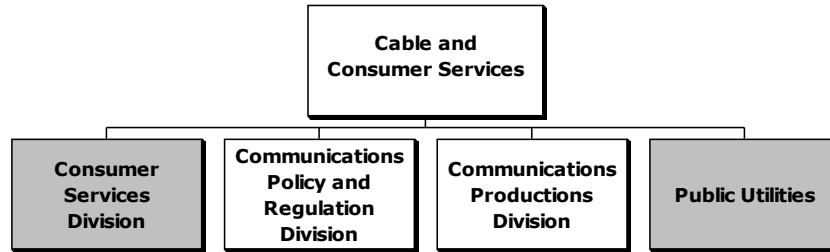


Fund 40030

Cable Communications



- Department of Cable and Consumer Services, General Fund. All staffing and operating support for Consumer Services and Public Utilities is found in Volume 1, Public Safety.
- Fund 40030, Cable Communications. All staffing and operating support for Communications Policy and Regulation and Communications Productions is found in Volume 2, Fund 40030.

The Department of Cable and Consumer Services is the umbrella agency for four distinct functions: Communications Policy and Regulation, Communications Productions, Consumer Services, and Public Utilities. 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). Fund 40030 is supported principally by revenue received from local cable operators through franchise agreements and the Communications Sales and Use Tax. Consumer Services and Public Utilities are 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.

Mission

To promote the County’s cable communications policy; to enforce public safety, customer service, and regulatory requirements among the County’s franchised cable operators; and to produce television programming for Fairfax County Government Channel 16, the Fairfax County Training Network, and streaming.



To accomplish the mission, Communications Policy and Regulation and Communications Productions encourage competition, innovation, and inclusion of local community interests in the countywide deployment of cable communications services; negotiate, draft, and provide regulatory oversight and enforcement of cable communications contracts, ordinances, statutes, and customer service policies; protect the health, safety, and welfare of the public by enforcing safety codes and construction standards; ensure community access to public, educational, and governmental programming; maintain a reliable means of mass communication of official information during emergencies; provide digital media production services to create informational programming for County residents accessible through a variety of distribution channels; and support internal communications, including remote origination and viewing of training programs for County employees and emergency first-responders.

Fund 40030

Cable Communications

Focus

The Cable Communications Fund (CCF) was established by the Board of Supervisors in 1982 to provide accurate and auditable accounting of revenues and expenses associated with the administration of the County's cable communications ordinance and franchise agreements, communications productions, and cable-related consumer and policy services. CCF revenue supporting this fund comes from Public, Educational, and Governmental (PEG) access capital grants and state communications sales and use taxes.

Communications Policy and Regulation negotiates cable franchise agreements and is responsible for regulatory oversight of the County's three franchised cable television providers, serving over 278,000 cable subscribers. Communications Policy and Regulation ensures that cable operators provide high-quality customer service, safe cable system construction and operation, and access to PEG programming and emergency information.

Communications Policy and Regulation enforces construction codes and standards on a competitively neutral basis. In FY 2017, 93 percent of inspected work sites were in compliance with applicable codes.

Communications Policy and Regulation consults with the Department of Information Technology and monitors new developments in cable and broadband legislation, regulation, and technology; tracking cable and broadband regulatory matters before the Federal Communications Commission.

Communications Policy and Regulation administers financial support for the I-Net fiber optic network serving County and Fairfax County Public Schools (FCPS) locations. These locations are provided video, high-speed data, and voice services via the I-Net. The I-Net is the backbone of the County Enterprise-Wide Network and its operational management is the responsibility of the Department of Information Technology. The I-Net composed of more than 4,000 kilometers of fiber linking over 400 County and FCPS locations.

Communications Productions operates Fairfax County Government Channel 16, and the Fairfax County Training Network. Channel 16 televises meetings of the Board of Supervisors, Planning Commission, and Board of Zoning Appeals; County Executive projects; Board-directed special programming; town meetings; monthly Board of Supervisors video newsletters; and programs highlighting the services of County agencies. In February 2017, Channel 16 began televising and streaming Board of Supervisors Committee meetings. Channel 16 reaches an estimated 774,000 residents via cable television and reaches an even larger audience through Channel 16's streaming and video-on-demand services. Channel 16 reaches an increasingly diverse community by offering programs translated into Spanish, Korean, and Vietnamese, as requested by County agencies. All Channel 16 programming is closed captioned.

Communications Productions televises training and internal communication programming on the Fairfax County Training Network through the Fairfax County I-Net, reaching approximately 30,000 Fairfax County Government and FCPS employees. Communications Productions operates an emergency message system, serves as the centralized resource for loan pool equipment, and supports video teleconferencing.

