

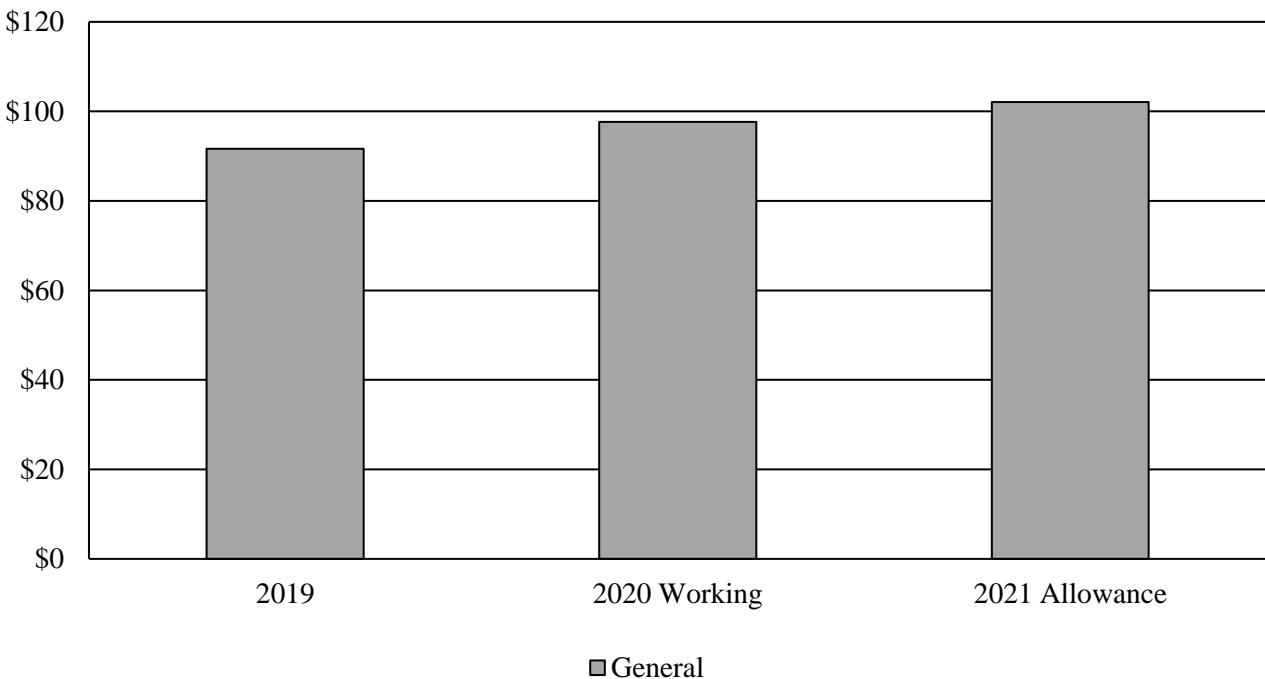
B75A01
General Assembly of Maryland

Program Description

The General Assembly of Maryland (GAM) is the Legislative Branch of State government. The Department of Legislative Services (DLS) provides nonpartisan staff support to GAM. Separate budgets are provided for the Senate, comprised of 47 members; the House of Delegates, comprised of 141 members; leadership, committee, and member staff support; and general expenses shared by both chambers.

Operating Budget Summary

**Fiscal 2021 Budget Increases \$4.5 Million or 4.6% to \$102.1 Million
(\$ in Millions)**



Note: Numbers may not sum due to rounding. The fiscal 2020 appropriation includes deficiencies, planned reversions, and general salary increases. The fiscal 2021 allowance includes contingent reductions and general salary increases.

- The largest cost increases are attributable to information technology contracts, which include costs associated with streaming Senate and House floor sessions (\$1 million), and for program and design costs associated with renovating the Legislative Services Building (\$0.9 million).

