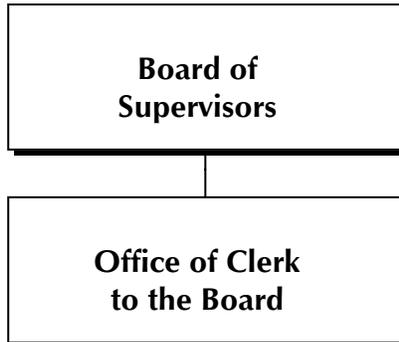


# Board of Supervisors



## 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 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: providing administrative support through budget preparation; processing purchase requisitions, as well as personnel and payroll actions; 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;
- Making notification of Board actions regarding land use issues;
- Maintaining the County Code;
- Establishing and maintaining records of Board meetings; and
- Enhancing the Web site and its usefulness to residents and staff.

As part of the FY 2007 budget process, the Board of Supervisors approved the County Executive's recommendation of an increase in Board members' annual salaries from \$59,000 to \$75,000 beginning with the next elected Board in January 2008. This increase is based on a market pay analysis, a comparison with other similar jurisdictions, and is consistent with the compensation adjustments that have been provided to the general County workforce since the Board salaries were last adjusted in 2000. The funding is made available as part of the FY 2008 budget.

# 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 2008 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.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Developed a public comment form on the Web for citizens to provide input for public hearings.	<input checked="" type="checkbox"/>	
Continue to enhance research capabilities for Board documents on the Web.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Convert Board meeting records to an electronic format for posting on the Internet.		<input checked="" type="checkbox"/>
Provide training workshops for members of Boards, Authorities, Commissions and Committees.		<input checked="" type="checkbox"/>
 <b>Exercising Corporate Stewardship</b>	<b>Recent Success</b>	<b>FY 2008 Initiative</b>
Develop and provide training to all BAC staff coordinators.		<input checked="" type="checkbox"/>
Continue to develop a Clerk's Office Infoweb site (for internal use) to include procedural memoranda and other internal policies, procedures and practices.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## Budget and Staff Resources

<b>Agency Summary</b>					
<b>Category</b>	<b>FY 2006 Actual</b>	<b>FY 2007 Adopted Budget Plan</b>	<b>FY 2007 Revised Budget Plan</b>	<b>FY 2008 Advertised Budget Plan</b>	<b>FY 2008 Adopted Budget Plan</b>
Authorized Positions/Staff Years					
Regular	7/ 6.5	7/ 6.5	7/ 6.5	7/ 6.5	7/ 6.5
Exempt	71/ 71	71/ 71	71/ 71	71/ 71	71/ 71
Expenditures:					
Personnel Services	\$3,426,556	\$4,119,678	\$4,119,678	\$4,482,970	\$4,119,678
Operating Expenses	599,099	608,994	608,994	608,994	608,994
Capital Equipment	0	0	0	0	0
<b>Total Expenditures</b>	<b>\$4,025,655</b>	<b>\$4,728,672</b>	<b>\$4,728,672</b>	<b>\$5,091,964</b>	<b>\$4,728,672</b>

# Board of Supervisors

Summary by District				
Category	FY 2006 Actual	FY 2007 Adopted Budget Plan	FY 2007 Revised Budget Plan	FY 2008 Advertised Budget Plan
Chairman's Office	\$356,277	\$437,626	\$437,626	\$471,971
Braddock District	357,252	386,626	386,626	420,971
Hunter Mill District	313,441	386,626	386,626	420,971
Dranesville District	357,246	386,626	386,626	420,971
Lee District	346,090	386,626	386,626	420,971
Mason District	335,463	386,626	386,626	420,971
Mt. Vernon District	319,020	386,626	386,626	420,971
Providence District	286,889	386,626	386,626	420,971
Springfield District	319,714	386,626	386,626	420,971
Sully District	328,260	386,626	386,626	420,971
<b>Total Expenditures</b>	<b>\$3,319,652</b>	<b>\$3,917,260</b>	<b>\$3,917,260</b>	<b>\$4,260,710</b>

## FY 2008 Funding Adjustments

The following funding adjustments from the FY 2007 Revised Budget Plan are necessary to support the FY 2008 program:

- ◆ **Employee Compensation** **\$283,292**  
 An increase of \$283,292 in Personnel Services is associated with salary adjustments necessary to support the County's compensation program. Included in this amount is an increase of \$26,345 per Board office.
- ◆ **Board of Supervisors Salary Increase** **\$80,000**  
 An increase of \$80,000 in Personnel Services is necessary to fund a change to the next elected Board members' annual salaries from \$59,000 to \$75,000 per year. The additional monies represent partial year funding for six months as a result of the new salary level taking effect January 2008.

