

MINUTES OF THE MEETING OF THE APPROPRIATIONS SUBCOMMITTEE
ON ELECTED OFFICIALS AND HIGHWAYS
February 4, 1983

(Tape 51, Side A, Tape 52,
Tape 53, and Tape 54, Side A)

The Appropriations Subcommittee on Elected Officials and Highways met at 7:00 a.m. on February 4, 1983 in Room 437 with Chairman Quilici presiding. The following members were present:

Chairman Quilici	Senator Dover
Rep. Connelly	Senator Keating
Rep. Lory	Senator Van Valkenburg

Senator Stimatz was excused.

Also present: Cliff Roessner, LFA, Doug Booker, OBPP, and JanDee May, OBPP. Work session portion: Leo O'Brien, LFA.

HEARINGS

DEPARTMENT OF ADMINISTRATION

Computer Services Division

Mike Trevor, Administrator of the Computer Services Division, continued his presentation which he began yesterday. (See Exhibit 1 of February 3, 1983 Minutes)

Microfilming of Supreme Court Records

Mike Abley, of the Supreme Court, was present to answer the committee's question of yesterday regarding what kinds of documents the Supreme Court desires to put on microfilm. Mr. Abley said these would be all the documents in regard to the cases the Court hears. In answer to a question from Senator Van Valkenburg, Mr. Abley said the records are currently being stored in boxes in the Historical Society in a fire-proof area. He explained that the Historical Society would like to retain all documents from the territorial days and the Court would like to microfilm the remainder of the documents and destroy the original. Mr. Abley said they have two or three requests each week for this material.

Senator Van Valkenburg asked if the Legislature decided to postpone this microfilming for a couple of years, would any great injustice be done. Mr. Abley said, "No." They would find someplace to put these records; they would give the Historical Society the territorial documents and put the others in deep storage. Mr. Abley said that the Department

of Administration had purchased about \$30,000 worth of equipment on the basis of this project continuing. They have microfilmed up to about 1940 at the present time.

Mr. Trevor said that although this equipment was purchased on the assumption that they would be doing the Supreme Court records, they have used it for other purposes. Their cost effectiveness is just borderline now but he felt that they would get along and understood the committee's concern about general fund appropriations.

Modified Budget Request

Mr. Trevor explained to the committee the message switcher and the back-up system that would be developed with this switcher. (Exhibit 1) (The budget information regarding this switcher appears on page 8 of Exhibit 1 of February 3, 1983 Minutes) Mr. Trevor went through page 8 of this exhibit item by item.

Mr. Trevor explained that at the bottom of page 8 under the item "Communication lines" the \$25,000 for FY84 and the \$150,000 for FY85 reflects what the Department of Justice will be paying the Computer Services Division for use at \$12,500 per month. This is a direct pass-through which is in the Department of Justice's budget at current level for existing communication lines. These will be turned over to the Computer Services Division for management.

Mr. Trevor pointed out to the committee that with this arrangement there would not be a need for additional technical staff for the Department of Justice; they would be utilizing the staff of the Computer Services Division. Mr. Trevor told the committee that having these two systems will provide back-up for the main computer. Although it would be a more difficult situation for his technical staff he said that it would be best to have one system at a site other than the Mitchell Building. He cited power failures and down-time regarding preventive maintenance as problems that would be solved by having two separate sites.

In answer to a question from Senator Keating, Mr. Trevor said he is talking about a different solution to the same problem the Department of Justice presented to the committee. Mr. Carrell of the Department of Justice said that working together with this cooperative effort would give them the maximum usage of the message switcher.

Appropriations Subcommittee on Elected Officials and Highways
Minutes
February 4, 1983
Page three

Mr. Trevor said that where the switcher is located does not have any effect on the budget; it would be a more complex problem for his technical people.

Susan Hansen of the Department of Justice distributed Exhibit 2 to the committee which shows the budget figures for the Revised Modification. (Tape 52, Side A)

Ms. Hansen went over Exhibit 2 with the committee pointing out the CSD Operations items of \$15,000 for FY84 and \$100,000 for FY85 as Mr. Trevor had mentioned to the committee earlier.

After some discussion by the committee, Mr. Carrell said that the first proposal the Department of Justice had was for two boxes about the size of dishwashers sitting in a room switching messages. This proposal would now provide for a back-up system for the Department of Administration and would provide both departments with the capability of their computers being able to talk to each other. This will also broaden the usage for the Department of Justice.

In answer to a question from Senator Dover, Mr. Trevor gave the committee a brief history of the computer systems the State of Montana began with and the problems of replacing equipment when it broke down.

Computer Rates

Mr. Trevor referred to page 10 of his presentation (Exhibit 1 of February 3, 1983 Meeting) in which he showed the committee a comparison of rates which other states are charging as compared to the rates Montana charges. He said that as of January 1 they announced a rate reduction of 7-3/4%. They also try to get people to use the computer after hours (after 6 in the evening and before 7 in the morning and on weekends) at the discount rate of 50%. He said that about half of the batch work process on the computer is run at the discount rate. They have never raised the batch processing rate. Since July of 1976 they have reduced this rate by 44.7%

After some discussion, Senator Van Valkenburg requested that, before the work session on the Computer Services Division, the Department of Justice and Computer Services Division get together with the LFA and OBPP and agree on a figure for "Contracted Services."

Appropriations Subcommittee on Elected Officials and Highways
Minutes
February 4, 1983
Page four

Mr. Trevor said they have an increased workload of 30% with an increase in cost of only 13%. The users are seeing this kind of benefit.

High Cost of System Development

Mr. Trevor called the committee's attention to pages 11, 12 and 13 of Exhibit 1 (February 3, 1983 Minutes) which contains testimony regarding the cost of system development. Mr. Trevor said they see this business of system development as one of their top priorities in the coming biennium. The committee recessed briefly at 8:30 a.m.

Publications and Graphics

Don Breiby, Administrator, gave the committee a brief summary of the responsibilities of this bureau. (Tape 52, Side B) Mr. Breiby called the committee's attention to the last page of his handout which demonstrates the savings this bureau has experienced. (Exhibit 3) Mr. Breiby went through pages 3 and 4 of Exhibit 3 which lists the issues regarding the budget. He then called the committee's attention to page 5 of Exhibit 3 which addresses the budget issues for the Graphic Arts Bureau.

Mr. Breiby told the committee that Mr. Blumenthal had recommended that a study be done of the Quadex typesetting system to either upgrade the system or investigate other alternatives. Mr. Blumenthal indicated that to hire a consultant to do this would cost about \$20,000.

Senator Van Valkenburg noted that there were some substantial differences between the LFA's budget and the agency's Duplicating Bureau.

Mr. Roessner said the LFA used what they thought was current level and inflated it forward at 6%. He said he could not find the request for the Quickcopy rent in the budget forms. Rick Morgan, Central Services for Department of Administration, said the agency received a rent increase due to reclassification of space.

Mr. Roessner said that he, Mr. Booker and Mr. Morgan would get together and work out this problem before the committee has a work session on this agency's budget.

Appropriations Subcommittee on Elected Officials and Highways
Minutes
February 4, 1983
Page five

Mr. Morgan explained to the committee that the budget was prepared in July and these differences are the changes that have occurred since that time.

In answer to a question from Senator Van Valkenburg, Mr. Morgan explained that the photocopy machines are a very volatile item and this category is constantly changing as the agencies' needs change.

Mr. Breiby told the committee that item 7 on page 3 was probably overlooked as it is contained in a separate accounting entity.

In answer to a question from Senator Dover, Mr. Morgan said they would prefer to have one accounting entity instead of the two listed at the bottom of page 1 of Exhibit 3.

In answer to a question from Senator Dover, Mr. Breiby explained that there were two purchasing agents who were transferred from the purchasing Division and are general funded employees. The LFA has omitted these two positions. This is one of the budget issues.

The committee discussed the duties of the purchasing agents and the functions of the in-house employees who decide whether or not a job is done in-house or contracted out. Mr. Brusett pointed out that all the purchasing agents are funded by general fund and felt this was a correct way to do this.

The chairman noted on page 12 of Exhibit 3 that the volume of in-house jobs is almost 97%; however, the in-state vendors' charges are over a million dollars. Mr. Breiby explained that the turn-around time in his agency is 2.4 days; they do a lot of quick, small jobs. The in-state vendors are doing fewer jobs but they have a higher quality printing capability. He pointed out that it costs \$62 to cut a purchase order, so on the smaller jobs they do this in-house.

Discussion by the committee.

The Publications and Graphics hearing was closed.

