

Vermont Legislative Joint Fiscal Office

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MEMORANDUM

To: House Committee on Appropriations
From: Daniel Dickerson, Business Manager, Joint Fiscal Office
Date: March 01, 2017
Subject: FY2018 Legislative Branch Budget Requests

Cumulatively, the FY2018 Legislative branch appropriation request is 7.2% (\$986,647) above the base FY2017 appropriation. To partially offset the increased appropriation, the Legislative branch budget proposal includes a \$554,000 reversion of anticipated branch-wide carry forward to the General Fund. After accounting for this reversion, the net legislative branch budget will be up 3.15% from the prior year. Each request includes the annualized cost of the most recent pay act as well as the net change in the cost of health care and other benefits. Numbers for internal service fund charges were received after budgets were submitted to the Administration. The charges in FY18 are higher than originally budgeted and we are currently looking to see whether we can absorb the cost increases with the Governor's requested funding.

Legislature:

FY2018 Governor's Request:	\$7,581,882	Year-to-Year Change:	4.4%
FY2017 Appropriation:	\$7,264,775	Proposed Reversion:	\$385,000
		Net of Reversion:	(0.9%)

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 FY2018 Legislative budget request reflects the cost of supporting an eighteen-week legislative session. Aside from some staffing changes due to new Legislative leadership and budgeted increases to Legislative meals, rooms and transportation costs, there are no major new changes or initiatives budgeted for the Legislature in FY2018.

Legislative Council:

FY2018 Governor's Request:	\$4,678,911	Year-to-Year Change:	11.7%
FY2017 Appropriation:	\$4,188,198	Proposed Reversion:	\$150,000
		Net of Reversion:	8.1%

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.

Sergeant at Arms:

FY2018 Appropriation:	\$741,345	Year-to-Year Change:	10.4%
FY2017 Appropriation:	\$671,374	Proposed Reversion:	\$19,000
		Net of Reversion:	7.6%

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 FY2018 budget increase includes funding to offer a full benefits package for the tour guide position as well as funding for the police chief transition occurring later this spring.

Joint Fiscal Office:

FY2018 Appropriation:	\$1,757,736	Year-to-Year Change:	6.6%
FY2017 Appropriation:	\$1,648,880		

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. The Joint Fiscal Office base budget in FY2018 includes the full annual cost of salary and benefits for the Senior Economist. Previously, all or part of this position had been paid from health care reform funding appropriated in FY2015. Additionally, the FY2018 budget includes the full annual cost of operating the Chainbridge income tax analysis software as well as one-time costs to transition property tax analysis capabilities from a consultant to an in-house staff person.

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
 Katherine Levasseur, Office of the House Speaker
 Peter Sterling, Office of the Senate President Pro Tempore

