



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: House Committee on Appropriations  
From: Daniel Dickerson, Legislative Finance Administrator, Joint Fiscal Office  
Date: February 12, 2021  
Subject: FY 2022 Legislative Branch Budget Requests

**Legislative Branch budgets – department breakdown**

	<b>FY21</b>	<b>FY22</b>	<b>Change</b>	<b>Change</b>
<b>Department</b>	<b>Appropriation</b>	<b>Request</b>	<b>\$</b>	<b>%</b>
Legislative Counsel	\$3,187,533	\$3,390,895	\$203,362	6.4%
Legislative IT	\$1,419,819	\$1,582,574	\$162,755	11.5%
Sgt. At Arms	\$951,819	\$1,058,683	\$106,864	11.2%
Joint Fiscal Office	\$2,093,770	\$2,187,918	\$94,148	4.5%
Legislature	\$8,691,089	\$8,801,637	\$110,548	1.3%
<b>Total</b>	<b>\$16,344,030</b>	<b>\$17,021,707</b>	<b>\$677,677</b>	<b>4.1%</b>

*Note: The Legislature budget includes funding for the General Assembly, House Clerk, Senate Secretary, Leadership positions, Office of Legislative Operations, and the incoming HR Director.*

**Summary**

Cumulatively, the FY 2022 Legislative Branch appropriation request is \$17,021,707, which is \$677,677 (4.1%) above the base FY 2021 appropriation. This cumulative request reflects modest base service growth, including increased costs due to pay act and internal service fund increases. Of the additional funding requested, the amount reflecting base service growth is \$382,677, a growth rate of 2.3% from FY21.

However, in addition to base service funding, the overall budget request includes funding for three new permanent positions. These positions will result in \$295,000 in new costs for a full year, which represents the remaining 1.8% of branch-wide budget growth. The Governor's proposed budget for the legislative branch includes funding to cover base service growth but does not fully fund the new positions, nor does the Governor's proposed big bill include authorizing language for the new positions.

To offset the budgetary impact of the increased appropriation, department budget proposals include \$380,000 in reversions to cover general budget growth, and an additional \$295,000 to fund the new positions, for a total of \$675,000. These reversions would offset almost all budget growth in FY22. After adjusting for the reversions proposed above, significant prior-year carry-forward balances would remain in reserve across the branch for legislative initiatives or other needs. The Governor's proposed budget did not utilize any of the reversion funding offered by the legislative branch.

## Background

### Legislative Restructuring

A new Joint Legislative Management Committee (JLMC) was created in 2019 to centralize some aspects of staff oversight and management within the legislative branch. As a result of JLMC meetings, and prior legislative discussions, several new staff offices have recently been established in statute. The Office of Legislative Information Technology, previously a division of Legislative Council, now exists as a separate department and appropriation unit. The Office of Legislative Operations is now a separate department as well, and funding for this office is included in the budget for the Legislature. Also included in the Legislature's budget is funding for a Director for the new Office of Human Resources (HR). Funding for additional HR staff may be included in future budget requests.

### COVID-19 Pandemic

The pandemic, and ensuing economic impacts, began prior to passage of the FY21 state budget. Agencies and departments throughout state government, including the legislative branch, submitted revised FY21 appropriation requests in the summer with cuts from what had been requested in the Governor's original budget proposal. Legislative branch budget cuts were achieved by a combination of expense reductions and use of one-time money. FY22 budget proposals bring funding back to more sustainable levels. Additionally, legislative offices have utilized Coronavirus Relief Fund dollars to offset eligible unbudgeted costs when possible.

## Department Budgets

### Legislative Counsel:

<b>FY 2022 Leg. Counsel Request:</b>	<b>\$3,390,895</b>
FY 2021 Appropriation:	\$3,187,533
Year-to-Year Change:	6.4%

The Office of Legislative Counsel provides nonpartisan legislative drafting, research, and other professional legal and editorial services for the General Assembly. The Legislative Counsel employs 23 full-time staff and approximately 5 session-only staff. ***The FY22 Legislative Counsel budget request includes \$83,000 in funding for a new permanent, full-time paralegal position,*** which would bring the number of full-time employees to 24 individuals. This new position would assist with public records requests, policy research, statutory revision, and other duties. Unlike most legal organizations and offices,

Legislative Counsel has no paralegals or other legal support staff. Adding a paralegal to assist the attorneys will help alleviate the increasing work load in these areas and provide necessary support services.

The Legislative Council budget proposes a reversion of \$50,000 to the General Fund to support the costs of the new position in FY22. Growth within the Legislative Counsel budget in FY22 will also support the FY21 pay act salary changes as well as growth of internal service costs and restoration of base services funding that was dropped to meet lower budget targets in FY21.

The Governor's budget proposal dated January 26, 2021 did not include funding for the new paralegal position. The budget growth rate excluding the position is 3.8%.

Legislative Information Technology:

<b>FY 2022 Leg. IT Request:</b>	<b>\$1,582,574</b>
FY 2021 Appropriation:	\$1,419,819
Year-to-Year Change:	11.5%

The Office of Legislative Information Technology (IT) serves the members and employees of the General Assembly with information technology resources and nonpartisan technology-related services. The Office of Legislative IT employs 7 full-time staff and 1 session-only employee. ***The FY22 Legislative IT budget request includes \$132,000 in funding for a new permanent, full-time web developer position,*** which would bring the number of full-time employees to 8 individuals. This new position would assist in maintaining and developing legislative web sites, databases, and supporting infrastructure. The legislature has moved swiftly to a greater reliance on technology, which has put pressure on a department that was already stretched. The position will allow IT to strengthen the capacity to address the increased workload and provide uninterrupted customer support.

