

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

January 18, 1985

The meeting of the General Government and Highways Subcommittee was called to order by Chairman Quilici on January 18, 1985 at 8:00 a.m. in Room 437 of the State Capitol building.

ROLL CALL: All members were present. Also present were Don Witmer and Cliff Roessner from the LFA office, and Doug Booker and Carolyn Doering from the Governor's office.

SECRETARY OF STATE

Larry Akey, the Chief Deputy of the Secretary of State, explained the functions of the Records Management Program. The main function is to file Civil Documents. The budget is found on Exhibit No. 1. They requested two new typewriters each year and some computer equipment, and would like to receive funds for the equipment. They are renting two terminals at \$840 a year, which can be purchased at \$1300 a piece. Exhibit No. 2 is another form of the Records Management budget. There was discussion of vacancy savings and he requested that the staffing level should be left at the current level. For the third time, Larry Akey requested full, or at least partial, funding of the civil documents micrographics. He explained the advantages and the needs. Larry Akey urged the committee, that if they couldn't get full funding for the micrographics at least to give some funding and get a start on the project. Different options of starting this project were discussed (18;A;256). There was discussion of the UCC which stands for Uniformed Commercial Code system.

Larry Akey then went over the Administrative Rules Program found on Exhibits No. 3 and No. 4. He described the program (18;A;520). They requested funding for 3.50 FTE in the program, found on the second page of Exhibit No. 3. They also request that they are able to review their rate structure after their budget has been adopted and revise their rate structure in consultation with the code committee (18;A;668). Exhibit No. 4 was the Executive office's budget for the Administrative Rules Program.

Representative Lory asked if the problem of the security of the micrographics had been resolved, and Larry Akey said he felt it had (18;B;58). There was some discussion on whether the Department of Administration or some other private sector firm would be the least expensive way to do this micrographing (18;B;88).

EXECUTIVE SESSION

DEPARTMENT OF ADMINISTRATION--General Services

Deane Blanton, Administrator for General Services, explained the guidelines for procuring building construction repair and maintenance projects found on Exhibit No. 5. Cliff Roessner then gave an overview of the budgeting differences (18;B;222). He discussed the issues found on Exhibit No. 6.

Representative Lory moved to accept the .50 FTE architect position. The motion was seconded and passed unanimously. The motion was carried.

Representative Lory moved to accept the OBPP figure for fire and extended coverage insurance of \$41,360 in FY 1986 and \$44,270 in FY 1987. The motion was seconded and passed unanimously. The motion was carried.

Representative Lory moved to accept the OBPP base figures for janitorial contracts, mechanical contracts and elevator contracts. These figures will not be inflated. The motion was seconded and passed unanimously. The motion was carried.

Representative Lory moved the LFA budget for supplies, the motion was passed unanimously. The motion was carried.

Representative Lory moved the LFA budget for rent, the motion was seconded. The motion passed unanimously, and carried.

Senator Keating moved the OBPP base for electricity. The motion was seconded and passed unanimously. The motion was carried.

Senator Keating moved the LFA natural gas base except Mitchell building reduction is 40 percent instead of 70 percent for the retrofit of that building. The motion was seconded and passed unanimously. The motion was carried.

Senator Keating moved for water and sewer rates of \$77,830 in FY 1986 and \$84,634 for FY 1987. The motion was seconded and passed unanimously. The motion was carried.

Representative Lory moved the LFA repairs and maintenance budget. The motion was seconded, and passed unanimously. The motion was carried.

Transfers of \$119,418 for FY 1986 and \$123,458 for FY 1987 were moved by Senator Stimatz. The motion was seconded and passed unanimously. An increase of \$32,000 was then added to figures per year to determine second rate if the Department of Fish, Wildlife, and Park's budget is accepted. Senator Stimatz made the motion for \$32,000, it was seconded and approved unanimously. The motion was carried.

GENERAL GOVERNMENT AND HIGHWAYS

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Representative Lory moved the LFA Capitol Building funding be accepted. The motion was seconded and was carried unanimously.

The accepted amounts were to be adjusted and entered into the LFA's system. The bottom-line numbers were to be brought back to the committee along with a recommended rate for FY 1986 and FY 1987.

DEPARTMENT OF JUSTICE--Agency Legal Services

There was discussion on the vacancy savings for the agency (19;A;509). It was determined the committee would take the problem of vacancy savings on agency by agency.

Senator Keating moved the agency request for personnel services of \$318,508 for FY 1986 and \$318,901 for FY 1987. The motion was seconded, and passed unanimously. The motion was carried.

Senator Keating moved LFA operating expenses base for FY 1986 and FY 1987 be accepted. The motion was seconded and passed unanimously. The motion was carried.

Representative Lory moved approval for the investigator, a 1.0 FTE for both years subject to using the LFA inflation figures. The motion was seconded and passed unanimously. The motion was carried.

There was discussion on the working capital balance found on Exhibit No. 7. Cliff Roessner recommended that there would be no budget amendments for monies other than the intended purpose for this program. Susan Campbell agreed, and said the agency would never do that anyway (19;B;531).

Senator Stimatz moved to set their rate for \$46 an hour for the biennium without any reference to a cash balance. The motion was seconded and passed unanimously. The motion was carried.

