

MINUTES OF THE MEETING
GENERAL GOVERNMENT AND HIGHWAYS SUBCOMMITTEE
MONTANA STATE
JOINT SUBCOMMITTEE

January 21, 1985

The meeting of the General Government and Highways Subcommittee was called to order by Chairman Quilici on January 21, 1985 at 9:00 a.m. in Room 437 of the State Capitol.

ROLL CALL: All members were present with the exception of Senator Stimatz. Also present were Don Witmer and Cliff Roessner from the LFA Office, and Doug Booker from the Governor's Office.

LEGISLATIVE BRANCH

Office of the Legislative Auditor: Robert R. Ringwood, Legislative Auditor, stated that they didn't ask for increases over last year's budget, and discussed the figures (20;A;11). C. D. Avery then presented the budget for the agency (20;A;22). He went over the budget found on Exhibit No. 1. The agency is requesting 65 FTEs, which is the same number requested and approved in the last biennium. The underlying reasons for increase of staffing were the change in audit frequency and the new statewide audit. There was discussion on the seven positions that were left vacant over the entire 1984 fiscal year, and the need for all of the authorized positions. Other issues discussed were the computer system the agency requested, the increase in out-of-state travel, and contingencies.

Senator Gage asked why there was about \$25,000 difference in the contracted services. There is actually \$50,000, which \$25,000 is for the study of requirements and definition of system needs. The other \$20,000 in question is for audit contracts contingencies, and \$5,000 for technical services they regularly need for audit processes (20;A;223).

Senator Keating asked if they got behind in their work because of the seven vacant positions. C. D. Avery said that they have to average the 65 FTEs to get their work done (20;A;276).

There was also discussion on the funding of the agency from the General Fund and the Legislative Audit Fund.

Tom Romero, Certified Public Accountant, Management Consultant, gave his view on the staffing issue. He felt that with the Central Audit, the number of hours that might be charged to the individual agencies audit would be reduced because the work would be done for the Central Audit already. This would also reduce the number of adjustments they would have to make at the agency level. The agency had also gotten into the Statewide audit with the reduced level of staff, all of this led him to believe that there could be a slight over staffing at this point (20;B;51).

GENERAL GOVERNMENT AND HIGHWAYS

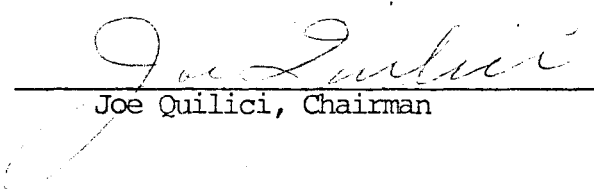
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Mr. Ringwood, also stated that the agency is doing more audits themselves, which means they are doing less contracting then they use to do. This adds into their total hours (20;B;156).

Legislative Council: Diana Dowling, Executive Director, went over the budget requests for all the divisions, found on Exhibit No. 2. She explained all the figures and what they included (2;B;210). Exhibit No. 3 is a summary of all the divisions budgets.

ADJOURN: There being no further business before the committee, the meeting was adjourned at 12:10 p.m.



Joe Quilici, Chairman

km

DAILY ROLL CALL

General Government and Highways SUB COMMITTEE

49th LEGISLATIVE SESSION -- 1985

Date 1/21/85

[illegible]

