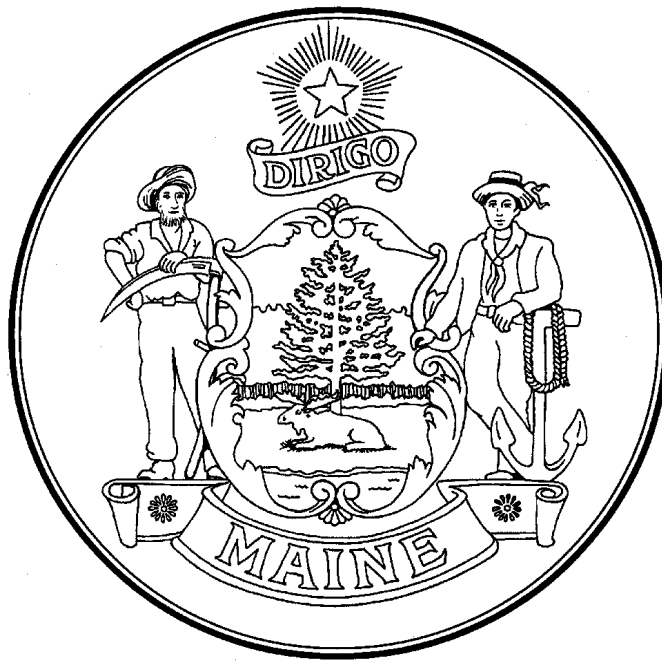


# MAINE STATE LEGISLATURE

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**LEGISLATIVE COUNCIL**  
**Monday, December 21**  
**REVISED AGENDA**

**CALL TO ORDER**

**ROLL CALL**

**SUMMARY OF DECEMBER 3, 1998, COUNCIL MEETING**

**REPORTS**

Item #1: State Compensation Commission: Request for Extension of Reporting Deadline

Item #2: Interim Studies: David Boulter

**OLD BUSINESS**

Item #1: Legislative Video

**LEGISLATIVE COUNCIL: ROLES AND RESPONSIBILITIES**

- Statutory Provisions
- Legislative Council Non-Partisan Offices: Primary Functions

**KEY ISSUES AND INITIATIVES: OVERVIEW**

- Proposed Schedule for the 1st Regular Session
- Migration Project
- Budgets Under the Council's Jurisdiction
- Renovations

**ANNOUNCEMENTS AND REMARKS**

**ADJOURNMENT**

SEN. MARK W. LAWRENCE  
CHAIR

REP. G. STEVEN ROWE  
VICE-CHAIR



SEN. CHELLIE PINGREE  
SEN. JANE A. AMERO  
SEN. ANNE M. RAND  
SEN. RICHARD A. BENNETT  
REP. MICHAEL V. SAXL  
REP. THOMAS W. MURPHY, JR.  
REP. DAVID C. SHIAH  
REP. RICHARD H. CAMPBELL

SARAH C. TUBBESING  
EXECUTIVE DIRECTOR

## 119th MAINE STATE LEGISLATURE

### LEGISLATIVE COUNCIL

## MEETING SUMMARY December 3, 1998

### CALL TO ORDER

Senate President Mark W. Lawrence called the first meeting of the 119th Legislative Council to order at 11:18 a.m. in the Legislative Council Chamber.

### ROLL CALL

#### Senators:

Mark W. Lawrence, President of the Senate  
Jane A. Amero, Senate Minority Leader  
Anne M. Rand, Senate Assistant Majority Leader  
Richard A. Bennett, Senate Assistant Minority Leader  
Absent: Chellie Pingree, Senate Majority Leader

#### Representatives:

G. Steven Rowe, Speaker of the House  
Michael V. Saxl, House Majority Leader  
Thomas W. Murphy, Jr., House Minority Leader  
David C. Shiah, House Majority Whip  
Richard H. Campbell, House Assistant Minority Leader

#### Legislative Officers:

Joy O'Brien, Secretary of the Senate  
Joseph Mayo, Clerk of the House  
Millicent MacFarland, Assistant Clerk  
of the House  
Sally Tubbesing, Executive Director,  
Legislative Council  
James Clair, Director, Office of Fiscal  
and Program Review  
David Boulter, Director, Office of Policy  
and Legal Analysis  
Margaret Matheson, Revisor of Statutes  
Paul Mayotte, Director, Legislative  
Information Services

## ELECTION OF OFFICERS FOR THE 119TH LEGISLATIVE COUNCIL

Senate President Lawrence, declaring that a quorum was present, proceeded to read excerpts from the Rules of Procedure that had been adopted by the 118th Legislative Council that pertained to the election of the Council Chair and Vice-Chair. He noted that the Rules prescribed the following with regard to the election of Council officers:

Rule #2 provides that the position of Chair shall alternate in succeeding biennial sessions between members from the Senate and members from the House. Thus, pursuant to these Rules, the Chair for this new Council would come from the Senate.

Rule #3 provides that the Vice-Chair shall not be a member of the same body of the Legislature as the Chair. Thus, the Vice-Chair for the 119th Council must be a member of the House of Representatives

President Lawrence then opened the floor for nominations for the position of Chair.

**Motion:** That Senate President Mark Lawrence be nominated for the position of Council Chair. (Motion by Speaker Rowe; second by Sen. Rand; unanimous).

**Motion:** That the nominations cease. (Motion by Rep. Saxl; second by Rep. Shiah; unanimous)

**Motion:** That a single ballot be cast to elect Senate President Lawrence as Chair. (Motion by Sen. Rand; second by Rep. Shiah; unanimous)

President Lawrence then proceed to open the floor for nominations for the position of Vice-Chair.

**Motion:** That Speaker Steven Rowe be nominated to the position of Vice-Chair. (Motion by Rep. Saxl; second by Sen. Rand; unanimous).

**Motion:** That the nominations cease. (Motion by Rep. Saxl; second by Sen. Bennett; unanimous)

**Motion:** That a single ballot be cast to elect Speaker Rowe as Vice-Chair. (Motion by Rep. Campbell; second by Sen. Bennett; unanimous).

The newly-elected Chair, President Lawrence, then proceeded with the printed agenda.

## RULES OF PROCEDURE FOR THE 118TH LEGISLATIVE COUNCIL

The Chair, President Lawrence, drew members' attention to a draft of proposed rules of procedure, based on those that prior Councils have used

**Motion:** That the 119th Legislative Council adopt the Rules of the 118th Council. (Motion by Sen. Rand; second by Rep. Murphy; unanimous).

Following the vote, Rep. Murphy asked that a list of the positions that would be included in Rule #10 of the newly-adopted Rules be provided. Sally Tubbesing affirmed that she would do this.

## **SUMMARY OF NOVEMBER 18, 1998 COUNCIL MEETING**

**Motion:** That the Meeting Summary be approved. (Motion by Rep. Campbell; second by Speaker Rowe; unanimous by those voting, Sen. Bennett and Rep. Murphy having abstained based on the fact that they had not attended the 11/18 Council meeting).

## **REPORTS FROM EXECUTIVE DIRECTOR AND COUNCIL STAFF OFFICES**

### **Item #1: Notification From WMTW (Channel 8) Regarding Leased Space in Press Center**

Sally Tubbesing drew Council members' attention to the letter in their packets and distributed a listing of the current tenants in the State House Press Center. Sen. Amero inquired about the long-term plans to provide space for the press. Ms. Tubbesing responded that some of the design for the new West Wing Entrance appears to require elimination of at least a portion of the structure that houses the Press Center; but that the final decision lay with the Council.

This item did not require formal Council action.

### **Item #2: Status of Bill Drafting**

Meg Matheson, Revisor of Statutes, reported that 1,100 bill requests had been filed in her office as of the previous day, December 2. Of these, about 900 are legislator requests. She compared these figures to the comparable date in 1997, when only 415 requests had been filed.

#### **Duplicate Bill Requests**

Ms. Matheson drew Council members' attention to the Joint Rules, which provide that the Legislative Council give guidance to the Revisor in establishing a process for resolving duplicate bill requests and distributed a sheet summarizing the process used in the 118th Legislature. In general, the sponsor of the first-filed bill is the prime sponsor; and sponsors of identified duplicate bills are added as mandatory co-sponsors.

In the ensuing discussion, Council members touched on the following points and questions:

- Whether the designation of mandatory cosponsors affects the number of cosponsors permitted by the Joint Rules (Rep. Campbell)

Ms. Matheson verified that it does not.

- Whether any bill drafts had already been sent out for sponsor review and signature. (Rep. Saxl)

Ms. Matheson responded that her office has sent out some bills and acknowledged that this could result in missing some of the duplicates. After more discussion, it was agreed that the Secretary of the Senate and Clerk of the House would hold any bills that were sent up for reference until early January to aid in the identification of duplicates.

Sen. Bennett expressed concern that there was some potential for those bills that had been sent out to sponsors prior to cloture to circumvent the mandatory cosponsor rule, and Secretary O'Brien and Clerk Mayo again agreed to hold off sending bills out for printing.

**Motion:** That the Council adopt the policy used by the 118th Legislature for duplicate bill requests and that the mandatory cosponsor rule be applied to all bills, including those circulated to sponsors prior to cloture. (Motion by Rep. Saxl; second by Rep. Campbell; unanimous).

