

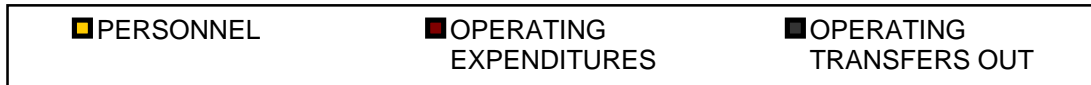
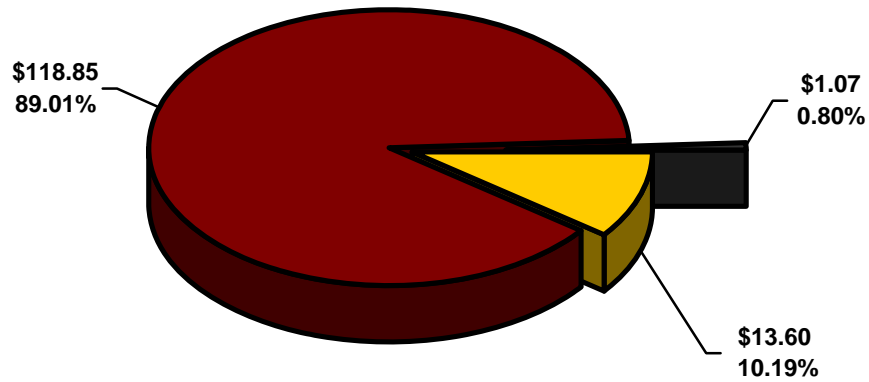
## MANAGEMENT AND BUDGET



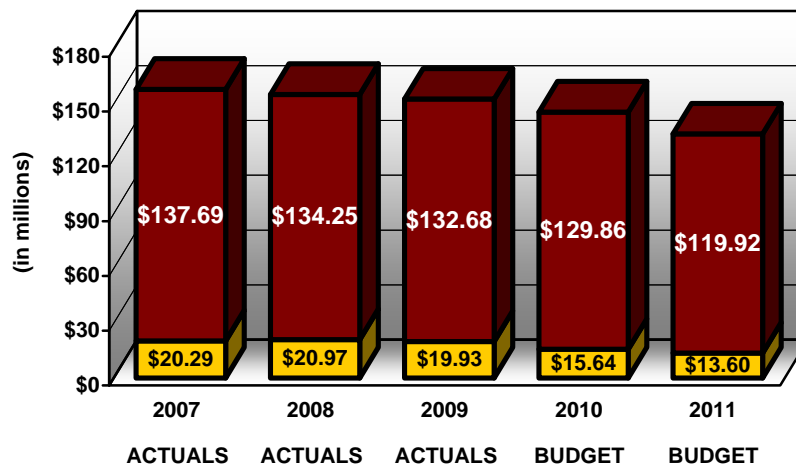
Wayne State University is a public research university founded in 1868 and consists of 13 schools and colleges offering more than 350 major subject areas to over 31,000 graduate and undergraduate students. It is currently the third largest university in the state of Michigan.

# WAYNE COUNTY DEPARTMENT OF MANAGEMENT AND BUDGET

EXPENDITURE ANALYSIS  
FISCAL YEAR 2010-2011  
\$133.52 (in millions)



