

MAINE STATE LEGISLATURE

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LEGISLATIVE COUNCIL

November 20, 2002

1:00 p.m.

Room 334, Legislative Council Chamber

REVISED AGENDA

<u>Page No.</u>	<u>Item</u>	<u>Action</u>
	CALL TO ORDER	
	ROLL CALL	
1	SUMMARY OF THE OCTOBER 30, 2002 COUNCIL MEETING	Decision
	REPORTS FROM EXECUTIVE DIRECTOR AND STAFF OFFICE DIRECTORS	Information
7	• Executive Director's Report	
27	• Fiscal Report (Pennoyer)	
28	• Office of Information Services' Report (Mayotte)	
	• Update on Interim Studies (Elliott)	
	REPORTS FROM COUNCIL COMMITTEES	
	• Personnel Committee	
	• Technology and Migration Committee	
	No Report	
	• Space Committee	
	No Report	
	OLD BUSINESS	

<u>Page No.</u>	<u>Item</u>	<u>Action</u>
NEW BUSINESS		
	Item #1: Submission of Study Report	
34	<ul style="list-style-type: none"> • Blue Ribbon Commission to Address the Finance of Long-Term Care (letter from Sen. Betty Lou Mitchell, Senate Chair and Rep. Thomas Kane, House Chair) 	Acceptance
35	Item #2: Submission of Work Plan and Budget	
	<ul style="list-style-type: none"> • Task Force to Study Methods of Addressing Inequities in the Retirement Benefits of State Employees and Teachers 	Decision
38	Item #3: Recommended Changes to Legislative Emergency Procedures	Refer to Committee

ANNOUNCEMENTS AND REMARKS

ADJOURNMENT

REP. MICHAEL V. SAXL
CHAIR

SEN. MICHAEL H. MICHAUD
VICE-CHAIR



120th MAINE STATE LEGISLATURE
LEGISLATIVE COUNCIL

SEN. BEVERLY C. DAGGETT
SEN. MARY E. SMALL
SEN. PAUL T. DAVIS, SR.
SEN. SHARON ANGLIN TREAT
REP. PATRICK COLWELL
REP. JOSEPH BRUNO
REP. WILLIAM S. NORBERT
REP. WILLIAM J. SCHNEIDER

DAVID E. BOULTER
EXECUTIVE DIRECTOR

MEETING SUMMARY
October 30, 2002

CALL TO ORDER

The Chair, Speaker Michael V. Saxl, called the Legislative Council meeting to order at 1:35 p.m. in the Legislative Council Chamber.

ROLL CALL

Senators:	Sen. Davis Absent: Sen. Michaud, Sen. Daggett, Sen. Small, Sen. Treat
Representatives:	Speaker Saxl, Rep. Colwell, Rep. Bruno, Rep. Norbert, Rep. Schneider
Legislative Officers:	Pamela Cahill, Secretary of the Senate Millicent MacFarland, Clerk of the House David Boulter, Executive Director, Legislative Council Grant Pennoyer, Director, Office of Fiscal and Program Review David Elliott, Director, Office of Policy and Legal Analysis Margaret Matheson, Revisor of Statutes Lynn Randall, State Law Librarian Paul Mayotte, Director, Legislative Information Services

SUMMARY OF THE SEPTEMBER 24, 2002 COUNCIL MEETING

Motion: That the Meeting Summary of September 24, 2002 be accepted and placed on file.
(Motion by Rep. Norbert, second by Rep. Schneider, unanimous).

REPORTS FROM EXECUTIVE DIRECTOR AND STAFF OFFICE DIRECTORS

• Executive Director's Report

David Boulter, Executive Director of the Legislative Council reported that the building directory authorized by the Legislative Council has been installed in the first floor lobby of the State House. The directory was designed by Welch Architectural of Scarborough, Maine.

The Maine State Museum has installed the touch-screen kiosk in the Welcome Center that provides images and background information on the flags that had been exhibited in the Hall of Flags.

Mr. Boulter also reported that the State House and Capitol Park Commission met on September 23, 2002 and unanimously recommended acceptance of a living memorial plan for Capitol Park consistent with the enabling legislation. The memorial will be a development of a garden in the northwest section of Capitol Park, as well as a completion of the planting of an allée of trees. Written recommendations from the Commission will be provided to the Legislative Council when it submits its written report in November.

Executive Director Boulter provided the Council with an update on union activities. There are two proposed bargaining units. A Form 1 agreement has been filed for the "Charbonneau Bargaining Unit", which includes analysts, paralegals and researchers. The Maine Labor Relations Board will notify employees and the Council when an election is scheduled among those employees to decide whether they wish to be represented. The second bargaining unit is with MSEA, and the composition is consistent with the Council's action. A Form 1 agreement will be filed shortly. The Maine Labor Relations Board will conduct a count of signed union cards, the voting tool recommended by the Council, before November 28, 2002 to verify that a majority of employees in the unit want to be represented.

No Council action required.

• Fiscal Report

Grant Pennoyer, Director, Office of Fiscal and Program Review, presented the following fiscal report:

1. General Fund and Highway Fund Revenue Variances for September 2002

In September the General Fund was ahead of revenue projections by \$10.6 million and for the year-to-date \$4 million above projections, offsetting a negative variance from the first two months.

The Highway Fund was up by \$1.7 million in September and increased to \$2.9 million over budget for year-to-date.

The amount reflects the August revisions thereby moving the revenue estimates for FY 03 downward by \$142 million.

2. The Economic Forecasting Committee

The Economic Forecasting Committee met on October 21, 2002, revised the economic forecast downward and extended the economic projections through calendar year 2007. The changes to the personal income variable will drive the revenue estimates downward, including the current fiscal year.

3. The Revenue Forecasting Committee

The Revenue Forecasting Committee has a statutory reporting deadline of December 1, 2002. The Committee met October 22, 2002 for a planning session, but the next meeting has not yet been scheduled.

4. Cash Pool Status

The Cash Pool status reflects the general status of the General Fund. The General Fund was positive because of the Tax Anticipation Note (TAN). Without the TAN and the other reserve fund balances the General Fund would have been \$204.3 million negative.

No Council action is required.

• Office of Information Services' Report

Paul Mayotte, Director, Legislative Information Services reported to the Council on the following items:

Bill Drafting System

HP installed a stable and functioning software application between October 16 and 17, 2002. The Revisor's Office tested the software on October 18 and 21, 2002. HP had a senior level manager at the Legislature on October 21, 2002 to observe the testing. The software was tested in a "production" like environment with 6 or more users on the system. Based on the repeated tests over the two-day period, it was found that the software took excessive time to perform several standard bill drafting functions.

The Executive Director of the Legislative Council, formally notified HP on October 28, 2002 that the system failed the acceptance test. HP is not contesting the results of the testing and must submit a corrective action plan by November 8, 2002.

The Legislative staff is proceeding to prepare the Wang bill drafting system to support the 1st Regular Session of the 121st Legislature.

No Council action required.

Internet Access

A technical problem surfaced during the Columbus Day weekend; the Executive Branch e-mail server recognized the Global Address List link with the Legislature as the best connection for sending e-mail to the Internet. The link has been disconnected and a new process to share address lists has been tested and works with no risk of e-mail being routed through the Legislature's Internet connection. The new process requires an additional software license, which is being ordered. The Legislature will move to the Maine.Gov address during the weekend of November 9-10, 2002.

No Council action required.

- **Update on Interim Studies**

David Elliott, Director, Office of Policy and Legal Analysis, gave an update on the status of interim studies. Attached to the Meeting Summary is the Progress Report on the Legislative Studies as of October 24, 2003 that was provided by Mr. Elliott.

No Council action is required.

Speaker Saxl asked if there was objection to taking an item out of order. Hearing none, the Chair then moved to **New Business, Item #2.**

NEW BUSINESS

Item #2: Requests from Study Commissions for Extensions of Reporting Deadlines

David Elliott said 6 of the study commissions are requesting limited extensions of their reporting deadlines. Mr. Elliott noted that the request from the Health Care System and Health Security Board was for an extension to January 15, 2003. All the study requests are to be completed within the existing budget and authorized number of meetings. The study commissions requesting extensions are:

- Task Force to Study the Impact of a Maine-Based Casino: to December 15, 2002 (letter from Sen. Kevin Shorey and Rep. Donna Loring, Co-chairs)
- Commission to Study the Needs and Opportunities Associated with the Production of Salmonid Sport Fish In Maine: Extension to November 15, 2002 (memo from Sen. Woodcock, Senate Chair and Rep. Bryant, House Chair)
- Health Care System and Health Security Board: **Amended Request** for Extension to January 15, 2003 (memos from Sen. John Martin, Senate Chair and Rep. Paul Volenik, House Chair)
- Task Force to Study Methods of Addressing Inequities in the in the Retirement Benefits of State Employees and Teachers: Extension to December 13, 2002 (memo from Sen. Edmonds and Rep. Norton, Co-Chairs)
- Committee to Study Reimbursement Rates for Maine's Bottle Redemption Businesses and Other Issues Related to the Handling and Collection of Returnable Containers: Extension to December 4, 2002 (letter from Sen. Youngblood)
- Committee to Continue to Study the Costs and Benefits of Increasing Access to Family and Medical Leave for Maine Families (letter from Sen. Edmonds and Rep. Davis, Co-chairs)

Motion: That the proposed extensions for the 6 study commissions be approved. (Motion by Rep. Bruno, second by Sen. Davis, unanimous).

REPORTS FROM COUNCIL COMMITTEES

- **Personnel Committee**

The Personnel Committee met on October 30, 2002 and discussed the following items:

1. **Employee Request for Temporary Income Benefits**

Based on the unanimous recommendation of the Personnel Committee, the Speaker made the following motion:

Motion: That the Legislative Council grant Temporary Income Protection Benefits as provided for in Section VI (H) of the Personnel Policies and Guidelines for a Legislative Council employee as reviewed and recommended by the Personnel Committee at its October 30, 2002 meeting. (Motion by Speaker Saxl, second by Rep. Bruno, unanimous).

