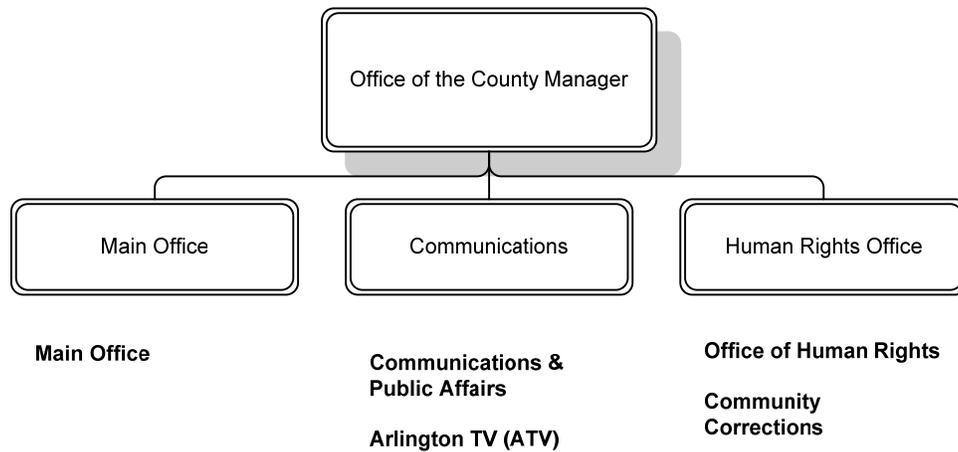


Our Mission: To assure that Arlington's government works

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 2016 adopted expenditure budget for the County Manager's Office is \$5,591,692, a one percent increase from the FY 2015 adopted budget. The adopted budget reflects:

- ↓ The County Board eliminated one issue of the Citizen (\$28,056). For a full description of the reduction and impact please refer to the Budget Reduction Summary.
- ↑ Personnel increases due to employee step increases, an increase in the County's cost for employee health insurance, and increases due to reclassification of positions identified to be substantially below comparative pay studies, offset by adjustments to retirement contributions based on current actuarial projections.
- ↓ Non-personnel decreases due to reducing funding for closed captioning of ATV programs (\$12,100) and eliminating one-time funding for the Fair Housing Study (\$50,000). The housing survey was conducted last in FY 2015 and is scheduled to take place every two years. This decrease is offset by contractual services for an enterprise e-news distribution tool utilized across departments to distribute e-updates and e-newsletters to Arlington subscribers (\$25,000).
- ↓ Intra-County charges decrease due to a decline in intra-agency requests for inserts in the Citizen Newsletter (\$11,000).

- ↑ Fee revenue increases due to higher projections in Falls Church reimbursements based on the FY 2016 budget and reconciliation or prior year payments with actual expenditures (\$408).
- The General Assembly restored the proposed cut in Aid to Localities (\$3,019), which had been included in the County's proposed budget.
- The authorized FTEs were increased 0.50 to properly reflect the grant compliance position which must report to the Human Rights Office. The salary for this position remains fully charged to the Transportation Capital Fund.
- *The County Board took action after the FY 2016 budget was adopted in May to increase parking meter rates by \$0.25. The budget information in the FY 2016 Adopted Budget does not reflect the parking meter rate increase appropriated by the Board in June. As part of that action, the County Board appropriated one-time funding from PAYG to fund the restoration of one issue of the Citizen cut during the FY 2016 budget process.*

