MINUTES OF THE MEETING OF THE APPROPRIATIONS SUB-COMMITTEE ON
ELECTED OFFICIALS AND HIGHWAYS
February 12, 1983   (Tape 69, Tape 70, Side A)

The meeting of the Appropriations Subcommittee on Elected
Officials and Highways was called to order on February 12,
1983, in Room 437 at 8 a.m. by Chairman Joe Quilici.

Members Present:

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

Others Present:
        Doug Booker, OBPP
        Cliff Roessner, LFA

WORK SESSION

DEPARTMENT OF ADMINISTRATION

General Services

Mr. Cliff Roessner said that the schedule before the committee,
Exhibit 1, starts with the total program costs and shows the
results of the committee's actions on "Personal Services",
"Operating Expenses" and "Equipment" reflecting the transfers
to the Fish, Wildlife and Parks, with total program costs for
FY84 of $3,111,501 and for FY85 $3,370,113. The second sheet,
Exhibit 2, is a calculation to arrive at the cost which will be
divided by the square footage for the agencies. The cost for
the two security officers and the security improvements have
been taken out. The split has been 80% Revolving Fund and 20%
General Fund. Twenty percent of the cost for the General Fund
was removed in 1984 and 1985 and in 1984 the security officers
and the security improvements were added back to come up with
a cost that will be borne by the General Fund, without taking
into effect the square footage rate.

There are certain other expenditures that are accounted for in
General Services that also aren't taken into account such as
the liquor warehouse, Capitol land grant - $50,000 that is used
for repairs and maintenance, the Fish, Wildlife and Parks
Building and the Surplus Property Building. Those costs are all
subtracted from the total program costs and then divided by the
square footage of 718,214 square feet to come up with the rate
in each of the years. Rick Morgan has some figures to show the
reason for the big jump between 1982 and 1984.

In 1982 the rate was $2.63 a square foot and in 1983, that went
up to $2.69 a square foot. They were using the fund balance in

that account to take us through 1983. Since we did not have as
hard a winter as expected, there probably will be a little
more money left in that fund than expected; but if the proper
rate had been charged for 1983, the increase is not as significant
between 1983 and 1984 as it first appears.

Rick Morgan said they went back and tried to calculate the cost
instead of comparing it to the billing rate. Our cost per square
foot in 1982 was lower than the billing rate by $.05 a square
foot. It cost us $2.57 per square foot in 1982. In 1983, we are
calculating that the cost is going to be $2.84 per square foot
as opposed to what we are billing or $2.69 per square foot. We
are using some of the resources that we accumulated in the pre-
vious fiscal year to pay for this fiscal year. If you calculate
the percentage increase in the cost, the cost between 1981 and 1982
jumped by a 21% figure in cost to service the buildings. Between
1982 and 1983, that cost jumped 11%; between 1983 and 1984, it is
going to jump another 11%; and between 1984 and 1985, it is
going to jump another 10%. The reason we are above the over-all
inflation rate is, primarily, our utility cost--$1 million a
year out of a $3 million budget.

Mr. Roessner said part of the increase from $3,011,055 in FY83
to $3,064,889 in FY84 was due to the addition of security improve-
ments and the additional administrative officer plus there was
$25,000 charted for the Justice Department's building.

Senator Dover asked why 20% is taken off for General Fund.
Mr. Morgan said we have approximately 220,000 square feet that
is unbilled. And the General Fund is in lieu of a fee charge--House
Chamber, Senate Chambers, the Archives in the Museum, the Old
Governor's Mansion on Ewing Street and that comprises 220,000
square feet. If we had 1,058,000 square feet-two divisors equals
20%. Senator Dover said then this warehouse, etc., is something
that is not calculated on the other program?

