

Leg. Finance - Finance Comte Files (1971-72) 8879

HB 468, 469, 475, 480



RECORDS CERTIFICATION



I, the undersigned, an employee of the State of Alaska, do hereby certify that the microfilm images on this microform are accurate reproductions of the original records of the State of Alaska as accumulated during the regular course of business, and that it is the established policy and practice of this State to microfilm its records and to dispose of the original records after microfilm reproductions have been made.

James C. Smith
Signature of Camera Operator

4/4/89
Date

an act lapsing certain appropriations made for capital projects

Committee Report

HOUSE OF REPRESENTATIVES

_____ Date

Mr. Speaker:

The Committee on _____ has had _____ 467

under consideration. A majority of the members of the Committee

recommends it do pass

recommends it do not pass

recommends it do pass with attached amendment(s)

recommends it be replaced with CS for _____ and that
CS for _____ do pass

(and) recommends it be referred to the _____
committee

reports it back without recommendation

(other) _____

MEMBERS SIGNING THE MAJORITY REPORT:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

MEMBERS NOT CONCURRING IN THE MAJORITY REPORT:

_____ recommends:

_____ recommends:

_____ recommends:

_____ recommends:

_____ recommends:

CHAIRMAN

HOUSE FINANCE COMMITTEE REPORT

ON

HOUSE BILL 468

The committee on finance has had House Bill No. 468 under consideration and a majority of the members of the committee have recommended that it do pass. However, the committee wishes to make a brief statement regarding the bill part of the record.

The guarantee project starts the 1970 Legislature appropriated \$35 million from the general fund to serve as an alternate means of financing for 15 state building projects previously authorized for construction by ASHA. Chapter 18, AS 71, lapsed \$29,925,575 of this appropriation for the total of projects funded through ASHA and general obligation bond sales. This amount was lapsed and made available for subsequent appropriations.

This bill would lapse an additional \$450,000 of that 1970 appropriation or the sum included for the "Barrow Combined Facilities". Senate Concurrent Resolution No. 44 proposes that it would be uneconomical for the state to lease facilities from ASHA; the resolution proposes that the Department of Administration enter into an agreement with the newly proposed Barrow Airport Complex. In supporting this leasing proposal the finance committee feels that the previously fund authorization should be cancelled.

The projects remaining from the original appropriation are:

Kalsin Bay Highway Maintenance Shop	\$ 204,000
Kotzebue Combined Facilities	323,200
Nome District Highway Complex and Office Building	1,800,000
Trim Highway Maintenance Shop	284,025

George Hohman
George Hohman
Chairman
House Finance Committee

Introduced: 5/10/71
Referred: Rules

1 IN THE HOUSE

BY THE FINANCE COMMITTEE

2 HOUSE BILL NO. 468

3 IN THE LEGISLATURE OF THE STATE OF ALASKA

4 SEVENTH LEGISLATURE - FIRST SESSION

5 A BILL

6 For an Act entitled: "An Act lapsing certain appropriations made for
7 capital projects; and providing for an effective date."

8 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF ALASKA:

9 * Section 1. The sum of \$450,000 appropriated for "General State
10 Building Projects" in sec. 10, ch. 250, SLA 1970 is cancelled and lapsed
11 into the general fund.

12 * Sec. 2. This Act takes effect on the day after its passage and approv-
13 al or on the day it becomes law without approval.
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James O. Smith
Signature of Camera Operator

4/4/89
Date

HOUSE FINANCE COMMITTEE REPORT

ON

HOUSE BILL 468

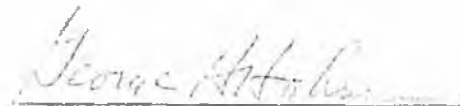
The committee on finance has had House Bill No. 468 under consideration and a majority of the members of the committee have recommended that it do pass. However, the committee wishes to make a brief statement regarding the bill part of the record.

To guarantee project starts the 1970 Legislature appropriated some \$33 million from the general fund to serve as an alternate means of financing for 15 state building projects previously authorized for construction by ASHA. Chapter 13, 1971, lapsed \$29,925,575 of this appropriation for the projects funded through ASHA and general obligation bonds. This amount was lapsed and made available for subsequent appropriations.

This bill would lapse an additional \$450,000 of that 1970 appropriation or the sum included for the "Barrow Combined Facilities". Senate Concurrent Resolution No. 44 proposes that it would be uneconomical for the state to lease facilities from ASHA; the resolution proposes that the Department of Administration enter into an agreement with the newly proposed Barrow Airport Complex. In supporting this leasing proposal the finance committee feels that the previously fund authorization should be cancelled.

The projects remaining from the original appropriation are:

Kalsin Bay Highway Maintenance Shop	\$ 204,000
Kotzebue Combined Facilities	323,200
Nome District Highway Complex and Office Building	1,800,000
Tina Highway Maintenance Shop	284,025


George Hohman
Chairman
House Finance Committee

NOTE: Mansley project?
Ref: Ch 18, SLA 1971

Introduced: 5/10/71
Referred: Rules

1 IN THE HOUSE

BY THE FINANCE COMMITTEE

2 HOUSE BILL NO. 468

3 IN THE LEGISLATURE OF THE STATE OF ALASKA

4 SEVENTH LEGISLATURE - FIRST SESSION

5 A BILL

6 For an Act entitled: "An Act lapsing certain appropriations made for
7 capital projects; and providing for an effective date."

8 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF ALASKA:

9 * Section 1. The sum of \$450,000 appropriated for "General State
10 Building Projects" in sec. 10, ch. 250, SLA 1970 is cancelled and lapsed
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13 al or on the day it becomes law without approval.

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James D. Smith
Signature of Camera Operator

4/4/89
Date

Committee Report

S E N A T E

4 21 72 _____ Date

Mr. President:

The Committee on Finance has had CS 1157 under consideration. A majority of the members of the Committee

- recommends it do pass
- recommends it do not pass
- recommends it do pass with attached amendment(s)
- recommends it be replaced with CS for _____ and that CS for _____ do pass
- (and) recommends it be referred to the _____ committee
- reports it back without recommendation
- (other) _____

MEMBERS SIGNING THE MAJORITY REPORT:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

MEMBERS NOT CONCURRING IN THE MAJORITY REPORT:

_____ recommends:

_____ recommends:

_____ recommends:

_____ recommends:

_____ recommends:

CHAIRMAN

Mr. Hohman:

In researching birthdates now shown for all but two former legislators, two were eliminated, bringing the total eligible to 18.

Shirlee B.

over 55 21 4 e v y 6 a 75% u - P C S S B 331

MORANDUM

State of Alaska

Department of Administration

TO:

Representative Bill Ray
Chairman
House Finance Committee

Thru: B. N. McVay *B*
Deputy Commissioner

FROM: Mary-Jean Hackwood *MJH*
Benefit Supervisor

DATE : March 2, 1970

SUBJECT: Cost: Legislative Retirement
Program
S. B. 331 - H.C.S.S.B.331

This is in response to your request for information regarding the cost of H.B. 331. For the purpose of the Cost Analysis the following assumptions were used:

1. An average of four years of creditable service for all current legislators other than for the following for whom actual service was reported:

Representative Boardman	Senator Blodgett
Representative Metcalf	Senator Bradshaw
Representative Peratrovich	Senator Butrovich

2. An annual salary of \$6000 was used for all legislators other than the President of the Senate and Speaker of the House.
3. Actual age and sex of all incumbant legislators.

Based on the above factors, the total cost of the program would require a total annual contribution of 27% of the legislative payroll. Five per cent of this contribution would be deducted from the legislator's salaries, five per cent is required as State matching and the remainder to be funded by general appropriation. The estimate the annual dollar requirement on the present payroll, to be as follows:

Legislators' Contribution	\$18,050
State Matching (required)	18,050
State Appropriation	<u>61,638</u>
Total	97,738

H.C.S.S.B. 331 provides that past service will be funded totally by the State. Under S.B. 331 this service is funded partially by the Legislator. The effect of this change would be to transfer the total funding of past service to the State. This would increase the State's requirement to 13% for a new total of approximately \$65,600.

469

Introduced: 5/10/71
Referred: Finance

1 IN THE HOUSE

BY HOJMAN

2 HOUSE BILL NO. 469

3 IN THE LEGISLATURE OF THE STATE OF ALASKA

4 SEVENTH LEGISLATURE - FIRST SESSION

5 A BILL

6 For an Act entitled: "An Act relating to a retirement program; and provid-
7 ing for an effective date."

8 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF ALASKA:

9 * Section 1. AS 24 is amended by adding a new chapter to read:

10 CHAPTER 55. LEGISLATIVE RETIREMENT PROGRAM.

11 ARTICLE 1. ADMINISTRATION.

12 Sec. 24.55.010. LEGISLATIVE RETIREMENT PROGRAM ESTABLISHED. (a)
13 The legislative retirement program, a system for the payment of retire-
14 ment and death benefits is established.

15 (b) The program becomes effective July 1, 1972.

16 Sec. 24.55.020. ADMINISTRATION. The commissioner of administra-
17 tion is responsible for the administration of the program and for
18 carrying out this chapter.

19 Sec. 24.55.030. ATTORNEY GENERAL. The attorney general is the
20 attorney for the program and shall represent it in a legal proceeding.

21 Sec. 24.55.040. ACCOUNTING. (a) The commissioner of administra-
22 tion shall establish and maintain an adequate system of accounts and
23 records for the program.

24 (b) All income and all disbursements shall be credited or charged
25 to the retirement program.

26 (c) An expense account shall be maintained for the program. The
27 legislature shall appropriate annually an amount sufficient to cover
28 administrative expenses of the program.

29 ARTICLE 2. MEMBERSHIP AND CONTRIBUTIONS.



JUNEAU ALASKA

Alaska State Legislature

House

NOTE: To File Re HB 469

April 28, 1972

The following is a list of legislators and former legislators who would qualify for legislative retirement under House Bill 469:

<u>Name</u>	<u>Benefit</u>	<u>Age</u>
Mildred Banfield	8 yrs., 40%, \$ 3,600	58
William K. Boardman	11 yrs., 55%, 4,950	57
Howard Bradshaw	11 yrs., 55%, 4,950	65
John Butrovich	17 yrs., 75%, 6,750	62
Harold Hansen	8 yrs., 40%, 3,600	62
E. J. Haugen	8 yrs., 40%, 3,600	56
Earl Hillstrand	11 yrs., 55%, 4,950	59
Robert J. McNealy	9 yrs., 45%, 4,050	65
Erwin Metcalf	11 yrs., 55%, 4,950	64
James Nolan	14 yrs., 70%, 6,300	
Edmund Orbeck	8 yrs., 40%, 3,600	57
Alfred Owen	10 yrs., 50%, 4,500	
Grant Pearson	8 yrs., 40%, 3,600	72
Frank Peratrovich	17 yrs., 75%, 6,750	77
Vance Phillips	8 yrs., 40%, 3,600	57
Morgan Reed	8 yrs., 40%, 3,600	68
Harold Strandberg	8 yrs., 40%, 3,600	63
Warren Taylor	13 yrs., 65%, 5,850	81
TOTAL CCST	\$82,800	

Number of legislators eligible to participate in the program during 1973 and 1974: 18.

sb

1 * Sec. 2. AS 39.35.030 is amended by adding a new subsection to read:

2 (e) When considering matters pertaining to the legislative retire-
3 ment program (AS 24.55), the board membership shall be increased by
4 two incumbent legislators chosen by the Legislative Council for two-
5 year terms.

