

MINUTES

MONTANA HOUSE OF REPRESENTATIVES
51st LEGISLATURE - REGULAR SESSION

SUBCOMMITTEE ON GENERAL GOVERNMENT AND HIGHWAYS

Call to Order: By Chairman Quilici, on February 15, 1989, at
8:02 a.m.

ROLL CALL

Members Present: All members were present.

Members Excused: None.

Members Absent: None.

Staff Present: Pam Joehler, LFA
Clayton Schenck, LFA
Flo Smith, OBPP
Mary Liedle, secretary

Announcements/Discussion: Rep. Quilici announced the committee
would take executive action on the Governor's Office budget
beginning with the executive office program.

DISPOSITION OF GOVERNOR'S OFFICE: EXECUTIVE OFFICE PROGRAM
Tape No. 58A

Motion: Sen. Tveit moved to accept the LFA current level budget.

Discussion: The committee briefly discussed the differences
between the LFA and executive budgets.

Amendments, Discussion, and Votes: The motion PASSED
unanimously.

Motion: Sen. Regan moved to approve the Flathead Basin operating
expenses at \$13,949 each year of the biennium.

Discussion: Mary Jo Murray explained that this money would be
used for the operation of the office in Kalispell.

Amendments, Discussion, and Votes: The motion PASSED
unanimously.

Motion: Rep. Swysgood moved to transfer 1.5 FTE security from
the Department of Administration and delete the other .5 FTE
in the Department of Administration.

Discussion: Pam Joehler explained that this would be a transfer of the security staff from the Department of Administration to the Governor's office. There were two in the Department of Administration, 1.5 will be transferred and .5 will be deleted.

Amendments, Discussion, and Votes: The motion PASSED unanimously.

Motion: Rep. Swysgood moved to approve salary increases for exempt staff at \$25,505 in FY90 and \$25,494 in FY91.

Discussion: Steve Yeakel said that under the Schwinden administration there was a four year freeze on exempt staff salaries and in negotiating with the people the new staff felt they needed to bring on board for the proper and efficient operation of the office, they needed to negotiate some higher salaries. If the committee does not approve the increases the executive office will have to renegotiate salaries. Sen. Tveit asked how many salaries were at issue here. Mr. Yeakel said in seven instances they are paying less than the former administration and in three instances they are paying more and in three instances they are adding full time people to half time positions.

Rep. Swysgood said he need some information on the request for an increase in 2.5 FTE. Mary Jo Murray explained that the Schwinden budget deleted 2 half time positions that had been filled during the past biennium and it had one half time FTE budget. The Stephens budget asks that those two half FTE be restored to the budget, plus make them into full time FTE and asks that the half time position included in the Schwinden budget be increased to a full time position. That adds up to an increase in staff of 2.5 FTE.

Amendments, Discussion, and Votes: Rep. Swysgood amended the motion to approve salary increases for exempt staff and add 2.5 FTE.

The amended motion FAILED with Rep. Swysgood and Sen. Tveit voting aye.

Motion: Sen. Tveit moved to approve a transfer of .5 FTE from the mansion to this program.

Discussion: Mary Jo Murray said there was one position that was budgeted half and half in the mansion. The agency would like to delete the half in the mansion budget and add a half to the executive program so it would be a wash.

Amendments, Discussion, and Votes: The motion PASSED unanimously.

Motion: Rep. Swysgood moved to approve the re-establishment of centralized services.

Discussion: Sen. Tveit asked what the re-established centralized services is. Steve Yeakel responded that they are laboring under a decentralized central services in the office. Mary Jo Murray is the only staff support for all centralized functions. A few years ago the functions were all split out. Some functions were returned to other programs within the agency. Other functions turned back to the Department of Administration. That system is not working. They are asking for centralized services to be re-established within the Governor's Office. Mary Jo Murray said the office had 2 support staff positions and 3 centralized services positions from 1974-1985. At that time the functions were transferred to the Department of Administration but they weren't given any extra money so all of the workload wasn't absorbed at the time of the transfer and it was split up amongst various programs in the Governor's Office and they have been experiencing problems because of that; mostly because most of the work flows down to secretarial level positions that have no training in accounting. Rep. Quilici asked how that work is being done now. Mary Jo Murray said most of it just isn't being done.

Amendments, Discussion, and Votes: Sen. Regan made a substitute motion to approve a grade 12 accountant for centralized services at \$22,210 in FY90 and \$22,206 in FY91.

Rep. Swysgood asked if the agency could get by with this. Mary Jo Murray said they'd prefer 2 FTE but they probably could get by with a qualified grade 12. She said it would really help to at least get a .5 FTE personnel or payroll person in the other slot.

The substitute motion PASSED with Rep. Swysgood voting nay.

Motion: Sen. Regan moved to reinstate position 10006 at \$38,352 in FY90 and \$38,339 in FY91.

Discussion: The committee asked what the position is for. Mary Jo Murray said it is the Governor's attorney. Governor Schwinden's attorney was on State Lands Payroll and the executive office reimbursed that department 90% of his salary. Governor Stephens' attorney is on the executive payroll.

Amendments, Discussion, and Votes: The motion PASSED with Rep. Quilici voting nay.

Motion: Sen. Regan moved to approve the Women in Employment Advisory Council at \$20,000 each year of the biennium in federal funds.

Discussion: Rep. Swysgood asked what the council does. Steve Yeakel said the purpose is to meet and confer on a regular basis to talk about the political role and employment of

women. It is made up of some public but mostly private members. Mary Jo Murray said some of the issues they've dealt with in the past include daycare and the role of daycare in public employment.

Amendments, Discussion, and Votes: The motion PASSED unanimously.