Mr. Morgan said we have a different rate that is lower than the
normal square footage rate for warehouse space that we were
charging $1.69 and $1.74 the previous biennium. Since those
buildings cost less to maintain, we factored in a lower rate.
The other buildings that we are taking out are buildings that
the costs are not all captured by General Services--Fish, Wild-
life and Parks Building--they provide some of their own service
so we only bill them for our actual costs and that works out
to about $1.90 a square foot. The Surplus Property Building, we
are billing them for about one-half the cost under their agreement
with the federal government. (Exhibit 3)

Senator Dover made a MOTION to accept the square footage figures
on Exhibit 1 and let the OBPP and LFA work out the language and

the FY84 and FY85 General Services Program be approved as amended.

The MOTION was voted on and carried.

Board of Investments (Exhibit 4)

Mr. Roessner said that in Personal Services, the Board of Investments had 19 authorized positions. Two of those positions were unfilled during the year so it looks like the LFA's office deleted those two positions. During the initial hearings, Mr. Howeth explained that those two positions had been authorized as a career ladder for their security analysts to go up to portfolio manager. They had a hard time keeping their analysts on board long enough to get them trained to promote them into the portfolio manager positions. They are requesting these positions back.

Senator Dover made a MOTION that we approve 19 FTE's.

Mr. Roessner said there was some discussion whether the grade level was high enough to attract and retain portfolio analysts.

Chairman Quilici asked if they would need a Grade 15?

The reply was yes.

Senator Keating said you have asked for four security analysts at Grade 13 and two portfolio managers at Grade 15 that you haven't been able to fill.

Jim Howeth said they are not asking for any new positions. They just want to retain the positions they have.

Senator Keating asked if they could get people for those positions.

Mr. Howeth said they are all filled currently. Senator Keating said the plan is to move two of them up into the portfolio manager's position and fill the other two with trainees.

Question was called and the MOTION carried.

Mr. Roessner said that within Compensation, the LFA left out $2,600 in per diem for board members when they come to Helena for their board meetings.

Senator Dover made a MOTION that the $2,600 for per diem for board meetings be put back in.

The MOTION was voted on and carried.

Operating Expenses

Mr. Roessner said the main difference was in Contracted Services
for data processing costs to convert their whole investment manage-
ment system to a new package.

Senator Dover made a MOTION that the committee approve the OBPP
operating budget.

The MOTION was voted on and carried.

Equipment

Mr. Roessner said the agency is requesting a $14,000 word proces-
sor. He thought this word processor was one with a high speed
printer and could do everything.

Mr. Howeth said they have seventeen employees. They have one
secretary who serves as secretary to all the employees and also
answers the telephone and is secretary to the Board. We were
thinking about asking for a new position--an assistant secretary--
but we decided we would ask for a word processor. When the new
system is installed, we think we can have some personnel savings
in our accounting and clerical department whereby we may not
need the word processor. We could move an accounting position
into a secretarial position. But we wanted a word processor
in case we are not capable of having a vacancy savings under
our new computer system.

Senator Keating made a MOTION that the "equipment" OBPP budget
for the word processor be approved.

The MOTION was voted on and carried.

Senator Dover made the MOTION that we accept the Investment
program as amended.

The MOTION was voted on and carried.

Computer Services (Exhibit 5)

Mr. Roessner stated that on the worksheet it shows a difference
in FTE's between OBPP and LFA of 7 employees. We do have the
salaries in our budget for 92.45 FTE's. Mike Trevor stated that
in some cases personnel is cut by 50% with the use of computers
and the work is gotten out on time.

Senator Dover MOVED that we accept the 92.45 FTE's.

The MOTION was voted on and carried.

Operating Expenses

Chairman Quilici said that the LFA's budget of $391,506 for
FY84 compared to $406,627.

Mr. Roessner said there was a handout for the issue on equipment.
He has been unable to reconcile that figure. He has gone over
Mr. Trevor's figures and he would agree with the $391,506.

