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PART II Narrative and Schedules

DEPARTMENT OF ADMINISTRATION
"1978-79 BUDGET PRESENTATION"

November 1, 1977

Richard D. Lamm, Governor
Thomas H. Sheehan, Jr., Executive Director

As depicted on the following column, the Department of Administration transmits to the Joint Budget Committee (JBC) the Department's budget request and justification in four parts for Fiscal Year 1978-79. The four parts are:

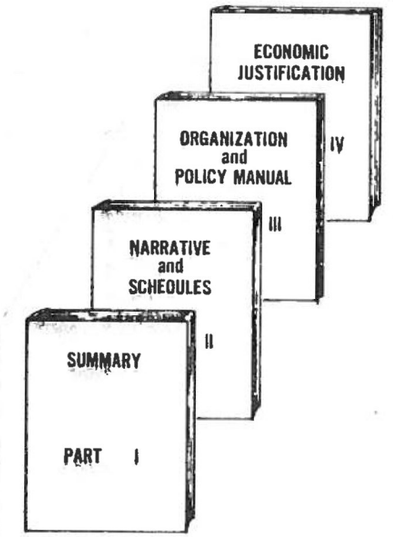
Part I -- "Summary" -- A brief recapitulation of the budget request, highlighting accomplishments, workloads, and fiscal controls. This document will be transmitted approximately November 15th.

Part II -- "Narratives and Schedules" -- The standard forms and support data required by the JBC. This material is attached to this transmittal sheet.

Part III -- "Organization and Policy Manual" -- Departmental organization relationships, policy statements, extracts of Colorado Revised Statutes, and Executive Order references that pertain to the Department. This document is available November 1st.

Part IV -- "Economic Justification" -- Economic analyses to support and substantiate new resource requests. These analyses will be transmitted by November 10th.

This document is Part II.



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PROGRAM AND BUDGET NARRATIVE

I. PROGRAM IDENTIFICATION

Title: Office of Executive Director

Division or Agency: Executive Director

Department: Administration

Program Administrator: Thomas H. Sheehan, Jr., Executive Director

Description and Authorization:

The statutory authority for the multi-fold responsibilities of the Executive Director are contained in 24-1-116 and 24-30-101, CRS 1973, as amended.

The Executive Director's primary responsibilities are to provide effective and efficient management to the department and its personnel and to ensure that responsive, professional support is provided to the department's customer agencies.

Executive Director:

- Studies and makes recommendations to the Governor regarding improvements in techniques used by state agencies, including, but not limited to, personnel management, budgeting, accounting, purchasing, records management, data processing, communications and consulting services;
- Coordinates and provides services used by more than one state agency;
- Reviews agencies' programs and management in order to identify problems and suggest improvements to the Governor;
- Provides support, assistance, and advice to the Governor.

Relationships to Other Programs/Divisions/Departments:

The divisions of the department perform a wide-range of functions and provide numerous services to all departments, agencies and institutions of all branches of the State government.

Budget Document References:

Pages 1 through 41

II. PROGRAM OBJECTIVES

A. The 1976-77 Goals and Accomplishments were:

1. Assist the Governor and executive directors of other departments and agencies to better manage State programs and resources.

- Assistance was provided to all departments through work performed by all twelve Divisions.

- Special assistance was provided to the General Assembly and Governor during October through February when the Executive Director served as Plan Director in the preparation and publication of the 1977 Corrections Master Plan.

2. Define appropriate service levels of Department's functions to user departments and agencies.

- An initial definition of service levels was made and is being used in the Management Reporting System. However, further definitions are required and will be developed over the next few years.

3. Improve internal management and productivity.

- A major effort was exerted to strengthen the budget process. Industrial techniques, e.g., economic analysis, life-cycle costing, and work measurement were introduced into the department's budget formulation and economic justification process. Several seminars were conducted to enhance the Department's skills in communications.

- At the beginning of the fiscal year, a Monthly Management Reporting system was designed and implemented. The report, by total department and by each division, displays actual data versus planned estimates and variances for all budget line items, major performance and work load indices, and major performance and work load indices, and major project milestones. This management tool has been effective in highlighting deviations from plans, in detecting potential problems early, and substantiating accomplishments. To further control the operation, a departmental calendar was developed which displays the stop-and start dates of the major events throughout the year. The calendar also functions as a tickler list to ensure all major commitments are met by the deadline dates.

4. Retain a consultant to follow-up implementation of the Management and Efficiency Study Recommendations.

- A consultant was retained. A final report was prepared and is available under separate cover.

B. The 1977-78 activities In Process Include:

1. Assistance to the Governor and executive directors of other departments will continue.

2. Appropriate user services will be provided as funds are available.

3. Internal management and productivity will be enhanced. For example, the department is committed to a continuing program to strengthen the budget process. Every new resource, or initiative, which the various division directors require, will be substantiated, by an economic analysis.

- During the first quarter, a departmental organization and policy manual was prepared, printed and disseminated. The manual formalizes the organization, assigns responsibilities and authorities, enunciates the departmental and divisional policies, and denotes the organizational and statute interrelationships.

- The Monthly Management Reports were modified to incorporate the improvements that were dictated by last year's experience.

- To improve productivity of typing and clerical operations, a work processing operation was established in June 1977, about a year ahead of schedule.

4. The current year request of $98,000 for projects of opportunity was denied. As a result, there will be no development of a Small Business Assistance program, investigation of current accounting system weaknesses or installation of proven programs from other states.

C. Objectives for 1978-79:

1. Improve the delivery of support services to other agencies; and increase productivity of operation.

2. Encourage career development and improve professionalism of departmental personnel.

3. Reeaxmine division/department functions for possible redundant or not required operations.

4. Require economic analyses in support of new or expanded functions.

5. Conduct studies, as required, that will provide improved management for State government.

6. Define appropriate service levels of the Department's functions to user departments and agencies.

III. BUDGET SUMMARY

	1976-77	1977-78	1978-79
A. For Program:			
General Fund	$226,727	$191,312	$237,967
Cash Fund	$ 2,080	$	$
FTE (Gen. Fund)	5.3	6.0	6.0

B. Staff. Sum.	1976-77	1977-78	1978-79
Executive Director	1.0	1.0	1.0
Deputy Director	.	1.0	1.0
Assistant Director	1.0	1.0	1.0
Admin. Off.	.3	1.0	1.0
Steno. Trans.		1.0	1.0
Secretary IA		1.0	1.0
Intern. Aud. Comp. Co.	1.0		
Accountant IV	1.6		
TOTAL	5.3	6.0	6.0

C. Pertinent Workload:

Workload measures are contained in the individual division's narratives.

D. Performance Measures

The Office of the Executive Director's performance is measured by the overall results of The Department. Each division, or section, contributes to successful performance.

IV. SUPPORT FOR BUDGET REQUEST

Explanation and Justification of Request:

The Executive Director's budget is essentially level funded, including increases for inflationary factors. The one new initiative is a $45,000 requirement for study funds to cover subjects which will improve financial management, operational performance, or enhance efficiency. Examples of these types of studies are forms management, Capitol Complex security, Central Services operational improvement, and others as emergency needs dictate.

- This budget reverts the Office of the Executive Director's organization for funding purposes to conform with the structure utilized through fiscal year 1975-76. That organization includes the program functions of the Management Services, Administrative Services and Personnel Section. The last two years' budgets had these organizations listed separately in the Long Bill as the previous executive director desired that they be broken out separately. This arrangement has not been proven to be acceptable as it reduces management flexibility and increases internal accounting workload. It is requested that this year's Long Bill format be adjusted to reflect the changes contained in the attached Schedule 2 submission.

V. TIE TO DEPARTMENT ORGANIZATION CHART

The Executive Director is responsible for the Department of Administration. The department's organization chart is contained on Page I-4 of the department's "Organization and Policy Manual," provided under separate cover to the Joint Budget Committee and staff analyst.

PROGRAM AND BUDGET NARRATIVE

I. PROGRAM IDENTIFICATION

Title: Personnel Section

Division or Agency: Office of the Executive Director

Department: Administration

Program Administrator: Iona C. Dionigi, Personnel Officer

Description and Authorization:

The Personnel Section operates under the authority of the Executive Director, Department of Administration, in assisting the Executive and Division Directors in their effort to manage effectively the Department's human resources. The Section performs the following services: manpower planning, recruitment, and placement, identification, specification, publication, and monitoring of departmental personnel policies and practices; development, implementation, and monitoring of departmental Affirmative Action policies and practices; counseling activities; and maintenance of records for over 550 employees. Primary concerns of the Section are organizational development and employee development.

Relationship to Other Programs/Divisions/Departments:

Responsibility for personnel functions in the Department of Administration is centralized in the Personnel Section; therefore, all Divisions of the Department rely on this Section for personnel services. The Personnel Section works in conjunction with the Department of Personnel in providing these services.

Budget Document References:

Pages 25 through 27

II. PROGRAM OBJECTIVES

Accomplishments:

Achievement of objectives for FY 1976-77 was hampered by the level of funding coupled with a heavier workload than had been anticipated - the number of leave forms processed exceeded the estimate by 33%, the number of personnel actions processed exceeded the total for the previous year by 50%, twice as many examinations were conducted during FY 1975-76. Contracts exceeded the estimate by 50%, and completion of Affirmative Action reports required a time expenditure of three man-months. Accomplishments for the year were as follows:

Expansion of the Affirmative Action Program

The role of the departmental Affirmative Action Committee was expanded to provide peer counseling for employees with problems related to discrimination on the job. Four significant complaints were heard by the Committee.

Increased Decentralization of Examinations

The number of job classes for which open-competitive examinations were decentralized increased from 5 to 10.

Training

An orientation program for new employees was developed and sessions held once each month starting December 22, 1976. This is an on-going program. Other training courses for Department employees were conducted as follows:

Budget Seminar, February 18, 1977
Economic Analysis Seminar, March 18, 19, and 21, 1977
Communications Seminar, May 16 through June 9, 1977

Exit Interview/Turnover Analysis

This program was developed and is in operation.

Thus far during FY 1977-78, accomplishments are:

Decentralized Examination Program

The program has been improved by the inclusion of structured, job-related oral examinations. It has again been expanded from the previous year to include 104 job classes for promotional testing (92 job classes in 1976-77) and 17 job classes for open-competitive testing.

Employee Development

A revised and expanded employee handbook was completed during October, 1977. The new handbook contains material concerning Department organization and functions, departmental policies, and pertinent excerpts from the Fiscal Rules and State Personnel System Rules and Regulations. It will be distributed to all employees and used as a training tool for basic orientation and supervisory training.

A communications seminar providing 18 hours of instruction for 16 middle managers was conducted from July 27, 1977, through August 15, 1977.

Projects scheduled for the remainder of FY 1977-78 are installation of a decentralized position classification program, computerization of sick and annual leave records, computerization of Affirmative Action reports, decentralization of authority for direct computer access for personnel action processing, and further expansion of employee development efforts.

Performance in relation to 1977-78 service objectives, July through September, is as follows:

1. 75% of the 203 requests for personnel action were processed within three days after receipt or sooner.
2. Six of the eight departmental promotional examinations requested were processed within three weeks after receipt. The two not completed have been delayed for reasons beyond the control of the Personnel Section.
3. 60% of the 1,752 requests for leave were processed within one week after receipt.
4. Orientation for 43 new employees was conducted within one week of induction into the Department.
5. All requests to take corrective and disciplinary action were reviewed within three days of receipt. 83% of the requests were reviewed within one day of receipt.

Objectives for 1978-79:

The mission of the Personnel Section is to provide effective personnel services to aid the Department in accomplishing its goals. Within this context, the overall and on-going goals are to:

Attract, retain, and help develop qualified employees;
Establish and maintain fair and equitable personnel policies;
Develop and administer effective and innovative personnel procedures;
Assist managers in developing and maintaining high employee morale.

The service objectives for 1978-79 are as follows:

Submit routine requests for personnel action (approximately 400 per year) to the Department of Personnel within three days after receipt in the Personnel Section of an approved Division request. Submit urgent requests for personnel action (approximately 200 per year) to the Department of Personnel within one day after receipt in the Personnel Section of an approved Division request.

Conduct departmental promotional oral examinations (approximately 10 per year) within two weeks after receipt in the Personnel Section of an approved Division request. Complete departmental promotional non-oral examinations (approximately 5 per year) within 8 working days after receipt in the Personnel Section of an approved Division request. Conduct necessary Affirmative Action recruitment for each examination.

Process requests for leave (approximately 7000 per year) within one week of receipt in the Personnel Section. Maintain current leave balances for 650 employees.

Conduct induction interview for each new employee (approximately 100 per year) within one week of induction into the Department. Conduct formal orientation for all new employees each month.

Review requests to take corrective or disciplinary action (approximately 100 per year) within 1 day of receipt in the Personnel Section. Represent Department during appeal proceedings (approximately 12 per year).

Monitor and control submission of 500 forms TR-1 and TR-1A, Employee Performance Planning and Review, and review content and quality of each.

File records of personnel transactions (approximately 10,000 documents per year) in employee folders within 1 month following the date of transaction.

Perform position classification review (approximately 15 per year) and provide decision to requesting Division within 3 weeks after receipt of request in the Personnel Section.

Conduct required annual State Personnel System Rules and Regulations orientation for approximately 650 employees within 3 months following effective date of yearly revisions.

Provide supervisory training to each new supervisor (approximately 10 per year) within one month of his/her hiring or promotion.

III. BUDGET SUMMARY -- For program with FTE and fund source

1976-77	1977-78	1978-79
$39,331 GF	$40,795 GF	$41,767 GF
(2.0)	4,770 F	1,590 F
	$45,565	$43,357
	(2.0) GF	(2.0) GF
	(.75) F	(.25) F

Staffing Summary:

1976-77	1977-78	1978-79
1.0 Dept. Pers. Adm. I	1.0 Dept. Pers. Adm. I	1.0 Dept. Pers. Adm. I
1.0 Chief Adm. Clerk	1.0 Chief Adm. Clerk	1.0 Chief Adm. Clerk
	.75 Cler. Asst. B	.25 Cler. Asst. B

Pertinent Workload:

	1976-77	(Estimated) 1977-78	(Estimated) 1978-79
Total FTE	562.95	555	657.25
Leave Requests Processed	6,130	5,850	7,238
Forms AC-C-175 Processed	748	695	987
Examinations Conducted	28	24	40
Contacts	13,162	12,395	15,397

Performance (Success, Need) Measures:

Performance of the Personnel Section can be measured as to timeliness of the service provided, and these measurements are included in the section entitled "Objectives for 1978-79."

IV. SUPPORT FOR BUDGET REQUEST

Explanation of Request:

Funding requested is for continuation of the present level of service.

Justification of Increase:

The request has been adjusted for inflation and increases have been requested in operating and travel expense appropriations in order to meet the needs of Divisions and employees regarding dissemination of information. These needs have steadily increased, and our inability to keep pace because of insufficient funding can and has resulted in additional personnel problems.

V. TIE TO DEPARTMENT ORGANIZATION CHART

The Personnel Section is a part of the Office of the Executive Director, Department of Administration. See page I-4 of the Department "Organization and Policy Manual" to be provided separately to the JBC Staff analyst.

I. PROGRAM IDENTIFICATION

Title: Administrative Services Section

Division or Agency: Office of the Executive Director

Department: Administration

Program Administrator: Bill Archambault, Director of Administrative Services

Description and Authorization

Administrative Services manages the fiscal matters for all Divisions of the Department of Administration. The section prepares vouchers for payments to vendors; prepares payrolls for all employees of the Department; processes billings to other departments and agencies for services rendered by the Department of Administration; prepares financial statements for the Deparment; and prepares the budgets for the Department. The section operates under the authority of the Executive Director.

Relationship to Other Programs/Divisions/Departments

To provide financial management and control for all divisions of the Department of Administration.

Budget Document References

Pages 28 through 31

II. PROGRAM OBJECTIVES

Accomplishments

1976-77:

In the 1977-78 budget request, certain objectives were established for the 1976-77 fiscal year. Following is a status report on those objectives:

1. "Complete implementation of the statewide long distance telephone billing (SNS). (This billing previously included only capitol area buildings. The area has been expanded to a statewide billing system. The expansion has more than doubled the number and dollar value of the billings.)"

   Status: Implemented. We are currently processing 265 billings monthly for long distance telephone calls, and telephone equipment.

2. "Prepare the financial budget schedules for all divisions of the department, except ADP."

   Status: Completed

3. "Review and refine cost accounting system for the Central Services Divisions."

   Status: This is an on-going project. Administrative Services staff is continously reviewing the system, seeking improvements.

4. "Conduct review of fixed asset inventory of the department. On or before June 1, 1977, transfer the responsibility of maintaining and updating the fixed asset inventories of Purchasing and Capitol Buildings Section to Administrative Services Section."

   Status: Partially completed. The fixed asset inventory of the Division of Archives was reviewed and records were updated. The balance of this project will be completed in the 78-79 fiscal year.

This Section processed 6,663 vouchers during 1976-77, a 28% increase from 1975-76. The Section processed 13,695 Central Stores invoices, a 280% increase from 1975-76.

Because of additional volume the length of time required to process invoices and statements to agencies that utilized services of the Department of Administration increased to unacceptable levels. For example, invoices for goods and services were issued by approximately the 18th of the month following purchases. This compares to the 8th - 10th in 1975-76. This development lead to the request for the word processing system discussed on the next page of this document.

1977-78:

When funds were requested for the 1977-78 fiscal year, certain objectives were stated. They were:

1. "Process all invoices submitted by the division for payment within three working days of receipt, ninety percent of the time."

2. "Process all invoices to agencies for services and supplies rendered by the department within five working days after the close of the month, ninety percent of the time. (These bills relate to central services operations, e.g., charges for printing, office supplies, and motor pool.) Other billings relating to long distance telephone equipment and telephone lines, will be processed within five working days of receipt."

   "To accomplish these service objectives for 1977-78, an additional clerical position is necessary."

   Status: These objectives will not be met as the required clerical assistance was not approved in the 1977-78 appropriations for Administrative Services.

The volume of documents of all kinds continues to increase. Regardless, our objective is to reduce the length of time to process documents by 2-4 days. Our ultimate goal, given a word processing system, is to process all invoices, statements, etc., semi-monthly.

III. BUDGET SUMMARY FOR PROGRAM

	1976-77	1977-78	1978-79
General Fund	$171,032	$179,349	$221,171
FTE	10.9	11.0	11.0
Staffing Summary			
Accountant IV	1.0	1.0	1.0
Accounting Technician	1.0	1.0	1.0
Administrative Officer	.8	0.0	0.0
Accountant III	.1	1.0	1.0
Typist B	1.0	1.0	1.0
Chief Adm. Clerk	1.0	1.0	1.0
Administrative Clerks	5.0	5.0	5.0
Clerical Supervisor	1.0	1.0	1.0
TOTAL	10.9	11.0	11.0

Pertinent Workload	1976-77	1977-78	1978-79
Vouchers Processed	6,663	7,050	7,600
Stores Requisition Processed	13,695	14,250	18,000

IV. SUPPORT FOR BUDGET REQUEST

Explanation of Request

There are two requirements which necessitate an increase in the budget beyond inflationary factors.
1) Work processing system: This system, costing $40,000 (to be reduced to approximately $25,000 in 1979-80) will allow the processing of invoices to using agencies on a semi-monthly basis.

2) Capital OUtlay: To replace a typewriter that is 8 years old (will be 9 years old when replaced) that has excessive "down" time and does require major repairs.

Justification of Request

There currently is up to two months delay between the purchase of goods or services and the recording of the expense on the central accounting system records. This delay is unsatisfactory as management does not have current financial information.

With the expansion of Central Services to a four county area (SB 285, 1977 Session), the additional increase in volume will increase the delay in recording expenses on the central accounting system to approximately 2½ to 3 months, unless the word processing system is provided.

Various alternatives were examined to improve the service of this section. It has been determined that $40,000 is required to install a word processing-billing capability to handle the present workload and to accommodate any future volume increase forcasted by the passage of SB 285. An economic analysis justification for this requirement will be provided under separate cover to the JBC staff analyst.

V. TIE TO DEPARTMENT ORGANIZATION CHART

Administrative Services is a Section of the Office of the Executive Director, Department of Administration. See Page I-4 of the Department of Administration "Organization and Policy Manual" submitted under separate cover to the JBC staff analyst.

PROGRAM AND BUDGET NARRATIVE

I. PROGRAM IDENTIFICATION

Title: Management Services

Division or Agency: Office of the Executive Director

Department: Administration

Program Administrator: John R. Kennedy, Assistant Director, Department of Administration

Description and Authorization:

This unit is to perform management studies and implement recommendations for state agencies as requested or approved by the Executive Director. Therefore, Management Services can be considered as an internal management consulting service to the Executive Branch. This agency's authorization is included under the "Powers and duties of the executive director" in CRS 24-30-102. This statute outlines the responsibilities of the executive director relative to the management of state agencies. These responsibilities include a management services capability.

Relationship to Other Programs/Divisions/Departments:

Management Services has established a close, continuing relationship with those divisions and departments for whom it has conducted studies. Since its reorganization in mid-1972, this Division has conducted 75 separate engagements for 19 departments or divisions. The liaisons established between consultant and client agency during these assignments have remained active over the years.

Budget Document References:

Pages 32 through 37.

II. PROGRAM OBJECTIVES

A. The Division of Management Services has continued to fulfill its mission of providing management counsel to client agencies. The Division's goals for fiscal year 1976-1977 were stated as follows:

1. "To provide an internal management consulting service to the State at a lesser cost than the service could be provided by outside consultants." Our rates were adjusted upward significantly, i.e., to an average of $32.00 per hour. A check of major firms in the Denver area indicates an average charge of $50.00 per hour for consulting services.

2. "To improve management of the agencies of State government." Examples of meeting this objective include a development of a cost allocation system at Camp George West that permits managers from several state agencies to know exactly the extent of their utilities costs; and designing an organization alignment for the Arapahoe Community College. This study cleared up several organizational ambiguities and established guidelines for the design of the organization of the Department of Instruction for this institution.

3. "Effect greater economy and efficiency in State government." These goals were met as exemplified by implemented studies in the Central Services Division and the Purchasing Division. The savings realized from these efforts were $500,400 and $206,300 respectively. Additional savings are exemplified by engagements with the Community College of Denver and Department of Health Copier studies, where net savings amounted to $21,000; and gasoline savings via fueling state cars at Department of Highways pumps (a net savings of $12,500). Our total savings for 1976-77 are estimated to be $1,039,000. The backup for this amount is contained in the files of Management Services.

II. PROGRAM OBJECTIVES (continued)

B. During fiscal year 1976-77, the following major projects were completed on the dates indicated:

1.	Nucla Radio Dispatch Station	July 1976
2.	Word Processing Study Procedure	October 1976
3.	Public Utilities Commission Word Processing Study	October 1976
4.	Utility Cost Proration at Camp George West	November 1976
5.	Workload and Organizational Analysis on the Colorado Geological Survey	November 1976
6.	Guidelines for Outside Consulting Services	November 1976
7.	Organizational Study at Arapahoe Community College	December 1976
8.	Public Utilities Commission Transportation Section Study	January 1977
9.	Workload and Functional Analysis of the Division of Hearing Officers	April 1977
10.	In-House Typewriter Repair Service	April 1977
11.	Costing and Productivity in Central Services Graphics	April 1977
12.	Forms Management (Phase I)	June 1977

C. In this present year (1977-78), the Division of Management Services is striving to meet the following objectives:

Long Range Goals

These goals are being met thus far as evidenced by data included in Section "D" of this narrative. These goals are to provide internal consulting at less cost than outside services. An additional goal is to provide greater economies and efficiencies to state agencies.

Specific Targets for Current Year

The division has performed or is working in all targeted departments except the Department of Personnel. This project is planned for February of 1978. The departments served thus far are Institutions (now Department of Corrections), Agriculture, Regulatory Agencies, Labor and Employment, Higher Education, and employee suggestion system.

Target - Long Term Goals Relationship

The division has continued to serve long term clients, e.g., Central Services, Department of Higher Education, in addition to the specific clients mentioned above.

Justification for Resources Allocation

The division continues to receive requests for its services. Currently, the staff of eight professionals is committed to projects through this fiscal year. In order to meet these committments, a recruiting effort is under way to fill two vacancies in the division.

D. During fiscal year 1977-78, general management consulting services to client agencies are being continued, as indicated:

II. PROGRAM OBJECTIVES (continued)

Organizational Impact Study of a New Patient Billing System for the Colorado Medical Center	Final draft submitted September 1977
Colorado State Fair Self-Financing Study	Currently under way -- approximately 75% complete
Word Processing Study Follow-up	On-going; estimated 40% complete
Assist Central Services Division to Implement Senate Bill 285	Estimated 25% complete
Develop a Uniform Traffic Summons for Division of Highway Safety	Initial work began in October; estimated completion date July 1978
Assist Department of Corrections to organize and establish a viable Industries Division	On-going through October 1977
Conduct Workload Studies and Functional Analysis for Oil and Gas Commission and for Mined Land Reclamation Board, Department of Natural Resources	Completed in September 1977
Develop Filing and Paperwork Procedures for Investigators Applying COSH Standards	Fifteen percent complete; estimated completion in December 1977

Projects under consideration or recently begun include:

-- a study for the Division of State Buildings, Department of State Planning and Budgeting, to analyze entire operation to determine workload and to recommend ways to increase acceptance among other state agencies;

-- a study for the Department of Natural Resources to formalize objectives, plans and procedures; and

-- continuing assistance to the Department of Corrections in the area of Industries.

Overall objectives for the Division in FY 1978-79 are:

-- To increase consulting hours delivered to 90% of all hours available.

-- To achieve savings in the form of cost avoidance, increased cash flow, or cost reduction to $1,060,000.

-- To make judicious use of private contract consultants as the need arises (contingent upon budgetary approval).

-- To continue marketing activity in each department by each consultant in order to meet cash funding objectives.

In the coming year, the Division of Management Services anticipates several requests for services in at least the following areas: General Management, Production Management, Personnel Administration and Interim Management. Marketing efforts made by the Division have resulted in the following potential business objectives:

II. PROGRAM OBJECTIVES (continued)

Client Agency	Engagement	Estimated Billing
Department of Personnel	Management Reporting System	$ 4,500
Department of Highways	Forms Design, Management by Objective	40,000
Division of Central Services	Assisting Implementation of Senate Bill 285	5,000
Correctional Industries	Industrial Management Assistance	25,000
Various Agencies	Forms Management System Installation	15,000
		$89,500

The above projects are not firm, in the contract sense, but rather are predicated upon client agencies ability to pay and our success in the bidding process.

The Division is continuing its marketing efforts in order to develop adequate cash funds in the event some of the above engagements do not materialize.

The Division of Management Services is making every effort to incrementally adopt the cash funding concept. The marketing effort thus far achieved is good evidence of this intent.

The Division will continue to strive for program and financial efficiencies in client agencies. The Division seeks to reduce systematically or contain future obligations via cost reduction, wherever practicable.

III. BUDGET SUMMARY

	1976-77	1977-78	1978-79
General Fund	$194,050	$174,256*	$143,356**
Cash Fund	0	56,270	90,904
General Fund FTE	8.9	7.3	6.0
Cash Fund FTE	0	2.4	4.0

Staffing Summary:

	1976-77	1977-78	1978-79
Director, Management Services	.3	.7	1.0
Management Consultant	1.0	1.0	1.0
Management Analyst II	2.0	3.0	3.0
Management Analyst I-C	1.5	3.0	3.0
Management Analyst I-B	1.5	0.0	0.0
Secretary I-B	1.0	1.0	1.0
Admin. Clerk Typist B	1.0	1.0	1.0
	8.3	9.7	10.0
Contract Consultants	0.0	0.0	To be determined

Performance Measures:

This Division measures its performance quantitatively in two ways, viz, percent of available consulting hours delivered and in documented savings or cost avoidances (or cash income to the General Fund). Qualitative performance measures are evidenced by letters of appreciation from client agencies and repeated requests for the Division's services.

*Includes $5,447 (General Fund) for Incentive Award Suggestions Program rolled forward from 76-77.

**Includes $6,000 (General Fund) for Incentive Award Suggestion Program.

III. BUDGET SUMMARY (continued)

	1976-77	1977-78	1978-79
Percent of Consulting Hours Delivered	87%	90%	90%
Cost Avoidance	$798,100	$400,000	$408,000
Savings	$241,000	$660,000	$673,200

IV. SUPPORT FOR BUDGET REQUEST

Explanation of Request:

Essentially, this Division is requesting a continuation of last year's funding level. There is a strong continuing market for the services of internal consulting, but the full impact of cash funding on client agencies is not known at present. Until these agencies adjust to paying for internal services, significant growth is not expected.

In the event this growth does occur sooner than expected, a request for authorization to contract for private consultants (for up to six months each) is hereby made. This flexibility would permit the Division to react to increased demand without increasing FTE levels.

Justification of Increase:

Based on the cash funding concept, a spending authority to make use of non-appropriated income should be established for this Division. This authority will provide for the ability to meet requests in excess of the 10 FTE now available to client agencies. Since the end of 1973, this Division has paid for itself and returned substantial savings to the state. The flexibility of contracting for consultants as the need arises will materially assist the Division in continuing to meet that goal. It is requested that a footnote to the Long Bill authorize Management Services to generate excess cash funds, over and above the budgeted amount, to employ contract consultants in the event that other agencies have sufficient funds to employ our services.

V. TIE TO DEPARTMENT ORGANIZATION CHART

This Division is part of the Executive Director's office and reports to the Assistant Director. Refer to page I-4 of the Department of Administration Policy Manual being provided separately to the Joint Budget Committee Staff Analyst.

BUDGET SUMMARY

SCHEDULE 2

DEPARTMENT Administration
AGENCY Office of the Executive Director

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
PERSONAL SERVICES												
* FTE	31.1			31.1			24.5	2.5		25.0	4.0	
* Appropriation Long Bill	594,114			594,114			487,559	52,954		496,634	86,634	
* Sep.Bills & Suppls.												
Other Sources	44,212			(10,494)			36,797		4,770			1,590
Reversions												
SUBTOTAL	638,326			583,620			524,356	52,954	4,770	496,634	86,634	1,590
* Less Appropriation	(594,114)			(594,114)			(487,559)	(52,954)	-			
Variance	44,212			(10,494)			36,797	-	4,770	-		
OPERATING EXPENSES												
* Appropriation Long Bill	16,252			16,252			21,161	1,567		25,637	2,480	
* Sep.Bills & Suppls.												
Other Sources				3,267	2,080		3,200					
Reversions												
SUBTOTAL	16,252			19,519	2,080		24,361	1,567		25,637	2,480	
* Less Appropriation	(16,252)			(16,252)	-		(21,161)	(1,567)				
Variance	-			3,267	2,080		3,200	-				
TRAVEL												
* Appropriation Long Bill	5,553			5,553			5,999	1,113		5,545	1,790	
* Sep.Bills & Suppls.												
Other Sources				(2,317)								
Reversions												
SUBTOTAL	5,553			3,236			5,999	1,113		5,545	1,790	
* Less Appropriation	(5,553)			(5,553)			(5,999)	(1,113)				
Variance	-			(2,317)			-	-				
CAPITAL OUTLAY												
* Appropriation							2,104	636		1,000		
* Sep.Bills & Suppls.												
Other Sources												
Reversions												
SUBTOTAL							2,104	636		1,000		
* Less Appropriation							(2,104)	(636)				
Variance							-	-				

BUDGET SUMMARY (CONTINUED)

SCHEDULE 2

DEPARTMENT Administration
AGENCY Office of the Executive Director

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
SPECIAL PURPOSE												
* Appropriation	174,945		150,000	174,945		150,000	23,445			114,445		
* Sep.Bills & Suppls												
Other Sources	7,333			(141,364)		(150,000)	5,447					
Reversions				(8,815)								
SUBTOTAL	182,278		150,000	24,766		-	28,892			114,445		
* Less Appropriation	(174,945)		(150,000)	(174,945)		(150,000)	(23,445)					
Variance	7,333		-	(150,179)		(150,000)	5,447					
TOTAL-ALL SUBTOTALS	842,409		150,000	631,141	2,080	-	585,712	56,270	4,770	643,261	90,904	1,590
TOTAL-APPROPRIATION	790,864		150,000	790,864	-	150,000	540,268	56,270	-	643,261	90,904	1,590
TOTAL-VARIANCE	51,545		-	(159,723)	2,080	(150,000)	45,444	-	4,770	-	-	-

* Items shall tie to computer report - Budget Request Worksheet - Schedule 1.

VARIANCE DETAIL

SCHEDULE 2A

DEPARTMENT Administration
AGENCY Office of the Executive Director

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
FTE Variance	0			(4.0)			1.8		
Salary Act Adjust.	31,756			12,178			10,129		
Merit Increase	5,496			1,730			5,628		
Health Insurance	6,960			2,472			3,644		
Shift Differential									
Ed.-Prof.Salary Inc.									
Transfers									
1. To Social Services				(150,000)		(150,000)			
2. To AGency 98-00-00				(2,096)					
3. To Purchasing				(1,900)					
4. From Accts & Contro				950					
5.From Dept of Pers				6,750					
6.To Capitol Bldgs				(22,878)					
7.From ADP							19,080		
8.From Archives							1,516		
Reversions									
1. To General Fund				(8,815)					
Roll Forwards									
1.From 1975-76	7,333			7,333					
2.From 1976-77				(5,447)			5,447		
Other Sources									
1. Private Donation for									
2. M & E Study					2,080				
3. CETA Grant								4,770	
4.									
TOTAL-VARIANCE	51,545			(159,723)	2,080	(150,000)	45,444		4,770
(Last Line of Schedule 2)	51,545			(159,723)	2,080	(150,000)	45,444		4,770

PROGRAM DETAIL

SCHEDULE 3

DEPARTMENT Administration
AGENCY Office of the Executive Director

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
Personal Services:												
Executive Director	36,000			36,000			37,200			37,200		
	1.0			1.0			1.0			1.0		
Deputy Director	24,647			11,470			30,348			31,860		
	.8			.4			1.0			1.0		
Assistant Director	33,456			33,456			35,124			38,724		
	1.0			1.0			1.0			1.0		
Admin Officer II	12,900			2,934			13,896			15,324		
	1.0			.3			1.0			1.0		
Steno Transcriber							7,176			7,368		
							1.0			1.0		
Secretary I-A							8,532			9,168		
							1.0			1.0		
Internal Audit Comp Co	27,528			27,528								
	1.0			1.0								
Accountant IV	44,328			34,412								
	2.0			1.6								
Sub-total Salaries	178,859			145,800			132,276			139,644		
PERA	19,030			16,648			14,075			14,858		
Contractual Fees				1,520								
Part time Salaries				21,677								
Separation Pay				2,198								
Salary Act	8,254			5,607			3,132					
Merit Increases	1,195			600			2,498			(1,786)*		
Health & Life Insur	1,440			1,109			982			(982)*		
Total Personal Serv	208,778			195,159			152,963			154,502		
	6.8			5.3			6.0			6.0		
Operating Expense												
See Schedule 2B f/Det	5,175			8,043			12,444			12,560		
Funding Split				5,963	2,080							
Travel												
In State	2,813			1,051			1,207			1,207		
Out of State				1,091			1,253			1,253		
Total Travel	2,813			2,142			2,460			2,460		

* Non Add Items

PROGRAM DETAIL

SCHEDULE 3

DEPARTMENT Administration
AGENCY Office of the Executive Director

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
Capital Outlay												
New												
Replacement												
Total Cap Outlay												
Special Purpose Items:												
Flags	1,500			18								
Test Facility Lease	23,445			23,445			23,445			23,445		
Studies: Forms Mgmt, security, Central Services or others as emergency needs dictate										45,000		
Total Special Purp	24,945			23,463			23,445			68,445		
Program Total	241,711			228,807			191,312			237,967		
Funding Split				226,727	2,080							

OPERATING EXPENSE DETAIL

SCHEDULE 2B

DEPARTMENT Administration
AGENCY Office of the Executive Director

OPERATING EXPENSE Code	Description	ESTIMATE 1976 - 1977 TOTAL 5,175	ACTUAL 1976 - 1977 TOTAL 8,043	ESTIMATE 1977 1978 TOTAL 12,444	REQUEST 1978 - 1979 TOTAL 12,560
3000	Rents for Equipment		300	5,630	5,630
3100	Rents for Buildings, Space, or Land				
3200	Insurance	40	49	60	60
3300-3500	Heat, Light, Power, Water, and Sewage				
3600	Telephone and Telegraph	600	1,703	1,700	1,700
3700	Postage	600	1,044	1,200	1,200
3800	Freight Storage and Moving Expense				
4000	Dues and Memberships	60		150	150
4100	Contract Printing and Reproduction	3,025	4,207	3,034	3,150
4200	Advertising and Publicity				
4300	Transportation, Board & Care of Persons				
4400	Clothing and Uniform Allowance				
4500	Food and Food Service Supplies				
4600	Medical Dental Hospital & Laboratory Supplies				
4700	Custodial and Laundry Supplies and Services				
4800	Office Supplies	500	138	150	150
4900	Data Processing Supplies and Services				
5000	Education & Recreational Supplies & Services		30		
5200	Microfilming Photography Supplies & Services				
5300	Other Supplies and Services				
5400	Library Books Periodicals & Subscriptions		65	50	50
5600	Equipment Maintenance and Repair		167	170	170
5700	Motor Vehicle Maintenance Repairs & Supplies				
5800	Building & Grounds Maintenance & Repair				
5900	Building & Grounds Supp. Const. Materials, Hand Tools				
6000	Official Functions	350	340	300	300
6300	Grants-In-Aid to Individuals & Non-Gov. Entities				
6400-6700	Payments to Local Government Entities				
7000	Purchase Discounts				
7100	Interest and Royalties				
7200-7300	Payments to Other Government Agencies				
7400	Awards, Judgments, Losses & Assessments				
7500	Miscellaneous Fees-Not for Contr. Personal Ser.				
7600	Depreciation Expense				

CASH AND FEDERAL FUNDS REPORT

FISCAL YEAR 1976-1977

Page _____ of _____

DATE _____

DEPARTMENT Administration

AGENCY Office of the Executive Director

SCHEDULE 4

SOURCE OF FUNDS AND TITLE OF AGENCY PROGRAM (1)	DIRECT PROGRAM COSTS				INDIRECT PROGRAM COSTS			TOTAL PROGRAM COST (9)	INDIRECT COSTS RECOVERED		INDIRECT COSTS OF THE STATE TO THE GEN.FUND	
	FEDERAL FUNDS (2)	CASH FUNDS (3)	STATE MATCHING (4)	TOTAL (5)	AGENCY OR INSTITUTION (6)	CENTRAL GOV.COSTS (7)	TOTAL (8)		AGENCY OR INSTITUTION (10)	CENTRAL GOV.COSTS (11)	AGENCY OR INSTITUTION (12)	CENTRAL GOVERNMENT (13)
Operating Expense:												
Private Donation for Management and Efficiency Study		2,080		2,080				2,080				
TOTAL		2,080		2,080				2,080				

NOTES:

SCHEDULE 5

SUMMARY - PERSONAL SERVICES RECONCILIATION

DEPARTMENT Administration
AGENCY Office of the Executive Director

POSITION CLASSIFICATION (1)	1976-77 ESTIMATE USED IN 1977-78 REQUEST (2)		1977-78 STAFF CHANGE AUTHORIZED BY APPR. REPORT (3)		1977-78 STAFF ADDED OR DELETED (4)		1977-78 RECLASSIFICATIONS (5)		1977-78 SALARY INCREASES (6)		1977-78 ESTIMATE USED IN 1978-79 REQUEST (7)	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Executive Director	1.0	36,000								1,200	1.0	37,200
Deputy Director	.8	24,647							.2	5,701	1.0	30,348
Assistant Director	1.0	33,456								1,668	1.0	35,124
Admin Officer	1.0	12,900								996	1.0	13,896
Steno Transcriber					1.0	7,176					1.0	7,176
Secretary I-A					1.0	8,532					1.0	8,532
Int Audit Compliance Coordinator	1.0	27,528	(1.0)	(27,528)								
Accountant IV	2.0	44,328	(2.0)	(44,328)								
Sub-total Salaries	6.8	178,859	(3.0)	(71,856)	2.0	15,708			.2	9,565	6.0	132,276
PERA		19,030		(7,645)		1,671				1,019		14,075
Salary Act Adjustment		8,254								(5,122)		3,132
Anniversary Increases		1,195								1,303		2,498
Health & Life Insurance		1,440								(458)		982
Total	6.8	208,778	(3.0)	(79,501)	2.0	17,379			.2	6,307	6.0	152,963

PROGRAM DETAIL

SCHEDULE 3

DEPARTMENT Administration
AGENCY Office of the Executive Director-Personnel Section

	ESTIMATE 1976-1977			ACTUAL 1976-1977			ESTIMATE 1977-1978			REQUEST 1978-1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
Personal Services:												
Dept Pers Admin I	19,560			20,544			20,544			21,576		
	1.0			1.0			1.0			1.0		
Chief Admin Clerk	12,900			13,896			13,896			14,220		
	1.0			1.0			1.0			1.0		
Clerical Assistant									4,770			1,590
									.75			.25
Sub-total Salaries	32,460			34,440			34,440			35,796		
PERA	3,453			3,664			3,665			3,809		
Salary Act	2,191						1,500					
Health & Life Insurance	480			251			251			(251)*		
Total Personal Serv	38,584			38,355			39,856		4,770	39,605		1,590
	2.0			2.0			2.0		.75	2.0		.25
Operating Expense												
See Schedule 2B	622			976			739			1,412		
Travel												
In State							200			400		
Total Travel							200			400		
Capital Outlay												
New - File Cabinet										350		
Total Cap Outlay										350		
Program Total	39,206			39,331			40,795		4,770	41,767		1,590

* Non Addition

OPERATING EXPENSE DETAIL

SCHEDULE 2B

DEPARTMENT Administration
AGENCY Office of the Executive Director - Personnel Section

OPERATING EXPENSE Code	Description	ESTIMATE 1976 - 1977 TOTAL 622	ACTUAL 1976 - 1977 TOTAL 976	ESTIMATE 1977 1978 TOTAL 739	REQUEST 1978 - 1979 TOTAL 1,412
3000	Rents for Equipment				
3100	Rents for Buildings, Space, or Land				
3200	Insurance				
3300-3500	Heat, Light, Power, Water, and Sewage				
3600	Telephone and Telegraph		38	30	40
3700	Postage				
3800	Freight Storage and Moving Expense				
4000	Dues and Memberships				
4100	Contract Printing and Reproduction	522	720	519	950
4200	Advertising and Publicity				
4300	Transportation, Board & Care of Persons				
4400	Clothing and Uniform Allowance				
4500	Food and Food Service Supplies				
4600	Medical Dental Hospital & Laboratory Supplies				
4700	Custodial and Laundry Supplies and Services				
4800	Office Supplies	100	155	150	212
4900	Data Processing Supplies and Services				
5000	Education & Recreational Supplies & Services		20		50
5200	Microfilming Photography Supplies & Services		3		10
5300	Other Supplies and Services				
5400	Library Books Periodicals & Subscriptions				100
5600	Equipment Maintenance and Repair		40	40	50
5700	Motor Vehicle Maintenance Repairs & Supplies				
5800	Building & Grounds Maintenance & Repair				
5900	Building & Grounds Supp. Const. Materials, Hand Tools				
6000	Official Functions				
6300	Grants-In-Aid to Individuals & Non-Gov. Entities				
6400-6700	Payments to Local Government Entities				
7000	Purchase Discounts				
7100	Interest and Royalties				
7200-7300	Payments to Other Government Agencies				
7400	Awards, Judgments, Losses & Assessments				
7500	Miscellaneous Fees-Not for Contr. Personal Ser.				
7600	Depreciation Expense				

SCHEDULE 5

SUMMARY - PERSONAL SERVICES RECONCILIATION

DEPARTMENT Administration
AGENCY Office of the Executive Director -Personnel Sec

POSITION CLASSIFICATION (1)	1976-77 ESTIMATE USED IN 1977-78 REQUEST (2)		1977-78 STAFF CHANGE AUTHORIZED BY APPR. REPORT (3)		1977-78 STAFF ADDED OR DELETED (4)		1977-78 RECLASSIFICATIONS (5)		1977-78 SALARY INCREASES (6)		1977-78 ESTIMATE USED IN 1978-79 REQUEST (7)	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Dept Pers Admin I	1.0	19,560								984	1.0	20,544
Chief Admin Clerk	1.0	12,900								996	1.0	13,896
Total Salaries	2.0	32,460								1,980	2.0	34,400
PERA		3,453								212		3,665
Salary Act		2,191								(691)		1,500
Health & Life Insurance		480								(229)		251
Total Personal Services	2.0	38,584								1,272	2.0	39,856

PROGRAM DETAIL

SCHEDULE 3

DEPARTMENT Administration
AGENCY Office of the Exec Dir - Administrative Services

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
Personal Services												
Accountant IV	22,656			23,784			23,784			24,972		
	1.0			1.0			1.0			1.0		
Accounting Tech III	14,592			16,028			16,092			17,644		
	1.0			1.0			1.0			1.0		
Administrative Officer	17,736			15,520								
	1.0			.8								
Accountant III				1,552			20,544			21,576		
				.1			1.0			1.0		
Typist B	8,316			8,964			8,964			9,168		
	1.0			1.0			1.0			1.0		
Chief Admin Clerk	10,608			11,904			12,000			12,900		
	1.0			1.0			1.0			1.0		
Admin Clerk	9,624			10,540			10,884			11,700		
	1.0			1.0			1.0			1.0		
Clerical Supv II	13,536			14,592			14,592			14,928		
	1.0			1.0			1.0			1.0		
Admin Clerks	38,070			42,919			39,933			43,092		
	4.0			4.0			4.0			4.0		
Sub-total Salaries	135,138			145,803			146,793			155,980		
PERA	14,379			15,513			15,619			16,596		
Salary Act	9,906						5,497					
Merit Increases	2,212						3,130			(1,548)*		
Health & Life Insurance	2,640			2,221			2,411			(2,411)*		
Forced Vacancy Savings							(777)					
Total Personal Serv	164,275			163,537			172,673			172,576		
	11.0			10.9			11.0			11.0		
Operating Expense												
See Schedule 2B	6,952			7,495			6,476			7,945		
Capital Outlay												
Replacement-Office Eqp							200			650		
Total Cap Outlay							200			650		

* Non Addition

PROGRAM DETAIL

SCHEDULE 3

DEPARTMENT Administration
AGENCY Office of the Exec Dir-Administrative Services

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
Special Purpose:												
Work Processing System										40,000		
Program Total	171,227			171,032			179,349			221,171		

