

MAINE STATE LEGISLATURE

The following document is provided by the
LAW AND LEGISLATIVE DIGITAL LIBRARY
at the Maine State Law and Legislative Reference Library
<http://legislature.maine.gov/lawlib>



Reproduced from scanned originals with text recognition applied
(searchable text may contain some errors and/or omissions)

LEGISLATIVE COUNCIL
September 14, 2004
2:00 p.m.
Room 334, Legislative Council Chamber
AGENDA

<u>Page No.</u>	<u>Item</u>	<u>Action</u>
	CALL TO ORDER	
	ROLL CALL	
1	SUMMARY OF THE AUGUST 24, 2004 COUNCIL MEETING	Decision
	REPORTS FROM EXECUTIVE DIRECTOR AND STAFF OFFICE DIRECTORS	Information
5	• Executive Director's Report (Boulter)	
11	• Fiscal Report (Pennoyer)	
12	• Office of Information Services' Report (Mayotte)	
	• Status of Interim Studies (Elliott)	
	REPORTS FROM COUNCIL COMMITTEES	
	• Personnel Committee (Rep. Richardson, Chair)	
	Report of September 14, 2004 Personnel Committee meeting	
	• State House Facilities Committee (Sen. Gagnon, Chair)	
	No report (meeting to be rescheduled)	

OLD BUSINESS

None

NEW BUSINESS

14	Item #1: OPEGA director position	Decision
19	Item #2: Legislative Budget for the 2006-2007 Biennium (Required current services submission)	Decision
34	Item #3: Pre-legislative conference dates	Information

ANNOUNCEMENTS AND REMARKS

ADJOURNMENT

SEN. BEVERLY C. DAGGETT
CHAIR

REP. PATRICK COLWELL
VICE-CHAIR



121st MAINE STATE LEGISLATURE
LEGISLATIVE COUNCIL

SEN. SHARON ANGLIN TREAT
SEN. PAUL T. DAVIS, SR.
SEN. KENNETH T. GAGNON
SEN. CHANDLER E. WOODCOCK
REP. JOHN RICHARDSON
REP. JOSEPH BRUNO
REP. ROBERT W. DUPLESSIE
REP. DAVID E. BOWLES

DAVID E. BOULTER
EXECUTIVE DIRECTOR

MEETING SUMMARY
August 24, 2004

CALL TO ORDER

In the absence of the chair, the vice-chair, Speaker Colwell, called the Legislative Council meeting to order at 2:44 p.m. in the Legislative Council Chamber.

ROLL CALL

Senators:	Sen. Treat Absent: President Daggett , Sen. Davis, Sen. Gagnon, Sen. Woodcock
Representatives:	Speaker Colwell, Rep. Richardson, Rep. Bruno, Rep. Duplessie, Rep. Bowles
Legislative Officers:	Rose Marie Breton, Legislative Finance Director, Office of the 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 Paul Mayotte, Director, Legislative Information Services

SUMMARY OF THE JULY 13, 2004 COUNCIL MEETING

Motion: That the Meeting Summary of July 13, 2004 be accepted and placed on file. (Motion by Sen. Rep. Bruno, second by Sen. Treat, unanimous).

REPORTS FROM EXECUTIVE DIRECTOR AND STAFF OFFICE DIRECTORS

- **Executive Director's Report**

In the absence of Executive Director Boulter, Rose Breton presented the Executive Director's report to the Council.

Ms. Breton reported that new rocking chairs have been purchased to replace the aging chairs on the 3rd floor porch.

No Council action required.

- **Fiscal Report**

Grant Pennoyer, Director, Office of Fiscal and Program Review, presented his report to the Council.

General and Highway Fund Revenue Summaries for July, 2004

The General Fund, with the exception of Individual Income Tax, was ahead of budget. The Individual Income Tax was \$7.5 million under projections in July, (thought it to be a timing issue). Highway Fund revenues are over budget by \$0.9 million.

Mr. Pennoyer said a schedule has not yet been set for the Revenue Forecasting Committee to meet this fall; however the revenue forecast analysis is underway.

General Fund Status and Distribution of FY 04 Unallocated Surplus

Mr. Pennoyer reported that, including excess revenue and lapsed balances, the unappropriated surplus was increased by \$70.3 million. Most of the surplus has been transferred to various reserves and used to fully fund the FY 04 "Cascade", which increased FY 05 appropriations in certain programs in the general fund programs. Following the required distributions, there is an \$8.4 million increase in the uncommitted balance, and the projected ending balance in the general fund is \$10.7 million.

Highway Distribution of FY 04 Unallocated Surplus

The Highway Fund revenue surplus is more than \$13.7 million, a result of excess revenue, lapsed balances and other accounting adjustments. All the surplus was credited to DOT's Highway and Bridge Improvement program.

The projected ending balance in the Highway Fund for the 2004-2005 biennium remains at \$1.4 million.

Cash Pool Status

The General Fund and Highway Fund cash trends have turned upwards over the last two to three months, due to the excess revenue in both funds.

Rep. Bruno asked if Mr. Pennoyer had seen the article in the Wall Street Journal on new accounting standards for retirees of health insurance plans and the unfunded liability. Rep. Bruno said there were to be new standards for dealing with the health plans. He asked what the impact would be on the FY 06 State budget. Mr. Pennoyer said he had not seen the article, but would follow up on it and his assessment would be included in their structural gap analysis.

No Council action required.

- **Office of Information Services' Report**

Paul Mayotte, Director, Legislative Information Services, presented his report to the Council on the status of the HP contract to develop a bill drafting system. Following the July 13, 2004 Council meeting, the Legislature through its legal counsel, sent a letter to HP. Contractual discussions are being conducted through legal council for both parties. A memorandum of agreement has been drafted as a means to resolve the disputed items. The major points covered in the memorandum of agreement are:

- HP will install at their cost a new upgraded server to address the performance issue;
- The Legislature will test the server to determine if it meets the Legislature's standards for performance.
- If it meets the Legislature's standards for performance, the parties will agree to negotiate the remaining functional issues.
- The negotiation period will be of short duration.

Mr. Mayotte said if the memorandum of agreement is signed, HP would be here on August 30, 2004 to install the server. The Legislature and the Revisor's office is prepared to support performance testing as soon the server is installed.

The WANG bill drafting system will likely be used for the 1st Regular Session of the 122nd Legislature. Mr. Mayotte is working with the Revisor's office on drafting on the WANG and if the work on the new bill drafting system is completed, the Revisor's office will do parallel testing on the new system.

Rep. Richardson asked if 2 or 3 people in the Revisor's office could use the new bill drafting system so testing could be done during session. Mr. Mayotte thought it would be to problematic.

The Speaker asked Margaret Matheson, Revisor of Statutes, her opinion on testing of the system. She said the Revisor's office has usually completed the majority of the initial bill drafting by the middle of March. She would propose to use the system while there is a full load on the entire legislative network to debug the system during the warranty period.

No Council action required.

- **Update on Interim Studies**

David Elliott, Director, Office of Policy and Legal Analysis, referred members to the Progress Report on Legislative Studies in their packet.

A copy of the Progress Report on Legislative Studies is attached.

REPORTS FROM COUNCIL COMMITTEES

- **Personnel Committee** (Rep. Richardson, Chair)

The Personnel Committee did not meet.

- **State House Facilities Committee** (Sen. Gagnon, Chair)

The State House Facilities Committee is scheduled to meet August 31, 2004 at 1:00 p.m.

OLD BUSINESS

None

NEW BUSINESS

Item #5: Request from Study Commission to Hold Additional Meetings

The following Task Force requested that it be authorized to hold 2 additional meetings in order to complete its study. The meetings will not affect the task force's budget or its established completion date.

- Task Force to Study Parity and Portability of Retirement Benefits for State Law Enforcement Officers, Municipal and County Law Enforcement Officers and Firefighters (Memo from Sen. Beth Edmonds and Rep. Robert Duplessie, Chairs)

Motion: That the task force's request be granted. (Motion by Sen. Treat, second by Rep. Bruno; unanimous).

ANNOUNCEMENTS AND REMARKS

None

ADJOURNMENT

The Legislative Council meeting was adjourned at 3:05 p.m. (Motion by Rep. Duplessie, second by Rep. Bruno, unanimous).

Fiscal Briefing for the Legislative Council

September 14, 2004 Meeting

Prepared by the Office of Fiscal & Program Review

1. General Fund & Highway Fund Revenue - August 2004 (see attached)

- **General Fund**

- August 2004 General Fund revenue was ahead of budget by \$25.6M for the month and resulting in a \$22.1M positive variance for first 2 months of FY05.
- Overview of major revenue lines:
 - Sales Tax (including Service Provider Tax) – \$1.2M over budget in August, \$4.0M ahead for FY-T-D;
 - Individual Income Tax – \$22.5M positive variance in August more than offset July's \$7.5M negative variance, \$14.9M ahead for FY-T-D (no good explanation at this point, most still thought to be timing issues);
 - Corporate Inc. Tax – Over by \$1.9M in August and going to a positive \$5.7M for the FY-T-D; and
 - Estate Tax – Was the only major negative variance through the first 2 months of FY05, running under budget by \$2.3M for FY-T-D.

- **Highway Fund**

- Highway Fund revenue also continues to perform well and was \$2.1M ahead of budget in August and \$2.9M ahead for FY-T-D.

2. Revenue Forecasting Schedule

- Consensus Economic Forecasting Commission is scheduled to meet October 7th at 9AM in Appropriations Committee Room.
- Revenue Forecasting Committee has begun its work on the forecast of the smaller revenue items; review of these items is by the Bureau of the Budget and OFPR in conjunction with the agencies. OFPR and Bureau of the Budget then report to the RFC. No meeting dates have yet to be established.

3. Cash Pool Status

- July 2004 Cash Pool Summary (see attached)
- General Fund and Highway Fund cash trends through August 2004 (see attached)
- General Fund still negative without TAN and reserves, but trend still improving.