## FIVE-YEAR EXPENDITURE TREND ANALYSIS FISCAL YEARS 2006-2007 THROUGH 2010-2011



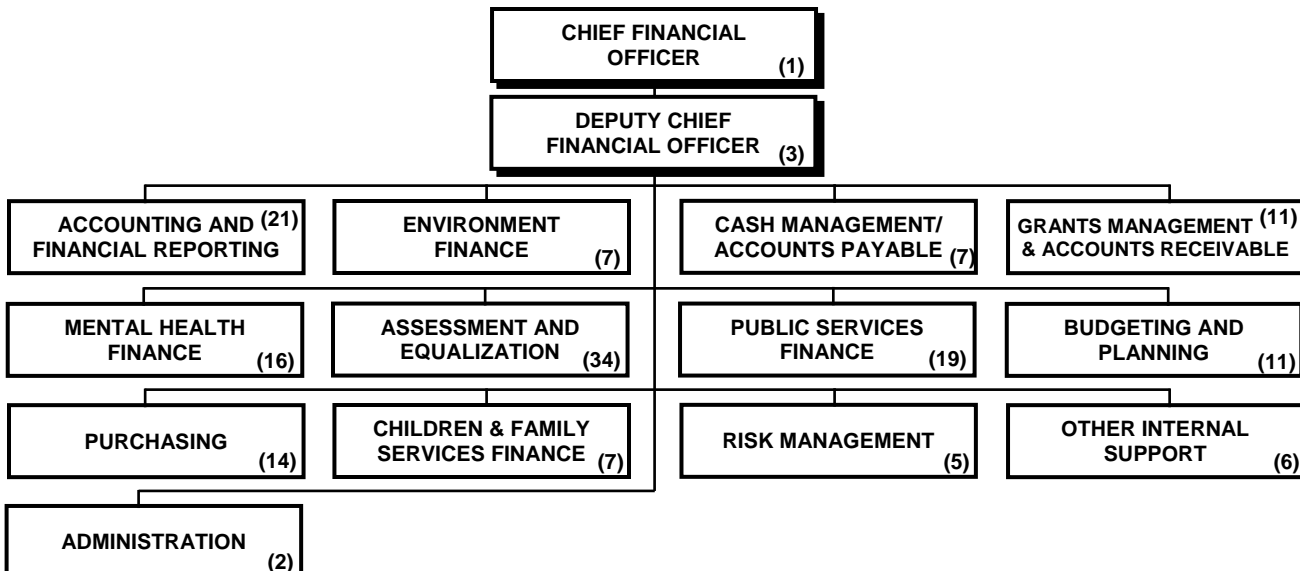


# Wayne County Government FY 2010-2011 Adopted Budget

## DEPARTMENT OF MANAGEMENT AND BUDGET Budget Summary All Funds

**Mission** The Mission of the Department of Management and Budget is to provide financial services, information and asset protection to elected policymakers, county departments, program administrators and the public, so they can have the information they need to make decisions and achieve their desired results.

Budget Summary		FY 2008-2009 Budget	FY 2009-2010 Budget	FY 2010-2011 Budget
	Total Departmental Expenditures	\$161,013,349	\$145,495,329	\$133,517,507
	Departmental Revenue			
	Federal Grants and Contracts	27,000	0	5,000,000
	Local Grants and Contracts	1,600,000	1,400,000	1,081,000
	Employee Contribution - Retir	5,200,000	0	0
	Charges, Fees, and Fines	150,288,086	140,981,061	124,525,321
	Other Revenue	5,000	0	0
	Total Revenues	\$157,120,086	\$142,381,061	\$130,606,321
	General Fund General Purpose	\$3,893,263	\$3,114,268	\$2,911,186
Positions	Total Budgeted Positions	228	180	164
Contacts	Carla E. Sledge 500 Griswold St., 31st Floor, Room 3139, Detroit, MI 48226 Phone: (313) 224-0696			





# Wayne County Government FY 2010-2011 Adopted Budget

## DEPARTMENT OF MANAGEMENT AND BUDGET

### MAJOR ACTIVITIES AND DESCRIPTIONS:

**ADMINISTRATION:** The Administration Division establishes, maintains and executes County fiscal policies and procedures, oversees departmental personnel and grievance issues; Freedom of Information Act (FOIA) responses; County-wide building lease matters, County-wide debt activity (including issuance and coordination, financial advisor and bond counsel contract management, and administrative assistance to other debt issuing departments and agencies as needed); electronic contract and document approval processes; the County credit card, gasoline cards, and departmental petty cash authorization and usage. The Division also serves as liaison with the County Commission, Commission's Fiscal Analysts, and the Legislative Auditor General regarding budgetary and fiscal issues.

**ACCOUNTING AND FINANCIAL REPORTING DIVISION:** The Financial Reporting Division performs the accounting, financial reporting, payroll, and employee parking functions for the County. These functions specifically include the processing of general ledger transactions; the design and monitoring of an internal control structure to ensure County assets are protected; the compilation and issuance of internal and external financial statements and reports that are in compliance with statutory requirements and in conformity with generally accepted accounting principles; the processing of biweekly payrolls and required withholdings in accordance with collective bargaining agreements and regulatory requirements; and the evaluation of parking needs for employees and visitors. The Division provides monthly interim financial statements and the year-end Comprehensive Annual Financial Report (CAFR).

**ASSESSMENT AND EQUALIZATION DIVISION:** The Assessment and Equalization Division's major responsibility is the compilation and reporting of assessment and tax related data pertaining to each city and township within the County for the purpose of equalization of assessments and the analysis of property tax rates, as required by the General Property Tax Law and other related statutes. The Division also serves to advise the Wayne County Commission in regard to the equalization of assessments and the apportionment of property taxes. Additionally, this Division provides assistance to Wayne County communities regarding the valuation, assessment and audit of property, as well as assistance in assessment and tax roll preparation, tax billing and other related services.

**BUDGET AND PLANNING DIVISION:** The Budget and Planning Division's primary responsibility is to prepare a comprehensive budget for the County and for recommendation to the County Executive. The Division monitors departmental spending in accordance with allotment schedules, ensures that appropriations are not exceeded, and enforces the budget policies of the County.

**CASH MANAGEMENT AND ACCOUNTS PAYABLE DIVISION:** The Accounts Payable Division's primary function is to perform a three way match payment process that enables timely payments for verified obligations that were obtained through purchase orders or contractual obligations of goods and services to vendors. This includes the timing of payments to maximize interest earned or discounts taken. Also, the Cash Management group has the responsibility for coordinating cash planning with the Office of the County Treasurer and assuring that all financial reporting for cash and investments conform to generally accepted accounting principles.

