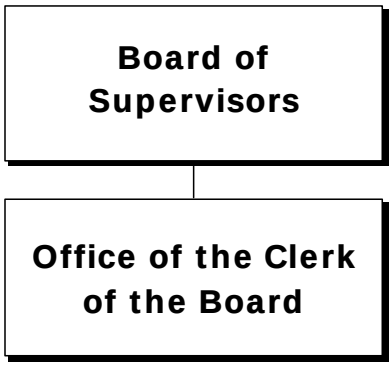
Board of Supervisors



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.

In the coming year, the Clerk's Office will focus on making more materials available online to increase the public's access and understanding of County government; anticipating changes which may occur as a result of videoconferencing of certain meetings and events; and providing superior customer service to the Board of Supervisors, Boards, Authorities and Commissions and the community.

The Board of Supervisors supports the following County Vision Elements:

- *Maintaining Safe and Caring Communities*
- *Creating a Culture of Engagement*
- *Connecting People and Places*
- *Practicing Environmental Stewardship*
- *Maintaining Healthy Economies*
- *Building Livable Spaces*
- *Exercising Corporate Stewardship*

Budget and Staff Resources

Category	FY 2014 Actual	FY 2015 Adopted	FY 2015 Revised	FY 2016 Advertised	FY 2016 Adopted
FUNDING					
Expenditures:					
Personnel Services	$4,104,962	$4,704,254	$4,700,768	$4,901,566	$5,016,172
Operating Expenses	557,159	571,950	575,396	571,950	571,950
Total Expenditures	$4,662,121	$5,276,204	$5,276,164	$5,473,516	$5,588,122
AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)					
Regular	5 / 5	5 / 5	7 / 7	7 / 7	7 / 7
Exempt	70 / 70	70 / 70	70 / 70	70 / 70	70 / 70

SUMMARY BY DISTRICT

Category	FY 2014 Actual	FY 2015 Adopted Budget Plan	FY 2015 Revised Budget Plan	FY 2016 Advertised Budget Plan	FY 2016 Adopted Budget Plan
Chairman's Office	$437,467	$505,090	$505,090	$516,106	$529,726
Braddock District	428,194	453,741	453,741	464,757	475,877
Hunter Mill District	412,210	453,741	453,741	464,757	475,877
Dranesville District	384,297	453,741	453,741	464,757	475,877
Lee District	434,621	453,741	453,741	464,757	475,877
Mason District	423,991	453,741	453,741	464,757	475,877
Mt. Vernon District	429,773	453,741	453,741	464,757	475,877
Providence District	316,882	453,741	453,741	464,757	475,877
Springfield District	429,623	453,741	453,741	464,757	475,877
Sully District	430,117	453,741	453,741	464,757	475,877
Total Expenditures	$4,127,175	$4,588,759	$4,588,759	$4,698,919	$4,812,619

FY 2016 Funding Adjustments

The following funding adjustments from the FY 2015 Adopted Budget Plan are necessary to support the FY 2016 program. Included are all adjustments recommended by the County Executive that were approved by the Board of Supervisors, as well as any additional Board of Supervisors' actions, as approved in the adoption of the budget on April 28, 2015.

- **Employee Compensation** **$128,028**
  An increase of $128,028 in Personnel Services includes $51,194 for a 1.10 percent market rate adjustment (MRA) for all employees and $76,834 for performance-based and longevity increases for non-uniformed merit employees, both effective July 2015.

- **Board of Supervisors' Salary Increase** **$102,500**
  An increase of $102,500 in Personnel Services is necessary to fund a change to the next elected Board members' annual salaries from $75,000 to $95,000 and the chairman's salary from $75,000 to $100,000 per year. The additional monies represent partial year funding for six months as a result of the new salary level taking effect January 2016.

- **Position Adjustment** **$81,390**
  An increase in Personnel Services of $81,390 is included reflecting the redirection of a Management Analyst I position from the Office of the County Executive to support the Office of the Clerk to the Board due to a realignment of responsibilities. An offsetting decrease is being made in the Office of the County Executive budget resulting in no net cost to the County.

- **Reductions** **$0**
  It should be noted that no reductions to balance the FY 2016 budget are included in this agency.

Changes to FY 2015 Adopted Budget Plan

The following funding adjustments reflect all approved changes in the FY 2015 Revised Budget Plan since passage of the FY 2015 Adopted Budget Plan. Included are all adjustments made as part of the FY 2014 Carryover Review, FY 2015 Third Quarter Review, and all other approved changes through April 30, 2015.