ATE : 21-Jan-85

Exhibit #1
1/21/85

1101 LEGISLATIVE AUDITOR

01 AUDIT & EXAMINATION

| | FISCAL YEAR 1986 | | | | FISCAL YEAR 1987 | | | |
|--------------------------------|------------------|------------------|---------------------|-----------|------------------|------------------|---------------------|-----------|
| CURRENT LEV.W/ TOTAL INFLATION | OBPP | LFA & CONTRACTOR | EXEC-LFA DIFFERENCE | SUB-COMM. | OBPP | LFA & CONTRACTOR | EXEC-LFA DIFFERENCE | SUB-COMM. |
| EL TIME EQUIVALENT(FTE) | 65.00 | 65.00 | 0.00 | | 65.00 | 65.00 | 0.00 | |
| PERSONAL SERVICES | | | | | | | | |
| 1100 SALARIES | 1,502,044 | 1,502,044 | 0 | | 1,502,044 | 1,502,044 | 0 | |
| 1400 BENEFITS | 220,738 | 220,738 | 0 | | 220,738 | 220,738 | 0 | |
| 1500 INSURANCE | 76,800 | 76,800 | 0 | | 76,800 | 76,800 | 0 | |
| 1600 VACANCY SAVINGS | 0 | (71,983) | 71,983 | | 0 | (71,983) | 71,983 | |
| TOTAL PERS. SER | 1,799,582 | 1,727,599 | 71,983 | | 1,799,582 | 1,727,599 | 71,983 | |
| OPERATING EXPENSES | | | | | | | | |
| 2100 CONTRACTED SERVICES | 197,443 | 147,443 | 50,000 | | 193,068 | 143,068 | 50,000 | |
| 2200 SUPPLIES & MATERIALS | 14,818 | 12,385 | 2,433 | | 14,818 | 12,385 | 2,433 | |
| 2300 COMMUNICATIONS | 29,232 | 26,137 | 3,095 | | 26,800 | 26,137 | 663 | |
| 2400 TRAVEL | 130,185 | 96,887 | 33,298 | | 130,985 | 96,887 | 34,098 | |
| 2500 RENT | 29,914 | 29,914 | 0 | | 29,914 | 29,914 | 0 | |
| 2600 UTILITIES | 0 | 0 | 0 | | 0 | 0 | 0 | |
| 2700 REPAIR & MAINTENANCE | 4,577 | 4,577 | 0 | | 6,377 | 6,377 | 0 | |
| 2800 OTHER EXPENSES | 17,623 | 14,856 | 2,767 | | 17,623 | 14,856 | 2,767 | |
| 9999 INFLATION | 21,296 | 18,784 | 2,512 | | 20,860 | 29,736 | (8,876) | |
| TOTAL OPERATING | 445,088 | 350,983 | 94,105 | | 440,445 | 359,360 | 81,085 | |
| EQUIPMENT | 9,592 | 9,394 | 198 | | 18,550 | 3,550 | 15,000 | |
| TOTAL PROGRAM | 2,254,262 | 2,087,976 | 166,286 | | 2,258,577 | 2,090,509 | 168,068 | |
| PROGRAM FUNDING | | | | | | | | |
| 01100 GENERAL FUND | 1,370,944 | 1,204,658 | 166,286 | | 1,335,845 | 1,167,777 | 168,068 | |
| 02042 LEGISLATIVE AUDIT | 883,318 | 883,318 | 0 | | 922,732 | 922,732 | 0 | |
| TOTAL FUNDING | 2,254,262 | 2,087,976 | 166,286 | | 2,258,577 | 2,090,509 | 168,068 | |

Exhibit #2
1/21/85

Approved by
Council
8-17-84

INDEX TO LEGISLATIVE COUNCIL

FY 86-87 BUDGET REQUEST

| <u>DIVISION</u> | <u>PAGE</u> |
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Approved by
Council
8-17-84

MONTANA LEGISLATIVE COUNCIL
1986-87 BUDGET

RESEARCH - September 1, 1984

| | <u>FY 1986</u> | <u>FY 1987</u> |
|---|----------------|----------------|
| <u>PERSONAL SERVICES</u> | | |
| Base Salaries (7.0 FTE) | \$206,000 | \$206,000 |
| Benefits - 15% | 30,900 | 30,900 |
| Health Insurance (7 people x \$100/mo.) | <u>8,400</u> | <u>8,400</u> |
| TOTAL PERSONAL SERVICES | <u>245,300</u> | <u>245,300</u> |
| <u>OPERATING EXPENSES</u> | | |
| <u>Contracted Services:</u> | | |
| 2100 Printing "Interim" | <u>1,000</u> | <u>1,000</u> |
| Total Contracted Services | 1,000 | 1,000 |
| <u>Communications:</u> | | |
| 2304 Postage "Interim" | <u>600</u> | <u>714</u> |
| Total Communications | 600 | 714 |
| 2400 <u>Travel:</u> | | |
| Misc. - In-State Workshops | 580 | 600 |
| Misc. - Out-of-State Seminars | <u>2,300</u> | <u>2,400</u> |
| Total Travel | 2,880 | 3,000 |
| <u>Research</u> | | |
| <u>Other Expenses:</u> | | |
| 2809 Registration Fees | | |
| Misc. In-State Workshops | 1,850 | 1,850 |
| Misc. Out-of-State Seminars | <u>2,125</u> | <u>2,125</u> |
| Total Other Expenses | 3,975 | 3,975 |
| TOTAL OPERATING EXPENSES | <u>8,455</u> | <u>8,689</u> |

Research

| | <u>FY 1986</u> | <u>FY 1987</u> |
|--------------------------|------------------|------------------|
| <u>CAPITAL EXPENSES</u> | | |
| Equipment | | |
| (3) TRS-80-100 Computers | 3,000 | 0 |
| Miscellaneous Equipment | <u>1,000</u> | <u>1,000</u> |
| TOTAL CAPITAL EXPENSES | 4,000 | 1,000 |
| GRAND TOTAL-RESEARCH | <u>\$257,755</u> | <u>\$254,989</u> |
| GENERAL FUND | | |

