# **LEGISLATIVE**

General Assembly of Maryland

Department of Legislative Services

## **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

	2003 Actual	2004 Appropriation	2005 Allowance
Total Number of Authorized Positions	730.00	730.00	730.00
Salaries, Wages and Fringe Benefits Technical and Special Fees Operating Expenses	42,683,614 1,251,455 13,426,302	45,435,073 1,181,430 13,243,390	46,389,942 1,161,429 13,187,810
Total General Fund Appropriation	59,045,939 1,684,568	59,859,893	
Net General Fund Expenditure	57,361,371	59,859,893	60,739,181

## SUMMARY OF GENERAL ASSEMBLY OF MARYLAND

	2003 Actual	2004 Appropriation	2005 Allowance
Total Number of Authorized Positions	366.00	366.00	366.00
Salaries, Wages and Fringe Benefits Technical and Special Fees	17,360,399 170,263	19,254,881	20,018,495
Operating Expenses	7,748,627	7,668,680	7,517,780
Original General Fund Appropriation	25,631,572 297,717	26,923,561	
Total General Fund Appropriation	25,929,289 650,000	26,923,561	
Net General Fund Expenditure	25,279,289	26,923,561	27,536,275

#### **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:**

Appropriation Statement.	2003 Actual	2004 Appropriation	2005 Allowance
Number of Authorized Positions	125.00	125.00	125.00
01 Salaries, Wages and Fringe Benefits	6,372,341	7,045,834	7,323,405
02 Technical and Special Fees	54,063		
04 Travel	457,887 1,171,171 18,360 346,296 737 118,670	442,678 1,458,723 15,000 75,000 2,000	442,678 1,388,723 15,000 75,000 2,000
Total Operating Expenses	2,113,121	1,993,401	1,923,401
Total Expenditure	8,539,525	9,039,235	9,246,806
Original General Fund Appropriation  Transfer of General Fund Appropriation	8,791,584 47,941	9,039,235	
Total General Fund Appropriation	8,839,525 300,000	9,039,235	
Net General Fund Expenditure	8,539,525	9,039,235	9,246,806

#### **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

Funds are provided for the 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.

	2003 Actual	2004 Appropriation	2005 Allowance
Number of Authorized Positions	239.00	239.00	239.00
01 Salaries, Wages and Fringe Benefits	10,920,981	12,131,625	12,637,589
02 Technical and Special Fees	116,200		
04 Travel	1,498,265 2,431,741 5,714 842,025	1,351,557 3,196,300 30,000 200,000 2,000	1,351,557 3,116,300 30,000 200,000 2,000
Total Operating Expenses	4,777,762	4,779,857	4,699,857
Total Expenditure	15,814,943	16,911,482	17,337,446
Original General Fund Appropriation  Transfer of General Fund Appropriation	15,875,423 239,520	16,911,482	
Total General Fund AppropriationLess: General Fund Reversion/Reduction	16,114,943 300,000	16,911,482	
Net General Fund Expenditure	15,814,943	16,911,482	17,337,446

### **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	2003 Actual	2004 Appropriation	2005 Allowance
Number of Authorized Positions	2.00	2.00	2.00
01 Salaries, Wages and Fringe Benefits	67,077	77,422	57,501
04 Travel	175,302 76,898 10,242	335,872 337,400	335,872 336,500
10 Equipment—Replacement	414,396 141,101 39,805	20,000 137,150 65,000	20,000 137,150 65,000
Total Operating Expenses	857,744	895,422	894,522
Total Expenditure	924,821	972,844	952,023
Original General Fund AppropriationTransfer of General Fund Appropriation	964,565 10,256	972,844	
Total General Fund Appropriation	974,821 50,000	972,844	
Net General Fund Expenditure	924,821	972,844	952,023

