

LEGISLATIVE

General Assembly of Maryland

Department of Legislative Services

GENERAL ASSEMBLY OF MARYLAND

OBJECTIVES

The General Assembly of Maryland is created by Article III of the State Constitution and is composed of two branches: the Senate and the House of Delegates. Its purpose is to: formulate and enact the public policy of the State by the passage of legislation; enact annual appropriation bills for the operating and capital budget; provide revenue for the State by passage of legislation; oversee the operation of the State and the needs for legislation by conducting inquiries and investigations; and meet annually on the second Wednesday of January for 90 days and in special session as required.

SUMMARY OF LEGISLATIVE BRANCH

	2004 Actual	2005 Appropriation	2006 Allowance
Total Number of Authorized Positions.....	730.00	740.00	740.00
Salaries, Wages and Fringe Benefits.....	43,112,269	46,970,443	49,152,106
Technical and Special Fees.....	1,293,678	1,161,428	1,194,525
Operating Expenses.....	15,453,946	13,187,810	13,422,458
Original General Fund Appropriation.....	59,859,893	60,883,913	
Transfer/Reduction.....		435,768	
Net General Fund Expenditure.....	<u>59,859,893</u>	<u>61,319,681</u>	<u>63,769,089</u>

SUMMARY OF GENERAL ASSEMBLY OF MARYLAND

	2004 Actual	2005 Appropriation	2006 Allowance
Total Number of Authorized Positions.....	366.00	365.00	365.00
Salaries, Wages and Fringe Benefits.....	18,232,614	20,070,047	20,863,596
Technical and Special Fees.....	158,897		425
Operating Expenses.....	8,532,050	7,517,780	7,548,758
Original General Fund Appropriation.....	26,923,561	27,444,715	
Transfer/Reduction.....		143,112	
Net General Fund Expenditure.....	<u>26,923,561</u>	<u>27,587,827</u>	<u>28,412,779</u>

GENERAL ASSEMBLY OF MARYLAND

B75A01.01 SENATE

Program Description:

The Senate is composed of 47 Senators. The Senate initiates legislation, holds legislative hearings, confirms designated appointments of the Governor and tries impeachment cases. Funds are provided for the compensation of the President of the Senate, Senators and for staff, for reimbursement of expenses relating to the session and meetings in the interim and for each Senator's district office accounts.

Appropriation Statement:

	2004 Actual	2005 Appropriation	2006 Allowance
Number of Authorized Positions	125.00	125.00	125.00
01 Salaries, Wages and Fringe Benefits	6,483,940	7,346,337	7,559,410
02 Technical and Special Fees	48,644		
04 Travel	469,378	442,678	442,678
08 Contractual Services	1,162,430	1,388,723	1,392,723
09 Supplies and Materials	11,415	15,000	15,000
10 Equipment—Replacement	855,184	75,000	75,000
13 Fixed Charges	727	2,000	2,000
14 Land and Structures	7,517		
Total Operating Expenses	2,506,651	1,923,401	1,927,401
Total Expenditure	9,039,235	9,269,738	9,486,811
Original General Fund Appropriation	9,039,235	9,207,026	
Transfer of General Fund Appropriation		62,712	
Net General Fund Expenditure	9,039,235	9,269,738	9,486,811

B75A01.02 HOUSE OF DELEGATES

Program Description:

The House of Delegates is composed of 141 Delegates. The House initiates legislation, holds legislative hearings, conducts inquiries into complaints, grievances and offenses as the Grand Inquest of the State and has sole power of impeachment. Funds are provided for the compensation of the Speaker of the House of Delegates, Delegates and for staff, for reimbursement of expenses relating to the session and meetings in the interim and for each Delegates' district office accounts.