OPERATING EXPENSE DETAIL

SCHEDULE 2B

DEPARTMENT Administration
AGENCY Office of Exec Dir-Administrative Services

OPERATING EXPENSE Code	Description	ESTIMATE 1976 - 1977 TOTAL 6,952	ACTUAL 1976 - 1977 TOTAL 7,495	ESTIMATE 1977-1978 TOTAL 6,476	REQUEST 1978 - 1979 TOTAL 7,945
3000	Rents for Equipment	3,084	3,084	3,084	3,392
3100	Rents for Buildings, Space, or Land				
3200	Insurance		42		
3300-3500	Heat, Light, Power, Water, and Sewage				
3600	Telephone and Telegraph				
3700	Postage				
3800	Freight Storage and Moving Expense				
4000	Dues and Memberships				
4100	Contract Printing and Reproduction	1,236	1,400	707	1,484
4200	Advertising and Publicity				
4300	Transportation, Board & Care of Persons				
4400	Clothing and Uniform Allowance				
4500	Food and Food Service Supplies				
4600	Medical Dental Hospital & Laboratory Supplies				
4700	Custodial and Laundry Supplies and Services				
4800	Office Supplies	1,245	1,054	800	1,117
4900	Data Processing Supplies and Services	278	125	125	125
5000	Education & Recreational Supplies & Services				
5200	Microfilming Photography Supplies & Services		11		
5300	Other Supplies and Services				
5400	Library Books Periodicals & Subscriptions		19		
5600	Equipment Maintenance and Repair	1,109	1,760	1,760	1,827
5700	Motor Vehicle Maintenance Repairs & Supplies				
5800	Building & Grounds Maintenance & Repair				
5900	Building & Grounds Supp. Const. Materials, Hand Tools				
6000	Official Functions				
6300	Grants-In-Aid to Individuals & Non-Gov. Entities				
6400-6700	Payments to Local Government Entities				
7000	Purchase Discounts				
7100	Interest and Royalties				
7200-7300	Payments to Other Government Agencies				
7400	Awards, Judgments, Losses & Assessments				
7500	Miscellaneous Fees-Not for Contr. Personal Ser.				
7600	Depreciation Expense				

SCHEDULE 5

SUMMARY - PERSONAL SERVICES RECONCILIATION

DEPARTMENT Administration
AGENCY Office of the Exec Dir-Administrative Services

POSITION CLASSIFICATION (1)	1976-77 ESTIMATE USED IN 1977-78 REQUEST (2)		1977-78 STAFF CHANGE AUTHORIZED BY APPR. REPORT (3)		1977-78 STAFF ADDED OR DELETED (4)		1977-78 RECLASSIFICATIONS (5)		1977-78 SALARY INCREASES (6)		1977-78 ESTIMATE USED IN 1978-79 REQUEST (7)	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Accountant IV	1.0	22,656								1,128	1.0	23,784
Accounting Tech III	1.0	14,592								1,500	1.0	16,092
Administrative Officer III	1.0	17,736			(1.0)	(17,736)					-	-
Accountant III					1.0	19,654				890	1.0	20,544
Typist B	1.0	8,316								648	1.0	8,964
Chief Admin Clerk	1.0	10,608								1,392	1.0	12,000
Clerical Supv II	1.0	13,536								1,056	1.0	14,592
Adminstrative Clerks	5.0	47,694								3,123	5.0	50,817
Total Salaries	11.0	135,138				1,918				9,737	11.0	146,793
PERA		14,379				204				1,036		15,619
Salary Act		9,906								(4,409)		5,497
Merit Increases		2,212								918		3,130
Health & Life Insurance		2,640								(229)		2,411
Forced Vacancy Savings										(777)		(777)
Total Personal Services	11.0	164,275				2,122				6,276	11.0	172,673

PROGRAM DETAIL

SCHEDULE 3

DEPARTMENT Administration
AGENCY Office of Exec Dir-Management Services

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
Personal Services:												
Director, Mgmt Services	30,348			8,852			21,875			26,220		
	1.0			.3			.7			1.0		
Management Consultant	23,784			23,784			26,220			28,908		
	1.0			1.0			1.0			1.0		
Management Analyst II	37,296			37,296			60,696			66,936		
	2.0			2.0			3.0			3.0		
Management Analyst I-C	30,678			31,211			32,184			34,632		
	2.0			1.5			2.0			2.0		
Management Analyst I-B	27,792			16,859			16,092			17,736		
	2.0			1.5			1.0			1.0		
Secretary I-B	11,700			11,700			12,600			12,900		
	1.0			1.0			1.0			1.0		
Admin Clerk Typist B	9,168			9,168			10,368			11,136		
	1.0			1.0			1.0			1.0		
Sub-total Salaries	170,736			138,870			180,035			198,468		
PERA	18,166			16,373			19,156			21,117		
Retirement Pay				130								
Salary Act	11,405			9,994			9,106					
Merit Increases	2,089			1,461			1,580			(4,190)*		
Health & Life Insurance	2,400			1,928			1,941			(2,001)*		
Contractual Fees	29,144			16,508								
	1.1			.6								
Part time Salaries				820								
Overtime				485								
Planned Vacancy Savings										(3,000)		
Total Personal Serv	233,940			186,569			211,818			216,585		
	11.1			8.9			9.7			10.0		
Funding Split							158,864	52,954		129,951	86,634	
Operating Expense												
See Schedule 2B	3,503			5,085			6,269			6,200		
Funding Split							4,702	1,567		3,720	2,480	

* Non Add

PROGRAM DETAIL

SCHEDULE 3

DEPARTMENT Administration
AGENCY Office of Exec Dir-Management Services

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
Travel												
In State	2,740			452			3,339			3,356		
Out of State				642			1,113			1,119		
Total Travel	2,740			1,094			4,452			4,475		
Funding Split							3,339	1,113		2,685	1,790	
Capital Outlay												
Replacement							2,540					
Total Cap Outlay							2,540					
Funding Split							1,904	636				
Special Purpose												
Soc Serv Acctg Study	150,000		150,000									
Incentive Awards				1,302			5,447			6,000		
Total Special Purp	150,000		150,000				5,447			6,000		
Program total	390,183		150,000	194,050			230,526			233,260		
Funding Split							174,256	56,270		142,356	90,904	

OPERATING EXPENSE DETAIL

SCHEDULE 2B

DEPARTMENT Administration
AGENCY Office of the Exec Dir-Management Services

OPERATING EXPENSE Code	Description	ESTIMATE 1976 - 1977 TOTAL 3,503	ACTUAL 1976 - 1977 TOTAL 5,085	ESTIMATE 1977 1978 TOTAL 6,269	REQUEST 1978 - 1979 TOTAL 6,200
3000	Rents for Equipment				
3100	Rents for Buildings, Space, or Land				
3200	Insurance				
3300-3500	Heat, Light, Power, Water, and Sewage				
3600	Telephone and Telegraph	112	138	171	168
3700	Postage	40	103	127	126
3800	Freight Storage and Moving Expense				
4000	Dues and Memberships				
4100	Contract Printing and Reproduction	2,625	3,598	4,435	4,387
4200	Advertising and Publicity		50	63	61
4300	Transportation, Board & Care of Persons				
4400	Clothing and Uniform Allowance				
4500	Food and Food Service Supplies				
4600	Medical Dental Hospital & Laboratory Supplies				
4700	Custodial and Laundry Supplies and Services				
4800	Office Supplies	443	702	864	856
4900	Data Processing Supplies and Services				
5000	Education & Recreational Supplies & Services	125			
5200	Microfilming Photography Supplies & Services				
5300	Other Supplies and Services				
5400	Library Books Periodicals & Subscriptions	77	223	275	272
5600	Equipment Maintenance and Repair	81	271	334	330
5700	Motor Vehicle Maintenance Repairs & Supplies				
5800	Building & Grounds Maintenance & Repair				
5900	Building & Grounds Supp. Const. Materials, Hand Tools				
6000	Official Functions				
6300	Grants-In-Aid to Individuals & Non-Gov. Entities				
6400-6700	Payments to Local Government Entities				
7000	Purchase Discounts				
7100	Interest and Royalties				
7200-7300	Payments to Other Government Agencies				
7400	Awards, Judgments, Losses & Assessments				
7500	Miscellaneous Fees-Not for Contr. Personal Ser.				
7600	Depreciation Expense				

CASH AND FEDERAL FUNDS REPORT

FISCAL YEAR 1977-1978

Page _____ of _____

DATE _____

DEPARTMENT Administration

AGENCY Office of the Exec Dir-Management Services

SCHEDULE 4

SOURCE OF FUNDS AND TITLE OF AGENCY PROGRAM (1)	DIRECT PROGRAM COSTS				INDIRECT PROGRAM COSTS			TOTAL PROGRAM COST (9)	INDIRECT COSTS RECOVERED		INDIRECT COSTS OF THE STATE TO THE GEN. FUND	
	FEDERAL FUNDS (2)	CASH FUNDS (3)	STATE MATCHING (4)	TOTAL (5)	AGENCY OR INSTITUTION (6)	CENTRAL GOV. COSTS (7)	TOTAL (8)		AGENCY OR INSTITUTION (10)	CENTRAL GOV. COSTS (11)	AGENCY OR INSTITUTION (12)	CENTRAL GOVERNMENT (13)
Management Services		56,270		56,270				56,270				
TOTAL		56,270		56,270				56,270				

NOTES:

CASH AND FEDERAL FUNDS REPORT

FISCAL YEAR 1978-1979

Page _____ of _____

SCHEDULE 4

DATE _____

DEPARTMENT Administration

AGENCY Office of the Exec Dir-Management Services

SOURCE OF FUNDS AND TITLE OF AGENCY PROGRAM (1)	DIRECT PROGRAM COSTS				INDIRECT PROGRAM COSTS			TOTAL PROGRAM COST (9)	INDIRECT COSTS RECOVERED		INDIRECT COSTS OF THE STATE TO THE GEN.FUND	
	FEDERAL FUNDS (2)	CASH FUNDS (3)	STATE MATCHING (4)	TOTAL (5)	AGENCY OR INSTITUTION (6)	CENTRAL GOV.COSTS (7)	TOTAL (8)		AGENCY OR INSTITUTION (10)	CENTRAL GOV.COSTS (11)	AGENCY OR INSTITUTION (12)	CENTRAL GOVERNMENT (13)
Management Services		90,904		90,904				90,904				
TOTAL		90,904		90,904				90,904				

NOTES:

SCHEDULE 5

SUMMARY - PERSONAL SERVICES RECONCILIATION

DEPARTMENT Administration
AGENCY Office of the Exec Dir-Management Services

POSITION CLASSIFICATION (1)	1976-77 ESTIMATE USED IN 1977-78 REQUEST (2)		1977-78 STAFF CHANGE AUTHORIZED BY APPR. REPORT (3)		1977-78 STAFF ADDED OR DELETED (4)		1977-78 RECLASSIFICATIONS (5)		1977-78 SALARY INCREASES (6)		1977-78 ESTIMATE USED IN 1978-79 REQUEST (7)	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Director, Management Services	1.0	30,318							(.3)	(8,443)	.7	21,875
Management Consultant	1.0	23,784								2,436	1.0	26,220
Management Analyst II	2.0	37,296			1.0	18,648				4,752	3.0	60,696
Management Analyst I-C	2.0	30,678								1,506	2.0	32,184
Management Analyst I-B	2.0	27,792			(1.0)	(11,700)					1.0	16,092
Secretary I-B	1.0	11,700								900	1.0	12,600
Admin Clerk Typist B	1.0	9,168								1,200	1.0	10,368
Sub-total Salaries	10.0	170,736				6,948			(.3)	2,351	9.7	180,035
PERA		18,166				739				251		19,156
Salary Act		11,405								(2,299)		9,106
Merit Increases		2,089								(509)		1,580
Health & Life Insurance		2,400								(459)		1,941
Contractual Fees	1.1	29,144	(1.1)	(29,144)								
Total	11.1	233,940	(1.1)	(29,144)	-	7,687			(.3)	(665)	9.7	211,818

DEPARTMENT OF ADMINISTRATION

	APPROP 1976-77	ACTUAL 1976-77	APPROP 1977-78	NET AUTH 1977-78	T-D ACTUAL 1977-78	PROJECTION 1977-78	AGENCY EST 1977-78	AGENCY REQ 1978-79	OFF. P & B 1978-79	JBC 1978-79
22-01-00	DEPT OF ADMINISTRATION - EXECUTIVE DIRECTOR									
01										
010-10 50011	PER SERV DIRECTOR									
	197,889-	195,1587	128,955-	~~128~~,955-	23,730	133,341				
	(7.0 FTE)	(~~4.0~~ FTE)	(~~27.0~~ FTE)		(~~26.0~~ FTE)					
		53								
020-10 50211	OPER EXP EXEC DIRECTOR									
	5,175-	8,043	9,244-	~~9~~,244-	1,385	9,705				
030-10 50281	TRAVEL EXEC DIRECTOR									
	2,813-	2,142	2,460-	2,460-	130	2,180				
031-10 50321	FLAGS EXEC DIRECTOR									
	1,500-	~~17~~	-0-	-0-	-0-	-0-				
		18								
040-10 50331	TEST FACILITY LEASE									
	23,445-	~~23,444~~	23,445-	23,445-	23,444	23,444				
01 SUB-TOTAL							-0-	-0-	-0-	-0-
	230,822-	~~228,804~~	164,104-	164,104-	48,689	168,670				
	(7.0 FTE)	(4.0 FTE)	(~~27.0~~ FTE)		(26.0 FTE)					
					6.					
CASH FUNDS										
020-20		2,079								
	-0-	~~2,079~~-	-0-	-0-	-0-					
GENERAL FUND										
	230,822	226,725-	164,104	164,104	48,689-		-0-	-0-	-0-	-0-
	(7.0 FTE)	(4.0 FTE)	(~~27.0~~ FTE)		(~~26.0~~ FTE)					
					6.5					
02										
010-10 51011	PER SERVICES PERSONNEL									
	35,913-	38,355	38,105-	38,105-	6,642	38,399				
	(2.0 FTE)	(2.0 FTE)	( )							
020-10 51211	OPER EXP PERSONNEL									
	622-	~~975~~	739-	739-	68	696				
		976								
030-10 51281	TRAVEL PERSONNEL									
	-0-	-0-	200-	200-	-0-	200				

DEPARTMENT OF ADMINISTRATION

APPROP 1976-77	ACTUAL 1976-77	APPROP 1977-78	NET AUTH 1977-78	T-D ACTUAL 1977-78	PROJECTION 1977-78	AGENCY EST 1977-78	AGENCY REQ 1978-79	OFF. P & B 1978-79	JBC 1978-79
22-01-00 DEPT OF ADMINISTRATION - EXECUTIVE DIRECTOR									
02									
02 SUB-TOTAL									
36,535-	39,330	39,044-	39,044-	6,710	39,295	-0-	-0-	-0-	-0-
(2.0 FTE)	(2.0 FTE)								
GENERAL FUND									
36,535	39,330-	39,044	39,044	6,710-		-0-	-0-	-0-	-0-
(2.0 FTE)	(2.0 FTE)								
03									
010-10 52011 PER SERV ADMIN SERVICES									
149,599-	163,536	161,635-	161,635-	27,933	162,640				
(11.0 FTE)	(12.0 FTE)								
020-10 52211 OPER EXPIADMIN SERVICES									
6,952-	7,494	6,476-	6,476-	1,008	6,674				
040-10 52311 CAP OUTLAY ADMIN SERVICES									
-0-	-0-	200-	200-	200	200				
03 SUB-TOTAL									
156,551-	171,030	168,311-	168,311-	29,141	169,514	-0-	-0-	-0-	-0-
(11.0 FTE)	(12.0 FTE)								
GENERAL FUND									
156,551	171,030-	168,311	168,311	29,141-		-0-	-0-	-0-	-0-
(11.0 FTE)	(12.0 FTE)								
04									
010-10 53011 PER SERV MGMT SERVICES									
210,713-	186,568	211,818-	211,818-	30,035	206,564				
(11.1 FTE)	(8.0 FTE)								
020-10 53211 OPER EXP MGMT SERVICES									
3,503-	5,085	6,269-	6,269-	375	5,600				
030-10 53281 TRAVEL MGMT SERVICES									
2,740-	1,093	4,452-	4,452-	50	3,277				
031-10 53291 SOCIAL SERV ACCTG SYSTEM									
300,000-	-0-	-0-	-0-	-0-	-0-				

DEPARTMENT OF ADMINISTRATION

APPROP 1976-77	ACTUAL 1976-77	APPROP 1977-78	NET AUTH 1977-78	T-D ACTUAL 1977-78	PROJECTION 1977-78	AGENCY EST 1977-78	AGENCY REQ 1978-79	OFF. P & B 1978-79	JBC 1978-79
22-01-00 DEPT OF ADMINISTRATION - EXECUTIVE DIRECTOR									
04									
040-10 53311 CAP OUTLAY MGMT SERVICES									
-0-	-0-	2,540-	2,540-	1,197	1,705				
04 SUB-TOTAL	192,748								
516,956-	~~192,746~~	225,079-	225,079-	31,657	217,146	-0-	-0-	-0-	-0-
(11.1 FTE)	~~(8.0~~ FTE)								
CASH FUNDS	8.9								
010-20									
-0-	-0-	52,954	52,954	17,736-					
		(2.2 FTE)							
020-20									
-0-	-0-	1,567	1,567	-0-					
030-20									
-0-	-0-	1,113	1,113	-0-					
040-20									
-0-	-0-	636	636	-0-					
SUB-TOTAL									
-0-	-0-	56,270	56,270	17,736-		-0-	-0-	-0-	-0-
		(2.2 FTE)							
FEDERAL FUNDS									
031-22									
150,000	-0-	-0-	-0-	-0-					
GENERAL FUND	192,748								
366,956	~~192,746~~	168,809	168,809	13,921-		-0-	-0-	-0-	-0-
(11.1 FTE)	(~~8.0~~ FTE)	(8.9 FTE)							
	8.9								
82									
98									
999-11 53301 INCENTIVE AWARDS									
-0-	1,302	-0-	-0-	-0-	-0-				
98 SUB-TOTAL									
-0-	1,302	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-

DEPARTMENT OF ADMINISTRATION

	APPROP 1976-77	ACTUAL 1976-77	APPROP 1977-78	NET AUTH 1977-78	T-D ACTUAL 1977-78	PROJECTION 1977-78	AGENCY EST 1977-78	AGENCY REQ 1978-79	OFF. P & B 1978-79	JBC 1978-79
22-01-00	DEPT OF ADMINISTRATION - EXECUTIVE DIRECTOR									
98										
GENERAL FUND	-0-	1,302-	-0-	-0-	-0-		-0-	-0-	-0-	-0-
TOTAL 22-01-00	DEPT OF ADMINISTRATION - EXECUTIVE DIRECTOR									
	940,864- (31.1 FTE)	~~633,212~~ (~~26.0~~ FTE)	596,538- (27.0 FTE)	~~596,538-~~	116,197 (26.0 FTE)	594,625	-0-	-0-	-0-	-0-
CASH FUNDS	-0-	~~2,079-~~	56,270	56,270	17,736-		-0-	-0-	-0-	-0-
FEDERAL FUNDS	150,000	-0-	-0-	-0-	-0-		-0-	-0-	-0-	-0-
GENERAL FUND	790,864 (31.1 FTE)	631,133- (~~26.0~~ FTE)	540,268 (27.0 FTE)	540,268	98,461- (26.0 FTE)		-0-	-0-	-0-	-0-

I. PROGRAM IDENTIFICATION

Division or Agency: Accounts and Control

Department: Administration

Program Administrator: Dan S. Whittemore, State Controller

Description and Authorization

Description -- Accounts and Control, a division of the Department of Administration, was created in 1941.

Statutes provide for the division to manage financial affairs of the State; coordinate procedures for financial administration and control for all State agencies, and integrate such procedures into a unified accounting system; issue warrants for the payment of State debts, including payrolls; promulgate fiscal rules; and determine benefits (i.e., per diem, housing, etc.) to be granted State employees. Besides the central accounting services, the division is appropriated, and disburses a number of non-operating accounts owed to the various agencies and employees.

Authorization -- C.R.S. 1973, 24-1-116; 24-30-201; 24-30-202; 24-30-202.5; 24-30-203, 204, 205, 206, 207, 208; 24-30-405; 24-75-102; 24-75-202, 203, 204; 10-8-214.

Relationship to Other Programs/Divisions/Departments:

To provide central service and control for all State departments. Group health insurance administration is included in Accounts and Control budget request rather than a separate group of line items as previously presented in the potted funds area. This is a transfer of 3.5 FTE administration and contractual services to the Division of Accounts and Control.

Budget Document References: Pages 42 through 71.

II. PROGRAM OBJECTIVES

Accomplishments:

Accomplishments of goals for fiscal year 1976-77 are as follows:

1. Improve control over appropriation: The procedure for booking the appropriation has been automated in fiscal year 1978, and the Governor has executed our proposed executive order on appropriation overexpenditure.

2. Improve financial reporting in Colorado: The reporting procedures implemented in fiscal year 1978 have been improved by issuing a fiscal digest prior to the legislature convening in January. Quarterly statements have been issued since September 1976.

3. Assist the Governor, cabinet and agency personnel to better manage the State's financial resources: The Division has introduced the J.B.C. report which should assist the various departments in reviewing their appropriation status. The Appropriation Overexpenditure Executive Order has enhanced the Governor's management of the State's financial situation.

4. Integrate two higher education institutions and the Department of Institutions into the Central Accounting System: Institutions has been accomplished and the higher education institutions have opted for the IAI system to interface with the CAS.

5. Implement position cost report: This program has been dropped in favor of an SP&B designed system.

6. Expand payroll processing to allow distribution to three accounts: This program has been dropped due to the excessive cost of program modification.

7. Establish batch control for vouchers: Accomplished.

8. Issue warrant for unemployment insurance payment: Accomplished.

Accomplishment of Fiscal Year 1977-78 Objectives:

1. Establish automated input of accounting documents. Automated input accomplished for five State departments: Education, Revenue, Highways, Local Affairs, and Judicial.

2. Complete accounting system. All major system requests were denied last year. Therefore, objective will not be attempted this FY.

3. Implement quarterly continuing education program. This objective has been accomplished.

4. Produce specially formulated accounting reports. This objective has been deferred until a comprehensive review of system needs can be accomplished. Funding for this review is requested in this year's budget request.

5. Pursue the development of a checkless payroll system. This has been accomplished for the Department of Administration, and beginning January 1978, a new department will be put on the system every two months with completion estimated about June 1979.

Other Accomplishments of Fiscal Year 1977-78:

1. Implemented voucher retention and field review of voucher for the Departments of Revenue, Highways, Judicial and Education.

2. Issue a totally revised accounting manual (709 pages).

3. Issue revised fiscal rules.

Objectives for 1978-79

1. To process all vouchers and other documents within three days of receipt. Promote remote processing and agency preaudit of 60% of all vouchers at agency level.

2. Review current management needs for financial information and develop a comprehensive program to revise the current Central Accounting System to satisfy those needs in the most efficient way.

3. To process 90% of all contracts within six days of receipt.

4. To complete implementation of electronic funds transfer system in payroll function by implementation of direct payroll deposit in all State agencies by June 1979.

5. To complete the terminal program in the Department of Institutions.

6. To control expenditures to minimize overexpenditures and attend to areas of inefficient asset use.

7. Provide quarterly financial statements for General Fund and Capital Construction Fund.

8. Provide monthly revenue compared to estimates.

9. Provide fiscal digest for all funds with some comparative statistical data.

III. BUDGET SUMMARY for Program with FTE and Fund Source

	1976-77	1977-78	1978-79
$ (thousands) General Fund	839.1	784.7	895.3

Staffing Summary

	1976-77	1977-78	1978-79
State Controller	1.0	1.0	1.0
Assistant State Controller	1.0	1.0	1.0
Secretary II	1.0	1.0	1.0
Accounting Specialist I	6.0	6.0	6.0
Accounting Specialist II	1.0	1.0	1.0
Accountant V	2.0	2.0	2.0
Accountant III	2.0	2.0	2.0
Accountant II	1.0	1.0	1.0
Accountant I-B	1.0	1.0	1.0

Staffing Summary (contd)	1976-77	1977-78	1978-79
Administrative Officer IV	1.0	1.0	1.0
Administrative Officer III	.5	.5	1.0
Chief Administrative Clerk	3.0	3.0	4.0
Administrative Clerk	7.0	7.0	8.0
Clerical Supervisor II	2.0	2.0	2.0
Clerical Assistant	4.0	4.0	4.0
Typist B	2.0	2.0	2.0
Utility Worker	1.0	1.0	1.0
College Controllers	2.0	-	-
Data Control Supervisor	-	-	1.0
Admin. Clerk Typist	-	-	2.0
Health Insurance Function	3.5	3.5	-
Data Processing Function	8.0	8.0	-
TOTAL	50.0	48.0	42.0

NOTE: In FY 78-79 Health Insurance Function combined with Accounts and Control; 6 FTE positions transferred to the Division of A.D.P. 1978-79 staffing includes two FTE that have been physically transferred to the Personnel Department and should be included in their budget and eliminated from Accounts and Control.

Pertinent Workload

	1976-77	1977-78 Estimated	1978-79 Estimated
Warrants issued	688,000	700,000	720,000
Contracts processed	8,522	8,800	9,000
Vouchers processed	247,500	255,500	262,000

Performance Measures

The processing of contracts and vouchers is within the objectives of six-day and five-day, respectively.

IV. SUPPORT FOR BUDGET REQUEST - Justification of Increase

There is only one area which requires an increase in budget beyond inflationary factors:

Accounting system study. The conceptual design of the Central Accounting System is nine years old. The currently available technology can have a tremendous effect on the efficiency of the system if its use could be incorporated. The type and timeliness of outputs that are needed by agencies today were not contemplated when the system was designed. This study would review the needs of today's management and develop a program to revise the current system to satisfy those needs in the most efficient way.

V. TIE TO DEPARTMENT ORGANIZATION CHART

The Division of Accounts and Control is a division of the Department of Administration. See Page I-4 of the department's "Organization and Policy Manual" which is being provided under separate cover.

I. PROGRAM IDENTIFICATION

Title: Central Collection Unit

Division: Accounts and Control

Department : Administration

Program Administrator: Dan S. Whittemore, State Controller

Description and Authorization

Description -- The Central Collection Unit advises and assists State agencies in the collection of debts due the State. The collection effort is coordinated with agency efforts and the Attorney General to maximize the collection of debts due. The procedures used by the collection agency include a series of notices to debtors requesting payment and telephone follow-up by staff on significant debts. Regular status reports are provided State agencies on progress of collection efforts.

Authorization -- 24-30-202.4, C.R.S. 1973, as amended.

Relationship to Other Programs/Divisions/Departments:

This program provides services to all State agencies desiring the service under the administration of Accounts and Control.

Budget Document References: Pages 60 through 69.

II. PROGRAM OBJECTIVES

Accomplishments:

Program is on a completely self-sustaining basis and will probably exceed the revised dollar goals set by the State Controller. The program fell short of the original $750,000 goal due to failure of required and anticipated legislation.

Objectives for 1978-79

To meet collection objectives for 36,000 accounts (up from 11,000) amounting to $3,000,000 with collection of approximately $650,000.

III. BUDGET SUMMARY for Program with FTE and Fund Source

	1976-77	1977-78	1978-79
$ (thousands)	61.1	117.7	157.2

Staffing Summary

	1976-77	1977-78	1978-79
Asst. Rev. Collection Chief	1.0	1.0	1.0
Revenue Enforcement Officer	2.0	-	-
Administrative Officer II	-	2.0	4.0
Secretary	1.0	1.0	1.0
Administrative Officer III	-	-	1.0
Admin. Clerk Typist B	-	-	1.0
TOTAL	4.0	4.0	8.0

Pertinent Workload

	1976-77	1977-78	1978-79
Bad Debts Collected	$247,500	$380,000	$650,000

Performance Measures

The Central Collection Unit is self-supporting based on a fee of 25% of amounts collected.

IV. SUPPORT FOR BUDGET REQUEST

Justification of Increase

Increase Central Collection Unit staff by four. The current staffing of three collectors and one clerical does not provide enough resources available to pursue all of the accounts that could yield positive return in collections. Consequently, those accounts will have to be sent to an outside collection agency who charges a fee of 23% of the amount collected.

Justification of Increase (contd)

The addition of four personnel to the collection staff would ensure that State resources process the workload and would provide $270,000 additional collections. The additional collections would provide four times the additional costs. The intangible benefits derived from maintaining as much collection in-house as possible are as follows:

1. Maintaining control of collection methods.

2. Having adequate personnel to assist agencies in maximizing their own collection efforts.

3. Providing higher quality agency service by having the capability and time to provide more personalized services.

An economic analysis and justification was prepared for the additional four FTE's, a copy of which will be provided separately to the J.B.C. Staff Analyst, that substantiates this request.

V. TIE TO DEPARTMENT ORGANIZATION CHART

The Division of Accounts and Control is a division of the Department of Administration. See Page I-4 of the department's "Organization and Policy Manual" which is being provided under separate cover.

BUDGET SUMMARY

SCHEDULE 2

DEPARTMENT Administration
AGENCY Accounts & Control

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
PERSONAL SERVICES												
* FTE	38.5			36.2			36.5			42.0		
* Appropriation Long Bill	651,742			651,742			657,495			789,945		
* Sep.Bills & Suppls.												
Other Sources	49,574			46,374			43,379					
Reversions												
SUBTOTAL	701,316			698,116			700,874			789,945		
* Less Appropriation	(651,742)			(651,742)			(657,495)					
Variance	49,574			46,374			43,379					
OPERATING EXPENSES												
* Appropriation Long Bill	56,457			56,457			48,151			65,066		
* Sep.Bills & Suppls.												
Other Sources				(6,872)								
Reversions				(13)								
SUBTOTAL	56,457			49,572			48,151			65,066		
* Less Appropriation	(56,457)			(56,457)			(48,151)					
Variance	-0-			(6,885)			-0-					
TRAVEL												
* Appropriation Long Bill	7,250			7,250			7,250			8,500		
* Sep.Bills & Suppls.												
Other Sources				(4,031)								
Reversions												
SUBTOTAL	7,250			3,219			7,250			8,500		
* Less Appropriation	(7,250)			(7,250)			(7,250)					
Variance	-0-			(4,031)			-0-					
CAPITAL OUTLAY												
* Appropriation	800			800			800			1,800		
* Sep.Bills & Suppls.												
Other Sources				(13)								
Reversions												
SUBTOTAL	800			787			800			1,800		
* Less Appropriation	(800)			(800)			(800)					
Variance	-0-			(13)			-0-					

BUDGET SUMMARY (CONTINUED)

SCHEDULE 2

DEPARTMENT Administration
AGENCY Accounts and Control

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
SPECIAL PURPOSE												
* Appropriation	80,993			80,993			85,903			30,000		
* Sep.Bills & Suppls												
Other Sources	6,062			10,700			(58,259)					
Reversions				(4,272)								
SUBTOTAL	87,055			87,421			27,644			30,000		
* Less Appropriation	(80,993)			(80,993)			(85,903)					
Variance	6,062			6,428			(58,259)					
TOTAL-ALL SUBTOTALS	852,878			839,115			784,719			895,311		
TOTAL-APPROPRIATION	797,242			797,242			799,599			895,311		
TOTAL-VARIANCE	55,636			41,873			(14,880)			-		

* Items shall tie to computer report - Budget Request Worksheet - Schedule 1.

VARIANCE DETAIL

SCHEDULE 2A

DEPARTMENT Administration
AGENCY Accounts & Control

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
FTE Variance	0			2.3					
Salary Act Adjust.	32,230			34,156			27,352		
Merit Increase	8,104			5,497			7,267		
Health Insurance	9,240			6,822			8,760		
Shift Differential									
Ed.-Prof.Salary Inc.									
Transfers									
1.To Agency ADP P-S				(101)					
2.Operating Expense				(6,872)					
3.Travel				(4,031)					
4.Capital Outlay				(13)					
Roll Forwards									
1.Collection Agency				28,000					
2.									
3.									
4.									
Reversions									
1.Roll Forward				(4,272)					
2.Operating Expense				(13)					
3.									
4.									
Other Sources									
1.Salary Act & H&L	6,062			3,003			3,251		
2.To ADP				(20,303)			(61,510)		
3.									
4.									
TOTAL-VARIANCE	55,636			41,873			(14,880)		
(Last Line of Schedule 2)	55,636			41,873			(14,880)		

PROGRAM DETAIL

SCHEDULE 3

DEPARTMENT Administration
AGENCY Accounts & Control

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1976 - 1977			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
Personal Services												
State Controller	31,860			33,456			33,456			35,124		
	1.0			1.0			1.0			1.0		
Asst State Controller	22,656			24,404			24,972			27,528		
	1.0			1.0			1.0			1.0		
Secretary II	11,136			13,731			13,896			14,220		
	1.0			1.0			1.0			1.0		
Acct Specialists I	130,088			120,668			134,124			145,308		
	6.0			5.6			6.0			6.0		
Acct Specialist II	22,656			20,711			28,908			30,348		
	1.0			.8			1.0			1.0		
Accountant V	55,056			57,816			57,816			60,696		
	2.0			2.0			2.0			2.0		
Accountant III	41,088			38,085			43,152			45,312		
	2.0			1.8			2.0			2.0		
Accountant II	16,896			17,736			17,736			18,624		
	1.0			1.0			1.0			1.0		
Accountant I-B	14,592			15,324			15,324			16,092		
	1.0			1.0			1.0			1.0		
Admin Officer IV	20,544			21,577			21,576			22,656		
	1.0			1.0			1.0			1.0		
Admin Officer III	8,868			9,312			9,312			19,560		
	.5			.5			.5			1.0		
Chief Admin Clerk	37,680			40,944			41,184			57,684		
	3.0			3.0			3.0			4.0		
Admin Clerk	70,299			76,258			74,976			90,432		
	7.0			5.7			7.0			8.0		
Clerical Supv II	27,072			29,879			29,184			29,856		
	2.0			2.0			2.0			2.0		
Clerical Asst	23,664			25,108			26,076			28,092		
	4.0			3.8			4.0			4.0		
Typist B	12,720			13,971			13,368			14,352		
	2.0			2.0			2.0			2.0		
Utility Worker	8,532			9,168			9,168			9,876		
	1.0			1.0			1.0			1.0		
College Accounting	49,742			55,055								
Controllers	2.0			2.0								
Data Control Supv										12,276		
										1.0		

PROGRAM DETAIL

SCHEDULE 3

DEPARTMENT Administration
AGENCY Accounts & Control

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
Personal Serv (CONT.)												
Admin Clerk Typist										19,668		
										2.0		
Salary Sub-total	605,149			623,203			594,228			697,704		
	38.5			36.2			36.5			42.0		
Overtime				53								
Contractual										18,000		
PERA	64,388			60,863			63,267			74,241		
Salary Act	49,574						27,352					
Merit Increases							7,267			(7,348)*		
Health & Life Insurance				6,822			8,760			(10,080)*		
Retirement & Term Pay				7,175								
Forced Vacancy Savings	(17,795)											
Total Personal Serv	701,316			698,116			700,874			789,945		
Operating Expense												
See Schedule 2B for Details	56,457			49,572			48,151			65,066		
Travel												
In State	6,750			2,171			6,750			6,500		
Out of State	500			1,048			500			2,000		
Total Travel	7,250			3,219			7,250			8,500		
Capital Outlay												
New	800			787			800					
Replacement										1,800		
Total Capital Outlay	800			787			800			1,800		
Special Purpose Study										30,000		
Roll Forward				23,728								
Total All Programs	765,823			775,422			757,075			895,311		

* Non Add Items

PROGRAM DETAIL

SCHEDULE 3

DEPARTMENT Administration
AGENCY Accounts & Control Agency ADP

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds.	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
Special Purpose - ADP												
Personal Services												
Data Control Supv	11,136			11,136			11,700			Request year combined		
	1.0			1.0			1.0			with regular operation.		
Sr Data Entry Opr	35,440			20,894								
	4.0			2.2								
Data Entry Opr B	15,492			8,126								
	2.0			1.0								
Admin Clerk B	11,136			11,136			12,000					
	1.0			1.0			1.0					
Temp Part time				703								
Salary Sub-total	73,204			51,995			23,700					
	8.0			5.2			2.0					
PERA	7,789			5,950			2,522					
Salary Act				2,868			942					
Merit Increase	6,062			-0-			-0-					
Health & Life Insurance				1,088			480					
Overtime				1,466								
Termination Retire Pay				326								
Total Special Purpose	87,055			63,693			27,644					

OPERATING EXPENSE DETAIL

SCHEDULE 2B

DEPARTMENT Administration
AGENCY Accounts & Control

OPERATING EXPENSE Code	Description	ESTIMATE 1976 - 1977 TOTAL	ACTUAL 1976 - 1977 TOTAL	ESTIMATE 1977 1978 TOTAL	REQUEST 1978 - 1979 TOTAL
3000	Rents for Equipment				
3100	Rents for Buildings, Space, or Land				
3200	Insurance	39	36	36	40
3300-3500	Heat, Light, Power, Water, and Sewage				
3600	Telephone and Telegraph	3,491	3,227	3,287	4,000
3700	Postage	39,116	34,751	32,461	41,726
3800	Freight Storage and Moving Expense				
4000	Dues and Memberships	100	50	100	100
4100	Contract Printing and Reproduction	5,516	5,008	5,315	9,000
4200	Advertising and Publicity				150
4300	Transportation, Board & Care of Persons				
4400	Clothing and Uniform Allowance				
4500	Food and Food Service Supplies				
4600	Medical Dental Hospital & Laboratory Supplies				
4700	Custodial and Laundry Supplies and Services				
4800	Office Supplies	7,116	5,496	5,778	7,600
4900	Data Processing Supplies and Services				
5000	Education & Recreational Supplies & Services	100	375	250	850
5200	Microfilming Photography Supplies & Services				
5300	Other Supplies and Services				
5400	Library Books Periodicals & Subscriptions	69	290	500	500
5600	Equipment Maintenance and Repair	860	339	424	1,100
5700	Motor Vehicle Maintenance Repairs & Supplies				
5800	Building & Grounds Maintenance & Repair				
5900	Building & Grounds Supp. Const. Materials, Hand Tools				
6000	Official Functions				
6300	Grants-In-Aid to Individuals & Non-Gov. Entities				
6400-6700	Payments to Local Government Entities				
7000	Purchase Discounts				
7100	Interest and Royalties				
7200-7300	Payments to Other Government Agencies				
7400	Awards, Judgments, Losses & Assessments				
7500	Miscellaneous Fees-Not for Contr. Personal Ser.	50			
7600	Depreciation Expense				
	TOTALS	56,457	49,572	48,151	65,066

BUDGET SUMMARY

SCHEDULE 2

DEPARTMENT Administration
AGENCY Accounts & Control - Health Insurance

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
PERSONAL SERVICES												
* FTE												
* Appropriation Long Bill												
* Sep.Bills & Suppls.												
Other Sources				65,375			75,992					
Reversions												
SUBTOTAL				65,375			75,992					
* Less Appropriation				-0-			-0-					
Variance				65,375			75,992					
OPERATING EXPENSES												
* Appropriation Long Bill												
* Sep.Bills & Suppls.												
Other Sources												
Reversions												
SUBTOTAL												
* Less Appropriation												
Variance												
TRAVEL												
* Appropriation Long Bill												
* Sep.Bills & Suppls.												
Other Sources												
Reversions												
SUBTOTAL												
* Less Appropriation												
Variance												
CAPITAL OUTLAY												
* Appropriation												
* Sep.Bills & Suppls.												
Other Sources												
Reversions												
SUBTOTAL												
* Less Appropriation												
Variance												

Request year combined with regular operations.

BUDGET SUMMARY (CONTINUED)

SCHEDULE 2

DEPARTMENT Administration
AGENCY Accounts & Control - Health Insurance

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
SPECIAL PURPOSE												
* Appropriation												
* Sep.Bills & Suppls												
Other Sources												
Reversions												
SUBTOTAL												
* Less Appropriation												
Variance												
TOTAL-ALL SUBTOTALS				65,375			75,992					
TOTAL-APPROPRIATION				-0-			-0-					
TOTAL-VARIANCE				65,375			75,992					

* Items shall tie to computer report - Budget Request Worksheet - Schedule 1.

Request year combined with regular operation.

VARIANCE DETAIL

SCHEDULE 2A

DEPARTMENT Administration
AGENCY Accounts & Control -- Health Insurance

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	
FTE Variance										
Salary Act Adjust.				2,668			1,382			
Merit Increase				123			485			
Health Insurance				800			840			
Shift Differential										
Ed.-Prof.Salary Inc.							15,600			
Transfers										
1. Agency 98-00-00				61,784			57,685			
2.										
3.										
4.										
Roll Forwards										
1.										
2.										
3.										
4.										
Reversions										
1.										
2.										
3.										
4.										
Other Sources										
1.										
2.										
3.										
4.										
TOTAL-VARIANCE				65,375			75,992			
(Last Line of Schedule 2)				65,375			75,992			

PROGRAM DETAIL

SCHEDULE 3

DEPARTMENT Administration
AGENCY Accounts & Control - Health Insurance

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
Personal Services												
Admin Officer III				8,868			9,312					
				.5			.5					
Chief Admin Clerk				13,536			14,592					
				1.0			1.0					
Admin Clerk Typist				15,308			18,288			Request year combined with		
				2.0			2.0			regular operations.		
Salary Sub-total				37,712			42,192					
				3.5			3.5					
Contractual				15,600			15,600					
PERA				4,310			4,493					
Salary Act				2,668			1,382					
Merit Increases				123			485					
Health & Life Insurance				800			840					
Total				61,213			64,992					
Travel In State				240			400					
Telephone				221			500					
Postage				1,227			3,500					
Printing & Reproduction				2,305			2,400					
Advertising & Publicity				36			100					
Office Supplies				8			1,300					
Equip Mtnc & Repair				44			400					
Office Furniture & Equip				81			2,100					
Educ Supp & Serv							300					
Total Health Insurance				65,375			75,992					

SCHEDULE 5

SUMMARY - PERSONAL SERVICES RECONCILIATION

DEPARTMENT Administration
AGENCY Accounts & Control

POSITION CLASSIFICATION (1)	1976-77 ESTIMATE USED IN 1977-78 REQUEST (2)		1977-78 STAFF CHANGE AUTHORIZED BY APPR. REPORT (3)		1977-78 STAFF ADDED OR DELETED (4)		1977-78 RECLASSIFICATIONS (5)		1977-78 SALARY INCREASES (6)		1977-78 ESTIMATE USED IN 1978-79 REQUEST (7)	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
College Accounting Controllers	2.0	49,742	(2.0)	(49,742)							-0-	-0-
Balance of Staff	36.5	555,407								38,821	36.5	594,228
PERA		64,388		(5,293)						4,172		63,267
Salary Act		32,230								(4,878)		27,352
Merit Increase		8,104								(837)		7,267
Health & Life Insurance		9,240		(480)								8,760
Forced Vacancy Savings		(17,795)								17,795		
Total Personal Services	38.5	701,316	(2.0)	(55,515)						55,073	36.5	700,874

SCHEDULE 5

SUMMARY - PERSONAL SERVICES RECONCILIATION

DEPARTMENT Administration
AGENCY Accounts & Control-Agency ADP

POSITION CLASSIFICATION (1)	1976-77 ESTIMATE USED IN 1977-78 REQUEST (2)		1977-78 STAFF CHANGE AUTHORIZED BY APPR. REPORT (3)		1977-78 STAFF ADDED OR DELETED (4)		1977-78 RECLASSIFICATIONS (5)		1977-78 SALARY INCREASES (6)		1977-78 ESTIMATE USED IN 1978-79 REQUEST (7)	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Sr. Data Entry Operator	4.0	35,440			(4.0)	(35,440)					-0-	-0-
Data Entry Operator	2.0	15,492			(2.0)	(15,492)					-0-	-0-
Balance of Staff	2.0	22,272								1,428	2.0	23,700
PERA		7,789				(5,419)				152		2,522
Pots		6,062								(4,640)		1,422
Total Personal Services	8.0	87,055			(6.0)	(56,351)				(3,060)	2.0	27,644

BUDGET SUMMARY

SCHEDULE 2

DEPARTMENT Administration
AGENCY Accounts & Control - Debt Collection

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
PERSONAL SERVICES												
* FTE		4.0			4.0			4.0			8.0	
* Appropriation Long Bill		72,597			72,597			86,513			116,993	
* Sep.Bills & Suppls.												
Other Sources		25,697			473							
Reversions					(22,445)			(23,672)				
SUBTOTAL		98,294			50,625			62,841			116,993	
* Less Appropriation		(72,597)			(72,597)			(86,513)				
Variance		25,697			(21,972)			(23,672)				
OPERATING EXPENSES												
* Appropriation Long Bill		25,652			25,652			27,224			32,530	
* Sep.Bills & Suppls.												
Other Sources					3,000							
Reversions					(18,289)							
SUBTOTAL		25,652			10,363			27,224			32,530	
* Less Appropriation		(25,652)			(25,652)			(27,224)				
Variance		-0-			(15,289)			-0-				
TRAVEL												
* Appropriation Long Bill		4,000			4,000			4,000			4,600	
* Sep.Bills & Suppls.												
Other Sources					(3,000)							
Reversions					(870)							
SUBTOTAL		4,000			130			4,000			4,600	
* Less Appropriation		(4,000)			(4,000)			(4,000)				
Variance		-0-			(3,870)			-0-				
CAPITAL OUTLAY												
* Appropriation											3,100	
* Sep.Bills & Suppls.												
Other Sources												
Reversions												
SUBTOTAL											3,100	
* Less Appropriation												
Variance												

BUDGET SUMMARY (CONTINUED)

SCHEDULE 2

DEPARTMENT Administration
AGENCY Accounts & Control - Debt Collection

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
SPECIAL PURPOSE												
* Appropriation												
* Sep.Bills & Suppls												
Other Sources												
Reversions												
SUBTOTAL												
* Less Appropriation												
Variance												
TOTAL-ALL SUBTOTALS		127,946			61,118			94,065			157,223	
TOTAL-APPROPRIATION		102,249			102,249			117,737			157,223	
TOTAL-VARIANCE		25,697			(41,131)			(23,672)			-0-	

* Items shall tie to computer report - Budget Request Worksheet - Schedule 1.

