# **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

	2006 Actual	2007 Appropriation	2008 Allowance
Total Number of Authorized Positions	744.00	747.00	747.00
Salaries, Wages and Fringe Benefits Technical and Special Fees Operating Expenses	49,904,164 1,298,246 12,981,467	54,184,228 1,335,100 13,708,294	56,216,533 1,259,400 14,067,594
Original General Fund Appropriation	63,956,589 1,327,288	68,663,794 463,828	
Total General Fund Appropriation	65,283,877 1,100,000	69,127,622	
Net General Fund Expenditure	64,183,877	69,127,622 100,000	71,443,527 100,000
Total Expenditure	64,183,877	69,227,622	71,543,527

## SUMMARY OF GENERAL ASSEMBLY OF MARYLAND

	2006 Actual	2007 Appropriation	2008 Allowance
Total Number of Authorized Positions	365.00	365.00	365.00
Salaries, Wages and Fringe Benefits Technical and Special Fees	21,223,776 158,607	22,481,141	22,832,046
Operating Expenses	7,815,044	7,725,994	7,741,694
Original General Fund Appropriation	28,600,279 597,148	30,129,994 77,141	
Net General Fund Expenditure	29,197,427	30,207,135	30,573,740

## **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.	2006 Actual	2007 Appropriation	2008 Allowance
Number of Authorized Positions	125.00	125.00	125.00
01 Salaries, Wages and Fringe Benefits	7,566,686	8,172,991	8,399,513
02 Technical and Special Fees	46,720		
04 Travel	515,379 1,092,814 5,181 571,940 285 21,855	493,500 1,394,194 15,000 75,000 2,000	493,500 1,394,194 15,000 75,000 2,000
Total Operating Expenses	2,207,454	1,979,694	1,979,694
Total Expenditure	9,820,860	10,152,685	10,379,207
Original General Fund Appropriation  Transfer of General Fund Appropriation	9,674,311 146,549	10,096,394 56,291	
Net General Fund Expenditure	9,820,860	10,152,685	10,379,207

#### **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 Delegate's district office accounts.

	2006 Actual	2007 Appropriation	2008 Allowance
Number of Authorized Positions	239.00	239.00	239.00
01 Salaries, Wages and Fringe Benefits	13,605,469	14,264,477	14,381,765
02 Technical and Special Fees	111,887	····	
04 Travel 08 Contractual Services 09 Supplies and Materials 10 Equipment—Replacement 11 Equipment—Additional 13 Fixed Charges	1,653,459 2,178,704 306 849,136 3,916	1,470,500 3,120,800 30,000 200,000	1,470,500 3,120,800 30,000 200,000 2,000
14 Land and Structures	3,482		
Total Operating Expenses	4,689,003	4,823,300	4,823,300
Total Expenditure	18,406,359	19,087,777	19,205,065
Original General Fund Appropriation  Transfer of General Fund Appropriation	17,970,565 435,794	19,067,700 20,077	
Net General Fund Expenditure	18,406,359	19,087,777	19,205,065

## **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.

	2006 Actual	2007 Appropriation	2008 Allowance
Number of Authorized Positions	1.00	1.00	1.00
01 Salaries, Wages and Fringe Benefits	51,621	43,673	50,768
04 Travel 08 Contractual Services 09 Supplies and Materials 10 Equipment—Replacement 13 Fixed Charges 14 Land and Structures	207,714 63,201 3,612 640,047 3,908 105	336,000 344,000 2,000 20,000 156,000 65,000	336,000 344,000 2,000 20,000 171,700 65,000
Total Operating Expenses	918,587	923,000	938,700
Total Expenditure	970,208	966,673	989,468
Original General Fund Appropriation  Transfer of General Fund Appropriation	955,403 14,805	965,900 773	
Net General Fund Expenditure	970,208	966,673	989,468