**CHILDREN AND FAMILY SERVICES FINANCE DIVISION:** The Children and Family Services Finance Division is a Department of Management and Budget (DMB) satellite office located within the Department of Children and Family Services. Services provided on site include: accounting, accounts receivable billings and collections, purchasing support, budget development and oversight, assistance with accounts payable and preparation of financial statements.

**OTHER INTERNAL SUPPORT:** This cost center includes financial support activities for certain other executive departments, component units, and elected officials, such as the Economic Development and Growth Engine (EDGE), the Wayne County Land Bank Corporation, the Department of Technology, and the Office of the Wayne County Sheriff. Services provided on site include: accounting, accounts receivable billings and collections, purchasing support, budget development and oversight, assistance with accounts payable and preparation of financial statements.



# Wayne County Government FY 2010-2011 Adopted Budget

## DEPARTMENT OF MANAGEMENT AND BUDGET

### MAJOR ACTIVITIES AND DESCRIPTIONS (continued):

#### **GRANTS AND CONTRACTS MANAGEMENT**

**DIVISION:** The Grants and Contracts Management Division oversees the County's pre- and post-award administration of all grants, collaborative agreements and contracts; monitors compliance with all federal and state grantor regulations and requirements; maintains historical files on grants and contracts, creates specialized internal and external reports, assists with the County's administration of its cost allocation plans, and coordinates the Federal Single Audit. In addition, this Division manages the accounts receivable function which processes billings and collections and accounting for cash receipts in conjunction with the Treasurer's Office.

#### **MENTAL HEALTH AGENCY FINANCE DIVISION:**

The Mental Health Finance Division is a DMB satellite office located within the Mental Health Agency of the Department of Health and Human Services. Services provided on site include: accounting, processing of service provider contracts and payments, purchasing support, budget oversight, assistance with accounts payable and preparation of financial statements.

#### **DEPARTMENT OF PUBLIC SERVICES FINANCE**

**DIVISION:** The Public Services Finance Division is a DMB satellite office located within the Department of Public Services. Services provided on site include: accounting, accounts receivable billings and collections in conjunction with the Grants Management accounts receivable unit, purchasing support, budgeting oversight, cost accounting, timekeeping for the

employees of the department, and preparation of financial statements.

**PURCHASING DIVISION:** The Purchasing Division is responsible for the management and coordination of the acquisition of goods and services, including requisition processing, commodity code tracking and bid specifications in compliance with the Wayne County Comprehensive Procurement Ordinance. The Vendor Services unit within the Division is responsible for ascertaining that the procurement process is fair and diverse and creates e-business strategies.

**RISK MANAGEMENT DIVISION:** The Risk Management Division is responsible for the administration and management of the County's self insurance and property and casualty insurance (including property and casualty claims and subrogation management) programs. The Division also provides risk evaluation and strategy, contract review and consultation services to other County departments and elected officials.

**FRINGE FUNDS:** As a self insured employer, Wayne County pays most of the medical and disability expenses of its employees. The benefit to the county of being self insured is the lower in-network rates the plans are able to negotiate, the ability to design a benefit plan that fits the needs of County employees and the flexibility to predict the financial resources the County will need. The County contracts with several third party administrators for assistance in claims adjudication and payment.

### FISCAL YEAR 2009-2010 ACCOMPLISHMENTS AND HIGHLIGHTS:

The Financial Reporting Division implemented a monthly financial reporting process whereby financial reports are available to management within 15 days of month-end.

The Assessment and Equalization Division assisted the City of Detroit in developing and launching a personal property discovery program.

The Children and Family Services Division developed a contract management database and reporting system to provide early notice of expiring contracts so the appropriate purchasing process (renewal, extension or new bid) can be initiated in a timely manner.

The Budget and Planning Division received the Distinguished Budget Presentation Award from the GFOA for the sixteenth consecutive year.

The Accounting and Financial Reporting Division received the Certificate of Achievement for Excellence in Financial Reporting from the GFOA for the eleventh year. In addition, they have received the GFOA's Award for Outstanding Achievement in Popular Financial Reporting for ten years.

The Accounts Payable and Cash Management Division has reduced the number of paper checks by migrating certain vendor payments to electronic funds transfer.





## Wayne County Government FY 2010-2011 Adopted Budget

### DEPARTMENT OF MANAGEMENT AND BUDGET

#### NEW INITIATIVES FOR FISCAL YEAR 2010-2011:

The department is spearheading the development of a long-term financial plan for the County. A long-term financial plan is a critical component of any government's strategy for effectively managing its resources in both robust and lean economic environments. The plan includes economic and environmental analyses, critical issues, financial strategy and financial policy review, forecasts, and planning and budget linkages. The County has engaged the Government Finance Officers Association (GFOA) to assist in the development of the plan.

