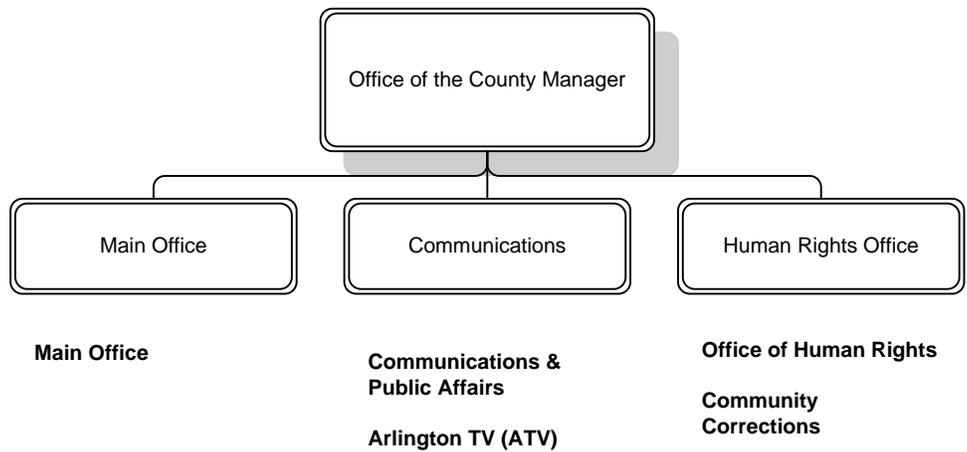


***Our Mission: To assure that Arlington's government works***

The County Manager's Office provides professional recommendations to, and implements the vision and policies of the County Board; ensures high quality services, with outstanding customer service, at a good value to taxpayers; fosters economic and fiscal sustainability; and enhances Arlington's reputation as a high performing, learning, caring organization that operates in a manner consistent with its mission and values, making Arlington an employer of choice.

**LINES OF BUSINESS**



**SIGNIFICANT BUDGET CHANGES**

The FY 2014 adopted expenditure budget for the County Manager's Office is \$5,132,881, a two percent decrease from the FY 2013 adopted budget. The FY 2014 budget reflects:

- ↓ Personnel decreases are primarily due to the transfer of 0.5 FTE to the Department of Human Resources (\$45,836, 0.5 FTE), the elimination of a 0.26 temporary FTE added in FY 2013 with one-time funds to initiate the PLACE Walking Town Meetings (\$29,600), and the change listed below. This decrease is partially offset by employee step increases, a three percent increase in the County's cost for employee health insurance, and adjustments to retirement contributions based on current actuarial projections.
- ↓ Non-personnel decreases are due to the elimination of one-time funding for the FY 2013 PLACE initiative project (\$11,400), the County fair housing study (\$50,000) which is conducted every two years, and the changes listed below.
- ↓ Fee revenues decrease due to lower projections in Falls Church reimbursements based on the FY 2014 budget and reconciliation of prior year payments with actual expenditures (\$369).
- ↑ Grant revenues increase due to an increase in State funding for community corrections activities, including an increase in State Compensation Board reimbursements as a result of restoration of previous state aid reductions and salary increases (\$9,629).

**Main Office**

- ↓ Eliminate an Administrative Specialist position (\$45,836, 0.5 FTE).  
IMPACT: Reduced staff support for department.

**Communications and Public Affairs**

- ↓ Reduce funding for travel (\$1,500) and print shop (\$2,500) accounts.  
IMPACT: Any impact should be minimal.

**Arlington TV (ATV)**

- ↓ Reduce funding in unclassified services (\$1,035), consultants (\$2,000), and operating supplies (\$1,500).  
IMPACT: Any impact should be minimal.

**Community Corrections**

- ↓ Reduce funding for printing (\$2,000).  
IMPACT: Any impact should be minimal.

