



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: House Committee on Appropriations  
 From: Daniel Dickerson, Joint Fiscal Office  
 Cc: Legislative Branch Department Heads  
 Date: February 15, 2022  
 Subject: Fiscal Year 2023 Legislative Branch Budgets

The fiscal year 2023 legislative branch appropriation request is \$19,158,459. This request is \$1,679,387 above the adjusted fiscal year 2022 appropriations (adjusted to include the budget adjustment request), a growth rate of 9.6%. The two biggest cost drivers are 1) pay act and benefits changes, 2) rent costs for new legislative space. Taken alone, these two items represent a growth rate of 8.0%. All remaining cost drivers represent a 1.6% growth rate. Overall branch budget numbers are shown below, with an explanation of budget pressures on the following page and department-level appropriations at the end of this memo.

| <b>Legislative Branch FY22 BAA and FY23 Appropriation - Request</b> |                                   |                      |
|---|-----------------------------------|----------------------|
|   | <b>FY22 Budget<br/>Adjustment</b> | <b>FY23 Big Bill</b> |
| FY22 Legislative Branch appropriations (Act 74)                     | \$17,184,072                      |                      |
| <i>FY22 BAA request</i>   | \$295,000                         |                      |
| FY22 Legislative Branch appropriations w/ BAA                       | \$17,479,072                      |                      |
| <i>FY23 Base budget</i>   |                                   | \$17,479,072         |
| <i>Annualize pay act and benefits changes</i>                       |                                   | \$637,646            |
| <i>Internal service fund increases (incl. new space)</i>            |                                   | \$750,048            |
| <i>Personnel changes</i>  |                                   | \$190,703            |
| <i>All other changes</i>  |                                   | \$100,990            |
| <b>FY23 Legislative Branch appropriation request</b>                |                                   | <b>\$19,158,459</b>  |
| <i>Dollar Change (FY22 BAA. to FY23)</i>                            |                                   | \$1,679,387          |
| <i>Percent Change (FY22 BAA to FY23)</i>                            |                                   | 9.6%                 |

**Budget Pressures:**

1. **Annualize FY22 BAA items:** The fiscal year 2022 budget adjustment request for the legislative branch included three new operating budget requests totaling \$295,000. Two of the items were within the Joint Fiscal Office budget, the IT project review consultant at \$125,000 and the limited-service position at \$65,000 (full year cost of \$10
2. **Pay Act and Benefits changes:** Legislative staff and legislators received 4.15% salary increases in July 2021. Additionally, the state-share cost for employees participating in the defined benefit plan increased from 21.4% to 25.5% in FY22. Finally, health care premiums will increase by 7% on January 1, 2022 and 7% on January 1, 2023, which averages out to a 10.7% increase in FY23. All these increases have been included in the FY23 budget requests as increases needed to maintain base services. Taken alone, the pay act and benefits changes represent roughly a third of branch-wide budget growth from FY22 to FY23.
3. **Internal Service Fund changes:** Starting in FY23, the legislative branch will begin paying for new space that has been taken over by the branch in 2 and 4 Aiken, and at 109 and 133 State. Some of this cost will go down in future years as some space in 109 and 133 State will go back to the executive branch. Additionally, the cost for workers' compensation and various liability insurances has increased for the branch. Taken together these internal service fund cost increases represent almost half of budget growth from FY22 to FY23
4. **Personnel changes:** Budget pressures under this line item can be broken up into two categories.
  - a. Staffing changes - Legislative offices have undergone many staffing changes in FY22. In cases where new employees were hired to fill existing positions, the new individuals that have been hired are primarily opting into higher cost benefits packages than previous incumbents, or in the case of new positions, higher than budgeted.
  - b. New staff – This category includes full annual funding for the JFO limited-service position of \$105,000 (\$65,000 of this is funded in the FY22 BAA). JFO also converted a temporary position to a permanent part-time position with benefits. Finally, the new capitol police officer authorized in Act 74 of 2021 was recruited at a higher salary than originally budgeted.
5. **Other budget pressures:** The remaining budget pressures represent approx. \$100,000 of branch budget growth.
  - a. These pressures and are mainly tied to increased costs for information technology (IT) contracts and software licenses tied to current services. The IT department has mitigated some of these increases by reducing new projects, but some new funding is needed in FY23 to cover these costs. The remaining budget pressures can be attributed to minor increases in branch operating costs.

| <b>Legislative Branch budgets – department breakdown</b> |                                  |                     |                    |               |
|--|----------------------------------|---------------------|--------------------|---------------|
|  | <b>FY22</b>                      | <b>FY23</b>         | <b>Change</b>      | <b>Change</b> |
| <b>Department</b>  | <b>Appropriation<sup>1</sup></b> | <b>Request</b>      | <b>\$</b>          | <b>%</b>      |
| Legislature <sup>2</sup>                                 | \$8,906,637                      | \$9,901,100         | \$994,463          | 11.2%         |
| Legislative Counsel                                      | \$3,400,236                      | \$3,656,402         | \$256,166          | 7.5%          |
| Legislative IT   | \$1,591,915                      | \$1,705,238         | \$113,323          | 7.1%          |
| Joint Fiscal Office                                      | \$2,512,260                      | \$2,722,113         | \$209,853          | 8.4%          |
| Sgt. At Arms   | \$1,068,024                      | \$1,173,606         | \$105,582          | 9.9%          |
| <b>Total</b>   | <b>\$17,479,072</b>              | <b>\$19,158,459</b> | <b>\$1,679,387</b> | <b>9.6%</b>   |

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<sup>1</sup> FY22 appropriations for the Legislature and the Joint Fiscal Office include the FY22 BAA supplemental appropriations.

<sup>2</sup> The Legislature's budget includes funding for the General Assembly, House Clerk, Senate Secretary, Leadership positions, Office of Legislative Operations, and the Office of Human Resources.

