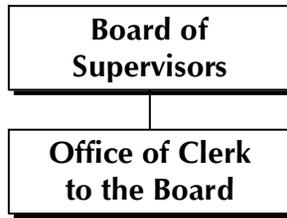


Board of Supervisors



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.

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

 Creating a Culture of Engagement	Recent Success	FY 2006 Initiative	Cost Center
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"/>		Clerk's Office

Board of Supervisors

 Creating a Culture of Engagement	Recent Success	FY 2006 Initiative	Cost Center
Expand usage of technology that enables citizens who want to testify at public hearings to sign up on the County's web site.	☑		Clerk's Office
Enhance the website to provide more information on County Boards, Authorities and Commissions (BACs) in an effort to expand involvement by residents. Distribute a brief brochure on BACs and provide it on the web.	☑	☑	Clerk's Office
 Exercising Corporate Stewardship	Recent Success	FY 2006 Initiative	Cost Center
Hold regular meetings with Board chief aides to discuss, proactively address and resolve administrative issues relating to payroll finance and procurement.		☑	Clerk's Office

Budget and Staff Resources¹

Agency Summary					
Category	FY 2004 Actual	FY 2005 Adopted Budget Plan	FY 2005 Revised Budget Plan	FY 2006 Advertised Budget Plan	FY 2006 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	7/ 7	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	\$3,219,274	\$3,724,277	\$3,724,277	\$3,855,539	\$3,855,539
Operating Expenses	516,272	567,271	567,271	601,811	601,811
Capital Equipment	0	0	0	0	0
Total Expenditures	\$3,735,546	\$4,291,548	\$4,291,548	\$4,457,350	\$4,457,350

¹ Board member salaries of \$59,000 were last increased in January 2000.

Summary by District					
Category	FY 2004 Actual	FY 2005 Adopted Budget Plan	FY 2005 Revised Budget Plan	FY 2006 Advertised Budget Plan	FY 2006 Adopted Budget Plan
Chairman's Office	\$283,138	\$401,286	\$401,286	\$413,021	\$413,021
Braddock District	333,794	350,286	350,286	362,021	362,021
Hunter Mill District	282,296	350,286	350,286	362,021	362,021
Dranesville District	291,128	350,286	350,286	362,021	362,021
Lee District	326,607	350,286	350,286	362,021	362,021
Mason District	300,905	350,286	350,286	362,021	362,021
Mt. Vernon District	337,554	350,286	350,286	362,021	362,021
Providence District	274,849	350,286	350,286	362,021	362,021
Springfield District	335,729	350,286	350,286	362,021	362,021
Sully District	288,214	350,286	350,286	362,021	362,021
Total Expenditures	\$3,054,214	\$3,553,860	\$3,553,860	\$3,671,210	\$3,671,210

Board of Supervisors

FY 2006 Funding Adjustments

The following funding adjustments from the FY 2005 Revised Budget Plan are necessary to support the FY 2006 program:

- ◆ **Employee Compensation** **\$131,262**
An increase of \$131,262 in Personnel Services is associated with salary adjustments necessary to support the County's compensation program.

- ◆ **Intergovernmental Charges** **\$34,540**
An increase of \$34,540 related to intergovernmental charges including \$24,186 for Information Technology charges based on the agency's historic usage, \$10,100 in PC replacement charges due to an increase in the annual contribution for PC replacement by \$100 per PC, from \$400 to \$500 and a net increase of \$254 for Department of Vehicle Services charges based on anticipated charges for fuel, vehicle replacement, and maintenance.

Board of Supervisors' Adjustments

The following funding adjustments reflect all changes to the FY 2006 Advertised Budget Plan, as approved by the Board of Supervisors on April 25, 2005:

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

Changes to FY 2005 Adopted Budget Plan

The following funding adjustments reflect all approved changes in the FY 2005 Revised Budget Plan since passage of the FY 2005 Adopted Budget Plan. Included are all adjustments made as part of the FY 2004 Carryover Review and all other approved changes through December 31, 2004:

- ◆ There have been no revisions to this agency since approval of the FY 2005 Adopted Budget Plan.

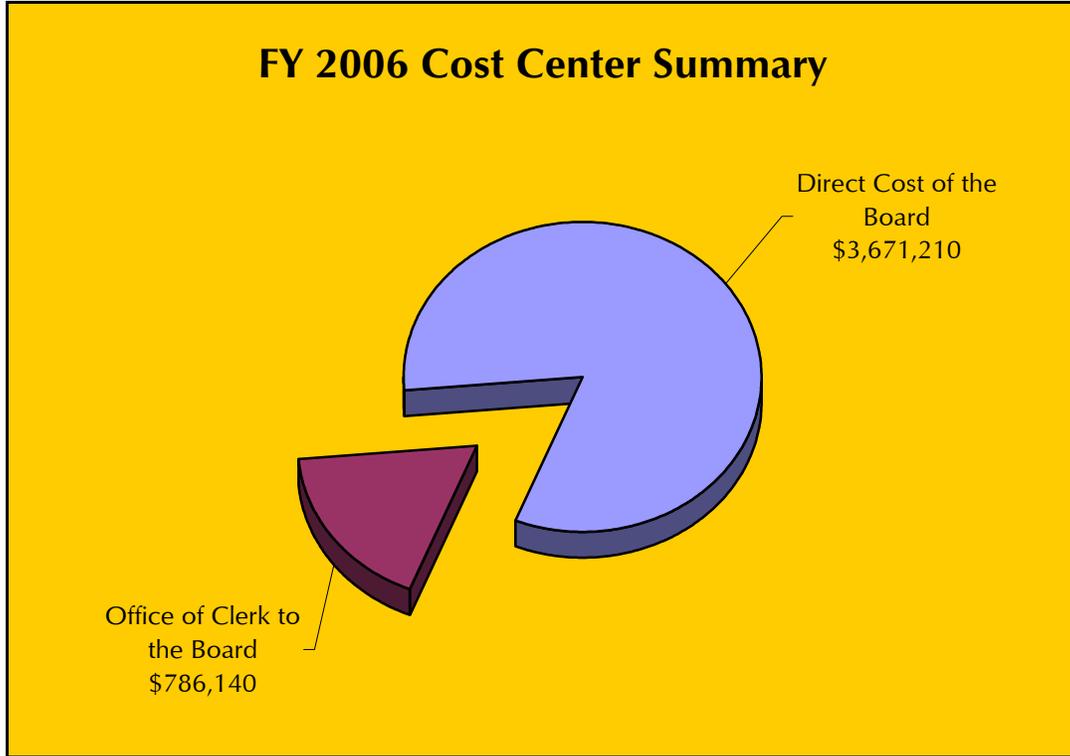
The following funding adjustments reflect all approved changes to the FY 2005 Revised Budget Plan from January 1, 2005 through April 18, 2005. Included are all adjustments made as part of the FY 2005 Third Quarter Review:

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

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 2004 Actual	FY 2005 Adopted Budget Plan	FY 2005 Revised Budget Plan	FY 2006 Advertised Budget Plan	FY 2006 Adopted Budget Plan
Authorized Positions/Staff Years					
Exempt	70/ 70	70/ 70	70/ 70	70/ 70	70/ 70
Total Expenditures	\$3,054,214	\$3,553,860	\$3,553,860	\$3,671,210	\$3,671,210

Position Summary
TOTAL EXEMPT POSITIONS
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 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.

Board of Supervisors

Office of Clerk to the Board

Funding Summary					
Category	FY 2004 Actual	FY 2005 Adopted Budget Plan	FY 2005 Revised Budget Plan	FY 2006 Advertised Budget Plan	FY 2006 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	7/ 7	7/ 6.5	7/ 6.5	7/ 6.5	7/ 6.5
Exempt	1/ 1	1/ 1	1/ 1	1/ 1	1/ 1
Total Expenditures	\$681,332	\$737,688	\$737,688	\$786,140	\$786,140

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
TOTAL POSITIONS				E Denotes Exempt Position	
8 Positions / 7.5 Staff Years				PT Denotes Part-Time Position	

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 98.4 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 91.8 percent to 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 90 percent of members satisfied in FY 2004, 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 2002 Actual	FY 2003 Actual	FY 2004 Estimate/Actual	FY 2005	FY 2006
Output:					
Clerk's Board Summaries	24	24	24 / 24	24	24
Total pages of Clerk's Board Summaries	1,004	1,014	999 / 1,017	1,022	1,027
Letters of land use decisions by the Board	174	175	183 / 171	173	173
Research requests	507	410	410 / 489	489	489
Letters of appointment to Boards, Authorities, and Commissioners	363	421	394 / 447	434	434
Efficiency:					
Cost per Clerk's Board Summary	\$5,555	\$5,911	\$6,067 / \$5,921	\$5,916	\$6,057
Cost per land use decision	\$132.50	\$131.09	\$128.26 / \$167.34	\$169.81	\$174.04
Cost per research request	\$17	\$23	\$23 / \$20	\$20	\$21
Cost per Board appointment	\$111	\$103	\$112 / \$91	\$92	\$95
Service Quality:					
Percent of Clerk's Board Summaries completed within 3.5 business days	100.0%	100.0%	100.0% / 100.0%	100.0%	100.0%
Number of accurate Board Summary pages	988	989	982 / 1,001	1,006	1,013
Average number of business days between Board action on land use applications and initiation of Clerk's letter	6.03	6.50	6.10 / 6.40	6.30	6.20
Percent of record searches initiated the same day as requested	100.0%	100.0%	100.0% / 100.0%	100.0%	100.0%
Average number of business days between Board appointment and Clerk's letter to appointee	6.0	0.9	1.0 / 1.3	1.3	1.3

Board of Supervisors

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2002 Actual	FY 2003 Actual	FY 2004 Estimate/Actual	FY 2005	FY 2006
Outcome:					
Average number of business days between Board Meeting and completion of Board Summary	2.60	2.58	2.60 / 2.87	2.70	2.60
Percent of accurate Clerk's Board Summary pages	98.4%	97.5%	98.3% / 98.4%	98.5%	98.6%
Percent of land use decision notification letters initiated within 10 business days	97.7%	94.0%	97.0% / 91.8%	94.0%	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% / 90.0%	90.0%	90.0%
Percent of notification letters produced within 4 business days of the Board's appointment (1)	NA	100.0%	100.0% / 98.0%	100.0%	100.0%

(1) The Board made nine appointments to the Convention and Visitors Bureau before information was available for the letters. The Clerk's Office produced the letters as soon as the information was provided. Discounting that aberration, the FY 2004 Actual figure would be 100.0 percent.

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. The decrease in the percent of land use decision notification letters initiated within 10 business days from 94.0 percent in FY 2003 to 91.8 percent in FY 2004 is due to variations in the number of land use applications on the Board's agenda, as well as, other workload. In FY 2004, research requests increased over 19 percent while letters of appointments increased 13.5 percent. In FY 2006, 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.