FTE	Ratio: Budget FTE to Total FTE	Percent of DPA Budget FTE to Department Budget FTE	Ratio: Total Appropriation to Budget FTE
HCPF	\$2,879,398,376	200.4	11.0	18.2	0.0549	5229.47%	\$261,763,489
DOR	\$524,017,338	1,455.0	20.0	72.8	0.0137	1234.62%	\$26,200,867
CDPHE	\$257,619,706	1,094.6	14.0	78.2	0.0128	1141.83%	\$18,401,408
DOLA	\$173,961,086	172.1	2.0	86.1	0.0116	1028.34%	\$86,980,543
DNR	\$168,863,311	1,532.0	15.0	102.1	0.0098	850.65%	\$11,257,554
DPA	\$163,720,490	568.8	4.3	132.3	0.0076	634.00%	\$38,074,533
DOE	\$3,252,576,581	419.7	3.0	139.9	0.0071	594.02%	\$1,084,192,194
CDLE	\$115,831,678	1,076.4	7.0	153.8	0.0065	531.41%	\$16,547,383
DOMA	\$10,646,702	99.8	0.5	199.6	0.0050	386.44%	\$21,293,404
DORA	\$67,384,815	518.2	2.0	259.1	0.0039	274.73%	\$33,692,408
DoAg	\$29,015,173	271.2	1.0	271.2	0.0037	258.01%	\$29,015,173
CDOT	\$846,517,416	3,297.2	12.0	274.8	0.0036	253.37%	\$70,543,118
DPS	\$195,521,062	1,247.4	4.5	277.2	0.0036	250.26%	\$43,449,125
CDHS	\$1,805,999,555	4,513.1	12.0	376.1	0.0027	158.16%	\$150,499,963
DOC	\$536,570,420	5,825.6	6.0	970.9	0.0010	0.00%	\$89,428,403
Total	\$11,027,643,709	22,291.5	114.3				
Average FTE Per Department Excluding DPA: 7.9							

<sup>1</sup> Includes centralized and decentralized Budget FTE

### Departments Ranked by Ratio of Total Appropriation to Budget FTE

Department	FY 2003-04 Budget	Appropriated FTE	Budget FTE <sup>1</sup>	Ratio: Total FTE to Budget FTE	Ratio: Budget FTE to Total FTE	Percent of DPA Budget FTE to Department Budget FTE	Ratio: Total Appropriation to Budget FTE
DNR	\$168,863,311	1,532.0	15.0	102.1	0.0098	850.65%	\$11,257,554
CDLE	\$115,831,678	1,076.4	7.0	153.8	0.0065	531.41%	\$16,547,383
CDPHE	\$257,619,706	1,094.6	14.0	78.2	0.0128	1141.83%	\$18,401,408
DOMA	\$10,646,702	99.8	0.5	199.6	0.0050	386.44%	\$21,293,404
DOR	\$524,017,338	1,455.0	20.0	72.8	0.0137	1234.62%	\$26,200,867
DoAg	\$29,015,173	271.2	1.0	271.2	0.0037	258.01%	\$29,015,173
JORA	\$67,384,815	518.2	2.0	259.1	0.0039	274.73%	\$33,692,408
DPA	\$163,720,490	568.8	4.3	132.3	0.0076	634.00%	\$38,074,533
DPS	\$195,521,062	1,247.4	4.5	277.2	0.0036	250.26%	\$43,449,125
CDOT	\$846,517,416	3,297.2	12.0	274.8	0.0036	253.37%	\$70,543,118
DOLA	\$173,961,086	172.1	2.0	86.1	0.0116	1028.34%	\$86,980,543
DOC	\$536,570,420	5,825.6	6.0	970.9	0.0010	0.00%	\$89,428,403
CDHS	\$1,805,999,555	4,513.1	12.0	376.1	0.0027	158.16%	\$150,499,963
HCPF	\$2,879,398,376	200.4	11.0	18.2	0.0549	5229.47%	\$261,763,489
DOE	\$3,252,576,581	419.7	3.0	139.9	0.0071	594.02%	\$1,084,192,194
Total	\$11,027,643,709	22,291.5	114.3				
Average FTE Per Department Excluding DPA: 7.9							

<sup>1</sup> Includes centralized and decentralized Budget FTE

**Notes:**

DPA has complex budget involving numerous statewide budget issues/common policies that impact all departments. DPA line items consist of mostly CFE spending authority which adds to the complexity of its budget process.

CDPHE has 250 different federal grants that must be monitored and recorded, they maintain between 25 and 30 cash funds and have more line items on the Long Bill than any other Department (Excluding higher Ed).

DPS has a complex budget that requires budget staff located in various divisions. Its budget consist of several line items with multiple types of funding.

CDOT has a complex budget. The Admin. Budget is appropriated by the General Assembly and Construction Programs are under the control of the Commission.

**Schedule 6  
DECISION ITEM FOR FISCAL YEAR 2004-05**

Department: Personnel & Administration  
 Priority Number: 3 of 5  
 Division: Finance and Procurement  
 Program: Collections Services  
 Request Title: Collections Position Reinstatement

Departmental  
 Dept. Approval: *Jennifer Oakes*  
 OSPB Approval: *Henry Short*  
 Statutory Citation: C.R.S. 24-30-202 through 204

Date: 10/20/03  
 Date: 10/21/03

		1	2	3	4	5	6	7	8	9	10
Fund		Prior-Year Actual FY 2002-03	Appropriation FY 2003-04	Supplemental Request FY 2003-04	Total Revised Request FY 2003-04	Base Request FY 2004-05	Decision/Base Reduction FY 2004-05	November 1 Request FY 2004-05	Budget Amendment FY 2004-05	Total Revised Request FY 2004-05	Change from Base in Out Year FY 2005-06
Total of All Line Items	Total	766,330	734,378	0	734,378	734,348	25,982	760,330	0	760,330	
	FTE	16.9	17.0	0.0	17.0	17.0	1.0	18.0	0.0	18.0	0.0
	GF	0	0	0	0	0	0	0	0	0	
	CF	459,798	440,627	0	440,627	440,609	15,589	456,198	0	456,198	
	CFE	306,532	293,751	0	293,751	293,739	10,393	304,132	0	304,132	
	FF										
Finance & Procurement - Collections Services - Personal Services	Total	766,330	734,378	0	734,378	734,348	25,982	760,330	0	760,330	0
	FTE	16.9	17.0	0.0	17.0	17.0	1.0	18.0	0.0	18.0	0.0
	GF	0	0	0	0	0	0	0	0	0	
	CF	459,798	440,627	0	440,627	440,609	15,589	456,198	0	456,198	0
	CFE	306,532	293,751	0	293,751	293,739	10,393	304,132	0	304,132	0
	FF										
	Total	0	0	0	0	0	0	0	0	0	
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF										
	CF										
	CFE										
	FF										

**Letter Notation:**

Cash Fund name/Number, Federal Fund Name: Fund 604

IT Request  Yes \* No (if yes and request includes more than 500 programming hours, attach IT Project Plan)

Supplemental and Budget Amendment Criteria:  Emergency  Technical Error  New Data  Unforeseen Contingency

Request for New or Replacement Vehicles:  Yes \* No (if yes, a copy of the Schedule 6 should be forwarded to the OSPB analyst assigned to DPA)

Request Affects Another Department(s):  Yes \* No (if yes, Name of other Department(s) \_\_\_\_\_)

**Efficiency and Effectiveness Analysis  
FY 2004-05 Decision Item Request**

**Department:** Department of Personnel & Administration  
**Long Bill Group/Division:** Division of Finance and Procurement, Collections Services  
**Request Title:** Reinstatement of Collection Position  
**Priority Number:** 3 of 5 (Departmental)

**Summary of Request**

This is a request to reinstate \$25,982 CFE spending authority and 1.0 FTE for a Collection Representative II Position in Collection Services. This position was cut by the Joint Budget Committee during FY 2003-04 figure setting due to historical reversions.

This request is being made for the following two reasons:

1. Loss of the position results in the permanent reduction in the ability to generate significant revenues to the State during a time of revenue shortfalls. This position has the potential of collecting revenues that far exceeds the costs of the position; and
2. Since Central Collection Services (CCS) is cash funded, fees from recovered revenues are used to underwrite the unit's budget. This permanent loss of revenue may jeopardize the unit's ability to fund its budget in the future, which could have an additional negative impact on future revenue collections.

**Problem or Opportunity**

During FY 2002-03, a vacancy in the Frontline Collection staff was created when a collection representative left State employment in January of 2003. Although CCS was attempting to fill the position, it was eliminated during the supplemental appropriation process. As a result, revenue that normally would have been collected by this position was lost. The permanent reduction of the collections staff correlates into an immediate and permanent reduction of potential recoveries of unpaid revenues owed to the State of Colorado.

Additionally, the collections staff not only recovers accounts receivable for State client agencies and institutions, it is also serves as the source of revenue that supports the entire collections operation. This means that adequate funding for client education, reporting, information technology, tax offset program administration, collection agency administration, legal counsel contracts, and financial accounting and posting for the operation, are all needlessly placed in jeopardy of having adequate funding.

Fees are charged at 15 percent of all revenues collected by the seven Frontline Collection staff, and are used to fund 72 percent of the entire CCS operation. While FY 2002-03 had sufficient revenues to fund CCS operations, the revenue stream is somewhat volatile and unpredictable, and is dependent upon many factors such as the nature of the debt, the prevailing economic conditions, and the success of tax-offset recoveries. The elimination of the Collector II position in FY 2002-03 represented a 13 percent reduction in potential collector resources for collecting CCS fees.

### **Available Alternatives**

1. Reinstate the position and restore the \$25,982 CFE spending authority and 1.0 FTE, thereby providing additional opportunities to recover unpaid revenues to the State.
2. Do not reinstate the position and forgo the opportunity for the collection of additional revenues.

### **Analytical Technique**

Cost-Benefit analysis comparing expected revenues and costs.

### **Assessment of Alternatives**

#### **Alternative #1**

*Reinstate the position and restore the \$25,982 CFE spending authority and 1.0 FTE.* Revenues generated through the reinstatement of the collection agent will far exceed the associated costs. Because the position is cash funds exempt from fees charged against a portion of the recoveries, there is no adverse General Fund impact. On the contrary, the incremental increase in revenue collected will go directly to improve the bottom line of the State agency or institution holding the debt.

Collection statistics for the five-year period FY1998-99 through FY 2002-03 indicate that an average of \$961,095 is recovered annually for each collector position in CCS. For FY 2002-03, the average collector position salary (plus benefits and bonus) was \$38,539. After covering the 15 percent collection fee charged by CCS to cover its costs, the average net recovery per collector is \$778,392. This means that every \$1 spent on collection efforts, the State yields over \$20 in net revenues. Please note that CCS's 15 percent fee is in most cases 4 to 6 percent lower than that charged by private collection agencies. This translates into an even greater net recovery percentage over outsourcing this function.

In FY 2002-03, CCS collected \$12,108,889 in gross revenues for the State. This was a 15 percent increase over the last fiscal year. Please note that in FY 2002-03, the CCS had a reversion of \$17,411 CFE due to a temporary vacancy. This position has subsequently been filled.

#### **Alternative #2**

*Do not reinstate the position.* This alternative results in a lost opportunity to potentially collect \$778,392 of net revenues to the State during a time of revenue shortfalls and declining budgets.

### **Linkage of Budgetary Expenditures to the Full Range of Outcomes**

Upon receipt of debt, collectors determine the credit worthiness and the capability of the debtor to pay. They initiate communications with the debtor via telephone or written correspondence to obtain payment through persuasive dialogue. Collectors explain, define and advise the debtor of the nature of the debt. Collectors also establish repayment plans, and explain the repercussions of non-payment. Ultimately, they analyze a debtor's demographics, cooperativeness, and willingness to pay to determine appropriate collection approaches. Payments by debtors then are credited to the agency/institutions, after deduction of the 15 percent CCS collection fee. This process helps ensure that monies owed to the State have the best possible chance of being recovered in the most cost-efficient manner possible.

### **Other Key Issues for Decision Making**

Based on budget requirements, percentage of annual revenue growth, market conditions, and other sources of revenue (e.g. tax offsets) an overall financial goal is created for the Frontline Collections staff. The Frontline goal is equally distributed among all the collectors as individual monthly goals. A Frontline collector position's performance is evaluated by the amount of revenue each position recovers based on a monthly goal. The collectors achieve their goals by actively pursuing and collecting on open accounts that CCS receives from its clients.

### **Recommendation**

Approve the reinstatement of the Collector II position by appropriating \$25,982 CFE spending authority and 1.0 FTE to the CCS, thereby providing additional opportunities to recover \$778,392 in unpaid revenues to the State.

**Schedule 6  
DECISION ITEM FOR FISCAL YEAR 2004-05**

Departmental

Department: Personnel & Administration

Dept. Approval: *Jennifer Ores*

Date: 10/20/03

Priority Number: 4 of 5

OSPB Approval: *Henry Short*

Date: 10/31/03

Division: Human Resources

Statutory Citation: C.R.S. 24-50-601

Program: Employee Benefits Services

Request Title: Deferred Compensation Plan Contract Position

		1	2	3	4	5	6	7	8	9	10
Fund		Prior-Year Actual FY 2002-03	Appropriation FY 2003-04	Supplemental Request FY 2003-04	Total Revised Request FY 2003-04	Base Request FY 2004-05	Decision/ Base Reduction FY 2004-05	November 1 Request FY 2004-05	Budget Amendment FY 2004-05	Total Revised Request FY 2004-05	Change from Base in Out Year FY 2005-06
Total of All Line Items	Total	76,341	182,977	0	182,977	84,500	98,477	182,977	0	182,977	(98,477)
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0	0
	CF	76,341	182,977	0	182,977	84,500	98,477	182,977	0	182,977	(98,477)
	CFE	0	0	0	0	0	0	0	0	0	0
	FF										
Human Resources - Employee Benefits Services ~ Deferred Comp. Plans	Total	76,341	182,977	0	182,977	84,500	98,477	182,977	0	182,977	(98,477)
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF				0			0		0	
	CF	76,341	182,977		182,977	84,500	98,477	182,977		182,977	(98,477)
	CFE							0		0	
	FF										
Total		0	0	0	0	0	0	0	0	0	
FTE		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
GF					0			0		0	
CF					0			0		0	
CFE					0			0		0	
FF											

Letter Notation:

Cash Fund name/Number, Federal Fund Name: Fund 720

IT Request  Yes \* No (If yes and request includes more than 500 programming hours, attach IT Project Plan)

Supplemental and Budget Amendment Criteria:  Emergency  Technical Error  New Data  Unforeseen Contingency

Request for New or Replacement Vehicles:  Yes \* No (If yes, a copy of the Schedule 6 should be forwarded to the OSPB analyst assigned to DPA)

Request Affects Another Department(s):  Yes \* No (If yes, Name of other Department(s) \_\_\_\_\_)

## **Efficiency and Effectiveness Analysis FY 2004-05 Decision Item Request**

**Department:** Department of Personnel & Administration

**Long Bill Group/Division:** Division of Human Resources, 457 Deferred Compensation Plan (Type I Agency)

**Request Title:** Deferred Compensation Plan Contract Position

**Priority Number:** 4 of 5 (Departmental)

### **Summary of Request**

On behalf of the 457 Deferred Compensation Committee, the Department requests a base increase of \$98,477 Cash Funds spending authority in the Deferred Compensation Plans line item for FY 2004-05.

This request would extend the State's current contract with Great-West Life (GWL), the 457 Deferred Compensation's contracted Third-Party Administrator, in order to retain the Account Executive (AE) hired July 2003.

**Note:** The original request for this contract position was approved by the Joint Budget Committee for FY 2003-04, in order to market the 457 Deferred Compensation Plan and 401a Defined Contribution Match Plan (referred to as the "457 Match Plus"), to eligible Higher Education employees throughout the State. In addition, the current contract will end June 30, 2005. Therefore, the contract for record-keeping, marketing, and administration of the 457 Match Plus plan will be re-bid in early CY 2005.

### **Problem or Opportunity Definition**

In June 2001, President Bush signed the Economic Growth Tax Relief Reconciliation Act (EGTRRA) of 2001. EGTRRA effectively made many different types of tax-deferred savings plans similar to one another in contribution limits and statutory requirements. Prior to passage of this Act, they had to be treated differently. At the time of the RFP and subsequent award to GWL, marketing to the Higher Education population was unnecessary due to the limited retirement plan options available to Higher Education employees (e.g. 403b Tax-Deferred Annuities).

With this Act in place, Higher Education employees became eligible for the 457 Match Plus Plan, which had not been previously available. Since the passage of EGTRRA, many State Higher Education employees have joined the 457 Plan, despite the minimal marketing efforts. However, many are still unaware of this additional benefit option. With the additional AE, the



457 Plan is better able to meet its fiduciary obligation to ensure that all eligible State employees are made aware of their retirement plan options.

Under the existing contract, GWL provides three Account Executives to market the plan to eligible State employees. In response to the RFP, GWL offered to provide three Account Executives at no additional cost to the State. GWL receives their income from the reallowances provided by the funds in the Plan. More specifically, as long as the funds provide a minimum total average weighted reallowance of 0.22 percent of Plan assets each quarter, GWL keeps this as their administrative fee. Anything above the 0.22 percent reallowance is given back to the Plan.

Employee participation in the 457 Match Plus plan has increased substantially over the past two years. To provide existing participants with the level of service required in the contract, as well as to and meet the demand necessary to market the plan to the Higher Education community, the three current representatives are not sufficient.

This additional AE will help meet the increasing administrative burden that escalating PERA purchase-of-service-credits have created. Because EGTRRA permits the pretax purchase-of-services-credits with money from a 457 Plan, the volume of purchase-of-service-credit requests has increased dramatically. In order to properly verify and process these requests, each must be reviewed by an AE.

#### **Available Alternatives**

1. Appropriate \$98,477 Cash Funds spending authority for the continuation of the previously approved Account Executive through Great-West Life.
2. Do not extend the contract for the Account Executive at the end of FY 2003-04.

#### **Linkage of Budgetary Expenditures to Full Range of Outcomes**

The purpose of the Plan is to enable eligible employees to enter into agreements with the State to defer a portion of their compensation on a tax-deferred basis, and receive benefits at termination of employment, retirement, or death. Education and communication of this Plan is one of the fiduciary duties of the 457 Deferred Compensation Committee. Due to the passage of EGTRRA, the Committee's fiduciary responsibility to communicate these changes has expanded significantly. All State employees should be made aware of their retirement plan options, so that they are able to make the best decisions possible for their individual circumstances.

#### **Selected Analytical Technique**

Cost effectiveness

#### **Discussion of Alternatives**

1. Funding of this request will better allow the Committee to continue to fulfill its fiduciary duty by providing credible and effective communications and education regarding the State's deferred compensation plan to employees in Higher Education as well as the State's general

work force. Funding of this request will also continue to alleviate the additional administrative burden caused by liberalized PERA purchase-of-service-credit rules, which has already decreased the amount of time current AE's have to communicate with State employees.

2. Not funding the supplemental will force the Plan administrator to utilize existing AE's to market to Higher Education, and to continue to process PERA purchase-of-service-requests. This will effectively decrease the amount of time spent communicating and providing service to Higher Education employees, there-by leaving them less informed of their retirement options.

### **Assumptions and Calculations**

The current AE position is designated specifically to the marketing of the Higher Education groups. As such, it is estimated that the previously appropriated amount of \$98,477 will be sufficient to retain the full time AE, with approximately \$48,672 of this amount would be allocated for annual salary. The balance would include expenditures for such items as benefits, office space leasing, computer charges, cell phone, travel and bonus expenses. The requested funds would be paid from the Deferred Compensation Fund fund balance, and would have no impact upon the State's General Fund.

### **Recommendation**

To better execute the Committee's fiduciary duty to educate employees on tax-deferred savings opportunities, we recommend approval of the additional \$98,477 Cash Funds spending authority for FY 2004-05.

**Schedule 6  
DECISION ITEM FOR FISCAL YEAR 2004-05**

**Departmental**

Department: Personnel & Administration

Dept. Approval: *Jennifer Okes*

Date: 10/20/03

Priority Number: 5 of 5

OSPB Approval: *Henry Stunt*

Date: 10/31/03

Division: Central Services; Executive Office

Statutory Citation: C.R.S. 24-30-1601 through 1606, 24-30-1101 through 1118

Program: Document Solutions Group - Pueblo

Request Title: Pueblo Leased Space Adjustment

		1	2	3	4	5	6	7	8	9	10
Fund		Prior-Year Actual FY 2002-03	Appropriation FY 2003-04	Supplemental Request FY 2003-04	Total Revised Request FY 2003-04	Base Request FY 2004-05	Decision/Base Reduction FY 2004-05	November 1 Request FY 2004-05	Budget Amendment FY 2004-05	Total Revised Request FY 2004-05	Change from Base in Out Year FY 2005-06
Total of All Line Items	Total	1,167,198	1,271,817	0	1,271,817	1,271,817	0	1,271,817	0	1,271,817	
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	400,193	369,806	0	369,806	369,806	0	369,806	0	369,806	
	CF	10,072	10,273	0	10,273	10,273	0	10,273	0	10,273	
	CFE	756,933	891,738	0	891,738	891,738	0	891,738	0	891,738	
	FF										
Central Services - Integrated Document Factory - Document Solutions Group (Pueblo) - Operating	Total	270,043	345,346	0	345,346	345,346	(25,500)	319,846	0	319,846	
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0	
	CF	0	0	0	0	0	0	0	0	0	
	CFE	270,043	345,346	0	345,346	345,346	(25,500)	319,846	0	319,846	
	FF										
Executive Office - Leased Space	Total	897,155	926,471	0	926,471	926,471	25,500	951,971	0	951,971	
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	400,193	369,806	0	369,806	369,806	0	369,806	0	369,806	
	CF	10,072	10,273	0	10,273	10,273	0	10,273	0	10,273	
	CFE	486,890	546,392	0	546,392	546,392	25,500	571,892	0	571,892	
	FF										

Letter Notation:

Cash Fund name/Number, Federal Fund Name: Fund 601

IT Request  Yes  No (If yes and request includes more than 500 programming hours, attach IT Project Plan)

Supplemental and Budget Amendment Criteria:  Emergency  Technical Error  New Data  Unforeseen Contingency

Request for New or Replacement Vehicles:  Yes  No (If yes, a copy of the Schedule 6 should be forwarded to the OSPB analyst assigned to DPA)

Request Affects Another Department(s):  Yes  No (If yes, Name of other Department(s) \_\_\_\_\_)

## Efficiency and Effectiveness Analysis FY 2004-05 Decision Item Request

**Department:** Department of Personnel & Administration

**Long Bill Group/Division:** Central Services, Document Solutions Group - Pueblo

**Request Title:** Transfer of Operating to Leased Space

**Priority Number:** 5 of 5 (Departmental)

### Summary of Request

This is a cost-neutral, base budget transfer request to permanently move \$25,500 CFE spending authority from the Document Solutions Group (DSG) Operating Expense line item, to the Executive Office Lease Space line item.

This is being requested in order to acquire an additional 3,000 square feet (at \$8.50 per square foot) located at 701 Court Place in Pueblo Colorado. This additional space will be used to bring the available leased space per employee up to acceptable standards in an environment that requires adequate workspace.

### Problem or Opportunity

**Problem:** DSG-Pueblo currently employs 38.0 State FTE, and, due to the nature of this type of business, DSG-Pueblo is required to store large volumes of paper documents for processing, which are contained in numerous boxes and tubs. Currently, the DSG-Pueblo group occupies 5,859 square feet. According to employee space standards provided by the State of Colorado, State Buildings and Real Estate Program, each State employee should be provided with workspace ranging from 204 to 232 square feet. Because of the large volume of work processed at DSG-Pueblo, the Department is requesting to provide the greater amount of square feet per employee.

**Opportunity:** Recently, 3,000 square feet of space became available adjacent to the DSG-Pueblo work area. This space was recently vacated by the Pueblo County Library, and therefore was previously unavailable to DSG-Pueblo. In addition, no other leased space was available for DSG-Pueblo to expand into, given the full occupancy of the building over the last 12 years. Consequently, DSG-Pueblo would like to take advantage of this opportunity and acquire the additional leased space for its staff. This request would allow the program to address the overcrowded workspace environment without an increase to spending authority.

*Please note that this is an all-or-nothing opportunity. The 3000 available square feet cannot be parceled into smaller sections. The State must acquire all or none of the available space.*

## **Available Alternatives**

1. Relocate DSG-Pueblo to a new location that will provide adequate leased space.
2. Transfer the necessary appropriation from the DSG Operating Expense line to the Executive Office Leased Space line in the amount of \$25,500 CFE.
3. Do nothing.

## **Assessment of Alternatives**

### **Alternative #1**

*Relocate DSG-Pueblo to a new location that will provide adequate leased space. This alternative would result in a much larger increase in spending authority as well as in DSG-Pueblo rates, which would have an unfavorable General Fund impact on the statewide budget. The current market rate for leased space in Pueblo ranges anywhere from \$13.00 to \$16.47 per square foot. This equates to an annual leased space cost of \$114,608 to \$145,199.52, which DSG would not be able to absorb from their operating line.*

### **Alternative #2 – (Recommended)**

*Transfer the necessary dollars from the DSG Operating Expenses line to the Executive Office Leased Space line in the amount of \$25,500. This cost neutral alternative would allow DSG-Pueblo to take advantage of the leased space that has recently become available. This alternative meets the acceptable leased space standards for employees, and addresses the issue of an over crowded work environment. Currently, DSG-Pueblo provides only 154.2 square feet per employee (5859 sq. ft. / 38 FTE), a full 24 percent less space than the minimum standard. The requested additional square footage would bring the average up to a much more acceptable, and desperately needed, 233.2 square feet per employee.*

### **Alternative #3**

*Do Nothing. This alternative does not address the issue of an over crowded work environment.*

## **Linkage of Budgetary Expenditures to the Full Range of Outcomes**

If approved, this cost neutral request would provide DSG-Pueblo with 3,000 square feet of additional leased space in the amount of \$25,500, with an offsetting reduction in operating in the amount of \$25,500. In addition, this will meet the acceptable leased space standards as set by the State of Colorado, State Buildings and Real Estate Programs for employees as well as addresses the issue of an over crowded work environment.

### **Other Key Issues for Decision Making**

DSG-Pueblo currently does not pay for the 5,859 square feet it currently occupies. This is due a contract between the City of Pueblo and DPA, that provides for free rent of the current occupied space in exchange for the on-going employment of 45 FTE which includes 38 FTE as well as temporary workers that reside in the area.

