



Finance

APPROVED FY21 BUDGET

\$93,649,301

FULL TIME EQUIVALENTS

130.04

 MICHAEL COVEYOU, DIRECTOR

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 approved FY21 Operating Budget for the Department of Finance is \$93,649,301, an increase of \$4,104,020 or 4.58 percent from the FY20 Approved Budget of \$89,545,281. Personnel Costs comprise 18.61 percent of the budget for 130 full-time position(s) and no part-time position(s), and a total of 130.04 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 81.39 percent of the FY21 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 approved FY21 Operating Budget for the General Fund component is \$15,305,580 a decrease of \$220,372 or -1.42 percent over the FY20 approved budget of \$15,525,952. Personnel Costs comprise approximately 82.80 percent of the General Fund budget for 119 full-time positions. A total of 97.67 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 17.20 percent of the budget.

The total FY21 Operating Budget for the Self-Insurance Fund component of Finance (Risk Management) is \$78,343,721, an increase of \$4,324,392 or 5.84 percent over the FY20 approved budget of \$74,019,329. Personnel Costs comprise approximately 6.07 percent of the Self-Insurance Fund budget for 11 full-time positions. A total of 32.37 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 93.93 percent of the budget. Included in the total FTEs are 21 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.

COUNTY PRIORITY OUTCOMES

While this program area supports all seven of the County Executive's Priority Outcomes, the following are emphasized:

INITIATIVES

- ★ Develop a Ten-Year Financial Plan for Montgomery County.
- ★ Partnering Community Banks with the Small Business Plus! Program to boost lending to local small businesses and spur job creation in Montgomery County. The Small Business Plus! Program began with an initial total deposit of \$10 million with several local community banks in 2012 and has since expanded into deposits of approximately \$50 million as of December 31, 2018 with the program generating over \$1.8 million in interest income and creating an estimated 2,132 jobs.
- ★ Establishing Bank On Program in Montgomery County. Bank On is a national program and movement developed to assist people in establishing a low-cost/free bank account with functionality primarily for safely depositing checks, money orders services, cash withdrawals, and electronic bill payment.
- ★ The Department of Finance has been working with multiple financial advisors including Municap and PFM Financial Advisors LLC on a comprehensive portfolio of options to ensure the financial sustainability of the White Flint Special Taxing Districts over the next 12 years.

INNOVATIONS AND PRODUCTIVITY IMPROVEMENTS

- ★ Established a new Financial Analysis, Audit, and Compliance (FAAC) section in the Division of the Controller which is responsible for performing extensive financial analysis to improve financial reporting, advancing functions in Oracle eBusiness financial modules, posting audits of financial transactions, and ensures compliance with Department and Countywide policies.
- ★ The County will migrate its online tax billing system, MUNIS on- premise to the vendor's Cloud Software-as-a-Service solution.
- ★ Developed a disaster recovery and continuity of operations solution for the County's Enterprise Resource Planning (ERP) System in collaboration with the Office of Emergency Management and Homeland Security and the Department of Technology Services.
- ★ Implemented an online credit card and e-check payment option for the Department of Health and Human Services and Alcohol Beverage Services (formerly, Department of Liquor Control).

PROGRAM CONTACTS

Contact Jedediah Millard of the Department of Finance at 240.777.8855 or Estela Boronat de Gomes of the Office of Management and Budget at 240.777.2785 for more information regarding this department's operating budget.

PROGRAM PERFORMANCE MEASURES

Performance measures for this department are included below (where applicable), with multi-program measures displayed at the front of this section and program-specific measures shown with the relevant program. The FY20 estimates reflect funding based on the FY20 Approved Budget. The FY21 and FY22 figures are performance targets based on the FY21 Approved Budget and funding for comparable service levels in FY22.

PROGRAM DESCRIPTIONS

Controller

This program provides effective management and support to the operations of accounts payable and receivable; general and grants accounting; financial analysis, audit and compliance; and payroll. This program through its operations is responsible for overseeing expenditures and cash flow management, preparing timely and accurate annual financial statements and other standardized reports; complying with Federal, State, and County mandates; and developing standardized County policies and procedures.

The Accounts Payable operations 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.

The Accounts Receivable operations 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, it also provides services including invoicing/billing, collection, accounting, reconciliation, and reporting reconciliation of monies due.