Appropriation Statement:

	2004 Actual	2005 Appropriation	2006 Allowance
Number of Authorized Positions	239.00	239.00	239.00
01 Salaries, Wages and Fringe Benefits	11,719,225	12,666,401	13,266,208
02 Technical and Special Fees	109,892		
04 Travel	1,558,817	1,351,557	1,351,557
08 Contractual Services	3,311,455	3,116,300	3,120,800
09 Supplies and Materials	4,529	30,000	30,000
10 Equipment—Replacement	200,000	200,000	200,000
13 Fixed Charges	85	2,000	2,000
14 Land and Structures	7,479		
Total Operating Expenses	5,082,365	4,699,857	4,704,357
Total Expenditure	16,911,482	17,366,258	17,970,565
Original General Fund Appropriation	16,911,482	17,287,466	
Transfer of General Fund Appropriation		78,792	
Net General Fund Expenditure	16,911,482	17,366,258	17,970,565

GENERAL ASSEMBLY OF MARYLAND

B75A01.03 GENERAL LEGISLATIVE EXPENSES

Program Description:

Certain services for the General Assembly are administered on a joint basis including supplies, equipment and furniture, maintenance and out-of-state travel.

Appropriation Statement:

	2004 Actual	2005 Appropriation	2006 Allowance
Number of Authorized Positions	2.00	1.00	1.00
01 Salaries, Wages and Fringe Benefits	29,449	57,309	37,978
02 Technical and Special Fees	361		425
04 Travel	193,310	335,872	336,000
08 Contractual Services	71,137	336,500	344,000
09 Supplies and Materials	2,240		2,000
10 Equipment—Replacement	520,403	20,000	20,000
13 Fixed Charges	140,634	137,150	150,000
14 Land and Structures	15,310	65,000	65,000
Total Operating Expenses	943,034	894,522	917,000
Total Expenditure	972,844	951,831	955,403
Original General Fund Appropriation	972,844	950,223	
Transfer of General Fund Appropriation		1,608	
Net General Fund Expenditure	972,844	951,831	955,403

DEPARTMENT OF LEGISLATIVE SERVICES

OBJECTIVES

The Department of Legislative Services is the Maryland General Assembly's non-partisan staff. The operations of the department are subject to the policy and directions of the President of the Senate and the Speaker of the House of Delegates, and the Legislative Policy Committee. The department has four offices: Office of the Executive Director, Office of Legislative Audits, Office of Legislative Information Systems, and Office of Policy Analysis. Primary duties of the Department are to provide: (1) budget and fiscal analysis; (2) legislative drafting, statutory revision, and legal research; (3) fiscal-compliance/opinion audits of state agencies; (4) legislative research and library and public information services; (5) legislative information systems maintenance, development, and support; and (6) administrative support services for the operation of the legislature.

SUMMARY OF DEPARTMENT OF LEGISLATIVE SERVICES

	2004 Actual	2005 Appropriation	2006 Allowance
Total Number of Authorized Positions.....	364.00	375.00	375.00
Salaries, Wages and Fringe Benefits.....	24,879,655	26,900,396	28,288,510
Technical and Special Fees.....	1,134,781	1,161,428	1,194,100
Operating Expenses.....	6,921,896	5,670,030	5,873,700
Original General Fund Appropriation.....	32,936,332	33,439,198	
Transfer/Reduction.....		292,656	
Net General Fund Expenditure.....	<u>32,936,332</u>	<u>33,731,854</u>	<u>35,356,310</u>

DEPARTMENT OF LEGISLATIVE SERVICES

B75A01.04 OFFICE OF THE EXECUTIVE DIRECTOR

Program Description:

The primary duties of the Office of the Executive Director are to:

1. Oversee the activities of the Department to ensure that its functions are performed correctly, efficiently, and timely, in a non-partisan manner.
2. Manage all financial activities of the Department and the General Assembly, consistent with the State budget and the policies of the President and the Speaker, the Management Subcommittee, and the Legislative Policy Committee.
3. Manage all personnel functions for the Department, and those personnel functions of the General Assembly as assigned by the President and the Speaker.
4. Manage all document preparation, printing, and publication for the Department.
5. Supervise all other support services, where appropriate, to the General Assembly relating to telecommunications, distribution, copying, supplies, housekeeping, and maintenance.