ADJOURN: The meeting was adjourned at 12:00 p.m.



Joe Quilici, Chairman

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SECRETARY OF STATE

RECORDS MANAGEMENT PROGRAM
1987 BIENNIUM "BASE" BUDGET COMPARISONS

FY 1986

CATEGORY	SOS 86	EXEC 86	LFA 86	EXEC-SOS DIFF	LFA-SOS DIFF
FTE	26.50	26.00	25.50	-.50	-1.00
PERSONAL SERVICE	569,010	540,114	529,747	-28,896	-39,263
CONTRACT SERVICE	161,447	161,447	161,447	0	0
SUPPLIES & MATERIALS	35,132	35,132	35,132	0	0
COMMUNICATIONS	40,776	40,776	40,626	0	-150
TRAVEL	14,251	14,164	13,226	-87	-1025
RENT	19,868	22,669	19,868	2,801	0
REPAIR & MAINTENANCE	5,421	5,407	5,421	-14	0
OTHER EXPENSES	4,181	2,788	4,181	-1,393	0
INFLATION	14,218	13,101	8,191	-1,117	-6,027
EQUIPMENT	7,118	6,363	1800	-755	-5313
TOTAL	871,421	841,961	819,639	-29,460	-51,782

FY 1987

CATEGORY	SOS 87	EXEC 87	LFA 87	EXEC-SOS DIFF	LFA-SOS DIFF
FTE	26.50	26.00	25.50	-.50	-1.00
PERSONAL SERVICE	569,587	540,666	530,282	-28,921	-39,305
CONTRACT SERVICE	187,275	187,275	187,255	0	-20
SUPPLIES & MATERIALS	35,132	35,132	35,132	0	0
COMMUNICATIONS	45,726	45,726	45,726	0	0
TRAVEL	14,042	8,363	13,226	-5,679	-816
RENT	19,868	22,896	19,868	3,028	0
REPAIR & MAINTENANCE	5,421	5,407	5,421	-14	0
OTHER EXPENSES	4,181	2,788	4,181	-1,393	0
INFLATION	19,337	18,145	14,705	-1,192	-4,632
EQUIPMENT	1,796		1,796		0
TOTAL	902,365	866,398	857,592	-35,967	-44,773

SECRETARY OF STATE

RECORDS MANAGEMENT PROGRAM
1987 BIENNIUM "BASE" BUDGET COMPARISONS

* Staffing level. Executive recommends elimination of a .5 FTE file clerk position and LFA recommends elimination of a 1.00 FTE corporate document specialist position. Both justify their recommendation by noting that the respective positions were vacant all of FY84. We intentionally kept the corporate document specialist position vacant to meet vacancy savings requirements established by the 48th Legislature. We did not fill the grade 6 file clerk position -- a position normally filled in January to assist with corporate annual report filings -- in order to help offset anticipated data processing cost overruns. This resulted in grade 10 and grade 12 employees filing corporate annual reports which, in turn, caused delays in filing other documents. **We request retention of these positions in our base budget.**

* Micrographics. LFA's Budget Analysis (pg. 125) contains a concise description of our request. There are three major advantages to microfilming these documents: 1) security -- at present our office has the only public copy of many of the corporate and UCC records. Loss due to fire, theft, etc. would cause extreme difficulty in determining organization of business; 2) document preservation -- documents of historical significance will deteriorate unless filmed and properly cared for; and 3) efficiency -- saves space and complements Corporate Automated System in providing more efficient office operations. **We request full, or at least partial, funding of the civil documents micrographics request.**

AGENCY : 3201 SECRETARY OF STATES OFFICE
 PROGRAM : 01 RECORDS MANAGEMENT PROGRAM
 CONTROL : 00000

CURRENT LEVEL SERVICES ONLY

AE/OE	DESCRIPTION	OBPP FY 86	LFA FY 86	DIFF. FY 86	SUB-CMT. FY 86	OBPP FY 87	LFA FY 87	DIFF. FY 87	SUB-CMT. FY 87
0000	FULL TIME EQUIVALENT (FTE)	26.00	25.50	-0.50		26.00	25.50	-0.50	
1100	SALARIES	465,176	451,801	-13,375		465,473	450,602	-14,871	
1400	EMPLOYEE BENEFITS	66,498				66,776			
1500	HEALTH INSURANCE	31,200				31,200			
1600	VACANCY SAVINGS	-22,760	-21,791			-22,783	-21,801		
	TOTAL LEVEL	540,114	529,747	-10,367		540,666	530,282	-10,384	
2021	CONTRACTED SERVICES-INFLATION	6,131	1,260			7,463	2,049		
2022	SUPPLIES & MATERIALS-INFLATION	1,405	3,045			1,405	4,954		
2023	COMMUNICATIONS-INFLATION	4,893	3,623			8,688	5,791		
2024	TRAVEL-INFLATION	338	604	-4,910		255	982	-2,596	
2025	RENT-INFLATION	6	1,171			6	422		
2027	REPAIR & MAINTENANCE-INFLATION	216	470			216	764		
2028	OTHER EXPENSES-INFLATION	112/13,101	360/10,533			112/80,145	527/15,519		
2100	CONTRACTED SERVICES	161,447	161,447	0		187,275	187,255	0	
2200	SUPPLIES & MATERIALS	35,132	35,132	0		35,132	35,132	0	
2300	COMMUNICATIONS	40,776	40,626	-150		45,726	45,726	0	
2400	TRAVEL	14,164	13,224	-938		8,363	13,220	4,863	
2500	RENT	22,669	19,868	-2,801		22,896	19,868	-3,028	
2700	REPAIR & MAINTENANCE	5,407	5421	14		5,407	5,421	14	
2800	OTHER EXPENSES	2,788	4,181	1,393		2,788	4,181	1,393	
	TOTAL LEVEL	295,484	288,092	-7,392		325,732	326,358	626	
3100	EQUIPMENT	6,363	1,800	-4,563			1,796	1,796	
	TOTAL LEVEL	6,363	1,800						