6 * Sec. 3. AS 39.35.040 is amended by adding a new paragraph to read:

7 (8) to exercise the powers and duties of (1) - (7) of this
8 section in relation to the legislative retirement program (AS 24.55)
9 when the two legislative members are sitting as members of the board.

10 * Sec. 4. Contributions previously credited to legislators under AS 39.-
11 35 shall be returned to a legislator covered under provisions of this
12 chapter.

13 * Sec. 5. AS 39.35.125 is repealed.

14 * Sec. 6. This Act takes effect July 1, 1972.
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1 (c) All service rendered by a legislator, territorial or state,
2 before the effective date of this chapter shall be included in the
3 computation.

4 Sec. 24.55.100. EARLY RETIREMENT BENEFITS. If a legislator
5 retires before reaching 55 years of age and has at least eight years
6 but less than 20 years of service, the commissioner of administration
7 shall authorize payments to begin on an actuarial equivalent basis on
8 the first day of any month before the legislator reaches 55 years of
9 age.

10 Sec. 24.55.110. NO COMPULSORY RETIREMENT. Nothing in this
11 chapter may be construed to require compulsory retirement at any age.

12 Sec. 24.55.120. APPLICATION OF PROVISIONS IN AS 39.35. The
13 following provisions of AS 39.35 are applicable to this chapter for the
14 listed purposes:

- 15 (1) AS 39.35.400 and 39.45.410 regarding disability pensions;
16 (2) AS 39.35.420 regarding death benefits;
17 (3) AS 39.35.430 - 39.35.450 regarding survivor's benefits;
18 (4) AS 39.35.480 regarding cost-of-living allowance;
19 (5) AS 39.35.490 regarding designation of beneficiaries;
20 (6) AS 39.35.510 regarding voluntary waiver of benefits;
21 (7) AS 39.35.520 regarding adjustments.

22 Sec. 24.55.130. BENEFITS NONTAXABLE. Benefits received under
23 this chapter are exempt from state and municipal taxes.

24 Sec. 24.55.140. DEFINITIONS. (a) In this chapter

- 25 (1) "program" means the legislative retirement program;
26 (2) "a year of legislative service" means service at one
27 regular session.

28 (b) The definitions in AS 39.35.680 apply to this chapter insofar
29 as they are applicable to legislators.

1 Sec. 24.55.050. MEMBERSHIP MANDATORY. Each legislator shall
2 become a member of the program upon taking his oath of office.

3 Sec. 24.55.060. SOCIAL SECURITY CONTRIBUTIONS. Each legislator
4 shall pay the appropriate social security contribution. The contribu-
5 tions shall be deducted monthly.

6 Sec. 24.55.070. TRANSFER OF CREDIT TO OTHER RETIREMENT PROGRAMS.
7 Credit under the program may be transferred to any other retirement
8 system of the state.

9 Sec. 24.55.080. AMOUNT AND MANNER OF STATE CONTRIBUTION. An
10 estimated amount sufficient to pay all benefits anticipated to be paid
11 under this chapter shall be included in the annual appropriation for
12 the legislature. If the actual authorized benefits necessary to be
13 paid in a fiscal year exceed the available program balance, the benefits
14 due shall nevertheless be paid from general funds of the state not
15 otherwise appropriated.

16 ARTICLE 3. SERVICE AND BENEFITS.

17 Sec. 24.55.090. NORMAL RETIREMENT BENEFITS. (a) A person is
18 eligible for a normal retirement pension under this chapter when he
19 reaches 55 years of age and has completed at least four terms of office
20 since statehood as a representative or two terms of office as a senator
21 or any combination of these which is equivalent to eight years of
22 service or eight regular sessions, consecutively or inconsecutively
23 as a state legislator; or when he has served for 20 years as a state
24 legislator, regardless of his age.

25 (b) A legislator eligible for retirement pay shall receive from
26 the date of his eligibility until his death monthly compensation equal
27 to five per cent per year of service, to a maximum of 75 per cent, of
28 the monthly salary authorized for legislators at the time each retire-
29 ment payment is made.



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James D. Smith
Signature of Camera Operator

4/4/89
Date

Committee Report

HOUSE OF REPRESENTATIVES

6/11/77 Date

Mr. Speaker:

The Committee on Education has had 100-270 under consideration. A majority of the members of the Committee

- recommends it do pass
- recommends it do not pass
- recommends it do pass with attached amendment(s)
- recommends it be replaced with CS for 100-270 and that CS for 100-270 do pass
- (and) recommends it be referred to the _____ committee
- reports it back without recommendation
- (other) _____

MEMBERS SIGNING THE MAJORITY REPORT:

_____	_____	_____
_____	_____	_____
_____	_____	_____

MEMBERS NOT CONCURRING IN THE MAJORITY REPORT:

_____ recommends: _____

_____ recommends: _____

_____ recommends: _____

_____ recommends: _____

_____ recommends: _____

_____ CHAIRMAN

Yellow

MEMORANDUM

TO: Legislative Finance Committee
Members

DATE: March 29, 1972

FROM: Rich Guthrie
Fiscal Analyst

RG

SUBJ: CSHB 475, Oper-
ations Plan Re-
visions under the
Executive Budget
Act

While a Budget Analyst for the Division of Budget and Management, this staff member was responsible for developing and implementing the administrative procedures for "Operations Plan Revisions" which are currently in effect (reference Budget and Management fiscal note, Attachment II). Based upon this specific expertise and other general knowledge, it is felt that issues of vital concern to legislators are contained in CSHB 475. However, these issues are not discussed in Budget and Management's fiscal analysis. If additional information regarding these issues is desired, it will be furnished by the staff upon request.

The following information for CSHB 475 is attached:

1. Summary: CSHB 475; Legislative Finance Staff
2. House Finance Committee Report: CSHB 475
3. Fiscal Note and Attachments I, II, III; Division of Budget and Management.

Attachments
RG/ds

R/O

Original sponsor: Rules Committee by
request of the Legislative
Budget and Audit Committee

Offered: 2/17/72
Referred: Rules

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IN THE HOUSE

BY THE FINANCE COMMITTEE

CS FOR HOUSE BILL NO. 475

IN THE LEGISLATURE OF THE STATE OF ALASKA

SEVENTH LEGISLATURE - SECOND SESSION

A BILL

For an Act entitled: "An Act authorizing the revision of agency operations
plans under the Executive Budget Act."

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF ALASKA:

* Section 1. AS 37.07 is amended by adding a new section to read:

Sec. 37.07.085. OPERATIONS PLAN REVISION. (a) If approved by
the governor and the committee, the operations plan of an agency pro-
vided for under sec. 80 of this chapter may be revised to allow for
the

- (1) increase of an appropriation item based on additional
federal or other program receipts;
- (2) establishment of a new, permanent position not previously
authorized in the appropriated budget;
- (3) reallocation between appropriation items.

(b) If approved by the division, the operations plan of an agency
provided for under sec. 80 of this chapter may be revised to allow for
the reallocation within an appropriation item.

(c) The operations plan of an agency provided for under sec. 80
of this chapter shall be revised by the division to reflect

- (1) reduction of an appropriation when there is a shortfall
the appropriated estimate of federal or other program receipts; the
reduction shall include the shortfall in receipts and the required
state matching funds appropriated;
- (2) reduction in the state funded portion of an appropria-
tion when federal or other program receipts exceed the appropriated

1 estimate of receipts; these reductions shall be consistent with
2 applicable federal statutes; excess receipts appropriated under (a)(1)
3 of this section are exempt from the reduction requirements of this
4 paragraph;

5 (3) increase of an appropriation to include additional
6 receipts above the appropriated estimate for refunds of shared taxes
7 and revenues to political subdivisions.

8 * Sec. 2. AS 37.07.120 is amended by adding a new paragraph to read:

9 (4) "committee" means the Legislative Budget and Audit
10 Committee.

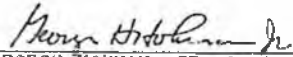
11 * Sec. 3. AS 37.07.080(e) is repealed.

12 "HOUSE FINANCE COMMITTEE REPORT ON
13 COMMITTEE SUBSTITUTE FOR HOUSE BILL 475

14 The finance committees of both houses have traditionally
15 labored for months during each legislative session on budget
16 work-books and related supporting material. The purpose has
17 been to analyze state agency budgets and then establish the
18 legislative authorization for spending during the forthcoming
19 year. The annual product has been the General Appropriations
20 Act.

21 However, as soon as the legislature adjourns and the newly
22 budgeted fiscal year begins, state agencies begin receiving
23 and expending millions of dollars in new federal and other
24 program receipts. The agencies use the funds to create new
25 state positions, begin new state programs or expand existing
26 state programs. The net result is an expanded level of state
27 operations without prior review and approval by the legis-
28 lature.

29 Last session, the legislature changed this procedure. Chapter
30 131, SLA 1971, the General Appropriations Act, contained
31 language that made receipt of additional federal or other
32 program receipts subject to review and approval by the Leg-
33 islative Budget and Audit Committee. Committee Substitute
34 for House Bill No. 475 would put this review and approval
35 authority in the statutes and add authority for the Budget
36 and Audit Committee to approve: (1) the establishment of
37 new, permanent positions not previously contained in the
38 legislatively approved budget; and (2) reallocations between
39 appropriation items as contained in the General Appropriations
40 Act. (The Committee Substitute differs from the original bill
41 in that it limits position review to permanent, budgeted posi-
42 tions.)

43 
44 GEORGE HOHMAN, JR. Chairman"



RECORDS CERTIFICATION



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James D. Smith
Signature of Camera Operator

4/4/89
Date



Alaska State Legislature
Senate

JUNEAU ALASKA

M E M O R A N D U M

TO: Legislative Finance Committee
Members

DATE: March 29, 1972

FROM: Rich Guthrie
Fiscal Analyst *RG*

SUBJ: CSHB 475, Oper-
ations Plan Re-
visions under the
Executive Budget
Act

While a Budget Analyst for the Division of Budget and Management, this staff member was responsible for developing and implementing the administrative procedures for "Operations Plan Revisions" which are currently in effect (reference Budget and Management fiscal note, Attachment II). Based upon this specific expertise and other general knowledge, it is felt that issues of vital concern to legislators are contained in CSHB 475. However, these issues are not discussed in Budget and Management's fiscal analysis. If additional information regarding these issues is desired, it will be furnished by the staff upon request.

The following information for CSHB 475 is attached:

1. Summary: CSHB 475; Legislative Finance Staff
2. House Finance Committee Report: CSHB 475
3. Fiscal Note and Attachments I, II, III; Division of Budget and Management.

Attachments
RG/ds

LEGISLATIVE FINANCE DIVISION

SUMMARY: CSHB 475

The Executive Budget Act (AS 37.07) outlines the budgetary and authorization procedures for the State of Alaska. This act, which originated as Chapter 188, SLA 1970, delineates the responsibilities of the Governor, the Legislature and the Division of Budget and Management regarding the preparation, review and authorization of annual budget requests. Guidelines for program execution are also outlined and include the responsibilities of state agencies, quarterly performance reporting and appropriation transfer limitations.

