

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

	2005 Actual	2006 Appropriation	2007 Allowance
Total Number of Authorized Positions.....	740.00	740.00	744.00
Salaries, Wages and Fringe Benefits.....	46,065,590	49,858,161	53,720,400
Technical and Special Fees.....	1,255,632	1,194,525	1,335,100
Operating Expenses.....	13,998,459	13,422,458	13,608,294
Original General Fund Appropriation.....	60,883,913	63,956,589	
Transfer/Reduction.....	435,768	518,555	
Net General Fund Expenditure.....	<u>61,319,681</u>	<u>64,475,144</u>	<u>68,663,794</u>

SUMMARY OF GENERAL ASSEMBLY OF MARYLAND

	2005 Actual	2006 Appropriation	2007 Allowance
Total Number of Authorized Positions.....	365.00	365.00	365.00
Salaries, Wages and Fringe Benefits.....	19,602,702	21,067,432	22,404,000
Technical and Special Fees.....	156,739	425	
Operating Expenses.....	7,828,386	7,548,758	7,725,994
Original General Fund Appropriation.....	27,444,715	28,600,279	
Transfer/Reduction.....	143,112	16,336	
Net General Fund Expenditure.....	<u>27,587,827</u>	<u>28,616,615</u>	<u>30,129,994</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:

	2005 Actual	2006 Appropriation	2007 Allowance
Number of Authorized Positions	125.00	125.00	125.00
01 Salaries, Wages and Fringe Benefits	6,911,410	7,652,382	8,116,700
02 Technical and Special Fees	41,260		
04 Travel	507,277	442,678	493,500
08 Contractual Services	1,135,423	1,392,723	1,394,194
09 Supplies and Materials	8,550	15,000	15,000
10 Equipment—Replacement	664,267	75,000	75,000
13 Fixed Charges	96	2,000	2,000
14 Land and Structures	1,455		
Total Operating Expenses	2,317,068	1,927,401	1,979,694
Total Expenditure	9,269,738	9,579,783	10,096,394
Original General Fund Appropriation	9,207,026	9,674,311	
Transfer of General Fund Appropriation	62,712	-94,528	
Net General Fund Expenditure	9,269,738	9,579,783	10,096,394

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:

	2005 Actual	2006 Appropriation	2007 Allowance
Number of Authorized Positions	239.00	239.00	239.00
01 Salaries, Wages and Fringe Benefits	12,644,134	13,375,403	14,244,400
02 Technical and Special Fees	115,479		
04 Travel	1,593,838	1,351,557	1,470,500
08 Contractual Services	2,190,418	3,120,800	3,120,800
09 Supplies and Materials	4,986	30,000	30,000
10 Equipment—Replacement	816,381	200,000	200,000
13 Fixed Charges		2,000	2,000
14 Land and Structures	1,022		
Total Operating Expenses	4,606,645	4,704,357	4,823,300
Total Expenditure	17,366,258	18,079,760	19,067,700
Original General Fund Appropriation	17,287,466	17,970,565	
Transfer of General Fund Appropriation	78,792	109,195	
Net General Fund Expenditure	17,366,258	18,079,760	19,067,700

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:

	2005 Actual	2006 Appropriation	2007 Allowance
Number of Authorized Positions	1.00	1.00	1.00
01 Salaries, Wages and Fringe Benefits	<u>47,158</u>	<u>39,647</u>	<u>42,900</u>
02 Technical and Special Fees		<u>425</u>	
04 Travel	163,286	336,000	336,000
08 Contractual Services	94,818	344,000	344,000
09 Supplies and Materials	3,034	2,000	2,000
10 Equipment—Replacement	353,283	20,000	20,000
13 Fixed Charges	288,984	150,000	156,000
14 Land and Structures	<u>1,268</u>	<u>65,000</u>	<u>65,000</u>
Total Operating Expenses	<u>904,673</u>	<u>917,000</u>	<u>923,000</u>
Total Expenditure	<u>951,831</u>	<u>957,072</u>	<u>965,900</u>
Original General Fund Appropriation.....	950,223	955,403	
Transfer of General Fund Appropriation.....	<u>1,608</u>	<u>1,669</u>	
Net General Fund Expenditure.....	<u>951,831</u>	<u>957,072</u>	<u>965,900</u>