FINREP/ee/Budget 86-87

MONTANA LEGISLATIVE COUNCIL
1986-87 BUDGET

LEGISLATIVE SERVICES - September 1, 1984

| | <u>FY 1986</u> | <u>FY 1987</u> |
|--|----------------|----------------|
| <u>PERSONAL SERVICES</u> | | |
| Salaries (Core) 13 FTE | \$273,205 | \$273,205 |
| Benefits 15% | 40,980 | 40,980 |
| Health Insurance (13 x \$100/mo.) | 15,600 | 15,600 |
| Session Salaries (11.5 FTE - 23 Emp.) | | 148,460 |
| Session Overtime | | 40,000 |
| Session Benefits 15% | | <u>28,269</u> |
| TOTAL PERSONAL SERVICES | <u>329,785</u> | <u>546,514</u> |
| <u>OPERATING EXPENSE</u> | | |
| <u>Contracted Services:</u> | | |
| 2172 Data Processing | 212,000 | 347,000 |
| 2176 Data Retrieval Systems Support | <u>26,400</u> | <u>27,600</u> |
| Total Contracted Services | <u>238,400</u> | <u>374,600</u> |
| <u>Supplies:</u> | | |
| 2211 Session Supplies <i>paper & rubbers</i> | <u>0</u> | <u>10,000</u> |
| Total Supplies | <u>0</u> | <u>10,000</u> |
| <u>Travel:</u> | | |
| 2400 Directors' Seminar | 1,500 | 1,500 |
| Technical Seminar | 1,500 | 1,500 |
| Term. Oper. Seminar (2) | 3,000 | 3,000 |
| Proofreader/Editor (2) | <u>350</u> | <u>350</u> |
| Total Travel | <u>6,350</u> | <u>6,350</u> |

Legislative Services

| | <u>FY 1986</u> | <u>FY 1987</u> |
|---|------------------|------------------|
| <u>Rent:</u> | | |
| 2503 See Attached Schedule for breakdown of Equipment Rental | <u>0</u> | <u>40,408</u> |
| Total Rent | <u>0</u> | <u>40,408</u> |
| <u>Repair & Maintenance Contracts:</u> | | |
| 2750 1 Printer 2700 - 12 mo. | 4,049 | 4,211 |
| 2750 1 Printer 3776 - 12 mo. | 3,004 | 3,125 |
| 2750 7 Terminals - 12 mo. | <u>1,090</u> | <u>1,134</u> |
| Total Maintenance | <u>8,143</u> | <u>8,470</u> |
| <u>Other Expenses:</u> | | |
| Misc. Registrations for Seminars | <u>1,100</u> | <u>1,200</u> |
| Total Other | <u>1,100</u> | <u>1,200</u> |
| TOTAL OPERATING EXPENSE | <u>253,993</u> | <u>441,028</u> |
| <u>CAPITAL EXPENSES</u> | | |
| Programs & Software | | |
| Information Gateway | 7,500 | 0 |
| IBM PC Connection (4 @ \$250) (2 @ \$250) | 1,000 | 500 |
| Office Equipment Misc. | <u>2,500</u> | <u>2,600</u> |
| TOTAL CAPITAL EXPENSES | <u>11,000</u> | <u>3,100</u> |
| GRAND TOTAL - LEGISLATIVE SERVICES | <u>\$594,778</u> | <u>\$990,642</u> |
| General Fund | | |

MONTANA LEGISLATIVE COUNCIL
1986-87 BUDGET

LEGISLATIVE SERVICES
CONTRACTED SERVICES
September 1, 1984

| | <u>FY 85-86</u> | <u>Session Year FY 86-87</u> |
|--|----------------------|--------------------------------------|
| Data Processing | | |
| July 1985 - June 1986 12 mo. x \$17,666 | \$212,000 | |
| July 1986 - June 1987 | | |
| Non-session Functions | | 144,000 |
| Session Functions | | 203,000 |
| Data Retrieval | | |
| Computer System Support | | |
| ALTER | \$ 885 | |
| Screen Management | 100 | |
| LOCATE | 130 | |
| Online SIRS | 140 | |
| ALF | 225 | |
| CREATE-UPDATE | <u>500</u> | |
| | \$1,980 mo. | |
| \$2,200 mo. FY 85-86 | 26,400 | |
| \$2,300 mo. FY 86-87 | <u> </u> | <u>27,600</u> |
| TOTAL | <u>\$238,400</u> | <u>\$374,600</u> |