## Changes to FY 2007 Adopted Budget Plan

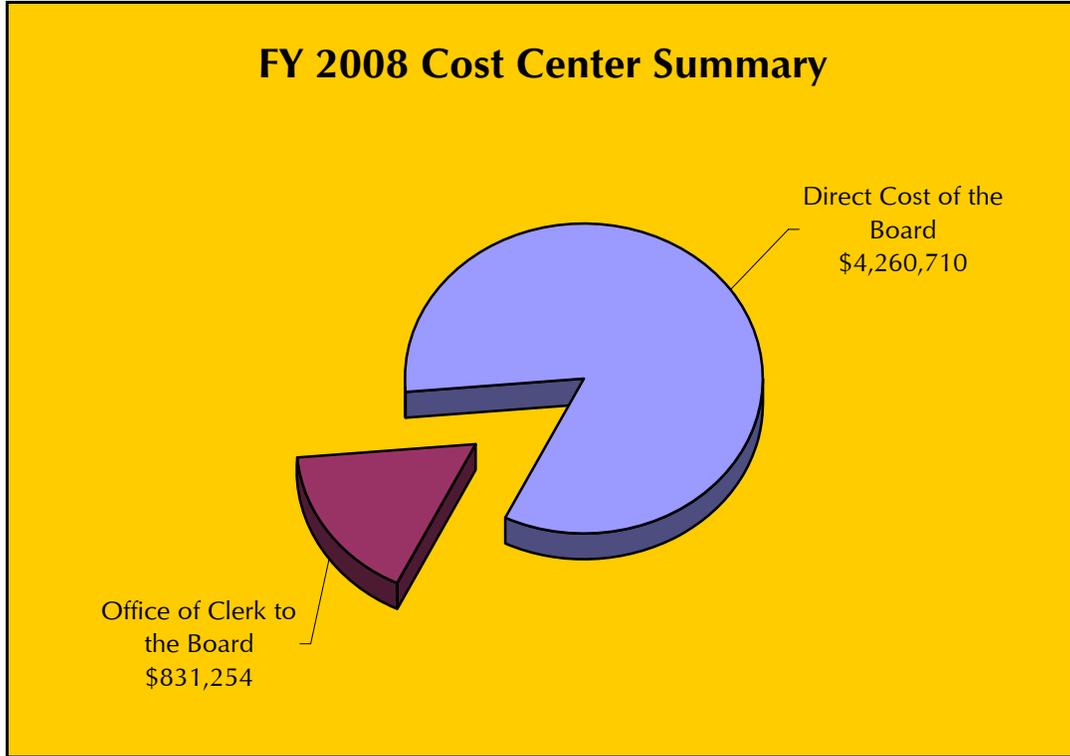
The following funding adjustments reflect all approved changes in the FY 2007 Revised Budget Plan since passage of the FY 2007 Adopted Budget Plan. Included are all adjustments made as part of the FY 2006 Carryover Review and all other approved changes through December 31, 2006:

- ◆ There have been no revisions to this agency since approval of the FY 2007 Adopted Budget Plan.

# Board of Supervisors

## 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.



## Direct Cost of the Board

Funding Summary				
Category	FY 2006 Actual	FY 2007 Adopted Budget Plan	FY 2007 Revised Budget Plan	FY 2008 Advertised Budget Plan
Authorized Positions/Staff Years				
Exempt	70/ 70	70/ 70	70/ 70	70/ 70
<b>Total Expenditures</b>	<b>\$3,319,652</b>	<b>\$3,917,260</b>	<b>\$3,917,260</b>	<b>\$4,260,710</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.