The Seventh Legislature, First Session, determined that in some areas the Executive Budget Act was inadequate. Of special concern were interim executive actions which expanded the operational levels of currently authorized programs. As a result, Chapter 131, SLA 1971, the General Appropriations Act, contained language that required Legislative Budget and Audit Committee approval before state agency programs could be expanded based upon additional federal receipts, program receipts, or transfer of funds from other appropriations. It is the purpose of CSHB 475 to incorporate this language within the Executive Budget Act and to also require Legislative Budget and Audit Committee approval prior to the establishment of new permanent positions not previously authorized in the appropriated budget.

HOUSE JOURNAL
HOUSE FINANCE COMMITTEE REPORT
ON
COMMITTEE SUBSTITUTE FOR HOUSE BILL 475

The finance committees of both houses have traditionally labored for months during each legislative session on budget workbooks and related supporting material. The purpose has been to analyze state agency budgets and then establish the legislative authorization for spending during the forthcoming year. The annual product has been the General Appropriations Act.

However, as soon as the legislature adjourns and the newly budgeted fiscal year begins, state agencies begin receiving and expending millions of dollars in new federal and other program receipts. The agencies use the funds to create new state positions, begin new state programs or expand existing state programs. The net result is an expanded level of state operations without prior review and approval by the legislature.

Last session, the legislature changed this procedure. Chapter 131, SLA 1971, the General Appropriations Act, contained language that made receipt of additional federal or other program receipts subject to review and approval by the Legislative Budget and Audit Committee. Committee Substitute for House Bill 475 would put this review and approval authority in the statutes and add authority for the Budget and Audit Committee to approve: (1) the establishment of new, permanent positions not previously contained in the legislatively approved budget; and (2) reallocations between appropriation items as contained in the General Appropriations Act. (The CS differs from the original bill in that it limits position review to permanent, budgeted positions.)

/s/ George Hohman, Jr.
Chairman

Attachment I

1. Present statutes governing the administration of agency operations plans, to include the General Appropriations Act (Ch. 131, SLA 1971), Executive Order No. 20 (June 18, 1962), and the Legislative Budget and Audit Committee Act (AS 20.20.151-311), in addition to the Executive Budget Act (AS 37.07). Prior to July 1, 1970 when the Executive Budget Act was passed, appropriation increases were approved by the Governor, under appropriations bill provisions and Executive Order No. 20. No transfers between appropriations were permitted. All changes are reported annually to the Legislature.
- 2(a). CSHB-475 brings into permanent legislation the closing sections of the appropriations bill, and expands the authority of the Budget and Audit Committee to include final approval of transfers between appropriations and the establishment of new positions. Effects of this bill on agency operations would be highly adverse in certain agencies, such as the Department of Highways and the Department of Public Works, in establishing Capital Improvement positions to staff the various construction projects in which a delay would be costly both to the state and to the contractor. A burdensome and time-consuming requirement would also be created at fiscal year-end when adjustments due to extenuating circumstances would require the transfer between appropriations to balance accounts.
- 2(b). The effect of this bill would be to defeat the primary purpose of program budgeting. The 1970 Legislature approved the funding of a consulting contract to review the entire state budgeting process and to recommend improvements which would restructure the budget process in Alaska as an effective policy tool for both the Governor and the Legislature. As a result of this study, the consultant recommended decentralization of operating controls and improvement of executive and legislative policy controls. To implement this decentralization, it was further recommended that the Governor be authorized to approve transfers of funds between agencies within a program category, that agencies be allowed to reallocate funds within a program, and that the Legislature be required to approve fund transfers between major state program categories. Item 3 of Section 1 of this bill would prohibit transfers between agencies within a program or the establishment of new positions without the approval of the Legislature, which is contrary to the consultant's recommendations.

Assuming that HB-518 (Appropriations Act) were passed in the administration - recommended for, the effect of HB-475 would be somewhat lesser in impact than under the present format, as the FY 1973 Appropriations Act does not appropriate at the activity level; but at a generally higher level such as program or division.

ATTACHMENT I

BUDGET & MANAGEMENT

State of Alaska

ALL AGENCIES

DATE - July 12, 1971

FROM: M. R. Charney, Director
Division of Budget & Management
Department of Administration

SUBJECT: Budget Memo #1
Revised Program Requests

THIS MEMO REPLACES BUDGET MEMO #1 OF MARCH 18, 1971.

This memo outlines the review and approval procedures to be followed for requested revisions to the authorized line item expenditure/receipt appropriations as established by initial program notifications and the corresponding journal vouchers. All categories of program revisions are referred to as Revised Programs throughout this memo.

Step 1 - AGENCY REVISED PROGRAM REQUEST

The following documents are to be submitted to the Division of Budget and Management:

- A. Budget Amendment form:
All Revised Program requests are to be submitted on standard Budget Amendment forms available from the Division of Budget and Management.

Refer to Budget Memo #2 for instructions regarding completion of Budget Amendment forms.
- B. A copy of the grant approval (Federal program receipts), contract, etc. (other program receipts), or any other backup materials verifying receipt of additional revenues is required.
- C. An O2-27, Schedule of Outside Travel, is required if outside travel is included in the Budget Amendment.
- D. Agency certified journal vouchers are required to document and record the requested program revision. All journal vouchers documenting expenditure and receipt authorization transactions must be approved by Budget and Management before they are processed by the Division of Finance.
- E. A cover memo from the agency requesting approval of the program revision should be forwarded to the Director of Budget and Management along with the required Budget Amendment forms and other documentation.

ATTACHMENT II

Step 2 - BUDGET AND MANAGEMENT REVIEW

Upon receipt of a Revised Program request, the Division of Budget and Management will:

- A. Review the request to verify the legality of the transaction, the availability of funds, the validity of the justification, etc. If revisions to the request are felt advisable, the requesting agency will be contacted in order that appropriate changes may be made.
- B. The Division of Budget and Management will next determine the appropriate authority for approval of the request. Refer to Budget Memo #3 which outlines the approval required for various types of Revised Program requests.

Step 3 - APPROVED REVISED PROGRAM

Following approval of a Revised Program request, the Division of Budget and Management will:

- A. Notify the requesting agency of approval by forwarding the appropriate documentation;
- B. Return approved copies of Schedule of Outside Travel (Form 02-27) and New Position Authorization (Form 02-21) if applicable;

Step 4 - EXPENDITURE/RECEIPT AUTHORIZATION

The Division of Budget and Management will certify the appropriate journal vouchers and forward them to the Division of Finance for processing and recording.

These procedures have been established in order to:

1. Ensure compliance with applicable statutory requirements;
2. Provide meaningful review by those responsible for approval and control of Revised Program requests;
3. Assure minimum delay of approval due to inadequate information or incomplete documentation.

If you have questions regarding Revised Program requests, please notify our office before July 1, 1971 at which time these procedures take effect.

TH

MEMORANDUM

State of Alaska

ALL AGENCIES

DATE July 12, 1971

SUBJECT: Budget Memo #2
Budget Amendment Forms

FROM: M. R. Charney, Director
Division of Budget & Management
Department of Administration

This memo explains how to prepare the Budget Amendment forms required for all Revised Program requests.

GENERAL INSTRUCTIONS

1. Budget Amendment forms are to be prepared in accordance with the same general instructions outlined in the manual entitled Departmental Budget Planning of September, 1970. The appropriate reference pages are noted in the instructions that follow.
2. The column entitled "Current Authorization" on each form will detail the currently authorized line-item expenditure/receipt appropriation levels as established in the original program notification, or as revised by subsequently approved Revised Programs.
3. The column entitled "Revision" on each form will show the increases or decreases to the currently authorized appropriation levels that will result if the Revised Program is approved.
4. The column entitled "Revised Authorization" will show the revised authorization totals that will result upon approval of the Revised Program.

INSTRUCTIONS FOR COMPLETING EACH FORM

1. 02-1040: Budget Amendment Summary by Program Notification Unit (Reference pp. 6, 24 in manual)
 - a. Identify each program notification unit which is affected by the Revised Program request, and provide the necessary data.
 - b. This form is required for all Revised Program requests.
2. 02-12: Statement of Program (Reference 8-9, 34-35 in manual).
 - a. The following information must be furnished for all Revised Program requests:
 - (1) Explanation of the requested program revision
 - (2) Justification of the requested program revision

II

July 12, 1971

- b. The following additional information is required for all grant program requests:
- (1) Amount and per cent of State matching funds
 - (2) Five year projection of future State matching requirements
 - (3) State commitment to continue the program in the future
- c. Additional information may be presented as necessary.
- d. This form is required for all Revised Program requests.
3. 02-1041: Budget Amendment Cost Analysis Summary (Reference pp. 6-7, 30 in manual).
- a. Complete this form for each program notification unit affected by the Revised Program request.
 - b. This form is required for all Revised Program requests.
4. Completion and submission of any additional Budget Amendment forms is required when personal services, an object class, or a revenue estimate is affected by the Revised Program request as detailed on Form 02-1041, Budget Amendment Cost Analysis Summary.

However, these forms are not required for appropriation transfers or changes between objects of expenditure or activity areas within a program - more commonly referred to as line item transfers within a program. The additional forms may be included at the option of the agency if it is felt that additional information (other than detailed on Form 02-12, Statement of Program) will better explain and justify the Revised Program request.

Refer to the manual entitled Departmental Budget Planning of September, 1970, for general instructions regarding completion of these forms. Reference pages are as follows:

<u>Budget Amend. Form No.</u>	<u>Pages in Manual</u>
02-1042	13-14, 39
02-130	14-15, 40-45
02-1043	16-17, 46-48
02-1044	17, 49-50
02-1045	17-18, 51
02-1046	18, 52
02-1047	18-19, 53
02-1048	19, 54
02-15	20-23, 55

II

All Agencies

-3-

July 12, 1971

BLANK FORMS

An initial supply of Budget Amendment forms is enclosed. Please distribute these instructions and forms to agency personnel responsible for budget preparation or revision.

If additional forms are required, they may be obtained from the Division of Budget and Management.

Attachments:

II

MEMORANDUM

State of Alaska

TO: ALL AGENCIES

DATE : July 12, 1971

FROM: M. R. Charney, Director
Division of Budget and Management
Department of Administration

SUBJECT: Budget Memo #3
Authority for approval of
Revised Program Requests

The attached chart outlines the approval requirements for various types of Revised Program requests.

Please refer to Budget Memos #1 and #2 for specific instructions regarding the submission, review, and approval of Revised Program requests.