The Legislative IT budget proposes a reversion of \$120,000 to the General Fund to support the costs of the new position in FY22. Growth within the Legislative IT budget in FY22 will also support the FY21 pay act salary changes as well as growth of internal service costs, including full occupancy of the building at 9 Baldwin St. The budget will also support ongoing IT-related projects and contracts.

The Governor's budget proposal dated January 26, 2021 did not include funding for the new web developer position. The budget growth rate excluding the position is 2.2%

Sergeant at Arms:

<b>FY 2022 Sgt. At Arms Request:</b>	<b>\$1,058,683</b>
FY 2021 Appropriation:	\$951,819
Year-to-Year Change:	11.2%

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 18-week legislative session. The Sergeant at Arms' budget includes funding for two full-time administrative staff (including the Sgt. At Arms), four full-time police officers, and a tour guide; as well as session-only pages, an office assistant, doorkeepers, and part-time police officers.

***The FY22 Sgt. At Arms budget request includes \$80,000 in funding for a new permanent, full-time capitol police officer position***, which would bring the number of full-time officers to 5 individuals. This new position would provide additional security coverage within the Statehouse and other spaces occupied by legislators and staff. The Sgt. At Arms budget proposes a reversion of \$60,000 to the General Fund to support the costs of the new position in FY22. Growth within the Sgt. At Arms budget in FY22 will also support the FY21 pay act salary changes as well as growth of internal service costs. The budget will also provide ongoing funding for security and safety support, some of which was newly funded in FY21.

The Governor's budget proposal dated January 26, 2021 did not include funding for the new capitol police officer position. The budget growth rate excluding the position is 2.8%.

The Sgt. at Arms previously retained a \$20,000 security reserve in addition to base appropriations. This reserve was fully depleted in FY20 and the Sgt. At Arms will now include an ongoing reserve of \$20,000 in carry-forward funds to meet unforeseen security needs. If this carry-forward reserve is depleted then supplemental appropriations may be requested in the future.

Joint Fiscal Office:

<b>FY 2022 Joint Fiscal Office Request:</b>	<b>\$2,187,918</b>
FY 2021 Appropriation:	\$2,093,770
Year-to-Year Change:	4.5%

The Joint Fiscal Office (JFO) provides nonpartisan financial analysis and staff support to the Legislature in a variety of fiscal areas. The JFO employs 14 full-time staff as well as one part-time employee. The JFO base budget in FY22 includes a full-year of funding for the new transportation analyst. This was previously a full-time position, but FYs 20-21 were transition years with staff support on a part-time basis and the staggered hiring of a new full-time individual in order to meet reduced budget targets in FY21.

The FY22 budget continues to support the new full-time staff associate to provide support for the Senate Appropriations committee and personnel services for the office. This was previously a part-time position with no benefits. The budget also continues to support a service contract for the JFO website, which was a new item in the FY21 budget.

The JFO budget proposes a \$50,000 carryforward reversion in FY22. Additional carry-forward funds are proposed to be held in reserve for one-time expenses relating to the JFO website, budget system support, and personnel transition costs.

Legislature:

<b>FY 2022 Governor's Request:</b>	<b>\$8,801,637</b>
FY 2021 Appropriation:	\$8,691,089
Year-to-Year Change:	1.3%

The Legislature's FY22 budget includes salaries and per diems for members of the General Assembly, as well as salaries and benefits for the House Clerk's office, Senate Secretary's office, Office of Legislative Operations, staff for the House Speaker and Senate President Pro Tempore and the HR Director. The budget supports 13 full-time employees across various offices and 28 session-only staff, including 20 committee assistants. The budget also includes funds to support the operating costs of 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 FY 2022 Legislative budget request reflects the cost of supporting an 18-week legislative session. Growth within the Legislative budget in FY22 is limited primarily to supporting the FY21 pay act salary changes as well as growth of internal service costs, but also includes funding needed to support normal, non-COVID, legislative activity, some of which was cut in FY21 to meet lower budget targets.

The Legislative budget includes a total reversion of \$395,000, of which \$65,000 would contribute to supporting the costs of the three new positions across the legislative branch, and the remainder could be recycled back into the General Fund for other uses.