Accounting Program

Terry Cannon, Administrator of the Accounting Division, told the committee his program is responsible for the Statewide

Budgeting and Accounting System (SBAS). There are three FTE's working on the daily processing of SBAS documents. They have six other FTE's who are available to assist with SBAS depending on the problems encountered. This program provides SBAS services to approximately 75 state agencies. They run over 6 million lines of transactions through the computer each year which amounts to 25,000 lines of transactions every night. The agencies have established twenty-five thousand responsibility centers. Mr. Cannon explained to the committee the manner in which SBAS is provided for the agencies and the different uses the agencies have for the monthly and year-end reports.

Mr. Cannon explained to the committee that a secondary function of this program is to provide financial reports that are acceptable to Generally Accepted Accounting Principles (GAAP). This is required because in July 1981 Standard and Poore, a New York bonding firm, publicly stated that state governments would be down-graded in their rating or not be rated at all if their financial reporting was not according to GAAP. It is estimated that for every point that is down-graded, this can result in the loss of millions of dollars. (Tape 53, Side A) Mr. Cannon said that in FY84 they will be audited by the Legislative Auditor's office and this will be the first time they will have had a statewide audit. It will be quite an undertaking.

Mr. Cannon explained to the committee some of the other responsibilities of this program.

Mr. Cannon explained to the committee that he would like to address page 2 of Exhibit 4. He requested that the committee reinstate the amounts for travel and registration fees for their out-of-state peer meetings. He also said that the 3.5% vacancy savings would result in a reduction of .50 FTE in each biennium.

Mr. Roessner told the committee that the LFA figure under "Rent" did not reflect a decrease in the square footage and said the OBPP figure included the correct figure.

Architecture & Engineering Division (A & E)

Phil Hauck, Administrator of the Division, explained that their staff was basically professional people, architects and engineers, and they have between 200 and 300 projects going at any

Appropriations Subcommittee on Elected Officials and Highways
Minutes
February 4, 1983
Page seven

given time. On a biennial basis, they do planning of all state buildings' construction needs, estimating and preparation of the building program as it is submitted to the Legislature. Mr. Hauck gave the committee a brief summary of the type of work this division does. He told the committee they deal with the building projects from their inception to their completion. Their projects deal in magnitude from an \$8.5 million Fine Arts Building on the University of Montana campus to an outhouse for the Fish and Game.

Mr. Hauck said that page 2 of Exhibit 5 contains their budget issues. Mr. Hauck called the committee's attention to item two on this page which requests \$10,000 in FY84 and \$5,000 in FY85 for microfilming the historical records of past state building projects. Mr. Hauck said these papers are getting brittle and are stored in the basement of a frame house and they are concerned that these valuable documents might be destroyed. He said they would have Publications and Graphics microfilm these records. Of about 4,000 he felt they would actually film between 2,000 and 2,500. They would automatically microfilm every new project at its completion. In answer to a question from Senator Dover, Mr. Hauck said there was a reader-printer included in the package of \$15,000.

Mr. Hauck said he felt they had put off this microfilming long enough and that it should be done as soon as possible to protect these documents from further deterioration or loss.

Under "Travel" Mr. Hauck asked that the committee reinstate the \$3,000 deduction. He said the big item here is that they have added four more inspectors in the bureau. Mr. Hauck said that the .75 reduction of FTE listed in item 1 on page 2 of Exhibit 5 would still allow them to hire a clerk for the summer months when they have a peak workload.

In answer to a question from Senator Keating, Mr. Hauck said that the roof of the building in Deer Lodge that the committee saw on their tour was an unfortunate example of what happens when maintenance is postponed.

After some discussion of this subject, Mr. Hauck said that the money and responsibility for this type of maintenance is through the agency. His office is responsible for large maintenance problems only. Mr. Hauck noted that maintenance money was provided for this purpose and it was used for

Appropriations Subcommittee on Elected Officials and Highways
Minutes

February 4, 1983

Page eight

something else. He said this happens more often than he would like. In answer to a question from the Chairman, Mr. Hauck said that they have no desire to build up a staff. If they need more design or more inspection they contract out for that and do not add staff.

Passenger Tramway Safety (460) (Page 3 of Exhibit 5)

Mr. Hauck said that they license and inspect all ski lifts. The program has been in effect since the early 70's. Mr. Hauck explained that \$11,850 was spent on this program last year and the Department of Revenue collected \$17,250.76 from the ski areas. Mr. Hauck said that all the inspecting done for this program is contracted out.

Mr. Hauck explained that this program was originally designed to be an earmarked fund. Somewhere in the legislative process this was changed to general fund. This program is now classified as a general fund program and although it is funded from the general fund, the Department of Revenue deposits these collections into the general fund. The committee discussed the funding for this program and whether or not it should be an earmarked account or remain in the general fund. Senator Van Valkenburg and Senator Keating both expressed a concern about the state's liability in this program.

Senator Van Valkenburg questioned why this program hasn't been paying into the state's insurance program. The committee discussed manners in which the insurance premium could be paid and the possibility of self-insurance. The chairman suggested that the insurance people be here for the work session on this budget so they can find out about the insurance liability for the state.

Mr. Hauck said the A & E Division is funded out of the Long Range Building Program Fund which is a cigarette tax.

Mr. Hauck noted that in the Tramway Program they make a minimum of two inspections a year. If there is a problem they make more inspections.

(Tape 53, Side B)

Mr. Hauck explained to the committee that they have had a lot of problems procedurally and legally in the construction business. Senator Boylan has introduced a bill to try to deal with some concerns from the private industry. Mr. Hauck said there are concerns in his office and in the

Appropriations Subcommittee on Elected Officials and Highways
Minutes
February 4, 1983
Page ten

she would like to hire would be a Grade 15 classification and would have a degree in both law and library science.

Senator Van Valkenburg suggested that if the committee approved a Grade 13 reference librarian (who had a degree in library science) and a .25 clerk who would work on weekends, she could have two people for the price of a Grade 15 reference librarian.

Miss Engel replied that she would prefer to have the Grade 15 reference librarian.

Question being called for, the motion carried.

Under "Operating Expenses" the Chairman noted that the "Rent" category would be worked out.

Ms. Engel pointed out to the committee that in "Personal Services" there is an issue of an up-grade which the Court has ordered for the clerical staff.

Senator Van Valkenburg noted that the Law Library's budget includes time for usage of Westlaw by the Supreme Court. He said it would be more appropriate that this be in the Supreme Court budget. There are certain fixed costs for Westlaw that would appropriately be in the Law Library's budget. He said that research time should be in the Supreme Court's budget so there is some way of historically tracking the usage by the Court.

Senator Van Valkenburg made a MOTION that the committee approve in "Contracted Services" the Law Library budget of \$19,042 in FY84 and \$20,890 in FY85 and deduct from that figure \$9,158 in FY84 and \$9,708 in FY85 and that those figures be placed into the Supreme Court's budget and line-itemed there for Westlaw.

Discussion. Ms. Engel told the committee that the \$20,000 which is in the budget for Westlaw is for the authority. Discussion of the revolving fund to establish this account and how the account will work. Senator Van Valkenburg told the committee that in the Appropriations bill this \$20,000 to establish the revolving account would appear as "Other Funds" and will not be included in the general fund total.

Appropriations Subcommittee on Elected Officials and Highways
Minutes
February 4, 1983
Page eleven

Ms. Engel informed the committee that the figures in Senator Van Valkenburg's motion for Supreme Court usage also includes the District Court usage.

Senator Van Valkenburg AMENDED his MOTION to include the District Court in his motion.

Mr. Booker noted that these figures of \$9,158 and \$9,708 would have to be broken out between the Supreme Court's budget and the District Court's budget.

Senator Van Valkenburg asked that Mr. Booker, Mr. Abley and Mr. O'Brien get together and break these figures out between the District Court budget and the Supreme Court budget.

Senator Van Valkenburg RESTATED his MOTION for Senator Keating. (487) "I move that we approve the figure for 'Contracted Services' in the Law Library column less \$9,158 in FY84 and \$9,798 in FY85, and that those amounts be transferred to the Supreme Court budget for Westlaw for the Supreme Court and District Court operations." Mr. Booker stated "When we end up with the budget they will end up in 'Contracted Services' with \$39,042. Of that, approximately \$10,000 will be generally funded and the other \$29,000 will be budgeted from a revolving fund."

Questions being called for, Senator Van Valkenburg's amended motion carried.

Senator Dover made a MOTION that the committee approve \$29,158 in FY84 and \$29,708 in FY85 to be set up as a revolving account for the Westlaw operation.

