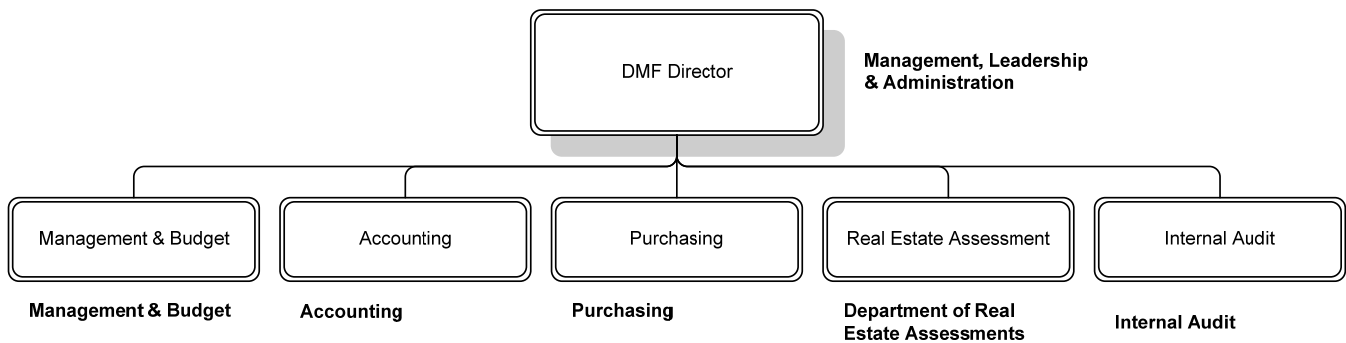


Our Mission: To ensure the prudent use of County resources

The Department of Management and Finance (DMF) provides sound, accurate, and timely financial analysis to ensure the prudent use of County resources and enable the delivery of high quality services. Specific services include: financial management, innovative problem-solving and policy support, annual real property assessments, project finance assistance, economic analysis, purchasing, internal auditing, accounting, and providing financial information for the County Board, the public, the County Manager, and County departments.

LINES OF BUSINESS



SIGNIFICANT BUDGET CHANGES

The FY 2018 adopted expenditure budget for the Department of Management and Finance is \$7,906,201, an eight percent increase from the FY 2017 adopted budget. The FY 2018 adopted budget reflects:

- The County Board removed a Capital Coordinator position that was included in the County Manager’s FY 2018 Proposed Budget (\$130,000, 1.0 FTE).
- ↑ Personnel increases due to employee salary increases, the hiring and reclassification of several positions above the FY 2017 budgeted level, an increase in the County’s cost for employee health insurance, and retirement contributions based on current actuarial projections. In addition, a purchasing position was added to support the increasing demands of capital projects (no general fund support – salary charged to capital projects, 1.0 FTE).
- ↑ Non-personnel increases due to a software contractual increase (\$2,647), offset by adjustments to the annual expense for maintenance and replacement of County vehicles (\$149).
- ↑ Fee revenue increases for the addition of administrative fees and annual property tax payment related to the Arlington/Alexandria Waste-to-Energy Plant (\$94,000).
- ↑ Transfers from other funds increases for administrative support to the Business Improvement Districts (\$2,226).

