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**PART II Narrative and Schedules**

**"DEPARTMENT OF ADMINISTRATION  
1981-82 BUDGET PRESENTATION"**

**November 1, 1980**

**Richard D. Lamm, Governor  
Lee White, Executive Director**

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## PROGRAM AND BUDGET NARRATIVE

### DEPARTMENT OF ADMINISTRATION 1981-82 BUDGET SUBMISSION

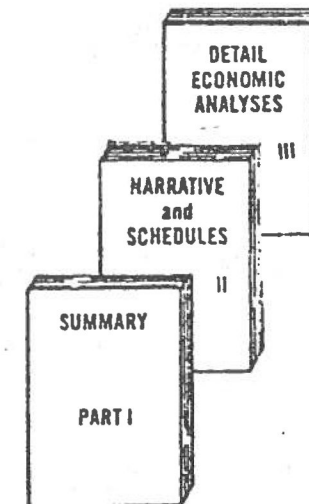
As depicted, the Department of Administration is transmitting to the Joint Budget Committee (JBC) the Department's budget request and justification in three parts for Fiscal Year 1981-82. The three parts are:

Part I — "Summary" — A brief recapitulation of the budget request, highlighting accomplishments, workloads, and fiscal controls.

Part II — "Narratives and Schedules" — The Standard forms and support data required by the JBC.

Part III — "Detail Economic Analyses" — Economic analyses to support and substantiate new resource requests.

This document is Part II.



PROGRAM AND BUDGET NARRATIVE

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PROGRAM AND BUDGET NARRATIVE

1. PROGRAM IDENTIFICATION

Title: Office of Executive Director

Division: Executive Director

Department: Department of Administration

Program Administrator: Lee White, 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.

II. PROGRAM OBJECTIVES

The Executive Director's Goals and Objectives are the summation of those of all the Department's divisions and sections. In addition the 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.

III. BUDGET SUMMARY (Includes Executive Director's Office, Personnel Services Section and Administrative Services Section)

	<u>Actual</u> 1979-80	<u>Estimate</u> 1980-81	<u>Request</u> 1981-82
Total	\$649,234	\$1,550,563	\$1,679,290
General Fund	612,638	1,550,563	1,662,890
Cash Fund	36,596	—	16,400

Staffing Summary: (FTE) (Executive Director's Office)

	<u>Actual</u> 1979-80	<u>Authorized</u> 1980-81	<u>Request</u> 1981-82
Executive Director	1.0	1.0	1.0
Deputy Director	1.0	1.0	1.0
Internal Auditor	.5	1.0	1.0
Secretary II*	1.0		
Secretary IB*	1.0		
Staff Assistant II*		1.0	1.0
Sr. Admin. Clerk*		1.0	1.0
TOTAL	4.5	5.0	5.0

\*Title changes are the result of the Occupational Study

Pertinent Workload:

Workload measures are contained in the individual divisions' narratives.

PROGRAM AND BUDGET NARRATIVE

Performance Measures

The Office of the Executive Director's performance is measured by the overall results of the Department.

IV. SUPPORT FOR BUDGET REQUEST

Explanation and Justification of Request

The Executive Director's budget is essentially level funded including increases for inflationary factors, except as noted below.

- o This budget continues the Office of the Executive Director's organization for funding purposes to conform with the structure approved for fiscal year 1980-81. That organization includes the program functions of the Administrative Services and Personnel Services.

In the 1980-81 budget, the Executive Director requested funds (\$5,000) for General Training purposes. The requirement still exists today. The need for efficiency in State Government has made it imperative that our managers and supervisors be highly skilled. While these employees bring certain skills to the job, there is a need for upgrading to meet current requirements. Funds are used to send selected managerial and supervisory personnel to courses which have proven most beneficial at the least cost and are offered locally. A breakdown of courses, numbers, and costs is provided below. Funds not accounted for specifically are to be used to secure equipment and supplies for internal training and to cover costs of related special training needs.

<u>COURSE TITLE</u>	<u>COURSE SPONSOR</u>	<u>1980 COST</u>	<u>ESTIMATED 1981-82 COST</u>	<u>NUMBER OF PARTICIPANTS</u>	<u>TOTAL EST. COST</u>
Intergov't. Mgmt. Seminar Series	Univ. of Denver	\$90	\$100	5	\$500
Mgmt. Development Sch.	Pub. Ser. Institute	\$80	\$160	10	\$1600
Supv. Skills Workshop	Pub. Ser. Institute	\$50	\$100	20	\$2000
				<u>Total Participants</u>	35
				<u>Total Estimated Cost</u>	\$4100
				<u>Other Estimated Costs</u>	<u>900</u>
				TOTAL	\$5000

To meet this need in the current fiscal year (1980-81) the Director has transferred \$5,000 from the Capital Outlay appropriation.

Our request includes the continuation of this needed program.

V. TIE TO DEPARTMENT ORGANIZATIONAL CHART

The Executive Director is responsible for the Department of Administration.

## PROGRAM AND BUDGET NARRATIVE

### I. PROGRAM IDENTIFICATION

Title: Personnel Services Section

Division or Agency: Office of the Executive Director

Department: Department of Administration

Program Administrator: Iona C. Dionigi, Personnel Manager

#### Description and Authorization:

The Personnel Services Section provides human resource management services for the Department of Administration, under authority of the Executive Director. It operates on a fully decentralized basis as authorized by the State Personnel Director in carrying out that segment of its responsibilities relating to administration of the State Personnel System.

#### Relationship to Other Programs/Divisions/Departments:

With human resource management activity responsibility centralized in the Personnel Services Section, each of the divisions in the Department of Administration relies on this section for such services. The section works in conjunction with the Department of Personnel on those activities that are a part of State Personnel System administration.

### II. PROGRAM OBJECTIVES

#### Accomplishment of 1979-80 Service Objectives:

Objective: Process requests for personnel action (approximately 600 per year) within three days after receipt.

Status: Accomplished.

Objective: Process requests for leave (approximately 7,000 per year) within three working days of receipt in the Personnel Services Section. Maintain current leave balances for approximately 575 employees.

Status: Accomplished.

Objective: Conduct induction interview for each new employee (approximately 150 per year) within one week of induction into the Department. Conduct formal orientation for all new employees each month.

Status: Accomplished.

Objective: Review requests to take corrective or disciplinary action (approximately 150 per year) within one day of receipt in the Personnel Services Section.

Status: Accomplished.

Objective: Perform position classification review and provide decision to requesting division within one month after receipt of request in the Personnel Services Section.

Status: Accomplished for standard requests. Classification reviews in connection with clerical and administrative occupational study implementation have not been completed for all divisions because results of initial review indicated need for action by division management.

PROGRAM AND BUDGET NARRATIVE

Objective: Conduct in-house supervisory training for first-line supervisors in Capitol Buildings Section and the Division of Central Services.

Status: Objective was modified, limiting training to first-line supervisors in Capitol Buildings Section, and this was accomplished.

Objective: Assist two divisions in preparation of division organization plans.

Status: Objective was modified to require assisting only one division in preparation of plan and this was accomplished.

Service Objectives for 1980-81:

Process requests for personnel action within three days after receipt.

Process requests for leave within three working days of receipt in the Personnel Services Section. Maintain current leave balances for approximately 590 employees.

Conduct induction interview for each new employee 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 within one day of receipt in the Personnel Services Section.

Perform position classification review and provide decision to requesting division within one month after receipt of request in the Personnel Services Section.

Assist three divisions in preparation of division organization plans.

Train all departmental supervisory employees in use of the new performance evaluation system developed by the Department of Personnel.

Service Objectives for 1981-82:

Process requests for personnel action within three days after receipt.

Process leave requests within three days after receipt.

Provide orientation for each new employee within one month of hire date.

Review corrective and disciplinary action requests within one day of receipt.

Process position classification requests within one month of receipt.

Assist three divisions in preparation of division organization plans.

II. BUDGET SUMMARY (included with Executive Director)

<u>Staffing Summary (FTE):</u>	<u>Actual 1979-80</u>	<u>Authorized 1980-81</u>	<u>Request 1981-82</u>
Dept. Personnel Admin. II - Dec.	1.0	1.0	1.0
Personnel Analyst	1.0	1.0	1.0
Admin. Clerk Typist	1.0	1.0	1.0
TOTAL	3.0	3.0	3.0

## PROGRAM AND BUDGET NARRATIVE

### Pertinent Workload:

	Actual 1979-80	Estimate 1980-81	Estimate 1981-82
Total FTE	576.9	593.1	604.7
Examinations Conducted	71	60	70
Positions Classified	*469	100	115

\*Includes 231 reviews because of occupational studies.

### Performance Measures:

Service objectives have been established to measure timeliness of service provided, as detailed under Program Objectives.

#### IV. SUPPORT FOR BUDGET REQUEST

##### Explanation of Request:

Funding requested is for continuation of the present level and types of service. System changes have not been considered because such information is unavailable at this time.

#### V. TIE TO DEPARTMENT ORGANIZATION CHART

Personnel Services is a section of the Office of Executive Director, Department of Administration.



## PROGRAM AND BUDGET NARRATIVE

### I. PROGRAM IDENTIFICATION

Title: Administrative Services Section

Division: Office of the Executive Director

Department: Department of Administration

Program Administrator: Bill Archambault, Director of Administrative Services

#### Description and Authorization:

Administrative Services manages the fiscal matters for the Divisions and the Department. The Section prepares the budgets for the Divisions of the Department; 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 Department; and manages the business operation of the capitol complex employee parking lots. 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.

### II. PROGRAM OBJECTIVES

In the 1979-80 budget request, certain objectives were established for that fiscal year. The following is a status report on those objectives:

Objective: To process all vendor invoices submitted by divisions for payment within three working days of receipt, 90 percent of the time.

Status: Accomplished.

Objective: To process all invoices to agencies for services rendered by the Department, not on direct computer billing, within five working days of receipt, 90 percent of the time.

Status: Accomplished.

#### Goal and Objective for 1980-81:

The goal of this section is to perform the financial management (accounting and budgeting functions) for the Department of Administration.

The Service Objectives are:

To process all vendor invoices submitted by divisions for payment within three working days of receipt, 90 percent of the time.

To process all invoices to agencies for service rendered by the Department, not on direct computer billing, within five working days of receipt, 90 percent of the time.

#### Goal and Objectives for 1981-82:

The goal of this section will continue to be to perform the financial management (accounting and budgeting) functions for the Department of Administration.

PROGRAM AND BUDGET NARRATIVE

The Service Objectives are:

To process all vendor invoices submitted by divisions for payment within three working days of receipt, 90 percent of the time.

To process all invoices to agencies for services rendered by the Department, not on direct computer billing, within five working days of receipt, 90 percent of the time.

III. BUDGET SUMMARY: (Included with Executive Director)

<u>Staffing Summary:</u> (FTE)	<u>Actual</u> <u>1979-80</u>	<u>Authorized</u> <u>1980-81</u>	<u>Request</u> <u>1981-82</u>
Accountant IV	1.0		1.0
Accountant III	1.0		1.0
Accountant II	1.0		1.0
Clerical Super. I*	1.0		
Chief Admin. Clerk*	1.0		
Admin. Clerk B*	3.7		
Staff Assistant II*		1.0	1.0
Sr. Admin. Clerk*		1.0	1.0
Accounting Technician*		4.0	4.0
<b>TOTAL</b>	<b>8.7</b>	<b>9.0</b>	<b>9.0</b>

\*Title changes are the result of the Occupational Study.

<u>Pertinent Workload:</u>	<u>Actual</u> <u>1979-80</u>	<u>Estimated</u> <u>1980-81</u>	<u>Estimated</u> <u>1981-82</u>
Vochers Processed	7,122	7,800	8,000

IV. SUPPORT FOR BUDGET REQUEST:

The Administrative Services request is included with the request of the Executive Director. Basically, this is a continuation request, adjusted for inflation.

V. TIE TO DEPARTMENT ORGANIZATION CHART:

Administrative Services is a section of the Office of the Executive Director, Department of Administration.

SCHEDULE 2  
BUDGET SUMMARY

DEPARTMENT Administration  
AGENCY Executive Director

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Personal Services - General Fund	378,015	16.5	384,820	16.0	386,572	17.0	425,844	17.0	426,563	17.0
Operating Expenses - General Fund	16,821		17,499		18,402		18,402		19,985	
Travel - General Fund	2,400		2,337		2,035		2,035		2,224	
General Training - General Fund							5,000		5,000	
Capital Outlay - Total	142,629		143,329		1,077,837		1,072,837		1,195,791	
General Fund	142,629		143,329				1,072,837		1,179,391	
Cash Fund									16,400	
Test Facility Lease - General Fund	23,445		23,445		23,445		23,445		26,727	
Word Processing System - General Fund	25,000		0							
Incentive Awards - General Fund	6,000		3,801		3,000		3,000		3,000	
Management and Efficiency Studies - General Fund	15,621		15,621							
Microfilm Program - General Fund	19,393		19,393							
Research and Studies - General Fund			2,393							
Police - Fire Pension - Cash Fund			34,076							
Insurance Study - Cash Fund			2,520							
Utility Contingency Reserve - General Fund					1,900,000					
TOTAL	629,324	16.5	649,234	16.0	3,411,291	17.0	1,550,563	17.0	1,679,290	17.0
GENERAL FUND	629,324	16.5	612,638	16.0	3,411,291	17.0	1,550,563	17.0	1,662,890	17.0
CASH	—		36,596						16,400	

SCHEDULE 2A

BUDGET SUMMARY

ESTIMATE YEAR - VARIANCE SCHEDULE

DEPARTMENT Administration  
 AGENCY Executive Director

Item	Appropriation FY 81		Estimate FY 81		Variance		Variance Explanation
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	
Personal Services	386,572	17.0	425,844	17.0	(39,272)	-0-	Salary Act 14,399 Merit Increase 6,454 H. B. 1219 4,984 Occupational Study 1,988 Health & Life Ins. 6,905 PERA Rate Increase 4,542
Operating Expenses	18,402		18,402		-0-		TOTAL 39,272
Travel	2,035		2,035		-0-		
General Training	-0-		5,000		(5,000)		Transfer from Capital Outlay
Capital Outlay	1,077,837		1,072,837		5,000		Transfer to General Training
Test Facility Lease	23,445		23,445		-0-		
Incentive Awards	3,000		3,000		-0-		
Utilities Contingency Reserve	1,900,000		-0-		1,900,000		Negative Supplemental Anticipated
<b>TOTAL</b>	<b>3,411,291</b>	<b>17.0</b>	<b>1,550,563</b>	<b>17.0</b>	<b>1,860,728</b>	<b>-0-</b>	

SCHEDULE 2B

BUDGET SUMMARY

ACTUAL YEAR - VARIANCE SCHEDULE

DEPARTMENT ADMINISTRATION  
 AGENCY Executive Director.

RE: House Bill 1256 (1980 Session)

Item	Appropriation FY 80		Actual FY 80		Variance		Variance Explanation
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	
Personal Services	353,695	18.0	384,920	16.5	(31,125)	1.5	Central Pots 24,811
							Transfer from State Buildings 3,315
							Transfer from Capitol Buildings 3,000
							Less: Reversion (1)
							TOTAL 31,125
Operating Expense	16,821		17,499		(678)		Transfer from Archives 700
							Less: Reversion (22)
							TOTAL 678
Travel	2,400		2,337		63		Transfer to Capital Outlay 40
							Reversion 23
							TOTAL 63

Additional Explanation if Needed:

SCHEDULE 2B  
BUDGET SUMMARY

DEPARTMENT Administration  
AGENCY Executive Director

ACTUAL YEAR - VARIANCE SCHEDULE

Item	Appropriation FY 80		Actual FY 80		Variance		Variance Explanation
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	
Capital Outlay	210,629		143,329		67,300		Transfer to Central Services (68,000)
							Transfer from Travel 40
							Transfer from State Buildings 700
							Reversion (40)
							TOTAL 67,300
Research and Studies			2,393		(2,393)		Transfer from Governor's Office
Management and Efficiency Studies			15,621		(15,621)		Appropriation Roll Forward from 1979
Microfilm Program	19,393		19,393		-0-		
Test Facility Lease	23,445		23,445		-0-		
Incentive Awards	6,000		3,801		2,199		Reversion
Police - Fire Pension			34,076		(34,076)		Executive Order - Cash Funding
Insurance Study			2,520		(2,520)		Private donation
TOTAL	632,383	18.0	649,234	16.5	(16,851)	1.5	

Additional Explanation if Needed:

SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT Administration  
AGENCY Executive Director

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
<u>Personal Services</u>										
Director's Office:										
Executive Director	39,000	1.0	40,250	1.0	39,195	1.0	45,000	1.0	45,000	1.0
Deputy Director	34,568	1.0	34,568	1.0	35,124	1.0	40,896	1.0	41,556	1.0
Secretary II	16,829	1.0	17,389	1.0						
Secretary IB	12,150	1.0	11,102	.8						
Accountant IV (Internal Auditor)	13,110	.5	13,755	.5	28,938	1.0	30,564	1.0	31,104	1.0
Staff Assistant II					19,092	1.0	20,052	1.0	20,052	1.0
Sr. Admin. Clerk					11,712	1.0	12,759	1.0	13,236	1.0
Personnel Section										
Dept. Personnel Administrator II (Dec.)	30,348	1.0	28,908	1.0	28,908	1.0	31,860	1.0	31,860	1.0
Personnel Analyst	17,736	1.0	18,648	1.0	19,560	1.0	20,544	1.0	20,544	1.0
Admin. Clerk Typist	14,592	1.0	13,408	1.0	9,624	1.0	10,712	1.0	10,884	1.0
Administrative Services:										
Accountant IV	29,268	1.0	29,268	1.0	28,938	1.0	30,564	1.0	31,104	1.0
Accountant III	26,012	1.0	26,012	1.0	26,220	1.0	27,528	1.0	27,528	1.0
Accountant II	22,566	1.0	22,386	1.0	22,656	1.0	23,784	1.0	23,784	1.0
Clerical Supervisor I	13,236	1.0	13,900	1.0						

SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT Administration  
AGENCY Executive Director

Item	Estimate FY80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Personal Services (Continued)										
Administrative Services (Continued):										
Chief Admin. Clerk	16,360	1.0	16,360	1.0						
Admin. Clerk B	51,657	4.0	45,760	3.7						
Staff Assistant II					19,092	1.0	20,052	1.0	20,052	1.0
Sr. Admin. Clerk					11,712	1.0	12,759	1.0	13,236	1.0
Accounting Technician					48,624	4.0	52,984	4.0	53,628	4.0
Subtotal - Salaries	337,432	16.5	331,714	16.0	349,395	17.0	380,058	17.0	383,568	17.0
Part-time/Temporary			10,126							
Overtime			1,440							
PERA	35,903		35,507		37,177		40,438		46,795	
PERA Rate Increase					4,542*		4,941			
Health and Life Insurance	4,680		4,623		6,904*		6,905		6,905*	
Separation Pay Upon Retirement			1,410							
Salary Act	21,648*				14,399*		14,399*			
Merit Increase	5,698*				6,454*		6,454*		4,351*	
House Bill 1219					4,984*		4,984*			
Occupational Study					1,988*		1,988*			
Less: Forced Vacancy Savings							(6,498)		(3,800)	
TOTAL Personal Services	378,015	16.5	384,820	16.0	386,572	17.0	425,844	17.0	426,563	17.0



SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT Administration  
AGENCY Executive Director

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Operating Expenses:										
Rent of Equipment	3,084		3,084				3,084		3,240	
Insurance	35		32				35		40	
Telephone	1,300		1,280				1,408		1,425	
Postage	1,100		1,814				1,995		2,000	
Printing and Reproduction Expenses	5,100		4,773				5,250		5,775	
Office Supplies	2,600		2,904				2,950		3,245	
Data Processing Cards	100		69				75		75	
Education Supplies	575		960				1,000		1,000	
Library Books - Subscriptions	350		347				350		350	
Equipment Maintenance and Repair	1,977		1,701				1,700		2,260	
Official Functions	600		285				305		325	
Dues and Memberships			250				250		250	
<b>Total Operating Expenses</b>	<b>16,821</b>		<b>17,499</b>		<b>18,402</b>		<b>18,402</b>		<b>19,985</b>	
Travel:										
In-state	929		353				350		524	
Out of State	1,471		1,984				1,685		1,700	
<b>Total Travel</b>	<b>2,400</b>		<b>2,337</b>		<b>2,035</b>		<b>2,035</b>		<b>2,224</b>	

SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT ADMINISTRATION  
AGENCY Executive Director

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
General Training:										
Tuition and Training Expenses							5,000		5,000	
Capital Outlay										
New	142,629		48,910							
Replacement			94,419				1,072,837		1,195,791	
TOTAL Capital Outlay	142,629		143,329		1,077,837		1,072,837		1,191,091	
Research and Studies			2,393							
Test Facility Lease	23,445		23,445		23,445		23,445		26,727	
Word Processing System	25,000									
Incentive Awards	6,000		3,801		3,000		3,000		3,000	
Management and Efficiency Studies	15,621		15,621							
Utilities Contingency Reserve					1,900,000					
Microfilm Program	19,393		19,393							
Police - Fire Pension			34,076							
Insurance Study			2,520							
TOTAL - Executive Director	629,324	16.5	649,234	16.0	3,411,291	17.0	1,550,563	17.0	1,679,290	





SUMMARY - PERSONAL SERVICES RECONCILIATION

DEPARTMENT Administration  
 AGENCY Executive Director

POSITION CLASSIFICATION (1)	1979-80 ESTIMATE USED IN 1979-80 REQUEST (2)		1980-81 STAFF CHANGE AUTHORIZED BY APPR. REPORT (3)		1980-81 STAFF ADDED OR DELETED (4)		1980-81 RECLASSIFICATIONS (5)		1980-81 SALARY INCREASES (6)		1980-81 ESTIMATE USED IN 1981-82 REQUEST (7)	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
	Executive Director	1.0	39,000								6,000	1.0
Deputy Director	1.0	34,568						4,452**	1,876		1.0	40,896
Secretary II	1.0	16,829					(1.0)	(16,829)***				
Secretary 1B	1.0	12,150					(1.0)	(12,150)***				
Accountant IV (Internal Auditor)	.5	13,110	.5	15,828						1,626	1.0	30,564
Staff Assistant II							1.0	19,092***	960		1.0	20,052
Sr. Admin. Clerk							1.0	11,712***	1,047		1.0	12,759
Dept. Pers. Admin. II - Dec.	1.0	30,348							1,512		1.0	31,860
Personnel Analyst	1.0	17,736							2,808		1.0	20,544
Admin. Clerk Typist	1.0	14,592						(4,968)	1,083		1.0	10,712
Accountant IV	1.0	29,268							1,296		1.0	30,564
Accountant III	1.0	26,012							1,516		1.0	27,528
Accountant II	1.0	22,566							1,218		1.0	23,784
Clerical Super. I	1.0	13,236					(1.0)	(13,236)***				
Chief Admin. Clerk	1.0	16,360					(1.0)	(16,360)***				
Admin. Clerk B	4.0	51,657					(4.0)	(51,657)***				
Staff Assistant II							1.0	19,092***	960		1.0	20,052
Sr. Admin. Clerk							1.0	11,712***	1,047		1.0	12,759
Accounting Technician							4.0	48,624***	4,360		4.0	52,984
<b>SUBTOTAL - Salaries</b>	<b>16.5</b>	<b>337,432</b>	<b>.5</b>	<b>15,828</b>			<b>0.0</b>	<b>(516)</b>	<b>27,314</b>		<b>17.0</b>	<b>380,058</b>
PERA		35,903		1,684				(55)	2,906			40,438
PERA Rate Increase				206					4,735			4,941
Health and Life Insurance		4,680							2,225			6,905
Salary Act		21,648*										14,399 *
Merit Increase		5,698*										6,545 *
HB 1219												4,984 *
Occupational Study												1,988 *

\* Non-add items  
 \*\* HB 1219 Impact  
 \*\*\* Occupational Study

PROGRAM AND BUDGET NARRATIVE

I. PROGRAM IDENTIFICATION

Title: Accounts and Control

Division: Division of Accounts and Control

Department: Department of 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 nonoperating accounts owed to the various agencies and employees.

Authorization -- CRS 1973, 24-1-116; 24-30-201; 24-30-202; 24-30-202.5; 24-30-203, 203, 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 departments.

II. PROGRAM OBJECTIVES

A. In the 1979-80 budget request, certain objectives were established for the fiscal year. Following is a status report on those objectives:

Objective: To process all vouchers and other documents within two days of receipt. Promote remote processing and agency preaudit of 60% of all vouchers at the agency level.

Status: accomplished

Objective: To minimize line-item overexpenditures and attend to areas of inefficient asset use.

Status: accomplished  
We have addressed and accomplished greater control over agency cash balances with the State Treasurer.

Objective: To provide year-end General Fund financial statements by October 15, 1980, and the annual financial report by December 31, 1980, all financial reporting to be in compliance with generally accented accounting principles, where practical.

Status: Due to closing problem year-end financial statements were issued October 24, 1980. Other deadlines will be met.

PROGRAM AND BUDGET NARRATIVE

Objective: To provide quarterly financial statements of General Fund and Capital Construction Fund.

Status: accomplished

Objective: To provide monthly revenue compared with estimates.

Status: accomplished

B. Objectives for 1980-81

- \* To process all vouchers and other documents within two days of receipt. Promote remote processing and agency preaudit of 60% of all vouchers at the agency level.
- \* To provide quarterly financial statements of General Fund and Capital Construction Fund.
- \* To provide year-end General Fund financial statements by October 15, 1981, and the annual financial report by December 31, 1981, all financial reporting to be in compliance with generally accepted accounting principles, where practical.
- \* To minimize line-item overexpenditures and attend to areas of inefficient asset use.
- \* To provide monthly revenue compared with estimates.
- \* To review ten major State agencies for year-end certification and fiscal rule compliance.
- \* Begin the development of the payroll portion of a New Personnel/ Payroll System. This system is to be the first step in the development of the Central Management Information System (CMIS).

C. Objectives for 1981-82

- \* To process all vouchers and other documents within two days of receipt. Promote remote processing and agency preaudit of 60% of all vouchers at the agency level.
- \* To provide quarterly financial statements of General Fund and Capital Construction Fund.
- \* To provide year-end General Fund financial statements by October 15, 1982, and the annual financial report by December 31, 1982, all financial reporting to be in compliance with generally accepted accounting principles, where practical.
- \* To minimize line-item overexpenditures and attend to areas of inefficient asset use.
- \* To provide monthly revenue compared with estimates.
- \* To review ten major State agencies for year-end certification and fiscal rule compliance.
- \* Begin the development of the payroll portion of a New Personnel/ Payroll System. This system is to be the first step in the development of the Central Management Information System (CMIS).
- \* Complete major portions of the personnel/payroll system with the payroll portion completely implemented to begin fiscal year 1982-83.

PROGRAM AND BUDGET NARRATIVE

III. BUDGET SUMMARY

	Actual 1979-80	Authorized 1980-81	Request 1981-82
General Fund	\$930,219	\$1,003,119	\$1,016,119
<u>Staffing Summary:</u>			
State Controller	1.0	1.0	1.0
Deputy State Controller	1.0	1.0	1.0
Accounting Specialist II	1.0	1.0	1.0
Accounting Specialist I	5.0	6.0	6.0
Accountant V	2.0	2.0	2.0
Accountant III	1.4	1.0	1.0
Accountant II	1.7	2.0	2.0
Accountant IB	.3	0.0	0.0
Accounting Tech. III	0.0	1.0	1.0
Accounting Tech II	1.2	3.0	3.0
Accounting Tech I	1.9	5.0	5.0
Administrative Officer	1.0	0.0	0.0
Program Admin. I	0.0	1.0	1.0
Administrative Officer III	1.0	0.0	0.0
Administrative Officer II	0.0	1.0	1.0
Chief Admin. Clerk	3.0	0.0	0.0
Secretary	1.0	0.0	0.0
Staff Assistant II	0.0	3.0	3.0
Clerical Supervisor II	2.0	1.0	1.0
Admin. Clerk	9.7	7.0	7.0
Typist	.9	1.0	1.0
Clerical Assistant	1.8	0.0	0.0
Clerical Assistant IB	0.0	2.0	2.0
<b>Total</b>	<b>36.9</b>	<b>39.0</b>	<b>39.0</b>

Pertinent Workload:

	Actual 1979-80	Estimate 1980-81	Estimate 1981-82
Warrants issued	864,800	1,060,000	1,100,000
Contracts processed	4,794	5,200	5,400
Vouchers processed	286,000	304,500	310,000

Performance Measures:

The processing of contracts and vouchers is within 4 days of receipt and twenty-four hours for emergencies and rush items.

IV. SUPPORT FOR BUDGET REQUEST Justification of Increase

The budget request provides for continuation support adjusted for inflation, with the exception of an increase of \$9,400 in consultant fees for the State Officials and Employees Health Insurance Board. Consultant has held their fee to \$15,600 for many years while services provided has increased significantly.

V. TIE TO DEPARTMENT ORGANIZATION CHART

The Division of Accounts and Control is a Division of the Department of Administration.









SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT Administration  
AGENCY Accounts and Control

Item	Estimate FY 80		Actual FY80		Appropriation FY 81		Estimate FY81		Request FY82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Personal Services:										
State Controller	37,800	1.0	37,800	1.0	38,724	1.0	45,816	1.0	45,816	1.0
Deputy State Controller	35,124	1.0	35,124	1.0	35,124	1.0	39,576	1.0	39,741	1.0
Secretary 1B	17,456	1.0	14,409	1.0						
Accounting Specialist II	35,124	1.0	35,124	1.0	35,124	1.0	36,876	1.0	36,876	1.0
Accounting Specialist I	145,994	5.0	145,994	5.0	137,844	5.0	176,249	6.0	183,798	6.0
Accountant V	70,248	2.0	70,248	2.0	70,248	2.0	73,752	2.0	73,752	2.0
Accountant III	52,440	2.0	33,673	1.4	39,120	2.0	21,576	1.0	22,650	1.0
Accountant II	35,328	1.6	35,616	1.7	43,152	2.0	46,064	2.0	46,440	2.0
Accountant 1B	6,208	.4	6,208	.3						
Accounting Technician III							18,672	1.0	20,544	1.0
Accounting Technician II	15,964	1.0	19,273	1.2	16,092	1.0	52,296	3.0	52,368	3.0
Accounting Technician I	24,835	2.0	24,357	1.9	25,476	2.0	67,720	5.0	68,775	5.0
Administrative Officer IV	26,220	1.0	26,220	1.0						
Program Administrator I					26,220	1.0	29,532	1.0	29,532	1.0
Administrative Officer III	22,656	1.0	22,656	1.0						
Administrative Officer II					22,656	1.0	23,784	1.0	23,784	1.0
Chief Administrative Clerk	51,244	3.0	51,244	3.0						
Staff Assistant II					67,656	4.0	64,032	3.0	61,140	3.0
Clerical Supervisor II	33,508	2.0	33,508	2.0	33,828	2.0	16,932	1.0	16,932	1.0
Administrative Clerk	130,133	10.0	122,888	9.7	136,740	11.0	88,653	7.0	89,944	7.0

SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT Administration  
AGENCY Accounts and Control

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Personal Services (Cont'd):										
Typist B	8,124	1.0	7,041	.9	8,124	1.0	8,892	1.0	9,075	1.0
Clerical Assistant	24,198	3.0	14,846	1.8						
Clerical Assistant IB					16,260	2.0	16,778	2.0	17,577	2.0
Salaries Subtotal	772,604	39.0	736,229	36.9	752,388	39.0	827,200	39.0	838,744	39.0
Overtime			106							
Temporary			2,610							
Contractual	15,600		15,772		15,600		15,600		25,000	
PERA	82,205		78,672		80,054		88,014		102,327	
PERA Insurance Adjustment					9,781*		10,517			
Health and Life Insurance	11,278		11,962		16,464*		16,464		16,464*	
Retirement	5,026		6,002							
Salary Act and PERA	49,295*				34,160*		34,160*			
Merit Increase and PERA	8,696*				12,002*		12,002*		7,867*	
Occupational Study and PERA					6,434*		6,434*			
H.B. 1219 and PERA					10,813*		10,813*			
Less: Vacancy Savings	<38,789>				<11,825>		<31,188>		<33,071>	
TOTAL Personal Services	847,924	39.0	851,353	36.9	836,217	39.0	926,607	39.0	933,000	39.0

SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT Administration  
AGENCY Accounts and Control

Item	Estimate FY 80		Actual FY 80		Appropriation FY81		Estimate FY 81		Request FY82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Operating Expense:										
Insurance	65		63				62		67	
Telephone	4,000		4,437				4,374		4,768	
Postage	46,976		45,903				45,277		49,352	
Dues and Memberships	500		250				246		250	
Printing and Reproduction	11,090		11,568				11,406		12,270	
Advertising	345		597				588		640	
Office Supplies	8,691		7,031				6,933		7,557	
Education	1,046		940				926		1,000	
Microfilm Supplies and Services	20		125				123		125	
Books and Periodicals	285		389				384		400	
Equipment Maintenance	487		921				910		950	
Official Functions	85		13				100		110	
Payments to Other State Agencies			957				844		900	
Freight, Moving and Storage			5							
Miscellaneous Fees-Not Personal Svcs			382				377		400	
TOTAL Operating Expense	73,590		73,581		72,550		72,550		78,789	
Travel										
In-state	2,920		1,714				1,284		1,403	
Out of State	4,380		3,571				2,678		2,927	
TOTAL Travel	7,300		5,285		3,962		3,962		4,330	



SUMMARY - PERSONAL SERVICES RECONCILIATION

DEPARTMENT Administration  
 AGENCY Accounts and Control

POSITION CLASSIFICATION (1)	1979-80 ESTIMATE USED IN 1979-80 REQUEST (2)		1980-81 STAFF CHANGE AUTHORIZED BY APPR. REPORT (3)		1980-81 STAFF ADDED OR DELETED (4)		1980-81 RECLASSIFICATIONS (5)		1980-81 SALARY INCREASES (6)		1980-81 ESTIMATE USED IN 1981-82 REQUEST (7)	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
	State Controller	1.0	37,800					①	7,092		924	1.0
Deputy State Controller	1.0	35,124					①	2,568		1,884	1.0	39,576
Accounting Specialist II	1.0	35,124								1,752	1.0	36,876
Accounting Specialist I	5.0	145,994			1.0	21,446				8,809	6.0	176,249
Accountant V	2.0	70,248								3,504	2.0	73,752
Accountant III	2.0	52,440			<1.0>	<32,880>				2,016	1.0	21,576
Accountant II	1.6	35,328			.4	7,824				2,912	2.0	46,064
Accountant IB	.4	6,208			<.4>	<6,208>						
Accounting Technician III							1.0	17,736		936	1.0	18,672
Accounting Technician II	1.0	15,964					2.0	33,920		2,412	3.0	52,296
Accounting Technician I	2.0	24,835					3.0	38,717		4,168	5.0	67,720
Administrative Officer IV	1.0	26,220			<1.0>	<26,220>						
Program Administrator I					1.0	26,220		2,004	②	1,308	1.0	29,532
Administrative Officer III	1.0	22,656					<1.0>	<22,656>				
Administrative Officer II							1.0	22,656		1,128	1.0	23,784
Chief Administrative Clerk	3.0	51,244					<3.0>	<51,244>				
Staff Assistant II							3.0	60,600	③	3,432	3.0	64,032
Clerical Supervisor II	2.0	33,508					<1.0>	<16,576>			1.0	16,932
Administrative Clerk	10.0	130,133					<3.0>	<46,765>		5,285	7.0	88,653
Typist B	1.0	8,124								768	1.0	8,892
Clerical Assistant	3.0	24,198					<3.0>	<24,198>				
Clerical Assistant IB							2.0	16,778			2.0	16,778
Secretary IB	1.0	17,456					<1.0>	<17,456>				
TOTAL Accounts & Control	39.0	772,604			0	<9,818>	0	23,176		41,238	39.0	827,200

- ① Due to H.B. 1219 Impact
- ② Due to Occupational Study
- ③ \$3,744 due to Occupational Study



## PROGRAM AND BUDGET NARRATIVE

### 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 assists State agencies in the collection of debts due the State. The collection effort is coordinated with agency efforts to maximize the collection of debts due. The Collection Unit's utilizing the services of a National Collection Service after all State internal efforts have been exhausted. 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, CRS 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.

### II. PROGRAM OBJECTIVES

In the 1979-80 budget request certain objectives were established for the fiscal year. Following is a status report on the objective.

Objective: To increase collection with an anticipated reduction in the volume of past due accounts.

Status: Accomplished. We received 14,097 (17% less than 78-79) past due accounts totalling \$3,778,937 a 4% increase over 1978-79. Of this amount \$849,249 was collected a 27% increase over 1978-79. We exceeded our objective of \$845,000 by \$4,249.00. The Central Collection Units actual expenditures were \$169,892. Collections required by legislative intent of 1977 (4 times the cost) would have been \$679,570 for 1979-80 fiscal year.

### Objectives for 1980-81:

To continue to provide collection service for State supported agencies at a reduced cost to the State.

To increase the capabilities to handle volume by the implementation of a tele communication system for on line maintenance of collection files.

Continue to request that the University of Colorado Health Science Center transfer their accounts on magnetic tape to the State Central System. We expect to handle 50% of their accounts prior to end of fiscal 1980-81. We expect to collect an additional \$300,000 annually with the inclusion of the Health Science Center. Our anticipated goal for 1980-81 with this expansion to the program is \$900,000.00 on 36,000 accounts.

Obtain the services of a private attorney to handle in state litigation.

PROGRAM AND BUDGET NARRATIVE

Objectives for 1981-82:

To continue to provide collection service for State supported agencies at a reduced cost to the State with an increase in recovery.

With the inclusion of the Health Science Center we anticipate an increase of 48,000 accounts to the system. In order to handle this additional volume we are requesting 2 FTE in addition to present staff.

To meet collection objective for 48,000 accounts amounting to approximately 6 million (\$6,000,000.00) with collection of 1.2 million; this is based on the continued inclusion of the Health Science Center.

III. Budget Summary

	<u>Actual 79-80</u>	<u>Authorized 80-81</u>	<u>Requested 81-82</u>
Cash Funds	\$ 169,892	\$ 194,067	\$ 254,279
Staffing Summary:			
Admin. Officer IV	1.0		
Admin. Officer III		1.0	1.0
Admin. Officer II	4.9		
Admin. Officer 1-B		5.0	6.0
Chief Admin. Clerk	1.0		
Staff Asst. II		1.0	1.0
Clerical Assistant	.6		
Typist	.2	1.0	1.0
Admin. Clerk			1.0
Total	7.7	8.0	10.0

III. Pertinent Workload:

	<u>Actual 1979-80</u>	<u>Estimate 1980-81</u>	<u>Estimate 1981-82</u>
Bad Debts Collected	\$849,249	\$900,000	\$1,200,000

Performance Measures:

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

IV. SUPPORT FOR BUDGET REQUEST

This is a continuation request, adjusted only for inflation, except as noted below.

- A. Increase present staff by 2 FTE to support the anticipated inclusion of the Health Science Center on to the State Central Collection System. These are cash funded positions with an increase in personal services to be funded from collections based on legislative intent of 4 times the cost.
- B. Increase in operating expense of \$25,200 will enable the Central Collection Unit to assume the additional volume of past due accounts from the Health Sciences Center, University of Colorado-Boulder and Colorado Springs. All increases are cash funded with the largest increase in postage and data mailers.
- C. During the months of June and July of 1980, the Central Collection Unit began accepting University of Colorado Health Sciences Center accounts for collection. Approximately 6,000 accounts were received (3,000 per each month) with an average balance of \$150.00 per account. This comprised 50% of their past due accounts. The remaining 50% are being handled by a private collection service.

PROGRAM AND BUDGET NARRATIVE

IV. SUPPORT FOR BUDGET REQUEST continued:

C. This would have increased the volume of accounts for collection to approximately 36,000 accounts annually. The volume of accounts per collector increased by approximately 44%. The number of inquiries also increased proportionately because of the type of accounts (hospital) which deal with Health Insurance, Medicare, Medicaid, re-adjustments based on ability to pay. Consequently, the level of accounts could not be maintained effectively and it was necessary to discontinue accepting Health Sciences Center Accounts until 2 additional FTE (one clerical and a collector) are authorized.

V. TIE TO DEPARTMENT ORGANIZATION CHART

The Division of Accounts and Control is a Division of the Department of Administration.





SCHEDULE 2B  
BUDGET SUMMARY  
ACTUAL YEAR - VARIANCE SCHEDULE

DEPARTMENT ADMINISTRATION  
AGENCY ACCOUNTS & CONTROL  
DEBT COLLECTION UNIT

Item	Appropriation FY 80		Actual FY 80		Variance		Variance Explanation
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	
Personal Services	138,820	8.0	140,613	7.7	(1,793)	(.3)	See Below
Operating Expense	34,807		28,792		6,015		
Travel	3,472		401		3,071		
Capital Outlay			86		(86)		
Total Debt Collection	177,099		169,892	7.7	7,207	(.3)	

Additional Explanation if Needed:

Personal Services  
Transfer from Mgmt. Services      3,000  
Unexpended Appropriation      (1,207)  
\$1,793

Operating Expense  
Transfer to Cap. Outlay              (90)  
Transfer to Mgmt. Services          (600)  
Unexpended Appropriation      (5,325)  
\$ (6,015)

Travel  
Transfer to Mgmt. Services      (2,800)  
Unexpended Appropriation      (271)  
\$ (3,071)

Capital Outlay  
Transfer from Operating              90  
Unexpended Appropriation      (4)  
\$86

SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT ADMINISTRATION  
AGENCY ACCOUNTS & CONTROL  
DEBT COLLECTION UNIT

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Personal Services										
Administrative Officer IV	24,972	1.0	24,972	1.0						
Administrative Officer III					24,972	1.0	26,220	1.0	26,220	1.0
Administrative Officer II	78,212	5.0	77,324	4.9						
Administrative Officer 1-B					77,424	5.0	82,694	5.0	84,588	5.0
Chief Administrative Clerk	10,728	.7	15,677	1.0						
Administrative Clerk B	4,864	.3								
Staff Assistant II					16,896	1.0	19,560	1.0	19,560	1.0
Administrative Clerk A	1,568	.2								
Clerical Assistant A	5,570	.8	4,280	.6						
Typist B			1,753	.2	8,124	1.0	8,856	1.0	8,964	1.0
Salary Sub-total	125,914	8.0	124,006	7.7	127,416	8.0	137,330	8.0	139,332	8.0
Overtime			61							
Part time			345							
PERA	13,397		13,211		13,557		14,612		16,999	
PERA Rate Increase					1,656*		1,785			
Salary Act & PERA	717*				7,133*		7,133*			
Merit Increase & PERA	2,249*				1,923*		1,923*		2,715*	
Health & Life Insurance	1,710		2,470		3,794*		3,794		3,794*	
Annual Leave - Termination			98							
Workmen's Compensation	265		422		422		422		422	
Unemployment	500						500		500	

SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT ADMINISTRATION  
AGENCY ACCOUNTS & CONTROL  
DEBT COLLECTION UNIT

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Personal Services (Con't)										
Occupational Study & PERA					2,042*		2,042*			
Less Vacancy Savings					(2,084)		(2,455)		(927)	
Total Personal Services - Cash Fund	141,786	8.0	140,613	7.7	139,311	8.0	155,988	8.0	156,326	8.0
New Positions Requested:										
Administrative Officer 1-B									15,324	1.0
Administrative Clerk									9,876	1.0
Salary Sub-total									25,200	2.0
PERA									3,074	
Health & Life Insurance									960*	
Total New Positions Requested									28,274	
Total Personal Services	141,786	8.0	140,613	7.7	139,311	8.0	155,988	8.0	184,600	10.0

\* Non add item



SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT ADMINISTRATION  
AGENCY ACCOUNTS & CONTROL  
DEBT COLLECTION UNIT

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Operating Expenses										
Telephone	3,500		3,963				4,950		5,950	
Postage	12,500		11,930				15,240		30,140	
Printing & Reproduction	2,000		1,385				1,200		1,500	
Office Supplies	2,257		1,692				2,200		3,400	
Data Processing - Forms	4,500		6,377				6,525		14,889	
Education	400		185				200		200	
Other Supplies & Services	1,250		2,612				4,420		6,220	
Books - Periodicals	200		98				150		200	
Equipment Maintenance	200		505				569		780	
Misc. Fees - Not Paid			45							
Payments to Other State Agencies	8,000									
Rental Expense							2,625		5,400	
Total Operating Expense - Cash Funds	34,807		28,792		38,079		38,079		68,679	
Travel:										
In-State Travel	2,326		141						700	
Out of State Travel	1,146		260						300	
Total Travel	3,472		401						1,000	





SUMMARY - PERSONAL SERVICES RECONCILIATION

DEPARTMENT ADMINISTRATION  
 AGENCY ACCOUNTS & CONTROL  
 DEBT COLLECTION UNIT

POSITION CLASSIFICATION (1)	1979-80 ESTIMATE USED IN 1979-80 REQUEST (2)		1980-81 STAFF CHANGE AUTHORIZED BY APPR. REPORT (3)		1980-81 STAFF ADDED OR DELETED (4)		1980-81 RECLASSIFICATIONS (5)		1980-81 SALARY INCREASES (6)		1980-81 ESTIMATE USED IN 1981-82 REQUEST (7)	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
	Administrative Officer IV	1.0	24,972					(1.0)	(24,972)			
Administrative Officer III							1.0	24,972	1,248		1.0	26,220
Administrative Officer II	5.0	78,212					(5.0)	(78,212)				
Administrative Officer 1-B							5.0	77,424	5,270		5.0	82,694
Chief Administrative Clerk	.7	10,728					(.7)	(10,728)				
Administrative Clerk B	.3	4,864					(.3)	(4,864)				
Staff Assistant II							1.0	18,720	840		1.0	19,560
Administrative Clerk A	.2	1,568					(.2)	(1,568)				
Clerical Assistant A	.8	5,570					(.8)	(5,570)				
Typist B							1.0	8,124	732		1.0	8,856
Total Debt Collection	8.0	125,914					.0	3,326	8,090		8.0	137,330

All reclassifications due to Occupational Study

## PROGRAM AND BUDGET NARRATIVE

### 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 111, as amended, the Division is responsible for the following:

- o A Statewide archives/records management program.
- o Destruction of records of limited value.
- o 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 subdivisions. In addition, a records center is operated for temporary records.

### II. PROGRAM OBJECTIVES

- A. In the 1979-1980 budget request certain objectives were established for that fiscal year. The following is a status report on these objectives.

Objective: Administer 1,800 agency record programs covering 21,600 record series within three days of a request, ninety percent of the time.

Status: Accomplished

Objective: Authorize 24,000 cubic feet of records for disposition within five days, ninety percent of the time.

Status: Disposed of 408 cubic feet from the records center and authorized disposition of 26,208 cubic feet of records in agency custody.

Objective: Inspect and deposit 6,000 rolls of microfilm,

Status: Inspected and deposited 6,569 rolls of microfilm from state agencies and local governments.

PROGRAM AND BUDGET NARRATIVE

Objectives For 1980-81

- o Administer 1,850 agency record programs throughout the fiscal year.
- o Service approximately 10,500 individual record information service inquiries
- o Inspect and deposit 6,500 rolls of microfilm.
- o Initiate development of a guide to the Colorado State Archives record holdings.

Objectives For 1981-82

- o Administer 1,950 agency record programs throughout the fiscal year.
- o Service approximately 11,200 individual record information service inquiries.
- o Inspect and deposit 6,700 rolls of microfilm.
- o Train and instruct public officials in 25 counties and 63 municipalities in the retention and disposal of records.
- o Train three professional staff members for further career development at workshops and training seminars sponsored by three professional associations.
- o Conduct 10 instructional field workshops in Archives/Records Management and 12 in microforms standards.
- o Continue development and publication of guide to the Colorado State Archives record holdings.

III. BUDGET SUMMARY

	Actual 1979-80	Estimated 1980-81	Requested 1981-82
General Fund	257,275	289,237	288,217

Staffing Summary:

State Archivist	1.0	1.0	1.0
Archivist II	1.0	1.0	1.0
Archivist B .	5.0	5.0	5.0
Vehicle Driver	1.0	1.0	1.0
Adm. Clerk B	1.0	1.0	1.0
Secretary 1B	1.0	1.0	1.0
Adm. Clerk Typist	2.0	2.0	2.0
Clerical Supervis.	1.0	1.0	1.0
TOTAL	13.0	13.0	13.0

	Actual 1979-80	Estimate 1980-91	Estimate 1981-82
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Pertinent Workload:

o Agency Programs Administered	1,805	1,850	1,950
o Information Inquiries	11,832	10,500	11,200
o Records Deposits (cubic feet)	3,685	3,000	3,200
o Record Disposals (cubic feet)	26,616	24,000	24,000
o M/F Deposits (rls.)	6,569	6,500	6,700

PROGRAM AND BUDGET NARRATIVE

Field Training & Assistance	Actual 1979-80	Estimate 1980-81	Estimate 1981-82
Metro Area	468	460	475
Out-State	33	35	88
Workshops	7	12	22
Emergency Requests For Field Assistance	3	4	4

SUPPORT FOR BUDGET REQUEST

The Archives budget includes increases for inflation.

Travel funds are requested to meet the increasing number of requests from local governments for assistance, to implement the State records management program in colleges, universities and institutions outside of the Denver metro area, to attend local government association meetings and to provide staff with professional and technical training.

The requested funds will enable the division to support one-third of the county and municipal offices in training and assisting them with records preservation, protection and disposition. Over a three year period all county and municipal officials will be assisted in their records programs.

The following summary map itemizes and identifies the areas where field contacts are planned for 1981-1982.

TRAVEL SUMMARIZATION

ACTIVITY	NO. OF TRIPS	NO. OF COUNTIES TO BE CONTACTED	NO. OF MUNICIPALITIES TO BE CONTACTED	NO. OF STATE AGENCIES TO BE CONTACTED	ESTIMATED COST
FIELD ASSISTANCE	10	25	63		\$2254
RECORDS MGMT WORKSHOPS FOR HIGHER EDUCATION	6			10	374
CAREER DEVELOPMENT & TRAINING	2				1103
EMERGENCY REQUESTS FOR ASSISTANCE	4 EST.				757
TOTAL					\$4000



1 - Conejos, Costilla; 2 - Saguache, Rio Grande; 3 - Huerfano, Alamosa; 4 - Archuleta, Mineral, Hinsdale; 5 - La Plata, Montezuma, San Juan; 6 - Moffat, Rio Blanco, Routt; 7 - San Miguel, Ouray, Dolores; 8 - Las Animas, Baca; 9 - Logan, Sedgwick; 10 - Delta, Montrose, Gunnison.

V. TIE TO DEPARTMENT ORGANIZATION CHART

The Division of State Archives and Public Records is a division of the Department of Administration.





SCHEDULE 2A  
BUDGET SUMMARY  
ESTIMATE YEAR - VARIANCE SCHEDULE

DEPARTMENT Administration  
AGENCY Archives and Public Records

Item	Appropriation FY 81		Estimate FY 81		Variance		Variance Explanation
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	
Personal Services	243,506	13.0	267,171	13.0	23,665	—	Salary Act \$11,821
							Merit Increase 2,844
							Occupational Study 1,115
							PERA Rate Increase 2,999
							Health & Life Insurance 4,886
							TOTAL 23,665
Operating Expense	21,044		21,044		-0-		
Travel	1,022		1,022		-0-		
TOTAL	265,572	13.0	289,237		23,665		

SCHEDULE 2B  
BUDGET SUMMARY

DEPARTMENT Administration  
AGENCY Archives and Public Records

ACTUAL YEAR - VARIANCE SCHEDULE

Item	Appropriation FY 80		Actual FY 80		Variance		Variance Explanation
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	
Personal Services	221,162	13.0	240,623	12.6	(19,461)	.4	Central Pots \$20,771
							Transfer to GGCC (2,000)
							Transfer from
							Purchasing 690
							TOTAL \$19,461
Operating Expenses	19,236		15,379		3,857		Transfer to Travel \$ 204
							Transfer to Cap. Bld. 2,500
							Transfer to Ex. Dir. 700
							Transfer to ADP 447
							Reversion 6
							TOTAL \$3,857
Travel	1,070		1,273		(203)		Transfer from Op. Exp. 204
							Reversions (1)
TOTAL	241,468	13.0	257,275	12.6	(15,807)	.4	TOTAL 203

Additional Explanation if Needed:

SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT Administration  
AGENCY Archives and Public Records

Item	Estimate FY80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
<u>Personal Services</u>										
Admin - Management Services										
State Archivist	35,124	1.0	35,124	1.0	35,124	1.0	36,876	1.0	36,876	1.0
Secretary	12,400	1.0	10,970	1.0	10,368	1.0	10,884	1.0	10,884	1.0
Records Management/General Office Services										
Archivist II	22,656	1.0	22,656	1.0	22,656	1.0	23,784	1.0	23,784	1.0
Clerical Supervisor III	13,511	1.0	13,511	1.0	13,896	1.0	15,644	1.0	16,092	1.0
Archivist B	39,120	2.0	39,120	2.0	39,120	2.0	41,016	2.0	41,016	2.0
Admin. Clerk Typist	12,132	1.0	11,589	1.0						
Sr. Admin. Clerk Typist					13,236	1.0	14,244	1.0	14,592	1.0
Vehicle Driver	10,368	1.0	10,139	.9	10,368	1.0	11,136	1.0	11,136	1.0
Microforms Quality Control Services										
Sr. Admin. Clerk	12,918	1.0	12,918	1.0	13,236	1.0	14,418	1.0	14,592	1.0
Archives Management Services										
Archivist B	36,220	2.0	36,220	2.0	36,360	2.0	39,036	2.0	39,192	2.0
Record Information Services										
Archivist B	14,592	1.0	9,525	.7	12,600	1.0	13,236	1.0	13,896	1.0
Admin. Clerk Typist	11,048	1.0	11,048	1.0						
Admin. Clerk					9,624	1.0	10,411	1.0	10,884	1.0

SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT Administration  
AGENCY Archives and Public Records

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Personal Services (Cont.)										
Sub-total Salaries	220,089	13.0	212,820	12.6	216,588	13.0	230,685	13.0	232,944	13.0
PERA	23,417		22,660		23,045		24,545		28,419	
PERA Rate Increase					2,816*		2,999			
Health and Life Insurance	3,240		3,599		4,886*		4,886		4,886*	
Salary Act	14,856*				11,821*		11,821*			
Merit Increase	2,508*				2,844*		2,844*		3,000*	
Part-time - Temporary			1,397		3,873		4,056			
Separation Pay Upon Retirement			147							
Occupational Study					1,115*		1,115*			
Less: Force Vacancy Savings	<4,980>									
Total Personal Services	241,766	13.0	240,623	12.6	243,506	13.0	267,171	13.0	261,363	13.0

\* Non-add items

SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT Administration  
AGENCY Archives and Public Records

Item	Estimate FY		Actual FY		Appropriation FY		Estimate FY		Request FY	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Operating Expenses:										
Rent for Space (Parking Space)	300		300				300		321	
Insurance	134		147				158		169	
Telephone	386		221				373		399	
Postage	1,078		1,113				1,200		1,284	
Freight, Moving, Storage	—		46				49		52	
Dues and Memberships	160		149				175		187	
Printing and Reproduction	3,913		3,717				3,997		4,277	
Custodial Supplies	—		15				16		17	
Office Supplies	3,033		3,482				3,722		4,183	
Educational Supplies	150		100				150		161	
Microfilming Services	7,132		3,492				7,700		8,239	
Other Supplies	—		384				400		466	
Library Books and Periodicals	300		251				300		321	
Equipment Maintenance & Repair	950		520				757		810	
Automobile Expense	850		706				950		1,115	
Building Maintenance & Supplies	850		736				797		853	
TOTAL OPERATING	19,236		15,379			21,044		21,044		22,854



SUMMARY - PERSONAL SERVICES RECONCILIATION

DEPARTMENT Administration  
 AGENCY Archives and Public Records

POSITION CLASSIFICATION (1)	1979-80 ESTIMATE USED IN 1979-80 REQUEST (2)		1980-81 STAFF CHANGE AUTHORIZED BY APPR. REPORT (3)		1980-81 STAFF ADDED OR DELETED (4)		1980-81 RECLASSIFICATIONS (5)		1980-81 SALARY INCREASES (6)		1980-81 ESTIMATE USED IN 1981-82 REQUEST (7)	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
	State Archivist	1.0	35,124								1,752	1.0
Secretary	1.0	12,400							(1,516)		1.0	10,884
Archivist II	1.0	22,656							1,128		1.0	23,784
Clerical Supervisor	1.0	13,511						732*	1,401		1.0	15,644
Archivist B	5.0	89,932							3,356*		5.0	93,288
Admin. Clerk Typist	2.0	23,180					(2.0)	(23,180)*				
Sr. Admin. Clerk Typist							1.0	13,236*	1,008		1.0	14,244
Admin. Clerk							1.0	9,624*	787		1.0	10,411
Vehicle Driver	1.0	10,368							768		1.0	11,136
Sr. Admin. Clerk	1.0	12,918							1,500		1.0	14,418
Sub-total Salaries	13.0	220,089						412	10,184		13.0	230,685
PERA		23,417						44	1,084			24,545
PERA Rate Increase									2,999			2,999
Health and Life Insurance		3,240							1,646			4,056
Part-time, Temporary									4,056			4,056
Forced Vacancy Savings		(4,980)							4,980			-
TOTAL	13.0	241,766						456	24,949		13.0	267,171

\*Occupation Study

PROGRAM AND BUDGET NARRATIVE

I. PROGRAM IDENTIFICATION

Title: Statewide ADP Planning and Coordination

Division: Division of Automated Data Processing (DADP)

Department: Administration

Program Administrator: Robert J. Miller, Director of DADP

Description and Authorization

The Statewide ADP (Automated Data Processing) Planning Program is accomplished by 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 the 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.

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.



PROGRAM AND BUDGET NARRATIVE

Budget Document References

Pages through

II. PROGRAM OBJECTIVES

A. In the 1979-80 budget request certain objectives were established for that fiscal year. The following is a status report on those objectives:

1. Continue to develop and maintain the State ADP Master Plan.
  - o Evaluate agency and computer center ADP plans.
  - o Assist agencies and computer centers in their preparation of ADP plans.
  - o Assist the Higher Education Advisory Board to plan for Statewide ADP requirements.
  - o Complete a study of the inter-center requirements for data base management, data communications, and governance.
  - o Formulate and publish an updated State ADP Master Plan by December, 1979.

Status: All objects were accomplished except the study for intercenter data base. Expansion of the State Telpak network to Colorado Springs, Pueblo and Canon City is operational. Lines to Greeley, Ft. Collins, and Boulder are ordered.

2. Continue to administer the ADP Master Plan.

- o Coordinate the consolidation of the Judicial and General Government Computer Centers.

Status: Accomplished

- o Re-examine the workload and capabilities of the General Government Computer Center and determine if there is a need to transfer financial and personnel systems to a State Financial Management Computer Center.

Status: Accomplished. No need at this time.

- o Complete and issue an RFP for the computer system(s) of the General Government Computer Center and the Financial Management Computer Center.

Status: Accomplished for Revenue, GGCC is best left undisturbed for now.

- o Coordinate the establishment of one or more regional centers to support the higher education institutions.

Status: Not feasible at this time.

PROGRAM AND BUDGET NARRATIVE

- o Evaluate and benchmark the vendor's proposals for GGCC and FMCC computing systems and recommend the required acquisitions.

Status: Accomplished.

- o Begin to implement approved recommendations of the CMIS task force and the higher education task force and their consultants.

Status: Accomplished.

- o Begin to implement inter-center data communications, and approved information and networking plans.

Status: Accomplished.

3. Review and update procedures and standards for managing State's ADP.

Status: Accomplished.

4. Continue to study and assess the ADP operations of State departments, institutions and agencies.

- o Evaluate and publish reports of the ADP activities of the State computer centers at the Junior Colleges and the General Government Computer Center.

Status: Accomplished. Reports were completed for Trinidad State Junior College, Fort Lewis College, Adams State College and the Colorado Bureau of Investigation. Over 98% of the recommendations made were accepted for implementation.

5. Continue to manage the State's ADP resources.

- o Review current applications and systems, and make recommendations for improved efficiency through common systems or avoidance of redundancy.

- o Evaluate the budget requests of the agencies and computer centers and make recommendations for Fiscal Year 1980-81 ADP funding.

- o Continue to maintain a statewide equipment inventory.

- o Continue to provide technical assistance and to perform technical studies for the agencies and the computer centers.

- o Continue to arrange for statewide ADP training of personnel, and continue to evaluate ADP personnel wage and classification standards for the Department of Personnel.

