

# Mayor's Office

John Suthers, Mayor | (719) 385-5900 | John.Suthers@coloradosprings.gov

## 2022 Strategic Plan



Note: See the [City of Colorado Springs Strategic Plan](#) for more information

## All Funds Summary

All Funds	Use of Funds	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget
	General Fund	\$930,303	\$1,086,554	\$1,112,424	\$1,197,504	\$85,080
<b>Total</b>	<b>\$930,303</b>	<b>\$1,086,554</b>	<b>\$1,112,424</b>	<b>\$1,197,504</b>	<b>\$85,080</b>	
<b>Positions</b>						
General Fund	7.00	7.00	8.00	8.00	0.00	
<b>Total</b>	<b>7.00</b>	<b>7.00</b>	<b>8.00</b>	<b>8.00</b>	<b>0.00</b>	

\* 2021 Amended Budget as of 8/13/2021, which includes the reinstatement of budget that had been reduced during 2020 and 2021 due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic

## Significant Changes vs. 2021

- Increase of approximately \$85,000 in the General Fund mainly to fund existing positions, pay for performance, movements within the salary structure, parking increases, medical cost adjustments, and removal of the hiring delay in 2021

## Mayor's Office - Overview

---

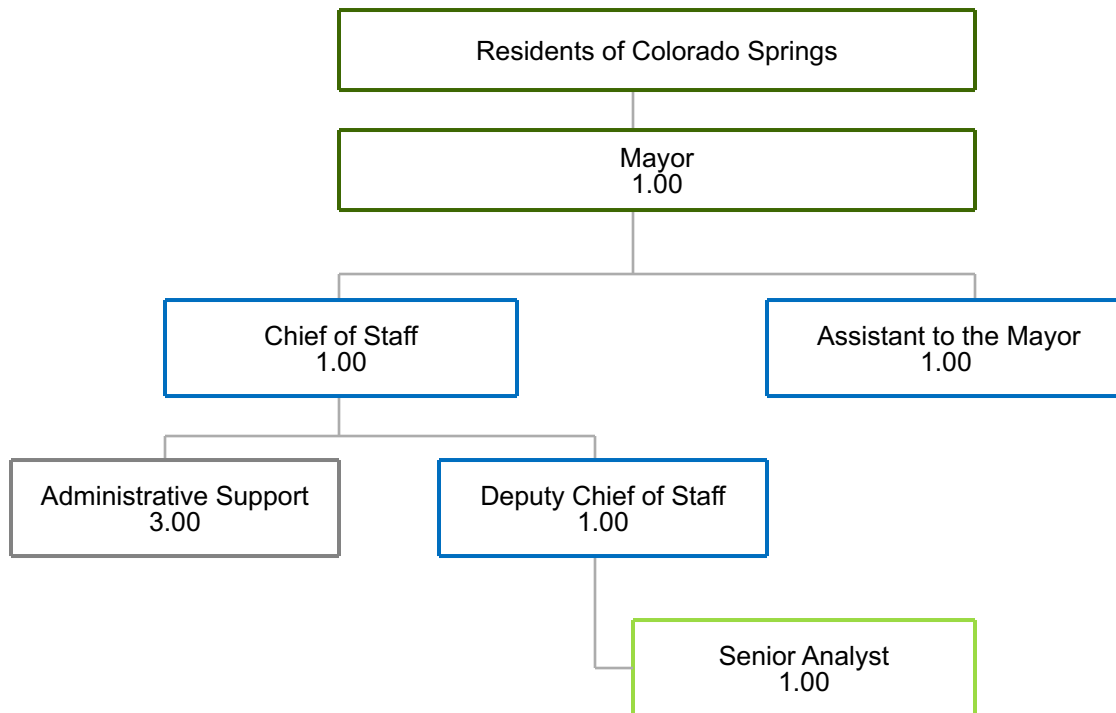
The Mayor is the Chief Executive Officer of the City and leads the Executive Branch. The City is provided all executive and administrative powers of home-rule status cities granted by Article XX of the Constitution of the State of Colorado. The City Charter provides the Mayor control and authority over all operational and administrative functions of the City. As the Chief Executive, the Mayor enforces all laws and ordinances, manages the Executive Branch of the Colorado Springs municipal government, and oversees implementation of the Mayor's vision, mission, goals, and strategic plan.

The Mayor serves as an ex officio and non-voting member of the Board of Directors of the Colorado Springs Utilities.

The Mayor's Office collaborates with and provides assistance to residents, elected officials, and municipal government operating departments. The Mayor may take command of the police and govern the City by proclamation in times of public danger or emergency.

## Mayor's Office - Organizational Chart

---



The sections below provide a summary of the Budget, authorized positions, changes that occurred after the budget was implemented for 2021, and changes occurring as part of the 2022 General Fund Budget.

### Mayor's Office - General Fund: Summary, Funding, and Position Changes

General Fund	Use of Funds	2019 Actual	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget
	Salary/Benefits/Pensions	\$964,609	\$910,555	\$1,027,438	\$1,032,574	\$1,117,654	\$85,080
	Operating	52,742	19,748	59,116	77,850	77,850	0
	Capital Outlay	0	0	0	2,000	2,000	0
	<b>Total</b>	<b>\$1,017,351</b>	<b>\$930,303</b>	<b>\$1,086,554</b>	<b>\$1,112,424</b>	<b>\$1,197,504</b>	<b>\$85,080</b>
	Position Title	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget	
	Assistant to the Chief of Staff	1.00	1.00	1.00	1.00	0.00	
	Assistant to the Mayor	1.00	1.00	1.00	1.00	0.00	
	Chief of Staff	1.00	1.00	1.00	1.00	0.00	
	Deputy Chief of Staff	1.00	1.00	1.00	1.00	0.00	
Mayor	1.00	1.00	1.00	1.00	0.00		
Senior Analyst	1.00	1.00	1.00	1.00	0.00		
Senior Office Specialist	1.00	1.00	1.00	1.00	0.00		
Staff Assistant	0.00	0.00	1.00	1.00	0.00		
<b>Total Positions</b>	<b>7.00</b>	<b>7.00</b>	<b>8.00</b>	<b>8.00</b>	<b>0.00</b>		

\* 2021 Amended Budget as of 8/13/2021, which includes the reinstatement of budget that had been reduced during 2020 and 2021 due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic

## Mayor's Office - General Fund: Summary, Funding, and Position Changes

Funding Changes	During 2021	* 2021 Amended - 2021 Original Budget
	Reinstatement of operating budget that was reduced during 2020 and carried forward into the 2021 original budget due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic	\$20,734
	Removal of 50% of the hiring delay that reduced the salary budget during 2020 and carried forward into the 2021 original budget due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic	5,136
	<b>Total During 2021</b>	<b>\$25,870</b>
	For 2022	2022 Budget - * 2021 Amended Budget
	<b>Salaries/Benefits/Pensions</b>	
	Net change to fund existing positions	\$46,942
	Increase to fund market movement, pay for performance, and pay progression	26,264
	Increase to fund medical cost adjustments	6,139
	Increase to fund employee parking	600
	Increase to fund the removal of the remaining 50% prior year hiring delay	5,135
	<b>Total Salaries/Benefits/Pensions</b>	<b>\$85,080</b>
	<b>Operating</b>	
	None	\$0
<b>Total Operating</b>	<b>\$0</b>	
<b>Capital Outlay</b>		
None	\$0	
<b>Total Capital Outlay</b>	<b>\$0</b>	
<b>Total For 2022</b>	<b>\$85,080</b>	

Position Change	During 2021	* 2021 Amended - 2021 Original Budget
	Add 1.00 FTE (Staff Assistant)	1.00
	<b>Total During 2021</b>	<b>1.00</b>
	For 2022	2022 Budget - * 2021 Amended Budget
	None	0.00
	<b>Total For 2022</b>	<b>0.00</b>

\* 2021 Amended Budget as of 8/13/2021, which includes the reinstatement of budget that had been reduced during 2020 and 2021 due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic

# City of Colorado Springs Budget Detail Report

001 - GENERAL FUND  
Mayor's Office

Acct # - Description	2019 Actual	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget
<b>Salaries/Benefits/Pensions</b>						
51205 - CIVILIAN SALARIES	754,122	701,648	767,174	772,310	839,444	67,134
51210 - OVERTIME	216	2,244	5,000	5,000	5,000	0
51220 - SEASONAL TEMPORARY	13,290	30,515	37,565	37,565	37,565	0
51245 - RETIREMENT TERM VACATION	823	0	0	0	0	0
51260 - VACATION BUY PAY OUT	609	702	0	0	0	0
51299 - SALARIES REIMBURSEMENTS	(627)	(627)	0	0	0	0
51610 - PERA	101,422	98,962	115,889	115,889	125,483	9,594
51615 - WORKERS COMPENSATION	1,922	1,832	2,038	2,038	2,166	128
51620 - EQUITABLE LIFE INSURANCE	2,118	1,912	3,130	3,130	3,242	112
51640 - DENTAL INSURANCE	3,565	2,948	3,683	3,683	3,660	(23)
51670 - PARKING FOR EMPLOYEES	1,806	2,478	3,000	3,000	3,600	600
51690 - MEDICARE	10,794	10,367	11,818	11,818	12,567	749
51695 - CITY EPO MEDICAL PLAN	17,110	16,928	19,110	19,110	13,121	(5,989)
51696 - ADVANTAGE HD MED PLAN	54,715	38,713	56,281	56,281	68,306	12,025
51697 - HRA BENEFIT TO ADV MED PLAN	2,724	1,933	2,750	2,750	3,500	750
<b>Salaries/Benefits/Pensions Total</b>	<b>964,609</b>	<b>910,555</b>	<b>1,027,438</b>	<b>1,032,574</b>	<b>1,117,654</b>	<b>85,080</b>
<b>Operating</b>						
52105 - MISCELLANEOUS OPERATING	7,719	1,087	0	0	0	0
52110 - OFFICE SUPPLIES	4,653	1,543	3,000	3,000	3,000	0
52120 - COMPUTER SOFTWARE	73	0	400	400	400	0
52122 - CELL PHONES EQUIP AND SUPPLIES	0	0	500	500	500	0
52125 - GENERAL SUPPLIES	0	895	5,000	5,000	5,000	0
52135 - POSTAGE	119	189	500	500	500	0
52465 - MISCELLANEOUS SERVICES	0	0	150	150	150	0
52560 - PARKING SERVICES	225	284	1,000	1,000	1,000	0
52575 - SERVICES	286	385	2,000	2,000	2,000	0
52590 - TEMPORARY EMPLOYMENT	0	0	14,000	14,000	14,000	0
52605 - CAR MILEAGE	1,542	497	1,000	1,000	1,000	0
52607 - CELL PHONE ALLOWANCE	600	570	1,000	1,000	1,000	0
52615 - DUES AND MEMBERSHIP	2,050	0	2,600	2,600	2,600	0
52625 - MEETING EXPENSES IN TOWN	13,906	6,496	5,000	10,000	10,000	0
52630 - TRAINING	1,558	150	0	5,000	5,000	0
52645 - SUBSCRIPTIONS	0	180	250	250	250	0
52655 - TRAVEL OUT OF TOWN	11,464	401	11,266	20,000	20,000	0
52705 - COMMUNICATIONS	852	898	0	0	0	0
52738 - CELL PHONE BASE CHARGES	5,210	3,583	4,500	4,500	4,500	0
52775 - MINOR EQUIPMENT	0	0	500	500	500	0
52776 - PRINTER CONSOLIDATION COST	1,806	2,303	3,700	3,700	3,700	0
52795 - RENTAL OF EQUIPMENT	0	0	250	250	250	0
52874 - OFFICE SERVICES PRINTING	679	287	2,500	2,500	2,500	0
<b>Operating Total</b>	<b>52,742</b>	<b>19,748</b>	<b>59,116</b>	<b>77,850</b>	<b>77,850</b>	<b>0</b>

# City of Colorado Springs Budget Detail Report

001 - GENERAL FUND  
Mayor's Office

Acct # - Description	2019 Actual	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget
<b>Capital Outlay</b>						
53030 - FURNITURE AND FIXTURES	0	0	0	2,000	2,000	0
<b>Capital Outlay Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>
<b>Grand Total</b>	<b>1,017,351</b>	<b>930,303</b>	<b>1,086,554</b>	<b>1,112,424</b>	<b>1,197,504</b>	<b>85,080</b>

\* 2021 Amended Budget as of 8/13/2021, which includes the reinstatement of budget that had been reduced during 2020 and 2021 due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic

# Communications

Jamie Fabos, Chief Communications Officer | (719) 385-5246 | Jamie.Fabos@coloradosprings.gov

## All Funds Summary

All Funds	Use of Funds	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget
	General Fund	\$1,382,140	\$1,393,106	\$1,453,085	\$1,593,089	\$140,004
<b>Total</b>	<b>\$1,382,140</b>	<b>\$1,393,106</b>	<b>\$1,453,085</b>	<b>\$1,593,089</b>	<b>\$140,004</b>	
<b>Positions</b>						
General Fund	11.00	11.00	11.00	11.00	0.00	
<b>Total</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>0.00</b>	

\* 2021 Amended Budget as of 8/13/2021, which includes the reinstatement of budget that had been reduced during 2020 and 2021 due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic

## Significant Changes vs. 2021

- Increase of approximately \$140,000 in the General Fund mainly to fund existing positions, pay for performance, movements within the salary structure, parking increases, medical cost adjustments, and removal of the hiring delay in 2021; includes reallocation of operating to salaries for seasonal temporary staff

## Communications - Overview

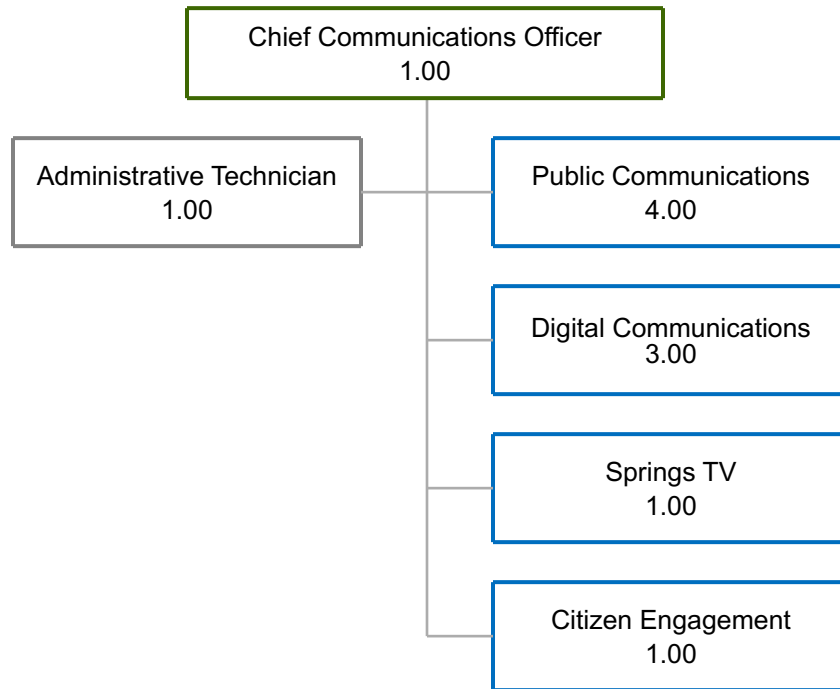
---

The City Communications department oversees all public communication with the citizens of Colorado Springs, working across multiple platforms to serve as the trusted source of accurate information and news. As professionals in this industry, the members of the department aspire to be proactive, prepared, balanced communicators who provide efficient, consistent, on-time messaging.

Further, the City Communications department leads efforts to brand our city Olympic City USA, sharing the inspirational and aspirational message of the brand in order to grow civic pride and economic opportunities.



## Communications - Organizational Chart

---





# Strategic Plan Update

Goals	 <p><b>Building Community &amp; Collaborative Relationships</b></p>	 <p><b>Excelling in City Services</b></p>
Initiatives	<ul style="list-style-type: none"> <li>Effectively reach Colorado Springs residents through varied and effective means of communication to foster trust in city government. (3.6)</li> </ul>	<ul style="list-style-type: none"> <li>Implement and apply consistent branding and public participation process citywide. (4.6)</li> </ul>
Performance Measures	<ul style="list-style-type: none"> <li>Consistently use at least 3 non-traditional forms of communication (e.g. social media, texting, etc.). (3.6.2)</li> <li>Communicate with constituents in times of crisis. (3.6.3)</li> </ul>	<ul style="list-style-type: none"> <li>Create and disseminate a new public participation standardized process by the end of 2020. (4.6.1)</li> </ul>
Notable Achievements	<ul style="list-style-type: none"> <li>Facilitated 1,000 media stories, reached 10 million-page views on <a href="http://www.ColoradoSprings.gov">www.ColoradoSprings.gov</a>, and processed 27,200 GoCOS! requests. Produced blogs, podcasts, press conferences and live video on social media in 2020. (3.6.2)</li> <li>Extensively supported El Paso County Public Health during the COVID-19 pandemic in 2020, by handling nearly 300 media requests, producing more than 100 videos, and supporting 15 live press events. (3.6.3)</li> <li>Provided crisis communication response for the Manitou incline and Bear Creek fires and Black Lives Matter protests in 2020. (3.6.3)</li> </ul>	<ul style="list-style-type: none"> <li>In 2020, developed standard practices and guidance for city staff conducting public participation in the community. (4.6.1)</li> <li>Host a public participation practitioners working group, since 2019. This now regional group, is made up of project managers from across City departments, Colorado Springs Utilities, Manitou, and Fountain, meets monthly meeting to exchange best practices, train on technology and align efforts. (4.6.1)</li> <li>Launched <a href="http://EngageCOS">EngageCOS</a> website in 2020, to inform the public engagement opportunities. (4.6.1)</li> </ul>

**Note:**The information contained in this Strategic Plan update demonstrates progress on a sampling of department Initiatives and Performance Measures. For a full listing of each department's Initiatives and Performance Measures (reference the ID numbers within the parenthesis), see the City's Strategic Plan beginning on Page 19.

The sections below provide a summary of the Budget, authorized positions, changes that occurred after the budget was implemented for 2021, and changes occurring as part of the 2022 General Fund Budget.

## Communications - General Fund: Summary, Funding, and Position Changes

General Fund	Use of Funds	2019 Actual	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget
	Salary/Benefits/Pensions	\$1,058,247	\$1,176,839	\$1,143,428	\$1,148,834	\$1,336,598	\$187,764
	Operating	207,787	205,301	249,678	304,251	256,491	(47,760)
	<b>Total</b>	<b>\$1,266,034</b>	<b>\$1,382,140</b>	<b>\$1,393,106</b>	<b>\$1,453,085</b>	<b>\$1,593,089</b>	<b>\$140,004</b>
	Position Title	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget	
	Administrative Technician	1.00	1.00	1.00	1.00	0.00	
	Chief Communications Officer	1.00	1.00	1.00	1.00	0.00	
	Citizen Engagement	1.00	1.00	1.00	1.00	0.00	
	Communications Specialist I/II	3.00	3.00	3.00	3.00	0.00	
	Communications Supervisor	1.00	1.00	1.00	1.00	0.00	
Digital Communications Specialist	2.00	2.00	2.00	2.00	0.00		
Lead Communications Specialist	1.00	1.00	1.00	1.00	0.00		
Video Production Specialist	1.00	1.00	1.00	1.00	0.00		
<b>Total Positions</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>0.00</b>		

\* 2021 Amended Budget as of 8/13/2021, which includes the reinstatement of budget that had been reduced during 2020 and 2021 due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic

## Communications - General Fund: Summary, Funding, and Position Changes

<b>Funding Changes</b>	<b>During 2021</b>	<b>* 2021 Amended - 2021 Original Budget</b>
	Reinstatement of operating budget that was reduced during 2020 and carried forward into the 2021 original budget due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic	\$54,573
	Removal of 50% of the hiring delay that reduced the salary budget during 2020 and carried forward into the 2021 original budget due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic	5,406
	<b>Total During 2021</b>	<b>\$59,979</b>
	<b>For 2022</b>	<b>2022 Budget - * 2021 Amended Budget</b>
	<b>Salaries/Benefits/Pensions</b>	
	Net change to fund existing positions	\$64,966
	Increase to fund market movement, pay for performance, and pay progression	60,147
	Increase to fund medical cost adjustments	7,686
	Increase to fund employee parking	1,560
	Increase to fund the removal of the remaining 50% prior year hiring delay	5,405
	Redistribution to Salaries/Benefits/Pensions from Operating	48,000
	<b>Total Salaries/Benefits/Pensions</b>	<b>\$187,764</b>
	<b>Operating</b>	
	Redistribution from Operating to Salaries/Benefits/Pensions	(\$48,000)
Increase to fund parking services for City owned vehicles	240	
<b>Total Operating</b>	<b>(\$47,760)</b>	
<b>Total For 2022</b>	<b>\$140,004</b>	

<b>Position Changes</b>	<b>During 2021</b>	<b>* 2021 Amended - 2021 Original Budget</b>
	None	0.00
	<b>Total During 2021</b>	<b>0.00</b>
	<b>For 2022</b>	<b>2022 Budget - * 2021 Amended Budget</b>
	None	0.00
<b>Total For 2022</b>	<b>0.00</b>	

\* 2021 Amended Budget as of 8/13/2021, which includes the reinstatement of budget that had been reduced during 2020 and 2021 due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic

# City of Colorado Springs Budget Detail Report

001 - GENERAL FUND  
Communications Office

Acct # - Description	2019 Actual	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget
<b>Salaries/Benefits/Pensions</b>						
51205 - CIVILIAN SALARIES	772,004	871,089	871,508	876,914	994,968	118,054
51210 - OVERTIME	0	166	0	0	0	0
51220 - SEASONAL TEMPORARY	69,729	61,093	11,500	11,500	59,500	48,000
51260 - VACATION BUY PAY OUT	2,365	5,786	0	0	0	0
51299 - SALARIES REIMBURSEMENTS	(6,750)	(6,477)	0	0	0	0
51610 - PERA	110,506	124,787	127,093	127,093	144,168	17,075
51615 - WORKERS COMPENSATION	2,109	2,343	2,234	2,234	2,489	255
51620 - EQUITABLE LIFE INSURANCE	2,137	2,370	3,367	3,367	3,652	285
51640 - DENTAL INSURANCE	4,565	4,751	5,068	5,068	4,620	(448)
51670 - PARKING FOR EMPLOYEES	3,002	4,536	4,520	4,520	6,080	1,560
51690 - MEDICARE	11,727	13,005	12,961	12,961	14,437	1,476
51695 - CITY EPO MEDICAL PLAN	17,395	22,025	25,340	25,340	0	(25,340)
51696 - ADVANTAGE HD MED PLAN	65,336	67,486	75,837	75,837	101,934	26,097
51697 - HRA BENEFIT TO ADV MED PLAN	4,122	3,879	4,000	4,000	4,750	750
<b>Salaries/Benefits/Pensions Total</b>	<b>1,058,247</b>	<b>1,176,839</b>	<b>1,143,428</b>	<b>1,148,834</b>	<b>1,336,598</b>	<b>187,764</b>
<b>Operating</b>						
52105 - MISCELLANEOUS OPERATING	8,021	(235)	250	250	250	0
52110 - OFFICE SUPPLIES	1,677	857	1,500	1,500	1,500	0
52111 - PAPER SUPPLIES	0	0	400	400	400	0
52120 - COMPUTER SOFTWARE	400	2,075	500	500	500	0
52122 - CELL PHONES EQUIP AND SUPPLIES	0	0	500	500	500	0
52125 - GENERAL SUPPLIES	1,638	507	1,000	1,000	1,000	0
52135 - POSTAGE	324	80	1,000	1,000	1,000	0
52140 - WEARING APPAREL	0	100	0	0	0	0
52170 - SPECIAL PHOTOGRAPHY ETC	0	774	0	1,000	1,000	0
52405 - ADVERTISING SERVICES	3,104	2,919	1,527	7,000	7,000	0
52415 - CONTRACTS AND SPEC PROJECTS	72,061	62,130	61,560	61,560	61,560	0
52560 - PARKING SERVICES	0	0	120	120	360	240
52575 - SERVICES	74,759	123,148	158,734	192,734	144,734	(48,000)
52605 - CAR MILEAGE	0	0	300	300	300	0
52615 - DUES AND MEMBERSHIP	1,775	(576)	300	300	300	0
52625 - MEETING EXPENSES IN TOWN	1,671	717	1,289	2,289	2,289	0
52630 - TRAINING	373	0	700	1,400	1,400	0
52645 - SUBSCRIPTIONS	1,945	3,190	1,500	1,500	1,500	0
52655 - TRAVEL OUT OF TOWN	3,598	678	1,000	3,400	3,400	0
52735 - TELEPHONE LONG DIST CALLS	0	0	100	100	100	0
52736 - CELL PHONE AIRTIME	0	0	100	100	100	0
52738 - CELL PHONE BASE CHARGES	6,526	4,179	7,498	7,498	7,498	0
52775 - MINOR EQUIPMENT	26,279	7,188	5,500	15,500	15,500	0
52776 - PRINTER CONSOLIDATION COST	1,945	1,868	2,000	2,000	2,000	0
52795 - RENTAL OF EQUIPMENT	0	0	800	800	800	0
52874 - OFFICE SERVICES PRINTING	1,691	1,211	1,500	1,500	1,500	0
52999 - COVID19 OPER REIMB	0	(5,509)	0	0	0	0
<b>Operating Total</b>	<b>207,787</b>	<b>205,301</b>	<b>249,678</b>	<b>304,251</b>	<b>256,491</b>	<b>(47,760)</b>
<b>Grand Total</b>	<b>1,266,034</b>	<b>1,382,140</b>	<b>1,393,106</b>	<b>1,453,085</b>	<b>1,593,089</b>	<b>140,004</b>

\* 2021 Amended Budget as of 8/13/2021, which includes the reinstatement of budget that had been reduced during 2020 and 2021 due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic

# Economic Development

Bob Cope, Economic Development Officer | (719) 385-5561 | Bob.Cope@coloradosprings.gov

## All Funds Summary

All Funds	Use of Funds	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget
	General Fund	\$499,346	\$549,702	\$573,183	\$654,245	\$81,062
<b>Total</b>	<b>\$499,346</b>	<b>\$549,702</b>	<b>\$573,183</b>	<b>\$654,245</b>	<b>\$81,062</b>	
<b>Positions</b>						
General Fund	4.00	4.00	4.00	4.00	0.00	
<b>Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>	

\* 2021 Amended Budget as of 8/13/2021, which includes the reinstatement of budget that had been reduced during 2020 and 2021 due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic

## Significant Changes vs. 2021

- Increase of approximately \$47,000 in the General Fund mainly to fund existing positions, pay for performance, movements within the salary structure, parking increases, medical cost adjustments, and removal of the hiring delay in 2021
- Increase of \$34,000 in the General Fund to provide additional support for community economic development partners and sponsorships, and out of town travel

## Economic Development - Overview

---

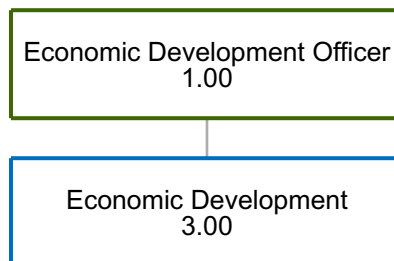
The Office of Economic Development (OED) is focused on cultivating a healthy and vibrant economic climate in Colorado Springs that supports business and personal prosperity. Quality of life is Colorado Springs' key competitive advantage, and OED staff works with the private sector and a wide variety of community partners to eliminate barriers to business development, catalyze investments in key business corridors, and grow jobs in targeted industries.

