

Vermont Legislative Joint Fiscal Office

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MEMORANDUM

To: Senate Committee on Appropriations
From: Daniel Dickerson, Business Manager, Joint Fiscal Office
Date: February 24, 2016
Subject: FY2017 Legislative Branch Budget Requests

Cumulatively, the FY2017 Legislative branch appropriation request is 1.9% (\$260,845) above the base FY2016 appropriation. To offset the increased appropriation, the Legislative branch budget proposal includes a \$173,500 reversion of anticipated branch-wide carry forward to the General Fund. After accounting for this reversion, the net legislative branch budget will be up 0.6% from the prior year. Each request includes the annualized cost of the most recent pay act as well as the net increase in the cost of health care benefits.

Legislature:

FY2017 Appropriation:	\$7,264,775	Year-to-Year Change:	1.7%
FY2016 Appropriation:	\$7,143,826	Proposed Reversion:	\$113,500

The Legislature's budget includes salaries and per diems for members of the General Assembly, as well as salaries for the House Clerk's office, Senate Secretary's office and Legislative leadership assistants. The budget also includes costs to support the General Assembly including organizational dues, printing and copying, travel to Legislative meetings and certain other general expenses related to day-to-day Statehouse operations.

The FY2017 Legislative budget request reflects the cost of supporting an eighteen-week legislative session. Of the proposed reversion, \$30,000 was previously appropriated into two separate accounts within the Legislature's general fund for a child protection study and for results-based accountability training. The costs for these two items were previously paid from the Legislature's operating budget and the sums of the two accounts can be included as part of the total reversion from the Legislature. Two major components within the proposed budget increase are increased legislative per diem and lodging costs, which are statutorily tied to federal reimbursement rates that were recently increased by the General Services Administration (GSA).

Legislative Council:

FY2017 Appropriation:	\$4,188,198	Year-to-Year Change:	2.1%
FY2016 Appropriation:	\$4,100,826		

The Legislative Council provides non-partisan legal, administrative and information technology (IT) support to the General Assembly. The Legislative Council employs 29 full-time staff and approximately 25 session-only staff within 3 divisions: Legal, Operations and Information Technology. Estimated FY16 carryforward of \$200,000 will be utilized in FY17 in order to

minimize year-to-year budget growth. Including the capital bill appropriation received in FY16 for the IRC project the year-to-year budget growth is -0.8%.

Sergeant at Arms:

FY2017 Appropriation:	\$671,374	Year-to-Year Change:	3.9%
FY2016 Appropriation:	\$646,356	Proposed Reversion:	\$10,000

The Sergeant-at-Arms' Office maintains order and security in the Statehouse and also assigns meeting rooms, runs the Legislative page program, provides messaging services and supervises custodial and security staff. This request reflects the cost of providing security and other services to support an eighteen-week legislative session. The Sergeant-at-Arms' budget includes funding for two full-time administrative staff, three full-time police officers and a tour guide, as well as session-only doorkeepers, pages, an office assistant and part-time police officers. The proposed FY2017 budget increase is requested due to the increasing need for extra security and safety training throughout the year as well as for increased salary and health benefit costs. We are working with the Administration to develop a method of enabling expenditure of room rental income in accordance with State accounting principles and this may be a later non-monetary change to the budget request.

Joint Fiscal Office:

FY2017 Appropriation:	\$1,648,880	Year-to-Year Change:	1.7%
FY2016 Appropriation:	\$1,621,374	Proposed Reversion:	\$50,000

The Joint Fiscal Office (JFO) provides non-partisan financial analysis and staff support to the Legislature in a variety of fiscal areas. JFO employs thirteen full-time staff as well as one part-time individual. Key changes to the Joint Fiscal Office base budget in FY2017 include filling the vacant budget analyst position internally, partially shifting expenditures for the Senior Economist position into the annual budget from one-time health care reform resources, and working to build ongoing Chainbridge tax analysis system maintenance into the annual budget as well.

