LEGISLATIVE SERVICES DIVISION
Legislative Services Division Program
2013 Biennium Budget Operating Plan

6/15/2011

1. Biennial Operating Plan - Program 20

	FY2012	FY2013	Total Program	Reductions/ Transfers	Revised Program
LEGISLATIVE SERVICES DIVISION:					
Personal Services	$4,745,716	$4,811,727	$9,557,443		$9,557,443
Operating	2,490,793	2,404,419	4,895,212		$4,895,212
Equipment	75,000	75,000	150,000		$150,000
TOTAL	$7,311,509	$7,291,146	$14,602,655	$0	$14,602,655
APPROPRIATIONS (all biennial):					
General Fund, HB 2	$6,208,410	$7,004,904	$13,213,314		$13,213,314
General Fund, HB 2 OTO	240,000	0	240,000		240,000
Spec Rev Fund, MCA Production, HB 2	851,747	272,786	1,124,533		1,124,533
Spec Rev Fund, State Broadcasting, HB 2	11,352	13,456	24,808		24,808
TOTAL	$7,311,509	$7,291,146	$14,602,655	$0	$14,602,655

A greater level of detail is provided on the following page.

Action Item: Staff is requesting Legislative Council approval of the Legislative Services Division Program biennial operating plan.

2. Statutory Appropriations

►The Branch Retirement Termination Reserve Account was established in HB 139 during the 2007 regular session with a one-time general fund transfer. The account has no ongoing funding source. Funds in the account may be expended in any of the three staff divisions for eligible termination costs of retiring employees with approval of the appropriate division director. The account is statutorily appropriated to the LSD which means program transfers are required to provide for expenditure by the Fiscal or Audit Divisions. The account balance, approximately $132,000, is invested in the state's Short-Term Investment Pool.

Action Item: Staff is requesting Legislative Council approval to process program transfers during the 2013 biennium which meet the eligibility and director approval requirements of the account, up to the limits of the account.

►The Branch IT Reserve Account was established in HB 28 during the 2005 regular session. Deposits to the account may be made from division carryforward appropriations and feed bill reversions. The account is statutorily appropriated to the Legislative Services Division and may be expended only with the approval of the Legislative Council. The account balance, currently $434,000, could reach $1.18 million after fiscal year 2011 reversions. The balance is invested in the state's Short-Term Investment Pool.

A request for project funding will be brought to the Legislative Council for consideration under a separate agenda item.

Legislative Council Meeting
June 24, 2011

Exhibit 17

LEGISLATIVE SERVICES DIVISION 6/15/2011
Legislative Services Division Program
2013 Biennium Budget Operating Plan

2013 Operating Plan 2nd Level Detail

	FY2012	FY2013	Total Program
1st Level - Personal Services			
2nd Level -			
Salaries, Employer-Paid Benefits	$4,745,716	$4,811,727	$9,557,443
1st Level - Operating			
2nd Level -			
Other Services	$1,583,649	$1,438,140	$3,021,789
Supplies and Materials	285,926	372,749	658,675
Communications	178,690	176,642	355,332
Travel	16,015	12,015	28,030
Rent	195,759	196,876	392,635
Repair and Maintenance	145,385	132,385	277,770
Other Expenses	85,369	75,612	160,981
	2,490,793	2,404,419	4,895,212
1st Level - Equipment			
2nd Level -			
Tangible and Intangible Assets	75,000	75,000	150,000
TOTAL	$7,311,509	$7,291,146	$14,602,655
APPROPRIATIONS (all biennial):			
GFund, HB 2	$6,208,410	$7,004,904	$13,213,314
GFund, HB 2 OTO	240,000	0	240,000
SRFund, MCA Prod, HB 2	851,747	272,786	1,124,533
SRFund, St Brdcasting, HB 2	11,352	13,456	24,808
TOTAL	$7,311,509	$7,291,146	$14,602,655

1. Other Services - Printing and photocopy pool, warrant writing fees, payroll service fees, SABHRS fees, ITSD costs including database hosting, e-mail, computer processing and enterprise services, insurance and bonds, contracted services, records storage.

2. Supplies and Materials - Office supplies, books and reference materials, safety supplies, containers and shipping material, ITSD asset broker costs, equipment and computer hardware with an individual price less than $5,000 including audio/video components, minor hardware and software.

3. Communications - Telephone costs including phone rental, voice mail, long-distance costs and add/change/move costs, video conferences, postage, UPS and FEDEX, advertising vacant positions in newspapers, agency to agency "deadhead" mail service.

4. Travel - Mileage, meals, lodging, commercial transportation.

5. Rent - Office space, office equipment rental, meeting room rental.

6. - Repair and Maintenance - Maintenance contracts, office equipment repair, maintenance of capitol complex grounds.

7. - Other Expenses - Subscriptions, royalties, credit card fees, handyman charges, dues.

8. - Equipment - Assets with an individual price exceeding $5,000 including office equipment, computer hardware, and computer software.