Status: Accomplished.

B. OBJECTIVES FOR 1980-81

1. Continue to develop and maintain the State ADP Master Plan.

- o Assist agencies and computer centers in their preparation of ADP plans.

- o Assist Higher Education Advisory Board to plan for Statewide ADP requirements.

- o Evaluate agency ADP plans and formulate and publish an updated State ADP Master Plan by December, 1980.

PROGRAM AND BUDGET NARRATIVE

2. Continue to administer the ADP Master Plan.

- o Continue implementation of the plans for inter-center data sharing and network development.
- o Begin detailed work plan for installation of approved equipment for GGCC and FMCC computing systems and the utilization or disposition of released equipment.
- o Coordinate the activities of the Higher Education Advisory Board and support implementation of the Higher Education ADP Plan.
- o Continue implementation of approved recommendations of the CMIS task force.

C. OBJECTIVES FOR 1981-82:

1. To develop and maintain the State ADP Master Plan.
  - o Assist agencies and State computer centers in their preparation of long and short range plans.
  - o Assist Higher Education Advisory Board in long and short range planning.
2. To continue the coordination and implementation of inter-center data sharing and communication network development.
3. To perform a detailed study of the State's Geographic Information System needs and develop the appropriate implementation plan(s) and strategies.

4. To re-examine the workload balances and capabilities of the General Government Computer Center and the center at the Dept. of Revenue to determine a need to transfer financial systems.
5. To re-examine the existing ADP Standards and procedures and provide an updated document to reflect current requirements due to technological advancements and changes in other Govt. procedures.
6. To examine the report on the efficacy and efficiency of high cost computer applications.
7. To examine and report on the efficacy and efficiency of three ADP computer installations.
8. To monitor and report on the status of the implementation of previous recommendations of performance audits.
9. To review current applications and systems and continue to cause the development and use of common software applications.
10. To evaluate the budget requests of the agencies and computer centers for ADP resources and make recommendations for Fiscal Year 1982-83 ADP funding.

PROGRAM AND BUDGET NARRATIVE

III. BUDGET SUMMARY				D. Performance Measures			
	Actual 1979-80	Authorized 1980-81	Request 1981-82		Actual 1979-80	Estimate 1980-81	Estimate 1981-82
A. Fund Source:				Audit Recommendations Accepted	98%	95%	95%
General Fund	482,745	533,628	537,078	Estimated Cost Savings/Avoidance	744,000	720,000	785,000
FTE	13.2	14.0	14.0	Performance Evaluation Frequency	7 years	7 years	7 years
B. Staffing Summary:	FTE	FTE	FTE	IV. SUPPORT FOR BUDGET REQUEST			
Division Director	1.0	1.0	1.0	The request represents the continuing support at the 1980-81 adjusted for inflation. Funds for support of the Higher Education Advisory Board for ADP, to cover travel and related expenses of its 22 members and 7 member steering committee, are the same as the 1980-81 appropriated level.			
Office Staff	2.0	2.0	2.0	V. TIE TO DEPARTMENT ORGANIZATION CHART			
Plans and Coordination Staff	10.2	11.0	11.0	The Division of ADP is a division of the Department of Administration.			
TOTAL	13.2	14.0	14.0				
C. Pertinent Workload:	Actual	Estimate	Estimate				
Agency Plans Reviewed	49	49	49				
Agency Budgets Reviewed	49	49	49				
Statewide Plan	1	1	1				
Performance Evaluations	5	4	4				
Studies Performed	3	3	3				
Computer Hardware Measurements	6	6	6				
Equipment Acquisitions							
Coordinated	676	500	500				
RFP's Performed	16	15	15				
Training Classes (Pupil Hours)	482	400	400				
Special Reports/Projects	35	25	25				
Application Studies	0	2	5				
Common System Implementation	2	2	7				

SCHEDULE 2  
BUDGET SUMMARY

DEPARTMENT Administration

AGENCY State-wide ADP

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Personal Services - General Fund	451,860	14.0	447,953	13.2	448,480	14.0	501,870	14.0	503,728	14.0
Operating Expense - General Fund	20,522		20,458		16,852		16,852		18,000	
Travel - General Fund	2,825		2,971		3,305		4,906		5,350	
Capitol Outlay - General Fund			363							
Higher Education Consortium - General Fund	11,000		11,000		10,000		10,000		10,000	
TOTAL	486,207	14.0	482,745	13.2	478,637	14.0	533,628	14.0	537,078	14.0

SCHEDULE 2A  
BUDGET SUMMARY

DEPARTMENT Administration  
AGENCY State-wide ADP

ESTIMATE YEAR - VARIANCE SCHEDULE

Item	Appropriation FY		Estimate FY		Variance		Variance Explanation
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	
Personal Services	448,480	14.0	501,870	14.0	<53,390>	-	Salary Act 32,427 Merit Increase 308 PERA Rate Increase 5,636 H & L Insurance 5,146 HB 1219 Impact 7,939 Occupational Study 1,934 TOTAL 53,390
Operating Expense	16,852		16,852		-0-		
Travel	3,305		4,906		<1,601>		House Bill 1019 - Mileage Allowance Increase
Higher Education Consortium	10,000		10,000		-0-		
TOTAL	478,637	14.0	533,628	14.0	<54,991>	-	

SCHEDULE 2B  
BUDGET SUMMARY

DEPARTMENT Administration  
AGENCY State-wide ADP

ACTUAL YEAR - VARIANCE SCHEDULE

Item	Appropriation FY 80		Actual FY 80		Variance		Variance Explanation
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	
Personal Services	423,681	14.0	447,953	13.2	(24,272)	.8	Central Pots 28,818
							Transfer to GGCC <4,500>
							Reversion <46>
							TOTAL 24,272
Operating Expense	20,522		20,458		64		Transfer to Capitol Outlay <363>
							Transfer from Archives 300
							Reversion <1>
							TOTAL <64>
Travel	2,825		2,971		<146>		Transfer from Archives 147
							Reversion <1>
							TOTAL 146
Capital Outlay	—		363		<363>		Transfer from Operating Expense
Higher Education Consortium	—		11,000		<11,000>		Roll Forward from 1978-79 FY
TOTAL	447,028	14.0	482,745	13.2	<35,717>	.8	

Additional Explanation if Needed:

SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT Administration  
AGENCY State-wide ADP

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Personal Services										
Director, Division of ADP	38,724	1.0	38,724	1.0	38,724	1.0	45,816	1.0	45,816	1.0
Statewide ADP Plan Coord.	143,568	4.0	143,568	4.0	143,568	1.0	154,896	4.0	154,896	4.0
Principle Systems Analyst	126,747	4.0	100,295	3.2	118,872	4.0	128,256	4.0	128,256	4.0
Sr. Systems Analyst	56,256	2.0	56,256	2.0	56,256	2.0	60,696	2.0	60,696	2.0
Systems Analyst	24,300	1.0	22,876	1.0	24,300	1.0	26,220	1.0	26,220	1.0
Chief Admin. Clerk	16,561	1.0	16,561	1.0	16,896	1.0				
Staff Assistant II							19,560	1.0	19,560	1.0
Admin. Clerk Typist	12,276	1.0	12,276	1.0	12,276	1.0	13,511	1.0	13,511	1.9
SUB-TOTAL SALARIES	418,432	14.0	390,556	13.2	410,892	14.0	448,955	14.0	448,955	14.0
PERA	44,521		41,555		43,719		47,769		54,773	
PERA Rate Increase							5,636			
Salary Act	21,193*						32,427*			
Merit Increase	2,660*						308*		468*	
Health and Life Insurance	4,326*		3,692				5,146		5,146*	
Part-time/Temporary			12,150							
H.B. 1219 Impact							7,939*			
Occupational Study							1,934*			
Less: Vacancy Savings	(15,419)				(6,131)		(5,636)			
TOTAL Personal Services	451,869	14.0	447,953	13.2	448,480	14.0	501,870	14.0	503,728	14.0



SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT Administration  
AGENCY State-wide ADP

Item	Estimate FY 80		Actual FY 80		Appropriation FY81		Estimate FY 81		Request FY82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Operating Expenses										
Insurance	17		38				31		34	
Telephone	1,500		741				607		612	
Postage	6		44				36		39	
Dues and Memberships	2,230		1,500				2,000		2,170	
Printing and Reproduction Expense	5,000		3,236				3,192		3,549	
Office Supplies	1,200		1,792				1,469		1,594	
Data Processing Forms			98				80		87	
Educational Services	2,500		5,936				4,636		4,791	
Other Supplies										
Library books - Subscriptions	4,500		4,916				3,801		4,124	
Equipment Maintenance & Repair	2,000		2,157				1,000		1,000	
Freight, Moving Storage	50									
Official Functions	1,519									
TOTAL Operating Expense	20,522		20,458		16,852		16,852		18,000	
Travel										
In-state	2,345		1,635		1,305		2,406		2,500	
Out of State	480		1,336		2,205		2,500		2,850	
TOTAL	2,825		2,971		3,305		4,906		5,350	



SUMMARY - PERSONAL SERVICES RECONCILIATION

DEPARTMENT Administration  
 AGENCY State-wide ADP

POSITION CLASSIFICATION (1)	1979-80 ESTIMATE USED IN 1979-80 REQUEST (2)		1980-81 STAFF CHANGE AUTHORIZED BY APPR. REPORT (3)		1980-81 STAFF ADDED OR DELETED (4)		1980-81 RECLASSIFICATIONS (5)		1980-81 SALARY INCREASES (6)		1980-81 ESTIMATE USED IN 1981-82 REQUEST (7)	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
	Division Director	1.0	38,724					"	7,092**			1.0
State ADP Plan Coordinator	4.0	143,568							11,328		4.0	154,896
Principle Systems Analyst	4.0	126,747							1,509		4.0	128,256
Sr. Systems Analyst	2.0	56,256							4,440		2.0	60,696
Systems Analyst	1.0	24,300							1,920		1.0	26,220
Chief Admin. Clerk	1.0	16,561					<1.0>	<16,561>***				
Staff Assistant II							1.0	18,624***		936	1.0	19,560
Admin. Clerk Typist	1.0	12,276							1,235		1.0	13,511
Salaries	14.0	418,432					-	9,155		21,368	14.0	448,955
PERA Rate Increase								117		5,519		5,636
PERA		44,521						774		2,274		47,769
Health and Life Insurance		4,326							820			5,146
Salary Act		21,193*										32,427*
Merit Increase		2,660*										308*
HB 1215 Impact												17,939*
Occupational Study												1,934*
Less: Vacancy Savings		<15,419>								9,783		(5,636)
TOTAL	14.0	451,860					-	10,246		39,764	14.0	501,870

\* Non-add Items  
 \*\* HB 1219 Impact  
 \*\*\* Occupational Study

PROGRAM AND BUDGET NARRATIVE

I. PROGRAM IDENTIFICATION

Title: Capitol Buildings Section

Division: Capitol Buildings Section

Department: Department of Administration

Program Administrator: Jack McLaughlin, Physical Plant Manager

Description and Authorization

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

Description

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 included in this statute.

Need

There are approximately 6,000 employees officed in 12 separate buildings surrounded by 25 acres of landscaped grounds. This is a year-round operation, 24 hours a day.

Eight years ago, the gross building square footage managed by the Section was 1,154,005 square feet; currently, the figure is 1,368,677 square feet. Over 1,591,000 square feet are supplied with various types of utilities, including the Judicial-Heritage Center. However, we are not responsible for the maintenance of the Judicial-Heritage Center.

The function of the Section is to maintain a major set of buildings called the "Capitol Complex." These buildings provide housing for all agencies located within the Capitol Complex as well as 2002 So. Colorado Boulevard and the Governor's Mansion. The work connected with the management of the Capitol Buildings Group includes housekeeping, grounds-keeping, 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 two branches of State government, except for utilities, which is provided to all three branches.

The cost per square foot to provide all services to the Capitol Complex is:

	1979-80 <u>Actual</u>	1980-81 <u>Estimate</u>	1981-82 <u>Request</u>
Utilities	\$ .546	\$ .508	\$ .732
All Other Costs	\$1.540	\$ 1.688	<del>\$ 1.693</del> 1.705

The generally accepted norm for custodial maintenance is 10,000 square feet maintained per man per shift. Our performance is approximately 24,700 square feet per man per shift.

1) 1980-81 estimated utility costs are based upon the appropriation. It does not represent our estimate of actual costs.

PROGRAM AND BUDGET NARRATIVE

II. PROGRAM OBJECTIVES

In the 1980-81 budget request certain objectives were established. The following is a status report on those objectives:

Objectives for 1979-80:

- Objective: To repair or replace defective insulation on existing steam lines in the Capitol Complex (3 year project).
- Status: This was the first year of a three year program and was implemented as planned.
- Objective: To monitor all buildings for excessive electrical usage with Delta 100 energy monitor.
- Status: Program implemented.
- Objective: To monitor repair to, and replacement of gold leaf on, the Capitol Dome.
- Status: This program is currently underway. All phases of the project are on schedule.
- Objective: To perform corrective maintenance as required.
- Status: This program was implemented and continues to be operational.
- Objective: To develop landscape plan for the Capitol Grounds and adjacent buildings.
- Status: A plan has been developed and is currently being used.
- Objective: To continue Tree Care Program.
- Status: The Tree Care Program was completed as planned for this year.

Objectives for 1980-81:

- Objective: To continue implementation of a phased program for Preventive Maintenance.
- To continue Tree Care Program as planned.
- To develop performance standards for maintenance and custodial service.
- To continue to repair or replace defective insulation on existing steam lines in the Complex. (This will be the second year of a three year project).

Objectives for 1981-82:(Pending Availability of Funds)

- Continue Tree Care Program at present level.
- Complete the three year project to repair or replace defective insulation on existing steam lines in the Complex.
- Relamp State Social Services and State Office Buildings.

PROGRAM AND BUDGET NARRATIVE

III. BUDGET SUMMARY

	Actual 1980	Estimate 1981	Request 1982
Total	\$2,947,105	\$3,120,486	<del>\$3,484,212</del> 3,444,212
General Fund	2,947,105	2,974,897	<del>3,263,587</del> 3,278,181
Cash Fund		145,589	220,625
<u>Staffing Summary:</u>			
Physical Plant Manager V	1.0	1.0	1.0
Physical Plant Manager III	1.0	1.0	1.0
Chief Admin. Clerk*	1.0		
Staff Assistant II*		1.0	1.0
Sr. Admin. Clerk Typist	1.0	1.0	1.0
Plant Maintenance Foreman	1.0	1.0	1.0
Plant General Mech. Foreman	.5		
Plant General Mech. III	.8		
Painter Maintenceman	.8		
Painter	2.5	4.0	4.0
Carpenter	1.6	2.0	2.0
Electrician	.7	2.0	2.0
Electrical Maintenance	2.0	2.0	2.0
Plumber	2.4	3.0	3.0
Refrigeration Mechanic	6.0	6.0	6.0
Utility Worker II	2.3	3.0	3.0
Utility Worker I	3.0	8.0	9.0
Groundskeeper II	.4		
Groundskeeper I	.6		
Storekeeper	.4		
Elevator Operator	2.0	2.0	
Supv. Bldg. Sec. Guard	3.0	3.0	3.0
Building Security Guard	20.3	21.0	21.0
Housekeeping Supv. I	1.0	1.0	1.0
Custodial Supv. II	5.8	6.0	6.0
Custodial Supv. I	.4		
Lead Custodian	2.3	5.0	5.0
Custodian B	52.9	54.2	54.2
Refrigeration Mech. Foreman	.8	1.0	1.0

Staffing Summary (Cont'd)

	Actual 1980	Estimate 1981	Request 1982
Painter Foreman	.9	1.0	1.0
Utility Foreman	.7	2.0	2.0
Instrument Mechanic	.7	1.0	1.0
Admin. Officer III			1.0
TOTAL	119.8	132.2	132.2

IV. SUPPORT FOR BUDGET REQUEST

The buildings and equipment require constant attention and care to prevent deterioration. The budget request continues the effort, adjusted for inflation.

NOTE: The two elevator operator FTE's will be reclassified to a Utility Worker I and a Physical Plant Operations Scheduler in the request year. Both elevator operators are located in the State Capitol Building and are presently performing utility duties when not required to provide elevator service (approximately 50% of the time). This has resulted in improved cleanliness of the State Capitol. The Capitol Buildings Section has experienced a marked increase in work requests as well as the start-up and monitoring responsibility for 32 controlled maintenance and capital construction projects. This increased work load requires converting a position to provide administrative support for the managers and supervisory staff. The major areas of responsibility of this position are preventive maintenance monitoring, monitoring of project status reports and coordination and scheduling of incoming work requests. Relieving the supervisors of these responsibilities will allow them to devote more time to manage the multi-functions and responsibilities of the Section.

V. TIE TO DEPARTMENT ORGANIZATION CHART

Capitol Buildings is a Section of the Department of Administration

SCHEDULE 2  
BUDGET SUMMARY

DEPARTMENT Administration

AGENCY Capitol Buildings

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Personal Services - General Fund	1,723,539	128.5	1,724,832	119.8	1,706,370	132.2	1,930,331	132.2	1,902,400	132.2
Operating Expenses - General Fund	207,722		213,803		227,248		227,248		<del>246,791</del> 261,991	
Utilities - TOTAL	557,650		869,035		808,827		808,827		1,165,695	
- General Fund	557,650		869,035		663,238		663,238		945,070	
- Cash Fund	—		—		145,589		145,589		220,625	
Travel - General Fund	1,000		585		1,170		1,170		1,279	
Tree Care & Replacement-General Fund	11,235		9,446		11,014		11,014		11,961	
Custodial & Security Services Contract -										
General Fund	148,079		129,404		141,896		141,896		156,086	
Program TOTAL	2,649,225	128.5	2,947,105	119.8	2,896,525	132.2	3,120,486	132.2	<del>3,490,212</del> 3,484,212	132.2
General Fund	2,649,225	128.5	2,947,105	119.8	2,750,936	132.2	2,974,897	132.2	<del>3,078,587</del> 3,063,587	132.2
Cash Fund	—	—	—	—	145,589	—	145,589	—	220,625	—

SCHEDULE 2A  
BUDGET SUMMARY

DEPARTMENT Administration  
AGENCY Capitol Buildings

ESTIMATE YEAR - VARIANCE SCHEDULE

Item	Appropriation FY 81		• Estimate FY 81		Variance		Variance Explanation
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	
Personal Services	1,706,370	132.2	1,930,331	132.2	<223,961>	—	Salary Act 100,260 PERA Rate Increase 22,058 Health & Life Insurance 46,019 HB 1219 Impact 1,867 Occupational Study 1,048 Shift Differential 34,087 Merit Increase 18,622 TOTAL 223,961
Operating Expense	227,248		227,248		—		
Utilities	808,827		808,827		—		
Travel	1,170		1,170		—		
Tree Care and Replacement	11,014		11,014		—		
Custodial and Security Services Contract	141,896		141,896		—		
Program TOTAL	2,896,525	132.2	3,120,486	132.2	(223,961)		



SCHEDULE 2B

BUDGET SUMMARY

ACTUAL YEAR - VARIANCE SCHEDULE

DEPARTMENT Administration  
 AGENCY Capitol Buildings.

Item	Appropriation FY 80		Actual FY 80		Variance		Variance Explanation
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	
Personal Services	1,515,930	128.5	1,724,832	119.8	(208,902)	8.7	Central Pots \$195,211 Supplemental Appro. 30,191 Transfer to Purchasing <2,000> Transfer to A & C <8,000> Transfer to Exec. Dir. <3,000> Transfer to GGCC <3,500> <u>\$208,902</u>
Operating Expenses	207,722		213,803		<6,081>		Transfer from Archives 2,500 Transfer from State Buildings 2,350 Transfer from A & C 816 Transfer from Travel 415 <u>\$ 6,081</u>
Travel	1,000		585		415		Transfer to Operating \$ 415

Additional Explanation if Needed:

SCHEDULE 2B  
BUDGET SUMMARY

DEPARTMENT Administration  
AGENCY Capitol Buildings

ACTUAL YEAR - VARIANCE SCHEDULE

Item	Appropriation FY 80		Actual FY 80		Variance		Variance Explanation
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	
Tree Care and Replacement	11,235		9,446		1,789		Reversion \$ <u>1,789</u>
Custodial and Security Contract	148,079		129,404		18,675		Negative Supplemental 18,104 Reversion <u>571</u> TOTAL <u>18,675</u>
Utilities	492,415		869,035		(376,620)		Transfer from Judicial 65,235 Supplemental Appro. 180,778 Transfer to 98-10-00 for 1979 FY Overexpenditure <u>(86,688)</u> Transfer from Utility Pot 217,296 Reversion <u>(1)</u> TOTAL <u>\$376,620</u>
Program TOTAL	2,376,381	128.5	2,947,105	119.8	(570,724)	8.7	

Additional Explanation if Needed:

SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT Administration

AGENCY Capitol Buildings

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Personal Services										
Physical Plant Manager V	32,259	1.0	32,259	1.0	33,456	1.0	35,562	1.0	36,876	1.0
Physical Plant Manager III	30,348	1.0	30,348	1.0	30,348	1.0	31,860	1.0	31,860	1.0
Chief Admin. Clerk	17,736	1.0	17,176	1.0						
Staff Assistant II					16,896	1.0	19,560	1.0	19,560	1.0
Sr. Admin. Clerk Typist	15,324	1.0	15,324	1.0	15,328	1.0	16,096	1.0	16,096	1.0
Plant Maintenance Foreman			17,536	1.0	18,624	1.0	19,888	1.0	20,544	1.0
Plant General Mechanic Foreman	48,545	3.0	7,864	.5						
Plant General Mechanic III	54,614	3.0	14,243	.8						
Painter Maintenceman			9,330	.8						
Painter	73,016	4.0	46,161	2.5	65,040	4.0	68,304	4.0	68,304	4.0
Carpenter	34,072	2.0	26,948	1.6	33,828	2.0	35,800	2.0	36,360	2.0
Electrician	30,862	2.0	10,049	.7	29,988	2.0	34,794	2.0	35,652	2.0
Electrical Maintenceman	31,294	2.0	31,294	2.0	31,416	2.0	36,360	2.0	36,360	2.0
Plumber	33,743	2.0	40,428	2.4	46,884	3.0	55,310	3.0	56,196	3.0
Refrigeration Mechanic	95,814	6.0	95,814	6.0	101,064	6.0	107,038	6.0	107,808	6.0
Utility Worker II	24,264	2.0	28,133	2.3	36,264	3.0	38,235	3.0	38,712	3.0
Utility Worker I	27,059	3.0	27,059	3.0	72,156	8.0	76,514	8.0	88,911	9.0
Grounds Maintenance Supervisor	18,328	1.0								
Groundskeeper II	6,229	.5	4,884	.4						
Groundskeeper I	29,636	3.0	6,412	.6						
Storekeeper	10,798	1.0	3,995	.4						
Elevator Operator	21,216	2.0	21,216	2.0	21,216	2.0	22,272	2.0		

SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT Administration  
AGENCY Capitol Buildings

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Personal Services (Cont'd)										
Supv. Building Security Guards	37,425	3.0	37,425	3.0	35,112	3.0	37,347	3.0	38,136	3.0
Building Security Guards	229,493	21.0	222,186	20.3	228,252	21.0	243,182	21.0	245,628	21.0
Housekeeping Supervisor I	17,280	1.0	17,280	1.0	17,280	1.0	18,144	1.0	18,144	1.0
Custodial Supervisor II	72,231	5.0	84,256	5.8	86,052	6.0	91,056	6.0	91,056	6.0
Custodial Supervisor I	12,276	1.0	4,434	.4						
Lead Custodian	23,600	2.0	27,169	2.3	53,448	5.0	56,572	5.0	57,180	5.0
Custodian B	547,451	55.0	526,455	52.9	529,375	54.2	560,301	54.2	564,581	54.2
Refrigeration Mechanic Foreman			10,864	.8	18,624	1.0	20,298	1.0	20,544	1.0
Painter Foreman			11,035	.9	20,544	1.0	21,576	1.0	21,576	1.0
Utility Foreman			9,280	.7	30,684	2.0	33,182	2.0	33,828	2.0
Instrument Mechanic			9,387	.7	16,092	1.0	17,526	1.0	17,736	1.0
Administrative Officer III									15,324	1.0
Sub-total Salaries	1,574,912	128.5	1,446,244	119.8	1,587,971	132.2	1,696,777	132.2	1,716,972	132.2
PERA	167,571		155,989		168,960		180,537		209,471	
PERA Rate Increase					20,644*		22,058			
Part-time/Temporary			4,662							
Overtime			23,040		26,596		26,596		27,925	
Contractual Fees			20,403							
Health and Life Insurance	32,400		30,999		46,019*		46,019		46,019*	
Separation Pay Upon Retirement			11,747							

\*Non-add items

SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT Administration  
AGENCY Capitol Buildings

Personal Service (Cont'd) Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
HB 1219 Impact					1,867*		1,867*			
Occupational Study Impact					1,048*		1,048*			
Shift Differential	38,935		31,748		34,087*		34,087		34,000*	
Salary Act	118,180*				100,260*		100,260*			
Merit Increase	18,094*				18,622*		18,622*			
Less Vacancy Savings	(90,279)				(77,157)		(75,743)		(51,968)	
TOTAL Personal Service	1,723,539	128.5	1,724,832	119.8	1,706,370	132.2	1,930,331	132.2	1,902,400	132.2
Operating Expense										
Equipment Rental	585		457				500		500	
Insurance	9,200		7,907				8,500		9,200	
Telephone	50		1,289				1,289		1,400	
Postage	270		121				150		200	
Trash Hauling	9,100		14,710				15,739		17,000	
Dues and Memberships	150		35				50		50	
Printing and Reproduction	1,350		1,346				1,350		1,400	
Advertising and Publicity	350		736				850		900	
Uniforms Cleaning	7,600		8,263				10,000		10,500	
Custodial Supplies	22,067		29,275				31,500		36,441	
Office Supplies	550		535				550		600	
Education Supplies and Services	700		2,320				2,400		2,600	
Other Supplies - Microfilming	150		238				250		250	
Library Books - Subscriptions	500		251				200		200	

SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT Administration  
AGENCY Capitol Buildings

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Operating Expense (Cont'd)										
Equipment Maintenance and Repair	81,000		79,548				83,620		88,950	
Vehicle Maintenance	1,100		1,387				1,400		1,600	
Buildings and Grounds Maint. & Repair	49,000		57,895				60,000		<del>54,500</del> 79,500	
Buildings and Grounds Supplies	24,000		7,490				8,900		10,500	
TOTAL Operating Expenses	207,722		213,803		227,248		227,248		<del>246,791</del> 261,791	
Utilities	557,650		869,035		808,827		808,827		1,165,695	
Travel										
In-state	200		232				820		904	
Out-of-state	800		353				350		375	
TOTAL Travel	1,000		585		1,170		1,170		1,279	
Tree Care and Replacement	11,235		9,446		11,014		11,014		11,961	
Custodial and Security Services Contract	148,079		129,404		141,896		141,896		156,086	
Program TOTAL	2,649,225	128.5	2,947,105	119.8	2,896,525	132.2	3,120,486	132.2	<del>3,449,212</del> 3,484,212	132.2



SUMMARY - PERSONAL SERVICES RECONCILIATION

DEPARTMENT Administration  
 AGENCY Capitol Buildings

POSITION CLASSIFICATION (1)	1979-80 ESTIMATE USED IN 1979-80 REQUEST (2)		1980-81 STAFF CHANGE AUTHORIZED BY APPR. REPORT (3)		1980-81 STAFF ADDED OR DELETED (4)		1980-81 RECLASSIFICATIONS (5)		1980-81 SALARY INCREASES (6)		1980-81 ESTIMATE USED IN 1981-82 REQUEST (7)	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
	Chief Admin Clerk	1.0	17,736					(1.0)	(17,736)*			
Staff Assistant II							1.0	16,896 *		2,664	1.0	19,560
Plant Maintenance Foreman					1.0	18,624				1,264	1.0	19,888
Plant General Mechanic Foreman	3.0	48,544			<3.0>	<48,544>						
Plant General Mechanic III	3.0	54,614			<3.0>	<54,614>						
Plumber	2.0	33,743			1.0	13,101				8,455	3.0	55,310
Utility Worker II	2.0	24,264			1.0	12,000				1,971	3.0	38,235
Utility Worker I	3.0	27,059			5.0	45,097				4,358	8.0	76,514
Grounds Maintenance Supervisor	1.0	18,328			(1.0)	(18,328)						
Groundskeeper II	.5	6,229			(.5)	(6,229)						
Groundskeeper I	3.0	29,636			(3.0)	(29,636)						
Storekeeper	1.0	10,798			(1.0)	(10,798)						
Custodial Supervisor II	5.0	72,231	1.0	13,821						5,004	6.0	91,056
Custodial Supervisor I	1.0	12,276			(1.0)	(12,276)						
Lead Custodian	2.0	23,600	2.7	26,862	.3	2,985				3,125	5.0	56,592
Custodian	55.0	547,451			(.8)	(7,963)				20,813	54.2	560,301
Refrigeration Mechanic Foreman					1.0	18,624				1,674	1.0	20,298
Painter Foreman					1.0	20,544				1,032	1.0	21,576
Utility Foreman					2.0	30,184				2,498	2.0	33,182
Instrument Mechanic					1.0	16,092				1,434	1.0	17,526
All other positions	46.0	648,403								38,356	46.0	686,759
SUBTOTAL	128.5	1,574,912	3.7	40,683	-0-	(10,637)	-0-	(840)		92,659	132.2	1,696,777
PERA		167,571		4,329		(1,132)		(89)		9,858		180,537
PERA Rate Increase										22,058		22,058
Overtime										26,596		26,596
Health and Life Insurance		32,400		1,776						11,843		46,019

\*Occupational Study





SCHEDULE 8

UTILITIES

DEPARTMENT Administration

AGENCY Capitol Buildings Section

See Note 1

UTILITY	(Base Period)	Actual 1972-73	Actual FY 79	Actual FY 80	Estimate FY 81	Request FY 82
Steam (lb./\$)	35,959,000 /	21,230	45,569,700/ 184,468	31,424,200/ 183,733	37,783,394/ 151,154	31,424,200/ 259,139
Natural Gas (ft.3/\$)	6,337,500 /	3,882	7,999,400/ 14,683	7,558,400/ 17,661	8,075,007/ 24,225	7,558,400/ 24,909
Propane (gal./\$)	/	/	/	/	/	/
Oil (ga./\$)	/	/	/	/	/	/
Coal (tons/\$)	/	/	/	/	/	/
HEAT (BTU/\$)	/	/	/	/	/	/
ELECTRICITY (KWH/\$)	11,123,280 /	134,076	19,954,368/ 528,646	18,523,612/ 641,652	14,633,429/ 586,537	18,523,612/ 844,992
WATER (gal./\$)	28,085,000 /	12,431	29,457,000/ 22,611	24,553,000/ 25,989	31,273,841/ 46,911	24,553,000/ 36,655
TOTAL UTILITIES ( /\$)	/	171,619	/ 750,408	/ 869,035	/ 808,827	/1,165,695
FUEL IN STORAGE AT END OF SEASON						
Propane (gal.)						
Oil (gal.)						
Coal (tons)						
BUILDING AREA (gross sq. ft)						
Total Building Area	1,154,005		1,591,727	1,591,727	1,591,727	1,591,727
Heated Area	872,749		1,416,746	1,416,746	1,416,746	1,416,746
Air Conditioned Area	329,568		665,288	665,288	665,288	665,288
Mechanically Ventilated Area	112,599		145,097	145,097	145,097	145,097

Note 1: This column is based upon the appropriation and does not represent our estimate of actual consumption.