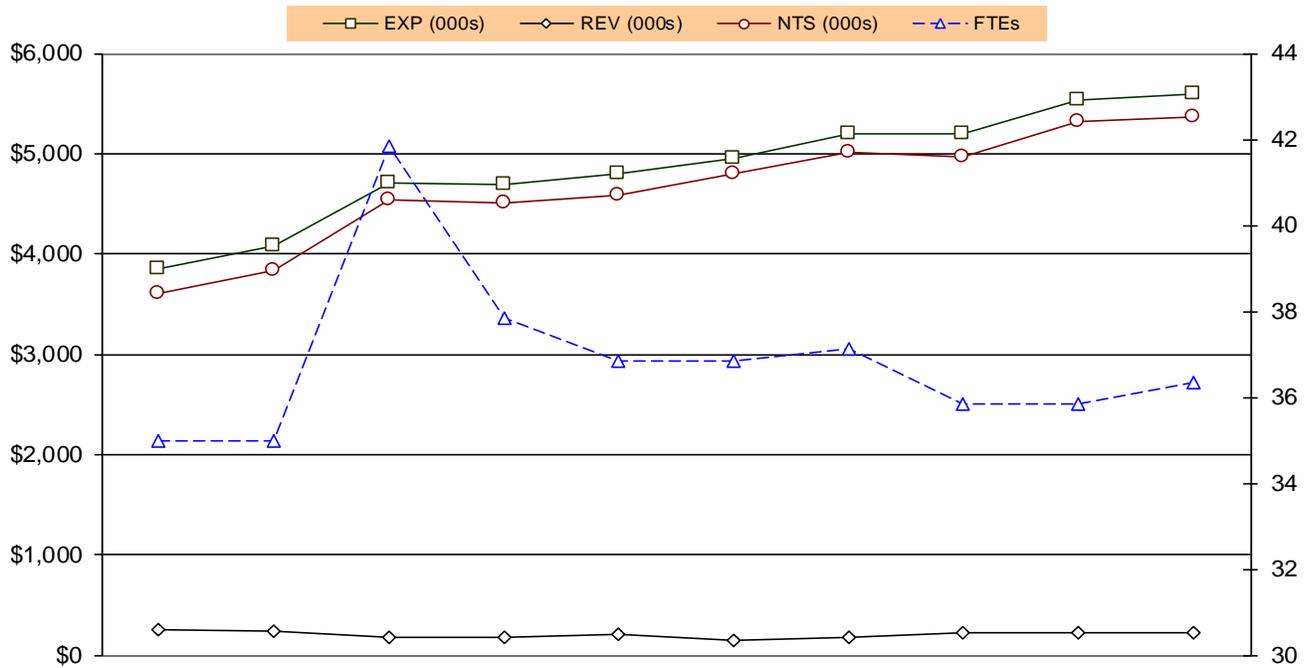
DEPARTMENT FINANCIAL SUMMARY

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	% Change '15 to '16
Personnel	\$4,769,686	\$5,053,605	\$5,161,278	2%
Non-Personnel	478,608	555,570	490,414	-12%
Sub-total Expenditures	5,248,294	5,609,175	5,651,692	1%
Intra-County Charges	(56,592)	(71,000)	(60,000)	-15%
Total Expenditures	5,191,702	5,538,175	5,591,692	1%
Fees	17,047	17,614	18,022	2%
Grants	209,773	201,472	201,472	-
Total Revenues	226,820	219,086	219,494	-
Net Tax Support	\$4,964,882	\$5,319,089	\$5,372,198	1%
Permanent FTEs	35.50	35.50	36.00	
Temporary FTEs	0.35	0.35	0.35	
Total Authorized FTEs	35.85	35.85	36.35	

Expenses by Line of Business

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	% Change '15 to '16
Main Office	\$2,317,856	\$2,362,414	\$2,399,338	2%
Communications and Public Affairs	1,091,114	1,145,173	1,189,974	4%
Arlington TV (ATV)	594,529	626,079	627,676	-
Office of Human Rights	784,828	994,919	938,073	-6%
Community Corrections	403,375	409,590	436,631	7%
Total Expenditures	\$5,191,702	\$5,538,175	\$5,591,692	1%

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



	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted Budget	FY 2016 Adopted Budget
EXP (000s)	\$3,851	\$4,076	\$4,706	\$4,688	\$4,794	\$4,947	\$5,199	\$5,192	\$5,538	\$5,592
REV (000s)	\$245	\$238	\$169	\$175	\$209	\$141	\$183	\$227	\$219	\$220
NTS (000s)	\$3,606	\$3,838	\$4,537	\$4,513	\$4,585	\$4,806	\$5,016	\$4,965	\$5,319	\$5,372
FTEs	35.0	35.00	41.85	37.85	36.85	36.85	37.11	35.85	35.85	36.35