## FY2023 Legislature Program Budget

### PROGRAMS

|                                 | FY20      | FY21      | FY22 est. | FY23 req.        |
|---------------------------------|-----------|-----------|-----------|------------------|
| <b>Legislature</b>              | 1,360,218 | 1,530,160 | 1,662,274 | <b>2,286,627</b> |
| Other Personal Services         | 19%       | 23%       | 18%       | 23%              |
| Operating Expenses              |           |           |           |                  |
| Internal Service Expenses       |           |           |           |                  |
| <b>House of Representatives</b> | 3,873,846 | 2,507,093 | 4,067,654 | <b>4,231,654</b> |
| Member Salaries                 | 54%       | 38%       | 45%       | 43%              |
| Member Per Diems                |           |           |           |                  |
| <b>Senate</b>                   | 832,053   | 589,984   | 892,900   | <b>928,900</b>   |
| Member Salaries                 | 12%       | 9%        | 10%       | 9%               |
| Member Per Diems                |           |           |           |                  |
| <b>General Staff</b>            | 211,285   | 190,059   | 543,997   | <b>570,011</b>   |
| Speaker/Pro Tem. Staff          | 3%        | 3%        | 6%        | 6%               |
| HR Department                   |           |           |           |                  |
| <b>House Clerk</b>              | 475,015   | 524,637   | 516,685   | <b>528,872</b>   |
|                                 | 7%        | 8%        | 6%        | 5%               |
| <b>Senate Secretary</b>         | 421,071   | 409,774   | 450,056   | <b>461,204</b>   |
|                                 | 6%        | 6%        | 5%        | 5%               |
| <b>Legislative Operations</b>   | -         | 792,930   | 855,420   | <b>893,832</b>   |
|                                 | 0%        | 12%       | 10%       | 9%               |
|                                 | 7,173,487 | 6,544,637 | 8,988,986 | <b>9,901,100</b> |

### NARRATIVE & KEY CHANGES

FY22 Appropriation \$8,906,637 GF (includes FY22 BAA of \$105,000)

FY23 Budget Request \$9,901,100 GF (Gov. Rec.)

Percentage Change in Budget Request

\* Funding increase of \$994,463 (11.2%) (Gov.)

\* Excluding FY22 non-discretionary pay act, benefits and internal service increases \$40,060 (0.5%)(Gov.)

Budget Ups/Downs

\* Increase - Annualized pay act (+\$171k).

\* Increase - Retirement and Health increases (+\$55k).

\* Increase - Fee-for-space and other internal service fund costs (+\$729k)

\* Increase - committee staff hours and step increases (+\$15k)

\* Increase - other misc. (+\$25k)

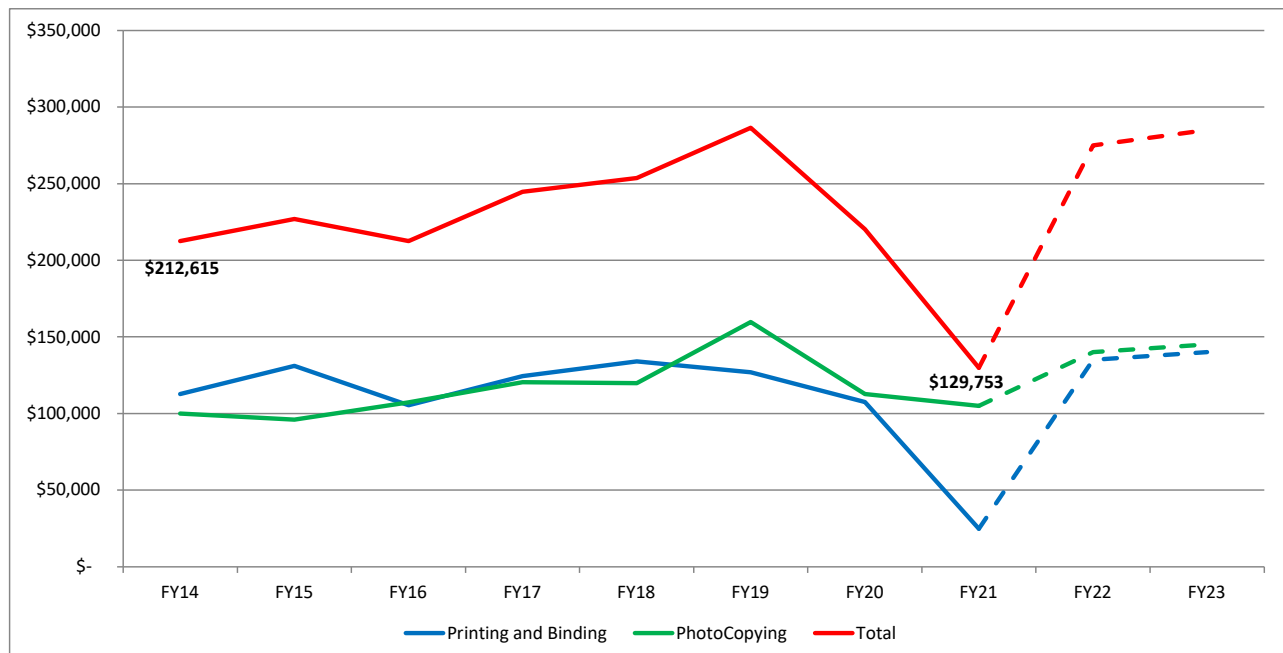
Carryforward

\* Carry-forward funding from FY21 and est. from FY22 has been tentatively allocated for various one-time initiatives - see supplemental budget sheet for Legislature.