Senator Dover made a MOTION that the LFA budget be approved
with these differences: Supplies and Materials-OBPP; Travel-OBPP;
Rent - increase $391,506; and Repair and Maintenance - increase
the LFA $155,830 FY84. For FY85 LFA except for supplies and
materials - OBPP; Travel - OBPP; Rent - increase $563,008;
Repair and Maintenance - increase $59,531.

Mr. Roessner said the difference in "Communications" is for
additional leased lines in case of expansion.

Mr. Trevor said he tried to come back to the LFA's over-all
figure for the "Equipment" issue. There was a rent expenditure,
a repair and maintenance expenditure and a communications
expenditure plus equipment. It was all referred to as the equip-
ment issue. It did have a figure of $24,022 in FY84 and $28,827
in FY85 that needed to be added to the LFA. That would come
back to the OBPP budget. We would also take "communications"
back to the OBPP.

The MOTION was voted on and carried.

There was some question regarding the repair and maintenance.
Mike Trevor said he gave one piece - $55,830 for FY84. When
I finished talking about the equipment issue as presented by the
LFA's report, I then called your attention to Point No. 5 of the
handout, page 5, that there were also additional amounts of
$83,936 in FY84 and $88,793 in FY85 which were overlooked because
the maintenance of the 3033, the new processor we bought this
biennium, was not in the base because it was under warranty
in FY82. To simplify that, I am really asking in the "repair
and maintenance", area for the amount necessary to bring the
LFA up to the OBPP figure and that is $139,766. You could
get that by adding $55,830 to $83,936.

Senator Dover MOVED that on "repair and maintenance", we go back
to the OBPP for FY84 and FY85.

The MOTION was voted on and carried.

Equipment

Chairman Quilici said there was a $92,000 difference in FY84 and
$64,000 difference in FY85 between the OBPP and the LFA.

Mr. Tevor said this was the model change. We purchased the Model
3033 as a Model N which was missing some of the circuitry that
was designed to give the 3033 the full capability and there was
a savings at the time we purchased it. With this model change,
it is an expensive way to add 15% additional horsepower to our
system. The reason it is under "equipment" rather than "rent"--we
have purchased that equipment and in order to modify it, we again
have to purchase the modification. We can't rent a modification
to a CPU or a piece of equipment that you have purchased.

Rep. Lory made a MOTION that the equipment budget of $685,529
for FY84 and $651,819 for FY85 be accepted. The MOTION was
voted on and carried.

Senator Dover MOVED this budget as amended.

Senator Van Valkenburg said his concern was that Mr. Trevor's
organization is a Revolving Account Agency. The Budget Office
can come in and, by budget amendment, approve your purchase of
new equipment, entering into a lease that lasts for five years.
You get into a lease on something while we are gone, and we are
pretty well stuck with it at that point.

Mr. Trevor stated that other than the purchase of our CPU, which
is a five-year purchase plan which you approved, we do not exceed
the 36 months on anything and, practically, all of our agreements,
especially the rental-type lease, we renew every July. I don't
think any additional language is necessary in that respect.

(Begin Tape 69, Side B)

The MOTION was voted on and carried.

Records Management (Exhibit 6)

Chairman Quilici said you have a difference in the FTE's.
Mr. Roessner said the difference in the FTE's--they had some
people on board that they weren't using. They have requested
them back in anticipation of getting some microfilming jobs
from the Supreme Court and the Secretary of State's office.

Mr. Trevor said that instead of adding back the 1.5 FTE, they
could get along with .5 FTE.

Senator Dover made a MOTION to allow them 10 FTE's.

The MOTION was voted on and carried.

Operating Expenses

Mr. Roessner said that in operating expenses, the supplies and
materials--the difference is mainly in the microfilming projects.

Senator Dover made a MOTION accepting the LFA budget plus $20,000
in "Supplies and Materials" for FY84 and FY85. The MOTION was
voted on and carried.

Senator Van Valkenburg said it was his recollection that regar-
ding "Travel", they needed that money to get out to the universities.
He MOVED the full amount on Travel.

