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

January 23, 1985

The meeting of the General Government and Highways Subcommittee was called to order by Chairman Quilici on January 23, 1985 at 8:00 a.m. in Room 437 of the State Capitol.

ROLL CALL: All members were present. Also present were  $\overline{\text{Cliff Roessner}}$  from the LFA Office, Doug Booker and Carolyn Doering from the Governor's Office.

#### DEPARTMENT OF REVENUE

Director's Office: John LaFaver explained how he would like to present the budgets for the department. Exhibit No. 1 is the budget worksheet for the Director's Office. The main budget issue was funds for legal fees. He felt they were important, even if they are line itemed in the appropriations bill. Senator Keating expressed his views on the Department of Revenue harassing the citizens of Montana, individual tax-payers and small businesses. There was then discussion on legal fees for corporations.

Centralized Services: Exhibit No. 2 is the budget worksheet for Centralized Services. The main budget issue was vacancy savings. The LFA wants to reduce the staff by 1.25 FTE, the agency feels that this position was left vacant to force the vacancy savings.

Don Bentson, Administrator, passed out Exhibit No. 3. He explained the resources and workload of Centralized Services shown on the chart (24;B;391).

Research and Information Division: Exhibit No. 4 is the budget worksheet for Research and Information. John LaFaver discussed the budget for the division (24;B;520). The main budget issue he brought up was the need for additional FTE for the data entry workload. Exhibit No. 5 is a projected amount of time for the workload in FY 1986 and FY 1987. John Clark, Acting Administrator for the Division, explained why the workload increased during the months of May, June, July, and August (24;B;602).

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The division is asking for five FTE in FY 1986, which include four data entry and one software specialist. In FY 1987 they are requesting 6.5 FTE which includes an additional 1.5 data entry. Four FTE were transferred from this program to other programs within the department to satisfy individual program data processing needs. Additional data entry staff will alleviate serious problems in delayed income tax and reduce collections from a variety of taxes.

#### EXECUTIVE SESSION

#### DEPARTMENT OF JUSTICE

Highway Patrol: Colonel Landon discussed position control with the committee and issues under contracted services. They are asking for funds to pay for accreditation of the Highway Patrol by the Law Enforcement Accreditation Commission. Currently, this accreditation is not required. Cliff Roessner asked that if the study is made, and they can't become accredited because there is some things the department has to do that is going to require more funding, will the department be coming into the committee next time for this additional funding to be accredited. Colonel Landon said he couldn't imagine that happening because they have gone through the 944 standards. If anything, he feels it will cause them to be more efficient, and maybe down the road in 5 or 10 years they may be spending less money (25;A;220).

There was also discussion on uniforms for the patrol officers. It takes about \$500 for the average officer's uniform. The department is requesting \$20,000 in FY 1986 to establish a quarter-master system for uniform replacement. Colonel Landon knows it will save them money in the long run (25;A;280). There was also discussion of cars for the Highway Pattol.

Senator Keating moved the LFA budget for Personal Services of \$6,914,239 in FY 1986 and \$6,924,420 in FY 1987 with 2 percent vacancy savings. The motion was seconded, and passed unanimously.

Senator Keating moved the LFA budget for contracted services, the Executive budget for supplies and materials, the LFA budget for communications, the Executive budget for travel, and the LFA budgets for rent and utilities. The motion was seconded, and passed unanimously. The motion was carried.

Senator Keating moved the Executive budget on repair and maintenance, and other expenses. The motion was seconded, and passed unanimously. The motion was carried.

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Page 3

Representative Lory moved 70 autos for both years at \$899,080 and \$989,030. The motion was seconded, and passed unanimously.

Representative Lory moved 10 radar units each year, 80 sirens each year, and \$3,500 for the copier. The motion was seconded and passed unanimously.

Representative Lory moved to accept the budget as amended. The motion was seconded and passed unanimously.

The budget modifications for the Highway Patrol were then discussed (25;B;341).

Senator Keating moved to approve the modification for the additional Highway Patrol Officers. The motion was seconded and passed unanimously.

Cliff Roessner asked for a clarification of equipment. Included were vehicles, radios, and other equipment needed for the car and uniform (25;B;395).

Senator Lory then moved to pass the budget modification for the spending authority of the 55 MPH Enforcement. The motion passed 3-2. Later, Senator Gage came back from his meeting, and Chairman Quilici asked how he would have voted. Senator Gage said no.