FINREP/ee/Budget 86-87

LEGISLATIVE SERVICES
DATA PROCESSING EQUIPMENT - September 1, 1984

FINREP/ee/Budget 86-87

MONTANA LEGISLATIVE COUNCIL
1986-87 BUDGET

MANAGEMENT - September 1, 1984

| | <u>FY 1986</u> | <u>FY 1987</u> |
|--|-------------------|----------------|
| <u>PERSONAL SERVICES</u> | | |
| Salaries 9.5 FTE | \$228,000 | \$228,000 |
| Benefits 15% | 34,200 | 34,200 |
| Health Insurance (10 people x \$100/mo.) | 12,000 | 12,000 |
| Per Diem (Council Members) .5 FTE | 5,200 | 5,200 |
| Benefits 8% Council Members | <u>416</u> | <u>416</u> |
| TOTAL PERSONAL SERVICES | 279,816 | 279,816 |
| <u>OPERATING EXPENSES</u> | | |
| <u>Contracted Services:</u> | | |
| 2104 Ins. & Bonds | | |
| Faithful Performance Bond | 100 | 100 |
| Comprehensive General Liability | 1,876 | 1,884 |
| 2110 Printing | | |
| D of A Duplicating | 2,000 | 3,000 |
| Xerox & Copy Machine (See Supplies) | | |
| 2115 Photo Serv. (Council Pictures) | <u> </u> | <u>150</u> |
| Total Contracted Services | 3,976 | 5,134 |
| <u>Supplies & Materials</u> | | |
| 2211 Office | 5,600 | 5,825 |
| 2212 Photo & Reproduction - Copy Machine | <u>10,000</u> | <u>11,000</u> |
| Total Supplies & Materials | 15,600 | 16,825 |
| <u>Communications</u> | | |
| 2300 Telephone | 22,658 | 26,963 |
| 2300 Postage | 5,600 | 6,664 |
| 2300 Advertising | <u>50</u> | <u>50</u> |
| Total Communications | 28,308 | 33,677 |

Management

| | <u>FY 1986</u> | <u>FY 1987</u> |
|--|----------------|----------------|
| 2400 <u>Travel:</u> | | |
| Council Members | | |
| FY 85-86 - 12 meetings | \$ 14,400 | |
| FY 86-87 - 8 meetings | | \$ 9,600 |
| CSG Western Conf. (2 ea.) | 2,200 | 2,200 |
| CSG LSA Directors | 2,000 | 2,000 |
| 5-State Leg. Conf. (2) | 1,800 | 0 |
| NCSL Annual Meeting (2) | 2,400 | 3,200 |
| NCSL Committee (1) | 2,000 | 2,000 |
| Misc. | 2,000 | 2,000 |
| Total Travel | 26,800 | 21,000 |
| <u>Rent:</u> | | |
| 2527 Building (Council Rent in Capitol) | 33,309 | 34,641 |
| Software Word Processors | 2,000 | 2,080 |
| Total Rent | 35,309 | 36,721 |
| 2750 <u>Repairs & Maintenance Contracts:</u> | | |
| 4 Word Processors | 5,334 | 5,548 |
| 7 IBM Typewriters | 320 | 333 |
| 1 Remington Typewriter | 45 | 47 |
| 3 Sony Recorders & Transcribers | 188 | 196 |
| 1 Sony Recorder | 31 | 33 |
| 4 Personal Computers (\$1,000 ea.) | 4,000 | 6,240 |
| 1 Canon Copier | 778 | 810 |
| Total Repairs & Maintenance | 10,696 | 13,207 |
| <u>Other Expenses:</u> | | |
| 2809 Registration Fees | | |
| CSG Western Conf. (2) | 300 | 300 |
| 5-State Leg. Conf. | 350 | |
| NCSL Annual Meeting (2) | 350 | 350 |
| Staff Training | 10,000 | 10,000 |
| 2899 Notary Bond | | 75 |
| Total Other | 11,000 | 10,725 |
| TOTAL OPERATING EXPENSES | 131,689 | 137,289 |

Management

| | <u>FY 1986</u> | <u>FY 1987</u> |
|---|------------------|------------------|
| <u>CAPITAL EXPENSES</u> | | |
| Miscellaneous Equipment <i>budget for chairs tables</i> | 6,000 | 6,000 |
| Personal Computers (2 ea. year) | 13,360 | 13,895 |
| Computer Tables (2 ea. year) | <u>416</u> | <u>433</u> |
| TOTAL CAPITAL EXPENSES | 19,776 | 20,328 |
| GRAND TOTAL - MANAGEMENT | <u>\$431,281</u> | <u>\$437,433</u> |
| General Fund | | |