SCHEDULE 8 CONTINUED

UTILITIES

DEPARTMENT ADMINISTRATION

AGENCY CAPITOL BUILDINGS SECTION

BUILDING AREA USE (Gross Sq. Ft.)

24 Hour Non-Ambulatory Care

24 Hour Residential Living Space

Office Space

1,416,746

Classroom (8-10 hr./day use)

Classroom (14-16 hr./day use)

Laboratory and Research

174,981

Storage

Other

PROGRAM AND BUDGET NARRATIVE

I. Title: Capitol Parking

Division or Agency: Capitol Parking Section

Department: Administration

Program Administrator:

Operations Administrator: Jack McLaughlin,  
Director of Capitol Buildings Section

Business Administrator: Bill Archambault,  
Director of Administrative Services Section

Description and Authorization

The Capitol Parking Section is responsible for operating and maintaining employee parking lots in the Capitol Complex Area. There are five major parking lots with a capacity of 393 vehicles.

The Capitol Parking Section is authorized by 24-82-103, CRS 1973, as amended.

Relationship to Other Programs/Divisions/Departments:

This program provides off-street parking to State employees.

II. PROGRAM OBJECTIVES

Accomplishments:

The parking garage at 1530 Lincoln and an adjacent building were razed. The adjacent parking lot (Colfax and Lincoln) was enlarged into two lots with one of the two being in-out parking. Preferential parking rates are granted for parking spaces assigned to vehicles used by more than one person in going to and returning from work. At present, 40% of the

available parking spaces are assigned to vehicles used for carpooling.

III. BUDGET SUMMARY

	Actual 1979-80	Estimated 1980-81	Request 1981-82
Expenditures	\$ 92,616	\$ 97,000	\$ 97,400
FTE	5.3	5.0	5.0
Staffing Summary:			
Parking Lot Attendants	4.3	4.0	4.0
Clerical	1.0	1.0	1.0
Pertinent Workload			
Parking Spaces	385	393	393

IV. SUPPORT FOR BUDGET REQUEST

This is a continuation budget. Expenditures are dictated by the parking revenue earned.

V. TIE TO DEPARTMENT ORGANIZATION CHART

The maintenance of the lots and supervision of the lot attendants is the responsibility of the Capitol Buildings Section. The assignment of spaces and general business operations is the responsibility of the Administrative Services Section.







SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT Administration  
AGENCY Capitol Parking

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
All Purpose Appropriation										
Parking Attendant I	27,621	2.3	28,196	2.3			34,800	3.0	35,424	3.0
Parking Attendant II	12,900	1.0	12,900	1.0			13,536	1.0	13,536	1.0
Supv. Parking Attendant	14,186	1.0	14,081	1.0			—	—		
Sr. Admin. Clerk	11,424	1.0	11,011	1.0			13,024	1.0	13,236	1.0
PERA	7,036		7,110				6,529		7,588	
PERA Rate Increase							797			
Health and Life Insurance	2,160		1,541				1,934		1,934	
Salary Act	6,755*						3,335*			
Merit Increase	480*						474*		336*	
Contractual Fees			800							
Overtime			632							
Equipment Rental	330		451				750		750	
Insurance	216		—				15		15	
Postage	657		1							
Uniform Cleaning	653		299				320		320	
Equipment Maintenance & Repair	100		667				700		700	
Parking lot maintenance	20,666		13,999				23,620		22,922	
Office Supplies	100		111				125		125	
Printing and reproduction	300		464				500		500	
Utilities			5							
Telephone			270				250		250	







SUMMARY - PERSONAL SERVICES RECONCILIATION

DEPARTMENT Administration  
 AGENCY Capitol Parking Section

POSITION CLASSIFICATION (1)	1979-80 ESTIMATE USED IN 1979-80 REQUEST (2)		1980-81 STAFF CHANGE AUTHORIZED BY APPR. REPORT (3)		1980-81 STAFF ADDED OR DELETED (4)		1980-81 RECLASSIFICATIONS (5)		1980-81 SALARY INCREASES (6)		1980-81 ESTIMATE USED IN 1981-82 REQUEST (7)	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
	Parking Attendant I	2.3	27,621			.7	5,523				1,656	3.0
Parking Attendant II	1.0	12,900							636	1.0	13,536	
Supervising Parking Attendant	1.0	14,186	(1.0)	(14,186)								
Sr. Admin. Clerk	1.0	11,424							1,600	1.0	13,024	
PERA		7,036		(1,509)		588			414		6,529	
Health & Life Insurance		2,160		(360)					134		1,934	
Salary Act		6,755*									3,335*	
Merit Increases		480*									474*	
PERA Rate Increase						71			726		797	
TOTAL	5.3	75,327	(1.0)	(16,055)	.7	6,182			5,166	5.0	70,620	

\*Non-add items

PROGRAM AND BUDGET NARRATIVE

I. PROGRAM IDENTIFICATION

Title: Central Services

Division: Division of Central Services

Department: Department of Administration

Director of Central Services: Jack E. Keene

Description and Authorization:

The statutory authority for Central Services is derived from 24-30-1101-1110 CRS 1973 as amended. 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 in the four counties of Denver, Arapahoe, Jefferson, and Adams, at a cost that is competitive with private enterprise and less than each agency can provide for itself.

II. PROGRAM OBJECTIVES

Objectives for 1979-80:

Objective: Conduct a Computer Output Microfilm study and Word Processing study.

Status: Complete.

Objective: Continue refining Central Services computerized billing system to include timely processing of all requisitions plus production of additional management reports.

Status: Made several improvements during 1979-80 and will continue into 1980-81.

Objective: Install microfilm operator at the Reformatory in Buena Vista to include purchasing equipment, operation layout, training, etc., to be complete by June 30, 1980.

Status: Complete.

Objective: Generate a small profit by the end of each fiscal year.

Status: The profit for Central Services was \$94,800.00 or 2.1% of sales.

Objectives for 1980-81

- Complete Central Services rules and regulations per 24-30-1101-1110 CRS 1973 as amended.
- Install division wide quality control program for all services.

PROGRAM AND BUDGET NARRATIVE

- Continue to refine the stores and mail-messenger operations.
- Establish annual bid for all copier volumes.
- Install a bookstore for state publications.

Objectives for 1981-82:

Establish a computer output microfilm operation in the Division of Central Services.

Establish a four county forms control program.

Formalize division training programs for new employees and cross training for present employees.

Establish division productivity standards where they do not currently exist.

Convert Central Stores inventory system to an online pre-post system.

III. BUDGET SUMMARY

	Actual 1979-80	Authorized 1980-81	Request 1980-81
Total Budget	4,383,229	4,584,261	5,861,121
FTE	79.6	102.0	116.2

Staffing Summary:

	Actual 1979-80	Authorized 1980-81	Request 1980-81
Director	-	1.0	1.0
Program Adm. II	1.0	-	-
Printing Plant Mgr.	1.0	1.0	1.0
Printing Plant Supv.	1.0	1.0	1.0
Clerical Supv. II	1.2	1.0	2.0

Staffing Summary:

	Actual 1979-80	Authorized 1980-81	Request 1980-81
Clerical Supv. I	0.6	2.0	1.0
Prin. Reprod. Equip. Oper.	1.3	2.0	2.0
Sr. Reprod. Equip. Oper.	2.5	3.0	3.0
Reprod. Equip. Oper.	9.0	14.0	14.0
Sr. Bindery Equip. Oper.	0.1	1.0	1.0
Bindery Equip. Oper.	3.3	5.0	5.0
Sr. Dup. Mach. Oper.	1.2	2.0	3.77
Dup. Mach. Oper.	5.1	5.0	6.77
Vehicle Driver	7.0	7.0	7.13
Automotive Mechanic	1.0	1.0	1.0
Storekeeper	4.7	6.0	6.0
Supply Officer	1.3	1.0	1.0
Admin. Clerk	2.7	5.0	6.0
Typist B	0.3	1.0	1.0
Clerical Asst.	20.6	23.0	26.9
Admin. Officer I	1.2	2.0	3.29
Admin. Officer II	1.3	2.0	2.0
Sr. Admin. Clerk	7.1	8.0	8.0
Prin. Bindery Equip. Oper.	1.0	1.0	1.0
Graphic Design Tech.	1.2	2.0	3.0
Sr. Admin. Clerk Typist	0.8	1.0	1.0
Prin. Dup. Equip. Oper.	0.5	1.0	1.67
Public Service Prof. Int.	0.4	1.0	1.0
Public Service Career Tr.	0.3	1.0	1.0
Clerical Supv. III	1.0	1.0	1.0
Admin. Clerk Typist	-	-	1.0
Clerical Asst. II	-	-	1.0
Computer Programmer	-	-	0.67
<b>Total</b>	<b>79.7</b>	<b>102.0</b>	<b>116.2</b>

PROGRAM AND BUDGET NARRATIVE

Pertinent Workload

	Actual <u>1979-80</u>	Estimate <u>1980-81</u>	Estimate <u>1981-82</u>
Impressions	79,600,000	81,000,000	83,000,000
Stores Requisitions	12,853	13,000	13,500
Copier Impressions	1,400,000	1,500,000	1,550,000
Pieces of Mail Processed	5,990,000	8,500,000	9,000,000
Motor Pool Miles	652,489	675,000	700,000

Performance Measures

The main performance measures are the profit and loss status of each service and the entire division and customer satisfaction.

IV. SUPPORT FOR BUDGET REQUEST

The request for 1981-82 provides for continuation of all existing services adjusted for inflation and the starting of a new service computer output microfilm (COM). Computer output microfilm (COM) is a term referring to the process of placing information generated by a computer directly onto film in the form of a micro image rather than on paper using impact printers. The disadvantage of impact printed paper output is that it is bulky and it ties up the computer while the material is being printed. Computer output microfilm is currently used by many state agencies via a commercial service bureau. Based on studies by Management Services and by ourselves, the state could save approximately \$65,000 if the state would perform its COM requirements in-house versus a service bureau. The return on investment is 480%. See economic analysis in Section III of the Department of Administration budget presentation. The full cost to operate a COM center would be \$331,000 per year with an annual savings of \$65,000 per year. However, during the first year only approximately \$180,000 would be required since the COM

operation could not immediately start on July 1 due to the need to bid the equipment, install equipment, train operators, and phase in state agencies. The savings for the first year would be approximately \$24,000. However, the savings for subsequent years would be the \$65,000 shown in the economic analysis section.

V. TIE TO DEPARTMENT ORGANIZATION CHART

The Division of Central Services is a division of the Department of Administration.

SCHEDULE 2  
BUDGET SUMMARY

DEPARTMENT ADMINISTRATION  
AGENCY CENTRAL SERVICES

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Personal Services	1,134,452	93.0	1,246,854	79.7	1,182,861	102.0	1,326,623	102.0	1,619,143	110.9
Operating Expenses	3,326,288		3,060,024		3,153,220		3,153,220		3,955,300	
Travel	1,000		3,042		807		807		882	
Depreciation for Capital Equipment	68,000		73,309		103,611		103,611		112,521	
Special Purpose - COM Program									173,275	5.3
Total	4,529,740	93.0	4,383,229	79.7	4,440,499	102.0	4,584,261	102.0	5,861,121	116.2
Cash Funds	4,529,740		4,383,229		4,440,499		4,584,261		5,861,121	





SCHEDULE 2B

BUDGET SUMMARY

ACTUAL YEAR - VARIANCE SCHEDULE

DEPARTMENT ADMINISTRATION  
 AGENCY CENTRAL SERVICES

Item	Appropriation FY 80		Actual FY 80		Variance		Variance Explanation
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	
Personal Services	1,026,375	93.0	1,246,854	79.7	(220,479)	13.3	POT Allocation 110,980 Increase Approp. 109,500 220,480 Reversion (1) 220,479
Operating Expenses	3,326,288		3,060,024		266,264		Transfer to Travel 3,000 Transfer to Deprec. 5,500 Reversion 257,764 266,264
Travel	1,000		3,042		(2,042)		Transfer from Operating 3,000 Reversion (958) 2,042
Depreciation Expense	-0-		73,309		(73,309)		Transfer frm.220100 68,000 Transfer frm.Operating 5,500 Reversion (191) 73,309

Additional Explanation if Needed:

SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT ADMINISTRATION  
AGENCY CENTRAL SERVICES

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Personal Services										
Director					33,456	1.0	35,940	1.0	37,692	1.0
Program Administrator 'II	33,323	1.0	33,323	1.0	-0-		-0-		-0-	
Printing Plant Manager	23,340	1.0	23,340	1.0	24,300	1.0	26,220	1.0	26,220	1.0
Printing Plant Supervisor	22,044	1.0	22,044	1.0	22,044	1.0	23,784	1.0	23,784	1.0
Clerical Supervisor II	28,546	2.0	15,084	1.2	13,236	1.0	13,896	1.0	27,192	2.0
Clerical Supervisor I	13,077	1.0	7,570	.6	25,200	2.0	25,528	2.0	13,236	1.0
Principle Reproduction Equipment Opr.	12,900	1.0	19,942	1.3	32,136	2.0	35,122	2.0	35,472	2.0
Senior Reproduction Equipment Opr.	43,083	3.0	34,454	2.5	42,048	3.0	46,090	3.0	46,776	3.0
Reproduction Equipment Operator	154,777	14.0	99,489	9.0	141,036	14.0	153,946	14.0	156,300	14.0
Senior Bindery Equipment Operator	14,220	1.0	1,185	.1	10,608	1.0	11,424	1.0	11,424	1.0
Bindery Equipment Operator	56,259	6.0	32,626	3.3	47,952	5.0	52,381	5.0	53,316	5.0
Graphic Art Technician	9,876	1.0	-0-		-0-		-0-		-0-	
Senior Dup. Machine Operator	19,860	2.0	11,756	1.2	19,332	2.0	21,408	2.0	21,408	2.0
Duplicating Machine Operator	81,380	10.0	41,331	5.1	38,508	5.0	42,040	5.0	42,720	5.0
Vehicle Driver	78,839	7.0	75,806	7.0	77,472	7.0	81,074	7.0	82,716	7.0
Automotive Serviceman/Mechanic	10,583	1.0	13,598	1.0	14,592	1.0	15,644	1.0	16,092	1.0
Storekeeper	77,254	6.0	58,633	4.7	75,300	6.0	81,072	6.0	82,440	6.0
Supply Officer	40,678	2.0	25,270	1.3	20,544	1.0	21,576	1.0	21,576	1.0
Administrative Clerk	93,101	8.0	27,054	2.7	48,984	5.0	53,096	5.0	63,864	6.0
Typist B	16,248	2.0	1,999	.3	8,124	1.0	8,532	1.0	8,532	1.0
Clerical Assistant	175,072	21.0	173,650	20.6	190,128	23.0	197,693	23.0	231,282	26.9
Administrative Officer III	21,404	1.0	-0-		-0-		-0-		-0-	

SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT ADMINISTRATION  
AGENCY CENTRAL SERVICES

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Personal Services (Con't)										
Administrative Officer I	12,759	1.0	14,854	1.2	27,924	2.0	29,584	2.0	46,116	3.0
Administrative Officer II			27,036	1.3	38,472	2.0	41,280	2.0	41,280	2.0
Senior Administrative Clerk			81,593	7.1	99,612	8.0	106,287	8.0	107,520	8.0
Principle Bindery Equipment Opr.			14,366	1.0	15,672	1.0	17,666	1.0	17,736	1.0
Graphic Design Technician			12,966	1.2	25,320	2.0	27,314	2.0	38,292	3.0
Senior Admin. Clerk Typist			8,118	.8	11,424	1.0	12,600	1.0	12,600	1.0
Prin. Duplicating Equipment Opr.			6,138	.5	12,276	1.0	13,896	1.0	13,896	1.0
Public Service Professional Intern			4,200	.4	12,600	1.0	13,786	1.0	13,896	1.0
Public Service Career Trainee			1,794	.3	7,176	1.0	7,640	1.0	7,920	1.0
Clerical Supervisor III			14,012	1.0	14,592	1.0	16,226	1.0	16,896	1.0
Administrative Clerk Typist									10,368	1.0
Clerical Assistant II									8,532	1.0
Salary Sub-total	1,038,623	93.0	903,231	79.7	1,150,068	102.0	1,232,745	102.0	1,337,094	110.9

SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT ADMINISTRATION  
AGENCY CENTRAL SERVICES

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
PERA	110,510		103,855		122,365		131,164		163,126	
PERA Rate Increase	-0-		-0-		14,953*		16,026		-0-	
Unemployment Insurance Benefits	3,500		1,184		1,200		1,200		1,200	
Workman's Compensation Premium	5,002		6,151		5,000		5,000		5,000	
Separation Pay	17,500		17,705		-0-		-0-			
Overtime & PERA	27,548		56,343 *1		59,160		59,160 *1		82,738	
Shift Differential & PERA			4,100 *1		4,701		4,701			
Temporary/Contractual	2,679		133,384		133,558		133,558		135,000	
Central POTS										
Salary Act & PERA	78,686*				67,657*		67,657*			
Merit & PERA	15,677*				23,119*		23,119*		22,376*	
Health & Life Insurance	13,714		20,901		31,559*		31,559		31,559*	
HB1219					913*		913*			
Occupational Study					860*		860*			
Forced Vacancy Savings	(84,624)				(293,191)		(288,490)		(105,015)	
Total Personal Services	1,134,452	93.0	1,246,854	79.7	1,182,861	102.0	1,326,623	102.0	1,619,143	110.9

SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT ADMINISTRATION  
AGENCY CENTRAL SERVICES

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Operating Expenses										
Rent for Equipment	534,142		438,588				443,730		495,000	
Rent for Space	32,458		32,795				22,800		52,800	
Insurance	3,000		1,003				3,000		4,000	
Telephone	4,100		6,123				6,300		6,500	
Postage Expense	9,400		17,592				18,000		20,000	
Postage for Resale	957,500		970,250				995,000		1,400,000	
Freight Expense	17,758		9,018				9,000		12,000	
Dues & Memberships	130		143				140		200	
Printing Expense	30,000		38,865				40,000		44,000	
Printing for Resale	370,000		342,173				365,000		400,000	
Advertising	500		976				750		1,000	
Custodial Services	1,000		1,381				2,400		4,500	
Office Supplies	130,000		115,373				120,000		132,000	
Office Supplies for Resale	1,025,000		853,389				895,000		1,073,200	
Data Processing Supplies	1,100		5,803				5,800		6,200	
Educational Supplies	1,000		2,010				2,000		2,500	
Microfilm Expense	500		625				600		650	
Microfilm for Resale	14,000		11,412				14,000		85,000	
Other Supplies	500		940				800		900	
Books, Periodicals	600		428				400		750	
Equipment Maintenance & Repairs	60,000		81,491				70,000		75,000	
Motor Vehicle Maintenance & Repairs	75,000		77,918				75,000		80,000	

SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT ADMINISTRATION

AGENCY CENTRAL SERVICES

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Operating Expenses (Con't)										
Building Maintenance & Repairs	9,500		24,713				3,500		5,000	
Interest	40,000		23,060				24,000		44,000	
Miscellaneous	3,100		44				-0-		100	
Utilities	6,000		3,911				6,000		10,000	
Total Operating Expenses	3,326,288		3,060,024		3,153,220		3,153,220		3,955,300	
Cash Funds	3,326,288		3,060,024		3,153,220		3,153,220		3,955,300	
Travel										
In-State			409				500		535	
Out-of-State			2,633				307		347	
Total Travel	1,000		3,042		807		807		882	
Cash Funds	1,000		3,042		807		807		882	

SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT ADMINISTRATION  
AGENCY CENTRAL SERVICES

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Depreciation of Capital Assets	68,000		73,309		103,611		103,611		112,521	
Total Depreciation Expense	68,000		73,309		103,611		103,611		112,521	
Cash Funds	68,000		73,309		103,611		103,611		112,521	
New Program - COM										
Personal Services										
Computer Programmer									9,777	.67
Prin. Dup. Equipment Operator									7,292	.67
Sr. Dup. Equipment Operator									16,664	1.77
Duplicating Equipment Operator									14,401	1.77
Administrative Officer I-B									4,666	.29
Vehicle Driver									1,361	.13
Salary Sub-total									54,161	5.3
PERA									6,608	
Health/Life Insurance									2,542 *	
Total Personal Services									60,769	5.3
Cash Funds									60,769	

SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT ADMINISTRATION

AGENCY CENTRAL SERVICES

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Operating Expenses										
Interest									13,349	
Equipment Maintenance									13,950	
Supplies for Resale									65,360	
Depreciation Expense									17,500	
Vehicle Costs									1,000	
Printing Expenses									375	
Postage Expenses									600	
Office Supplies									300	
Telephone									72	
Overhead Allocation Costs *									5,200 *	
Total Operating Costs									112,506	
Total New Program COM									173,275	5.3
Cash Funds									173,275	
Total	4,529,740	93.0	4,383,229	79.7	4,440,499	102.0	4,584,261	102.0	5,861,121	116.2
Cash Funds	4,529,740		4,383,229		4,440,499		4,584,261		5,861,121	

\* Non add item





SUMMARY - PERSONAL SERVICES RECONCILIATION

DEPARTMENT ADMINISTRATION  
 AGENCY CENTRAL SERVICES

POSITION CLASSIFICATION (1)	1979-80 ESTIMATE USED IN 1979-80 REQUEST (2)		1980-81 STAFF CHANGE AUTHORIZED BY APPR. REPORT (3)		1980-81 STAFF ADDED OR DELETED (4)		1980-81 RECLASSIFICATIONS (5)		1980-81 SALARY INCREASES (6)		1980-81 ESTIMATE USED IN 1981-82 REQUEST (7)	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
	Program Administrator II Director	1.0	33,323					(1.0)	(33,323)			
Clerical Supervisor I	1.0	13,077	1.0	12,123						2,484	1.0	35,940
Clerical Supervisor II	2.0	28,546					(1.0)	(15,310)		328	2.0	25,528
Prin. Reprod. Equip. Operator	1.0	12,900			1.0	19,236				660	1.0	13,896
Prin. Bindery Equip. Operator					1.0	15,672				2,986	2.0	35,122
Bindery Equipment Operator	6.0	56,259					(1.0)	(8,307)		1,994	1.0	17,666
Graphic Art Technician	1.0	9,876			(1.0)	(9,876)				4,429	5.0	52,381
Graphic Design Technician					2.0	25,320					2.0	27,314
Prin. Dup. Equip. Operator					1.0	12,276				1,994	1.0	13,896
Dup. Machine Operator	10.0	81,380			(5.0)	(42,872)				1,620	5.0	42,040
Supply Officer	2.0	40,678			(1.0)	(20,134)				3,532	1.0	21,576
Administrative Clerk	8.0	93,101			(3.0)	(44,117)				1,032	5.0	53,096
Typist B	2.0	16,248			(1.0)	(8,124)				4,112	1.0	8,532
Clerical Assistant	21.0	175,072			2.0	15,535				408	23.0	197,693
Administrative Officer III	1.0	21,404					(1.0)	(21,404)		7,086		
Administrative Officer II					1.0	19,236					2.0	41,280
Administrative Officer I	1.0	12,759			1.0	15,165				2,808	2.0	29,584
Senior Administrative Clerk			8.0	99,612						1,660	8.0	106,287
Sr. Admin. Clerk Typist							1.0	11,424		6,675	1.0	12,600
Public Service Prof. Intern					1.0	12,600				1,176	1.0	13,786
Public Service Career Intern					1.0	7,176				1,186	1.0	7,640
Clerical Supervisor III							1.0	14,592		464	1.0	16,226
										1,634		
All Other Positions	36.0	444,000									36.0	460,662
	93.0	1,038,623	9.0	111,735	0.	17,093	0.	364		16,662	102.0	1,232,745
										64,930		

## PROGRAM AND BUDGET NARRATIVE

### I. PROGRAM IDENTIFICATION

TITLE: Administrative Program

DIVISION: Division of Communications

DEPARTMENT: Department of Administration

PROGRAM ADMINISTRATOR: Robert Tolman, Acting Director

#### Description and Authorization

The statutory authority for this program is contained in 24-30-901 through 24-30-905 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 and authority.

##### 1. Radio Communications

The state communications system provides voice and data communications facilities for 250 agencies of state, county, and city government.

##### 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

Page 115 Through 123

### II. PROGRAM OBJECTIVES

#### Objectives for 1979-80

In the 1979-80 Budget Request certain objectives were established for that fiscal year. The following is a status report on those objectives.

##### 1. Administrative Program Objectives 1979-80

OBJECTIVE: To implement the recommendations of the Colorado National Weather Radio Network study if approved by the state and federal agencies involved.

STATUS: The program received federal funding. Equipment orders were placed in June 1980. The project will be completed in 1980-81.

OBJECTIVE: To assist state planning region 4 in the implementation of the emergency medical service communications plan.

STATUS: Accomplished

OBJECTIVE: To implement the emergency medical service communications plan for state planning regions 6, 7 and 8.

STATUS: Equipment is being installed and the system will be operational by January 1, 1981.

OBJECTIVE: To produce an emergency medical service communications plan for state planning region 12.

STATUS: This effort is in two phases; the plan for Phase I is completed. The work will be done by spring. Phase II will be completed by September 30, 1981.

**PROGRAM AND BUDGET NARRATIVE**

1. Administrative Program Objectives 1979-80 (con't)

OBJECTIVE: To implement the emergency medical service communications plan for state planning region 13.

STATUS: Accomplished

OBJECTIVE: To produce a short range communications plan for the Division of Disaster Emergency Services. The plan will deal primarily with the installations at Rocky Flats and Ft. St. Vrain.

STATUS: Accomplished

OBJECTIVE: To provide administrative, engineering, supply and clerical support that is necessary to meet the objectives that are itemized in the Administrative, Public Safety and Telephone Programs of the Division of Communications.

STATUS: Accomplished

2. Administrative Program Objectives 1980-81

To complete Phase 4 of the microwave equipment replacement program.

To complete Phase 1 of the Colorado National Weather Radio Network project started in 1979-80.

To complete the Mobile Forward Command Post project for the Division of Disaster Emergency Services.

To complete Phase 3 of the Ft. St. Vrain Communications Plan for the Division of Disaster Emergency Services.

To provide the administrative, engineering, supply and clerical support that is necessary to meet the objectives that are itemized in the Administrative, Public Safety and Telephone programs of the Division of Communications.

3. Administrative Program Objectives 1981-82

To complete Phase 5 of the microwave equipment replacement program.

To continue to work with the Law Enforcement Assistance Administration, the Emergency Medical Service, State Agencies and political subdivisions to establish regional communications systems to serve all public safety agencies.

To continue the investigation of state telephone facilities in an effort to identify additional cost saving methods and operational improvements.

III. BUDGET SUMMARY

	<u>Actual</u> 1979-80	<u>Authorized</u> 1980-81	<u>Request</u> 1980-81
Total Budget	353,917	391,943	399,588
FTE	11.3	12.0	12.0

Staffing Summary:

	<u>Actual</u> 1979-80	<u>Authorized</u> 1980-81	<u>Request</u> 1980-81
State Communications Dir.	1.0	1.0	1.0
Sr. Electronic Eng.	3.0	3.0	3.0
Supply Officer	1.0	1.0	1.0
Storekeeper	1.0	1.0	1.0
Prin. Elect. Specialist	1.0	1.0	1.0
Admin. Officer III	1.0	1.0	1.0
Secretary	0.3	1.0	1.0
Sr. Admin. Clerk	1.0	1.0	1.0
Admin. Clerk Typist	1.0	1.0	1.0
Sr. Secretary	1.0	1.0	1.0
Total	<u>11.3</u>	<u>12.0</u>	<u>12.0</u>

## PROGRAM AND BUDGET NARRATIVE

### Pertinent Workload

This program is responsible for the general supervision of all programs within the Division of Communications. It also provides Communications System Engineering, construction, supply and warehouse functions, general clerical services and coordination of communications activities among the 250 agencies that are served by the State Communications System.

### IV. SUPPORT FOR BUDGET REQUEST

The Administrative Program requests funding to maintain the existing level of service adjusted for inflation.

### V. TIE TO DEPARTMENT ORGANIZATION CHART

The Administrative Program is a part of the Division of Communications, Department of Administration.

PROGRAM AND BUDGET NARRATIVE

I. PROGRAM IDENTIFICATION

TITLE: Public Safety Program  
DIVISION: Division of Communications  
DEPARTMENT: Department of Administration  
PROGRAM ADMINISTRATOR: Thomas E. Garred

Description And Authorization

The Statutory Authority for this program is contained in 24-30-901 through 24-30-905 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 Document References

Page124Through132

II. PROGRAM OBJECTIVES

OBJECTIVES FOR 1979-80

In the 1979-80 Budget request certain objectives were established for that fiscal year. The following is a status report on those objectives.

1. Public Safety Program Objectives 1979-80

OBJECTIVE: To complete Phase 3 of the Microwave Equipment Replacement Program.  
STATUS: Accomplished

OBJECTIVE: To improve the Communications System Control Point at Hot Sulphur Springs.

STATUS: Accomplished

OBJECTIVE: To implement the Communications Plan for State Planning Region 1.

STATUS: Accomplished

OBJECTIVE: To implement the Communications Plan for State Planning Region 5.

STATUS: Accomplished

OBJECTIVE: To improve the Police System Facilities used by the Colorado Bureau of Investigation and the Organized Crime Strike Force.

