
Finance

MISSION STATEMENT

The mission of the Department of Finance is to prudently manage financial operations, recommend and implement sound fiscal policies, safeguard public assets, and encourage a safe environment on public property.

BUDGET OVERVIEW

The total recommended FY15 Operating Budget for the Department of Finance is \$72,282,004, an increase of \$3,139,549 or 4.5 percent from the FY14 Approved Budget of \$69,142,455. Personnel Costs comprise 20.6 percent of the budget for 126 full-time positions, and a total of 125.68 FTEs. Total FTEs may include seasonal or temporary positions and may also reflect workforce charged to or from other departments or funds. Operating Expenses account for the remaining 79.4 percent of the FY15 budget.

The Finance Operating Budget is comprised of a General Fund component (the Director's Office and the Divisions of Fiscal Management, Treasury and Controller) and the Division of Risk Management, which is funded by the Liability and Property Coverage Self-Insurance Fund. The total FY15 Operating Budget for the General Fund component is \$13,412,437 an increase of \$1,113,172 or 9.1 percent over the FY14 approved budget of \$12,299,265. Personnel Costs comprise approximately 81.8 percent of the General Fund budget for 116 full-time positions. A total of 95.31 FTEs includes these positions as well as any seasonal, temporary, and positions charged to or from other departments or funds. Operating Expenses account for the remaining 18.2 percent of the budget.

The total FY15 Operating Budget for the Self-Insurance Fund component of Finance (Risk Management) is \$58,869,567, an increase of \$2,026,377 or 3.6 percent over the FY14 approved budget of \$56,843,190. Personnel Costs comprise approximately 6.7 percent of the Self-Insurance Fund budget for 10 full-time positions. A total of 30.37 FTEs includes these positions as well as any seasonal, temporary, and positions charged to or from other departments or funds. Operating Expenses account for the remaining 93.3 percent of the budget. Included in the total FTEs are 20.00 FTEs charged to the Self-Insurance Fund by the Office of the County Attorney and 0.37 FTE charged by the General Fund component of Finance (Controller Division) for services provided in support of Risk Management.

LINKAGE TO COUNTY RESULT AREAS

While this program area supports all eight of the County Result Areas, the following are emphasized:

- ❖ ***A Responsive, Accountable County Government***
- ❖ ***Strong and Vibrant Economy***

DEPARTMENT PERFORMANCE MEASURES

Performance measures for this department are included below, with multi-program measures displayed at the front of this section and program-specific measures shown with the relevant program. The FY14 estimates reflect funding based on the FY14 approved budget. The FY15 and FY16 figures are performance targets based on the FY15 recommended budget and funding for comparable service levels in FY16.

ACCOMPLISHMENTS AND INITIATIVES

- ❖ ***Successfully retained the County's AAA bond rating from the three major credit rating agencies in the fall of 2013.***
- ❖ ***In 2013, successfully doubled the investment program with County community banks to support the growth of local jobs, making over \$77 million in capital available for small business loans. Continually looking for ways to raise investment yields and reduce banking costs.***
- ❖ ***Implementing a comprehensive modernization of the Tax Assessment System and an upgrade of the MUNIS property tax billing system (including moving the system to a Cloud environment). These systems are used in the collection of over \$2 billion in revenues annually.***
- ❖ ***Received the GFOA Certificate of Achievement for Excellence in Financial Reporting for the FY12 Comprehensive Annual Financial Report (CAFR). This is the 43rd year for this achievement--longer than any other government in***

the United States and Canada.