Senator Dover said this would not have to be line-itemed because it is a revolving fund. Discussion. The Chairman noted that this is spending authority.

Senator Van Valkenburg said that the reason he made his motion to put this money into the Supreme Court's budget is so that the next session of the legislature the committee can see if this \$29,000 (which is approximately the cost of another attorney in state government) would reduce legal costs or "prevent them from growing."

Discussion.

Question being called for, the motion carried.

Appropriations Subcommittee on Elected Officials and Highways
Minutes
February 4, 1983
Page twelve

In answer to a question from the committee, Ms. Engel said the difference in "Communications" is for telephone and the OCLC lease line. (Budget issues are listed on page 2 of Exhibit 7.)

Mr. O'Brien said the primary difference is the lease line. He said for the lease line alone the cost would be what the legislature anticipated would be the entire cost for OCLC.

Mr. Engel explained that OCLC is an on-line cataloging system. In answer to a question from Senator Keating, Ms. Engel said if they did not have the OCLC system and would go back to a manual system they would require at least one full-time grade 8 clerical person which would cost more.

Senator Dover made a MOTION that the committee approve \$13,056 in FY84 and \$15,178 in FY85 in "Communications."

Senator Van Valkenburg said regarding the estimate of OCLC costs, that this was a pretty big "miss", and he hoped there would not be any more. (Tape 54, Side A) Discussion of Westlaw charges and projected expenditures.

Mr. O'Brien pointed out to the committee that there are other operating expenses associated with that service. There are maintenance contracts, data processing time, etc. also included as costs in the Westlaw service.

Senator Dover AMENDED his MOTION to accept the remainder of "Operating Expenses" (under OBPP) and the OBPP on "Travel."

Mr. O'Brien pointed out that if the committee allows the additional travel in this budget they increase the current level budget in this category.

Ms. Engel again explained to the committee the reasons for the travel. She noted that the LFA approved one trip. The agency projected the cost it would be for the additional trip was not approved. Discussion. Question being called for, the motion carried.

Senator Keating made a MOTION that the committee approve \$208,069 for FY84 and \$223,246 for FY85 under "Equipment."

Appropriations Subcommittee on Elected Officials and Highways
Minutes
February 4, 1983
Page thirteen

Mr. O'Brien said this was an area of the budget that has been growing at a very rapid rate. In comparing the biennial appropriations in the 1981 biennium and the 1985 biennium the rate of increase is 114%. In the LFA budget they identified new books as an issue because of the continuing escalating costs associated with the book budget. In answer to a question from the Chairman, Ms. Engel said in FY83 the total for books was \$184,927 and in FY84 it is \$208,069.

In answer to a question from Senator Keating, Ms. Engel said in FY84 for continuations they had \$142,359. The new book budget in FY84 is \$65,710. Ms. Engel said that in FY82 the new book budget was \$67,000 and in FY83 it was \$70,000.

Ms. Engel explained to the committee her criteria for selecting new books. Discussion

In answer to a question from Senator Keating, Ms. Engel said that approximately 20 to 25 percent of the new books will become continuations.

Senator Van Valkenburg said this depended upon what a person's philosophy of a library is; whether it is tied to money and exactly what you can spend or whether it is tied to what knowledge you need to store. Ms. Engel is saying that there is a certain value in having that knowledge available that you can't relate directly back to some dollar figure that some new book cost. (218)

In answer to a question from Senator Van Valkenburg, Ms. Engel said there is a portion of the budget that is dedicated to the purchase of microfiche (they prefer the fiche over the film), and they have been purchasing this for years. She said the majority of law books are not available in microfilm or microfiche. She told the committee that everything listed under "Equipment" in the current level budget is for books. Discussion.

Senator Keating's motion carried.

Budget Modification

Senator Van Valkenburg made a MOTION that the committee approve the two microfiche readers and deny the word processor. (Exhibit 8)

Appropriations Subcommittee on Elected Officials and Highways
Minutes
February 4, 1983
Page fourteen

Discussion.

Question being called for, the motion carried.

Ms. Engel asked the committee to address the additional operating expenses which would be required by the reference librarian the committee has approved. (Exhibit 9) Discussion.

Rep. Lory made a MOTION that the committee approve the operating expenses for the new reference librarian.

Discussion.

Senator Keating made a SUBSTITUTE MOTION that the committee approve on this modified budget the following for FY84: \$100 in "Supplies", \$900 for typewriter and in FY85 the travel, meals, lodging and dues. Discussion.

Senator Keating AMENDED his SUBSTITUTE MOTION to include the dues of \$70 in FY84.

Question being called for, the Amended Substitute Motion carried.

Ms. Engel said they had planned, with the word processor, to put the old typewriter at the circulation desk. Now, with no word processor she would need another typewriter. She would like the committee to appropriate money for a typewriter for the circulation desk. This would cost approximately \$900.

Discussion by the committee.

Rep. Lory made a MOTION to decrease the travel in FY85 by \$500 and appropriate \$900 for a typewriter.

Senator Van Valkenburg said that none of this budget is going to be line-itemed, and Ms. Engel can use her good judgment. If she can buy a typewriter with her book money or something else, the committee would approve its purchase within her existing budget.

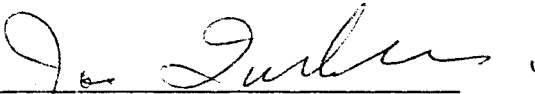
Rep. Lory withdrew his motion.

Senator Dover made a MOTION that this committee approve the budget as amended. Motion carried.

Appropriations Subcommittee on Elected Officials and Highways
Minutes
February 4, 1983
Page fifteen

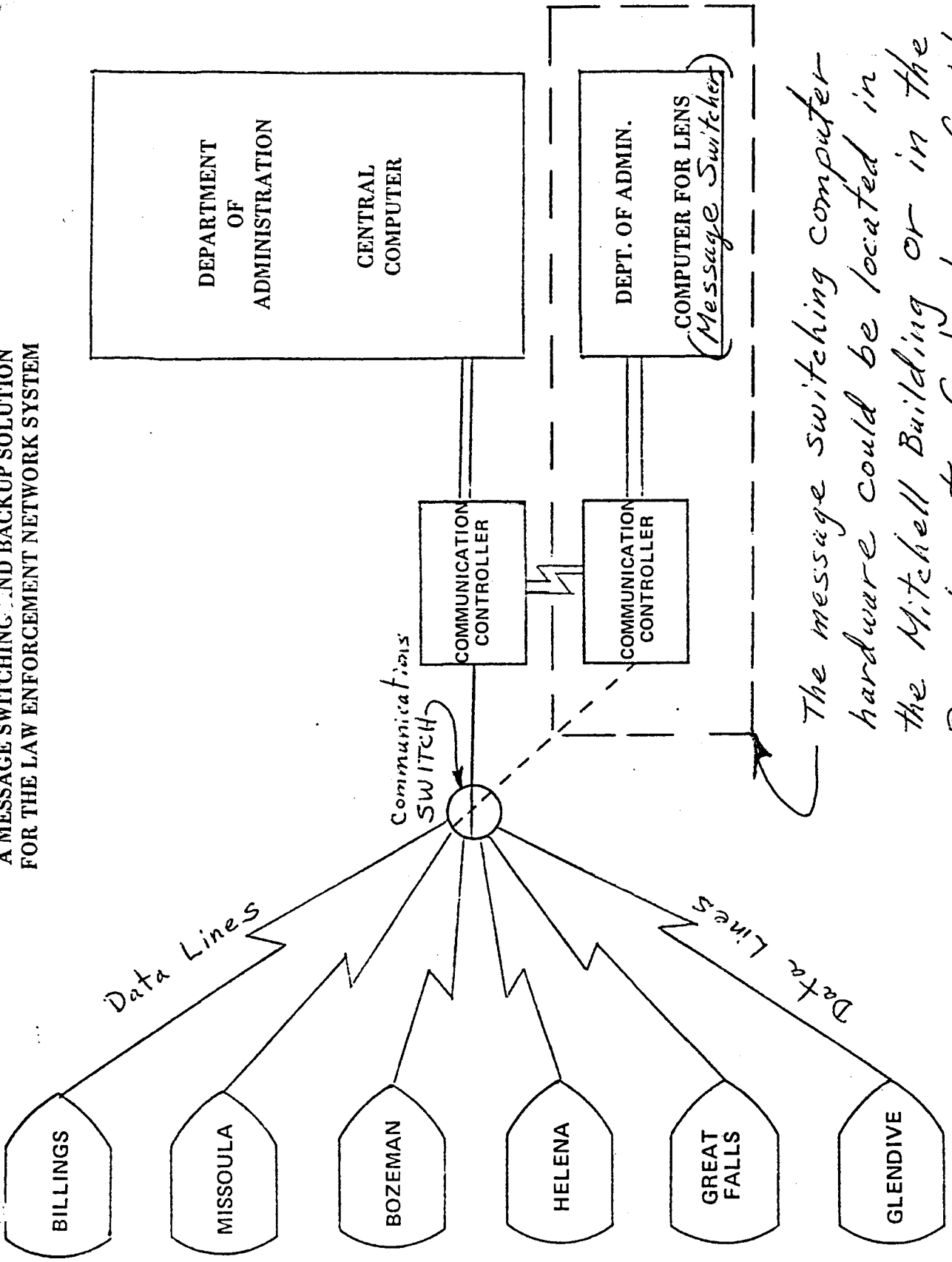
Discussion by the committee.