Attachment:

II

REVISED PROGRAM REQUESTS

AUTHORITY FOR APPROVAL

July 12, 1971

Type of Revised Program	Authority	Approval Level
Appropriation reallocation or change between objects of expenditure within a program (Does not include establishing new positions)	AS 37.07.080(e)	Budget & Management
Appropriation reallocation or change between activity areas within a program (Does not include establishing new positions)	AS 37.07.080(e)	Budget & Management
Reduction of State funds appropriation when federal program or other program receipts exceed the appropriated estimates	Chap. 131, SLA 1971, Sec. 11	Budget & Management
Increased appropriations to cover additional funding requirements above appropriation estimates for refunds of shared taxes and revenues to political sub-divisions	Chap. 131, SLA 1971, Sec. 15	Budget & Management
Reduction of Appropriation based on shortfall of appropriated estimates for federal program receipts or other program receipts	Chap. 131, SLA 1971, Sec. 13	Budget & Management
Appropriation transfer or change between programs within an agency (includes establishing any related new positions)	AS 37.07.080(e)	Governor
Establishing new positions based on funds availability from salary savings, etc., #1, or #2 above	Executive Order No. 20	Governor
Increased appropriation based on additional program receipts (other than federal receipts) to support programs providing services for all state agencies	Chap. 131, SLA 1971, Sec. 11	Governor; Legislative Budget and Audit
Increased appropriation based on additional federal program receipts or other program receipts which do not require additional State matching funds	Chap. 131, SLA 1971, Sec. 12	Governor; Legislative Budget and Audit
Adjustments in appropriations from a working capital fund	Chap. 131, SLA 1971, Sec. 14	Governor; Legislative Budget and Audit

TO: All agenciesFROM: Myrton R. Charney, Director
Division of Budget & Management

DATE: September 3, 1971

SUBJECT: Budget Memo #4, Revised Programs,
Delays in Processing

On July 12, 1971, Budget Memos #1, 2, and 3 were mailed to all agencies. These memos outlined the basic requirements and procedures for all Revised Program requests.

Since that time, complaints have been received by this office regarding delays in processing and approval of Revised Programs. Therefore, existing requirements and procedures have been reviewed to determine the causes for these delays.

The following chart identifies the more frequent causes of delay according to their location in the Revised Program process. Corrective actions are also presented.

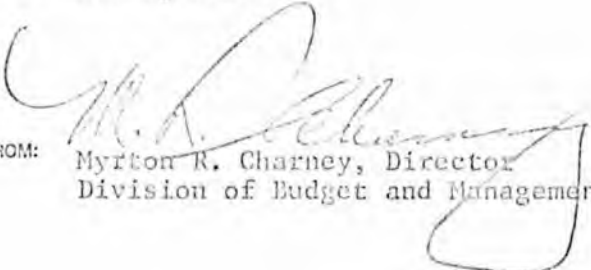
However, if an agency expects to achieve rapid processing of Revised Program requests, it is essential that the solutions presented be understood and applied. If you have any questions, comments, or suggestions for further improvement, please contact your assigned program analyst.

CAUSES OF DELAY
AND
CORRECTIVE ACTIONS

CAUSE OF DELAY	CORRECTIVE ACTION
<p><u>AGENCIES</u></p> <p>1. Unnecessary or unjustified over expenditures due to inadequate fiscal management by program supervisors</p>	<p>a. Improved coordination and communication between program supervisors and agency accounting staff.</p> <p>b. Improved expenditure control within program notification allowances.</p> <p>c. Realization that <u>all</u> adjustments to program notification allowances must be justified in writing to those officials possessing the statutory authority to approve such adjustments.</p>

2. Submission of incomplete or non-standard documentation	a. Compliance with Budget Memos #1, 2, and 3 for all adjustments to program notification allowances.
3. Insufficient time allowance for Revised Program processing	a. Time requirements (from time of receipt by Budget and Management until journal voucher is entered in the computer): 1. For RP's requiring approval by Budget and Management only -- 3 days minimum. 2. For RP's requiring Governor approval -- 4 days minimum (longer if Governor is out of town). 3. For RP's requiring legislative Budget and Audit Committee approval -- 5 days minimum, 35 days maximum (<u>Meetings held once a month</u>).
<u>BUDGET AND MANAGEMENT</u>	
1. Requirement that federal grant agreements must be received before a Revised Program Request can be submitted.	a. Procedures have been revised so that a Revised Program Request may be submitted for review and approval at the same time that a grant application is submitted to the Federal government. <u>SEE BUDGET MEMO #5</u> which outlines the special procedures that have been developed.
2. General delays	a. All Revised Program Requests will be assigned #1 priority by entire staff. b. Improved review, routing, and filing procedures.
<u>OFFICE OF GOVERNOR</u>	
1. Governor out of town	a. Adequate time allowances by agencies for this situation.
<u>LEGISLATIVE BUDGET AND AUDIT COMMITTEE</u>	
1. Four weeks between meetings	a. Revised procedures to permit approval of federal grant Revised Program Requests in advance (See Budget Memo#5).

II

TO: All agenciesFROM: 
Myrton R. Charney, Director
Division of Budget and Management

DATE: September 3, 1971

SUBJECT: Budget Memo #5, Revised Programs,
Unbudgeted Federal Receipts

Budget Memos #1, 2, and 3 of July 12, 1971 outlined the basic requirements and procedures for all Revised Program Requests. However, extended delays have been experienced in the processing of those requests based upon additional unbudgeted federal grant receipts.

In order to correct this problem, the procedures contained in Budget Memo #1 have been revised to permit the processing and approval of these Revised Programs in advance. The alternative procedures presented in this memo may be used at the option of the agency.

Please refer to Budget Memo #1 in order to place these alternate procedures in their proper sequence.

STEP 1 - AGENCY REVISED PROGRAM REQUEST

- A. (no change)
- B. Alternate procedure: Revised Program Requests may be submitted to Budget and Management before a federal grant approval has been received by the agency.
- C. (no change)
- D. (no change)
- E. Alternate procedure: The cover memo shall clearly state that
 - 1) The request is being submitted in advance of federal approval;
 - 2) It is understood that federal grant approval notification must be forwarded to Budget and Management before any expenditure authorization will be granted.(Other requirements unchanged)

STEP 2 - BUDGET AND MANAGEMENT REVIEW

- A. (no change)
- B. (no change)

STEP 3 - APPROVED REVISED PROGRAM

- A. (no change)
- B. (no change)
- C. Alternate procedure: The approved Revised Program and journal voucher will be placed in a pending file awaiting further action upon receipt of official federal grant approval notification.

II

STEP 4 - EXPENDITURE/RECEIPT AUTHORIZATION

Alternate procedure:

A. Upon receipt of official federal grant approval notification, the agency shall take one of the following actions:

- 1) If there is no change in the approved funding or distribution, forward the official notification to Budget and Management.
- 2) If there is any adjustment or increase in the approved funding or distribution, a revised Budget Amendment and journal voucher should be prepared and submitted to Budget and Management. Explanation and justification of all changes is required on the cover memo.

B. Upon receipt of official federal grant approval notification from an agency, Budget and Management shall take one of the following actions:

- 1) If there is no change in the approved funding or distribution, the original journal voucher will be certified and forwarded to the Division of Finance for processing.
- 2) If there has been a reduction or minor adjustment in the approved funding, and Budget and Management determines that the program is basically unchanged from that which was approved by the Legislative Budget and Audit Committee, the revised journal voucher will be certified and processed.
- 3) If there has been an increase or major adjustment in the approved funding, approval from the Governor and the Legislative Budget and Audit Committee is required to receive and expend the additional or adjusted funds. However, Budget and Management may process a journal voucher for all or part of the originally approved funding level, but this action is dependent upon the extent that the total program has been affected by the change.

II

STATE
of ALASKA

MEMORANDUM

TO: The Honorable John Butrovich
Chairman, Senate Finance Committee

DATE : March 14, 1972

M. R. Charney
FROM: M. R. Charney, Director
Division of Budget and Management
Department of Administration

SUBJECT: House Bill 475

In response to your request of March 1, 1972, attached is the fiscal note for CSHB 475, Revision of Agency Operations Plans under the Executive Budget Act.

Although the \$4,300 shown for the Deputy Directors salary is not an actual additional cost to the Division, we feel these costs represent time incurred at the expense of other programs and activities.

For the reasons pointed out in the fiscal note, we do not support passage of this bill.

ATTACHMENT III

Original sponsor: Rules Committee by
request of the Legislative
Budget and Audit Committee

Offered: 2/17/72
Referred: Rules

1 IN THE HOUSE

BY THE FINANCE COMMITTEE

2 CS FOR HOUSE BILL NO. 475

3 IN THE LEGISLATURE OF THE STATE OF ALASKA

4 SEVENTH LEGISLATURE - SECOND SESSION

5 A BILL

6 For an Act entitled: "An Act authorizing the revision of agency operations
7 plans under the Executive Budget Act."

8 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF ALASKA:

9 * Section 1. AS 37.07 is amended by adding a new section to read:

10 Sec. 37.07.085. OPERATIONS PLAN REVISION. (a) If approved by
11 the governor and the committee, the operations plan of an agency pro-
12 vided for under sec. 80 of this chapter may be revised to allow for
13 the

14 (1) increase of an appropriation item based on additional
15 federal or other program receipts;

16 (2) establishment of a new, permanent position not previously
17 authorized in the appropriated budget;

18 (3) reallocation between appropriation items.

19 (b) If approved by the division, the operations plan of an agency
20 provided for under sec. 80 of this chapter may be revised to allow for
21 the reallocation within an appropriation item.

22 (c) The operations plan of an agency provided for under sec. 80
23 of this chapter shall be revised by the division to reflect

24 (1) reduction of an appropriation when there is a shortfall
25 in the appropriated estimate of federal or other program receipts; the
26 reduction shall include the shortfall in receipts and the required
27 state matching funds appropriated;

28 (2) reduction in the state funded portion of an appropria-
29 tion when federal or other program receipts exceed the appropriated

1 estimate of receipts; these reductions shall be consistent with
2 applicable federal statutes; excess receipts appropriated under (a)(1)
3 of this section are exempt from the reduction requirements of this
4 paragraph;

5 (3) increase of an appropriation to include additional
6 receipts above the appropriated estimate for refunds of shared taxes
7 and revenues to political subdivisions.

8 * Sec. 2. AS 37.07.120 is amended by adding a new paragraph to read:

9 (4) "committee" means the Legislative Budget and Audit
10 Committee.

11 * Sec. 3. AS 37.07.080(e) is repealed.
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1 IN THE HOUSE

BY THE RULES COMMITTEE BY
REQUEST OF THE LEGISLATIVE
BUDGET AND AUDIT COMMITTEE

2

HOUSE BILL NO. 475

3

IN THE LEGISLATURE OF THE STATE OF ALASKA

4

SEVENTH LEGISLATURE - SECOND SESSION

5

A BILL

6

For an Act entitled: "An Act authorizing the revision of agency operations
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8

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9

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11

governor and the committee, the operations plan of an agency provided

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for under sec. 80 of this chapter may be revised to allow for the

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(1) increase of an appropriation item based on additional

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federal or other program receipts;

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(2) establishment of a new position;

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(3) reallocation between appropriation items.

17

(b) If approved by the division, the operations plan of an agency

18

provided for under sec. 80 of this chapter may be revised to allow for

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the reallocation within an appropriation item.

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(c) The operations plan of an agency provided for under sec. 80 of

21

this chapter shall be revised by the division to reflect

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(1) reduction of an appropriation when there is a shortfall

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in the appropriated estimate of federal or other program receipts; the

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reduction shall include the shortfalls in receipts and the required state

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matching funds appropriated;

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(2) reduction in the state funding portion of an appropriation

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when federal or other program receipts exceed the appropriated estimate

28

of receipts; these reductions shall be consistent with applicable

29

federal statutes; excess receipts appropriated under (1) of this section

1 are exempt from the reduction requirements of this paragraph;

2 (3) increase of an appropriation to include additional
3 receipts above the appropriated estimate for refunds of shared taxes
4 and revenues to political subdivisions.

