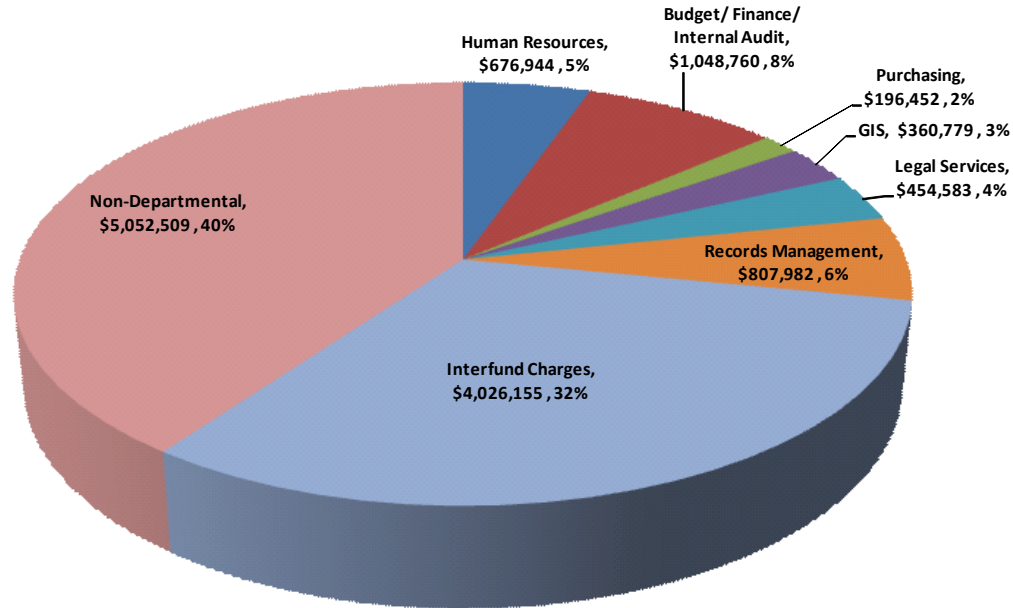


# OPERATIONAL SUPPORT

## FY 2011/12 ADOPTED OPERATING BUDGET \$12,624,164

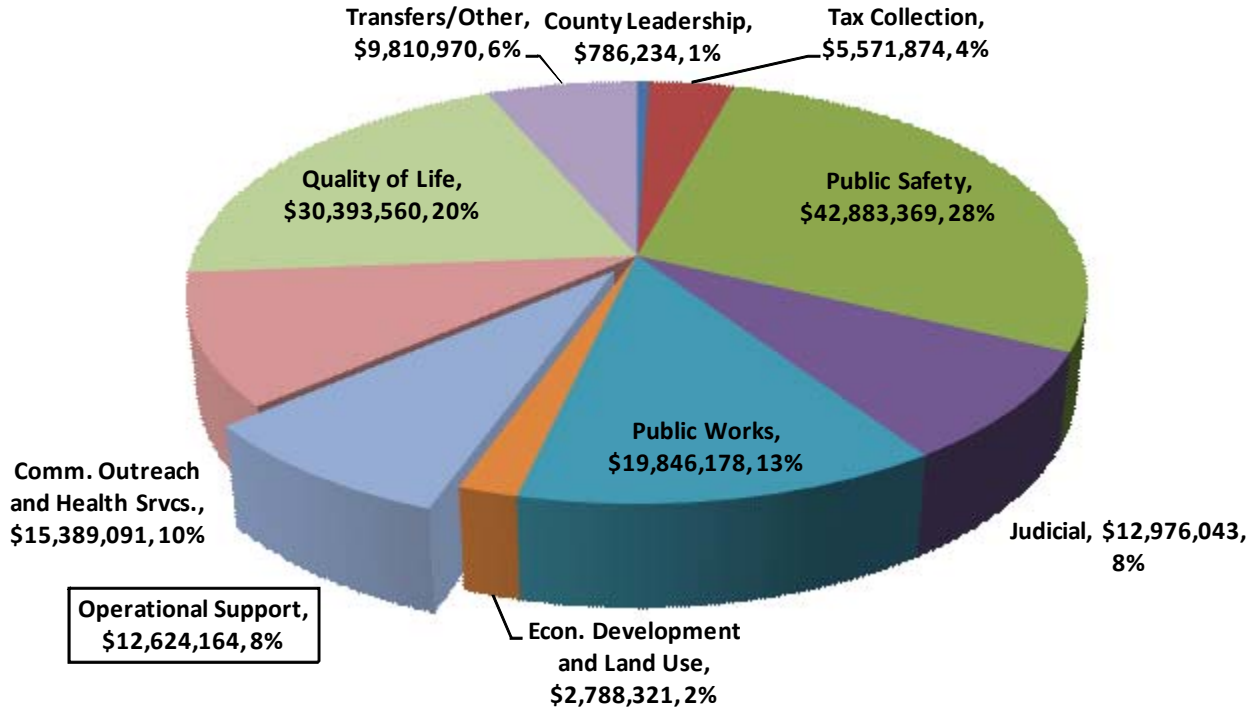


OPERATIONAL SUPPORT SUMMARY								
FUND	FUNDING SOURCE(S)	DEPT NO.	FY 07/08 ACTUAL	FY 08/09 ACTUAL	FY 09/10 ACTUAL	FY 10/11 BUDGET	FY 11/12 BUDGET	\$ INC/DEC FY 12 - 11
1	General Fund		10,639,546	10,890,575	12,769,443	11,008,849	<b>12,624,164</b>	1,615,315
5	Fleet Services Fund		0	0	0	0	0	0
10	Facilities Maintenance Fund		0	0	0	0	0	0
21	Information Technology Fund		0	0	0	0	0	0
<b>TOTAL, FUNDING SOURCES</b>			<b>\$10,639,546</b>	<b>\$10,890,575</b>	<b>\$12,769,443</b>	<b>\$11,008,849</b>	<b>\$12,624,164</b>	<b>\$1,615,315</b>
FUND	DEPARTMENT							
1	Human Resources	9116	520,849	586,355	785,459	681,073	<b>\$ 676,944</b>	(4,128)
1	Office of Budget Management	9111	292,082	291,527	338,738	334,741	<b>\$ 354,147</b>	19,406
1	Finance Department	9168	577,133	582,399	605,990	596,218	<b>\$ 554,707</b>	(41,511)
1	Internal Auditor	9156	160,298	193,754	199,257	194,879	<b>\$ 139,906</b>	(54,973)
1	Records Management	9126	0	0	-	-	<b>\$ 807,982</b>	807,982
1	Purchasing	9171	192,060	201,932	228,501	197,471	<b>\$ 196,452</b>	(1,019)
1	Information Technologies	9163	1,023,445	1,271,042	1,111,885	1,347,185	<b>\$ -</b>	(1,347,185)
21	Information Technologies	9163	0	0	-	-	<b>\$ -</b>	0
1	Geographic Information Services (GIS)	9164	450,968	458,831	412,571	376,677	<b>\$ 360,779</b>	(15,898)
1	Facilities Maintenance	9607	3,371,670	3,336,915	2,951,242	2,752,796	<b>\$ -</b>	(2,752,796)
10	Facilities Maintenance	9607	0	0	-	-	<b>\$ -</b>	0
1	Legal Services	9113	267,031	299,361	288,107	411,989	<b>\$ 454,583</b>	42,594
5	Fleet Services	9420	0	3,705	(41,314)	-	<b>\$ -</b>	0
1	Interfund Charges	7500	0	0	-	-	<b>\$ 4,026,155</b>	4,026,155
1	Non-Departmental	9200	3,784,010	3,668,461	5,847,693	4,115,821	<b>\$ 5,052,509</b>	936,688
<b>TOTAL</b>			<b>\$10,639,546</b>	<b>\$10,894,280</b>	<b>\$12,728,129</b>	<b>\$11,008,849</b>	<b>\$12,624,164</b>	<b>\$1,615,315</b>