The meeting adjourned at 11:55 a.m. (428)



Joe Quilici, Chairman
dm

A MESSAGE SWITCHING AND BACKUP SOLUTION FOR THE LAW ENFORCEMENT NETWORK SYSTEM



The message switching computer hardware could be located in the Mitchell Building or in the Department of Justice facility.

LENS SWITCHER
BUDGET MODIFICATION - 1985 BIENNIUM

	<u>FY 84</u>	<u>FY 85</u>
FTE		
<u>Personal Services:</u>		
Salaries		
Employee Benefits		
Total		
<u>Operating Expense:</u>		
Contracted Services		
CSD Operations	\$ 15,000	\$100,000
Software Development	45,000	
Supplies & Materials		
Communications		
Travel		
Rent		
Repairs & Maint.		
Facility Site Prep.	72,000	32,000
Site Maint.	4,000	10,000
Software Maint.	4,000	12,000
Other Exp.		
Total	140,000	154,000
<u>Equipment:</u>		
4 Protcol Converters	40,000	
Cable	8,000	
Tapedrive & Printer	35,000	
Disk & Controller		26,000
Hardware & Cable		12,000
Total	83,000	38,000
<u>Total Program:</u>	\$223,000	\$192,000
<u>Funding:</u>		
General Fund	\$223,000	\$192,000

Narrative:

This modification would fund a cooperative project between Justice DPD and Administration CSD to provide a processor/switcher for the LENS Bureau to replace the System 7 switcher which is the heart of the Law Enforcement Telecommunications Network. The existing switcher no longer meets the needs of the law enforcement community. The new switching system must provide switching services, backup switching capabilities, increase the internal capacity of the law enforcement telecommunications system to allow

the addition of new user terminals, and provide security for terminals and files.

The need for a new switcher is clear. The existing switcher is antiquated, vendor support for repair and maintenance cannot be guaranteed, the switcher is at full capacity preventing the addition of new users, it has no backup switching capabilities and there is no security for either terminals or files. If the switcher is not replaced there is an unacceptably high risk of a total failure of the law enforcement telecommunications system during the 84-85 biennium.

Request a line item appropriation for the biennium in the amount of \$415,000.

afford for Justice.

AGENCY : 6101 DEPARTMENT OF ADMINISTRATION
 PROGRAM : 05 "PUBLICATIONS AND GRAPHICS"
 CONTROL : 00051 GRAPHIC ARTS

Approved & amended 2/14/83

CURRENT LEVEL SERVICES ONLY

AE/OE	DESCRIPTION	FY 83	OBPP FY 84	LFA FY 84	DIFF. FY 84	SUB-CMT. FY 84	ORPP FY 85	LFA FY 85	DIFF. FY 85	SUB-CMT. FY 85
0000	FULL TIME EQUIVALENT (FTE)	6.00	6.00	6.00			6.00	6.00		
1100	SALARIES	98,103	100,675	103,112	2,437		100,429	102,718	2,289	
1400	EMPLOYEE BENEFITS	19,621	14,437	14,600	163		14,572	14,841	269	
1500	HEALTH INSURANCE		5,760	5,760			5,760	5,760		
	TOTAL LEVEL	117,724	120,872	123,472	2,600		120,761	123,319	2,558	
2100	CONTRACTED SERVICES	428	4,159	4,025	-134		4,391	4,236	-155	
2200	SUPPLIES & MATERIALS	404	4,371	4,364	-7		4,632	4,623	-9	
2300	COMMUNICATIONS	2,890	5,657	5,653	-4		6,286	6,279	-7	
2400	TRAVEL	240	1,250	1,248	-2		1,318	1,316	-2	
2500	RENT	37,420	33,539	30,678	-2,861	23,256	35,897	31,123	-4,774	
2700	REPAIR & MAINTENANCE	8,260	1,590	1,588	-2		1,685	1,683	-2	
2800	OTHER EXPENSES	610	43	43			46	45	-1	
2900	GOODS PURCHASED FOR RESALE	248,597	162,468	172,512	10,044		172,216	182,861	10,645	
	TOTAL LEVEL	298,849	213,077	220,111	7,034		226,471	232,166	5,695	
	TOTAL PROGRAM	416,573	333,949	343,583	9,634		347,232	355,485	8,253	
06518	GRAPHIC ARTS	416,573		343,583	343,583			355,485	355,485	
06530	PUBLICATIONS & GRAPHICS		333,949		-333,949		347,232		-347,232	
	TOTAL PROGRAM	416,573	333,949	343,583	9,634		347,232	355,485	8,253	

REPORT EBSR100
 DATE : 01/08/83
 TIME : 16/25/25

OFFICE OF BUDGET & PROGRAM PLANNING
 EXECUTIVE BUDGET SYSTEM
 AGENCY/PROGRAM/CONTROL --- BUDGET WORKSHEET

Approved
11/1/83
eye

AGENCY : 6101 DEPARTMENT OF ADMINISTRATION
 PROGRAM : 05 "PUBLICATIONS AND GRAPHICS"
 CONTROL : 00052 DUPLICATING

CURRENT LEVEL SERVICES ONLY

AE/OE	DESCRIPTION	FY 83	ORPP FY 84	LIA FY 84	DIFF. FY 84	SUB-CMT. FY 84	ORPP FY 85	LFA FY 85	DIFF. FY 85	SUB-CMT. FY 85
0000	FULL TIME EQUIVALENT (FTE)	26.75	20.00	18.00	-2.00		24.75	22.75	-2.00	
1100	SALARIES	424,630	351,395	317,663	-33,732		407,449	374,929	-32,520	
1400	EMPLOYEE BENEFITS	84,926	51,058	46,989	-4,069		59,936	56,753	-3,183	
1500	HEALTH INSURANCE		19,200	17,280	-1,920		23,760	21,840	-1,920	
	TOTAL LEVEL	509,556	421,653	381,932	-39,721		491,145	453,522	-37,623	
2100	CONTRACTED SERVICES	14,879	10,292	7,321	-2,971		10,836	7,693	-3,143	
2200	SUPPLIES & MATERIALS	87,819	13,308	9,032	-4,276		14,106	9,572	-4,534	
2300	COMMUNICATIONS	15,000	16,589	11,530	-5,059		18,264	12,897	-5,367	
2400	TRAVEL	3,893	2,021	2,018	-3		2,114	2,110	-4	
2500	RENT	184,726	289,908	210,226	-205,354		323,440	221,880	-228,403	
2700	REPAIR & MAINTENANCE	80,158	108,210	102,270	-22,700		122,704	94,639	-28,065	
2800	OTHER EXPENSES	726	22,682	23,154	-13,532		32,423	17,274	-13,959	
2900	GOODS PURCHASED FOR RESALE	362,844	419,750	311,118	-141,642		503,249	384,282	-118,967	
	TOTAL LEVEL	750,045	896,164	534,231	-362,932		1,025,946	623,504	-402,442	
3100	EQUIPMENT	90,091	204,361	158,634	-45,727		116,276	116,276	-45,187	
	TOTAL LEVEL	90,091	204,361	158,634	-45,727		161,463	116,276	-45,187	
	Total Program 1,	349,692	1,522,778	1,074,803	-447,975		1,678,554	1,193,302	-485,252	
01100	GENERAL FUND	37,871	38,148		-38,148		38,971		-38,971	
06530	PUBLICATIONS & GRAPHICS	1,311,821	1,484,630	1,074,803	-409,827		1,639,583	1,193,302	-446,281	
	TOTAL PROGRAM	1,349,692	1,522,778	1,074,803	-447,975		1,678,554	1,193,302	-485,252	

57,642

51,642

DEPARTMENT OF ADMINISTRATION
Publications & Graphics Division
(Duplicating Bureau)

Budget Issues

- 1) 2 FTE's for purchasing with the associated personal services costs and operating costs should be added: This amounts to \$39,721 for personal services and \$12,360 for operating costs in FY 84; and \$39,721 for personal services and \$13,101 for operating costs in FY85.