General and Grant Accounting operations 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 Federal, State, County, and other outside 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, the Single Audit Report on expenditures of Federal awards, and the 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 financial transactions including grants.

The Financial Analysis, Audit, and Compliance (FAAC) section is responsible for performing extensive financial analysis to improve financial reporting, advancing functions in Oracle EBS financial modules, posting audits of financial transactions, and ensuring compliance with Department and Countywide policies.

Payroll operations is responsible for managing and maintaining the County's payroll system and functions as prescribed by Federal, State, and County laws, and local regulations. It 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. Payroll proactively operates in conjunction with other County departments to maintain and develop efficient and effective improvements to the personnel/payroll.

Program Performance Measures	Actual FY18	Actual FY19	Estimated FY20	Target FY21	Target FY22
Procurement Card rebate revenue generated	\$724,221	\$770,260	\$775,000	\$800,000	\$825,000
Procurement Card transactions processed	41,902	43,321	43,500	43,500	43,750
Vendor payments issued ¹	128,866	118,086	120,000	120,000	120,000
Journal entries prepared by Finance	1,548	1,550	2,000	2,000	2,000
Journal entries reviewed and posted	3,046	3,600	3,650	3,650	3,650
Grant reports produced	575	552	552	552	552

Program Performance Measures	Actual FY18	Actual FY19	Estimated FY20	Target FY21	Target FY22
Paychecks and payroll advices issued for employees ²	297,715	298,471	300,000	300,000	300,000
Pension and long-term disability (LTD2) payroll payments processed	63,064	75,254	80,000	80,000	80,000
Percent of non-compliant payments "Direct purchase orders created the same day as invoice date and duplicate dollars per total invoices"	0.292%	0.293%	0.289%	0.269%	0.267%
Percent of payroll errors per sum of dollars under and overpaid	0.301%	0.299%	0.297%	0.233%	0.230%

¹ Vendor payments (checks, ACH's, wires, SUA) represent checks disbursed; each check may represent multiple invoice vouchers.

² Number of employees varies by month due to seasonal and temporary staff. Count reflects number of employees, not number of transactions (a person can have multiple transactions with one check).

FY21 Approved Changes	Expenditures	FTEs
FY20 Approved	973,619	8.88
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	5,249,179	40.99
FY21 Approved	6,222,798	49.87

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. One of the program's primary goals 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 investors 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; implementing and managing new County initiatives such as the Public Election Fund and Commercial Property Assessed Clean Energy (C-PACE) programs; managing a variety of economic development initiatives that support growth and/or expansion of economic opportunities in the County; and with high quality financial consulting services for County agencies, managers, staff, elected officials, and residents.

Program Performance Measures	Actual FY18	Actual FY19	Estimated FY20	Target FY21	Target FY22
Make Office Vacancies Extinct (MOVE) Program: Square feet of office space leased	126,408	122,316	130,000	140,000	150,000
Interest Rate - True Interest Cost for Montgomery County General Obligation Bonds (the most common debt instrument used by the County) ¹	1.7%	3.3%	3.3%	3.8%	3.8%

Program Performance Measures	Actual FY18	Actual FY19	Estimated FY20	Target FY21	Target FY22
Interest Rate Benchmarking - County General Obligation (GO) vs. Municipal Market Data Index (basis point spread) ²	3.0	7.0	0.0	0.0	0.0
Investment Return Benchmarking - County Return vs. S&P Local Government Investment Pool Index (basis point spread)	18	22	12	12	12
Revenue forecasting - Percent variance between actual revenue and projected revenue	-3.31%	-1.80%	0.00%	0.00%	0.00%
Receive the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting ³	Received	Expected	Expected	Expected	Expected
Investment Return - Rate of return on Montgomery County's investments	1.34%	2.33%	1.65%	1.15%	1.15%
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	AAA	AAA

¹ Did not have a 20 year metric for FY18 as there was not a County issuance with this time horizon, 1.726% reflects true interest cost available for 10-year debt issuance. FY19 actual resorts back to 30 years estimate for final TIC.

² FY17 value abnormally larger due to the volatile rate environment after the presidential election in when rates went up 75 bps between the election (November 6) and Christmas. This disproportionately affected the longer maturities. The County was above MMD by 5 basis points (bps) for 2017 and 2018 maturities, but greater than 25 bps above in later years. FY18 was a return to a more stable interest rate environment with FY19 experiencing greater volatility.

