

MINUTES OF THE MEETING OF THE APPROPRIATIONS SUB-COMMITTEE ON
ELECTED OFFICIALS AND HIGHWAYS
February 7, 1983

(Tape 54, Side B; Tape 55
and Tape 56, Side A)

The Appropriations Sub-committee on Elected Officials and Highways met at 7 a.m. on February 7, 1983 in Room 437 with Chairman Quilici presideing. The following members were present:

Chairman Quilici
Rep. Connelly
Rep. Lory

Senator Dover
Senator Keating
Senator Van Valkenburg
Senator Stimatz

Also present: Cliff Roessner, LFA and Doug Booker, OBPP.

DEPARTMENT OF ADMINISTRATION

General Services

Chairman Quilici explained the LFA budget should show 46 FTE's instead of 50.50 as is on the budget sheet. (Exhibit 1)
Mr. Roessner explained the LFA had included four grounds crew employees which the committee instructed them to remove and transfer these to the Fish, Wildlife and Parks Department. There was also a .5 tour guide supervisor that was in this budget that the agency had requested be removed. So when you transfer those 4.5 FTE out of the LFA budget you come up with the 46 FTE.

Chairman Quilici added if they were to put back the maintenance workers, painter, carpenter and administrative officer and also add back the security guard and take into consideration the transfer of two security guards to the Historical Society they will come up with the 49 FTE proposed by the OBPP.

Mr. Roessner stated there is another difference of a 1.75 maintenance officer that they identified with grounds keeping that should be deleted and this would make the total 48.25 FTE.

Mr. Roessner explained, after pulling out the grounds crew that the LFA had put in their budget, they had four FTE left in their budget for grounds crew. They also had a .5 tour guide supervisor that the agency requested be deleted which they had not deleted. This would result in the 4.5 FTE they pulled from the 50.5 to arrive at the 46 FTE. This leaves them a difference between the LFA and OBPP of three FTE.

At the start of 1983 there had been one maintenance worker and a painter added to the General Services budget by the Legislature last session for the new Justice Building and the new Billerbeck Building (which is the Department of Institutions). These positions

should be added back to the LFA budget. This would make 48. The administrative officer should be added back to make it 49. The carpenter position was deleted by the LFA; there were two positions which were 45% expended and the LFA deleted one position based upon this premise. He feels this should be discussed by the committee.

The LFA deleted one security guard position because there were 14 positions there. Out of this total of 14 there were vacancy savings equaling about one position so the LFA deleted one. The one vacant position was filled by the use of part-time security guards. They feel this one position that was deleted should be added back. (See Exhibit 2)

If this position were added back by the committee then the LFA budget would be two security guards higher than the OBPP budget. The reason is because the OBPP transferred two security positions to the Historical Society. This is not reflected in the LFA budget.

Mr. Morris Brusett added if they were to go ahead and upgrade the security force, they would like to leave them together. If they do not upgrade it, and they leave them as night watchmen, then they support them in saying they would like to leave them together. If they do not upgrade it, and they leave them as night watchmen, then they support them in saying they should upgrade theirs to a higher level because of the valuable possession at the museum. If the committee upgrades them they could leave them together because they would have that quality of service that they desire. If they don't upgrade them, Mr. Brusett feels they ought to be transferred because they are not getting the service they need now. The committee decided to hold off on the FTE's until next Thursday, when they will have more information.

For further explanation, Mr. Brusett explained they used to have carpenters under "contracted services" and they would hire carpenters as they needed them. When he came on board in 1981 he found out these people were working full-time and it appeared as if they were an employee even though they had them under "contracted services". They then found two positions within their department and converted these to FTE's in order to continue using them. They pay \$4 an hour less than what they paid for them coming out of the Union Hall.

John Larson, of Larson Building Care, addressed the committee concerning cost comparison studies on work. There is a consideration of whether or not it would be conducted through the contracting system or the in-house operation. His idea is to simply apply what the federal government recently implemented in full force.

It's a situation where the state agency would be required, on their determinations, on whether it be in-house or contracted services, to furnish more or less a sealed bid and by doing so they would be tested for their accountability. They would be treated like they were another contractor but they would have to prepare their costs and account for them before the work was commissioned either in-house or contracted. On every government procurement they have found a significant savings by doing this.

Senator Van Valkenburg stated, for clarification, that Mr. Larson runs a private janitorial service here in Helena and he and others are interested in doing more of the state's janitorial work than they now do. He now does the Justice Building. Senator Van Valkenburg said Mr. Larson is referring to a study that was done for the federal government in comparing the costs of janitorial work done by private contractors as opposed to in-house employees.

Mr. Larson referred the committee to a report on a bid for a mechanical contract for an example. (See Exhibit 3)

Discussion followed. It was the understanding of the committee that they should take some time to see how well the Justice Building is being cared for and see how other buildings are taken care of in-house before taking action on something they were unsure about.

The sixteen janitors for the Capitol clean in-house includes the Capitol Building, the DSD Building, the Mitchell Building and the Museum. It is not exactly 50% of the square footage, but close.

General Services Program (Exhibit 4)

Mr. Roessner stated for clarification that from the evidence presented they need the two full-time carpenters and he feels the issue is that we should go back and check to make sure that the "contracted services" that would be for the first half of the year of '82 are not reflected in the base. Mr. Roessner would get this information to the committee. The issue of FTE's will be done when an update is provided on Thursday.

In "contracted services", Mr. Roessner explained the difference is because of some one-time deletions the OBPP had made that the LFA had not. Also within there were amounts that they had included for the in-house grounds. These have been pulled out of the base. Also, there was a contract for the Justice Building which was plugged in at a new square footage basis that should have gone in. They have gone back and adjusted for this figure. They have taken approximately \$52,000 out and added \$39,000 back in to reflect the difference in square footage costs. The new figure for 1984 which they have plugged into "contracted services" is

\$789,085 which is coming off the executive's base for FY84. The figure for FY85 is \$836,196.

(Begin Tape 55, Side A)

Mr. Roessner explained the difference in "utilities" is the 96% rate increase that was granted to the City of Helena for water and sewage. This was not reflected in the LFA budget but was in the OBPP budget. He feels the OBPP figure should be taken here.

In "repair and maintenance", Mr. Roessner explained these figures were what the LFA had in their budget for the in-house grounds. Again, he said the OBPP figures should be taken.

In the "equipment" category, equipment that had been put in for in-house grounds was not reflected in the OBPP figures. Included in this amount is \$1,500 for a saw, which is a 12" to 14" tilting arm saw. The Chairman felt this should be checked out.

Sen. Dover assumed the chair.

In accounting entity transfers Mr. Roessner stated that in going back and reflecting the request that Fish, Wildlife and Parks had submitted to the committee, he believed their request was that \$134,540 be put into their budget for FY84 and \$108,454 be put into the budget for FY85. He and Mr. Booker agreed on the FY85 figure but they did drop back the FY84 figure to \$125,540. The reason is that the original figure includes only summer grounds maintenance of their grass and this should also include snow removal.