# OPERATIONAL SUPPORT

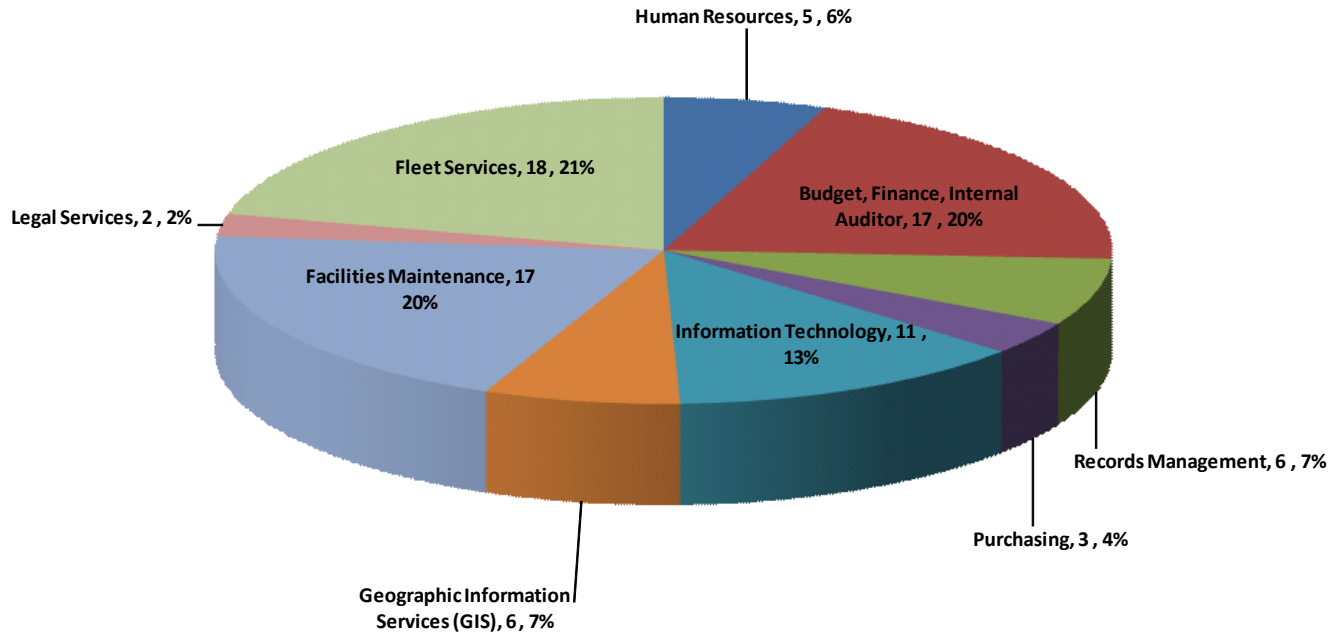
## Percentage of Total County Budget

### \$12,624,164

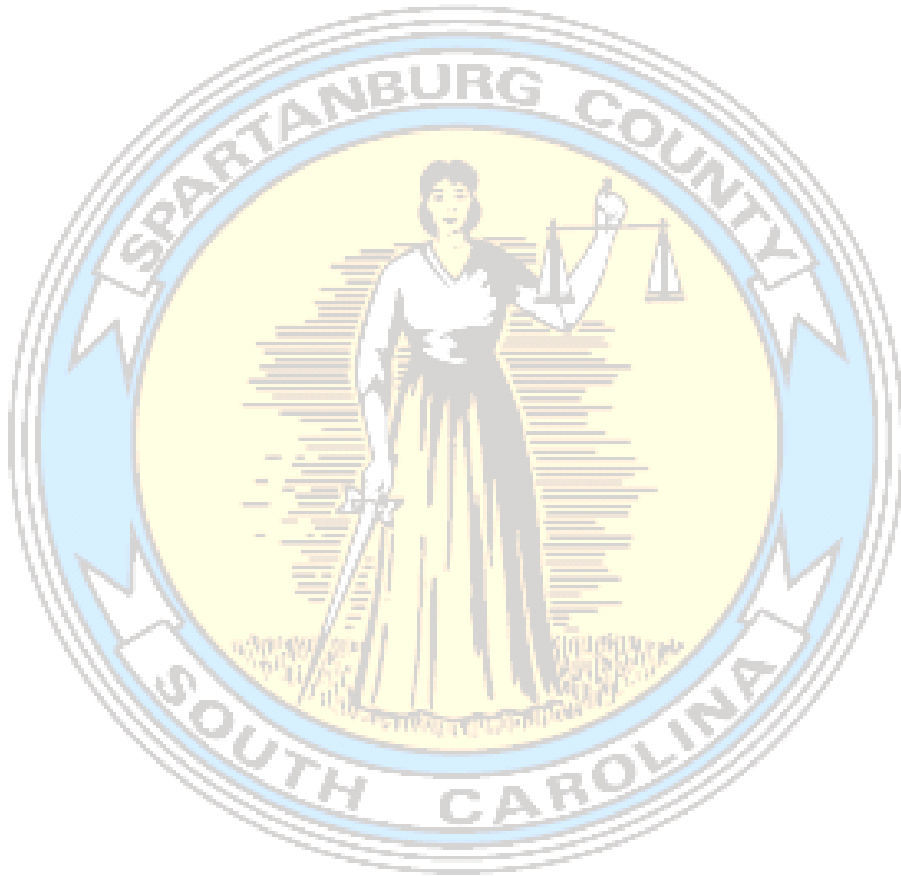


TOTAL FY 2011/12 ADOPTED OPERATING BUDGET: \$153,069,804			
CATEGORY/FUNCTION	FY 2011/12 BUDGET	CATEGORY/FUNCTION	FY 2011/12 BUDGET
County Leadership	\$786,234	Econ. Development and Land Use	\$2,788,321
Tax Collection	\$5,571,874	Operational Support	\$12,624,164
Public Safety	\$42,883,369	Comm. Outreach and Health Svcs.	\$15,389,091
Judicial	\$12,976,043	Quality of Life	\$30,393,560
Public Works	\$19,846,178	Transfers/Other	\$9,810,970

# Authorized Operational Support Personnel Summary



OPERATIONAL SUPPORT PERSONNEL SUMMARY								
FUND	FUNDING SOURCE(S)	DEPT NO.	FY 07/08 BUDGET	FY 08/09 BUDGET	FY 09/10 BUDGET	FY 10/11 BUDGET	FY 11/12 BUDGET	INC/DEC FY 12 - 11
1	General Fund		63	67	65	64	39	(25)
5	Fleet Services Fund		18	18	18	18	18	0
10	Facilities Maintenance Fund		0	0	0	0	17	17
21	Information Technologies Fund		0	0	0	0	11	11
<b>TOTAL</b>	<b>FUNDING SOURCES</b>		<b>81</b>	<b>85</b>	<b>83</b>	<b>82</b>	<b>85</b>	<b>3</b>
FUND	DEPARTMENT	DEPT NO.	FY 07/08 BUDGET	FY 08/09 BUDGET	FY 09/10 BUDGET	FY 10/11 BUDGET	FY 11/12 BUDGET	INC/DEC FY 12 - 11
1	Human Resources	9116	5	5	5	5	5	0
1	Office of Budget Management	9111	4	4	4	4	4	0
1	Finance Department	9168	10	10	10	10	10	0
1	Internal Auditor	9156	3	3	3	3	3	0
1	Records Management	9126	0	0	0	0	6	6
1	Purchasing	9171	3	3	3	3	3	0
1	Information Technologies	9163	9	11	11	11	0	(11)
21	Information Technologies	9163	0	0	0	0	11	11
1	Geographic Information Services (GIS)	9164	6	8	6	6	6	0
1	Facilities Maintenance	9607	18	18	18	17	0	(17)
10	Facilities Maintenance	9607	0	0	0	0	17	17
1	Legal Services	9113	5	5	5	5	2	(3)
5	Fleet Services	9420	18	18	18	18	18	0
1	Non-Departmental	9200	0	0	0	0	0	0
<b>TOTAL</b>	<b>OPERATIONAL SUPPORT</b>		<b>81</b>	<b>85</b>	<b>83</b>	<b>82</b>	<b>85</b>	<b>3</b>



# HUMAN RESOURCES

The Human Resources Department is an internal support department that oversees the administration of policies and benefits; ensures that all departments comply with state and federal regulations related to employment and provides employment information and application for jobs within Spartanburg County Government for both employees and the general public.