Rep. Campbell that expressed his concern that the large number of bills filed would put an additional burden on a staff that already works extraordinary overtime and suggested that overtime had been a significant issue in the passage last spring of the bill authorizing legislative employees to bargain collectively. Ms. Matheson responded that while it was still too early to know how many bills will finally be filed, she had already worked with Sally Tubbesing to make arrangements to hire several contract drafters to supplement her staff. She also noted that staff in both OPLA and OFPR draft bills and committed that all staff would give the March 1 deadline for completing all drafts that was established by Joint Order "their best shot".

Rep. Campbell continued, suggesting that as employers, the Council has a responsibility for initiating an employee relations dialogue rather than waiting for the unions to come in. He asked the Directors to keep the Council informed about workload. Sen. Bennett suggested that the Council continue this discussion at its first meeting after cloture, noting that it is difficult to find qualified people who want to do this work, and supporting Rep. Campbell's assertion that it is the Council's responsibility to manage the Council staff so that this is a place they want to work.

Rep. Saxl stated that he cares deeply about each legislative employee, partisan and non-partisan; that budget cuts in past years have forced the Legislature to shorten the length of the legislative session; and that the last Legislature had set a deadline for all bills to be drafted in an effort to help the Legislature work more efficiently. Ms. Matheson again noted that other staff offices have always supported the drafting effort and that the 118th Council had given her more latitude to augment her full-time legal staff with contract drafters. Sen. Bennett agreed that additional funds might be part of the solution, but stated that it was important for the Council to explore new solutions with its Office Directors and employees.

Sen. Amero recalled complaints about drafting errors from some members during the 118th Legislature, which required some bills to be redrafted.

Sen. Rand supported Sen. Bennett's suggestion that this item be on the agenda for the next Council meeting. Rep. Murphy agreed, noting that this would give the Council an opportunity to analyze whether the Joint Order should be modified; whether additional staff are required; or whether the ceiling for compensatory time should be raised. Responding to his concern about uncompensated overtime, Ms. Tubbesing responded that this is an issue for every legislative office.

The Chair, President Lawrence, closed this discussion by stating that he and Speaker Rowe would meet with Ms. Tubbesing and the Staff Office Directors to plan the session schedule, deadlines, etc. Sen. Bennett asked what the process for developing the Legislative Budget is; and Sen. President Lawrence responded that this would be covered in depth at the next Council meeting as part of the orientation process.

Rep. Murphy then asked the Directors to come back to the Council with recommendations regarding how to use staff more efficiently. The Chair, President Lawrence noted that this is a decision that falls to the presiding officers; and Rep. Murphy responded that the impact of this decision could have a very positive impact on Council staff.

#### **Item #3 Interim Studies: Status**

David Boulter reported that most studies are starting to wind up and that he is not aware of any that will require extensions. He noted that his staff is beginning to gear up for orientation at the Committee level and that he would welcome Council members' suggestions with regard to this. He closed his report by offering to assist in the development of a series of issues forums for interested legislators. Sen. Rand noted that there are certainly some issues that are of general interest and expressed her support for pursuing this.

#### **Item #4: Revenues and Structural Gap: Status**

Jim Clair reported that while the formal report of the Revenue Forecasting Committee was not yet out, the structural gap is disappearing rapidly. He pointed out that the gap is measured against current services and does not consider new requests. The Highway Fund, on the other hand, continues to suffer from continued slow growth and significant costs.

#### **Item #5: Legislative Record: Status**

Paul Mayotte reported that the progress on eliminating the backlog has been excellent during the interim. Because the Legislative Indexer indexes bill requests (required to support the identification of duplicate bill requests), progress has slowed temporarily.

### **REPORTS FROM COUNCIL COMMITTEES**

The Chair, Senate President Lawrence, noted that the 118th Council had established three committees -- Personnel, Migration, and Space/Renovations. He asked Council members for suggestions regarding committees, noting that they do require a significant time commitment.

## **OLD BUSINESS**

None.

## **NEW BUSINESS**

**Item #1: Submission of Interim Study Report: Commission to Examine Rate Setting and the Financing of Long-term Care Facilities. (Joseph M. Kozak, Esq., Chair)**

**Motion:** That the Report be accepted and placed on file. (Motion by Sen. Rand; second by Sen. Bennett; unanimous).

## **ANNOUNCEMENTS AND REMARKS**

The Chair, President Lawrence reported that he and Speaker Rowe had agreed to extend the deadline for signing bills and designating cosponsors to Friday, January 8, noting that this deadline applies to all bills that have already been sent out for sponsor review and signature, or will be prior to January 3.

## **ADJOURNMENT**

The Council meeting was adjourned at 12:34 p.m. on the motion of Rep. Saxl (second by Rep. Shiah).



## CHAPTER 506

H.P. 999 - L.D. 1391

### An Act to Reestablish the State Compensation Commission

Be it enacted by the People of the State of Maine as follows:

Sec. 1. 3 MRSA §2-B is enacted to read:

#### §2-B. State Compensation Commission

1. State Compensation Commission; membership. The State Compensation Commission, established in Title 5, section 12004-G, subsection 26-D and referred to in this section as the "commission," consists of 5 members appointed as follows:

A. Two members, not from the same political party, appointed by the President of the Senate;

B. Two members, not from the same political party, appointed by the Speaker of the House; and

C. One member appointed by a majority of the members appointed under paragraphs A and B, who serves as chair of the commission.

The 5 members must be residents of the State and appointed from the public. A person may not be appointed who is a Legislator at the time of appointment.

All members must be appointed for a term to coincide with the legislative biennium. A vacancy must be filled in the same manner as the original appointment for the balance of the unexpired term.

The members of the commission are entitled to a per diem, expenses and allowances at the same rate as Legislators.

2. Duties of commission. The commission must issue its first report no later than January 1, 1998. No later than January 1st of every even-numbered year thereafter, the commission shall submit to the Legislature a report of the commission. The report must contain:

	1997-98	1998-99
<b>LEGISLATURE</b>		
<b>State Compensation Commission</b>		
Personal Services	\$2,200	\$2,200
All Other	3,500	2,000
Provides funds for the per diem and expenses of members and, in fiscal year 1997-98 only, funds for public hearing and printing costs.		
<b>LEGISLATURE TOTAL</b>	<u>\$5,700</u>	<u>\$4,200</u>


See title page for effective date.



**Maine State Legislature**  
**OFFICE OF POLICY AND LEGAL ANALYSIS**

13 State House Station, Augusta, Maine 04333-0013  
Telephone: (207) 287-1670  
Fax: (207) 287-1275

**To:** The Honorable Mark W. Lawrence, Chair  
119<sup>th</sup> Legislative Council  
  
And Honorable Members of the Legislative Council

**From:**   
David E. Boulter, Director

**Date:** December 21, 1998

**Re:** Status Report on Legislative Studies

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Below is a summary of the status of legislative studies that have been underway this interim. I am happy to provide more detailed information on any of the studies if you have questions.

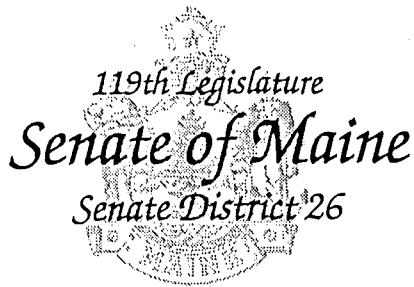
**I. Completed Studies; Final Reports Issued**

- ♦ Commission to Examine Rate Setting and Financing of Long-term Care Facilities
- ♦ Joint Select Committee on Substance Abuse
- ♦ Joint Select Committee to Implement a Program for the Control, Care and Treatment of Sexually Violent Predators
- ♦ Joint Standing Committee on Health and Human Services' meetings; Re: Jackson Brook Institute (no report)
- ♦ Joint Standing Committee on Inland Fisheries and Wildlife's Review of State Fish and Wildlife Laws (no report)
- ♦ Special Committee on Legislative Rules

**II. Studies Nearing Completion** [Study completed & report anticipated to be released shortly]

- ♦ Commission to Review the Governance Structure of the Governor Baxter School (by 12/31/98)
- ♦ Commission to Study Providing Educators with More Authority to Remove Violent Students (by 1/15/99)
- ♦ Joint Select Committee on Financial Services Taxation (by 1/1/99)
- ♦ Joint Select Committee on Research and Development (by 12/31/98)
- ♦ Select Commission to Study the Opening of a Discount Liquor Store in Fort Kent (by 1/1/99)

*David E. Boulter, Director*  
Offices Located in the State House, Rooms 101/107/135




*Senator Carol A. Kontos*  
3 State House Station  
Augusta, ME 04333-0003  
(207) 287-1515

PO Box 1785  
Windham, ME 04062  
(207) 892-3474

## MEMORANDUM

Monday, December 21, 1998

TO: Legislative Council  
FROM: Demian Moore   
For Senator Carol Kontos  
RE: Legislative Video Release

David Boulter and Jon Clark of OPLA and Barbara Clark of Verrill & Dana have determined that the legislature is unable to "accept" the recently completed legislative video without the passage of special legislation (draft attached). The legislature needs to have this ability in order that it may be re-distributed. Evidently, we do not technically own or possess the video. The legislation is very specific to the video.

The video cannot be distributed in any form until the passage of this bill. It is scheduled to be given, free of charge, to schools state-wide. 1,000 copies have been ordered and paid for, and it is expected that there will be approximately 100 extra copies after the distribution to schools. These will be available to lending libraries and similar types of organizations. We have also received requests for copies from a number of businesses, non-profits, non-governmental organizations and some lobbying and quasi-governmental organizations.

