

Lessard-Sams Outdoor Heritage Council

Agenda Item Memo

DATE: September 20, 2013

SUBJECT: Review and Approve the FY 2015 Administrative Budget

Background: MS 97A.056, Subd. 2h 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.

At the September 21, 2012 Council meeting, the administrative budget was approved at \$471,000. There was no appropriation for the second year Council administration in ML 2013, Ch. 13. Therefore, we are submitting the FY 15 administration budget for approval at \$577,000. This budget has been developed to include additional staff salaries. The total budget is within the allowable 1% of anticipated appropriation from the OHF.

Suggested Motion: Move to adopt the administrative budget as presented

Suggested Procedure: Place the motion before the Council, debate and vote.

Action Memo #6

9/21/2012

For 9/20/2013 agenda

LSOHC FY2014-FY2015 Administrative Budget

July 1, 2014 - June 30, 2015

FY2015

STAFF and CONTRACTS

Full-time Staff	\$	327,000
Benefits (Insurance/Retirement)	\$	83,000
Total Full-time	\$	410,000

Part-time Seasonal (Interns)

Part-time Seasonal Intern	\$	10,000
Staff Development/Train	\$	2,500
Total Part-time	\$	12,500

Professional/Technical Services

IT, GIS, Studies, Planning, Outreach, Interagency Contracts	\$	63,000
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Total Staff and Contracts **\$ 485,500**

COUNCIL MEETING/TRAVEL EXPENSES **\$ 60,800**

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
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OFFICE EXPENSES **\$ 23,700**

printing, advertising, communication, phone,
supplies, equipment, copier maintenance

Total Budget Request **\$ 570,000**