

Lessard-Sams Outdoor Heritage Council

MEMO: Agenda Item #7 Memo

DATE: September 29, 2016

SUBJECT: Review and Approve the FY 2018 & 2019 LSOHC Administrative Budgets

PRESENTER: Mark Johnson, Executive Director, LSOHC

Suggested Motion:

Move to adopt the administrative budgets as presented.

Suggested Procedure:

Place the motion before the council, discuss and vote.

Background:

MS 97A.056, Subd. 2(h) provides:

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.

Staff is submitting the FY 2018 administration budget for approval at \$571,000 and the FY 2019 administration budget for approval at \$578,000. These budgets have been developed for inclusion in the upcoming bill to provide administrative budgets for both years of the biennium. The budgets are within the allowable 1% of anticipated appropriation from the Outdoor Heritage Fund.

9/21/2016

For 9/29/2016 agenda

LSOHC FY2018 & FY 2019 Administrative Budget

July 1, 2017 - June 30, 2018 *and* July 1, 2018 - June 30, 2019

		<u>FY2018</u>	<u>FY2019</u>
STAFF and CONTRACTS			
	Full-time Staff	\$ 317,460	\$ 324,380
	Benefits (Insurance/Retirement)	\$ 111,540	\$ 113,620
	Total Full-time	\$ 429,000	\$ 438,000
Part-time Seasonal (Interns)			
	Part-time Seasonal Intern	\$ 10,000	\$ 10,000
	Staff Development/Train/expenses	\$ 12,000	\$ 12,000
	Total Part-time	\$ 22,000	\$ 22,000
Professional/Technical Services	IT, GIS, Studies, Planning, Outreach, Interagency Contracts	\$ 67,000	\$ 67,000
Total Staff and Contracts		\$ 518,000	\$ 527,000
COUNCIL MEETING/TRAVEL EXPENSES		\$ 26,000	\$ 26,000
15 Council Meetings including 1 Tour (\$3,500 per meeting)	Member perdiem, meals, lodging, mileage, parking permits, include member travel outside of meetings, tour expenses and outstate mtg space rental		
OFFICE EXPENSES		\$ 27,000	\$ 25,000
	printing, advertising, communication, phone, supplies, equipment, copier maintenance		
Total Budget Request		\$ 571,000	\$ 578,000