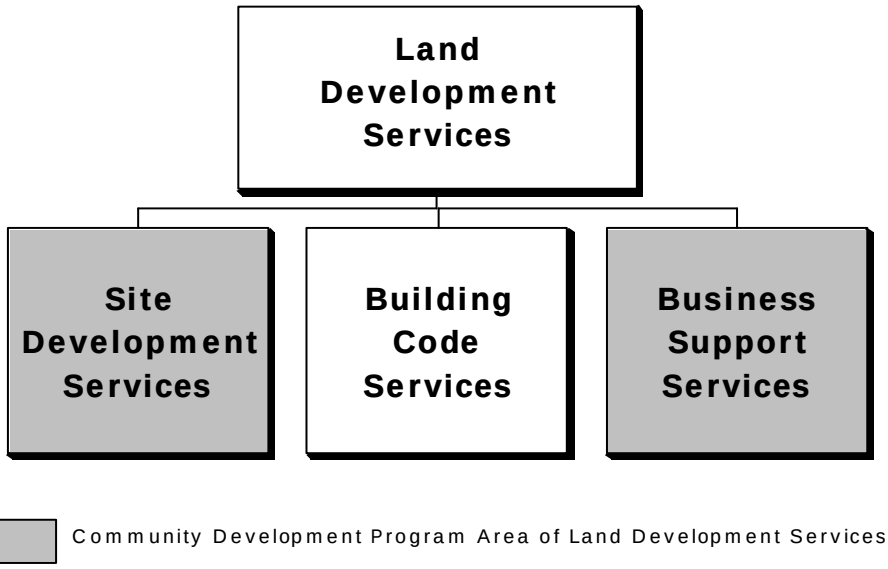
Land Development Services



Mission

Land Development Services (LDS) is committed to the protection of the environment, and the health, safety and welfare of all who live in, work in and visit Fairfax County. Through partnerships with all stakeholders, LDS achieves excellence in service by balancing the needs, rights and interests of the community in the building and land development process.

AGENCY DASHBOARD			
Key Data	FY 2012	FY 2013	FY 2014
1. Total Major and Minor Site Construction Plans Submitted	3,897	3,887	3,877
2. Average Days to Review Major Site Construction Plans	68	83	63
3. Total Residential/Commercial and Trade Permits Issued	54,138	59,714	59,956
4. Average Number of Major and Minor Site Construction Projects to Inspect	1,625	1,585	1,624
5. Total Building Inspections Performed	136,532	150,877	145,715
6. Total Initial Building Plan Reviews (new construction, alterations and additions)	15,709	16,528	15,369
7. Total Site and Building Revenue	$26,960,665	$28,305,286	$28,939,644

Focus

Land Development Services (LDS) provides regulatory services to protect the health, safety, welfare, and environment for those who live in, work in, and visit Fairfax County. This is accomplished through effectively regulating land development and building construction. LDS enforces environmental protection standards set forth in applicable codes for land development and building construction such as the Virginia Uniform Statewide Building Code, the International Code Council's family of construction codes, state laws and regulations, Fairfax County ordinances, and the Public Facilities Manual. LDS is composed of three cost centers: Building Code Services (BCS), included in the County's Public Safety Program Area, and Site Development Services (SDS) and Business Support Services (BSS), included in the County's Community Development Program Area. BSS manages the administrative responsibilities of Human Resources, Information Technology, and Financial Management for LDS.

LDS reviews all site and subdivision plans, inspects site development, and is responsible for the plan review, permitting, and inspection of new and existing structures. LDS takes action against non-compliant construction and land disturbing activities. It provides technical training and conducts customer outreach programs to help homeowners, builders, engineers and contractors comply with land development and building code regulations. LDS evaluates recent economic activity to predict future workload and resource needs. The number of site and subdivision submissions has remained steady. There continues to be a shift in development towards more in-fill and redevelopment/revitalization of older communities and more complex sites (such as problem soils), and of more multi-use and multi-family types of buildings. The workload associated with regulating these types of developments has inherent complexities that strain resources, in addition to requiring the redirection of resources to address code enforcement, environmental regulatory actions and infill issues. For example, infill development and revitalization projects are more complex in nature due to stormwater management challenges, erosion and sedimentation issues, deficient infrastructure, and the need to minimize impacts on adjoining property owners.