During the period from FY 2012 – FY 2018, approximately \$23.0 million of the Fund 40030 balance has been used to support critical IT projects funded out of Fund 10040, Information Technology Projects, including the Tax System Modernization Project, the Police In-Car Video Project, and several other IT-related projects.

Fund 40030

Cable Communications

Budget and Staff Resources

Category	FY 2017 Actual	FY 2018 Adopted	FY 2018 Revised	FY 2019 Advertised
FUNDING				
Expenditures:				
Personnel Services	\$5,760,274	\$6,544,102	\$6,544,102	\$6,576,766
Operating Expenses	5,373,662	7,406,139	13,314,303	7,941,235
Capital Equipment	1,197,315	550,000	2,938,592	550,000
Total Expenditures	\$12,331,251	\$14,500,241	\$22,796,997	\$15,068,001
AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)				
Regular	54 / 54	54 / 54	54 / 54	55 / 55

FY 2019 Funding Adjustments

The following funding adjustments from the FY 2018 Adopted Budget Plan are necessary to support the FY 2019 program.

- ◆ **Employee Compensation** **\$225,182**
 An increase of \$225,182 in Personnel Services includes \$137,053 for a 2.25 percent market rate adjustment (MRA) for all employees and \$88,129 for performance-based and longevity increases for non-uniformed merit employees, both effective July 2018.
- ◆ **Fringe Benefit Support** **\$32,664**
 An increase of \$32,664 in Personnel Services is required to support increased fringe benefit requirements in FY 2019 based on projected health insurance premium increases and increases in employer contribution rates to the retirement systems.
- ◆ **Other Post-Employment Benefits** **\$24,258**
 An increase of \$24,258 in Personnel Services reflects required adjustments associated with providing Other Post-Employment Benefits (OPEBs) to retirees, including the Retiree Health Benefits Subsidy. For more information on Other Post-Employment Benefits, please refer to Fund 73030, OPEB Trust, in Volume 2 of the FY 2019 Advertised Budget Plan.
- ◆ **Personnel Services** **(\$249,440)**
 A decrease of \$249,440 in Personnel Services is based on actual salary requirements from prior years and the division's efforts to streamline costs and improve efficiencies.
- ◆ **Position Adjustment** **\$0**
 An increase of 1/1.0 FTE Producer/Director position is required based on the increase in Channel 16 video Production Services.
- ◆ **Operating Expenses Adjustment** **\$535,096**
 An increase of \$535,096 in Operating Expenses is associated with I-Net data and video expenses fully supported by available I-Net revenue in FY 2019.

Fund 40030

Cable Communications

- ◆ **Capital Equipment** **\$550,000**
 Capital Equipment funding of \$550,000 includes \$350,000 for video replacement equipment in the Communications Productions Division, and \$50,000 for audio-visual systems in the Consumer Services Division, due to specific equipment being past its useful life span. In addition, \$150,000 is included for I-Net data and video network equipment.

Changes to FY 2018 Adopted Budget Plan

The following funding adjustments reflect all approved changes in the FY 2018 Revised Budget Plan since passage of the FY 2018 Adopted Budget Plan. Included are all adjustments made as part of the FY 2017 Carryover Review, and all other approved changes through December 31, 2017.

- ◆ **Carryover Adjustments** **\$8,296,756**
 As part of the *FY 2017 Carryover Review*, the Board of Supervisors approved funding of \$8,296,756 due to \$550,345 in encumbered carryover, an increase of \$150,000 to cover phase one costs associated with the Arts Council of Fairfax County conducting a survey related to residents' arts and entertainment needs which was delayed from FY 2017, and an amount of \$7,596,411 in unencumbered carryover. Of the unencumbered total, \$6,979,037 reflects unexpended funds related to the design and operation of the I-Net and \$617,374 reflects various capital equipment acquisitions, including several related to remote production and meeting room enhancements, as well as the showmobile trailer and a replacement production trailer that were approved for purchase in FY 2017 but encountered procurement delays.

Cost Centers

The three cost centers within Fund 40030, Cable Communications, are the Communications Policy and Regulation Division, the Communications Productions Division, and the Institutional Network. They work together to achieve the mission of the Fund.

Communications Policy and Regulation Division

The Communications Policy and Regulation Division (CPRD) negotiates cable franchise agreements and is responsible for regulatory oversight of the County's three franchised cable television providers.

