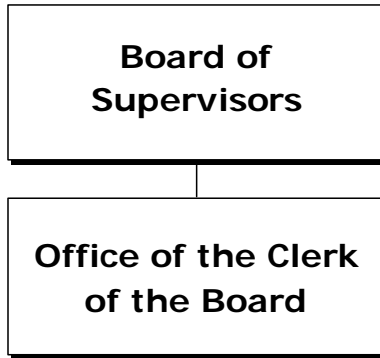


# Board of Supervisors



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

# Board of Supervisors

## Budget and Staff Resources

Category	FY 2016 Actual	FY 2017 Adopted	FY 2017 Revised	FY 2018 Advertised	FY 2018 Adopted
<b>FUNDING</b>					
Expenditures:					
Personnel Services	\$4,537,321	\$5,276,211	\$5,271,751	\$5,353,287	\$5,353,287
Operating Expenses	527,344	571,950	617,016	571,950	571,950
<b>Total Expenditures</b>	<b>\$5,064,665</b>	<b>\$5,848,161</b>	<b>\$5,888,767</b>	<b>\$5,925,237</b>	<b>\$5,925,237</b>
<b>AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)</b>					
Regular	7 / 7	7 / 7	7 / 7	7 / 7	7 / 7
Exempt	70 / 70	70 / 70	70 / 70	70 / 70	70 / 70

## Summary By District

Category	FY 2016 Actual	FY 2017 Adopted Budget Plan	FY 2017 Revised Budget Plan	FY 2018 Advertised Budget Plan	FY 2018 Adopted Budget Plan
Chairman's Office	\$448,104	\$557,032	\$557,032	\$564,501	\$564,501
Braddock District	465,163	500,691	500,691	508,160	508,160
Hunter Mill District	426,198	500,691	500,691	508,160	508,160
Dranesville District	438,287	500,691	500,691	508,160	508,160
Lee District	428,926	500,691	500,691	508,160	508,160
Mason District	436,549	500,691	500,691	508,160	508,160
Mt. Vernon District	472,473	500,691	500,691	508,160	508,160
Providence District	337,017	500,691	500,691	508,160	508,160
Springfield District	464,188	500,691	500,691	508,160	508,160
Sully District	469,324	500,691	500,691	508,160	508,160
<b>Total Expenditures</b>	<b>\$4,386,229</b>	<b>\$5,063,251</b>	<b>\$5,063,251</b>	<b>\$5,137,941</b>	<b>\$5,137,941</b>

## FY 2018 Funding Adjustments

The following funding adjustments from the FY 2017 Adopted Budget Plan are necessary to support the FY 2018 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 May 2, 2017.

- ◆ **Employee Compensation** **\$77,076**  
 An increase of \$77,076 in Personnel Services is for performance-based and longevity increases for non-uniformed merit employees effective July 2017.

# Board of Supervisors

## Changes to FY 2017 Adopted Budget Plan

The following funding adjustments reflect all approved changes in the FY 2017 Revised Budget Plan since passage of the FY 2017 Adopted Budget Plan. Included are all adjustments made as part of the FY 2016 Carryover Review, FY 2017 Third Quarter Review, and all other approved changes through April 30, 2017.

- ◆ **Carryover Adjustments** **\$42,836**  
 As part of the FY 2016 Carryover Review, the Board of Supervisors approved funding of \$42,836, of which \$40,653 reflects encumbered carryover and the remaining \$2,183 reflects unencumbered carryover from the FY 2016 Incentive Reinvestment Initiative that allowed agencies to identify savings and efficiencies and retain a portion to reinvest in employees.
  
- ◆ **Incentive Reinvestment Initiative** **(\$2,230)**  
 A net decrease of \$2,230 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 2017 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 2016 Actual	FY 2017 Adopted	FY 2017 Revised	FY 2018 Advertised	FY 2018 Adopted
<b>EXPENDITURES</b>					
Total Expenditures	\$4,386,229	\$5,063,251	\$5,063,251	\$5,137,941	\$5,137,941
<b>AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)</b>					
Exempt	70 / 70	70 / 70	70 / 70	70 / 70	70 / 70
<b>TOTAL EXEMPT POSITIONS</b>					
70 Positions / 70.0 FTE					

# Board of Supervisors

## Office of the Clerk of the Board<sup>1</sup>

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 2016 Actual	FY 2017 Adopted	FY 2017 Revised	FY 2018 Advertised	FY 2018 Adopted
<b>EXPENDITURES</b>					
Total Expenditures	\$678,436	\$784,910	\$825,516	\$787,296	\$787,296
<b>AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)</b>					
Regular	7/7	7/7	7/7	7/7	7/7
1 Management Analyst III	1	Administrative Assistant V			
1 Management Analyst II	2	Administrative Assistants IV			
1 Management Analyst I	1	Administrative Assistant III			
<b>TOTAL POSITIONS</b>					
<b>7 Positions / 7.0 FTE</b>					

<sup>1</sup> As approved by the Board of Supervisors on December 6, 2011, the Assistant County Executive also serves as the Clerk of the Board.

## Key Performance Measures

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2014 Actual	FY 2015 Actual	FY 2016 Estimate/Actual	FY 2017	FY 2018
Average business days between Board Meeting and posting of Board Summary to the web page	4.60	4.40	4.40/4.73	4.40	4.40
Percent of accurate Clerk's Board Summary pages	99.5%	99.1%	99.5%/99.3%	99.5%	99.5%
Percent of land use decision notification letters initiated within 10 business days	96.3%	72.1%	85.0%/90.2%	85.0%	85.0%
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	98.2%	100.0%	100.0%/98.7%	100.0%	100.0%

A complete list of performance measures can be viewed at [www.fairfaxcounty.gov/dmb/fy2018/adopted/pm/01.pdf](http://www.fairfaxcounty.gov/dmb/fy2018/adopted/pm/01.pdf)

# Board of Supervisors

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## Performance Measurement Results

In FY 2016, 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