This is the first time space adjacent to DSG's operations has become available for rent. This additional square footage is over and above the current "free rent" contract, and would need to be appropriated and paid to the Lessor – Belmont Villa, as would any other available lease space. Please note that the total additional 3,000 square feet of space cannot be broken up into smaller parcels. It is an all-or-nothing opportunity.

### **Recommendation**

Allow the permanent appropriation transfer of \$25,500 from the DSG Operating Expense line item to the Executive Office Lease Space line item to allow for much needed additional workspace at no budgetary increase to the State.

Schedule 6

DECISION ITEM FOR FISCAL YEAR 2004-05

Non-Prioritized Departmental

Department: Personnel & Administration

Priority Number: 1 of 3

Division: All Divisions

Program: Telecommunications and Multiuse Network

Request Title: Telecom Truth in Rates (including MNT)

Dept. Approval: *Jennifer Oakes*

OSPB Approval: *Henry Smith*

Statutory Citation: C.R.S. 24-30-101

Date: 10/20/2003

Date:

		1	2	3	4	5	6	7	8	9	10
Fund		Prior-Year Actual FY 2002-03	Appropriation FY 2003-04	Supplemental Request FY 2003-04	Total Revised Request FY 2003-04	Base Request FY 2004-05	Decision/Base Reduction FY 2004-05	November 1 Request FY 2004-05	Budget Amendment FY 2004-05	Total Revised Request FY 2004-05	Change from Base in Out Year FY 2005-06
Total of All Line Items	Total	74,737,940	47,275,967	0	46,347,071	46,347,071	(499,408)	45,849,060	0	45,849,060	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	618,922	805,713	0	0	0	7,426	7,426	0	7,426	0
	CF	43,382	123,183	0	0	0	2,413	2,413	0	2,413	0
	CFE	74,075,636	46,347,071	0	46,347,071	46,347,071	(509,247)	45,839,221	0	45,839,221	0
	FF	0	0	0	0	0	0	0	0	0	0
Executive Office - Operating Expense	Total	121,080	99,342	0	99,342	99,342	1,397	100,739	0	100,739	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF						0	0		0	
	CF						0	0		0	
	CFE	121,080	99,342		99,342	99,342	1,397	100,739		100,739	
FF											
Division of Human Resources - HR Services - State Agency Services - Operating Expense	Total	104,063	88,462	0	88,462	88,462	2,125	90,587	0	90,587	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF						0	0		0	
	CF						0	0		0	
	CFE	104,063	88,462		88,462	88,462	2,125	90,587		90,587	
FF											
Division of Human Resources - HR Services - Training - Operating Expense	Total	36,380	79,573	0	79,573	79,573	156	79,729	0	79,729	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF						0	0		0	
	CF						0	0		0	
	CFE	36,380	79,573		79,573	79,573	156	156		156	
FF							79,573		79,573		

Division of Human Resources - HR Services - CSEAP - Operating Expense	Total	14,704,378	37,233	0	37,233	37,233	1,045	38,278	0	38,278	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF					0		0		0	
	CF					0		0		0	
	CFE FF	14,704,378	37,233		37,233	37,233	1,045	38,278		38,278	
Division of Human Resources - Employee Benefits - Operating Expense	Total	49,741	51,355	0	51,355	51,355	802	52,157	0	52,157	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF					0		0		0	
	CF					0	369	369		369	
	CFE FF	49,741	51,355		51,355	51,355	433	51,788		51,788	
Division of Human Resources - Employee Benefits - Deferred Comp - Operating Expense	Total	76,341	182,977	0	182,977	182,977	208	183,185	0	183,185	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF					0		0		0	
	CF					0	208	208		208	
	CFE FF	76,341	182,977		182,977	182,977		182,977		182,977	
Division of Human Resources - Employee Benefits - Risk Mgmt - Operating Expense	Total	57,104	57,104	0	57,104	57,104	678	57,782	0	57,782	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF					0		0		0	
	CF					0		0		0	
	CFE FF	57,104	57,104		57,104	57,104	678	57,782		57,782	
Personnel Board - Operating Expense	Total	20,459	29,033	0	29,033	0	579	579	0	579	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	20,459	29,033			0	579	579		579	
	CF					0		0		0	
	CFE FF				0	0		0		0	
Division of Central Services - Admin - Operating Expense	Total	76,988	77,427	0	77,427	77,427	1,031	78,458	0	78,458	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF					0		0		0	
	CF					0		0		0	
	CFE FF	76,988	77,427		77,427	77,427	1,031	78,458		78,458	



Division of Central Services - Repro - Operating Expense	Total	1,967,918	2,080,722	0	2,080,722	2,080,722	1,156	2,081,878	0	2,081,878	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF						0	0		0	
	CF						0	0		0	
	CFE FF	1,967,918	2,080,722		2,080,722	2,080,722	1,156	2,081,878		2,081,878	
Division of Central Services - DSG - Operating Expense	Total	270,043	345,346	0	345,346	345,346	458	345,804	0	345,804	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF						0	0		0	
	CF						0	0		0	
	CFE FF	270,043	345,346		345,346	345,346	458	345,804		345,804	
Division of Central Services - Mail -Operating Expense	Total	4,685,493	4,821,747	0	4,821,747	4,821,747	979	4,822,726	0	4,822,726	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF						0	0		0	
	CF						0	0		0	
	CFE FF	4,685,493	4,821,747		4,821,747	4,821,747	979	4,822,726		4,822,726	
Division of Central Services - Fleet - Operating Expense	Total	12,534,163	12,305,933	0	12,305,933	12,305,933	2,447	12,308,380	0	12,308,380	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF						0	0		0	
	CF						0	0		0	
	CFE FF	12,534,163	12,305,933		12,305,933	12,305,933	2,447	12,308,380		12,308,380	
Division of Central Services - Facilities Maintenance - CCF - Operating Expense	Total	1,622,797	1,637,466	0	1,637,466	1,637,466	3,898	1,641,364	0	1,641,364	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	7,872					0	0		0	
	CF						0	0		0	
	CFE FF	1,614,925	1,637,466		1,637,466	1,637,466	3,898	1,641,364		1,641,364	
Division of Central Services - Facilities Maintenance - GJ - Operating Expense	Total	75,398	76,873	0	76,873	76,873	108	76,981	0	76,981	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF						0	0		0	
	CF						0	0		0	
	CFE FF	75,398	76,873		76,873	76,873	108	76,981		76,981	



Division of Info Tech - Order Billing - Operating Expense	Total	14,704,378	10,750	0	10,750	10,750	1,949	12,699	0	12,699	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF					0		0		0	
	CF					0		0		0	
	CFE FF	14,704,378	10,750		10,750	10,750	1,949	12,699		12,699	
Division of Info Tech - Comm Svcs - Operating Expense	Total	160,561	126,631	0	126,631	126,631	1,949	128,580	0	128,580	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	160,561				0		0		0	
	CF					0		0		0	
	CFE FF		126,631		126,631	126,631	1,949	128,580		128,580	
Division of Info Tech - Network Svcs Operating Expense	Total	15,421,553	16,298,528	0	16,298,528	16,298,528	3,507	16,302,035	0	16,302,035	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF					0		0		0	
	CF					0		0		0	
	CFE FF	15,421,553	16,298,528		16,298,528	16,298,528	3,507	16,302,035		16,302,035	
Division of Info Tech - Comp Svcs - Operating Expense	Total	5,227,637	6,181,350	0	6,181,350	6,181,350	8,379	6,189,729	0	6,189,729	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF					0		0		0	
	CF					0		0		0	
	CFE FF	5,227,637	6,181,350		6,181,350	6,181,350	8,379	6,189,729		6,189,729	
Division of Info Tech - Info Archives - Operating Expense	Total	38,143	37,384	0	37,384	0	865	865	0	865	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	28,920				0		0		0	
	CF		37,384			0	865	865		865	
	CFE FF	9,223			0	0		0		0	
Division of Info Tech - TMU - Operating Expense	Total	401,110	295,871	0	295,871	0	3,416	3,416	0	3,416	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	401,110	295,871			0		0		0	
	CF					0	3,416	3,416		3,416	
	CFE FF				0	0		0		0	

Division of Admin Hearings - Operating Expense	Total	152,450	148,000	0	148,000	148,000	1,463	149,463	0	149,463	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF						0	0		0	
	CF						0	0		0	
	CFE	152,450	148,000		148,000	148,000	1,463	149,463		149,463	
	FF										
Executive Office - Multiuse Network Payments	Total	1,132,787	1,045,953	0	1,045,953	1,045,953	(550,405)	495,548	0	495,548	0
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF				0			0		0	
	CF									0	
	CFE	1,132,787	1,045,953		1,045,953	1,045,953	(550,405)	495,548		495,548	
	FF										

Letter Notation:

Cash Fund name/Number, Federal Fund Name: Fund 603

IT Request  Yes  No (If yes and request includes more than 500 programming hours, attach IT Project Plan)

Supplemental and Budget Amendment Criteria:  Emergency  Technical Error  New Data  Unforeseen Contingency

Request for New or Replacement Vehicles:  Yes  No (If yes, a copy of the Schedule 6 should be forwarded to the OSPB analyst assigned to DPA)

Request Affects Another Department(s):  Yes  No (If yes, Name of other Department(s) ~ Statewide DJ)

## Efficiency and Effectiveness Analysis FY 2004-05 Statewide Decision Item Request

**Department:** Department of Personnel & Administration

**Long Bill Group/Division:** Division of Information Technologies

**Request Title:** Telecomm Truth in Rates (Telecomm and MNT)

**Priority Number:** 1 of 3 (Statewide)

### Summary of Request

This request is for a net decrease in statewide appropriation funding of \$861,735 (a positive \$230,157 estimated General Fund, and \$1,090,988 total funding including non-appropriated funds) associated with the DPA telecommunications Truth-in-Rates implementation. This request includes both statewide operating increases/decreases totaling \$49,130, and statewide MNT increases/decreases totaling - \$1,140,118. *Note: see Attachment A for departmental increase and decrease totals, and individual departmental Schedule 6s for line item appropriation request details.*

These changes in statewide spending authority are being made in order to realign existing departmental spending authorities for telecommunications billings (including MNT) across departments statewide so that appropriations will be more closely aligned with the Telecommunications Truth-in-Rates billing. As such, individual departmental appropriations will more closely match projected telecommunication needs based on historical usage.

### Problem Definition

Historically, the Division has failed to recover its full telecommunication costs of service, resulting in inaccurate agency billings and a cash fund deficit. This chronic inability to recover costs has not generated savings to the State, rather it has resulted in customers paying far less than the true cost of services in many cases, and paying more than the true cost in other cases. The Telecommunications Truth-in-Rates initiative has done much to correct these inequities. Failure to fund this request will make it impossible for DoIT to comply with its statutory obligation to properly recover its costs. Without these realignments, DoIT's customers may not have sufficient spending authority in the correct line items and fund sources to pay the (more accurate) billings that they will receive in FY 2004-05.

Prior to the Telecommunications Truth-in-Rates initiative, the Division did not have a clear understanding of the cost of various services or products that it provided to its customers. It was easy to understand then, that the Division did not have a well-understood billing rate structure. For many years, it seemed that, as long as bills were being paid, and services were being delivered, there was no need to properly align actual billings with actual utilization by service type. This approach is unacceptable to this administration, and the requested changes needed to remedy these problems are at the heart of the Truth-in-Rates concept and the driving force behind this request.

An additional negative outcome of these billing inaccuracies was the unintentional incentive of supporting the wrong behavior from user agencies. That is, in many service categories, customers had no incentive to migrate to newer and more cost effective solutions because they were being charged a fraction of the true cost of the service(s) being provided. In fact, in some instances (such as SNA) customers were not essentially being charged for the services received.

Because of the Truth-in-Rates initiative, the Division has been able to accurately calculate the various program and service costs, and identify those areas where costs were not being recovered. This has resulted in the anticipated future billings to certain departments being higher or lower than previous billings. As a result, these departments will need additional spending authority to pay their corrected billings. At the same time, there were several service areas where departments will require a lower level of funding than in prior years. The net effect to each department for the several services is summarized in the attached table.

In addition to inaccurate agency billings, this historic failure to fully cover the cost of services has resulted in a chronically negative working capital fund balance. Therefore, part of the current rate structure includes a slight estimated over-collection in order to incrementally build the fund back up to a positive cash fund balance. The FY2004-05 estimated over-collection is \$374,000. Ideally, DPA would prefer to set rates significantly higher to build the working capital fund balance at a greater pace, however, given the current budgetary climate, the estimated over-collection amount was established in order to minimize the General Fund impact on the overall request. Moreover, the \$374,000 may be needed to cushion any slight variances in the billing estimates. Overall, \$374,000 equates to a mere 2.3 percent variance to the telecommunications total statewide billing. Consequently, all or part may be needed to account for slight variances in the actual-to-projected agency billings. This marginal variance is far less than the proposed targeted profit/loss margin of 8.3 percent as suggested by a recent audit of a similar internal service fund (see Central Services Performance Audit, May 2003).

#### **Available Alternatives:**

##### **Alternative # 1. – Bill User Agencies the Correct Amounts and Adjust Statewide Appropriations (recommended)**

Bill customers at the true cost of the service (as required by statute), and adjust the appropriate line item spending authority to properly align their budgets to pay their corrected billings. This alternative is recommended because it allows the Division to fully recover its costs, passing on the true cost of services to the customer, thereby driving the desired behavior. It also ensures that user agencies have the adequate funding, by the accurate funding source, to cover its DPA telecommunications billings.

##### **Alternative # 2 – Bill User Agencies the Correct Amounts with No Adjustment to Statewide Appropriations**

Bill customers at the true cost of service without regard for their budgeted line item spending authority or fund splits. While this alternative would also provide for cost recovery as required

by statute, it would potentially drive customers into over expenditure situations. Furthermore, it would provide some customers with additional unnecessary spending authority.

Alternative # 3 – No Change - Bill the Incorrect Amounts with No Adjustment to Statewide Appropriations

Continue to bill beyond the customer's budgeted amount and/or spending authority, regardless of the level of services used, and continue to under-recover costs. The Division would continue to under recover, in violation of both statute and Executive Order. This alternative is not acceptable.

**Authority:**

**Statute** – Section 24-30-908, C.R.S., requires the Department of Personnel & Administration to recover the actual cost of providing services to state customers, including material, labor and overhead.

**Executive Order** – Executive Order B0201 dated January 12, 2002, mandates that “...all State departments, agencies and institutions, including higher education, shall migrate their telecommunication networks to the Multi-Use Network and cease operation and any new development of disparate telecommunication networks...”

**Legislative Audit** – The *Evaluation of Network Services, September 20, 2002*, which was performed for the Colorado Office of the State Auditor, stated that “... overall revenues for services offered by the Network Services section fell short of expenditures...” and the “... Network Services section was *not* self-sustaining as required by statute...”.

**Objectives:**

To examine the proposed Network Services/Telecommunication rates as proposed, the revenues anticipated to be realized from those rates, and to compare those to the projected expenditures. The purpose of this comparison is to identify the total projected revenues and expenditures for each service and to realign the individual departments' budgets and/or spending authorities to be consistent with those projections.

**Analytical Technique:**

The total estimated billings for each of the services that the Division provides to its customers were tabulated. The effect of the Truth-in-Rates initiative as it related to each service and its effect on each department was calculated. As a result of this analysis, it was determined that while there were several areas where the projected billings to departments for some services were projected to be down in FY 2003-04 as the result of recently negotiated rates from our providers, there were several areas where the projected billings were projected to be significantly higher. Most of these increases were attributed to historical under recovery in PBX, SNA, and DDN services. Once a proper cost allocation method was put in place, it was possible to identify those service areas where under recovery was taking place, on a department-by-department basis.

**Conclusion:**

Even though the new rates that resulted from the Truth-in-Rates initiative should enable the Division to fully recover its costs, it is now apparent that while the components that make up the total costs were fairly well understood when the project was undertaken, the exact distribution of those costs to the various departments was not. We now know that some departments' MNT expenditures will be greater than was anticipated 9 months ago, and some will be less. Additionally, we know that most departments have been undercharged for such services as PBX and SNA, and that the increased billing level for FY 2004-05 may cause budgetary problems as well.

In conclusion, while the overall charges for network services for FY 2004-05 are anticipated to be lower than in FY 2002-03, there are certain service areas where there may be significant increases or decreases when taken on an individual department level. These increases (decreases) are summarized in Attachment A.

**Recommendation:**

Alternative #1 is the recommended approach, as it will help ensure that DoIT recovers its costs as required by statute while driving the desired behavior on the part of our customers.

The Legislature through the Legislative Audit clearly directed the Division to set rates that recover its costs. Customers have long identified inaccuracy and accountability in rates as an area to be addressed.

By assisting our customers in securing the necessary spending authority by line item and fund source, the Division addresses both of the needs stated above.

Failure to support this request will put undue burden on state agencies to adequately pay for accurate telecommunication billings.



Attachment A:

DEPT	Department Name	Long Distance/ Calling Card	PBX and Voice Services	Cellular Order	SNA	DDN	Multiuse Network (w/ANAP)	Net Total
AAA	Department of Personnel & Administration	(\$13,708)	\$63,505	\$1,200	\$0	\$0	(\$550,405)	(\$499,408)
BAA	Department of Agriculture	(\$5,815)	\$17,737	\$686	\$4,334	\$0	(\$5,834)	\$11,108
CAA	Department of Corrections	(\$92,119)	\$4,966	\$0	\$0	\$343,445	(\$58,888)	\$197,404
DAA	Department of Education	(\$12,276)	\$32,769	\$0	\$4,466	\$0	\$49,966	\$74,925
EAA	Office of the Governor	(\$8,483)	\$11,594	\$0	\$12,416	\$0	\$83,497	\$99,024
FAA	Department of Public Health and Environment	(\$54,969)	\$4,345	\$686	\$13,422	\$0	\$13,501	(\$23,015)
GAA	Department of Higher Education	(\$81,341)	\$21,561	\$2,743	\$4,334	\$0	(\$17,568)	(\$70,271)
HAA	Department of Transportation	(\$200,188)	\$25,217	\$4,371	\$0	(\$57,470)	\$26,559	(\$201,510)
IHA	Department of Human Services	(\$106,066)	\$216,785	\$1,886	\$426,748	\$0	(\$462,456)	\$76,897
JAA	Judicial	(\$28,412)	\$3,009	\$86	\$8,728	\$0	\$4,932	(\$11,658)
KAA	Department of Labor & Employment	(\$591,191)	\$2,965	\$600	\$4,346	\$0	\$97,477	(\$485,804)
LAA	Department of Law	(\$11,846)	\$45,552	\$86	\$4,886	\$0	\$0	\$38,678
MAA	General Assembly	(\$8,589)	\$34,613	\$0	\$0	\$0	\$0	\$26,023
NAA	Department of Local Affairs	(\$6,358)	\$29,123	\$171	\$0	\$0	(\$8,077)	\$14,860
OAA	Department of Military Affairs	(\$131)	\$1,061	\$343	\$4,478	\$0	\$0	\$5,751
PAA	Department of Natural Resources	(\$81,633)	\$32,580	\$3,857	\$0	\$10,829	\$244,190	\$209,823
RAA	Department of Public Safety	(\$54,261)	\$133,243	\$686	\$0	(\$34,952)	(\$23,140)	\$21,575
SAA	Department of Regulatory Agencies	(\$28,554)	(\$11,134)	\$171	\$0	\$0	(\$20,018)	(\$59,534)
TAA	Department of Revenue	(\$57,913)	\$36,842	\$1,629	\$19,425	\$0	(\$496,666)	(\$496,684)
UHA	Department of Health Care Policy & Finance	(\$21,055)	\$20,380	\$0	\$0	\$0	\$0	(\$674)
VAA	Secretary of State	(\$2,943)	\$0	\$0	\$0	\$0	(\$17,189)	(\$20,132)
WAA	Department of Treasury	(\$1,967)	\$3,601	\$0	\$0	\$0	\$0	\$1,634
<b>STATE</b>	<b>TOTAL BILLING ALL STATE AGENCIES</b>	<b>(\$1,469,820)</b>	<b>\$730,314</b>	<b>\$19,200</b>	<b>\$507,584</b>	<b>\$261,852</b>	<b>(\$1,140,118)</b>	<b>(\$1,090,988)</b>

The Department of Personal, Division of Information Technologies (DoIT) provides many valuable services to its customers both within and outside of the Department. For purposes of identifying costs, and therefore the rates necessary to recover those costs, DoIT management went through a process to identify all DoIT deliverables as they related to network telecommunication services. These deliverables were then assembled into about seven categories. With all our services, the rate for each service includes, personnel, program and indirect costs. These service deliverables are summarized below.

- **Long Distance/Calling Card** This includes all forms of long distance and calling card services. Included in this category are inbound 800 services, switched and dedicated long distance circuits, international calls and directory assistance. While the provider rate table is understandably complex, we have reduced our rates to a few understandable items. Due to new contracts with our providers, we are able to offer very attractive LD rates in FY04.
- **PBX** Contained within the PBX category are the traditional PBX and Centron charges, as well as Voicemail, IVR and Audio Conferencing. This has traditionally been an area of under-recovery. However, with *Truth in Rates*, we have been able to identify costs with services, and we now anticipate being able to manage these services as a cost center. In many instances, DoIT manages customer owned equipment, handling the billing and sometimes providing technical support.
- **Cellular Order** The total charge for setting up and servicing a cellular phone account. This includes the initial order for service as well as related and on-going support. Historically, DoIT has not recovered these costs. This is a one-time charge, not unlike the private sector's one-time activation charge.
- **SNA** The SNA rate is comprised of an equipment lease charge, a circuit charge, a maintenance charge, an NMS (monitoring) charge and a logical unit (LU) charge. SNA is one of least efficient and most under-recovered products we offer. SNA connects computers and terminals to the DoIT mainframe. As a result of *Truth in Rates*, we were able to identify opportunities to address significant under-recovery within our customer base. In some instances, the under-recovery rate was in excess of **\$70,000** per month.
- **DDN** The DDN charges are comprised of bandwidth and distance. The rate for DDN is based on Kilobits per mile. DDN is the other product that we offer that has historically suffered from under-recovery. As a result of the *Truth in Rates* effort, DoIT estimates that we have been under-recovering more than **\$300,000** per year for DDN provided services.
- **Multiuse Network** This includes *Frame Relay*, a high-speed packet switching protocol used in wide area networks (WANs). Providing a granular service of up to DS3 speed (45 Mbps), it has become very popular for LAN-to-LAN connections across remote distances. Frame is included in Multiuse Network figures. This also includes ATM (**A**synchronous **T**ransfer **M**ode). ATM is a network technology for both local and wide area networks (LANs and WANs) that support real-time voice and video as well as data. The topology uses switches that establish a logical circuit from end to end, which guarantees quality of service (QoS). ATM is included in Multiuse Network figures.



Division of Information	Total	0	18,500	0	18,500	18,500	3,500	22,000	0	22,000	
Tech. -	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Comm. Services -	GF		18,500		18,500	18,500		18,500		18,500	
Training	CF				0			0		0	
	CFE				0		3,500	3,500		3,500	
	FF										

Letter Notation: From the reserve balance of the Public Safety Trust Fund pursuant to Section 24-30-908.5, C.R.S.

Cash Fund name/Number, Federal Fund Name: Fund 603

IT Request  Yes  No (If yes and request includes more than 500 programming hours, attach IT Project Plan)

Supplemental and Budget Amendment Criteria:  Emergency  Technical Error  New Data  Unforeseen Contingency

Request for New or Replacement Vehicles:  Yes  No (If yes, a copy of the Schedule 6 should be forwarded to the OSPB analyst assigned to DPA)

Request Affects Another Department(s):  Yes  No (If yes, Name of other Department(s) \_\_\_\_\_)

**Efficiency and Effectiveness Analysis  
FY 2004-05 Statewide Decision Item Request**

**Department:** Department of Personnel & Administration

**Long Bill Group/Division:** Division of Information Technologies, Communications Services

**Request Title:** Digital Trunked Radio System Monitoring FTE

**Priority Number:** 2 of 3 (Statewide)

**Summary of Request:**

This is a statewide base request for \$287,101 cash funds exempt (\$0 General Fund) spending authority and 5.0 FTE for the Department of Personnel & Administration (DPA), Division of Information Technologies (DoIT), Communication Services Unit for FY 2004-05.

This request is being made in order to create a Statewide Digital Trunked Radio (DTR) System Monitoring Team. The DTR Monitoring Team will accommodate 24-hour by 7-day-a-week monitoring and support of the statewide Digital Trunked Radio (DTR) System. Staff reporting and management for this team will be provided through Communication Services

*Note: The requested funding source for this Decision Item is from the Public Safety Communications Trust Fund fund balance and therefore has no statewide General Fund impact.*

**Background:**

Over the last number of years, Communication Services/DoIT has implemented and is currently operating the Statewide Digital Trunked Radio system for the State of Colorado. Since 1998, the State has approved and invested approximately \$50 million for the development and implementation of this statewide public safety communication system, which was designed to meet the requirements of H.B.98-1068. The Department of Personnel & Administration (DPA) is statutorily charged (Section 24-30-908.5, C.R.S.) with the implementation, administration, and ongoing maintenance of this system for all of state and local government entities.

Currently, DTR provides seamless, two-way radio communications to over 15,000 government customers throughout the State, and is the largest "Project 25 standards based radio system" operating in the United States. The system provides interoperability to participating first responders and public safety agencies tasked with the preservation of life and property. This includes city police and county sheriff departments, as well as fire, rescue, and Emergency Medical Service (EMS) responders. It is a critical communications tool that can often make the difference between life and death for these public safety officials and citizens. Therefore, it is imperative that the system be fully operational at all times, 24-hours a day, 7 days a week. As such, maintenance and monitoring of the system is equally important to the availability and reliability of the system. These functions, are the direct responsibility of Communication Services/DoIT as were originally identified in the State of Colorado's "Digital Trunked Radio Plan" first published in 1995 (a copy of the plan is available on our web site at <http://www.colorado.gov/dpa/doit/comm/dtrs/index.htm>.)

### **Primary Stakeholders:**

The departments of Public Safety, Corrections, Transportation, Natural Resources, Revenue, Higher Education, Military and Veterans Affairs, and local government public safety entities participate in and share common system resources. Several federal agencies currently utilize the system as well.