The MOTION was voted on and carried.

Equipment

Mr. Roessner said that in this category, they had requested an
increase in "Repair and Maintenance", because some of their equip-
ment was getting a lot of use (cameras, etc.).

Senator Dover MOVED the OBPP budget on "Equipment" be accepted.

Mr. Roessner pointed out that if you cut the budget in the other
agencies, it is going to give them incentive to use Records
Management and the Computer Services because it turns out to be
cheaper than printing all that paper.

Senator Keating qualified that if we are going to cut FTE's, we
are going to have to be more dependent on these records.

The MOTION was voted on and carried.

Senator Dover made a MOTION to accept the budget as amended.

The MOTION was voted on and carried.

Information Systems (Exhibit 7)

There was some discussion as to the difference between 21 FTE's
and 10 FTE's. Mr. Roessner said that this is now a Systems
Development Bureau. The Information Systems Division program
is zeroed out.

Senator Dover made a MOTION that 29 FTE's be accepted.

The MOTION was voted on and carried with Senator Van Valkenburg
voting "no".

Operating Expenses

Chairman Quilici said there is a difference in "Other Expenses"
and "Travel".

Mike Trevor said he talked about "Travel" expense needing $4,372
added in FY84 and in the "Other Expenses" area he needed $6,400
for registration fees in conjunction with that "Travel". That
adds up to about $10,700. This request is an effort on our
part--even though we have a severe cost recovery problem--that
the state will see better service if we get people trained.

Senator Dover made a MOTION that the Committee accept the OBPP
budget for "Travel". There was some discussion. The MOTION
was voted on and carried with Chairman Quilici voting "no".

Equipment

Chairman Quilici said there is $1,447 to pay off the principal
on a terminal.

Senator Dover made a MOTION that we accept the OBPP budget for
"Equipment".

The MOTION was voted on and carried.

Senator Dover made a MOTION that we accept the budget as amended.

The MOTION was voted on and carried.

Mr. Roessner said he would like to raise an issue with the last
three budgets that we reviewed that has to do with the funding.
They have requested to account for the last three programs within
a single account or an accounting entity. The LFA feels that these
operations should be segregated into separate accounts in order
that we may keep track of them on an account-by-account basis.
The agency has requested that they be allowed to combine them
into a single account. We feel that we should have the ability
to analyze these accounts on our own without having to run to
the agency and request information for the three separate
accounts.

We believe these operations should be segregated into individual
accounts.

Senator Dover said that cash flow is a problem and by putting
these accounts together, you can keep the amount down.

Mr. Roessner said there is within law, if you are having a cash-
flow problem, you can make an inter-entity loan between accounts.
It states that the entity receiving the loan must certify that
there will be sufficient revenue generated within that fiscal
year to pay back that loan. We are saying if the revenue isn't

there, then the rates should be raised and let the activity sup-
port itself. In other words, let the users of that service pay
for it and not let everybody who doesn't use that service pay for
it.

Senator Van Valkenburg made a MOTION that we require that there
be separate accounts for each of these programs. He said, "It
is my hope that the Finance Committee will take a look at Systems
Development during the interim and it will make it easier for
the Finance Committee to do that if we have it broken out."

Mr. Trevor said in making his presentation he put the single
account at the front and stated this represents his priorities.
If we are forced to go to three separate accounts, our rates
are going to go higher than they would (systems development
rate and record management rate) if we are allowed to manage
one account. Even if we play around with loans, we are going
to have to make the effort to cover those costs uping the rate
enough to give us a cash operating balance in three separate
accounts versus managing it with one cash operating account
and breaking even.

You can't process payroll unless you have the cash in the account.

Senator Keating asked Mr. Roessner if it was possible to permit
Computer Services to run it in a single manner for the purposes
of cash-flow management, as he describes, but through the marvels
of accounting somehow segregate the accounting process for the
purposes that Senator Van Valkenburg has expressed?

