

LEGISLATIVE 01-00-00

Legislative

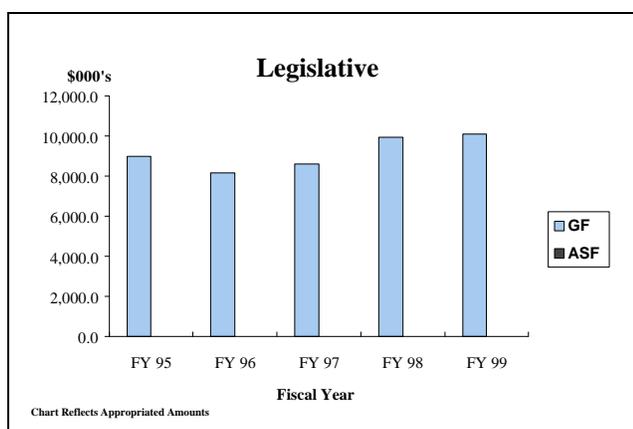
General Assembly -
House

General Assembly -
Senate

Commission on
Interstate Cooperation

Legislative Council

- Division of Research
- Office of the Controller General
- Code Revisors
- Commission of Uniform State Laws



- ◆ Recommend inflation adjustment of \$29.5 in the Division of Research for printing of Session Laws and House and Senate Journals.
- ◆ Recommend enhancement of \$14.0 for contractual services and \$25.0 for supplies and materials.

GENERAL ASSEMBLY - HOUSE 01-01-01

A constitutional branch of state government in which legislative power is vested. Conduct official sessions of the State House of Representatives. Carry out daily operations of the State House of Representatives when not in session. Hold hearings and meetings concerning legislation and issues that affect the State of Delaware and its citizens. Provide the necessary staff support to do research, constituent casework, committee work and public information services.

BUDGET

	FY 1997 ACTUAL	FY 1998 BUDGET	FY 1999 GOV. REC.
GF	8,562.6	10,574.8	10,101.7
ASF	--	--	--
TOTAL	8,562.6	10,574.8	10,101.7

POSITIONS

	FY 1997 ACTUAL	FY 1998 BUDGET	FY 1999 GOV. REC.
GF	66.0	68.0	68.0
ASF	--	--	--
NSF	--	--	--
TOTAL	66.0	68.0	68.0

FY 1999 HIGHLIGHTS

OPERATING BUDGET:

- ◆ Recommend inflation of \$48.0 in the Commission on Interstate Cooperation for the Delaware River Basin Commission.

BUDGET

	FY 1997 ACTUAL	FY 1998 BUDGET	FY 1999 GOV. REC.
GF	3,454.4	4,037.5	4,064.5
ASF	--	--	--
TOTAL	3,454.4	4,037.5	4,064.5

POSITIONS

	FY 1997 ACTUAL	FY 1998 BUDGET	FY 1999 GOV. REC.
GF	21.0	22.0	22.0
ASF	--	--	--
NSF	--	--	--
TOTAL	21.0	22.0	22.0

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GENERAL ASSEMBLY - SENATE 01-02-01

A constitutional branch of state government in which legislative power is vested. Conduct sessions of the State Senate. Hold hearings and meetings concerning various legislation and issues pertaining to the State of Delaware and its citizens.

BUDGET

	FY 1997 ACTUAL	FY 1998 BUDGET	FY 1999 GOV. REC.
GF	2,048.4	2,542.1	2,560.3
ASF	--	--	--
TOTAL	2,048.4	2,542.1	2,560.3

POSITIONS

	FY 1997 ACTUAL	FY 1998 BUDGET	FY 1999 GOV. REC.
GF	14.0	14.0	14.0
ASF	--	--	--
NSF	--	--	--
TOTAL	14.0	14.0	14.0

COMMISSION ON INTERSTATE COOPERATION 01-05-01

To pay national association dues for state membership and assessment to the Delaware River Basin Commission. To enable legislators and certain non-legislators to attend seminars and conferences to gain information in areas of benefit to the State.

BUDGET

	FY 1997 ACTUAL	FY 1998 BUDGET	FY 1999 GOV. REC.
GF	658.9	686.1	734.0
ASF	--	--	--
TOTAL	658.9	686.1	734.0

LEGISLATIVE COUNCIL 01-08-00

DIVISION OF RESEARCH 01-08-01

MISSION

The Division of Research was created by Legislative Council to act as a reference bureau for information relating or pertaining to legislative matters and subjects of interest to the Senate or the House. To meet this mandate, the division conducts a wide range of activities including (but not limited to) legislative research, bill drafting, committee staffing, and the development, production and promulgation of public information concerning the General Assembly. The division operates a full service print shop, a legislative library and a bill service which answers inquiries about legislative matters and provides copies of bills, resolutions, and other legislative documents to all interested parties in accordance with the letter and spirit of the Freedom of Information Act.

The Division of Research services the legislature by conducting legislative research and bill drafting; proposing model legislation on various issues; conducting workshops and seminars with legislators; collecting and evaluating all available information on subjects pending before the General Assembly; making recommendations to the respective houses on methods and procedures proven to be effective in other legislatures and improving staff effectiveness through seminars and in-service training. The division also provides interim and ad hoc committees with a central staff pool that is available for research and clerical assistance; participates in programs and projects offered by national research organizations; and provides for the printing of legislation and related documents.

KEY OBJECTIVES

- Encourage greater utilization of the services and resources of the division by members of the General Assembly.
- Increase the volume of bill drafting and legislative research conducted by the division.