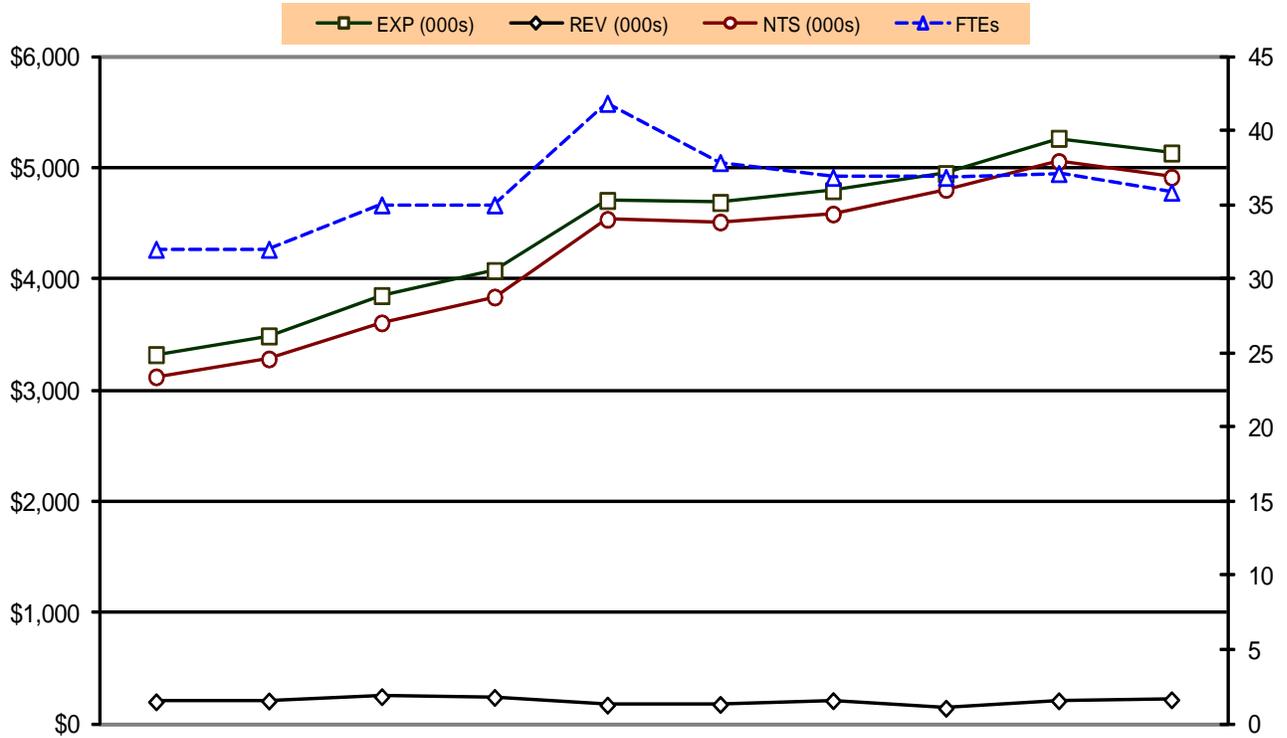
**DEPARTMENT FINANCIAL SUMMARY**

	FY 2012 Actual	FY 2013 Adopted	FY 2014 Adopted	% Change '13 to '14
Personnel	\$4,525,920	\$4,664,987	\$4,605,311	-1%
Non-Personnel	503,853	677,505	605,570	-11%
Intra-County Charges	(83,201)	(78,000)	(78,000)	-
<b>Total Expenditures</b>	<b>4,946,572</b>	<b>5,264,492</b>	<b>5,132,881</b>	<b>-2%</b>
Fees	11,091	15,786	15,417	-2%
Grants	129,714	191,843	201,472	5%
<b>Total Revenues</b>	<b>140,805</b>	<b>207,629</b>	<b>216,889</b>	<b>4%</b>
<b>Net Tax Support</b>	<b>\$4,805,767</b>	<b>\$5,056,863</b>	<b>\$4,915,992</b>	<b>-3%</b>
Permanent FTEs	36.50	36.50	35.50	
Temporary FTEs	0.35	0.61	0.35	
<b>Total Authorized FTEs</b>	<b>36.85</b>	<b>37.11</b>	<b>35.85</b>	