The City will become the most business-friendly municipality in the United States, as measured by:


- Rapid, courteous responses to all business requests for permits and approvals
- Fair regulations and requirements
- Reasonable fees and charges associated with conducting business
- Consistent, high-quality core services with limited resources
- Competitive utility rates
- Encouragement of community building and partnerships
- Ongoing dialogue with primary employers, entrepreneurs, and business groups to continuously improve the business climate

## Economic Development - Organizational Chart

---



# Strategic Plan Update

<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Goal</b></p>	<div style="text-align: center;">  <p><b>Promoting Job Creation</b></p> </div>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Initiatives</b></p>	<ul style="list-style-type: none"> <li>• Promote the creation of primary jobs in target industries through collaboration with the region's economic and business development partners; and ensuring a responsive business climate to support attraction, retention and expansion efforts of companies in Colorado Springs (1.4)</li> <li>• Advance the Olympic City USA brand and tourism industry through: supporting, planning and infrastructure efforts in the Downtown region; direct involvement in the development, opening and continued success of catalytic projects (such as City for Champions); and investment in key events that attract visitors to the region. (1.5)</li> <li>• Encourage the development of a robust innovation ecosystem that supports entrepreneurs, startup companies, and small businesses that diversify our regional economy. (1.6)</li> </ul>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Performance Measures</b></p>	<ul style="list-style-type: none"> <li>• Continue to support private investment through rapid response team and issue resolution processes, supporting at least 20 businesses annually. (1.4.1)</li> <li>• Collaborate with the Colorado Springs Chamber &amp; EDC to develop a formal business retention and expansion engagement process to increase outreach to Colorado Springs businesses and increase the number of local and state incentives leveraged by local companies. (1.4.5)</li> <li>• Develop 3-4 roadmaps to business success that facilitate continuous improvement of industry-specific business support processes, increase speed of development, and ensure small businesses remain open, by Q4 2021. (1.6.3)</li> </ul>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Notable Achievements</b></p>	<ul style="list-style-type: none"> <li>• Staff and reviewing agency partners implemented 47 Rapid Response projects between Q1 2020 and Q3 2021 — creating 3,603 new jobs and retaining 2,881 employees. Total private investment in these projects was approximately \$1.2 billion, with a construction footprint estimate covering 7 million ft<sup>2</sup>. A Rapid Response project is a project awarded a certificate to expedite review and approval of land use applications and/or building permits to qualifying primary employers (a business that generates more than 50% of its revenue from outside the local trade area), or a project that provides significant community benefit (i.e. affordable housing). (1.4.1)</li> <li>• Beginning in June 2020 through June 2021, staff lead the analysis, review, and facilitated City Council approval of 3 economic development agreements with qualifying primary employers. The total manufacturing expansion investment was in the amount of \$33.6M, adding 189 new jobs and retaining 888 employees. (1.4.5)</li> <li>• In Q4 2021, the Colorado Springs for Small Business Advancement Team developed and published four industry-specific roadmaps – distilleries, food trucks/trailers/cars, restaurants &amp; cafes, and breweries for the <a href="#">COSOPENFORBIZ</a> website. (1.6.3)</li> </ul>

**Note:**The information contained in this Strategic Plan update demonstrates progress on a sampling of department Initiatives and Performance Measures. For a full listing of each department's Initiatives and Performance Measures (reference the ID numbers within the parenthesis), see the City's Strategic Plan beginning on Page 19.

The sections below provide a summary of the Budget, authorized positions, changes that occurred after the budget was implemented for 2021, and changes occurring as part of the 2022 General Fund Budget.

## Economic Development - General Fund: Summary, Funding, and Position Changes

General Fund	Use of Funds	2019 Actual	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget
	Salary/Benefits/Pensions	\$401,062	\$452,790	\$461,520	\$463,798	\$510,860	\$47,062
	Operating	98,397	46,556	88,182	109,385	143,385	34,000
	<b>Total</b>	<b>\$499,459</b>	<b>\$499,346</b>	<b>\$549,702</b>	<b>\$573,183</b>	<b>\$654,245</b>	<b>\$81,062</b>
	Position Title	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget	
	Economic Development Officer	1.00	1.00	1.00	1.00	0.00	
	Economic Development Specialist	1.00	1.00	1.00	1.00	0.00	
	Senior Economic Development Specialist	1.00	1.00	1.00	1.00	0.00	
	Small Business Development Specialist	1.00	1.00	1.00	1.00	0.00	
<b>Total Positions</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>		

\* 2021 Amended Budget as of 8/13/2021, which includes the reinstatement of budget that had been reduced during 2020 and 2021 due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic



## Economic Development - General Fund: Summary, Funding, and Position Changes

Funding Changes	During 2021	* 2021 Amended - 2021 Original Budget
	Reinstatement of operating budget that was reduced during 2020 and carried forward into the 2021 original budget due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic	\$21,203
	Removal of 50% of the hiring delay that reduced the salary budget during 2020 and carried forward into the 2021 original budget due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic	2,278
	<b>Total During 2021</b>	<b>\$23,481</b>
	For 2022	2022 Budget - * 2021 Amended Budget
	<b>Salaries/Benefits/Pensions</b>	
	Net change to fund existing positions	\$23,591
	Increase to fund market movement, pay for performance, and pay progression	18,212
	Increase to fund medical cost adjustments	2,622
	Increase to fund employee parking	360
Increase to fund the removal of the remaining 50% prior year hiring delay	2,277	
<b>Total Salaries/Benefits/Pensions</b>	<b>\$47,062</b>	
<b>Operating</b>		
Increase to fund economic development partnerships and sponsorships	\$25,000	
Increase to fund out of town travel for required meetings and conferences	9,000	
<b>Total Operating</b>	<b>\$34,000</b>	
<b>Total For 2022</b>	<b>\$81,062</b>	

Position Changes	During 2021	* 2021 Amended - 2021 Original Budget
	None	0.00
	<b>Total During 2021</b>	<b>0.00</b>
	For 2022	2022 Budget - * 2021 Amended Budget
	None	0.00
<b>Total For 2022</b>	<b>0.00</b>	

\* 2021 Amended Budget as of 8/13/2021, which includes the reinstatement of budget that had been reduced during 2020 and 2021 due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic

# City of Colorado Springs Budget Detail Report

## 001 - GENERAL FUND Economic Development

Acct # - Description	2019 Actual	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget
<b>Salaries/Benefits/Pensions</b>						
51205 - CIVILIAN SALARIES	326,194	368,413	369,865	372,143	404,969	32,826
51260 - VACATION BUY PAY OUT	3,601	4,138	0	0	0	0
51299 - SALARIES REIMBURSEMENTS	(4,142)	(4,392)	0	0	0	0
51610 - PERA	42,223	50,265	53,243	53,243	57,977	4,734
51615 - WORKERS COMPENSATION	802	931	936	936	1,001	65
51620 - EQUITABLE LIFE INSURANCE	875	1,004	1,450	1,450	1,535	85
51640 - DENTAL INSURANCE	1,350	1,300	1,384	1,384	1,500	116
51670 - PARKING FOR EMPLOYEES	898	1,416	1,680	1,680	2,040	360
51690 - MEDICARE	4,498	5,244	5,429	5,429	5,806	377
51695 - CITY EPO MEDICAL PLAN	11,258	11,143	12,578	12,578	13,640	1,062
51696 - ADVANTAGE HD MED PLAN	12,501	12,361	13,955	13,955	21,142	7,187
51697 - HRA BENEFIT TO ADV MED PLAN	1,004	967	1,000	1,000	1,250	250
<b>Salaries/Benefits/Pensions Total</b>	<b>401,062</b>	<b>452,790</b>	<b>461,520</b>	<b>463,798</b>	<b>510,860</b>	<b>47,062</b>
<b>Operating</b>						
52105 - MISCELLANEOUS OPERATING	3,525	428	0	0	0	0
52110 - OFFICE SUPPLIES	1,196	302	750	750	750	0
52120 - COMPUTER SOFTWARE	603	312	300	300	300	0
52122 - CELL PHONES EQUIP AND SUPPLIES	0	0	250	250	250	0
52125 - GENERAL SUPPLIES	(25)	0	100	100	100	0
52135 - POSTAGE	1	0	150	150	150	0
52560 - PARKING SERVICES	0	0	50	50	50	0
52575 - SERVICES	72,916	40,358	68,532	89,735	114,735	25,000
52605 - CAR MILEAGE	0	0	500	500	500	0
52615 - DUES AND MEMBERSHIP	1,260	1,240	200	200	200	0
52625 - MEETING EXPENSES IN TOWN	4,100	152	4,000	4,000	4,000	0
52630 - TRAINING	100	10	750	750	750	0
52645 - SUBSCRIPTIONS	216	538	100	100	100	0
52655 - TRAVEL OUT OF TOWN	7,263	363	5,000	5,000	14,000	9,000
52738 - CELL PHONE BASE CHARGES	503	(61)	1,500	1,500	1,500	0
52775 - MINOR EQUIPMENT	2,284	0	500	500	500	0
52776 - PRINTER CONSOLIDATION COST	4,091	2,891	5,000	5,000	5,000	0
52874 - OFFICE SERVICES PRINTING	364	23	500	500	500	0
<b>Operating Total</b>	<b>98,397</b>	<b>46,556</b>	<b>88,182</b>	<b>109,385</b>	<b>143,385</b>	<b>34,000</b>
<b>Grand Total</b>	<b>499,459</b>	<b>499,346</b>	<b>549,702</b>	<b>573,183</b>	<b>654,245</b>	<b>81,062</b>

\* 2021 Amended Budget as of 8/13/2021, which includes the reinstatement of budget that had been reduced during 2020 and 2021 due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic

# Human Resources

Michael Sullivan, Chief Human Resources and Risk Officer | (719) 385-5117 | Michael.Sullivan@coloradosprings.gov



## All Funds Summary

Division	General Fund	Other Funds	Total Budget
Community Diversity & Outreach	\$251,169	\$0	\$251,169
Employment Services	2,796,441	41,915,193	44,711,634
Office of Accessibility	1,292,881	0	1,292,881
Risk Management	806,888	11,231,959	12,038,847
<b>Total</b>	<b>\$5,147,379</b>	<b>\$53,147,152</b>	<b>\$58,294,531</b>
<b>Total Positions</b>	<b>33.25</b>	<b>21.75</b>	<b>55.00</b>



# Human Resources

## All Funds History

Use of Funds	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget
General Fund	\$3,165,939	\$3,732,377	\$3,852,846	\$4,397,379	\$544,533
General Fund - CIP	605,457	750,000	750,000	750,000	0
Employee Benefits Self-Ins. Fund	37,009,559	38,077,669	38,077,669	41,915,193	3,837,524
Claims Reserve Fund	4,124,792	1,604,100	1,604,100	1,902,880	298,780
Workers' Comp. Fund	8,786,100	9,031,754	9,031,754	9,329,079	297,325
<b>Total</b>	<b>\$53,691,847</b>	<b>\$53,195,900</b>	<b>\$53,316,369</b>	<b>\$58,294,531</b>	<b>\$4,978,162</b>
<b>Total Positions</b>	<b>49.00</b>	<b>49.00</b>	<b>52.00</b>	<b>55.00</b>	<b>3.00</b>

\* 2021 Amended Budget as of 8/13/2021, which includes the reinstatement of budget that had been reduced during 2020 and 2021 due to the economic shut down and revenue loss as a result of the COVID-19 pandemic

# Strategic Plan Update

<p style="text-align: center;"><b>Goals</b></p>	 <p style="text-align: center;"><b>Building Community &amp; Collaborative Relationships</b></p>	 <p style="text-align: center;"><b>Excelling in City Services</b></p>
<p style="text-align: center;"><b>Initiatives</b></p>	<ul style="list-style-type: none"> <li>• Provide strategic City services and community partnerships to improve citizen quality of life by collaborating with other governmental agencies and military installations. (3.9)</li> </ul>	<ul style="list-style-type: none"> <li>• Provide excellent and sustainable delivery of core services by making data driven investments and decisions in order to become an Employer of Choice. (4.9)</li> <li>• Invest in the HR function by supporting continuous improvement and cross departmental collaboration to improve service delivery to citizens. (4.10)</li> </ul>
<p style="text-align: center;"><b>Performance Measures</b></p>	<ul style="list-style-type: none"> <li>• Engage in programs supporting cultural integration of military organizations and government agencies. (3.9.1)</li> </ul>	<ul style="list-style-type: none"> <li>• Prioritize a focus on safety through City program administration. (4.9.1)</li> <li>• Develop and implement an Equity, Diversity and Inclusion Program by the end of the 2021. (4.9.6)</li> <li>• Improve citizen accessibility and engagement with City programs (4.10.2)</li> </ul>
<p style="text-align: center;"><b>Notable Achievements</b></p>	<ul style="list-style-type: none"> <li>• Partnered with local employers from 2020 to 2021, to establish best practices for reducing barriers to employment for military spouses. (3.9.1)</li> <li>• In Q2 2021, established the City of Colorado Springs as a Military Friendly ® employer by seeking accredited certification. (3.9.1)</li> <li>• From 2020 to 2021, collaborated with military organizations in key activities to provide local service members with career support and transition services. (3.9.1)</li> </ul>	<ul style="list-style-type: none"> <li>• Initiated an Occupational Health needs assessment in September 2020, for the Workers Compensation and Liability programs to improve service delivery and reduce organizational risk. (4.9.1)</li> <li>• Expanded departmental resources with new Safety Manager position in Q2 2021. (4.9.1)</li> <li>• Certified the City of Colorado Springs as a Fair Pay Workplace, in Q1 2021. (4.9.6)</li> <li>• Launched an Equity, Diversity and Inclusion (EDI) Program that provides staff resources and trainings. In Sept. 2020, established annual EDI performance competency in evaluations at the employee level. (4.9.6)</li> <li>• Between Q1 2021 and Q3 2021 developed standardized tools to adhere to ADA requirements for accessibility to ensure non-discrimination. Applied these tools to aid in the delivery of fully accessible schedules for Mountain Metro Transit, and to open the Pikes Peak Summit Complex as a fully accessible experience. (4.10.2)</li> <li>• In 2020 began to leverage new technologies to increase citizen engagement (on an ongoing basis) for an average of 100-120% in quarterly ADA community forums. (4.10.2)</li> </ul>

**Note:**The information contained in this Strategic Plan update demonstrates progress on a sampling of department Initiatives and Performance Measures. For a full listing of each department's Initiatives and Performance Measures (reference the ID numbers within the parenthesis), see the City's Strategic Plan beginning on Page 19.

This page left blank intentionally.

# Community Diversity & Outreach

Michael Sullivan, Chief Human Resources and Risk Officer | (719) 385-5117 | Michael.Sullivan@coloradosprings.gov

## All Funds Summary

All Funds	Use of Funds	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget
	General Fund	\$42,046	\$253,086	\$253,086	\$251,169	(\$1,917)
<b>Total</b>	<b>\$42,046</b>	<b>\$253,086</b>	<b>\$253,086</b>	<b>\$251,169</b>	<b>(\$1,917)</b>	
<b>Positions</b>						
General Fund	1.00	1.00	2.00	2.00	0.00	
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>2.00</b>	<b>2.00</b>	<b>0.00</b>	

\* 2021 Amended Budget as of 8/13/2021, which includes the reinstatement of budget that had been reduced during 2020 and 2021 due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic

## Significant Changes vs. 2021

- Increase of approximately \$81,000 in the General Fund mainly to fund existing positions, pay for performance, movements within the salary structure, parking increases, medical cost adjustments, and removal of the hiring delay in 2021. This amount is offset by decreasing seasonal temporary funding of \$83,000 for a net decrease of approximately \$2,000.

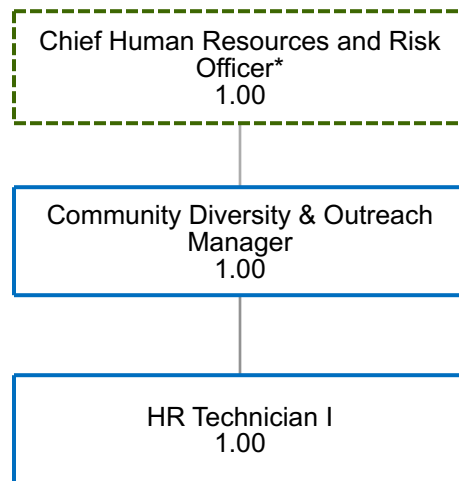
## Community Diversity & Outreach - Overview

---

The Community Diversity & Outreach Programs Division provides a direct link from the City to diverse community groups through programming, dialogue, and outreach. The Community Diversity & Outreach Programs Division is a champion for diversity for the City of Colorado Springs and develops community outreach programs to ensure that diverse perspectives are listened to and included in local government programs, services, and civic conversations. This division represents the City on community diversity efforts and collaborates with stakeholders, community groups, not-for-profit organizations, and business leaders to ensure initiatives, resources, and tools are effectively utilized to evaluate and enhance programming. The Community Diversity & Outreach Programs Division is externally facing and citizen focused and creates a space for diversity and collaboration in our community. Funding for this division is provided by the General Fund.

## Community Diversity & Outreach - Organizational Chart

---



\* The Chief Human Resources and Risk Officer is funded out of the Employment Services budget. This position is not reflected in the position count in the Budget Summary on the following page.



The sections below provide a summary of the Budget, authorized positions, changes that occurred after the budget was implemented for 2021, and changes occurring as part of the 2022 Budget for the General Fund.

## Community Diversity & Outreach - General Fund: Summary, Funding, and Position Changes

General Fund	Use of Funds	2019 Actual	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget	
	Salary/Benefits/Pensions	\$0	\$30,958	\$226,086	\$226,086	\$224,169	(\$1,917)	
	Operating	0	11,088	25,000	25,000	25,000	0	
	Capital Outlay	0	0	2,000	2,000	2,000	0	
	<b>Total</b>	<b>\$0</b>	<b>\$42,046</b>	<b>\$253,086</b>	<b>\$253,086</b>	<b>\$251,169</b>	<b>(\$1,917)</b>	
	Position Title	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget		
	Diversity & Community Program Manager	1.00	1.00	1.00	1.00	0.00		
	HR Technician I	0.00	0.00	1.00	1.00	0.00		
	<b>Total Positions</b>	<b>1.00</b>	<b>1.00</b>	<b>2.00</b>	<b>2.00</b>	<b>0.00</b>		

\* 2021 Amended Budget as of 8/13/2021, which includes the reinstatement of budget that had been reduced during 2020 and 2021 due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic

## Community Diversity & Outreach - General Fund: Summary, Funding, and Position Changes

<b>Funding Changes</b>	<b>During 2021</b>	<b>* 2021 Amended - 2021 Original Budget</b>
	None	\$0
	<b>Total During 2021</b>	<b>\$0</b>
	<b>For 2022</b>	<b>2022 Budget - * 2021 Amended Budget</b>
	<b>Salaries/Benefits/Pensions</b>	
	Net change to fund existing positions	\$69,393
	Increase to fund market movement, pay for performance, and pay progression	9,702
	Increase to fund medical cost adjustments	1,594
	Increase to fund employee parking	120
	Decrease due to converting seasonal temporary to 1.00 FTE (HR Technician I)	(82,726)
	<b>Total Salaries/Benefits/Pensions</b>	<b>(\$1,917)</b>
	<b>Operating</b>	
	None	\$0
	<b>Total Operating</b>	<b>\$0</b>
	<b>Capital Outlay</b>	
	None	\$0
<b>Total Capital Outlay</b>	<b>\$0</b>	
<b>Total For 2022</b>	<b>(\$1,917)</b>	

<b>Position Changes</b>	<b>During 2021</b>	<b>* 2021 Amended - 2021 Original Budget</b>
	Add 1.00 FTE (HR Technician I)	1.00
	<b>Total During 2021</b>	<b>1.00</b>
	<b>For 2022</b>	<b>2022 Budget - * 2021 Amended Budget</b>
	None	0.00
<b>Total For 2022</b>	<b>0.00</b>	

\* 2021 Amended Budget as of 8/13/2021, which includes the reinstatement of budget that had been reduced during 2020 and 2021 due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic

# City of Colorado Springs Budget Detail Report

## 001 - GENERAL FUND Community Diversity & Outreach

Acct # - Description	2019 Actual	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget
<b>Salaries/Benefits/Pensions</b>						
51205 - CIVILIAN SALARIES	0	25,439	111,316	126,605	172,199	45,594
51220 - SEASONAL TEMPORARY	0	0	82,726	63,424	0	(63,424)
51610 - PERA	0	3,600	15,829	16,914	24,931	8,017
51615 - WORKERS COMPENSATION	0	64	278	316	431	115
51620 - EQUITABLE LIFE INSURANCE	0	52	451	505	639	134
51640 - DENTAL INSURANCE	0	75	544	665	960	295
51670 - PARKING FOR EMPLOYEES	0	90	0	0	120	120
51690 - MEDICARE	0	366	1,614	1,836	2,497	661
51696 - ADVANTAGE HD MED PLAN	0	1,180	12,578	14,571	21,142	6,571
51697 - HRA BENEFIT TO ADV MED PLAN	0	92	750	1,250	1,250	0
<b>Salaries/Benefits/Pensions Total</b>	<b>0</b>	<b>30,958</b>	<b>226,086</b>	<b>226,086</b>	<b>224,169</b>	<b>(1,917)</b>
<b>Operating</b>						
52105 - MISCELLANEOUS OPERATING	0	0	1,000	1,000	1,000	0
52110 - OFFICE SUPPLIES	0	2,763	500	500	500	0
52111 - PAPER SUPPLIES	0	0	500	500	500	0
52122 - CELL PHONES EQUIP AND SUPPLIES	0	0	900	900	900	0
52125 - GENERAL SUPPLIES	0	21	500	500	500	0
52135 - POSTAGE	0	0	500	500	500	0
52575 - SERVICES	0	389	8,000	8,000	8,000	0
52605 - CAR MILEAGE	0	0	200	200	200	0
52607 - CELL PHONE ALLOWANCE	0	0	900	900	900	0
52615 - DUES AND MEMBERSHIP	0	150	250	250	250	0
52625 - MEETING EXPENSES IN TOWN	0	0	2,500	2,500	2,500	0
52630 - TRAINING	0	7,560	1,000	1,000	1,000	0
52645 - SUBSCRIPTIONS	0	0	250	250	250	0
52655 - TRAVEL OUT OF TOWN	0	0	250	250	250	0
52738 - CELL PHONE BASE CHARGES	0	196	0	0	0	0
52775 - MINOR EQUIPMENT	0	0	250	250	250	0
52874 - OFFICE SERVICES PRINTING	0	9	500	500	500	0
65163 - COMMUNITY OUTREACH	0	0	5,000	5,000	5,000	0
65361 - RELOCATION ASSISTANCE	0	0	2,000	2,000	2,000	0
<b>Operating Total</b>	<b>0</b>	<b>11,088</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>0</b>
<b>Capital Outlay</b>						
53030 - FURNITURE AND FIXTURES	0	0	2,000	2,000	2,000	0
<b>Capital Outlay Total</b>	<b>0</b>	<b>0</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>
<b>Grand Total</b>	<b>0</b>	<b>42,046</b>	<b>253,086</b>	<b>253,086</b>	<b>251,169</b>	<b>(1,917)</b>

\* 2021 Amended Budget as of 8/13/2021, which includes the reinstatement of budget that had been reduced during 2020 and 2021 due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic

This page left blank intentionally.

