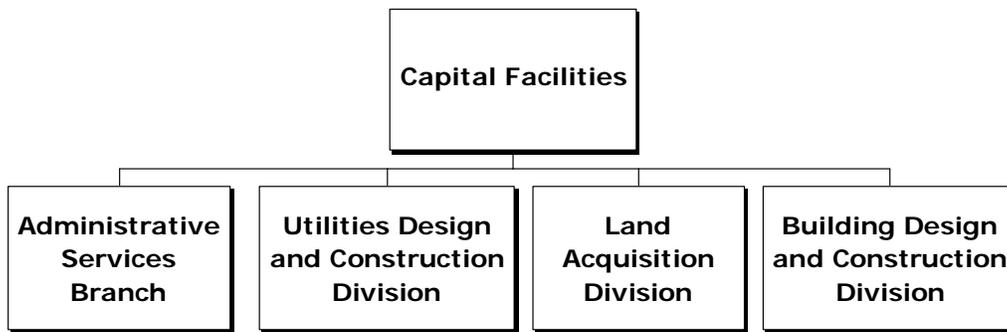


Capital Facilities



Mission

To provide Fairfax County with quality, cost effective buildings and infrastructure in a safe, timely and environmentally sound manner.

AGENCY DASHBOARD			
Key Data	FY 2010	FY 2011	FY 2012
1. Projects Completed with Total Cost over \$10 million	0	1	0
2. Projects Completed with Total Cost over \$100,000 and under \$10 million	43	57	66
3. Projected Completed with Total Cost under \$100,000	79	88	109
4. Customer Satisfaction Survey – Building Design & Construction Projects (bi-annual)	79.4%	NA	91.9%
5. Value Engineering Studies Completed/Accepted Cost Savings (in millions)	2/\$4.8	2/\$1.2	4/\$7.2

Focus

Capital Facilities' purpose is to complete the construction of publicly funded projects. Specifically, Capital Facilities administers the planning, design, land acquisition and construction services for governmental facility projects such as libraries, courts and police and fire stations. The agency supports user agencies during the site selection and feasibility study phases and coordinates with the user agencies throughout the project implementation process; projects are delivered using both traditional (design-bid-build) and innovative (public-private partnership) methods. The agency is also responsible for the implementation of infrastructure improvement projects, such as streetlight installations, sanitary sewer extensions, sanitary pump stations, pollution control plant expansions/upgrades, and the land acquisition and construction management of transportation and stormwater drainage projects. Through the completion of these projects, Capital Facilities contributes to the health, safety and welfare of all who reside in, work in and visit Fairfax County.

One of the strengths of Capital Facilities is its technical and operational capabilities, for which it has continued to be recognized for technical excellence. To improve upon this excellence, Capital Facilities continues to focus on improving some major aspects of the agency, including work culture, environmental stewardship and customer service.

Capital Facilities

Capital Facilities has several initiatives identified in its strategic plan, including, but not limited to being a leader in sustainable design, appropriately funding the developer default program, becoming the provider of choice for County agencies and the Board of Supervisors, improving project delivery and enhancing customer service. As part of these strategic initiatives, the agency continues to improve technology applications, develop and train its workforce to improve customer service, processes, productivity and promote a culture of safety. The Capital Facilities reorganization, completed in FY 2012, has organized Capital Facilities by “product-line” which has provided organizational efficiency gains (fewer hand offs,) improved teambuilding, communication, collaboration, and customer service.

Capital Facilities is continuing to develop stronger partnerships with other agencies for project implementation in an effort to broaden the customer base and become the provider of choice.

Capital Facilities is also continuing to utilize innovative project delivery approaches such as design-build techniques and PPEA (Public-Private Education Act) project implementation in order to facilitate the timely, efficient and cost effective delivery of projects. Based on expanded partnerships with various agencies, and the approval of the fall 2012 Bond Referenda for Public Safety and Libraries, Capital Facilities’ workload has increased significantly.

In FY 2014, and in future fiscal years, Capital Facilities will be part of the Economic Development Core Team as presented to the Board of Supervisors at the March 18, 2013 Budget Committee meeting as part of the presentation on “Building & Sustaining Community by Leveraging our Economic Development Opportunities.” The team is necessary to support the County’s economic development and revitalization goals, improve development process timelines, and address rising workload requirements to ensure that the capacity exists to meet customer expectations and respond to development opportunities. As such, Capital Facilities will receive both positions and funding in FY 2014 to address these challenges.