The department, in conjunction with the Department of Technology, is assessing the day-to-day procurement, financial reporting, budgetary, position management and eGovernment operations of the County. The goal of this Project Transformation Initiative is to streamline these processes through re-engineering, implementation of technology, and data consolidation, thereby increasing the County's fiscal responsiveness to operational and economic challenges and to its service delivery needs.

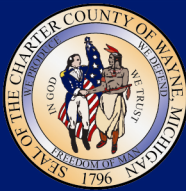
#### IMPACT ON OPERATIONS:

In an effort to comply with the County Executives directive of reducing expenses by 25% the department reduced its workforce by 16 full time staff. The impact of this reduction was done in alignment with the County's eGovernment Enterprise Content Management and Business Process Automation development initiatives. This, in part, is a workflow initiative which will allow users to easily search, share and access protected records throughout the organization. The system also provides physical records management capabilities, enabling tracking of physical document circulation. This County-wide initiative will create efficiencies across all areas of the department.

In addition the county is taking advantage of the Early Retiree Reinsurance Program which translated to a

minimum savings of \$5 million. This is a federal program which will assist employer health care plans and individuals with the cost of health care coverage and health care. This temporary program will make it easier for employers to provide coverage to early retirees, thus saving the county several million dollars. The county will be able to receive reinsurance reimbursement for medical claims for retirees age 55 and older who are not eligible for Medicare, and their spouses, surviving spouses, and dependents.

It should be noted that Central Service Fund operations were moved to the General Fund which created a one-time savings for the county due to certain accounting rules.



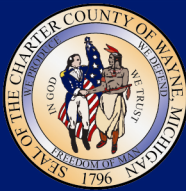
# Wayne County Government FY 2010-2011 Adopted Budget

## DEPARTMENT OF MANAGEMENT AND BUDGET

### Financial Report

	<u>FY 2008-2009 Budget</u>	<u>FY 2009-2010 Budget</u>	<u>FY 2010-2011 Budget</u>
<b>00101 General Fund</b>			
<b>201 Management &amp; Budget</b>			
<b>Revenues</b>			
Federal Grants and Contracts	27,000	0	0
Local Grants and Contracts	1,600,000	1,400,000	1,081,000
Charges, Fees, and Fines	161,000	100,000	16,508,050
Other Revenue	5,000	0	0
<b>Total Revenues</b>	<b>\$1,793,000</b>	<b>\$1,500,000</b>	<b>\$17,589,050</b>
<b>Expenditures</b>			
Personnel	2,618,043	2,107,105	8,578,229
Fringe Benefits	1,224,458	889,882	3,196,389
Pension	339,560	449,629	1,827,452
Materials and Supplies	78,200	78,200	238,043
Services and Contractual Serv	1,292,400	868,900	4,165,815
Travel	57,497	52,697	124,288
Operating Expenses	35,005	37,100	826,951
Rentals	0	117,155	334,710
Other Charges	9,500	9,500	8,900
Depreciation	0	0	4,091
Non Capital Assets	31,600	4,100	128,656
Operating Transfers Out	0	0	1,066,712
<b>Total Expenditures</b>	<b>\$5,686,263</b>	<b>\$4,614,268</b>	<b>\$20,500,236</b>
<b>00635 Central Services</b>			
<b>201 Management &amp; Budget</b>			
<b>Revenues</b>			
Charges, Fees, and Fines	23,058,087	17,918,194	0
<b>Total Revenues</b>	<b>\$23,058,087</b>	<b>\$17,918,194</b>	<b>\$0</b>
<b>Expenditures</b>			
Personnel	10,243,961	7,421,516	0
Fringe Benefits	4,798,205	3,197,501	0
Pension	1,314,131	1,578,105	0
Materials and Supplies	315,656	233,783	0
Services and Contractual Serv	5,572,025	4,490,302	0
Travel	248,697	84,018	0
Operating Expenses	196,328	144,614	0
Rentals	20,905	219,155	0
Other Charges	17,200	9,500	0
Depreciation	17,800	8,177	0
Capital	6,500	6,000	0
Non Capital Assets	150,679	11,678	0
Operating Transfers Out	156,000	513,845	0
<b>Total Expenditures</b>	<b>\$23,058,087</b>	<b>\$17,918,194</b>	<b>\$0</b>

Central Services Fund operations have been moved to the General Fund for the Fiscal Year 2010-2011.



