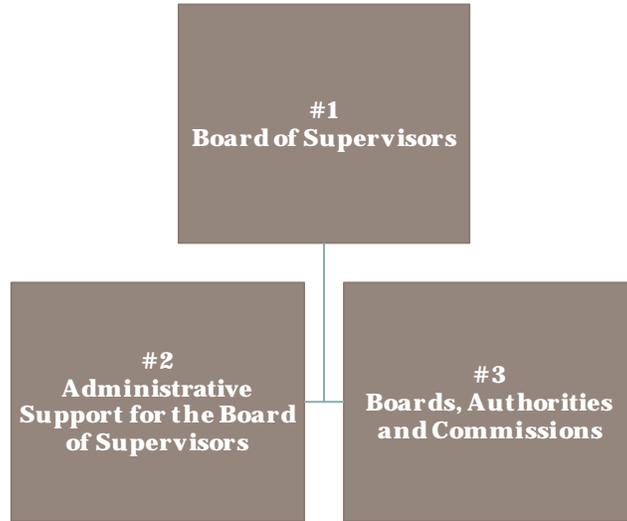


Board of Supervisors



Department Overview

The ten-member Board of Supervisors is the policy-making board 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 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. The members each have staff to assist them in carrying out their duties.

The Office of the Clerk of the Board provides administrative support to the Board of Supervisors. More specifically, the Clerk's Office does this by:

- Establishing and maintaining the records of Board meetings, as required by the Virginia Public Records Act.
- Advertising Board public hearings and bond referenda, as required by law.
- Preserving records of the Board's actions, in conformance with law.
- Certifying Board action on resolutions, ordinances, etc.
- Managing the notification system for, and public website of, citizen appointments to Boards, Authorities and Commissions (BAC) after appointment by the Board of Supervisors.
- Tracking and safekeeping mandated financial disclosure statements for the County.
- Providing administrative support through agency budget preparation, procurement actions, and personnel and payroll actions to the ten offices of the Board, as well as the Clerk's Office.
- Maintaining the public record of the Fairfax County Code.
- Providing formal notifications to applicants of Board decisions on land use actions.
- Providing research assistance regarding Board and county government actions.
- Managing the public speakers list for Board meetings.

Board of Supervisors

Given the nature of this Department, it supports all seven of the County's Vision Elements:

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

Department Resources

Category	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted
FUNDING			
<u>Expenditures:</u>			
Compensation	\$4,104,962	\$4,112,599	\$5,016,172
Operating Expenses	557,159	589,389	571,950
Total Expenditures	\$4,662,121	\$4,701,988	\$5,588,122
General Fund Revenue	\$0	\$0	\$0
Net Cost/(Savings) to General Fund	\$4,662,121	\$4,701,988	\$5,588,122
POSITIONS			
<i>Authorized Positions/Full-Time Equivalents (FTEs)</i>			
<u>Positions:</u>			
Regular	5 / 5	7 / 7	7 / 7
Exempt	70 / 70	70 / 70	70 / 70
Total Positions	75 / 75	77 / 77	77 / 77

Lines of Business Summary

LOB #	LOB Title	FY 2016 Adopted Disbursements	Positions
1	Board of Supervisors	\$4,812,619	70
2	Administrative Support for the Board of Supervisors	654,419	6
3	Boards, Authorities and Commissions	121,084	1
Total		\$5,588,122	77

Board of Supervisors

Lines of Business

LOB #1:

BOARD OF SUPERVISORS

Purpose

The Board serves 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 laws of the Commonwealth of Virginia. As elected representatives of the people of the County, the members of the Board serve the public good and represent the interests of all citizens.

Description

The Board of Supervisors consists of nine members elected by district, plus a chairman elected at-large. Board members are elected for four-year terms. The Board establishes county government policy, 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. These actions are conducted in open meetings, with the exception of discussion of issues exempt by the Virginia Freedom of Information Act, such as legal or personnel issues.

The members each have staff to assist them in carrying out their duties.