Capital Facilities supports the following County Vision Elements:



Maintaining Safe and Caring Communities



Creating a Culture of Engagement



Connecting People and Places



Practicing Environmental Stewardship



Exercising Corporate Stewardship

Capital Facilities

Budget and Staff Resources

Category	FY 2012 Actual	FY 2013 Adopted	FY 2013 Revised	FY 2014 Advertised	FY 2014 Adopted
FUNDING					
Expenditures:					
Personnel Services	\$9,405,746	\$9,718,579	\$9,718,579	\$10,299,056	\$10,513,338
Operating Expenses	8,354,790	8,904,905	8,950,350	8,904,905	8,904,905
Capital Equipment	0	0	0	0	0
Subtotal	\$17,760,536	\$18,623,484	\$18,668,929	\$19,203,961	\$19,418,243
Less:					
Recovered Costs	(\$6,280,654)	(\$6,626,632)	(\$6,626,632)	(\$6,764,289)	(\$6,764,289)
Total Expenditures	\$11,479,882	\$11,996,852	\$12,042,297	\$12,439,672	\$12,653,954
AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)					
Regular	126 / 126	129 / 129	134 / 134	129 / 129	138 / 138

FY 2014 Funding Adjustments

The following funding adjustments from the FY 2013 Adopted Budget Plan are necessary to support the FY 2014 program. Included are all adjustments recommended by the County Executive that were approved by the Board of Supervisors, as well as any additional Board of Supervisors' actions, as approved in the adoption of the budget on April 30, 2013.

- ◆ **Employee Compensation** **\$117,366**

An increase of \$117,366 in Personnel Services reflects the full year impact of the FY 2013 2.5 percent performance-based scale and salary increase, effective January 2013, for non-uniformed employees. It should be noted that no funding is included for additional employee compensation for this department in FY 2014.
- ◆ **Personnel Services Adjustments** **\$505,650**

Funding of \$505,650 is required due to various Personnel Services related adjustments. These adjustments include, \$250,000 to respond to an increase in the demand for senior level project management associated with several large and complex projects, such as Wiehle Avenue Metro parking development, Public Safety Headquarters, Mid County Center, Dulles Rail parking facilities and several Tysons Corner public facilities; \$150,000 to annualize a recurring Personnel Services related adjustment made as part of the *FY 2012 Third Quarter Review* to provide critical planning, design, land acquisition and construction services for governmental facility projects; and \$105,650 to cover costs associated with 1/1.0 FTE position transferred from Land Development Services to the Office of Capital Facilities in FY 2013 to support the agency's streetlight and developer default operations.
- ◆ **Economic Development Core Team Positions** **\$214,282**

The Board of Supervisors approved funding of \$214,282 and 3/3.0 FTE positions for the Economic Development Core Team to support the County's economic development and revitalization goals, improve development process timeliness, and address rising workload requirements to ensure that the capacity exists to meet customer expectations and respond to development opportunities. It should be noted that this funding supports 2/2.0 FTE positions. The remaining position will be funded as part of the FY 2015 budget. It should be noted that an increase of \$89,783 in Fringe Benefits

Capital Facilities

funding is included in Agency 89, Employee Benefits for a total cost of \$304,065. For further information on Fringe Benefits, please refer to the Agency 89, Employee Benefits narrative in the Nondepartmental program area section of Volume 1.

◆ **State Transportation Plan Positions** **\$0**

As a result of the State Transportation funding plan approved during the 2013 Session by the General Assembly (HB 2313), additional revenues will be available to the County for transportation projects and transit needs. Staffing requirements have been identified to be able to begin initial implementation of the projects and services funded with these new recourses. As a result, the Board of Supervisors has approved 2/2.0 FTE positions to meet these additional requirements.