Cc: Stephen Klein, Chief Fiscal Officer, Joint Fiscal Office
 Luke Martland, Director and Chief Counsel, Legislative Council
 Janet Miller, Sergeant-at-Arms
 John Bloomer, Secretary of the Senate
 William MaGill, House Clerk
 Dylan Giambatista, Office of the House Speaker
 Erika Wolffing, Office of the Senate President Pro Tempore

FY2017 Legislature Program Budget

PROGRAMS

	FY15 Act.	FY16 Est.	FY17 Req.
Legislature	1,349,147	1,445,127	1,459,312
Other Personal Services	20%	20%	20%
Operating Expenses			
Internal Service Expenses			
House of Representatives	3,687,916	3,899,330	3,899,330
Member Salaries	54%	53%	54%
Member Per Diems			
Senate	782,475	855,951	855,951
Member Salaries	12%	12%	12%
Member Per Diems			
Leadership Assistants	162,509	255,656	224,277
	2%	4%	3%
House Clerk	420,410	449,258	433,531
	6%	6%	6%
Senate Secretary	374,726	387,309	392,374
	6%	5%	5%
	6,777,184	7,292,631	7,264,775

NARRATIVE & KEY CHANGES

FY16 Appropriation \$7,143,826 GF

FY17 Budget Request \$7,264,775 GF (Gov. Rec.)

Percentage Change in Budget Request

- * Funding increase of \$120,949 (1.7%)
- * Excluding annualized pay act, funding increase of \$62,949 (0.9%)

Budget Ups/Downs

- * Increase- Annualized health insurance premium increases
- * Increase- Legislative Meal and Lodging rates
- * Increase- Leadership Assistant staffing (FY16 through early FY17)
- * Decrease- Mileage Reimbursement Rate

Reversion to General Fund

- * \$113,500 of FY2016 estimated carry-forward is reserved for a one-time reversion to the General Fund.

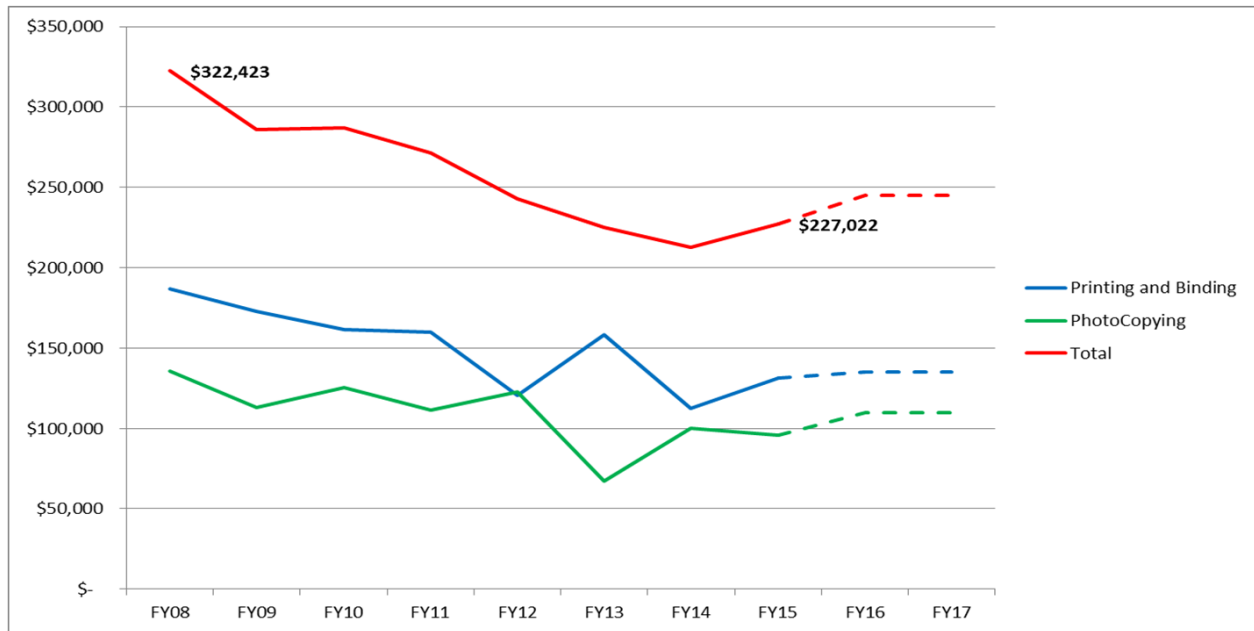
General Notes

- * \$26,000 budgeted in FY2017 for new member orientation
- * Anticipated FY2016 carryforward of approx. \$50k is currently unallocated .
- * Estimated FY2016 operating shortfall due to unforeseen increases to GSA per diem and lodging