There was confusion in the Recruit budget modification due to the 17 total officers, instead of 13 and 4. Senator Keating asked for the two to be separated. Also the figures in the personal services were wrong. The department was going to amend the budget modification and bring it back the following day.

Representative Lory moved for approval of the Advanced Training Funds budget modification. The motion was seconded and passed unanimously.

Representative Lory moved for approval of the highway radio installation for Western Montana. The motion was seconded and passed unanimously.

Senator Gage moved to hold the budget modification for additional Communications Technicians until the Highway budget is heard. The motion passed unanimously.

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Representative Lory moved the motion that if the department can find funds for the accreditation of the Highway Patrol, which is \$9,400, they have authority to spend it. The motion was seconded and passed unanimously.

#### L.E.N.S.:

Senator Gage moved the LFA budget for personal services with no vacancy savings. The motion was seconded, and passed unanimously.

Representative Lory moved the Executive budget on contracted services, and the LFA budget for the rest of operating expenses. Motion was seconded, and passed unanimously.

Representative Lory moved the Executive budget on equipment. The motion was seconded, and passed unanimously.

Representative Lory moved the Executive budget funding for the Highway Patrol, which in \$188,000 out of Users Fee for both years. The motion was seconded and passed unanimously.

Colonel Landon then talked on different funding for the ll FTE regional dispatch positions. The budget modification is to be held off pending the report on the gas tax fund.

ADJOURN: There being no further business before the committee, the meeting was adjourned at 12:00 p.m.

JOE QUILICI, Chairman

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## DAILY ROLL CALL

# General Government and Highways SUB COMMITTEE

49th LEGISLATIVE SESSION -- 1985

Date 1/23/85

NAME	PRESENT	ABSENT	EXCUSED
Rep. Joe Quilici (Chair)	Х		
Sen. Larry Stimatz (Vice Chair)	X		
Sen. Delwyn Gage	X		
Sen. Tom Keating	X		
Rep. Mary Ellen Connelly	X		
Rep. Earl Lory	X		
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SUB-CMT FY 87

DIFFERENCE FY 87

LFA FY 87

CURRENT LEVEL SERVICES ONLY

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THE RISK OF NOT HAVING AVAILABLE LEGAL RESOURCES CAN BE EXTREMELY HIGH IN TERMS OF POTENTIAL LOST REVENUE.

DEPARTMENT	BUDGET WOR

AGENCY :5801 DEPARTMENT OF REVENUE PROGRAM : 02 CENTRALIZED SERVICES CONTROL :			10 14 14 14 14 14 14 14 14 14			CURF	CURRENT LEVEL SERVICES ONLY	VICES ONLY
AE/DE DESCRIPTION	08PP FY 86	LFA FY 86	DIFFERENCE FY 86	SUB-CMT FY 86	08PP FY 87	LFA FY 87	DIFFERENCE FY 87	SUB-CHT FY B7
DODO FULL TIME EQUIVALENT (FTE)	37.27	36.02 (	1.25)		37.27	36.02 (	1.25)	
1100 SALAKIES 1200 HOURLY WAGES 1400 EMPLOYEE BENEFITS 1500 HEALTH INSURANCE	\$642,453 \$0 \$95,509 \$40,800	\$624,342 ( \$03,003 ( \$39,600 (	\$18,111) \$2,506) \$1,200)		\$643,417 \$05,944 \$40,800	\$625,046 ( \$93,429 ( \$39,600 (	\$18,371) \$0 \$2,515) \$1,200)	
TOTAL	\$778,742	\$756,945	\$21_8177		\$780,151	\$758,0757	\$22,0857	
1	######################################	\$3,982 \$16,846 \$17,971 \$19,778 \$3,311	\$272 \$272 \$5 \$578 \$278 \$1,176		\$5,458 \$16,841 \$20,056 \$20,056	\$8,190 \$16,846 \$17,971 \$19,778 \$3,311	\$2,532 \$5 \$5 \$278) \$1,176)	
2500 NEMI 2600 UTILITIES 2700 REPAIR & MAINTENANCE 2800 DTHER EXPENSES	\$20,353 \$0 \$4,423 \$3,750	\$4,083 \$4,423 \$1,715 (	\$4,048 \$0 \$0 \$2,035		\$20,742 \$0 \$4,423 \$3,750	\$24,083 \$4,423 \$1,715 (	\$3,841 \$0 \$0 \$2,035)	
TOTAC LEVEL	\$92,260	\$92,50\$	\$349		168,898	\$96,817	\$2,946	
3100 EQUIPMENT	\$7,923	\$5,675 (	\$2,248)		\$7,923	\$315 (	(809,7\$	11
TOTAL LEVEL	\$7,923	\$5,675	\$2,2487		\$7,923	1315	\$7,608)	
TOTAL PROGRAM	\$878,945	\$855,229 (	\$23,716)		\$81,955	\$855,207 (	\$26,748)	**************************************
01100 BENERAL FUND 03000 FEDERAL FUNDS 06000 LIQUOR FUNDS	\$873,945 \$5,000 \$0	\$849,179 ( \$5,300 \$750	\$24,766) \$300 \$750		\$876,955 \$5,000 \$00	\$848,807 ( \$5,600 \$800	\$28,148) \$600 \$800	
TOTAL PROGRAM		\$855,229	\$23,7167		1981 7955	\$855,207		1 074 1 091 1 104 1 104 1 104 1 107 1
BUDGET ISSUES:	FY 86							
1) PERSONAL SERVICES AND F.T.E. CUTS	\$21,817	\$22,086	- THE LFA REDUCTION AMOUNTS FTE WERE HELD OPEN TO FORCE	CTION AMDUNTS TO OPEN TO FORCE TH	) DUPLICATE CUTS IE VACANCY SAVIN	TO DUPLICATE CUTS IN FIE & VACANCY SAVINGS IN THAT THE THE VACANCY SAVINGS.	Y SAVINGS IN	THAT THE