Land Development Services 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*

LDS continues to monitor its organization, workload and positions to ensure the workforce is right sized for its current and future workload. Increasing development in the Tysons Urban Center and Springfield Town Center has increased the quantity and complexity of plan and inspection workload in LDS. In addition, the County adopted a new ordinance and is revising existing ordinances and regulations in response to new federal and state regulations, which will continue to have an impact on workload in FY 2016.

In FY 2016, and in future fiscal years, the agency continues to 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.

LDS is facing challenges due to the economic rebound, the implementation of new state and federal regulations, and the higher expectations of our customers for reduced review timeframes. On December 2, 2014, the Board of Supervisors approved increases to Land Development Services and Fire Prevention Division (Fire Marshal) fees for plan review, permits, and inspection services. The fee increase supports 28/28.0 FTE positions for staff resources in a variety of agencies supporting the plan review, permits and inspection process. The goal of the additional staff is to assist the County in improving customer service, work plan implementation efforts, supports minimum submission review for grading plans and tenant work, electronic plan submissions and reducing plan review timeframes.

LDS has begun exploring electronic plan submission and review capabilities. This program is a desired customer service initiative as part of the County's collaboration with the development industry to identify initiatives to support and facilitate economic development. When fully implemented, the program will provide LDS staff with a sophisticated means of receiving and reviewing plans and will allow LDS to better meet customer expectations for distributing plan submissions efficiently.

Budget and Staff Resources

Category	FY 2014 Actual	FY 2015 Adopted	FY 2015 Revised	FY 2016 Advertised	FY 2016 Adopted
FUNDING					
Expenditures:					
Personnel Services	$17,529,823	$18,781,799	$19,451,299	$20,430,079	$20,478,912
Operating Expenses	4,449,677	4,172,108	4,917,723	4,918,745	4,888,745
Capital Equipment	52,987	0	7,318	0	0
Subtotal	$22,032,487	$22,953,907	$24,376,340	$25,348,824	$25,367,657
Less:					
Recovered Costs	($391,842)	($216,868)	($216,868)	($353,732)	($353,732)
Total Expenditures	$21,640,645	$22,737,039	$24,159,472	$24,995,092	$25,013,925
Income:					
Permits/Plan Fees	$9,724,358	$9,927,076	$10,648,324	$11,677,342	$11,677,342
Permits/Inspection Fees, Miscellaneous	19,238,306	19,032,103	20,390,396	22,409,218	22,409,218
Total Income	$28,962,664	$28,959,179	$31,038,720	$34,086,560	$34,086,560
NET COST TO THE COUNTY	($7,322,019)	($6,222,140)	($6,879,248)	($9,091,468)	($9,072,635)
AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)					
Regular	263 / 263	262 / 262	274 / 274	273 / 273	272 / 272

Community Development Program Area Summary

Category	FY 2014 Actual	FY 2015 Adopted	FY 2015 Revised	FY 2016 Advertised	FY 2016 Adopted
FUNDING					
Expenditures:					
Personnel Services	$9,872,491	$10,598,363	$11,144,989	$11,766,676	$11,794,233
Operating Expenses	2,332,306	2,752,041	3,474,037	3,498,678	3,468,678
Capital Equipment	27,670	0	7,318	0	0
Subtotal	$12,232,467	$13,350,404	$14,626,344	$15,265,354	$15,262,911
Less:					
Recovered Costs	($391,842)	($216,868)	($216,868)	($353,732)	($353,732)
Total Expenditures	$11,840,625	$13,133,536	$14,409,476	$14,911,622	$14,909,179
Income:					
Permits/Plan Fees	$9,724,358	$9,927,076	$10,648,324	$11,677,342	$11,677,342
Total Income	$9,724,358	$9,927,076	$10,648,324	$11,677,342	$11,677,342
NET COST TO THE COUNTY	$2,116,267	$3,206,460	$3,761,152	$3,234,280	$3,231,837
AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)					
Regular	168 / 168	167 / 167	177 / 177	176 / 176	175 / 175

Land Development Services Administration

1 DPWES Deputy Director
1 Asst. Dir. Public Works
1 Director, Land Dev. Services
2 Management Analysts III
1 Management Analyst II
1 Planner IV
1 Safety Analyst
3 Administrative Assistants IV
1 Engineer IV
1 Administrative Assistant III
1 Human Resource Generalist II
1 Administrative Assistant II
1 Management Analyst I
1 Human Resource Generalist I