FY18 Legislative Budget

3/1/2017

	FY15 Actual	FY16 Actual	FY17 Budgeted	FY17 Estimated	FY18 Budgeted
SOURCES OF FUNDS					
General fund appropriation	7,044,517	7,143,826	7,264,775	7,264,775	7,581,882
Pay Act	41,400	58,000		80,900	
Internal Service Fund reduction	(1,177)	(17,895)			
Fuel Savings reduction		(44,807)			
TOTAL SOURCES	7,084,740	7,139,124	7,264,775	7,345,675	7,581,882
USES OF FUNDS					
Personal Services					
Member session salaries	2,198,038	2,127,975	2,273,267	2,318,748	2,318,748
Special session salaries		18,290			
Member interim meetings salaries	76,382	77,671	85,000	85,000	100,000
Member FICA	227,722	225,484	235,827	240,375	241,875
Leg staff salaries	660,076	745,321	714,202	772,342	796,347
Leg staff benefits (incl. UI, WC)	293,715	336,521	324,023	373,716	389,410
Contract services/consultants	2,067	10,580	40,000	40,000	40,000
Interns (in Leg. Staff)	7,793	9,732	25,000	25,000	25,000
Subtotal Personal Services	3,465,793	3,551,574	3,697,319	3,855,180	3,911,380
Operating Expenses					
Equipment, repairs & maintenance	16,337	5,781	40,000	40,000	40,000
Fee for space charge	469,159	462,898	464,372	464,372	518,183
Organization dues	246,144	244,254	260,000	260,000	260,000
Communications	3,813	2,574	6,500	6,500	6,500
Advertising	-	1,549	5,000	5,000	5,000
Printing and binding	131,118	105,279	135,000	130,000	130,000
Copying	95,904	107,510	110,000	110,000	110,000
Postage and mailing	5,450	3,600	7,500	7,500	7,000
Other insurance	5,585	6,175	6,708	6,708	6,698
Registrations for meetings	11,100	18,159	16,000	16,000	20,000
Member session expenses (per diem)	1,966,876	2,055,402	2,191,187	2,142,131	2,240,617
Leg staff expenses (in state)	25,840	29,112		30,000	31,000
Members conferences travel (out state)	26,635	41,462	42,000	37,500	45,000
Leg staff conferences travel (out state)	4,801	4,546		4,500	5,000
Non-employee travel	17,660	21,138		20,000	22,000
Office supplies, books, other payments	64,935	66,208	90,000	70,000	73,000
Accounting (audit, Vision)	167,966	175,604	167,189	167,189	174,243
New member orientation	24,200		26,000	26,000	-
Subtotal Operating Expenses	3,289,725	3,351,253	3,567,456	3,543,400	3,694,241
TOTAL USES	6,755,518	6,902,827	7,264,775	7,398,580	7,605,621
OPERATING BALANCE	329,222	236,297	-	(52,905)	(23,739)
ONE-TIME ACTIVITIES					
Carry forward	482,989	501,692		522,613	386,208
Carry forward reversion	(210,000)	(215,376)		(83,500)	(385,000)
Spending Reduction	(45,519)				
Rescission					
Transfer to JFO					
Transfer to Sgt. at Arms	(33,000)				
Transfer to LC for Law Clerk	(22,000)				
NET BALANCE	501,692	522,613	-	386,208	(22,531)

FY 2018 Legislative Council Budget

	2016 Budgeted	2016 Actual Expenditure	2017 Budgeted	2017 Projected	2018 Proposed	%Change over 2017 Budgeted
Source of Funding						
GF Appropriation	4,100,826	4,100,826	4,188,198	4,188,198	4,678,911	11.72%
Carry Forward		31,743	200,000	226,582		
Reversions		(30,000)				
Pay Act		75,000		92,924		
Internal Service Fund Reductions		(11,108)				
Total Sources of Funding	4,100,826	4,166,461	4,388,198	4,507,704	4,678,911	6.62%
Personal Services						
LC Staff	2,039,979	2,017,741	2,135,206	2,130,475	2,161,154	1.22%
LC Staff Benefits (incl. FICA)	947,612	903,607	979,167	998,194	1,008,764	3.02%
Temporary Employees	355,867	284,246	247,380	323,890	418,710	69.26%
Temporary Employees FICA		22,346	18,925	24,778	32,031	69.26%
UJ, WC, etc	67,414	49,071	72,464	72,501	75,000	3.50%
Employee Tuition Costs		120				
Total Personal Services	3,410,872	3,277,132	3,453,143	3,549,838	3,695,660	7.02%
Operating Expenses						
Fee For Space Charge	166,435	161,421	171,868	171,868	176,165	2.50%
VISION/IDSassess	30,445	29,812	32,906	32,906	33,729	2.50%
DII Allocation	65,292	70,022	82,930	82,930	85,003	2.50%
Single Audit	-	3,259	3,841	3,841	3,095	-19.42%
Insurance (Gen Liability & Other - Risk Mgmt)	7,129	-	6,877	6,877	7,049	2.50%
Advertising - Job Vacancies	-	3,264	1,000	1,000	1,000	0.00%
Attorney Licensing and CLE	5,800	3,290	5,800	5,800	5,800	0.00%
BGS Postal	-	5	-	5	-	
Books&Periodicals-Library/Educ	500	72	500	592	500	0.00%
Dues	-	840	-	-	-	
Food	-	525	500	500	-	
Hardware (incl. iPad replacements)	87,438	148,838	201,534	57,783	213,434	5.90%
IT & Data Processing Supplies	18,500	280	23,300	20,000	20,000	-14.16%
IT Contracts	-	-	-	35,944	43,960	
Office Equipment	1,000	3,356	1,000	1,000	1,000	0.00%
Office Supplies	2,500	3,545	2,500	2,500	1,000	-60.00%
Other Purchased Services (Monitoring, etc.)	1,105	17,426	33,505	49,239	-	-100.00%
Recycling	-	73	-	-	-	
Registration For Meetings&Conf	-	50	-	-	-	
Repair & Maintenance - IT (incl. 1 Baldwin wiring)	64,990	27,279	94,623	16,531	17,281	-81.74%
Repair & Maintenance - Software	-	-	-	26,370	26,361	
Services	-	-	-	-	60,816	
Software (incl. iPad project)	161,260	130,165	150,656	73,441	-	-100.00%
Software	-	-	-	96,961	178,846	
Telecom-Other (WiFi & 2nd Internet connection)	16,540	1,422	47,176	47,197	27,600	-41.50%
Telephone Services (DII)	60,000	47,009	54,000	53,391	54,000	0.00%
Telephone Services (Wireless)	1,020	369	540	21	-	-100.00%
Training - Info Tech	-	9,650	10,000	10,000	10,000	0.00%
Travel-Instate	-	435	-	116	-	
Travel-Outstate	-	211	10,000	11,051	10,000	0.00%
Other	-	-	-	-	6,613	
Total Operating Expenses	689,954	662,748	935,055	807,865	983,252	5.15%
Total Personal Services and Operating Expenses	4,100,826	3,939,880	4,388,198	4,357,704	4,678,911	6.62%
Net Balance	-	226,581	0	150,000	(0)	