2. **Review and Recommendation on Revised Personnel Policies**

Speaker Saxl reported that the Personnel Committee reviewed the revised Personnel Policies for: Leadership staff; Clerk's and Secretary's office staff; and Committee Clerks. Several amendments will be made to the draft revisions and then a ballot will be circulated to recommend to the presiding officers that they adopt the policies immediately.

3. **Personnel/Human Resources staffing**

The need for a Human Resources Director was also discussed at the Personnel Committee meeting. Chair Saxl said the Committee directed David Boulter, Executive Director, to prepare a proposal on funding a human resources director position within existing resources, either by finding savings or reorganization of existing staff.

4. **Performance Evaluations**

Speaker Saxl said the Personnel Committee will be conducting performance evaluations of Lynn Randall, Law Librarian; Paul Mayotte, Director, Legislative Information Services, and Dave Boulter, Executive Director at its next meeting.

- **Technology and Migration Committee**

The Technology and Migration Committee did not meet this month.

- **Space Committee**

The Space Committee did not meet this month.

OLD BUSINESS

None

NEW BUSINESS

Item #1: Recommendation for Reappointment of Marc Cyr, Principal Analyst, OFPR, to the Revenue Forecasting Committee

Motion: That Marc Cyr be Reappointment to the Revenue Forecasting Committee.
(Motion by Rep. Bruno, second by Sen. Davis, unanimous).

ANNOUNCEMENTS AND REMARKS

The next Legislative Council meeting is scheduled for November 20, 2002 at 1:00 p.m.

ADJOURNMENT

The Legislative Council meeting was adjourned at 1:56 p.m. (Motion by Rep. Bruno, second by Rep. Schneider, unanimous).

Fiscal Briefing for the Legislative Council

Legislative Council Meeting
November 20, 2002

*Prepared by the
Office of Fiscal & Program Review*

**1. General Fund and Highway Fund Revenue Variances for October 2002
(Reflects August 2002 Revenue Forecasting Committee Revisions)
(See Attached Summary of October Revenue)**

- General Fund – Up by \$17.7M in October/Up FY-T-D by \$21.7M
- Highway Fund – Down by \$1.2M in October/Up FY-T-D by \$1.7M

Although the General Fund appears to have a sizeable positive revenue variance for the first 1/3 of the fiscal year, that revenue variance is largely due to timing issues and will evaporate by January and is expected to be even more negative through the spring 2003 income tax filing period.

2. Economic Forecast Revisions

- Consensus Economic Forecasting Committee met October 21st and has made several additional revisions to its initial forecast; the latest, November 14th, in response to concerns raised by the Revenue Forecasting Committee
- Attached are the revised changes to the aggregate forecast (unchanged from the October release) and the recently revised components of Personal Income (see CEFC attachment B)

3. Revenue Forecasting Committee Schedule

- Reporting deadline in statute is December 1st
- Next Meeting – Thursday, November 21st, 9:00AM (TAX Committee Rm.)

4. Cash Pool Status

- September 2002 Cash Pool Summary attached – General Fund \$76.4M positive which reflects the TAN issue in August; absent the TAN balance and the other reserve fund balances the General Fund was \$218.0M negative

5. Budget Bill Formats

- Should the Legislature continue to use the line-item budget format (modified somewhat by the Performance Budgeting initiative) or should Performance Measures be included in the budget bills as enacted? Sample formats attached

General Fund and Highway Fund Revenue

Fiscal Year Ending June 30, 2003

Based on 120th Legislature 2nd Regular Session Changes and August 2002 Revenue Reprojections

OCTOBER 2002

FUND Revenue Line	Oct. '02 Budget	Oct. '02 Actual	Oct. '02 Var.	FY03 Budget YTD	FY03 Actual YTD	FY03 Variance YTD	FY03 Budgeted Totals
GF Sales and Use Tax	78,360,812	79,478,504.37	1,117,692.37	247,345,187	247,178,149.53	(167,037.47)	875,184,846
GF Individual Income Tax	80,756,791	94,322,529.49	13,565,738.49	285,135,056	306,888,094.36	21,753,038.36	1,104,663,826
GF Corporate Income Tax	2,749,054	2,663,807.78	(85,246.22)	20,767,364	23,236,450.59	2,469,086.59	80,489,997
GF Cigarette and Tobacco Tax	8,423,423	10,304,539.28	1,881,116.28	36,187,502	35,918,322.71	(269,179.29)	105,684,505
GF Public Utilities Tax	0	1,124,527.17	1,124,527.17	(150,000)	(142,550.93)	7,449.07	30,400,000
GF Insurance Companies Tax	3,791,433	4,525,054.16	733,621.16	5,635,523	7,125,933.99	1,490,410.99	56,646,354
GF Estate Tax	1,984,422	1,095,498.13	(888,923.87)	4,173,351	3,567,544.82	(605,806.18)	24,017,568
GF Property Tax - Unorganized Territory	8,351,006	9,300,585.00	949,579.00	8,351,006	9,300,585.00	949,579.00	9,669,807
GF Income from Investments	179,048	386,070.27	207,022.27	632,003	746,331.24	114,328.24	2,291,000
GF Transfer to Municipal Revenue Sharing	(8,255,199)	(8,999,706.92)	(744,507.92)	(28,215,629)	(29,442,437.41)	(1,226,808.41)	(105,519,016)
GF Transfer from Liquor Commission	2,053,854	2,253,353.45	199,499.45	9,279,908	9,429,829.56	149,921.56	26,290,223
GF Transfer from Lottery Commission	3,994,810	3,622,532.73	(372,277.27)	13,365,972	13,000,645.89	(365,326.11)	39,335,176
GF Other Revenue	11,572,126	11,603,167.23	31,041.23	46,833,463	44,275,801.21	(2,557,661.79)	152,458,488
GF Totals	193,961,580	211,680,462.14	17,718,882.14	649,340,706	671,082,700.56	21,741,994.56	2,401,612,774
HF Fuel Taxes	16,710,845	16,078,580.71	(632,264.29)	49,324,293	49,508,721.27	184,428.27	187,500,000
HF Motor Vehicle Registration and Fees	6,426,740	5,778,733.81	(648,006.19)	24,868,998	25,593,025.51	724,027.51	81,690,336
HF Inspection Fees	218,372	318,175.99	99,803.99	908,306	1,417,759.48	509,453.48	3,683,907
HF Fines	185,468	193,474.72	8,006.72	784,691	852,151.58	67,460.58	2,865,645
HF Income from Investments	150,000	101,065.52	(48,934.48)	489,640	441,135.93	(48,504.07)	1,591,000
HF Other Revenue	524,170	517,519.80	(6,650.20)	2,069,392	2,320,679.83	251,287.83	6,781,644
HF Totals	24,215,595	22,987,550.55	(1,228,044.45)	78,445,320	80,133,473.60	1,688,153.60	284,112,532

STATE OF MAINE

Undedicated Revenues - General Fund

For the Fourth Month Ended October 31, 2002 and 2001

PRELIMINARY AND TENTATIVE

B. F. II

FOR VERIFICATION PURPOSES & INTERNAL USE ONLY

	Month				Year to Date			
	Current Year	Prior Year	Variance Over/(under)	Percent Over/(under)	Current Year	Prior Year	Variance Over/(under)	Percent Over/(under)
Sales and Use Tax	79,478,504	72,582,241	6,896,263	9.5%	247,178,150	231,785,975	15,392,175	6.6%
Individual Income Tax	94,322,529	84,228,918	10,093,611	12.0%	306,888,094	291,498,857	15,389,237	5.3%
Corporate Income Tax	2,663,808	2,642,360	21,448	0.8%	23,236,451	20,038,738	3,197,713	16.0%
Cigarette and Tobacco Tax	10,304,539	11,506,322	(1,201,783)	(10.4%)	35,918,323	33,251,791	2,666,532	8.0%
Public Utilities Tax	1,124,527	6,255	1,118,272	17878.1%	(142,551)	(139,745)	(2,806)	2.0%
Insurance Companies Tax	4,525,054	4,516,711	8,343	0.2%	7,125,934	6,287,763	838,171	13.3%
Estate Tax	1,095,498	1,830,187	(734,689)	(40.1%)	3,567,545	756,171	2,811,374	371.8%
Property Tax - Unorg Territory	9,300,585	8,827,588	472,997	5.4%	9,300,585	8,827,588	472,997	5.4%
Income from Investments	386,070	345,767	40,303	11.7%	746,331	1,636,821	(890,490)	(54.4%)
Transfer to Municipal Revenue Sharing	(8,999,707)	(8,132,129)	(867,578)	10.7%	(29,442,437)	(27,709,502)	(1,732,935)	6.3%
Transfer from Liquor Commission	2,253,353	2,087,221	166,132	8.0%	9,429,830	9,251,090	178,740	1.9%
Transfer from Lottery Commission	3,622,533	3,999,723	(377,190)	(9.4%)	13,000,646	12,857,324	143,322	1.1%
Other Revenues	11,603,167	14,095,770	(2,492,603)	(17.7%)	44,275,801	46,622,697	(2,346,896)	(5.0%)
Total Collected	211,680,462	198,536,934	13,143,528	6.6%	671,082,701	634,965,568	36,117,133	5.7%

STATE OF MAINE
Undedicated Revenues - General Fund
For the Fourth Month Ended October 31, 2002