### Performance metrics

#### Legislative Printing and Copying Costs

(10 year snapshot)



**FY2023 Legislative Budget**

2/15/2022

|   | <b>FY20<br/>Actual</b> | <b>FY21<br/>Actual</b> | <b>FY22<br/>Budgeted</b> | <b>FY22<br/>Estimated</b> | <b>FY23<br/>Request</b> |             |
|---|------------------------|------------------------|--------------------------|---------------------------|-------------------------|-------------|
| Session Length (weeks)                      | 29                     | 18                     | 18                       | 18                        | 18                      |             |
| Full-time positions                         | 7                      | 13                     | 13                       | 14                        | 14                      |             |
| Part-time/Session positions                 | 8                      | 28                     | 28                       | 28                        | 28                      |             |
| <b>SOURCES OF FUNDS</b>                     |                        |                        |                          |                           |                         |             |
| 1 General fund appropriation                | 8,119,372              | 8,691,089              | 8,801,637                | 8,906,637                 | 9,901,100               | 11.2%       |
| 2 Pay Act                                   | 114,000                | 56,000                 |                          | 171,000                   |                         |             |
| 3 27th pay period                           | -                      |                        |                          |                           |                         |             |
| 4 Retirement increase                       |                        |                        |                          | 30,000                    |                         |             |
| 5 <b>TOTAL SOURCES</b>                      | <b>8,233,372</b>       | <b>8,747,089</b>       | <b>8,801,637</b>         | <b>9,107,637</b>          | <b>9,901,100</b>        | <b>8.7%</b> |
| <b>USES OF FUNDS</b>                        |                        |                        |                          |                           |                         |             |
| <b>Personal Services</b>                    |                        |                        |                          |                           |                         |             |
| 6 Member session salaries                   | 3,085,577              | 2,608,493              | 2,435,350                | 2,536,413                 | 2,536,413               |             |
| 7 Special session salaries                  |                        |                        |                          |                           |                         |             |
| 8 Member interim meetings salaries          | 95,404                 | 60,865                 | 100,000                  | 105,000                   | 105,000                 |             |
| 9 Member FICA                               | 275,770                | 272,524                | 253,535                  | 264,141                   | 264,141                 |             |
| 10 Leg staff salaries                       | 761,826                | 1,365,777              | 1,575,975                | 1,676,971                 | 1,702,135               |             |
| 11 Leg staff benefits (incl. UI, WC)        | 305,804                | 563,436                | 637,114                  | 681,798                   | 746,019                 |             |
| 12 Contract services/consultants            | 1,667                  | 9,732                  | 20,000                   | 20,000                    | 25,000                  |             |
| 13 Interns/Other personal services          | 8,644                  | 7,783                  | 10,000                   | 10,000                    | 11,500                  |             |
| 14 <b>Subtotal Personal Services</b>        | <b>4,534,693</b>       | <b>4,888,610</b>       | <b>5,031,974</b>         | <b>5,294,323</b>          | <b>5,390,208</b>        |             |
| <b>Operating Expenses</b>                   |                        |                        |                          |                           |                         |             |
| 15 Equipment, repairs & maintenance         | 21,868                 | 19,435                 | 30,000                   | 30,000                    | 30,000                  |             |
| 16 Fee for space charge                     | 538,452                | 814,066                | 533,888                  | 533,888                   | 1,245,148               |             |
| 17 Organization dues                        | 281,372                | 175,777                | 300,000                  | 415,000                   | 310,000                 |             |
| 18 Communications                           | 38,471                 | 32,690                 | 10,000                   | 20,000                    | 10,000                  |             |
| 19 Advertising                              | -                      | 1,020                  | 6,000                    | 6,000                     | 6,000                   |             |
| 20 Printing and binding                     | 107,481                | 24,843                 | 135,000                  | 135,000                   | 140,000                 |             |
| 21 Copying                                  | 112,681                | 104,910                | 140,000                  | 140,000                   | 145,000                 |             |
| 22 Postage and mailing                      | 1,988                  | 7,634                  | 4,000                    | 4,000                     | 4,000                   |             |
| 23 Other insurance                          | 5,628                  | 12,061                 | 14,520                   | 14,520                    | 25,015                  |             |
| 24 Registrations for meetings               | 9,590                  | 825                    | 20,000                   | 20,000                    | 20,000                  |             |
| 25 Member session expenses (in-state)       | 1,165,866              | 860,268                | 2,140,000                | 1,940,000                 | 2,140,000               |             |
| 26 Member interim expenses (in state)       | 35,093                 | 5,008                  | 70,000                   | 70,000                    | 70,000                  |             |
| 27 Special session expenses                 | -                      | -                      | -                        | -                         | -                       |             |
| 28 Leg staff in-state expenses              | 31,076                 | 21,352                 | 34,000                   | 34,000                    | 34,000                  |             |
| 29 Members out-state travel (conferences)   | 44,295                 | 2,591                  | 45,000                   | 45,000                    | 45,000                  |             |
| 30 Leg staff out-state travel (conferences) | 14,957                 | -                      | 15,000                   | 15,000                    | 15,000                  |             |
| 31 Non-employee expenses                    | 11,990                 | -                      | 15,000                   | 15,000                    | 13,500                  |             |
| 32 Office supplies, books, other payments   | 58,969                 | 49,621                 | 81,500                   | 81,500                    | 81,500                  |             |
| 33 Administrative (audit, Vision, ADS)      | 159,016                | 166,688                | 175,755                  | 175,755                   | 176,729                 |             |
| 34 <b>Subtotal Operating Expenses</b>       | <b>2,638,794</b>       | <b>2,298,787</b>       | <b>3,769,663</b>         | <b>3,694,663</b>          | <b>4,510,892</b>        |             |
| 35 <b>TOTAL USES</b>                        | <b>7,173,487</b>       | <b>7,187,397</b>       | <b>8,801,637</b>         | <b>8,988,986</b>          | <b>9,901,100</b>        |             |
| 36 <b>OPERATING BALANCE</b>                 | <b>1,059,885</b>       | <b>1,559,692</b>       | <b>-</b>                 | <b>118,651</b>            | <b>-</b>                |             |
| <b>ONE-TIME ACTIVITIES</b>                  |                        |                        |                          |                           |                         |             |
| 37 Carry forward                            | 630,495                | 1,451,659              | 2,104,796                | 3,304,112                 | 212,212                 |             |
| 38 Carry forward reversion                  | (200,000)              | (350,000)              | (395,000)                | (435,000)                 |                         |             |
| 39 EV charging station x 2                  | (38,721)               |                        |                          |                           |                         |             |
| 40 COVID reserve                            |                        |                        | (100,000)                | (250,000)                 |                         |             |
| 41 Space costs - 109 and 133 State          |                        |                        | (500,000)                |                           |                         |             |
| 42 Various one-time costs (separate sheet)  |                        |                        |                          | (1,330,000)               | (75,000)                |             |
| 43 Statehouse expansion                     |                        |                        |                          | (1,500,000)               |                         |             |
| 44 <b>CRF Reimbursement for PY expenses</b> |                        | <b>728,765</b>         |                          | <b>304,450</b>            |                         |             |
| 45 Redistricting Expense (software)         |                        | (74,315)               |                          |                           |                         |             |
| 46 New Member Orientation                   |                        | (11,690)               |                          |                           | (25,000)                |             |
| 47 <b>NET BALANCE</b>                       | <b>1,451,659</b>       | <b>3,304,112</b>       | <b>1,109,796</b>         | <b>212,212</b>            | <b>112,212</b>          |             |