Capitla Budget

	2016 Budget	2016 Actual	2017 Budgeted	2017 Actual	2018 Proposed
Sources of Funding					
Capital Appropriation (xmLegislator)	119,396	119,396	-	-	-
Total Sources of Funding	119,396	119,396	-	-	-
Operating Expenses					
Software (xmLegislator Project)	119,396	22,000	-	97,396	-
Total Operating Expenses	119,396	22,000	-	97,396	-
Balance before One-Time Funds	-	97,396	-	-	-
One-Time Funds					
Carry Forward	-	-	-	97,396	-
Net Balance	-	97,396	-	-	(0)

FY2018 Sergeant-at-Arms Program Budget

PROGRAMS

	<u>FY16 Act.</u>	<u>FY17 Est.</u>	<u>FY18 Req.</u>
Security	375,113	419,286	424,434
Capitol Police	59%	59%	57%
Part-Time Officers			
Equipment			
Pages, Interns, Volunteer Mgmt.	114,944	124,933	126,346
Processing	18%	18%	17%
Training			
Mail and Building Services	32,544	33,029	32,532
State Mail	5%	5%	4%
Legislative Services			
Room Setup & Scheduling			
Tours and Education	46,148	62,628	88,856
Tours	7%	9%	12%
Greetings			
Legislative Process			
School Tours			
Administration	64,224	69,204	69,178
Budget	10%	10%	9%
Accounts Payable			
Other Business			
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	632,973	709,080	741,345

NARRATIVE & KEY CHANGES

FY17 Appropriation \$671,374 GF

FY18 Request \$741,345 GF

Percentage Change in Budget Request

*Funding increase of \$69,971 (10.4%)

*Excluding annualized pay act, funding increase of \$47,271 (6.8%)

Budget Ups/Downs (from FY17)

*Increase- Annualized health insurance premium increases and Pay Act

*Increase- Health Care for new Police Chief

*Increase- Benefits for Tour Guide

*Increase- Minor increases to operating costs

Reversion to General Fund

*\$19,000 of FY2017 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 will occur in May 2017 which will require position overlap and leave payout in FY17.

