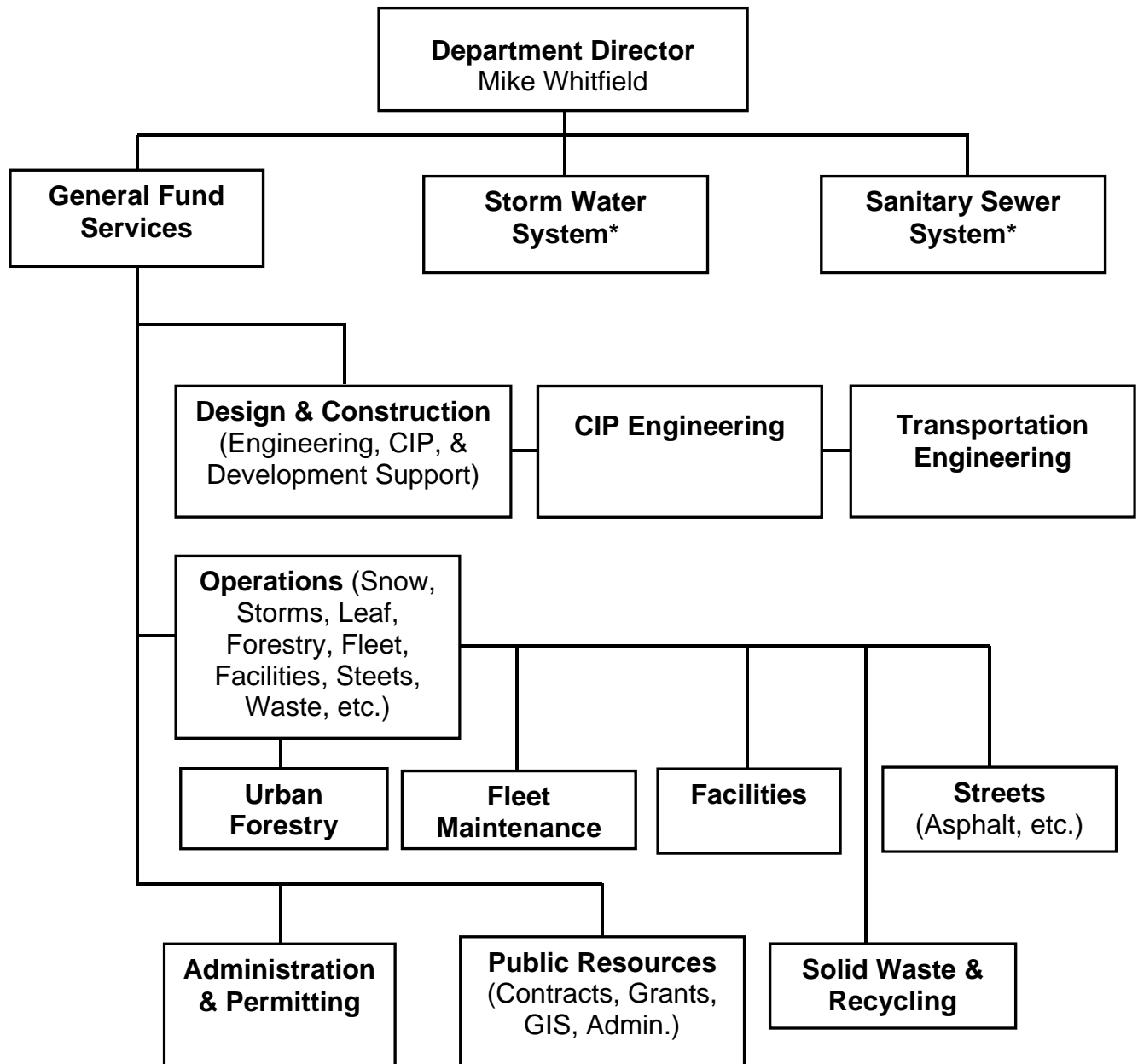


DEPARTMENT OF PUBLIC WORKS



*The Department of Public Works also manages the Sanitary Sewer Fund and the Stormwater Fund, which are enterprise funds that have their own separate budgets, as well as many projects in the Capital Improvements Program. The Sanitary Sewer Fund budget can be found on page 215. The Stormwater Fund budget can be found on page 228. The CIP Funds budgets begin on page 249.

PUBLIC WORKS ADMINISTRATION

SUMMARY OF SERVICES PROVIDED

The Public Works Administration cost center provides engineering and administrative coverage and resources for Development Services, overseeing, and inspecting private construction in the ROW, Permitting, Erosion & Control compliance and general DPW needs.

TRENDS AND ISSUES

- ROW Permits increased from 264 in FY2015 to 287 in FY2016 and an estimated 312 in FY2017
- Allocation of staff to CIP accounts has increased administrative burden

SIGNIFICANT CHANGES IN FY2018

- Reallocation in engineering support was necessary to accommodate CIP and operational needs
- New ROW permitting system to clarify responsibilities and increase accountability of permittees

FY2018 DELIVERABLES

- (1) Attendee for APWA Mid-Atlantic Conference
- Blanket ROW permit processing for ongoing utility maintenance

PRIORITIES FOR FUTURE FUNDING

1. Software and Hardware (\$5,000): ROW Permitting for new development and ongoing utility work is requiring better systems to track and manage. Software and hardware to perform this task is needed (\$5000).

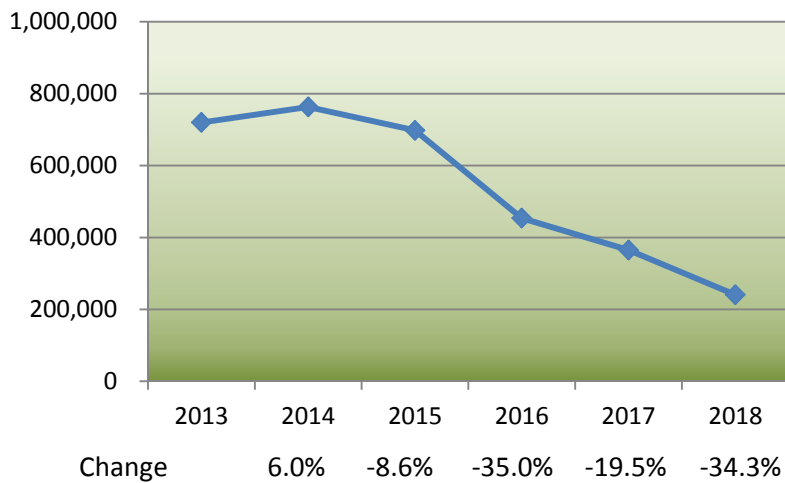
PROPOSED POSITIONS BY FTE – 1.50 TOTAL

- 0.70 Director of Public Works
- 0.80 Civil Engineering Inspector

PROPOSED BUDGET

	FY2016 Actual	FY2017 Adopted	FY2018 Proposed	Percent Change
Expenditures				
Salaries and Wages	\$ 362,747	\$ 243,035	\$ 153,124	-37.00%
Benefits	104,457	62,697	57,046	-9.01%
Professional and Contractual	4,553	10,750	550	-94.88%
Materials, Supplies, and Other	31,944	46,040	29,107	-36.78%
Capital Outlay	7,523	2,500	-	-100.00%
Total Expenditures	511,225	365,022	239,827	-34.30%
Revenues				
Licenses, Fees, and Permits	220,846	221,500	174,000	-21.44%
Charges for Services	4,683	4,000	4,000	0.00%
Fines	4,250	5,000	5,000	0.00%
Total Revenues	229,779	230,500	183,000	-20.61%
Net Expenditures				
Supported by General Revenues	\$ 281,446	\$ 134,522	\$ 56,827	-57.76%

ADOPTED BUDGET TREND: FY2013-2018



Notes:

- FY2014 increase included the reallocation of a portion of the Director's salary to this cost center and the purchase of computer equipment.
- FY2015 reflects a reallocation of staff and administrative costs to other Cost Centers such as the Utility funds, and CIP funding.
- FY2016 reflects reallocation of resources to other Cost Centers (4108 and 4109) to better reflect organizational structure.
- FY2017 reflects the transfer of one FTE position to Finance Department
- FY2018 reflects changes in the Department's organizational structure to better respond to current challenges in program areas and projects.

DESIGN & CONSTRUCTION ENGINEERING

SUMMARY OF SERVICES PROVIDED

The Design & Construction Engineering section provides general engineering support for the Department of Public Works.

Typical services:

- Coordinate and oversee master planning for infrastructure needs; such as traffic signals, paving, bridges, retaining walls, stormwater, and sanitary sewer
- Coordinate engineering related projects, needs and priorities within Public Works and other departments in the City
- Develop and oversee implementation of engineering design standards for public and private development
- Assist with engineering related projects throughout the organization on an as needed basis

TRENDS AND ISSUES

- Staff within Public Works was realigned on January 1, 2017 to address workload needs associated with the City’s capital improvement program. This division was created at that time to help coordinate those needs while balancing the ongoing responsibilities within the department.

FY2018 DELIVERABLES

- Paving, Transportation, Storm, Sanitary Sewer and CIP Master Planning Program
- Administer and provide oversight for programs
- Provide guidance to developers, engineers and contractors on City policies

PRIORITIES FOR FUTURE FUNDING

1. Master Planning (\$30,000): Additional funding is necessary to assist with master planning efforts for core infrastructure needs. The highest priority at this time is bridges.

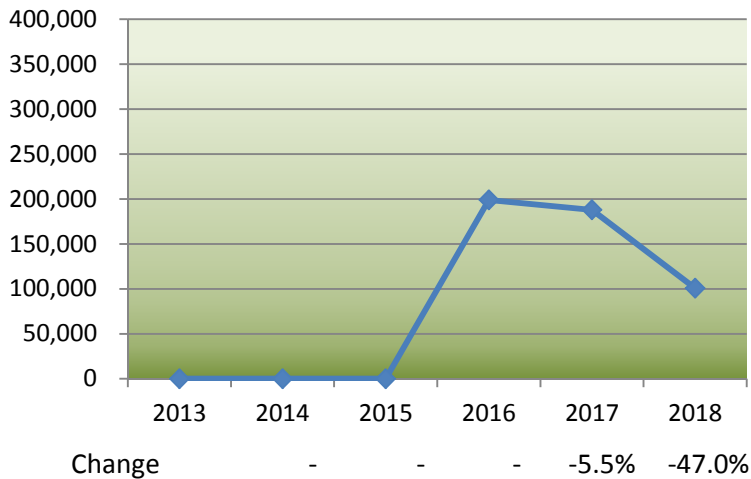
PROPOSED POSITIONS BY FTE – 0.70 TOTAL

- | | |
|--|---|
| <ul style="list-style-type: none"> • 0.25 Engineering Manager • 0.05 Civil Engineering Inspector | <ul style="list-style-type: none"> • 0.30 Senior Engineer • 0.10 Principal Engineer |
|--|---|

PROPOSED BUDGET

	FY2016 Actual	FY2017 Adopted	FY2018 Proposed	Percent Change
Expenditures				
Salaries and Wages	\$ 131,755	\$114,041	\$71,275	-37.50%
Benefits	50,824	41,010	22,442	-45.28%
Professional and Contractual	-	19,000	-	-100.00%
Materials, Supplies, and Other	11,072	13,860	5,925	-57.25%
Capital Outlay	-	-	-	0.00%
Reserves	-	-	-	0.00%
Total Expenditures	193,650	187,911	99,642	-46.97%
Revenues				
Charges for Services	-	10,000	-	-100.00%
Net Expenditures				
Supported by General Revenues	\$ 193,650	\$187,911	\$99,642	-46.97%

ADOPTED BUDGET TREND: FY2013-2018



Notes:

- FY 2016 this cost center was created for the Construction Management Group.
- FY2018 this cost center was renamed for the Design & Construction Engineering Group. The Construction Management group was eliminated.
- FY2018 reflects reallocation of resources from and to other program areas.

TRANSPORTATION ENGINEERING

SUMMARY OF SERVICES PROVIDED

The City of Falls Church maintains, operates, and manages all of the roadways in the City. The Transportation Engineering Cost Center provides for the engineering, management, and administration of the City's transportation network. Key systems or components managed and administered by this cost center include:

- 28 Traffic signals and other components (flashing beacons, etc.)
- Over 200 city owned streetlights and 1,020 Dominion Virginia Power streetlights
- Over 1,900 regulatory and warning signs
- Pavement marking
- 26 bridges

In addition to managing the infrastructure systems above, the Transportation team is responsible for:

- Reviewing development plans, road closure requests and transportation impact studies
- Assisting the CIP team in the development and delivery of transportation projects
- Supporting the Citizens Advisory Committee on Transportation (CACT)
- Implementation of Planning programs and Master Plans
- Responding to citizen inquiries

TRENDS AND ISSUES

- Grant-funded projects and commercial development is increasing the infrastructure the City has to maintain.
- Regional trends and traffic safety concerns continue to inspire increased requests for pedestrian and cyclist facilities (e.g., crosswalks, sidewalks, curb ramps and bike lanes).

SIGNIFICANT CHANGES IN FY2018

- The CIP Engineer/Manager was moved to a new cost center
- Professional Services was increased to allow more work to be performed by consultants

FY2018 DELIVERABLES

- Preventive maintenance for all traffic signals
- 2 traffic signal cabinets and 4 streetlight replacements
- Approximately 1/3 mile of milling and paving along residential streets
- 1-2 marked crosswalks with new curb ramps

PRIORITIES FOR FUTURE FUNDING

1. Sidewalks (\$400,000): Necessary annual funding to establish a 25-year replacement cycle for our concrete infrastructure and a program to install new sidewalks.
2. Signal & Lighting Maintenance (\$125,000): Necessary annual funding to repair and maintain the infrastructure.
3. Paving (\$500,000): Necessary annual funding to establish a 20-year replacement cycle. The cost for pavement reconstruction could come from grants.
4. Part-Time Graduate Engineer (\$50,000): Dedicated entry-level staff position for infrastructure management and service requests.

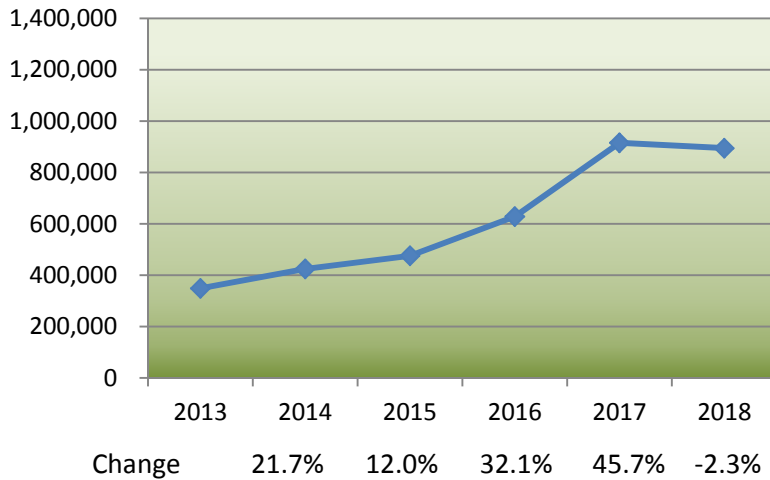
PROPOSED POSITIONS BY FTE – 1.40 TOTAL

- 0.70 Principal Engineer
- 0.70 Senior Engineer

PROPOSED BUDGET

	FY2016 Actual	FY2017 Adopted	FY2018 Proposed	Percent Change
Expenditures				
Salaries and Wages	\$ 188,792	\$ 154,905	\$ 141,070	-8.93%
Benefits	63,897	52,683	49,222	-6.57%
Professional and Contractual	112,717	485,000	443,653	-8.53%
Materials, Supplies, and Other	247,870	222,925	185,190	-16.93%
Capital Outlay	9,437	-	75,000	-
Net Expenditures Supported by General Revenues	\$ 595,344	\$ 915,513	\$ 894,135	-2.34%

BUDGET TREND: FY2013-2018



Notes:

- FY2014 increases include the allocation of 0.50 Traffic Engineer's salary and increased costs associated with repairs and maintenance.
- FY2015 increases include reallocation of the Civil Engineer Inspector to this program, plus increased funding to manage and maintain the Traffic Signal system.
- FY2016 increases the staffing allocated to the Cost Center.
- FY2016 budget provides funding to replace (2) traffic signal cabinets and provide software for staff.
- FY2017 increase is due to the transfer of paving costs to this cost center from Highways, Streets, & Sidewalks.
- FY 2018 decrease due to reallocation of one staff to CIP Engineering

CIP ENGINEERING

SUMMARY OF SERVICES PROVIDED

The Capital Improvements Program Engineering section manages projects – both preliminary and construction engineering phases – under the City's Capital Improvements Program (CIP). The section also assists in the development of the City's CIP.

Typical Services of CIP Engineering Section for CIP projects:

- Pre-Construction Services Phase (Project management, plan review, right of way acquisition, public engagement, project scope development assistance, specifications development assistance, bid and contract preparation assistance, grant administration assistance)
- Construction Management Phase (Inspections, documentation, public engagement, payment processing, field resolution, contract enforcement)
- Post-Construction Phase (Commissioning, grant and permit close-out assistance, documentation)
- CIP Programming (Program development, cost estimation, project scheduling, project scope assistance)

In addition to managing the programs above, the CIP team is responsible for:

- Managing projects for other City Departments, i.e. Parks & Recreation

TRENDS AND ISSUES

- Manage projects with over \$15M in projected construction costs in FY2018 including City Hall, Roosevelt Pedestrian Accessibility, Van Buren Bridge, Big Chimneys, Downtown Plaza, and Utility Undergrounding at S Washington
- Anticipated increase of Federally funded projects will add to overall administrative burden. Grant applications have become more detailed oriented including need for detailed cost estimates and data collection to justify grant awards

SIGNIFICANT CHANGES IN FY2018

- The CIP Engineer/Manager was moved to this new cost center

FY2018 DELIVERABLES

- Master planning for CIP program
- Construction of Roosevelt St. project
- The design completion and start of construction for City Hall renovation

PRIORITIES FOR FUTURE FUNDING

1. Project Concept Development (\$30,000): Funding needed to improve grant application and project scope development process. Historically, the City has had issues with project scoping and funding shortfalls. Professional services may help to set project goals and expectations and make grant funding requests more accurate. Additionally, grant applications are increasingly asking for applicants to provide more detailed cost estimates and project scopes.
2. Mobile Devices (\$4,950): Implementation of mobile computing devices (tablets) to efficiently administer construction projects.

PROPOSED POSITIONS BY FTE – 0.30 TOTAL

- 0.15 Principal Engineer
- 0.15 Civil Engineering Inspector

PROPOSED BUDGET

	FY2016 Actual	FY2017 Adopted	FY2018 Proposed	Percent Change
Expenditures				
Salaries and Wages	\$ -	\$ -	\$ 25,100	-
Benefits	-	-	7,905	-
Professional and Contractual	-	-	-	-
Materials, Supplies, and Other	-	-	7,890	-
Net Expenditures				
Supported by General Revenues	\$ -	\$ -	\$ 40,895	-

Notes:

- This is a new cost center in FY2018

PUBLIC RESOURCES

SUMMARY OF SERVICES PROVIDED

The Public Resources Group is a new cost center within DPW, created to synchronize essential functions and resources for both Operating and Capital Improvement Program (CIP) activities and to provide services for Contracts, Administration, Grants and GIS to Public Works staff, other departments and outside agencies and to assure compliance with standard policies and procedures.