FINREP/ee/Budget 86-87

MONTANA LEGISLATIVE COUNCIL
1986-87 BUDGET

LEGAL SERVICES - September 1, 1984

| | <u>FY 1986</u> | <u>FY 1987</u> |
|--|----------------|-------------------|
| <u>PERSONAL SERVICES</u> | | |
| 1101 Salaries (10 FTE) | \$353,000 | \$353,000 |
| 1400 Benefits - 15% | 52,950 | 52,950 |
| 1400 Health Insurance (10 FTE) (\$100/mo.) | 12,000 | 12,000 |
| 1201 Session Employees (2.5 FTE) | 0 | 84,735 |
| 1400 Session Benefits - 15% | <u>0</u> | <u>12,710</u> |
| TOTAL PERSONAL SERVICES | 417,950 | 515,395 |
| <u>OPERATING EXPENSES</u> | | |
| <u>Contracted Services:</u> | | |
| 2110 Printing | | |
| Bill Drafting Manual (700 copies) | | 2,100 |
| Orange Book (100 copies) | <u>1,700</u> | <u> </u> |
| Total Contracted Services | 1,700 | 2,100 |
| <u>Travel:</u> | | |
| NCCUSL <i>Uniform Justice Conference</i> | 2,200 | 2,200 |
| Staff CLE & Misc. Seminars In-State | 1,400 | 800 |
| Seminars Out-of-State | 2,200 | 1,000 |
| Bar Convention (2 staff) | <u>500</u> | <u>540</u> |
| Total Travel | 6,300 | 4,540 |

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Legal Services

FY 1986

FY 1987

Other Expenses:

2809 Registration Fees

Bar Convention (2 staff)

200

220

CLE (9 staff @ \$200 ea.)

1,800

1,800

Out-of-State Seminars

500

550

NCCUSL

150

150

Total Other Expenses

2,650

2,720

TOTAL OPERATING EXPENSES

10,650

9,360

CAPITAL EXPENSES

Equipment

Office

1,000

1,000

TOTAL CAPITAL EXPENSES

1,000

1,000

GRAND TOTAL - LEGAL SERVICES

\$429,600

\$525,755

General Fund

FINREP/ee/Budget 86-87

MONTANA LEGISLATIVE COUNCIL
1986-87 BUDGET
RESEARCH LIBRARY - September 1, 1984

| | <u>FY 1986</u> | <u>FY 1987</u> |
|---|----------------|----------------|
| <u>PERSONAL SERVICES:</u> | | |
| Base Salaries (1.5 FTE - FY 86) | \$31,000 | \$37,000 |
| (2.0 FTE - FY 87) | | |
| Benefits - 15% | 4,650 | 5,550 |
| Health Insurance: | <u>2,400</u> | <u>2,400</u> |
| (2 people \$100/mo.) | | |
| TOTAL PERSONAL SERVICES | 38,050 | 44,950 |
| <u>OPERATING EXPENSES:</u> | | |
| <u>Contracted Services:</u> | | |
| 2110 Printing <u>Sources of Information</u> | 0 | 1,000 |
| 2110 Printing of Fliers | 200 | 0 |
| 2110 WESTLAW Service | 1,000 | 1,000 |
| 2110 DIALOG and Others | 1,000 | 1,100 |
| 2110 Card Reproduction | 240 | 500 |
| 2199 Clipping Service | <u>500</u> | <u>500</u> |
| Total Contracted Services | 2,940 | 4,100 |
| <u>Supplies & Materials:</u> | | |
| 2241 Supplies - Microfiche Reader | 0 | 230 |
| 2225 Books | 3,000 | 3,600 |
| 2225 Subscriptions | 4,500 | 5,700 |
| 2225 Government Publications | <u>250</u> | <u>300</u> |
| Total Supplies | 7,750 | 9,830 |

Research Library

| | <u>FY 1986</u> | <u>FY 1987</u> |
|---|----------------|----------------|
| <u>Travel</u> | | |
| 2400 State Conference | 500 | 500 |
| National Conference (Boston-1986) (Anaheim - 1987) | <u>2,000</u> | <u>2,000</u> |
| Total Travel | 2,500 | 2,500 |
| <u>Repairs & Maintenance Contracts</u> | | |
| 2750 Microfiche Reader/Printer | <u>0</u> | <u>350</u> |
| Total Repairs & Maintenance | 0 | 350 |
| <u>Other</u> | | |
| 2809 Registration Library Nat'l Conf. | <u>100</u> | <u>100</u> |
| Total Other | 100 | 100 |
| TOTAL OPERATING EXPENSE | 13,290 | 16,880 |

CAPITAL EXPENSES:

| | | |
|---------------------------|----------|------------|
| Office Equipment | | |
| Shelving | 0 | 10,000 |
| Microfiche Reader/Printer | 0 | 2,500 |
| Vertical File | <u>0</u> | <u>265</u> |
| TOTAL CAPITAL EXPENSES | 0 | 12,765 |

| | | |
|--|-----------------|-----------------|
| GRAND TOTAL - RESEARCH LIBRARY GENERAL FUND | <u>\$51,340</u> | <u>\$74,595</u> |
|--|-----------------|-----------------|

