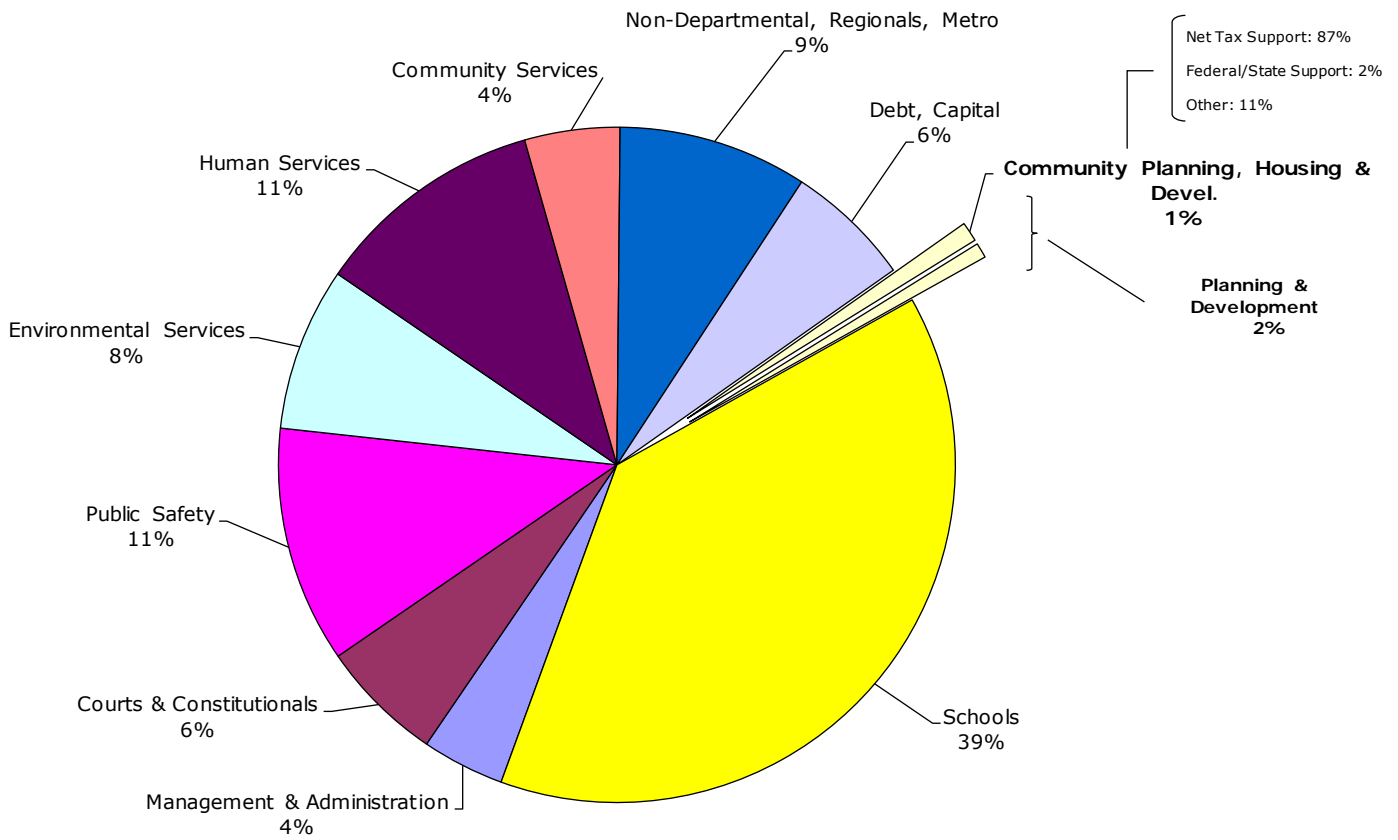
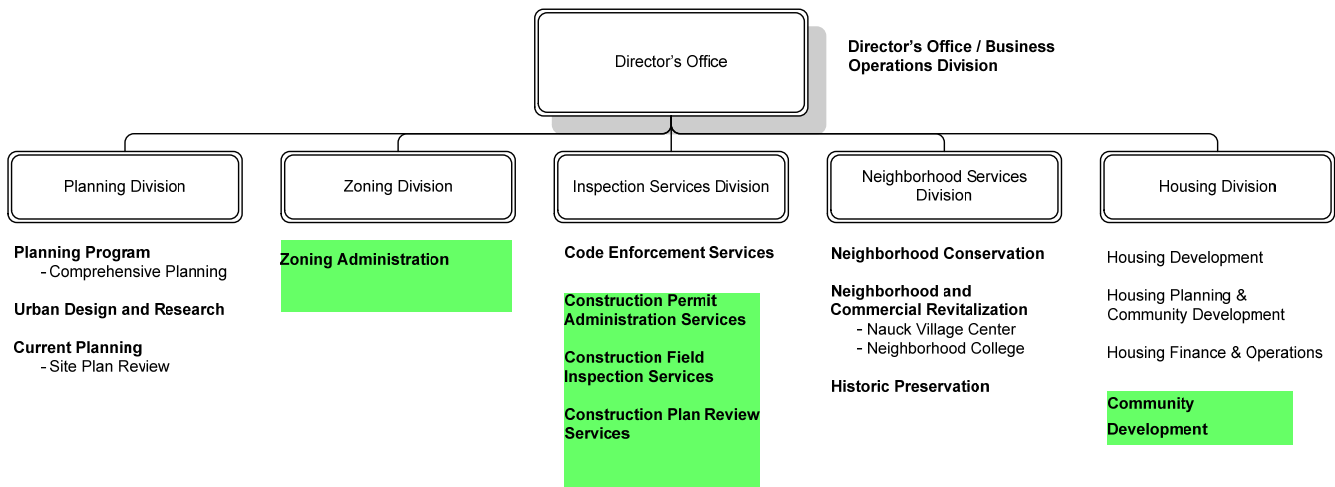


Our Mission: To promote the improvement, conservation, and revitalization of Arlington's physical and social environment

FY 2018 Proposed Budget - General Fund Expenditures



LINES OF BUSINESS



Shaded programs are part of other funds.

SIGNIFICANT BUDGET CHANGES

The FY 2018 proposed expenditure budget for the Department of Community Planning, Housing and Development is \$11,559,930, a two percent increase from the FY 2017 adopted budget. The FY 2018 budget reflects:

- ↑ Personnel increases due to employee salary increases and an increase in the County’s cost for employee health insurance, retirement contributions based on current actuarial projections, partially offset by the transfer of a Communications Specialist II (\$147,770, 1.0 FTE) from the Business Operations Division to the Permits Administration Division in the Development Fund.
- ↓ Non-personnel decreases primarily due to an accounting adjustment for how non-personnel and intra-County charges to capital projects are expensed (\$47,660) and adjustments to the annual expense for the maintenance and replacement of County vehicles (\$1,240), offset by an increase in Community Services Block Grant expenses (\$38,550).
- ↓ Intra-County charges decrease due to an accounting adjustment for how non-personnel and intra-County charges to capital projects are expensed (\$47,660).
- ↑ Grant revenue increases for additional Community Services Block Grant income (\$38,550).