# Wayne County Government FY 2010-2011 Adopted Budget

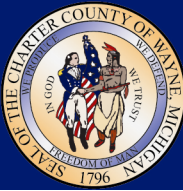
## DEPARTMENT OF MANAGEMENT AND BUDGET

### Financial Report

	FY 2008-2009 Budget	FY 2009-2010 Budget	FY 2010-2011 Budget
<b>00675 Long Term Disability Fund</b>			
<b>857 Long term Disability</b>			
<b>Revenues</b>			
Charges, Fees, and Fines	792,443	846,236	907,864
<b>Total Revenues</b>	<b>\$792,443</b>	<b>\$846,236</b>	<b>\$907,864</b>
<b>Expenditures</b>			
Services and Contractual Serv	10,800	33,500	52,000
Operating Expenses	781,643	812,736	855,864
<b>Total Expenditures</b>	<b>\$792,443</b>	<b>\$846,236</b>	<b>\$907,864</b>
<b>00676 Health Fund</b>			
<b>865 Health &amp; Liability Insurance</b>			
<b>Revenues</b>			
Federal Grants and Contracts	0	0	5,000,000
Employee Contribution - Retir	5,200,000	0	0
Charges, Fees, and Fines	118,366,177	115,170,611	99,726,112
<b>Total Revenues</b>	<b>\$123,566,177</b>	<b>\$115,170,611</b>	<b>\$104,726,112</b>
<b>Expenditures</b>			
Materials and Supplies	67,400	67,400	67,000
Services and Contractual Serv	549,900	853,670	586,900
Operating Expenses	122,832,877	114,055,341	103,956,212
Other Charges	116,000	194,200	116,000
<b>Total Expenditures</b>	<b>\$123,566,177</b>	<b>\$115,170,611</b>	<b>\$104,726,112</b>
<b>00677 Worker Compensation Self Insur</b>			
<b>871 Worker's Compensation</b>			
<b>Revenues</b>			
Charges, Fees, and Fines	5,325,889	4,509,994	4,745,422
<b>Total Revenues</b>	<b>\$5,325,889</b>	<b>\$4,509,994</b>	<b>\$4,745,422</b>
<b>Expenditures</b>			
Services and Contractual Serv	812,700	812,700	649,700
Operating Expenses	4,513,189	3,697,294	4,095,722
<b>Total Expenditures</b>	<b>\$5,325,889</b>	<b>\$4,509,994</b>	<b>\$4,745,422</b>
<b>00678 General Liability Fund</b>			
<b>865 Health &amp; Liability Insurance</b>			
<b>Revenues</b>			
Charges, Fees, and Fines	2,584,490	2,436,026	2,637,873
<b>Total Revenues</b>	<b>\$2,584,490</b>	<b>\$2,436,026</b>	<b>\$2,637,873</b>
<b>Expenditures</b>			
Services and Contractual Serv	14,700	16,300	22,000
Operating Expenses	2,569,790	2,419,726	2,615,873
<b>Total Expenditures</b>	<b>\$2,584,490</b>	<b>\$2,436,026</b>	<b>\$2,637,873</b>
<b>TOTAL DEPARTMENTAL REVENUES</b>	<b>\$157,120,086</b>	<b>\$142,381,061</b>	<b>\$130,606,321</b>
<b>TOTAL DEPARTMENTAL EXPENDITURES</b>	<b>\$161,013,349</b>	<b>\$145,495,329</b>	<b>\$133,517,507</b>

Central Services Fund operations have been moved to the General Fund for the Fiscal Year 2010-2011.





# Wayne County Government FY 2010-2011 Adopted Budget

## DEPARTMENT OF MANAGEMENT AND BUDGET

### Summary of Positions

	FY 2008-2009 Budget	FY 2009-2010 Budget	FY 2010-2011 Budget
<b>101 GENERAL FUND</b>			
<b>201 MGT&amp;BUD-ASSESS &amp; EQUALIZATION</b>			
ELECTED AND EXECUTIVE	2	2	3
SUPERVISORY AND PROFESSIONAL	16	12	7
SUPPORT STAFF	30	25	25
<b>TOTAL POSITIONS</b>	<b>48</b>	<b>39</b>	<b>35</b>
<b>101 GENERAL FUND</b>			
<b>202 GENERAL FUND</b>			
ELECTED AND EXECUTIVE	0	0	30
SUPERVISORY AND PROFESSIONAL	0	0	72
SUPPORT STAFF	0	0	27
<b>TOTAL POSITIONS</b>	<b>0</b>	<b>0</b>	<b>129</b>
<b>635 CENTRAL SERVICES</b>			
<b>201 MANAGEMENT AND BUDGET</b>			
ELECTED AND EXECUTIVE	39	32	0
SUPERVISORY AND PROFESSIONAL	91	76	0
SUPPORT STAFF	50	33	0
<b>TOTAL POSITIONS</b>	<b>180</b>	<b>141</b>	<b>0</b>
<b>TOTAL DEPARTMENTAL POSITIONS</b>	<b>228</b>	<b>180</b>	<b>164</b>



