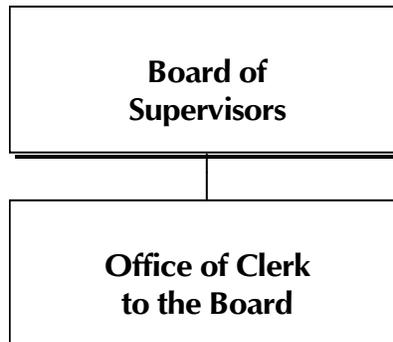


# Board of Supervisors



## Mission

To serve as Fairfax County's governing body under the Urban County Executive form of government, to make policy for the administration of the County government within the framework of the Constitution and the laws of the Commonwealth of Virginia, and to document those actions accordingly.

## Focus

The ten-member Board of Supervisors makes policy for the administration of the County government within the framework of the Constitution and laws of the Commonwealth of Virginia, and the Urban County Executive form of government. Nine members of the Board of Supervisors are elected from County Supervisory districts, while the Chairman is elected at-large.



*The current members of the ten-member Board of Supervisors of the County of Fairfax, Virginia include from left to right: Jeffrey C. McKay (Lee); Michael R. Frey (Sully); Catherine M. Hudgins (Hunter Mill); Gerald W. Hyland (Mt. Vernon); Gerald E. Connolly (Chairman, At-Large); Sharon Bulova (Braddock); Pat Herrity (Springfield); Penelope A. Gross (Mason); Lynda Q. Smyth (Providence); and John W. Foust (Dranesville).*

The responsibilities of the Clerk to the Board, under the direction of the Board of Supervisors and the County Executive, include: advertising Board public hearings and bond referenda; establishing and maintaining records of Board 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 County Code; making notification of Board actions regarding land use issues; and providing research assistance. In an effort to engage more citizens, the Clerk's Office has implemented a method by which citizens can easily sign up to testify at public hearings on the County's Web site. Initiatives such as this help the department to more effectively and efficiently meet the needs of the County's growing and increasingly diverse population without additional personnel and budgetary resources.

## THINKING STRATEGICALLY

Strategic issues for the department include:

- Utilizing new technologies for advertising Board public hearings and enabling citizens to testify;
- Providing training for the County volunteers who serve as members of Boards, Authorities and Commissions;
- Maintaining the County Code;
- Establishing and maintaining records of Board meetings; and
- Enhancing both the internal and external Web sites and their usefulness to residents and staff.

# Board of Supervisors

## New Initiatives and Recent Accomplishments in Support of the Fairfax County Vision within the Clerk's Office

 <b>Creating a Culture of Engagement</b>	<b>Recent Success</b>	<b>FY 2009 Initiative</b>
Continue to enhance the Web site to provide more information on County Boards, Authorities and Commissions (BACs) in an effort to expand involvement by residents. This includes distributing a brief brochure on BACs and providing it on the Web, producing brief membership reports for all BACs for uploading to the Web, and providing links to pertinent forms and information such as financial disclosures and the Virginia Freedom of Information Act.	✓	✓
Continue to enhance research capabilities for Board documents on the Web.	✓	✓
Convert Board meeting records to an electronic format for posting on the Internet.		✓
Continue to provide training workshops for members of Boards, Authorities, Commissions and Committees.	✓	✓
 <b>Exercising Corporate Stewardship</b>	<b>Recent Success</b>	<b>FY 2009 Initiative</b>
Develop and provide training to all BAC staff coordinators.		✓
Continue to develop a Clerk's Office Infoweb site (for internal use) to include procedural memoranda and other internal policies, procedures and practices.	✓	✓

### Budget and Staff Resources

<b>Agency Summary</b>					
<b>Category</b>	<b>FY 2007 Actual</b>	<b>FY 2008 Adopted Budget Plan</b>	<b>FY 2008 Revised Budget Plan</b>	<b>FY 2009 Advertised Budget Plan</b>	<b>FY 2009 Adopted Budget Plan</b>
Authorized Positions/Staff Years					
Regular	7/ 6.5	7/ 6.5	7/ 6.5	6/ 5.5	6/ 5.5
Exempt	71/ 71	71/ 71	71/ 71	71/ 71	71/ 71
-----					
Expenditures:					
Personnel Services	\$3,616,503	\$4,482,970	\$4,482,970	\$4,634,727	\$4,695,200
Operating Expenses	651,716	608,994	608,994	608,994	608,994
Capital Equipment	0	0	0	0	0
<b>Total Expenditures</b>	<b>\$4,268,219</b>	<b>\$5,091,964</b>	<b>\$5,091,964</b>	<b>\$5,243,721</b>	<b>\$5,304,194</b>

# Board of Supervisors

Summary by District					
Category	FY 2007 Actual	FY 2008 Adopted Budget Plan	FY 2008 Revised Budget Plan	FY 2009 Advertised Budget Plan	FY 2009 Adopted Budget Plan
Chairman's Office	\$406,175	\$471,971	\$471,971	\$492,831	\$498,378
Braddock District	371,244	420,971	420,971	441,831	447,378
Hunter Mill District	357,618	420,971	420,971	441,831	447,378
Dranesville District	360,805	420,971	420,971	441,831	447,378
Lee District	369,538	420,971	420,971	441,831	447,378
Mason District	339,773	420,971	420,971	441,831	447,378
Mt. Vernon District	336,920	420,971	420,971	441,831	447,378
Providence District	319,335	420,971	420,971	441,831	447,378
Springfield District	326,322	420,971	420,971	441,831	447,378
Sully District	342,713	420,971	420,971	441,831	447,378
<b>Total Expenditures</b>	<b>\$3,530,443</b>	<b>\$4,260,710</b>	<b>\$4,260,710</b>	<b>\$4,469,310</b>	<b>\$4,524,780</b>

## FY 2009 Funding Adjustments

The following funding adjustments from the FY 2008 Revised Budget Plan are necessary to support the FY 2009 program:

- ◆ **Employee Compensation** **\$223,069**  
 An increase of \$223,069 in Personnel Services is associated with salary adjustments necessary to support the County's compensation program. As a result of budget constraints, compensation adjustments for County employees have been reduced. For FY 2009, employee increases as part of the pay for performance system have been discounted by 50 percent and the impact of the lower pay for performance funding is reflected above.
- ◆ **Position Realignment** **(\$71,312)**  
 A decrease of \$71,312 in Personnel Services associated with the transfer of 1/1.0 SYE Management Analyst I position to the Office of the County Executive from the Office of the Clerk to the Board. In the past, this position has been detailed to and has been operating under the direct supervision and for the direct benefit of programs operated by the Office of the County Executive. As this position is supporting critical ongoing functions, it is appropriate to reflect it in the Office of the County Executive's budget.

## Board of Supervisors' Adjustments

*The following funding adjustments reflect all changes to the FY 2009 Advertised Budget Plan, as approved by the Board of Supervisors on April 28, 2008:*

- ◆ **Pay for Performance** **\$62,854**  
 An increase of \$62,854 in Personnel Services is associated with the decision by the Board of Supervisors to eliminate the 50 percent reduction to employee increases as part of the pay for performance system. A reduction to pay for performance increases had been proposed in the FY 2009 Advertised Budget Plan due to budget constraints. However, as a result of the Board's decision, employees will be eligible for the full compensation increase for which they qualify based on performance.
- ◆ **Reduction in Limited-Term Funding** **(\$2,381)**  
 A decrease of \$2,381 in Personnel Services is associated with a reduction in funding for limited-term support based on budget limitations.

# Board of Supervisors

## **Changes to FY 2008 Adopted Budget Plan**

*The following funding adjustments reflect all approved changes in the FY 2008 Revised Budget Plan since passage of the FY 2008 Adopted Budget Plan. Included are all adjustments made as part of the FY 2007 Carryover Review and all other approved changes through December 31, 2007:*

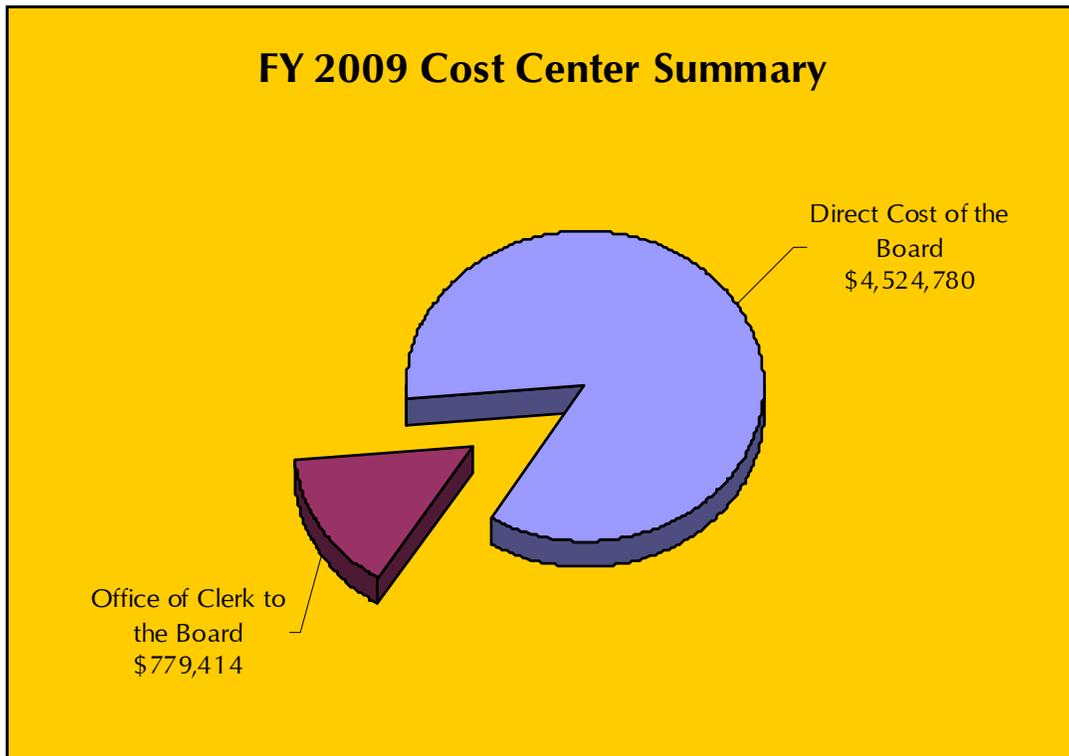
- ◆ There have been no revisions to this agency since approval of the FY 2008 Adopted Budget Plan.

*The following funding adjustments reflect all approved changes to the FY 2008 Revised Budget Plan from January 1, 2008 through April 21, 2008. Included are all adjustments made as part of the FY 2008 Third Quarter Review:*

- ◆ The Board of Supervisors made no adjustments to this agency.

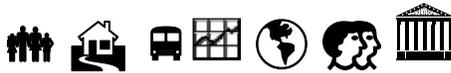
## **Cost Centers**

The Board of Supervisors is comprised of two cost centers: Direct Cost of the Board and Office of Clerk to the Board. These cost centers work together to fulfill the mission of the Board of Supervisors and carry out the key initiatives for the fiscal year.



# Board of Supervisors

## Direct Cost of the Board



Funding Summary					
Category	FY 2007 Actual	FY 2008 Adopted Budget Plan	FY 2008 Revised Budget Plan	FY 2009 Advertised Budget Plan	FY 2009 Adopted Budget Plan
Authorized Positions/Staff Years					
Exempt	70/ 70	70/ 70	70/ 70	70/ 70	70/ 70
<b>Total Expenditures</b>	<b>\$3,530,443</b>	<b>\$4,260,710</b>	<b>\$4,260,710</b>	<b>\$4,469,310</b>	<b>\$4,524,780</b>

Position Summary
<b>TOTAL EXEMPT POSITIONS</b> 70 Positions / 70.0 Staff Years

## Key Performance Measures

### Goal

To set policy for the administration of the County government under the Urban County Executive form of government for the citizens of the County within the framework of the Constitution and laws of the Commonwealth of Virginia, and to provide for the efficient operation of government services. Due to the overall policy nature of the Board, there are no specific objectives or performance measures for this cost center.

## Office of Clerk to the Board



Funding Summary					
Category	FY 2007 Actual	FY 2008 Adopted Budget Plan	FY 2008 Revised Budget Plan	FY 2009 Advertised Budget Plan	FY 2009 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	7/ 6.5	7/ 6.5	7/ 6.5	6/ 5.5	6/ 5.5
Exempt	1/ 1	1/ 1	1/ 1	1/ 1	1/ 1
<b>Total Expenditures</b>	<b>\$737,776</b>	<b>\$831,254</b>	<b>\$831,254</b>	<b>\$774,411</b>	<b>\$779,414</b>

Position Summary					
1 Clerk to the Board of Supervisors E	2 Administrative Assistants IV	1 Administrative Assistant I, PT			
1 Administrative Assistant V	2 Administrative Assistants III	0 Management Analyst I (-1T)			
<b>TOTAL POSITIONS</b> 7 Positions (-1T) / 6.5 Staff Years (-1.0T)					
E Denotes Exempt position PT Denotes Part-Time Position (T) Denotes Transferred Position					

# Board of Supervisors

## Key Performance Measures

### Goal

To provide timely and accurate legislative and administrative support services to the Board of Supervisors to meet administrative requirements in accordance with state law, the Fairfax County Code, Board policy and County policies and procedures.