PRELIMINARY AND TENTATIVE

EXHIBIT III

FOR VERIFICATION PURPOSES & INTERNAL USE ONLY

Detail of Other Revenues	Month				Year to Date				Total Budgeted Fiscal Year Ending 6-30-2003
	Actual	Budget	Variance Over/(under)	Percent Over/(under)	Actual	Budget	Variance Over/(under)	Percent Over/(under)	
0100's All Others	874,206	1,147,903	(273,697)	(23.8%)	3,322,105	3,333,130	(11,025)	(0.3%)	15,272,386
0300's Aeronautical Gas Tax	85,742	61,940	23,802	38.4%	312,748	356,476	(43,728)	(12.3%)	920,000
0400's Alcohol Excise Tax	991,094	867,552	123,542	14.2%	4,736,922	3,936,951	799,971	20.3%	11,356,500
0700's Corporation Taxes	57,715	63,148	(5,433)	(8.6%)	438,815	323,599	115,216	35.6%	3,231,200
1000's Banking Taxes	818,950	702,784	116,166	16.5%	2,904,170	2,735,936	168,234	6.1%	8,655,000
1100's Alcoholic Beverages	193,685	243,457	(49,772)	(20.4%)	1,021,013	916,413	104,600	11.4%	3,090,900
1200's Amusements Tax	2,620	887	1,733	195.4%	2,620	887	1,733	195.4%	4,000
1300's Harness Racing Parimutuels	107,375	100,000	7,375	7.4%	422,783	536,100	(113,317)	(21.1%)	1,128,200
1400's Business Taxes	129,173	189,208	(60,035)	(31.7%)	855,306	1,092,253	(236,947)	(21.7%)	4,756,793
1500's Motor Vehicle Licenses	171,942	209,604	(37,662)	(18.0%)	509,405	712,584	(203,179)	(28.5%)	2,665,374
1700's Inland Fisheries & Wildlife	143,187	1,224,100	(1,080,913)	(88.3%)	2,578,942	4,373,100	(1,794,158)	(41.0%)	14,320,800
1900's Hospital Excise & Other	42,256	45,081	(2,825)	(6.3%)	155,639	169,443	(13,804)	(8.1%)	568,415
2000's Fines, Forfeits & Penalties	1,905,531	2,146,408	(240,877)	(11.2%)	8,233,948	8,482,782	(248,834)	(2.9%)	26,116,324
2200's Federal Revenues	1,722,194	1,741,795	(19,601)	(1.1%)	5,354,350	6,966,560	(1,612,210)	(23.1%)	20,805,074
2300's County Revenues	-	-	-	-	810	-	810	-	-
2400's Revenues from Cities & Towns	-	-	-	-	(32)	-	(32)	-	-
2500's Revenues from Private Sources	135,723	209,167	(73,444)	(35.1%)	588,622	793,667	(205,045)	(25.8%)	2,338,020
2600's Current Service Charges	2,846,070	1,426,207	1,419,863	99.6%	8,120,004	7,931,359	188,645	2.4%	22,037,221
2700's Transfers from Other Funds	1,372,410	1,141,885	230,525	20.2%	4,701,719	4,117,223	584,496	14.2%	15,079,301
2800's Sales of Property & Equipment	3,294	51,000	(47,706)	(93.5%)	15,910	55,000	(39,090)	(71.1%)	113,000
Total Other Revenues	11,603,167	11,572,128	31,041	0.3%	44,275,801	46,833,463	(2,557,662)	(5.5%)	152,458,508

STATE OF MAINE
Undedicated Revenues - General Fund
For the Fourth Month Ended October 31, 2002

PRELIMINARY AND TENTATIVE

FOR VERIFICATION PURPOSES & INTERNAL USE ONLY

EXHIBIT III

Detail of Other Revenues	Month				Year to Date				Total Budgeted Fiscal Year Ending 6-30-2003
	Actual	Budget	Variance Over/(under)	Percent Over/(under)	Actual	Budget	Variance Over/(under)	Percent Over/(under)	
0100's All Others	874,206	1,147,903	(273,697)	(23.8%)	3,322,105	3,333,130	(11,025)	(0.3%)	15,272,386
0300's Aeronautical Gas Tax	85,742	61,940	23,802	38.4%	312,748	356,476	(43,728)	(12.3%)	920,000
0400's Alcohol Excise Tax	991,094	867,552	123,542	14.2%	4,736,922	3,936,951	799,971	20.3%	11,356,500
0700's Corporation Taxes	57,715	63,148	(5,433)	(8.6%)	438,815	323,599	115,216	35.6%	3,231,200
1000's Banking Taxes	818,950	702,784	116,166	16.5%	2,904,170	2,735,936	168,234	6.1%	8,655,000
1100's Alcoholic Beverages	193,685	243,457	(49,772)	(20.4%)	1,021,013	916,413	104,600	11.4%	3,090,900
1200's Amusements Tax	2,620	887	1,733	195.4%	2,620	887	1,733	195.4%	4,000
1300's Harness Racing Parimutuels	107,375	100,000	7,375	7.4%	422,783	536,100	(113,317)	(21.1%)	1,128,200
1400's Business Taxes	129,173	189,208	(60,035)	(31.7%)	855,306	1,092,253	(236,947)	(21.7%)	4,756,793
1500's Motor Vehicle Licenses	171,942	209,604	(37,662)	(18.0%)	509,405	712,584	(203,179)	(28.5%)	2,665,374
1700's Inland Fisheries & Wildlife	143,187	1,224,100	(1,080,913)	(88.3%)	2,578,942	4,373,100	(1,794,158)	(41.0%)	14,320,800
1900's Hospital Excise & Other	42,256	45,081	(2,825)	(6.3%)	155,639	169,443	(13,804)	(8.1%)	568,415
2000's Fines, Forfeits & Penalties	1,905,531	2,146,408	(240,877)	(11.2%)	8,233,948	8,482,782	(248,834)	(2.9%)	26,116,324
2200's Federal Revenues	1,722,194	1,741,795	(19,601)	(1.1%)	5,354,350	6,966,560	(1,612,210)	(23.1%)	20,805,074
2300's County Revenues	-	-	-	-	810	-	810	-	-
2400's Revenues from Cities & Towns	-	-	-	-	(32)	-	(32)	-	-
2500's Revenues from Private Sources	135,723	209,167	(73,444)	(35.1%)	588,622	793,667	(205,045)	(25.8%)	2,338,020
2600's Current Service Charges	2,846,070	1,426,207	1,419,863	99.6%	8,120,004	7,931,359	188,645	2.4%	22,037,221
2700's Transfers from Other Funds	1,372,410	1,141,885	230,525	20.2%	4,701,719	4,117,223	584,496	14.2%	15,079,301
2800's Sales of Property & Equipment	3,294	51,000	(47,706)	(93.5%)	15,910	55,000	(39,090)	(71.1%)	113,000
Total Other Revenues	11,603,167	11,572,126	31,041	0.3%	44,275,801	46,833,463	(2,557,662)	(5.5%)	152,458,508

PRELIMINARY AND TENTATIVE
FOR VERIFICATION PURPOSES & INTERNAL USE ONLY

Exhibit V

	Month				Year to Date				Total Budgeted Fiscal Year Ending 6-30-2003
	Actual	Budget	Variance Over/(under)	Percent Over/(under)	Actual	Budget	Variance Over/(under)	Percent Over/(under)	
Fuel Taxes	16,078,581	16,710,845	(632,264)	(3.8%)	49,508,721	49,324,293	184,428	0.4%	187,500,000
Motor Vehicle Registration & Fees	5,778,734	6,426,740	(648,006)	(10.1%)	25,593,026	24,868,998	724,028	2.9%	81,690,336
Inspection Fees	318,176	218,372	99,804	45.7%	1,417,759	908,306	509,453	56.1%	3,683,907
All Other	812,060	859,638	(47,578)	(5.5%)	3,613,967	3,343,723	270,244	8.1%	11,238,289
Total Revenue	22,987,551	24,215,595	(1,228,044)	(5.1%)	80,133,474	78,445,320	1,688,154	2.2%	284,112,532

NOTE: This report has been prepared from preliminary month end figures and is subject to change.

