



February 28, 2020

Legislative Branch

Fiscal Year 2020-2021
Budget Request

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Executive Summary

Legislative Department Fiscal Year 2020-21 Budget Request

The Legislative Department appropriation bill is the annual budget request for the ongoing operations of the General Assembly and the service agencies that comprise the legislative branch. The overall request for the General Assembly and service agencies is \$54,270,436, which represents a 3.9 percent increase from the current year appropriation. The request includes the following:

- a 3.0 percent base salary budget increase;
- in accordance with state law, an increase in salary for House members and 17 Senate members whose terms began in January 2019 (from \$40,2420 to an estimated \$41,449 annually);
- in accordance with state law, an increase in salary for 18 Senate members whose terms begin in January 2021 (from \$30,000 to an estimated \$41,449 annually);
- legislative aide funding for 1,300 hours per member at \$16 per hour in both chambers;
- an increase of 0.4 FTE for the General Assembly, representing the conversion of the session Bill Room Clerk position to a year-round, full-time FTE;
- a net increase of 1.9 FTE for the Legislative Council Staff to reflect the expiration of several legislative staffing functions and new requests for a Senior Application Developer, Cybersecurity Engineer, and Fiscal Analyst;
- increases for employer contributions to health, life, and dental insurance;
- increases for the PERA employer contribution rate increase from 10.4 to 10.9 percent, the PERA amortization equalization disbursement, the PERA supplemental amortization equalization disbursement; and the PERA JBC direct distribution;
- a reduction in interim salary per diem and travel to align the appropriation with actual expenditures;
- an increase for non-metro session per diem pursuant to statute;
- an increase for Capitol Complex security; and
- \$50,000 for the Colorado Youth Advisory Council, an increase of \$25,000 from the Fiscal Year 2019-20 appropriation.

Tables 1 and 2 on page 3 summarize actual expenditures in FY 2018-19, appropriations for FY 2019-20, and requested appropriations for FY 2020-21 for General Fund and Total Funds, respectively.

Summary of Agency Requests

General Assembly. The budget request for the General Assembly is \$19,581,192 and is an increase of \$441,492 (2.3 percent). The General Assembly includes the House of Representatives, the Senate, and the Joint Chambers.

Colorado Youth Advisory Council (COYAC). The budget request for the COYAC is \$50,000, which is an increase of \$25,000 (100 percent). The appropriation will be transferred to the Youth Advisory Council Cash Fund.

Joint Budget Committee. The budget request for the Joint Budget Committee is \$2,296,847, which is an increase of \$178,938 (8.4 percent).

Legislative Council. The budget request for the Legislative Council is \$12,197,189, which is an increase of \$528,150 (4.5 percent).

Office of Legislative Legal Services. The budget request for the Office of Legislative Legal Services is \$8,384,334, which is an increase of \$413,895 (5.2 percent). The Office of Legislative Legal Services' budget request also includes the budget request for the Office of Legislative Workplace Relations.

Office of the State Auditor. The budget request for the Office of the State Auditor is \$11,760,874, which is an increase of \$461,523 (4.1 percent).

Table 1
Legislative Department - General Fund
FY 2020-21 Budget Request

	Actual FY 2018-19 General Fund	Appropriation FY 2019-20 General Fund	Request FY 2020-21 General Fund	Percent +/- Change
General Assembly House, Senate, and Joint Chambers	\$13,735,730	\$19,049,700	\$ 19,491,191	2.3%
Joint Budget Committee	\$1,987,974	\$2,117,909	\$2,296,847	8.4%
Legislative Council	\$9,262,409	\$ 11,258,176	\$12,071,409	7.2%
Office of Legislative Legal Services	\$6,921,478	\$7,970,439	\$8,384,334	5.2%
Office of State Auditor	\$9,042,267	\$10,309,213	\$10,741,032	4.2%
Department Total	\$40,949,858	\$50,705,437	\$52,984,814	4.5%
Colorado Youth Advisory Council Cash Fund	\$24,932	\$25,000	\$50,000	100.00%

Table 2
Legislative Department - Total Funds
FY 2020-21 Budget Request

	Actual FY 2018-19 Total Funds	Appropriation FY 2019-20 Total Funds	Request FY 2020-21 Total Funds	Percent +/-(-) Change
General Assembly House, Senate, and Joint Chambers ¹	\$13,825,730	\$19,139,700	\$19,581,192	2.3%
Joint Budget Committee	\$1,987,974	\$2,117,909	\$2,296,847	8.4%
Legislative Council ²	\$9,319,970	\$11,669,039	\$12,197,189	4.5%
Office of Legislative Legal Services ³	\$6,928,196	\$7,970,439	\$8,384,334	5.2%
Office of State Auditor ⁴	\$10,003,566	\$11,299,351	\$11,760,874	4.1%
Department Total	\$42,065,436	\$52,221,438	\$54,220,436	3.9%
Colorado Youth Advisory Council Cash Fund	\$24,932	\$25,000	\$50,000	100.00%

¹Includes \$90,000 in cash funds generated by the sale of bill boxes, publications and other services provided by the print shop.

²The FY 2019-20 appropriation includes \$285,083 in cash funds for the school finance study and \$125,780 in reappropriated funds for the contract between the House and Senate and the LCS print shop. The FY 2020-21 request includes \$125,780 in reappropriated funds for the contract between the House and Senate and the LCS print shop.

³The FY 2018-19 appropriation includes \$6,718 in cash funds for the school finance study.

⁴The FY 2019-20 appropriation includes \$990,138 in reappropriated funds. The FY 2020-21 request includes \$1,019,842 in reappropriated funds from various departments for audits.

COLORADO GENERAL ASSEMBLY



STATE CAPITOL
DENVER, COLORADO 80203

TRANSMITTAL MEMORANDUM

February 28, 2020

TO: Executive Committee of the Legislative Council

FROM: Robin Jones, Chief Clerk of the House
Cindi Markwell, Secretary of the Senate

SUBJECT: General Assembly Budget Request for Fiscal Year 2020-21

The annual budget request for the General Assembly includes appropriations for the House of Representatives, the Senate, and the Joint Chambers. The budget request for the General Assembly is \$19,581,192, which represents an increase of \$441,492 (2.3 percent).

Pursuant to state law, the request includes an increase in salary for House members and 17 Senate members whose terms began in January 2019 (from \$40,242 to an estimated \$41,449 annually) and for 18 Senate members whose terms begin January 2021 (from \$30,000 to an estimated \$41,449 annually). The request includes an increase for session per diem for non-metro members pursuant to statute. Interim travel and per diem salary is reduced to align the appropriation for these expenses to actual expenditures. The budget also recategorizes interim salary per diem based on the type of interim activity.

The request includes an increase of 0.4 FTE for the Joint Chambers, representing the conversion of the session Bill Room Clerk position to a year-round, full-time FTE. The request includes a 3.0 percent base salary increase, and increases for the PERA employer contribution rate increase of 0.5 percent, the PERA amortization equalization disbursement; the PERA supplemental amortization equalization disbursement; and the PERA JBC direct distribution. The request also includes increases in the employer contribution to health, life, and dental in conjunction with the Joint Budget Committee's common policies.

The request includes additional funding for the General Assembly's legislative aides program, dues for joint governmental agencies, and funding for Capitol Complex Security.

The request also includes \$50,000 for the Colorado Youth Advisory Council, which is an increase of \$25,000 from the Fiscal Year 2019-20 appropriation.

Tables 1 and 2 on page 8 summarize actual expenditures in FY 2018-19, appropriations for FY 2019-20, and requested appropriations for FY 2020-21 for General Fund and Total Funds, respectively.

House of Representatives. The budget request for the House of Representatives is \$10,859,399, which represents an increase of \$134,082 (1.3 percent). The House request includes the following:

- A base salary increase of 3.0 percent;
- An increase of \$45,360 for non-metro session per diem pursuant to statute;
- A decrease of \$47,593 to align interim per diem with actual expenditures;
- A decrease of \$20,302 for the employer's share of health, dental, and life insurance, to reflect lower utilization of state health plans by House members and staff;
- Increases of \$47,060 for the increased PERA employer contribution, \$6,717 for the PERA amortization equalization disbursement, and \$6,717 for the PERA supplemental amortization equalization disbursement;
- An increase of \$5,777 for the JBC PERA direct distribution;
- A decrease of \$146,052 to align travel expenses with actual expenditures;
- Funding for 1,300 aide hours per member;
- A \$1 increase in the hourly wage for legislative aides;
- An increase of \$37,709 to increase the daily transportation allowance for aides and to offer the transportation benefit to each employed aide; and
- An increase of \$9,500 for operating expenses.

Senate. The budget request for the Senate is \$7,218,079, which represents an increase of \$233,136 (3.3 percent). The Senate request includes the following:

- A base salary increase of 3.0 percent;
- An increase of \$26,880 for non-metro session per diem pursuant to statute;
- A decrease of \$30,961 to align interim per diem with actual expenditures;
- An increase of \$13,094 for the employer's share of health, dental, and life insurance;
- Increases of \$39,347 for the increased PERA employer contribution, \$8,429 for the PERA amortization equalization disbursement, and \$8,429 for the PERA supplemental amortization equalization disbursement;
- An increase of \$2,884 for the JBC PERA direct distribution;
- A decrease of \$52,435 to align travel expenses with actual expenditures;
- Funding for 1,300 aide hours per member;
- A \$1 increase in the hourly wage for legislative aides;
- An increase of \$13,959 to increase the daily transportation allowance for aides and to offer the transportation benefit to each employed aide;
- A salary adjustment of \$40,000 for full-time, year-round Senate staff, offset by a corresponding decrease for session-only Senate staff; and
- An increase of \$6,712 for operating expenses.

Joint Chambers. The budget request for the Joint Chambers is \$1,503,714, which represents an increase of \$74,273 (5.2 percent). The Joint Chambers request includes the following:

- A base salary increase of 3.0 percent;
- An increase of 0.4 FTE, representing the conversion of the session Bill Room Clerk position to a year-round, full-time FTE;
- An increase of \$1,376 for the employer's share of health, dental, and life insurance;

- Increases of \$2,121 for the increased PERA employer contribution, \$687 for the PERA amortization equalization disbursement, and \$687 for the PERA supplemental amortization equalization disbursement;
- An increase of \$87 for the JBC PERA direct distribution;
- An increase of \$6,407 for dues for joint governmental agencies;
- An increase of \$16,170 for Capitol Complex security; and
- An increase of \$30,000 to reflect the transfer of the remote testimony expenditure line from the Legislative Council budget to the Joint Chambers budget (a corresponding decrease is shown in the Legislative Council budget).

Colorado Youth Advisory Council (COYAC). The budget request for the COYAC is \$50,000, which is an increase of \$25,000 from the Fiscal Year 2019-20 appropriation. The appropriation will be transferred to the Youth Advisory Council Cash Fund.

**Table 1
General Assembly - General Fund
FY 2020-21 Budget Request**

	Actual FY 2018-19 General Fund	Appropriation FY 2019-20 General Fund	Request FY 2020-21 General Fund	Percent +/-(-) Change
House of Representatives	\$7,565,341	\$10,725,317	\$10,859,399	1.3%
Senate	\$5,137,866	\$6,984,943	\$7,218,079	3.3%
Joint Chamber	\$1,122,523	\$1,339,440	\$1,413,713	5.5%
General Assembly Total with PERA AED, SAED and JBC Direct Distribution	\$13,825,730	\$19,049,700	\$19,491,191	2.3%
Colorado Youth Advisory Council	\$24,932	\$25,000	\$50,000	100.00%

**Table 2
General Assembly - Total Funds
FY 2020-21 Budget Request**

	Actual FY 2018-19 Total Funds	Appropriation FY 2019-20 Total Funds	Request FY 2020-21 Total Funds	Percent +/-(-) Change
House of Representatives	\$7,565,341	\$10,725,317	\$10,859,399	1.3%
Senate	\$5,137,866	\$6,984,943	\$7,218,079	3.3%
Joint Chamber	\$1,302,523	\$1,429,440	\$1,503,714	5.2%
General Assembly Total with PERA AED, SAED and JBC Direct Distribution¹	\$13,915,730	\$19,139,700	\$19,581,192	1.8%
Colorado Youth Advisory Council	\$24,932	\$25,000	\$50,000	100.00%

¹Includes \$90,000 in cash funds generated by the sale of bill boxes, publications and other services provided by the print shop.

GENERAL ASSEMBLY

General Assembly Summary	FY 2018-19		FY 2019-20	FY 2020-21	COMMENTS
	Actual Expend.	Appropriation	Appropriation	Budget Request	
Personal Services	7,323,640	7,906,212	9,567,959	9,783,403	2.25%
Regular & Special Session Costs	3,886,136	5,122,875	5,838,443	6,153,775	5.40%
Operating Expenditures	1,715,051	1,884,860	1,936,064	2,004,853	3.55%
Travel Expenditures	164,631	391,510	410,100	211,613	-48.40%
Total before AED and SAED	13,089,458	15,305,457	17,752,566	18,153,644	2.26%
PERA AED	368,136	444,870	540,109	555,942	2.93%
PERA SAED	368,136	444,870	540,109	555,942	2.93%
JBC PERA DIRECT DISTRIBUTION			216,916	225,663	4.03%
GRAND TOTAL WITH PERA AED & SAED	13,825,730	16,195,197	19,049,700	19,491,191	2.32%

The General Assembly request includes \$90,000 in cash funds generated by the sale of bill boxes, publications and other services provided by the print shop.

HOUSE OF REPRESENTATIVES

House of Representatives Summary	FY 2018-19		FY 2019-20		FY 2020-21	
	Actual Expend.	Appropriation	Appropriation	Budget Request	Comments	
Personal Services	4,277,130	4,526,021	5,720,469	5,733,825	0.23%	
Regular & Special Session Costs	2,419,773	3,220,911	3,567,574	3,805,641	6.67%	
Operating Expenditures	357,194	396,978	418,940	428,440	2.27%	
Travel Expenditures	67,346	224,511	230,235	84,183	-63.44%	
Grand Total House of Representatives before PERA AED and SAED	7,121,443	8,368,421	9,937,218	10,052,089	1.16%	
AED	221,949	262,919	324,162	330,879	2.07%	
SAED	221,949	262,919	324,162	330,879	2.07%	
JBC PERA DIRECT DISTRIBUTION			139,775	145,552	4.13%	
Grand Total House of Representatives	7,565,341	8,894,259	10,725,317	10,859,399	1.25%	

HOUSE OF REPRESENTATIVES

House Members	FY 2018-19		FY 2019-20		FY 2020-21		COMMENTS
	Actual Expend.	Appropriation	Appropriation	Budget Request			
Annual Salary Legislative Members	2,220,215	65	2,227,390	65	2,615,730	65	\$40,242 per member whose terms commence on Jan 4, 2019. C.R.S. 2-2-307(1)
Salary Increase for members whose term commence Jan 13, 2021					32,697		\$41,449 per member beginning January 2021. C.R.S. 2-2-307(1)
Interim Salary Per Diem							
Statutory Committees	16,929		30,987		30,690		23,364
Letter and Resolution Committees	4,950		11,880		12,672		11,880
Year Round Committees	16,731		28,314		28,314		28,314
Joint Committees	9,504		12,474		-		-
Other Interim Activities	2,475		59,952		69,670		21,285
Leadership Per Diem	31,482		31,185		31,185		40,095
Total Interim Committee Salary Per Diem	82,071		174,792		172,531		124,938
Continuation Salary Subtotal	2,302,286	65	2,402,182	65	2,788,261	65	2,773,365
PERA @10.90%	219,297		243,350		289,979		302,297
Medicare Tax @ 1.45%	31,342		34,764		40,430		40,214
Health, Dental, Life Insurance	596,583		593,455		717,169		687,213
Personal Services House Members before PERA AED and SAED	3,149,508	65	3,273,751	65	3,835,839	65	3,803,089
PERA AED	108,028		119,877		139,413		138,668
PERA SAED	108,028		119,877		139,413		138,668
JBC PERA DIRECT DISTRIBUTION					49,016		51,719
Total Personal Services House Members	3,365,564	65	3,513,505	65	4,163,681	65	4,132,144

HOUSE OF REPRESENTATIVES

House Staff	FY 2018-19		FY 2019-20		FY 2020-21		COMMENTS
	Actual Expend.	Appropriation	Appropriation	Budget Request			
<u>Majority Caucus</u>							
Majority Chief of Staff	1	1	1	1	1		
Majority Staff	5	5	9	9	9		
Majority Staff Subtotal	6	6	10	10	10	722,897	21,687
3.0% Base Salary Budget Increase							
<u>Minority Caucus</u>							
Minority Chief of Staff	1	1	1	1	1		
Minority Staff	4	4	5	5	5		
Minority Staff Subtotal	5	5	6	6	6	419,826	12,595
3.0% Base Salary Budget Increase							
<u>House Services</u>							
Chief Clerk	1	1	1	1	1		
Assistant to the Clerk	1	1	1	1	1		
Finance Clerk	1	1	1	1	1		
Legislative Secretary	1	1	1	1	1		
Receptionist	1	1	1	1	1		
Chief Sergeant-at-Arms	0.8	0.8	0.8	0.8	0.8		
House Staff Subtotal	5.8	5.8	5.8	5.8	5.8	370,470	11,114
3.0% Base Salary Budget Increase							
<u>Continuation Salary Subtotal</u>							
Continuation Salary Subtotal	16.8	16.8	21.8	21.8	21.8	1,513,193	45,396
3.0% Base Salary Budget Increase							
Annual/Sick Leave Termination Payments	8,180	30,000	30,000	30,000	30,000		
PERA @ 10.90%	91,369	103,775	160,492	173,156	173,156		
Short Term Disability @ .17%	1,331	1,687	2,572	2,650	2,650		
Medicare Tax @ 1.45%	11,533	14,826	22,376	23,035	23,035		

HOUSE OF REPRESENTATIVES

House Staff	FY 2018-19		FY 2019-20		FY 2020-21	
	Actual Expend.	Appropriation	Appropriation	Budget Request	Budget Request	COMMENTS
Health, Dental, Life Insurance	97,759	109,573	155,997	143,306		
Total Personal Services House Staff before PERA AED and SAED	1,127,622	1,252,270	1,884,630	1,930,736	21.8	21.8
PERA AED	45,009	49,619	77,160	79,429		
PERA SAED	45,009	49,619	77,160	79,429		
JBC PERA DIRECT DISTRIBUTION			33,905	34,958		
Total Personal Services House Staff	1,217,640	1,351,508	2,072,855	2,124,552	21.8	21.8

HOUSE OF REPRESENTATIVES

Regular and Special Session Costs	FY 2018-19		FY 2019-20		FY 2020-21	
	Actual Expend.	Appropriation	Appropriation	Appropriation	Budget Request	COMMENTS
House Members						
Metro Session Expense Per Diem	173,025	239,400	239,400	239,400	239,400	38 Metro members
PERA @ 10.90%	16,737	24,299	24,299	24,898	26,095	
Medicare Tax @ 1.45%	2,391	3,471	3,471	3,471	3,471	
Non-Metro Session Expense Per Diem	637,484	801,360	827,820	873,180	873,180	27 Non-metro members
Metro Session - Daily Mileage	53,647	84,109	88,525	94,058	94,058	
Non-Metro Session - Weekly Trips	60,713	76,038	77,529	77,220	77,220	
House Member Session Cost before PERA AED and SAED	943,997	1,228,677	1,261,643	1,313,424	65	65
PERA AED	8,245	11,970	11,970	11,970	11,970	
PERA SAED	8,245	11,970	11,970	11,970	11,970	
JBC PERA DIRECT DISTRIBUTION	-	-	22,697	23,402	23,402	
House Member Session Cost	960,487	1,252,617	1,308,280	1,360,766	65	120 days regular session and 20 days special session
House Session Staff						
Majority Caucus						
Majority Session Staff	3	3	2	2	2	2
Majority Staff Subtotal	93,561	76,000	43,478	43,478	2	2
3.0% Base Salary Budget Increase				1,304		
Minority Caucus						
Minority Session Staff	2	2	2	2	2	2
Minority Staff Subtotal	47,661	42,212	43,478	43,478	2	2
3.0% Base Salary Budget Increase				1,304		

HOUSE OF REPRESENTATIVES

Regular and Special Session Costs	FY 2018-19		FY 2019-20		FY 2020-21		COMMENTS
	Actual Expend.	Appropriation	Appropriation	Budget Request			
<u>House Services</u>							
Chief Enrolling Clerk	1	1	1	1	1		
Docket Clerk	1	1	1	1	1		
Reading Clerk	1	1	1	1	1		
Front Office Session Information Clerk	1	1	1	1	1		
Bill Status Clerk	1	1	1	1	1		
Calendar Clerk	1	1	1	1	1		
Enrolling Clerk	2	2	2	2	2		
Leg. Assist. / Aide / Intern Coordinator	2	2	2	2	2		
Chief Assignable Clerk	1	1	1	1	1		
Assignable Clerk	6	6	6	6	6		
Sergeant-at-Arms	5	5	5	5	5		
Visitor's Aide	2	2	2	2	2		
Journal Clerk	1	1	1	1	1		
House Staff Subtotal	299,955	25	541,680	25	557,930	25	
3.0% Base Salary Budget Increase					16,738		
Continuation Salary Subtotal	441,178	30	659,892	30	644,886	29	
3.0% Base Salary Budget Increase					19,346		
PERA @ 10.90%	43,809		66,979		67,068		
Medicare Tax @ 1.45%	6,258		9,568		9,351		
Health, Dental, Life Insurance	58,375		106,515		99,219		
Personal Services House Session Staff before PERA AED and SAED	549,620	30	842,954	30	820,524	29	
PERA AED	21,581		32,995		32,244		
PERA SAED	21,581		32,995		32,244		
JBC PERA DIRECT DISTRIBUTION					11,518		
Personal Services House Session Staff	592,783	30	908,944	30	896,530	29	120 days regular session and 20 days special session