Category	FY 2017 Actual	FY 2018 Adopted	FY 2018 Revised	FY 2019 Advertised
EXPENDITURES				
Total Expenditures	\$2,939,649	\$3,533,167	\$3,535,916	\$3,522,405
AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)				
Regular	25 / 25	25 / 25	25 / 25	25 / 25

Fund 40030

Cable Communications

<p><u>Office of the Director</u></p> <p>1 Director, DCCS</p> <p>1 Administrative Assistant V</p> <p><u>Consumer Services Division</u></p> <p>1 Director, Consumer Services Division</p> <p>1 Administrative Assistant IV</p> <p><u>Administrative Services</u></p> <p>1 Financial Specialist III</p> <p>1 Financial Specialist II</p>	<p><u>Communications Policy and Regulation Division</u></p> <p>1 Director, Policy and Regulation</p> <p>1 Administrative Assistant IV</p> <p><u>Policy and Regulation</u></p> <p>2 Management Analysts III</p> <p><u>Public Utilities</u></p> <p>2 Utilities Analysts</p> <p><u>Regulation and Licensing</u></p> <p>1 Administrative Assistant III</p>	<p><u>Inspections and Enforcement</u></p> <p>1 Consumer Specialist III</p> <p>1 Engineering Technician III</p> <p>1 Communications Engineer</p> <p>6 Senior Electrical Inspectors</p> <p><u>Consumer Affairs</u></p> <p>1 Consumer Specialist II</p> <p>1 Consumer Specialist I</p> <p>1 Administrative Assistant II</p>
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TOTAL POSITIONS
25 Positions / 25.0 FTE

Communications Productions Division

The Communications Productions Division (CPD) produces programming for Fairfax County Government Channel 16, the Fairfax County Training Network, and streaming.

Category	FY 2017 Actual	FY 2018 Adopted	FY 2018 Revised	FY 2019 Advertised
EXPENDITURES				
Total Expenditures	\$4,055,215	\$4,937,793	\$5,706,969	\$4,929,461
AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)				
Regular	29 / 29	29 / 29	29 / 29	30 / 30

<p><u>Communications Productions Division</u></p> <p>1 Director, Comm. Productions Division</p> <p>1 Administrative Assistant IV</p> <p>1 Administrative Assistant II</p> <p><u>Communications Productions</u></p> <p>1 Instructional Cable TV Specialist</p> <p>6 Producers/Directors (1)</p> <p>5 Assistant Producers</p> <p>1 Graphic Artist IV</p> <p>4 Media Technicians</p>	<p><u>Communications Engineering</u></p> <p>1 Network Telecom Analyst III</p> <p>2 Network Telecom Analysts II</p> <p>1 Network Telecom Analyst I</p> <p><u>Consumer Affairs</u></p> <p>1 Administrative Assistant II</p>	<p><u>Conference Center</u></p> <p>1 Administrative Associate</p> <p>1 Video Engineer</p> <p>1 Administrative Assistant III</p> <p>1 Administrative Assistant II</p> <p><u>Regulation and Licensing</u></p> <p>1 Administrative Assistant III</p>
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TOTAL POSITIONS
30 Positions (1) / 30.0 FTE (1.0)

() Denotes New Position

Fund 40030

Cable Communications

Institutional Network

The Institutional Network cost center is responsible for the County Enterprise-Wide Network Services and is managed by the Department of Information Technology.

Category	FY 2017 Actual	FY 2018 Adopted	FY 2018 Revised	FY 2019 Advertised
EXPENDITURES				
Total Expenditures	\$5,336,387	\$6,029,281	\$13,554,112	\$6,616,135
AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)				
Regular	0 / 0	0 / 0	0 / 0	0 / 0

Key Performance Measures

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate/Actual	FY 2018	FY 2019
Communications Policy and Regulation Division					
Percent of homeowner cable construction complaints completed	100%	92%	90%/89%	90%	90%
Percent of inquiries completed	100%	97%	97%/98%	97%	97%
Percent of inspected work sites in compliance with applicable codes	94%	93%	93%/93%	92%	92%
Communications Productions Division					
Percent of requested programs completed	99%	100%	98%/97%	98%	98%
Percent of program transmission uptime	99.7%	99.8%	99.5%/100%	99.5%	99.5
Percent of duplication requests completed within required deadline ¹	100%	100%	NA/NA	NA	NA
Institutional Network					
Percent of I-Net locations constructed	100%	90%	90%/90%	90%	90%
Percent of I-Net locations activated for video	100%	100%	90%/75%	90%	90%
Percent of I-Net overall uptime	99.9%	99.9%	99.9%/99.9%	99.9%	99.9%

¹ Beginning in FY 2017, Communications Productions no longer tracks this performance measure due to increased access to video programming on the Fairfax County website.

A complete list of performance measures can be viewed at
<https://www.fairfaxcounty.gov/budget/fy-2019-advertised-performance-measures-pm>

Fund 40030 Cable Communications

Performance Measurement Results

In FY 2017, Communications Inspections and Enforcement staff inspected 8,780 cable communications construction work sites, a 33 percent increase from FY 2016. In FY 2017, 93 percent of cable communications construction work sites inspected were in compliance with applicable codes.

In FY 2017, the Communications Productions Division (CPD) produced 863 hours of original programming, a two percent increase from FY 2016 and maintained a 100 percent successful transmission rate, up from 99.8 percent in FY 2016.

In FY 2017, 19 I-Net locations were constructed and out of the eight planned activations for video, six I-Net locations were activated, as a result of two locations not needed service. In addition, 270 I-Net incidents were repaired which was higher than previous year experience, due to increased construction and road repair activity within the County.

Fund 40030 Cable Communications

FUND STATEMENT

Fund 40030, Cable Communications

	FY 2017 Actual	FY 2018 Adopted Budget Plan	FY 2018 Revised Budget Plan	FY 2019 Advertised Budget Plan
Beginning Balance	\$11,446,566	\$1,870,255	\$11,757,235	\$2,227,613
Revenue:				
Miscellaneous Revenue	\$0	\$1,000	\$151,000	\$0
Fines and Penalties	12,254	0	0	0
I-Net and Equipment Grant	7,297,041	7,468,120	7,468,120	7,297,041
Franchise Operating Fees	18,967,760	18,350,000	18,350,000	18,718,835
Total Revenue	\$26,277,055	\$25,819,120	\$25,969,120	\$26,015,876
Total Available	\$37,723,621	\$27,689,375	\$37,726,355	\$28,243,489
Expenditures:				
Personnel Services	\$5,760,274	\$6,544,102	\$6,544,102	\$6,576,766
Operating Expenses	5,373,662	7,406,139	13,314,303	7,941,235
Capital Equipment	1,197,315	550,000	2,938,592	550,000
Total Expenditures	\$12,331,251	\$14,500,241	\$22,796,997	\$15,068,001
Transfers Out:				
General Fund (10001) ¹	\$3,869,872	\$3,772,651	\$3,772,651	\$3,877,319
Information Technology (10040) ²	2,000,000	2,300,000	2,300,000	250,000
Tech. Infrastructure Services (60030) ³	3,545,391	2,506,443	2,506,443	4,714,102
Schools Operating Fund (S10000) ⁴	600,000	600,000	875,000	875,000
Schools Grants & Self Supporting (S50000) ⁴	3,269,872	3,172,651	2,897,651	3,002,319
Schools Grants & Self Supporting (S50000) ⁵	350,000	350,000	350,000	350,000
Total Transfers Out	\$13,635,135	\$12,701,745	\$12,701,745	\$13,068,740
Total Disbursements	\$25,966,386	\$27,201,986	\$35,498,742	\$28,136,741
Ending Balance⁶	\$11,757,235	\$487,389	\$2,227,613	\$106,748

¹ The base Transfer Out to the General Fund represents compensation for staff and services provided by the County primarily for cable-related activities and is calculated as 20 percent of the franchise operating fees. In addition, annual reconciliation of the revenue and subsequent transfer is conducted and necessary adjustments have been incorporated in the FY 2018 budget.

² In FY 2019, this funding reflects a direct transfer of \$250,000 to Fund 10040, Information Technology, to support multiple IT project requirements.

³ FY 2019 funding of \$4,714,102 reflects a direct transfer to Fund 60030, Technology Infrastructure Services, to support staff and equipment costs related to construction of the I-Net.

⁴ The base Transfer Out to the Schools funding reflects compensation for staff and services provided by the Fairfax County Public Schools (FCPS) and is calculated as 20 percent of the franchise operating fees. Of this total, FCPS directs \$875,000 to Fund S10000, School Operating Fund, with the remaining total directed to Fund S50000, Schools Grants & Self Supporting. Annual reconciliation of the revenue and subsequent transfer is conducted and necessary adjustments have been incorporated in the FY 2019 budget.

⁵ This funding reflects a direct transfer of \$350,000 to FCPS to support a replacement equipment grant.

⁶ Actual ending balances fluctuate year to year, as ending balances are reappropriated within Fund 40030. Equipment and services expenditure requirements fluctuate year to year based on I-Net construction and maintenance schedule.