4. Postemployment Retirement Benefit Reporting

- GASB Statement 45 affects only the reporting requirement and does not prescribe the method of funding postretirement benefits and it does not affect the way Maine budgets. Maine already reports the extent of these benefits in its Comprehensive Annual Financial Report.

General Fund and Highway Fund Revenue

Fiscal Year Ending June 30, 2005

Based on All Actions of the 121st Legislature through 2nd Special Session and March 2004 Revenue Forecast

AUGUST 2004 VARIANCE REPORT

FUND	Revenue Line	Aug. 04 Budget	Aug. 04 Actual	Aug '04 Var.	FY05 YTD Budget	FY05 YTD Actual	FY05 YTD Variance	FY05 Budgeted Totals
GF	Sales and Use Tax	(3,286,430)	(1,489,748.04)	1,796,681.96	85,747,848	90,326,360.01	4,578,512.01	896,092,063
GF	Service Provider Tax	3,831,745	3,207,756.32	(623,988.68)	3,831,745	3,207,756.32	(623,988.68)	46,700,000
GF	Individual Income Tax	23,915,444	46,368,424.35	22,452,980.35	110,441,420	125,376,293.89	14,934,873.89	1,166,441,294
GF	Corporate Income Tax	(1,551,462)	383,290.06	1,934,752.06	301,685	6,035,418.07	5,733,733.07	104,391,604
GF	Cigarette and Tobacco Tax	8,929,538	8,795,104.13	(134,433.87)	16,986,185	17,226,431.28	240,246.28	96,919,864
GF	Public Utilities Tax	0	0.00	0.00	(150,000)	(150,000.00)	0.00	28,050,000
GF	Insurance Companies Tax	4,351	230,044.27	225,693.27	1,685,123	1,273,111.20	(412,011.80)	65,848,416
GF	Estate Tax	(2,760,085)	(3,241,455.11)	(481,370.11)	0	(2,345,886.94)	(2,345,886.94)	31,941,909
GF	Property Tax - Unorganized Territory	0	0.00	0.00	0	0.00	0.00	10,580,086
GF	Income from Investments	33,932	399,054.61	365,122.61	33,932	399,054.61	365,122.61	1,020,345
GF	Transfer to Municipal Revenue Sharing	(1,168,374)	(2,471,955.85)	(1,303,581.85)	(10,216,461)	(11,472,237.24)	(1,255,776.24)	(112,894,875)
GF	Transfer from Lottery Commission	4,771,793	4,882,972.51	111,179.51	8,333,310	8,182,556.26	(150,753.74)	52,074,827
GF	Other Revenue	14,101,657	15,403,680.42	1,302,023.42	77,406,770	78,425,783.08	1,019,013.08	264,442,965
GF	Totals	46,822,109	72,467,167.67	25,645,058.67	294,401,557	316,484,640.54	22,083,083.54	2,651,608,498
HF	Fuel Taxes	1,422,353	2,395,236.18	972,883.18	18,975,807	20,546,046.20	1,570,239.20	218,638,488
HF	Motor Vehicle Registration and Fees	5,839,823	7,129,453.66	1,289,630.66	12,198,308	13,742,299.53	1,543,991.53	78,693,539
HF	Inspection Fees	321,323	387,949.50	66,626.50	636,565	660,521.40	23,956.40	3,470,359
HF	Fines	184,268	0.00	(184,268.00)	347,171	167,189.70	(179,981.30)	2,165,359
HF	Income from Investments	91,000	70,933.17	(20,066.83)	91,000	70,933.17	(20,066.83)	1,026,195
HF	Other Revenue	660,141	589,353.60	(70,787.40)	1,138,785	1,122,934.91	(15,850.09)	13,443,932
HF	Totals	8,518,908	10,572,926.11	2,054,018.11	33,387,636	36,309,924.91	2,922,288.91	317,437,872

Updated: August 24, 2004

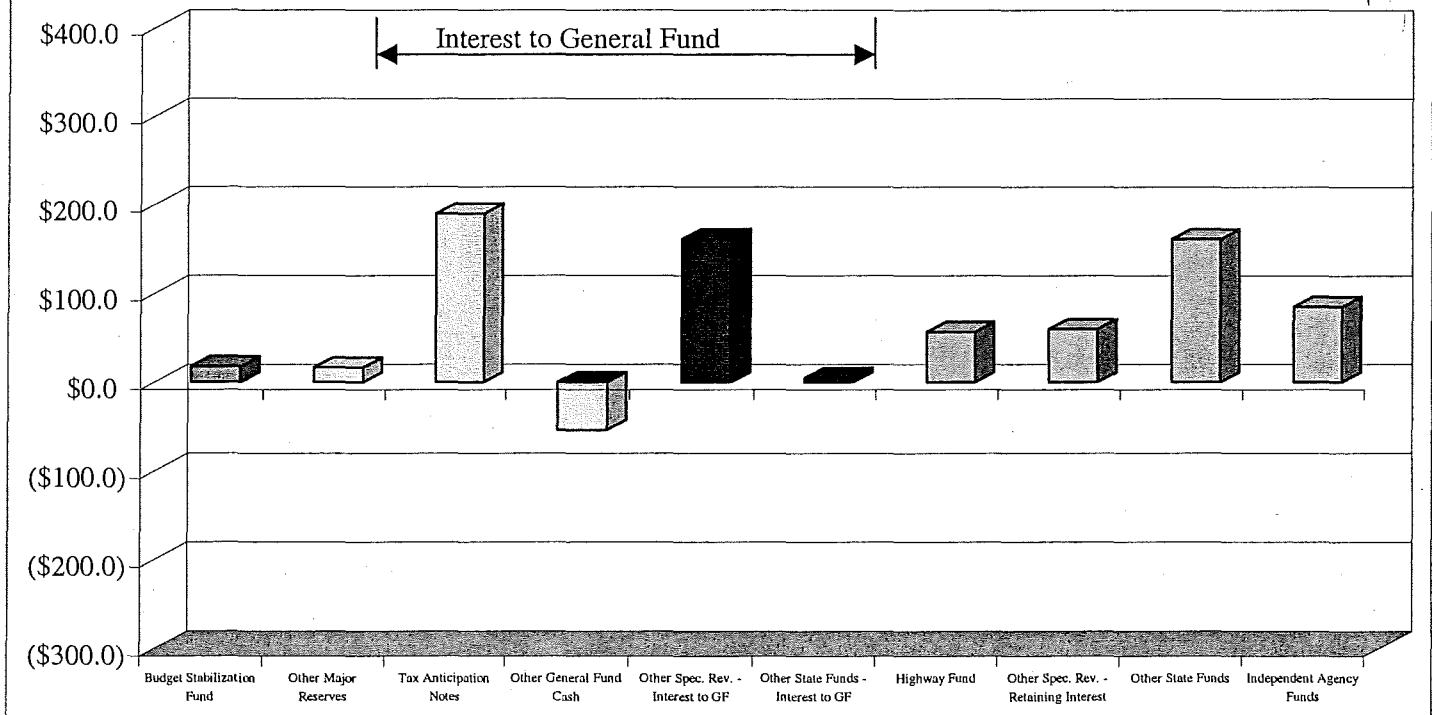
Composition of State's Cash Pool

July 2004 Average Daily Balances

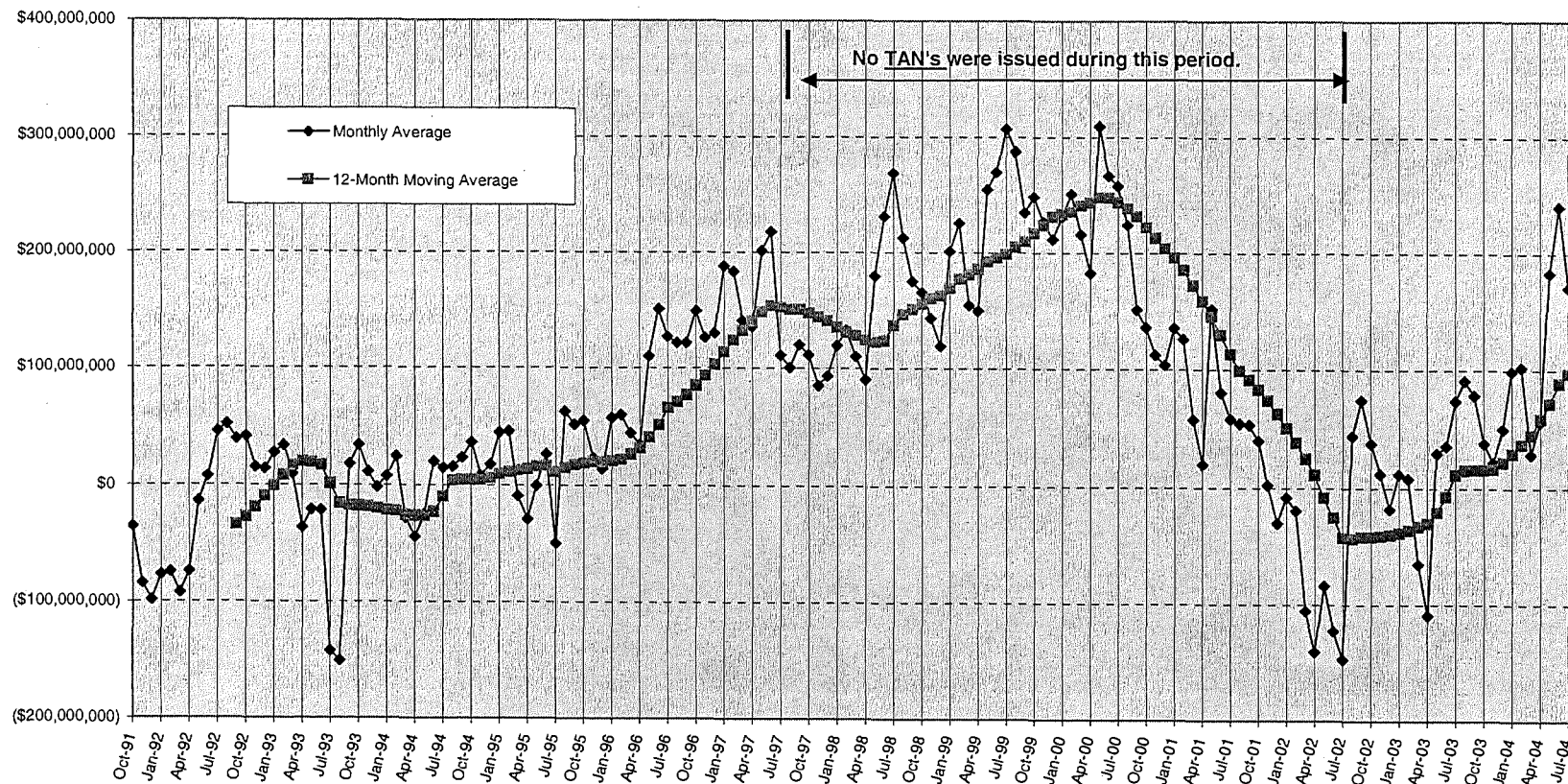
	July 2004
General Fund - Total	\$170,838,253
General Fund - Detail	
Budget Stabilization Fund (Rainy Day Fund)	\$17,920,339
Reserve for General Fund Operating Capital	\$16,532,953
Tax Anticipation Notes	\$190,000,000
General Fund - Other	(\$53,615,039)
Highway Fund	\$56,773,897
Other Special Revenue - Contributing to General Fund	\$161,468,177
Other Special Revenue - Retaining Interest Earned	\$59,892,328
Other State Funds - Contributing Interest to General Fund	\$4,991,162
Other State Funds	\$161,458,843
Independent Agency Funds	\$85,375,856
Total Cash Pool	\$700,798,516