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STATE OF ALASKA

THE LEGISLATURE

BUDGET AND AUDIT COMMITTEE

AUDIT DIVISION
POUCH W -- ALASKA OFFICE BUILDING

FINANCE DIVISION
POUCH WF -- STATE CAPITOL

JUNEAU 99801

M E M O R A N D U M

TO: Myrt Charney, Director
Division of Budget & Management
Department of Administration

DATE: March 1, 1972

FROM: LEGISLATIVE FINANCE
ROOM 407
CAPITOL BUILDING

SUBJ: FISCAL NOTE REQUEST

PLEASE COMPLETE THE ATTACHED FISCAL NOTE FOR CSHB 475,
AND RETURN IT TO OUR OFFICE BY 3/8/72.

IN ADDITION TO THE GENERAL INSTRUCTIONS REGARDING FISCAL
NOTE PREPARATION (REFERENCE OUR MEMO OF _____),
PLEASE OBSERVE THE FOLLOWING:

1. Furnish information regarding the present statutes and the administrative procedures followed in order to comply with these statutes.
2. Comment regarding the effects of this bill as related to:
 - a. Present statutes, administrative procedures, annual state budget act (FY 1972 format), agency operations, end of year;
 - b. Proposed program budgeting, annual budget act (HB 518 format), agency operations plans, end of year.
3. Other comments and/or recommendations.

TIMELY RETURN OF THIS INFORMATION IS REQUESTED. HOWEVER,
IF ADDITIONAL PREPARATION TIME IS REQUIRED, NOTIFY OUR OFFICE
AS SOON AS POSSIBLE IN ORDER THAT DISCUSSION OF THE PROPOSED LEG-
ISLATION MAY BE RESCHEDULED TO A LATER DATE.

ATTACHMENTS: (1) FISCAL NOTE
(2) COPY OF BILL VERSION

CC: BUDGET & MANAGEMENT



RECORDS CERTIFICATION



I, the undersigned, an employee of the State of Alaska, do hereby certify that the microfilm images on this microform are accurate reproductions of the original records of the State of Alaska as accumulated during the regular course of business, and that it is the established policy and practice of this State to microfilm its records and to dispose of the original records after microfilm reproductions have been made.

James D. Smith
Signature of Camera Operator

4/4/89
Date

May 17, 1972

Robert N. Reeves
Administrative Director of Courts
941 4th Avenue
Anchorage, Alaska 99501

Dear Bob:

Attached is a copy of a response to the fiscal analysis on CSHB 480 which was prepared by Marjory Lee Lori of your staff. Since there is considerable variance between the analysis prepared by Ms. Lori and the attached response, I would appreciate your further response and clarification as to your estimate of the bill's cost.

Time, of course, is of the essence since action will likely be taken on the bill within the next few days. Thank you for your assistance.

Sincerely,



Glen K. Vernon

Encl.

Committee Report

HOUSE OF REPRESENTATIVES

4/19/72

_____ Date

Mr. Speaker

The Committee on FINANCE has had HR 480

under consideration. A majority of the members of the Committee

- recommends it do pass
- recommends it do not pass
- recommends it do pass with attached amendment(s)
- recommends it be replaced with CS for _____ and that
CS for _____ do pass
- (and) recommends it be referred to the _____
committee
- reports it back without recommendation
- (other) _____

MEMBERS SIGNING THE MAJORITY REPORT:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

MEMBERS NOT CONCURRING IN THE MAJORITY REPORT:

_____ recommends:

_____ recommends:

_____ recommends:

_____ recommends:

_____ recommends:

CHAIRMAN



CSHB 480
Fiscal Note

Alaska Court System

State of Alaska

DIRECTOR PERSONNEL-PURCHASING
CLARENCE W. ERICKSON

OFFICE OF ADMINISTRATIVE DIRECTOR
30 May 1972

941 FOURTH AVENUE
ANCHORAGE, ALASKA
99501

Glen K. Vernon
Finance Division
Pouch WF - State Capitol
Juneau, Alaska, 99801

Ref; Tel. Conversation
5/30/72 - CSHB480.

Dear Mr. Vernon:

Following is a resume of the reduced amount submitted for DSHB480. It is the feeling of this office that the sum of \$252,000. is the minimum amount required to implement the intent of CSHB480. The only reduction which could be effected beyond this would be the position of Electrical Technician if it develops that his work for Alaska Court System could also include work for the adjudication officers:

1 Director	26C	\$36,533
1 Hearing officer	24C	33,051
2 Hearing officers	22C	57,958
1 Secretary	12C	13,453
1 Secretary	10C	11,768
1 Accountant	14C	15,925
1 Electrical Technician	16C	20,011
1 Transcriber, Permanent Part Time		6,150
Travel		25,000
Contractual		6,500
Commodities		2,000
Testing & Repair Equipment		2,576
Hearing Room Equipment		6,000
		<u>\$236,925</u>
Section 44.62.353 Item D Contractual Service of Hearing Officer Director		15,000
		<u>\$251,925</u>

Page II

Ref, Tel. Conversation
5/30/72
CSHB480

If the above description and allocation of expenditures to implement this bill can be changed to any great degree, we can submit a financial note to meet whatever circumstances are required, but it is essential that the area of responsibility and the work load be sufficiently enumerated with the amount.

If we can be of any further assistance please call on us.

Thank you.

Sincerely yours,



C. W. Erickson

Director Purchasing and Personnel

CWE/hmt

The Legislature of the State of Alaska
FISCAL NOTE
Second Session - Seventh State Legislature

I. REQUEST

CHSB

Bill Identification: #B 480: "An Act establishing the Office
 Title: of Administrative Adjudication."
 Requested by: Legislative Finance Date: APRIL 20 1972
 Return Date Requested: MAY 1, 1972
 Agency: _____ Program: _____

II. FISCAL DETAIL

Budget Request Unit(s) Affected: 402

A. EXPENDITURES: (Thousands of dollars)

OBJECT	FY 72	FY 73	FY 74	FY 75	FY 76	FY 77
100 PERSONAL SERVICES	326,628	346,226	367,000	389,020	412,361	437,103
200 TRAVEL	23,088	24,473	25,941	27,497	29,147	30,896
300 CONTRACTUAL	13,100	13,886	14,719	15,602	16,538	17,530
400 COMMODITIES	4,000	4,240	4,494	4,764	5,050	5,353
500 EQUIPMENT	34,752	-0-	-0-	-0-	-0-	-0-
600 LAND & STRUCTURES						
700 GRANTS, CLAIMS, ETC.						
TOTAL	401,568	388,825	412,154	436,883	463,096	490,882

B. FUNDING: (Thousands of dollars)

GENERAL FUND	402	389	417	437	463	491
FEDERAL FUNDS						
OTHER						

C. POSITIONS:

PERMANENT/TEMPORARY	15 / 1	15 / 1	15 / 1	15 / 1	15 / 1	15 / 1
MAN MONTHS (P./T.)	180 / 6	180 / 6	180 / 6	180 / 6	180 / 6	180 / 6

III. ANALYSIS (See Fiscal Note Preparation Instructions, Section III)

Figures are based on assumption of one full fiscal year beginning 7/1/72 with an addition of 15 full time employees and 1 half time employee to create the offices required and staff them. A 6% annual increase is projected.

Copy in Use

IV. ATTACHMENTS

V. DATE: 4/28/72 PREPARED BY: Margaret Lee Fox

Original: Legislative Finance
 cc: Budget and Management
 Prime Sponsor (First Legislator Named)

FISCAL ANALYSIS ON CSHB-480 - ADMINISTRATIVE ADJUDICATION

A personal check with Mr. Robert N. Reeves, Administrative Director of Courts, establishes that Marjory Lee Lori, the person who prepared the fiscal note for the subject bill, is an employee of his office, who, either by herself or in conjunction with someone else, estimated the number of positions required to implement the bill. In so doing, Ms. Lori created:

- 1 - Administrative Director - Range 26C
- 3 - Hearing Officers - Range 24C
- 3 - Hearing Officers - Range 22C
- 3 - Secretary III positions
- 3 - Secretary II positions
- 1 - Accountant II position
- 1 - Electronics Technician
- 1 - Court Transcriber

for a total of 16 positions.

In addition, the fiscal note provides for:

- 24 trips from Fairbanks to Nome
- 24 trips from Juneau to Anchorage
- 24 trips from Anchorage to Fairbanks
- 24 trips from Juneau to Ketchikan
- for a TOTAL transportation cost of -- \$10,488
- 420 days per diem @\$30 each -- \$12,600

At the present time, the Alaska Transportation Commission has budgeted one hearing officer at a cost of \$34,616 including salary, office furniture/equipment, office supplies and travel. The explanation for that position indicates as follows:

"This position is required to provide a more expeditious method of handling applications which require hearing. A large percentage of the applications being filed, and filed during the past two years, require public hearing, and this takes up much of the time of the Commissioners which should be spent on policy matters. Under the present system, the Commission has become steadily further behind and now finds itself with approximately two and a half year backlog of transportation hearings."

In hearings held concerning the Transportation Commission, it has been fairly well established that in order to take care of current business and catch up on 2-1/2 years of backlog of transportation hearings, two full-time hearing officers should be made available.

Public Utilities Commissioners and Transportation Commissioners all spend a considerable amount of their time presiding at hearings instead of attending to administrative and policy matters.

The Governor's Office has budgeted \$21,000 in contract services for hearing officers for agencies other than APUC and ATC. Depending on the nature of the hearings that may occur, that amount may or may not be sufficient.

It is presently estimated that a total of four (4) hearing officers at this time would be ample, and that it may be possible to do the job with three (3) full-time hearing officers. Assuming a total of \$12,000 for a secretary, including the office furniture, equipment, and supplies for her position; and further assuming four (4) such secretaries, a total team of secretaries and hearing officers with office facilities represent an expenditure of \$46,600, which means that a total of \$139,800 would be necessary for three (3) such teams, and \$186,400 for four (4).

In conclusion, it appears that \$150,000 funding should be entirely adequate with the present caseload from which should be deducted present expenditures of \$46,600 for the hearing officer and secretary now provided, \$21,000 for the contractual services budgeted in the Governor's office, and the dollar value of the additional time provided to the various commissioners who must now travel and preside at hearings all over the state.