Consensus Economic Forecasting Commission

Recommendations - Historical Projections vs. Current Projections

Calendar Years	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007
• W&S Employment (Annual Percentage Change)										
> Consensus 9/98	1.6	1.0	1.0	1.1	1.2	1.2				
> Consensus 1/99	2.0	1.5	1.3	1.1	1.2	1.2				
> Consensus 11/99	2.9	2.5	1.1	1.3	1.3	1.3				
> Consensus 1/2000	2.9	2.6	1.7	1.3	1.3	1.3				
> Consensus 9/2000	2.8	2.9	2.5	1.1	1.3	1.3	1.3	1.3		
> Consensus 1/2001	2.8	2.9	2.5	1.1	1.3	1.3	1.3	1.3		
> Consensus 2/2001	2.8	2.9	2.5	1.1	1.3	1.3	1.3	1.3		
> Consensus 11/2001	2.8	3.0	3.0	1.0	-0.7	1.4	1.0	1.0		
> Consensus 1/2002	2.8	3.0	3.0	1.0	0.5	1.2	1.2	1.2		
> Consensus 7/2002	2.8	3.0	2.9	1.0	0.4	1.0	1.0	1.0		
> Consensus 11/2002	2.8	3.0	2.9	1.0	0.0	0.7	1.0	1.0	1.0	1.0
Change in Forecast from July 2002:					-0.4	-0.3	0.0	0.0	N/A	N/A
• Personal Income (Annual Percentage Change)										
> Consensus 9/98	5.5	5.2	5.4	5.4	5.4	5.4				
> Consensus 1/99	5.0	5.0	5.1	5.1	5.2	5.2				
> Consensus 11/99	5.1	5.0	4.8	5.0	5.0	5.0				
> Consensus 1/2000	5.1	5.0	5.0	4.8	4.8	5.0				
> Consensus 9/2000	5.7	5.0	5.5	5.5	5.0	5.0	5.0	5.0		
> Consensus 1/2001	5.7	5.0	5.0	5.0	5.0	5.0	5.0	5.0		
> Consensus 2/2001	5.7	5.0	5.0	4.5	5.0	5.0	5.0	5.0		
> Consensus 11/2001	6.1	4.3	5.5	5.0	3.0	4.7	4.5	4.5		
> Consensus 1/2002 *	6.1	4.3	5.5	5.0	5.0	5.0	5.0	5.0		
> Consensus 7/2002	6.1	4.3	5.4	4.6	3.8	4.0	4.5	4.5		
> Consensus 11/2002 **	6.1	4.0	7.0	4.9	3.0	3.5	4.0	4.5	4.5	4.5
Change in Forecast from July 2002:					-0.8	-0.5	-0.5	0.0	N/A	N/A
• CPI (Annual Percentage Change)										
> Consensus 9/98	1.7	2.8	2.8	3.0	3.0	2.9				
> Consensus 1/99	1.7	2.8	2.8	3.0	3.0	2.9				
> Consensus 11/99	1.6	2.2	2.5	2.5	2.5	2.5				
> Consensus 1/2000	1.6	2.2	2.5	2.5	2.5	2.5				
> Consensus 9/2000	1.6	2.2	3.0	2.5	2.5	2.5	2.5	2.5		
> Consensus 1/2001	1.6	2.2	3.0	2.5	2.5	2.5	2.5	2.5		
> Consensus 2/2001	1.6	2.2	3.0	2.5	2.5	2.5	2.5	2.5		
> Consensus 11/2001	1.6	2.2	3.4	2.0	2.0	2.0	2.0	2.0		
> Consensus 1/2002	1.6	2.2	3.4	2.8	2.0	2.0	2.0	2.0		
> Consensus 7/2002	1.6	2.2	3.4	2.8	1.7	2.5	2.5	2.5		
> Consensus 11/2002	1.6	2.2	3.4	2.8	1.7	2.5	2.5	2.5	2.5	2.5
Change in Forecast from July 2002:					0.0	0.0	0.0	0.0	N/A	N/A

* 2001 Personal Income growth percentage reduced from 5.5% to 5.0% by the Revenue Forecasting Committee

** Reflects US Dept. of Commerce, Bureau of Economic Analysis historical revisions

** Aggregate forecast was unchanged from October version, see changes in components (CEFC Attachment B)

(Amounts in italics and boxes represent actuals; shaded amounts reflect revised forecasts and change from previous forecasts)

Consensus Economic Forecasting Commission

Major Components of Personal Income

Change from Prior Forecast

Preliminary Distribution as of November 14th

<u>Calendar Years</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>
• Aggregate Personal Income (Annual Percentage Change)						
> Consensus 1/2002	5.0	5.0	5.0	5.0		
> Consensus 7/2002	3.8	4.0	4.5	4.5		
> Consensus 11/2002	3.0	3.5	4.0	4.5	4.5	4.5
Change in Forecast	-0.8	-0.5	-0.5	0.0	N/A	N/A
• Personal Income - Wage and Salary Component (Annual Percentage Change)						
> Consensus 1/2002	6.4	5.6	5.8	5.9		
> Consensus 7/2002	3.5	4.0	4.6	4.5		
> Consensus 11/2002	2.5	3.2	3.6	4.5	5.0	5.0
Change in Forecast	-1.0	-0.8	-1.0	0.0	N/A	N/A
• Personal Income - Other Labor Income Component (Annual Percentage Change)						
> Consensus 1/2002	-0.1	-0.3	-0.6	-0.9		
> Consensus 7/2002	3.3	4.4	4.2	4.5		
> Consensus 11/2002	2.0	3.5	5.0	5.0	5.0	5.0
Change in Forecast	-1.3	-0.9	0.8	0.5	N/A	N/A
• Personal Income - Non-farm Proprietors' Income Component (Annual Percentage Change)						
> Consensus 1/2002	6.3	7.6	7.5	6.2		
> Consensus 7/2002	4.3	4.5	4.6	4.5		
> Consensus 11/2002	2.0	3.0	4.3	4.5	4.5	4.5
Change in Forecast	-2.3	-1.5	-0.3	0.0	N/A	N/A
• Personal Income - Dividends, Interest & Rents Component (Annual Percentage Change)						
> Consensus 1/2002	4.4	5.6	5.8	5.9		
> Consensus 7/2002	3.3	4.4	4.2	4.5		
> Consensus 11/2002	1.1	3.0	4.4	4.5	4.5	4.5
Change in Forecast	-2.2	-1.4	0.2	0.0	N/A	N/A
• Personal Income - Transfer Payments Component (Annual Percentage Change)						
> Consensus 1/2002	3.0	3.0	3.0	5.0		
> Consensus 7/2002	6.0	3.3	4.5	4.5		
> Consensus 11/2002	8.0	5.5	4.5	4.5	3.0	3.0
Change in Forecast	2.0	2.2	0.0	0.0	N/A	N/A

Updated: November 14, 2002

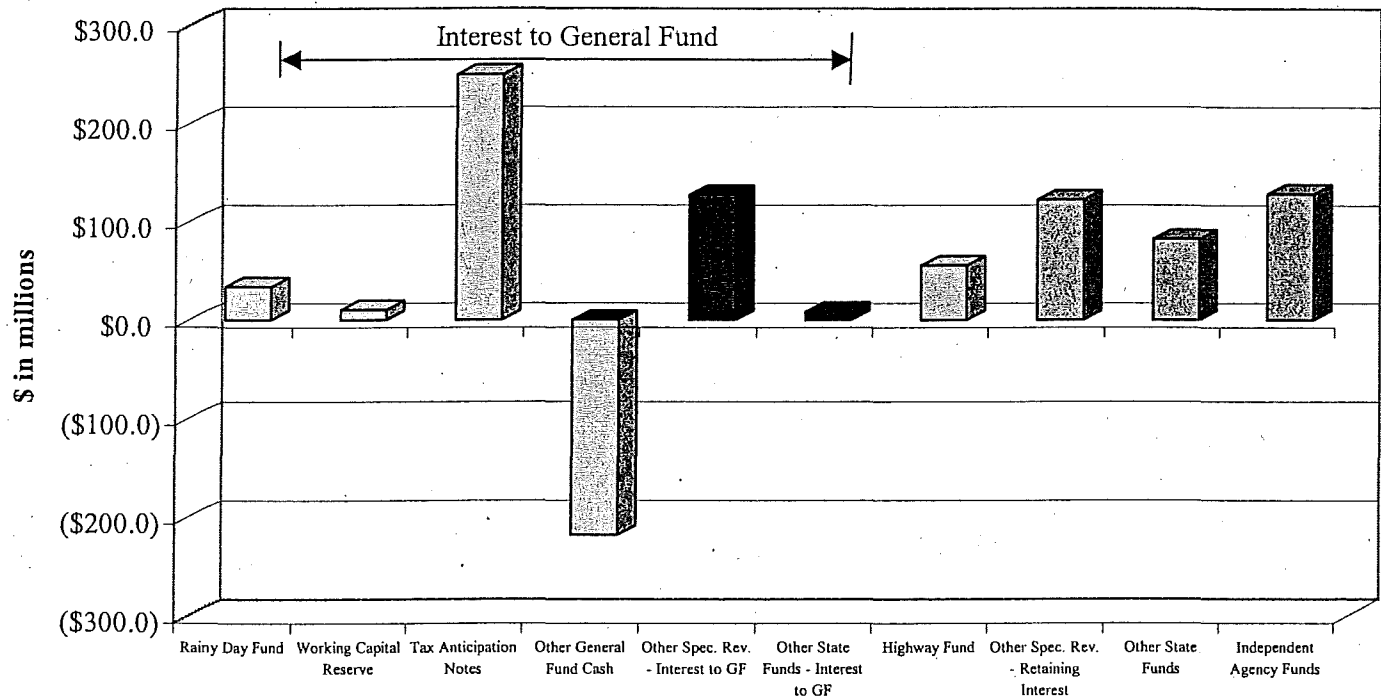
Composition of State's Cash Pool

September 2002 Average Daily Balances

	September 2002
General Fund - Total	\$76,444,956
General Fund - Detail	
Rainy Day Fund	\$33,920,682
Working Capital Reserve	\$10,500,000
Tax Anticipation Notes	\$250,000,000
General Fund - Other	(\$217,975,726)
Highway Fund	\$55,533,032
Other Special Revenue - Contributing to General Fund	\$127,248,568
Other Special Revenue - Retaining Interest Earned	\$122,492,309
Other State Funds - Contributing Interest to General Fund	\$8,442,651
Other State Funds	\$82,424,620
Independent Agency Funds	\$128,746,691
Total Cash Pool	\$601,332,826

Composition of Cash Pool

Average Daily Balances in September 2002



**SAMPLE LINE-ITEM
BUDGET FORMAT
USED DURING
120TH LEGISLATURE**

from the United States Department of Health and Human Services, the tax imposed by the Maine Revised Statutes, Title 36, section 2872 on that class of facilities is a permissible health care related tax as defined in Title 42, Part 433, Section 68 of the Code of Federal Regulations. Once effective, this Part applies retroactively to July 1, 2002. The first tax returns and payments required by this Part must be made on the first filing date that falls more than 45 days after the certification by the Commissioner of Human Services to the State Tax Assessor or on the first filing date that falls more than 45 days after the effective date of this Part, whichever occurs later. On the same filing date, persons subject to the health care provider tax required by Title 36, chapter 373 must file a return and make payment of all tax amounts for fiscal year 2002-03 that would otherwise have become due since July 1, 2002 had this Part been in effect at that time. If certification by the Commissioner of Human Services to the State Tax Assessor does not occur prior to June 30, 2003, this Part does not take effect.