# CENTRALIZED SERVICES Resources/Workload Chart

Exhabit #3 1/23/85

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	Adequate Resources To Perform Following	Inadequate Resources To Perform Following	Unavailable Resources To Perform Following
Bureau/E.T.E  Accounting (12.50 F.T.E.)	Tasks: - Payroll Accounting - Revenue/Expense Acct Pay bills - 30 days - Report Correction/Dist Collect Beer/Wine Tax	Tasks: - Payroll File Audits - Leave Record Adjust Recon. SBAS/Pos.Ctl Accrual Accounting - Backlogged Comp/Tele. bills	Tasks: - Property Accountabilit Management System - Review/Revise Accounting Entities
General Services (15.77 F.T.E.)	- Liquor Supplies Dist. - Mail Distribution - Cash Receiving/Deposit - Requisition Acctg.	- Records Disposal - Supplies Inventory - Surplus Property	- Review of Ideal Peak Period Proc. Staff
Administration (4.00 F.T.E.)	- Set work Objectives - Budget/Oper. Plan - Essential Financial Reports - Appropriation Status Report - Revenue Distributions - Progress Reports - Liquor Financial Repts.	- Performance Apprl Review Revenue Distributions - Reconcile Accts./Rec Personnel Adminis- tration - Preparation of Fin- ancial statements	- Training Plans
Bad Debts (3.00 F.T.E.)	- State Debt Write-offs - Tax Offsets - Internal Debt Collection - Collection Agency Debts - Payment Accounting	- Monitor Activities of Collection Agencies	- Educate State Debt Users on System Use - Reconcile Bad Debts to SBAS
Internal Audit (2.00 F.T.E.)	- Liquor Store Audits - Liquor Over/short Reports - Essential Feasibility Studies - Organization/Sq. Ft. Maintenance Charts - Rewrite/Dist. Central Systems Updates - Forms Revisions - Reconcile Public Campaign Fund	- DOR system problem resolution - Implement audit recommendations	- Internal Audit of DOR systems - Coordinate/perform DOR System Reconcilements
F.T.E. STRIBUTION TOTAL 37.27 F.T.E.)	35.27	2.00 F.T.E. 1.25 F.T.E. Cut	2.00 F.T.E. Cuts Thru Previous Forced Vacancy Savings