DEPARTMENT OF COMMUNITY PLANNING, HOUSING AND DEVELOPMENT
DEPARTMENT BUDGET SUMMARY

DEPARTMENT FINANCIAL SUMMARY

	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	% Change '17 to '18
Personnel	\$9,591,189	\$10,018,924	\$10,243,752	2%
Non-Personnel	1,460,238	1,366,528	1,356,178	-1%
Intra-County Charges	-	(47,660)	-	-
Total Expenditures	11,051,427	11,337,792	11,599,930	2%
Fees	971,704	1,288,000	1,288,000	-
Grants	200,693	207,000	245,550	19%
Total Revenues	1,172,397	1,495,000	1,533,550	3%
Net Tax Support	\$9,879,030	\$9,842,792	\$10,066,380	2%
Permanent FTEs	87.00	87.00	86.00	
Temporary FTEs	-	-	-	
Total Authorized FTEs	87.00	87.00	86.00	

DIRECTOR'S OFFICE/BUSINESS OPERATIONS DIVISION

PROGRAM MISSION

To provide the Department of Community Planning, Housing and Development (DCPHD) the leadership and operational support it needs in order to promote the improvement, conservation, and revitalization of Arlington's physical and social environment.

SIGNIFICANT BUDGET CHANGES

- ↓ Personnel decreases due to the transfer of a Communications Specialist II (\$147,770, 1.0 FTE) to Permits Administration in the Development Fund, partially offset by employee salary increases, an increase in the County's cost for employee health insurance, and retirement contributions based on current actuarial projections.

PROGRAM FINANCIAL SUMMARY

	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	% Change '17 to '18
Personnel	\$1,218,474	\$1,130,108	\$1,013,213	-10%
Non-Personnel	172,153	100,711	100,660	-
Total Expenditures	1,390,627	1,230,819	1,113,873	-10%
Total Revenues	-	-	-	-
Net Tax Support	\$1,390,627	\$1,230,819	\$1,113,873	-10%
Permanent FTEs	10.00	8.00	7.00	
Temporary FTEs	-	-	-	
Total Authorized FTEs	10.00	8.00	7.00	

COMPREHENSIVE PLANNING PROGRAM

PROGRAM MISSION

To plan, facilitate, and implement the future growth of Arlington as a diverse grouping of “great places” that achieve a high quality of life for citizens and provide a robust economic return for individuals, households, businesses, institutions, and government. Such places will be more resilient and sustainable because they optimize existing infrastructure and resources, generate less waste, and provide a solid foundation for future growth. County planning/community engagement processes strive to be transparent, equitable, and easy to understand by non-professionals so as to encourage broad public participation in the ongoing project of community development.

Comprehensive Planning will focus on the following objectives:

- Provide master planning work that monitors and maintains all elements of the Comprehensive Plan.
- Develop and review County land use policy.
- Undertake sector plans, small area plans, and General Land Use Plan (GLUP) studies and amendments.
- Staff committees for long range planning and zoning ordinance reviews and amendments.
- Conduct special zoning studies and prepare Zoning Ordinance amendments.

SIGNIFICANT BUDGET CHANGES

- ↑ Personnel increases due to employee salary increases, an increase in the County’s cost for employee health insurance, and retirement contributions based on current actuarial projections.

PROGRAM FINANCIAL SUMMARY

	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	% Change '17 to '18
Personnel	\$2,109,273	\$1,992,253	\$2,084,969	5%
Non-Personnel	147,599	64,647	64,647	-
Total Expenditures	2,256,872	2,056,900	2,149,616	5%
Total Revenues	-	-	-	-
Net Tax Support	\$2,256,872	\$2,056,900	\$2,149,616	5%
Permanent FTEs	16.00	16.00	16.00	
Temporary FTEs	-	-	-	
Total Authorized FTEs	16.00	16.00	16.00	

COMPREHENSIVE PLANNING PROGRAM

PERFORMANCE MEASURES

Supporting Measures	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
Number of Columbia Pike form based code applications approved	N/A	N/A	N/A	4	1	1
Number of major County Board approved area studies completed	2	2	0	3	0	1
Number of major County Board approved area studies underway	1	4	4	4	4	2
Number of special GLUP studies completed	0	0	0	1	2	3
Number of special GLUP studies underway	N/A	N/A	N/A	3	3	3
Number of Zoning ordinance amendments completed	5	2	2	7	9	5
Number of Zoning ordinance amendments underway	N/A	N/A	N/A	7	13	5

- Staff began tracking the number of approved Columbia Pike form based code applications, the number of special GLUP studies underway, and the number of Zoning ordinance amendments in process in FY 2016.
- The major County Board approved area studies completed in FY 2016 include the Rosslyn Sector Plan West, Rosslyn Area Plan, and Courthouse Addendum.
- The GLUP is the "General Land Use Plan."

URBAN DESIGN AND RESEARCH PROGRAM

PROGRAM MISSION

To serve as a technical resource center for urban design, demographics, development data, and targeted strategic research, and targeted planning studies. Provide services for interdivisional and interdepartmental teams, citizens, real estate professionals and Arlington County boards, commissions and committee leaders, to address complex urban planning, design and research issues. To facilitate community engagement and education, advocate for architectural and urban design best practices, and develop strategies and sustainable solutions focused on improving the quality of the urban environment.

In the FY 2016 budget, the Research, Analysis, and Graphics Section was replaced by the Urban Design and Research Section (UDR) to serve as a center for urban design and strategic urban research. UDR provides an integrated approach to design and research services and has enabled the Planning Division to proactively address the following objectives:

- Undertake special short-term urban design, research, and related studies.
- Provide urban design, architectural, and landscape architecture review, assistance, and studies.
- Develop strategies and solutions that focus on improving the quality of the urban environment and public realm.
- Serve as a center for interdivisional and interdepartmental teams to address complex urban design issues in a highly integrated approach.
- Advocate for architectural and urban design best practices.
- Facilitate community engagement and education.
- Prepare demographic and development information, forecasts, trends, and tracking reports.

SIGNIFICANT BUDGET CHANGES

- ↓ Personnel decreases due to vacancies being hired at lower salaries, offset by adjustments to retirement contributions based on current actuarial projections, employee salary increases and an increase in the County's cost for employee health insurance.