Performance metrics (in development)

	<u>FY16</u>		
Est. non-legislative room bookings	390		
Number of weekend/after hours bookings	46		
 Total Tours (collecting to provide in future years)			
		<u>FY17</u>	
	<u>FY15</u>	<u>FY16</u>	<u>(to date)</u>
Extra Security costs (sheriffs/overtime)	8,503	7,264	6,231

Performance Survey

(1=Low Satisfaction, 5=High Satisfaction)

	<u>2016</u>
Overall	4.9
Capitol Police	4.6
Doorkeepers	4.8
Legislative Page program	4.7
 Intern Policy	3.8
Physical Mail Delivery system	4.3
Room Reservation System	4.4
Tours Program	4.7

FY2018 Sergeant at Arms Budget

March 1, 2017

	FY15 Actual 6 pos	FY16 Actual 6 pos	FY17 Budgeted 6 pos	FY17 Estimated	FY18 Requested
SOURCES OF FUNDS					
General fund appropriation	572,547	646,356	671,374	671,374	741,345
Pay Act	13,600	20,000		22,700	
Benefits savings					
Internal Service fund reductions	(437)	(607)			
Rescissions					
TOTAL SOURCES	585,710	665,749	671,374	694,074	741,345
USES OF FUNDS					
Personal Services					
Salaries	288,708	286,053	286,020	311,998	340,446
Overtime	5,928	5,564	6,000	8,000	6,200
Temporary employees (includes pages)	119,743	113,057	132,666	140,787	107,892
FICA/Medicare	32,147	31,144	33,291	35,656	35,316
Health insurance	58,577	64,949	69,802	65,227	95,980
Retirement	43,701	50,688	49,966	54,506	59,476
Dental	5,862	5,450	5,964	5,050	4,824
Life insurance	1,077	1,007	994	1,111	1,437
Disability	661	651	644	718	783
Employee assistance program	150	148	150	150	180
Workers' Comp and Catamount	6,247	6,727	7,973	7,973	6,002
Sheriffs	6,215	5,708	5,000	5,000	6,000
Subtotal Personal Services	569,015	571,145	598,470	636,176	664,535
Operating Expenses					
Fee for space	6,570	6,653	6,787	6,787	7,572
Uniforms	4,374	3,206	5,000	5,000	5,000
Dues & other miscellaneous	810	943	1,000	1,000	1,200
Communications	12,614	12,508	14,000	14,000	14,500
Supplies	501	723	3,000	3,000	3,000
Other Insurances	1,147	1,022	1,010	1,010	1,031
Legislative page expenses	13,740	12,685	15,000	15,000	15,000
Travel	189	1,206	2,500	2,500	2,500
Furniture	0	0	1,000	1,000	500
Accounting (audit, Vision)	18,417	19,182	18,107	18,107	19,012
Security equipment	166	2,769	2,500	2,500	3,000
Security training	0	933	3,000	3,000	3,000
Subtotal Operating Expenses	58,528	61,829	72,904	72,904	75,315
Total Uses	627,544	632,973	671,374	709,080	739,850
OPERATING BALANCE	(41,834)	32,776	0	(15,006)	1,495
ONE-TIME USES					
Previous Year Balance Forward	13,426	23,052		50,330	25,324
Carryforward Reversion	(10,000)			(10,000)	(19,000)
Defibrillators		(5,498)			
NET BALANCE	23,052	50,330	0	25,324	7,819

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

PROGRAMS

NARRATIVE & KEY CHANGES

	FY15	FY16	FY17	FY18 req
Budget Drafting Support	368,624	359,914	338,740	345,396
Committee support	25%	22%	21%	20%
JFOBud system				
Revenue & Finance Support	327,171	413,088	430,077	486,213
Committee support	22%	26%	26%	28%
Revenue forecasting				
Transportation	94,456	91,953	87,421	85,670
Committee support	6%	6%	5%	5%
Major Area Fiscal Support	421,136	416,200	456,348	491,553
Capital	28%	26%	28%	28%
Education				
Health care				
State IT				
Other areas/Fiscal notes				
Website & Publications	73,948	69,964	76,692	78,860
Website	5%	4%	5%	4%
Fiscal facts & fiscal focus				
JFC/JFO Operations	216,810	251,026	259,603	270,044
JFC staffing	14%	16%	16%	15%
Grants processing				
Office management				
IT development & support				
Legislative branch budgets				
	1,502,145	1,602,144	1,648,880	1,757,736

FY17 Appropriation: \$1,648,880 GF with the Pay Act allocation of \$39,500 total FY17 = \$1,688,380

FY18 Budget Appropriation: \$1,757,529 GF (Gov. Rec.)