As a wonderful educational tool, the video should be distributed as widely and as cheaply as possible. If additional copies, beyond those contracted for, are necessary, the legislature would reproduce the video and charge for the associated costs only (approximately \$20). The logistics of who and how this phase of the process occurs would be up to this body. We do not foresee this being an issue any time soon due to the 100 copy over run.

The video is in the final stages of production. The addition of a copyright registration is one of the only remaining delays. Please address this issue expeditiously as you see fit. We would really like to begin distribution in early January.

Sponsor: Kontos

Drafter: JC

DOC. Name: G:\OPLAGEA\COMMITTEE\VA\BILLDRFT\119TH\128501.DOC(12/15/98 9:46 AM)

Date: Tuesday, December 15, 1998

DRAFT

An ACT to Clarify Laws Relating to Acceptance of Gifts of Intellectual and Other Property by the State

**Emergency preamble.** Whereas, Acts of the Legislature do not become effective until 90 days after adjournment unless enacted as emergencies; and

Whereas, the Legislature has been offered the gift of the copyright in a video about the legislative process which will be available immediately; and

Whereas, the Legislature must immediately accept the gift in order to be able effectively to administer and protect the copyright in the work; and

Whereas, in the judgment of the Legislature, these facts create an emergency within the meaning of the Constitution of Maine and require the following legislation as immediately necessary for the preservation of the public peace, health and safety; now therefore,

Be it enacted...

Sec. 1. 2 MRSA §5 is amended to read:

**§ 5. Acceptance of gifts**

The Governor is authorized to accept in the name of the State any and all gifts, bequests, grants or conveyances to the State of Maine.

No other state official or any member of any other branch of State Government may accept any gift, grant or conveyance to the State or to that branch of government, with a value greater than \$50, unless specifically authorized to do so by statute law or by clear implication of statute law, or unless empowered to do so by the Governor.

Sec. 2. 3 MRSA §162, sub-§16-A is enacted to read:

**16-A. Intellectual property.** To use, manage or administer on behalf of the Legislature any copyright held by the Legislature or license to use copyrighted materials and to manage the copying, use and dissemination of copies of copyrighted materials in which the Legislature holds the copyright or a license.

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**Sec. 3. Acceptance of copyright in video production on Legislative process.**  
The Legislature acknowledges and accepts the gift to the Legislature of the copyright in a video concerning the Maine legislative process titled "Person to Person: Legislating Maine" produced in 1998 by the Spring Point Media Center of the Southern Maine Technical College.

#### **SUMMARY**

This bill does the following.

1. Clarifies the law regarding acceptance of gifts to the State or to any branch of State government by an entity other than the Governor;
2. Expressly provides that the Legislative Council may use or use or administer on behalf of the Legislature a copyright in or license to use copyrighted materials related to the Legislature or the legislative process; and
3. Acknowledges and accepts the gift to the Legislature of the copyright in a video concerning the Maine legislative process.

**DRAFT**

# VIDEO ORDER FORM

*Maine State Legislature &  
Southern Maine Technical College  
are proud to present*

## PERSON TO PERSON - Legislating Maine

*(Length 28.5 min.)*

*Use the convenient order form below to purchase this professionally produced videotape. Find out how a bill becomes law - Maine's legislative process. Lively graphics, upbeat visuals and interviews with legislators from Madawaska to Biddeford. This video will serve as a valuable source of information for anyone who needs to understand the ins and outs of legislation.*

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Send your check made out to the Spring Point Media Center  
at Southern Maine Technical College and this half of the order form to:

The Spring Point Media Center  
Southern Maine Technical College  
Fort Road  
S. Portland, ME 04106

How were you introduced to this video?:

Name and recipient address:

Number of copies (\$20.00 each) :

TOTAL check enclosed:

Thank you for your order and we hope you enjoy the video. Sorry no cash, credit cards or  
faxes accepted. Allow up to one month from the date of 11/30 for delivery.

**TITLE 3**  
**CHAPTER 7**  
**LEGISLATIVE COUNCIL**

**3 § 161. Legislative Council**

There is established a Legislative Council to consist of 10 members, 5 of whom shall be members of the Senate and 5 of whom shall be members of the House of Representatives. They shall be the President of the Senate, the Speaker of the House of Representatives, the Floor Leaders and Assistants of the 2 major parties. Membership on the Legislative Council shall be by virtue of holding the above offices, and shall be during the term of the Legislature in which such offices are held. The Legislative Council shall elect a chairman from within its own membership.

The Legislative Council shall exercise such powers and duties as may be delegated by law or by rule of the Legislature. Any action by the Legislative Council shall require the affirmative votes of a majority of the members.

The Legislative Council shall meet at least once monthly when the Legislature is not in session and at such other times as the membership or the chairman deems necessary.

**3 § 162. Authority**

The Legislative Council shall have the authority:

**1. Legislative budgets.** To prepare and approve all legislative budgets;

**1-A. Budget requests.** To authorize the Executive Director of the Legislative Council to prepare and submit a tentative consolidated legislative budget request and other budget requests necessary for the operation of the legislative branch and other additional information, as requested, directly to the State Budget Officer on or before September 1st of the even-numbered years prior to review by the Legislative Council. The Legislative Council shall review the tentative budget submission developed by the executive director, altering, revising, increasing or decreasing the items as may be determined necessary. Upon final approval of the full legislative budget request, the Legislative Council shall submit a report to the joint standing committee of the Legislature having jurisdiction over appropriations and financial affairs outlining any differences from the tentative legislative budget submission;

**2. Legislative employee salary and benefit schedules.** To establish salary schedules for all employees of legislative agencies, departments and offices, except as otherwise provided by law, to develop relatively uniform salary schedules for House and Senate employees and officers and, notwithstanding any other provision of law, to establish benefit schedules for legislative employees. Every publication that states the salary of an employee or a position must also include a statement of the dollar value of the fringe benefit package provided;

**3. Joint committees.** When the Legislature is not in session, to assign bills, resolves and studies for consideration by the joint standing committees and joint select committees of the Legislature, to request reports, studies and legislation from said joint standing committees and to convene meetings of said joint standing committees and joint select committees and to exercise supervision over them;

**4. Oaths, subpoenas and depositions.** To administer oaths, issue subpoenas, compel the attendance of witnesses and the production of any papers, books, accounts, documents and testimony, and to cause the deposition of witnesses, whether residing within or without the State to be taken in the manner prescribed by law for taking depositions in civil actions in the Superior Court. In case of disobedience on the part of any person to comply with any subpoena issued in behalf of a committee, or on the refusal of any witness to testify to any matters regarding which he may be lawfully interrogated, it shall be the duty of the Superior Court of any county, on application of a member of a committee, to compel obedience by proceedings for contempt as in the case of disobedience of the requirements of a subpoena issued from such court or a refusal to testify therein. Each witness, other than a state officer or employee, shall receive for his attendance the fees and mileage provided for witnesses in civil cases in courts of record, which shall be audited and paid upon the presentation of proper vouchers sworn to by such witness and approved by the chairman of the council;



**5. Legislative improvements.** To assess ways and means to improve the legislative operation and to make improvements in the legislative organization, procedures, facilities and working conditions, and to make periodic reports to the Legislature concerning its findings. Changes in the organization of the legislative staff offices shall require the approval of two-thirds of the membership of the Legislative Council before they may take effect;

**6. Appointment of directors and officers.** To appoint an Executive Director of the Legislative Council, a State Law Librarian and such other office directors as the council deems necessary. Each director shall be chosen without reference to party affiliations and solely on the grounds of fitness to perform the duties of his office; each to be appointed for a term of 3 years from the date of his appointment. Reappointment shall be based on performance in the office and shall be considered in accordance with policies and procedures established by the Legislative Council;

**6-A. Transition.** Any person serving as Legislative Administrative Director, Director or Assistant Director of Legislative Research, Legislative Finance Officer or Assistant Legislative Finance Officer or Director or Assistant Director of Legislative Assistants, on September 19, 1985 may continue to so serve until the expiration of the term for which that person was appointed, unless that person resigns or vacates office before September 19, 1985;

**7. Legislative agency operating policy.** To establish operating policies for each legislative agency and office;

**8. Oversight of legislative appropriations and accounts.** To oversee the appropriations and other financial accounts of the Legislature and of all legislative agencies, departments and offices. Appropriations for carrying out the purposes of this chapter shall be made annually by the Legislature. All appropriations or allocations by the Legislature for specific studies to be carried out by the joint standing committees or joint select committees shall not lapse but shall be carried forward and expended for the purpose for which the appropriation or allocation was made. The balance of any appropriation or allocation for such studies that is not fully expended shall be refunded to the Legislature;

**8-A. Sale of publications.** If the Legislative Council determines it advisable for the effective dissemination of statutory information or other information of general interest to the public, to fix the price, sell and deliver publications and materials produced by legislative agencies;

9.

**10. Intergovernmental, interstate and interlegislative organizations.** To coordinate and oversee intergovernmental relations programs on behalf of the Legislature, and to recommend to the Legislature participation by the Legislature and its members in interstate and inter-legislative organizations; and to apply for, receive and administer all grants and appropriations for these purposes;

**11. Legislative equipment and supplies.** To provide necessary furniture, stationery and other supplies and equipment for the use of the members, committees, agencies and offices of the Legislature;

**12 Physical facilities for Legislature.** To ensure that adequate physical facilities are provided for the efficient operation of the Legislature and to provide for and determine the utilization of legislatively controlled facilities both within and without the State House and, notwithstanding Title 5, section 1742, subsection 18, to control and assign the use of all rooms in the State House, except the immediate offices occupied by the Governor and the Governor's staff in the west wing of the State House. The Legislative Council shall ensure that the Governor and the Governor's staff occupy sufficient and appropriate office space within the State House.