HOUSE OF REPRESENTATIVES

Regular and Special Session Costs	FY 2018-19		FY 2019-20	FY 2020-21	COMMENTS
	Actual Expend.	Appropriation	Appropriation	Budget Request	
House Legislative Aides					
Legislative Aides	781,700	969,150	1,267,500	1,352,000	1300 hours per member, \$16 per hour
PERA @ 10.90%	79,343	98,369	131,820	147,368	
Medicare Tax @ 1.45%	12,103	14,053	18,379	19,604	
Transportation Allowance	53,010	67,708	67,708	105,417	Based on 92 aides
Legislative Aides before PERA AED and SAED	926,156	1,149,280	1,485,407	1,624,389	
PERA AED	39,086	48,458	63,375	67,600	
PERA SAED	39,086	48,458	63,375	67,600	
JBC PERA DIRECT DISTRIBUTION			22,639	23,511	
Legislative Aides	1,004,328	1,246,196	1,634,796	1,783,100	
Total House Regular and Special Session Costs before PERA AED and SAED	2,419,773	3,220,911	3,567,574	3,805,641	
PERA AED	68,912	93,423	107,589	112,782	
PERA SAED	68,912	93,423	107,589	112,782	
JBC PERA DIRECT DISTRIBUTION			56,854	58,875	
Total House Regular and Special Session Costs	2,557,597	3,407,757	3,839,606	4,090,080	

HOUSE OF REPRESENTATIVES

Operating Expenditures	FY 2018-19		FY 2019-20		FY 2020-21	
	Actual Expend.	Appropriation	Appropriation	Budget Request	Appropriation	Comments
1633 Unemployment Compensation	1,700	8,000	8,000	8,000	8,000	
1920 Purchased Services	27,801	25,000	25,000	25,000	25,000	
2230 Equipment Maintenance and Repairs	1,138	7,900	7,900	7,900	7,900	
2253 Rental of Equipment	8,855	11,190	11,190	11,190	11,190	
2630 Communications/Telephone/Fax	48,252	49,807	49,807	49,807	49,807	
2631 Communications/Outside Sources	199	13,997	13,997	13,997	13,997	
2258 Parking Fees	4,320	-	-	4,500	4,500	
2680 Printing/Reproduction	56,779	85,365	85,365	85,365	85,365	
2820 Other Purchased Services	-	300	300	300	300	
3110 Other Supplies and Materials	1,002	1,638	1,638	1,638	1,638	
3118 Food & Food Service Supplies	-	500	500	500	500	
3120 Books/Subscriptions	6,236	1,000	1,000	1,000	1,000	
3121 Office Supplies	5,103	9,752	9,752	9,752	9,752	
3123 Postage	16,515	8,000	12,000	12,000	12,000	
3126 Repair & Maintenance Supplies	936	500	500	500	500	
3128 Non-capitalized Equipment	1,290	3,950	3,950	3,950	3,950	
4100 Other Operating Expenses	893	8,300	8,300	8,300	8,300	
4140 Dues and Memberships	-	300	300	300	300	
4220 Registration Fees	10,273	14,479	14,479	27,441	27,441	
Session Start-up Costs	34,320	15,000	15,000	15,000	15,000	
Television	131,582	132,000	137,000	142,000	142,000	
Total House Operating Expenditures	357,194	396,978	418,940	428,440	428,440	

HOUSE OF REPRESENTATIVES

Travel Expenditures	FY 2018-19		FY 2019-20	FY 2020-21
	Actual Expend.	Appropriation	Appropriation	Budget Request
2530 Out-State Travel	13,671	93,000	93,000	17,089
2510/2511 In-State Travel	48,448	103,592	109,316	60,560
2510 Legislative Mileage	5,227	27,919	27,919	6,534
Total House Travel Expenditures	67,346	224,511	230,235	84,183

SENATE

Senate Summary	FY 2018-19		FY 2019-20		FY 2020-21	
	Actual Expend.	Appropriation	Appropriation	Budget Request	Budget Request	COMMENTS
Personal Services	3,046,510	3,380,191	3,847,490	4,049,578	5.25%	
Regular & Special Session Costs	1,379,755	1,754,311	2,110,235	2,167,264	2.70%	
Operating Expenditures	328,214	351,576	359,576	366,288	1.87%	
Travel Expenditures	96,689	160,431	173,297	120,862	-30.26%	
Total Senate before PERA AED and SAED	4,851,168	5,646,509	6,490,598	6,703,992	3.29%	
AED	143,349	175,901	209,715	218,144	4.02%	
SAED	143,349	175,901	209,715	218,144	4.02%	
JBC PERA DIRECT DISTRIBUTION			74,915	77,799	3.85%	
Total Senate	5,137,866	5,998,311	6,984,943	7,218,079	3.34%	

Senate Members	Actual Expend.	Appropriation	Appropriation	Budget Request	COMMENTS		
Annual Salary Legislative Members	1,122,221	35	1,122,548	35	1,224,114	35	\$40,242 per member for members whose term commence on 1/4/2019; \$30,000 per member for members whose term commenced prior to the 2019 legislative session C.R.S. 2-2-307(1)
Salary Increase for members whose term commenced on Jan 4, 2019							
Salary Increase for members whose term commence on Jan 13, 2021					8,550		\$41,449 per member beginning January 2021; 17 members. C.R.S. 2-2-307(1)
Interim Salary Per Diem					85,868		\$41,449 per member beginning January 2021; 18 members. C.R.S. 2-2-307(1)
Statutory Committees	8,217	29,007	29,007		21,681		
Letter and Resolution Committees	3,960	11,880	11,880		11,880		
Year Round Committees	14,157	28,314	28,314		28,314		
Joint Committees	3,861	6,237	-		-		
Other Interim Activities	9,702	43,122	43,633		20,790		
Leadership Per Diem	40,194	31,185	40,095		40,095		
Total Interim Committee Salary Per Diem	80,091	149,745	153,721		122,760		
Continuation Salary Subtotal	1,202,312	35	1,272,293	35	1,377,835	35	35
PERA @ 10.90%	114,885	128,667	143,295		157,101		
Medicare Tax @ 1.45%	16,311	18,381	19,979		20,899		
Health, Dental, Life Insurance	338,329	365,719	390,984		403,193		
Total Personal Services Senate Members before PERA AED and SAED	1,671,837	35	1,785,060	35	1,932,093	35	35
PERA AED	56,183	63,383	68,892		72,065		
PERA SAED	56,183	63,383	68,892		72,065		
JBC PERA DIRECT DISTRIBUTION			24,610		25,557		
Total Personal Services Senate Members	1,784,203	35	1,911,826	35	2,094,487	35	35

SENATE

Senate Staff	FY 2018-19		FY 2019-20		FY 2020-21		COMMENTS
	Actual Expend.	Appropriation	Appropriation	Budget Request			
<u>Majority Caucus</u>							
Majority Chief of Staff	1	1	1	1	1		FY2019 actual expenditures are for the democratic caucus for the full fiscal year. The majority transitioned between parties during the middle of the year.
Majority Staff	7	7	9	9	9		
Majority Staff Subtotal	364,125	560,672	722,897	722,897	10	722,897	
3.0% Base Salary Budget Increase						21,687	
<u>Minority Caucus</u>							
Minority Chief of Staff	1	1	1	1	1		FY2019 actual expenditures are for the republican caucus for the full fiscal year. The minority transitioned between parties during the middle of the year.
Minority Staff	4	4	5	5	5		
Minority Staff Subtotal	386,747	336,874	419,825	419,825	6	419,825	
3.0% Base Salary Budget Increase						12,595	
<u>Senate Services</u>							
Secretary of the Senate	1	1	1	1	1		
Assistant to Secretary of the Senate/Journal Clerk	1	1	1	1	2		
Calendar Clerk / Senate Secretary	1	1	1	1	1		
Reading Clerk	1	1	1	1	1		
Chief Seargeant	1	1	1	1	0		
Senate Staff Subtotal	344,080	388,059	400,673	400,673	5	400,673	
3.0% Base Salary Budget Increase						12,020	
Retention Boost						40,000	A corresponding decrease is in session staff
Continuation Salary Subtotal							
3.0% Base Salary Budget Increase	1,094,952	1,285,605	1,543,395	1,543,395	21	1,543,395	21
Retention Boost						46,302	
Annual/Sick Leave Termination Payments	37,794	26,935	26,935	26,935		26,935	
PERA @ 10.90%	102,893	133,223	163,314	163,314		180,573	

SENATE

Senate Staff	FY 2018-19		FY 2019-20		FY 2020-21	
	Actual Expend.	Appropriation	Appropriation	Budget Request	Budget Request	COMMENTS
Short Term Disability @ .17%	1,464	2,186	2,624	2,770		
Medicare Tax @ 1.45%	16,033	19,032	22,770	24,021		
Health, Dental, Life Insurance	121,537	128,150	156,359	163,097		
Total Personal Services Senate Staff before PERA AED and SAED	1,374,673 18	1,595,131 18	1,915,397 21	2,027,093 21		
PERA AED	50,687	64,280	78,517	82,832		
PERA SAED	50,687	64,280	78,517	82,832		
JBC PERA DIRECT DISTRIBUTION	-	-	28,048	29,128		
Total Personal Services Senate Staff	1,476,047 18	1,723,691 18	2,100,479 21	2,221,885 21		

SENATE

Regular and Special Session Costs	FY 2018-19		FY 2019-20		FY 2020-21		COMMENTS
	Actual Expend.	Appropriation	Appropriation	Budget Request	Budget Request		
Senate Members							
Metro Session Expense Per Diem	81,027	119,700	119,700	119,700	119,700		19 Metro members
PERA @ 10.90%	7,863	12,150	12,449	13,047	13,047		
Medicare Tax @ 1.45%	1,123	1,736	1,736	1,736	1,736		
Non-Metro Session Expense Per Diem	393,472	474,880	490,560	517,440	517,440		16 Non-metro members
Metro Session - Daily Mileage	24,779	42,055	44,262	41,496	41,496		
Non-Metro Session - Weekly Trips	36,182	45,060	45,943	43,380	43,380		
Senate Member Session Cost before PERA AED and SAED	544,446	695,581	714,650	736,799	736,799	35	
PERA AED	3,873	5,985	5,985	5,985	5,985		
PERA SAED	3,873	5,985	5,985	5,985	5,985		
JBC PERA DIRECT DISTRIBUTION			2,138	2,220	2,220		
Senate Member Session Cost	552,192	707,551	728,758	736,799	736,799	35	120 days regular session and 20 days special session
Senate Session Staff							
Majority Caucus							
Majority Session Staff	2	2	2	2	2		
Majority Staff Subtotal	29,932	42,212	43,478	43,478	43,478	2	
3.0% Base Salary Budget Increase					1,304		
Minority Caucus							
Minority Session Staff	2	2	2	2	2		
Minority Staff Subtotal	36,991	42,212	43,478	43,478	43,478	2	
3.0% Base Salary Budget Increase					1,304		

SENATE

Regular and Special Session Costs	FY 2018-19		FY 2019-20		FY 2020-21		COMMENTS
	Actual Expend.	Appropriation	Appropriation	Budget Request			
Senate Services							
Sergeant-at-Arms	4	4	4	4	4		
Chief Enrolling Clerk	1	1	1	1	1		
Assistant Enrolling Clerk	2	2	2	2	2		
Chief Assignable Clerk	1	1	1	1	1		
Assignable Clerk	2	2	2	2	2		
Senate Services Secretary	1	1	1	1	1		
Visitor's Aide	1	1	1	1	1		
Docket Clerk	1	1	1	1	1		
Calendar Clerk	1	1	1	1	1		
Senate Staff Subtotal	220,768	346,574	356,971	356,971	356,971	14	
3.0% Base Salary Budget Increase					10,709		
Salary adjustment					(40,000)		A corresponding increase is in full time staff
Continuation Salary Subtotal	287,691	430,998	443,927	443,927	443,927	18	
3.0% Base Salary Budget Increase					13,317		
Salary adjustment					(40,000)		
PERA @ 10.90%	28,527	43,746	46,168	45,480	45,480		
Medicare Tax @ 1.45%	4,079	6,249	6,437	6,050	6,050		
Health, Dental, Life Insurance	75,206	79,199	99,219	93,366	93,366		
Personal Services Senate Session Staff before PERA AED and SAED	395,503	560,192	595,751	562,140	562,140	18	
PERA AED	14,053	21,550	22,196	20,862	20,862		
PERA SAED	14,053	21,550	22,196	20,862	20,862		
JBC PERA DIRECT DISTRIBUTION			7,929	8,234	8,234		
Personal Services Senate Session Staff	423,609	603,292	648,072	612,098	612,098	18	120 days regular session and 20 days special session

SENATE

Regular and Special Session Costs	FY 2018-19		FY 2019-20	FY 2020-21	COMMENTS
	Actual Expend.	Appropriation	Appropriation	Budget Request	
Senate Legislative Aides					
Legislative Aides	371,676	414,050	682,500	728,000	1300 hours per member, \$16 per hour
PERA @ 10.90%	37,662	42,026	70,980	79,352	
Medicare Tax @ 1.45%	5,748	6,004	9,896	10,556	
Transportation Allowance	24,720	36,458	36,458	50,417	Budgeted for 44 aides, based on 2020 session
Legislative Aides before PERA AED and SAED	439,806	498,538	799,834	868,325	
PERA AED	18,553	20,703	34,125	36,400	
PERA SAED	18,553	20,703	34,125	36,400	
JBC PERA DIRECT DISTRIBUTION			12,190	12,660	
Legislative Aides	476,912	539,944	880,274	953,785	
Total Senate Regular and Special Session Costs before PERA AED and SAED	1,379,755	1,754,311	2,110,235	2,167,264	
PERA AED	36,479	48,238	62,306	63,247	
PERA SAED	36,479	48,238	62,306	63,247	
JBC PERA DIRECT DISTRIBUTION			22,257	23,114	
Total Senate Regular and Special Session Costs	1,452,713	1,850,787	2,257,104	2,316,872	

SENATE

Operating Expenditures	FY 2017-18		FY 2018-19		FY 2019-20		FY 2020-21	
	Actual Expend.	Actual Expend.	Actual Expend.	Appropriation	Appropriation	Appropriation	Budget Request	COMMENTS
1633 Unemployment Compensation	-	8,955	17,500	17,500	17,500	17,500	17,500	
1920 Purchased Services - Professional	8,945	7,738	5,000	5,000	5,000	9,500	9,500	
2230 Equipment Maintenance and Repairs	653	678	4,000	4,000	4,000	1,500	1,500	
2253 Rental of Equipment	12,071	12,785	14,000	14,000	14,000	14,000	14,000	
2630 Communications/Telephone/Fax	28,349	29,478	43,332	43,332	43,332	35,000	35,000	
2631 Communications/Outside Sources	-	-	2,000	2,000	2,000	2,000	2,000	
2680 Printing/Reproduction	35,689	58,926	59,697	59,697	59,697	59,697	59,697	
2820/3110/3115 Other Supplies	276	2,363	3,356	3,356	3,356	3,400	3,400	
3118 Food & Food Service Supplies	4,103	7,016	500	500	500	6,500	6,500	
3120 Books/Subscriptions	15,009	14,180	10,000	10,000	10,000	5,000	5,000	
3121 Office Supplies	10,136	16,442	15,000	15,000	15,000	18,000	18,000	
3122 Photographic Supplies	-	-	2,500	2,500	2,500	2,500	2,500	
3123 Postage	7,895	13,127	5,000	5,000	8,000	14,000	14,000	
3126 Repair and Maintenance Supplies	-	-	990	990	990	990	990	
3128/3140 Non-capitalized Equipment	5,060	5,695	4,950	4,950	4,950	4,950	4,950	
4100 Other Operating Expenses	5,776	2,058	6,225	6,225	6,225	6,225	6,225	
4140 Dues and Memberships	844	624	600	600	600	600	600	
4180 Official Functions	173	-	150	150	150	150	150	
4220 Registration Fees	11,265	9,925	14,776	14,776	14,776	14,776	14,776	
Transition Costs	531	6,642	10,000	10,000	10,000	8,000	8,000	
Television	119,081	131,582	132,000	132,000	137,000	142,000	142,000	
Total Senate Operating Expenditures	265,856	328,214	351,576	351,576	359,576	366,288	366,288	

SENATE

Travel Expenditures	FY 2017-18		FY 2018-19		FY 2019-20		FY 2020-21	
	Actual Expend.	Actual Expend.	Appropriation	Appropriation	Appropriation	Appropriation	Budget Request	COMMENTS
2530 Out-State Travel	23,720	21,778	50,000	50,000	50,000	50,000	27,223	
2510/2511 In-State Travel	71,788	56,779	97,573	97,573	103,297	103,297	70,974	
2510 Legislative Mileage	18,450	18,132	12,858	12,858	20,000	20,000	22,665	
Senate Travel Expenditures	113,958	96,689	160,431	160,431	173,297	173,297	120,862	

JOINT CHAMBER EXPENDITURES

	FY 2018-19		FY 2019-20		FY 2020-21		
	Actual Expend.	Appropriation	Appropriation	Appropriation	Budget Request	Request	COMMENTS
Bill Room Staff							
Bill Room Clerk Team Leader						1	Converted to FTE in FY 2020-21
Bill Room Session Staff							
Bill Room Clerk Team Leader	1	1		1			
Bill Room Clerk	4	4		4		4	
Continuation Salary Subtotal	60,646	121,009	124,639	124,639	124,639	5	
3.0% Base Salary Budget Increase					3,739		
Retention Boost					10,000		
Annual/Sick Leave Termination Payments					3,000		
PERA @ 10.90%	5,762	12,282	12,962	12,962	15,083		
Short Term Disability @ .17%	-	-	-	-	85		
Medicare Tax @ 1.45%	823	1,755	1,807	1,807	2,006		
Health, Dental, Life Insurance	19,377	12,607	21,226	21,226	22,318		
Total Personal Services	86,608	147,653	160,634	160,634	180,870	5	120 days regular session and 20 days special session
Bill Room Session Staff before PERA AED and SAED	86,608	5	147,653	5	160,634	5	
PERA AED	2,838	6,050	6,232	6,232	6,919		
PERA SAED	2,838	6,050	6,232	6,232	6,919		
JBC PERA DIRECT DISTRIBUTION			2,227	2,227	2,313		
Total Personal Services	92,284	5	159,753	5	175,325	5	
Bill Room Session Staff	92,284	5	159,753	5	175,325	5	

JOINT CHAMBER EXPENDITURES

	FY 2018-19		FY 2019-20		FY 2020-21		COMMENTS
	Actual Expend.	Appropriation	Appropriation	Appropriation	Budget Request	Budget Request	
Operating Expenditures							
1633 Unemployment Compensation	35	2,475	2,475	2,475	2,475	2,475	
1920 Capitol Security-State Patrol	447,526	447,526	460,033	460,033	476,203	476,203	
1920 Remote Testimony	1,898	*	*	*	30,000	30,000	*Relocated from the LCS budget in FY 2020-21
1920 Other Purchased Services	7,354	10,000	10,000	10,000	10,000	10,000	
2220 Bldg Improvements and Repairs	-	45,000	45,000	45,000	45,000	45,000	
2230 Equip Maintenance and Repairs	19,143	24,799	24,799	24,799	24,799	24,799	
2253 Rental of Equipment	27,204	35,000	35,000	35,000	35,000	35,000	
2255 Rental of Buildings	-	5,000	5,000	5,000	5,000	5,000	
2610 Advertising	-	2,295	2,295	2,295	2,295	2,295	
2631 Communications/Outside Sources	363	980	980	980	980	980	
2660 Insurance	-	99	99	99	99	99	
2680 Printing/Reproduction	264	1,950	1,950	1,950	1,950	1,950	
2820 Other Purchases Services	-	990	990	990	990	990	
3110 Other Supplies/Materials	-	4,950	4,950	4,950	4,950	4,950	
3121 Office Supplies	644	480	480	480	480	480	
3123 Postage	7,453	8,832	8,832	8,832	8,832	8,832	
3121 Printing/Copy Supplies	57,292	59,400	59,400	59,400	59,400	59,400	
3128/3132 Non-capitalized Equipment	-	990	990	990	990	990	
3128 Television - Non-capitalized Equipment	4,384	10,000	10,000	10,000	10,000	10,000	
4100 Other Operating Expense	228	-	-	-	-	-	
4140 Dues and Memberships	455,540	455,540	464,275	464,275	470,682	470,682	NCSL-219,982 / ECS-77,300 / EC-38,400 / CSG-\$135,000
4220 Registration Fees Television	315	-	-	-	-	-	
	-	20,000	20,000	20,000	20,000	20,000	
Total Operating Expenditures	1,029,643	1,136,306	1,157,548	1,157,548	1,210,125	1,210,125	

JOINT CHAMBER EXPENDITURES

	FY 2018-19		FY 2019-20		FY 2020-21	
	Actual Expend.	Appropriation	Appropriation	Budget Request	Budget Request	COMMENTS
Travel						
2510 In-State Travel	596	6,568	6,568	6,568	6,568	
Total Travel Expenditures	596	6,568	6,568	6,568	6,568	
Total Joint Chambers before PERA AED and SAED	1,116,847	1,290,527	1,324,750	1,397,563		
PERA AED	2,838	6,050	6,232	6,919	6,919	
PERA SAED	2,838	6,050	6,232	6,919	6,919	
JBC PERA DIRECT DISTRIBUTION	-	-	2,226	2,312	2,312	
Total Joint Chambers	1,122,523	1,302,627	1,339,440	1,413,713		

Colorado Youth Advisory Council

	FY 2018-19		FY 2019-20		FY 2020-21	
	Actual Expend.	Appropriation	Appropriation	Appropriation	Budget Request	COMMENTS
Operating Expenditures						
Transfer to Colorado Youth Advisory Council Cash Fund	24,932	25,000	25,000	25,000	50,000	
Total Operating Expenditures	24,932	25,000	25,000	25,000	50,000	
Total Colorado Youth Advisory Council	24,932	25,000	25,000	25,000	50,000	

MEMORANDUM



JOINT BUDGET COMMITTEE

TO Executive Committee of the Legislative Council
 FROM Carolyn Kampman, JBC Staff Director (303-866-4959)
 DATE February 21, 2020
 SUBJECT JBC Operating Budget Request for FY 2020-21

The Executive Committee requested that each oversight committee for legislative staff agencies review and approve agency budgets for the upcoming fiscal year. Today the Joint Budget Committee (JBC) approved the attached budget request for FY 2020-21.