- **Carryover Adjustments** **$1,703**
  As part of the *FY 2014 Carryover Review*, the Board of Supervisors approved unencumbered funding of $1,703 as part of the Incentive Reinvestment Initiative that allowed agencies to identify savings and efficiencies in FY 2014 and retain a portion to reinvest in employees.

- **Position Adjustments** **$0**
  During FY 2015, the County Executive approved the redirection of 2/2.0 FTE positions to the Office of the Clerk to the Board due to a realignment of responsibilities. Of this total, 1/1.0 FTE Management Analyst I is being redirected from the Office of the County Executive. The fiscal impact of this adjustment will be made as part of the FY 2016 budget.

- **Incentive Reinvestment Initiative** **($1,743)**
  A net decrease of $1,743 reflects 50 percent of the savings generated as the result of careful management of agency expenditures during the fiscal year and was returned to the General Fund as part of the *FY 2015 Third Quarter Review*. The remaining 50 percent was retained by the agency to be reinvested in employee training, conferences and other employee development and succession planning opportunities.

Cost Centers

The Board of Supervisors is composed of two cost centers: Direct Cost of the Board and Office of the Clerk of 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

The Direct Cost of the Board includes the Board of Supervisors and their support staff. The Board of Supervisors establishes County government policies, passes resolutions and ordinances (within the limits of its authority established by the Virginia General Assembly), approves the budget, sets local tax rates, approves land use plans and makes appointments to various positions.

Category	FY 2014 Actual	FY 2015 Adopted	FY 2015 Revised	FY 2016 Advertised	FY 2016 Adopted
EXPENDITURES					
Total Expenditures	$4,127,175	$4,588,759	$4,588,759	$4,698,919	$4,812,619
AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)					
Exempt	70 / 70	70 / 70	70 / 70	70 / 70	70 / 70

TOTAL EXEMPT POSITIONS
70 Positions / 70.0 FTE

Office of the Clerk of the Board[1]

The responsibilities of the Office of the Clerk of 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 Fairfax County Code; making notification of Board actions regarding land use issues; and providing research assistance.

Category	FY 2014 Actual	FY 2015 Adopted	FY 2015 Revised	FY 2016 Advertised	FY 2016 Adopted
EXPENDITURES					
Total Expenditures	$534,946	$687,445	$687,405	$774,597	$775,503
AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)					
Regular	5 / 5	5 / 5	7 / 7	7 / 7	7 / 7

2	Management Analysts II	1	Administrative Assistant V
1	Management Analyst I	2	Administrative Assistants IV
		1	Administrative Assistant III

TOTAL POSITIONS
7 Positions / 7.0 FTE

[1] As approved by the Board of Supervisors on December 6, 2011, the Assistant County Executive is the Clerk of the Board, to serve on an interim basis, effective December 30, 2011.

Key Performance Measures

Indicator	Prior Year Actuals FY 2012 Actual	FY 2013 Actual	FY 2014 Estimate/Actual	Current Estimate FY 2015	Future Estimate FY 2016
Office of the Clerk to the Board					
Average business days between Board Meeting and posting of Board Summary to the web page	3.00	4.10	4.00/4.60	5.00	5.00
Percent of accurate Clerk's Board Summary pages	99.3%	98.8%	99.3%/99.5%	99.5%	99.5%
Percent of land use decision notification letters initiated within 10 business days	84.0%	94.1%	95.0%/96.3%	96.3%	96.3%
Percent of individuals satisfied with record research requests processed	100.0%	100.0%	100.0%/100.0%	100.0%	100.0%
Percent of notification letters produced within 4 business days of the Board's appointment	99.7%	99.8%	99.8%/98.2%	99.8%	99.8%

A complete list of performance measures can be viewed at www.fairfaxcounty.gov/dmb/fy2016/adopted/pm/01.pdf

Performance Measurement Results

In FY 2014, the Clerk's Office continued to provide the following items in a timely, error-free, cost effective, efficient, and professional manner:

- Clerk's Board Summary
- Letters of land use decisions
- Appointment letters to Boards, Authorities and Commissions
- Rosters of all Boards, Authorities and Commissions
- Responses to research requests (from the organization and the public)
- Certification of Resolutions, Ordinances, Bond Documents, and other official County documents