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

	2008 Actual	2009 Appropriation	2010 Allowance
Total Number of Authorized Positions	747.00	747.00	747.00
Salaries, Wages and Fringe Benefits Technical and Special Fees Operating Expenses	54,619,264 1,556,596 14,890,153	60,801,890 1,407,700 14,487,144	60,458,969 1,495,050 14,833,599
Original General Fund Appropriation	71,443,527 814,688	75,556,034 840,700	
Total General Fund Appropriation	72,258,215 1,419,991	76,396,734	
Net General Fund Expenditure	70,838,224 227,789	76,396,734 300,000	76,687,618 100,000
Total Expenditure	71,066,013	76,696,734	76,787,618

SUMMARY OF GENERAL ASSEMBLY OF MARYLAND

	2008 Actual	2009 Appropriation	2010 Allowance
Total Number of Authorized Positions	365.00	365.00	365.00
Salaries, Wages and Fringe Benefits Technical and Special Fees	22,374,480 162,968	24,576,400	24,744,420
Operating Expenses	7,653,018	7,951,694	8,575,336
Original General Fund Appropriation	30,573,740 225,606	32,312,994 215,100	
Total General Fund Appropriation Less: General Fund Reversion/Reduction	30,799,346 608,880	32,528,094	
Net General Fund Expenditure	30,190,466	32,528,094	33,319,756

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:	2008 Actual	2009 Appropriation	2010 Allowance
Number of Authorized Positions	125.00	125.00	125.00
01 Salaries, Wages and Fringe Benefits	7,986,270	9,160,570	9,087,929
02 Technical and Special Fees	47,494		
04 Travel 08 Contractual Services 09 Supplies and Materials 10 Equipment—Replacement 13 Fixed Charges 14 Land and Structures	633,498 1,102,420 5,454 441,647 353 6,975	523,500 1,394,194 15,000 75,000 2,000	673,500 1,394,194 15,000 75,000 2,000
Total Operating Expenses	2,190,347	2,009,694	2,159,694
Total Expenditure	10,224,111	11,170,264	11,247,623
Original General Fund Appropriation Transfer of General Fund Appropriation	10,379,207 99,962	11,070,464 99,800	
Total General Fund Appropriation	10,479,169 255,058	11,170,264	
Net General Fund Expenditure	10,224,111	11,170,264	11,247,623

B75A01.02 HOUSE OF DELEGATES

Net General Fund Expenditure

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.

Appropriation Statement:	2008 Actual	2009 Appropriation	2010 Allowance
Number of Authorized Positions	239.00	239.00	239.00
01 Salaries, Wages and Fringe Benefits	14,333,697	15,354,050	15,597,364
02 Technical and Special Fees	115,474		
04 Travel 08 Contractual Services 09 Supplies and Materials 10 Equipment—Replacement 13 Fixed Charges 14 Land and Structures	1,968,337 2,462,453 157 92,818 59 3,260	1,650,500 3,120,800 30,000 200,000 2,000	2,100,500 3,123,742 30,000 202,000
Total Operating Expenses	4,527,084	5,003,300	5,456,242
Total Expenditure	18,976,255	20,357,350	21,053,606
Original General Fund Appropriation Transfer of General Fund Appropriation Total General Fund Appropriation Less: General Fund Reversion/Reduction	19,205,065 125,012 19,330,077 353,822	20,242,630 114,720 20,357,350	

18,976,255

20,357,350

21,053,606

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.	2008 Actual	2009 Appropriation	2010 Allowance
Number of Authorized Positions	1.00	1.00	1.00
01 Salaries, Wages and Fringe Benefits	54,513	61,780	59,127
03 Communication. 04 Travel	15 189,035 71,711 6,193 487,894 171,506 9,233	336,000 344,000 2,000 20,000 171,700 65,000	336,000 344,000 2,000 20,000 192,400 65,000
Total Operating Expenses	935,587	938,700	959,400
Total Expenditure	990,100	1,000,480	1,018,527
Original General Fund Appropriation	989,468 632	999,900 580	
Net General Fund Expenditure	990,100	1,000,480	1,018,527