# Employment Services

Michael Sullivan, Chief Human Resources and Risk Officer | (719) 385-5117 | Michael.Sullivan@coloradosprings.gov

## All Funds Summary

All Funds	Use of Funds	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget
	General Fund	\$2,079,013	\$2,284,110	\$2,360,995	\$2,796,441	\$435,446
Employee Benefits Self-Ins. Fund	37,009,559	38,077,669	38,077,669	41,915,193	3,837,524	
<b>Total</b>	<b>\$39,088,572</b>	<b>\$40,361,779</b>	<b>\$40,438,664</b>	<b>\$44,711,634</b>	<b>\$4,272,970</b>	
<b>Positions</b>						
General Fund	21.00	21.00	22.00	22.00	0.00	
Employee Benefits Self-Ins. Fund	4.00	4.00	4.00	5.00	1.00	
<b>Total</b>	<b>25.00</b>	<b>25.00</b>	<b>26.00</b>	<b>27.00</b>	<b>1.00</b>	

\* 2021 Amended Budget as of 8/13/2021, which includes the reinstatement of budget that had been reduced during 2020 and 2021 due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic

## Significant Changes vs. 2021

- Increase of approximately \$435,000 in the General Fund mainly to fund existing positions, pay for performance, movements within the salary structure, parking increases, medical cost adjustments, removal of the hiring delay in 2021, and funds to attend training and conferences
- Increase of approximately \$3.8 million in the Employee Benefits Self-Insurance Fund mainly due to projected increases in medical and dental claims costs and associated contingent fund budgets, and includes the addition of 1.00 FTE Analyst

## Employment Services - Overview

---

### Employment Services - General Fund

The Employment Services Division provides services to the entire organization including candidate selection, employee training, and professional development. The Employment Services Division oversees a variety of functions including: employment law and regulations compliance enforcement; position classification and compensation; employee relations assistance; coordination of performance evaluations; employee training; course offerings; equity, diversity and inclusion resources; job reassignments due to disabilities; the disciplinary process; maintenance of employee files; and act as strategic business partners to the Directors and Chiefs. Funding for the Employment Division is provided by the General Fund. City enterprises and Internal Service Funds that receive services pay an allocated charge for services.

### Benefits and Wellness – Employee Benefits Self-Insurance Fund

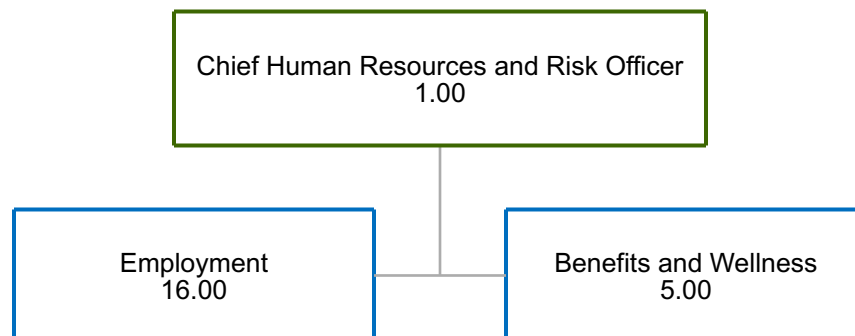
The Benefits and Wellness section designs and administers employee benefit plans and promotes health and wellness. The Benefits and Wellness section strives to design a healthcare plan that offers comprehensive benefits in a cost effective manner which incorporates wellness, prevention and health management programs for active employees, retirees, and their dependents to improve and maintain healthy lifestyle habits that help control costs. The Benefits and Wellness section provides managed healthcare using a self-insured medical and dental plan along with insurance benefits for vision, life, accidental death, voluntary term life, long-term care, short and long-term disability, and flexible spending accounts. Funding for the Benefits and Wellness program is provided through health plan monthly premiums which are shared between the employee and employer.

### City Employee Medical Clinic and Pharmacy – Employee Benefits Self-Insurance Fund

The Benefits and Wellness section oversees an outsourced City Employee Medical Clinic and Pharmacy which provides significant cost savings to both the City and employees. The City Employee Medical Clinic and Pharmacy are available to all City and Colorado Springs Utilities employees and their families who are on the respective medical insurance plan. Funding for the City Employee Medical Clinic and Pharmacy is provided through health plan enrollee monthly premiums which are shared between the employee and employer, through co-payments by clinic and pharmacy users.

## Employment Services - Organizational Chart

---



The sections below provide a summary of the Budget, authorized positions, changes that occurred after the budget was implemented for 2021, and changes occurring as part of the 2022 Budget for each fund including General Fund and Employee Benefits Self-Insurance Fund.

## Employment Services - General Fund: Summary, Funding, and Position Changes

	Use of Funds	2019 Actual	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget
	Salary/Benefits/Pensions	\$1,902,625	\$2,039,865	\$2,197,016	\$2,227,738	\$2,657,184	\$429,446
Operating	128,132	38,264	87,094	132,757	138,757	6,000	
Capital Outlay	1,924	884	0	500	500	0	
<b>Total</b>	<b>\$2,032,681</b>	<b>\$2,079,013</b>	<b>\$2,284,110</b>	<b>\$2,360,995</b>	<b>\$2,796,441</b>	<b>\$435,446</b>	
	Position Title	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget	
	Analyst II	2.00	2.00	3.00	3.00	0.00	
Assistant Human Resources Dir	1.00	1.00	1.00	1.00	0.00		
Chief Human Resources Officer	1.00	1.00	1.00	1.00	0.00		
EDI Specialist II	1.00	1.00	0.00	0.00	0.00		
HR Supervisor	2.00	2.00	2.00	2.00	0.00		
HR Technician I	4.00	4.00	2.00	2.00	0.00		
HR Technician II	2.00	2.00	2.00	2.00	0.00		
Human Resource Business Partner	2.00	2.00	2.00	2.00	0.00		
Human Resources Generalist	0.00	0.00	2.00	2.00	0.00		
Human Resources Manager	2.00	2.00	2.00	2.00	0.00		
Recruiter	2.00	2.00	2.00	2.00	0.00		
Senior Analyst	0.00	0.00	1.00	1.00	0.00		
Senior HR Business Partner	1.00	1.00	1.00	1.00	0.00		
Senior OD Specialist	1.00	1.00	1.00	1.00	0.00		
<b>Total Positions</b>	<b>21.00</b>	<b>21.00</b>	<b>22.00</b>	<b>22.00</b>	<b>0.00</b>		

\* 2021 Amended Budget as of 8/13/2021, which includes the reinstatement of budget that had been reduced during 2020 and 2021 due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic

## Employment Services - General Fund: Summary, Funding, and Position Changes

Funding Changes	During 2021	* 2021 Amended - 2021 Original Budget
	Reinstatement of operating budget that was reduced during 2020 and carried forward into the 2021 original budget due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic	\$66,270
	Removal of 50% of the hiring delay that reduced the salary budget during 2020 and carried forward into the 2021 original budget due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic	10,615
	<b>Total During 2021</b>	<b>\$76,885</b>
	For 2022	2022 Budget - * 2021 Amended Budget
	<b>Salaries/Benefits/Pensions</b>	
	Net change to fund existing positions	\$265,332
	Increase to fund market movement, pay for performance, and pay progression	133,944
	Increase to fund medical cost adjustments	17,275
	Increase to fund employee parking	2,280
Increase to fund the removal of the remaining 50% prior year hiring delay	10,615	
<b>Total Salaries/Benefits/Pensions</b>	<b>\$429,446</b>	
<b>Operating</b>		
Increase to fund travel for conferences	\$6,000	
<b>Total Operating</b>	<b>\$6,000</b>	
<b>Capital Outlay</b>		
None	\$0	
<b>Total Capital Outlay</b>	<b>\$0</b>	
<b>Total For 2022</b>	<b>\$435,446</b>	

Position Changes	During 2021	* 2021 Amended - 2021 Original Budget
	Transfer 1.00 FTE from Risk Management (HR Technician I)	1.00
	<b>Total During 2021</b>	<b>1.00</b>
	For 2022	2022 Budget - * 2021 Amended Budget
	None	0.00
<b>Total For 2022</b>	<b>0.00</b>	

\* 2021 Amended Budget as of 8/13/2021, which includes the reinstatement of budget that had been reduced during 2020 and 2021 due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic



## Employment Services - Benefits Self-Insurance Fund: Summary, Funding, and Position Changes

Employee Benefits Self-Insurance Fund	Source of Funds	2019 Actual	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget
	Clinical Co Pay	\$195,116	\$175,713	\$140,700	\$140,700	\$180,700	\$40,000
	Interest/Other	1,253,213	1,296,242	0	0	0	0
	Employee & Employer Premiums	33,486,209	34,381,690	35,936,969	35,936,969	39,734,493	3,797,524
	Draw/ (Contribution) to Fund Balance **	(1,215,502)	1,155,914	2,000,000	2,000,000	2,000,000	0
	<b>Total</b>	<b>\$33,719,036</b>	<b>\$37,009,559</b>	<b>\$38,077,669</b>	<b>\$38,077,669</b>	<b>\$41,915,193</b>	<b>\$3,837,524</b>
	Use of Funds	2019 Actual	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget
	Salary/Benefits/Pensions	\$405,431	\$403,749	\$435,041	\$435,041	\$580,903	\$145,862
	Operating	33,312,558	36,604,638	36,230,009	36,230,009	39,029,785	2,799,776
	Operating - Contingency	0	0	1,411,619	1,411,619	2,303,505	891,886
Capital Outlay	1,047	1,172	1,000	1,000	1,000	0	
<b>Total</b>	<b>\$33,719,036</b>	<b>\$37,009,559</b>	<b>\$38,077,669</b>	<b>\$38,077,669</b>	<b>\$41,915,193</b>	<b>\$3,837,524</b>	
Position Title	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget		
Analyst I	1.00	1.00	0.00	1.00	1.00		
HR Technician I	1.00	1.00	0.00	0.00	0.00		
HR Technician II	0.00	0.00	1.00	1.00	0.00		
Human Resources Manager	1.00	1.00	1.00	1.00	0.00		
Senior Analyst	1.00	1.00	2.00	2.00	0.00		
<b>Total Positions</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>5.00</b>	<b>1.00</b>		

\* 2021 Amended Budget as of 8/13/2021, which includes the reinstatement of budget that had been reduced during 2020 and 2021 due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic

\*\* The difference between actual premiums collected and the payout of claims

## Employment Services - Benefits Self-Insurance Fund: Summary, Funding, and Position Changes

<b>Funding Changes</b>	<b>During 2021</b>	<b>* 2021 Amended - 2021 Original Budget</b>
	None	\$0
	<b>Total During 2021</b>	<b>\$0</b>
	<b>For 2022</b>	<b>2022 Budget - * 2021 Amended Budget</b>
	<b>Salaries/Benefits/Pensions</b>	
	Net change to fund existing positions	\$39,257
	Increase to fund market movement, pay for performance, and pay progression	23,016
	Increase to fund medical cost adjustments	3,109
	Increase to fund employee parking	480
	Increase to fund 1.00 FTE for the Benefits and Wellness Team (Analyst I)	80,000
	<b>Total Salaries/Benefits/Pensions</b>	<b>\$145,862</b>
	<b>Operating</b>	
	Net increase in operating expenses, mainly due to projected increases in medical claims costs	\$2,771,376
	Increase in contingent funds	891,886
	Reinstatement of operating budget that was reduced during 2020 and carried forward into the 2021 original budget due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic	28,400
	<b>Total Operating</b>	<b>\$3,691,662</b>
	<b>Capital Outlay</b>	
None	\$0	
<b>Total Capital Outlay</b>	<b>\$0</b>	
<b>Total For 2022</b>	<b>\$3,837,524</b>	

<b>Position Changes</b>	<b>During 2021</b>	<b>* 2021 Amended - 2021 Original Budget</b>
	None	0.00
	<b>Total During 2021</b>	<b>0.00</b>
	<b>For 2022</b>	<b>2022 Budget - * 2021 Amended Budget</b>
	Add 1.00 FTE (Analyst I)	1.00
	<b>Total For 2022</b>	<b>1.00</b>

\* 2021 Amended Budget as of 8/13/2021, which includes the reinstatement of budget that had been reduced during 2020 and 2021 due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic

# City of Colorado Springs Budget Detail Report

## 001 - GENERAL FUND Employment Services

Acct # - Description	2019 Actual	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget
<b>Salaries/Benefits/Pensions</b>						
51205 - CIVILIAN SALARIES	1,482,971	1,562,024	1,672,491	1,696,213	2,054,147	357,934
51210 - OVERTIME	175	608	500	500	500	0
51220 - SEASONAL TEMPORARY	884	0	0	7,000	7,000	0
51230 - SHIFT DIFFERENTIAL	0	19	0	0	0	0
51245 - RETIREMENT TERM VACATION	4,660	35,283	0	0	0	0
51260 - VACATION BUY PAY OUT	7,889	19,029	2,000	2,000	2,000	0
51299 - SALARIES REIMBURSEMENTS	(14,122)	(19,496)	0	0	0	0
51610 - PERA	195,737	216,101	243,706	243,706	293,501	49,795
51612 - RETIREMENT HEALTH SAVINGS	0	15,210	0	0	0	0
51615 - WORKERS COMPENSATION	3,740	4,042	4,285	4,285	5,068	783
51620 - EQUITABLE LIFE INSURANCE	4,182	4,257	6,496	6,496	7,488	992
51640 - DENTAL INSURANCE	7,806	7,272	9,344	9,344	9,600	256
51670 - PARKING FOR EMPLOYEES	3,998	5,400	5,600	5,600	7,880	2,280
51690 - MEDICARE	20,916	22,550	24,851	24,851	29,389	4,538
51695 - CITY EPO MEDICAL PLAN	28,671	16,368	13,955	13,955	15,003	1,048
51696 - ADVANTAGE HD MED PLAN	145,730	141,029	202,288	202,288	214,108	11,820
51697 - HRA BENEFIT TO ADV MED PLAN	9,388	10,169	11,500	11,500	11,500	0
<b>Salaries/Benefits/Pensions Total</b>	<b>1,902,625</b>	<b>2,039,865</b>	<b>2,197,016</b>	<b>2,227,738</b>	<b>2,657,184</b>	<b>429,446</b>
<b>Operating</b>						
52105 - MISCELLANEOUS OPERATING	156	2,451	0	3,289	3,289	0
52110 - OFFICE SUPPLIES	2,027	820	2,026	4,026	4,026	0
52111 - PAPER SUPPLIES	27	0	1,212	1,212	1,212	0
52120 - COMPUTER SOFTWARE	376	912	0	0	0	0
52122 - CELL PHONES EQUIP AND SUPPLIES	176	0	0	1,500	1,500	0
52125 - GENERAL SUPPLIES	1,172	5,479	1,250	1,250	1,250	0
52135 - POSTAGE	55	31	500	500	500	0
52573 - CREDIT CARD FEES	0	3	0	0	0	0
52575 - SERVICES	327	4,516	34,147	39,147	39,147	0
52590 - TEMPORARY EMPLOYMENT	0	0	0	3,000	3,000	0
52605 - CAR MILEAGE	0	0	200	200	200	0
52607 - CELL PHONE ALLOWANCE	2,325	3,962	3,600	1,000	1,000	0
52615 - DUES AND MEMBERSHIP	1,164	991	0	675	675	0
52625 - MEETING EXPENSES IN TOWN	3,003	411	850	2,350	2,350	0
52630 - TRAINING	29,966	21,019	4,250	7,250	7,250	0
52645 - SUBSCRIPTIONS	1,429	0	500	2,500	2,500	0
52655 - TRAVEL OUT OF TOWN	9,125	100	1,000	2,000	8,000	6,000
52735 - TELEPHONE LONG DIST CALLS	0	0	0	329	329	0
52738 - CELL PHONE BASE CHARGES	2,696	748	1,780	400	400	0
52775 - MINOR EQUIPMENT	2,269	3,157	350	350	350	0
52776 - PRINTER CONSOLIDATION COST	2,091	1,835	3,000	4,000	4,000	0
52795 - RENTAL OF EQUIPMENT	0	0	0	50	50	0
52874 - OFFICE SERVICES PRINTING	2,231	591	2,229	729	729	0
52999 - COVID19 OPER REIMB	0	(10,000)	0	0	0	0
65160 - RECRUITMENT	4,234	2,844	3,200	5,000	5,000	0
65163 - COMMUNITY OUTREACH	4,794	85	0	0	0	0
65353 - DIVERSITY	22,607	142	26,000	51,000	51,000	0

# City of Colorado Springs Budget Detail Report

## 001 - GENERAL FUND Employment Services

Acct # - Description	2019 Actual	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget
65358 - LRC & LEADERSHIP DEV	30,882	0	1,000	1,000	1,000	0
65361 - RELOCATION ASSISTANCE	5,000	(1,833)	0	0	0	0
<b>Operating Total</b>	<b>128,132</b>	<b>38,264</b>	<b>87,094</b>	<b>132,757</b>	<b>138,757</b>	<b>6,000</b>
<b>Capital Outlay</b>						
53020 - COMPUTERS NETWORKS	724	0	0	0	0	0
53030 - FURNITURE AND FIXTURES	1,200	884	0	500	500	0
<b>Capital Outlay Total</b>	<b>1,924</b>	<b>884</b>	<b>0</b>	<b>500</b>	<b>500</b>	<b>0</b>
<b>Grand Total</b>	<b>2,032,681</b>	<b>2,079,013</b>	<b>2,284,110</b>	<b>2,360,995</b>	<b>2,796,441</b>	<b>435,446</b>

\* 2021 Amended Budget as of 8/13/2021, which includes the reinstatement of budget that had been reduced during 2020 and 2021 due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic

# City of Colorado Springs Budget Detail Report

## 504 - EMPLOYEE BENEFITS SELF-INSURANCE FUND Employment Services

Acct # - Description	2019 Actual	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget
<b>Salaries/Benefits/Pensions</b>						
51205 - CIVILIAN SALARIES	296,767	303,868	330,746	330,746	445,305	114,559
51210 - OVERTIME	285	245	1,500	1,500	1,500	0
51240 - RETIREMENT TERMINATION SICK	966	791	0	0	0	0
51245 - RETIREMENT TERM VACATION	3,044	9,932	0	0	0	0
51260 - VACATION BUY PAY OUT	2,065	2,295	0	0	0	0
51299 - SALARIES REIMBURSEMENTS	(3,327)	(3,764)	0	0	0	0
51610 - PERA	37,863	40,486	47,032	47,032	64,500	17,468
51615 - WORKERS COMPENSATION	1,925	2,034	826	826	1,113	287
51620 - EQUITABLE LIFE INSURANCE	827	848	1,266	1,266	1,665	399
51640 - DENTAL INSURANCE	2,006	1,474	1,632	1,632	2,040	408
51670 - PARKING FOR EMPLOYEES	976	1,296	1,920	1,920	2,400	480
51690 - MEDICARE	4,034	4,234	4,796	4,796	6,457	1,661
51696 - ADVANTAGE HD MED PLAN	54,988	37,729	43,073	43,073	53,173	10,100
51697 - HRA BENEFIT TO ADV MED PLAN	3,012	2,281	2,250	2,250	2,750	500
<b>Salaries/Benefits/Pensions Total</b>	<b>405,431</b>	<b>403,749</b>	<b>435,041</b>	<b>435,041</b>	<b>580,903</b>	<b>145,862</b>
<b>Operating</b>						
52110 - OFFICE SUPPLIES	2,956	3,798	2,650	2,650	4,500	1,850
52111 - PAPER SUPPLIES	139	0	296	296	1,000	704
52115 - MEDICAL SUPPLIES	23,036	29,721	30,000	30,000	32,000	2,000
52116 - PHARMACEUTICALS	44,686	47,626	54,800	54,800	54,800	0
52120 - COMPUTER SOFTWARE	502	0	0	0	0	0
52125 - GENERAL SUPPLIES	0	0	800	800	500	(300)
52135 - POSTAGE	3,774	3,947	8,500	8,500	8,500	0
52305 - MAINT SOFTWARE	26,144	27,249	30,000	30,000	30,000	0
52460 - MEDICAL SERVICE	739,692	807,651	854,950	854,950	870,000	15,050
52560 - PARKING SERVICES	3,689	3,689	4,000	4,000	4,000	0
52573 - CREDIT CARD FEES	1,123	1,023	1,200	1,200	1,400	200
52575 - SERVICES	277,445	303,522	380,800	380,800	380,800	0
52590 - TEMPORARY EMPLOYMENT	0	0	0	0	4,000	4,000
52607 - CELL PHONE ALLOWANCE	0	40	0	0	0	0
52615 - DUES AND MEMBERSHIP	5,989	7,722	6,200	6,200	6,200	0
52630 - TRAINING	3,418	541	3,850	3,850	10,850	7,000
52645 - SUBSCRIPTIONS	300	156	0	0	5,000	5,000
52655 - TRAVEL OUT OF TOWN	5,114	69	100	100	2,000	1,900
52705 - COMMUNICATIONS	4,520	5,649	4,000	4,000	4,000	0
52735 - TELEPHONE LONG DIST CALLS	136	60	0	0	0	0
52738 - CELL PHONE BASE CHARGES	462	365	1,000	1,000	1,000	0
52740 - GENERAL INSURANCE-CITY	0	0	3,500	3,500	3,500	0
52775 - MINOR EQUIPMENT	800	1,480	3,000	3,000	3,000	0
52776 - PRINTER CONSOLIDATION COST	5,696	3,866	8,000	8,000	5,000	(3,000)
52874 - OFFICE SERVICES PRINTING	12,039	11,733	10,800	10,800	12,800	2,000
60139 - VISION CLAIM EXPENSES	427,356	437,961	424,000	424,000	445,000	21,000
60140 - MEDICAL CLAIMS EXPENSES	19,685,855	20,817,458	21,282,719	21,282,719	23,573,961	2,291,242
60170 - HRA BENEFIT EXPENSE	1,158,628	1,183,682	1,219,250	1,219,250	1,256,750	37,500
60171 - WELLNESS PROGRAM	13,016	18,841	15,000	15,000	25,000	10,000
60231 - CLAIMS INCURRED NOT REPORT	(195,000)	1,273,000	0	0	0	0