## **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

	2003 Actual	2004 Appropriation	2005 Allowance
Total Number of Authorized Positions	364.00	364.00	364.00
Salaries, Wages and Fringe Benefits  Technical and Special Fees  Operating Expenses	25,323,215 1,081,192 5,677,675	26,180,192 1,181,430 5,574,710	26,371,447 1,161,429 5,670,030
Original General Fund Appropriation	33,414,367 -297,717	32,936,332	
Total General Fund Appropriation Less: General Fund Reversion/Reduction	33,116,650 1,034,568	32,936,332	
Net General Fund Expenditure	32,082,082	32,936,332	33,202,906

### **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:	2003 Actual	2004 Appropriation	2005 Allowance
Number of Authorized Positions	90.00	90.00	90.00
01 Salaries, Wages and Fringe Benefits	5,704,680	5,690,887	5,725,794
02 Technical and Special Fees	825,920	911,671	887,012
03 Communication. 04 Travel	554,148 31,127 5,155 1,034,487 488,255 443,895 72,216 91,900	601,000 51,000 7,000 1,193,050 606,661 201,550 89,904 100,000	599,800 51,000 7,000 1,148,000 602,200 273,000 92,807 100,000
Total Operating Expenses	2,721,183	2,850,165	2,873,807
Total Expenditure	9,251,783	9,452,723	9,486,613
Original General Fund Appropriation  Transfer of General Fund Appropriation	9,513,561 -61,778	9,452,723	
Total General Fund Appropriation	9,451,783 200,000	9,452,723	
Net General Fund Expenditure	9,251,783	9,452,723	9,486,613

#### DEPARTMENT OF LEGISLATIVE SERVICES

## **B75A01.05 OFFICE OF LEGISLATIVE AUDITS**

## **Program Description:**

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

- 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.

	2003 Actual	2004 Appropriation	2005 Allowance
Number of Authorized Positions	106.00	106.00	106.00
01 Salaries, Wages and Fringe Benefits	7,554,669	7,797,222	7,872,685
02 Technical and Special Fees	13,327	46,570	32,350
03 Communication. 04 Travel	4,523 88,281 23,223 169,588 38,754 207,550 17,451	7,000 92,000 32,260 202,590 35,730 91,356 11,200	6,500 95,000 36,373 199,555 50,307 88,766 14,200
Total Operating Expenses	549,370	472,136	490,701
Total Expenditure	8,117,366	8,315,928	8,395,736
Original General Fund Appropriation  Transfer of General Fund Appropriation	8,608,800 -91,434	8,315,928	
Total General Fund Appropriation	8,517,366 400,000	8,315,928	
Net General Fund Expenditure	8,117,366	8,315,928	8,395,736

#### 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:

- 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.

	2003 Actual	2004 Appropriation	2005 Allowance
Number of Authorized Positions	28.00	28.00	28.00
01 Salaries, Wages and Fringe Benefits	2,008,902	2,135,836	2,158,282
02 Technical and Special Fees	2,156	11 11 11 11 11 11 11 11 11 11 11 11 11	16,175
03 Communication 04 Travel 08 Contractual Services 09 Supplies and Materials 10 Equipment—Replacement 13 Fixed Charges 14 Land and Structures	147,400 8,725 509,814 191,085 659,705 973 78,169	156,000 24,950 430,035 380,874 599,050 200 30,000	97,067 37,750 605,341 276,817 633,297 200 13,000
Total Operating Expenses	1,595,871	1,621,109	1,663,472
Total Expenditure	3,606,929	3,756,945	3,837,929
Original General Fund Appropriation  Transfer of General Fund Appropriation	3,765,911 -24,414	3,756,945	
Total General Fund Appropriation	3,741,497 134,568	3,756,945	
Net General Fund Expenditure	3,606,929	3,756,945	3,837,929