Senator Dover stated for clarification that what the LFA is doing is reducing the amount that they are transferring to Fish, Wildlife and Parks by \$9,000 of what was their original request.

Mr. Booker explained that the Department of Administration will charge the agencies the total amount of rent for buildings and this much money will be transferred down to Fish, Wildlife and Parks for snow removal.

Senator Van Valkenburg asked what the rent figure in all the other budgets would be. Mr. Roessner stated that they would have to settle all these issues before the rate can be established.

Another issue that will have to be settled is that within the OBPP's figure for rent they have included a 4.5 or 5% pay raise within "general services." When the OBPP figured up what the rate should be they did not include this pay raise because no one else was getting money in their budgets for pay raises at that time.

Mr. Booker stated that the rent for the pay increase was figured into the square footage charge that they put out for other agencies. Since that time and now, the decision has been made that the agencies will eat a pay raise and this is how they came up with \$3.28 the first year and \$3.69 the second, figuring the pay raises would be included.

Discussion of step and grade increases ensued.

For clarification Mr. Roessner stated that after the budget was set they went back and added a 4.5% or 5% pay increase and took these figures to determine what the square footage rate should be. If they don't add this in, then the committee would go with what is reflected in the budget now. "Personal services" would be the figure that would be affected.

Mr. Blanton said they have a mechanical contract for the Capitol complex. It comes up for bid in January of 1984 and is a three-year contract. They estimate this may go up but they do not know yet how much. They are asking for extra authority in case that bid comes up higher than what they are currently paying right now. Basically, this contract provides services for all the heating, ventilating and air conditioning and also includes electricity and plumbing. It also serves as a sort of insurance policy for the state.

The department wanted to bring this item to the attention of the committee. After discussion it was determined that \$75,000 for the mechanical contract would be decided upon and the rent money will be line itemed to agencies.

The committee recessed briefly.

HEARINGS

Building Codes Division

Mr. Jim Kembel, Administrator of the Building Codes Division for the Department of Administration, presented Exhibit 5 to the committee. This division was created in 1977 when the reorganization was passed by the Legislature. It consists of three bureaus: The Building Standards Bureau, the Mechanical Safety Bureau and the Electrical Safety Bureau. It is self-supporting from fee income charged for services rendered. They enforce construction standards to ensure the safety of building occupants. If they do an inadequate job of that enforcement, life safety of those occupants as well as the state's liability is endangered. The function of the division is to adopt building codes, housing codes, energy, plumbing, elevator and electrical codes to be used at

all levels of government, enforcing codes and enforcing those same codes in the areas not covered by local government.

In addition, the Building Codes Division handles all factory-built buildings and recreational vehicles that are either manufactured or offered for sale within Montana.

One of the major issues in this budget is the purchase of 7 additional vehicles. They currently have 12 vehicles. They first got into the business of having vehicles to provide transportation for the inspectors. At first they leased them and now they have found they could save money by purchasing the vehicles outright. They would propose that four of the vehicles would be for existing staff and the other three, only if they were to hire more inspectors.

Another issue is the attorney's position. They are currently experiencing, especially in the Building Standards Bureau, a lot of legal problems. The problems are getting people to comply with the plan review. They are, therefore, requesting the addition of an attorney to handle some 200 enforcement actions per year.

The vacancy savings is another issue. They did have 32.5 FTE in FY82 and there were 5.5 FTE deleted, leaving them with a balance of 27 FTE which they are currently using. Due to the turnover they have, it is doubtful they could make a 3.5% vacancy savings. If the economy goes up, they will not have enough staff to provide the services they are now paying for.

In answer to Chairman Quilici's question, Mr. Kembel stated they have used the Attorney General's legal pool as well as the Department of Administration's legal staff for some of their legal matters.

(Begin Side B of Tape 55)

Mr. Kembel stated that they are going to try to create a public awareness of codes at no cost to the government. In April they plan a National Building Safety Week. Hopefully through this public awareness more people will become aware of what their department is trying to do and will cooperate.

Chairman Quilici noted there is a big discrepancy in "supplies and materials" between the LFA and OBPP. Mr. Roessner stated the only difference he felt was in the gas costs for purchase of the new vehicles which was not included in their budget. The OBPP has this built into their budget already.

The travel is for the additional three inspectors they are proposing, should the economy go up.

Mr. Booker stated that he believed the proposal was to wait and see what the economy does in the future and if they need the inspectors they would be added through budget amendment. He didn't see the need to budget for the inspectors right now.

Mr. Brusett added that he didn't feel they really could add the additional FTE by budget amendment unless it was an emergency because this fund becomes a special revenue fund as of July 1. He feels if they anticipate an increase it would have to be considered now.

It was noted that in the past they were given a flexible FTE pool and he feels that the 34.5 FTE reflects this. If he needs them he hires the people and if he doesn't he does not hire them. Mr. Booker stated the LFA would have no problem with adding the FTE if language was put into the bill that those FTE could not be removed within the department. The flexible pool was to remain within Building Standards.

The codes they are currently using are model codes written by the International Conference of Building Officials and they are developed through a democratic process where the codes are submitted and reviewed. They are then voted upon by the delegation of codes officials, as well as industry people. The codes they currently use are used pretty much throughout the United States. Mr. Kembel stated they currently have 11 inspectors for electrical, 2 inspectors for building codes, one plumbing inspector and one elevator inspector. They have 2.5 positions currently being used as plan reviewers. Two bureau chiefs (one for plumbing and one for electrical.) Mr. Kembel, a division secretary and the clerical staff make up the remainder of the 27 FTE.

Senator Keating asked the agency to explain why they get into legal issues. Mr. Kembel stated that currently 50% to 60% of the submittals they receive in the Building Standards Bureau are under adverse conditions. The inspector must tag the construction before it is ever submitted. Some of those will have been tagged but there are at least 40 to 50 a year that are not.

In response to a question from Senator Van Valkenburg concerning the grade position of the attorney, Mr. Kembel stated it would be a grade 15 position.

Mr. Kembel went on to say that the bulk of the problem is in the Building Standards Bureau. The only two authorities they have under this law are injunctive and misdemeanor authority. The attorney would be used in filing those injunctive processes and trying to resolve them without any court action. Beyond this he has no prosecuting authority.

Mr. Brusett stated this was a tough area and he felt the answer is local enforcement. If this committee would want a bill they would support it to mandate local enforcement because it is very difficult to go all over the state. The Council on Management hit them hard on the fact that they don't have enforcement and if you are going to be in the business you have to be able to enforce. This attorney may not have to be used full-time down the road but there are areas where he could be used for other legal work.

Treasury Division (Exhibit 6)

Mr. Rick Morgan, Division Administrator of what is now known as Treasury Central, testified before the committee. When the Division Administrator retired in December, they merged the department with the Central Services Unit and the Accounting Personnel Unit, into the treasury function. Treasury Services is more or less the state's bank for all the state agencies. They do all their depositing there and they also administer dealings and bank accounts at 165 other banks outside Helena.