Percentage Change in Budget Request
 *Base to base increase of \$108,649 (6.6%)
 *Including pay act the increase is \$69,149 (4.1%)

Budget Ups/Downs (from FY16 base)
 *The key change is preparation for Deb Brighton's retirement, which is anticipated after the 2018 session. Our budget proposal contains funding to begin to develop internal capacity for the modeling she has provided for many years.

*Increase from 50% to 80% funding of senior economist in base budget and make position permanent.

*Annualized health insurance premium increases

*Decreased Results First funding from \$25k in FY17 to \$20k in FY18

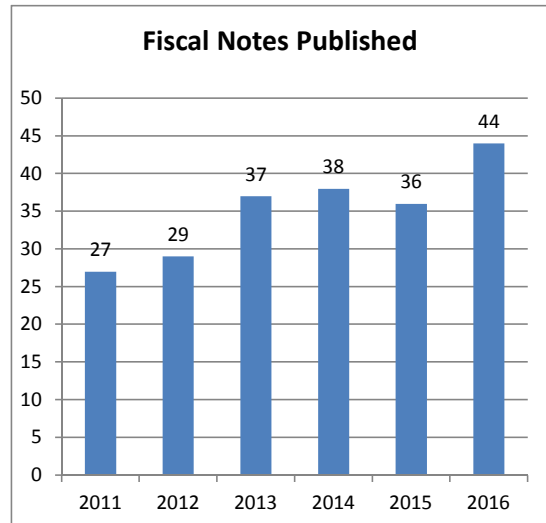
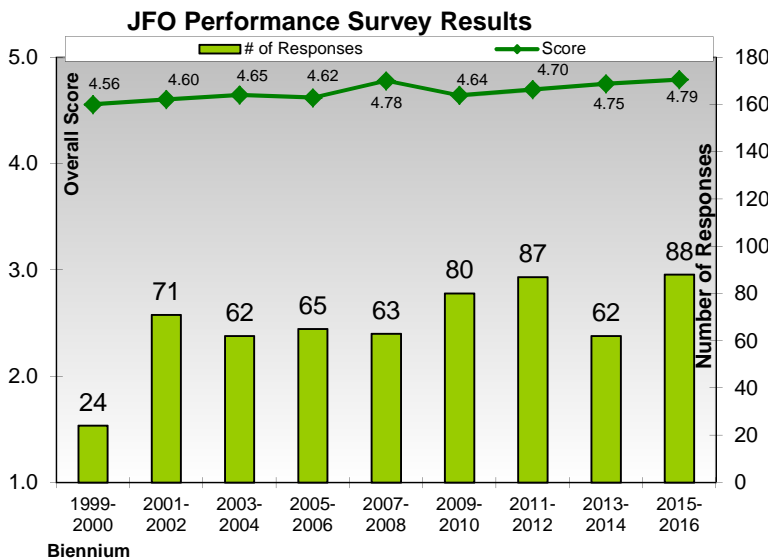
*Built Chainbridge updates into base (\$39,000 of estimated carry-forward was set aside for FY17)

*Slight reduction in out-of state travel as Stephaine will be moving off Executive Committee of NCSL in FY 2018.