### **Problem or Opportunity Definition:**

DTR is relied upon to provide communications to first responders where minutes may mean the difference between life and death. To preserve system integrity of the DTR, it is essential to monitor the health and functionality of the system on a 24-hour basis. This assures the elimination of lengthy, unplanned outages, provides our customers with a single point of contact, and protects the State's enormous capital investment in the system. To date, all monitoring functions have been provided through the vendor warranty as part of the original purchase of the system. However, this warranty expired on August 1, 2003. *Therefore, no monitoring services are currently being provided except for extremely limited and sporadic daytime coverage provided by current personnel on an as-available basis.* Replacement service through the vendor has been quoted at approximately \$450,000 for FY2003-04, and \$975,000 for FY2004-05.

Most hardware, software, and equipment associated with monitoring of the system has already been purchased and installed. Additionally, Communication Services staff has the technical expertise to monitor the system. This initial training was provided through the state contract awarded to Motorola, Inc., as part of the overall Statewide Digital Trunked Radio Project. Unfortunately, Communication Services does not currently have sufficient staff required to operate a 24-hour center to remotely monitor DTR and process customer service calls.

### **Available Alternatives:**

Alternative # 1: Subcontract services to Motorola Enhanced System Support.

Alternative # 2: Fund the personal services request for five State FTE.

Alternative # 3: Do Nothing.

### **Selected Analytical Technique:**

#### **Qualitative Benefit-Cost Analysis**

The three alternatives presented were evaluated for compliance with the following three benefits (which represent only the most essential needs):

1. Provide 24-hour remote monitoring and dispatching of service personnel for system outages.
2. Provide 24-hour status on the health of the DTR system. At minimum, report on system availability, busy queues, and total system utilization.

3. Provide a 24-hour call center and help number for customers to report system trouble.

A summary of the benefits and annual costs for the request are presented as follow:

Benefits	Alternatives		
	#1 Motorola Enhanced System Support	#2 State of Colorado FTE	#3 Do Nothing
24-Hour Remote Monitoring	Yes	Yes	No
24-Hour System Health Reporting	Yes	Yes	No
24-Hour Customer Call-Center	No	Yes	No
<b>Costs</b>			
FY 2004-05 Annual Cost	\$450,000	\$254,381	\$0
FY 2004-05 One Time Setup	\$0	\$29,220	\$0
FY 2005-06 Training Costs	\$0	\$3,500	\$0
<b>Total FY 2004-05 Costs</b>	<b>\$450,000</b>	<b>\$287,101</b>	<b>\$0</b>
FY 2005-06 Annual Cost	\$975,000	\$262,012*	\$0
FY 2005-06 Training Costs	\$0	\$3,500	\$0
<b>Total FY 2005-06 Costs</b>	<b>\$975,000</b>	<b>\$265,512</b>	<b>\$0</b>
<b>Total Two-Year Cost Estimate</b>	<b>\$1,425,000</b>	<b>\$552,613</b>	<b>\$0</b>

Includes estimated Personal Services increase of 3% over prior year

**Evaluation of Alternatives:**

Alternative # 1: Subcontract services to Motorola Enhanced System Support

This alternative will meet two of the three minimum requirements today and holds the promise of meeting the third requirement in the future, however, the cost comparison is not as favorable. The strength of this alternative is that the service product is instantly available. Therefore, with this alternative the State will be immediately able to monitor for system outages once funding is approved. This monitoring will occur on a continual basis allowing for the dispatch of service personnel in a timely manner. This will ensure system outages are identified and fixed quickly, thus minimizing the service disruption to public safety officials.

This alternative has three weaknesses. The primary disadvantage of this alternative is the cost. The first two years of service will cost roughly twice that of alternative number two, with additional cost increases in out years. In addition, this alternative does not provide a 24-hour customer call-center in the near-term. Thus, this alternative does not

provide all required functionality despite the high cost. Finally, this alternative will require funding for vendor support each year for the life cycle of the DTR. Unfortunately, the ability to continue maintenance and monitoring of the system through a vendor may not be available 10 to 15 years from now. The State of Colorado historically extends the use of radio communications well beyond normal manufacturer's life cycles. Therefore, there is a very real possibility that Motorola may discontinue maintenance and monitoring support for the DTR system prior to the retirement or replacement of the system. If the State relies upon a vendor to provide the maintenance and monitoring now, the expertise to assume responsibility for this activity in the future may not be available internally.

Alternative # 2: Fund the personal services request for six state FTE. (Recommended)

This alternative will meet all three minimum requirements. The strength of this alternative is the combination of cost and functionality. The personnel services request for 5.0 FTE is the best overall value. This is the least costly of the two alternatives that provide the base requirements of the request. It also offers the advantage of eliminating the risk of possible future cancellation of service by the vendor in the future. As noted above, the State of Colorado historically extends the use of high-tech equipment well beyond normal manufacturer's life cycles and therefore is at risk of the vendor discontinuing maintenance and monitoring support while the system is still in use. The use of internal state staff eliminates the risk that this critical service is discontinued in the future. This alternative will also require funding for personal services (and minimal training) each year for the life cycle of DTR.

Alternative # 3: Do Nothing

Maintain Status Quo – This alternative provides no benefit, *and violates the legislative intent to provide the maintenance of the DTR Project.* As stated above, DPA is statutorily charged (Section 24-30-908.5, C.R.S.) with the implementation, administration, and ongoing maintenance of this system for all of state and local government entities. The "Digital Trunked Radio Plan" contemplated that DPA, through Communication Services, would be responsible for ongoing maintenance and monitoring for the DTR system. The plan specifically addresses the need for continuous system reliability and availability given the critical public safety service provided by users of the system. No funding was provided for this function as the maintenance and monitoring initially were covered through the vendor's warranty.

DPA currently has the ability to perform the maintenance and monitoring function. As stated above, the Department has most of the hardware, software, and equipment necessary to monitor the system. Additionally, Communication Services staff has the technical expertise to monitor the system (additional training is requested to keep staff current and to provide training due to turnover). However, the current staff is only able to provide this function during normal business hours on a very limited basis. Therefore, without additional funding, the DTR system will not be monitored at all from 5:00 p.m. to 8:00 a.m. on weekdays or all day on weekends. Therefore, in the event of a system outage, the DTR system component could be out of service for up to an additional 15 hours during the work-week. This would mean that public safety officials in the affected area would not have critical radio communications during this time period. This puts the lives of the public safety officials and citizens in jeopardy.



Current staffing levels are inadequate to provide the coverage necessary for 24-hours, 7-day-a-week maintenance and monitoring support. Communications Services has maintained relatively stable staffing levels over the past several years. However, the responsibilities and duties assigned to this Unit have grown considerably during this time period. In fact, it could be argued that the workload essentially doubled. Specifically, the Unit undertook the design, development, implementation, and operation of the Digital Trunked Radio System. Therefore, the Unit continues to be responsible for the operation of the State's legacy microwave radio system, while implementing an entirely new statewide system.

**Statutory and Other Authority**

Section 24-30-908.5, C.R.S.

**Linkage to Objectives**

If this request is funded, the implementation, operation, and ongoing maintenance of DTR is provided in accordance with the requirements and intent of H.B. 98-1068.

**Assumptions and Calculations**

1. The warranty on the DTR monitoring contract expired August 1, 2003. Replacement service through the vendor, Motorola, has been quoted at approximately \$450,000 for FY2003-04, and \$975,000 for FY2004-05.
2. The following table identifies the requirements of the request to provide a 24-hour by 7-day-a-week monitoring and support center.

<b>Requested Funding</b>	<b>FY 2004-05</b>
Number of FTE	5.0
Personnel Services - Salaries	\$227,940
Personnel Services – PERA/Medicare	\$26,441
Operating Expenses - Training	\$3,500
Operating Expenses - Equipment	\$29,220
<b>Total Funds Requested</b>	<b>\$287,101</b>

- This number of FTE is required due to the number of shifts required each week. Three shifts, with one person per shift, are required each day in order to provide 24 hour, by 7 days per week coverage. This equates to 5.0 FTE in order to accommodate sick leave, annual leave, and holidays.
- The job classification required for these positions is an IT Professional II. These positions require technical expertise and engineering knowledge in both IT technologies and radio frequency technologies. The minimum salary for this job class according to the FY04 Total Compensation Report is: \$3,799. With PERA and Medicare costs, the annual cost for each position is \$26,441. This equates to \$254,381 for 5.0 FTE.
- Additional monitoring equipment is required in the first year at a cost of \$29,220

- Ongoing training is required to ensure the staff remains current with technological advances, and to provide training due to turnover. The cost of this type of training class typically runs \$3,500 per person per year.

3. Expected Life of Components:

- Hardware: Infrastructure 15 to 20 years.
- Software: 10 years with updates and revisions every 12-18 months.

4. The funding source for this Decision Item is from the Public Safety Communications Trust Fund. The Fund has a reserve fund balance built up due to interest earning. According to the statute (Section 24-30-908.5, C.R.S.), use of these interest earnings is allowable for the requested purpose. Therefore, the request has no statewide General Fund impact.

**Schedule 6  
DECISION ITEM FOR FISCAL YEAR 2004-05  
Non-Prioritized Departmental & Statewide**

Department: Personnel & Administration  
 Priority Number: 3 of 3  
 Division: Central Services  
 Program: State Fleet Management  
 Request Title: Vehicle Replacements

Dept. Approval: *Jennifer O'Keefe* Date: 10/20/2003  
 OSPB Approval: *Henry S. ...* Date: 10/31/03  
 Statutory Citation: (C.R.S. 24-30-1101 through 1118, see specifically 24-30-1104(2) and 24-30-1112 through 1117)

		1	2	3	4	5	6	7	8	9	10
Fund		Prior-Year Actual FY 2002-03	Appropriation FY 2003-04	Supplemental Request FY 2003-04	Total Revised Request FY 2003-04	Base Request FY 2004-05	Decision/Base Reduction FY 2004-05	November 1 Request FY 2004-05	Budget Amendment FY 2004-05	Total Revised Request FY 2004-05	Change from Base in Out Year FY 2005-06
Total of All Line Items	Total	14,634,052	16,371,578	0	16,371,578	16,345,466	866,978	17,212,444	0	17,212,444	1,218,264
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	100,855	90,788	0	90,788	90,788	0	90,788	0	90,788	0
	CF	2,047,296	2,134,301	0	2,134,301	2,134,301	0	2,134,301	0	2,134,301	0
	CFE	12,485,901	14,146,489	0	14,146,489	14,120,377	866,978	14,987,355	0	14,987,355	1,218,264
	FF										
Executive Office - Vehicle Lease Payments	Total	137,562	143,671	0	143,671	143,671	7,491	151,162	0	151,162	14,982
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	100,855	90,788		90,788	90,788		90,788		90,788	
	CF							0		0	
	CFE	36,707	52,883		52,883	52,883	7,491	60,374		60,374	14,982
	FF										
Vehicle Replacement Lease, Purchase, or Lease / Purchase	Total	14,496,490	16,227,907	0	16,227,907	16,201,795	859,487	17,061,282	0	17,061,282	1,203,282
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF				0						
	CF	2,047,296	2,134,301		2,134,301	2,134,301		2,134,301		2,134,301	
	CFE	12,449,194	14,093,606		14,093,606	14,067,494	859,487	14,926,981		14,926,981	1,203,282
	FF										

**Letter Notation:**

Cash Fund name/Number, Federal Fund Name: Fund 601

IT Request  Yes  No (If yes and request includes more than 500 programming hours, attach IT Project Plan)

Supplemental and Budget Amendment Criteria:  Emergency  Technical Error  New Data  Unforeseen Contingency

Request for New or Replacement Vehicles:  Yes  No (If yes, a copy of the Schedule 6 should be forwarded to the OSPB analyst assigned to DPA)

Request Affects Another Department(s):  Yes  No (If yes, Name of other Department(s) ~ Statewide DI)

## Efficiency and Effectiveness Analysis FY 2004-05 Statewide Decision Item Request

**Department:** Department of Personnel & Administration

**Long Bill Group/Division:** Central Services, State Fleet Management

**Request Title:** FY 2004-05 Vehicle Replacements

**Priority Number:** 3 of 3 (Statewide)

### Summary of Request

This is a statewide base request to increase state agency appropriations by a total of \$783,384 (\$1,736,152 annualized) to replace a total of 327 fleet vehicles statewide (including 185 Colorado Department of Public Safety vehicles) within the Fleet Management Program for FY 2004-05. In addition, State Fleet Management (SFM) will require \$859,487 of offsetting cash funds exempt spending authority in order to purchase these vehicles on behalf of its user agencies. *Please note that the Office of State Planning and Budgeting (OSPB) has not approved the replacement of General Funded vehicles for FY 2004-05. Therefore, this request has no statewide General Fund impact.*

The vehicles requested for replacement were identified using the State Fleet Management (SFM) replacement methodology developed over the last two years (described below), and has been adjusted for anticipated budgetary constraints for FY2004-05 (see Attachment A for specific departmental vehicle replacements).

*Please note that DPA and OSPB will also be submitting a Vehicle Replacement Supplemental for FY2003-04. Because so few vehicles have been replaced over the past two fiscal years, both SFM and OSPB agree that it is imperative to begin replacing vehicles as soon as possible in order to avoid large vehicles maintenance increase (due to an aging fleet), and to ensure a cost effective fleet infrastructure. This FY 2004-05 request is based on the planned submission of a FY 2003-04 supplemental, which, if not approved, will increase the number of vehicles to be replaced in FY 2004-05. (Upon further analysis, an FY 2004-05 Budget Amendment may also be submitted that would change this request as well.)*

### Problem or Opportunity Definition

This request is submitted on an annual basis through the combined efforts of SFM, OSPB, and the various state agencies that participate in the Fleet Program. A list of vehicles with the greatest need for replacement was identified (see Attachment A). The list was generated using the previously accepted mileage criterion augmented with the methodology as described below:

### SFM Vehicle Replacement Methodology

**Strategy:** Replace only the highest cost vehicles in each vehicle class within the given fiscal and budgetary constraints.

**Methodology Overview:** The current methodology uses the following basic criteria in a series of logical steps to arrive at the final proposed replacement list:

- Both very high overall mileage and very low annual mileage are used as criteria for either selecting vehicles for replacement or for retaining vehicles in the fleet.
- Anticipated cost of maintenance compared to like vehicles is calculated and ranked ordered from most costly to least costly.
- Vehicle placement and usage is considered with extra consideration given to State Patrol due to performance and safety issues. Low usage “campus crawler” type vehicles are held longer than other vehicles.
- Manual adjustments are made based on agency input and vehicle-by-vehicle SFM analysis.
- Finally, budgetary constraints and impacts of known fleet initiatives are assessed in developing the final proposal.

#### **Step by Step Methodology Description:**

**Step 1. Initial Screen:** The initial suspect list is developed by selecting vehicles from the Colorado Automotive Reporting System (CARS) system based on current State of Colorado replacement criteria. This is the minimum mileage criterion for input to the methodology.

- Vehicle must be projected to have > 100,000 miles by March, 2005 (greater than 80,000 miles for CSP vehicles and greater than 40,000 for CSP motorcycles); AND
- The loan obligation must be paid off by July 1, 2005.

**Rationale:** This Initial Screen limits the replacement candidates to the criteria mandated by statute. This is the entry into the process and vehicles must meet these criteria to be considered for further processing as replacement candidates.

**Step 2. Manual Adjustments:** Decisions on vehicle replacement should not be made on the basis of the mileage criterion alone. The ideal process would involve a detailed mechanical evaluation by a qualified technician of each replacement candidate, 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 practical for the State and is not feasible for all but the smallest fleets. However, SFM can use additional information and resources that are readily available to further refine the candidate list to make sure the right vehicles are ultimately replaced.

- **Agency retention requests**

**Rationale:** Fleet confers with agencies concerning proposed replacements, taking into consideration factors such as internal rotations, cascading vehicles 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. SFM uses agency input to eliminate vehicles that, in agency's opinion, are in good condition considering miles and age. SFM also uses agency input to keep vehicles on the list that are in exceptionally poor condition, or are not meeting the functional requirements of the agency.

- **Vehicles with major FY03 repairs (New engine, transmission, etc.)**

**Rationale:** The most recent 12 months of repairs are analyzed to identify any individual repairs that required significant expenditures (typically in excess of \$2,500 for an individual repair). If the State has recently invested this much money in replacing a major component of a vehicle, we should expect that the cost to operate the vehicle over the short-term should be reduced, and we should not replace such vehicles until we have had the opportunity to benefit from the investment.

- **Vehicles in the low cost, low mile work functions**

**Rationale:** Vehicles in this category are typically maintenance and support vehicles used in campus type environments. They are typically low mileage (approximately 1,000 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 from vehicle turn-ins as part of the natural rotation of the fleet. 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 into these very low use assignments. Therefore only the very worst of these vehicles are included in the final submission for replacement.

- **Very high mileage vehicles (>130,000)**

**Rationale:** Vehicles in this range are at least 30 percent over the State's mileage criterion. At this point it is reasonable to expect vehicles to deteriorate rapidly with costly major component breakdowns, and reliability and safety concerns rapidly increasing. It is not reasonable to expect most fleet vehicles to function effectively beyond this range.

### **Step 3. Rank Highest Priority to Lowest Priority:**

**Rationale:** All of the vehicles based on the initial screening criteria meet the basic requirements for replacement. These vehicles are all high mileage, and are also primarily high cost and older vehicles. All of these vehicles meet the basic criteria for an optimal replacement cycle. The challenge is to make sure that the worst of these vehicles are identified so that the worst of the worst can be replaced given any level of funding. By comparing these vehicles to the average vehicle of similar age and type, we are able to identify the vehicles that display the greatest variance from the average. Those that have much higher than average costs, will rank out higher than those with lower than average

costs. This way we can identify the worst vehicles (from a cost standpoint) and make sure these are identified with the highest priority.

- **All State Patrol vehicles meeting the minimum criteria will be submitted for replacement.**

State Patrol vehicles are not included in this ranking. State Patrol vehicles have utilization requirements, performance, safety, and reliability issues that require replacement on a 3-year 80,000-mile cycle.

**Step 4. Further Considerations to Determine Final List:** The fleet does not operate in a static environment. Changes in the budgetary environment, evolving agency needs, historical funding patterns for the fleet, regulatory changes, 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**

**Rationale:** In any given year, it is often not practical or feasible to replace all the vehicles necessary to maintain an optimal fleet, from a total cost of fleet perspective. When funds are scarce, it is important that the very worst of the worst are replaced so that the funds that are spent on the fleet can provide the greatest financial benefit to the State. Every effort has been made this year to submit a reasonable proposal in light of the current pressures and restrictions.

- **Impact of Fleet or Agency reduction initiatives**

**Rationale:** Initiatives undertaken by SFM and individual agencies to reduce the total number of vehicles in the fleet can affect the replacement process in two ways. First, by reducing overall the size of the fleet, the percentage of optimal replacements to maintain the fleet each year produces a smaller number of candidates. Second, and most importantly, a large number of vehicles leaving the fleet inevitably includes 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, can be reduced. *In FY 2002-03, 10 percent vehicle reduction initiative produced an overall fleet reduction of 300 of the worst vehicles in the fleet.* Understanding the impact of this reduction has allowed us to further reduce the overall request.

- **Prior year funding and replacement levels**

**Rationale:** Under-funding of replacements in previous years can place additional pressure and justification for increased levels of replacements in the following years. State Fleet has been somewhat under funded (relative to the stated mileage criterion) for the past couple of years. With a mileage criterion of 100,000 miles and average annual miles per vehicle of 13,000, we should be replacing approximately 1/8 of the non-CSP fleet (618 vehicles) each year and 1/3 of the CSP fleet (180 vehicles). *Therefore the*

State would need to replace about 800 vehicles each year to remain consistent with the stated criterion. For the past four years, the State has replaced fewer vehicles each year, which puts pressure on increasing the number of replacements in order to catch up. (In FY 2003-04, no non-CSP vehicles were requested for replacement.) Therefore we should be replacing greater than 800 vehicles in the short term to get the fleet back on track with stated guidelines. Existing vehicle needs strongly justify a reasonable replacement budget for FY 2004-05.

The funding of this request will allow State Fleet Management the opportunity to meet customer requirements while maintaining a centralized fleet program in the most cost effective manner.

### **Available Alternatives:**

#### **Alternative #1**

Replace all 1,679 vehicles at the 100,000 statutory mileage level. The estimated cost of this alternative is \$2,875,165.

#### **Alternative #2**

Replace 799 vehicles as identified by the SFM replacement methodology, which has been reduced based on budgetary considerations. As stated above, this level of replacement is consistent with historical replacement levels. The estimated cost of this alternative is \$1,556,655.

#### **Alternative #3 (Recommended)**

Replace 799 vehicles as identified by the SFM replacement methodology, which has been reduced based on budgetary considerations (same as Alternative #2 above). However, this alternative would replace 472 vehicles in FY 2003-04 (supplemental), and 327 vehicles in FY 2004-05 (no General fund impact in either year). *Please note that this alternative is based on the planned submission of a FY 2003-04 Vehicle Replacement Supplemental. If no vehicles are ultimately replaced in FY 2003-04, this requested number of replacements in FY 2004-05, will be increased significantly.* Also, the 472 vehicles for FY 2003-04, would be in addition to the CSP vehicles already approved.

#### **Alternative #4**

Replace no vehicles. Fund additional maintenance and repair dollars required to keep these non-replaced vehicles operating beyond their originally intended term. There will be a considerable operating expense penalty under this option, partially in FY 2004-05 and significantly in FY 2005-06.

### **Statutory and Other Authority**

C.R.S. 24-30-1101 through 1118, see specifically 24-30-1104(2) and 24-30-1112 through 1117

### **Linkage to Objectives**

This request is linked to two Objectives in the Strategic Plan:



- 1.2 Annually, ensure the integrity of the State's infrastructure by continuous assessment and maintenance of existing infrastructure and necessary planning for replacements and upgrades.
- 2.2. Annually, improve program processes by incorporating recognized "best practices" and standards in order to fulfill statutory responsibilities.

### **Linkage of Budgetary Expenditures to the Full Range of Outcomes**

Fleet Management projects which vehicles that will have 100,000+ miles, and 80,000+ miles for State Patrol, in FY 2004-05. This action produces an "initial vehicle suspect" list. It is this list that supports Alternative #1 to replace all 1,679 vehicles. (Actually an additional 120 vehicles actually meet the mileage criteria. However, these vehicles will still have loan obligations at the end of FY 2003-04 and are therefore removed from the suspect list.)

As stated above, State Fleet Management has applied additional criteria that take into consideration multiple factors that affect a vehicles useful economic life. A fleet vehicle's past four year's maintenance and repair cost per mile are compared to the average cost per mile of maintenance and repair for that vehicle class with anticipated high mileage expense added. The difference in projected cost is used to prioritize replacements assuming that some vehicles are more critical to replace as they exceed the average cost per mile to maintain. Many other factors are then taken into account to assure that the worst vehicles in the fleet are the ones replaced. The attached list is now considered to be our "optimal candidate" list, and is the end result of applying all the criteria previously discussed. This supports alternative #3.

### **Assessment of Alternatives**

#### **Alternative #1**

Replace 1,679 vehicles at a cost of \$2,875,165. This alternative takes into consideration state mileage criteria only. All vehicles expected to exceed 100,000+ miles and 80,000+ miles for CSP are included. This option is not based on sound economic evaluation, is arbitrary, and leads to the replacement of an unnecessarily high number of vehicles in any given year.

#### **Alternative #2**

Replace 799 vehicles. This alternative is the result of applying only the first three steps of the proposed methodology without adjusting for the current budgetary constraints confronting the State based on historic replacement levels. While this is the listing of replacements that are optimal from an economic standpoint, the number of vehicles proposed and the associated cost of replacing these vehicles in FY 2004-05, is viewed as excessive given the current fiscal environment.

#### **Alternative #3 (Recommended)**

Replace 327 vehicles in FY 2004-05 (and 472 vehicles in FY 2003-04). This alternative replaces the same number of vehicles as Alternative #2, but help mitigate higher vehicle maintenance costs due to not replacing normal levels of fleet vehicles over the past couple of fiscal years. Again, there is no General fund impact of implementing this

alternative. *Please note that this alternative is based on the planned submission of a FY 2003-04 Vehicle Replacement Supplemental. If no vehicles are ultimately replaced in FY 2003-04, this number will need to be increased significantly.*

**Alternative #4**

Replace no vehicles. By not replacing vehicles, the SFM will likely be faced with extremely high vehicle repairs. Many of these repairs will be for major vehicle components that add extra cost to a vehicle that is diminishing in value. Additionally, the repair will typically not see the benefit of its entire life since the vehicle will likely be replaced sometime in the near future (due to other factors such as higher miles, other "new" repairs, etc.).

**Conclusion**

Using a disciplined process involving projected mileage, ranking based on past costs and anticipated future costs, utilization characteristics, individual manual adjustments, and considering the current state fiscal environment, SFM is confident that this proposal accurately identifies a replacement list that best benefits the fiscal needs of the State and the fleet needs of the individual state agencies.

**Recommendations:**

SFM recommends Alternative #3 to fund the replacement of 327 vehicles in FY 2004-05 at a cost of \$859,487.