Key components managed and administered by this cost center include:

- Ongoing Procurement and Contracting for goods and services (both professional and nonprofessional) for DPW. Includes wide variety of contractual services such as engineering, architectural, solid waste collection, recycling, landscaping, HVAC maintenance, paving, stormwater pipe lining and custodial services (currently about 85 annual contracts)
- Full continuum of Grants Administration: applications, coordination with other Departments, reporting, Council resolutions, VDOT liaison, compliance, financial reimbursements to the City
- Management of federally-funded construction procurement, including required state/federal review coordination
- Documentation management for CIP construction projects, including all federally-funded capital construction
- Geospatial analysis, development and maintenance (Geographic Information Systems/GIS for not only DPW but also serving other departmental GIS needs)
- Support of stormwater and sewer utilities
- DPW Administration support, including development SMRT notices and scheduling

TRENDS AND ISSUES

- Filing of grant reimbursement requests has increased to over \$1.7 MIL in FY16
- 50% of current and near-future grant projects are now federally-funded, resulting in significant increase of requirements administrative burden
- Staff time now tracked on 33 separate CIP projects
- GIS is a tool for City staff, as well as the public to identify physical features and locations within the City. GIS is also used for tracking and identifying maintenance related programs.

SIGNIFICANT CHANGES IN FY2018

- Staff realignment and establishment of this new Public Resources cost center for FY18

FY2018 DELIVERABLES

- Geospatial/GIS support related to stormwater utility, tax parcels, and Next Gen 9-1-1
- Effective and timely management of ongoing DPW contracts and new procurement efforts
- Federal and CIP construction, Parks projects development and BikeShare procurement
- Procurement for City Hall Public Space & Safety Improvements Projects
- Grant applications as planned and presented to Council
- Continuation of close coordination with Development Services for grants, CIP planning and project development

PRIORITIES FOR FUTURE FUNDING

1. GIS Data Maintenance (\$30,000): Service contracts for performing GIS data collection and input.

PROPOSED POSITIONS BY FTE – 2.35 TOTAL

- 0.50 Public Resources Manager
- 0.70 CIP Grants Administrator
- 0.90 Senior Administrative Assistant
- 0.25 GIS Manager

PROPOSED BUDGET

	FY2016 Actual	FY2017 Adopted	FY2018 Proposed	Percent Change
Expenditures				
Salaries and Wages	\$ -	\$ -	\$ 173,225	-
Benefits	-	-	40,347	-
Professional and Contractual	-	-	200	-
Materials, Supplies, and Other	-	-	23,135	-
Net Expenditures				
Supported by General Revenues	\$ -	\$ -	\$ 236,907	-

Notes:

- This is a new cost center in FY2018

SOLID WASTE & RECYCLING

SUMMARY OF SERVICES PROVIDED

Solid waste and recycling collection are provided for single family and townhome residents in the City. Commercial and multi-family residents are required to contract directly with providers. Core services include:

- Curbside trash and recycling collection
- Curbside bulk, yard waste and bundled brush collection
- Recycling Center operation and management
- Solid waste code compliance
- Streetscape trash/recycling can installations, operation, and maintenance
- Hazardous waste management
- Regulatory compliance

The Solid Waste and Environmental Programs Coordinator performs extensive public outreach – including publication of program documents, education and outreach materials and organizes/ staffs special events including:

- Spring & Fall Recycling Extravaganza
- Household Hazardous Waste
- Spring & Fall Community Clean-Up
- Spring Mulch Distribution
- Composting Workshops
- School and community outreach including FCCPS recycling presentations, field trips to the waste transfer station, and tours/presentations as requested by community groups

TRENDS AND ISSUES

- The City's recycling rate has consistently ranked in the top tier of Virginia jurisdictions, fluctuating between 60-70%. The latest data (from CY 2015) had the City ranked number one in the state with a 68% recycling rate.
- Food waste continues to represent one of the largest fractions of solid waste in Falls Church and in 2015 the EPA elevated its priority by announcing the nation's first food waste reduction goals. Regional composting capacity, a long-time barrier to program development, currently exists and has increased since 2013. Food waste diversion will remain a high priority and pathway to accomplish the goals outlined in the City's Solid Waste Management Plan.
- Contract costs have continued to increase. In FY2017, solid waste collection fees increased 1% and disposal fees increased 3.7%. Recycling Center hauling costs remained 66% higher than FY15. These key contract costs represent 85% of the program's budget.
- Recycling revenues have significantly declined since FY2012 (\$101,000) as a result of market changes, contract costs, and fluctuating tonnages. FY2016 revenues appear to have bottomed out (\$12,000) with FY17 revenues projected to be about \$24,000.

SIGNIFICANT CHANGES IN FY2018

- Contract costs are expected to increase. Disposal costs are expected to increase 3.7% and collection costs are expected to increase 1-3% (annual impact of \$10,000-20,000).
- A large fire at Fairfax County's incinerator on February 2nd 2017 also adds cost and customer service uncertainty. If the facility remains shut down for a prolonged period of time, hauling of waste to more distant locations could result in additional costs. No timeline is currently available.
- As noted above, the trend towards improving recycling markets will likely yield stable or increasing revenue from the sale of recyclables.

FY2018 DELIVERABLES

- See services above.

FY2018 PRIORITIES FOR FUTURE FUNDING

1. Compost programs (\$25,000): The Solid Waste Program piloted a food waste collection station at the farmers market in FY2016-17. After the first five months, 11 tons were composted and an average of 100 people visited the collection station each Saturday to discuss composting and/or participate. Trends indicate sustained participation. Responding to resident demand, the Solid Waste Program piloted a 24/7 community drop-off program in FY2017. The increased convenience had a positive impact on overall participation. Proposed funding will grow citywide compost programs including curbside collection services. This funding level will fully support the expected participation rate (10-20%) if launched as a voluntary program.
2. Expanded education and outreach programs (\$8,000): Sustained public outreach is critical to achieving waste diversion goals outlined in the City's Solid Waste Management Plan. This funding includes outreach programs directed to the City's business and multi-family community who generate 60% of the City's waste but have not traditionally been targets of such programs.
3. Expanding recycling options at the City's Recycling Center (\$10,000): The public recycling center of the leading jurisdiction in Virginia should be emblematic of innovative recycling options. This funding will expand current offerings from items accepted in a curbside cart to hard-to-recycle items such as expanded polystyrene foam, plastic bags, etc.
4. Additional Household Hazardous Waste (HHW) Event (\$12,000): The City used to provide two HHW events annually. City residents may dispose of HHW at the Fairfax County Solid Waste Transfer Station but hosting an additional event in Falls Church, which is more convenient, is projected to improve the capture rate and prevent HHW from entering the general waste stream or local environment.

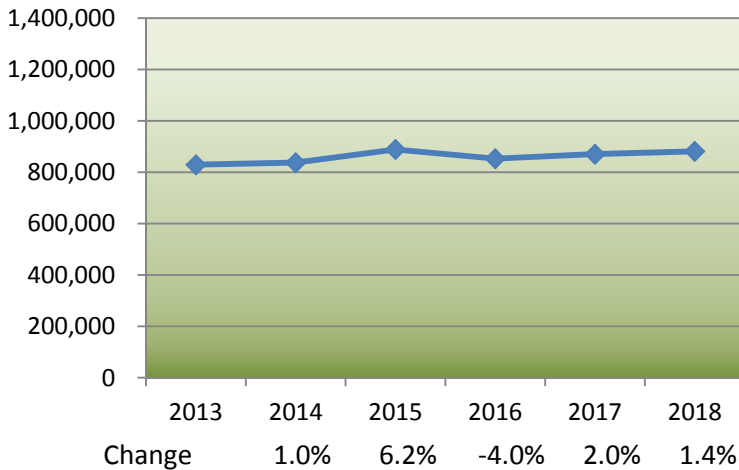
PROPOSED POSITIONS BY FTE – 1.00 TOTAL

- 1.00 Solid Waste Programs Coordinator

PROPOSED BUDGET

	FY2016 Actual	FY2017 Adopted	FY2018 Proposed	Percent Change
Expenditures				
Salaries and Wages	\$ 84,415	\$ 85,589	\$ 90,068	5.23%
Benefits	24,535	22,668	22,968	1.32%
Professional and Contractual	698,171	748,094	749,494	0.19%
Materials, Supplies, and Other	34,274	13,872	14,628	5.45%
Capital Outlay	40,429	-	5,000	-
Total Expenditures	881,824	870,223	882,158	1.37%
Revenues				
State Grants	6,427	6,500	5,000	-23.08%
Charges for Services	69,874	72,000	72,000	0.00%
Total Revenues	76,301	78,500	77,000	-1.91%
Net Expenditures				
Supported by General Revenues	\$ 805,523	\$ 791,723	\$ 805,158	1.70%

ADOPTED BUDGET TREND: FY2013-2018



Notes:

- FY2015 reflects increasing hauling, handling, and disposal costs; and decreasing revenues from Recycling.
- FY2016 reflects less drastic reduction in recycling revenues and increases in contract costs than had been anticipated for FY2015.
- FY2017 solid waste collection fees increased 1% and disposal fees increased 3.7%.
- FY2018 Disposal costs are expected to increase 3.7% and collection costs are expected to increase 1-3%.

HIGHWAYS, STREETS, & SIDEWALKS

SUMMARY OF SERVICES PROVIDED

All public roadways within the City (including Rte. 29 and Rte. 7) are operated and maintained by the Department of Public Works. The City is reimbursed by VDOT for a portion of the operating and maintenance costs under the State's Urban Highway program. Routine maintenance and operations performed by the City include:

- Pavement repair (potholes)
- Sidewalk and curb/gutter repair
- Pavement rehabilitation and reconstruction
- Pavement markings
- Sign installation and refurbishment
- Collecting and/or clearing debris caused by severe weather
- Emergency response in Right-of-Way
- Maintaining bus shelters, benches, bike racks and trash cans

The Department of Public Works manages the construction and maintenance of all City streets, including street paving and repairs, curb and gutter replacement, and sidewalk repair and construction. Approximately 300 linear feet of curb and gutter are replaced annually, along with approximately 550 square yards of sidewalk. City crews use approximately 500 tons of asphalt annually to repair City streets. The City receives funding from the Virginia Department of Transportation to offset a portion of these costs. Crews under this cost center provide many other services, some of which are allocated to other cost centers, such as leaf collection, snow removal, and assistance with storm sewer maintenance.

TRENDS AND ISSUES

- In FY 2016, the City installed \$8,260 of new striping. As the City increases the quantity of striping on the streets, it will be necessary to budget for refurbishment after 2-5 years.
- Maintenance of new bus shelters, signs and pavement markings
- Increase sign, ADA ramps and pavement markings

SIGNIFICANT CHANGES IN FY2018

- Operations have taken on more responsibilities for the signal maintenance
- A hotel tax generating approximately \$60,000 has been added to the budget

FY2018 DELIVERABLES

- Replacement of approximately 300 feet of curb, gutter, and sidewalk (0.1% of city's inventory)
- Training and certification for crews to maintain signal equipment
- Refresh of 1/3 of city's crosswalks and stop bars
- Proceeds from Hotel Taxes will be used for the enhancement of the downtown area, including hanging tree planter maintenance and holiday tree lighting.

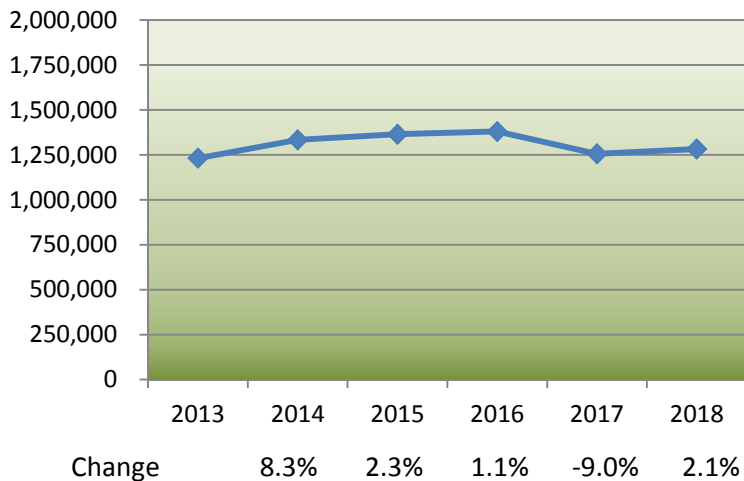
PROPOSED POSITIONS BY FTE – 10.85 TOTAL

- 0.25 Superintendent of Public Works
- 0.20 Asst. Superintendent
- 0.40 Sr. Administrative Assistant
- 2.00 Senior Maintenance
- 2.00 Crew Leader
- 5.00 Maintenance Worker
- 1.00 Equipment Operator
- Salary from this cost center is allocated to Snow 4105, and Leaf Collection 4205

PROPOSED BUDGET

	FY2016 Actual	FY2017 Adopted	FY2018 Proposed	Percent Change
Expenditures				
Salaries and Wages	\$ 494,281	\$ 505,665	\$ 515,400	1.93%
Benefits	205,522	181,791	199,912	9.97%
Professional and Contractual	331,297	111,340	196,340	76.34%
Materials, Supplies, and Other	311,278	306,715	310,365	1.19%
Capital Outlay	287,010	150,000	60,000	-60.00%
Total Expenditures	1,629,388	1,255,511	1,282,017	2.11%
Revenues				
Charges for Services	2,595	2,500	2,500	0.00%
State Grants	566,684	714,847	845,181	18.23%
Total Revenues	566,684	714,847	845,181	18.23%
Net Expenditures Supported by General Revenues	\$ 1,062,704	\$ 540,664	\$ 436,836	-19.20%

BUDGET TREND: FY2013-2018



Notes:

- FY2015 includes money to replace the City's Front End Loader which was transferred to Fairfax Water as part of the sale.
- FY2016 includes money to replace two dump trucks
- FY2017 reduction due to transfer of paving funds to Transportation Engineering Cost Center

SNOW & ICE REMOVAL

SUMMARY OF SERVICES PROVIDED

The Department of Public Works, using City crews and private contractors, provides for the timely removal of snow/ice from City streets and public parking lots to ensure safe travel for citizens and emergency equipment. Approximately 120 tons of salt are laid down during a typical event to inhibit the formation of ice on our streets. DPW tries to apply the minimum amount of salt necessary to establish safe conditions with each event in order to minimize the salt’s effects upon the City’s trees and streams. Crews plow and/or treat 72 lane miles with each complete pass through the City.

TRENDS AND ISSUES

- The frequency and intensity of storms decreased for FY 2017

FY2018 DELIVERABLES

- Budget provides resources to respond to 6-8 typical (2”-6”) storm mobilizations

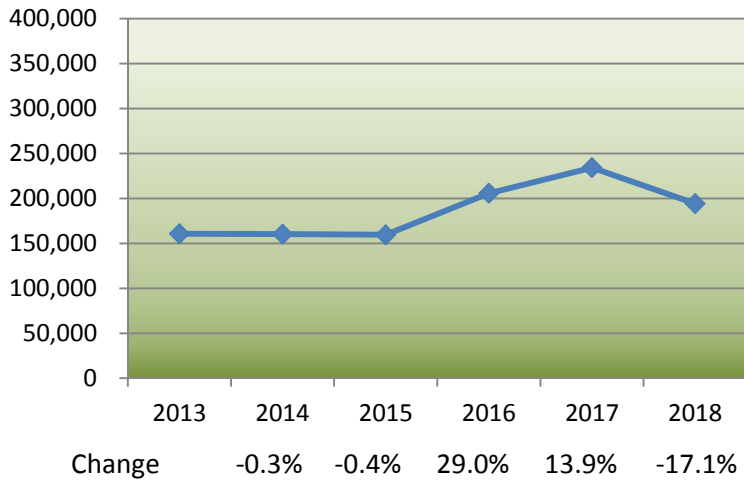
PROPOSED POSITIONS BY FTE – 0.00 TOTAL

- Employees are assigned from the Highways, Streets and Sidewalks crews as needed.

PROPOSED BUDGET

	FY2016 Actual	FY2017 Adopted	FY2018 Proposed	Percent Change
Expenditures				
Salaries and Wages	\$ 155,733	\$ 65,952	\$ 65,952	0.00%
Benefits	31,988	16,733	16,764	0.19%
Professional and Contractual	56,446	11,500	11,500	0.00%
Materials, Supplies, and Other	67,326	100,000	100,000	0.00%
Capital Outlay	89,541	40,000	-	-100.00%
Total Expenditures	401,035	234,185	194,216	-17.07%
Revenues				
State Grants	361,546	205,185	145,216	-29.23%
Net Expenditures				
Supported by General Revenues	\$ 39,489	\$ 29,000	\$ 49,000	68.97%

BUDGET TREND: FY2013-2018



Notes:

- FY2016 reflects increased snow mobilizations observed in FY14 and FY15.
- FY2016 includes replacement of (1) salt spreader.
- FY2017 includes the purchase of a spreader rack.
- FY2018 Decrease for equipment purchased in FY2017

LEAF COLLECTION

SUMMARY OF SERVICES PROVIDED

The Department of Public Works provides collection, transport and disposal of all leaves raked to the curb by residents during the designated leaf collection season, from mid-October to mid-December. After collection, leaves are ground into mulch and made available to residents. Approximately 5,000 cubic yards of leaves are collected annually. Specific activities include:

- Residential Leaf Collection
- Leaf Grinding
- Leaf Mulch Distribution

TRENDS AND ISSUES

- Anticipated loss of grinding site adjacent to GMHS in the coming years will result in increased costs and/or reduction of services

FY2018 DELIVERABLES

- (3) passes for collection of residential leaves
- (2) mulch loading events at recycling center

PRIORITIES FOR FUTURE FUNDING

1. Two vacuum units (\$50,000): Two of our vacuum units are more than 20 years old and need to be replaced.

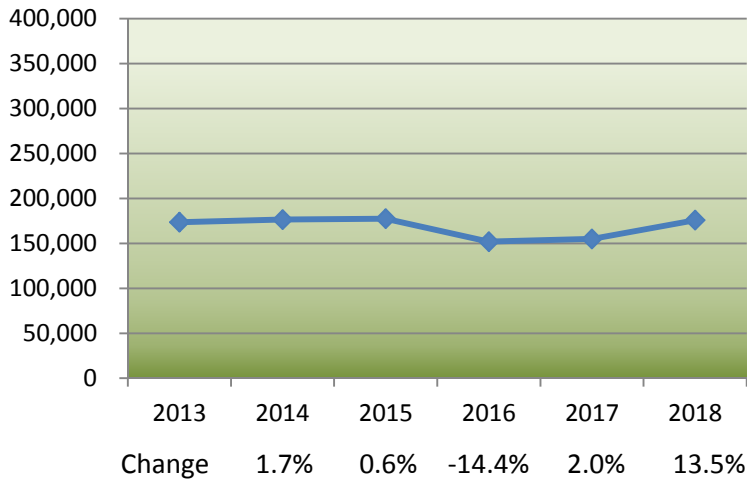
PROPOSED POSITIONS BY FTE – 0.00 TOTAL

- Employees are assigned from Highway, Streets and Sidewalks crews. Temporary labor is also used.