Benefits

An elected body is critical to an effective democracy.

Mandates

By state law. See generally, Va. Code § 15.2

Trends and Challenges

- Representing an increasingly diverse population
- Encouraging and facilitating citizen participation in our government
- Finding ways to do more with less/funding constraints
- Keeping up with rapidly evolving technology & security needs of a world-class metropolitan area
- Staying ahead of evolving societal needs, concerns and expectations
- Attracting and retaining a talented workforce
- Balancing competing priorities
- Maintaining an exceptional School system
- Replacing aging infrastructure and building new facilities to meet demands
- Encouraging economic development and increasing the tax base
- Creating, maintaining and promoting a safe and caring community

Board of Supervisors

Resources

Category	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted
LOB #1: Board of Supervisors			
FUNDING			
<u>Expenditures:</u>			
Compensation	\$3,857,270	\$3,846,985	\$4,579,569
Operating Expenses	269,905	286,806	233,050
Total Expenditures	\$4,127,175	\$4,133,791	\$4,812,619
General Fund Revenue	\$0	\$0	\$0
Net Cost/(Savings) to General Fund	\$4,127,175	\$4,133,791	\$4,812,619
POSITIONS			
<i>Authorized Positions/Full-Time Equivalent (FTEs)</i>			
<u>Positions:</u>			
Exempt	70 / 70	70 / 70	70 / 70
Total Positions	70 / 70	70 / 70	70 / 70

Metrics

Due to the overall policy nature of the Board, there are no specific metrics for this LOB.

Board of Supervisors

LOB #2:

ADMINISTRATIVE SUPPORT FOR THE BOARD OF SUPERVISORS

Purpose

The Office of the Clerk of the Board of Supervisors provides administrative support to the Board of Supervisors, and serves as the public's point of contact for engagement with the Board, as a whole.

Description

The mission of the Clerk's Office is to provide timely and accurate administrative support services to the Board of Supervisors to meet administrative requirements in accordance with state law, the County Code, Board policy, and county policies and procedures.

The Clerk's Office maintains the framework for the process of the mandated public meetings (e.g., legal notice process, Boards, Authorities and Commissions (BACs) appointments process, process for the public to sign up to speak), and the record-keeping of the meetings, at which the Board of Supervisors makes decisions. Additionally, the Clerk's Office handles the administrative, fiscal, HR and other documentary support for the 10 Board offices.

More specifically, the Clerk's Office does this by:

- Establishing, maintaining, and retaining the records of Board meetings, as required by the Virginia Public Records Act;
- Advertising Board public hearings and bond referenda, as required by law;
- Managing and preserving records of the Board's actions, in conformance with law;
- Certifying Board action on resolutions, ordinances, etc.;
- Providing administrative support through agency budget preparation, procurement actions, and personnel and payroll actions to the ten offices of the Board, as well as the Clerk's Office;
- Maintaining the public record of the Fairfax County Code;
- Providing formal notifications to applicants of Board decisions on land use applications;
- Providing current and historic research assistance into Board and county government actions;
- Managing the public speakers list for Board meetings;
- Serving as the public point of contact for citizens wanting to reach the whole Board;
- Managing the public records, and public website, of citizen appointments to BACs after appointment by the Board of Supervisors; and
- Maintaining mandatory disclosure statements for the County. (These last two bullets are handled in LOB #3, but are provided here to describe the entire work of the Office of the Clerk of the Board of Supervisors.)

Board of Supervisors

Benefits

The Office plays an important role in ensuring prompt communication of the Board's actions at each meeting by 1) providing summaries of Board action for public review and archiving; 2) following up with those appointed by the Board to BACs, 3) responding to public inquiries and Freedom of Information Act (FOIA) requests; and, 4) notifying applicants of land use actions of the Board after public hearings.

The centralization of the public contact for routine matters and the task of records management and retention of the official records of the collective Board by an office separate administratively helps to ensure consistency and ensure efficient follow-through in accordance with legal mandates.