Colorado State Fleet Management  
 VEHICLE REPLACEMENT ANALYSIS  
 NON-GENERAL FUND ONLY - FY05

Agency Summary  
 Replace 327  
 October 10, 2003

#	Group	Agency	Division	Body Code	Body Code Description	License Plate	FY05 Projected Odometer	Old Fix Rate	New Fix Rate	Old SFM Pymt	New SFM Pymt
1	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100110	187098	\$707.64	\$750.13	\$690.65	\$730.13
2	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100581	176861	\$668.18	\$750.13	\$633.18	\$730.13
3	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100073	166814	\$707.64	\$750.13	\$690.65	\$730.13
4	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100045	162638	\$707.64	\$750.13	\$690.65	\$730.13
5	4	CDPS	CSP	A8	SEDAN PURSUIT, PATROL	100445	161834	\$674.06	\$20.00	\$644.06	\$730.13
6	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100620	153610	\$668.18	\$750.13	\$633.18	\$730.13
7	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100089	151463	\$707.64	\$750.13	\$690.65	\$730.13
8	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100723	150772	\$594.96	\$750.13	\$559.96	\$730.13
9	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100041	149030	\$707.64	\$750.13	\$690.65	\$730.13
10	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100128	147848	\$707.64	\$750.13	\$690.65	\$730.13
11	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100103	146264	\$707.64	\$750.13	\$690.65	\$730.13
12	4	CDPS	CSP	A8	SEDAN PURSUIT, PATROL	100029	145938	\$701.30	\$20.00	\$684.30	\$730.13
13	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100126	144914	\$707.64	\$750.13	\$690.65	\$730.13
14	3	CDPS	CSP	A7	SEDAN LARGE, PATROL	100362	142078	\$686.36	\$750.13	\$656.36	\$730.13
15	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100144	140445	\$606.87	\$750.13	\$589.87	\$730.13
16	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100615	139822	\$688.18	\$750.13	\$633.18	\$730.13
17	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100069	135874	\$707.64	\$750.13	\$690.65	\$730.13
18	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100945	135124	\$570.50	\$750.13	\$535.50	\$730.13
19	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100118	134505	\$707.64	\$750.13	\$690.65	\$730.13
20	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100116	133629	\$707.64	\$750.13	\$690.65	\$730.13
21	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100037	133521	\$707.64	\$750.13	\$690.65	\$730.13
22	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100136	132639	\$707.64	\$750.13	\$690.65	\$730.13
23	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100795	132588	\$634.94	\$750.13	\$617.94	\$730.13
24	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100091	132122	\$707.64	\$750.13	\$690.65	\$730.13
25	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100146	132063	\$606.87	\$750.13	\$589.87	\$730.13
26	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100119	131866	\$707.64	\$750.13	\$690.65	\$730.13
27	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100796	129685	\$634.94	\$750.13	\$617.94	\$730.13
28	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100149	129240	\$606.87	\$750.13	\$589.87	\$730.13
29	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100390	128120	\$673.36	\$750.13	\$656.36	\$730.13
30	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100085	127641	\$707.64	\$750.13	\$690.65	\$730.13
31	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100056	127468	\$707.64	\$750.13	\$690.65	\$730.13
32	4	CDPS	CSP	A8	SEDAN PURSUIT, PATROL	100027	127104	\$701.30	\$20.00	\$684.30	\$730.13
33	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100114	126902	\$707.64	\$750.13	\$690.65	\$730.13
34	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100053	126898	\$707.64	\$750.13	\$690.65	\$730.13
35	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100065	126847	\$707.64	\$750.13	\$690.65	\$730.13
36	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100982	126693	\$594.96	\$750.13	\$559.96	\$730.13
37	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100070	125175	\$707.64	\$750.13	\$690.65	\$730.13
38	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100366	124930	\$673.36	\$750.13	\$656.36	\$730.13
39	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100038	124463	\$707.64	\$750.13	\$690.65	\$730.13
40	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100117	123754	\$707.64	\$750.13	\$690.65	\$730.13
41	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100079	123750	\$707.64	\$750.13	\$690.65	\$730.13
42	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100320	123510	\$686.36	\$750.13	\$656.36	\$730.13
43	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100095	123182	\$707.64	\$750.13	\$690.65	\$730.13
44	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100201	121114	\$643.29	\$750.13	\$626.29	\$730.13
45	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100150	120484	\$606.87	\$750.13	\$589.87	\$730.13
46	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100366	120228	\$673.36	\$750.13	\$656.36	\$730.13
47	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100169	118960	\$606.87	\$750.13	\$589.87	\$730.13
48	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100294	118775	\$686.36	\$750.13	\$656.36	\$730.13
49	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100400	118577	\$673.36	\$750.13	\$656.36	\$730.13
50	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100071	117528	\$707.64	\$750.13	\$690.65	\$730.13
51	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100372	117480	\$686.36	\$750.13	\$656.36	\$730.13
52	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100347	117253	\$686.36	\$750.13	\$656.36	\$730.13
53	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100097	117038	\$707.64	\$750.13	\$690.65	\$730.13
54	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100048	116982	\$707.64	\$750.13	\$690.65	\$730.13
55	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100108	116368	\$707.64	\$750.13	\$690.65	\$730.13
56	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100775	115672	\$634.94	\$750.13	\$617.94	\$730.13
57	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100132	114074	\$707.64	\$750.13	\$690.65	\$730.13
58	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100168	113829	\$606.87	\$750.13	\$589.87	\$730.13
59	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100404	112756	\$673.36	\$750.13	\$656.36	\$730.13
60	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100039	111857	\$707.64	\$750.13	\$690.65	\$730.13
61	4	CDPS	CSP	A8	SEDAN PURSUIT, PATROL	100034	111181	\$701.30	\$20.00	\$684.30	\$730.13
62	4	CDPS	CSP	A8	SEDAN PURSUIT, PATROL	100193	110838	\$616.94	\$20.00	\$599.94	\$730.13
63	4	CDPS	CSP	A8	SEDAN PURSUIT, PATROL	100556	109720	\$674.06	\$20.00	\$644.06	\$730.13
64	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100336	109244	\$686.36	\$750.13	\$656.36	\$730.13
65	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100207	109199	\$483.12	\$750.13	\$446.12	\$730.13
66	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100155	109162	\$606.87	\$750.13	\$589.87	\$730.13
67	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100062	107837	\$707.64	\$750.13	\$690.65	\$730.13
68	4	CDPS	CSP	A8	SEDAN PURSUIT, PATROL	100492	106293	\$674.06	\$20.00	\$644.06	\$730.13
69	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100050	106287	\$707.64	\$750.13	\$690.65	\$730.13
70	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100356	104918	\$686.36	\$750.13	\$656.36	\$730.13
71	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100090	104667	\$707.64	\$750.13	\$690.65	\$730.13
72	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100042	104427	\$707.64	\$750.13	\$690.65	\$730.13
73	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100211	104319	\$602.49	\$750.13	\$585.49	\$730.13
74	4	CDPS	CSP	A8	SEDAN PURSUIT, PATROL	100185	104296	\$0.00	\$20.00	\$599.94	\$730.13
75	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100122	104219	\$707.64	\$750.13	\$690.65	\$730.13
76	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100046	103787	\$707.64	\$750.13	\$690.65	\$730.13
77	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100750	103751	\$647.94	\$750.13	\$617.94	\$730.13
78	3	CDPS	CSP	A7	SEDAN LARGE, PATROL	100392	102882	\$536.00	\$750.13	\$501.00	\$730.13
79	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100044	102823	\$707.64	\$750.13	\$690.65	\$730.13
80	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100363	102633	\$673.36	\$750.13	\$656.36	\$730.13
81	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100427	102322	\$17.00	\$750.13	\$0.00	\$730.13
82	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100764	102154	\$647.94	\$750.13	\$617.94	\$730.13
83	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100015	101865	\$663.15	\$750.13	\$646.15	\$730.13
84	4	CDPS	CSP	A8	SEDAN PURSUIT, PATROL	100033	101784	\$701.30	\$20.00	\$684.30	\$730.13

#	Group	Agency	Division	Body Code	Body Code Description	License Plate	FY05 Projected Odometer	Old Fix Rate	New Fix Rate	Old SFM Pymt	New SFM Pymt
85	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100087	101483	\$707.64	\$750.13	\$690.65	\$730.13
86	4	CDPS	CSP	A8	SEDAN PURSUIT, PATROL	100023	101286	\$701.30	\$20.00	\$684.30	\$730.13
87	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100152	100345	\$606.87	\$750.13	\$589.87	\$730.13
88	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100010	99793	\$663.15	\$750.13	\$646.15	\$730.13
89	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100953	99708	\$625.02	\$750.13	\$590.02	\$730.13
90	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100206	99187	\$602.49	\$750.13	\$585.49	\$730.13
91	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100461	97550	\$639.88	\$750.13	\$604.88	\$730.13
92	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100352	96521	\$686.36	\$750.13	\$656.36	\$730.13
93	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100137	96453	\$717.80	\$750.13	\$700.80	\$730.13
94	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100052	96216	\$707.64	\$750.13	\$690.65	\$730.13
95	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100143	95882	\$707.64	\$750.13	\$690.65	\$730.13
96	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100151	95640	\$606.87	\$750.13	\$589.87	\$730.13
97	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100312	95222	\$686.36	\$750.13	\$656.36	\$730.13
98	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100063	94857	\$707.64	\$750.13	\$690.65	\$730.13
99	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100065	94641	\$707.64	\$750.13	\$690.65	\$730.13
100	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100204	94542	\$602.49	\$750.13	\$585.49	\$730.13
101	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100203	94437	\$643.29	\$750.13	\$626.29	\$730.13
102	4	CDPS	CSP	A8	SEDAN PURSUIT, PATROL	100196	93602	\$616.94	\$20.00	\$599.94	\$730.13
103	4	CDPS	CSP	A8	SEDAN PURSUIT, PATROL	100025	93548	\$701.30	\$20.00	\$684.30	\$730.13
104	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100067	93328	\$707.64	\$750.13	\$690.65	\$730.13
105	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100011	93170	\$663.15	\$750.13	\$646.15	\$730.13
106	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100935	92479	\$570.50	\$750.13	\$535.52	\$730.13
107	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100115	92348	\$707.64	\$750.13	\$690.65	\$730.13
108	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100928	92014	\$570.50	\$750.13	\$535.52	\$730.13
109	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100082	91958	\$707.64	\$750.13	\$690.65	\$730.13
110	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100465	91875	\$639.88	\$750.13	\$604.88	\$730.13
111	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100334	91795	\$686.36	\$750.13	\$656.36	\$730.13
112	4	CDPS	CSP	A8	SEDAN PURSUIT, PATROL	100194	91606	\$616.94	\$20.00	\$599.94	\$730.13
113	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100059	91414	\$707.64	\$750.13	\$690.65	\$730.13
114	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100123	91062	\$707.64	\$750.13	\$690.65	\$730.13
115	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100014	90904	\$663.15	\$750.13	\$646.15	\$730.13
116	4	CDPS	CSP	A8	SEDAN PURSUIT, PATROL	100190	90727	\$616.94	\$20.00	\$599.94	\$730.13
117	4	CDPS	CSP	A8	SEDAN PURSUIT, PATROL	100197	89989	\$616.94	\$20.00	\$599.94	\$730.13
118	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100768	89914	\$647.94	\$750.13	\$617.94	\$730.13
119	4	CDPS	CSP	A8	SEDAN PURSUIT, PATROL	100199	89492	\$616.94	\$20.00	\$599.94	\$730.13
120	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100140	89254	\$707.64	\$750.13	\$690.65	\$730.13
121	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100306	88248	\$686.36	\$750.13	\$656.36	\$730.13
122	4	CDPS	CSP	A8	SEDAN PURSUIT, PATROL	100189	87670	\$616.94	\$20.00	\$599.94	\$730.13
123	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100036	87364	\$707.64	\$750.13	\$690.65	\$730.13
124	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100423	86895	\$673.36	\$750.13	\$656.36	\$730.13
125	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100055	86718	\$707.64	\$750.13	\$690.65	\$730.13
126	4	CDPS	CSP	A8	SEDAN PURSUIT, PATROL	100186	86597	\$616.94	\$20.00	\$599.94	\$730.13
127	4	CDPS	CSP	A8	SEDAN PURSUIT, PATROL	100031	86100	\$701.30	\$20.00	\$684.30	\$730.13
128	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100182	85975	\$606.87	\$750.13	\$589.87	\$730.13
129	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100105	84586	\$707.64	\$750.13	\$690.65	\$730.13
130	4	CDPS	CSP	A8	SEDAN PURSUIT, PATROL	100195	83540	\$616.94	\$20.00	\$599.94	\$730.13
131	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100157	83450	\$606.87	\$750.13	\$589.87	\$730.13
132	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100064	83409	\$707.64	\$750.13	\$690.65	\$730.13
133	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100129	82777	\$707.64	\$750.13	\$690.65	\$730.13
134	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100405	82300	\$673.36	\$750.13	\$656.36	\$730.13
135	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100355	82262	\$686.36	\$750.13	\$656.36	\$730.13
136	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100174	81974	\$606.87	\$750.13	\$589.87	\$730.13
137	4	CDPS	CSP	A8	SEDAN PURSUIT, PATROL	100514	81308	\$674.06	\$20.00	\$644.06	\$730.13
138	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100156	80208	\$606.87	\$750.13	\$589.87	\$730.13
139	4	CDPS	CSP	A7	SEDAN LARGE, PATROL	100058	80119	\$707.64	\$750.13	\$690.65	\$730.13
140	3	CDPS	CSP	M1	MOTORCYCLES	109016	78256	\$467.46	\$301.74	\$437.46	\$281.74
141	3	CDPS	CSP	M1	MOTORCYCLES	109014	57283	\$0.00	\$301.74	\$0.00	\$281.74
142	3	CDPS	CSP	M1	MOTORCYCLES	109002	43894	\$0.00	\$301.74	\$0.00	\$281.74
							Monthly	\$92,197.92	\$89,840.56	\$89,959.45	\$102,333.29
							6 Months	\$553,187.52	\$539,043.36	\$539,756.70	\$613,999.74
							Annualized	\$1,106,375.04	\$1,078,086.72	#####	\$1,227,999.48
1	3	DOAG	ANIMAL INDUSTRY	A6	SEDAN FULLSIZE	086BAU	169917	\$303.40	\$293.45	\$281.40	\$273.45
2	3	DOAG	PLANT INDUSTRY	F2	PU 1/2 TON, 4X4	205BAU	171496	\$363.73	\$384.60	\$307.88	\$364.60
3	3	DOAG	PLANT INDUSTRY	F2	PU 1/2 TON, 4X4	067A81	137154	\$361.30	\$384.60	\$307.88	\$364.60
4	3	DOAG	PLANT INDUSTRY	F2	PU 1/2 TON, 4X4	066A81	152347	\$361.30	\$384.60	\$307.88	\$364.60
							Monthly	\$1,389.73	\$1,447.25	\$1,205.04	\$1,367.25
							4 Months	\$5,558.92	\$5,789.00	\$4,820.16	\$5,469.00
							Annualized	\$16,676.76	\$17,367.00	\$14,460.48	\$16,407.00
1	1	DOC	CORRECTION INDUST	DB	PASS VAN MINI (7 PASS) FRNT	657BAU	158448	\$294.59	\$326.60	\$259.59	\$306.60
2	3	DOC	CORRECTION INDUST	K2	PASS UTIL MEDIUM, 4X4 (5 PAS	080BAX	134488	\$368.57	\$417.75	\$338.57	\$397.75
3	3	DOC	CORRECTION INDUST	K2	PASS UTIL MEDIUM, 4X4 (5 PAS	066DHS	134641	\$370.02	\$417.75	\$340.02	\$397.75
							Monthly	\$1,033.18	\$1,162.10	\$938.18	\$1,102.10
							4 Months	\$4,132.72	\$4,648.40	\$3,752.72	\$4,408.40
							Annualized	\$12,398.16	\$13,945.20	\$11,258.16	\$13,225.20
1	3	DOH	AIR POLLUTION	K1	PASS UTIL SMALL, 4X4	689A86	139138	\$331.77	\$384.60	\$296.77	\$364.60
2	1	DOH	WATER QUALITY	K1	PASS UTIL SMALL, 4X4	498A77	138449	\$371.32	\$384.60	\$336.32	\$364.60
							Monthly	\$703.09	\$769.20	\$633.09	\$729.20
							4 Months	\$2,812.36	\$3,076.80	\$2,532.36	\$2,916.80
							Annualized	\$8,437.08	\$9,230.40	\$7,597.08	\$8,750.40
1	1	DOHE	CO NW COMM COLLEC	A3	SEDAN MIDSIZE	355A63	144224	\$192.00	\$260.31	\$157.00	\$240.31
2	1	DOHE	CO NW COMM COLLEC	A3	SEDAN MIDSIZE	457A74	131336	\$172.00	\$260.31	\$0.00	\$240.31
3	1	DOHE	CO NW COMM COLLEC	F3	PU 3/4 TON, 4X4	484A64	130117	\$379.00	\$409.46	\$344.00	\$389.46

#	Group	Agency	Division	Body Code	Body Code Description	License Plate	FY05 Projected Odometer	Old Fix Rate	New Fix Rate	Old SFM Pymt	New SFM Pymt
4	1	DOHE	CO STATE UNIV	K3	PASS UTIL LARGE, 4X4 (9 PASS)	363A77	154386	\$475.56	\$517.19	\$421.57	\$497.19
5	1	DOHE	CO STATE UNIV	F2	PU 1/2 TON, 4X4	678A63	135571	\$0.00	\$384.60	\$0.00	\$364.60
6	1	DOHE	CO STATE UNIV	K1	PASS UTIL SMALL, 4X4	934A63	134125	\$346.00	\$384.60	\$292.00	\$364.60
7	1	DOHE	CO STATE UNIV	D3	PASS VAN 12-PASSENGER	619A73	133932	\$0.00	\$376.32	\$0.00	\$356.32
8	1	DOHE	CO STATE UNIV	F1	SMALL, 4X4	445A74	133525	\$731.00	\$310.03	\$696.00	\$290.03
9	1	DOHE	CO STATE UNIV	F2	PU 1/2 TON, 4X4	202A72	132713	\$54.00	\$384.60	\$0.00	\$364.60
10	1	DOHE	CO STATE UNIV	K1	PASS UTIL SMALL, 4X4	692A86	132627	\$355.06	\$384.60	\$301.06	\$364.60
11	1	DOHE	CO STATE UNIV	F2	PU 1/2 TON, 4X4	636A63	132565	\$0.00	\$384.60	\$0.00	\$364.60
12	1	DOHE	CO STATE UNIV	F2	PU 1/2 TON, 4X4	549A63	132563	\$328.00	\$384.60	\$274.00	\$364.60
13	1	DOHE	CO STATE UNIV	F3	PU 3/4 TON, 4X4	999A68	132014	\$46.00	\$409.46	\$0.00	\$389.46
14	1	DOHE	CO STATE UNIV	F3	PU 3/4 TON, 4X4	289A63	131591	\$275.00	\$409.46	\$240.00	\$389.46
15	1	DOHE	CO STATE UNIV	E2	PU 1/2 TON, 4X2	292A73	130367	\$182.00	\$293.45	\$0.00	\$273.45
16	1	DOHE	CO STATE UNIV	F3	PU 3/4 TON, 4X4	186A75	130044	\$0.00	\$409.46	\$0.00	\$389.46
17	3	DOHE	CO STATE UNIV	A6	SEDAN FULLSIZE	608A77	140109	\$281.57	\$293.45	\$227.57	\$273.45
18	3	DOHE	CO STATE UNIV	A6	SEDAN FULLSIZE	608A06	142928	\$338.00	\$293.45	\$284.00	\$273.45
19	3	DOHE	CO STATE UNIV	K1	PASS UTIL SMALL, 4X4	488DHU	145386	\$543.65	\$384.60	\$508.65	\$364.60
20	3	DOHE	CO STATE UNIV	D5	PASS VAN 15-PASSENGER, MA	454A77	132784	\$414.30	\$409.46	\$360.30	\$389.46
21	3	DOHE	CO STATE UNIV	A5	SEDAN FULLSIZE, PATROL	305BAU	130070	\$401.04	\$351.46	\$355.04	\$331.46
22	3	DOHE	CO STATE UNIV	A5	SEDAN FULLSIZE, PATROL	472A64	112277	\$316.00	\$351.46	\$262.00	\$331.46
23	3	DOHE	COLO COMM HIGHER I	A6	SEDAN FULLSIZE	783BAV	137362	\$262.57	\$293.45	\$227.57	\$273.45
24	1	DOHE	CU-BOULDER	F2	PU 1/2 TON, 4X4	999A74	133205	\$0.00	\$384.60	\$0.00	\$364.60
25	1	DOHE	CU-BOULDER	DB	PASS VAN MINI (7 PASS) FRNT	320A77	132983	\$313.81	\$326.60	\$278.81	\$306.60
26	3	DOHE	CU-BOULDER	K3	PASS UTIL LARGE, 4X4 (9 PASS)	911BAV	122490	\$576.34	\$517.19	\$543.34	\$497.19
27	1	DOHE	CU-HSC	F3	PU 3/4 TON, 4X4	166A77	130744	\$35.00	\$409.46	\$0.00	\$389.46
28	3	DOHE	CU-HSC	A5	SEDAN FULLSIZE, PATROL	430A80	131245	\$332.37	\$351.46	\$297.37	\$331.46
29	3	DOHE	CU-HSC	A7	SEDAN LARGE, PATROL	461DHU	113456	\$0.00	\$417.75	\$0.00	\$397.75
30	1	DOHE	FORT LEWIS COLLEGE	E2	PU 1/2 TON, 4X2	184A71	131081	\$0.00	\$293.45	\$0.00	\$273.45
31	1	DOHE	FORT LEWIS COLLEGE	E2	PU 1/2 TON, 4X2	166A71	130117	\$0.00	\$293.45	\$0.00	\$273.45
32	3	DOHE	HIST SOCIETY	A6	SEDAN FULLSIZE	612A80	131674	\$259.83	\$293.45	\$224.83	\$273.45
33	3	DOHE	METRO STATE COLLEGE	D5	PASS VAN 15-PASSENGER, MA	255A81	150556	\$351.50	\$409.46	\$321.50	\$389.46
34	3	DOHE	NORTHEASTERN JR COLLEGE	DC	PASS VAN MINI (7 PASS) ALL W	487BAU	114282	\$367.52	\$384.60	\$343.52	\$364.60
35	3	DOHE	NORTHEASTERN JR COLLEGE	A6	SEDAN FULLSIZE	961A78	134373	\$319.00	\$293.45	\$284.00	\$273.45
36	3	DOHE	NORTHEASTERN JR COLLEGE	A6	SEDAN FULLSIZE	622A06	139971	\$277.65	\$293.45	\$242.65	\$273.45
37	3	DOHE	NORTHEASTERN JR COLLEGE	A6	SEDAN FULLSIZE	621A06	134576	\$277.65	\$293.45	\$242.65	\$273.45
38	3	DOHE	NORTHEASTERN JR COLLEGE	A6	SEDAN FULLSIZE	620A06	134882	\$277.65	\$293.45	\$242.65	\$273.45
39	3	DOHE	NORTHEASTERN JR COLLEGE	D5	PASS VAN 15-PASSENGER, MA	077A81	142771	\$375.36	\$409.46	\$340.36	\$389.46
40	1	DOHE	OTERO JR COLLEGE	F3	PU 3/4 TON, 4X4	826A76	130399	\$149.00	\$409.46	\$0.00	\$389.46
41	3	DOHE	OTERO JR COLLEGE	A6	SEDAN FULLSIZE	532A06	171025	\$277.65	\$293.45	\$242.65	\$273.45
42	1	DOHE	RED ROCKS CO	E2	PU 1/2 TON, 4X2	269A63	131959	\$233.00	\$293.45	\$198.00	\$273.45
43	1	DOHE	SCHOOL OF MINES	F1	PU SMALL, 4X4	578A74	130761	\$731.00	\$310.03	\$696.00	\$290.03
44	1	DOHE	TRINIDAD JR COLLEGE	E2	PU 1/2 TON, 4X2	790A71	133898	\$182.00	\$293.45	\$0.00	\$273.45
45	3	DOHE	TRINIDAD JR COLLEGE	D5	PASS VAN 15-PASSENGER, MA	822A72	137336	\$362.00	\$409.46	\$327.00	\$389.46
46	1	DOHE	UNIVERSITY OF NORTH	F1	PU SMALL, 4X4	387A80	131746	\$0.00	\$310.03	\$0.00	\$290.03
47	1	DOHE	UNIVERSITY OF SOUTH	F1	PU SMALL, 4X4	455A76	131254	\$0.00	\$310.03	\$0.00	\$290.03
48	1	DOHE	WESTERN STATE COLLEGE	F3	PU 3/4 TON, 4X4	478A74	130419	\$0.00	\$409.46	\$0.00	\$389.46
							Monthly	\$11,791.08	\$17,043.93	\$9,776.09	\$16,083.93
							4 Months	\$47,164.32	\$68,175.72	\$39,104.36	\$64,335.72
							Annualized	\$141,492.96	\$204,527.16	\$117,313.08	\$193,007.16
1	3	DOHS	HOMELAKE VET HM	A6	SEDAN FULLSIZE	695A86	141501	\$259.83	\$293.45	\$224.83	\$273.45
2	3	DOHS	HOMELAKE VET HM	B3	STA WGN FULLSIZE	478BAU	179724	\$322.43	\$318.31	\$300.43	\$298.31
3	2	DOHS	RIFLE NURSING HOME	D5	PASS VAN 15-PASSENGER, MA	651A63	130850	\$412.00	\$409.46	\$377.00	\$389.46
							Monthly	\$994.26	\$1,021.22	\$902.26	\$961.22
							4 Months	\$3,977.04	\$4,084.88	\$3,609.04	\$3,844.88
							Annualized	\$11,931.12	\$12,254.64	\$10,827.12	\$11,534.64
1	3	DOLA	LOCAL AFFAIRS	K1	PASS UTIL SMALL, 4X4	433A06	103486	\$339.99	\$384.60	\$304.99	\$364.60
							Monthly	\$339.99	\$384.60	\$304.99	\$364.60
							4 Months	\$1,359.96	\$1,538.40	\$1,219.96	\$1,458.40
							Annualized	\$4,079.88	\$4,615.20	\$3,659.88	\$4,375.20
1	3	DOLE	BOILER INSPECT	A6	SEDAN FULLSIZE	167DHU	134807	\$259.83	\$293.45	\$224.83	\$273.45
2	3	DOLE	JOB SERVICE CENTER	A6	SEDAN FULLSIZE	018A69	134395	\$259.83	\$293.45	\$224.83	\$273.45
							Monthly	\$519.66	\$586.90	\$449.66	\$546.90
							4 Months	\$2,078.64	\$2,347.60	\$1,798.64	\$2,187.60
							Annualized	\$6,235.92	\$7,042.80	\$5,395.92	\$6,562.80
1	3	DONR	GEO SURVEY	F2	PU 1/2 TON, 4X4	295A76	130700	\$357.65	\$384.60	\$322.65	\$364.60
2	3	DONR	INACTIVE MINES	K1	PASS UTIL SMALL, 4X4	902A30	135388	\$348.41	\$384.60	\$313.41	\$364.60
3	3	DONR	INACTIVE MINES	K1	PASS UTIL SMALL, 4X4	478A06	138328	\$341.09	\$384.60	\$306.09	\$364.60
4	3	DONR	LAND BOARD	K2	PASS UTIL MEDIUM, 4X4 (5 PASS)	138A81	106671	\$380.68	\$417.75	\$345.68	\$397.75
5	3	DONR	LAND BOARD	K1	PASS UTIL SMALL, 4X4	636A06	137605	\$328.18	\$384.60	\$293.18	\$364.60
6	3	DONR	MINE SAFETY	K1	PASS UTIL SMALL, 4X4	770A80	135188	\$340.43	\$384.60	\$305.43	\$364.60
7	3	DONR	MINE SAFETY	K5	PASS UTIL LARGE, 4X4, (5 PASS)	672A86	137806	\$488.68	\$500.61	\$453.68	\$480.61
8	3	DONR	OIL AND GAS	K2	PASS UTIL MEDIUM, 4X4 (5 PASS)	079A81	130632	\$380.68	\$417.75	\$345.68	\$397.75
9	1	DONR	WILDLIFE	F3	PU 3/4 TON, 4X4	210A81	152711	\$500.68	\$474.32	\$422.93	\$454.32
10	1	DONR	WILDLIFE	F3	PU 3/4 TON, 4X4	140A81	142512	\$445.60	\$474.32	\$391.60	\$454.32
11	1	DONR	WILDLIFE	F3	PU 3/4 TON, 4X4	173A75	135938	\$0.00	\$474.32	\$0.00	\$454.32
12	1	DONR	WILDLIFE	F3	PU 3/4 TON, 4X4	834A80	135232	\$473.68	\$474.32	\$381.91	\$454.32
13	4	DONR	WILDLIFE	F2	PU 1/2 TON, 4X4	903A78	175290	\$452.63	\$445.32	\$398.63	\$425.32
14	4	DONR	WILDLIFE	F2	PU 1/2 TON, 4X4	876BAU	120024	\$498.05	\$445.32	\$420.03	\$425.32
15	4	DONR	WILDLIFE	F3	PU 3/4 TON, 4X4	797A78	184900	\$394.59	\$474.32	\$340.59	\$454.32
16	4	DONR	WILDLIFE	F2	PU 1/2 TON, 4X4	512BAU	141034	\$478.71	\$445.32	\$402.62	\$425.32
17	4	DONR	WILDLIFE	F2	PU 1/2 TON, 4X4	331BAU	128638	\$486.50	\$445.32	\$405.95	\$425.32
18	4	DONR	WILDLIFE	F2	PU 1/2 TON, 4X4	330BAU	125167	\$491.50	\$445.32	\$405.95	\$425.32
19	4	DONR	WILDLIFE	F3	PU 3/4 TON, 4X4	274BAV	109566	\$420.42	\$474.32	\$387.42	\$454.32