Performance metrics

Legislative Printing and Copying Costs

(10 year snapshot)



FY2017 Legislative Budget

February 23, 2016

	FY15	FY15	FY16	FY16	FY17	
	Budgeted	Actual	Budgeted	Projected	Request	
	16 pos	17 wks 13 pos	16 pos	18 wks 13 pos	18 wks 13 pos	
SOURCES OF FUNDS						
General fund appropriation	7,044,517	7,044,517	7,143,826	7,143,826	7,264,775	1.7%
Pay Act		41,400		58,000		
Internal Service Fund Reduction		(1,177)		(17,895)		
Spending Reduction		(45,519)				
Fuel Savings				(44,807)		
Benefit savings						
TOTAL SOURCES	7,044,517	7,039,221	7,143,826	7,139,124	7,264,775	1.8%
USES OF FUNDS						
Member session salaries	2,214,603	2,198,038	2,262,178	2,273,267	2,273,267	
Member interim meetings salaries	85,000	76,382	85,000	85,000	85,000	
Member FICA	221,460	227,722	222,982	235,827	235,827	
Leg staff salaries	672,051	660,076	726,658	754,888	714,202	
Leg staff benefits (incl. staff FICA, WC)	377,377	293,715	357,173	334,335	324,023	
Contract services/consultants	60,000	2,067	45,000	40,000	40,000	
Interns		7,793	27,000	20,000	25,000	
Subtotal Personal Services	3,630,491	3,465,793	3,725,991	3,743,317	3,697,319	
Equipment, repairs & maintenance	62,000	16,337	65,000	40,000	40,000	
Fee for space charge	469,305	469,159	476,379	462,244	464,372	
Organization dues	270,000	246,144	260,000	255,000	260,000	
Communications	6,500	3,813	6,500	6,500	6,500	
Advertising	5,000	0	5,000	5,000	5,000	
Printing and binding	170,000	131,118	135,000	135,000	135,000	
Copying	115,000	95,904	115,000	110,000	110,000	
Postage and mailing	10,000	5,450	10,000	7,500	7,500	
Other insurance	4,395	5,585	5,185	6,000	6,708	
Registrations for meetings	20,000	11,100	16,000	16,000	16,000	
Member session expenses (per diem)	1,974,060	1,992,409	2,014,628	2,191,187	2,191,187	
Members conferences travel (out state)	32,000	31,103	42,000	45,000	42,000	
Office supplies, books, other payments	82,368	89,103	83,500	90,000	90,000	
Accounting (audit, Vision)	168,398	167,966	183,643	179,883	167,189	
New member orientation	25,000	24,200	0	0	26,000	
Subtotal Operating Expenses	3,414,026	3,289,391	3,417,835	3,549,314	3,567,456	
TOTAL USES	7,044,517	6,755,184	7,143,826	7,292,631	7,264,775	
OPERATING BALANCE	0	284,037	(0)	(153,507)	0	
ONE-TIME FUNDS						
Carry forward		562,989		532,025	163,142	
Carry forward reversion		(290,000)		(215,376)	(113,500)	
Transfer to Sergeant at Arms		(33,000)				
Transfer to LC for Law Clerk		(22,000)				
RBA Training		10,000				
Child Protection		20,000				
NET BALANCE	0	532,025	(0)	163,142	49,642	