Appropriation Statement:

	2004 Actual	2005 Appropriation	2006 Allowance
Number of Authorized Positions	90.00	91.00	91.00
01 Salaries, Wages and Fringe Benefits	5,598,149	5,751,745	6,026,574
02 Technical and Special Fees	833,454	887,011	909,300
03 Communication	468,121	599,800	504,800
04 Travel	29,384	51,000	53,000
06 Fuel and Utilities	3,845	7,000	5,200
08 Contractual Services	1,015,772	1,148,000	1,295,100
09 Supplies and Materials	533,527	602,200	596,600
10 Equipment—Replacement	823,847	273,000	261,200
13 Fixed Charges	86,673	92,807	96,000
14 Land and Structures	59,951	100,000	100,000
Total Operating Expenses	3,021,120	2,873,807	2,911,900
Total Expenditure	9,452,723	9,512,563	9,847,774
Original General Fund Appropriation	9,452,723	9,440,203	
Transfer of General Fund Appropriation		72,360	
Net General Fund Expenditure	9,452,723	9,512,563	9,847,774

DEPARTMENT OF LEGISLATIVE SERVICES

B75A01.05 OFFICE OF LEGISLATIVE AUDITS

Program Description:

The primary duties of the Office of Legislative Audits are to:

1. Conduct fiscal/compliance audits of all agencies of the Executive and Judicial Branches of state government at least once every three years.
2. Conduct financial statement audits, performance audits, and special reviews of selected agencies as requested or as required by laws.
3. Review the audit reports of local government units in the State.

Appropriation Statement:

	2004 Actual	2005 Appropriation	2006 Allowance
Number of Authorized Positions	106.00	115.00	115.00
01 Salaries, Wages and Fringe Benefits	<u>7,381,478</u>	<u>8,322,804</u>	<u>8,781,808</u>
02 Technical and Special Fees	<u>17,878</u>	<u>32,350</u>	<u>27,400</u>
03 Communication	4,255	6,500	5,000
04 Travel	61,643	95,000	102,000
07 Motor Vehicle Operation and Maintenance	34,571	36,373	60,900
08 Contractual Services	123,580	199,555	260,900
09 Supplies and Materials	55,167	50,307	44,000
10 Equipment—Replacement	625,582	88,766	58,000
13 Fixed Charges	<u>11,774</u>	<u>14,200</u>	<u>14,700</u>
Total Operating Expenses	<u>916,572</u>	<u>490,701</u>	<u>545,500</u>
Total Expenditure	<u>8,315,928</u>	<u>8,845,855</u>	<u>9,354,708</u>
Original General Fund Appropriation	8,315,928	8,760,631	
Transfer of General Fund Appropriation		85,224	
Net General Fund Expenditure	<u>8,315,928</u>	<u>8,845,855</u>	<u>9,354,708</u>

DEPARTMENT OF LEGISLATIVE SERVICES

B75A01.06 OFFICE OF LEGISLATIVE INFORMATION SYSTEMS

Program Description:

The primary duties of the Office of Legislative Information Systems are to:

1. Develop, coordinate, support, and maintain the computers services, data processing, and information systems for the Department and the General Assembly.
2. Provide training related to information systems for employees of the Department and the General Assembly.
3. Plan for the future information systems need of the Department and the General Assembly.

Appropriation Statement:

	2004 Actual	2005 Appropriation	2006 Allowance
Number of Authorized Positions	28.00	28.00	28.00
01 Salaries, Wages and Fringe Benefits	1,991,707	2,170,511	2,314,394
02 Technical and Special Fees	13,561	16,175	27,000
03 Communication	73,224	97,067	97,000
04 Travel	13,094	37,750	47,000
08 Contractual Services	480,952	605,341	549,000
09 Supplies and Materials	234,618	276,817	365,700
10 Equipment—Replacement	872,092	633,297	639,000
13 Fixed Charges	1,643	200	1,000
14 Land and Structures	76,054	13,000	20,000
Total Operating Expenses	1,751,677	1,663,472	1,718,700
Total Expenditure	3,756,945	3,850,158	4,060,094
Original General Fund Appropriation	3,756,945	3,827,646	
Transfer of General Fund Appropriation		22,512	
Net General Fund Expenditure	3,756,945	3,850,158	4,060,094

DEPARTMENT OF LEGISLATIVE SERVICES

B75A01.07 OFFICE OF POLICY ANALYSIS

Program Description:

The primary duties of the Office of Policy Analysis are to:

1. Analyze and make recommendations on fiscal matters that relate to the State budget and on policy issues.
2. Analyze and prepare legislation for members of the General Assembly.
3. Analyze proposed and emergency regulations of Executive branch agencies.
4. Prepare recommendations for the revision of the statutory law for the General Assembly.
5. Provide professional staffing services for any committee or subcommittee of General Assembly.
6. Provide library and information services to the General Assembly and the public.
7. Index and preserve information relating to the preparation of legislation, regulatory review, and statutory revision.