**FY2022 Legislative Counsel**

2/11/2021

		Council/Ops - no IT		Counsel - no Ops/IT			
		FY20	FY20	FY21	FY21	FY22	
		Budgeted	Actual	Budgeted	Estimated	Request	
	Full-Time Positions	27	27	23	23	24	
	Part-Time/Session Positions	25	23	5	3	5	
<b>SOURCES OF FUNDS</b>							
1	General fund appropriation	3,772,167	3,772,167	3,187,533	3,187,533	3,390,895	6.4%
2	Pay Act		88,850	75,800	78,000		
3	Salary Adjustment Distribution						
4	Internal Service Fund reduction						
5	<b>TOTAL SOURCES</b>	<b>3,772,167</b>	<b>3,861,017</b>	<b>3,263,333</b>	<b>3,265,533</b>	<b>3,390,895</b>	<b>3.9%</b>
<b>USES OF FUNDS</b>							
Personal Services							
6	Full-Time Staff Salaries	2,086,044	2,205,870	2,008,011	2,026,272	2,009,259	
7	NEW - Paralegal					83,000	
8	Session Staff Salaries	442,148	383,858	141,287	72,000	136,000	
9	Overtime		6,894				
10	FICA/Medicare	193,407	188,536	164,421	160,518	164,112	
11	Health insurance	470,320	470,640	394,214	397,743	410,895	
12	Retirement	290,406	333,183	291,525	291,238	286,112	
13	Dental	26,094	26,697	21,483	23,194	23,594	
14	Life insurance	8,803	7,320	6,350	6,489	6,444	
15	Disability	4,798	4,640	4,405	4,660	4,621	
16	Employee assistance program	993	842	724	736	736	
17	Worker's Compensation	4,350	9,585	5,256	5,090	4,950	
18	Unemployment Compensation	38,400	17,294	38,461	25,000	5,000	
19	Catamount Health	4,350	3,774	4,344	4,344	1,000	
20	Other personal services	4,350		4,344	4,344	4,344	
21	<b>Subtotal Personal Services</b>	<b>3,574,463</b>	<b>3,659,133</b>	<b>3,084,825</b>	<b>3,021,628</b>	<b>3,140,067</b>	
Operating Expenses							
22	Fee for space	168,949	192,443	187,364	187,364	201,267	
23	VISION	28,092	32,290	26,555	27,284	22,462	
24	Single Audit allocation	3,841	3,628	3,628	3,628		
25	Insurances	6,183		6,086	13,712	10,299	
26	Advertising	1,000	430	1,000	1,000	1,000	
27	Licensing	5,800	6,300	5,800	5,800	5,800	
28	Books & Subscriptions	500	2,712	500	500	500	
29	Office Supplies	2,500	2,629	2,500	2,500	2,500	
30	Office Equipment	2,500	19,497				
31	In-State Travel	5,000	1,658	2,000	2,000	2,000	
32	Out-of-State Travel	10,000	3,563			5,000	
34	Other payments, adjustments	500	1,924				
35	<b>Subtotal Operating Expenses</b>	<b>234,865</b>	<b>267,073</b>	<b>235,433</b>	<b>243,788</b>	<b>250,828</b>	
36	<b>TOTAL USES</b>	<b>3,809,328</b>	<b>3,926,206</b>	<b>3,320,258</b>	<b>3,265,416</b>	<b>3,390,895</b>	
37	<b>OPERATING BALANCE</b>	<b>(37,161)</b>	<b>(65,189)</b>	<b>(56,925)</b>	<b>117</b>	<b>-</b>	
<b>ONE-TIME ACTIVITIES</b>							
38	Carry forward	233,937	233,937	118,748	118,748	155,279	
39	Carry forward reversion	(50,000)	(50,000)			(50,000)	
40	Rescission						
41	CRF reimbursement				43,914		
42	Reimbursement from LEG				7,500		
43	COVID reserve				(15,000)	(15,000)	
44	<b>NET BALANCE</b>	<b>146,776</b>	<b>118,748</b>	<b>61,823</b>	<b>155,279</b>	<b>90,279</b>	

FY2022 Legislative Information Technology

2/12/2021

	FY20 Budgeted	FY20 Actual	FY21 Budgeted	FY21 Estimated	FY22 Request	
Full-Time Positions	7	7	7	8	8	
Part-Time/Session Positions	1	1	1	1	1	
<b>SOURCES OF FUNDS</b>						
1 General fund appropriation	1,412,146	1,412,146	1,419,819	1,419,819	1,582,574	11.5%
2 Pay Act		23,150		27,000		
3 Salary Adjustment Distribution						
4 Internal Service Fund reduction						
5 <b>TOTAL SOURCES</b>	1,412,146	1,435,296	1,419,819	1,446,819	1,582,574	11.5%
<b>USES OF FUNDS</b>						
Personal Services						
6 Full-Time Staff Salaries	470,003	492,198	532,896	550,242	541,216	
7 Part-Time Staff Salaries	-	-		-		
8 New position				30,000	132,000	
9 Session Staff Salaries	14,400	10,822	17,280	16,496	15,096	
10 Overtime	-	372		-		
11 FICA/Medicare	37,057	36,661	42,088	43,355	42,558	
12 Health insurance	104,617	101,649	120,014	120,014	120,014	
13 Retirement	70,074	90,228	94,173	98,679	97,003	
14 Dental	5,255	5,027	6,001	6,653	6,653	
15 Life insurance	1,895	2,004	2,249	2,322	2,284	
16 Disability	1,033	770	1,226	1,266	1,245	
17 Employee assistance program	993	198	1,058	224	224	
18 Worker's Compensation	650	-	1,000	1,000	1,000	
19 Unemployment Compensation	1,600	-	1,500	1,500	1,500	
20 Catamount Health	650	-	500	500	500	
21 Other personal services	650	-	2,500	2,500	2,500	
22 <b>Subtotal Personal Services</b>	708,877	739,929	822,485	874,751	963,793	
Operating Expenses						
23 Fee for space	25,000	488		-	34,448	
24 VISION	4,198	-	3,996	4,077	6,385	
25 Single Audit allocation	-	-		-	-	
26 Insurances	924	-	2,000	1,886	3,432	
27 Advertising	-	3,784	250	1,000	1,000	
28 Licensing	-	40		-	-	
29 Books & Subscriptions	-	1,150	200	520	500	
30 Office Supplies	-	1,384	500	(264)	500	
31 Office Equipment	-	1,428	500	-	500	
32 In-State Travel	-	-	-	-	-	
33 Out-of-State Travel	-	-	2,500	-	2,500	
34 ADS Internet	87,217	87,177	90,320	90,320	86,922	
35 ADS Telephone	54,000	44,036	54,000	54,545	54,000	
36 Telecommunications	9,750	18,405	9,000	10,568	26,281	
37 IT Contracts and Services	171,428	164,241	158,324	114,347	73,340	
38 Hardware	147,000	162,765	90,019	66,851	78,309	
39 Software Licenses	129,740	69,553	108,474	33,570	134,543	
40 IT & Data Processing Supplies	25,000	24,442	30,738	28,993	23,600	
41 Training	20,000	7,905	10,000	10,000	10,000	
42 Repair & Maintenance	31,180	77,340	37,080	30,552	82,521	
43 Other payments, adjustments	-	6,397	-	-	-	
44 <b>Subtotal Operating Expenses</b>	705,437	670,535	597,901	446,965	618,781	
45 <b>TOTAL USES</b>	1,414,314	1,410,464	1,420,386	1,321,716	1,582,574	
46 <b>OPERATING BALANCE</b>	<b>(2,168)</b>	<b>24,832</b>	<b>(567)</b>	<b>125,103</b>	<b>-</b>	
<b>ONE-TIME ACTIVITIES</b>						
47 Carry forward	54,390	48,618	73,450	73,450	281,347	
48 Carry forward reversion					(120,000)	
49 Rescission						
50 From LEG for new position				30,000		
51 IT project reserve					(60,000)	
52 CRF Reimbursement			52,794	52,794		
53 Intrusion prevention hardware					(25,000)	
54 Completion of FY21 budgeted projects					(64,700)	
55 <b>NET BALANCE</b>	<b>52,222</b>	<b>73,450</b>	<b>125,677</b>	<b>281,347</b>	<b>11,647</b>	