Composition of Cash Pool

Average Daily Balances in July 2004



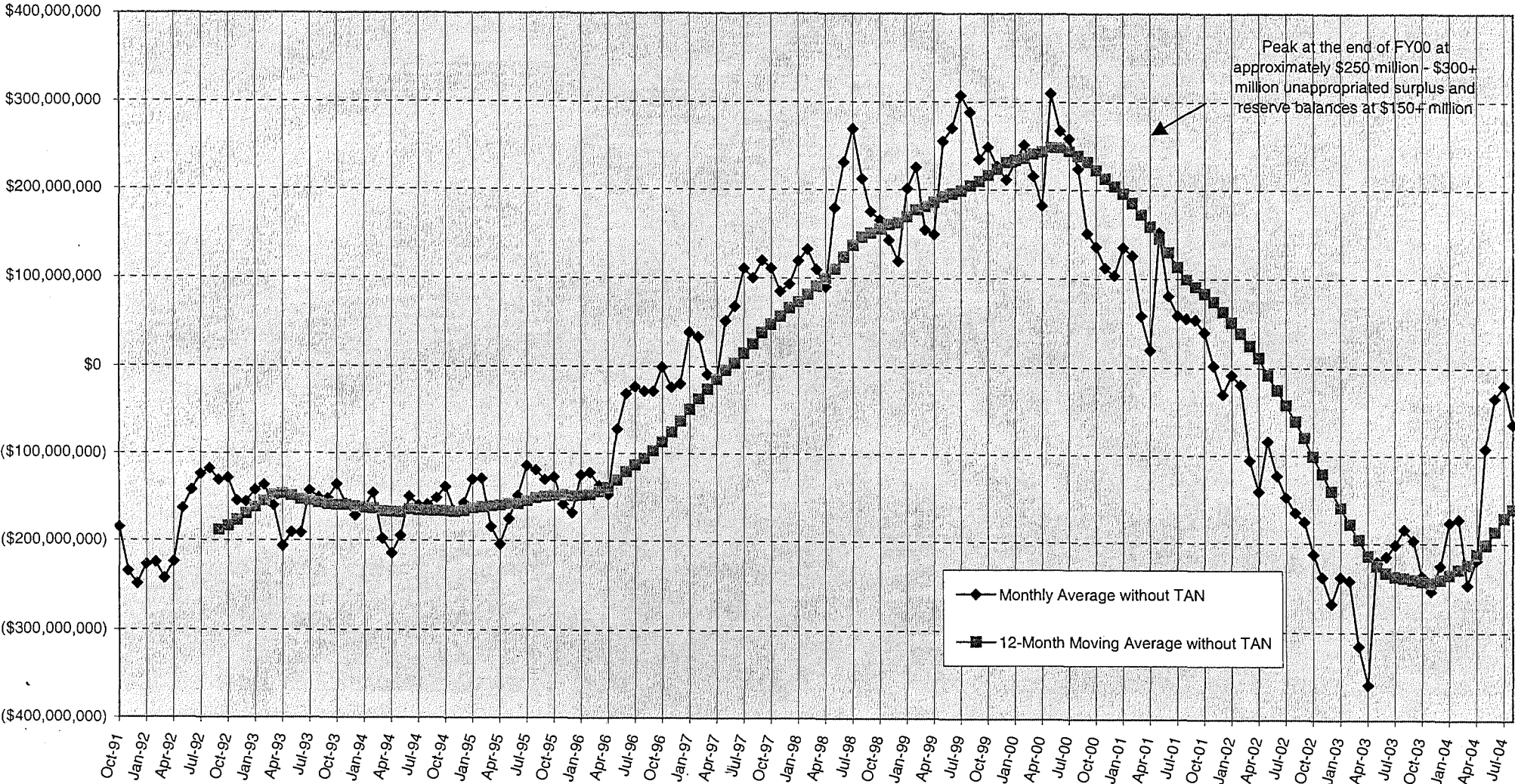
GENERAL FUND DAILY STARTING CASH BALANCES

TAX ANTICIPATION NOTES (TAN's) - History from FY 1990-91 ⁽¹⁾

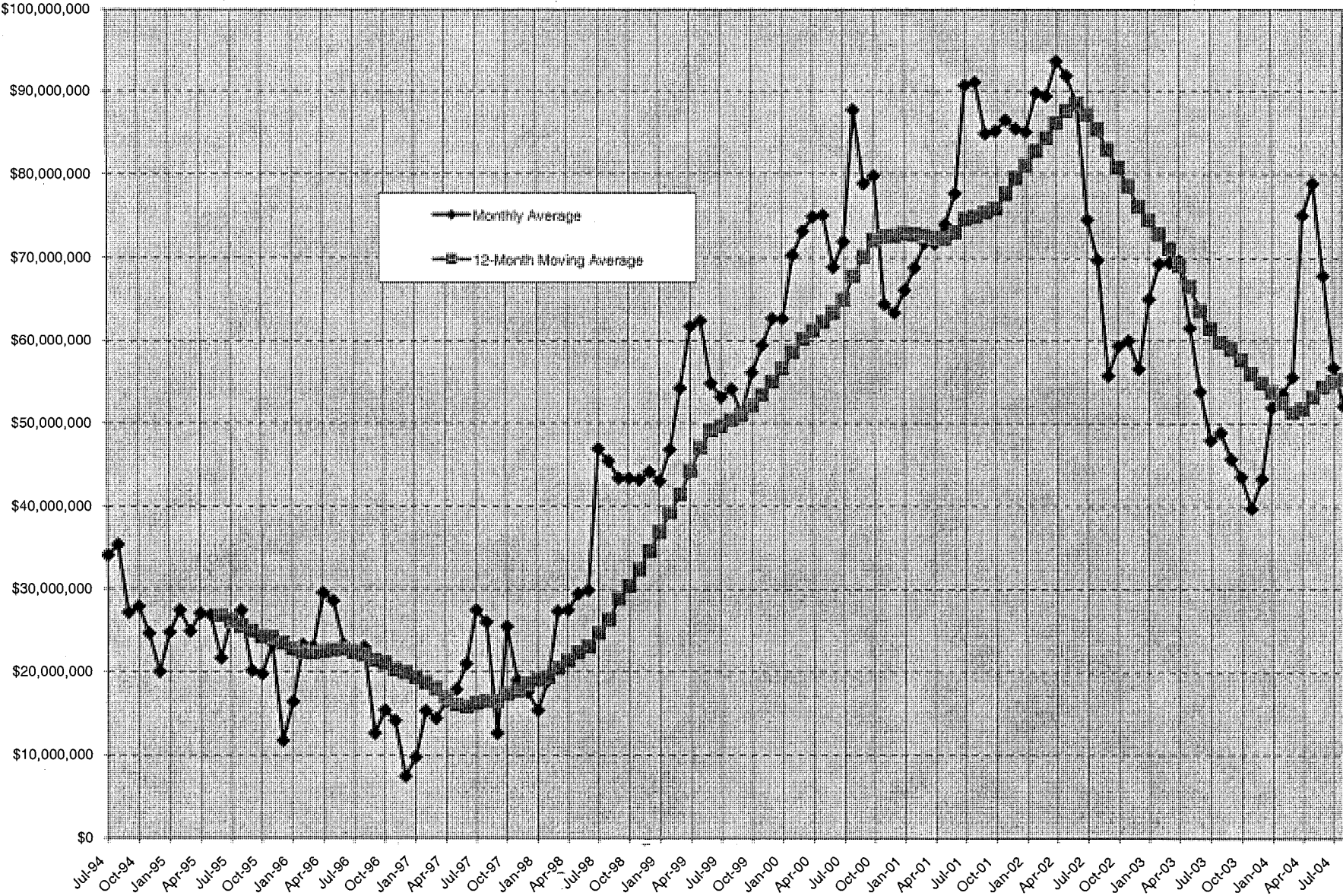
Fiscal Year	Amount Authorized	Amount Issued	Reference
2004-05 ⁽¹⁾	\$301,688,831 ⁽¹⁾	\$190,000,000	5 MRSA, §150 (as amended by PL 2001, c. 705)
2003-04 ⁽¹⁾	\$284,492,042 ⁽¹⁾	\$275,000,000	5 MRSA, §150 (as amended by PL 2001, c. 705)
2002-03 ⁽¹⁾	\$282,869,203 ⁽¹⁾	\$250,000,000	5 MRSA, §150 (as amended by PL 2001, c. 705)
2001-02	\$100,000,000	\$0	5 MRSA, §150 (as amended by PL 2001, c. 467)
1997-98	\$100,000,000	\$0	PL 1997, c. 24, §F-1 (Repealed by PL 1997, c. 643, §E-5)
1996-97	\$190,000,000	\$150,000,000	PL 1995, c. 665 §P-1
1995-96	\$182,000,000	\$182,000,000	PL 1995, c. 368, §V-1
1994-95	\$175,000,000	\$175,000,000	PL 1993, c. 707, §P-2
1993-94	\$170,000,000	\$170,000,000	PL 1993, c. 382, §1
1992-93	\$170,000,000	\$170,000,000	PL 1991, c. 780, §BB-1
1991-92	\$150,000,000	\$150,000,000	PL 1991, c. 589, §1
1990-91	\$125,000,000	\$115,000,000	PL 1991, c. 5, §1