#### 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:	2003 Actual	2004 Appropriation	2005 Allowance
Number of Authorized Positions	140.00	140.00	140.00
01 Salaries, Wages and Fringe Benefits	10,054,964	10,556,247	10,614,686
02 Technical and Special Fees	239,789	223,189	225,892
04 Travel	72,848 97,260 255,409 298,589 87,145	103,000 176,000 257,000 5,000 90,300	95,000 186,300 262,450 5,000 93,300
Total Operating Expenses	811,251	631,300	642,050
Total Expenditure	11,106,004	11,410,736	11,482,628
Original General Fund Appropriation  Transfer of General Fund Appropriation	11,526,095 -120,091	11,410,736	
Total General Fund Appropriation	11,406,004 300,000	11,410,736	
Net General Fund Expenditure	11,106,004	11,410,736	11,482,628

Classification Title	FY 2003 Positions	FY 2003 Expenditure	FY 2004 Positions	FY 2004 Appropriation	FY 2005 Positions	FY 2005 Allowance	Symbol
b75a01 General Assembly of Mary	land/Denart	ment of Legisla	tive Servic	·es			
b75a0101 Senate	curia, bepar ci	neme or registe	C1 VC 3C1 V1C				
budget and taxation committee	.00	С	.00	97,045	.00	97,045	
desk officers	.00	0	.00	173,511	.00	173,511	
education, health, and environm	.00	0	.00	91,602	.00	91,602	
finance committee	.00	0	.00	91,153	.00	91,153	
judicial proceedings committee	.00	0	.00	75,313	.00	75,313	
office of the majority leader	.00	0	.00	59,992	.00	59,992	
office of the minority leader	.00	0	.00	91,927	.00	91,927	
office of the president	.00	0	.00	428,905	.00	428,905	
office of the secretary of the	.00	0	.00	55,304	.00	55,304	
president of the senate	.00	0	.00	49,000		52,000	
regular <b>se</b> nate staff	.00	0		1,726,768		1,722,778	
senator <b>s</b>	.00	0		1,656,000		1,794,000	
session support personnel	.00	0	.00	585,628	.00	585,628	
TOTAL b75a0101*	.00	0	125.00	5,182,148	125.00	5,319,158	
b75a0102 House of Delegates							
appropriations committee	.00	0	.00	90,847	.00	90,847	
delegates	.00	0		5,040,000	.00	5,460,000	
delegation staff	.00	0	.00	300,753	.00	300,753	
desk officers	.00	0	.00	231,792	.00	231,792	
economic matters committee	.00	0	.00	91,196	.00	91,196	
environmental matters committee	.00	0	.00	91,156	.00	91,156	
health and government operation	.00	0	.00	95,898	.00	95,898	
judiciary committee	.00	0	.00	88,870	.00	88,870	
office of the chief clerk	.00	0	.00	21,014	.00	21,014	
office of the majority leader	.00	0		55,036	.00	59,922	
office of the minority leader	.00	0		97,344	.00	100,088	
office of the speaker	.00	0		548,266	.00	548,266	
regular house staff	.00	0		1,761,951	.00	1,837,969	
session support personnel	.00	0		340,503	.00	404,001	
speaker	.00	0		49,000	.00	52,000	
ways and means committee	.00	0	.00	88,870	.00	88,870	
TOTAL b75a0102*	.00	0	239.00	8,992,496	239.00	9,562,642	
b75a0103 General Legislative Expe	nses						
legislative security	.00	0	1.00	21,351	1.00	21,351	
protocol committee	.00	0	1.00	21,415	1.00	0	
TOTAL b75a0103*	.00	0	2.00	42,766	2.00	21,351	