DEPARTMENT OF MANAGEMENT AND FINANCE
DEPARTMENT BUDGET SUMMARY

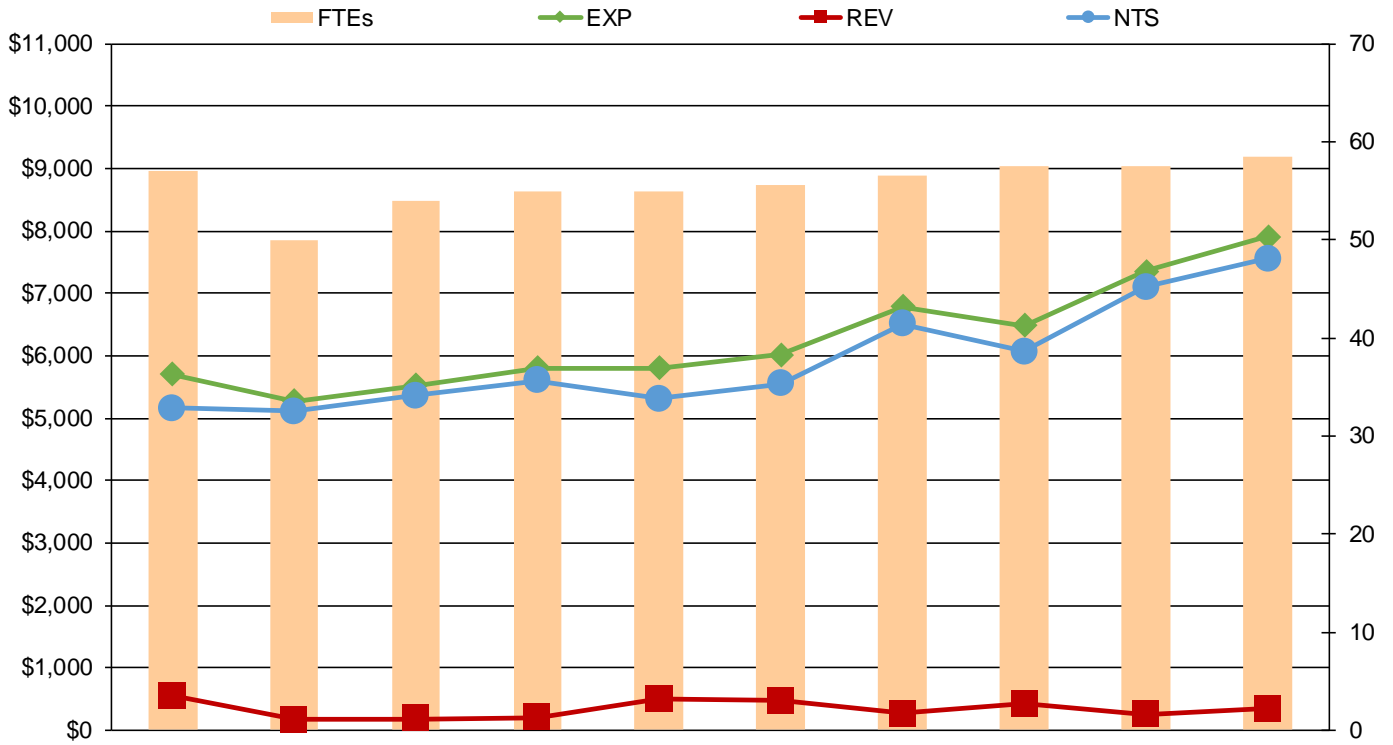
DEPARTMENT FINANCIAL SUMMARY

	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	% Change '17 to '18
Personnel	\$5,821,210	\$6,593,872	\$7,150,528	8%
Non-Personnel	658,820	753,175	755,673	-
Total Expenditures	6,480,030	7,347,047	7,906,201	8%
Fees	213,660	43,000	137,000	219%
Transfers From Other Funds	205,589	208,128	210,347	1%
Total Revenues	419,249	251,128	347,347	38%
Net Tax Support	\$6,060,781	\$7,095,919	\$7,558,854	7%
Permanent FTEs	57.50	57.50	58.50	
Temporary FTEs	-	-	-	
Total Authorized FTEs	57.50	57.50	58.50	

Expenses by Lines of Business

	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	% Change 17 to '18
Management and Budget	\$1,738,173	\$1,908,816	\$2,125,103	11%
Accounting	975,952	1,071,322	1,325,915	24%
Internal Audit	207,286	484,686	495,750	2%
Purchasing	934,192	1,048,359	1,114,202	6%
Real Estate Assessments	2,624,427	2,833,864	2,845,231	-
Total Expenditures	\$6,480,030	\$7,347,047	\$7,906,201	8%

EXPENDITURE, REVENUE, NET TAX SUPPORT AND FULL-TIME EQUIVALENT TRENDS



	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Adopted Budget
\$ in 000s										
EXP	\$5,706	\$5,276	\$5,529	\$5,805	\$5,797	\$6,018	\$6,781	\$6,480	\$7,347	\$7,906
REV	\$544	\$172	\$174	\$204	\$492	\$474	\$273	\$419	\$251	\$347
NTS	\$5,162	\$5,104	\$5,355	\$5,601	\$5,305	\$5,544	\$6,508	\$6,061	\$7,095	\$7,559
FTEs	57.00	50.00	54.00	55.00	55.00	55.50	56.50	57.50	57.50	58.50

Fiscal Year	Description	FTEs
FY 2009	<ul style="list-style-type: none"> ▪ The County Board added \$178,159 in expense and offsetting revenue and two Real Estate Appraiser positions (2.0 FTE) to aid in the classification and assessment of commercial properties. The revenue is transferred from the Transportation Investment Fund, which was funded by an increase in the commercial real estate tax rate, in order to fund transportation related projects. ▪ Revenue increased as a result of newly implemented purchase card management program (\$73,000). ▪ Eliminated Intra-County charges (\$106,018) to Department of Environmental Services (DES) and Police Department’s High Intensity Drug Trafficking Area (HIDTA) program. 	2.0
FY 2010	<ul style="list-style-type: none"> ▪ The County Board approved funding for one-time lump-sum payments of \$500 for employees (\$28,685). ▪ The Transportation Investment Fund transfer was eliminated. FY 2009 one-time funds are no longer required (\$63,100) and other costs will be funded through the General Fund (\$113,000). ▪ As part of County-wide administrative reductions, reception services were consolidated among the Departments of Management and Finance (DMF), Technology Services and Human Resources (\$248,092). The services provided previously by the four DMF positions were either reassigned to the consolidated administrative group or redistributed to remaining DMF staff. ▪ As part of County-wide administrative reductions, three positions were eliminated including: one Accounting Coordinator in the Accounting Division (\$125,406); one Administrative Technician in the Purchasing Division (\$43,128); and one position in the Management and Budget Division (\$124,283). ▪ Eliminated consultant funds available to the Committee on Program Performance (\$104,500). ▪ As part of County-wide administrative reductions, non-personnel funds were reduced for consultant services (\$30,500), contractual services (\$19,008), employee training (\$2,220), printing services (\$6,785) and rental of buildings (\$2,500). 	
FY 2011	<ul style="list-style-type: none"> ▪ The County Board added 6.0 FTEs (2.0 FTE permanent real estate appraisers, 1.0 FTE limited term real estate appraiser 2.0 FTE limited term data collectors and 1.0 FTE limited term administrative assistant), \$256,500 in personnel funds, and \$24,500 in non-personnel expenses to the Department of Real Estate Assessment. Additional staff will decrease the backlog of building permits to be reviewed and simultaneously increase real estate tax revenue. Staff will also assist with planned upgrades to the commercial mass appraisal (CAMA) system. ▪ Non-personnel expense increases include adjustments to the annual expense for the maintenance and replacement of County vehicles (\$1,763), an increase in operating equipment (\$5,000), an increase in consultants (\$20,500) to cover an hourly pay increase for members of the 	6.0