The JBC respectfully requests an increase of \$178,938 General Fund (8.4 percent) for FY 2020-21. Of this increase, \$111,950 relates to common policies, and the remaining \$66,988 relates to three discretionary items (R1, R2, and R3). The following table lists the requested incremental changes, followed by narrative descriptions of each change.

JOINT BUDGET COMMITTEE OPERATING BUDGET REQUEST						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2019-20 Appropriation	\$2,117,909	\$2,117,909	\$0	\$0	\$0	16.0
CHANGES FROM FY 2019-20 APPROPRIATION						
Health, life, and dental insurance	\$49,260	\$49,260	\$0	\$0	\$0	0.0
Salary survey	47,831	47,831	0	0	0	0.0
R1 Transportation stipend	28,800	28,800	0	0	0	0.0
R2 Professional development	27,500	27,500	0	0	0	0.0
Employer PERA contributions	14,859	14,859	0	0	0	0.0
R3 IT software licenses	10,688	10,688	0	0	0	0.0
TOTAL FY 2020-21 Appropriation	\$2,296,847	\$2,296,847	\$0	\$0	\$0	16.0
\$ Change from prior year	\$178,938	\$178,938	\$0	\$0	\$0	0.0
% Change from prior year	8.4%	8.4%	n/a	n/a	n/a	0.0%

DESCRIPTION OF INCREMENTAL CHANGES

HEALTH, LIFE, AND DENTAL INSURANCE: The request includes an increase of \$49,260 General Fund based on the JBC's common policy concerning employer contributions for the various insurance coverage options. The request also reflects recent increases in the number of staff members who utilize State insurance benefits. Specifically, while the FY 2019-20 appropriation provides funding for 12 of 16 staff members, the request for FY 2020-21 provides funding for 15 of 16 staff members (including funding for the vacant position that will be filled during the legislative interim).

SALARY SURVEY: The request includes an increase of \$47,831 General Fund based on the JBC's 3.0 percent common policy for salary increases. This amount includes the associated increases in the employer contributions for Medicare and Short-term disability insurance.

R1 TRANSPORTATION STIPEND: The request includes an increase of \$28,800 General Fund to provide a monthly transportation stipend of \$200 for 12 JBC staff members who do not have a year-round free parking spot in the Capitol complex. The JBC is the only non-partisan legislative agency

FEBRUARY 21, 2020

that does not provide a transportation benefit. The amount of the stipend is based on the cost of a monthly regional RTD pass.

R2 PROFESSIONAL DEVELOPMENT: The request includes an increase of \$27,500 General Fund to provide dedicated, ongoing funding for JBC staff professional development. The use of these funds will change annually based on staff experience and skills, as well as the changing needs of the General Assembly. The requested amount is based on preliminary plans for the 2020 interim, which would: (a) allow a limited number of staff to participate in the NCSL annual conference and management training; and (b) allow all analysts to receive training in the use of Tableau, a data analytics and visualization tool.

EMPLOYER PERA CONTRIBUTIONS: The request includes an increase of \$14,859 General Fund to cover increases in the various employer contributions for the Public Employees' Retirement Association (PERA), including the "regular" employer contribution, Amortization Equalization Disbursement (AED), Supplemental AED, and PERA Direct Distribution. The requested amount reflects both the associated costs of a 3.0 percent salary increase and the increase in the regular employer contribution for PERA from 10.4 to 10.9 percent.

R3 IT SOFTWARE LICENSES: The request includes an increase of \$10,688 General Fund to cover the estimated annual cost of two types of software licenses: \$2,960 for 16 Adobe Acrobat Pro licenses; and \$7,728 for 14 Tableau licenses. The JBC requests permission to modify or eliminate this amount if the prices secured by Legislative Council Staff are lower than initially estimated or if the costs of the licenses are funded through the Legislative Council Staff IT budget for FY 2020-21.

JOINT BUDGET COMMITTEE



JOINT BUDGET COMMITTEE FY 2020-21 OPERATING BUDGET REQUEST

JBC

JBC WORKING DOCUMENT - SUBJECT TO CHANGE
STAFF RECOMMENDATION DOES NOT REPRESENT COMMITTEE DECISION

PREPARED BY:
CAROLYN KAMPMAN, JBC STAFF DIRECTOR
FEBRUARY 21, 2020

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AGENCY OVERVIEW

As the General Assembly's permanent fiscal and budget review agency, the Joint Budget Committee (JBC) studies the management, operations, programs, and fiscal needs of the departments of Colorado state government¹. The JBC holds hearings and reviews the budget requests from executive and judicial branch agencies, and introduces the annual appropriations bill (called the Long Bill) to fund the operations of State government. The JBC may also introduce supplemental bills when necessary to make mid-year adjustments to appropriations.

The JBC is comprised of six members, including the Chairman plus one majority and one minority member of the House Appropriations Committee, and the Chairman plus one majority and one minority member of the Senate Appropriations Committee. Members serve two-year terms and are selected following the general election.

The JBC has a non-partisan, full-time professional staff of thirteen analysts, two administrative staff, and one Staff Director. The Staff Director assigns each staff analyst one or more departments and programs of state government. JBC analysts review related budget requests, statutes, and other pertinent information, and meet with agency personnel and other individuals to learn about the operations of assigned departments and programs. Over the course of the budget cycle, JBC analysts:

- present departmental budget requests to the JBC and make recommendations for appropriations;
- may make recommendations concerning budget-related operational or policy issues;
- draft supplemental bills and the Long Bill based on JBC actions; and
- draft amendments to supplemental bills and the Long Bill, and enroll any amendments that are adopted.

In addition, JBC analysts prepare fiscal analyses of other legislation that is referred to the Appropriations Committees, draft appropriation clauses for such bills, and provide staff support for both Appropriations Committees. Finally, JBC analysts respond to research requests from other committees, individual legislators, the press, and the public.

SUMMARY OF STAFF DIRECTOR RECOMMENDATIONS

Overall, staff recommends an increase of \$178,938 General Fund (8.4 percent) for FY 2020-21. Of this increase, \$111,950 relates to common policies, and the remaining \$66,988 relates to three decision items. The following table lists the recommended incremental changes.

JOINT BUDGET COMMITTEE OPERATING BUDGET						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
FY 2019-20 Appropriation	\$2,117,909	\$2,117,909	\$0	\$0	\$0	16.0
CHANGES FROM FY 2019-20 APPROPRIATION						
Health, life, and dental insurance	\$49,260	\$49,260	\$0	\$0	\$0	0.0
Salary survey	47,831	47,831	0	0	0	0.0
R1 Transportation stipend	28,800	28,800	0	0	0	0.0
R2 Professional development	27,500	27,500	0	0	0	0.0

¹ See Sections 2-3-201 through 2-3-207, C.R.S.

JOINT BUDGET COMMITTEE OPERATING BUDGET						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS	FTE
Employer PERA contributions	14,859	14,859	0	0	0	0.0
R3 IT software licenses	10,688	10,688	0	0	0	0.0
TOTAL FY 2020-21 Appropriation	\$2,296,847	\$2,296,847	\$0	\$0	\$0	16.0
\$ Change from prior year	\$178,938	\$178,938	\$0	\$0	\$0	0.0
% Change from prior year	8.4%	8.4%	n/a	n/a	n/a	0.0%

DESCRIPTION OF INCREMENTAL CHANGES

HEALTH, LIFE, AND DENTAL INSURANCE: Staff recommends an increase of \$49,260 General Fund based on the Committee’s common policy concerning employer contributions for the various insurance coverage options. Staff’s recommendation also reflects recent increases in the number of staff members who utilize State insurance benefits. Specifically, while the FY 2019-20 appropriation provides funding for 12 of 16 staff members, the recommendation for FY 2020-21 provides funding for 15 of 16 staff members (including funding for the vacant position that will be filled during the legislative interim).

SALARY SURVEY: Staff recommends an increase of \$47,831 General Fund based on the Committee’s 3.0 percent common policy for salary increases. This amount includes the associated increases in the employer contributions for Medicare and Short-term disability insurance.

R1 TRANSPORTATION STIPEND: Staff recommends an increase of \$28,800 General Fund to provide a monthly transportation stipend of \$200 for 12 JBC staff members who do not have a year-round free parking spot in the Capitol complex. The JBC is the only non-partisan legislative agency that does not provide a transportation benefit. The amount of the stipend is based on the cost of a monthly regional RTD pass.

R2 PROFESSIONAL DEVELOPMENT: Staff recommends an increase of \$27,500 General Fund to provide dedicated, ongoing funding for JBC staff professional development. The use of these funds will change annually based on staff experience and skills, as well as the changing needs of the General Assembly. The recommended amount is based on preliminary plans for the 2020 interim, which would: (a) allow a limited number of staff to participate in the NCSL annual conference and management training; and (b) allow all analysts to receive training in the use of Tableau, a data analytics and visualization tool.

EMPLOYER PERA CONTRIBUTIONS: Staff recommends an increase of \$14,859 General Fund to cover increases in the various employer contributions for the Public Employees’ Retirement Association (PERA), including the “regular” employer contribution, Amortization Equalization Disbursement (AED), Supplemental AED, and PERA Direct Distribution. The recommended amount reflect both the associated costs of a 3.0 percent salary increase and the increase in the regular employer contribution for PERA from 10.4 to 10.9 percent.

R3 IT SOFTWARE LICENSES: Staff recommends an increase of \$10,688 General Fund to cover the estimated annual cost of two types of software licenses: \$2,960 for 16 Adobe Acrobat Pro licenses; and \$7,728 for 14 Tableau licenses. Staff requests permission to modify or eliminate this amount if

the prices secured by Legislative Council Staff are lower than initially estimated or if the costs of the licenses are funded through the Legislative Council Staff IT budget for FY 2020-21.

DECISION ITEMS

→ R1 TRANSPORTATION STIPEND

RECOMMENDATION: Staff recommends an increase of \$28,800 General Fund to provide a monthly transportation stipend of \$200 for 12 staff members who do not have a year-round free parking spot in the Capitol complex. The amount of the stipend is based on the cost of a monthly regional RTD pass, consistent with stipends received by all Legislative Council Staff. [The Office of Legislative Legal Services and the Office of the State Auditor provide a transportation benefit through a combination of RTD eco passes and monthly stipends or parking reimbursements.]

Commuting to and parking around the Capitol is becoming increasingly challenging and expensive. This recommendation is intended to support JBC staff recruitment and retention. The JBC is the only non-partisan legislative agency that does not provide a transportation benefit, and the recommendation is consistent with transportation benefits currently provided by the other agencies.

→ R2 PROFESSIONAL DEVELOPMENT

RECOMMENDATION: Staff recommends an increase of \$27,500 General Fund to provide dedicated, ongoing funding for JBC staff professional development. The use of these funds will change annually based on staff experience and skills, as well as the changing needs of the General Assembly. The recommended amount is based on preliminary plans for the 2020 interim, which would: (a) allow a limited number of staff to participate in the NCSL annual conference and management training; and (b) allow all analysts to receive training in the use of Tableau, a data analytics and visualization tool.

JBC staff have been working with Legislative Council Staff on an interactive budget visualization project since December 2019. The initial launch of the resulting budget website is scheduled for mid-March, before the introduction of the Long Bill. While JBC staff have provided much of the content for the budget website, most of the creative and graphic work has been done by Legislative Council staff who have experience using Tableau. For JBC staff to fully participate in ongoing improvements and regular updates to the website, analysts need formal training using Tableau. These skills should also allow JBC staff to expand and enhance the use of data visualization in other documents and presentations.

PROFESSIONAL DEVELOPMENT PROGRAM FOR JBC STAFF			
DESCRIPTION	NUMBER OF STAFF	ESTIMATED ANNUAL COSTS PER PERSON	TOTAL COSTS
Staff participation in the Legislative Staff Management Institute (8-day course in Sacramento, CA)	1	\$3,880	\$3,880
Staff participation in annual NCSL Conference (Annual 3-day summit in various cities)	2	2,010	4,020
Tableau training (Desktop I in FY 20-21; Desktop II in FY 21-22)	14	1,400	19,600
			\$27,500

→ R3 IT SOFTWARE LICENSES

RECOMMENDATION: Staff recommends an increase of \$10,688 General Fund to cover the estimated annual cost of two types of software licenses:

- *\$7,728 for 14 Tableau licenses:* As described above for R2 (Professional Development), JBC analysts will need access to Tableau to fully participate in ongoing improvements and regular updates to the new budget website. Staff will also be able to use Tableau to expand and enhance the use of data visualization in other documents and presentations.
- *\$2,960 for 16 Adobe Acrobat Pro licenses:* All JBC staff members are routinely required to convert staff documents into a pdf format for distribution and posting to the website. This typically involves combining multiple documents from Word and Excel, adding footers and page numbers, and bookmarking the document. JBC staff lost access to Adobe when legislative agencies decided to switch to Nuance, which is less expensive. For our office, Adobe is an important tool that allows staff to work efficiently and reduces technical challenges. Adobe also offers a robust set of commenting tools to allow staff to record JBC votes, highlight text, and add notations to documents and reports.

LINE ITEM DETAIL – LEGISLATIVE APPROPRIATION BILL

JOINT BUDGET COMMITTEE

This line item includes most funding to support office operations, including funding for:

- Salaries for 16.0 FTE;
- Associated costs of the employer contributions for PERA, Medicare, and Short-term Disability insurance;
- The employer share of health, life, and dental insurance benefits;
- Operating expenses; and
- Travel expenses.

STATUTORY AUTHORITY: Section 2-3-204, C.R.S.

RECOMMENDATION: Staff recommends an appropriation of \$2,100,866 General Fund for this line item. This amount includes:

- A 3.0 percent increase for salaries based on the level approved by the Joint Budget Committee common policy adopted on January 23, 2019.
 - An increase for health, life, and dental insurance based on the estimated number of participants and the rates in the Joint Budget Committee common policy adopted on January 23, 2020.
 - An increase of \$28,800 for employee transportation stipends (R1).
 - A continuation level of operating expenses (\$27,183) and travel expenses (\$6,000), plus the \$27,500 requested for staff professional development (R2) and the \$10,688 requested for software licenses (R3).
 - An additional \$37,202 General Fund for the Joint Budget Committee portion of the PERA Direct Distribution pursuant to the Joint Budget Committee common policy adopted by the on January 31, 2019.

Staff requests permission to adjust elements in the above request in the event the Joint Budget Committee policy or the Executive Committee actions regarding these items change.

S.B. 04-257 AMORTIZATION EQUALIZATION DISBURSEMENT

Pursuant to S.B. 04-257, this line item provides additional funding to increase the state contribution for Public Employees' Retirement Association (PERA).

STATUTORY AUTHORITY: Section 24-51-411, C.R.S.

RECOMMENDATION: Staff recommends appropriating \$80,801 General Fund, which is consistent with Committee common policy.

S.B. 06-235 SUPPLEMENTAL AMORTIZATION EQUALIZATION DISBURSEMENT

Pursuant to S.B. 06-235, this line item provides additional funding to increase the State contribution for PERA.

STATUTORY AUTHORITY: Section 24-51-411, C.R.S.

RECOMMENDATION: Staff recommends appropriating \$80,801 General Fund, which is consistent with Committee common policy.

PERA DIRECT DISTRIBUTION

This line item is included as a common policy allocation payment for the state portion of the PERA Direct Distribution created in Section 24-51-414, C.R.S., enacted in S.B. 18-200.

STATUTORY AUTHORITY: Section 24-51-414 (2), C.R.S.

RECOMMENDATION: Staff recommends appropriating \$34,379 General Fund, which is consistent with Committee common policy.

The following table details the calculations for the above line item appropriation recommendations, along with comparable data for FY 2018-19 and FY 2019-20.

JOINT BUDGET COMMITTEE OPERATING BUDGET							
DESCRIPTION	FY 2018-19 ACTUAL		FY 2019-20 APPROPRIATION		FY 2020-21 REQUEST		% CHANGE
	GENERAL FUND	FTE	GENERAL FUND	FTE	GENERAL FUND	FTE	
PERSONAL SERVICES							
<i>Salaries:</i>							
Staff Director		1.0		1.0		1.0	
Chief Legislative Analyst		5.0		5.0		3.0	
Principal Legislative Analyst		5.0		6.0		6.0	
Senior Legislative Analyst		2.0		1.0		0.0	
Legislative Analyst		1.0		1.0		4.0	
Administrative Personnel		2.0		2.0		2.0	
Subtotal - Salaries and Payouts	\$1,514,673	16.0	\$1,568,951	16.0	\$1,568,951	16.0	
Salary Survey: 3.0% per JBC Common Policy			0		47,069		
Subtotal: Salaries	\$1,514,673		\$1,568,951		\$1,616,020		3.0%
<i>Associated Costs:</i>							
PERA: Employer Share for Defined Contribution Plans and for Defined Benefit Plans @ 10.40% (FY 2019-20); @ 10.90% (FY 2020-21)	\$152,109		\$163,171		\$176,146		8.0%
Medicare Tax @ 1.45%	21,833		22,750		23,432		3.0%
Short Term Disability @ 0.170%	2,314		2,667		2,747		3.0%
Health, Life, and Dental Insurance	121,231		133,090		182,350		37.0%
R1: Transportation Stipend @ \$200/month for each staff member without a year-round parking spot (based on RTD Regional pass rate)	0		0		28,800		100.0%
Subtotal - Associated Costs	\$297,488		\$321,678		\$413,476		28.5%
TOTAL PERSONAL SERVICES	\$1,812,161	16.0	\$1,890,629	16.0	\$2,029,495	16.0	7.3%
OPERATING EXPENSES							
Equipment Maintenance	\$738				\$900		
Rental of Equipment	3,888				4,200		
Purchase of Contract Services	0				3,383		
Advertising	0				200		
Communication Charges - OIT	9,373				9,800		
Printer Repair Services	24				0		
Food and Food Services	1,791				1,800		
Office Supplies	2,738				4,400		
Postage	1,076				1,000		
Noncapitalizable Information Technology	0				1,000		
Registration Fees	3,275				500		
Subtotal - Operating Expenses	\$22,902		\$27,183		\$27,183		0.0%
TRAVEL							
Rental/Motor Pool Mile Charge	\$0		\$500		\$700		
In-State Travel	3,050		4,500		4,300		
Out-of-State Travel/ Out of State Common Carrier	0		1,000		1,000		
Subtotal - Travel	\$3,050		\$6,000		\$6,000		0.0%
R2: Funding for Professional Development					27,500		
R3: Software Licenses (16 Adobe Acrobat Pro; 14 Tableau)					10,688		
TOTAL JBC Before Additional PERA Payments	\$1,838,113		\$1,923,812		\$2,100,866		9.2%

JOINT BUDGET COMMITTEE OPERATING BUDGET							
DESCRIPTION	FY 2018-19 ACTUAL		FY 2019-20 APPROPRIATION		FY 2020-21 REQUEST		% CHANGE
	GENERAL FUND	FTE	GENERAL FUND	FTE	GENERAL FUND	FTE	
JBC PERA Amortization Equalization Disbursement (AED) (5.0%)	74,931		78,448		80,801		3.0%
JBC PERA Supplemental AED (5.0%)	74,931		78,448		80,801		3.0%
JBC PERA Direct Distribution	0		37,202		34,379		
GRAND TOTAL	\$1,987,974	16.0	\$2,117,909	16.0	\$2,296,847	16.0	8.4%

LINE ITEM DETAIL – LONG BILL

The annual Long Bill includes centrally appropriated amounts for the Legislative Department, including the Joint Budget Committee. These include:

- Workers’ Compensation
- Legal Services
- Payment to Risk Management and Property Funds
- Maintenance of Legislative Space
- Payments to OIT
- CORE Operations

Staff recommendation for the above line item appropriations, along with others that are included in the Long Bill, will be presented to the Committee on Tuesday, March 3, 2020.





