

# Board of Supervisors

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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.)

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## 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.

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

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## 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*.