

LEGISLATIVE COUNCIL STAFF

FY 2015-2016

Budget Request



Colorado
Legislative
Council
Staff

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LEGISLATIVE COUNCIL STAFF FY 2015-16 BUDGET OVERVIEW

Summary

The Legislative Council Staff budget request for FY 2015-16 is presented herein. The appropriation request of \$8,744,179 represents an 8.11 percent increase over the current year appropriation and includes funding for 73.3 FTE. This percentage is relatively high because two new FTE and their full salaries are included in this request. The first is a position to help with constituent services. This section is currently staffed with only one FTE. This has been one of the most popular services we provide since its introduction in the late 1990s. The second is a project management professional for the IT office. This person will help with the quality, timing, cost, scope, risk, and resource allocation of our projects. The unique nature of legislative work means we frequently have to build systems ourselves and cannot buy them "off the shelf."

The detailed budget request begins on page 9-LCS. Table 1, on page 2-LCS, provides a summary of the appropriations and request, by line item, for FY 2013-14 to FY 2015-16.

The full request includes an increase for employer contributions to health, dental, and life insurance; a 2.0 percent increase to the base salary budget pursuant to the Joint Budget Committee common policy; an IT adjustment and policy and research retention amount; and the two new FTE. The request also includes increases for the employer contributions for the PERA amortization equalization disbursement (AED) and the PERA supplemental amortization equalization disbursement (SAED). On January 1, 2016, the AED rate will increase from 4.2 percent to 4.6 percent and the SAED rate will increase from 4.0 percent to 4.5 percent.

Table 1: Legislative Council Staff Line Item Appropriations and Request

	Actual FY 2013-14 Total Funds	Appropriation FY 2014-15 Total Funds	Request FY 2015-16 Total Funds	Percent +/(-) Change
Personal Services	\$ 5,384,653	\$ 6,780,661	\$ 7,357,056	8.50%
Operating	\$ 644,945	\$ 780,097	\$ 739,953	-5.15%
Travel	\$ 28,888	\$ 33,106	\$ 45,000	35.93%
Capital Outlay	\$ 19,644	\$ 96,671	\$ 96,671	0.00%
Subtotal	\$ 6,078,130	\$ 7,690,535	\$ 8,238,680	7.13%
PERA AED	\$ 151,170	\$ 205,435	\$ 257,416	25.30%
PERA SAED	\$ 136,038	\$ 192,057	\$ 248,083	29.17%
Grand Total	\$ 6,365,338	\$ 8,088,027	\$ 8,744,179	8.11%
FTE	69.3	71.3	73.3	

LEGISLATIVE COUNCIL STAFF FY 2015-16 BUDGET REQUEST NARRATIVE

The Legislative Council was created in 1953 to collect data, to examine constitutional and statutory provisions and possible amendments, to consider important issues of public policy, and to prepare reports, bills, and other documents for presentation to the General Assembly. Pursuant to Section 2-3-303 (1), C.R.S., the Legislative Council is authorized to perform the following functions:

- to collect information concerning the government and general welfare of the state;
- to examine the effects of constitutional provisions and statutes and recommend desirable alterations;
- to consider important issues of public policy and questions of statewide interest;
- to prepare for presentation to the members and various sessions of the General Assembly such reports, bills, or otherwise, as the welfare of the state may require;
- to expend monies or to authorize the expenditure of moneys to accomplish the functions contained in this section out of moneys appropriated to the Legislative Council by the General Assembly;
- to approve bills recommended by interim committees or other committees created by statute or resolution which operate during the interim; and
- to review the ballot information booklet prepared by the Director of Research at a public hearing in accordance with Section 1-40-124.5, C.R.S.

The information gathering function of the Legislative Council created a need for a continuing and permanent research staff to serve the needs of the General Assembly. To fulfill this function, the Executive Committee of the Legislative Council appoints a Director of Research who in turn hires professional, technical, clerical, or other employees necessary to perform the functions assigned. The functions of staff may be grouped under seven broad categories:

- (1) staffing committees of reference during the regular session and special sessions of the legislature;
- (2) staffing interim and statutory committees, including the Capital Development Committee, the Joint Technology Committee, the Legislative Council, the Transportation Legislation Review Committee, and the Water Resources Review Committee;
- (3) responding to requests for research, including constituent requests;
- (4) preparing fiscal notes and fiscal memoranda;
- (5) providing economic data and revenue forecasts;
- (6) management of information systems for the entire Legislative Branch; and
- (7) performing other centralized support services such as accounting, printing, and visitor services.

Agency Program Description

The functions of Legislative Council are performed by staff within five agency sections. These sections are:

- (1) Office Administration;
- (2) Policy, Research, Constituent Services, and Committee Staff;
- (3) Economics, Forecasting, and Fiscal Notes;
- (4) Legislative Information Services; and
- (5) Support Services.