# Wayne County Government FY 2010-2011 Adopted Budget

## DEPARTMENT OF MANAGEMENT AND BUDGET Budget Change and Highlights FY 2010-2011

Increase / (Decrease) from 2009-2010 Adopted Budget		Description of Change
<b>REVENUES</b>		
Federal Grants and Contracts	5,000,000	Federal reimbursement for Early Retirement Reinsurance Program.
Local Grants and Contracts	(319,000)	Reduction in Grants from Local Communities.
Charges, Fees, and Fines	(16,455,740)	Reduction in Chargeback revenues.
<b>TOTAL REVENUES</b>	<b>\$(11,774,740)</b>	
<b>EXPENDITURES</b>		
Personnel	(950,392))	Reduction of 16 FTE's done in alignment with the County's eGovernment Content Management and Business Process Automation initiatives.
Fringe Benefits	(890,994)	Reduction of 16 FTE's done in alignment with the County's eGovernment Content Management and Business Process Automation initiatives.
Pension	(200,282)	Reduced pension expense.
Materials and Supplies	(74,340)	Required reduction in general fund/general purpose supported programs.
Services and Contractual Services	(1,598,957)	Reduction in contracts and chargebacks.
Travel	(12,427)	Required Reduction in general fund/general purpose Supported programs.
Operating Expenses	(8,816,189)	Reduction in Health costs.
Rentals	(1,600)	Required reduction in general fund/general purpose supported programs.
Other Charges	(88,300)	Required reduction in general fund/general purpose supported programs.
Depreciation	(4,086)	Decrease in depreciation expenses.
Capital	(6,000)	Required reduction in general fund/general purpose supported programs.
Non Capital Assets	112,878	Required increase for software upgrades.
Operating Transfers Out	552,867	Required debt service expenditures for bonds related to accounting system upgrades and building improvements.
<b>TOTAL EXPENDITURES</b>	<b>\$(11,977,822)</b>	



# Wayne County Government FY 2010-2011 Adopted Budget



## DEPARTMENT OF MANAGEMENT AND BUDGET Performance—Managing for Results (MFR)

Budget Summary		FY 2008-2009 Budget	FY 2009-2010 Budget	FY 2010-2011 Budget
	Group Revenues			
	Federal Grants and Contracts	27,000	0	5,000,000
	Local Grants and Contracts	1,600,000	1,400,000	1,081,000
	Charges, Fees, and Fines	17,269,024	11,558,729	5,968,754
	Other Revenue	5,000	0	0
	General Fund/General Purpose	3,893,263	3,114,268	2,911,186
	Total Revenues	\$22,794,287	\$16,072,997	14,960,940
	Group Expenditures			
	Business Advisory	395,751	211,555	689,425
Resource Allocation and Management	8,207,216	5,402,789	4,717,357	
Financial	8,566,755	5,844,385	5,415,064	
Assessment and Equalization	5,624,564	4,614,268	4,139,094	
Total Expenditures	\$22,794,287	\$16,072,997	14,960,940	
Positions	Total Budgeted FTE's	228	180	164

### Managing For Results Organization Structure

#### Business Advisory Group

Consultation and Document Approval  
Financial Applications Management and Support

#### Resource Allocation and Management Group

Purchasing Program  
Budgeting and Planning Program  
Risk Management Program

#### Financial Group

Accounting and Financial Reporting  
Billings and Collections Program  
Cash Management and Accounts Payable  
Compliance Review Program  
Payroll Program

#### Assessment and Equalization Group

Assessment and Equalization Program

This presentation does not include the Long Term Disability, Health and General Liability Funds. These Internal Service Funds house the total costs for benefits which are allocated to Departments through fringe benefit expenses. See page 14-1 for prior years budget presentation.