It is advantageous for the physical location of these 2 FTE's to be in the Publications and Graphics area to:

- Assure that the purchase orders comply with laws.
- Have close proximity to printing expertise to properly write specifications for proper bids.
- Provide central area for all printing purchases instead of two separate locations,

- 2) The Fiscal Analyst omitted from their base calculation all building rent for the quick copy centers and included only operations in the Old Liquor Warehouse. Total building rent allowed by Analyst was \$20,559. Rent allowed by Budget Office was \$31,586.

Proof of Analyst Figures

1982 building rent cost	\$23,704
less quick copy rent paid	<u>(10,392)</u>
	\$13,312

Added by Analyst for change in rate from \$1.69 per square foot to \$2.62 per square foot made in December, 1981.

	5,000
	<u>\$18,312</u>
Inflator from 1982 to 1984	1.12
1984 rent	<u>\$20,509</u>
Inflator 1984 to 1985	1.06
	<u>\$21,740</u>

Building Rent Differences	<u>1984</u>	<u>1985</u>
	<u>\$11,027</u>	<u>\$13,218</u>

(Actual costs will be based on final General Services budget).

- 3) Our budget submission attempted to separate photocopiers into categories of those on straight rental agreement and those which we are purchasing on installment contract. At the time of submission of our budget, we had ten machines on straight rental at an annual cost of \$63,990. This is the cost the Fiscal Analyst allowed.

As of today, we are renting 17 photocopiers at an annual rate of \$178.640 for 1984 and \$186,832 for 1985.

- 4) Our budget submissions included \$20,000 in FY84 to rebuild and repair two of our presses, which was excluded from the LFA budget.
- 5) Interest expenses on current equipment contracts is \$33,497 in FY84 and is \$27,529 in FY85. Add interest expense on replacement equipment purchases of \$6,455 in FY84 and FY85, respectively.
- 6) Equipment line item costs for principal on existing installment contracts is \$231,477 on existing contracts and \$45,187 for new in FY84; \$188,759 on existing contracts and \$45,187 on new in FY85.
- 7) Add \$109,571 in FY84 and \$118,967 in FY85 to reflect base adjustments for goods purchased for resale not included by LFA.
- 8) A savings of 5% has been recommended by the Fiscal Analyst in the Duplicating Bureau budget. The total cost based on our executive budget submission would be \$21,083 in 1984 and \$24,557 in 1985. This translates into one FTE in '84 and 1 1/4 FTE in '85.

DEPARTMENT OF ADMINISTRATION
Publications & Graphics Division

(Graphic Arts Bureau)

Budget Issues

- 1) \$10,004 for goods purchased for resale was included by the LFA, but was not picked up in the Executive Budget. We request that this amount be included.
- 2) A savings of 3.5% has been recommended by the Fiscal Analyst in this budget. The total cost based on our Executive Budget submission would be \$20,145 in 1984 and \$20,127 in 1985. This translates into approximately 1/4 FTE reduction during each year of the biennium.

STATE OF MONTANA

AGENCY EXCEPTION ADJUSTMENT FORM

AGENCY NUMBER 6101 AGENCY NAME Department of Administration
 PROGRAM NUMBER 05 PROGRAM NAME Publications & Graphics
 CONTROL VARIABLE _____

*RENTAL of
PHOTOCOPIERS*

Item Nbr. by Priority	Object of Expend. (Third Level)	ITEM DESCRIPTION AND JUSTIFICATION	Proposed Accounting Entity	REQUESTED 1985 BIENNIUM		(OBPP Use Only) RECOMMENDED 1985 BIENNIUM
				1984	1985	
1	2519	Savin 880	524	4,440	4,440	1984
2	2519	Xerox 4500	524	11,124	11,124	1985
3	2519	Savin 870	524	1,800	1,800	1984
4	2519	Savin 755	524	1,200	1,200	1985
5	2519	Cannon NP-400F	524	13,080	13,080	1984
6	2519	Xerox 400	524	5,256	5,256	1985
7	2519	Xerox 4000	524	10,936	10,936	1984
8	2519	IBM III	524	15,525	15,525	1985
9	2519	IBM III	524	12,473	12,473	1984
10	2519	Savin 770	524	2,760	2,760	1985
11	2519	Xerox 8200	524	20,328	24,324	1984
12	2519	Xerox 3107	524	3,060	3,060	1985
13	2519	Mita 132	524	2,880	2,880	1984
14	2519	Savin 895	524	8,114	8,114	1985
15	2519	Xerox 8200	524	20,328	24,324	1984
16	2519	Mita 121	524	2,880	2,880	1985
17	2519	Savin 880	524	3,456	3,456	1984
18	2519	Annual extra copies all machines (325,000)	524	39,000	39,000	1985
				\$178,640	\$186,632	

Page Subtotal

File

MACHINERY
PURCHASES
FINANCING

STATE OF MICHIGANA

AGENCY EXCEPTION ADJUSTMENT FORM

AGENCY NUMBER 6101 AGENCY NAME Administration
 PROGRAM NUMBER 05 PROGRAM NAME Publications & Graphics Div.
 CONTROL VARIABLE _____

Item Nbr. by Priority	Object of Expend. (Third Level)	ITEM DESCRIPTION AND JUSTIFICATION	Accounting Entity	Proposed Accounting Entity	REQUESTED 1985 BIENNIUM		(OBPP Use Only) RECOMMENDED 1985 BIENNIUM	
					1984	1985	1984	1985
1	3114 2806	Davidson 702 w/Roll Converter Interest	521	06530	12,033	2006		
			521		1,539	256		
2	3114 2806	AM System 5 Duplicator w/sorter Interest	523		27,606	13,803		
			523		3,587	1,794		
3	3114 2806	AM 240 Bin Collator Interest	523		6,948	6,948		
			523		947	947		
4	3114 2806	3M MR 417 Dual Plate Maker Interest	521		6,333	2,111		
			521		1,031	344		
5	3114 2806	AM 2300 Mater Imager Interest	521		687			
			521		56			
6	3114 2806	Pitney Bowes Tac 10 Collator Interest	522		2,862	715		
			522		390	98		
7	3112 2806	IBM III Interest	524		2,472	366		
			524		879			
8	3112 2806	IBM III Interest	524		5,933	2,472		
			524		952	397		
9	3112 2806	Mita 232 Interest	524		1,752	1,752		
			524		228	228		
10	3112 2806	Mita 232 Interest	524		1,752	1,752		
			524		228	228		

STATE OF UTAHA

AGENCY EXCEPTION ADJUSTMENT FORM

AGENCY NUMBER 6101 AGENCY NAME Administration
 PROGRAM NUMBER 05 PROGRAM NAME Publications & Graphics Div.
 CONTROL VARIABLE _____

Item Nbr. by Priority	Object of Expend. Third Level	ITEM DESCRIPTION AND JUSTIFICATION	Accounting Entity	Proposed Accounting Entity	REQUESTED 1985 BIENNIUM		(OBPP Use Only) RECOMMENDED 1985 BIENNIUM	
					1984	1985	1984	1985
11	3112 2806	Mita 232 Interest	06530	524 524	1,752 228	1,752 228		
12	3112 2806	Mita 232 Interest		524 524	1,752 228	1,752 228		
13	3112 2806	Mita 232 Interest		524 524	1,752 228	1,752 228		
14	3112 2806	Mita 232 Interest		524 524	1,752 228	1,752 228		
15	3112 2806	Mita 232 Interest		524 524	1,752 228	1,752 228		
16	3112 2806	Mita 132 Interest		524 524	1,051 137	1,051 137		
17	3112 2806	Mita 132 Interest		524 524	1,051 137	1,051 137		
18	3112 2806	Mita 132 Interest		524 524	1,051 137	1,051 137		
19	3112 2806	Mita 132 Interest		524 524	1,051 137	1,051 137		
20	3112 2806	Mita 132 Interest		524 524	1,051 137	1,051 137		

AGENCY EXCEPTION ADJUSTMENT FORM

AGENCY NUMBER 6101 AGENCY NAME Administration
 PROGRAM NUMBER 05 PROGRAM NAME Publications & Graphics
 CONTROL VARIABLE _____