³ The County has been awarded this certificate more times than any other county in the nation (FY18 = 49 times)

FY21 Approved Changes	Expenditures	FTEs
FY20 Approved	2,182,499	12.00
Increase Cost: Reduce Chargeback to Capital Project-White Flint	116,557	0.75
Shift: Finance Staff Reassigned to the Office of Business Advancement Team in the Office of County Executive	(296,289)	(2.00)
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	39,799	0.00
FY21 Approved	2,042,566	10.75

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 policies and standards and with appropriate financial control standards. Major programs that are supported include Property Tax Billing and Collection, Time and Attendance, Electronic Payment implementation and Compliance, joint ownership of the County's Enterprise Resource Planning system, software development of customized applications, robotic process automation, business process re-engineering, Disaster Recovery and Continuity of Operations planning and special projects.

Program Performance Measures	Actual FY18	Actual FY19	Estimated FY20	Target FY21	Target FY22
Electronic payments (credit card and ACH) transactions processed by the County's credit card processor and bank	N/A	4,331,646	4,500,000	4,700,000	4,900,000
Average number of days to close payroll service requests	4.9	3.1	2.8	2.5	2.3
Workflows, tasks, and processes streamlined utilizing existing or new technologies	N/A	23	25	27	30

FY21 Approved Changes	Expenditures	FTEs
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FY21 Approved Changes	Expenditures	FTEs
FY20 Approved	1,647,183	3.00
Increase Cost: Annual Payment Card Industry (PCI) and Automated Clearing House (ACH) Compliance	6,060	0.00
Shift: Chargeback for Billing, Collection and Processing Services	5,028	0.00
Decrease Cost: IT Financial Systems Applications - Ongoing Maintenance	(133,130)	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.	73,923	1.00
FY21 Approved	1,599,064	4.00

☀ 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.

FY21 Approved Changes	Expenditures	FTEs
FY20 Approved	5,144,071	19.37
Shift: Chargeback for Billing, Collection and Processing Services	32,237	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.	(1,427,083)	(5.00)
FY21 Approved	3,749,225	14.37

☀ Risk Management

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 pays all claims for Self Insured Workers' Compensation, General and Auto Liability, Auto Physical Damage and Property matters. The program is funded through contributions from the agencies, which are based upon an annual actuarial analysis of their exposures and outstanding and projected future claims. The program provides accurate and timely insurance and risk management advice to County Departments and 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; recommending and reviewing contractual insurance requirements for County agreements. The Program also purchases commercial insurance policies. The Program maintains a contract agreement with a Third Party Claims administrator to handle all claims submitted to the County and agencies - including Workers' Compensation, General Liability, Automobile Liability, Auto Physical Damage and Property damage.

Program Performance Measures	Actual FY18	Actual FY19	Estimated FY20	Target FY21	Target FY22
Training classes conducted by Safety and Health Specialists ¹	1,469	462	2,000	2,000	2,000
Workers Compensation - Cost per \$100 of payroll	\$2.88	\$2.84	\$2.84	\$2.84	\$2.84
Workers Compensation - Number of Montgomery County Government cases resulting in lost work time	554	528	517	508	498

¹ Late in FY17, online training was initiated to complement in-person classes. The decrease in FY18 is related to the roll-out of the new online training program and the fact that DGS completed biennial OSHA training in FY17.

FY21 Approved Changes	Expenditures	FTEs
FY20 Approved	0	0.00
Increase Cost: Claims Expense	2,650,125	0.00
Increase Cost: Commercial Insurance Premiums	1,695,878	0.00
Increase Cost: Building Space Lease	3,621	0.00
Increase Cost: Insurance Broker Services	2,333	0.00
Shift: Chargeback from County Attorney to Self-Insurance Fund (SIF)	(8,857)	0.50
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	73,208,154	27.50
FY21 Approved	77,551,254	28.00

Treasury

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.