PROGRAM FINANCIAL SUMMARY

	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	% Change '17 to '18
Personnel	\$449,758	\$759,629	\$759,607	-
Non-Personnel	31,080	32,490	32,490	-
Total Expenditures	480,838	792,119	792,097	-
Total Revenues	-	-	-	-
Net Tax Support	\$480,838	\$792,119	\$792,097	-
Permanent FTEs	6.00	6.00	6.00	
Temporary FTEs	-	-	-	
Total Authorized FTEs	6.00	6.00	6.00	

URBAN DESIGN AND RESEARCH PROGRAM

PERFORMANCE MEASURES

Critical Measures	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
Number of community outreach events sponsored by Urban Design and Research (UDR)	6	7	4	9	8	8
Publications completed	10	9	10	10	10	10
Studies and plans initiated	N/A	2	4	2	3	3

Supporting Measures	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
Demographic and development information requests completed	193	210	265	260	250	250
Number of administrative changes reviewed for facade changes	N/A	82	83	76	85	85
Number of administrative changes reviewed for landscape changes	N/A	110	90	53	70	70
Number of facade inspections	N/A	9	16	20	25	25
Number of landscape and tree protection site plans reviewed	N/A	23	45	41	65	65
Number of landscape plan inspections	N/A	20	20	20	20	20
Number of site plans reviewed	17	13	15	22	20	20

- In FY 2014, UDR began tracking the number of administrative changes reviewed for facade changes, the number of landscape plan inspections completed, the number of administrative changes reviewed for landscape changes, the number of facade inspections completed, and the number of studies and plans initiated.
- The number of demographic and development information requests completed is anticipated to decrease slightly in FY 2017 and FY 2018 due to more users accessing this information directly from the County website.
- The number of administrative changes reviewed for landscape change decreased in FY 2016, but is expected to increase in FY 2017 and FY 2018 based on the number of requests in FY 2017 to date.
- The number of landscape and tree protection site plans reviewed were tracked for half of FY 2014.

CURRENT PLANNING

PROGRAM MISSION

To plan, facilitate, and regulate the physical build out of Arlington as a diverse grouping of “great places” to achieve a high quality of life for citizens and provide a robust economic return for participating individuals, households, businesses, institutions, and government. Such places will be more resilient and sustainable because they optimize existing infrastructure and resources, generate less waste and provide a solid foundation for future growth. County planning/implementation processes strive to be transparent, equitable, and easy to understand by non-professionals so as to encourage broad public participation in the ongoing project of community development.

Current Planning

- Analyzes, reviews, and prepares staff recommendations on development proposals and use permits.
- Works with citizens and developers on zoning issues, including analyzing, and developing land use and development policies.
- Provides planning and administrative services to support the Planning Commission and other appointed commissions and committees involved in the planning and development review process.
- Coordinates the development review process committee for site plans, as well as ad-hoc task forces for a variety of land use and development issues.
- Proposes and analyzes legislative changes, coordinates interdepartmental review applications, and undertakes special studies at the request of the County Board and County Manager.

SIGNIFICANT BUDGET CHANGES

- ↑ Personnel increases due to employee salary increases, an increase in the county’s cost for employee health insurance, and retirement contributions based on current actuarial projections.

PROGRAM FINANCIAL SUMMARY

	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	% Change '17 to '18
Personnel	\$1,344,848	\$1,419,901	\$1,474,242	4%
Non-Personnel	60,869	70,244	70,216	-
Total Expenditures	1,405,717	1,490,145	1,544,458	4%
Fees	878,282	1,213,000	1,213,000	-
Total Revenues	878,282	1,213,000	1,213,000	-
Net Tax Support	\$527,435	\$277,145	\$331,458	20%
Permanent FTEs	11.00	12.00	12.00	
Temporary FTEs	-	-	-	
Total Authorized FTEs	11.00	12.00	12.00	

CURRENT PLANNING

PERFORMANCE MEASURES

Critical Measures	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
Average site plan review cycle time (days)	186	176	305	275	305	305
Percent of Planning Commissioners responding who are satisfied with the information provided in staff reports	90%	90%	90%	90%	90%	90%

Supporting Measures	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
Number of administrative site plan applications	266	243	272	211	270	270
Number of site plans approved by the County Board	9	8	5	6	8	8
Number of zoning applications and reviews processed	250	133	174	181	200	200
Percent of total items on consent agenda	92%	92%	90%	90%	90%	90%
Percentage of Board reports on time for regular distribution	95%	95%	95%	95%	95%	95%

- The decrease in the average site plan review cycle time in FY 2016 is due to a decrease in plans to review. Staff anticipate the number of administrative site plan applications to return to FY 2015 levels which will increase the review cycle time slightly.

CODE ENFORCEMENT SERVICES

PROGRAM MISSION

To enforce state and local property related codes at private properties to ensure the safe occupancy and use of existing structures and to improve the quality of life for Arlington residents.

The codes enforced include the Virginia Maintenance Code, a subset of the Virginia Uniform Statewide Building Code; the Condition of Private Property Ordinance; the Noise Control Ordinance; and the Sidewalk Snow Removal Ordinance.

SIGNIFICANT BUDGET CHANGES

- ↑ Personnel increases due to employee salary increases, an increase in the County’s cost for employee health insurance, and retirement contributions based on current actuarial projections.

PROGRAM FINANCIAL SUMMARY

	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	% Change '17 to '18
Personnel	\$1,278,836	\$1,269,735	\$1,330,133	5%
Non-Personnel	206,485	156,890	156,269	-
Total Expenditures	1,485,321	1,426,625	1,486,402	-
Fees	4,236	-	-	-
Total Revenues	4,236	-	-	-
Net Tax Support	\$1,481,085	\$1,426,625	\$1,486,402	-
Permanent FTEs	13.00	13.00	13.00	
Temporary FTEs	-	-	-	
Total Authorized FTEs	13.00	13.00	13.00	

CODE ENFORCEMENT SERVICES

PERFORMANCE MEASURES

Critical Measures	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
Number of code enforcement cases identified by staff	2,159	1,926	1,853	2,897	2,000	2,500
Percentage of code enforcement cases identified by staff	74%	76%	75%	82%	74%	80%
Total number of code enforcement cases	2,907	2,521	2,466	3,532	2,700	3,125

Supporting Measures	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
Number of private properties cleaned of refuge and garbage, and vegetation trimmed as part of the enforcement initiative	27	12	13	14	18	18
Total number of hoarding cases	29	39	25	16	35	25

- During FY 2016, Code Enforcement staff participated in a mobile workforce pilot. The workforce pilot was part of an 18 month reorganization and redevelopment of performance expectations prepared by and for staff. Support for the initiative was provided by the Departments of Human Resources and Technology Services. As a precursor to the workforce pilot, staff participated in open dialogue sessions with management, for more than one year, to evaluate existing processes, identify process improvements, and participate in peer training which ultimately led to improvements in code case processing and reinvented enforcement protocol. The pilot effectively increased the amount of field inspection time by 25 percent, this change with the move to a more robust virtual network allowed inspection staff to become more productive in the field, evidenced by 43 percent spike in productivity during the pilot. The productivity is expected to fall slightly with time but will stabilize when new permitting software projects are completed in FY 2018.
- Hoarding cases represent the number of investigations performed by enforcement staff where compulsive or pathological storage negatively affects safe occupancy. Cases are often referred from the Arlington County Hoarding Task Force or identified by staff during field inspections.