Notes: ⁽¹⁾ 5 MRSA, §150 provides the statutory authorization for Tax Anticipation Notes. As amended by PL 2001, c. 705, the limit is the same as that imposed by the Constitution of Maine, Article IX, Sec. 14, 10% of total General Fund appropriations and Highway Fund allocations or 1% of the State Valuation, whichever is less. The amounts authorized for fiscal years 2002-03 and 2003-04 reflect General Fund appropriations and Highway Fund allocations through the 121st Legislature, 1st Regular Session. Amounts for fiscal year 2004-05 reflect budgeted amounts at the end of the 121st Legislature, 2nd Special Session. Special exceptions to the general authorization levels are detailed in this table.

GENERAL FUND
DAILY STARTING CASH BALANCES - EXCLUDING TAX ANTICIPATION NOTES



HIGHWAY FUND
DAILY STARTING CASH BALANCES



**121st MAINE STATE LEGISLATURE
LEGISLATIVE COUNCIL
Revised Technology Report
September 14, 2004**

- A memorandum of agreement (MOA) with HP has been agreed too
- Under the MOA, HP has installed a new server to improve bill drafting system performance
- As of 9/9/04 the Legislature and HP began conducting performance tests using the new server and an upgraded PC to determine if changes in hardware will provide acceptable performance
- The results of the performance tests conducted on Thursday, 9/9/04 showed significant performance improvement, however not to the levels expected
- It was determined that the server installed by HP was configured incorrectly in that there were only two central processing units (CPU) installed not the four CPU as agreed too
- HP is correcting the problem and the plan is to complete performance testing this week
- Per the MOA, should the hardware solution provide acceptable performance as defined by the Legislature, negotiations will take place to resolve the remaining functional issues

Progress Report on Legislative Studies
(Studies authorized or undertaken following the 121st Legislature)

Status as of 9/14/2004 9:46:45AM

<u>Study Name</u>	<u>First Meeting Date</u>	<u>Date, Time & Location of Next Meeting</u>	<u>Report Dates/ Reports To</u>	<u>Comments/Status of Study</u>
Recodification of Title 7 SP0586 -			January 15, 2005: ACF Committee	2-year study begun in 2003; OPLA/ROS developing draft for ACF Committee review
Commission to Study Public Health LD0471 - Resolve 2003, Chapter 95	12/5/03	9/24/04 9:00 am	November 3, 2004: 1st Regular Session, 122nd Legislature	Continuation of 2003 study; subcommittees formed to develop recommendations; full committee met 8/2/04; will hold public hearing to take comments on preliminary recommendations
Health Care System and Health Security Board LD0855 - Public Law 2001, Chapter 439, Part ZZZ	10/12/01	9/22/04 1:00 pm Room 427, State House	Nov. 1, 2004: 1st Reg. Session of 122nd Legislature	Multi-year study begun 2001; will meet in September for update on Dirigo
Commission to Study Compliance with Maine's Freedom of Access Laws LD1079 - Resolve 2003, Chapter 83	11/19/03	9/14/04 9:30 am (cancelled) 9/21/04 10:00 am Rm 438 SH	November 3, 2004: Joint Standing Committee on Judiciary	Study extended from 2003 by PL 2003, c. 709; commission has formed 3 subcommittees to address new charge
Task Force to Study Parity and Portability of Retirement Benefits for State Law Enforcement Officers, Municipal and County Law Enforcement Officers and Firefighters LD1343 - Resolve 2003, Chapter 76	8/11/03	9/29/04 9:00 am Labor Committee, Room # 220, COB	November 3, 2004: 1st Reg. Session of 122nd Legislature	Continuation of 2003 study; met 8/11/04; 2 additional meetings authorized in 2004
Commission to Improve the Sentencing, Supervision, Management and Incarceration of Prisoners LD1614 - Public Law 2003, Chapter 451	9/4/03	9/15/04 10:00 am Rm 228, State House	2/5/2004: Criminal Justice and Public Safety Committee 1/1/2005: Criminal Justice and Public Safety Committee	Study extended from 2003 by PL 2003, c. 707

Progress Report on Legislative Studies
(Studies authorized or undertaken following the 121st Legislature)

Status as of 9/14/2004 9:46:46AM

<u>Study Name</u>	<u>First Meeting Date</u>	<u>Date, Time & Location of Next Meeting</u>	<u>Report Dates/ Reports To</u>	<u>Comments/Status of Study</u>
Citizen Trade Policy Commission LD1815 - Public Law 2003, Chapter 699			Annual: Governor, Legislature AG and municipalities Annually: Congressional delegation, Maine International Trade Center : Maine International Trade Center : Maine Municipal Association : United States Trade Representative's Office : NCSL and NAAG	16 of 22 appointments made
Maine Drug Return Implementation Group LD1826 - Public Law 2003, Chapter 679			January 31, 2005: Health and Human Services Committee	10 of 11 appointments made
Health and Human Services Committee Review of the Establishment of the Department of Health and Human Services LD1913 - Public Law 2003, Chapter 689	7/27/04	9/15/04 10:00 am Rm 202 CSOB	None Required	1st meeting held 7/27/ 04; 2nd meeting 9/15/04
Intergovernmental Advisory Group LD1930 - Public Law 2003, Chapter 696			Annually in January: State and Local Government Committee	2 of 15 appointments made
Government Oversight Committee (OPEGA) LD2193 - Public Law, Ch. 702	8/19/04	10/6/04 1:00 pm Rm 334, SH		Working on committee procedural rules and OPEGA Office mission statement

Selection criteria:
Session ID = 121
Study Type = Legislative

DAVID E. BOULTER
EXECUTIVE DIRECTOR
OF THE LEGISLATIVE COUNCIL



MAINE STATE LEGISLATURE

OFFICE OF THE EXECUTIVE DIRECTOR
LEGISLATIVE COUNCIL

Memo

To: Legislative Council Members

From: *Dave* Dave Boulter, Executive Director

Date: September 10, 2004

Re: OPEGA Director position

Please find attached a proposed job description for the newly established position of Director, Office of Program Evaluation and Government Accountability, and a suggested recruitment process and schedule.

The job description includes key responsibilities of the director, and desired minimum knowledge, skills and abilities, in addition to education requirements. Given the nature of the OPEGA office and this position, the proposed job requirements include a necessary mix of managerial skills and experience and more technically oriented knowledge and abilities relating to program oversight and evaluation, research or analysis. The ability of the director to communicate effectively with a wide range of audiences is also an important aspect to success in this position. The recommended salary is Grade 13 of the Legislature's salary plan.

The director will be charged with establishing the OPEGA office, recruiting its initial employees and embarking on its first evaluations. As such the director will play a key leadership role in evaluation and oversight functions. I anticipate that there may be a good opportunity to attract experienced individuals within and outside the state. For that reason, it is suggested that recruitment for the position seek experienced candidates both from within and outside of Maine.

The recruitment plans envisions that a subcommittee of the Legislative Council be established to guide the interview process, participate in the interviews and, ultimately, recommend a candidate for the position to the full Legislative Council. The suggested recruitment process establishes a goal of having a director selected and on board before the Legislature returns in January.

I am happy to elaborate on the proposed job description and recruitment plan at the Legislative Council meeting.

Attachments

**CLASS TITLE: Director,
 Office of Program Evaluation and Government Accountability**

The director is the administrative head of the Office of Program Evaluation and Government Accountability, an evaluation unit of the Maine Legislature. The director directs and manages a group of professional and support staff and has overall responsibility for the work of the office. The director serves as staff to the legislative committee on government oversight. The director performs a broad range of highly complex managerial and administrative duties, and works with the legislative oversight committee, executive director and others to identify, develop and implement operational policies and procedures dealing with the administration of the office and accomplishment of evaluation work. The director is appointed by the Legislative Council for a fixed term and works under the overall direction of the legislative oversight committee. The director exhibits high professional and ethical standards and works in a nonpartisan manner in carrying out the responsibilities of the office.

Examples of Duties and Responsibilities

1. Recruits and employs, in consultation with the human resources director, evaluation analysts and support staff for the OPEGA office.
2. Trains, evaluates and when necessary, disciplines employees in the office, in consultation with the human resources director.
3. Plans, assigns, directs, schedules and supervises employees in the OPEGA office in accordance with policies adopted by the oversight committee and consistent with the policies of the Legislative Council.
4. Prepares and presents biennial budgets for approval in accordance with law and rule, and manages the financial resources of the office in accordance with direction from the committee and within its approved budget.
5. Develops goals and strategies, in consultation with the oversight committee, for accomplishing the work of the office.
6. Prepares and presents annual work plans to the committee for its review and approval, and implements the approved plans.
7. Performs complex and diverse research and evaluation functions, and prepares evaluation reports and other assessments at the direction of the oversight committee.
8. Reviews, edits and approves drafts, reports and official communications emanating from the office.
9. Testifies and presents program evaluation reports to the oversight committee and, upon request, to other legislative committees.
10. Works cooperatively with the oversight committee, presiding officers, Legislative Council and others to accomplish the goals of the office and keep others informed of the work of the office.