◆ **Reductions** **(\$180,196)**

A decrease of \$180,196 and 1/1.0 FTE position reflects the following reductions utilized to balance the FY 2014 budget:

Title	Impact	Posn	FTE	Reduction
Increase Work Performed For Others (WPFO) Billing Charged to Projects	The charges for Work Performed For Others (WPFO) are increased as a result of a review of actual costs incurred, including recent increases in salaries as approved by the Board of Supervisors in FY 2012 and FY 2013. This review results in an increase to the WPFO billing rate for 4/4.0 FTE positions which are located in Capital Facilities but work on stormwater projects and 5/5.0 FTE positions which are located in Capital Facilities but work on transportation projects. Currently, WPFO is charged at a rate of approximately 80 percent to Fund 40101, Stormwater Services. This reduction results in an increase of 20 percent to stormwater projects fully recovering the cost of all 4 positions. This adjustment results in consistency in the agency with all 7 stormwater positions 100 percent recoverable. Currently, WPFO is charged at a rate of approximately 72 percent to several transportation funds. This reduction results in an increase of approximately 16 percent to transportation projects recovering 88 percent of the cost of all 5 positions. This adjustment results in consistency in the agency with all 5 transportation positions 88 percent recoverable.	0	0.00	\$137,657
Eliminate 1/1.0 FTE Filled Administrative Assistant II Position	The reduction eliminates a filled Administrative Assistant II position, one of two Administrative Assistant II positions in the agency. This reduction increases the workload of administrative staff resulting in longer customer wait times and delays in the processing of internal items. In addition, eliminating this position will require senior engineer positions to spend an increased amount of time on administrative tasks, taking them away from projects that require more technical analysis, which could result in delays to these more complex projects.	1	1.00	\$42,539

Capital Facilities

Changes to FY 2013 Adopted Budget Plan

The following funding adjustments reflect all approved changes in the FY 2013 Revised Budget Plan since passage of the FY 2013 Adopted Budget Plan. Included are all adjustments made as part of the FY 2012 Carryover Review, FY 2013 Third Quarter Review, and all other approved changes through April 23, 2013.

- ◆ **Carryover Adjustments** **\$45,445**
As part of the FY 2012 Carryover Review, the Board of Supervisors approved encumbered funding of \$45,445 in Operating Expenses.

- ◆ **Position Adjustments** **\$0**
In order to properly align business functions with the core agency mission, 1/1.0 FTE position was transferred from Land Development Services to the Office of Capital Facilities and 4/4.0 FTE positions were transferred from Fund 69010, Sewer Operation and Maintenance, to the Office of Capital Facilities.

Cost Centers

Capital Facilities has four cost centers including Administrative Services, Building Design and Construction, Utilities Design and Construction and Land Acquisition.

Administrative Services

The Administrative Services Cost Center provides full administrative support to Capital Facilities and guides the agency's strategic planning effort. The cost center provides contractual review for both design and construction contracts. In addition, the Administrative Services Cost Center provides human resources oversight and support, information technology support for hardware and software, application development, budget and financial support for daily operations and accounting support for contract management of capital projects. This cost center includes the budget for streetlight utility needs from both Dominion Virginia Power and Northern Virginia Electric Cooperative (NOVEC); a significant portion of the agency's budget.

Category	FY 2012 Actual	FY 2013 Adopted	FY 2013 Revised	FY 2014 Advertised	FY 2014 Adopted
EXPENDITURES					
Total Expenditures	\$1,023,963	\$765,958	\$771,834	\$9,532,022	\$9,532,022
AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)					
Regular	10 / 10	10 / 10	11 / 11	11 / 11	11 / 11
1 Deputy Director	1	1 Financial Specialist II	1	1 Programmer Analyst II	
1 Management Analyst IV	3	3 Financial Specialists I	1	1 Network/Telecom. Analyst II	
1 Management Analyst II	1	1 Programmer Analyst III	1	1 Human Resources Generalist I	
TOTAL POSITIONS					
11 Positions / 11.0 FTE					

Capital Facilities

Building Design and Construction

The Building Design and Construction Cost Center manages the design, construction and budget for the completion of new and/or renovated County facilities such as fire stations, libraries, courts, police stations, parking structures, human services facilities and other County facilities. This includes the evaluation and selection of contractors to design and build facilities and the oversight of all facets of the planning, building, inspection and budgetary issues required to complete each construction project. In addition, this cost center provides strategic leadership in the planning, negotiation, design and implementation of complex, public-private partnership capital projects.