Legislative Council Staff
Nonpartisan Services for Colorado's Legislature

Memorandum

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February 26, 2020

TO: Legislative Council Committee

FROM: Natalie Mullis, Director, (303) 866-4778

SUBJECT: Legislative Council Staff FY 2020-21 Budget Request

Summary

This memorandum summarizes the request for the FY 2020-21 Legislative Council Staff (LCS) budget. LCS respectfully requests an increase of \$528,150 total funds (4.5 percent) and \$813,233 General Fund (7.2 percent) for FY 2020-21. The appropriation includes funding for 84.4 FTE.

Table 1 shows the FY 2019-20 appropriation, requested changes from the FY 2019-20 appropriation, and the requested FY 2020-21 appropriation. This memorandum includes narrative descriptions of each requested change and an overview of the major functions of Legislative Council Staff. Table 5 on pages 8 and 9 provides details on actual expenditures for FY 2018-19, appropriations for FY 2019-20, and the request for FY 2020-21.

Table 1. Legislative Council Staff Budget Request

	Total Funds	General Fund	Cash Funds	Reapprop. Funds*	Federal Funds	FTE
FY 2019-20 Appropriation	\$11,669,039	\$11,258,176	\$285,083	\$125,780	\$0	82.5
Changes from FY 2019-20 Appropriation						
Salary survey	\$219,613	\$219,613	\$0	\$0	\$0	
Base salary FTE changes	231,379	231,379	**	0	0	2.2
HLD, Medicare, & STD***	149,296	149,296	0	0	0	
Transportation allowance	10,560	10,560	0	0	0	
Employer PERA contributions	125,652	125,652	0	0	0	
Information technology operating	97,000	97,000	0	0	0	
Other operating**	(304,012)	(18,929)	(285,083)	0	0	(0.3)
Capital outlay	(1,338)	(1,338)	0	0	0	
Total FY 2020-21 Appropriation	\$12,197,189	\$12,071,409	\$0	\$125,780	\$0	84.4
\$ Change from prior year	\$528,150	\$813,233	(\$285,083)	\$0	\$0	
% Change from prior year	4.5%	7.2%	-100.0%	0.0%	n/a	

*Reapprop. = Repropriated. This request includes \$125,780 reappropriated funds for the LCS print shop.
 **A portion of the FY 2019-20 Cash Funds operating appropriation includes \$20,133 and 0.3 FTE for the School Finance Legislative Interim Committee, which expires after FY 2019-20; this appropriation is reflected in "other operating."
 ***"HLD" refers to health, life, and dental insurance. "Medicare" refers to the Medicare tax. "STD" refers to short-term disability insurance.

Description of Requested Changes

Salary survey. The request includes an increase of \$219,613 General Fund based on the JBC’s 3.0 percent common policy for salary increases. This is base salary only and does not include any associated employer contributions for PERA, taxes, or benefits.

Base salary FTE changes. As shown in Table 2, requested changes in FTE include reductions in FTE for the expiration of legislative functions, the annualization of FTE appropriated in House Bills 19-1188 and 19-1184, one new FTE for the fiscal notes section, and two new FTE for the information technology section. Each of these is described in more detail below.

Table 2. Requested Changes in FTE

Description	FTE	Base Salary
Expiration of legislative functions	(1.3)	(\$97,393)
<i>General Fund</i>	(1.0)	(77,263)
<i>Cash Funds</i>	(0.3)	(20,133)
Annualize HBs 19-1188 and 19-1184	0.2	13,642
New Fiscal Notes FTE	1.0	70,000
New Information Technology FTE	2.0	225,000
Total Change in FTE	1.9	\$211,249
<i>Total General Fund</i>	2.2	231,379
<i>Total Cash Funds</i>	(0.3)	(20,133)

Expiration of legislative functions. The request includes a decrease of \$77,263 General Fund and 1.0 FTE for the expiration of the Sales and Use Tax Simplification Task Force (House Bill 17-1216), the Opioid and Other Substance Use Disorders Study Committee (House Bill 18-1003), and the State Tax System Working Group (Senate Bill 19-248). The request also includes a decrease of \$20,133 Cash Funds and 0.3 FTE for the expiration of the School Finance Legislative Interim Committee (Senate Bill 19-094).

There is no change in FTE for the expiration of the Treatment of Persons with Mental Health Disorders in the Criminal and Juvenile Justice System Oversight Committee (Senate Bill 14-021) because LCS has not previously received an appropriation for this committee.

House Bills 19-1188 and 19-1184 appropriated 1.0 FTE each for the production of Greenhouse Gas Emissions Reports and Demographics Notes, respectively. Because of the payday shift, only 0.9 FTE for each bill was appropriated in FY 2019-20. This annualizes this appropriation to the full total of 2.0 FTE for FY 2020-21, 0.2 FTE higher than in FY 2019-20.

New Fiscal Notes FTE. The request includes \$70,000 and 1.0 FTE for the fiscal notes section. An additional FTE is needed to address significant increases in workload due to increased demand for interim committee fiscal notes, State Title Board fiscal notes, and to maintain the EdBuild model. The EdBuild model has been inherited by LCS from the contractor hired by the School Finance Legislative Interim Committee. It is a model that allows in-depth analysis of the school finance formula and is expected to require a significant amount of staff time to maintain.

New information technology FTE. The request includes \$225,000 and 2.0 FTE for a senior application developer and a cybersecurity engineer, as shown and described in Table 3.

Table 3. Information Technology FTE Requests

Position	Description	Base Salary
Senior Application Developer 1.0 FTE	<p>Application developers are responsible for designing, programming, and maintaining custom software applications. An additional FTE is needed to address a significant increase in demand for our application development team’s time and resources over the last several years. Demand has increased because of:</p> <ol style="list-style-type: none"> 1) a significant increase in technical debt with the addition of new custom applications that require ongoing support. Technical debt is a term of art that refers to the ongoing workload required to maintain and enhance current applications over time. 2) obsolete and disparate technologies. Many of the General Assembly’s legacy systems, such as CLICS, the voting machine, and the website, are programmed in old and/or disparate technologies. Additional staff resources are required to upgrade these technologies; and 3) accelerating and ongoing demand for new automated processes and databases within the legislative department. <p>A senior position is requested to fill gaps in expertise created by recent turnover. According to Dice.com, the average salary for all levels of software developers was \$114,000 in the United States during 2019, and Denver had the 7th highest average technology salary of any city in the nation.¹ LCS respectfully requests \$125,000 for this senior position.</p>	\$125,000
Cybersecurity Engineer 1.0 FTE	<p>The cybersecurity engineer works closely with the Senior Information Security Analyst to implement and maintain cybersecurity technology and programs, allowing them to be effectively implemented and maintained in a timely manner.</p> <p>LCS respectfully requests \$100,000 base salary for this position. According to Dice.com, the average salary for an information security engineer in the United States was \$121,000 in 2019.¹</p>	\$100,000

Health, life, and dental insurance; Medicare tax, and short-term disability. The request includes an increase of \$149,296 General Fund based on the JBC’s common policies and is based on 84.4 FTE. Of this, \$141,865 is requested for health, life, and dental insurance, \$6,540 is requested for the Medicare tax, and \$891 is requested for short-term disability insurance.

¹ https://marketing.dice.com/pdf/2020/Dice_2020_Tech_Salary_Report.pdf

Transportation allowance. The request includes an increase of \$10,560 General Fund to provide a transportation allowance to all funded FTE. The amount of the allowance is equal to the cost of a regional RTD bus pass, or \$200 per month, and has not changed from the FY 2019-20 appropriation.

Employer PERA contributions. The request includes an increase of \$125,652 General Fund to cover increases in the various employer contributions for the Public Employees' Retirement Association (PERA), including the "regular" employer contribution, Amortization Equalization Disbursement (AED), Supplement AED, and PERA Direct Distribution. The requested amount reflects both the associated costs of a 3.0 percent salary increase, the increase for 2.2 new General Fund FTE, and the increase in the regular employer contribution for PERA from 10.4 percent to 10.9 percent.

Information technology operating. The request includes an increase of \$97,000 General Fund for the following information technology operating budget requests:

- **\$86,000 for a Security Information and Event Management (SIEM) platform.** A SIEM platform correlates information from a variety of disparate technology equipment such as network switches, firewalls, and critical servers and consolidates it so that a security incident can be quickly and effectively analyzed and addressed.

The SIEM would significantly enhance our ability to quickly monitor our environment, allowing the General Assembly to better comply with the Center for Internet Security (CIS) Top 20² and the National Institute of Standards and Technology (NIST) Special Publication 800-53 security controls³. In addition, an auditor would accept output from a SIEM as proof that staff are monitoring the logs of critical systems. The SIEM is estimated to cost \$86,000 in the first year of implementation and \$14,000 per year thereafter.

- **\$11,000 to replace the current audio streaming solution provided by Granicus with a solution provided by Sliq Media Technologies.**⁴ As a company, Granicus is shifting its focus toward local governments, which has resulted in deteriorating customer service and stagnation in new product development and maintenance. Several state legislatures have already made the move from Granicus to Sliq. Sliq is a more reliable product with the potential to offer more features in the future.

Moving to the Sliq solution with similar functionality as currently provided costs an additional \$11,000 above the current annual cost for Granicus. However, this appropriation avoids a separate \$45,000 Legislative Cash Fund request that would be required to enable continued use of Granicus. Granicus's annual cost does not include any equipment, requiring the legislative department to purchase equipment separately. Sliq's pricing model includes the cost to lease the hardware. The legislative department currently utilizes 15 Granicus encoders at a replacement cost of \$4,500 each, of which ten would require replacement this year if the legislative department were to remain with Granicus.

² <https://www.cisecurity.org/controls/cis-controls-list/>

³ <https://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-53r4.pdf>

⁴ <http://sliq.com/webcasting.html>

Other operating. The request includes a decrease of \$18,929 General Fund and \$285,083 Cash Funds. The Cash Funds decrease is the result of the expiration of the School Finance Legislative Interim Committee, which received an appropriation from the Public Schools Fund. Significant changes in the General Fund operating budget include:

- The relocation of \$30,000 from the LCS operating budget to the Joint Chambers operating budget for remote testimony (this results in a net change of \$0 for the legislative department);
- a \$4,800 increase for postage costs;
- a \$1,206 increase to index wages for work-study tour guides to the minimum wage; and
- a decrease in the appropriation for New Member Orientation from \$24,000 to \$9,649. The total cost of the New Member Orientation Program is anticipated to be just under \$33,649. A \$24,000 appropriation in FY 2019-20 will be rolled forward for FY 2020-21 to augment the appropriation.

Capital outlay. The request includes a decrease of \$1,338 General Fund for capital outlay. Capital outlay includes one-time funding for new FTE for physical space, furniture, and computer equipment.

Legislative Council Staff Agency Overview

The Legislative Council Staff (LCS) mission is to provide nonpartisan products and services to the legislature and the public to support and inform the policy making process, preserve the legislative institution, and promote transparency. Our commitment to the legislature and ethical public service gives you the tools you need to serve your constituents and fulfill your charge. Table 4 on page 7 shows the LCS organizational chart for FY 2020-21. The professional nonpartisan staff employed by LCS perform ten broad activities:

- 1) **Research and constituent services.** LCS responded to over 400 research requests from legislators and other stakeholders and 699 requests for information and/or aid from constituents during FY 2018-19. Staff also prepares reports, handbooks, memoranda, and issue briefs of interest to legislators and their constituents. Examples of these reports include the Colorado Marijuana Handbook, School Finance in Colorado, the Colorado Legislative Rules, the Directory of State Government, and the State Water Policy Handbook.
- 2) **Committee staffing.** LCS staffs 19 committees of reference and 10 year-round committees. During the 2019 interim, LCS staffed 14 statutory committees, 7 letter and Executive Committee resolution interim committees, and one working group.
- 3) **Fiscal notes.** During FY 2018-19, LCS prepared 964 fiscal notes, of which 872 were prepared for 598 introduced bills during the 2019 session; 37 were prepared for interim committees; 42 were prepared for the State Title Board; and 13 were prepared for the Ballot Information Booklet (Blue Book). To date in FY 2019-20, LCS has prepared more than 500 fiscal notes for the 2020 session, 98 fiscal notes for interim committees, 92 for the State Title Board, and 2 for the Blue Book.

- 4) **Forecasting.** LCS prepares quarterly economic and revenue forecasts and various annual school finance and budget-related forecasts and reports. LCS economists present an average of 30 to 40 speeches each year to local and nationwide audiences on the economy, demographics, and the state budget.
- 5) **Information technology.** LCS provides a fully independent information technology department for the legislative branch. Services include responding to over 3,500 user support requests annually, upgrading the legislature's disaster recovery system, enhancing and developing 15 custom applications; and providing ongoing maintenance and support for the General Assembly's information technology equipment, networks, audio infrastructure, and servers. Other services include email, centralized file storage, data backups, and website development and support.
- 6) **Initiative process and ballot information booklet.** LCS co-facilitated the initiative review and comment process with the OLLS for 185 initiatives submitted during the FY 2017-2018 cycle and 293 to-date for the 2019-2020 cycle. LCS also authors, publishes, and distributes the ballot information booklet (Blue Book), which was comprised of analyses for 13 ballot measures in 2018 and 2 referred measures in 2019.
- 7) **Visitor services, Capitol tours, and Mr. Brown's Attic.** LCS manages Mr. Brown's Attic, serves as an information resource to over a quarter of a million visitors who come through the Capitol annually, and provides as many as 30 Capitol tours daily throughout the year.
- 8) **Print shop.** LCS provides all of the legislature's nonpartisan printing needs.
- 9) **Accounting.** LCS provides centralized accounting services for the legislative branch. These services include, but are not limited to: preparing payroll for the entire legislative branch, cost accounting, preparing the annual financial statements, facilitating the legislative department audit, and preparing the legislative department budget request.
- 10) **Construction management.** LCS manages most construction projects funded through reversions to the Legislative Cash Fund. The project management responsibilities include working with project stakeholders, soliciting bids and approvals, creating project budgets, hiring contractors, supervising ongoing work, processing payment applications, and overseeing project close out.

Special projects. LCS also undertakes several special projects during the year, primarily during the interim months. Examples include, but are not limited to, managing the Cost-of-Living Study required by the School Finance Act; managing the property tax assessment study; legislative space master planning; the development and maintenance of online interactive visualization websites, including the online tax handbook⁵ and a new interactive budget website that will be released later in March; new member orientation training for newly elected members; and various databases.

⁵ <http://leg.colorado.gov/agencies/legislative-council-staff/colorado-online-tax-handbook>

Table 4. FY 2020-21 LCS Organizational Chart

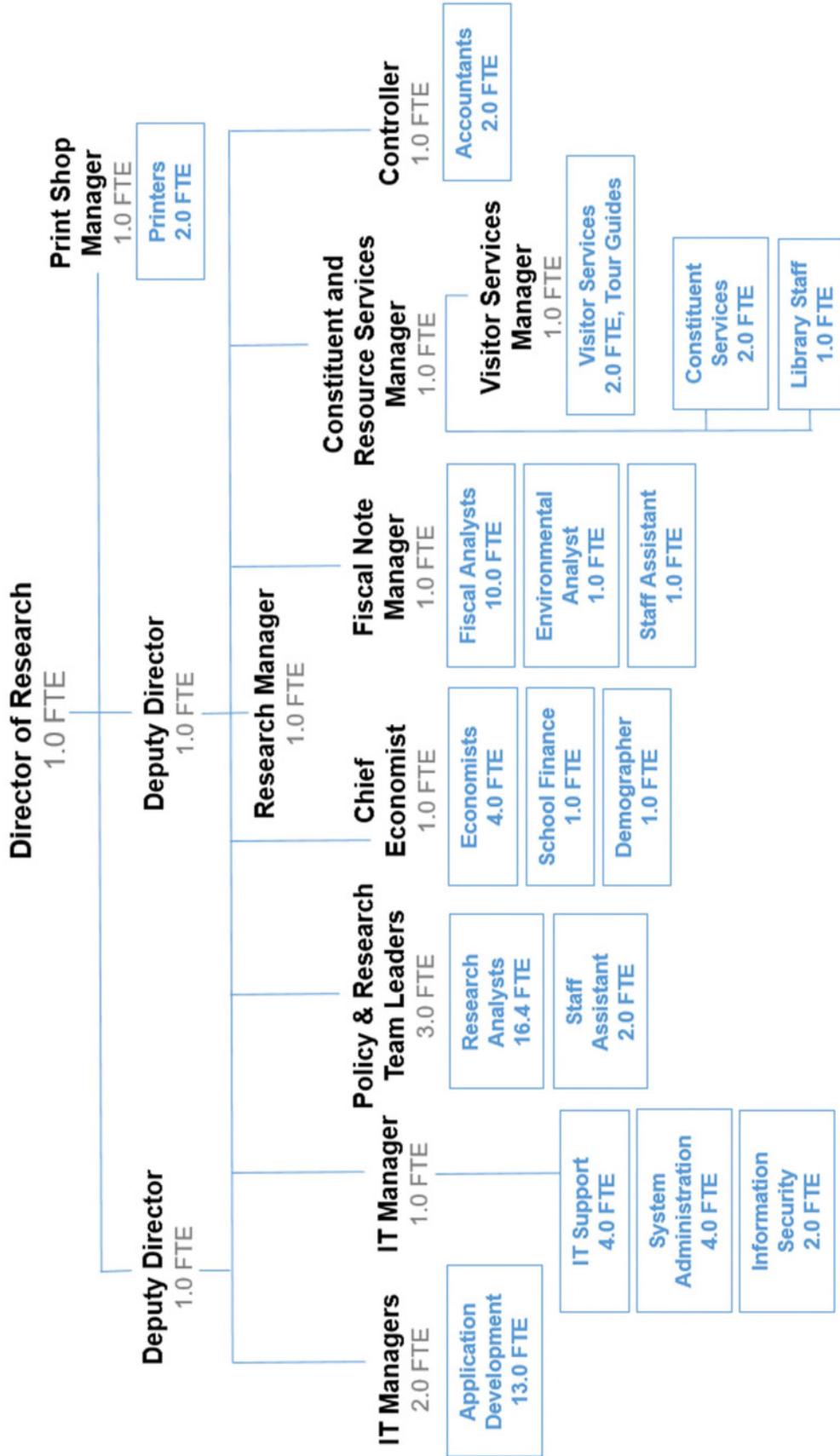


Table 5. FY 2020-21 LCS Budget Request (Page 1 of 2)

Department: Legislature Agency: Legislative Council Staff	Actual FY 2018-19 Total Funds	FTE	Request FY 2019-20 Total Funds	FTE	Request FY 2020-21 Total Funds	FTE	% Change Over FY 2019-20 Appropriation
GENERAL FUND							
PERSONAL SERVICES							
Continuation Salary Subtotal	6,164,584	76.6	7,282,060	81.2	7,282,060	81.2	
Base Salary Budget Increase	-	-	-	-	219,613	-	
Retention Adjustment	-	-	-	-	(77,263)	-1.0	
Expiration of SB14-021, HB17-1216, HB18-1003, & SB19-248					13,642	0.2	
Annualizing HB19-1188 and HB19-1184					70,000	1.0	
New Fiscal Notes FTE					225,000	2.0	
New Information Technology FTE							
Annual / Sick Leave Payments	95,874		73,330		73,330		
Transit Allowance	212,515		192,000		202,560		
PERA (10.4% in FY 2019-20) (10.9% in FY 2020-21)	622,871		764,961		857,830		
Medicare Tax	92,077		106,653		113,193		
Short Term Disability @ 0.17%	9,350		12,380		13,271		
Health, Dental, Life Insurance	575,230		720,797		862,662		
TOTAL PERSONAL SERVICES	7,772,501	76.6	9,152,181	81.2	9,855,898	83.4	7.7%
OPERATING EXPENDITURES							
1633 Unemployment Compensation	-		10,000		10,000		
1920 Tour Guides - Workstudy	6,382		14,875		16,081		
1920 Contract Services	242,967		210,000		186,300		
2230 Equipment Maintenance/Repair	3,886		7,797		7,797		
2231/3116 IT Maintenance/Purchased Software	282,579		437,190		547,306		
2253 Rental of Equipment	7,775		10,000		10,000		
2255 Rental of Office Space	-		-		-		
2258 Parking Fees	29,774		32,280		32,280		
2610 Advertising	1,250		2,000		2,000		
2630/2631 Communications/Telephone/Fax	42,330		54,985		54,985		
2641 Purchased Services (Lexis Nexis, Intelligence Press, Moody's)	13,820		19,322		19,322		
2680 Printing/Reproduction Services	7,578		11,000		11,000		
3120 Books/Periodicals/Subscriptions	1,813		20,000		20,000		
3121 Office Supplies	7,358		17,000		17,000		
3123 Postage	8,302		4,200		9,000		
3128/3110/3115/3132 Non Capitalized Equipment & IT Supplies	92,876		118,017		118,017		
4140 Dues and Memberships	6,536		8,000		8,000		
4180 Official Functions	10,166		11,000		11,000		
4220 Registration / Training Fees	48,040		35,000		35,000		
New Member Orientation	30,590		24,000		9,649		
TOTAL OPERATING EXPENDITURES	844,022		1,046,666		1,124,737		7.5%

Table 5. FY 2020-21 LCS Budget Request (Page 2 of 2)

Department: Legislature Agency: Legislative Council Staff	Actual		Request		Request FY 2020-21 Total Funds	Request FY 2019-20 Total Funds	FTE	FTE	% Change Over FY 2019-20 Appropriation
	FY 2018-19 Total Funds	FTE	FY 2019-20 Total Funds	FTE					
TRAVEL EXPENDITURES									
In-State Travel	223		17,000		17,000				
Out-of-State Travel	20,493		35,000		35,000				
TOTAL TRAVEL EXPENDITURES	20,716		52,000		52,000				0.0%
CAPITAL OUTLAY									
IT Equipment Purchase	11,504		90,300		90,300				
Equipment Purchase	-		19,938		18,600				
TOTAL CAPITAL OUTLAY	11,504		110,238		108,900				-1.2%
TOTAL GENERAL FUNDS	8,648,743	76.6	10,361,085	81.2	11,141,535	83.4			7.5%
CASH FUND									
Legislative Interim Committee on School Finance	57,561	0.3	285,083	0.3	-				
Personal Services Salaries/Contracts									
TOTAL CASH FUND	57,561	0.3	285,083	0.3	-				-100.0%
REAPPROPRIATED FUND									
Introduced Bill, Calendar and Journals Printing	46,307		71,391	1	71,391	1			
Personal Services Salaries/Contracts	47,215		54,389		54,389				
Operating Expenses									
TOTAL REAPPROPRIATED FUND	93,522		125,780	1	125,780	1			0.0%
TOTAL GENERAL, CASH AND REAPPROPRIATED FUNDS	8,706,304	76.9	10,771,948	82.5	11,267,315	84.4			4.6%
PERA AED (5%)	306,833		367,770		393,500				7.0%
PERA SAED (5%)	306,833		367,770		393,500				7.0%
PERA Direct Distribution	-		161,551		142,874				-11.6%
TOTAL GENERAL FUND (incl AED, SAED & Direct Distribution)	9,262,409		11,258,176		12,071,409				7.2%
GRAND TOTAL WITH PERA AED AND SAED	9,319,970		11,669,039		12,197,189				4.5%

OFFICE OF LEGISLATIVE LEGAL SERVICES
FY 2020-21 BUDGET OVERVIEW
Prepared February 4, 2020

Summary

The Office of Legislative Legal Services budget request for FY 2020-21 reflects a 5.19 percent increase in the FY 2019-20 appropriation. This includes funding for the continued performance of the regular functions of the Office of Legislative Legal Services (OLLS) as well as for the functions of the recently created Office of Legislative Workplace Relations (OLWR).