#	Group	Agency	Division	Body Code	Body Code Description	License Plate	FY05 Projected Odometer	Old Fix Rate	New Fix Rate	Old SFM Pymt	New SFM Pymt
20	4	DONR	WILDLIFE	F3	PU 3/4 TON, 4X4	264A81	181578	\$502.66	\$474.32	\$425.49	\$454.32
21	4	DONR	WILDLIFE	F2	PU 1/2 TON, 4X4	104BAV	108944	\$484.11	\$445.32	\$391.20	\$425.32
22	4	DONR	WILDLIFE	F2	PU 1/2 TON, 4X4	949A78	130289	\$487.33	\$445.32	\$404.25	\$425.32
23	4	DONR	WILDLIFE	F2	PU 1/2 TON, 4X4	871BAU	138033	\$483.27	\$445.32	\$391.20	\$425.32
24	3	DONR	WILDLIFE	F3	PU 3/4 TON, 4X4	836A68	145994	\$429.65	\$474.32	\$375.65	\$454.32
25	3	DONR	WILDLIFE	F2	PU 1/2 TON, 4X4	835A80	138089	\$463.42	\$445.32	\$409.42	\$425.32
26	3	DONR	WILDLIFE	F3	PU 3/4 TON, 4X4	835A68	131760	\$438.69	\$474.32	\$384.69	\$454.32
27	3	DONR	WILDLIFE	F3	PU 3/4 TON, 4X4	789A78	134513	\$415.75	\$474.32	\$361.75	\$454.32
28	4	DONR	WILDLIFE	F2	PU 1/2 TON, 4X4	714BAU	131702	\$627.77	\$445.32	\$522.88	\$425.32
29	3	DONR	WILDLIFE	F2	PU 1/2 TON, 4X4	684A77	141849	\$384.29	\$445.32	\$330.29	\$425.32
30	4	DONR	WILDLIFE	F2	PU 1/2 TON, 4X4	605BAU	164714	\$474.22	\$445.32	\$391.20	\$425.32
31	3	DONR	WILDLIFE	F3	PU 3/4 TON, 4X4	571A64	130696	\$419.00	\$474.32	\$365.00	\$454.32
32	3	DONR	WILDLIFE	F3	PU 3/4 TON, 4X4	555A64	133600	\$0.00	\$474.32	\$0.00	\$454.32
33	3	DONR	WILDLIFE	F3	PU 3/4 TON, 4X4	553A64	133552	\$369.00	\$474.32	\$315.00	\$454.32
34	3	DONR	WILDLIFE	F3	PU 3/4 TON, 4X4	482A80	151479	\$418.07	\$474.32	\$364.07	\$454.32
35	3	DONR	WILDLIFE	F3	PU 3/4 TON, 4X4	397A80	136274	\$414.63	\$474.32	\$360.63	\$454.32
36	3	DONR	WILDLIFE	F3	PU 3/4 TON, 4X4	394A80	139244	\$425.19	\$474.32	\$371.19	\$454.32
37	3	DONR	WILDLIFE	F3	PU 3/4 TON, 4X4	328A63	147144	\$0.00	\$474.32	\$0.00	\$454.32
38	3	DONR	WILDLIFE	F3	PU 3/4 TON, 4X4	183A75	133879	\$0.00	\$474.32	\$0.00	\$454.32
39	3	DONR	WILDLIFE	F3	PU 3/4 TON, 4X4	174A75	140258	\$373.00	\$474.32	\$319.00	\$454.32
40	3	DONR	WILDLIFE	K2	PASS UTIL MEDIUM, 4X4 (5 PASS	128A75	131300	\$376.00	\$483.99	\$322.00	\$463.99
41	3	DONR	WILDLIFE	K2	PASS UTIL MEDIUM, 4X4 (5 PASS	103BAV	153746	\$518.86	\$483.99	\$485.86	\$463.99
42	3	DONR	WILDLIFE	F2	PU 1/2 TON, 4X4	023A82	130012	\$444.95	\$445.32	\$383.26	\$425.32
43	4	DONR	WILDLIFE	F3	PU 3/4 TON, 4X4	943A30	121989	\$402.53	\$474.32	\$348.53	\$454.32
44	4	DONR	WILDLIFE	F2	PU 1/2 TON, 4X4	910A30	116626	\$397.99	\$445.32	\$343.99	\$425.32
45	4	DONR	WILDLIFE	F2	PU 1/2 TON, 4X4	902A78	118552	\$445.39	\$445.32	\$345.19	\$425.32
46	4	DONR	WILDLIFE	F2	PU 1/2 TON, 4X4	873BAU	124816	\$469.22	\$445.32	\$391.20	\$425.32
47	4	DONR	WILDLIFE	F3	PU 3/4 TON, 4X4	850A68	118350	\$432.81	\$474.32	\$378.81	\$454.32
48	4	DONR	WILDLIFE	F3	PU 3/4 TON, 4X4	796BAU	127781	\$514.00	\$474.32	\$481.00	\$454.32
49	4	DONR	WILDLIFE	F2	PU 1/2 TON, 4X4	765A80	125592	\$504.45	\$445.32	\$404.25	\$425.32
50	4	DONR	WILDLIFE	F3	PU 3/4 TON, 4X4	754A78	127018	\$429.99	\$474.32	\$375.99	\$454.32
51	4	DONR	WILDLIFE	F2	PU 1/2 TON, 4X4	723BAU	121882	\$487.30	\$445.32	\$416.78	\$425.32
52	4	DONR	WILDLIFE	F2	PU 1/2 TON, 4X4	717BAU	121172	\$474.22	\$445.32	\$391.20	\$425.32
53	4	DONR	WILDLIFE	F3	PU 3/4 TON, 4X4	502A06	113126	\$437.04	\$474.32	\$359.21	\$454.32
54	4	DONR	WILDLIFE	F2	PU 1/2 TON, 4X4	486A80	121155	\$370.63	\$445.32	\$316.63	\$425.32
55	4	DONR	WILDLIFE	F2	PU 1/2 TON, 4X4	460A06	118665	\$502.34	\$445.32	\$401.37	\$425.32
56	4	DONR	WILDLIFE	F2	PU 1/2 TON, 4X4	458A06	119228	\$464.61	\$445.32	\$388.27	\$425.32
57	4	DONR	WILDLIFE	F3	PU 3/4 TON, 4X4	136A77	127266	\$385.84	\$474.32	\$331.84	\$454.32
58	4	DONR	WILDLIFE	K2	PASS UTIL MEDIUM, 4X4 (5 PASS	126A75	111884	\$386.00	\$483.99	\$332.00	\$463.99
59	3	DONR	WILDLIFE	F2	PU 1/2 TON, 4X4	113A81	113746	\$406.04	\$445.32	\$336.00	\$425.32
60	4	DONR	WILDLIFE	F2	PU 1/2 TON, 4X4	090A81	119936	\$503.59	\$445.32	\$419.53	\$425.32
61	4	DONR	WILDLIFE	F2	PU 1/2 TON, 4X4	062A82	117838	\$510.85	\$445.32	\$411.05	\$425.32
							Monthly	\$25,082.86	\$27,702.08	\$21,490.30	\$26,482.08
							4 Months	\$100,331.44	\$110,808.32	\$85,961.20	\$105,928.32
							Annualized	\$300,994.32	\$332,424.96	\$257,883.60	\$317,784.96
1	3	DOR	GAMING COMMISSION	K1	PASS UTIL SMALL, 4X4	463A06	115358	\$335.28	\$384.60	\$300.28	\$364.60
2	3	DOR	GAMING COMMISSION	K1	PASS UTIL SMALL, 4X4	324A75	118852	\$296.00	\$384.60	\$261.00	\$364.60
3	3	DOR	GAMING COMMISSION	K1	PASS UTIL SMALL, 4X4	132A77	118871	\$374.93	\$384.60	\$339.93	\$364.60
4	3	DOR	GAMING COMMISSION	K1	PASS UTIL SMALL, 4X4	030A82	110921	\$335.28	\$384.60	\$300.28	\$364.60
5	3	DOR	GAMING COMMISSION	K1	PASS UTIL SMALL, 4X4	029A82	123154	\$335.28	\$384.60	\$300.28	\$364.60
6	3	DOR	GAMING COMMISSION	K1	PASS UTIL SMALL, 4X4	011A82	111455	\$335.28	\$384.60	\$300.28	\$364.60
7	3	DOR	LIQUOR ENF	A6	SEDAN FULLSIZE	612A77	110391	\$262.57	\$338.99	\$227.57	\$318.99
8	1	DOR	LOTTERY	DC	PASS VAN MINI (7 PASS) ALL W	823BAU	154067	\$501.04	\$384.60	\$479.04	\$364.60
9	1	DOR	LOTTERY	DC	PASS VAN MINI (7 PASS) ALL W	972A80	149164	\$485.97	\$384.60	\$455.97	\$364.60
10	1	DOR	LOTTERY	DC	PASS VAN MINI (7 PASS) ALL W	820BAU	131402	\$501.04	\$384.60	\$479.04	\$364.60
11	3	DOR	LOTTERY	DB	PASS VAN MINI (7 PASS) FRNT	357A77	134098	\$367.97	\$326.60	\$332.96	\$306.60
12	3	DOR	PORT OF ENTRY	C3	CARGO VAN 3/4 TON	425BAW	138157	\$501.18	\$396.99	\$461.52	\$376.99
13	3	DOR	PORT OF ENTRY	C3	CARGO VAN 3/4 TON	824BAU	129616	\$508.35	\$396.99	\$469.75	\$376.99
							Monthly	\$5,140.17	\$4,920.97	\$4,707.90	\$4,660.97
							4 Months	\$20,560.68	\$19,683.88	\$18,831.60	\$18,643.88
							Annualized	\$61,682.04	\$59,051.64	\$56,494.80	\$55,931.64
1	3	DORA	ELECTRIC BOARD	F1	PU SMALL, 4X4	810DHS	157688	\$437.99	\$552.38	\$420.99	\$532.38
2	3	DORA	ELECTRIC BOARD	F1	PU SMALL, 4X4	720BAU	150817	\$482.20	\$552.38	\$460.20	\$532.38
3	3	DORA	ELECTRIC BOARD	F1	PU SMALL, 4X4	647BAU	131178	\$482.20	\$552.38	\$460.20	\$532.38
4	3	DORA	ELECTRIC BOARD	F1	PU SMALL, 4X4	388BAW	158163	\$470.67	\$552.38	\$453.67	\$532.38
5	3	DORA	ELECTRIC BOARD	F1	PU SMALL, 4X4	066A82	145857	\$462.82	\$552.38	\$457.82	\$532.38
6	3	DORA	PLUMBERS BOARD	F1	PU SMALL, 4X4	389A80	159514	\$526.44	\$552.38	\$491.44	\$532.38
7	3	DORA	PLUMBERS BOARD	F1	PU SMALL, 4X4	335BAV	172815	\$470.67	\$552.38	\$453.67	\$532.38
8	3	DORA	PLUMBERS BOARD	F1	PU SMALL, 4X4	013BAX	158391	\$470.67	\$552.38	\$453.67	\$532.38
							Monthly	\$3,833.36	\$4,419.04	\$3,661.36	\$4,259.04
							4 Months	\$15,333.44	\$17,676.16	\$14,605.44	\$17,036.16
							Annualized	\$46,000.32	\$53,028.48	\$43,816.32	\$51,108.48
1	3	DOT	ALAMOSA	F2	PU 1/2 TON, 4X4	137A81	154588	\$346.05	\$384.60	\$311.05	\$364.60
2	1	DOT	AURORA	F2	PU 1/2 TON, 4X4	272BAW	180467	\$511.01	\$384.60	\$494.01	\$364.60
3	3	DOT	AURORA	E2	PU 1/2 TON, 4X2	762A80	151063	\$291.34	\$293.45	\$256.34	\$273.45
4	3	DOT	AURORA	K1	PASS UTIL SMALL, 4X4	835A77	139778	\$354.14	\$384.60	\$319.14	\$364.60
5	3	DOT	AURORA	A6	SEDAN FULLSIZE	568A06	143077	\$277.85	\$293.45	\$242.85	\$273.45
6	3	DOT	AURORA	A6	SEDAN FULLSIZE	554A74	141070	\$261.00	\$293.45	\$226.00	\$273.45
7	3	DOT	AURORA	E2	PU 1/2 TON, 4X2	489A77	132236	\$277.83	\$293.45	\$242.83	\$273.45
8	3	DOT	AURORA	A6	SEDAN FULLSIZE	421A77	143340	\$282.57	\$293.45	\$227.57	\$273.45
9	3	DOT	AURORA	K1	PASS UTIL SMALL, 4X4	263A76	136164	\$354.14	\$384.60	\$319.14	\$364.60
10	3	DOT	AURORA	K1	PASS UTIL SMALL, 4X4	260A76	155429	\$354.14	\$384.60	\$319.14	\$364.60
11	3	DOT	AURORA	C3	CARGO VAN 3/4 TON	051BAV	147085	\$372.46	\$343.17	\$350.46	\$323.17
12	3	DOT	CDOT STAFF	K3	PASS UTIL LARGE, 4X4 (9 PASS)	804A80	130441	\$483.74	\$517.19	\$433.74	\$497.19

#	Group	Agency	Division	Body Code	Body Code Description	License Plate	FY05		Old SFM Pymt	New SFM Pymt	
							Projected Odometer	Old Fix Rate			
13	3	DOT	CDOT STAFF	A6	SEDAN FULLSIZE	422A77	133817	\$262.57	\$293.45	\$227.57	\$273.45
14	3	DOT	DENVER	K1	PASS UTIL SMALL, 4X4	925A63	135955	\$327.00	\$384.60	\$292.00	\$364.60
15	3	DOT	DENVER	K1	PASS UTIL SMALL, 4X4	822A80	133144	\$395.90	\$384.60	\$365.90	\$364.60
16	3	DOT	DENVER	F2	PU 1/2 TON, 4X4	800BAU	141990	\$491.94	\$384.60	\$474.94	\$364.60
17	3	DOT	DENVER	E2	PU 1/2 TON, 4X2	023A69	153120	\$366.91	\$293.45	\$331.95	\$273.45
18	3	DOT	DENVER	E2	PU 1/2 TON, 4X2	020A69	133322	\$366.91	\$293.45	\$331.95	\$273.45
19	3	DOT	DURANGO	J3	PASS UTIL FULLSIZE 4X2 (9 PAS	898A72	132774	\$321.00	\$475.75	\$0.00	\$455.75
20	3	DOT	DURANGO	K1	PASS UTIL SMALL, 4X4	897A63	148976	\$371.00	\$384.60	\$336.00	\$364.60
21	3	DOT	DURANGO	F2	PU 1/2 TON, 4X4	315BAU	140850	\$361.13	\$384.60	\$339.13	\$364.60
22	3	DOT	GLENWOOD SPRINGS	F2	PU 1/2 TON, 4X4	771BAV	132731	\$370.89	\$384.60	\$335.89	\$364.60
23	3	DOT	GRAND JUNCTION	K1	PASS UTIL SMALL, 4X4	941A63	136812	\$334.00	\$384.60	\$299.00	\$364.60
24	3	DOT	GRAND JUNCTION	D3	PASS VAN 12-PASSENGER	939A63	145964	\$338.00	\$376.32	\$303.00	\$356.32
25	3	DOT	GRAND JUNCTION	F2	PU 1/2 TON, 4X4	719BAU	140952	\$378.28	\$384.60	\$356.28	\$364.60
26	3	DOT	GRAND JUNCTION	F2	PU 1/2 TON, 4X4	293BAW	138126	\$526.37	\$384.60	\$509.37	\$364.60
27	3	DOT	GRAND JUNCTION	F8	PU CW CAB 3/4 TON, 4X4 (6 PAS	136A81	144800	\$601.29	\$442.61	\$566.29	\$422.61
28	3	DOT	GREELEY	F2	PU 1/2 TON, 4X4	738A68	145618	\$355.08	\$384.60	\$320.08	\$364.60
29	1	DOT	PUEBLO	E2	PU 1/2 TON, 4X2	308A64	139179	\$266.00	\$293.45	\$231.00	\$273.45
30	3	DOT	PUEBLO	K1	PASS UTIL SMALL, 4X4	753A80	157641	\$341.86	\$384.60	\$306.86	\$364.60
31	3	DOT	PUEBLO	F1	PU SMALL, 4X4	489A80	142707	\$301.22	\$310.03	\$266.22	\$290.03
32	3	DOT	PUEBLO	K1	PASS UTIL SMALL, 4X4	488A06	194898	\$334.25	\$384.60	\$299.25	\$364.60
33	3	DOT	PUEBLO	F2	PU 1/2 TON, 4X4	467A80	141790	\$335.54	\$384.60	\$300.54	\$364.60
34	3	DOT	PUEBLO	K3	PASS UTIL LARGE, 4X4 (9 PASS)	152A81	131581	\$470.00	\$517.19	\$440.00	\$497.19

Monthly	\$3,005.24	\$3,101.68	\$2,730.24	\$2,941.68
4 Months	\$12,020.96	\$12,406.72	\$10,920.96	\$11,766.72
Annualized	\$36,062.88	\$37,220.16	\$32,762.88	\$35,300.16

1	1	GSS	CENTRAL SERVICES	C2	CARGO VAN 1/2 TON	768A78	131984	\$298.78	\$285.17	\$263.78	\$265.17
2	3	GSS	CENTRAL SERVICES	A6	SEDAN FULLSIZE	993A80	131829	\$277.65	\$293.45	\$242.65	\$273.45
3	3	GSS	CENTRAL SERVICES	A6	SEDAN FULLSIZE	975A78	132039	\$242.65	\$293.45	\$242.65	\$273.45
4	3	GSS	CENTRAL SERVICES	A6	SEDAN FULLSIZE	539A06	130510	\$277.65	\$293.45	\$242.65	\$273.45
5	3	GSS	CENTRAL SERVICES	K2	PASS UTIL MEDIUM, 4X4 (5 PAS	479A80	139686	\$405.68	\$417.75	\$351.68	\$397.75
6	1	GSS	TELECOMMUNICATION	F3	PU 3/4 TON, 4X4	676A77	141950	\$412.57	\$409.46	\$367.21	\$389.46

Monthly	\$1,914.98	\$1,992.73	\$1,710.62	\$1,872.73
4 Months	\$7,659.92	\$7,970.92	\$6,842.48	\$7,490.92
Annualized	\$22,979.76	\$23,912.76	\$20,527.44	\$22,472.76

FY05 FLEET TOTALS:		Monthly	\$163,704.99
Count	FY05	Pro-Rated	\$859,486.54
327	FY06	Annualized	\$1,964,459.88

FY04 FLEET TOTALS:		Monthly	\$172,899.94
Count	FY04	Pro-Rated	\$697,167.84
472	FY05	Annualized	\$2,074,799.28

**Schedule 6  
DECISION ITEM FOR FISCAL YEAR 2004-05**

**Non-Prioritized - Spending Authority**

Department: Personnel & Administration

Priority Number: N/P

Division: Information Technologies

Program: Computer Services

Request Title: CDHS - Kronos Implementation

Dept. Approval: *Jennifer Greer*

OSPB Approval: *Anthony J. ...*

Statutory Citation: C.R.S. 24-30-101

Date: 10/20/03

Date: 10/31/02

**NOTE: This request is dependent upon approval of the CDHS Decision Item**

		1	2	3	4	5	6	7	8	9	10
Fund		Prior-Year Actual FY 2002-03	Appropriation FY 2003-04	Supplemental Request FY 2003-04	Total Revised Request FY 2003-04	Base Request FY 2004-05	Decision/Base Reduction FY 2004-05	November 1 Request FY 2004-05	Budget Amendment FY 2004-05	Total Revised Request FY 2004-05	Change from Base in Out Year FY 2005-06
Total of All Line Items	Total	5,227,637	6,181,350	0	6,181,350	6,181,350	446,733	6,628,083	0	6,628,083	
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0	
	CF	0	28,749	0	28,749	28,749	0	28,749	0	28,749	
	CFE	5,227,637	6,152,601	0	6,152,601	6,152,601	446,733	6,599,334	0	6,599,334	
	FF										
DoIT - Computer Services - Operating Expense	Total	5,227,637	6,181,350	0	6,181,350	6,181,350	446,733	6,628,083	0	6,628,083	
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF							0		0	
	CF		28,749		28,749	28,749		28,749		28,749	
	CFE	5,227,637	6,152,601		6,152,601	6,152,601	446,733	6,599,334		6,599,334	
	FF										
	Total	0	0	0	0	0	0	0	0	0	
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF				0			0		0	
	CF				0			0		0	
	CFE				0			0		0	
	FF										

**Letter Notation:**

Cash Fund name/Number, Federal Fund Name: Fund 602

IT Request:  Yes \* No (If yes and request includes more than 500 programming hours, attach IT Project Plan)

Supplemental and Budget Amendment Criteria:  Emergency  Technical Error  New Data  Unforeseen Contingency

Request for New or Replacement Vehicles:  Yes \* No (If yes, a copy of the Schedule 6 should be forwarded to the OSPB analyst assigned to DPA)

Request Affects Another Department(s): \* Yes  No (If yes, Name of other Department(s) ~ CDHS)



**Efficiency and Effectiveness Analysis  
FY 2004-05 Statewide Decision Item Request**

**Department:** Department of Personnel & Administration

**Long Bill Group/Division:** Information Technologies, Computer Services

**Request Title:** CDHS - Kronos Implementation:  
*Conditional Technical Request for Offsetting Spending Authority*

**Priority Number:** Non-Prioritized (CDHS Decision Item Request)

**Summary of Request**

This is a conditional, technical request for \$446,733 cash funds exempt spending authority associated with the Department of Human Services Decision Item Request for Kronos Implementation.

Please note that this request is dependent upon approval of the CDHS Decision Item. The total DPA cash fund exempt spending authority needed may change depending upon the final recommendation for this Decision Item from Joint Budget Committee (JBC). This request is only being submitted to apprise the JBC of the potential need for offsetting spending authority.

**Schedule 6  
DECISION ITEM FOR FISCAL YEAR 2004-05**

**Non-Prioritized - Spending Authority**

Department: Personnel & Administration

Dept. Approval: *Jennifer Okes*

Date: 10/20/03

Priority Number: N/P

OSPB Approval: *Henry S. ...*

Date: 10/31/03

Division: Information Technologies

Statutory Citation: C.R.S. 24-30-101

Program: Telecommunications

Request Title: CDHS - SNA Decommissioning

NOTE: This request is dependent upon approval of the CDHS Decision Item

		1	2	3	4	5	6	7	8	9	10
Fund		Prior-Year Actual FY 2002-03	Appropriation FY 2003-04	Supplemental Request FY 2003-04	Total Revised Request FY 2003-04	Base Request FY 2004-05	Decision/ Base Reduction FY 2004-05	November 1 Request FY 2004-05	Budget Amendment FY 2004-05	Total Revised Request FY 2004-05	Change from Base in Out Year FY 2005-06
Total of All Line Items	Total	15,421,553	16,298,528	0	16,298,528	16,298,528	278,482	16,577,010	0	16,577,010	
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0	
	CF	585,589	1,363,904	0	1,363,904	1,363,904	0	1,363,904	0	1,363,904	
	CFE	14,835,964	14,934,624	0	14,934,624	14,934,624	278,482	15,213,106	0	15,213,106	
	FF										
DoIT - Computer Services - Network Services - Operating Expenses	Total	15,421,553	16,298,528	0	16,298,528	16,298,528	278,482	16,577,010	0	16,577,010	
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF							0		0	
	CF	585,589	1,363,904		1,363,904	1,363,904		1,363,904		1,363,904	
	CFE	14,835,964	14,934,624		14,934,624	14,934,624	278,482	15,213,106		15,213,106	
	FF										
	Total	0	0	0	0	0	0	0	0	0	
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF				0			0		0	
	CF				0			0		0	
	CFE				0			0		0	
	FF										

**Letter Notation:**

Cash Fund name/Number, Federal Fund Name:

IT Request:  Yes  No (If yes and request includes more than 500 programming hours, attach IT Project Plan)

Supplemental and Budget Amendment Criteria:  Emergency  Technical Error  New Data  Unforeseen Contingency

Request for New or Replacement Vehicles:  Yes  No (If yes, a copy of the Schedule 6 should be forwarded to the OSPB analyst assigned to DPA)

Request Affects Another Department(s):  Yes  No (If yes, Name of other Department(s) ~ CDHS)

**Efficiency and Effectiveness Analysis  
FY 2004-05 Statewide Decision Item Request**

**Department:** Department of Personnel & Administration

**Long Bill Group/Division:** Information Technologies, Network Services

**Request Title:** CDHS – SNA Decommissioning  
*Conditional Technical Request for Offsetting Spending Authority*

**Priority Number:** Non-Prioritized (CDHS Decision Item Request)

**Summary of Request**

This is a conditional, technical request for \$278,482 cash funds exempt spending authority associated with the Department of Human Services Decision Item Request for SNA Decommissioning.

