

OPERATING POLICIES AND GOALS:

To provide certain services and functions which are the responsibilities of all county governments, and other services, which the Board of Commissioners has determined to be necessary and appropriate. This will be accomplished by:

- a. Administering fair and impartial elections, and maintaining accurate voting records.
- b. Setting and executing County policies.
- c. Maintaining public records in accordance with regulations and statutes, and making these records readily available to the public.
- d. Appraising property, processing property tax billings, and collecting taxes and fees.







Forsyth County Personnel By General Government Service Area

	FY 09-10 Prior Year Actual	FY 10 Curren Original			FY 11-12 Continuation Recommend	Adopted
<u>Department</u>						
Board of Elections Full Part	7 3	7 3	7 3	7 3	7 3	
Register of Deeds Full Part	25 0	24 1	24 1	22 1	22 1	
Tax Assessing Full Part	76 10	76 10	76 10	76 10	76 10	
TOTAL SERVICE AREA - FT TOTAL SERVICE AREA - PT	108 13	107 14	107 14	105 14	105 14	

Board of Elections



MISSION STATEMENT

To administer fair and impartial elections, register voters & accept campaign reports in accordance with Federal, State, County and Municipal laws and regulations.

BUDGET HIGHLIGHTS

Expenditures for the Board of Elections increase significantly in FY 12 due to both expenditure increases and revenue decreases. There will be two (2) elections in FY 12 compared to one election in FY 11. Expenditures increase 9.3% (\$84,145) over Current Year Original budget due to municipal elections in Bethania, Clemmons, Kernersville, Rural Hall, Lewisville, Tobaccoville, and Walkertown. These elections will be reimbursed by the municipalities.

Revenue decreases due to changes in the City/County Agreement which discontinued municipal reimbursement for general Board of Election administration and county-wide elections.

The other election in FY 12 is the County-wide Regular Primary in May 2012. This Primary will include the Presidential Primary, the NC Gubernatorial Primary, and the primaries for the U.S. House of Representatives. The County-wide Regular Primary's costs are not reimbursed by municipalities.

PERFORMANCE MEASURES				
		FY 2010	FY 2011	FY 2012
		ACTUAL	ESTIMATE	ESTIMATE
These measures relate to the County of and other services, which the Board of	•		·	all County governments,
# Elections		3	1	2
# Precincts/				
# over 3,000 reg.		101/34	101/34	101/19
Have 3,000 or less voters per prec	inct			
% of goal accomplished		66.3%	66.3%	81.0%
PROGRAM SUMMARY				
	FY 09-10	FY 10-11	FY 11-	-12
	Brior Voor	Current Voor	Continua	tion

	PY 09-10 Prior Year Actual					
		Original	Estimate	Request	Continuation Recommend	Adopted
Registration & Maint.	548,376	609,210	595,442	629,233	619,760	
State, County & Mun. Elect.	425,495	296,720	252,336	372,690	370,315	
Total	<u>973.871</u>	<u>905,930</u>	<u>847,778</u>	<u>1.001.923</u>	<u>990.075</u>	

Registration & Maintenance maintains current records, keeps accurate counts of new & changed registration, assigns voters to correct districts (congress, state, senate, judicial, state house, municipality, ward, commissioner & school). Keep records of voters voting. Continues implementation of National Voter Registration Act & NC's rewritten voter registration laws; sends verifications and confirmations to voters and keeps track of returns, coordinates registration system to be compatible with new State registration system.

State, County & Municipal Elections conducts elections as required or requested by Federal, State and Local Governments.

