

Department Of Administration - Proprietary Rates						LFD page #
Funding		Rate FY 2020	Rate FY 2021	Proposed Rate FY 2022	Proposed Rate FY 2023	
Directors' Office						
Management Services	Internal Service	\$1,408,903 \$947	\$1,408,903 \$947	\$1,498,454 \$1,113	\$1,498,454 \$1,113	A-149
Continuity and Emergency Management	Internal Service	\$758,029	\$757,972	\$780,770	\$780,713	A-152
State Financial Services Division						
SABHRS Financial Services Technology Bureau	Internal Service	\$4,168,579	\$3,974,661	\$4,168,579	\$3,974,661	A-161
Warrant Writer	Internal Service					
Mailers		\$0.80301	\$0.80179	\$0.83386	\$0.83386	A-165
Non-Mailers		\$0.34725	\$0.34672	\$0.36059	\$0.36059	
Emergency		\$13.02172	\$13.00204	\$13.52212	\$13.52212	
Duplicate		\$8.68115	\$8.66803	\$9.01475	\$9.01475	
Payroll - Printed Warrants		\$0.14643	\$0.14621	\$0.15206	\$0.15206	
External - University System		\$0.11720	\$0.11702	\$0.12170	\$0.12170	
Direct Deposit Mailer		\$0.95493	\$0.95348	\$0.99162	\$0.99162	
Direct Deposit Non-Mailer		\$0.13022	\$0.13002	\$0.13522	\$0.13522	
UI - Mailer - Print Only		\$0.11408	\$0.11391	\$0.11847	\$0.11847	
UI - Direct Deposit		\$0.02872	\$0.02867	\$0.02982	\$0.02982	
State Financial Services Division, Continued						
SWCAP	Internal Service	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	
Local Government Audit and Reporting Program	Enterprise					
General Services Division						
Facilities Management Bureau	Internal Service					GSD-8
Office Rent (per sq. ft.)		\$10.540	\$10.736	\$11.357	\$11.369	
Non-office Rent (per sq. ft.)		\$5.546	\$5.546	\$8.247	\$8.259	
Grounds Maintenance (per sq. ft.)		\$0.615	\$0.615	\$0.615	\$0.615	
Project Mgmt. (In-house)		15%	15%	15%	15%	
Project Mgmt. (Consultation)		Actual Cost	Actual Cost	Actual Cost	Actual Cost	
State Employee Access ID Card		Actual Cost	Actual Cost	Actual Cost	Actual Cost	
Surplus Property Program	Enterprise					
State Information Technology Services Division						
SITSD (additional information included below)	Internal Service	30-Day Working Capital Reserve	30-Day Working Capital Reserve	30-Day Working Capital Reserve	30-Day Working Capital Reserve	A-190
Agency Language						A-190
The 30-day working capital reserve used to establish state information technology services division rates for state agencies included in HB-2 shall be based on personal services of \$17,349,530 in FY 2022 and \$17,348,064 in FY 2023, operating expenses of \$34,843,778 in FY 2022 and \$35,278,655 in FY 2023, equipment and intangible assets of \$370,861 in FY 2022 and \$370,861 in FY 2023, and debt service of \$2,360,000 in FY 2022 and \$1,170,000 in FY 2023. The state information technology services division shall report to the legislative finance committee at its June 2021 meeting on how it implemented the state agency rates for information technology services. The state information technology services division shall also report any adjustments to state agency rates for information technology or changes of 5.0% or greater to each expenditure category at each subsequent meeting of the legislative finance committee.						
Language included in the boilerplate language of HB 2						
The office of budget and program planning shall establish a separate appropriation on the statewide accounting, budgeting, and human resource system for the funding included in each executive branch agency's budget to pay fixed cost allocations for the state information technology services division of the department of administration. The appropriations must be designated as restricted.						
eGovernment Services	Enterprise					
Health Care and Benefits Division						
State Employee Group Health Plan	Internal Service	\$1,054	\$1,054	\$1,054	\$1,054	HCBD-9
Worker's Compensation Management Program	Internal Service	\$0.95	\$0.95	\$0.97	\$0.97	HCDB-12
Flexible Spending Account Program	Enterprise					
State Human Resources Division						
Professional Development Center	Internal Service					
Open Enrollment Courses						
Two-Day Course (per participant)		\$190.00	\$190.00	\$190.00	\$190.00	A-210
One-Day Course (per participant)		\$123.00	\$123.00	\$123.00	\$123.00	
Half-Day Course (per participant)		\$95.00	\$95.00	\$95.00	\$95.00	
Eight-Day Management Series (per participant)		\$800.00	\$800.00	\$800.00	\$800.00	
Six-Day Management Series (per participant)		\$600.00	\$600.00	\$600.00	\$600.00	
Four-Day Administrative Series (per participant)		\$400.00	\$400.00	\$400.00	\$400.00	
Contract Courses						
Full-Day Training (flat fee)		\$830.00	\$830.00	\$830.00	\$830.00	
Half-Day Training (flat fee)		\$570.00	\$570.00	\$570.00	\$570.00	
Computer Maintenance Charge (Course Specific)		\$10.00	\$10.00	\$10.00	\$10.00	
Human Resources Information System Fee	Internal Service	\$8.89	\$8.89	\$9.99	\$9.99	A-213
Risk Management and Tort Defense						
Auto - Comprehensive/Collision	Internal Service	\$2,022,570	\$2,022,570	\$1,820,313	\$1,820,313	A-222
Aviation		\$169,961	\$169,961	\$169,961	\$169,961	
General Liability		\$14,573,235	\$14,573,236	\$14,613,042	\$14,613,042	
Property/Miscellaneous		\$6,930,000	\$6,930,000	\$9,009,000	\$9,009,000	