# City of Colorado Springs Budget Detail Report

## 504 - EMPLOYEE BENEFITS SELF-INSURANCE FUND Employment Services

Acct # - Description	2019 Actual	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget
60238 - PRESCRIPTION ADMIN FEES	176,365	178,762	182,585	182,585	200,000	17,415
60239 - PRESCRIPTION CLAIM EXPENSES	5,860,613	6,445,058	6,373,060	6,373,060	6,400,000	26,940
60240 - DENTAL ADMINISTRATIVE FEES	106,412	97,904	106,000	106,000	120,000	14,000
60241 - DENTAL CLAIM EXPENSES	2,414,261	2,181,122	2,554,244	2,554,244	2,554,244	0
60243 - DIABETES TEN CITY CHALLENGE	85,416	89,595	78,000	78,000	90,000	12,000
60244 - MEDICAL ADMINISTRATIVE FEES	508,837	659,120	660,000	660,000	900,000	240,000
60245 - BRIDGES TO EXCELLENCE	24,016	0	20,000	20,000	0	(20,000)
60286 - UTILIZATION MGMT	906,777	946,305	886,725	886,725	900,000	13,275
65140 - CONTINGENT FUNDS	0	0	1,411,619	1,411,619	2,303,505	891,886
65145 - CITY HEALTH MISC MEDICAL	7,641	20,167	0	0	0	0
65220 - REINSURANCE COSTS	446,451	456,331	569,980	569,980	569,980	0
65365 - HEALTH PROGRAMS	524,254	539,425	450,000	450,000	550,000	100,000
<b>Operating Total</b>	<b>33,312,558</b>	<b>36,604,638</b>	<b>37,641,628</b>	<b>37,641,628</b>	<b>41,333,290</b>	<b>3,691,662</b>
<b>Capital Outlay</b>						
53030 - FURNITURE AND FIXTURES	1,047	1,172	1,000	1,000	1,000	0
<b>Capital Outlay Total</b>	<b>1,047</b>	<b>1,172</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>
<b>Grand Total</b>	<b>33,719,036</b>	<b>37,009,559</b>	<b>38,077,669</b>	<b>38,077,669</b>	<b>41,915,193</b>	<b>3,837,524</b>
<b>Revenue</b>						
40113 - MISCELLANEOUS	11,553	31,374	0	0	0	0
40138 - DENTAL PREMIUMS	2,663,884	2,703,964	2,722,214	2,722,214	2,722,214	0
40139 - VISION PREMIUMS	424,459	433,087	419,760	419,760	419,760	0
40140 - MEDICAL PREMIUMS	30,397,866	31,244,639	32,794,995	32,794,995	36,592,519	3,797,524
40143 - UTILITY CLINIC SERVICES	153,315	143,619	105,000	105,000	140,000	35,000
40144 - CITY CLINIC CO PAY	41,886	32,109	35,700	35,700	40,700	5,000
40169 - EMPLOYEE ASSIST PROGRAM	(462)	1,129	0	0	0	0
40170 - HRA BENEFIT	1,223,935	1,259,595	0	0	0	0
44025 - CASH OVER SHORT	(85)	(15)	0	0	0	0
45768 - UNCLAIMED PROPERTY DISPOSITION	18,187	4,144	0	0	0	0
<b>Revenue Total</b>	<b>34,934,538</b>	<b>35,853,645</b>	<b>36,077,669</b>	<b>36,077,669</b>	<b>39,915,193</b>	<b>3,837,524</b>

\* 2021 Amended Budget as of 8/13/2021, which includes the reinstatement of budget that had been reduced during 2020 and 2021 due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic

# Office of Accessibility

Michael Sullivan, Chief Human Resources and Risk Officer | (719) 385-5117 | Michael.Sullivan@coloradosprings.gov

## All Funds Summary

All Funds	Use of Funds	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget
	General Fund	\$372,751	\$473,598	\$481,672	\$542,881	\$61,209
General Fund - CIP	605,457	750,000	750,000	750,000	0	
<b>Total</b>	<b>\$978,208</b>	<b>\$1,223,598</b>	<b>\$1,231,672</b>	<b>\$1,292,881</b>	<b>\$61,209</b>	
<b>Positions</b>						
General Fund	4.00	4.00	4.00	4.00	0.00	
<b>Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>	

\* 2021 Amended Budget as of 8/13/2021, which includes the reinstatement of budget that had been reduced during 2020 and 2021 due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic

## Significant Changes vs. 2021

- Increase of approximately \$61,000 in the General Fund mainly to fund existing positions, pay for performance, movements within the salary structure, parking increases, medical cost adjustments, and removal of the hiring delay in 2021

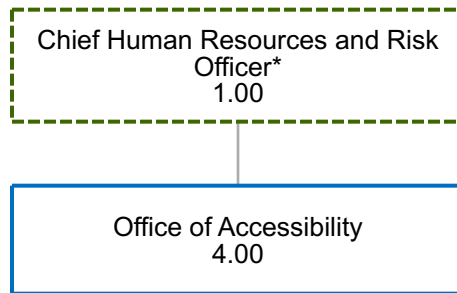
## Office of Accessibility - Overview

---

The Office of Accessibility manages the Americans with Disabilities Act (ADA) program for all City assets. The Office is charged with implementing a comprehensive program to proactively address services, programs or activities, effective communication, policies and procedures, and to make its facilities and the public right of way accessible as required under the ADA laws. Funding for the Office of Accessibility is provided by the General Fund.

## Office of Accessibility - Organizational Chart

---



\* The Chief Human Resources and Risk Officer is funded out of the Employment Services budget. This position is not reflected in the position count in the Budget Summary on the following page.



The sections below provide a summary of the Budget, authorized positions, changes that occurred after the budget was implemented for 2021, and changes occurring as part of the 2022 Budget for the General Fund.

## Office of Accessibility - General Fund: Summary, Funding, and Position Changes

General Fund	Use of Funds	2019 Actual	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget	
	Salary/Benefits/Pensions	\$369,683	\$353,526	\$435,053	\$437,177	\$498,386	\$61,209	
	Operating	33,241	19,225	38,545	44,495	44,495	0	
	Capital Outlay	349	0	0	0	0	0	
	<b>Total</b>	<b>\$403,273</b>	<b>\$372,751</b>	<b>\$473,598</b>	<b>\$481,672</b>	<b>\$542,881</b>	<b>\$61,209</b>	
	CIP	\$296,194	\$605,457	\$750,000	\$750,000	\$750,000	\$0	
	<b>Grand Total</b>	<b>\$699,467</b>	<b>\$978,208</b>	<b>\$1,223,598</b>	<b>\$1,231,672</b>	<b>\$1,292,881</b>	<b>\$61,209</b>	
Position Title	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget			
ADA Coordinator	3.00	3.00	3.00	3.00	0.00			
ADA Manager	1.00	1.00	1.00	1.00	0.00			
<b>Total Positions</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>			

\* 2021 Amended Budget as of 8/13/2021, which includes the reinstatement of budget that had been reduced during 2020 and 2021 due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic

## Office of Accessibility - General Fund: Summary, Funding, and Position Changes

<b>Funding Changes</b>	<b>During 2021</b>	<b>* 2021 Amended - 2021 Original Budget</b>
	Reinstatement of operating budget that was reduced during 2020 and carried forward into the 2021 original budget due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic	\$5,950
	Removal of 50% of the hiring delay that reduced the salary budget during 2020 and carried forward into the 2021 original budget due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic	2,124
	<b>Total During 2021</b>	<b>\$8,074</b>
	<b>For 2022</b>	<b>2022 Budget - * 2021 Amended Budget</b>
	<b>Salaries/Benefits/Pensions</b>	
	Net change to fund existing positions	\$30,691
	Increase to fund market movement, pay for performance, and pay progression	24,637
	Increase to fund medical cost adjustments	3,517
	Increase to fund employee parking	240
	Increase to fund the removal of the remaining 50% prior year hiring delay	2,124
	<b>Total Salaries/Benefits/Pensions</b>	<b>\$61,209</b>
	<b>Operating</b>	
	None	\$0
	<b>Total Operating</b>	<b>\$0</b>
	<b>Capital Outlay</b>	
	None	\$0
	<b>Total Capital Outlay</b>	<b>\$0</b>
	<b>CIP</b>	
	None	\$0
<b>Total CIP</b>	<b>\$0</b>	
<b>Total For 2022</b>	<b>\$61,209</b>	

<b>Position Changes</b>	<b>During 2021</b>	<b>* 2021 Amended - 2021 Original Budget</b>
	None	0.00
	<b>Total During 2021</b>	<b>0.00</b>
	<b>For 2022</b>	<b>2022 Budget - * 2021 Amended Budget</b>
	None	0.00
	<b>Total For 2022</b>	<b>0.00</b>

\* 2021 Amended Budget as of 8/13/2021, which includes the reinstatement of budget that had been reduced during 2020 and 2021 due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic

## Office of Accessibility - CIP Program

CIP Program*	Project	General Fund	Total Allocation
	Citywide ADA Compliance Projects	750,000	750,000
	<b>Total 2022 CIP</b>	<b>\$750,000</b>	<b>\$750,000</b>

\*The funding of the CIP projects is for the current budget year and may not reflect the total project cost. For a citywide comprehensive list of CIP projects, refer to the CIP section of the Budget.

# City of Colorado Springs Budget Detail Report

001 - GENERAL FUND  
Office of Accessibility

Acct # - Description	2019 Actual	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget
<b>Salaries/Benefits/Pensions</b>						
51205 - CIVILIAN SALARIES	287,341	274,410	332,788	334,912	384,355	49,443
51245 - RETIREMENT TERM VACATION	152	991	0	0	0	0
51260 - VACATION BUY PAY OUT	280	3,178	0	0	0	0
51299 - SALARIES REIMBURSEMENTS	(3,825)	(1,523)	0	0	0	0
51610 - PERA	37,234	37,533	47,927	47,927	55,039	7,112
51615 - WORKERS COMPENSATION	1,072	697	843	843	949	106
51620 - EQUITABLE LIFE INSURANCE	826	761	1,293	1,293	1,417	124
51640 - DENTAL INSURANCE	1,404	1,127	1,632	1,632	1,620	(12)
51670 - PARKING FOR EMPLOYEES	634	762	360	360	600	240
51690 - MEDICARE	3,917	3,857	4,887	4,887	5,511	624
51695 - CITY EPO MEDICAL PLAN	15,822	3,360	0	0	0	0
51696 - ADVANTAGE HD MED PLAN	23,277	26,927	43,073	43,073	46,645	3,572
51697 - HRA BENEFIT TO ADV MED PLAN	1,549	1,446	2,250	2,250	2,250	0
<b>Salaries/Benefits/Pensions Total</b>	<b>369,683</b>	<b>353,526</b>	<b>435,053</b>	<b>437,177</b>	<b>498,386</b>	<b>61,209</b>
<b>Operating</b>						
52110 - OFFICE SUPPLIES	730	240	2,000	2,000	2,000	0
52122 - CELL PHONES EQUIP AND SUPPLIES	92	0	1,000	1,000	1,000	0
52125 - GENERAL SUPPLIES	736	0	0	0	0	0
52305 - MAINT SOFTWARE	21,051	15,743	20,495	20,495	20,495	0
52415 - CONTRACTS AND SPEC PROJECTS	0	30	0	0	0	0
52575 - SERVICES	594	172	3,000	6,000	6,000	0
52578 - INTERPRETING SERVICES	104	0	0	0	0	0
52607 - CELL PHONE ALLOWANCE	0	184	0	0	0	0
52615 - DUES AND MEMBERSHIP	350	195	500	500	500	0
52625 - MEETING EXPENSES IN TOWN	54	0	1,500	1,500	1,500	0
52630 - TRAINING	215	125	3,000	3,000	3,000	0
52655 - TRAVEL OUT OF TOWN	2,127	1,252	1,000	1,000	1,000	0
52738 - CELL PHONE BASE CHARGES	2,402	771	3,000	3,000	3,000	0
52775 - MINOR EQUIPMENT	4,702	492	2,800	5,750	5,750	0
52874 - OFFICE SERVICES PRINTING	84	21	250	250	250	0
<b>Operating Total</b>	<b>33,241</b>	<b>19,225</b>	<b>38,545</b>	<b>44,495</b>	<b>44,495</b>	<b>0</b>
<b>Capital Outlay</b>						
53010 - OFFICE MACHINES	349	0	0	0	0	0
<b>Capital Outlay Total</b>	<b>349</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expense</b>	<b>403,273</b>	<b>372,751</b>	<b>473,598</b>	<b>481,672</b>	<b>542,881</b>	<b>61,209</b>
<b>CIP Total</b>	<b>296,194</b>	<b>605,457</b>	<b>750,000</b>	<b>750,000</b>	<b>750,000</b>	<b>0</b>
<b>Grand Total</b>	<b>699,467</b>	<b>978,208</b>	<b>1,223,598</b>	<b>1,231,672</b>	<b>1,292,881</b>	<b>61,209</b>

\* 2021 Amended Budget as of 8/13/2021, which includes the reinstatement of budget that had been reduced during 2020 and 2021 due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic

This page left blank intentionally.

# Risk Management

Michael Sullivan, Chief Human Resources and Risk Officer | (719) 385-5117 | Michael.Sullivan@coloradosprings.gov

## All Funds Summary

All Funds	Use of Funds	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget
	General Fund	\$672,129	\$721,583	\$757,093	\$806,888	\$49,795
Claims Reserve Fund	4,124,792	1,604,100	1,604,100	1,902,880	298,780	
Workers' Comp Fund	8,786,100	9,031,754	9,031,754	9,329,079	297,325	
<b>Total</b>	<b>\$13,583,021</b>	<b>\$11,357,437</b>	<b>\$11,392,947</b>	<b>\$12,038,847</b>	<b>\$645,900</b>	
<b>Positions</b>						
General Fund	6.25	6.25	5.25	5.25	0.00	
Claims Reserve Fund	2.50	2.50	4.00	5.00	1.00	
Workers' Comp Fund	10.25	10.25	10.75	11.75	1.00	
<b>Total</b>	<b>19.00</b>	<b>19.00</b>	<b>20.00</b>	<b>22.00</b>	<b>2.00</b>	

\* 2021 Amended Budget as of 8/13/2021, which includes the reinstatement of budget that had been reduced during 2020 and 2021 due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic

## Significant Changes vs. 2021

- Increase of approximately \$50,000 in the General Fund mainly to fund existing positions, pay for performance, movements within the salary structure, parking increases, medical cost adjustments, and removal of the hiring delay in 2021
- Increase of approximately \$181,000 in the Claims Reserve Fund to fund existing positions, pay for performance, parking increases, and medical cost adjustments
- Increase of approximately \$167,000 in the Workers' Comp Fund to fund existing positions, pay for performance, parking increases, and medical cost adjustments
- Increase of \$235,000 for the addition of 2.00 FTE positions, split 50% in Claims Reserve Fund, \$117,500, and 50% in Workers' Comp Fund, \$117,500

## **Risk Management - Overview**

---

The Risk Management Division serves the entire organization by ensuring compliance with statutory mandates and protecting the City's assets. The Risk Management Division assesses risk to control liability and loss exposures; processes and manages employee injury claims; manages the occupational health clinic, physical therapy clinic, promotes health and wellness; and emphasizes employee safety. Funding for specific Risk Management activities is provided by the General Fund, Claims Reserve Fund, and Workers' Compensation Fund. City Enterprises and Internal Service Funds pay an allocated charge for services.

### Safety

The Safety section ensures that employees have the knowledge and skills to safely perform job duties and administers a cost-effective program designed for safety awareness, employee feedback, guidance in training, and prevention of employee injuries. The highest practical degree of care will be used in complying with safety and health standards. Funding for the Safety program is provided by the General Fund, Claims Reserve Fund, and Workers' Compensation Fund. City Enterprises and Internal Service Funds that receive services pay an allocated charge for Safety services.

### Liability Claims Administration – Claims Reserve Fund

The Liability Claims section investigates, evaluates, and settles all liability claims brought under state and federal laws for both the City and Colorado Springs Utilities. The claims adjusters investigate the legal liability associated with the claims, negotiate settlement, and defend claims that lack merit. By placing a high priority on handling claims efficiently, this section is able to provide a cost-effective service that is competitive with external public liability claims service providers. City enterprises and Internal Service Funds that receive services contribute annually to the fund, along with an allocated charge for liability claims services.

### Workers' Compensation Claims Administration – Workers' Compensation Fund

The Workers' Compensation section manages and controls workers' compensation claims and strives to help employees recover from work-related injuries and return to work as soon as possible. The adjusters are able to provide prompt and fair resolution of claims. All direct costs associated with administering claims, medical, indemnity, physical therapy, and occupational therapy are budgeted in this fund.

According to City Code §1.5.602, "The workers' compensation claim reserve fund shall maintain reserves to provide for contingency so that in any year the contribution of the workers' compensation claim reserve funds from other funds is adequate to cover the actual expenses in that year." Funding for the Workers' Compensation Fund is provided through payroll charges based upon job classification codes set by the National Council on Compensation Insurance, Inc. (NCCI), with a greater amount charged for positions with greater risk of injury. These rates are set so as to contribute to the fund from all funding sources an amount projected to be adequate to cover the actual expenses of that year. City enterprises and Internal Service Funds that receive services pay an allocated charge for indirect costs allocated to the Workers' Compensation Fund.

Injury leave pay is not budgeted in the Workers' Compensation Fund - all pay is budgeted in department and division budgets. Injury pay is charged to department and division budgets during the year and at the end of the year, those expenses will be transferred to the Workers' Compensation Fund to reflect all costs associated with Workers' Compensation related injuries.

## **Risk Management - Overview (con't)**

---

### Physical Therapy Clinic – Workers' Compensation Fund

The Physical Therapy Clinic falls under the Workers' Compensation section. The Physical Therapy Clinic provides services to both City and Colorado Springs Utilities employees with work related injuries. The Physical Therapy Clinic has two therapists and a physical therapy assistant with multiple certifications including manual physical therapy, dry needling, massage therapy and functional movement screening. This clinic is located in the City Administration Building which makes it convenient for many City and Utilities employees. By comparing the services with the Colorado fee schedule, a cost savings of greater than \$180,000 per year is realized for the Workers' Compensation Fund. City enterprises and Internal Service Funds that use Physical Therapy Clinic services for Workers' Compensation related injuries pay an allocated charge for those services. Colorado Springs Utilities is billed directly for physical therapy services.

### Occupational Health Clinic – Workers' Compensation Fund

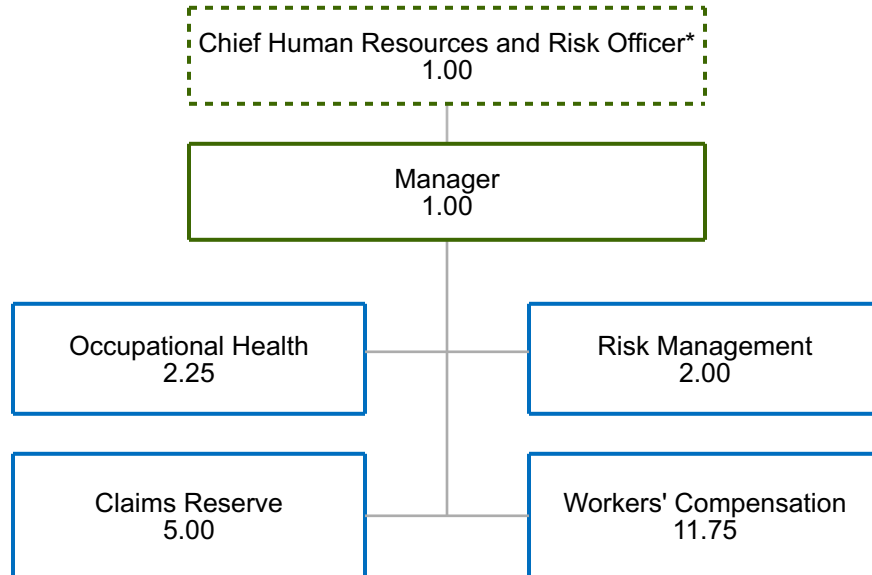
The clinic's primary function is to provide services at the clinic for work related injuries and is funded by the Workers' Compensation Fund. This function provides over \$125,000 in annual cost savings to the fund when comparing the services provided with the Colorado Workers' Compensation fee schedule. City enterprises and Internal Service Funds that use Occupational Health Clinic services for Workers' Compensation related injuries pay an allocated charge for those services.

### Occupational Health Clinic – General Fund

The City owns and operates an Occupational Health Clinic. In addition to the primary service, the Clinic performs ergonomic assessments, annual physicals, CDL physicals, VNI entry and exit physicals, pre-employment physicals for sworn employees, and hearing tests for employees who work in areas with noise pollution. The Clinic began doing all pre-employment drug screenings in the fall of 2010. Located in the City Administration Building, the clinic is convenient for many City employees. City enterprises and Internal Service Funds that use these types of Occupational Health Clinic services pay an allocated charge for Occupational Health Clinic services. Non-General Fund users are direct billed for drug tests.

## Risk Management - Organizational Chart

---



\* The Chief Human Resources and Risk Officer is funded out of the Employment Services budget. This position is not reflected in the position count in the Budget Summary on the following page.



The sections below provide a summary of the Budget, authorized positions, changes that occurred after the budget was implemented for 2021, and changes occurring as part of the 2022 Budget for each fund including General Fund, Claims Reserve Fund, and Workers' Compensation Fund.