DEPT NUMBER: 1-9116	HUMAN RESOURCES					
FUNDING SOURCE(S)	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
General Fund	520,849	586,355	785,459	681,073	<b>676,944</b>	(4,128)
<b>EXPENDITURES</b>						
Personnel Services Expenditures	307,653	346,891	361,099	358,873	<b>358,529</b>	(343)
Operating Expenditures	203,689	239,464	424,360	322,200	<b>318,415</b>	(3,785)
Capital Outlay	9,506	0	0	0	<b>0</b>	0
Other Expenditures	0	0	0	0	<b>0</b>	0
<b>EXPENDITURE TOTAL</b>	<b>\$520,849</b>	<b>\$586,355</b>	<b>\$785,459</b>	<b>\$681,073</b>	<b>\$676,944</b>	<b>(\$4,128)</b>
<b>AUTHORIZED PERSONNEL</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>0</b>

## 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. Additional reductions are found in Employee Training, Copier Expense and Telephone/Fax. Funding for Employee Awards and Printing Personnel Public was eliminated as neither line item has been used in recent years.
- Funding for the Employee Health Clinic remains level at \$280,000.

## Objectives:

- Update of policy and procedure manual
- Utilize the employee health clinic to aid in education, wellness and general healthcare for employees
- Continue to service department needs

Function or Division	Description	Percent of Budget
<b>Policy Interpretation/Guidance</b>	Interpret federal and state employment law and provide guidance to department heads on employment law	40%
<b>Benefits</b>	Coordination of employee retirement and health benefits	30%
<b>Customer Service</b>	Respond to staff and public inquires regarding a wide range of topics including job vacancies	30%

# OFFICE OF BUDGET MANAGEMENT

The Department of Budget Management prepares and manages the County's annual operating and capital budgets. The Department provides fiscal oversight of agency and department revenues and expenditures, assesses fiscal trends, and advises the County Administration regarding fiscal matters. The Department provides Risk Management services to the County, manages the registration, collection, and enforcement of the Hospitality Tax and False Alarm.