The Legislative Council has the authority to authorize the Executive Director to enter into contracts for the purpose of maintaining or improving the physical facilities assigned to the Legislature, as long as the work to be performed is consistent with the official plan for the preservation and development of the aesthetic and historical integrity of the State House as described in section 902, subsection 1;

**12-A. Reserve Fund for State House Preservation and Maintenance.** To administer the Reserve Fund for State House Preservation and Maintenance, established and maintained as provided in this subsection. The State Controller at the close of each fiscal year and at the request of the Legislative Council shall transfer from unexpended balances of General Fund appropriations to the Legislature to the Reserve Fund for State House Preservation and Maintenance available amounts up to \$250,000 a year until a maximum of \$1,500,000 is achieved. The State Controller is further authorized to transfer from the Reserve Fund for State House Preservation and Maintenance to

the Blaine House Renovations and Repairs Fund the amounts recommended by the Legislative Council. The Reserve Fund for State House Preservation and Maintenance may also receive and accept allocations, appropriations, grants and contributions of money to be held, used or applied to carry out this subsection, subject to the conditions upon which these allocations, appropriations, grants and contributions are made. Expenditures from the Reserve Fund for State House Preservation and Maintenance are subject to legislative allocation, may be made only for major repairs and renovations to the State House, must be reviewed and recommended by the State House and Capitol Park Commission and must receive a majority vote of the Legislative Council. Funds allocated or appropriated to the Reserve Fund for State House Preservation and Maintenance may not lapse but must be carried forward.

Notwithstanding any other provision of law, beginning in fiscal year 1997-98, the State Controller, at the beginning of each fiscal year, shall transfer from the Capital Construction/Repairs/Improvements-Administration program within the Department of Administrative and Financial Services to the Reserve Fund for State House Preservation and Maintenance an amount of \$850,000 each year;

**13. Transfers within the legislative appropriation.** To approve any transfers within the legislative appropriation;

**14. Council procedures.** To establish published rules of procedure for the conduct of the business of the council;

**15. Other duties and responsibilities.** To perform such other duties and responsibilities as may be assigned to the council from time to time by the 2 Houses;

**16. Funds from State, Federal Government and private sources.** To accept, use, expend and dispose on behalf of the State funds, equipment, supplies and materials from any agency of the United States, from any private foundation and from any other private source;

**17. Approve plans to preserve and develop the State House and the immediate grounds.** To approve architectural, aesthetic and decorative alterations to the State House. The Legislative Council also has authority to preserve and develop the aesthetic and historical integrity of the State House and the immediate grounds. The Legislative Council has the power to enter into contracts and other powers necessary to implement this subsection and chapter 31;

**18. Out-of-state travel report.** To submit to the joint standing committee of the Legislature having jurisdiction over appropriations and financial affairs a quarterly report on out-of-state travel activity of the Legislature. The report must be submitted within 15 days after the end of each quarter and must include, for each individual who has been authorized to travel, the destination, purpose and cost by funding source of each trip; and

**19. Legislative information available through the Internet.** To make the following information available through the Internet: legislative documents, committee hearing schedules, work session schedules, status of legislation, voting records of Legislators, the laws of Maine, study reports and reports of other study groups established by the Legislature and any other information designated by the Legislative Council.

### **3 § 162-A. Salaries subject to adjustment by Legislative Council**

Notwithstanding any other provisions of law, the salaries of the following legislative officials are at the salary ranges indicated in this section. Except as provided below, at the time of initial appointment the salary of each of these officials may be set at Step A or Step B, but no higher than Step B, of their respective ranges, except that any employees of the office of the Secretary of the Senate or the office of the Clerk of the House of Representatives at the time of initial appointment must have their salary set at a step within their respective salary range so that no loss of gross pay is experienced by those employees. The Legislative Council may adjust the salary of each official by one step for each year of continuous service after the initial appointment to office.

The salary ranges shall be those established by the Legislative Council for legislative staff. No other state salary may be paid to these officials.

**1. Range 14.** The salaries of the following state officials and employees shall be within salary range 14:

Secretary of the Senate; and

Clerk of the House of Representatives.

**2. Range 9.**

**3. Range 86.**

**4. Range 88.**

**5. Range 89.**

### **3 § 162-B. Salaries of constitutional officers**

Notwithstanding any other provisions of law, the salaries of the following state officials shall be at the salary ranges indicated in this section. At the time of initial appointment, the salary of the Secretary of State and the Treasurer of State shall be set at the Step C of the official's respective range. At the time of initial appointment, the salaries of the Attorney General and the State Auditor shall be set at Step E of their salary ranges. The Legislative Council may adjust the salary of each official by one step for each year of continuous service after the initial appointment to office.

The salary ranges shall be as provided by law for confidential employees who take the salary increase option instead of state payment of retirement contribution. No other state salary may be paid. These officials are not eligible for state payment of employee retirement contributions.

**1. Range 88.** The salary of the following state officials and employees shall be within salary range 88, but shall not be less than Step C in that range:

A. Secretary of State; and

B. Treasurer of State.

**2. Range 89.** The salary of the State Auditor shall be within salary range 89, but shall not be less than Step E in that range.

**3. Range 91.** The salary of the Attorney General shall be within salary range 91, but shall not be less than Step E in that range.

**3 § 163. Executive Director of the Legislative Council;  
duties**

The duties of the Executive Director of the Legislative Council shall be:

**1. Executive officers.** To act as executive officer of the Legislature when it is not in session and unless the Legislature shall otherwise order, the Executive Director shall, with the cooperation of the Secretary of the Senate and the Clerk of the House of Representatives have custody of all legislative property and material, arrange for necessary supplies and equipment through the State Bureau of Purchases, arrange for necessary services, make all arrangements for incoming sessions of the Legislature, have general oversight of chambers and rooms occupied by the Legislature and permit state departments to use legislative property. The Executive Director shall, with the approval of the President of the Senate and the Speaker of the House of Representatives, dispose of surplus or obsolete material through the continuing property records section of the Bureau of Public Improvements. The Executive Director shall have the authority to enter into contracts authorized by the Legislative Council and shall approve accounts and vouchers for payment. A perpetual inventory of all legislative property shall be maintained under the supervision of the Legislative Council and an accounting thereof shall be made to the Legislature upon its request.

**2. Supervision.** To assign, direct and supervise, subject to the control of the council, the activities of the legislative staff offices. The Executive Director shall have no supervisory authority with respect to any persons employed pursuant to chapter 1 or section 168 of this title;

**2-A. Appointment of legislative staff.** To appoint, upon recommendation of the appropriate office director and subject to the approval of the Legislative Council, qualified persons to legislative staff positions based solely on their ability to perform their duties and without regard to party affiliation. The general duties and compensation of these positions shall be established under the direction of the council and in accordance with organizational and performance objectives established by the council. These legislative staff positions shall be unclassified and not subject to the civil service law.

**3. Vehicle for requests.** To act as a vehicle through which the several agencies, departments and offices of the Legislature may report to the council their budget requests, personnel and supply requirements and to assist the council in the orderly disposition of these requests.

**4. Policy implementation.** To be responsible for implementing policy resulting from decisions of the council.

**5. Reports.** To prepare such reports as are required of the council and maintain minutes of the regular meetings of the council.

**6. Staff assistants.**

**7. Other duties.** To undertake such other duties as are assigned by the council.

### **3 § 163-A. Legislative staff services**

Legislative staff shall provide the following services under the direction of the Executive Director:

**1. Bill drafting.** To furnish to the members of the Legislature the assistance of expert draftsman qualified to aid the Legislature in the preparation of bills for introduction into the Legislature;

**2. Revision.** Upon request, to assist any agency appointed to revise the statutes of the State or any portion of the statutes and, at the direction of such agency, to consolidate, revise and clarify the statutes of the State;

**2-A. Engrossing.** To engross all bills passed by the Legislature;

**3. Session laws.** To prepare and index for printing as promptly as possible, after the adjournment of each session, the session laws, which compilation shall include all Acts and resolves which the Legislature has adopted during the session and which have received the approval of the Governor, when such approval is necessary, and any other material of a general nature that the Executive Director may determine;

**4. Copy of public laws.** After each session of the Legislature, to cause the public laws enacted at that session to be printed on good paper and in suitable type and to distribute the same within the State to all citizens making a request for those laws;

**5. Pocket supplements.** After each session of the Legislature, to cause to be published cumulative pocket supplements of the volumes of the Revised Statutes, and any replacement or recompiled volumes, which shall contain an accurate transcription of all public laws, the material contained in the next preceding pocket supplement, complete and accurate annotations to the statutes, appendix and other material accumulated since the publication of the next preceding pocket supplement and a cumulative index of that material;

**6. Continuing revision.** After each session of the Legislature, to prepare a report inserting in their proper places in the Revised Statutes public laws enacted since the last revision of the statutes and, after each subsequent session of the Legislature, to prepare a report supplementing the report so that those reports and supplements shall form the basis of the next revision of the statutes;