Discussion: The committee discussed the agency's request for a \$25,000 appropriation for contingency funds instead of the \$10,000 that's included in the budget. Steve Yeakel said the \$25,000 was in place in previous budgets. The agency has to be concerned about what is to come and they are asking that it be restored to the former amount. Mary Jo Murray said the Schwinden budget voluntarily reduced the amount of the request for the line-itemed appropriation for contingency funds from \$25,000 to \$10,000. Since the appropriation was line-itemed, it could not be used for general operations of the Governor's Office. Sen. Regan asked how much has historically been used. Pam Joehler said they have never used it all, something has always been reverted. As a cost savings measure the subcommittee made the contingency fund a \$25,000 biennial appropriation during the last session rather than a \$25,000 annual appropriation. None of that was spent during FY88 and there is currently \$18,400 left. Sen. Regan asked what is currently in the budget for this. Pam Joehler said there is \$10,000 for the biennium in the LFA budget.

No Action Was Taken.

DISPOSITION OF GOVERNOR'S OFFICE: MANSION MAINTENANCE PROGRAM
Tape No. 58A

Motion: Rep. Swysgood moved to approve the LFA current level budget.

Discussion: The committee briefly discussed the differences between the LFA and executive budgets.

Amendments, Discussion, and Votes: The motion PASSED unanimously.

Motion: Sen. Regan moved to approve the request for linens, utensils, carpet and drapery annual cleaning and equipment replacement at \$17,050 in FY90 and \$3400 in FY91.

Discussion: Sen. Regan commented that nothing has been done there in a long time and this needs to be done.

Amendments, Discussion, and Votes: The motion PASSED unanimously.

Motion: Sen. Tveit moved to approve .50 FTE housekeeping position at \$10,884 in FY90 and \$10,897 in FY91.

Discussion: The committee asked for an explanation of the need for this half time position. Steve Yeakel said the Schwinden budget had offered that position for cutting and the Stephens administration is asking to have it back. With all the events that go on there, they feel it's necessary. The housekeeper does a wonderful job but she is getting older and they believe this position is needed to help her out. Mary Jo Murray said this position has historically been a part of the mansion budget. During the last biennium it was reduced from .5 to .25 and then it was reduced to 0 for the budget presented this year.

Amendments, Discussion, and Votes: The motion PASSED unanimously.

Discussion: The committee discussed position 9006 which was deleted by the full Appropriations Committee on January 10. Rep. Quilici asked what the position was and how long it has been vacant. Mary Jo Murray said the position is a part time household help grade 5, budgeted at .2 FTE. It's not filled very often, they just need it sometimes if there's a peak workload. If there's a big state dinner this position would wash dishes or something. The committee said they had just approved a .5 FTE housekeeper addition so they shouldn't need this.

No Action Was Taken.

Discussion: Rep. Swysgood asked what the request for a water rate increase is for. Flo Smith said the City of Helena is anticipating a 40% increase in water rates so they want to build that in. Pam Joehler said at the time the budget was put together the City of Helena was anticipating a 40% rate hike but they have reduced that increase to about half. Rep. Quilici said the committee could wait to see if it happens and if it does they should be able to find \$600 in their budget to cover it.

No Action Was Taken

DISPOSITION OF GOVERNOR'S OFFICE: AIR TRANSPORTATION PROGRAM
Tape No. 58A

Motion: Rep. Nisbet moved to approve the LFA current level budget.

Discussion: Sen. Tveit asked what the difference is between the LFA and executive budgets. Rep. Swysgood said the executive included the engines.

Amendments, Discussion, and Votes: The motion PASSED

unanimously.

Motion: Rep. Swysgood moved to approve the modification for engines at \$81,270 to be line-itemed.

Discussion: Sen. Regan commented that if they went to a leasing arrangement these engines wouldn't be needed but asked what it would take to get into a lease agreement. Steve Yeakel said he's comfortable with the time between now and September that they can come up with a plan. As he looked at campaign travel when they used a plane six days a week the expenses were similar to the costs allowed under the program. He believes they can come up with a plan to get done whatever needs to be done, whether it's just going along with the status quo and replacing the engines or working out another system within the budget. Sen. Regan commented that at this point they haven't been given engines, just an airplane. Sen. Regan asked if they were going to come in later and tell them about the plan. Steve Yeakel said they would appreciate the approval of this modification and then if there is a different course that needs to be taken they would come in and present an alternative. Rep. Swysgood asked when they need to have new engines. Rep. Quilici said they are scheduled for replacement in November. Rep. Swysgood said even in the event that they lease an aircraft if that's the cheapest route to go, they've still got an aircraft that has to be able to fly. Rep. Quilici suggested that the committee take more time to look at the modification and have the agency look into what it would take to lease an aircraft. The full Appropriations Committee could look at the issue.

Amendments, Discussion, and Votes: Rep. Swysgood withdrew the motion.

DISPOSITION OF GOVERNOR'S OFFICE: OFFICE OF BUDGET AND PROGRAM
PLANNING (OBPP)

Tape No. 58A

Motion: Sen. Regan moved to approve the LFA current level budget for the program.

Amendments, Discussion, and Votes: The motion PASSED unanimously.

Motion: Sen. Tveit moved to approve computer maintenance at \$5,730 each year of the biennium.

Discussion: The committee asked the agency to explain this. Flo Smith said in the past the budget office has not had maintenance contracts on their personal computers, just on printers. The equipment is getting older and they have a

complete automated budgeting system so if one should go down during the budgeting cycle they are in bad shape. Steve Yeakel said some of the personal computers they are using were purchased in 1983 so some of them need to be replaced.

Amendments, Discussion, and Votes: The motion PASSED unanimously.

Motion: Sen. Regan moved to approve data processing at \$14,031 in FY91 only.

Discussion: Sen. Regan asked why the session year data processing isn't in the LFA budget. Pam Joehler said the session year data processing is an additional request from Governor Stephens' administration. There is some data processing allowed in session year, approximately \$31,000 in the LFA current level budget for session year data processing compared to \$18,000 in the non-session year.