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

	2005 Actual	2006 Appropriation	2007 Allowance
Total Number of Authorized Positions.....	375.00	375.00	379.00
Salaries, Wages and Fringe Benefits.....	26,462,888	28,790,729	31,316,400
Technical and Special Fees.....	1,098,893	1,194,100	1,335,100
Operating Expenses.....	6,170,073	5,873,700	5,882,300
Original General Fund Appropriation.....	33,439,198	35,356,310	
Transfer/Reduction.....	292,656	502,219	
Net General Fund Expenditure.....	33,731,854	35,858,529	38,533,800

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:

	2005 Actual	2006 Appropriation	2007 Allowance
Number of Authorized Positions	91.00	91.00	91.00
01 Salaries, Wages and Fringe Benefits	5,613,686	6,132,923	6,352,600
02 Technical and Special Fees	860,971	909,300	938,400
03 Communication	383,396	504,800	457,000
04 Travel	40,627	53,000	76,500
06 Fuel and Utilities	4,490	5,200	5,200
07 Motor Vehicle Operation and Maintenance	244		300
08 Contractual Services	919,342	1,295,100	1,314,800
09 Supplies and Materials	457,643	596,600	527,600
10 Equipment—Replacement	1,097,407	261,200	155,300
13 Fixed Charges	92,073	96,000	99,000
14 Land and Structures	42,684	100,000	40,000
Total Operating Expenses	3,037,906	2,911,900	2,675,700
Total Expenditure	9,512,563	9,954,123	9,966,700
Original General Fund Appropriation	9,440,203	9,847,774	
Transfer of General Fund Appropriation	72,360	106,349	
Net General Fund Expenditure	9,512,563	9,954,123	9,966,700

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:

	2005 Actual	2006 Appropriation	2007 Allowance
Number of Authorized Positions	115.00	115.00	115.00
01 Salaries, Wages and Fringe Benefits	8,212,341	8,933,285	9,779,900
02 Technical and Special Fees	25,823	27,400	64,000
03 Communication	5,059	5,000	5,300
04 Travel	86,348	102,000	102,000
07 Motor Vehicle Operation and Maintenance	32,790	60,900	58,400
08 Contractual Services	167,434	260,900	272,600
09 Supplies and Materials	49,397	44,000	55,900
10 Equipment—Replacement	252,881	58,000	56,000
13 Fixed Charges	13,782	14,700	14,000
Total Operating Expenses	607,691	545,500	564,200
Total Expenditure	8,845,855	9,506,185	10,408,100
Original General Fund Appropriation	8,760,631	9,354,708	
Transfer of General Fund Appropriation	85,224	151,477	
Net General Fund Expenditure	8,845,855	9,506,185	10,408,100

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:

	2005 Actual	2006 Appropriation	2007 Allowance
Number of Authorized Positions	28.00	28.00	29.00
01 Salaries, Wages and Fringe Benefits	2,098,381	2,356,038	2,534,000
02 Technical and Special Fees	8,639	27,000	51,900
03 Communication	87,242	97,000	187,000
04 Travel	24,783	47,000	27,000
08 Contractual Services	540,208	549,000	593,500
09 Supplies and Materials	85,531	365,700	307,400
10 Equipment—Replacement	938,997	639,000	794,500
13 Fixed Charges	420	1,000	1,000
14 Land and Structures	65,957	20,000	10,000
Total Operating Expenses	1,743,138	1,718,700	1,920,400
Total Expenditure	3,850,158	4,101,738	4,506,300
Original General Fund Appropriation	3,827,646	4,060,094	
Transfer of General Fund Appropriation	22,512	41,644	
Net General Fund Expenditure	3,850,158	4,101,738	4,506,300

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:

	2005 Actual	2006 Appropriation	2007 Allowance
Number of Authorized Positions	141.00	141.00	144.00
01 Salaries, Wages and Fringe Benefits	10,538,480	11,368,483	12,649,900
02 Technical and Special Fees	203,460	230,400	280,800
04 Travel	88,323	105,000	110,000
08 Contractual Services	119,877	204,800	190,000
09 Supplies and Materials	290,838	286,500	320,500
10 Equipment—Replacement	198,551	8,000	8,500
13 Fixed Charges	83,749	93,300	93,000
Total Operating Expenses	781,338	697,600	722,000
Total Expenditure	11,523,278	12,296,483	13,652,700
Original General Fund Appropriation	11,410,718	12,093,734	
Transfer of General Fund Appropriation	112,560	202,749	
Net General Fund Expenditure	11,523,278	12,296,483	13,652,700

PERSONNEL DETAIL

Legislative

Classification Title	FY 2005 Positions	FY 2005 Expenditure	FY 2006 Positions	FY 2006 Appropriation	FY 2007 Positions	FY 2007 Allowance	Symbol
b75a01 General Assembly of Maryland							
b75a0101 Senate							
president of the senate	.00	0	.00	55,000	.00	55,000	
senators	.00	0	.00	1,932,000	.00	1,932,000	
office of the president	.00	0	.00	597,490	.00	597,490	
desk officers	.00	0	.00	189,185	.00	189,185	
office of the secy of senate	.00	0	.00	57,575	.00	57,575	
office of the majority leader	.00	0	.00	59,992	.00	59,992	
office of the minority leader	.00	0	.00	90,775	.00	90,775	
budget and taxation committee	.00	0	.00	114,089	.00	114,089	
education, health, and environm	.00	0	.00	95,984	.00	95,984	
finance committee	.00	0	.00	114,657	.00	114,657	
judicial proceedings committee	.00	0	.00	82,501	.00	82,501	
regular senate staff	.00	0	.00	1,781,361	.00	1,781,361	
session support personnel	.00	0	.00	555,000	.00	555,000	
TOTAL b75a0101*	125.00	0	125.00	5,725,609	125.00	5,725,609	
b75a0102 House of Delegates							
speaker	.00	0	.00	55,000	.00	55,000	
delegates	.00	0	.00	5,880,000	.00	5,880,000	
office of the speaker	.00	0	.00	711,245	.00	711,245	
desk officers	.00	0	.00	246,201	.00	246,201	
office of the chief clerk	.00	0	.00	21,000	.00	21,000	
office of the speaker pro tem	.00	0	.00	57,947	.00	57,947	
office of the majority leader	.00	0	.00	59,992	.00	59,992	
office of the minority leader	.00	0	.00	90,775	.00	90,775	
appropriations committee	.00	0	.00	92,792	.00	92,792	
health and government operation	.00	0	.00	90,718	.00	90,718	
economic matters committee	.00	0	.00	92,714	.00	92,714	
environmental matters committee	.00	0	.00	99,637	.00	99,637	
judiciary committee	.00	0	.00	92,714	.00	92,714	
ways and means committee	.00	0	.00	92,714	.00	92,714	
delegation staff	.00	0	.00	309,234	.00	309,234	
regular house staff	.00	0	.00	1,948,179	.00	1,948,179	
session support personnel	.00	0	.00	359,094	.00	359,094	
TOTAL b75a0102*	239.00	0	239.00	10,299,956	239.00	10,299,956	
b75a0103 General Legislative Expenses							
legislative security	.00	0	1.00	23,879	1.00	23,879	
TOTAL b75a0103*	1.00	0	1.00	23,879	1.00	23,879	