DEPT NUMBER: 1-9111	OFFICE OF BUDGET MANAGEMENT					
FUNDING SOURCE(S)	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
General Fund	292,082	291,527	338,738	334,741	<b>354,147</b>	19,406
<b>EXPENDITURES</b>						
Personnel Services Expenditures	265,622	275,676	313,472	306,331	<b>323,847</b>	17,516
Operating Expenditures	25,584	12,474	23,525	28,410	<b>30,300</b>	1,890
Capital Outlay	875	3,377	1,741	0	<b>0</b>	0
Other Expenditures	0	0	0	0	<b>0</b>	0
<b>EXPENDITURE TOTAL</b>	<b>\$292,082</b>	<b>\$291,527</b>	<b>\$338,738</b>	<b>\$334,741</b>	<b>\$354,147</b>	<b>\$19,406</b>
<b>AUTHORIZED PERSONNEL</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>0</b>

## FY 2011/12 Budget Highlights & Initiatives

- Personnel Services increase due to the SC Retirement System employer contribution rate increase. Additional increase to personnel services are the result of General Fund work done by Hospitality Tax Fund employees for False Alarm, Budget, and Risk Management.
- Operating Expenses decrease from FY 2010/11 levels with the across the board reductions to Office Supplies, Mileage, and Professional Development. Overall operating expenses increase slightly due to printing, copying, and mailing for False Alarm.
- Increased expenditures for False Alarm will be offset by new revenue generated from False Alarm fines.

### Goal:

Promote fiscal responsibility and long-term planning among departments, and manage the County risk exposure

### Objectives:

- Continue to direct focus to long-term financial planning and best practice standards
- Evaluate the fiscal impact of programs and services
- Limit risk exposure to our employees, residents, and property

## Budget Management Continued

Function or Division	Description	Percent of Budget
<b>Budget Management</b>	Develop, monitor and adjust annual budget; provides fiscal impact analysis, financial forecasting and trend analysis; administers the False Alarm and Hospitality Tax programs; and adherence to adopted fiscal policies	50%
<b>Capital Improvement Planning</b>	Long-term planning and financing for infrastructure, technology, vehicle, equipment and other projects; Maintains the county's vehicle and capital equipment replacement schedule	25%
<b>Risk Management</b>	Implementing the County's risk management strategy; identifies and remediates areas of potential liability and exposure; tracks and analyzes performance; manages tort property and liability insurance policies; and conducts safety training and accident investigations	25%

# FINANCE

The Finance Department monitors all county financial operations to ensure that all county monies are spent in accordance with the budget adopted by County Council. The department pays all county legal obligations and payroll, as well as administers grants, maintains all financial records, and prepares the County's comprehensive Annual Financial Report in conformity with generally accepted accounting principles (GAAP) and audited in accordance with generally auditing standards by a firm of licensed certified public accountants in compliance with state law S.C. 4-9-150.

DEPT NUMBER: 1-9168	FINANCE DEPARTMENT					
FUNDING SOURCE(S)	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
General Fund	577,133	582,399	605,990	596,218	<b>554,707</b>	(41,511)
<b>EXPENDITURES</b>						
Personnel Services Expenditures	555,289	559,796	587,826	573,333	<b>533,636</b>	(39,697)
Operating Expenditures	19,246	20,082	17,752	22,885	<b>20,871</b>	(2,014)
Capital Outlay	2,597	2,521	412	0	<b>200</b>	200
Other Expenditures	0	0	0	0	<b>0</b>	0
<b>EXPENDITURE TOTAL</b>	<b>\$577,133</b>	<b>\$582,399</b>	<b>\$605,990</b>	<b>\$596,218</b>	<b>\$554,707</b>	<b>(\$41,511)</b>
<b>AUTHORIZED PERSONNEL</b>	10	10	10	10	<b>10</b>	0

## FY 2011/12 Budget Highlights & Initiatives

- Personnel Services increase due to the SC Retirement System employer contribution rate increase. Overall personnel services decrease from a frozen Accounting Technician position. Savings for this frozen position are \$35,327.
- Operating Expenses decrease from FY 2010/11 levels with the across the board reductions to Office Supplies and Professional Development/Training.

### Goal:

Continue to meet the Certificate of Achievement Program's requirements and to be eligible for other future certificates

### Summary:

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to Spartanburg County for its Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2009. This was the 17<sup>th</sup> consecutive year the County has achieved this prestigious award. In order to be awarded a Certificate of Achievement, Spartanburg County had to publish an easily readable and efficiently organized comprehensive annual financial report. This report must satisfy both generally accepted account principles and applicable legal requirements. A Certificate of Achievement is valid for a period of one year only.

## Finance Continued

Function or Division	Description and Goals	Percent of Budget
<b>Accounts Payable</b>	Process all county bills for payment and print annual Form 1099s <ul style="list-style-type: none"> <li>• Pay all bills weekly and mail out 1099s by January 31</li> </ul>	33%
<b>Payroll</b>	Process time sheets, pay all employees; print annual W-2 forms and prepare all payroll tax returns. <ul style="list-style-type: none"> <li>• Pay all employees bi-weekly, mail out W-2s by January 31, and file all tax returns on time</li> </ul>	16%
<b>Landfill Billing and Collections</b>	Bill all landfill customers monthly, post landfill cash collections to customer accounts and place a "Hold" on past due customers <ul style="list-style-type: none"> <li>• Send out customer statements by the fifth (5th) of each month, post cash receipts daily, monitor customer balances, send past due notices and shut off delinquent accounts</li> </ul>	6%
<b>Fixed Asset Accounting</b>	Maintain a record on all county-owned property and ensure that all county property is tagged with a numerically controlled sticker <ul style="list-style-type: none"> <li>• Record all assets in county database, inventory all assets annually and prepare Comprehensive Annual Financial Report (CAFR) report on assets</li> </ul>	10%
<b>Grant Administration</b>	Monitor all county grants with the federal and state government, assist with grant applications, grant reporting, etc <ul style="list-style-type: none"> <li>• File all grant reports on time and prepare federal fiscal assistance report</li> </ul>	10%
<b>General Ledger</b>	Maintain county financial records and debt service database in accordance with generally accepted governmental accounting practice <ul style="list-style-type: none"> <li>• Prepare Comprehensive Annual Financial Report in accordance with the Government Finance Officers Association (GFOA) standards</li> </ul>	13%
<b>Record Maintenance</b>	Scan vouchers, pay bills, landfill tickets, time sheets, payroll registers and W-2 forms that support the accounting records <ul style="list-style-type: none"> <li>• Keep filing system up to date, maintain proper control logs and backup all data</li> </ul>	10%
<b>Outside Agency Billing</b>	Bill other agencies using our fuel pumps and shared telephone lines <ul style="list-style-type: none"> <li>• Keep billing current and follow up on unpaid bills</li> </ul>	2%

# INTERNAL AUDITOR

The Internal Audit Department's primary mission is to ensure that strong systems of internal control exist in all Spartanburg County financial systems and processes for the purpose of maintaining accountability of public funds and to minimize potential for fraudulent activity in such funds.