Desirable Knowledge, Skills and Abilities

Demonstrated:

1. knowledge of the construct and intent of Maine law, rules and policies relative to conducting legislative oversight and program evaluation, public records, and handling of sensitive and confidential materials.
2. knowledge of strategic planning and goal setting, including identification of strengths, weaknesses, opportunities, strategic issues, and strategies for action.
3. knowledge of state legislative oversight, program evaluation and applied research sufficient to lead a professional staff engaging in these activities.
4. knowledge of state and local government administration and finance.
5. knowledge of contracting for professional expertise, including:
 - defining the scope of work and performance expectations; preparing requests for proposals; costing; establishing consultant selection criteria; negotiating contracts, establishing contract milestones and deliverables; and monitoring consultant performance.
6. knowledge of generally accepted principles of human resource management, budgeting, accounting, and purchasing.
7. ability to lead and manage people effectively.
8. ability to function with little supervision and independently but under the general policy direction of the legislative oversight committee and in compliance with law and legislative rules.
9. ability to direct and motivate employees having advanced academic degrees in public policy, law, internal auditing and other similar professions.
10. ability to interact diplomatically and effectively with legislators and other elected and appointed public officials at the committee and department head level.
11. ability to communicate effectively orally and in writing, including writing and editing complex technical evaluation reports, management reviews, summary reports and other documents.
12. skills in problem-solving and decision-making.
13. proficiency in using office suite software such as Microsoft Word, Excel and PowerPoint.
14. skills in organizing and making public presentations and in testifying before committees of elected officials or governing boards.

Desirable Minimum Educational and Other Qualifications

1. Master's degree from an accredited university or college, with an academic concentration in public administration, public management, program evaluation, economics, finance, public policy analysis, law, business administration or a closely related field of study for a person to engage in evaluation or analysis of government or business, applying quantitative or qualitative research methods.

2. At least five years of management experience in a comparable executive position with department or division level responsibility and authority.
3. At least three years experience in managing program evaluations, performance audits, policy analysis or applied public policy or research.

G:\Execcdir-121st\General\opega director job description.doc (September 10, 2004 8:55 AM)

PROPOSED RECRUITMENT PLAN
for
DIRECTOR, OFFICE OF PROGRAM EVALUATION AND GOVERNMENT
ACCOUNTABILITY

September 9, 2004

- | | |
|--|--|
| Tuesday 9/14/04 | Legislative Council to review and approve proposed job description, salary grade assignment and recruitment plan. |
| Wednesday 9/15/04 | Revise job description and recruitment plan, as modified by the Legislative Council; finalize for presentation to legislative oversight committee. |
| Week of 9/20/04 | Distribute job description & recruitment plan to members of the legislative oversight committee for review, and revise as appropriate. Determine recruitment sources and develop advertisements. |
| Week of 9/27/04 | Begin recruitment; announce position opening:
Boston Globe; Maine Sunday Telegram; Kennebec Journal; Bangor Daily News (weekend editions 10/2-3/04 and 10/16-17/04), and other Maine papers?
Legislative website
Internal postings in legislative offices
Internet sources as relevant and beneficial (jobs-in-me.com, monster.com, etc.)
National organizations (e.g., NCSL and CSG) |
| Interim: | Establish interview team.
Select dates for first and second interviews.
Discuss and develop interview questions.
Determine interview protocols. |
| Friday 10/29/04 | Deadline for receipt of all applications. |
| Monday 11/1/04 | Initial review of applications, make copies and distribute to interview team. |
| Wednesday 11/3/04 | Finalize list of applicants to interview; notify selected applicants.
Send letter of acknowledgement to all applicants. |
| Week of 11/8/04 | Conduct first round of interviews. (Note: Thursday is a state-observed holiday) |
| Week of 11/15/04 | Conduct second (follow-up) interviews with narrowed list of applicants, as necessary. Conduct reference checks and other appropriate follow-ups. |
| Week of 11/22/04 | Determine first (and second) choices. (note Thanksgiving holiday)
Make tentative offer of position, negotiate terms of employment, etc. |
| Week of 11/29/04
or 12/6/04 | Present recommendation to Legislative Council for decision.
Send letters to all applicants, and announce selection. |
| By 12/31/04 | Selected candidate begins position. |


DAVID E. BOULTER
EXECUTIVE DIRECTOR
OF THE LEGISLATIVE COUNCIL



MAINE STATE LEGISLATURE

OFFICE OF THE EXECUTIVE DIRECTOR
LEGISLATIVE COUNCIL

Memo

To: Legislative Council Members
From:  Dave Boulter, Executive Director
Dated: September 10, 2004
Re: Tentative FY 06/07 Part I Budget

Please find attached a tentative "Current Services" budget for the legislative accounts for FY 06/07. Rose Breton developed this tentative budget submission in consultation with the Secretary of the Senate, Clerk of the House and Legislative Council directors. As you may recall, Maine law requires that the Governor prepare a Part 1 budget for State Government for the upcoming biennium and this submission fulfills the Legislature's obligation to submit its current services component.

I want to emphasize that this budget is for current services only, i.e. what it will cost to operate the Legislative Branch at its currently authorized levels over the next two years. It does not include new or expanded programs. In accordance with law (copy attached), and following the Council's review, this office will forward this tentative current services budget to the Bureau of the Budget this month. No action by the Legislative Council is required at this time.

As you review this tentative budget, you will see that this budget reflects an increase over the current biennium. The vast majority of the increase is in Personnel Services. Over 75% of the increase in Personnel Services is accounted for by projected increases in health insurance and Retirement System costs, both of which are externally driven.

The Legislative Council is authorized to review the tentative budget submission, revising, increasing or decreasing the items as it deems appropriate, and forward its changes and decisions to the Appropriations and Financial Affairs Committee at the appropriate time. In the past the Legislative Council has formed a subcommittee of the council to conduct a detailed review of the tentative budget submission and make recommendations to the full Legislative Council for decision. During the last biennium, the (then) incoming Legislative Council formed a budget subcommittee that reviewed the budget and recommended a number of budget adjustments.

Rose and I will be happy to elaborate on any aspect of the tentative budget at the Legislative Council meeting.

Attachments

cc: Joy O'Brien, Secretary of the Senate
Millicent MacFarland, Clerk of the House

G:\COUNCIL\121st\Budget cover memo FY 06-07 part 1 budget.doc (September 10, 2004 4:00 PM)
115 STATE HOUSE STATION, AUGUSTA, MAINE 04333-0115

TELEPHONE 207-287-1615

FAX: 207-287-1621

E-MAIL: david.boulter@legislature.maine.gov

Title 3, Chapter 7, LEGISLATIVE COUNCIL

The State of Maine claims a copyright in its codified statutes. If you intend to republish this material, we do require that you include the following disclaimer in your publication:

All copyrights and other rights to statutory text are reserved by the State of Maine. The text included in this publication is current to the end of the First Regular Session of the 121st Legislature, which ended June 14, 2003, but is subject to change without notice. It is a version that has not been officially certified by the Secretary of State. Refer to the Maine Revised Statutes Annotated and supplements for certified text.

The Office of the Revisor of Statutes also requests that you send us one copy of any statutory publication you may produce. Our goal is not to restrict publishing activity, but to keep track of who is publishing what, to identify any needless duplication and to preserve the State's copyright rights.

PLEASE NOTE: The Revisor's Office cannot provide legal advice or interpretation of Maine law. If you need such legal assistance, please contact a qualified attorney.

Chapter 7: LEGISLATIVE COUNCIL

Subchapter 1: GENERAL PROVISIONS

§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. [1973, c. 590, § 3 (rpr).]

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. [1973, c. 590, § 3 (rpr).]

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. [1979, c. 127, § 5 (rpr).]

PL 1965, Ch. 425, §2-B (AMD).
PL 1973, Ch. 590, §3 (RPR).
PL 1979, Ch. 127, §5 (AMD).

§162. Authority

The Legislative Council shall have the authority: [1973, c. 590, §4 (rpr).]

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

[1973, c. 590, §4 (rpr).]

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;

[1997, c. 24, Pt. FF, §1 (new).]

1-B. Office of Program Evaluation and Government Accountability budget. To present the budget request of the Office of Program Evaluation and Government Accountability to the State Budget Officer as provided in Title 5, section 1665. If the budget presented pursuant to subsection 1-A differs from the budget request submitted by the Office of Program Evaluation and Government Accountability pursuant to this subsection, the Legislative Council shall simultaneously submit a report to that office and to the State Budget Officer explaining why the Legislative Council's budget request differs from the budget request of the Office of Program Evaluation and Government Accountability.

[2001, c. 702, §1 (new).]

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

PROPOSED LEGISLATIVE BUDGET 2006-2007 BIENNIUM

Index

Legislature

- Overview Page 1
- Biennial Increase Analysis/
Major Sources of Cost Increases Pages 2-3
- Summary data Pages 4-5
- Program data Pages 6-7
- Line category data Pages 8-9

Law and Legislative Reference Library

- Program data Page 10
- Line category data Pages 11-12

**PROPOSED LEGISLATIVE BUDGET
2006-2007 BIENNIUM
OVERVIEW**

The preliminary "Part I" (current services) budget for the Legislature has been prepared by the Executive Director's Office in consultation with the other offices of the Legislature. It is based on currently authorized positions and incorporates estimated increases in benefit costs as projected by the Budget Office. It also reflects the costs of continuing existing levels of service within the CPI allowances set by the Budget Office for All Other and includes sufficient funds to fully support the length of the legislative sessions to the number of weeks allowed by statute and four meetings during the interim for each policy committee. The Capital request will support routine replacement of computer-related equipment.

This request also reflects the annualized cost to support the operations of the new Office of Program Evaluation and Government Accountability (OPEGA), established in Public Law 2001, chapter 702. This office will consist of a total of 7 full-time positions and one part-time position.

The proposed budget request is Part I only. We will undertake another separate process to identify new and expanded needs ("Part II") if the Legislative Council deems that appropriate and that information will be provided to the Council for review at a later date.

The proposed FY 06-07 Personal Services budget for the Law and Legislative Reference Library fully funds the Library's authorized positions and the All Other reflects continuing existing levels of service.