## Legislative carry-forward tracking

Joint Fiscal Office

2/15/2022

| Use   | FY21                | FY22                | FY23              | notes   |
|---|---------------------|---------------------|-------------------|---|
| <b>GF carry-forward - beginning of year</b> | <b>1,451,659.00</b> | <b>3,304,111.00</b> | <b>212,212.00</b> |   |
| reversion                                   | (350,000.00)        | (140,000.00)        |                   |   |
| redistricting                               | (74,315.00)         |                     |                   |   |
| CRF reimb. Of PY expenses                   | 728,765.00          | 304,450.00          |                   |   |
| New member orientation                      | (11,690.00)         |                     | (25,000.00)       |   |
| Retirement FY21 actuarial                   |                     | (40,000.00)         |                   | FY 22 work funded with separate appropriation in Act 74 - \$200,000 |
| Health regulatory analysis (Kinzer)         |                     |                     |                   | funded in BAA, no CF needed   |
| ARPA outreach                               |                     | (40,000.00)         |                   |   |
| IT Project review                           |                     | (125,000.00)        |                   |   |
| legislative chair off-session pay           |                     | (45,000.00)         | (45,000.00)       |   |
| HR assistant                                |                     | (105,000.00)        |                   |   |
| JFO limited-service position                |                     | (65,000.00)         |                   | JFO will cover remaining cost                                       |
| NCSL pay study                              |                     | (30,000.00)         |                   |   |
| HR items                                    |                     | (30,000.00)         | (15,000.00)       | salary ranges, legal retainer, sexual harassment training           |
| Statehouse code study                       |                     | (15,000.00)         |                   | from the Sgt. At Arms   |
| legislative facility coordinator            |                     | (45,000.00)         | (15,000.00)       | Tricia Harper - contract currently through 08/2022                  |
| Child care study                            |                     | (400,000.00)        |                   | no funding provided in Act 45 for study                             |
| CRF projects after Dec. 30                  |                     | (250,000.00)        |                   | for uncompleted projects after 12/30                                |
| 2-4 Aiken improvements                      |                     | (685,000.00)        |                   | \$185k for 2 Aiken 3rd fl, and \$500k for 4 Aiken                   |
| Statehouse expansion (BAA)                  |                     | (1,500,000.00)      |                   | Backfill with ARPA?   |
| yearly budget surplus/(deficit)             | 1,559,692.00        | 118,651.00          |                   | <i>FY22 operating surplus is estimated</i>                          |
| <b>GF carry-forward - end of year</b>       | <b>3,304,111.00</b> | <b>212,212.00</b>   | <b>112,212.00</b> |   |
| <i>Other potential non-GF</i>               |                     |                     |                   |   |
| FFF study bldg. modifications               |                     | (2,500,000.00)      |                   | CRF funds in Act 74   |
| building addition planning                  |                     |                     | (1,500,000.00)    | ARPA capital projects?  |
| other?                                      |                     |                     | (685,000.00)      | 2-4 Aiken; capital bill or ARPA?                                    |
| Non-GF total                                | -                   | (2,500,000.00)      | (2,185,000.00)    |   |