PROPOSED BUDGET

	FY2016 Actual	FY2017 Adopted	FY2018 Proposed	Percent Change
Expenditures				
Salaries and Wages	\$ 93,722	\$ 80,200	\$ 95,200	18.70%
Benefits	30,118	24,688	30,603	23.96%
Professional and Contractual	9,306	30,000	30,000	0.00%
Materials, Supplies, and Other	26,436	20,000	20,000	0.00%
Total Expenditures	159,583	154,888	175,803	13.50%
Revenues				
State Grants	108,963	117,160	136,603	16.60%
Net Expenditures				
Supported by General Revenues	\$ 50,620	\$ 37,728	\$ 39,200	3.90%

BUDGET TREND: FY 2013-2018



Notes:

- FY2016 reflects elimination of contracted services
- FY2018 increase for salaries to adequately perform task for leaf collection.

GENERAL SERVICES

SUMMARY OF SERVICES PROVIDED

The City owns and maintains 11 major facilities and 11 ancillary facilities:

- City Hall
- Community Center
- Library
- Cherry Hill Farmhouse and Barn
- Gage House
- Aurora House
- Property Yard Admin and Fleet Maintenance Shop (7100 Gordon Road)
- Property Yard Warehouse (Fairfax Water Lease Space – 217 Gordon Road)
- Property Yard B (7111 Gordon Road)
- Homeless Shelter
- Fire Station #6 (owned by Falls Church, routine maintenance by Arlington County)

General Services supports the operation, maintenance, and repair of these facilities. The major functions include:

- Utilities (electric, natural gas, water/sewer, etc.)
- Janitorial Services
- Preventive Maintenance and Building Systems Management
 - (HVAC, boilers, elevators, plumbing, electrical, generators, structural, cosmetic, fire, envelope, roof, security)
- Emergency Repairs
- Capital Project Implementation

TRENDS AND ISSUES

- Critical strategic decisions must be made regarding maintenance and/or replacement of existing building components at City Hall and the Library – facilities which are expected to be substantially renovated in FY2018-2019

SIGNIFICANT CHANGES IN FY2018

- Increases in maintenance costs at the Community Center, Library and City Hall due to operation of aging equipment
- Added maintenance of the Cherry Hill Barn and ancillary structure

FY2018 DELIVERABLES

- Continued operation and maintenance of the city's inventory of facilities

PRIORITIES FOR FUTURE FUNDING

1. Continued investment in the Capital Replacement of facilities (\$500,000)

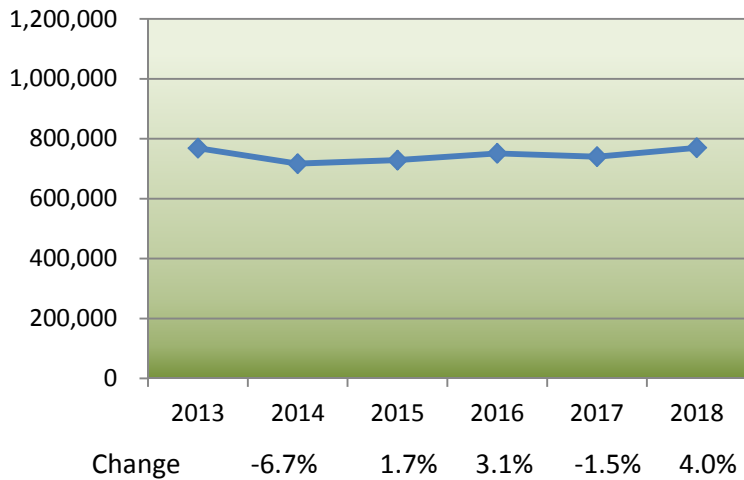
PROPOSED POSITIONS BY FTE – 2.05 TOTAL

- 0.25 Public Works Superintendent
- 0.40 Asst. Public Works Superintendent
- 1.00 Maintenance Technician
- 0.40 Sr. Administrative Assistant

PROPOSED BUDGET

	FY2016 Actual	FY2017 Adopted	FY2018 Proposed	Percent Change
Expenditures				
Salaries and Wages	\$ 154,846	\$ 143,487	\$ 167,393	16.66%
Benefits	57,706	53,120	59,097	11.25%
Professional and Contractual	310,266	377,000	377,000	0.00%
Materials, Supplies, and Other	141,523	166,250	166,250	0.00%
Net Expenditures				
Supported by General Revenues	\$ 664,340	\$ 739,857	\$ 769,740	4.04%

BUDGET TREND: FY2013-2018



Notes:

- FY2018 No significant change in expenditures.

FLEET MAINTENANCE

SUMMARY OF SERVICES PROVIDED

The Department of Public Works provides routine annual maintenance and repair of City owned motor vehicles and equipment. City personnel repair and maintain 88 vehicles and pieces of equipment for the City fleet and 46 vehicles and pieces of equipment for the Schools.

City, school, fire, and rescue vehicles consume approximately 112,000 gallons of fuel (E10 gasoline and B20 bio-diesel) annually.

TRENDS AND ISSUES

- Aging equipment and vehicles
- Addition of new vehicles to City and Schools

FY2018 DELIVERABLES

- Preventive and corrective maintenance for 124 vehicles and equipment pieces (generators, vacuum units, backhoes, trailers, plows, sanders, etc.)
- Gasoline and diesel fuel dispensary management
- Fleet management to include safety inspections, recall processing, and parts management

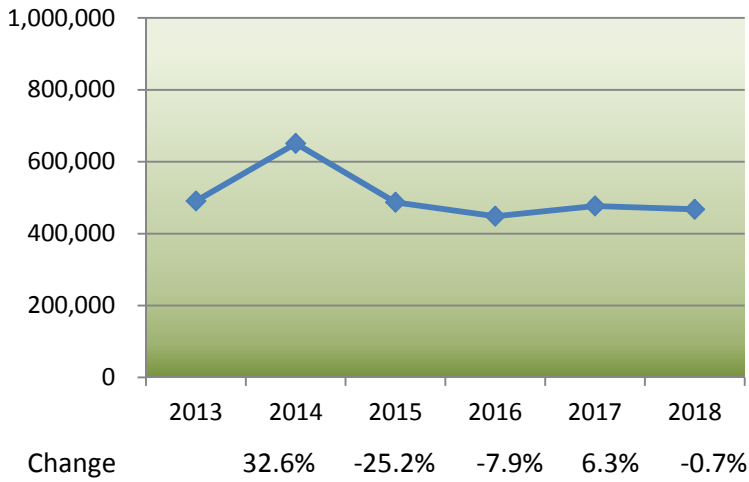
PROPOSED POSITIONS BY FTE – 4.00 TOTAL

- 1.00 Vehicle Maintenance Supervisor
- 1.00 Auto Parts Specialist
- 1.00 Senior Auto Mechanic
- 1.00 Auto Mechanic

PROPOSED BUDGET

	FY2016 Actual	FY2017 Adopted	FY2018 Proposed	Percent Change
Expenditures				
Salaries and Wages	\$ 286,127	\$ 279,446	\$ 269,953	-3.40%
Benefits	105,410	98,479	103,723	5.32%
Professional and Contractual	106,382	103,650	104,850	1.16%
Materials, Supplies, and Other	(57,521)	(4,796)	(5,000)	4.25%
Total Expenditures	440,398	476,779	473,526	-0.68%
Revenues				
Charges for Services	259,197	264,500	287,600	8.73%
Net Expenditures				
Supported by General Revenues	\$ 181,201	\$ 212,279	\$ 185,926	-12.41%

BUDGET TREND: FY2013-2018



Notes:

- FY2014 increase due primarily because of fuel costs, which are passed to users.
- FY2015 reflects reductions to materials and fuel cost as a result of the sale of the water system.
- FY2016 Reflects no significant change.
- FY2017 Reflects no significant change.

URBAN FORESTRY

SUMMARY OF SERVICES PROVIDED

Urban Forestry is responsible for the City's substantial inventory of vegetation. The City is proud to be the longest recognized Tree City USA in the State of Virginia, having been awarded the designation every year since 1979. Specific responsibilities include:

- Maintenance
 - Planting, pruning, care, and removal of approximately 7,000 trees along City streets thousands more in Parks and other City properties
 - Mowing, mulching, and landscape maintenance of 18 City parks and gardens and six City facilities
 - Commercial Streetscape installations along West Broad, South Maple, and North & South Washington Streets, and 22 landscaped areas along other City streets
 - Ten Rain Garden/Bioretenion facilities (partially funded by Stormwater Fund)
 - 19 irrigation systems
- Administrative support and management of the following programs:
 - Tree City USA
 - Neighborhood Tree Program
 - Habitat Restoration Program (removal of invasive and restoration of native plants)
- Enforcement and management of Chapter 44 (Vegetation) and Chapter 48 (Zoning) of the City Code
- Review and inspection of development activity (residential, commercial, and public)
- Administration and liaison for the Tree Commission
- Public outreach and support for the City's Arbor Day celebration

TRENDS AND ISSUES

- Nearly one acre of new streetscape, rain gardens, and City maintained greenspace has been installed in the last decade
- Continued commercial development, city park enhancements (West End Park and Howard Herman Stream Valley Park), and new Rain Garden/Bioretenion facilities have introduced new maintenance responsibilities
- Some larger Site Plan installations have indicated a willingness or desire to privately maintain streetscape enhancements associated with the development
- The City has developed a tree management database, which allows for proactive management of our urban forestry infrastructure

FY2018 DELIVERABLES

- At least monthly servicing of the commercial streetscape installations (landscape maintenance, litter removal, etc.)

PRIORITIES FOR FUTURE FUNDING

1. Maintainance of streetscape (\$25,000): Increase of services for maintaining the existing streetscaping and newly planted streetscaping throughout the City.

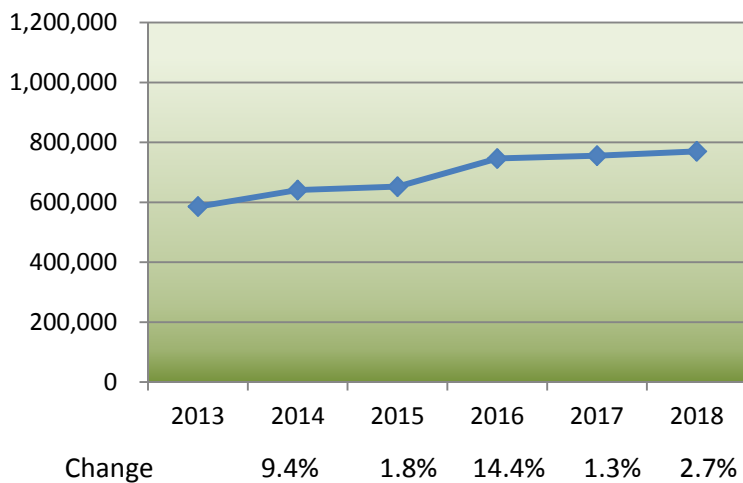
PROPOSED POSITIONS BY FTE – 4.00 TOTAL

- 1.00 City Arborist
- 1.00 Green Space Manager
- 1.00 Green Space Worker
- 1.00 Maintenance Worker

PROPOSED BUDGET

	FY2016 Actual	FY2017 Adopted	FY2018 Proposed	Percent Change
Expenditures				
Salaries and Wages	\$ 265,189	\$ 252,510	\$ 259,860	2.91%
Benefits	98,382	90,566	92,185	1.79%
Professional and Contractual	256,365	299,200	315,000	5.28%
Materials, Supplies, and Other	128,562	113,139	109,000	-3.66%
Total Expenditures	748,497	755,415	776,045	2.73%
Revenues				
Charges for Services	1,452	21,500	1,500	-93.02%
Fines	8,100	5,000	5,000	0.00%
Net Expenditures Supported by General Revenues	\$ 740,397	\$ 750,415	\$ 771,045	2.75%

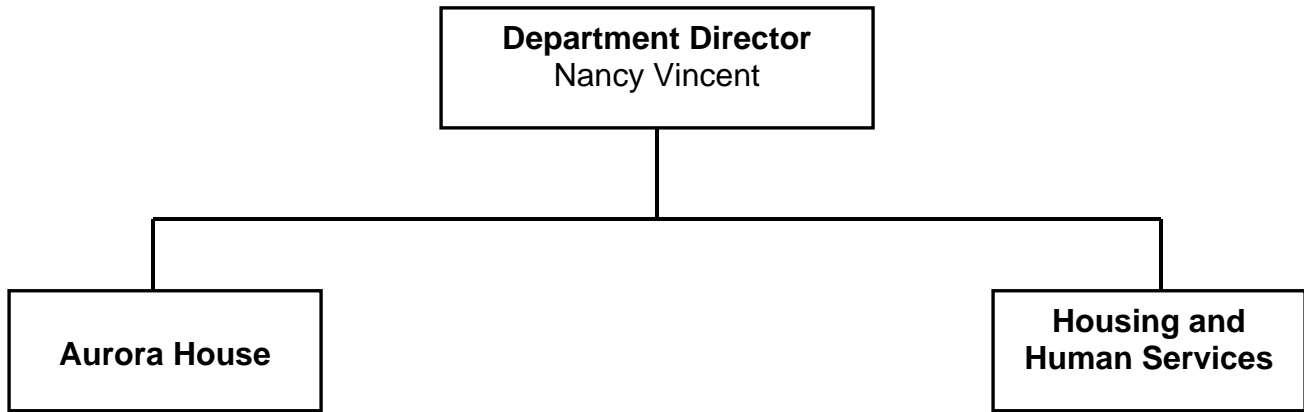
BUDGET TREND: FY2013-2018



Notes:

- FY2016 reflects anticipated increases in maintenance contracts coupled with a recommended increase in Level of Service for the commercial corridors.
- FY2018 No significant change.

DEPARTMENT OF HUMAN SERVICES



The Department of Human Services includes Aurora House and Housing and Human Services. In addition to the direct services provided by these units, the Human Services Department connects citizens to services provided under agreements with neighboring jurisdictions. These include the Area Agency on Aging, Arlington County Judicial and Correctional Services, Fairfax-Falls Church Community Services Board, Fairfax County Department of Family Services, and Fairfax County Health Department.

AURORA HOUSE

SUMMARY OF SERVICES PROVIDED

Aurora House provides residential treatment to adolescent females who are under the formal supervision of the Juvenile and Domestic Relations District Court or who are referred through the Comprehensive Services Act programs for children with serious emotional or behavioral issues. The Group Home has capacity for 12 and serves the Cities of Falls Church and Alexandria as well as Arlington and Fairfax Counties. The City of Falls Church administers the program and receives revenue for its operation from participating jurisdictions based on their proportionate use.

Teenage girls are placed in Aurora House by order of the Juvenile Court or a Written Placement Agreement. The program directly assists girls and their families by providing therapeutic services that address serious emotional, educational, and behavioral problems in a nurturing, structured, and supervised living environment. Since Aurora House is a local program, girls remain in their community and continue to attend their home schools. This allows Aurora House to provide intensive services to parents including family therapy/counseling and parenting education.

Aurora House offers placements of up to a year but also offers short term placements for at risk youth and families in crisis who may need immediate, temporary out of home interventions as an alternative to foster care or possible introduction to the Juvenile Court System or incarceration.

Aurora House services include individual, group, and family counseling, family therapy, educational enrichment, and recreational activities. The Family Therapist/Mental Health Clinician facilitates family therapy sessions and parenting skill sessions. Other therapeutic services include case management, developing individual treatment plans, writing progress reports, facilitating case consultations, and attending Court hearings. Also, members of the community volunteer at the facility providing tutorial services to residents weekly. The Susan Olom Scholarship Fund is managed by the Citizen's Advisory Committee, awarding college scholarships to former Aurora House residents.

TRENDS AND ISSUES

- Needs of clients continue to change with increasing cases with mental health needs and issues, decrease in delinquency cases
- Aurora house has been increasingly providing transitional/step down and reintegration services for children leaving treatment centers

SIGNIFICANT CHANGES IN FY2018

- New federal standards are being implemented requiring additional staff/resident training and facilities improvements. Specialized training will include investigations, medical, and mental health care
- The new standards require a smaller staff to client ratio. Therefore, an additional Residential Counselor is being hired.

FY2018 DELIVERABLES

- Maintain or exceed a parental participation rate of 85%
- Maintain or exceed an annual utilization of 75%
- Maintain or exceed a 90% successful discharge rate
- Maintain or exceed an improvement rate of 75% in school attendance
- Maintain or reduce recidivism rate by 5% 8+.1+.63+.5

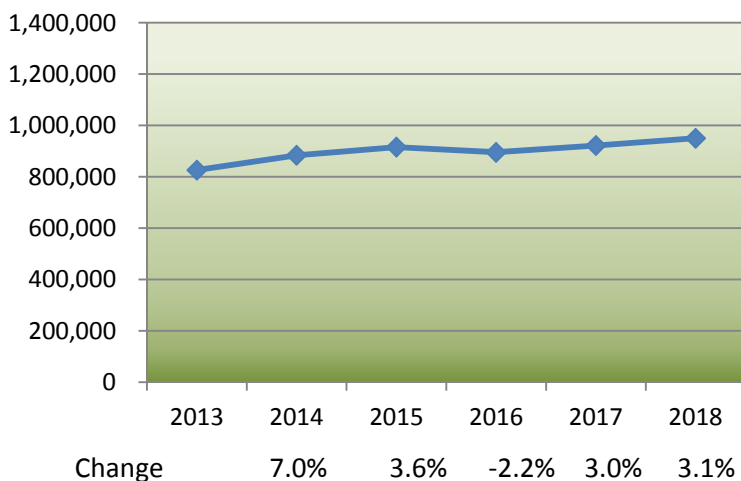
PROPOSED POSITIONS BY FTE – 8.73 TOTAL

- 0.10 Director of Human Services
 - 1.00 Group Home Manager
 - 1.00 Residential Supervisor
 - 5.00 Group Home Counselors
 - 0.63 Food Services Coordinator
 - 1.00 Senior Administrative Assistant
- Temporary staff are employed as relief counselors.