AGENCY : 3201 SECRETARY OF STATES OFFICE
 PROGRAM : 01 RECORDS MANAGEMENT PROGRAM
 CONTROL : 00000

AE/OE	DESCRIPTION	OBPP FY 86	LFA FY 86	DIFF. FY 86	SUB-CMT. FY 86	OBPP FY 87	LFA FY 87	DIFF. FY 87	SUB-CMT. FY 87
	TOTAL PROGRAM	841,961	320,419	-21,512		866,398	858,436	-7,962	
01100	GENERAL FUND	841,961				866,398			
	TOTAL PROGRAM	841,961				866,398			

COMMENTS :

Issue Areas: Personal Services
 Travel
 Other expenses
 Equipment

Exhibit #3
1/18/85

SECRETARY OF STATE

ADMINISTRATIVE RULES PROGRAM
1987 BIENNIUM "BASE" BUDGET COMPARISONS

FY 1986

CATEGORY	SOS 86	EXEC 86	LFA 86	EXEC-SOS DIFF	LFA-SOS DIFF
FTE	3.50	3.50	2.50	0.00	-1.00
PERSONAL SERVICE	85,904	82,468	63,519	-3,436	-22,385
CONTRACT SERVICE	53,565	53,565	53,537	0	-28
SUPPLIES & MATERIALS	2,187	2,187	2,187	0	0
COMMUNICATIONS	9,530	9,530	9,530	0	0
TRAVEL	1,318	1,318	1,318	0	0
RENT	4,930	5,631	4,930	701	0
REPAIR & MAINTENANCE	1,118	1,118	1,118	0	0
OTHER EXPENSES	579	307	579	-272	0
INFLATION	3,581	3,363	4,793	-218	1,804
ACC. ENTITY TRANSFER	51,600	51,600	51,600	0	0
TOTAL	214,312	211,087	193,111	-3,225	-21,201

FY 1987

CATEGORY	SOS 87	EXEC 87	LFA 87	EXEC-SOS DIFF	LFA-SOS DIFF
FTE	3.50	3.50	2.50	0.00	-1.00
PERSONAL SERVICE	85,965	82,527	63,472	-3,438	-22,493
CONTRACT SERVICE	51,066	51,066	51,037	0	-29
SUPPLIES & MATERIALS	2,187	2,187	2,187	0	0
COMMUNICATIONS	9,530	9,530	9,530	0	0
TRAVEL	1,288	1,281	1,318	-7	30
RENT	4,930	5,688	4,930	758	0
REPAIR & MAINTENANCE	1,118	1,118	1,118	0	0
OTHER EXPENSES	579	307	579	-272	0
INFLATION	4,246	4,028	8,161	-218	4,133
ACC. ENTITY TRANSFER	51,600	51,600	51,600	0	0
TOTAL	212,509	209,332	193,932	-3,177	-18,577

SECRETARY OF STATE

ADMINISTRATIVE RULES PROGRAM
1987 BIENNIUM "BASE" BUDGET COMPARISONS

- * Staffing level. LFA recommends elimination of 1.00 FTE on the reasoning that the ARM indexing project is complete. In fact, the three positions added for this project during the 1981 session were deleted by the Subcommittee last session. Staffing pattern for the program at current level include:

<u>Position</u>	<u>FTE</u>	<u>Role</u>
Section Supervisor	1.00	Direct
Filing Clerk	.50	Direct
Indexer	.25	Direct
Bureau Chief	.25	Support
Secretary of State	.25	Support
Legal Counsel	.25	Support
Executive Assistant	.25	Support
Administrative officer	.25	Support
Accounting Tech II	.25	Support
Receptionist	<u>.25</u>	Support
	3.50	

We request funding for 3.50 FTE in this program.

- * Fees. The Montana Administrative Procedures Act gives the Secretary of State authority to set subscription rates and agency filing fees in consultation with the Administrative Code Committee (2-4-313, MCA). In addition, the Act clearly requires a general fund appropriation to pay the costs of the "free" subscriptions (2-4-312(2), MCA). Hence, we respectfully suggest that the Subcommittee adopt neither of the LFA's options. **We will review our rate structure after our budget has been adopted and revise our rate structure in consultation with the code committee.**