### Objectives

- ◆ To uphold the timeliness of the Clerk's Board Summaries with a completion time within 2.5 business days of the meeting.
- ◆ To maintain the error-free rate of the Clerk's Board Summaries at 99 percent, toward a target of a 100 percent error-free rate.
- ◆ To maintain the percentage of land use decision letters to applicants initiated within 10 working days from the date of Board action at 96.0 percent.
- ◆ To maintain a 100 percent satisfaction level for all research requests processed.
- ◆ To maintain Board Members' level of satisfaction with service provided by the Clerk's Office at 100 percent of members satisfied.
- ◆ To maintain the timeliness of the production of the appointment letters for appointees to Boards, Authorities and Commissioners at 100 percent completed within four working days from appointment by the Board of Supervisors.

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimate/Actual	FY 2008	FY 2009
<b>Output:</b>					
Clerk's Board Summaries	22	22	23 / 23	23	23
Total pages of Clerk's Board Summaries	981	1,018	1,005 / 966	988	988
Letters of land use decisions by the Board	151	145	145 / 131	125	120
Research requests	310	363	387 / 369	347	347
Letters of appointment to Boards, Authorities, and Commissioners	506	454	469 / 424	461	461
<b>Efficiency:</b>					
Cost per Clerk's Board Summary	\$6,679	\$6,623	\$6,664 / \$6,763	\$7,064	\$7,303
Cost per land use decision	\$238.83	\$271.12	\$355.26 / \$393.22	\$432.75	\$471.16
Cost per research request	\$32	\$27	\$26 / \$27	\$31	\$32
Cost per Board appointment	\$82	\$101	\$102 / \$117	\$113	\$118

# Board of Supervisors

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimate/Actual	FY 2008	FY 2009
<b>Service Quality:</b>					
Percent of Clerk's Board Summaries completed within 3.0 business days	100.0%	100.0%	100.0% / 95.7%	100.0%	100.0%
Accurate Board Summary pages	961	1,000	990 / 960	978	978
Average business days between Board action on land use applications and initiation of Clerk's letter	5.80	5.71	5.60 / 7.00	5.50	5.40
Percent of record searches initiated the same day as requested ("Same day" is defined as within 24 hours because some requests are sent by email after regular business hours.)	100.0%	100.0%	100.0% / 100.0%	100.0%	100.0%
Average business days between Board appointment and Clerk's letter to appointee	1.5	1.0	1.0 / 1.4	1.3	1.2
<b>Outcome:</b>					
Average business days between Board Meeting and completion of Board Summary	2.54	2.73	2.71 / 2.35	2.54	2.50
Percent of accurate Clerk's Board Summary pages	98.0%	98.2%	98.5% / 99.4%	99.0%	99.0%
Percent of land use decision notification letters initiated within 10 business days	96.0%	93.8%	96.0% / 88.5%	96.0%	96.0%
Percent of individuals satisfied with record research requests processed	100.0%	100.0%	100.0% / 100.0%	100.0%	100.0%
Percent of Board Members indicating a satisfactory level of service by the Clerk's Office	90.0%	90.0%	90.0% / 100.0%	100.0%	100.0%
Percent of notification letters produced within 4 business days of the Board's appointment	95.5%	99.8%	99.0% / 100.0%	100.0%	100.0%

## Performance Measurement Results

The Clerk's Office continues to produce its main document, the Clerk's Board Summary, generally within three days of the Board meeting while improving the level of accuracy to over 99 percent. In FY 2007, research requests increased by only 1.7 percent, while the number of letters of appointments decreased 6.6 percent and letters of land use decision fell 9.7 percent. The significant decline in service quality (from 93.8 percent to 88.5 percent of letters initiated within 10 business days and the average number of days elapsed from 5.71 to 7.00) can be attributed primarily to two letters that were overlooked initially.

In FY 2009, the Clerk's Office will continue to pursue technology initiatives, such as creating electronic copies of Board meeting agenda items and supporting documentation and posting such items on the Web. This will enhance the research information available to the public, members of the Board of Supervisors and County staff. In FY 2008, the Clerk's Office enhanced an Infoweb page with procedural information for use by County staff. In FY 2009, the Clerk's Office will work in conjunction with staff and members of Boards, Authorities, and Commissions (BACs) to offer workshops to enhance the administration of BACs and provide more guidance to members.