STATUS: Accomplished

OBJECTIVE: To improve the Antenna System for all state facilities located on Squaw Mt. West of Denver.

STATUS: Accomplished

OBJECTIVE: To improve the Natural Resources System on Squaw Mt. and establish a Control Station at the State Forest Service Office in Golden.

STATUS: Accomplished

OBJECTIVE: To establish an Area Communications Center in Sterling.

STATUS: Pending - Delayed until 80-81 required agreements among the agencies involved were not finalized.

**PROGRAM AND BUDGET NARRATIVE**

1. Public Safety Program Objectives 1979-80 continued

OBJECTIVE: To complete Phase 3 of the Security System improvement at Colorado State University in Ft. Collins.

STATUS: Accomplished

OBJECTIVE: To establish a Statewide Management Data System for the Department of Highways.

STATUS: Not Accomplished, the project was cancelled by the Department of Highways.

2. Public Safety Program Objectives 1980-81

To complete Phase 4 of the Microwave Equipment Replacement Program.

To complete Phase 1 of the Colorado National Weather Radio Network Project started in 1979-80.

To complete the Mobile Forward Command Post Project for the Division of Disaster Emergency Services.

To establish an Area Communications Center in Sterling.

To improve the Area Communications Center in Greeley.

To establish a Communications System for the Physical Plant Office at the University of Northern Colorado.

To modify the existing Internal Security System at the State Penitentiary according to specification to be provided by the Department of Corrections.

To establish a Communications System for the Physical Plant Office at the State Penitentiary at Canon City.

3. Public Safety Program Objectives 1981-82

To complete Phase 5 of the Microwave Equipment Replacement program.

To continue to work with the Law Enforcement Assistance Administration, the Emergency Medical Service, State Agencies and Political Subdivisions to establish Regional Communications Systems to serve all Public Safety Agencies.

III. BUDGET SUMMARY

	<u>Actual 1979-80</u>	<u>Authorized 1980-81</u>	<u>Request 1980-81</u>
Total Budget	1,044,656	1,239,185	1,230,188
FTE	34.9	40.0	40.0

Staffing Summary:

	<u>Actual 1979-80</u>	<u>Authorized 1980-81</u>	<u>Request 1980-81</u>
Sr. Electronic Engineer	1.0	1.0	1.0
Electronic Engineer	6.0	6.0	6.0
Prin. Electronic Spec.	9.7	10.0	10.0
Sr. Electronic Spec.	14.0	16.0	16.0
Electronic Spec. C	2.7	5.0	5.0
Plant Maint. Supv.	0.8	1.0	1.0
Plant Maint. Foreman	0.7	1.0	1.0
	-----	-----	-----
Total	34.9	40.0	40.0

## PROGRAM AND BUDGET NARRATIVE

### 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 a part of the State Communications System.

This program has a close working relationship with approximately 250 Governmental Agencies that participate in the State Communications System by providing Engineering, Maintenance, installation and operational assistance in all areas of Public Safety Communications.

### IV. SUPPORT FOR BUDGET REQUEST

The Public Safety Program requests funding to maintain the existing level of service adjusted for inflation.

### V. TIE TO DEPARTMENT ORGANIZATION CHART

The Public Safety Program is part of the Division of Communications, Department of Administration.



## PROGRAM AND BUDGET NARRATIVE

### I. PROGRAM IDENTIFICATION

TITLE: Telephone Program  
DIVISION: Division of Communications  
DEPARTMENT: Department of Administration  
PROGRAM ADMINISTRATOR: Harry Noon

#### 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/Division/Departments

The Telephone Program provides telephone engineering, installation and operational services to all Departments of the Executive Branch of State Government.

#### Budget Document References

Page 133 Through 140

### II. PROGRAM OBJECTIVES

Objectives for 1979-80

In the 1979-80 budget request certain objectives were established for that fiscal year. The following is a Status Report on those objectives.

#### 1. Telephone Program Objectives 1979-80

OBJECTIVE: To complete the improvement of the Capitol Complex Telephone System.

STATUS: The telephone system study, bid specifications and

Bid Awards were completed in 1979-80. Installation of the Capitol Complex Switcher was completed in August 1980.

OBJECTIVE: To combine the Colorado Bureau of Investigation and the General Government Computer Center telephone facilities into one improved system.

STATUS: Accomplished

OBJECTIVE: To expand the Department of Health Telephone System by 158 Stations.

STATUS: Accomplished

OBJECTIVE: To produce a telephone system study for the University of Northern Colorado.

STATUS: Accomplished

OBJECTIVE: To produce a telephone system study for the Department of Corrections and provide a telephone system for the new Maximum security unit at Canon City.

STATUS: The study has been completed. Installation of the telephone system will be completed by 26 December 1980.

OBJECTIVE: To produce a telephone study for the Department of Highways, Denver.

STATUS: Accomplished

OBJECTIVE: To produce a telephone study and acquire the necessary telephone equipment for the Ft. Morgan Community College

**PROGRAM AND BUDGET NARRATIVE**

1. Telephone Program Objectives 1979-80 continued

STATUS: Accomplished

OBJECTIVE: To review an estimated 1200 Telephone Work Orders originated by state agencies and recommend cost saving methods.

STATUS: Accomplished  
1979-80 Savings in the amount of \$82,369.00 have been documented.

2. Telephone Program Objectives 1980-81

To replace the cable and all telephone instruments in the Capitol Complex Telephone System.

To produce Telephone Bid Specifications for the University of Northern Colorado.

To acquire a telephone system for the State Penitentiary at Canon City Based on the telephone study completed in 1979-80.

To modify the telephone system at the Department of Highways, Denver, according to the recommendations of the telephone system study completed in 1979-80.

3. Telephone Program Objectives 1981-82

To Develop a long distance calling service for the Denver area using a least cost routing system.

To produce a telephone system study for the Auraria Higher Education Complex.

To acquire and install a telephone system for the University of Northern Colorado based on the Telephone Bid Specifications developed in 1980-81.

To review an estimated 1200 Telephone Work Orders originated by state agencies and recommend cost saving methods.

III. BUDGET SUMMARY

	Actual 1979-80	Authorized 1980-81	Request 1980-81
Total Budget	881,628	1,233,225	1,171,152
FTE	7.0	7.0	8.0

Staffing Summary:

	Actual 1979-80	Authorized 1980-81	Request 1980-81
Tele. & Wire Serv. Mgr.	1.0	1.0	1.0
Tele. & Wire Serv. Spec.	2.0	2.0	3.0
Prin. PBX Operator	1.0	1.0	1.0
Sr. PBX Operator	3.0	3.0	3.0
Total	7.0	7.0	8.0

Pertinent Workload

This program is responsible for the management of telephone systems and related telephonic services for state agencies.

This program has a close working relationship with all agencies of the executive branch of state government by providing system design, engineering, installation and operational services and consultation.

IV. SUPPORT FOR BUDGET REQUEST

The telephone program requests funding to maintain the existing level of service adjusted for inflation.

V. TIE TO DEPARTMENT ORGANIZATION CHART

The telephone program is a part of the Division of Communications, Department of Administration.

**PROGRAM AND BUDGET NARRATIVE**

I. PROGRAM IDENTIFICATION

TITLE: Special Purpose Programs  
 DIVISION: Division of Communications  
 DEPARTMENT: Department of Administration

Description:

The following programs were listed separately in the 1980-81 Appropriations Bill and are Special Purpose Programs.

Local Systems Development

This program is designed to allow the Division of Communications to enter into Cooperative Communications Engineering Projects funded through Local Governments for the benefit of coordinated Public Safety Communications in the State.

Long Distance Telephone

This program allows the Division of Communications to manage the Long Distance Billing for the Capitol Complex and provide each agency with detailed information on long distance patterns. We request that this program continue to be funded in 1981-82.

Microwave Communications System

This is a 5 year program to replace the obsolete microwave equipment in the State Communications System. Four Phases of program have been funded. Funding of the fifth and final Phase of this program is requested in 1981-82.

Budget Summary

	Actual <u>1979-80</u>	Authorized <u>1980-81</u>	Request <u>1980-81</u>
Total Budget	2,567,662	2,757,399	2,707,947
FTE	0.0	2.0	2.0

Staffing Summary:

	Actual <u>1979-80</u>	Authorized <u>1980-81</u>	Request <u>1980-81</u>
Electronic Engineer	0.0	2.0	2.0

SCHEDULE 2  
BUDGET SUMMARY

DEPARTMENT ADMINISTRATION  
AGENCY COMMUNICATIONS  
Summary

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Personal Services	1,341,301	58.0	1,274,027	53.2	1,350,885	59.0	1,476,634	59.0	1,467,488	60.0
Operating Expenses	181,664		162,033		196,127		196,127		213,998	
Utilities	46,059		59,186		65,084		65,084		74,131	
Travel	14,974		12,822		12,935		12,935		17,619	
Capital Outlay	1,586		1,190							
Special Purpose	28,583		28,583		28,583		28,583		28,583	
Capitol Complex Telephone Equipment	939,493		742,360		919,990		1,084,990		999,109	
Nat'l Oceanic Admn. Grant	475									
Systems Development	418,028	2.0	220,202		248,779	2.0	252,357	2.0	244,889	2.0
Long Distance Telephone	1,325,000		1,366,103		1,239,832		1,239,832		1,346,458	

SCHEDULE 2  
BUDGET SUMMARY

DEPARTMENT ADMINISTRATION  
AGENCY COMMUNICATIONS

Summary

Item	Estimate FY 80		Actual FY 80		Appropriation FY81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Microwave Communications Systems	1,136,846		981,357		1,153,830		1,265,210		1,076,559	
Field Mobile Maintance									13,500	
<b>Total</b>	<b>5,434,009</b>	<b>60.0</b>	<b>4,847,863</b>	<b>53.2</b>	<b>5,216,045</b>	<b>61.0</b>	<b>5,621,752</b>	<b>61.0</b>	<b>5,482,334</b>	<b>62.0</b>
General Fund	1,227,269	17.2	1,035,292	16.2	1,272,284	17.4	1,565,712	17.4	1,358,326	18.4
Cash Funds	4,183,990	42.6	3,812,571	37.0	3,899,536	43.4	4,007,395	43.4	4,124,008	43.6
Federal Funds	22,750	.2			44,225	.2	48,645	.2		

SCHEDULE 2  
BUDGET SUMMARY

DEPARTMENT ADMINISTRATION  
AGENCY COMMUNICATIONS -  
ADMINISTRATION

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Personal Services	277,584	12.0	279,744	11.3	277,500	12.0	309,093	12.0	312,064	12.0
Operating Expenses	48,822 <sup>iii</sup>		44,743		53,412		53,412		58,006	
Travel	1,824		847		855		855		935	
Special Purpose	28,583		28,583		28,583		28,583		28,583	
Nat'l Oceanic Grant	475									
Total	357,288	12.0	353,917	11.3	360,350	12.0	391,943	12.0	399,588	12.0
General Fund	96,404		93,650		94,936		126,529		102,785	
Cash Funds	260,409		260,267		265,414		265,414		296,803	
Federal Funds	475									



SCHEDULE 2B

BUDGET SUMMARY

ACTUAL YEAR - VARIANCE SCHEDULE

DEPARTMENT ADMINISTRATION  
 AGENCY COMMUNICATIONS - .  
 ADMINISTRATION

Item	Appropriation FY 80		Actual FY80		Variance		Variance Explanation
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	
Personal Services	258,818	12.0	279,744	11.3	(20,926)	(.7)	POT Allocation 19,136 Transfer from Pers. Serv. . Pub. Safety Section 2,000 Reversion (210) 20,926
Operating Expense	46,277		44,743		1,534		Reversion
Travel	1,824		847		977		Reversion
Special Purpose	28,583		28,583		-0-		

Additional Explanation if Needed:



SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT ADMINISTRATION  
AGENCY COMMUNICATIONS - ADMINISTRATION

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Personal Services										
State Communications Director	36,876	1.0	36,876	1.0	36,876	1.0	37,692	1.0	37,692	1.0
Administrative Officer IV	26,220	1.0								
Senior Electronic Engineer	86,724	3.0	86,503	3.0	86,724	3.0	97,668	3.0	97,668	3.0
Senior Electronic Specialist	3,334	.2								
Clerical Supervisor I	14,592	1.0								
Secretary I-A	10,798	1.0								
Supply Officer	18,713	1.0	18,706	1.0	19,560	1.0	20,716	1.0	21,576	1.0
Storekeeper	14,592	1.0	14,592	1.0	14,592	1.0	15,324	1.0	15,324	1.0
Administrative Clerk	10,286	1.0								
Typist B	9,798	1.0								
Principle Electronic Specialist	18,880	.8	22,214	1.0	22,656	1.0	23,784	1.0	23,784	1.0
Administrative Officer III			26,220	1.0	26,220	1.0	27,528	1.0	27,528	1.0
Secretary			3,613	.3	11,424	1.0	12,150	1.0	12,600	1.0
Senior Administrative Clerk			11,904	1.0	12,000	1.0	13,130	1.0	13,236	1.0
Administrative Clerk Typist			10,218	1.0	11,136	1.0	12,500	1.0	12,600	1.0
Senior Secretary			12,863	1.0	12,000	1.0	13,731	1.0	13,896	1.0

SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT ADMINISTRATION  
AGENCY COMMUNICATIONS - ADMINISTRATION

Item	Estimate FY 80		Actual FY 80		Appropriation FY81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Personal Services (Con't)										
Salary Sub-total	250,813	12.0	243,709	11.3	253,188	12.0	274,233	12.0	275,904	12.0
PERA	26,687		26,470		26,939		29,177		33,660	
PERA Rate Impact					3,291*		3,565			
Central POTS										
Salary Act & PERA	13,899*				19,518*		19,518*			
Merit & PERA	1,179*				2,068*		2,068*		1,218*	
Health & Life Insurance	3,688		3,791		4,755*		4,755		4,755*	
Workmen's Comp. Premium	2,719		706		2,500		2,500		2,500	
Separation Pay			5,068							
HB1219 Plus PERA					913*		913*			
Occupational Study & PERA					1,048*		1,048*			
Forced Vacancy Savings	(6,323)				(5,127)		(5,127)			
Total	277,584	12.0	279,744	11.3	277,500	12.0	309,093	12.0	312,064	12.0
General Fund	57,692		55,948		55,500		87,093		62,413	
Cash Fund	219,892		223,796		222,000		222,000		249,651	

\* Non Add Item

SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT ADMINISTRATION  
AGENCY COMMUNICATIONS-ADMINISTRATION

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Operating Expenses										
Rent for Space & Land	22,874		21,037				24,776		26,916	
Insurance	20,352		18,202				21,375		23,085	
Telephone	154						169		201	
Postage	1,964		1,600				2,149		2,364	
Printing & Reproduction	207		432				475		523	
Office Supplies	2,728		1,314				2,000		2,200	
Educational	59		35				65		72	
Books, Publications	124		137				150		165	
Equipment Maintenance & Supply	360		195				244		269	
Trash Handling			145				198		218	
Custodial Supplies			1,305				1,435		1,579	
Motor Vehicle Maintenance			326				359		395	
Miscellaneous			15				17		19	
Total Operating Expenses	48,822		44,743		53,412		53,412		58,006	
General Fund	9,764		8,949		10,682		10,682		11,602	
Cash Funds	39,058		35,794		42,730		42,730		46,404	

SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT ADMINISTRATION  
AGENCY COMMUNICATIONS - ADMINISTRATION

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Travel										
In State	1,324		266				855		935	
Out-of-State	500		581				-0-		-0-	
Total Travel	1,824		847		855		855		935	
General Fund	365		170		171		171		187	
Cash Funds	1,459		677		684		684		748	
Special Purpose										
Rocky Mountain Public Broadcasting	28,583		28,583		28,583		28,583		28,583	
Total Special Purpose	28,583		28,583		28,583		28,583		28,583	
General Fund	28,583		28,583		28,583		28,583		28,583	
National Oceanic Grant										
Roll Forward	475									
Federal Funds	475									





SCHEDULE 2  
BUDGET SUMMARY

DEPARTMENT ADMINISTRATION  
AGENCY COMMUNICATIONS - PUBLIC SAFETY

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Personal Services	930,171	39.0	856,562	34.9	937,836	40.0	1,021,476	40.0	990,221	40.0
Operating Expenses	131,230		116,219		140,953		140,953		153,078	
Utilities	46,059		59,186		65,084		65,084		74,131	
Travel	11,500		11,499		11,672		11,672		12,758	
Capital Outlay	1,586		1,190							
Total	1,120,546	39.0	1,044,656	34.9	1,155,545	40.0	1,239,185	40.0	1,230,188	40.0
General Fund	224,109		208,931		231,109		314,749		246,038	
Cash Funds	896,437		835,725		924,436		924,436		984,150	





SCHEDULE 2B

BUDGET SUMMARY

ACTUAL YEAR - VARIANCE SCHEDULE

DEPARTMENT ADMINISTRATION  
 AGENCY COMMUNICATIONS - PUBLIC SAFETY

Item	Appropriation FY 80		Actual FY 80		Variance		Variance Explanation
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	
Personal Services	914,717	39.0	856,562	34.9	58,158	4.1	Potted Funds (12,142)
							Transfer to Comm.
							Admin. P.S. 2,000
							Telephone P.S. 4,500
							Reversion 63,827
							58,185
Operating Expenses	133,775		116,219		17,556		Transfer to Utilities 1,720
							Reversions 15,836
							17,556
Travel	11,500		11,499		1		Reversion
Utilities	46,059		59,186		<13,127>		HB1256 Supplemental 11,408
							Transfer from Operating 1,720
							Reversion ( 1)
							13,127
R/Fwd Public Safety-Capital Outlay			1,190		<1,190>		R/Fwd 1,586
							Reversion < 396 >
							1,190

Additional Explanation if Needed:

SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT ADMINISTRATION  
AGENCY COMMUNICATIONS - PUBLIC SAFETY

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Personal Services										
Senior Electronic Engineer	28,908	1.0	28,908	1.0	28,908	1.0	32,556	1.0	32,556	1.0
Electronic Engineer	153,072	6.0	153,072	6.0	153,072	6.0	160,704	6.0	160,704	6.0
Principle Electronic Specialist	223,320	10.0	217,202	9.7	222,240	10.0	233,512	10.0	234,456	10.0
Senior Electronic Specialist	327,143	17.0	274,879	14.0	295,512	16.0	312,594	16.0	314,088	16.0
Electronic Specialist C	41,162	3.0	43,446	2.7	77,736	5.0	82,496	5.0	84,816	5.0
Plant Maintenance Supervisor	27,528	1.0	20,343	.8	26,220	1.0	28,563	1.0	28,908	1.0
Plant Maintenance Foreman	23,784	1.0	16,207	.7	22,656	1.0	24,279	1.0	24,972	1.0
Salary Sub-total	824,917	39.0	754,057	34.9	826,344	40.0	874,704	40.0	880,500	40.0
PERA	87,772		81,022		87,923		93,069		107,421	
Salary Act & PERA	3,282*				48,600*		48,600*			
Merit & PERA					5,539*		5,539*		3,218*	
Health & Life Insurance	12,142		11,729		17,760*		17,760		17,760	
Separation Pay & PERA	5,690		7,517*1							
Workmen's Compensation			2,237		2,300		2,300		2,300	
PERA Rate Impact					10,742*		11,371			
Contractual Services					21,269		22,272			
Forced Vacancy Savings	(350)									



SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT ADMINISTRATION  
AGENCY COMMUNICATIONS - PUBLIC SAFETY

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Operating Expenses										
Rent for Equipment	400		588				438		477	
Telephone	5,581		6,126				6,106		6,655	
Postage	1,981		1,621				2,167		2,362	
Freight	1,698		3,457				1,858		2,025	
Trash Hauling	168									
Printing & Reproduction	3,437		4,516				3,500		3,815	
Advertising	215		380							
Food	2,088						2,100		2,289	
Medical	29		153				32		35	
Custodial Supplies & Service	5,712		5,048				6,150		6,703	
Office Supplies	527		917				577		629	
Educational	326		4				357		389	
Books Publications	84		556				92		100	
Equipment Maintenance & Repairs	84,059		58,359				81,677		88,469	
Automobile Maintenance & Repair	18,608		28,975				30,000		32,700	
Building Maintenance & Repair	2,600		1,192				2,844		3,100	
Miscellaneous	1,930		1,061				1,100		1,199	
Building Supplies	1,787		3,266				1,955		2,131	
Total Operating Expenses	131,230		116,219		140,953		140,953		153,078	
General Fund	26,246		23,244		28,191		28,191		30,616	
Cash Funds	104,984		92,975		112,762		112,762		122,462	

SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT ADMINISTRATION  
AGENCY COMMUNICATIONS - PUBLIC SAFETY

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Utilities	46,059		59,186		65,084		65,084		74,131	
General Fund	9,212		11,837		13,017		13,017		14,826	
Cash Funds	36,847		47,349		52,067		52,067		59,305	
Travel										
In State	9,700		11,499				10,472		11,358	
Out of State	1,800						1,200		1,400	
Total Travel	11,500		11,499		11,672		11,672		12,758	
General Fund	2,300		2,300		2,334		2,334		2,552	
Cash Funds	9,200		9,199		9,338		9,338		10,206	
Capital Outlay										
Replacement	1,586		1,190							
General Fund	317		238							
Cash Funds	1,269		952							





SCHEDULE 2  
BUDGET SUMMARY

DEPARTMENT ADMINISTRATION  
AGENCY COMMUNICATIONS - TELEPHONE

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Personal Services	133,546	7.0	137,721	7.0	135,549	7.0	146,065	7.0	165,203	8.0
Operating Expense	1,612		1,071		1,762		1,762		2,914	
Travel	1,650		476		408		408		3,926	
Capitol Complex Telephone Equipment	939,493		742,360		919,990		1,084,990		999,109	
Total	1,076,301	7.0	881,628	7.0	1,057,709	7.0	1,233,225	7.0	1,171,152	8.0
General Fund	679,387		536,440		715,473		871,392		791,491	
Cash Fund	396,914		345,188		342,236		361,833		379,661	





SCHEDULE 2B  
BUDGET SUMMARY

DEPARTMENT ADMINISTRATION  
AGENCY COMMUNICATIONS - TELEPHONE

ACTUAL YEAR - VARIANCE SCHEDULE

Item	Appropriation FY 80		Actual FY 80		Variance		Variance Explanation
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	
Personal Services	126,107	7.0	137,721	7.0	<11,614>		POT Allocation 7,589
							Transfer from Pers.
							Serv.-Public Safety 4,500
							Reversion (475)
							11,614
Operating Expense	1,612		1,071		541		Reversion
Travel	1,650		476		1,174		Reversion
Capitol Complex Telephone Equipment	939,493		742,360		197,133		Roll Forward 165,000
							Reversion 32,133
							197,133

Additional Explanation if Needed:

SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT ADMINISTRATION  
AGENCY COMMUNICATIONS - TELEPHONE

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Personal Services										
Telephone & Wire Service Manager	25,512	1.0	25,512	1.0	25,512	1.0	26,784	1.0	26,784	1.0
Telephone & Wire Service Specialist	40,494	1.8	43,374	2.0	44,328	2.0	45,810	2.0	46,440	2.0
Electronic Specialist C	2,880	.2								
Principle PBX Operator	14,928	1.0	14,928	1.0	14,928	1.0	15,672	1.0	15,672	1.0
Senior PBX Operator	38,700	3.0	38,700	3.0	38,700	3.0	40,608	3.0	40,608	3.0
Sub-total Salaries	122,514	7.0	122,514	7.0	123,468	7.0	128,874	7.0	129,504	7.0
PERA	13,036		13,036		13,137		13,712		15,799	
Central POTs										
Salary Act & Pera	5,601*				5,548*		5,548*			
Merit & PERA					494*		494*			
Health & Life Insurance	1,838		2,171		2,859*		2,859		2,859*	
PERA Rate Impact					1,605*		1,676			
Forced Vacancy Savings	(3,842)				(1,056)		(1,056)			
Total Personal Services	133,546	7.0	137,721	7.0	135,549	7.0	146,065	7.0	145,303	7.0
General Fund	133,546		137,721		135,549		146,065		145,303	

\* Non Add Item



SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT ADMINISTRATION  
AGENCY COMMUNICATIONS - TELEPHONE

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Operating Expenses										
Telephone	169		367				185		195	
Printing & Reproduction	652		68				711		969	
Office Supplies	12						13		75	
Books & Publications	129		97				141		175	
Automobile Maintenance & Repairs	650						712		1,500	
Freight, Storage, Moving			539							
Total Operating Expenses	1,612		1,071		1,762		1,762		2,914	
General Fund	1,612		1,071		1,762		1,762		2,914	
Travel										
In State	1,650		170				-0-		1,926	
Out of State			306				408		2,000	
Total Travel	1,650		476		408		408		3,926	
General Fund	1,650		476		408		408		3,926	





SCHEDULE 2  
BUDGET SUMMARY

DEPARTMENT Administration  
AGENCY Communications-Other Programs

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Systems Development	418,028	2.0	220,202	0.0	248,779	2.0	252,357	2.0	244,889	2.0
Long Distance Telephone	1,325,000		1,366,103		1,239,832		1,239,832		1,346,458	
Microwave Communications System	1,136,846		981,357		1,153,830		1,265,210		1,076,559	
Field Mobile Maintenance									13,500	
<b>Total</b>	<b>2,879,874</b>	<b>2.0</b>	<b>2,567,662</b>	<b>-</b>	<b>2,642,441</b>	<b>2.0</b>	<b>2,757,399</b>	<b>2.0</b>	<b>2,681,406</b>	<b>2.0</b>
General Fund	227,369		196,271		230,766		253,042		218,012	
Cash Funds	2,630,230		2,371,391		2,367,450		2,455,712		2,463,394	
Federal Funds	22,275				44,225		48,645		-	







SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT Administration  
AGENCY Communications-Other Programs

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Local Systems Development										
Personal Services										
Electronic Engineers	22,044	2.0 (1)	-		38,112	2.0	40,008	2.0	40,008	2.0
PERA	2,346				4,055		4,257		4,881	
PERA Rate Impact					496 *		520			
Central Pots										
Salary Act Plus PERA )					2,122 *		2,122 *			
Merit Plus PERA					-		-			
Health & Life Insurance	360				960 *		960		960 *	
Contractural Services					6,612		6,612			
Total	24,750	2.0 (1)	-		48,779	2.0	52,357	2.0	44,889	2.0
General Fund										
Cash Funds	2,475				4,554		4,870		44,889	
Federal Funds	22,275				44,225		47,487		-	
Systems Development	200,000		77,211		200,000		200,000		200,000	
Special Projects Prior Year	193,278		142,991		-		-			
Total	418,028	2.0 (1)	220,202		248,779	2.0	252,357	2.0	244,889	2.0
General Funds	-		-		-		-			
Cash Funds	395,753		220,202		204,554		204,870		244,889	
Federal Funds	22,275		-		44,225		47,487		-	





SUMMARY - PERSONAL SERVICES RECONCILIATION

DEPARTMENT Administration  
 AGENCY Communications

POSITION CLASSIFICATION (1)	1979-80 ESTIMATE USED IN 1979-80 REQUEST (2)		1980-81 STAFF CHANGE AUTHORIZED BY APPR. REPORT (3)		1980-81 STAFF ADDED OR DELETED (4)		1980-81 RECLASSIFICATIONS (5)		1980-81 SALARY INCREASES (6)		1980-81 ESTIMATE USED IN 1981-82 REQUEST (7)	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
	Senior Electronic Specialist	0.2	3,334			(0.2)	(3,334)					-
Principal Electronics Specialist	0.8	18,880			0.2	3,776				1,128	1.0	23,784
Clerical Supervisor I	1.0	14,592					(1.0)	(14,592)			-	-
Senior Secretary							1.0	12,000		1,731	1.0	13,731
Secretary I-A	1.0	10,798					(1.0)	(10,798)			-	-
Secretary	-	-					1.0	11,424		726	1.0	12,150
Administrative Clerk	1.0	10,286					(1.0)	(10,286)				
Senior Administrative Clerk							1.0	12,000		1,130	1.0	13,130
Typist B	1.0	9,798					(1.0)	(9,798)				
Administrative Clerk Typist							1.0	11,136		1,364	1.0	12,500
Administrative Officer IV	1.0	26,220					(1.0)	(26,220)				
Administrative Officer III	-	-					1.0	26,220		1,308	1.0	27,528
Senior Electronic Specialists	17.0	327,143					(1.0)	(31,631)		17,082	16.0	312,594
Electronic Specialist C	3.0	41,162	1.0	18,287			1.0	18,287		4,760	5.0	82,496
Telephone & Wire Service Spec.	1.8	40,494			0.2	3,834				1,482	2.0	45,810
Electronic Specialist C	0.2	2,880			(0.2)	(2,880)						
All Other Positions	30.0	692,657								41,421	30.0	734,078
Total	58.0	1,198,244	1.0	18,287	-	1,396	-	(12,258)		72,132	59.0	1,277,801

SCHEDULE 8

UTILITIES

DEPARTMENT Administration

AGENCY Communications

UTILITY	(Base Period)	Actual 1972-73	Actual FY 78 -79	Actual FY 79 - 80	Estimate FY 80 -81	Request FY 81 -82
Steam (lb./\$)	/	/	/	/	/	/
Natural Gas (ft.3/\$)	1,113,333 /	668	1,549,892 / 2,858	1,137,900 / 2822	1,137,900 / 3104	1,137,900 / 3474
Propane (gal./\$)	3,000 /	456	14,045 / 5,899	13,202 / 7647	13,202 / 8412	13,524 / 9590
Oil (ga./\$)	/	/	/	/	/	/
Coal (tons/\$)	/	/	/	/	/	/
HEAT (BTU/\$)	/	/	/	/	/	/
ELECTRICITY (KWH/\$)	798,419 / 24,097	1,091,078 / 45,702	1,034,319 / 48,613	1,034,319 / 53,454	1,058,663 / 60,937	
WATER (gal./\$)	/	/ 120	/ 104	/ 114	/ 130	
TOTAL UTILITIES ( /\$)	/ 25,171	/ 54,579	/ 59,186	/ 65,084	/ 74,131	
FUEL IN STORAGE AT END OF SEASON						
Propane (gal.)	41,000	48,000	68,798	68,798		
Oil (gal.)						
Coal (tons)						
BUILDING AREA (gross sq. ft)						
Total Building Area	18,162	19,842	19,842	19,842	20,178	
Heated Area	12,422	13,402	13,402	13,402	13,738	
Air Conditioned Area	12,422	6,552	6,552	6,552	6,748	
Mechanically Ventilated Area	5,470	6,170	6,170	6,170	6,310	

SCHEDULE 8 CONTINUED

UTILITIES

DEPARTMENT Administration

AGENCY Communications

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

NOT APPLICABLE



## PROGRAM AND BUDGET NARRATIVE

### I. PROGRAM IDENTIFICATION

Title: General Government Computer Center (GGCC)

Division: General Government Computer Center (GGCC)

Department: Department of Administration

Program Administrator: Robert F. Greene, Jr., Director, GGCC

#### Description and Authorization:

The GGCC operates the computer facility at 2002 South Colorado Boulevard and a data entry and Remote Job Entry (RJE) terminal facility in the Social Services Building.

