

# Vermont Legislative Joint Fiscal Office

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## MEMORANDUM

To: Senate Committee on Appropriations  
 From: Daniel Dickerson, Business Manager, Joint Fiscal Office  
 Date: April 9, 2019  
 Subject: FY 2020 Legislative Branch Budget Requests

FY2020 Legislative Branch Budget Request	FY19 Base Appropriation	FY20 Base Appropriation Request	FY20 Base over FY19 Base 1 Yr. Rate
Legislature	\$ 7,900,916	\$ 8,119,372	2.8%
Legislative Council	\$ 4,891,787	\$ 5,184,313	6.0%
Joint Fiscal Office	\$ 1,855,926	\$ 2,023,053	9.0%
Sergeant at Arms	\$ 805,828	\$ 863,204	7.1%
<b>Total</b>	<b>\$ 15,454,457</b>	<b>\$ 16,189,942</b>	<b>4.8%</b>

Cumulatively, the FY 2020 Legislative Branch appropriation request is \$16,189,942, which is 4.8% (\$735,485) above the base FY 2019 appropriation. Some of this additional funding is built in for structural and staffing changes based on recommendations from the National Conference of State Legislatures (NCSL) in its report to legislative leadership. This report was authorized and funded in Act 11 of 2018, Sec. E.126. The final report was recently released, so in the next few months the impacts of the report to various legislative departments will likely be incorporated.

To partially offset the budgetary impact of the increased appropriation, the Legislative Branch budget proposals include a cumulative \$280,000 in reversions of anticipated branch-wide carry forward to the General Fund. After accounting for these reversions, the net new General Fund dollars requested for the Legislative Branch budget in FY 2020 would be up 2.9% from the prior year. Each request includes the annualized cost of the most recent pay act as well as net year-to-year changes in the cost of employee benefits.

Legislature:

<b>FY 2020 Governor's Request:</b>	<b>\$8,119,372</b>	Year-to-Year Change:	2.8%
FY 2019 Appropriation:	\$7,900,916	Proposed Reversion:	\$175,000
		Net of Reversion:	0.6%

The Legislature's budget includes salaries and per diems for members of the General Assembly, as well as salaries for the House Clerk's office, Senate Secretary's office, and Legislative leadership assistants. The budget also includes costs to support the General Assembly, including

organizational dues, printing and copying, travel to Legislative meetings, and certain other general expenses related to day-to-day Statehouse operations.

The FY 2020 Legislative budget request reflects the cost of supporting an 18-week legislative session. The FY 2020 Legislative budget also includes approximately \$250,000 in funding for potential changes based on the results of the NCSL study. The study has called for new human resources capacity as well as some other additional staffing.

On the operations side of the budget, some of increase is based on changes to salaries and reimbursement rates for mileage, meals, and lodging in 2019 and the potential for further changes in 2020. In 2019, the reimbursement rate for lodging rose from \$125/night to \$126/night, the rate for mileage rose from \$0.545/mile to \$0.58/mile, while the meals rate dropped from \$69/day to \$61/day.

The Legislative budget includes a reversion of \$175,000 to the General Fund in FY 2020.

Legislative Council:

<b>FY 2020 Leg. Council Request:</b>	<b>\$5,184,313</b>	Year-to-Year Change:	6.0%
FY 2019 Appropriation:	\$4,891,787	Proposed Reversion:	\$75,000
		Net of Reversion:	4.4%

The Legislative Council provides nonpartisan legal, administrative, and information technology (IT) support to the General Assembly. The Legislative Council employs 30 full-time staff and approximately 25 session-only staff within three divisions: Legal, Operations, and Information Technology. The Legislative Council budget includes a reversion of \$75,000 to the General Fund in FY 2020. The FY 2020 Legislative Council budget also accounts for the ongoing cost of the new attorney position that was initially funded in the FY 2019 budget and other position and salary changes that have occurred. The budget is likely to be further impacted by the NCSL study. And, while the resources are in place for FY 2020, there may be a roll out of impacts in future years.

Sergeant at Arms:

<b>FY 2020 Governor's Request:</b>	<b>\$863,204</b>	Year-to-Year Change:	7.1%
FY 2018 Appropriation:	\$805,828	No planned reversion	

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, 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 proposed FY 2020 budget includes \$20,000 in funding to make salary adjustments based on the NCSL study recommendations. Additionally, the Doorkeeper's salaries were recently adjusted due to actual hours worked not being adequately reflected in the previous pay structure.

This change is reflected in the FY19 estimates and the FY20 budget request. There is also \$7,000 in additional funding built in for security training and equipment.

The Sergeant at Arms retains a \$20,000 security reserve in addition to base appropriations. In FY 2019 the reserve is being used to cover the cost of sheriff coverage and overtime during State House events. The Sergeant at Arms' budget proposes to refill this reserve with estimated carry-forward funds at the end of FY 2019. Going forward, due to the increase in events at the Statehouse that require extra security, the Legislature may want to consider adding security funds to the Sergeant at Arms' operating budget. This budget proposal includes a supplement of \$10,000 from the Legislative budget to the Sergeant at Arms in FY19 due to unanticipated costs.

