

EXECUTIVE DIRECTION AND CONTROL – COMPTROLLER

Priority Outcome: Innovative Government

Service Number: 130

Fiscal 2021 Recommended: \$1,698,700

Service Description

This service provides executive responsibility for the City's independent audit function as well as the Department of Real Estate, the Municipal Telephone Exchange and the Municipal Post Office. This service is also responsible for support service to the Board of Estimates and provides fiscal and personnel functions for itself and the departments under its supervision.

Major Budget Items

- The Fiscal 2021 recommended budget includes one additional position to provide operational support.

DEPARTMENT OF AUDITS

Priority Outcome: Innovative Government

Service Number: 131

Fiscal 2021 Recommended: \$5,082,109

Service Description

This service performs the annual audit of the City's Comprehensive Annual Financial Report (CAFR), as well as audits of the financial statements of various governmental units, including the City's four enterprise funds. The City Charter mandates financial and performance audits of sixteen City agencies on a biennial basis. The Department is also responsible for the Single Audit of the City's federal grants.

Major Budget Items

- The Fiscal 2021 recommended funding will maintain the current level of service.
- The budget maintains \$500,000 to support the biennial financial and performance audits authorized by voters in November 2016.

DEPARTMENT OF REAL ESTATE

Priority Outcome: Innovative Government

Service Number: 132

Fiscal 2021 Recommended: \$1,043,554

Service Description

This service is responsible for all matters relating to the acquisition, sale, lease, exchange, or other disposition of real property of the City. The Department works closely with the Department of Housing and Community Development, the Baltimore Development Corporation, the Department of General Services, and the Mayor's Office in accomplishing its goals.

Major Budget Items

- The Fiscal 2021 recommended budget was reduced by the elimination of one Real Estate Appraiser position.

MUNICIPAL TELEPHONE EXCHANGE (MTE)

Priority Outcome: Innovative Government

Service Number: 133

Fiscal 2021 Recommended: \$10,732,691

Service Description

This service provides communication equipment and service to all City services. The City's Voice over Internet Protocol (VoIP) telephone system supports up to 20,000 lines and 10,000 voice mail boxes serving approximately 800 addresses. Nine full-time phone operators provide 18-hour coverage for persons wishing to contact City agencies. This service is funded by user charges through an Internal Service Fund.

Major Budget Items

- The Fiscal 2021 recommended budget includes \$618,000 in debt service for financing the VoIP system over ten years through May 2027.
- This budget provides \$195,000 for software assurance and \$196,000 for around the clock hardware maintenance.

MUNICIPAL POST OFFICE (MPO)

Priority Outcome: Innovative Government

Service Number: 136

Fiscal 2021 Recommended: \$941,093

Service Description

The service provides United States and inter-office mail services for City agencies. Staff collects and distributes mail to approximately 84 pick-up/drop off locations. User charges support the operation of this service within an Internal Service Fund.

Major Budget Items

The Fiscal 2021 recommended budget for the Municipal Post Office (MPO) includes funding for equipment and software maintenance to systems that were implemented to automate presorting, bar coding, and to interface with the United States Postal Service databases for address accuracy and validation.