The budget request covers four primary areas of expenditures for the OLLS: Personal services, operating expenses, staff travel, and items related to the operation of the Colorado Commission on Uniform State Laws. Similarly, the OLWR request covers expenditures for personal services, operating expenses, and staff travel. A figure summary page is included on page 4 and a detailed narrative and budget follow that figure summary and begin on page 5.

Personal Services

OLLS: The FY 2020-21 personal services request is for \$6,745,517. This is a 4.97 percent increase to the current year's budget level for personal services. For FY 2020-21, the OLLS is requesting additional funding to address a change in staffing needs within the office. Specifically, the OLLS is seeking funding for an additional Legislative Editor position.

Utilizing the employer contribution rates approved by the Joint Budget Committee on January 23, 2020, and OLLS employee plan selections as of December 2019 and anticipated plan selection changes occurring prior to July 1, 2020, the request for the employer's contribution to health, dental, and life insurance premiums is increased by 1.33 percent. Also in alignment with the January 23, 2020, decision of the Joint Budget Committee, this budget request seeks funding in FY 2020-21 for a 3.0 percent salary survey increase and no funding for merit/promotion increases. Pursuant to the enactment of Senate Bill 18-200, which modified the Public Employees' Retirement Association benefit plans, the FY 2020-21 budget request reflects an increase in the employer PERA contribution rate in FY 2020-21 of 0.50 percent, resulting in a new contribution rate of 10.90 percent. Funding in the amount of \$91,900 is requested for the OLLS transit allowance and EcoPass, which is a 15.64 percent increase from the amount requested in FY 2019-20. If necessary due to decisions made subsequently by the Joint Budget Committee, the OLLS will revise this budget request to align with those decisions.

Distinct from the standard salary survey amount previously addressed by the Joint Budget Committee, \$38,430 is requested to increase the compensation level of current Legislative Editor, Legislative Specialist, and Publications Editor employees in OLLS. This funding request equates to a 3.0 percent increase, based on salary levels as of February 2020. The additional compensation is aimed at increasing staff retention in those positions, especially in light of a significant increase in turnover in that position since the conclusion of the 2019 legislative session.

OLWR: The FY 2020-21 personal services request for the Office of Legislative Workplace Relations is \$248,999. This is a 19.38 percent increase from the amount appropriated in FY 2019-20. While there is a reduction in the number of FTE the OLWR had originally

anticipated needing, funding is sought in the FY 2020-21 request for personnel-related items for which no appropriation was provided to the OLLS in the current fiscal year. These increases cause the overall increase in the OLWR personnel services request. The amount requested covers the salary and associated costs for the Director of the OLWR and the staff employee who will serve that office. Consistent with the description above for the OLLS personal services request, the OLWR request utilizes the same methodology in calculating employer contributions for health, dental, and life insurance as well as salary increases and PERA contributions. The OLWR request also includes funding for an employee transit allowance as well as an EcoPass for each OLWR employee. The OLWR request will change, as necessary, to align with any subsequent decisions made by the Joint Budget Committee.

Operating Expenses

OLLS: The amount requested for operating expenses in FY 2020-21 is \$558,800, which is a 22.95 percent increase in the amount appropriated to the OLLS in the current fiscal year. A new item in the FY 2020-21 request is for \$12,000 for rental space. This amount is to secure suitable off-site, long-term storage space for the historic collection of Colorado statutes, Colorado Session Laws, and House and Senate Journals currently stored in a storage room in the sub-basement of the Capitol building. Appropriate long-term storage space is needed to ensure the collection is preserved properly and, for purposes of disaster preparedness, at one or more locations geographically removed from the Capitol building.

In recognition that several expenses related to the Legislative Human Resources Administrator position will now be attributable to the OLWR, the funding requested in the OLLS' FY 2020-21 budget request in various operating expenses line items reflects a decrease to account for the transfer of those costs from the OLLS portion of the request to the OLWR portion of the request. Several other line items show modest increases or decreases, based on historic expenditure levels and anticipated needs in FY 2020-21.

The amount requested for the contract printing of the Colorado Revised Statutes is the same as the amount appropriated in FY 2019-20. The amount requested still provides adequate funding to pay for a cost increase if LexisNexis exercises the ability under the publications contract to increase the publications charges up to 3.0 percent annually for the publishing of the statutes, the Session Laws of Colorado, and related items. As in prior years, \$100,000 is requested for the payment of legal fees. These funds would be used to pay outside legal counsel retained to represent the General Assembly in lawsuits or other litigation.

The funding requested in the budget line for Other Purchased Services/Professional is significantly higher in FY 2020-21. Specifically, an additional \$89,500 is requested, the majority of which is to cover two unique and time-limited projects anticipated to occur during FY 2020-21. Funding in the amount of \$78,000 is requested to cover a portion of the cost to contract with a computer programmer to complete the work related to the development and implementation of a modern information technology system, known as XDOME, for use in preparing for publication the Colorado Revised Statutes and related materials. The OLLS is also requesting \$8,000 to acquire professional services to pack, load, and transport to a suitable, off-site long-term storage facility the historic collection of Colorado statutes, Colorado Session Laws, and House and

Senate Journals that are currently located in a storeroom in the sub-basement of the Capitol building. Work involved with both of these projects, and the associated purchased professional services funding, will not be needed beyond FY 2020-21. The remaining \$3,500 of the increase is to cover the anticipated costs of the OLLS conducting a compensation survey of other governmental legal organizations in Colorado, in recognition of the actual costs incurred for that work in recent years.

OLWR: The amount requested for OLWR operating expenses in FY 2020-21 is \$39,100 and corresponds to a 63.24 percent decrease from the current fiscal year. A large portion of this reduction is the result of locating suitable office space within the Capitol building to house the OLWR, rather than needing to secure off-site leased space as was originally anticipated. The funding requested for operating expenses will be used to cover expenses incurred by the OLWR that are necessary for the operation of that office, including costs related to telecommunications, office supplies, books and subscriptions, training registration fees, professional certifications, and membership dues.

In addition, the OLWR budget request includes \$20,000 for purchased professional services, in recognition that the OLWR may need to hire external professionals to conduct investigations or provide other services related to workplace harassment complaints.

Staff Travel

OLLS: The OLLS is requesting funding in the amount of \$4,472 for in-state travel and \$18,000 for out-of-state travel by OLLS staff. The amount requested for in-state travel is unchanged from FY 2019-20. The reduction in out-of-state travel funding is due to removing funding related to OLWR employee travel, which expense is now included in the OLWR portion of the budget request.

OLWR: The OLWR request is for a total of \$5,500 in travel funding, of which \$500 is for in-state travel and \$5,000 is for out-of-state travel.

Commission on Uniform State Laws

The funding requested for expenses related to the Commission on Uniform State Laws is \$101,363, which is a 7.13 percent decrease in the amount appropriated in the current fiscal year. While the annual dues for Colorado's membership in the Commission on Uniform State Laws will increase in FY 2020-21, the costs associated with having most of Colorado's ten Uniform Law Commissioners attend the Uniform Law Commission Annual Meetings in 2020 and 2021 are estimated to be lower than in recent years. The amounts requested for travel and registration expenses are decreased accordingly.

	Actual Expenditures FY 2018-19	Appropriation FY 2019-20	Request FY 2020-21	Percent +/- Change
Personal Services				
OLLS FTE	\$5,888,359 55.5	\$6,426,386 53.8	\$6,745,517 53.9	4.97% 0.1%
OLWR FTE	N/A N/A	\$208,572 2.8	\$248,999 2.2	19.38% -21.4%
Operating Expenses				
OLLS	\$469,916	\$454,490	\$558,800	22.95%
OLWR	N/A	\$106,353	\$39,100	-63.24%
Travel				
OLLS	\$27,107	\$24,472	\$22,472	-8.17%
OLWR	N/A	\$0	\$5,500	
CCUSL				
	\$81,733	\$109,150	\$101,363	-7.13%

Subtotal	\$6,467,115	\$7,329,423	\$7,721,751	5.35%
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PERA				
A.E.D. OLLS OLWR	\$230,541 N/A	\$259,361 \$0	\$268,011 \$8,935	3.34%
S.A.E.D. OLLS OLWR	\$230,541 N/A	\$259,361 \$0	\$268,011 \$8,935	3.34%
Direct Distribution OLLS OLWR	\$0 N/A	\$122,294 \$0	\$106,237 \$2,454	-13.13%
PERA Subtotal	\$461,081	\$641,016	\$662,583	3.36%

GRAND TOTAL	\$6,928,196	\$7,970,439	\$8,384,334	5.19%
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OFFICE OF LEGISLATIVE LEGAL SERVICES
FISCAL YEAR 2020-21 BUDGET REQUEST NARRATIVE

Overview of the Office of Legislative Legal Services

(See page 10 for an overview of the Office of Legislative Workplace Relations)

The Office of Legislative Legal Services (OLLS) is created pursuant to section 2-3-501, C.R.S., and operates under the direction of the Committee on Legal Services. The Executive Committee of the Legislative Council appoints the Director of the OLLS, who is an attorney-at-law. The Director is responsible for appointing a professional staff, which includes attorneys-at-law and technical, editorial, and administrative personnel to assist in the operation of the OLLS.

Pursuant to section 2-3-504, C.R.S., the OLLS has the following duties:

- To draft or aid in drafting legislative bills, resolutions, memorials, amendments, conference committee reports, and other legislative documents;
- To prepare a digest of laws enacted by the General Assembly and approved or vetoed by the Governor;
- During the legislative interim, to prepare drafts of proposed legislation for legislative interim committees;
- To prepare summaries of existing laws affected by proposed legislation, compilations of laws in other states, and statements on the operation and effect of these laws;
- To keep records concerning legislative bills and proceedings of the General Assembly and related materials;
- To cooperate with other public and private legislative drafting offices and agencies; and
- To assist with the enrolling and engrossing of bills and other services required by the General Assembly.

In addition, the OLLS performs a variety of other functions such as:

Review of Administrative Rules: The OLLS is responsible for implementing the statutory provisions for legislative review of administrative rules. Every rule adopted or amended by an executive agency is reviewed by an OLLS employee to determine whether the rule is within the power delegated to the agency and consistent with law. If the staff determines there is a problem with a rule, the staff presents the rule issue to the Committee on Legal Services at a public hearing for its consideration. Each legislative session, members of the Committee on Legal Services sponsor a bill to postpone the expiration of the rules scheduled to expire; except that those rules the legislature finds to exceed the rule-making authority of the agency or to be inconsistent with law are designated to expire as scheduled. After each session of the General Assembly, the OLLS notifies executive agencies to inform them of newly enacted laws that require or authorize rule-making.

Coordination of Litigation: The OLLS, acting under the direction of the Committee on Legal Services, coordinates litigation involving the General Assembly. The OLLS is the conduit through which legal counsel retained by the Committee communicates with members of the Committee. OLLS staff may assist retained counsel in preparing briefs and in other legal research and writing. OLLS attorneys may also handle some litigation matters directly and without the

involvement of retained counsel.

Publications: The OLLS edits, collates, and revises the laws enacted each legislative session, writes and edits annotations, and, through its partnership with LexisNexis, prints the laws and annotations each year in a softbound edition of the Colorado Revised Statutes and produces a DVD edition and ebook format. The OLLS staff administers the contracts entered into by the Committee on Legal Services with publication vendors who reprint the Colorado Revised Statutes using the statutory database prepared by the OLLS. After the adjournment of each legislative session, the OLLS publishes the Digest of Bills and indexes and publishes the Session Laws, which include all the bills and concurrent resolutions passed at that session together with those resolutions and memorials designated by the House of Representatives and the Senate.

Review of Initiatives: Anyone who wishes to initiate an amendment to the state constitution or state statutes is required to submit a draft of the measure to the OLLS and the Legislative Council staff. The staffs prepare written comments on the draft that are then delivered to the proponents of the measure at a public hearing conducted by the Directors of the two offices or their designees. The staff of the OLLS also assists the Ballot Title Board, which drafts and adopts the title for each initiated measure to appear on circulated petitions and official ballots. The Director of the OLLS, or the Director's designee, is a member of the Ballot Title Board.

Other Functions: In addition to the above functions, the OLLS:

- Assists the Committee on Legal Services, the Executive Committee of the Legislative Council, and the Statutory Revision Committee, as well as other legislative committees;
- Performs legal research and issues legal opinions for members of the General Assembly;
- Provides legal assistance in connection with contracts or other business done by the General Assembly and its legislative service agencies;
- Provides staff assistance to Colorado's Commission on Uniform State Laws, and the Director of the OLLS or the Director's designee serves ex officio as the secretary to the CCUSL;
- Provides guidance and assistance to the members of the General Assembly, the House, the Senate, and other legislative service agencies and legislative employees in connection with requests for records made pursuant to the Colorado Open Records Act; and
- Offers advice and direction on issues involving legislative ethics, the Independent Ethics Commission, the Amendment 41 gift ban, and personnel issues other than workplace culture and harassment.

OLLS FY 2020-21 Budget Highlights

Personal Services: The amount requested for personal services in FY 2020-21 is \$6,745,517. This amount reflects a 4.97 percent increase in the amount appropriated for personal services in FY 2019-20. Most of the amount requested for personal services is for the salaries and benefits of current employees. The request does include additional funding for a new Legislative Editor employee.

The OLLS is seeking funding for the additional Legislative Editor position to enable the OLLS to better meet the workload demands on the current pool of OLLS Legislative Editors, several of whom serve as the Amendment Clerks in the House of Representatives and the Senate. The unpredictable nature of serving in that role, and the corresponding time and resource commitment it requires, has negatively affected the ability of the remaining OLLS Legislative Editors to meet the normal workload demands present when their colleagues are serving in the Amendment Clerk capacity.

In anticipation of two OLLS attorneys having full-time involvement with the Colorado Redistricting Commissions for all of FY 2020-21, and therefore being temporarily removed from OLLS operations during that time, the OLLS will be hiring on a short-term basis two staff attorneys to replace the reassigned OLLS attorneys. However, no additional funding is sought for these temporary employees. Separate legislation will provide funding for the personnel costs related to the attorneys assigned to the Redistricting Commissions. Accordingly, in the FY 2020-21 budget request, the OLLS will retain the funding currently utilized for the personnel costs of those reassigned attorneys and use it to fund the personnel costs of the temporary hires. At the conclusion of the work of the Redistricting Commissions, and upon the reassigned attorneys rejoining the OLLS staff full-time, the OLLS will use that funding to cover the personnel costs of the attorneys who returned to OLLS.

The amount requested for personal services in FY 2020-21 funds salaries and benefits for 51.7 FTE; the remaining 2.2 FTE is authorized but unfunded.

Utilizing the Joint Budget Committee's direction, as of January 23, 2020, regarding employer contributions for employee health, dental, and life insurance premiums, in conjunction with the plan selections of employees as of December 2019 and anticipated changes in plan selections prior to July 1, 2020, this OLLS budget request seeks funding in the amount of \$575,297 for this purpose. This is an increase of 1.33 percent to the amount budgeted for this purpose in FY 2019-20.

On January 23, 2020, the Joint Budget Committee approved a 3.0 percent salary survey increase in FY 2020-21 and did not approve funding for merit- and promotion-based increases. Accordingly, the OLLS is requesting \$155,004 for salary survey increases, and no funding is sought for merit- and promotion-based increases. The funding for salary survey increases results in corresponding increases in associated payroll-related costs for the employer portion of employee retirement, Medicare, and short-term disability insurance premium contributions. Accordingly, funding for these associated costs is included in the FY 2020-21 request.

The OLLS FY 2020-21 budget request seeks \$38,430 in funding to allow the OLLS to provide additional salary increases, above the 3.0 percent salary survey increase provided for by the Joint Budget Committee common policy decision, to OLLS employees serving as Legislative Editors, Legislative Specialists, and Publications Editors. This amount equates to an additional 3.0 percent salary increase for the nineteen employees currently serving in those positions. While turnover has generally been relatively low in the positions, three experienced Legislative Editors have resigned from OLLS since the conclusion of the 2019 legislative session. The additional funding requested, and the resulting increase in compensation, is intended to incentivize the current employees in these positions to view OLLS employment as a long-term career option. As a result of the retention of these employees, the OLLS and the General Assembly directly benefit from the experience and knowledge those employees have gained in this unique work environment as the employees continue to serve the legislative institution with a high level of skill and efficiency. Additional funds are also requested for the corresponding increases in associated costs such as contributions to PERA and Medicare.

Pursuant to sections 24-51-401 (1.7) and 24-51-413, C.R.S., the amount of funding requested in the OLLS FY 2020-21 budget request for employer contributions to the Public Employee Retirement Association on behalf of OLLS employees is calculated using the contribution rate of 10.90 percent. This is an increase of 0.50 percent from the 10.40 percent contribution rate required in FY 2019-20. This higher contribution rate accounts for a portion of the overall 7.53 percent increase that corresponds to the \$580,075 requested for this purpose in FY 2020-21.

\$35,000 is requested for annual leave paid, which is the same amount as was appropriated for this purpose in recent years.

For FY 2020-21, the OLLS is requesting \$12,000 for payment of unemployment claims, which is the same amount as appropriated in FY 2019-20. The amount requested for compensatory time payments remains at \$5,000, which also reflects no change from the amount appropriated in FY 2019-20.

\$91,900 is requested, in part, for transit allowance payments to OLLS staff. This provides funding for OLLS employees to help offset the costs of commuting to and parking within the downtown area. The funding also provides all OLLS employees with the option of utilizing the Regional Transportation District's EcoPass program. The amount requested for FY 2020-21 is 15.64 percent higher than was appropriated in FY 2019-20. The increase is primarily the result of the Regional Transportation District implementing usage-based pricing, which directly reflects the actual OLLS employee use of the EcoPass in recent years.

Operating Expenses: \$558,800 is requested for FY 2020-21 operating expenses of the OLLS, which reflects a 22.95 percent increase in the amount budgeted for these expenses in the current fiscal year. Many of the individual budget lines within the Operating Expenses portion of this request remain at the same level as funded in FY 2019-20, while other lines show moderate increases or decreases based on actual historic spending needs and projections for future costs. Adjustments are also reflected in two budget lines related to information technology. An \$1,800 increase is sought for data processing supplies, in anticipation of the need to replace aging computer hardware such as computer keyboards and mice, laptop computer batteries, and

computer display monitors. Inversely, the amount requested for software is decreased by \$2,000, in recognition of a decrease in historic expenditure levels in this area in recent years.