Joint Fiscal Office:

<b>FY 2019 Governor's Request:</b>	<b>\$2,023,053</b>	Year-to-Year Change:	9.0%
FY 2018 Appropriation:	\$1,855,826	Proposed Reversion:	\$30,000
		Net of Reversion:	7.4%

The Joint Fiscal Office (JFO) provides nonpartisan financial analysis and staff support to the Legislature in a variety of fiscal areas. JFO employs 13 full-time staff as well as two part-time individuals. The Joint Fiscal Office base budget in FY 2020 includes the full annual cost of salary and benefits for the in-house data analyst who has been trained to replace Deb Brighton. The budget includes some funding to retain Deb Brighton on a more limited basis for work primarily on Human Service issues.

The FY 2020 Joint Fiscal Office budget also reflects the addition of the House Ways and Means temporary staff position in FY 2019 and other salary changes that have occurred. JFO proposes adding a position, which would replace a temporary slot, due to the pending second retirement of the Senate Appropriations committee assistant. The FY 2020 budget has \$35,000 to address NCSL study-related staff adjustments.

The JFO budget also includes a \$30,000 carryforward reversion and \$20,000 in IT costs related to the new website and consulting for planning revisions to the Budget system, which may occur over the next three years.

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

**FY 2020 Legislative Council Budget Side-by-Side Comparison**

	<b>2018 Actual Expenditure</b>	<b>2019 Proposed</b>	<b>2019 Anticipated</b>	<b>2020 Proposed</b>	<b>%Change over 2019 Budgeted</b>
<b>Source of Funding</b>					
GF Appropriation	4,678,911	4,891,787	4,891,787	5,184,313	5.98%
Pay Act	103,824		91,000		
Salary Adjustment Distribution			105,000		
Internal Service Fund Reductions					
<b>Total Sources of Funding</b>	<b>4,782,735</b>	<b>4,891,787</b>	<b>5,087,787</b>	<b>5,184,313</b>	<b>5.98%</b>
<b>Personal Services</b>					
LC Staff	2,235,832	2,286,892	2,410,006	2,567,989	12.29%
LC Staff Benefits (incl. FICA)	1,036,907	1,100,253	1,113,618	1,217,483	10.65%
Temporary Employees	404,940	442,936	439,910	435,730	-1.63%
Temporary Employees FICA	30,973	33,885	33,653	33,333	-1.63%
UI, WC, etc	33,415	55,000	74,124	55,000	0.00%
Salary Adjustments (NCSL)				105,000	
<b>Total Personal Services</b>	<b>3,742,067</b>	<b>3,918,965</b>	<b>4,071,311</b>	<b>4,414,535</b>	<b>12.65%</b>
<b>Operating Expenses</b>					
Fee For Space Charge	191,737	199,118	199,118	224,118	12.56%
VISION/IDSassess	33,264	30,033	34,213	32,290	7.52%
ADS Allocation (DII)	75,533	60,259	60,259	87,217	44.74%
Single Audit	3,481	3,841	3,841	3,841	0.00%
Insurance (Gen Liability & Other - Risk Mgmt)	-	7,995	7,702	7,107	-11.11%
Advertising - Job Vacancies	2,832	1,000	2,500	1,000	0.00%
Attorney Licensing and CLE	4,610	5,800	5,800	5,800	0.00%
BGS Postal	8				
Books&Periodicals-Library/Educ	478	500	500	500	0.00%
Dues			500	500	
Food	1,182				
Hardware	198,391	43,000	59,816	147,000	241.86%
IT & Data Processing Supplies	16,341	20,000	20,000	25,000	25.00%
IT Contracts	46,789	53,040	189,089	77,280	45.70%
Office Equipment	3,432	1,000	2,500	2,500	150.00%
Office Supplies	563	1,000	5,788	2,500	150.00%
Other Purchased Services (Monitoring, etc.)	5,712		18,432 *		
Printing & Binding	(5)		4,654		
Recycling					
Registration For Meetings&Conf	150		3,750		
Repair & Maintenance - IT	3,885	14,781	7,535	6,535	-55.79%
Repair & Maintenance - Software	35,577	28,861	27,400	24,645	-14.61%
Services	18,663	174,744	90,131	94,148	-46.12%
Software					
Software Licenses	102,494	134,325	109,291	129,740	-3.41%
Telecom-Other (WiFi & 2nd Internet connection)	23,945	27,600	27,196	9,750	-64.67%
Telephone Services (DII)	33,908	54,000	54,000	54,000	0.00%
Telephone Services (Wireless)					
Training - Info Tech	6,026	10,000	5,000	20,000	100.00%
Travel-Instate	1,798			5,000	
Travel-Outstate	4,864	10,000	5,000	20,000	100.00%
Other		1,735			
<b>Total Operating Expenses</b>	<b>815,659</b>	<b>882,632</b>	<b>944,013</b>	<b>980,471</b>	<b>11.08%</b>
<b>Total Personal Services and Operating Expenses</b>	<b>4,557,726</b>	<b>4,801,597</b>	<b>5,015,325</b>	<b>5,395,006</b>	
<b>Operating Balance</b>	<b>225,009</b>	<b>90,190</b>	<b>72,462</b>	<b>(210,692)</b>	
<b>One-Time Activities</b>					
Carry Forward	285,315	113,000	326,230	285,692	
Reversions	(150,000)	(113,000)	(113,000)	(75,000)	
Recissions	(32,000)				
ISF Reduction	(2,094)				
<b>Net Balance</b>	<b>326,230</b>	<b>90,190</b>	<b>285,692</b>	<b>(0)</b>	

