

Office of Budget and Program Planning Staff Listing

As of November 15, 2008

David Ewer, Budget Director

Amy Carlson, Assistant Budget Director

Helen Kittel, Administrative Officer

Amy Sassano, Assistant Budget Director

Jeanne Nevins, Administrative Assistant

Revenue Analysts

Ralph Franklin

Eric Dale

Stephanie Morrison

Ryan Evans

Christine Hultin-Brus

<u>Code</u>	<u>Agency</u>	<u>Budget Analyst</u>
Section A – General Government		
1104	Legislative Branch	Shawn Graham
1112	Consumer Counsel	Shawn Graham
3101	Governor's Office	Amy Sassano
3201	Secretary of State	Mark Bruno
3202	Comm. of Political Practices	Shawn Graham
3401	State Auditor	Shawn Graham
5801	Dept. of Revenue	Mark Bruno
6101	Dept. of Administration	Mark Bruno
6103	State Fund	Mark Bruno
6104	PERS (non-budgeted)	Mark Bruno
6105	TRS (non-budgeted)	Mark Bruno
6106	Consensus Council	Amy Sassano
6501	Dept of Commerce	Mark Bruno
6602	Dept of Labor & Industry	Shawn Graham
6701	Dept of Military Affairs	Shawn Graham

Section B – Public Health and Human Services

6901 Dept. of PHHS Pat Sullivan, Erin Powers, & Ryan Evans

Section C – Natural Resources and Transportation

5201	Dept. of Fish, Wildlife & Parks	James Chamberlain
5301	Dept. of Environmental Quality	James Chamberlain
5401	Dept of Transportation	James Chamberlain
5603	Dept. of Livestock	Shawn Graham
5706	Dept. of Natural Resources and Cons.	James Chamberlain
6201	Dept. of Agriculture	Shawn Graham

**Office of Budget and Program Planning
Staff Listing**

Section D – Judicial Branch, Law Enforcement, & Justice

2110	Judicial Branch	Brent Doig
4107	Crime Control Division	Brent Doig
4110	Dept. of Justice	Brent Doig
4201	Public Service Regulation	Brent Doig
6108	Office of Public Defender	Brent Doig
6401	Dept. of Corrections	Brent Doig

Section E - Education

3501	OPI	Nancy Hall
3511-5	Colleges of Technology	Suzan Scott
5101	Board of Public Education	Nancy Hall
5102	Commissioner of Higher Education	Suzan Scott
5103-8	MUS Six Units	Suzan Scott
	Community Colleges and Research	Suzan Scott
5109	MAES	Suzan Scott
5110	MCES	Suzan Scott
5111	Forestry Experiment Station	Suzan Scott
5112	Bureau of Mines	Suzan Scott
5113	School for the Deaf & Blind	Nancy Hall
5114	Montana Arts Council	Nancy Hall
5115	State Library	Nancy Hall
5117	Montana Historical Society	Nancy Hall
5119	Fire Services Training School	Suzan Scott

Section F – Long Range Planning – Christine Hultin-Brus

Budget Background Information

Details on How the 2009 Biennium Budget was Developed

Personal Services – The personal services portion of the executive budget is based upon a “snapshot” of actual salaries for authorized FTE, as they existed on the Statewide Accounting, Budgeting and Human Resources System (SABHRS) on June 30, 2008, which was the end of the fiscal year. OBPP prepared the FY 2010 and FY 2011 personal services budgets to reflect HB 3 adopted by the 2007 Legislature, workers comp, unemployment insurance, FICA, retirement contribution rates, number of hours each fiscal year, longevity adjustments, and health insurance rates. These personal services schedules are included in the present law base for current level positions that are authorized for FY 2009 and thus authorized to continue into the 2011 biennium.