A new item in the FY 2020-21 OLLS budget request is for \$12,000 for rental space. OLLS is requesting funding for securing off-site storage space to house the historic collection of Colorado statutes, Session Laws, and House and Senate Journals the OLLS maintains. Currently, this collection is stored in the sub-basement of the Capitol building. The environmental conditions of the sub-basement storage space are seriously deficient. Ongoing storage of the collection in that environment will cause continued deterioration or destruction of the historic books, many of which are irreplaceable. For safekeeping and protection, it is also important to store the collection at a location geographically distant from the Capitol building, in order to preserve the integrity of the collection in case there is an event that damages the Capitol building. The funding request will allow OLLS to lease space at one or more suitable off-site storage facilities to store these historic books on a long-term basis. The cost associated with this off-site storage will be an ongoing expense in future fiscal years as well.

The majority of the remainder of the increase in operating expenses is for funding in the budget line for purchased professional services (other than legal fees and contract printing). The request for FY 2020-21 is \$96,000, which is \$89,500 higher than appropriated in the current fiscal year. Nearly all of this increase is directly related to two very specific projects the OLLS expects to conclude in FY 2020-21, and therefore the funding needs will be limited to that fiscal year.

The first project, which accounts for \$78,000 of the additional funding requested, is for computer programming services. Specifically, the OLLS will share the cost associated with retaining the services of a contract computer programmer to work in conjunction with Legislative Council Staff Information Technology employees to complete the development and implementation of a modern information technology system, known as XDOME, for use in preparing for publication of the Colorado Revised Statutes and related materials. While work has been underway on the project for several years, LCS-IT staff has not been able to devote the necessary LCS-IT resources to complete the project and does not anticipate it will be able to complete the project internally within the desired timeline. It is critical that the OLLS complete this project as soon as practicable, as the process currently used for the work related to the annual publications work was designed decades ago and relies on technology and a programming code that is no longer supported or adequate for modern needs. If the current technology and code fail prior to the implementation of the XDOME system, the OLLS will be unable to produce the Colorado Revised Statutes without significant disruption and delay, which would have a widespread impact on the legal community.

In connection with the relocation of the historic collection of the Colorado statutes, Colorado Session Laws, and House and Senate Journals, as described previously, an additional \$8,000 is requested to acquire the professional services for packing, loading, and transporting that collection to one or more suitable off-site, long-term storage facilities. This funding request is also for the FY 2020-21 fiscal year only, as the one-time relocation work would occur within that fiscal year.

The remaining \$3,500 of the increase is attributable to the anticipated cost of the OLLS again engaging the services of a human resources and consulting firm to conduct an attorney compensation study of other governmental legal organizations in Colorado.

The \$236,000 requested for contract printing is used to pay LexisNexis for the services it provides to print, publish, and distribute the official version of the Colorado Revised Statutes as well as the Colorado Session Laws and related materials. This amount is unchanged from the amount budgeted in FY 2019-20. The amount provides sufficient funding to account for the contractually-permitted increase of up to 3.0 percent in the amount LexisNexis may charge for producing these publications.

Consistent with requests in recent years, the OLLS is requesting \$100,000 to pay for legal fees that may be incurred in connection with the retention of private legal counsel to represent the General Assembly in legal matters.

Travel: The FY 2020-21 OLLS budget request remains nearly the same as was appropriated in the current fiscal year. Specifically, \$4,472 is requested for in-state travel and \$18,000 is requested for out-of-state travel. The level of out-of-state travel funding requested is slightly lower than the amount appropriated for this purpose in the current fiscal year as a result of moving the travel expenses related to OLWR employee travel to the OLWR portion of the budget request. The OLLS is requesting the in-state funding to allow OLLS staff to continue to travel with legislative committees that meet within Colorado, primarily during the summer months. Similarly, the funding requested for out-of-state travel will allow OLLS employees to attend conferences, seminars, and other professional development programs held outside of Colorado.

Commission on Uniform State Laws: The amount requested for the Colorado Commission on Uniform State Laws is \$101,363, which is a decrease of 7.13 percent from the amount budgeted for the Commission in FY 2019-20. The decrease is due, in part, to the lower estimated costs associated with the travel expenses and registration fees for most of the ten Colorado Uniform Law Commissioners to attend the Uniform Law Commission annual meetings in 2020 and 2021. The FY 2020-21 request does, however, also include an increase of \$1,200 for membership dues of the Colorado Commission. This increase will fully fund the known cost of the annual membership dues, which are \$63,600 in FY 2020-21. Consistent with FY 2019-20, in anticipation that the Commissioners will meet up to twice during the fiscal year to discuss business related to proposed legislation and the status of uniform acts in Colorado, \$300 is requested to allow for a meal to be purchased for each Commissioner at both meetings.

Overview of the Office of Legislative Workplace Relations

The Office of Legislative Workplace Relations (OLWR) is created pursuant to section 2-3-511, C.R.S., and operates within the Office of Legislative Legal Services. The Director of the Office of Legislative Legal Services appoints the Director of OLWR and any additional staff necessary for the efficient operation of OLWR. The OLWR provides services to the General Assembly, its members and employees, and the legislative staff agencies. In addition, the OLWR provides services in a limited scope to third parties (e.g., lobbyists, members of the media, and members of

the general public doing business with a legislative service agency, the Senate, or the House of Representatives).

Pursuant to section 2-3-511, C.R.S., the OLWR has the following duties:

- To provide services related to employee relations;
- To provide training;
- To provide services related to compliance;
- To provide services related to workplace culture, including investigation of complaints under the workplace expectations policy; and
- To provide services related to workplace harassment, including investigation of complaints under the workplace harassment policy.

More specifically, the OLWR provides some, but not all, services typically associated with the human resources function:

Employee Relations: The OLWR provides confidential consultation, facilitation, and resolution strategies for workplace issues. The OLWR assists in communications between employees and supervisors or General Assembly members/employees and legislative leadership, corrective action and planning, disciplinary actions, and explanation and clarification of relevant policies and procedures. The OLWR also provides consultation regarding corrective or disciplinary actions and planning.

Training: The OLWR delivers workplace training, including:

- Annual workplace harassment training for members and employees of the General Assembly, legislative staff agencies, and third parties;
- Manager/Supervisor training for members and employees of the General Assembly and legislative staff agencies.

Compliance: The OLWR provides feedback and recommendations to ensure that the policies and practices of the General Assembly and its legislative service agencies comply with human resources best practices and relevant state and federal employment laws.

Workplace Culture: The OLWR consults with management and legislative leadership to improve operational effectiveness through employee engagement and succession planning. The OLWR assists in a strategic and tactical capacity, both in planning and in implementation. The OLWR also provides assistance in developing stronger organizational capacity through alignment of strategy, structure, management processes, people, rewards, and metrics. The OLWR uses data to assess culture and then develops and delivers targeted interventions to create purposeful and meaningful organizational change.

Workplace Harassment: The OLWR conducts intake of workplace harassment complaints, investigates or coordinates associated processes, and provides consultation regarding the appropriate resolutions of workplace harassment complaints.

Reporting: The OLWR publishes and makes available to the public an annual statistical report showing the total number of complaints received under the workplace harassment policy and the

workplace expectations policy and their resolutions. This report does not contain information that would disclose the identity of any party involved in any of the reported processes.

OLWR FY 2020-21 Budget Highlights

Personal Services: The amount requested for personal services in FY 2020-21 for employees within the OLWR is \$248,999. This amount reflects a 19.38 percent increase in the amount appropriated for this purpose in FY 2019-20. In FY 2019-20, appropriations were not made directly to the OLWR for many of the direct costs associated with OLWR staff employment, such as PERA contributions, insurance costs, and Medicare contributions. As a result, the inclusion of those OLWR-specific costs in the FY 2020-21 budget request results in the significant increase in the appropriation level over the current fiscal year.

Similar to the description above under the OLLS Personal Services highlights, the funding sought for the OLWR personal services is based in part on the Joint Budget Committee's direction, as of January 23, 2020, regarding employer contributions for employee health, dental, and life insurance premiums, as well as the Committee's decisions for a 3.0 percent salary survey increase in FY 2020-21 and no funding for merit- and promotion-based increases. This budget request will change as necessary to align with subsequent decisions by or direction from the Joint Budget Committee.

As with the OLLS personal services request, the OLWR personal services request seeks funding for personnel costs such as insurance costs, PERA contributions, Medicare, a transit allowance, and EcoPass.

Operating Expenses:

The FY 2020-21 budget request for the OLWR's operating expenses is \$39,100, which is a 63.24 percent decrease in the amount appropriated in the current fiscal year. This decrease is attributable primarily to the reduction in funding needed for off-site rental space for the OLWR. Subsequent to the 2019 legislative session, the OLWR Director, the OLLS, and the Legislative Council Staff developed a plan that resulted in the creation of suitable office space for the OLWR staff within the Capitol building, thereby eliminating the need to and expense of securing off-site office space.

The budget request includes funding for expenses incurred by the OLWR that are necessary for the daily business operations of that office, including office supplies, books and subscriptions, and advertising expenses. The request reflects reductions in several budget lines that are now expected to have a lower usage and corresponding costs than previously anticipated. There is a sizeable increase in the funding level requested for telecommunications needs, for which \$3,500 is requested in FY 2020-21, in recognition of the new OLWR office having multiple phone lines in operation, as well as the use of a state-paid mobile phone for the OLWR Director.

For the purpose of maintaining membership with one or more professional human resources organizations, such as the Society for Human Resource Management, \$1,000 is requested for membership dues in FY 2020-21. Funding in the amount of \$3,500 is requested for registration and certification fees, which will allow the OLWR staff to attend seminars and other educational training programs as well as for the OLWR Director to maintain certification with professional human resources organizations.

The OLWR's FY 2020-21 request includes \$20,000 for costs associated with workplace harassment investigations or other professional services that the OLWR staff cannot handle internally. This is a 33.33 percent decrease from the amount appropriated in the current fiscal year.

Travel:

For FY 2020-21, the OLWR is seeking \$500 for in-state travel costs, in recognition of the potential need for the OLWR Director to travel within Colorado in connection with investigations or other matters related to workplace relations. For out-of-state funding, \$5,000 is requested to allow the OLWR staff to attend conferences and other professional development opportunities outside of Colorado.

Total:

OLLS: The OLLS budget request for FY 2020-21, not including the funding increases required by section 24-51-411, C.R.S., for the PERA amortization equalization disbursement (A.E.D.) and supplemental amortization equalization disbursement (S.A.E.D.), or the funding required by section 24-51-414, C.R.S., for the PERA Direct Distribution, is \$7,428,152, a 5.90 percent increase from the amount appropriated in FY 2019-20. With the inclusion of the increased PERA A.E.D., S.A.E.D., and Direct Distribution funding, the total amount requested for FY 2020-21 is \$8,070,411, a 5.42 percent increase from the amount appropriated for FY 2019-20.

OLWR: The OLWR budget request for FY 2020-21, not including the funding increases required by section 24-51-411, C.R.S., for the PERA amortization equalization disbursement (A.E.D.) and supplemental amortization equalization disbursement (S.A.E.D.), or the funding required by section 24-51-414, C.R.S., for the PERA Direct Distribution, is \$293,599, a 6.77 percent decrease from the amount appropriated in FY 2019-20. With the inclusion of the increased PERA A.E.D., S.A.E.D., and Direct Distribution funding, the total amount requested for FY 2020-21 is \$313,923, a 0.32 percent decrease from the amount appropriated for FY 2019-20.

GRAND TOTAL:

The combined funding request for FY 2020-21 for the OLLS and the OLWR, not including the PERA A.E.D., S.A.E.D., or Direct Distribution is \$7,721,751, which is a 5.35 percent increase over the appropriation for the current fiscal year. With the inclusion of the PERA A.E.D., S.A.E.D., and Direct Distribution, the combined grand total is \$8,384,334, which is a 5.19 percent increase over the appropriation for the current fiscal year.

Agency: Office of Legislative Legal Services

Prepared: February 4, 2020

Actual Expenditures FY 2018-19	FTE	Approp. FY 2019-20	FTE	Request FY 2020-21	FTE	% change over FY 2019-20	Notes:
Total Funds		Total Funds		Total Funds		Approp.	

PERSONAL SERVICES

OLLS

PERSONAL SERVICES							
Director	1		1		1		
Deputy Director	2		1		1		
Assistant Directors	2		4		4		
Revisor of Statutes	1		1		1		
Managing Senior Attorneys	7		4		4		
Senior Attorneys	10.5		9.5		10.5		
Staff Attorneys	8		9		9.4		
Publications Coordinator	1		1		1		
Senior Legislative Editors/Assistant's/Specialists	10		11		12		
Legislative Editors/Specialists	9		9		7		
Legislative Assistant - Title 12 Recodification	0		0.3		0		
Front Office Coordinator	1		1		1		
Office Manager	1		1		1		
Office Systems Administrator	1		1		1		
Legislative Human Resources Administrator	1		0		0		
OLLS Salary/FTE Subtotal	\$4,766,099	55.5	\$4,952,582	53.8	\$5,161,787	53.9	See Footnote 1.
OLLS Salary Survey Request			\$151,084		\$155,004		2.59%

OLLS

Footnote 1: Senate Bill 18-039 (Continuation of the Widwire Matters Review Committee) provided 0.1 FTE and \$7,641 for FY 2018-19 and FY 2019-20. The OLLS FY 2020-21 request retains this funding and FTE authorization as a result of the continuation of that bill's staffing needs through September 1, 2025. House Bill 19-1024 (Creation of the Colorado Youth Advisory Council Review Committee) provided 0.1 FTE and \$6,899 for FY 2019-20. The OLLS FY 2020-21 request retains this funding and FTE authorization as a result of that bill's staffing needs continuing indefinitely. Funding and FTE originally approved in FY 2019-20 for the Legislative Human Resources Administrator has been deducted from this OLLS-specific figure as it is now shown on page 3 within the Personal Services section of the Office of Legislative Workplace Relations portion of this spreadsheet.



	Actual Expenditures FY 2018-19 Total Funds	FTE	Approp. FY 2019-20 Total Funds	FTE	Request FY 2020-21 Total Funds	FTE	FY 2019-20 Approp. over	% change	Notes:
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PERSONAL SERVICES (continued)

OLLS Continuation Salary Subtotal	\$4,756,099		\$5,103,666		\$5,316,791			4.18%	
Annual and Sick Leave Paid	\$1,502		\$35,000		\$35,000			0.00%	
PERA/Other Retirement	\$467,997		\$539,472		\$580,075			7.53%	
Medicare tax @ 1.45%	\$67,891		\$75,215		\$77,166			2.59%	
Short-term Disability @ 0.17%	\$7,121		\$8,818		\$9,047			2.60%	
Health/Dental/Life Insurance	\$511,059		\$567,743		\$575,297			1.33%	
Unemployment	\$0		\$12,000		\$12,000			0.00%	
Compensatory Time Paid	\$0		\$5,000		\$5,000			0.00%	
OLLS Base Salary Associated Costs Subtotal	\$1,055,571		\$1,243,248		\$1,293,585			4.05%	
OLLS Merit/Promotion Increase	\$0		\$0		\$0				
Corresponding PERA/Other Retirement	\$0		\$0		\$0				
Corresponding Medicare Tax	\$0		\$0		\$0				
Corresponding Short-term Disability	\$0		\$0		\$0				
OLLS Merit/Promotion Increase Subtotal	\$0		\$0		\$0				
OLLS Leg. Editor, Leg. Specialist, & Pub. Editor Salary Adjustment					\$38,430				
Corresponding PERA/Other Retirement					\$4,189				
Corresponding Medicare Tax					\$557				
Corresponding Short-term Disability					\$65				
OLLS Legislative Editor Salary Adjustment Subtotal					\$43,241				
OLLS Transit Allowance/EcoPass	\$76,689		\$79,472		\$91,900			15.64%	
TOTAL OLLS PERSONAL SERVICES FUNDING AND FTE	\$5,888,359	55.5	\$6,426,386	53.8	\$6,745,517	53.9		4.97%	

Footnote 2: In FY 2018-19, the PERA employer contribution rate was 10.25%. In FY 2019-20, pursuant to §24-51-401 (1-7), C.R.S., the employer contribution rate increased to 10.4%. In FY 2020-21, pursuant to §§24-51-401 (1-7) and 24-51-413, C.R.S., the employer contribution rate increases to 10.9%.

Actual Expenditures FY 2018-19	FTE	Approp. FY 2019-20	FTE	Request FY 2020-21	FTE	% change over FY 2019-20	Notes:
Total Funds		Total Funds		Total Funds		Approp.	

PERSONAL SERVICES (continued)

Office of Legislative Workplace Relations

Actual Expenditures FY 2018-19	FTE	Approp. FY 2019-20	FTE	Request FY 2020-21	FTE	% change over FY 2019-20	Notes:
Total Funds		Total Funds		Total Funds		Approp.	
PERSONAL SERVICES							
Director	1				1		
Training Specialist IV	0.8				0		
Administrative Assistant II	0.8				0		
Staff Attorney	0.2				0.2		
Government Business Support Specialist III	0				1		
OLWR Salary/FTE Subtotal	2.8	\$208,572	2.8	\$170,999	2.2	-18.01%	
OLWR Salary Survey Request		\$0		\$5,205			
OLWR Continuation Salary Subtotal		\$208,572		\$176,204		-15.52%	
Annual and Sick Leave Paid		\$0		\$3,000			
PERA/Other Retirement		\$0		\$19,479			
Medicare tax @ 1.45%		\$0		\$2,591			
Short-term Disability @ 0.17%		\$0		\$295			
Health/Dental/Life Insurance		\$0		\$41,254			
Compensatory Time Paid		\$0		\$2,500			
OLWR Base Salary Associated Costs Subtotal		\$0		\$69,119			
OLWR Merit/Promotion Increase		\$0		\$0			
Corresponding PERA/Other Retirement		\$0		\$0			
Corresponding Medicare Tax		\$0		\$0			
Corresponding Short-term Disability		\$0		\$0			
OLWR Merit/Promotion Increase Subtotal		\$0		\$0			
OLWR Transit Allowance/EcoPass		\$0		\$3,676			
TOTAL OLWR PERSONAL SERVICES FUNDING AND FTE	\$0	\$208,572	2.8	\$248,999	2.2	19.38%	

COMBINED OLLS & OLWR PERSONAL SERVICES AND FTE	\$5,888,359	55.5	\$6,634,958	56.6	\$6,994,516	56.1	5.42%
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	Actual Expenditures FY 2018-19 Total Funds	FTE	Approp. FY 2019-20 Total Funds	FTE	Request FY 2020-21 Total Funds	FTE	FY 2019-20 Approp. over	% change over	Notes:
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OPERATING EXPENSES

OLLS

General Operating Expenses					\$2,250			12.50%	
Equipment / Building Maintenance	\$2,256		\$2,000		\$0			0.00%	
Rental/Motor Pool Mile Charge	\$180		\$6,500		\$12,000			100.00%	
Rental Equipment	\$5,560		\$25,000		\$14,000			0.00%	
Rental Space	\$0		\$250		\$75			0.00%	
Advertising	\$0		\$25		\$25			0.00%	
Communications	\$23,242		\$25,000		\$3,800			90.00%	
Other ADP Purchased Services	\$11,646		\$4,000		\$2,000			-50.00%	
Printing Reproduction	\$83		\$1,750		\$1,750			0.00%	
Photocopy Reimbursement	\$0		\$1,500		\$2,250			50.00%	
Data Processing Supplies	\$1,179		\$3,990		\$4,500			12.78%	
Software Purchases	\$420		\$10,000		\$7,000			-30.00%	
Education Supplies	\$300		\$1,500		\$2,000			33.33%	
Food Services	\$2,030		\$5,000		\$10,000			100.00%	
Books/Periodicals/Subscriptions	\$4,670		\$6,000		\$6,000			0.00%	
Office Supplies	\$4,244		\$4,150		\$4,150			0.00%	
Postage	\$2,090		\$14,975		\$14,225			-5.01%	
Noncapitalized Equipment	\$605		\$8,775		\$8,775			0.00%	
Membership Dues	\$5,800		\$500		\$0			-100.00%	
Official Functions	\$4,446								
Registration Fees									
Seminar & Training Registration	\$14,206								
Attorney Registration Fee Reimbursements	\$8,505								
Leg. Human Resources Admin. Certifications	\$200								
General Operating Expenses Subtotal	\$91,661		\$111,990		\$126,800			13.22%	
Contract Printing									
Purchased Serv./Prof.	\$226,622		\$236,000		\$236,000			0.00%	
Legal Fees									
Purchased Serv./Prof.	\$63,535		\$100,000		\$100,000			0.00%	
Other Purchased Serv./Professional									
Purchased Serv./Professional	\$88,098		\$6,500		\$96,000			1376.92%	
TOTAL OLLS OPERATING EXPENSES	\$469,916		\$454,490		\$558,800			22.95%	

OLLS

Actual Expenditures FY 2018-19 Total Funds	FTE	Approp. FY 2019-20 Total Funds	FTE	Request FY 2020-21 Total Funds	FTE	FY 2019-20 Approp. over	% change	Notes:
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OPERATING EXPENSES (continued)