## Risk Management - General Fund: Summary, Funding, and Position Changes

<b>General Fund</b>	<b>Use of Funds</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Original Budget</b>	<b>* 2021 Amended Budget</b>	<b>2022 Budget</b>	<b>2022 Budget - * 2021 Amended Budget</b>
	Salary/Benefits/Pensions	\$549,629	\$571,248	\$597,393	\$600,288	\$649,963	\$49,675
	Operating	127,192	100,881	124,190	156,805	156,925	120
	<b>Total</b>	<b>\$676,821</b>	<b>\$672,129</b>	<b>\$721,583</b>	<b>\$757,093</b>	<b>\$806,888</b>	<b>\$49,795</b>
	<b>Revenue</b>	<b>\$58,900</b>	<b>\$123,150</b>	<b>\$103,910</b>	<b>\$103,910</b>	<b>\$124,330</b>	<b>\$20,420</b>
	<b>Position Title</b>	<b>2020 Actual</b>	<b>2021 Original Budget</b>	<b>* 2021 Amended Budget</b>	<b>2022 Budget</b>	<b>2022 Budget - * 2021 Amended Budget</b>	
	Manager	1.00	1.00	1.00	1.00	0.00	
	Medical Assistant	0.50	0.50	0.50	0.50	0.00	
	Occupational Nurse Practitioner/Physicians Assistant	0.50	0.50	0.50	0.50	0.00	
	Office Specialist	1.00	1.00	1.00	1.00	0.00	
	Risk Supervisor	0.25	0.25	0.25	0.25	0.00	
	Safety Specialist	1.00	1.00	1.00	1.00	0.00	
	Senior Analyst	1.00	1.00	1.00	1.00	0.00	
Senior Office Specialist	1.00	1.00	0.00	0.00	0.00		
<b>Total Positions</b>	<b>6.25</b>	<b>6.25</b>	<b>5.25</b>	<b>5.25</b>	<b>0.00</b>		

\* 2021 Amended Budget as of 8/13/2021, which includes the reinstatement of budget that had been reduced during 2020 and 2021 due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic

## Risk Management - General Fund: Summary, Funding, and Position Changes

<b>Funding Changes</b>	<b>During 2021</b>	<b>* 2021 Amended - 2021 Original Budget</b>
	Reinstatement of operating budget that was reduced during 2020 and carried forward into the 2021 original budget due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic	\$32,615
	Removal of 50% of the hiring delay that reduced the salary budget during 2020 and carried forward into the 2021 original budget due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic	2,895
	<b>Total During 2021</b>	<b>\$35,510</b>
	<b>For 2022</b>	<b>2022 Budget - * 2021 Amended Budget</b>
	<b>Salaries/Benefits/Pensions</b>	
	Net change to fund existing positions	\$8,295
	Increase to fund market movement, pay for performance, and pay progression	32,761
	Increase to fund medical cost adjustments	5,246
	Increase to fund employee parking	480
	Increase to fund the removal of the remaining 50% prior year hiring delay	2,893
	<b>Total Salaries/Benefits/Pensions</b>	<b>\$49,675</b>
	<b>Operating</b>	
	Increase to fund parking expenses for city vehicles	\$120
	<b>Total Operating</b>	<b>\$120</b>
<b>Total For 2022</b>	<b>\$49,795</b>	

<b>Position Changes</b>	<b>During 2021</b>	<b>* 2021 Amended - 2021 Original Budget</b>
	Transfer 1.00 FTE to Employment Services (HR Technician I)	(1.00)
	<b>Total During 2021</b>	<b>(1.00)</b>
	<b>For 2022</b>	<b>2022 Budget - * 2021 Amended Budget</b>
	None	0.00
<b>Total For 2022</b>	<b>0.00</b>	

\* 2021 Amended Budget as of 8/13/2021, which includes the reinstatement of budget that had been reduced during 2020 and 2021 due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic

## Risk Management - Claims Reserve Fund: Summary, Funding, and Position Changes

Claims Reserve Fund	Source of Funds	2019 Actual	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget
	Enterprise Contributions	\$37,766	\$36,500	\$36,500	\$36,500	\$36,500	\$0
	General Fund Contribution	1,550,004	1,550,000	1,550,000	1,550,000	1,000,000	(550,000)
	Interest/Other	110,271	362,578	42,600	42,600	41,900	(700)
	Draw/ (Contribution) to Fund Balance	(697,261)	2,175,714	(25,000)	(25,000)	824,480	849,480
	<b>Total</b>	<b>\$1,000,780</b>	<b>\$4,124,792</b>	<b>\$1,604,100</b>	<b>\$1,604,100</b>	<b>\$1,902,880</b>	<b>\$298,780</b>
	Use of Funds	2019 Actual	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget
	Salary/Benefits/Pensions	\$187,478	\$210,375	\$211,318	\$211,318	\$498,055	\$286,737
	Operating	813,302	3,914,417	1,325,673	1,325,673	1,334,716	9,043
	Operating - Contingency for Claims	0	0	67,109	67,109	67,109	0
Capital Outlay	0	0	0	0	3,000	3,000	
<b>Total</b>	<b>\$1,000,780</b>	<b>\$4,124,792</b>	<b>\$1,604,100</b>	<b>\$1,604,100</b>	<b>\$1,902,880</b>	<b>\$298,780</b>	
Position Title	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget		
Claims Adjuster I	0.00	0.00	1.00	1.00	0.00		
Claims Adjuster II	1.00	1.00	0.00	0.00	0.00		
HR Technician I	0.00	0.00	1.25	1.75	0.50		
Human Resources Manager	0.00	0.00	0.75	0.75	0.00		
Risk Supervisor	0.25	0.25	0.00	0.00	0.00		
Safety Specialist	0.00	0.00	0.00	0.50	0.50		
Senior Claims Adjuster	0.00	0.00	1.00	1.00	0.00		
Senior Office Specialist	1.25	1.25	0.00	0.00	0.00		
<b>Total Positions</b>	<b>2.50</b>	<b>2.50</b>	<b>4.00</b>	<b>5.00</b>	<b>1.00</b>		

\* 2021 Amended Budget as of 8/13/2021, which includes the reinstatement of budget that had been reduced during 2020 and 2021 due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic

## Risk Management - Claims Reserve Fund: Summary, Funding, and Position Changes

Funding Changes	During 2021	* 2021 Amended - 2021 Original Budget
	None	\$0
	<b>Total During 2021</b>	<b>\$0</b>
	For 2022	2022 Budget - * 2021 Amended Budget
	<b>Salaries/Benefits/Pensions</b>	
	Net change to fund existing positions	\$162,720
	Increase to fund market movement, pay for performance, and pay progression	14,636
	Increase to fund medical cost adjustments	3,706
	Increase to fund employee parking	120
	Increase to fund 1.00 FTE (0.50 Safety Specialist and 0.50 HR Technician I)	105,555
<b>Total Salaries/Benefits/Pensions</b>	<b>\$286,737</b>	
<b>Operating</b>		
Increase to fund parking services for City owned vehicles	\$120	
Increase to fund one-time costs associated with new positions	9,000	
Decrease in investment and bank fees	(77)	
<b>Total Operating</b>	<b>\$9,043</b>	
<b>Capital Outlay</b>		
Increase to fund one-time costs associated with new positions	\$3,000	
<b>Total Capital Outlay</b>	<b>\$3,000</b>	
<b>Total For 2022</b>	<b>\$298,780</b>	

Position Changes	During 2021	* 2021 Amended - 2021 Original Budget
	Add 1.75 FTE (1.00 FTE Claims Adjuster I, 0.75 FTE Risk Manager)	1.75
	Eliminate 0.25 FTE (Risk Supervisor)	(0.25)
	<b>Total During 2021</b>	<b>1.50</b>
	For 2022	2022 Budget - * 2021 Amended Budget
Add 1.00 FTE (0.50 FTE Safety Specialist, 0.50 FTE HR Technician I)	1.00	
<b>Total For 2022</b>	<b>1.00</b>	

\* 2021 Amended Budget as of 8/13/2021, which includes the reinstatement of budget that had been reduced during 2020 and 2021 due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic

## Risk Management - Workers' Compensation Fund: Summary, Funding, and Position Changes

Workers' Compensation Fund	Source of Funds	2019 Actual	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget
	Physical Therapy Clinic	\$84,679	\$42,933	\$100,000	\$100,000	\$55,000	(\$45,000)
	WC Payroll Chgs	8,231,380	9,881,062	8,116,553	8,116,553	8,749,550	632,997
	Interest	27,379	28,159	17,300	17,300	16,100	(1,200)
	Other Charges	19,589	62,063	26,000	26,000	26,000	0
	Draw/ (Contribution) to Fund Balance **	195,869	(1,228,117)	771,901	771,901	482,429	(289,472)
	<b>Total</b>	<b>\$8,558,896</b>	<b>\$8,786,100</b>	<b>\$9,031,754</b>	<b>\$9,031,754</b>	<b>\$9,329,079</b>	<b>\$297,325</b>
	Use of Funds	2019 Actual	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget
	Salary/Benefits/Pensions	\$925,196	\$995,707	\$1,034,662	\$1,034,662	\$1,307,619	\$272,957
	Operating	7,633,700	7,790,393	6,334,765	6,334,765	6,356,133	21,368
Operating - Contingency for Claims	0	0	1,662,327	1,662,327	1,662,327	0	
Capital Outlay	0	0	0	0	3,000	3,000	
<b>Total</b>	<b>\$8,558,896</b>	<b>\$8,786,100</b>	<b>\$9,031,754</b>	<b>\$9,031,754</b>	<b>\$9,329,079</b>	<b>\$297,325</b>	
Position Title	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget		
Administrative Technician	1.00	1.00	1.00	1.00	0.00		
Claims Adjuster I/II	1.00	1.00	1.00	1.00	0.00		
HR Technician I	0.00	0.00	0.75	1.25	0.50		
Human Resources Manager	0.00	0.00	1.25	1.25	0.00		
Medical Assistant	0.50	0.50	0.50	0.50	0.00		
Medical Only Claim Specialist	1.00	1.00	1.00	1.00	0.00		
Occupational Nurse Practitioner/Physicians Assistant	0.50	0.50	0.50	0.50	0.00		
Physical Therapist Assistant	1.00	1.00	1.00	1.00	0.00		
Physical Therapist II	2.00	2.00	2.00	2.00	0.00		
Risk Supervisor	1.50	1.50	0.75	0.75	0.00		
Safety Specialist	0.00	0.00	0.00	0.50	0.50		
Senior Claims Adjuster	1.00	1.00	1.00	1.00	0.00		
Senior Office Specialist	0.75	0.75	0.00	0.00	0.00		
<b>Total Positions</b>	<b>10.25</b>	<b>10.25</b>	<b>10.75</b>	<b>11.75</b>	<b>1.00</b>		

\* 2021 Amended Budget as of 8/13/2021, which includes the reinstatement of budget that had been reduced during 2020 and 2021 due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic

\*\* The difference between actual employer paid revenue and the payout of claims

## Risk Management - Workers' Compensation Fund: Summary, Funding, and Position Changes

<b>Funding Changes</b>	<b>During 2021</b>	<b>* 2021 Amended - 2021 Original Budget</b>
	None	\$0
	<b>Total During 2021</b>	<b>\$0</b>
	<b>For 2022</b>	<b>2022 Budget - * 2021 Amended Budget</b>
	<b>Salaries/Benefits/Pensions</b>	
	Net change to fund existing positions	\$107,211
	Increase to fund market movement, pay for performance, and pay progression	47,604
	Increase to fund medical cost adjustments	11,746
	Increase to fund employee parking	840
	Increase to fund 1.00 FTE (0.50 Safety Specialist and 0.50 HR Technician I)	105,556
	<b>Total Salaries/Benefits/Pensions</b>	<b>\$272,957</b>
	<b>Operating</b>	
	Reinstatement of operating budget that was reduced during 2020 and carried forward into the 2021 original budget due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic	\$12,500
	Increase to fund one-time cost associated with new positions	9,000
	Decrease in investment and bank fees	(132)
	<b>Total Operating</b>	<b>\$21,368</b>
	<b>Capital Outlay</b>	
Increase to fund one-time cost associated with new positions	\$3,000	
<b>Total Capital Outlay</b>	<b>\$3,000</b>	
<b>Total For 2022</b>	<b>\$297,325</b>	

<b>Position Changes</b>	<b>During 2021</b>	<b>* 2021 Amended - 2021 Original Budget</b>
	Add 1.25 FTE (Risk Manager)	1.25
	Transfer 0.75 FTE Risk Supervisor to Risk Manager	(0.75)
	<b>Total During 2021</b>	<b>0.50</b>
	<b>For 2022</b>	<b>2022 Budget - * 2021 Amended Budget</b>
	Add 1.00 FTE (0.50 FTE Safety Specialist, 0.50 FTE HR Technician I)	1.00
	<b>Total For 2022</b>	<b>1.00</b>

\* 2021 Amended Budget as of 8/13/2021, which includes the reinstatement of budget that had been reduced during 2020 and 2021 due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic

# City of Colorado Springs Budget Detail Report

## 001 - GENERAL FUND Risk Management

Acct # - Description	2019 Actual	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget
<b>Salaries/Benefits/Pensions</b>						
51205 - CIVILIAN SALARIES	424,535	395,279	455,184	458,079	491,438	33,359
51220 - SEASONAL TEMPORARY	0	14,973	0	0	0	0
51245 - RETIREMENT TERM VACATION	351	32,233	0	0	0	0
51260 - VACATION BUY PAY OUT	567	4,156	0	0	0	0
51299 - SALARIES REIMBURSEMENTS	(1,940)	(4,798)	0	0	0	0
51610 - PERA	55,796	59,816	65,550	65,550	70,329	4,779
51612 - RETIREMENT HEALTH SAVINGS	0	31,332	0	0	0	0
51615 - WORKERS COMPENSATION	1,063	1,169	1,257	1,257	1,337	80
51620 - EQUITABLE LIFE INSURANCE	1,210	1,076	1,700	1,700	1,742	42
51640 - DENTAL INSURANCE	2,474	1,714	2,460	2,460	2,445	(15)
51670 - PARKING FOR EMPLOYEES	1,011	1,262	2,760	2,760	3,240	480
51690 - MEDICARE	5,941	6,263	6,685	6,685	7,042	357
51695 - CITY EPO MEDICAL PLAN	518	806	0	0	7,502	7,502
51696 - ADVANTAGE HD MED PLAN	54,538	39,903	58,484	58,484	62,076	3,592
51697 - HRA BENEFIT TO ADV MED PLAN	3,565	3,177	3,313	3,313	2,812	(501)
51999 - COVID19 SAL & BEN REIMB	0	(17,113)	0	0	0	0
<b>Salaries/Benefits/Pensions Total</b>	<b>549,629</b>	<b>571,248</b>	<b>597,393</b>	<b>600,288</b>	<b>649,963</b>	<b>49,675</b>
<b>Operating</b>						
52110 - OFFICE SUPPLIES	3,461	1,787	2,100	4,600	4,600	0
52111 - PAPER SUPPLIES	15	0	0	300	300	0
52115 - MEDICAL SUPPLIES	4,126	14,126	4,100	5,100	5,100	0
52116 - PHARMACEUTICALS	18,062	6,126	45,416	45,416	45,416	0
52120 - COMPUTER SOFTWARE	314	0	615	1,115	1,115	0
52125 - GENERAL SUPPLIES	877	524	0	1,000	1,000	0
52135 - POSTAGE	6,037	4,755	5,500	5,500	5,500	0
52160 - FUEL	21	0	0	0	0	0
52165 - LICENSES AND TAGS	1,332	1,192	1,550	1,550	1,550	0
52240 - MAINT NONFLEET VEHICLES EQP	0	0	50	50	50	0
52305 - MAINT SOFTWARE	34,858	13,870	19,500	29,500	29,500	0
52460 - MEDICAL SERVICE	21,146	23,138	22,375	22,375	22,375	0
52560 - PARKING SERVICES	1,263	1,116	640	1,140	1,260	120
52575 - SERVICES	2,005	6,095	1,944	3,584	4,084	500
52590 - TEMPORARY EMPLOYMENT	16,896	211,418	5,000	6,500	6,000	(500)
52615 - DUES AND MEMBERSHIP	75	850	1,675	1,675	1,675	0
52625 - MEETING EXPENSES IN TOWN	0	0	0	500	500	0
52630 - TRAINING	7,692	548	6,775	15,000	15,000	0
52645 - SUBSCRIPTIONS	0	0	0	350	350	0
52655 - TRAVEL OUT OF TOWN	0	0	0	1,500	1,500	0
52706 - WIRELESS COMMUNICATION	463	31	750	1,500	1,500	0
52738 - CELL PHONE BASE CHARGES	856	402	1,000	1,500	1,500	0
52775 - MINOR EQUIPMENT	4,318	110	550	2,050	2,050	0
52776 - PRINTER CONSOLIDATION COST	2,595	2,515	3,500	3,500	3,500	0
52874 - OFFICE SERVICES PRINTING	612	37	650	850	850	0
52999 - COVID19 OPER REIMB	0	(187,920)	0	0	0	0
65160 - RECRUITMENT	168	161	500	650	650	0
<b>Operating Total</b>	<b>127,192</b>	<b>100,881</b>	<b>124,190</b>	<b>156,805</b>	<b>156,925</b>	<b>120</b>
<b>Grand Total</b>	<b>676,821</b>	<b>672,129</b>	<b>721,583</b>	<b>757,093</b>	<b>806,888</b>	<b>49,795</b>

# City of Colorado Springs Budget Detail Report

001 - GENERAL FUND  
Risk Management

Acct # - Description	2019 Actual	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget
<b>Revenue</b>						
40113 - MISCELLANEOUS	1,222	0	0	0	0	0
42605 - ENT FUND UTIL ALLOCATION	57,678	117,217	103,910	103,910	124,330	20,420
44055 - REIMBURSEMENT ACCT	0	5,933	0	0	0	0
<b>Total Revenue</b>	<b>58,900</b>	<b>123,150</b>	<b>103,910</b>	<b>103,910</b>	<b>124,330</b>	<b>20,420</b>

\* 2021 Amended Budget as of 8/13/2021, which includes the reinstatement of budget that had been reduced during 2020 and 2021 due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic



# City of Colorado Springs Budget Detail Report

## 502 - CLAIMS RESERVE FUND-LIABILITY Risk Management

Acct # - Description	2019 Actual	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget
<b>Salaries/Benefits/Pensions</b>						
51205 - CIVILIAN SALARIES	141,072	155,772	156,301	156,301	356,647	200,346
51240 - RETIREMENT TERMINATION SICK	1,064	847	0	0	0	0
51245 - RETIREMENT TERM VACATION	138	1,013	0	0	0	0
51260 - VACATION BUY PAY OUT	0	235	0	0	0	0
51610 - PERA	18,658	21,387	22,226	22,226	51,650	29,424
51615 - WORKERS COMPENSATION	1,553	1,216	1,608	1,608	1,804	196
51620 - EQUITABLE LIFE INSURANCE	394	425	539	539	1,178	639
51640 - DENTAL INSURANCE	989	1,153	1,236	1,236	3,120	1,884
51670 - PARKING FOR EMPLOYEES	331	524	720	720	840	120
51690 - MEDICARE	1,969	2,133	2,266	2,266	5,171	2,905
51695 - CITY EPO MEDICAL PLAN	5,455	16,138	15,723	15,723	3,415	(12,308)
51696 - ADVANTAGE HD MED PLAN	14,709	8,867	10,011	10,011	70,167	60,156
51697 - HRA BENEFIT TO ADV MED PLAN	1,146	665	688	688	4,063	3,375
<b>Salaries/Benefits/Pensions Total</b>	<b>187,478</b>	<b>210,375</b>	<b>211,318</b>	<b>211,318</b>	<b>498,055</b>	<b>286,737</b>
<b>Operating</b>						
52110 - OFFICE SUPPLIES	847	217	938	938	938	0
52120 - COMPUTER SOFTWARE	334	0	500	500	500	0
52125 - GENERAL SUPPLIES	36	0	0	0	0	0
52305 - MAINT SOFTWARE	3,112	0	0	0	0	0
52415 - CONTRACTS AND SPEC PROJECTS	0	0	0	0	7,500	7,500
52428 - HOSTED IT SERVICES	46,980	64,041	86,000	86,000	83,500	(2,500)
52560 - PARKING SERVICES	602	700	990	990	1,110	120
52568 - BANK AND INVESTMENT FEES	462	1,054	1,826	1,826	1,749	(77)
52575 - SERVICES	474	0	5,000	5,000	0	(5,000)
52590 - TEMPORARY EMPLOYMENT	18,145	0	0	0	0	0
52615 - DUES AND MEMBERSHIP	36	86	100	100	100	0
52625 - MEETING EXPENSES IN TOWN	0	0	300	300	50	(250)
52630 - TRAINING	0	406	1,700	1,700	7,000	5,300
52635 - EMPLOYEE EDUCATIONL ASSISTANCE	0	0	500	500	2,100	1,600
52655 - TRAVEL OUT OF TOWN	0	363	650	650	650	0
52706 - WIRELESS COMMUNICATION	463	65	750	750	100	(650)
52738 - CELL PHONE BASE CHARGES	417	353	400	400	400	0
52775 - MINOR EQUIPMENT	0	280	200	200	3,200	3,000
52776 - PRINTER CONSOLIDATION COST	711	856	900	900	900	0
52872 - MAINT FLEET VEHICLES EQP	126	33	100	100	100	0
52874 - OFFICE SERVICES PRINTING	0	41	0	0	0	0
60073 - CLAIMS PAID PARKING SYSTEM	0	1,545	0	0	0	0
60076 - CLAIMS PAID POLICE	201,603	66,952	0	0	0	0
60077 - CLAIMS PAID SUPPORT SERVICE	400	2,941	0	0	0	0
60079 - LEGAL AND ADMIN POLICE	20,543	81,006	0	0	0	0
60221 - CLAIMS PAID FIRE	95,910	9,469	0	0	0	0
60222 - CLAIMS PAID PUBLIC WORKS	260,115	28,294	0	0	0	0
60224 - CLAIMS PAID GENERAL COST	35,491	527,846	1,224,569	1,224,569	1,224,569	0
60228 - CLAIMS PAID PARK AND REC	31,048	146,567	0	0	0	0
60229 - CLAIMS PAID AIRPORT	0	1,908	0	0	0	0
60236 - CLAIMS PAID SWENT STREETS	0	3,878	0	0	0	0

# City of Colorado Springs Budget Detail Report

## 502 - CLAIMS RESERVE FUND-LIABILITY Risk Management

Acct # - Description	2019 Actual	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget
65140 - CONTINGENT FUNDS	0	0	67,109	67,109	67,109	0
65160 - RECRUITMENT	128	0	250	250	250	0
65210 - ADJUST RESERVE	10,000	2,955,000	0	0	0	0
65230 - LEGAL AND ADMIN FIRE	1,468	270	0	0	0	0
65235 - LEGAL AND ADMIN PUBLIC WORK	256	431	0	0	0	0
65240 - LEGAL AND ADMIN PARK AND REC	675	0	0	0	0	0
65250 - LEGAL AND ADMIN GEN COSTS	82,920	19,815	0	0	0	0
<b>Operating Total</b>	<b>813,302</b>	<b>3,914,417</b>	<b>1,392,782</b>	<b>1,392,782</b>	<b>1,401,825</b>	<b>9,043</b>
<b>Capital Outlay</b>						
53030 - FURNITURE AND FIXTURES	0	0	0	0	3,000	3,000
<b>Capital Outlay Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,000</b>	<b>3,000</b>
<b>Grand Total</b>	<b>1,000,780</b>	<b>4,124,792</b>	<b>1,604,100</b>	<b>1,604,100</b>	<b>1,902,880</b>	<b>298,780</b>
<b>Revenue</b>						
40224 - CONTRIBUTION FROM GOLF	4,766	3,500	3,500	3,500	3,500	0
40225 - CONTRIBUTION FROM PPHWY	5,000	5,000	5,000	5,000	5,000	0
40226 - CONTRIBUTION FROM CEMETERY	1,000	1,000	1,000	1,000	1,000	0
40230 - CONTRIBUTION FROM SW	25,000	25,000	25,000	25,000	25,000	0
40383 - CONTRIBUTION FROM DEV REVIEW	2,000	2,000	2,000	2,000	2,000	0
40650 - REIMBURSEMENT FIREFIGHTER BENE	75,239	0	0	0	0	0
42760 - CITY SUBROGATION	225	0	0	0	0	0
43180 - GAIN LOSS INV MKT VALUE	13,663	26,281	0	0	0	0
44020 - MISCELLANEOUS GENERAL	1,550,004	1,550,000	1,550,000	1,550,000	1,000,000	(550,000)
44055 - REIMBURSEMENT ACCT	0	304,288	26,000	26,000	26,000	0
45768 - UNCLAIMED PROPERTY DISPOSITION	65	0	0	0	0	0
46025 - INTEREST	21,079	32,009	16,600	16,600	15,900	(700)
<b>Revenue Total</b>	<b>1,698,041</b>	<b>1,949,078</b>	<b>1,629,100</b>	<b>1,629,100</b>	<b>1,078,400</b>	<b>(550,700)</b>

\* 2021 Amended Budget as of 8/13/2021, which includes the reinstatement of budget that had been reduced during 2020 and 2021 due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic

# City of Colorado Springs Budget Detail Report

## 503 - SELF INSURANCE-WORK COMP Risk Management

Acct # - Description	2019 Actual	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget
<b>Salaries/Benefits/Pensions</b>						
51205 - CIVILIAN SALARIES	700,474	739,528	754,356	754,356	950,925	196,569
51210 - OVERTIME	142	22	0	0	0	0
51240 - RETIREMENT TERMINATION SICK	(4,039)	238	0	0	0	0
51245 - RETIREMENT TERM VACATION	(2,293)	12,220	0	0	0	0
51260 - VACATION BUY PAY OUT	2,739	4,771	0	0	0	0
51299 - SALARIES REIMBURSEMENTS	(7,852)	(7,018)	0	0	0	0
51610 - PERA	90,038	98,397	107,265	107,265	137,708	30,443
51615 - WORKERS COMPENSATION	3,660	4,146	4,301	4,301	5,128	827
51620 - EQUITABLE LIFE INSURANCE	1,971	1,962	2,735	2,735	3,322	587
51640 - DENTAL INSURANCE	4,332	4,030	4,635	4,635	5,955	1,320
51670 - PARKING FOR EMPLOYEES	1,776	2,692	3,840	3,840	4,680	840
51690 - MEDICARE	9,615	10,335	10,939	10,939	13,790	2,851
51695 - CITY EPO MEDICAL PLAN	19,800	18,983	22,012	22,012	23,903	1,891
51696 - ADVANTAGE HD MED PLAN	99,103	99,896	118,828	118,828	154,583	35,755
51697 - HRA BENEFIT TO ADV MED PLAN	5,730	5,505	5,751	5,751	7,625	1,874
<b>Salaries/Benefits/Pensions Total</b>	<b>925,196</b>	<b>995,707</b>	<b>1,034,662</b>	<b>1,034,662</b>	<b>1,307,619</b>	<b>272,957</b>
<b>Operating</b>						
52110 - OFFICE SUPPLIES	3,996	3,169	3,500	3,500	4,000	500
52111 - PAPER SUPPLIES	2,086	1,483	2,850	2,850	2,850	0
52115 - MEDICAL SUPPLIES	13,152	12,644	14,525	14,525	18,525	4,000
52116 - PHARMACEUTICALS	5,140	4,856	5,000	5,000	5,650	650
52120 - COMPUTER SOFTWARE	898	0	0	0	0	0
52122 - CELL PHONES EQUIP AND SUPPLIES	43	0	0	0	0	0
52125 - GENERAL SUPPLIES	1,040	485	1,500	1,500	1,300	(200)
52135 - POSTAGE	337	189	200	200	200	0
52305 - MAINT SOFTWARE	10,714	9,247	15,000	15,000	15,000	0
52415 - CONTRACTS AND SPEC PROJECTS	0	7,125	15,000	15,000	15,000	0
52428 - HOSTED IT SERVICES	60,840	61,430	90,000	90,000	90,350	350
52460 - MEDICAL SERVICE	68,543	82,695	79,000	79,000	80,000	1,000
52560 - PARKING SERVICES	2,162	2,842	3,500	3,500	3,100	(400)
52568 - BANK AND INVESTMENT FEES	609	1,086	1,903	1,903	1,771	(132)
52575 - SERVICES	186,596	70,362	106,157	106,157	55,457	(50,700)
52590 - TEMPORARY EMPLOYMENT	10,182	2,500	7,650	7,650	7,650	0
52605 - CAR MILEAGE	64	0	0	0	0	0
52615 - DUES AND MEMBERSHIP	645	1,589	2,200	2,200	1,800	(400)
52630 - TRAINING	4,463	1,756	9,500	9,500	15,500	6,000
52635 - EMPLOYEE EDUCATIONL ASSISTANCE	0	7,684	6,400	6,400	13,400	7,000
52645 - SUBSCRIPTIONS	0	545	200	200	200	0
52655 - TRAVEL OUT OF TOWN	402	502	2,606	2,606	5,606	3,000
52705 - COMMUNICATIONS	3,663	3,663	4,000	4,000	4,000	0
52735 - TELEPHONE LONG DIST CALLS	77	40	200	200	200	0
52738 - CELL PHONE BASE CHARGES	1,376	943	1,050	1,050	1,050	0
52740 - GENERAL INSURANCE-CITY	289,733	352,150	303,312	303,312	355,312	52,000
52775 - MINOR EQUIPMENT	1,343	288	2,200	2,200	5,200	3,000
52776 - PRINTER CONSOLIDATION COST	6,371	6,427	8,600	8,600	8,600	0

# City of Colorado Springs Budget Detail Report

## 503 - SELF INSURANCE-WORK COMP Risk Management

Acct # - Description	2019 Actual	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget
52874 - OFFICE SERVICES PRINTING	917	507	2,100	2,100	2,100	0
52999 - COVID19 OPER REIMB	0	(100)	0	0	0	0
60705 - WC STATE MANDATED SALARY	625,103	727,588	300,000	300,000	300,000	0
60707 - WC BENEFIT SALARY	385,125	387,863	200,000	200,000	200,000	0
65100 - CLAIMS AND DAMAGES CITY	4,994,594	4,832,860	3,636,312	3,636,312	3,636,312	0
65125 - CLAIMS AND DAMAGES UTILITIES	793,363	1,107,975	1,506,000	1,506,000	1,506,000	0
65140 - CONTINGENT FUNDS	0	0	1,662,327	1,662,327	1,662,327	0
65160 - RECRUITMENT	123	0	4,300	4,300	0	(4,300)
65210 - ADJUST RESERVE	160,000	98,000	0	0	0	0
<b>Operating Total</b>	<b>7,633,700</b>	<b>7,790,393</b>	<b>7,997,092</b>	<b>7,997,092</b>	<b>8,018,460</b>	<b>21,368</b>
<b>Capital Outlay</b>						
53030 - FURNITURE AND FIXTURES	0	0	0	0	3,000	3,000
<b>Capital Outlay Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,000</b>	<b>3,000</b>
<b>Grand Total</b>	<b>8,558,896</b>	<b>8,786,100</b>	<b>9,031,754</b>	<b>9,031,754</b>	<b>9,329,079</b>	<b>297,325</b>
<b>Revenue</b>						
40113 - MISCELLANEOUS	50	0	0	0	0	0
40132 - PHYSICAL THERAPY CLINIC	84,679	42,933	100,000	100,000	55,000	(45,000)
42750 - CITY INS EXCESS	0	1,125,260	0	0	0	0
42755 - CSU INS EXCESS	5,066	8,770	0	0	0	0
42760 - CITY SUBROGATION	80,908	32,163	0	0	0	0
42765 - CSU SUBROGATION	924	13,031	0	0	0	0
42770 - CITY WORKERS COMP	7,363,001	8,071,253	7,366,553	7,366,553	7,699,550	332,997
42775 - UTILITIES WORKERS COMP	781,481	630,585	750,000	750,000	1,050,000	300,000
43180 - GAIN LOSS INV MKT VALUE	19,430	34,504	0	0	0	0
44055 - REIMBURSEMENT ACCT	0	25,929	26,000	26,000	26,000	0
45665 - COPY FEES	28	0	0	0	0	0
45768 - UNCLAIMED PROPERTY DISPOSITION	81	1,630	0	0	0	0
46025 - INTEREST	27,379	28,159	17,300	17,300	16,100	(1,200)
<b>Revenue Total</b>	<b>8,363,027</b>	<b>10,014,217</b>	<b>8,259,853</b>	<b>8,259,853</b>	<b>8,846,650</b>	<b>586,797</b>

\* 2021 Amended Budget as of 8/13/2021, which includes the reinstatement of budget that had been reduced during 2020 and 2021 due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic

# Procurement Services

Nicole Spindler, Manager | (719) 385-5265 | Nicole.Spindler@coloradosprings.gov

## All Funds Summary

All Funds	Use of Funds	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget
	General Fund	\$519,709	\$693,319	\$706,618	\$809,726	\$103,108
<b>Total</b>	<b>\$519,709</b>	<b>\$693,319</b>	<b>\$706,618</b>	<b>\$809,726</b>	<b>\$103,108</b>	
Positions						
General Fund	7.00	7.00	7.00	7.00	0.00	
<b>Total</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>0.00</b>	

\* 2021 Amended Budget as of 8/13/2021, which includes the reinstatement of budget that had been reduced during 2020 and 2021 due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic

## Significant Changes vs. 2021

- Increase of approximately \$103,000 the General Fund mainly to fund existing positions, pay for performance, movements within the salary structure, parking increases, medical cost adjustments, and removal of the hiring delay in 2021

## Procurement Services - Overview

---

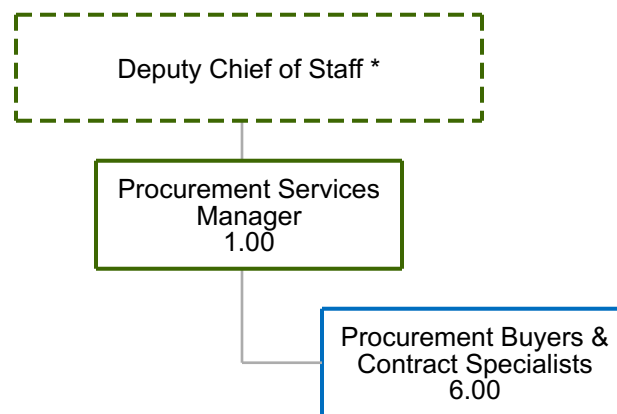
Procurement Services provides solicitation, negotiation, and award of purchase orders and contracts for all City departments as well as the Pikes Peak Rural Transportation Authority (PPRTA) and 2C2 programs, while maintaining competitiveness, innovation, and compliance with procurement laws.

Procurement Services is responsible for 2,600 purchase orders, task orders, and formal contracts totaling over \$210 million annually.

Procurement Services is also responsible for the administration and oversight of the City's Visa card program including training, auditing, and compliance.



## Procurement Services - Organizational Chart

---



\* The Deputy Chief of Staff position is funded as part of the Mayor's Office budget. This position is not reflected in the position count in the Budget Summary on the following page.

# Strategic Plan Update

Goals	 <p style="text-align: center;"><b>Investing in Infrastructure</b></p>	 <p style="text-align: center;"><b>Excelling in City Services</b></p>
Initiatives	<ul style="list-style-type: none"> <li>• Increase education and outreach to local vendors. (3.19)</li> </ul>	<ul style="list-style-type: none"> <li>• Implement business process improvements to allow for better workflow. (4.18)</li> </ul>
Performance Measures	<ul style="list-style-type: none"> <li>• Increase outreach to local small business development organizations, nonprofits, regional and government partners to increase collaboration, increase visibility of partnering &amp; business opportunities and to increase education among local vendors. (3.19.2)</li> </ul>	<ul style="list-style-type: none"> <li>• Standardize electronic file retention system, create and standardize procedures and create and deploy a metrics &amp; process reporting tool by 12/31/2022. (4.18.1)</li> </ul>
Notable Achievements	<ul style="list-style-type: none"> <li>• Established a Vendor Outreach Team in 2020 to work with local, regional and government partners. (3.19.2)</li> <li>• Established a "Doing Business with the City" 4-part educational series with the Colorado Springs Small Business Development Center which began June 2021. (3.19.2)</li> <li>• Established a relationship with CDOT's Connect2DOT outreach team and participated as a panelist at the annual CDOT Southern Colorado Construction Forum, in April 2020 and April 2021. (3.19.2)</li> <li>• Collaborated with the Sales Tax division to provide a forum to host multiple Vendor Sales Tax training webinars, beginning in 2020. (3.19.2)</li> <li>• Collaborating with the Colorado Procurement Technical Assistance Center (CO-PTAC) — a representative from Procurement's Vendor Outreach Team will be a participant at the monthly Government to Business (G2B) Forum. (3.19.2)</li> </ul>	<ul style="list-style-type: none"> <li>• Leveraged COVID work-from-home to expedite electronic file retention standardization during 2020/Q1 2020. Electronic file processing and retention system created, standardized and 66% deployed as of end of Q2 2021. Process reporting tool complete (as of EOY 2020). Standard Operating Procedure (SOP) creation on track to be complete by end of Q2 2022. Metrics and dashboard development linked to E-Procurement deployment; on track to be complete by 12/31/2022. (4.18.1)</li> </ul>

**Note:** The information contained in this Strategic Plan update demonstrates progress on a sampling of department Initiatives and Performance Measures. For a full listing of each department's Initiatives and Performance Measures (reference the ID numbers within the parenthesis), see the City's Strategic Plan beginning on Page 19.

The sections below provide a summary of the Budget, authorized positions, changes that occurred after the budget was implemented for 2021, and changes occurring as part of the 2022 General Fund Budget.

## Procurement Services - General Fund: Summary, Funding, and Position Changes

General Fund	Use of Funds	2019 Actual	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget
	Salary/Benefits/Pensions	\$574,838	\$504,287	\$650,282	\$653,368	\$756,476	\$103,108
	Operating	45,707	15,422	43,037	53,250	53,250	0
	<b>Total</b>	<b>\$620,545</b>	<b>\$519,709</b>	<b>\$693,319</b>	<b>\$706,618</b>	<b>\$809,726</b>	<b>\$103,108</b>
	Revenue	\$133,412	\$120,692	\$145,000	\$145,000	\$145,000	\$0
	Position Title	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget	
	Contracting Specialist I	1.00	1.00	1.00	1.00	0.00	
	Contracting Specialist II	2.00	2.00	2.00	2.00	0.00	
Procurement Buyers	2.00	2.00	2.00	2.00	0.00		
Procurement Services Manager	1.00	1.00	1.00	1.00	0.00		
Senior Contracting Specialist	1.00	1.00	1.00	1.00	0.00		
<b>Total Positions</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>0.00</b>		

\* 2021 Amended Budget as of 8/13/2021, which includes the reinstatement of budget that had been reduced during 2020 and 2021 due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic



## Procurement Services - General Fund: Summary, Funding, and Position Changes

<b>Funding Changes</b>	<b>During 2021</b>	<b>* 2021 Amended - 2021 Original Budget</b>
	Reinstatement of operating budget that was reduced during 2020 and carried forward into the 2021 original budget due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic	\$10,213
	Removal of 50% of the hiring delay that reduced the salary budget during 2020 and carried forward into the 2021 original budget due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic	3,086
	<b>Total During 2021</b>	<b>\$13,299</b>
	<b>For 2022</b>	<b>2022 Budget - * 2021 Amended Budget</b>
	<b>Salaries/Benefits/Pensions</b>	
	Net change to fund existing positions	\$20,664
	Increase to fund market movement, pay for performance, and pay progression	73,990
	Increase to fund medical cost adjustments	4,648
	Increase to fund employee parking	720
	Increase to fund the removal of the remaining 50% prior year hiring delay	3,086
	<b>Total Salaries/Benefits/Pensions</b>	<b>\$103,108</b>
	<b>Operating</b>	
	None	\$0
<b>Total Operating</b>	<b>\$0</b>	
<b>Total For 2022</b>	<b>\$103,108</b>	

<b>Position Changes</b>	<b>During 2021</b>	<b>* 2021 Amended - 2021 Original Budget</b>
	None	0.00
	<b>Total During 2021</b>	<b>0.00</b>
	<b>For 2022</b>	<b>2022 Budget - * 2021 Amended Budget</b>
	None	0.00
	<b>Total For 2022</b>	<b>0.00</b>

\* 2021 Amended Budget as of 8/13/2021, which includes the reinstatement of budget that had been reduced during 2020 and 2021 due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic

# City of Colorado Springs Budget Detail Report

## 001 - GENERAL FUND Procurement Services

Acct # - Description	2019 Actual	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget
<b>Salaries/Benefits/Pensions</b>						
51205 - CIVILIAN SALARIES	437,697	383,944	485,559	488,645	589,073	100,428
51245 - RETIREMENT TERM VACATION	6,903	8,902	0	0	0	0
51260 - VACATION BUY PAY OUT	4,314	5,747	0	0	0	0
51299 - SALARIES REIMBURSEMENTS	(6,985)	(5,431)	0	0	0	0
51610 - PERA	58,282	53,295	69,924	69,924	84,488	14,564
51615 - WORKERS COMPENSATION	1,122	996	1,230	1,230	1,457	227
51620 - EQUITABLE LIFE INSURANCE	1,242	1,053	1,845	1,845	1,987	142
51640 - DENTAL INSURANCE	2,834	2,409	3,683	3,683	3,000	(683)
51670 - PARKING FOR EMPLOYEES	1,442	1,764	2,400	2,400	3,120	720
51690 - MEDICARE	6,142	5,498	7,130	7,130	8,453	1,323
51695 - CITY EPO MEDICAL PLAN	2,911	6,065	6,978	6,978	0	(6,978)
51696 - ADVANTAGE HD MED PLAN	54,729	37,028	67,783	67,783	61,648	(6,135)
51697 - HRA BENEFIT TO ADV MED PLAN	4,205	3,017	3,750	3,750	3,250	(500)
<b>Salaries/Benefits/Pensions Total</b>	<b>574,838</b>	<b>504,287</b>	<b>650,282</b>	<b>653,368</b>	<b>756,476</b>	<b>103,108</b>
<b>Operating</b>						
52105 - MISCELLANEOUS OPERATING	605	199	0	0	0	0
52110 - OFFICE SUPPLIES	3,079	215	2,000	2,000	2,000	0
52120 - COMPUTER SOFTWARE	364	0	0	0	0	0
52125 - GENERAL SUPPLIES	0	80	100	100	100	0
52135 - POSTAGE	609	609	1,250	1,250	1,250	0
52220 - MAINT OFFICE MACHINES	0	0	300	300	300	0
52305 - MAINT SOFTWARE	32,400	6,200	25,037	35,250	33,250	(2,000)
52405 - ADVERTISING SERVICES	2,200	3,336	0	0	3,500	3,500
52560 - PARKING SERVICES	177	0	150	150	150	0
52575 - SERVICES	130	163	300	300	300	0
52607 - CELL PHONE ALLOWANCE	50	0	0	0	0	0
52615 - DUES AND MEMBERSHIP	115	809	700	700	700	0
52625 - MEETING EXPENSES IN TOWN	543	0	200	200	200	0
52630 - TRAINING	854	330	5,000	5,000	5,000	0
52655 - TRAVEL OUT OF TOWN	239	1,333	1,500	1,500	1,500	0
52738 - CELL PHONE BASE CHARGES	14	0	0	0	0	0
52776 - PRINTER CONSOLIDATION COST	3,817	2,118	6,000	6,000	4,500	(1,500)
52874 - OFFICE SERVICES PRINTING	511	30	500	500	500	0
<b>Operating Total</b>	<b>45,707</b>	<b>15,422</b>	<b>43,037</b>	<b>53,250</b>	<b>53,250</b>	<b>0</b>
<b>Grand Total</b>	<b>620,545</b>	<b>519,709</b>	<b>693,319</b>	<b>706,618</b>	<b>809,726</b>	<b>103,108</b>
<b>Revenue</b>						
43156 - REBATES	1,944	0	0	0	0	0
43157 - PURCH CARD PROGRAM REBATES	131,468	120,692	145,000	145,000	145,000	0
<b>Grand Total</b>	<b>133,412</b>	<b>120,692</b>	<b>145,000</b>	<b>145,000</b>	<b>145,000</b>	<b>0</b>

\* 2021 Amended Budget as of 8/13/2021, which includes the reinstatement of budget that had been reduced during 2020 and 2021 due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic

# Real Estate Services

Darlene Kennedy, Real Estate Services Manager | (719) 385-5605 | Darlene.Kennedy@coloradosprings.gov

## All Funds Summary

All Funds	Use of Funds	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget
	General Fund <sup>1</sup>		\$509,584	\$521,299	\$540,326	\$616,426
<b>Total</b>		<b>\$509,584</b>	<b>\$521,299</b>	<b>\$540,326</b>	<b>\$616,426</b>	<b>\$76,100</b>
<b>Positions</b>						
General Fund		5.00	5.00	5.00	5.00	0.00
<b>Total</b>		<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>0.00</b>

\* 2021 Amended Budget as of 8/13/2021, which includes the reinstatement of budget that had been reduced during 2020 and 2021 due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic

<sup>1</sup> While the entire budget is included in the General Fund, Colorado Springs Utilities reimburses the City for Real Estate Services and the payments are recognized as General Fund revenue.

## Significant Changes vs. 2021

- Increase of \$76,100 the General Fund mainly to fund existing positions, pay for performance, movements within the salary structure, parking increases, medical cost adjustments, and removal of the hiring delay in 2021

## Real Estate Services - Overview

---

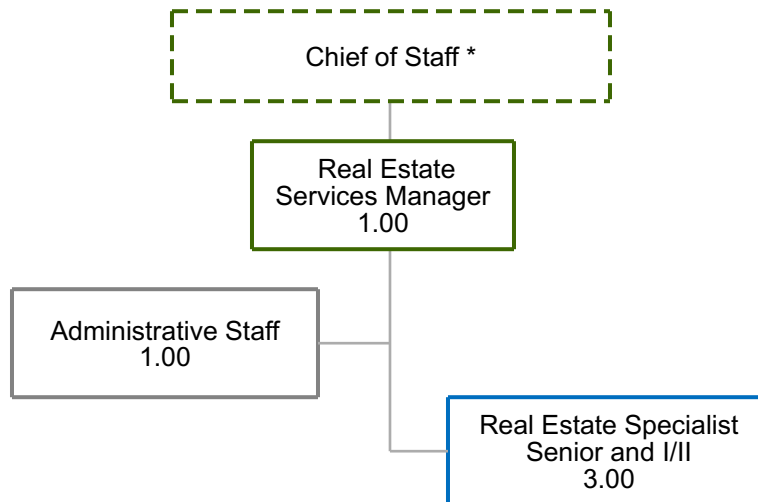
Real Estate Services (RES) Division is responsible for centralizing the real estate functions of the City of Colorado Springs, Colorado Springs Utilities, and the Colorado Springs Airport. Services include:

- Management oversight and support services for the acquisition of land, easements, and rights-of-way; the disposal of real property interests; real property leasing services; and compliance with *The City of Colorado Springs Procedure Manual for the Acquisition and Disposition of Real Property Interests*
- Facilitating easement vacations and encroachments
- Conducting title review and document research
- Providing lease assistance
- Assisting the City and its citizens with various research requests

RES functions as the custodian of record for the City's real estate files and real estate database while protecting and conserving the City's real property assets. Although RES is General Fund supported, the General Fund recovers expenses from Colorado Springs Utilities for work done on their behalf.

## Real Estate Services - Organizational Chart

---



\* The Chief of Staff position is funded as part of the Mayor's Office budget. This position is not reflected in the position count in the Budget Summary on the following page.

The sections below provide a summary of the Budget, authorized positions, changes that occurred after the budget was implemented for 2021, and changes occurring as part of the 2022 General Fund Budget.

