

**B75**  
**General Assembly**

***Operating Budget Data***

(\$ in Thousands)

	<u>FY 11</u> <u>Actual</u>	<u>FY 12</u> <u>Working</u>	<u>FY 13</u> <u>Allowance</u>	<u>FY 12-13</u> <u>Change</u>	<u>% Change</u> <u>Prior Year</u>
General Fund	\$74,859	\$76,837	\$78,518	\$1,681	2.2%
<b>Adjusted General Fund</b>	<b>\$74,859</b>	<b>\$76,837</b>	<b>\$78,518</b>	<b>\$1,681</b>	<b>2.2%</b>
Special Fund	153	100	0	-100	-100.0%
<b>Adjusted Special Fund</b>	<b>\$153</b>	<b>\$100</b>	<b>\$0</b>	<b>-\$100</b>	<b>-100.0%</b>
<b>Adjusted Grand Total</b>	<b>\$75,012</b>	<b>\$76,937</b>	<b>\$78,518</b>	<b>\$1,581</b>	<b>2.1%</b>

- The budget for the Maryland General Assembly increases by \$1.6 million, primarily to reflect rising fringe benefit and statewide allocation costs.

***Personnel Data***

	<u>FY 11</u> <u>Actual</u>	<u>FY 12</u> <u>Working</u>	<u>FY 13</u> <u>Allowance</u>	<u>FY 12-13</u> <u>Change</u>
Regular Positions	747.00	748.00	748.00	0.00
Contractual FTEs	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Total Personnel</b>	<b>747.00</b>	<b>748.00</b>	<b>748.00</b>	<b>0.00</b>

***Vacancy Data: Regular Positions***

Turnover and Necessary Vacancies, Excluding New Positions	17.50	2.34%
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- The Legislative Policy Committee, when approving the fiscal 2013 budget, authorized 1 additional position for the Office of Legislative Information Systems; this additional position is reflected in the fiscal 2012 working appropriation.

Note: Numbers may not sum to total due to rounding.

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## ***Analysis in Brief***

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### **Recommended Actions**

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

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**General Assembly**

***Operating Budget Analysis***

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**Program Description**

The Maryland General Assembly (MGA) is the legislative branch of State government. 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.

The Department of Legislative Services (DLS) provides nonpartisan staff support to the legislature. The department has four offices: the Office of the Executive Director; the Office of Legislative Audits; the Office of Legislative Information Systems; and the Office of Policy Analysis.

**Proposed Budget**

The general fund budget increases \$1.7 million for fiscal 2013, while special funds decrease \$100,000, as shown in **Exhibit 1**. The special funds had been supporting the work of the Blue Ribbon Commission to Study Retiree Health Care Funding Options; the commission's work is complete, and no expenses are anticipated for fiscal 2013.

**Personnel Expenses Drive Budget Growth**

Personnel costs, overall, increase \$1.6 million, driven by the increases for retirement payments and for employee and retiree health insurance. A decrease in the turnover rate and funds for additional assistance to support the Senate and the House of Delegates also add to the personnel increases. These are offset by the removal of the fiscal 2012 one-time \$750 employee bonus and other salary and fringe benefit reductions.

Exclusive of personnel, the increases and decreases in a number of operating expenses net to \$15,000. Of significance are the new statewide cost allocations for administrative expenses at the State Retirement Agency and for the personnel management information technology system. The purchase of library materials increases to provide copies of the Annotated Code for members and to ensure other reference materials are on hand. Other increases are due to the planned purchase of computer servers, the biennial refresh of members' laptops, and the need to purchase parking permits at Gotts Garage in Annapolis. In calendar 2014, Maryland will be hosting the Council of State Government's Eastern Regional Conference; funds are provided for advance planning and event work.