\$160 million was deposited in these banks in FY 82. The treasury process balanced, deposited and accounted for 902,000 deposit items. They also paid 1,274,000 state warrants and transferred 9,500 hours worth of transfer items. They redeemed coupons and bonds. They also account for all the state's bond issues.

They have 8 people in the Treasury Division at the present time, one administrator and seven accounting personnel.

Their second basic function is personal services to the department.

Their third function is accounting. They are responsible for maintaining all the property accounts for the Department of Administration to prepare annual financial statements for the department, do cost analysis on revolving funds in order to set rates, administer the state's general obligation debt and do preparation and review of the department's biennial budget. This function is staffed by two accountants and one accounting technician.

Lastly, they have a secretary and Mr. Morgan for a total of 15 people in the division. (For clarification there are 8 in the treasury function, 2 in the personnel section, 3 people in the accounting and budget section and the administrator over the division with a secretary.)

Their major budget issues are as follows: (1) The LFA deleted their personnel officer. Mr. Morgan feels this person is particularly important. (2) The LFA also deleted a budget analyst position. They feel they need two of these types of people in their office. They feel it would severely hamper the financial component of the office without this FTE. (3) The last person being deleted is

a secretary position. They feel this person is very important to their office in a multi-faceted role. They are requesting additional general fund money for the additional 2.5 FTE. They are also requesting a computer terminal for the Treasury and Central Services Units to access information, operate the cash management systems, prepare accounting forecasts and analyze financial data.

(Begin Tape 56, Side A)

The department has two proposals for additional funds; one for \$25,732 in FY84 and \$25,467 in FY85 for the cash management system and another proposal for \$10,485 for three MICR coding machines in FY84, plus \$750 for maintenance of the machines in FY85.

They feel this is a very inexpensive proposal for the net amount of return they would receive.

Chairman Quilici asked about the \$75,000 fund for the highways earmarked special revenue fund. Mr. Morgan explained that the Highway Department collects the tax for this fund. It is supposed to go to the county governments to improve their roads. The total amount is \$150,000. Commerce distributes this to the cities to do some kind of public transportation and they distribute it to the counties on a complex formula of roads, populations, etc. All they do is write the checks. It is charged against their appropriation.

Mr. Brusett added that this properly should be placed in Highways but the law says that the Treasurer shall distribute it. They collect the money, and the Treasurer just writes the checks. Chairman Quilici noted this was discussed last session and they thought there might be a bill in this time to transfer this to Highways.

Discussion of the two proposals by the department for additional funds. These proposals are not in their budget nor the LFA's budget.

Investment Program (Exhibits 7 and 8)

Mr. Jim Howeth explained that the Board of Investments invests accounts, and reports on \$1.4 billion in assets which earned \$155 million for 66 separate accounts in FY82. Last year their total dollar volume was equal to \$24 billion dollars. This worked out with 17 employees of \$1.4 billion per employee. They also earned \$9.1 million per employee.

The variances between the budget submitted and the LFA is 2 FTE's. In the previous sessions, the Board of Investments attained 5 new FTE's and these new FTE's were basically 2 grade 15 portfolio managers. Currently they have 3 employees who handle all the investments. The 2 new Grade 15's were to provide a backup to the three who now handle investments. The other three were security analyst positions. Over the last several years, they have endeavored to build up their research capabilities, whereas before, they spent about \$35,000 in buying outside research. The problem has been that the security analyst positions are Grade 13's and they wonder if they are capable of going out on the open market and hiring trained people for these positions. They have had to hire trainees and eventually move them to grade 15 positions. They have had difficulty in retaining the trainees, however. On the average, he feels, it takes a trainee an average of a year and a half to become competent and to be of much use to the Board. They are asking to retain the 2 FTE's.

The other difference is board member travel. They are one of the few boards that meet once a month rather than quarterly.

There is some difference in contracted data processing services. They are in the process of attempting to buy a new computer system. The main computer system is now ten years old. They currently operate off of four different systems and they are trying to combine those to have one efficient system.

Out of the 17 employees they currently have one secretary for everyone and they have asked for another FTE for a secretarial position. However, they feel once they have a new computer system in place, there is a possibility that they can have vacancy savings in their clerical and perhaps data processing. Instead of asking for another FTE they are asking for a word processor if they cannot obtain any vacancy savings. Mr. Howeth feels they are one of the few states that does both accounting and investing. When asked if I 95 would require more time, Mr. Howeth stated that HB100 established a board of economic development and if this goes through they will take the 25% of the coal tax fund and they would have the responsibility of the investments.

I 95 takes 25% of the coal tax trust fund beginning July 1 of this year and from there on out it goes into a separate fund. The first year they would take something like \$13 million away from the coal tax trust fund which they would normally receive. Currently the coal tax trust fund is somewhere around \$140 million so the new flow of money into the coal tax trust fund won't be as large as it has been.

Chairman Quilici clarified that this 25% of coal tax would be going into HB100 which would be about \$13 million less than

they would normally have to invest. So actually what they have is \$13 million risk capital that they have to invest where the Board of Investments could not do it this way. Mr. Howeth stated this was correct.

Senator Keating asked what positions were the hardest to keep personnel in and Mr. Howeth stated it was the 3 security analyst positions which were grade 13. They had to fill these positions with trainees because they couldn't get qualified people to work for this kind of money. Of the four security analysts there was a turnover of 3 of them. They would like to move 2 of the grade 13 positions to a grade 15 if they could ever get them trained as portfolio managers. Part of the problem is the low pay he stated.

(Begin Tape 56 Side B)

Discussion of the FTE's and training involved to get these persons to grade 15 levels.

When asked by the committee what their overall rate of return was for last year, Mr. Howeth replied that it varies from fund to fund but the average was 12.90%. They range from 10.23% to 14.83%.

Senator Dover stated the importance of making money is the guy that handles the portfolio and knows what he is making and what he can do with it. It bothers him that they have people here that keep changing and this means someone else has to take over someone else's portfolio. He wondered how they keep their continuity so they can keep on top of things.

Mr. Howeth replied basically they have three including himself who do all the investing.

Mr. Howeth stated the security analysts have over 3,000 issues, including stocks. They break each analyst down into different sectors of the market and they do research and follow the financial positions of these companies.

Senator Dover asked if it would be out of order for him to look into this FTE and see if they can't get the program a bit more solid. Chairman Quilici noted that this was looked at last time and he thought they could perhaps put some language in there. He noted the committee might look at giving them one or two more exempt employees and they then might be able to handle the portfolio managers. Then you would not be going against the pay plan in any way. It might be something to look at in work session.

Senator Himsl shared his experiences with the committee about carrying bills that exempt people out of a pay plan and he said it was a very difficult thing to do. He stated there is a lot of resistance on the floor to this type of thing.

Chairman Quilici then stated that if we take the recommendations of the director and give them the authorization to have the grade 15 portfolio managers and a few things that he is asking for in the budget, that it might take care of the problem.