Program Performance Measures	Actual FY18	Actual FY19	Estimated FY20	Target FY21	Target FY22
Tax related number of service request tickets transferred from MC311 Call Center to Treasury	4,267	3,220	3,500	3,750	3,750
Property tax accounts billed	376,553	376,259	376,300	377,000	379,000
Transfer tax transactions processed ¹	20,857	21,048	23,000	23,000	23,000
Cashier transactions processed	116,916	91,977	93,000	93,000	93,000

¹ Transfer Tax transactions includes taxable and non-taxable transactions

FY21 Approved Changes	Expenditures	FTEs
FY20 Approved	476,765	4.90
Shift: Chargeback for Billing, Collection and Processing Services	(10,745)	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.	2,018,374	18.15
FY21 Approved	2,484,394	23.05

REALIGNED PROGRAMS

Funding in the following programs has been realigned to other programs within this department.

Accounts Receivable

FY21 Approved Changes	Expenditures	FTEs
FY20 Approved	524,463	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.	(524,463)	(6.00)
FY21 Approved	0	0.00

General Accounting

FY21 Approved Changes	Expenditures	FTEs
FY20 Approved	1,979,885	15.99
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	(1,979,885)	(15.99)
FY21 Approved	0	0.00

Grants Accounting

FY21 Approved Changes	Expenditures	FTEs
FY20 Approved	557,992	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.	(557,992)	(5.00)
FY21 Approved	0	0.00

Insurance

FY21 Approved Changes	Expenditures	FTEs
FY20 Approved	68,893,645	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.	(68,893,645)	(4.00)
FY21 Approved	0	0.00

Legal Services

FY21 Approved Changes	Expenditures	FTEs
FY20 Approved	3,111,744	20.50
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	(3,111,744)	(20.50)
FY21 Approved	0	0.00

Occupational Safety and Health

FY21 Approved Changes	Expenditures	FTEs
FY20 Approved	764,014	3.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	(764,014)	(3.00)
FY21 Approved	0	0.00

Payroll

FY21 Approved Changes	Expenditures	FTEs
FY20 Approved	1,295,986	10.00

FY21 Approved Changes	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.	(1,295,986)	(10.00)
FY21 Approved	0	0.00

Tax Operations

FY21 Approved Changes	Expenditures	FTEs
FY20 Approved	1,993,415	18.15
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	(1,993,415)	(18.15)
FY21 Approved	0	0.00

BUDGET SUMMARY

	Actual FY19	Budget FY20	Estimate FY20	Approved FY21	%Chg Bud/App
COUNTY GENERAL FUND					
EXPENDITURES					
Salaries and Wages	7,739,974	9,948,205	7,961,193	10,004,755	0.6 %
Employee Benefits	2,793,109	2,842,233	2,899,778	2,668,155	-6.1 %
County General Fund Personnel Costs	10,533,083	12,790,438	10,860,971	12,672,910	-0.9 %
Operating Expenses	3,541,509	2,735,514	3,849,662	2,632,670	-3.8 %
County General Fund Expenditures	14,074,592	15,525,952	14,710,633	15,305,580	-1.4 %
PERSONNEL					
Full-Time	121	124	124	119	-4.0 %
Part-Time	0	0	0	0	—
FTEs	94.90	98.92	98.92	97.67	-1.3 %
REVENUES					
Miscellaneous Revenues	559,993	700,000	700,000	700,000	—
Other Charges/Fees	513,978	514,500	498,500	505,200	-1.8 %
Other Fines/Forfeitures	17,243	15,000	15,000	15,000	—
Other Intergovernmental	433,953	473,970	510,920	514,230	8.5 %
County General Fund Revenues	1,525,167	1,703,470	1,724,420	1,734,430	1.8 %

SELF INSURANCE INTERNAL SERVICE FUND

EXPENDITURES					
Salaries and Wages	2,597,186	3,671,599	3,229,034	3,748,658	2.1 %
Employee Benefits	822,177	1,074,954	967,334	1,003,665	-6.6 %
Self Insurance Internal Service Fund Personnel Costs	3,419,363	4,746,553	4,196,368	4,752,323	0.1 %
Operating Expenses	63,938,020	69,272,776	69,534,278	73,591,398	6.2 %
Self Insurance Internal Service Fund Expenditures	67,357,383	74,019,329	73,730,646	78,343,721	5.8 %
PERSONNEL					