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

REPORT CRSE
DATE : 01/20/85
TIME : 17/40/56

AGENCY : 3201 SECRETARY OF STATIS OFFICE
PROGRAM : 03 ADMINISTRATIVE CODE PROGRAM
CONTROL : 00000

AE/OE	DESCRIPTION	OBPP FY 86	LFA FY 86	DIFF. FY 86	SUB-CMT. FY 86	OBPP FY 87	LFA FY 87	DIFF. FY 87	SUB-CMT. FY 87
0000	FULL TIME EQUIVALENT (FTE)	3.50	2.50	- 1.00		3.50	2.50	- 1.00	
1100	SALARIES	71,197	55,032			71,219	54,966		
1400	EMPLOYEE BENEFITS	9,907				9,946			
1500	HEALTH INSURANCE	4,800				4,800			
1600	VACANCY SAVINGS	-3,436	-2,645			-3,438	-2,645		
	TOTAL LEVEL	82,468	63,519	-18,949		82,527	63,472	-19,055	
2021	CONTRACTED SERVICES-INFLATION	2,034	3,854			2,034	6,268		
2022	SUPPLIES & MATERIALS-INFLATION	88	188			88	307		
2023	COMMUNICATIONS-INFLATION	1,143	865	1,430		1,810	1,299	4,243	
2024	TRAVEL-INFLATION	41	37			39	60		
2025	RENT - INFLATION	0	-246			0	110		
2027	REPAIR & MAINTENANCE-INFLATION	45	97			45	157		
2028	OTHER EXPENSES-INFLATION	12	47			12	80		
2100	CONTRACTED SERVICES	53,565	53,537	- 28		51,066	51,037	- 29	
2200	SUPPLIES & MATERIALS	2,187	2,187	0		2,187	2,187	0	
2300	COMMUNICATIONS	9,530	9,530	0		9,530	9,530	0	
2400	TRAVEL	1,318	1,318	0		1,281	1,318	37	
2500	RENT	5,631	4,930	- 701		5,688	4,930	- 758	
2700	REPAIR & MAINTENANCE	1,118	1,118	0		1,118	1,118	0	
2800	OTHER EXPENSES	307	579	272		307	579	272	
	TOTAL LEVEL	77,019	77,992	973		75,205	79,080	3,875	
8100	ACCOUNTING ENTITY TRANSFERS	51,600	51,600	0		51,600	51,600	0	
	TOTAL LEVEL	51,600				51,600			
	TOTAL PROGRAM	211,087	193,111	-17,976		209,332	194,152	-15,180	

Exhibit #4
1/18/85

REPORT EBSR106
 DATE : 01/07/89
 TIME : 17/44/56

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

AGENCY : 3201 SECRETARY OF STATES OFFICE
 PROGRAM : 03 ADMINISTRATIVE CODE PROGRAM
 CONTROL : 00000

AE/OE	DESCRIPTION	OBPP FY 86	LFA FY 86	DIFF. FY 86	SUB-CMT. FY 86	OBPP FY 87	LFA FY 87	DIFF. FY 87	SUB-CMT. FY 87
01100	GENERAL FUND	51,600	51,600	0		51,600	51,600	0	
02400	ADMINISTRATIVE RULES	159,487	141,511	-17,976		157,732	142,552	-15,180	
	TOTAL PROGRAM	211,087				209,332			

COMMENTS :

Issue Areas: Personal Services

Other expenses

Exhibit #5
1/18/85

DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION



TED SCHWINDEN, GOVERNOR

MITCHELL BUILDING, ROOM 165

STATE OF MONTANA

(406) 444-2575

HELENA, MONTANA 59620

TO: ALL STATE AGENCIES

FROM: Phil Hauck, Administrator *Phil*
Architecture & Engineering Division
Laurie Ekanger, Administrator *Laurie*
Purchasing Division

DATE: January 9, 1984

SUBJECT: Guidelines for Procuring Building Construction Repair and Maintenance Projects

House Bill 506 passed by the 1983 Legislature changed the applicable law, and thus the method, by which "building construction repair and maintenance" projects are procured. Previously such projects were procured through the Purchasing Division according to purchasing laws (Title 18, Chapter 4, MCA). Because of House Bill 506 such projects must now be procured according to the building construction laws (Title 18, Chapters 1 and 2, MCA) administered by the Architecture and Engineering Division.

Attached for your reference are Guidelines for procuring building construction repair and maintenance projects. These Guidelines include a definition for use in determining the applicable law.

Please call us if you have questions.

pj

Attachment

GUIDELINES

PROCURING CONSTRUCTION REPAIR AND MAINTENANCE PROJECTSDefinition

Building construction repair and maintenance projects are confined to those projects which are performed by contractors from the private sector and which meet the following criteria:

1. Necessary to restore or maintain the structure or appearance of the building; e.g., repair or provide new roof, paint, carpet, wallpaper, window or insulation.
2. Necessary to provide facilities normally associated with occupancy of a building; e.g., repair or provide new plumbing, ventilating or electrical fixtures.
3. Materials for the project supplied by the vendor. (If labor to complete the project is supplied by the agency or department, State Purchasing Division rules and procedures are in effect for procuring the materials.)

For purposes of the above, the following is a partial list of those contracts which are not "construction repair and maintenance projects" and should be directed to the Purchasing Division:

- service maintenance contracts (janitorial, elevator, mechanical, etc.)
- office equipment purchase, installation and maintenance
- grounds maintenance

Application

Building construction repair and maintenance projects are accomplished according to building construction laws (Title 18, Chapters 1 and 2, MCA) which are administered by the Architecture and Engineering Division. Building Construction laws allow such projects to be let up to \$5,000 directly by agencies without advertising or bidding. Projects for amounts over \$5,000 require supervision from the Architecture and Engineering Division. Construction projects contracts may require inclusion of many special provisions such as performance bonds, minimum wage attachment insurance, contractor's license, contractor's withholding and workers' compensation.