Mandates

Existence and some duties of the Office of the Clerk are mandated by state law.

- § 15.2-1536. Required and discretionary officers.
Every locality shall appoint or designate a clerk for the governing body and in its discretion, a chief administrative officer and an attorney.
- § 15.2-1538. Clerk for the governing body
The governing body of every locality in this Commonwealth shall appoint a qualified person, who shall not be a member of the governing body, to record the official actions of such governing body. The person so appointed shall be called clerk for the board of supervisors or council, as the case may be.
- § 15.2-1539. General duties of clerk. It shall be the clerk's general duty to:
 - Record in a book the proceedings of the governing body;
 - Make regular entries of all its ordinances, resolutions and decisions on all questions concerning the raising of money, and within five days after any order for a levy is made, to deliver a copy thereof to the commissioner of revenue of his locality or the person performing such commissioner's duties, as the case may be;
 - Record the vote of each supervisor or council member on any question submitted to the board or council, as required by law or his governing body; and
 - Preserve and file all accounts acted upon by the governing body, with its actions thereon, for a period of five years after audit and thereafter until the governing body shall authorize their destruction in accordance with retention regulations for records established pursuant to the Virginia Public Records Act.

Board of Supervisors

Trends and Challenges

The Clerk’s Office is continuously seeking to review and adopt new business processes, and find ways to increase process efficiency, reduce costs, and improve transparency.

Recently, the Clerk’s Office, with the assistance of other County agencies/departments, has helped in the County’s efforts to improve online engagement and public transparency by initiating or supporting such efforts as the following: enhancing website information; creating the online sign up for those wanting to address the Board of Supervisors in public meetings; implementing a new appointment tracking system for BACs; and live-streaming meetings of the Board of Supervisors. These streamlined or revised processes provide the opportunity to increase efficiency gains, improve performance, and/or improve front line services for citizens, and, over time, may even reduce cost.

On a different level, the Clerk’s Office is striving to improve services to an increasingly diverse population, including language diversity, and technology-capable diversity, in an era of tight fiscal resources, and increased legal mandates and public scrutiny.

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 Board actions. Additionally, the Office is working to anticipate changes that may occur as a result of videoconferencing of some meetings and events, and to improve public access to information about Board Committee meetings. Initiatives such as these help the Office to more effectively and efficiently meet the needs of the County’s growing and diverse population without additional personnel and budgetary resources. And finally, the Office wants to continue to provide superior customer service to the offices of the Board of Supervisors, to County BACs, and to the community.

Resources

Category	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted
LOB #2: Administrative Support for the Board of Supervisors			
FUNDING			
<u>Expenditures:</u>			
Compensation	\$192,967	\$209,636	\$325,519
Operating Expenses	277,254	292,583	328,900
Total Expenditures	\$470,221	\$502,219	\$654,419
General Fund Revenue	\$0	\$0	\$0
Net Cost/(Savings) to General Fund	\$470,221	\$502,219	\$654,419
POSITIONS			
Authorized Positions/Full-Time Equivalents (FTEs)			
<u>Positions:</u>			
Regular	4 / 4	6 / 6	6 / 5.5
Total Positions	4 / 4	6 / 6	6 / 5.5

Board of Supervisors

Metrics

Metric Indicator	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Estimate	FY 2017 Estimate
Pages of Board Summary	919	846	843	850	850
Percent of Accurate Board Summary Pages	98.8%	99.5%	99.1%	99.5%	99.5%
Percent of individuals satisfied with records research requests	100.0%	100.0%	100.0%	100.0%	100.0%

2-01 Pages of Board Summary

This output measure gives some sense of the magnitude of the task of summarizing actions of the Board of Supervisors during a couple dozen annual, multi-hour meetings of the Board. The task takes up approximately 70 percent of the time of 3.0 FTE of the Office, in addition to the time spent by the Clerk to oversee this statutorily mandated task of the Office.

