

DESCRIPTION OF SERVICES

The County Administrator is the Chief Administrative Officer of the County. He is appointed by the Board of Supervisors and is responsible to the Board for the execution of policies it establishes. He 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. The County Administrator also acts as Clerk to the Board.

BUDGET SUMMARY

	FY08 Adopted	FY09 Proposed	FY10 Proposed
Personnel	\$374,453	\$466,424	\$490,887
Operating	26,403	26,252	26,252
Total	<u>\$400,856</u>	<u>\$492,676</u>	<u>\$517,139</u>

PERSONNEL

Full-time Personnel	2.5	3.5	3.5
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PERFORMANCE MEASURES

	FY06 Actual	FY07 Actual	FY08 Adopted	FY09 Proposed
Conduct internal departmental audits annually to ensure fees and charges are appropriate and cost effective - New Measure	N/A	N/A	N/A	10
# of small businesses assisted through the County permitting process - New Measure	N/A	N/A	N/A	5

BUDGET COMMENTS

This budget includes the addition of a Business Facilitator position as recommended by the Business Climate Task Force. The Facilitator will assist and guide select businesses through the planning and approval process within the County.