

**MINUTES OF THE  
LEGISLATIVE PROCESS COMMITTEE**

Thursday, October 19, 2000 - 9:00 a.m. - Room 403 - State Capitol

**Members Present:**

Sen. Leonard M. Blackham, Senate Chair  
Sen. D. Edgar Allen  
Sen. Terry Spencer  
Rep. Patrice M. Arent  
Rep. Brent H. Goodfellow  
Rep. Evan L. Olsen  
Rep. Raymond W. Short

**Public Members Present:**

Mr. Grant Caldwell  
Ms. Joan D. Glenn

**Members Excused:**

Ms. Ann Marie Allen  
Mr. Brent Litz

**Staff Present:**

Mr. Stewart E. Smith,  
Managing Research Analyst  
Mr. John L. Fellows,  
Associate General Counsel  
Ms. Glenda S. Whitney,  
Legislative Secretary

**Note:** A list of others present and copies of materials distributed in the meeting are on file in the Office of Legislative Research and General Counsel.

1. **Call to Order** - Chair Blackham called the meeting to order at 9:16 a.m.
2. **Committee Business** - Chair Blackham recognized the public members on the committee and thanked them for attending the meeting.

**MOTION:** Rep. Olsen moved to approve the minutes of the August 15, 2000 meeting. The motion passed unanimously.

3. **Pilot Performance Based Budget for the Division of Wildlife Resources** - Mr. Steven Allred, Office of the Legislative Fiscal Analyst, distributed the report, "Pilot Performance Based Budget for the Division of Wildlife Resources." He presented an overview and a slide presentation on the proposed performance based budgeting process. He explained that this report has been prepared in response to the Legislative Process Committee's request that the Office of the Legislative Fiscal Analyst prepare a "pilot" Performance Based Budget (PBB) for the Division of Wildlife Resources.

Mr. Allred said the pilot budget followed recommendations made in a previous report to the Legislature by the Office of the Legislative Fiscal Analyst on November 18, 1999. He explained that in that report, the Fiscal Analyst recommended that Utah initiate a performance based budgeting process. It was further recommended that the Executive Branch agencies and the Judiciary develop and include key performance measures with their annual agency budget requests. He said these measures would be a main item of discussion and evaluation by the Legislature during its annual general session budget deliberations.

Mr. Allred reviewed the proposed recommendations and answered questions from the committee. In summary, Mr. Allred said performance based budgeting is a tool for reporting

government results to the public and to decision makers. While PBB does tighten accountability, he said it also gives internal management a device for measuring progress toward agency goals.

Mr. Greg Sheehan, Financial Manager for Wildlife Resources, said that after working on this process for three months, it had been a challenge to determine what needed to be done, how much they are doing, and how well they are doing. Mr. Sheehan expressed concern that it takes a lot of resources to collect data and indicated that sometimes the results of an agency's efforts are affected by factors that are outside their control. He said their ability to raise money is limited and noted that, currently, the funds collected are inadequate to cover expenses.

Ms. Glenn questioned if this performance based budgeting process would increase the burden of looking at performance indicators and what has been done in the past.

Mr. Allred indicated that they would like the legislators to receive enough information to ask meaningful questions, get meaningful data, and not be overwhelmed with the process.

Mr. Caldwell said that in performance based budgeting, there shouldn't be an expectation of cutting expenses. He said that the major thrust in this kind of a process is to have more effective goals, objectives, and performance measures that will come about by patience and experience. He said that there will be some modifications from the initial implementation of the process and that it requires a period of time and experience to achieve the intended objectives.

Mr. John Massey, Director, Office of the Legislative Fiscal Analyst, said the process focuses on what is the most important information to provide to the committee and how to narrow it to a readable and understandable level that prompts the committee to ask the best questions in the least amount of time. He proposed the format from the handout, Appendix #1 page 13, as the budget analysis they recommend presenting to the Legislature this session.

Sen. Allen suggested changing the name of the process from Performance Based Budget to Performance Informed Budget.

Mr. John Massey suggested having the subcommittee meet right after the session to accomplish two things, 1) evaluate how the subcommittee meetings went; and 2) discuss the issues that the public and legislators brought up. He indicated that this would give productive feedback on what to prepare for next session with regard to measurements.

Chair Blackham suggested encouraging the Legislative Management Committee to authorize the Natural Resources Appropriations Subcommittee to meet more often during the interim to review and evaluate the pilot process.

**MOTION:** Rep. Short moved to recommend to the Executive Appropriations Committee that: the budget of the Division of Wildlife Resources be presented at the next session in a

Performance Based Budget related format; the committee be authorized to meet more than twice per interim to help set the standards and goals and to receive updated information; the new Natural Resource and Agriculture Subcommittee meet once before the 2001 session in January to be introduced to the new budget format; and the Legislature refer to this type of budget as Performance Informed Budget rather than Performance Based Budget. The motion passed unanimously, with Rep. Arent absent for the vote.

Chair Blackham excused and thanked the public members for their input regarding this agenda item.

**4. Review of Draft Legislation** - Mr. John L. Fellows, Associate General Counsel, referred the committee to the draft legislation in the mailing packet, "Joint Rules Resolution - In-depth Budget Review Selection," and "Legislative Process Committee - Duties and Responsibilities." He explained that the proposed legislation gives the responsibilities of an in-depth budget review to an appropriation subcommittee and, because appropriation subcommittees are created in rule, the first legislation is an amendment to the joint rule that would accomplish that purpose. He noted that the second piece of legislation, simply repeals the section that requires the Legislative Process Committee to do an in-depth budget review.

**MOTION:** Sen. Allen moved to adopt "Joint Rules Resolution - In-depth Budget Review Selection," and "Legislative Process Committee - Duties and Responsibilities," as committee bills. The motion passed unanimously, with Rep. Arent absent for the vote.

**5. Report on Media Training Materials** - Chair Blackham noted that, at a previous meeting, a motion passed suggesting to the Legislative Management Committee that they create a brochure that provides guidelines and summarizes the rules for media representatives. He said the Legislative Management Committee reviewed the recommendation at its October 17, 2000 meeting and requested a draft copy of a media brochure.

Ms. Shia Kapos, Government Editor, and Mr. Greg Burton, Legislative Reporter, Salt Lake Tribune, said they are pleased to have the information available and asked for clarification on areas of the draft media guide.

Mr. Stewart E. Smith, Managing Research Analyst, distributed the handout, "Media Guide to the Utah State Legislature," and presented an overview of the guide.

The committee reviewed the draft and made recommended changes. Chair Blackham asked staff to rework the draft and make the proper changes. He also told the media to respond to staff if there are other recommendations that should be addressed.

**6. Other Items -** Chair Blackham reported to the committee that the recommendation to the Legislative Management Committee related to long title changes was accepted by Management and the Office of Legislative Research and General Counsel was directed to implement the change.

The committee scheduled their next meeting for Tuesday, November 14, 2000 at 9:00 a.m.

**7. Adjourn -**

**MOTION:** Sen. Allen moved to adjourn the meeting at 11:18 a.m. The motion passed unanimously, with Rep. Arent absent for the vote.