Mike Rose
Representative

MR:mm

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Y 73

PERSONAL SERVICES
REQUEST FOR NEW POSITION

AGENCY	CATEGORY	V	Public Protection
Commerce	PROGRAM	C	**
DIVISION	SUB-PROGRAM	1	Reg. of Business
Transportation	ELEMENT	c&	Regulation of
Commission	SUB-ELEMENT	d	Public Service

POSITION TITLE	HEARING EXAMINER	RANGE	25	LOCATION	Anchorage
TYPE OF POSITION	PERMANENT	M/C:	C	REF: FORM	02-1019 LINE 6

TYPE OF EXPENDITURE	FY 73		DETAIL OF RELATED EXPENSES
	AMOUNT	FUNDING SOURCE	
PERSONAL SERVICES	29,751	G.F.	\$25,428 & benefits 4,323
EQUIPMENT	1,165		Desk 200, Chair 75, Dictator 550, Office Table 110, File Cabinet w/lock 120, Book Case 110.
OTHER	3,700		Travel 2,00 statewide Transportation New-Hire 1,500 Office Supplies 200
TOTAL	34,616		

FUNDING SOURCE	PROJECTIONS			
	FY 74	FY 75	FY 76	FY 77
TOTAL EXPENSES	35,300	37,200	39,200	41,400
General Fund	35,500	37,200	39,200	41,400

EXPLANATION: This position is required to provide a more expeditious method of handling applications which require hearing. A large percentage of the applications being filed, and filed during the past 2 years, require public hearing, and this takes up much of the time of the Commissioners which should be spent on policy matters. Under the present system, the Commission has become steadily further behind and now finds itself with approximately two and a half year backlog of transportation hearings.

CERTIFICATION BY AGENCY HEAD DATE

APPROVED BY: _____
EFFECTIVE DATE: _____
LOCATION: _____
PCN: _____

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Y 73

PERSONAL SERVICES
REQUEST FOR NEW POSITION

AGENCY	CATEGORY	V	Public Protection
Commerce	PROGRAM	C	##
DIVISION	SUB-PROGRAM	1	Reg. of Business
Transportation	ELEMENT	c&	Regulation of
Commission	SUB-ELEMENT	d	Public Service

POSITION TITLE	SECRETARY I	RANGE	10	LOCATION	Anchorage
TYPE OF POSITION	PERMANENT	M/C:	C	REF: FORM	02-1010 LINE 8

TYPE OF EXPENDITURE	FY 73		DETAIL OF RELATED EXPENSES
	AMOUNT	FUNDING SOURCE	
PERSONAL SERVICES	9,856	G.F.	\$8,424 & benefits 1,432
EQUIPMENT	1,500		Desk 200, Chair 65, Transcriber 550, Typewriter 550, File Cabinet w/lock 110
OTHER	200		Office supplies
TOTAL	11,556		

PROJECTIONS		FY 74	FY 75	FY 76	FY 77
TOTAL EXPENSES		10,600	11,200	11,800	12,400
FUNDING SOURCE	General Fund	10,600	11,200	11,800	12,400

EXPLANATION: This position is required to provide secretarial services in connection with the position of Executive Director.

CERTIFICATION BY AGENCY HEAD _____ DATE _____

APPROVED CLASSIFICATION	
CLASS CODE	
RANGE	
APPROVED BY:	
EFFECTIVE DATE	
LOCATION	
PCN	

1 IN THE HOUSE

BY ROSE

2 HOUSE BILL NO. 480

3 IN THE LEGISLATURE OF THE STATE OF ALASKA

4 SEVENTH LEGISLATURE - SECOND SESSION

5 A BILL

6 For an Act entitled: "An Act establishing the Office of Administrative
7 Adjudication."

8 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF ALASKA:

9 * Section 1. AS 44.62 is amended by adding new sections to read:

10 Sec. 44.62.351. OFFICE OF ADMINISTRATIVE ADJUDICATION. There is
11 created the Office of Administrative Adjudication in the Alaska court
12 system.

13 Sec. 44.62.352. PRESIDING OFFICER. (a) The Office of Adminis-
14 trative Adjudication is under the direction and control of an executive
15 officer who shall be known as the presiding officer.

16 (b) The presiding officer shall have the same qualifications as a
17 hearing officer and shall be appointed by the governor from two or more
18 nominations submitted by the Judicial Council.

19 Sec. 44.62.353. HEARING OFFICERS. (a) The presiding officer
20 shall appoint and maintain a staff of hearing officers qualified under
21 this section which is sufficient to fill the needs of the various state
22 agencies.

23 (b) A hearing officer shall have been admitted to the practice of
24 law for at least two years immediately before his employment.

25 (c) The presiding officer shall assign a hearing officer for any
26 proceeding arising under secs. 330 - 630 of this chapter and upon re-
27 quest from any agency may assign a hearing officer to conduct other
28 administrative proceedings not arising under those sections. A hearing
29 officer so assigned is considered an employee of the office and not of

1 the agency to which he is assigned. When not engaged in hearing cases,
2 hearing officers may be assigned by the presiding officer to perform
3 other duties of the office including those under sec. 354 of this
4 chapter.

5 Sec. 44.62.354. DUTIES OF OFFICE. All hearings of state agencies
6 boards, commissions, and officers required to be conducted under this
7 chapter shall be conducted by hearing officers on the staff of the
8 office. The office shall maintain a staff of technical and clerical
9 personnel as is necessary to carry out the duties of the office. The
10 office shall study the subject of administrative law and procedure in
11 all its aspects; submit its suggestions to the various agencies in the
12 interest of fairness, uniformity and the expedition of business; and
13 report its recommendations to the governor and legislature at the be-
14 ginning of each session. All departments, agencies, officers and
15 employees of the state shall give the office ready access to their
16 records and full information and reasonable assistance in any matter of
17 research requiring recourse to them or to data within their knowledge
18 or control.

19 * Sec. 2. AS 44.62.410 is amended to read:

20 Sec. 44.62.410. TIME AND PLACE OF HEARING. The agency shall con-
21 sult the office, and, subject to the availability of the office's staff,
22 shall determine the time and place of hearing. The hearing shall be
23 held in Juneau or Ketchikan, whichever is closer to the place where the
24 transaction occurred or where the respondent resides, if the transaction
25 occurred in or the respondent resides in the Southeastern Senate Dis-
26 trict; in Anchorage if the transaction occurred or the respondent re-
27 sides within the South Central Senate District; in Fairbanks or Nome,
28 whichever is closer to the place where the transaction occurred or where
29 the respondent resides, if the transaction occurred in or the respondent

1 resides in the Central or Northwestern Senate Districts. The agency
2 may, if the transaction occurred in a senate district other than that of
3 respondent's residence, select the place of hearing appropriate for
4 either district. The agency may select a different place nearer the
5 place where the transaction occurred or where the respondent resides,
6 or the parties by agreement may select any place in the state.

7 * Sec. 3. AS 44.62.430(a) is amended to read:

8 (a) Before the hearing begins the agency or the assigned hearing
9 officer shall issue subpoenas and subpoenas duces tecum at the request
10 of a party in accordance with the rules of civil procedure. After the
11 hearing begins the agency hearing a case or a hearing officer sitting
12 alone may issue subpoenas and subpoenas duces tecum.

13 * Sec. 4. AS 44.62.430(b) is amended to read:

14 (b) A subpoena issued under (a) of this section extends to all
15 parts of the state and shall be served in accordance with the rules of
16 civil procedure. No witness is obliged to attend at a place out of the
17 election district in which he resides unless the distance is less than
18 100 miles from his place of residence, except that the agency or the
19 assigned hearing officer, upon affidavit of a party showing that the
20 testimony of the witness is material and necessary, may endorse on the
21 subpoena an order requiring the attendance of the witness.

22 * Sec. 5. AS 44.62.500(c) is amended to read:

23 (c) If the proposed decision is not adopted as provided in (b) of
24 this section the agency may decide the case upon the record, including
25 the transcript, with or without taking additional evidence, or may re-
26 fer the case to the same or another hearing officer to take additional
27 evidence. If the proposed decision is not adopted, the agency shall
28 state in writing its reasons for not adopting the decision. If the
29 case is so assigned to a hearing officer he shall prepare a proposed

1 decision as provided in (b) of this section upon the additional evidence
2 and the transcript and other papers which are part of the record of the
3 earlier hearing. A copy of the proposed decision shall be furnished to
4 each party and his attorney as prescribed by (b) of this section. The
5 agency may not decide a case provided for in this subsection without
6 giving the parties the opportunity to present either oral or written
7 argument before the agency. If additional oral evidence is introduced
8 before the agency, no agency member may vote unless he has heard the
9 additional oral evidence.

10 * Sec. 6. AS 44.62 is amended by adding a new section to read:

11 Sec. 44.62.515. DECISION TIME LIMITS. (a) The hearing officer
12 shall render a decision in a case which he hears within 90 days of the
13 conclusion of the hearings on the case.

14 (b) If an agency takes no action on a hearing officer's decision
15 within 30 days of the rendering of that decision, it is the final
16 decision of the agency.

17 * Sec. 7. AS 44.62.590(a) is amended to read:

18 (a) In a proceeding before an agency, the agency or the assigned
19 hearing officer shall certify the facts to the superior court in the
20 judicial district where the proceeding is held if a person in the
21 proceeding

22 (1) disobeys or resists a lawful order;

23 (2) refuses to respond to a subpoena;

24 (3) refuses to take oath or affirmation as a witness;

25 (4) refuses to be examined; or

26 (5) is guilty of misconduct at a hearing or so near the
27 hearing as to obstruct the proceeding.

28 * Sec. 8. AS 44.62.640(b)(3) is amended to read:

29 (3) "hearing officer" means a hearing officer qualified

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under sec. 353 [350] of this chapter;

* Sec. 9. AS 44.62.640(b) is amended by adding a new paragraph to read:

(6) "office" means the Office of Administrative Adjudication.

* Sec. 10. AS 44.62.350 is repealed.

Original sponsor: Rose

Offered: 3/29/72
Referred: Judiciary

1 IN THE HOUSE BY THE STATE AFFAIRS COMMITTEE

2 CS FOR HOUSE BILL NO. 480

3 IN THE LEGISLATURE OF THE STATE OF ALASKA

4 SEVENTH LEGISLATURE - SECOND SESSION

5 A BILL

6 For an Act entitled: "An Act establishing the Office of Administrative
7 Adjudication."

8 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF ALASKA:

9 * Section 1. AS 44.62 is amended by adding new sections to read:

10 Sec. 44.62.351. OFFICE OF ADMINISTRATIVE ADJUDICATION. There is
11 created the Office of Administrative Adjudication in the Alaska court
12 system.

13 Sec. 44.62.352. PRESIDING OFFICER. (a) The Office of Adminis-
14 trative Adjudication is under the direction and control of an executive
15 officer who shall be known as the presiding officer.

16 (b) The presiding officer shall have the same qualifications as a
17 hearing officer and shall be appointed for a term of six years by the
18 governor from two or more nominations submitted by the Judicial Council.
19 The presiding officer is removable before the end of his term only for
20 good cause.

21 Sec. 44.62.353. HEARING OFFICERS. (a) The presiding officer
22 shall appoint and maintain a staff of hearing officers qualified under
23 this section which is sufficient to fill the needs of the various state
24 agencies.

25 (b) A hearing officer shall have been admitted to the practice of
26 law for at least two years immediately before his employment, shall be
27 otherwise qualified by reason of background and experience and shall
28 meet the qualifications established by the court system.

29 (c) The presiding officer shall assign a hearing officer for any

1 administrative adjudicatory proceeding arising under state law. A
2 hearing officer so assigned is considered an employee of the office and
3 not of the agency providing the hearing. When not engaged in hearing
4 cases, hearing officers may be assigned by the presiding officer to
5 perform other duties of the office including those under sec. 354 of
6 this chapter.

7 (d) The office may contract for the services of a hearing officer
8 when a staff member is not otherwise available or qualified to conduct
9 a proceeding.