- ❖ **Strengthened the funding mechanism for the Montgomery County Self Insurance Program by ordering an actuarial review of the funding process and the contribution allocation system; making the process stable and sustainable.**
- ❖ **Developed in-house a new electronic Volunteer Registration System that will launch in FY14 to replace the paper registration system.**
- ❖ **Provide departments with workers compensation data and analytical tools to help identify where to focus their cost reduction/worksite safety efforts.**
- ❖ **Risk Management is conducting a Total Absence Management study in collaboration with other County Departments to identify enhancements to existing policies and practices on employee absences to increase employee availability, reduce workplace injuries, reduce backfill overtime, and expedite return to work.**
- ❖ **Benchmarking Montgomery County workers compensation claim and cost data and practices to other Maryland and regional jurisdictions.**
- ❖ **Productivity Improvements**
 - **Implemented the Homestead Tax Credit Program to verify and monitor resident eligibility to receive the County's Homestead Property Tax Credit, Property Tax Credit, and other tax credits. To date, this program has generated \$2,491,540 in additional revenues.**
 - **Developed and implementing a Self Inspection web application to streamline paper-driven processes for the Division of Risk Management and expedite safety inspections.**
 - **Updated the Risk Management page on the Department of Finance intranet website with information on volunteers, information for departments on how to report claims, and how to request assistance from our Occupational Safety and Health Section. An additional website (MCSIP.org) has been added to assist in clearer communication and expedite various claim processes.**
 - **Provided training and additional resources to assist in handling claims for all coverage types that involve Medicare recipients to ensure that all settlements are appropriate and represent Montgomery County Government interests while protecting Medicare benefits.**

PROGRAM CONTACTS

Contact Nancy Moseley of the Department of Finance at 240.777.8886 or Jedediah Millard of the Office of Management and Budget at 240.777.2769 for more information regarding this department's operating budget.

PROGRAM DESCRIPTIONS

Fiscal Management

This program provides effective management of County capital and operating funds and the fiscal analysis and issue management associated with master plan development, economic development, and legislative issues. It is also responsible for accurate revenue and economic forecasting, and publishing reports on economic and revenue analysis on a monthly and quarterly basis for dissemination to the County Council and public. The program's primary goal is to maintain the County's AAA General Obligation Bond debt rating, and to actively invest the County's working capital to minimize risk while generating maximum investment income. Program objectives related to debt and cash management include managing the timely and economic issuance of short- and long-term financial obligations; developing and maintaining strong rating agency and investor relations; preparing accurate and timely financing documents, including the County's Annual Information Statement; ensuring strict compliance with disclosure requirements; coordinating bond counsel review; providing high-quality consulting services for County agencies, managers, staff, elected officials, and residents on issues related to debt and cash management; and managing the County's relationship with the banking and investment community. Program objectives related to policy and fiscal projects include the proactive development of intergovernmental policy alternatives and recommendations, including necessary local and state legislation and regulations; fiscal and economic impact analysis for local and state legislation; fiscal impact analysis and effective management associated with the financing and implementation aspects of Master and Sector Plans; and high quality financial consulting services for County agencies, managers, staff, elected officials, and residents.

Program Performance Measures	Actual FY12	Actual FY13	Estimated FY14	Target FY15	Target FY16
Bond Rating - Rating given to Montgomery County by Fitch, Moody's, and Standard and Poor's (Bond ratings are a measure of the quality and safety of a bond and are based on the issuer's financial condition)	AAA	AAA	AAA	Expected	Expected

	Actual FY12	Actual FY13	Estimated FY14	Target FY15	Target FY16
Investment Return Benchmarking – County Return vs. S&P Local Government Investment Pool Index (basis point spread)	4.0	10.0	20.0	20.0	20.0
Interest Rate - Montgomery County General Obligation Bond true interest cost (The interest rate of Montgomery County's most common type of bond)	3.23	2.30	5.0	5.0	5.0
Interest Rate Benchmarking – County GO vs. Municipal Market Data Index (basis point spread)	14.0	2	0	0	0
Investment Return - Rate of return on Montgomery County's investments	0.2%	0.17%	0.19%	0.36%	0.36%
Revenue forecasting - Percent variance between actual revenue and projected revenue ¹	1.1%	2.0%	0.0%	0.0%	0.0%

¹ FY13 is final based on CAFR.

FY15 Recommended Changes	Expenditures	FTEs
FY14 Approved	1,014,342	7.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	182,898	1.00
FY15 CE Recommended	1,197,240	8.00

Information Technology

This program provides planning, direction, and support for finance and core business systems, technology, and business processes to support effective and efficient achievement of the Department's mission. Activities are proactively coordinated with the Department of Technology Services, other County departments, vendors, and Department staff to ensure consistency of Department systems and financial controls with countywide automation policies and standards and with appropriate financial control standards. The program oversees and coordinates business requirements analysis, development, selection, procurement, implementation, maintenance, administration, security, and training on and reporting from, the Finance Department's automated systems and applications. This program is also responsible for managing data integrity associated with daily and year-end processing, providing timely response to customer questions and proactive trouble shooting of financial transaction issues, supporting continuity of Finance Department business operations, managing service contracts and vendor relationships, and providing responses to FOIA-related and auditor requests of Finance.