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

	2008 Actual	2009 Appropriation	2010 Allowance
Total Number of Authorized Positions	382.00	382.00	382.00
Salaries, Wages and Fringe Benefits Technical and Special Fees Operating Expenses	32,244,784 1,393,628 7,237,135	36,225,490 1,407,700 6,535,450	35,714,549 1,495,050 6,258,263
Original General Fund Appropriation	40,869,787 589,082	43,243,040 625,600	
Total General Fund Appropriation Less: General Fund Reversion/Reduction	41,458,869 811,111	43,868,640	
Net General Fund Expenditure	40,647,758 227,789	43,868,640 300,000	43,367,862 100,000
Total Expenditure	40,875,547	44,168,640	43,467,862

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.
- 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:	2008 Actual	2009 Appropriation	2010 Allowance
Number of Authorized Positions	93.00	93.00	93.00
01 Salaries, Wages and Fringe Benefits	6,630,854	7,435,958	7,306,699
02 Technical and Special Fees	1,048,149	1,005,100	1,083,850
03 Communication 04 Travel	385,850 46,968 5,414 1,562 1,249,852 659,261 575,179 115,706 17,050	499,500 88,700 6,500 600 1,730,900 658,700 122,250 111,650 30,000	463,500 77,000 7,000 1,000 1,513,474 652,400 71,500 123,228 29,000
Total Operating Expenses	3,056,842	3,248,800	2,938,102
Total Expenditure	10,735,845	11,689,858	11,328,651
Original General Fund Appropriation Transfer of General Fund Appropriation Total General Fund Appropriation	10,641,125 116,212 10,757,337	11,267,708 122,150 11,389,858	
Less: General Fund Reversion/Reduction Net General Fund Expenditure Special Fund Expenditure	249,281 10,508,056 227,789	11,389,858 300,000	11,228,651 100,000
Total Expenditure	10,735,845	11,689,858	11,328,651
Special Fund Income: B75301 Transfer from the State Employee and Retiree Health and Welfare Benefit Program	227,789	300,000	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 law.
- 3. Conduct financial management audits of local school systems.
- 4. Review the audit reports of local government units in the State.

Appropriation Statement:	2008 Actual	2009 Appropriation	2010 Allowance
Number of Authorized Positions	115.00	115.00	115.00
01 Salaries, Wages and Fringe Benefits	10,300,378	11,413,211	11,365,599
02 Technical and Special Fees	12,607	8,700	17,300
03 Communication. 04 Travel	9,650 129,377 67,023 115,081 68,647 322,428 14,622	7,200 120,000 64,900 262,200 76,000 74,400 17,800	11,400 155,000 42,200 234,600 65,300 65,400 18,400
Total Operating Expenses	726,828	622,500	592,300
Total Expenditure	11,039,813	12,044,411	11,975,199
Original General Fund Appropriation Transfer of General Fund Appropriation	11,125,439 187,274	11,843,411 201,000	
Total General Fund Appropriation	11,312,713 272,900	12,044,411	
Net General Fund Expenditure	11,039,813	12,044,411	11,975,199

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 needs of the Department and the General Assembly.

	2008 Actual	2009 Appropriation	2010 Allowance
Number of Authorized Positions	30.00	30.00	30.00
01 Salaries, Wages and Fringe Benefits	2,618,598	3,037,532	3,004,296
02 Technical and Special Fees	92,749	93,300	93,300
03 Communication 04 Travel 08 Contractual Services 09 Supplies and Materials 10 Equipment—Replacement 13 Fixed Charges 14 Land and Structures	153,654 22,354 474,804 65,194 1,173,442 227 7,672	199,500 45,500 653,200 124,700 886,000 2,200 10,000	199,500 45,500 672,626 117,000 866,000 2,200 10,000
Total Operating Expenses	1,897,347	1,921,100	1,912,826
Total Expenditure	4,608,694	5,051,932	5,010,422
Original General Fund Appropriation	4,673,324 49,270	4,998,142 53,790	
Total General Fund Appropriation	4,722,594 113,900	5,051,932	
Net General Fund Expenditure	4,608,694	5,051,932	5,010,422