VARIANCE DETAIL

SCHEDULE 2A

DEPARTMENT Administration
AGENCY Accounts & Control - Debt Collection

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	
FTE Variance					(.9)					
Salary Act Adjust.		2,568								
Merit Increase		498								
Health Insurance		960			473					
Shift Differential										
Ed.-Prof.Salary Inc.										
Transfers										
1.										
2.										
3.										
4.										
Roll Forwards										
1.										
2.										
3.										
4.										
Reversions										
1. Personal Services					(22,445)			(23,672)		
2. Operating Expense					(18,289)					
3. Travel					(870)					
4.										
Other Sources										
1.		21,671								
2.										
3.										
4.										
TOTAL-VARIANCE		25,697			(41,131)			(23,672)		
(Last Line of Schedule 2)		25,697			(41,131)			(23,672)		

PROGRAM DETAIL

SCHEDULE 3

DEPARTMENT Administration
AGENCY Accounts & Control - Debt Collection

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
Personal Services												
Asst Revenue Coll Chief		16,092			11,289			16,896			19,056	
		1.0			.6			1.0			1.0	
Revenue Enforce Officer		24,000			20,048							
		2.0			1.5							
Admin Officer II								24,024			27,120	
								2.0			2.0	
Secretary		7,920			8,040			9,408			10,104	
		1.0			1.0			1.0			1.0	
Temporary Part time					6,045							
Salary Sub-total		48,012			45,422			50,328			56,280	
		4.0			3.1			4.0			4.0	
PERA		5,108			4,238			5,356			5,989	
Salary Act		2,568						3,599				
Merit Increases		498						2,598			(2,695)*	
Health & Life Insurance		960			473			960			(960)*	
Contractual		41,148										
Termination					455							
Workmen's Comp					37						50	
Total Personal Serv		98,294			50,625			62,841			62,319	
New Positions Requested												
Admin Officer II											25,200	
											2.0	
Admin Officer III											14,592	
											1.0	
Admin Clerk Typist B											9,624	
											1.0	
Salary Sub-total											49,416	
											4.0	
PERA											5,258	
Health & Life Insurance											(960)*	
Total New Positions Requested											54,674	
Operating Expense												
See Schedule 2B for detail		25,652			10,363			27,224			32,530	

* Non Add Item

PROGRAM DETAIL

SCHEDULE 3

DEPARTMENT Adminstration
AGENCY Accounts & Control - Debt Collection

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
Travel												
In State		3,000			130			3,000			3,600	
Out of State		1,000			-0-			1,000			1,000	
Total Travel		4,000			130			4,000			4,600	
Capital Outlay												
New											2,500	
Replacement											600	
Total Capital Outlay											3,100	
Total Debt Collection		127,946			61,118			94,065			157,223	

OPERATING EXPENSE DETAIL

SCHEDULE 2B

DEPARTMENT Administration
AGENCY Accounts & Control - Debt Collection

OPERATING EXPENSE Code	Description	ESTIMATE 1976 - 1977 TOTAL 25,652	ACTUAL 1976 - 1977 TOTAL 10,272	ESTIMATE 1977 1978 TOTAL 27,224	REQUEST 1978 - 1979 TOTAL 32,530
3000	Rents for Equipment				
3100	Rents for Buildings, Space, or Land				
3200	Insurance				
3300-3500	Heat, Light, Power, Water, and Sewage				
3600	Telephone and Telegraph	2,500	870	2,400	2,680
3700	Postage	3,000	5,631	7,800	8,500
3800	Freight Storage and Moving Expense				
4000	Dues and Memberships				
4100	Contract Printing and Reproduction	2,000	1,650	2,000	3,500
4200	Advertising and Publicity		39	100	100
4300	Transportation, Board & Care of Persons				
4400	Clothing and Uniform Allowance				
4500	Food and Food Service Supplies				
4600	Medical Dental Hospital & Laboratory Supplies				
4700	Custodial and Laundry Supplies and Services				
4800	Office Supplies	1,640	6,262	7,500	7,700
4900	Data Processing Supplies and Services	13,512	15,924	6,000	8,000
5000	Education & Recreational Supplies & Services		338	324	400
5200	Microfilming Photography Supplies & Services				
5300	Other Supplies and Services		2,460	700	1,250
5400	Library Books Periodicals & Subscriptions		102	200	200
5600	Equipment Maintenance and Repair		86	200	200
5700	Motor Vehicle Maintenance Repairs & Supplies				
5800	Building & Grounds Maintenance & Repair				
5900	Building & Grounds Supp. Const. Materials, Hand Tools				
6000	Official Functions				
6300	Grants-In-Aid to Individuals & Non-Gov. Entities				
6400-6700	Payments to Local Government Entities				
7000	Purchase Discounts				
7100	Interest and Royalties				
7200-7300	Payments to Other Government Agencies				
7400	Awards, Judgments, Losses & Assessments				
7500	Miscellaneous Fees-Not for Contr. Personal Ser.	3,000			
7600	Depreciation Expense				
	Total	25,652	33,362 - 22,999 [1] 10,363	27,224	32,530

[1] Expenditure transferred to roll forward account for Debt Collection.

CASH AND FEDERAL FUNDS REPORT

FISCAL YEAR 1976-1977

Page _____ of _____ SCHEDULE 4

DATE _____

DEPARTMENT Administration

AGENCY Accounts & Control - Debt Collection

SOURCE OF FUNDS AND TITLE OF AGENCY PROGRAM (1)	DIRECT PROGRAM COSTS				INDIRECT PROGRAM COSTS			TOTAL PROGRAM COST (9)	INDIRECT COSTS RECOVERED		INDIRECT COSTS OF THE STATE TO THE GEN.FUND	
	FEDERAL FUNDS (2)	CASH FUNDS (3)	STATE MATCHING (4)	TOTAL (5)	AGENCY OR INSTITUTION (6)	CENTRAL GOV.COSTS (7)	TOTAL (8)		AGENCY OR INSTITUTION (10)	CENTRAL GOV.COSTS (11)	AGENCY OR INSTITUTION (12)	CENTRAL GOVERNMENT (13)
Accounts & Control Debt Collection Unit												
Debt Collection Revenues		61,118		61,118				61,118				
TOTAL		61,118		61,118				61,118				

NOTES:

CASH AND FEDERAL FUNDS REPORT

FISCAL YEAR 1977-1978

Page _____ of _____

DATE _____

DEPARTMENT Administration

AGENCY Accounts & Control - Debt Collection

SCHEDULE 4

SOURCE OF FUNDS AND TITLE OF AGENCY PROGRAM (1)	DIRECT PROGRAM COSTS				INDIRECT PROGRAM COSTS			TOTAL PROGRAM COST (9)	INDIRECT COSTS RECOVERED		INDIRECT COSTS OF THE STATE TO THE GEN. FUND	
	FEDERAL FUNDS (2)	CASH FUNDS (3)	STATE MATCHING (4)	TOTAL (5)	AGENCY OR INSTITUTION (6)	CENTRAL GOV. COSTS (7)	TOTAL (8)		AGENCY OR INSTITUTION (10)	CENTRAL GOV. COSTS (11)	AGENCY OR INSTITUTION (12)	CENTRAL GOVERNMENT (13)
Accounts & Control Debt Collection Unit												
Debt Collection Revenues		94,065		94,065				94,065				
TOTAL		94,065		94,065				94,065				

NOTES:

CASH AND FEDERAL FUNDS REPORT

FISCAL YEAR 1978-1979

Page _____ of _____

DATE _____

DEPARTMENT Administration

AGENCY Accounts & Control - Debt Collection

SCHEDULE 4

SOURCE OF FUNDS AND TITLE OF AGENCY PROGRAM (1)	DIRECT PROGRAM COSTS				INDIRECT PROGRAM COSTS			TOTAL PROGRAM COST (9)	INDIRECT COSTS RECOVERED		INDIRECT COSTS OF THE STATE TO THE GEN.FUND	
	FEDERAL FUNDS (2)	CASH FUNDS (3)	STATE MATCHING (4)	TOTAL (5)	AGENCY OR INSTITUTION (6)	CENTRAL GOV.COSTS (7)	TOTAL (8)		AGENCY OR INSTITUTION (10)	CENTRAL GOV.COSTS (11)	AGENCY OR INSTITUTION (12)	CENTRAL GOVERNMENT (13)
Accounts & Control												
Debt Collection Unit												
Debt Collection Revenues		157,223		157,223				157,223				
TOTAL		157,223		157,223				157,223				

NOTES:

SCHEDULE 5

SUMMARY - PERSONAL SERVICES RECONCILIATION

DEPARTMENT Administration
AGENCY Accounts & Control - Debt Collection

POSITION CLASSIFICATION (1)	1976-77 ESTIMATE USED IN 1977-78 REQUEST (2)		1977-78 STAFF CHANGE AUTHORIZED BY APPR. REPORT (3)		1977-78 STAFF ADDED OR DELETED (4)		1977-78 RECLASSIFICATIONS (5)		1977-78 SALARY INCREASES (6)		1977-78 ESTIMATE USED IN 1978-79 REQUEST (7)	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Revenue Enforce Officer	2.0	24,000									0	-0-
Administrative Officer II										24	2.0	24,024
Balance of Staff	2.0	24,012								2,292	2.0	26,304
PERA		5,108								248		5,356
Salary Act		2,568								1,031		3,599
Merit Increases		498								2,100		2,598
Health & Life Insurance		960										960
Contractual		41,148				(41,148)						
Total Personal Services	4.0	98,294				(41,148)				5,695	4.0	62,841

DEPARTMENT OF ADMINISTRATION

	APPROP 1976-77	ACTUAL 1976-77	APPROP 1977-78	NET AUTH 1977-78	T-D ACTUAL 1977-78	PROJECTION 1977-78	AGENCY EST 1977-78	AGENCY REQ 1978-79	OFF. P & B 1978-79	JBC 1978-79
22-02-00	DIVISION OF ACCOUNTS AND CONTROL									
06										
010-10 50011	PERSONAL SERVICES									
	724,339-	748,741	744,008-	744,008-	128,354	737,592				
	(42.5 FTE)	(40.5 FTE)	(~~42.5~~ 40.5 FTE)		(43.7 FTE)					
020-10 50211	OPERATING EXPENSES									
	82,109-	59,935	75,375-	75,375-	8,056	69,121				
030-10 50281	TRAVEL									
	11,250-	3,349	11,250-	11,250-	27	9,403				
040-10 50311	CAPITAL OUTLAY									
	800-	787	800-	800-	118	918				
050-10 50321	AGENCY ADP-PERSONAL SERV									
	80,993-	63,692	85,903-	85,903-	4,607	76,198				
	(8.0 FTE)	(~~2.0~~ 5.2 FTE)	(8.0 FTE)		(2.0 FTE)					
06 SUB-TOTAL										
	899,491-	876,504	917,336-	917,336-	141,162	893,232	-0-	-0-	-0-	-0-
	(50.5 FTE)	(42.5 FTE)	(~~50.5~~ 48.5 FTE)		(45.7 FTE)					
CASH FUNDS										
010-20										
	102,249	61,118-	86,513	86,513	-0-					
			(4.0 FTE)		(4.0 FTE)					
020-20										
	-0-	-0-	27,224	27,224	-0-					
030-20										
	-0-	-0-	4,000	4,000	-0-					
SUB-TOTAL										
	102,249	61,118-	117,737	117,737	-0-		-0-	-0-	-0-	-0-
			(4.0 FTE)		(4.0 FTE)					
GENERAL FUND										
	797,242	815,386-	799,599	799,599	141,162-		-0-	-0-	-0-	-0-
	(50.5 FTE)	(42.5 FTE)	(~~46.5~~ 41.5 FTE)		(41.7 FTE)					
07										
010-10 50331	ADMIN GROUP INSURANCE									
	-0-	65,375	57,685-	57,685-	8,947	56,538				
		(3.5 FTE)	(3.5 FTE)		(3.5 FTE)					

DEPARTMENT OF ADMINISTRATION

APPROP 1976-77	ACTUAL 1976-77	APPROP 1977-78	NET AUTH 1977-78	T-D ACTUAL 1977-78	PROJECTION 1977-78	AGENCY EST 1977-78	AGENCY REQ 1978-79	OFF. P & B 1978-79	JBC 1978-79
22-02-00 DIVISION OF ACCOUNTS AND CONTROL									
07									
011-10 50341 OPER EXP GROUP INS									
-0-	-0-	15,600-	15,600-	1,300	13,001				
07 SUB-TOTAL									
-0-	65,375 (3.5 FTE)	73,285- (3.5 FTE)	73,285-	10,247 (3.5 FTE)	69,539	-0-	-0-	-0-	-0-
GENERAL FUND									
-0-	65,375- (3.5 FTE)	73,285 (3.5 FTE)	73,285	10,247- (3.5 FTE)		-0-	-0-	-0-	-0-
99									
999-39 59001 ROLL FORWARD									
-0-	23,727	-0-	-0-	-0-	-0-				
GENERAL FUND									
-0-	23,727-	-0-	-0-	-0-					
TOTAL 22-02-00 DIVISION OF ACCOUNTS AND CONTROL									
899,491- (50.5 FTE)	965,606 (46.0 FTE)	990,621- (~~54.0~~ 52.0 FTE)	990,621-	151,409 (49.2 FTE)	962,771	-0-	-0-	-0-	-0-
CASH FUNDS									
102,249	61,118-	117,737 (4.0 FTE)	117,737	-0- (4.0 FTE)		-0-	-0-	-0-	-0-
GENERAL FUND									
797,242 (50.5 FTE)	904,488- (46.0 FTE)	872,884 (~~50.0~~ 48.0 FTE)	872,884	151,409- (45.2 FTE)		-0-	-0-	-0-	-0-

I. PROGRAM IDENTIFICATION

Title: Public Records Administration

Division: State Archives and Public Records

Department: Administration

Program Administrator: George E. Warren, State Archivist

Description and Authorization

Under the provision of CRS 1973, Titles 24-80-101 through 112, the Division is responsible for the following:

- A statewide archives/records management program.
- Destruction of records of limited value.
- Preservation of permanent records.

Relationship to Other Program/Division/Department

In accord with statutes the State Archivist is responsible for the proper administration of all public records and the preservation of permanent records of the State of Colorado and its political subdivision. In addition, a records center is operated to store, service and dispose of temporary records.

Budget & Document References: Pages 72 through 83.

II. PROGRAM OBJECTIVES

Accomplishments

1976-77:

In the 1977-78 budget request, certain objectives were established for fiscal year 1976-77. Following is a status report of these objectives:

- "To transfer public records to the Centennial Building."

  Status: Completed

- "To continue record surveys and microfilm reviews of state agencies."

  Status: Continuing. The following agency record surveys were completed for the Departments of Administration, Education, Health and Natural Resources.

- "To maintain division service levels within available resources."

  Status: This is a continuing objective. The Division is constantly seeking better utilization of its resources.

- "Improve methods and systems used to manage records stored by the division."

  Status: Completed. Established and implemented a records identification system and a tickler system identifying records eligible for disposal.

- "Publish a checklist of Colorado state publications."

  Status: Not completed. This objective was not completed due to higher priority efforts and projects.

- "Publish guidelines for the preservation and disposition of public records."

  Status: Partially completed. The division's "Records Management Policies and Procedures Manual" is in the final stages of preparation and will be distributed in the 1977-78 budget year.

- "Publish a record liaison officer manual."

  Status: Superceded by the manual discussed above.

1977-78:

The following objectives were states in last years budget request.

- "The division will administer 1500 agency record programs covering 18,000 records within three days of a request, 90% of the time."
- Status: This objective is being met.
- "Authorization for 30,000 cubic feet of records for disposition will be provided within five days, 90% of the time."

  Status: As of October 31, 1977 a total of 9,960 cubic feet of records have been authorized for destruction within the standards established.

- "Ten thousand information service requests will be performed within one day of receipt of the request, 90% of the time."

  Status: As of October 31, 1977 a total of 3231 requests have been serviced within the standards established.

- "A Records Management Policies and Procedures Manual will be prepared so that the division can formalize, systemize and simplify records management within the State of Colorado."

  Status: The manual will be distributed this fiscal year.

Objectives For 1978-79:

- Administer 1650 agency record programs throughout the fiscal year.
- Service approximately 10,000 individual record information service inquiries.
- Inspect and deposit 4,600 rolls of microfilm.
- Investigate the feasibility and, if appropriate, implement an ADP system for the storage, retrieval and disposition of records.

III. BUDGET SUMMARY

	1976-77	1977-78	1978-79
General Fund	$223,193	$255,476	$254,559
FTE	13.3	14.75	14.75
Staffing Summary			
State Archivist	1.0	1.0	1.0
Archivist II	1.0	1.0	1.0
Archivist B	4.9	6.0	6.0
Archivist A	.7	0.0	0.0
Adm. Clk. B	.8	2.0	2.0
Sec. 1-A	1.0	1.0	1.0
Typist B	1.0	1.0	1.0
Adm. Clk. Typist	1.9	1.0	1.0
Cler. Supv.	1.0	1.0	1.0
Student Asst.	0.0	.75	.75
Total	13.3	14.75	14.75

- Pertinent Workload/Performance Measure

	1976-77	1977-78	1978-79
Agency Programs Administered	1520	1600	1650
Information Inquiries	8243	9400	10000
Record Deposits (cubic feet)	995	4000	600
Record Disposals (cubic feet)	30000	30000	30000
M/F Deposits (rolls)	4200	4400	4600

IV. SUPPORT FOR BUDGET REQUEST

The Archives budget includes increases for inflation. A Capital Outlay request is in the budget for $3,500 to replace a microfilm reader which is 18 years old and beyond economic repair. Additionally, operating funds are requested for microfilming to reduce record holdings.

V. ORGANIZATION CHART

Archives and Public Records is a Division of the Department of Administration. See page I-4 of the department's "Organization and Policy Manual," being submitted under separate cover to the JBC staff analyst.

BUDGET SUMMARY

SCHEDULE 2

DEPARTMENT Administration
AGENCY Archives and Public Records

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
PERSONAL SERVICES												
* FTE	17.0			17.0			14.75			14.75		
* Appropriation Long Bill	220,940			220,940			221,686			230,034		
* Sep.Bills & Suppls.												
Other Sources	2.067			(14,853)			8,636					
Reversions												
SUBTOTAL	223,007			206,087			230,322			230,034		
* Less Appropriation	(220,940)			220,940)			(221,686)					
Variance	2,067			(14,853)			8,636					
OPERATING EXPENSES												
* Appropriation Long Bill	15,818			15,818			11,258			19,375		
* Sep.Bills & Suppls.												
Other Sources	(300)			(2,254)								
Reversions												
SUBTOTAL	15,518			13,564			11,258			19,375		
* Less Appropriation	(15,818)			(15,818)			(11,258)					
Variance	(300)			(2,254)			-					
TRAVEL												
* Appropriation Long Bill	1,000			1,000			1,000			1,650		
* Sep.Bills & Suppls.												
Other Sources				(44)								
Reversions												
SUBTOTAL	1,000			956			1,000			1,650		
* Less Appropriation	(1,000)			(1,000)			(1,000)					
Variance	-			(44)			-					
CAPITAL OUTLAY												
* Appropriation	225			225						3,500		
* Sep.Bills & Suppls.												
Other Sources				2,361								
Reversions												
SUBTOTAL	225			2,586						3,500		
* Less Appropriation	(225)			(225)								
Variance	-			2,361								

BUDGET SUMMARY (CONTINUED)

SCHEDULE 2

DEPARTMENT Administration
AGENCY Archives and Public Records

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
SPECIAL PURPOSE												
* Appropriation												
* Sep.Bills & Suppls				235,345								
Other Sources				(235,345)			12,896					
Reversions												
SUBTOTAL				-0-			12,896					
* Less Appropriation				(235,345)			-					
Variance				(235,345			12,896					
TOTAL-ALL SUBTOTALS	239,750			223,193			255,476			254,559		
TOTAL-APPROPRIATION	237,983			473,328			233,944			254,559		
TOTAL-VARIANCE	1,767			(250,136)			21,532			-		

* Items shall tie to computer report - Budget Request Worksheet - Schedule 1.

VARIANCE DETAIL

SCHEDULE 2A

DEPARTMENT Administration
AGENCY Archives and Public Records

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
FTE Variance	(2.25)			(3.7)			-		
Salary Act Adjust.	15,529			339			2,964		
Merit Increase	4,242			3,904			3,648		
Health Insurance	3,540			2,148			3,540		
Shift Differential									
Ed.-Prof.Salary Inc.									
Transfers									
1. Executive Director							(1,516)		
2. Dept. of Education	(21,544)			(29,644)					
3. From Accts & Contro				362					
4. To Dept. of Revenue				(64,763)			(132,314)		
Roll Forwards									
1. Moving Expense				(162,482)			162,482		
2.									
3.									
4.									
Reversions									
1. Moving Expense							(17,272)		
2.									
3.									
4.									
Other Sources									
1.									
2.									
3.									
4.									
TOTAL-VARIANCE	1,767			(250,136)			21,532		
(Last Line of Schedule 2)	1,767			(250,136)			21,532		

PROGRAM DETAIL

SCHEDULE 3

DEPARTMENT Administration
AGENCY Archives and Public Records

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
Personal Services:												
State Archivist	26,220			27,528			27,528			30,348		
	1.0			1.0			1.0			1.0		
Archivist II	16,896			17,736			17,736			18,624		
	1.0			1.0			1.0			1.0		
Archivist B	71,016			72,279			84,108			90,252		
	5.0			4.9			6.0			6.0		
Archivist A	10,368			8,808								
	1.0			.7								
Admin Clerk B	8,724			8,113			20,292			21,804		
	1.0			.8			2.0			2.0		
Secretary I-A	9,624			8,521			8,532			9,168		
	1.0			1.0			1.0			1.0		
Typist B	7,536			8,942			8,532			8,724		
	1.0			1.0			1.0			1.0		
Admin Clerk Typist	16,800			17,920			8,124			8,724		
	2.0			1.9			1.0			1.0		
Clerical Supervisor	12,900			13,623			10,884			11,700		
	1.0			1.0			1.0			1.0		
Clerical Asst B	4,229											
	.75											
Student Asst							7,776			8,568		
							.75			.75		
Sub-total Salaries	184,313			183,470			193,512			207,912		
	14.75			13.3			14.75			14.75		
Termination Pay				676								
PERA	19,621			19,593			20,589			22,122		
Salary Act	15,529						9,033					
Merit Increases	4,242						3,648			(3,544)*		
Health & Life Insur	3,540			2,148			3,540			(3,540)*		
Contractual Fees				200								
Less: Vacancy Savings	(4,238)											
Total Personal Serv	223,007			206,087			230,322			230,034		

* Non Add Items

PROGRAM DETAIL

SCHEDULE 3

DEPARTMENT Administration
AGENCY Archives and Public Records

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
Operating Expense												
See Schedule 2B	15,518			13,564			11,258			19,375		
Travel												
In State	800			710			1,000			1,150		
Out of State	200			246						500		
Total Travel	1,000			956			1,000			1,650		
Capital Outlay												
New	225			2,586								
Replacement										3,500		
Total Capital Outlay	225			2,586						3,500		
Special Purpose:												
Moving Exp Roll Forward							12,896					
Program Total	239,750			223,193			255,476			254,559		

OPERATING EXPENSE DETAIL

SCHEDULE 2B

DEPARTMENT Administration
AGENCY Archives and Public Records

OPERATING EXPENSE Code	Description	ESTIMATE 1976 - 1977 TOTAL 15,518	ACTUAL 1976 - 1977 TOTAL 13,564	ESTIMATE 1977-1978 TOTAL 11,258	REQUEST 1978 - 1979 TOTAL 19,375
3000	Rents for Equipment		232		
3100	Rents for Buildings, Space, or Land		20		
3200	Insurance	100	36	70	74
3300-3500	Heat, Light, Power, Water, and Sewage				
3600	Telephone and Telegraph	450	270	318	329
3700	Postage	1,000	712	820	869
3800	Freight Storage and Moving Expense	100	148		
4000	Dues and Memberships	250	30		
4100	Contract Printing and Reproduction	3,000	3,248	3,650	3,869
4200	Advertising and Publicity				
4300	Transportation, Board & Care of Persons				
4400	Clothing and Uniform Allowance				
4500	Food and Food Service Supplies				
4600	Medical Dental Hospital & Laboratory Supplies				
4700	Custodial and Laundry Supplies and Services		57		
4800	Office Supplies	2,500	3,687	3,800	4,028
4900	Data Processing Supplies and Services				
5000	Education & Recreational Supplies & Services		282		
5200	Microfilming Photography Supplies & Services	3,518	423	450	7,427
5300	Other Supplies and Services	500	578	600	636
5400	Library Books Periodicals & Subscriptions	1,800	287	100	106
5600	Equipment Maintenance and Repair	1,200	2,063	700	742
5700	Motor Vehicle Maintenance Repairs & Supplies	1,100	576	600	636
5800	Building & Grounds Maintenance & Repair				500
5900	Building & Grounds Supp. Const. Materials, Hand Tools		833	150	159
2700	Travel		82		
6300	Grants-In-Aid to Individuals & Non-Gov. Entities				
6400-6700	Payments to Local Government Entities				
7000	Purchase Discounts				
7100	Interest and Royalties				
7200-7300	Payments to Other Government Agencies				
7400	Awards, Judgments, Losses & Assessments				
7500	Miscellaneous Fees-Not for Contr. Personal Ser.				
7600	Depreciation Expense				

SCHEDULE 5

SUMMARY - PERSONAL SERVICES RECONCILIATION

DEPARTMENT Administration
AGENCY Archives and Public Records

POSITION CLASSIFICATION (1)	1976-77 ESTIMATE USED IN 1977-78 REQUEST (2)		1977-78 STAFF CHANGE AUTHORIZED BY APPR. REPORT (3)		1977-78 STAFF ADDED OR DELETED (4)		1977-78 RECLASSIFICATIONS (5)		1977-78 SALARY INCREASES (6)		1977-78 ESTIMATE USED IN 1978-79 REQUEST (7)	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Archivist B	5.0	71,016			1.0	12,000				1,092	6.0	84,108
Archivist A	1.0	10,368			(1.0)	(10,368)						
Clerical Assistant B	.75	4,229			(.75)	(4,229)						
Student Assistant					.75	7,776					.75	7,776
All Other Positions	8.0	98,700								2,928	8.0	101,628
Sub-total Salaries	14.75	184,313				5,179				4,020	14.75	193,512
PERA		19,621				551				417		20,589
Salary Act		15,529								(6,496)		9,033
Merit Increases		4,242								(594)		3,648
Health & Life Insurance		3,540										3,540
Vacancy Savings		(4,238)								4,238		
Total	14.75	223,007				5,730				1,585	14.75	230,322

DEPARTMENT OF ADMINISTRATION

	APPROP 1976-77	ACTUAL 1976-77	APPROP 1977-78	NET AUTH 1977-78	T-D ACTUAL 1977-78	PROJECTION 1977-78	AGENCY EST 1977-78	AGENCY REQ 1978-79	OFF. P & B 1978-79	JBC 1978-79
22-03-00	DIVISION OF ARCHIVES AND PUBLIC RECORDS									
10										
010-10 50011	PERSONAL SERVICES									
	220,940-	206,087	221,686-	221,686-	30,576	215,329				
	(17.0 FTE)	(11.2 FTE)	(14.8 FTE)		(12.8 FTE)					
020-10 50211	OPERATING EXPENSES									
	15,818-	13,563	11,258-	11,258-	518	10,932				
030-10 50281	TRAVEL									
	1,000-	955	1,000-	1,000-	40	840				
040-10 50311	CAPITAL OUTLAY									
	225-	2,585	-0-	-0-	-0-	-0-				
10 SUB-TOTAL										
	237,983-	223,190	233,944-	233,944-	31,134	227,101	-0-	-0-	-0-	-0-
	(17.0 FTE)	(11.2 FTE)	(14.8 FTE)		(12.8 FTE)					
CASH FUNDS										
999-21										
	-0-	3,634	-0-	-0-	-0-					
GENERAL FUND										
	237,983	219,556-	233,944	233,944	31,134-		-0-	-0-	-0-	-0-
	(17.0 FTE)	(11.2 FTE)	(14.8 FTE)		(12.8 FTE)					
99										
999-39 53001	MOVING EXPENSE S/B 575									
	235,345-	-0-	-0-	-0-	-0-	-0-				
999-39 58881	OPER STATE ARCHVS-TITLE 2									
	125,000-	-0-	-0-	-0-	-0-	-0-				
99 SUB-TOTAL										
	360,345-	-0-	-0-	-0-	-0-					
FEDERAL FUNDS										
999-59 47881	OPERATE ST ARCHVS-TITLE 2									
	125,000	-0-	-0-	-0-	-0-					
GENERAL FUND										
	235,345	-0-	-0-	-0-	-0-					

DEPARTMENT OF ADMINISTRATION

	APPROP 1976-77	ACTUAL 1976-77	APPROP 1977-78	NET AUTH 1977-78	T-D ACTUAL 1977-78	PROJECTION 1977-78	AGENCY EST 1977-78	AGENCY REQ 1978-79	OFF. P & B 1978-79	JBC 1978-79
22-03-00	DIVISION OF ARCHIVES AND PUBLIC RECORDS									
TOTAL 22-03-00	DIVISION OF ARCHIVES AND PUBLIC RECORDS									
	598,328-	223,190	233,944-	233,944-	31,134	227,101	-0-	-0-	-0-	-0-
	(17.0 FTE)	(11.2 FTE)	(14.8 FTE)		(12.8 FTE)					
CASH FUNDS										
	-0-	3,634-	-0-	-0-	-0-		-0-	-0-	-0-	-0-
FEDERAL FUNDS										
	125,000	-0-	-0-	-0-	-0-		-0-	-0-	-0-	-0-
GENERAL FUND										
	473,328	219,556-	233,944	233,944	31,134-		-0-	-0-	-0-	-0-
	(17.0 FTE)	(11.2 FTE)	(14.8 FTE)		(12.8 FTE)					

I. PROGRAM IDENDIFICATION

Title: Statewide ADP Planning and Coordination

Division: Division of Automated Data Processing (DADP)

Department: Administration

Program Administrator: Robert J. Miller, Acting Director of DADP

Description and Authorization:

The Statewide ADP (Automated Data Processing) Planning Program is in the Division of ADP, a Division of the Department of Administration, an agency of the State of Colorado, authorized by Article 24-1-116 CRS 1973, as amended.

This program was created:

1. To formulate recommendations for a current and long-range automated data processing plan, in consultation with State agencies, for approval of the Executive Director of the department and the Governor;

2. To administer the approved current and long-range plan for ADP, and exercise general supervision over all ADP applications, planning, systems, programs, personnel, equipment and facilities of State government in accordance with the approved plan;

3. To review all existing and future ADP applications, planning, systems, programs, personnel, equipment and facilities, and to establish priorities for those that are necessary and desirable to accomplish a practical and economical means of increasing productivity and efficiency, provide substantial benefits to the managerial process, enable the State to better serve the public, and meet the needs of State departments, institutions, and agencies within the resource capabilities of the State;

4. To establish procedures and standards for management of ADP facilities for all State agencies.

5. To advise the Department of Personnel on qualification and wage standards necessary to recruit and retain ADP personnel essential for the implementation of sound long-range ADP plans;

6. To advise and report to, as requested, the Governor and General Assembly on ADP matters;

7. To approve, modify or disapprove the acquisition of ADP equipment and staffing pattern for ADP operations by any State agency in accordance with the approved plan;

8. To study and assist the ADP operations and needs of State agencies;

9. To provide ADP Services, equipment and facilities for State agencies according to their needs.

Relationship to Other Programs/Divisions/Departments:

Because of the highly technical nature of data processing and the rapid change in technology within the computer industry, this program provides: a) technical evaluation of ADP equipment and service acquisitions for the Division of Purchasing; b) technical evaluation of computer applications relative to finance and accounting for the State Auditor's Office; c) technical analysis of budget requests for the Office of State Planning and Budgeting and the Joint Budget Committee; d) technical assistance to the Division of Communications for data communications and data networks; and e) technical assistance to the Department of Personnel in developing job descriptions, wage standards, and recruiting and testing criteria.

Budget Document References:

Pages 84 through 124

II. PROGRAM OBJECTIVES

A. Accomplishments: 1976-77 and 1977-78

1. Performed ADP evaluations at the Universities of Southern Colorado, Western State College, and the Colorado Department of Health. An evaluation of the University of Colorado is now being conducted.

2. Developed a current State ADP Master Plan endorsed by the Governor.

3. Participated in Task Forces as recommended in the Master Plan to study: a) the feasibility of a Financial Management and General Government Centers, and b) the feasibility of consolidating existing computer facilities in the Higher Education environments.

4. Developed and evaluated Statewide Requests for Proposals for terminals and modern equipment.

5. Conducted a data processing training course for State accountants, auditors, budget and fiscal officers.

6. Developed a Statewide audio-visual technical training program.

7. Developed and published standards and procedures for ADP equipment procurement.

8. Evaluated and acquired an Accounting System to be used by all Community Colleges.

B. Objectives for 1978-79:

1. To consult with departments, institutions and agencies and formulate a new or revised State ADP Master Plan by November 1978. This requires:

   - Evaluation of 53 agency ADP plans; and provide assistance to about 27 other agencies in their ADP planning.
   - Formulation, preparation and publication of a revised State Plan.

2. To administer the approved current State ADP Master Plan. This requires:

   - Continued participation with the Task Forces for financial management and general government computer centers in accordance with the current Master Plan.
   - Implementation of the results of approved Task Force recommendations for financial and general management, administration of justice, higher education administrative and higher education instructional computing.

3. To review all existing and future ADP applications, equipment, personnel and facilities. This requires:

   - Reviewing and evaluating the budget requests of 41 agencies; and formulating recommendations and priorities for the funding of the State's ADP.
   - Maintaining a statewide inventory of ADP equipment; providing technical assistance in data communications and for hardware and software acquisition; and performing technical studies.
   - Establishing Standards and Procedures for performing economic analyses of new and revised ADP application requests.

4. To continually study and assess the ADP operations of State departments, institutions, and agencies. This requires:

   - Examination of three facilities with ADP operations. (This rate necessitates a seven year cycle for the review of the 21 existing facilities.)
   - Following-up with a coordinated statewide ADP training program and by advising the Department of Personnel in classification and wage standards.

III. BUDGET SUMMARY

	1976-77 Amount	1977-78 Amount	1978-79 Amount
A. Fund Source:			
General Fund	$368,992	$419,614	$425,588
FTE	13.0	14.0	14.0
B. Staffing Summary:	FTE	FTE	FTE
Division Director	1.0	1.0	1.0
Office Staff	3.0	3.0	3.0
Manager of Plans and Coordinator	1.0	1.0	1.0
Plans and Coordination Staff	8.0	9.0	9.0
	13.0	14.0	14.0
C. Pertinent Workload:			
Agency Plans Reviewed	42	42	45
Agency Budgets Reviewed	42	42	45
Statewide Plan	1	1	1
Performance Evaluations	3	4	3
Studies Performed	3	3	3
Computer Hardware Measurements	2	4	3
Equipment Acquisition Coordinated	21	20	20
RFP's Performed	12	5	5
Training Classes (Pupil Hours)	2667	2500	2500
Special Reports	16	18	18
D. Performance Measures			
Audit Recommendations Accepted	83%	85%	85%
Estimated Cost Savings/ Avoidance	$1,265,000	$600,000	$600,000
Performance Evaluation Frequency	7 years	7 years	7 years

IV. SUPPORT FOR BUDGET REQUEST

Explanation of Request:

The request represents the same level of support as for 1977-78, adjusted for inflation.

V. TIE TO DEPARTMENT ORGANIZATION CHART

The statewide ADP Planning Program is in the Division of ADP, Department of Administration. See Page I-4 of the Department's "Organization and Policy Manual" being provided separately to the JBC analyst.

I. PROGRAM IDENTIFICATION

Title: State Central Computer Center (SCCC)

Division: Automated Data Processing

Department: Administration

Program Administrator: Lee A. Mickelsen, Acting Manager

Description and Authorization:

The Computer Center is authorized by 24-30-603, CRS 1973, as ammended.

"Provide automated data processing services, equipment, and facilities for State departments, institutions, and agencies according to their needs."

Under this authority, needs are defined by user agencies. It is the responsibility of the SCCC to verify those needs, ascertain the most economical and efficient means to satisfy the requirements, and request the resources to produce the required service. The services include system analysis, development, and maintenance of automated information files; and information via printed reports, microfiche, and terminal displays.

The SCCC provides these services:

1. System Development - performs systems analysis and programming tasks to develop and maintain new and existing data processing systems.

2. Computer Operations - operates computer equipment, schedules jobs, maintains magnetic tape and disk files, controls the processing of source input, distributes reports, and generates computer input from source documents.

3. System Programming and Data Base Administration - installs and maintains the computer operating system software, monitors and controls the teleprocessing control software, and controls the operation and integrity of the data base.

Relationship to Other Programs/Divisions/Departments:

The SCCC provides services to the following user departments:

DEPARTMENT	SYSTEM DEVELOPMENT	COMPUTER OPERATIONS	DATA CREATION
Legislative	X	X	X
Judicial			
Court of Appeals		X	
Supreme Court		X	
Administration	X	X	X
Agriculture	X	X	X
Education		X	X
Health		X	
Higher Education			
CCHE		X	X
Auraria Higher Ed. Cntr.		X	X
Arapahoe Comm. College		X	
Comm. Coll. of Denver		X	
Metro. State College		X	
State Board of Comm. Coll. & Occupational Education		X	
Highways		X	
Labor and Employment			
Labor	X	X	X
Social Sec. Sec.	X	X	X
Local Affairs			
Administration	X	X	
Property Taxation	X	X	X

DEPARTMENT	SYSTEM DEVELOPMENT	COMPUTER OPERATIONS	DATA CREATION
Natural Resources		X	X
Office of State Plan. and Budget.	X	X	X
Personnel	X	X	X
Regulatory Agencies	X	X	X
Social Services			X
State	X	X	X
Treasury	X	X	X

Budget Document References:

Pages 105 through 118

II. PROGRAM OBJECTIVES

In referencing the goals set forth in the 1977-78 budget document on page 60, for fiscal year 1976-77, the following is a status report of the accomplishments.

Objective a) To improve management reports provided to the Executive and Legislative Branches by interfacing the Central Accounting and Personnel Systems.

Status a) An appropriation tracking system was developed and implemented for the Joint Budget Committee, Office of State Planning and Budgeting, and the Division of Accounts and Control.

Objective b) To improve the accuracy of the central Personnel System by installation of a terminal at the Department of Labor and Employment to allow access and correction of data maintained by this system.

Status b) Access to the central accounting system, the State personnel system, and employer files through terminals was provided for the Department of Labor & Employment.

Objective c) To expand the automated employment applications, test scoring of examinations, and referral of successful job applicants to agencies for the Department of Personnel. An optical mark reader is used to speed processing and provide greater accuracy.

Status c) Because of a change in priorities within the Department of Personnel, the expansion of the automated employment application, test scoring and referral system was curtailed in order to develop on-line access to the personnel system.

Objective d) To expand the uniform licensing system for the various boards under the Department of Regulatory Agencies to include 8 more boards issuing approximately 28,000 additional licenses.

Status d) The capacity to issue 87,000 licenses for four regulatory boards within the Department of Regulatory Agencies was added to the uniform licensing system.

Objective e) To provide a budget system for the Joint Budget Committee of the legislature.

Status e) The tracking system mentioned in (a) above was developed and terminal access to that system is available to the JBC.

Objective f) To install a terminal in the Department of Law which will provide access to the Accounting, Personnel and Alter systems.

Status f) Access to the central accounting and State personnel files and the capability to utilize text writing and retrieval software were provided to the Department of Law through terminals.

Objective g) To install two terminals in the Court of Appeals which will provide access to the Alter System for the purpose of maintaining case records.

Status g) The capability to utilize ALTER software to record, maintain, and retrieve court case information through terminals was made available to the Supreme Court of Appeals.

Objective h) To provide a terminal in the Department of Labor for access to the Accounting and Personnel systems, and for access to the Department of Labor and Employment employer file.

Status h) The same terminals mentioned in (b) above has access to the Department of Labor & Employment employer files.

Objective i) To provide an interface between the Payroll and Personnel ADP systems.

Status i) This goal has not yet been met. Development is underway to provide for common input capability into both systems.

Objective j) To develop a Federal Central Information Reception Agency Data System (FACS) for the Department of State Planning and Budget to track federal grants and funds.

Status j) A system to track federal grants and funds appropriated to State agencies was developed and implemented for the Office of State Planning and Budgeting.

Objective k) To develop a one source input document for the Payroll, Health Insurance, and Bond Systems.

Status k) This goal has not been met. Changes in the method of recording source input data for Payroll, Health Insurance and Bond Systems will become a task within the Financial Mangement System.

Objective l) To convert the Burroughs L-4000 applications to the IBM/370, and replace the L-4000 with a new terminal similar to others now in use.

Status l) The outdated terminal at the Department of Local Affairs was replaced with a terminal having greater flexibility and efficiency. Application programs were written to expand the agencies capability to prepare source documents and enter accounting data into the central accounting system computer files by use of this terminal. This improvement accelerated the processing of vouchers for this agency by two or three days.

Objective m) To transfer the responsibility for further development of the Property Evaluation System to the Division of Property Taxation.

Status m) The responsibility for further development of the Property Evaluation System was transferred to the Division of Property Tax.

Objective n) To upgrade the terminal at the Department of Highways to provide faster response time.

Status n) A mini-computer was installed at the Highway Department to provide terminal access and data entry from the District Offices to the Highway Accounting System.

Objective o) To install an IBM 3800 printing subsystem on the IBM 370/145 dual system replacing the two Xerox 1200 printers and one of the IBM 1403 printers. This subsystem will provide on-line printing capability at a maximum rate of 13,360 lines per minute, a significant improvement over present print speeds. It will also enable many of our users to reduce their special forms costs since the format can be printed on the IBM 3800 at the same time the report is being processed.

This increased printer throughput will result in improved service to our users at virtually no additional costs.

Status o) The replacement of the existing printing capability with an on-line high speed page printer would utilize too much of the current computer resources and therefore curtailed until FY 1978-79 for further consideration.

Objective p) To study the requirements for an uninterruptable power supply (UPS). Many of the service interruptions have resulted from failure of the public service power systems, rather than equipment or system failure.

Status p) The study of the feasibility of having uninterruptable power supply (UPS) was completed, however, no effort will be made to acquire this capability until the implementation of the consolidation of computer centers.

The following activities were also performed during 1976-77:

a. The IBM 3340 disk subsystem was replaced with CDC 3330 11 disk drives. As a result, our disk storage capacity was increased and all disk drives within the computer configuration are now compatible.

b. Application software improvements resulted in increasing available computer time by approximately ten percent.

c. Student jobs from Metropolitan State College were transferred to the computer center at the University of Northern Colorado. This resulted in providing approximately 600 additional hours of computer time for other users.

d. Data creation productivity was increased significantly by replacing keypunch equipment with a keydisk system.

e. The data entry equipment and operators that were located in the Division of Accounts and Control were transferred to the SCCC in February, 1977. The six keypunch machines were replaced with four keydisk terminals.

1977-78:

In referencing the goals set forth in the 1977-78 budget document on pages 61 through 64, the following is a status report:

1. To apply the data base management system software to the Central Personnel, Payroll, Health Insurance and Accounting Systems; to the Registered Corporations System (Department of State); and to selected systems within the Departments of Education, Health, and Highways. Application of this software will allow data from separate related systems to be managed and correlated in one data base. Duplication in capturing and storing information to the higher level of State government will be reduced.

   This objective will not be met because the computer upgrade was not funded. Additional computer power is required to support this objective.

2. To begin development of twenty-four new applications or major revisions to existing systems. Included within these are fourteen new or existing systems to be developed for terminal access by user agencies to improve the accuracy and accessibility of data.

   This objective will not be met because the applications were not funded.

3. To increase the capability of the Service Center to provide an adequate level of service, consistent with the tasks:

   a. By increased equipment capability.
   b. By increased systems development capability.
   c. By increased operations support staff.

   This includes the following tasks:

   a. Equipment Capability

      1) A Magnetic Tape Cleaner-Classifier

         This Equipment will not be acquired due to lack of funding.

      2) Additional disk storage will be acquired for growth of existing and new data files, up to 600 MB.

      3) One of the 370/145 central processors was replaced with a faster 370/148 central processor with an additional one million characters of memory in August, 1977.

      4) Five intelligent terminals will be installed at selected locations within the Department of Institutions.

      5) Two terminals will be installed at the Department of Regulatory Agencies.

      6) Two terminals will be added to the ALTER system utilized by the Legislative Drafting Office.

      7) Two terminals will be added at the SCCC to facilitiate program development and job scheduling.

      8) A terminal will be installed to speed processing of social security accounting for the Division of Employment.

   b. Systems Capability

      1) A system will be developed and implemented to assist in the preparation of Schedule 3 for personal services budget requests.

      2) The registered corporations system of the Department of State will be expanded to include corporation historical data.

      3) The capability to update the State personnel system records through terminals will be completed.

      4) The State personnel system for batch processing will be rewritten to improve processing efficiency.

5) A system will be developed and implemented to provide for electronic fund transfer with the central payroll system.

6) A system to maintain and report employee leave data through terminals will be developed and implemented.

7) A telephone equipment billing system will be implemented for the Department of Administration.

c. Operations Support Staff

1) The Data Processing Manager III position required to implement recommendation number 63 of the Management and Efficiency Task Force Report, September 21, 1976 will not be created due to lack of funding.

4. Measurement of objectives for acceptable levels of service in teleprocessing are presented below in paragraph III D, PERFORMANCE MEASURES.

5. The priorities discussed in this objective, of last year's budget, are covered in paragraphs 2 and 3 above.

B. Objectives for 1978-79:

1. Develop a system for the inventory of State owned property for the Department of State Planning and Budget.

2. Develop a system to establish a data base for analyzing all State agencies' utility usage for the Department of State Planning and Budget.

3. Design an automated system to be used by all individual State agencies in formulating their annual budgets and monitoring their execution for the Department of State Planning and Budget.

4. Develop an automated system for the Division of Property Taxation for controlling, updating, and reporting information for the Annual Assessors school, area schools, and other educational programs as required.

5. Convert the systems now operating on the Burroughs L4000 to a terminal system connected to the central computer for the Department of Agriculture.

6. Replace the manual system for Uniform Commerical Code financial statements with an automated system for the Department of State to certify financial statements of record by debtor for inquiry by the general public, lending institutions, and the business community.

7. Install a more powerful computer system to provide an acceptable level of service to all our users.

8. Install additional disk storage to provide space for new data base applications and for growth of existing files.

9. Establish a communications control center to minimize teleprocessing user downtime. A data line monitor will be purchased to provide the technical staff with efficient and orderly means to return out-of-service terminals or related circuits to an operational status.

10. Complete a study of our data entry needs and issue an RFP for new equipment, if needed, prior to expiration of existing keydisk equipment contract.

III. BUDGET SUMMARY

	1976-77 Amount	1976-77 FTE	1977-78 Amount	1977-78 FTE	1978-79 Amount	1978-79 FTE
A. Fund Source:						
General Fund	2,464,110	78.9	2,296,240	65.2	2,960,670	64.7
Cash	571,370	20.5	880,007	49.0	746,521	47.3
TOTAL	3,035,480	99.4	3,176,247	114.2	3,707,191	112.0

B. Staffing Summary:

	1976-77	1977-78	1978-79
Mgr. Sys. Dev.	1.0	1.0	1.0
Princ. Sys. Anal.	2.0	3.0	3.0
Senior Sys. Anal.	7.8	6.0	6.0
Systems Analyst	6.2	7.0	7.0
Princ. Comp. Prog.	2.0	2.0	2.0
Senior Comp. Prog.	5.1	8.0	8.0
Comp. Program.	6.9	8.0	11.0
Software Prog. Mgr.	1.0	1.0	1.0
Pr. Software Prog.	3.3	4.0	4.0
Typist	1.0	1.0	1.0
Oper. Mgr. III	1.0	1.0	1.0
Oper. Supv. II	1.0	1.0	1.0
Oper. Supv. I			1.0
Comp. Supv. I	4.0	4.0	4.0
Pr. Comp. Oper.	1.0	1.0	1.0
Sr. Comp. Oper.	4.0	4.0	4.0
Comp. Oper.	6.3	7.0	7.0
Oper. Shceduler	2.0	2.0	2.0
Data Cont. Supv.	1.0	1.0	1.0
Data Cont. Coord.	2.3	4.0	4.0
Dup. Equip. Oper.	.9	1.0	1.0
Mag. Tape Libr.	.1		
Storekeeper	.1		
Vehicle Driver	1.0	.2	
Clerical Ass't.	.9	1.0	
Data Entry Supv.	2.0	2.0	1.0
Sr. Data Entry Oper.	12.2	15.0	15.0
Data Entry Oper.	23.3	30.0	25.0
	99.4	114.2	112.0

C. Pertinent Workload:

1. Systems Development:

The workload for systems development is comprised of maintenance of existing systems, development of on-going systems, and development of new systems. The distribution of this workload is as follows:

	1976-77 Systems	1976-77 FTE	1977-78 Systems	1977-78 FTE	1978-79 Systems	1978-79 FTE
Maint.	39	8.17	44	10.50	49	16.02
On-going Devel.	10	11.40	8	11.14	11	11.23
New Devel.	5	8.45	8	10.00	6	6.72
	54	28.02	60	31.64	66	33.97

Maintenance is required to keep a system operational. Maintenance effort increase due to the age and volatility of our systems. The average life of an automated system is five to seven years based on industry standards. Two of our most active systems, the State personnel system, 10 years old, and the central accounting system, 5 years old, are causing major maintenance efforts.