Funding	Rate FY 2020	Rate FY 2021	Proposed Rate FY 2022	Proposed Rate FY 2023
General Services Division, Continued				
Print and Mail Services	Internal Service			
Internal Printing				
Impressions	Cost + 25%	Cost + 25%	Cost + 25%	Cost + 25%
Large Format Color per ft.	Cost + 25%	Cost + 25%	Cost + 25%	Cost + 25%
Ink	Cost + 25%	Cost + 25%	Cost + 25%	Cost + 25%
Bindery work	Cost + 25%	Cost + 25%	Cost + 25%	Cost + 25%
Variable data printing	Cost + 25%	Cost + 25%	Cost + 25%	Cost + 25%
Pick and Pack Fulfillment	\$1.00	\$1.00	\$1.00	\$1.00
Overtime	\$30.00	\$30.00	\$30.00	\$30.00
Desktop	\$75.00	\$75.00	\$75.00	\$75.00
Scan	Cost + 25%	Cost + 25%	Cost + 25%	Cost + 25%
IT Programming	\$95.00	\$95.00	\$95.00	\$95.00
File Transfer	\$25.00	\$25.00	\$25.00	\$25.00
Mainframe Print	\$0.071	\$0.071	\$0.071	\$0.071
Warrant Printing	\$0.250	\$0.250	\$0.250	\$0.250
CD/DVD duplicating	Cost + 25%	Cost + 25%	Cost + 25%	Cost + 25%
Pre-Press work	Cost + 25%	Cost + 25%	Cost + 25%	Cost + 25%
Inventory Mark Up	20.00%	20.00%	20.00%	20.00%
External Printing				
Percent of Invoice Mark-Up	8.8%	8.8%	8.8%	8.8%
Managed Print				
Percent of Invoice Mark-Up	15.9%	15.9%	15.9%	15.9%
Mail Preparation				
Tabbing	\$0.023	\$0.023	\$0.023	\$0.023
Labeling	\$0.023	\$0.023	\$0.023	\$0.023
Ink Jet	\$0.036	\$0.036	\$0.036	\$0.036
Inserting	\$0.045	\$0.045	\$0.045	\$0.045
Waymark	\$0.069	\$0.069	\$0.069	\$0.069
Permit mailings	\$0.069	\$0.069	\$0.069	\$0.069
Mail Operations				
Machinable	\$0.043	\$0.043	\$0.043	\$0.043
Non-Machinable	\$0.110	\$0.110	\$0.110	\$0.110
Seal Only	\$0.020	\$0.020	\$0.020	\$0.020
Postcards	\$0.070	\$0.070	\$0.070	\$0.070
Certified Mail	\$0.620	\$0.620	\$0.620	\$0.620
Registered Mail	\$0.614	\$0.614	\$0.614	\$0.614
International Mail	\$0.510	\$0.510	\$0.510	\$0.510
Flats	\$0.150	\$0.150	\$0.150	\$0.150
Priority	\$0.614	\$0.614	\$0.614	\$0.614
Express Mail	\$0.614	\$0.614	\$0.614	\$0.614
USPS Parcels	\$0.510	\$0.510	\$0.510	\$0.510
Insured mail	\$0.614	\$0.614	\$0.614	\$0.614
Media Mail	\$0.320	\$0.320	\$0.320	\$0.320
Standard Mail	\$0.200	\$0.200	\$0.200	\$0.200
Postage Due	\$0.061	\$0.061	\$0.061	\$0.061
Fee Due	\$0.061	\$0.061	\$0.061	\$0.061
Tapes	\$0.245	\$0.245	\$0.245	\$0.245
Express Services	\$0.500	\$0.500	\$0.500	\$0.500
Mail tracking	\$0.250	\$0.250	\$0.250	\$0.250
Cass letters/postcards	\$0.047	\$0.047	\$0.047	\$0.047
Cass flats	\$0.100	\$0.100	\$0.100	\$0.100
Flat sorter	\$0.250	\$0.250	\$0.250	\$0.250
Interagency Mail				
Dollars-yearly	\$362,325	\$362,325	\$376,025	\$376,025
Postal Contract (Capitol)				
Dollars-yearly	\$38,976	\$38,976	\$38,976	\$38,976