Appropriation Statement:

	2004 Actual	2005 Appropriation	2006 Allowance
Number of Authorized Positions	140.00	141.00	141.00
01 Salaries, Wages and Fringe Benefits	9,908,321	10,655,336	11,165,734
02 Technical and Special Fees	269,888	225,892	230,400
04 Travel	63,827	95,000	105,000
08 Contractual Services	142,147	186,300	204,800
09 Supplies and Materials	268,749	262,450	286,500
10 Equipment—Replacement	679,627	5,000	8,000
13 Fixed Charges	78,177	93,300	93,300
Total Operating Expenses	1,232,527	642,050	697,600
Total Expenditure	11,410,736	11,523,278	12,093,734
Original General Fund Appropriation.....	11,410,736	11,410,718	
Transfer of General Fund Appropriation.....		112,560	
Net General Fund Expenditure.....	11,410,736	11,523,278	12,093,734

PERSONNEL DETAIL

Legislative

Classification Title	FY 2004 Positions	FY 2004 Expenditure	FY 2005 Positions	FY 2005 Appropriation	FY 2006 Positions	FY 2006 Allowance	Symbol
b75a01 General Assembly of Maryland/Department of Legislative Services							
b75a0101 Senate							
president of the senate	.00	0	.00	52,000	.00	55,000	
senators	.00	0	.00	1,794,000	.00	1,932,000	
office of the president	.00	0	.00	543,408	.00	543,408	
desk officers	.00	0	.00	187,532	.00	187,532	
office of the secy of senate	.00	0	.00	57,155	.00	57,155	
office of the majority leader	.00	0	.00	59,992	.00	59,992	
office of the minority leader	.00	0	.00	87,679	.00	87,679	
budget and taxation committee	.00	0	.00	105,916	.00	105,916	
education, health, and environm	.00	0	.00	92,984	.00	92,984	
finance committee	.00	0	.00	107,933	.00	107,933	
judicial proceedings committee	.00	0	.00	76,905	.00	76,905	
regular senate staff	.00	0	.00	1,761,373	.00	1,761,373	
session support personnel	.00	0	125.00	545,130	125.00	545,130	
TOTAL b75a0101*	.00	0	125.00	5,472,007	125.00	5,613,007	
b75a0102 House of Delegates							
speaker	.00	0	.00	52,000	.00	55,000	
delegates	.00	0	.00	5,460,000	.00	5,880,000	
office of the speaker	.00	0	.00	637,647	.00	637,647	
desk officers	.00	0	.00	237,804	.00	237,804	
office of the chief clerk	.00	0	.00	20,370	.00	20,370	
office of the speaker pro tem	.00	0	.00	0	.00	55,998	
office of the majority leader	.00	0	.00	60,884	.00	60,884	
office of the minority leader	.00	0	.00	119,954	.00	119,954	
appropriations committee	.00	0	.00	93,085	.00	93,085	
health and government operation	.00	0	.00	97,280	.00	97,280	
economic matters committee	.00	0	.00	92,578	.00	92,578	
environmental matters committee	.00	0	.00	92,538	.00	92,538	
judiciary committee	.00	0	.00	90,252	.00	90,252	
ways and means committee	.00	0	.00	90,252	.00	90,252	
delegation staff	.00	0	.00	300,753	.00	298,777	
regular house staff	.00	0	.00	1,837,969	.00	1,893,074	
session support personnel	.00	0	239.00	404,001	239.00	413,871	
TOTAL b75a0102*	.00	0	239.00	9,687,367	239.00	10,229,364	
b75a0103 General Legislative Expenses							
legislative security	.00	0	1.00	22,959	1.00	22,959	
TOTAL b75a0103*	.00	0	1.00	22,959	1.00	22,959	

