

# Department of Cable and Consumer Services

**Mission** To mediate consumer and tenant-landlord issues, provide consumer educational information, regulate taxi and towing industries, and issue licenses for certain business activities. To support County and community meetings and events at the Fairfax County Government Center. To protect and maintain the fiscal integrity and financial solvency of the department.

**Focus** The Department of Cable and Consumer Services is the umbrella agency for three distinct functions: Consumer Services, Communications Policy and Regulation and Communications Productions. The total agency staff is distributed over two funding sources, the Cable Communications Fund and the General Fund. Communications Policy and Regulation and Communications Productions are presented in Fund 40030 (Volume 2). Consumer Services is presented within the General Fund (Volume 1). The diverse functions of the Department of Cable and Consumer Services provide quality customer service to the community and work collaboratively with County agencies, neighboring jurisdictions, and professional organizations.

Consumer Services includes Consumer Affairs, Regulation and Licensing, Meeting Space Management and Event Support, and Administrative Services.

Consumer Affairs investigates and mediates consumer complaints, tenant-landlord disputes, and cable television issues. Staff works with businesses and consumers to resolve complaints to the satisfaction of both parties. In addition to mediation, staff develops conciliation agreements to resolve complex disputes, offers binding arbitration when mediation efforts are exhausted, and provides an advice line for consumers to speak directly to staff about consumer issues. Consumer Affairs provides education to the community by conducting presentations and distributing educational information on a variety of consumer topics. Educational meetings are conducted with the public to provide information about current consumer trends and ways to avoid consumer scams, frauds, and other problems. Consumer Affairs publishes the quarterly *Informed Consumer e-Newsletter* and posts weekly tips on Facebook; provides staff support to the Consumer Protection Commission and the Tenant-Landlord Commission; educates and supports over 2,000 homeowner, condominium, and civic associations; publishes an annual *Community Association Supplement Guide* with information on current common interest community laws and services; and hosts the *Your Community You're Connected* television program shown on Fairfax County Government Channel 16 and the *Consumer Connection* program shown on Facebook.

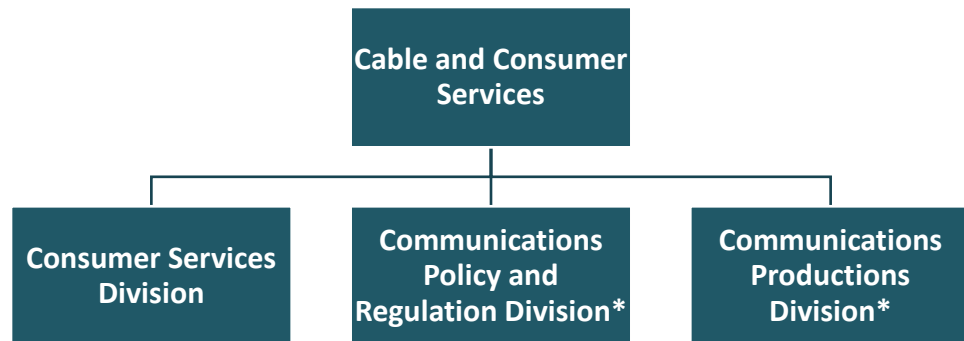
Regulation and Licensing is responsible for issuing licenses, permits, certificates, or registrations to taxicab operators, taxicab drivers, canvassers, peddlers, solicitors, vendors, promoters, massage establishments and therapists, pawn brokers, precious metal and gem dealers, going out-of-business sales, solicitors representing charitable organizations, trespass tow operators, and shared mobility devices for hire operators. Regulation and Licensing also conducts taxicab inspections to ensure vehicle safety and accuracy of taximeters. Regulation and Licensing reviews new taxicab certificate applications and recommends to the Consumer Protection Commission and Board of Supervisors the appropriate number of taxicabs required to service transportation needs in the County. Regulation and Licensing investigates complaints and develops rate recommendations for taxicab services and certain rate recommendations for trespass towing within the County. Regulation and Licensing provides staff support to the Trespass Towing Advisory Board which makes recommendations to the Board of Supervisors on towing industry regulations and rates.