DEPT NUMBER: 1-9156	INTERNAL AUDITOR					
FUNDING SOURCE(S)	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
General Fund	160,298	193,754	199,257	194,879	139,906	(54,973)
<b>EXPENDITURES</b>						
Personnel Services Expenditures	157,045	179,627	186,164	185,779	131,592	(54,187)
Operating Expenditures	3,253	13,680	10,393	9,100	8,314	(786)
Capital Outlay	0	447	2,700	0	0	0
Other Expenditures	0	0	0	0	0	0
<b>EXPENDITURE TOTAL</b>	\$160,298	\$193,754	\$199,257	\$194,879	\$139,906	(\$54,973)
<b>AUTHORIZED PERSONNEL</b>	3	3	3	3	3	0

## FY 2011/12 Budget Highlights & Initiatives

- Personnel Services increase due to the SC Retirement System employer contribution rate increase. Overall personnel services decrease from a frozen Staff Auditor position. Savings for this frozen position are \$48,767.
- Operating Expenses decrease from FY 2010/11 levels with the across the board reductions to Office Supplies and Professional Development/Training.

### Goal:

Ensure that internal audits are performed efficiently and effectively and that audit reports are issued on a timely basis.

### Objectives:

- Ensure that audit schedules, tables, etc. are provided to external auditors on a timely basis.
- Ensure that problems brought to us by other departments are resolved in an effective and timely manner.
- Ensure that all reports received from the County Fraud and Ethics Hotline are investigated by the appropriated personnel and concluded on by Internal Audit on a timely basis.

Function or Division	Description	Percent of Budget
<b>Evaluations of Internal Control/Internal Audit</b>	Perform ongoing evaluations of County's internal control structures with respect to financial systems and processes/Perform internal audits of County departments based on risk-based audit plan	50%
<b>External Audit Support</b>	Provide schedules, information and technical expertise to external auditors to aid them in their performance of external and special audits	30%
<b>Department Support</b>	Provide technical expertise to County departments by recommending strong internal control practices, developing accounting processes and solving accounting and financial related problems	10%
<b>Fraud Hotline Management</b>	Manage incident reports phoned in to County Fraud Hotline and perform investigations when necessary	10%

# RECORDS MANAGEMENT

Returning in FY 2011/2012, Records Management personnel, operating and capital expenditures will be accounted for once again in the Office of Records Management. This department is responsible for providing mail services for all County departments and related agencies, courier services, records management storage/disposal, and records delivery.

DEPT NUMBER: 1-9126	RECORDS MANAGEMENT					
FUNDING SOURCE(S)	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
General Fund	0	(431)	0	0	807,982	807,982
<b>EXPENDITURES</b>						
Personnel Services Expenditures	0	0	0	0	240,127	240,127
Operating Expenditures	0	(\$431)	0	0	528,865	528,865
Capital Outlay	0	0	0	0	38,990	38,990
Other Expenditures	0	0	0	0	0	0
<b>EXPENDITURE TOTAL</b>	\$0	(\$431)	\$0	\$0	\$807,982	\$807,982
<b>AUTHORIZED PERSONNEL</b>	0	0	0	0	6	6

## FY 2011/12 Budget Highlights & Initiatives

- Expenditures for this department have been part of the Register of Deeds budget for the past few years. This “reactivated” department includes 6 full-time slots and 40% of the Tax Collector’s salary.
- Personnel Services reflect the continued freezing of 1 Records Operator position for savings of \$31,549.
- In FY 2010/11 operating expenses totaled \$531,835, reductions to operating expenses for FY 2011/12 include the across the board reductions to Office Supplies, Mileage and Uniforms.

### Goal:

To effectively and efficiently manage the records for all County departments including public records, mail, and disposed records

### Objectives:

- Enhance interdepartmental cooperation across and among organizational functions in the scanning of county records to provide public access
- Streamline county courier and mail services in order to reduce annual expense by 15%
- Reduce storage needs by 20% by disposing of applicable records with expired retention schedules

# PURCHASING

The Purchasing Department proactively directs the County's procurement operations and activities. It also develops, coordinates and evaluates procurement and contract administration policies and programs; performs contract administration oversight; provides guidance and support to departments and agencies in administering contracts; develops purchasing requests; performs cost-price analyses, and analyzes cost-price indices.

DEPT NUMBER: 1-9171	PURCHASING					
FUNDING SOURCE(S)	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
General Fund	192,060	201,932	228,501	197,471	196,452	(1,019)
<b>EXPENDITURES</b>						
Personnel Services Expenditures	178,094	185,223	214,297	184,371	184,597	226
Operating Expenditures	12,953	16,071	14,204	13,100	11,855	(1,245)
Capital Outlay	1,014	637	0	0	0	0
Other Expenditures	0	0	0	0	0	0
<b>EXPENDITURE TOTAL</b>	<b>\$192,060</b>	<b>\$201,932</b>	<b>\$228,501</b>	<b>\$197,471</b>	<b>\$196,452</b>	<b>(\$1,019)</b>
<b>AUTHORIZED PERSONNEL</b>	3	3	3	3	3	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 reductions to Office Supplies, Mileage, and Professional Development.

### Goal:

To procure supplies, equipment, material and services in a timely, efficient and effective manner and in compliance with applicable laws, regulations and County policies

### Objectives:

- Increase standardization of products and services procured throughout the County in order to reduce total cost
- To ensure we obtain and acquire the best price and value for each dollar spent
- Development of strong, professional working relationships with our vendors, our internal customers and in our local community

Function or Division	Description	Percent of Budget
Procurement	Develop, coordinate and evaluate procurement and contract administrative service for the County	100%

# INFORMATION TECHNOLOGIES

This department has been moved from General Fund to the Information Technologies Fund, an Internal Service Fund. It is shown for historical value.