10 Sec. 44.62.354. DUTIES OF OFFICE. All hearings of state agencies,
11 boards, commissions, and officers required to be conducted under this
12 chapter shall be conducted by hearing officers on the staff of the
13 office. However, the services of the office are not limited to those
14 agencies set out in sec. 330 of this chapter, and shall be used by
15 all state agencies. The office shall maintain a staff of technical
16 and clerical personnel as is necessary to carry out the duties of the
17 office. The office shall study the subject of administrative law and
18 procedure in all its aspects; submit its suggestions to the various
19 agencies in the interest of fairness, uniformity and the expedition
20 of business; and report its recommendations to the governor and legis-
21 lature at the beginning of each session. The office shall compile
22 and publish significant administrative law decisions. All departments,
23 agencies, officers and employees of the state shall give the office
24 ready access to their records and full information and reasonable
25 assistance in any matter of research requiring recourse to them or to
26 data within their knowledge or control.

27 * Sec. 2. AS 44.62.410 is amended to read:

28 Sec. 44.62.410. TIME AND PLACE OF HEARING. The agency shall con-
29 sult the office and all parties in interest, and, subject to the

1 availability of the office's staff, shall determine the time and place
2 of hearing. The hearing shall be held in the most convenient location
3 with due regard [JUNEAU OR KETCHIKAN, WHICHEVER IS CLOSER] to the
4 place where the matter arises and to the residence of the parties,
5 [TRANSACTION OCCURRED OR WHERE THE RESPONDENT RESIDES, IF THE TRANS-
6 ACTION OCCURRED IN OR THE RESPONDENT RESIDES IN THE SOUTHEASTERN
7 SENATE DISTRICT; IN ANCHORAGE IF THE TRANSACTION OCCURRED OR THE RESPON-
8 DENT RESIDES WITHIN THE SOUTH CENTRAL SENATE DISTRICT; IN FAIRBANKS OR
9 NOME, WHICHEVER IS CLOSER TO THE PLACE WHERE THE TRANSACTION OCCURRED
10 OR WHERE THE RESPONDENT RESIDES, IF THE TRANSACTION OCCURRED IN OR THE
11 RESPONDENT RESIDES IN THE CENTRAL OR NORTHWESTERN SENATE DISTRICTS.
12 THE AGENCY MAY, IF THE TRANSACTION OCCURRED IN A SENATE DISTRICT OTHER
13 THAN THAT OF RESPONDENT'S RESIDENCE, SELECT THE PLACE OF HEARING AP-
14 PROPRIATE FOR EITHER DISTRICT. THE AGENCY MAY SELECT A DIFFERENT PLACE
15 NEARER THE PLACE WHERE THE TRANSACTION OCCURRED OR WHERE THE RESPON-
16 DENT RESIDES,] or the parties by agreement may select any place in the
17 state, subject to approval by the office.

18 * Sec. 3. AS 44.62.430(a) is amended to read:

19 (a) Before the hearing begins the agency or the assigned hearing
20 officer shall issue subpoenas and subpoenas duces tecum at the request
21 of a party in accordance with the rules of civil procedure. After the
22 hearing begins the agency hearing a case or a hearing officer sitting
23 alone may issue subpoenas and subpoenas duces tecum.

24 * Sec. 4. AS 44.62.430(b) is amended to read:

25 (b) A subpoena issued under (a) of this section extends to all
26 parts of the state and shall be served in accordance with the rules of
27 civil procedure. No witness is obliged to attend at a place out of the
28 election district in which he resides unless the distance is less than
29 100 miles from his place of residence, except that the agency or the

1 assigned hearing officer, upon affidavit of a party showing that the
2 testimony of the witness is material and necessary, may endorse on the
3 subpoena an order requiring the attendance of the witness.

4 * Sec. 5. AS 44.62.500(c) is amended to read:

5 (c) If the proposed decision is not adopted as provided in (b)
6 of this section, the agency shall state in writing its reasons for not
7 adopting the decision, and a final decision, including findings of
8 fact and conclusions of law, shall be separately stated. Findings of
9 fact, if set out in statutory language, shall be accompanied by a
10 concise and explicit statement of the underlying facts supporting the
11 findings. If the agency determines that additional evidence is neces-
12 sary, the agency may refer the matter to the office for assignment to
13 the same or to another hearing officer to take additional evidence.
14 [IF THE PROPOSED DECISION IS NOT ADOPTED AS PROVIDED IN (b) OF THIS
15 SECTION THE AGENCY MAY DECIDE THE CASE UPON THE RECORD, INCLUDING
16 THE TRANSCRIPT, WITH OR WITHOUT TAKING ADDITIONAL EVIDENCE, OR MAY
17 REFER THE CASE TO THE SAME OR ANOTHER HEARING OFFICER TO TAKE ADDITIONAL
18 EVIDENCE.] If the case is so assigned to a hearing officer he shall
19 prepare a proposed decision as provided in (b) of this section upon
20 the additional evidence and the transcript and other papers which are
21 part of the record of the earlier hearing. A copy of the proposed
22 decision shall be furnished to each party and his attorney as prescribed
23 by (b) of this section. The agency may not decide a case provided for
24 in this subsection without giving the parties the opportunity to present
25 either oral or written argument before the agency. [IF ADDITIONAL ORAL
26 EVIDENCE IS INTRODUCED BEFORE THE AGENCY, NO AGENCY MEMBER MAY VOTE
27 UNLESS HE HAS HEARD THE ADDITIONAL ORAL EVIDENCE.]

28 * Sec. 6. AS 44.62 is amended by adding a new section to read:

29 Sec. 44.62.515. DECISION TIME LIMITS. (a) The hearing officer

1 shall render a proposed decision in a case which he hears within 90
2 days from the conclusion of the hearings on the case or the submission
3 of briefs or memoranda, whichever occurs later.

4 (b) No salary warrant may be issued to a hearing officer until
5 he has filed with the state officer designated to issue salary warrants,
6 an affidavit that no matter referred to him has been pending for more
7 than 90 days from the time of the closing of the record on the matter,
8 including the submission of motions, memoranda or briefs.

9 (c) A proposed decision of the hearing officer,
10 upon which no action is taken by the agency within 30 days from the
11 receipt of that decision, is the final decision of the agency.

12 * Sec. 7. AS 44.62.590(a) is amended to read:

13 (a) In a proceeding before an agency, the agency or the assigned
14 hearing officer shall certify the facts to the superior court in the
15 judicial district where the proceeding is held if a person in the
16 proceeding

- 17 (1) disobeys or resists a lawful order;
18 (2) refuses to respond to a subpoena;
19 (3) refuses to take oath or affirmation as a witness;
20 (4) refuses to be examined; or
21 (5) is guilty of misconduct at a hearing or so near the
22 hearing as to obstruct the proceeding.

23 * Sec. 8. AS 44.62.640(b)(3) is amended to read:

24 (3) "hearing officer" means a hearing officer qualified
25 under sec. 353 [350] of this chapter;

26 * Sec. 9. AS 44.62.640(b) is amended by adding a new paragraph to read:

27 (6) "office" means the Office of Administrative Adjudication.

28 * Sec. 10. AS 44.62.350 is repealed.
29

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FY 73

PERSONAL SERVICES
REQUEST FOR NEW POSITION

AGENCY	CATEGORY	VI	Admin. of Justice
	PROGRAM	E	Judicial System
DIVISION	SUB-PROGRAM		Judicial Services
	ELEMENT	E	Adjudication
	SUB-ELEMENT		

POSITION TITLE DIRECTOR OF ADJUDICATION		RANGE 26 C	LOCATION ANCHORAGE		APPROVED CLASSIFICATION	
TYPE OF POSITION PERMANENT FULL TIME		M/C:	REF: FORM _____ LINE _____			
TYPE OF EXPENDITURE	FY 73		DETAIL OF RELATED EXPENSES			
	AMOUNT	FUNDING SOURCE				
PERSONAL SERVICES	28404		Desk 325 Swivel Chair 225 Table 200 2 bookcases 225 4 side chairs 681 File cabinet 154 contract 50 Dict. & Trans. Unit 990 Port. Dict. Unit 450			
Benefits	4829					
EQUIPMENT	3300					
OTHER						
TOTAL	36533					
PROJECTIONS			FY 74	FY 75	FY 76	FY 77
TOTAL EXPENSES						
FUNDING SOURCE						
<p>EXPLANATION: Director and presiding officer of the Office of Administrative Adjudication. Supervise and correlate activities of hearing officers and support staff to arrange for and conduct hearings all over the state for all state agencies as required.</p>						
CERTIFICATION BY AGENCY HEAD					DATE	APPROVED BY:
EFFECTIVE DATE						LOCATION
PCN						

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FY 73

PERSONAL SERVICES
REQUEST FOR NEW POSITION

AGENCY	CATEGORY	code VI	Admin. of Justice
	PROGRAM	E	Judicial System
DIVISION	SUB-PROGRAM		Judicial Services
	ELEMENT	E	Adjudication
	SUB-ELEMENT		

POSITION TITLE		HEARING OFFICER		RANGE	24 C		LOCATION	ANCHORAGE		APPROVED CLASSIFICATION
TYPE OF POSITION		Permanent Full Time		M/C:			REF: FORM	LINE		
TYPE OF EXPENDITURE	FY 73		DETAIL OF RELATED EXPENSES							
	AMOUNT	FUNDING SOURCE								
PERSONAL SERVICES	25428		[REDACTED]	Desk 325 Swivel Chair 225 Table 200 2 Bookcase						
Benefits	4323			225 4 Side Chairs 681 File Cabinet 154 Contract						
EQUIPMENT	3300			50 Dict. & Trans. Unit 990 Port. Dict. Unit						
OTHER				450						
TOTAL	33051									
PROJECTIONS				FY 74	FY 75	FY 76	FY 77	CLASS CODE		
TOTAL EXPENSES								RANGE		
FUNDING SOURCE								APPROVED BY:		
								EFFECTIVE DATE		
								LOCATION		
EXPLANATION: To conduct hearings in the South Central Senate District as directed by the Presiding Officer.								CERTIFICATION BY AGENCY HEAD		DATE
										PCN

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FY 73

PERSONAL SERVICES
REQUEST FOR NEW POSITION

AGENCY	CATEGORY	VI	Admin. of Justice
	PROGRAM	E	Judicial System
DIVISION	SUBPROGRAM		Judicial Services
	ELEMENT	E	Adjudication
	SUB-ELEMENT		

POSITION TITLE		HEARING OFFICER		RANGE	22 C		LOCATION	ANCHORAGE		APPROVED CLASSIFICATION
TYPE OF POSITION		Permanent Full Time		M/C:			REF: FORM	LINE		
TYPE OF EXPENDITURE	AMOUNT		FY 73 FUNDING SOURCE		DETAIL OF RELATED EXPENSES					
	PERSONAL SERVICES	21948								
	Benefits	3731								
EQUIPMENT		3300			Desk 325 Swivel Chair 225 Table 200 2 Bookcases					
					225 4 Side Chairs 681 File Cabinet 154 Coatrack					
OTHER					50 Dict. & Trans. Unit 990 Port. Dict. Unit					
					450					
	TOTAL	28979								
PROJECTIONS				FY 74	FY 75	FY 76	FY 77	RANGE		
TOTAL EXPENSES								CLASS CODE		
FUNDING SOURCE								APPROVED BY:		
								EFFECTIVE DATE		
EXPLANATION: To conduct hearings in the South Central Senate District as directed by the Presiding Officer.										LOCATION
CERTIFICATION BY AGENCY HEAD							DATE			
										PCN