2-02 Percent of Accurate Board Summary Pages

This outcome measure gives some sense of the commitment and professionalism of staff in summarizing actions of the Board of Supervisors during a couple dozen annual, multi-hour meetings of the Board. As mentioned above, the task takes up approximately 70 percent of the time of 3.0 FTE of the Office, in addition to the time spent by the Clerk to oversee this statutorily mandated task of the Office.

2-03 Percent of individuals satisfied with records research requests

This service quality measure gives some sense of the commitment and professionalism of staff in assisting the public and county staff in researching historic Board actions. The task takes up approximately 40 percent of the time of 1.0 FTE of the Office. As technology evolves, and the technical ability of the general public doing such research improves, the percentage of staff time devoted specifically to this task will reduce, but this is several years off from becoming *de minimus*.

Board of Supervisors

LOB #3:

BOARDS, AUTHORITIES AND COMMISSIONS

Purpose

The Office of the Clerk of the Board is responsible for supporting administratively the process related to appointments by the Board of Supervisors to Boards, Authorities & Commissions (BACs), and for ensuring transparency of the BAC membership lists and legally mandated disclosures by BAC members. The Office of the Clerk of the Board is also the repository of all legally mandated financial disclosures that must be filed with this Office, including current County officeholders, certain BAC members, and key county staff.

Description

There are currently 84 BACs. They range in membership from 3 members to 68 members. Membership terms vary from one year to several years, so not all appointments are required annually. Some BACs are required by federal or state law; some are policy choices of the Board of Supervisors. Additionally, “ad hoc” commissions occur as needed and impact the number of appointments in any given year.

While the Clerk’s Office does not “staff” any of the BACs, significant staff resources of the Office are devoted to: 1) keeping track of the appointments; 2) notifying members of the Board of Supervisors of vacancies for which appointments are needed; 3) managing the public process of the appointments; 4) sending out appointment letters; 5) ensuring that new BAC members are aware of the legal requirements of the appointment, such as Virginia Freedom of information Act (VFOIA), Virginia Conflict of Interest Act (VCOIA), and financial disclosure; as well as 6) ensuring the County website correctly reflects the current memberships of these BACs; 7) answering occasional questions about the BACs; and 8) maintaining records of the BACs such as by-laws, membership, and other key legal and administrative records.

Further, the Office is the repository for disclosure filings mandated by state or local law/ordinance, including financial disclosures, real estate holdings disclosures and statements of economic interests. Currently, over 1,300 BAC members, county personnel and office-holders are required to file mandated disclosure filings. Until recently, each was an annual filing; now, certain disclosures are required by state law to be filed twice a year.

Benefits

In Fairfax County citizen participation on local BACs provides a key component of effective democracy, providing citizen engagement at a critical point in issue development and discussion. Some of the BACs are mandated by state or federal law, the rest are by determination of the Board of Supervisors.

Additionally, the filing and public ability to review mandated financial disclosures of those involved in the public policy debate (incumbent officeholders and BAC members) and those involved with implementation of county policy (county key staff) – help support the policy goal established by the state law mandate for public accountability, as stated in Va. Code § 2.2-3100. “The General Assembly, recognizing that our system of representative government is dependent in part upon . . . its citizens maintaining the highest trust in their public officers and employees, finds and declares that the citizens are entitled to be assured that the judgment of public officers and employees will be guided by a law that defines and prohibits inappropriate conflicts and requires disclosure of economic interests. . . .”

Board of Supervisors

Mandates

Some BACs are mandated by state law and federal law. Some BACs are policy choices of the Board of Supervisors. Some financial disclosures are mandated by state law. Some of those required to file financial disclosures do so only by policy decision of the Board of Supervisors, either due to a decision to create a particular BAC, or due to a decision by the Board on which BAC members or county employees are required to file that is then incorporated into the County's ordinances.