An organizational chart depicting agency programs is on page 8-LCS.

Office Administration

Office administration is comprised of 4.0 FTE, including the Director, Deputy Director, an office administrator, and an administrative assistant who also serves as staff assistant to the section. Office administration is responsible for:

- providing general vision and direction for the development of the agency;
- the overall supervision, evaluation, and retention of employees;
- providing staff support to the Executive Committee of Legislative Council in matters pertaining to the management of the General Assembly;
- allocation of office resources to the various programs and activities of the office;
- administration of requests for proposal, special studies and projects, and negotiation of vendor contracts;
- assuring timely and complete response to legislators' requests for research;
- participation in the initiative filing, comment, and review process established by law;
- overseeing the publication and distribution of the *Analysis of Ballot Proposals*;
- working with members of the General Assembly on issues of concern; and
- assisting the public concerning questions regarding the General Assembly and state government.

Policy, Research, Constituent Services, and Committee Staff

The research section of Legislative Council, a requested 26.8 FTE, is responsible for a wide array of research and committee staffing activities, including the staffing of committees of reference, interim committees, and statutory committees such as the Capital Development Committee and the Joint Technology Committee. The section also staffs the constituent services program and the Joint Legislative Library.

The activities of the Policy, Research, Constituent Services, and Committee Staff section are outlined below:

Staff for standing committees

- scheduling bills at the direction of the chair;
- providing information to the public on committee activities;
- preparing committee reports;
- preparing summaries of meetings;
- preparing research at committee request; and
- arranging for special meetings of committees.

Staff for statutory and interim committees

- planning and arranging for meetings at the direction of the chair;
- preparing research and longer-term research projects on topics of interest to committees;
- working with the Office of Legislative Legal Services on committee bill requests;
- preparing committee summaries;
- providing information to the public;
- making arrangements for special committee activities; and
- preparing final reports of committees.

Research requests and constituent services

- responding to research and constituent requests from members of the General Assembly;
- updating publications such as the "Health Care Resources book," "Directory of State Government," and "Motor Vehicle Law Resource Book;"
- writing and editing the *Analysis of Ballot Proposals*; and
- assisting members of the General Assembly in providing information to answer constituent questions.

Joint Legislative Library

- providing nonpartisan reference services, research assistance and information for the General Assembly, its staff, and other library users;
- maintaining a library collection of print and non-print items, with emphasis on the governmental, legislative and legal resources, pertinent to the General Assembly and its staff;
- providing and maintaining Colorado legislative documents and reports required to be filed with the General Assembly, and
- creating and maintaining the library on-line catalog, research memoranda database, reports database, and legislators' history database.

Economics, Forecasting, and Fiscal Notes

The economics and fiscal notes section is staffed by 18.5 FTE.

Economics and forecasting. The economics area provides the General Assembly with information utilized in the budget process. Specifically, forecasts are provided for the following revenue and expenditure items:

- General Fund revenues (roughly half of the state's revenues);
- Cash fund revenues (roughly one-fourth of the state's revenues), including:
 - ▶ higher education enrollment and revenues
 - ▶ Highway Users Tax Fund revenues (HUTF)
 - ▶ Unemployment Insurance Tax Fund revenues and fund balances
 - ▶ Tobacco master settlement payments
 - ▶ Marijuana tax revenues
 - ▶ Severance taxes, federal mineral lease payments, and other large cash funds;
- constitutional and statutory spending limits;
- the national and Colorado economies;
- the adult and juvenile incarcerated offender populations;
- assessed values and property taxes by school districts for use in determining school finance state aid; and
- kindergarten to twelfth grade public school enrollment for use in determining school finance state aid.

These tasks result in a quarterly publication of the revenue and economic outlook, as well as in many memoranda that detail the other forecasts. Additional tasks of this section include:

- evaluating tax policy, revenue, and budget issues for the General Assembly;
- analyzing the economy as it relates to legislative and revenue issues;
- preparing simulations of, disseminating information on, and publishing reports regarding the school finance act;
- conducting research as requested by the General Assembly; and
- making presentations to and responding to questions from the general public.

Fiscal notes. The fiscal notes staff is responsible for reviewing each printed bill and concurrent resolution for its probable fiscal impact. Bills limited to appropriations measures carrying specific dollar amounts are excepted from this requirement. A revised fiscal note is prepared for an engrossed, reengrossed, revised, or rerevised bill when warranted. Other duties of this staff include:

- providing assistance to interim and statutory committees;
- responding to research requests from committees and individual legislators;
- acting as liaison with executive agencies, the Joint Budget Committee staff, and others as questions arise during the fiscal note process; and
- participating in specialized research projects and studies, such as the annual property tax audit of county assessments, property tax projection modeling, the biennial school district cost-of-living study, and the blue book ballot analysis.