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:	2008 Actual	2009 Appropriation	2010 Allowance
Number of Authorized Positions	144.00	144.00	144.00
01 Salaries, Wages and Fringe Benefits	12,694,954	14,338,789	14,037,955
02 Technical and Special Fees	240,123	300,600	300,600
04 Travel 08 Contractual Services 09 Supplies and Materials 10 Equipment—Replacement 13 Fixed Charges 14 Land and Structures	94,455 233,894 310,139 821,764 95,866	80,000 278,500 276,400 9,000 95,650 3,500	80,000 322,850 309,000 6,000 97,185
Total Operating Expenses	1,556,118	743,050	815,035
Total Expenditure	14,491,195	15,382,439	15,153,590
Original General Fund Appropriation Transfer of General Fund Appropriation	14,429,899 236,326	15,133,779 248,660	
Total General Fund Appropriation	14,666,225 175,030	15,382,439	
Net General Fund Expenditure	14,491,195	15,382,439	15,153,590

Classification Title	FY 2008	FY 2008	FY 2009	FY 2009	FY 2010	FY 20100	Combal
Classification Title	Positions	Expenditure	Positions	Appropriation	Positions	Allowance	Symbol
b75a01 General Assembly of Mary b75a0101 Senate	land						
budget and taxation committee	.00	0	.00	113,113	.00	116,974	
desk officers	.00	0		207,323		216,225	
education, health, and environm		0		87,241		90,939	
finance committee	.00	0	.00	108,851		113,644	
judicial proceedings committee	.00	0	.00	90,120		83,050	
office of the majority leader	.00	0	.00	63,725		66,711	ı
office of the minority leader	.00	0	.00	103,511		118,081	
office of the president	.00	0	.00	680,942	.00	722,775	
office of the secy of senate	.00	0	.00	63,830	.00	65,971	
president of the senate	.00	0	.00	56,500	.00	56,500	
regular senate staff	.00	0	.00	2,110,330	.00	2,200,708	
senators	.00	0	.00	2,001,000	.00	2,001,000	
session support personnel	.00	0	.00	548,030	.00	554,610	
TOTAL b75a0101*	125.00	5,744,950	125.00	6,234,516	125.00	6,407,188	
b75a0102 House of Delegates							
appropriations committee	.00	0	.00	107,715	.00	118,095	
delegates	.00	0	.00	6,090,000	.00	6,090,000	
delegation staff	.00	0	.00	339,476		339,476	
desk officers	.00	0	.00	273,530	.00	287,373	
economic matters committee	.00	0	.00	105,825	.00	110,465	
environmental matters committee	.00	0	.00	105,825	.00	110,465	
health and government operation	.00	0	.00	105,825	.00	110,465	
judiciary committee	.00	0	.00	105,825	.00	110,465	
office of the chief clerk	.00	0	.00	22,470	.00	22,890	
office of the majority leader	.00	0	.00	63,725	.00	66,711	
office of the minority leader	.00	0	.00	113,280	.00	118,081	
office of the speaker	.00	0	.00	750,007		783,002	
office of the speaker pro tem	.00	0		63,725		66,711	
regular house staff	.00	0		2,130,800		2,235,140	
session support personnel	.00	0		402,077		423,563	
speaker	.00	0		56,500		56,500	
ways and means committee	.00	0 	.00	105,825	.00	110,465	
TOTAL b75a0102*	239.00	10,727,416	239.00	10,942,430	239.00	11,159,867	
b75a0103 General Legislative Expe	nses						
legislative security	1.00	24,485	1.00	23,900	1.00	23,900	
TOTAL b75a0103*	1.00	24,485	1.00	23,900	1.00	23,900	