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 2007	<ul style="list-style-type: none"> ▪ 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. 	1.0
	<ul style="list-style-type: none"> ▪ 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. 	2.0
	<ul style="list-style-type: none"> ▪ 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. 	
FY 2008	<ul style="list-style-type: none"> ▪ No significant changes. 	
FY 2009	<ul style="list-style-type: none"> ▪ County Board eliminated a vacant Investigator position from the Human Right's Office (\$65,193). 	(1.0)
	<ul style="list-style-type: none"> ▪ Credit for turnover was increased (\$101,592). 	
	<ul style="list-style-type: none"> ▪ 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. 	
	<ul style="list-style-type: none"> ▪ Increased State funding for community corrections activities (\$7,835); reduced miscellaneous State grants (\$1,000). 	
	<ul style="list-style-type: none"> ▪ As a budget reduction, a variety of accounts decreased including travel (\$351), consultants (\$245), unclassified services (\$1,829), and printing charges (\$3,000). 	
	<ul style="list-style-type: none"> ▪ 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). 	7.35
	<ul style="list-style-type: none"> ▪ <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> 	0.5
FY 2010	<ul style="list-style-type: none"> ▪ The County Board approved funding for a one-time lump-sum payment of \$500 for employees (\$20,940). 	
	<ul style="list-style-type: none"> ▪ 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). 	1.0
	<ul style="list-style-type: none"> ▪ One FTE was transferred to the Human Resources Department to manage the Corporate University Program (\$112,263). 	(1.0)

Fiscal Year	Description	FTEs
	<ul style="list-style-type: none"> ▪ 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). ▪ 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). 	(4.0)
FY 2011	<ul style="list-style-type: none"> ▪ Reduced the consultant budget in the Main Office (\$1,500), Communications and Public Affairs (\$2,500), and Arlington Virginia Network (AVN) (\$16,000). ▪ Eliminated one issue of <i>The Citizen</i>, saving outside printing costs (\$8,000) and postage (\$14,000). ▪ Reduced general printing in Communications and Public Affairs (\$5,180). ▪ Eliminated the van used as a mobile production truck by AVN (\$9,936). ▪ Eliminated the Human Rights Supervisor (\$88,438). ▪ 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. 	(1.0)
FY 2012	<ul style="list-style-type: none"> ▪ 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. ▪ 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). 	
FY 2013	<ul style="list-style-type: none"> ▪ The County Board added one-time funding for two walking town meetings (\$29,600 personnel, \$11,400 non-personnel, 0.26 temporary FTE). ▪ The County Board added \$100,000 in one-time funding for civic engagement. ▪ Personnel includes the transfer of funding supporting a position in the Main Office from the Pay-As-You-Go Capital fund (\$130,000). ▪ 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. ▪ New fee revenue is included for fees for copying and postage for Freedom of Information Act (FOIA) requests (\$3,000) not previously budgeted. 	0.26

Fiscal Year	Description	FTEs
	<ul style="list-style-type: none"> ▪ Fee revenue includes Falls Church reimbursements for Community Corrections (\$12,786), not previously budgeted. 	
FY 2014	<ul style="list-style-type: none"> ▪ 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). 	(0.76)
	<ul style="list-style-type: none"> ▪ Eliminated one-time funding for the FY 2013 PLACE initiative project (\$11,400) and the County fair housing study (\$50,000). 	
	<ul style="list-style-type: none"> ▪ Eliminated an Administrative Specialist position (\$45,836). 	(0.50)
	<ul style="list-style-type: none"> ▪ Reduced funding for travel (\$1,500) and print shop (\$2,500) accounts. ▪ Reduced funding in unclassified services (\$1,035), consultants (\$2,000), and operating supplies (\$1,500). ▪ Reduced funding for printing (\$2,000). 	
FY 2015	<ul style="list-style-type: none"> ▪ Eliminated one-time funding for civic engagement (\$100,000). ▪ Added one-time funding for the Fair Housing Study in the Office of Human Rights (\$50,000). The survey was last conducted in FY 2013 and is scheduled to take place every two years. ▪ Intra-County charges decreased due to a projected drop in agency requests for Citizen newsletter inserts (\$7,000). 	
FY 2016	<ul style="list-style-type: none"> ▪ The County Board eliminated one issue of the Citizen (\$28,056). ▪ Reduced funding for close captioning of ATV programs (\$12,100). ▪ Eliminated one-time funding for the Fair Housing Study (\$50,000). ▪ Added funding for contractual services for an enterprise e-news distribution tool (\$25,000). ▪ Intra-County charges decreased due to a projected drop in agency requests for Citizen newsletter inserts (\$11,000). ▪ Authorized FTEs were increased 0.5 to properly reflect the grant compliance position which must report to the Human Rights office. The salary for this position remains charged to the Transportation Capital Fund. ▪ <i>The County Board took action after the FY 2016 budget was adopted in May to increase parking meter rates by \$0.25. The budget information in the FY 2016 Adopted Budget does not reflect the parking meter rate increase appropriated by the Board in June. As part of that action, the County Board appropriated one-time funding from PAYG to fund the restoration of one issue of the Citizen cut during the FY 2016 budget process.</i> 	0.50