Mr. Howeth added that if they could get some leeway in grades it would help some.

Mr. Booker stated they could perhaps get Dennis Taylor from the Personnel Division here to explain the process to see if they could get the rule changed for special cases such as this. It might be easier to work within the system to see if they could get a change.

Senator Himsl explained there are two problems, one with classification and another with the pay plan.

Mr. Rod Young, with the Board of Investments, explained one of his main responsibilities has been the training of the employees and he feels the main thing is if they could keep the two 15's this is the major thing they need. They have had turnover in the Grade 13's but a lot of this is unavoidable and it isn't necessarily only money. He feels on a beginning scale they are fairly competitive. The main reason they have not filled the 15's is because it takes a couple of years before they can really contribute. They do a variety of things to provide backup for certain other positions but the whole process of learning the market is very complex. If they can keep the two grade 15 positions they will eventually promote the best. Mr. Howeth added though if they can ever get them to 15 they are almost deadended at 15. After this there is not much incentive.

WORK SESSION

District Court Operations (Exhibit 9)

For the committee's information, Chairman Quilici explained they have already approved the FTE's at 32.

Mr. O'Brien, LFA, explained the only issue in this budget is whether they are going to put money in for training of the new district court judges. It has always been traditional that the new judges go to the the National Judicial College in Reno during his first year in office to take the beginner's course for trial level judges.

Because of the number of new judges there is a fairly substantial increase in the budget under "travel" for these expenses. There is also money in the budget for continuing education of all the judges. The Supreme Court has recently ruled that all attorneys in the state must complete 15 hours of continuing legal education on an annual basis and they reserved ruling with respect to the judges. There is some anticipation that they will say that the judges will have to have continuing education also.

Mr. Jellison noted in the handout the committee has, the leased cars include areas such as "supplies and materials" which would be the gasoline expenditure in '82 and just projected. Further discussion of budget figures.

Mr. O'Brien noted that the amount of money requested to send the judges to the National College was originally for all 32 judges to attend one session. If you take the amount of money in the LFA budget for "travel", the \$90,300, you would have enough to send 5 judges to the National College. The additional amount for "travel" would be \$850 per judge for each trip to Reno.

The question here is if they have 7 new judges, are they going to need additional programs for them to attend. This is something some of the representatives from the court will have to answer. This is the discrepancy. The committee was having difficulty comparing the two handouts on the bottom line. (Exhibit 9 and Exhibit 10) Explanation by Mr. Jellison. He said anything else that is not in there like "other expenses" were moved up into "travel" as tuition or a part of the training and this would be the difference.

Senator Dover MOVED the OBPP budget for District Court Operations. Motion carried.

Senator Dover MOVED to accept the District Court Operations budget as amended. Motion carried.

Boards and Commissions (Tape 56, Side B) (408)

Senator Van Valkenburg made a MOTION that the committee adopt the budget as presented less \$9,285 in FY84 and \$9,553 in FY85.

He would take this out of the Board of Bar Examiners' budget and leave it to them to find some way to manage their operations so that it would run on \$30,000 a year instead of \$40,000 a year. He said he didn't necessarily want to cut out their contracted secretary. He said he thought there are some things that could be cut, such as paying out \$5,600 a year for somebody to write

questions. They might utilize the University of Montana Law School faculty to write questions or have the members themselves write the questions. The point is that by reducing this to \$30,000 a year, the fee that young lawyers will have to pay to take the bar exam will be approximately \$300 instead of \$400 plus. He said he felt the Board of Bar Examiners had a responsibility to reduce the fee because that is asking too much.

The Chairman asked Mr. Abley if he had any problem with this. Mr. Abley replied that he didn't have any problem with this and he had personally felt that this was an area where they could economize.

Question by Leo O'Brien: Would that motion include the additional .5 FTE and all the additional programs? Senator Dover said they are passing the whole rest of the page. (Exhibit 11) Senator Keating noted that they still come out at \$215,000.

Question being called for, the motion carried.

(Discussion of previous action on Archives Project in "Supreme Court Operations")

Senator Dover made a MOTION that the Boards and Commissions budget be passed as amended. Motion carried.

Mr. Booker noted that you would subtract \$9,285 from \$224,105 and \$9,553 from \$224,144. The final figure would be \$214,820 for FY84 and \$214,591 for FY85.

Senator Van Valkenburg MOVED that the committee reconsider their actions with respect to the appropriation of funds for microfilming of Supreme Court records. Motion carried.

Senator Dover then made a MOTION to delete the \$34,000 per year that was authorized to the Department of Administration for the microfiling of the Archives Project.

Senator Van Valkenburg stated he would support the motion for two reasons, one, that he is not convinced that it is really necessary at all and secondly, to maintain some sort of credibility with the rest of the committee in putting the clerks back into the budget.

Question being called for, the motion carried.

Mr. Abley then addressed another issue. He stated that they had requested an additional clerical person in a modified for

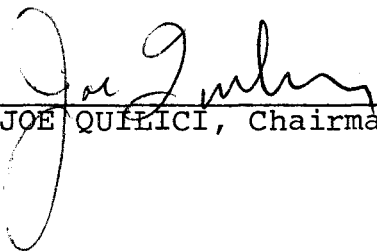
Minutes of the Meeting of the Appropriations Sub-committee on
Elected Officials and Highways, February 7, 1983, Page 15

Supreme Court operations. His understanding was that the committee did not wish to approve this but there was never any action taken one way or another. They had also discussed whether they were going to put Westlaw into their budget.

Senator Dover MOVED to put the Westlaw (\$9,158 FY84 and \$9,708 in FY85) appropriation into the Supreme Court operations. Motion carried.

Senator Dover MOVED that the Supreme Court budget be accepted as amended. Motion carried.

The meeting was adjourned.



JOE QUILICI, Chairman

OBPP	49 FTE
LFA	<u>46 FTE</u>
Difference	3

LFA Has Deleted

1 Maintenance Worker II

1 Painter

1 Carpenter

1 Administrative Officer

OBPP has Deleted

1 Security Guard more than did The LFA

LFA Now Recommends that The Maintenance worker II and The painter be added to The budget.

Security Guard Justification
02/05/83

F.Y. 1982

14 F.T.E.'s x 2,080 hours = 29,120 Total annual man hours available
(NO LEAVE TAKEN)

Actual Leave Hours Taken 5,287 man hours

Actual Total Annual Man 23,833 man hours
Hours Available

365 days x 24 hours = 25,816 man hours required for shift coverage

Annual Actual Man ..
hours available 23,833 man hours

(1,983)

Annual 1983 hours variance is covered by overtime, comp. time (Sandy) and
some shifts worked short of a person

MECHANICAL CONTRACT - COST DATA

1980 - ANNUAL PRICE.....\$212,826.00

Note: Honeywell cancelled December 31, 1980
because they were loosing money.