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Joint Appropriations Subcommittee on General Government
Decision Points for Legislative Audit Fixed Costs

		Estimated				
		2021 Biennium	2023 Biennium	Biennium	Percent	
		Appropriation	Appropriation	Change	Change	HB 2 Designation
2110	Judicial Branch	\$51,649	56,040	\$4,391	8.5%	HB 2
3101	Governor & Lieutenant Governor	63,567	77,593	14,026	22.1%	HB 2
3201	Secretary of State	47,676	51,729	4,053	8.5%	
3202	Political Practices	13,111	17,243	4,132	31.5%	HB 2
3401	State Auditor	49,265	62,075	12,810	26.0%	HB 2
3501	Office of Public Instruction	101,311	109,924	8,613	8.5%	
4110	Justice	91,378	99,147	7,769	8.5%	HB 2
4201	Public Service Regulation	23,838	34,486	10,648	44.7%	HB 2
5101	Board of Education	15,892	17,243	1,351	8.5%	HB 2
5102	CommHighEd/BdRegents	65,951	66,816	865	1.3%	HB 2
5103	University of Montana	286,054	301,752	15,698	5.5%	
5104	Montana State University	286,054	301,752	15,698	5.5%	
5113	School for the Deaf & Blind	25,824	28,020	2,196	8.5%	HB 2
5114	Arts Council	27,811	30,175	2,364	8.5%	HB 2
5115	State Library	23,838	25,864	2,026	8.5%	HB 2
5117	Historical Society	43,703	47,418	3,715	8.5%	HB 2
5201	Fish, Wildlife & Parks	111,243	120,701	9,458	8.5%	HB 2
5301	Environmental Quality	139,054	150,876	11,822	8.5%	
5401	Transportation	194,675	211,226	16,551	8.5%	HB 2
5603	Livestock	47,676	56,040	8,364	17.5%	HB 2
5706	Natural Resource & Conservation	139,054	150,876	11,822	8.5%	HB 2
5801	Revenue	190,702	206,915	16,213	8.5%	HB 2
6101	Administration	225,664	225,883	219	0.1%	HB 2
	SABHRS	150,973	163,808	12,835	8.5%	
	Lottery Financial Audit	63,567	68,972	5,405	8.5%	HB 2
	Lottery Security Audit	61,184	66,385	5,201	8.5%	HB 2
6103	State Fund	87,405	94,836	7,431	8.5%	
6104	Public Employees Retirement Board	170,838	224,158	53,320	31.2%	
6105	Teachers Retirement Board	106,555	142,254	35,699	33.5%	
6108	Public Defender Office	61,581	66,816	5,235	8.5%	HB 2
6201	Agriculture	49,265	53,453	4,188	8.5%	HB 2
6401	Corrections	127,135	137,944	10,809	8.5%	HB 2
6501	Commerce	121,175	137,944	16,769	13.8%	HB 2
	Investments	91,378	116,390	25,012	27.4%	
	Facilities Financing Authority	15,892	17,243	1,351	8.5%	
	Housing	55,622	60,350	4,728	8.5%	
6602	Labor & Industry	162,892	168,119	5,227	3.2%	
6701	Military Affairs	87,405	94,836	7,431	8.5%	HB 2
6901	Public Health and Human Services	<u>413,189</u>	<u>465,560</u>	<u>52,371</u>	<u>12.7%</u>	HB 2
		<u>4,091,046</u>	<u>4,528,862</u>	<u>437,816</u>	<u>10.7%</u>	
7000	Other Line-Item Audit Appropriations:					
	Flathead Valley CC	\$ 62,577	66,388	3,811	6.1%	
	Miles CC	56,987	86,994	30,007	52.7%	
	Dawson CC	<u>77,765</u>	<u>89,116</u>	<u>11,351</u>	<u>14.6%</u>	
		<u>\$197,329</u>	<u>\$242,498</u>	<u>\$45,169</u>	<u>22.9%</u>	

Move to adopt the fixed costs for Legislative Audit Division as reflected in column estimated 2023 biennium. For those agencies designated as HB 2, the appropriations are designated as restricted and biennial in HB 2.