Inflation/Deflation - The adjusted base for FY 2010 and FY 2011 includes fully funded personal services costs in the 61000 expenditure accounts. It does not include per diem for boards and advisory committees, overtime, shift differential pay and holidays worked. In addition, the following accounts have been inflated/deflated from the FY 2008 base amounts due to the new recommended amounts/rates:

<u>Account</u>	<u>Name</u>	<u>FY 2010</u>	<u>FY 2011</u>
62205	Food	6.3%	8.3%
62225	Reference Books	15.56%	24.80%
62251-98	Meat and Misc Food Items	6.3%	8.3%
62216	Gasoline	19.76%	22.68%
62216A	Aviation Gasoline	19.76%	22.68%
62242	Diesel Fuel	19.76%	22.68%
62242A	Jet Fuel	19.76%	22.68%
62304	Postage	2.44%	2.44%
62404	In State Motor Pool	19.07%	20.76%
62414	Out of State Motor Pool	19.07%	20.76%
62434	In State Motor Pool Trng	19.07%	20.76%
62445	Out of State Mtr Pool Trng	19.07%	20.76%
62510	Motor Pool Leased Veh.	19.07%	20.76%
62601	Electricity	5.7%	6.8%
62603	Natural Gas	6.90%	6.90%
62604	Laboratory Gas	10.8%	10.8%
62607	Propane	10.8%	10.8%
63125	Library Books	15.56%	24.80%

No other inflation or deflation is included in the adjusted base budgets for FY 2010 and FY 2011. Agency requests for other changes to the adjusted base budget were submitted in decision packages (DPs), which will be listed individually in Sections A – E of the budget.

Fixed Costs - Although most agencies will be billed in the 2011 biennium consistent with the amounts budgeted for fixed costs, there may be a few exceptions, various Information Technology charges which are based upon actual usage, warrant writing fees for warrants actually issued, and that portion of lease vehicles based on number of miles driven. The total of fixed costs for the 2011 biennium is shown for each fiscal year just above. A brief summary of each fixed cost follows and the manner in which each of these objects was adjusted in the budget is summarized.

Fixed Costs for the 2011 Biennium		
<u>Fixed Cost Account</u>	<u>FY 2010 Amount</u>	<u>FY 2011 Amount</u>
Insurance (62104)	\$12,297,443	\$12,297,452
Warrant Writer (62113)	\$1,087,866	\$1,122,620
Payroll Service (62114)	\$3,302,238	\$2,842,536
Legislative Audit Fees (62122)	\$3,560,300	
SABHRS (62148)	\$4,507,446	\$4,344,459
ITSD Fees (62ITSD)	\$4,470,713	\$4,470,713
Messenger Services (62307)	\$276,982	\$276,982
Capitol Complex Rent (62527)	\$10,393,842	\$11,189,981
Grounds Maintenance (62770)	\$496,649	\$536,509
SWCAP (62888)	\$4,034,066	\$4,235,768

Budget Background Information

Details on How the 2009 Biennium Budget was Developed

Insurance - The state self-insures for property losses under \$250,000 and claims for general liability, errors and omissions, inland marine, auto liability, and foster care liability.

FY 2008 Budget: \$12,881,099 FY 2010 Budgeted: \$12,297,443 FY 2011 Budgeted: \$12,297,452

Warrant Writer - Check writing and auto-deposit capabilities for two million annual transactions are provided to state agencies. The service is charged out on actual experience and projected based on historical demand.

FY 2008 budget: \$1,024,644 FY 2010 projected: \$1,087,866 FY 2011 projected: \$1,122,620

Payroll Service - Payroll processing for more than 13,500 state employees has projected operating expenses of \$3,302,238 in FY 2010 and \$2,842,536 in FY 2011.

Audit - Total statewide financial compliance audit costs for the 2011 biennium are \$3,560,300. Biennium financial compliance audit costs for the 2009 biennium were \$3,308,527.