RE-BID FOR JANUARY 1, 1981

Honeywell.....	\$576,900.00
Johnson Controls.....	\$496,008.00
York Company.....	\$499,992.00
Technical Assistance Corporation.....	\$354,632.00

T.A.C. AWARD - JANUARY 1, 1981	\$354,632.00
* ADDED SERVICES.....	\$ 72,568.00
CURRENT ANNUAL PRICE.....	\$427,200.00

* 3 Billerbeck Buildings, Justice Building and
Original Governor's Mansion

NEXT LOW BID IN 1981.....	\$496,008.00
CURRENT PRICE.....	<u>-\$427,200.00</u>
LESS THAN 1981 NEXT LOW BID.....	\$ 68,808.00

NOTE: THE BASE BID PRICE IN 1981 WAS A FIRM PRICE FOR THREE (3) YEARS IF
OPTIONS TO RENEW WERE EXERCISED. THIS CONTRACT MUST BE REBID
JANUARY 1, 1984.

JUSTICE BUILDING - EFFECTIVE NOVEMBER 1, 1983, THE MECHANICAL WARRANTY
EXPIRES AND THE SERVICE COST WILL INCREASE BY \$13,488.00 ANNUALLY, WHICH
WILL RAISE THE CURRENT PRICE TO:.....\$427,200.00 CURRENT

	<u>\$ 13,488.00</u> 11/01/83
	\$440,688.00 TOTAL

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

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

exhibit 4
 .2/7/83

AGENCY : 6101 DEPARTMENT OF ADMINISTRATION
 PROGRAM : 08 GENERAL SERVICES PROGRAM
 CONTROL : 00000

LINKED LEVEL SERVICES ONLY

AF/OE	DESCRIPTION	OBPP FY 84	LFA FY 84	DIFT. FY 84	SUB-CMT. FY 84	OBPP FY 85	LFA FY 85	DIFT. FY 85	SUB-CMT. FY 85
0000	FULL TIME EQUIVALENT (FTE)	55.05	50.50	1.50		49.00	50.50	1.50	
1100	SALARIES	806,757	730,759	-47,018		777,794	728,036	-49,258	
1400	EMPLOYEE BENEFITS	149,126	111,421	-5,401		118,149	113,145	-5,004	
1500	HEALTH INSURANCE	52,848	48,480	1,440		47,040	48,480	1,440	
	TOTAL LEVEL	1,008,731	890,660	-50,979		942,483	889,661	-52,822	
2100	CONTRACTED SERVICES	702,630	820,094	11,357		857,027	869,059	12,032	
2200	SUPPLIES & MATERIALS	27,667	95,427	30,060		69,367	99,013	29,646	
2300	COMMUNICATIONS	14,244	8,283	403		9,117	9,540	423	
2400	TRAVEL	-	691	-1		717	714	-3	
2500	RENT	12,684	8,897	-1		9,432	9,429	-3	
2600	UTILITIES	619,746	870,694	-38,482		1,096,118	1,060,401	-35,717	
2700	REPAIR & MAINTENANCE	383,094	232,251	47,768		221,158	246,182	25,024	
2800	OTHER EXPENSES	204,988	25,996	-514		28,100	27,551	-549	
	TOTAL LEVEL	2,011,743	2,062,333	50,590		2,291,036	2,321,889	30,853	
		1,965,053							
3100	EQUIPMENT	37,261	16,463	16,463		1,500	9,147	7,647	
	TOTAL LEVEL	37,261	16,463	16,463		1,500	9,147	7,647	
8100	ACCOUNTING ENTITY TRANSFERS	111,507		-111,507		94,442		-94,442	
	TOTAL LEVEL	111,507		-111,507		94,442		-94,442	
	TOTAL PROGRAM	3,011,045	2,969,456	-95,433		3,329,461	3,220,697	-108,764	
01100	GENERAL FUND	585,065	566,081	-36,897		655,892	615,244	-40,648	
05008	CAPITOL BUILDING SR	50,000	50,000			50,000	50,000		
06528	RENT AND MAINTENANCE	2,375,990	2,353,375	-58,536		2,623,569	2,552,453	-68,116	
	TOTAL	3,011,055	2,969,456	-95,433		3,329,461	3,220,697	-108,764	

DEPARTMENT OF ADMINISTRATION

Introduction

- Organization

The Building Codes Division was created July 1, 1977 as a result of a legislative change which merged the following agencies:

Construction Regulation Bureau	- DOA
Board of Plumbers*	- DOPOL
Board of Electricians*	- DOPOL

* Code enforcement function only, licensing of trades persons was left with the Boards.

The Division consists of the Building Standards Bureau, Mechanical Safety Bureau, and the Electrical Safety Bureau.

The Division is self-supporting from fee income charged for services rendered. The Division enforces construction standards to insure the safety of building occupants. If the Division does an inadequate job, the life-safety of building occupants will be endangered and the state could be exposed to liability suits.

The function of the Division is to adopt the building, housing, energy, mechanical, plumbing, elevator and electrical codes to be used by all levels of government enforcing codes and enforce those same codes in areas not covered by a local enforcement program. In addition the Division enforces codes on all recreational vehicles and factory-built buildings manufactured and/or offered for sale in Montana.

Among its other duties, the Division certifies local governments wishing to enforce codes, consults with local governments and the general public, and coordinates plan review efforts of various state agencies.

- FY 82 Activities of the Division

• Plan Reviews	952
• Permits Issued*	13,443
• Insignias Issued**	3,870
• Inspections*	28,052
• Miles Traveled By Inspectors*	516,041
• Income*	\$806,511
• Expenditures*	\$873,063

* Building, Plumbing, Mechanical, Electrical

** Recreational Vehicles, Factory-Built Buildings

Major Issues

- Vehicle Purchase

The Division has requested funds for the purchase of 7 additional vehicles. Currently the Division has 12 purchased vehicles.

The Division first retained its own vehicles as a result of labor negotiations with the electrical inspectors which resulted in the Division's having to provide vehicles for the inspectors. Since at the time State Motor Pool vehicles were not available outside of the Helena area, vehicles were leased for the inspectors. Upon the recent expiration of the lease contract a study revealed that money could be saved by purchasing vehicles.

Four of the proposed vehicles are for existing staff. The other three would only be purchased, if building starts necessitates an increase of staff.

- Attorney

The Division has requested an attorney to assist with the large number of legal problems it is experiencing.

It is estimated that there are 200 enforcement actions per year of which 20-30 will result in actual legal cases.

It is assured that enforcement actions will take an average of 10 hours each, while legal cases will require 120 hours each. This amounts to 5600 hours of legal time.

Even though this far exceeds the amount of time available for one FTE, the workload will be prioritized and hopefully the number of files needing legal attention can be reduced as a result of a concentrated enforcement effort.

- Vacancy Savings

The Division had 32.5 FTE's in FY 82, with 5.5 FTE's deleted, this leaves a balance of 27 FTE's, all of which are in use.

Due to limited turn over it is doubtful that the 3.5% vacancy savings can be met.