Item Nbr. by Priority	Object of Expend. (Third Level)	ITEM DESCRIPTION AND JUSTIFICATION	Accounting Entity	REQUESTED 1985 BIENNIUM		(OBPP Use Only) RECOMMENDED 1985 BIENNIUM	
				1984	1985	1984	1985
21	3112 2806	Mita 132 Interest	524 524	1,051 137	1,051 137		
22	3112 2806	Xerox 4500 Interest	524 524	5,370 698	5,370 698		
23	3112 2806	IBM III Interest	524 524	6,079 789			
24	3112 2806	Xerox 3100 Interest	524 524	1,951 254	1,951 254		
25	3112 2806	IBM II Interest	524 524	5,157 670	5,157 670		
26	3112 2806	Xerox 3100 Interest	524 524	1,806 235	1,806 235		
27	3112 2806	Xerox 4000 Interest	524 524	4,034 524	4,034 524		
28	3112 2806	Xerox 4500 Interest	524 524	5,370 698	5,370 698		
29	3112 2806	Xerox 4000 Interest	524 524	4,034 524	4,034 524		
30	3112 2806	IBM III Interest	524 524	10,089 1,311	10,089 1,311		

AGENCY EXCEPTION ADJUSTMENT FORM

AGENCY NUMBER 6101 AGENCY NAME Department of Administration
 PROGRAM NUMBER 05 PROGRAM NAME Publications & Graphics
 CONTROL VARIABLE _____

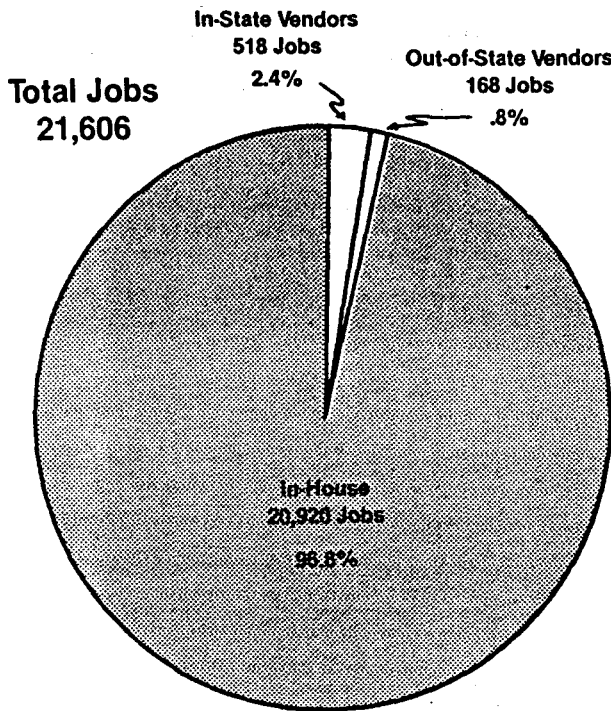
Item Nbr. by Priority	Object of Expend. (Third Level)	ITEM DESCRIPTION AND JUSTIFICATION	Proposed Accounting Entity	REQUESTED 1985 BIENNIUM		(OBPP Use Only) RECOMMENDED 1985 BIENNIUM		
				1984	1985			
31	3112 2806	Savin 895 Interest	524	5,821	5,821	1984	1985	1985
32	3112 2806	IBM III Interest	524	756	756			
33	3112 2806	IBM III Interest	524	15,930	15,930			
34	3112 2806	IBM III Interest	524	2,070	2,070			
35	3112 2806	Savin 880 Interest	524	10,089	10,089			
36	3112 2806	IBM III/60 Interest	524	1,311	1,311			
37	3112 2806	IBM III/60 Interest	524	6,247	6,247			
38	3112 2806	Xerox 4000 Interest	524	900	900			
39	3114 2806	*All 38 pieces of equipment are continuation of existing contracts. Davidson 502 w/roll converter Interest	524	19,617	19,617			
40	3114 2806	Standard Borg Collator 30 bin Interest	524	3,336	3,336			
41	3114 2806	TC 40 Norfin Collator Interest	524	19,617	19,617			
42	3112 2806	Xerox 8200 w/finisher Interest	524	3,336	3,336			
			524	7,205	7,205			
			524	950	950			
				23,497	23,497			
			521	7,134	7,134			
			521	1,019	1,019			
			522	11,798	11,798			
			522	1,685	1,685			
			522	10,845	10,845			
			522	1,549	1,549			
			523	15,410	15,410			
			523	2,202	2,202			

AGENCY EXCEPTION ADJUSTMENT FORM

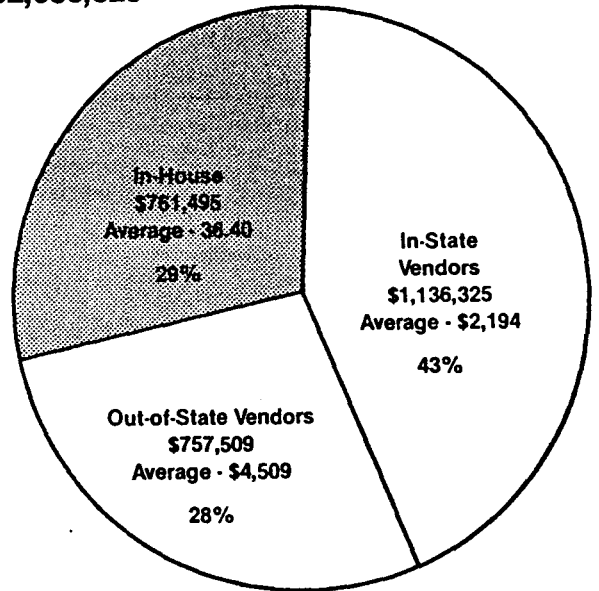
AGENCY NUMBER 6101 AGENCY NAME Department of Administration
 PROGRAM NUMBER 05 PROGRAM NAME _____
 CONTROL VARIABLE _____

Item Nbr. by Priority	Object of Expend. (Third Level)	ITEM DESCRIPTION AND JUSTIFICATION	Proposed Accounting Entity	REQUESTED 1985 BIENNIUM		(OBPP Use Only) RECOMMENDED 1985 BIENNIUM	
				1984	1985	1984	1985
		*Items (39 through 42) are replacements for equipment in service more than seven years.		\$293,663.	\$267,759.		
		<i>Carpet + Containment</i>		22,097	53,529		
		<i>Labors</i>		231,477	106,709		
		<i>PHRENOLOGICAL</i>					
		<i>NEW EQUIPMENT</i>					
		<i>LABORERS</i>		16,115	6,115		
		<i>PHRENOLOGICAL</i>		45,187	115,187		

Total State Government Printing — FY 1982



Total Dollars
\$2,655,329



RATE SCHEDULE

Effective January 1, 1983

DUPLICATING

No. of Copies	Price Per Copy
1 to 20	.045
21 to 100	.015
101 to 1000	.008
1001 to 5000	.005
5000 +	.003

Price is based on an 8½ x 11 copy and includes masters, ink and press time. Paper is not included because of the wide variability in paper types and sizes. Normal 20 lb. white stock averages .005 per sheet.

Clean up, enlargement or reduction - add 50¢ per original.

BINDERY

	Set Up	Unit Cost
Collating, Machine	----	.0045/sht
Collating, Hand.....	----	.45/min
Stapling, Hand.....	----	.015/set
Stapling, In-Line.....	----	.01/set
Saddle Stitch	----	.03/set
Folding	4.00	.005/sht
Folding, Rt. Angle	4.00	.005/sht
Folding, In-Line	----	.03/set
Scoring	6.00	.003/sht
Punching - Standard 3 Hole	----	.001/sht
Punching - Non-standard.....	3.00	.001/sht
Cutting	----	.55/min
Padding.....	----	.45/min
Perfect Binding	15.00	.55/min

The prices quoted herein are not intended to infer an inclusive list of all services offered by the Division. These are typical prices of most commonly requested work.

GRAPHIC ARTS

Paste Up	\$20/hr
Graphic Art	\$22/hr
Commercial Art	\$25/hr
Typesetting (Hand Entry)	\$30/hr

Typographic output through communication with computer or word processor.