Board of Elections

	FY 09-10	FY 10-			FY 11-12	
	Prior Year Actual	Current Original	Year Estimate	Request	Continuation Recommend	Adopted
EXPENDITURES Personal Services						
Salaries & Wages	587,094	438,059	435,287	517,426	517,066	
Galaries & Wages	507,054	400,000	+00,207	517,420	517,000	
Employee Benefits	100,897	89,770	97,307	98,842	98,789	
Board Compensation	8,283	9,040	9,040	9,040	9,040	
Total Personal Services	696,274	536,869	541,634	625,308	624,895	
Operating Expenditures						
Professional Fees	61,848	100,720	70,884	76,800	76,800	
		•			ns, janitorial servi	ces for precincts.
Maintenance Service	5,536	61,080	60,880	65,858	65,843	
	Sta	tutorily required r	maintenance for	voting equipme	ent, other equipm	ent maintenance.
Rent	31,454	10,500	10,050	45,200	45,200	
			Precinct space	rental, truck re	ental to transport v	oting equipment.
Other Purchased Services	103,738	109,396	98,944	110,666	110,666	
	ng, software maint		-			t phone services.
Training & Conference	12,449	14,030	15,487	23,209	14,789	
	44.057	00.000	07.004		ludes mileage for	election workers.
General Supplies	44,057	38,300	37,631	38,605	35,605	office elections
Operating Supplies	15,856	27,500	6,883	9,640	nall equipment for 9,640	onice, elections.
Operating Supplies	15,650	27,500	0,005	3,040		mputer software.
Other Operating Costs	2,659	7,535	5,385	6,637	6,637	inputer soltware.
	2,000	1,000	0,000		berships & dues, i	nsurance claims.
Total Operating Exps.	277,597	369,061	306,144	376,615	365,180	
			,	,		
Total Expenditures	<u>973,871</u>	<u>905,930</u>	<u>847,778</u>	<u>1,001,923</u>	<u>990,075</u>	
Cost-Sharing Expenses	76,388	80,653	70,307	94,449	94,449	
Contra-Expenses	0,000	00,000	10,001	0-1,-1-0	0,,,,0	
	0	C C	0	Ũ	Ũ	
REVENUES	<u>498,794</u>	<u>307.705</u>	<u>0</u>	<u>64,615</u>	<u>64,125</u>	
Positions:FT/PT	7/3	7/3	7/3	7/3	7/3	

Non-Departmental

Non-departmental is a group of accounts that are general in nature and apply to more than one department. These accounts are more centrally controlled by locating them in Non-Departmental. Every effort is made to include all feasible expenditures and revenues within operating budgets so that the accounts included in Non-Departmental are kept to a minimum.

Personal Services includes a negative \$3,000,000 for estimated salary savings in all departments (salary slippage is included here since it is not possible to predict the departments in which vacancies will occur). Also included in Personal Services is \$2,733,652 for retiree hospitalization. This expense is partially offset by \$368,540 in revenue from premiums paid by retirees. Personal Services also reflects a negative \$356,931 for anticipated savings due to an 8 hour furlough for all full time employees. Personal Services includes \$554,065 for employee Performance Adjustments. Performance adjustments average 1.03% with a range of 0.5% - 1.5% depending on the employee's evaluation rating.

Non-departmental also includes \$1,600,000 for Other Post Employee Benefits (OPEB). These costs are allocated to each department near the end of each fiscal year based on full time salary costs.

Operating Expenses include \$71,000 for audit fees, \$18,000 for survivor benefits, and \$145,808 for memberships with the new Piedmont Triad Council of Government, NCACC, Institute of Government, and NACO.

Contingency includes \$600,000 for General Contingency and \$300,000 for Special Gifts. Special Gifts provide a mechanism to distribute unanticipated small donations/gifts to departments as they are received during the year. Substantial donations (typically \$7,500 or greater) are forwarded to the County Commissioners for their approval.

Prior year encumbrances of \$1,800,000 are included in FY 12 for items/services that were budgeted for & encumbered, but not completely processed in FY 11.

Payments To Other Agencies provides \$490,000 for distribution of State funds to the Utilities Commission for disposal of tires (offset by revenue).

Revenues include funds to offset expenditures such as special gifts, tire disposal, and retirees hospitalization. Other general revenues such as property tax and sales taxes are budgeted in Non-Departmental, but are discussed elsewhere and are not shown here.

A change from the Current Year Budget is how the two Education Debt Leveling Plans to be used for future education related debt repayment are accounted for. In Current and Prior years, the budget would include a Contingency Designation for the 2008 EDLP which represents 3¢ on the tax rate and is connected to the November 2006 Bond Referendum. The second plan, approved in FY 10, represents 1.1¢ on the tax rate and is connected to the November 2006 Bond Referendum. The Contingency Designations would be the equivalent of the 4.1¢ generated for EDLP. This confused the budget because it is not an actual expenditure in the current year. The tax revenue generated goes into EDLP reserves to be used for future debt payments. These designations will no longer be made in the budget and only actual EDLP to be used in a fiscal year will be budgeted in the Debt Service Department.

The Current Year Estimate includes a transfer of \$2,969,273 to the 2011 Pay-Go CPO and a transfer of \$3,400,000 to the 2007 Schools CPO for various projects approved by the Board of County Commissioners.

PROGRAM SUMMARY

County goal: Provide certain services and functions which are the responsibilities of all county governments, and other services, which the Board of Commissioners has determined to be necessary and appropriate.