With an improving economy the current staff could not handle the additional workload and staffing will need to be increased in order to insure the safety of building occupants. The income will remain the same, regardless of the number of employees, however the service being paid for will not be provided.

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 : 11 BUILDING STANDARDS PROGRAM
 CONTROL : 00000

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	CURRENT LEVEL SERVICES ONLY	
											FY 83	FY 84
0000	FULL TIME EQUIVALENT (FTE)	34.50	27.00	27.00			27.00	27.00				
1100	SALARIES	677,318	575,770	564,390	-11,380		575,497	561,789	-13,708			
1400	EMPLOYEE BENEFITS	135,464	85,905	81,474	-4,431		86,900	82,972	-3,928			
1500	HEALTH INSURANCE		25,920	24,840	-1,080		25,920	24,840	-1,080			
	TOTAL LEVEL	812,782	687,595	670,704	-16,891		688,317	669,601	-18,716			
2100	CONTRACTED SERVICES	31,946	21,760	17,864	-3,896		22,973	18,933	-4,040			
2200	SUPPLIES & MATERIALS	34,608	55,281	38,540	-16,741		60,695	42,107	-18,588			
2300	COMMUNICATIONS	15,973	19,176	19,770	-6		22,762	22,750	-12			
2400	TRAVEL	79,865	58,629	51,620	-7,009		59,596	52,583	-7,013			
2500	RENT	10,648	14,056	12,839	-1,217		15,555	13,608	-1,947			
2700	REPAIR & MAINTENANCE	5,324	8,732	5,585	-3,147		9,256	5,919	-3,337			
2800	OTHER EXPENSES	2,662	3,306	3,057	-249		3,504	3,234	-270			
2900	GOODS PURCHASED FOR RESALE	5,324	5,533	5,533			5,533	5,533				
	TOTAL LEVEL	186,350	187,073	154,808	-32,265		199,874	164,667	-35,207			
3100	EQUIPMENT	79,865	65,640	1,600	-64,040		10,000		-10,000			
	TOTAL LEVEL	79,865	65,640	1,600	-64,040		10,000		-10,000			
	TOTAL PROGRAM	79,865	940,308	827,112	-113,196		898,191	834,268	-63,923			
02448	CONSTRUCTION REGULATION	1,078,997	940,308	851,298	-89,010		898,191	858,344	-39,847			
	TOTAL PROGRAM	1,078,997	940,308	851,298	-89,010		898,191	858,344	-39,847			

DEPARTMENT OF ADMINISTRATION

Building Codes Division

Budget Issues

- 1) The purchase of 7 additional vehicles would result in the need for the following costs:

	<u>FY 84</u>	<u>FY 85</u>
Purchase	\$63,000	\$ --
Fuel	16,741	18,588
Insurance	3,896	4,050
Repair & Maintenance	3,147	3,337
Total	<u>\$86,784</u>	<u>\$25,975</u>

- 2) Our budget submission had travel costs associated with the addition of 3 new electrical inspectors which was not included by the LFA. Therefore, approximately \$7,000 is needed for these costs in each year of the biennium.
- 3) An adjustment to the FY82 base not reflected by the LFA budget results in \$1,217 in FY 84 and \$1,947 in FY 85 to cover the need for future storage and personnel space.
- 4) Miscellaneous equipment because of additional staff is requested in the amount of \$2,640 in FY84.
- 5) \$10,000 is requested in FY85 for the purchase of word processing equipment.

exhibit 6
 2/7/83

AGENCY : 6101 DEPARTMENT OF ADMINISTRATION
 PROGRAM : 17 TREASURY
 CONTROL : 00000

CURRENT LEVEL SERVICES ONLY

AF/OE	DESCRIPTION	1983	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 (FTE)	14.45	15.00	12.50	-2.50	---	15.00	12.50	-2.50	---
1100	SALARIES	277,093	294,426	245,073	-49,353	---	293,680	244,160	-49,520	---
1400	EMPLOYEE BENEFITS	38,908	42,397	34,827	-7,570	---	42,789	35,434	-7,355	---
1500	HEALTH INSURANCE	13,872	14,400	12,000	-2,400	---	14,400	12,000	-2,400	---
	TOTAL LEVEL	329,873	351,223	291,900	-59,323	---	350,869	291,594	-59,275	---
2100	CONTRACTED SERVICES	22,268	13,297	13,219	-78	---	14,095	14,004	-91	---
2200	SUPPLIES & MATERIALS	4,938	5,054	5,050	-4	---	5,357	5,351	-6	---
2300	COMMUNICATIONS	7,807	6,555	6,549	-6	---	7,580	7,570	-10	---
2400	TRAVEL	1,309	902	1,217	315	---	939	1,271	332	---
2500	RENT	10,599	6,510	10,686	4,176	---	7,206	11,325	4,119	---
2700	REPAIR & MAINTENANCE	2,092	1,236	1,510	274	---	1,310	1,601	291	---
2800	OTHER EXPENSES	114	651	1,317	666	---	690	1,393	703	---
	TOTAL LEVEL	49,127	34,205	39,548	5,343	---	37,177	42,515	5,338	---
3100	EQUIPMENT	846	6,900	1,500	-5,400	---	---	---	---	---
	TOTAL LEVEL	846	6,900	1,500	-5,400	---	---	---	---	---
6100	FROM STATE SOURCES	75,000	75,000	75,000	---	---	75,000	75,000	---	---
	TOTAL LEVEL	75,000	75,000	75,000	---	---	75,000	75,000	---	---
	TOTAL PROGRAM	54,846	467,328	407,948	-59,380	---	463,046	409,109	-53,937	---
01100	GENERAL FUND	379,846	328	332,948	-59,380	---	388,046	334,109	-53,937	---
02422	HIGHWAYS EARMARKED SP. REV.	75,000	75,000	75,000	---	---	75,000	75,000	---	---
	TOTAL PROGRAM	54,846	467,328	407,948	-59,380	---	463,046	409,109	-53,937	---

DEPARTMENT OF ADMINISTRATION
TREASURY/CENTRAL SERVICES

BUDGET ISSUES

- 1) Full time equivalents deleted by the fiscal analyst include one personnel officer, one budget analyst and one-half clerk.
- a) The personnel officer position is particularly important to the Department of Administration. The department had functioned for two years without a qualified personnel officer and personnel needs were not adequately addressed. Particularly, critical areas of performance appraisal, recruitment and selection, grievance administration, and classification had fallen on hard times. The personnel function consisted only of payroll file maintenance and position control duties. With the employment of our personnel officer, the department has established consistent employee training policies and recruitment and selection policies. In fiscal 1983, the personnel section will have developed a performance appraisal system and will assist division administrators in their personnel management needs.

The Department of Administration is of the opinion that good personnel management systems are important to its overall operation and removal of the full time equivalent would create a void in service to our 450 plus employees.

