

## Lessard-Sams Outdoor Heritage Council

### Agenda Item Memo

DATE: September 21, 2012

SUBJECT: Review and Approve Administrative Budget

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**Background:** Minnesota Statutes 2012, Chapter 97A.056, Subd. 2(h) provides: Upon coordination with the Legislative Coordinating Commission, the council may appoint nonpartisan staff and contract with consultants as necessary to carry out the functions of the council. *Up to one percent of the money appropriated from the fund may be used to pay for administrative expenses of the council and for compensation and expense reimbursement of council members. (emphasis added)*

The proposed budget at \$468,000 per fiscal year is one-half of one percent of the anticipated annual appropriation from the funds. The budget covers fiscal years 2014 and 2015. This compares to \$471,000 per fiscal year in FY 12 and FY13, in the current LSOHC administrative budget.

**Suggested Motion:** Move to approve the FY 14 and FY 15 budget as presented.

**Suggested Procedure:** Place a motion to approve the budget before the Council. Members question staff and Treasurer as needed. Members offer and vote on any amendments. Council votes on budget as amended.

**Agenda Item # 6**

9/21/2012

**LSOHC FY2014-FY2015 Administrative Budget**

*July 1, 2013 - June 30, 2015*

		<u>FY2014</u>		<u>FY2015</u>
<b>STAFF and CONTRACTS</b>				
	Full-time Staff	\$ 227,000	\$	227,000
	Benefits (Insurance/Retirement)	\$ 64,000	\$	64,000
	Total Full-time	\$ 291,000	\$	291,000
Part-time Seasonal (Interns)				
	Part-time Seasonal Intern	\$ 10,000	\$	10,000
	Part-time Communication Intern	\$ 10,000	\$	10,000
	Staff Development/Train	\$ 2,500	\$	2,500
	Total Part-time	\$ 22,500	\$	22,500
Professional/Technical Services	IT, GIS, Studies, Planning, Outreach, Interagency Contracts	\$ 70,000	\$	70,000
<b>Total Staff and Contracts</b>		<b>\$ 383,500</b>	<b>\$</b>	<b>383,500</b>
<b>COUNCIL MEETING/TRAVEL EXPENSES</b>		<b>\$ 60,800</b>	<b>\$</b>	<b>60,800</b>
15 Council Meetings including 1 Tour (\$3500 per meeting)	Member per diem, meals, lodging, mileage, parking permits, include member travel outside of meetings, tour expenses and outstate mtg space rental			
<b>OFFICE EXPENSES</b>		<b>\$ 23,700</b>	<b>\$</b>	<b>23,700</b>
	printing, advertising, communication, phone, supplies, equipment, copier maintenance			
<b>Total Budget Request</b>		<b>\$ 468,000</b>	<b>\$</b>	<b>468,000</b>

Requesting \$936,000 for the biennium.