**Expenses by Line of Business**

	FY 2012 Actual	FY 2013 Adopted	FY 2014 Adopted	% Change '13 to '14
Main Office	\$2,141,862	\$2,318,888	\$2,201,167	-5%
Communications and Public Affairs	1,036,326	1,066,851	1,095,225	3%
Arlington Virginia Network (AVN)	572,650	566,292	557,361	-2%
Office of Human Rights	817,516	919,375	884,674	-4%
Community Corrections	378,218	393,086	394,454	-
<b>Total Expenditures</b>	<b>\$4,946,572</b>	<b>\$5,264,492</b>	<b>\$5,132,881</b>	<b>-2%</b>

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



	FY 2005 Actual	FY 2006 Actual	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Adopted Budget	FY 2014 Adopted Budget
<b>EXP (000s)</b>	\$3,320	\$3,488	\$3,851	\$4,076	\$4,706	\$4,688	\$4,794	\$4,947	\$5,265	\$5,133
<b>REV (000s)</b>	\$199	\$206	\$245	\$238	\$169	\$175	\$209	\$141	\$208	\$217
<b>NTS (000s)</b>	\$3,121	\$3,282	\$3,606	\$3,838	\$4,537	\$4,513	\$4,585	\$4,806	\$5,057	\$4,916
<b>FTEs</b>	32.0	32.0	35.0	35.00	41.85	37.85	36.85	36.85	37.11	35.85

NOTE: FY 2009 includes expense and FTEs for the 7.35 FTE positions transferred from Libraries to the County Manager's Office during the fiscal year.

Fiscal Year	Description	FTEs
FY 2005	<ul style="list-style-type: none"> <li>▪ No significant changes.</li> </ul>	
FY 2006	<ul style="list-style-type: none"> <li>▪ No significant changes.</li> </ul>	
FY 2007	<ul style="list-style-type: none"> <li>▪ Transferred the Office for Persons with Physical Disabilities (\$123,658) from the Department of Human Services as a result of the new Americans with Disabilities Act (ADA) agreement between Arlington County and the Department of Justice.</li> </ul>	1.0
	<ul style="list-style-type: none"> <li>▪ Transferred 2.0 FTEs from the Department of Human Services to the Office of the County Manager as Deputy County Manager positions as a result of the FY 2006 re-organization within the office.</li> </ul>	2.0
	<ul style="list-style-type: none"> <li>▪ Revenue increased seven percent due to the transfer of the Office for Persons with Physical Disabilities Grants (\$8,750) from DHS to the County Manager's Office.</li> </ul>	
FY 2008	<ul style="list-style-type: none"> <li>▪ No significant changes.</li> </ul>	
FY 2009	<ul style="list-style-type: none"> <li>▪ County Board eliminated a vacant Investigator position from the Human Right's Office (\$65,193).</li> <li>▪ Credit for turnover was increased (\$101,592).</li> <li>▪ Intra-County Charges (\$50,644) are included to offset the salary and benefits of an Investigator position (0.5 FTE) that was added to the Human Rights Office as a supplemental appropriation during FY 2008. The position will provide oversight and monitoring duties on human rights issues related to the Disadvantaged Business Enterprise grant awarded to the County by the Federal Transit Administration.</li> <li>▪ Increased State funding for community corrections activities (\$7,835); reduced miscellaneous State grants (\$1,000).</li> <li>▪ As a budget reduction, a variety of accounts decreased including travel (\$351), consultants (\$245), unclassified services (\$1,829), and printing charges (\$3,000).</li> </ul>	(1.00)
	<ul style="list-style-type: none"> <li>▪ The Website Coordination Program and the Arlington Virginia Network were transferred from the Department of Libraries to the Office of Communications and Public Affairs as part of a reorganization of corporate communications assets into one group (7.35 FTEs; \$ 771,514).</li> </ul>	7.35
	<ul style="list-style-type: none"> <li>▪ <i>Includes a position originally approved as an FY 2008 supplemental appropriation to provide Disadvantaged Business Enterprises monitoring for transit projects, funded through capital project funding.</i></li> </ul>	0.5
FY 2010	<ul style="list-style-type: none"> <li>▪ The County Board approved funding for a one-time lump-sum payment of \$500 for employees (\$20,940).</li> </ul>	