PERFORMANCE MEASURES

Performance Survey Responses (1=Unsatisfactory 5=Excellent)

	2000	2002	2004	2006	2008	2010	2012	2014	2016
Overall	4.6	4.6	4.6	4.6	4.8	4.6	4.7	4.8	4.8
Quality of technical support	4.4	4.6	4.7	4.5	4.8	4.7	4.7	4.7	4.6
Clarity of oral/written presentations	4.3	4.3	4.4	4.4	4.6	4.5	4.6	4.5	4.5
Knowledge of subject matter	4.3	4.6	4.7	4.6	4.9	4.7	4.7	4.7	4.8
Timeliness of response to questions	4.3	4.3	4.4	4.4	4.5	4.3	4.6	4.6	4.6
House vs. Senate impartiality	5.0	4.9	4.9	4.9	5.0	4.9	4.9	5.0	4.9
Non-partisanship between parties	5.0	4.9	4.8	4.8	4.9	4.7	4.6	5.0	4.8
Number of Responses	24	71	62	65	63	80	87	62	88
Response Rate	13%	39%	34%	36%	35%	44%	48%	34%	49%



Joint Fiscal Office

Budget History

	FY15 Actual 13 pos	FY16 Actual	FY17 Budgeted	FY17 Estimated	FY18 Proposed
SOURCES OF FUNDS					
General fund appropriation	1,530,157	1,621,374	1,648,880	1,648,880	1,757,736
Pay Act	35,000	30,000		39,500	
Internal Service Fund reduction	(1,989)	(1,554)			
TOTAL SOURCES	1,563,168	1,649,820	1,648,880	1,688,380	1,757,736
USES OF FUNDS					
Personal Services					
Salaries	864,831	857,575	897,073	934,113	960,028
Temp Emp - Salary/FICA	35,548	33,901	36,615	36,990	36,990
FICA/Medicare	63,209	62,441	68,615	71,460	73,442
Health insurance	133,933	144,264	162,187	151,469	154,402
Retirement	92,612	92,342	97,330	105,082	107,806
Dental	8,443	8,602	9,658	8,713	9,386
Life insurance	2,735	2,574	3,194	3,325	4,051
Disability	1,902	1,984	2,062	2,148	2,208
Employee assistance program	340	333	345	345	360
WC and Catamount	2,273	2,376	3,000	3,000	2,069
Contract - Kavet	117,682	124,620	150,000	150,000	152,000
Contract - Policy Integrity	9,928	10,476	15,000	15,000	15,000
Contract - Brighton	37,003	34,600	45,000	45,000	45,000
Contract - Ira Sollace	-	3,920	-	-	-
Contract - JFOBud/Vantage Interface	-	1,800	5,000	3,000	2,000
Contract - Results First related	22,162	12,812	25,000	20,000	20,000
Other personal services	10,924	13,641	15,000	15,000	15,000
Subtotal Personal Services	1,403,524	1,408,262	1,535,079	1,564,645	1,599,743
Operating Expenses					
Hardware & Software	5,170	9,875	7,000	10,000	47,000
Office Supplies and Equipment	6,430	1,399	6,000	3,000	3,000
Fee for space	41,526	42,049	42,899	42,899	47,859
Advertising	2,462	1,127	2,500	2,000	2,000
Printing & copying	1,389	1,128	1,500	1,500	1,500
Dues & subscriptions	12,092	20,376	14,000	16,000	16,000
Registrations	3,088	2,819	4,000	4,000	4,000
Insurances	1,786	2,243	2,396	2,396	2,398
In state travel expenses	862	2,102	1,700	2,200	2,500
Out of state travel expenses & training	10,668	15,110	17,000	17,000	16,000
Accounting (audit/VISION)	11,220	12,075	11,306	11,306	11,885
Other payments, adjustments	1,929	3,974	3,500	4,000	4,500
Subtotal Operating Expenses	98,621	114,278	113,801	116,301	158,642
TOTAL USES	1,502,145	1,522,540	1,648,880	1,680,946	1,758,385
OPERATING BALANCE	61,023	127,280	-	7,434	(649)
ONE-TIME ACTIVITIES					
Carry forward	82,256	108,124		246,847	47,806
Carry forward reversion	(20,000)	(19,623)		(50,000)	
Spending Reduction	(15,156)				
CRG- Funding		18,700		12,500	
CRG- Expenses		(5,000)		(12,500)	
Picus- Funding		291,475			
Picus- Expenses		(240,000)		(51,475)	
Chainbridge		(34,109)		(37,000)	
10-yr Tax Study				(43,000)	
Brighton replacement				(25,000)	(50,000)
NET BALANCE	108,123	246,847	-	47,806	(2,843)