Sec. CC-9. Effective dates. Section 5 of this Part takes effect when the Commissioner of Human Services notifies the State Tax Assessor that the tax on residential treatment facilities is a permissible health care related tax as specified in section 8 of this Part; and section 6 of this Part takes effect when the Commissioner of Human Services notifies the State Tax Assessor that the tax on nursing homes is a permissible health care related tax as specified in section 8 of this Part.

PART DD

Sec. DD-1. Appropriations and allocations. The following appropriations and allocations are made.

ADMINISTRATIVE AND FINANCIAL SERVICES, DEPARTMENT OF 18

Bureau of Revenue Services 0002

Initiative: Provides for the appropriation of funds for required programming services to the Maine Automated Taxpayer System, MATS, to properly manage, account and report for the addition of the proposed assessment on service providers.

General Fund	2002-03
All Other	\$72,500

ADMINISTRATIVE AND FINANCIAL SERVICES, DEPARTMENT OF 18

DEPARTMENT TOTALS	2002-03
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COMMITTEE AMENDMENT "A" to H.P. 1746, L.D. 2220

2	GENERAL FUND	72,500
4	DEPARTMENT TOTAL - ALL FUNDS	<hr/> 72,500
6	BEHAVIORAL AND DEVELOPMENTAL SERVICES, DEPARTMENT OF 14	
8	Medicaid Services - Mental Retardation 0705	
10	Initiative: Provides for the deappropriation of funds related	
12	to the tax on residential treatment facilities for individuals	
14	with developmental disabilities.	
16	General Fund	2002-03
18	All Other	(900,000)
20	BEHAVIORAL AND DEVELOPMENTAL SERVICES DEPARTMENT OF 14 DEPARTMENT TOTALS	2002-03
22	GENERAL FUND	(900,000)
24	DEPARTMENT TOTAL - ALL FUNDS	<hr/> (900,000)
26	HUMAN SERVICES, DEPARTMENT OF 10A	
28	Medical Care - Payments to Providers 0147	
30	Initiative: Provides for the deappropriation and allocation of	
32	funds associated with a Medicaid waiver that would allow for a	
34	portion of the Healthy Maine Prescription Program to be paid	
36	for with federal funds.	
38	General Fund	2002-03
40	All Other	(6,500,000)
42	Total	<hr/> (6,500,000)
44	Federal Expenditures Fund	2002-03
46	All Other	24,000,000
48	Total	<hr/> 24,000,000
50	Nursing Facilities 0148	
	Initiative: Provides for the deappropriation of funds related	
	to the nursing facility tax in the MaineCare Program.	
	General Fund	2002-03

COMMITTEE AMENDMENT "A" to H.P. 1746, L.D. 2220

All Other	(9,500,000)
HUMAN SERVICES, DEPARTMENT OF 10A	
DEPARTMENT TOTALS	2002-03
GENERAL FUND	(16,000,000)
FEDERAL EXPENDITURES FUND	24,000,000
DEPARTMENT TOTAL - ALL FUNDS	8,000,000
SECTION TOTALS 2002-03	
GENERAL FUND	(16,827,500)
FEDERAL EXPENDITURES FUND	24,000,000
SECTION TOTALS - ALL FUNDS	\$7,172,500

PART EE

Sec. EE-1. 20-A MRSA §13451, sub-§3, ¶¶B and C, as enacted by PL 2001, c. 559, Pt. N, §1, are amended to read:

B. Thirty-five percent from July 1, 2002 to March 31, June 30, 2003; and

C. Forty percent after March 31, June 30, 2003.

PART FF

Sec. FF-1. 20-A MRSA §15602, sub-§17 is enacted to read:

17. Curtailment. The following curtailment is established for fiscal year 2002-03.

A. An amount equal to \$10,000,000 must be reduced from the following components of general purpose aid to local schools:

(1) The state share of the adjusted debt service allocation component must be reduced by \$2,000,000;

(2) The state share of the adjustments and miscellaneous costs component must be reduced by \$680,096, resulting in a 1.37% reduction for each of the categories in this component; and

(3) The state share of the foundation component including minimum subsidy must be reduced by \$7,319,904

SAMPLE

PERFORMANCE BUDGET FORMAT

AGRICULTURE, FOOD AND RURAL RESOURCES, DEPT. OF 01A

Goal: To Protect the Public Health and the Environment

Objective: Reduce nuisances and adverse impacts on human health or the environment from targeted agricultural activities and increase utilization of byproducts of benefit to agriculture.

Agricultural, Natural and Rural Resources, Office of 0830

Address issues involving agriculture and develop and implement programs to minimize agriculture's impact upon society and the environment.

	<u>Current Performance Measures</u>	<u>Current Services Targets</u>		
		Baseline	1999-00	2000-01
1	Number of substantiated agricultural complaints resolved	100	100	100
2	Number of certified nutrient management planners trained and certified	0	25	50
3	Number of nutrient management plans certified	0	0	400
4	Number of livestock operation permits issued	0	5	5
5	Number of carcass and cull potato disposal inquiries handled and resolved	20	20	20
6	Number of agricultural issues involving people and the environment resolved	1	2	2

New Initiative: Increase the allocation of funds for utilizing grants from nonfederal sources in conjunction with the nutrient management program.

<u>Performance Measures Affected</u>	<u>Incremental Change</u>	
	1999-00	2000-01
0 No Measurable Impact	0	0
Other Special Revenue Funds		
All Other	\$100,000	\$100,000
Total	\$100,000	\$100,000

Objective: Reduce the number of adverse incidents from pesticides.

Pesticides Control, Board of 0287

Protect the public health and natural resources of the State by assuring safe, scientific and proper use of pesticides.

	<u>Current Performance Measures</u>	<u>Current Services Targets</u>		
		Baseline	1999-00	2000-01
1	Number of pesticide products and special registrations approved	6,895	7,141	7,199
2	Number of applicators, dealers and firms licensed	3,949	3,985	3,999
3	Percent of enforcement actions based on total number of inspections	4%	4%	4%
4	Number of training programs conducted	121	125	123
5	Percent of samples in which the concentration of pesticides in ground and surface water exceeds the maximum contaminant level (MCL) as a % of total samples collected	0 %	0 %	0 %

New Initiative: Provides for the deallocation of funds through the transfer of one Environmental Specialist IV position to the Pesticides Control Board Other Special Revenue account.

<u>Performance Measures Affected</u>	Incremental Change	
	1999-00	2000-01
0 No Measurable Impact	0	0
Federal Expenditures Fund		
Positions - Legislative Count	-1,000	-1,000
Personal Services	(\$61,672)	(\$62,397)
All Other	(\$523)	(\$529)
Total	(\$62,195)	(\$62,926)

New Initiative: Provides for the allocation of funds to purchase a special printer to directly print applicator and dealer licenses from the new License 2000 System.

<u>Performance Measures Affected</u>	Incremental Change	
	1999-00	2000-01
0 No Measurable Impact	0	0
Federal Expenditures Fund		
Capital Expenditures	\$10,000	\$0
Total	\$10,000	\$0

New Initiative: Provides for the allocation of funds for the reorganization of one Planning and Research Associate I position to an Environmental Specialist III position to more appropriately address compliance activities, implement groundwater plans and promote integrated pest management and education for the general public.

<u>Performance Measures Affected</u>	Incremental Change	
	1999-00	2000-01
0 No Measurable Impact	0	0
Federal Expenditures Fund		
Personal Services	\$4,560	\$4,826
All Other	\$39	\$41
Total	\$4,599	\$4,867

New Initiative: Provides for the allocation of funds through the transfer of one Environmental Specialist IV position from the Pesticides Control Board Federal Expenditures account.

<u>Performance Measures Affected</u>	Incremental Change	
	1999-00	2000-01
0 No Measurable Impact	0	0
Other Special Revenue Funds		
Positions - Legislative Count	1,000	1,000
Personal Services	\$61,672	\$62,397
All Other	\$523	\$529
Total	\$62,195	\$62,926

New Initiative: Provides for the allocation of funds for a Clerk Typist III position that was filled at a step higher than budgeted.

<u>Performance Measures Affected</u>	Incremental Change	
	1999-00	2000-01
0 No Measurable Impact	0	0

Other Special Revenue Funds

Personal Services

\$4,800

\$4,033

All Other

\$41

\$34

Total

\$4,841

\$4,067

New Initiative: Provides for the allocation of funds for participation in the centralized Licensing Service Center.

<u>Performance Measures Affected</u>	<u>Incremental Change</u>	
	1999-00	2000-01
0 No Measurable Impact	0	0

Other Special Revenue Funds

All Other

\$13,877

\$13,796

Total

\$13,877

\$13,796

Goal: Enhance Economic Opportunities

Objective: Increase the value of Maine produced agricultural products and processed foods.

Market and Production Development, Div. of 0833

Enhance the competitive position of Maine agricultural producers and processors globally through new and existing crop and livestock opportunity development/diversification and implement target market and promotional programs to increase market share of Maine agribusinesses.

<u>Current Performance Measures</u>	<u>Current Services Targets</u>		
	Baseline	1999-00	2000-01
1 Number of development activities participated in	20	15	15
2 Percent increase in number of constituents wanting to be included in Division promotional activities (baseline 1000 constituents)		20%	30%
3 Number of Web site "hits"	6,000	12,000	30,000
4 Number of proposed AMLF loan projects determined to be eligible	N/A	N/A	N/A

New Initiative: Provides funds for increased efforts in marketing Maine agribusiness.