**Exhibit 1**  
**Proposed Budget**  
**General Assembly**  
**(\$ in Thousands)**

<b>How Much It Grows:</b>	<b><u>General</u> <u>Fund</u></b>	<b><u>Special</u> <u>Fund</u></b>	<b><u>Total</u></b>
2012 Working Appropriation	\$76,837	\$100	\$76,937
2013 Allowance	<u>78,518</u>	<u>0</u>	<u>78,518</u>
Amount Change	\$1,681	-\$100	\$1,581
Percent Change	2.2%	-100.0%	2.1%
Contingent Reductions	\$0	\$0	\$0
Adjusted Change	\$1,681	-\$100	\$1,581
Adjusted Percent Change	2.2%	-100.0%	2.1%

**Where It Goes:**

**Personnel Expenses**

Employee retirement.....	\$987
Employee and retiree health insurance .....	818
Turnover adjustments.....	200
Additional assistance for Senate and House of Delegates .....	102
Other fringe benefit adjustments.....	-59
Regular salaries.....	-65
Removal of one-time bonus payments.....	-418

**Cost Allocations**

State retirement agency administrative fee .....	93
Personnel management information technology system.....	59

**Other Changes**

Library materials.....	66
Data processing equipment – servers and laptop replacements .....	57
Additional parking garage permits.....	46
Planning and event costs associated with hosting the Council of State Governments Eastern Regional Conference.....	25
Telephone expenses and subscriptions .....	-34
Travel costs for Office of Legislative Audits.....	-40

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**Where It Goes:**

System software upgrades have been completed .....	-45
Hardware and software maintenance .....	-49
Management consultants departmentwide .....	-75
Commission to Study Retiree Health Care has completed its work .....	-100
Other .....	12
<b>Total</b>	<b>\$1,581</b>

Note: Numbers may not sum to total due to rounding.

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These increases are offset by a number of reductions in operating costs, notably the completion of software upgrades for Windows 7 and Documentum 7.0 and hardware and software maintenance contracts. The budgets for travel, telephone, subscriptions, and management consultants throughout DLS are also reduced.

## ***Recommended Actions***

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

## *Current and Prior Year Budgets*

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### Current and Prior Year Budgets Maryland General Assembly (\$ in Thousands)

	<u>General Fund</u>	<u>Special Fund</u>	<u>Federal Fund</u>	<u>Reimb. Fund</u>	<u>Total</u>
<b>Fiscal 2011</b>					
Legislative Appropriation	\$75,609	\$100	\$0	\$0	\$75,709
Deficiency Appropriation	0	0	0	0	0
Budget Amendments	0	150	0	0	150
Reversions and Cancellations	-750	-97	0	0	-847
<b>Actual Expenditures</b>	<b>\$74,859</b>	<b>\$153</b>	<b>\$0</b>	<b>\$0</b>	<b>\$75,012</b>
<b>Fiscal 2012</b>					
Legislative Appropriation	\$76,420	\$100	\$0	\$0	\$76,520
Budget Amendments	418	0	0	0	418
<b>Working Appropriation</b>	<b>\$76,837</b>	<b>\$100</b>	<b>\$0</b>	<b>\$0</b>	<b>\$76,937</b>

Note: Numbers may not sum to total due to rounding.

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## **Fiscal 2011**

Actual expenditures in fiscal 2011 were \$696,838 lower than the legislative appropriation. A general fund reversion of \$750,000 was made in DLS. The special fund appropriation was increased by \$150,000 to recognize funds from the Fair Campaign Financing Fund. The Budget Reconciliation and Financing Act of 2010 required that these funds be transferred to DLS to undertake an independent study of the State's voting system procurement and related issues. Reversions totaling \$96,838 in special funds relate to unexpended funds appropriated to support the Blue Ribbon Commission to Study Retiree Health Care Funding Options.

## **Fiscal 2012**

The fiscal 2012 legislative appropriation has been increased by \$417,614 in general funds to provide funds for the one-time employee bonus of \$750 that were centrally budgeted in the Department of Budget and Management.