**FY2022 Sergeant-at-Arms Program Budget**

**PROGRAMS**

	FY19	FY20	FY21 Est.	FY22 Req.
<b>Security</b>	508,688	556,455	617,538	671,820
Capitol Police	62%	63%	67%	63%
Part-Time Officers				
Equipment				
<b>Pages, Interns, Volunteer Mgmt.</b>	122,079	95,944	52,105	146,416
Processing	15%	11%	6%	14%
Training				
<b>Mail and Building Services</b>	33,278	47,591	51,793	39,105
State Mail	4%	5%	6%	4%
Legislative Services				
Room Setup & Scheduling				
<b>Tours and Education</b>	83,194	77,846	74,098	88,516
Tours	10%	9%	8%	8%
Greetings				
Legislative Process				
School Tours				
<b>Administration</b>	74,774	101,903	124,314	112,825
Budget	9%	12%	14%	11%
Accounts Payable				
Other Business				
	<b>822,013</b>	<b>879,739</b>	<b>919,849</b>	<b>1,058,683</b>

**NARRATIVE & KEY CHANGES**

FY21 Appropriation \$951,819 GF

FY22 Request \$1,058,683 GF

Percentage Change in Budget Request  
\*Funding increase of \$106,864 (11.2%)

\*Excluding FY21 ongoing pay act and new position request, funding increase of \$12,864 (1.4%)

Budget Ups/Downs (from FY21)  
\*Increase- Request for one additional full-time capitol police officer (+\$80k)

\*Ongoing- Funding to lease body cameras. Funding previously authorized, awaiting JLMC body camera policy (ongoing \$21k)

\*Ongoing- Sheriffs and overtime - These costs continue to rise due to public interest in Statehouse hearings/topics and due to the need to provide overtime to session staff (ongoing \$35k)

General Note  
\* As of FY21, the Sgt. at Arms will utilize a carry-forward reserve to address annual unforeseen security expenditures. In the event that this reserve is depleted, and no additional carry-forward exists, future supplemental appropriations may be requested.

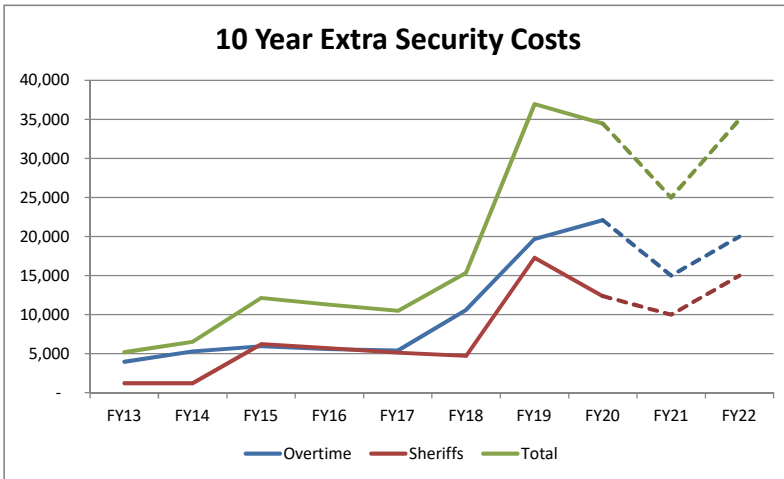
**Performance metrics**

	FY19	FY20	FY21 est.	FY22 req.
Extra Security costs (sheriffs/overtime)	36,966	34,482	25,000	35,000

**Performance Survey**

(1=Low Satisfaction, 5=High Satisfaction)

	2016
<b>Overall</b>	<b>4.9</b>
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