<u>Performance Measures Affected</u>	<u>Incremental Change</u>	
	1999-00	2000-01
1 Number of development activities participated in	10	10
2 Percent increase in number of constituents wanting to be included in Division promotional activities	17.5%	35.0%
3 Number of Web site "hits"	6,000	18,000

General Fund

All Other

\$250,000

\$250,000

Total

\$250,000

\$250,000

New Initiative: Provides for the allocation of funds to utilize interest earnings on the Agricultural Marketing Loan Fund to award grants in accordance with the statutory authority.

<u>Performance Measures Affected</u>	<u>Incremental Change</u>	
	1999-00	2000-01
0 No Measurable Change	0	0

Other Special Revenue Funds

All Other

	\$150,000	\$150,000
Total	\$150,000	\$150,000

Updated Performance Measures

	Baseline	1999-00	2000-01
1 Number of development activities participated in	20	25	25
2 Percent increase in number of constituents wanting to be included in Division promotional activities		37.5%	65.0%
3 Number of Web site "hits"	6,000	18,000	48,000
4 Number of proposed AMLF loan projects determined to be eligible	N/A	#	#

Objective: Increase the value of food and other products distributed through the program.

Food Assistance Program (TEFAP) 0816

Work with the U.S. Department of Agriculture to access federal surplus food and distribute that food, and food from other sources, to food distribution programs throughout the State.

Current Services Targets

	Baseline	1999-00	2000-01
1 Pounds of meat distributed from wild game programs	15,867	15,867	15,867
2 Ratio of total value food distributed to value of USDA food donated	620.55%	572.20%	572.20%
3 Value of food distributed per General Fund dollar appropriated	\$21.95	\$19.66	\$19.11

New Initiative: Provides for the allocation of funds to allow the expenditure of a federal food assistance award. Allocation provides permanent increase in baseline budget to match historical level of grant funds.

Incremental Change

	1999-00	2000-01
0 No Measurable Impact	0	0

Performance Measures Affected

Federal Expenditures Fund
All Other

	\$60,000	\$60,000
Total	\$60,000	\$60,000

Objective: To provide scholarships to college students.

Rural Rehabilitation Operating Fund 0894

Manage the Rural Rehabilitation Trust Fund in a manner that ensures continued availability of Trust Fund dollars for scholarships.

Current Services Targets

	Baseline	1999-00	2000-01
1 Number of scholarships issued	18	18	18

New Initiative: Provides for the allocation of funds to the Rural Rehabilitation Operating Fund to be used for the administrative expenses associated with the Rural Rehabilitation Trust Fund.

Incremental Change

	1999-00	2000-01
0 No Measurable Impact	0	0

Performance Measures Affected

Other Special Revenue Fund

All Other

	\$25,000	\$25,000
Total	\$25,000	\$25,000

Goal: Protect Agricultural Resources
Objective: Reduce the economic losses to agricultural producers caused by insects, diseases and other disorders that require regulatory action.

Plant Industry, Div. of 0831

Conduct a statewide inspection and monitoring program to prevent the introduction and spread of injurious insects, diseases and other disorders in Maine crops.

<u>Current Performance Measures</u>		<u>Current Services Targets</u>		
		Baseline	1999-00	2000-01
1	Number of licenses issued	1,916	2,300	2,500
2	Number of greenhouses and nursery inspections conducted	1,831	1,850	1,850
3	Number of honey bees colonies entering Maine under Department permit for crop pollination	60,678	63,000	66,000
4	Millions of pounds of seed potatoes certified for out-of-state sales	154	150	150
5	Percent of acres entered for seed certification that are rejected from sale as seed potatoes because of potato disease	#	#	#
6	Value of agricultural products inspected and certified for export to other countries	#	#	#

New Initiative: Provides funds for participation in the centralized Licensing Service Center.

<u>Performance Measures Affected</u>		<u>Incremental Change</u>	
		1999-00	2000-01
0	No Measurable Impact	0	0

General Fund

All Other	\$2,236	\$2,223
Total	\$2,236	\$2,223

Other Special Revenue Fund

All Other	\$1,275	\$1,267
Total	\$1,275	\$1,267

Goal: Ensure Effective Oversight
Objective: Provide leadership for Department and agricultural community in marketing of agricultural products, public awareness of the value of agriculture, realization of Department goals, development and support of legislative initiatives, and advocacy for Maine agriculture.

Commissioner, Office of 0401

Utilize public visibility of the Department to increase awareness of Maine agriculture among Maine people; use influence in agricultural community to unify producers; work to improve effectiveness and efficiency of administrative functions within the Department in order to enhance availability of resources for direct service to customers; advocate for Maine agriculture; and, increase effectiveness of programs affecting food safety.

<u>Current Performance Measures</u>		<u>Current Services Targets</u>		
		Baseline	1999-00	2000-01

1	Number of hours Commissioner spent in outreach activities as a percentage of annual work hours	20%	#	#
2	Number of full-time positions vacant as a percentage of total full-time positions	#	#	#

New Initiative: Provides for the allocation of funds from rental income for maintenance and repairs of the Cony Road facility and for professional development utilizing interest from funds bequeathed to the Department.

<u>Performance Measures Affected</u>		<u>Incremental Change</u>	
		1999-00	2000-01
0	No Measurable Impact	0	0
Other Special Revenue Fund			
	All Other	\$14,000	\$14,000
Total		\$14,000	\$14,000

Objective: Increase the level of public support for Maine agriculture and food products.

Planning, Policy, Legislation and Information Services, Office of 0832

Develop and implement programs to inform producers and the general public about agriculture, ensure that the Department is recognized as the source of accurate, timely information about Maine's agricultural resources, and that employees in the Department have access to the necessary information technology and financial information.

<u>Current Performance Measures</u>		<u>Current Services Targets</u>		
		Baseline	1999-00	2000-01
1	Monthly newsletters published	#	#	#
2	Number of corrective journal vouchers processed annually as a percentage of total number of financial transactions	3.05%	2.9%	2.8%
3	Number of hours of computer down time as a % of computer system uptime	#	#	#

New Initiative: Provides for the appropriation of funds for participation in the centralized Licensing Service Center.

<u>Performance Measures Affected</u>		<u>Incremental Change</u>	
		1999-00	2000-01
0	No Measurable Impact	0	0
General Fund			
	All Other	\$1,350	\$1,350
Total		\$1,350	\$1,350
Total		1999-00	2000-01
Total Department Budget Adjustments/Supplementals			
Department Summary - All Funds		\$637,178	\$626,570
General Fund		\$253,586	\$253,573
Federal Fund		\$12,404	\$1,941
Other Special Revenue		\$371,188	\$371,056

120th MAINE STATE LEGISLATURE
Legislative Council

Technology Report

November 20, 2002

Migration – Bill Drafting System:

- Compaq (Hewlett-Packard) Senior Management will be meeting with the Legislature to present their plan for resolving the issue of inadequate application software processing speed
- Working to scheduled the meeting for Monday, November 25, 2002
- The Legislature will not accept the system until the application software meets the performance needs of the Legislature

Conversion to Direct Internet Access:

- Final testing now underway
- Working with BIS to insure their security concerns are met
- Full conversion will be completed on 11/30/02
- Users do not need to take any actions at that time, as the old e-mail address will still function



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

Memorandum

TO: The Honorable Michael V. Saxl, Chair
The Honorable Michael H. Michaud, Vice-Chair
Legislative Council
And Honorable Members of the Legislative Council

FROM: David C. Elliott, Director *David*

DATE: November 20, 2002

RE: Legislative Studies Update

Attached is a summary of the status of legislative studies authorized for this interim. As you can see, studies are making progress in meeting their reporting deadlines. Several of them are complete or nearly completion. I would be happy to answer any questions.

Attachment

cc: The Honorable Richard A. Bennett, Senate President
David E. Boulter, Executive Director, Legislative Council

Progress Report on Legislative Studies
(Studies authorized or undertaken following the 120th Legislature/2nd Regular Session)
Status as of 11/13/02 12:33:03 PM

<u>Study Commission</u>	<u>Date First Convened</u>	<u>Date, Time & Location of Next Meeting</u>	<u>Report Date</u>	<u>Status/Progress Of Study Commission</u>
Bottle Redemption Businesses and Other Issues Related to the Handling and Collection of Returnable Containers, Committee to Study Reimbursement Rates for Maine's (PL 2001, c. 661)	8/28/02	Thursday – 11/14/02 9:00 a.m. – 12:00 p.m. Augusta Armory Room 117	04-Dec-02	
Casino on the Economy, Transportation Infrastructure, State Revenue and Job Market, Resolve to Study the Impact of a Maine-based (Resolve 2001, c. 124)	9/3/02	Monday – 11/18/02 10:00 a.m. – 5:00 p.m. Cross State Office Bldg. Room 208	13-Dec-02	Final meeting scheduled
Community Preservation Advisory Committee, An Act to Establish the (PL 2001, c 648; sunsets 6/1/08)	10/21/02		Dec. 01 annually	Staffed by SPO; OPLA drafting assistance
County Jail Population, Cost and Reimbursement by the State, Joint Order to Study (HP 1731)			06-Nov-02	CRJ interim work.
Family and Medical Leave for Maine Families, Resolve to Continue the Study of Benefits and Costs for Increasing Access to (Resolve 2001, c. 115)	9/9/02	Monday – 11/18/02 9:00 a.m. Cross State Office Bldg. Room 220	15-Dec-02	
Fatherhood Issues Study Commission, Resolve to Establish a (Resolve 2001, c. 121)	8/27/02	No more meetings	06-Nov-02	Drafting report; drafting legislation
Financing of Long-term Care, Resolve Establishing a Blue Ribbon Commission to Address (Resolve 2001, c. 114)	9/19/02		06-Nov-03	Interim report complete
Health Care System and Health Security Board (PL 2001, c. 439, Part ZZZ)	October 2001 Continuation	Friday – 11/22/02 9:30 a.m. – 3:00 p.m. State House Room 427	15-Jan-03	Draft report due November 22.
MCJUSTIS Board, Resolve to Implement the Recommendations of the (Resolve 1997, c. 105, PL 1999, c. 451, PL 1999, c. 790, Resolve 2001, c. 45)	Continuation		15-Dec-02	Initial draft of legislation to ROS

