

COLORADO GENERAL ASSEMBLY

EXECUTIVE COMMITTEE

Rep. Julie McCluskie, Chair
Sen. Stephen Fenberg, Vice-chair
Rep. Monica Duran
Sen. Robert Rodriguez
Rep. Rose Pugliese
Sen. Paul Lundeen

STAFF

Natalie Castle, Director



**EXECUTIVE COMMITTEE OF THE
LEGISLATIVE COUNCIL**

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DENVER, COLORADO 80203-1784

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April __, 2024

Legislative Council Staff is authorized to spend up to \$44,050 from the shared service agency account of the Legislative Department Cash Fund to Keystone Policy Center for the facilitation and project management of the Commission on Property Tax between April through December, 2024. This amount assumes an average of one meeting per month and is based on the attached proposal from the Keystone Policy Center.

Speaker Julie McCluskie, Chair

President Stephen Fenberg, Vice-chair

Majority Leader Monica Duran

Majority Leader Robert Rodriguez

Minority Leader Rose Pugliese

Minority Leader Paul Lundeen

CC: Natalie Castle
 Director of Research Legislative Council Staff
 (303) 866-4778
 LCS.Director@coleg.gov

Facilitation & Project Management Plan	
Components & Timeline	Activities
Meeting Design & Planning (April 2024-December 2024)	Planning of monthly meetings of Commission <ul style="list-style-type: none"> • Key stakeholder (Governor’s Office, Legislative leaders and staff, Executive Committee, others identified by Commission chair and co-chair) engagement on substance, content and goals; • Meeting agenda and materials creation • Engaging with experts and other presenters • Management of logistical elements
Meeting Facilitation & Management (April 2024-December 2024)	Manage each Commission meeting including: <ul style="list-style-type: none"> • Facilitate discussions and overall meetings to ensure alignment with goals, guiding principles • Coordination of all presentations, surveys etc. Facilitation techniques to include (but not limited to): <ul style="list-style-type: none"> • 1:1 interviews with Commission members to understand individual perspectives and identify themes across members • Activities to rapidly collect ideas and opinions from all members such as post-it note brainstorming or online polling tools such as Mentimeter <ul style="list-style-type: none"> ○ These tools also help a group to categorize and prioritize problems and potential solutions while evaluating costs/benefits. • Working with Commission Chair, Vice-Chair and Legislative Council staff, arrange for relevant subject matter experts and statistical modeling presentations regarding property tax structure and base as Commission considers proposals • Working with the Commission, establish and facilitate work groups for key issues to allow for in-depth evaluation of policy options which the Commission would then consider. • Recognize and leverage the knowledge of Commission members who have expertise in property tax policy by designing agendas that

	<p>enable full participation of members as well as cross-learning among members with different areas of expertise.</p> <ul style="list-style-type: none"> • Structure and administer proceedings to comply with the Open Meetings and Open records laws, including any public comment. • Ensure accessibility for all Commission and subgroup meetings and documents for persons with disabilities or language translation.
Meeting Follow-Up (April 2024-December 2024)	<p>Follow-up with Commission members and other stakeholders as appropriate and agreed upon which may include:</p> <ul style="list-style-type: none"> • Provide summaries to attendees and LCS for website posting • Distribute additional materials, surveys, questionnaires etc.

Project Budget & Costs

Hourly Billing Rates (\$/hr.)	
Position	2024
President/CEO	\$250
Senior Policy Director and Senior Consultant	\$200
Project Coordinator	\$100

Projected Project Hours through December 2024	
Planning, Agenda Setting, and Meeting Preparation	30 hours
Commission Meetings (10 total)	40 hours
Additional Report and Recommendations	10 hours

Projected Staff Cost through December 2024		Total projected billable hours
President/CEO	15 hours	\$3,750
Senior Policy Director	15 hours	\$3,000
Senior Project Director and Senior Consultant	80 hours (x 2)	\$32,000
Project Coordinator	40 hours	4,000
Total (Projected Staff Cost - billed as work is completed)		\$ 42,750

Additional Costs	
Meeting Supplies	\$500
Meeting meals/refreshments	\$500
Travel (parking, mileage, etc.)	\$300
Total (Additional Costs)	\$1,300

Total Projected Costs through December 2024	\$44,050
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Point of Contact

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