BUDGET SUMMARY

	Actual FY19	Budget FY20	Estimate FY20	Approved FY21	%Chg Bud/App
Full-Time	11	11	11	11	—
Part-Time	0	0	0	0	—
FTEs	31.87	31.87	31.87	32.37	1.6 %
REVENUES					
Investment Income	4,556,909	1,000,000	2,979,161	1,628,727	62.9 %
Miscellaneous Revenues	578,956	1,000,000	1,127,461	1,000,000	—
Self Insurance Revenues	68,944,588	73,404,480	73,843,897	77,514,144	5.6 %
Self Insurance Internal Service Fund Revenues	74,080,453	75,404,480	77,950,519	80,142,871	6.3 %
DEPARTMENT TOTALS					
Total Expenditures	81,431,975	89,545,281	88,441,279	93,649,301	4.6 %
Total Full-Time Positions	132	135	135	130	-3.7 %
Total Part-Time Positions	0	0	0	0	—
Total FTEs	126.77	130.79	130.79	130.04	-0.6 %
Total Revenues	75,605,620	77,107,950	79,674,939	81,877,301	6.2 %

FY21 APPROVED CHANGES

	Expenditures	FTEs
COUNTY GENERAL FUND		
	FY20 ORIGINAL APPROPRIATION	15,525,952 98.92
<u>Other Adjustments (with no service impacts)</u>		
Increase Cost: FY21 Compensation Adjustment	214,503	0.00
Increase Cost: Annualization of FY20 Compensation Increases	137,761	0.00
Increase Cost: Reduce Chargeback to Capital Project-White Flint [Fiscal Management]	116,557	0.75
Shift: Chargeback for Billing, Collection and Processing Services [Operations and Administration]	32,237	0.00
Increase Cost: MLS Pay for Performance (Increase to Base Pay)	13,288	0.00
Increase Cost: Annual Payment Card Industry (PCI) and Automated Clearing House (ACH) Compliance [Information Technology]	6,060	0.00
Shift: Chargeback for Billing, Collection and Processing Services [Information Technology]	5,028	0.00
Increase Cost: Print and Mail Adjustment	2,961	0.00
Decrease Cost: Annualization of FY20 Operating Expenses	(3,618)	0.00
Shift: Chargeback for Billing, Collection and Processing Services [Treasury]	(10,745)	0.00
Decrease Cost: Elimination of One-Time Items Approved in FY20	(22,557)	0.00
Decrease Cost: Annualization of FY20 Personnel Costs	(22,564)	0.00
Decrease Cost: Retirement Adjustment	(23,759)	0.00
Decrease Cost: IT Financial Systems Applications - Ongoing Maintenance [Information Technology]	(133,130)	0.00
Decrease Cost: Council Compensation Adjustment	(236,105)	0.00

FY21 APPROVED CHANGES

	Expenditures	FTEs
Shift: Finance Staff Reassigned to the Office of Business Advancement Team in the Office of County Executive [Fiscal Management]	(296,289)	(2.00)
FY21 APPROVED	15,305,580	97.67

SELF INSURANCE INTERNAL SERVICE FUND

	FY20 ORIGINAL APPROPRIATION	74,019,329	31.87
<u>Other Adjustments (with no service impacts)</u>			
Increase Cost: Claims Expense [Risk Management]	2,650,125		0.00
Increase Cost: Commercial Insurance Premiums [Risk Management]	1,695,878		0.00
Increase Cost: FY21 Compensation Adjustment	73,032		0.00
Increase Cost: Annualization of FY20 Compensation Increases	51,946		0.00
Increase Cost: MLS Pay for Performance (Increase to Base Pay)	10,475		0.00
Increase Cost: Building Space Lease [Risk Management]	3,621		0.00
Increase Cost: Insurance Broker Services [Risk Management]	2,333		0.00
Increase Cost: Print and Mail Adjustment	87		0.00
Decrease Cost: Motor Pool Adjustment	(5,022)		0.00
Shift: Chargeback from County Attorney to Self-Insurance Fund (SIF) [Risk Management]	(8,857)		0.50
Decrease Cost: OPEB Adjustment	(28,400)		0.00
Decrease Cost: Retirement Adjustment	(42,765)		0.00
Decrease Cost: Council Compensation Adjustment	(78,061)		0.00
FY21 APPROVED	78,343,721		32.37