Program Performance Measures	Actual FY12	Actual FY13	Estimated FY14	Target FY15	Target FY16
Requests for assistance with computer systems, i.e. Service Tickets (average number of days to close)	4.0	2.0	1.0	1.0	1.0
Oracle: Enterprise Business Solutions (EBS): User service requests processed ¹	1,402	1,400	1,200	1,300	1,300

¹ FY15 potential increase due to DLC.

FY15 Recommended Changes	Expenditures	FTEs
FY14 Approved	1,357,610	4.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	1,223	0.00
FY15 CE Recommended	1,358,833	4.00

Accounts Payable

This program is responsible for timely and accurate payments to vendors for goods and services provided to the County; complying with County policies and procedures; and carrying out State and Federal reporting requirements. Payments to vendors are initiated and approved by individual departments. The Accounts Payable program is responsible for review and final approval of payments of \$10,000 or more, as well as most refunds and other non-expenditure disbursements. Payments under \$10,000 are individually reviewed and approved by operating departments subject to post-payment audit by Accounts Payable.

Program Performance Measures	Actual FY12	Actual FY13	Estimated FY14	Target FY15	Target FY16
Procurement Card rebate revenue generated ¹	134,002	264,320	488,600	496,700	498,000

¹ FY12 new contract with JP Morgan Chase; FY13 Single Use Application implemented.

FY15 Recommended Changes	Expenditures	FTEs
FY14 Approved	778,793	9.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	52,864	0.00
FY15 CE Recommended	831,657	9.00

Accounts Receivable

This program is responsible for the timely receipt and accounting for monies due to the County from residents, businesses, and government agencies. In conjunction with the implementation of the Enterprise Resource Planning (ERP) system and associated best practices, this program provides for development of standardized policies and procedures, and provision of services including invoicing/billing, collection, accounting, reconciliation, and reporting reconciliation of monies due. This program will provide greater accountability through improved reporting, enhanced tracking of payment trends, and increased opportunities for maximizing collectibility.

FY15 Recommended Changes	Expenditures	FTEs
FY14 Approved	644,744	6.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	57,895	1.00
FY15 CE Recommended	702,639	7.00

General Accounting

This program is responsible for the analysis, interpretation, and presentation of the County's financial position and results of operations through timely, accurate, and professional financial reports. These reports provide public assurance as to the accountability and integrity of the use of County resources; adherence to budgetary policies established by management; and compliance with Federal, State, and County mandates. The program prepares the Comprehensive Annual Financial Report, Debt Service Booklet, as well as numerous other standardized and specialized reports. This program also provides high quality, timely service to County departments through analysis and technical assistance and through preparation, review, and approval of financial transactions.

Program Performance Measures	Actual FY12	Actual FY13	Estimated FY14	Target FY15	Target FY16
Receive the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting ¹	Received	Expected	Expected	Expected	Expected

¹ The County has been awarded this certificate more times than any other county in the nation (FY12 = 43 times).

FY15 Recommended Changes	Expenditures	FTEs
FY14 Approved	1,939,865	18.81
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	-3,400	-1.00
FY15 CE Recommended	1,936,465	17.81

Grants Accounting

This program is responsible for the analysis, interpretation, and presentation of the County's financial position relating to grants through timely, accurate, and professional financial reports. These reports provide public assurance as to the accountability and integrity of the use of federal, state, and other outside resources; adherence to budgetary policies established by management; and compliance with Federal, State, and County mandates. The program prepares the Single Audit Report on expenditures of Federal awards, and State Uniform Financial Report, as well as numerous other standardized and specialized reports. This program also provides high quality, timely service to County departments through analysis and technical assistance; and through preparation, review, and approval of grant financial transactions.

FY15 Recommended Changes	Expenditures	FTEs
FY14 Approved	513,745	5.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	51,620	0.00
FY15 CE Recommended	565,365	5.00

Payroll

This program is responsible for managing and maintaining the County's payroll system and functions as prescribed by Federal, State, and County laws, and local regulations. The program provides timely and accurate payroll disbursements to County employees, accounts for payroll deductions, issues W-2 statements to account for pre-tax and post-tax benefits, maintains official payroll and leave records, and responds to internal and external inquiries. The program proactively operates in conjunction with other County departments to maintain and develop efficient and effective improvements to the personnel/payroll and electronic timekeeping systems.