# Wayne County Government FY 2010-2011 Adopted Budget



## DEPARTMENT OF MANAGEMENT AND BUDGET Long-Term Departmental Goals

<b>Departmental Goal 1: Long-Term Financial Plan</b>		ALIGNED WITH STRATEGIC PRIORITY 6 (SP6)
<p>The County will develop and implement a long-term financial and capital improvement plans, resulting in:</p> <ul style="list-style-type: none"> <li>• 100% of County governmental funds reporting annual balanced operations at fiscal year end.</li> <li>• Management and Budget expenditures for services will not exceed 5% of any department's total operating expenditures.</li> <li>• 50% of post retirement obligations that will be pre-funded.</li> <li>• County General Fund operating expenditures per capita will not exceed \$237.00.</li> <li>• General County reserves will equal or exceed 20% of annual General Fund expenditures.</li> </ul>		<b>Departmental Goal 1 (DG1)</b>
<b>Departmental Goal 2: Procurement Efficiency</b>		ALIGNED WITH STRATEGIC PRIORITY 9 (SP9)
<p>By September 30, 2012, Management and Budget customers will benefit from efficient procurement processes as evidenced by:</p> <ul style="list-style-type: none"> <li>• 75% of small purchase orders (new/renewal/modification not exceeding \$5,000) issued within three (3) business days of receipt of a properly submitted requisition and related documents.</li> <li>• 70% of intermediate purchase orders (new/renewal/modification over \$5,000 but not exceeding \$50,000) issued within fifteen (15) business days of a properly submitted requisition and related documents.</li> <li>• 70% of major procurements (new/renewal/modification over \$50,000) submitted for Commission approval within forty-five (45) days of receipt of a properly submitted requisition and related documents.</li> </ul>		<b>Departmental Goal 2 (DG2)</b>
<b>Departmental Goal 3: Implementation of Managing For Results (MFR) Initiative</b>		ALIGNED WITH STRATEGIC PRIORITY 1 (SP1)
<p>By September 30, 2012 the Department of Management &amp; Budget, in conjunction with the Department of Human Resources, will have fully implemented Managing for Results and demonstrated improved allocation of resources, as evidenced by:</p> <ul style="list-style-type: none"> <li>• A half-grade increase (for example, from an "A minus" to an "A") in each of the five Governing Magazine's Government Performance Project management areas (Financial Management; Capital Management; Human Resources; Managing for Results; and Information Technology) or in the performance categories of similar publications or government rating projects.</li> <li>• 70% of departments using cost information for resource and operational improvement decisions.</li> </ul>		<b>Departmental Goal 3 (DG3)</b>
<b>Departmental Goal 4: Timely Reporting</b>		ALIGNED WITH STRATEGIC PRIORITY 9 (SP9)
<p>By September 30, 2012, Management and Budget customers will benefit from timely and relevant information, as evidenced by:</p> <ul style="list-style-type: none"> <li>• The availability of monthly financial statements within fifteen (15) calendar days of month-end.</li> <li>• Monthly MFR performance actual reporting by the 15th of each month.</li> <li>• Publication of the CAFR and PAFR within ninety (90) days of year-end.</li> </ul>		<b>Departmental Goal 4 (DG4)</b>
<b>Departmental Goal 5: Functional Support of Financial Systems and Processes</b>		ALIGNED WITH STRATEGIC PRIORITY 3 (SP3)
<p>By September 30, 2012, Management and Budget, in collaboration with the Department of Technology, will enhance and upgrade existing financial systems and implement new solutions to improve efficiency and support financial business processes, as evidenced by:</p> <ul style="list-style-type: none"> <li>• 70% reduction in manual document processing and distribution cycles enabled by electronic distribution and approval workflow.</li> <li>• 100% of existing financial systems (e.g., contract approval routing) enhanced and upgraded to latest available versions resulting in reduced data integrity issues and improved application stability, data accessibility, and robust application functionality to support business functions.</li> <li>• 90% of JD Edwards training sessions will be conducted by the Department of Management and Budget.</li> <li>• 90% reduction in payments processed through work-around, off-line systems such as 'bottom-line'.</li> </ul>		<b>Departmental Goal 5 (DG5)</b>
<b>Departmental Goal 6: Increased Property Valuation Accuracy</b>		ALIGNED WITH STRATEGIC PRIORITY 5 (SP5)
<p>By September 30, 2012, Wayne County, in conjunction with local cities and townships, will increase:</p> <ul style="list-style-type: none"> <li>• Personal property valuations through enhanced discovery and compliance programs by 3% from \$5.793 billion to \$5.967 billion.</li> <li>• Real property valuations through discovery by 5% in communities selected for reevaluations.</li> </ul>		<b>Departmental Goal 6 (DG6)</b>



# Wayne County Government FY 2010-2011 Adopted Budget



## DEPARTMENT OF MANAGEMENT AND BUDGET MFR Performance Measurements by Group

Business Advisory Group				\$689,425
<b>PURPOSE STATEMENT:</b> The purpose of the Business Advisory Group is to provide financial policies, consultation, document review, approval, financial and information management and support services to County departments and other internal/external agencies, so they can achieve their business objectives.				
MEASURE	2008-2009 ACTUAL	2009-2010 BUDGET	2010-2011 BUDGET	ALIGNED WITH DEPT. GOAL
<b>RESULT:</b> Percentage of properly submitted DAF contracts will be approved by each M&B signatory (Budget, Grants, and Accounts Receivable) within two (2) business days of receipt and by the CFO within three (3) business days of receipt	Not Reported	100%	100%	DG5
<b>OUTPUT:</b> Number of DAFs reviewed by M&B	Not Reported	640	640	DG5
<b>DEMAND:</b> Number of DAFs expected to be submitted	Not Reported	640	640	DG5
<b>EFFICIENCY:</b> Cost per DAF submitted	Not Reported	Not Reported	Not Reported	DG5