## **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

	2006 Actual	2007 Appropriation	2008 Allowance
Total Number of Authorized Positions	379.00	382.00	382.00
Salaries, Wages and Fringe Benefits Technical and Special Fees Operating Expenses	28,680,388 1,139,639 5,166,423	31,703,087 1,335,100 5,982,300	33,384,487 1,259,400 6,325,900
Original General Fund Appropriation	35,356,310 730,140	38,533,800 386,687	
Total General Fund Appropriation	36,086,450 1,100,000	38,920,487	
Net General Fund Expenditure	34,986,450	38,920,487 100,000	40,869,787 100,000
Total Expenditure	34,986,450	39,020,487	40,969,787

## **B75A01.04 OFFICE OF THE EXECUTIVE DIRECTOR**

#### **Program Description:**

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

- 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:	2006 Actual	2007 Appropriation	2008 Allowance
Number of Authorized Positions	91.00	93.00	93.00
01 Salaries, Wages and Fringe Benefits	5,891,555	6,435,457	6,813,825
02 Technical and Special Fees	861,937	938,400	934,900
03 Communication 04 Travel	434,746 41,619 4,256 344 1,070,722 624,395 254,183 81,541 13,263	457,000 76,500 5,200 300 1,414,800 527,600 155,300 99,000 40,000	457,000 85,000 5,400 500 1,467,400 576,300 251,900 108,900 40,000
Total Operating Expenses	2,525,069	2,775,700	2,992,400
Total Expenditure	9,278,561	10,149,557	10,741,125
Original General Fund Appropriation  Transfer of General Fund Appropriation  Total General Fund Appropriation	9,847,774 155,787 10,003,561 725,000	9,966,700 82,857 10,049,557	
Net General Fund Expenditure	9,278,561	10,049,557 100,000	10,641,125 100,000
Total Expenditure	9,278,561	10,149,557	10,741,125
Special Fund Income:  B75301 Transfer from the State Employee and Retiree Health and Welfare Benefit Program		100,000	100,000

#### 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. Conduct financial management audits of local school systems.
- 4. Review the audit reports of local government units in the State.

Tipp optimion outcoment	2006 Actual	2007 Appropriation	2008 Allowance
Number of Authorized Positions	115.00	115.00	115.00
01 Salaries, Wages and Fringe Benefits	9,234,929	9,899,463	10,493,439
02 Technical and Special Fees	16,479	64,000	15,700
03 Communication	1,530	5,300	5,000
04 Travel	106,429	102,000	119,000
07 Motor Vehicle Operation and Maintenance	44,811	58,400	66,100
08 Contractual Services	179,806	272,600	256,000
09 Supplies and Materials	29,598	55,900	82,600
10 Equipment—Replacement	10,828	56,000	69,200
11 Equipment—Additional	34	•	,
13 Fixed Charges	12,375	14,000	18,400
14 Land and Structures	724	,	,
Total Operating Expenses	386,135	564,200	616,300
Total Expenditure	9,637,543	10,527,663	11,125,439
Original General Fund Appropriation	9,354,708	10,408,100	
Transfer of General Fund Appropriation	282,835	119,563	
Net General Fund Expenditure	9,637,543	10,527,663	11,125,439

## 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 needs of the Department and the General Assembly.

	2006 Actual	2007 Appropriation	2008 Allowance
Number of Authorized Positions	29.00	30.00	30.00
01 Salaries, Wages and Fringe Benefits	2,299,496	2,564,428	2,700,724
02 Technical and Special Fees	73,416	51,900	80,900
03 Communication 04 Travel 08 Contractual Services 09 Supplies and Materials 10 Equipment—Replacement 13 Fixed Charges 14 Land and Structures	147,786 17,365 283,238 322,324 740,179 34 65,025	187,000 27,000 593,500 307,400 794,500 1,000	201,200 45,400 667,100 129,300 838,500 200 10,000
Total Operating Expenses	1,575,951	1,920,400	1,891,700
Total Expenditure	3,948,863	4,536,728	4,673,324
Original General Fund Appropriation  Transfer of General Fund Appropriation	4,060,094 88,769	4,506,300 30,428	
Total General Fund Appropriation	4,148,863 200,000	4,536,728	
Net General Fund Expenditure	3,948,863	4,536,728	4,673,324