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Fiscal 2020

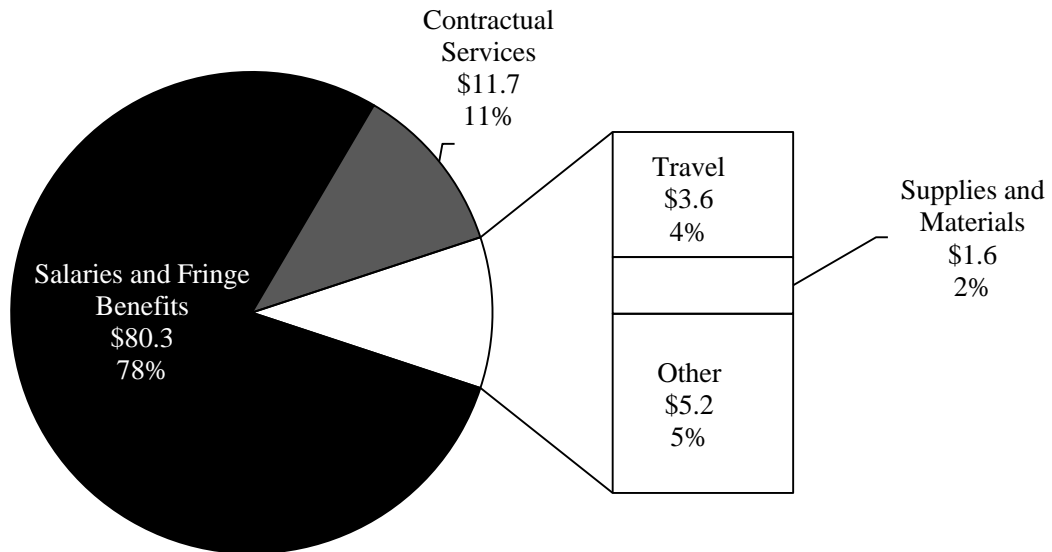
Proposed Deficiency

The budget bill includes \$219,930 in general funds for 4 new regular positions. The President of the Senate’s office and the Speaker of the House’s office each receive 1 legislative specialist and 1 administrative aid position.

Fiscal 2021 Overview of Agency Spending

Most of GAM and DLS spending supports salaries and fringe benefits. **Exhibit 1** shows that 78% is for the salaries and fringe benefits of legislators and regular employees. Salaries for legislators are established by the General Assembly Compensation Commission (GACC), which meets every four years to establish salaries and other compensation for the following term. Legislator salaries and other compensation cannot be increased other than by GACC. Another 11% is for contractual services, which support such activities as actuarial services, equipment and software contracts, and training.

Exhibit 1
Overview of General Assembly of Maryland Spending
Fiscal 2021 Allowance
(\$ in Millions)



Source: Department of Budget and Management

Proposed Budget Change

Exhibit 2 shows that the budget increases by \$4.5 million in fiscal 2021, or 4.6%; the budget is comprised entirely of general funds.

Exhibit 2
Proposed Budget
General Assembly of Maryland
(\$ in Thousands)

| How Much It Grows: | General Fund | Total | |
|--|-------------------------|----------------|----------------------|
| Fiscal 2019 Actual | \$91,629 | \$91,629 | |
| Fiscal 2020 Working Appropriation | 97,629 | 97,629 | |
| Fiscal 2021 Allowance | <u>102,109</u> | <u>102,109</u> | |
| Fiscal 2020-2021 Amount Change | \$4,480 | \$4,480 | |
| Fiscal 2020-2021 Percent Change | 4.6% | 4.6% | |
| Where It Goes: | | | <u>Change</u> |
| Personnel Expenses | | | |
| Employee and retiree health insurance | | | \$800 |
| Retirement contributions | | | 610 |
| Fiscal 2021 2% annual salary increase effective January 1, 2021 | | | 530 |
| Annualization of fiscal 2020 1% salary increase | | | 265 |
| Fiscal 2020 deficiency | | | -220 |
| Increments and other compensation | | | -372 |
| Nonpersonnel Expenses | | | |
| Contractual information system services, including MPT floor chamber streaming | | | 955 |
| Legislative Services Building renovation program design | | | 911 |
| Apply general salary increase to legislator district allowances | | | 274 |
| Office of Program Evaluation and Government Accountability startup costs | | | 158 |
| Redistricting software licenses | | | 140 |
| Systems software vulnerability assessment | | | 100 |
| Contractual costs related to parking, maintenance, and bank charges | | | 98 |
| Mainframe office, security, and software contracts | | | 75 |
| Annapolis Data Center charges | | | 73 |
| Communication costs | | | 33 |
| Training and tuition reimbursement | | | 24 |
| Statewide budget system | | | 15 |
| Other Changes | | | 12 |
| Total | | | \$4,480 |

MPT: Maryland Public Television

Note: Numbers may not sum due to rounding. The fiscal 2020 appropriation includes deficiencies, planned reversions, and general salary increases. The fiscal 2021 allowance includes contingent reductions and general salary increases.

