

COUNTY DELEGATION

The County Delegation Office executes, manages and monitors all operations of the department for the Spartanburg County Legislative Delegation members and the Spartanburg County Transportation Committee. The office serves as the department head and as a liaison between the general public for the state, county, local agencies and organizations.

The **County Transportation Committee** receives funding derived from \$0.0266 cents per gallon of the state user fee charged on gasoline which has been deposited with the State Treasurer and apportioned among the counties of the State in compliance of §12-28-2740 as a funding source for local road improvements.

DEPT NUMBER: 1-9100	COUNTY DELEGATION					
	FY 2007/08 ACTUAL	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	FY 2010/11 BUDGET	FY 2011/12 BUDGET	INC/DEC FY 12 - 11
FUNDING SOURCE(S)						
General Fund	57,804	64,455	64,624	65,565	65,007	(558)
EXPENDITURES						
Personnel Services Expenditures	55,340	61,323	62,196	62,315	62,322	7
Operating Expenditures	2,463	3,132	2,428	3,250	2,685	(565)
Capital Outlay	0	0	0	0	0	0
Other Expenditures	0	0	0	0	0	0
EXPENDITURE TOTAL	\$57,804	\$64,455	\$64,624	\$65,565	\$65,007	(\$558)
AUTHORIZED PERSONNEL	1	1	1	1	1	0

FY 2011/12 Budget Highlights & Initiatives

- Personnel Services increase due to the SC Retirement System employer contribution rate increase.
- Operating Expenses decrease from FY 2010/11 levels with the across the board reduction to Office Supplies.

Goal:

The Delegation office endeavors to cut operational costs by scanning and electronically mailing received paperwork to members and the general public when applicable.

Objectives:

- Continue to post updated information on website as it is a cost effective tool for communication
- Implement cost cutting measures in the development and maintenance of permanent office records
- Streamline office operations

County Delegation Continued

Function or Division	Description	Percent of Budget
Delegation	<ul style="list-style-type: none"> • Execute and maintain public and confidential files as required by FOIA • Develop, manage and monitor budget, purchases and expenditures • Manage accounting records for three grant allotments • Pre-qualify board/commission applicants • Track board/commission appointment/confirmations • Maintain daily news articles • Respond and take immediate action to numerous telephone calls and e-mails from public, etc. • Process notary applications for all Spartanburg County applicants • Prepare resolutions and endorsement letters as requested • Keep updated information on department website • Notarize documents as requested by general public 	70%
Spartanburg County Transportation Committee	<ul style="list-style-type: none"> • Execute and manage project requests, approval correspondence, advisory recommendations and quarterly reports 	30%