\*\*costs in red lettering not included in budgets presented to HAC in february

FY2023 Legislative Counsel

2/14/2022

with Ops

|                                       | FY20<br>Actual   | FY21<br>Actual   | FY22<br>Budgeted | FY22<br>Estimated | FY23<br>Request  |             |
|---------------------------------------|------------------|------------------|------------------|-------------------|------------------|-------------|
| Full-Time Positions                   | 27               | 23               | 24               | 24                | 24               |             |
| Part-Time/Session Positions           | 23               | 3                | 5                | 3                 | 5                |             |
| <b>SOURCES OF FUNDS</b>               |                  |                  |                  |                   |                  |             |
| 1 General fund appropriation          | 3,772,167        | 3,187,533        | 3,400,236        | 3,400,236         | 3,656,402        | 7.5%        |
| 2 Pay Act                             | 88,850           | 81,000           |                  | 95,000            |                  |             |
| 3 27th pay period                     |                  |                  |                  |                   |                  |             |
| 4 Retirement rate increase            |                  |                  |                  | 36,000            |                  |             |
| 5 <b>TOTAL SOURCES</b>                | <b>3,861,017</b> | <b>3,268,533</b> | <b>3,400,236</b> | <b>3,531,236</b>  | <b>3,656,402</b> | <b>3.5%</b> |
| <b>USES OF FUNDS</b>                  |                  |                  |                  |                   |                  |             |
| Personal Services                     |                  |                  |                  |                   |                  |             |
| 6 Full-Time Staff Salaries            | 2,205,870        | 2,004,519        | 2,009,259        | 2,027,651         | 2,134,870        |             |
| 7 NEW - Paralegal                     |                  |                  | 83,000           |                   |                  |             |
| 8 Session Staff Salaries              | 383,858          | 84,273           | 136,000          | 75,250            | 141,250          |             |
| 9 Overtime                            | 6,894            | 2,911            |                  | 3,000             |                  |             |
| 10 FICA/Medicare                      | 188,536          | 150,819          | 164,112          | 160,872           | 174,124          |             |
| 11 Health insurance                   | 470,640          | 400,351          | 410,895          | 387,792           | 496,615          |             |
| 12 Retirement                         | 333,183          | 299,472          | 286,112          | 345,683           | 398,393          |             |
| 13 Dental                             | 26,697           | 23,465           | 23,594           | 21,854            | 25,961           |             |
| 14 Life insurance                     | 7,320            | 6,343            | 6,444            | 6,393             | 8,102            |             |
| 15 Disability                         | 4,640            | 3,108            | 4,621            | 4,568             | 3,629            |             |
| 16 Employee assistance program        | 842              | 710              | 736              | 800               | 792              |             |
| 17 Worker's Compensation              | 9,585            | 5,090            | 4,950            | 4,950             | 5,948            |             |
| 18 Unemployment Compensation          | 17,294           | 14,510           | 5,000            | 5,000             | 5,000            |             |
| 19 Catamount Health                   | 3,774            | 4,247            | 1,000            | 1,000             | 1,000            |             |
| 20 Other personal services            | -                | -                | 4,344            | 4,344             | 5,610            |             |
| 21 <b>Subtotal Personal Services</b>  | <b>3,659,133</b> | <b>2,999,820</b> | <b>3,140,067</b> | <b>3,049,157</b>  | <b>3,401,294</b> |             |
| Operating Expenses                    |                  |                  |                  |                   |                  |             |
| 22 Fee for space                      | 192,443          | 187,364          | 201,267          | 201,267           | 204,242          |             |
| 23 VISION                             | 32,290           | 27,284           | 22,462           | 22,462            | 15,603           |             |
| 24 Single Audit allocation            | 3,628            | 3,053            |                  |                   | 500              |             |
| 25 Insurances                         | -                | 13,712           | 10,299           | 10,299            | 17,963           |             |
| 26 Advertising                        | 430              | 50               | 1,000            | 1,000             | 1,000            |             |
| 27 Licensing                          | 6,300            | 1,149            | 5,800            | 5,800             | 5,800            |             |
| 28 Books & Subscriptions              | 2,712            | 187              | 500              | 500               | 500              |             |
| 29 Office Supplies                    | 2,629            | 744              | 2,500            | 2,500             | 1,500            |             |
| 30 Office Equipment                   | 19,497           | 573              |                  |                   | 1,000            |             |
| 31 In-State Travel                    | 1,658            | 426              | 2,000            | 2,000             | 2,000            |             |
| 32 Out-of-State Travel                | 3,563            | -                | 5,000            | 5,000             | 5,000            |             |
| 33 Other payments, adjustments        | 1,924            | 1,948            |                  |                   |                  |             |
| 34 <b>Subtotal Operating Expenses</b> | <b>267,073</b>   | <b>236,491</b>   | <b>250,828</b>   | <b>250,828</b>    | <b>255,108</b>   |             |
| 35 <b>TOTAL USES</b>                  | <b>3,926,206</b> | <b>3,236,311</b> | <b>3,390,895</b> | <b>3,299,985</b>  | <b>3,656,402</b> |             |
| 36 <b>OPERATING BALANCE</b>           | <b>(65,189)</b>  | <b>32,222</b>    | <b>9,341</b>     | <b>231,251</b>    | <b>-</b>         |             |
| <b>ONE-TIME ACTIVITIES</b>            |                  |                  |                  |                   |                  |             |
| 37 Carry forward                      | 233,937          | 118,748          | 155,279          | 172,926           | 195,068          |             |
| 38 Carry forward reversion            | (50,000)         |                  | (50,000)         | (50,000)          |                  |             |
| 39 Rescission                         |                  |                  |                  |                   |                  |             |
| 40 <b>CRF reimbursement</b>           |                  | <b>21,956</b>    |                  |                   |                  |             |
| 41 Reimbursement from LEG             |                  |                  |                  | 9,890             |                  |             |
| 42 FY22 Limited-service position      |                  |                  |                  | (95,000)          |                  |             |
| 43 One-time personnel expense         |                  |                  |                  | (34,000)          |                  |             |
| 44 Session staff - Redistricting maps |                  |                  |                  | (25,000)          |                  |             |
| 45 LC office transition reserve       |                  |                  |                  |                   | (50,000)         |             |
| 46 COVID reserve                      |                  |                  | (15,000)         | (15,000)          | (15,000)         |             |
| 47 <b>NET BALANCE</b>                 | <b>118,748</b>   | <b>172,926</b>   | <b>99,620</b>    | <b>195,068</b>    | <b>130,068</b>   |             |

