



MONTANA LEGISLATIVE BRANCH

Legislative Fiscal Division

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Director
AMY CARLSON

DATE: June 19, 2023

TO: Legislative Space Workgroup

FROM: Amy Carlson, Director of the Legislative Fiscal Division

A handwritten signature in cursive script, appearing to read "Amy Carlson".

RE: Background on Space Allocated and Numbers of Staff

This memo is to update you on the history of the Legislative Fiscal Division (LFD) and current space needs.

The remodel of the Capitol in 1999/2000 allocated the LFD the space we currently occupy. At that time, the LFD employed 18 staff (17.50 FTE). There were 11 offices, and the remainder of the staff were in cubicles. Analysts in cubicles had two chairs for visitors.

By FY 2022, the number had grown to 20.00 FTE and the overall square footage we occupied remained the same. Additional workspaces were made available by removing a hallway between cubicles and building more cubicles. Later renovations of the cubicles adjusted for COVID and turned one office into a conference room. The conference room was made available by Fiscal moving one analyst to a Legal Editor space with the Legal Director's authorization due to the Legal Editors mostly working remote. The area accommodated the legislators need for conference space, a training area for legislators and staff, and space for legislators to meet privately with staff that did not have offices, only cubicles.

The 2023 session added 5.50 FTE to LFD staff by FY 2025. This total 25.50 FTE includes 23 analysts, technicians, and management staff, and 2.50 equivalent FTE representing a secretary supervisor and several part-time secretarial staff.

The LFD plan going into session was to use one room of the Old Board of Health Building as flex space for the secretarial staff, which leaves 23 analysts and managers to be located within our existing space on the first floor. By reconfiguring the cubicle area of the LFD/legal staff wing with new, smaller-dimension cubicles our plan would accommodate most of the LFD and Legal staff but remains 2-3 workspaces short (between Fiscal and Legal).

The cubicle redesign has been put on hold until a decision of overall branch space needs is developed. Currently the House is allowing the LFD to temporarily locate staff in room 10 of the basement until the new plan is developed and new cubicles can be installed. Please include in your analysis of legislative space needs for the 2025 Session the 25.50 FTE currently budgeted for the LFD, and for the long-range space requirements including projections for future growth of our staff to meet the increasing demand for our fiscal analysis and data services.