2. Operations:

The workload of the Operations Section is best measured in the number of keystrokes to convert source data to machine readable input, the number of hours to process and store data, and the number of lines produced on reports:

	1976-77	1977-78	1978-79
Keystrokes	817,295,428	721,824,000	685,760,000
Central Processor Hours	5,034	6,362	7,665
Teleprocessing Hours	45,842	75,000	91,000
Disk Occupancy Hours	27,242	45,000	54,500
Tape Occupancy Hours	9,886	13,800	15,100
Spooled Cards Read	57,594,475	26,600,000	25,500,000
Spooled Lines Printed	321,293,316	330,000,000	403,000,000

The reduction in keystrokes and cards read is accomplished by a shift to keying input through more efficient and faster teleprocessing terminals, which is partially reflected in the increase of teleprocessing hours.

D. Performance Measures

Objectives have been established to meet the needs of the SCCC user agencies. These objectives and our actual performance are as follows:

	PERFOR. OBJECT.	ACTUAL 1976-77	PROJ. 1977-78	PROJ. 1978-79
On-line terminal responses:				
Update within 5 sec.	95%	31.8%	53.9%	90%
Citizen or high priority inquiry within 10 sec.	95%	82.8%	84%	90%
Low prior. inquiry & student registration within 20 sec.	98%	96.0%	96%	97%
Student Jobs:				
Less than 1 Hr. turn-around	90%	not avail.	85%	88%
1 to 2 Hr. turnaround	8%	71.4%	6%	10%
2 to 4 Hr. turnaround	1%	not avail.	4%	1%
4 to 6 Hr. turnaround	.5%	24.0%	3.5%	.5%
6 to 14 Hr. turnaround	.5%	3.6%	1.5%	.5%
Program Development:				
Less than 1 Hr. turn-around	75%	not avail.	70%	73%
1 to 2 Hr. turnaround	20%	62.3%	15%	22%
2 to 4 Hr. turnaround	3%	not avail.	8%	3%
4 to 6 Hr. turnaround	1%	not avail.	3%	1%
6 to 14 Hr. turnaround	1%	25.9%	4%	1%

	PERFORM. OBJECT.	ACTUAL 1976-77	PROJ. 1977-78	PROJ. 1978-79
8:00 AM to 5:00 PM Prod:				
Less than 1 Hr. turn-around	75%	not avail.	70%	72%
1 to 2 Hr. turnaround	25%	79.9%	20%	25%
More than 2 Hr. turn-around	0	20.1%	10%	3%
5:00 PM to 8:00 AM Prod:				
14 Hr. turnaround	100%	81.8%	85%	95%

IV. SUPPORT FOR BUDGET REQUEST

A. Explanation of Request

The personal services request is for 112 FTE which represents a reduction of 2.2 FTE from the 1977-78 appropriation, and a reduction of $5,797 from the 1977-78 appropriation plus pots.

$423,929 Additional funds are requested to replace the current central processors with a more powerful processor.

$ 21,133 Additional funds are requested to increase the capacity of printing equipment.

$ 29,080 Additional funds are requested for modems and lines to expand the teleprocessing network.

$ 25,690 Additional funds are requested for additional disk storage equipment.

$ 22,000 Additional funds are requested for increase in data processing supplies resulting from projected 25% increase in printed output.

$ 26,285 Additional funds are requested to offset inflation.

($ 13,326) Reduction in capital outlay is requested to adjust for reduced payments or anticipated transfer of the purchased 370/145 central processor.

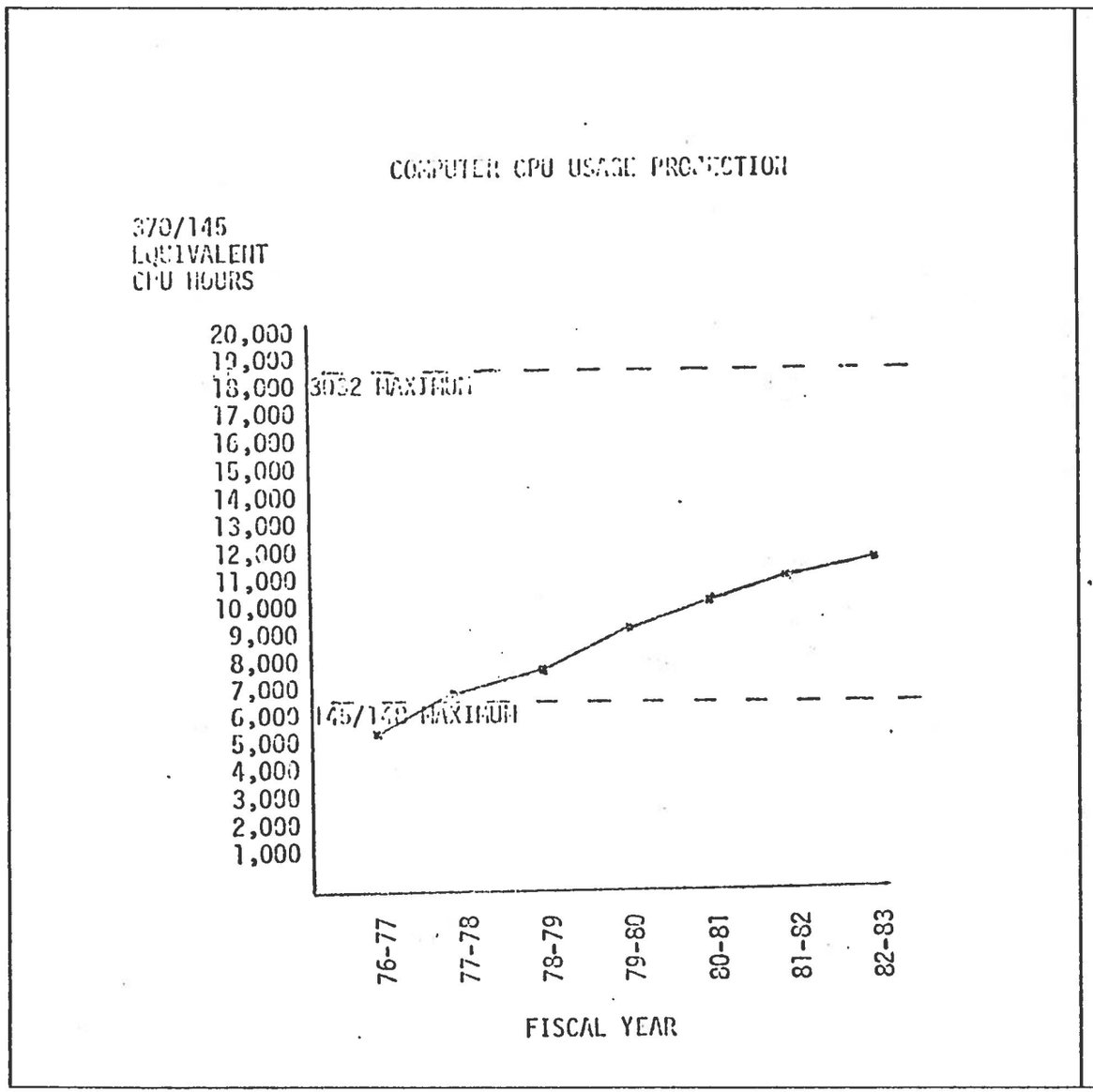
B. Justification of Increase

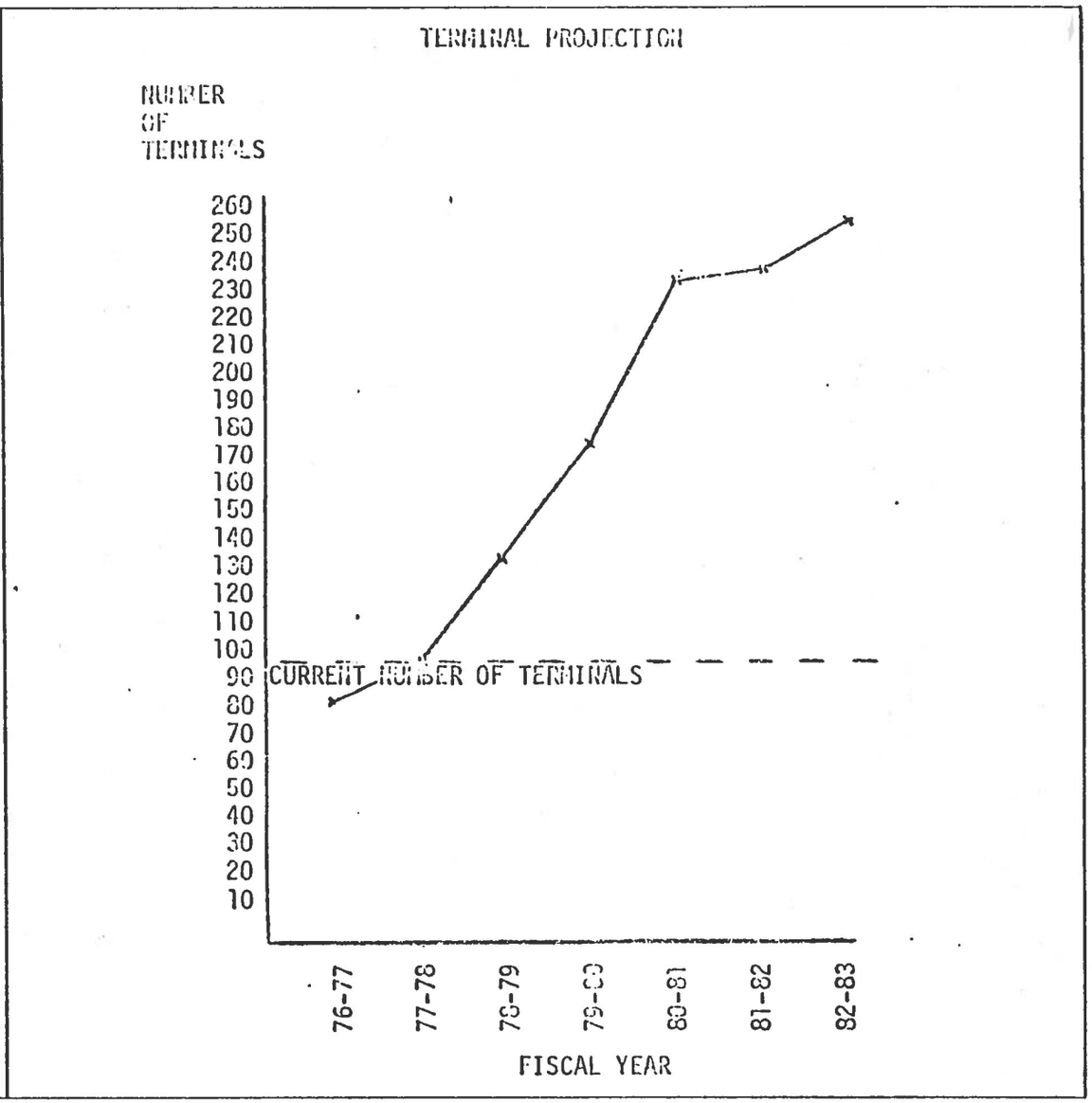
The 20 percent growth in computer workload that will occur in 1977-78 will consume the increased capacity gained by productivity improvements, student job transfer, and installation of the 370/148 processor. Before the end of 1977-78, the present processors will be operating at maximum capacity and users will experience serious degradation in service performance.

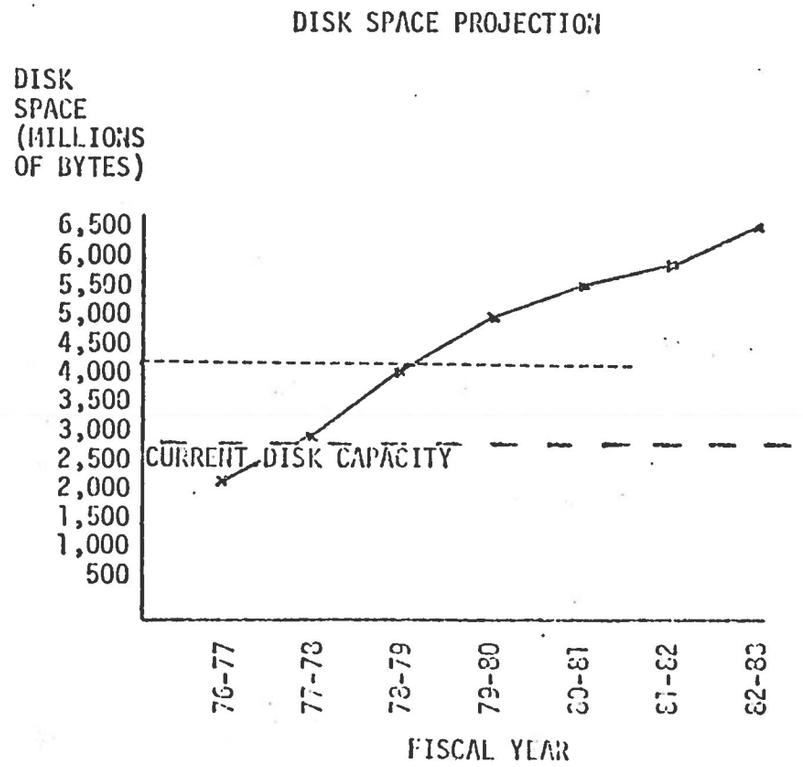
A survey of the needs and plans of user agencies shows that requirements for computer resources will double over the next five year period. This growth will occur not only because of new applications. The development of new applications with their new data base files can be prevented or postponed, the expansion of existing files cannot. As the population base increases, so do the data files representing this base in various forms.

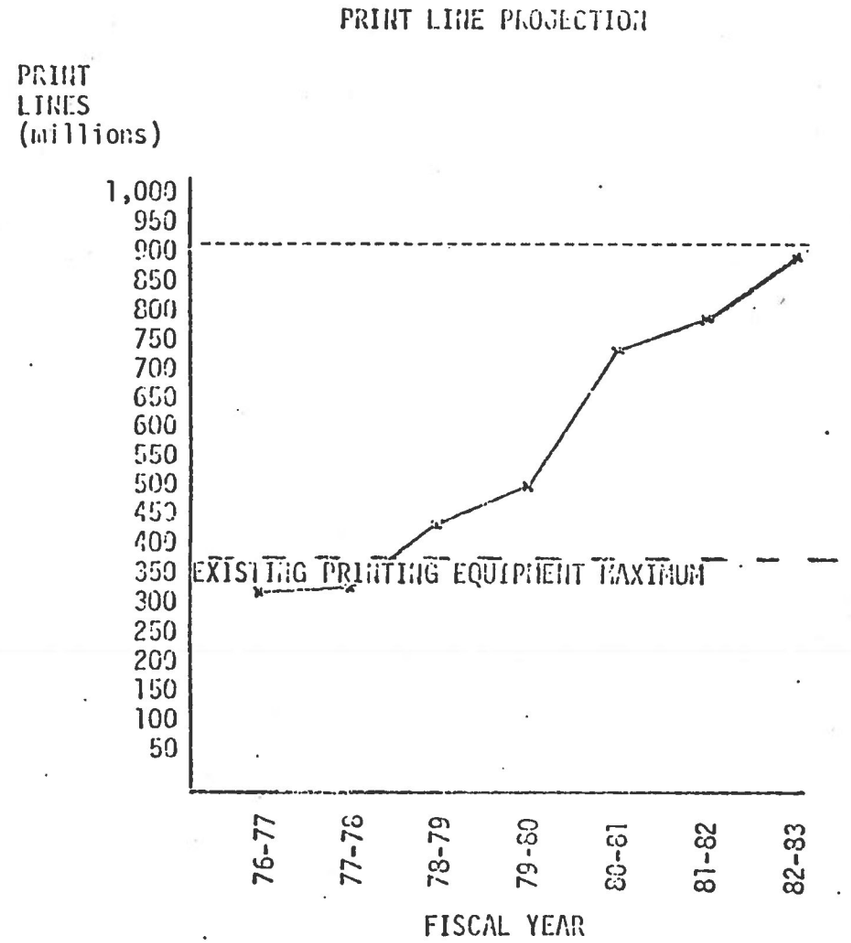
For additional information and complete justification, refer to the economic analysis and to the task force's report entitled "Study for the ADP General and Financial Management Steering Committee" which will be provided separately to the JBC and its staff analyst.

The growth in processing requirements identified by users through 1982-83 and the level of processing power available and requested is reflected in the following graphs:


COMPUTER CPU USAGE PROJECTION
370/145
EQUIVALENT
CPU HOURS
20,000
19,000
18,000
17,000
16,000
15,000
14,000
13,000
12,000
11,000
10,000
9,000
8,000
7,000
6,000
5,000
4,000
3,000
2,000
1,000
3032 MAXIMUM
145/148 MAXIMUM
76-77
77-78
78-79
79-80
80-81
81-82
82-83
FISCAL YEAR


TERMINAL PROJECTION
NUMBER
OF
TERMINALS
260
250
240
230
220
210
200
190
180
170
160
150
140
130
120
110
100
90
80
70
60
50
40
30
20
10
CURRENT NUMBER OF TERMINALS
76-77
77-78
78-79
79-80
80-81
81-82
82-83
FISCAL YEAR





V. TIE TO DEPARTMENT ORGANIZATION CHART.

The State Central Computer Center is in the Division of ADP, Department of Administration. See Page I-4 of the department's "Organization and Policy Manual" being provided separately to the JBC staff analyst.

BUDGET SUMMARY (Division Total)

SCHEDULE 2

DEPARTMENT Administration
AGENCY Division of ADP (Division Total)

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
SPECIAL PURPOSE												
* Appropriation												
* Sep.Bills & Suppls												
Other Sources												
Reversions												
SUBTOTAL												
* Less Appropriation												
Variance												
TOTAL-ALL SUBTOTALS	2,912,071	601,831		2,833,102	571,370		2,715,854	880,007		3,386,258	746,521	
TOTAL-APPROPRIATION	2,680,358	536,619		2,680,358	536,619		2,534,518	817,162		3,386,258	746,521	
TOTAL-VARIANCE	231,713	65,212		152,744	34,751		181,336	62,845		-	-	

* Items shall tie to computer report - Budget Request Worksheet - Schedule 1.

This schedule combines the statewide program and the service center program into one total. Details are provided by program.

BUDGET SUMMARY

SCHEDULE 2

DEPARTMENT Administration
AGENCY Division of ADP (Statewide)

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
PERSONAL SERVICES												
* FTE	14.0			13.0			14.0			14.0		
* Appropriation Long Bill	326,994			328,062			363,153			399,950		
* Sep.Bills & Suppls.												
Other Sources	39,365			12,993			32,479					
Reversions												
SUBTOTAL	366,359			341,055			395,632			399,950		
* Less Appropriation	(326,994)			(328,062)			(363,153)					
Variance	39,365			12,993			32,479					
OPERATING EXPENSES												
* Appropriation Long Bill	23,005			23,512			21,575			22,870		
* Sep.Bills & Suppls.												
Other Sources	(2,755)											
Reversions												
SUBTOTAL	20,250			23,512			21,575			22,870		
* Less Appropriation	(23,005)			(23,512)			(21,575)					
Variance	(2,755)			-			-					
TRAVEL												
* Appropriation Long Bill	6,000			4,425			2,407			2,768		
* Sep.Bills & Suppls.												
Other Sources												
Reversions												
SUBTOTAL	6,000			4,425			2,407			2,768		
* Less Appropriation	(6,000)			(4,425)			(2,407)					
Variance	-			-			-					
CAPITAL OUTLAY												
* Appropriation												
* Sep.Bills & Suppls.												
Other Sources												
Reversions												
SUBTOTAL												
* Less Appropriation												
Variance												

BUDGET SUMMARY (CONTINUED)

SCHEDULE 2

DEPARTMENT Administration
AGENCY Division of ADP (Statewide)

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
SPECIAL PURPOSE												
* Appropriation												
* Sep.Bills & Suppls												
Other Sources												
Reversions												
SUBTOTAL												
* Less Appropriation												
Variance												
TOTAL-ALL SUBTOTALS	392,609			368,992			419,614			425,588		
TOTAL-APPROPRIATION	355,999			355,999			387,135			425,588		
TOTAL-VARIANCE	36,610			12,993			32,479			-		

* Items shall tie to computer report - Budget Request Worksheet - Schedule 1.

VARIANCE DETAIL

SCHEDULE 2A

DEPARTMENT Administration
AGENCY Division of ADP (Statewide)

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
FTE Variance									
Salary Act Adjust.	38,237			11,071			27,231		
Merit Increase	3,964			1,148			2,575		
Health Insurance	2,673			774			2,673		
Shift Differential									
Ed.-Prof.Salary Inc.									
Transfers									
1.									
2.									
3.									
4.									
Roll Forwards									
1.									
2.									
3.									
4.									
Reversions									
1.	(8,264)								
2.									
3.									
4.									
Other Sources									
1.									
2.									
3.									
4.									
TOTAL-VARIANCE	36,610			12,993			32,479		
(Last Line of Schedule 2)	36,610			12,993			32,479		

PROGRAM DETAIL

SCHEDULE 3

OFFICE OF STATE PLANNING AND BUDGETING

DEPARTMENT ADMINISTRATION

AGENCY Division of ADP (Statewide)

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
PERSONAL SERVICES												
Director Data Processing	31,860			31,860			35,892			36,876		
	1.0			1.0			1.0			1.0		
Mg. ADP Plans & Coord.	30,348			29,532			32,556			35,124		
	1.0			1.0			1.0			1.0		
State ADP Planning Coord	44,532			24,972			48,923			59,388		
	2.0			1.0			2.0			2.0		
Prin. Systems Analyst	91,800			92,810			104,592			112,872		
	4.0			4.0			4.0			4.0		
Sr. Systems Analyst	55,920			55,920			65,088			72,540		
	3.0			3.0			3.0			3.0		
Admin. Office III	16,092			16,092			17,736			18,624		
	1.0			1.0			1.0			1.0		
Cler. Supv. II	12,276			12,276			13,896			14,928		
	1.0			1.0			1.0			1.0		
Admin. Clerk-Typ	7,740			7,740			9,546			11,136		
	1.0			1.0			1.0			1.0		
SALARY SUBTOTAL	290,568			271,202			328,229			361,488		
	14.0			13.0			14.0			14.0		
Overtime												
Contractual												
PERA	30,917			28,856			34,924			38,462		
Central Pot Receipts	44,874			40,997			32,479			6,529	Non-Add	
TOTAL PERSONAL SERVICES	366,359			341,055			395,632			399,950		
	14.0			13.0			14.0			14.0		

PROGRAM DETAIL

SCHEDULE 3

OFFICE OF STATE PLANNING AND BUDGETING

DEPARTMENT ADMINISTRATION

AGENCY Division of ADP (Statewide) 2 of 2

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
OPERATING EXPENSE												
3000 Equipment Rental	3,420			5,772			3,694			3,820		
3600 Telephone & Telegr.	8,280			7,746			8,611			9,040		
3700 Postage	364			593			400			600		
3800 Freight, Mov.& Stor	500			359			500			500		
4000 Dues & Membership	1,660			1,500			1,660			1,660		
4100 Printing & Reprod.	2,500			2,500			2,700			2,700		
4200 Advertis.& Public.	38			24			50			50		
4800 Office Supplies	460			354			485			500		
5000 Education & Train.	1,000			703			1,000			1,000		
5300 Other Suppl.& Serv.							300			300		
5400 Books, Per.& Subsc.	800			800			875			900		
5600 Equipment Maint.	928			1,455			1,000			1,500		
7500 Misc. Fees	300			1,706			300			300		
Total Operating Exp.	20,250			23,512			21,575			22,870		
TRAVEL												
2700 In State	2,000			1,337			1,200			1,384		
2800 Out of State	4,000			3,088			1,207			1,384		
Total Travel	6,000			4,425			2,407			2,768		
PROGRAM TOTAL	392,609			368,992			419,614			425,588		
	14.0			13.0			14.0			14.0		

SCHEDULE 5

SUMMARY - PERSONAL SERVICES RECONCILIATION

DEPARTMENT Administration
AGENCY Division of ADP (Statewide)

POSITION CLASSIFICATION (1)	1976-77 ESTIMATE USED IN 1977-78 REQUEST (2)		1977-78 STAFF CHANGE AUTHORIZED BY APPR. REPORT (3)		1977-78 STAFF ADDED OR DELETED (4)		1977-78 RECLASSIFICATIONS (5)		1977-78 SALARY INCREASES (6)		1977-78 ESTIMATE USED IN 1978-79 REQUEST (7)	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
All Positions-Total Personal Services	14.0	366,359								29,273	14.0	395,632

BUDGET SUMMARY

SCHEDULE 2

DEPARTMENT Administration
AGENCY Division of ADP (Service Center)

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
PERSONAL SERVICES												
* FTE	91.0	21.0		91.0	21.0		63.0	49.0		64.7	47.3	
* Appropriation Long Bill	1,191,208	275,189		1,154,544	300,132		1,001,755	679,862		1,214,970	672,552	
* Sep.Bills & Suppls.												
Other Sources	195,103	45,765		130,876	34,751		148,857	62,845				
Reversions												
SUBTOTAL	1,386,311	320,954		1,285,420	334,883		1,150,612	742,707		1,214,970	672,552	
* Less Appropriation	(1,191,208)	(275,189)		(1,154,544)	(300,132)		(1,001,755)	(679,862)				
Variance	195,103	45,765		130,876	34,751		148,857	62,845				
OPERATING EXPENSES												
* Appropriation Long Bill	867,083	200,311		914,499	186,716		1,031,389	123,792		1,629,329	73,969	
* Sep.Bills & Suppls.												
Other Sources		19,447		5,875								
Reversions												
SUBTOTAL	867,083	219,758		920,374	186,716		1,031,389	123,792		1,629,329	73,969	
* Less Appropriation	(867,083)	(200,311)		(914,499)	(186,716)		(1,031,389)	(123,792)				
Variance	-	19,447		5,875	-		-	-				
TRAVEL												
* Appropriation Long Bill	1,500			1,427			1,500			3,450		
* Sep.Bills & Suppls.												
Other Sources												
Reversions												
SUBTOTAL	1,500			1,427			1,500			3,450		
* Less Appropriation	(1,500)			(1,427)			(1,500)					
Variance	-			-			-					
CAPITAL OUTLAY												
* Appropriation	264,568	61,119		253,889	49,771		112,739	13,508		112,921		
* Sep.Bills & Suppls.												
Other Sources				3,000								
Reversions												
SUBTOTAL	264,568	61,119		256,889	49,771		112,739	13,508		112,921		
* Less Appropriation	(264,568)	(61,119)		(253,889)	(49,771)		(112,739)	(13,508)				
Variance	-	-		3,000	-		-	-				

BUDGET SUMMARY (CONTINUED)

SCHEDULE 2

DEPARTMENT Administration
AGENCY Division of ADP (Service Center)

	ESTIMATE 1976-1977			ACTUAL 1976-1977			ESTIMATE 1977-1978			REQUEST 1978-1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
SPECIAL PURPOSE												
* Appropriation												
* Sep.Bills & Suppls.												
Other Sources												
Reversions												
SUBTOTAL												
* Less Appropriation												
Variance												
TOTAL-ALL SUBTOTALS	2,519,462	601,831		2,464,110	571,370		2,296,240	880,007		2,960,670	746,521	
TOTAL-APPROPRIATION	2,324,359	536,619		2,324,359	536,619		2,147,383	817,162		2,960,670	746,521	
TOTAL-VARIANCE	195,103	65,212		139,751	34,751		148,857	62,845		-	-	

* Items shall tie to computer report - Budget Request Worksheet - Schedule 1.

VARIANCE DETAIL

SCHEDULE 2A

DEPARTMENT Administration
AGENCY Division of ADP (Service Center)

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
FTE Variance				12.1	.5				
Salary Act Adjust.	120,074	28,166		133,454	27,419		77,826	46,564	
Merit Increase	13,676	3,208		15,054	3,093		9,866	6,791	
Health Insurance	18,425	4,322		20,636	4,239		14,704	9,490	
Shift Differential							5,860		
Ed.-Prof.Salary Inc.									
Transfers									
1.Accts & Control				20,404			59,681		
2.To Property Tax				(49,797)					
3.To Exec Director							(19,080)		
4.									
Roll Forwards									
1.									
2.									
3.									
4.									
Reversions									
1.									
2.									
3.									
4.									
Other Sources									
1.Savings/Earnings	42,928	29,516							
2.									
3.									
4.									
TOTAL-VARIANCE	195,103	65,212		139,751	34,751		148,857	62,845	
(Last Line of Schedule 2)	195,103	65,212		139,751	34,751		148,857	62,845	

PROGRAM DETAIL

SCHEDULE 3

OFFICE OF STATE PLANNING AND BUDGETING

DEPARTMENT ADMINISTRATION
AGENCY Division of ADP (Service Center)

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
PERSONAL SERVICES												
Mgr. Systems Development	28,908			28,908			32,556			35,124		
	1.0			1.0			1.0			1.0		
Prin. Systems Analyst	44,232			44,232			73,068			82,584		
	2.0			2.0			3.0			3.0		
Sr. Systems Analyst	159,432			154,852			136,680			147,456		
	8.0			7.8			6.0			6.0		
Systems Analyst	125,928			111,148			137,232			150,180		
	7.0			6.2			7.0			7.0		
Prin. Computer Program.	40,104			40,104			45,192			49,944		
	2.0			2.0			2.0			2.0		
Sr. Computer Programmer	99,072			83,453			144,818			159,996		
	6.0			5.1			8.0			8.0		
Computer Programmer	115,620			93,225			112,941			123,972		
	9.0			6.9			8.0			8.0		
SUB-TOTAL DEVELOPMENT	613,296			555,922			682,487			749,256		
	35.0			31.0			35.0			35.0		
Software Prog. Mgr.	26,220			26,220			29,532			31,860		
	1.0			1.0			1.0			1.0		
Prin. Software Prog.	81,240			68,200			93,814			100,512		
	4.0			3.3			4.0			4.0		
Typist	13,032			6,450			8,724			9,168		
	2.0			1.0			1.0			1.0		

PROGRAM DETAIL

SCHEDULE 3

OFFICE OF STATE PLANNING AND BUDGETING

DEPARTMENT ADMINISTRATION
AGENCY Division of ADP (Service Center) 2 of 7

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
PERSONAL SERVICES - CONT.												
Operations Mgr. III	23,784			23,784			26,784			28,908		
	1.0			1.0			1.0			1.0		
Operations Sup. II	21,576			21,576			23,148			24,972		
	1.0			1.0			1.0			1.0		
Computer Sup. I	59,976			59,976			65,952			72,768		
	4.0			4.0			4.0			4.0		
Prin. Computer Operator	13,896			15,456			14,928			16,092		
	1.0			1.0			1.0			1.0		
Sr. Computer Operator	51,072			50,970			55,512			59,832		
	4.0			4.0			4.0			4.0		
Computer Operator	62,214			52,358			68,976			78,612		
	6.8			6.3			7.0			7.0		
Operations Scheduler	34,632			34,632			37,200			41,088		
	2.0			2.0			2.0			2.0		
Data Control Sup.	10,104			10,588			11,136			11,700		
	1.0			1.0			1.0			1.0		
Data Control Coord.	30,756			17,445			34,104			36,060		
	4.0			2.3			4.0			4.0		
Duplicating Equip. Oper.	5,904			5,139			6,060			6,684		
	1.0			.9			1.0			1.0		
Magnetic Tape Librarian	802			802								
	.1			.1								
Storekeeper	975			3,494								
	.1			.1								
(1) Vehicle Driver	8,532			8,532			1,604					
	1.0			1.0			.2					
(2) Clerical Asst.	5,772			4,625								
	1.0			.9								

(1) Transferred to Central Services 9/1/77
(2) Transferred to Central Services 5/13/77
Central Services will bill for services

PROGRAM DETAIL

SCHEDULE 3

OFFICE OF STATE PLANNING AND BUDGETING

DEPARTMENT ADMINISTRATION
AGENCY Division of ADP (Service Center) 3 of 7

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
PERSONAL SERVICES - CONT.												
Operations Sup. I										15,324		
										1.0		
Sr. Data Entry Sup.	12,900			12,900			13,536					
	1.0			1.0			1.0					
Data Entry Supervisor	11,136			11,180			11,700			12,276		
	1.0			1.0			1.0			1.0		
Sr. Data Entry Operator	102,216			111,323			146,112			154,920		
	11.0			12.2			15.0			15.0		
Data Entry Operator	207,278			169,187			224,891			248,076		
	29.0			23.3			30.0			30.0		
Sub-Total Data Entry	333,530			304,590			396,239			430,596		
	42.0			37.5			47.0			47.0		
SALARY SUB-TOTAL	1,373,277			1,270,759			1,556,200			1,698,108		
	112.0			99.4			114.2			114.0		
Overtime												
Contractual				39,427								
PERA	146,117			135,200			166,018			180,678		
Central Pot Receipts	187,871			174,917			171,101			44,265	Non-Add	
Vacancy Savings												
TOTAL PERSONAL SERVICES	1,707,265			1,620,303			1,893,319			1,878,786		
	112.0			99.4			114.2			114.0		
Spread:	1,386,311	320,954		1,285,420	334,883		1,150,612	742,707		1,214,970	663,816	
	91.0	21.0		78.9	20.5		65.2	49.0		64.7	49.3	

PROGRAM DETAIL

SCHEDULE 3

OFFICE OF STATE PLANNING AND BUDGETING

DEPARTMENT ADMINISTRATION
AGENCY Division of ADP (Service Center) 4 of 7

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
POSITIONS ABOLISHED												
Data Entry Operator											(35,880)	
											(5.0)	
PERA											(3,818)	
Sub-Total Abolished											(39,698)	
											(5.0)	
NEW POSITIONS REQUESTED												
Computer Programmer	Priority 1										14,592	
Computer Programmer	Priority 2										14,592	
Computer Programmer	Priority 3										14,592	
Sub-Total, Salary											43,776	
											3.0	
PERA											4,658	
Sub-Total, New Pos.											48,434	
											3.0	
GRAND TOTAL PERS. SERV.										1,887,522		
										112.0		
Spread:										1,214,970	672,552	
										64.7	47.3	

PROGRAM DETAIL

SCHEDULE 3

DEPARTMENT ADMINISTRATION
AGENCY Division of ADP (Service Center) 5 of 7

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
OPERATING EXPENSE												
3000 Equipment Rental:												
EDPE-CPU A 145/148	229,575			209,972			300,883			724,812		
IBM Peripherals	47,136			38,547			31,428			33,314		
Card Devices							8,104			8,590		
Page Printers	108,144			113,556			115,775			136,908		
Add-on Memory (CIG)	78,000			78,192			6,692			-		
STC Tapes	90,042			88,438			97,245			103,080		
CDC Disks	117,804			132,369			147,437			173,127		
DTE - IBM 3705	42,276			49,510			45,658			52,135		
3600 Modems	17,604			15,981			20,000			52,453		
3600 TP Lines - Bell	12,921			16,120			41,272			31,422		
DCE- Opscan (Personnel)	4,260			4,324								
GCS Key Disk	44,532			42,083			60,768			50,500		
Keypunch Rental	1,200			1,102			1,200			-		
ASE - Disk Packs	4,440			5,497			6,000			7,632		
Data Modules	984			904								
TE - Highway RJE	17,160			15,324			-			-		
Sec. of State DE	23,244			24,152			-					
Personnel DE	3,360			3,234			-					
Accts & Control DE	5,088			4,140			10,800			11,450		
Div. of ADP DE	18,744			18,727			20,244			21,460		
3000 Equip. Rent Total	835,989			830,071			852,234			1,323,008		
3600 T.P. Lines Total	30,525			32,101			61,272			83,875		
3100 Parking Rental							552			552		
3200 Insurance	672			272			726			770		
3800 Freight, Mvg.& Stor	6,000			4,306			5,948			6,338		
4100 Contract Printing	178			1,189			180			190		
4200 Advertising & Publ.	185			117			190			200		
4800 Office Supplies	4,000			3,078			4,000			4,240		
4900 D.P. Supplies	103,490			105,316			123,881			153,314		
4900 Software Rental	33,236			59,837			35,895			38,049		
5000 Educ. & Train.	5,825			4,094			8,989			9,528		
5400 Books, Per.& Subsc.	-			1,418			-			-		

PROGRAM DETAIL

SCHEDULE 3

DEPARTMENT ADMINISTRATION
AGENCY Division of ADP (Service Center) 6 of 7

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
5600 Equip. Maint:												
On Call Maint.	7,500			11,074			8,100			8,586		
IBM 370/145 - B	18,666			18,600			18,935			20,071		
CDC Memory - B	5,808			5,910			5,324			5,643		
IBM Peripherals - B	7,926			5,947			5,794			6,142		
Card Devices - B							2,766			2,932		
Univac Keypunches	7,296			6,503			5,036			5,338		
MDS Key-Tape (Hwy)	720			738			-					
Tab Equip.	2,532			2,706			2,735			2,899		
Capitol Hill RJE	2,964			3,417			2,844			3,015		
Natural Resources RJE	6,489			6,180								
Misc. Equipment	4,900			3,332			5,292			5,610		
5600 TOTAL EQUIP. MAINT.	64,801			64,407			56,826			60,236		
5700 Motor Vehicle Exp.	1,100			662			1,188			-		
5800 Building Maint.	840			222			3,300			3,498		
7500 Central Services										19,500		
TOTAL OPERATING EXP.	1,086,841			1,107,090			1,155,181			1,703,298		
Spread	867,083	219,758		920,374	186,716		1,031,389	123,792		1,629,329	73,969	
TRAVEL:												
In - State	1,500			189			1,500			3,450		
Out - State				1,238								
TOTAL TRAVEL	1,500			1,427			1,500			3,450		
Spread	1,500			1,427			1,500			3,450		

PROGRAM DETAIL

SCHEDULE 3

DEPARTMENT ADMINISTRATION
AGENCY Division of ADP (Service Center) 7 of 7

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
CAPITAL OUTLAY												
New:												
Tape Storage Rack							725					
Data Line Monitor										11,000		
Replacement:												
Office Calculators							500					
Xerox Copier							500			1,265		
Ongoing Payments:												
EDPE 370/145 - B	155,847			140,874								
Peripherals - B	32,534			9,127			16,532			15,366		
CDC Memory	47,290			46,908			47,290			47,290		
DCE Univac Keypunches	13,200			15,704			2,700					
TE Capitol Hill RJE	10,000			10,000			10,000			10,000		
ADP Accessories				158								
Other - Software	66,816			66,816			48,000			28,000		
-Educ.VideoTapeLib				17,073								
TOTAL CAPITAL OUTLAY	325,687			306,660			126,247			112,921		
Spread	264,568	61,119		256,889	49,771		112,739	13,508				
PROGRAM TOTAL	3,121,293			3,035,480			3,176,247			3,707,191		
	112.0			99.4			114.2			112.0		
Spread	2,519,462	601,831		2,464,110	571,370		2,296,240	880,007		2,960,670	746,521	
	91.0	21.0		78.9	20.5		65.2	49.0		64.7	47.3	
DIVISION TOTAL	3,513,902			3,404,472			3,595,861			4,132,779		
	126.0			112.4			128.2			126.0		
Spread	2,912,071	601,831		2,833,102	571,370		2,715,854	880,007		3,386,258	746,521	
	105.0	21.0		91.9	20.5		79.2	49.0		78.7	47.3	

CASH AND FEDERAL FUNDS REPORT

FISCAL YEAR 1976 - 1977

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DATE _____

DEPARTMENT Administration

AGENCY Division of ADP (Service Center)

SCHEDULE 4

SOURCE OF FUNDS AND TITLE OF AGENCY PROGRAM (1)	DIRECT PROGRAM COSTS				INDIRECT PROGRAM COSTS			TOTAL PROGRAM COST (9)	INDIRECT COSTS RECOVERED		INDIRECT COSTS OF THE STATE TO THE GEN. FUND	
	FEDERAL FUNDS (2)	CASH FUNDS (3)	STATE MATCHING (4)	TOTAL (5)	AGENCY OR INSTITUTION (6)	CENTRAL GOV. COSTS (7)	TOTAL (8)		AGENCY OR INSTITUTION (10)	CENTRAL GOV. COSTS (11)	AGENCY OR INSTITUTION (12)	CENTRAL GOVERNMENT (13)
Health Department		20,427		20,427								
Highways		93,538		93,538								
C.C.H.E.		8,974		8,974								
Auraria		7,500		7,500								
Natural Resources		3,708		3,708								
Comp Insurance		126		126								
Labor		30,598		30,598								
SBCCOE		12,000		12,000								
Social Services		337,126		337,126								
Property Tax		1,743		1,743								
Wildlife		23,667		23,667								
Education		6,500		6,500								
Auditor		211		211								
Mines		54		54								
Metro State		7,048		7,048								
Accounts & Control		15,924		15,924								
Criminal Justice		2		2								
Institutions		319		319								
Miscellaneous		1,905		1,905								
General Fund			2,464,110	2,464,110								
TOTAL		571,370	2,464,110	3,035,480				3,035,480				

NOTES:

CASH AND FEDERAL FUNDS REPORT

FISCAL YEAR 1977-1978

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DEPARTMENT Administration

AGENCY Division of ADP (Service Center)

SCHEDULE 4

SOURCE OF FUNDS AND TITLE OF AGENCY PROGRAM (1)	DIRECT PROGRAM COSTS				INDIRECT PROGRAM COSTS			TOTAL PROGRAM COST (9)	INDIRECT COSTS RECOVERED		INDIRECT COSTS OF THE STATE TO THE GEN.FUND	
	FEDERAL FUNDS (2)	CASH FUNDS (3)	STATE MATCHING (4)	TOTAL (5)	AGENCY OR INSTITUTION (6)	CENTRAL GOV.COSTS (7)	TOTAL (8)		AGENCY OR INSTITUTION (10)	CENTRAL GOV.COSTS (11)	AGENCY OR INSTITUTION (12)	CENTRAL GOVERNMENT (13)
State Auditor		2,437		2,437								
Legislative Drafting		24,365		24,365								
General Assembly		92		92								
JBC		687		687								
Off of the Governor		115		115								
Agriculture		4,873		4,873								
Employment		22,414		22,414								
Labor		48,497		48,497								
State Comp		244		244								
Property Tax		71,495		71,495								
Personnel		140,436		140,436								
Regulatory Agencies		21,535		21,535								
Banking		5,056		5,056								
Insurance		32,004		32,004								
Accountancy		756		756								
Sec of State		54,225		54,225								
State Treasurer		12,886		12,886								
State Plan & Budgeting		56,991		56,991								
Education		24,402		24,402								
Health		5,262		5,262								
Social Services		131,185		131,185								
Natural Resources		17,615		17,615								
CCHE		1,374		1,374								
Metro State Coll		229		229								
Auraria		687		687								
Sub-total Per Serv		679,862		679,862				679,862				
Auraria		1.000		1,000								
Highways		85,700		85,700								
Natural Resources		20,600		20,600								
SBCCOE		20,000		20,000								
CCHE		10,000		10,000								
Sub-total Operating		137,300		137,300				137,300				
Fixed Cost/Gen Fund		62,845	2,296,240	2,359,085				2,359,085				
TOTAL		880,007	2,296,240	3,176,247				3,176,247				

NOTES:

CASH AND FEDERAL FUNDS REPORT

FISCAL YEAR 1978-1979

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DEPARTMENT Administration

AGENCY Division of ADP (Service Center)

SOURCE OF FUNDS AND TITLE OF AGENCY PROGRAM (1)	DIRECT PROGRAM COSTS				INDIRECT PROGRAM COSTS			TOTAL PROGRAM COST (9)	INDIRECT COSTS RECOVERED		INDIRECT COSTS OF THE STATE TO THE GEN.FUND	
	FEDERAL FUNDS (2)	CASH FUNDS (3)	STATE MATCHING (4)	TOTAL (5)	AGENCY OR INSTITUTION (6)	CENTRAL GOV.COSTS (7)	TOTAL (8)		AGENCY OR INSTITUTION (10)	CENTRAL GOV.COSTS (11)	AGENCY OR INSTITUTION (12)	CENTRAL GOVERNMENT (13)
JBC		7,070		7,070								
State Auditor		2,300		2,300								
Legislative Drafting		15,614		15,614								
Agriculture		26,635		26,635								
Education		22,250		22,250								
Employment		22,682		22,682								
Labor		43,713		43,713								
State Comp		221		221								
Div of Property Tax		19,682		19,682								
Natural Resources		14,951		14,951								
Personnel		111,224		111,224								
Regulatory Agencies		29,739		29,739								
Banking		371		371								
Insurance		25,390		25,390								
Accountancy		1,092		1,092								
Sec of State		89,985		89,985								
State Treasurer		6,865		6,865								
State Plan and Budget		95,994		95,994								
Social Services		134,500		134,500								
CCHE		1,137		1,137								
Auraria		1,137		1,137								
Sub-total Per Serv		672,552		672,552				672,552				
Highways		40,000		40,000								
Natural Resources		33,969	39,300	73,269								
Sub-total Operating		73,969	39,300	113,269				113,269				
Fixed Cost/Gen Fund			2,921,370	2,921,370				2,921,370				
TOTAL		746,521	2,960,670	3,707,191				3,707,191				

NOTES:

SCHEDULE 5

SUMMARY - PERSONAL SERVICES RECONCILIATION

DEPARTMENT Administration
AGENCY Division of ADP (Service Center)

