

# COUNTY ADMINISTRATOR'S OFFICE

The mission of the Spartanburg County Administrator's Office is to support County Council's ability to make sound decisions and to carry out those decisions in an efficient and effective manner by providing strategic leadership and operational oversight to county departments, ensuring sound management of the county's resources, and providing County Council with information and analysis and appropriate recommendations when necessary. The County Administrator is appointed by County Council.

DEPT NUMBER: 1-9110	COUNTY ADMINISTRATOR'S OFFICE					
FUNDING SOURCE(S)	FY 2004/05 ACTUAL	FY 2005/06 ACTUAL	FY 2006/07 ACTUAL	FY 2007/08 BUDGET	FY 2008/09 BUDGET	INC/DEC FY 09 - 08
General Fund	374,662	398,318	445,956	487,070	<b>490,975</b>	3,905
<b>EXPENDITURES</b>						
Personnel Services Expenditures	348,775	369,189	412,895	421,220	<b>429,825</b>	8,605
Operating Expenditures	19,546	29,129	31,324	65,850	<b>61,150</b>	(4,700)
Capital Outlay	6,341	0	1,736	0	<b>0</b>	0
Other Expenditures	0	0	0	0	<b>0</b>	0
<b>EXPENDITURE TOTAL</b>	<b>\$374,662</b>	<b>\$398,318</b>	<b>\$445,956</b>	<b>\$487,070</b>	<b>\$490,975</b>	<b>\$3,905</b>
<b>AUTHORIZED PERSONNEL</b>	5	5	4	4	4	0

### FY 2008/09 Budget Highlights & Initiatives

- Vehicle allowances increased \$3,600 due to increased fuel costs.

### Ongoing Initiatives

Initiative	Description and Goals	FY 2008/09 Budget
<b>Facilitate Council's Decision Making</b>	Provide information, analysis, research and recommendations to Council. <ul style="list-style-type: none"> <li>• County Council will have the necessary background information in advance of consideration during a Council meeting.</li> <li>• Council is able to make decisions without need to defer for additional information.</li> </ul>	\$
<b>Strategic Planning</b>	Establish strategic plan for improvement of the organization. <ul style="list-style-type: none"> <li>• Administrators and County Council members are able to clearly articulate a tangible plan, which guides decision making for improving the organization and the community.</li> <li>• Each department/division head can describe their department's mission, strategic objectives, and improvement plans.</li> </ul>	\$

**SPARTANBURG COUNTY, SOUTH CAROLINA  
FY 2008/09 ADOPTED OPERATING BUDGET**

<b>Problem Solving</b>	Resolve program, policy, or service-related irregularities. <ul style="list-style-type: none"> <li>● Problems that come to the attention of County Council members or administrators will be addressed expeditiously.</li> <li>● Department heads will receive the direction needed on irregular situations in a timely manner.</li> </ul>	\$
<b>Operational Management</b>	Provide oversight of County departments and provide direction to department heads. <ul style="list-style-type: none"> <li>● Departmental performance objectives will be achieved or new plans for improvement will be initiated.</li> <li>● No performance measures will fail to show improvement over multiple periods.</li> </ul>	\$
<b>Financial Management</b>	Ensure the long-term financial well being of the County by recommending balanced budgets, ensuring adherence to budget, and maintaining adequate reserve funds. <ul style="list-style-type: none"> <li>● The budget will be balanced.</li> <li>● Adequate reserves will be maintained.</li> </ul>	\$
<b>Public Communication</b>	Provide the public with the information so that they can understand the decisions before Council and the reasons for County decisions and policies. <ul style="list-style-type: none"> <li>● The public will have full access to County Council decisions and county operations.</li> <li>● Questions raised by citizens will be answered promptly.</li> <li>● The administration will provide information to the public to aid their understanding of county matters.</li> </ul>	\$
<b>TOTAL, COUNTY ADMINISTRATOR</b>		<b>\$490,975</b>