## Real Estate Services - General Fund: Summary, Funding, and Position Changes

General Fund	Use of Funds	2019 Actual	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget
	Salary/Benefits/Pensions	\$423,067	\$496,650	\$503,604	\$519,509	\$595,609	\$76,100
	Operating	12,056	12,934	17,265	20,387	20,387	0
	Capital Outlay	1,438	0	430	430	430	0
	<b>Total</b>	<b>\$436,561</b>	<b>\$509,584</b>	<b>\$521,299</b>	<b>\$540,326</b>	<b>\$616,426</b>	<b>\$76,100</b>
	<b>Revenue</b>	<b>\$169,816</b>	<b>\$313,162</b>	<b>\$145,546</b>	<b>\$145,546</b>	<b>\$190,937</b>	<b>\$45,391</b>
	Position Title	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget	
	Real Estate Manager	1.00	1.00	1.00	1.00	0.00	
	Real Estate Specialist I	1.00	1.00	1.00	1.00	0.00	
	Senior Office Specialist	1.00	1.00	1.00	1.00	0.00	
Senior Real Estate Specialist	2.00	2.00	2.00	2.00	0.00		
<b>Total Positions</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>0.00</b>		

\* 2021 Amended Budget as of 8/13/2021, which includes the reinstatement of budget that had been reduced during 2020 and 2021 due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic

## Real Estate Services - General Fund: Summary, Funding, and Position Changes

Funding Changes	During 2021	* 2021 Amended - 2021 Original Budget
	Reinstatement of operating budget that was reduced during 2020 and carried forward into the 2021 original budget due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic	\$3,122
	Removal of 50% of the hiring delay that reduced the salary budget during 2020 and carried forward into the 2021 original budget due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic	2,438
	Increase to Salaries/Benefits/Pensions for movements within the salary structure during 2021	13,467
	<b>Total During 2021</b>	<b>\$19,027</b>
	For 2022	2022 Budget - * 2021 Amended Budget
	<b>Salaries/Benefits/Pensions</b>	
	Net change to fund existing positions	\$36,388
	Increase to fund market movement, pay for performance, and pay progression	31,994
	Increase to fund medical cost adjustments	4,680
Increase to fund employee parking	600	
Increase to fund the removal of the remaining 50% prior year hiring delay	2,438	
<b>Total Salaries/Benefits/Pensions</b>	<b>\$76,100</b>	
<b>Operating</b>		
None	\$0	
<b>Total Operating</b>	<b>\$0</b>	
<b>Capital Outlay</b>		
None	\$0	
<b>Total Capital Outlay</b>	<b>\$0</b>	
<b>Total For 2022</b>	<b>\$76,100</b>	

Position Changes	During 2021	* 2021 Amended - 2021 Original Budget
	None	0.00
	<b>Total During 2021</b>	<b>0.00</b>
	For 2022	2022 Budget - * 2021 Amended Budget
	None	0.00
<b>Total For 2022</b>	<b>0.00</b>	

\* 2021 Amended Budget as of 8/13/2021, which includes the reinstatement of budget that had been reduced during 2020 and 2021 due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic

# City of Colorado Springs Budget Detail Report

001 - GENERAL FUND  
Real Estate Services

Acct # - Description	2019 Actual	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	* 2022 Budget - * 2021 Amended Budget
<b>Salaries/Benefits/Pensions</b>						
51205 - CIVILIAN SALARIES	322,694	381,156	375,978	391,570	451,555	59,985
51245 - RETIREMENT TERM VACATION	947	0	0	0	0	0
51260 - VACATION BUY PAY OUT	319	2,150	0	0	0	0
51299 - SALARIES REIMBURSEMENTS	(892)	(2,150)	0	0	0	0
51610 - PERA	42,757	51,921	54,157	54,348	64,676	10,328
51615 - WORKERS COMPENSATION	809	958	952	985	1,116	131
51620 - EQUITABLE LIFE INSURANCE	900	1,038	1,457	1,457	1,641	184
51640 - DENTAL INSURANCE	2,207	2,437	2,596	2,596	2,580	(16)
51655 - RETIRED EMP MEDICAL INS	0	0	2,000	2,000	2,000	0
51670 - PARKING FOR EMPLOYEES	1,022	1,770	2,400	2,400	3,000	600
51690 - MEDICARE	4,550	5,422	5,523	5,612	6,477	865
51695 - CITY EPO MEDICAL PLAN	28,223	33,639	37,735	37,735	54,562	16,827
51696 - ADVANTAGE HD MED PLAN	17,923	17,113	19,556	19,556	7,502	(12,054)
51697 - HRA BENEFIT TO ADV MED PLAN	1,608	1,196	1,250	1,250	500	(750)
<b>Salaries/Benefits/Pensions Total</b>	<b>423,067</b>	<b>496,650</b>	<b>503,604</b>	<b>519,509</b>	<b>595,609</b>	<b>76,100</b>
<b>Operating</b>						
52105 - MISCELLANEOUS OPERATING	24	0	0	0	0	0
52110 - OFFICE SUPPLIES	1,365	1,225	1,500	1,500	2,000	500
52111 - PAPER SUPPLIES	682	264	1,500	1,500	1,500	0
52120 - COMPUTER SOFTWARE	0	972	1,670	1,670	1,670	0
52125 - GENERAL SUPPLIES	1,469	311	2,000	2,000	2,000	0
52135 - POSTAGE	188	164	600	600	600	0
52165 - LICENSES AND TAGS	20	0	10	10	10	0
52265 - MAINT BUILDINGS AND STRUCTURE	1,343	0	0	0	0	0
52575 - SERVICES	914	3,623	1,000	1,000	1,000	0
52605 - CAR MILEAGE	2	5	0	0	0	0
52615 - DUES AND MEMBERSHIP	524	474	500	500	500	0
52625 - MEETING EXPENSES IN TOWN	65	41	125	125	525	400
52630 - TRAINING	1,773	2,627	3,342	3,342	3,342	0
52655 - TRAVEL OUT OF TOWN	0	0	200	2,500	1,300	(1,200)
52738 - CELL PHONE BASE CHARGES	542	250	636	636	636	0
52776 - PRINTER CONSOLIDATION COST	2,968	2,802	3,582	4,404	4,404	0
52874 - OFFICE SERVICES PRINTING	59	176	600	600	900	300
65160 - RECRUITMENT	118	0	0	0	0	0
<b>Operating Total</b>	<b>12,056</b>	<b>12,934</b>	<b>17,265</b>	<b>20,387</b>	<b>20,387</b>	<b>0</b>
<b>Capital Outlay</b>						
53030 - FURNITURE AND FIXTURES	1,438	0	430	430	430	0
<b>Capital Outlay Total</b>	<b>1,438</b>	<b>0</b>	<b>430</b>	<b>430</b>	<b>430</b>	<b>0</b>
<b>Grand Total</b>	<b>436,561</b>	<b>509,584</b>	<b>521,299</b>	<b>540,326</b>	<b>616,426</b>	<b>76,100</b>
<b>Revenue</b>						
42605 - ENT FUND UTIL ALLOCATION	145,578	293,781	138,246	138,246	183,637	45,391
42710 - OTHER REVENUE	9,780	12,960	7,300	7,300	7,300	0
42720 - OTHER BILLED INVOICES	14,458	6,421	0	0	0	0
<b>Total Revenue</b>	<b>169,816</b>	<b>313,162</b>	<b>145,546</b>	<b>145,546</b>	<b>190,937</b>	<b>45,391</b>

\* 2021 Amended Budget as of 8/13/2021, which includes the reinstatement of budget that had been reduced during 2020 and 2021 due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic

This page left blank intentionally.



# Support Services

Ryan Trujillo, Director | (719) 385-6602 | Ryan.Trujillo@coloradosprings.gov

## All Funds Summary

All Funds	Use of Funds	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget
	General Fund	\$3,416,167	\$3,927,826	\$4,022,115	\$4,906,963	\$884,848
General Fund - CIP	1,011,694	4,962,576	4,585,076	3,421,612	(1,163,464)	
Grants Fund**	289,695	0	0	400,000	400,000	
Office Services Fund	1,563,293	1,822,149	1,822,149	1,813,402	(8,747)	
Radio Fund	1,460,615	1,645,370	1,645,370	1,705,478	60,108	
<b>Total</b>	<b>\$7,741,464</b>	<b>\$12,357,921</b>	<b>\$12,074,710</b>	<b>\$12,247,455</b>	<b>\$172,745</b>	
<b>Positions</b>						
General Fund	27.00	27.00	27.00	27.00	0.00	
Office Services Fund	9.00	9.00	9.00	9.00	0.00	
Radio Fund	8.00	8.00	8.00	8.00	0.00	
<b>Total</b>	<b>44.00</b>	<b>44.00</b>	<b>44.00</b>	<b>44.00</b>	<b>0.00</b>	

\* 2021 Amended Budget as of 8/13/2021, which includes the reinstatement of budget that had been reduced during 2020 and 2021 due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic

## Significant Changes vs. 2021

- Increase of approximately \$360,000 in the General Fund mainly to fund existing positions, pay for performance and movements within the salary structure, parking increases, medical cost adjustments, removal of the hiring delay in 2021, and to set up a standby program for facilities maintenance staff
- Increase of \$250,000 in the General Fund to fund the telematics contract for fleet/equipment city-wide
- Increase of approximately \$116,000 in the General Fund to fund other contractual obligations across the department including waste management and OpenData
- Increase of approximately \$148,000 in the General Fund due to the transfer of the Xerox contract from Information Technology
- Decrease of approximately \$1.2 million in the General Fund - CIP to reflect planned facilities maintenance CIP projects and radio replacement lease, largely due to one-time projects added during 2021 that are removed in 2022
- Increase of \$400,000 in the Grants Fund for projected grants awarded for City Hall building improvements
- Increase of approximately \$51,000 in the Office Services Fund mainly to fund existing positions, pay for performance and movements within the salary structure, parking increases, and medical cost adjustments; less approximately \$59,000 for a temporary reduction in the Admin Pro-Rate charged for use of city services
- Increase of approximately \$60,000 in the Radio Fund mainly to fund existing positions, pay for performance and movements within the salary structure, parking increases, and medical cost adjustments

## Support Services - Overview

---

The Support Services Department collaborates with other City departments and the community to improve organizational processes, implement creative solutions to overcome organizational obstacles, and ensure a sustainable and resilient future for Colorado Springs. The Department manages citywide operations, including facilities, fleet, innovation strategies, office services, and radio communications, and provides transparency and insight to the public and City leaders.

### Facilities Management

- Manages Citywide facilities maintenance
- Manages the Citywide Facilities Committee, coordinating facility capital improvement projects, and other Citywide facilities related initiatives

### Fleet Management

- Manages acquisition and purchase contracts
- Manages citywide fleet maintenance service contract
- Manages disposal process and investment recovery contract
- Develops and implements fleet replacement strategy
- Manages the City and Colorado Springs Utilities fuel strategy and operations

### Office of Innovation

- Manages and implements the City's Smart City Program, SmartCOS
- Leads citywide sustainability efforts in partnership with regional stakeholders
- Manages telecommunications activities including cable franchise agreements and small cell master license agreements
- Manages and implements the City's Data Management Program

### Office Services

- Provides printing, reprographics, and mail processing services to all City departments and Colorado Springs Utilities

### Radio Communications

- Manage installation and maintenance of the radio communications infrastructure
- Manage and maintain the Regional Public Safety Paging system and infrastructure
- Manage cell service provider leasing contracts on City owned radio towers and buildings
- Maintain and operate microwave communication paths for City department's cameras, internet, and radio systems
- Install and maintain electronic equipment supporting public safety and general City operations
  - City security cameras, Court video and audio systems, Fire station alerting systems, radar guns, pole cameras, and surveillance equipment

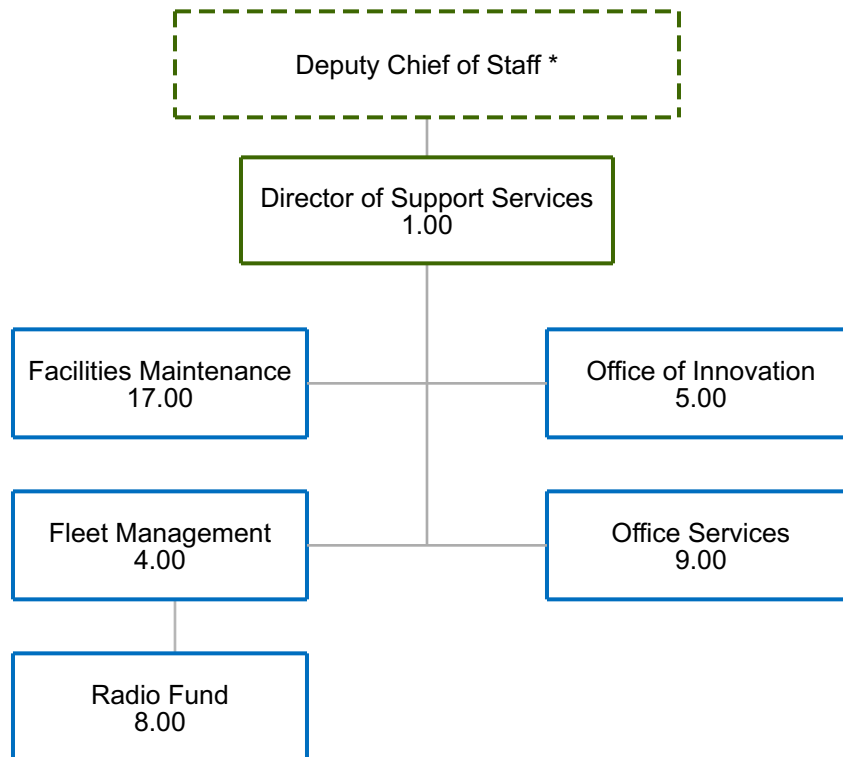
## Support Services - Functions

The Support Services Division manages the following General Fund supported functions:

Support Services Functions	2019 Actual	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget
Downtown Facilities	\$1,048,320	\$843,871	\$761,455	\$762,168	\$845,192
Facilities Management	192,878	1,149,101	1,446,452	1,446,452	1,640,235
Fleet Management	6,825,694	723,938	714,570	758,102	1,068,887
Office of Innovation	702,983	699,257	1,005,349	1,055,393	1,352,649
<b>Total Support Services Functions</b>	<b>\$8,769,875</b>	<b>\$3,416,167</b>	<b>\$3,927,826</b>	<b>\$4,022,115</b>	<b>\$4,906,963</b>


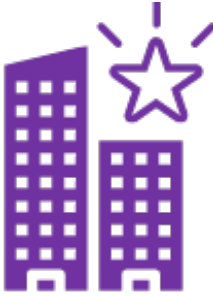
\* 2021 Amended Budget as of 8/13/2021, which includes the reinstatement of budget that had been reduced during 2020 and 2021 due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic

## Support Services - Organizational Chart



\* The Deputy Chief of Staff is funded as part of the Mayor's Office budget. This position is not reflected in the position count in the Budget Summary below.

# Strategic Plan Update

Goals	 <p data-bbox="418 548 618 604"><b>Investing in Infrastructure</b></p>	 <p data-bbox="1029 548 1219 604"><b>Excelling in City Services</b></p>
Initiatives	<ul style="list-style-type: none"> <li>Develop a nationally recognized smart cities program that is adding value to citizens and driving economic development. (2.4)</li> </ul>	<ul style="list-style-type: none"> <li>Leverage technology, innovation and business improvement practices to enable citywide efficiencies. (4.19)</li> </ul>
Performance Measures	<ul style="list-style-type: none"> <li>Implement 10 smart city pilot projects by 2021. (2.4.1)</li> </ul>	<ul style="list-style-type: none"> <li>By 2021, achieve the fleet replacement strategy of:               <ul style="list-style-type: none"> <li>Vehicles: 10 years/ 100k mile average</li> <li>Equipment: 12 year/4,000k hour</li> <li>Police Sedan/SUV: 8 years/80k mile average.</li> </ul>               (4.19.2)             </li> </ul>
Notable Achievements	<ul style="list-style-type: none"> <li>The Office of Innovation has launched the following smart city pilot projects to date:               <ol style="list-style-type: none"> <li>Smart Streetlights Pilot</li> <li>Smart Weather Sensor Pilot</li> <li>Electric Vehicles Readiness Plan</li> <li>Smart Fleet Pilot</li> <li>Barn Owl Pilot</li> <li>5G</li> <li>Microgrid Readiness Plan</li> <li>Data Management Program</li> <li>Smart Building Management Program</li> </ol> </li> </ul> <p>Full project details found at <a href="http://www.coloradosprings.gov/smartcos">www.coloradosprings.gov/smartcos</a> (2.4.1)</p>	<ul style="list-style-type: none"> <li>As of Q2 2021, Support Services has met the majority of its target goals with the adoption of the fleet replacement strategy, reducing the average age of vehicles by 4 years, equipment by 2 years, and law enforcement pursuit vehicles by 3 years.</li> </ul> <p><b>Current Averages:</b>  <b>Vehicles:</b> 10 Years/ 51,916 miles  <b>Equipment:</b> 13 Years/ 887 Hours  <b>Police Sedan/SUV:</b> 6 Years/ 48,183 Miles            (4.19.2)</p>

**Note:**The information contained in this Strategic Plan update demonstrates progress on a sampling of department Initiatives and Performance Measures. For a full listing of each department's Initiatives and Performance Measures (reference the ID numbers within the parenthesis), see the City's Strategic Plan beginning on Page 19.

The sections below provide a summary of the Budget, authorized positions, changes that occurred after the budget was implemented for 2021, and changes occurring as part of the 2022 Budget for each fund including General Fund, Office Services Fund, Radio Fund, and CIP.

### Support Services - General Fund: Summary, Funding, and Position Changes

General Fund	Use of Funds	2019 Actual	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget	
	Salary/Benefits/Pensions	\$1,159,348	\$2,111,899	\$2,483,103	\$2,488,695	\$2,848,624	\$359,929	
	Operating	5,279,086	1,253,440	1,435,869	1,524,566	2,049,485	524,919	
	Capital Outlay	2,331,441	50,828	8,854	8,854	8,854	0	
	<b>Total</b>	<b>\$8,769,875</b>	<b>\$3,416,167</b>	<b>\$3,927,826</b>	<b>\$4,022,115</b>	<b>\$4,906,963</b>	<b>\$884,848</b>	
	CIP	\$2,030,254	\$1,011,694	\$4,962,576	\$4,585,076	\$3,421,612	(\$1,163,464)	
	<b>Grand Total</b>	<b>\$10,800,129</b>	<b>\$4,427,861</b>	<b>\$8,890,402</b>	<b>\$8,607,191</b>	<b>\$8,328,575</b>	<b>(\$278,616)</b>	
	Revenue	\$234,141	\$88,012	\$73,459	\$73,459	\$73,459	\$0	
	Position Title	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget		
	Analyst II	3.00	3.00	3.00	3.00	0.00		
	Contract Compliance Coordinator	1.00	1.00	1.00	1.00	0.00		
	Contracting Specialist I	1.00	1.00	1.00	1.00	0.00		
	CRM Configuration and Improvement Specialist	1.00	1.00	1.00	1.00	0.00		
	Director of Support Services	1.00	1.00	1.00	1.00	0.00		
	Dispatcher	1.00	1.00	1.00	1.00	0.00		
	Facilities Manager	1.00	1.00	1.00	1.00	0.00		
Fleet Contract Manager	1.00	1.00	1.00	1.00	0.00			
Fleet Services Coordinator	3.00	3.00	3.00	3.00	0.00			
Innovation Manager	1.00	1.00	1.00	1.00	0.00			
Maintenance Technician II	1.00	1.00	1.00	1.00	0.00			
Senior Maintenance Technician	0.00	0.00	1.00	1.00	0.00			
Skilled Maintenance Supervisor	4.00	4.00	4.00	4.00	0.00			
Skilled Maintenance Technician I	3.00	3.00	3.00	3.00	0.00			
Skilled Maintenance Technician II	5.00	5.00	4.00	4.00	0.00			
<b>Total Positions</b>	<b>27.00</b>	<b>27.00</b>	<b>27.00</b>	<b>27.00</b>	<b>0.00</b>			

\* 2021 Amended Budget as of 8/13/2021, which includes the reinstatement of budget that had been reduced during 2020 and 2021 due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic

## Support Services - General Fund: Funding and Position Changes

<b>Funding Changes</b>	<b>During 2021</b>	<b>* 2021 Amended - 2021 Original Budget</b>
	Reinstatement of operating budget that was reduced during 2020 and carried forward into the 2021 original budget due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic	\$88,697
	Removal of 50% of the hiring delay that reduced the salary budget during 2020 and carried forward into the 2021 original budget due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic	5,592
	Transfer Police Operations Center (POC) generator project funding from Support Services to Police	377,500
	<b>Total During 2021</b>	<b>\$471,789</b>
	<b>For 2022</b>	<b>2022 Budget - * 2021 Amended Budget</b>
	<b>Salaries/Benefits/Pensions</b>	
	Net change to fund existing positions	\$169,594
	Increase to fund market movement, pay for performance, and pay progression	153,089
	Increase to fund medical cost adjustments	21,057
	Increase to fund employee parking	600
	Increase to fund the removal of the remaining 50% prior year hiring delay	5,589
	Redistribution from Operating to Salaries/Benefits/Pensions	10,000
	<b>Total Salaries/Benefits/Pensions</b>	<b>\$359,929</b>
	<b>Operating</b>	
	Increase to fund the telematics contract for fleet vehicles/equipment city-wide	\$250,000
	Increased to fund waste management contract	60,000
	Increase to fund the OpenBudget and OpenData contracts	50,000
	Transfer from the Police Department to fund OpenData program	20,000
	Increase to fund Southern CO Educational Television Consortium (SCETC) contract	5,627
	Increase to fund parking services for City owned vehicles	1,680
	Transfer Xerox contract budget from IT to Support Services	147,612
	Redistribution from Operating to Salaries/Benefits/Pensions	(10,000)
	<b>Total Operating</b>	<b>\$524,919</b>
<b>Capital Outlay</b>		
None	\$0	
<b>Total Capital Outlay</b>	<b>\$0</b>	
<b>CIP</b>		
Decrease for 2022 CIP facilities projects due to one-time projects added during 2021	(\$1,163,464)	
<b>Total CIP</b>	<b>(\$1,163,464)</b>	
<b>Total For 2022</b>	<b>(\$278,616)</b>	
<b>Position Changes</b>	<b>During 2021</b>	<b>* 2021 Amended - 2021 Original Budget</b>
	None	0.00
	<b>Total During 2021</b>	<b>0.00</b>
	<b>For 2022</b>	<b>2022 Budget - * 2021 Amended Budget</b>
	None	0.00
<b>Total For 2022</b>	<b>0.00</b>	

\* 2021 Amended Budget as of 8/13/2021, which includes the reinstatement of budget that had been reduced during 2020 and 2021 due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic

## Support Services - Grants Fund: Summary and Funding Changes

Grants Fund	Use of Funds	2019 Actual	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget
	Grants Fund**		\$0	\$289,695	\$0	\$0	\$400,000
<b>Total</b>		<b>\$0</b>	<b>\$289,695</b>	<b>\$0</b>	<b>\$0</b>	<b>\$400,000</b>	<b>\$400,000</b>

\*\* The Grants Fund includes appropriation for new grant funding, and may include re-appropriation of prior year grants not awarded, as well as local match. See Grants Overview for more information.

## Support Services - CIP Program

CIP Program*	Project	General Fund	Other	Total Allocation
	Citywide Prioritized CIP Projects	1,447,310		1,447,310
	Citywide Emergency Facilities Maintenance	390,000		390,000
	Citywide Facilities Security	252,690		252,690
	Energy Efficiency Retrofits	174,212	99,259	273,471
	Fuel Island Infrastructure Improvements	92,400		92,400
	Radio Replacement	1,065,000		1,065,000
	<b>Total 2022 CIP</b>	<b>\$3,421,612</b>	<b>\$99,259</b>	<b>\$3,520,871</b>

\* The funding of the CIP projects is for the current budget year and may not reflect the total project cost. For a citywide comprehensive list of CIP projects, refer to the CIP section of the Budget.

## Support Services - Office Services Fund: Summary, Funding, and Position Changes

<b>Office Services Fund</b>	<b>Source of Funds</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Original Budget</b>	<b>* 2021 Amended Budget</b>	<b>2022 Budget</b>	<b>2022 Budget - * 2021 Amended Budget</b>
	Utilities Allocation	\$201,741	\$96,834	\$198,967	\$198,967	\$198,967	\$0
	City Allocation	657,804	257,808	768,282	768,282	768,282	0
	Postage	395,641	296,952	350,000	350,000	350,000	0
	Workorders	396,295	277,692	302,000	302,000	302,000	0
	Other	306,794	204,731	202,900	202,900	196,400	(6,500)
	<b>Total</b>	<b>\$1,958,275</b>	<b>\$1,134,017</b>	<b>\$1,822,149</b>	<b>\$1,822,149</b>	<b>\$1,815,649</b>	<b>(\$6,500)</b>
	<b>Use of Funds</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Original Budget</b>	<b>* 2021 Amended Budget</b>	<b>2022 Budget</b>	<b>2022 Budget - * 2021 Amended Budget</b>
	Salary/Benefits/Pensions	\$641,278	\$654,491	\$675,778	\$675,778	\$726,746	\$50,968
	Operating	1,101,199	876,949	1,131,344	1,131,344	1,071,629	(59,715)
	Capital Outlay	17,000	31,853	15,027	15,027	15,027	0
	<b>Total</b>	<b>\$1,759,477</b>	<b>\$1,563,293</b>	<b>\$1,822,149</b>	<b>\$1,822,149</b>	<b>\$1,813,402</b>	<b>(\$8,747)</b>
	<b>Position Title</b>	<b>2020 Actual</b>	<b>2021 Original Budget</b>	<b>* 2021 Amended Budget</b>	<b>2022 Budget</b>	<b>2022 Budget - * 2021 Amended Budget</b>	
Digital Imaging Technician	2.00	2.00	2.00	2.00	0.00		
Graphics Technician	1.00	1.00	1.00	1.00	0.00		
Office Services Coordinator	1.00	1.00	1.00	1.00	0.00		
Office Specialist	1.00	1.00	1.00	1.00	0.00		
Printing Technician	1.00	1.00	1.00	1.00	0.00		
Senior Office Specialist	3.00	3.00	3.00	3.00	0.00		
<b>Total Positions</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>0.00</b>		

\* 2021 Amended Budget as of 8/13/2021



## Support Services - Office Services Fund: Summary, Funding, and Position Changes

<b>Funding Changes</b>	<b>During 2021</b>	<b>* 2021 Amended - 2021 Original Budget</b>
	None	\$0
	<b>Total During 2021</b>	<b>\$0</b>
	<b>For 2022</b>	<b>2022 Budget - * 2021 Amended Budget</b>
	<b>Salaries/Benefits/Pensions</b>	
	Net change to fund existing positions	\$16,936
	Increase to fund market movement, pay for performance, and pay progression	26,015
	Increase to fund medical cost adjustments	6,937
	Increase to fund employee parking	1,080
	<b>Total Salaries/Benefits/Pensions</b>	<b>\$50,968</b>
	<b>Operating</b>	
	Decrease to match anticipated expenditures	(\$59,715)
	<b>Total Operating</b>	<b>(\$59,715)</b>
	<b>Capital Outlay</b>	
	None	\$0
<b>Total Capital Outlay</b>	<b>\$0</b>	
<b>Total For 2022</b>	<b>(\$8,747)</b>	

<b>Position Changes</b>	<b>During 2021</b>	<b>* 2021 Amended - 2021 Original Budget</b>
	None	0.00
	<b>Total During 2021</b>	<b>0.00</b>
	<b>For 2022</b>	<b>2022 Budget - * 2021 Amended Budget</b>
	None	0.00
	<b>Total For 2022</b>	<b>0.00</b>