Progress Report on Legislative Studies
(Studies authorized or undertaken following the 120th Legislature/2nd Regular Session)
Status as of 11/13/02 12:33:03 PM

<u>Study Commission</u>	<u>Date First Convened</u>	<u>Date, Time & Location of Next Meeting</u>	<u>Report Date</u>	<u>Status/Progress Of Study Commission</u>
Proposed Revisions to School Finance Laws and Recommendations to Implement the Essential Programs and Services Funding Model, Department of Education and State Board of Education Study (PL 2001, c. 660)			15-Jan-03	Staffed by DOE; OPLA drafting assistance. DOE/SBE updating essential program and services model
Public Funds are Used to Acquire Conservation Easements, Resolve to Promote the Interests of the People of Maine when (Resolve 2001, c. 116)	Continuation		15-Jan-03	Staffed by SPO; work complete – will report to ACF in January
Rail Transportation, Resolve to Establish and Fund the Task Force on (Resolve 2001, c. 120)	8/9/02	No more meetings	06-Nov-02	Last meeting held; final report being drafted; no legislation authorized
Recodification of Title 12, chapters 701-721 (HP 613)	(Staff study – continuation)		15-Jan-02	Initial draft of legislation to ROS
Salmonid Sport Fish in Maine, Commission to Study the Needs and Opportunities Associated with the Production of (PL 2001, c. 462)	Continuation	No more meetings	15-Nov-02	Report being finalized
Stormwater Management in Developed Watersheds, Resolve to Establish the Task Force to Study the Effectiveness of (LD 2186)	May 31, 2002		06-Nov-02	NAT Interim work
Unfunded Liability of the MSRS and the Equity of Retirement Benefits for State Employees and Teachers, An Act to Address the (PL 2001, c 707)		Friday – 11/15/02 9:00 a.m. – 12:00 p.m. Cross State Office Bldg. Room 220	13-Dec-02	
World War II and the Korean War Veterans in the Hall of Flags, Resolve to Recognize (Resolve 2001, c. 113)	11/30/02		04-Oct-02 Initial Rep. 01-Nov-02 Final Rep.	See attached letter
Youth Advisory Council, Legislative (PL 2001, c. 439, Part PPP)	9/14/02	Thursday – 11/14/02 3 p.m. – 8 p.m. Bangor Civic Center Lecture Room	Feb. 15th annually	

*Commission to Arrange for a Plaque or Plaques and a Flag or Flags
to be Displayed in the Hall of Flags in the State House to Honor the
Maine Veterans of World War II and the Korean War*

MEMORANDUM

TO: The Honorable Michael V. Saxl, Chair
The Honorable Michael H. Michaud, Vice-Chair
Legislative Council
120th Maine State Legislature

FROM: Senator Kenneth Gagnon, Senate Chair
Representative Charles Fisher, House Chair
*Commission to Arrange for a Plaque or Plaques and a Flag or Flags to be
Displayed in the Hall of Flags in the State House to Honor the Maine Veterans of
World War II and the Korean War*

DATE: October 30, 2002

SUBJ: Extension Request

The Commission to Arrange for a Plaque or Plaques and a Flag or Flags to be Displayed in the Hall of Flags in the State House to Honor the Maine Veterans of World War II and the Korean War is requesting approval to extend the deadline for the commission to submit its final report. Pursuant to Resolve 2001, chapter 113, the commission was directed to submit its report no later than November 1, 2002. While we understand that chapter 113 does not authorize us to request an extension, we believe an extension is necessary for the following reasons:

1. The commission did not have a full complement of members until after September 26, 2002 and was not able to hold its first meeting until October 30, 2002.
2. The commission is charged with:
 - developing a design for a plaque and/or flag which will honor veterans of World War II and developing a design for a plaque and/or flag which will honor veterans of the Korean War,
 - choosing a site for each of the plaques and/or flags,
 - accepting donations, and
 - making arrangements for the plaques and/or flags to be displayed in the Hall of Flags.

The commission takes its responsibility toward this important project very seriously. We believe that such a project should not be rushed.

The commission held its first meeting on October 30, 2002. At the meeting, the commission came to consensus on the locations for the plaques and a mechanism for fundraising. The commission also decided to consult the Maine Arts Commission to establish a process through which to solicit designs. Additionally, since Resolve 2001, chapter 113 makes no provision for an extension of the commission's reporting deadline, the commission agreed to request that the Legislative Council approve the inclusion of the attached authorizing language into the Special Session budget document (**Attachment A**).

cc: Richard A. Bennett, President of the Senate
David E. Boulter Executive Director, Legislative Council
David Elliott, Director, OPLA
Susan Z. Johannesman, Legislative Analyst, OPLA

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Proposed amendment to LD 2200

Submitted by the Commission to Arrange for a Plaque or Plaques and a Flag or Flags to be Displayed in the Hall of Flags in the State House to Honor the Maine Veterans of World War II and the Korean War

Sec. 1. Resolve 2001, chapter 113 is amended to add a new section:

Sec. 10. Extension of reporting deadline. Resolved: That if the commission requires a limited extension of time to conclude its study and make its report, it may apply to the Legislative Council, which may grant the extension.

SUMMARY

This amendment authorizes the Commission to Arrange for a Plaque or Plaques and a Flag or Flags to be Displayed in the Hall of Flags in the State House to Honor the Maine Veterans of World War II and the Korean War to request an extension of time to conclude its study and make its report and it authorizes the Legislative Council to grant the extension.

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MAINE STATE LEGISLATURE
Augusta, Maine 04333

BLUE RIBBON COMMISSION TO ADDRESS THE FINANCING OF
LONG-TERM CARE

November 8, 2002

The Honorable Michael V. Saxl, Chair
The Honorable Michael H. Michaud, Vice-Chair
Legislative Council
115 State House Station
Augusta, Maine 04333

Dear Representative Saxl and Senator Michaud:

This letter is to inform you that the Blue Ribbon Commission to Address the Financing of Long-term Care has submitted the attached report to the Legislature and the Long-term Care Implementation Committee, pursuant to Resolves 2001, chapter 114. Copies of the report have been transmitted to the Legislative Council and the Joint Standing Committee on Health and Human Services and have been placed on file with the Law and Legislative Reference Library.

Sincerely,

Betty Lou Mitchell

Senator Betty Lou Mitchell, Senate Chair

Thomas J. Kane

Representative Thomas J. Kane, House Chair

cc: Members of the Legislative Council (w/enc.)
Senate President Richard A. Bennett

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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

Memorandum

TO: The Honorable Michael V. Saxl, Chair
The Honorable Michael H. Michaud, Vice-Chair
Legislative Council
And Honorable Members of the Legislative Council

FROM: David C. Elliott, Director

DATE: November 18, 2002

RE: Interim study budget/work plan—approval required

Standard language in legislation authorizing interim studies requires the study group to develop a work plan and proposed budget to be submitted to the Legislative Council for approval. Attached is the proposed budget and work plan for the *Task Force to Study Methods of Addressing Inequities in the Retirement Benefits of State Employees and Teachers*.

cc: The Honorable Richard A. Bennett, Senate President
David E. Boulter, Executive Director Legislative Council

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WORK PLAN
120th Legislature
(Interim 2002)

1. **PROJECT:** Task Force to Study Methods of Addressing Inequities in the Retirement Benefits of State Employees and Teachers
2. **OBJECTIVE:**
3. **PROJECT TEAM:** Deborah Friedman, Senior Legislative Analyst
4. **FINAL WORK PRODUCT(S):** Report and Recommended Legislation to the joint standing committee having jurisdiction over retirement matters
5. **INTENDED AUDIENCE:** Legislators and the public
6. **ANTICIPATED START & COMPLETION DATES:** Start: November 8, 2002 Complete: December 13, 2002

7. **PROJECT TASKS:**

<u>Key Elements</u>	<u>Person Responsible</u>	<u>Project Schedule</u>		<u>Element Completed</u>
		<u>Start</u>	<u>Finish</u>	
1. Review past efforts to address the issue; Prepare background materials for members	Staff	September	November	Nov. 6, 2002
2. Convene 1 st meeting; discuss options	Chairs, Task Force members	Nov. 8, 2002		Nov. 8, 2002
3. Obtain and review updated cost information; discuss possible recommendations	MSRS Task Force	Nov. 8	Nov. 15	Nov. 15
4. Draft report for review; obtain further information	Staffs	Nov. 15	Dec. 9	Nov. 15
5. Vote on recommendations; finalize report	Task Force Staff	Dec. 9		
7. Submit final report and recommended legislation	Chairs, Staff	Dec. 13		

Accepted: _____

Proposed Study Budget **Task Force to Study Methods of Addressing Inequities in the Retirement Benefits of State Employees and Teachers**

Date: November 14, 2002

Study authorized by: PL 2001, chapter 707, section 2

Total members: 8
 Members that are legislators: 3
 Members that are not legislators: 5

Number of authorized meetings (if specified): Not specified

Proposed budget:

4 meetings X \$55 per diem X 3 eligible members = \$ 660 (Personal Services)

4 meetings X \$50 expenses X 6 * eligible members = \$ 1200 (All Other)

Copying, mailing and printing costs \$ 750 (All Other)

Additional costs \$ _____ (All Other)
 for _____ (e.g., consultant, expert services, additional travel costs, public hearing, etc.)