**NOTES**

\* Cope & Associates



**STATE OF VERMONT**  
OFFICE OF LEGISLATIVE COUNCIL  
INFORMATION TECHNOLOGY

**MEMORANDUM**

To: Senator Jane Kitchel, Chair, Senate Appropriations  
From: Kevin Moore, Deputy Director for Information Technology  
Date: February 26, 2019  
Subject: Proposed Projects for Inclusion in FY20 IT Budget

The IT department recommends the inclusion of the below projects for the FY20 IT Budget. Some of the costs associated with the below projects are preliminary estimates and may need to be confirmed by vendor quotes. Please note, this list does not include annually recurring projects such as workstation replacements, laptop replacements, software renewals, infrastructure replacements, etc.

**Projects with a direct budgetary impact:**

**1. Microsoft Windows 10**

**Summary:**

Due to Microsoft discontinuing support for our current desktop operating system, the IT department must migrate to the Microsoft Windows 10 operating system before Microsoft ends extended support for Microsoft Windows 7. While this is a major change in the underlying architecture and overall design of the operating system, most users have already become familiar with this version in their personal lives, as the operating system was initially released to consumers on July 29, 2015. Because of this substantial amount of time on the market, we expect the migration to be, at most, a minor inconvenience to staff and legislators alike. Microsoft Windows 10 is now the standard operating system for most large organizations, both private and public.

**Project Highlights:**

- Current Operating System: Windows 7.
- Microsoft will no longer support Windows 7, including security updates as of January 14, 2020.

- The General Assembly's current Microsoft Enterprise Agreement covers the cost of upgrading operating system licensing.

**Project Costs:**

- \$15,000.00 - For vendor assistance in the migration of required production applications, or user training, if needed.

**Total: \$15,000** – *(This is not produced with vendor quotes. It is only an estimate.)*

**2. iPad Hardware Refresh**

**Summary:**

This is the second hardware refresh of devices since iPads began being issued to Legislators and staff. The previous hardware refresh was scheduled for after four years of production use, however our experience found this timeline to be impractical. Once we entered the fourth year of use, the iPads began to experience various significant hardware issues. Due to these issues, we strongly recommend replacing iPads at the end of three years of production use. This should largely eliminate the anticipated failures of these devices. To ensure that we get as much use out of the current model of iPads, we intend to retain a large portion for a possible Digital Signage pilot project, which could make quality use of the aging equipment in a lower risk deployment.

**Project Highlights:**

- Current Model: iPad Air 2.
- Released to consumers on October 22, 2014.
- In production use at the General Assembly since June 2016.
- Average life cycle of tablets is approximately three years.
- Previous cycles stretched the device cycle to four years. However, we experienced several hardware failures during the fourth year.
- Plan to repurpose old iPads for Digital Signage pilot project in order to continue use but reduce impact of potential hardware failure.