The GGCC is authorized by 24-30-603, CRS 1973, as amended, and by the Automated Data Processing (ADP) Master Plan for the State of Colorado approved by the Governor on January 16, 1980.

Services performed by the GGCC include converting information to computer-usable data (data entry), data processing, maintaining and backing up data and preparing information and reports. Data is provided to using agencies via printed reports, microfiche and terminal displays. The GGCC maintains a data communications network from its computer to the agencies' interactive terminals, job entry terminals and mini-computers.

Associated services performed for using agencies by the GGCC include problem management (isolation, diagnostics and recovery), change management (test, installation and implementation of vendors' and technological improvements), reporting (utilization and billing), maintenance of standards and procedures, planning and budgeting.

Applications systems development and maintenance and data base administration services are provided for systems in general use (systems such as the Central Accounting System) and for requiring agencies.

The GGCC is organized for providing these services:

Computer Operations - operates computer equipment and facilities; schedules jobs; maintains magnetic tape and disk files; operates printing, bursting and decollating facilities; and controls and distributes input and output.

Data Entry - converts agencies' information from source documents to computer-executable media.

Systems Development and Maintenance - performs system analysis and programming tasks to develop and maintain required data processing application systems.

Technical Services - installs and maintains the computer systems software and maintains the data communications network. Systems software includes computer operating systems, teleprocessing systems, data base management systems, application programming aids and statistical packages.

Customer Relations/Quality Assurance - maintains and publishes standards; monitors the billing system and plans; controls the design, operation and integrity of the data base; and answers to the needs and complaints of using agencies.

#### Relationship to Other Programs/Divisions/Department:

The GGCC provides services to the following using departments:

PROGRAM AND BUDGET NARRATIVE

<u>DEPARTMENT</u>	<u>DATA ENTRY</u>	<u>SYSTEMS DEVELOPMENT</u>	<u>COMPUTER OPERATIONS AND OTHER SERVICES</u>
Legislative Branch	X	X	X
Judicial Branch (and County/District Courts)	X		X
Administration	X	X	X
Agriculture	X	X	X
Corrections			X
Education	X		X
Health			X
Higher Education :			
CCHC	X	X	X
Auraria	X	X	X
Arap. C.C.			X
CCD			X
MSC			X
SBCCOE			X
Otero J.C.			X
Larimer C.C.			X
Trinidad J.C.			X
Pikes Peak C.C.			X
U.C.D.			X
Highways			X
Institutions			X
Labor and Employment:			
Labor	X	X	X
Social Security	X	X	X
Law			X
Local Affairs:			
Planning		X	X
Property Tax	X	X	X
Natural Resources	X		X
Office of State Planning and Budgeting	X	X	X
Personnel	X	X	X
Regulatory Agencies	X		X
Revenue			X

<u>DEPARTMENT</u>	<u>DATA ENTRY</u>	<u>SYSTEMS DEVELOPMENT</u>	<u>COMPUTER OPERATIONS AND OTHER SERVICES</u>
Social Services	X		X
State	X	X	X
Treasury		X	X

II. PROGRAM OBJECTIVES

Accomplishments:

Completed and approved plan for the consolidation of the Judicial Computer Center and the GGCC.

Phased out the computing equipment of the former Judicial Computer Center as agreed with the Director, Division of ADP and the Judicial Branch.

Improved the facilities at 2002 South Colorado Boulevard to accommodate support of the Judicial systems in addition to the prior year's consolidation with Social Services.

Continued to maintain service response standards notwithstanding the increased workloads resulting from the consolidations.

Installed and activated additional users' requirements for computer memory, disk storage and data communications.

Completed arrangements for the installation of reserve power capacity for computer systems.

PROGRAM AND BUDGET NARRATIVE

Continued to support requiring agencies with personnel, facilities, equipment and standards to develop, test, implement, and maintain the agencies' applications, systems, programs and data base.

Completed requirements studies of supported agencies data security needs and began disaster recovery planning.

Objectives for 1981-82:

Support requiring agencies with data processing services within a continuing budget, such services to include:

- Computer Operations
- Technical Services
- Data Entry
- Systems Analysis and Programming

Within a continuing budget, support requiring agencies with personnel, facilities, equipment and standards to develop, test, implement and maintain computer applications, systems, programs and data base.

Continue to improve customer assistance, quality assurance, data base administration and data communications programs.

Improve the facilities at 2002 South Colorado Boulevard by establishing a reserve power supply for continuity of computing operations.

Provide for additional data storage and access devices, computer memory and communications control facilities to provide for growth in numbers of users, applications, files and communications network facilities.

Maintain standard service levels for responding to agencies' teleprocessing and batch processing requirements.

Make further improvements to data and program security capabilities and to disaster recovery plans and arrangements.

Continue to improve computer management by monitoring, tracking and forecasting performance and workload and fine tuning available systems for most efficient use of available assets.

III. BUDGET SUMMARY

	<u>Actual 1979-80</u>	<u>Authorized 1980-81</u>	<u>Request 1981-82</u>
Fund Sources:			
General Fund	\$4,626,253	\$3,559,761	\$3,746,807
General Fund FTE	86.4	95.7	95.2
Cash Fund	\$ 596,984	\$ 733,413	\$ 759,227
Cash Fund FTE	25.5	31.3	31.8
Total	\$5,223,237	\$4,293,174	\$4,506,034
Total FTE	111.9	127.0	127.0

Staffing Summary:

Data Processing Mgr.	1.0	1.0	1.0
Mgr of Systems Dev.	1.0		
Systems Analyst Mgr.		1.0	1.0
Computer Programmin Mgr.	1.0	1.0	1.0
Prin. Computer Programmer	1.4	2.0	2.0
Sr. Computer Programmer	5.6	6.0	6.0
Computer Programmer	7.5	9.0	9.0
Prin. Systems Analyst	2.0	2.0	2.0
Sr. Systems Analyst	4.0	5.0	5.0
Systems Analyst	4.8	5.0	5.0
Software Programming Mgr.	1.0	1.0	1.0
Prin. Software Programmer	3.8	4.0	4.0

PROGRAM AND BUDGET NARRATIVE

Staffing Summary: (Con't)

	Actual 1979-80	Authorized 1980-81	Requested 1981-82
Software Programmer	1.8	2.0	2.0
Computer Suprv. I	2.4	3.0	3.0
Prin. Computer Opr.	2.9	3.0	3.0
Sr. Computer Opr.	5.4	6.0	6.0
Computer Operator	11.1	13.0	13.0
Customer Rel. Quality Manager	1.0	1.0	1.0
Customer Coordinator	1.9	2.0	2.0
Statistical Analyst II	1.0	1.0	1.0
Management Analyst 1-B	.9	1.0	1.0
Operations Manager II	1.0		
Operations Manager III		1.0	1.0
Operations Suprv. II	2.0	2.0	2.0
Operations Suprv. I	1.0	1.0	1.0
Operation Sched. Suprv	1.0	1.0	1.0
Operations Scheduler	2.4	2.0	2.0
Data Control Suprv.	1.0	1.0	1.0
Data Control Coord.	8.1	9.0	9.0
Data Entry Suprv.	2.0	2.0	2.0
Sr. Data Entry Opr.	14.7	17.0	17.0
Data Entry Operator	10.6	13.0	13.0
Dup. Equip. Operator	.8	1.0	1.0
Storekeeper	1.0	1.0	1.0
Pub. Serv Prof Intern	.1	1.0	1.0
Pub Serv Coord Trg III	.2	1.0	1.0
Remote Job Entry			
Terminal Operator	1.0	1.0	1.0
Admin Clerk Typist	1.0		
Staff Assist II		1.0	1.0
Typist	1.0		
Secretary	1.0	2.0	2.0
PBX Operator	.5	1.0	1.0
Totals	111.9	127.0	127.0

Pertinent Workload:

1. Systems Development:

The workload for systems development and maintenance is based on the continuation of current systems including necessary revisions to those systems.

	Actual 1979-80 No.Sys.	FTE	Estimate 1980-81 No.Sys.	FTE	Estimate 1981-82 No.Sys.	FTE
Maintenance	40	9.85	53	7.78	52	8.02
Revision	36	9.03	35	11.32	42	15.04
New Development	5	2.13	3	3.51	0	
		21.01		22.61		23.06

The estimated workload by Department is as follows:

	No.Sys.	1978-79 FTE	1980-81 FTE	1981-82 FTE
Legislature	2	.02	.05	.05
Administration	22	11.66	12.00	12.75
Agriculture	4	.09	--	--
CCHE	7	1.06	.30	.50
Auraria	3	.05	.40	.40
Employment	1	.95	1.00	.75
Labor	5	1.98	2.00	2.00
Local Affairs	5	.83	1.25	1.00
Personnel	6	2.92	3.80	4.00
State	4	.82	1.20	1.00
Treasury	1	.56	.54	.54
O.S.P.B.	3	.07	.07	.07
		21.01	22.61	23.06

PROGRAM AND BUDGET NARRATIVE

2. Data Entry:

	<u>Actual 1979-80</u>	<u>Estimate 1980-81</u>	<u>Estimate 1981-82</u>
Data Entry Keystrokes	430,140,400	527,321,000	530,000,000

The estimated workload by department is:

	<u>1979-80(000)</u>	<u>1980-81(000)</u>	<u>1981-82(000)</u>
Legislature	--	124	--
Judicial	27,342	31,500	32,000
Administration	224,406	213,308	225,000
Agriculture	--	298	--
Education	14,490	15,000	10,000
CCHE	1,764	1,692	2,000
Metro S. C.	126	--	--
Auraria	756	797	1,000
Employment	17,388	11,962	10,000
Labor	--	298	--
Local Affairs	1,764	--	2,000
Natural Resources	--	22,321	30,000
Personnel	8,442	9,942	10,000
Reg. Agencies	29,106	31,815	6,000
Social Services	101,784	185,735	200,000
Treasury	1,764	--	--
O.S.P.B.	1,008	2,520	2,000
	<u>430,140</u>	<u>527,312</u>	<u>530,000</u>

3. Computer:

	<u>*Actual 1979-80</u>	<u>Estimate 1980-81</u>	<u>Estimate 1981-82</u>
Computer Hours	2,341	4,092	4,812
Disk Occupancy Hours	110,186	216,000	220,000
Tape Occupancy Hours	28,129	38,244	40,000
Teleprocessing Line Occupancy Hours	216,142	351,132	360,000

\*The 1979-80 figures do not include the Judicial Branch requirements for the IBM 3033 computer and the related conversion to MVS operating system for the full year. That is why the figures are substantially higher in the two estimate years.

Performance Measures:

A performance report to measure user satisfaction with GGCC has been initiated. The goals and actual performance areas follows:

	<u>Goal</u>	<u>Actual June 80</u>	<u>Estimate FY 80-81</u>	<u>Estimate FY 81-82</u>
Teleprocessing Response within 5 Seconds	95.0%	97.4%	95.7%	95.0%
System Availability	97.0%	97.1%	97.0%	97.0%
Working Days Without Service Interruptions Over 30 Minutes	95.0%	66.7%	70.0%	75.0%
Days That All Pro- duction is Complete Night Shifts	85.0%	57.1%	65.0%	70.0%

PROGRAM AND BUDGET NARRATIVE

IV. SUPPORT FOR BUDGET REQUEST

The request for a continuing budget with inflationary costs added.

V. TIE TO DEPARTMENTAL ORGANIZATIONAL CHART

The GGCC with which this narrative deals is a Division of the Department of Administration.

SCHEDULE 2  
BUDGET SUMMARY

DEPARTMENT Administration  
AGENCY General Government  
Computer Center

Item	Estimate FY 80		Actual FY 80		Appropriation FY81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Personal Services:	2,204,969	116.0	2,206,065	105.3	2,308,955	127.0	2,602,827	127.0	2,670,300	127.0
General Fund	1,675,776		1,671,609		1,739,945		1,952,120		2,002,725	
Cash Fund	529,193		534,456		569,010		650,707		667,575	
Operating Expenses:	1,256,235		1,196,079		1,687,884		1,687,884		1,833,042	
General Fund	1,193,423		1,133,551		1,605,178		1,605,178		1,741,390	
Cash Funds	62,812		62,528		82,706		82,706		91,652	
Travel	1,605		3,249		2,463		2,463		2,692	
General Fund										
Capitol Outlay	1,046,356		1,040,117							
General Fund										
Judicial Computer System										
Personal Services	84,777	6.0	86,764	6.0						
General Fund										
Operating Expense	294,534		259,742							
General Fund										





SCHEDULE 2A  
BUDGET SUMMARY  
ESTIMATE YEAR - VARIANCE SCHEDULE

DEPARTMENT Administration  
AGENCY General Government  
Computer Center

Item	Appropriation FY 81		Estimate FY81		Variance		Variance Explanation
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	
Personal Services	2,308,955	127.0	2,602,827	127.0	(293,872)		Personal Services:
General Fund	1,739,945		1,952,120		(212,175)		PERA Adjustment 30,348
Cash Funds	569,010		650,707		(81,697)		Salary Act 169,542
							Merit Increases 19,139
							Health & Life Insurance 52,066
							Shift Differential 13,441
							Occupational Study 1,679
							H. B. 1219 Impact 7,657
							\$293,872
Operating Expenses	1,687,884		1,687,884		-0-		
General Fund	1,605,178		1,605,178		-0-		
Cash Funds	82,706		82,706		-0-		
Travel	2,463		2,463		-0-		
General Fund							
TOTAL General Government							
Computer Center	3,999,302	127.0	4,293,174	127.0	(293,872)		
General Fund	3,347,586		3,559,761		(212,175)		
Cash Funds	651,716		733,413		(81,697)		

SCHEDULE 2B.

BUDGET SUMMARY

ACTUAL YEAR - VARIANCE SCHEDULE

DEPARTMENT Administration

AGENCY General Government

Computer Center

Item	Appropriation FY 80		Actual FY 80		Variance		Variance Explanation
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	
Personal Services	2,028,745	116.0	2,206,065	105.3	(177,320)	10.7	Personal Services:
							Potted Funds \$177,366
							Reversions <46>
							\$177,320
Operating Expense	1,256,235		1,196,079		60,156		Operating Expense
							Transfer to Travel <525>
Travel	1,605		3,249		<1,644>		Transfer to Travel
							and OX <40,400>
Capitol Outlay	1,046,356		1,040,117		6,239		Reversion <19,231>
							\$<60,156>
Judicial Computer System							
Personal Services	76,430	6.0	86,764	6.0	<10,334>		Travel
Operating Expenses	294,534		259,742		34,792		Transfer from OX \$ 1,645
Travel	500		1,175		<675>		Reversion <1>
							1,644
Conversion of Judicial Computer	427,078	2.0	430,046	.6	<2,968>	1.4	
							Capitol Outlay
TOTAL General Government							Transfer from OX \$ 73,396
Computer Center	5,131,483	124.0	5,223,237	111.9	<91,754>	12.1	Unexpired CO <79,635>
General Fund	4,579,733		4,626,253				\$<6,239>
Cash Funds	551,750		596,984				

Additional Explanation if Needed:

Judicial Computer System  
 Personal Services:  
 Potted Funds \$ 334  
 Transfer from Archives 2,000  
 Transfer from Cap. Bldgs. 3,500  
 Transfer from ADP 4,500  
10,334

Judicial Computer System  
 Operating Expense  
 Transfer to OX and Travel \$34,792  
  
 Travel  
 Transfer from OX \$ 675

Conversion of Computer System  
 Potted funds \$3,589  
 Reversion <621>  
\$2,968

SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT Administration

AGENCY General Government

Computer Center

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Personal Services										
Data Processing Manager III	37,492	1.0	37,492	1.0	38,724	1.0	43,632	1.0	43,632	1.0
Manager of Systems (Devel. & Cont.)	38,724	1.0	38,724	1.0						
Systems Analyst Manager					38,724	1.0	40,656	1.0	40,656	1.0
Computer Programming Manager	31,782	1.0	31,782	1.0	32,556	1.0	35,124	1.0	35,124	1.0
Principal Computer Programmer	28,128	1.0	39,288	1.4	47,784	2.0	52,164	2.0	53,004	2.0
Senior Computer Programmer	181,893	8.0	129,407	5.6	134,040	6.0	144,976	6.0	145,728	6.0
Computer Programmer	101,059	6.0	140,878	7.5	161,148	9.0	173,909	9.0	177,192	9.0
Principal Systems Analyst	94,572	3.0	65,112	2.0	65,112	2.0	70,248	2.0	70,248	2.0
Sr. Systems Analyst	168,768	6.0	112,512	4.0	140,640	5.0	151,740	5.0	151,740	5.0
Systems Analyst	143,598	6.0	118,021	4.8	122,832	5.0	133,048	5.0	133,776	5.0
Software Programming Manager	35,892	1.0	35,892	1.0	35,892	1.0	38,724	1.0	38,724	1.0
Principal Software Programmer	138,708	5.0	110,296	3.8	108,312	4.0	116,856	4.0	116,856	4.0
Software Programmer	22,412	1.0	40,782	1.8	38,508	2.0	41,520	2.0	41,520	2.0
Computer Supervisor I	60,730	3.0	50,920	2.4	57,984	3.0	61,776	3.0	61,776	3.0
Prin. Computer Operator	34,140	2.0	48,719	2.9	50,808	3.0	53,842	3.0	55,032	3.0
Sr. Computer Operator	105,347	7.0	82,669	5.4	89,508	6.0	95,441	6.0	96,252	6.0
Computer Operator	134,990	11.0	128,373	10.1	158,268	13.0	168,969	13.0	171,372	13.0

SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT Administration  
AGENCY General Government  
Computer Center

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Personal Services (Cont'd)										
Customer Rel. Quality Manager			31,782	1.0	32,556	1.0	35,124	1.0	35,124	1.0
Customer Coordinator	14,418	1.0	14,313	.9	30,684	2.0	32,796	2.0	32,988	2.0
Statistical Analyst II	26,220	1.0	26,220	1.0	26,220	1.0	27,528	1.0	27,528	1.0
Management Analyst 1A			13,437	.9	15,324	1.0	16,159	1.0	16,896	1.0
Operations Manager II	34,188	1.0	34,188	1.0	34,188	1.0				
Operations Manager III							36,876	1.0	36,876	1.0
Operations Supervisor II	53,748	2.0	53,748	2.0	53,748	2.0	56,781	2.0	57,816	2.0
Operations Supervisor I	18,858	1.0	18,858	1.0	19,560	1.0	22,044	1.0	22,044	1.0
Operations Scheduler Supervisor	—		24,393	1.0	24,972	1.0	26,220	1.0	26,220	1.0
Operations Scheduler	67,968	3.0	33,896	1.8	48,698	2.0	52,109	2.0	54,002	2.0
Data Control Supervisor	14,128	1.0	14,128	1.0	14,592	1.0	17,280	1.0	17,280	1.0
Data Control Coordinator	63,860	6.0	47,436	6.1	89,736	9.0	97,516	9.0	99,072	9.0
Data Entry Supervisor	14,592	1.0	29,184	2.0	28,488	2.0	33,744	2.0	33,744	2.0
Sr. Data Entry Operator	174,700	14.0	156,195	12.7	208,992	17.0	225,357	17.0	226,368	17.0
Data Entry Operator	153,856	16.0	103,794	10.6	116,208	13.0	126,078	13.0	127,500	13.0
Duplicating Equipment Operator	8,656	1.0	7,420	.8	7,176	1.0	7,740	1.0	7,740	1.0
Storekeeper	12,150	1.0	12,150	1.0	12,600	1.0	13,236	1.0	13,236	1.0
Public Service Professional Intern	13,291	1.0	1,103	.1	12,600	1.0	13,236	1.0	13,236	1.0
Public Service Careers Trainee III	—		2,292	.2	9,168	1.0	9,944	1.0	10,104	1.0
Principal Job Entry Terminal Operator	—		12,050	1.0	12,600	1.0	13,896	1.0	13,896	1.0

SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT ADMINISTRATION  
AGENCY GENERAL GOVERNMENT COMPUTER CTR

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Personal Services (Con't)										
Administrative Clerk Typist	12,150	1.0	12,366	1.0						
Staff Assistant II					13,896	1.0	16,293	1.0	16,896	1.0
Typist	17,184	2.0	10,439	1.0						
Secretary			10,602	1.0	21,768	2.0	23,568	2.0	24,000	2.0
PBX Operator			3,768	.5	7,536	1.0	8,316	1.0	8,316	1.0
Subtotal Salaries	2,058,202	116.0	1,884,629	105.3	2,162,150	127.0	2,334,466	127.0	2,353,514	127.0
PERA	218,993		207,501		230,053		248,387		287,129	
PERA Adjustment					28,108*		30,348			
Salary Act & PERA	115,076*				169,542*		169,542*			
Merit Increases & PERA	19,322*				19,139*		19,139*		19,027*	
Health & Life Insurance	31,806*		34,851		52,066*		52,066		52,066*	
Overtime	15,000		40,457				20,000		25,000	
Shift Differential & PERA	10,020*		10,469		13,441*		13,441		13,472*	
Termination Pay			6,764							
Contractual Fees/Temporary	18,000		21,325		21,000		21,000		21,000	
Workman's Compensation			69		75		75		75	
Occupational Study & PERA					1,679*		1,679*			
HB1219 Impact & PERA					7,657*		7,657*			
Less Vacancy Savings	(105,226)				(104,323)		(116,956)		(16,418)	

SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT ADMINISTRATION  
AGENCY GENERAL GOVERNMENT COMPUTER CTR

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Personal Services (Con't)										
Total Personal Services	2,204,969	116.0	2,206,065	105.3	2,308,955	127.0	2,602,827	127.0	2,670,300	127.0
General Fund	1,675,776		1,671,609		1,739,945		1,952,120		2,002,725	
Cash Funds	529,193		534,456		569,010		650,707		667,575	
Operating Expense										
Rents for Equipment	677,402		371,418				692,731		720,135	
Rents of Buildings, Space & Land	1,210		1,200				1,200		1,200	
Insurance	217		5,849				6,500		7,020	
Telephone	105,268		138,834				179,834		199,650	
Postage	19,456		22,782				24,000		26,400	
Freight, Storage & Moving Expense	14,055		11,213				11,997		12,836	
Printing & Reproduction	6,850		8,918				9,631		10,305	
Advertising & Publicity	168									
Office Supplies	4,332		11,895				12,846		14,713	
Data Processing Services	222,266		319,897				339,097		381,269	
Education	18,923		15,576				17,000		18,360	
Books & Periodicals	1,439		2,399				2,590		3,000	
Equipment Maintenance & Repair	165,852		282,952				387,050		434,509	
Buildings & Grounds Maintenance	12,064		2,813				3,038		3,250	
Buildings & Grounds Supplies	6,733		208				232		248	
Dues & Memberships			125				138		147	

SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT ADMINISTRATION  
AGENCY GENERAL GOVERNMENT COMPUTER CTR

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Operating Expense (Con't)										
Total Operating Expense	1,256,235		1,196,079		1,687,884		1,687,884		1,833,042	
General Fund	1,193,423		1,133,551		1,605,178		1,605,178		1,741,390	
Cash Funds	62,812		62,528		82,706		82,706		91,652	
Travel:										
In-State	80		1,329				1,010		1,104	
Out-Of-State	1,525		1,920				1,453		1,588	
Total Travel	1,605		3,249		2,463		2,463		2,692	
General Fund	1,605		3,249		2,463		2,463		2,692	
Cash Funds	-0-		-0-		-0-		-0-		-0-	
Capital Outlay:										
New	1,046,356		1,040,117							
Replacement	-0-		-0-							

SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT ADMINISTRATION  
AGENCY GENERAL GOVERNMENT COMPUTER CTR

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Capital Outlay: (Con't)										
Total Capital Outlay	1,046,356		1,040,117		-0-		-0-		-0-	
General Fund	1,046,356		1,040,117							
Cash Funds	-0-		-0-							
Juducial Computer System										
Personal Services										
Customer Coordinator	16,028	1.0	16,092	1.0						
Data Control Coordinator	18,859	2.0	18,888	2.0						
Computer Operator	15,263	1.0	15,324	1.0						
Senior Data Entry Operator	23,929	2.0	24,360	2.0						
Salary Subtotal	74,079	6.0	74,664	6.0						
PERA	7,882		8,145							
Salary Act & PERA	4,472*									
Merit Increases & PERA	2,075*									
Health & Life Insurance	1,800		1,533							
Overtime	3,315		1,209							
Shift Differential			535							
Termination Pay			400							
Temporary			278							



SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT ADMINISTRATION  
AGENCY GENERAL GOVERNMENT COMPUTER CTR

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Judicial Computer System										
Personal Service: (Con't)										
Less Vacancy Savings	(2,299)									
Total Personal Services	84,777	6.0	86,764	6.0						
General Fund	84,777	6.0	86,764	6.0						
Operating Expense:										
Rents for Equipment	156,068		116,213							
Telephone	1,000									
Postage	4,000									
Freight, Storage & Moving	9,000		11,645							
Data Processing Supplies	36,600		45,382							
Education	5,000		13,209							
Equipment Maintenance	82,866		73,293							
Total Operating Expense	294,534		259,742							
General Fund	294,534		259,742							

SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT ADMINISTRATION  
AGENCY GENERAL GOVERNMENT COMPUTER CTR

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Judicial Computer System										
Travel										
In-State	500		982							
Out-of State	-0-		193							
Total Travel	500		1,175							
General Fund	-0-		-0-							
Total Judicial Computer System	379,811	6.0	347,681	6.0						
General Fund										
Conversion of Judicial Computer	426,528	2.0	426,609	.6						
PERA	3,725		2,717							
Salary Act & PERA	2,057*									
Merit Increases & PERA	1,118*									
Health & Life Insurance	1,200		720							
Total Conversion of Judicial Computer	431,453	2.0	430,046	.6						
General Fund										





SUMMARY - PERSONAL SERVICES RECONCILIATION

DEPARTMENT ADMINISTRATION  
 AGENCY GENERAL GOVERNMENT COMPUTER CENTER

POSITION CLASSIFICATION (1)	1979-80 ESTIMATE USED IN 1979-80 REQUEST (2)		1980-81 STAFF CHANGE AUTHORIZED BY APPR. REPORT (3)		1980-81 STAFF ADDED OR DELETED (4)		1980-81 RECLASSIFICATIONS (5)		1980-81 SALARY INCREASES (6)		1980-81 ESTIMATE USED IN 1981-82 REQUEST (7)	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
	Data Processing Manager III Manager of Systems Development	1.0	37,492						4,908 *1	1,232	1.0	43,632
Systems Analyst Manager	1.0	38,724			(1.0)	(38,724)						
Computer Programming Manager	1.0	31,782			1.0	37,692 *1		1,932 *1	1,032	1.0	40,656	
Principle Computer Programmer	1.0	28,128			1.0	19,656			3,342	1.0	35,124	
Senior Computer Programmer	8.0	181,893			(2.0)	(47,853)			4,380	2.0	52,164	
Computer Programmer	6.0	101,059			(2.0)	(47,853)			10,936	6.0	144,976	
Principle Systems Analyst	3.0	94,572			3.0	60,089			12,761	9.0	173,909	
Senior Systems Analyst	6.0	168,768			(1.0)	(29,460)			5,136	2.0	70,248	
Systems Analyst	6.0	143,598			(1.0)	(28,128)			11,100	5.0	151,740	
Software Program Manager	1.0	35,892			(1.0)	(20,766)			10,216	5.0	133,048	
Principle Software Programmer	1.0	35,892			1.0	16,096			2,832	1.0	38,724	
Software Programmer	5.0	138,708			(1.0)	(30,396)			8,544	4.0	116,856	
Computer Supervisor I	1.0	22,412			1.0	16,096			3,012	2.0	41,520	
Principle Computer Operator	3.0	60,730							1,046	3.0	61,776	
Senior Computer Operator	2.0	34,140			1.0	16,668			3,034	3.0	53,842	
Computer Operator	7.0	105,347			(1.0)	(15,839)			5,933	6.0	95,441	
Customer Relations Quality Mgr.	11.0	134,990			2.0	18,090			15,889	13.0	168,969	
Customer Coordinator					1.0	32,556			2,568	1.0	35,124	
Statistical Analyst II	1.0	14,418			1.0	16,266			2,112	2.0	32,796	
Management Analyst I-A	1.0	26,220							1,308	1.0	27,528	
Operations Manager II					1.0	15,324			835	1.0	16,159	
Operations Manager III	1.0	34,188					(1.0)	(34,188)				
Operations Supervisor II							1.0	34,188	2,688	1.0	36,876	
Operations Supervisor I	2.0	53,748							3,033	2.0	56,781	
Operations Scheduler Supervisor	1.0	18,858							3,186	1.0	22,044	
Operations Scheduler					1.0	24,972			1,248	1.0	26,220	
Data Control Supervisor	3.0	67,968			(1.0)	(20,975)			5,116	2.0	52,109	
	1.0	14,128							3,152	1.0	17,280	

\*1 HB1219 Impact  
 All other reclassifications due to Occupational Study

SUMMARY - PERSONAL SERVICES RECONCILIATION

DEPARTMENT ADMINISTRATION  
 AGENCY GENERAL GOVERNMENT COMPUTER CENTER

POSITION CLASSIFICATION (1)	1979-80 ESTIMATE USED IN 1979-80 REQUEST (2)		1980-81 STAFF CHANGE AUTHORIZED BY APPR. REPORT (3)		1980-81 STAFF ADDED OR DELETED (4)		1980-81 RECLASSIFICATIONS (5)		1980-81 SALARY INCREASES (6)		1980-81 ESTIMATE USED IN 1981-82 REQUEST (7)	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
	Data Control Coordinator	6.0	63,860			3.0	25,876	**			7,780	9.0
Data Entry Supervisor	1.0	14,592			1.0	13,896				5,256	2.0	33,744
Senior Data Entry Operator	14.0	174,700			3.0	34,292				16,365	17.0	225,357
Data Entry Operator	16.0	153,856			(3.0)	(37,648)				9,870	13.0	126,078
Duplicating Equipment Operator	1.0	8,656								(916)	1.0	7,740
Storekeeper	1.0	12,150								1,086	1.0	13,236
Public Service Prof. Intern	1.0	13,291								(55)	1.0	13,236
Public Service Coordinator TrgIII					1.0	9,168				776	1.0	9,944
Remote Job Entry Term. Operator					1.0	12,600				1,296	1.0	13,896
Administrative Clerk Typist	1.0	12,150			(1.0)	(12,150)						
Staff Assistant II					1.0	13,896				2,397	1.0	16,293
Typist	2.0	17,184					(2.0)	(17,184)				
Secretary							2.0	21,768		1,800	2.0	23,568
PBX Operator					1.0	7,536				780	1.0	8,316
Judicial Computer System												
Data Control Coordinator	2.0	18,859			(2.0)	(18,859)						
Customer Coordinator	1.0	16,028			(1.0)	(16,028)						
Computer Operator	1.0	15,263			(1.0)	(15,263)						
Senior Data Entry Operator	2.0	23,927			(2.0)	(23,927)						
Conversion of Judicial Computer												
Software Programmer	1.0	16,464			(1.0)	(16,464)						
Operations Scheduler	1.0	18,550			(1.0)	(18,550)						
Sub-total General Government Computer Center	124.0	2,167,293			3.0	(16,357)		11,424		172,106	127.0	2,334,466

## PROGRAM AND BUDGET NARRATIVE

### I. PROGRAM IDENTIFICATION

Title: Division of Hearing Officers

Department: Administration

Program Administrator: Suzanne H. Lynch, Division Director

#### Description and Authorization

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

#### Rérelationships to Other Programs/Divisions/Departments

The Division is required by statute to provide Hearing Officers to the following Departments upon request from the department:

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

to rule on cases involving:

- Adult parole
- Certification of teachers/review of handicapped children's educational placement
- Licensure of nursing homes/review of actions taken by HFRC
- Juvenile parole
- Workman's compensation/labor disputes
- State employee grievances and other actions taken under the personnel rules
- Professional licenses
- Eligibility for welfare benefits

In addition, the Division is required by statute passed in 1979 to provide hearing officers for school districts and teachers to rule on teacher tenure cases.