NEIGHBORHOOD CONSERVATION

PROGRAM MISSION

To enhance residential areas by providing resident-initiated public improvements in a timely manner based upon regularly-updated neighborhood-developed plans.

SIGNIFICANT BUDGET CHANGES

- ↓ Personnel decreases due to staff turnover. The decrease is offset by employee salary increases, an increase in the County’s cost for employee health insurance, and adjustments made to retirement contributions based on current actuarial projections.
- ↓ Non-personnel and Intra-County charges decrease due to an accounting adjustment for how these charges are expensed to capital projects (\$47,660)
 - This program includes 3.5 FTEs who work 100 percent on bond funded projects and are charged back to the projects. The personnel budget shown below is for only the General Fund portion of their salaries, net of the amount charged to capital projects.

PROGRAM FINANCIAL SUMMARY

	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	% Change '17 to '18
Personnel	\$423,109	\$499,626	\$488,529	-2%
Non-Personnel	6,988	61,610	13,950	-77%
Intra-County Charges	-	(47,660)	-	-100%
Total Expenditures	430,097	513,576	502,479	-2%
Total Revenues	-	-	-	-
Net Tax Support	\$430,097	\$513,576	\$502,479	-2%
Permanent FTEs	7.50	7.50	7.50	
Temporary FTEs	-	-	-	
Total Authorized FTEs	7.50	7.50	7.50	

PERFORMANCE MEASURES

Critical Measures	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
Number of Neighborhood Conservation plans and updates in progress	15	12	14	14	14	14
Number of participating neighborhoods	50	51	52	51	51	51

Supporting Measures	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
Plans completed within 3 years	80%	80%	80%	80%	80%	80%

NEIGHBORHOOD AND COMMERCIAL REVITALIZATION

PROGRAM MISSION

To facilitate sustainable communities through training and education, civic participation, the connection of residents to needed services, and the physical improvement of neighborhoods.

Nauck Village Center (Commercial Revitalization Program)

- Facilitating the redevelopment of the Nauck, Shirlington, and Four Mile Run area.

Neighborhood College

- Managing Neighborhood College, a civic leadership program that increases County residents' communication and conflict management skills, their knowledge of the County government and its services, and how to access services and programs.

SIGNIFICANT BUDGET CHANGES

- ↑ Personnel increases due to employee salary increases, an increase in the County's cost for employee health insurance, and retirement contributions based on current actuarial projections.

PROGRAM FINANCIAL SUMMARY

	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	% Change '17 to '18
Personnel	\$320,785	\$352,142	\$363,932	3%
Non-Personnel	75,350	70,989	70,989	-
Total Expenditures	396,135	423,131	434,921	3%
Total Revenues	-	-	-	-
Net Tax Support	\$396,135	\$423,131	\$434,921	3%
Permanent FTEs	2.00	3.00	3.00	
Temporary FTEs	-	-	-	
Total Authorized FTEs	2.00	3.00	3.00	

NEIGHBORHOOD AND COMMERCIAL REVITALIZATION

PERFORMANCE MEASURES

Commercial Revitalization Program

Critical Measures	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
Number of commercial property owners, tenants, and organizations receiving technical assistance on redevelopment and/or community improvement opportunities	10	11	13	50	120	120
Percentage of the acquisition/relocation/demolition completed toward the development of the Nauck Town Square	80%	80%	80%	100%	N/A	N/A

Supporting Measures	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
Number of major events held in Nauck Town Square	3	3	3	3	3	0
Number of public/private development projects/activities initiated or reviewed by the Nauck Revitalization Organization	6	3	3	0	1	1
Number of residents attending events and activities in the Nauck Village Center (Nauck Town Square)	500	400	375	300	325	0
Percentage of design work completed toward the development of the Nauck Town Square	0%	25%	40%	65%	100%	N/A

- The FY 2016 increase in the number of commercial property owners, tenants and organizations receiving technical assistance on redevelopment and/or community improvement opportunities is due to: numerous discussions with business and property owners in Garden City concerning possible improvements to their property and partnership opportunities with the Yorktown Civic Association as well as engaging businesses in the Four Mile Run Study Area, the Nauck Village Center, and 23rd Street (Restaurant Row) in planning and redevelopment efforts/opportunities. The FY 2017 and FY 2018 estimates are based on the 120 business and property owners that are in the Four Mile Run Study area.
- Nauck Town Square design and engineering plans are expected to be complete by the end of CY 2017. The Nauck Town Square is anticipated to be under construction in FY 2018 and unavailable for public use.
- The Nauck Revitalization Organization (NRO) is a citizen advisory committee that is comprised of representatives from the Nauck Civic Association, property owners, and other community stakeholders. The activity estimates are based on the expected interest in the Four Mile Run Study.
- Monthly meetings attended by residents include the Nauck Revitalization Organization (NRO) and the Nauck Civic Association (NCA) and other meetings scheduled to address specific community issues, concerns, and activities.

NEIGHBORHOOD AND COMMERCIAL REVITALIZATION

Neighborhood College

Critical Measures	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
Annual enrollment in the Neighborhood College Program	22	27	25	25	25	25
Percent of the Neighborhood College participants satisfied with the program	96%	96%	95%	95%	95%	95%

HISTORIC PRESERVATION

PROGRAM MISSION

To identify, document, and inspect historically significant architectural, archaeological, and cultural resources in Arlington County and strive to preserve, promote, and protect those resources.

Historic Preservation

- Provides planning, resource identification, and design review for locally designated properties.
- Provides historic district designation, technical assistance to homeowners, and staff support to the Historic Affairs and Landmark Review Board (HALRB).

SIGNIFICANT BUDGET CHANGES

- ↑ Personnel increases due to employee salary increases, an increase in the County’s cost for employee health insurance, and retirement contributions based on current actuarial projections.