PROPOSED BUDGET

	FY2016 Actual	FY2017 Adopted	FY2018 Proposed	Percent Change
Expenditures				
Salaries and Wages	\$ 602,542	\$ 631,872	\$ 635,936	0.64%
Benefits	170,678	162,847	172,665	6.03%
Professional and Contractual	10,667	14,000	39,870	184.79%
Materials, Supplies, and Other	87,943	93,050	95,300	2.42%
Capital Outlay	10,474	20,000	6,187	-69.06%
Total Expenditures	882,305	921,769	949,958	3.06%
Revenues				
Federal Grants	2,550	2,100	2,100	0.00%
State Grants	120,679	120,679	120,679	0.00%
Charges for Services	717,987	455,085	615,804	35.32%
Other Grants and Contributions	1,000	5,000	5,000	0.00%
Total Revenues	842,216	582,864	743,583	27.57%
Net Expenditures Supported by General Revenues	\$ 40,088	\$ 338,905	\$ 206,375	-39.11%

BUDGET TREND: FY2013-2018



Notes:

- Costs for Aurora House are paid by participating jurisdictions based on utilization and per diem rates.
- Typically, about 10% of Aurora House funding comes from the City.

JUVENILE & COURT SERVICES

SUMMARY OF SERVICES PROVIDED

The City participates in the operation of several regional juvenile court programs and the Northern Virginia Juvenile Detention Center. These services are purchased from Arlington County, Alexandria City, and private vendors. In FY2017, the City also fully contracted out its court services unit to Arlington County. For these programs, the City pays only for its actual use of the service based on a per diem rate or an agreed upon formula. By cooperating with other jurisdictions to provide these services, the City is able to greatly expand the alternatives available for youth at significantly lower costs.

Additionally, in FY2017, the City began contracting with Arlington County for the full array of services provided by the Court Services Unit (CSU) rather than provide the services in-house. These services include intake, probation, and treatment services for juveniles and adults who come before the Falls Church Juvenile and Domestic Relations District Court (JDR). The JDR Court has jurisdiction in cases involving juveniles as well as when offenses are committed against family members. Cases typically include child custody, child abuse and neglect, truancy, running away from home, juvenile delinquency, and domestic violence.

The CSU provides three general types of services: Court Intake and Diversion, Adult Probation, and Juvenile Probation. The Court intake and diversion service assists victims, police officers, parents, school officials, and child welfare professionals in filing complaints or petitions seeking court action. Adult Probation supervises adult offenders before the court for domestic violence or offenses against juveniles and monitors their compliance with court-ordered sanctions, counseling, and adult protective orders. Juvenile Probation serves the City’s most troubled youth. The unit applies a balanced approach in order to protect the community consisting of three separate yet equally important pieces: competency development, community safety, and accountability. Competency development is achieved through a variety of services that build positive skills and cognitive abilities that allow juveniles to become law-abiding members of the community upon their release from supervision. The community safety component is accomplished through the use of community supervision and/or secure confinement. Finally, a structured system of incentives and graduated sanctions is used to ensure accountability.

TRENDS AND ISSUES

- There continues to be a need for detention services within the City of Falls Church.

	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>
Falls Church Juvenile Detention Bed Days:	41	93	105

The increases for FY2015 and FY2016 can be attributed to multiple juveniles absconding from court ordered placements.

SIGNIFICANT CHANGES IN FY2018

- This will be the first full year that the Court Services Unit will be fully contracted with Arlington County.

FY2018 DELIVERABLES

- 100% of juveniles who require mental health services receive them within a timely fashion.
- 85% of juveniles who require substance abuse services will complete them successfully.
- Utilizing other case management directives, the number of juvenile detention bed days in FY2017 is expected to remain under 125.

Juvenile & Court Services

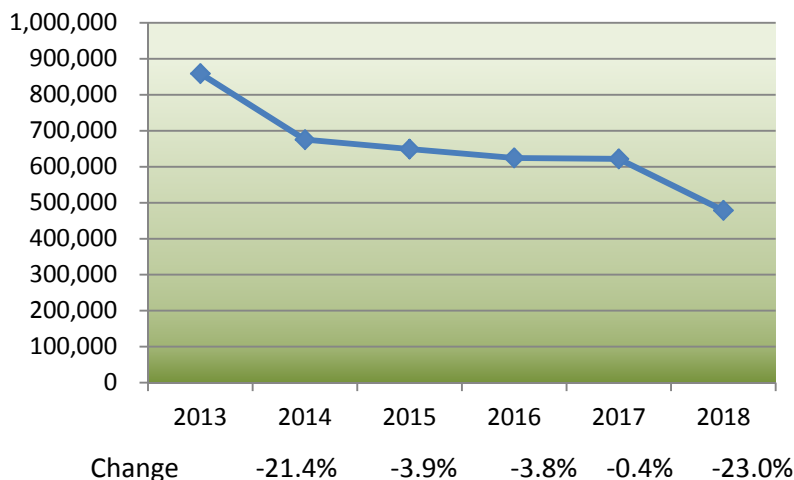
- Coordinate placement of one boy in the Argus House Boys' Group Home, two girls in Aurora House Girls' Group Home, approximately four youths in the Detention-Diversion Program, and refer 20 clients to perform community service through Offender Aid and Restitution (OAR).
- Through the Fairfax-Falls Church Comprehensive Services Act (CSA), arrange for approximately seven to ten youths to receive Home-Based counseling and psychological and psychiatric assessments, and one youth to enter residential treatment.
- Work with the schools to identify at risk youth in danger of involvement with the juvenile justice system
- Follow best practices on effectively managing juveniles with substance abuse and mental health issues
- At least 80 percent of all juvenile cases will successfully complete probation, and recidivism rates, within one year, among juveniles will be no greater than 10 percent
- At least 75 percent of all adult cases will successfully complete probation, and the recidivism rate, within one year, among adults will be no greater than 20 percent
- Work with the Falls Church City Public Schools to identify those juveniles involved with substance abuse and provide services prior to any court involvement.

PROPOSED POSITIONS BY FTE - 0.00 TOTAL (Services are contracted)

PROPOSED BUDGET

	FY2016 Actual	FY2017 Adopted	FY2018 Proposed	Percent Change
Expenditures				
Salaries and Wages	\$ 214,695	\$ 184,950	\$ -	-100.00%
Benefits	63,648	62,174	-	-100.00%
Professional and Contractual	243,251	347,842	478,577	37.58%
Materials, Supplies, and Other	20,771	26,720	-	-100.00%
Total Expenditures	547,695	621,686	478,577	-23.02%
Revenues				
State Grants	56,149	54,000	-	-100.00%
Total Revenues	56,149	54,000	-	-100.00%
Net Expenditures				
Supported by General Revenues	\$ 491,546	\$ 567,686	\$ 478,577	-15.70%

BUDGET TREND: FY2013-2018



Notes:

- City use of Argus House boys group home has increased
- In FY2017 the City began contracting with Arlington County for the full array of services of the Court Services Unit. These services are no longer provided in-house. The reduction in cost stemming from this move is shown in FY18.

JUDICIAL SERVICES: JDR – ARLINGTON

SUMMARY OF SERVICES PROVIDED

The 17th Judicial District combines Falls Church and Arlington County. City support for the Judicial Services provided through this cost center includes those of the Juvenile and Domestic Relations District Court (JDR). The City receives numerous services from various offices of the court system operated by Arlington County because the City jointly uses these services and pays a proportional share of the County’s costs. For FY2018, Falls Church is estimated to be 5.61 percent of the combined population of Arlington County and the City of Falls Church.

FY2018 DELIVERABLES

- The court in Falls Church will conduct approximately 250 hearings and anticipates 125 new cases.

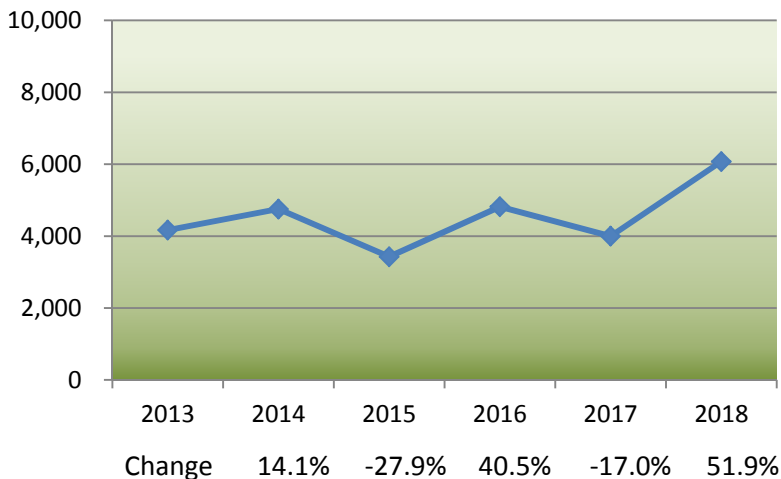
PROPOSED POSITIONS BY FTE – 0.00 TOTAL

- Contractual services provided through agreement with Arlington County.

PROPOSED BUDGET

	FY2016 Actual	FY2017 Adopted	FY2018 Proposed	Percent Change
Expenditures				
Professional and Contractual	\$ 4,818	\$ 3,999	\$ 6,074	51.89%
Net Expenditures				
Supported by General Revenues	\$ 4,818	\$ 3,999	\$ 6,074	51.89%

BUDGET TREND: FY2013-2018



Notes:

- The City pays Arlington a proportionate share of costs for Judicial Services. For FY2018, this will be 5.61%.

HOUSING AND HUMAN SERVICES ADMINISTRATION

SUMMARY OF SERVICES PROVIDED

Housing and Human Services enhances lives in the City of Falls Church by offering a range of services, particularly for the City's most vulnerable residents. Services include providing low and moderate income housing, housing counseling, landlord/tenant information, emergency financial assistance, subsidized transportation, rent relief, advocacy, and case management. Referrals are given for food, dental care, shelter, and assisted living, among other things. Three grant programs support the work of nonprofits serving City residents. Additionally, staff provide general information and referral services. Particular focus is directed at seniors, at-risk families and individuals, residents with limited English proficiency, victims of domestic violence, individuals with disabilities, homeless individuals, and households with low and moderate incomes.

TRENDS AND ISSUES

- Number of residents requesting advocacy and intervention decreased 12% over last year
- Provision of information and referral increased 25% from last year
- Number of housing counseling requests increased 23% last year
- Landlord/tenant interventions remained consistent from last year while assistance with evictions decreased from previous year.
- Number of Affordable Dwelling Units increased from 46 to 64 last year
- Rental –The median rents in the City have seen a 65% increase from \$965 to \$1,588 since 2000. The percentage of City renters paying greater than 30% of monthly income towards rent have increased from 31% to 41% since 2000.
- Homeownership – From 2000 to 2014 the cost of detached single family homes has increased by 132%. In addition the attached homeownership units have increased by 137% and condos by 226%.
- Number of referrals for food has been consistent from last year
- Number of referrals for dental services has been consistent from last year

FY2018 DELIVERABLES

- Make at least 300 contacts to provide advocacy and intervention services
- Provide 2,200 responses to information and referral requests
- Provide housing information in response to 200 requests
- Provide landlord/tenant counseling to 40 residents
- Provide eviction prevention information to 25 residents
- Administer 78 Affordable Dwelling Units (includes 14 new units scheduled to open in 2016)
- Advocacy for the retention and creation of housing affordable to households with low, moderate, and workforce incomes
- Use a variety of tools to maintain the current stock of affordable market rate housing
- Make 35 referrals for food
- Make 30 referrals for dental services
- Monitor contract services with Fairfax Department of Family Services, Fairfax-Falls Church Community Services Board, and Fairfax County Health Department
- Develop a plan for use of City property for a group home for 5 adults with disabilities with preference being given to City residents.

PRIORITIES FOR FUTURE FUNDING

- 1. Expand the low-income housing program, \$15,300

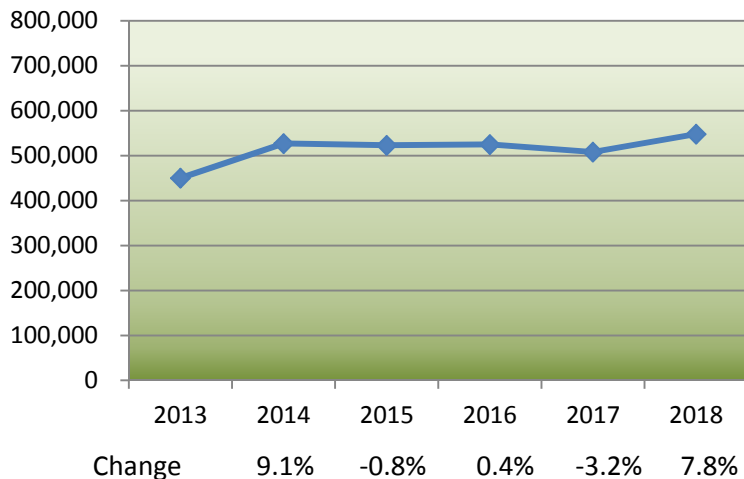
PROPOSED POSITIONS BY FTE – 4.90 TOTAL

- 0.90 Director of Human Services/HHS Manager
- 1.00 Human Services Specialist
- 1.00 Housing Program Analyst
- 1.00 Housing Specialist I
- 1.00 Management Specialist

PROPOSED BUDGET

	FY2016 Adopted	FY2017 Adopted	FY2018 Proposed	Percent Change
Expenditures				
Salaries and Wages	\$ 369,556	\$ 375,749	\$ 406,498	8.18%
Benefits	121,316	110,064	119,162	8.27%
Professional and Contractual	5,448	4,396	4,396	0.00%
Materials, Supplies, and Other	18,714	17,910	17,810	-0.56%
Total Expenditures	515,034	508,119	547,866	7.82%
Revenues				
Charges for Services	-	100	-	-100.00%
Other Grants and Contributions	10,000	-	-	0.00%
Total Revenues	10,000	100	-	-100.00%
Net Expenditures				
Supported by General Revenues	\$ 505,034	\$ 508,019	\$ 547,866	7.84%

BUDGET TREND: FY2013-2018



Notes:

- HHS budget has remained essentially flat

PUBLIC ASSISTANCE PROGRAMS

SUMMARY OF SERVICES PROVIDED

Housing and Human Services connects residents to a variety of services and programs including those to foster healthy and resilient children, youth, and families; to help the elderly and individuals with disabilities maintain self-sufficiency in the community; to assist residents with limited English proficiency; and to assist individuals who are homeless; among other things. Services are provided directly by Housing and Human Services staff, through contracts with Fairfax County, or through grant programs.

TRENDS AND ISSUES

- The number of Medicaid cases maintained per month rose 18% when compared to the previous year
- Families receiving supplemental nutrition assistance (food stamps) remained consistent from last year%
- Child Protective Services and Adult Protective Services investigations decreased by 8% from the previous year
- Fare Wheels transportation program remained consistent in providing taxi vouchers to income eligible elderly and disabled individuals
- The number of households requesting emergency financial assistance to meet their urgent needs remained consistent with the previous year.
- Yearly Rent Relief is provided to 7 income eligible seniors and /or disabled households to offset the burden of increasing rents. The number of recipients has remained the same.
- Community Services Funds provided grants to nonprofit organizations to meet the basic needs of residents such as:
 - Emergency homeless shelter served 36 individuals; legal services 43 residents; reading services for 2 hearing impaired residents; emergency and supportive services and monthly rental assistance to 3 households; and emergency and supportive services to meet basic needs was provided to 36 households
- Provided federally funded Community Development Block Grant and HOME program funds to benefit low and moderate income households such as:
 - Provided 8 households with monthly rental assistance; rehabilitation for 1 home; emergency rental assistance to 8 households; literacy education for 17 households
 - There have been regular decreases in CDBG funding for the past 3 years.

SIGNIFICANT CHANGES IN FY2018

- The Kensington assisted living facility currently under construction will provide services for 1 or 2 low-income City residents.

FY2018 DELIVERABLES

- Provide an array of services to families and individuals in order to support and strengthen families, protect the vulnerable from abuse and neglect, help older adults and those with disabilities maintain their independence, help individuals and families become economically self-sufficient.
- Maintain 140 Medicaid cases monthly through Department of Family Services

Public Assistance Programs

- Provide Supplemental Nutrition Assistance Program (SNAP) support to 50 families per month through Department of Family Services
- Conduct Child Protective or Adult Protective Services investigations through Fairfax County
- Provide Fare Wheels taxi vouchers to 60 low income senior/disabled individuals
- Provide emergency financial assistance to 12 households
- Provide Rent Relief to 7 low income senior/disabled households
- Administer the Community Services Fund
- Administer the federal Community Development Block Grant and HOME program grants. Over 120 City residents will be served.

PRIORITIES FOR FUTURE FUNDING

1. Rental Assistance Payments - \$20,832 will provide assistance to four low-income families to take advantage of the Affordable Dwelling Unit program that currently serves moderate income families.

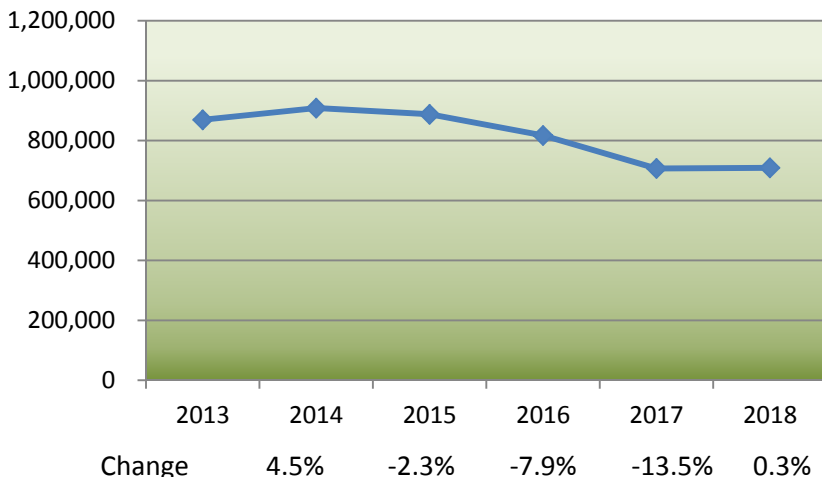
PROPOSED POSITIONS BY FTE – 0.00 TOTAL

- Programs are administered by Housing and Human Services administration or contracted through agreement with Fairfax County.

PROPOSED BUDGET

	FY2016 Actual	FY2017 Adopted	FY2018 Proposed	Percent Change
Expenditures				
Professional and Contractual	\$ 481,629	\$ 504,925	\$ 501,925	-0.59%
Materials, Supplies, and Other	246,951	201,937	207,077	2.55%
Total Expenditures	728,580	706,862	709,002	0.30%
Revenues				
Federal Grants	139,831	76,541	76,541	0.00%
Charges for Services	6,740	6,000	6,000	0.00%
Total Revenues	146,571	82,541	82,541	0.00%
Net Expenditures				
Supported by General Revenues	\$ 582,009	\$ 624,321	\$ 626,461	0.34%

BUDGET TREND: FY2013-2018



Notes:

- Costs are determined by contractual agreement with Fairfax County, based on population and actual service.
- Fairfax County Department of Family Services experienced a reduction in force.

COMMUNITY SERVICES BOARD

SUMMARY OF SERVICES PROVIDED

The Fairfax-Falls Church Community Services Board (CSB) provides services for people in our community who have mental illness, substance use disorders, and/or intellectual disability. The CSB also provides early intervention services for infants and toddlers who have developmental delays. The goal of these programs is to provide specific services to enable City residents to meet treatment needs and to provide programs that will empower them to live self-determined, productive, and valued lives. Housing and Human Services has the responsibility for contract monitoring.