Amendments, Discussion, and Votes: The motion PASSED unanimously.

Motion: Sen. Stimatz moved to approve computer equipment replacement at \$10,536 each year of the biennium and computer software at \$3500 each year of the biennium.

Discussion: Sen. Stimatz commented that if things break down and won't run, we're in very bad shape and this is a modest amount. Sen. Stimatz said they need to at least have their current system in working order.

Amendments, Discussion, and Votes: The motion PASSED unanimously.

Motion: Rep. Swysgood moved to approve the request for additional staff of 1 FTE budget analyst at \$35,038 in FY90 and \$35,048 in FY91 and .5 FTE word processing operator at \$8,484 in FY90 only.

Discussion: Steve Yeakel said the program currently contains 1.5 FTE support staff for the analysts and the .5 request is to put the half time position to full time. There is not an adequate analyst to agency ratio. That is the rationale for the request for 1 FTE budget analyst to devise a more adequate agency to analyst ratio.

Amendments, Discussion, and Votes: The motion PASSED with Rep. Quilici voting nay.

Discussion: Sen. Tveit asked the agency to explain the request for increase in personal services. Flo Smith said it has been a management policy within the budget office that budget analysts are hired at a grade 15 and then after one year they are promoted to a grade 16. The agency is asking for the funds for two positions that were hired at grade 15

and have gone to 16. Sen. Tveit asked what would happen if they don't get it. Flo Smith said they have already been upgraded so they would have to find it within the budget.

No Action Was Taken.

Motion: Rep. Swysgood moved to reinstate position 40060 which was deleted by the Cobb motion on January 10.

Discussion: Rep. Quilici asked what the position was. Flo Smith said it was a position that was transferred from the executive office to coordinate the statewide audit in resolving the audit issues and being the one connection with the federal cognizant agency with the state which is the Department of Health and Human Services. It is a coordinating function. It's being required by the feds that some person be designated. That person and that position has been designated and placed in the budget office. The position is filled. Rep. Quilici asked if it is funding by the feds. Flo Smith said no.

Amendments, Discussion, and Votes: The motion PASSED with Sen. Regan and Rep. Quilici voting nay.

DISPOSITION OF GOVERNOR'S OFFICE: NORTHWEST REGIONAL POWER
PROGRAM

Tape No. 58B

Motion: Sen. Tveit moved to approve the LFA current level budget.

Amendments, Discussion, and Votes: The motion PASSED unanimously.

Motion: Sen. Tveit moved to approve contracted services at \$7800 each year of the biennium.

Discussion: Terri Wilner said yesterday the question came up if they received additional FTE would the contracted services budget still be needed. The answer was yes. The contracted services would be used for three primary items. First, the council is required to revise its energy plan every five years according to the federal act and that's what they would be doing in FY90 and FY91. They anticipate needing technical assistance beyond what the staff can provide on such things as the cost of new resources, coal and the social and environmental impacts of coal burning. Also, when they revise the energy plan there is a major public involvement program and that takes a great deal of printing, design and distribution of public information materials. They also anticipate supporting some research and a possible conference on the Columbia River Treaty. They also spend contracted services on service contracts for computers,

copiers, printers in the office and printing costs and temporary clerical on an as needed basis.

Sen. Stimatz asked if the EPA is concerned with coal burning. Terri Wilner said the Council itself is concerned with this. Part of the council's job is to come up with a 20 year plan for electric resources and that would include the mix of electric resources that are out there. Coal is one. Coal is a major part of the council's resource portfolio for the Northwest over the next 20 years. The question is whether it should remain with the kind of impacts it has.

Amendments, Discussion, and Votes: The motion PASSED unanimously.

Motion: Sen. Regan moved to approve an addition of 2 FTE (1 FTE fish and wildlife specialist and 1 FTE administrative aide) and related operating expenses at a cost of \$69,292 each year of the biennium.

Discussion: Rep. Quilici said they could get by with .5 FTE clerical position.

Amendments, Discussion, and Votes: Sen. Regan amended the motion to approve an addition of 1.5 FTE (1 fish and wildlife specialist and .5 administrative aide) and related operating expenses at a cost of \$61,512 each year of the biennium.

The amended motion PASSED unanimously.

DISPOSITION OF GOVERNOR'S OFFICE: LIEUTENANT GOVERNOR'S OFFICE
PROGRAM

Tape No. 58B

Motion: Sen. Tveit moved to approve the LFA current level budget.

Amendments, Discussion, and Votes: The motion PASSED unanimously.

Motion: Rep. Swysgood moved to approve the Stephens revision requesting an increase in operating expenses of \$6826 each year of the biennium.

Discussion: The agency pointed out that this would bring the budget in this category back to the FY88 appropriated level.

Amendments, Discussion, and Votes: The motion PASSED unanimously.

DISPOSITION OF GOVERNOR'S OFFICE: CITIZEN'S ADVOCATE PROGRAM

Tape No. 58B

Motion: Rep. Swysgood moved to approve the LFA current level budget.

Amendments, Discussion, and Votes: The motion PASSED unanimously.

Motion: Rep. Nisbet moved to transfer .5 FTE from general services to this program.

Discussion: Flo Smith said this is the FTE that is currently in the general services program in the Department of Administration. The Stephens administration is requesting that .5 of the position be moved to this program and the other .5 will be eliminated. Sen. Regan asked what a halftime position at \$14,000 per year is. Mary Jo Murray said it is a grade 14 and that dollar amount includes benefits. She said they get full benefits even though they are just half time.

Amendments, Discussion, and Votes: The motion PASSED unanimously.

Motion: Sen. Stimatz moved to approve personal services at \$1857 in FY90 and \$1856 in FY91 for retirement.