Category	FY 2012 Actual	FY 2013 Adopted	FY 2013 Revised	FY 2014 Advertised	FY 2014 Adopted
EXPENDITURES					
Total Expenditures	\$9,822,794	\$9,585,249	\$9,585,249	\$1,049,380	\$1,263,662
AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)					
Regular	39 / 39	39 / 39	40 / 40	38 / 38	43 / 43
1 Director	13	Senior Engineers III	3	Assistant Project Managers	
4 Project Coordinators (2)	6	Engineers III	1	Administrative Assistant IV	
3 Engineers VI	2	Engineering Technicians III	1	Administrative Assistant III	
7 Engineers IV (1)	1	Engineering Technician II	1	Administrative Assistant II	
TOTAL POSITIONS					
43 Positions (3) / 43.0 FTE (3.0) () Denotes New Position					

Utilities Design and Construction

The Utilities Design and Construction Cost Center manages the design, construction and budget for the completion of new and expanded or upgraded County utilities construction projects such as, sanitary sewers, pump stations, wastewater treatment plant expansions/upgrades, storm drainage improvements, road improvements, trails, sidewalks, developer defaults, streetlights and bus shelters. This includes the evaluation, selection and oversight of all facets of the planning, building and inspection of construction projects. In addition, this cost center provides strategic leadership in the planning, negotiation, design and implementation of complex, public-private partnership capital projects.

Category	FY 2012 Actual	FY 2013 Adopted	FY 2013 Revised	FY 2014 Advertised	FY 2014 Adopted
EXPENDITURES					
Total Expenditures	\$336,194	\$1,123,298	\$1,162,867	\$1,457,268	\$1,457,268
AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)					
Regular	64 / 64	66 / 66	69 / 69	66 / 66	70 / 70
1 Director	4	Engineering Technicians III	1	Construction Project Manager I	
2 Engineers VI	2	Engineering Technicians II	1	Assistant Project Manager	
1 Engineer V	2	Supervising Eng. Inspectors	3	Senior Survey Analysts/Coordinators	
4 Engineers IV	8	Senior Engineering Inspectors	5	Survey Party Chiefs/Analysts	
15 Engineers III (1)	1	County Surveyor	5	Survey Instrument Technicians	
10 Senior Engineers III (1)	1	Deputy County Surveyor	1	Administrative Assistant III	
1 Chief of Streetlights/Developer Default	1	Chief of Survey Parties	1	Administrative Assistant II (-1)	
TOTAL POSITIONS					
70 Positions (-1) (2) / 70.0 FTE (-1.0) (2.0) (-) Denotes Abolished Position due to Budget Reductions () Denotes New Position					

Capital Facilities

Land Acquisition

The Land Acquisition Cost Center is responsible for the acquisition of land or right-of-way and other land rights, including permanent and temporary easements and letters of permission, necessary to support the Capital Improvement Program (CIP). Programs and projects supported include transportation (roadway, sidewalks, trails, bus stops), wastewater, storm drainage, building, developer default and utility projects. This includes all aspects of property analysis during design, legal land title research, appraisal or appraisal review, negotiations and coordination with land owners and owner representatives to acquire property or land rights in an efficient and timely manner. For certain projects, the Land Acquisition Cost Center is responsible for staff work associated with implementation of the Board's power of eminent domain.

Category	FY 2012 Actual	FY 2013 Adopted	FY 2013 Revised	FY 2014 Advertised	FY 2014 Adopted
EXPENDITURES					
Total Expenditures	\$296,931	\$522,347	\$522,347	\$401,002	\$401,002
AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)					
Regular	13 / 13	14 / 14	14 / 14	14 / 14	14 / 14
1 Director	1	Engineering Technician II	3	Senior Right-of-Way Agents	
1 Project Coordinator	6	Right-of-Way Agents/Property Analysts			
2 Engineering Technicians III					
TOTAL POSITIONS					
14 Positions / 14.0 FTE					

Key Performance Measures

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2010 Actual	FY 2011 Actual	FY 2012 Estimate/Actual	FY 2013	FY 2014
Capital Facilities					
Projects completed	122	146	124 / 175	147	156
Contract cost growth (1)	4.8%	4.3%	5.0% / 4.5%	5.0%	4.8%

(1) Cost Growth = (Final Construction Contract Cost - Initial Construction Contract Cost) / Initial Construction Contract Cost * 100

A complete list of performance measures can be viewed at www.fairfaxcounty.gov/dmb/fy2014/adopted/pm/26.pdf

Performance Measurement Results

The use of abbreviated designs has been expanded in order to improve project delivery times. During FY 2012, a total of 175 capital projects were completed. The agency continues to maintain cost growth of less than 5.0 percent, with the FY 2012 cost growth rate at 4.5 percent.