Code Development and Compliance

1 Division Director, Land Dev. Svcs.
1 Director, Land Dev. Services
2 Engineers V
7 Engineers IV
1 Management Analyst IV
1 Training Specialist III
3 Code Specialists III
2 Senior Engineering Inspectors
1 Combination Inspector
3 Code Specialists II
1 Engineering Technician III
1 Engineering Technician II
1 Administrative Assistant III

Customer and Technical Support Center

1 Director, Building Inspections Division
3 Management Analysts II
1 Code Specialist III
1 Code Specialist II
1 Engineer IV
4 Engineering Technicians III
22 Engineering Technicians II
2 Administrative Assistants III
5 Administrative Assistants II
1 Asst. Supv. Engineering Inspector

Site Development and Inspections

1 Division Director, Land Dev. Svcs.
3 Engineers V
1 Engineer IV
9 Senior Engineers III (-1T)
19 Engineers III
1 Code Specialist III
3 Supervising Engineer Inspectors
3 Asst. Supv. Engineer Inspectors
25 Senior Eng. Inspectors
1 Engineering Technician III
2 Administrative Assistants III

Information Technology Branch

1 Business Analyst IV
2 Business Analysts III
1 Info. Technology Tech. III
1 Programmer Analyst IV
1 Programmer Analyst III
0 Programmer Analysts II (-1T)
1 Network/Telecom. Analyst III
1 Network/Telecom. Analyst II
1 Data Analyst II
1 Information Tech. Systems Architect
1 Internet/Intranet Architect II

Financial Management Branch

1 Financial Specialist IV
1 Financial Specialist III
1 Financial Specialist II
1 Financial Specialist I
1 Management Analyst III
1 Administrative Assistant V
2 Administrative Assistants IV
5 Administrative Assistants III

TOTAL POSITIONS
175 Positions (-2T) / 175.0 FTE (-2.0T)

T Denotes Transferred Positions

FY 2016 Funding Adjustments

The following funding adjustments from the FY 2015 Adopted Budget Plan are necessary to support the FY 2016 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 28, 2015.

- **Employee Compensation** **$608,924**
  An increase of $608,924 in Personnel Services includes $206,600 for a 1.10 percent market rate adjustment (MRA) for all employees and $402,324 for performance-based and longevity increases for non-uniformed merit employees, both effective July 2015.

- **Positions Supporting Land Development Process** **$2,014,533**
  On December 2, 2014, the Board of Supervisors approved increases to Land Development Services and Fire Prevention Division (Fire Marshal) fees for plan review, permits, and inspection services. The fee increase will support additional staff resources in a variety of agencies supporting the plan review, permits and inspection process. The goal of the additional staff is to assist the County in improving customer service, work plan implementation efforts, supports minimum submission review for grading plans and tenant work, electronic plan submissions and reducing plan review timeframes. To support this effort 15/15.0 FTE positions were added to Land Development Services in FY 2015 to support increased development activity within the County. An increase of $1,264,596 in Personnel Services and $749,937 in Operating Expenses is required to support these positions. The approved fee increases are anticipated to result in additional revenue of approximately $2.1 million in FY 2015 and $5.1 million in FY 2016 to support land development projects in Fairfax County. It should be noted that an increase of $542,892 in Fringe Benefits funding is included in Agency 89, Employee Benefits, for a total cost of $2,557,425 in FY 2016. For further information on Fringe Benefits, please refer to the Agency 89, Employee Benefits, narrative in the Nondepartmental program area section of Volume 1.

- **Position Adjustments for Information Technology** **($176,407)**
  A net decrease of $176,407 is associated with the reorganization of staff within DPWES. In order to better align resources, 2/2.0 FTE positions supporting information technology functions were transferred from Agency 31, Land Development Services to Agency 25, Business Planning and Support. These funding adjustments are offset by a corresponding increase in Business Planning and Support; therefore, the net impact to the General Fund is $0.

- **Department of Vehicle Services Charges** **($30,000)**
  A decrease of $30,000 for Department of Vehicle Services charges based on anticipated billings for fuel, vehicle replacement, and maintenance and operating-related charges.

- **Recovered Costs** **($136,864)**
  An increase of $136,864 in Recovered Costs is based on salary requirements and program charges and reflects the recoverable administrative costs to support the agency.

