



Fiscal 2024 Recommended Budget

Comptroller

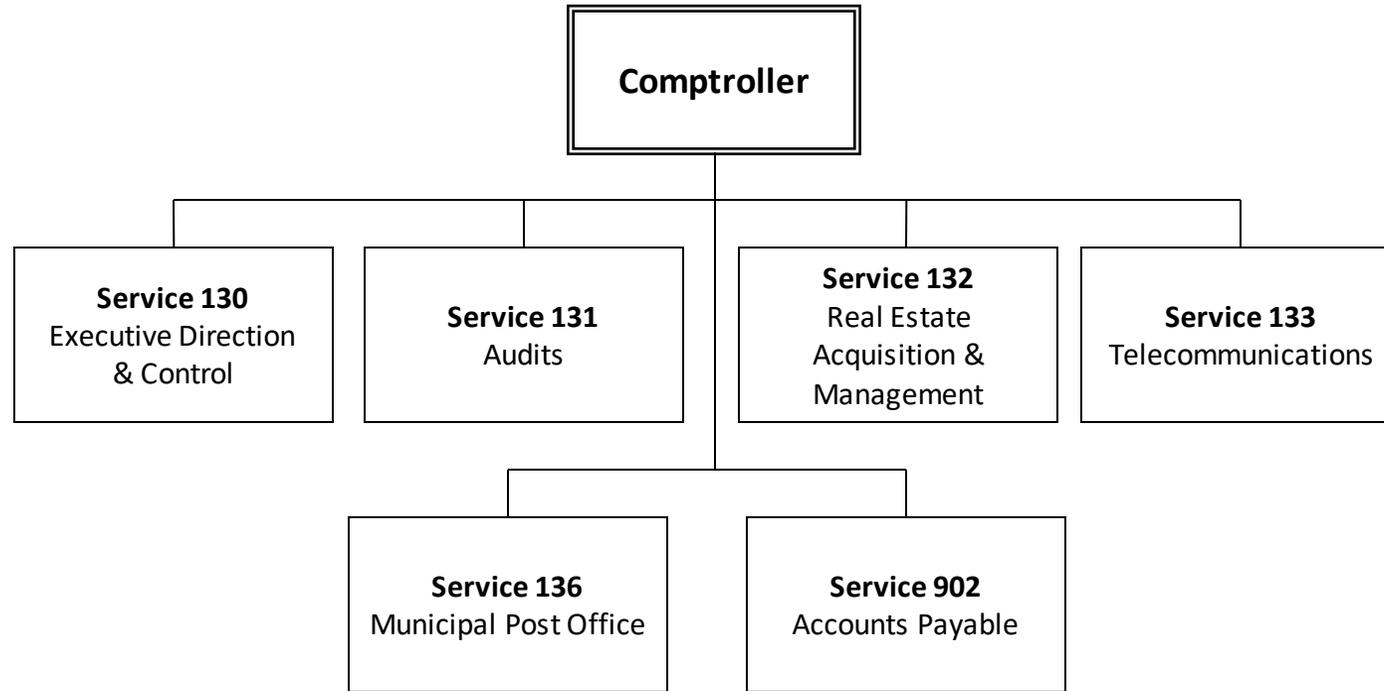
Honorable Bill Henry, Comptroller

June 2, 2023



Fiscal 2024 Agency Overview

The mission of the Comptroller's Office is to encourage sound fiscal policy for the City, aid in the cost-efficient and effective delivery of City services and promote the prudent management of City resources. This mission is accomplished through the performance of Charter mandated functions, legislation, and related duties.





Executive Direction and Control - Comptroller

Pillar: Responsible Stewardship of City Resources

Service Number: 130

FY24 Rec. Budget: \$2,454,771

Service Description: This service provides oversight of the Departments of Accounts Payable, Audits, Municipal Post Office, Real Estate, and Telecommunications. This service is also responsible for carrying out the administrative functions and operations for the Board of Estimates.