PROGRAM FINANCIAL SUMMARY

	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	% Change '17 to '18
Personnel	\$495,975	\$493,437	\$514,406	4%
Non-Personnel	50,953	91,395	90,855	-1%
Total Expenditures	546,928	584,832	605,261	3%
Fees	130	-	-	-
Total Revenues	130	-	-	-
Net Tax Support	\$546,798	\$584,832	\$605,261	3%
Permanent FTEs	4.00	4.00	4.00	
Temporary FTEs	-	-	-	
Total Authorized FTEs	4.00	4.00	4.00	

PERFORMANCE MEASURES

Critical Measures	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
Number of monthly inspections completed in locally designated historic districts	50	50	50	50	50	50
Percent of applicants satisfied with the Certificate of Appropriateness (CoA) process	98%	98%	98%	98%	98%	98%
Percentage of Certificate of Appropriateness (CoA) applications approved	100%	100%	100%	100%	100%	100%

HISTORIC PRESERVATION

Supporting Measures	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
Number of Administrative Certificates of Appropriateness (ACoAs) approved by staff	15	15	16	31	30	30
Number of Certificate of Appropriateness (CoA) applications approved by HALRB	28	54	48	34	40	40
Number of Federal/State historic preservation-related compliance cases reviewed	45	42	37	38	40	40
Number of National Register of Historic Places nominations submitted for listing/total National Register listings	0/70	0/70	1/71	0/71	0/71	1/72
Number of new locally designated historic districts/total local districts	2/34	0/34	2/36	2/38	2/40	1/41
Number of preservation easements monitored annually	N/A	N/A	N/A	9	10	11
Percent of HALRB members satisfied with program support	98%	98%	98%	98%	98%	98%

- For FY 2016 monthly inspections completed, each single-property district was inspected each month (38 in total). Multiple-property districts (Maywood, Buckingham, Colonial Village, and Cambridge Courts) required four inspections per month. Additional inspections are completed on an as-needed basis.
- A Certificate of Appropriateness (CoA) is required for all proposed exterior alterations, new construction, and demolition within a locally-designated historic district, except for painting and routine maintenance. The CoA process involves two separate, though related, meetings that are open to the public. Both of these meetings occur monthly to allow the applications to be reviewed and decided upon in a timely manner.
- The number of Administrative Certificates of Appropriateness (ACoAs) approved by staff increased in FY 2016 due to the number of requests for items that staff had the authority to approve.
- The decrease in the approved CoA applications by the HALRB in FY 2016, is due to the decrease of property owners within local historic districts applying for CoA's.
- Beginning in FY 2013, the number of staff reviews of Federal and/or State historic preservation-related compliance cases have been tracked. This includes Section 106 compliance as per the National Historic Preservation Act (NHPA), National Environmental Policy Act (NEPA), and the State Environmental Review Process (SERP).
- Staff are currently preparing a Multiple Property Document of the African American historic resources in the County. Staff anticipate that at least one of the properties included in the study could rise to the level of National Register eligibility based on its architectural, historical, and/or cultural merit.
- Beginning in FY 2016, the number of annual staff reviews of historic preservation easements are being tracked.

PROGRAM MISSION

To achieve the County's affordable housing goals and targets by:

- Designing and implementing single and multifamily housing programs.
- Providing financial and technical assistance to housing developers and community groups.
- Developing effective goals and strategies to address the community's housing needs.
- Ensuring community awareness of, and access to, rental housing, homeownership, housing programs, and services.
- Monitoring compliance with local, state, and federal requirements.
- Providing leadership and services to ensure a range of housing choices, provide housing information, and facilitate community revitalization.

In order effectively implement the Affordable Housing Master Plan (AHMP) and to better reflect the collaborative nature of the County's housing projects, the Housing Division Administration, Development, Planning, and Services lines of business were consolidated and reorganized into a single line of business that includes Housing Development, Housing Planning and Community Development, and Housing Finance and Operations.

HOUSING DEVELOPMENT

- Assist developers, owners, and community organizations in the development of affordable housing through the implementation of the County's financial and land-use mechanisms.
- Review and recommend loan packages using County Affordable Housing Investment Fund (AHIF) and federal funds and facilitate primary financing through tax-exempt bond and conventional mechanisms.
- Assist developers to provide affordable housing units and/or financial contributions in the context of site plan projects.
- Foster first-time homeownership and single-family rehab by providing a broad range of information and technical assistance to current and potential homeowners.

HOUSING PLANNING AND COMMUNITY DEVELOPMENT

- Prepare plans, such as the Five-Year Consolidated Plan, which details comprehensive goals, policies, and strategies to address housing, homelessness, and community development needs.
- Track the County's success in meeting its goals by producing the Annual Affordable Housing Master Plan (AHMP) Report.
- Through the Housing Information Center and outreach, provide a "one-stop shop" for information regarding tenant-landlord rights and responsibilities, County rent assistance programs, and available committed affordable housing and home ownership opportunities.
- Ensure that developers/landlords comply with applicable relocation guidelines during redevelopment, conversion, or rehabilitation projects where residential tenants may be displaced.
- Ensure compliance with federal requirements for Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) programs.
- Administer competitive Community Development Fund, providing grants to nonprofit agencies for housing, economic development and public service programs for low and moderate income residents.

HOUSING FINANCE AND OPERATIONS

- Administer and manage funding sources for the County’s housing programs including the Affordable Housing Investment Fund (AHIF), HOME Investment Partnerships Program (HOME) funds, and Community Development Block Grant (CDBG) funds.
- Prepare budgets and funding projections for the Housing Division and its affordable housing programs.
- Identify and develop additional financing and related resources as needed and available.
- Monitor compliance of the County’s Committed Affordable (CAF) units with occupancy and other requirements.
- Provide asset management of the County’s CAF portfolio.
- Oversee administrative functions of the Division.

SIGNIFICANT BUDGET CHANGES

- ↑ Personnel increases due to employee salary increases and an increase in the County’s cost for employee health insurance, retirement contributions based on current actuarial projections.
- ↑ Non-personnel increases due to an anticipated increase in the Community Services Block Grant expenses (\$38,550).
- ↑ Grant revenue increases due to an anticipated increase in the Community Services Block Grant (\$38,550).

PROGRAM FINANCIAL SUMMARY

	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	% Change '17 to '18
Personnel	\$1,950,131	\$2,102,093	\$2,214,721	5%
Non-Personnel	708,760	717,552	756,102	5%
Total Expenditures	2,658,891	2,819,645	2,970,823	5%
Fees	89,056	75,000	75,000	-
Grants	200,693	207,000	245,550	19%
Total Revenues	289,749	282,000	320,550	14%
Net Tax Support	\$2,369,142	\$2,537,645	\$2,650,273	4%
Permanent FTEs	17.50	17.50	17.50	
Temporary FTEs	-	-	-	
Total Authorized FTEs	17.50	17.50	17.50	

PERFORMANCE MEASURES

The performance measures for the Housing Division were formulated as part of the Affordable Housing Master Plan. The plan is guided by the County’s Affordable Housing Policy which has three goals: Arlington will have an adequate **supply** of housing available to meet community needs; Arlington County shall ensure that all segments of the community have **access** to housing; and Arlington County will ensure that its housing efforts contribute to a **sustainable** community. The measures below are organized according to these three goals and reflect the outcomes of the newly reorganized Division.