FY 2017 Legislative Council Budget

Source of Funding	2015 Budgeted	2015 Actual Expenditure	2016 Budgeted	2016 Projected	2017 Request	
GF Appropriation	3,892,138	3,892,138	4,100,826	4,100,826	4,188,198	2.13%
Capital Appropriation (xmLegislator)	-	-	119,396	119,396	-	
Total Appropriation	3,892,138	3,892,138	4,220,222	4,220,222	4,188,198	-0.76%
Pay Act		90,000		75,000		
Internal Service Fund Reductions		(27,165)		(5,014)		
Spending Reductions		(30,286)				
Total Sources of Funding	3,892,138	3,924,687	4,220,222	4,290,208	4,188,198	-2.38%
Personal Services						
LC Staff	1,939,222	2,093,235	2,039,979	2,079,044	2,135,206	
LC Staff Benefits (incl. FICA)	877,910	860,844.66	947,612	890,313	979,167	
Temporary Employees	266,082	194,066	355,867	223,820	247,380	
Temporary Employees FICA		14,778		17,122	18,925	
UI, WC, etc	63,000	33,306	67,414	60,606	72,464	
Employee Tuition Costs		376				
Leave Payouts				19,392		
Total Personal Services	3,146,214	3,196,605	3,410,872	3,290,297	3,453,143	
Operating Expenses						
Fee For Space Charge	173,664	147,421	166,435	161,421	171,868	
VISION/IDSassess	23,675	23,537	30,445	23,500	32,906	
DII Allocation	77,338	76,761	65,292	77,338	82,930	
Single Audit	-	3,841	-	3,841	3,841	
Insurance (Gen Liability & Other - Risk Mgmt)	7,129	5,442	7,129	6,000	6,877	
Advertising - Job Vacancies	-	351	-	500	1,000	
Attorney Licensing and CLE	-	2,050	5,800	5,800	5,800	
BGS Postal	-	150	-	-	-	
Books&Periodicals-Library/Educ	4,800	280	500	500	500	
Communications	-	-	-	-	-	
Food	-	328	-	500	500	
Hardware (incl. iPad replacements)	126,429	153,477	87,438	72,342	201,534	a
IT & Data Processing Supplies	20,000	2,001	18,500	20,000	23,300	
Office Equipment	-	974	1,000	1,000	1,000	
Office Supplies	8,000	980	2,500	1,000	2,500	
Other Purchased Services (Monitoring, etc.)		51,462	1,105	45,332	33,505	b
Registration For Meetings&Conf	8,500	375	-	-	-	
Rep & Maint - Office Tech		-	-	-	-	
Repair & Maintenance - IT (incl. 1 Baldwin wiring)	60,334	35,541	64,990	38,060	94,623	c
Software (incl. iPad project)	117,335	287,098	161,260	140,863	150,656	d
Software (xmLegislator Project)			119,396	119,396		
Telecom-Other (WiFi & 2nd Internet connection)		7,898	16,540	17,181	47,176	e
Telephone Services (Conference Calling)		22	-	-	-	
Telephone Services (DII)	78,000	55,437	60,000	54,000	54,000	
Telephone Services (Wireless)	1,020	448	1,020	580	540	
Training - Info Tech	15,000	8,892	-	10,000	10,000	f
Travel-Instate	1,700	401	-	-	-	
Travel-Outstate	23,000	186	-	2,500	10,000	g
Total Operating Expenses	745,924	865,352	809,350	801,654	935,055	
Total Personal Services and Operating Expenses	3,892,138	4,061,957	4,220,222	4,091,951	4,388,198	
Balance Before One-Time Funds	-	(137,270)	-	198,257	(200,000)	
One-Time Funds						
Carry Forward		222,141		31,743	200,000	
Reversions		(25,000)		(30,000)		
Transfer to SgtArms		(28,460)				
Net Balance	-	31,411	-	200,000	0	

FY2017 Sergeant-at-Arms Program Budget

PROGRAMS

	<u>FY15 Act.</u>	<u>FY16 Est.</u>	<u>FY17 Req.</u>
Security	373,005	389,062	391,174
Capitol Police	59%	58%	58%
Part-Time Officers			
Equipment			
Pages, Interns, Volunteer Mgmt.	117,645	121,773	122,222
Processing	19%	18%	18%
Training			
Mail and Building Services	34,904	33,317	33,591
State Mail	6%	5%	5%
Legislative Services			
Room Setup & Scheduling			
Tours and Education	37,822	58,073	58,261
Tours	6%	9%	9%
Greetings			
Legislative Process			
School Tours			
Administration	64,168	65,617	66,127
Budget	10%	10%	10%
Accounts Payable			
Other Business			
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	627,544	667,842	671,376

Performance metrics (in development)

Est. non-legislative room bookings		390	
Number of weekend/after hours bookings		46	
Total Tours (collecting to provide in future years)			
	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>
Extra Security costs (sheriffs/overtime)	8,503	9,000	10,000