# FY2022 Sergeant at Arms Budget

February 10, 2021

	FY19 Actual	FY20 Actual	FY21 Budgeted	FY21 Estimated	FY22 Budgeted	
	7	7	7	7	8	
<i>Full-Time Positions</i>						
<i>Part-Time/Session Positions</i>	18	18	18	18	18	
<b>SOURCES OF FUNDS</b>						
1 General fund appropriation	805,828	870,204	951,819	951,819	1,058,683	11.2%
2 Pay Act	25,000	33,000		27,000		
3 Salary Adjustment Distribution	15,000					
4 Internal Service fund reductions						
5 <b>TOTAL SOURCES</b>	845,828	903,204	951,819	978,819	1,058,683	8.2%
<b>USES OF FUNDS</b>						
Personal Services						
6 Salaries	409,650	440,438	444,080	461,668	452,516	
7 Additional Officer (salary/benefits)			-	-	80,000	
8 Overtime	9,861	22,117	20,000	15,000	20,000	
9 Temporary employees (includes pages)	119,625	90,128	136,994	91,073	130,931	
10 FICA/Medicare	41,000	41,684	45,470	42,285	44,634	
11 Health insurance	70,892	76,025	72,664	87,573	87,573	
12 Retirement	77,145	96,392	93,257	98,797	96,839	
13 Dental	5,572	6,369	6,624	7,063	7,063	
14 Life insurance	1,390	1,475	1,874	1,499	1,472	
15 Disability	826	1,008	1,021	1,062	1,041	
16 Employee assistance program	211	219	222	224	224	
17 Workers' Comp and Catamount	4,277	3,493	6,717	6,717	7,598	
18 Sheriffs	13,852	12,365	15,000	10,000	15,000	
19 <b>Subtotal Personal Services</b>	754,301	791,712	843,923	822,961	944,891	
Operating Expenses						
20 Fee for space	7,863	7,659	7,338	7,338	13,951	
21 Uniforms	6,446	12,999	6,500	6,500	6,500	
22 Dues & other miscellaneous	1,715	2,174	2,000	2,000	2,000	
23 Communications	15,102	18,096	21,000	21,000	21,000	
24 Office Supplies and Equipment	5,815	7,880	4,500	4,500	4,500	
25 Other Insurances	1,203	1,186	2,624	2,624	2,900	
26 Legislative page expenses	12,350	6,840	15,000	-	15,000	
27 Travel and Training	8,972	9,943	5,000	5,000	5,000	
28 Accounting (audit, Vision)	6,120	6,291	6,926	6,926	6,941	
29 Body Cameras - annual lease			21,000	21,000	21,000	
30 Security/Safety equipment	2,127	14,958	15,000	20,000	15,000	
31 <b>Subtotal Operating Expenses</b>	67,713	88,027	106,888	96,888	113,792	
32 <b>TOTAL USES</b>	822,013	879,739	950,811	919,849	1,058,683	
33 <b>OPERATING BALANCE</b>	<b>23,815</b>	<b>23,465</b>	1,008	58,970	-	
<b>ONE-TIME USES</b>						
34 Previous Year Balance Forward	47,689	52,223	57,163	57,163	129,442	
35 Carryforward Reversion					(60,000)	
36 Unemployment Reserve	(3,587)			(5,000)	(5,000)	
37 Security Equipment	(15,694)	(18,525)	18,525	18,525		
38 <b>CRF Reimbursement</b>			<b>19,783</b>	<b>19,783</b>		
39 New officer training/outfit/equipment			-	-	(15,000)	
40 Security Reserve			(10,000)	(20,000)	(20,000)	
41 <b>NET BALANCE</b>	<b>52,223</b>	<b>57,163</b>	<b>86,480</b>	<b>129,442</b>	<b>29,442</b>	

**FY2022 Joint Fiscal Office Program Budget**

**PROGRAMS**

	FY19	FY20	FY21 est.	FY22 Req.
<b>Budget Drafting Support</b>	402,408	396,601	499,851	492,925
Committee support	21%	20%	23%	23%
JFOBud system				
<b>Revenue &amp; Finance Support</b>	487,221	485,856	473,246	471,340
Committee support	25%	24%	22%	22%
Revenue forecasting				
<b>Transportation</b>	97,986	88,712	72,149	92,672
Committee support	5%	4%	3%	4%
<b>Major Area Fiscal Support</b>	638,512	706,624	743,856	755,802
Capital	33%	35%	34%	35%
Education				
Health care				
State IT				
Other areas/Fiscal notes				
<b>Website &amp; Publications</b>	83,182	85,124	111,575	113,090
Website	4%	4%	5%	5%
Fiscal facts & fiscal focus				
<b>JFC/JFO Operations</b>	209,183	263,254	261,549	262,088
JFC staffing	11%	13%	12%	12%
Grants processing				
Office management				
IT development & support				
Legislative branch finances				
	<b>1,918,492</b>	<b>2,026,170</b>	<b>2,162,227</b>	<b>2,187,918</b>

**NARRATIVE & KEY CHANGES**

**FY21 Appropriation:** \$2,093,770 GF.

**FY21 Adjustment:** Pay Act allocation of \$24,000  
Total FY21 = \$2,117,770

**FY22 Budgeted:** \$2,187,918 GF (Gov. Recommend)

**Percentage Change in Budget Request**  
\*Base-to-base increase of \$94,148 (4.5%)  
\*After pay act 1.9%, the increase is \$70,148 (3.3%)

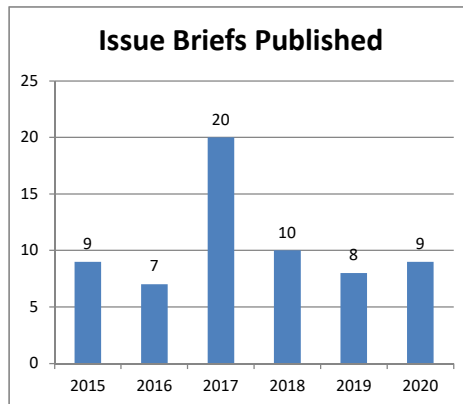
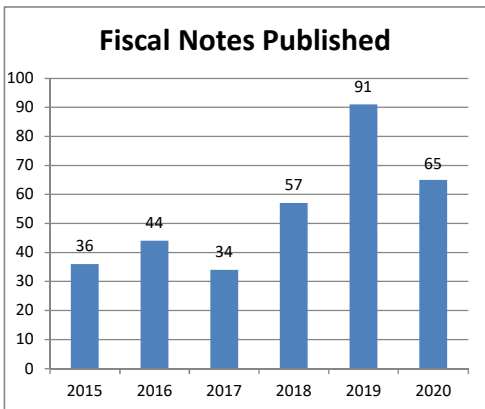
**Budget Ups/Downs (from FY21 base)**  
\*Annualized pay act changes and ISF increases (+\$30k)  
\*Annualized salary of new transportation analyst, FY20-21 are transition years (+\$50k)  
\*Other pressures(+\$15k)

**Carry-forward**  
\* The FY22 JFO budget proposes a \$50,000 reversion of anticipated FY21 carry-forward back to the GF.  
\* Additional carry-forward funds are proposed to be held in reserve for one-time projects relating to the JFO website, budget system support, and other minor IT-related expenses.  
\* JFO is holding ~\$17,000 of unallocated carry-forward for unidentified office needs or legislative requests.