Housing Supply

Critical Measures	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
Number of CAF units approved by County Board in the fiscal year	53	307	375	227	345	244
Number of CAF units preserved in the fiscal year (i.e., affordability extended)	0	101	124	0	70	70
Rental CAFs: Total approved in the fiscal year	53	307	369	219	345	240
Rental CAFs: County Financed	26	267	309	173	200	200
Rental CAFs: Bonus Density	27	40	60	46	40	40
Rental CAFs: Neighborhood Form-Based Code	0	0	0	0	105	0
Ownership CAFs: Total approved in the fiscal year (price-restricted ownership unit)	0	0	6	8	0	4
Ownership CAFs: County Financed (does not include Moderate Income Purchase Assistance Program loans)	0	0	0	0	0	0
Ownership CAFs: Bonus Density	0	0	0	8	0	0
Ownership CAFs: Neighborhood Form-Based Code	0	0	6	0	0	4
Rental housing stock affordable to households under 60% Area Median Income (AMI) as a percentage of the total housing supply	8.7%	8.7%	9.2%	9.2%	9.7%	10.2%
Rental CAFs: Total Number (cumulative)	6,578	6,885	7,254	7,473	7,818	8,058
Total cumulative senior CAF units	1,111	1,111	1,111	1,111	1,111	1,111
Total cumulative family-sized CAF units	3,051	3,241	3,452	3,541	3,661	3,781

- The number of CAF units approved by County Board in the fiscal year includes new construction CAFs and preservation by acquisition.
- The Neighborhoods Form Based Code applies to multi-family residential areas along Columbia Pike that surround its commercial centers. This innovative, optional zoning district provides incentives for revitalization and guides redevelopment. It will help the County implement the Neighborhoods Area Plan, which defines the community’s vision for transforming the Pike.
- Total Number of CAF units approved by the County Board is net of any CAFs where contracts have expired. Includes CAF units between 60 percent and 80 percent AMI.

- Rental housing stock affordable to households under 60 percent AMI as a percentage of the total housing supply includes market rate affordable units (MARKs) at or below 60 percent AMI.
- Total cumulative senior CAF units have remained constant since FY 2013 as the County has prioritized projects with family-sized units.

Housing Access

Critical Measures	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
Annual Readership of Housing Newsletter	N/A	N/A	N/A	67	1,401	2,754
Number of requests for housing information	5,293	5,384	4,482	4,087	4,500	4,000
Number of tenants and landlords assisted through the housing information center	N/A	1,824	1,210	1,104	1,200	1,200
Homeownership - homebuyer education by number of participants	219	251	209	219	250	250
Homeownership - number of Moderate Income Purchase Assistance Program (MIPAP) loans	2	14	6	4	4	16
Homeownership - number of outreach events (workshops, etc.)	36	17	13	17	20	20
Number of CAF units approved that are accessible	11	24	26	26	10	10
Percent of accessible CAF units that are occupied by persons with disabilities	N/A	N/A	48%	46%	47%	47%
Percent of CAF units approved that are accessible	21%	8%	7%	12%	10%	10%
Tenant Assistance Fund - Number of New Participants	19	26	8	0	11	62

- The Housing Newsletter began in May 2016 and there is no data before this time. Therefore, the FY 2016 actual only reflects two months of readership. Readership is based on "Unique Open" which is recorded by the subscriber opening the newsletter only once and will not count multiple openings from one subscriber email address. The projections are based on new monthly subscribers and given the newness of the Newsletter substantial growth is expected before readership will plateau to a core audience level.
- Percent of accessible CAF units that are occupied by persons with disabilities - prior to 2015 data was only collected every three years.

Housing Sustainability

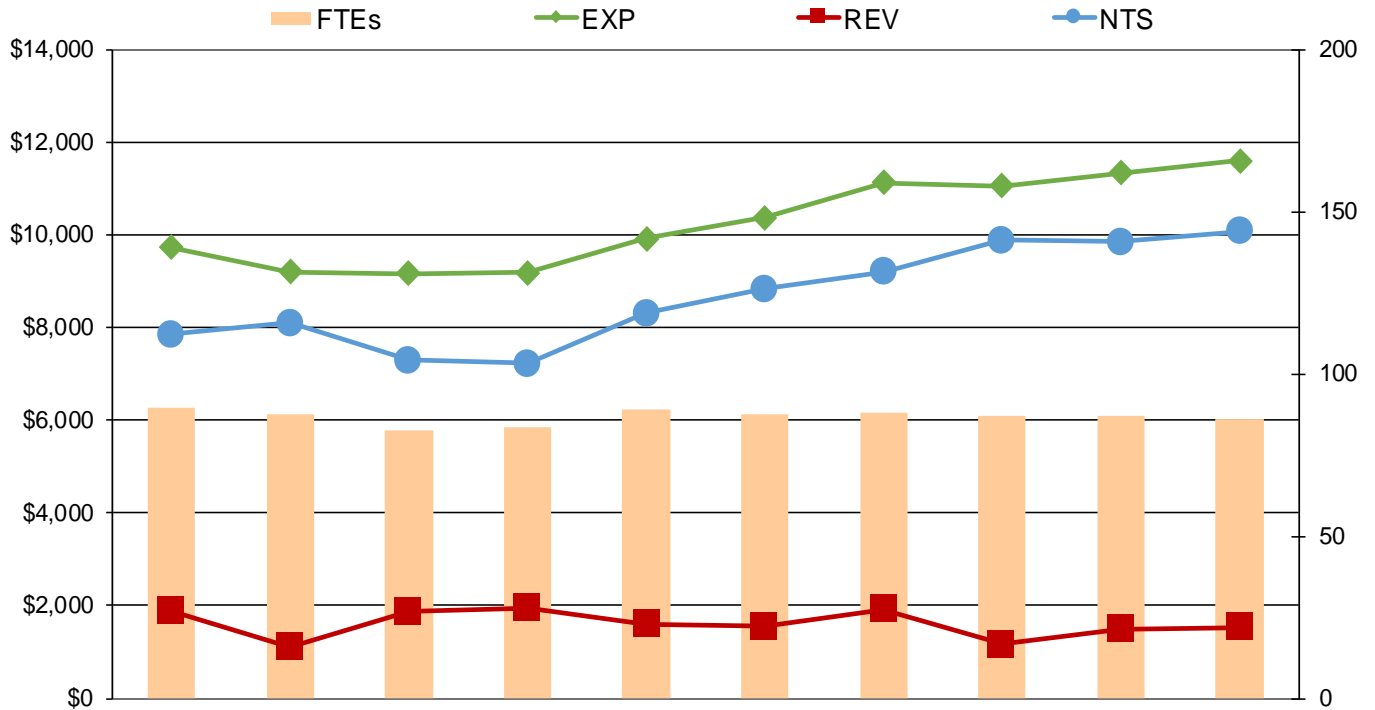
Critical Measures	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
County Loan Funds Allocated in fiscal year (rounded)	\$14,800,000	\$37,100,000	\$29,200,000	\$26,400,000	\$35,000,000	\$26,000,000
County Loan Funds Disbursed in fiscal year (rounded)	\$18,700,000	\$27,800,000	\$25,000,000	\$18,500,000	\$47,000,000	\$3,500,000
Total Number of County Loans (cumulative)	76	80	85	90	95	96
Cumulative value of loans originated and disbursed (\$millions)	\$203.36	\$231.16	\$256.26	\$274.75	\$321.78	\$325.28
County loan repayments and payoffs received in fiscal year (rounded)	\$21,235,000	\$16,000,000	\$6,700,000	\$3,600,000	\$4,100,000	\$4,600,000
Developer Contributions received in fiscal year (rounded)	\$750,000	\$9,600,000	\$5,700,000	\$5,500,000	\$4,200,000	\$4,600,000
Leveraging Ratio for County Funds Allocated in fiscal year	1:6.5	1:2.4	1:3.1	1:2.5	1:3.5	1:3.5
Leveraging Ratio for County Funds Disbursed in fiscal year	1:3.4	1:2.1	1:4.9	1:3.8	1:3.5	1:3.5
Leveraging ratio of General Fund dollars to all other sources for fiscal year	1:23	1:10	1:12	1:10	1:14	1:14
Number of CAF units reviewed and monitored for program compliance (occupancy compliance monitoring)	1,948	2,203	3,484	2,601	3,761	3,300
Number of CAF units brought into compliance as a result of occupancy monitoring efforts	20	25	5	17	18	18
Number of projects reviewed for compliance with terms of County loan (financial portfolio monitoring)	0	7	3	4	8	6
Percent of projects that are in full compliance with financial terms of County loans	97%	100%	100%	100%	100%	100%
Total number of CAF units inspected (physical inspection monitoring)	290	305	270	233	274	280