Legislative Survey to be completed at the end of this biennium

NARRATIVE & KEY CHANGES

FY16 Appropriation \$646,356 GF

FY17 Request \$671,376 GF

Percentage Change in Budget Request

*Funding increase of \$25,018 (3.9%)

*Excluding annualized pay act, funding increase of \$5,018 (0.84%)

Budget Ups/Downs (from FY16)

*Increase- Annualized health insurance premium increases

*Increase- Sgt. at Arms' salary increase from FY15

*Increase- New Tour Guide

*Increase- Sheriffs, Security training and equipment

One Time Spending in FY16

*\$8,000 for new defibrillators and water fountains in Statehouse

Reversion to General Fund

*\$10,000 of FY2016 estimated carry-forward is reserved for a one-time reversion to the General Fund.

General Note

*Does not include \$20,000 in appropriated funds for unanticipated security costs. These carry-forward year-to-year.

* Retirement expected in Jan. 2017 which could create additional budget pressure.

Training

Members - Security training

Staff - Security and fire simulation training

Doorkeepers/Pages/Interns - Evacuation training

Tour Guide - Evacuation training

Capitol Police - Level III Certification (highest certification for police officers; 25 hrs. per officer). 112 total hours of training for capitol police, including time for Level III

FY2017 Sergeant at Arms Budget

February 23, 2016

	FY15 Budgeted 6 pos	FY15 Actual 6 pos	FY16 Budgeted 6 pos	FY16 Projected 6 pos	FY17 Requested 6 pos	
SOURCES OF FUNDS						
General fund appropriation	572,547	572,547	646,356	646,356	671,374	3.87%
Pay Act		13,600		20,000		
Benefits savings						
Internal Service fund reductions		(437)		(607)		
Rescissions						
TOTAL SOURCES	572,547	585,710	646,356	665,749	671,374	0.84%
USES OF FUNDS						
Personal Services						
Salaries	266,569	288,708	285,129	285,360	286,020	
Overtime	6,000	5,928	6,000	6,000	6,000	
Temporary employees (includes pages)	102,117	119,743	123,165	132,666	132,666	
FICA/Medicare	19,599	32,147	21,261	33,180	33,291	
Health insurance	56,300	58,577	79,409	66,932	69,802	
Retirement	38,304	43,701	39,964	48,807	49,966	
Dental	3,932	5,862	5,964	5,964	5,964	
Life insurance	1,298	1,077	989	989	994	
Disability	765	661	640	640	644	
Employee assistance program	150	150	180	150	150	
Workers' Comp and Catamount	6,714	6,247	7,388	6,706	7,973	
Sheriffs	2,500	6,215	4,500	6,500	5,000	
Subtotal Personal Services	504,248	569,015	574,589	593,894	598,470	
Operating Expenses						
Fee for space	6,856	6,570	6,859	6,652	6,787	
Uniforms	4,000	4,374	5,000	5,000	5,000	
Dues & other miscellaneous	700	810	700	1,000	1,000	
Communications	15,000	12,614	14,000	14,000	14,000	
Supplies	2,500	501	1,200	3,000	3,000	
Other Insurances	1,282	1,147	1,048	1,048	1,010	
Legislative page expenses	15,000	13,740	15,000	15,000	15,000	
Travel	2,500	189	2,500	2,500	2,500	
Furniture	1,000	0	1,000	1,000	1,000	
Accounting (audit, Vision)	15,761	18,417	19,960	18,748	18,107	
Security equipment	1,500	166	2,500	3,000	2,500	
Security training	1,200	0	2,000	3,000	3,000	
Subtotal Operating Expenses	68,299	58,528	71,767	73,948	72,904	
Total Uses	572,547	627,544	646,356	667,842	671,374	
OPERATING BALANCE	0	(41,834)	0	(2,093)	0	
ONE-TIME USES						
Previous Year Balance Forward		13,426		23,052	12,959	
Carryforward Reversion		(10,000)			(10,000)	
Transfer from Legislature		33,000				
Transfer from Leg. Council		28,460				
Defibrillators				(5,000)		
Water Fountains				(3,000)		
NET BALANCE	0	23,052	0	12,959	2,959	

* The Sergeant at Arms retains a \$20,000 emergency reserve in addition to base appropriations