**Project Costs:**

- \$76,560.00 – Purchase 220 iPads from regional reseller

**Total: \$76,560.00** – *(This is produced with vendor quotes. However, that quote may change since last acquired.)*

**Grand Total: \$91,560.00**

**FY2020 Legislative Budget**

4/9/2019

	FY17 Actual 19 wks.	FY18 Actual 23 wks.	FY19 Budgeted 18 wks.	FY19 Estimated 18 wks.	FY20 Proposed 18 wks.	
<b>SOURCES OF FUNDS</b>						
General fund appropriation	7,264,775	7,581,882	7,900,916	7,900,916	8,119,372	2.8%
Pay Act	80,900	93,000		55,000		
Internal Service Fund reduction		(8,492)				
Salary Adjustment Distribution				(170,000)		
<b>TOTAL SOURCES</b>	<b>7,345,675</b>	<b>7,666,390</b>	<b>7,900,916</b>	<b>7,785,916</b>	<b>8,119,372</b>	<b>4.3%</b>
<b>USES OF FUNDS</b>						
Personal Services						
Member session salaries	2,328,113	2,368,893	2,400,557	2,406,058	2,406,058	
Special session salaries		125,276		55,000		
Member interim meetings salaries	55,621	71,933	90,000	90,000	100,000	
Member FICA	238,860	260,664	250,056	255,606	250,606	
Leg staff salaries	699,067	693,872	746,012	765,201	812,053	
Leg staff benefits (incl. UI, WC)	338,685	335,676	343,952	351,218	369,523	
NCSL study-related costs			200,000	30,000	250,000	
Contract services/consultants	21,115	1,235	40,000	40,000	30,000	
Interns (in Leg. Staff)	6,295	7,745	20,000	15,000	15,000	
<b>Subtotal Personal Services</b>	<b>3,687,756</b>	<b>3,865,292</b>	<b>4,090,578</b>	<b>4,008,083</b>	<b>4,233,240</b>	
Operating Expenses						
Equipment, repairs & maintenance	24,458	(15,913)	40,000	40,000	30,000	
Fee for space charge	465,317	518,903	538,130	538,130	536,635	
Organization dues	216,837	266,428	265,000	270,000	275,000	
Communications	5,767	6,612	6,500	7,000	7,000	
Advertising	-	2,200	5,000	5,000	5,000	
Printing and binding	124,272	134,074	135,000	135,000	135,000	
Copying	120,447	119,711	115,000	120,000	120,000	
Postage and mailing	3,327	2,314	6,500	4,500	4,500	
Other insurance	6,499	6,827	7,915	7,915	5,981	
Registrations for meetings	14,133	21,438	20,000	15,000	25,000	
Member session expenses (in-state)	2,061,535	2,311,176	2,245,000	2,245,000	2,322,000	
Member interim expenses (in state)	69,815	54,901	70,000	55,000	80,000	
Leg staff in-state expenses	30,131	30,583	32,000	32,000	34,000	
Members out-state travel (conferences)	22,800	33,507	35,000	25,000	45,000	
Leg staff out-state travel (conferences)	8,420	11,778	11,000	11,000	12,000	
Non-employee expenses	10,351	12,826	19,000	15,000	15,000	
Office supplies, books, other payments	70,132	62,841	75,000	75,000	75,000	
Accounting (audit, Vision)	162,889	167,372	159,293	159,293	159,016	
New member orientation	21,629	-	25,000	25,000	-	
<b>Subtotal Operating Expenses</b>	<b>3,438,759</b>	<b>3,747,578</b>	<b>3,810,338</b>	<b>3,784,838</b>	<b>3,886,132</b>	
<b>TOTAL USES</b>	<b>7,126,515</b>	<b>7,612,870</b>	<b>7,900,916</b>	<b>7,792,921</b>	<b>8,119,372</b>	
<b>OPERATING BALANCE</b>	<b>219,160</b>	<b>53,520</b>	<b>0</b>	<b>(7,005)</b>	<b>-</b>	
<b>ONE-TIME ACTIVITIES</b>						
Carry forward	522,613	658,273	243,793	243,793	427,788	
Carry forward reversion	(83,500)	(385,000)	(175,000)	(175,000)	(175,000)	
FY18 Reversion Reversal				385,000		
Spending Reduction						
Rescission		(53,000)				
Transfer to JFO ( <i>min. wage work</i> )		(30,000)		(9,000)		
Transfer to Sgt. at Arms ( <i>tentative</i> )				(10,000)		
<b>NET BALANCE</b>	<b>658,273</b>	<b>243,793</b>	<b>68,793</b>	<b>427,788</b>	<b>252,788</b>	

## FY2020 Legislature Program Budget

### PROGRAMS

	FY17 Act.	FY18 Act.	FY19 Est.	FY20 Req.
<b>Legislature</b>	1,303,238	1,350,131	1,542,497	1,753,646
Other Personal Services	18%	18%	20%	22%
Operating Expenses				
Internal Service Expenses				
<b>House of Representatives</b>	3,948,536	4,300,591	4,237,124	4,317,634
Member Salaries	55%	56%	54%	53%
Member Per Diems				
<b>Senate</b>	827,560	893,881	869,540	886,030
Member Salaries	12%	12%	11%	11%
Member Per Diems				
<b>Leadership Assistants</b>	166,870	174,984	195,236	195,956
Interns	2%	2%	3%	2%
<b>House Clerk</b>	501,907	488,912	523,636	536,224
	7%	6%	7%	7%
<b>Senate Secretary</b>	378,405	404,372	424,888	429,882
	5%	5%	5%	5%
	<u>7,126,515</u>	<u>7,612,870</u>	<u>7,792,921</u>	<u>8,119,372</u>

### NARRATIVE & KEY CHANGES

FY19 Appropriation \$7,900,916 GF

FY19 Budget Request \$8,119,372 GF (Gov. Rec.)

Percentage Change in Budget Request

\* Funding increase of \$218,456 (2.8%) (Gov.)

\* Excluding FY19 adjustments, funding increase of \$333,456 (4.3%) (Gov.)

Budget Ups/Downs

\* Increase- Annualized pay act from FY19.

\* Increase- Ongoing increase for NCSL study recommendations. \$200k was added in FY19 and this will continue at \$150k in FY20. Much of this funding will be disbursed throughout the branch.

