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## DEPARTMENT OF MANAGEMENT AND FINANCE

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### DEPARTMENT BUDGET SUMMARY

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**MISSION:** To ensure the prudent use of County resources.

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

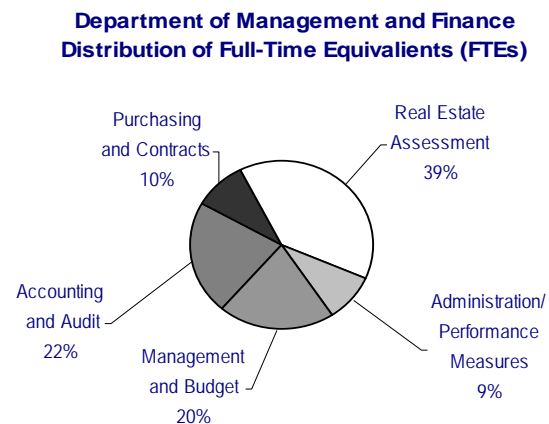
The overall goal of the Department is to provide a solid fiscal foundation for the County government and Schools. DMF is responsible for seeking the most efficient and effective use of County funds and is an active participant in areas of Countywide priorities, such as state tax and budget legislation, reengineering of County programs, economic development, multi-family housing finance, regional transit finances, federal tax and regulatory policies, and implementation of national Governmental Accounting Standards Board regulations.

**FY 2006 PRIORITIES:** The FY 2006 priorities of the Department of Management and Finance are:

- ❖ To deploy an updated comprehensive Departmental Strategic Plan, focusing on county-wide and departmental priorities.
- ❖ To ensure that the County continues to comply with the Governmental Accounting Standards Board (GASB) requirements.
- ❖ To monitor the implementation of Planned Reengineering for Information Services Management Project (PRISM), the county-wide database aimed at streamlining support services within the county and leveraging our ability to share and use data.
- ❖ To work together with the Committee on Program Performance to ensure the improved performance of targeted County programs. This work will continue in conjunction with Arlington Counts!, the County's approach to performance measurement.
- ❖ To monitor the work of the DMF one stop shop, aimed at streamlining the workload and relationship between Purchasing, Accounts Payable, and Budget for all county customers.
- ❖ To develop strategies and employ improved technologies to address increased workloads caused by high sales volumes, increasing property values, new building construction, renovations, and the development of residential and commercial real estate in the County to maintain the highest level of assessment accuracy.

### PRINCIPAL PROGRAMS:

- ❖ Administration/Performance Measures
- ❖ Management and Budget
- ❖ Accounting and Audit
- ❖ Purchasing and Contracts
- ❖ Real Estate Assessment



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**DEPARTMENT BUDGET SUMMARY**

**SIGNIFICANT BUDGET CHANGES:** The FY 2006 proposed budget for DMF is \$4,569,143, a one percent increase over the FY 2005 adopted budget.

- ↑ Personnel expenditures were increased by \$116,026 over the FY 2005 adopted budget, which represents full funding for step increases for eligible employees and normal adjustments in employee benefits. In addition, the department added an additional Contract Monitoring position (64,850 and 1.0 FTE).
- ↓ The decrease in personnel expenditures (\$9,448) is due to a decrease in telephone charges for the department.
- ↑ Intra-County Charges increased by \$64,850, the cost of one additional FTE for contract monitoring that is being charged out in its entirety to the Utilities Fund.
- ↑ An increase in fees of \$10,416 is forecasted for FY 2006, due to an increase in administration fees from the Rosslyn Bid Project.
- ↑ FTEs reflect the transfer of 1.0 FTE from the Department of Environmental Services to provide contract monitoring.

<b>DEPARTMENT FINANCIAL SUMMARY</b>
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	<b>FY 2004</b>	<b>FY 2005</b>	<b>FY 2006</b>	<b>% Change:</b>
	<b><u>Actual</u></b>	<b><u>Adopted</u></b>	<b><u>Proposed</u></b>	<b><u>'05 to '06</u></b>
<b>Personnel</b>	\$3,891,147	\$4,198,999	\$4,315,025	3%
<b>Non-Personnel</b>	459,887	381,416	371,968	-2%
<b>Subtotal</b>	4,351,034	4,580,415	4,686,993	2%
<b>Intra-County Charges</b>	(30,997)	(53,000)	(117,850)	122%
<b>Total Expenditures</b>	4,320,037	4,527,415	4,569,143	1%
<b>Fees</b>	137,930	98,000	108,416	11%
<b>Total Revenues</b>	137,930	98,000	108,416	11%
<b>Net Tax Support</b>	\$4,182,107	\$4,429,415	\$4,460,727	1%
<b>Authorized FTEs</b>	54.0	54.0	55.0	-
<b>Funded FTEs</b>	54.0	54.0	55.0	-

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**PERFORMANCE MEASURES:**

	<b>FY 2002</b>	<b>FY 2003</b>	<b>FY 2004</b>	<b>FY 2005</b>	<b>FY 2006</b>	<b>FY 2006</b>
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Estimate</u></b>	<b><u>Estimate</u></b>	<b><u>Goal</u></b>
<i><u>Mission Outcome Measures</u></i>						
Bond rating (by rating agency)	S&P/Moody's/ Fitch AAA/Aaa/AAA	S&P/Moody's/ Fitch AAA/Aaa/AAA	S&P/Moody's/ Fitch AAA/Aaa/AAA	S&P/Moody's/ Fitch AAA/Aaa/AAA	S&P/Moody's/ Fitch AAA/Aaa/AAA	S&P/Moody's/ Fitch AAA/Aaa/AAA
Clean third party audit	Yes	Yes	Yes	Yes	Yes	Yes
Average family total tax and fee costs compared to region	\$3,856	\$4,355	\$4,920	At or below benchmarked jurisdictions	At or below benchmarked jurisdictions	At or below benchmarked jurisdictions
<i><u>Customer Measures</u></i>						
Customer satisfaction index (based on internal customers)	N/A	N/A	N/A	80%	80%	80%
Percent of major DMF products completed on time	N/A	N/A	100%	100%	100%	100%

- ❖ Customer satisfaction index is based on a Department wide survey that will be conducted in FY 2005 to solicit feedback on all DMF products and services. The target benchmark of 80 is established utilizing the American Customer Satisfaction Index through comparisons with other public and private sector organizations providing similar services.
- ❖ Major DMF products includes: Proposed Budget Book, Adopted Budget Book, Comprehensive Annual Financial Report (CAFR), Operating Budget Preparation Manual, Fiscal Mid-Year Review and Fiscal Year Close-Out Board Report.