**7. Committee assistance.** To provide research, analysis and bill drafting assistance for joint standing or select committees, including, but not limited to, the Joint Standing Committee on Appropriations and Financial Affairs, the Joint Standing Committee on Audit and Program Review and other legislative agencies;

**8. Reports and legislation.** To prepare narrative reports on matters referred to joint standing committees for review or study and prepare legislation to be introduced pursuant to those reports;

**9. Research services.** To provide a comprehensive research service for Legislators, legislative joint standing or select committees and commissions and the Legislative Council;

**10. Collection of fiscal information.** To collect and assemble factual information concerning the fiscal affairs of the State for the use of the Joint Standing Committee on Appropriations and Financial Affairs of the Legislature in formulating its proposals for appropriations and to collect and assemble fiscal information concerning other revenue funds for the use of any joint standing committee in formulating proposals for allocation acts;

**11. Appropriation requests.** To examine all requests for appropriations made by the various agencies of State Government and attend any hearings necessary to obtain complete information;

**12. Statement of costs.** To prepare statements pertaining to the existence of cost or the amount of cost to municipalities or counties for implementing or complying with a proposed law. The statement of cost shall be made within the limits of information provided to the office designated by the Legislative Council as having responsibility for financial analysis. The statements shall be furnished to the appropriate committee for the information of its members and for inclusion in bills which receive an ought to pass report when reported by the committee. A statement shall not be necessary for any bill which has no cost to municipalities or counties; and

**13. Other duties.** To undertake such other duties as are assigned by the Executive Director.

**SUBCHAPTER II  
LAW AND LEGISLATIVE REFERENCE LIBRARY**

**3 § 171. Declaration of policy**

The Legislature declares that it is the policy of the State to provide a law and legislative reference library adequate to the informational needs of the Legislature, other branches of State Government and the citizens of Maine.

**3 § 172-A. State Law Library; administration**

The Executive Director of the Legislative Council shall assign, direct and supervise, subject to the control of the council, the activities of the State law and legislative reference library.

**3 § 173. State Law Library; services**

The State Law Library shall provide the following services:

**1. Legislative reference service.** Provide a comprehensive reference service on legislative problems for all members of the Legislature and its committees, equally and impartially, and to the limits of its staff and facilities. Such reference services shall be available also to public officials and to citizens generally.

Collect, index and make available in the most suitable form information relative to governmental subjects which will aid the Legislature, other public officials and citizens to perform their duties in an enlightened manner.

**2. Law library.** Provide a law library for the use of all agencies of State Government, the judiciary, attorneys and citizens of Maine.

**3. Distribution, sale and exchange of law books.** Copies of the Revised Statutes, supplements thereto and session laws shall be delivered by the printer to the State Law Librarian for distribution and sale in accordance with prices, policies and procedures established by the Legislative Council. All proceeds from such sales shall be deposited to the credit of the General Fund.

A.

Copies shall be sent, on an exchange basis, to the Library of Congress, secretary of the Maine State Bar Association, the Supreme Court Library of Canada and to each state or territorial library in the United States.

One copy of the laws passed by each session of the Legislature shall be given to each Member thereof, the Secretary of the Senate, the Assistant Secretary of the Senate, the Clerk of the House and the Assistant Clerk of the House.

The State Law Librarian may, in his discretion, sell surplus copies of volumes entrusted to him or use them for exchange purposes to increase the usefulness of the library. Proceeds from all sales shall be deposited to the credit of the General Fund.



## Office of Fiscal & Program Review

- **OFPR Functions:**

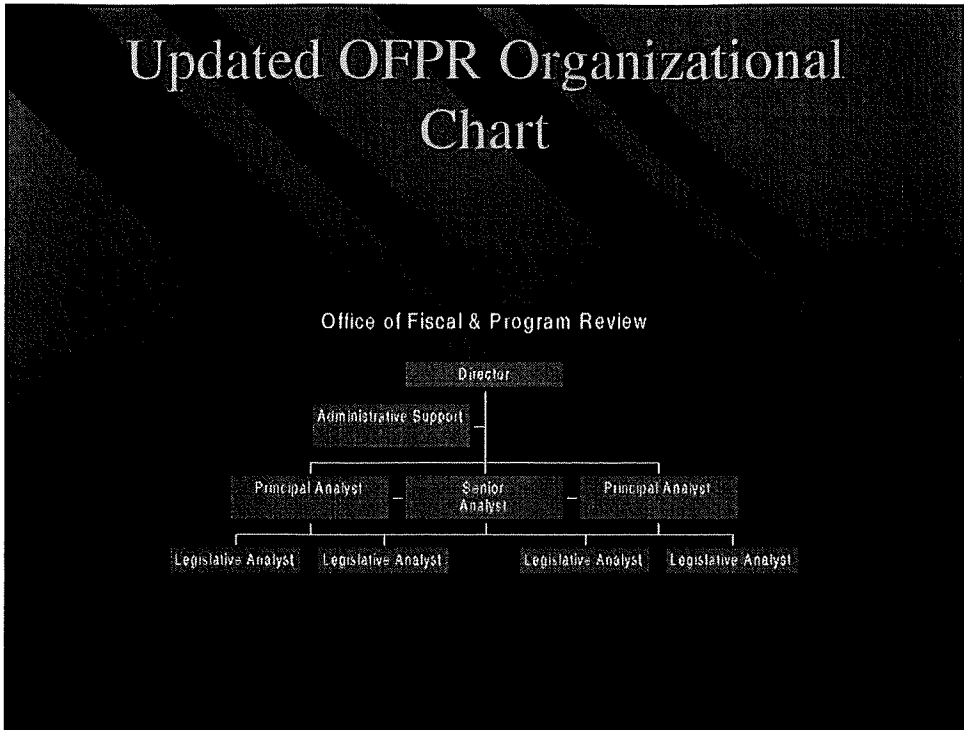
- **Committee staffing:**

- Joint Standing Committee on Appropriations & Financial Affairs
- Joint Standing Committee on Taxation
- Joint Standing Committee on Transportation (fiscal issues)

- **Fiscal Notes for all legislation (bills & amendments)**

## OFPR (cont'd)

- Revenue Forecasting
- Staffing Fiscal Studies (eg, select committees/commissions/etc.)
- Conducting/disseminating general fiscal policy research/information



## OFPR (cont'd)

- For more information, please stop by our office  
(Room 225 State House)
- Or, call us at 287-1635
- Or, fax us at 287-6469
- Or, visit our web-site at:  
<http://www.state.me.us/legis/ofpr/homepage.htm>

SARAH C. TUBBESING  
EXECUTIVE DIRECTOR  
OF THE LEGISLATIVE COUNCIL




MAINE STATE LEGISLATURE

OFFICE OF THE EXECUTIVE DIRECTOR  
LEGISLATIVE COUNCIL

December 17, 1998

TO: Honorable Mark W. Lawrence, Chair  
Honorable G. Steven Rowe, Vice-Chair  
and Members of the Legislative Council

FROM: Sally 

SUBJECT: Step Increases Requiring Legislative Council Approval

You will recall that in the discussion of the Council's **Rules of Procedure**, I was asked to provide you with information regarding the specific positions that are affected by Rule #10, Approval of Step Increases. The positions affected by this Rule are:

Secretary of the Senate  
Clerk of the House  
Constitutional Officers and State Auditor  
Legislative Council Staff Office Directors  
Executive Director

I have enclosed statutory provisions, salary schedules and the current salary of the incumbents in each of these positions.

I hope this information is helpful and would be happy to answer any questions you may have.

Enclosures

cc: Joy O'Brien, Secretary of the Senate  
Joseph Mayo, Clerk of the House  
David Boulter, Director, Office of Policy and Legal Analysis  
James Clair, Director, Office of Fiscal and Program Review  
Margaret Matheson, Revisor of Statutes  
Paul Mayotte, Director, Legislative Information Services  
Lynn Randall, State Law Librarian

## **CONSTITUTIONAL OFFICERS AND STATE AUDITOR**

- **Statutory Provisions Related to Compensation**
- **Current Salary Schedule**
- **Current Status**

Attorney General  
Secretary of State  
Treasurer of State  
State Auditor

**TITLE 3**  
**CHAPTER 7**  
**LEGISLATIVE COUNCIL**  
**SUBCHAPTER 1**  
**GENERAL PROVISIONS**

**3 § 162-B. Salaries of constitutional officers**

Notwithstanding any other provisions of law, the salaries of the following state officials shall be at the salary ranges indicated in this section. At the time of initial appointment, the salary of the Secretary of State and the Treasurer of State shall be set at the Step C of the official's respective range. At the time of initial appointment, the salaries of the Attorney General and the State Auditor shall be set at Step E of their salary ranges. The Legislative Council may adjust the salary of each official by one step for each year of continuous service after the initial appointment to office.

The salary ranges shall be provided by law for confidential employees who take the salary increase option instead of state payment of retirement contribution. No other state salary may be paid. These officials are not eligible for state payment of employee retirement contributions.

**1. Range 88.** The salary of the following state officials and employees shall be within salary range 88, but shall not be less than Step C in that range:

- A. Secretary of State; and
- B. Treasurer of State.

**2. Range 89.** The salary of the State Auditor shall be within salary range 89, but shall not be less than Step E in that range.

**3. Range 91.** The salary of the Attorney General shall be within salary range 91, but shall not be less than Step E in that range.