FY15 Recommended Changes	Expenditures	FTEs
FY14 Approved	864,731	8.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	14,832	0.00
FY15 CE Recommended	879,563	8.00

Tax Operations

This program is responsible for the timely and accurate collection and processing of all County administered taxes, including property taxes (which are the County's largest revenue source), transfer and recordation taxes (relating to real property transfers and recordation of instruments of writing), and several excise taxes (fuel/energy, telephone, hotel/motel). The program is also responsible for the administration of the County's Working Families Income Supplement program, the Public Advocate for Assessments and Taxation (Public Advocate) program, and numerous tax credit, deferral, and assistance programs. The property tax portion of this program provides the calculation and distribution of tax bills; accounting and distribution of tax collections to the State of Maryland, municipalities, and other entities; collection of delinquent accounts through the tax lien sale process; and communication of and access to tax and account information by attorneys and title companies for preparation of property settlements; and customer service assistance to the public for complex tax-related matters and issues. The transfer and recordation tax portion of this program ensures that all other taxes, fees, and charges associated with the property tax account are paid in full prior to recording of the deed for that property by the State of Maryland. The Public Advocate program provides an independent review of State-determined property assessment valuations for fairness and accuracy and, therefore, protects the public interest by acting on behalf of the taxpayers and the County.

FY15 Recommended Changes	Expenditures	FTEs
FY14 Approved	1,842,187	19.35
Increase Cost: Principal Administrative Aide - Project Search Intern	47,440	1.00
Increase Cost: Chargeback for Billing, Collection and Processing Services for Non-Tax Supported Funds	5,280	0.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	116,765	0.00
FY15 CE Recommended	2,011,672	20.35

Treasury Operations

This program is responsible for providing coordination and oversight of treasury operations and customer services through the cashing function. All money received by the County, directly through the Treasury cashing operation, from other County agencies, or through the internet and bank lockbox operation, is processed, administered, and recorded in a timely fashion in the County's accounting system. This program handles property, transfer and recordation, and excise taxes; fines and fees; and offers specific employee services, such as the fare media pass. Functioning as a banking operation, the tellers are a primary provider of person-to-person customer service to County residents.

FY15 Recommended Changes	Expenditures	FTEs
FY14 Approved	291,078	4.15
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	24,857	0.00
FY15 CE Recommended	315,935	4.15

Insurance

The Montgomery County Self-Insurance Program, established under County Code 20-37, provides comprehensive property and casualty insurance for the County and participating agencies. The program is funded through contributions from the agencies, which are based upon an annual actuarial analysis of outstanding and projected future claims filed against the participants. The program provides accurate and timely insurance and risk management advice to participating agencies and reduces County and participating agency exposure to risk by: comparing the cost of commercially available coverage to evaluate the best method of funding exposure to loss; transferring contractual risk under indemnification/hold harmless agreements; avoiding risk; operating proactive safety programs; and purchasing commercial insurance policies.

Program Performance Measures	Actual FY12	Actual FY13	Estimated FY14	Target FY15	Target FY16
Workers Compensation - Cost per \$100 of payroll	\$3.05	\$2.91	\$2.91	\$2.91	\$2.91
Workers Compensation - Number of MCG cases resulting in lost work time	544	520	610	625	625
Number of contracted documents reviewed for adequate insurance coverage ¹	7,459	7,389	7,500	7,500	7,500

¹ The number of contracts reviewed depends upon the number of contracts processed by the Office of Procurement (90%) and other departments

(10%).