	FY 2008	FY 2008	FY 2009	FY 2009	FY 2010	FY 20100	
Classification Title	Positions	Expenditure	Positions	Appropriation	Positions	Allowance	Symbol
b75a0104 Office of the Executive	Director						
executive director	.00	0	1.00	162,713	1.00	162,713	
is senior analyst/engineer i	.00	0		81,000		81,000	
legislative administrator	.00	0		67,370		67,370	
legislative administrator	.00	0		131,587		131,587	
legislative administrator	.00	0		60,000		60,000	
legislative administrator	.00	0		50,000		50,000	
legislative aide	.00	0		88,762		88,762	
legislative assistant i	.00	0		99,715		99,715	
legislative assistant i	.00	0		362,409		362,409	
legislative assistant i	.00	0		35,175		35,175	
legislative assistant ii	.00	0		159,500		159,500	
legislative assistant ii	.00	0		117,692		117,692	
legislative assistant ii	.00	0		191,292		191,292	
legislative assistant ii	.00	0		201,375		201,375	
legislative assistant ii	.00	0		40,707		40,707	
legislative associate i	.00	0		48,480		48,480	
legislative associate i	.00	0		92,655		92,655	
legislative associate i	.00	0		46,936		46,936	
legislative associate i	.00	0		371,255		371,255	
legislative associate i	.00	0		47,250		47,250	
legislative associate ii	.00	0		154,980		154,980	
legislative associate ii	.00	0	1.00	54,000		54,000	
legislative associate ii	.00	0		154,187		154,187	
legislative manager i	.00	0		376,214		376,214	
legislative manager i	.00	0		73,000		73,000	
legislative manager ii	.00	0		88,000		88,000	
legislative manager ii	.00	0		91,000		91,000	
legislative specialist i	.00	0		115,539		115,539	
legislative specialist ii	.00	0		127,763		127,763	
legislative specialist ii	.00	0		58,264		58,264	
legislative supervisor	.00	0	1.00	59,620		59,620	
legislative supervisor	.00	0		110,313		110,313	
legislative supervisor	.00	0		64,500		64,500	
legislative supervisor	.00	0	2.00	141,441		141,441	
legislative supervisor	.00	0	1.00	68,800		68,800	
principal policy analyst i	.00	0	1.00	95,738	1.00	95,738	
senior administrator ii	.00	0	1.00	76,007	1.00	76,007	
senior administrator ii	.00	0	1.00	82,500	1.00	82,500	
senior manager	.00	0	2.00	256,952	2.00	256,952	
senior manager	.00	0	1.00	113,679	1.00	113,679	
senior manager	.00	0	1.00	108,241	1.00	108,241	
senior manager	.00	0	1.00	106,799	1.00	106,799	
senior manager	.00	0	2.00	219,398	2.00	219,398	
TOTAL b75a0104*	93.00	4,787,668	93.00	5,252,808	93.00	5,252,808	