FY2023 Legislative Information Technology

2/14/2022

|   | FY20<br>Actual   | FY21<br>Actual   | FY22<br>Budgeted | FY22<br>Estimated | FY23<br>Request  |             |
|---|------------------|------------------|------------------|-------------------|------------------|-------------|
| Full-Time Positions                     | 7                | 7                | 8                | 8                 |                  |             |
| Part-Time/Session Positions             | 1                | 1                | 1                | 1                 |                  |             |
| <b>SOURCES OF FUNDS</b>                 |                  |                  |                  |                   |                  |             |
| 1 General fund appropriation            | 1,412,146        | 1,419,819        | 1,591,915        | 1,591,915         | 1,705,238        | 7.1%        |
| 2 Pay Act                               | 23,150           | 27,000           |                  | 28,000            |                  |             |
| 3 27th pay period                       |                  |                  |                  |                   |                  |             |
| 4 Retirement increase                   |                  |                  |                  | 17,000            |                  |             |
| 5 <b>TOTAL SOURCES</b>                  | <b>1,435,296</b> | <b>1,446,819</b> | <b>1,591,915</b> | <b>1,636,915</b>  | <b>1,705,238</b> | <b>4.2%</b> |
| <b>USES OF FUNDS</b>                    |                  |                  |                  |                   |                  |             |
| Personal Services                       |                  |                  |                  |                   |                  |             |
| 6 Full-Time Staff Salaries              | 492,198          | 564,907          | 541,216          | 608,116           | 649,293          |             |
| 7 New position                          | -                | -                | 132,000          | -                 | -                |             |
| 8 Session Staff Salaries                | 10,822           | -                | 15,096           | 15,724            | 15,724           |             |
| 9 Overtime                              | 372              | 380              | -                | 500               | 500              |             |
| 10 FICA/Medicare                        | 36,661           | 41,062           | 42,558           | 47,724            | 50,874           |             |
| 11 Health insurance                     | 101,649          | 120,014          | 120,014          | 134,841           | 151,384          |             |
| 12 Retirement                           | 90,228           | 102,067          | 97,003           | 126,481           | 137,433          |             |
| 13 Dental                               | 5,027            | 6,494            | 6,653            | 7,354             | 5,971            |             |
| 14 Life insurance                       | 2,004            | 2,281            | 2,284            | 2,566             | 3,253            |             |
| 15 Disability                           | 770              | 774              | 1,245            | 1,399             | 1,104            |             |
| 16 Employee assistance program          | 198              | 220              | 224              | 256               | 264              |             |
| 17 Worker's Compensation                | -                | -                | 1,000            | 1,000             | 1,030            |             |
| 18 Unemployment Compensation            | -                | -                | 1,500            | 1,500             | 1,460            |             |
| 19 Catamount Health                     | -                | 498              | 500              | 500               | 500              |             |
| 20 Other personal services              | -                | -                | 2,500            | 2,500             | 3,094            |             |
| 21 <b>Subtotal Personal Services</b>    | <b>739,929</b>   | <b>838,698</b>   | <b>963,793</b>   | <b>950,461</b>    | <b>1,021,884</b> |             |
| Operating Expenses                      |                  |                  |                  |                   |                  |             |
| 22 Fee for space                        | 488              | -                | 34,448           | 34,448            | 34,957           |             |
| 23 VISION                               | -                | 4,077            | 6,385            | 6,385             | 5,310            |             |
| 24 Single Audit allocation              | -                | -                | -                | -                 | 500              |             |
| 25 Insurances                           | -                | -                | 3,432            | 3,432             | 3,535            |             |
| 26 Advertising                          | 3,784            | -                | 1,000            | 1,000             | 1,000            |             |
| 27 Licensing                            | 40               | 600              | -                | -                 | -                |             |
| 28 Books & Subscriptions                | 1,150            | 82               | 500              | 500               | 500              |             |
| 29 Office Supplies                      | 1,384            | 774              | 500              | 500               | -                |             |
| 30 Office Equipment                     | 1,428            | -                | 500              | 500               | -                |             |
| 31 In-State Travel                      | -                | 34               | -                | -                 | -                |             |
| 32 Out-of-State Travel                  | -                | -                | 2,500            | 2,500             | 2,500            |             |
| 33 ADS Internet                         | 87,177           | 90,320           | 86,922           | 86,922            | 88,027           |             |
| 34 ADS Telephone                        | 44,036           | 25,836           | 54,000           | 92,000            | 61,927           |             |
| 35 Telecommunications                   | 18,405           | 7,534            | 26,281           | 9,000             | 8,809            |             |
| 36 IT Contracts and Services            | 164,241          | 91,038           | 73,340           | 152,743           | 139,235          |             |
| 37 Hardware                             | 162,765          | 48,985           | 78,309           | 133,640           | 61,073           |             |
| 38 Software Licenses                    | 69,553           | 32,940           | 134,543          | 187,385           | 183,984          |             |
| 39 IT & Data Processing Supplies        | 24,442           | 5,049            | 23,600           | 25,140            | 23,878           |             |
| 40 Training                             | 7,905            | 449              | 10,000           | 10,000            | 10,000           |             |
| 41 Repair & Maintenance                 | 77,340           | 30,440           | 82,521           | 59,546            | 53,119           |             |
| 42 Other payments, adjustments          | 6,397            | 6,911            | -                | -                 | 5,000            |             |
| 43 <b>Subtotal Operating Expenses</b>   | <b>670,535</b>   | <b>345,069</b>   | <b>618,781</b>   | <b>805,641</b>    | <b>683,354</b>   |             |
| 44 <b>TOTAL USES</b>                    | <b>1,410,464</b> | <b>1,183,767</b> | <b>1,582,574</b> | <b>1,756,102</b>  | <b>1,705,238</b> |             |
| 45 <b>OPERATING BALANCE</b>             | <b>24,832</b>    | <b>263,052</b>   | <b>9,341</b>     | <b>(119,187)</b>  | <b>-</b>         |             |
| <b>ONE-TIME ACTIVITIES</b>              |                  |                  |                  |                   |                  |             |
| 46 Carry forward                        | 48,618           | 73,450           | 281,347          | 388,400           | 74,213           |             |
| 47 Carry forward reversion              |                  |                  | (120,000)        | (120,000)         |                  |             |
| 48 Rescission                           |                  |                  |                  |                   |                  |             |
| 49 IT project reserve                   |                  |                  | (60,000)         | (75,000)          | (50,000)         |             |
| 50 CRF Reimbursement                    |                  | 51,898           |                  |                   |                  |             |
| 51 Intrusion prevention hardware        |                  |                  | (25,000)         |                   |                  |             |
| 52 Completion of FY21 budgeted projects |                  |                  | (64,700)         |                   |                  |             |
| 53 <b>NET BALANCE</b>                   | <b>73,450</b>    | <b>388,400</b>   | <b>20,988</b>    | <b>74,213</b>     | <b>24,213</b>    |             |