34.52 F.T.E. 36.02 F.T.E. 37.27 F.T.E.

-TO REMOVE DELAYS IN PROCESSING TAX RETURN DATA AND PROVIDE BACK-UP FOR A CRITICAL POSITION

CURRENT LEVEL SERVICES ONLY

DATE

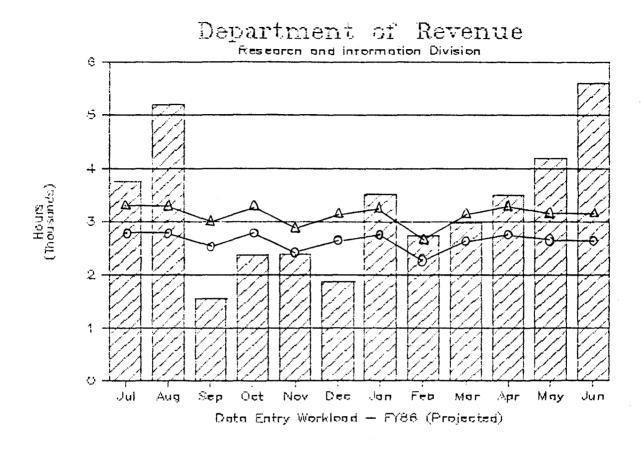
AGENCY : SBOI DEPARTMENT OF REVENUE PROGRAM : 03 RESEARCH & INFORMATION CONTROL :

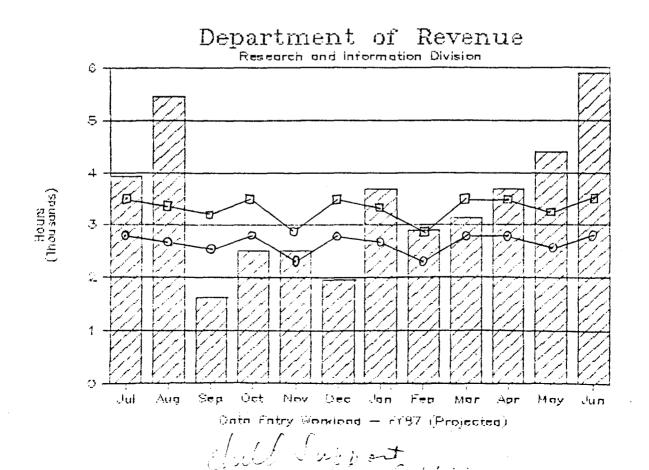
AE / 0E	DESCRIPTION	03PP FY 86	LFA FY 86	DIFFERENCE FY 86	SUB-CMT FY 86	08PP FY 87	LFA FY 87	DIFFERENCE FY 87	SUB-CMT FY B7
0000	FULL TIME EQUIVALENT (FTE)	49.50	49.50	00.		49.50	49.50	00.	
•	SALARIES	\$854,214	\$851,655 (	( \$2,559)		\$855,473	\$852,977 (	\$2,496)	-
1500 1500 1500	NUNCLY WHEE EMPLOYEE BENEFITS HEALTH INSURANCE	000.09\$ 986.021\$	\$130,523 \$60,000	\$463)		\$131,628 \$60,000	\$131,165 \$40,000	*463) *463)	
# # # #	TOTAL LEVEL		\$1,042,178	*3,0227		101,740,18		\$2,9595	
	INFLATION CONTRACTED SERVICES SIPPLIFICE MATERIALS	\$7,331 \$72,115 \$24,179	\$11,794 \$83,441 \$71,984	\$4,463 \$11,326 \$4,195)		\$81,664 \$82,177 \$26,179	\$20,914 \$72,874 (	\$12,250 \$9,303) \$4,195)	
2300 2400 2500	COMMUNICATIONS TRAVEL RENT	\$13,577 \$13,577 \$23,273	\$13,576 ( \$3,137 ( \$24,583	\$3,097) \$1,310		\$13,577 \$5,184 \$23,508	\$13,576 ( \$3,137 ( \$24,583	\$2,047) \$1,075	
	UTILITIES REPAIR & MAINTENANCE OTHER EXPENSES	\$35,687 \$5,718	\$35,687 \$4,627 (	\$0 \$0 \$1,091)		\$35,687 \$5,768	\$35,687 \$4,627 (	\$0 \$0 \$1,141,	
1	TOTAL CEVEL	\$11,0011	\$198,829	*8,715		\$200,744	1 282 161	\$3,362)	
8	EDUIPHENT	\$36,276	\$26,775 (	(105,94)		\$8,042	\$26,775	\$18,733	
	TOTAL LEVEL	\$36,276	\$26,775	1105,43		\$8,042	\$28,775	\$1B,733	
14 14 11 11 11	TOTAL PROGRAM	\$1,271,590	<b>\$1,267,782</b> (	(808)		\$1,255,887	<b>\$1,268,299</b>	\$12,412	
01100	GENERAL FUND Liquor funds	\$953,692 \$317,898	** **	( \$2,957) ( \$851)		\$941,915 \$313,972	\$951,162 \$317,137	\$9,247 \$3,165	
1 61 1 66 1 66 5 66 1 18	######################################	11,271,590	7\$1,267,7827	154 1808)		\$1,255,887	\$1,268,299	\$12,412	1 111
BUDGET	BUDGET ISSUES:	FY 86	FY 87						
1) CON	CONTRACTED SERVICES-LFA	( \$10,000)	\$10,000	-TO PROPERLY R	-TO PROPERLY REFLECT FUNDS IN THE YEAR THEY ARE	THE YEAR THEY	ARE NEEDED.		
AB 12	DITIONAL F.T.E.	\$80,551	\$100,446	-TO REMOVE DEL	AYS IN PROCESSI.	NG TAX RETURN I	TO REMOVE DELAYS IN PROCESSING TAX RETURN DATA AND PROVIDE BACK-UP	BACK-UP	

