

# Department of Management and Finance

## Proposed FY 2018 Budget Highlights

March 16, 2017

- Proposed budget totals \$8M
  - A 10% net increase from FY 2017 due to:
    - Standard personnel increases
    - The hiring and reclassification of positions above the FY 2017 Adopted level
    - The addition of 2.0 FTEs listed below
- Total FTEs: 59.50
  - An increase of 2.0 FTEs from FY 2017
    - The addition of a capital coordinator position to support the capital budget program - \$160,000, 1.0 FTE
    - The addition of a purchasing position to support the increasing demands of capital projects – no general fund support – salary charged to capital projects, 1.0 FTE

# Proposed Reduction Option

Eliminate the proposed Capital Coordinator Position:  
\$160,000

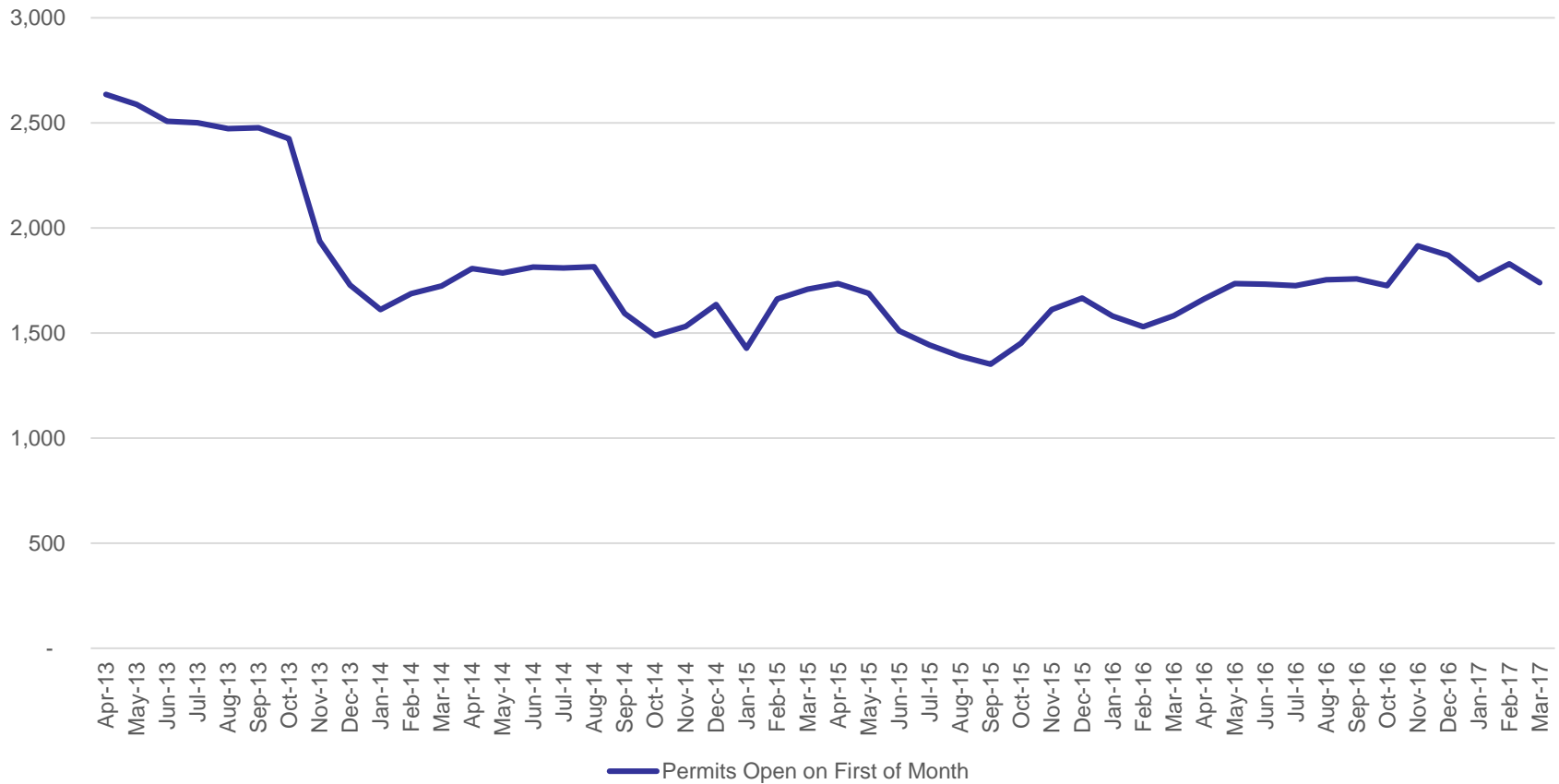
**Description of Current Service:** The Capital Coordinator position was added to meet the increasing capital needs of the County including assisting with the demand generated by the Joint Facilities Advisory Committee. This position was to begin work on the County's companion to the School's Arlington Facilities and Student Accommodation Plan (AFSAP) – an off-year capital improvement planning document. This was one of the recommendations resulting from the Community Facilities Study. This work would be completed over the next few CIP planning cycles.

**Reduction Impact:** Eliminating this position will decrease the available resources in the Capital Budget program and available support to JFAC and other upcoming capital initiatives. The County's companion analysis to the School's AFSAP will be significantly delayed.

- Real Estate Assessments
  - Continued focus on outstanding building permits
  - Walking the County project – planning to cover all residential properties over the next six years

# Permits Open by Month

Permits Open at the First of each Month



- Purchasing
  - Implementing Alternative Construction Delivery methods
    - Construction Manager at Risk
    - Design Build
  - Continue to leverage cooperative purchasing as appropriate
    - In 2016, we lead 16 jurisdictions in joint purchase of JOC Contracting Services
    - Waste Collection with APS
    - Public Safety Equipment
    - Numerous “rider” contracts with other Jurisdictions
  - Continuation of mandatory training in the area of contract administration and purchasing ethics for all Project Officers
    - Trained 354 people in the 4<sup>th</sup> quarter of CY 2016 and 1<sup>st</sup> quarter of CY 2017
    - Training will be on-going for CY 2017 and beyond

- **Internal Audit**
  - Continue aggressive work plan to review internal controls
  - Establishment of FY 2018 Plan
    - Likely to include cycle audits of funds handling, purchase card use, grant compliance, contract compliance and enterprise wide programs as well.
- **Financial Fraud, Waste and Abuse Hotline**
  - Continued outreach to the community and employees to ensure awareness of this tool.
  - 27 total complaints to date, 4 are duplicate complaints
  - 5 complaints from the public and 22 from County employees
  - 7 reports are currently in process with 17 closed to date
- **Open Data efforts**