FY15 Recommended Changes	Expenditures	FTEs
FY14 Approved	52,983,643	4.00
Increase Cost: Claims Administration Contract	1,700,250	0.00
Increase Cost: Commercial Insurance	375,000	0.00
Increase Cost: Risk Analyst and Paralegal Contractual Services	113,334	0.00
Increase Cost: Workers' Compensation Payroll Tax	60,003	0.00
Decrease Cost: Biennial Claims Audit	-40,000	0.00
Decrease Cost: Claims Expense	-137,000	0.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	10,225	0.00
FY15 CE Recommended	55,065,455	4.00

Occupational Safety and Health

This program coordinates reporting to Federal and State regulatory agencies on health and safety issues. The State-required injury reports and the mandated safety training and record keeping are completed on schedule. The program responds promptly to inspections and queries from the Maryland Occupational Safety and Health Administration. Accident prevention programs are conducted, and training is provided continuously in loss prevention and loss control to promote a safe and healthy work environment for County employees.

Program Performance Measures	Actual FY12	Actual FY13	Estimated FY14	Target FY15	Target FY16
Training classes conducted by Safety and Health Specialists ¹	125	68	75	75	75

¹ FY13 implemented a "Train-the-Trainer" program for Fleet Management

FY15 Recommended Changes	Expenditures	FTEs
FY14 Approved	571,343	3.00
Decrease Cost: Motor Pool Rate Adjustment	-2,514	0.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	2,980	0.00
FY15 CE Recommended	571,809	3.00

Legal Services

This program funds activities of the Office of the County Attorney, which provides legal services including investigation, negotiation, and litigation on behalf of the County and agencies that participate in the Self-Insurance Program.

FY15 Recommended Changes	Expenditures	FTEs
FY14 Approved	2,631,289	20.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	1,940	0.00
FY15 CE Recommended	2,633,229	20.00

Operations and Administration

This program includes operational support for the Department as well as the administrative portions of the Director's Office, the Division of the Controller, the Treasury Division, and the Division of Risk Management. The program provides support for efficient, effective, and timely accomplishment of the Department's mission, including budget development and oversight, personnel administration, strategic planning, and contract administration. The program provides high quality consulting services for County agencies, managers, staff, elected officials, and residents.

FY15 Recommended Changes	Expenditures	FTEs
FY14 Approved	3,709,085	16.37
Shift: Funds for Kronos (Timekeeping Software) Maintenance Support Contract from Technology Services, Police, and Fire & Rescue	520,131	0.00
Increase Cost: Contractual Resources - Indirect Cost Analysis and Services	40,000	0.00
Increase Cost: Central Duplicating: Imaging Services	22,100	0.00
Increase Cost: Printing and Mail	4,688	0.00
Increase Cost: Printing and Mail	415	0.00
Decrease Cost: Retiree Health Insurance Pre-Funding Adjustment	-37,660	0.00

	Expenditures	FTEs
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	-46,617	-1.00
FY15 CE Recommended	4,212,142	15.37

BUDGET SUMMARY

	Actual FY13	Budget FY14	Estimated FY14	Recommended FY15	% Chg Bud/Rec
COUNTY GENERAL FUND					
EXPENDITURES					
Salaries and Wages	6,072,996	8,046,189	7,273,496	8,441,163	4.9%
Employee Benefits	1,946,846	2,404,593	2,533,106	2,529,612	5.2%
County General Fund Personnel Costs	8,019,842	10,450,782	9,806,602	10,970,775	5.0%
Operating Expenses	1,905,778	1,848,483	2,576,153	2,441,662	32.1%
Capital Outlay	0	0	0	0	—
County General Fund Expenditures	9,925,620	12,299,265	12,382,755	13,412,437	9.1%
PERSONNEL					
Full-Time	106	113	113	116	2.7%
Part-Time	2	1	1	0	—
FTEs	84.31	94.31	94.31	95.31	1.1%
REVENUES					
Miscellaneous Revenues	268,213	134,000	488,600	496,700	270.7%
Other Charges/Fees	198,060	272,540	238,200	253,680	-6.9%
Other Fines/Forfeitures	25,321	50,000	50,000	50,000	—
Other Intergovernmental	163,841	154,760	155,890	149,680	-3.3%
County General Fund Revenues	655,435	611,300	932,690	950,060	55.4%
SELF INSURANCE INTERNAL SERVICE FUND					
EXPENDITURES					
Salaries and Wages	2,787,608	2,990,140	2,990,140	2,944,729	-1.5%
Employee Benefits	905,776	941,539	941,539	981,499	4.2%
Self Insurance Internal Service Fund Personnel Costs	3,693,384	3,931,679	3,931,679	3,926,228	-0.1%
Operating Expenses	46,009,237	52,911,511	52,911,511	54,943,339	3.8%
Capital Outlay	0	0	0	0	—
Self Insurance Internal Service Fund Expenditures	49,702,621	56,843,190	56,843,190	58,869,567	3.6%
PERSONNEL					
Full-Time	10	10	10	10	—
Part-Time	0	0	0	0	—
FTEs	29.37	30.37	30.37	30.37	—
REVENUES					
Investment Income	16,399	350	33,910	65,810	18702.9%
Miscellaneous Revenues	371,641	0	1,000,000	0	—
Self Insurance Revenues	56,154,716	66,233,195	65,233,195	69,489,767	4.9%
Self Insurance Internal Service Fund Revenues	56,542,756	66,233,545	66,267,105	69,555,577	5.0%
DEPARTMENT TOTALS					
Total Expenditures	59,628,241	69,142,455	69,225,945	72,282,004	4.5%
Total Full-Time Positions	116	123	123	126	2.4%
Total Part-Time Positions	2	1	1	0	—
Total FTEs	113.68	124.68	124.68	125.68	0.8%
Total Revenues	57,198,191	66,844,845	67,199,795	70,505,637	5.5%

