

**OFFICE OF THE GOVERNOR**  
**BUDGET AND PROGRAM PLANNING**  
STATE OF MONTANA

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**'19B – Memo 2**  
**1 attachment**

TO: Agency Directors

FROM: Dan Villa, Budget Director  
Andy Huff, Governor's Chief Legal Counsel

Date: February 16, 2016

Subject: **Legislation Proposals for the 2017 Legislative Session**

**A. Proposed Legislation -- Deadline April 15, 2016**

Montana is experiencing strong business growth, wages are increasing, and government is operating efficiently and effectively with unprecedented amounts of transparency. Over the past biennium, the state agencies and employees have collaborated with businesses, community leaders, and citizens to create opportunities for and bring down barriers to growth in Montana's economy. The 2019 biennium will build upon Governor Bullock's record of working across political divides to pass a fiscally sound state budget and craft legislation designed to move Montana forward.

Agencies should continue to be mindful that the role of government is to serve on behalf of the people of Montana as well as the taxpayers. The financial resources of the State should be used appropriately and in a responsible manner to best achieve Governor Bullock's charge of growing Montana's economy by helping businesses create more high-paying jobs, bettering our education system, and building on our state's success.

We have forms to help you prepare submissions.

- use "GOV\_ADM\_001"
- call up "Forms&Memos\Forms"
- copy the "Proposed 2017 Session Legislation" Excel form, named "Memo2 – 2019 Biennium Attach 1 Legform.xls."

Please complete a form for EACH piece of proposed legislation, recognizing that your forms will be public documents used by both the executive and legislative branch.

You should submit *all legislative proposals (concepts)* by April 15. We don't need complete drafts of the legislation at this point. If you do have a draft on any proposal, you may submit it along with the request form. Please note these important points:

1. Prioritize all proposed legislation 1 through XXX for the entire agency, with 001 as the highest priority. These numbers will help us track your proposals throughout planning and bill drafting. We will return any proposals that lack priority numbering.

2. Save your completed legislation forms as Excel documents in the “LEG” folder on the OBPP server. Use this format to name them: \XXXX\YY-ZZZ.xls
  - XXXX is your four-digit agency code
  - YY is the two-digit program code
  - ZZZ is the **agency-wide priority number** the agency assigned to the proposed legislation.

E-mail or call Jeanne Nevins at x3616 when you have saved your proposals in the file. Email Jeanne Nevins for technical help with retrieving or transmitting documents. To obtain access for additional or new agency personnel, contact your assigned OBPP Budget Analyst.

3. Don't send biennial appropriation bills for EPP. Examples include HB 5 for long-range building or HB 9 for cultural and aesthetic grants. Please send final drafts of these bills directly to Christine Hultin and Amy Sassano as HB XX whenever they are ready.

After OBPP and the Governor's staff review your legislative proposals, we will notify agencies electronically when they are approved to draft specific bills.

The notification will include a listing of those bills that are approved for drafting and those that are not approved. Non-approved bills may fit another category, such as:

- the need for more information
- the need to coordinate with other agencies
- interest of the Governor in requesting the bill
- or other actions

Call Jeanne Nevins at x3616 to schedule agency conferences, if needed, on non-approved bills. The meetings will enable follow-up and final decisions on your proposals.

## **B. Final Drafts of Legislation -- Deadline September 15, 2016**

Whenever your agency completes a final draft of approved legislation,

- **save** the final draft in the “Leg” folder on the OBPP server with the file name “\XXXX\YY-ZZZF.doc”
  - XXXX is your four-digit agency code
  - YY is the two-digit program code
  - ZZZ is the *same priority number* assigned April 15
  - F indicates final draft.
- **send** an e-mail to Jeanne Nevins at OBPP.

[Changing the ZZZ number from the number we have approved will cause confusion and delays in reviewing your legislation. If we combine two requested bills during the summer, the ZZZ number will be the **lower** of the original numbers that the agency assigns in April.]

**Note! Agencies MUST identify both the file name described above AND the LSD assigned LC number (if available) on top of the first page of the bill draft for all bill drafts submitted for review and approval.**

Note: At the same time the agency submits the final draft of the bill, agencies will be required to submit a draft fiscal note for the bill to OBPP.

We urge all agency staff involved in drafting legislation to attend the LSD “Bill Drafting Workshop.” It likely will be presented several times in June. Call the LSD at 3064 for further information.

OBPP and Governor’s policy and legal staff will review your final bill drafts and seek more information as needed.

Between September 15 and December 15, OBPP and Governor’s staff will work with you to secure legislators who will request and sponsor appropriations bills, significant pieces of agency legislation, and other bills as necessary.

Most housekeeping, federal compliance, and other bills from your agency may be requested by the legislative committee that has monitoring responsibility for your agency under 5-5-215(1)(c), MCA, and that will have reviewed your legislative concepts. The appropriate interim committee will be the official requestor of these bills. The LSD will be responsible for this procedure and it will be copying your final bill drafts directly from the “LEG” folder on the OBPP server for drafting. Since these LSD bill drafting rules may affect executive branch legislation, the Governor’s Office expects you will, at a minimum, keep us informed whenever changes occur that have a legal, programmatic, or budgetary effect. The LSD draft bills won’t need a legislative requestor, but you will be required to secure a bill sponsor and have the sponsor pre-introduce the bill prior to December 15, 2016.