MONTANA LEGISLATIVE COUNCIL
1986-87 BUDGET

INTERIM STUDIES AND CONFERENCES - September 1, 1984

| | <u>FY 1986</u> | <u>FY 1987</u> |
|-------------------------------------|----------------|----------------|
| NCSL | | |
| Dues | \$ 33,163 | \$40,906 |
| Travel* | 78,000* | 0 |
| 10 members to Seattle 1985 | | |
| (\$1,700 x 10) | 17,000 | |
| 10 Members to New Orleans 1986 | | |
| (\$2,100 x 10) | 21,000 | |
| 10 Members to 4 additional | | |
| meetings (\$1,000 x 10 x 4) | <u>40,000</u> | |
| CSG | | |
| Dues | 32,200 | 34,300 |
| Travel* | 56,000* | 0 |
| 8 Members to Eugene OR 1985 | | |
| (\$1,500 x 8) | 12,000 | |
| 8 Members Annual Mtg. 1986 | | |
| (\$1,500 x 8) | 12,000 | |
| 8 Members to 4 additional | | |
| meetings (\$1,000 x 8 x 4) | <u>32,000</u> | |
| Interim Studies* | 50,000* | 0 |
| Forestry Task Force* (Inc. dues) | 25,000* | 0 |
| Revenue Oversight Committee* | 25,000* | 0 |
| Administrative Code Committee* | 25,000* | 0 |
| Capitol Building and Planning* | 5,000* | 0 |
| Salary Commission* | 3,300* | 0 |
| Five-State | | |
| Biennial Conference* | 16,500* | 0 |
| (Lincoln NE - \$1,100 x 15 members) | | |
| Water Task Force* | 4,000* | 0 |
| Livestock Task Force* | 4,400* | 0 |
| (2 members x 1 meeting per year) | | |

Interim Studies

| | <u>FY 1986</u> | <u>FY 1987</u> |
|---|------------------|-----------------|
| Legislative Management Consultant | 2,000* | 0 |
| Coal Tax Subcommittee (Local Impact Fund) | <u>12,000*</u> | <u>0</u> |
| GRAND TOTAL - INTERIM STUDIES & CONF. | <u>\$371,563</u> | <u>\$75,206</u> |

*Biennial Appropriations

FINREP/ee/Budget 86-87

MONTANA LEGISLATIVE COUNCIL
1986-87 Budget
MONTANA CODE ANNOTATED - September 1, 1984

| | <u>FY 1986</u> | <u>FY 1987</u> |
|---|------------------|----------------|
| <u>PERSONAL SERVICES</u> | | |
| Salary & Benefits | | |
| (None - See Management) | \$ 0 | \$ 0 |
| <u>OPERATING EXPENSE</u> | | |
| <u>Contracted Services:</u> | | |
| Data Base Projects | 75,000 | 0 |
| <u>MCA</u> | | |
| Print & Bind 14,000 pp. @ \$22/p. | 308,000 | 0 |
| Camera-ready Index 4,000 pp. @ \$8/p. | 32,000 | 0 |
| Camera-ready Text 10,000 pp. @ \$6.75/p. | 67,500 | 0 |
| Extra Titles | 50,000 | 0 |
| Microfiche | 6,000 | 0 |
| Legislative Review | 15,000 | 0 |
| <u>Annotations</u> | | |
| Print & Bind Updates 10,000 pp. @ \$22/p. | 220,000 | 0 |
| Camera-ready 10,000 pp. @ \$6.75/p. | 67,500 | 0 |
| Print Anno. Supplements 540 pp. @ \$24/p. | 13,000 | 0 |
| Total Contracted Services | 854,000 | 0 |
| <u>Supplies & Materials:</u> | | |
| Boxes (MCA) | 2,000 | 0 |
| Misc. (Invoices, etc.) | 5,000 | 0 |
| Mailing Envelopes (Anno.) | 2,000 | 0 |
| Total Supplies & Materials | 9,000 | 0 |
| <u>Communications</u> | | |
| Postage MCA | 40,000 | 0 |
| Postage Anno. Updates | 25,000 | 0 |
| Postage Anno. Supplements | 41,000 | 0 |
| Total Communications | 106,000 | 0 |
| TOTAL OPERATING EXPENSE | 969,000 | 0 |
| <u>CAPITAL EXPENSES:</u> | | |
| Software Program TIPE | 0 | 0 |
| APS-Micro-5 | 0 | 0 |
| GRAND TOTAL MCA REVOLVING ACCOUNT | <u>\$969,000</u> | <u>\$ 0</u> |