State of Maine  
Bureau of Human Resources

Salary Specification = 47  
Effective from July 1, 1998

STANDARD SALARY SCHEDULE  
for  
Confidential  
CONSTITUTIONAL OFFICERS

Printed April 14, 1997

	GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
HOURLY	86	20.98	22.04	23.09	24.25	25.45	26.65	27.97	29.31	30.74
WEEKLY		839.20	881.60	923.60	970.00	1,018.00	1,066.00	1,118.80	1,172.40	1,229.60
BI-WEEKLY		1,678.40	1,763.20	1,847.20	1,940.00	2,036.00	2,132.00	2,237.60	2,344.80	2,459.20
ANNUAL		43,638.40	45,843.20	48,027.20	50,440.00	52,936.00	55,432.00	58,177.60	60,964.80	63,939.20
PREM RATE		31.47	33.06	34.64	36.38	38.18	39.98	41.96	43.97	46.11
HOURLY	87	21.52	22.54	23.64	24.84	26.05	27.35	28.71	30.09	31.56
WEEKLY		860.80	901.60	945.60	993.60	1,042.00	1,094.00	1,148.40	1,203.60	1,262.40
BI-WEEKLY		1,721.60	1,803.20	1,891.20	1,987.20	2,084.00	2,188.00	2,296.80	2,407.20	2,524.80
ANNUAL		44,761.60	46,883.20	49,171.20	51,667.20	54,184.00	56,888.00	59,716.80	62,587.20	65,644.80
PREM RATE		32.28	33.81	35.46	37.26	39.08	41.03	43.07	45.14	47.34
HOURLY	88	22.54	23.64	24.84	26.05	27.35	28.71	30.09	31.56	33.09
WEEKLY		901.60	945.60	993.60	1,042.00	1,094.00	1,148.40	1,203.60	1,262.40	1,323.60
BI-WEEKLY		1,803.20	1,891.20	1,987.20	2,084.00	2,188.00	2,296.80	2,407.20	2,524.80	2,647.20
ANNUAL		46,883.20	49,171.20	51,667.20	54,184.00	56,888.00	59,716.80	62,587.20	65,644.80	68,827.20
PREM RATE		33.81	35.46	37.26	39.08	41.03	43.07	45.14	47.34	49.64
HOURLY	89	24.17	25.31	26.59	27.88	29.22	30.68	32.18	33.75	35.31
WEEKLY		966.80	1,012.40	1,063.60	1,115.20	1,168.80	1,227.20	1,287.20	1,350.00	1,412.40
BI-WEEKLY		1,933.60	2,024.80	2,127.20	2,230.40	2,337.60	2,454.40	2,574.40	2,700.00	2,824.80
ANNUAL		50,273.60	52,644.80	55,307.20	57,990.40	60,777.60	63,814.40	66,934.40	70,200.00	73,444.80
PREM RATE		36.26	37.97	39.89	41.82	43.83	46.02	48.27	50.63	52.97
HOURLY	90	25.71	27.02	28.33	29.70	31.16	32.70	34.32	35.98	37.75
WEEKLY		1,028.40	1,080.80	1,133.20	1,188.00	1,246.40	1,308.00	1,372.80	1,439.20	1,510.00
BI-WEEKLY		2,056.80	2,161.60	2,266.40	2,376.00	2,492.80	2,616.00	2,745.60	2,878.40	3,020.00
ANNUAL		53,476.80	56,201.60	58,926.40	61,776.00	64,812.80	68,016.00	71,385.60	74,838.40	78,520.00
PREM RATE		38.57	40.53	42.50	44.55	46.74	49.05	51.48	53.97	56.63
HOURLY	91	27.29	28.68	30.06	31.52	33.08	34.69	36.40	38.18	40.13
WEEKLY		1,091.60	1,147.20	1,202.40	1,260.80	1,323.20	1,387.60	1,456.00	1,527.20	1,605.20
BI-WEEKLY		2,183.20	2,294.40	2,404.80	2,521.60	2,646.40	2,775.20	2,912.00	3,054.40	3,210.40
ANNUAL		56,763.20	59,654.40	62,524.80	65,561.60	68,806.40	72,155.20	75,712.00	79,414.40	83,470.40
PREM RATE		40.94	43.02	45.09	47.28	49.62	52.04	54.60	57.27	60.20



## CONSTITUTIONAL OFFICERS: SALARY PROVISIONS

Pursuant to 3 MRSA § 162-B

	Assigned Range	Statutory Provision ré Initial Step	Current Step	Eligible Step
Secretary of State	88	3	4 (\$54,184.00)	5 (\$56,888.00)
Treasurer of State	88	3	4 (\$54,184.00)	5 (\$56,888.00)
State Auditor	89	5	6 (\$63,814.40)	7 (\$66,934.40)
Attorney General	91	5	8 (\$79,414.40)	9 (\$83,470.40)

**Note:** The 117th Legislative Council established January 1 as the salary review date for the Constitutional Officers and State Auditor.

## **SECRETARY OF THE SENATE**

## **CLERK OF THE HOUSE**

- **Statutory Provisions Related to Compensation**
- **Current Salary Schedule**
- **Current Status**

**TITLE 3**  
**CHAPTER 7**  
**LEGISLATIVE COUNCIL**  
**SUBCHAPTER 1**  
**GENERAL PROVISIONS**

**3 162-A. Salaries subject to adjustment by Legislative Council**

Notwithstanding any other provisions of law, the salaries of the following legislative officials are at the salary ranges indicated in this section. Except as provided below, at the time of initial appointment the salary of each of these officials may be set at Step A or Step B, by no higher than Step B, of their respective ranges, except that any employees of the office of the Secretary of the Senate or the office of the Clerk of the House of Representatives at the time of initial appointment must have their salary set at a step within their respective salary range so that no loss of gross pay is experienced by those employees. The Legislative Council may adjust the salary of each official by one step for each year of continuous service after the initial appointment to office.

The salary ranges shall be those established by the Legislative Council for legislative staff. No other state salary may be paid to these officials.

**1. Range 14.** The salaries of the following state officials and employees shall be within salary range 14:

Secretary of the Senate; and

Clerk of the House of Representatives.

Effective from July 1, 1998

	GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
HOURLY	14	25.86	27.13	29.57	31.07	32.60	34.24	35.94	37.75	39.63
WEEKLY		1,034.40	1,085.20	1,182.80	1,242.00	1,304.00	1,369.60	1,437.60	1,510.00	1,585.20
BI-WEEKLY		2,068.80	2,170.40	2,365.60	2,485.60	2,608.00	2,739.20	2,875.20	3,020.00	3,170.40
ANNUAL		53,788.80	56,430.40	61,505.60	64,625.60	67,808.00	71,219.20	74,755.20	78,520.00	82,430.40
PREM RATE		38.79	40.70	44.36	46.61	48.90	51.36	53.91	56.63	59.45

# **LEGISLATIVE COUNCIL**

## **NON-PARTISAN OFFICE DIRECTORS**

- **Statutory Provisions Related to Compensation**
- **Salary Schedule**
- **Current Status**

Director, Office of Fiscal & Program Review  
Director, Office of Legislative Information  
Director, Office of Policy & Legal Analysis  
Revisor of Statutes  
State Law Librarian  
Executive Director

**TITLE 3**  
**CHAPTER 7**  
**LEGISLATIVE COUNCIL**

**3 § 162. Authority**

The Legislative Council shall have the authority:

**2. Legislative employee salary and benefit schedules.** To establish salary schedules for all employees of legislative agencies, departments and offices, except as otherwise provided by law, to develop relatively uniform salary schedules for House and Senate employees and officers and, notwithstanding any other provision of law, to establish benefit schedules for legislative employees. Every publication that states the salary of an employee or a position must also include a statement of the dollar value of the fringe benefit package provided;

Effective from July 1, 1998

	GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
HOURLY	14	25.86	27.13	29.57	31.07	32.60	34.24	35.94	37.75	39.63
WEEKLY		1,034.40	1,085.20	1,182.80	1,242.80	1,304.00	1,369.60	1,437.60	1,510.00	1,585.20
BI-WEEKLY		2,068.80	2,170.40	2,365.60	2,485.60	2,608.00	2,739.20	2,875.20	3,020.00	3,170.40
ANNUAL		53,788.80	56,430.40	61,505.60	64,625.60	67,808.00	71,219.20	74,755.20	78,520.00	82,430.40
PREM RATE		38.79	40.70	44.36	46.61	48.90	51.36	53.91	56.63	59.45
HOURLY	15	27.81	29.17	31.77	33.38	35.05	36.79	38.64	40.59	42.61
WEEKLY		1,112.40	1,166.80	1,270.80	1,335.20	1,402.00	1,471.60	1,545.60	1,623.60	1,704.40
BI-WEEKLY		2,224.80	2,333.60	2,541.60	2,670.40	2,804.00	2,943.20	3,091.20	3,247.20	3,408.80
ANNUAL		57,844.80	60,673.60	66,081.60	69,430.40	72,904.00	76,523.20	80,371.20	84,427.20	88,628.80
PREM RATE		41.72	43.76	47.66	50.07	52.58	55.19	57.96	60.89	63.92

**LEGISLATIVE COUNCIL  
REQUESTS TO INTRODUCE LEGISLATION  
FIRST REGULAR SESSION  
December 21, 1998**

**Action**

**JOINT RESOLUTIONS**

**SPONSOR: Rep. Gagne, Rosita**

LR 0798 JOINT RESOLUTION MEMORIALIZING THE UNITED STATES SENATE TO RATIFY THE UNITED NATIONS CONVENTION ON THE ELIMINATION OF ALL FORMS OF DISCRIMINATION AGAINST WOMEN