DEPT NUMBER: 1-9163	INFORMATION TECHNOLOGIES					
FUNDING SOURCE(S)	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
General Fund	1,023,445	1,271,042	1,111,885	1,347,185	0	(1,347,185)
<b>EXPENDITURES</b>						
Personnel Services Expenditures	506,362	605,305	652,520	672,478	0	(672,478)
Operating Expenditures	370,088	572,250	432,366	674,707	0	(674,707)
Capital Outlay	146,995	93,487	26,999	0	0	0
Other Expenditures	0	0		0	0	0
<b>EXPENDITURE TOTAL</b>	<b>\$1,023,445</b>	<b>\$1,271,042</b>	<b>\$1,111,885</b>	<b>\$1,347,185</b>	<b>\$0</b>	<b>(\$1,347,185)</b>
<b>AUTHORIZED PERSONNEL</b>	9	11	11	11	0	(11)

# INFORMATION TECHNOLOGIES INTERNAL SERVICE FUND

The Information Technologies (IT) Department assists county departments to improve their business processes by proposing and deploying IT solutions. The staff provides daily support for the existing computer systems, maintains data integrity, plans the architecture and builds the infrastructure necessary for information to be efficiently and effectively shared between employees and with the citizens of Spartanburg County.

DEPT NUMBER: 21-9163	INFORMATION TECHNOLOGIES					
FUNDING SOURCE(S)	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
Information Technologies Fund	0	0	0	0	1,570,872	1,570,872
<b>EXPENDITURES</b>						
Personnel Services Expenditures	0	0	0	0	668,219	668,219
Operating Expenditures	0	0	0	0	808,017	808,017
Capital Outlay	0	0	0	0	0	0
Other Expenditures	0	0	0	0	94,636	94,636
<b>EXPENDITURE TOTAL</b>	\$0	\$0	\$0	\$0	\$1,570,872	\$1,570,872
<b>INTERFUND CHARGES</b>	0	0	0	0	1,570,872	1,570,872
<b>NET INFORMATION TECHNOLOGIES SERVICES</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>AUTHORIZED PERSONNEL</b>	0	0	0	0	11	11

## **FY 2011/12 Budget Highlights & Initiatives**

- Information Technologies (IT) is being moved from General Fund to its own fund and will be an Internal Service Fund (ISF). With the move to an ISF, personnel services increase due to Dental and Workers Comp Reserves being established. The total for these reserves is \$7,258.
- IT has begun the Ink/Toner Replacement Program and will now be responsible for the majority or all Ink/Toner purchases for the County. Funding for Ink/Toner has been removed from each County department's line item where appropriate and placed with IT in the Computer Supplies line item. Total funding for this program is \$106,680. This program is anticipated to save the County money through bulk purchasing.
- Operating Expenses increase due to maintenance contract increases as well as the addition of maintaining the microfile and microfiche machines. The maintenance of these machines was previously budgeted in the Register of Deeds Office.
- Other Expenditures reflect an overhead allocation for services provided to them by the General Fund, as well as indirect charges from Facilities Maintenance.

### **Goal:**

Provide essential technical resources to Departments and Offices to meet the current and planned business functions

# Information Technologies Continued

**Objectives:**

- Maintain business continuity through creation of a secure and redundant infrastructure, preventing loss of data and information exchange
- Keep network, applications and operating system maintained for optimum efficiency, security and uptime
- Keep resources allocated for maximum efficiency and agility; train and retain exceptional IT personnel by providing opportunities for professional growth

Function or Division	Description	Percent of Budget
<b>Data Communications (Network and Internet)</b>	The physical infrastructure for sharing data both internally and externally; includes connections to 18 sites and internal wireless	16%
<b>System Administration</b>	Administration of County services and applications servers including email, helpdesk, anti-virus and network management and new technology research	4%
<b>Application Development</b>	Work with Departments to procure or create the appropriate solutions to work with their business functions. Provide project management, analysis, application selection or development, implementation and maintenance	51%
<b>Client Support</b>	Client support including hardware and software support, issue resolution, product research, training and relocation services	22%
<b>Department Administration</b>	Resource allocation and alignment to support the mission and vision of the County and in execution of business functions	7%

# GEOGRAPHIC INFORMATION SYSTEMS (GIS)

The Geographic Information System (GIS) Department provides support to multiple departments in the creation, maintenance and display of information. GIS maintains digital parcels, road centerlines and other information to assist County staff in performing their jobs with accuracy and efficiency. GIS works directly with the public to assign addresses and provide products such as maps, digital information and website capabilities. GIS assigns structure addresses to plats and subdivisions as part of the land development process and to facilitate issuance of building permits. GIS maintains and updates addresses/streets and acts as the interface with INTRADO to keep the Spartanburg County 911 database current and accurate.

DEPT NUMBER: 1-9164	GEOGRAPHIC INFORMATION SERVICES (GIS)					
FUNDING SOURCE(S)	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
General Fund	450,968	458,831	412,571	376,677	<b>360,779</b>	(15,898)
<b>EXPENDITURES</b>						
Personnel Services Expenditures	368,824	422,704	341,993	333,477	<b>318,379</b>	(15,098)
Operating Expenditures	78,354	34,305	70,197	43,200	<b>42,400</b>	(800)
Capital Outlay	3,791	1,822	381	0	<b>0</b>	0
Other Expenditures	0	0	0	0	<b>0</b>	0
<b>EXPENDITURE TOTAL</b>	<b>\$450,968</b>	<b>\$458,831</b>	<b>\$412,571</b>	<b>\$376,677</b>	<b>\$360,779</b>	<b>(\$15,898)</b>
<b>AUTHORIZED PERSONNEL</b>	6	8	6	6	6	0

## **FY 2011/12 Budget Highlights & Initiatives**

- Two positions, the GIS Director and one Senior GIS Analyst position, are split between General Fund and the 9-1-1 Phone System Fund (19). These positions directly support the 9-1-1 phone system.
- 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 reductions to Office Supplies, Mileage, and Professional Development/Training.
- Maintenance Agreements of \$36,000 include ESRI licenses at \$33,000 of which \$6,000 is reimbursed to General Fund from Fund 19.