Personnel Data

| | <u>FY 19</u> <u>Actual</u> | <u>FY 20</u> <u>Working</u> | <u>FY 21</u> <u>Allowance</u> | <u>FY 20-21</u> <u>Change</u> |
|------------------------|---|--|--|--|
| Regular Positions | 751.00 | 756.00 | 761.00 | 5.00 |
| Contractual FTEs | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> |
| Total Personnel | 751.00 | 756.00 | 761.00 | 5.00 |

Vacancy Data: Regular Positions

| | | |
|--|-------|-------|
| Turnover and Necessary Vacancies, Excluding New Positions | 8.79 | 1.70% |
| Positions and Percentage Vacant as of 12/31/19 | 37.00 | 4.89% |
| Vacancies Above Turnover | 28.21 | |

- The fiscal 2020 budget converted 5 long-term contractual positions to regular positions.
- The fiscal 2021 budget adds 4 regular positions to the presiding officers’ offices in a fiscal 2020 deficiency appropriation.
- In fiscal 2021, 1 regular technical analyst/engineer position is added to the budget to provide additional audio visual technical support for floor sessions.

Key Observations

1. Findings from DLS’s Managing for Results Performance Analysis

The Department of Budget and Management (DBM) coordinates Managing for Results (MFR), a strategic planning, performance measurement, and budgeting process that emphasizes use of resources to achieve measurable results, efficiency, and continuous improvement in State government programs. As part of the agency budget review process, DLS conducts an analysis of MFR goals and performance measures for each State agency based on the agencies’ submissions compiled and submitted by DBM.

Chapter 281 of 2018 required DLS, in consultation with DBM, to study the effectiveness and accessibility to the public of goals developed in the MFR State plan and its objectives and performance measures. DLS and DBM were charged with evaluating (1) how to make agency standards more effective in measuring performance; (2) customer service surveys; (3) StateStat, which is now the Governor’s Office of Performance Improvement (GOPI); (4) open data; and (5) how to publish data in graphic form and in a format that is easily accessible to the public.

The study reviewed the mission statements, goals, objectives, and performance measures of six agencies or divisions within agencies and found certain common issues, such as agencies having goals that do not address key operations, targets that are not aspirational or adjusted over time, and/or performance measures with incomplete or missing data. The report also outlined certain recommendations that DBM could undertake, in collaboration with the Governor’s Office, to increase the effectiveness and accessibility of Maryland’s performance data overall. These recommendations are:

- creating a one-stop shop for State government transparency data, performance data, and open data. Specifically, expanding the Maryland Transparency Portal (MTP) to include a new Open Performance Maryland System and the existing Open Data Portal;
- establishing an Open Performance Maryland System within the Governor’s Office to display the State’s comprehensive agency performance information in an easily accessible and interactive way using MTP. The Governor’s Office is the ideal location for this function because it oversees implementation of State policy priorities, it has control over Executive Branch agencies, and DLS’ review found that the Executive Branch takes the lead in publishing agency performance data in most states;
- amending the existing law governing MFR and StateStat to repeal obsolete references and to address the implementation of the new Open Performance Maryland System. The Administration uses GOPI to administer StateStat. The GOPI approach is different than the prior Administration’s approach, resulting in obsolete references;

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- measuring agency performance data at least annually but updating more frequently if data is available;
- establishing a more formal process for legislative review of State agency goals, objectives, and performance measures. The current review is done with the budget review. DLS recommended a review during the interim with public hearings in the fall so that legislators would focus exclusively on agency performance;
- taking agency-specific recommendations from DLS into consideration, such as recommendations for the six agencies reviewed in the report, during DBM’s annual review of MFRs; and
- incorporating the customer service survey results from the Governor’s Customer Service Initiative in the development of a new open performance system.