POSITION CLASSIFICATION (1)	1976-77 ESTIMATE USED IN 1977-78 REQUEST (2)		1977-78 STAFF CHANGE AUTHORIZED BY APPR. REPORT (3)		1977-78 STAFF ADDED OR DELETED (4)		1977-78 RECLASSIFICATIONS (5)		1977-78 SALARY INCREASES (6)		1977-78 ESTIMATE USED IN 1978-79 REQUEST (7)	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Prin Systems Analyst	2.0	44,232			1.0	23,784				5,052	3.0	73,068
Sr Systems Analyst	8.0	159,432			(2.0)	(39,858)				17,106	6.0	136,680
Sr Computer Programmer	6.0	99,072			2.0	33,024				12,722	8.0	144,818
Computer Programmer	9.0	115,620			(1.0)	(12,847)				10,168	8.0	112,941
Typist	2.0	13,032			(1.0)	(6,516)				2,208	1.0	8,724
Computer Operator	6.8	62,214			.2	1,829				4,933	7.0	68,976
Magnetic Tape Libraries	.1	802			(.1)	(802)					0	0
Storekeeper	.1	975			(.1)	(975)					0	0
Vehicle Driver	1.0	8,532			(.8)	(6,928)					.2	1,604
Clerical Asst	1.0	5,772			(1.0)	(5,772)					0	0
Sr Data Entry Oper	11.0	102,216			4.0	37,169				6,727	15.0	146,112
Data Entry Oper	29.0	207,278			1.0	7,147				10,466	30.0	224,891
All Other Positions	36.0	554,100								84,286	36.0	638,386
Total Salaries	112.0	1,373,277			2.2	29,255				153,668	114.2	1,556,200
PERA		146,117				3,112				16,789		166,018
Central Pots		187,871								(16,770)		171,101
Total Personal Services	112.0	1,707,265			2.2	32,367				153,687	114.2	1,893,319

DEPARTMENT OF ADMINISTRATION

APPROP 1976-77	ACTUAL 1976-77	APPROP 1977-78	NET AUTH 1977-78	T-D ACTUAL 1977-78	PROJECTION 1977-78	AGENCY EST 1977-78	AGENCY REQ 1978-79	OFF. P & B 1978-79	JBC 1978-79
22-04-00 DIVISION OF ADP									
08									
001-10 51231 STATEWIDE ADP PER SERV									
355,999-	-0-	363,153-	363,153-	27,154	329,806				
(15.0 FTE)		(14.0 FTE)		(12.0 FTE)					
005-10 52211 STATEWIDE ADP OPER EXPEN									
-0-	-0-	21,575-	21,575-	-0-	17,980				
006-10 52281 STATEWIDE ADP TRAVEL									
-0-	-0-	2,407-	2,407-	-0-	1,925				
08 SUB-TOTAL									
355,999-	-0-	387,135-	387,135-	27,154	349,711	-0-	-0-	-0-	-0-
(15.0 FTE)		(14.0 FTE)		(12.0 FTE)					
GENERAL FUND									
355,999	-0-	387,135	387,135	27,154-		-0-	-0-	-0-	-0-
(15.0 FTE)		(14.0 FTE)		(12.0 FTE)					
09									
001-10 51001 DIV OF ACCTS & CONTROL									
535,845-	-0-	-0-	-0-	-0-	-0-				
002-10 51021 DIV OF ADP									
184,812-	-0-	-0-	-0-	-0-	-0-				
003-10 51251 DIVISION OF PURCHASING									
15,927-	-0-	-0-	-0-	-0-	-0-				
004-10 51031 DIV OF COMMUNICATIONS									
8,921-	-0-	-0-	-0-	-0-	-0-				
005-10 51041 DEPT OF AGRICULTURE									
6,156-	-0-	-0-	-0-	-0-	-0-				
006-10 51051 DEPT OF EDUCATION									
71,225-	-0-	-0-	-0-	-0-	-0-				

DEPARTMENT OF ADMINISTRATION

	APPROP 1976-77	ACTUAL 1976-77	APPROP 1977-78	NET AUTH 1977-78	T-D ACTUAL 1977-78	PROJECTION 1977-78	AGENCY EST 1977-78	AGENCY REQ 1978-79	OFF. P & B 1978-79	JBC 1978-79
22-04-00 DIVISION OF ADP 09										
007-10 51061 DEPT OF HEALTH	57,200-	-0-	-0-	-0-	-0-	-0-				
008-10 51071 DEPT OF HIGHWAYS	91,989-	-0-	-0-	-0-	-0-	-0-				
009-10 51101 DIV OF LABOR	34,128-	-0-	-0-	-0-	-0-	-0-				
010-10 51111 DIV OF EMPLOYMENT	37,123-	-0-	-0-	-0-	-0-	-0-				
011-10 51211 DEPT OF LAW	11,419-	-0-	-0-	-0-	-0-	-0-				
012-10 51121 LEGISLATIVE BILL DRAFTING	238,514-	-0-	-0-	-0-	-0-	-0-				
013-10 51261 LEGISLATIVE COUNCIL	13,600-	-0-	-0-	-0-	-0-	-0-				
014-10 51141 DIV OF PROPERTY TAX	135,648-	-0-	-0-	-0-	-0-	-0-				
015-10 51221 DEPT OF NATURAL RESOURCES	95,789-	-0-	-0-	-0-	-0-	-0-				
016-10 51011 STATE PLANNING & BUDGET	52,155-	-0-	-0-	-0-	-0-	-0-				
017-10 51151 DEPT OF PERSONNEL	194,649-	-0-	-0-	-0-	-0-	-0-				
018-10 51271 DEPT OF REGULATORY AGENCY	29,785-	-0-	-0-	-0-	-0-	-0-				

AS OF AUGUST 31, 1977

DEPARTMENT OF ADMINISTRATION

AUTH V

APPROP 1976-77	ACTUAL 1976-77	APPROP 1977-78	NET AUTH 1977-78	T-D ACTUAL 1977-78	PROJECTION 1977-78	AGENCY EST 1977-78	AGENCY REQ 1978-79	OFF. P & B 1978-79	JBC 1978-79
22-04-00 DIVISION OF ADP									
09									
019-10 51171 ACCOUNTANCY BOARD									
7,154-	-0-	-0-	-0-	-0-	-0-				
020-10 51161 DIV OF INSURANCE									
86,200-	-0-	-0-	-0-	-0-	-0-				
021-10 51281 DEPT OF SOCIAL SERVICES									
358,886-	-0-	-0-	-0-	-0-	-0-				
022-10 51181 SECRETARY OF STATE									
92,377-	-0-	-0-	-0-	-0-	-0-				
023-10 51191 DEPT OF TREASURY									
22,976-	-0-	-0-	-0-	-0-	-0-				
024-10 51241 METRO STATE COLLEGE									
224,000-	-0-	-0-	-0-	-0-	-0-				
025-10 53211 ARAPAHOE COMMUNITY CLGE									
23,300-	-0-	-0-	-0-	-0-	-0-				
026-10 53311 COLO COMMISSION HIGHER ED									
20,700-	-0-	-0-	-0-	-0-	-0-				
027-10 51131 AURARIA BOARD									
5,300-	-0-	-0-	-0-	-0-	-0-				
028-10 51081 SBCCOE									
5,100-	-0-	-0-	-0-	-0-	-0-				
029-10 53281 COMMUNITY COLLEGE-DENVER									
200,100-	-0-	-0-	-0-	-0-	-0-				
030-10 50011 PERSONAL SERVICES									
-0-	~~1,961,357~~ (1,961,358)	1,681,617-	1,681,617-	308,311	1,709,770				
(111.0 FTE)	~~(110.0 FTE)~~ 112.4	(112.0 FTE)		(133.0 FTE)					

DEPARTMENT OF ADMINISTRATION

	APPROP 1976-77	ACTUAL 1976-77	APPROP 1977-78	NET AUTH 1977-78	T-D ACTUAL 1977-78	PROJECTION 1977-78	AGENCY EST 1977-78	AGENCY REQ 1978-79	OFF. P & B 1978-79	JBC 1978-79
22-04-00 DIVISION OF ADP										
09										
035-10 50211 OPERATING EXPENSE	-0-	~~1,130,601~~ 1,130,208	1,155,181-	1,155,181-	159,065	1,121,793				
040-10 50281 TRAVEL	-0-	~~5,851~~ 5,152	1,500-	1,500-	480	1,755				
045-10 50311 CAPITAL OUTLAY	-0-	306,660	126,247-	126,247-	82,639	126,826				
09 SUB-TOTAL	2,860,978- (111.0 FTE)	~~3,404,469-~~ 3,404,076 (110.0 FTE) 112.4	2,964,545- (112.0 FTE)	2,964,545-	550,495 (133.0 FTE)	2,960,144	-0-	-0-	-0-	-0-
CASH FUNDS										
007-20	6,750	20,427-	-0-	-0-	-0-					
008-20	91,989	93,537-	-0-	-0-	-0-					
009-20	-0-	30,597-	-0-	-0-	-0-					
014-20	-0-	1,742-	-0-	-0-	-0-					
015-20	47,894	27,375-	-0-	-0-	-0-					
016-20	-0-	6,500-	-0-	-0-	-0-					
021-20	358,886	337,125-	-0-	-0-	-0-					
024-20	-0-	7,047-	-0-	-0-	-0-					

DEPARTMENT OF ADMINISTRATION

	APPROP 1976-77	ACTUAL 1976-77	APPROP 1977-78	NET AUTH 1977-78	T-D ACTUAL 1977-78	PROJECTION 1977-78	AGENCY EST 1977-78	AGENCY REQ 1978-79	OFF. P & B 1978-79	JBC 1978-79
22-04-00	DIVISION OF ADP									
09										
CASH FUNDS										
026-20	20,700	8,974-	-0-	-0-	-0-					
027-20	5,300	7,500-	-0-	-0-	-0-					
028-20	5,100	12,000-	-0-	-0-	-0-					
030-20	-0-	-0-	679,862 (49.0 FTE)	679,862	-0- (38.0 FTE)					
035-20	-0-	-0-	123,792	123,792	-0-					
045-20	-0-	-0-	13,508	13,508	-0-					
999-21	-0-	27,135-	-0-	-0-	-0-					
SUB-TOTAL	536,619	579,959-	817,162 (49.0 FTE)	817,162	-0- (38.0 FTE)		-0-	-0-	-0-	-0-
GENERAL FUND	2,324,359 (111.0 FTE)	2,824,510- (110.0 FTE)	2,147,383 (63.0 FTE)	2,147,383	550,495- (95.0 FTE)		-0-	-0-	-0-	-0-
99										
CASH FUNDS										
999-49 40311	ADP SUPPORT CRIMINAL JUST									
	-0-	2-	-0-	-0-	-0-					
999-49 40321	ADP SUPPORT INSTITUTIONS									
	-0-	319-	-0-	-0-	-0-					
SUB-TOTAL	-0-	321-	-0-	-0-	-0-					

DEPARTMENT OF ADMINISTRATION

	APPROP 1976-77	ACTUAL 1976-77	APPROP 1977-78	NET AUTH 1977-78	T-D ACTUAL 1977-78	PROJECTION 1977-78	AGENCY EST 1977-78	AGENCY REQ 1978-79	OFF. P & B 1978-79	JBC 1978-79
22-04-00 DIVISION OF ADP										
99										
GENERAL FUND	-0-	321	-0-	-0-	-0-					
TOTAL 22-04-00 DIVISION OF ADP										
	3,216,977-	3,404,469-	3,351,680-	3,351,680-	577,649	3,309,855	-0-	-0-	-0-	-0-
	(126.0 FTE)	(110.0 FTE)	(126.0 FTE)		(145.0 FTE)					
CASH FUNDS	536,619	580,280-	817,162	817,162	-0-		-0-	-0-	-0-	-0-
			(49.0 FTE)		(38.0 FTE)					
GENERAL FUND	2,680,358	2,824,189-	2,534,518	2,534,518	577,649-		-0-	-0-	-0-	-0-
	(126.0 FTE)	(110.0 FTE)	(77.0 FTE)		(107.0 FTE)					

1. PROGRAM AND BUDGET NARRATIVE

Title: Capitol Buildings Section

Division or Agency: Capitol Buildings Section

Department: Administration

Program Administrator: Jack McLaughlin, Director of Capitol Buildings

Description and Authorization

The Capitol Buildings Section was created by 24-30-102 CRS 1973 as amended.

DESCRIPTION

A. STATUTORY AUTHORITY

Capitol Buildings Section of the Department of Administration is given the responsibility and authority to operate by Title 24-30-102 (1) (h), CRS 1973, that was enacted by Senate Bill 163 of the 50th General Assembly of the State of Colorado. The provision of maintenance and other related services to all buildings and grounds in the Capitol Buildings area is also included in this statute.

The Capitol Buildings Section is responsible for the rental payment of certain leased property. For example, the State presently leases property in a building located at 600 Grant Street.

In addition to these tasks, personnel in this unit are responsible for repairing buildings and equipment on an emergency basis. In order to level workloads, private contractors are used wherever feasible. However, as the Capitol Complex grows, so does the need for routine service. One routine, energy conservation, is an increasingly important activity because of increased energy costs.

In order to carry out maintenance responsibilities, there is a small inventory of spare parts, janitorial supplies, landscaping supplies, and lubricants in a central store. A small maintenance shop is also operated by this unit to repair equipment such as pumps, motors, engines, fans, valves, and piping. This shop utilizes welding equipment, a drill press, bench grinder, pipe threader and similar tradesmen equipment.

Routine maintenance requires carpentry and paint shops.

NEED

There are approximately 6,000 employees housed in 15 separate buildings surrounded by 25 acres of landscaped grounds. This is a year-round operation, 24 hours a day. Six years ago, the gross building square footage managed by the Capitol Buildings Section was 834,666 square feet; currently, the figure is 1,368,727 square feet. Over 1,591,000 square feet are supplied with various types of utilities.

The function of the Capitol Buildings Section is to manage and maintain a major set of buildings called the "Capitol Buildings Group". These buildings provide housing for approximately 50 agencies. The work connected with the management of the Capitol

Buildings Group includes housekeeping, groundskeeping, and maintenance of heating, lighting, air conditioning, mechanical and electrical equipment. Security, elevator service, and painting are a part of the operation. Services are provided to all three branches of State government.

There are several comparative measures to manage this type of function, e.g., number of employees per square feet maintained, response time to emergency requests, and cost per square foot of space maintained.

The current cost per square foot is $1.62. The figure of 10,000 square feet per man shift is generally accepted as a reasonable norm. However, our performance is approximately 23,400 per man per shift.

Budget Document References:

Pages 125 through 143.

II. PROGRAM OBJECTIVES

Accomplishments

1976-77

A. Continued to reduce energy consumption by reduction of lighting levels. Exact amount of energy savings can not be determined due to change of base used; i.e. addition of Centennial Building without separate meters to measure consumption.

B. Paper recycling has reclaimed 249 tons of white paper. This eliminated the cutting of 4,233 trees and saved 1,048,000 kilowatt hours of energy and returned to the State $8,400.

C. Continued the tree care program to retard the Dutch Elm disease through a planned spraying program.

D. Maintained the performance standards for the Section.

1977-78

A. Reduce equipment breakdown incidents by 10% Until a Preventative Maintenance System is installed, as requested for the budget year, this objective will be deferred.

B. Reduce number of agency complaints of all types by 25%. Agency complaints have been reduced. Exact percentage will be tracked throughout the year.

C. Increase square footage maintained per man by 10% This objective has been exceeded.

D. Install storm windows in Governor's Mansion within a budget of $10,000. This item was not funded for this year.

E. Request an increase for operating expenses for utility rates. This objective was not funded. A supplemental request for $158,000 will be required for this fiscal year.

F. Continue Tree Care Programs.
This objective will be accomplished.

Additional objectives, not in prior budget submission:

Lighting levels have been reviewed and reduced to conform with ASHRAE standards. Other energy conservation measures were undertaken, e.g. reduction of heating in winter and air conditioning in the summer.

Objectives for 1978-79

1. To implement and install a Security Locking System in eight buildings in the Capitol Buildings Group. This system will provide a greater measure of security to the Complex than the standard locks presently in use.

2. To make alterations to buildings within the Capitol Buildings Group to accomodate handicapped persons employed by the State and transacting business in State offices.

3. To implement and operate a Preventative Maintenance System for all the equipment in the Capitol Buildings Group.

4. To repaint and repair the interior of the State Office Building to prevent further deterioration.

(Continued on Next Page.)

III. BUDGET SUMMARY for Program with FTE and Fund Source

	1976-77	1977-78	1978-79
General Fund	$2,290,174	$2,480,878	$3,068,503
Cash Fund	$83,948	$28,747	$28,747
FTE (General Fund)	141.1	142.5	145.5

Staffing Summary

Admin. Clerk	1.2	1.0	1.0
Phys. Plant Mgr. V.	1.0	1.0	1.0
Phys. Plant Mgr. III	1.0	0.0	0.0
Bldg. & Grnd Serv. Supv.	1.0	0.0	0.0
Chief Admin. Clerk	1.0	1.0	1.0
Grndskeeper Foreman	1.0	1.0	1.0
Grndskeeper II	1.0	1.0	1.0
Grndskeeper I	7.0	6.0	6.0
Supv. Bldg. Sec. Guard	1.0	1.0	1.0
Bldg. Sec. Guard	30.5	31.0	31.0
Elevator Operator	3.2	2.5	2.5
Lead Custodian	3.0	2.0	2.0
Plant Mtce. Foreman	.4	1.0	1.0
Painter Foreman	1.0	1.0	1.0
Plant Gen. Mech. III	8.5	11.0	12.0
Painter	5.3	5.0	5.0
Plant Gen. Mech. II	3.0	2.0	2.0
Custodian B	61.2	64.0	65.0
Housekeeping Supv.I	1.0	1.0	1.0
Custodial Supv. II	5.8	6.0	6.0
Plant Gen. Mech. I	1.0	1.0	1.0
Electrician	2.0	2.0	2.0
Phys. Plant Mgr. II	0.0	1.0	1.0
Administrative Officer	0.0	0.0	1.0
Total	141.1	142.5	145.5

Pertinent Workload

Custodial cleaning - 23,400 sq. ft. per man per actual work-day.

Maintenance service - 88,429 per sq. ft. per man.

Security of Buildings - 42,773 sq. ft. per man.

Ground Maintenance - 3.13 acres per groundskeeper.

IV. SUPPORT FOR BUDGET REQUEST

Explanation of Request

As the Complex ages, the buildings and equipment require additional care to prevent further deterioration. Therefore, we are requesting additional funds to provide for the implementation and operation of a Preventive Maintenance Program. In addition this request includes one FTE, Janitor, for the Capitol Building.

Justification of Increase

Addition of 1 FTE Custodian - $9,000:

To provide an additional janitor to provide an improved cleaning service to the Capitol Building during the Legislative session and upgrade the general appearance during the balance of the year.

Addition of 1 FTE - Administrative Assistant-- $21,000:

To establish a Preventive Maintenance Program in the Capitol Buildings Group for energy conservation and maintenance of buildings and equipment.

Plant Mechanic III:

Addition of one Plant Mechanic III - Plumber to handle plumbing repair needed throughout all of the Capitol Buildings Group to minimize the use of outside emergency services and to assist in achieving energy conservation.

V. TIE TO DEPARTMENT ORGANIZATION CHART

Capitol Buildings is a Section of the Department of Administration. See Page I-4 of the department's "Organization and Policy Manual" being provided separately to the Joint Budget Committee Staff Analyst.

BUDGET SUMMARY

SCHEDULE 2

DEPARTMENT Administration
AGENCY Capitol Buildings Section

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
PERSONAL SERVICES												
* FTE	144.1			141.1			153.1			145.5		
* Appropriation Long Bill	1,349,008			1,349,008			1,557,110			1,700,034		
* Sep.Bills & Suppls.												
Other Sources	225,362			196,129			115,107					
Reversions												
SUBTOTAL	1,574,370			1,545,137			1,672,217			1,700,034		
* Less Appropriation	(1,349,008)			(1,349,008)			(1,557,110)					
Variance	225,362			196,129			115,107					
OPERATING EXPENSES												
* Appropriation Long Bill	176,590			176,590			249,300			362,008		
* Sep.Bills & Suppls.												
Other Sources				15,487								
Reversions				16,790								
SUBTOTAL	176,590			208,867			249,300			362,008		
* Less Appropriation	(176,590)			(176,590)			(249,300)					
Variance	-0-			32,277			-0-					
TRAVEL												
* Appropriation Long Bill										500		
* Sep.Bills & Suppls.												
Other Sources												
Reversions												
SUBTOTAL										500		
* Less Appropriation												
Variance												
CAPITAL OUTLAY												
* Appropriation	25,026			25,026			3,900					
* Sep.Bills & Suppls.												
Other Sources				(9,528)								
Reversions												
SUBTOTAL	25,026			15,498			3,900					
* Less Appropriation	(25,026)			(25,026)			(3,900)					
Variance	-0-			(9,528)			-0-					

BUDGET SUMMARY (CONTINUED)

SCHEDULE 2

DEPARTMENT Administration
AGENCY Capitol Buildings Section

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
SPECIAL PURPOSE												
* Appropriation	437,968	75,652		437,968	75,652		623,141	28,747		1,005,961	28,747	
* Sep.Bills & Suppls				38,352								
Other Sources		19,284			20,000		(67,680)					
Reversions				44,352	(11,704)							
SUBTOTAL	437,968	94,936		520,672	83,948		555,461	28,747		1,005,961	28,747	
* Less Appropriation	(437,968)	(75,625)		(437,968)	(75,652)		(623,141)	(28,747)				
Variance	-0-	19,284		82,704	8,296		(67,680)	-0-				
TOTAL-ALL SUBTOTALS	2,213,954	94,936		2,290,174	83,948		2,480,878	28,747		3,068,503	28,747	
TOTAL-APPROPRIATION	1,988,592	75,652		1,988,592	75,652		2,433,451	28,747		3,068,503	28,747	
TOTAL-VARIANCE	225,362	19,284		301,582	8,296		47,427	-0-		-0-	-0-	

* Items shall tie to computer report - Budget Request Worksheet - Schedule 1.

VARIANCE DETAIL

SCHEDULE 2A

DEPARTMENT Administration
AGENCY Capitol Buildings Section

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
FTE Variance							(10.6)[1]		
Salary Act Adjust.	141,587			104,337			110,465		
Merit Increase	17,816			20,552			26,263		
Health Insurance	34,584			26,290			34,080		
Shift Differential	31,375			34,471			34,879		
Ed.-Prof.Salary Inc.									
Transfers-to Judicial							(158,260)[1]		
1.To Jud f/Per Ser & C/O				(13,365)					
2.From Mgmt. Services				22,878					
3.From Communications				3,775					
4.From Accts & Control				9,394					
Roll Forwards									
1.Capital Outlay				(6,244)					
2.									
3.									
4.									
Reversions									
1.Utilities				44,487					
2.Operating				16,790					
3.Building Rents				(135)	(11,704)				
4.									
Other Sources									
1.Boettcher Found Grant		19,284			20,000				
2.Sup Appro SB 575				38,352					
3.									
4.									
TOTAL-VARIANCE	225,362	19,284		301,582	8,296		47,427		
(Last Line of Schedule 2)	225,362	19,284		301,582	8,296		47,427		

[1]Transferred 10.6 FTE to Judicial Dept
$90,580 was transferred from Personal Services to Judicial Dept to cover salaries for year

PROGRAM DETAIL

SCHEDULE 3

DEPARTMENT Administration
AGENCY Capitol Buildings Section

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
Personal Services												
Physical Plant Mgr V	28,908			33,052			24,300			27,528		
	1.0			1.0			1.0			1.0		
Physical Plant Mgr III	21,576			21,891			-			-		
	1.0			1.0			-			-		
Bldg & Grnd Serv Supv	11,136			17,989			-			-		
	1.0			1.0			-			-		
Chief Admin Clerk	13,536			14,770			14,592			14,928		
	1.0			1.0			1.0			1.0		
Admin Clerk	8,724			10,178			9,408			10,104		
	1.0			1.2			1.0			1.0		
Groundskeeper Foreman	11,424			12,729			12,900			13,896		
	1.0			1.0			1.0			1.0		
Groundskeeper II	-			10,446			10,608			12,000		
	-			1.0			1.0			1.0		
Groundskeeper I	65,148			57,212			50,040			56,781		
	8.0			7.0			6.0			6.0		
Supv Bldg Sec Guard	11,136			13,444			12,000			12,900		
	1.0			1.0			1.0			1.0		
Bldg Sec Guard	253,248			273,711			271,284			306,318		
	32.4			30.5			31.0			31.0		
Elevator Operator	26,231			24,189			19,590			21,924		
	3.7			3.2			2.5			2.5		
Lead Custodian	25,428			27,169			18,408			20,232		
	3.0			3.0			2.0			2.0		
Plant Mtce. Foreman	13,236			7,297			15,672			17,736		
	1.0			.4			1.0			1.0		
Painter Foreman	16,092			17,280			17,280			18,624		
	1.0			1.0			1.0			1.0		
Plant Gen Mech III	122,618			123,106			154,164			173,958		
	9.1			8.5			11.0			11.0		
Painter	66,204			74,832			71,196			77,424		
	5.0			5.3			5.0			5.0		
Plant Gen Mech II	31,200			36,388			20,232			22,884		
	3.0			3.0			2.0			2.0		
Custodian B	457,011			483,987			488,280			543,072		
	60.8			61.2			64.0			64.0		
Groundskeeping Supv I	11,136			13,494			13,236			14,220		
	1.0			1.0			1.0			1.0		

PROGRAM DETAIL

SCHEDULE 3

DEPARTMENT Administration
AGENCY Capitol Buildings Section

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
Personal Services Contd												
Custodial Supv II	59,781			65,036			65,544			73,822		
	6.1			5.8			6.0			6.0		
Plant Gen Mech I	9,876			10,608			10,608			11,424		
	1.0			1.0			1.0			1.0		
Electrician	25,236			25,768			27,120			29,916		
	2.0			2.0			2.0			2.0		
Phys Plant Mgr II	-			-			16,464			18,624		
							1.0			1.0		
Salary Sub-total	1,288,885			1,374,576			1,342,926			1,498,315		
	144.1			141.1			142.5			142.5		
PERA	137,147			143,110			142,898			159,418		
Central Pot Receipts	186,855											
Salary Act							110,465			-		
Merit Increases							26,263			(25,971)**		
Health & Life Insurance				25,662			34,080			(34,080)		
Shift Differential							34,879			(36,623)		
Professional Fees				1,789			-			-		
Forced Vacancy Savings	(38,517)						(19,294)*					
Total Personal Serv	1,574,370			1,545,137			1,672,217			1,657,733		
New Positions Requested												
Adm Officer										19,056		
										1.0		
Plant Gen Mech										12,000		
										1.0		
Custodian B										7,176		
										1.0		
Salary Sub-total										38,232		
										3.0		
PERA										4,069		
Total New Positions										42,301		

* Supplemental request

**(Non Add)

PROGRAM DETAIL

SCHEDULE 3

DEPARTMENT Administration
AGENCY Capitol Buildings Section

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
Operating Expense See Schedule 2B	176,590			208,867			249,300			362,008		
Travel In State										500		
Capital Outlay New	25,026			15,498			-					
Replacement	-			-			3,900					
Special Purpose Building Rents	79,162	75,652		79,027	63,948		79,162	28,747		79,162	28,747	
Tree Care & Replacement	9,000			9,000			9,000			10,500		
Paint Governor's Mansion		19,284			20,000							
Utilities	349,806			432,645			395,932[1]			629,961		
Utilities-Jud Her Comp							71,367[1]			135,338		
Handicapped Alterations										100,000		
Preventive Maintenance										41,000		
Painting & Refurbishing Office Bldg.										10,000		
Total Special Purp	437,968	94,936		520,672	83,948		555,461	28,747		1,005,961	28,747	
Total Program	2,213,954	94,936		2,290,174	83,948		2,480,878	28,747		3,068,503	28,747	

[1]A supplemental of $158,000 will be necessary to meet utility bills FY 77-78

OPERATING EXPENSE DETAIL

SCHEDULE 2B

DEPARTMENT Administration
AGENCY Capitol Buildings Section

OPERATING EXPENSE Code	Description	ESTIMATE 1976 - 1977 TOTAL	ACTUAL 1976 - 1977 TOTAL	ESTIMATE 1977 1978 TOTAL	REQUEST 1978 - 1979 TOTAL
3000	Rents for Equipment				
3100	Rents for Buildings, Space, or Land				
3200	Insurance	6,800	9,777	11,732	12,418
3300-3500	Heat, Light, Power, Water, and Sewage				
3600	Telephone and Telegraph	190	689	700	742
3700	Postage	117	114	120	150
3800	Freight Storage and Moving Expense	5,227	7,258	6,144	
4000	Dues and Memberships			200	225
4100	Contract Printing and Reproduction	653	1,073	1,287	1,500
4200	Advertising and Publicity		350	400	500
4300	Transportation, Board & Care of Persons				
4400	Uniform Rental & Cleaning			8,800	9,328
4500	Food and Food Service Supplies				
4600	Medical Dental Hospital & Laboratory Supplies		97		150
4700	Custodial and Laundry Supplies and Services	23,270	37,613	28,813	30,542
4800	Office Supplies	121	372	380	500
4900	Data Processing Supplies and Services				
5000	Education & Recreational Supplies & Services				
5200	Microfilming Photography Supplies & Services		177	213	
5300	Other Supplies and Services		4	5	300
5400	Library Books Periodicals & Subscriptions	102	15		200
5600	Equipment Maintenance and Repair	133,242	54,770	95,203	150,000
5700	Motor Vehicle Maintenance Repairs & Supplies	284	403	522	1,500
5800	Building & Grounds Maintenance & Repair	1,379	93,097	92,476	125,000
5900	Building & Grounds Supp. Const. Materials, Hand Tools	5,205	2,988	2,305	10,000
	Security Locking System				18,953
6300	Grants-In-Aid to Individuals & Non-Gov. Entities				
6400-6700	Payments to Local Government Entities				
7000	Purchase Discounts				
7100	Interest and Royalties				
7200-7300	Payments to Other Government Agencies				
7400	Awards, Judgments, Losses & Assessments				
7500	Miscellaneous Fees-Not for Contr. Personal Ser.		70		
7600	Depreciation Expense				
	TOTAL	176,590	208,867	249,300	362,008

CASH AND FEDERAL FUNDS REPORT

FISCAL YEAR 1976 - 1977

DATE

DEPARTMENT Administration

AGENCY Capitol Buildings Section

SCHEDULE 4

SOURCE OF FUNDS AND TITLE OF AGENCY PROGRAM (1)	DIRECT PROGRAM COSTS				INDIRECT PROGRAM COSTS			TOTAL PROGRAM COST (9)	INDIRECT COSTS RECOVERED		INDIRECT COSTS OF THE STATE TO THE GEN.FUND	
	FEDERAL FUNDS (2)	CASH FUNDS (3)	STATE MATCHING (4)	TOTAL (5)	AGENCY OR INSTITUTION (6)	CENTRAL GOV.COSTS (7)	TOTAL (8)		AGENCY OR INSTITUTION (10)	CENTRAL GOV.COSTS (11)	AGENCY OR INSTITUTION (12)	CENTRAL GOVERNMENT (13)
Building Rents Billings from Other Agencies		63,948		63,948				63,948				
Boettcher Foundation Paint and Repair Governor's Mansion		20,000		20,000				20,000				
TOTAL		83,948		83,948				83,948				

NOTES:

CASH AND FEDERAL FUNDS REPORT

FISCAL YEAR 1976-1977

DATE

DEPARTMENT Administration

AGENCY Capitol Buildings Section

SCHEDULE 4

SOURCE OF FUNDS AND TITLE OF AGENCY PROGRAM (1)	DIRECT PROGRAM COSTS				INDIRECT PROGRAM COSTS			TOTAL PROGRAM COST (9)	INDIRECT COSTS RECOVERED		INDIRECT COSTS OF THE STATE TO THE GEN. FUND	
	FEDERAL FUNDS (2)	CASH FUNDS (3)	STATE MATCHING (4)	TOTAL (5)	AGENCY OR INSTITUTION (6)	CENTRAL GOV. COSTS (7)	TOTAL (8)		AGENCY OR INSTITUTION (10)	CENTRAL GOV. COSTS (11)	AGENCY OR INSTITUTION (12)	CENTRAL GOVERNMENT (13)
Building Rents Billing from Other State Agencies		28,747		28,747				28,747				
TOTAL												

NOTES:

CASH AND FEDERAL FUNDS REPORT

FISCAL YEAR 19 78-19 79

DATE

DEPARTMENT Administration

AGENCY Capitol Buildings Section

SCHEDULE 4

SOURCE OF FUNDS AND TITLE OF AGENCY PROGRAM (1)	DIRECT PROGRAM COSTS				INDIRECT PROGRAM COSTS			TOTAL PROGRAM COST (9)	INDIRECT COSTS RECOVERED		INDIRECT COSTS OF THE STATE TO THE GEN. FUND	
	FEDERAL FUNDS (2)	CASH FUNDS (3)	STATE MATCHING (4)	TOTAL (5)	AGENCY OR INSTITUTION (6)	CENTRAL GOV. COSTS (7)	TOTAL (8)		AGENCY OR INSTITUTION (10)	CENTRAL GOV. COSTS (11)	AGENCY OR INSTITUTION (12)	CENTRAL GOVERNMENT (13)
Building Rents Billings from other State Agencies		28,747		28,747				28,747				
TOTAL												

NOTES:

SCHEDULE 5

SUMMARY - PERSONAL SERVICES RECONCILIATION

DEPARTMENT Administration
AGENCY Capitol Buildings Section

POSITION CLASSIFICATION (1)	1976-77 ESTIMATE USED IN 1977-78 REQUEST (2)		1977-78 STAFF CHANGE AUTHORIZED BY APPR. REPORT (3)		1977-78 STAFF ADDED OR DELETED (4)		1977-78 RECLASSIFICATIONS (5)		1977-78 SALARY INCREASES (6)		1977-78 ESTIMATE USED IN 1978-79 REQUEST (7)	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Physical Plant Manager III	1.0	21,576			(1.0)	(21,576)						
Physical Plant Manager II					1.0	16,464					1.0	16,464
Buildings and Ground Service Supervisor	1.0	11,136			(1.0)	(11,136)						
Groundskeeper II					1.0	10,608					1.0	10,608
Groundskeeper I	8.0	65,148			(2.0)	(9,516)					6.0	55,632
Building Security Guard	32.4	253,248			(1.4)	18,036					31.0	271,284
Elevator Operator	3.7	26,231			(1.2)	(6,641)					2.5	19,590
Lead Custodian	3.0	25,428			(1.0)	(7,020)					2.0	18,408
Plant General Mechanic III	9.1	122,618			1.9	31,546					11.0	154,164
Plant General Mechanic II	3.0	31,200			(1.0)	(10,968)					2.0	20,232
Custodian B	60.8	457,011			3.2	31,269					64.0	488,280
Custodian Supervisor II	6.1	59,781			(.1)	5,763					6.0	65,544
Balance of Staff	16.0	215,508								7,212	16.0	222,720
PERA		137,147				4,983				768		142,898
Central Pots		186,855								18,832		205,687
Sub Total	144.1	1,612,887			(1.6)	51,812				26,812	142.5	1,691,511
Forced Vacancy Savings		(38,517)								19,223		(19,294)
Total	144.1	1,574,370			1.6	51,812				46,035	142.5	1,672,217

SCHEDULE 6

UTILITIES

DATE

DEPARTMENT Administration

AGENCY Capitol Buildings Section

UTILITY	(Base Period) Actual 1972-73	Actual 1975-76	Actual 1976-77	Estimate 1977-78	Request 1978-79
Steam (lb./$)	35,959,000 / 21,230	31,710,111 / 56,301	40,517,000 / 88,351	41,019,300 /127,500	47,507,500 / 153,250
Natural Gas (ft. 3/$)	63,375 / 3,882	73,175 / 6,555	73,448 / 8,768	78,350 / 17,500	118,181 / 26,000
Propane (gal./$)					
Oil (gal./$)					
Coal (tons/$)					
HEAT (/$)	25,112	62,856	97,119	145,000	179,250
ELECTRICITY (KWH/$)	11,123,280 / 34,076	11,187,735 /227,466	15,851,557 /320,067	22,848,000 /450,000	27,881,550 / 529,750
WATER (gal./$)	28,085,000 / 12,431	29,325,000 / 14,424	27,913 / 15,459	38,479 / 30,299	72,178 / 56,299
TOTAL UTILITIES (/$)	/ 171,618	/ 304,746	/ 432,645	/ 625,299	/ 765,299

FUEL IN STORAGE AT END OF SEASON					
Propane (gal.)					
Oil (gal.)					
Coal (tons)					

BUILDING AREA (gross sq. ft.)					
Total Building Area	1,154,005	1,166,494	1,368,727	1,591,727	1,591,727
Heated Area	872,749	883,249	1,263,951	1,413,951	1,413,951
Air Conditioned Area	329,568	340,068	515,288	665,288	665,288
Mechanically Ventilated Area	112,599	123,099	135,099	145,097	145,097

BUILDING AREA USE (Gross Sq. Ft.)

- 24 Hour Non-ambulatory care
- 24 Hour Residential Living Space
- Office Space
- Classroom (8-10 hr./day use)
- Classroom (14-16 hr./day use)
- Laboratory and Research
- Storage
- Other

DEPARTMENT OF ADMINISTRATION

	APPROP 1976-77	ACTUAL 1976-77	APPROP 1977-78	NET AUTH 1977-78	T-D ACTUAL 1977-78	PROJECTION 1977-78	AGENCY EST 1977-78	AGENCY REQ 1978-79	OFF. P & B 1978-79	JBC 1978-79
22-08-00	MAINTENANCE OF CAPITOL BUILDINGS									
11										
010-10 50011	PERSONAL SERVICES									
	1,349,008-	1,545,137	1,557,110-	1,466,530-	267,574	1,489,780				
	(144.1 FTE)	(134.0 FTE)	(153.1 FTE)	(142.3 FTE)	(138.8 FTE)					
020-10 50211	OPERATING EXPENSES									
	564,748-	641,511	249,300-	249,300-	26,325	234,092				
030-10 50311	CAPITAL OUTLAY									
	25,026-	15,498	3,900-	3,900-	86	3,336				
032-10 50221	UTILITIES									
	-0-	-0-	395,932-	395,932-	33,006	362,976				
033-10 50231	UTILITIES JUD-HER COMPLEX									
	-0-	-0-	71,367-	71,367-	8,334	67,811				
035-10 50321	TREE CARE & REPLACEMENT									
	9,000-	9,000	9,000-	9,000-	300	7,800				
040-10 56041	BUILDING RENTALS									
	154,814-	142,975	107,909-	107,909-	26,930	102,467				
050-10 50331	CUSTODIAL SERVICES J-H BL									
	-0-	-0-	67,680-	-0-	-0-	-0-				
060-10 51001	PAINT GOVERNORS MANSION									
	-0-	20,000	-0-	-0-	-0-	-0-				
11 SUB-TOTAL										
	2,102,596-	2,374,121	2,462,198-	2,303,938-	362,555	2,268,262	-0-	-0-	-0-	-0-
	(144.1 FTE)	(134.0 FTE)	(153.1 FTE)	(142.3 FTE)	(138.8 FTE)					
CASH FUNDS										
040-20										
	75,652	63,948-	28,747	28,747	-0-					
060-20										
	-0-	20,000-	-0-	-0-	-0-					

DEPARTMENT OF ADMINISTRATION

	APPROP 1976-77	ACTUAL 1976-77	APPROP 1977-78	NET AUTH 1977-78	T-D ACTUAL 1977-78	PROJECTION 1977-78	AGENCY EST 1977-78	AGENCY REQ 1978-79	OFF. P & B 1978-79	JBC 1978-79
22-08-00	MAINTENANCE OF CAPITOL BUILDINGS									
11										
CASH FUNDS										
999-21	-0-	16,494-	-0-	-0-	2,634-					
SUB-TOTAL	75,652	100,442-	28,747	28,747	2,634-		-0-	-0-	-0-	-0-
GENERAL FUND	2,026,944 (144.1 FTE)	2,273,679- (134.0 FTE)	2,433,451 (153.1 FTE)	2,275,191	359,921- (138.8 FTE)		-0-	-0-	-0-	-0-
TOTAL 22-08-00	MAINTENANCE OF CAPITOL BUILDINGS									
	2,102,596- (144.1 FTE)	2,374,121 (134.0 FTE)	2,462,198- (153.1 FTE)	2,303,938-	362,555 (138.8 FTE)	2,268,262	-0-	-0-	-0-	-0-
CASH FUNDS	75,652	100,442-	28,747	28,747	2,634-		-0-	-0-	-0-	-0-
GENERAL FUND	2,026,944 (144.1 FTE)	2,273,679- (134.0 FTE)	2,433,451 (153.1 FTE)	2,275,191	359,921- (138.8 FTE)		-0-	-0-	-0-	-0-

PROGRAM AND BUDGET NARRATIVE

I. Program Identification.

Title: Central Services
Division or Agency: Division of Central Services
Department: Administration
Program Administrator: Jack E. Keene, Director of Central Services

Description and Authorization:

The statutory authority for Central Services is derived from Senate Bill 285 which passed during the 51st General Assembly. Additional authority for Central Services is found in the Powers of the Executive Director, Department of Administration under 24-30-102 a, b, e.

The purpose of Central Services is to provide centralized printing, mail-messenger, office supplies, motor pool, microfilm, etc. for all State Agencies, particularly those in the Capitol Complex area at a cost that is competitive with private enterprise and less than the agency can provide itself.

Budget Document References: Pages 144 through 167

II. Program Objectives.

A. 1976-77 Goals and Amount of Implementation:

1. Streamline the Central Services operations through continued evaluation of costs, equipment, standards, and procedures.

   The Central Services operations have been greatly improved by establishing production standards in the quick copy centers, storerooms, and mailrooms. In addition, the mailroom billing and operational areas have been revised. This is an ongoing goal and will continue into the foreseeable future.

2. Implement the remaining phases of Central Services, such as statewide forms management, copier control, and mail control. The Forms Management Program has not been implemented to date due to the lack of manpower to study the situation and present an economic analysis.

3. Standardize in all areas of Central Services such as forms, supplies, records, procedures, operations, etc.

   Complete.

4. Provide all services at costs less than those available in the commercial market, and in a shorter time.

   We continually monitor our competitiveness and our turnaround times. Stores requisitions are filled in most cases within two days. Quick Copy work is usually completed within 24 hours in all cases and within two hours when required. Print Shop jobs are all normally completed within three weeks but the time will be less for small jobs.

5. Conduct training programs to inform user agencies on how best to utilize Central Services.

   Incomplete: We are currently working on a brochure to inform users of our reprographics capabilities and it should be published by January 1, 1978.

6. Continue to update the Central Services Catalog.

   Complete.

7. Implement a program to pool passengers who use the motor pool.

   Discontinued indefinitely because of lack of interest.

8. Combine the normal motor pool operation with the car pooling programs.

Car pooling lost its impetus and the project was discontinued.

9. Install a perpetual inventory system in Central Stores and prepare a Stores Catalog.

   Complete.

   Additional items completed during fiscal year 1976-1977 not previously stated:

10. Worked on legislation and was successful in getting Senate Bill 285 passed.

11. Evaluated the graphics operation and due to lack of demand for the service and the fact it continually lost money the operation was reduced to .5 FTE.

12. Published standard operating policies for the division.

13. Improved our accounting procedures and clerical functions.

B. 1977-1978 Goals And Their Current Validity:

1. Preparation of a report recommending the feasibility of expanding the Central Services concept to include all agencies in the Metropolitan Denver Area.

   Complete from a legal stand point in that Senate Bill 285 was passed that allows Central Services to expand into the four counties around Metro Denver if economically justified.

2. Preparation of reports on new methods and equipment to make present services more efficient and cost effective. Analysis will include the following.

   Overall 25% complete.

   a. An examination of the Central Service concept in other states.

      In process 10% complete.

   b. Examination of the feasibility of a seperate Central Services Building to better consolidate operations and improve layout and work flow.

      In process 80% complete.

   c. Computerization of Central Services billings and inventories.

      In process 30% complete.

   d. Examination of consolidating Capitol Complex microfilm operations.

      In process 30% complete. Already have combined Social Services microfilm unit with Central Services.

   e. Examination of a Central Secretarial Pool and Word Processing Center for other departments.

      Not started.

3. A quantifiable target for the request year is maintaining a complaint ratio of no more than 3% of all jobs processed.

   Our verified complaint figure to date is less than .1%.

4. The increase in the request year includes a growth factor for both inflation and increased demand. The increase is approximately 43% for inflation, 33% for an increase in demand, and 24% involves new functions.

   Not a goal, but part of explanation for budget increase.

5. Fiscal year 1977-1978 budget request includes the following:

   a. Photo Typesetting is a new function requested. Currently, most typesetting is performed commercially; however, it is expensive and time consuming. Therefore, with three FTE and approximately $20,000 in operating expense the State could save $11,000 for a ROI of approximately 25%.

      Not funded.

   b. An additional Quick Copy Center is requested plus a Quick Copy relief operator. The new center would go into the Judicial Center and reduce overall reproduction costs. The ROI is 87% for the new center. The relief operator would minimize Quick Copy Center downtime and again save the State approximately $5,000 per year.

      Not funded.

   c. In order to handle the increase in billing and secretarial duties, two additional FTE are requested. The billing clerk is required to bill out our services in a timely manner. Currently, we are approximately two months behind on billing.

      Due to our rapid growth we are in need of a central filing, typing, and scheduling function. Therefore, we have requested one secretary. The secretary would save many hours of expensive management time.

      Two additional FTE added per request and subsequent approval.

   d. Due to the unexpected volume in the main print shop we have requested two additional FTE. The original volume estimate for 1976-1977 was approximately 40,000,000 impressions. However, over the last three months of the fiscal year we have averaged 6,000,000 per month. Therefore, additional FTE are justified to meet additional demand expected in 1977-1978.

      Not funded.

   e. The Department of Labor and Employment is interested in housing their cars in the Central Service Motor Pool. The cost to house and maintain an additional forty cars is included in the budget.

      Not funded.

   f. If Regionalized Central Service Centers is finally approved, then Central Services would install service activities such as printing, copying, motor pool, etc. The budget required includes FTE and operating expense to run the several operations.

      Not funded.

<u>Additional objectives for 1977-1978 not previously stated</u>:

6. Working on a new telephone directory to be published in November, 1977.

7. Assisting Correctional Industries initiate a microfilm unit at the womens' prison. Estimated completion date, February, 1978.

8. Initiated an accounts payable system to insure that expenses and revenues are reflected in the correct time period.

9. Revising our mailroom operations in order to specialize in certain functions such as metering, folding-inserting, sorting, delivering, etc.

10. Still working on the goals stated for 1976-1977 that were not completed.

11. Working on implementing Senate Bill 285. The first phase includes a mail-messenger system for Metro Denver. This portion is complete. The second phase is a service equipment request approval procedure that is also implemented and complete. The third phase is copier control and to date is 30% complete.

12. Installing a Manitou Copier Control System in the Centennial Building to determine if the system will reduce copier abuse. The system uses credit cards and accumulates usage by customer and by department.

C. Objectives for 1978-1979:

1. Reduce copier volume by an additional 10% using the Manitou System for the current Central Service customers.

2. Interface with Administrative Services word processing equipment to process accounts payable, accounts receivable, and inventories in a more timely manner.

3. Investigate the feasibility and if economically justified, establish our own storage and maintenance of motor pool cars.