**SPONSOR: Rep. Joy, Henry L.**

LR 0685 JOINT RESOLUTION MEMORIALIZING CONGRESS TO ABIDE BY THE FEDERAL LAND OWNERSHIP REQUIREMENTS OF THE UNITED STATES CONSTITUTION

**SPONSOR: Sen. Lawrence, Mark W.**

LR 0913 JOINT RESOLUTION MEMORIALIZING THE FEDERAL COMMUNICATIONS COMMISSION TO SUPPORT A SINGLE AREA CODE FOR THE STATE

**SPONSOR: Sen. Lawrence, Mark W.**

LR 1447 JOINT RESOLUTION, MEMORIALIZING THE PRESIDENT OF THE UNITED STATES AND THE UNITED STATES CONGRESS IN SUPPORT OF A WORLD WAR II MEMORIAL

**SPONSOR: Rep. Perkins, Royce W.**

LR 0732 JOINT RESOLUTION MEMORIALIZING THE CONGRESS OF THE UNITED STATES TO AMEND THE GUN CONTROL ACT OF 1968 TO ONLY INVOLVE HANDGUNS



**WANG Systems - Migration Project**  
**Report to the Legislative Council**  
**Migration Project Background, Status, and Recommendation for**  
**Proceeding**  
**December 21, 1998**

**Legislative Information Technology Background:**

- The Legislature's core business support systems are based on a 1980s vintage WANG computer applications and hardware
- The core systems applications and databases include Bill Drafting, Bill Tracking/Status, Statutes Database, Time Accounting, LINK & DLDs
- The systems are highly integrated sharing information across applications and computer platforms
- Several applications have been moved off the WANG, including Senate and House Calendars, and Journals
- The Senate and House as well as Legislative staff are using client/server based applications in support of their functions
- The Legislature has in place a 200-user local area network providing Office Suite tools, direct WANG access, e-mail, Internet access, shared file access, sound, and client/server application access.
- The WANG computer applications and the WANG computer physical hardware are at the end of their lifecycle

**Migration Project Background and Status:**

- In the mid-1990s the Legislature recognized the WANG computer had a limited lifetime as well as a Year 2000 problem.
- In May 1996 an RFP was issued to replace the WANG-based systems
- The RFP was canceled when it was realized that the technical solution did not meet the Legislature's requirements.
- The 118<sup>th</sup> Legislative Council established a Migration Oversight Team
- From September 1997 through April 1998 an extensive systems requirements definition effort took place focusing exclusively on the replacement of the bill drafting/bill status systems
- In May of 1998 a second RFP was issued based on the revised requirements definition for bill drafting/bill status
- Eight firms responded, The Migration Team determined that no one vendor was able to meet the Legislature's requirements
- President Lawrence challenged the Team to develop an alternative solution, and the concept of a "Teaming" approach was developed (IRC/DRI, X-Link, and KPMG Peat Marwick Consulting)
- The Team also concluded that the May 1998 RFP's "stove pipe" or limited scope approach to Legislative systems was not in the best long-term interest of the Legislature
- President Lawrence again challenged the Team to develop a plan for proceeding.

### **Recommendation for Proceeding:**

Building from the 1998 drafting/status effort and previous efforts, perform an extensive Legislative Activities Review of the existing legislative processes and supporting information systems.

### **Objectives:**

1. Identify and recommend to the Presiding Officers and the Legislative Council process enhancements, which would improve levels of process integration, process control, exchange and sharing of data, and process cost efficiency.
2. Identify and recommend to the Presiding Officers and the Legislative Council information support systems enhancements, which would improve levels of process integration, process control, exchange and sharing of data, and process cost efficiency.
3. Develop a migration strategy definition and supporting information systems design
4. Position the Legislature to proceed with a Migration Project that meets the needs of the Legislature as a whole.

### **Scope:**

The proposed areas for review are:

1. **Legislative Activities:** includes the processes used for:
  - Bill and Amendment Drafting
  - Bill Tracking , Status and Stamping
  - Fiscal Note Production
  - Publication Production
  - Indexing
  - Budget and Appropriations Process
  - Chamber Activities
  - Committee Activities
2. **Information Support Systems:** includes systems in the following categories:
  - Document Drafting, Tracking and Preparation (Wang; desktop-Word)
  - Bill Tracking and Status System (Wang)
  - Chamber Support Applications (IRC; Wang; desktop-Access)
  - Committee Support Applications (Wang; desktop-Word, Excel)
  - Fiscal Analysis (Wang)
  - Publications (Wang; desktop-Word; IRC; Internet)
  - Reference and Research (Wang, Commercial, Executive Branch systems)

## Products/Deliverables:

### Legislative Activities Review

- **Process Maps for the Prioritized Functional Areas:** This deliverable will illustrate both in diagrammatic and textual form the current processes performed within each of the reviewed functional areas. The process maps will clearly identify the inputs, activities, outputs, decision points and inter-functional interface opines in each area.
- **“Quick Win” Process Improvement Recommendation:** This will highlight any smaller, easily effected, low investment improvements that could be implemented even prior to completion of the full review or any subsequent implementation phase. During the course of the review as examples of these quick hits surface they will be shared with the project leadership for consideration for immediate or expedited implementation. However this end of review report will summarize all such previously identified potential smaller changes and their current status.
- **Strategic Process Improvement Recommendations:** This will document the process modifications being recommended within each of the reviewed functional areas and also any cross-functional recommendations. It will provide diagrammatic and textual explanation of the changes being suggested and the grounds for the analysis.
- **Impact Assessment of Process Improvements:** This document will accompany the Strategic Process Improvement Recommendations Report and will document the anticipated costs, benefits, interdependencies and timelines associated with each recommendation.

### Information Support Systems Review

- **Information Support Systems Assessment:** This will include an inventory of the existing systems including the hardware, software, systems, databases, interfaces, protocols and standards that are used to support the business activities of the Maine Legislature. This deliverable will also provide a review of the IS strategic plans that exist within the Legislature.
- **Process Alignment Gap Analysis:** This deliverable will identify any gaps between the systems that currently exist and those systems that will be required to support the future proposed processes and required functionality

## **Migration Strategy Definition**

- **High-Level IS System Conceptual Design** – This will provide a holistic view of the future required systems, processes and services. It will provide a vision for implementation of tightly coupled systems, providing timely and appropriate access to legislative information and associated supporting documentation. The intent of the design is to provide a vision, direction, focus and approach for the creation of systems that support the combined needs of the Senate, House, Committees, Legislative Council and the citizens of the state of Maine.
- **High-Level Migration Framework and Plan** – This plan will describe the recommended actions to be executed by the Legislature to fulfill the vision of the concept design. The migration plan will be presented as a modular approach and will be dependent on start dates, staffing; funding and vendors selected for key technology components. The migration plan can be accelerated or decelerated by modifying these key parameters.

### **Recommended Approach:**

Retain the services of KPMG Peat Marwick Consulting to work with the Migration Team and assigned Legislative personnel to perform the recommended scope of work.

### **Legislative Process Review Schedule:**

Start - January 31, 1999  
Complete - June 15, 1999  
(schedule attached)

### **Legislative Process Review Cost: (@12/16/98)**

The KPMG professional fees for the services described above will be performed on fixed fee basis inclusive of administrative, travel and out-of-pocket expenses and costs. The total professional fees for this project are \$386,000. Any significant change to the scope will be approved by the Legislature.

### **Migration Project Budget Status:**

<i>FY 98</i>					<i>75,000 - 90,000</i>
FY 99 Migration Project Budget					\$ 1,165,000
Year 2000 Programming	\$	200,000			
Chamber Requirements Definition	\$	24,000			
Process Review	\$	386,000			<i>break down</i>
Total Pending Committed Funds				(\$	610,000)
Uncommitted Migration Funds				\$	555,000