Discussion: Sen. Tveit asked for an explanation. Flo Smith said the person who is currently in the position does not participate in the retirement system. The new person coming in may want to participate. If so, this would be the state's share. Rep. Quilici asked Kathy McGowan why she didn't participate in the retirement system. She said when she started she didn't think she would be there so long so she opted for the deferred comp. Sen. Stimatz asked if the state covers half time employees. Mary Jo Murray said the state pay 6.4% of the gross salary for retirement benefits so a half time person would receive 6.4% of that half time salary.

Amendments, Discussion, and Votes: The motion PASSED unanimously.

DISPOSITION OF GOVERNOR'S OFFICE: MENTAL DISABILITIES BOARD OF VISITORS

Tape No. 58B

Motion: Rep. Nisbet moved to approve the LFA current level budget.

Amendments, Discussion, and Votes: The motion PASSED
unanimously.

Motion: Sen. Regan moved to approve the modified request for \$40,000 each year of the biennium in federal funds for the federal Protection and Advocacy Program.

Discussion: Rep. Quilici asked if this is for the position located at Warm Springs. Kelly Moore said yes, this position is for Mary Gallagher who is the person hired under the grant who provides a legal rights manual for county attorneys and public defenders, training to county attorneys, public defenders and mental health professionals and provides technical assistance.

Amendments, Discussion, and Votes: The motion PASSED
unanimously.

Discussion: Sen. Regan asked what the request for \$298 in FY91 for personal services was for. Kelly Moore said there are some employees who will have five years of service at that time and are entitled to longevity pay. The \$298 is the amount of longevity pay that was omitted from the LFA budget.

No Action Was Taken.

DISPOSITION OF GOVERNOR'S OFFICE: STATEHOOD CENTENNIAL OFFICE
Tape No. 58B

Motion: Rep. Swysgood moved to approve the LFA current level budget.

Amendments, Discussion, and Votes: The motion PASSED
unanimously.

Discussion: The office provided a list of encumbered funds. (See exhibit 1) The committee discussed the reorganization of the staff proposed by the Stephens budget. Pam Joeehler suggested that the office return to the committee with a breakdown of the positions and dollar amounts to make it clearer for the committee to see if personal services need to be increased.

No Action Was Taken.

DISPOSITION OF DEPARTMENT OF ADMINISTRATION: INFORMATION
SERVICES DIVISION

Tape No. 58B

Motion: Rep. Swysgood moved to approve deletion of 2 FTE in FY91 only, related to the P/P/P system with language stating that the FTE will not be base building.

Discussion: Mike Trevor said with on-line prepayroll the division will be able to eliminate 2 FTE data entry positions. He is assuming the on-line prepayroll would be implemented over the course of FY90 and therefore, it would be FY91 when the 2 FTE could be reduced. Thus, the motion would add back the 2 FTE for FY90 only. They would be removed in FY91 and would not be included in the base for the next budgeting process.

Amendments, Discussion, and Votes: The motion PASSED unanimously.

Discussion: Rep. Quilici said he understands the Human Services Subcommittee passed the SRS TEAMS modification. He asked Mike Trevor to give an overview of this. Mike Trevor said this is a very large project. The conservative estimate is that it will be a 70-80% increase in workload on the computer. What the department needs in the modified request which is scaled down from the original request because of the way current level was established is \$680,000. \$400,000 is to upgrade the computer system, \$120,000 is for increased disk capacity, \$130,000 is for additional equipment on the network because this TEAMS welfare system reaches out into every county seat and then there is a \$30,000 software item.

No Action Was Taken.

Motion: Rep. Swysgood moved to remove 2 FTE from the security program in the Department of Administration.

Discussion: Pam Joehler said the committee took action in the Governor's budget to transfer 1.5 FTE positions from the security program in the Department of Administration to the Governor's Office and to make it official the committee can delete 2 FTE from the Department of Administration for a total of \$57,333 in FY90 and \$57,098 in FY91.

Amendments, Discussion, and Votes: The motion PASSED unanimously.

DISPOSITION OF DEPARTMENT OF JUSTICE: MOTOR VEHICLE FUND

Tape No. 58B

Motion: Sen. Regan moved to ask the full Appropriations Committee to prepare a bill to de-earmark the Motor Vehicle Fund account.

Discussion: The committee discussed the fact that the account was overdrawn and therefore really represents general fund money anyway. Marc Racicot said his department doesn't think it bears any relationship to the programs it funds and therefore, he would not object to having it de-earmarked.

Amendments, Discussion, and Votes: The motion PASSED unanimously.

DISPOSITION OF DEPARTMENT OF MILITARY AFFAIRS

Tape No. 59A

DISASTER COORDINATION AND RESPONSE PROGRAM

Motion: Rep. Swysgood moved to line-item the hazardous materials training modified and insert language stating, "Funds may be spent from item ____ only if federal funds are received for this purpose".

Discussion: Pam Joehler said the committee approved a modified request for \$60,000 that related to hazardous materials training. \$48,000 was federal funds and \$12,000 was RIT funding. There was question about whether the federal funds would be available. The committee asked for language stipulating that the modified cannot operate unless there are federal funds specifically for that purpose.

Amendments, Discussion, and Votes: The motion PASSED unanimously.

AIR GUARD PROGRAM

Motion: Sen. Regan moved to approve language stating "Two fire fighter FTE may be added if the current contract for fire fighters become unnecessary".

Discussion: Pam Joehler told the committee this language relates to the two fire fighters currently on contract. The agency originally requested that the FTE related to those fire fighters be left in the budget with \$1.00. The committee decided not to allow the FTE to remain but to add language that would authorize the agency to add 2 FTE if the contract for the fire fighters becomes unnecessary due to retirement or termination.

Amendments, Discussion, and Votes: The motion PASSED unanimously.

Motion: Rep. Swysgood moved to approve the maintenance and contract modification at \$103,609 in FY90 and \$103,565 in FY91. Funding is 20% state and 80% federal.

Discussion: The agency provided the committee with a detailed justification for the request. (See exhibit 2)

Amendments, Discussion, and Votes: The motion PASSED unanimously.