TRENDS AND ISSUES

- Residents receiving mental health services remained consistent from the previous year
- Residents receiving intellectual disabilities services remained consistent
- Residents receiving alcohol and drug services increased by 50%
- Residents receiving services through the Infant and Toddler Connection increased 80% from the previous year.

FY2018 DELIVERABLES

CSB offers a comprehensive menu of preventative and responsive services with the goal of protecting individual dignity and human rights. Staff and contracted services providers include psychiatrists, psychologists, nurses, counselors, therapists, case managers, peer specialists, administrative, and support staff.

- Mental health services provided 107 residents
- Intellectual disabilities services provided to 19 residents
- Alcohol and drug services provided to 15 residents
- Infant and Toddler Connection provided to 34 infants

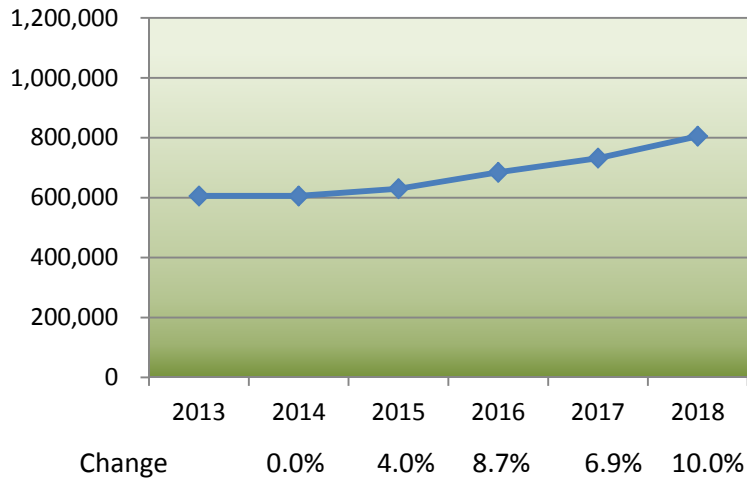
ADOPTED POSITIONS BY FTE – 0.00 TOTAL

- Contractual services provided through agreement with Fairfax County

ADOPTED BUDGET

	FY2016 Actual	FY2017 Adopted	FY2018 Proposed	Percent Change
Expenditures				
Professional and Contractual	\$ 684,613	\$ 731,851	\$ 805,036	10.00%
Net Expenditures				
Supported by General Revenues	\$ 684,613	\$ 731,851	\$ 805,036	10.00%

BUDGET TREND: FY2013-2018



Notes:

- Cost is determined by the CSB in accordance with the contractual agreement with the City.

HEALTH SERVICES

SUMMARY OF SERVICES PROVIDED

The City contracts with the Fairfax County Department of Health to provide a variety of public health services to City residents and businesses. A wide range of services are provided relating to child and maternal health, senior health, communicable disease control, environmental health, and bio-terrorism. The Health Department has five core functions upon which service activities are based: prevention of epidemics and the spread of disease, protecting the public against environmental hazards, promoting and encouraging healthy behaviors, assuring the quality and accessibility of health services, and responding to disasters and assisting communities in recovery.

TRENDS AND ISSUES

- 10% decrease in health clinic visits from the previous year
- Environmental health inspections remained consistent with the previous year
- One resident has been served by adult day care for the previous two years
- The number of enrollees in primary health care services has remained consistent

FY2018 DELIVERABLES

- 285 health clinic visits
- 300 environmental health inspections
- 270 days of adult day care and 400 Fastran rides for 1 residents
- Primary health care services to 20(46 visits) low-income, uninsured residents. 65 residents are currently enrolled.

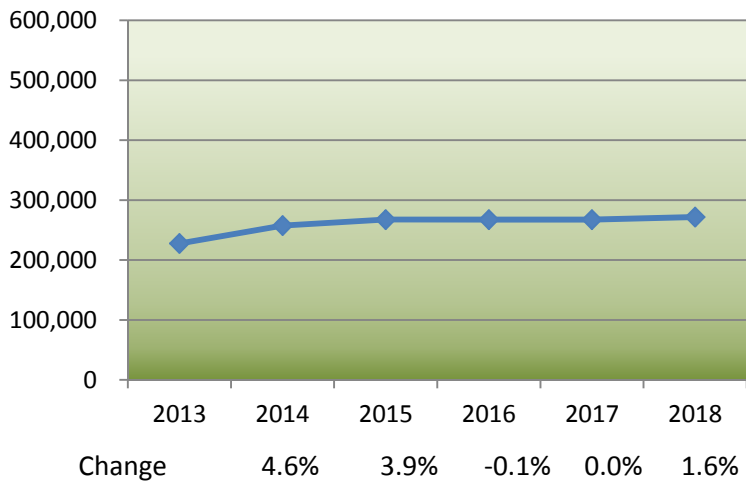
ADOPTED POSITIONS BY FTE – 0.00 TOTAL

- Contractual services provided through agreement with Fairfax County

ADOPTED BUDGET

	FY2016 Actual	FY2017 Adopted	FY2018 Proposed	Percent Change
Expenditures				
Professional and Contractual	\$ 238,145	\$ 267,477	\$ 271,657	1.56%
Net Expenditures				
Supported by General Revenues	\$ 238,145	\$ 267,477	\$ 271,657	1.56%

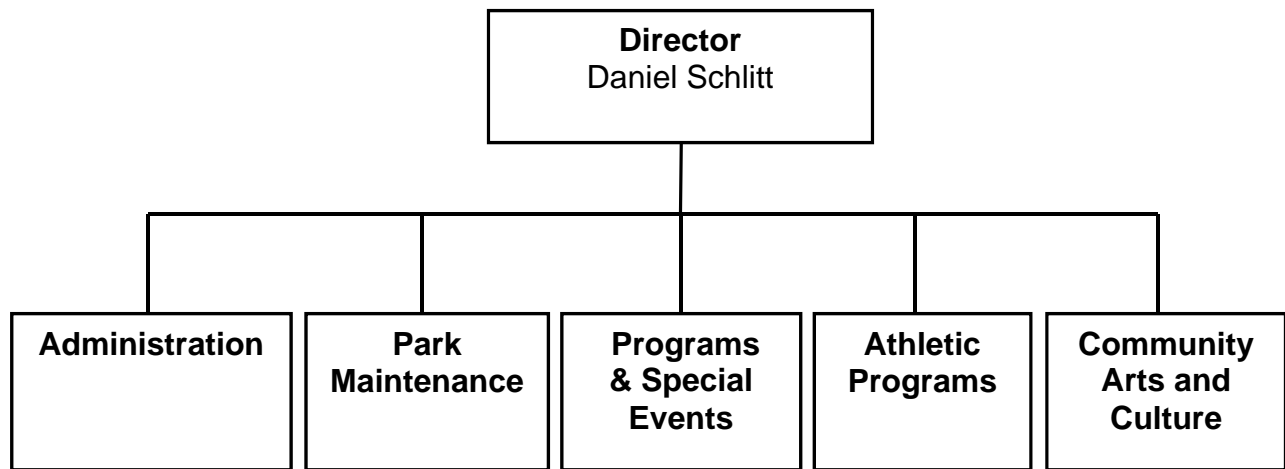
BUDGET TREND: FY2013-2018



Notes:

- Costs are based on population and actual usage for some services in accordance with a contractual agreement.

DEPARTMENT OF RECREATION & PARKS



RECREATION AND PARKS ADMINISTRATION

SUMMARY OF SERVICES PROVIDED

This Cost Center provides funding to support the administration of the Recreation & Parks Department and the supervision and management of the Falls Church Community Center, Cherry Hill Farmhouse, 18 parks, ten tennis courts, ten playgrounds, and five basketball courts.

The Falls Church Community Center houses the administrative offices of the Recreation & Parks Department. The Center, open 357 days a year, operates more than 4,300 hours annually with an estimated 200,000 visits each year. Programs for toddlers, elementary aged children, teenagers, adults of all ages, and seniors are offered. The Community Center serves as a teen center, recreation center, special event venue, senior center, entertainment center, information center, and meeting place. The Community Center continues to be a focal point of the Falls Church community and serves as a place for town hall meetings, public forums, and local, state, and federal elections. The Community Center also serves as the City's emergency shelter.

Over 11,000 registrations for classes, sport programs, field trips, camps and other recreation activities are processed annually. Staff also receives and processes approximately 350 room rental requests for the Community Center, 150 picnic shelter reservations, and 850 tennis court reservations. In addition, the Department anticipates the collection of over two million dollars a year through the assessment of user's fees for programs, activities and rentals.

TRENDS AND ISSUES

- Through the increase in population, we have more class offerings and rentals, resulting in a fully booked building and we have had to turn potential users away
- We continue to register more households every year. In 2016, the Recreation Department registered 1,663 new households, which is 96 more new households than registered in 2015.

FY2018 DELIVERABLES

- This Administration cost center will provide administrative support that will allow us to offer a fun, safe and recreational environment for 200,000 visitors per year in a building that is used for preschool programs, teen programs, senior programs, a wide variety of hobby classes, sporting events, small and large scale special events, private and public meeting space, and room rentals. The Community Center also serves as the hub of the Falls Church Recreation and Parks Department providing customer service and all other administrative and programming responsibilities of the 16.4 FTE professional, maintenance and administrative staff of the Recreation and Parks Department.

PRIORITIES FOR FUTURE FUNDING

1. Community Center Facility Reinvestment – \$10,000 per year. As we reach 15 years post renovation, we need to reinvest in the Community Center and the amenities within such as furniture, bleachers and partitions, additional painting and other improvements not covered by Public Works. Public works handles major facility issues.

PROPOSED POSITIONS BY FTE – 5.80 TOTAL

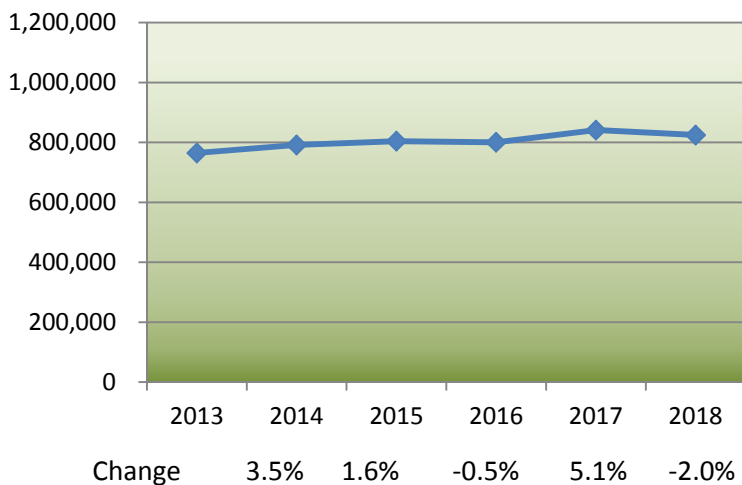
- 1.00 Director of Recreation and Parks
- 1.00 Senior Administrative Assistant
- 1.00 Administrative Assistant
- 2.80 Maintenance Workers

Temporary seasonal labor is also used as needed.

PROPOSED BUDGET

	FY2016 Actual	FY2017 Adopted	FY2018 Proposed	Percent Change
Expenditures				
Salaries and Wages	\$ 400,105	\$ 414,964	\$ 423,785	2.13%
Benefits	124,338	120,253	125,172	4.09%
Professional and Contractual	39,636	42,500	42,000	-1.18%
Materials, Supplies, and Other	229,852	238,461	233,660	-2.01%
Capital Outlay	7,233	25,000	-	-100.00%
Total Expenditures	801,163	841,178	824,617	-1.97%
Revenues				
Charges for Services	42,897	33,000	40,000	21.21%
Other Grants and Contributions	6,061	-	4,000	-
Total Revenues	48,958	33,000	44,000	33.33%
Net Expenditures				
Supported by General Revenues	\$ 752,205	\$ 808,178	\$ 780,617	-3.41%

BUDGET TREND: FY2013-2018



Notes:

- In FY2015, \$9,000 was eliminated from Professional and Contractual expenditures. With online registration and better website visibility, printing and binding costs have decreased..
- There are no significant line item changes in FY2016 or FY2017.
- In FY18 there is a \$5,000 decrease in funding for materials and supplies. This will mean we may not be able to replace items such as tables, chairs, etc. as needed.

PARKS MAINTENANCE

SUMMARY OF SERVICES PROVIDED

This Cost Center provides funding to support the maintenance of parks, park trails, athletic fields, park and playground equipment, outdoor recreational facilities, and turf in parks and around public buildings. These funds are used to enhance the appearance of the public parks and grounds, make them safe to use, and aid in the protection of the City's natural resources through an effective maintenance program.

The staff of the park maintenance crew repairs and paints signs and park equipment as needed; removes trash from parks and public grounds; maintains and prepares fields for athletic events; maintains trails through City parks; removes snow from City-owned sidewalks; and provides assistance to the urban forestry division as needed. The crew also helps with the setup and breakdown for all City special events.

Private contractors are used to augment the maintenance of the City's parks and grounds. The City uses contractors for some turf maintenance, and the maintenance of the athletic fields at Larry Graves Park, Thomas Jefferson Elementary School and Madison Park. Using private contractors saves the City the expense of purchasing large pieces of equipment.

TRENDS AND ISSUES

- Amenities such as new benches and trash receptacles as well as ten new raised flower beds have been added to our parks over the past few years.
- Our two rectangular fields at Thomas Jefferson Elementary School and Madison Park are well maintained and used constantly.
- New maintenance standards should be created and implemented which will require additional funding.
- With no pay-go funding for Master Park Implementation in the Capital Improvements Budget, a larger operating budget is needed.
- City parks have been experiencing major renovations park by park. Recently Lincoln Park, West End Park and Howard E Herman Stream Valley Park have all been through these renovations. This is the new trend, to make improvements park by park. This will continue with major improvements to Cherry Hill Park and Big Chimneys Park in the near future.
- With the expected project to install synthetic turf at Larry Graves Field, the City will need to begin investing in a reserve fund to replace the turf after 9 years.

SIGNIFICANT CHANGES IN FY2018

- With the reopening of Howard E Herman Stream Valley Park, and West End Park, we have seen a large increase in park attendance. This results in increased maintenance needs. We expect to see the same in FY18 when the Cherry Hill Playground Equipment is replaced.

FY2018 DELIVERABLES

- The City operates 18 parks made up of natural open space areas, greenways, and parks with picnic areas, playground equipment, a variety of recreation amenities and large playing fields. This cost center has two major functions. The first function is repairing and replacing park amenities and small pieces of equipment. The second is the basic maintenance of our parks to include upkeep of turf, painting picnic tables and signage, handling erosion, path deterioration, smaller landscape maintenance issues, trash removal and overall cleanliness of the parks. Large overhauls and complete renovations of parks are handled in the CIP. Through this cost center the City's Recreation and Parks Department and maintenance staff will continue to provide quality parks to the City.

Parks Maintenance

PRIORITIES FOR FUTURE FUNDING

1. Repair and Replacement of Equipment – \$25,000 Annually. The replacement and repair of individual pieces of equipment and or amenities within our parks have traditionally been in the CIP but have long been debated as to whether or not they meet CIP requirements. Annual replacement of smaller playground equipment, color coating sport courts and the repair and or replacement of smaller park amenities such as picnic benches, grills, table, etc., should be funded in the operating budget. An annual commitment of an additional \$25,000 is needed. Large overhauls and or full master park implementations will continue to be CIP funded.
2. Development of Maintenance Standards – \$15,000 Annually. With City Council’s approval of the recently updated “Parks for People” plan in the City’s Comprehensive Plan, the Advisory Board of Recreation & Parks and other organizations within the City recommended that best possible scenario for implementing Master Park Plans is to develop and implement a set of maintenance standards. These standards would address turf maintenance, adding color with flowers, annuals and other landscaping features, drainage issues in addition to many other basic maintenance needs related to park aesthetics and functionality.
3. Funding to Maintain Ball Fields – \$10,000 Annually. Our contracted services expense to maintain our ball fields is increasing. For FY2017, savings from supplies were moved to this line item to fund our FY2017 needs, but as these costs continue to increase we will need added funding.
4. Reserve Fund for Turf Field Replacement - \$100,000 Annually. A synthetic turf field has a life cycle of about 9 years. The George Mason Field was recently completed and Larry Graves will need new synthetic turf nine years after it is installed. A fund should be developed to cover the expense of laying new turf.

PROPOSED POSITIONS BY FTE – 3.00 TOTAL

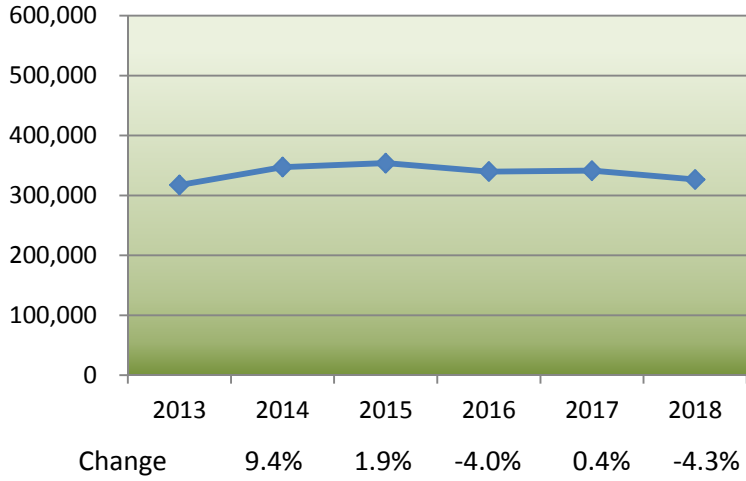
- 1.00 Senior Crew Leader
- 2.00 Maintenance Workers

PROPOSED BUDGET

	FY2016 Actual	FY2017 Adopted	FY2018 Proposed	Percent Change
Expenditures				
Salaries and Wages	\$ 126,158	\$ 130,776	\$ 136,840	4.64%
Benefits	61,717	69,505	49,778	-28.38%
Professional and Contractual	109,518	106,383	106,383	0.00%
Materials, Supplies, and Other	34,285	34,558	33,558	-2.89%
Net Expenditures				
Supported by General Revenues	\$ 331,677	\$ 341,222	\$ 326,559	-4.30%

Parks Maintenance

BUDGET TREND: FY2013-2018



Notes:

- In FY2016 funding for Professional and Contractual Services, Materials, Supplies & Other is decreased by over \$12,000.
- In FY2018 all funding for Parks Maintenance will remain relatively flat. The decrease is due to changes in benefits due to employee turnover.