- b) The deletion of the budget analyst position would severely hamper the financial component of the department. Our budget and accounting requirements are immensely difficult because of the many different types of funds under the domain of the department. Acute problems continually arise in the areas of rate setting for our proprietary funds, establishment of accounting policies as dictated by generally accepted accounting principles, management and costing of our property accounts, and conversion of the accounting system to the standardized budget system utilized by the State of Montana.
- c) Prior to the consolidation of the treasury and central services, secretarial services were shared with the directors office. With the new emphasis on management review, proper costing of services, and cash management, the work produced by this unit strained the capabilities of the staff of the directors office. For that reason, Treasury/Central Services now utilizes a full-time secretary to perform typing duties, maintenance of personnel files, and assistance to the personnel officer and the accounting technician.

Cost of 2.50 FTE for which we request continued funding.

Personnel Officer	\$22,779
Budget Analyst	21,956
Secretary	<u>6,319</u>
	51,054
Employee Benefits	<u>9,970</u>
Total cost 1984	<u>\$61,024</u>
	<u> </u>
Total cost 1985	<u>\$60,590</u>

- 2) The computer terminal is needed by the treasury and central services units to access information, operate the cash management system, prepare accounting forecasts, and analyze financial data.

Cost in fiscal 1984 \$3,800

- 3) Proposal #1 requests additional funds of \$25,732 in 1984 and \$25,467 in 1985 for the department's cash management system
- 4) Proposal #2 requests additional funds of \$10,485 for three MICR coding machines in 1984 and \$750 for maintenance of the machines in fiscal 1985.
- 5) Vacancy savings of 3.5% recommended by the fiscal analyst equate \$12,293 in 1984 and \$12,280 in 1985. This procedure demands the reduction of $\frac{1}{2}$ FTE in each year of the biennium.

Department of Administration
 Treasury Central Division
 Executive Budget Additional Funds Request #1

Additional funds are requested to implement Treasury Bureau cash management system with electronic funds transfer and new cash capabilities of the Federal Reserve Bank. Essentially, the Bureau will use a direct drawdown of funds utilizing a service bureau to report bank deposits and prepare drawdown tapes. This process will speed up collection of funds in outlying banks and reduce money handling by state employees.

Cost of System

165 banks call on 252 working days @ 60¢ per call	\$24,948
Daily deposit report @ 75¢ each for 252 days	189
Storage fee \$2 per location for 165 banks	330
Initiation cost \$100 plus \$1 per location	265
Total Cost Fiscal 1984	<u>\$25,732</u>
 Total Cost Fiscal 1985	 <u><u>\$25,467</u></u>

Benefits of System

Estimated additional funds available for investment = \$1.1 Million	
Estimated yield on investment @ 9½%	
 Initial one time interest income	 <u>\$104,500</u>
 Annual increase in interest income by reduction of average deposit time by three days. Annual deposits in outlying bank \$160 Million less required deposits of \$1 Million Estimated yield on investments 9½% 159 Million @ 9½% for 3 days	 \$124,151
 Annual increase in interest income by the addition of withholding receipts to bank reporting system Average quarterly increase is \$16,291 Annual increase in investment earnings	 <u>\$65,164</u> <u>\$189,315</u>
 Maximum potential benefit Fiscal 1984	 <u>\$268,083</u>
Maximum potential benefit Fiscal 1985	<u>\$163,848</u>

Department of Administration
Treasury Central Division
Executive Budget Additional Funds Request #2

Additional funds are requested to purchase machinery which enables state of Montana to dollar encode its deposit items. This process is currently performed by our bank at annual cost of \$30,324 or 3.36¢ per item. Our bank indicates the state of Montana could save or keep our costs from increasing about ½¢ per item if this process were performed by Treasury personnel. The new machines would be integrated into our normal balancing process and eliminate duplicate balancing procedures.

Cost of Program

3 MICR coding machines @ \$3,245 ea.	\$9,735
Maintenance agreements 250 per machine per year	750
Total 1984 Cost	<u>\$10,485</u>
 Total 1985 Cost	 <u>\$750</u>
 Total biennium cost	 <u>\$11,235</u>

Benefit of Program

Treasury processes 902,520 deposit items
annual cost saving equals ½¢ per item

Cost Saving per Year	<u>\$4,513</u>
----------------------	----------------

Total cost of machine purchase will be recaptured in the third year of utilization. Machines have a depreciable life of seven years.

Total saving over the life of the machines is \$16,606.

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

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

AGENCY : 6101 DEPARTMENT OF ADMINISTRATION
PROGRAM : 19 INVESTMENT PROGRAM
CONTROL : 00000

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 (FTE)	19.00	19.00	17.00	-2.00		19.00	17.00	-2.00	
1100	SALARIES	386,949	440,090	397,546	-42,544		438,406	396,027	-42,379	
1300	OTHER COMPENSATION	3,000	2,600		-2,600		2,600		-2,600	
1400	EMPLOYEE BENEFITS	93,737	61,569	53,661	-7,908		62,034	54,490	-7,544	
1500	HEALTH INSURANCE		18,240	16,320	-1,920		18,240	16,320	-1,920	
	TOTAL LEVEL	483,686	522,499	467,527	-54,972		521,280	466,837	-54,443	
2100	CONTRACTED SERVICES	146,045	135,211	129,595	-5,616		135,696	135,514	-182	
2200	SUPPLIES & MATERIALS	5,033	4,693	4,689	-4		4,974	4,969	-5	
2300	COMMUNICATIONS	7,907	10,607	10,601	-6		12,361	12,350	-11	
2400	TRAVEL	13,191	8,262	8,259	-3		8,613	8,607	-6	
2500	RENT	9,396	16,230	14,723	-1,507		17,962	15,606	-2,356	
2700	REPAIR & MAINTENANCE	1,797	861	859	-2		913	910	-3	
2800	OTHER EXPENSES	6,799	2,117	2,114	-3		2,880	2,875	-5	
	TOTAL LEVEL	190,168	178,581	171,440	-7,141		183,399	180,831	-2,568	
3100	equipment	1,456	14,410	638,967	-14,410		704,679	647,668	-57,011	
	TOTAL PROGRAM	675,310	715,490	638,967	-76,523		704,679	647,668	-57,011	
06527	INVESTMENT DIVISION	675,310	715,490	638,967	-76,523		704,679	647,668	-57,011	
	TOTAL PROGRAM	675,310	715,490	638,967	-76,523		704,679	647,668	-57,011	

DEPARTMENT OF ADMINISTRATION

INVESTMENT DIVISION

Budget Issues

- 1) Our executive budget request retains two portfolio management FTE's. These positions are vital to the operation to help administer the growth in the investment portfolio.
- 2) Our executive budget request includes \$2,600 per diem (in each year of the biennium) for board members of the Board of Investments. Per diem was omitted from the Fiscal Analyst budget.
- 3) Our executive budget request provides data processing services for additional maintenance and operational costs. These costs result from the conversion of the old investment management system to a new package. Data processing costs of \$5,499 in 1984 are requested.
- 4) The executive budget also includes a modified request for a word processor in FY 84 (cost - \$14,410). The word processor would allow more efficient processing of the divisions' market analyses, correspondence, and reports.
- 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 \$18,287 in 1984 and \$18,245 in 1985. This results in a .75 FTE reduction during each year of the biennium.