SABHRS - Costs to finance the Statewide Accounting, Budgeting, and Human Resource System (SABHRS) have been distributed to state agency budgets. The SABHRS operations bureau will maintain the uniform central management system with total budgeted operating expenses of \$8,851,905 in the 2011 biennium. State agencies will pay this in distributed fixed costs, allocated by FTE and transaction usage, using all funds proportionately.

Information Technology Services Division (ITSD) Fees - ITSD's rates are based on the FullCost Maturity Model (FMM), an activity based budgeting model. Over the past year ITSD has reorganized its rates structure and defined over 260 services, allocated costs and staff time to each service, and estimated units of service provided to each agency. For a wide variety of services, agencies will have the choice of using the service or altering the units consumed. Based on increase of services and agency predicted growth, ITSD's FY2008 base expenditures of \$34,282,677 is requested to increase to \$39,641,152 in FY2010 and \$40,321,602 in FY2011.

Messenger Service - Mail sorting, outgoing pickup and incoming mail delivery to all state agencies within the Helena area is a budgeted cost, then distributed as a fixed cost to customer agencies, based upon historical volume, the number of FY 2008 holdouts (similar to a post office box), and the number of FY 2008 deliveries. The distributed fixed costs are \$276,982 each year of the 2011 biennium.

Department of Administration Rent - Agencies within the Capitol Complex will pay \$8.869 and \$9.002 per square foot for office space in FY 2010 and FY 2011, respectively. Warehouse space is budgeted at \$4.804 per square foot (psf) in FY 2010 and \$5.010 psf in FY 2011.

Grounds Maintenance - Capitol grounds maintenance, snow removal, and water charges are paid by Capitol Complex agencies at a rate of \$0.541 psf of rented office space in FY 2010 and \$0.543 in FY 2011.

SWCAP (Statewide Cost Allocation Plan) - The costs of certain general government services financed from the general fund are recovered from non-general fund programs. The OBPP, the Accounting Principles and Financial Reporting Sections, the Treasury, the Classification unit, Labor Relations unit, and the Administration & Policy unit of the State Personnel Division are allocated. The SWCAP is based upon an allocation to each state agency for the cost center budget based on indirect measures of workload generated by that agency. The total amount allocated to agencies is \$8,269,834 in the 2011 biennium.

Vacancy Savings - Vacancy savings of 4 percent was applied to all agencies, except those with fewer than 20.00 FTE, elected officials, university system faculty, the legislative branch, and the judicial branch. In addition, the Montana Highway Patrol and Game Wardens in the Department of Fish, Wildlife & Parks are statutorily exempt from vacancy savings. The vacancy savings from the HB 2 base budgets of the affected agencies generated \$65.6 million in all funds for the biennium.

HB 13 pay plan bill also includes a very important biennial contingency account of \$3 million general fund and \$3 million other funds for agencies that are unable to achieve the 4 percent vacancy savings due to lack of staff turnover and agencies that are unable to absorb the full costs of retirement payouts. A number of agencies are projecting very

Budget Background Information

Details on How the 2009 Biennium Budget was Developed

significant, costly retirements in the 2011 biennium and the Executive recommends this contingency, rather than funding individual agencies for unknown projected costs.

Agency Budgets – The detailed budget for each state agency is available on the Internet at http://mt.gov/budget/budgets/2011_budget/HB2-detail-111508.pdf and http://mt.gov/budget/budgets/2011_budget/SA-detail-111508.pdf

Agency Mission, Goals and Objectives - The mission for each state agency is printed as part of the budget. Goals and objectives also are required in accordance with 17-7-111(3)(c), MCA, and are available on the Internet at http://mt.gov/budget/budgets/2011_budget/2011GO_default.asp

Analysis of Receipts by Fund - The analysis of receipts by fund required by 17-7-124, MCA, is available on request from the OBPP, Room 277 State Capitol.