FY15 RECOMMENDED CHANGES

	Expenditures	FTEs
COUNTY GENERAL FUND		
FY14 ORIGINAL APPROPRIATION	12,299,265	94.31
<u>Other Adjustments (with no service impacts)</u>		
Shift: Funds for Kronos (Timekeeping Software) Maintenance Support Contract from Technology Services, Police, and Fire & Rescue [Operations and Administration]	520,131	0.00
Increase Cost: FY15 Compensation Adjustment	439,042	0.00
Increase Cost: Principal Administrative Aide - Project Search Intern [Tax Operations]	47,440	1.00
Increase Cost: Contractual Resources - Indirect Cost Analysis and Services [Operations and Administration]	40,000	0.00
Increase Cost: Central Duplicating: Imaging Services [Operations and Administration]	22,100	0.00
Increase Cost: Retirement Adjustment	20,001	0.00
Increase Cost: Group Insurance Adjustment	19,770	0.00
Increase Cost: Chargeback for Billing, Collection and Processing Services for Non-Tax Supported Funds [Tax Operations]	5,280	0.00
Increase Cost: Printing and Mail [Operations and Administration]	4,688	0.00
Decrease Cost: Annualization of FY14 Personnel Costs	-5,280	0.00
FY15 RECOMMENDED:	13,412,437	95.31
SELF INSURANCE INTERNAL SERVICE FUND		
FY14 ORIGINAL APPROPRIATION	56,843,190	30.37
<u>Other Adjustments (with no service impacts)</u>		
Increase Cost: Claims Administration Contract [Insurance]	1,700,250	0.00
Increase Cost: Commercial Insurance [Insurance]	375,000	0.00
Increase Cost: FY15 Compensation Adjustment	164,296	0.00
Increase Cost: Risk Analyst and Paralegal Contractual Services [Insurance]	113,334	0.00
Increase Cost: Workers' Compensation Payroll Tax [Insurance]	60,003	0.00
Increase Cost: Retirement Adjustment	10,257	0.00
Increase Cost: Group Insurance Adjustment	5,700	0.00
Increase Cost: Printing and Mail [Operations and Administration]	415	0.00
Decrease Cost: Motor Pool Rate Adjustment [Occupational Safety and Health]	-2,514	0.00
Decrease Cost: Retiree Health Insurance Pre-Funding Adjustment [Operations and Administration]	-37,660	0.00
Decrease Cost: Biennial Claims Audit [Insurance]	-40,000	0.00
Decrease Cost: Claims Expense [Insurance]	-137,000	0.00
Decrease Cost: Annualization of FY14 Personnel Costs	-185,704	0.00
FY15 RECOMMENDED:	58,869,567	30.37