ADMINISTRATION PROGRAM

Motion: Sen. Tveit moved to approve .5 FTE accounting clerk for the administration program and .5 FTE contract clerk for the Army Guard Program each year of the biennium.

Discussion: The department is requesting the accounting clerk to perform accounting and payroll/personnel functions. The position is needed for additional contract accountability, to centralize payroll functions and assist in personnel duties. The agency provided a detailed justification. (See exhibit 3) The contract clerk is needed to assist the department's purchasing agent. This position is desperately needed because of the increased requirement for the department to accomplish in-house contracting. The increased requirement is the result of a number of factors coming from both the state and the federal government. Again, a detailed justification was provided by the department. (See exhibit 4)

Amendments, Discussion, and Votes: The motion PASSED unanimously.

Motion: Rep. Swysgood moved to approve overtime pay for fire fighters.

Discussion: The agency explained that this had been left out of the original budget request and law requires these people to be paid overtime. Rep. Swysgood commented that if they are not paid properly there could be another expensive lawsuit.

Amendments, Discussion, and Votes: The motion PASSED unanimously.

Motion: Rep. Swysgood moved to change the position in the administration program that was 75% general fund to 100% general fund to be offset by a like amount in the Army Guard program.

Discussion: Pam Joehler said that was fine but it would be easier to track if the funds were tied to a specific position in the Army Guard program. Doug Booker said the agency would provide necessary information to show that the transactions were properly done.

Amendments, Discussion, and Votes: The motion PASSED unanimously.

DISPOSITION OF DEPARTMENT OF HIGHWAYS: LANGUAGE ISSUES
Tape No. 59A

Motion: Sen. Regan moved to approve language stating, "The department may adjust appropriations and FTE in the construction, preconstruction and maintenance programs between fiscal years and funding sources to reflect actual expenditures related to the construction work plan and maintenance activities".

Discussion: Rep. Quilici said this provides guides as to what the intent of the subcommittee's action is.

Amendments, Discussion, and Votes: The motion PASSED unanimously.

Motion: Sen. Stimatz moved to approve language stating, "The department is directed to submit to the 1991 legislature a construction work plan for the 1993 biennium that is detailed by year and project. This work plan must specify by road system or project area, proposed projects on which one million dollars or more would be spent during the 1993 biennium and an aggregate cost for projects with anticipated expenditures of less than one million dollars. Costs must be detailed by year and project".

Discussion: Clayton Schenck said this item was put in by past legislatures. This comes to the legislature in the form of a book put together by the Department of Highways. Rep. Quilici asked if the department would do this even if there was no language. The agency response was yes, they document their appropriations and submit a report of each project that is on the system now or will be let during the next biennium. That probably would be done regardless of the language. Sen. Regan said there have been plans presented in the past and they the plans haven't been followed or carried out. The agency said each book has a section of exception reports which lists projects included in the previous plan that were not worked on and the reasons for it and also projects that were worked on that weren't in the report. Rep. Quilici said he wasn't sure the language was necessary. Sen. Regan said it doesn't hurt anything and it's a good thing to continue because it encourages and authorizes them to put forth the book. Rep. Swysgood commented that there is a new administration coming in and it would probably be best to leave it in.

Amendments, Discussion, and Votes: The motion PASSED unanimously.

Motion: Rep. Swysgood moved to approve the following items of language. 1) "In the event additional highway funds become available, additional spending authority and additional FTE

may be requested through budget amendment." 2) "The department is appropriated transfer authority in line ____ for a cash transfer from the highway state special revenue accounts to the highway reconstruction trust account. The department may receive, by budget amendment, additional appropriation authority for such transfer in the event other reconstruction trust fund revenues or projected reconstruction fund account expenditures create a cash deficiency in this account." 3) "The legislature anticipates that the equipment program will receive, by budget amendment, additional spending authority if fuel costs exceed \$2,317,787 in fiscal 1990 and \$2,318,894 in fiscal year 1991." 4) "The legislature anticipates that the motor pool program will receive, by budget amendment, additional spending authority if gasoline costs exceed \$151,342 in fiscal years 1990 and 1991." 5) "The legislature anticipates that the stores inventory program will receive, by budget amendment, additional spending authority if fuel costs exceed \$2,437,432 in fiscal years 1990 and 1991." 6) "The department may request additional spending authority in the interfund transfers program to transfer residual equity from the internal services program account to the highway state special revenue account exceeding \$163,653 in fiscal year 1990." 7) "The legislature anticipates the maintenance program will receive by budget amendment for each fiscal year of the biennium, additional spending authority for any funds in excess of \$473,272 in each fiscal year that it collects from damage situations."

Discussion: Clayton Schenck said all these language items are contingency language which provide authorization for budget amendments in the event that a situation would arise requiring additional monies or spending authority for items that are difficult to predict such as gasoline costs.

Amendments, Discussion, and Votes: The motion PASSED unanimously.

DISPOSITION OF BOARD OF CRIME CONTROL: LANGUAGE ISSUE

Tape No. 59B

Motion: Sen. Regan moved to line-item the Juvenile Training Program costs and Technical Assistance to local law enforcement agencies in the same amount (\$45,000) and include language stating "The board of crime control shall charge tuition and fees sufficient to reimburse the general fund for costs associated with the juvenile justice training program and for technical assistance provided to local law enforcement agencies as appropriated in item _____. The tuition and fees collected are to be deposited into the general fund".

Discussion: Clayton Schenck said this language is similar to language that was in the bill last session. Last session general fund was replaced by state special revenue in the amount of \$45,000 and it was required that the department collect fees for juvenile justice training programs and any technical assistance they might provide for local law enforcement agencies. This committee's action this session de-earmarked that account, therefore it's in the general fund so the language has been changed to require that they deposit the fees in the general fund and still collect those fees. Without having state special it would allow them to go ahead and provide the classes without collecting the funds. This language would require them to collect the funds.