PROPOSED LEGISLATIVE BUDGET

2006-2007 BIENNIUM

BIENNIAL INCREASE ANALYSIS

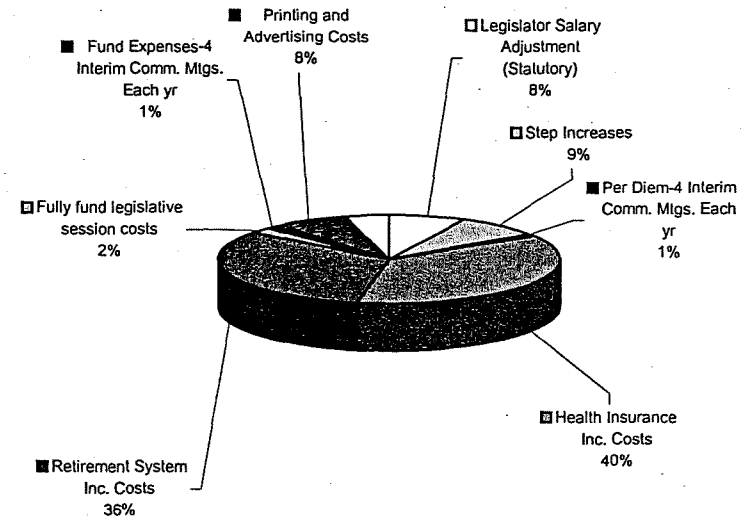
ACCOUNT NAME	2004-2005	2006-2007	\$ Difference	% Increase
LEGISLATIVE				
Personal Services	33,666,238	37,866,736	4,200,498	12.48%
All Other	8,964,193	9,276,349	312,156	3.48%
Capital	93,200	60,000	(33,200)	-35.62%
Total	42,723,631	47,203,085	4,479,454	10.48%
RESERVE FUND FOR STATE HOUSE PRESERVATION AND MAINTENANCE				
All Other	1,600,000	1,600,000	0	0.00%
OPEGA				
Personal Services	261,964	1,383,433	1,121,469	428.10%
All Other	324,399	541,758	217,359	67.00%
Capital	0	0	0	0.00%
Total	586,363	1,925,191	1,338,828	228.33%
LAW AND LEGISLATIVE REFERENCE LIBRARY				
Personal Services	2,220,319	2,450,919	230,600	10.39%
All Other	682,880	713,856	30,976	4.54%
Capital	0	0	0	#DIV/0!
Total	2,903,199	3,164,775	261,576	9.01%

PROPOSED LEGISLATIVE BUDGET 2006-2007 BIENNIUM

MAJOR SOURCES OF COST INCREASES-LEGISLATIVE ACCOUNT

	Estimated Biennial Increase	
	\$	% of Total Increase
PERSONAL SERVICES		
Legislator Salary Adjustment (Statutory)	0.35	7.8%
Step Increases	0.40	8.9%
Per Diem-4 Interim Comm. Mtgs. Each yr	0.04	0.9%
Health Insurance Inc. Costs	1.81	40.1%
Retirement System Inc. Costs	1.60	35.5%
TOTAL PERSONAL SERVICES INC.	4.20	93.1%
ALL OTHER		
Fully fund legislative session costs	0.10	2.2%
Fund Expenses-4 Interim Comm. Mtgs. Each yr	0.06	1.3%
Printing and Advertising Costs	0.35	7.8%
Reduced budget in various categories	-0.20	-4.4%
TOTAL ALL OTHER INC.	0.31	6.9%
TOTAL BIENNIAL INCREASE	4.51	100.0%

MAJOR SOURCES OF COST INCREASES: 2006-2007 Biennium



FY 2006-2007 SUMMARY OF PROPOSED BIENNIAL BUDGET REQUEST-GENERAL FUND

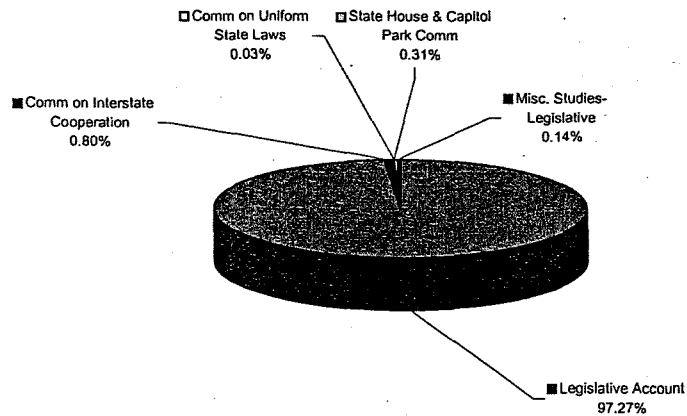
	FISCAL YEAR 2004 Final Appropriation	FISCAL YEAR 2005 Appropriation	TOTAL FY 04/05 BIENNIUM	FISCAL YEAR 2006 Proposed Request	FISCAL YEAR 2007 Proposed Request	Proposed 06/07 Biennial Request
(col. 1)	(col. 2)	(col. 3)	(col. 4)	(col. 5)	(col. 6)	(col. 7)
LEGISLATIVE ACCOUNTS SUMMARY:						
PERSONAL SERVICES	16,135,298	17,553,550	33,688,848	18,053,478	19,831,958	37,885,436
ALL OTHER	4,537,632	4,958,876	9,496,508	4,720,332	5,092,321	9,812,653
CAPITAL	68,200	25,000	93,200	30,000	30,000	60,000
TOTAL SUMMARY	20,741,130	22,537,426	43,278,556	22,803,810	24,954,279	47,758,089

Adjustments for major one-time items: 0 0 0 0 0 0

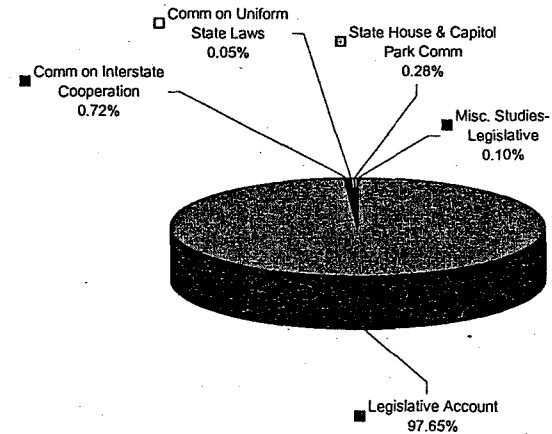
Total - Legislature less one-time items 20,741,130 22,537,426 43,278,556 22,803,810 24,954,279 47,758,089

Legislative Account	20,462,067	22,261,564	42,723,631	22,521,308	24,681,777	47,203,085
Comm on Interstate Cooperation	172,229	172,668	344,897	172,668	172,668	345,336
Comm on Uniform State Laws	0	12,000	12,000	12,000	12,000	24,000
State House & Capitol Park Comm	67,834	67,834	135,668	67,834	67,834	135,668
Misc. Studies-Legislative	39,000	23,360	62,360	30,000	20,000	50,000