#### 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:	2006 Actual	2007 Appropriation	2008 Allowance
Number of Authorized Positions	144.00	144.00	144.00
01 Salaries, Wages and Fringe Benefits	11,254,408	12,803,739	13,376,499
02 Technical and Special Fees	187,807	280,800	227,900
04 Travel	92,420 190,192 284,868 26,417 85,371	110,000 190,000 320,500 8,500 93,000	110,000 298,500 308,500 17,000 91,500
Total Operating Expenses	679,268	722,000	825,500
Total Expenditure	12,121,483	13,806,539	14,429,899
Original General Fund Appropriation  Transfer of General Fund Appropriation	12,093,734 202,749	13,652,700 153,839	
Total General Fund Appropriation	12,296,483 175,000	13,806,539	
Net General Fund Expenditure	12,121,483	13,806,539	14,429,899

Classification Title	FY 2006	FY 2006	FY 2007	FY 2007	FY 2008	FY 2008	O
Classification Title	Positions	Expenditure	Positions	Appropriation	Positions	Allowance	Symbol
b75a01 General Assembly of Mary	land						
b75a0101 Senate							
president of the senate	.00	0	.00	55,000	.00	56,500	
senators	.00	0	.00	1,932,000		2,001,000	
office of the president	.00	0		638,726		638,726	
desk officers	.00	0		198,700		198,700	
office of the secy of senate	.00	0		58,500		58,500	
office of the majority leader	.00	0		60,800		60,800	
office of the minority leader	.00	0		93,100		93,100	
budget and taxation committee	.00	0		108,300		108,300	
education, health, and environm		0		83,500		83,500	
finance committee	.00	0		104,100	.00	104,100	
judicial proceedings committee	.00	0		86,400	.00	86,400	
regular senate staff session support personnel	.00	0		1,922,586 538,879	.00	1,963,808	
session support personnet	.00		.00	730,019	.00	568,160	
TOTAL b75a0101*	125.00	0	125.00	5,880,591	125.00	6,021,594	
b75a0102 House of Delegates							
speaker	.00	0	.00	55,000	.00	56,500	
delegates	.00	0	.00	5,880,000	.00	6,090,000	
office of the speaker	.00	0	.00	730,913	.00	730,913	
desk officers	.00	0	.00	260,350	.00	260,350	
office of the chief clerk	.00	0	.00	21,840	.00	21,840	
office of the speaker pro tem	.00	0	.00	60,800	.00	60,800	
office of the majority leader	.00	0	.00	60,800	.00	60,800	
office of the minority leader	.00	0	.00	93,100	.00	93,100	
appropriations committee	.00	0	.00	103,200	.00	103,200	
health and government operation		0	.00	101,200	.00	101,200	
economic matters committee	.00	0	.00	101,200	.00	101,200	
environmental matters committee	.00	0	.00	101,200	.00	101,200	
judiciary committee ways and means committee	.00	0	.00	101,200	.00 .00	101,200	
delegation staff	.00	0	.00	101,200 325,170	.00	101,200 325,170	
regular house staff	.00	0	.00	2,012,697	.00	2,024,460	
session support personnel	.00	0	.00	372,207	.00	392,207	
TOTAL b75a0102*	239.00	0	239.00	10,482,077	239.00	10,725,340	
b75a0103 General Legislative Exper	nses						
legislative security	1.00	0	1.00	23,900	1.00	23,900	
TOTAL b75a0103*	1.00	0	1.00	23,900	1.00	23,900	