**Object/Fund Difference Report  
General Assembly**

<u>Object/Fund</u>	<u>FY 11 Actual</u>	<u>FY 12 Working Appropriation</u>	<u>FY 13 Allowance</u>	<u>FY 12 - FY 13 Amount Change</u>	<u>Percent Change</u>
<b>Positions</b>					
01 Regular	747.00	748.00	748.00	0.00	0%
<b>Total Positions</b>	<b>747.00</b>	<b>748.00</b>	<b>748.00</b>	<b>0.00</b>	<b>0%</b>
<b>Objects</b>					
01 Salaries and Wages	\$ 58,317,508	\$ 61,509,723	\$ 63,095,409	\$ 1,585,686	2.6%
02 Technical and Spec. Fees	1,400,767	1,394,450	1,337,950	-56,500	-4.1%
03 Communication	517,985	613,150	599,600	-13,550	-2.2%
04 Travel	2,284,415	3,429,300	3,405,255	-24,045	-0.7%
06 Fuel and Utilities	2,942	6,000	4,000	-2,000	-33.3%
07 Motor Vehicles	36,309	45,116	44,927	-189	-0.4%
08 Contractual Services	6,188,750	7,254,206	7,200,867	-53,339	-0.7%
09 Supplies and Materials	1,205,185	1,269,479	1,358,624	89,145	7.0%
10 Equipment – Replacement	4,584,727	916,926	977,126	60,200	6.6%
13 Fixed Charges	419,873	433,885	427,607	-6,278	-1.4%
14 Land and Structures	53,203	65,000	67,000	2,000	3.1%
<b>Total Objects</b>	<b>\$ 75,011,664</b>	<b>\$ 76,937,235</b>	<b>\$ 78,518,365</b>	<b>\$ 1,581,130</b>	<b>2.1%</b>
<b>Funds</b>					
01 General Fund	\$ 74,858,502	\$ 76,837,235	\$ 78,518,365	\$ 1,681,130	2.2%
03 Special Fund	153,162	100,000	0	-100,000	-100.0%
<b>Total Funds</b>	<b>\$ 75,011,664</b>	<b>\$ 76,937,235</b>	<b>\$ 78,518,365</b>	<b>\$ 1,581,130</b>	<b>2.1%</b>

Note: The fiscal 2012 appropriation does not include deficiencies.

**Fiscal Summary  
General Assembly**

<u>Program/Unit</u>	<u>FY 11 Actual</u>	<u>FY 12 Wrk Approp</u>	<u>FY 13 Allowance</u>	<u>Change</u>	<u>FY 12 - FY 13 % Change</u>
01 Senate	\$ 11,175,394	\$ 11,416,300	\$ 11,737,105	\$ 320,805	2.8%
02 House of Delegates	21,381,020	21,708,833	22,294,824	585,991	2.7%
03 General Legislative Expenses	1,014,390	1,015,624	1,016,043	419	0%
04 Office of the Executive Director	10,231,612	10,721,964	10,690,250	-31,714	-0.3%
05 Office of Legislative Audits	11,605,731	12,025,259	12,273,130	247,871	2.1%
06 Office of Legislative Information Systems	4,882,326	4,803,644	4,832,146	28,502	0.6%
07 Office of Policy Analysis	14,721,191	15,245,611	15,674,867	429,256	2.8%
<b>Total Expenditures</b>	<b>\$ 75,011,664</b>	<b>\$ 76,937,235</b>	<b>\$ 78,518,365</b>	<b>\$ 1,581,130</b>	<b>2.1%</b>
General Fund	\$ 74,858,502	\$ 76,837,235	\$ 78,518,365	\$ 1,681,130	2.2%
Special Fund	153,162	100,000	0	-100,000	-100.0%
<b>Total Appropriations</b>	<b>\$ 75,011,664</b>	<b>\$ 76,937,235</b>	<b>\$ 78,518,365</b>	<b>\$ 1,581,130</b>	<b>2.1%</b>

Note: The fiscal 2012 appropriation does not include deficiencies.