

Lines of Business Reduction Impact Statements

Department of Planning and Zoning

001-35-104 Eliminate Limited Term and Overtime Funding in Administration Division

LOB Number	LOB Title	Positions	Expenditures	Revenue	Net Reduction
35-04	Management, Administration and IT Support	0 / 0.0 SYE	\$39,641	\$0	\$39,641

DESCRIPTION OF REDUCTION

The reduction results in the elimination of limited term and overtime funding in the Administration Branch.

IMPACT OF REDUCTION

The elimination of limited term salaries and overtime primarily impacts the department's ability to provide internship opportunities to potential future employees. This program has been used to train, mentor and recruit students for employment. It also provides an opportunity for tenured employees to focus on the more complex aspects of the projects at hand. The impact of not having the limited-term funding is widespread throughout the department, as the use of this valuable resource has enabled the department to address staffing shortages in an effort to maintain high level customer service in the face of limited resources.

002-35-105 Eliminate Limited Term and Overtime Funding for Zoning Administration Division (ZAD)

LOB Number	LOB Title	Positions	Expenditures	Revenue	Net Reduction
35-03	Zoning Ordinance Implementation and Enforcement	0 / 0.0 SYE	\$50,000	\$0	\$50,000

DESCRIPTION OF REDUCTION

The reduction results in the elimination of limited term funding and overtime funding that support Enforcement operations for the ZAD.

IMPACT OF REDUCTION

The elimination of one limited term Administrative Assistant position in the Zoning Enforcement Branch causes delays in processing initial complaint intake/filing and Notice of Violations (NOV). The reduction will also delay initial complainant contact by inspectors for routine violations.

The significant reduction in overtime funding in this division causes delays in investigation/processing of complaints due to the fact that inspectors carry heavy caseloads and utilize overtime hours to complete inspections, prepare case reports/NOVs and provide community outreach. On average, over 7,200 hours (3.5 SYE) of overtime is utilized each year, and the limiting of this option results in a delay in processing sign permits from the five day standard to 10 days. Due to the time sensitive nature of Noise Variances requests, this division will make every attempt to continue to process these requests in a timely fashion.

In addition, the reduction results in a decrease in the number of community outreach meetings attended by inspectors.

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001-35-106 Eliminate Limited Term Funding and Overtime Funding for the Planning Division

LOB Number	LOB Title	Positions	Expenditures	Revenue	Net Reduction
35-01	Land Use and Public Facilities	0 / 0.0 SYE	\$49,303	\$0	\$49,303

DESCRIPTION OF REDUCTION

The reduction results in the elimination of one limited term Historian I position which provides support to the County's History Program and History Commission, and the elimination of overtime funding to the Planning Division.

IMPACT OF REDUCTION

The limited term Historian I position provides support to the on-going efforts of the Fairfax County History Commission, provides research and analysis for the County's Inventory of Historic Sites and the documentation of hundreds of surveyed historic structures for potential listing in the inventory. The elimination of the position removes this support and weakens the ability to conduct the historic inventory research which is identified as a countywide objective in the Policy Plan.

The elimination of the Division's overtime funding results in a reduction of staff overtime work creating longer production times for specific projects.

001-35-107 Eliminate Limited Term and Overtime Funding and Reduce Operating Expenses for Zoning Evaluation Division

LOB Number	LOB Title	Positions	Expenditures	Revenue	Net Reduction
35-02	Zoning Application Evaluation and Interpretation	0 / 0.0 SYE	\$113,970	\$0	\$113,970

DESCRIPTION OF REDUCTION

Taking this reduction results in the elimination of four limited term positions, the elimination of overtime funding and a reduction of operating costs.

IMPACT OF REDUCTION

This reduction eliminates four limited term positions, which includes one planner assigned to proffer interpretations; one Board of Zoning Appeals (BZA) Deputy Clerk assigned to transcribe minutes; one BZA Deputy Clerk assigned to general administrative tasks; and an Administrative Assistant assigned to scan and post approved zoning cases on the website, among other support functions. The elimination of these positions will delay the completion of proffer interpretations; delay the availability of BZA hearing minutes; limit the public's timely access to information on the website; and restrict a wide-range of staff support and customer service functions.

As a consequence, as workloads of others increase, the timeliness and quality of their core assignments is adversely impacted with the elimination of overtime and operating expenses further exacerbating these delays.

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001-35-108 Reduce Operating Expenses Related to Training in Administration Division

LOB Number	LOB Title	Positions	Expenditures	Revenue	Net Reduction
35-04	Management, Administration and IT Support	0 / 0.0 SYE	\$49,493	\$0	\$49,493

DESCRIPTION OF REDUCTION

The reduction results in a decrease in operating expenses related to training in Administration, which results in a reduced level of service

IMPACT OF REDUCTION

This reduction primarily impacts the agency's ability to provide appropriate training opportunities for staff which results in the inability to address strategic planning initiatives related to training and promote the high performance initiatives that require additional training to accomplish. The agency also loses the capacity to use training as a means of providing job satisfaction and retention of employees.