Proposed Five Percent Budget Reduction Plans – The budget requirements found in 17-7-111(3)(f), MCA, state that agencies with more than 20 FTE must submit a plan to reduce the proposed base budget for the agency from the general appropriations act and the state pay plan by five percent. The plans only apply to the general fund and those state special revenue funds that transfer their interest or fund balance to the general fund. Also exempted are legislative audit costs and administratively attached entities that hire their own staff. All state agencies with the exception of one have submitted their plans and they are available upon request from the OBPP, Room 277 State Capitol.

Resource Indemnity Trust Tables

Table R-1 represents the executive revenue estimate and the statutory allocation of the RIT interest for the 2011 Biennium

Table R-1				
Resource Indemnity Trust Interest Allocation				
(\$ millions)				
Entity	Actual	Forecast		
	FY 2008	FY 2009	FY 2010	FY 2011
Total Revenue	\$5.801	\$5.672	\$5.767	\$5.990
Biennial Fixed Allocations				
Oil & Gas Damage Mitigation	\$0.050	\$0.000	\$0.050	\$0.000
Water Storage	\$0.500	\$0.000	\$0.500	\$0.000
Annual Fixed Allocation				
Natural Resources Projects	\$3.500	\$3.500	\$3.500	\$3.500
Ground Water Assessment	\$0.300	\$0.300	\$0.300	\$0.300
Future Fisheries	\$0.500	\$0.500	\$0.500	\$0.500
Environmental Contingency	\$0.175	\$0.175	\$0.175	\$0.175
Remainder	\$0.776	\$1.197	\$0.742	\$1.515
Annual Percentage Allocations				
Natural Resource Operations (65%)	\$0.504	\$0.778	\$0.483	\$0.985
Hazardous Waste/CERCLA (26%)	\$0.202	\$0.311	\$0.193	\$0.394
Environmental Quality Protection (9%)	\$0.070	\$0.108	\$0.067	\$0.136

Resource Indemnity Trust Tables

Table R-2 shows the proposed 2011 biennium appropriations and revenues in the various RIT accounts recommended for the house bills and state agencies.