Summary:

	FY02-03	FY03-04
Personal Services	<u>660</u>	<u> </u>
All other	<u>1950</u>	<u> </u>
Total	<u>\$2610</u>	<u> </u>

It is not yet clear whether the 3 representatives of the unions will have their expenses paid for by their unions. It may be that there are only 4 members (3 legislators and one union rep.) eligible for expenses, which would reduce the total cost by \$400.

It is also possible that the Task Force can complete its business in 3 meetings, which would further reduce costs by an additional \$465 (assuming all 6 members received reimbursement from the Legislature).



Michael J. Cote
Senior Sergeant-at-arms

State of Maine
House of Representatives
Augusta, Maine 04333-0002
287-1417

TO: David Boulter, Executive Director

FROM: Michael Cote, Senior Sgt-at-arms

RE: Recommended changes to Legislative Emergency Procedures

The purpose of the recommendations that follow is to bring up to date the Legislature's Emergency Procedures and Evacuation Protocol. The enclosed materials are for the legislative council's consideration and approval, if there are any questions I will be available to respond. In addition I am currently working on maps for evacuation routes and will distribute those when they become available.



Emergency Numbers

Local Police/Fire/Rescue 9-911
Building Control 7-4154(non-emergency)
Capitol Security.....7-4357(7-HELP)

Regardless of the type of emergency.

Emergency Procedures

for the
Maine State Legislature

**FOR EMERGENCY
RESPONSE DIAL
9-911**

NOTE: Emergency procedures
must be read by each employee
and kept available for reference in case
of emergency.

BE PREPARED TO GIVE:

- Nature of call/injury
- Exact location
- Your name
- The phone number you're calling from

In order to fully assist with emergency response, make sure you are the last to hang up!!

Emergency Numbers

Hazardous Materials

Use caution. Hazardous materials could constitute a variety of chemicals. For example, typical household cleaners, ammonia, the mercury from a thermometer, are considered hazardous materials. If there is any question, ask the appropriate agency.

- 1) Notify building control...7-4154 and the appropriate response team:
Haz. Mat. - 1-800-452-4664
Oil spills - 1-800-482-0777
- 2) Notify your supervisor.
- 3) Evacuate the immediate area.
Help those needing assistance.
- 4) If full building evacuation is needed pull fire alarm and follow evacuation procedure.
- 5) DO NOT re-enter for any reason until told to do so by emergency team member. DO NOT allow others to re-enter.

Hazardous Materials

Explosion

Take immediate cover under table, desk, or other object that will provide protection against flying debris.

Evacuate building in a calm, orderly manner and proceed to pre-determined meeting place. Assist any person with a need or injury with evacuation

- 3) DO NOT re-enter for any reason until told to do so by emergency team member. DO NOT allow others to re-enter.

Explosion

④ Medical Emergency

DO NOT MOVE INJURED OR UNCONSCIOUS PERSON, UNLESS ABSOLUTELY NECESSARY.

- 1) Dial 9-911(Local P/F/R)
Be prepared to give:
 - Nature of injury
 - Gender and age of ill or injured person
 - Exact location
 - Your name
 - The phone number you're calling from
- 2) Dial 9-750-6068(Doctor of the day)
BE PREPARED TO GIVE EMERGENCY LOCATION NUMBER:

01	House Chamber
02	Senate Chamber
03	Capitol Security 7-4357
04	Ground Floor
05	Hall of Flags
06	Fourth Floor
07	Governor's office
08	SOB 1 st flr. Left end
09	SOB 1 st flr. Right end (Cafeteria)
010	SOB 2 nd flr. Left end (OPLA)
011	SOB 2 nd flr. Right end
012	SOB 2 nd flr. Kiosk
OUTSIDE OF BUILDING	
013	Grounds North (Blaine House)
014	Grounds West (Main Entrance)
015	Grounds South (Legislative Parking)
016	Grounds East (Front Steps)
- 3) Begin first aid treatment to the extent of your ability.

Although the Dr. is only on call during session days there are respondents at all times.

Medical Emergency

⑥ Earthquake

Should an earthquake strike while you are working

- 1) If you are near an exit leave immediately and egress from building, otherwise:
- 2) Stay where you are and immediately seek area of safety (under desk or table, doorway, or against walls).
- 3) Stay away from windows, book-cases, file cabinets and other unsecured objects.
- 4) Remain in the area of safety until event conclusion, evacuate building according to evacuation procedure.
- 5) Beware of falling debris and downed power lines.
- 6) **DO NOT** re-enter for any reason until told to do so by emergency team member. **DO NOT** allow others to re-enter.

Earthquake

Bomb Threat

BOMB THREATS ARE USUALLY
RECEIVED BY TELEPHONE, BUT
CAN ALSO BE RECEIVED IN PERSON, MAIL
OR BY WRITTEN MEANS

- 1) Written Message:
 - A. Do not handle, or let anyone else handle message.
 - B. Report immediately to supervisor.
 - C. Notify emergency personnel 9-911
- 2) Oral Message: (in person)
 - A. Comply as much as possible with individual's demands.
 - B. Do not joke or antagonize.
 - C. Get a good mental picture of individual.
 - D. If someone is able to leave without being noticed, they should leave and notify emergency personnel 9-911.
- 3) Telephone Message:
 - A. Utilize the following FBI bomb data questionnaire.
 - B. Fill out during or immediately following threat.
 - C. Take notes on everything said. If possible, try to record exact wording of threat.

QUESTIONS TO ASK

1. When is bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

continued on next page

Bomb Threat

Bomb Threat

CALLERS VOICE:

- | | |
|------------------------------------|------------------------------------------|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Clearing throat |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Deep breathing |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Cracking voice |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Whispered | |
- If voice is familiar, who did it sound like?
-

BACKGROUND SOUNDS:

- | | |
|----------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> Factory machinery |
| <input type="checkbox"/> Crockery | <input type="checkbox"/> Animal noises |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Clear |
| <input type="checkbox"/> PA System | <input type="checkbox"/> Static |
| <input type="checkbox"/> Music | <input type="checkbox"/> Local |
| <input type="checkbox"/> Motor | <input type="checkbox"/> Office machinery |
| <input type="checkbox"/> Long distance | <input type="checkbox"/> Telephone booth |
| <input type="checkbox"/> Other | |
-

THREAT LANGUAGE:

- | | |
|-------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Well spoken (educated) | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Irrational | <input type="checkbox"/> Threat read by maker |

REMARKS:

Report call immediately to emergency personnel at 9-911

4) Bomb Discovery:

- A. Do not touch. If holding, carefully set it down.
- B. Evacuate the area immediately.
- C. Make mental note about the package, location, size, wrapping, or any unusual characteristics.
- D. Leave all doors and windows in the area open.
- E. Notify emergency personnel 9-911.

② Hostage/Terrorist/Civil Disturbance

- 1) General Procedures:
 - A. Do not antagonize individual(s).
 - B. Comply with their instructions as much as possible.
 - C. Remember, the statements these individuals make are designed to elicit a response 1) from you.

- 2) Terrorism/Hostage Situations:
 - A. Cooperate with terrorist.
 - B. Do not antagonize.
 - C. Try to comfort each other. 2)
 - D. Do not volunteer information.
 - E. Remember, the key to terrorism is terror, try to remain calm.
 - F. Do not take comments or threats personally. 3)
 - G. Keep personal belongings out of sight.

- 3) Civil Disorder:
 - A. Lock doors, secure windows.
 - B. Stay away from windows.
 - C. Secure workstations, records, files, and computers.
 - D. Avoid confrontations.

(12) Evacuation Procedures

When the evacuation alarm is sounded:
Elevators will immediately proceed to first floor and become inoperable.

The building connector will be automatically sealed.

When an alarm for building evacuation is sounded, evacuate immediately, when the last person leaves they should close door behind them.

Follow evacuation route or go to nearest exit and exit building, proceed immediately to pre-determined evacuation point so you may be counted.

Fire Wardens and buddies are to assist other employees, disabled persons and visitors with evacuation.

4) Persons with disabilities or those unable to exit building should be assisted to nearest stairwell and fire wardens or other emergency personnel should be notified as to their whereabouts and any specific needs.

Hostage/Terrorist/Civil Disturbance

Evacuation Procedures

- 11
- 5) If the stairwells become impassable for any reason, the emergency fire escapes should be utilized. They are located:
- Fourth floor
424, 436, & House Gallery
- Third floor
House & Senate Chambers &
House Republican office
- Second floor
226 & Law Library
- 6) Regardless of the evacuation route used all employees should proceed to their predetermined meeting place and await further instructions from the group leader.
- 7) DO NOT re-enter for any reason until told to do so by emergency team member. DO NOT allow others to re-enter.

12

Fire Procedures

- 1) If you are on site, the fire is small in size, and you are qualified, douse the fire with a fire extinguisher.
- 2) If building evacuation is needed pull fire alarm, and notify emergency personnel 9-911.
- 3) When evacuation alarm is sounded, follow building evacuation procedure.
- 4) Stay out of the way of fire department personnel and equipment.
- 5) DO NOT re-enter for any reason until told to do so by emergency team member. DO NOT allow others to re-enter.

13

Additional Safeguards

- 1) If you leave your office unattended, lock up your purse or other valuables in the desk or file cabinet.
- 2) If you see a suspicious person or situation, notify building control, 7-4154 or capitol security 7-4357. These are non-emergency numbers, if an emergency response is required dial 9-911.
- 3) If you work late at night and are concerned about leaving the building by yourself, please call building control, 7-4154.
- 4) If for any reason you or someone else needs medical attention or other emergency response anytime, please notify local emergency personnel first, 9-911.
- 5) For items lost or found, contact the capitol security office, 7-4357.

For suggestions or input contact Clerk of the House or House Sgt-at-arms.

Prepared by Michael Cote Sgt-at-arms
under the direction of the State House evacuation team.

Revised February 2002