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Meeting Space Management and Event Support provides reservation and scheduling services and meeting support for spaces throughout the Government Center Campus, supporting the Fairfax County Board of Supervisors; Fairfax County boards, authorities, and commissions; County agencies and non-profit organizations. Staff processes all reservation requests, stages furnishings and equipment, and configures meeting rooms for an average of 30 meetings and events each day. Technical support for presentations, conference calls, audio-visual playback, public address systems, and assistive listening for individuals with hearing impairments is also provided during meetings and events. Engineering staff oversees the J. Hamilton Lambert Conference Center audio-visual systems and staff identifies requirements; recommends solutions; and installs, tests, and maintains audio-visual equipment. Meeting Space Management and Event Support provides reservation, scheduling, and meeting services throughout the Government Center Campus.

Administrative Services develops and oversees the agency-wide budgets and is responsible for fiscal administration of both the agency General Fund and the Cable Communications Special Revenue Fund. Administrative Services directs all purchasing and contract activities, overseeing the department procurement card program, office supply program, and accountable equipment inventory. Administrative Services includes the role of department Human Resources Manager, with responsibilities in the areas of human resource management, training and development, compensation, and employee relations. Administrative Services coordinates the training and development activities for the department. Administrative Services manages the agency computer replacement programs and assists with information technology requests and acquisitions. Administrative Services leads the strategic planning efforts for the agency, including the development and coordination of agency performance management, the strategy map, and the balanced scorecard.

## Organizational Chart



\* All staffing and operating support for the Communications Policy and Regulation Division, as well as the Communications Productions Division, is found in Fund 40030, Cable Communications, in Volume 2.

# Department of Cable and Consumer Services

## Budget and Staff Resources

| Category   | FY 2019 Actual   | FY 2020 Adopted  | FY 2020 Revised  | FY 2021 Advertised |
|--|------------------|------------------|------------------|--------------------|
| <b>FUNDING</b>   |                  |                  |                  |                    |
| <b>Expenditures:</b>                                   |                  |                  |                  |                    |
| Personnel Services                                     | \$628,474        | \$585,972        | \$585,972        | \$612,060          |
| Operating Expenses                                     | 143,289          | 174,747          | 174,747          | 174,747            |
| <b>Total Expenditures</b>                              | <b>\$771,763</b> | <b>\$760,719</b> | <b>\$760,719</b> | <b>\$786,807</b>   |
| <b>Income:</b>   |                  |                  |                  |                    |
| Massage Therapy Permits                                | \$56,000         | \$55,182         | \$55,182         | \$56,000           |
| Precious Metal Dealers Licenses                        | 8,625            | 9,400            | 8,625            | 8,625              |
| Solicitors Licenses                                    | 8,961            | 9,920            | 8,961            | 8,961              |
| Taxicab Licenses                                       | 76,600           | 94,945           | 76,600           | 76,600             |
| Towing Permits   | 1,200            | 1,500            | 1,500            | 1,500              |
| <b>Total Income</b>                                    | <b>\$151,386</b> | <b>\$170,947</b> | <b>\$150,868</b> | <b>\$151,686</b>   |
| <b>NET COST TO THE COUNTY</b>                          | <b>\$620,377</b> | <b>\$589,772</b> | <b>\$609,851</b> | <b>\$635,121</b>   |
| <b>AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)</b> |                  |                  |                  |                    |
| Regular  | 10 / 10          | 9 / 9            | 9 / 9            | 9 / 9              |

## FY 2021 Funding Adjustments

The following funding adjustments from the FY 2020 Adopted Budget Plan are necessary to support the FY 2021 program:

**Employee Compensation** **\$26,088**  
 An increase of \$26,088 in Personnel Services includes \$12,070 for a 2.06 percent market rate adjustment (MRA) for all employees and \$14,018 for performance-based and longevity increases for non-uniformed merit employees, both effective July 2020.