4. Increase quick copy utilization by 15%.

5. Further define service levels and institute system to measure service provided.

6. Relocate Central Services in order to consolidate operations.

7. Conduct a study of the four county area surrounding the Capitol in order to fully implement Senate Bill 285.

III. Budget Summary.

	1976-77	1977-78	1978-79
Staffing Summary:			
Total Budget	3,813,864	4,194,655	9,391,484
FTE	93.0	98.0	188.0
By Classification:			
Typist	1	1	2
Admin. Clerk	5	8	8
Printing PLT Supvr.	3	3	5
Program Admin.	1	1	1
Clerical Supvr.	2	3	4
Supply Officer	2	2	4
Storekeeper	5	5	20
Invoice Clerk	1	1	3
Repro. Equip. Oper.	16	16	60
Bindery Equip. Oper.	5	5	5
Duplic. Equip. Oper.	11	11	19
Graphic Artist	4	4	11
Clerical Assist.	31	31	37
Vehicle Drivers	6	7	9
	93.0	98.0	188.0
Pertinent Work Load:			
Impressions	75,400,000	80,000,000	140,000,000
Stores Requisitions	13,695	14,400	18,000
Copiers	11,600,000	10,000,000	36,000,000
Microfilm Dollars	$57,000	$70,000	$90,000
Postage Dollars	$979,756	$1,100,000	$2,474,000
Motor Pool Miles	667,474	734,221	809,040
Performance Measures:			
Profit and Loss	-$87,000	+$50,000	+$90,000

	1976-77	1977-78	1978-79
Written Verified Complaints	15	15	20

IV. Support for Budget Request.

A. Explanation of Request:

The request for 1978-1979 budget year includes normal inflation factors and additional FTE and operating expense to accomodate the implementation of Senate Bill 285. Senate Bill 285 allows Central Services to evaluate and monitor service activities in the four counties around Denver for possible consolidation or elimination. Based on our initial projections we estimate that some consolidations in the areas of printing, mail-messenger, office supplies, graphics, and microfilming would be feasible.

B. Justification of Increase:

In 1974 a study of services such as printing, mail-messenger, stores, graphics, microfilm, etc., was conducted in the Capitol Complex and it was found that economies could be realized through consolidation of service operations. The consolidation resulted in considerable savings in personnel, space, equipment, and vehicles.

During the last legislative session Senate Bill 285 was enacted, that authorized Central Services to study and consider a similar program in the four counties surrounding the Capitol. The four counties involved are Adams, Arapahoe, Jefferson and Denver.

During the past three years studies have been conducted for the same service operations at University of Colorado Medical Center and the Department of Health.

Since July 1, 1977, we have compiled the following data and started the following programs as the first phase of implementing Senate Bill 285:

1. Conducted inventories of copier machines and printing equipment.

2. Ascertained the Agencies within the four county area.

3. Contacted the major Agencies relative to messenger service and began implementing a four county program.

4. Started a service equipment request review procedure.

5. Met with various Educational Department Heads to discuss implementation of Senate Bill 285.

6. Began a new billing system for mail-messenger services in order to expand the service into the four county area.

Our preliminary data to date, based on the above, indicates that the same conditions exist in the four county area that previously existed in the Capitol Complex area i.e., duplicate personnel, duplicate space, duplicate equipment, lack of common procedures, etc.

The State will save considerable monies with some consolidation and overall service management and review by Central Services. The two programs we have started to date i.e., messenger services and equipment approval, will result in approximately $50,000 in savings per year. In addition, the copier program conservatively indicates a potential savings of approximately $50,00 - $100,000 per year.

Therefore, based on what has been completed to date, our spending level of cash spending authority needs to be increased to allow for the consolidation of some service activities and the direct control of those that are not physically consolidated.

An economic analysis and justification for the above two expanded functions will be provided separately to the JBC Staff Analyst.

Our preliminary review indicates that we most likely will transfer 90FTE to Central Services from the other Agencies. The expanded scope of operation will necessitate additional operating funds in the amount of $3,512,000.

The additional 90 FTE would be employed in the following categories:

1.	Print Shop	47
2.	Microfilm	8
3.	Graphics and Typesetting	7
4.	Office Supplies	20
5.	Mail-Messenger	8
		90 FTE

The above amounts do not require new monies but simply the authority for additional cash funds. The general fund requirements will remain with the various Agencies so they can contract with Central Services.

In addition to the new operations, for the four county program, Central Services needs an increase in operating expense for planned consolidation in the Capitol Complex. For fiscal year 1977-1978 the JBC reduced Central Services budget by approximately $750,000. Most of the $750,000 was to be used for the merger of the Department of Revenue's mailroom with those of Central Services. The merger did not take place; therefore, the reduction did not affect our operations. However, the merger is again planned for 1978-1979. Therefore, approximately $500,000 is required in cash funded spending authority to enable Central Services to effect the consolidation.

V. Tie to Department Organization Chart.

Central Services is a division of the Department of Administration. See page I-4 of the department's "Organization and Policy Manual" which is being provided under separate cover.

BUDGET SUMMARY

SCHEDULE 2

DEPARTMENT Administration
AGENCY Central Services

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
PERSONAL SERVICES												
* FTE		93.0			93.0			97.5			98.0	
* Appropriation Long Bill		854,837			854,837			964,974			1,044,894	
* Sep.Bills & Suppls.												
Other Sources		82,846						66,299				
Reversions					(50,483)							
SUBTOTAL		937,683			804,354			1,031,273			1,044,894	
* Less Appropriation		(854,837)			(854,837)			(964,974)				
Variance		82,846			(50,483)			66,299				
OPERATING EXPENSES												
* Appropriation Long Bill		2,910,227			2,910,227			3,092,116			3,863,632	
* Sep.Bills & Suppls.												
Other Sources					(25,043)							
Reversions					(668,779)							
SUBTOTAL		2,910,227			2,216,405			3,092,116			3,863,632	
* Less Appropriation		(2,910,227)			2,910,227)			(3,092,116)				
Variance		-0-			(693,822)			-0-				
TRAVEL												
* Appropriation Long Bill								1,000			1,150	
* Sep.Bills & Suppls.												
Other Sources												
Reversions												
SUBTOTAL								1,000			1,150	
* Less Appropriation								(1,000)				
Variance								-0-				
CAPITAL OUTLAY												
* Appropriation												
* Sep.Bills & Suppls.												
Other Sources												
Reversions												
SUBTOTAL												
* Less Appropriation												
Variance												

BUDGET SUMMARY (CONTINUED)

SCHEDULE 2

DEPARTMENT Administration
AGENCY Central Services

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
SPECIAL PURPOSE								.5 FTE				
* Appropriation		48,800			48,800			54,750				
* Sep.Bills & Suppls.												
Other Sources		4,482			25,043			458				
Reversions					(240)							
SUBTOTAL		53,282			73,603			55,208				
* Less Appropriation		48,800			48,800			(54,750)				
Variance		4,482			24,803			458				
TOTAL-ALL SUBTOTALS		3,901,192			3,094,362			4,179,597			4,909,676	
TOTAL-APPROPRIATION		3,813,864			3,813,864			4,112,840			4,909,676	
TOTAL-VARIANCE		87,328			(719,502)			66,757			-0-	

* Items shall tie to computer report - Budget Request Worksheet - Schedule 1.

VARIANCE DETAIL

SCHEDULE 2A

DEPARTMENT Administration
AGENCY Central Services

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
FTE Variance					(12.6)				
Salary Act Adjust.		61,825						24,510	
Merit Increase		15,534						18,727	
Health Insurance		26,160						23,520	
Shift Differential									
Ed.-Prof.Salary Inc.									
Transfers									
1.									
2.									
3.									
4.									
Roll Forwards									
1.									
2.									
3.									
4.									
Reversions									
1. Personal Services					(50,483)				
2. Operating					(668,779)				
3. Motor Pool					(240)				
4.									
Other Sources									
1.		(20,673)							
2.		4,482							
3.									
4.									
TOTAL-VARIANCE		87,328			(719,502)			66,757	
(Last Line of Schedule 2)		87,328			(719,502)			66,757	

PROGRAM DETAIL

SCHEDULE 3

DEPARTMENT Administration
AGENCY Central Services

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
Personal Services												
Prog Adm II		22,656 1.0			23,690 1.0			23,784 1.0			26,220 1.0	
Print Plant Mgr								10,788 .5			21,576 1.0	
Print Plant Supv II		18,317 1.0			18,624 1.0			9,312 .5				
Print Plant Supv I		24,600 2.0			27,798 2.0			28,488 2.0			31,416 2.0	
Clerical Supv II		11,700 1.0			5,708 .5			11,424 1.0			12,276 1.0	
Clerical Supv I		10,104 1.0			5,747 .7			15,120 1.5			22,380 2.0	
Stat Analyst I								10,368 1.0			11,424 1.0	
Print Repro Equip Oper		10,104 1.0			13,636 1.0			13,236 1.0			14,592 1.0	
Sr Repro Equip Oper		19,860 2.0			16,967 1.8			38,592 3.5			48,204 4.0	
Repro Equip Oper		129,144 15.0			119,899 13.2			123,888 13.5			128,160 13.0	
Sr Bindery Eq Oper					12,319 1.0			12,000 1.0			12,600 1.0	
Bindery Eq Oper		37,848 6.0			35,347 5.0			44,424 6.0			48,996 6.0	
Prm Graphic Art Tech		13,476 1.0			12,788 1.0							
Assoc Graphic Artist		15,672 1.0			20,491 1.0							
Sr Graphic Artist		18,348 2.0			6,922 .5							
Graphic Art Tech					10,292 1.0			8,124 1.0			8,964 1.0	
Prin Dup Mach Op								5,442 .5			10,884 1.0	
Sr Dup Mach Op		15,156 2.0			10,449 1.0			23,700 3.0			25,656 3.0	
Dup Mach Op		31,704 5.0			44,894 7.5			70,230 10.5			73,164 10.0	

PROGRAM DETAIL

SCHEDULE 3

DEPARTMENT Administration
AGENCY Central Services

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
Personal Services Cont												
Vehicle Driver					37,763			51,990			66,816	
					5.0			6.0			7.0	
Inventory Clerk					2,790			20,610			26,172	
					.5			2.5			3.0	
Storekeeper		71,040			58,107			62,442			65,892	
		7.0			6.0			6.0			6.0	
Supply Officer		15,672			31,991			31,680			32,952	
		1.0			2.0			2.0			2.0	
Adm Clerk		50,764			63,748			84,102			93,588	
		5.6			7.1			8.5			9.0	
Clerical Asst		231,180			116,879			155,888			150,780	
		37.0			18.2			24.0			22.0	
Typist B		8,316			11,918			6,684			7,176	
		1.0			2.0			1.0			1.0	
Salary Sub-total		755,661			708,767			862,316			939,888	
		92.6			80.0			97.5			98.0	
PERA		80,393			74,481			91,759			100,006	
Central Pot		101,629										
Salary Act								30,257				
Merit Increases								18,541			(21,710)**	
Health & Life Insurance					13,481			23,400			(23,520)**	
Misc Services					5,625			5,000			5,000	
Prof Fees					1,760							
Total Personal Serv		937,683			804,314			1,031,273			1,044,894	

** Non Add Items

PROGRAM DETAIL

SCHEDULE 3

DEPARTMENT Administration
AGENCY Central Services

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
Operating Expense												
See Schedule 2B for detail		2,910,227			2,215,912			3,092,116			3,863,632	
Travel												
In State					244						150	
Out of State								1,000			1,000	
Total Travel					244			1,000			1,150	
Total Program - Central Services		3,847,910			3,020,470			4,124,389			4,909,676	

PROGRAM DETAIL

SCHEDULE 3

DEPARTMENT Administration
AGENCY Central Services - Motor Pool

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
Special Purpose Motor Pool												
Personal Services												
Adm Clerk		3,667										
		.4										
Clerical Supv					4,530			5,712				
					.4			.5				
Salary Sub-total		3,667			4,530			5,712		Included with Central Services Detail		
		.4			.4			.5				
PERA		390			482			608				
Central Pot Receipts		425										
Salary Act								152				
Merit Increases								186				
Health & Life Insurance					102			120				
Total Personal Serv		4,482			5,114			6,778				
Operating Expense												
Auto Insurance		1,500			2,058			2,500				
Frt Storage Mov		9,600			8,005			10,692				
Gas, Oil, Auto Mtce		37,500			42,212			14,968				
Contract Printing		100			74			100				
Office Supplies		100			42			100				
Telephone					83			120				
Postage					95			100				
Equip Maintenance					29			50				
Other Supplies					17							
Depreciation					15,873			19,800				
Total Operating		48,800			68,488			48,430				
Total Motor Pool		53,282			73,602			55,208				

OPERATING EXPENSE DETAIL

SCHEDULE 2B

DEPARTMENT Administration
AGENCY Central Services

OPERATING EXPENSE Code	Description	ESTIMATE 1976 - 1977 TOTAL 2,910,227	ACTUAL 1976 - 1977 TOTAL 2,215,912	ESTIMATE 1977 1978 TOTAL 3,092,116	REQUEST 1978 - 1979 TOTAL 3,863,632
3000	Rents for Equipment	435,601	461,744	465,000	493,000
3100	Rents for Buildings, Space, or Land	37,653	12,923	63,659	79,545
3200	Insurance	500	626	940	3,690
3300-3500	Heat, Light, Power, Water, and Sewage				
3600	Telephone and Telegraph	304	2,637	4,920	5,180
3700	Postage	1,800	6,908	2,850	4,250
3800	Freight Storage and Moving Expense	3,000	5,491	12,000	26,880
4000	Dues and Memberships	96	51	90	100
4100	Contract Printing and Reproduction	16,050	25,985	2,000	5,250
4200	Advertising and Publicity		1,281	750	2,000
3402	Postage Resale	1,700,000	730,255	1,363,470	1,907,000
4102	Printing Resale	160,000	280,259	336,507	356,697
4802	Office Supply Resale	415,500	623,673	650,000	689,000
5202	Microfilm Quick Copy Resale	71,891		85,000	85,000
4700	Custodial and Laundry Supplies and Services	700	861	250	500
4800	Office Supplies	1,600	19,593	5,220	6,100
4900	Data Processing Supplies and Services				
5000	Education & Recreational Supplies & Services		454	500	1,000
5200	Microfilming Photography Supplies & Services	16,500	8,976	16,000	17,000
5300	Other Supplies and Services		517	650	650
5400	Library Books Periodicals & Subscriptions		1,465	50	50
5600	Equipment Maintenance and Repair	23,121	25,760	30,400	32,275
5700	Motor Vehicle Maintenance Repairs & Supplies	6,700	4,914	9,700	58,165
5800	Building & Grounds Maintenance & Repair		1,100		
5900	Building & Grounds Supp. Const. Materials, Hand Tools		439	300	300
6000	Official Functions				
6300	Grants-In-Aid to Individuals & Non-Gov. Entities				
6400-6700	Payments to Local Government Entities				
7000	Purchase Discounts				
7100	Interest and Royalties				
7200-7300	Payments to Other Government Agencies				
7400	Awards, Judgments, Losses & Assessments				
7500	Miscellaneous Fees-Not for Contr. Personal Ser.				
7600	Depreciation Expense	19,211		41,860	90,000

BUDGET SUMMARY

SCHEDULE 2

DEPARTMENT Administration
AGENCY Central Services - New Program

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
PERSONAL SERVICES												
* FTE											90.0	
* Appropriation Long Bill											965,808	
* Sep.Bills & Suppls.												
Other Sources												
Reversions												
SUBTOTAL											965,808	
* Less Appropriation												
Variance												
OPERATING EXPENSES												
* Appropriation Long Bill											3,512,000	
* Sep.Bills & Suppls.												
Other Sources												
Reversions												
SUBTOTAL											3,512,000	
* Less Appropriation												
Variance												
TRAVEL												
* Appropriation Long Bill											4,000	
* Sep.Bills & Suppls.												
Other Sources												
Reversions												
SUBTOTAL											4,000	
* Less Appropriation												
Variance												
CAPITAL OUTLAY												
* Appropriation												
* Sep.Bills & Suppls.												
Other Sources												
Reversions												
SUBTOTAL												
* Less Appropriation												
Variance												

BUDGET SUMMARY (CONTINUED)

SCHEDULE 2

DEPARTMENT Administration
AGENCY Central Services - New Program

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
SPECIAL PURPOSE												
* Appropriation												
* Sep.Bills & Suppls												
Other Sources												
Reversions												
SUBTOTAL												
* Less Appropriation												
Variance												
TOTAL-ALL SUBTOTALS											4,481,808	
TOTAL-APPROPRIATION											4,481,808	
TOTAL-VARIANCE											-0-	

* Items shall tie to computer report - Budget Request Worksheet - Schedule 1.

OPERATING EXPENSE DETAIL

SCHEDULE 2B

DEPARTMENT Administration
AGENCY Central Services - New Program

OPERATING EXPENSE Code	Description	ESTIMATE 1976 - 1977 TOTAL	ACTUAL 1976 - 1977 TOTAL	ESTIMATE 1977 1978 TOTAL	REQUEST 1978 - 1979 TOTAL
3000	Rents for Equipment				804,000
3100	Rents for Buildings, Space, or Land				50,000
3200	Insurance				1,000
3300-3500	Heat, Light, Power, Water, and Sewage				
3600	Telephone and Telegraph				3,000
3700	Postage				5,000
3800	Freight Storage and Moving Expense				10,000
4000	Dues and Memberships				
4100	Contract Printing and Reproduction				5,000
4200	Advertising and Publicity				3,000
3702	Postage for Resale				495,000
4102	Printing for Resale				958,000
4802	Office Supplies Resale				932,000
5202	Microfilm, OC Resale				189,000
4700	Custodial and Laundry Supplies and Services				
4800	Office Supplies				6,900
4900	Data Processing Supplies and Services				
5000	Education & Recreational Supplies & Services				
5200	Microfilming Photography Supplies & Services				20,000
5300	Other Supplies and Services				
5400	Library Books Periodicals & Subscriptions				100
5600	Equipment Maintenance and Repair				25,000
5700	Motor Vehicle Maintenance Repairs & Supplies				5,000
5800	Building & Grounds Maintenance & Repair				
5900	Building & Grounds Supp. Const. Materials, Hand Tools				
6000	Official Functions				
6300	Grants-In-Aid to Individuals & Non-Gov. Entities				
6400-6700	Payments to Local Government Entities				
7000	Purchase Discounts				
7100	Interest and Royalties				
7200-7300	Payments to Other Government Agencies				
7400	Awards, Judgments, Losses & Assessments				
7500	Miscellaneous Fees-Not for Contr. Personal Ser.				
7600	Depreciation Expense				
	TOTAL				3,512,000

PROGRAM DETAIL

SCHEDULE 3

DEPARTMENT Administration
AGENCY Central Services - New Program

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
Personal Services												
Print Plant Supv I											30,648	
											2.0	
Print Repro Equip Oper											26,472	
											2.0	
Sr Repro Equip Oper											45,696	
											4.0	
Repro Equip Oper											312,936	
											34.0	
Sr Bindery Eq Oper											10,884	
											1.0	
Bindery Eq Oper											35,064	
											4.0	
Sr Dup Mach Oper											17,928	
											2.0	
Dup Mach Oper											46,476	
											6.0	
Sr Typesetting Eq Oper											21,768	
											2.0	
Typesetting Eq Oper											43,188	
											5.0	
Supply Officer											27,828	
											2.0	
Storekeeper											185,328	
											18.0	
Vehicle Driver											20,736	
											2.0	
Clericle Asst											36,840	
											5.0	
Adm Clerk											11,136	
											1.0	
Salary Sub-total											872,928	
											90.0	
PERA											92,880	
Merit Increases											(14,487)**	
Health & Life Insurance											(21,600)	
Total Personal Services											965,808	

** Non Add Items

PROGRAM DETAIL

SCHEDULE 3

DEPARTMENT Administration
AGENCY Central Services - New Program

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
Operating Expense												
See Schedule 2B												
for detail											3,512,000	
Travel												
In State											500	
Out of State											3,500	
Total Travel											4,000	
Total Program											4,481,808	

CASH AND FEDERAL FUNDS REPORT

FISCAL YEAR 1976-1977

DATE

DEPARTMENT Administration

AGENCY Central Services

SCHEDULE 4

SOURCE OF FUNDS AND TITLE OF AGENCY PROGRAM (1)	DIRECT PROGRAM COSTS				INDIRECT PROGRAM COSTS			TOTAL PROGRAM COST (9)	INDIRECT COSTS RECOVERED		INDIRECT COSTS OF THE STATE TO THE GEN.FUND	
	FEDERAL FUNDS (2)	CASH FUNDS (3)	STATE MATCHING (4)	TOTAL (5)	AGENCY OR INSTITUTION (6)	CENTRAL GOV.COSTS (7)	TOTAL (8)		AGENCY OR INSTITUTION (10)	CENTRAL GOV.COSTS (11)	AGENCY OR INSTITUTION (12)	CENTRAL GOVERNMENT (13)
Income from User Agen		3,006,793		3,006,793				3,006,793				
TOTAL		3,006,793		3,006,793				3,006,793				

NOTES:

CASH AND FEDERAL FUNDS REPORT

FISCAL YEAR 1977-1978

DATE

DEPARTMENT Administration

AGENCY Central Services

SCHEDULE 4

SOURCE OF FUNDS AND TITLE OF AGENCY PROGRAM (1)	DIRECT PROGRAM COSTS				INDIRECT PROGRAM COSTS			TOTAL PROGRAM COST (9)	INDIRECT COSTS RECOVERED		INDIRECT COSTS OF THE STATE TO THE GEN.FUND	
	FEDERAL FUNDS (2)	CASH FUNDS (3)	STATE MATCHING (4)	TOTAL (5)	AGENCY OR INSTITUTION (6)	CENTRAL GOV.COSTS (7)	TOTAL (8)		AGENCY OR INSTITUTION (10)	CENTRAL GOV.COSTS (11)	AGENCY OR INSTITUTION (12)	CENTRAL GOVERNMENT (13)
Income from User Agen		4,229,597		4,229,597				4,229,597				
TOTAL		4,229,597		4,229,597				4,229,597				

NOTES:

CASH AND FEDERAL FUNDS REPORT

FISCAL YEAR 1978-1979

Page _____ of _____

DATE _____

DEPARTMENT Administration

AGENCY Central Services

SCHEDULE 4

SOURCE OF FUNDS AND TITLE OF AGENCY PROGRAM (1)	DIRECT PROGRAM COSTS				INDIRECT PROGRAM COSTS			TOTAL PROGRAM COST (9)	INDIRECT COSTS RECOVERED		INDIRECT COSTS OF THE STATE TO THE GEN.FUND	
	FEDERAL FUNDS (2)	CASH FUNDS (3)	STATE MATCHING (4)	TOTAL (5)	AGENCY OR INSTITUTION (6)	CENTRAL GOV.COSTS (7)	TOTAL (8)		AGENCY OR INSTITUTION (10)	CENTRAL GOV.COSTS (11)	AGENCY OR INSTITUTION (12)	CENTRAL GOVERNMENT (13)
Income from User Agen		4,950,000		4,950,000				4,950,000				
Income-New Program		4,531,000		4,531,000				4,531,000				
TOTAL		9,481,000		9,481,000				9,481,000				

NOTES:

SCHEDULE 5

SUMMARY - PERSONAL SERVICES RECONCILIATION

DEPARTMENT Administration
AGENCY Central Services

POSITION CLASSIFICATION (1)	1976-77 ESTIMATE USED IN 1977-78 REQUEST (2)		1977-78 STAFF CHANGE AUTHORIZED BY APPR. REPORT (3)		1977-78 STAFF ADDED OR DELETED (4)		1977-78 RECLASSIFICATIONS (5)		1977-78 SALARY INCREASES (6)		1977-78 ESTIMATE USED IN 1978-79 REQUEST (7)	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Print Plant Mgr.							.5	10,788			.5	10,788
Print Plant Supv II	1.0	18,317					(.5)	(9,005)			.5	9,312
Clerical Supv I	1.0	10,104			.5	6,138					1.5	16,242
Stat AnalystI					1.0	10,368					1.0	10,368
Sr Repro Equip Oper	2.0	19,860			1.5	18,732					3.5	38,592
Repro Equip Oper	15.0	129,144			(1.5)	(5,256)					13.5	123,888
Sr Bindery Equip Oper					1.0	12,000					1.0	12,000
Prin Graphic Art Tech	1.0	13,476			(1.0)	(13,476)						
Assoc Graphic Art Tech	1.0	15,672			(1.0)	(15,672)						
Sr Graphic Artist	2.0	18,348			(2.0)	(18,348)						
Graphic Art Tech					1.0	8,124					1.0	8,124
Prin Dup Mach Oper					.5	5,442					.5	5,442
Sr Dup Mach Oper	2.0	15,156			1.0	8,544					3.0	23,700
Dup Mach Oper	5.0	31,704			5.5	38,526					10.5	70,230
Vehicle Driver					6.0	51,990					6.0	51,990
Inventory Clerk					2.5	20,610					2.5	20,610
Storekeeper	7.0	71,040			(1.0)	(8,598)					6.0	62,442
Supply Officer	1.0	15,672			1.0	16,008					2.0	31,680
Adm Clerk	5.6	50,764			2.9	33,338					8.5	84,102
Clerical Asst	37.0	231,180			(13.0)	(75,292)					24.0	155,888
Others	12.0	115,224								9,100	12.0	124,324
PERA		80,393				9,914		190		8,856		99,353
Central Pots		101,629								(29,431)		72,198
Total	92.6	937,683			4.9	103,092	-	1,973		(11,475)	97.5	1,031,273

DEPARTMENT OF ADMINISTRATION

	APPROP 1976-77	ACTUAL 1976-77	APPROP 1977-78	NET AUTH 1977-78	T-D ACTUAL 1977-78	PROJECTION 1977-78	AGENCY EST 1977-78	AGENCY REQ 1978-79	OFF. P & B 1978-79	JBC 1978-79
22-05-00	CENTRAL SERVICES									
05										
010-10 50011	PERSONAL SERVICES									
	854,837-	804,316	964,974-	964,974-	138,006	942,216				
	(93.0 FTE)	(~~74.0~~ 80.4 FTE)	(97.5 FTE)		(73.5 FTE)					
020-10 50211	OPERATING EXPENSE									
	2,910,227-	2,216,156	3,092,116-	3,092,116-	141,393	2,718,362				
030-10 50281	TRAVEL									
	-0-	-0-	1,000-	1,000-	-0-	833				
040-10 50321	MOTOR POOL									
	48,800-	73,602	54,750-	54,750-	2,975	48,603				
			(.5 FTE)		(.5 FTE)					
05	SUB-TOTAL									
	3,813,864-	3,094,074	4,112,840-	4,112,840-	282,374	3,710,014	-0-	-0-	-0-	-0-
	(93.0 FTE)	(~~74.0~~ 80.4 FTE)	(98.0 FTE)		(74.0 FTE)					
	CASH FUNDS									
040-20										
	48,800	82,101-	54,750	54,750	7,959-					
			(.5 FTE)		(.5 FTE)					
099-20										
	3,765,064	2,924,690-	4,058,090	4,058,090	179,421-					
AUG. REV. LINE	UNKNOWN									
	(93.0 FTE)	(~~74.0~~ 80.4 FTE)	(97.5 FTE)		(73.5 FTE)					
	SUB-TOTAL									
	3,813,864	3,006,791-	4,112,840	4,112,840	187,380-		-0-	-0-	-0-	-0-
	(93.0 FTE)	(~~74.0~~ 80.4 FTE)	(98.0 FTE)		(74.0 FTE)					
	GENERAL FUND									
	-0-	87,283-	-0-	-0-	94,994-		-0-	-0-	-0-	-0-
TOTAL 22-05-00	CENTRAL SERVICES									
	3,813,864-	3,094,074	4,112,840-	4,112,840-	282,374	3,710,014	-0-	-0-	-0-	-0-
	(93.0 FTE)	(~~74.0~~ 80.4 FTE)	(98.0 FTE)		(74.0 FTE)					
	CASH FUNDS									
	3,813,864	3,006,791-	4,112,840	4,112,840	187,380-		-0-	-0-	-0-	-0-
	(93.0 FTE)	(~~74.0~~ 80.4 FTE)	(98.0 FTE)		(74.0 FTE)					
	GENERAL FUND									
	-0-	87,283-	-0-	-0-	94,994-		-0-	-0-	-0-	-0-

I. PROGRAM IDENTIFICATION

Title: Administrative Program

Division or Agency: Division of Communications

Department: Department of Administration

Program Administrator: Runall G. Canady, State Communications Coordinator

Description and Authorization:

The statutory authority for this program is contained in 24-30-901 through 24-30-905 CRS 1973 and 43-5-124 CRS 1973, as amended.

Relationship to Other Programs/Divisions/Departments:

The Division of Communications is a service organization with two general areas of responsibility:

1. Radio Communications

   The State's communications system provides, voice and data communications facilities for 250 agencies of state, county and city governments.

2. Telephone Communications:

   The Division of Communications provides engineering, installation and operational services to all departments of the executive branch of state government.

Budget Document References:

Pages 168 through 187

II. PROGRAM OBJECTIVES

The 1977-78 budget document identified the objectives of the Administrative Program. Listed below are those objectives and their current status:

1976-1977

1. To provide the administrative and support resources necessary to maintain the established level of service in the communications system.

   - Accomplished--There have been no significant failures in system.

2. To review telephone services to identify cost savings.

   We will continue to review the Switched Network Service and telephone work order methods.

   The Division will produce a report evaluating existing rental telephone systems and make recommendations as to cost saving alternatives.

   - Accomplished--Review of telephone work orders originated by state agencies produced documented savings of $16,126.00
   - The new method for intrastate long distance calling, Switched Network Service, produced documented savings of $192,000.00.
   - The telephone report titled "Telephone System Evaluation, Colorado Department of Health" was completed in January, 1977.

3. To act in an advisory capacity to the Law Enforcement Assistance Administration and the Emergency Medical Service.

   The Division will produce a detailed implementation plan for an Emergency Medical Communications System for State Planning Region 11.

   Coordination of Federal funds in the State to support communications systems without duplication of effort was accomplished through the Criminal Justice Council and EMS section of the Department of Health, who agreed to allow us to review all requests prior to approval.

   - Accomplished--Produced an implementation plan for an area communications center at Canon City for the Council of Governments, State Planning Region 13.

   - Provided a detailed implementation plan for the Emergency Medical Communications System in State Planning Region 11.

4. To continue the creation of a State Communications Plan that will provide coordination of the many public safety systems in the state through cooperative area and regional communications centers.

   Significant progress is being made in State Planning Regions 11, 12 and 13.

   - Partially Accomplished--An area communications system for Summit County will be operational by January, 1978.

   - An area communications plan has been completed for State Planning Region 13.

5. To obtain a single communications building to house the Division of Communications in the Denver area and eliminate the three separate locations that now exist.

   - Not Accomplished--The project was not funded.

Other:

To provide the administrative and support resources necessary for the completion of Phase Two, Pueblo to Buena Vista, of the five year microwave replacement program.

- Accomplished--The system became operational in June, 1977.

To complete the implementation and testing of the Emergency Medical Communications System, Phase One, in State Planning Region 2.

- Accomplished--Phase One of the system is operational.

1977-1978

1. To maintain the communications system at the established level of service and reliability.

   - Will Be Accomplished--There have been no significant failures in the system.

2. To evaluate at least three state telephone systems and make recommendations to improve service and/or reduce costs.

   - Will Be Accomplished--Evaluation and percent complete are as follows:

     Department of Health. 100%
     Community College, North Campus . .100%
     Arapahoe Community College. 100%
     Division of Employment. 95%
     El Paso Community College 25%

3. To establish area communications centers in Moffat County (Region 11) and Summit County (Region 12) through cooperation with local governments.

   ·Partially Accomplished--The Summit County area communications system will be operational by January, 1978.

   ·Local problems have delayed the establishment of an area communications center in Moffat County.

4. To produce at least three coordinated regional communications plans for the Emergency Medical Service.

   ·Will Be Accomplished--Plans that are now being developed and the percent complete are as follows:

   State Planning Region 4 . . . . . 50%
   State Planning Region 6 . . . . . 20%
   State Planning Region 7 . . . . . 20%
   State Planning Region 8 . . . . . 10%
   State Planning Region 13 . . . . . 50%

Other:

To produce a state emergency medical services communications plan as required by Senate Bill 454.

·Will Be Accomplished--The communications plan is 40% complete.

To produce implementation plans for regional law enforcement communications systems in State Planning Regions 1 and 5.

·Will Be Accomplished--Plans are 50% complete.

Objectives For 1978-1979:

1. To maintain the level of service in the state communications system.

2. To continue to work with divisions of local government and the Law Enforcement Assistance Administration to establish regional communications systems.

3. To continue to work with divisions of local government and the Emergency Medical Services to establish regional communications systems.

4. To respond to the requests of state agencies for communications facilities and services.

5. To continue the investigation of state telephone facilities in an effort to find additional cost saving methods.

III. BUDGET SUMMARY

	1976-77	1977-78	1978-79
General Fund	$ 68,747	$ 94,087	$ 81,308
Cash Fund	178,992	218,345	229,236
General Fund FTE	2.1	2.4	2.4
Cash Fund FTE	8.5	9.6	9.6

Staffing Summary:

	1976-77	1977-78	1978-79
St. Communi. Dir.	1.0	1.0	1.0
Sr. Elec. Engineer	2.0	3.0	3.0
Admin. Off. IV	1.0	1.0	1.0
Sr. Elec. Spec.	.6	1.0	1.0
Supply Off. A	1.0	1.0	1.0
St. Storekeeper	1.0	1.0	1.0
Clerical Supv.	1.0	1.0	1.0
Secretary IA	1.0	1.0	1.0
Typist B	2.0	2.0	2.0
TOTAL	10.6	12.0	12.0

Pertinent Workload:

This program is responsible for the general supervision of the other programs within the Division of Communications, including the following:

- Communications system engineering
- Communications system construction
- Supply and warehouse function
- General clerical services
- Coordination of communications services among approximately 250 agencies that are supported by the Division of Communications.

Performance Measures:

The performance of this Division is measured by the responsiveness of the support provided to other agencies.

IV. SUPPORT FOR BUDGET REQUEST

The Administrative Program requests funding to maintain the existing level of service adjusted for inflation. The capital outlay request is for a programmable calculator for the engineering section.

V. TIE TO DEPARTMENT ORGANIZATION CHART

The Administrative Program is a part of the Division of Communications, Department of Administration. See Page I-4 of the department's "Organization and Policy Manual" being provided separately to the JBC staff analyst.

I. PROGRAM IDENTIFICATION

Title: Public Safety Program

Division or Agency: Division of Communications

Department: Department of Administration

Program Administrator: Thomas E. Garred, Director of Public Safety Program

Description and Authorization:

The statutory authority for this program is contained in 24-30-901 through 24-30-905 CRS 1973 and 43-5-124 CRS 1973, as amended.

Relationship to Other Programs/Divisions/Departments:

This program maintains the state communications system and provides voice and data communications facilities for approximately 250 agencies of state, county, and city governments.

Budget Documentation References: Pages 188 through 195

II. PROGRAM OBJECTIVES

The 1977-78 budget document identified the objectives of the Public Safety Program. Listed below are those objectives and their current status:

1976-77

1. To maintain the existing communications system at the highest possible level of reliability.

   System maintenance records and service calls per unit per year on mobile equipment indicate that the system reliability exceeds 98%.

   ·Accomplished--There have been no significant failures in the system.

2. To begin the second phase of the microwave equipment replacement program on July 1, 1976 and complete the replacement of all equipment in the Pueblo-Buena Vista system during fiscal year 1976-1977.

   ·Accomplished--This system is operational.

3. To work on Capital Construction Program #2068 which extends the microwave system to Ft. Collins.

   ·Accomplished--This system is operational.

4. To implement a coordinated Emergency Medical Services communications system in Region 10.

   ·Accomplished--This system is operational.

5. To design and install a communications system for the campus security office at the University of Northern Colorado.

   ·Accomplished--This system is operational.

6. To improve the police and local government VHF radio systems in Delta County.

   ·Accomplished--This system is operational.

7. To install a local government VHF radio system at Grouse Mountain and Hot Sulphur Springs for Grand County.

   ·Not Accomplished--This project was not funded by Grand County.

8. To design and install a communications system for the campus security office at Colorado State University.

   ·Partially Accomplished--The system was designed but the plan has not been accepted by Colorado State University.

9. To design and implement a regional communications center at Canon City for the Council of Governments, State Planning Region 13.

   ·Accomplished--The system was designed and accepted. Implementation by the local governments involved is not complete.

Other:

To implement a data system for the Department of Institutions.

·Accomplished--The system is operational.

To install a police communications system for the Lookout Mountain School For Boys.

·Accomplished--The system is operational.

To design and implement a communications system for the State Penitentiary at Canon City.

·Partially Accomplished--The planning has been completed.

To provide access to the microwave system for the Division of Wildlife.

·Accomplished.

To install a police communications system for Routt County.

·Accomplished--The system is operational.

To install an emergency medical base station at Ouray.

·Accomplished--The station is operational.

This program also prepared specifications for the following:

A. Citizens Band equipment for law enforcement applications.
B. Remote control console equipment.
C. Recording equipment.
D. Technical specifications for data modems.

1977-1978

1. To maintain the communications system at the established level of service.

   ·Accomplished--There have been no significant failures in the system.

2. To improve the ability of the program to respond to new projects that originate within the Division or with user groups throughout the state.

   ·Not Accomplished--The staff of this program has the time and resources to respond to only a small portion of the project requests that are received.

3. For the Division of Corrections: to design and install a VHR radio system for security personnel at the penitentiary at Canon City.

   ·Accomplished--The system is operational.

4. For the Colorado State Patrol: to implement a program to upgrade the communications system control points.

   ·Not Accomplished--This project was not funded.

5. For the Colorado State Patrol: to install a police VHF base station on San Antonio Mountain in the San Luis Valley.

   ·Not Accomplished--This project was not funded.

6. For the Colorado State Patrol: to install a police VHF base station at the town of Vail.

   ·Project Modified--This project was funded by the LEAA to the town of Vail. The Colorado State Patrol is a participant in the system.

7. To upgrade and expand the extension service VHF radio system in the Lower Arkansas Valley for Colorado State University.

   ·Not Accomplished--This project was not funded.

8. To install a VHF radio system for the Office of Student Housing for Colorado State University.

   ·Not Accomplished--This project was not funded.

9. To install a highway maintenance VHF base station on San Antonio Mountain in the San Luis Valley for the Department of Highways.

   ·Accomplished--This station is operational.

10. To plan the addition of VHF system control points to the existing Forestry Conservation system for the Division of Wildlife.

    ·Accomplished--Stations are operational at Chatfield and Island Acres State Recreation Areas.

11. To comply with regulations of the Federal Communications Commission and the Federal Aviation Administration concerning obstruction standards as they relate to tower painting and lighting.

    ·Partially Completed--Will be completed during 1977-78.

12. To improve all VHF radio systems operating at the primary station for the Denver area on Squaw Mountain.

    ·Not Accomplished--The project was not funded.

13. To provide necessary communications facilities for a proposed new office in Pueblo for the Colorado Bureau of Investigation.

    ·Not Accomplished--Project was not funded.

14. To provide a Colorado Law Enforcement emergency radio system station in Greeley for the Colorado State Patrol.

    ·Not Accomplished--The project was not funded.

Other:

To design and install a communications system for the Colorado School of Mines.

·Accomplished--The system is operational.

To provide access to the microwave system for the Department of Highways at Glenwood Springs.

·Accomplished--The service is operational.

To design and install a communications system for the Security Office, University of Colorado at Colorado Springs.

·Accomplished--The system is operational.

To design and install a local government base station at Yuma.

·Accomplished--The station is operational.

To design and install a communications system for the State Capitol Security Office.

·Accomplished--The system is operational.

To design and install a control station for the Division of Disaster Emergency Services at the State Emergency Operating Center.

·Accomplished--The station is operational.

To prepare implementation plans for regional law enforcement communications systems in State Planning Regions 1 and 5.

·Partially Accomplished--The plans will be complete before January, 1978.

To install VHF base stations for the public safety services at the Point of Rocks location near Greeley.

·Accomplished--The stations are operational.

To install a UHF mobile relay station at the Point of Rocks location for the Emergency Medical Communications system in State Planning Region 2.

·Accomplished--The station is operational.

To design and install a mobile relay system at the Simla location for law enforcement in that area.

·Partially Accomplished--The system design is complete.

To install VHF base stations for the public safety services at the Mead location.

·Partially Accomplished--The project will be complete in 1977-78.

To design and install a communications system at the Cherry Creek State Recreation Area.

·Partially Accomplished--The design is complete and the system will be operational in 1977-78.

Objectives for 1978-79:

1. To maintain the highest possible level of service and reliability in the state communications system.

2. To continue to work with the Law Enforcement Assistance Administration, the Emergency Medical Services and to establish regional communications centers to serve all public safety agencies.

III. BUDGET SUMMARY

	1976-77	1977-78	1978-79
General Fund	$ 267,292	$217,378	$220,909
Cash Fund	1,068,386	869,505	883,637
General Fund FTE	7.8	7.8	7.8
Cash FTE	31.2	31.2	31.2

There are 39 FTE in this program and they have been funded 20% General Fund and 80% Highway Users Tax Fund.

Staffing Summary:	1976-77	1977-78	1978-79
Sr. Elec. Eng.		1.0	1.0
Elec. Engineer	6.7	6.0	6.0
Princ. Elec. Spec.	9.3	10.0	10.0
Elec Spec	21.0	20.0	20.0
Plant Maint. Supv.	1.0	1.0	1.0
Plant Maint. Foreman	1.0	1.0	1.0
TOTAL	39.0	39.0	39.0

Pertinent Workload:

This program is responsible for the maintenance of the state communications system. Personnel of the program are assigned to 13 locations in the state from which they maintain all electronic equipment that is permanently installed at 150 locations. Two thousand eight hundred (2,800) mobile type radio units are maintained.

This program has a close working relationship with approximately 250 governmental agencies that are supported by the state communications system by providing engineering, maintenance, installation and operational assistance in all areas of public safety communications.

Performance Measures:

The performance of the program is measured by the quality of the service and the reliability of state communications system.

Detailed information on failure rates, duration of failures, mean time between failures and other standard units of measure are not available because the Division does not have the necessary staff to maintain a data collection system.

Experience indicates that service and reliability is acceptable. There have been no significant failures to the system.

IV. SUPPORT FOR BUDGET REQUEST

Explanation and Justification of Request:

The Public Safety Program requests funding to maintain the existing level of service adjusted for inflation. The capital outlay request is to replace 3 4-wheel drive suburbans, 2 2-wheel drive pickups and 2 snow vehicles and to provide one Sinad Test set (test instrument).

V. TIE TO DEPARTMENT ORGANIZATION CHART

The Public Safety Program is a part of the Division of Communications, Department of Administration. See Page I-4 of the Department's "Organization and Policy Manual" being provided separately to the JBC staff analyst.

I. PROGRAM IDENTIFICATION

Title: Telephone Program

Division or Agency: Division of Communications

Department: Department of Administration

Program Administrator: Neil J. Haley, Director of Telephone Program

Description and Authorization:

The statutory authority for this program is contained in 24-30-901 through 24-30-905 CRS 1973, as amended.

Relationship to Other Programs/Divisions/Departments:

The telephone program provides telephone engineering, installation and operational services to all the departments of the executive branch of State government.

Budget Document References:

Pages 196 through 201

II. PROGRAM OBJECTIVES

The 1977-78 budget document identified the objectives of the Telephone Program. Listed below are those objectives and their current status.

1976-1977

1. To investigate long distance calling and identify cost saving possibilities.

   The Division arranged for an intrastate long distance calling service identified as "Switched Network Service". This method provides for reduced rates when calls are made in the off-peak traffic periods. This service will provide estimated cost savings of 20% or $10,000 per month.

   - Accomplished--The estimated savings were exceeded. Documented cost savings of $192,000 were recorded in 1976-77.

2. To provide telephone service for the Auraria Higher Education complex.

   - Accomplished--The system became operational in September 1976.

3. To replace the Centrex System that serves the Capitol Complex.

   - Not Accomplished--This project was not funded.

Other:

To review telephone work orders originated by state agencies and suggest changes or modification to reduce costs while maintaining the level of service requested.

- Accomplished--This review process documented savings of $16,126 during 1976-77.

To provide the Joint Budget Committee with a telephone report based on a detailed study of the Department of Health.

- Accomplished--The report was completed in January 1977.

1977-78

1. Establish a response time for telephone system evaluation requests on a planned basis rather than emergency reaction.

   Large Office (30 phones) 30 days
   Medium Office(20 phones) 20 days
   Small Office (10 phones) 10 days

   · Partially Accomplished--Improvement has been made but continuing efforts are necessary to meet the above standards.

2. Evaluate at least three telephone systems and make recommendations for improved service at the lowest possible cost. Identification of these systems will be based on the results of the telephone report to the Joint Budget Committee.

   · Will Be Accomplished--Evaluation and precent complete are as follows:

Department of Health	100%
Community College North Campus	100%
Arapahoe Community College	100%
Division of Employment	95%
El Paso Community College	25%

Other:

To review an estimated 1200 telephone work orders originated by State agencies and suggest changes or modification to reduce costs while maintaining the level of service requested.

· Will Be Accomplished--Based on previous cost savings, the review process is expected to save $16,000 during 1977-78.

To publicize among state employees the recommended times for placing intrastate long distance telephone calls to increase monthly cost savings by $3,000.

· Will Be Accomplished

To comply with footnote 4 of the 1977-78 appropriations bill by evaluating state telephone services supplied by the regulated common carrier as compared with the interconnect companies.

· Will Be Accomplished--The first draft of the report was completed in October 1977.

To acquire a telephone system for the Department of Health.

· Will Be Accomplished--This project is in the bid process with a bid award anticipated by December 1977.

Objectives for 1978-79:

1. To review telephone work orders submitted by state agencies and reduce costs. Past experience indicates that the review process will save approximately $16,000 in 1978-79.

2. To review and evaluate five agencies' telephone systems and recommend cost saving methods and/or operational improvements. This objective's accomplishment is contingent on receiving the requested additional FTE described below.

III. BUDGET SUMMARY:

	1976-77	1977-78*	1978-79
General Fund	$531,355	$573,921	$620,170
Cash Fund	266,156	305,867	324,219
General Fund FTE	6.0	6.0	7.0

*Includes supplemental funding for three months

Staffing Summary:	1976-77	1977-78	1978-79
Tele. & Wire Ser. Mgr.	1.0	1.0	1.0
Elec. Spec. C	1.0	1.0	2.0
Princ. PBX Oper.	1.0	1.0	1.0
Sr. PBX Oper.	3.0	3.0	3.0
TOTAL	6.0	6.0	7.0

Pertinent Workload:

This program provides telephone engineering, installation and operational services to all the departments of the executive branch of state government.

Performance Measures:

The performance of this program is measured by the responsive support provided to its customer agencies.

IV. SUPPORT FOR BUDGET REQUEST

Explanation of Budget Request:

The telephone program requests funding to maintain the existing level of service as adjusted for inflation and to add one FTE to the staff of the program.

Justification of Increase:

We have achieved cost savings in this program. Additional direct savings or cost avoidances will be attained by the additional FTE who will enable this division to handle these studies which are currently backlogged. An economic analyses substantiating this requirement will be provided separately.