\* Increase- Funding for two new staff positions in anticipation of NCSL study results (+\$150k)

\* Increase - Legislative in-state daily (per diem) expenses. FY20 budgeted at approx. \$87k or 3.8% over FY19 budgeted. Mileage and lodging rates went up on Jan. 1, 2019, while meal rates went down.

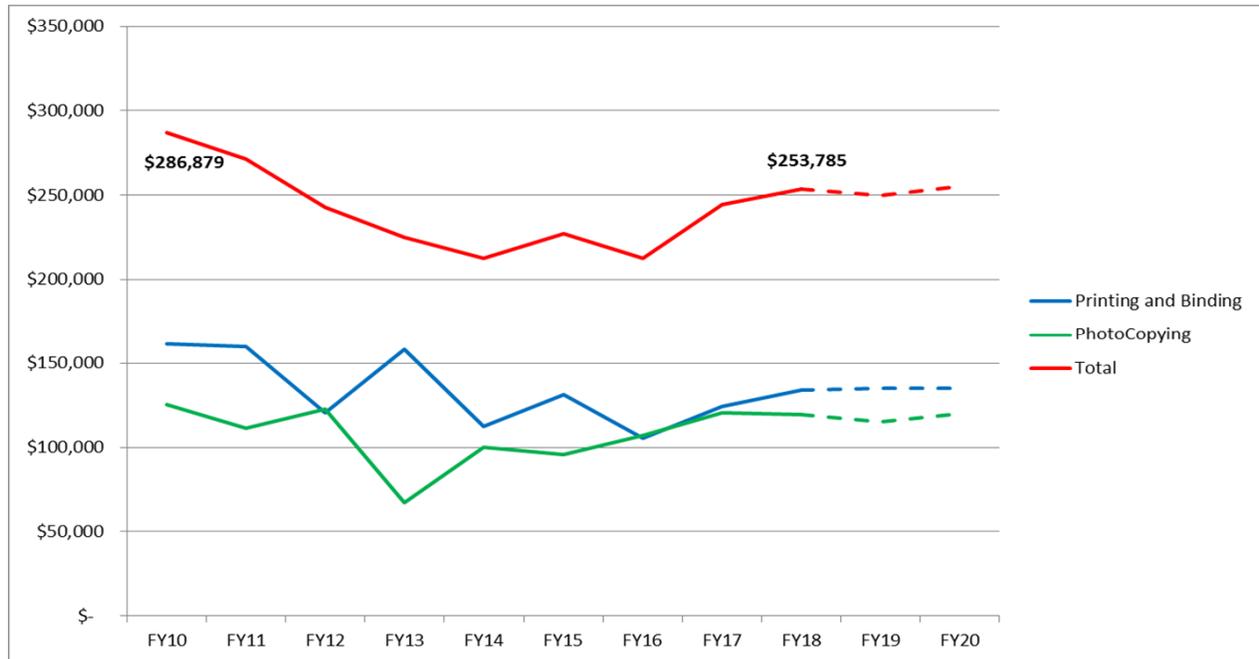
Reversion to General Fund

\* \$175,000 of FY2019 estimated carry-forward is reserved for a one-time reversion to the General Fund.

Performance metrics

**Legislative Printing and Copying Costs**

(10 year snapshot)