All purchases other than building construction are governed by regular purchasing laws (Title 18, Chapter 4, MCA) and rules (Title 2, Chapter 5, ARM) which are administered by the Purchasing Division.

Assistance Available

Please call the Architecture and Engineering Division (444-3104) or the Purchasing Division (444-2575) if help is needed in classifying a project, determining the appropriate legal procedure, preparing contract documents or obtaining any additional information.

(c) a building, facility, or structure owned or to be owned by a state agency, including the department of highways;

(2) "building" does not include:

(a) a building, facility, or structure owned or to be owned by a county, city, town, school district, or special improvement district;

(b) a facility or structure used as a component part of a highway or water conservation project;

* (3) "construction" includes the construction, alteration, repair, maintenance, and remodeling of a building and the equipping and furnishing of a building during construction, alteration, repair, maintenance, and remodeling.

History: En. Sec. 14, Ch. 271, L. 1963; amd. Sec. 1, Ch. 24, L. 1973; amd. Sec. 81, Ch. 326, L. 1974; R.C.M. 1947, 82-3314; amd. Sec. 4, Ch. 388, L. 1979; amd. Sec. 1, Ch. 67, L. 1981; amd. Sec. 1, Ch. 491, L. 1983.

Compiler's Comments

1983 Amendment: In (3) after "alteration" inserted "repair, maintenance" twice, and after "remodeling", deleted "but does not include the repair or maintenance of an existing building".

1981 Amendment: Substituted language in (3) for "construction includes construction, repair, alteration, and equipping and furnishing during construction, repair, or alteration".

18-2-102. Authority to construct buildings. (1) Except as provided in subsection (2) of this section, a building costing more than \$25,000 may not be constructed without the consent of the legislature. When a building costing more than \$25,000 is to be financed in such a manner as not to require legislative appropriation of moneys, such consent may be in the form of a joint resolution.

(2) (a) The governor may authorize the emergency repair or alteration of a building.

(b) The regents of the Montana university system may authorize the construction of revenue-producing facilities referred to in 20-25-312 if they are to be financed wholly from the revenues therein described.

(c) The regents of the Montana university system, with the consent of the governor, may authorize the construction of a building that is financed wholly with federal or private moneys if the construction of the building will not result in any new programs.

History: En. Sec. 16, Ch. 271, L. 1963; amd. Sec. 2, Ch. 13, L. 1967; amd. Sec. 83, Ch. 326, L. 1974; R.C.M. 1947, 82-3316.

Cross-References

Long-range building program bonds, Title 17, ch. 5, part 4.

Employment security building bonds, Title 17, ch. 5, part 6.

Long-range building program and budget, Title 17, ch. 7, part 2.

Revenue-producing facilities -- powers of regents, 20-25-302.

Construction project at Montana State University and Eastern Montana College, 20-25-431.

18-2-103. Supervision of construction of buildings. (1) For the construction of a building costing more than \$25,000, the department of administration shall:

(a) review and approve all plans and working drawings prepared by architects;

(b) approve all bond issues or other financial arrangements and supervise and approve the expenditure of all moneys;

Exhibit #6
1/18/85

BUD:OCO 1-8-85

BUDGET COMPARISONS
LFA vs. OBPP
CURRENT LEVEL

	DESCRIPTION	FY 84	FY 85	OBPP FY 86	LFA FY 86	DIFF. FY 86 (.50)	OBPP FY 87	LFA FY 87	DIFF. FY 87 (.50)
AGENCY:6101 DEPARTMENT OF ADMINISTRATION									
PROGRAM:08 GENERAL SERVICES PROGRAM									
COLLUP WITH INFLATION SEPARATE									
	FTE	49,25	49,25	49,25	48,75				
1100	SALARIES	772,323	803,370	844,851			850,041	48.75	
1400	EMPLOYEE BENEFITS	169,436	124,592	136,597			137,242		
1500	HEALTH INSURANCE		47,280	60,000			60,000		
1600	VACANCY SAVINGS			(41,657)			(41,800)		
	TOTAL LEVEL	941,759	975,242	999,791	989,044	(10,747)	1,005,393	991,067	(14,326)
2078	INFLATION			42,308	197,125	154,817	43,291	298,618	255,327
2100	CONTRACTED SERVICES	699,440	686,196	750,064	673,923	(76,241)	758,591	667,323	(91,368)
2200	SUPPLIES & MATERIALS	82,339	63,059	60,413	71,007	10,594	62,123	71,007	8,884
2300	COMMUNICATIONS	8,079	9,117	9,054	9,055	1	9,054	9,055	1
2400	TRAVEL	17	717			0			0
2500	RENT	9,703	9,432	12,947	9,702	(3,245)	12,947	9,702	(3,245)
2600	UTILITIES	747,319	932,440	789,281	730,237	(59,044)	795,926	738,063	(57,863)
2700	REPAIR & MAINTENANCE	93,092	192,727	148,380	180,300	31,920	148,190	179,855	31,675
2800	OTHER EXPENSES	56,542	18,666	11,116	11,118	2	11,116	11,118	2
2899	GENERAL					0			0
	TOTAL LEVEL	1,696,531	2,112,354	1,823,563	1,882,367	58,804	1,841,328	1,984,741	143,413
3100	EQUIPMENT	16,406	1,500	10,200	6,200	(4,000)	3,200	3,200	0
	TOTAL LEVEL	16,406	1,500	10,200	6,200	(4,000)	3,200	3,200	0
4200	CAPITAL OUTLAY-BLDGS	39,963	0	0	0	0	0	0	0
	TOTAL LEVEL	39,963	0	0	0	0	0	0	0
8100	A/E TRANSFERS	125,540	109,454	119,418	120,710	1,292	123,458	128,556	5,098
	TOTAL LEVEL	125,540	109,454	119,418	120,710	1,292	123,458	128,556	5,098
	TOTAL PROGRAM	2,820,199	3,197,550	2,952,972	2,990,321	45,349	2,973,379	3,107,564	134,185
01000	GENERAL FUND	617,059	672,107	648,303	589,266	(60,037)	636,199	608,108	(28,091)
02008	CAPITAL BUILDING SR	49,996	50,000	50,000	50,356	5,356	50,000	50,601	601
03028	RENT & MAINTENANCE	2,153,144	2,475,443	2,254,669	2,351,699	100,030	2,387,190	2,440,655	153,475
	TOTAL PROGRAM	2,820,199	3,197,550	2,952,972	2,990,321	45,349	2,973,379	3,107,564	134,185