Assessment and Equalization Group				\$4,139,094
<b>PURPOSE STATEMENT:</b> The purpose of the Assessment and Equalization Group is to provide property assessment and equalization services to state and local governmental entities, taxpayers and the general public, so they can have the timely and accurate information they need to make informed decisions.				
MEASURE	2008-2009 ACTUAL	2009-2010 BUDGET	2010-2011 BUDGET	ALIGNED WITH DEPT. GOAL
<b>RESULT:</b> Percentage equalization studies delivered to the State Tax Commission by December 20th of each year	100%	100%	100%	DG6
<b>OUTPUT:</b> Number of equalization studies completed annually (each December)	174	174	78	DG6
<b>DEMAND:</b> Number of equalization studies anticipated annually (each December)	174	174	78	DG6
<b>EFFICIENCY:</b> Cost per parcel of property equalized	\$17,473	\$14,334	\$12,569	DG6

*Note: Data for certain Efficiencies were not available at the time this document was published.*





# Wayne County Government FY 2010-2011 Adopted Budget



## DEPARTMENT OF MANAGEMENT AND BUDGET MFR Performance Measurements by Group

Resource Allocation and Management Group				\$4,717,357
<b>PURPOSE STATEMENT:</b> The purpose of the Resource Allocation and Management Group is to provide budgeted allocations, procurement services, resource conservation, and asset protection to County departments so they can achieve their operational goals and objectives.				
MEASURE	2008-2009 ACTUAL	2009-2010 BUDGET	2010-2011 BUDGET	ALIGNED WITH DEPT. GOAL
<b>RESULT:</b> Percentage of budget approval decisions delivered within three (3) business days of receipt	80.4%	90%	90%	DG5
<b>OUTPUT:</b> Number of budget approval decisions delivered	22,149	29,000	29,000	DG5
<b>DEMAND:</b> Number of budget approval decisions anticipated to be delivered	27,549	29,000	29,000	DG5
<b>EFFICIENCY:</b> Average Cost per budget decision delivered	\$70.99	\$55.21	\$56.69	DG5

<b>RESULT:</b> Percentage of small purchase orders (new/renewal/modification not exceeding \$5,000) issued within three (3) business days of receipt of a properly submitted requisition and related documents	74.8%	75%	75%	DG2
<b>OUTPUT:</b> Number of small procurements completed	2,048	4,126	4,126	DG2
<b>DEMAND:</b> Number of small procurements anticipated	2,738	5,300	5,300	DG2
<b>EFFICIENCY:</b> Cost per small procurement completed	\$244	\$360	\$281	DG2

*Note: Data for certain Efficiencies were not available at the time this document was published.*



# Wayne County Government FY 2010-2011 Adopted Budget



## DEPARTMENT OF MANAGEMENT AND BUDGET MFR Performance Measurements by Group

Financial Group				\$5,415,064
<b>PURPOSE STATEMENT:</b> The purpose of the Financial Group is to provide accounting, billing and revenue recording, vendor and employee payment, financial reporting, training and compliance services to Wayne County elected officials, County departments, and other entities so they can have relevant, timely, and accurate information they need to make financial decisions.				
MEASURE	2008-2009 ACTUAL	2009-2010 BUDGET	2010-2011 BUDGET	ALIGNED WITH DEPT. GOAL
<b>RESULTS:</b> Percentage of monthly financial reports will be available within (15) calendar days of month end	100%	75%	75%	DG4
<b>OUTPUT:</b> Number of monthly and annual financial reports produced	18	30	30	DG4
<b>DEMAND:</b> Number of monthly and annual financial reports anticipated to be required	18	40	40	DG4
<b>EFFICIENCY:</b> Cost per financial report produced	\$21	\$21	\$21	DG4

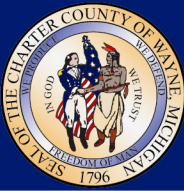
  

<b>RESULT:</b> Percentage of invoiced amounts collected within sixty (60) days, provided accurate billing data is received	74.64%	90%	90%	DG5
<b>OUTPUT:</b> Number of invoices processed	2,764	2,500	2,500	DG5
<b>DEMAND:</b> Number of invoices expected to be requested	3,703	2,500	2,500	DG5
<b>EFFICIENCY:</b> Cost per invoice processed	\$286	\$238	\$193	DG5

<b>RESULT:</b> Percentage of payroll checks, direct deposits, W2 forms, manual check payments, and all payroll deduction payments delivered to employees, governmental or other agencies/organizations on time	100%	100%	100%	DG5
<b>OUTPUT:</b> Number of payroll checks, direct deposits, vendor, governmental or other payments	189,470	197,996	197,996	DG5
<b>DEMAND:</b> Number payroll checks, direct deposit accounts, vendor, governmental and other payments expected to be made	189,470	197,996	197,996	DG5
<b>EFFICIENCY:</b> Cost per payroll check issued	\$3.46	\$3.46	\$3.46	DG5

*Note: Data for certain Efficiencies were not available at the time this document was published.*



# Wayne County Government FY 2010-2011 Adopted Budget

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