PERSONNEL DETAIL

Legislative

Classification Title	FY 2005 Positions	FY 2005 Expenditure	FY 2006 Positions	FY 2006 Appropriation	FY 2007 Positions	FY 2007 Allowance	Symbol
b75a0104 Office of the Executive Director							
executive director	.00	0	1.00	144,624	1.00	144,624	
senior manager	.00	0	2.00	211,825	2.00	211,825	
senior administrator ii	.00	0	1.00	65,000	1.00	65,000	
legislative specialist ii	.00	0	1.00	59,261	1.00	59,261	
legislative associate ii	.00	0	1.00	48,560	1.00	48,560	
senior manager	.00	0	1.00	95,000	1.00	95,000	
legislative manager i	.00	0	1.00	77,117	1.00	77,117	
senior administrator ii	.00	0	1.00	75,800	1.00	75,800	
legislative administrator	.00	0	1.00	56,500	1.00	56,500	
legislative specialist ii	.00	0	1.00	54,300	1.00	54,300	
legislative specialist i	.00	0	1.00	55,700	1.00	55,700	
legislative associate ii	.00	0	3.00	143,625	3.00	143,625	
legislative associate i	.00	0	1.00	42,860	1.00	42,860	
legislative assistant i	.00	0	2.00	66,400	2.00	66,400	
senior manager	.00	0	1.00	93,000	1.00	93,000	
legislative manager i	.00	0	4.00	251,563	4.00	251,563	
legislative supervisor	.00	0	2.00	88,631	2.00	88,631	
legislative administrator	.00	0	2.00	110,916	2.00	110,916	
legislative associate ii	.00	0	1.00	49,587	1.00	49,587	
legislative associate i	.00	0	4.00	173,325	4.00	173,325	
legislative assistant ii	.00	0	2.00	78,252	2.00	78,252	
legislative assistant i	.00	0	2.00	62,343	2.00	62,343	
legislative aide	.00	0	5.00	127,504	5.00	127,504	
senior manager	.00	0	1.00	90,000	1.00	90,000	
legislative administrator	.00	0	1.00	50,000	1.00	50,000	
is senior analyst/engineer i	.00	0	1.00	70,900	1.00	70,900	
senior manager	.00	0	2.00	189,427	2.00	189,427	
legislative manager i	.00	0	1.00	75,240	1.00	75,240	
legislative supervisor	.00	0	1.00	52,683	1.00	52,683	
legislative administrator	.00	0	1.00	49,700	1.00	49,700	
legislative specialist ii	.00	0	1.00	56,042	1.00	56,042	
legislative specialist i	.00	0	1.00	50,001	1.00	50,001	
legislative assistant ii	.00	0	7.00	261,407	7.00	261,407	
legislative assistant i	.00	0	13.00	401,591	13.00	401,591	
legislative aide	.00	0	1.00	26,992	1.00	26,992	
legislative manager i	.00	0	1.00	77,828	1.00	77,828	
legislative supervisor	.00	0	2.00	115,000	2.00	115,000	
legislative associate ii	.00	0	2.00	93,051	2.00	93,051	
legislative associate i	.00	0	1.00	39,501	1.00	39,501	
legislative assistant ii	.00	0	12.00	474,193	12.00	474,193	
legislative assistant i	.00	0	1.00	28,575	1.00	28,575	
TOTAL b75a0104*	91.00	0	91.00	4,433,824	91.00	4,433,824	