Table R-2 Resource Indemnity Trust 2011 Biennium		02010 Oil & Gas Damage Mitigation	02022 Future Fish Enhancement	02070 Hazardous Waste-CERCLA	02162 EQPF	02216 Wa Sto	02289 Grd Wa	02472 Orphan Sh	02576 Operations	02577 Projects	02107 ECA
Beginning Fund Balance		308,597	1,250,186	556,252	9,062,900	4,187,225	-	11,991,496	1,783,950	1,384,748	765,501
58010	RIT Interest 59809org	50,000	1,000,000	537232	185,965	500,000	600,000		1467095	7,000,000	350,000
58010	Gen Gov't Revenue										
58010	RIGWA (RIT 79611)			654921	654,921	150,000	732,000			1,460,364	
57060	Resource Devel/Recreation Rev (CARRD) 13										
53010	Transfer from Orphan Share Fund (LC 294)				8,965,000			(8,965,000)			
53010	Cost Recovery from Liable Parties.				3,128,000						
57060	Agency Generated Revenue										
57060	Water Resources 14										
53010	Safe Drinking Water 545811										
53010	Taxes										
53010	Charges for Services										
53010	BOI Earning										
53010	Grants and Transfers										
53010	Hazardous Waste PPG Grant 574911										
53010	Agency Generated Revenue										
21100	Water Court								6,000		
58010	Metal Mines Tax								2,183,316		
58010	Cogs Oil and Gas							11,188,753	3492771	3,492,771	
58010	DAR Receivables - Rev Accruals FYE										
57060	Oil and Gas Tax 12 (Orphan Share)	50,000									
Total Revenue and Fund Balance		408,597	2,250,186	1,748,405	21,996,786	4,837,225	1,332,000	14,215,249	8,933,132	13,337,883	1,115,501
52010	FWP - Testing of Elk for Brucellosis										
57060	DNRC - Centralized Services (21)	9,000							-		
57060	DNRC - Conservation and Resource Devel.(23)	44,000				200,000		1,360,000	1,340,772		
57060	DNRC - Water Resource Devel.(24)								456,644		96,000
57060	DNRC - Forestry/Trust Lands(35)								200,000		
53010	DEQ - Central Management Program(10)			700,000	1,610,000			20,000	119292		
53010	DEQ - Enforcement(30)							6,200	10422		
53010	DEQ - Permitting & Compliance(50)			260,000				6,200,000	4,218,901		4,000
53010	DEQ - Planning, Prevention & Assist.										
53010	DEQ - Remediation Division										
21100	Judiciary- Water Court (pgm05)								2100569		
51020	UM - Bureau of Mines						1,332,000		351772		
51150	Library Commission - State Library								-		
52010	Future Fisheries		1,000,000								
67010	Dept of Military Affairs										
57060	DNRC - Conservation and Resource Devel.										
	HB 6 Grants Natural Res. Projects 2577									5,100,000	
	HB 6 Planning Natural Res. Projects 2577									800,000	
	HB 6 Operations Natural Res. Projects 2577										
	HB 6 - would have been a loan										
	HB 7 Grants Natural Res. Projects 2577										
	HB 7 Planning Natural Res. Projects 2577									800,000	
	HB 8 Loans/bonds Natural Res. Project 2577										
OTOs	<i>NP - State Water Projects Rehabilitation</i>					535,000					
	<i>PL - Damage Mitigation Well Plugging</i>	154,000									
	<i>PL - UBMC Litigation to CERCRA Site</i>				1,200,000						
	<i>PL - UBMC Accelerated Remediation CECRA Sites</i>				700,000						
	<i>NP - DNRC/DEQ Reliance Refinery</i>				7,500,000						
	<i>PL - Kalispell Reliance Refinery Yale Oil Oversight</i>				2,400,000						
	<i>PL - CERCRA Accelerator Remediation Base Adj</i>				6,000,000						
Total Appropriations		207,000	1,000,000	960,000	19,410,000	735,000	1,332,000	7,586,200	8,798,372	6,700,000	100,000
Ending Fund Balance		201,597	1,250,186	788,405	2,586,786	4,102,225	-	6,629,049	134,760	6,637,883	1,015,501

Index

Administration, Department of (DofA)	A-45, P-10
Adult Protective Services	B-38
Aeronautics (DOT)	A-53, P-165
Agriculture, Department of	C-85, P-176
Agricultural Experiment Station (AES)	E-45
Appellate Defender Office	D-42
Architecture and Engineering (DofA)	A-50
Banking and Financial Services Division (DofA)	A-56
Board of Crime Control	D-11
Board of Public Education	E-9
Board of Investments	P-103
Board of Regents	E-51
Budget Background Information	R-4
Bureau of Mines and Geology	E-45
Business Standards Division (DLI)	A-86, P-130
Children's Health Insurance Program (CHIP)	B-31
Citizens Advocate	A-18
Child & Family Services Division	B-6
Child Support Enforcement Division	B-12
Clerk of Supreme Court	D-10
Commerce, Department of	A-66, P-86
Commissioner of Higher Education	E-32, P-212
Commission of Insurance and Securities (State Auditor)	A-24
Commissioner of Political Practices	A-22
Community Colleges	E-40
Community Correction (DOC)	D-49
Consensus Council	A-65
Consolidated Information Technology Projects	IT-1
Consumer Counsel	A-8
Corrections, Department of (DOC)	D-43
Cultural and Aesthetic Grant Program (HB 9)	F-16
Citizen Services & Resource Management (DOR)	A-40
Disability Services Division	B-26
Disaster and Emergency Services Division (DMA)	A-100
District Courts	D-7
Division of Criminal Investigation (DOJ)	D-27
Eastern Montana Veterans Home	B-38
Employment Relations Division (DLI)	A-84, P-128
Energy Promotion and Development Division (DofA)	A-71
Environmental Quality, Department of (DEQ)	C-19, P-146
Extension Service	E-45
Fire Services Training School	E-45
Fish, Wildlife and Parks, Department of (FWP)	C-1, P-131
Fixed Costs	R-3
Forensic Science Division (DOJ)	D-34
Forestry and Conservation Experiment Station	E-45
Forestry Division (DNRC)	C-69, P-169
Foster Care Program	B-6
Gambling Control Division (DOJ)	D-20
General Services Division (DofA)	A-52, P-28
Governor's Office	A-10
Highway Construction	C-36
Highway Patrol Division (DOJ)	D-25
Highway Maintenance	C-39
Historical Society	E-22
Housing Division (DoC)	A-74, P-91
Human & Community Services Division	B-2