Amendments, Discussion, and Votes: The motion PASSED unanimously.

DISPOSITION OF COMMISSIONER OF POLITICAL PRACTICES: LANGUAGE
ISSUE

Tape No. 59B

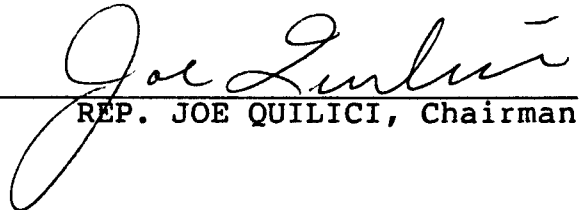
Motion: Rep. Swysgood moved to approve language stating, "The commissioner of political practices is to charge a fee for the Summary of Contributions/Expenditures for Candidates/Committees booklet that is sufficient to recover the costs of printing and distribution of the booklet. Public libraries are exempt from the charge for the books. The proceeds from the sale of the booklet as well as the fees collected for reimbursement of copier charges must be deposited into the general fund.

Discussion: Clayton Schenck said this language is similar to language used in the 1989 biennium appropriations bill but the funds will be general funds instead of state special revenue.

Amendments, Discussion, and Votes: The motion PASSED unanimously.

ADJOURNMENT

Adjournment At: 11:11 a.m.



REP. JOE QUILICI, Chairman

JQ/ml

3922.min

DAILY ROLL CALL

GENERAL GOVERNMENT AND HIGHWAYS SUBCOMMITTEE

DATE 2/15/89

NAME	PRESENT	ABSENT	EXCUSED
Representative Joe Quilici, Chair	✓		
Representative Jerry Nisbet	✓		
Representative Chuck Swysgood	✓		
Senator Larry Tveit, Vice Chair			
Senator Pat Regan	✓		
Senator Lawrence Stimatz	✓		

CENTENNIAL BUDGET	ACTUAL FY 88	ESTIMATED FY 89	ESTIMATED FY 90	ESTIMATED FY 91
Beginning Balance	270,847	392,700	63,023	31,125
Revenue:				
License plates	346,304	431,936	210,000	0
Miscellaneous	15,318	47,805	15,300	0
Sanctioning	46,167	136,636	125,000	0
Total Revenue:	407,789	616,377	350,300	0
Expenditures:				
Salaries	93,144	112,745	109,213	24,516
Operations	36,030	192,295	42,500	5,000
Affiliate Exp.	0	13,551	0	0
Equipment	6,665	0	0	0
Ad Agency	1,500	0	0	0
Miscellaneous	27,829	56,675	5,025	0
Centennial Journal	0	0	25,000	0
Loan Payback	63,000	0	0	0
Plate Materials	57,768	23,022	25,000	0
Catalog	0	35,000	0	0
Total Expenditures	285,936	433,288	206,738	29,516
Discretionary Funds	0	258,931	122,960	0
Co. License Grant	0	253,835	52,500	0
Ending Balance	392,700	63,023	31,125	1,609

CENTENNIAL PROJECTS

Historical Society	25,000	Anthology: Last Best Place
St. Mary's Mission	21,984	November '88 Kickoff Celebration
MT Mountain Mushers	7,500	Centennial sled dog race
Miles City VA Ctr	700	Fashion show/luncheon Nov. 88
MT Assoc. of Symphonies	2,000	Sponsorship of original MT compositions
Lewis & Clark Run	2,575	Wibaux to Lolo Pass relay race
Sheep & Wool Festival	2,500	For creation
MT Vietnam Vets Memorial	10,000	Erect & dedicate MT's Vietnam memorial statue
MT Draft Horse & Mule Assn.	12,000	Centennial wagon train
Linwood Fiedler	4,000	Iditarod sled dog race
Capital City 89ers	30,000	Hiring of Events Coordinator
Marie Phillips	4,500	Book: MT's 100 finest artists
Miracle of America	6,200	Restore Paul Bunyan Logging tow boat
Museum of Rockies	3,500	100 years of fashion in 8 vignettes
Dillon Jr. Fiddlers	4,000	2 yr. tour production honoring MT history
Grizzly Peak-a-Boos	8,000	Can-Can dance festival
Helena Film Society	2,000	Preserve & renovate Myrna Loy Center
Agricultural Museum	15,000	For building of State Ag. Museum
Powell Co. Museum	1,000	Creation of vintage city w/ restored structures
Huntley Lions Club	5,000	Restore community hall built by homesteaders
Alberta Bair Theatre	5,000	Heritage Lecture Series Endowment series
Lady Blackrobe Project	6,000	Videotape N. Cheyenne signalkers
Sons of Norway	400	Skiing event for blind/visually impaired skiers
Lewistown Historic Preservation	789	Compilation of community history
OPI: Ed Eschler	7,500	Student Natl. Bicentennial competetion if D.C.
Blackrobe Mission Project	3,000	3 Jesuit priests horseback trip
Big Hole Battlefield	4,200	1870's reenactment w/infantry & Nez Perce
Montana Chorale	3,000	Concert tour to MN & WI
Alternate Energy Resource	958	Planting in the Dust" - one-act play
Terry Chamber of Commerce	5,600	Centennial mail ride
Treasure Co. 89ers	5,000	Restore & renovate a 1910 building
MT Constitutional Society	2,500	Book - "100 Constitutional Delegates"
County License Plate Grants	175,185	Initial refund
County License Plate Grants	131,150	Jan-Nov projections
Catalog	35,000	Cost of new vendor catalog
Affiliate Workshop	7,500	Planning/organizing workshop for communities
License plate expense	50,000	Materials to make license plates
Statehood Birthday Party	122,960	Nov. 89 Grand Finale
Centennial Journal	25,000	A book to document entire Centennial
Video/Photo Documentary	30,000	Documentation of indiv. celebrations

	788,201	
Paid to date	256,384	

Remaining emcumbrances	531,817	
Admin. Expense: 89-91	334,317	
Misc. Expenses: 89-91	10,925	

Remaining Centennial obligations	877,059	
	=====	

February 14, 1989

JUSTIFICATION REQUEST FOR AIR NATIONAL GUARD

Maintenance Worker - \$21,177 - FY 90 \$21,134 - FY 91

Funding is 20% general fund and 80% federal funds

This position will assist maintenance staff in the upkeep of 45 buildings and maintain roads and fencing around the facility. The buildings at the facility age from one year to 30 years so there is constant maintenance throughout the facility. The estimated replacement cost of the buildings is \$32,000,000.