V. TIE TO DEPARTMENT ORGANIZATION CHART

The Telephone Program is a part of the Division of Communications, Department of Administration. See Page I-4 of the department's "Organization and Policy Manual" which is being provided separately to the JBC staff analyst.

BUDGET SUMMARY (CONTINUED)

SCHEDULE 2

DEPARTMENT Administration
AGENCY Communications - Summary

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
SPECIAL PURPOSE												
* Appropriation												
* Sep.Bills & Suppls												
Other Sources												
Reversions												
SUBTOTAL												
* Less Appropriation												
Variance												
TOTAL-ALL SUBTOTALS	902,454	1,493,359		867,394	2,628,489		725,409	2,415,676		922,387	2,535,512	
TOTAL-APPROPRIATION	883,882	1,428,837		883,882	1,428,837		670,850	1,188,086		922,387	2,535,512	
TOTAL-VARIANCE	18,572	64,522		(16,488)	1,199,652		54,559	1,227,590		-0-	-0-	

* Items shall tie to computer report - Budget Request Worksheet - Schedule 1.

This schedule combines the Administration, Public Safety, Telephone and Special Purpose Projects programs into one total. Details are provided by program.

BUDGET SUMMARY

SCHEDULE 2

DEPARTMENT Administration
AGENCY Communications - Administration

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
PERSONAL SERVICES												
* FTE	2.4	9.6		2.1	8.5		2.4	9.6		2.4	9.6	
* Appropriation Long Bill	37,065	148,261		37,065	148,261		41,782	167,127		47,584	190,338	
* Sep.Bills & Suppls.												
Other Sources	3,125	12,500		490	5,029		3,726	14,900				
Reversions					(3,066)							
SUBTOTAL	40,190	160,761		37,555	150,224		45,508	182,027		47,584	190,338	
* Less Appropriation	(37,065)	(148,261)		(37,065)	(148,261)		(41,782)	(167,127)				
Variance	3,125	12,500		490	1,963		3,726	14,900				
OPERATING EXPENSES												
* Appropriation Long Bill	6,827	27,309		6,827	27,309		8,643	34,574		9,162	36,648	
* Sep.Bills & Suppls.												
Other Sources	1,673	6,683										
Reversions												
SUBTOTAL	8,500	33,992		6,827	27,309		8,643	34,574		9,162	36,648	
* Less Appropriation	(6,827)	(27,309)		(6,827)	(27,309)		(8,643)	(34,574)				
Variance	1,673	6,683		-0-	-0-		-0-	-0-				
TRAVEL												
* Appropriation Long Bill	376	1,504		376	1,504		376	1,504		432	1,730	
* Sep.Bills & Suppls.												
Other Sources				(11)	(45)							
Reversions												
SUBTOTAL	376	1,504		365	1,459		376	1,504		432	1,730	
* Less Appropriation	(376)	(1,504)		(376)	(1,504)		(376)	(1,504)				
Variance	-0-	-0-		(11)	(45)		-0-	-0-				
CAPITAL OUTLAY												
* Appropriation	40	160		40	160		60	240		130	520	
* Sep.Bills & Suppls.												
Other Sources	180	721		(40)	(160)							
Reversions												
SUBTOTAL	220	881		-0-	-0-		60	240		130	520	
* Less Appropriation	(40)	(160)		(40)	(160)		(60)	(240)				
Variance	180	721		(40)	(160)		-0-	-0-				

BUDGET SUMMARY (CONTINUED)

SCHEDULE 2

DEPARTMENT Administration
AGENCY Communications - Administration

EMS - 77/78 SB 454	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
SPECIAL PURPOSE												
* Appropriation												
* Sep.Bills & Suppls							15,500					
Other Sources												
Reversions												
SUBTOTAL							15,500					
* Less Appropriation							0					
Variance							15,500					
TOTAL-ALL SUBTOTALS												
TOTAL-APPROPRIATION												
TOTAL-VARIANCE												

* Items shall tie to computer report - Budget Request Worksheet - Schedule 1.

BUDGET SUMMARY (CONTINUED)

SCHEDULE 2

DEPARTMENT Administration
AGENCY Communications - Administration

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
SPECIAL PURPOSE												
* Appropriation	24,000			24,000			24,000			24,000		
* Sep.Bills & Suppls												
Other Sources												
Reversions												
SUBTOTAL	24,000			24,000			24,000			24,000		
* Less Appropriation	(24,000)			(24,000)			(24,000)					
Variance	-0-			-0-			-0-					
TOTAL-ALL SUBTOTALS	73,286	197,138		68,747	178,992		94,087	218,345		81,308	229,236	
TOTAL-APPROPRIATION	68,308	177,234		68,308	177,234		74,861	203,445		81,308	229,236	
TOTAL-VARIANCE	4,978	19,904		439	1,758		19,226	14,900		-0-	-0-	

* Items shall tie to computer report - Budget Request Worksheet - Schedule 1.

VARIANCE DETAIL

SCHEDULE 2A

DEPARTMENT Administration
AGENCY Communications - Administration

	ESTIMATE 1976-1977			ACTUAL 1976-1977			ESTIMATE 1977-1978		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
FTE Variance				(.3)	(1.1)				
Salary Act Adjust.	2,117	8,469		1,763	10,115		2,855	11,418	
Merit Increase	432	1,727		310	1,239		295	1,178	
Health Insurance	576	2,304		333	1,332		576	2,304	
Shift Differential									
Ed.-Prof.Salary Inc.									
Transfers									
1. From Pub Safety Op	1,673	6,683							
2. To Per Ser-Pub Safe /Telephone				(1,916)	(7,657)				
3. To Travel/Pub Safe				(51)	(205)				
Roll Forwards									
1.	180	721							
2.									
3.									
4.									
Reversions									
1. Personal Services					(3,066)				
2.									
3.									
4.									
Other Sources									
1. SB 454							15,500		
2.									
3.									
4.									
TOTAL-VARIANCE	4,978	19,904		439	1,758		19,226	14,900	
(Last Line of Schedule 2)	4,978	19,904		439	1,758		19,226	14,900	

PROGRAM DETAIL

SCHEDULE 3

DEPARTMENT Administration
AGENCY Communications - Administration

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
Personal Services												
State Comm Director	5,244	20,976		5,598	22,390		5,782	23,126		6,372	25,488	
	0.2	0.8		0.2	0.8		0.2	0.8		0.2	0.8	
Sr Elect Engineer	12,441	49,765		9,230	36,920		14,270	57,082		15,732	62,928	
	0.6	2.4		0.4	1.6		0.6	2.4		0.6	2.4	
Adm Officer IV	3,547	14,189		5,005	20,021		4,315	17,261		4,531	18,125	
	0.2	0.8		0.2	0.8		0.2	0.8		0.2	0.8	
Supply Officer	2,707	10,829		2,918	11,674		2,918	11,674		2,986	11,942	
	0.2	0.8		0.2	0.8		0.2	0.8		0.2	0.8	
Storekeeper	1,925	7,699		2,255	9,020		2,177	8,707		2,340	9,360	
	0.2	0.8		0.2	0.8		0.2	0.8		0.2	0.8	
Sr Elect Specialist	3,134	12,538		1,872	7,487		3,293	13,171		3,629	14,515	
	0.2	0.8		0.1	0.5		0.2	0.8		0.2	0.8	
Cler Supv I	2,122	8,486		2,371	9,485		2,400	9,600		2,455	9,821	
	0.2	0.8		0.2	0.8		0.2	0.8		0.2	0.8	
Secretary I-A	1,584	6,336		1,612	6,450		1,882	7,526		2,021	8,083	
	0.2	0.8		0.2	0.8		0.2	0.8		0.2	0.8	
Typist B	2,904	11,616		2,547	10,190		2,741	10,963		2,942	11,770	
	0.4	1.6		0.4	1.6		0.4	1.6		0.4	1.6	
Salary Sub-total	35,608	142,434		33,408	133,637		39,778	159,110		43,008	172,032	
	2.4	9.6		2.1	8.5		2.4	9.6		2.4	9.6	
PERA	3,789	15,155		3,814	15,255		4,233	16,930		4,576	18,306	
Central Pots	3,125	12,500										
Salary Act							2,855	11,418				
Merit Increases							295	1,178		(194)**	(777)**	
Health & Life Insurance				333	1,332		576	2,304		(576)**	(2,304)**	
Forced Vacancy Savings	(2,332)	(9,328)					(2,229)	(8,913)				
	40,190	160,761		37,555	150,224		45,508	182,027		47,584	190,338	

** Non Add Item

PROGRAM DETAIL

SCHEDULE 3

DEPARTMENT Administration
AGENCY Communications - Administration

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
Operating Expense												
See Schedule 2B for detail	8,500	33,992		6,827	27,309		8,643	34,574		9,162	36,648	
Travel												
In State	188	752		145	580		282	1,128		324	1,298	
Out of State	188	752		220	879		94	376		108	432	
Total Travel	376	1,504		365	1,459		376	1,504		432	1,730	
Capital Outlay												
New										130	520	
Replacement	220	881					60	240				
Total Capital Outlay	220	881					60	240		130	520	
Special Purpose												
Rocky Mtn Public Broadcasting	24,000			24,000			24,000			24,000		
SB 454 EMS							15,500					
Total Adm Program	73,286	197,138		68,747	178,992		94,087	218,345		81,308	229,236	

OPERATING EXPENSE DETAIL

SCHEDULE 2B

DEPARTMENT Administration
AGENCY Communications - Administration

OPERATING EXPENSE Code	Description	ESTIMATE 1976 - 1977 TOTAL	ACTUAL 1976 - 1977 TOTAL	ESTIMATE 1977 1978 TOTAL	REQUEST 19 78 - 19 79 TOTAL
3000	Rents for Equipment		210		
3100	Rents for Buildings, Space, or Land	16,993	16,340	17,657	18,716
3200	Insurance	105	7,747	18,352	19,453
3300-3500	Heat, Light, Power, Water, and Sewage	1,900	2,758		
3600	Telephone and Telegraph	2,049	1,240	1,315	1,394
3700	Postage	1,672	1,220	1,293	1,371
3800	Freight Storage and Moving Expense		64	68	72
4000	Dues and Memberships				
4100	Contract Printing and Reproduction	2,283	1,085	1,150	1,219
4200	Advertising and Publicity				
4300	Transportation, Board & Care of Persons	32			
4400	Clothing and Uniform Allowance				
4500	Food and Food Service Supplies				
4600	Medical Dental Hospital & Laboratory Supplies				
4700	Custodial and Laundry Supplies and Services				
4800	Office Supplies	1,553	1,039	1,101	1,167
4900	Data Processing Supplies and Services				
5000	Education & Recreational Supplies & Services		143	152	161
5200	Microfilming Photography Supplies & Services	59			
5300	Other Supplies and Services	15			
5400	Library Books Periodicals & Subscriptions	622	214	227	241
5600	Equipment Maintenance and Repair	15,146	24	25	27
5700	Motor Vehicle Maintenance Repairs & Supplies		581	616	653
5800	Building & Grounds Maintenance & Repair		1,471	1,261	1,336
5900	Building & Grounds Supp. Const. Materials, Hand Tools	63			
6000	Official Functions				
6300	Grants-In-Aid to Individuals & Non-Gov. Entities				
6400-6700	Payments to Local Government Entities				
7000	Purchase Discounts				
7100	Interest and Royalties				
7200-7300	Payments to Other Government Agencies				
7400	Awards, Judgments, Losses & Assessments				
7500	Miscellaneous Fees-Not for Contr. Personal Ser.				
7600	Depreciation Expense				
	TOTAL	42,492	34,136	43,217	45,810

BUDGET SUMMARY

SCHEDULE 2

DEPARTMENT Administration
AGENCY Communications - Public Safety

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
PERSONAL SERVICES												
* FTE	7.8	31.2		7.8	31.2		7.8	31.2		7.8	31.2	
* Appropriation Long Bill	135,423	541,690		135,423	541,690		143,984	575,933		167,526	670,103	
* Sep.Bills & Suppls.												
Other Sources	9,423	37,690		11,340	45,364		18,419	73,677				
Reversions												
SUBTOTAL	144,846	579,380		146,763	587,054		162,403	649,610		167,526	670,103	
* Less Appropriation	(135,423)	(541,690)		(135,423)	(541,690)		(143,984)	(575,933)				
Variance	9,423	37,690		11,340	45,364		18,419	73,677				
OPERATING EXPENSES												
* Appropriation Long Bill	35,840	143,360		35,840	143,360		34,177	136,710		36,228	144,913	
* Sep.Bills & Suppls.												
Other Sources	(1,673)	(6,683)		(3,426)	(384)							
Reversions					(13,314)							
SUBTOTAL	34,167	136,677		32,414	129,662		34,177	136,710		36,228	144,913	
* Less Appropriation	(35,840)	(143,360)		(35,840)	(143,360)		(34,177)	(136,710)				
Variance	(1,673)	(6,683)		(3,426)	(13,698)		-0-	-0-				
TRAVEL												
* Appropriation Long Bill	2,400	9,600		2,400	9,600		1,988	7,950		2,286	9,143	
* Sep.Bills & Suppls.												
Other Sources				420	882							
Reversions												
SUBTOTAL	2,400	9,600		2,820	10,482		1,988	7,950		2,286	9,143	
* Less Appropriation	2,400	9,600		(2,400)	(9,600)		(1,988)	(7,950)				
Variance	-0-	-0-		420	882		-0-	-0-				
CAPITAL OUTLAY												
* Appropriation	8,303	33,218		8,303	33,218		5,622	22,488		14,869	59,478	
* Sep.Bills & Suppls.												
Other Sources		10,695		(518)	(292)							
Reversions & R/F				(2,190)	(10,539)							
SUBTOTAL	8,303	43,913		5,595	22,387		5,622	22,488		14,869	59,478	
* Less Appropriation	(8,303)	(33,218)		(8,303)	(33,218)		(5,622)	(22,488)				
Variance	-0-	10,695		(2,708)	(10,831)		-0-	-0-				

BUDGET SUMMARY (CONTINUED)

SCHEDULE 2

DEPARTMENT Administration
AGENCY Communications - Public Safety

ROLL FORWARD '76-'77 & '77-'78	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
SPECIAL PURPOSE												
* Appropriation												
* Sep.Bills & Suppls												
Other Sources				3,048	12,193		10,148	40,587				
Reversions												
SUBTOTAL				3,048	12,193		10,148	40,587				
* Less Appropriation				-0-	-0-		-0-	-0-				
Variance				3,048	12,193		10,148	40,587				
TOTAL-ALL SUBTOTALS												
TOTAL-APPROPRIATION												
TOTAL-VARIANCE												

* Items shall tie to computer report - Budget Request Worksheet - Schedule 1.

BUDGET SUMMARY (CONTINUED)

SCHEDULE 2

DEPARTMENT Administration
AGENCY Communications - Public Safety

TOWER LIGHTING AND PAINTING	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
SPECIAL PURPOSE												
* Appropriation							3,040	12,160				
* Sep.Bills & Suppls												
Other Sources												
Reversions												
SUBTOTAL							3,040	12,160				
* Less Appropriation							(3,040)	(12,160)				
Variance							-0-	-0-				
TOTAL-ALL SUBTOTALS												
TOTAL-APPROPRIATION												
TOTAL-VARIANCE												

* Items shall tie to computer report - Budget Request Worksheet - Schedule 1.

BUDGET SUMMARY (CONTINUED)

SCHEDULE 2

DEPARTMENT Administration
AGENCY Communications - Public Safety

MICROWAVE EQUIP REPLACEMENT	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
SPECIAL PURPOSE												
* Appropriation	84,610	338,438		84,610	338,438							
* Sep.Bills & Suppls												
Other Sources	729	2,916										
Reversions R/F				(7,958)	(31,830)							
SUBTOTAL	85,339	341,354		76,652	306,608							
* Less Appropriation	(84,610)	(338,438)		(84,610)	(338,438)							
Variance	729	2,916		(7,958)	(31,830)							
TOTAL-ALL SUBTOTALS	275,055	1,110,924		267,292	1,068,386		217,378	869,505		220,909	883,637	
TOTAL-APPROPRIATION	266,576	1,066,306		266,576	1,066,306		188,811	755,241		220,909	883,637	
TOTAL-VARIANCE	8,479	44,618		716	2,080		28,567	114,264		-0-	-0-	

* Items shall tie to computer report - Budget Request Worksheet - Schedule 1.

VARIANCE DETAIL

SCHEDULE 2A

DEPARTMENT Administration
AGENCY Communications - Public Safety

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	
FTE Variance										
Salary Act Adjust.	6,576	26,304		6,308	25,234		15,156	60,625		
Merit Increase	975	3,898		1,366	5,463		1,391	5,564		
Health Insurance	1,872	7,488		1,752	7,010		1,872	7,488		
Shift Differential										
Ed.-Prof.Salary Inc.										
Transfers										
1. To Admini-Oper	(1,673)	(6,683)								
2. Fr Admini to Per Ser				1,914	7,657					
3. Other Line Item Trns				251	206					
4. Intradepartmental				(3,775)						
Roll Forwards										
1. Capital Outlay		10,695			9,276					
2. Spec Purpose	729	2,916		3,048	2,917					
3. Capital Outlay				(2,190)	(8,757)		2,190	8,757		
4. Microwave Rep				(7,958)	(31,830)		7,958	31,830		
Reversions										
1. Operating					(13,314)					
2. Capital Outlay					(1,782)					
3.										
4.										
Other Sources										
1.										
2.										
3.										
4.										
TOTAL-VARIANCE	8,479	44,618		716	2,080		28,567	114,264		
(Last Line of Schedule 2)	8,479	44,618		716	2,080		28,567	114,264		

PROGRAM DETAIL

SCHEDULE 3

DEPARTMENT Administration
AGENCY Communications - Public Safety

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
Personal Services												
Sr Elec Engineer	4,200	16,800					4,757	19,027		5,244	20,976	
	0.2	0.8					0.2	0.8		0.2	0.8	
Electronic Engineer	24,005	96,019		30,846	123,383		25,001	100,003		27,557	110,227	
	1.2	4.8		1.4	5.3		1.2	4.8		1.2	4.8	
Pr Elect Spec	30,826	123,302		30,708	122,831		36,715	146,861		40,694	162,778	
	1.8	7.2		1.8	7.5		2.0	8.0		2.0	8.0	
Sr Elect Spec	38,570	154,278		40,425	161,698		52,754	211,018		69,053	276,211	
	2.6	10.4		2.6	10.4		3.4	13.6		4.0	16.0	
Elect Specialist	19,670	78,682		20,922	83,686		7,994	31,978				
	1.6	6.4		1.6	6.4		.6	2.4				
Plant Maint Supr	4,109	16,435		4,409	17,635		4,409	17,635		4,757	19,027	
	0.2	0.8		0.2	0.8		0.2	0.8		0.2	0.8	
Plant Maint Foreman	3,377	13,509		3,644	14,576		3,811	15,245		4,109	16,435	
	0.2	0.8		0.2	0.8		0.2	0.8		0.2	0.8	
Salary Sub-total	124,757	499,025		130,954	523,809		135,441	541,767		151,414	605,654	
	7.8	31.2		7.8	31.2		7.8	31.2		7.8	31.2	
PERA	13,274	53,096		14,057	56,235		14,412	57,647		16,112	64,449	
Central Pots	9,423	37,690										
Salary Act							15,156	60,625				
Merit Increases							1,391	5,564		(926)**	(3,704)**	
Health & Life Insurance				1,752	7,010		1,872	7,488		(1,872)**	(7,488)**	
Forced Vacancy Savings	(2,608)	(10,431)					(5,869)	(23,479)				
Total Personal Serv	144,846	579,380		146,763	587,054		162,403	649,610		167,526	670,103	

(NON ADD)**

PROGRAM DETAIL

SCHEDULE 3

DEPARTMENT Administration
AGENCY Communications - Public Safety

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
Operating Expense See Schedule 2B for detail	34,164	136,677		32,414	129,662		34,177	136,710		36,228	144,913	
Travel												
In State	2,040	8,160		2,713	10,050		1,908	7,632		2,194	8,777	
Out of State	360	1,440		107	432		80	318		92	366	
Total Travel	2,400	9,600		2,820	10,482		1,988	7,950		2,286	9,143	
Capital Outlay										411	1,644	
New										14,458	57,834	
Replacement	8,303	43,913		5,595	22,387		5,622	22,488		14,869	59,478	
Total Cap Outlay	8,303	43,913		5,595	22,387							
Special Purpose Microwave Equip Replacement	85,339	341,354		76,652	306,608							
Roll Forward Projects				3,048	12,193		10,148	40,587				
Tower Lighting							3,040	12,160				
Total Pub Safety	275,052	1,110,924		267,292	1,068,386		217,378	869,505		220,909	883,637	

OPERATING EXPENSE DETAIL

SCHEDULE 2B

DEPARTMENT Administration
AGENCY Communications - Public Safety

OPERATING EXPENSE Code	Description	ESTIMATE 1976 - 1977 TOTAL	ACTUAL 1976 - 1977 TOTAL	ESTIMATE 1977 1978 TOTAL	REQUEST 1978 - 1979 TOTAL
3000	Rents for Equipment	625	482	511	542
3100	Rents for Buildings, Space, or Land		1,317		
3200	Insurance		4,010		
3300-3500	Heat, Light, Power, Water, and Sewage	38,209	43,500	49,033	51,975
3600	Telephone and Telegraph	3,362	4,408	4,672	4,952
3700	Postage	153	295	313	332
3800	Freight Storage and Moving Expense		1,574	1,668	1,768
4000	Dues and Memberships				
4100	Contract Printing and Reproduction	990	1,935	2,051	2,174
4200	Advertising and Publicity				
4300	Transportation, Board & Care of Persons	713			
4400	Clothing and Uniform Allowance				
4500	Food and Food Service Supplies			1,500	1,590
4600	Medical Dental Hospital & Laboratory Supplies		22	23	24
4700	Custodial and Laundry Supplies and Services	4,100	4,536	4,808	5,096
4800	Office Supplies	69	706	748	793
4900	Data Processing Supplies and Services				
5000	Education & Recreational Supplies & Services	203	485	514	545
5200	Microfilming Photography Supplies & Services		72	76	81
5300	Other Supplies and Services	1,233	515	546	579
5400	Library Books Periodicals & Subscriptions		480	509	540
5600	Equipment Maintenance and Repair	83,182	69,569	76,909	81,524
5700	Motor Vehicle Maintenance Repairs & Supplies	28,494	22,945	24,322	25,781
5800	Building & Grounds Maintenance & Repair	475	84	89	94
5900	Building & Grounds Supp. Const. Materials, Hand Tools	6,433	2,448	2,595	2,751
6000	Official Functions				
6300	Grants-In-Aid to Individuals & Non-Gov. Entities				
6400-6700	Payments to Local Government Entities		8		
7000	Purchase Discounts				
7100	Interest and Royalties				
7200-7300	Payments to Other Government Agencies				
7400	Awards, Judgments, Losses & Assessments				
7500	Miscellaneous Fees-Not for Contr. Personal Ser.	2,600	2,684		
7600	Depreciation Expense				
	TOTAL	170,841	162,075	170,887	181,141

BUDGET SUMMARY

SCHEDULE 2

DEPARTMENT Department of Administration
AGENCY Communications - Telephone

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
PERSONAL SERVICES												
* FTE	6.0			6.0			6.0			7.0		
* Appropriation Long Bill	81,824			81,824			64,556			108,963		
* Sep.Bills & Suppls.												
Other Sources	5,115			5,360			6,766					
Reversions												
SUBTOTAL	86,939			87,184			71,322			108,963		
* Less Appropriation	(81,824)			(81,824)			(64,556)					
Variance	5,115			5,360			6,766					
OPERATING EXPENSES												
* Appropriation Long Bill	1,074			1,074			1,875			2,500		
* Sep.Bills & Suppls.												
Other Sources												
Reversions												
SUBTOTAL	1,074			1,074			1,875			2,500		
* Less Appropriation	(1,074)			(1,074)			(1,875)					
Variance	-0-			-0-			-0-					
TRAVEL												
* Appropriation Long Bill	200			200			150			1,624		
* Sep.Bills & Suppls.												
Other Sources				(200)								
Reversions												
SUBTOTAL	200			-0-			150			1,624		
* Less Appropriation	(200)			(200)			(150)					
Variance	-0-			(200)			0					
CAPITAL OUTLAY												
* Appropriation												
* Sep.Bills & Suppls.												
Other Sources												
Reversions												
SUBTOTAL												
* Less Appropriation												
Variance												

BUDGET SUMMARY (CONTINUED)

SCHEDULE 2

DEPARTMENT Department of Administration
AGENCY Communications - Telephone

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1978 - 1979			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
SPECIAL PURPOSE												
* Appropriation	465,900	185,297		465,900	185,297		340,597	229,400		507,083	324,219	
* Sep.Bills & Suppls					100,000							
Other Sources				(22,803)								
Reversions												
SUBTOTAL	465,900	185,297		443,097	266,156		340,597	229,400		507,083	324,219	
* Less Appropriation	(465,900)	(185,297)		(465,900)	(185,297)		(340,597)	(229,400)				
Variance	-0-	-0-		(22,803)	80,859		-0-	-0-				
TOTAL-ALL SUBTOTALS	554,113	185,297		531,355	266,156		413,944	229,400		620,170	324,219	
TOTAL-APPROPRIATION	548,998	185,297		548,998	185,297		407,178	229,400		620,170	324,219	
TOTAL-VARIANCE	5,115	-0-		(17,643)	80,859		6,766	-0-		-0-	-0-	

* Items shall tie to computer report - Budget Request Worksheet - Schedule 1.

VARIANCE DETAIL

SCHEDULE 2A

DEPARTMENT Administration
AGENCY Communications - Telephone

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
FTE Variance									
Salary Act Adjust.	2,940			315			5,231		
Merit Increase	735			4,062			95		
Health Insurance	1,440			981			1,440		
Shift Differential									
Ed.-Prof.Salary Inc.									
Transfers									
1. To Travel-Pub. Safe.				(200)					
2. From Pers. Serv-Adm.				2					
3.									
4.									
Roll Forwards									
1.									
2.									
3.									
4.									
Reversions									
1. Cap. Com.-Tel. Com.				(22,803)	(19,141)				
2.									
3.									
4.									
Other Sources									
1. Cash Agencies					100,000				
2.									
3.									
4.									
TOTAL-VARIANCE	5,115			(17,643)	80,859		6,766		
(Last Line of Schedule 2)	5,115			(17,643)	80,859		6,766		

PROGRAM DETAIL

SCHEDULE 3

DEPARTMENT Administration

AGENCY Communications - Telephone

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1978 - 1979			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
Personal Services												
Tel & Wire Servicing	20,004			21,000			21,000			23,148		
	1.0			1.0			1.0			1.0		
Elec. Spec.	13,536			13,821			14,220			15,672		
	1.0			1.0			1.0			1.0		
Pr. PBX Oper	11,700			12,276			12,276			12,600		
	1.0			1.0			1.0			1.0		
Sr. PBX Oper	28,715			30,816			30,816			32,136		
	3.0			3.0			3.0			3.0		
Salary Subtotal	73,955			77,913			78,312			83,556		
	6.0			6.0			6.0			6.0		
PERA	7,869			8,290			8,333			8,891		
Central Pot	5,115											
Salary Act							5,231					
Merit							95			(48)**		
Health/Life Ins.				981			1,440			(1,440)**		
Forced Vacancy Sav.							(571)					
Total Pers. Serv.	86,939			87,184			92,840			92,447		
New Position Requested										14,928		
Sr. Elec. Spec.										1.0		
PERA										1,588		
Health/Life Inx.										(240)**		
Total New Positions										16,516		

(Non Add)**

PROGRAM DETAIL

SCHEDULE 3

DEPARTMENT Administration
AGENCY Communications - Telephone

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1977 - 1978		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
Operating Expenses See Schedule 2B for detail	1,074			1,074			2,500			2,500		
Travel												
In state	200			-			200			1,124		
Out of state										500		
Total Travel	200						200			1,624		
Capitol Complex	465,900	185,297		443,097	266,156		478,381	305,867		507,083	324,219	
Total Program	554,113	185,297		-531,355	266,156-		573,921	305,867		620,170	324,219	
Funding for 9 months 77-78							413,944	229,400				
Supplemental request needed for 3 months							159,977	76,467				

OPERATING EXPENSE DETAIL

SCHEDULE 2B

DEPARTMENT: Administration
AGENCY: Communications - Telephone

OPERATING EXPENSE Code	Description	ESTIMATE 1976 - 1977 TOTAL	ACTUAL 1976 - 1977 TOTAL	ESTIMATE 1977 1978 TOTAL	REQUEST 1978 - 1979 TOTAL
3000	Rents for Equipment				
3100	Rents for Buildings, Space, or Land		32		
3200	Insurance				
3300-3500	Heat, Light, Power, Water, and Sewage				
3600	Telephone and Telegraph		728	772	772
3700	Postage		56	60	60
3800	Freight Storage and Moving Expense				
4000	Dues and Memberships				
4100	Contract Printing and Reproduction	1,066	180	785	785
4200	Advertising and Publicity				
4300	Transportation, Board & Care of Persons				
4400	Clothing and Uniform Allowance				
4500	Food and Food Service Supplies				
4600	Medical Dental Hospital & Laboratory Supplies				
4700	Custodial and Laundry Supplies and Services				
4800	Office Supplies		78	83	83
4900	Data Processing Supplies and Services				
5000	Education & Recreational Supplies & Services				
5200	Microfilming Photography Supplies & Services				
5300	Other Supplies and Services	8			
5400	Library Books Periodicals & Subscriptions				
5600	Equipment Maintenance and Repair			100	100
5700	Motor Vehicle Maintenance Repairs & Supplies			700	700
5800	Building & Grounds Maintenance & Repair				
5900	Building & Grounds Supp. Const. Materials, Hand Tools				
6000	Official Functions				
6300	Grants-In-Aid to Individuals & Non-Gov. Entities				
6400-6700	Payments to Local Government Entities				
7000	Purchase Discounts				
7100	Interest and Royalties				
7200-7300	Payments to Other Government Agencies				
7400	Awards, Judgments, Losses & Assessments				
7500	Miscellaneous Fees-Not for Contr. Personal Ser.				
7600	Depreciation Expense				
	TOTAL	1,074	1,074	2500	2500

SCHEDULE 5

SUMMARY - PERSONAL SERVICES RECONCILIATION

DEPARTMENT Department of Administration
AGENCY Communications

POSITION CLASSIFICATION (1)	1976-77 ESTIMATE USED IN 1977-78 REQUEST (2)		1977-78 STAFF CHANGE AUTHORIZED BY APPR. REPORT (3)		1977-78 STAFF ADDED OR DELETED (4)		1977-78 RECLASSIFICATIONS (5)		1977-78 SALARY INCREASES (6)		1977-78 ESTIMATE USED IN 1978-79 REQUEST (7)	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Princ. Elec. Specialist	9.0	154,128			1.0	29,448					10.0	183,576
Sr. Elect. Specialist	13.0	192,848			4.0	70,924					17.0	263,772
Elect. Specialist	8.0	98,352			(5.0)	(58,380)					3.0	39,972
Balance of Staff	27.0	430,451								36,637	27.0	467,088
PERA		93,183				4,468				3,904		101,555
Central Pots		67,853								49,635		117,488
Forced Vacancy Savings		(24,699)								(16,362)		(41,061)
Total	57.0	1,012,116				46,460				73,814	57.0	1,132,392

BUDGET SUMMARY (CONTINUED)

DEPARTMENT Department of Administration
AGENCY Communications - Other Programs

SCHEDULE 2

Special Purpose Projects	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
SPECIAL PURPOSE												
* Appropriation											1,098,420	
* Sep.Bills & Suppls												
Other Sources					1,114,955			1,098,426				
Reversions												
SUBTOTAL					1,114,955			1,098,426			1,098,420	
* Less Appropriation					-0-			-0-				
Variance See Sch.3					1,114,955			1,098,426				
TOTAL-ALL SUBTOTALS					1,114,955			1,098,426			1,098,420	
TOTAL-APPROPRIATION					-0-			-0-			1,098,420	
TOTAL-VARIANCE See Sch. 3					1,114,955			1,098,426			-0-	

* Items shall tie to computer report - Budget Request Worksheet - Schedule 1.

PROGRAM DETAIL

SCHEDULE 3

DEPARTMENT Department of Administration
AGENCY Communications - Other Programs

Special Purpose Projects	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1977 - 1978		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
Long Distance Expense					898,784			952,711			1,009,874	
Telpak					78,806			83,534			88,546	
Highway San Antonio					18			307				
Patrol Tatical Group					5,980			—				
EMS Region 10					2,004			—				
Emerg. Health. Serv.					11,580			920				
Instit. Data Sys					2,195			—				
Instit. Police Base					3,340			—				
Hwy. Fx. Glen. Dowd					2,282			1,243				
SCC Sys. Canon City					67,089			2,355				
Delta Garnet Mesa UHF					24,545			2,263				
Div. of Wildlife					5,081			3,074				
Routt Co. Police Sys.					1,197			53				
UNC Rep. Sys.					12			7,588				
Parks & Rec. Central					1,777			623				
Yuma GL Base					471			279				
Ouray EMS Base					1,909			3,165				
Capitol Comp. Sec.					7,103			2,481				
Geo. West GL Central					782			2,207				
Univ. of CO - Colo Spg								3,400				
Wildlife Ant. Install.								5,000				
Wildlife Micro. Access								1,000				
Point of Rocks EMS Sta.								1,223				
NE Counc. of Gov't.								10,000				
EMS Colo.-Wyo. Interface								15,000				
					1,114,955			1,098,426			1,098,420	

CASH AND FEDERAL FUNDS REPORT

FISCAL YEAR 1976 - 1977

DATE

DEPARTMENT Administration

AGENCY Communications

SCHEDULE 4

SOURCE OF FUNDS AND TITLE OF AGENCY PROGRAM (1)	DIRECT PROGRAM COSTS				INDIRECT PROGRAM COSTS			TOTAL PROGRAM COST (9)	INDIRECT COSTS RECOVERED		INDIRECT COSTS OF THE STATE TO THE GEN.FUND	
	FEDERAL FUNDS (2)	CASH FUNDS (3)	STATE MATCHING (4)	TOTAL (5)	AGENCY OR INSTITUTION (6)	CENTRAL GOV.COSTS (7)	TOTAL (8)		AGENCY OR INSTITUTION (10)	CENTRAL GOV.COSTS (11)	AGENCY OR INSTITUTION (12)	CENTRAL GOVERNMENT (13)
Highway Users Fund		1,247,914		1,247,914				1,247,914				
Cash From User Agencies		266,156		266,156				266,156				
Cash - special Purpose Projects See Schedule 3 for Details		1,114,955		1,114,955				1,114,955				
TOTAL		2,629,025		2,629,025				2,629,025				

NOTES:

CASH AND FEDERAL FUNDS REPORT

FISCAL YEAR 1977 - 1978

SCHEDULE 4

DATE

DEPARTMENT Department of Administration

AGENCY Communications

SOURCE OF FUNDS AND TITLE OF AGENCY PROGRAM (1)	DIRECT PROGRAM COSTS				INDIRECT PROGRAM COSTS			TOTAL PROGRAM COST (9)	INDIRECT COSTS RECOVERED		INDIRECT COSTS OF THE STATE TO THE GEN. FUND	
	FEDERAL FUNDS (2)	CASH FUNDS (3)	STATE MATCHING (4)	TOTAL (5)	AGENCY OR INSTITUTION (6)	CENTRAL GOV. COSTS (7)	TOTAL (8)		AGENCY OR INSTITUTION (10)	CENTRAL GOV. COSTS (11)	AGENCY OR INSTITUTION (12)	CENTRAL GOVERNMENT (13)
Highway Users Fund		1,087,850		1,087,850				1,087,850				
Cash from User Agencies		305,687		305,687				305,687				
Cash-Special Purpose Projects See Schedule 3 for Detail		1,098,426		1,098,426				1,098,426				
TOTAL		2,491,963		2,491,963				2,491,963				

NOTES:

CASH AND FEDERAL FUNDS REPORT

FISCAL YEAR 1978 - 1979

SCHEDULE 4

DATE

DEPARTMENT Department of Administration

AGENCY Communications

SOURCE OF FUNDS AND TITLE OF AGENCY PROGRAM (1)	DIRECT PROGRAM COSTS				INDIRECT PROGRAM COSTS			TOTAL PROGRAM COST (9)	INDIRECT COSTS RECOVERED		INDIRECT COSTS OF THE STATE TO THE GEN.FUND	
	FEDERAL FUNDS (2)	CASH FUNDS (3)	STATE MATCHING (4)	TOTAL (5)	AGENCY OR INSTITUTION (6)	CENTRAL GOV.COSTS (7)	TOTAL (8)		AGENCY OR INSTITUTION (10)	CENTRAL GOV.COSTS (11)	AGENCY OR INSTITUTION (12)	CENTRAL GOVERNMENT (13)
Highway Users Fund		1,112,873		1,112,873				1,112,873				
Cash from User Agencies		324,219		324,219				324,219				
Cash from Special Purpose Projects See Schedule 3 for Detail		1,098,420		1,098,420				1,098,420				
TOTAL		2,535,512		2,535,512				2,535,512				

NOTES:

DEPARTMENT OF ADMINISTRATION

	APPROP 1976-77	ACTUAL 1976-77	APPROP 1977-78	NET AUTH 1977-78	T-D ACTUAL 1977-78	PROJECTION 1977-78	AGENCY EST 1977-78	AGENCY REQ 1978-79	OFF. P & B 1978-79	JBC 1978-79
22-10-00 14	DIVISION OF COMMUNICATIONS									
010-10 50011 PERSONAL SERVICES-ADMIN	185,326- (12.0 FTE)	187,779 (12.0 FTE)	208,909- (12.0 FTE)	208,909-	34,582 (12.0 FTE)	208,687				
020-10 50211 OPERATING EXPENSE-ADMIN	34,136-	34,136	43,217-	43,217-	24,746	63,641				
030-10 50281 TRAVEL ADMINISTRATION	1,880-	1,823	1,880-	1,880-	11	1,421				
040-10 50311 CAPITAL OUTLAY - ADMIN	200-	-0-	300-	300-	-0-	300				
045-10 50321 PUBLIC BROADCASTING SYS	24,000-	24,000	24,000-	24,000-	-0-	-0-				
14 SUB-TOTAL	245,542- (12.0 FTE)	247,738 (12.0 FTE)	278,306- (12.0 FTE)	278,306-	59,339 (12.0 FTE)	274,049	-0-	-0-	-0-	-0-
CASH FUNDS 010-20	-0-	-0-	167,127 (9.6 FTE)	167,127	-0- (9.6 FTE)					
020-20	-0-	-0-	34,574	34,574	-0-					
030-20	-0-	-0-	1,504	1,504	-0-					
040-20	-0-	-0-	240	240	-0-					
999-21	177,234	178,990-	-0-	-0-	-0-					
SUB-TOTAL	177,234	178,990-	203,445 (9.6 FTE)	203,445	-0- (9.6 FTE)		-0-	-0-	-0-	-0-

DEPARTMENT OF ADMINISTRATION

APPROP 1976-77	ACTUAL 1976-77	APPROP 1977-78	NET AUTH 1977-78	T-D ACTUAL 1977-78	PROJECTION 1977-78	AGENCY EST 1977-78	AGENCY REQ 1978-79	OFF. P & B 1978-79	JBC 1978-79
22-10-00 DIVISION OF COMMUNICATIONS									
14									
GENERAL FUND									
68,308	68,748-	74,861	74,861	59,339-		-0-	-0-	-0-	-0-
(12.0 FTE)	(12.0 FTE)	(2.4 FTE)		(2.4 FTE)					
15									
010-10 51011 PERSONAL SERV PUBLIC SAFE									
677,113-	733,816	719,917-	719,917-	142,682	742,661				
(39.0 FTE)	(38.0 FTE)	(39.0 FTE)		(69.4 FTE)					
020-10 51211 OPERATING EXP PUBLIC SAFE									
179,200-	162,075	170,887-	170,887-	9,529	151,946				
030-10 51281 TRAVEL PUBLIC SAFETY									
12,000-	13,302	9,938-	9,938-	1,331	10,275				
040-10 51311 CAPITAL OUTLAY PUBLIC SAF									
41,521-	27,982	28,110-	28,110-	366	28,476				
041-10 51351 MICROWAVE EQUIP REP 76-77									
423,048-	383,259	-0-	-0-	3,466	-0-				
045-10 51321 TOWER LIGHTING & PAINTING									
-0-	-0-	15,200-	15,200-	-0-	4,560				
15 SUB-TOTAL									
1,332,882-	1,320,434	944,052-	944,052-	157,374	937,918	-0-	-0-	-0-	-0-
(39.0 FTE)	(38.0 FTE)	(39.0 FTE)		(69.4 FTE)					
CASH FUNDS									
010-20									
-0-	-0-	575,933	575,933	-0-					
		(31.2 FTE)		(30.4 FTE)					
020-20									
-0-	-0-	136,710	136,710	-0-					
030-20									
-0-	-0-	7,950	7,950	-0-					

DEPARTMENT OF ADMINISTRATION

	APPROP 1976-77	ACTUAL 1976-77	APPROP 1977-78	NET AUTH 1977-78	T-D ACTUAL 1977-78	PROJECTION 1977-78	AGENCY EST 1977-78	AGENCY REQ 1978-79	OFF. P & B 1978-79	JBC 1978-79
22-10-00	DIVISION OF COMMUNICATIONS									
15										
CASH FUNDS										
040-20	-0-	-0-	22,488	22,488	-0-					
041-20	338,438	306,605-	-0-	-0-	-0-					
045-20	-0-	-0-	12,160	12,160	-0-					
999-21	727,868	750,121-	-0-	-0-	-0-					
SUB-TOTAL	1,066,306	1,056,726-	755,241 (31.2 FTE)	755,241	-0- (30.4 FTE)		-0-	-0-	-0-	-0-
GENERAL FUND	266,576 (39.0 FTE)	263,708- (38.0 FTE)	188,811 (7.8 FTE)	188,811	157,374- (39.0 FTE)		-0-	-0-	-0-	-0-
16										
005-10 54041	HIGHWAY FX GLENWOOD DOWD -0-	2,282	-0-	-0-	-0-	-0-				
010-10 52011	PERSONAL SERV TELEPHONE 81,824- (6.0 FTE)	87,184	64,556- (4.5 FTE)	64,556-	15,476 (6.0 FTE)	67,120				
020-10 52211	OPERATING EXP TELEPHONE 1,074-	1,074	1,875-	1,875-	95	1,595				
030-10 52281	TRAVEL TELEPHONE 200-	-0-	150-	150-	-0-	150				
040-10 52341	CAP COMPLEX TEL EQUIPMENT 651,197-	709,252	569,997-	569,997-	-0-	512,997				

DEPARTMENT OF ADMINISTRATION

APPROP 1976-77	ACTUAL 1976-77	APPROP 1977-78	NET AUTH 1977-78	T-D ACTUAL 1977-78	PROJECTION 1977-78	AGENCY EST 1977-78	AGENCY REQ 1978-79	OFF. P & B 1978-79	JBC 1978-79
22-10-00 DIVISION OF COMMUNICATIONS									
16									
045-10 52501 EMS 77-78 S/B 454									
-0-	-0-	15,500-	15,500-	-0-	12,917				
16 SUB-TOTAL									
734,295-	799,792	652,078-	652,078-	15,571	594,779	-0-	-0-	-0-	-0-
(6.0 FTE)		(4.5 FTE)		(6.0 FTE)					
CASH FUNDS									
040-20									
185,297	266,155-	229,400	229,400	-0-					
GENERAL FUND									
548,998	533,637-	422,678	422,678	15,571-		-0-	-0-	-0-	-0-
(6.0 FTE)		(4.5 FTE)		(6.0 FTE)					
18									
CASH FUNDS									
001-20									
-0-	11-	-0-	-0-	-0-					
GENERAL FUND									
-0-	11	-0-	-0-	-0-		-0-	-0-	-0-	-0-
19									
20									
CASH FUNDS									
001-20									
-0-	470-	-0-	-0-	-0-					
GENERAL FUND									
-0-	470	-0-	-0-	-0-		-0-	-0-	-0-	-0-
21									
001-10 54231 PARKS & REC CONTROL STAT									
-0-	1,776	-0-	-0-	-0-	-0-				
21 SUB-TOTAL									
-0-	1,776	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
GENERAL FUND									
-0-	1,776-	-0-	-0-	-0-		-0-	-0-	-0-	-0-

DEPARTMENT OF ADMINISTRATION

	APPROP 1976-77	ACTUAL 1976-77	APPROP 1977-78	NET AUTH 1977-78	T-D ACTUAL 1977-78	PROJECTION 1977-78	AGENCY EST 1977-78	AGENCY REQ 1978-79	OFF. P & B 1978-79	JBC 1978-79
22-10-00 DIVISION OF COMMUNICATIONS										
26										
CASH FUNDS										
001-20	-0-	7,102-	-0-	-0-	-0-					
GENERAL FUND	-0-	7,102	-0-	-0-	-0-		-0-	-0-	-0-	-0-
97										
001-10 54291 UNIV OF COLO COLO SPGS	-0-	482	-0-	-0-	8,437	-0-				
010-10 54371 OURAY EMS BASE	-0-	1,909	-0-	-0-	-0-	-0-				
015-10 54121 CAPITOL COMPLEX SECURITY	-0-	7,102	-0-	-0-	2,367	-0-				
020-10 54381 GEORGE WEST GL CONTROL	-0-	781	-0-	-0-	64	-0-				
999-11 55581 NE CO COUNCIL OF GOVERN	-0-	972,701	-0-	10,000-	-0-	8,334				
97 SUB-TOTAL	-0-	982,975	-0-	10,000-	10,868	8,334	-0-	-0-	-0-	-0-
CASH FUNDS										
001-20	-0-	3,686-	-0-	-0-	-0-					
022-20	-0-	781-	-0-	-0-	-0-					
999-21	-0-	1,001,630-	-0-	10,000	-0-					
SUB-TOTAL	-0-	1,006,097-	-0-	10,000	-0-		-0-	-0-	-0-	-0-

DEPARTMENT OF ADMINISTRATION

	APPROP 1976-77	ACTUAL 1976-77	APPROP 1977-78	NET AUTH 1977-78	T-D ACTUAL 1977-78	PROJECTION 1977-78	AGENCY EST 1977-78	AGENCY REQ 1978-79	OFF. P & B 1978-79	JBC 1978-79
22-10-00 DIVISION OF COMMUNICATIONS										
97										
GENERAL FUND	-0-	23,122	-0-	-0-	10,868-		-0-	-0-	-0-	-0-
98										
999-11 59001 ROLL FORWARD	-0-	15,241	-0-	-0-	-0-	-0-				
98 SUB-TOTAL	-0-	15,241	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
GENERAL FUND	-0-	15,241-	-0-	-0-	-0-		-0-	-0-	-0-	-0-
99										
999-39 54001 HIGHWAY SAN ANTONIO MTN	-0-	18	-0-	-0-	-0-	-0-				
999-39 54221 DIVISION OF WILDLIFE	-0-	5,081	-0-	-0-	-0-	-0-				
999-39 54331 INSTITUTIONS POLICE BASE	-0-	3,339	-0-	-0-	-0-	-0-				
999-39 54341 SECURITY SYS CANON CITY	-0-	67,089	-0-	-0-	56	-0-				
999-39 55541 DELTA-GARNET MESA UHF	-0-	24,544	-0-	-0-	3	-0-				
999-39 55561 ROUTT CO POLICE SYSTEM	-0-	1,196	-0-	-0-	-0-	-0-				
99 SUB-TOTAL	-0-	101,267	-0-	-0-	59					

DEPARTMENT OF ADMINISTRATION

	APPROP 1976-77	ACTUAL 1976-77	APPROP 1977-78	NET AUTH 1977-78	T-D ACTUAL 1977-78	PROJECTION 1977-78	AGENCY EST 1977-78	AGENCY REQ 1978-79	OFF. P & B 1978-79	JBC 1978-79
22-10-00 DIVISION OF COMMUNICATIONS										
99										
CASH FUNDS										
999-49 40111 COMM MOBILE	-0-	14,052-	-0-	-0-	-0-					
999-49 40141 COMM EQUIP REPLACEMENT	-0-	12,193-	-0-	-0-	-0-					
999-49 44001 HIGHWAY SAN ANTONIO MTN	-0-	18-	-0-	-0-	-0-					
999-49 44221 DIVISION OF WILDLIFE	-0-	5,081-	-0-	-0-	-0-					
999-49 44331 INSTITUTIONS POLICE BASE	-0-	3,339-	-0-	-0-	-0-					
999-49 44341 SECURITY SYS CANON CITY	-0-	67,089-	-0-	-0-	-0-					
999-49 45541 DELTA-GARNET MESA UHF	-0-	24,544-	-0-	-0-	-0-					
999-49 45561 ROUTT CO POLICE SYSTEM	-0-	1,196-	-0-	-0-	-0-					
SUB-TOTAL	-0-	127,512-	-0-	-0-	-0-					
GENERAL FUND	-0-	26,245	-0-	-0-	59-					
TOTAL 22-10-00 DIVISION OF COMMUNICATIONS										
	2,312,719- (57.0 FTE)	3,469,223 (50.0 FTE)	1,874,436- (55.5 FTE)	1,884,436-	243,211 (87.4 FTE)	1,815,080	-0-	-0-	-0-	-0-
CASH FUNDS	1,428,837	2,643,063-	1,188,086 (40.8 FTE)	1,198,086	-0- (40.0 FTE)		-0-	-0-	-0-	-0-
GENERAL FUND	883,882 (57.0 FTE)	826,160- (50.0 FTE)	686,350 (14.7 FTE)	686,350	243,211- (47.4 FTE)		-0-	-0-	-0-	-0-

I. PROGRAM IDENTIFICATION

Title: Division of Hearing Officers

Division or Agency: Division of Hearing Officers

Department: Administration

Program Administrator: J. H. Murphy, Division Director

Description and Authorization:

To conduct hearings required or authorized by statutes. The Division was created by 24-30-10, CRS 1973, as amended.