FY2023 Joint Fiscal Office Budget

2/14/2022

|  | FY20<br>Actual   | FY21<br>Actual   | FY22<br>Budgeted | FY22<br>Estimated<br>w/ BAA | FY23<br>Request  |             |
|--|------------------|------------------|------------------|-----------------------------|------------------|-------------|
| Full-time positions                        | 13               | 14               | 15               | 16                          | 16               |             |
| Part-time/Session positions                | 3                | 1                | 1                | 1                           | 1                |             |
| <b>SOURCES OF FUNDS</b>                    |                  |                  |                  |                             |                  |             |
| 1 General fund appropriation               | 2,023,053        | 2,093,770        | 2,322,260        | 2,512,260                   | 2,722,113        | 8.4%        |
| 2 Pay Act                                  | 48,000           | 49,000           |                  | 64,000                      |                  |             |
| 3 Retirement increase                      |                  |                  |                  | 19,000                      |                  |             |
| 4 27th pay period                          |                  |                  |                  |                             |                  |             |
| 5 <b>TOTAL SOURCES</b>                     | <b>2,071,053</b> | <b>2,142,770</b> | <b>2,322,260</b> | <b>2,595,260</b>            | <b>2,722,113</b> | <b>4.9%</b> |
| <b>USES OF FUNDS</b>                       |                  |                  |                  |                             |                  |             |
| Personal Services                          |                  |                  |                  |                             |                  |             |
| 6 Salaries                                 | 1,135,340        | 1,327,956        | 1,375,938        | 1,360,979                   | 1,477,893        |             |
| 7 Temp. Employees - Salary/FICA            | 118,940          | 511              | 38,130           | 13,745                      |                  |             |
| 8 Limited-service position                 |                  |                  |                  | 65,000                      | 105,000          |             |
| 9 FICA/Medicare                            | 84,410           | 99,054           | 104,139          | 104,115                     | 113,059          |             |
| 10 Health insurance                        | 154,958          | 184,608          | 213,911          | 182,924                     | 240,152          |             |
| 11 Retirement                              | 146,351          | 167,121          | 194,201          | 230,834                     | 254,531          |             |
| 12 Dental                                  | 8,851            | 9,937            | 11,504           | 10,547                      | 13,648           |             |
| 13 Life insurance                          | 4,007            | 4,520            | 5,276            | 4,902                       | 6,402            |             |
| 14 Disability                              | 2,607            | 1,937            | 3,349            | 3,130                       | 2,512            |             |
| 15 Employee assistance program             | 377              | 426              | 480              | 512                         | 528              |             |
| 16 WC and Catamount                        | 2,175            | 4,040            | 4,867            | 4,867                       | 5,750            |             |
| 17 Contract - Kavet                        | 190,066          | 144,859          | 170,000          | 170,000                     | 175,000          |             |
| 18 Contract - IT Project review            |                  |                  |                  | 125,000                     | 125,000          |             |
| 19 Contract - Brighton                     | 7,952            | -                | -                | -                           | -                |             |
| 20 Contract - Office IT general            | 548              | -                | 3,500            | 3,500                       | 3,500            |             |
| 21 Contract - JFO website                  |                  | 12,595           | 13,500           | 13,500                      | 13,500           |             |
| 22 Other personal services                 | 27,543           | 16,367           | 12,500           | 12,500                      | 15,000           |             |
| 23 <b>Subtotal Personal Services</b>       | <b>1,884,124</b> | <b>1,973,931</b> | <b>2,151,295</b> | <b>2,306,055</b>            | <b>2,551,475</b> |             |
| Operating Expenses                         |                  |                  |                  |                             |                  |             |
| 24 Hardware & Software                     | 34,109           | 34,348           | 35,000           | 35,000                      | 40,000           |             |
| 25 Office Supplies and Equipment           | 1,888            | 5,554            | 4,000            | 8,500                       | 5,000            |             |
| 26 Fee for space                           | 48,411           | 49,515           | 52,708           | 52,708                      | 53,487           |             |
| 27 Advertising                             | 1,783            | 3,738            | 2,000            | 5,500                       | 2,500            |             |
| 28 Printing & copying                      | 1,446            | 1,116            | 1,500            | 1,500                       | 1,500            |             |
| 29 Dues & subscriptions                    | 23,469           | 13,020           | 23,000           | 20,000                      | 20,000           |             |
| 30 Registrations                           | 3,177            | 118              | 3,000            | 3,000                       | 3,000            |             |
| 31 Insurances                              | 3,201            | 6,949            | 7,655            | 7,655                       | 11,755           |             |
| 32 In state travel expenses                | 1,512            | -                | 1,500            | 1,500                       | 1,500            |             |
| 33 Out of state travel expenses & training | 5,484            | -                | 12,000           | 12,000                      | 15,000           |             |
| 34 Accounting (audit/VISION)               | 12,178           | 13,552           | 14,260           | 14,260                      | 13,896           |             |
| 35 Other payments, adjustments             | 5,387            | 4,445            | 5,000            | 5,000                       | 3,000            |             |
| 36 <b>Subtotal Operating Expenses</b>      | <b>142,046</b>   | <b>132,354</b>   | <b>161,623</b>   | <b>166,623</b>              | <b>170,638</b>   |             |
| 37 <b>TOTAL USES</b>                       | <b>2,026,170</b> | <b>2,106,285</b> | <b>2,312,918</b> | <b>2,472,678</b>            | <b>2,722,113</b> |             |
| 38 <b>OPERATING BALANCE</b>                | <b>44,883</b>    | <b>36,485</b>    | <b>9,342</b>     | <b>122,582</b>              | <b>-</b>         |             |
| <b>ONE-TIME ACTIVITIES</b>                 |                  |                  |                  |                             |                  |             |
| 39 Carry forward                           | 140,042          | 97,985           | 118,380          | 181,968                     | 107,250          |             |
| 40 Carry forward reversion                 | (30,000)         | (25,000)         | (50,000)         | (50,000)                    |                  |             |
| 41 Blue House Group (JFO website/projects) | (14,760)         |                  | (10,000)         | (10,000)                    | (10,000)         |             |
| 42 One-time IT/Budget system back-up       |                  |                  | (11,300)         | (11,300)                    | (5,000)          |             |
| 43 NCSL Eastern States Conference          | (7,500)          |                  |                  |                             |                  |             |
| 44 CRF reimbursement for FY20 expenses     |                  | 72,497           |                  |                             |                  |             |
| 45 One-time personnel expense              |                  |                  | (30,000)         | (56,000)                    |                  |             |
| 46 Deb Brighton FY22-23 contract           |                  |                  |                  | (45,000)                    | (10,000)         |             |
| 47 Steve Klein FY22 contract               |                  |                  |                  | (25,000)                    |                  |             |
| 48 Becky Replacement                       | (34,680)         |                  |                  |                             |                  |             |
| 49 <b>NET BALANCE</b>                      | <b>97,985</b>    | <b>181,968</b>   | <b>26,422</b>    | <b>107,250</b>              | <b>82,250</b>    |             |

