

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.

Financial Information

DEPT NUMBER: 1-9110	COUNTY ADMINISTRATOR'S OFFICE						
	FY 04/05	FY 05/06	FY 06/07	FY 07/08	FY 07/08	\$ INC/DEC	% INC/DEC
EXPENDITURES	ACTUAL	ACTUAL	BUDGET	RECOMM	ADOPTED	FY 08 - 07	FY 08 - 07
Personnel Services Expenditures	348,775	369,189	399,655	475,483	421,220	21,565	5.4%
Operating Expenditures	19,546	29,129	60,350	65,850	65,850	5,500	9.1%
Capital Expenditures	6,341	0	2,000	0	0	(2,000)	-100.0%
Other Expenditures	0	0	0	0	0	0	0.0%
EXPENDITURE TOTAL	\$374,662	\$398,318	\$462,005	\$541,333	\$487,070	\$25,065	5.4%

Personnel Information

	GRADE	FY 04/05	FY 05/06	*FY 06/07	FY 07/08	FY 07/08	INC/DEC	EXEMPT
COUNTY ADMINISTRATOR					RECOMM	ADOPTED	FY 08 - 07	(Y/N)
County Administrator	Appt.	1	1	1	1	1	0	Y
Assistant County Administrator	36	1	1	1	1	1	0	Y
**Assistant County Administrator	36	1	1	1	1	1	0	Y
Public Information Coordinator	TBD	0	0	0	1	0	0	Y
Secretary to the County Administrator	21	1	1	1	1	1	0	N
Other Positions	N/A	1	1	0	0	0	0	N/A
TOTAL, COUNTY ADMINISTRATOR		5	5	4	5	4	0	

*Includes any changes made during FY 06/07

**Salary budgeted 85% in the General Fund and 15% in the Solid Waste Management Fund.

FY 08 Budget Highlights & Initiatives

The County Administrator's Office FY 08 Adopted Budget reflects the following changes and initiatives:

- There are no significant changes in the FY 08 County Administrator's Adopted Budget.

Ongoing Initiatives

Initiative	Description and Goals	FY 08 Adopted
Facilitate Council's Decision Making	Provide information, analysis, research and recommendations to Council. <ul style="list-style-type: none"> • County Council will have the necessary background information in advance of consideration during a Council meeting. • Council is able to make decisions without need to defer for additional information. 	\$

**SPARTANBURG COUNTY, SOUTH CAROLINA
FY 08 ADOPTED OPERATING BUDGET**

(COUNTY ADMINISTRATOR'S OFFICE CONTINUED)

Initiative	Description and Goals	FY 08 Recomm
Strategic Planning	<p>Establish strategic plan for improvement of the organization.</p> <ul style="list-style-type: none"> • Administrators and County Council members are able to clearly articulate a tangible plan, which guides decision making for improving the organization and the community. • Each department/division head can describe their department's mission, strategic objectives, and improvement plans. 	\$
Problem Solving	<p>Resolve program, policy, or service-related irregularities.</p> <ul style="list-style-type: none"> • Problems that come to the attention of County Council members or administrators will be addressed expeditiously. • Department heads will receive the direction needed on irregular situations in a timely manner. 	\$
Operational Management	<p>Provide oversight of County departments and provide direction to department heads.</p> <ul style="list-style-type: none"> • Departmental performance objectives will be achieved or new plans for improvement will be initiated. • No performance measures will fail to show improvement over multiple periods. 	\$
Financial Management	<p>Ensure the long-term financial well being of the County by recommending balanced budgets, ensuring adherence to budget, and maintaining adequate reserve funds.</p> <ul style="list-style-type: none"> • The budget will be balanced. • Adequate reserves will be maintained. 	\$
Public Communication	<p>Provide the public with the information so that they can understand the decisions before Council and the reasons for County decisions and policies.</p> <ul style="list-style-type: none"> • The public will have full access to County Council decisions and county operations. • Questions raised by citizens will be answered promptly. • The administration will provide information to the public to aid their understanding of county matters. 	\$
TOTAL, COUNTY ADMINISTRATOR		\$487,070