**PERFORMANCE MEASURES**

*Performance Survey Responses (1=Unsatisfactory 5=Excellent)*

	2002	2004	2006	2008	2010	2012	2014	2016	2018	2020
<b>Overall</b>	4.6	4.6	4.6	4.8	4.6	4.7	4.7	4.7	4.7	4.7
Quality of technical support	4.6	4.7	4.5	4.8	4.7	4.7	4.7	4.6	4.6	4.8
Clarity of oral/written presentations	4.3	4.4	4.4	4.6	4.5	4.6	4.5	4.5	4.5	4.7
Knowledge of subject matter	4.6	4.7	4.6	4.9	4.7	4.7	4.7	4.8	4.6	4.7
Timeliness of response to questions	4.3	4.4	4.4	4.5	4.3	4.6	4.4	4.6	4.5	4.7
House vs. Senate impartiality	4.9	4.9	4.9	5.0	4.9	4.9	5.0	4.9	5.0	4.8
Non-partisanship between parties	4.9	4.8	4.8	4.9	4.7	4.6	5.0	4.8	5.0	4.8
Number of Responses	71	62	65	63	80	87	70	88	66	57
Response Rate	39%	34%	36%	35%	44%	48%	39%	49%	37%	32%



**Items outside of JFO operating budget**

<b>JFO FY21 Contract Projects/Studies</b>	<b>Funding</b>	<b>JFO FY22 Contract Projects/Studies</b>	<b>Funding</b>
State IT project Oversight (FY20-FY21)	\$250,000	State IT project Oversight (FY22-FY23)	expected in capital bill
Tax Structure Commission (FY19-FY21)	\$500,000		
Child Welfare Study (FY20-21)	\$250,000		
VT State Colleges study (FY21)	\$243,600		

**FY2022 Joint Fiscal Office Budget**

2/11/2021

	<b>FY19 Actual</b>	<b>FY20 Actual</b>	<b>FY21 Budgeted</b>	<b>FY21 Estimated</b>	<b>FY22 Budgeted</b>	
Full-time positions	13	13	14	14	14	
Part-time/Session positions	2	3	1	1	1	
<b>SOURCES OF FUNDS</b>						
1 General fund appropriation	1,855,926	2,023,053	2,093,770	2,093,770	2,187,918	4.5%
2 Pay Act	65,000	48,000		46,000		
3 Salary Adjustment Distribution	50,000					
4 Internal Service Fund reduction						
5 <b>TOTAL SOURCES</b>	<b>1,970,926</b>	<b>2,071,053</b>	<b>2,093,770</b>	<b>2,139,770</b>	<b>2,187,918</b>	<b>2.3%</b>
<b>USES OF FUNDS</b>						
Personal Services						
6 Full-Time Emp - Salaries	1,122,921	1,135,340	1,247,816	1,275,957	1,295,938	
7 Part-Time Emp - Salary/FICA	69,391	118,940	45,015	54,238	38,130	
8 FICA/Medicare	82,909	84,410	95,458	97,611	99,139	
9 Health insurance	168,890	154,958	188,137	186,212	193,911	
10 Retirement	140,940	146,351	165,929	170,204	176,201	
11 Dental	9,338	8,851	10,460	10,167	10,504	
12 Life insurance	3,695	4,007	5,266	4,612	4,676	
13 Disability	2,552	2,607	2,870	2,935	2,981	
14 Employee assistance program	395	377	444	448	448	
15 WC and Catamount	1,011	2,175	4,235	4,235	4,867	
16 Contract - Kavet	139,036	190,066	170,000	170,000	170,000	
17 Contract - Brighton	7,616	7,952	5,000	-	-	
18 Contract - Info Tech.	1,761	548	1,000	3,500	3,500	
19 Contract - JFO website			15,000	13,000	13,500	
20 Other personal services	11,531	27,543	12,500	12,500	12,500	
21 <b>Subtotal Personal Services</b>	<b>1,761,986</b>	<b>1,884,124</b>	<b>1,969,130</b>	<b>2,005,619</b>	<b>2,026,295</b>	
Operating Expenses						
22 Hardware & Software	34,109	34,109	35,000	35,000	35,000	
23 Office Supplies and Equipment	9,580	1,888	4,000	4,000	4,000	
24 Fee for space	50,031	48,411	49,067	49,067	52,708	
25 Advertising	820	1,783	2,000	4,500	2,000	
26 Printing & copying	1,135	1,446	1,500	1,500	1,500	
27 Dues & subscriptions	18,706	23,469	23,000	23,000	23,000	
28 Registrations	5,011	3,177	2,500	2,500	3,000	
29 Insurances	2,647	3,201	6,932	6,932	7,655	
30 In state travel expenses	866	1,512	1,500	1,500	1,500	
31 Out of state travel expenses & training	17,907	5,484	10,000	10,000	12,000	
32 Accounting (audit/VISION)	11,782	12,178	13,609	13,609	14,260	
33 Other payments, adjustments	3,914	5,387	5,500	5,000	5,000	
34 <b>Subtotal Operating Expenses</b>	<b>156,506</b>	<b>142,046</b>	<b>154,608</b>	<b>156,608</b>	<b>161,623</b>	
35 <b>TOTAL USES</b>	<b>1,918,492</b>	<b>2,026,170</b>	<b>2,123,738</b>	<b>2,162,227</b>	<b>2,187,918</b>	
36 <b>OPERATING BALANCE</b>	<b>52,434</b>	<b>44,883</b>	<b>(29,968)</b>	<b>(22,457)</b>	<b>-</b>	
<b>ONE-TIME ACTIVITIES</b>						
37 Carry forward	194,199	140,042	97,985	97,985	118,380	
38 Carry forward reversion	(30,000)	(30,000)	(25,000)	(25,000)	(50,000)	
39 Blue House Group (JFO website/projects)	(62,880)	(14,760)		(10,000)	(10,000)	
40 One-time IT/Budget system back-up	(3,711)			(15,500)	(11,300)	
41 Misc. COVID costs				(10,000)		
42 Decarbonization report review	(10,000)					
43 NCSL Eastern States Conference		(7,500)				
44 <b>CRF reimbursement for FY20 expenses</b>			<b>133,352</b>	<b>133,352</b>		
45 One-time personnel expense				(30,000)	(30,000)	
46 Becky Replacement		(34,680)				
47 <b>NET BALANCE</b>	<b>140,042</b>	<b>97,985</b>	<b>176,369</b>	<b>118,380</b>	<b>17,080</b>	

