

KEY WORKPLAN ITEMS

1. Represent citizens from each of the County’s five election districts: Berkeley, Jamestown, Powhatan, Roberts and Stonehouse
2. Serve as policy making board, and, within the framework of the Constitution and Code of Virginia, approve and enforce County’s comprehensive plan and land use, set local tax rate, adopt annual operating and capital budgets, approve ordinances, and make appointments to various boards and commissions
3. Hold regularly scheduled public meetings and work sessions and serve on other local and regional boards and commissions
4. Record and maintain official documents for Board of Supervisors and James City Service Authority Board of Directors, such as meeting minutes and related documents and other Boards and Commissions such as appointment lists, files and correspondence
5. Prepare and distribute Board of Supervisors and James City Service Authority Board of Directors agenda packets and materials
6. Notify the public about hearings and meetings as required by Code
7. Support Board of Supervisors and James City Service Authority Board of Directors by responding to or directing phone and mail inquiries to the appropriate person
8. Coordinate County responses to Virginia Freedom of Information Act requests

BUDGET SUMMARY

		FY 11 <u>Adopted</u>		FY 12 <u>Plan</u>		FY 12 <u>Adopted</u>
Personnel	\$	111,928	\$	114,123	\$	117,476
Operating		<u>75,997</u>		<u>75,997</u>		<u>77,900</u>
Total	\$	<u><u>187,925</u></u>	\$	<u><u>190,120</u></u>	\$	<u><u>195,376</u></u>

PERSONNEL

Full-time Personnel	1	1	1
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PERFORMANCE MEASURES

	<u>FY 09 Actual</u>	<u>FY 10 Actual</u>	<u>FY 11 Adopted</u>	<u>FY 12 Adopted</u>
# Appointments made to boards and commissions	58	58	New	33

BUDGET COMMENTS

This budget reflects an elimination of certain memberships and adjustments made for the Board expense policy.