PROGRAM SUMMARY

Program Name	FY20 APPR Expenditures	FY20 APPR FTEs	FY21 APPR Expenditures	FY21 APPR FTEs
Accounts Receivable	524,463	6.00	0	0.00
Controller	973,619	8.88	6,222,798	49.87
Fiscal Management	2,182,499	12.00	2,042,566	10.75
General Accounting	1,979,885	15.99	0	0.00
Grants Accounting	557,992	5.00	0	0.00
Information Technology	1,647,183	3.00	1,599,064	4.00
Insurance	68,893,645	4.00	0	0.00
Legal Services	3,111,744	20.50	0	0.00
Occupational Safety and Health	764,014	3.00	0	0.00
Operations and Administration	5,144,071	19.37	3,749,225	14.37
Payroll	1,295,986	10.00	0	0.00
Risk Management	0	0.00	77,551,254	28.00
Tax Operations	1,993,415	18.15	0	0.00

PROGRAM SUMMARY

Program Name	FY20 APPR Expenditures	FY20 APPR FTEs	FY21 APPR Expenditures	FY21 APPR FTEs
Treasury	476,765	4.90	2,484,394	23.05
Total	89,545,281	130.79	93,649,301	130.04

CHARGES TO OTHER DEPARTMENTS

Charged Department	Charged Fund	FY20 Total\$	FY20 FTEs	FY21 Total\$	FY21 FTEs
COUNTY GENERAL FUND					
Human Resources	Employee Health Self Insurance	126,880	0.75	104,170	0.75
Human Resources	Retiree Health Benefits Trust Fund	37,110	0.25	38,650	0.25
General Services	Central Duplicating (Printing & Mail)	6,760	0.05	6,980	0.05
Transportation	Leaf Vacuuming	245,720	0.43	241,830	0.43
Parking District Services	Bethesda Parking	32,500	0.24	33,560	0.24
Parking District Services	Silver Spring Parking	36,800	0.27	38,000	0.27
Parking District Services	Wheaton Parking	12,370	0.09	12,790	0.09
Community Use of Public Facilities	Community Use of Public Facilities	49,950	0.37	51,480	0.37
Recreation	Recreation	44,010	0.33	45,300	0.33
Permitting Services	Permitting Services	13,200	0.10	13,590	0.10
Environmental Protection	Water Quality Protection	961,595	6.00	939,867	6.00
Recycling and Resource Management	Solid Waste Disposal	587,636	4.38	581,270	4.38
Recycling and Resource Management	Solid Waste Collection	271,466	0.64	266,990	0.64
Alcohol Beverage Services	Liquor	815,361	6.50	821,265	6.50
CIP	Capital Fund	151,872	1.00	39,397	0.25
Non-Departmental Accounts	Retirement Fund (ERS)	40,152	0.30	41,366	0.30
Non-Departmental Accounts	Retiree Health Benefits Trust Fund	4,708	0.05	4,884	0.05
Non-Departmental Accounts	RSP-Disability Benefits (LTD2)	1,480	0.01	1,550	0.01
NDA - Conference Center	General Fund	156,599	1.00	0	0.00
NDA - Incubator Programs - Economic Development Partnership	General Fund	111,288	1.00	0	0.00
Economic Development Fund	Economic Development Fund	157,046	1.00	163,335	1.00
Total		3,864,503	24.76	3,446,274	22.01

FUNDING PARAMETER ITEMS

CC APPROVED (\$000S)

Title	FY21	FY22	FY23	FY24	FY25	FY26
COUNTY GENERAL FUND						
EXPENDITURES						

FUNDING PARAMETER ITEMS

CC APPROVED (\$000S)

Title	FY21	FY22	FY23	FY24	FY25	FY26
FY21 Approved	15,306	15,306	15,306	15,306	15,306	15,306

No inflation or compensation change is included in outyear projections.

Subtotal Expenditures	15,306	15,306	15,306	15,306	15,306	15,306
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SELF INSURANCE INTERNAL SERVICE FUND

EXPENDITURES

FY21 Approved	78,344	78,344	78,344	78,344	78,344	78,344
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No inflation or compensation change is included in outyear projections.

Retiree Health Insurance Pre-funding	0	(2)	(4)	(4)	(4)	(1)
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Subtotal Expenditures	78,344	78,342	78,340	78,340	78,340	78,343
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