	FY 2006	FY 2006	2006 FY 2007	FY 2007	FY 2008	FY 2008	
Classification Title	Positions	Expenditure		Appropriation		Allowance	Symbol
b75a0104 Office of the Executiv	e Director-Dep	ot of Legislati	ve Services	3			
executive director	.00	0	1.00	150,363	1.00	150,363	
senior manager	.00	0	3.00	323,498	3.00	323,498	
senior administrator ii	.00	0	1.00	68,900	1.00	68,900	
legislative specialist ii	.00	0	1.00	62,817	1.00	62,817	
legislative specialist i	.00	0	1.00	53,000	1.00	53,000	
senior manager	.00	0	1.00	103,050	1.00	103,050	
legislative manager i	.00	0	1.00	77,117	1.00	77,117	
senior administrator ii	.00	0	1.00	79,474	1.00	79,474	
legislative administrator	.00	0	1.00	59,890	1.00	59,890	
legislative specialist ii	.00	0	1.00	57,558	1.00	57,558	
legislative specialist i	.00	0	3.00	154,636	3.00	154,636	
legislative associate i	.00	0	2.00	85,760		85,760	
legislative assistant ii	.00	0	1.00	36,676		36,676	
legislative assistant i	.00	0	1.00	32,000	1.00	32,000	
senior manager	.00	0	1.00	98,120		98,120	
legislative manager i	.00	0	5.00	340,531	5.00	340,531	
legislative supervisor	.00	0	2.00	98,029	2.00	98,029	
legislative administrator	.00	0	2.00	119,223		119,223	
legislative associate ii	.00	0	3.00	148,023		148,023	
legislative associate i	.00	0	3.00	128,582		128,582	
legislative assistant ii	.00	0	1.00	39,570		39,570	
legislative assistant i	.00	0	3.00	95,359		95,359	
legislative aide	.00	0	4.00	107,788		107,788	
senior manager	.00	0	1.00	95,900		95,900	
legislative administrator	.00	0	1.00	53,000		53,000	
is senior analyst/engineer i	.00	0	1.00	73,718		73,718	
senior manager	.00	0	2.00	199,804	2,00	199,804	
legislative manager i	.00	0	1.00	79,650		79,650	
legislative supervisor	.00	0	2.00	123,500		123,500	
legislative administrator	.00	0	1.00	45,000		45,000	
legislative specialist i	.00	0	1.00	53,502		53,502	
legislative assistant ii	.00	0	5.00	200,996	5.00	200,996	
legislative assistant i	.00	0	13.00	420,962		420,962	
legislative aide	.00	0	1.00	29,342	1.00	29,342	
legislative manager ii	.00	0	1.00	82,341	1.00	82,341	
legislative supervisor	.00	0	2.00	124,083	2.00	124,083	
legislative associate ii	.00	0	3.00	143,293	3.00	143,293	
legislative associate i	.00	0		259,457	6.00	259,457	
legislative assistant ii	.00	0	5.00	199,812	5.00	199,812	
legislative assistant i	.00	0		64,746	2.00	64,746	
legislative supervisor	.00	0		60,000	1.00	60,000	
legislative assistant ii	.00	0		36,900	1.00	36,900	
TOTAL b75a0104*	91.00	0	93.00	4,865,970	93.00	4,865,970	