Critical Measures	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
Number of CAF units brought into compliance with code as a result of physical inspection	83	96	76	47	70	72

- The total number of units inspected represents the total number of units entered and inspected for that fiscal year. Typically, 40 -60 percent of units for each year are found to have a deficient condition requiring correction within the compliance period. The compliance period is between 24-hours (for an emergency item like no working smoke detectors in the unit) and 60 days (a torn window screen). A majority of the deficient conditions will have a 30-day compliance period. All deficient conditions are eliminated before the close of the fiscal year with a majority being eliminated within the compliance period. No deficient conditions are left unaddressed.
- For financial monitoring, the Housing Division does desktop reviews of all projects in the County's loan portfolio and onsite financial monitoring of a sample of projects for most owners annually. For smaller owner/developers (one to three properties), staff usually monitors the properties once every two or three years.
- The data for the following performance measures fluctuate based on market conditions and loan closing dates relative to fiscal year end: "County loan repayments and payoffs received in fiscal year", "Developer Contributions received in fiscal year", and "County Loan Funds Disbursed in fiscal year".
- Loan repayments are a result of both AHIF/HOME and Community Development Block Grant (CDBG) annual payments and payoffs of outstanding loan balances.
- Cumulative value of loans originated and disbursed for FY 2016 includes the \$2,780,578 loan made to Fort Henry Gardens (this loan represents the balance remaining on the County financing at the time of AHC's debt restructuring of this property - no new funds were wired from County accounts).
- County Loan Funds include the annual County Board appropriation of general fund dollars to AHIF, federal funds, loan repayments, developer contributions, and recordation tax.
- Funds Allocated and Funds Disbursed include funds for multifamily development projects only and do not include annual allocations for AHIF Housing Services (\$100,000-\$200,000 annually), Falls Church (approximately \$50,000 annually), Tenant Assistance Funds, and Buckingham Village 3 Debt Service (approximately \$1.7 million annually).
- Funds allocated for tax credit projects typically do not disburse until after tax credits are awarded. This schedule is why funds allocated and funds disbursed in a given year may not align.

DEPARTMENT OF COMMUNITY PLANNING, HOUSING AND DEVELOPMENT
TEN-YEAR HISTORY

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



	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Proposed Budget
\$ in 000s										
EXP	\$9,725	\$9,203	\$9,156	\$9,174	\$9,908	\$10,377	\$11,116	\$11,051	\$11,338	\$11,600
REV	\$1,877	\$1,111	\$1,867	\$1,953	\$1,601	\$1,542	\$1,922	\$1,172	\$1,495	\$1,534
NTS	\$7,848	\$8,092	\$7,289	\$7,221	\$8,307	\$8,835	\$9,194	\$9,879	\$9,843	\$10,066
FTEs	89.60	87.50	82.50	83.50	89.00	87.50	88.00	87.00	87.00	86.00

DEPARTMENT OF COMMUNITY PLANNING, HOUSING AND DEVELOPMENT
TEN-YEAR HISTORY

Fiscal Year	Description	FTEs
FY 2009	▪ The County Board eliminated a 0.40 FTE Planning Program Coordinator position in the Planning Program (\$38,608).	(0.40)
	▪ Five Planner positions (5.0 FTEs) approved by the County Board in FY 2008 were added. These positions were added to the Planning Division to achieve improved customer service levels in response to increases in development.	5.0
	▪ Fee revenue increased \$451,450 due to fees increased as of October 1, 2007. In addition, fee rate increases in the Planning Division's Current Planning Program of 3.3 percent were projected to generate additional revenue of \$51,180 and increased permitting activity was projected to generate \$166,870.	
	▪ Grant revenue decreased overall to reflect a reduction in the Community Services Block Grant (\$28,618) and an increase in federal HOME funds (\$1,890).	
	▪ Transfer of FTEs from the CPHD General Fund to the CPHD Development Fund.	(65.0)
FY 2010	▪ County Board added funding for a one-time lump-sum payment of \$500 for employees (\$50,178).	
	▪ Reduced department-wide employee training funds by \$7,000 of a \$9,700 line-item budget. Eliminated the part-time Planning Coordinator position (\$59,817, 0.60 FTE).	(0.60)
	▪ Reduced funding for the following non-personnel budgets in the Planning Program from \$70,150 to \$36,217: Postage (from \$10,957 to \$8,682), Travel (from \$13,767 to \$3,000), County Publications (from \$13,800 to \$5,000), Employee Training (from \$10,491 to \$4,000), Office Supplies (from \$6,550 to \$5,000), and Operating Supplies (from \$9,050 to \$5,000).	
	▪ Eliminated funding for one of three Planner III positions in Current Planning (\$109,875, 1.0 FTE).	(1.0)
	▪ Reduced funding for Operating Supplies in Neighborhood Conservation by \$3,625, from \$4,625 to \$1,000.	
	▪ Reduced funding for the following non-personnel budgets in Neighborhood and Commercial Revitalization from \$5,175 to \$4,000: Office Supplies (from \$1,800 to \$1,500) and Operating Supplies (from \$3,375 to \$2,500).	
	▪ Reduced full funding for historic markers (\$15,000) and 50 percent of funding for consultant services (\$60,000).	
	▪ Reduced funding for the following non-personnel budgets in Housing Division Administration from \$17,900 to \$8,700: Postage (from \$4,000 to \$2,000), Travel (from \$7,800 to \$3,400), Office Supplies (from \$4,300 to \$2,300) and Operating Supplies (from \$1,800 to \$1,000).	

