

DESCRIPTION OF SERVICES

The County Administrator is the Chief Administrative Officer of the County and the James City Service Authority. He is appointed by the Board of Supervisors and is responsible to the Board for the execution of policies it establishes. The County Administrator acts as Clerk to the Board and is expected to handle the daily administrative operations of the County, as well as recommend service and policy improvements, develop an annual budget, generally guide the work of County employees, and ensure that the affairs of the County are conducted in an effective and responsible manner. Also in this budget is the Capital Projects Administrator.

BUDGET SUMMARY

	FY 99 Budget	FY 00 Original Adopted	FY 00 Current Expected	FY 01 Proposed	FY 02 Proposed
Personnel	\$ 348,429	\$ 362,733	\$ 362,524	\$ 368,688	\$ 386,817
Operating	24,799	35,094	33,347	31,250	30,950
Capital	2,150	15,150	15,150		
Total	\$ <u>375,378</u>	\$ <u>412,977</u>	\$ <u>411,021</u>	\$ <u>399,938</u>	\$ <u>417,767</u>

PERSONNEL

Full-time Personnel	4	4.5	4.5	4.5	4.5
Part-time Personnel	1	1	0	0	0

BUDGET COMMENTS

Budget expenditures provide for a continuation of services. Operating expenditures are projected to decrease by 3.2 percent for FY 2001, and increase by 4.5 percent for FY 2002.