Classification Title	FY 2008 Positions	FY 2008 Expenditure	FY 2009 Positions	FY 2009 Appropriation	FY 2010 Positions	FY 20100 Allowance	Symbol
b75a0105 Office of Legislative Au	ıdits						
deputy office director	.00	0	1.00	141,200		141,200	
is senior analyst/engineer ii	.00	0		79,000		79,000	
is senior analyst/engineer iii	.00	0		90,000		90,000	
legislative administrator	.00	0		44,738		44,738	
legislative assistant i	.00	0	2.00	68,960		68,960	
legislative assistant ii	.00	0	1.00	40,800		40,800	
legislative associate ii	.00	0	1.00	53,500	1.00	53,500	
legislative manager ii	.00	0	13.00	1,425,516	13.00	1,425,516	
legislative specialist i	.00	0	1.00	61,200	1.00	61,200	
office director	.00	0	1.00	155,383	1.00	155,383	
senior auditor i	.00	0	15.00	1,009,360		1,009,360	
senior auditor ii	.00	0	9.00	723,500	9.00	723,500	
senior auditor iii	.00	0	18.00	1,689,500		1,689,500	
senior manager	.00	0	6.00	750,870	6.00	750,87 0	
staff auditor i	.00	0	26.00	1,340,500	26.00	1,340,500	
staff auditor ii	.00	0	18.00	1,088,300	18.00	1,088,300	
TOTAL b75a0105*	115.00	7,927,299	115.00	8,762,327	115.00	8,762,327	
h75-0404 0465	· (+ i 0 -						
b75a0106 Office of Legislative Ir	-		1 00	1/0 977	1 00	1/0 977	
deputy office director	.00	0		140,873		140,873	
is analyst/engineer i	.00	0		102,000		102,000	
is principal analyst/eng'r ii	.00	0		206,400		206,400	
is principal analyst/eng'r iii	.00	0		223,273		223,273	
is senior analyst/engineer ii	.00	0		79,673		79,673	
is senior analyst/engineer iii	.00	· ·		273,008		273,008	
is technical analyst/eng'r i	.00	0		226,048		226,048	
is technical analyst/eng'r ii	.00	0		418,974		418,974	
is technical analyst/eng'r iii	.00	0		139,547		139,547	
legislative assistant ii	.00	0		38,533		38,533	
legislative manager i	.00			82,467		82,467	
office director	.00	0		152,975		152,975	
senior manager	.00	0	2.00	243,702	2.00	243,702	
TOTAL b75a0106*	30.00	2,007,860	30.00	2,327,473	30.00	2,327,473	
b75a0107 Office of Policy Analysi	s						
deputy office director	.00	0	2.00	272,496	2.00	280,697	
legislative aide	.00	0		28,844		29,421	
legislative assistant i	.00	0	3.00	98,082		139,564	
legislative assistant i	.00	0		102,320		63,374	
legislative assistant ii	.00	0		186,988		156,265	
legislative assistant ii	.00	0		38,957		79,073	
legislative associate i	.00	0		87,355		92,003	
legislative associate i	.00	0		0		92,619	
13,0141,70 430001410 1	.00	•	.00	v	2.00	,,,,,,	

Legislative

	FY 2008	FY 2008	FY 2009	FY 2009	FY 2010	FY 20100	
Classification Title	Positions	Expenditure	Positions	Appropriation	Positions	Allowance	Symbol
b75a0107 Office of Policy Analys	sīs						
legislative associate ii	.00	(1.00	50,934	1.00	53,353	
legislative associate ii	.00	(3.00	135,054	1.00	52,867	
legislative librarian i	.00	(3.00	153,450	5.00	255,052	
legislative manager i	.00	(.00	0	1.00	74,251	
legislative manager ii	.00	(3.00	288,086	3.00	306,448	
legislative manager ii	.00	(1.00	102,247	1.00	107,542	
legislative specialist i	.00	(6.00	316,756	4.00	219,845	
legislative specialist i	.00	(2.00	108,878	2.00	115,806	
legislative specialist ii	.00	(1.00	67,499	1.00	71,349	
legislative specialist ii	.00	(4.00	252,859	6.00	363,668	
legislative supervisor	.00	(1.00	55,160	1.00	42,572	
office director	.00	(1.00	156,236	1.00	160,923	
policy analyst i	.00	(9.00	452,742	6.00	314,580	
policy analyst ii	.00	(20.00	1,189,193	21.00	1,281,660	
principal policy analyst i	.00	(9.00	822,877	8.00	741,468	
principal policy analyst ii	.00	(15.00	1,582,139	17.00	1,855,823	
senior librarian i	.00	(1.00	64,031	1.00	68,312	
senior librarian ii	.00	(5.00	417,433	2.00	183,506	
senior manager	.00	(5.00	611,633	5.00	638,369	
senior manager	.00	(1.00	99,900	1.00	104,398	
senior policy analyst i	.00	(15.00	967,711	20.00	1,338,229	
senior policy analyst ii	.00	(21.00	1,611,752	17.00	1,349,674	
TOTAL b75a0107*	144.00	9,536,973	144.00	10,321,612	144.00	10,632,711	
TOTAL b75a01 **	747.00	40,756,651	747.00	43,865,066	747.00	44,566,274	