Office of Legislative Workplace Relations

OLWR	General Operating Expenses							
	Equipment / Building Maintenance	\$0		\$250				
	Rental Equipment	\$0		\$600				
	Rental Space	\$60,237		\$2,000			-96.68%	
	Advertising	\$0		\$250				
	Communications	\$810		\$3,500			332.10%	
	Software Purchases	\$2,460		\$2,000			-18.70%	
	Food Services	\$0		\$500				
	Books/Periodicals/Subscriptions	\$0		\$2,000				
	Office Supplies	\$5,900		\$2,500			-57.63%	
	Noncapitalized Equipment	\$6,946		\$1,000			-85.60%	
	Membership Dues	\$0		\$1,000				
	Registration Fees							
	Seminar & Training Registration	\$0		\$3,000				
	Certifications	\$0		\$500				
	General Operating Expenses Subtotal	\$76,353		\$19,100			-74.98%	
	Other Purchased Serv./Professional							
	Purchased Serv./Professional	\$30,000		\$20,000			-33.33%	
	TOTAL OLWR OPERATING EXPENSES	\$0	\$106,353	\$39,100			-63.24%	

COMBINED OLLS & OLWR OPERATING EXPENSES	\$469,916	\$560,843	\$597,900	6.61%
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	Actual Expenditures FY 2018-19 Total Funds	FTE	Approp. FY 2019-20 Total Funds	FTE	Request FY 2020-21 Total Funds	FTE	FY 2019-20 Approp. over	% change	Notes:
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TRAVEL

OLLS

In-state Travel	\$4,273		\$4,472		\$4,472		0.00%		
Out-state Travel	\$22,834		\$20,000		\$18,000		-10.00%		
TOTAL OLLS TRAVEL	\$27,107		\$24,472		\$22,472		-8.17%		

Office of Legislative Workplace Relations

OLWR

In-state Travel			\$0		\$500				
Out-state Travel			\$0		\$5,000				
TOTAL OLWR TRAVEL	\$0		\$0		\$5,500				

COMBINED OLLS & OLWR TRAVEL

\$27,107 **\$24,472** **\$27,972** **14.30%**

COLORADO COMMISSION ON UNIFORM STATE LAWS

Membership Dues	\$60,600		\$62,400		\$63,600		1.92%		
Registration Fees	\$3,575		\$6,500		\$5,850		-10.00%		
Education Supplies	\$0		\$50		\$50		0.00%		
Food Services	\$134		\$300		\$300		0.00%		
In-state Travel	\$0		\$0		\$0		0.00%		
Out-state Travel	\$17,424		\$39,900		\$31,563		-20.89%		
TOTAL COMMISSION	\$81,733		\$109,150		\$101,363		-7.13%		

CCUSL

SUBTOTAL OLLS, including CCUSL, FUNDING & FTE (without PERA)

\$6,467,115 **55.5** **\$7,014,498** **53.8** **\$7,428,152** **53.9** **5.90%**

SUBTOTAL OLWR FUNDING & FTE (without PERA)

\$0 **0.0** **\$314,925** **2.8** **\$293,599** **2.2** **-6.77%**

COMBINED OLLS & OLWR FUNDING & FTE (without PERA)

\$6,467,115 **55.5** **\$7,329,423** **56.6** **\$7,721,751** **56.1** **5.35%**

	Actual Expenditures FY 2018-19 Total Funds	FTE	Approp. FY 2019-20 Total Funds	FTE	Request FY 2020-21 Total Funds	FTE	FY 2019-20 Approp. over	% change over	Notes:
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PERA

OLLS	Actual Expenditures FY 2018-19 Total Funds	FTE	Approp. FY 2019-20 Total Funds	FTE	Request FY 2020-21 Total Funds	FTE	FY 2019-20 Approp. over	% change over	Notes:
PERA A.E.D.	\$230,541		\$259,361		\$268,011		3.34%	3.34%	See Footnote 3.
PERA S.A.E.D.	\$230,541		\$259,361		\$268,011		3.34%	3.34%	See Footnote 4.
PERA Direct Distribution			\$122,294		\$106,237		-13.13%	-13.13%	See Footnote 5.
TOTAL OLLS PERA	\$461,081		\$641,016		\$642,259		0.19%		

Office of Legislative Workplace Relations

OLWR	Actual Expenditures FY 2018-19 Total Funds	FTE	Approp. FY 2019-20 Total Funds	FTE	Request FY 2020-21 Total Funds	FTE	FY 2019-20 Approp. over	% change over	Notes:
PERA A.E.D.	\$0		\$0		\$8,935				See Footnote 3.
PERA S.A.E.D.	\$0		\$0		\$8,935				See Footnote 4.
PERA Direct Distribution	\$0		\$0		\$2,454				See Footnote 5.
TOTAL OLWR PERA	\$0		\$0		\$20,324				

COMBINED OLLS & OLWR PERA

\$461,081 **\$641,016** **\$662,583** **3.36%**

SUMMARY

OLLs SUBTOTAL WITH PERA A.E.D., S.A.E.D., AND DIRECT DISTRIBUTION	\$6,928,196	55.5	\$7,655,514	53.8	\$8,070,411	53.9		5.42%
OLWR SUBTOTAL WITH PERA A.E.D., S.A.E.D., AND DIRECT DISTRIBUTION	\$0	0.0	\$314,925	2.8	\$313,923	2.2		-0.32%

TOTAL OLLS & OLWR FUNDING AND FTE **\$6,928,196** **55.5** **\$7,970,439** **56.6** **\$8,384,334** **56.1** **5.19%**

Footnote 3: \$24-51-411, C.R.S., requires an amortization equalization disbursement (A.E.D.) at the rate of 5.0% of the salary base, including salary survey and merit, for CY 2018, CY 2019, CY 2020, and CY 2021. The \$268,011 (OLLS) and \$8,935 (OLWR) funding for the A.E.D. will be included in the legislative appropriation bill, but it will be contained in an appropriation separate and distinct from the general fund appropriation to the OLLS of \$7,721,751, which includes the \$7,742,152 for the OLLS and the \$293,599 for the OLWR.

Footnote 4: \$24-51-411, C.R.S., requires a supplemental amortization equalization disbursement (S.A.E.D.) at the rate of 5.0% of the salary base, including salary survey and merit, for CY 2018, CY 2019, CY 2020, and CY 2021. The \$268,011 (OLLS) and \$8,935 (OLWR) funding for the S.A.E.D. will be included in the legislative appropriation bill, but it will be contained in an appropriation separate and distinct from the general fund appropriation to the OLLS of \$7,721,751, which includes the \$7,428,152 for the OLLS and the \$293,599 for the OLWR.

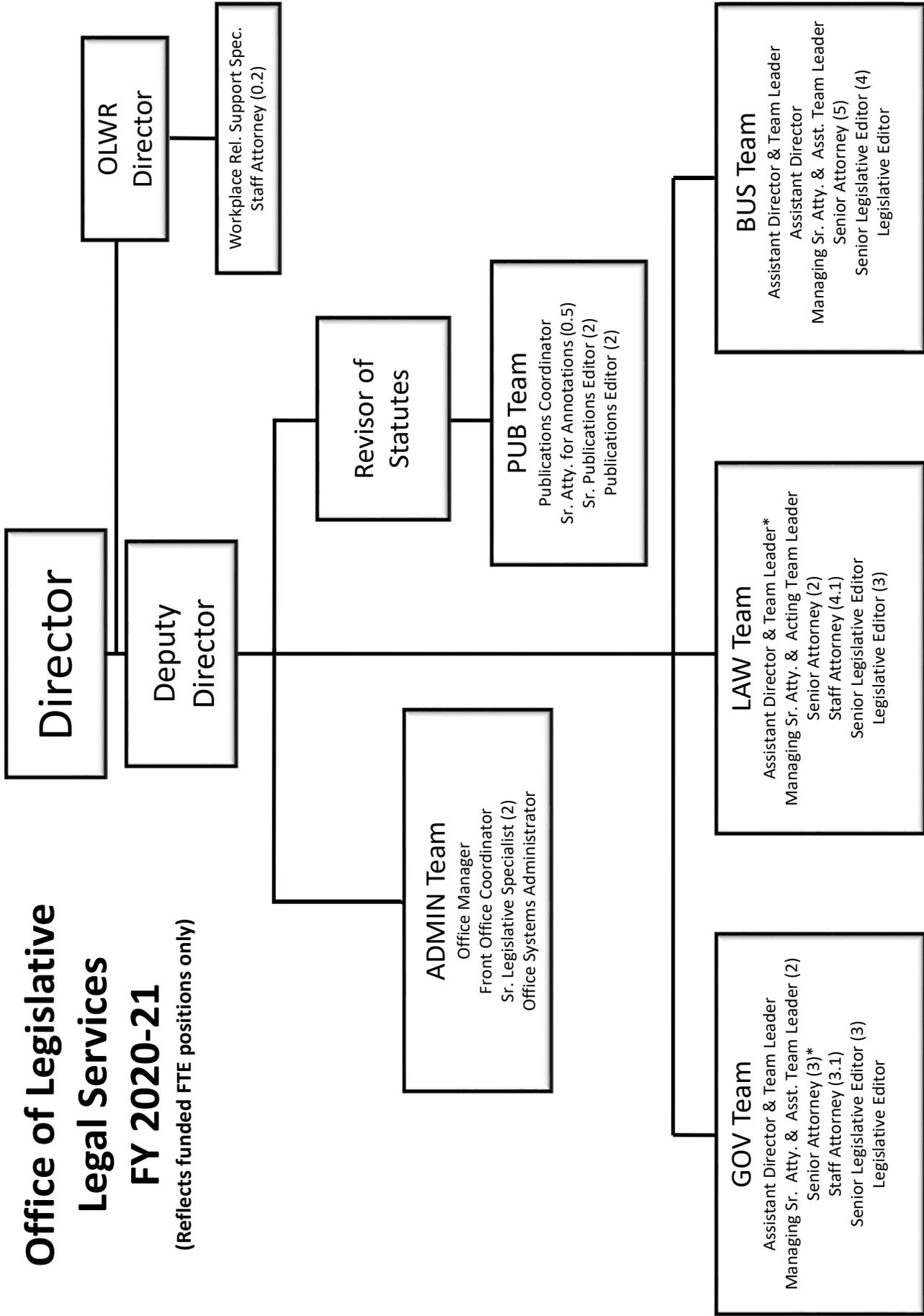
Footnote 5: \$24-51-414, C.R.S., requires a PERA direct distribution. In FY 2019-20, the OLLS appropriation included \$122,294 for this purpose, based on the January 31, 2019, Joint Budget Committee decision regarding the common policy allocation for FY 2019-20. For FY 2020-21, the OLLS request includes \$108,691, which includes \$2,454 for the OLWR, for this purpose, based on the January 23, 2020, Joint Budget Committee decision regarding the common policy allocation for FY 2020-21.



Office of Legislative Legal Services

FY 2020-21

(Reflects funded FTE positions only)



* One Senior Attorney and one Assistant Director & Team Leader will be absent from the OLLS in FY 2020-21 due to temporary assignment to the Colorado Redistricting Commission.



OFFICE OF THE STATE AUDITOR

DIANNE E. RAY, CPA
STATE AUDITOR

SUMMARY OF FISCAL YEAR 2021
OFFICE OF THE STATE AUDITOR BUDGET REQUEST

The Fiscal Year 2021 Office of the State Auditor budget was prepared based on the budget guidelines and Common Policies as approved by the Joint Budget Committee for the Executive Branch Departments as of February 15. These guidelines include:

- Providing Fiscal Year 2019 expenditures by line item;
- Providing Fiscal Year 2020 appropriations;
- Listing all personal services lines with FTE count by classification

Additionally, the Office of the State Auditor has included a request for \$700,190 for the Colorado Public Employees' Retirement Association (PERA) amortization equalization disbursement (AED) and supplemental amortization equalization disbursement (SAED), and \$148,776 for the Direct Distribution to each be included in a common line item for all agencies in the legislative appropriation bill.

This budget request has been discussed and approved by the Legislative Audit Committee.

The enclosed packet contains:	Page
Budget Narrative and Highlights	2-OSA
Organizational Chart	3-OSA
Fiscal Year 2021 Budget Request	4-OSA

Should you require additional information, please contact Dianne Ray, State Auditor, at 303-869-2800.



STATE SERVICES BUILDING * 1525 SHERMAN STREET * 7th FLOOR * DENVER * COLORADO 80203-1700

PHONE: 303 869 2800

State Auditor -77-

State Auditor

OFFICE OF THE STATE AUDITOR
BUDGET NARRATIVE
FISCAL YEAR 2020-2021

BUDGET HIGHLIGHTS

GENERAL FUND

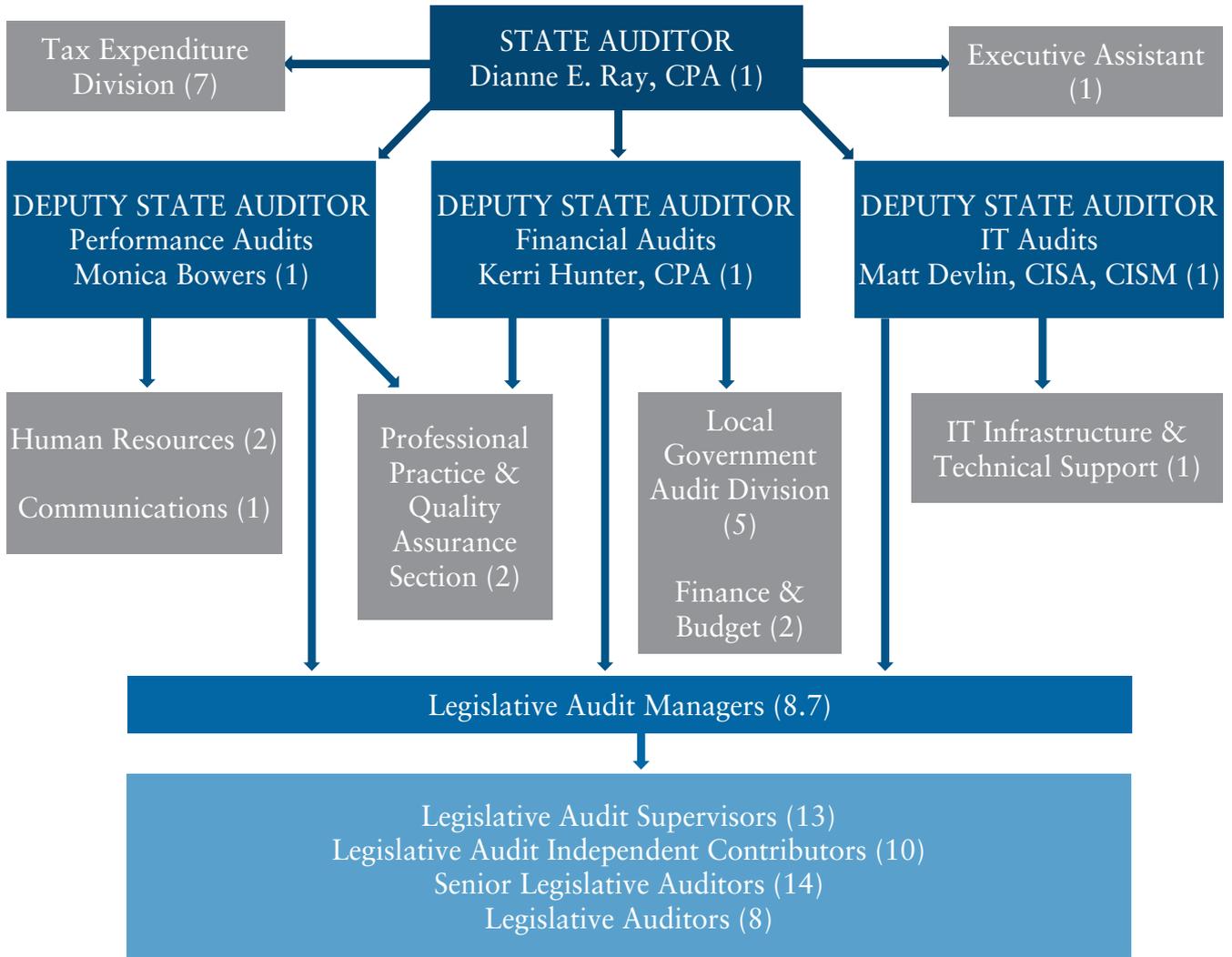
The total General Fund request is \$9,892,066 for Fiscal Year 2020-21 which represents a 4.4% increase from the Fiscal Year 2019-20 appropriation of \$9,473,861. The requested amount includes a 3% salary increase and conforms to all Common Policies issued by the JBC at this time. The General Fund request for Contract costs of \$690,046 reflects a 3% increase from the Fiscal Year 2019-20 appropriation. The OSA contracts for financial audits of the higher education institutions, specific state agencies, and select performance audits. The request for operating expenditures increased by \$9,492 from Fiscal Year 2019-20, a 2.3% increase. This is primarily due to new software used by the Tax Expenditure team.

The General Fund request does not include \$700,190 for the PERA amortization equalization disbursement (AED) and supplemental amortization equalization disbursement (SAED), or \$148,776 for the PERA Direct Distribution, which will be included in a common line item for all agencies in the legislative appropriation bill.

REAPPROPRIATED FUNDS

The Reappropriated Funds request, used to subsidize audit contracts of financial audits for Fiscal Year 2020-21, is \$1,019,842, which reflects an increase of 3.0% from the Fiscal Year 2019-20 appropriation. This covers billable audits of programs supported by and reimbursed from reappropriated and federal funds. Spending authority from these funds is limited by the actual audit billings. Billings are dependent upon actual federal grants and cash receipts, as authorized by Section 2-3-110, C.R.S.

OFFICE OF THE STATE AUDITOR
 ORGANIZATIONAL STRUCTURE FUNCTIONAL RESPONSIBILITIES
 WITH FUNDED FTE COUNT



**OFFICE OF THE STATE AUDITOR
BUDGET REQUEST
FISCAL YEAR 2020-21**

	FY 2018-19 Actual Expenditures	FTE	AMOUNT	FY 2019-20 Budget Appropriation	FTE	AMOUNT	FY 2020-21 Budget Base Request	FTE	AMOUNT	% Increase (Decrease) Over FY2019-20 Appropriation
GENERAL FUND										
PERSONAL SERVICES										
Salaries	5,968,827			6,622,560			6,814,504			
Associated Costs										
PERA (FY19 10.15%, FY20 10.4%, FY21 10.9%)	605,836			688,746			742,781			
Health, Dental, and Life	629,403			780,150			905,879			
STD (FY19 0.17%, FY20 0.15%, FY21 0.17%)	10,147			11,258			11,585			
Medicare (1.45%)	86,548			96,027			98,810			
Total Associated Costs	1,331,934			1,576,181			1,759,055			
Auditor Pay Parity Request	175,000			-			-			
Auditor Pay Parity Associated Costs	20,598			-			-			
Merit (FY19 increase 3%, FY20, 3%, FY21 3%)	165,728			175,949			187,399			
Merit Associated Costs	19,506			21,114			23,462			
Total Personal Services - Salaries and Associated Costs	75.2	7,681,593		8,395,805	78.7		8,784,420			
Personal Services - Contracts		30,672		669,948			690,046			
TOTAL PERSONAL SERVICES		7,712,265		9,065,753			9,474,466			4.5%
OPERATING EXPENDITURES										
Equip Maintenance/Repair/Rental	16,193			16,100			16,300			
IT Hardware/Software Maint	64,128			57,920			72,000			
Travel In-State	9,488			10,500			9,400			
Travel Out-of-State	19,784			23,000			20,000			
Communications/Telephone/Fax	32,145			32,075			33,000			
Other Purchased Services	2,332			2,600			2,000			
Books/Periodicals/Subscriptions	16,251			27,000			21,500			
Office Supplies	30,201			22,750			32,000			
Postage	13,963			12,500			14,500			
Printing/ Reproduction Supplies/Services	9,340			8,800			10,000			
Noncapitalized Equipment/Furniture	35,396			19,563			6,000			
Wellness Program	10,000			10,000			10,000			

**OFFICE OF THE STATE AUDITOR
BUDGET REQUEST
FISCAL YEAR 2020-21**

	FY 2018-19 Actual Expenditures	FY 2019-20 Budget Appropriation	FY 2020-21 Budget Base Request	% Increase (Decrease) Over FY2019-20 Appropriation				
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Other Operating Expenses		98,484		99,200		106,000		
Dues and Memberships		14,161		17,000		14,000		
Educational Expenses		38,011		49,100		50,200		
Building Maintenance/Construction		6,395		-		700		
Capital Purchases		-		-		-		
TOTAL OPERATING EXPENSES		<u>416,272</u>		<u>408,108</u>		<u>417,600</u>		<u>2.3%</u>
TOTAL GENERAL FUND BEFORE ADDITIONAL APPROPRIATION		<u>8,128,537</u>		<u>9,473,861</u>		<u>9,892,066</u>		
ADDITIONAL GENERAL FUND APPROPRIATION								
Fort Lyons Evaluation - HB16-1411		25,900		-		-		
OIT Evaluation - HB 17-1361		115,130		-		-		
OIT Procurement Evaluation - HB 18-1421		141,744		-		-		
TOTAL GENERAL FUNDS		<u>8,411,311</u>		<u>9,473,861</u>		<u>9,892,066</u>		<u>4.4%</u>
REAPPROPRIATED FUNDS								
Personal Services/ Contracts		961,299		990,138		1,019,842		3.0%
GENERAL AND REAPPROPRIATED FUNDS		<u>9,372,610</u>		<u>10,463,999</u>		<u>10,911,908</u>		<u>4.3%</u>
PERA AED (5%)		315,478		339,925		350,095		
PERA SAED (5%)		315,478		339,925		350,095		
PERA Direct Distribution		-		155,502		148,776		
TOTAL GENERAL FUND (incl AED, SAED and PERA Direct Distribution)		<u>9,042,267</u>		<u>10,309,213</u>		<u>10,741,032</u>		<u>4.2%</u>
TOTAL ALL FUNDS		<u>10,003,566</u>		<u>11,299,351</u>		<u>11,760,874</u>		<u>4.1%</u>