Legislative Information Services

Legislative Information Services (LIS) is staffed by 17.0 FTE. LIS is responsible for management of information systems for the entire Legislative Branch, including:

- network hardware, software, and infrastructure, including wireless;
- end user hardware and software support for staff and members;
- provide technical staff analysis to the Joint Technology Committee;
- develop custom software applications for staff and members;
- licensing and other compliance, verification of data, and system security;
- provision of legislative information through the General Assembly website, including support and development; and
- technical liaison with third-party stakeholders and partners, including the general public and other state agencies.

Support Services

The support services section of the Legislative Council Staff is staffed by 7.0 FTE and encompasses three functions: (1) accounting, (2) printing, and (3) Capitol visitor services. A description of the responsibilities of each of the functions follows.

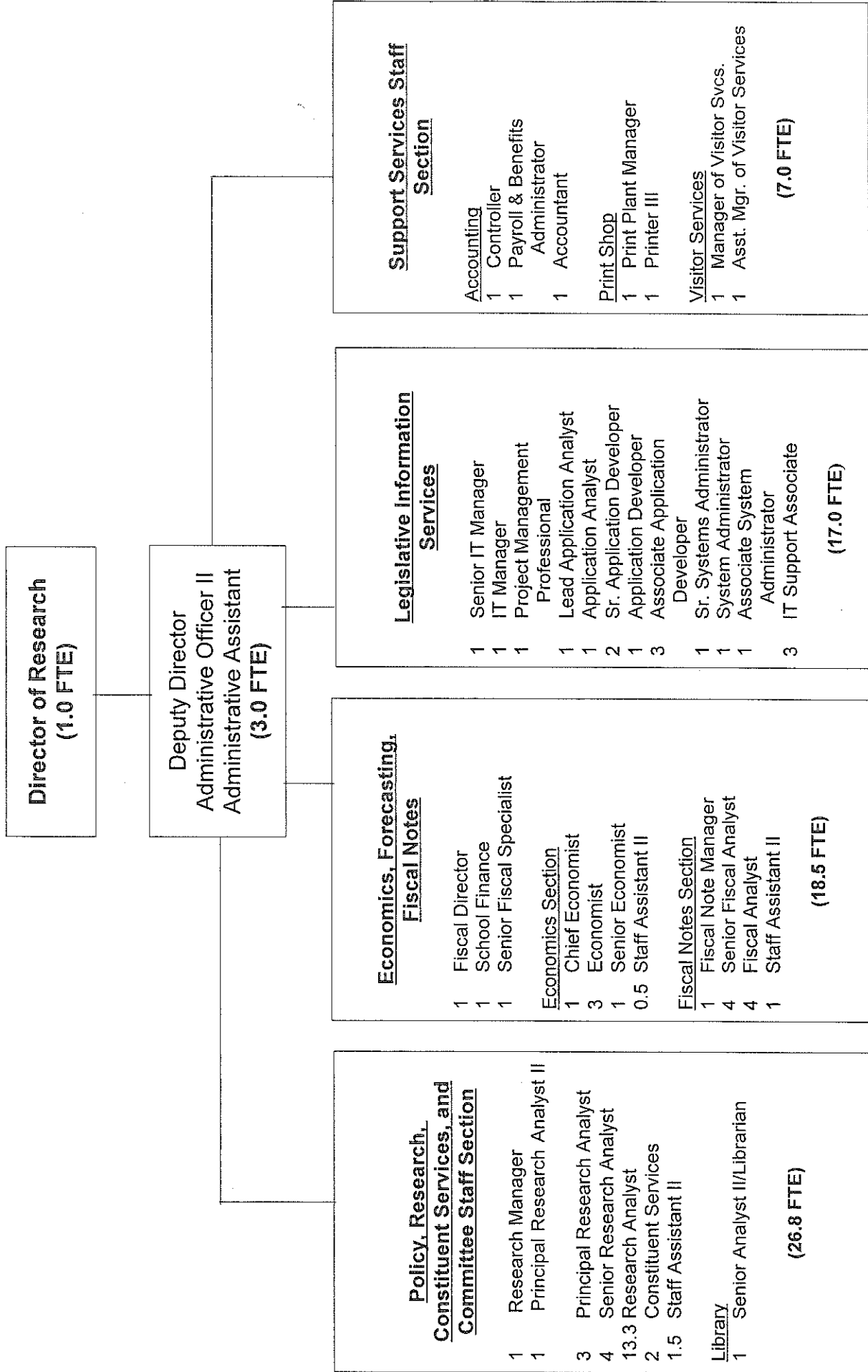
Accounting. The accounting staff provides services to the General Assembly and legislative service agencies. Primary tasks include:

- coordination and oversight of legislative branch agency accounting functions;
- preparation of the annual budget request;
- preparation of annual legislative branch financial statements;
- payroll, personnel, and benefits administration;
- accounts payable/receivable; and
- maintenance of a centralized filing system for all accounting transactions performed by legislative branch agency accounting staff except the Office of the State Auditor.

