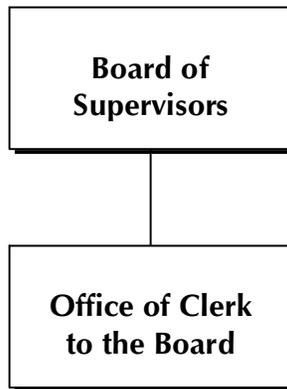


# Board of Supervisors



## 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 the 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, and the Chairman of the Board of Supervisors 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 website. 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 website and its 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 2005 Initiative</b>           | <b>Cost Center</b> |
|--|-------------------------------------|-------------------------------------|--------------------|
| Make final software refinements and implement new office procedures to speed up the production of notification letters to appointees of Boards, Authorities and Commissions from an average of seven days following appointment to just one day. | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Clerk's Office     |
| Expand usage of technology that enables citizens who want to testify at public hearings to sign up on the County's web site.   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Clerk's Office     |
|  <b>Corporate Stewardship</b>   | <b>Recent Success</b>               | <b>FY 2005 Initiative</b>           | <b>Cost Center</b> |
| Hold regular meetings with Board chief aides to discuss, proactively address and resolve administrative issues relating to payroll finance and procurement.  |                                     | <input checked="" type="checkbox"/> | Clerk's Office     |

### Budget and Staff Resources<sup>1</sup>

| <b>Agency Summary</b>            |                       |                                    |                                    |                                       |                                    |
|----------------------------------|-----------------------|------------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| <b>Category</b>                  | <b>FY 2003 Actual</b> | <b>FY 2004 Adopted Budget Plan</b> | <b>FY 2004 Revised Budget Plan</b> | <b>FY 2005 Advertised Budget Plan</b> | <b>FY 2005 Adopted Budget Plan</b> |
| Authorized Positions/Staff Years |                       |                                    |                                    |                                       |                                    |
| Regular                          | 7/ 7                  | 7/ 7                               | 7/ 7                               | 7/ 7                                  | 7/ 6.5                             |
| Exempt                           | 71/ 71                | 71/ 71                             | 71/ 71                             | 71/ 71                                | 71/ 71                             |
| -----                            |                       |                                    |                                    |                                       |                                    |
| Expenditures:                    |                       |                                    |                                    |                                       |                                    |
| Personnel Services               | \$3,209,753           | \$3,601,106                        | \$3,601,106                        | \$3,739,576                           | \$3,724,277                        |
| Operating Expenses               | 566,897               | 562,271                            | 562,271                            | 567,271                               | 567,271                            |
| Capital Equipment                | 0                     | 0                                  | 0                                  | 0                                     | 0                                  |
| <b>Total Expenditures</b>        | <b>\$3,776,650</b>    | <b>\$4,163,377</b>                 | <b>\$4,163,377</b>                 | <b>\$4,306,847</b>                    | <b>\$4,291,548</b>                 |

<sup>1</sup> Following a public hearing on September 28, 1998, the Board of Supervisors approved a resolution to increase Board members' annual salaries from \$45,000 to \$59,000 beginning with the newly elected Board in January 2000.