Additionally, pursuant to the Sections § 2.2-3114 and § 2.2-3115 of the Code of Virginia, members of governing bodies and school boards, local constitutional officers, members of certain boards of local governments and some employees of local government, designated to file by the Code of Virginia or by their governing ordinance, are required to file a Statement of Economic Interests form, set forth in §2.2-3117. Effective this year, certain financial disclosures are to be filed semiannually by June 15 and December 15, while others are filed on an annual basis. Local employees and board members return the completed forms to the Clerk of the appropriate governing body, which is open for public inspection.

Trends and Challenges

For BACs the biggest challenge is finding appropriate people with the time and interest to serve.

There are several issues with the reluctance, including 1) the well-recognized national reduction of those willing to volunteer, 2) increasing language and cultural diversity issues, 3) the increased transportation challenges to attend a meeting in-person in the DC metro region, combined with the statutory mandates of VFOIA that severely restrict virtual attendance, 4) increased public scrutiny over contentious public policy issues; and, 5) increasing mandates, such as the additional, mandated twice a year disclosure of personal information.

This challenge of finding appropriate people is really a challenge for the Board of Supervisors, and their staff, more than the Clerk's Office, but it is impactful on the work of the Clerk's Office.

Additionally, there is significant turnover of the voluntary membership of BACs, which creates a significant challenge for staff to timely keep up with the changes. Over time, the Office hopes that technology and business process reengineering will help to better manage this.

For the mandated filings, the challenge is a significant increase in workload due to the new twice yearly filing requirement. Over time, the Clerk's Office hopes that technology and business process reengineering will help to manage the new normal in workload.

In the near future, the Clerk's Office will focus on making more materials available online to increase the public access and understanding of County government; work with other County departments/agencies to anticipate changes that may occur as a result of videoconferencing of certain meetings and events; and continue to provide superior customer service to the Board of Supervisors, Boards, Authorities and Commissions and the community.

Board of Supervisors

Resources

Category	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted
LOB #3: Boards, Authorities and Commissions			
FUNDING			
<u>Expenditures:</u>			
Compensation	\$54,725	\$55,978	\$111,084
Operating Expenses	10,000	10,000	10,000
Total Expenditures	\$64,725	\$65,978	\$121,084
General Fund Revenue	\$0	\$0	\$0
Net Cost/(Savings) to General Fund	\$64,725	\$65,978	\$121,084
POSITIONS			
Authorized Positions/Full-Time Equivalents (FTEs)			
<u>Positions:</u>			
Regular	1 / 1	1 / 1	1 / 1.5
Total Positions	1 / 1	1 / 1	1 / 1.5

Metrics

Metric Indicator	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Estimate	FY 2017 Estimate
Number of BAC Financial Disclosures available for public review	212	208	301	300	300
Number of Appointments/Reappointments	445	443	351	400	400

3-01 Number of BAC Mandated Disclosures available for public review

This output measure helps show the volume of activity that the office has to take to 1) remind members of BACs of the requirement to file, and 2) keep organized for public review the filed disclosures. While the majority of the office activity can be done 1-2 times a year, creating some efficiencies, as BAC membership changes on an irregular basis, this requires some year-round attention. The recent trend here is up for filings by BAC members, as state law now requires twice yearly filing of the “long form” financial disclosure. The other two filings (“short form” financial disclosures and the “real estate holdings” form) only require a once a year filing. These filings are mandated by state law and/or local ordinance, as is the ability for public review.

3-02 Number of Appointments/Reappointments

This output measure also helps indicate the volume of work required to support the Board of Supervisors to support citizen participation, and “a culture of engagement” in the County. An engaged citizenry is a factor in a healthy democracy. A few of these appointments are made by persons/entities other than the Board of Supervisors, so are not reflected in this metric, which only indicates appointment by the Board of Supervisors. Even if appointments are not made by the Board of Supervisors, however, the Office is required to keep up with the appointments for public transparency, and to ensure the mandated disclosure filings. Additionally, “ad hoc” commissions occur as needed and impact the number of appointments in any given year. While the standard appointments have been stable recently, there has been an increase in the number of “ad hoc” BACs over the past few years.