Printing. The print shop provides printing services to the General Assembly and legislative services agencies. The print shop uses an offset press and copy machines. The print shop is able to offer a full range of printing services to the legislature upon request.

Capitol visitor services. The visitor services staff and volunteers provide Capitol visitors with historical, legislative, and dome tours. An estimated 250,000 persons visit the State Capitol annually. Approximately 60,000 of these visitors join tours of the building coordinated by visitor services staff. That staff also helps with other functions around the Capitol.

Legislative Council Staff Organization Chart



Department: Legislature	Actual	Appropriation	Request	% Change Over
Agency: Legislative Council Staff	FY 2013-2014	FY 2014-2015	FY 2015-2016	FY 2014-2015
	Total Funds	Total Funds	Total Funds	Appropriation
	FTE	FTE	FTE	
PERSONAL SERVICES				
Continuation Salary Subtotal	4,368,416	5,492,705	5,510,891	73.3
2.0% Base Salary Budget Increase		101,140		
Two New FTE (Constituent Services and IT Project Manager)		155,000		
IT Adjustment and Policy and Research Retention		128,000		
Annual / Sick Leave Payments	12,545	73,330	73,330	
Transit Allowance	105,510	114,240	128,340	
PERA @ 10.15%	429,742	533,117	605,789	
Medicare Tax	60,115	76,160	86,541	
Short Term Disability	7,949	11,394	12,969	
Health, Dental, Life Insurance	400,376	479,715	555,056	
Total Personal Services	5,384,653	6,780,661	7,357,056	73.3
8.50%				
OPERATING EXPENDITURES				
1633 Unemployment Compensation	28,816	10,000	10,000	
1920 Tour Guides - Workstudy	10,079	14,583	14,583	
1920 Contract Services	175,751	123,556	138,556	
2220 Building Maintenance	-	1,555	1,555	
2230 Equipment Maintenance/Repair	4,994	7,797	7,797	
2231 IT Equipment Maintenance/Repair	49,593	54,036	54,036	
2253 Rental of Equipment	6,346	11,751	11,751	
2255 Rental of Office Space	45,403	46,000	-	
2258 Parking Fees	21,984	15,680	15,680	
2610 Advertising	805	2,000	2,000	
2630 Communications/Telephone/Fax	48,797	54,985	54,985	
2641 IT - Purchased Service	14,545	11,157	11,157	
2680 Printing/Reproduction Services	4,382	11,000	11,000	
3115 IT Supplies	14,867	38,653	38,653	
3116 Purchased Software	116,298	180,980	180,980	
3120 Books/Periodicals/Subscriptions	3,082	29,144	20,000	
3120 Subscriptions - Lexis Nexis	1,096	8,000	8,000	

Department: Legislature	Actual	Appropriation	Request	% Change Over
Agency: Legislative Council Staff	FY 2013-2014	FY 2014-2015	FY 2015-2016	FY 2014-2015
	Total Funds	Total Funds	Total Funds	Appropriation
	FTE	FTE	FTE	
3121 Office Supplies	17,394	15,000	15,000	
3123 Postage	1,515	3,000	3,000	
3128 Non Capitalized Equipment	37,399	79,364	79,364	
4140 Dues and Memberships	5,364	6,000	6,000	
4180 Official Functions	3,496	5,600	5,600	
4220 Registration / Training Fees	32,918	30,256	30,256	
New Member Orientation	21	20,000	20,000	
Total Operating Expenditures	644,945	780,097	739,953	-5.15%
TRAVEL EXPENDITURES				
2510 In-State Travel	8,657	8,084	10,000	
2530/2531 Out-State Travel	20,231	25,022	35,000	
Total Travel Expenditures	28,888	33,106	45,000	35.93%
CAPITAL OUTLAY				
6210 IT Equipment Purchase	19,644	90,300	90,300	
6220 Equipment Purchase	-	6,371	6,371	
Total Capital Outlay	19,644	96,671	96,671	0.00%
GRAND TOTAL	6,078,130	7,690,535	8,238,680	7.13%
PERA AED (4.2% for 7 months. 4.6% for 5 months)	151,170	205,435	257,416	25.30%
PERA SAED (4.0% for 7 months. 4.5% for 5 months)	136,038	192,057	248,083	29.17%
GRAND TOTAL WITH PERA AED AND SAED	6,365,338	8,088,027	8,744,179	8.11%