PROGRAM SUMMARY

Program Name	FY14 Approved		FY15 Recommended	
	Expenditures	FTEs	Expenditures	FTEs
Fiscal Management	1,014,342	7.00	1,197,240	8.00
Information Technology	1,357,610	4.00	1,358,833	4.00
Accounts Payable	778,793	9.00	831,657	9.00
Accounts Receivable	644,744	6.00	702,639	7.00
General Accounting	1,939,865	18.81	1,936,465	17.81
Grants Accounting	513,745	5.00	565,365	5.00
Payroll	864,731	8.00	879,563	8.00
Tax Operations	1,842,187	19.35	2,011,672	20.35
Treasury Operations	291,078	4.15	315,935	4.15
Insurance	52,983,643	4.00	55,065,455	4.00
Occupational Safety and Health	571,343	3.00	571,809	3.00
Legal Services	2,631,289	20.00	2,633,229	20.00
Operations and Administration	3,709,085	16.37	4,212,142	15.37
Total	69,142,455	124.68	72,282,004	125.68

CHARGES TO OTHER DEPARTMENTS

Charged Department	Charged Fund	FY14		FY15	
		Total\$	FTEs	Total\$	FTEs
COUNTY GENERAL FUND					
CIP	CIP	1,376,198	10.50	1,593,724	12.00
Community Use of Public Facilities	Community Use of Public Facilities	4,730	0.04	6,380	0.04
Environmental Protection	Water Quality Protection Fund	372,970	3.20	376,376	3.20
General Services	Printing and Mail Internal Service Fund	6,640	0.05	6,020	0.05
Human Resources	Employee Health Benefit Self Insurance	94,850	0.75	101,260	0.75
Human Resources	Retiree Health Benefits	41,110	0.25	39,920	0.25
NDA - Mont. County Employee Retirement Plans	BIT 457 Deferred Comp. Plan	24,670	0.15	4,790	0.03
NDA - Mont. County Employee Retirement Plans	Employee Retirement System	52,630	0.32	59,090	0.37
NDA - Mont. County Employee Retirement Plans	Retirement Savings Plan	26,320	0.16	11,170	0.07
NDA - Mont. County Employee Retirement Plans	RSP-Disability Benefits LTD2	0	0.00	25,550	0.16
Parking District Services	Bethesda Parking District	59,828	0.70	64,707	0.70
Parking District Services	Montgomery Hills Parking District	5,707	0.05	6,949	0.05
Parking District Services	Silver Spring Parking District	52,258	0.52	56,798	0.52
Parking District Services	Wheaton Parking District	13,257	0.13	15,267	0.13
Permitting Services	Permitting Services	13,660	0.10	11,070	0.10
Solid Waste Services	Solid Waste Collection	90,670	0.34	90,610	0.34
Solid Waste Services	Solid Waste Disposal	219,270	2.38	218,990	2.38
Transportation	Vacuum Leaf Collection	81,320	0.23	81,491	0.23
Total		2,536,088	19.87	2,770,162	21.37

FUTURE FISCAL IMPACTS

Title	CE REC.			(\$000's)		
	FY15	FY16	FY17	FY18	FY19	FY20
This table is intended to present significant future fiscal impacts of the department's programs.						
COUNTY GENERAL FUND						
Expenditures						
FY15 Recommended	13,412	13,412	13,412	13,412	13,412	13,412
No inflation or compensation change is included in outyear projections.						
Labor Contracts	0	97	97	97	97	97
These figures represent the estimated annualized cost of general wage adjustments, service increments, and associated benefits.						
Labor Contracts - Other	0	-12	-12	-12	-12	-12
These figures represent other negotiated items included in the labor agreements.						
Contractual Resources for Indirect Cost Analysis and Services	0	-40	0	-40	0	-40
Indirect Cost Analysis through contract.						
Subtotal Expenditures	13,412	13,457	13,497	13,457	13,497	13,457
SELF INSURANCE INTERNAL SERVICE FUND						
Expenditures						
FY15 Recommended	58,870	58,870	58,870	58,870	58,870	58,870
No inflation or compensation change is included in outyear projections.						
Labor Contracts	0	49	49	49	49	49
These figures represent the estimated annualized cost of general wage adjustments, service increments, and associated benefits.						
Professional Services - Claims Audit Contract	0	40	0	40	0	40
The Claims Audit is conducted every other even year, and is not needed in odd years.						
Retiree Health Insurance Pre-Funding	0	-2	-5	-7	-10	-12
These figures represent the estimated cost of the multi-year plan to pre-fund retiree health insurance costs for the County's workforce.						
Subtotal Expenditures	58,870	58,956	58,914	58,951	58,909	58,946