Mr. Roessner said in the area of accountability, he talked about
cost recovery reports which he handed out. Even when these are
separate accounts, SBAS is not designed for enterprise accounting.
We must see how income and expense compare.

Senator Keating asked if we merge the accounts, we are giving
you that money in a single pool to move it wherever you want to
within the three systems.

Mr. Trevor said he would have no problem if you would lock us--spen-
ding authority-wise--so we can't transfer authority from one
sub-program to another. What I want to be able to do is use
available cash. If my Systems Development is at a low ebb and
Records Management is fine and Computer Services is doing fine,
I don't want to have to bother with floating a loan to Systems
Development. I want to use available cash to pay expenses.

Senator Dover asked if we do what you want us to do, are you
going to come back next time with three pages broken out of
are you going to come back with just one of these pages
totally everything with a readout of the breakdown of how
the cash flow works.

Mr. Trevor said he would be very happy to come back with a break-
down of three budgetary sub-program areas.

Senator Keating said he hears Mr. Trevor saying that these three
entities each generates a certain amount of receivables. It
generates revenue into those accounts. But the accounts
receivable are not always transferred at the same time and he
has a need for cash flow to cover certain costs in each of them.
He is asking for permission to use the cash flow in one to pay
payables in another one when that one happens to be long on
receivables and short on cash and to be able to move his cash
flow freely without having to do the paperwork of floating loans
from one to the other. We could have the separate accounting
and the separate accounts on SBAS but give him the authority
to use the combined cash flow of the three as he needs. By
the end of the year, everything should balance out.

Chairman Quilici said that if we would go to one account, he
hoped the Committee could put some language in to stipulate
and designate that they are separate accounts.

Senator Dover made a SUBSTITUTE MOTION that we go to one accoun-
ting system but that Mr. Roessner, Mr. Booker and Mr. Trevor work
out boiler plate where each account pays its own way.

Senator Keating said we are blending the accounts and this works
against the LFA who wants to track these separate items.
Senator Dover said the boiler plate should give him permission
to use the combined cash flow within the three services.

Mr. Roessner requested a full financial statement every month
for each of the operations.

The SUBSTITUTE MOTION was voted on and carried.

Mail and Distribution (Exhibit 8)

Senator Van Valkenburg made a MOTION to approve the OBPP budget
for the Mail and Distribution Bureau.

Mr. Roessner said in the Rental figure, the LFA increased the
square footage at the request of the agency because they are
going to have more space in the next biennium than they had in
1982-1983.
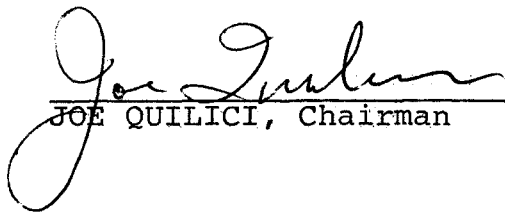
Rep. Lory made a SUBSTITUTE MOTION that the Committee approve
the OBPP with the exception of Rent and the LFA for Equipment for
FY85 which is $5,200 instead of the $7,000.

The SUBSTITUTE MOTION was voted on and carried.

Rep. Lory made a MOTION to approve the budget as amended. The
MOTION was voted on and carried.

The meeting adjourned at 9:45 a.m.

JOE QUILICI, Chairman

Exhibit 1
-12-83

General Services

	1984	1785			
Total Program	3 11 150 1	3 37 011 J				1
						2
Less:						3
Admin Officer II	(49467)	(49632)				4
Security Improv.	(24146)					5
	3037888	3326481				6
	X .20	X .20				7
	607578	669096				8
	49467	49632				9
	24146					10
General Fund	681191	718728				11
						12
Warehouse	35825	38061				13
Capital Land Grant	50000	50000				14
FWP	44094	46850				15
Surplus Property	25338	26858				16
	826448	875497				17
						18
						19
	2275054	2494616				20
Sq ft	718214	718214				21
						22
Rate	3.17	3.47				23