Contracted services/repair and maintenance- \$82,000 - FY 90 and \$82,000 FY 91 Funding is 20% general fund and 80% federal funds.

This request is for additional operating expenses to maintain the facility and allows for contracting snow removal services, garbage removal and an increase in the janitorial contract.

The janitorial contract will cover over 6,000 additional square feet. The cost of the increase is \$3,515 in FY 90 and \$3,905 in FY 91.

Snow removal is to insure snow removal from areas other than runways. These areas were covered after clearing runways if possible. The areas did not always get done due to time constraints. The cost is \$6,000 for each year of the biennium and is funded 20% general fund and 80% federal funds.

Garbage removal was done hit and miss basis by existing personnel. Contracting will allow for garbage to be removed on a scheduled basis and more efficiently. This would allow for better utilization of existing personnel. Costs are \$9,600 each year of the biennium and is funded 20% general fund and 80% federal fund.

The repair and maintenance request is for \$62,885 in FY 90 and \$62,495 in FY 91. As stated above there are 45 buildings from 1 to 30 years of age with a replacement value of over \$32 million. The personnel initiated a comprehensive preventive maintenance program in FY 86. This program requires additional funding to maintain the schedule and to prevent major replacement costs. We have attached the request of the program for the committee to review. In the repair and maintenance category you can see the total request for the program is \$161,000 in FY 90 and \$161,000 in FY 91. We are requesting between current level and modified requests only \$119,332 in FY 90 and \$118,932 in FY 91.

Funding for the request is 20% state and 80% federal.

G. Repair and Maintenance

<u>Line</u>	<u>Scope</u>	<u>Baseline Budget FY 88</u>	<u>Proposed Budget FY 90</u>	<u>Proposed Budget FY 91</u>
1		\$54,000	\$161,000	\$161,000

A significant increase in budget is sought to support repair and maintenance of real property at this base. The FY 88-89 budget proposed similar increases; however, State budget constraints forced elimination of acquiring these funds. As a consequence, the cost of R&M is escalating. In explanation, the R&M budget has been small when compared to the value of facilities at this base. In the past there has been a heavy reliance upon Federal funds for costly "repair by replacement". In an effort to end this inefficient trend, a comprehensive preventive maintenance program was initiated in 1986. The budget has not grown to the level required to adequately support this preventive maintenance program. Attachment 1 outlines the proposed R&M Program for FY 88 through FY 91 and illustrates the rollover of R&M costs due to past insufficient funding levels. The need for enhanced R&M funding is further supported when considering the age of infrastructure at this base:

<u>Chronological Age</u>	<u>Number of Facilities</u>	<u>Scope in SF</u>	<u>Original Cost</u>	<u>Current Replacement Cost</u>
20 to 30 years	30	175,592	\$5,325,000	\$22,187,500
15 to 20 years	3	27,213	655,000	1,984,849
5 to 15 years	8	88,213	2,861,000	4,470,313
0 to 5 years	4	30,155	3,594,000	3,594,000

In addition to the above, most on-base pavements and utility systems fall into the age category of 20 to 30 years old. The quantity of these systems are as follows:

Storm drains	10,551 LF
Security fence	19,461 LF
Water mains	9,891 LF
Fire hydrants	15 EA
Sidewalks	1,178 SY
Overhead electric lines	17,312 LF
Underground electric lines	32,696 LF
Gas lines	8,230 LF
Sewer lines	6,767 LF
POL tank storage	150,000 GAL
Fire alarm systems	22 EA
Intrusion detection systems	3 EA
HVAC units	120 EA
Boilers 150,000 BTU or greater	15 EA
Compressors	10 EA
Oil water separators	6 EA
Roadways & streets	39,282 SY
Aircraft aprons	117,172 SY
Taxiways	8,500 SY
Security lighting systems	50 EA

Standby electrical generators,	4 EA
75 KW or greater	
Power check pad	16,135 SY
Water well	1 EA
Land	138.82 AC
(Proposed <u>additional</u> acres in 1990 226.00 AC)	

In order to enact a sound preventive maintenance program which is responsive to the requirements of the mission and the obligation to safeguard the taxpayers' investment in existing installed real property, sufficient funding must be made available to support required maintenance and repair. These justified levels of R&M funding and requested additional manpower will provide a sufficient level of maintenance, minimize replacement and protect the investment of millions of dollars in facilities and equipment.