Major Budget Items

The recommended budget removes temporary funding to support implementing the BOE submission software. The budget continues funding for the ongoing cost of operating the software.



Audits

Pillar: Responsible Stewardship of City Resources

Service Number: 131

FY24 Rec. Budget: \$5,966,967

Service Description: This service conducts biennial performance audits and financial audits; provides attestation engagements and advisory services; investigates allegations of fraud, waste, and abuse of city resources; reviews contracts, change orders, and proposals submitted to the Board of Estimates; and performs other special projects as necessary.

Major Budget Items

The recommended budget maintains the current level of service.

Performance Measures

Measure	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Target	FY22 Actual	FY23 Target	FY24 Target
% of transactions reviewed by Pre-Audits in under 10 business days	N/A	N/A	N/A	N/A	N/A	N/A	75%
% of recommendations implemented by agencies (calendar year)	N/A	N/A	N/A	N/A	N/A	N/A	70%



Real Estate Acquisition and Management

Pillar: Equitable Neighborhood Development

Service Number: 132

FY24 Rec. Budget: \$1,338,818

Service Description: This service manages City real estate assets; leasing City-owned property; leasing private property to City agencies; real estate acquisitions and dispositions; review of real estate transactions and development proposals for City-owned property; review of City leases; and administration and licensing of transactions involving City-owned cell towers.

Major Budget Items

The recommended budget maintains the current level of service.

Performance Measures

Measure	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Target	FY22 Actual	FY23 Target	FY24 Target
# of lease and lease related actions	N/A	N/A	82	N/A	66	N/A	N/A
# of tax sale certificates sold	N/A	N/A	112	N/A	130	N/A	130



Telecommunications

Pillar: Responsible Stewardship of City Resources

Service Number: 133

FY24 Rec. Budget: \$10,280,907

Service Description: This service provides telephone services to City agencies, including VoIP phone service; supplying mobile phones; providing technical support, installation, and maintenance for City call centers; and providing for the billing of these services with external vendors. This service is funded by user charges through an Internal Service Fund.

Major Budget Items

The recommended budget funds two Agency IT Specialists.

Performance Measures

Measure	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Target	FY22 Actual	FY23 Target	FY24 Target
Estimated cost savings from Business Service Reviews, equipment audits, contract negotiations	N/A	N/A	\$267,000	N/A	\$767,719	N/A	N/A
% VOIP system uptime	N/A	N/A	99.9	N/A	99.9	N/A	99.9



Municipal Post Office

Pillar: Responsible Stewardship of City Resources

Service Number: 136

FY24 Rec. Budget: \$4,669,479

Service Description: This service manages the City’s mail by operating interagency mail service and serving as an intermediary with the United States Postal Service. The MPO provides City agencies with external mail services including certified mail, parking tickets, tax bills, and water bills. This service is funded by user charges through an Internal Service Fund.

Major Budget Items

The recommended budget includes \$120,000 to replace mail vans utilized by this service, along with \$71,736 for maintenance of the mail scanning servers and \$53,816 for accompanying software.

Performance Measures

Measure	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Target	FY22 Actual	FY23 Target	FY24 Target
\$ saved from using Certified Mailing Solutions*	N/A	N/A	N/A	N/A	N/A	N/A	\$136,076
# of pieces of metered mail	N/A	N/A	6.5 million	N/A	7.1 million	N/A	7 million



Accounts Payable

Pillar: Responsible Stewardship of City Resources

Service Number: 902

FY24 Rec. Budget: \$1,406,086

Service Description: This service is responsible for all payments and disbursements made by the City with the exception of payroll and debt management. This service provides technical support to agencies and vendors for the submission and processing of invoices.