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FY 73

PERSONAL SERVICES
REQUEST FOR NEW POSITION

AGENCY	CATEGORY	VI	Admin. of Justice
	PROGRAM	E	Judicial System
DIVISION	SUB-PROGRAM		Judicial Services
	ELEMENT	E	Adjudication
	SUB-ELEMENT		

POSITION TITLE		SECRETARY III		RANGE	12 C		LOCATION	ANCHORAGE		APPROVED CLASSIFICATION	
TYPE OF POSITION		Permanent Full Time		M/C:			REF: FORM	LINE			
TYPE OF EXPENDITURE	AMOUNT	FY 73 FUNDING SOURCE		DETAIL OF RELATED EXPENSES							
	PERSONAL SERVICES	10512									
		1787									
EQUIPMENT	954			Desk 220 Chair 45 Typewriter 529 Coatrack 50							
				File Cabinet 110							
OTHER	200			Commodities							
	TOTAL	13453									
PROJECTIONS				FY 74	FY 75	FY 76	FY 77	CLASS CODE			
TOTAL EXPENSES								RANGE			
FUNDING SOURCE								APPROVED BY:			
								EFFECTIVE DATE			
EXPLANATION: To perform routine secretarial duties for the hearing officer grade 24.										LOCATION	
CERTIFICATION BY AGENCY HEAD							DATE				PCN

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FY 73

PERSONAL SERVICES
REQUEST FOR NEW POSITION

AGENCY	CATEGORY	VI	Admin. of Justice
	PROGRAM	E	Judicial System
DIVISION	SUB-PROGRAM		Judicial Services
	ELEMENT	E	Adjudication
	SUB-ELEMENT		

POSITION TITLE	SECRETARY II		RANGE	10 C	LOCATION	ANCHORAGE	APPROVED CLASSIFICATION	
TYPE OF POSITION	PERMANENT FULL TIME		M/C:		REF: FORM	LINE		
TYPE OF EXPENDITURE	AMOUNT	FY 73	FUNDING SOURCE	DETAIL OF RELATED EXPENSES				APPROVED CLASS CODE
PERSONAL SERVICES	9072							
Benefits	1542							
EQUIPMENT	954			Desk 220 Chair 45 Typewriter 529 Coatrack 50 File Cabinet 110				
OTHER	200			Commodities				
TOTAL	11768							

PROJECTIONS		FY 74	FY 75	FY 76	FY 77	APPROVED BY:
TOTAL EXPENSES						
FUNDING SOURCE						EFFECTIVE DATE

EXPLANATION: To perform routine secretarial duties for the Hearing Officer grade 22.

CERTIFICATION BY AGENCY HEAD DATE

PCN

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FY 73

PERSONAL SERVICES
REQUEST FOR NEW POSITION

AGENCY	CATEGORY	code VI	Admin. of Justice
	PROGRAM	E	Judicial System
DIVISION	SUB-PROGRAM		Judicial Services
	ELEMENT	E	Adjudication
	SUB-ELEMENT		

POSITION TITLE	ACCOUNTANT II		RANGE	14 C	LOCATION	ANCHORAGE	APPROVED CLASSIFICATION	
TYPE OF POSITION	Permanent Full Time		M/C:		REF: FORM	LINE		
TYPE OF EXPENDITURE	FY 73		DETAIL OF RELATED EXPENSES					
	AMOUNT	FUNDING SOURCE						
PERSONAL SERVICES	12180		Desk 220 Chair 45 Typewriter 549 Calculator 550 File Cabinet 110 Commodities					
Benefits	2071							
EQUIPMENT	1474							
OTHER	200							
TOTAL	15,925							CLASS CODE

PROJECTIONS		FY 74	FY 75	FY 76	FY 77	APPROVED BY:
TOTAL EXPENSES						
FUNDING SOURCE						EFFECTIVE DATE

EXPLANATION: To compute travel and per diem claims, acquire statistics and do other accounting work as required under the direction of the presiding officer.

CERTIFICATION BY AGENCY HEAD	DATE	LOCATION
		PCN

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FY 73

PERSONAL SERVICES
REQUEST FOR NEW POSITION

AGENCY	CATEGORY	VI	Admin. of Justice
	PROGRAM	E	Judicial System
DIVISION	SUB-PROGRAM		Judicial Services
	ELEMENT	E	Adjudication
	SUB-ELEMENT		

POSITION TITLE		LEARNING OFFICER		RANGE	24 C	LOCATION	FAIRBANKS	APPROVED CLASSIFICATION
TYPE OF POSITION		Permanent Full Time		M/C:		REF: FORM	LINE	
TYPE OF EXPENDITURE	FY 73		FUNDING SOURCE	DETAIL OF RELATED EXPENSES				APPROVED BY:
	PERSONAL SERVICES	AMOUNT						
	Benefits	4829						
EQUIPMENT		3300	Desk 325 Swivel Chair 225 Table 200 2 Book-cases 225 4 Side Chairs 681 file Cabinet 154					
OTHER			Coatrack 50 Dict. & Trans. Unit 990 Port. Dict. Unit 450					
TOTAL		36533						

PROJECTIONS		FY 74	FY 75	FY 76	FY 77	RANGE
TOTAL EXPENSES						
FUNDING SOURCE						APPROVED BY:

EXPLANATION: To conduct hearings in the Central or Northwestern Senate Districts as directed by the Presiding Officer.

CERTIFICATION BY AGENCY HEAD

DATE

LOCATION

PCN

20

FY 73

PERSONAL SERVICES
REQUEST FOR NEW POSITION

AGENCY	CATEGORY	VI	Admin. of Justice
	PROGRAM	E	Judicial System
DIVISION	SUB-PROGRAM		Judicial Services
	ELEMENT	E	Adjudication
	SUB-ELEMENT		

POSITION TITLE		HEARING OFFICER		RANGE	22 C	LOCATION	Fairbanks			APPROVED CLASSIFICATION
TYPE OF POSITION		Permanent Full Time		M/C:		REF: FORM	LINE			
TYPE OF EXPENDITURE	AMOUNT	FY 73	FUNDING SOURCE	DETAIL OF RELATED EXPENSES						
PERSONAL SERVICES	24516									
Benefits	4168									
EQUIPMENT	3300			Desk 325 Swivel Chair 225 Table 200 2 Book-cases 225 4 Side Chairs 681 File Cabinet 154						
OTHER				Coatrack 50 Dict. & Trans. Unit 950 Port. Dict. Unit 450						
TOTAL	31984									
PROJECTIONS				FY 74	FY 75	FY 75	FY 77	CLASS CODE		
TOTAL EXPENSES								RANGE		
FUNDING SOURCE								APPROVED BY:		
								EFFECTIVE DATE		
								LOCATION		
EXPLANATION: To conduct hearings in the Central or Northwestern Senate Districts as directed by the Presiding Officer.				CERTIFICATION BY AGENCY HEAD			DATE			PCN

20

FY 73

PERSONAL SERVICES
REQUEST FOR NEW POSITION

AGENCY	CATEGORY	VI	Admin. of Justice
	PROGRAM	E	Judicial System
DIVISION	SUB-PROGRAM		Judicial Services
	ELEMENT	E	Adjudication
	SUB-ELEMENT		

POSITION TITLE		SECRETARY III		RANGE	12 C		LOCATION	FAIRBANKS		APPROVED CLASSIFICATION
TYPE OF POSITION		Permanent Full Time		M/C:			REF: FORM	LINE		
TYPE OF EXPENDITURE	AMOUNT		FY 73 FUNDING SOURCE		DETAIL OF RELATED EXPENSES					
	PERSONAL SERVICES	11736								
	Benefits	1995								
EQUIPMENT		954			Desk 220 Chair 45 Typewriter 529 Coatrack 50					
					File Cabinet 110					
OTHER		200			Commodities					
	TOTAL	14,885								
PROJECTIONS				FY 74	FY 75	FY 76	FY 77	RANGE CLASS CODE		
TOTAL EXPENSES								APPROVED BY:		
FUNDING SOURCE								EFFECTIVE DATE		
								LOCATION		
EXPLANATION: To perform routine secretarial duties for the hearing officer grade 24.										PCN
CERTIFICATION BY AGENCY HEAD							DATE			

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FY 73

PERSONAL SERVICES
REQUEST FOR NEW POSITION

AGENCY	CATEGORY	VI	Admin. of Justice
	PROGRAM	E	Judicial System
DIVISION	SUB-PROGRAM		Judicial Services
	ELEMENT	E	Adjudication
	SUB-ELEMENT		

POSITION TITLE		SECRETARY II		RANGE	10 C	LOCATION	FAIRBANKS			APPROVED CLASSIFICATION	
TYPE OF POSITION		Permanent Full Time		M/C:		REF: FORM	LINE				
TYPE OF EXPENDITURE	FY 73		DETAIL OF RELATED EXPENSES							CLASS CODE	
	AMOUNT	FUNDING SOURCE									
PERSONAL SERVICES	10128									RANGE	
Benefits	1722										
EQUIPMENT	954		Desk 220 Chair 45 Typewriter 529 Coatrack 50							APPROVED BY:	
OTHER	200		File Cabinet 110 Commodities								
TOTAL	13,004									EFFECTIVE DATE	
PROJECTIONS			FY 74	FY 75	FY 76	FY 77					
TOTAL EXPENSES										LOCATION	
FUNDING SOURCE											
<p>EXPLANATION: To perform routine secretarial duties for the hearing officer grade 22.</p>											
CERTIFICATION BY AGENCY HEAD							DATE				PCN

20

FY 73

PERSONAL SERVICES
REQUEST FOR NEW POSITION

AGENCY	CATEGORY	VI	Admin. of Justice
	PROGRAM	E	Judicial System
DIVISION	SUB-PROGRAM		Judicial Services
	ELEMENT	E	Adjudication
	SUB-ELEMENT		

POSITION TITLE		Hearing Officer		RANGE	24C	LOCATION	Juneau			APPROVED CLASSIFICATION
TYPE OF POSITION		Permanent Full Time		M/C:		REF: FORM	LINE			
TYPE OF EXPENDITURE	FY 73		DETAIL OF RELATED EXPENSES							
	AMOUNT	FUNDING SOURCE								
PERSONAL SERVICES	25,428		Desk 325, swivel chair 225, table 200 2 bookcases 225, 4 side chairs 681 file cabinet 154, coatrack 50 Dict. and Trans Unit 990, Port. Dict. Unit 450							
Benefits	4,323									
EQUIPMENT	3,300									
OTHER										
TOTAL	33,051									
PROJECTIONS				FY 74	FY 75	FY 76	FY 77	CLASS CODE		
TOTAL EXPENSES								RANGE		
FUNDING SOURCE								APPROVED BY:		
								EFFECTIVE DATE		
								LOCATION		
<p>EXPLANATION: To conduct hearings in the Southeastern Senate District as directed by the presiding officer.</p>										PCN
CERTIFICATION BY AGENCY HEAD							DATE			