

# **OPERATING AND CAPITAL BUDGET FISCAL YEAR 2006 FISCAL YEAR 2007**

## **GREENVILLE COUNTY COUNCIL**

Butch Kirven, Chairman

Judy Gilstrap, Vice Chairman

Eric Bedingfield

Jim Burns

Scott Case

Joe Dill

Cort Flint

Lottie Gibson

Mark Kingsbury

Xanthene Norris

Bob Taylor

Tony Trout

Joseph Kernal  
County Administrator

John Hansley  
Deputy County Administrator  
General Services

Ruth Parris, CGFO  
Budget Manager

Mike Brackett  
Sandra Stone, CGFO  
Senior Budget Analysts

For comments or questions regarding the County's Budget, please contact:

Office of Management and Budget  
301 University Ridge, Suite 200  
Greenville, South Carolina 29601  
Telephone: (864) 467-7020; Facsimile (864) 467-7340  
Website: <http://www.greenvillevillecounty.org>



## TABLE OF CONTENTS

Greenville County Mission Statement .....	v
Government Finance Officer's Association Award .....	vi
Reader's Guide to the Budget Document .....	vii
<b>Budget Message .....</b>	<b>1</b>
FY2006 Ordinance .....	5
FY2007 Ordinance .....	9
<b>Introduction</b>	
Community Profile .....	13
Form of Government .....	23
Organizational Structure .....	23
Organizational Chart .....	24
County Council .....	25
Administrative and Appointed Staff .....	26
Budgetary and Financial Management Systems .....	27
Description of Funds and Fund Types .....	28
Budget Basis of Preparation .....	29
Budget Process .....	30
Fiscal Policies in Brief .....	32
Council Priorities and Goals .....	33
<b>Budget Highlights</b>	
Budget Overview .....	37
Consolidated Funds Summary FY2006 .....	38
Consolidated Funds Summary FY2007 .....	39
Governmental Funds Summary .....	40
General Fund Revenues and Appropriations .....	42
Special Revenue Funds .....	49
Debt Service Fund .....	51
Capital Projects Fund .....	52
Internal Service Funds .....	52
Enterprise Funds .....	53
Proprietary Funds Summary .....	54
<b>Governmental Funds</b>	
<b>General Fund .....</b>	<b>59</b>
General Fund Revenue Summary .....	60
General Fund Expenditure Summary .....	61
General Fund Position/FTE Summary .....	62
General Fund Projection .....	63
<b>Administrative Services .....</b>	<b>64</b>
County Council .....	65
County Administrator .....	67

County Attorney .....	69
<b>General Services .....</b>	<b>71</b>
Financial Operations .....	72
Geographic Information System (GIS) .....	74
Information Systems .....	76
Indigent Defense .....	78
Office of Management and Budget .....	79
Purchasing .....	81
Real Property Services .....	83
Board of Assessment Appeals .....	85
Tax Collector's Office .....	86
<b>Human Resources .....</b>	<b>88</b>
Human Relations Office .....	89
Human Resources .....	91
Registration and Election Office .....	94
Veteran Affairs Office .....	96
<b>Public Works .....</b>	<b>98</b>
Code Enforcement .....	99
Engineering .....	103
Property Management .....	109
<b>Public Safety .....</b>	<b>110</b>
Detention Center .....	111
Emergency Medical Services .....	114
Forensics.....	116
Records .....	119
<b>Elected and Appointed Offices/Judicial Services .....</b>	<b>122</b>
Circuit Solicitor .....	123
Clerk of Court .....	125
Magistrates .....	129
Master in Equity .....	131
Probate Court .....	133
<b>Elected and Appointed Offices/Fiscal Services .....</b>	<b>136</b>
Auditor .....	137
Register of Deeds .....	139
Treasurer .....	141
<b>Elected and Appointed Offices/Law Enforcement Services .....</b>	<b>143</b>
Coroner .....	144
Medical Examiner .....	146
Sheriff .....	147
<b>Other Services .....</b>	<b>149</b>
Employee Benefit Fund .....	150
Legislative Delegation .....	150