### **Goal:**

To facilitate the functional flow of public information between departments and the public

### **Objectives:**

- Provide accurate information to the public through applied technology
- Reduce obstacles to workflow at departmental interfaces
- Reduce duplications of effort

## Geographic Information Systems Continued

Function or Division	Description	Percent of Budget
<b>E 911</b>	E911 databases and Intrado updates	35%
<b>Addressing Related</b>	Serving public, planning/development, boundary updates	30%
<b>Parcel Maintenance</b>	Maintaining parcel maps	25%
<b>System</b>	Installing and maintaining computers and software	10%

# FACILITIES MAINTENANCE

This department has been moved from General Fund to the Facilities Maintenance Fund, an Internal Service Fund. It is shown for historical value.

<b>DEPT NUMBER: 1-9607</b>	<b>FACILITIES MAINTENANCE</b>					
<b>FUNDING SOURCE(S)</b>	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
General Fund	3,371,670	3,336,915	2,951,242	2,752,796	0	(2,752,796)
<b>EXPENDITURES</b>						
Personnel Services Expenditures	856,878	982,201	939,630	913,596	0	(913,596)
Operating Expenditures	2,504,025	2,310,081	1,983,524	1,839,200	0	(1,839,200)
Capital Outlay	153,087	186,952	28,088	0	0	0
Other Expenditures	(142,320)	(142,320)	0	0	0	0
<b>EXPENDITURE TOTAL</b>	<b>\$3,371,670</b>	<b>\$3,336,915</b>	<b>\$2,951,242</b>	<b>\$2,752,796</b>	<b>\$0</b>	<b>(\$2,752,796)</b>
<b>AUTHORIZED PERSONNEL</b>	18	18	18	17	0	(17)

# FACILITIES MAINTENANCE INTERNAL SERVICE FUND

The Facilities Maintenance Department was created in FY 2006/07 to maintain, repair and manage the Spartanburg County Government Detention, Administration, Evans, Courthouse, Sheriff and Library Street buildings. The management includes implementation and execution of major renovations and major Capital Projects to improve the buildings. Facilities Maintenance also provides maintenance services to numerous Spartanburg County Government Department buildings and Spartanburg County Government rented buildings.

DEPT NUMBER: 10-9607	FACILITIES MAINTENANCE					
FUNDING SOURCE(S)	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
Facilities Maintenance Fund	0	0	0	0	2,720,234	2,720,234
<b>EXPENDITURES</b>						
Personnel Services Expenditures	0	0	0	0	939,398	939,398
Operating Expenditures	0	0	0	0	1,700,305	1,700,305
Capital Outlay	0	0	0	0	0	0
Other Expenditures	0	0	0	0	80,531	80,531
<b>EXPENDITURE TOTAL</b>	\$0	\$0	\$0	\$0	\$2,720,234	\$2,720,234
<b>INTERFUND CHARGES</b>	0	0	0	0	2,720,234	2,720,234
<b>NET FACILITIES MAINTENANCE SERVICES</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>AUTHORIZED PERSONNEL</b>	0	0	0	0	17	17

## FY 2011/12 Budget Highlights & Initiatives

- Facilities Maintenance is being moved from General Fund to its own fund and will be an Internal Service Fund (ISF). With the move to an ISF, personnel services increase due to Dental and Workers Comp Reserves being established. The total for these reserves is \$21,384.
- Personnel Services increase due to the SC Retirement System employer contribution rate increase.
- Utility costs decrease 2% with continued savings from the Facilities Energy Efficiencies Upgrade project.
- Expenses related to janitorial services are reduced from prior fiscal years due to the removal of services at the Evans Building.
- Contingency funds for large, unexpected failures previously budgeted in Contract Services are now part of a Capital Improvement Project.
- Other Expenditures, reflect an overhead allocation for services provided to them by the General Fund.

### Goal:

To reduce the cost of facilities repairs through a reduction in subcontracted work

### Objectives:

- Implement a master trade program with incentives to continue the development of licensed HVAC, Plumbing, Electrical, and other skilled tradesmen in house
- Send selected staff for specialized factory training on HVAC units, water treatment, and chillers
- Expand internal expertise to encompass facility renovations and a variety of related trades

## Facilities Maintenance Continued

Function or Division	Description	Percent of Budget
<b>Facilities Maintenance</b>	Maintain, repair and manage Spartanburg County Government Facilities	100%

# LEGAL SERVICES

The Legal Services Department provides civil representation for all County departments and officials; legal review and drafting of documents; real estate title examination of all property purchased or leased by the County or any of its agencies or departments; condemnation actions; defense of civil actions against the County and give legal advice to County Council and County Officials. This department will also learn of defects in County Ordinances and regulations which only appear during their enforcement. Input from constituents of County Council is an important source of this discovery, and this office will be alert to learn of, and attempt to remedy such defects.

DEPT NUMBER: 1-9113	LEGAL SERVICES					
FUNDING SOURCE(S)	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
General Fund	267,031	299,361	288,107	411,989	454,583	42,594
<b>EXPENDITURES</b>						
Personnel Services Expenditures	232,311	234,955	239,485	239,189	193,585	(45,604)
Operating Expenditures	34,720	64,405	48,622	172,800	251,398	78,598
Capital Outlay	0	0	0	0	9,600	9,600
Other Expenditures	0	0	0	0	0	0
<b>EXPENDITURE TOTAL</b>	<b>\$267,031</b>	<b>\$299,361</b>	<b>\$288,107</b>	<b>\$411,989</b>	<b>\$454,583</b>	<b>\$42,594</b>
<b>AUTHORIZED PERSONNEL</b>	5	5	5	5	2	(3)

## FY 2011/12 Budget Highlights & Initiatives

- The Legal Services department is reorganized to bring Legal Services in-house. The current contract staff is being replaced with 1 full-time Attorney and 1 full-time Paralegal. The changes result in personnel services savings of \$46,141.
- Operating Expenses increase by \$79,073. This includes \$67,200 in one-time expenditures for Smith & Haskell to close open cases or prepare them for transfer to the new attorney.
- New revenue of \$94,380 will be recognized to cover the increased costs including \$81,772 in Prepaid Legal Fees and \$12,608 in FILOT Contract Fees.