### II. PROGRAM OBJECTIVES

#### Accomplishments for 79-80:

1. Contiguous space on the second floor of 1525 Sherman, State Services Building has been assigned and set up for the hearing officers handling social services, personnel, juvenile parole and regulatory agencies as well as the division director and deputy director. Hearing officers assigned to workman's compensation cases office with the workman's compensation section of the division of labor. The hearing officer who handles matters on the western slope offices in Grand Junction.
2. Three additional hearing officers have been trained to do personnel cases and through cross training a social services hearing officer has traded assignments with a full time personnel hearing officer. The transition went smoothly and others are planned for 80-81.
3. The time keeping system was fully implemented on 9/1/79.

#### Objectives for 80-81:

1. To transfer the clerical staff from the Social Services appeals unit into the division.
2. To prepare specific training programs for hearing officer service to each major area.
3. To implement results of peer evaluation survey as needed.
4. To adopt procedures calculated to encourage settlement of Regulatory Agency and Personnel cases without hearing.

PROGRAM AND BUDGET NARRATIVE

Objectives for 81-82:

1. Design and implement a master docket system for all except workman's compensation cases to ensure full, even utilization of personnel.
2. Continue cross training and transfer of personnel to ensure that all senior hearing officers function fully in two specialty areas.
3. Establish management systems for case handling in all areas.
4. Design a training program for hearing officers hearing complex regulatory agencies matters.

III. BUDGET SUMMARY

	<u>Actual</u> 1979-80	<u>Authorized</u> 1980-81	<u>Request</u> 1981-82
Cash Fund	\$431,805	\$556,962	\$639,249

STAFFING SUMMARY

Hearing Examiner I-C	10.9	12.5	14.5
Hearing Examiner II	1.0	1.0	1.0
Hearing Examiner III	1.0	1.0	1.0
Secretary	<u>.5</u>	<u>3.5</u>	<u>3.5</u>
Total	13.4	18.0	20.0

IV. SUPPORT FOR BUDGET REQUESTS

Explanation of Request

1 FTE hearing officer for worker's compensation cases. The need to improve the timeliness of orders as well as rules changes made by the Industrial Commission will expand the number of hearings and the number of hours per case. The FTE assigned will permit the increased hearing load caused by the rules changes to be assumed while

ensuring that the decisions will be produced in a timely manner.

1 FTE for regulatory agencies matters. The increased investigatory staff in regulatory agencies notably the real estate commission as well as the assumption by the division of the hearings for the medical board is expected to generate about ninety seven additional regulatory agency hearings at an estimated twenty hours per hearing, or 1940 hours.

Funds have been requested for word processing. Costs are estimated on a lease basis. The division can reduce retyping of decisions and therefore eliminate the need for an additional clerical through the use of word processing. Approximately one thousand decisions and orders will be produced in FY 81-82 by the support staff which handles all aspects of the cases except for personnel and workman's compensation. In the latter areas typing is done by the agency.

Funds have also been requested to provide basic office equipment and operating costs for two additional FTE hearing officers based on current operating expenses per FTE, and estimates of the costs of desks, chairs, dictating equipment, etc. for the additional FTE's.

V. TIE TO DEPARTMENT ORGANIZATION CHART

The Division of Hearing Officers is a division of the Department of Administration.









SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT ADMINISTRATION  
AGENCY HEARING OFFICERS

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Personal Services										
Hearing Examiner 1-C	340,182	12.5	271,966	10.9	342,097	12.5	363,691	12.5	373,156	12.5
Hearing Examiner II	32,040	1.0	32,040	1.0	32,556	1.0	34,188	1.0	34,188	1.0
Hearing Examiner III	27,456	1.0	27,456	1.0	28,128	1.0	31,782	1.0	33,508	1.0
Secretary	4,760	.5	4,760	.5	43,212	3.5	46,561	3.5	47,576	3.5
Sub-total Salaries	404,438	15.0	336,222	13.4	445,993	18.0	476,222	18.0	488,428	18.0
PERA	43,032		38,137		47,454		50,670		59,588	
Salary Act & PERA	487*				26,274*		26,274*			
Merit Increase & PERA	5,390*				6,839*		6,839*		6,338*	
Health & Life Insurance	5,400		4,135		7,248*		7,248		7,248*	
Contractual			369		4,000		4,000		4,000	
Retirement/Termination			5,956							
PERA Increase Adjustment					5,798*		6,191			
Part-time			16,601							
Workmen's Compensation			45		522		522		500	
Occupational Study					332*		332*			
Less Vacancy Savings					(10,883)		(10,883)		(3,845)	
Total Personal Services	452,870	15.0	401,465	13.4	487,086	18.0	533,970	18.0	548,671	18.0

SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT ADMINISTRATION  
AGENCY HEARING OFFICERS

Item	Estimate FY		Actual FY		Appropriation FY		Estimate FY		Request FY	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Personal Services (Con't)										
New Positions										
Hearing Examiner 1-C									48,600	2.0
PERA									5,929	
Health & Life Insurance									960*	
Total New Positions									54,529	
Total Personal Services	452,870	15.0	401,465	13.4	487,086	18.0	533,970	18.0	603,200	20.0
Operating Expense										
Telephone	5,000		382				2,500		3,150	
Postage	2,500						500		735	
Freight, Moving & Storage			720							
Printing & Reproduction	4,500		2				7,343		9,240	
Advertising			109							
Office Supplies	3,500		52				3,500		4,452	
Training	500						500		630	

SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT ADMINISTRATION  
AGENCY HEARING OFFICERS

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Operating Expense (Con't)										
Books & Publications	1,500						250		315	
Equipment Maintenance			295				250		315	
Awards, Judgements			22,360							
Misc Fees - Court Reporter Fees			1,330				1,700		2,163	
Rental & Supplies-Word Processing									8,000	
Total Operating Expense	17,500		25,250		16,543		16,543		29,000	
Travel										
In State			280				6,449		7,049	
Total Travel			280		6,449		6,449		7,049	
Capital Outlay										
Office Furniture & Equipment			4,810							
Total Capital Outlay			4,810							
Total Hearing Officers - Cash Funds	470,370	15.0	431,805	13.4	510,078	18.0	556,962	18.0	639,249	20.0







## PROGRAM AND BUDGET NARRATIVE

### I. PROGRAM IDENTIFICATION

Title: Management Services

Division: Management Services

Department: Department of Administration

Program Administrator: John R. Kennedy, Division Director

#### Description and Authorization:

This unit performs management studies and implements study recommendations for State agencies as requested or approved by the client executive director. Management Services provides management consulting services to the Executive Branch. The agency's authorization is included under the "Powers and Duties of the Executive Director" in CRS 24-30-102. That statute outlines the responsibilities of the Department of Administration's executive director relative to the management of State agencies. These responsibilities include a need for a management consulting service 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 engagements for 19 departments or divisions. The liaisons established between consultant and client agency during these assignments have remained active over the years as evidenced by repeated requests for services.

### II. PROGRAM OBJECTIVES

Objectives for 1979-80

In the 1979-80 budget request, the objectives listed below were established. The following is a status report on our accomplishments:

Objective: Provide an internal management consulting service to the State at a lesser cost than the service could be provided by outside consultants.

Status: Accomplished. Our service was provided at an average of \$29 per hour.

Objective: Improve the management of the agencies of State government.

Status: Accomplished. We have materially contributed to management improvement at the Departments of Administration, Corrections, assisted in Management and Efficiency studies at the Department of Military Affairs and Highways.

Objective: Undertake significant projects in the Departments of Education, Local Affairs, Office of Energy Conservation, Labor and Employment, Division of Highway Safety and others.

Status: Accomplished.

PROGRAM AND BUDGET NARRATIVE

Objective: Generate enough cash funds from client agencies to cover a 100 percent cash funding target of approximately \$132,891.

Status: Accomplished. Total cash billings were \$132,891

Objectives for 1980-81

To deliver consulting services in a range from 80-85% of net hours available.

To achieve savings in the form of cost avoidance, increased cash flow, or cost reduction.

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

In the current year, the Division of Management Services is engaged in and anticipates several requests for services in at least the following areas: General Management, Production Management and Personnel Administration. Marketing efforts made by the Division have resulted in the following type of engagements, active or pending.

<u>Client Agency</u>	<u>Engagement</u>
Department of Administration	Word Processing Studies
Department of Education	Job Evaluation Programs - Admin. Staffs
Department of Highways	Contractor Recommendations Evaluation
Department of Corrections	Work load Analysis
Department of Administration	Management Training Program
Department of Administration	Task Analysis and Standards - Capital Maintenance
Office of State Planning and Budgeting	Colorado Office of Minority Business Enterprise Management Audit
Department of Corrections	Diagnostic Grant Evaluation
Department of Highways	Highway Safety Plan

PROGRAM AND BUDGET NARRATIVE

The Division of Management Services is making every effort to adjust to the 100% cash funding concept. Our marketing efforts thus far have been successful.

The Division will continue to strive for program and financial efficiencies in client agencies. The Division seeks to reduce costs or contain costs wherever practicable.

Objectives for 1981-82:

To deliver consulting services in a range from 80-85% of all net hours available to the staff.

To staff the unit to a level consistent with the volume of business generated but not to exceed the FTE limit.

To emphasize marketing activities toward each department by each consultant in order to meet cash funding objectives.

Next year, the Division of Management Services expects requests for services in at least the following areas: General Management, Production Management, Personnel Administration, Management Training and Interim Management. At this time the Division foresees potential business in at least the following departments:

<u>Client Agency</u>	<u>Engagement</u>	<u>Estimated Billing</u>
Department of Highways	Forms Design, Training, Safety Plan 1981-82	\$ 20,000
Department of Corrections	Industries Division Management Assistance and Training	20,000
Department of Natural Resources	Management Audits	30,000
Department of Education (State Library)	State Agencies Book Acquisition Methods	15,000

<u>Client Agency</u>	<u>Engagement</u>	<u>Estimated Billing</u>	
Department of Education	Community Colleges Job Evaluation	\$ 50,000	
(Several Departments)	Manager Training and Project Implementation	15,000	
		<hr/>	
		\$150,000	
III. BUDGET SUMMARY	1979-80	1980-81	1981-82
Expenditures	\$132,891	\$231,849	\$232,844
FTE	4.3	7.0	7.0
Staffing Summary:			
Division Director	1.0	1.0	1.0
Management Consultant	.2	1.0	1.0
Management Analyst II	1.4	2.0	2.0
Management Analyst IC	.8	2.0	2.0
Sr. Secretary	.9	1.0	1.0
Total	<u>4.3</u>	<u>7.0</u>	<u>7.0</u>

PROGRAM AND BUDGET NARRATIVE

Performance Measures:

This Division measures its performance quantitatively in two ways, viz, percent of available consulting hours delivered and in cash earned. An additional measurement may be savings generated. (Cash funding of this Division has proven to result in less savings generated for the State than the general fund method of funding which prevailed up to FY 1976-77.) Qualitative performance measures are evidenced by letters of appreciation from client agencies and repeated requests for the Division's services.

	<u>Actual</u> 1979-80	<u>Estimate</u> 1980-81	<u>Estimate</u> 1981-82
Percent of Consulting Hours Delivered:	75%	80	80
Cash Earned	\$132,891		
Cash Fund Target		\$231,844	\$232,844

IV. SUPPORT FOR BUDGET REQUEST

Explanation of Request

This is a continuation budget, adjusted for inflation. There is a strong continuing market for the services of internal consulting as evidenced by our ability to generate cash funds.

V. TIE TO DEPARTMENT ORGANIZATION CHART

This Division is part of the Department of Administration



SCHEDULE 2A  
BUDGET SUMMARY

DEPARTMENT Administration  
AGENCY Management Services

ESTIMATE YEAR - VARIANCE SCHEDULE

Item	Appropriation FY 81		Estimate FY 81		Variance		Variance Explanation
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	
Personal Services	199,111	7.0	219,719	7.0	(20,608)	-	Salary Act 7,025 Merit Increase 3,097 H. B. 1219 3,170 Occupation Study 1,518 PERA Rate Increase 2,438 Health & Life Insurance 3,360 Total 20,608
Operating Expense	7,249		7,249		-0-		
Travel	4,881		4,881		-0-		
Total	211,241	7.0	231,849	7.0	(20,608)	-	

SCHEDULE 2B  
BUDGET SUMMARY

DEPARTMENT Administration  
AGENCY Management Services

ACTUAL YEAR - VARIANCE SCHEDULE

Item	Appropriation FY 80		Actual FY 80		Variance		Variance Explanation
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	
Personal Services	231,166	9.0	118,466	4.3	112,700	4.7	Trans. to Debt Collection \$ (3,000) Reversion (109,700) Total (\$112,700)
Operating Expense	6,626		5,653		973		Transfer to Travel \$ (2,000) Trans. from Debt Collection 1,050 Reversion (23) Total \$ (973)
Travel	4,550		8,772		(4,222)		Transfer from Operating \$ 2,000 Trans. from Debt Collection 2,350 Reversion (128) Total \$ 4,222
Total	242,342	9.0	132,891	4.3	109,451	4.7	

Additional Explanation if Needed:

SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT Administration  
AGENCY Management Services

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Personal Services										
Division Director	38,724	1.0	38,724	1.0	38,724	1.0	41,556	1.0	41,556	1.0
Management Consultant'	35,270	1.0	5,437	.2	35,124	1.0	35,124	1.0	36,876	1.0
Management Analyst II	71,709	3.0	32,925	1.4	49,944	2.0	54,511	2.0	55,056	2.0
Management Analyst I-C	42,216	2.0	16,554	.8	39,120	2.0	41,174	2.0	43,152	2.0
Management Analyst I-B	18,936	1.0	-	-						
Secretary I-B	15,324	1.0	13,215	.9						
Senior Secretary					11,424	1.0	15,202	1.0	15,324	1.0
Sub Totals Salaries	222,179	9.0	106,855	4.3	174,336	7.0	187,567	7.0	191,964	7.0
PERA	23,640		9,911		18,549		19,957		23,420	
PERA Rate Increase					2,267 *		2,438			
Health & Life Insurance	1,440		1,380		3,360 *		3,360		3,360 *	
Salary Act	13,464 *				7,025 *		7,025 *			
Merit Increase	3,023 *				3,097 *		3,097 *		2,705 *	
Contractual Fees			320		6,226		6,397			
H. B. 1219					3,170 *		3,170 *			
Occupational Study					1,518 *		1,518 *			
Total Personal Services	247,259	9.0	118,466	4.3	199,111	7.0	219,719	7.0	215,384	7.0



SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT Administration  
AGENCY Management Services

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Operating Expense										
Telephone	585		966				1,238		1,340	
Postage	395		289				371		400	
Printing	3,091		2,398				3,074		3,340	
Office Supplies	1,550		1,229				1,576		1,767	
Educational Supplies	140						391		425	
Other Supplies			305							
Library Books - Periodicals	650		41				53		60	
Equipment Maintenance - Repair	115		101				130		140	
Offical Functions	100		50				50		50	
Advertising			274				366		350	
Total Operating Expense	6,626		5,653		7,249		7,249		7,872	
Travel										
In-State	4,550		8,772				4,881		9,588	
Total Travel	4,550		8,772		4,881		4,881		9,588	
Program Total	258,435	9.0	132,891	4.3	211,241	7.0	231,849	7.0	232,844	7.0



SUMMARY - PERSONAL SERVICES RECONCILIATION

DEPARTMENT Administration  
 AGENCY Management Services

POSITION CLASSIFICATION (1)	1979-80 ESTIMATE USED IN 1979-80 REQUEST (2)		1980-81 STAFF CHANGE AUTHORIZED BY APPR. REPORT (3)		1980-81 STAFF ADDED OR DELETED (4)		1980-81 RECLASSIFICATIONS (5)		1980-81 SALARY INCREASES (6)		1980-81 ESTIMATE USED IN 1981-82 REQUEST (7)	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
	Division Director	1.0	38,724					0	2,832 **			1.0
Management Consultant	1.0	35,270							(146)		1.0	35,124
Management Analyst II	3.0	71,709	(1.0)	(21,765)					4,567		2.0	54,511
Management Analyst I-C	2.0	42,216							(1,042)		2.0	41,174
Management Analyst I-B	1.0	18,936	(1.0)	(18,936)							-	-
Secretary I-B	1.0	15,324					(1.0)	(15,324)*				
Senior Secretary							1.0	12,780 *	2,422		1.0	15,202
Salaries	9.0	222,179	(2.0)	(40,701)			-	288	5,801		7.0	187,567
PERA		23,640		(4,331)				31	617			19,957
PERA Rate Increase								3	2,435			2,438
Health & Life Insurance		1,440							1,920			3,360
Contractual Fees									6,397			6,397
Total	9.0	247,259	(2.0)	(45,032)			-	322	17,170		7.0	219,719

\* Title change as result of Occupation Study  
 \*\* H. B. 1219

## PROGRAM AND BUDGET NARRATIVE

### PROGRAM IDENTIFICATION

Title: Division of Purchasing

Division: Division of Purchasing

Department: 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. (See pages through for Surplus Property Agency's budget.)

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.

### II. PROGRAM OBJECTIVES

Our 1979-80 budget narrative contained the following objectives:

1. To increase the number of State contracts by 5% - to a total of 344.

This objective was met. 484 term contracts were issued.

2. To provide a cost avoidance/savings of \$150,000.

This objective was met. The Division provided cost avoidance/savings over and above the amounts saved through the normal bid procedure, of \$257,983.

3. To perform performance audits on ten (10) Group II purchasing offices.

The goal of 10 was not met. Only 7 were accomplished. Failure to meet objective was due to workload in Division offices and lack of travel funds.

4. To issue purchase orders within an average of 15 after receipt of an acceptable purchase requisition.

Average time was 17 days.

### Objectives for 1981-82

1. To add 12 additional term contracts.
2. To provide cost savings/avoidance of \$170,000.
3. To accomplish 6 performance audits on Group II purchasing offices.
4. To implement new Procurement Code for Colorado (if it is passed into law).

PROGRAM AND BUDGET NARRATIVE

5. To conduct training sessions regarding new Procurement Code for Group II purchasing personnel.

III. BUDGET SUMMARY

	Actual 1979-80	Authorized 1980-81	Requested 1981-82
Total Budget	392,376	396,525	437,716
FTE	13.3	14.0	15.0

Staffing Summary:

State Purchasing Director	1	1	1
Ass't State Purchasing Director	1	1	1
Administrative Clerk Typist I	1	1	1
Clerical Supervisor II	1	1	1
Staff Assistant	-	1	1
Senior Secretary	1	1	1
Purchasing Agents C	4.8	5	6
Purchasing Analyst II	1	1	1
Typists B	1.5	2	2
Chief Admin. Clerk	1.0	-	-
<b>TOTAL</b>	<u>13.3</u>	<u>14.0</u>	<u>15.0</u>

Pertinent Workload:

	Actual 1979-80	Estimate 1980-81	Estimate 1981-82
Purchase Orders Issued	24,275	25,000	26,000
Dollars Obligated	\$29,263,452	\$34,000,000	\$36,000,000

The total State wide expenditure for 1979-80, considering all departments and agencies who issue purchase orders, but are responsible to the Division of Purchasing, was \$184,354,400. During 1978-79, the total was \$164,000,000.

IV. SUPPORT FOR BUDGET REQUEST

Explanation and Justification of Request

This is not a continuing budget request. The Division of Purchasing is requesting one (1) additional Purchasing Agent C. The justification for the FTE is as follows:

During the last three years, the Division of Purchasing has been deeply involved in the writing and execution of Requests for Proposals for many categories of personal services. Prior to this period, there were few, if any, controls over the contracting process, especially as it applies to the hiring of consultants and firms providing personal services of a wide and varied nature. Colorado Revised Statutes 24-30-402, para (2) requires the Division of Purchasing to control the purchasing of, for the combined requirements all spending agencies, all supplies, materials, and equipment, printing, advertising, insurance and OTHER CONTRACTUAL SERVICES (emphasis added). The Attorney General has interpreted OTHER CONTRACTUAL SERVICES to mean personal services. Also, Colorado Fiscal Rules require RFP's for any amount over \$5,000.00.

During FY 79-80, the Division of Purchasing promulgated fifty-one (51) Requests for Proposals having a total dollar value of \$5,108,750.00. These totals do not include the RFP for the new telephone system amounting well over \$5,000,000.00. During the first two months of the current fiscal year, we have processed twelve (12) RFP's.

All of the above referenced workload has been absorbed by the Division of Purchasing without any increase in FTE. It should be noted this additional effort required weekend and evening hours dedicated to the RFP process.

The magnitude of the fifty-one (51) RFP's ranged from \$500,000.00 (awarded to a minority vendor) to contracts below \$5,000.00. The total awarded in 1979-80 from the RFP process was over five million dollars.

## PROGRAM AND BUDGET NARRATIVE

Professional procurement organizations estimate that good purchasing procedures result in a 20% savings. Being even more conservative, using a 10% saving factor, would mean Colorado saved \$510,000.00 using the RFP process. Possibly even more significant, the agencies served by the Division of Purchasing were exposed to a far wider range of consulting firms they previously considered, with a result of having better proposals submitted due to an increase in the number of vendors contacted.

Feedback from agencies utilizing the Division of Purchasing for RFP requirements has been most rewarding, again proving the need for professionalism in the RFP area.

Also, OMB Circular A-102, Attachment O, which is the law regarding expenditures of Federal Grant Funds, requires RFP's if the contract exceeds \$10,000.00.

Good government demands special attention be given to the RFP process. The Division of Purchasing will be unable to continue a satisfactory level of service without an additional professional FTE. The additional work can no longer be absorbed. Ironically, the savings resulting from the RFP process are enjoyed by the agencies, other than the Division of Purchasing.

The savings available, if an additional FTE is provided, far outweigh the projected costs of the additional FTE of approximately \$20,000.00.

SCHEDULE 2  
BUDGET SUMMARY

DEPARTMENT ADMINISTRATION  
AGENCY PURCHASING

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Personal Services	300,082	14.0	301,296	13.3	302,784	14.0	335,318	14.0	353,453	15.0
Operating Expenses	16,893		18,135		17,716		17,716		19,560	
Travel	1,284		1,148		1,284		1,284		1,403	
Special Purpose										
Federal Energy Grant	54,953		39,574		20,945		20,945		50,000	
Colo. Code of Reg. Subscription	26,085		26,085		12,185		12,185		13,300	
NBS - Recl Study Grant			922				9,077			
Senate B- - Rules, Regulations			5,216							
Total	399,297	14.0	392,376	13.3	354,914	14.0	396,525	14.0	437,716	15.0
General Fund	344,344		351,880		333,969		366,503		387,716	
Cash Funds			39,574		20,945		20,945		50,000	
Federal Funds	54,953		922				9,077			





SCHEDULE 2B  
BUDGET SUMMARY

DEPARTMENT ADMINISTRATION  
AGENCY PURCHASING

ACTUAL YEAR - VARIANCE SCHEDULE

Item	Appropriation FY 80		Actual FY 80		Variance 81		Variance Explanation
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	
Personal Services	277,802	14.0	301,296	13.3	23,494	.7	POT Allocation 22,758
							Transfer from 220800 2,000
							Transfer to 220300 (690)
							Reversion (574)
							23,494
Operating Expenses	16,893		18,135		1,242		Transfer from Travel 135
							Transfer from 220200 1,108
							Reversion (1)
							1,242
Travel	1,284		1,148		(136)		Transfer to Operating (135)
							Reversion (1)
							(136)
Federal Energy Grant	35,140		39,574		4,434		Roll Forward 13,063
							Reversion (8,629)
							4,434
Colo. Code of Reg. Subscriptions	26,085		26,085		-0-		—

Additional Explanation if Needed:



SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT ADMINISTRATION  
AGENCY PURCHASING

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Personal Services										
State Purchasing Director	36,876	1.0	34,129	1.0	36,876	1.0	40,071	1.0	41,556	1.0
Assistant State Purchasing Director	33,456	1.0	33,456	1.0	33,456	1.0	35,124	1.0	35,124	1.0
Purchasing Agent C	109,860	5.0	81,745	3.8	102,264	5.0	108,744	5.0	110,424	5.0
Purchasing Agent B	15,708	1.0	14,690	1.0						
Chief Administrative Clerk	17,736	1.0	17,736	1.0						
Secretary 1-B	15,324	1.0								
Clerical Supervisor I	11,856	1.0	11,856	1.0						
Typist B	29,980	3.0	15,328	1.5	18,492	2.0	19,704	2.0	19,848	2.0
Purchasing Analyst II			24,873	1.0	24,972	1.0	26,220	1.0	26,220	1.0
Administrative Clerk Typist			10,884	1.0	9,624	1.0	10,368	1.0	10,368	1.0
Senior Secretary			15,020	1.0	15,324	1.0	16,896	1.0	16,896	1.0
Clerical Supervisor II					13,896	1.0	15,324	1.0	15,324	1.0
Staff Assistant II					17,736	1.0	20,544	1.0	20,544	1.0
Salary Sub-total	270,796	14.0	259,717	13.3	272,640	14.0	292,995	14.0	296,304	14.0

SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT ADMINISTRATION

AGENCY PURCHASING

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Insurance Consultant	2,915		2,915		3,000		3,000		3,000	
PERA	28,813		28,034		29,009		31,175		36,149	
PERA Rate Impact					3,544*		3,809			
Salary Act & PERA	15,755*				13,191*		13,191*			
Merit & PERA	2,067*				3,227*		3,227*		2,003*	
Health/Life Insurance	4,458		4,443		6,204*		6,204		6,204*	
Separation Pay			3,785							
Temporary			2,402							
Forced Vacancy Savings	(6,900)				(1,865)		(1,865)		(1,900)	
Total Personal Services	300,082	14.0	301,296	13.3	302,784	14.0	335,318	14.0	333,553	14.0
General Fund	300,082		301,296		302,784		335,318		333,553	

\* Non-add item



SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT ADMINISTRATION

AGENCY PURCHASING

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Operating Expenses										
Insurance	55		58				65		70	
Telephone	235		299				300		550	
Postage	8,815		10,008				9,700		10,360	
Print & Reproduction Equipment	5,667		5,928				6,000		6,600	
Advertising	46						50		50	
Office Supplies	1,367		1,306				1,331		1,500	
Educational Supplies	98		125							
Books, Periodicals	124		74							
Equipment Maintenance & Repair	486		143				150			
Dues, Memberships			112				120		430	
Miscellaneous			82							
Total Operating Expenses	16,893		18,135		17,716		17,716		19,560	
General Fund	16,893		18,135		17,716		17,716		19,560	
Travel										
In State	484		244				384		353	
Out of State	800		904				900		1,050	
Total Travel	1,284		1,148		1,284		1,284		1,403	
General Fund	1,284		1,148		1,284		1,284		1,403	

SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT ADMINISTRATION

AGENCY PURCHASING

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Special Purpose										
Energy Grant	54,953		39,574		20,945		20,945		50,000	
Colo Code of Reg. Subscriptions	26,085		26,085		12,185		12,185		13,300	
Senate Bill 1 - Rules, Regulations			5,216							
NBS - Recl. Study Grant			922				9,077			
Total Special Purpose	81,038		71,797		33,130		42,207		63,300	
General Fund	26,085		31,301		12,185		12,185		13,300	
Cash Funds			39,574		20,945		20,945		50,000	
Federal Funds	54,953		922				9,077			
Total	399,297	14.0	392,376	13.3	354,914	14.0	396,525	14.0	437,716	
General Funds	344,344		351,880		333,969		366,503		387,716	
Cash Funds			39,574		20,945		20,945		50,000	
Federal Funds	54,953		922				9,077			





SUMMARY - PERSONAL SERVICES RECONCILIATION

DEPARTMENT ADMINISTRATION  
 AGENCY PURCHASING

POSITION CLASSIFICATION (1)	1979-80 ESTIMATE USED IN 1979-80 REQUEST (2)		1980-81 STAFF CHANGE AUTHORIZED BY APPR. REPORT (3)		1980-81 STAFF ADDED OR DELETED (4)		1980-81 RECLASSIFICATIONS (5)		1980-81 SALARY INCREASES (6)		1980-81 ESTIMATE USED IN 1981-82 REQUEST (7)	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
	Purchasing Agent B	1.0	15,708			(1.0)	(15,708)					
Purchasing Analyst II					1.0	24,972				1,248	1.0	26,220
Chief Administrative Clerk	1.0	17,736					(1.0)	(17,736)				
Staff Assistant II							1.0	17,736		2,808	1.0	20,544
Secretary 1-B	1.0	15,324					(1.0)	(15,324)				
Senior Secretary							1.0	15,324		1,572	1.0	16,896
Clerical Supervisor I	1.0	11,856					(1.0)	(11,856)				
Clerical Supervisor II							1.0	13,896		1,428	1.0	15,324
Typist B	3.0	29,980			(1.0)	(11,488)				1,212	2.0	19,704
Administrative Clerk Typist					1.0	9,624				744	1.0	10,368
All Other Positions	7.0	180,192								3,747	7.0	183,939
Total Purchasing	14.0	270,796				7,400		2,040		12,759	14.0	292,995

## PROGRAM AND BUDGET NARRATIVE

### I. PROGRAM IDENTIFICATION

Title: State Construction

Division: State Buildings Division (SBD)

Department: Administration

Program Administrator: Jacques C. Brownson, Director, SBD

#### Description and Authorization:

The State Capital Construction program is authorized under 24-30-1301 through 1306, C.R.S. 1973, as amended. Program responsibilities are defined under these same sections. The purpose of the Division's activities is to coordinate all capital construction, operating, and maintenance programs for State facilities into a structural process that meets the requirements of the Governor to provide adequate space to house the State programs authorized by the Colorado General Assembly.