Non-Departmental .....	150
Planning Commission .....	151
Outside Agencies .....	154
<b><i>Interfund Transfers</i></b> .....	<b>155</b>
<b>Special Revenue Funds</b> .....	<b>157</b>
Accommodations Tax .....	158
E-911 Office .....	158
Home Incarceration Program .....	159
Infrastructure Bank .....	161
Medical Charities .....	162
Road Program .....	165
Victim's Witness .....	165
<b>Debt Service Fund</b> .....	<b>167</b>
General Obligation Bonds .....	167
Certificates of Participation .....	169
Special Source Revenue Bonds .....	169
Capital Leases .....	170
Debt Management Policies .....	171
<b>Capital Projects Fund</b> .....	<b>173</b>
Capital Improvement Program Process .....	173
Capital Improvement Financing Summary .....	175
Relationship between Operating and Capital Budgets .....	176
Capital Project Summaries .....	178
Capital Improvement Policies .....	185
<b>Proprietary Funds</b>	
<b><i>Internal Service Funds</i></b> .....	<b>191</b>
Fleet Management .....	192
Workers Compensation .....	194
Health and Dental Self-Insurance Program .....	194
<b><i>Enterprise Funds</i></b> .....	<b>195</b>
Solid Waste .....	195
Stormwater Management .....	199
<b>Appendix</b>	
Budget Policies .....	201
Financial Policies .....	207
Investment Policies .....	217
Glossary .....	219
Acronyms .....	226
Index .....	228

## COUNTY OF GREENVILLE VISION AND MISSION



*The vision of the government of Greenville County, South Carolina is to be a thriving, vibrant, diverse community with abundant opportunities for unmatched quality of life that blends tradition and innovation.*

*The mission of the government of Greenville County, South Carolina is to provide quality public services to all citizens of Greenville County.*

*Greenville County values shall include:*

*Spiritual growth in a family environment  
Excellence through teamwork  
Responsible focus on community needs  
Visible commitment to citizens  
Integrity in all that we do  
Courageous adherence to open and honest communication  
Encouragement of knowledge and competence*

*Greenville County  
is  
“... at your service.”*

## COUNTY OF GREENVILLE OFFICE OF MANAGEMENT AND BUDGET

Ruth Parris, CGFO, Manager, Office of Management and Budget

Mike Brackett, Principal Financial Management Analyst  
Sandra Stone, CGFO, Principal Financial Management Analyst

This document was prepared by the  
Greenville County Office of Management and Budget.  
For further information, call or write:

County of Greenville  
Office of Management and Budget  
301 University Ridge, Suite 200  
Greenville, South Carolina 29601  
Telephone: (864) 467-7020  
Telefax: (864) 467-7340  
Website: <http://greenvillencounty.org>



### GOVERNMENT FINANCE OFFICERS ASSOCIATION BUDGET AWARD

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the County of Greenville, South Carolina for its biennial budget for the biennium beginning July 1, 2003.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

The award is valid for a period of two years only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

## **COUNTY OF GREENVILLE READER'S GUIDE TO THE BUDGET DOCUMENT**

Greenville County's budget document describes how the County of Greenville's government plans to meet the community's needs. This document is not only an assembly of information required for making policy and resource decisions; it is also a resource for citizens in learning more about the operation of their county government.

The County of Greenville's budget document is divided into the following major sections: Budget Message, Introduction, Budget Highlights, Fund Overview, and Appendix. These sections contain information useful to the administration of the County and are cross-referenced throughout the program document. Financial data, for example is presented in two sections: (1) the budget highlights section presents actual revenues and expenditures, as well as projected future year revenues and expenditures; and (2) the fund overviews present the budgets by department to demonstrate the connection between resources, programs, and services.

### **BUDGET MESSAGE**

This section contains the County Administrator's budget message which outlines key features of the FY2006/FY2007 biennium budget and a discussion of past and future challenges in budgeting. The message also discusses underlying administrative practices that support the County's budget goals. This section also includes the approved budget ordinances for both years of the biennium.

### **INTRODUCTION SECTION**

The Introduction section contains a profile of the Greenville community, a discussion of the organizational structure of the County, an organizational chart of the County, an overview of the budget process and fund types, and a summary of Council priorities.

### **BUDGET HIGHLIGHTS**

The Budget Highlights section contains a comprehensive analysis of revenues and appropriations for all funds. This section summarizes the overall financial condition of the County's major funds.

### **FUND OVERVIEW SECTIONS**

The Fund Overview Sections provide information concerning the different financial funds of the County: General Fund, Special Revenue Funds, Debt Service Fund, Capital Projects Fund, Internal Service Fund, and Enterprise Fund. The overview of the General Fund provides budget information by specific department. The Capital Projects Fund section includes information on the County's multi-year Capital Improvement Plan.

### **APPENDIX**

The Appendix Section contains a complete set of the budget, financial, and investment policies that guide the financial practices of the County. The section also contains a glossary and an index for the budget document.

**THIS PAGE INTENTIONALLY LEFT BLANK**