\* 2021 Amended Budget as of 8/13/2021

## Support Services - Radio Fund: Summary, Funding, and Position Changes

Radio Fund	Source of Funds	2019 Actual	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget
	City Allocation	\$633,564	\$892,543	\$1,142,543	\$1,142,543	\$1,142,543	\$0
	Other Revenue	120,452	116,460	149,623	149,623	140,852	(8,771)
	Site Leases	406,202	374,011	392,987	392,987	375,703	(17,284)
	<b>Total</b>	<b>\$1,160,218</b>	<b>\$1,383,014</b>	<b>\$1,685,153</b>	<b>\$1,685,153</b>	<b>\$1,659,098</b>	<b>(\$26,055)</b>
	Use of Funds	2019 Actual	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget
	Salary/Benefits/Pensions	\$601,721	\$539,166	\$623,746	\$623,746	\$682,997	\$59,251
	Operating	836,641	921,449	1,021,624	1,021,624	1,022,481	857
	<b>Total</b>	<b>\$1,438,362</b>	<b>\$1,460,615</b>	<b>\$1,645,370</b>	<b>\$1,645,370</b>	<b>\$1,705,478</b>	<b>\$60,108</b>

Radio Positions	Position Title	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget
	Administrative Technician	1.00	1.00	1.00	1.00	0.00
	Radio Communications Supervisor	1.00	1.00	1.00	1.00	0.00
	Radio Field Engineer	1.00	1.00	1.00	0.00	(1.00)
	Radio Installer	2.00	2.00	2.00	2.00	0.00
	Radio Technician I/II	3.00	3.00	3.00	2.00	(1.00)
	Senior Radio Technician	0.00	0.00	0.00	2.00	2.00
	<b>Total Positions</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>0.00</b>

Funding Changes	During 2021	* 2021 Amended - 2021 Original Budget
	None	\$0
	<b>Total During 2021</b>	<b>\$0</b>
	For 2022	2022 Budget - * 2021 Amended Budget
	<b>Salaries/Benefits/Pensions</b>	
	Net change to fund existing positions	\$29,954
	Increase to fund market movement, pay for performance, and pay progression	25,476
	Increase to fund medical cost adjustments	3,821
	<b>Total Salaries/Benefits/Pensions</b>	<b>\$59,251</b>
	<b>Operating</b>	
	Increase to match anticipated expenditures	\$857
	<b>Total Operating</b>	<b>\$857</b>
<b>Total For 2022</b>	<b>\$60,108</b>	

\* 2021 Amended Budget as of 8/13/2021

## Support Services - Radio Fund: Summary, Funding, and Position Changes

<b>Position Changes</b>	<b>During 2021</b>	<b>* 2021 Amended - 2021 Original Budget</b>
	None	0.00
	<b>Total During 2021</b>	<b>0.00</b>
	<b>For 2022</b>	<b>2022 Budget - * 2021 Amended Budget</b>
	None	0.00
	<b>Total For 2022</b>	<b>0.00</b>

\* 2021 Amended Budget as of 8/13/2021

# City of Colorado Springs Budget Detail Report

## 001 - GENERAL FUND Support Services

Acct # - Description	2019 Actual	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget
<b>Salaries/Benefits/Pensions</b>						
51205 - CIVILIAN SALARIES	846,280	1,593,540	1,827,118	1,832,710	2,130,943	298,233
51210 - OVERTIME	2,677	(16)	0	0	0	0
51220 - SEASONAL TEMPORARY	7,425	0	294	294	294	0
51235 - STANDBY	0	0	0	0	10,000	10,000
51240 - RETIREMENT TERMINATION SICK	6,950	0	0	0	0	0
51245 - RETIREMENT TERM VACATION	10,737	3,404	0	0	0	0
51260 - VACATION BUY PAY OUT	10,347	13,654	0	0	0	0
51299 - SALARIES REIMBURSEMENTS	(14,148)	(13,458)	0	0	0	0
51610 - PERA	114,398	219,829	261,449	261,449	307,046	45,597
51615 - WORKERS COMPENSATION	13,371	39,286	44,553	44,553	50,328	5,775
51620 - EQUITABLE LIFE INSURANCE	2,388	4,415	6,833	6,833	7,610	777
51640 - DENTAL INSURANCE	5,574	9,756	12,732	12,732	12,120	(612)
51670 - PARKING FOR EMPLOYEES	656	1,308	7,920	7,920	8,520	600
51690 - MEDICARE	12,124	22,522	26,659	26,659	30,740	4,081
51695 - CITY EPO MEDICAL PLAN	11,724	52,986	50,050	50,050	41,765	(8,285)
51696 - ADVANTAGE HD MED PLAN	121,431	155,369	232,745	232,745	237,508	4,763
51697 - HRA BENEFIT TO ADV MED PLAN	7,414	9,304	12,750	12,750	11,750	(1,000)
<b>Salaries/Benefits/Pensions Total</b>	<b>1,159,348</b>	<b>2,111,899</b>	<b>2,483,103</b>	<b>2,488,695</b>	<b>2,848,624</b>	<b>359,929</b>
<b>Operating</b>						
52105 - MISCELLANEOUS OPERATING	2,320	2,823	2,500	2,500	12,076	9,576
52110 - OFFICE SUPPLIES	9,931	1,562	4,000	4,000	5,200	1,200
52122 - CELL PHONES EQUIP AND SUPPLIES	0	0	250	250	450	200
52125 - GENERAL SUPPLIES	56,730	51,168	14,500	14,500	39,800	25,300
52131 - CONCRETE SUPPLIES	0	(476)	0	0	0	0
52132 - CONSUMABLE SUPPLIES	1,520	(14,870)	0	0	0	0
52135 - POSTAGE	22	3	0	0	0	0
52140 - WEARING APPAREL	5,556	1,302	1,750	1,750	10,750	9,000
52155 - AUTOMOTIVE	0	108	0	0	0	0
52159 - MOBILE FUELING	117,346	0	0	0	0	0
52165 - LICENSES AND TAGS	2,306	2,815	2,600	2,600	3,000	400
52190 - JANITORIAL SUPPLIES	3,995	12,779	7,800	7,800	7,800	0
52265 - MAINT BUILDINGS AND STRUCTURE	203,075	218,932	152,000	152,000	52,000	(100,000)
52281 - MAINT INFRASTRUCTURE	64,713	82,743	60,000	60,000	60,000	0
52305 - MAINT SOFTWARE	200,984	239,581	183,739	183,739	433,000	249,261
52410 - BUILDING SECURITY SERVICES	317,907	274,309	233,433	233,433	234,333	900
52415 - CONTRACTS AND SPEC PROJECTS	127,843	155,663	317,480	375,177	420,127	44,950
52425 - ENVIRONMENTAL SERVICES	66,483	14,694	19,000	19,000	28,000	9,000
52428 - HOSTED IT SERVICES	0	0	0	0	20,000	20,000
52435 - GARBAGE REMOVAL SERVICES	2,738	0	8,500	8,500	68,500	60,000
52445 - JANITORIAL SERVICES	130,520	147,795	127,200	127,200	127,200	0
52560 - PARKING SERVICES	8,250	9,800	9,360	9,360	11,680	2,320
52565 - PEST CONTROL	14,455	0	1,550	1,550	1,550	0
52568 - BANK AND INVESTMENT FEES	0	156	0	0	300	300
52571 - SNOW REMOVAL	744	0	14,500	14,500	14,500	0
52573 - CREDIT CARD FEES	12	0	0	0	0	0
52575 - SERVICES	213,639	107,905	130,326	130,326	130,826	500
52590 - TEMPORARY EMPLOYMENT	8,030	5,522	18,350	42,350	42,350	0

# City of Colorado Springs Budget Detail Report

## 001 - GENERAL FUND Support Services

Acct # - Description	2019 Actual	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget
52605 - CAR MILEAGE	322	0	1,000	1,000	900	(100)
52607 - CELL PHONE ALLOWANCE	0	315	0	0	0	0
52615 - DUES AND MEMBERSHIP	349	0	3,000	3,000	3,000	0
52625 - MEETING EXPENSES IN TOWN	4,245	11,617	0	0	0	0
52630 - TRAINING	1,840	2,745	10,000	13,000	19,000	6,000
52655 - TRAVEL OUT OF TOWN	6,100	1,787	3,000	7,000	7,000	0
52735 - TELEPHONE LONG DIST CALLS	634	195	500	500	500	0
52736 - CELL PHONE AIRTIME	3,189	7,995	9,600	9,600	12,100	2,500
52755 - COMMUNICATIONS EQUIPMENT	0	1,100	62,500	62,500	58,000	(4,500)
52757 - SECURITY SURVEILLANCE EQUIP	602	801	0	0	0	0
52765 - LEASE PURCHASE PAYMENTS	3,649,862	0	0	0	0	0
52770 - SAFETY EQUIPMENT	0	825	10,000	10,000	35,000	25,000
52775 - MINOR EQUIPMENT	16,210	6,097	15,000	15,000	25,000	10,000
52776 - PRINTER CONSOLIDATION COST	8,131	9,745	4,000	4,000	154,612	150,612
52872 - MAINT FLEET VEHICLES EQP	1,281	1,433	2,000	2,000	4,000	2,000
52874 - OFFICE SERVICES PRINTING	1,874	2,640	6,431	6,431	6,931	500
52881 - PURCH FOR RESALE FUEL	19,274	(38,799)	0	0	0	0
52883 - PURCH FOR RESALE NON STCK PART	6,054	0	0	0	0	0
52999 - COVID19 OPER REIMB	0	(69,370)	0	0	0	0
<b>Operating Total</b>	<b>5,279,086</b>	<b>1,253,440</b>	<b>1,435,869</b>	<b>1,524,566</b>	<b>2,049,485</b>	<b>524,919</b>
<b>Capital Outlay</b>						
53030 - FURNITURE AND FIXTURES	40,566	0	8,854	8,854	8,854	0
53070 - VEHICLES REPLACEMENT	2,290,875	50,828	0	0	0	0
<b>Capital Outlay Total</b>	<b>2,331,441</b>	<b>50,828</b>	<b>8,854</b>	<b>8,854</b>	<b>8,854</b>	<b>0</b>
<b>Total Expense</b>	<b>8,769,875</b>	<b>3,416,167</b>	<b>3,927,826</b>	<b>4,022,115</b>	<b>4,906,963</b>	<b>884,848</b>
<b>CIP Total</b>	<b>2,030,254</b>	<b>1,011,694</b>	<b>4,962,576</b>	<b>4,585,076</b>	<b>3,421,612</b>	<b>(1,163,464)</b>
<b>Grand Total</b>	<b>10,800,129</b>	<b>4,427,861</b>	<b>8,890,402</b>	<b>8,607,191</b>	<b>8,328,575</b>	<b>(278,616)</b>
<b>Revenue</b>						
42665 - CITY OTHER DEPT	158,216	0	0	0	0	0
42710 - OTHER REVENUE	10,591	15,758	49,759	49,759	49,759	0
45763 - ADMINISTRATIVE SERVICES FEES	52,963	57,063	23,700	23,700	23,700	0
45905 - RENTAL INCOME	12,371	15,191	0	0	0	0
<b>Total Revenue</b>	<b>234,141</b>	<b>88,012</b>	<b>73,459</b>	<b>73,459</b>	<b>73,459</b>	<b>0</b>

\* 2021 Amended Budget as of 8/13/2021, which includes the reinstatement of budget that had been reduced during 2020 and 2021 due to the economic shutdown and revenue loss as a result of the COVID-19 pandemic

# City of Colorado Springs Budget Detail Report

## 505 - OFFICE SERVICES Support Services

Acct # - Description	2019 Actual	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget
<b>Salaries/Benefits/Pensions</b>						
51205 - CIVILIAN SALARIES	458,933	471,599	473,825	473,825	515,757	41,932
51210 - OVERTIME	2,542	212	17,000	17,000	17,000	0
51240 - RETIREMENT TERMINATION SICK	11,501	6,512	0	0	0	0
51245 - RETIREMENT TERM VACATION	3,334	3,567	0	0	0	0
51610 - PERA	60,898	66,217	67,378	67,378	74,680	7,302
51615 - WORKERS COMPENSATION	4,180	3,298	3,163	3,163	3,405	242
51620 - EQUITABLE LIFE INSURANCE	1,316	1,318	1,664	1,664	1,767	103
51640 - DENTAL INSURANCE	4,241	3,937	4,400	4,400	3,180	(1,220)
51655 - RETIRED EMP MEDICAL INS	2,194	2,194	2,212	2,212	2,212	0
51670 - PARKING FOR EMPLOYEES	2,664	3,494	4,920	4,920	6,000	1,080
51690 - MEDICARE	5,774	6,199	6,870	6,870	7,478	608
51695 - CITY EPO MEDICAL PLAN	5,931	0	0	0	0	0
51696 - ADVANTAGE HD MED PLAN	73,307	80,986	89,346	89,346	90,517	1,171
51697 - HRA BENEFIT TO ADV MED PLAN	4,463	4,958	5,000	5,000	4,750	(250)
<b>Salaries/Benefits/Pensions Total</b>	<b>641,278</b>	<b>654,491</b>	<b>675,778</b>	<b>675,778</b>	<b>726,746</b>	<b>50,968</b>
<b>Operating</b>						
52110 - OFFICE SUPPLIES	178	509	1,450	1,450	1,450	0
52115 - MEDICAL SUPPLIES	8	61	150	150	150	0
52120 - COMPUTER SOFTWARE	583	1,702	1,604	1,604	1,604	0
52125 - GENERAL SUPPLIES	480	781	1,000	1,000	1,000	0
52130 - OTHER SUPPLIES	0	0	5,000	5,000	5,000	0
52135 - POSTAGE	223	146	200	200	200	0
52140 - WEARING APPAREL	0	312	400	400	400	0
52220 - MAINT OFFICE MACHINES	6,007	1,316	10,500	10,500	10,500	0
52280 - MAINT ROADS AND BRIDGES	0	1,047	0	0	0	0
52450 - LAUNDRY AND CLEANING SERVICES	270	337	600	600	600	0
52568 - BANK AND INVESTMENT FEES	396	507	1,474	1,474	759	(715)
52573 - CREDIT CARD FEES	1,635	873	1,500	1,500	1,500	0
52575 - SERVICES	398	239	5,207	5,207	5,207	0
52605 - CAR MILEAGE	12	0	50	50	50	0
52615 - DUES AND MEMBERSHIP	0	0	550	550	550	0
52625 - MEETING EXPENSES IN TOWN	0	0	50	50	50	0
52630 - TRAINING	0	0	300	300	300	0
52645 - SUBSCRIPTIONS	0	0	100	100	100	0
52776 - PRINTER CONSOLIDATION COST	187,735	149,887	190,000	190,000	190,000	0
52795 - RENTAL OF EQUIPMENT	4,188	4,188	6,120	6,120	6,120	0
52805 - ADMIN PRORATED CHARGES	168,336	208,315	252,984	252,984	193,984	(59,000)
52872 - MAINT FLEET VEHICLES EQP	4,447	3,007	7,105	7,105	7,105	0
52874 - OFFICE SERVICES PRINTING	21	14	0	0	0	0
52880 - PURCHASES FOR RESALE	311,474	206,367	300,000	300,000	300,000	0
52915 - PASSTHRU MAIL	414,808	297,341	345,000	345,000	345,000	0
<b>Operating Total</b>	<b>1,101,199</b>	<b>876,949</b>	<b>1,131,344</b>	<b>1,131,344</b>	<b>1,071,629</b>	<b>(59,715)</b>

# City of Colorado Springs Budget Detail Report

## 505 - OFFICE SERVICES Support Services

Acct # - Description	2019 Actual	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget
<b>Capital Outlay</b>						
53040 - MACHINERY AND APPARATUS	17,000	2,678	15,027	15,027	15,027	0
53070 - VEHICLES REPLACEMENT	0	29,175	0	0	0	0
<b>Capital Outlay Total</b>	<b>17,000</b>	<b>31,853</b>	<b>15,027</b>	<b>15,027</b>	<b>15,027</b>	<b>0</b>
<b>Grand Total</b>	<b>1,759,477</b>	<b>1,563,293</b>	<b>1,822,149</b>	<b>1,822,149</b>	<b>1,813,402</b>	<b>(8,747)</b>
<b>Revenue</b>						
42605 - ENT FUND UTIL ALLOCATION	201,741	96,834	198,967	198,967	198,967	0
42625 - ENTERPRISE FUND UTIL WORDER	110,933	79,061	80,000	80,000	80,000	0
42630 - POSTAGE	395,641	296,952	350,000	350,000	350,000	0
42650 - CITY WORKORDERS	201,664	152,070	120,000	120,000	120,000	0
42660 - CITY ALLOCATION	657,804	257,808	768,282	768,282	768,282	0
42710 - OTHER REVENUE	4,102	1,427	5,000	5,000	5,000	0
42720 - OTHER BILLED INVOICES	272,315	182,879	184,500	184,500	184,500	0
42725 - OTHER WORKORDERS	83,698	46,561	102,000	102,000	102,000	0
43180 - GAIN LOSS INV MKT VALUE	12,573	4,013	0	0	0	0
46025 - INTEREST	17,804	16,412	13,400	13,400	6,900	(6,500)
<b>Total Revenue</b>	<b>1,958,275</b>	<b>1,134,017</b>	<b>1,822,149</b>	<b>1,822,149</b>	<b>1,815,649</b>	<b>(6,500)</b>

\* 2021 Amended Budget as of 8/13/2021

# City of Colorado Springs Budget Detail Report

## 506 - RADIO Support Services

Acct # - Description	2019 Actual	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget
<b>Salaries/Benefits/Pensions</b>						
51205 - CIVILIAN SALARIES	445,178	396,626	451,597	451,597	499,235	47,638
51210 - OVERTIME	(641)	5,273	5,354	5,354	5,354	0
51230 - SHIFT DIFFERENTIAL	0	7	0	0	0	0
51235 - STANDBY	4,943	5,052	20,562	20,562	20,562	0
51240 - RETIREMENT TERMINATION SICK	5,663	1,986	0	0	0	0
51245 - RETIREMENT TERM VACATION	1,829	9,258	0	0	0	0
51260 - VACATION BUY PAY OUT	0	1,341	0	0	0	0
51299 - SALARIES REIMBURSEMENTS	(3,145)	(3,786)	0	0	0	0
51610 - PERA	60,214	58,040	64,217	64,217	72,294	8,077
51612 - RETIREMENT HEALTH SAVINGS	0	0	423	423	423	0
51615 - WORKERS COMPENSATION	15,578	16,106	16,021	16,021	20,949	4,928
51620 - EQUITABLE LIFE INSURANCE	1,277	1,106	1,612	1,612	1,748	136
51640 - DENTAL INSURANCE	2,410	1,872	2,472	2,472	2,340	(132)
51655 - RETIRED EMP MEDICAL INS	1,554	1,097	0	0	0	0
51690 - MEDICARE	6,403	6,070	6,548	6,548	7,239	691
51696 - ADVANTAGE HD MED PLAN	56,538	35,989	51,690	51,690	49,853	(1,837)
51697 - HRA BENEFIT TO ADV MED PLAN	3,920	3,129	3,250	3,250	3,000	(250)
<b>Salaries/Benefits/Pensions Total</b>	<b>601,721</b>	<b>539,166</b>	<b>623,746</b>	<b>623,746</b>	<b>682,997</b>	<b>59,251</b>
<b>Operating</b>						
52105 - MISCELLANEOUS OPERATING	12	12	0	0	0	0
52110 - OFFICE SUPPLIES	288	405	450	450	450	0
52111 - PAPER SUPPLIES	94	0	100	100	100	0
52125 - GENERAL SUPPLIES	67	106	300	300	300	0
52135 - POSTAGE	68	60	100	100	100	0
52140 - WEARING APPAREL	107	64	100	100	100	0
52145 - PAINT AND CHEMICAL	178	337	100	100	100	0
52155 - AUTOMOTIVE	90	817	50	50	50	0
52165 - LICENSES AND TAGS	1,400	4,990	1,000	1,000	1,000	0
52190 - JANITORIAL SUPPLIES	374	169	500	500	500	0
52235 - MAINT MACHINERY AND APPARATUS	28,610	5,264	1,000	1,000	1,000	0
52250 - MAINT RADIOS ALLOCATION	342,647	352,507	404,325	404,325	404,325	0
52265 - MAINT BUILDINGS AND STRUCTURE	7,531	43,870	1,500	1,500	1,500	0
52445 - JANITORIAL SERVICES	2,940	3,091	2,820	2,820	2,820	0
52568 - BANK AND INVESTMENT FEES	291	335	1,012	1,012	517	(495)
52573 - CREDIT CARD FEES	35	26	200	200	200	0
52575 - SERVICES	788	570	1,000	1,000	1,000	0
52590 - TEMPORARY EMPLOYMENT	8,322	0	27,348	27,348	27,348	0
52607 - CELL PHONE ALLOWANCE	900	855	900	900	900	0
52630 - TRAINING	16,050	13,644	7,000	7,000	15,000	8,000
52655 - TRAVEL OUT OF TOWN	0	0	1,500	1,500	3,000	1,500
52725 - RENTAL OF PROPERTY	41,447	41,447	41,447	41,447	41,447	0
52735 - TELEPHONE LONG DIST CALLS	0	0	66	66	66	0
52736 - CELL PHONE AIRTIME	0	117	80	80	80	0
52738 - CELL PHONE BASE CHARGES	848	408	650	650	650	0
52746 - UTILITIES ELECTRIC	16,757	13,208	16,923	16,923	16,923	0
52747 - UTILITIES GAS	2,016	1,237	2,713	2,713	2,713	0
52748 - UTILITIES SEWER	485	421	623	623	623	0



# City of Colorado Springs Budget Detail Report

## 506 - RADIO Support Services

Acct # - Description	2019 Actual	2020 Actual	2021 Original Budget	* 2021 Amended Budget	2022 Budget	2022 Budget - * 2021 Amended Budget
52749 - UTILITIES WATER	865	752	853	853	853	0
52775 - MINOR EQUIPMENT	12,142	34,950	5,500	5,500	5,500	0
52776 - PRINTER CONSOLIDATION COST	1,116	1,087	1,100	1,100	1,100	0
52785 - RADIO REPLACEMENT	12,182	76,026	107,549	107,549	107,549	0
52805 - ADMIN PRORATED CHARGES	63,060	79,661	89,052	89,052	80,904	(8,148)
52872 - MAINT FLEET VEHICLES EQP	6,876	8,920	10,763	10,763	10,763	0
52874 - OFFICE SERVICES PRINTING	24	0	0	0	0	0
52880 - PURCHASES FOR RESALE	130,429	149,511	115,000	115,000	115,000	0
52882 - PURCH FOR RESALE COMMERCIAL	6,550	19,728	3,000	3,000	3,000	0
52883 - PURCH FOR RESALE NON STCK PART	6,634	2,378	10,000	10,000	10,000	0
52886 - RADIO MAINTENANCE MISC	124,418	64,476	165,000	165,000	165,000	0
<b>Operating Total</b>	<b>836,641</b>	<b>921,449</b>	<b>1,021,624</b>	<b>1,021,624</b>	<b>1,022,481</b>	<b>857</b>
<b>Grand Total</b>	<b>1,438,362</b>	<b>1,460,615</b>	<b>1,645,370</b>	<b>1,645,370</b>	<b>1,705,478</b>	<b>60,108</b>
<b>Revenue</b>						
42660 - CITY ALLOCATION	633,564	892,543	1,142,543	1,142,543	1,142,543	0
42720 - OTHER BILLED INVOICES	188,536	172,325	53,780	53,780	53,780	0
42785 - REV SITE LEASES	120,452	116,460	149,623	149,623	140,852	(8,771)
42883 - REV PAGING SYSTEM	27,436	22,300	33,284	33,284	20,500	(12,784)
42886 - REV NON CITY SVCS	168,329	165,169	296,723	296,723	296,723	0
43180 - GAIN LOSS INV MKT VALUE	8,958	3,870	0	0	0	0
46025 - INTEREST	12,943	10,347	9,200	9,200	4,700	(4,500)
<b>Grand Total</b>	<b>1,160,218</b>	<b>1,383,014</b>	<b>1,685,153</b>	<b>1,685,153</b>	<b>1,659,098</b>	<b>(26,055)</b>

\* 2021 Amended Budget as of 8/13/2021

This page left blank intentionally.