Index

Indian Affairs, Office of	A-15
Inflation/ Deflation	R-3
Information Technology Services Division (DofA)	A-54, P-46
InformationTechnology Summary	IT- 1 to 13
Judicial Branch	A-9, P-185
Justice, Department of	D-15
Juvenile Corrections (DOC)	D-61
K-12 Education	E-1
Labor and Industry, Department of	A-78, P-116
Law Enforcement Academy (DOJ)	D-27
Legal Services Division (DOJ)	D-16
Legislative Audit & Examination	A-7
Legislative Branch	A-1
Legislative Committees & Activities	A-5
Legislative Fiscal Analysis & Review	A-6
Legislative Services	A-2
Lieutenant Governor's Office	A-17
Livestock, Department of	C-53
Long-Range Building Program	F-1
Mental Disabilities Board of Visitors	A-19
Military Affairs, Department of (DMA)	A-91
Montana Arts Council (MAC)	E-17
Montana Correctional Enterprises (DOC)	D-58, P-194
Montana Developmental Center	B-26
Montana Lottery	A-58
Montana Mental Health Nursing Care Center	B-48
Montana State Hospital	B-48
Montana University System (MUS)	E-45
Montana Veterans Home	B-38
Motor Carrier Services (DoT)	C-42
Motor Vehicle Division (DOJ)	D-22
National Guard (DMA)	A-97
Natural Resources and Conservation, Department of (DNRC)	C-69
OBPP Staff List	R-1
Office of Community Services (DLI)	A-89
Office of the Public Defender	D-39
Office of Public Instruction (OPI)	E-1, P-202
Pre-Release Centers	D-49
Probation and Parole	D-49
Proprietary Funds Description	Section P
Proprietary Rates Tables	Section P
Public Health and Human Services, Department of (DPHHS)	B-1
Public Health and Safety Division	B-15
Public Service Regulation	D-23
Reclamation and Development Grants Program (RDGP) (HB 7)	F-11
Renewable Resource Grant and Loan Program (HB 6 and HB 8)	F-13
Resource Indemnity Trust (RIT)	R-6
Revenue, Department of (DOR)	A-33
Risk Management and Tort Defense (DofA)	P-74
School for the Deaf and Blind	E-11
Secretary of State	A-20, P-1
Secure Custody Facilities (DOC)	D-54
Senior and Long-Term Care Division	B-39
State Auditor's Office	A-24
State Buildings Energy Conservation Program (HB 12)	F-20
State Motor Pool (DOT)	P-152
State Human Resource Division (DofA)	A-61, P-65
State Tax Appeal Board (DofA)	A-63

Index

State Compensation Insurance Fund	P-79
Supreme Court	D-3
SWCAP (Statewide Cost Allocation Plan)	R-4
Transportation, Department of (DOT)	C-31
Transportation Planning Division	C-49
Treasure State Endowment Program (HB 11)	F-8
Trust Land Management Division (DNRC)	C-81
Unemployment Insurance	A-81, P-120
Vacancy Savings	R-4
Veterans' Affairs Division (DMA)	A-102
Vocational Rehabilitation	B-26
Water Courts	D-9
Water Resources Division (DNRC)	C-77
Workers Compensation Court	A-90
Work Force Services Division	A-79, P-117