## Legislative

	FY 2006	FY 2006	FY 2007	FY 2007	FY 2008	FY 2008	
Classification Title	Positions	Expenditure	Positions	Appropriation	Positions	Allowance	Symbol
b75a0105 Office of Legislative Au	udits						
office director	.00	0	1.00	143,590	1.00	143,590	
deputy office director	.00	0		128,500		128,500	
senior manager	.00	0		696,500		696,500	
legislative manager ii	.00	0		1,397,400		1,397,400	
senior auditor iii	.00	0		1,364,930		1,364,930	
senior auditor ii	.00	0	15.00	1,055,300		1,055,300	
senior auditor i	.00	0	4.00	247,200		247,200	
staff auditor ii	.00	0	26.00	1,382,200		1,382,200	
staff auditor i	.00	0	24.00	1,077,156		1,077,156	
legislative administrator	.00	0		46,500	1.00	46,500	
is senior analyst/engineer ii	.00	0	1.00	73,500	1.00	73,500	
is technical analyst/engineer	i .00	0	1.00	67,500	1.00	67,500	
legislative specialist i	.00	0	1.00	54,500	1.00	54,500	
legislative associate ii	.00	0	1.00	48,000	1.00	48,000	
legislative assistant ii	.00	0	1.00	40,000	1.00	40,000	
legislative assistant i	.00	0	2.00	64,800	2.00	64,800	
TOTAL b75a0105*	115.00	0	115.00	7,887,576	115.00	7,887,576	
b75a0106 Office of Legislative In	nformation Sy						
office director	.00	0		141,365	1.00	141,365	
deputy office director	.00	0		127,678	1.00	127,678	
senior manager	.00	0		227,981	2.00	227,981	
is principal analyst/engineer i		0		100,242	1.00	100,242	
is senior analyst/engineer iii	.00	0		353,675	4.00	353,675	
is senior analyst/engineer ii	.00	0		157,242	2.00	157,242	
is senior analyst/engineer i	.00	0		71,103	1.00	71,103	
is analyst/engineer iii	.00	0		67,453	1.00	67,453	
is analyst/engineer i	.00	0		46,800	1.00	46,800	
is technical analyst/engineer i		0		119,214	2.00	119,214	
is technical analyst/engineer i		0		369,779	7.00	369,779	
is technical analyst/engineer i		0		210,845	5.00	210,845	
senior administrator i	.00	0		60,839	1.00	60,839	
legislative assistant i	.00	0 	1.00	32,962	1.00	32,962	
TOTAL b75a0106*	29.00	0	30.00	2,087,178	30.00	2,087,178	
b75a0107 Office of Policy Analysi	is						
office director	.00	0	1.00	148,710	1.00	148,710	
legislative specialist ii	.00	0	1.00	64,018	1.00	64,018	
deputy office director	.00	0	2.00	259,540	2.00	259,540	
senior manager	.00	0	6.00	690,407	6.00	690,407	
legislative manager ii	.00	0	2.00	181,309	2.00	181,309	
principal policy analyst ii	.00	0	10.00	1,027,678	10.00	1,027,678	
principal policy analyst i	.00	0	13.00	1,185,633	13.00	1,185,633	

## Legislative

	FY 2006	FY 2006	FY 2007	FY 2007	FY 2008	FY 2008	
Classification Title	Positions	Expenditure	Positions	Appropriation	Positions	Allowance	Symbol
b75a0107 Office of Policy Anal	ysis						
senior policy analyst ii	.00	0	26.00	1,901,749	26.00	1,901,749	
senior policy analyst i	.00	0	14.00	871,202		871,202	
policy analyst ii	.00	0	20.00	1,077,920	20.00	1,077,920	
policy analyst i	.00	0	7.00	332,832	7.00	332,832	
legislative specialist ii	.00	0	3.00	187,902	3.00	187,902	
legislative specialist i	.00	0	5.00	257,198	5.00	257,198	
legislative associate ii	.00	0	3.00	146,340	3.00	146,340	
legislative associate i	.00	0	3.00	125,590	3.00	125,590	
legislative assistant ii	.00	0	2.00	72,261	2.00	72,261	
legislative assistant i	.00	0	4.00	136,880	4.00	136,880	
senior manager	.00	0	1.00	95,000	1.00	95,000	
legislative manager ii	.00	0	2.00	192,689	2.00	192,689	
legislative supervisor	.00	0	1.00	53,000	1.00	53,000	
senior librarian ii	.00	0	5.00	391,108	5.00	391,108	
senior librarian i	.00	0	1.00	61,010	1.00	61,010	
legislative librarian i	.00	0	2.00	94,460	2.00	94,460	
legislative specialist i	.00	0	2.00	102,821	2.00	102,821	
legislative associate i	.00	0	3.00	127,700	3.00	127,700	
legislative assistant ii	.00	0	1.00	37,957	1.00	37,957	
legislative assistant i	.00	0	3.00	96,832	3.00	96,832	
legislative aide	.00	0	1.00	27,200	1.00	27,200	
TOTAL b75a0107*	144.00	0	144.00	9,946,946	144.00	9,946,946	
TOTAL b75a01 **	744.00	0	747.00	41,174,238	747.00	41,558,504	