FY 2020-21 DRAFT Legislative Department Base Budget

	House	Senate	Joint Chambers	Subtotal GA w/o YAC	Youth Advisory Council	Total General Assembly	JBC	Legislative Council	Auditor's Office	Legal Services*	Total Legislative Branch
Members											
Salary Base	\$ 2,648,427	\$ 1,318,532		\$ 3,966,959		\$ 3,966,959					\$ 3,966,959
Interim Per Diem	\$ 124,938	\$ 122,760		\$ 247,698		\$ 247,698					\$ 247,698
Staff Salaries - Full Time											
Nonpartisan	\$ 381,584	\$ 452,693		\$ 834,277		\$ 834,277	\$ 1,616,020	\$ 7,733,052	\$ 7,001,903	\$ 5,531,425	\$ 22,716,677
Majority	\$ 744,584	\$ 744,584		\$ 1,489,168		\$ 1,489,168					\$ 1,489,168
Minority	\$ 432,421	\$ 432,420		\$ 864,841		\$ 864,841					\$ 864,841
Subtotal Full Time Staff Salary	\$ 1,558,589	\$ 1,629,697		\$ 3,188,286		\$ 3,188,286	\$ 1,616,020	\$ 7,733,052	\$ 7,001,903	\$ 5,531,425	\$ 25,070,686
Leave Payout/Comp/Transportation	\$ 30,000	\$ 26,935	\$ 3,000	\$ 59,935		\$ 59,935	\$ 28,800	\$ 275,890		\$ 141,076	\$ 505,701
Subtotal Staff Salaries - Full time	\$ 1,588,589	\$ 1,656,632	\$ 3,000	\$ 3,248,221		\$ 3,248,221	\$ 1,644,820	\$ 8,008,942	\$ 7,001,903	\$ 5,672,501	\$ 25,576,387
Regular and Special Session Costs											
Session Per Diem	\$ 1,112,580	\$ 637,140		\$ 1,749,720		\$ 1,749,720					\$ 1,749,720
Session Mileage and Trips	\$ 171,278	\$ 84,876		\$ 256,154		\$ 256,154					\$ 256,154
Session Staff Salary Base											
Nonpartisan	\$ 574,668	\$ 327,680	\$ 138,378	\$ 1,040,726		\$ 1,040,726					\$ 1,040,726
Majority	\$ 44,782	\$ 44,782		\$ 89,564		\$ 89,564					\$ 89,564
Minority	\$ 44,782	\$ 44,782		\$ 89,564		\$ 89,564					\$ 89,564
Subtotal Session Staff Salaries	\$ 664,232	\$ 417,244	\$ 138,378	\$ 1,219,854		\$ 1,219,854					\$ 1,219,854
Legislative Aides											
Aides	\$ 1,352,000	\$ 728,000		\$ 2,080,000		\$ 2,080,000					\$ 2,080,000
Aides Transportation Allowance	\$ 105,417	\$ 50,417		\$ 155,834		\$ 155,834					\$ 155,834
Subtotal Aides Cost	\$ 1,457,417	\$ 778,417		\$ 2,235,834		\$ 2,235,834					\$ 2,235,834
Health, Life, Dental (HLD), Medicare & STD	\$ 1,050,688	\$ 725,688	\$ 24,409	\$ 1,800,785		\$ 1,800,785	\$ 208,529	\$ 989,126	\$ 1,019,310	\$ 718,272	\$ 4,736,022
PERA Costs											
PERA	\$ 721,317	\$ 475,553	\$ 15,083	\$ 1,211,953		\$ 1,211,953	\$ 176,146	\$ 857,830	\$ 763,207	\$ 603,743	\$ 3,612,879
PERA AED	\$ 330,879	\$ 218,144	\$ 6,919	\$ 555,942		\$ 555,942	\$ 80,801	\$ 393,500	\$ 350,095	\$ 276,946	\$ 1,657,284
PERA SAED	\$ 330,879	\$ 218,144	\$ 6,919	\$ 555,942		\$ 555,942	\$ 80,801	\$ 393,500	\$ 350,095	\$ 276,946	\$ 1,657,284
JBC PERA DIRECT DISTRIBUTION	\$ 145,552	\$ 77,799	\$ 2,313	\$ 225,664		\$ 225,664	\$ 34,379	\$ 142,874	\$ 148,776	\$ 108,691	\$ 660,384
Subtotal PERA Costs	\$ 1,528,627	\$ 989,640	\$ 31,234	\$ 2,549,501		\$ 2,549,501	\$ 372,127	\$ 1,787,704	\$ 1,612,173	\$ 1,266,326	\$ 7,587,831
Operating Costs	\$ 428,440	\$ 366,288	\$ 1,210,125	\$ 2,004,853	\$ 50,000	\$ 2,054,853	\$ 65,371	\$ 1,124,737	\$ 1,078,246	\$ 699,263	\$ 5,022,470
Capital						\$ -		\$ 108,900			\$ 108,900
Travel	\$ 84,183	\$ 120,862	\$ 6,568	\$ 211,613		\$ 211,613	\$ 6,000	\$ 52,000	\$ 29,400	\$ 27,972	\$ 326,985
Cash Funds			\$ 90,000			\$ 90,000					\$ 90,000
Reappropriated Fund								\$ 125,780	\$ 1,019,842		\$ 1,145,622
Legislative Appropriation Base Total	\$ 10,859,399	\$ 7,218,079	\$ 1,503,714	\$ 19,491,192	\$ 50,000	\$ 19,631,192	\$ 2,296,847	\$ 12,197,189	\$ 11,760,874	\$ 8,384,334	\$ 54,270,436
Total FTE**	38.6	31.8	3.4	73.8	0	73.8	16	84.4	78.7	56.1	309
General Fund FTE	38.6	31.8	3.4	73.8	0	73.8	16	83.4	78.7	56.1	308
Cash Fund FTE	0	0	0	0	0	0	0	0	0	0	0
Reappropriated FTE	0	0	0	0	0	0	0	1	0	0	1

*Includes the Office of Legislative Workplace Relations. The OLLS operating budget includes the Colorado Commission on Uniform State Laws.

** Legislators and aides are not included in FTE. Session-only staff are budgeted at 0.6 FTE.

FY 2019-20 Legislative Department Appropriations

	House	Senate	Joint Chambers	Subtotal GA w/o YAC	Youth Advisory Council	Total General Assembly	JBC	Legislative Council	Auditor's Office	Legal Services	Total Legislative Branch
Members											
Salary Base	\$ 2,615,730	\$ 1,224,114		\$ 3,839,844		\$ 3,839,844					\$ 3,839,844
Interim Per Diem	\$ 172,531	\$ 153,721		\$ 326,252		\$ 326,252					\$ 326,252
Staff Salaries - Full Time											
Nonpartisan	\$ 370,470	\$ 400,673		\$ 771,143		\$ 771,143	\$ 1,568,951	\$ 7,282,060	\$ 6,798,509	\$ 5,312,238	\$ 21,732,901
Majority	\$ 722,897	\$ 722,897		\$ 1,445,794		\$ 1,445,794					\$ 1,445,794
Minority	\$ 419,826	\$ 419,825		\$ 839,651		\$ 839,651					\$ 839,651
Subtotal Full Time Staff Salary	\$ 1,513,193	\$ 1,543,395		\$ 3,056,588		\$ 3,056,588	\$ 1,568,951	\$ 7,282,060	\$ 6,798,509	\$ 5,312,238	\$ 24,018,346
Leave Payout/Comp/Transportation	\$ 30,000	\$ 26,935		\$ 56,935		\$ 56,935		\$ 265,330		\$ 119,472	\$ 441,737
Subtotal Staff Salaries - Full time	\$ 1,543,193	\$ 1,570,330		\$ 3,113,523		\$ 3,113,523	\$ 1,568,951	\$ 7,547,390	\$ 6,798,509	\$ 5,431,710	\$ 24,460,083
Regular and Special Session Costs											
Session Per Diem	\$ 1,067,220	\$ 610,260		\$ 1,677,480		\$ 1,677,480					\$ 1,677,480
Session Mileage and Trips	\$ 166,054	\$ 90,205		\$ 256,259		\$ 256,259					\$ 256,259
Session Staff Salary Base											
Nonpartisan	\$ 557,930	\$ 356,971	\$ 124,639	\$ 1,039,540		\$ 1,039,540					\$ 1,039,540
Majority	\$ 43,478	\$ 43,478		\$ 86,956		\$ 86,956					\$ 86,956
Minority	\$ 43,478	\$ 43,478		\$ 86,956		\$ 86,956					\$ 86,956
Subtotal Session Staff Salaries	\$ 644,886	\$ 443,927	\$ 124,639	\$ 1,213,452		\$ 1,213,452					\$ 1,213,452
Legislative Aides											
Aides	\$ 1,267,500	\$ 682,500		\$ 1,950,000		\$ 1,950,000					\$ 1,950,000
Aides transportation allowance	\$ 67,708	\$ 36,458		\$ 104,166		\$ 104,166					\$ 104,166
Subtotal Aides Cost	\$ 1,335,208	\$ 718,958		\$ 2,054,166		\$ 2,054,166					\$ 2,054,166
Health, Life, Dental (HLD), Medicare & STD	\$ 1,068,964	\$ 710,004	\$ 23,033	\$ 1,802,001		\$ 1,802,001	\$ 158,507	\$ 839,830	\$ 890,250	\$ 663,776	\$ 4,354,364
PERA Costs											
PERA	\$ 674,257	\$ 436,206	\$ 12,962	\$ 1,123,425		\$ 1,123,425	\$ 163,171	\$ 764,961	\$ 707,045	\$ 539,472	\$ 3,298,074
PERA AED	\$ 324,162	\$ 209,715	\$ 6,232	\$ 540,109		\$ 540,109	\$ 78,448	\$ 367,770	\$ 339,925	\$ 259,361	\$ 1,585,613
PERA SAED	\$ 324,162	\$ 209,715	\$ 6,232	\$ 540,109		\$ 540,109	\$ 78,448	\$ 367,770	\$ 339,925	\$ 259,361	\$ 1,585,613
JBC PERA DIRECT DISTRIBUTION	\$ 139,775	\$ 74,915	\$ 2,226	\$ 216,916		\$ 216,916	\$ 37,202	\$ 161,551	\$ 155,502	\$ 122,294	\$ 693,465
Subtotal PERA Costs	\$ 1,462,356	\$ 930,551	\$ 27,652	\$ 2,420,559		\$ 2,420,559	\$ 357,269	\$ 1,662,052	\$ 1,542,397	\$ 1,180,488	\$ 7,162,765
Operating Costs	\$ 418,940	\$ 359,576	\$ 1,157,548	\$ 1,936,064	\$ 25,000	\$ 1,961,064	\$ 27,183	\$ 1,046,666	\$ 1,044,556	\$ 669,993	\$ 4,749,462
Capital						\$ -		\$ 110,238			\$ 110,238
Travel	\$ 230,235	\$ 173,297	\$ 6,568	\$ 410,100		\$ 410,100	\$ 6,000	\$ 52,000	\$ 33,500	\$ 24,472	\$ 526,072
Cash Fund			\$ 90,000			\$ 90,000		\$ 285,083			\$ 375,083
Reappropriated Fund						\$ -		\$ 125,780	\$ 990,138		\$ 1,115,918
Legislative Appropriation Base Total	\$ 10,725,317	\$ 6,984,943	\$ 1,429,440	\$ 19,139,700	\$ 25,000	\$ 19,164,700	\$ 2,117,909	\$ 11,669,039	\$ 11,299,351	\$ 7,970,439	\$ 52,221,438
Total FTE**	39.2	31.8	3	74	0	74	16	82.5	78.7	56.3	307.5
General Fund FTE	39.2	31.8	3	74	0	74	16	81.2	78.7	56.2	306.1
Cash Fund FTE	0	0	0	0	0	0	0	0.3	0	0.1	0.4
Reappropriated FTE	0	0	0	0	0	0	0	1	0	0	1

*Includes the Office of Legislative Workplace Relations. The OLLS operating budget includes the Colorado Commission on Uniform State Laws.

** Legislators and aides are not included in FTE. Session-only staff are budgeted at 0.6 FTE.

DRAFT Dollar Change in General Assembly Base Budget, FY 2019-20 to FY 2020-21

	House	Senate	Joint Chambers	Subtotal GA w/o YAC	Youth Advisory Council	Total General Assembly	JBC	Legislative Council	Auditor's Office	Legal Services	Total Legislative Branch
Members											
Salary Base	\$ 32,697	\$ 94,418		\$ 127,115		\$ 127,115					\$ 127,115
Interim Per Diem	\$ (47,593)	\$ (30,961)		\$ (78,554)		\$ (78,554)					\$ (78,554)
Staff Salaries - Full Time											
Nonpartisan	\$ 11,114	\$ 52,020		\$ 63,134		\$ 63,134					
Majority	\$ 21,687	\$ 21,687		\$ 43,374		\$ 43,374					
Minority	\$ 12,595	\$ 12,595		\$ 25,190		\$ 25,190					
Subtotal Full Time Staff Salary	\$ 45,396	\$ 86,302		\$ 131,698		\$ 131,698	\$ 47,069	\$ 450,992	\$ 203,394	\$ 219,187	
Leave Payout/Comp/Transportation	\$ -	\$ -	\$ 3,000	\$ 3,000		\$ 3,000		\$ 10,560		\$ 21,604	
Subtotal Staff Salaries - Full time	\$ 45,396	\$ 86,302	\$ 3,000	\$ 134,698		\$ 134,698	\$ 75,869	\$ 461,552	\$ 203,394	\$ 240,791	\$ 1,116,304
Regular and Special Session Costs											
Session Per Diem	\$ 45,360	\$ 26,880		\$ 72,240		\$ 72,240					\$ 72,240
Session Mileage and Trips	\$ 5,224	\$ (5,329)		\$ (105)		\$ (105)					\$ (105)
Session Staff Salary Base											
Nonpartisan	\$ 16,738	\$ (29,291)	\$ 13,739	\$ 1,186		\$ 1,186					
Majority	\$ 1,304	\$ 1,304		\$ 2,608		\$ 2,608					
Minority	\$ 1,304	\$ 1,304		\$ 2,608		\$ 2,608					
Subtotal Session Staff Salaries	\$ 19,346	\$ (26,683)	\$ 13,739	\$ 6,402		\$ 6,402					\$ 6,402
Legislative Aides											
Aides	\$ 84,500	\$ 45,500		\$ 130,000		\$ 130,000					
Aides transportatin allowance	\$ 37,709	\$ 13,959		\$ 51,668		\$ 51,668					
Subtotal Aides Cost	\$ 122,209	\$ 59,459		\$ 181,668		\$ 181,668					\$ 181,668
Health, Life, Dental (HLD), Medicare & STD	\$ (18,276)	\$ 15,684	\$ 1,376	\$ (1,216)		\$ (1,216)	\$ 50,022	\$ 149,296	\$ 129,060	\$ 54,496	\$ 381,658
PERA Costs											
PERA	\$ 47,060	\$ 39,347	\$ 2,121	\$ 88,528		\$ 88,528	\$ 12,975	\$ 92,869	\$ 56,162	\$ 64,271	
PERA AED	\$ 6,717	\$ 8,429	\$ 687	\$ 15,833		\$ 15,833	\$ 2,353	\$ 25,730	\$ 10,170	\$ 17,585	
PERA SAED	\$ 6,717	\$ 8,429	\$ 687	\$ 15,833		\$ 15,833	\$ 2,353	\$ 25,730	\$ 10,170	\$ 17,585	
JBC PERA DIRECT DISTRIBUTION	\$ 5,777	\$ 2,884	\$ 87	\$ 8,748		\$ 8,748	\$ (2,823)	\$ (18,677)	\$ (6,726)	\$ (13,603)	
Subtotal PERA Costs	\$ 66,271	\$ 59,089	\$ 3,582	\$ 128,942		\$ 128,942	\$ 14,858	\$ 125,652	\$ 69,776	\$ 85,838	\$ 425,066
Operating Costs	\$ 9,500	\$ 6,712	\$ 52,577	\$ 68,789	\$ 25,000	\$ 93,789	\$ 38,188	\$ 78,071	\$ 33,690	\$ 29,270	\$ 273,008
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,338)	\$ -	\$ -	\$ (1,338)
Travel	\$ (146,052)	\$ (52,435)	\$ -	\$ (198,487)		\$ (198,487)	\$ -	\$ -	\$ (4,100)	\$ 3,500	\$ (199,087)
Reappropriated Fund	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ (285,083)	\$ -	\$ -	\$ (285,083)
Reappropriated Fund	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 29,704	\$ -	\$ 29,704
Legislative Appropriation Base Total	\$ 134,082	\$ 233,136	\$ 74,274	\$ 351,492	\$ 25,000	\$ 466,492	\$ 178,938	\$ 528,150	\$ 461,523	\$ 413,895	\$ 2,048,998
Total FTE**	-0.6	0	0.4	-0.2	0	-0.2	0	1.9	0	-0.2	1.5
General Fund FTE	-0.6	0	0.4	-0.2	0	-0.2	0	2.2	0	-0.1	1.9
Cash Fund FTE	0	0	0	0	0	0	0	-0.3	0	-0.1	-0.4
Reappropriated FTE	0	0	0	0	0	0	0	0	0	0	0

*Includes the Office of Legislative Workplace Relations. The OLLS operating budget includes the Colorado Commission on Uniform State Laws.

** Legislators and aides are not included in FTE. Session-only staff are budgeted at 0.6 FTE.

DRAFT Percent Change in General Assembly Base Budget, FY 2019-20 to FY 2020-21

	House	Senate	Joint Chambers	Subtotal GA w/o YAC	Youth Advisory Council	Total General Assembly	JBC	Legislative Council	Auditor's Office	Legal Services	Total Legislative Branch
Members											
Salary Base	1.3%	7.7%		3.3%		3.3%					3.3%
Interim Per Diem	-27.6%	-20.1%		-24.1%		-24.1%					-24.1%
Staff Salaries - Full Time											
Nonpartisan	3.0%	13.0%		8.2%		8.2%	3.0%	6.2%	3.0%	4.1%	4.5%
Majority	3.0%	3.0%		3.0%		3.0%					3.0%
Minority	3.0%	3.0%		3.0%		3.0%					3.0%
Subtotal Full Time Staff Salary	3.0%	5.6%		4.3%		4.3%	3.0%	6.2%	3.0%	4.1%	4.4%
Leave Payout/Comp/Transportation	0.0%	0.0%		5.3%		5.3%		4.0%		18.1%	14.5%
Subtotal Staff Salaries - Full time	2.9%	5.5%		4.3%		4.3%	4.8%	6.1%	3.0%	4.4%	4.6%
Regular and Special Session Costs											
Session Per Diem	4.3%	4.4%		4.3%		4.3%					4.3%
Session Mileage and Trips	3.1%	-5.9%		0.0%		0.0%					0.0%
Session Staff Salary Base											
Nonpartisan	3.0%	-8.2%	11.0%	0.1%		0.1%					0.1%
Majority	3.0%	3.0%		3.0%		3.0%					3.0%
Minority	3.0%	3.0%		3.0%		3.0%					3.0%
Subtotal Session Staff Salaries	3.0%	-6.0%	11.0%	0.5%		0.5%					0.5%
Legislative Aides											
Aides	6.7%	6.7%		6.7%		6.7%					6.7%
Aides transportatin allowance	55.7%	38.3%		49.6%		49.6%					49.6%
Subtotal Aides Cost	9.2%	8.3%		8.8%		8.8%					8.8%
Health, Life, Dental (HLD), Medicare & STD	-1.7%	2.2%	6.0%	-0.1%		-0.1%	31.6%	17.8%	14.5%	8.2%	8.8%
PERA Costs											
PERA	7.0%	9.0%	16.4%	7.9%		7.9%	8.0%	12.1%	7.9%	11.9%	
PERA AED	2.1%	4.0%	11.0%	2.9%		2.9%	3.0%	7.0%	3.0%	6.8%	
PERA SAED	2.1%	4.0%	11.0%	2.9%		2.9%	3.0%	7.0%	3.0%	6.8%	
JBC PERA DIRECT DISTRIBUTION											
Subtotal PERA Costs	4.5%	6.3%	13.0%	5.3%		5.3%	4.2%	7.6%	4.5%	7.3%	5.9%
Operating Costs	2.3%	1.9%	4.5%	3.6%	100.0%	4.8%	140.5%	7.5%	3.2%	4.4%	5.7%
Capital								-1.2%			-1.2%
Travel	-63.4%	-30.3%	0.0%	-48.4%		-48.4%	0.0%	0.0%	-12.2%	14.3%	-37.8%
Cash Funds			0.0%			0.0%		-100.0%			-76.0%
Reappropriated Fund								0.0%	3.0%		2.7%
Legislative Appropriation Base Total	1.3%	3.3%	5.2%	1.8%	100.0%	2.4%	8.4%	4.5%	4.1%	5.2%	3.9%