RECREATION PROGRAMS AND SPECIAL EVENTS

SUMMARY OF SERVICES PROVIDED

This Cost Center provides funding to support offering a wide variety of recreational programs and activities. Each year more than 550 Hobby classes such as technology, dance, fitness and more are organized and held at the Falls Church Community Center. Special events such as the Memorial Day Parade and Festival and Fall Festival and Taste of Falls Church are attended by over 50,000 people annually. Summer and school break camp registrations currently exceed 5,000 and bring in over \$900,000 in revenues annually to the City. This includes our traditional playground program which offers a low cost eight weeks of crafts, sports, field trips and swimming. Additional programs coordinated in this Cost Center include our award winning Farmers’ Market, Senior Center programming, Teen programming, our licensed preschool, and historical programs held at the Cherry Hill Farm House.

TRENDS AND ISSUES

- This cost center generates over 1.5 million dollars annually with an expectation to reach 1.6 million in FY18.
- With the upcoming renovation of City Hall, we will need to ensure a smooth transition in location for the Farmers Market so that it can move once and move back once so that we are able to keep our customer base.
- With the expected changes to the George Mason High School/Mary Ellen Henderson Campus, we will need to consider how to still offer our summer camps so that we are able to keep our customers.
- Our increasing population within Falls Church and surrounding areas is now more than ever creating a need for more space to run our programs. There were more than ten camps and several programs that could have been offered but were not due to space limitations.

FY2018 DELIVERABLES

- The Falls Church Recreation and Parks Department provides an opportunity to every single City resident to participate in some form of program, class or activity to enjoy for recreational purposes. These offerings include an extensive offering of over 500 hobby classes with over 3,000 participants, summer camp offerings that result in over 5,300 registrations annually, approximately 10,000 senior center visits, a licensed preschool program offering fall, winter/spring and summer sessions, over 20 historical programs open to the public and tours of the Cherry Hill Farmhouse to over 3,000 visitors, over 75 special events and weekly farmers’ markets which over attract over 50,000 visitors per year. Our programs and special events cost center is the highlight of what the Recreation and Parks Department offers to its residents. Revenues exceed expenditures on an annual basis in this cost center.

PROPOSED POSITIONS BY FTE – 6.40 TOTAL

- | | |
|--|--|
| <ul style="list-style-type: none"> • 1.00 Deputy Director • 2.00 Program Supervisors | <ul style="list-style-type: none"> • 2.60 Recreation Specialists • 0.8 Preschool Teacher |
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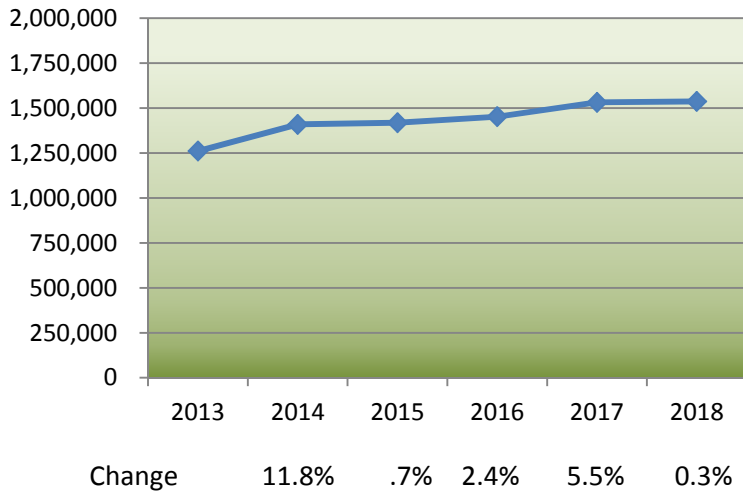
Temporary seasonal labor is also used as needed.

Programs & Special Events

PROPOSED BUDGET

	FY2016 Actual	FY2017 Adopted	FY2018 Proposed	Percent Change
Expenditures				
Salaries and Wages	\$ 467,575	\$ 519,008	\$ 523,828	0.93%
Benefits	127,135	138,166	139,519	0.98%
Professional and Contractual	691,565	703,000	703,000	0.00%
Materials, Supplies, and Other	170,389	171,750	170,380	-0.80%
Total Expenditures	1,456,664	1,531,924	1,536,727	0.31%
Revenues				
Charges for Services	1,580,375	1,554,500	1,602,000	3.06%
Other Grants and Contributions	1,216	-	1,000	-
Total Revenues	1,581,591	1,554,500	1,603,000	3.12%
Net Expenditures				
Supported by General Revenues	\$ (124,926)	\$ (22,576)	\$ (66,273)	193.56%

BUDGET TREND: FY2013-2018



Notes:

- The upcoming renovation/build of George Mason High School will have a significant impact on summer camp programming and revenues.
- The change in Salaries & Wages from FY16 actuals to FY17 and FY18 proposed includes yearly increases but the bulk of the difference is from staff turnover that resulted in underspending.

ATHLETIC PROGRAMS

SUMMARY OF SERVICES PROVIDED

This Cost Center provides funding to support a substantial number of individual and team sports programs and activities for residents of all ages. Youth team sports include spring and fall soccer, flag football and basketball for boys and girls. Team sports for adults include coed volleyball, women's volleyball, coed softball, coed soccer, men's basketball and women's basketball.

All coaches have access to sport specific coaching programs through the Recreation Department. Additionally, background checks are conducted for all coaches as one way of assuring the safety of participants.

Youth sport participation continues to increase. Winter basketball now attracts over 800 participants each year. The spring and fall soccer programs feature more than 400 participants for each season. Flag football has nearly 300 participants each fall. Additionally, nearly 400 of our younger players participate in non-competitive clinics in basketball and soccer. Staff is also involved in helping the Falls Church Lacrosse Program get field space and continues to provide support to the FORCE wrestling club.

Adult team sports attract more than 600 men who play basketball seasonally in the adult basketball leagues and over 200 men and women play softball and volleyball.

TRENDS AND ISSUES

- Indoor and outdoor practice and competition space is at a critical low
- Women's sports are growing with the addition of women's adult volleyball
- With the increase in registrations, we are less reliant on contracting local athletic associations to offer our sports programs, and bringing all teams we can into a house program
- Our youth sport programs continue to grow every year. Our most recent youth leagues included 28 teams in flag football, 69 teams in fall soccer and 89 teams in our winter basketball program.
- Contracted costs for franchise fees and referees continue to increase
- With the expected changes to the George Mason High School/Mary Ellen Henderson Campus, we will need to consider how to continue offering our athletic programs

FY2018 DELIVERABLES

- In FY2018, the Recreation and Parks department will continue to provide a safe and fun environment for youth play sports as well as provide a variety of athletic leagues for adults in different competition levels.

PRIORITIES FOR FUTURE FUNDING

1. Competition Facilities - \$Undetermined. History has dictated that athletic participation will increase with the increased population growth of the City. With this said, the Department of Recreation and Parks has reached a critical need for additional gymnasium and rectangular field space.
2. Operating Expenses - \$Undetermined. As franchise fees and referee costs continue to rise along with increased individual and team registrations, the Recreation and Parks Department will require additional funding in both official and franchise fee costs. Additionally, with any additional field or gymnasium space we may obtain, there may be additional costs for items such as goals, scoreboards, etc.

PROPOSED POSITIONS BY FTE – 1.00 TOTAL

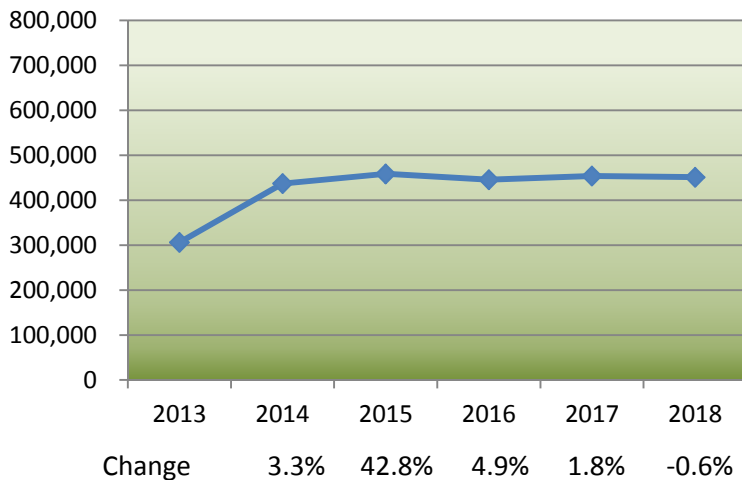
- 1.00 Program Supervisor

Temporary seasonal labor is also used as needed.

PROPOSED BUDGET

	FY2016 Actual	FY2017 Adopted	FY2018 Proposed	Percent Change
Expenditures				
Salaries and Wages	\$ 86,998	\$ 96,067	\$ 95,028	-1.08%
Benefits	18,599	16,035	16,329	1.83%
Professional and Contractual	83,412	102,000	100,000	-1.96%
Materials, Supplies, and Other	255,242	239,700	239,700	0.00%
Total Expenditures	444,251	453,802	451,057	-0.60%
Revenues				
Charges for Services	409,370	432,500	408,000	-5.66%
Net Expenditures				
Supported by General Revenues	\$ 34,881	\$ 21,302	\$ 43,057	102.13%

BUDGET TREND: FY2013-2018



Notes:

- In FY2015, temporary salaries and professional services have incurred slight increases to support additional human resource needs.
- In FY2016 moving youth soccer leagues out of Arlington Soccer Association and running our league in house, the contractual services line has decreased by \$7,000
- Revenues are remaining relatively flat due to the lack of additional field and gymnasium space.

COMMUNITY ARTS AND CULTURAL PROGRAMS

SUMMARY OF SERVICES PROVIDED

This Cost Center provides administrative support to the City's Arts & Humanities Council houses the funding for the cultural arts grant program and provides administration of the grant program. The grant program provides financial support for special projects, events, and work supporting the arts, theatre, culture and history in the City of Falls Church. This effort implements the Council Resolution 2009-36 establishing the arts district and humanities council. Specifically, this program leverages resources, manages a grants program and other designated purposes related to bringing the best in arts and humanities programming to the City of Falls Church citizens.

TRENDS AND ISSUES

- The Arts and Humanities Council serves as a catalyst for arts and culture in the community, increasing the quality of life and property values.
- The Arts and Humanities Council advises City Council on public policy promoting activities, programs, events and strategies that encourage arts, history and cultural education.

SIGNIFICANT CHANGES IN FY2018

- There are no financial changes expected in FY2018. Programmatically, staff will have a more significant role in the grant program.

FY2018 DELIVERABLES

- The annual grants program which consists of program and operational grant funding will continue to be awarded to City non-profits advancing culture and arts in the community, and will continue to be awarded competitively.
- Recreation and Parks staff will continue to act as an active member of the Council and advocate for culture and arts in the community.

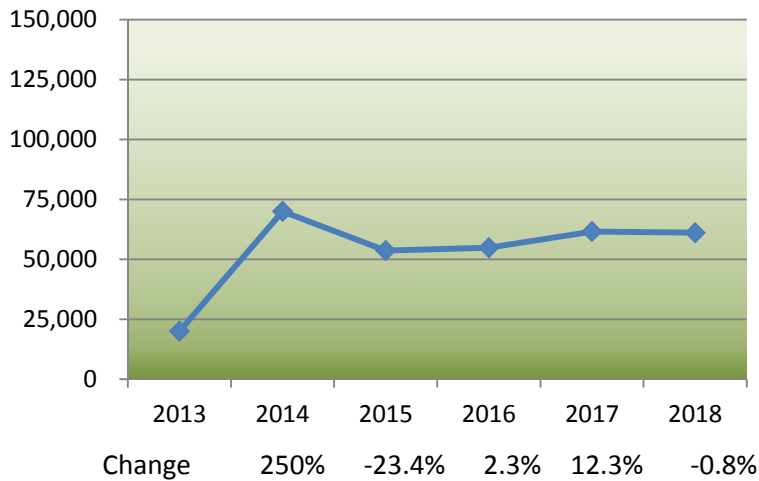
PROPOSED POSITIONS BY FTE – 0.20 TOTAL

- 0.20 Recreation Specialist

PROPOSED BUDGET

	FY2016 Actual	FY2017 Adopted	FY2018 Proposed	Percent Change
Expenditures				
Salaries and Wages	\$ 6,545	\$ 11,787	\$ 12,141	3.00%
Benefits	2,504	4,802	3,943	-17.89%
Materials, Supplies, and Other	44,894	45,000	45,000	0.00%
Total Expenditures	53,943	61,589	61,084	-0.82%
Revenues				
State Grants	5,000	-	-	0.00%
Total Revenues	5,000	-	-	0.00%
Net Expenditures				
Supported by General Revenues	\$ 48,943	\$ 61,589	\$ 61,084	-0.82%

BUDGET TREND: FY2013-2018



Notes:

- The changes in FY2017 are in salaries. This continues to be funded as .2FTE.

DEPARTMENT OF LIBRARY SERVICES

Mary McMahon
Director

SUMMARY OF SERVICES PROVIDED

This department provides library services to the citizens of Falls Church and has reciprocal borrowing agreements with libraries whose jurisdictions are members of the Council of Governments (COG). It promotes open access to library resources that enrich and help all City residents. The collection encompasses all formats: books, periodicals, CDs, DVDs, audio-books, reference databases, eBooks, eMagazines, eMusic, and eAudiobooks. Additional services include:

- 16 public Internet workstations and six online catalogs
- A building that is entirely Wi-Fi accessible
- Two book returns available 24/7
- Renew/reserve materials online, receive overdue/reserve/pre-notification via email
- Two public copiers, one for color copies
- Reference questions answered and computer help as well as one on one trainings on eDevices
- Local History of Falls Church collection
- Inter-library loan services for City of Falls Church citizens
- A wide variety of programs for children, teens, and adults throughout the year
- For the ninth year won the Star Library national award—one of only three in Virginia and the **only** library in the state that has been selected all nine years the award has been given

TRENDS AND ISSUES

- 738 programs last year, 27,087 people attended
- Summer Reading Program for children, teens, and adults: over 2,200 participated last year, a new record! Over the three month summer vacation, the library circulated 126,597 items.
- Registered borrowers up 26% in the last ten years and 83% of Falls Church citizens have an active library card
- Circulation of over 465,000 items annually, up 22% in last ten years
- Library website visits increased over 200%--566,877 visits last year
- The number of reserves on library materials continues to climb with almost 20,500 reserves placed last year
- Over 310,251 visits annually by patrons—up 35% in the last ten years
- “One in, one out” situation with most collections since book shelves are at capacity
- Limited space for programming, e.g. 120 children attending per story hours three times a week
- Building that is physically not holding up to the heavy use it receives—HVAC, plumbing, elevator, energy efficient lighting, plumbing, and ADA issues
- Digital formats are getting heavier usage, but so is the print collection, which will not “go away” for years and years to come, if ever
- Increased use of space for tutoring, use of Wi-Fi to conduct patrons’ own research, study groups
- Revenue from State Aid to Libraries increased slightly from the previous year, but this is a year to year calculation and based on the Legislature’s willingness to fund it
- Neighboring Fairfax County regional library closed for renovation this next year

SIGNIFICANT CHANGES IN FY2018

- All major indicators of use by the public continue strongly with no significant increase in staff, hours of operation, or operating budget
- Use of temporary library assistants to help with workload in Youth Services, Circulation, and Reference (those salaries are part of the library’s Operating Budget)

FY2018 DELIVERABLES

- Provide approximately 700-750 programs a year for all ages
- Answer approximately 67,000 reference questions per year
- Circulate over 465,000 items a year
- Maintain an 83% to 85% of the city population with active library cards
- Catalog 95% of all materials within one month of receipt
- Continue to provide eResources and increase their use by 10% over previous year
- Inform and listen to citizens about the library expansion/renovation project by holding informational meetings, talking with civic organizations
- Prepare, in conjunction with the architects, program and design documents for the library’s expansion/renovation project

PRIORITIES FOR FUTURE FUNDING

1. Upgrade platform for the integrated library system (catalog and circulation system) to Sierra or another system, approximately \$59,000—Note: This is in negotiation right now and may not be an issue in FY18.
2. Possible storage costs for parts of the collection and furniture while the library is being expanded and renovated; \$20,000 in FY19 when the expansion/renovation project is taking place.

PROPOSED POSITIONS BY FTE –17.85 TOTAL

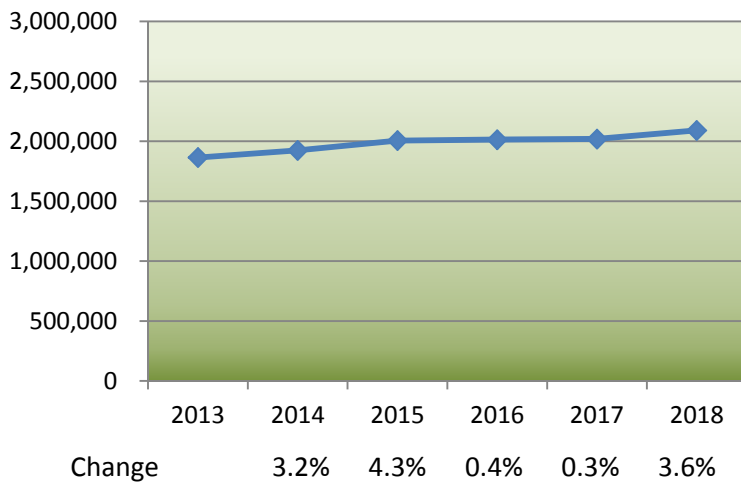
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| • 1.00 Library Director | • 1.00 Reference Services Supervisor |
| • 1.00 Youth Services Supervisor | • 1.00 Senior Administrative Assistant |
| • 2.50 Librarians | • 0.60 Automation Application Specialist |
| • 7.15 Library Assistants | • 1.00 Custodian |
| • 1.00 Circulation Supervisor | • 0.60 Senior Library Page |
| • 1.00 Technical Services Supervisor | |

Temporary workers are also used as Pages and five Library Assistants.