BUDGET COMPARISONS
LFA VS. OBPP
MODIFIED LEVEL

BUDGET COMPARISONS
LFA VS. OBPP
MODIFIED LEVEL

PAGE 2

AGENCY: J104 DEPARTMENT OF ADMINISTRATION
PROGRAM: 08 GENERAL SERVICES PROGRAM
CONTROL: 08 01 NEW FACILITIES

FTE	DESCRIPTION	INFLATION SEPARATE			BUDGET COMPARISONS LFA VS. OBPP MODIFIED LEVEL		
		FY 85	OBPP FY 86	LFA FY 86	OBPP FY 87	LFA FY 87	DIFF. FY 87
	TOTAL LEVEL	0	9,702	0	18,261	0	(18,261)
2078	INFLATION		5,126		9,284		(9,284)
2100	CONTRACTED SERVICES		57,420		104,815		(104,815)
2200	SUPPLIES & MATERIALS		7,400		11,555		(11,555)
2300	COMMUNICATIONS		0		0		0
2400	TRAVEL		0		0		0
2500	RENT		0		0		0
2600	UTILITIES		56,976		81,417		(81,417)
2700	REPAIR & MAINTENANCE		12,720		46,480		(46,480)
2800	OTHER EXPENSES		580		600		(600)
2899	GENERAL		0		0		0
	TOTAL LEVEL	0	140,222	0	254,152	0	(254,152)
3100	EQUIPMENT		0		0		0
	TOTAL LEVEL	0	0	0	0	0	0
8100	A/E TRANSFERS		0		0		0
	TOTAL LEVEL	0	0	0	0	0	0
	TOTAL PROGRAM	0	149,924	0	272,413	0	(272,413)
01000	GENERAL FUND		0		0		0
05008	CAPITAL BUILDING SR		0		0		0
06528	RENT & MAINTENANCE		149,924		272,413		(272,413)
	TOTAL PROGRAM	0	149,924	0	272,413	0	(272,413)