Exhibit 2
2-12-83

General Services

	Fiscal 1984	Fiscal 1985	3	4
Personal Services				
Salaries	$806388	$803370		
Benefits	124391	124592		
Health	47280	47280		
total	$978009	$975242		
Operating Expenses				
Contracted Services	$814085	$886196		
Supplies & Materials	83563	63059		
Communications	7886	9117		
Travel	692	717		
Rent	8898	9432		
Utilities	909176	1096118		
Repair & Maintenance	157662	192727		
Other	25996	27551		
total	$2007952	$2284917		
Equipment		$1500		
Accounting Entity Transfers	$125540	108454		
Total Program	$3111501	$3370113		

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

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

CURRENT LEVEL SERVICES ONLY

AE/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) [55.05]		49.00	50.50	1.50	-.00	49.00	50.50	1.50	-.00
1100	SALARIES	806,757	777,777	730,759	-47,018	-.00	777,294	728,036	-49,258	-.00
1400	EMPLOYEE BENEFITS	149,126	116,822	111,421	-5,401	-.00	118,149	113,145	-5,004	-.00
1500	HEALTH INSURANCE	52,848	47,040	48,480	1,440	-.00	47,040	48,480	1,440	-.00
	TOTAL LEVEL	1,008,731	941,639	890,660	-50,979	-.00	942,483	889,661	-52,822	-.00
2100	CONTRACTED SERVICES	702,630	~~808,737~~ (789,085)	~~810,094~~ (189,085)	11,357	-.00	~~877,027~~ (836,196)	~~869,059~~ (836,196)	12,032	-.00
2200	SUPPLIES & MATERIALS	27,667	65,367	~~95,127~~ (95,094)	30,060	-.00	69,361	~~49,013~~	29,646	-.00
2300	COMMUNICATIONS	14,244	1,880	8,283	403	-.00	9,117	9,540	423	-.00
2400	TRAVEL	-	692	691	-1	-.00	717	714	-3	-.00
2500	RENT	12,684	8,898	8,897	-1	-.00	9,432	9,429	-3	-.00
2600	UTILITIES	619,746	909,176 / 157,662	~~870,694~~ (25,769 / 24,621)	~~-38,482~~ (47,168)	-.00	1,096,118 / 192,727 / 224,178	~~1,060,404~~	~~-35,717~~	-.00
2700	REPAIR & MAINTENANCE	383,094	184,483	25,996	-514	-.00	38,431 / 38,100	246,182	25,024	-.00
2800	OTHER EXPENSES	204,988	26,510	25,996	-514	-.00	28,431	27,551	-549	-.00
	TOTAL LEVEL	1,965,053	2,011,743	2,062,333	50,590	-.00	2,291,036	2,321,889	30,653	-.00
3100	EQUIPMENT	37,261	37,261	~~16,463~~	16,463	-.00	1,500	~~2,641~~	7,647	-.00
	TOTAL LEVEL	37,261		16,463 (FWP)	16,463	-.00	1,500	9,147	7,647	-.00
8100	ACCOUNTING ENTITY TRANSFERS		+111,507 (620)	125,570	-111,507	-.00	94,442	~~94,442~~	-94,442	-.00
	TOTAL LEVEL	111,507	111,507	-111,507	-111,507	-.00	94,442	94,442	-94,442	-.00
	TOTAL PROGRAM	3,011,045	3,064,889	2,969,456	-95,433	-.00	3,329,461	3,220,697	-108,764	-.00
01100	GENERAL FUND	585,065	602,978	566,081	-36,897	-.00	655,892	615,244	-40,648	-.00
05008	CAPITOL BUILDING SR	50,000	50,000	50,000	-.00	-.00	50,000	50,000	-.00	-.00
06528	RENT AND MAINTENANCE	2,375,990	2,411,911	2,353,375	-58,536	-.00	2,623,569	2,555,453	-68,116	-.00
		3,011,055	3,064,889	2,969,456	-95,433	-.00	3,329,461	3,220,697	-108,764	-.00