Fiscal Year	Description	FTEs
	Board of Equalization approved by the County Board in June 2009.	
	<ul style="list-style-type: none"> ▪ Eliminate one Auditor position (1.0 FTE; \$105,151), and increase consultant funds from \$0 to \$37,000 to partially mitigate the loss of this position. (1.0) ▪ Eliminate one Auditor position (1.0 FTE; \$108,551) currently assigned to Purchasing. (1.0) 	
FY 2012	<ul style="list-style-type: none"> ▪ The County Board added 1.0 FTE to the Purchasing Division to assist with the increase in capital project solicitations (\$108,551). 1.0 ▪ Non-personnel expenses increase due to the operating costs of the Department of Real Estate Assessment's new computer system to support the County's appraisal, assessment, and administrative processes (\$84,040), which is launching in the third quarter of FY 2012, partially offset by decreasing vehicle costs (\$1,925). ▪ Revenues increase due to higher revenue from the business improvement districts (BIDs), as well as the creation of the Ballston business improvement district in FY 2011 (\$20,712). Fees charged to BIDS are a percentage of BID revenues generated by an additional tax on commercial properties. 	
FY 2013	<ul style="list-style-type: none"> ▪ No significant changes. 	
FY 2014	<ul style="list-style-type: none"> ▪ The County Board added one-time funding for a Capital Projects Coordinator in the Management and Budget Division (\$131,645, 1.0 FTE). 1.0 ▪ Eliminated 0.5 of 1.0 FTE Assistant Director, Real Estate Assessment (\$80,241) as part of the County-wide budget reductions. (0.5) ▪ Non-personnel expenses increased due to the addition of one-time funding for internal audit services and adjustments to the annual expense for the maintenance and replacement of County vehicles (\$254,730). 	
FY 2015	<ul style="list-style-type: none"> ▪ Removed FY 2014 one-time funding for the Capital Project Coordinator (\$131,645). ▪ Removed FY 2014 one-time funding for internal audit (\$250,000) and adjustments to the annual expense for maintenance and replacement of County vehicles (\$337). ▪ Added a Procurement Officer position in the Purchasing Division (\$120,000). 1.0 ▪ <i>The County Board added one-time funding for internal audit as part of FY 2014 closeout (\$200,000).</i> ▪ <i>During FY 2015, reallocated a 0.5 FTE position from the Real Estate Assessment line of business to serve as a budget and financial analyst in the Management and Budget line of business.</i> 	
FY 2016	<ul style="list-style-type: none"> ▪ Converted temporary Internal Audit Position to permanent (\$50,912). 0.5 	

Fiscal Year	Description	FTEs
	<ul style="list-style-type: none"> ▪ Converted previously authorized overstrength employee to permanent Financial Analyst to continue capital project monitoring in support of the County’s growing CIP (\$55,212). ▪ Converted previously authorized limited term full-time employee to permanent Financial Analyst to continue capital project financial monitoring. The salary for this position remains fully charged to Pay-As-You-Go Fund and does not change the authorized FTE count. ▪ Reallocated funds and personnel within the department to create the Internal Audit line of business and added \$200,000 in ongoing non-personnel funding to support the internal audit operations. ▪ <i>Reclassified 2.0 limited term full-time employees to 2.0 permanent full-time County funded positions in the Department of Real Estate Assessments Line of Business.</i> 	0.5
FY 2017	<ul style="list-style-type: none"> ▪ No significant changes. 	
FY 2018	<ul style="list-style-type: none"> ▪ Added a purchasing position to support the increasing demands of capital projects (no general fund support – salary charged to capital projects). ▪ Fee revenue increases for the addition of administrative fees and annual property tax payment related to the Arlington/Alexandria Waste-to-Energy Plant (\$94,000). 	1.0