Set Up	\$30/hour
8" width	\$5/foot
4" width	\$3.50/foot

REPROGRAPHICS

NEGATIVES

Size	Line Negative	Stripped Negative	Halftone	Stripped Halftone
5x6	1.95	5.30	5.70	10.20
5x12	3.85	7.25	7.65	12.15
6x10	3.85	7.25	7.65	12.15
8x10	5.20	8.55	8.95	13.45
10x12	7.75	11.15	11.50	16.00
10x16	10.30	12.70	----	----
11x14	9.95	14.30	14.75	17.85
12x18	13.95	17.35	----	----
16x20	20.65	24.05	----	----

PMT's, CONTACTS, and PHOTO PRINTS

Size	Positive	Halftone	Clear Film or Reverse
4½x11	2.60	----	----
5x12	3.10	6.20	----
6x10	3.10	6.20	----
8½x11	5.25	7.75	8.20*
10x12	6.15	9.65	9.15
11x14	7.35	10.80	----
12x18	9.45	----	12.45**
14x17	10.20	----	----
16x20	13.05	----	----

*Reverse Only

**Clear Film Only

Restoration, special effects and other specialty work charged at an hourly rate of \$24.00

ANALYSIS OF THE PRINTING OF THE EXECUTIVE BUDGET BOOK

	<u>FY 79*</u>	<u>FY 81**</u>	<u>FY 83**</u>
Turnaround Time	21 Days	12 Days	10 Days
Number of Copies	550	500	500
Cost Per Copy	\$16.37	\$14.08	\$9.27
Total Cost	\$9002.27	\$7,038.65	\$4,634.60

*Commercially Printed

**Printed In-House

Analysis of
Turnaround Time
of the
Publications & Graphics Division

Sample Month - June, 1982

The number of job requisitions received for June totaled 1,807. There were 22 working days in the month in which the Division produced 2,902,340 copies, or 131,925 per day.

Requested Delivery*	Number of Jobs	Percent of Total
2 Days	1430	79%
5 Days	1554	86%
7 Days	1671	93%
14 Days	1777	98%

For the 1,807 jobs completed, the Division received \$69,175.06, or \$.024 per copy, \$38.28 per job. The bidding process requires an average 14 days to let prior to actual production. In FY 1982 it cost the Division \$61.92 per Purchase Order.

*Calendar Days - Includes Weekends.

Examples of Savings

1. Tax and Revenue Anticipation Notes

In 1981, D/A published this document commercially at a cost of \$20,782. In 1982, utilizing division services to communicate, typeset and print the report resulted in a charge of \$12,535.

Total Savings \$8247 (40%)

2. Report of the State Department of Revenue

Both the typesetting and printing of this publication were done commercially in 1981. The cost was \$11,645, or \$9.32 per copy. Two years later, the division communicated and typeset the document and bid out the printing for a total cost of \$5833 or \$5.83 per copy.

Total Savings \$5812 (50%)

3. DHES Family Planning Clinic Visit Record form

Form was typeset and printed commercially at a cost of \$1170 for 15,000 copies, \$78 per 1000. Division costs for same work is \$611 or \$41 per 1000.

Total Savings \$559 (48%)

4. Goes Borders — Supply Item

Normally purchased commercially from local vendor at \$90 per 1000. Division contacted distributor direct and now pays \$34.36 per 1000.

Total Savings \$55.64 (62%)

5. Cover Stocks — Supply Item

State used to purchase stock locally prior to division obtaining its own paper cutter. Between April of 1979, and April of 1980 the State made purchases amounting to \$1118.55. The same stocks purchased from the division today cost \$624.39.

Total Savings \$494.16 (44%)

6. DNRC Old West Technical Report Series

Produced commercially in 1977, the series consisted of eleven volumes of varying sizes and quantities. Following is a list of those books and the price paid compared to P & G's list price for the identically specified product.

Volume	Commercial Price	P & G List Price
1	2113.68	1191.68
2	2734.62	1630.73
3	4521.72	1947.16
4	1173.91	876.10
5	1886.96	1179.40
6	1497.11	907.68
7	1800.65	970.95
8	2389.58	1311.60
9	1111.11	772.60
10	1910.96	1221.70
11	1352.43	972.25
Total	22,492.73	12,981.85

Total Savings \$9510.88 (42%)

Grand Total

\$24,678 (43%)

Approved
 3/2/83

AGENCY : 6101 DEPARTMENT OF ADMINISTRATION
 PROGRAM : 03 ACCOUNTING PROGRAM
 CONTROL : 00000

CURRENT LEVEL SERVICES ONLY

AE/OE	DESCRIPTION	FY 83	OBPP FY 84	LFA FY 84	DIFF. FY 84	SUB-CMT. FY 84	OBPP FY 85	LFA FY 85	DIFF. FY 85	SUB-CMT. FY 85
0000	FULL TIME EQUIVALENT (ITE)	13.00	12.50	12.50			12.50	12.50		
1100	SALARIES	264,452	261,080	263,849	2,057		261,080	262,845	1,765	
1400	EMPLOYEE BENEFITS	52,890	37,672	37,186	-486		38,039	37,750	-289	
1500	HEALTH INSURANCE		12,000	12,000			12,000	12,000		
	TOTAL LEVEL	317,342	311,464	313,035	1,571		311,119	312,595	1,476	
2100	CONTRACTED SERVICES	598,753	577,636	577,636	-6		629,544	599,535	-30,009	
2200	SUPPLIES & MATERIALS	6,482	3,061	3,061			3,244	3,244		
2300	COMMUNICATIONS	11,431	9,718	9,715	-3		10,970	10,966	-4	
2400	TRAVEL	2,355	1,425	45	-1,380		1,482	47	-1,435	
2500	RENT	10,542	7,668	4,442	3,549		8,487	11,890	3,403	
2700	REPAIR & MAINTENANCE	480	1,341	1,337	-4		1,422	1,416	-6	
2800	OTHER EXPENSES	5,500	635	465	-170		673	492	-181	
	TOTAL LEVEL	635,543	601,490	603,476	1,986		655,822	627,590	-28,232	
	TOTAL PROGRAM	952,885	912,954	916,511	3,557		966,941	940,185	-26,756	
01100	GENERAL FUND	952,885	912,954	916,511	3,557		966,941	940,185	-26,756	
	TOTAL PROGRAM	952,885	912,954	916,511	3,557		966,941	940,185	-26,756	

DEPARTMENT OF ADMINISTRATION

ACCOUNTING DIVISION

Budget Issues

- 1) The division is responsible for presenting the state's annual financial report in accordance with generally accepted accounting principles. Travel to attend two national accounting meetings annually is necessary to share ideas and problems with peers in other states. The executive budget request includes \$1,380 in '84 and \$1,435 in '85 to attend these meetings.
- 2) Registration fees for the meetings discussed above were included in the executive budget request (\$170 in '84 and \$181 in '85).
- 3) Vacancy savings of 3.5% has been recommended by the Fiscal Analyst in this budget. The total cost based on our executive budget request would be \$10,901 in 1984 and \$10,889 in 1985. This results in a .50 FTE reduction during each year of the biennium.

AGENCY : 6101 DEPARTMENT OF ADMINISTRATION
 PROGRAM : 04 ARCH & ENGINEERING PGM
 CONTROL : 00000

AL/OE	DESCRIPTION	FY 83	OIMP FY 84	LFA FY 84	DIFF. FY 84	SUB-CMT. FY 84	OIMP FY 85	LFA FY 85	DIFF. FY 85	SUB-CMT. FY 85
0000	FULL TIME EQUIVALENT (FTE)	15.25	14.50 <i>OK</i>	14.50	-25		14.50	14.25	-25	
1100	SALARIES	332,477,337,688		339,743	2,055		336,615	338,458	1,843	
1400	EMPLOYEE BENEFITS	66,495	49,708	48,616	-1,092		50,122	49,326	-796	
1500	HEALTH INSURANCE		13,920	13,680	-240		13,920	13,680	-240	
	TOTAL LEVEL	398,972,401,316		402,039	723		400,657	401,464	807	
2100	CONTRACTED SERVICES	6,672	24,805	9,300	-15,505		20,651	9,815	-10,836	
2200	SUPPLIES & MATERIALS	2,554	2,861	2,745	-116		3,033	2,908	-125	
2300	COMMUNICATIONS	9,389	11,279	11,275	-4		12,941	12,933	-8	
2400	TRAVEL	16,311	14,480	11,077	-3,343	<i>overrun complete</i>	16,582	12,920	-3,662	<i>cash balance 8-2-83</i>
2500	RENT	15,744	16,689	16,688	-1		16,689	17,689	1,000	
2700	REPAIR & MAINTENANCE	1,397	1,288	1,286	-2		1,365	1,363	-2	
2800	OTHER EXPENSES	85	674	673	-1		714	713	-1	
	TOTAL LEVEL	52,152	72,016	53,044	-18,972		71,975	58,341	-13,634	
3100	EQUIPMENT	2,490	600	600			1,279	1,279		
	TOTAL LEVEL	2,490	600	600			1,279	1,279		
	TOTAL PROGRAM	453,614	473,932	455,683	-18,249		473,911	461,084	-12,827	
02030	ARCHITECTURE & ENGINEERING	453,614	473,932	455,683	-18,249		473,911	461,084	-12,827	
	TOTAL PROGRAM	453,614	473,932	455,683	-18,249		473,911	461,084	-12,827	

line item 25,000 for a study of contracting contractors.