Relationships to Other Programs/Divisions/Departments:

Requests for Hearing Officers are made to the Division of Hearing Officers, Department of Administration, from departments such as:

-- Health
-- Regulatory Agencies
-- Labor and Employment
-- Institutions
-- Personnel
-- Social Services
-- Corrections

to rule on cases typically involving:

-- License revocation
-- Workmen's compensation claims
-- Adjudication of cases regarding juvenile and adult offenders
-- Employees' grievances
-- Civil rights matters
-- School board controversies
-- Disputes under the COSH Act

Budget Document Reference: Pages 215 through 221.

II. PROGRAM OBJECTIVES

Accomplishments:

1976-77:

Objectives were not established for this division for this fiscal year as it was not a division of this department when that year's budget was submitted.

1977-78:

Better utilization of the professional resources of the Hearing Officers has been accomplished by divesting them of all Departmental Administrative duties.

Objectivity has been increased by transferring the Hearing Officers from the various agencies to the Department of Administration.

Swift and competent service to requesting agencies has been developed by consolidating case scheduling and docketing of cases into one office.

Commenced crosstraining of all Hearing Officers so they could hear cases in other agencies in an emergency. Consolidated case scheduling and docketing into one office. Processed all requests for services within the statutory time-frames. Hearing Officers have been divested of all Departmental Administrative duties thus utilizing their professional resources to better handle the increasing case load.

Objectives for 1978-79:

To improve quality of service to requesting agencies by being responsive to complaints and by continued cross training of Hearing Officers.

To provide competent service to all requesting agencies at a cost less than independent contractors.

To conduct hearings and render decisions within the statutory time limits.

III. BUDGET SUMMARY -- For program with FTE and fund source

	1976-77	1977-78	1978-79
Cash Fund	343.827	301,716	381,273
FTE	11.0	11.0**	13.0

Staffing Summary:	1976-77	1977-78	1978-79
Hearing Examiner 1-A	.5	0	1.0
Hearing Examiner 1-B	1.0	1.0	1.0
Hearing Examiner 1-C	8.0	8.0	9.0
Hearing Examiner II	1.0	1.0	1.0
Heaing Examiner III	.5	1.0	1.0
	11.0	11.0	13.0

Pertinent Workload:			
Cases Handled	8,841	10,800	11,300
Total Hours Required	20,249	24,750	25,880

Performance Measures:

The conducting of hearings within the statutory time-frames.

The rendering of decisions that are upheld.

IV. SUPPORT FOR BUDGET REQUESTS:

Explanation of Request:

The request for two additional FTE's, above the FY 77-78 authorization, are based on the projected caseload and hours required for Hearing Officers. The addition of Adult and Juvenille Parole cases by SB 563 and 587, effective July 1, 1977, adds an anticipated increase of 573 cases per year for an additional 1284 hours, which are included in the above computations.

$$\frac{25{,}880 \text{ hours}}{1856 \text{ hours/year}} = 13.9 \text{ FTE}$$

Justification of Increase:

If the additional FTE's are not authorized, agencies will be compelled to contract for Hearing Officers at a cost of approximately 30% more than now charged by this Division.

V. TIE TO DEPARTMENT ORGANIZATION CHART:

The Division of Hearing Officers is a Division of the Department of Administration. See page I-4 of the Department's "Organization and Policy Manual" submitted under separate cover to the JBC staff analyst.

**Supplemental request will be submitted to increase FTE and cash fund spending authority in the event the projected workload, as indicated, continues to increase at the present trend.

BUDGET SUMMARY (CONTINUED)

SCHEDULE 2

DEPARTMENT Administration
AGENCY Hearing Officers

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
SPECIAL PURPOSE												
* Appropriation								296,213			381,273	
* Sep.Bills & Supplş												
Other Sources	39,748	298,732			343,726			5,503				
Reversions												
SUBTOTAL	39,748	298,732			343,726			301,716			381,273	
* Less Appropriation	-0-	-0-			-0-			(296,213)				
Variance	39,748	298,732			343,726			5,503				
TOTAL-ALL SUBTOTALS	39,748	298,732			343,726			301,716			381,273	
TOTAL-APPROPRIATION	-0-	-0-			-0-			296,213			381,273	
TOTAL-VARIANCE	39,748	298,732			343,726			5,503			-0-	

* Items shall tie to computer report - Budget Request Worksheet - Schedule 1.

VARIANCE DETAIL

SCHEDULE 2A

DEPARTMENT Administration
AGENCY Hearing Officers

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
FTE Variance									
Salary Act Adjust.	2,669				6,435				
Merit Increase		25,031			2,994			2,873	
Health Insurance	240				2,720			2,630	
Shift Differential									
Ed.-Prof.Salary Inc.									
Transfers									
1. Dept of Personnel	36,839								
2.									
3.									
4.									
Roll Forwards									
1.									
2.									
3.									
4.									
Reversions									
1.									
2.									
3.									
4.									
Other Sources									
1. Augmenting Revenue		273,701			331,577				
2.									
3.									
4.									
TOTAL-VARIANCE	39,748	298,732			343,726			5,503	
(Last Line of Schedule 2)	39,748	298,732			343,726			5,503	

PROGRAM DETAIL

SCHEDULE 3

DEPARTMENT Administration
AGENCY Hearing Officers

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
Personal Services												
Hearing Examiner I-A		29,184			15,409							
		2.0			.5							
Hearing Examiner I-B		21,576			23,436			23,148			24,300	
		1.0			1.0			1.0			1.0	
Hearing Examiner I-C	33,296	170,400			223,747			211,860			215,688	
	1.3	7.0			8.0			8.0			8.0	
Hearing Examiner II		26,220			28,128			28,129			28,129	
		1.0			1.0			1.0			1.0	
Hearing Examiner III					16,278			32,556			32,556	
					.5			1.0			1.0	
Salary Sub-total	33,296	247,380			306,998			295,693			300,673	
	1.3	11.0			11.0			11.0			11.0	
PERA	3,543	26,321			32,387			31,464			32,178	
Salary Act	2,669											
Merit Increases		25,031						2,873			(1,744)*	
Health & Life Insurance	240				2,720			2,630			(2,630)*	
Contractual					1,458			21,228				
Total Personal Serv	39,748	298,732			343,563			353,888			332,851	
	1.3	11.0			11.0			11.0			11.0	
New Positions Requested												
Hearing Examiner I-A											16,464	
											1.0	
Hearing Examiner I-C											26,784	
											1.0	
Salaries Sub-total											43,248	
											2.0	
PERA											4,674	
Merit Increases											(680)*	
Health & Life Insurance											(251)*	
Total New Positions Requested											47,922	

* Non Add Items

PROGRAM DETAIL

SCHEDULE 3

DEPARTMENT Administration
AGENCY Hearing Officers

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
Travel & Reproduction					163			200			500	
Forced Vacancy Savings								(52,372)**				
Total Hearing Officers	39,748	298,732			343,726			301,716			381,273	
	1.3	11.0			11.0			11.0			13.0	

** Supplemental

DEPARTMENT OF ADMINISTRATION

	APPROP 1976-77	ACTUAL 1976-77	APPROP 1977-78	NET AUTH 1977-78	T-D ACTUAL 1977-78	PROJECTION 1977-78	AGENCY EST 1977-78	AGENCY REQ 1978-79	OFF. P & B 1978-79	JBC 1978-79
22-11-00 DIVISION OF HEARING OFFICERS										
17										
001-10 50011 HEARING OFFICERS										
	-0-	343,725	296,213	296,213-	60,602	307,466				
		(11.0 FTE)	(11.0 FTE)		(11.0 FTE)					
17 SUB-TOTAL										
	-0-	343,725	296,213	296,213-	60,602	307,466	-0-	-0-	-0-	-0-
		(11.0 FTE)	(11.0 FTE)		(11.0 FTE)					
CASH FUNDS										
001-20										
	-0-	343,725-	296,213	296,213	-0-					
			(11.0 FTE)		(11.0 FTE)					
GENERAL FUND										
	-0-	-0-	-0-	-0-	60,602-		-0-	-0-	-0-	-0-
		(11.0 FTE)								
TOTAL 22-11-00 DIVISION OF HEARING OFFICERS										
	-0-	343,725	296,213	296,213-	60,602	307,466	-0-	-0-	-0-	-0-
		(11.0 FTE)	(11.0 FTE)		(11.0 FTE)					
CASH FUNDS										
	-0-	343,725-	296,213	296,213	-0-		-0-	-0-	-0-	-0-
			(11.0 FTE)		(11.0 FTE)					
GENERAL FUND										
	-0-	-0-	-0-	-0-	60,602-		-0-	-0-	-0-	-0-
		(11.0 FTE)								

PROGRAM AND BUDGET NARRATIVE

Division of Purchasing

I. PROGRAM IDENTIFICATION

Division of Purchasing

Department of Administration

Program Administrator: E. R. Roon, State Purchasing Director

Description and Authorization:

The Division of Purchasing is composed of two sections: Central Purchasing and the Colorado Surplus Property Agency.

The Division of Purchasing operates under the authority provided in Title 24, Article 30, Part 4, CRS 1973, and changes thereto. The Colorado Surplus Property Agency is authorized in Title 24, Article 82, Part 4, CRS 1973.

Relationship to Other Programs/Division/Departments:

The Division is responsible for establishing policies, standards and guidelines to all State agencies in matters of purchasing. The division also provides purchasing services to other agencies of the State government who are not authorized to conduct the procurement function.

Budget Document References:

Pages 222 through 232

II. PROGRAM OBJECTIVES

Accomplishments:

1976-77:

Objectives for 1976-77 are listed below with a status report.

1. Continue a strong standardization program.

   Status: The Division issued 312 annual contracts/price agreements, thereby eliminating the need for repetitive bidding and assuring standardization whenever possible.

2. Expand the State Surplus Property Program.

   Status: The State's Surplus Program was extended to agencies/institutions in Boulder, Fort Collins, Greeley, Colorado Springs, and Pueblo. (This program is for State Property as opposed to surplus Federal property.

3. Increase assistance to the local government purchasing program.

   Status: 1976-77 The Division of Purchasing issued purchase orders for local governments totaling $3,366,174. The 1975-76 total was $2,080,597.

4. Implement Affirmative Action Programs as it relates to the procurement function.

   Status: The Division has increased participation by minority vendors.

In addition, in 1976-77 the Division of Purchasing accomplished the following:

5. Administered, with the assistance of the Division of Management Services, a correspondence course for inventory managers.

6. Modified purchase requisitions received and/or implemented other actions over and above the bidding process which achieved cost avoidance/savings of $318,000.

7. Wrote 23,324 purchase orders for the expenditure of $25,685,172.

8. Made an award for the State's blanket fire insurance policy, accepting a deductible of $100,000 per occurrence. This action was taken with the approval of the Joint Budget Committee and will result in potential savings of $110,000 per year for the three year term of the policy.

9. Negotiated a one year extension with the State's liability insurance carrier after we were notified that the policy was not going to be renewed. Twenty-five other insurance carriers refused to consider underwriting the policy.

10. During 1976-77 we exceeded our savings goal by $58,000.

Accomplishment/Status of Objectives for 1977-78

1. Save $338,000 by actions other than the normal bidding process.

   Status: As of October 1, 1977 the Division is $25,800 ahead of target.

2. Securing Commodities at the most favorable costs.

   Status: We are using more value analysis and life cycle costing procedures to accomplish this goal.

3. Increase by 25% the revenue generated by the Colorado Surplus Property Program.

   Status: With the implementation of the new Federal law which expands the number of donees, an increase in income is expected in 1977-78. The amount of Federal surplus property becoming available will have a direct bearing on meeting this objective.

4. Increase the number of State contracts/price agreements by 5%.

   Status: As of October 1, 1977 our target was 124 contracts. We have issued 132.

5. Reduce average time needed after receiving a requisition, from 21 to 18 days.

   Status: As of October 1, 1977 we are on target with an average "turn around time" of less than 17 days.

6. Appropriation request ($500) to purchase typewriter.

   Status: Purchase will be made by December 1, 1977.

7. Request for a 15% increase in operating funds.

   Status: An increase of 12.9% was provided.

8. Funds requested for reclassification purposes.

   Status: Appropriation was not provided.

Objectives for 1978-79

1. To increase the number of State-wide contracts by 5% to a total of 328.

2. To sponsor a self-insurance study. This is dependent upon an appropriation being made available for the study.

3. To continue to develop specifications for products which reduce the use of energy.

4. To provide a cost avoidance/savings of $350,000.

III. BUDGET SUMMARY

	1976-77	1977-78	1978-79
Appropriated Funds	$262,624	$279,359	$309,864
Staffing Summary	14	14	14
State Purchasing Director	1	1	1
Assistant Purchasing Director	1	1	1
Purchasing Agents	6	6	6
Chief Administrative Clerk	1	1	1
Secretary I B	1	1	1
Typists B	4	4	4

Pertinent Workload	1976-77	1977-78	1978-79
Purchase Orders Issued	23,324	24,000	24,500
Dollars Obligated	$25,685,172	$26,000,000	$27,000,000

The Division of Purchasing is responsible for the expenditure of $117,471,967 which takes into account purchase orders written by other State agencies which the Division is monitoring and approving.

Performance Measures

The time taken to process purchase requisitions into purchase orders was reduced by three days.

IV. SUPPORT FOR BUDGET REQUESTS

Explanation and Justification of Request

1. An amount of $25,000 is requested for a self insurance study. It may be impossible in the future to secure liability coverage from a commercial carrier. We might have to consider pooling all of our insurance policies in order to create a viable and cost effective self-insurance program. This proposed study will consider: Which policies to exclude, if any; staff needed to implement the program; claim adjusting methods; premium billed to agencies; amount of appropriation needed to initiate the program, and other related factors. Outside consultants will be required to conduct the study.

2. Except for Item No. 1 in this section, the Division request represents a continuing budget with only inflationary costs added.

3. It is requested that the Division of Purchasing be appropriated $600 for capital outlay. This amount will be used to replace a typewriter that is more than ten years old.

V. TIE TO DEPARTMENT ORGANIZATION

The Division of Purchasing is a part of the Department of Administration. See page I-4 of the department's "Organization and Policy Manual," which will be provided to the Joint Budget Committee Staff Analyst under separate cover.

BUDGET SUMMARY

SCHEDULE 2

DEPARTMENT Administration
AGENCY Division of Purchasing

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
PERSONAL SERVICES												
* FTE	14.0			14.0			14.0			14.0		
* Appropriation Long Bill	229,003			229,003			243,030			262,044		
* Sep.Bills & Suppls.												
Other Sources	17,387			18,722			15,821					
Reversions												
SUBTOTAL	246,390			247,725			258,851			262,044		
* Less Appropriation	(229,003)			(229,003)			(243,030)					
Variance	17,387			18,722			15,821					
OPERATING EXPENSES												
* Appropriation Long Bill	12,990			12,990			14,666			20,220		
* Sep.Bills & Suppls.												
Other Sources				268								
Reversions												
SUBTOTAL	12,990			13,258			14,666			20,220		
* Less Appropriation	(12,990)			(12,990)			(14,666)					
Variance	0			268			0					
TRAVEL												
* Appropriation Long Bill	1,200			1,200			1,200			2,000		
* Sep.Bills & Suppls.												
Other Sources				(55)								
Reversions												
SUBTOTAL	1,200			1,145			1,200			2,000		
* Less Appropriation	(1,200)			(1,200)			(1,200)					
Variance	0			(55)			0					
CAPITAL OUTLAY												
* Appropriation	500			500			500			600		
* Sep.Bills & Suppls.												
Other Sources				(5)								
Reversions												
SUBTOTAL	500			495			500			600		
* Less Appropriation	(500)			(500)			(500)					
Variance	0			(5)			0					

BUDGET SUMMARY (CONTINUED)

SCHEDULE 2

DEPARTMENT Administration
AGENCY Division of Purchasing

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
SPECIAL PURPOSE												
* Appropriation										25,000		
* Sep.Bills & Suppls												
Other Sources												
Reversions												
SUBTOTAL										25,000		
* Less Appropriation												
Variance												
TOTAL-ALL SUBTOTALS	261,080			262,623			275,217			309,864		
TOTAL-APPROPRIATION	243,693			243,693			259,396			309,864		
TOTAL-VARIANCE	17,387			18,930			15,821			-		

* Items shall tie to computer report - Budget Request Worksheet - Schedule 1.

VARIANCE DETAIL

SCHEDULE 2A

DEPARTMENT Administration
AGENCY Division of Purchasing

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
FTE Variance									
Salary Act Adjust.	13,130			12,369			10,518		
Merit Increase	897			1,557			1,943		
Health Insurance	3,360			3,360			3,360		
Shift Differential									
Ed.-Prof.Salary Inc.									
Transfers									
1. Exec Dir to Pers Ser				1,436					
2. Acct & Ctrl to Oper				208					
3.									
4.									
Roll Forwards									
1.									
2.									
3.									
4.									
Reversions									
1.									
2.									
3.									
4.									
Other Sources									
1.									
2.									
3.									
4.									
TOTAL-VARIANCE	17,387			18,930			15,821		
(Last Line of Schedule 2)	17,387			18,930			15,821		

PROGRAM DETAIL

SCHEDULE 3

DEPARTMENT Administration
AGENCY Division of Purchasing

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
Personal Services												
Director	30,348			31,860			31,860			33,456		
	1.0			1.0			1.0			1.0		
Assistant Director	22,656			24,081			24,972			27,528		
	1.0			1.0			1.0			1.0		
Purchasing Agent C	100,752			105,586			106,548			112,728		
	6.0			6.0			6.0			6.0		
Chief Admin Clerk	12,900			14,070			14,592			14,928		
	1.0			1.0			1.0			1.0		
Secretary I-B	11,136			12,000			12,000			12,900		
	1.0			1.0			1.0			1.0		
Typist B	30,276			31,275			31,116			32,988		
	4.0			4.0			4.0			4.0		
Salary Sub-total	208,068			218,872			221,088			234,528		
	14.0			14.0			14.0			14.0		
Vacancy Savings	(3,763)											
Insurance Consultant	2,560			2,205			2,560			2,560		
PERA	22,138			23,288			23,524			24,956		
Central Pot Receipts												
Salary Act	13,130			-			10,518					
Merit Increases	897			-			1,943			(722)*		
Health/Life Insurance	3,360			3,360			3,360			(3,360)*		
Forced Vacancy Savings							(4,142)[1]					
Total Personal Serv	246,390			247,725			258,851			262,044		
Operating Expenses												
See Schedule 2B	12,990			13,258			14,666			20,220		
Travel												
In State	800			464			600			800		
Out of State	400			681			600			1,200		
Total Travel	1,200			1,145			1,200			2,000		

[1] Supplemental Request * Non Add Items

PROGRAM DETAIL

SCHEDULE 3

DEPARTMENT Administration
AGENCY Division of Purchasing

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
Capital Outlay												
New												
Replacement	500			495			500			600		
Total Capital Outlay	500			495			500			600		
Special Purpose												
Self-Insurance Study										25,000		
Total Program	261,080			262,623			275,217			309,864		

OPERATING EXPENSE DETAIL

SCHEDULE 2B

DEPARTMENT Administration
AGENCY Division of Purchasing

OPERATING EXPENSE Code	Description	ESTIMATE 1976 - 1977 TOTAL 12,990	ACTUAL 1976 - 1977 TOTAL 13,258	ESTIMATE 1977-1978 TOTAL 14,666	REQUEST 1978 - 1979 TOTAL 20,220
3000	Rents for Equipment	1,290			
3100	Rents for Buildings, Space, or Land				
3200	Insurance	30	41	50	100
3300-3500	Heat, Light, Power, Water, and Sewage				
3600	Telephone and Telegraph	150	297	300	500
3700	Postage	7,434	7,170	8,316	9,800
3800	Freight Storage and Moving Expense				
4000	Dues and Memberships				
4100	Contract Printing and Reproduction	2,800	3,273	3,600	5,120
4200	Advertising and Publicity				
4300	Transportation, Board & Care of Persons				
4400	Clothing and Uniform Allowance				
4500	Food and Food Service Supplies				
4600	Medical Dental Hospital & Laboratory Supplies				
4700	Custodial and Laundry Supplies and Services				
4800	Office Supplies	1,000	2,051	2,000	3,600
4900	Data Processing Supplies and Services				
5000	Education & Recreational Supplies & Services		60	50	300
5200	Microfilming Photography Supplies & Services				
5300	Other Supplies and Services				
5400	Library Books Periodicals & Subscriptions		99		
5600	Equipment Maintenance and Repair	286	237	300	700
5700	Motor Vehicle Maintenance Repairs & Supplies				
5800	Building & Grounds Maintenance & Repair				
5900	Building & Grounds Supp. Const. Materials, Hand Tools				
6000	Official Functions		30	50	100
6300	Grants-In-Aid to Individuals & Non-Gov. Entities				
6400-6700	Payments to Local Government Entities				
7000	Purchase Discounts				
7100	Interest and Royalties				
7200-7300	Payments to Other Government Agencies				
7400	Awards, Judgments, Losses & Assessments				
7500	Miscellaneous Fees-Not for Contr. Personal Ser.				
7600	Depreciation Expense				

SCHEDULE 5

SUMMARY - PERSONAL SERVICES RECONCILIATION

DEPARTMENT Administration
AGENCY Division of Purchasing

POSITION CLASSIFICATION (1)	1976-77 ESTIMATE USED IN 1977-78 REQUEST (2)		1977-78 STAFF CHANGE AUTHORIZED BY APPR. REPORT (3)		1977-78 STAFF ADDED OR DELETED (4)		1977-78 RECLASSIFICATIONS (5)		1977-78 SALARY INCREASES (6)		1977-78 ESTIMATE USED IN 1978-79 REQUEST (7)	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Total Positions	14.0	246,390							14.0	12,461	14.0	258,851

DEPARTMENT OF ADMINISTRATION

	APPROP 1976-77	ACTUAL 1976-77	APPROP 1977-78	NET AUTH 1977-78	T-D ACTUAL 1977-78	PROJECTION 1977-78	AGENCY EST 1977-78	AGENCY REQ 1978-79	OFF. P & B 1978-79
22-06-00	DIVISION OF PURCHASING								
12									
010-10 50011	PERSONAL SERVICES								
	229,003-	247,725	243,030-	243,030-	43,306	245,847			
	(14.0 FTE)		(14.0 FTE)		(14.0 FTE)				
020-10 50211	OPERATING EXPENSES								
	12,990-	13,239	14,666-	14,666-	1,663	15,229			
030-10 50281	TRAVEL								
	1,200-	1,145	1,200-	1,200-	-0-	990			
040-10 50311	CAPITAL OUTLAY								
	500-	~~494~~	500-	500-	-0-	416			
12 SUB-TOTAL		262,623							
	243,693-	~~262,622~~	259,396-	259,396-	44,969	262,482	-0-	-0-	-0-
	(14.0 FTE)		(14.0 FTE)		(14.0 FTE)				
GENERAL FUND		262,623							
	243,693	262,622-	259,396	259,396	44,969-		-0-	-0-	-0-
	(14.0 FTE)		(14.0 FTE)		(14.0 FTE)				
99									
999-39 50321	FEA ENERGY CONSERV GRANT								
	-0-	-0-	-0-	-0-	59	-0-			
GENERAL FUND									
	-0-	-0-	-0-	-0-	59-				
TOTAL 22-06-00	DIVISION OF PURCHASING								
		262,623							
	243,693-	262,622	259,396-	259,396-	45,028	262,482	-0-	-0-	-0-
	(14.0 FTE)		(14.0 FTE)		(14.0 FTE)				
GENERAL FUND									
	243,693	~~262,622~~	259,396	259,396	45,028-		-0-	-0-	-0-
	(14.0 FTE)	262,623	(14.0 FTE)		(14.0 FTE)				

I. PROGRAM IDENTIFICATION

Title: Federal Surplus Personal Property Program

Division or Agency: State Surplus Property Agency (SSPA)

Department: Administration

Program Administrator: S. W. Izbicky, Chief of Surplus Property

Description and Authorization: The Colorado State Surplus Property Agency is authorized by 24-82-401 through 24-82-409, CRS 1973 as amended, to select, receive, warehouse, and distribute all property declared surplus by the Federal Government. This property is distributed to authorized agencies in the State of Colorado.

Relationship to Other Programs/Divisions/Departments: SSPA provides surplus property, under federal regulations, to any public agency, state or local, involved in providing residents the following public services: conservation, economic development, education, health, parks and recreation, public safety and other public proposes.

Budget Document References:

Pages 233 through 246

1976-77:

The goal for FY 76-77 was to maintain the five million dollar level of allocations. This goal should be met since the U.S. Congress enacted Bill No. 94-519. This bill increases the availability of surplus property and extends the current privileges to all State agencies.

Status: The goal of maintaining property allocations at the five million dollar level was not attained in Fiscal Year 76-77 because Public Law 94-519 was not implemented until October 1977 thereby limiting quantity of property made available for donation.

Other Accomplishments:

Property allocations (at original federal acquisition cost)--$3.7 million.
Eligible participants--668

1977-78:

When the 1977-78 budget request was submitted, we proposed certain objectives, as follows:

To improve quality of properties available, increase recipient activity, and complete the implementation of the state surplus activity.

Status: The objective is being met by the refurbishing program currently under way, both by commercial contract and utilization of the Industries Program of the Colorado State Penitentiary.

Recipient activity is showing a increase due to the implementation of the new law.

The University of Colorado and the Colorado State Penitentiary are currently preparing lists of their surplus property. This action will complete the implementation of the statewide program.

1. Generation of adequate revenue to cover expenditures in the ratio 1.25 to 1. Without generation of adequate revenue, this section cannot exist.

Status: The revenue to expenditure ratio for the first quarter of Fiscal Year 1977-78 is 1 to 1.17. The goal of a ratio of 1.25 to 1 will probably not be attained. With the quality of property currently available a ratio of 1 to 1 is more realistic and should be attained.

2. Freight and packing budgets should be increased to take additional advantage of property located out of state. Budgets for the repair of equipment for resale should be increased to insure additional turnover.

   Status: Out of state screening has been increased resulting in additional freight and packing costs. The internal allocation of appropriations reflects emphasis placed upon repair of equipment for resale.

3. The Capital Outlay request of $3,710 is required to purchase a ½ ton pickup to replace a 1973 Plymouth sedan currently being used by our screener.

   Status: The pickup trick will be purchased this year.

Other Objectives for 1977-78:

Property allocation (at original federal acquisition cost)--$4.1 million.

Eligible participants--800

Objectives for 1978-79:

Allocate federal surplus property having an original acquisition cost of $5.6 million to eligible donees.

III. BUDGET SUMMARY for Program with FTE and Fund Source

	1976-77	1977-78	1978-79
Cash Fund	$317,732	$344,364	$427,486
Staffing Summary	14.0	15	19
Chief	1	1	1
Supervising Supply Officer	1	1	1
Surplus Property Screener	1	1	1
Equipment Operator I	2	2	2
Supply Officer A	1	1	1
Administrative Clerk Typist A	1.9	2	3
Chief Administrative Clerk	1	1	1
Administrative Clerk A	1	1	1
Storekeeper	4.1	5	7
Utilization & Compliance Off.	0	0	1
	14.0	15	19

Pertinent Workload	1976-77	1977-78	1978-79
Acquisition Cost (in millions) of Property Allocated	$3.7	$4.1	$5.6
Eligible Participants	668	800	1,800
Performance (Success, Need) Measures			
Revenue to Expenditure Rates	1 to 1.12	1 to 1	1.1 to 1

IV. SUPPORT FOR BUDGET REQUEST:

Explanation of Request:

Personnel: 4 New FTE's.
One clerk typist to assist in handling additional paper workload. $ 9,500.00
Two storekeeper A's to assist additional donees in selection, checkout, and loading of property. $19,400.00
One utilization officer to implement utilization and compliance survey on restricted items and to serve as liaison between the Agency and participating donees. $14,000.00

Operating: Increase in repair to donable equipment to accelerate chair and desk refurbishing from the current 600 units to approximately 1,000 units annually. $10,000.00
Increase in freight and packing to accelerate out of state screening to accommodate needs of additional participants. $5,000.00
Increase in postage to increase mailing of monthly informational bulletins from 1,410 to approximately 3,000 monthly. $2,000.00

Capital Outlay: Replace a 1970 Ford tractor currently showing 138,097 miles on the odometer. $22,000.00

Justification of Increase

Public Law 94-519, recently enacted, extends eligibility to many agencies previously not eligible and provides that all property made available for the donation program in Colorado be funneled through this Agency.

The projected increase of donee participants from the current 688 to approximately 1,800 and the increase in surplus property requires the addition of 3 FTE to service the additional workload. One FTE, a utilization officer, is also needed to meet our obligation, under the new law to verify utilization and compliance of restricted property at least once in 24 months.

The increased operating costs are related directly to refurbished furniture and for acquiring additional property.

Increased postage request is needed to meet the costs for billing and mailing of additional monthly informational bulletins to the expanded list of eligible donees.

An economic analysis and justification for the requested 4 FTE's will be provided, under separate cover, to the JBC staff analyst. This budget requests an additional 4 FTE's, cash funded, to meet the anticipated workload. In the event the increased workload materializes, as predicted in the economic analysis, the additional FTE's will be hired incrementally to meet the volume of business.

V. TIE TO DEPARTMENT ORGANIZATION CHART

The Colorado Surplus Property Agency is a section of the Division of Purchasing, Department of Administration. See page I-4 of the department's "Organization and Policy Manual" being submitted separately to the JBC staff analyst.

BUDGET SUMMARY

SCHEDULE 2

DEPARTMENT Administration
AGENCY Surplus Property Agency

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
PERSONAL SERVICES												
* FTE		15.0			15.0			15.0			19.0	
* Appropriation Long Bill		205,578			205,578			223,464			274,476	
* Sep.Bills & Suppls.												
Other Sources		21,258			17,469			10,224				
Reversions					(6,212)							
SUBTOTAL		226,836			216,835			233,688			274,476	
* Less Appropriation		205,578			205,578			223,464				
Variance		21,258			11,257			10,224				
OPERATING EXPENSES												
* Appropriation Long Bill		94,300			94,300			100,016			123,017	
* Sep.Bills & Suppls.												
Other Sources					3,185							
Reversions												
SUBTOTAL		94,300			97,485			100,016			123,017	
* Less Appropriation		94,300			94,300			100,016				
Variance		-			3,185			-				
TRAVEL												
* Appropriation Long Bill		6,950			6,950			6,950			7,993	
* Sep.Bills & Suppls.												
Other Sources					(3,185)							
Reversions					(1,464)							
SUBTOTAL		6,950			2,301			6,950			7,993	
* Less Appropriation		6,950			6,950			6,950				
Variance		-			(4,649)			-				
CAPITAL OUTLAY												
* Appropriation		8,800			8,800			3,710			22,000	
* Sep.Bills & Suppls.												
Other Sources												
Reversions					(7,689)							
SUBTOTAL		8,800			1,111			3,710			22,000	
* Less Appropriation		8,800			8,800			3,710				
Variance		-			(7,689)			-				

BUDGET SUMMARY (CONTINUED)

SCHEDULE 2

DEPARTMENT Administration
AGENCY Surplus Property Agency

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
SPECIAL PURPOSE												
* Appropriation												
* Sep.Bills & Suppls												
Other Sources												
Reversions												
SUBTOTAL												
* Less Appropriation												
Variance												
TOTAL-ALL SUBTOTALS		336,886			317,732			344,364			427,486	
TOTAL-APPROPRIATION		315,628			315,628			334,140			427,486	
TOTAL-VARIANCE		21,258			2,104			10,224			-	

* Items shall tie to computer report - Budget Request Worksheet - Schedule 1.

VARIANCE DETAIL

SCHEDULE 2A

DEPARTMENT Administration
AGENCY Surplus Property Agency

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	
FTE Variance		0			1.0			0		
Salary Act Adjust.		16,749			14,263			5,216		
Merit Increase		909			784			1,408		
Health Insurance		3,600			2,422			3,600		
Shift Differential										
Ed.-Prof.Salary Inc.										
Transfers										
1.										
2.										
3.										
4.										
Roll Forwards										
1.										
2.										
3.										
4.										
Reversions										
1.					(15,365)					
2.										
3.										
4.										
Other Sources										
1.										
2.										
3.										
4.										
TOTAL-VARIANCE		21,258			2,104			10,224		
(Last Line of Schedule 2)		21,258			2,104			10,224		

PROGRAM DETAIL

SCHEDULE 3

DEPARTMENT Administration
AGENCY Surplus Property Agency

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
Personal Services:												
Chief, Surplus Prop		24,972			26,220			26,220			27,528	
		1.0			1.0			1.0			1.0	
Supv. Supply Officer		18,144			19,560			19,560			20,004	
		1.0			1.0			1.0			1.0	
Surplus Prop Screener		16,464			17,736			17,736			18,144	
		1.0			1.0			1.0			1.0	
Supply Officer A		13,536			14,592			14,592			14,928	
		1.0			1.0			1.0			1.0	
Storekeeper		46,928			44,132			52,656			55,284	
		5.0			4.1			5.0			5.0	
Equipment Operator		24,000			25,800			25,800			27,792	
		2.0			2.0			2.0			2.0	
Chief Admin Clerk		13,536			14,592			14,592			14,928	
		1.0			1.0			1.0			1.0	
Admin Clerk Typist		18,816			19,366			18,024			18,900	
		2.0			1.9			2.0			2.0	
Admin Clerk		8,316			9,260			9,408			10,104	
		1.0			1.0			1.0			1.0	
Sub-Total Salaries		184,712			191,258			198,588			207,612	
		15.0			14.0			15.0			15.0	
PERA		19,638			20,436			21,130			22,090	
Salary Act		16,749						7,462				
Merit Increase		909						1,408			(1,120)*	
Health & Life Insur		3,600			2,422			3,600			(3,600)*	
Termination Pay					810							
Part time - Temporary					768							
Workmen's Comp Insur		1,228			1,141			1,500			1,700	
Total Personal Serv		226,836			216,835			233,688			231,402	
FTE		15.0			14.0			15.0			15.0	
New positions requested												
Utilization & Comp Off											12,900	
											1.0	
Storekeeper											16,632	
											2.0	
Admin Clerk Typist											8,532	
											1.0	

* Non Add Items

PROGRAM DETAIL

SCHEDULE 3

DEPARTMENT Administration
AGENCY Surplus Property Agency

	ESTIMATE 1976 - 1977			ACTUAL 1976 - 1977			ESTIMATE 1977 - 1978			REQUEST 1978 - 1979		
	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds	General Fund	Cash Funds	Federal Funds
Sub-total Salaries											38,064	
PERA											4,050	
Health & Life Insur											960	
Total New Positions											43,074	
Total Personal Serv											274,476	
											19.0	
Operating Expense												
See Schedule 2-B		94,300			97,484			100,016			123,017	
Travel												
In-State		2,200			732			2,200			2,530	
Out-of-State		4,750			1,569			4,750			5,463	
Total Travel		6,950			2,301			6,950			7,993	
Capital Outlay												
Replacement		8,800			1,111			3,710			22,000	
Program Total		336,886			317,731			344,364			427,486	

OPERATING EXPENSE DETAIL

SCHEDULE 2B

DEPARTMENT Administration
AGENCY Surplus Property Agency

OPERATING EXPENSE Code	Description	ESTIMATE 1976 - 1977 TOTAL 94,300	ACTUAL 1976 - 1977 TOTAL 97,484	ESTIMATE 1977 1978 TOTAL 100,016	REQUEST 1978 - 1979 TOTAL 123,017
3000	Rents for Equipment	4,050	150	200	212
3100	Rents for Buildings, Space, or Land		5,370	5,910	6,265
3200	Insurance	2,500	2,641	2,800	2,968
3300-3500	Heat, Light, Power, Water, and Sewage	4,200	4,136	4,600	4,876
3600	Telephone and Telegraph	3,300	3,009	4,760	5,045
3700	Postage	2,100	1,525	2,400	4,544
3800	Freight Storage and Moving Expense	29,000	27,126	27,000	33,620
4000	Dues and Memberships	200	100	100	106
4100	Contract Printing and Reproduction	350	131	200	212
4200	Advertising and Publicity		154	190	201
4300	Transportation, Board & Care of Persons				
4400	Clothing and Uniform Allowance				
4500	Food and Food Service Supplies				
4600	Medical Dental Hospital & Laboratory Supplies				
4700	Custodial and Laundry Supplies and Services	1,890	1,876	1,900	2,014
4800	Office Supplies	2,000	3,188	1,326	1,406
4900	Data Processing Supplies and Services				
5000	Education & Recreational Supplies & Services		70	80	85
5200	Microfilming Photography Supplies & Services				
5300	Other Supplies and Services		64	70	74
5400	Library Books Periodicals & Subscriptions	10	8	10	11
5600	Equipment Maintenance and Repair	24,800	30,699	31,200	43,072
5700	Motor Vehicle Maintenance Repairs & Supplies	8,600	7,497	7,500	7,950
5800	Building & Grounds Maintenance & Repair	3,800	1,765	2,200	2,332
5900	Building & Grounds Supp. Const. Materials, Hand Tools		63		
6000	Official Functions		53	70	74
6300	Grants-In-Aid to Individuals & Non-Gov. Entities				
6400-6700	Payments to Local Government Entities				
7000	Purchase Discounts				
7100	Interest and Royalties				
7200-7300	Payments to Other Government Agencies	2,500	4,489	4,000	4,240
7400	Awards, Judgments, Losses & Assessments				
7500	Miscellaneous Fees-Not for Contr. Personal Ser.	5,000	3,370	3,500	3,710
7600	Depreciation Expense				

CASH AND FEDERAL FUNDS REPORT

FISCAL YEAR 1976-1977

Page _____ of _____

DATE _____

DEPARTMENT Administration

AGENCY Surplus Property Agency

SCHEDULE 4

SOURCE OF FUNDS AND TITLE OF AGENCY PROGRAM (1)	DIRECT PROGRAM COSTS				INDIRECT PROGRAM COSTS			TOTAL PROGRAM COST (9)	INDIRECT COSTS RECOVERED		INDIRECT COSTS OF THE STATE TO THE GEN. FUND	
	FEDERAL FUNDS (2)	CASH FUNDS (3)	STATE MATCHING (4)	TOTAL (5)	AGENCY OR INSTITUTION (6)	CENTRAL GOV. COSTS (7)	TOTAL (8)		AGENCY OR INSTITUTION (10)	CENTRAL GOV. COSTS (11)	AGENCY OR INSTITUTION (12)	CENTRAL GOVERNMENT (13)
Surplus Property												
Income from Sales		306,255		306,255				306,255				
Fund Balance		11,476		11,476				11,476				
TOTAL		317,731		317,731				317,731				

NOTES:

CASH AND FEDERAL FUNDS REPORT

FISCAL YEAR 1977 - 1978

Page _____ of _____

DATE _____

DEPARTMENT Administration

AGENCY Surplus Property Agency

SCHEDULE 4

SOURCE OF FUNDS AND TITLE OF AGENCY PROGRAM (1)	DIRECT PROGRAM COSTS				INDIRECT PROGRAM COSTS			TOTAL PROGRAM COST (9)	INDIRECT COSTS RECOVERED		INDIRECT COSTS OF THE STATE TO THE GEN.FUND	
	FEDERAL FUNDS (2)	CASH FUNDS (3)	STATE MATCHING (4)	TOTAL (5)	AGENCY OR INSTITUTION (6)	CENTRAL GOV.COSTS (7)	TOTAL (8)		AGENCY OR INSTITUTION (10)	CENTRAL GOV.COSTS (11)	AGENCY OR INSTITUTION (12)	CENTRAL GOVERNMENT (13)
Surplus Property												
Income from Sales		344,364		344,364				344,364				
TOTAL		344,364		344,364				344,364				

NOTES:

CASH AND FEDERAL FUNDS REPORT

FISCAL YEAR 1978-1979

Page _____ of _____
DATE _____
DEPARTMENT Administration
AGENCY Surplus Property Agency

SCHEDULE 4

SOURCE OF FUNDS AND TITLE OF AGENCY PROGRAM (1)	DIRECT PROGRAM COSTS				INDIRECT PROGRAM COSTS			TOTAL PROGRAM COST (9)	INDIRECT COSTS RECOVERED		INDIRECT COSTS OF THE STATE TO THE GEN.FUND	
	FEDERAL FUNDS (2)	CASH FUNDS (3)	STATE MATCHING (4)	TOTAL (5)	AGENCY OR INSTITUTION (6)	CENTRAL GOV.COSTS (7)	TOTAL (8)		AGENCY OR INSTITUTION (10)	CENTRAL GOV.COSTS (11)	AGENCY OR INSTITUTION (12)	CENTRAL GOVERNMENT (13)
Surplus Property												
Income from Sales		427,486		427,486				427,486				
TOTAL		427,486		427,486				427,486				

NOTES:

SCHEDULE 5

SUMMARY - PERSONAL SERVICES RECONCILIATION

DEPARTMENT Administration
AGENCY Surplus Property Agency

POSITION CLASSIFICATION (1)	1976-77 ESTIMATE USED IN 1977-78 REQUEST (2)		1977-78 STAFF CHANGE AUTHORIZED BY APPR. REPORT (3)		1977-78 STAFF ADDED OR DELETED (4)		1977-78 RECLASSIFICATIONS (5)		1977-78 SALARY INCREASES (6)		1977-78 ESTIMATE USED IN 1978-79 REQUEST (7)	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
All Positions	15.0	184,712								13,876	15.0	198,588
PERA		19,638								1,492		21,130
Salary Act		16,749								(9,287)		7,462
Merit Increase		909								499		1,408
Health & Life Insurance		3,600										3,600
Workmen's Compensation Insurance		1,228								272		1,500
TOTAL	15.0	226,836								6,852	15.0	233,688

DEPARTMENT OF ADMINISTRATION

	APPROP 1976-77	ACTUAL 1976-77	APPROP 1977-78	NET AUTH 1977-78	T-D ACTUAL 1977-78	PROJECTION 1977-78	AGENCY EST 1977-78	AGENCY REQ 1978-79	OFF. P & B 1978-79	JBC 1978-79
22-12-00 SURPLUS PROPERTY AGENCY										
13										
010-10 50011 PERSONAL SERVICES										
	205,578-	216,834	223,464-	223,464-	37,187	223,422				
	(15.0 FTE)	(~~15.8~~ 14.0 FTE)	(15.0 FTE)		(14.0 FTE)					
020-10 50211 OPERATING EXPENSES										
	94,300-	97,484	100,016-	100,016-	6,577	89,931				
030-10 50281 TRAVEL										
	6,950-	2,301	6,950-	6,950-	226	6,018				
040-10 50311 CAPITAL OUTLAY										
	8,800-	1,111	3,710-	3,710-	-0-	3,710				
13 SUB-TOTAL										
	315,628-	317,730	334,140-	334,140-	43,990	323,081	-0-	-0-	-0-	-0-
	(15.0 FTE)	(~~15.8~~ FTE)	(15.0 FTE)		(14.0 FTE)					
CASH FUNDS										
999-21		317,730								
	315,628	~~279,738-~~	334,140	334,140	-0-					
AUG. REV. LINE UNKNOWN										
	(15.0 FTE)	(~~15.8~~ FTE)	(15.0 FTE)		(14.0 FTE)					
SUB-TOTAL										
	315,628	~~279,738-~~	334,140	334,140	-0-		-0-	-0-	-0-	-0-
	(15.0 FTE)	(~~15.8~~ FTE)	(15.0 FTE)		(14.0 FTE)					
GENERAL FUND										
	-0-	~~37,992-~~ 0	-0-	-0-	43,990-		-0-	-0-	-0-	-0-
TOTAL 22-12-00 SURPLUS PROPERTY AGENCY										
	315,628-	317,730	334,140-	334,140-	43,990	323,081	-0-	-0-	-0-	-0-
	(15.0 FTE)	(~~15.8~~ FTE)	(15.0 FTE)		(14.0 FTE)					
CASH FUNDS										
	315,628	~~279,738-~~ 317,730	334,140	334,140	-0-		-0-	-0-	-0-	-0-
	(15.0 FTE)	(~~15.8~~ FTE)	(15.0 FTE)		(14.0 FTE)					
GENERAL FUND										
	-0-	~~37,992-~~ 0	-0-	-0-	43,990-		-0-	-0-	-0-	-0-