PROPOSED BUDGET

	FY2016 Actual	FY2017 Adopted	FY2018 Proposed	Percent Change
Expenditures				
Salaries and Wages	\$ 1,138,594	\$ 1,166,329	\$ 1,185,867	1.68%
Benefits	371,840	340,146	350,650	3.09%
Professional and Contractual	47,068	3,810	3,410	-10.50%
Materials, Supplies, and Other	481,217	508,636	550,787	8.29%
Total Expenditures	2,038,719	2,018,921	2,090,714	3.56%
Revenues				
State Grants	141,028	141,028	144,360	2.36%
Charges for Services	10,363	7,000	10,000	42.86%
Fines	40,951	45,000	41,000	-8.89%
Other Grants and Contributions	62,897	-	-	0.00%
Total Revenues	255,239	193,028	195,360	1.21%
Net Expenditures				
Supported by General Revenues	\$ 1,783,480	\$ 1,825,893	\$ 1,895,354	3.80%

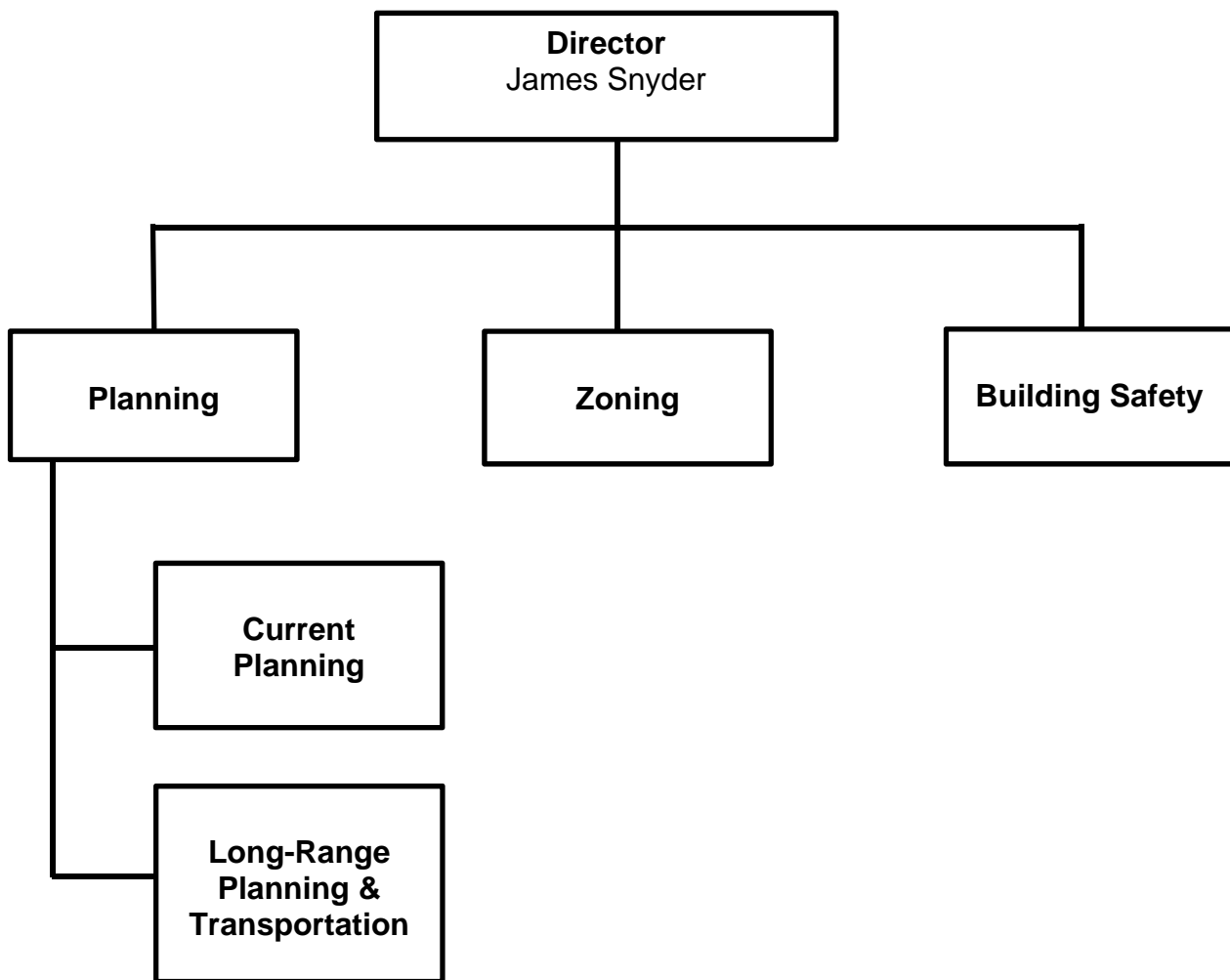
BUDGET TREND: FY 2013-2018



Notes:

- For FY2018, the following are the major changes in the library's budget:
- State Aid monies is projected to decrease slightly(\$783) from the previous year's increase
 - Fine monies have decreased due to electronic resources which are automatically returned on time and email pre-notifications of items coming due
 - Use of temporary staff to cover the increase in service demands and work load

DEPARTMENT OF PLANNING AND DEVELOPMENT SERVICES



SUMMARY OF SERVICES PROVIDED

The Department of Planning and Development Services (DDS) provides services in four overarching areas: (1) Current Planning, (2) Long Range Planning & Transportation Planning, (3) Zoning, and (4) Building Safety.

The Current Planning Team performs the following work:

1. Development and Plan Review and Associated Land Use and Zoning Map Changes
2. City Council support of legislative action on Special Exceptions, Rezonings, and Comprehensive Plan Map Amendments
3. Zoning Ordinance Text Amendments (e.g. Commercial Parking Regulations; Split Lots)
4. Board and Commission Staff Support for standing groups, including Planning Commission, , Historic Architecture Review Board (HARB), Historical Commission. Regular reporting and interaction with the City Council, Economic Development Authority (EDA), Environmental Services Council (ESC)
5. Staff Support for Ad-hoc groups including the Joint City Council Schools Task Force

The Long Range Planning & Transportation Planning Team performs the following work:

1. Plan Development. The team prepares long range planning documents for development and investment in the City. This includes updates to the City's Comprehensive Plan, development of small area plans, and development of master plans.
2. Project Delivery: The team delivers physical projects to realize visions identified in planning documents. Most recently this has included neighborhood traffic calming, residential parking protections, bus shelters, and park projects.
3. Transportation Coordination: The team coordinates with local and regional partners including the Citizens Advisory Committee on Transportation (CACT), the Northern Virginia Transportation Authority (NVTA), the Northern Virginia Transportation Commission (NVTC), the Washington Metropolitan Area Transit Authority (WMATA), and the Council of Governments (COG). The team also tracks specific projects, like I-66 Inside the Beltway.
4. Capital Improvement Program (CIP) and Grants: The team helps to prepare the City's CIP and apply for grant funds to fund capital projects.
5. Development and Project Review: The team reviews private development projects and public infrastructure projects for multimodal transportation issues.

The Zoning team provides the following services:

1. Zoning review of all planning and development projects, including special exceptions, rezonings, site plans, subdivisions, and grading plan.
2. Zoning review of building plans, building permits.
3. Zoning review of sign applications, variances, special use permits.
4. Zoning enforcement and compliance, including monitoring compliance with conditions of approval (e.g. voluntary concessions, site plan conditions, and variance conditions).
5. Zoning Administrator review and analysis of properties, authoring zoning opinion and compliance letters, and assisting in the development of zoning text amendments.
6. Staff support for the Board of Zoning Appeals (BZA) and the Architecture Advisory Board (AAB).

The Counter Services team provides the following services

1. Intake, application and payment processing.
2. Review and issuance of all building and trades permits (e.g. plumbing, electrical, gas) and certificates of occupancy.
3. Review and scheduling of annual pool inspections.
4. Permit intake and issuance to support the Department of Public Works and the Fire Marshal
5. In calendar year 2015 there were **4,088** in-person visitors to the counter, and **5,153** phone calls. Note that in-person visits and phone call are trending down as email and electronic communication use increases.

The Building Safety team performs the following services

1. Enforces the Virginia Uniform Statewide Building Code for commercial and residential structures
2. Enforces the Virginia Property Maintenance Code
3. Reviews all building, electrical, mechanical, plumbing, fuel/gas, energy, accessibility, and fire protection plans for compliance with the Virginia State codes.
4. Conducts field inspections of projects.
5. Staff support and training for the "Board of Building Code and Fire Prevention Code Appeals".
6. Coordinates with the Fire Marshal, Health Department, and others to conduct full code inspections
7. Participates as part of the emergency management response team.

TRENDS AND ISSUES

1. Permits: Permits issued over the last five-years show an upward trend and a continued high level of activity
 - o 2012 – 2,213
 - o 2013 – 2,277
 - o 2014 – 2,725
 - o 2015 – 2,689
 - o 2016 – 2,538
2. Certificates of Occupancy: Certificates of Occupancy issues over the last five-years show an upward trend
 - o 2012 – 167
 - o 2013 – 211
 - o 2014 – 202
 - o 2015 – 242
 - o 2016 – 276
3. Permit Fees: Permit fees collected have increased. This increase reflects an increase in fee amounts to better cover staff time. It also reflects an increase in the number and complexity of redevelopment projects.
 - o 2012 - \$717,763
 - o 2013 - \$809,307
 - o 2014 - \$1,842,055
 - o 2015 - \$1,304,529
 - o 2016 - \$671,063

4. Single Family Home Activity: Single family home construction continues. The bulk of the activity is tear-downs (note the low number of net new homes in comparison to the number of permits).
 - o 2012 – 16 permits, net 3
 - o 2013 – 17 permits, net 7
 - o 2014 – 37 permits, net 6
 - o 2015 – 33 permits, net 7
 - o 2016 – 20 permits, net 6
5. Electronic Plan Review: To keep up with increasing activity, greatly speed up plan review, and reduce the need for paper copies; City staff has increased use of electronic plan review, increased availability of online fillable forms, and electronic scheduling.
6. Development Activity: Develop continues throughout the City.

Project Name	Size	Year
Recently Completed Projects		
24-Hour Fitness		opened 2012
Annandale Road Shopping Center		
Easter Seals Child Care Center	serves 162 children	opened 2013
Good Fortune Grocery	40,000 sq ft commercial	opened 2014
Dominion Jewelers	3,200 sq ft commercial	opened 2014
Hilton Garden Inn	110 rooms	opened 2014
Northgate	105 units 36,735 sq ft commercial	opened 2014
PMA Doctor's Office	11,332 sq ft commercial	opened 2015
Jessie Thackrey School		opened 2015
301 West Broad Street	288 units 64,522 sq ft commercial	opened 2016
Projects Under Construction		
Lincoln at Tinner Hill	224 units 45,000 sq ft commercial	expected completion 2017
Kensington Assisted Living Building	120 beds 3,000 sq ft commercial and art space	expected completion 2017
205 Park Ave	7,183 sq ft commercial	expected completion 2017
Southgate Village Shopping Center. 100 E Fairfax St. "Tulip Building"	26,860 sq ft commercial	expected completion 2017

Projects Approved		
Inns of Virginia	76 hotel rooms	approved 2016
Mason Row	322 units 122-145 hotel rooms 20,000-33,000 sq ft movie theater 67,839 sq ft commercial	approved 2016
Project Applications		
Broad & Washington	304 units 101,300 sq ft commercial	submitted 2016

7. Staff continues to complete long range planning, zoning, and building safety efforts.

Project	Completed
Comprehensive Planning	
Mobility for all Modes	2014
Parks for People	2015
Virginia Tech Student Report on Environmental Sustainability	2016
Vision 2040	Expected 2017
Small Area Planning	
Review and Analysis of Density, Land Values, and Square Footage in Planning Opportunity Areas (POAs)	2011
N Washington Street Small Area Plan	2012
S Washington Street Small Area Plan	2013
Downtown Small Area Plan	2014
Schools Area ULI-TAP	2015
Gordon Road Mini-TAP	2015
W Broad Street Small Area Plan	2016
Master Planning	
Bus Stop and Bus Shelter Master Plan	2013
TDM Report	2013
Neighborhood Traffic Calming Program Update	2015
Bicycle Master Plan	2015
Park Avenue Great Street Concept	2015
Four Mile Run Restoration and Redevelopment Action Plan	2016
W&OD Master Plan: The City's Greenest Street	2016
Streetscape Standards Update	Expected 2017
Project Implementation	
Neighborhood Traffic Calming, Parker Ave & Kent St	2016
Neighborhood Traffic Calming, Pennsylvania Ave	2016
Residential Parking District, Winter Hill	2016
West Broad St street furniture and green bike racks	2016
Bus Shelters	2016-2017

Zoning Updates	
Split Lot Zoning Ordinance Amendment	2014
Increased setback to 20' on Washington and Broad Streets	2014
Updated Commercial Parking Requirements	2016
Change to allow Planning Commission adjustment of required parking for any site plan with a TDM	2016
Added bicycle parking and conversion of space from vehicle to bike parking	2016
Reduced off-site parking agreement term from 30 to 10 years	2016
Amended definition of a "sign", 2nd story signs allowed	2016
Building Safety	
Insurance Services Office audit resulting in improved commercial rating and sustained residential rating	2014
Board of Building Code and Fire Prevention Code Appeals	2015
Began using tablets for field inspection and recording results	2015
Prioritized coordinated code review for commercial projects	2016
Prepared manual/guide to aid commercial applicants in getting through review and permitting process quickly	2016
Started electronic plan review (in addition to paper plan review)	2016

FY2018 DELIVERABLES AND FUTURE PROJECTS

The below list of suggested deliverables for the upcoming fiscal year is based on priorities identified through conversations with community stakeholders. The work plan for the Department scheduled according to priorities set by the City Council and the City Manager.

Additional tasks identified in the Future Projects list can be addressed in future fiscal years or sooner if additional resources are provided.

FY 2018 Deliverable	Future Projects
Development Activity	
<ol style="list-style-type: none"> 1. Mason Row, site plan 2. Inns of Virginia, site plan 3. Broad & Washington, special exception 4. Project Tracking and Voluntary Concession (VC) Compliance – Lincoln at Tinner Hill, 301 West Broad, Kensington 5. Cottage Housing project 	
Plan Development	
<ol style="list-style-type: none"> 1. POA #8 Small Area Plan <ol style="list-style-type: none"> a. COG TLC Grant b. UDA, Urban Design Grant 2. East End ULI TAP (COG-ULI grant) 3. Demographics Chapter Update 4. Land Use and Economic Development Chapter Update 5. Community Profile 	<ol style="list-style-type: none"> 1. Natural Resources, Environmental Sustainability Chapter Update 2. Gordon Road and West End Small Area Plan launch 3. Pedestrian Friendly Principles and Design Standards 4. Consistent with Parks for People, Identify Greenways on Future Land Use Map
Plan Implementation	
<ol style="list-style-type: none"> 1. Bike-Share 2. W&OD Master Plan 3. Neighborhood Traffic Calming 4. Residential Parking Districts 5. Transportation Demand Management 6. Commercial Parking Districts 	<ol style="list-style-type: none"> 1. Bicycle Master Plan: Connecting Communities 2. Pedestrian Wayfinding Signs 3. Historic Walking Tours
Regional Coordination*	
<ol style="list-style-type: none"> 1. NVTA <ol style="list-style-type: none"> a. TransAction Update 2. NVTC <ol style="list-style-type: none"> a. Route 7 Alternatives Analysis 3. WMATA <ol style="list-style-type: none"> a. City Bus Service 4. COG <ol style="list-style-type: none"> a. Chair Planning Directors Technical Subcommittee 5. I-66 Inside and Outside the Beltway 6. Seven Corners redevelopment and transportation network 	<ol style="list-style-type: none"> 1. TPB 2. Rerouting through truck traffic in and around the City <p><i><u>*Staff resources for regional coordination are prioritized to address highest priority issues / largest impact opportunities.</u></i></p> <p><i><u>*Resources are not available to track all issues simultaneously.</u></i></p>

CIP and Grants	
<ol style="list-style-type: none"> 1. Grant Applications: <ol style="list-style-type: none"> a. Transportation Alternatives Program (TAP), b. Recreational Trails Program (RTP), c. SmartScale, d. NVT A 70% Funds, e. Bicycle Pedestrian Safety Program (BPSP) 2. FY 19-23 CIP <ol style="list-style-type: none"> a. Grant Application Schedule b. POA Project Lists 	
Zoning Updates	
<ol style="list-style-type: none"> 1. Establish Arts & Culture District 2. B-Use update 3. Residential Parking Update 4. Greenway Downs Zoning Code Amendment 5. Address nonconforming residential setbacks 	
Building Safety	
<ol style="list-style-type: none"> 1. Launch the “Build Falls Church” Webpage 2. Continue rollout of Electronic Plan Review 3. Create fillable online forms 4. Finalize plan review and field inspection for Lincoln at Tinner Hill, Kensington, and 205 Park Ave 5. Plan review and field inspection for Mason Row 6. Prioritize plan review for small business, commercial fit-outs 	

PRIORITIES FOR FUTURE FUNDING

1. One Half Time Position Counter Services (\$25,000): This part time position will help staff to handle and to assist with the mid-day rush at the Counter. During peak times mid-day when there is heavy customer volume at the Development Services Counter. This will help staff to provide timely service to homeowners, builders and small business owners who frequently need in person assistance at the counter. Funding for this position is potentially available from the fees collected for building and trades permit fees.
2. Funding for interns for planning and zoning support (\$150,000): Temporary and specialized help provides quality, quick products in a cost-efficient way. Intern support can keep projects on schedule and perform research in support of future efforts.
3. Implementation Funds for Demonstration Projects (\$175,000): More communities are using demonstration projects to quickly deliver on long term plans. Demonstration projects can deliver meaningful and usable benefits in months instead of years. Demonstration projects are durable enough to last until permanent installation and allow communities to try things out before building permanent structures.

PROPOSED POSITIONS BY FTE – 19.00 TOTAL

1.00 Director, Planning and Development Services

Planning Division (8.5)

1.00 Planning Specialist/Planning Commission Clerk

Current Planning Team (3.5)

1.00 Program Manager Current Planning / Principal Planner
 2.50 Senior Planners
 Part Time Planning Consultant

Long Range Planning & Transportation Planning Team (4.0)

1.00 Program Manager Future/Transportation Planning / Principal Planner
 1.00 Senior Planner/GIS/Urban Design Specialist
 1.00 Planner, Transportation
 Part Time Planning Consultant

Zoning Division (4.5)

1.00 Zoning Administrator
 0.50 Deputy Zoning Administrator / Senior Planner

Counter Services Team (3.0)

1.00 Senior Development Process Specialists / Team Leader
 1.00 Senior Development Process Specialists
 1.00 Senior Administrative Assistant

Building Safety Division (6.0)

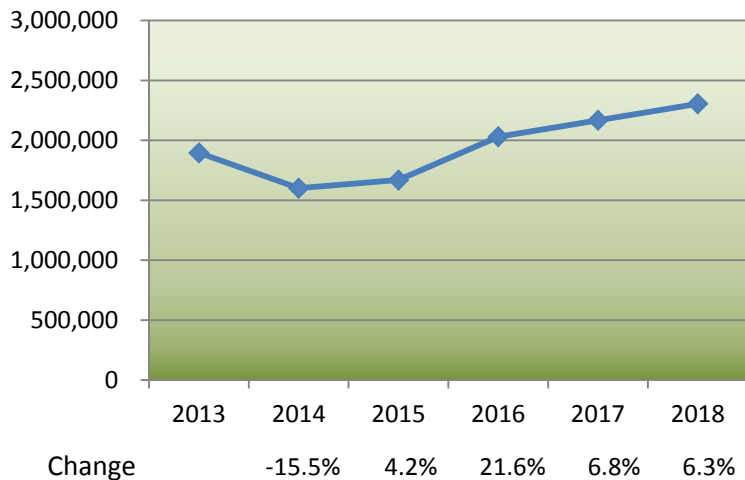
1.00 Building Official
 1.00 Deputy Building Official /Electrical Plan Reviewer Inspector
 1.00 Multi Code Plan Reviewer and Inspector
 1.00 Structural Engineer/Plan Reviewer
 1.00 Building Inspector
 1.00 Development Services Inspector/Zoning Technician

Note: The Department also employs 1.0 FTE Transportation Planner for the Capital Improvement Program

PROPOSED BUDGET

	FY2016 Actual	FY2017 Adopted	FY2018 Proposed	Percent Change
Expenditures				
Salaries and Wages	\$ 1,575,885	\$ 1,600,831	\$ 1,723,508	7.66%
Benefits	492,686	454,051	489,815	7.88%
Professional and Contractual	25,638	38,285	5,500	-85.63%
Materials, Supplies, and Other	70,332	60,260	69,209	14.85%
Total Expenditures	2,186,780	2,167,427	2,305,032	6.35%
Revenues				
Licenses, Fees, and Permits	754,932	1,220,000	1,249,746	2.44%
Use of Inspection Fee Reserves	-	-	-	0.00%
Total Revenues	754,932	1,220,000	1,249,746	2.44%
Net Expenditures				
Supported by General Revenues	1,431,848	947,427	1,055,286	11.38%

BUDGET TREND: FY2013-2018



Notes:

FY 2015

- Projected revenues reflect ongoing increased development activity and building permits.
- A Senior Administrative Assistant was added
- A Transportation Planner was added

FY 2016

- A Structural Building Engineer was added

FY 2017

- A multimodal transportation planner and two planning consultants were added.