	FY 09-10 FY 1 Prior Year Currer				FY 11-12 Continuation	
	Actual	Original	Estimate	Request	Recommend	Adopted
Non-Departmental	7,454,771	19,678,517	9,822,982	5,582,340	4,975,594	

Non-Departmental

	FY 09-10	FY 10			FY 11-12	
	Prior Year Actual	Current Original	Year Estimate	Request	Continuation Recommend	Adopted
EXPENDITURES						
Personal Services Salary Savings	0	(2,400,000)	0	(3,000,000)	(3,000,000)	
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Employee Furlough	0	0	0	0	(356,931)	
Retiree Hospitalization	2,526,054	2,500,342	2,687,250	2,733,652	2,733,652	
Post Employment Benefits	0	1,600,000	0	1,600,000	1,600,000	
Merit For Employees	0	800,270	0	803,880	554,065	
Total Personal Services	2,526,054	2,500,612	2,687,250	2,137,532	1,530,786	
Operating Expanditures						
Operating Expenditures Professional Fees	68,575	71,000	71,000	71,000	71,000	
Other Operating Costs	181,044	195,459	185,459	163,808	163,808	
	0	4 000 000			45,808, survivor l	benefits \$18,000.
Prior Year Encumbrances	0	1,800,000	0	1,800,000	1,800,000	
Contingency	0	1,050,000	0	900,000	900,000	
Total Onerating France	240.640	2 440 450		-	ontingency, \$300,	000 special gifts.
Total Operating Exps.	249,619	3,116,459	256,459	2,934,808	2,934,808	
Payments T/O Agencies	460,098	510,000	510,000	510.000	510,000	
	Pass-through funds ti	-	-	ool PEG channe	-	% revenue offset.
Operating Transfers Out	4,219,000	0	6,369,273	0	0	
			CYE:	Transfers to 201	11 Pay-Go & 2007	Schools CPO's.
Capital Outlay - B/O 2006 Ed Debt Level Plan	0	9,915,692	0	0	0	
2008 Ed Debt Level Plan	0	3,635,754	0	0	0	
	0	0,000,101	0	Ŭ	Ŭ	
Total Expenditures	<u>7,454,771</u>	<u>19,678,517</u>	<u>9,822,982</u>	<u>5,582,340</u>	<u>4,975,594</u>	
<u>REVENUES</u>	<u>764,909</u>	<u>1,214,146</u>	<u>401,564</u>	<u>1,192,955</u>	<u>1,192,955</u>	
	(\$490,000), special (gifts (\$300,000), I	retirees hospitali.	zation (\$382,95	5) School PEG Cl	nannel (\$20,000).

MISSION STATEMENT

To record and maintain public records in accordance with regulations and statutes. To make records readily available to the public.

BUDGET HIGHLIGHTS

The Register of Deeds budget request reflects a \$4,748 or 0.3% increase over the Current Year Original funding level. The primary driver of this request is a preservation project the Register of Deeds will undertake in FY 12. This project will be funded with Automation Enhancement funds. The Register of Deeds anticipates using \$247,000 of Automation funds in FY 2012.

Revenue has stabilized somewhat from the decline over the past few years, however, no increase is projected for FY 2012

The Register of Deeds has eliminated two positions from the FY 12 budget. One position was shifted to the County Manager's Office and one was deleted due to workload in the department.

PERFORMANCE MEASURES			
	FY 2010	FY 2011	FY 2012
	ACTUAL	ESTIMATE	ESTIMATE
These measures relate to the County goa	al: Provide certain services & function	s which are the responsibilities of a	all governments,
and other services, which the Board of Co	ommissioners has determined to be n	ecessary and appropriate.	
Deeds Recorded	10,150	10,000	11,165
Deeds of Trust	12,383	12,000	13,622
UCC	468	450	515
Real Estate Copies	23,427	23,000	23,500
Birth Certificates	7,825	7,900	7,900
Death Certificates	5,035	5,500	5,100
Marriage Certificates	1,937	2,000	20,000
Vital Records Copies	54,685	55,000	55,000

PROGRAM	SUMMARY

	FY 09-10 Prior Year		FY 10-11 Current Year		FY 11-12 Continuation	
	Actual	Original	Estimate	Request	Recommend	Adopted
Register of Deeds	1,251,963	1,220,473	1,248,020	1,203,465	1,191,045	
Automation Enhancement	69,152	205,000	221,950	247,000	247,000	
	<u>1,321,115</u>	<u>1,425,473</u>	<u>1,469,970</u>	<u>1,450,465</u>	<u>1,438,045</u>	

Register of Deeds provides the following services: Vital Records files birth, death and marriage licenses; