

Department of Clerk Services

Mission

The mission of the Department of Clerk Services is to provide administrative support to the Board of Supervisors and the Planning Commission, ensuring legal requirements are met and documenting actions in a manner that is accessible to the public.

Connection to the Countywide Strategic Plan

The Fairfax County Board of Supervisors adopted the first-ever Countywide Strategic Plan on October 5, 2021. The Countywide Strategic Plan serves as a road map to help guide future work, focusing on the 10 Community Outcome Areas that represent the issues of greatest importance to the community, and uses our One Fairfax equity policy to invest in people and places that have limited access to opportunity. On February 20, 2024, the second Annual Report on the work of the strategic plan was released to the public. The report contains point-in-time progress highlights for each of the community outcome areas, plus three data dashboards and data stories that are being replicated across all of the outcome areas, and a number of additional initiatives to embed the elements of the plan within department-level work. The report also includes a Year Three Implementation Model, which will engage hundreds of County subject-matter experts to identify and champion the specific strategies that will move forward to implementation under the guidance of the Board of Supervisors. For more information on the Countywide Strategic Plan, please visit www.fairfaxcounty.gov/strategicplan. The Department of Clerk Services primarily supports the following Community Outcome Area:



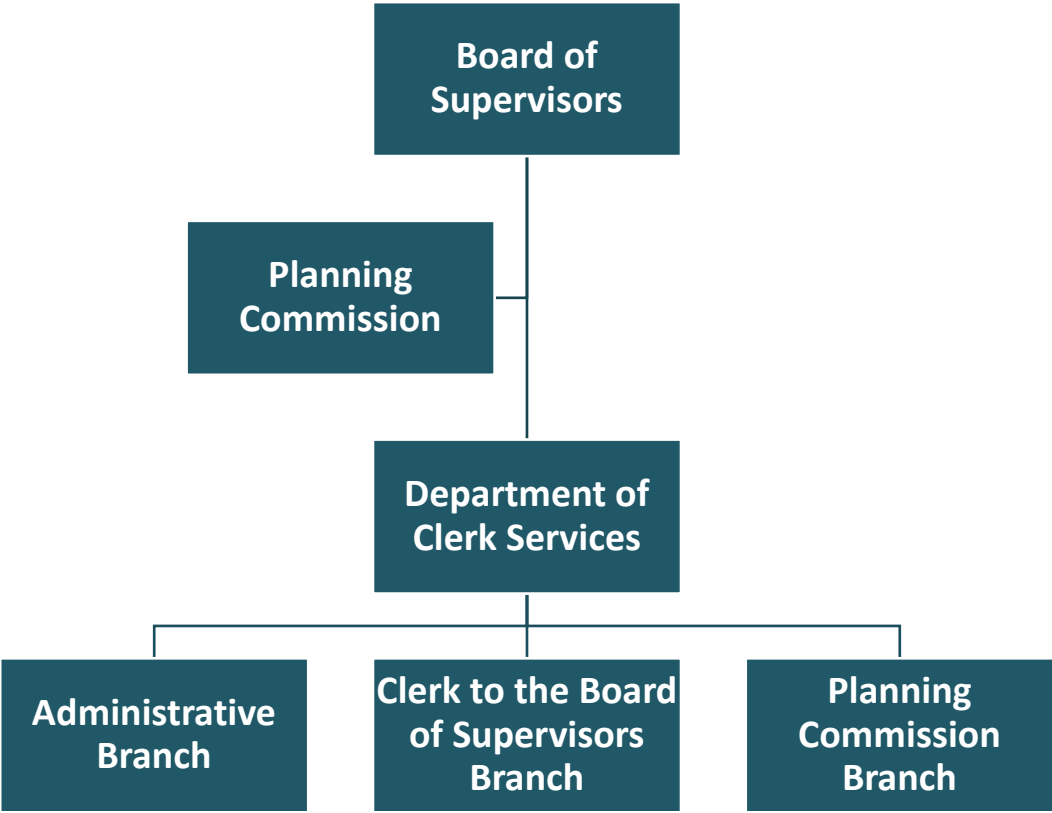
Community Outcome Area	Vision Statement
Effective and Efficient Government	<i>All people trust that their government responsibly manages resources, is responsive to their needs, provides exceptional services and equitably represents them.</i>

Focus

The Department of Clerk Services provides staff support to the Board of Supervisors (BOS) and the Planning Commission. Support to the BOS includes advertising Board public hearings and bond referenda, establishing and maintaining records of BOS meetings, preserving legislative and historical records, managing the system for appointments to Boards, Authorities and Commissions, and tracking and safekeeping Financial Disclosure forms. Responsibilities also include maintaining guardianship of the Fairfax County Code; making notification of BOS actions regarding land use issues; and providing research assistance.

Support to the Planning Commission includes ensuring that public input is obtained on County plans, amendments and land use applications by conducting weekly public meetings and forwarding the resulting recommendations to the BOS in a timely manner; and performing notifications and verifications for abutting and adjacent property owners in all land use cases heard before either the BOS or the Planning Commission.

Organizational Chart



Budget and Staff Resources

Category	FY 2023 Actual	FY 2024 Adopted	FY 2024 Revised	FY 2025 Advertised
FUNDING				
Expenditures:				
Personnel Services	\$1,569,283	\$1,771,439	\$1,771,439	\$1,837,614
Operating Expenses	301,239	364,889	449,088	362,889
Total Expenditures	\$1,870,522	\$2,136,328	\$2,220,527	\$2,200,503
AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)				
Regular	15 / 15	15 / 15	15 / 15	15 / 15

**FY 2025
Funding
Adjustments**

The following funding adjustments from the FY 2024 Adopted Budget Plan are necessary to support the FY 2025 program:

Employee Compensation \$66,175

An increase of \$66,175 in Personnel Services includes \$35,428 for a 2.00 percent market rate adjustment (MRA) for all employees and \$21,873 for performance-based and longevity increases for non-uniformed merit employees, both effective July 2024. The remaining increase of \$8,874 is included for employee pay increases for specific job classes identified in the County's benchmark class survey of comparator jurisdictions.

Reductions (\$2,000)

A decrease of \$2,000 reflects reductions utilized to balance the FY 2025 budget. The following table provides details on the specific reduction:

Title	Impact	Positions	FTE	Reduction
Eliminate Breakfast at Board of Supervisor Meetings	The Department of Clerk Services currently provides breakfast options at Board of Supervisors meetings. Since Board of Supervisors meetings do not start until 9:30am, this reduction eliminates the funding needed to provide breakfast. It is not expected that this reduction will adversely impact agency operations; however, Board members and their staff may need to make provisions if they rely on the County provided breakfast. Drinks, snacks and/or lunch/dinner meals provided at other times of day are not impacted by this reduction.	0	0.0	\$2,000

**Changes to
FY 2024
Adopted
Budget Plan**

The following funding adjustments reflect all approved changes in the FY 2024 Revised Budget Plan since passage of the FY 2024 Adopted Budget Plan. Included are all adjustments made as part of the FY 2023 Carryover Review and all other approved changes through December 31, 2023.

Carryover Adjustments \$84,199

As part of the FY 2023 Carryover Review, the Board of Supervisors approved funding of \$84,199 in encumbered carryover.

Position Detail

The FY 2025 Advertised Budget Plan includes the following positions:

DEPARTMENT OF CLERK SERVICES – 15 Positions			
1	Director	2	Management Analysts I
1	Management Analyst IV	3	Administrative Assistants V
2	Management Analysts III	3	Administrative Assistants IV
3	Management Analysts II		

**Performance
Measurement
Results by
Community
Outcome Area**

Effective and Efficient Government

To foster transparency and provide timely information to residents, the minutes of the Board of Supervisors and Planning Commission are made available on the County website. Summaries of the Board of Supervisors meetings are to be posted within 14 days of the meeting while minutes of the Planning Commission are required to be announced, reviewed, and approved by the Planning Commission itself at scheduled meetings. These are to be posted within four months of the meeting. The timing of Planning Commission review and approval of minutes can vary based on its meeting schedule, which includes recesses in August and over the winter holidays. This varied meeting schedule accounts for the 97.6 percent of Planning Commission minutes approved within four months of the meeting, falling below the goal of 100 percent.

Community Outcome Area	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimate	FY 2023 Actual	FY 2024 Estimate	FY 2025 Estimate
Effective and Efficient Government						
Inclusive Community Engagement						
Percent of Clerk's Board Summaries Posted to the County website within 14 days of the Board Meeting	72.7%	90.5%	100.0%	100.0%	100.0%	100.0%
Percentage of Planning Commission Meeting Minutes approved within 4 months of the meeting	7.9%	63.9%	100.0%	97.6%	100.0%	100.0%

A complete list of performance measures can be viewed at <https://www.fairfaxcounty.gov/budget/fy-2025-advertised-performance-measures-pm>