FY2017 Joint Fiscal Office Program Budget

PROGRAMS

	FY15 Act.	FY16 Est.	FY17 Req.
Budget Drafting Support	368,624	359,914	338,740
Committee support	25%	22%	21%
JFOBud system			
Revenue & Finance Support	327,171	413,088	430,077
Committee support	22%	26%	26%
Revenue forecasting			
Transportation	94,456	91,953	87,421
Committee support	6%	6%	5%
Major Area Fiscal Support	421,136	416,200	456,348
Capital	28%	26%	28%
Education			
Health care			
State IT			
Other areas/Fiscal notes			
Website & Publications	73,948	69,964	76,692
Website	5%	4%	5%
Fiscal facts & fiscal focus			
JFC/JFO Operations	216,810	251,026	259,603
JFC staffing	14%	16%	16%
Grants processing			
Office management			
IT development & support			
Legislative branch budgets			
	<u>1,502,145</u>	<u>1,602,144</u>	<u>1,648,880</u>

NARRATIVE & KEY CHANGES

FY16 Appropriation \$1,621,374 GF

FY17 Budget Request \$1,648,880 GF (Gov. Rec.)

Percentage Change in Budget Request

*Funding increase of \$27,506 (1.7%)

*Excluding annualized pay act, funding decrease of - \$2,494 (-0.15%)

Budget Ups/Downs (from FY16 base)

*Increase- Annualized health insurance premium increases

*Increase- 50% of salaries/benefits for Senior Economist in FY17 (25% in FY16)

*Increase- Results First funding from \$10k in FY16 to \$25k in FY17

One Time Spending in FY16

*\$10,000 for JFOBud maintenance

*\$37,000 for Chainbridge updates (\$39,000 of estimated carry-forward set aside for FY17. This cost will need to be addressed as a possible ongoing budget item in future years)

Reversion to General Fund

*\$50,000 of FY2016 estimated carry-forward is reserved for a one-time reversion to the General Fund.

General Notes

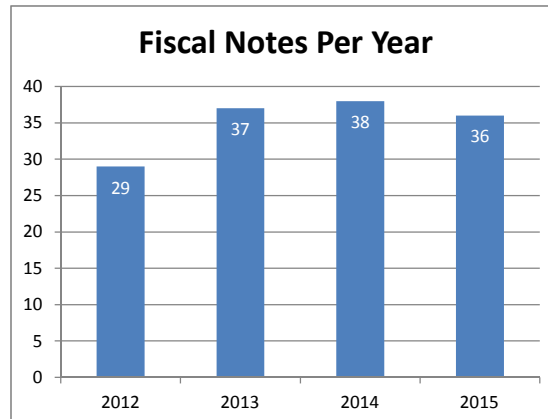
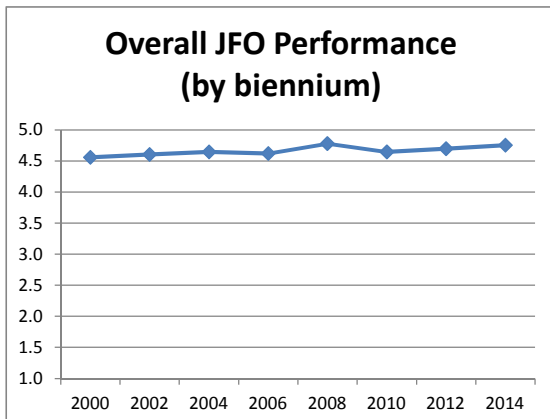
*Does not include funding for health care reform work (separately budgeted).

*Filled existing vacancy internally to reduce budget pressure.