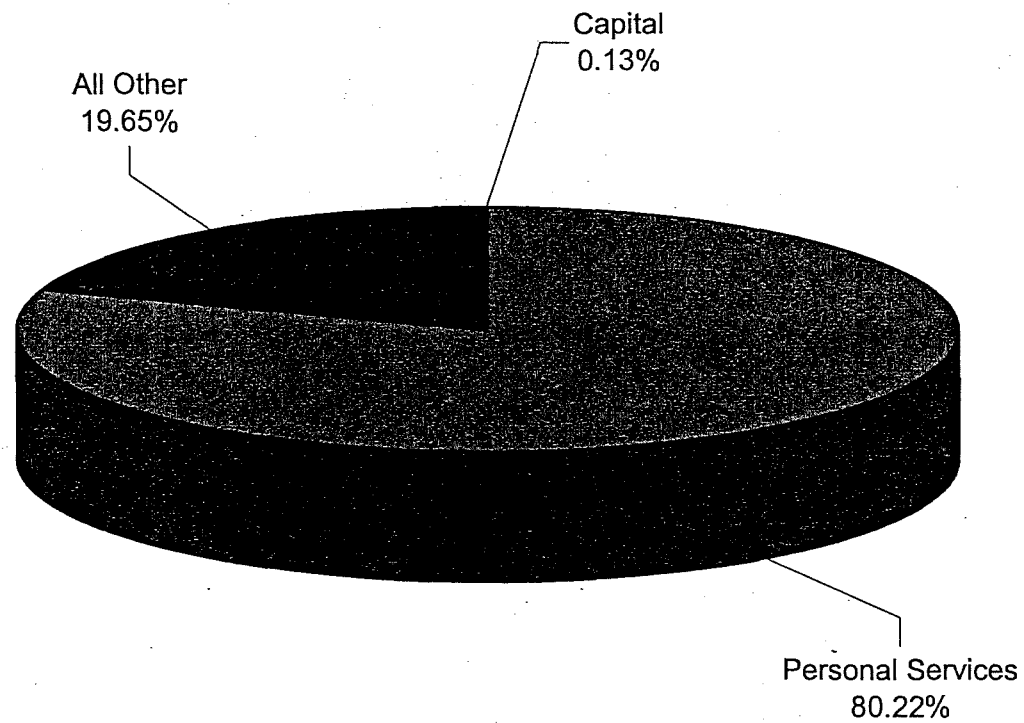
2004-2005 Legislative Budget



2006-2007 Part I Budget Request



LEGISLATIVE ACCOUNT
2006-2007 PART I BUDGET REQUEST



FY 2006-2007 SUMMARY OF PROPOSED BIENNIAL BUDGET REQUEST-GENERAL FUND									
	FISCAL YEAR 2002	FISCAL YEAR 2003	TOTAL FY 02/03	FISCAL YEAR 2004	FISCAL YEAR 2005	TOTAL FY 04/05	FISCAL YEAR 2006	FISCAL YEAR 2007	06/07 Proposed
ACCOUNT	Final Appropriation	Final Appropriation	BIENNIUM	Final Appropriation	Adj. Appropriation	BIENNIUM	Proposed Request	Proposed Request	Biennial Request
(col. 1)	(col. 5)	(col. 6)	(col. 4)	(col. 8)	(col. 9)	(col. 7)	(col. 8)	(col. 9)	(col. 10)
Legislative Account									
Personal Services	14,488,253	15,807,944	30,296,197	16,121,898	17,544,340	33,666,238	18,042,228	19,824,508	37,866,736
All Other	4,765,341	5,045,824	9,811,165	4,271,969	4,692,224	8,964,193	4,449,080	4,827,269	9,276,349
Capital	32,000	41,000	73,000	68,200	25,000	93,200	30,000	30,000	60,000
Total Legislative Account	19,285,594	20,894,768	40,180,362	20,462,067	22,261,564	42,723,631	22,521,308	24,681,777	47,203,085
Annual % Change		8.344%		-2.071%	8.794%		1.167%	9.593%	
Biennium % Change						6.330%			10.485%
Comm on Interstate Cooperation									
All Other	159,878	177,198	337,076	172,229	172,668	344,897	172,668	172,668	345,336
Annual % Change		10.833%		-2.804%	0.255%		0.000%	0.000%	
Biennium % Change						2.320%			0.127%
Comm on Uniform State Laws									
All Other	20,244	27,200	47,444	0	12,000	12,000	12,000	12,000	24,000
Annual % Change		34.361%		-100.000%	#DIV/0!		0.000%	0.000%	
Biennium % Change						-74.707%			100.000%
State House & Capitol Park Comm									
All Other	64,350	67,834	132,184	67,834	67,834	135,668	67,834	67,834	135,668
Annual % Change		5.414%		0.000%	0.000%		0.000%	0.000%	
Biennium % Change						2.636%			0.000%
Misc Studies-Legislative									
Personal Services	11,880	1,100	12,980	13,400	9,210	22,610	11,250	7,450	18,700
All Other	91,900	2,600	94,500	25,600	14,150	39,750	18,750	12,550	31,300
Total Misc Studies	103,780	3,700	107,480	39,000	23,360	62,360	30,000	20,000	50,000
Annual % Change		-96.435%		954.054%	-40.103%		28.425%	-33.333%	
Biennium % Change						-41.980%			-19.820%
Apportionment Commission									
Personal Services		24,000	24,000	0	0	0	0	0	0
All Other		314,500	314,500	0	0	0	0	0	0
Capital		61,500	61,500	0	0	0	0	0	0
Total Legislative Account	0	400,000	400,000	0	0	0	0	0	0
Annual % Change		#DIV/0!		-100.000%	#DIV/0!		#DIV/0!	#DIV/0!	
Biennium % Change						-100.000%			#DIV/0!
Education Research Institute									
All Other	150,000	150,000	300,000	0	0	0	0	0	0
Annual % Change		0.000%		-100.000%	#DIV/0!		#DIV/0!	#DIV/0!	
Biennium % Change						-100.000%			#DIV/0!
LEG. ACCTS SUMMARY:									
PERSONAL SERVICES	14,500,133	15,809,044	30,309,177	16,135,298	17,553,550	33,688,848	18,053,478	19,831,958	37,885,436
ALL OTHER	5,251,713	5,470,656	10,722,369	4,537,632	4,958,876	9,496,508	4,720,332	5,092,321	9,812,653
CAPITAL	32,000	41,000	73,000	68,200	25,000	93,200	30,000	30,000	60,000
TOTAL SUMMARY	19,783,846	21,320,700	41,104,546	20,741,130	22,537,426	43,278,556	22,803,810	24,954,279	47,758,089
Annual % Change		7.768%		-2.718%	8.661%		1.182%	9.430%	
Biennium % Change						5.289%			10.350%

FY 2006-2007 SUMMARY OF PROPOSED BIENNIAL BUDGET REQUEST-GENERAL FUND												
---	--	--	--	--	--	--	--	--	--	--	--	--

[illegible]

g:\budget\2006-2007\br0607.xls						
09/10/04						
FY 2006-2007 PROPOSED BIENNIAL BUDGET REQUEST-LEGISLATIVE ACCOUNT						
	EXPENSE CATEGORY	FISCAL YEAR 2003 Expended	FISCAL YEAR 2004 Expended	FISCAL YEAR 2005 Work Program	FISCAL YEAR 2006 Proposed Request	FISCAL YEAR 2007 Proposed Request
C&O	<u>PERSONAL SERVICES</u>					
3110	Permanent Full Time	7,260,449.90	7,630,477.39	7,967,234.00	7,766,265.00	7,911,465.00
3120	Permanent Part Time	146,802.56	167,549.17	163,217.00	166,573.00	170,564.00
3180	Vacation Pay	42,594.19	34,032.97	0.00	0.00	0.00
3195	Attrition			(141,264.00)	(142,332.00)	(146,857.00)
3210	Limited Period Full Time	2,162,225.14	1,696,340.15	2,286,006.00	1,678,988.00	2,394,508.00
3310	Seasonal Full Time	648,933.38	584,634.86	957,609.00	961,961.00	1,095,086.00
3380	Seasonal Vacation Pay	7,748.93	58,543.33	0.00		
3611	Standard Overtime	13,689.42	73,888.78	6,500.00	72,350.00	10,100.00
3612	Premium Overtime	45,917.95	58,094.23	79,000.00	58,150.00	45,500.00
3616	Retro Lump Sum Payment	8,642.97	4,235.58	0.00		
3622	Stipend	375.60	0.00	0.00		
3631	Longevity Pay	36,608.00	0.00	0.00	0.00	0.00
3810	Unemployment Comp Costs	34,201.47	36,285.20	39,500.00	38,500.00	36,500.00
3890	Per Diem	65,505.00	87,010.00	104,720.00	139,920.00	119,625.00
3901	Health Insurance	2,438,321.47	2,044,761.02	3,305,753.00	3,882,980.00	4,349,003.00
3905	Dental Insurance	95,594.23	74,017.74	103,240.00	106,880.00	115,956.00
3906	Employee Hlth/Workers Comp	59.00	65.00	0.00	0.00	0.00
3908	Employer Retiree Health	927,047.88	784,580.17	1,248,410.00	1,316,020.00	1,616,436.00
3909	Administrative Costs-Retirement	51,753.69	54,290.01	59,988.00	52,810.00	58,550.00
3910	Employer Retirement Costs	515,393.34	529,326.41	545,550.00	538,099.00	550,353.00
3911	Employer Group Life	27,220.62	28,528.36	33,486.00	32,347.00	33,380.00
3912	Employer Medicare Cost	112,823.41	109,871.17	128,972.00	115,922.00	129,812.00
3960	Unfunded Liability-Retirement	532,235.28	634,644.00	618,398.00	1,255,163.00	1,332,895.00
3972	Telephone Allowance	0.00	199.44		432.00	432.00
3973	Child Care Benefit	0.00	0.00	2,100.00	1,200.00	1,200.00
	Total Personal Services	15,174,143.43	14,691,374.98	17,508,419.00	18,042,228.00	19,824,508.00
	PS - ANNUAL % CHANGE		-3.182%	19.175%	3.049%	9.878%

g:\budget\2006-2007\br0607.xls						
09/10/04						
FY 2006-2007 PROPOSED BIENNIAL BUDGET REQUEST-LEGISLATIVE ACCOUNT						
	EXPENSE CATEGORY	FISCAL YEAR 2003 Expended	FISCAL YEAR 2004 Expended	FISCAL YEAR 2005 Work Program	FISCAL YEAR 2006 Proposed Request	FISCAL YEAR 2007 Proposed Request
	ALL OTHER					
4000	Prof. Services, Not by State	264,933.42	661,112.50	209,290.00	175,050.00	207,855.00
4100	Prof. Services, By State	0.00	0.00	5,000.00	11,000.00	11,000.00
4200	Travel Expenses, In State	1,322,208.39	932,284.90	1,778,950.00	1,166,090.00	1,807,200.00
4300	Travel/Professional Development	24,061.35	39,799.31	48,875.00	48,875.00	48,875.00
4500	Utility Services	0.00	0.00	535.00	0.00	0.00
4600	Rents	52,081.13	45,787.08	19,096.00	54,845.00	54,845.00
4700	Repairs/Maintenance Agreements	88,261.92	67,361.85	57,343.00	66,497.00	66,297.00
4800	Insurance	28,942.85	31,179.20	32,148.00	32,815.00	33,575.00
4900	General Operations	1,141,627.40	1,228,477.58	1,156,189.00	1,449,888.00	1,318,847.00
5000	Employee Training	29,217.94	53,988.10	83,475.00	71,975.00	69,100.00
5100	Food	10,278.92	5,690.84	13,925.00	6,250.00	13,625.00
5200	Fuel	0.00	(1,419.32)	0.00	0.00	0.00
5300	Office Supplies (Technology)	553,819.53	436,745.31	808,200.00	680,291.00	703,691.00
5400	Clothing	8,470.68	3,069.22	7,500.00	6,000.00	11,000.00
5500	Minor Equipment	88,491.79	214,260.00	121,855.00	145,000.00	145,000.00
5600	Office & Other Supplies	198,701.86	98,591.52	166,182.00	134,769.00	137,094.00
5800	Highway Materials	0.00	0.00	0.00	0.00	0.00
6800	Constituent Service Allowance	199,265.00	398,730.00	199,265.00	399,735.00	199,265.00
6900	Workers' Compensation	0.00	0.00	0.00	0.00	0.00
8008	Interest Payment Late Fee	366.63	232.75	0.00		
	Total All Other	4,010,728.81	4,215,890.84	4,707,828.00	4,449,080.00	4,827,269.00
	AO - ANNUAL % CHANGE		5.115%	11.669%	-5.496%	8.500%
	CAPITAL EXPENDITURES					
7200	Equipment	19,365.00	53,306.45	25,000.00	30,000.00	30,000.00
	Total Capital Expenditures	19,365.00	53,306.45	25,000.00	30,000.00	30,000.00
	CAP. - ANNUAL % CHANGE		175.272%	-53.101%	20.000%	0.000%
	GRAND TOTAL	19,204,237.24	18,960,572.27	22,241,247.00	22,521,308.00	24,681,777.00
	TOTAL ANNUAL % CHANGE		-1.269%	17.303%	1.259%	9.593%