# FLEET SERVICES

## INTERNAL SERVICE FUND

The Fleet Services Fund maintains county cars, trucks, and equipment and provides several fuel dispensing stations throughout the County. Fleet Services maintains the County's parts inventory and vehicle history records. Fuel and repair costs are charged to the various county departments and funds based on actual usage. The Fleet Services Fund is an Internal Service Fund, and fund performance is based on changes in net assets, rather than cash balances. At the end of the year, when depreciation and other non-cash expenses are adjusted, the activity will net zero dollars (\$0).

DEPT NUMBER: 5-9420	FLEET SERVICES					
FUNDING SOURCE(S)	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
Fleet Services Fund	1,179,711	1,183,550	1,110,612	1,092,500	<b>1,277,000</b>	184,500
<b>EXPENDITURES</b>						
Personnel Services Expenditures	939,232	983,333	955,204	968,206	<b>990,638</b>	22,432
Operating Expenditures	207,141	182,820	146,563	124,294	<b>123,006</b>	(1,288)
Capital Outlay	33,338	24,333	24,432	0	<b>0</b>	0
Other Expenditures	0	(6,935)	(15,587)	0	<b>163,356</b>	163,356
<b>EXPENDITURE TOTAL</b>	<b>\$1,179,711</b>	<b>\$1,183,550</b>	<b>\$1,110,612</b>	<b>\$1,092,500</b>	<b>\$1,277,000</b>	<b>\$184,500</b>
<b>USER ALLOCATION</b>	1,187,255	1,187,255	1,069,298	1,092,500	<b>26,000</b>	(1,066,500)
<b>INTERFUND CHARGES</b>	0	0	0	0	<b>1,232,000</b>	1,232,000
<b>CARRYFORWARD</b>	0	0	0	0	<b>19,000</b>	19,000
<b>NET FLEET SERVICES</b>	<b>\$7,544</b>	<b>\$3,705</b>	<b>-\$41,314</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>AUTHORIZED PERSONNEL</b>	18	18	18	18	<b>18</b>	0

### **FY 2011/12 Budget Highlights & Initiatives**

- Personnel Services increase due to the SC Retirement System employer contribution rate increase as well as the addition of a Dental Reserve.
- Other Expenditures reflect an overhead allocation for services provided to them by the General Fund, as well as indirect charges from Facilities Maintenance. In addition, a transfer to the CIP Fund is planned to replace equipment that has reached the end of its life cycle.
- Revenue will now be recognized in the form of Interfund Revenue instead of User Allocation. User Allocation is reserved for Outside Agencies whom we bill for their use of Fleet Services.

### **Goal:**

To be a valued asset to each County department

### **Objectives:**

- Downsize County vehicles in an effort to lower fuel consumption
- Focus fully and solely on maintaining County vehicles and equipment
- Improve monitoring of County vehicle accidents in an effort to reduce costs

## Fleet Services Continued

<b>Function or Division</b>	<b>Description</b>	<b>Percent of Budget</b>
<b>Vehicle Repairs</b>	Schedule and perform maintenance to County assets	70%
<b>Fuel Sites</b>	Fuel Site repairs and services (provision of fuel)	5%
<b>Wrecker/Impound Lot</b>	Tow County and seized vehicles. Maintain Fleet Services Impound Lot and release of impounds.	15%
<b>Accident Paperwork</b>	Photo accident damage; file claims; retain statements; and complete damage repair	10%

# NON-DEPARTMENTAL

The Non-Departmental Department provides funding for items that are not allocated to specific departments within the General Fund. It also serves as a placeholder during the budget development process to identify compensation, insurance costs and other initiatives until such time as the budget is adopted and the costs allocated to the appropriate departments. Items included in the Non-Departmental budget include liability building and vehicle insurance costs; retiree health care costs; fuel, parts and labor charges for fleet services; and, Special Projects such as aircraft tax paid to the City of Spartanburg for airport improvements and lease payments.

DEPT NUMBER: 1-9200	NON-DEPARTMENTAL					
FUNDING SOURCE(S)	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
General Fund	3,784,010	3,668,461	5,847,693	4,115,821	<b>5,052,509</b>	936,688
<b>EXPENDITURES</b>						
Personnel Services Expenditures	1,865,256	1,931,100	1,605,410	-465,602	<b>676,722</b>	1,142,324
Operating Expenditures	1,260,887	1,287,367	3,941,261	4,011,046	<b>3,936,356</b>	(74,690)
Capital Outlay	657,867	449,994	301,022	570,377	<b>439,431</b>	(130,946)
Other Expenditures	0	0	0	0	<b>0</b>	0
<b>EXPENDITURE TOTAL</b>	<b>\$3,784,010</b>	<b>\$3,668,461</b>	<b>\$5,847,693</b>	<b>\$4,115,821</b>	<b>\$5,052,509</b>	<b>\$936,688</b>
<b>AUTHORIZED PERSONNEL</b>	0	0	0	0	<b>0</b>	0

## FY 2011/12 Budget Highlights & Initiatives

- The FY 2011/12 Adopted Operating Budget for Non-Departmental funding includes:
  - Savings for frozen positions across all departments in general fund
  - Increased expenditures for unemployment claims
  - General Fund departmental costs for vehicle manpower/overhead; vehicle-parts; vehicle-fuel, oil; car washes and motor pool charges. Overall expenditures are increased with the return of the Sheriff's Department to Fleet Services, however there is an offsetting savings in the Sheriff's Office – outside vehicle repairs
  - The annual payment to the City of Spartanburg for Aircraft Tax collections (County Portion)

# INTERFUND CHARGES GENERAL FUND

This department provides for indirect charges from Facilities Maintenance and Information Technologies associated with the General Fund.

DEPT NUMBER: 1-7500	INTERFUND CHARGES					
FUNDING SOURCE(S)	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
General Fund	0	0	0	0	4,026,155	4,026,155
<b>EXPENDITURES</b>						
Personnel Services Expenditures	0	0	0	0	0	0
Operating Expenditures	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0
Other Expenditures	0	0	0	0	4,026,155	4,026,155
<b>EXPENDITURE TOTAL</b>	\$0	\$0	\$0	\$0	\$4,026,155	\$4,026,155
<b>AUTHORIZED PERSONNEL</b>	0	0	0	0	0	0

## FY 2011/12 Budget Highlights & Initiatives

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- This is a newly created department in relation to the newly created internal service funds.