# Board of Supervisors

| Summary by District       |                    |                                   |                                   |                                      |                                   |
|---------------------------|--------------------|-----------------------------------|-----------------------------------|--------------------------------------|-----------------------------------|
| Category                  | FY 2003<br>Actual  | FY 2004<br>Adopted<br>Budget Plan | FY 2004<br>Revised<br>Budget Plan | FY 2005<br>Advertised<br>Budget Plan | FY 2005<br>Adopted<br>Budget Plan |
| Chairman's Office         | \$323,702          | \$388,122                         | \$388,122                         | \$401,286                            | \$401,286                         |
| Braddock District         | 318,694            | 338,128                           | 338,128                           | 350,286                              | 350,286                           |
| Hunter Mill District      | 284,265            | 338,128                           | 338,128                           | 350,286                              | 350,286                           |
| Dranesville District      | 322,468            | 338,128                           | 338,128                           | 350,286                              | 350,286                           |
| Lee District              | 325,602            | 338,128                           | 338,128                           | 350,286                              | 350,286                           |
| Mason District            | 298,327            | 338,128                           | 338,128                           | 350,286                              | 350,286                           |
| Mt. Vernon District       | 308,620            | 338,128                           | 338,128                           | 350,286                              | 350,286                           |
| Providence District       | 300,685            | 338,128                           | 338,128                           | 350,286                              | 350,286                           |
| Springfield District      | 320,553            | 338,128                           | 338,128                           | 350,286                              | 350,286                           |
| Sully District            | 287,614            | 338,128                           | 338,128                           | 350,286                              | 350,286                           |
| <b>Total Expenditures</b> | <b>\$3,090,530</b> | <b>\$3,431,274</b>                | <b>\$3,431,274</b>                | <b>\$3,553,860</b>                   | <b>\$3,553,860</b>                |

## FY 2005 Funding Adjustments

The following funding adjustments from the FY 2004 Revised Budget Plan are necessary to support the FY 2005 program:

- ◆ **Employee Compensation** **\$138,470**  
 An increase of \$138,470 in Personnel Services is associated with salary adjustments necessary to support the County's compensation program.
- ◆ **Operating Expenses** **\$5,000**  
 An increase of \$5,000 in Operating Expenses is associated with higher County mainframe computer charges based on prior year usage of County mainframe applications and agency specific software applications operated from the County mainframe.

## Board of Supervisors' Adjustments

*The following funding adjustments reflect all changes to the FY 2005 Advertised Budget Plan, as approved by the Board of Supervisors on April 26, 2004:*

- ◆ **Position Reduction** **(\$15,299)**  
 Reduced receptionist position from full-time to half-time which will result in longer wait times for visitors and callers.

## Changes to FY 2004 Adopted Budget Plan

The following funding adjustments reflect all approved changes in the FY 2004 Revised Budget Plan since passage of the FY 2004 Adopted Budget Plan. Included are all adjustments made as part of the FY 2003 Carryover Review and all other approved changes through December 31, 2003:

- ◆ There have been no revisions to this agency since approval of the FY 2004 Adopted Budget Plan.