REPAIR AND MAINTENANCE

<u>Project</u>	All costs in thousands of dollars			
	<u>FY 88</u>	<u>FY 89</u>	<u>FY 90</u>	<u>FY 91</u>
1. Replace/repair fire hydrants, 7 ea			16	12
2. Road crack sealing (asphalt)	4	4	8	6
3. Crack sealing (concrete)	6	6	12	6
4. Sidewalk maintenance	2	3	6	3
5. Fence repair	2	2	6	2
6. Replace roof, Bldg 42, and paint				6
7. Paint, Bldg 20				3
8. Paint Bldg 22, Interior			2	3
9. Replace heater, Bldg 22		2	2	2
10. Replace interior lock sets	1	1	8	6
11. Replace floor tile	4	4	8	4
12. Clean/rpr walls and paint, Bldg 67				8
13. Paint basewide, interior & exterior	8	8	8	8
14. General roof repairs	8	8	8	8
15. Parking & taxi stripping	4	4	4	4
16. Repair base signage	1	1	1	1
17. Repair roof, Bldg 65	1	1	1	2
18. Grounds Maintenance	6	6	4	6
19. Heating System Maintenance (summer)	8	8	6	8
20. Overhead line maintenance	3	3	3	3
21. Emergency generator maintenance	4	4	4	4
22. Air conditioning maintenance	6	6	4	6
23. Other (emergency repair; general maint. and repair of facilities, systems and equipment; and all maint. supplies)	<u>50</u>	<u>50</u>	<u>50</u>	<u>50</u>
TOTALS	RQD 118 (54 funded)	RQD 121 (54 funded)	161	161

DEPARTMENT OF MILITARY AFFAIRS

EXHIBIT

3

DATE 2-15-89

HB

P.O. BOX 4789

STAN STEPHENS, GOVERNOR



STATE OF MONTANA

OFFICE OF THE ADJUTANT GENERAL
(406) 444-6910

HELENA, MONTANA 59604-4789

14 February 1989

JUSTIFICATION FOR ACCOUNTING CLERK

The Department is requesting an Accounting Clerk to assist in the accounting and payroll/personnel functions. The position is needed for additional contract accountability, to centralize payroll functions and assist in personnel duties.

Contract accountability - With the increasing federal monies available to the state, we need to spend the necessary time to assure accurate accounting to maximize the use of these funds. While the state wants to maximize the use of these dollars the federal side also demands accuracy in the use of their dollars. This position will help fulfill those requirements.

Payroll/Personnel - The payroll function is not necessarily a time consuming procedure but it needs to be centralized in the Administration Program for consistency and accountability. The Centralized Services Administrator signs off on the payroll for the department so the function should be located in this program. The personnel function will consist mainly of keeping the State P/P/P requirements for the department up to date and assisting the administrator in personnel projects, such as leave accounting, file administration, posting vacant positions and handling applications for vacant positions.

The department actually needs a full time Personnel Officer to assure we are following federal and state laws and to divert problems such as the back pay for the Firefighters in the Air Guard Program. The department has 100 FTE and the funding of some of the positions are complicated in the sense that federal reimbursement is contingent upon time worked under the terms of the contract. Accurate and timely records are beneficial for state budgeting and federal mandates. The department is starting to receive more EEO complaints and grievances. A Personnel Officer could help mitigate these with additional training of supervisors. The department does not have an employee appraisal system. This situation is detrimental to the employees and the state for efficiency and potential grievances and lawsuits. In summary we are lacking a full time professional manager in the personnel area who could benefit the state and employees.

DEPARTMENT OF MILITARY AFFAIRS

4
EXHIBIT

DATE 2-15-89

HB

P.O. BOX 4789



STAN STEPHENS, GOVERNOR

STATE OF MONTANA

OFFICE OF THE ADJUTANT GENERAL
(406) 444-6910

HELENA, MONTANA 59604-4789

14 February 1989

JUSTIFICATION FOR CONTRACTION CLERK

The Department of Military Affairs is requesting a clerk position to assist the Departments purchasing agent. This position is desperately needed because of the increased requirement for the Department to accomplish in-house contracting. The increased requirement is the result of a number of factors coming from both the State of Montana and the Federal Government.

1. The Department of Administration has granted to the Department of Military Affairs authority to contract for all purchases \$5000 and under. They did this in order to reduce their work load. This resulted in a shift of work load from the Dept of Admin to the Department of Military Affairs. They did not reduce their manpower with this transfer and we have not received an increase in manpower with the additional workload. In 1988 we issued 486 contracts under \$5000.

2. The A & E division of the Department of Administration also did a policy change and said that because we have the capability in-house to do minor repair and maintenance projects they would allow us to do so. In 1988 we specified and awarded \$407,170 in projects under this procedure.

3. The Federal Contracting Office for the National Guard determined that they did not have the staffing to award minor contracts for the Guard and that if we wanted to do minor construction work at the various training sites we, the Department, would have to do the contracting. The Department also was notified by the Federal Government in Washington D.C. that they had a substantial amount of money available for small projects if the State could contract for the projects. In 1988 we contracted for approximately \$2,548,000 in federal funded projects.

In 1988 the Departments purchasing office contracted for \$3,686,136 in purchases via several different procedures.

The purchasing office is made up of one person. The Purchasing agent, a state grade 13. We are fortunate in that this person is also an attorney and handles some of our legal requirements as well. The office has no clerical staff. In 1988 we used a vacant position in DES to support the clerical requirements of

the contracting office. This person prepared the specification and contracting documents which averaged 70 pages of typed information.

If we are to continue to meet the above requirements and support the needs of the National Guard we need this position for support. Some of the tasks that the position would do are as follows:

1. Prepare purchase orders.
2. Prepare notice to proceed documents.
3. Prepare contract documents.
4. Prepare specifications .
5. Assist the Purchasing Officer in advertising bids.
6. Recording the necessary information at bid openings.
7. Preparing bid tabulations and notices.
8. Review and documentation of change orders.
9. Assist in the verification of bid requirements.
(insurance, bonds).
10. Maintain federal contracting documents that are current. These change on a regular basis.

VISITOR'S REGISTER

AGENCY (S) General Govt & Highways SUBCOMMITTEE
DATE 2/15/89
DEPARTMENT _____

NAME	REPRESENTING	SUP- PORT	OP- POSE
Sharon Martin	Centennial		
Terr Wilner	NW Power		

IF YOU CARE TO WRITE COMMENTS, ASK SECRETARY FOR WITNESS STATEMENT
IF YOU HAVE WRITTEN COMMENTS, PLEASE GIVE A COPY TO THE SECRETARY.