001-35-109 Eliminate Planner IV Position

LOB Number	LOB Title	Positions	Expenditures	Revenue	Net Reduction
35-02	Zoning Application Evaluation and Interpretation	1 / 1.0 SYE	\$110,924	\$0	\$110,924

DESCRIPTION OF REDUCTION

The reduction results in the elimination of one Planner IV position which provides support to the rezoning and special exception function of the Zoning Evaluation Division (ZED).

IMPACT OF REDUCTION

The Planner IV position manages the ZED's most complex and high-visibility zoning cases (e.g., Tysons, Springfield Mall, Kingstowne). The elimination of a Planner IV impacts the time required to process complex cases in order to maintain the quality of review of such cases; it causes further workload on other less experienced planners assigned those cases, as well as supervisors who are required to provide extensive oversight to negotiate proffers for affordable housing, revitalization, and transportation, among others. Increased planner workloads delay timeframes for scheduling public hearings and restrict the department's ability to handle expedited cases or to respond to special requests from elected officials and the public, including completing research, preparing documents, and attending meetings.

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001-35-110 Eliminate Planner III Position

LOB Number	LOB Title	Positions	Expenditures	Revenue	Net Reduction
35-01	Land Use and Public Facilities	1 / 1.0 SYE	\$100,895	\$0	\$100,895

DESCRIPTION OF REDUCTION

The reduction results in the elimination of one Planner III position that provides support to the countywide Trails and Sidewalks program and Committee.

IMPACT OF REDUCTION

This Planner III position provides direct support to the countywide Trails and Sidewalks Committee, reviews and processes trail requirements and waivers associated with development review, maintains an inventory of countywide trails, and coordinates Comprehensive Planning issues related to sidewalks and trails. Elimination of the position impacts the support level given to the overall program and the coordination provided to the Trails and Sidewalks Committee, delays staff responses and reduces analysis concerning trail requirements and requested waivers, and increases the review and comment time on trail issues and Comprehensive Plan amendments.

001-35-111 Eliminate Administrative Support Position, Eliminate Property Maintenance/Zoning Inspector Position, and Reduce Operating Expenses Related to the Zoning Administration Division

LOB Number	LOB Title	Positions	Expenditures	Revenue	Net Reduction
35-03	Zoning Ordinance Implementation and Enforcement	2 / 2.0 SYE	\$130,066	\$0	\$130,066

DESCRIPTION OF REDUCTION

This reduction results in the elimination of one Administrative Assistant II position from the Permit Review and Property Files Maintenance function (two positions assigned to function), the elimination of one Property Maintenance/Zoning Inspector position (reduction from 21 to 20 inspectors), and a decrease in operating expenses related to Zoning Administration Division (ZAD).

IMPACT OF REDUCTION

Administrative support in Permit Review is responsible for daily management and record keeping of 30,000 property records utilized for zoning administration. The filing of property records will be reassigned to permit technicians who must also staff the permit counter and results in delays in permit review at counter and for drop-off permits; increases in customer counter wait times; increases in response time for calls to zoning information line; and increased time to complete copy requests from one to two days to five to 10 days. The reduction from 21 to 20 inspectors increases annual new case assigned per Inspector from 314 to 330; delays initial complainant contact for routine violations from 15 to 20 days; and the performance standard of resolving 80 percent of complaints within 60 days will not be met.

In addition, the reduction impacts the agency's ability to process sign permits, noise variances, litigation case chronologies, and respond to citizen inquiries in timely fashion.

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001-35-112 Eliminate Planner II Position

LOB Number	LOB Title	Positions	Expenditures	Revenue	Net Reduction
35-01	Land Use and Public Facilities	1 / 1.0 SYE	\$70,130	\$0	\$70,130

DESCRIPTION OF REDUCTION

The reduction results in the elimination of one Planner II position that provides support to the Policy and Plan Development Branch.

IMPACT OF REDUCTION

The Planner II position provides staff support for the review and coordination of proposed Comprehensive Plan amendments and planning studies. The elimination of the position results in delays for preparing planning studies and analysis, a reduction in staff support and customer services to task forces, committees and responses to public inquiries, and an increase in staff workloads for other planners, which affects project timelines and the time available for research and analysis.

001-35-113 Eliminate Administrative Assistant V Position

LOB Number	LOB Title	Positions	Expenditures	Revenue	Net Reduction
35-02	Zoning Application Evaluation and Interpretation	1 / 1.0 SYE	\$69,250	\$0	\$69,250

DESCRIPTION OF REDUCTION

The reduction results in the elimination of one Administrative Assistant V position which provides support to all functions within Zoning Evaluation Division (ZED).