## FY2022 Legislature Program Budget

### PROGRAMS

	FY19	FY20	FY21 est.	FY22 req.
<b>Legislature</b>	1,400,884	1,360,218	1,449,760	1,587,772
Other Personal Services	18%	19%	19%	18%
Operating Expenses				
Internal Service Expenses				
<b>House of Representatives</b>	4,223,743	3,873,846	3,518,172	4,115,132
Member Salaries	56%	54%	45%	47%
Member Per Diems				
<b>Senate</b>	892,495	832,053	770,213	901,253
Member Salaries	12%	12%	10%	10%
Member Per Diems				
<b>General Staff</b>	185,942	211,285	280,156	390,085
Speaker/Pro Tem. Staff	2%	3%	4%	4%
HR Director				
<b>House Clerk</b>	488,527	475,015	543,816	549,062
	6%	7%	7%	6%
<b>Senate Secretary</b>	417,622	421,071	437,395	437,874
	5%	6%	6%	5%
<b>Legislative Operations</b>	-	-	809,706	820,459
	0%	0%	10%	9%
	7,609,214	7,173,487	7,809,218	8,801,637

### NARRATIVE & KEY CHANGES

FY21 Appropriation \$8,691,089 GF

FY22 Budget Request \$8,801,637 GF (Gov. Rec.)

Percentage Change in Budget Request

\* Funding increase of \$110,548 (1.3%) (Gov.)

\* Excluding FY21 ongoing pay act, funding increase of \$75,548 (0.9%)(Gov.)

Budget Ups/Downs

\* Increase- Annualized pay act and internal service cost changes (+\$65k).

\* Increase- Net other budget ups/downs (+\$45k)

Reversion to General Fund

\* \$395,000 of FY2021 estimated carry-forward is reserved for a one-time reversion to the General Fund.

Carryforward

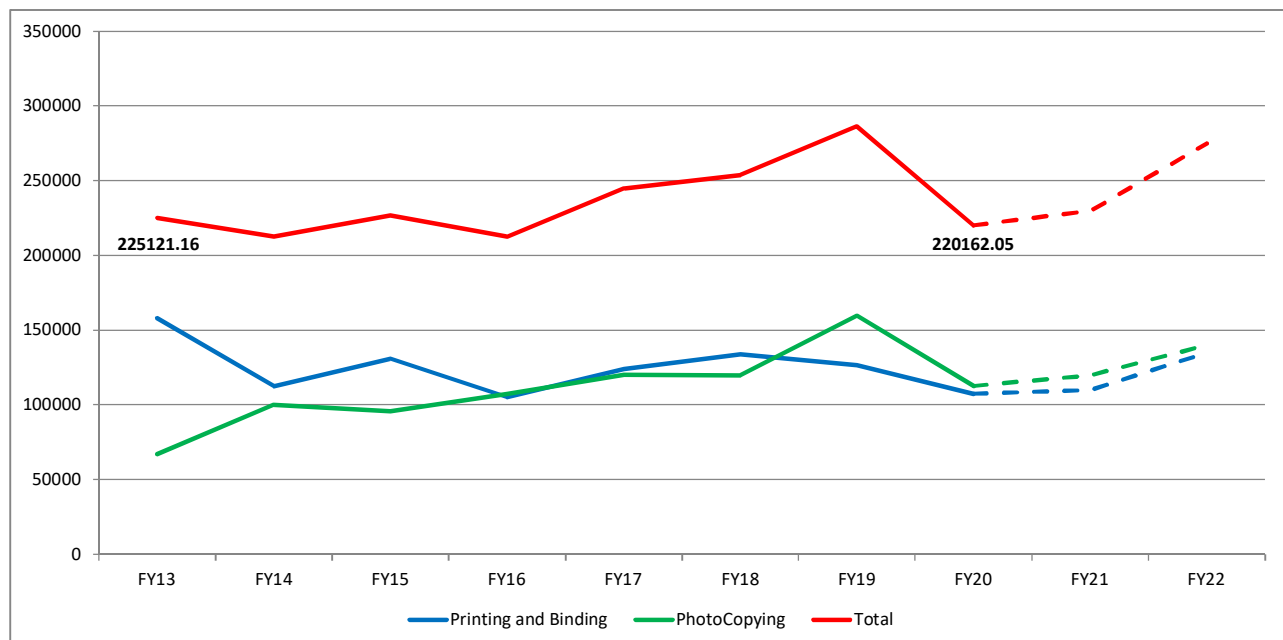
\* Carry-forward funding from FY20 and est. from FY21 has been allocated to a COVID reserve, to cover costs of additional space and any other unanticipated pandemic-related costs. (\$900k for space and \$200k for other costs; \$1.1m total for FY21 and FY22)

\* Additional one-time funding has been used for redistricting software and for the 2020 legislative orientation.