Please note that this request is dependent upon approval of the CDHS Decision Item. The total DPA cash fund exempt spending authority needed may change depending upon the final recommendation for this Decision Item from Joint Budget Committee (JBC). This request is only being submitted to apprise the JBC of the potential need for offsetting spending authority.

**Schedule 6**

**DECISION ITEM FOR FISCAL YEAR 2004-05**

**Non-Prioritized - Spending Authority**

**Department:** Personnel & Administration

**Dept. Approval:** *Jennifer O'Keefe*

**Date:** 10/20/2003

**Priority Number:** N/P

**OSP Approval:** *Sherry Stolt*

**Date:** 10/31/03

**Division:** Central Services

**Statutory Citation:** C.R.S. 24-82-101; 24-82-102; 24-82-103; 24-30-1303;

**Program:** Document Solutions Group

18-9-117, (combined with 24-82-101).

**Request Title:** DNR - Land Board Imaging Project

**NOTE:** This request is dependent upon approval of the DNR Decision Item

		1	2	3	4	5	6	7	8	9	10
Fund		Prior-Year Actual FY 2002-03	Appropriation FY 2003-04	Supplemental Request FY 2003-04	Total Revised Request FY 2003-04	Base Request FY 2004-05	Decision/Base Reduction FY 2004-05	November 1 Request FY 2004-05	Budget Amendment FY 2004-05	Total Revised Request FY 2004-05	Change from Base in Out Year FY 2005-06
<b>Total of All Line Items</b>	<b>Total</b>	2,882,241	2,851,652	0	2,851,652	2,851,652	199,477	3,051,129	0	3,051,129	
	<b>FTE</b>	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	<b>GF</b>	0	0	0	0	0	0	0	0	0	
	<b>CF</b>	34,449	35,917	0	35,917	35,917	0	35,917	0	35,917	
	<b>CFE</b>	2,847,792	2,815,735	0	2,815,735	2,815,735	199,477	3,015,212	0	3,015,212	
<b>Central Services - IDF - DSG - Personal Services</b>	<b>Total</b>	2,612,197	2,506,306	0	2,506,306	2,506,306	175,320	2,681,626	0	2,681,626	
	<b>FTE</b>	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	<b>GF</b>							0		0	
	<b>CF</b>	29,015	35,917		35,917	35,917		35,917		35,917	
	<b>CFE</b>	2,583,182	2,470,389		2,470,389	2,470,389	175,320	2,645,709		2,645,709	
<b>Central Services - IDF - DSG - Operating Expenses</b>	<b>Total</b>	270,044	345,346	0	345,346	345,346	24,157	369,503	0	369,503	
	<b>FTE</b>	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	<b>GF</b>										
	<b>CF</b>	5,434									
	<b>CFE</b>	264,610	345,346		345,346	345,346	24,157	369,503		369,503	

**Letter Notation:**

**Cash Fund name/Number, Federal Fund Name:** Fund 601

**IT Request:**  Yes  No (If yes and request includes more than 500 programming hours, attach IT Project Plan)

**Supplemental and Budget Amendment Criteria:**  Emergency  Technical Error  New Data  Unforeseen Contingency

**Request for New or Replacement Vehicles:**  Yes  No (If yes, a copy of the Schedule 6 should be forwarded to the OSPB analyst assigned to DPA)

**Request Affects Another Department(s):**  Yes  No (If yes, Name of other Department(s) ~ DNR)

**Efficiency and Effectiveness Analysis  
FY 2004-05 Statewide Decision Item Request**

**Department:** Department of Personnel & Administration

**Long Bill Group/Division:** Central Services, Document Solutions Group

**Request Title:** DNR – Land Board Imaging Project  
*Conditional Technical Request for Offsetting Spending Authority*

**Priority Number:** Non-Prioritized (DNR Decision Item Request)

**Summary of Request**

This is a conditional, technical request for \$199,477 cash funds exempt spending authority associated with the Department of Natural Resources Decision Item request for a Land Board Imaging Project.

Please note that this request is dependent upon approval of the DNR Decision Item. The total DPA cash fund exempt spending authority needed may change depending upon the final recommendation for this Decision Item from Joint Budget Committee (JBC). This request is only being submitted to apprise the JBC of the potential need for offsetting spending authority.

**Schedule 6**

**DECISION ITEM FOR FISCAL YEAR 2004-05**

**Non-Prioritized - Spending Authority**

**Department:** Personnel & Administration

**Dept. Approval:** *Jennifer Oakes*

**Date:** 10/20/2003

**Priority Number:** N/P

**OSP Approval:** *Henry Schmitt*

**Date:** 01/31/03

**Division:** Central Services

**Statutory Citation:** C.R.S. 24-82-101; 24-82-102; 24-82-103; 24-30-1303; 18-9-117; (combined with 24-82-101).

**Program:** Document Solutions Group

**Request Title:** DNR - Geological Survey Imaging Proj. (COGCC) **NOTE:** This request is dependent upon approval of the DNR Decision Item

		1	2	3	4	5	6	7	8	9	10
Fund		Prior-Year Actual FY 2002-03	Appropriation FY 2003-04	Supplemental Request FY 2003-04	Total Revised Request FY 2003-04	Base Request FY 2004-05	Decision/Base Reduction FY 2004-05	November 1 Request FY 2004-05	Budget Amendment FY 2004-05	Total Revised Request FY 2004-05	Change from Base in Out Year FY 2005-06
<b>Total of All Line Items</b>	<b>Total</b>	2,882,241	2,851,652	0	2,851,652	2,851,652	96,995	2,948,647	0	2,948,647	
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	0	0	0	0	0	0	0	0	0	
	CF	34,449	35,917	0	35,917	35,917	0	35,917	0	35,917	
	CFE	2,847,792	2,815,735	0	2,815,735	2,815,735	96,995	2,912,730	0	2,912,730	
	FF										
<b>Central Services - IDF - DSG - Personal Services</b>	<b>Total</b>	2,612,197	2,506,306	0	2,506,306	2,506,306	85,249	2,591,555	0	2,591,555	
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF							0		0	
	CF	29,015	35,917		35,917	35,917		35,917		35,917	
	CFE	2,583,182	2,470,389		2,470,389	2,470,389	85,249	2,555,638		2,555,638	
FF											
<b>Central Services - IDF - DSG - Operating Expenses</b>	<b>Total</b>	270,044	345,346	0	345,346	345,346	11,746	357,092	0	357,092	
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF										
	CF	5,434									
	CFE	264,610	345,346		345,346	345,346	11,746	357,092		357,092	
FF											

**Letter Notation:**

**Cash Fund name/Number, Federal Fund Name:** Fund 601

**IT Request:**  Yes  No (If yes and request includes more than 500 programming hours, attach IT Project Plan)

**Supplemental and Budget Amendment Criteria:**  Emergency  Technical Error  New Data  Unforeseen Contingency

**Request for New or Replacement Vehicles:**  Yes  No (If yes, a copy of the Schedule 6 should be forwarded to the OSPB analyst assigned to DPA)

**Request Affects Another Department(s):**  Yes  No (If yes, Name of other Department(s) ~ DNR)

**Efficiency and Effectiveness Analysis  
FY 2004-05 Statewide Decision Item Request**

**Department:** Department of Personnel & Administration

**Long Bill Group/Division:** Central Services, Document Solutions Group

**Request Title:** DNR – Geological Survey Imaging Project  
*Conditional Technical Request for Offsetting Spending Authority*

**Priority Number:** Non-Prioritized (DNR Decision Item Request)

**Summary of Request**

This is a conditional, technical request for \$96,995 cash funds exempt spending authority associated with the Department of Natural Resources Decision Item request for a Geological Survey Imaging Project.

Please note that this request is dependent upon approval of the DNR Decision Item. The total DPA cash fund exempt spending authority needed may change depending upon the final recommendation for this Decision Item from Joint Budget Committee (JBC). This request is only being submitted to apprise the JBC of the potential need for offsetting spending authority.

**Schedule 6  
DECISION ITEM FOR FISCAL YEAR 2004-05**

**Non-Prioritized - Spending Authority**

**Department:** Personnel & Administration

**Dept. Approval:** *Jennifer Oakes*

**Date:** 10/20/2003

**Priority Number:** N/P

**OSP Approval:** *Amy Sobat*

**Date:** 10/31/03

**Division:** Central Services

**Statutory Citation:** C.R.S. 24-82-101; 24-82-102; 24-82-103; 24-30-1303;

**Program:** Document Solutions Group

18-9-117, (combined with 24-82-101).

**Request Title:** Dept. of State - Digitization Project

**NOTE:** This request is dependent upon approval of the Dept. of State Decision Item

		1	2	3	4	5	6	7	8	9	10
Fund		Prior-Year Actual FY 2002-03	Appropriation FY 2003-04	Supplemental Request FY 2003-04	Total Revised Request FY 2003-04	Base Request FY 2004-05	Decision/Base Reduction FY 2004-05	November 1 Request FY 2004-05	Budget Amendment FY 2004-05	Total Revised Request FY 2004-05	Change from Base in Out Year FY 2005-06
<b>Total of All Line Items</b>	<b>Total</b>	2,882,241	2,851,652	0	2,851,652	2,851,652	791,132	3,642,784	0	3,642,784	
	<b>FTE</b>	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	<b>GF</b>	0	0	0	0	0	0	0	0	0	
	<b>CF</b>	34,449	35,917	0	35,917	35,917	0	35,917	0	35,917	
	<b>CFE</b>	2,847,792	2,815,735	0	2,815,735	2,815,735	791,132	3,606,867	0	3,606,867	
	<b>FF</b>										
<b>Central Services - IDF - DSG - Personal Services</b>	<b>Total</b>	2,612,197	2,506,306	0	2,506,306	2,506,306	695,323	3,201,629	0	3,201,629	
	<b>FTE</b>	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	<b>GF</b>							0		0	
	<b>CF</b>	29,015	35,917		35,917	35,917		35,917		35,917	
	<b>CFE</b>	2,583,182	2,470,389		2,470,389	2,470,389	695,323	3,165,712		3,165,712	
	<b>FF</b>										
<b>Central Services - IDF - DSG - Operating Expenses</b>	<b>Total</b>	270,044	345,346	0	345,346	345,346	95,809	441,155	0	441,155	
	<b>FTE</b>	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	<b>GF</b>										
	<b>CF</b>	5,434									
	<b>CFE</b>	264,610	345,346		345,346	345,346	95,809	441,155		441,155	
	<b>FF</b>										

**Letter Notation:**

**Cash Fund name/Number, Federal Fund Name:** Fund 601

**IT Request:**  Yes  No (If yes and request includes more than 500 programming hours, attach IT Project Plan)

**Supplemental and Budget Amendment Criteria:**  Emergency  Technical Error  New Data  Unforeseen Contingency

**Request for New or Replacement Vehicles:**  Yes  No (If yes, a copy of the Schedule 6 should be forwarded to the OSPB analyst assigned to DPA)

**Request Affects Another Department(s):**  Yes  No (If yes, Name of other Department(s) ~ Department of State)



**Efficiency and Effectiveness Analysis  
FY 2004-05 Statewide Decision Item Request**

**Department:** Department of Personnel & Administration

**Long Bill Group/Division:** Information Technologies, Computer Services

**Request Title:** State – Digitization Project  
*Conditional Technical Request for Offsetting Spending Authority*

**Priority Number:** Non-Prioritized (Department of State Decision Item Request)

**Summary of Request**

This is a conditional, technical request for \$791,132 cash funds exempt spending authority associated with the Department of State Decision Item Request for a Digitization Project.

Please note that this request is dependent upon approval of the Department of State Decision Item. The total DPA cash fund exempt spending authority needed may change depending upon the final recommendation for this Decision Item from Joint Budget Committee (JBC). This request is only being submitted to apprise the JBC of the potential need for offsetting spending authority.

**Schedule 6**  
**BASE REDUCTION ITEM FOR FISCAL YEAR 2004-05**  
**Non-Prioritized Departmental & Statewide**

**Department:** Personnel & Administration  
**Priority Number:** 1 of 1  
**Division:** Executive Office and Central Services  
**Program:** State Fleet Management  
**Request Title:** Statewide Vehicle Lease Line Reconciliation

**Dept. Approval:** *Jennifer Oles* **Date:** 10/20/03  
**OSPB Approval:** *John Schifano* **Date:** 10/31/03  
**Statutory Citation:** (C.R.S. 24-30-1101 through 1118, see specifically 24-30-1104(2) and 24-30-1112 through 1117)

		1	2	3	4	5	6	7	8	9	10
Fund		Prior-Year Actual FY 2002-03	Appropriation FY 2003-04	Supplemental Request FY 2003-04	Total Revised Request FY 2003-04	Base Request FY 2004-05	Decision/Base Reduction FY 2004-05	November 1 Request FY 2004-05	Budget Amendment FY 2004-05	Total Revised Request FY 2004-05	Change from Base in Out Year FY 2005-06
<b>Total of All Line Items</b>	<b>Total</b>	14,634,052	16,371,578	0	16,371,578	16,345,466	(981,409)	15,364,057	0	15,364,057	0
	<b>FTE</b>	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	<b>GF</b>	100,855	90,788	0	90,788	90,788	(87,035)	3,753	0	3,753	0
	<b>CF</b>	2,047,296	2,134,301	0	2,134,301	2,134,301	0	2,134,301	0	2,134,301	0
	<b>CFE</b>	12,485,901	14,146,489	0	14,146,489	14,120,377	(894,374)	13,226,003	0	13,226,003	0
	<b>FF</b>										
<b>Executive Office, Vehicle Lease Payments</b>	<b>Total</b>	137,562	143,671	0	143,671	143,671	(21,255)	122,416	0	122,416	
	<b>FTE</b>	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	<b>GF</b>	100,855	90,788		90,788	90,788	(87,035)	3,753		3,753	
	<b>CF</b>									0	
	<b>CFE</b>	36,707	52,883		52,883	52,883	65,780	118,663		118,663	
	<b>FF</b>										
<b>Vehicle Replacement Lease, Purchase, or Lease / Purchase</b>	<b>Total</b>	14,496,490	16,227,907	0	16,227,907	16,201,795	(960,154)	15,241,641	0	15,241,641	
	<b>FTE</b>	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	<b>GF</b>				0						
	<b>CF</b>	2,047,296	2,134,301		2,134,301	2,134,301		2,134,301		2,134,301	
	<b>CFE</b>	12,449,194	14,093,606		14,093,606	14,067,494	(960,154)	13,107,340		13,107,340	
	<b>FF</b>										

**Letter Notation:**

Cash Fund name/Number, Federal Fund Name: Fund 601

IT Request  Yes  No (If yes and request includes more than 500 programming hours, attach IT Project Plan)

Supplemental and Budget Amendment Criteria:  Emergency  Technical Error  New Data  Unforeseen Contingency

Request for New or Replacement Vehicles:  Yes  No (If yes, a copy of the Schedule 6 should be forwarded to the OSPB analyst assigned to DPA)

Request Affects Another Department(s):  Yes  No (If yes, Name of other Department(s) ~ Statewide Base Reduction)

## Efficiency and Effectiveness Analysis Statewide Base Reduction Item for FY 2004-05

**Department:** Department of Personnel & Administration  
**Long Bill Group/Division:** Central Services, State Fleet Management  
**Request Title:** Statewide Vehicle Lease Line Reconciliation  
**Priority Number:** 1 of 1 (Statewide)

### Summary of Request

This is a statewide base reduction request to decrease state agency appropriations by a total of \$1,065,959 (\$960,154 offsetting cash funds exempt spending authority) in order to adjust base appropriations in various departments' Vehicle Lease Payments line items (see attachment A).

The request is intended to account for changes in actual vehicle lease payments and any changes to the State Fleet Management (SFM) management fee. As vehicle leases reach the end of their term, line item appropriations need to be adjusted in order to accurately establish user agency funding levels.

### Problem or Opportunity Definition and Background Information

Vehicle Lease Payment line items are used to pay for existing vehicle leases and associated management fees. Prior to FY 2002-03, when vehicle leases expired, reductions in affected departments did not occur on a consistent basis. When funding for vehicle replacements was requested, the estimated appropriations that built up in these line items was used to offset the total monthly cost of the replacements. Estimating the incremental base amount needed for both SFM and state agencies inherently created differences in actual dollars as vehicles changed and exact vehicle amounts become known. For the last three fiscal years, SFM has used this base dollar approach to help fund vehicle replacements.

In FY 2001-02, SFM in coordination with the OSPB and various state agencies developed the attached worksheet to reconcile the funding differences between appropriated dollars and actual lease payments. This reconciliation uses actual agency vehicle lease line billings, and subtracts the estimated appropriations that are no longer required due to expiring leases. This approach gives a more accurate and verifiable calculation of base vehicle funding requirements. Due to the implementation of this new methodology, vehicle replacement requests now identify total estimated replacement costs, and not just estimated incremental costs as was used under the old methodology.

As a result of the analysis (see attached spreadsheet), it has been determined that SFM has an excess of \$960,154 cash funds exempt spending authority, and appropriated state agencies have

excess vehicle lease appropriations \$1,065,959. This will result in a technical adjustment to the Vehicle Lease Payment line items for State Fleet Management and other state departments.

For this analysis management fees have been held constant for FY2004-05. These fees are highly dependent on net proceeds from sale of retiring vehicles. Therefore these fees could change dramatically if there is a significant reduction in vehicles available for auction in FY2004-05.

This reconciliation is now conducted on an annual basis to determine whether appropriated funds will need to be adjusted in Vehicle Lease line items.

## Vehicle Lease Line Item Reconciliation

A	B	C	D	E	H	I	K	L
DEPT	Division	FY04 Agency Long Bill Appropriation	Projected Net FY04 Billing	Adjust Projected FY05 Billing for FY04 Annualized 6 Mo CSP; 8 Other	Total FY05 Annualized	Leases Ending During FY05	Projected Net FY05 Billing	Variance FY05 Billing to FY04 Long Bill
<b>OSPBAgencies</b>								
CDPS	EDO (Fire Safety & Criminal Justice)	16,246.00	10,654.32	-	10,654.32	(1,951.00)	8,703.32	(7,543)
	Colorado State Patrol (see note)	4,325,305.00	3,662,190.66	698,614.98	4,360,805.64	(122,982.00)	4,237,823.64	(87,481)
	CBI	212,774.00	207,348.00	-	207,348.00	2,759.00	210,107.00	(2,667)
	<b>CDPS Total</b>	<b>4,554,325.00</b>	<b>3,880,192.98</b>	<b>698,614.98</b>	<b>4,578,807.96</b>	<b>(122,174.00)</b>	<b>4,456,633.96</b>	<b>(97,691)</b>
DOAG	Agriculture	225,098.00	203,882.00	-	203,882.00	(12,959.00)	190,923.00	(34,175)
DOC	Department of Corrections	2,185,758.00	2,059,216.00	-	2,059,216.00	(119,714.00)	1,939,502.00	(216,256)
DOH	Department of Health	273,268.00	227,415.00	-	227,415.00	(8,050.00)	219,365.00	(53,903)
DOHS	Department of Human Services	1,057,941.00	982,392.00	-	982,392.00	(84,342.00)	898,050.00	(159,891)
DOLA	Local Affairs	126,763.00	105,719.00	-	105,719.00	(6,675.00)	99,044.00	(27,719)
DOLE	Boiler Inspection, etc.	120,556.00	119,214.00	-	119,214.00	(3,759.00)	115,455.00	(5,101)
DOMA	Military Affairs	33,790.00	33,945.00	-	33,945.00	(755.00)	33,190.00	(600)
DONR	Natural Resources	2,918,088.00	2,932,523.20	24,064.00	2,956,587.20	(210,735.00)	2,745,852.20	(172,236)
DOR	EDO	368,920.00	314,099.36	14,577.36	328,676.72	(16,123.00)	312,553.72	(56,366)
	Lottery	181,492.00	154,751.00	-	154,751.00	(5,018.00)	149,733.00	(31,759)
DORA	Regulatory Agencies	252,271.00	195,263.80	2,347.60	197,611.40	(12,162.00)	185,449.40	(66,822)
GOV	Economic Development	11,480.00	11,484.00	-	11,484.00	(3,772.00)	7,712.00	(3,768)
DPA	Department of Personnel	143,671.00	124,270.00	-	124,270.00	(1,854.00)	122,416.00	(21,255)
<b>TOTAL OSPB AGENCIES</b>		<b>12,453,421.00</b>	<b>11,344,367.34</b>	<b>739,603.94</b>	<b>12,083,971.28</b>	<b>(608,092.00)</b>	<b>11,475,879.28</b>	<b>(977,542)</b>
<b>Non-Ospb Agencies (For Informational Purposes Only)</b>								
DOT\$	Aviation	7,980.00	1,908.00	-	1,908.00	-	1,908.00	(6,072)
DOR	Gaming	104,772.00	94,941.00	-	94,941.00	(16,451.00)	78,490.00	(26,282)
DOL	Attorney General	-	-	-	-	(5,416.00)	(5,416.00)	(5,416)
DOAG	State Fair	45,649.00	45,946.00	-	45,946.00	(939.00)	45,007.00	(642)
DOS	Secretary of State	4,958.00	4,956.00	-	4,956.00	(4,586.00)	370.00	(4,588)
JUDICIAL	Public Defender	65,307.00	65,491.00	-	65,491.00	(1,485.00)	64,006.00	(1,301)
	Courts	77,035.00	77,040.00	-	77,040.00	-	77,040.00	5
<b>TOTAL NON-OSPB AGENCIES</b>		<b>305,701.00</b>	<b>290,282.00</b>	<b>-</b>	<b>290,282.00</b>	<b>(28,877.00)</b>	<b>261,405.00</b>	<b>(44,296)</b>

CDPS note: 150 vehicles(CSP) assumes staggered delivery of replacements (1/2 delivered in November and 1/2 delivered in March) Use 6 month payments

## Vehicle Lease Line Item Reconciliation

A	B	C	D	E	H	I	K	L
DEPT	Division	FY04 Agency Long Bill Appropriation	Projected Net FY04 Billing	Adjust Projected FY05 Billing for FY04 Annualized 6 Mo CSP; 8 Other	Total FY05 Annualized	Leases Ending During FY05	Projected Net FY05 Billing	Variance FY05 Billing to FY04 Long Bill
				Monthly x 8 or 6	D+E+F+G		H+I+J	K-C
<b>Not 100% Long Bill Allocated</b>								
DOT	Alamosa		44,760.00		44,760.00			
	Aurora		385,206.60		385,206.60			
	CDOT Staff		164,098.56		164,098.56			
	Craig		36,624.00		36,624.00			
	Denver		406,920.00		406,920.00			
	Durango		205,044.00		205,044.00			
	Geotechnical		9,474.72		9,474.72			
	Glenwood Springs		72,996.00		72,996.00			
	Grand Junction		334,219.92		334,219.92			
	Greeley		403,728.00		403,728.00			
	Pueblo		285,156.00		285,156.00			
	Tunnel Maintenance		40,802.40		40,802.40			
<b>Transportation Total</b>		<b>2,481,461.00</b>	<b>2,389,030.20</b>		<b>2,389,030.20</b>	<b>(78,072.00)</b>	<b>2,310,958.20</b>	<b>(170,503)</b>

**Not Long Bill Allocated**

DOE	Department of Education	32,553.00	16,008.00	-	16,008.00	-	16,008.00	(16,545)
DOHE	Adams State	-	45,077.00	-	45,077.00	(561.00)	44,516.00	
	Arapahoe CC	-	5,040.00	-	5,040.00	-	5,040.00	
	Auraria Campus	-	90,040.00	-	90,040.00	(3,264.00)	86,776.00	
	Aurora CC	-	4,608.00	-	4,608.00	(2,975.00)	1,633.00	
	CCCOES	-	3,204.00	-	3,204.00	-	3,204.00	
	CO NW CC	-	4,176.00	-	4,176.00	-	4,176.00	
	CCD	-	2,967.00	-	2,967.00	-	2,967.00	
	CCHE	-	2,904.00	-	2,904.00	-	2,904.00	
	CSU	-	781,669.36	-	781,669.36	(22,331.00)	759,338.36	
	CU Boulder	-	335,844.00	-	335,844.00	(18,531.00)	317,313.00	
	CU Colo Springs	-	41,028.00	-	41,028.00	(14,931.00)	26,097.00	
	CU Denver	-	3,840.00	-	3,840.00	-	3,840.00	
	CU Health Sciences Center	-	106,440.00	-	106,440.00	(7,122.00)	99,318.00	
	Ft. Lewis	-	37,843.00	-	37,843.00	(1,022.00)	36,821.00	
	Front Range CC	-	1,044.00	-	1,044.00	-	1,044.00	
	Heat Center Lowry	-	348.00	-	348.00	-	348.00	
	Historical Society	-	3,564.00	-	3,564.00	(2,292.00)	1,272.00	
	Lamar CC	-	17,004.00	-	17,004.00	-	17,004.00	
	Mesa State	-	15,240.00	-	15,240.00	-	15,240.00	
	Metro State	-	11,580.00	-	11,580.00	(2,251.00)	9,329.00	
	Morgan CC	-	22,440.00	-	22,440.00	-	22,440.00	
	Northeastern JC	-	49,662.00	-	49,662.00	(3,395.00)	46,267.00	
	Otero JC	-	8,964.00	-	8,964.00	(728.00)	8,236.00	
	Pikes Peak CC	-	20,152.00	-	20,152.00	(2,704.00)	17,448.00	
	Pueblo CC	-	9,976.00	-	9,976.00	-	9,976.00	
	Red Rocks CC	-	13,932.00	-	13,932.00	-	13,932.00	
	School of Mines	-	58,536.00	-	58,536.00	(2,463.00)	56,073.00	
	Student Loan	-	180.00	-	180.00	44.00	224.00	
	Trinidad JC	-	26,472.00	-	26,472.00	-	26,472.00	
	UNC	-	117,626.00	-	117,626.00	(10,883.00)	106,743.00	
	USC	-	77,112.00	-	77,112.00	(9,686.00)	67,426.00	
	Western State	-	34,927.00	-	34,927.00	-	34,927.00	