*Biennial Appropriation

FINREP/ee/MCA Comparison 1 86-87

Exhibit #3 *Approved by Council*
1/21/85 8.17.84

LEGISLATIVE COUNCIL
OPERATIONAL PLAN
September 1, 1984
FY 1986-87

R - Research
LS - Legislative Services
LIB - Research Library

Mgt - Management
Legl - Legal Services

FY 1986
(41.5 FTE)

FY 1987
(56.0 FTE)

PERSONAL SERVICES

Salaries

| | | |
|---------------------------------------|------------|------------|
| R - 7.0 FTE Core | \$ 206,000 | \$ 206,000 |
| LS - 13.0 FTE Core | 273,205 | 273,205 |
| LS - 11.5 FTE Session (23 PT) | -- | 148,460 |
| LS - Session Overtime | -- | 40,000 |
| Mgt - 9.5 FTE Core | 228,000 | 228,000 |
| Mgt - .5 FTE Council Members | 5,200 | 5,200 |
| Legl - 10.0 FTE Core | 353,000 | 353,000 |
| Legl - 2.5 FTE Session (5 PT) | -- | 84,735 |
| LIB - (1.5 FTE FY 86) (2.0 FTE FY 87) | 31,000 | 37,000 |
| Total Salaries | 1,096,405 | 1,375,600 |

Benefits

State Share Insurance at \$100/mo. FY 86
\$100/mo. FY 87

| | | |
|-----------------------------|--------|--------|
| R - 7 people | 8,400 | 8,400 |
| LS - 13 people | 15,600 | 15,600 |
| Mgt - 10 people | 12,000 | 12,000 |
| Legl - 10 people | 12,000 | 12,000 |
| LIB - 2 people | 2,400 | 2,400 |
| Total Insurance - 42 people | 50,400 | 50,400 |

FICA - Workers' Comp. Unempl. - PERS

| | | |
|----------------------------|--------|--------|
| R - Core - 15% | 30,900 | 30,900 |
| LS - Core - 15% | 40,980 | 40,980 |
| LS - Session - 15% | -- | 28,269 |
| Mgt - Core - 15% | 34,200 | 34,200 |
| Mgt - Council Members - 8% | 416 | 416 |
| Legl - Core - 15% | 52,950 | 52,950 |
| Legl - Session - 15% | -- | 12,710 |
| LIB - Core 15% | 4,650 | 5,550 |

Total Other Benefits 164,096 205,975

Total Benefits 214,496 256,375

TOTAL PERSONAL SERVICES 1,310,901 1,631,975

OPERATING EXPENSE

FY 1986
(41.5 FTE)

FY 1987
(56.0 FTE)

Contracted Services

| | | |
|---|---------|---------|
| R - Printing of "Interim" | 1,000 | 1,000 |
| LS - Data Processing | 212,000 | 347,000 |
| LS - Data Retrieval Systems Support | 26,400 | 27,600 |
| Mgt - Faithful Performance Bond | 100 | 100 |
| Mgt - Comprehensive General Liability | 1,876 | 1,884 |
| Mgt - D of A Duplicating | 2,000 | 3,000 |
| Mgt - Photo Serv. (Council Pictures) | -- | 150 |
| Legl - Print - Bill Drafting Manual (700) | -- | 2,100 |
| Legl - Print - Orange Book (100) | 1,700 | -- |
| LIB - Print - <u>Sources of Information</u> | -- | 1,000 |
| LIB - Print Fliers | 200 | 0 |
| LIB - WESTLAW - DIALOG | 2,000 | 2,100 |
| LIB - Card Reproduction | 240 | 500 |
| LIB - Clipping Service | 500 | 500 |
| Total Contracted Services | 248,016 | 386,934 |

Supplies

| | | |
|---|--------|--------|
| LS - Session Supplies | -- | 10,000 |
| Mgt - Office | 5,600 | 5,825 |
| Mgt - Photo & Reproduction (Copy Machine) | 10,000 | 11,000 |
| LIB - Books, Subscriptions | 7,750 | 9,830 |
| Total Supplies | 23,350 | 36,655 |

Communications

| | | |
|-------------------------|--------|--------|
| R - Postage - "Interim" | 600 | 714 |
| Mgt - Telephone | 22,658 | 26,963 |
| Mgt - Postage | 5,600 | 6,664 |
| Mgt - Advertising | 50 | 50 |
| Total Communications | 28,908 | 34,391 |

FY 1986
(41.5 FTE)

FY 1987
(56.0 FTE)