BUDGET COMPARISONS
LFA vs. OBFP
CURRENT LEVEL + MODIFIED LEVEL

LINE	DESCRIPTION	FY 84		FY 85		FY 86		FY 87		DIFF.		LFA		DIFF.	
		FY 84	FY 84	FY 85	FY 85	FY 86	FY 86	FY 87	FY 87	FY 86	FY 86	FY 87	FY 87	FY 86	FY 87
1100	SALARIES	772,323	803,370	852,416	852,416	852,416	852,416	852,416	852,416	852,416	852,416	852,416	852,416	852,416	852,416
1400	EMPLOYEE BENEFITS	169,436	124,592	137,938	137,938	137,938	137,938	137,938	137,938	137,938	137,938	137,938	137,938	137,938	137,938
1500	HEALTH INSURANCE	47,280	47,280	47,280	47,280	47,280	47,280	47,280	47,280	47,280	47,280	47,280	47,280	47,280	47,280
1600	VACANCY SAVINGS	941,759	975,242	1,009,493	989,044	989,044	989,044	989,044	989,044	989,044	989,044	989,044	989,044	989,044	989,044
2098	TOTAL LEVEL	1,696,531	2,112,354	1,963,785	1,862,367	1,862,367	1,862,367	1,862,367	1,862,367	1,862,367	1,862,367	1,862,367	1,862,367	1,862,367	1,862,367
2098	INFLATION														
2100	CONTRACTED SERVICES	699,440	886,196	807,484	673,823	673,823	673,823	673,823	673,823	673,823	673,823	673,823	673,823	673,823	673,823
2200	SUPPLIES & MATERIALS	82,339	63,039	67,813	71,007	71,007	71,007	71,007	71,007	71,007	71,007	71,007	71,007	71,007	71,007
2300	COMMUNICATIONS	8,079	9,117	9,054	9,055	9,055	9,055	9,055	9,055	9,055	9,055	9,055	9,055	9,055	9,055
2400	TRAVEL	17	717	717	717	717	717	717	717	717	717	717	717	717	717
2500	RENT	9,703	9,432	12,947	9,702	9,702	9,702	9,702	9,702	9,702	9,702	9,702	9,702	9,702	9,702
2600	UTILITIES	747,319	932,440	845,257	730,237	730,237	730,237	730,237	730,237	730,237	730,237	730,237	730,237	730,237	730,237
2700	REPAIR & MAINTENANCE	93,092	192,727	161,100	180,300	180,300	180,300	180,300	180,300	180,300	180,300	180,300	180,300	180,300	180,300
2800	OTHER EXPENSES	55,542	18,666	11,696	11,118	11,118	11,118	11,118	11,118	11,118	11,118	11,118	11,118	11,118	11,118
2899	GENERAL														
3100	EQUIPMENT	16,406	1,500	10,200	6,200	6,200	6,200	6,200	6,200	6,200	6,200	6,200	6,200	6,200	6,200
3100	TOTAL LEVEL	16,406	1,500	10,200	6,200	6,200	6,200	6,200	6,200	6,200	6,200	6,200	6,200	6,200	6,200
4200	CAPITAL OUTLAY-BLDGS	39,963	0	0	0	0	0	0	0	0	0	0	0	0	0
4200	TOTAL LEVEL	39,963	0	0	0	0	0	0	0	0	0	0	0	0	0
8100	R/E TRANSFERS	125,540	108,454	119,418	120,710	120,710	120,710	120,710	120,710	120,710	120,710	120,710	120,710	120,710	120,710
8100	TOTAL LEVEL	125,540	108,454	119,418	120,710	120,710	120,710	120,710	120,710	120,710	120,710	120,710	120,710	120,710	120,710
01000	GENERAL FUND	617,059	672,107	648,303	588,266	588,266	588,266	588,266	588,266	588,266	588,266	588,266	588,266	588,266	588,266
05008	CAPITOL BUILDING SR	49,996	50,000	50,000	55,356	55,356	55,356	55,356	55,356	55,356	55,356	55,356	55,356	55,356	55,356
06528	RENT & MAINTENANCE	2,153,144	2,475,443	2,404,593	2,354,699	2,354,699	2,354,699	2,354,699	2,354,699	2,354,699	2,354,699	2,354,699	2,354,699	2,354,699	2,354,699
06528	TOTAL PROGRAM	2,820,199	3,197,550	3,102,896	2,999,321	2,999,321	2,999,321	2,999,321	2,999,321	2,999,321	2,999,321	2,999,321	2,999,321	2,999,321	2,999,321
01000	GENERAL FUND	617,059	672,107	648,303	588,266	588,266	588,266	588,266	588,266	588,266	588,266	588,266	588,266	588,266	588,266
05008	CAPITOL BUILDING SR	49,996	50,000	50,000	55,356	55,356	55,356	55,356	55,356	55,356	55,356	55,356	55,356	55,356	55,356
06528	RENT & MAINTENANCE	2,153,144	2,475,443	2,404,593	2,354,699	2,354,699	2,354,699	2,354,699	2,354,699	2,354,699	2,354,699	2,354,699	2,354,699	2,354,699	2,354,699
06528	TOTAL PROGRAM	2,820,199	3,197,550	3,102,896	2,999,321	2,999,321	2,999,321	2,999,321	2,999,321	2,999,321	2,999,321	2,999,321	2,999,321	2,999,321	2,999,321

AGENCY: 6101 DEPARTMENT OF ADMINISTRATION
PROGRAM: 08 GENERAL SERVICES PROGRAM
(COLLUP WITH INFLATION SEPARATE)

GENERAL SERVICES

BUDGET DIFFERENCES

Current Level (Page 1 of Rollup on Budget Comparisons)

Personal Services

The difference is due to the LFA budget deleting a .50 FTE. This position is necessary to handle repairs and maintenance contract bidding (for amounts under \$25,000), award, and supervision. The position also assumes the workload initiated by agency requests for space studies and design. These studies allow reorganization of present staff to gain more efficient use of existing space. Costs are \$10,747 in FY'86 and \$14,326 in FY'87.

Contracted Services

1. Fire and extended coverage (risk) insurance was omitted from the LFA budget for General Services Division. The LFA budget put general fund money in the Insurance & Legal Division budget of Dept. of Administration to cover these insurance costs. If the insurance costs are included in General Services budget, all agencies will pay their fair share of these costs through rent charges. This allocation would charge all funds and not just the general fund. Costs (provided by the Insurance & Legal Division) are \$41,360 in FY'86 and \$44,270 in FY'87.
2. The majority of the janitorial contracts will be rebid in March 1985 (effective April 1985) for the next biennium for 21 buildings. We estimate the cost will increase to a minimum of .50¢/square foot. We currently pay an average of .48¢/square foot. The present contract is a three year contract initiated in April 1982. The .02¢/square foot estimated increase would be \$7,320 in both fiscal years.