Major Budget Items

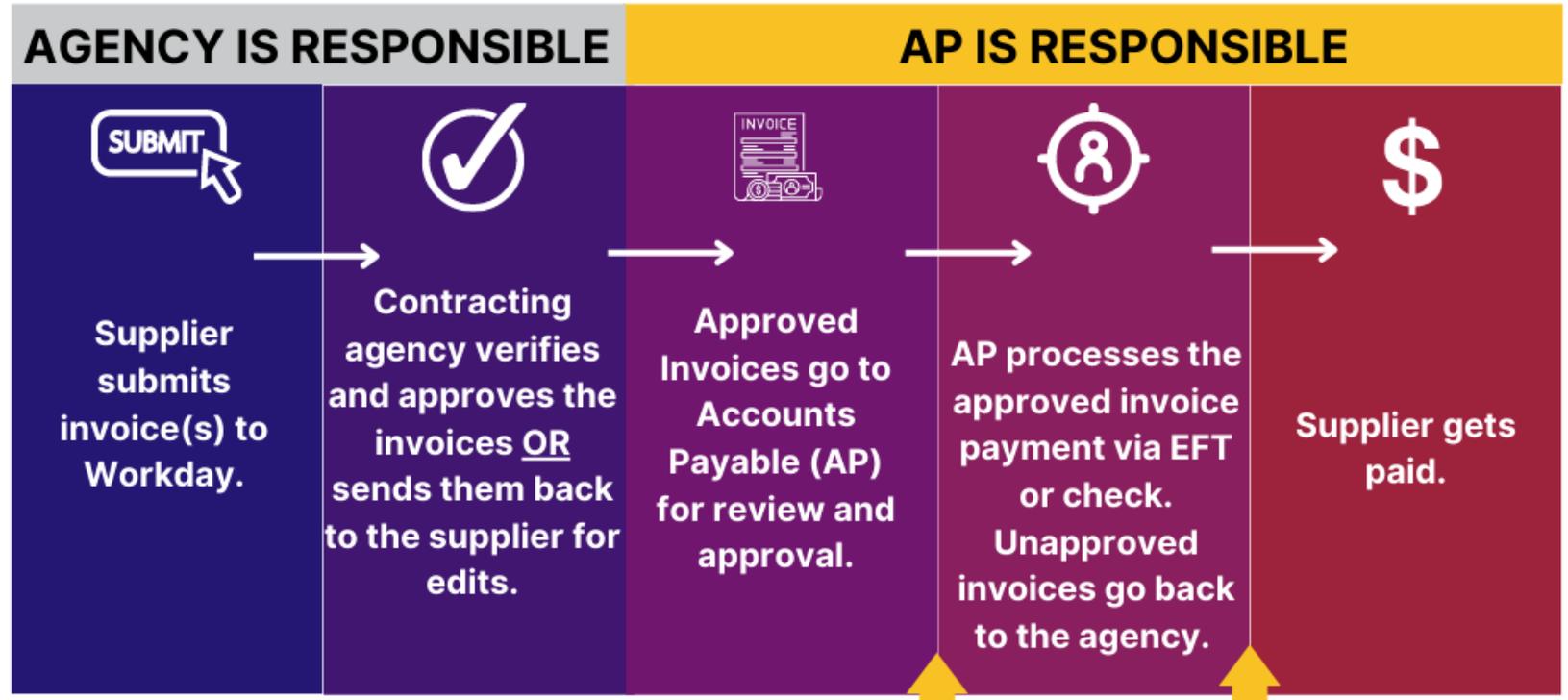
In November 2022 Baltimore City voters passed a Charter amendment transferring Accounts Payable from the Finance Department to the Comptroller’s Office, the recommended budget reflects this transfer.

Performance Measures

Measure	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Target	FY22 Actual	FY23 Target	FY24 Target
# of days to pay invoices after agency approval	6	65	60	30	10	30	1
# of invoices paid (excluding wire transfers)	N/A	N/A	N/A	N/A	N/A	N/A	155,000



How an Invoice Gets Paid



ONE DAY

Checks go out within 24 hours of AP approval.
EFT takes approximately 24 hours.