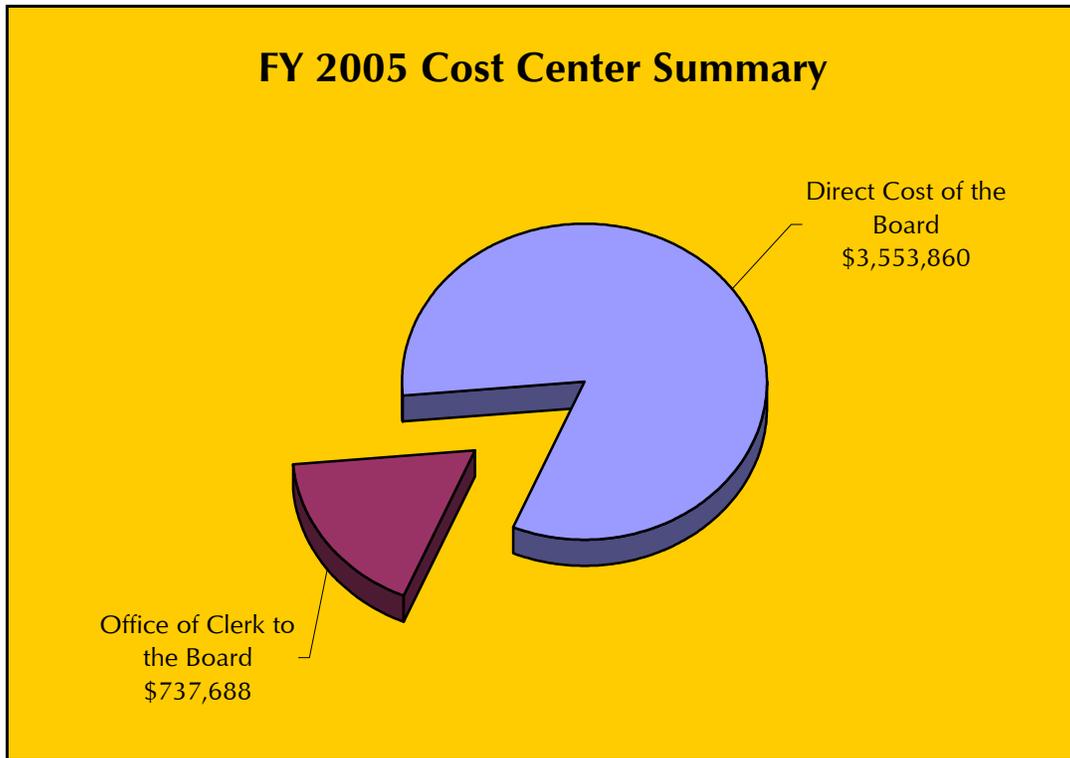
# Board of Supervisors

The following funding adjustments reflect all approved changes to the FY 2004 Revised Budget Plan from January 1, 2004 through April 19, 2004. Included are all adjustments made as part of the FY 2004 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.



## Direct Cost of the Board

| Funding Summary                  |                    |                             |                             |                                |                             |
|----------------------------------|--------------------|-----------------------------|-----------------------------|--------------------------------|-----------------------------|
| Category                         | FY 2003 Actual     | FY 2004 Adopted Budget Plan | FY 2004 Revised Budget Plan | FY 2005 Advertised Budget Plan | FY 2005 Adopted Budget Plan |
| Authorized Positions/Staff Years |                    |                             |                             |                                |                             |
| Exempt                           | 70/ 70             | 70/ 70                      | 70/ 70                      | 70/ 70                         | 70/ 70                      |
| <b>Total Expenditures</b>        | <b>\$3,090,530</b> | <b>\$3,431,274</b>          | <b>\$3,431,274</b>          | <b>\$3,553,860</b>             | <b>\$3,553,860</b>          |

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

# Board of Supervisors

## 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 the 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 2003<br>Actual | FY 2004<br>Adopted<br>Budget Plan | FY 2004<br>Revised<br>Budget Plan | FY 2005<br>Advertised<br>Budget Plan | FY 2005<br>Adopted<br>Budget Plan |
| Authorized Positions/Staff Years |                   |                                   |                                   |                                      |                                   |
| Regular                          | 7/ 7              | 7/ 7                              | 7/ 7                              | 7/ 7                                 | 7/ 6.5                            |
| Exempt                           | 1/ 1              | 1/ 1                              | 1/ 1                              | 1/ 1                                 | 1/ 1                              |
| <b>Total Expenditures</b>        | <b>\$686,120</b>  | <b>\$732,103</b>                  | <b>\$732,103</b>                  | <b>\$752,987</b>                     | <b>\$737,688</b>                  |

| Position Summary                            |  |   |                                      |   |                                       |
|---|--|---|--------------------------------------|---|---------------------------------------|
| 1   | Clerk to the Board of Supervisors E      | 1 | Management Analyst I                 | 1 | Administrative Assistant II           |
| 1   | Deputy Clerk to the Board of Supervisors | 3 | Administrative Assistants III        | 1 | Administrative Assistant I, PT (-0.5) |
| <b>TOTAL POSITIONS</b>                      |  |   | <b>E Denotes Exempt Position</b>     |   |                                       |
| <b>8 Positions / 7.5 Staff Years (-0.5)</b> |  |   | <b>PT Denotes Part-Time Position</b> |   |                                       |
|   |  |   | <b>(-) Denotes SYE Reduction</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 98.3 percent to 98.5 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 97 percent to 98 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 2003, 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 100 percent completed within 4 working days from appointment by the Board of Supervisors.