## Vehicle Lease Line Item Reconciliation

A	B	C	D	E	H	I	K	L
DEPT	Division	FY04 Agency Long Bill Appropriation	Projected Net FY04 Billing	Adjust Projected FY05 Billing for FY04 Annualized 6 Mo CSP; 8 Other Monthly x 8 or 6	Total FY05 Annualized	Leases Ending During FY05	Projected Net FY05 Billing	Variance FY05 Billing to FY04 Long Bill
					D+E+F+G	H+I+J	K-C	L
DOHE	Higher Education Total	1,987,681.00	1,953,439.36		1,953,439.36	(105,095.00)	1,848,344.36	(139,337)
<b>GRAND TOTAL:</b>		<b>17,260,817.00</b>	<b>15,993,126.90</b>	<b>739,603.94</b>	<b>16,732,730.84</b>	<b>(820,136.00)</b>	<b>15,912,594.84</b>	<b>(1,348,222)</b>

**Assumptions:** Higher Education is not appropriated a specific line for Vehicle Lease Payments  
 Education is not appropriated dollars for Vehicle Lease Payments  
 100% of CDOT's Appropriation not available for this report  
 Dollars for Additional Vehicles Not Approved or Known to SFM are Not Included  
 Leases ending during FY04 (col. "I") are multiplied by # of months not needed.  
 Motorpool lease payments are not allocated in the long bill under Dept of Personnel.  
 Variance for DOC excludes \$31,900 that was allocated in the long bill for non-SFM vehicle lease  
 CDPS/Fire Safety received 990 BAV on 4/22/03. Appropriations not made for vehicle, Fire Safety number includes 12 mos at \$208.38 or \$2501.  
 ADDITIONS: FY04 totals are 7 vehicles for DOR, 2 for CSP, 8 for DONR and 1 for DORA

**Schedule 7 - Department of Personnel & Administration  
for the FY 2004-05 Budget Submission**

**Department Name:** Personnel & Administration  
**Submission Date:** 07/01/03  
**Total Number of DPA Decision Items:** 5 Prioritized; 8 Non-Prioritized  
**Total Number of DPA Stand Alone Budget Amendments:**  
**Total Number of DPA Base Reduction Items:** 0

Priority Number	IT Request	One-Time or Base	Title	Total	FTE	GF	CF	CFE	HUTF	FF
<b>DPA Decision Items</b>										
1	yes	one-time	Case Management Software/System Purchase	200,000	0.0			200,000		
2	no	base	Budget Position for Common Policies	52,167	0.0			52,167		
3	no	base	Reinstatement of Collector Position	25,982	1.0		15,589	10,393		
4	no	one-time	Deferred Compensation Plan Contract Position	98,477	0.0		98,477			
5	no	base	DSG Pueblo Operating to Leased Space Transfer	0	0.0			0		
<b>DPA Decision Item Subtotal</b>				<b>\$ 376,626</b>	<b>1.0</b>	<b>\$ -</b>	<b>\$ 114,066</b>	<b>\$ 262,560</b>	<b>\$ -</b>	<b>\$ -</b>
<b>DPA Base Reduction Items</b>										
N/A										
<b>DPA Base Reduction Item Subtotal</b>				<b>\$ -</b>	<b>0.0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>DPA's Portion of Statewide Change Requests</b>										
N/P	no	base	Telecomm Truth in Rates (Telecomm and MNT)	(499,408)		7,426	2,413	(509,247)		
N/P	no	base	Vehicle Replacements	7,491				7,491		
N/P	no	base	Vehicle Lease Reconciliation	(21,255)		(87,035)		65,780		
<b>DPA Spending Authority Adjustments for Statewide Change Requests</b>										
N/P	no	base	DTR Network Monitoring	287,101	5.0			287,101		
N/P	no	base	Vehicle Replacements	859,487	0.0			859,487		
N/P	no	base	Vehicle Lease Reconciliation	(960,154)	0.0			(960,154)		
<b>DPA Spending Authority Adjustments for Other Departmental Change Requests</b>										
N/P	no	base	CDHS - Kronos Implementation	446,733	0.0			446,733		
N/P	no	base	CDHS - SNA Decommissioning	278,482	0.0			278,482		
N/P	no	base	DNR - Land Board Imaging Project	199,477	0.0			199,477		
N/P	no	base	DNR - Geological Survey Imaging Project	96,995	0.0			96,995		
N/P	no	base	Sec of State - Digitization Project	791,132	0.0			791,132		
<b>DPA's Portion of Statewide Change Request Subtotal</b>				<b>\$ 486,081</b>	<b>5.0</b>	<b>\$ (79,609)</b>	<b>\$ 2,413</b>	<b>\$ 1,563,277</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Grand Total DPA Change Requests &amp; Adjustments</b>				<b>\$ 1,862,707</b>	<b>16.0</b>	<b>\$ (79,609)</b>	<b>\$ 116,479</b>	<b>\$ 1,825,837</b>	<b>\$ -</b>	<b>\$ -</b>



**Schedule 11.A**  
**Cash Fund Status for: Property Fund - 11P**  
**C.R.S Citation: 24-30-1510**

**Cash Fund Revenue and Expenditure Trend Information**

	Actual FY 2001-02	Actual FY 2002-03	Estimate FY2003-04	Request FY2004-05	Projected FY 2005-06
Beginning Balance	1,160,073	1,327,763	966,646	746,464	1,500,001
Exempt Revenue	4,307,981	4,916,393	9,773,700	10,417,323	12,031,646
Non-Exempt Revenue	379,740	796,116	1,889,426	2,013,850	2,074,266
Total Expenditures	4,520,031	6,073,626	11,883,308	11,677,637	12,031,646
Ending Balance	1,327,763	966,646	746,464	1,500,001	1,500,001
Fund Balance Increase/Decrease	167,690	(361,117)	(220,182)	753,536	0

**Fee Levels**

	Actual FY 2001-02	Actual FY 2002-03	Estimate FY2003-04	Request FY2004-05	Projected FY 2005-06
Fee Revenue	379,740	796,116	1,889,426	2,013,850	2,074,266

**Cash Fund Reserve Balance**

	FY 2000-01	FY 2001-02	FY 2002-03
Uncommitted Fee Reserve Balance (Total reserve balance minus exempt assets and previously appropriated funds; calculated based on % of revenue from fees)	152,924	385,631	273,429
Targeted/Alternative Fee Reserve Balance (amount set in statute or 16.5% of total expenses) *HB01-1400	520,510	745,805	1,002,148
Excess Uncommitted Fee Reserve Balance			0
Statutory Deadline for Complying with the Target/Alternative Reserve Balance			

**Cash Fund Narrative Information**

Purpose/Background of Fund	Self Insure state property
Fee Sources	All state agencies and Higher Ed excluding CU
Non-Fee Sources	N/A
Long Bill Groups Supported by Fund	Risk Management appropriations and central allocations from EDO for typical operating costs
Statutory or Other Restriction on Use of Fund	24-30-1510(1)
Revenue Drivers	Actuarial based premium increase calculations based upon actual claims payouts
Expenditure Drivers	Claims payments
Assessment of Potential for Compliance	
Action	<input checked="" type="checkbox"/> Already in Compliance <input type="checkbox"/> Statute Change <input type="checkbox"/> Planned Fee Reduction <input type="checkbox"/> Planned One-time Expenditure(s) <input type="checkbox"/> Planned Ongoing Expenditure(s) <input type="checkbox"/> Waiver

If plan is needed to meet compliance deadline, attach Form 11.B.

If Pursuing a waiver, attach Form 11.C.

Schedule 11.A (Continued)  
Cash Fund Status for: Property Fund - 11P  
C.R.S Citation: 24-30-1510

**Cash Fund Expenditure Line Item Detail and Change Requests**

	Actual FY 2001-02	Actual FY 2002-03	Estimate FY2003-04	Request FY2004-05	Projected FY 2005-06
<b>Risk Management</b>					
Personal Services	67,256	89,014	91,684	94,435	97,268
Operating Expense	5,000	5,653	5,823	5,997	6,177
Indirect Cost	24,129	13,916	14,333	14,763	15,206
Property, Liability, WC	1,635	4,068	4,190	4,316	4,445
Property Premiums	4,419,329	5,958,000	11,764,213	11,554,969	11,905,298
Cap Complex Leases Space	2,682	2,975	3,064	3,156	3,251
Decision Item # (*) and Title					
<b>Division Subtotal</b>	<b>4,520,031</b>	<b>6,073,626</b>	<b>11,883,308</b>	<b>11,677,637</b>	<b>12,031,646</b>
<b>Total</b>	<b>4,520,031</b>	<b>6,073,626</b>	<b>11,883,308</b>	<b>11,677,637</b>	<b>12,031,646</b>

**Schedule 11.A**  
**Cash Fund Status for: Supplier Database - Fund 281**  
**C.R.S Citation: 24-102-202.5**

**Cash Fund Revenue and Expenditure Trend Information**

	Actual FY 2001-02	Actual FY 2002-03	Estimate FY2003-04	Request FY2004-05	Projected FY 2005-06
Beginning Balance	370,579	376,917	54,597	36,132	21,864
Exempt Revenue	95	0	0	0	0
Non-Exempt Revenue	230,839	226,226	237,537	249,414	261,885
Total Expenditures	224,596	548,546	256,002	263,682	271,593
Ending Balance	376,917	54,597	36,132	21,864	12,156
Fund Balance Increase/Decrease	6,338	(322,320)	(18,465)	(14,268)	(9,708)

**Fee Levels**

	Actual FY 2001-02	Actual FY 2002-03	Estimate FY2003-04	Request FY2004-05	Projected FY 2005-06
1. BIDS Registration Fees	230,839	226,226	237,537	249,414	261,885
2. Fee Name					

**Cash Fund Reserve Balance**

	FY 2000-01	FY 2001-02	FY 2002-03
Uncommitted Fee Reserve Balance (Total reserve balance minus exempt assets and previously appropriated funds; calculated based on % of revenue from fees)	370,579	376,582	52,060
Targeted/Alternative Fee Reserve Balance ( amount set in statute or 16.5% of total expenses) *HB01-1400	27,367	37,058	90,510
Excess Uncommitted Fee Reserve Balance			0
Statutory Deadline for Complying with the Target/Alternative Reserve Balance			

**Cash Fund Narrative Information**

Purpose/Background of Fund	To allow on-line registration of vendors wishing to do business with the State.
Fee Sources	Vendors registering with Purchasing; photocopies of BIDS.
Non-Fee Sources	N/A
Long Bill Groups Supported by Fund	Supplier Database lines within Finance and Procurement and centrally allocated pots from the EDO
Statutory or Other Restriction on Use of Fund	N/A
Revenue Drivers	Use by Vendors.
Expenditure Drivers	Typical operating costs and development of new systems through vendor.
Assessment of Potential for Compliance	
Action	<input checked="" type="checkbox"/> Already in Compliance <input type="checkbox"/> Statute Change <input type="checkbox"/> Planned Fee Reduction <input type="checkbox"/> Planned One-time Expenditure(s) <input type="checkbox"/> Planned Ongoing Expenditure(s) <input type="checkbox"/> Waiver

If plan is needed to meet compliance deadline, attach Form 11.B.  
If Pursuing a waiver, attach Form 11.C.

**Schedule 11.A (Continued)**  
**Cash Fund Status for: Supplier Database - Fund 281**  
**C.R.S Citation: 24-102-202.5**

**Cash Fund Expenditure Line Item Detail and Change Requests**

	Actual FY 2001-02	Actual FY 2002-03	Estimate FY2003-04	Request FY2004-05	Projected FY 2005-06
<b>SCO - Supplier Database</b>					
Personal Services	136,403	201,071	207,103	213,317	219,716
Operating Expense	85,799	43,382	44,683	46,023	47,404
Property, Liability, WC	2,394	4,092	4,215	4,341	4,471
Bids Transfer	0	300,000	0	0	0
Decision Item # (*) and Title					
<b>Division Subtotal</b>	<b>224,596</b>	<b>548,546</b>	<b>256,002</b>	<b>263,682</b>	<b>271,593</b>
<b>Total</b>	<b>224,596</b>	<b>548,546</b>	<b>256,002</b>	<b>263,682</b>	<b>271,593</b>

**Schedule 11.A**  
**Cash Fund Status for: Capitol Parking - Fund 519**  
**C.R.S Citation: 24-82-103(4)(a)**

**Cash Fund Revenue and Expenditure Trend Information**

	Actual FY 2001-02	Actual FY 2002-03	Estimate FY2003-04	Request FY2004-05	Projected FY 2005-06
Beginning Balance	(148,180)	(20,087)	305,723	391,306	486,957
Exempt Revenue	139,701	146,114	150,497	155,012	159,663
Non-Exempt Revenue	457,126	480,029	494,430	509,263	524,541
Total Expenditures	468,739	300,333	559,344	568,624	328,183
Ending Balance	(20,087)	305,723	391,306	486,957	842,977
Fund Balance					
Increase/Decrease	128,093	325,810	85,583	95,651	356,020

**Fee Levels**

	Actual FY 2001-02	Actual FY 2002-03	Estimate FY2003-04	Request FY2004-05	Projected FY 2005-06
1. Parking Fees	457,126	480,029	494,430	509,263	524,541
2. Fee Name					

**Cash Fund Reserve Balance**

	FY 2000-01	FY 2001-02	FY 2002-03
Uncommitted Fee Reserve Balance (Total reserve balance minus exempt assets and previously appropriated funds; calculated based on % of revenue from fees)	(117,282)	(15,385)	234,382
Targeted/Alternative Fee Reserve Balance ( amount set in statute for 16.5% of total expenses) *HB01-1400	157,751	77,342	49,555
Excess Uncommitted Fee Reserve Balance			184,827

Statutory Deadline for Complying with the Target/Alternative Reserve Balance

**Cash Fund Narrative Information**

Purpose/Background of Fund	To maintain parking lots.
Fee Sources	Employee payroll deduction and some State agency parking.
Non-Fee Sources	N/A
Long Bill Groups Supported by Fund	Executive Director's Office - Capitol Complex Leased Space
Statutory or Other Restriction on Use of Fund	N/A
Revenue Drivers	Parking Fees
Expenditure Drivers	Maintenance of parking lots and Capitol Complex Leased Space
Assessment of Potential for Compliance	

Action       Already in Compliance     Statute Change     Planned Fee Reduction  
 Planned One-time Expenditure(s)     Planned Ongoing Expenditure(s)  
 Waiver

1. If plan is needed to meet compliance deadline, attach Form 11.B.

2. If Pursuing a waiver, attach Form 11.C.

**Schedule 11.A (Continued)**  
**Cash Fund Status for: Capitol Parking - Fund 519**  
**C.R.S Citation: 24-82-103(4)(a)**

**Cash Fund Expenditure Line Item Detail and Change Requests**

	Actual FY 2001-02	Actual FY 2002-03	Estimate FY2003-04	Request FY2004-05	Projected FY 2005-06
<b>Capitol Parking</b>					
Capitol Complex Leased Space	131,331	131,331	135,271	139,329	143,509
Parking Fund	337,408	169,002	174,072	179,294	184,673
Eco Pass	0	0	250,000	250,000	0
Decision Item # (*) and Title					
<b>Division Subtotal</b>	<b>468,739</b>	<b>300,333</b>	<b>559,344</b>	<b>568,624</b>	<b>328,183</b>
<b>Total</b>	<b>468,739</b>	<b>300,333</b>	<b>559,344</b>	<b>568,624</b>	<b>328,183</b>

**Schedule 11.B  
Compliance Plan for Capitol Parking Fund 519**

C.R.S. Citation	24-82-103
Action	Requesting Waiver.
Plan Description	<p>Per C.R.S. 24-82-103(4)(a) – fees collected are to be used only for the maintenance or appropriated construction of off-street parking. Fees collected in excess of this amount shall only be expended for incentives and programs to increase state employee participation in ridesharing arrangements and state employee use of bicycles or mass transit.</p> <p>The Department plans to use the current excess Capitol Parking fund balance to offset a portion of the cost of the Eco Pass (mass transit) program for state employees. In addition, the Department will be entering into a study to determine the need for additional parking facilities in the Capitol Complex area. It is currently costing the Department around \$200,000/year to maintain the parking structure at 1555 Sherman Street. This structure requires either increased maintenance or replacement. Any excess fund balance accumulated in this fund will go toward the maintenance/replacement of current off-street parking facilities and the incentives and programs allowed by statute.</p>
Assumptions and Calculations	All fees collected will be used for the maintenance or appropriated construction of off-street parking. Fees collected in excess of this amount shall only be expended for incentives and programs to increase state employee participation in ridesharing arrangements and state employee use of bicycles or mass transit.

**Schedule 11.C  
S.B. 98-194 Waiver Request**

<b>Department</b>	Personnel & Administration	<b>Fund Name/ COFRS#</b>	Capitol Parking Fund 519				
<b>Program(s) Funded by the Cash Fund</b>	Capitol Complex Leased Space Off-Street Parking	<b>C.R.S. Citation</b>	24-82-103				
<b>Funding Information for Line Items Supported by the Cash Fund (all funding sources) FY 2002-03 Appropriation</b>							
<b>Division/Long Bill Line Items Supported by the Cash Fund</b>	<b>Total</b>	<b>FTE</b>	<b>CF for the Fund in this Schedule</b>	<b>Other CF</b>	<b>CFE for the Fund in this Schedule</b>	<b>Other CFE</b>	<b>FF</b>
<i>Total of all Lines</i>	131,331	0	131,331				
<i>Capitol Complex Leased Space</i>	131,331	0	131,331				
<b>Cash Fund Reserve Information in Current Year</b>							
Amount of Excess Reserve as of 7/1/03				Deadline for Compliance			
184,827				Ongoing			
<b>Cash Fund Reserve Information on Date of Compliance</b>							
Estimated Cash Fund Target Reserve on Compliance Date				Estimated Amount of Excess Reserve on the Compliance Date			
N/A				N/A			
<b>Cash Fund Reserve Information at End of Waiver Period</b>							
Estimated Amount of Uncommitted Reserve to be Waived				Estimated Cash Fund Reserve at End of Waiver Period <sup>1</sup>			
100%				N/A			
<b>Waiver</b>							
<b>Justification for Waiver</b>	C.R.S. 24-82-103(4)(a) – fees collected are to be used only for the maintenance or appropriated construction of off-street parking. Fees collected in excess of this amount shall only be expended for incentives and programs to increase state employee participation in ridesharing arrangements and state employee use of bicycles or mass transit.						
<b>Beginning Date</b>	Ongoing						
<b>Ending Date</b>	Ongoing						
<b>Plan</b>	Attach Schedule 11.B						
1. If this amount is higher than the target reserve, please explain.							



**Schedule 11.A**  
**Cash Fund Status for: Central Services - Fund 601**  
**C.R.S Citation: 24-30-1108**

**Cash Fund Revenue and Expenditure Trend Information**

	Actual FY 2001-02	Actual FY 2002-03	Estimate FY2003-04	Request FY2004-05	Projected FY 2005-06
Beginning Balance	913,896	1,095,839	866,583	630,450	658,744
Exempt Revenue	10,120,274	12,322,478	12,692,152	13,326,760	13,726,563
Non-Exempt Revenue	1,035,846	857,720	883,452	927,624	955,453
Total Expenditures	10,974,177	13,409,454	13,811,737	14,226,090	14,652,872
Ending Balance	1,095,839	866,583	630,450	658,744	687,888
Fund Balance Increase/Decrease	181,943	(229,256)	(236,134)	28,295	29,143

**Fee Levels**

	Actual FY 2001-02	Actual FY 2002-03	Estimate FY2003-04	Request FY2004-05	Projected FY 2005-06
1. Central Services Fees	1,035,846	857,720	883,452	927,624	955,453
2. Fee Name					

**Cash Fund Reserve Balance**

	FY 2000-01	FY 2001-02	FY 2002-03
Uncommitted Fee Reserve Balance (Total reserve balance minus exempt assets and previously appropriated funds; calculated based on % of revenue from fees)	34,915	63,596	33,044
Targeted/Alternative Fee Reserve Balance ( amount set in statute or 16.5% of total expenses) *HB01-1400	1,753,163	1,810,739	2,212,560
Excess Uncommitted Fee Reserve Balance			0
Statutory Deadline for Complying with the Target/Alternative Reserve Balance			

**Cash Fund Narrative Information**

Purpose/Background of Fund	To provide internal services to State agencies and local governments
Fee Sources	Sale of Service
Non-Fee Sources	N/A
Long Bill Groups Supported by Fund	Central Services, Administration, Reprographics, DSG-Denver, Mail Services DSG-Pueblo
Statutory or Other Restriction on Use of Fund	N/A
Revenue Drivers	Demand for support services
Expenditure Drivers	Operating costs (salaries, operating and equipment) to support service demands
Assessment of Potential for Compliance	N/A

Action       Already in Compliance     Statute Change     Planned Fee Reduction  
 Planned One-time Expenditure(s)     Planned Ongoing Expenditure(s)  
 Waiver

If plan is needed to meet compliance deadline, attach Form 11.B.

If Pursuing a waiver, attach Form 11.C.

**Schedule 11.A (Continued)**  
**Cash Fund Status for: Central Services - Fund 601**  
**C.R.S Citation: 24-30-1108**

**Cash Fund Expenditure Line Item Detail and Change Requests**

	Actual FY 2001-02	Actual FY 2002-03	Estimate FY2003-04	Request FY2004-05	Projected FY 2005-06
<b>Central Serives</b>					
<b>Administration</b>					
Personal Services	634,652	757,243	779,960	803,359	827,460
Operating Expense	84,334	76,987	79,297	81,676	84,126
Indirect Cost	341,066	134,950	138,999	143,168	147,464
Purchased Services - GGCC	34,000	38,137	39,281	40,460	41,673
Property, Liability, WC	93,041	170,987	176,117	181,400	186,842
Legal Services	6,224	0	0	0	0
Leased Space	76,194	62,799	64,683	66,624	68,623
Cap Complex Leased Space	115,249	107,087	110,300	113,609	117,017
Vehicle Leases	28,659	34,725	35,767	36,840	37,945
IT Asset Maintenance	9,905	0	0	0	0
<b>IDF - Reprographics</b>					
Personal Services	1,108,731	1,081,673	1,114,123	1,147,547	1,181,973
Operating Expense	2,126,262	1,967,918	2,026,956	2,087,764	2,150,397
<b>IDF - DSG (Denver/Pueblo)</b>					
Personal Services	537,933	2,646,352	2,725,742	2,807,515	2,891,740
Operating Expense	214,677	270,044	278,145	286,489	295,084
Indirect Cost	0	88,713	91,374	94,116	96,939
Utilities	0	12,511	12,886	13,273	13,671
<b>IDF Mail Services</b>					
Personal Services	1,062,131	1,085,604	1,118,172	1,151,717	1,186,269
Operating Expense	4,496,718	4,685,493	4,826,058	4,970,839	5,119,964
<b>Off Budget Costs</b>					
Depreciation & Overhead	4,401	188,231	193,878	199,694	205,685
Decision Item # (*) and Title					
<b>Division Subtotal</b>	<b>10,974,177</b>	<b>13,409,454</b>	<b>13,811,737</b>	<b>14,226,090</b>	<b>14,652,872</b>
<b>Total</b>	<b>10,974,177</b>	<b>13,409,454</b>	<b>13,811,737</b>	<b>14,226,090</b>	<b>14,652,872</b>

**Schedule 11.A**

**Cash Fund Status for:** General Government Computer Center - Fund 602  
**C.R.S Citation:** 24-30-1606

**Cash Fund Revenue and Expenditure Trend Information**

	<b>Actual FY 2001-02</b>	<b>Actual FY 2002-03</b>	<b>Estimate FY2003-04</b>	<b>Request FY2004-05</b>	<b>Projected FY 2005-06</b>
Beginning Balance	1,357,809	1,997,806	2,230,991	2,495,749	2,186,021
Exempt Revenue	13,866,586	11,060,597	12,570,705	12,365,397	12,736,359
Non-Exempt Revenue	163,659	114,302	117,731	121,263	124,901
Total Expenditures	13,390,248	10,941,714	12,423,678	12,796,388	12,585,474
Ending Balance	1,997,806	2,230,991	2,495,749	2,186,021	2,461,806
Fund Balance Increase/Decrease	639,997	233,185	264,758	(309,728)	275,786

**Fee Levels**

	<b>Actual FY 2001-02</b>	<b>Actual FY 2002-03</b>	<b>Estimate FY2003-04</b>	<b>Request FY2004-05</b>	<b>Projected FY 2005-06</b>
1. GGCC User Fees	163,659	114,302	117,731	121,263	124,901
2. Fee Name					

**Cash Fund Reserve Balance**

	<b>FY 2000-01</b>	<b>FY 2001-02</b>	<b>FY 2002-03</b>
Uncommitted Fee Reserve Balance (Total reserve balance minus exempt assets and previously appropriated funds; calculated based on % of revenue from fees)	(588)	9,421	13,081
Targeted/Alternative Fee Reserve Balance ( amount set in statute or 16.5% of total expenses) *HB01-1400	2,158,509	2,209,391	1,805,383
Excess Uncommitted Fee Reserve Balance			0

Statutory Deadline for Complying with the Target/Alternative Reserve Balance

**Cash Fund Narrative Information**

Purpose/Background of Fund	Provide centralized IT services to State agencies.
Fee Sources	Fees are based on the cost allocation methodology. Total estimated costs are recovered based on an assigned percentage to each user - bill in 12 mo increments.
Non-Fee Sources	N/A
Long Bill Groups Supported by Fund	DOIT, Computing Services, Business & Archival Services CFE plus central appropriations allocated from the department.
Statutory or Other Restriction on Use of Fund	N/A
Revenue Drivers	Because of the stabilized billing methodology, the only revenue driver would be increased service requests from other departments.
Expenditure Drivers	Standard Operating appropriations.
Assessment of Potential for Compliance	

Action       Already in Compliance     Statute Change     Planned Fee Reduction  
 Planned One-time Expenditure(s)     Planned Ongoing Expenditure(s)  
 Waiver

- If plan is needed to meet compliance deadline, attach Form 11.B.
- If Pursuing a waiver, attach Form 11.C.