Another janitorial contract for the Billerbeck Buildings was rebid with an effective date of July 1, 1984. The new contract adds \$5,000 to both fiscal years.

The OBPP budget includes these costs. The LFA budget is at the FY'84 base.

3. The mechanical contract was rebid November 1983, effective January 1, 1984. The FY'84 base had only six months of the new contract. The new contract will expire November 1, 1986. The OBPP budget used the present contract costs for FY'86 and the first six months of FY'87. The last six months of FY'87 were inflated 4% in the base. OBPP did not apply an overall inflation factor to the revised base. Additional costs were \$14,272 in FY'86 and \$23,431 in FY'87. LFA has the mechanical contract at the FY'84 base.
4. The elevator contract will be rebid in April 1986, effective July 1986. OBPP estimates that the new contract will increase 25% due to additional services and new elevators in Office of Public Instruction and the Capitol.

The OBPP did not apply an overall inflation factor. Additional costs are \$2,500 in FY'87. LFA budget has the elevator contract at the FY'84 base.

Supplies

The LFA budget includes building materials at current level. OBPP showed a decrease based on historical data. Difference is \$8,630 in both years.

Rent

The LFA budget does not include costs for Motor Pool rate increases. These increases will be effective July 1, 1985. Costs are \$3,245 in both years.

Utilities

1. The OBPP budget for electricity increased the '84 base by 10% due to information from Montana Power. LFA budget was left at '84 base. Differences are \$28,715 in both years.
2. For natural gas, the OBPP budget reduced the '84 base by \$5,000 for energy conservation due to retrofit of the Mitchell Building. LFA reduced the '84 base by \$30,508. \$19,391 relates to the retrofit and \$11,117 was for an overestimated June bill for natural gas. The actual bill was not received until after the accounting records closed. Total differences are \$25,508 in both years.
3. LFA and OBPP refigured the water and sewer rates with current City of Helena rate increase information. The consensus for the revised costs is \$77,830 in '86 and \$84,634 in '87. These revisions result in the following adjustments to the budgets on page 1 of the rollup in the utility category:

	<u>'86</u>	<u>'87</u>
LFA	(\$1,327)	(\$2,349)
OBPP	(\$5,227)	(\$5,068)

Repairs & Maintenance

LFA budget gives the division's request for repairs and maintenance. OBPP reduced the request by \$31,873 to adjust to current level.

Equipment

LFA budget did not include \$4,000 in FY'86 for communications equipment. LFA was not previously aware of this request.

Transfers

Both budgets were calculated using the FY'85 level plus grounds maintenance for two buildings (DNRC and the Old Governor's Mansion). The differences (\$1,292 in '86 and \$5,098 in '87) are in the inflation factors.

Modified Level (Page 2 of budget comparison sheets)

The modified request relates to the new Department of Natural Resources Building and the Museum Addition. It is estimated that the DNRC Building will be completed November 1985. Revised estimates for the Museum Addition are October 1986. The revised operating costs for FY'86 and FY'87 are mentioned in the operating cost section below. Please note that some of these figures are different from page 2 (of the budget comparison sheets) due to the Museum deduction. OBPP has prepared a budget for the new facilities.

Personal Services

A .50 FTE in FY'86 and 1.00 FTE in FY'87 is required for a maintenance worker to handle the new facilities. This relates to only one additional position for the biennium. The position is less in FY'86 due to the timing of the year when the DNRC Building is completed. Costs for the position are \$9,702 in FY'86 and \$18,261 in FY'87.

Operating costs for the new facilities are:

	<u>FY'86</u>	<u>FY'87</u>
Inflation	\$ 4,677	\$ 8,835
Contracted services	57,420	104,815
Supplies & Materials	7,400	11,556
Utilities	56,976	81,417
Repair & Maintenance	1,500	35,260
Other expenses	580	600
	<u> </u>	<u> </u>
Total Operating	\$128,553	\$242,483

The total modified request (personal services plus operating expenses) for the new facilities is now \$138,255 in FY'86 and \$260,744 in FY'87. Please note that this represents a total reduction in both years of \$11,669 from page 2 of the modified level budget comparison sheet.

Department of Justice
Agency Legal Services--Working Capital Balance
as of 12/31/84

Assets

¹	Cash	\$46,884	
²	Accounts Receivable	<u>33,222</u>	\$80,106

Liabilities

²	Accounts Payable		<u>17,400</u>
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		<u><u>\$62,706</u></u>
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Projected 1987 ending working capital balance.

	<u>FY 1986</u>	<u>FY 1987</u>
Beginning Balance	\$ 63,000	\$ 79,166
³ Income	<u>471,211</u>	<u>479,873</u>
Total Available	\$534,211	\$559,039
⁴ Budgeted Expenditures	<u>455,045</u>	<u>458,365</u>
Ending Balance	<u><u>\$ 79,166</u></u>	<u><u>\$100,674</u></u>

¹December SBAS

²Provided by department.

³Provided by department.

⁴Department request, plus modify plus 3 percent and 2 percent pay raises for fiscal 1986 and fiscal 1987 respectively.

The \$100,674 balance is a 57 working day balance or approximately 2 1/2 month balance. Growth in working capital balance from the 85 biennium to the 1987 biennium is \$37,674 or 60 percent.