PERFORMANCE MEASURES

Performance Survey Responses (1=Unsatisfactory 5=Excellent)

	2000	2002	2004	2006	2008	2010	2012	2014
Overall	4.6	4.6	4.6	4.6	4.8	4.6	4.7	4.8
Quality of technical support	4.4	4.6	4.7	4.5	4.8	4.7	4.7	4.7
Clarity of oral/written presentations	4.3	4.3	4.4	4.4	4.6	4.5	4.6	4.5
Knowledge of subject matter	4.3	4.6	4.7	4.6	4.9	4.7	4.7	4.7
Timeliness of response to questions	4.3	4.3	4.4	4.4	4.5	4.3	4.6	4.6
House vs. Senate impartiality	5.0	4.9	4.9	4.9	5.0	4.9	4.9	5.0
Non-partisanship between parties	5.0	4.9	4.8	4.8	4.9	4.7	4.6	5.0
Number of Responses	24	71	62	65	63	80	87	62
Response Rate	13%	39%	34%	36%	35%	44%	48%	34%



FY2017 Joint Fiscal Office Budget

February 23, 2016

	FY15 Budgeted 13 pos	FY15 Actual 13 pos	FY16 Budgeted 13 pos	FY16 Projected 13 pos	FY17 Proposed 13 pos	
SOURCES OF FUNDS						
General fund appropriation	1,530,157	1,530,157	1,621,374	1,621,374	1,648,880	1.70%
Pay Act		35,000		30,000		
Internal Service Fund reduction		(1,989)		(1,554)		
TOTAL SOURCES	1,530,157	1,563,168	1,621,374	1,649,820	1,648,880	-0.06%
USES OF FUNDS						
Personal Services						
Salaries	861,080	864,831	889,031	874,854	897,073	
Temp Emp - Salary/FICA	32,000	35,548	35,481	36,615	36,615	
FICA/Medicare	68,375	63,209	68,008	64,944	68,615	
Health insurance	139,003	133,933	167,613	148,132	162,187	
Retirement	93,131	92,612	96,326	92,508	97,330	
Dental	8,112	8,443	12,246	9,347	9,658	
Life insurance	3,565	2,735	3,112	3,022	3,194	
Disability	2,102	1,902	1,908	1,953	2,062	
Employee assistance program	408	340	356	330	345	
Workers' compensation	3,000	2,273	3,000	3,000	3,000	
Contract - Kavet	105,000	117,682	150,000	150,000	150,000	
Contract - Health care reform	20,000	0	0	0	0	
Contract - Policy Integrity	25,000	9,928	20,000	15,000	15,000	
Contract - Brighton	25,000	37,003	35,000	43,000	45,000	
Contract - Results First related	0	22,162	10,000	25,000	25,000	
Contract - JFOBud/Vantage Interface	7,000	0	1,500	5,000	5,000	
Other personal services	20,000	10,924	15,000	17,500	15,000	
Subtotal Personal Services	1,412,776	1,403,524	1,508,581	1,490,205	1,535,079	
Operating Expenses						
Hardware & Software	8,000	5,170	3,000	7,000	7,000	
Office Supplies and Equipment	2,000	6,430	2,000	5,000	6,000	
Fee for space	43,331	41,526	43,355	42,049	42,899	
Advertising	2,000	2,462	2,000	2,500	2,500	
Printing & copying	1,500	1,389	1,500	1,500	1,500	
Dues & subscriptions	16,007	12,092	20,000	14,000	14,000	
Registrations	7,000	3,088	4,000	4,000	4,000	
Insurances	4,149	1,786	2,299	2,299	2,396	
In state travel expenses	2,000	862	2,500	1,700	1,700	
Out of state travel expenses & training	16,000	10,668	17,000	17,000	17,000	
Accounting (audit/VISION)	11,394	11,220	12,139	11,891	11,306	
Other payments, adjustments	4,000	1,929	3,000	3,000	3,500	
Subtotal Operating Expenses	117,381	98,621	112,793	111,939	113,801	
TOTAL USES	1,530,157	1,502,145	1,621,374	1,602,144	1,648,880	
OPERATING BALANCE	0	61,023	0	47,676	0	
ONE-TIME FUNDS						
Carry forward		82,256		108,123	89,176	
Carry forward reversion		(20,000)		(19,623)	(50,000)	
Spending Reduction		(15,156)				
JFO Budget System - Backup				(10,000)		
Chainbridge FY16 & FY17				(37,000)	(39,000)	
NET BALANCE	0	108,123	0	89,176	176	

Other Contracts

Contract - UMASS	75,000	\$ from AOE	
Contract - Margolis/Security	65,000	\$ from BGS	60,000 \$ from Capital Bill
Contract - IT Leg. Oversight Capacity (2-yr)			250,000 \$ from Capital Bill
Contract - Picus			300,000 \$ from AOE