#### Relationship to Other Programs/Divisions/Departments:

The Division works with all State agencies and institutions, except the Department of Highways and the Divisions of Parks and Outdoor Recreation and of Wildlife, in coordinating capital construction activities from the master/program planning phase through the completion of construction of the facilities, and in the operation and controlled maintenance of State buildings.

The Division works with the Office of State Planning and Budgeting's Budget Division in coordinating analysis of each agency's capital construction requests with the agency's operating budget request, and in formulating the capital construction executive budget recommendation.

The Division assists the Budget Division in providing fiscal impact

analyses of pending legislation involving construction and construction-related activities.

### II. PROGRAM OBJECTIVES

#### Accomplishments in 1979-80:

1. Instituted an Annual Facilities Conference for personnel from all agencies in the State involved in Capital Construction activity. The object of this Conference each year will be to keep agencies updated on current procedures and to assure an understanding of the state-wide capital construction appropriation.
2. Instituted a statewide review of major maintenance needs resulting in a Controlled Maintenance appropriation that represents the beginning of an emphasis on protection of the capital investment of the State.
3. Refined programs for open selection of architectural/engineering consultants and Minority Business Enterprise contractors, in compliance with legislative mandates.
4. Expanded technical services involvement in evaluation of energy impacted construction projects, leading to development of federal/state funding for energy retrofit projects.
5. Instituted revision of State lease procedure guidelines.
6. Conducted day-to-day contacts with agencies on progress of capital construction projects, including plan review, contracting procedures, and general project administration.

## PROGRAM AND BUDGET NARRATIVE

### Objectives for 1980-81:

1. Develop a more structured Controlled Maintenance plan, establishing priorities for systematically correcting the rapidly deteriorating physical plants of the State's agencies and institutions. Such efforts will concentrate on the repair and replacement of roofs, the protection of structural elements from the weather, and the repair and replacement of mechanical systems showing a cost benefit related to energy conservation.
2. Improve Division's Facilities Planning Section in the area of developing, or causing to be developed, current agency facilities master plans. Such master plans must evaluate the cost benefits of upgrading existing facilities to meet new program needs.
3. Develop improved energy conservation procedures, and implement physical plant staff training to accomplish them.
4. Develop contract language to define better the State's interest related to capital construction and controlled maintenance contracts. Contract compliance for minority business participation should be monitored. Contracts should define more clearly the requirements for project inspection and contract reporting.
5. In the area of real estate: continue development of real property inventories; develop lists of surplus real property to recommend to the Legislature for sale; delineate easements and rights-of-way along with property plats; and automate property inventories by county and legislative districts when possible.

### Objectives for 1981-82:

1. Develop and implement processes to improve coordination with agencies served by State Buildings Division. Emphasis will be in areas in which agency and SBD efforts overlap, or are to some extent duplicated.
2. Develop and implement processes to improve coordination within SBD, with the aim of providing better unified and interrelated service to agencies served by State Buildings.
3. Develop and implement a better coordinated Energy Conservation Program with other energy related agencies. Emphasis will be on Capital Construction and Controlled Maintenance budget and Plan Review for energy related projects.
4. Evaluate interrelationships among Division's Real Estate, Facilities Planning, and Plan Review Sections with the aim of providing more comprehensive program and plan review service to agencies served by State Buildings.
5. Continue development and implementation of revised contract documents in all areas of capital construction. Emphasis will be on simplification and clarification of language to better define contract intent.

PROGRAM AND BUDGET NARRATIVE

III. BUDGET SUMMARY

	<u>Actual 1979-80</u>	<u>Authorized 1980-81</u>	<u>Request 1981-82</u>
Total	\$1,007,613	\$ 723,480	\$ 729,700
FTE	18.7	21.9	22.0
General Fund	\$ 924,381	\$ 723,480	\$ 729,700
FTE	16.7	21.9	22.0
Cash Fund	\$ 83,232		
FTE	2.0		
<u>Staffing Summary:</u>			
State Bldgs Director	1.0	1.0	1.0
Deputy Director	.9	1.0	1.0
Cap. Const. Prog. Admin.	4.0	4.0	4.0
Cap. Const. Spec. B	6.0	7.9	8.0
Real Estate Prog. Spec.	.5	1.0	1.0
Secretary 1-B	* 2.0		
Admin. Clerk Typist A	* 4.0		
Engineering Aide C	.2		
Pub. Serv. Prof. Intern II	.1	1.0	1.0
Staff Assistant II	*	1.0	1.0
Senior Secretary	*	3.0	3.0
Sr. Admin. Clerk Typist	*	2.0	2.0
Total	18.7	21.9	22.0

Pertinent Workload:

	<u>Actual 1979-80</u>	<u>Estimate 1980-81</u>	<u>Estimate 1981-82</u>
Capital Construction Bid Openings	38	79	87
Capital Construction Projects in Progress	144	142	180
Capital Construction Projects Closed Out	16	96	120
Controlled Maintenance Projects Bid	412	375	400
Controlled Maintenance Projects in Progress	259	440	510
Controlled Maintenance Projects Closed Out	216	450	410
Construction Project Applications	173	160	150
Real Estate Leases Negotiated	186	186	200
Real Estate Leases in Effect	339	339	345
Easements Processed	36	36	39

IV. SUPPORT FOR BUDGET REQUEST

Explanation of Request

The State Buildings Division request for 1981-82 includes increases in three areas: .1 FTE for additional secretarial support for the Project Administration Section of the Division to provide a better response in the administration of the Controlled Maintenance program; \$4,000 increase in travel to be divided evenly between the Project Administration Section, to enable administrators to visit agencies throughout the State on a more frequent basis, and the Real Estate Section, to provide for some degree of site visitation in connection with the lease management program. A \$5,000 increase in elevator inspection fees has also been requested to cover inflationary factors which will be realized in the renewed contracts for this service.

PROGRAM AND BUDGET NARRATIVE

V. TIE TO DEPARTMENT ORGANIZATION CHART

The State Buildings Division is a division of the Department of Administration.

SCHEDULE 2  
BUDGET SUMMARY

DEPARTMENT Administration  
AGENCY State Buildings Division

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Personal Services - Total	564,723	20.4	547,811	18.7	598,710	21.9	673,608	21.9	668,200	22.0
General Fund	511,734	18.4	499,919	16.7	598,710	21.9	673,608	21.9	668,200	22.0
Cash Fund	52,989	2.0	47,892	2.0						
Operating Expense - Total	19,285		16,332		21,100		21,100		22,900	
General Fund	17,000		14,047		21,100		21,100		22,900	
Cash Fund	2,285		2,285							
Travel - Total	4,854		2,995		8,772		8,772		13,600	
General Fund	2,754		895		8,772		8,772		13,600	
Cash Fund	2,100		2,100							
Capital Outlay - Total	1,025		2,760							
General Fund	250		1,985							
Cash Fund	775		775							
Energy Audits - General Fund	100,000		100,000							
Panel Replacement - General Fund	225,750		225,741							
Elevator Inspections - General Fund					20,000		20,000		25,000	



SCHEDULE 2A  
 BUDGET SUMMARY  
 ESTIMATE YEAR - VARIANCE SCHEDULE

DEPARTMENT Administration  
 AGENCY State Buildings Division

Item	Appropriation FY 81		Estimate FY 81		Variance		Variance Explanation
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	
Personal Services	598,710	21.9	673,608	21.9	(74,898)	—	PERA Rate Increase 7,034 Health & Life Insurance 9,986 Salary Act 47,248 Merit Increase 3,216 H.B. 1219 Impact 3,801 Occupational Study 3,613 \$74,898
Operating Expense	21,100		21,100		—		
Travel	8,772		8,772		—		
Elevator Inspections	20,000		20,000		—		
TOTAL	648,582	21.9	723,480		(74,898)		



SCHEDULE 2B  
BUDGET SUMMARY

DEPARTMENT Administration  
AGENCY State Buildings Division

ACTUAL YEAR - VARIANCE SCHEDULE

Item	Appropriation FY 80		Actual FY 81		Variance		Variance Explanation
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	
Personal Services	536,461	20.4	547,811	18.7	(11,350)	1.7	Central Pots 19,763 Transfer to Ex. Director (3,315) Reversion (5,098) TOTAL 11,350
Operating Expense:	19,285		16,332		2,953		Transfer to Cap. Bldgs. (2,350) Transfer to Executive Director (420) Transfer to Capitol Outlay (1,675) Transfer from Travel 1,500 Reversion (8) <u>\$2,953</u>
Travel	4,854		2,995		1,859		Transfer to Operating Expenses (1,500) Transfer to Cap. Outlay (100) Transfer to Executive Director (250) Reversion (9) <u>\$1,859</u>

Additional Explanation if Needed:

SCHEDULE 2B

BUDGET SUMMARY

ACTUAL YEAR - VARIANCE SCHEDULE

DEPARTMENT Administration  
 AGENCY State Buildings Division

Item	Appropriation FY80		Actual FY 80		Variance		Variance Explanation
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	
Capital Outlay	1,025		2,760		(1,735)		Transfer from Oper. Expense \$1,675
							Transfer from Travel 100
							Transfer to Exec. Director (30)
							Reversion (10)
							TOTAL \$1,735
Building Rents	113,300		111,974		1,326		Reversion
Energy Audits	100,000		100,000		—		
Panel Replacement	225,750		225,741		9		Reversion
TOTAL	1,000,675		1,007,613		(6,938)		

Additional Explanation if Needed:

SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT Administration  
AGENCY State Buildings

Item	Estimate FY80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Personal Services:										
Director of State Buildings	36,876	1.0	36,876	1.0	36,876	1.0	39,576	1.0	39,576	1.0
Deputy Director of State Buildings	36,876	1.0	33,803	.9	31,860	1.0	32,556	1.0	34,188	1.0
Capitol Construction Program Admin.	137,928	4.4	127,196	4.0	129,120	4.0	140,876	4.0	141,864	4.0
Capitol Construction Specialist B	171,870	6.1	168,041	6.0	213,122	7.9	238,410	7.9	238,410	8.0
Real Estate Program Specialist	30,348	1.0	14,789	.5	22,656	1.0	24,081	1.0	24,972	1.0
Secretary 1B	30,221	2.0	30,910	2.0						
Admin. Clerk Typist B	60,747	4.0	59,442	4.0						
Engineering Aide C	2,256	.2	2,256	.2						
Engineering Technician	14,000	.7								
Admin. Clerk Typist A	337	0	183	0						
Public Service Professional Intern II			1,216	.1	14,592	1.0	15,388	1.0	16,092	1.0
Staff Assistant II					16,896	1.0	19,724	1.0	20,544	1.0
Senior Secretary					45,972	3.0	50,688	3.0	50,688	3.0
Sr. Admin. Clerk Typist					29,916	2.0	31,416	2.0	31,416	2.0
SUBTOTAL Salaries	521,459	20.4	474,712	18.7	541,010	21.9	592,715	21.9	597,750	22.0
Part-time, temporaries			3,695		3,695		3,695			
PERA	55,483		51,717		57,563		61,642		72,926	
PERA Rate Increase					7,034*		9,128			
Health and Life Insurance	6,840		6,722		9,986*		9,986		9,986*	
Separation Pay Upon Termination	4,566		10,965							

SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT Administration  
AGENCY State Buildings

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Personal Services (Cont'd)										
Salary Act	17,506*				47,248*		47,248*			
Merit Increase	3,916*				3,216*		3,216*		2,706*	
H. B. 1219 Impact					3,801*		3,801*			
Occupational Study Impact					3,613*		3,613*			
Vacancy Savings	(23,625)				(3,558)		(3,558)		(2,476)	
<b>TOTAL Personal Services</b>	<b>564,723</b>	<b>20.4</b>	<b>547,811</b>	<b>18.7</b>	<b>598,710</b>	<b>21.9</b>	<b>673,608</b>	<b>21.9</b>	<b>668,200</b>	<b>22.0</b>
Operating Expenses:										
Rent - Space (Parking Garage)	552		552				552		552	
Insurance	150		490				500		500	
Telephone	500		1,413				1,500		1,500	
Postage	100		1,487				1,650		1,800	
Printing and Reproduction	11,000		6,347				7,000		7,200	
Advertising	100		524				600		700	
Office Supplies	5,608		1,803				1,800		2,000	
Microfilming Services			57				—		—	
Rent of Equipment			216				4,898		5,060	
Library Books - Periodicals	150		686				500		600	
Equipment Maintenance and Repair	125		316				100		150	

SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT Administration  
AGENCY State Buildings

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Operating Expense (Cont'd)										
Automobile Maintenance	1,000		1,094				1,100		1,400	
Building Maintenance			80							
Official Function			1,267				900		1,438	
TOTAL Operating Expense	19,285		16,332		21,100		21,100		22,900	
Travel										
In-state	4,824		2,995				8,772		13,600	
TOTAL Travel	4,824		2,995		8,772		8,772		13,600	
Capital Outlay										
Replacement - Office Equipment	1,025		2,760							
TOTAL Capital Outlay	1,025		2,760							
Building Rents	113,300		111,974							
Elevator Inspections					20,000		20,000		25,000	
Energy Audits	100,000		100,000							
Panel Replacement	225,750		225,741							
PROGRAM TOTAL	1,028,907	20.4	1,007,613	18.7	648,582	21.9	723,480	21.9	729,700	22.0



SUMMARY - PERSONAL SERVICES RECONCILIATION

DEPARTMENT Administration  
 AGENCY State Buildings Division

POSITION CLASSIFICATION (1)	1979-80 ESTIMATE USED IN 1979-80 REQUEST (2)		1980-81 STAFF CHANGE AUTHORIZED BY APPR. REPORT (3)		1980-81 STAFF ADDED OR DELETED (4)		1980-81 RECLASSIFICATIONS (5)		1980-81 SALARY INCREASES (6)		1980-81 ESTIMATE USED IN 1981-82 REQUEST (7)	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
	Director of State Buildings	1.0	36,876					0	2,700*			1.0
Deputy Director of State Bldgs	1.0	36,876						696*		(5,016)	1.0	32,556
Capitol Construction Prog. Admin.	4.4	137,928			(.4)	(8,808)				11,756	4.0	140,876
Capitol Construction Spec. B	6.1	171,870	1.5	32,799	.3	8,453				25,288	7.9	238,410
Real Estate Prog. Specialists	1.0	30,348								(6,267)	1.0	24,081
Secretary 1B	2.0	30,221					(2.0)	(30,221)**				
Admin. Clerk Typist B	4.0	60,747					(4.0)	(60,747)**				
Engineering Aide C	.2	2,256			(.2)	(2,256)						
Engineering Technician	.7	14,000			(.7)	(14,000)						
Admin. Clerk Typist A	—	337				(337)						
Public Service Prof. Intern II					1.0	14,592				796	1.0	15,388
Staff Assistant II							1.0	18,624**		1,100	1.0	19,724
Sr. Secretary							3.0	45,972**		4,716	3.0	50,688
Sr. Admin. Clerk Typist							2.0	31,416**			2.0	31,416
Salaries	20.4	521,459	1.5	32,799	0	(2,356)	0	8,440		32,373	21.9	592,715
Part-time - Temporary						3,695						3,695
PERA		55,483		3,490		(251)		898		2,022		61,642
PERA Rate Increase										9,128		9,128
Health and Life Insurance		6,840								3,146		9,986
Separation Pay		4,566								(4,566)		
Vacancy Savings		(23,625)								(20,067)		(3,558)
TOTAL	20.4	564,723	1.5	36,289	0	1,088	0	9,338		62,170	21.9	673,608

\* H. B. 1219 Impact  
 \*\* Occupational Study

## PROGRAM AND BUDGET NARRATIVE

### I. PROGRAM IDENTIFICATION

Title: Surplus Property Program

Division: State Surplus Property Agency (SSPA)

Department: Department of 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. Authority to distribute State Government property is accomplished by agreement between SSPA and the Division of Purchasing.

#### Relationship to Other Programs/Divisions/Departments:

SSPA provides surplus federal property, under existing regulations, to all public agencies and the private, non-profit institutions or agencies that provide educational or health services. SSPA is also responsible for the distribution of property declared surplus by agencies of the State of Colorado.

### II. PROGRAM OBJECTIVES

In the 1979-80 budget request certain objectives were established for that fiscal year. The following is a status report on those objectives.

Objective: Maintain cash position of June 30, 1979.

Status: Cash position was improved 11%.

Objective: Average 320 sales per month.

Status: Average sales of 271 per month.

Objective: Increase eligible participants by 5%.

Status: Eligible participants were increased by 17%.

#### Objectives 1980-81

Maintain the current cash position of the agency.

Average 320 sales per month.

Increase eligible participants by 5%.

#### Objectives 1981-82

Maintain cash position of the agency.

Average 330 sales per month.

Increase eligible participants by 5%.



PROGRAM AND BUDGET NARRATIVE

III. BUDGET SUMMARY

	<u>Actual 1979-80</u>	<u>Authorized 1980-81</u>	<u>Request 1981-82</u>
Cash Fund	\$312,618	\$370,449	\$397,500

Staffing Summary:

Chief	1.0	1.0	1.0
Suprv. Supply Officer	1.0	1.0	1.0
Surp. Property Screener	1.0	1.0	1.0
Supply Officer	1.7	2.0	2.0
Storekeeper	2.8	3.0	3.0
Equipment Operator	1.0	2.0	2.0
Chief Admin. Clerk	1.0		
Staff Assistant II		1.0	1.0
Admin. Clerk Typist	1.7	1.0	1.0
Sr. Admin Clerk Typist		1.0	1.0
Administrative Clerk	.7		
Clerical Assistant		1.0	1.0
<b>Total</b>	<b>11.9</b>	<b>14.0</b>	<b>14.0</b>

Pertinent Workload:

Acquisition cost (in Millions) of property allocated	\$5.2	\$4.3	\$5.0
Eligible Participants	1,164	1,222	1,283

Performance Measures:

Revenue to Expenditure Ratio	1.05:1	1.1:1	1.1:1
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IV. SUPPORT FOR BUDGET REQUEST

The quantity and quality of federal property made available for distribution in FY 1979-80 and the first quarter of FY 1980-81 has shown a marked decline.

Two regulation changes should provide for a larger quantity and improved quality of property for the remainder of FY 1980-81 and continue through FY 1981-82. They are: (1) The removal of the exchange sale provision on certain categories of Department of Defense material, primarily vehicles and construction equipment. (2) The removal of the 2% surcharge on all Department of Defense property.

The budget request continues the level authorized for FY 1980-81 with an adjustment for inflation.

V. TIE TO DEPARTMENT ORGANIZATION CHART

The Colorado Surplus Property Agency is a section of the Division of Purchasing, Department of Administration.

SCHEDULE 2  
BUDGET SUMMARY

DEPARTMENT ADMINISTRATION  
AGENCY SURPLUS PROPERTY

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Personal Services	261,861	14.0	243,181	11.9	252,514	14.0	275,551	14.0	269,100	14.0
Federal Program			228,198				261,773		255,645	
State Program			14,983				13,778		13,455	
Operating Expense	116,579		62,335		110,115		110,115		119,585	
Federal Program			58,516				104,609		113,606	
State Program			3,819				5,506		5,979	
Utilities	4,885		6,082		6,011		6,011		6,838	
Federal Program			5,839				5,771		6,496	
State Program			243				240		342	
Travel	6,950		1,020		1,809		1,809		1,977	
Federal Program			1,019				1,807		1,957	
State Program			1				2		20	
Total Surplus Property	390,275	14.0	312,618	11.9	370,449	14.0	393,486	14.0	397,500	14.0
Federal Program			293,572				373,960		377,704	
State Program			19,046				19,526		19,796	



SCHEDULE 2B

BUDGET SUMMARY

ACTUAL YEAR - VARIANCE SCHEDULE

DEPARTMENT ADMINISTRATION

AGENCY SURPLUS PROPERTY

Item	Appropriation FY 80		Actual FY 80		Variance		Variance Explanation
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	
Personal Services	239,156	14.0	243,181	11.9	(4,025)	2.1	
Operating Expense	116,579		62,335		54,244		
Utilities	4,885		6,082		(1,197)		
Travel	6,950		1,020		5,930		
Management Services Study	12,500		-0-		12,500		
Total Surplus Property	380,070	14.0	312,618	11.9	67,452	2.1	

Additional Explanation if Needed:

Personal Services:

Potted Funds \$7,726  
 Unexpended App (3,701)  
\$4,025

Operating Expense:

Transfer to Utilities (\$1,500)  
 Unexpended Approp. (52,744)  
(\$54,244)

Utilities:

Transfer from OX \$1,500  
 Unexpended Approp (303)  
\$1,197

Travel

Unexpended Approp (\$5,930)

Management Services Study

Unexpended Approp (\$12,500)

SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT ADMINISTRATION  
AGENCY SURPLUS PROPERTY

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Personal Services										
Surplus Property Chief	31,860	1.0	31,860	1.0	31,860	1.0	33,456	1.0	33,456	1.0
Supervisor Surplus Property	23,784	1.0	23,784	1.0	23,784	1.0	24,972	1.0	24,972	1.0
Surplus Property Screener	21,576	1.0	21,576	1.0	21,576	1.0	22,656	1.0	22,656	1.0
Supply Officer	17,736	1.0	29,606	1.7	33,780	2.0	35,472	2.0	35,472	2.0
Storekeeper	56,284	4.0	39,596	2.8	39,984	3.0	42,684	3.0	42,684	3.0
Equipment Operator	26,714	2.0	14,714	1.0	27,324	2.0	27,948	2.0	27,948	2.0
Chief Administrative Clerk	17,736	1.0	17,736	1.0						
Staff Assistant II					17,736	1.0	20,544	1.0	20,544	1.0
Administrative Clerk Typist	20,540	2.0	17,503	1.7	9,624	1.0	10,368	1.0	10,368	1.0
Senior Administrative Clerk Typist					11,424	1.0	12,200	1.0	12,600	1.0
Administrative Clerk	12,000	1.0	8,562	.7						
Clerical Assistant					7,536	1.0	8,532	1.0	8,532	1.0
Salary Sub-total	228,230	14.0	204,937	11.9	224,628	14.0	238,832	14.0	239,232	14.0
PERA	24,284		21,996		23,900		25,412		29,186	
PERA-Adjustment					2,921*		3,105			
Part time - Hourly			1,938							
Salary Act & PERA	15,578*				11,767*		11,767*			
Merit Increases & PERA	3,615*				1,003*		1,003*		604*	

SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT ADMINISTRATION  
AGENCY SURPLUS PROPERTY

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY 82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Personal Services (Con't)										
Health & Life Insurance	3,512		2,921		4,032*		4,032		4,032*	
Retirement - Termination'			1,998							
Workmen's Compensation	9,050		9,391		4,481		4,481		4,400	
Occupational Study & PERA					3,130*		3,130*			
Less Vacancy Savings	(3,215)				(495)		(311)		(3,718)	
Total Personal Services	261,861	14.0	243,181	11.9	252,514	14.0	275,551	14.0	269,100	14.0
Federal Program Shares			228,198				261,773		255,645	
State Program Share			14,983				13,778		13,455	
Operating Expense:										
Rents for Equipment	225		218				325		330	
Rents for Buildings, Space or Land	5,910		4,290				5,500		5,980	
Insurance	2,400		1,595				1,750		1,900	
Telephone	7,250		5,166				6,250		6,816	
Postage	3,000		1,787				3,500		3,923	
Freight & Moving Expense	23,150		11,227				17,500		18,895	
Dues & Memberships	200		100				200		215	
Printing & Reproduction Expense	450		495				475		510	

SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT ADMINISTRATION  
AGENCY SURPLUS PROPERTY

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Operating Expense (Con't)										
Advertising	500						500		540	
Custodial & Laundry Supplies & Services	2,500		1,247				2,250		2,390	
Office Supplies	1,575		1,313				1,650		1,795	
Education	100						100		200	
Other Services & Supplies	8,500						6,190		6,695	
Equipment Maintenance & Repair	38,175		17,667				36,500		39,585	
Motor Vehicle Repair & Supplies	13,234		7,659				13,250		14,350	
Building & Grounds Maintenance	825		628				975		1,075	
Official Functions	150		44				150		155	
Payments to Other State Agencies	2,150		870				1,725		1,913	
Misc. Fees-Not Personal Service	6,285		1,395				4,575		5,023	
Depreciation Expense			6,634				6,750		7,295	
Total Operating Expense	116,579		62,335		110,115		110,115		119,585	
Federal Program Share			58,516				104,609		113,606	
State Program Share			3,819				5,506		5,979	
Utilities:										
Heat-Natural Gas	2,812		3,662				3,615		4,128	
Light & Power	1,798		2,224				2,196		2,510	

SCHEDULE 3  
PROGRAM DETAIL

DEPARTMENT ADMINISTRATION  
AGENCY SURPLUS PROPERTY

Item	Estimate FY 80		Actual FY 80		Appropriation FY 81		Estimate FY 81		Request FY82	
	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
Utilities: (Con't)										
Water & Sewage	275		196				200		200	
Total Utilities	4,885		6,082		6,011		6,011		6,838	
Federal Program			5,839				5,771		6,496	
State Program			243				240		342	
Travel:										
In State	2,200		398				705		771	
Out of State	4,750		622				1,104		1,206	
Total Travel	6,950		1,020		1,809		1,809		1,977	
Federal Program			1,019				1,807		1,957	
State Program			1				2		20	
Total Surplus Property Agency	390,275	14.0	312,618	11.9	370,449	14.0	393,486	14.0	397,500	14.0
Federal Program			293,572				373,960		377,704	
State Program			19,046				19,526		19,796	



SCHEDULE 4

SOURCE OF FINANCING - DIRECT REVENUES

DEPARTMENT ADMINISTRATION

AGENCY SURPLUS PROPERTY

Revenue Source	Actual FY 80	Appropriation FY 81	Estimate FY 81	Request FY 82
Cash Fund:				
Income from Sales	312,361			
Federal Program	293,288			
State Program	19,073			
CETA Funds	903			
Federal Program	849			
State Program	54			
Interest	13,547			
Federal Program	13,547			
Total Revenue	326,811	370,449	393,486	397,500
Federal Program	307,684		373,960	377,704
State Program	19,127		19,526	19,796

SUMMARY - PERSONAL SERVICES RECONCILIATION

DEPARTMENT ADMINISTRATION  
 AGENCY SURPLUS PROPERTY

POSITION CLASSIFICATION (1)	1979-80 ESTIMATE USED IN 1979-80 REQUEST (2)		1980-81 STAFF CHANGE AUTHORIZED BY APPR. REPORT (3)		1980-81 STAFF ADDED OR DELETED (4)		1980-81 RECLASSIFICATIONS (5)		1980-81 SALARY INCREASES (6)		1980-81 ESTIMATE USED IN 1981-82 REQUEST (7)	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
	Chief Administrative Clerk	1.0	17,736					(1.0)	(17,736)			
Staff Assistant II							1.0	19,656		888	1.0	20,544
Administrative Clerk Typist	2.0	20,540					(1.0)	(10,652)		480	1.0	10,368
Sr. Administrative Clerk Typist							1.0	11,824		776	1.0	12,600
Administrative Clerk	1.0	12,000					(1.0)	(12,000)				
Clerical Assistant							1.0	8,148		384	1.0	8,532
Supply Officer	1.0	17,736					1.0	16,044		1,692	2.0	35,472
Storekeeper	4.0	56,284					(1.0)	(16,300)		2,700	3.0	42,684
Balance of Positions	5.0	103,934								5,098	5.0	109,032
Total Surplus Property Cash Funds	14.0	228,230						(1,016)		12,018	14.0	239,232

SCHEDULE 8

UTILITIES

DEPARTMENT ADMINISTRATION

AGENCY SURPLUS PROPERTY

UTILITY	(Base Period)	Actual 1972-73	Actual FY 79 -	Actual FY 80 -	Estimate FY 81 -	Request FY 82 -
Steam (lb./\$)	/	/	/	/	/	/
Natural Gas (ft.3/\$)	2,727,600/	1,505	1,701,800/ 3,113	1,572,500/ 3,662	1,572,500/ 3,615	1,572,500/ 4,138
Propane (gal./\$)	/	/	/	/	/	/
Oil (ga./\$)	/	/	/	/	/	/
Coal (tons/\$)	/	/	/	/	/	/
HEAT (BTU/\$)	/	/	/	/	/	/
ELECTRICITY (KWH/\$)	40,804,000/	1,589	37,212,000/ 1,954	39,212,000/ 2,224	39,212,000/ 2,200	39,212,000/ 2,504
WATER (gal./\$)	Flat Rate 72,000/	196	Flat Rate 63,400/	196	Flat Rate 111,000/	196
TOTAL UTILITIES ( /\$)	/	3,290	/ 5,263	/ 6,082	/ 6,011	/ 6,838
FUEL IN STORAGE AT END OF SEASON						
Propane (gal.)						
Oil (gal.)						
Coal (tons)						
BUILDING AREA (gross sq. ft)						
Total Building Area	27,240		27,240	27,240	27,240	27,240
Heated Area	27,240		27,240	27,240	27,240	27,240
Air Conditioned Area	3,240		3,240	3,240	3,240	3,240
Mechanically Ventilated Area	24,000		24,000	24,000	24,000	24,000