## FY2020 Sergeant at Arms Budget

April 9, 2019

	<b>FY17 Actual</b> <i>6 pos.</i>	<b>FY18 Actual</b> <i>6 pos.</i>	<b>FY19 Budgeted</b> <i>7 pos.</i>	<b>FY19 Estimated</b> <i>7 pos.</i>	<b>FY20 Request</b> <i>7 pos.</i>	
<b>SOURCES OF FUNDS</b>						
General fund appropriation <sup>1</sup>	671,374	741,345	805,828	805,828	863,204	7.1%
Pay Act	22,700	24,000		25,000		
Salary Adjustment Distribution				15,000		
Internal Service fund reductions		(2,017)				
<b>TOTAL SOURCES</b>	<b>694,074</b>	<b>763,328</b>	<b>805,828</b>	<b>845,828</b>	<b>863,204</b>	<b>2.1%</b>
<b>USES OF FUNDS</b>						
<b>Personal Services</b>						
Salaries	313,726	351,198	353,270	424,559	426,302	
Additional Officer (salary/benefits)			80,000			
Overtime	5,401	8,727	3,200	10,500	7,000	
Temporary employees (includes pages)	130,911	114,582	114,724	125,848	126,742	
FICA/Medicare	34,777	35,797	36,819	43,506	44,091	
Health insurance	62,637	68,964	80,223	80,223	80,223	
Retirement	55,836	62,304	61,716	78,847	81,632	
Dental	4,333	4,496	4,873	6,155	6,340	
Life insurance	1,063	1,317	1,258	1,812	1,841	
Disability	622	566	813	988	1,003	
Employee assistance program	153	176	180	210	210	
Workers' Comp and Catamount	11,695	5,040	3,849	3,849	3,849	
Sheriffs <sup>2</sup>	-	4,720	3,200	15,000	6,000	
<b>Subtotal Personal Services</b>	<b>621,153</b>	<b>657,888</b>	<b>744,126</b>	<b>791,497</b>	<b>785,233</b>	
<b>Operating Expenses</b>						
Fee for space	6,787	7,572	7,863	7,863	7,659	
Uniforms	7,230	4,396	6,000	6,000	6,000	
Dues & other miscellaneous	1,345	1,918	1,400	1,400	1,800	
Communications	14,462	15,135	15,500	15,500	16,000	
Office Supplies and Equipment	1,304	4,943	3,500	3,500	4,000	
Other Insurances	989	1,026	1,256	1,256	1,239	
Legislative page expenses	13,150	12,655	15,000	15,000	15,000	
Travel and Training	6,170	2,162	7,500	7,500	8,000	
Furniture	55	-	-	-	-	
Accounting (audit, Vision)	18,107	18,550	6,093	6,093	6,273	
Security/Safety equipment	2,727	6,320	5,000	5,000	12,000	
<b>Subtotal Operating Expenses</b>	<b>72,326</b>	<b>74,676</b>	<b>69,112</b>	<b>69,112</b>	<b>77,971</b>	
<b>TOTAL USES</b>	<b>693,479</b>	<b>732,564</b>	<b>813,238</b>	<b>860,609</b>	<b>863,204</b>	
<b>OPERATING BALANCE</b>	<b>595</b>	<b>30,764</b>	<b>(7,410)</b>	<b>(14,781)</b>	<b>-</b>	
<b>ONE-TIME USES</b>						
Previous Year Balance Forward	50,330	40,925	47,689	47,689	10,508	
Carryforward Reversion	(10,000)	(19,000)				
Rescission		(5,000)				
Transfer from Legislature				10,000		
Unemployment Expense				(3,600)		
Security Equipment				(18,000)		
Refill Security Reserve			(5,114)	(10,800)		
<b>NET BALANCE</b>	<b>40,925</b>	<b>47,689</b>	<b>35,165</b>	<b>10,508</b>	<b>10,508</b>	

<sup>1</sup> The Sergeant at Arms retains a \$20,000 security reserve in addition to base appropriations. At the end of FY 2018 the balance of this fund was \$9,199.91, which will be "re-filled" with carry-forward money from prior years in FY 2019.

<sup>2</sup> In FY 2017, sheriffs expenses were paid from the security reserve in the amount of \$5,113.75 rather than from base operating funds.

## FY2020 Sergeant-at-Arms Program Budget

### PROGRAMS

	FY17	FY18	FY19 Est.	FY20 Req.
<b>Security</b>	410,867	427,475	539,025	539,633
Capitol Police	59%	58%	63%	63%
Part-Time Officers				
Equipment				
<b>Pages, Interns, Volunteer Mgmt.</b>	119,113	122,621	127,969	128,127
Processing	17%	17%	15%	15%
Training				
<b>Mail and Building Services</b>	34,601	33,589	34,044	34,219
State Mail	5%	5%	4%	4%
Legislative Services				
Room Setup & Scheduling				
<b>Tours and Education</b>	59,183	78,494	83,630	85,407
Tours	9%	11%	10%	10%
Greetings				
Legislative Process				
School Tours				
<b>Administration</b>	69,715	70,385	75,940	75,818
Budget	10%	10%	9%	9%
Accounts Payable				
Other Business				
	<b>693,479</b>	<b>732,564</b>	<b>860,609</b>	<b>863,204</b>

### NARRATIVE & KEY CHANGES

FY19 Appropriation \$805,828 GF

FY20 Request \$863,204 GF

Percentage Change in Budget Request

\*Funding increase of \$57,376 (7.1%)

\*After FY19 adjustments the increase is \$17,376 (2.1%)

Budget Ups/Downs (from FY19)

\*Increase- Incorporation of estimated expenses in FY19 and FY20 for salary changes, as recommended by NCSL legislative staff pay and structure study (approx. \$20k)

\*Increase- Doorkeeper pay change (weekly to hourly) - implemented in FY19 (approx. \$10k)

\*Increase- Safety and Security equipment (\$7k)

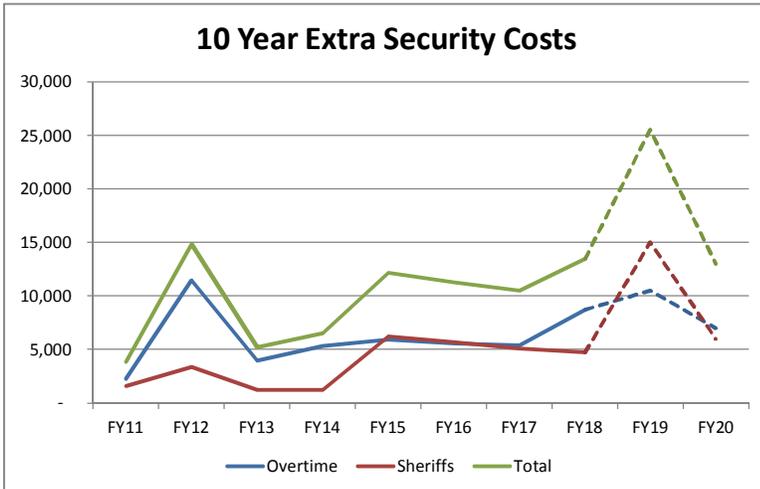
\*Increase- Sheriffs and overtime - this was decreased in FY19 due to the new officer, but these costs continue to rise due to public interest in Statehouse hearings/topics (\$6.6k)

