

County Administrator

**BOARD OF COUNTY COMMISSIONERS
OKALOOSA COUNTY, FLORIDA**

SERVICE AREA: GENERAL GOVERNMENT

DEPARTMENT/PROGRAM: COUNTY ADMINISTRATOR’S OFFICE

PROGRAM DESCRIPTION: The County Administrator serves as the administrative head of the county and, with the exception of the County Attorney, is responsible for the administration and operations of all departments under the direction of the Board of County Commissioners.

REVENUE: The County Administrator is funded within the General Fund. Supporting revenue of the General Fund are ad valorem taxes, communications service tax, local business tax, permits and fees, state shared revenue, charges for services, judgments and fines, miscellaneous revenue and transfers from other funds.

EXPENDITURES:

Category	Expenditures		Budget	
	FY11 Actual \$	FY12 Actual \$	FY13 Original \$	FY14 Approved \$
Personal Services	313,345	360,223	342,434	440,265
Operating Expenses	43,015	42,646	57,921	42,173
Capital Outlay	0	0	0	0
Other	0	0	0	0
Total	356,360	402,869	400,355	482,438

HISTORICAL STAFFING SUMMARY:

Category	FY11	FY12	FY13	FY14
Full-time	3	4	4	5
Part-Time	0	0	0	0
Relief	0	0	0	0
Total	3	4	4	5

MAJOR ACCOMPLISHMENTS LAST YEAR:

- Coordinated investigation activities in the aftermath of the TDC scandal. Hired and directed new director.
- Developed and provided a balanced budget consistent with Board directives and expectations.
- Worked with Board on creation of Resolution to establish RESTORE Act Advisory Committee. Established coordinator position under CAO.
- Hosted Management Retreat providing annual departmental staff training.
- Assisted Board in development and briefings of state and federal legislative priorities.
- Conducted regular meetings with City Managers to facilitate city/county operation.
- Effectively managed 16 county departments consisting of over 650 employees.
- Implemented computer-driven meeting agenda, recording, and minutes generating software. Served as training, problem-solving conduit to County departments.
- Produced 24 regular Board meeting agendas and supporting documentation as well as several county workshops, all designed to provide efficient and thorough reports for the Board’s consideration.

PROGRAM GOAL:

To ensure that Okaloosa County government is a superior, efficient and cost-effective organization designed to provide quality programs, services and facilities consistent with the goals and objectives of the community.

KEY OBJECTIVES:

1. Enhance and maintain internal controls in administering assigned responsibilities in accordance with applicable laws, rules, regulations, contracts, grant agreements, and guidelines.
2. Prepare Okaloosa County for opportunities available from the RESTORE Action in preparation of the disbursement of funds.
3. Continue to transition Okaloosa County to a Program/Performance-based budget in all county departments.
4. To make use of available technology so as to effectively use limited human resources.

PERFORMANCE MEASURES:

Performance Measures		Actual FY11/12	Estimated FY12/13	Adopted FY13/14
Input	FTEs for County Administrator	1	1	1
	FTEs for Administrator Support	2	2	2
	FTEs for Public Information	1	1	1
Output	Balanced budget created	1	1	1
	Number of BCC agendas created	24	24	24
	Number of workshop agendas created.	5	3	
	Number of press releases created	182	196	196