9/10/2004

g:\budget\2006-2007\br0607.xls						
09/10/04						
FY 2006-2007 PROPOSED BIENNIAL BUDGET REQUEST-LAW AND LEGISLATIVE REFERENCE LIBRARY						
		FISCAL YEAR 2003	FISCAL YEAR 2004	FISCAL YEAR 2005	FISCAL YEAR 2006	FISCAL YEAR 2007
	ACCOUNT	Expended	Expended	Work Program	Proposed Request	Proposed Request
C&O	<u>PERSONAL SERVICES</u>					
3110	Permanent Full Time	677,272.98	679,548.64	728,538.00	719,869.00	727,031.00
3120	Permanent Part Time	62,952.91	51,302.16	70,150.00	66,484.00	67,342.00
3180	Vacation Pay		15,402.17	0.00	0.00	0.00
3195	Attrition			(11,640.00)	(12,592.00)	(12,720.00)
3616	Retro Lump Sum Payment	0.00		0.00	0.00	0.00
3631	Longevity Pay	5,488.00	0.00	0.00	0.00	0.00
3901	Health Insurance	89,368.57	75,287.32	118,520.00	158,296.00	177,294.00
3905	Dental Insurance	3,423.78	3,182.64	3,823.00	4,320.00	4,665.00
3908	Employer Retiree Health	66,120.66	58,088.68	88,096.00	96,411.00	110,057.00
3909	Administrative Costs-Retirement	3,803.01	4,003.65	4,234.00	3,869.00	3,986.00
3910	Employer Retirement Costs	45,041.03	44,899.96	48,241.00	46,735.00	47,212.00
3911	Employer Group Life	2,658.18	2,765.56	2,914.00	2,843.00	2,872.00
3912	Employer Medicare Cost	5,284.68	5,812.30	5,838.00	6,429.00	6,515.00
3960	Unfunded Liability-Retirement	47,651.20	54,498.02	60,604.00	109,332.00	114,669.00
	<u>Total Personal Services</u>	<u>1,009,065.00</u>	<u>994,791.10</u>	<u>1,119,318.00</u>	<u>1,201,996.00</u>	<u>1,248,923.00</u>
	PS - ANNUAL % CHANGE		-1.415%	12.518%	7.386%	3.904%

g:\budget\2006-2007\br0607.xls						
09/10/04						
FY 2006-2007 PROPOSED BIENNIAL BUDGET REQUEST-LAW AND LEGISLATIVE REFERENCE LIBRARY						
	ACCOUNT	FISCAL YEAR 2003 Expended	FISCAL YEAR 2004 Expended	FISCAL YEAR 2005 Work Program	FISCAL YEAR 2006 Proposed Request	FISCAL YEAR 2007 Proposed Request
	<u>ALL OTHER</u>					
4000	Prof. Services, Not by State	980.00	500.00	0.00	0.00	0.00
4100	Prof. Services, By State	0.00	0.00	0.00	0.00	0.00
4200	Travel Expenses, In State	487.04	227.25	390.00	390.00	390.00
4300	Travel/Professional Development	0.00	0.00	0.00	0.00	0.00
4500	Utility Services	0.00	0.00	0.00	0.00	0.00
4600	Rents	7.08	0.00	0.00	0.00	0.00
4700	Repairs	2,320.70	65.00	450.00	450.00	450.00
4800	Insurance	1,250.80	2,600.56	3,000.00	3,105.00	3,180.00
4900	General Operations	311,742.62	302,712.77	323,770.00	328,915.00	328,840.00
5000	Employee Training	0.00	186.00	150.00	150.00	150.00
5300	Office Supplies (Technology)	8,457.73	9,126.78	11,500.00	10,500.00	10,500.00
5500	Personal Computers	0.00	4,017.00	5,768.00	5,768.00	5,768.00
5600	Other Supplies	9,341.46	6,281.72	11,900.00	7,650.00	7,650.00
6900	Workers' Compensation	0.00	0.00	0.00	0.00	0.00
	Total All Other	334,587.43	325,717.08	356,928.00	356,928.00	356,928.00
	AO - ANNUAL % CHANGE		-2.651%	9.582%	0.000%	0.000%
	<u>CAPITAL EXPENDITURES</u>					
7200	Equipment	0.00	0.00	0.00	0.00	0.00
	CAP. - ANNUAL % CHANGE		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
	GRAND TOTAL	1,343,652.43	1,320,508.18	1,476,246.00	1,558,924.00	1,605,851.00
	TOTAL ANNUAL % CHANGE		-1.722%	11.794%	5.601%	3.010%

122nd Maine Legislature

Pre-Legislative Conference & Convening of the Legislature November 29-December 2, 2004

- Monday, November 29th: Orientation for new Members and legislative reception for new Members
- Tuesday, November 30th: Orientation for all Members and evening reception and banquet
- Wednesday, December 1st: Swearing in of Members and convening of the Senate and the House
- Thursday, December 2nd: Legislative session (if called) and conclusion of conference activities

G:\COUNCIL\121st\122nd Legislature pre-legislative conference dates.doc (September 10, 2004 4:31 PM)

Thursday, December 5

~~~~~

9:00 a.m.

Legislative Session (if called)

*Senate Chamber  
House Chamber*

#### PRE - LEGISLATIVE CONFERENCE

The Pre-Legislative Conference is designed to acquaint new legislators and reacquaint return members with the essentials of the Legislative process and with the staff services and other resources available to assist members in carrying out their responsibilities.

The 2002 Pre-Legislative Conference is sponsored by the Maine Legislative Council and is organized and staffed by legislative agency personnel. The cost of the conference is paid by legislative appropriation.

#### LEGISLATIVE COUNCIL 120th LEGISLATURE

Speaker Michael V. Saxl, Chair  
President Richard A. Bennett, Vice-Chair 1<sup>st</sup> Regular Session  
President Pro Tempore Michael H. Michaud, Vice-Chair 2<sup>nd</sup> Regular Session

#### SENATORS

Beverly Daggett, Democratic Leader  
Mary E. Small, Republican Leader  
Sharon A. Treat, Assistant Democratic Leader  
Paul T. Davis, Sr., Assistant Republican Leader

#### REPRESENTATIVES

Patrick Colwell, Majority Leader  
Joseph Bruno, Minority Leader  
William S. Norbert, Majority Whip  
William J. Schneider, Assistant Minority Leader

Conference Agenda  
(121<sup>st</sup>)



~~~~~

121st LEGISLATURE

PRE-LEGISLATIVE CONFERENCE & CONVENING OF THE LEGISLATURE

December 2 - December 5, 2002

Sponsored by the 120th Maine Legislative Council

Monday, December 2nd



Orientation for New Members

10:00 a.m. - 11:00 a.m.

Registration

Third Floor Rotunda

10:30 a.m. - 12:00 noon

Library Open House:

Topic: Library Services
& Tour Library

*Law & Legislative
Reference Library
(Room 200)*

12:00 noon - 1:30 pm

Meeting with Leadership Offices & Box Lunch

Topic: Constituent & Other Caucus
Services; and New Member
Mentoring

Republicans:

Room 228, State House

Democrats:

Welcome Center

Greens & Independents

Room 334, State House

1:30 p.m. - 1:45 p.m.

BREAK

2:00 p.m. - 3:15 p.m.

State Budgeting: An Overview (Group A) *Room 228, State House*
Mock Sessions (Group B) *House Chamber*

3:15 p.m. - 3:30 p.m.

BREAK

3:30 p.m. - 4:45 p.m.

State Budgeting : An Overview (Group B) *Room 228, State House*
Mock Sessions (Group A) *House Chamber*

6:00 p.m.

Legislative Reception for New Members

Hosted by Members of Leadership
of the 120th and 121st Legislatures

*Senator Inn
State Room*

Tuesday, December 3rd



Orientation for All Members

8:00 a.m. - 9:30 a.m.

Registration

Third Floor Rotunda

9:30 a.m.

Welcome and Opening Remarks

Honorable Richard A. Bennett,
President of the Senate
Honorable Michael V. Saxl,
Speaker of the House &
Chair, Legislative Council

House Chamber

9:45 a.m. - 12 noon

Democratic Caucus

Republican Caucus

House Chamber

Senate Chamber

11:45 a.m. - 1:00 p.m.

Box Luncheon

Hall of Flags

1:00 p.m. - 1:15 p.m.

BREAK

1:15 p.m. - 2:30 p.m.

Seminar on Legislative Ethics

(Required by 1 MRSA § 1008)

Panelists: G. Steven Rowe, Attorney General

Peter Webster, Esq.

Edward Laverty, PhD, University of Maine

House Chamber

2:30 p.m. - 2:45 p.m.

BREAK

2:45 p.m. - 3:30 p.m.

Seminar on Group Dynamics & Process:

Effectiveness in Committees & in the Chamber

Panelists: The Honorable Marge Kil Kelly, State Senator

The Honorable Peter S. Mills, State Senator

3:30 p.m. - 5:00 p.m.

Bill Filing Assistance

(Optional)

5:30 p.m. - 9:00 p.m.

Reception & Banquet

Revisor's Office

Room 108, State House

Augusta Civic Center

Hosted by the 120th Legislative Council

Wednesday, December 4th



121st Legislature Convenes

10:00 a.m.

Swearing in of Members
by Governor Angus S. King, Jr.

Senate Chamber

House Chamber

Organization of the Senate and House

Election of Presiding Officers

Election of Secretary of the Senate and

Assistant Secretary of the Senate

Election of Clerk of the House and

Assistant Clerk of the House

The Legislature Will Proceed With Orders of the Day

2:00 p.m.

Joint Convention

Election of Constitutional Officers

House Chamber

4:00 p.m.

Senate and House Reconvene

In session

Senate Chamber &

House Chamber