PERSONNEL DETAIL

Legislative

Classification Title	FY 2004 Positions	FY 2004 Expenditure	FY 2005 Positions	FY 2005 Appropriation	FY 2006 Positions	FY 2006 Allowance	Symbol
b75a0104 Office of the Executive Director							
executive director	.00	0	1.00	130,664	1.00	130,664	
senior manager	.00	0	1.00	107,891	1.00	107,891	
legislative manager	.00	0	1.00	92,687	1.00	92,687	
senior policy analyst iii	.00	0	1.00	52,782	1.00	52,782	
legislative specialist ii	.00	0	1.00	56,171	1.00	56,171	
legislative associate ii	.00	0	1.00	45,871	1.00	45,871	
senior manager	.00	0	1.00	89,867	1.00	89,867	
legislative manager	.00	0	1.00	77,117	1.00	77,117	
senior administrator ii	.00	0	1.00	72,530	1.00	72,530	
legislative administrator	.00	0	1.00	53,545	1.00	53,545	
legislative specialist i	.00	0	2.00	104,080	2.00	104,080	
policy analyst i	.00	0	1.00	42,120	1.00	42,120	
legislative associate ii	.00	0	1.00	48,000	1.00	48,000	
legislative associate i	.00	0	2.00	83,410	2.00	83,410	
legislative assistant i	.00	0	2.00	64,705	2.00	64,705	
senior manager	.00	0	1.00	86,051	1.00	86,051	
senior administrator ii	.00	0	1.00	68,299	1.00	68,299	
senior administrator i	.00	0	1.00	54,827	1.00	54,827	
legislative administrator	.00	0	3.00	172,846	3.00	172,846	
legislative specialist i	.00	0	3.00	157,118	3.00	157,118	
legislative associate ii	.00	0	2.00	92,908	2.00	92,908	
legislative associate i	.00	0	4.00	173,627	4.00	173,627	
legislative assistant ii	.00	0	3.00	113,829	3.00	113,829	
legislative assistant i	.00	0	2.00	59,797	2.00	59,797	
legislative aide	.00	0	3.00	72,756	3.00	72,756	
legislative manager	.00	0	1.00	85,000	1.00	85,000	
is senior analyst/engineer i	.00	0	1.00	68,585	1.00	68,585	
legislative associate ii	.00	0	1.00	46,549	1.00	46,549	
senior manager	.00	0	2.00	205,580	2.00	205,580	
legislative administrator	.00	0	3.00	169,054	3.00	169,054	
legislative specialist i	.00	0	1.00	52,772	1.00	52,772	
legislative associate ii	.00	0	1.00	47,594	1.00	47,594	
legislative associate i	.00	0	2.00	86,221	2.00	86,221	
legislative assistant ii	.00	0	7.00	256,800	7.00	256,800	
legislative assistant i	.00	0	9.00	281,336	9.00	281,336	
legislative aide	.00	0	1.00	27,747	1.00	27,747	
senior administrator	.00	0	1.00	72,736	1.00	72,736	
legislative specialist i	.00	0	1.00	54,931	1.00	54,931	
legislative associate ii	.00	0	2.00	91,136	2.00	91,136	
legislative associate i	.00	0	3.00	127,623	3.00	127,623	
legislative assistant ii	.00	0	12.00	452,697	12.00	452,697	
legislative assistant i	.00	0	1.00	33,054	1.00	33,054	
legislative aide	.00	0	1.00	25,860	1.00	25,860	
TOTAL b75a0104*	.00	0	91.00	4,358,773	91.00	4,358,773	

