

**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**

	<u>FY09 Adopted</u>	<u>FY10 Plan</u>	<u>FY10 Adopted</u>
Personnel	\$385,386	\$407,232	\$366,209
Operating	<u>27,203</u>	<u>24,428</u>	<u>20,962</u>
Total	<u><u>\$412,589</u></u>	<u><u>\$431,660</u></u>	<u><u>\$387,171</u></u>

**PERSONNEL**

Full-time Personnel	2.5	2.5	2.5
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**PERFORMANCE MEASURES**

	<u>FY 07 Actual</u>	<u>FY 08 Actual</u>	<u>FY 09 Projected</u>	<u>FY10 Adopted</u>
# internal departmental audits conducted to ensure fees and charges are appropriate and cost effective - new measure	N/A	N/A	3	3
# of small businesses assisted through the County permitting process - new measure	N/A	N/A	8	5

**BUDGET COMMENTS**

This reduced budget reflects an elimination of intern hours, reduced travel expenses and savings from staff turnover.