IMPACT OF REDUCTION

The Administrative Assistant V position provides supervision of the ZED's administrative support staff; master scheduling for all public hearings; centralized tracking of zoning cases in Land Development System (LDS); and coordination of final documents with the Clerk to the Board of Supervisors. The elimination of this position disperses these centralized functions to others within the ZED; necessitating scheduling of public hearings on a once-a-week basis and/or by multiple schedulers which may increase the incidence of errors. In addition, the reduction delays the issuance of Clerk's Letters, which delays the site plan/subdivision approval process; the entry of zoning case tracking data into LDS, limiting the public's access to current information; diminishes customer service; and delays responses to special requests from elected officials and the public, including research, preparation of documents, and LDS training. As workloads of others who assume these assignments increases, the timeliness and quality of their core functions diminish as well.

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Department of Planning and Zoning

001-35-114 Eliminate a Position in Each of the Three Functional Areas of the Zoning Administration Division

LOB Number	LOB Title	Positions	Expenditures	Revenue	Net Reduction
35-03	Zoning Ordinance Implementation and Enforcement	3 / 3.0 SYE	\$198,020	\$0	\$198,020

DESCRIPTION OF REDUCTION

This reduction results in the elimination of one Property Maintenance/Zoning Inspector position (decrease from 20 to 19 inspectors), the elimination of one Planning Technician II position in Permit Review (decrease from seven to six technicians) and the elimination of one Planner II position in Ordinance Administration/Appeals (decrease from 10 to nine planners).

IMPACT OF REDUCTION

The decrease from 20 to 19 inspectors results in the increase of allocated annual new cases per inspector from 314 to 347; delays initial complainant contact for routine cases from 20 to 25 days; further delays in processing sign permits/noise variances/litigation case chronologies; and reduces capacity to participate in community outreach efforts.

The reduction from seven to six planning (permit) technicians results in the elimination of walk-thru permit reviews and reduction in counter hours that ensures quality control. Review times for drop-off permits and mail-in requests for home occupation permits/house location plans will now increase from five to seven days to seven to 14 days.

Decreasing the number of planners from 10 to nine requires a reallocation of staff to address increases in Appeals due to enhanced enforcement and 90-day State Mandates. In addition, the reduction causes a decrease in Priority 1 Zoning Ordinance Amendments from 17 in FY 2008 to 10 to 12 and an increase in the response time to written inquiries including zoning compliance letters and written interpretations from 30 to 45 days and for walk-in and phone response from one to two days to three to four days.

001-35-115 Eliminate Planner II Position

LOB Number	LOB Title	Positions	Expenditures	Revenue	Net Reduction
35-01	Land Use and Public Facilities	1 / 1.0 SYE	\$70,130	\$0	\$70,130

DESCRIPTION OF REDUCTION

The reduction results in the elimination of one Planner II position which provides support to the Policy and Plan Development Branch.

IMPACT OF REDUCTION

This Planner II position provides staff support for the review and coordination of proposed Comprehensive Plan amendments and planning studies. The elimination of this position results in delayed times for preparing planning studies and analysis, a reduction in staff support and customer services to task forces, committees and responses to public inquiries, and an increase in staff workloads for other planners, which affects project timelines and the time available for research and analysis.

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001-35-116 Eliminate Two Property Maintenance/ Zoning Inspector Positions

LOB Number	LOB Title	Positions	Expenditures	Revenue	Net Reduction
35-03	Zoning Ordinance Implementation and Enforcement	2 / 2.0 SYE	\$127,426	\$0	\$127,426

DESCRIPTION OF REDUCTION

The reduction results in the elimination of two Property Maintenance/Zoning Inspector positions (reduction from 19 to 17 inspectors).

IMPACT OF REDUCTION

The decrease from 19 to 17 inspectors increases annual new caseload per inspector from 314 to 388 and delays initial complainant contact for routine cases from 25 to 30 days. In addition, the reduction results in delayed response times for processing case chronologies, sign permits/noise variances, and decreases the ability to respond to community outreach efforts and special/multi-property investigative requests.

001-35-117 Eliminate Planner II Position and Planning Technician II Position

LOB Number	LOB Title	Positions	Expenditures	Revenue	Net Reduction
35-02	Zoning Application Evaluation and Interpretation	2 / 2.0 SYE	\$150,882	\$0	\$150,882

DESCRIPTION OF REDUCTION

The reduction results in the elimination of one Planner II position and one Planning Technician II position which provide support to the rezoning / special exception function of Zoning Evaluation Division (ZED).

IMPACT OF REDUCTION

Planners/Staff Coordinators manage zoning cases, providing analysis and recommendations to the Board of Supervisors, Board of Zoning Appeals and the Planning Commission. The elimination of these two positions increases workloads already impacted by the elimination of a limited term Planner position and Senior Planner position as well as administrative support.

In addition, the reduction affects the quality of analysis and the negotiation of proffers related to affordable housing, revitalization, and transportation, among others; delays timeframes for scheduling public hearings; restricts the agency's ability to handle expedited cases; and restricts the ability to respond to special requests from elected officials and the public, including completing research, preparing documents, and attending meetings.