PERSONNEL DETAIL

Legislative

Classification Title	FY 2004 Positions	FY 2004 Expenditure	FY 2005 Positions	FY 2005 Appropriation	FY 2006 Positions	FY 2006 Allowance	Symbol
b75a0105 Office of Legislative Audits							
office director	.00	0	1.00	122,877	1.00	122,877	
deputy office director	.00	0	1.00	114,000	1.00	114,000	
senior manager	.00	0	6.00	615,500	6.00	615,500	
legislative manager	.00	0	13.00	1,157,252	13.00	1,157,252	
senior auditor iii	.00	0	9.00	718,500	9.00	718,500	
senior auditor ii	.00	0	23.00	1,454,616	23.00	1,454,616	
senior auditor i	.00	0	9.00	470,800	9.00	470,800	
staff auditor ii	.00	0	10.00	474,000	10.00	474,000	
staff auditor i	.00	0	35.00	1,385,476	35.00	1,385,476	
legislative administrator	.00	0	1.00	39,000	1.00	39,000	
is technical analyst/engr iii	.00	0	1.00	56,000	1.00	56,000	
is technical analyst/engr ii	.00	0	1.00	54,000	1.00	54,000	
legislative associate ii	.00	0	1.00	47,000	1.00	47,000	
legislative associate i	.00	0	1.00	41,000	1.00	41,000	
legislative assistant i	.00	0	3.00	92,000	3.00	92,000	
TOTAL b75a0105*	.00	0	115.00	6,842,021	115.00	6,842,021	
b75a0106 Office of Legislative Information Systems							
office director	.00	0	1.00	120,770	1.00	120,770	
deputy office director	.00	0	1.00	114,000	1.00	114,000	
senior manager	.00	0	1.00	112,487	1.00	112,487	
is principal analyst/engr iii	.00	0	1.00	103,000	1.00	103,000	
is senior analyst/engineer iii	.00	0	1.00	88,000	1.00	88,000	
is senior analyst/engineer ii	.00	0	6.00	447,000	6.00	447,000	
is analyst/engineer iii	.00	0	1.00	69,000	1.00	69,000	
is analyst/engineer ii	.00	0	2.00	118,500	2.00	118,500	
is technical analyst/engr ii	.00	0	3.00	154,000	3.00	154,000	
is technical analyst/engr i	.00	0	9.00	405,500	9.00	405,500	
legislative administrator	.00	0	1.00	51,500	1.00	51,500	
legislative assistant i	.00	0	1.00	29,500	1.00	29,500	
TOTAL b75a0106*	.00	0	28.00	1,813,257	28.00	1,813,257	
b75a0107 Office of Policy Analysis							
office director	.00	0	1.00	127,728	1.00	127,728	
legislative specialist ii	.00	0	1.00	56,272	1.00	56,272	
deputy office director	.00	0	2.00	238,167	2.00	238,167	
senior manager	.00	0	6.00	600,495	6.00	600,495	
principal policy analyst iii	.00	0	4.00	372,090	4.00	372,090	
principal policy analyst ii	.00	0	11.00	931,836	11.00	931,836	
principal policy analyst i	.00	0	7.00	537,603	7.00	537,603	
senior policy analyst iii	.00	0	9.00	630,937	9.00	630,937	
senior policy analyst ii	.00	0	19.00	1,152,030	19.00	1,152,030	
senior policy analyst i	.00	0	5.00	271,852	5.00	271,852	

PERSONNEL DETAIL

Legislative

Classification Title	FY 2004 Positions	FY 2004 Expenditure	FY 2005 Positions	FY 2005 Appropriation	FY 2006 Positions	FY 2006 Allowance	Symbol
b75a0107 Office of Policy Analysis							
legislative policy analyst iii	.00	0	15.00	751,903	15.00	751,903	
legislative policy analyst ii	.00	0	11.00	509,468	11.00	509,468	
legislative policy analyst i	.00	0	8.00	344,252	8.00	344,252	
legislative specialist ii	.00	0	3.00	171,977	3.00	171,977	
legislative specialist i	.00	0	1.00	53,094	1.00	53,094	
legislative associate ii	.00	0	6.00	281,737	6.00	281,737	
legislative associate i	.00	0	4.00	169,007	4.00	169,007	
legislative assistant ii	.00	0	3.00	105,557	3.00	105,557	
legislative assistant i	.00	0	3.00	92,129	3.00	92,129	
senior manager	.00	0	1.00	108,080	1.00	108,080	
legislative manager	.00	0	2.00	174,767	2.00	174,767	
senior librarian ii	.00	0	5.00	371,922	5.00	371,922	
senior librarian i	.00	0	2.00	110,446	2.00	110,446	
legislative librarian i	.00	0	1.00	46,760	1.00	46,760	
legislative associate i	.00	0	4.00	167,390	4.00	167,390	
legislative assistant ii	.00	0	2.00	74,187	2.00	74,187	
legislative assistant i	.00	0	5.00	147,428	5.00	147,428	
TOTAL b75a0107*	.00	0	141.00	8,599,114	141.00	8,599,114	
TOTAL b75a01 **	.00	0	740.00	36,795,498	740.00	37,478,495	