- **Reductions** **($3,300)**
  A decrease of $3,330 reflects the following reduction utilized to balance the FY 2016 budget:

Title	Impact	Posn	FTE	Reduction
Reduce Printing and Copying Supplies	This reduction is associated with a countywide policy decision being implemented to reduce the volume of printing and copying documents over a multi-year period. This was a common and recurring theme brought forward by employees as part of the Mission Savings process in Fall 2014. Agencies are being directed to review internal printing policies and reduce the use of individual desktop printers by utilizing the Multi-Functional Devices (MFDs) available throughout County buildings. In addition, agencies are being directed to reduce paper and toner consumption by only printing documents when necessary and by printing materials double-sided whenever possible.	0	0.0	$3,300

Changes to FY 2015 Adopted Budget Plan

The following funding adjustments reflect all approved changes in the FY 2015 Revised Budget Plan since passage of the FY 2015 Adopted Budget Plan. Included are all adjustments made as part of the FY 2014 Carryover Review, FY 2015 Third Quarter Review, and all other approved changes through April 30, 2015.

- **Carryover Adjustments** **$448,117**
  As part of the *FY 2014 Carryover Review*, the Board of Supervisors approved funding of $448,117, including $354,951 in encumbered funding in Operating Expenses; $7,318 in Capital Equipment and $85,848 in unencumbered carryover for employee development related activities.

- **Third Quarter Adjustments** **$974,316**
  As part of the *FY 2015 Third Quarter Review*, the Board of Supervisors approved funding of $974,316, including $669,500 in Personnel Services and $304,816 in Operating Expenses as a result of approved increases to Land Development Services and Fire Prevention Division (Fire Marshal) fees. The fee increase will fund additional staff resources in a variety of agencies supporting the plan review, permits and inspection process. To support this effort, 15/15.0 FTE positions were added to the Land Development Services in FY 2015 to support increased development activity within the County.

- **Position Adjustment Supporting Stormwater Services** **$0**
  In order to properly align staff with stormwater construction and other workload requirements, 3/3.0 FTE positions were transferred from Agency 31, Land Development Services to Fund 40100, Stormwater Services. This is partially offset by 1/1.0 FTE position transferred from Fund 40100, Stormwater Services to Land Development Services.

- **Position Adjustment** **$0**
  During FY 2015, the County Executive approved the redirection of 1/1.0 FTE position from Land Development Services to Agency 11, Department of Human Resources due to workload requirements. The fiscal impact of this adjustment will be included as part of the FY 2017 budget process.

Cost Centers

Site Development Services

Site Development Services ensures that land development and public and private facility construction conform to the Fairfax County Code and to policies adopted by the Board of Supervisors with respect to the integrity of new public infrastructure, control of erosion and sedimentation, drainage and stormwater, tree conservation, protection of public waters and the investigation and resolution of building and site code violations. This is accomplished by reviewing site and subdivision plans, record plats, studies, waivers and modification requests, and coordinating the review process with other planning and development agencies.

Building Code Services

Building Code Services is responsible for the plan review, permitting and inspection of new and existing buildings, as well as cross connection and amusement device inspections. This cost center ensures that all building construction in Fairfax County meets the safety and health standards of the Virginia Uniform Statewide Building Code and County ordinances. This is accomplished by reviewing building plans, performing building, mechanical, electrical and plumbing inspections and issuing permits and home improvement contractors' licenses.

Key Performance Measures

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2012 Actual	FY 2013 Actual	FY 2014 Estimate/Actual	FY 2015	FY 2016
Site Development Services					
Percent of projects in irresolvable default which must be completed by the County	3%	2%	3%/1%	3%	3%
Construction projects required to cease as a result of deficiencies identifiable on the plan	0	0	0/0	0	0
Building Code Services					
Percent of buildings experiencing catastrophic system failures as a result of building design	0%	0%	0%/0%	0%	0%
Percent of permits issued on day of application	60%	65%	60%/65%	60%	60%

A complete list of performance measures can be viewed at www.fairfaxcounty.gov/dmb/fy2016/adopted/pm/31.pdf

Performance Measurement Results

In FY 2014, the number of projects in irresolvable default that must be completed by the County decreased from 2 to 1 percent. The number of construction projects required to cease as a result of deficiencies identifiable on the plan remains at zero, and is expected to remain the same in FY 2016.

In FY 2014, Land Development Services did not see any significant change in both workload indicators in the Building Code Services Cost Center compared to FY 2013. In FY 2014, 65 percent of permits were issued on the day of application, slightly exceeding the target of 60 percent.