DA:

10N 10N 11 11 11 11 11 11 11 11 11 11 11 11 11	SUB-CHT FY 87										**************************************		# # # # # # # # # # # # # # # # # # #
BUDGET MODIFICATION	DIFFERENCE FY 87										## 14		
BUI	LFA FY 87										21 11 12 13 14 14 15 16 17 17		
	OBPP FY 87	6.50	\$84,988.00 12,443.00 7,200.00 4,185.00)	\$100,445.00	8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	888	8888	¥.00	\$.00	1.00.3	\$100,446.00	\$75,334.00 25,112.00	*100,445.00
	SUB-CMT FY 86										41 63 63 63 63 63 63 63 64 64 64 64 64 64 64 64 64 64 64 64 64		\$100,445.00
	DIFFERENCE FY 86		1 1 1 1 1 1 1 1 1 1 1 1 1 1	6							10 04 12 12 14 14 14 14 15 16 16 16 16 16 16 16 16 16 16 16 16 16		0 14 0 17 0 27 0 27 0 27 0 29 0 29 0 19 0 19 0 19 0 19 0 19
	LFA FY 86			1445600	·						+4 +4 +4 +4 +4 +4 +4 +4 +4 +4 +4 +4 +4 +		11
	08PP FY 86	2.00	\$67,988.00 9,919.00 6,000.00 3,356.00)	\$80,551.00	<b>9</b>	888	2000	\$:00	\$.00	¥:00		\$60,413.00 20,138.00	\$80,551.00
AGENCY :5801 DEPARTMENT OF REVENUE PROGRAM : 03 RESEARCH & INFORMATION CONTROL :00301 INCREASED WORKLOAD ALKERALESHERSHERSHERSHERSHERSHERSHERSHERSHERSHE	E DESCRIPTION	FULL TINE EQUIVALENT (FTE)	SALARIES HOURLY WAGES EMPLOYEE BENEFITS HEALTH INSURANCE VACANCY SAVINGS	TOTAL LEGEL	INFLATION CONTRACTED SERVICES SUPPLIES & MATERIALS COMMINATIONS	CUMMUNICHIONS TRAVEL RENT	UTILITIES REPAIR & MAINTENANCE DTHER EXPENSES	TOTAL LEVEL	EQUIPMENT	TOTAC_CEVEC	TOTAL PROGRAM \$80,551.00	01100 GENERAL FUND 03000 FEDERAL FUNDS	TOTAL PROGRAM \$\\\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \
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## VISITORS' REGISTER

Beneral Lovit & Hi	diay COMMITTEE		
Deneral Love & Hi  Coencies Revenue - Directoris Offi  BILL NO: Research & St	vices pare 1/23/85		
SPONSOR	<del></del>		
NAME (please print)	RESIDENCE	SUPPORT	OPPOSE
PRINT JOHN CLARK			
JOHN CLARK	DEPARTMENT OF REVENUE		-

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

PLEASE LEAVE PREPARED STATEMENT WITH SECRETARY.