In response to the report, DBM indicates that it will continue to work with agencies to see how often data can be reported and whether data can be published on the Open Data Portal or MTP in the future.

Operating Budget Recommended Actions

1. Concur with the budget as approved by the Legislative Policy Committee.

Updates

- ***Renovation of the Legislative Services Building:*** The Legislative Services Building, located in the Annapolis State Government Complex, was constructed in 1976 and has not undergone a substantial renovation since it was completed. Consequently, the building’s mechanical, electrical, and HVAC systems have reached the end of their useful lives. The building’s current HVAC system requires DGS to run the central Annapolis State Center chillers through the entire winter for this one building, which is inefficient and leads to substantial operating expenses. The proposed renovation project will include providing Americans with Disabilities Act accessibility in public restrooms and the Joint Hearing Room; mechanical, HVAC, and electrical systems infrastructure upgrades; upgrades to the fire safety systems (fire detection and alarm); roof and window replacement; elevator upgrades; and adequate/appropriate space upgrades to relieve overcrowding and achieve proper functioning for DLS staff.

The project received \$2 million in the fiscal 2019 capital budget. Additional capital funds will need to be authorized or appropriated to complete this project. DLS has entered into an agreement with the Maryland Stadium Authority to manage the project. The fiscal 2021 budget proposes \$911,000 for program design, with the schedule as follows:

- ***Program:*** complete in spring 2020;
- ***Design:*** start in spring 2020 and complete in fall 2021; and
- ***Construction:*** start in May 2022 and finish by December 2023.

**Appendix 1
Object/Fund Difference Report
General Assembly of Maryland**

| <u>Object/Fund</u> | <u>FY 19 Actual</u> | <u>FY 20 Working Appropriation</u> | <u>FY 21 Allowance</u> | <u>FY 20 - FY 21 Amount Change</u> | <u>Percent Change</u> |
|-------------------------------|-------------------------|--|----------------------------|--|---------------------------|
| Positions | | | | | |
| 01 Regular | 751.00 | 756.00 | 761.00 | 5.00 | 0.7% |
| Total Positions | 751.00 | 756.00 | 761.00 | 5.00 | 0.7% |
| Objects | | | | | |
| 01 Salaries and Wages | \$ 71,697,963 | \$ 77,896,444 | \$ 78,934,504 | \$ 1,038,060 | 1.3% |
| 02 Technical and Special Fees | 1,408,844 | 1,405,462 | 1,394,184 | -11,278 | -0.8% |
| 03 Communication | 515,814 | 713,850 | 747,050 | 33,200 | 4.7% |
| 04 Travel | 1,929,598 | 3,536,100 | 3,598,676 | 62,576 | 1.8% |
| 06 Fuel and Utilities | 3,427 | 5,000 | 4,500 | -500 | -10.0% |
| 07 Motor Vehicles | -8,171 | 1,711 | 2,419 | 708 | 41.4% |
| 08 Contractual Services | 7,107,766 | 10,089,850 | 11,732,033 | 1,642,183 | 16.3% |
| 09 Supplies and Materials | 1,272,122 | 1,496,204 | 1,621,146 | 124,942 | 8.4% |
| 10 Equipment – Replacement | 7,007,544 | 1,316,393 | 1,381,321 | 64,928 | 4.9% |
| 11 Equipment – Additional | 52,579 | 4,000 | 15,790 | 11,790 | 294.8% |
| 13 Fixed Charges | 568,606 | 561,710 | 623,675 | 61,965 | 11.0% |
| 14 Land and Structures | 72,783 | 117,600 | 994,000 | 876,400 | 745.2% |
| Total Objects | \$ 91,628,875 | \$ 97,144,324 | \$ 101,049,298 | \$ 3,904,974 | 4.0% |
| Funds | | | | | |
| 01 General Fund | \$ 91,628,875 | \$ 97,144,324 | \$ 101,049,298 | \$ 3,904,974 | 4.0% |
| Total Funds | \$ 91,628,875 | \$ 97,144,324 | \$ 101,049,298 | \$ 3,904,974 | 4.0% |

Note: The fiscal 2020 appropriation does not include deficiencies, planned reversions, or general salary increases. The fiscal 2021 allowance does not include contingent reductions or general salary increases.