Travel

| | | |
|-----------------------------------|--------|--------|
| R - Misc. - In-state Workshops | 580 | 600 |
| R - Misc. - Out-of-state Seminars | 2,300 | 2,400 |
| LS - Directors' Seminar | 1,500 | 1,500 |
| LS - Technical Seminar | 1,500 | 1,500 |
| LS - Term. Oper. Seminar (2) | 3,000 | 3,000 |
| LS - Proofreader/Editor (2) | 350 | 350 |
| Mgt - Council Members | 14,400 | 9,600 |
| Mgt - CSG Western Conf. (2 ea.) | 2,200 | 2,200 |
| Mgt - CSG LSA Directors | 2,000 | 2,000 |
| Mgt - 5-State Conf. (2) | 1,800 | -- |
| Mgt - NCSL Annual Meeting (2) | 2,400 | 3,200 |
| Mgt - NCSL Committee | 2,000 | 2,000 |
| Mgt - Miscellaneous | 2,000 | 2,000 |
| Legl - NCCUSL | 2,200 | 2,200 |
| Legl - Staff CLE & Misc. Seminars | 1,400 | 800 |
| Legl - Seminars Out-of-state | 2,200 | 1,000 |
| Legl - Bar Convention (2 staff) | 500 | 540 |
| LIB - State Conference | 500 | 500 |
| LIB - National Library Conference | 2,000 | 2,000 |
| Total Travel | 44,830 | 37,390 |

Rent

| | | |
|------------------------------------|--------|--------|
| LS - Data Processing Equipment | -- | 40,408 |
| Mgt - Office Rent in Capitol | 33,309 | 34,641 |
| Mgt - Software for Word Processors | 2,000 | 2,080 |
| Total Rent | 35,309 | 77,129 |

Repairs & Maintenance

| | | |
|---------------------------------|--------|--------|
| LS - Data Processing Equipment | 8,143 | 8,470 |
| Mgt - Typewriters (8) | 365 | 380 |
| Mgt - Recorders (4) | 219 | 229 |
| Mgt - Word Processors (4) | 5,334 | 5,548 |
| Mgt - Personal Computers | 4,000 | 6,240 |
| Mgt - Canon Copier | 778 | 810 |
| LIB - Microfiche Reader/Printer | 0 | 350 |
| Total Repairs & Maintenance | 18,839 | 22,027 |

| | FY 1986 (41.5 FTE) | FY 1987 (56.0 FTE) |
|--|-----------------------|-----------------------|
| <u>Other</u> | | |
| Mgt - Notary Bond | -- | 75 |
| Registration Fees: | | |
| R - Misc. In-state Workshops | 1,850 | 1,850 |
| R - Misc. Out-of-state Seminars | 2,125 | 2,125 |
| LS - Misc. Registrations | 1,100 | 1,200 |
| Mgt - CSG Western Conf. (2) | 300 | 300 |
| Mgt - 5-State Leg. Conf. | 350 | -- |
| Mgt - NCSL Annual (2) | 350 | 350 |
| Mgt - Staff Training | 10,000 | 10,000 |
| Legl - Bar Convention (2 staff) | 200 | 220 |
| Legl - CLE (9 staff @ \$200 each) | 1,800 | 1,800 |
| Legl - Out-of-state Seminars | 500 | 550 |
| Legl - NCCUSL | 150 | 150 |
| LIB - National Library Conference | 100 | 100 |
| Total Other | 18,825 | 18,720 |
| TOTAL OPERATING EXPENSES | 418,077 | 613,246 |
| CAPITAL EXPENDITURES | | |
| R - (3) TRS-80-100 Computers | 3,000 | -- |
| R - Office Equipment | 1,000 | 1,000 |
| LS - Programs & Software Info. Gateway | 7,500 | -- |
| LS - IBM PC Connection | 1,000 | 500 |
| LS - Office Equipment | 2,500 | 2,600 |
| Mgt - Misc. Office Equipment | 6,000 | 6,000 |
| Mgt - Personal Computers (2 ea. yr.) | 13,360 | 13,895 |
| Mgt - Computer Tables (2 ea. yr.) | 416 | 433 |
| Legl - Misc. Office Equipment | 1,000 | 1,000 |
| LIB - Shelving | -- | 10,000 |
| LIB - Microfiche Reader/Printer | -- | 2,500 |
| LIB - Vertical File | -- | 265 |
| TOTAL CAPITAL EXPENDITURES | 35,776 | 38,193 |
| TOTAL OPERATIONAL PLAN | <u>\$1,764,754</u> | <u>\$2,283,414</u> |
| FINREP/ee/Operational Plan 86-87 | | |

VISITORS' REGISTER

General Gov't & Highways COMMITTEE

agencies Legislative Auditor
~~BILL NO.~~ Council

DATE 1/21/85

SPONSOR _____

[illegible]

IF YOU CARE TO WRITE COMMENTS, ASK SECRETARY FOR WITNESS STATEMENT FORM.

PLEASE LEAVE PREPARED STATEMENT WITH SECRETARY.