	FY 2003	FY 2003	FY 2004	FY 2004	FY 2005	FY 2005	
Classification Title	Positions	Expenditure	Positions	Appropriation	Positions	Allowance	Symbol
b75a0104 Office of the Executive	Director						
executive director	.00	0	1.00	126,412	1.00	126,412	
is senior analyst/engineer i	.00	0	1.00	65,333	1.00	65 <b>,3</b> 33	
legislative administrator	.00	0	1.00	51,230	1.00	51 <b>,23</b> 0	
legislative administrator	.00	0	2.00	108,998	2.00	108,998	
legislative administrator	.00	0	3.00	163,241	3.00	163,241	
legislative aide	.00	0	3.00	71,240	3.00	71,240	
legislative aide	.00	0	1.00	26,520	1.00	26,520	
legislative aide	.00	0	1.00	24,128	1.00	24,128	
legislative assistant i	.00	0	2.00	58,500	2.00	58,500	
legislative assistant i	.00	0	2.00	57,716	2.00	57,716	
legislative assistant i	.00	0		235,362	8.00	235,362	
legislative assistant i	.00	0	2.00	64,642	2.00	64,642	
legislative assistant ii	.00	0		146,811	4.00	146,811	
legislative assistant ii	.00	0		246,265	7.00	246,265	
legislative assistant ii	.00	0		402,604	10.00	402,604	
legislative associate i	.00	0		40,000	1.00	40,000	
legislative associate i	.00	0		77,453	2.00	77,453	
legislative associate i	.00	0		168,634	4.00	168,634	
legislative associate i	.00	0		121,097	3.00	121,097	
legislative associate i	.00	0		164,069		164,069	
legislative associate ii	.00	0		46,280	1.00	46,280	
legislative associate ii	.00	0		91,731	2.00	91,731	
legislative associate ii	.00	0	-	44,500	1.00	44,500	
legislative associate ii	.00	0		47,594	1.00	47,594	
legislative manager	.00	0		89,235	1.00	89,235	
legislative manager	.00	0		85,659	1.00	85,659	
legislative manager	.00	0		168,200	2.00	168,200	
legislative manager	.00	0		80,000	1.00	80,000	
legislative policy analyst i	.00	0	_	48,700	1.00	48,700	
legislative specialist i legislative specialist i	.00	0		53,318	1.00	53,318	
legislative specialist i	.00	0		149,666	3.00 3.00	149,666	
legislative specialist i	.00	0		154,252 51,000	1.00	154,252	
legislative specialist i	.00	0		101,234	2.00	51,000	
senior administrator	.00	0	1.00	70,573	1.00	101,234 70,5 <i>7</i> 3	
senior administrator i	.00	-	1.00	70,704	1.00	70,773	
senior administrator ii	.00	0	1.00	62,000	1.00	62,000	
senior administrator ii	.00	0	1.00	65,881	1.00	65,881	
senior manager	.00	0	1.00	105,023	1.00	105,023	
senior manager	.00	0	2.00	200,060	2.00	200,060	
Comor manager			2.00		2.00	200,000	
TOTAL b75a0104*	.00	0	90.00	4,205,865	90.00	4,205,865	