Fiscal Year	Description	FTEs
	<ul style="list-style-type: none"> <li>▪ The County Board added one FTE for a Capital Improvement Program Coordinator. The full cost of the position will be charged to Pay-As-You-Go Capital funds (PAYG). 1.00</li> <li>▪ One FTE was transferred to the Human Resources Department to manage the Corporate University Program (\$112,263). (1.00)</li> <li>▪ As part of County-wide administrative reductions, several positions were eliminated, including: one Deputy County Manager (\$182,538); one Assistant to the Deputy County Manager position (\$101,885); one Communications Division Chief (\$113,190); and one Consumer Affairs Investigator (\$63,357). (4.00)</li> <li>▪ As part of County-wide administrative reductions, non-personnel funds were decreased in a variety of accounts, including: printing services, training, travel, memberships, temporary services, recruitment, office supplies, operating supplies, operating equipment, and unclassified services (\$61,035). Consultant fees (\$63,100) and costs associated with community events were also reduced (\$4,750).</li> </ul>	
FY 2011	<ul style="list-style-type: none"> <li>▪ Reduced the consultant budget in the Main Office (\$1,500), Communications and Public Affairs (\$2,500), and Arlington Virginia Network (AVN) (\$16,000).</li> <li>▪ Eliminated one issue of <i>The Citizen</i>, saving outside printing costs (\$8,000) and postage (\$14,000).</li> <li>▪ Reduced general printing in Communications and Public Affairs (\$5,180).</li> <li>▪ Eliminated the van used as a mobile production truck by AVN (\$9,936).</li> <li>▪ Eliminated the Human Rights Supervisor (\$88,438). (1.00)</li> <li>▪ Restored funds (\$47,000) for the Fair Housing Survey to be conducted in FY 2011 to test for potential housing discrimination issues. The survey has been conducted every three years.</li> </ul>	
FY 2012	<ul style="list-style-type: none"> <li>▪ Eliminated funding for the Fair Housing Survey (\$47,000). On March 12, 2011, as part of the revision to the goals and targets for affordable housing, the County Board set a goal of conducting the survey every other year; it will next be conducted in FY 2013.</li> <li>▪ Decreased revenue due to the state's elimination of grants to local Disability Services Boards (\$7,750) and reduction in community corrections funding (\$1,417). Equal Employment Opportunity revenue reduced based on estimated number of complaints (\$4,500).</li> </ul>	
FY 2013	<ul style="list-style-type: none"> <li>▪ The County Board added one-time funding for two walking town meetings (\$29,600 personnel, \$11,400 non-personnel, 0.26 temporary FTE). 0.26</li> <li>▪ The County Board added \$100,000 in one-time funding for civic engagement.</li> <li>▪ Personnel includes the transfer of funding supporting a position in the Main Office from the Pay-As-You-Go Capital fund (\$130,000).</li> </ul>	

Fiscal Year	Description	FTEs
	<ul style="list-style-type: none"> <li>▪ One-time funding is included for the Fair Housing Survey in the Office of Human Rights (\$50,000). The survey was last conducted during FY 2011 and is now scheduled to take place every two years instead of the previous schedule of every three years.</li> <li>▪ New fee revenue is included for fees for copying and postage for Freedom of Information Act (FOIA) requests (\$3,000) not previously budgeted.</li> <li>▪ Fee revenue includes Falls Church reimbursements for Community Corrections (\$12,786), not previously budgeted.</li> </ul>	
FY 2014	<ul style="list-style-type: none"> <li>▪ Personnel includes the transfer of 0.5 FTE to the Department of Human Resources (\$45,836) and the elimination of 0.26 temporary FTE added in FY 2013 with one-time funds to initiate the PLACE Walking Town Meetings (\$29,600).</li> <li>▪ Eliminated one-time funding for the FY 2013 PLACE initiative project (\$11,400) and the County fair housing study (\$50,000).</li> <li>▪ Eliminated an Administrative Specialist position (\$45,836).</li> <li>▪ Reduced funding for travel (\$1,500) and print shop (\$2,500) accounts.</li> <li>▪ Reduced funding in unclassified services (\$1,035), consultants (\$2,000), and operating supplies (\$1,500).</li> <li>▪ Reduced funding for printing (\$2,000).</li> </ul>	<p>(0.76)</p> <p>(0.5)</p>