General Note

\*Does not include \$20,000 in appropriated funds for unanticipated security costs. \$5,114 was used from this fund in FY17 and \$5,686 in FY18. This budget proposes to replenish the fund with \$10,800 in estimated FY19

### Performance metrics

	FY17	FY18	FY19 est.	FY20 est.
Extra Security costs (sheriffs/overtime)	10,515	13,447	25,500	13,000



### 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

**FY2020 Joint Fiscal Office Budget**

4/9/2019

	<b>FY17 Actual 13 pos.</b>	<b>FY18 Actual 13 pos.</b>	<b>FY19 Budgeted 13 pos.</b>	<b>FY19 Estimated 13 pos.</b>	<b>FY20 Request 14 pos.</b>	
<b>SOURCES OF FUNDS</b>						
General fund appropriation	1,648,880	1,757,736	1,855,926	1,855,926	2,023,053	9.0%
Pay Act	39,500	45,000		65,000		
Salary Adjustment Distribution				50,000		
Internal Service Fund reduction		(789)				
<b>TOTAL SOURCES</b>	<b>1,688,380</b>	<b>1,801,947</b>	<b>1,855,926</b>	<b>1,970,926</b>	<b>2,023,053</b>	<b>2.6%</b>
<b>USES OF FUNDS</b>						
Personal Services						
Salaries	903,244	976,581	1,037,691	1,122,516	1,158,080	
Temp Emp - Salary/FICA	35,561	39,479	60,957	67,355	71,718	
FICA/Medicare	70,059	71,677	79,383	85,873	88,593	
Health insurance	139,208	146,095	162,559	171,002	173,113	
Retirement	108,323	120,193	131,452	144,786	150,742	
Dental	7,454	7,782	10,556	8,891	9,052	
Life insurance	2,899	3,157	4,379	4,737	4,887	
Disability	2,223	2,118	2,387	2,582	2,664	
Employee assistance program	356	351	390	390	390	
WC and Catamount	1,932	991	1,369	1,369	2,040	
Contract - Kavet	126,506	171,407	152,000	165,000	160,000	
Contract - Policy Integrity	5,226	1,661	10,000	-	-	
Contract - Brighton	56,464	44,874	20,000	25,000	20,000	
Contract - JFOBud/Vantage Interface	900	1,080	6,000	6,000	5,000	
Contract - Results First related	9,000	11,000	5,000	-	-	
Other personal services	8,400	4,043	12,500	12,500	12,500	
<b>Subtotal Personal Services</b>	<b>1,477,755</b>	<b>1,602,486</b>	<b>1,696,623</b>	<b>1,818,001</b>	<b>1,858,779</b>	
Operating Expenses						
Hardware & Software	2,892	239	45,000	40,000	42,000	
Office Supplies and Equipment	1,480	2,651	3,000	7,500	4,000	
Fee for space	42,899	47,859	49,701	49,701	48,411	
Advertising	3,542	1,038	2,000	2,000	2,000	
Printing & copying	1,253	1,274	1,500	1,500	1,500	
Dues & subscriptions	12,661	19,201	16,000	20,000	22,000	
Registrations	2,610	5,315	4,000	4,500	4,500	
Insurances	2,349	2,387	2,764	2,764	3,321	
In state travel expenses	1,149	1,233	2,500	2,000	2,000	
Out of state travel expenses & training	10,455	14,116	16,000	16,000	17,000	
Accounting (audit/VISION)	11,386	11,598	11,838	11,838	12,042	
Other payments, adjustments	5,760	2,393	5,000	5,000	5,500	
<b>Subtotal Operating Expenses</b>	<b>98,437</b>	<b>109,304</b>	<b>159,303</b>	<b>162,803</b>	<b>164,274</b>	
<b>TOTAL USES</b>	<b>1,576,192</b>	<b>1,711,790</b>	<b>1,855,926</b>	<b>1,980,804</b>	<b>2,023,053</b>	
<b>OPERATING BALANCE</b>	<b>112,188</b>	<b>90,157</b>	<b>0</b>	<b>(9,878)</b>	<b>-</b>	
<b>ONE-TIME ACTIVITIES</b>						
Carry forward	246,847	158,831	194,199	194,199	82,561	
Carry forward reversion	(50,000)		(30,000)	(30,000)	(30,000)	
Rescission		(12,000)				
CRG- Funding	12,500					
CRG- Expenses	(12,500)					
Picus- Expenses	(51,475)					
Chainbridge	(34,109)		(10,000)			
10-yr Tax Study	(41,637)					
Transfer from Legislature (minimum wage)		30,000		9,000		
Blue House Group (JFO website)		(12,980)	(45,000)	(65,760)	(15,000)	
Budget system back-up			(5,000)	(5,000)	(5,000)	
Decarbonization report review				(10,000)		
Brighton replacement	(22,983)	(59,809)	(10,000)			
<b>NET BALANCE</b>	<b>158,831</b>	<b>194,199</b>	<b>94,199</b>	<b>82,561</b>	<b>32,561</b>	