Exhibit 3
2-12-83

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 : 19 INVESTMENT 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 (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	2,606	-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	18,240	16,320	-1,920	-.-	18,240	16,320	-1,920	-.-
	TOTAL LEVEL	483,686	522,499	467,521	-54,912	-.-	521,280	466,837	-54,443	-.-
2100	CONTRACTED SERVICES	146,045	135,211	179,595	-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	2,717	2,714	-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		-14,410					
	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	-.-

Approved 2/12/83

Exempt employees

Exhibit 4
2-12-83

DEPARTMENT OF ADMINISTRATION
INVESTMENT DIVISION

Budget Issues

1) Our executive budget request retains two portfolio manage-
   ment 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.

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

AGENCY : 6101 DEPARTMENT OF ADMINISTRATION
PROGRAM : 07 COMPUTER SERVICES DIVISION
CONTROL : 00071 COMPUTER SERVICES

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)	92.45	85.45	-7.00	_,_	92.45	85.45	-7.00	_,_
1100 SALARIES	1,793,015	1,876,673	83,658	_,_	1,789,168	1,871,682	82,514	_,_
1400 EMPLOYEE BENEFITS	250,663	255,817	5,154	_,_	253,167	259,633	6,466	_,_
1500 HEALTH INSURANCE	88,752	91,632	2,880	_,_	88,752	91,632	2,880	_,_
TOTAL LEVEL	2,132,430	2,224,122	91,692	_,_	2,131,087	2,222,947	91,860	_,_
2100 CONTRACTED SERVICES	23,674	23,668	-6	_,_	12,102	12,093	-9	_,_
2200 SUPPLIES & MATERIALS	248,815	232,224	-16,591	_,_	263,143	246,154	-16,989	_,_
2300 COMMUNICATIONS	118,184	94,158	-24,026	_,_	140,829	111,996	-28,833	_,_
2400 TRAVEL	20,566	18,328	-2,238	_,_	21,360	19,029	-2,331	_,_
2500 RENT	818,998	406,627	-412,371	_,_	1,008,676	431,023	-577,653	_,_
2700 REPAIR & MAINTENANCE	400,603	260,837	-139,766	_,_	424,989	276,485	-148,504	_,_
2800 OTHER EXPENSES	199,380	199,376	-4	_,_	133,682	133,675	-7	_,_
TOTAL LEVEL	1,830,220	1,235,218	-595,002	_,_	2,004,781	1,230,455	-774,326	_,_
3100 EQUIPMENT	685,529	592,870	-92,659	_,_	651,819	587,526	-64,293	_,_
TOTAL LEVEL	685,529	592,870	-92,659	_,_	651,819	587,526	-64,293	_,_
TOTAL PROGRAM	4,648,179	4,052,210	-595,969	_,_	4,787,687	4,040,928	-746,759	_,_
06522 CENTRAL DATA PROCESSING	4,648,179	4,052,210	-595,969	_,_	4,787,687	4,040,928	-746,759	_,_
TOTAL PROGRAM	4,648,179	4,052,210	-595,969	_,_	4,787,687	4,040,928	-746,759	_,_