DEPARTMENT OF ADMINISTRATION
BOARD OF INVESTMENTS



TED SCHWINDEN, GOVERNOR

CAPITOL STATION

STATE OF MONTANA

(406) 443-2050

HELENA, MONTANA 59620

TO: House Appropriations Sub-committee

The Board of Investments invests, accounts, and reports on \$1.4 billion in assets which earned \$155 million for 66 separate accounts in FY 82.

I. Brief Operating Statistics - Past two years

A. Dollar volume growth:	55% annually to \$24 billion	
B. Transaction growth:	28% annually	
C. Per employee:	14	17
	Employees	Employees
	1981	1982
Dollar volume	\$1.0 Bil.	\$1.4 Bil.
Income earned	8.2 Mil.	9.1 Mil.

II. Budget Variances

	<u>FY 84</u>	<u>FY 85</u>
A. Retain 2 FTE's:	\$52,372	\$51,843
1) Need grade 15's to retain the best and experienced.		
2) Have hired 6 to fill 3 positions.		
3) Budgeted amount not spent although \$50,000 reserved for new computer.		
4) Possible FTE savings from new computer software in 2 years.		
B. Per diem for Board member travel to Helena	2,600	2,600
C. Contracted Services - data processing cut and office rent reduced	7,141	2,568
Variance from OBPP	<u>\$62,113</u>	<u>\$57,011</u>
D. Equipment - FTE requested to aid secretary but word processor suggested	14,410	-0-
III. Total addition to LFA Budget	<u><u>\$76,523</u></u>	<u><u>\$57,011</u></u>

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

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

AGENCY : 2110 JUDICIARY
PROGRAM : 04 DISTRICT COURT OPERATIONS
CONTROL : 00000

Handwritten signature

Handwritten signature

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
0000	FULL TIME EQUIVALENT (FTE)	32.00	32.00			32.00	32.00		
1100	SALARIES	1,472,558	1,466,912	-5,646		1,466,916	1,466,912	-4	
1300	OTHER COMPENSATION	11,984		-11,984		11,984		-11,984	
1400	EMPLOYEE BENEFITS	175,382	173,984	-1,398		176,617	177,536	919	
1500	HEALTH INSURANCE	30,720	30,720			30,720	30,720		
1800	TOTAL LEVEL	1,690,644	1,683,116	-7,528		1,686,237	1,686,668	431	
2100	CONTRACTED SERVICES	3,308	3,308			3,443	3,443		
2200	SUPPLIES & MATERIALS	6,829	6,828	-1		7,567	7,565	-2	
2300	COMMUNICATIONS	182	182			204	203	-1	
2400	TRAVEL	119,135	90,350	-28,785		123,795	94,146	-29,649	
2700	REPAIR & MAINTENANCE	2,763	2,756	-7		2,929	2,919	-10	
2800	OTHER EXPENSES	17,489	6,701	-10,788		18,538	7,102	-11,436	
	TOTAL LEVEL	149,706	110,125	-39,581		156,476	115,378	-41,098	
	TOTAL PROGRAM	1,840,350	1,793,241	-47,109		1,842,713	1,802,046	-40,667	
01100	GENERAL FUND	1,840,350	1,793,241	-47,109		1,842,713	1,802,046	-40,667	
	TOTAL PROGRAM	1,840,350	1,793,241	-47,109		1,842,713	1,802,046	-40,667	

exhibit 10
2/7/83

DISTRICT COURT OPERATIONS

	<u>FY83</u> <u>ACTUAL</u>	<u>FY84</u> <u>REQUESTED</u>	<u>FY85</u> <u>REQUESTED</u>
FTE	32.00	32.00	32.00
Personal Services			
Judges	1,466,912	1,472,558	1,466,916
Retired Judges Compensation	11,000	11,984	11,984
Benefits	<u>207,888</u>	<u>206,102</u>	<u>207,337</u>
Total	1,685,800	1,690,644	1,686,237
Operating Expenses			
Lease Cars	10,016	13,082	14,143
Travel	<u>85,806</u>	<u>136,624</u>	<u>142,333</u>
Total	95,822	149,706	156,476
TOTAL PROGRAM	1,781,622	1,840,350	1,842,713

BOARDS AND COMMISSIONS

exhibit 11
2/7/83

	FY83 <u>ACTUAL</u>	FY84 <u>REQUESTED</u>	FY85 <u>REQUESTED</u>
FTE	3.00	3.50	3.50
Practice			
Contracted Services			
Executive Secretary		15,168	16,077
Investigation		7,051	7,474
Transcripts		3,266	3,462
Supplies and Materials		1,865	1,977
Communications		1,502	1,610
Travel		<u>9,111</u>	<u>9,483</u>
Total	35,050	37,963	40,083
Bar Examiners			
Contracted Services			
Secretarial		15,500	15,500
Graders		6,600	6,600
Questions		5,600	5,600
Member Compensation		3,000	3,000
Supplies and Materials		3,468	3,508
Travel		<u>5,117</u>	<u>5,345</u>
Total	38,351	39,285	39,553
Civil Procedure			
Contracted Services			
Research		14,000	12,000
Printing		3,315	3,551
Travel		<u>5,305</u>	<u>5,471</u>
Total	1,000	22,620	21,022
Sentence Review			
Personal Services	.50	1.00	1.00
Supplies and Materials		689	730
Communications		1,027	1,141
Travel		<u>2,078</u>	<u>2,129</u>
Total	11,500	19,956	20,114
Probate			
Personal Services	.50	.50	.50
Supplies and Materials		36	38
Total	8,000	8,038	8,023
Limited Jurisdiction			
Personal Services	2.00	2.00	2.00
Operating Expenses			
Contracted Services			
Research		6,000	3,000
Printing		1,584	1,679
Training		4,795	5,083
Supplies and Materials			
Commission		1,994	2,292
Training		1,011	1,072
Communications			
Commission		1,201	1,665
Training		196	254
Travel			
Commission		13,308	13,591
Training		<u>4,884</u>	<u>5,031</u>
Total	76,000	85,008	83,587
Nominations			
Supplies and Materials		71	76
Travel		<u>464</u>	<u>487</u>
Total	500	535	563
Standards			
Contracted Services			
Investigation		2,513	2,664
Supplies and Materials		1,849	1,889
Travel		<u>1,209</u>	<u>1,337</u>
Total	5,500	5,571	5,890
Planning			
Supplies and Materials		1,888	1,937
Travel		<u>3,241</u>	<u>3,372</u>
Total	-0-	5,129	5,309
TOTAL PROGRAM	175,901	214,920	224,144

coll. C. 5 FTE

considered probates

214,920 - 9285 / 214,589

- 95