# Board of Supervisors

## Office of Clerk to the Board

Funding Summary				
Category	FY 2006 Actual	FY 2007 Adopted Budget Plan	FY 2007 Revised Budget Plan	FY 2008 Advertised Budget Plan
Authorized Positions/Staff Years				
Regular	7/ 6.5	7/ 6.5	7/ 6.5	7/ 6.5
Exempt	1/ 1	1/ 1	1/ 1	1/ 1
<b>Total Expenditures</b>	<b>\$706,003</b>	<b>\$811,412</b>	<b>\$811,412</b>	<b>\$831,254</b>

Position Summary				
1 Clerk to the Board of Supervisors E	1 Management Analyst I	2 Administrative Assistants III		
1 Administrative Assistant V	2 Administrative Assistants IV	1 Administrative Assistant I, PT		
<b>TOTAL POSITIONS</b>			<b>E Denotes Exempt position</b>	
<b>8 Positions / 7.5 Staff Years</b>			<b>PT Denotes Part-Time Position</b>	

## 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 three business days of the meeting.
- ◆ To increase the error-free rate of the Clerk's Board Summaries from 98.5 percent to 98.6 percent, toward a target of a 100 percent error-free rate.
- ◆ To increase the percentage of land use decision letters to applicants initiated within 10 working days from the date of Board action from 96.0 percent to 98.0 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 90 percent of members satisfied in FY 2008, toward a future target of 100 percent.
- ◆ To maintain the timeliness of the production of the appointment letters for appointees to Boards, Authorities and Commissioners at 99 percent completed within four working days from appointment by the Board of Supervisors toward a future target of 100 percent.

# Board of Supervisors

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2004 Actual	FY 2005 Actual	FY 2006 Estimate/Actual	FY 2007	FY 2008
<b>Output:</b>					
Clerk's Board Summaries	24	22	23 / 22	23	23
Total pages of Clerk's Board Summaries	1,017	981	1,004 / 1,018	1,005	1,005
Letters of land use decisions by the Board	171	151	166 / 145	145	145
Research requests	489	310	403 / 363	387	387
Letters of appointment to Boards, Authorities, and Commissioners	447	506	458 / 454	469	469
<b>Efficiency:</b>					
Cost per Clerk's Board Summary	\$5,921	\$6,679	\$6,138 / \$6,623	\$6,664	\$6,798
Cost per land use decision	\$167.34	\$238.83	\$212.34 / \$271.12	\$355.26	\$364.70
Cost per research request	\$20	\$32	\$22 / \$27	\$26	\$26
Cost per Board appointment	\$91	\$82	\$93 / \$101	\$102	\$105
<b>Service Quality:</b>					
Percent of Clerk's Board Summaries completed within 3.0 business days	100.0%	100.0%	100.0% / 100.0%	100.0%	100.0%
Accurate Board Summary pages	1,001	961	988 / 1,000	990	991
Average business days between Board action on land use applications and initiation of Clerk's letter	6.40	5.80	5.70 / 5.71	5.60	5.40
Percent of record searches initiated the same day as requested	100.0%	100.0%	100.0% / 100.0%	100.0%	100.0%
Average business days between Board appointment and Clerk's letter to appointee	1.3	1.5	1.4 / 1.0	1.0	1.0
<b>Outcome:</b>					
Average business days between Board Meeting and completion of Board Summary	2.87	2.54	2.54 / 2.73	2.71	2.71
Percent of accurate Clerk's Board Summary pages	98.4%	98.0%	98.4% / 98.2%	98.5%	98.6%
Percent of land use decision notification letters initiated within 10 business days	91.8%	96.0%	97.0% / 93.8%	96.0%	98.0%
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% / 90.0%	90.0%	90.0%
Percent of notification letters produced within 4 business days of the Board's appointment	98.0%	95.5%	98.0% / 99.8%	99.0%	99.0%

# Board of Supervisors

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## **Performance Measurement Results**

The Clerk's Office continues to produce its main document, the Clerk's Board Summary, within three days of the Board meeting and with a level of accuracy of over 98 percent. In FY 2006, research requests increased by 17.1 percent, while letters of appointments decreased 10.3 percent and letters of land use decision fell 4.0 percent.

In FY 2007, 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. The Clerk's Office will also create and enhance an Infoweb page with procedural information for use by County staff.

In FY 2008, the Clerk's Office plans to refine and enhance both initiatives. It will also 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.