	FY 2003	FY 2003	FY 2004	FY 2004	FY 2005	FY 2005	
Classification Title	Positions	Expenditure	Positions	Appropriation	Positions	Allowance	Symbol
b75a0105 Office of Legislative A	udits						
deputy office director	.00	0	1.00	109,246	1.00	109,246	
is technical analyst/enginee	.00	0	2.00	100,000	2.00	100,000	
legislative administrator	.00	0	1.00	35,000		35,000	
legislative assistant i	.00	0	3.00	86,488	3.00	86,488	
legislative associate i	.00	0	1.00	38,064		38,064	
legislative associate ii	.00	0	1.00	44,200		44,200	
legislative manager	.00	0	12.00	1,035,297	12.00	1,035,297	
office director	.00	0	1.00	119,128		119,128	
senior auditor i	.00	0	21.00	1,088,088	21.00	1,088,088	
senior auditor ii	.00	0	12.00	757,728		757,728	
senior auditor iii	.00	0	8.00	623,168		623,168	
senior manager	.00	0	6.00	585,966	6.00	585,966	
staff auditor i	.00	0	32.00	1,248,084	32.00	1,248,084	
staff auditor ii	.00	0	5.00	227,968	5.00	227,968	
TOTAL b75a0105*	.00	0	106.00	6,098,425	106.00	6,098,425	
b75a0106 Office of Legislative I	nformation Sy	ve t eme					
deputy office director	.00	0	1.00	111,000	1.00	111,000	
is analyst/engineer ii	.00	0	2.00	111,000		111,000	
is analyst/engineer iii	.00	0	1.00	64,073		64,073	
is principal analyst/enginee	.00	0	1.00	100,000		100,000	
is senior analyst/engineer i	.00	0	1.00	86,000		86,000	
is senior analyst/engineer i	.00	0	6.00	425,885	6.00	425,885	
is technical analyst/enginee	.00	0	3.00	144,106		144,106	
is technical analyst/enginee	.00	0	9.00	372,205	9.00	372,205	
legislative administrator	.00	0	1.00	46,500		46,500	
legislative assistant i	.00	0	1.00	28,000		28,000	
office director	.00	0	1.00	116,500		116,500	
senior manager	.00	0	1.00	110,000	1.00	110,000	
TOTAL 1: 75 - 0407#			20.00	4 745 040	20.00	4 745 040	
TOTAL b75a0106*	.00	0	28.00	1,715,269	28.00	1,715,269	
b75a0107 Office of Policy Analys	is						
deputy office director	.00	0	2.00	225,914	2.00	225,914	
legislative aide	.00	0	3.00	73,861	<b>3.</b> 00	73,861	
legislative assistant i	.00	0	3.00	91,377	3.00	91,377	
legislative assistant i	.00	0	2.00	60,921	2.00	60,921	
legislative assistant ii	.00	0	3.00	142,168	3.00	142,168	
legislative assistant ii	.00	0	3.00	108,463	3.00	108,463	
legislative associate i	.00	0	5.00	208,348	5.00	208,348	
legislative associate i	.00	0	3.00	124,202	3.00	124,202	
legislative associate ii	.00	0	5.00	228,397	5.00	228,397	
legislative librarian i	.00	0	1.00	43,808	1.00	43,808	
legislative manager	.00	0	2.00	169,063	2.00	169,063	

## Legislative

Classification Title	FY 2003 Positions	FY 2003 Expenditure	FY 2004 Positions	FY 2004 Appropriation	FY 2005 Positions	FY 2005 Allowance	Symbol
b75a0107 Office of Policy Analys	is						
legislative policy analyst i	.00	0	8.00	391,543	8.00	391,543	
legislative policy analyst i	.00	0	18.00	810,900	18.00	810,900	
legislative policy analyst i	.00	0	5.00	209,120	5.00	209,120	
legislative specialist i	.00	0	2.00	103,583	2.00	103,583	
legislative specialist ii	.00	0	1.00	54,020	1.00	54,020	
legislative specialist ii	.00	0	2.00	111,280	2.00	111,280	
office director	.00	0	1.00	123,256	1.00	123,256	
principal policy analyst i	.00	0	10.00	745,005	10.00	745,005	
principal policy analyst ii	.00	0	11.00	918,184	11.00	918,184	
principal policy analyst iii	.00	0	2.00	182,544	2.00	182,544	
senior librari <b>a</b> n i	.00	0	2.00	106,242	2.00	106,242	
senior librarian ii	.00	0	5.00	359,661	5.00	359,661	
senior manager	.00	0	6.00	562 <b>,483</b>	6.00	562,483	
senior manager	.00	0	1.00	104,328	1.00	104,328	
senior policy analyst i	.00	0	8.00	420,176	8.00	420,176	
senior policy analyst ii	.00	0	19.00	1,123,865	19.00	1,12 <b>3</b> ,865	
senior policy analyst iii	.00	0	7.00	475,844	7.00	475,844	
TOTAL b75a0107*	.00	0	140.00	8,278,556	140.00	8,278,556	
TOTAL b75a01 **	.00	0	<b>73</b> 0.00	34,515,525	<b>73</b> 0.00	35,201,266	