### Performance metrics

#### Legislative Printing and Copying Costs

(10 year snapshot)



**FY2022 Legislative Budget**

2/11/2021

	<b>FY19 Actual</b>	<b>FY20 Actual</b>	<b>FY21 Budgeted</b>	<b>FY21 Estimated</b>	<b>FY22 Request</b>	
Session Length (weeks)	19	29	18	18	18	
Full-time positions	7	7	13	13	13	
Part-time/Session positions	8	8	28	28	28	
<b>SOURCES OF FUNDS</b>						
1 General fund appropriation	7,730,916	8,119,372	8,691,089	8,691,089	8,801,637	1.3%
2 Pay Act	55,000	114,000		64,000		
3 Internal Service Fund reduction						
4 <b>TOTAL SOURCES</b>	<b>7,785,916</b>	<b>8,233,372</b>	<b>8,691,089</b>	<b>8,755,089</b>	<b>8,801,637</b>	<b>1.3%</b>
<b>USES OF FUNDS</b>						
Personal Services						
5 Member session salaries	2,500,182	3,085,577	2,435,350	2,435,350	2,435,350	
6 Special session salaries	55,348					
7 Member interim meetings salaries	91,148	95,404	75,000	75,000	100,000	
8 Member FICA	266,855	275,770	251,035	251,035	253,535	
9 Leg staff salaries	728,832	761,826	1,491,807	1,511,440	1,575,975	
10 Leg staff benefits (incl. UI, WC)	320,765	305,804	586,627	578,035	637,114	
11 NCSL study-related costs			175,000			
12 Contract services/consultants	4,959	1,667	20,000	60,000	20,000	
13 Interns (in Leg. Staff)	3,872	8,644	10,000	10,000	10,000	
14 <b>Subtotal Personal Services</b>	<b>3,971,961</b>	<b>4,534,693</b>	<b>5,044,819</b>	<b>4,920,860</b>	<b>5,031,974</b>	
Operating Expenses						
15 Equipment, repairs & maintenance	10,607	21,868	25,000	25,000	30,000	
16 Fee for space charge	539,090	538,452	515,265	515,265	533,888	
17 Organization dues	266,083	281,372	280,000	290,000	300,000	
18 Communications	5,568	38,471	7,000	7,000	10,000	
19 Advertising	-	-	6,000	5,000	6,000	
20 Printing and binding	126,794	107,481	135,000	110,000	135,000	
21 Copying	159,608	112,681	140,000	120,000	140,000	
22 Postage and mailing	2,913	1,988	4,000	4,000	4,000	
23 Other insurance	7,640	5,628	12,905	12,905	14,520	
24 Registrations for meetings	14,513	9,590	10,000	10,000	20,000	
25 Member session expenses (in-state)	2,125,521	1,165,866	2,285,000	1,487,000	2,140,000	
26 Member interim expenses (in state)	44,284	35,093	30,000	30,000	70,000	
27 Special session expenses						
28 Leg staff in-state expenses	31,455	31,076	36,000	34,000	34,000	
29 Members out-state travel (conferences)	25,230	44,295	20,000	10,000	45,000	
30 Leg staff out-state travel (conferences)	10,856	14,957	7,000	5,000	15,000	
31 Non-employee expenses	10,249	11,990	15,000	15,000	15,000	
32 Office supplies, books, other payments	73,531	58,969	81,500	81,500	81,500	
33 Administrative (audit, Vision, ADS)	157,018	159,016	166,688	166,688	175,755	
34 New member orientation	26,293					
35 <b>Subtotal Operating Expenses</b>	<b>3,637,252</b>	<b>2,638,794</b>	<b>3,776,358</b>	<b>2,928,358</b>	<b>3,769,663</b>	
36 <b>TOTAL USES</b>	<b>7,609,214</b>	<b>7,173,487</b>	<b>8,821,177</b>	<b>7,849,218</b>	<b>8,801,637</b>	
37 <b>OPERATING BALANCE</b>	<b>176,702</b>	<b>1,059,885</b>	<b>(130,088)</b>	<b>905,871</b>	<b>-</b>	
<b>ONE-TIME ACTIVITIES</b>						
38 Carry forward	243,793	630,495	1,451,659	1,451,659	2,104,796	
39 Carry forward reversion	(175,000)	(200,000)	(350,000)	(350,000)	(395,000)	
40 FY18 Reversion Reversal	385,000					
41 EV charging station x 2		(38,721)				
42 COVID reserve				(100,000)	(100,000)	
43 Space reserve - 109 and 133 State				(400,000)	(500,000)	
44 Transfers to leg. depts.				(37,500)		
45 <b>CRF Reimbursement for FY20 expenses</b>			<b>728,765</b>	<b>728,765</b>		
46 Redistricting Expense (software)			(50,000)	(70,000)		
47 New Member Orientation			(27,000)	(24,000)		
48 <b>NET BALANCE</b>	<b>630,495</b>	<b>1,451,659</b>	<b>1,623,337</b>	<b>2,104,796</b>	<b>1,109,796</b>	