**Schedule 11.A (Continued)**

Cash Fund Status for: General Government Computer Center - Fund 602

C.R.S Citation: 24-30-1606

**Cash Fund Expenditure Line Item Detail and Change Requests**

	Actual FY 2001-02	Actual FY 2002-03	Estimate FY2003-04	Request FY2004-05	Projected FY 2005-06
<b>DOIT - Computing Services</b>					
Personal Services - Admin	190,185	349,060	393,136	381,394	392,836
Operating Exp - Admin	3,173	6,157	6,450	6,450	6,644
Personal Services - Cust Svcs	0	816,836	870,869	892,724	919,506
Operating Exp - Cust Svcs	0	6,507	14,625	14,625	15,064
Personal Services - Archives	308,203	0	0	0	0
Operating Exp - Archives	6,650	0	0	0	0
Personal Services - Computing	5,351,690	2,647,657	2,590,646	2,666,646	2,746,645
Operating Exp - Computing	6,214,053	5,184,612	6,181,350	6,181,350	6,366,791
Indirect Cost	546,290	131,932	604,360	703,745	724,857
Property, Liability, WC	109,150	87,460	122,955	115,278	118,736
Legal Services	1,593	7,911	5,994	1,787	1,841
Vehicle Leased Space	1,906	116	0	1,038	1,069
Cap Complex Leased Space	278,978	275,557	269,524	266,762	274,765
MNT	32,525	1,079,742	1,027,731	640,989	660,219
Lease/Purchase CPU	334,980	348,163	336,034	346,115	356,498
Utilities	10,872	0	0	0	0
Depreciation	0	0	0	0	0
Decision Item # (*) and Title					
<b>Division Subtotal</b>	<b>13,390,248</b>	<b>10,941,714</b>	<b>12,423,678</b>	<b>12,796,388</b>	<b>12,585,474</b>
<b>Total</b>	<b>13,390,248</b>	<b>10,941,714</b>	<b>12,423,678</b>	<b>12,796,388</b>	<b>12,585,474</b>

**Schedule 11.A**  
**Cash Fund Status for: Network Services - Fund 603**  
**C.R.S Citation: 24-30-908**

**Cash Fund Revenue and Expenditure Trend Information**

	Actual FY 2001-02	Actual FY 2002-03	Estimate FY2003-04	Request FY2004-05	Projected FY 2005-06
Beginning Balance	10,941,012	10,103,103	13,278,502	11,694,547	9,648,360
Exempt Revenue	15,821,796	21,517,775	17,219,448	16,578,419	17,075,772
Non-Exempt Revenue	562,660	602,302	620,371	638,982	658,152
Total Expenditures	17,222,369	18,944,685	19,423,774	19,263,588	19,832,882
Ending Balance	10,103,103	13,278,502	11,694,547	9,648,360	7,549,401
Fund Balance Increase/Decrease	(837,909)	3,175,398	(1,583,955)	(2,046,187)	(2,098,959)

**Fee Levels**

	Actual FY 2001-02	Actual FY 2002-03	Estimate FY2003-04	Request FY2004-05	Projected FY 2005-06
1. Telecommunication Fees	562,660	602,302	620,371	638,982	658,152
2. Fee Name					

**Cash Fund Reserve Balance**

	FY 2000-01	FY 2001-02	FY 2002-03
Uncommitted Fee Reserve Balance (Total reserve balance minus exempt assets and previously appropriated funds; calculated based on % of revenue from fees)	(2,006)	(114,122)	(75,309)
Targeted/Alternative Fee Reserve Balance ( amount set in statute or 16.5% of total expenses) *HB01-1400	1,996,510	2,841,691	3,125,873
Excess Uncommitted Fee Reserve Balance			0
Statutory Deadline for Complying with the Target/Alternative Reserve Balance			

**Cash Fund Narrative Information**

Purpose/Background of Fund	Provide telecommunication services including voice and data.
Fee Sources	Billings to State agencies and some local governments.
Non-Fee Sources	N/A
Long Bill Groups Supported by Fund	DOIT Network Services appropriations and allocated central appropriations from the EDO
Statutory or Other Restriction on Use of Fund	N/A
Revenue Drivers	Increased customer utilization, including MNT and ANAP fees.
Expenditure Drivers	Typical operating costs and the buildout of MNT
Assessment of Potential for Compliance	
Action	<input checked="" type="checkbox"/> Already in Compliance <input type="checkbox"/> Statute Change <input type="checkbox"/> Planned Fee Reduction <input type="checkbox"/> Planned One-time Expenditure(s) <input type="checkbox"/> Planned Ongoing Expenditure(s) <input type="checkbox"/> Waiver

If plan is needed to meet compliance deadline, attach Form 11.B.

If Pursuing a waiver, attach Form 11.C.

**Schedule 11.A (Continued)**  
**Cash Fund Status for: Telecommunications - Fund 603**  
**C.R.S Citation: 24-30-908**

**Cash Fund Expenditure Line Item Detail and Change Requests**

	Actual FY 2001-02	Actual FY 2002-03	Estimate FY2003-04	Request FY2004-05	Projected FY 2005-06
<b>DOIT - Network Services &amp; Order Billing</b>					
Personal Services	1,258,745	1,869,099	2,026,958	2,087,767	2,150,400
Operating Expense	15,109,280	15,421,553	16,309,278	16,798,556	17,302,513
Indirect Cost	791,673	1,584,707	0	0	0
Toll Free Lines - Gen Assem	0	25,000	25,000	25,750	26,523
Property, Liability, WC	19,075	24,407	58,386	60,138	61,942
Purchased Services - GGCC	24,362	0	0	0	0
Legal Services	2,385	0	0	0	0
Vehicle Lease Payments	409	274	174	179	185
Leased Space		15,784	0	0	0
IT Asset Maintenance	11,750	0	0	0	0
Cap Com Leased Space	4,690	3,856	3,972	4,091	4,214
Audit	0	0	1,000,000		
Depreciation	0	0	0	0	0
DI #2 (Statewide) DTR Network Monitoring		0	0	287,101	287,101
<b>Division Subtotal</b>	<b>17,222,369</b>	<b>18,944,685</b>	<b>19,423,774</b>	<b>19,263,588</b>	<b>19,832,882</b>
<b>Total</b>	<b>17,222,369</b>	<b>18,944,685</b>	<b>19,423,774</b>	<b>19,263,588</b>	<b>19,832,882</b>

**Schedule 11.A**  
**Cash Fund Status for: Central Collections - Fund 604**  
**C.R.S Citation: 24-30-1108**

**Cash Fund Revenue and Expenditure Trend Information**

	Actual FY 2001-02	Actual FY 2002-03	Estimate FY2003-04	Request FY2004-05	Projected FY 2005-06
Beginning Balance	453,751	354,429	485,470	620,442	877,646
Exempt Revenue	536,099	707,279	728,497	894,517	921,352
Non-Exempt Revenue	653,410	726,639	748,438	770,891	794,018
Total Expenditures	1,288,831	1,302,877	1,341,963	1,408,204	1,423,689
Ending Balance	354,429	485,470	620,442	877,646	1,169,327
Fund Balance Increase/Decrease	(99,322)	131,041	134,972	257,204	291,681

**Fee Levels**

	Actual FY 2001-02	Actual FY 2002-03	Estimate FY2003-04	Request FY2004-05	Projected FY 2005-06
1. Central Collections Fees	653,410	726,639	748,438	770,891	794,018
2. Fee Name					

**Cash Fund Reserve Balance**

	FY 2000-01	FY 2001-02	FY 2002-03
Uncommitted Fee Reserve Balance (Total reserve balance minus exempt assets and previously appropriated funds; calculated based on % of revenue from fees)	83,607	121,549	195,239
Targeted/Alternative Fee Reserve Balance ( amount set in statute or 16.5% of total expenses) *HB01-1400	214,980	212,657	214,975
Excess Uncommitted Fee Reserve Balance			0
Statutory Deadline for Complying with the Target/Alternative Reserve Balance			

**Cash Fund Narrative Information**

Purpose/Background of Fund	To provide internal services to other state agencies and local governments
Fee Sources	Collection of debts
Non-Fee Sources	N/A
Long Bill Groups Supported by Fund	Collections
Statutory or Other Restriction on Use of Fund	24-30-202.4(e) Central Collections
Revenue Drivers	Demand for collection services
Expenditure Drivers	Operating costs including salaries, operating and equipment to support service demands
Assessment of Potential for Compliance	
Action	<input checked="" type="checkbox"/> Already in Compliance <input type="checkbox"/> Statute Change <input type="checkbox"/> Planned Fee Reduction <input type="checkbox"/> Planned One-time Expenditure(s) <input type="checkbox"/> Planned Ongoing Expenditure(s) <input type="checkbox"/> Waiver

If plan is needed to meet compliance deadline, attach Form 11.B.

If Pursuing a waiver, attach Form 11.C.

**Schedule 11.A (Continued)**  
**Cash Fund Status for: Central Collections - Fund 604**  
**C.R.S Citation: 24-30-1108**

**Cash Fund Expenditure Line Item Detail and Change Requests**

	Actual FY 2001-02	Actual FY 2002-03	Estimate FY2003-04	Request FY2004-05	Projected FY 2005-06
<b>Central Collections</b>					
Personal Services	719,430	777,231	800,548	824,564	849,301
Operating Expense	352,097	307,708	316,939	326,447	336,241
Collection of Depts	16,422	11,906	12,263	12,631	13,010
Property, Liability, WC	19,075	24,407	25,139	25,893	26,670
Legal Services	8,513	0	0	0	0
Purchase Services - GGCC	34,000	39,851	41,047	42,278	43,546
Leased Space	45,952	48,256	49,704	51,195	52,731
Indirect Cost	73,069	26,916	27,723	28,555	29,412
<b>Off Budget Costs</b>					
Depreciation & Overhead	20,273	66,602	68,600	70,658	72,778
DI # 3 (DPA) Collector Position	0	0	0	25,982	0
<b>Division Subtotal</b>	<b>1,288,831</b>	<b>1,302,877</b>	<b>1,341,963</b>	<b>1,408,204</b>	<b>1,423,689</b>
<b>Total</b>	<b>1,288,831</b>	<b>1,302,877</b>	<b>1,341,963</b>	<b>1,408,204</b>	<b>1,423,689</b>



**Schedule 11.A**  
**Cash Fund Status for: Fleet Management - Fund 607**  
**C.R.S Citation: 24-30-1115**

**Cash Fund Revenue and Expenditure Trend Information**

	Actual FY 2001-02	Actual FY 2002-03	Estimate FY2003-04	Request FY2004-05	Projected FY 2005-06
Beginning Balance	(469,969)	1,211,770	1,623,658	2,261,951	2,531,325
Exempt Revenue	26,106,987	24,734,698	25,476,739	25,752,306	25,752,306
Non-Exempt Revenue	3,931,491	3,981,437	4,100,880	4,223,907	4,350,624
Total Expenditures	28,356,739	28,304,247	28,939,326	29,706,839	29,706,839
Ending Balance	1,211,770	1,623,658	2,261,951	2,531,325	2,927,416
Fund Balance Increase/Decrease	1,681,739	411,888	638,293	269,374	396,091

**Fee Levels**

	Actual FY 2001-02	Actual FY 2002-03	Estimate FY2003-04	Request FY2004-05	Projected FY 2005-06
1. Fleet Vehicle Fees	3,931,491	3,981,437	4,100,880	4,223,907	4,350,624
2. Fee Name					

**Cash Fund Reserve Balance**

	FY 2000-01	FY 2001-02	FY 2002-03
Uncommitted Fee Reserve Balance (Total reserve balance minus exempt assets and previously appropriated funds; calculated based on % of revenue from fees)	(1,979,939)	(4,816,143)	(4,366,238)
Targeted/Alternative Fee Reserve Balance ( amount set in statute or 16.5% of total expenses) *HB01-1400	4,861,814	4,678,862	4,670,201
Excess Uncommitted Fee Reserve Balance			0
Statutory Deadline for Complying with the Target/Alternative Reserve Balance			

**Cash Fund Narrative Information**

Purpose/Background of Fund	Lease of Vehicles
Fee Sources	Lease of Vehicles
Non-Fee Sources	Sale/auction of vehicles
Long Bill Groups Supported by Fund	Central Services - Fleet Management and allocated central appropriations per schedule 3
Statutory or Other Restriction on Use of Fund	N/A
Revenue Drivers	Appropriations
Expenditure Drivers	Traditional operating costs (maintenance) and volatile fuel costs.
Assessment of Potential for Compliance	N/A

Action       Already in Compliance     Statute Change     Planned Fee Reduction  
 Planned One-time Expenditure(s)     Planned Ongoing Expenditure(s)  
 Waiver

If plan is needed to meet compliance deadline, attach Form 11.B.

If Pursuing a waiver, attach Form 11.C.

Schedule 11.A (Continued)  
Cash Fund Status for: Fleet Management - Fund 607  
C.R.S Citation: 24-30-1115

**Cash Fund Expenditure Line Item Detail and Change Requests**

	Actual FY 2001-02	Actual FY 2002-03	Estimate FY2003-04	Request FY2004-05	Projected FY 2005-06
<b>CS Fleet Management</b>					
Personal Services	761,506	873,353	899,554	926,540	954,336
Operating Expense	11,824,351	12,568,668	12,945,728	13,334,100	13,734,123
Program Expense	0	0	0	0	0
Vehicle Administration	0	0	0	0	0
Vehicle Lease/Purchase	15,091,265	1,244,327	1,281,657	1,320,107	1,359,710
Indirect Cost	374,978	207,814	0	0	0
Property, Liability, WC	18,015	23,052	23,744	24,456	2,518,954
Purchased Services GGCC	7,000	7,945	8,183	8,429	8,682
Cap Complex Leased Space	55,368	24,679	25,419	26,182	26,967
MNT	5,063	12,067	12,429	12,802	13,186
Legal Services	6,326	0	0	0	0
<b>Off Budget</b>					
Depreciation & Overhead	212,868	13,342,342	13,742,612	14,154,890	14,579,537

BI #2 (statewide) Vehicle Repla	0	0	0	859,487	
BRI #1 (Statewide) Reconciliat	0	0	0	(960,154)	0
<b>Division Subtotal</b>	<b>28,356,739</b>	<b>28,304,247</b>	<b>28,939,326</b>	<b>29,706,839</b>	<b>33,195,495</b>
<b>Total</b>	<b>28,356,739</b>	<b>28,304,247</b>	<b>28,939,326</b>	<b>29,706,839</b>	<b>33,195,495</b>

**Schedule 11.A**  
**Cash Fund Status for: Capitol Complex Facilities - Fund 610**  
**C.R.S Citation: 24-30-1108**

**Cash Fund Revenue and Expenditure Trend Information**

	Actual FY 2001-02	Actual FY 2002-03	Estimate FY2003-04	Request FY2004-05	Projected FY 2005-06
Beginning Balance	(163,688)	264,432	301,478	420,418	435,828
Exempt Revenue	8,155,516	8,317,480	8,463,191	8,437,497	8,690,622
Non-Exempt Revenue	13,371	16,989	17,499	18,024	18,564
Total Expenditures	7,740,767	8,297,423	8,361,750	8,440,110	8,693,313
Ending Balance	264,432	301,478	420,418	435,828	451,701
Fund Balance Increase/Decrease	428,120	37,046	118,940	15,411	15,873

**Fee Levels**

	Actual FY 2001-02	Actual FY 2002-03	Estimate FY2003-04	Request FY2004-05	Projected FY 2005-06
1. Leased Space Rent	13,371	16,989	17,499	18,024	18,564
2. Fee Name					

**Cash Fund Reserve Balance**

	FY 2000-01	FY 2001-02	FY 2002-03
Uncommitted Fee Reserve Balance (Total reserve balance minus exempt assets and previously appropriated funds; calculated based on % of revenue from fees)	(885)	20	128
Targeted/Alternative Fee Reserve Balance ( amount set in statute or 16.5% of total expenses) *HB01-1400	1,155,400	1,277,227	1,369,075
Excess Uncommitted Fee Reserve Balance			0
Statutory Deadline for Complying with the Target/Alternative Reserve Balance			

**Cash Fund Narrative Information**

Purpose/Background of Fund	Maintenance and rental of state owned buidlings
Fee Sources	State agencies occupying space
Non-Fee Sources	N/A
Long Bill Groups Supported by Fund	Facilities Maintenance & Planning Section of Central Services plus central pot allocations and Central Services divisional overhead costs
Statutory or Other Restriction on Use of Fund	N/A
Revenue Drivers	Appropriations to State agencies and vacant space.
Expenditure Drivers	Base appropriations, the volatile utility market.
Assessment of Potential for Compliance	N/A
Action	<input checked="" type="checkbox"/> Already in Compliance <input type="checkbox"/> Statute Change <input type="checkbox"/> Planned Fee Reduction <input type="checkbox"/> Planned One-time Expenditure(s) <input type="checkbox"/> Planned Ongoing Expenditure(s) <input type="checkbox"/> Waiver

If plan is needed to meet compliance deadline, attach Form 11.B.  
If Pursuing a waiver, attach Form 11.C.

**Schedule 11.A (Continued)**  
**Cash Fund Status for: Capitol Complex Facilities - Fund 610**  
**C.R.S Citation: 24-30-1108**

**Cash Fund Expenditure Line Item Detail and Change Requests**

	Actual FY 2001-02	Actual FY 2002-03	Estimate FY2003-04	Request FY2004-05	Projected FY 2005-06
<b>Central Services - Facilities Maintenance &amp; Planning (Capitol Complex)</b>					
Personal Services - Denver	2,624,186	2,600,361	2,547,931	2,466,633	2,540,632
Personal Services - GJ	60,977	35,422	42,342	42,698	43,979
Personal Services - CGW	73,919	59,207	59,668	59,078	60,850
Property, Liability, WC	63,582	76,206	109,192	139,204	143,380
Operating - Denver	1,516,807	1,614,925	1,637,466	1,637,466	1,686,590
Operating - GJ	76,746	75,398	76,873	76,873	79,179
Operating - CGW	122,102	121,205	122,102	122,102	125,765
Indirect Cost	145,762	400,190	544,978	639,026	658,197
Utilities - Denver	2,112,295	2,310,381	2,338,245	2,338,245	2,408,392
Utilities - GJ	58,599	57,034	58,598	58,598	60,356
Utilities - CGW	289,877	270,666	273,638	273,638	281,847
Legal Services	92	0	0	4,504	4,639
Vehicle Lease Payments	4,236	1,592	522	4,906	5,053
IT Asset Maintenance	7,730	0	0	0	0
Capitol Complex Repairs	56,520	61,498	56,520	56,520	58,216
Capitol Complex Security	280,238	305,451	221,737	221,737	228,389
Purchase of Services - GGCC	6,312	6,886	7,021	6,370	6,561
Leased Space	6,876	24,437	26,131	26,732	27,534
<b>Off Budget Expense</b>					
Depreciation & Overhead	233,911	276,564	238,786	265,780	273,753
Decision Item # (*) and Title					
<b>Division Subtotal</b>	<b>7,740,767</b>	<b>8,297,423</b>	<b>8,361,750</b>	<b>8,440,110</b>	<b>8,693,313</b>
<b>Total</b>	<b>7,740,767</b>	<b>8,297,423</b>	<b>8,361,750</b>	<b>8,440,110</b>	<b>8,693,313</b>

**Schedule 11.A**  
**Cash Fund Status for: Administrative Hearings - Fund 611**  
**C.R.S Citation: 24-30-1002**

**Cash Fund Revenue and Expenditure Trend Information**

	Actual FY 2001-02	Actual FY 2002-03	Estimate FY2003-04	Request FY2004-05	Projected FY 2005-06
Beginning Balance	110,122	261,433	357,762	373,311	42,586
Exempt Revenue	3,539,796	3,704,796	3,672,899	3,704,320	3,958,264
Non-Exempt Revenue	47,616	7,565	7,792	8,026	8,266
Total Expenditures	3,436,101	3,616,032	3,665,141	4,043,071	3,958,363
Ending Balance	261,433	357,762	373,311	42,586	50,754
Fund Balance Increase/Decrease	151,311	96,329	15,550	(330,725)	8,167

**Fee Levels**

	Actual FY 2001-02	Actual FY 2002-03	Estimate FY2003-04	Request FY2004-05	Projected FY 2005-06
1. Administrative Hearing Fees	47,616	7,565	7,792	8,026	8,266
2. Fee Name					

**Cash Fund Reserve Balance**

	FY 2000-01	FY 2001-02	FY 2002-03
Uncommitted Fee Reserve Balance (Total reserve balance minus exempt assets and previously appropriated funds; calculated based on % of revenue from fees)	991	3,271	645
Targeted/Alternative Fee Reserve Balance ( amount set in statute or 16.5% of total expenses) *HB01-1400	483,334	566,957	596,645
Excess Uncommitted Fee Reserve Balance			0
Statutory Deadline for Complying with the Target/Alternative Reserve Balance			

**Cash Fund Narrative Information**

Purpose/Background of Fund	To provide Administrative Hearings services to State agencies.
Fee Sources	Hearings services to State agencies and tenure cases in school districts.
Non-Fee Sources	N/A
Long Bill Groups Supported by Fund	All long bill line items for the Division of Administrative Hearings and central appropriations allocated from the EDO.
Statutory or Other Restriction on Use of Fund	N/A
Revenue Drivers	Increased caseload by Department will impact their charges in the following year.
Expenditure Drivers	Typical operating costs.
Assessment of Potential for Compliance	N/A

Action       Already in Compliance     Statute Change     Planned Fee Reduction  
 Planned One-time Expenditure(s)     Planned Ongoing Expenditure(s)  
 Waiver

1. If plan is needed to meet compliance deadline, attach Form 11.B.  
2. If Pursuing a waiver, attach Form 11.C.

Schedule 11.A (Continued)  
Cash Fund Status for: Administrative Hearings - Fund 611  
C.R.S Citation: 24-30-1002

**Cash Fund Expenditure Line Item Detail and Change Requests**

	Actual FY 2001-02	Actual FY 2002-03	Estimate FY2003-04	Request FY2004-05	Projected FY 2005-06
<b>Administrative Hearings</b>					
Personal Services	2,764,473	2,944,504	2,887,034	2,946,086	3,034,469
Operating Services	163,309	128,180	148,000	148,000	152,440
Training	0	0	0	0	0
Indirect Cost	144,695	151,411	156,572	240,866	248,092
Property, Liability, WC	40,795	54,645	82,369	93,892	96,709
Cap Com Leased Space	7,133	5,863	6,667	6,778	6,981
Leased Space	292,745	295,418	354,962	379,855	391,251
Legal Services	2,001	3,980	5,994	6,093	6,276
Purchase of Services - GGCC	13,582	27,257	22,040	19,998	20,598
MNT	7,369	4,774	1,503	1,503	1,548
Depreciation	0	0	0	0	0
DI #01 (DPA) Case Mngt Software	0	0	0	200,000	0
<b>Division Subtotal</b>	<b>3,436,101</b>	<b>3,616,032</b>	<b>3,665,141</b>	<b>4,043,071</b>	<b>3,958,363</b>
<b>Total</b>	<b>3,436,101</b>	<b>3,616,032</b>	<b>3,665,141</b>	<b>4,043,071</b>	<b>3,958,363</b>

**Schedule 11.A**  
**Cash Fund Status for: Employee Benefits - Fund 719**  
**C.R.S Citation: 24-50-613**

**Cash Fund Revenue and Expenditure Trend Information**

	Actual FY 2001-02	Actual FY 2002-03	Estimate FY2003-04	Request FY2004-05	Projected FY 2005-06
Beginning Balance	263,146	247,916	172,961	110,725	62,275
Exempt Revenue	684,788	688,334	722,751	758,888	796,833
Non-Exempt Revenue	0	1,000	1,030	1,061	1,093
Total Expenditures	700,018	764,289	786,018	808,399	831,451
Ending Balance	247,916	172,961	110,725	62,275	28,749
Fund Balance Increase/Decrease	(15,230)	(74,955)	(62,237)	(48,450)	(33,526)

**Fee Levels**

	Actual FY 2001-02	Actual FY 2002-03	Estimate FY2003-04	Request FY2004-05	Projected FY 2005-06
1. Benefits Administration	0	1,000	1,030	1,061	1,093
2. Fee Name					

**Cash Fund Reserve Balance**

	FY 2000-01	FY 2001-02	FY 2002-03
Uncommitted Fee Reserve Balance (Total reserve balance minus exempt assets and previously appropriated funds; calculated based on % of revenue from fees)	54	0	240
Targeted/Alternative Fee Reserve Balance ( amount set in statute or 16.5% of total expenses) *HB01-1400	97,939	115,503	126,108
Excess Uncommitted Fee Reserve Balance			0
Statutory Deadline for Complying with the Target/Alternative Reserve Balance			

**Cash Fund Narrative Information**

Purpose/Background of Fund	Provide employee benefits
Fee Sources	Employee payroll deduction
Non-Fee Sources	N/A
Long Bill Groups Supported by Fund	Employee Benefits operating appropriations and central allocations from EDO
Statutory or Other Restriction on Use of Fund	24-50-605 Thru 613
Revenue Drivers	Inflation of medical premiums. Costs passed on to employees.
Expenditure Drivers	Inflation of medical premiums
Assessment of Potential for Compliance	
Action	<input checked="" type="checkbox"/> Already in Compliance <input type="checkbox"/> Statute Change <input type="checkbox"/> Planned Fee Reduction <input type="checkbox"/> Planned One-time Expenditure(s) <input type="checkbox"/> Planned Ongoing Expenditure(s) <input type="checkbox"/> Waiver

If plan is needed to meet compliance deadline, attach Form 11.B.  
If Pursuing a waiver, attach Form 11.C.

**Schedule 11.A (Continued)**  
**Cash Fund Status for: Employee Benefits - Fund 719**  
**C.R.S Citation: 24-50-613**

**Cash Fund Expenditure Line Item Detail and Change Requests**

	Actual FY 2001-02	Actual FY 2002-03	Estimate FY2003-04	Request FY2004-05	Projected FY 2005-06
<b>Employee Benefits</b>					
Personal Services	525,691	560,959	577,787	595,121	612,975
Operating Expense	29,212	27,630	28,459	29,313	30,192
Property, Liability, WC	8,476	12,204	12,570	12,947	13,336
Indirect Cost	76,008	100,422	103,435	106,538	109,734
Legal Services	2,510	4,992	5,142	5,296	5,455
Cap Complex Leased Space	18,121	18,081	18,623	19,182	19,758
IT Asset Maintenance	0	0	0	0	0
Utilization Review	40,000	40,000	40,000	40,000	40,000
Decision Item # (*) and Title					
<b>Division Subtotal</b>	<b>700,018</b>	<b>764,289</b>	<b>786,018</b>	<b>808,399</b>	<b>831,451</b>
<b>Total</b>	<b>700,018</b>	<b>764,289</b>	<b>786,018</b>	<b>808,399</b>	<b>831,451</b>