DEPARTMENT OF COMMUNITY PLANNING, HOUSING AND DEVELOPMENT
TEN-YEAR HISTORY

Fiscal Year	Description	FTEs
	<ul style="list-style-type: none"> ▪ Eliminated General Fund portion of funding of \$15,000 to Arlington Housing Corporation (AHC) Inc. for resident services programs offered at AHC complexes throughout the County. ▪ Reduced funding of the Shirlington Employment and Education Center (SEEC) from \$140,000 to \$92,000. The Community Development Fund will contribute an additional \$48,000 to SEEC in FY 2010 to make up for the loss of these funds. ▪ Eliminated a Planner IV position in Housing Planning (\$111,868, 1.0 FTE). (1.0) ▪ Eliminated funding for one of two part-time Housing Assistant positions (\$44,228, 0.5 FTE). (0.50) ▪ Planner III position was added in Neighborhood and Commercial Revitalization (\$117,353). 1.0 	
FY 2011	<ul style="list-style-type: none"> ▪ The County Board added one-time funding of \$10,000 for capacity building support for Buyers and Renters Arlington Voice (BRAVO), and reduced ongoing funding by \$850 to reflect the one percent reduction taken by other nonprofit partners across the County. In FY 2011 only, BRAVO's budget increases by \$9,150. ▪ The County Board added \$50,000 to run the Neighborhood College program through an outside contract. (The Planner position that previously ran the program is eliminated in FY 2011). ▪ Revenue decreases due to a decline in permitting activity, which is partially offset by a one percent increase in fee rates (\$229,000). In addition, there is a decline in monetary tickets being issued under the Civil Penalties Program due to property owners correcting violations within the timeframe required after the first warning ticket is issued (\$4,000). ▪ Eliminated one of six Planner positions in Current Planning (\$106,347). (1.0) ▪ Transferred two of ten Community Code Field Inspector positions to the Zoning Office in the CPHD Development Fund (\$134,398). (2.0) ▪ Eliminated one of three General Fund Planner positions in Neighborhood Conservation (\$43,390 in General Fund Support) (1.0) ▪ Eliminated a Planner position (\$119,293) in Neighborhood and Commercial Revitalization. (1.0) ▪ Eliminated base budget funding for the Neighborhood College Program (\$20,000). 	
FY 2012	<ul style="list-style-type: none"> ▪ The County Board restored a planner position to address an expected increase in site plans (\$105,000). 1.0 ▪ Eliminated FY 2011 one-time funds for capacity building activities for Buyers and Renters Arlington Voice (\$10,000). Increased the Clean-up of Property Program (\$50,000). ▪ Increased funds (\$15,000) for the Shirlington Education and Employment Center (SEEC). The additional funds added for SEEC fully offset a reduction in federal funding for SEEC (see the Community Development Fund narrative) and kept the overall County contribution to SEEC flat. 	

DEPARTMENT OF COMMUNITY PLANNING, HOUSING AND DEVELOPMENT
TEN-YEAR HISTORY

Fiscal Year	Description	FTEs
	<ul style="list-style-type: none"> ▪ Decreased revenue due to a decline in permitting activity (\$179,000) and a decrease in the Community Services Block Grant (\$63,730). This decrease is partially offset by an increase in federal grant revenue (\$9,685). 	
FY 2013	<ul style="list-style-type: none"> ▪ The County Board added funding for enhanced planning capacity (\$296,812). 2.50 ▪ The County Board added one-time funding to support BUGATA in its efforts to enhance tenant participation in County activities and processes (\$50,000). 1.0 Transfer of a Home Ownership Coordinator from the Community Development Fund with one-time funding (\$112,577, 1.0 FTE). 1.0 ▪ Transfer of one Planner from the Community Development Fund (\$104,633, 1.0 FTE). 1.0 ▪ Addition of one Senior Housing Planner (\$94,747, 1.0 FTE) and addition of operating expenses for this position (\$14,700). 1.0 ▪ Addition of funding for the staff and operating costs of the Shirlington Employment and Education Center (\$85,000). ▪ A reduction in the Community Services Block Grant (\$13,053) due to declining grant revenue. ▪ Fees increase due to higher projected fee permitting activity (\$210,000). ▪ Grants decrease due to decreases in the Community Services Block Grant (\$13,053) and in the County's annual federal HOME Fund allocation (\$71,356). 	
FY 2014	<ul style="list-style-type: none"> ▪ The County Board restored one-time funding for the Homeownership Coordinator position (\$114,943). 1.0 ▪ Eliminated one part-time Principal Planner position (\$61,134). (0.5) Eliminated one Associate Planner position (\$102,737). (1.0) ▪ Restored one-time funding (\$18,575) for the Shirlington Education and Employment Center (SEEC). ▪ Restored on-time funding (\$50,000) for BUGATA. ▪ Restored one-time funding (\$50,000) for ECDC. ▪ Decreased revenue due to a decrease in the Community Services Block Grant (\$9,930). 	
FY 2015	<ul style="list-style-type: none"> ▪ The County Board added funding to the base budget for the Homeownership Coordinator position, previously funded with one-time funding (\$116,116, 1.0 FTE). ▪ Added funding for a Principal Planner position for planning and development activities related to Crystal City and Pentagon City (\$112,349). 1.0 ▪ Transferred half of a Business Systems Analyst position to the CPHD Development Fund. (0.5) 	

DEPARTMENT OF COMMUNITY PLANNING, HOUSING AND DEVELOPMENT
TEN-YEAR HISTORY

Fiscal Year	Description	FTEs
	<ul style="list-style-type: none"> ▪ Removed one-time funding (\$18,575) for the Shirlington Education and Employment Center (SEEC). ▪ Removed one-time funding (\$50,000) for ECDC. ▪ Restored one-time funding (\$50,000) for BUGATA 	
FY 2016	<ul style="list-style-type: none"> ▪ Transferred half a Business Systems Analyst position to the CPHD Development Fund (\$71,739). ▪ The County Board eliminated a Housing Assistant (\$47,977). ▪ The County Board restored the FY 2015 one-time funding for BU-GATA (\$50,000). ▪ Added ongoing funding (\$18,275) for the Shirlington Education and Employment Center (SEEC). ▪ Increased fee revenue for anticipated permits and development activity (\$94,958). ▪ Decreased revenue and expense due to a decrease in the state allocation of the Community Services Block Grant (\$15,979). 	<p>(0.5)</p> <p>(0.5)</p>
FY 2017	<ul style="list-style-type: none"> ▪ The County Board added ongoing funding for the BU-GATA Promotora Program (\$50,000). ▪ Grant expenses and revenue increased due to additional Community Services Bock Grant income (\$32,000). 	