# Board of Supervisors

| Indicator  | Prior Year Actuals |                |                         | Current Estimate | Future Estimate |
|--|--------------------|----------------|-------------------------|------------------|-----------------|
|  | FY 2001 Actual     | FY 2002 Actual | FY 2003 Estimate/Actual | FY 2004          | FY 2005         |
| <b>Output:</b>   |                    |                |                         |                  |                 |
| Clerk's Board Summaries  | 25                 | 24             | 24 / 24                 | 24               | 24              |
| Total pages of Clerk's Board Summaries   | 980                | 1,004          | 993 / 1,014             | 999              | 999             |
| Letters of land use decisions by the Board   | 202                | 174            | 188 / 175               | 183              | 183             |
| Research requests  | 539                | 507            | 453 / 410               | 410              | 410             |
| Letters of appointment to Boards, Authorities, and Commissioners   | 399                | 363            | 388 / 421               | 394              | 394             |
| <b>Efficiency:</b>   |                    |                |                         |                  |                 |
| Cost per Clerk's Board Summary   | \$5,023            | \$5,555        | \$5,858 / \$5,911       | \$6,067          | \$6,203         |
| Cost per land use decision   | \$126.00           | \$132.50       | \$133.00 / \$131.09     | \$128.26         | \$126.30        |
| Cost per research request  | \$16               | \$17           | \$20 / \$23             | \$23             | \$24            |
| Cost per Board appointment   | \$86               | \$111          | \$107 / \$103           | \$112            | \$115           |
| <b>Service Quality:</b>  |                    |                |                         |                  |                 |
| Percent of Clerk's Board Summaries completed within 3.5 business days  | 100.0%             | 100.0%         | 100.0% / 100.0%         | 100.0%           | 100.0%          |
| Average number of accurate Board Summary pages   | 968                | 988            | 983 / 989               | 982              | 984             |
| Average number of business days between Board action on land use applications and initiation of Clerk's letter | 6.95               | 6.03           | 6.00 / 6.50             | 6.10             | 6.00            |
| Percent of record searches initiated the same day as requested   | 99.2%              | 100.0%         | 100.0% / 100.0%         | 100.0%           | 100.0%          |
| Average number of business days between Board appointment and Clerk's letter to appointee                      | 7.0                | 6.0            | 1.3 / 0.9               | 1.0              | 1.0             |

# Board of Supervisors

| Indicator  | Prior Year Actuals |                |                         | Current Estimate | Future Estimate |
|--|--------------------|----------------|-------------------------|------------------|-----------------|
|  | FY 2001 Actual     | FY 2002 Actual | FY 2003 Estimate/Actual | FY 2004          | FY 2005         |
| <b>Outcome:</b>  |                    |                |                         |                  |                 |
| Average number of business days between Board Meeting and completion of Board Summary      | 2.70               | 2.60           | 2.60 / 2.58             | 2.60             | 2.60            |
| Percent of accurate Clerk's Board Summary pages  | 98.8%              | 98.4%          | 99.0% / 97.5%           | 98.3%            | 98.5%           |
| Percent of land use decision notification letters initiated within 10 business days        | 88.6%              | 97.7%          | 98.0% / 94.0%           | 97.0%            | 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 | NA                 | NA             | 98.3% / 100.0%          | 100.0%           | 100.0%          |

## Performance Measurement Results

In FY 2003, the Intranet Quorum Board appointment tracking system enabled the Clerk's Office to complete 100 percent of appointment notifications letters within four business days. In addition, despite a 16 percent increase in the number of appointments, the average number of days between Board appointment and completion of the notification letter was reduced to one day. The decrease in the percent of land use decision notification letters initiated within 10 business days from 97.7 percent in FY 2002 to 94.0 percent in FY 2003 is due to variations in the number of land use applications on the Board's agenda. When the workload is extremely heavy, the 10-day objective is difficult to achieve. While there are many areas being explored for continual improvement, it should be acknowledged that 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 2005, the Clerk's Office will continue to pursue technology initiatives that will enhance services to the public, members of the Board of Supervisors, and County staff.