FY 00 / FY 01 Request \$2,080,000

### **Notional Migration Project Timeline:**

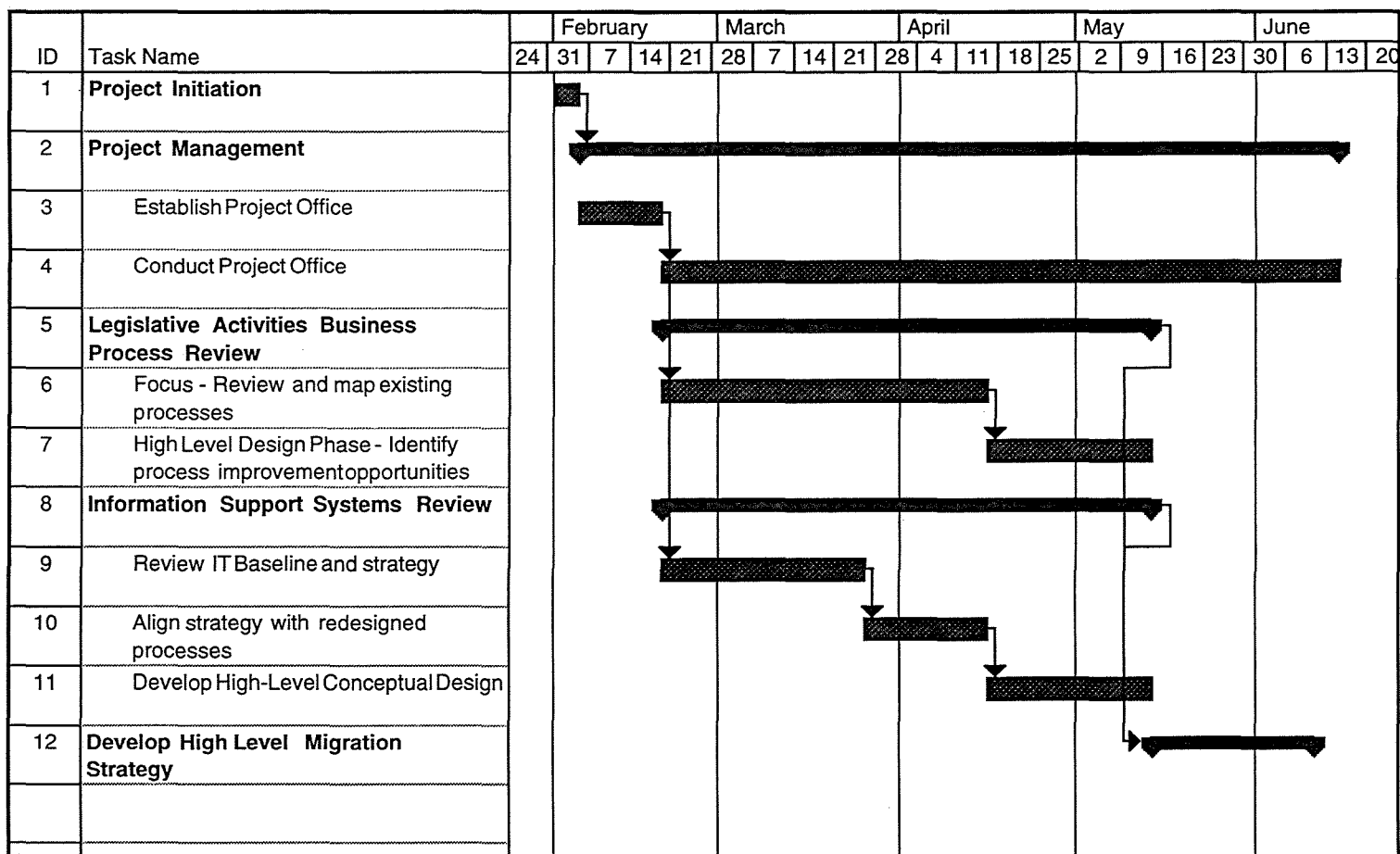
(Concurrent with State House construction)

• Legislative Activities Review	Jan. 99 – June 99
• Review of Products/Deliverables	June 99 – August 99
• Implement Process Improvements	On Going Through Period
• Revised Requirements Definition	August 99 – Oct. 99
• Systems Development and Testing	Oct. 99 – April 00
• Systems Implementation and Conversion	May 00 – Nov 00
• Support 1 <sup>st</sup> 120 <sup>th</sup>	Dec 00 – June 01
• WANG Disconnect	December 2001



# State of Maine Legislative Process Review

## Proposed Schedule



### **Migration Oversight Team**

- Senate President Mark Lawrence, Oversight Team Chair
- Joy O'Brien, Secretary of the Senate
- Joe Mayo, Clerk of the House
- Sally Tubbesing, Executive Director, Legislative Council
- James Clair, Director, Office of Fiscal and Program Review
- David Boulter, Director, Office of Policy and Legal Analysis
- Meg Matheson, Revisor of Statutes
- Lynn Randall, State Law Librarian
- Teen Griffin, Manager, Information Office
- Paul Mayotte, Director, Information Services

Polly Gosselin, Project Manager  
Bill Laubenstein, Office of the Attorney General

**DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES  
78 STATE HOUSE STATION  
AUGUSTA, ME 04333-0078**

**PHONE: 207-624-7800  
FAX: 207-624-7804  
TDD: 207-287-4537**

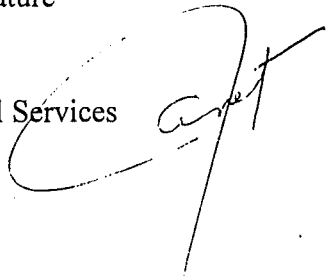
**MEMORANDUM**

**TO:** Members of the 119th Maine State Legislature

**FROM:** Janet E. Waldron, Commissioner  
Department of Administrative & Financial Services

**DATE:** December 15, 1998

**SUBJ:** Renovation of the State Office Building



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As you are undoubtedly aware, the 118th Legislature approved the renovation of the State House, State Office Building and the connecting tunnel. The State House and the Connector projects are being managed by the Legislature. The State Office Building renovation is being managed by this Department. This memo is intended to bring you up-to-date on the State Office Building project.

The design/development stage will be completed by the end of December. The architects will then prepare detail drawings to put out to bid in March. Other than some early demolition work on the 7th floor, removal of hazardous material (asbestos/lead paint) and renovation will begin in July 1999. The project will be completed by January 2001.

Between January 1, 1999 and June 30, 1999 all of the agencies currently occupying the State Office Building will relocate to other space. Attached please find a summary of where and when the agencies are moving. We will be working with the agencies to minimize the inconvenience to their customers. The project will include a new and expanded cafeteria, and the second floor will be dedicated to Legislative Hearing Rooms and work space. I have also included a list of the agencies that will be occupying the upper floors of the "new" building.

I am excited about the prospects of providing improved hearing space for the Legislature and healthy and productive work space for State employees. I look forward to working with the 119th Legislature during this transition period and to welcoming the 120th Legislature to the "new" State Office Building in January of 2001. Meanwhile, if you have any questions, I would be pleased to respond.

JW:sjd

Attachments



## **The Banker Management Group**

RR1 Box 1220, Kents Hill, ME 04349  
(207) 685-9952, Fax (207) 685-9954 email [Donnabankr@AOL.com](mailto:Donnabankr@AOL.com)

### **Move Schedule**

**To:** Relocation Committee

**From:** Donna L. Banker

**Date:** December 15, 1998

<u>AGENCY</u>	<u>BUILDING</u>	<u>CUB/OFF.</u>	<u>MOVE DATE</u>
Property Mgmt	Service Bldg.	3	complete
MH/MR/SAS	Greenlaw Bldg.	10	complete
MEMA	Camp Keyes	20	Jan. 1999
AG	Key Bank Tower	70	1/2/99-1/5/99
AG	Key Bank Tower	70	1/8/99-1/12/99
MRS	Muskie	22	1/8/99-1/12/99
MRS (161 Capitol)	Muskie	16	1/8/99-1/12/99
BIS Comp Rm&Prod Svs (1B)	Edison Drive	24	1/15/99-1/19/99
MH/MR	SOB 3rd floor	13	1/19/99
BIS Network Services (1C)	Edison Drive	52	1/22/98-1/26/99
MRS Income & Sales Tax (2)	Edison Drive	57	2/5/99-2/9/99
MRS Tax Compliance (3)	Edison Drive	51	2/12/99-2/16/99
MRS Tax Compliance (4)	Edison Drive	44	2/19/99-2/23/99
MRS Syst/MATS install (5)	Edison Drive	43	2/26/99-3/2/99
Budget	Muskie	11	3/5/99-3/9/99
BIS Develop Services (6)	Edison Drive	47	3/5/99-3/9/99
BIS Develop Services (7)	Edison Drive	35	3/12/99-3/16/99

Payco (161 Capitol)	SOB 5th floor	30	3/12/99-3/16/99
MRS-Kelly (161 Capitol)	SOB 5th floor	50	3/12/99-3/16/99
Food Stamps (8)	Edison Drive	6	3/19/99-3/23/99
Ethics Commission	PUC Building	6	3/19/99-3/23/99
MLRB	PUC Building	6	3/19/99-3/23/99
BHR	161 Capitol	28	3/26/99-3/30/99
BOER	161 Capitol	7	3/26/99-3/30/99
Purchases	161 Capitol	17	3/26/99-3/30/99
Sec of State	Togus	45	4/9/99-4/13/99
GIS (20 counted Phase 6)	Edison Drive	0	5/7/99-5/11/99
BGS	43 Melville	16	5/14/99-5/18/99
Treasury	Tyson	17	6/4/99-6/8/99
DAFS Acct & Cont	Tyson	33	6/4/99-6/8/99
DAFS Fin & Pers	Tyson	35	6/11/99-6/15/99
Corrections	Tyson	38	6/18/99-6/22/99
DAFS Commissioner	Muskie	3	6/18/99-6/22/99
MH/MR/SAS	Marquardt	82	6/25/99-6/29/99
Nurse	220 Capitol	1	6/29/99
Capitol Security	Nash School	3	6/29/99

**State Office Building**  
**Floor by Floor - Preliminary Stacking Plan**  
**Revised December 15, 1998**

<b>First Floor</b>	Hotelling Workstations Capitol Security Delta Control Mail Room Press Cafeteria Custodial Staff
<b>Second Floor</b>	Reception Reserved for Legislative Use
<b>Third Floor</b>	DECD Treasurer DAFS Commissioner Accounts and Control Budget Financial and Personnel Services
<b>Fourth Floor</b>	Secretary of State Corporations and Elections Maine Revenue Services (partial) General Services Human Resources Employee Health Benefits Risk Management Purchases
<b>Fifth Floor</b>	Education
<b>Sixth Floor &amp; Seventh Floor</b>	Employee Relations Attorney General