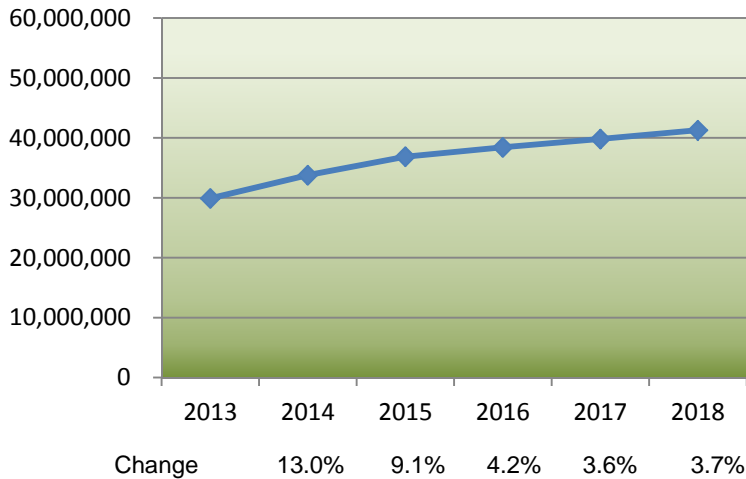
TRANSFER TO SCHOOL BOARD

The following shows the transfer of funds from the General Fund to the School Board. More information can be found regarding the School Board’s budget beginning on page 237.

ADOPTED BUDGET

	FY2016 Actual	FY2017 Adopted	FY2018 Proposed	Percent Change
Expenditures				
Transfer to School Board - Operating	\$ 38,403,956	\$ 39,696,000	\$ 41,178,000	3.73%
Transfer to School Board - Community Services	119,200	121,030	107,500	-11.18%
Net Expenditures				
Supported by General Revenues	\$ 38,523,156	\$ 39,817,030	\$ 41,285,500	3.69%

BUDGET TREND: FY2013–2018



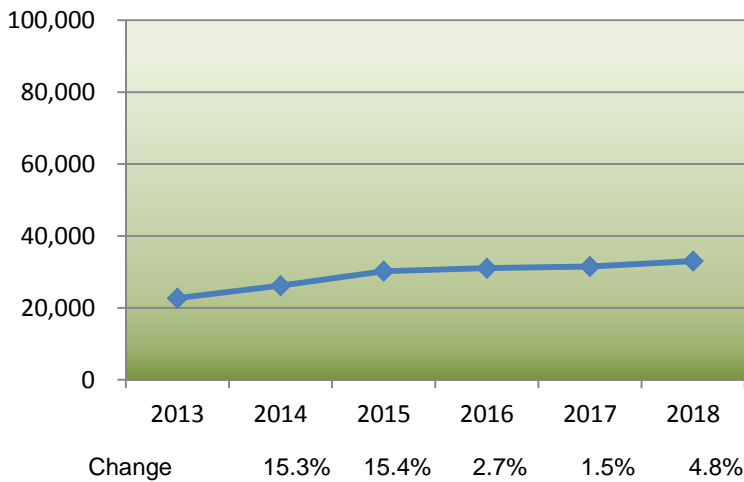
OTHER EDUCATION EXPENDITURES

The amounts adopted in the following budget constitute the City's contribution to Northern Virginia Community College (NVCC).

ADOPTED BUDGET

	FY2016 Actual	FY2017 Adopted	FY2018 Proposed	Percent Change
Expenditures				
Northern Virginia Community College Contribution	\$ 31,013	\$ 31,482	\$ 33,003	4.83%
Net Expenditures				
Supported by General Revenues	\$ 31,013	\$ 31,482	\$ 33,003	4.83%

BUDGET TREND: FY2013-2018



NON-DEPARTMENTAL EXPENDITURES

The following categories of expenditures are considered to be non-departmental:

- ❖ Debt service
- ❖ Post-Employment Benefits Other than Pension for Retirees
- ❖ Regional Transportation/Transit
- ❖ Contingencies and Tax Credits
- ❖ Transfers to Other Funds

DEBT SERVICE

The City issues debt as necessary to fund long-lived capital assets such as school buildings, open space, and major public facilities and infrastructure. The adopted use of debt financing is included as part of the City’s Capital Improvements Program (CIP) and is subject to the Council’s adopted debt policies which are noted on page 30.

Debt service for the General Fund includes all general obligations of the City, including those debts issued for the School Board but excludes debts issued for the utility funds. Debt issued for the use of the utility funds is included in their respective budgets and are covered by their user rates.

During FY2017, the City issued \$1 million in new debt to fund the purchase of vehicles and equipment as well as transportation infrastructure improvements. The debt service for this issuance is included in the FY2018 budget.

In FY2012, the City issued \$3 million of Qualified School Construction Bonds (QSCB) to help finance the construction of Thomas Jefferson Elementary School. The City receives a grant from the Federal government that offsets the interest paid on this bond. Although the Sequestration in 2013 reduced the grant, a majority of the interest is still being recovered through this grant.

This budget includes the issuance of new debt for approximately \$220,000 for the General Fund, excluding CIP projects. The proceeds will be used to fund the purchase of vehicles and equipment and the debt will be issued with a five-year maturity. Additional debt may be issued depending on the necessity of funding FY2018 capital projects. The City still has \$13 million of debt that was authorized as part of its previous Capital Improvement Program that has not yet been issued. These are mostly for the City Hall improvement projects.

Additional information on the City’s debt can be found on pages 59-62.

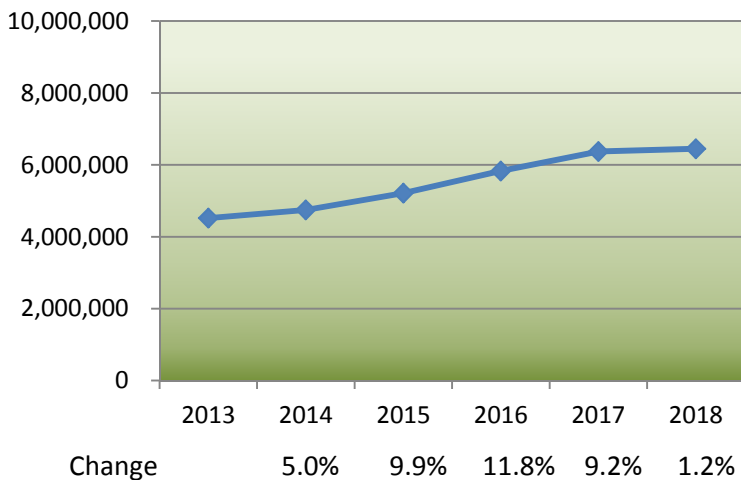
The FY2018 debt service expenditure break-down functionally as follows:

Description	Amount
Principal & Interest: Schools	\$ 4,299,323
Principal & Interest: General Gov't	1,859,741
Principal & Interest: Transportation	219,448
Total Principal & Interest	6,378,512
Fees & Other Expenses	17,000
Bond Issuance Costs	50,000
Total FY2018 Debt Service	\$ 6,445,512

PROPOSED BUDGET

	FY2016 Actual	FY2017 Adopted	FY2018 Proposed	Percent Change
Expenditures				
Professional and Contractual	\$ 59,044	\$ 106,358	\$ 67,000	-37.01%
Principal	4,053,392	4,543,230	4,790,694	5.45%
Interest	1,813,304	1,720,116	1,587,818	-7.69%
Total Expenditures	5,925,740	6,369,704	6,445,512	1.19%
Revenues				
Use of Fund Balance	305,000	-	-	-
Other Grants and Contributions	118,830	118,830	118,830	0.00%
Total Revenues	423,830	118,830	118,830	-71.96%
Net Expenditures Supported by General Revenues	\$ 5,501,910	\$ 6,250,874	\$ 6,326,682	1.21%

BUDGET TREND: FY2013-2018



Notes:

- The City issued new bonds in FY2012-FY2017, resulting in the increase of debt service for the subsequent years.

OTHER POST-EMPLOYMENT BENEFITS

In addition to pension, the City provides health insurance and life insurance benefits for employees who have both vested in the City’s pension plan and retire from the City. Together, these are referred to as “Other Post-Employment Benefit” (OPEB).

For employees hired prior to April 1, 2008 the City pays 50% of the retiree’s health insurance premium and 100% of the premiums for \$2,000 life insurance policy with the benefit vesting after either five years of credible service or eligibility to retire, whichever comes first. For employees hired on or after April 1, 2008 the City pays 20% of the retiree’s health insurance premium after ten years’ credible service and the benefit increases by 2% per year up to 50% at twenty-five years of service.

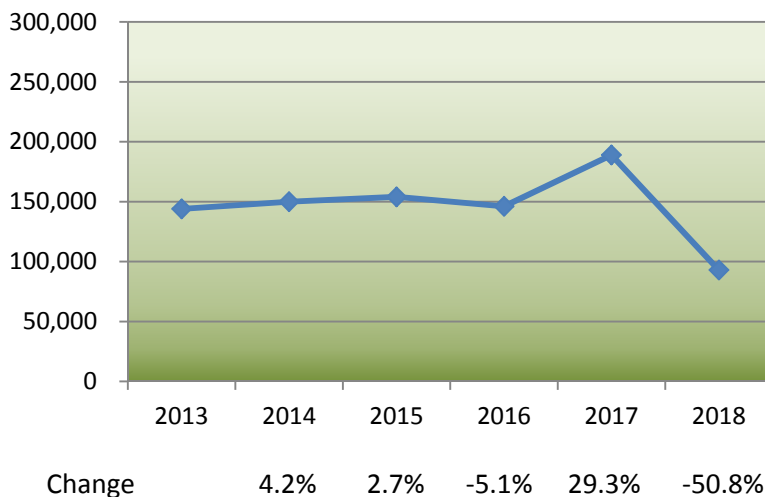
In FY2008, the City made the decision to begin funding its actuarial liabilities and established a trust fund to accumulate such funds. In that initial year of funding, the City pre-funded a portion of the actuarial liability for OPEB. Since then, the City has fully funded its Actuarially Required Contribution (ARC) for OPEB.

The following table shows the portion of the FY2018 ARC that is allocable to current retirees. In addition, the departmental budgets include a portion of the ARC that is allocable to active employees. In total for the General Fund, the City will contribute \$351 thousand in FY2018 and contributed \$561 thousand in FY2017. The reduction of \$210 thousand in overall contribution is due mainly to the change in health plans provided to retirees who are aged 65 and older (the new plan is a Medicare supplement plan).

PROPOSED BUDGET

	FY2016 Actual	FY2017 Adopted	FY2018 Proposed	Percent Change
Expenditures				
Benefits	\$ 144,214	\$ 189,000	\$ 92,978	-50.81%
Net Expenditures				
Supported by General Revenues	\$ 144,214	\$ 189,000	\$ 92,978	-50.81%

BUDGET TREND: FY2013-2018



REGIONAL TRANSPORTATION

WMATA

The City, along with other jurisdictions in the region, is required to contribute an annual subsidy to the Washington Metropolitan Area Transportation Authority (WMATA) for its operating and capital needs. WMATA provides bus and rail service throughout the region. In FY2018, the City's estimated share of the WMATA costs is \$4.6 million.

The City funds its share of the costs using four different sources of funds:

1. Local revenues: \$965,000. The portion funded with local revenues is also shown as a transfer to the Special Transportation Fund as it can be used as Commercial and Industrial Equivalent (C&IE) funds. Funding the City's C&IE allows the City to access 30% of its share of the regional transportation taxes that are being assessed that were enacted in FY2014 as part of the Virginia House Bill 2313. For more information on the Special Transportation Fund Capital Improvement Program, see CIP section beginning on page 249.
2. Northern Virginia Transportation Authority (NVTA) 30% funds: \$104,000.
3. Fuel taxes: \$1,125,000. The City imposes taxes on fuel sold within the City. By law, these taxes are deposited directly with the Northern Virginia Transportation Authority (NVTC) and NVTC makes the payments directly to WMATA on the City's behalf. These amounts are therefore not included in the City's budget.
4. State grants from the Virginia Department of Rail and Transportation (DRPT): \$1,259,000. NVTC applies for grants with DRPT to be used towards the City's share of the WMATA costs. These funds are also deposited directly with NVTC and are not included in the City's budget.
5. WMATA Debt: \$1,200,000. In its capital budget for FY2018, WMATA is requesting this contribution that may be funded by opting in to a debt that will be issued by WMATA. Alternatively, the City may issue its own debt to fund this portion of the WMATA capital budget.

WMATA expects to adopt its budget in May 2017 which will be after the City's budget adoption. Where necessary, a budget amendment may be sought later in FY2018.

OTHER

The City pays NVTA for its share of NVTA's administration costs. These are funded with 30% funds.

The City also participates in regional cooperation and makes an annual contribution to the Northern Virginia Transportation District. These are funded with local funds.

PROPOSED BUDGET

	FY2016 Actual	FY2017 Adopted	FY2018 Proposed	Percent Change
Expenditures				
Northern Virginia Transportation District	\$ 4,856	\$ 4,856	\$ 4,856	0.00%
Northern Virginia Transportation Authority	-	10,000	11,149	11.49%
WMATA Obligations	147,514	764,626	1,068,670	39.76%
Total Expenditures	152,370	779,482	1,084,675	39.15%
Revenues				
NVRTA 30% Funds	-	210,000	115,149	-45.17%
Total Revenues	-	210,000	115,149	-45.17%
Net Expenditures				
Supported by General Revenues	\$ 152,370	\$ 569,482	\$ 969,526	70.25%

CONTINGENCIES, TAX CREDITS, & RESERVES

This budget proposes a 3 cent real estate tax increase to continue to fund Capital Reserves, specifically for the planned reconstruction of the George Mason High School and the renovation of the Mary Ellen Henderson Middle School. These projects are currently being reviewed by the School Board for an update to prior cost estimates. If approved, a voter referendum will be required, currently anticipated to be held in November 2016.

The capital reserves will provide additional leverage for the City should it decide to move forward with the project.

\$250,000 is being reserved to pay to BJ's pursuant to the Economic Development Agreement entered into with 6607 Wilson Retail, LLC. Since the credit implementation, the City has been paying the maximum amount of \$250,000 to BJ's, although these are shown as reductions to revenue for accounting purposes.

This budget does not include contingency reserves to offset potential changes to revenues and expenditures that are not yet known at the time this budget is adopted.

PROPOSED BUDGET

	FY2016 Adopted	FY2017 Adopted	FY2018 Proposed	Percent Change
Expenditures				
Capital Reserve	\$ -	\$ -	\$ 1,200,000	-
Tax Credit - BJ's	250,000	250,000	250,000	0.00%
Net Expenditures				
Supported by General Revenues	\$ 250,000	\$ 250,000	\$ 1,450,000	480.00%

Note: The above numbers do not include \$282,000 in tax relief which is included instead in the treasurer's budget as they administer the program.

TRANSFERS TO OTHER FUNDS

Transfers to other funds are made out of the General Fund to provide funding for projects in the Capital Improvements Program (CIP) accounted for in the General Government and School Capital Project Fund and the Special Transportation Fund. The adopted transfers are to provide for matches to federal grants and to provide funding for critical facilities and infrastructure maintenance.

In FY2018, a total of \$1,558,953 is being transferred to three funds:

- General Government and School Capital Project Fund: \$200,000. The projects funded are:
 - City Facilities Reinvestment: \$200,000
- FCCTV Fund: \$223,386. These transfers are funded with general revenues and Public, Education, and Government grants (PEG). Prior to FY2017, these transactions were included in the Executive Department's budget and were managed under the auspices of the Office of Communication.
- Special Transportation Fund: \$1,135,567. This transfer comprises the City's C&I Equivalent funds. These funds will be used to pay for the following expenditures:
 - Obligation to WMATA: \$964,670
 - Transportation Planner: \$98,452
 - Transportation-related Debt: \$72,445

These expenditures are all expended from the General Fund and therefore, a corresponding revenue item labeled Transfer from the Special Transportation Fund is also being recognized in the Revenues section of the General Fund budget.

In 2013, Virginia enacted HB2313, which allowed certain local jurisdictions to raise sales, transient occupancy, and grantor's taxes in order to fund eligible local and regional transportation expenditures. These taxes are deposited with the Northern Virginia Transportation Authority (NVTA). Of the taxes raised in the City, the City is entitled to receive 30% while the remaining 70% is pooled with other jurisdiction's 70% funds to pay for regional transportation projects. However, in order to receive the local share of 30%, the City is required to raise an amount equivalent to 12.5 cents of tax on commercial and industrial properties in lieu of taxing these properties. If the City does not raise the full equivalent amount, the difference is deducted from the City's local share of 30% and is placed in the 70% pool.

The City's C&I Equivalent in FY2018 is \$990,203.

The City can avail of the 70% funds by applying for the use of it with NVTA. In the past, the City received 70% funds for its bus shelter project. The City is currently applying for 70% funds to pay for a bicycle sharing program.

Additional information regarding the CIP and the Special Transportation Fund can be found beginning on page 249.

Transfers to Other Funds

PROPOSED BUDGET

	FY2016 Actual	FY2017 Adopted	FY2018 Proposed	Percent Change
Expenditures				
Transfer to CIP	1,122,000	1,643,860	200,000	-87.83%
Transfer to Special Transportation Fund	820,000	-	-	-
Transfer to Special Transportation Fund - C&IE	147,514	732,126	1,135,567	55.11%
Transfer to FCCTV Fund	-	217,645	223,386	2.64%
Total Expenditures	2,089,514	2,593,631	1,558,953	-39.89%
Revenues				
PEG	-	65,000	65,000	0.00%
Use of Capital Reserves (Water System & Land Sale Proceeds)	1,942,000	1,643,860	-	-100.00%
Total Revenues	1,942,000	1,708,860	65,000	-96.20%
Net Expenditures				
Supported by General Revenues	147,514	884,771	1,493,953	68.85%