DEPARTMENT OF ADMINISTRATION
ARCHITECTURE & ENGINEERING

Budget Issues

- 1) Currently, the division has an FTE for a file clerk position. Our executive budget request includes a reduction of .75 FTE for this position. The position is filled during the summer months as a clerk typist.
- 2) The historical records of past state building projects are an invaluable source of information for current and future building projects. Presently, a duplicate set of records does not exist and the original records are stored in a place where they are susceptible to damage. Funds for the microfilming of the state building plans are included in the executive budget request (\$10,000 in '84 and \$5,000 in '85).
- 3) Our executive budget request included funds for microfilm supplies. These supplies are necessary for microfilming the building drawings (\$112 in '84 and \$119 in '85).
- 4) The executive budget request included a \$5,000 increase in the travel budget. The Fiscal Analyst approved only \$2,000. The additional funds are necessary for the division to conduct field inspections (in both '84 and '85).
- 5) Vacancy savings of 3.5% has been recommended by the Fiscal Analyst in this budget. The total cost based on our executive budget request would be \$14,046 in '84 and \$14,023 in '85. This results in a .50 FTE reduction during each year of the biennium.

REPORT EBSR100
 DATE : 01/08/83
 TIME : 16/25/25

OFFICE OF BUDGET & PROGRAM PLANNING
 EXECUTIVE BUDGET SYSTEM
 AGENCY/PROGRAM/CONTROL --- BUDGET WORKSHEET

AGENCY : 6101 DEPARTMENT OF ADMINISTRATION
 PROGRAM : 25 PASSENGER TRAMWAY SAFETY
 CONTROL : 000000

CURRENT LEVEL SERVICES ONLY

AE/OE	DESCRIPTION	OBPP FY 84	LFA FY 84	DIFF. FY 84	SUB-CMT. FY 84	OBPP FY 85	LFA FY 85	DIFF. FY 85	SUB-CMT. FY 85
2100	CONTRACTED SERVICES	8,865	8,864	-1	---	9,397	9,395	-2	---
2200	SUPPLIES & MATERIALS	33	31	-2	---	35	32	-3	---
2300	COMMUNICATIONS	30	29	-1	---	34	32	-2	---
2400	TRAVEL	2,854	2,850	-4	---	2,951	2,944	-7	---
2700	REPAIR & MAINTENANCE	16	14	-2	---	17	14	-3	---
2800	OTHER EXPENSES	51	47	-4	---	54	48	-6	---
	TOTAL LEVEL	11,849	11,835	-14	---	12,488	12,465	-23	---
	TOTAL PROGRAM	11,849	11,835	-14	---	12,488	12,465	-23	---
01100	GENERAL FUND	11,849	11,835	-14	---	12,488	12,465	-23	---
	TOTAL PROGRAM	11,849	11,835	-14	---	12,488	12,465	-23	---

Approved
 2/10/83

CURRENT LEVEL ONLY

AE/OE	DESCRIPTION	LAW LIB. FY 84	OBPP FY 84	LFA FY 84	DIFF FY 84	LAW LIB. FY 85	OBPP FY 85	LFA FY 85	DIFF FY 85
0000	Full Time Equivalent (FTE)	5.50	5.50	5.50	5.50	5.50	5.50	5.50	
1100	Salaries	102,045	102,045	99,043	-3,002	101,655	101,655	98,662	-2,993
1400	Employee Benefits	14,429	14,429	13,727	-702	14,547	14,547	13,927	-620
1500	Health Insurance	5,280	5,280	5,280		5,280	5,280	5,280	
	TOTAL LEVEL	121,754	121,754	118,050	-3,704	121,482	121,482	117,869	-3,613
2100	Contracted Services ¹	19,042	28,783	26,311	+7,269	20,890	31,216	27,396	+6,506
2200	Supplies & Materials ²	12,592	12,592	12,492	-100	13,342	13,342	13,242	-100
2300	Communications	13,056	13,056	5,992	-6,064	15,178	15,178	6,778	-8,400
2400	Travel	1,796	1,796	1,144	-652	2,672	2,672	2,525	-147
2500	Rent	72,858	72,858	60,213	-12,645	80,633	80,633	60,213	-20,420
2700	Repair & Maintenance	5,229	5,229	3,735	-1,494	5,543	5,543	3,957	-1,586
2800	Other Expenses	3,631	3,631	3,064	-567	3,849	3,849	3,246	-603
	TOTAL LEVEL	128,204	137,945	112,861	-15,343	142,107	152,433	117,357	-24,750
3100	Equipment	208,069	214,732	149,021	<u>-59,048</u>	223,246	226,911	163,702	-59,544
	TOTAL LEVEL	208,069	214,732	149,021	-59,048	223,246	226,911	163,702	-59,544
	TOTAL PROGRAM	458,027	474,431	379,932	-78,095	486,835	500,826	398,928	-87,907

8/20/84

1. In FY 84 \$12,731 and in FY 85 \$13,494 is requested for Judicial use of Westlaw. The library will need additional authority for a \$20,000 revolving account. This will be used for revenue and expenditures related to non judicial use of Westlaw.

2. There will be photocopy revenue deposited to the general fund. We estimate this will be approximately \$8,670 in FY 84 and \$8,843 in FY 85.

New York
'84 65,010
'85 74,659

9/13/84
970 P on 802

Personal Services: Difference-FY 84 \$3,704 and FY 85 \$3,613. Results from 1) court ordered upgrades and 2) methodological differences between OBPP and LFA.

Supplies and Materials: Difference-FY 84 \$100 and FY 85 \$100. The library's new facility requires additional supplies.

Communications: Difference-FY 84 \$7,154 and FY 85 \$8,400. Results from 1) phone rate increase and 2) OCLC lease line,

Travel: Difference-FY 84 \$652 and FY 85 \$147. The law librarian needs to attend two meetings per year (American Association of Law Librarians Annual Conference and Western-Pacific Chapter of AALL Annual Conference).

Rent: Difference-FY 84 \$12,645 and FY 85 \$20,420. Methodological difference between OBPP and LFA.

Repair & Maintenance: Difference-FY 84 \$1,494 and FY 85 \$1,586. These are funds for maintenance contracts we have not previously held (Westlaw terminal etc.).

Other Expenses: Difference-FY 84 \$567 and FY 85 \$603. This is OCLC dues. OCLC cannot be utilized unless this dues is paid.

Equipment: The LFA has pulled new book acquisitions out of current level and called it a modification.



Modification FY 84-85

Equipment

	<u>FY 84</u>	<u>FY 85</u>
IBM 5253 CRT (2)	4,153	4,153
IBM 5219 Printer	7,916	
Maintenance	<u>1,089</u>	<u>1,731</u>
Total	13,158	5,884

Microfiche Reader	280
Microfiche Reader	<u>280</u>
	560

AGENCY EXCEPTION ADJUSTMENT FORM

AGENCY NUMBER 2110 AGENCY NAME Judiciary
 PROGRAM NUMBER 03 PROGRAM NAME Law Library
 CONTROL VARIABLE 00000

Item Nbr. by Priority	Object of Expend. Third Level	ITEM DESCRIPTION AND JUSTIFICATION	Proposed Accounting Entity	REQUESTED 1985 BIENNIUM		(OBPP Use Only) RECOMMENDED 1985 BIENNIUM
				1984	1985	
		Continued from previous page.				
		The reference librarian will be the equivalent of a Grade 15. (We hope to hire a dual degree person.) The position will require a typewriter and supplies. Additional funds will be needed for traveling to the AALL Conference.				
		FY 84 FY 85				
2211		Supplies		100.00	100.00	
3112		Typewriter		900.00	900.00	
2412		Out-of-state Transp.		520.00*	520.00	818.00
2417		Meals		135.00*	135.00	135.00
2418		Lodging		480.00*	480.00	480.00
2801		Dues		70.00	70.00	70.00
		*AALL will meet in San Diego in FY 84 and New York City in FY 85. Both of these cities are designated as high cost cities. These amounts are based on current level costs. Inflation must be added.				