**FY2020 Joint Fiscal Office Program Budget**

**PROGRAMS**

	FY17	FY18	FY19 est.	FY20 est.
<b>Budget Drafting Support</b>	332,951	346,133	406,138	408,547
Committee support	21%	20%	20%	20%
JFOBud system				
<b>Revenue &amp; Finance Support</b>	415,399	455,621	512,065	458,777
Committee support	26%	27%	25%	23%
Revenue forecasting				
<b>Transportation</b>	84,644	87,933	99,897	133,846
Committee support	5%	5%	5%	7%
<b>Major Area Fiscal Support</b>	421,694	493,833	667,941	708,411
Capital	27%	29%	33%	35%
Education				
Health care				
State IT				
Other areas/Fiscal notes				
<b>Website &amp; Publications</b>	75,680	77,829	84,167	91,199
Website	5%	5%	4%	5%
Fiscal facts & fiscal focus				
<b>JFC/JFO Operations</b>	245,824	250,440	210,596	222,273
JFC staffing	16%	15%	10%	11%
Grants processing				
Office management				
IT development & support				
Legislative branch budgets				
	1,576,192	1,711,790	1,980,804	2,023,053

**NARRATIVE & KEY CHANGES**

**FY19 Appropriation:** \$1,855,926 GF.

**FY19 Adjustments:** Pay Act allocation of \$65,000, and salary adjustment distribution of \$50,000;  
*Total FY19 = \$1,970,926*

**FY20 Budgeted:** \$2,023,053 GF (Gov. Recommend)

**Percentage Change in Budget Request**  
 \*Base to base increase of \$167,127 (9.0%)  
 \*After FY19 adjustments the increase is \$52,127 (2.6%)

**Budget Ups/Downs (from FY19 base)**  
 \*The key change is the incorporation of estimated expenses in FY19 and FY20 for salary changes as recommended by NCSL legislative staff pay and structure study.

\*Decreased Results First and Policy Integrity funding to \$0 in FY20.

\*Adding a position in FY20 to replace a temp. position with a perm. position, due to pending retirement.

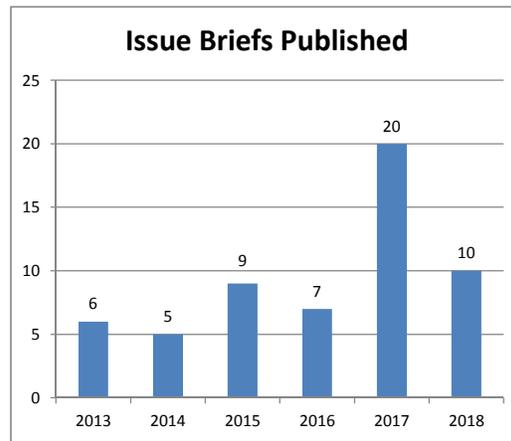
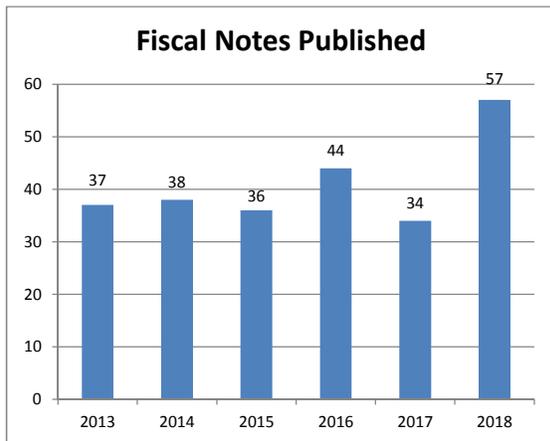
\*Program budget reflects substantial increases in work outside of traditional tax/budget areas in FY19 and FY20.

\*Estimated carry-forward funding from FY19 would be used to offer a \$30k reversion, pay for ongoing website maintenance (\$15k) and budget system back-up (\$5k).

**PERFORMANCE MEASURES**

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

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



**Items outside of JFO operating budget**

<b>JFO FY19 Contract Projects/Studies</b>	<b>Funding</b>
State IT project Oversight (FY18-FY19)	\$250,000
Decarbonization Study	\$120,000
Corrections Healthcare Study	\$150,000
Tax Structure Commission (FY19-FY21)	\$500,000

<b>JFO FY20 Contract Projects/Studies</b>	<b>Funding</b>
Tax Structure Commission (FY19-FY21)	\$500,000
Child Welfare Study - FY19 BAA	\$250,000
Detention Population Study - FY19 BAA	\$25,000