Exhibit 5
2-12-83

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 : 07 COMPUTER SERVICES DIVISION
CONTROL : 00072 RECORDS MANAGEMENT

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)	11.00	9.50	-1.50	, ,	11.00	9.50	-1.50	, ,
1100	SALARIES	165,239	150,521	-14,718	, ,	164,608	149,949	-14,659	, ,
1400	EMPLOYEE BENEFITS	23,547	21,014	-2,533	, ,	23,753	21,379	-2,374	, ,
1500	HEALTH INSURANCE	10,560	9,120	-1,440	, ,	10,560	9,120	-1,440	, ,
	TOTAL LEVEL	199,346	180,655	-18,691	, ,	198,921	180,448	-18,473	, ,
2100	CONTRACTED SERVICES	2,034	1,915	-119	, ,	2,125	1,994	-131	, ,
2200	SUPPLIES & MATERIALS	111,398	33,212	-78,186	, ,	121,039	35,229	-85,810	, ,
2300	COMMUNICATIONS	4,133	4,129	-4	, ,	4,667	4,659	-8	, ,
2400	TRAVEL	2,860	275	-2,585	, ,	2,969	283	-2,686	, ,
2500	RENT	32,770	31,198	-1,572	, ,	35,306	33,068	-2,238	, ,
2700	REPAIR & MAINTENANCE	12,917	11,301	-1,616	, ,	13,632	11,974	-1,658	, ,
2800	OTHER EXPENSES	4,492	4,491	-1	, ,	964	962	-2	, ,
2900	GOODS PURCHASED FOR RESALE	4,774	3,907	-867	, ,	5,060	4,141	-919	, ,
	TOTAL LEVEL	175,378	90,428	-84,950	, ,	185,762	92,310	-93,452	, ,
3100	EQUIPMENT	29,944	24,444	-5,500	, ,	17,493	15,993	-1,500	, ,
	TOTAL LEVEL	29,944	24,444	-5,500	, ,	17,493	15,993	-1,500	, ,
	TOTAL PROGRAM	404,668	295,527	-109,141	, ,	402,176	288,751	-113,425	, ,
06522	CENTRAL DATA PROCESSING	404,668	295,527	-109,141	, ,	402,176	288,751	-113,425	, ,
	TOTAL PROGRAM	404,668	295,527	-109,141	, ,	402,176	288,751	-113,425	, ,

Exhibit 6
2-12-83

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

AGENCY : 6101 DEPARTMENT OF ADMINISTRATION
PROGRAM : 06 INFORMATION SYSTEMS DIVISION
CONTROL : 00000

AE/OE	DESCRIPTION	OBPP FY 84	LFA FY 84	DIFF. FY 84	SUB-CMT. FY 84	OBPP FY 85	CURRENT LEVEL SERVICES ONLY LFA FY 85	DIFF. FY 85	SUB-CMT. FY 85
0000	FULL TIME EQUIVALENT (FTE)		10.00	10.00	,—		10.00	10.00	,—
1100	SALARIES		234,685	234,685	,—		233,833	233,833	,—
1400	EMPLOYEE BENEFITS		32,520	32,520	,—		32,395	32,395	,—
1500	HEALTH INSURANCE		9,600	9,600	,—		9,600	9,600	,—
	TOTAL LEVEL		276,805	276,805	,—		275,828	275,828	,—
2100	CONTRACTED SERVICES		37,877	37,877	,—		39,728	39,728	,—
2200	SUPPLIES & MATERIALS		3,259	3,259	,—		2,248	2,248	,—
2300	COMMUNICATIONS		7,707	7,707	,—		8,690	8,690	,—
2400	TRAVEL		4,588	4,588	,—		4,769	4,769	,—
2500	RENT		5,950	5,950	,—		5,950	5,950	,—
2700	REPAIR & MAINTENANCE		1,865	1,865	,—		1,977	1,977	,—
2800	OTHER EXPENSES		1,872	1,872	,—		1,984	1,984	,—
	TOTAL LEVEL		63,118	63,118	,—		65,346	65,346	,—
3100	EQUIPMENT		167	167	,—				,—
	TOTAL LEVEL		167	167	,—				,—
	TOTAL PROGRAM		340,090	340,090	,—		341,174	341,174	,—
01100	GENERAL FUND		340,090	340,090	,—		341,174	341,174	,—
	TOTAL PROGRAM		340,090	340,090	,—		341,174	341,174	,—

Exhibit 7
2-12-83