## FY2023 Sergeant at Arms Budget

February 14, 2022

|                             | FY20<br>Actual | FY21<br>Actual | FY22<br>Budgeted | FY22<br>Estimated | FY23<br>Budgeted |      |
|-----------------------------|----------------|----------------|------------------|-------------------|------------------|------|
|                             |                |                |                  |                   |                  |      |
|                             | 7              | 7              | 8                | 8                 | 8                |      |
| Full-Time Positions         |                |                |                  |                   |                  |      |
|                             | 18             | 18             | 18               | 18                | 18               |      |
| Part-Time/Session Positions |                |                |                  |                   |                  |      |
| <b>SOURCES OF FUNDS</b>     |                |                |                  |                   |                  |      |
| 1                           | 870,204        | 951,819        | 1,068,024        | 1,068,024         | 1,173,606        | 9.9% |
| 2                           | 33,000         | 28,000         |                  | 30,000            |                  |      |
| 3                           |                |                |                  | 23,000            |                  |      |
| 4                           |                |                |                  |                   |                  |      |
| 5                           | 903,204        | 979,819        | 1,068,024        | 1,121,024         | 1,173,606        | 4.7% |
| <b>USES OF FUNDS</b>        |                |                |                  |                   |                  |      |
| Personal Services           |                |                |                  |                   |                  |      |
| 6                           | 440,438        | 453,117        | 452,516          | 529,839           | 536,282          |      |
| 7                           |                | -              | 80,000           |                   |                  |      |
| 8                           | 22,117         | 8,178          | 20,000           | 20,000            | 20,000           |      |
| 9                           | 90,128         | 44,538         | 130,931          | 128,387           | 135,403          |      |
| 10                          | 41,684         | 37,741         | 44,634           | 50,355            | 51,384           |      |
| 11                          | 76,025         | 95,271         | 87,573           | 117,405           | 140,857          |      |
| 12                          | 96,392         | 102,000        | 96,839           | 133,682           | 136,752          |      |
| 13                          | 6,369          | 7,063          | 7,063            | 7,211             | 8,445            |      |
| 14                          | 1,475          | 1,514          | 1,472            | 1,782             | 2,146            |      |
| 15                          | 1,008          | 728            | 1,041            | 1,219             | 912              |      |
| 16                          | 219            | 220            | 224              | 256               | 264              |      |
| 17                          | 3,493          | 6,419          | 7,598            | 7,598             | 8,832            |      |
| 18                          |                |                |                  | 2,500             | 2,500            |      |
| 19                          | 12,365         | 8,310          | 15,000           | 15,000            | 15,000           |      |
| 20                          | -              | -              | -                | 10,000            | 5,000            |      |
| 21                          | 791,712        | 765,099        | 944,891          | 1,025,234         | 1,063,777        |      |
| Operating Expenses          |                |                |                  |                   |                  |      |
| 22                          | 7,659          | 7,338          | 13,951           | 13,951            | 7,999            |      |
| 23                          | 12,999         | 15,166         | 6,500            | 10,000            | 6,500            |      |
| 24                          | 2,174          | 1,815          | 2,000            | 2,000             | 2,000            |      |
| 25                          | 18,096         | 25,720         | 21,000           | 21,000            | 23,000           |      |
| 26                          | 7,880          | 3,793          | 4,500            | 4,500             | 4,500            |      |
| 27                          | 1,186          | 2,639          | 2,900            | 2,900             | 4,490            |      |
| 28                          | 6,840          | -              | 15,000           | 12,000            | 15,000           |      |
| 29                          | 9,943          | 3,283          | 5,000            | 5,000             | 5,000            |      |
| 30                          | 6,291          | 6,897          | 6,941            | 6,941             | 7,340            |      |
| 31                          | -              | -              | 21,000           | 19,000            | 19,000           |      |
| 32                          | 14,958         | 20,053         | 15,000           | 15,000            | 15,000           |      |
| 33                          | 88,027         | 86,704         | 113,792          | 112,292           | 109,829          |      |
| 34                          | 879,739        | 851,804        | 1,058,683        | 1,137,526         | 1,173,606        |      |
| 35                          | <b>23,465</b>  | 128,015        | 9,341            | (16,502)          | -                |      |
| <b>ONE-TIME USES</b>        |                |                |                  |                   |                  |      |
| 36                          | 52,223         | 57,163         | 129,442          | 201,634           | 90,132           |      |
| 37                          |                | -              | (60,000)         | (60,000)          |                  |      |
| 38                          |                | (1,680)        | (5,000)          |                   |                  |      |
| 39                          | (18,525)       | 18,136         |                  |                   |                  |      |
| 40                          |                |                |                  |                   |                  |      |
| 41                          |                | -              | (15,000)         | (15,000)          | (30,000)         |      |
| 42                          |                | -              | (20,000)         | (20,000)          | (20,000)         |      |
| 43                          | <b>57,163</b>  | <b>201,634</b> | <b>38,783</b>    | <b>90,132</b>     | <b>40,132</b>    |      |