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- Strive for greater customer satisfaction among the users (legislators, lobbyists, government officials and members of the general public) of the division's services.

BACKGROUND AND ACCOMPLISHMENTS

In recent years, Legislative Council has become increasingly concerned about the role of the Division of Research. In response to a critical 1991 review of the division by a study team from the National Conference of State Legislatures (NCSL), the council recently filled the long-vacant director's position and gave the new director a mandate to make improvements to the functioning of this agency.

Since the hiring of a permanent director in June, 1995, the following activities have been initiated:

- A major housecleaning of the division's office space which involved a new coat of paint, the purging of agency files, the transfer of a number of pieces of useless or unneeded furniture and equipment to the Department of Administrative Services' surplus property facility.
- The relocation of the Legislative Library to a new, larger, interim location (the former Joint Finance Committee Hearing Room) pending its final relocation during a future phase of the Legislative Hall renovations. This move also involved a major purge of outdated reference materials and the purchase of several new pieces of equipment including a personal computer with CD-ROM capabilities for research use.
- The completion of a needs assessment for the Legislative Print Shop, conducted with the assistance of in-house printers and several managers from the Office of Graphics and Printing. Recommendations were made for several major equipment purchases (funded by the FY 1996 Capital Budget) which should help the print shop meet the printing needs of the General Assembly into the next century.
- The development and implementation of a new, standardized format for all research reports produced by the division.
- The redesign of all public information documents produced by the division. Legislative Subscription Services order forms have been completed and a

number of other documents are currently under revision.

- The introduction of software to give employees access to the Internet for research purposes. A Division of Research World Wide Web home page is also under construction to provide the public with another way to access information and legislative documents that are maintained by the division.

BUDGET

	FY 1997 ACTUAL	FY 1998 BUDGET	FY 1999 GOV. REC.
GF	1,019.4	1,183.1	1,258.8
ASF	--	--	--
TOTAL	1,019.4	1,183.1	1,258.8

POSITIONS

	FY 1997 ACTUAL	FY 1998 BUDGET	FY 1999 GOV. REC.
GF	18.0	18.0	18.0
ASF	--	--	--
NSF	--	--	--
TOTAL	18.0	18.0	18.0

ACTIVITIES

- Disseminate accurate, timely legislative documents and information to all users of the division's bill service.
- Provide objective, non-partisan research and analysis of issues related to legislation and subjects of interest to members of the General Assembly.
- Provide accurate, well-reasoned, effective draft legislation to meet the needs of its legislative sponsor(s).
- Maintain an effective legislative library by constantly updating reference materials and taking advantage of on-going technological improvements.

PERFORMANCE MEASURES

Implement the monthly publication of the Delaware Register of Regulations to provide users with a single source of current information on regulatory changes and to encourage their involvement in the regulatory process.

Provide "same day service" for all information requests made to the Bill Service desk. All requests for copies of legislation (whether made in person, by fax, or by phone) shall be filled (directly, by mail, or fax) by the end of the business day in which the request is made. All such requests are recorded on the appropriate form and

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performance is monitored, daily, by the bill service supervisor.

All professional staff (administrators, analysts, or attorneys) will maintain monthly activity logs to record bills drafted, research reports and memos completed, committee and other meetings attended, and other activities. These monthly reports will be submitted to the division director. They will augment the bill drafting statistics that are recorded automatically by the Legislative Information System (LIS).

**OFFICE OF THE CONTROLLER GENERAL
01-08-02**

The Office of the Controller General works with and assists the General Assembly and the Joint Finance Committee by providing comprehensive budget analyses, fiscal notes and limited numbers of management and program reviews. Priority issues and/or policy questions are researched and investigated. The office provides support to legislative members on the Delaware Economic and Financial Advisory Council and provides analyses of General Fund transfers and applications for federal funds. Staff members participate in all hearings in connection with the state's operating budget, contemplated supplementary appropriations and capital improvement programs. The office also performs management and program reviews by using casual salaries and contractual services and provides professional, technical and clerical support to legislative standing committees.

BUDGET

	FY 1997 ACTUAL	FY 1998 BUDGET	FY 1999 GOV. REC.
GF	1,244.7	1,251.8	1,258.2
ASF	--	--	--
TOTAL	1,244.7	1,251.8	1,258.2

POSITIONS

	FY 1997 ACTUAL	FY 1998 BUDGET	FY 1999 GOV. REC.
GF	13.0	14.0	14.0
ASF	--	--	--
NSF	--	--	--
TOTAL	13.0	14.0	14.0

PERFORMANCE MEASURES

	FY 1997 Actual	FY 1998 Budget	FY 1999 Gov. Rec.
# responses to legislative requests	--	--	--
% fiscal notes completed	--	--	--

**CODE REVISORS
01-08-03**

To comply with the statutory mandates of law, generally to function as compilers of the Delaware Code.

BUDGET

	FY 1997 ACTUAL	FY 1998 BUDGET	FY 1999 GOV. REC.
GF	116.4	202.3	202.3
ASF	--	--	--
TOTAL	116.4	202.3	202.3

**COMMISSION ON UNIFORM STATE LAWS
01-08-06**

To comply with the statutory mandate of law. The Commission, consisting of five members, acts in Congress with like commissions of other states. The Commission considers and drafts uniform or model laws and devises and recommends courses of action.

BUDGET

	FY 1997 ACTUAL	FY 1998 BUDGET	FY 1999 GOV. REC.
GF	20.6	23.6	23.6
ASF	--	--	--
TOTAL	20.6	23.6	23.6