## Changes to FY 2020 Adopted Budget Plan

The following funding adjustments reflect all approved changes in the FY 2020 Revised Budget Plan since passage of the FY 2020 Adopted Budget Plan. Included are all adjustments made as part of the FY 2019 Carryover Review, and all other approved changes through December 31, 2019.

There have been no adjustments to this agency since approval of the FY 2020 Adopted Budget Plan.

## Position Detail

The FY 2021 Advertised Budget Plan includes the following positions:

| DEPARTMENT OF CABLE AND CONSUMER SERVICES - 9 Positions |                                       |   |                               |
|---|---------------------------------------|---|-------------------------------|
| <b>Consumer Services Division</b>                       |                                       |   |                               |
| 1   | Director, Consumer Services Division* |   |                               |
| 1   | Administrative Assistant IV*          |   |                               |
| <b>Consumer Affairs</b>                                 |                                       |   |                               |
| 1   | Consumer Specialist III               | 1 | Administrative Assistant II   |
| 2   | Consumer Specialists II               | 1 | Consumer Specialist II*       |
| 2   | Consumer Specialists I                | 1 | Consumer Specialist I*        |
| 1   | Administrative Assistant IV           | 2 | Administrative Assistants II* |
| <b>Regulation and Licensing</b>                         |                                       |   |                               |
| 1   | Consumer Specialist III               |   |                               |
| 1   | Consumer Specialist II                |   |                               |
| 2   | Administrative Assistants III*        |   |                               |

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| Administrative Services |   |   |                               |
|-------------------------|---|---|-------------------------------|
| 1                       | Financial Specialist III*                                   |   |                               |
| 1                       | Financial Specialist II*                                    |   |                               |
| Conference Center       |   |   |                               |
| 1                       | Administrative Associate*                                   | 1 | Administrative Assistant III* |
| 1                       | Video Engineer*   | 1 | Administrative Assistant II*  |
|                         |   |   |                               |
| *                       | Positions are supported by Fund 40030, Cable Communications |   |                               |

## Performance Measurement Results

The Accounting and Finance Branch processed 1,981 fiscal documents with 97.5 percent accuracy in FY 2019.

The Consumer Affairs Branch responded to 8,642 case inquiries in FY 2019, an increase of eight percent from FY 2018. Consumer Affairs conducted 269 consumer educational seminars in FY 2019. These outreach events provide information about current consumer trends and ways to avoid consumer scams, frauds, and other problems, which in turn, can reduce the number of consumer inquiries filed with Consumer Affairs. Staff responded to all case inquiries within 48 hours, closing 98 percent and recovering \$458,346 for consumers.

The Regulation and Licensing Branch issued 1,842 permanent licenses in FY 2019, a decrease of four percent from FY 2018. Some fluctuation occurs among the various types of licenses issued year to year, with the majority of the change occurring within the taxicab industry.

| Indicator   | FY 2017 Actual | FY 2018 Actual | FY 2019 Estimate/Actual | FY 2020 Estimate | FY 2021 Estimate |
|---|----------------|----------------|-------------------------|------------------|------------------|
| <b>Consumer Services</b>  |                |                |                         |                  |                  |
| Percent of case inquiries closed  | 98%            | 99%            | 98%/98%                 | 98%              | 98%              |
| Percent of consumer educational seminars meeting objectives                 | 100%           | 100%           | 100%/100%               | 100%             | 100%             |
| Percent of permanent licenses issued within 60 calendar days of application | 100%           | 100%           | 98%/100%                | 98%              | 98%              |
| Cumulative County savings due to utility case intervention (in millions) *  | \$117          | \$122          | \$122/\$122             | NA               | NA               |
| Percent of reservation requests scheduled                                   | 100%           | 100%           | 98%/100%                | 100%             | 100%             |

\*This function has been transferred to the Office of Environmental and Energy Coordination in Agency 02, Office of the County Executive, and, as of FY 2020, is no longer a measure for Cable and Consumer Services.

A complete list of performance measures can be viewed at <https://www.fairfaxcounty.gov/budget/fy-2021-advertised-performance-measures-pm>