PERSONNEL DETAIL

Legislative

Classification Title	FY 2005 Positions	FY 2005 Expenditure	FY 2006 Positions	FY 2006 Appropriation	FY 2007 Positions	FY 2007 Allowance	Symbol
b75a0105 Office of Legislative Audits							
office director	.00		0	1.00	136,721	1.00	136,721
deputy office director	.00		0	1.00	122,500	1.00	122,500
senior manager	.00		0	6.00	663,000	6.00	663,000
legislative manager ii	.00		0	13.00	1,250,000	13.00	1,250,000
senior auditor iii	.00		0	8.00	696,000	8.00	696,000
senior auditor ii	.00		0	20.00	1,411,500	20.00	1,411,500
senior auditor i	.00		0	8.00	470,500	8.00	470,500
staff auditor ii	.00		0	12.00	620,235	12.00	620,235
staff auditor i	.00		0	38.00	1,661,856	38.00	1,661,856
legislative administrator	.00		0	1.00	46,500	1.00	46,500
is technical analyst/engr iii	.00		0	2.00	128,000	2.00	128,000
legislative associate ii	.00		0	1.00	50,500	1.00	50,500
legislative associate i	.00		0	1.00	44,500	1.00	44,500
legislative assistant ii	.00		0	1.00	37,000	1.00	37,000
legislative assistant i	.00		0	2.00	63,000	2.00	63,000
TOTAL b75a0105*	115.00		0	115.00	7,401,812	115.00	7,401,812
b75a0106 Office of Legislative Information Systems							
office director	.00		0	1.00	134,582	1.00	134,582
deputy office director	.00		0	1.00	119,130	1.00	119,130
senior manager	.00		0	1.00	112,487	1.00	112,487
is principal analyst/engr iii	.00		0	1.00	107,635	1.00	107,635
is principal analyst/engr ii	.00		0	1.00	95,040	1.00	95,040
is senior analyst/engineer iii	.00		0	2.00	161,920	2.00	161,920
is senior analyst/engineer ii	.00		0	3.00	232,795	3.00	232,795
is analyst/engineer iii	.00		0	2.00	134,678	2.00	134,678
is analyst/engineer ii	.00		0	1.00	65,835	1.00	65,835
is analyst/engineer i	.00		0	2.00	99,860	2.00	99,860
is technical analyst/engr iii	.00		0	1.00	56,100	1.00	56,100
is technical analyst/engr ii	.00		0	5.00	255,295	5.00	255,295
is technical analyst/engr i	.00		0	5.00	228,303	6.00	270,503 New
senior administrator i	.00		0	1.00	56,332	1.00	56,332
legislative assistant i	.00		0	1.00	30,828	1.00	30,828
TOTAL b75a0106*	28.00		0	28.00	1,890,820	29.00	1,933,020
b75a0107 Office of Policy Analysis							
office director	.00		0	1.00	141,644	1.00	141,644
legislative specialist ii	.00		0	1.00	60,117	1.00	60,117
deputy office director	.00		0	2.00	248,740	2.00	248,740
senior manager	.00		0	6.00	659,007	6.00	659,007
principal policy analyst ii	.00		0	5.00	506,002	5.00	506,002
principal policy analyst i	.00		0	17.00	1,528,256	17.00	1,528,256
senior policy analyst ii	.00		0	20.00	1,436,911	20.00	1,436,911

PERSONNEL DETAIL

Legislative

Classification Title	FY 2005 Positions	FY 2005 Expenditure	FY 2006 Positions	FY 2006 Appropriation	FY 2007 Positions	FY 2007 Allowance	Symbol
b75a0107 Office of Policy Analysis							
senior policy analyst i	.00	0	15.00	923,017	15.00	923,017	
policy analyst ii	.00	0	16.00	878,305	16.00	878,305	
policy analyst i	.00	0	16.00	762,845	19.00	897,845	New
legislative specialist ii	.00	0	4.00	237,116	4.00	237,116	
legislative specialist i	.00	0	1.00	50,766	1.00	50,766	
legislative associate ii	.00	0	8.00	382,176	8.00	382,176	
legislative associate i	.00	0	2.00	82,240	2.00	82,240	
legislative assistant ii	.00	0	2.00	67,213	2.00	67,213	
legislative assistant i	.00	0	3.00	97,380	3.00	97,380	
senior manager	.00	0	1.00	90,000	1.00	90,000	
legislative manager ii	.00	0	2.00	182,889	2.00	182,889	
legislative supervisor	.00	0	1.00	50,000	1.00	50,000	
senior librarian ii	.00	0	5.00	390,696	5.00	390,696	
senior librarian i	.00	0	2.00	117,404	2.00	117,404	
legislative librarian i	.00	0	1.00	46,760	1.00	46,760	
legislative associate ii	.00	0	1.00	45,412	1.00	45,412	
legislative associate i	.00	0	2.00	85,182	2.00	85,182	
legislative assistant ii	.00	0	3.00	111,487	3.00	111,487	
legislative assistant i	.00	0	4.00	121,220	4.00	121,220	
TOTAL b75a0107*	141.00	0	141.00	9,302,785	144.00	9,437,785	
TOTAL b75a01 **	740.00	0	740.00	39,078,685	744.00	39,255,885	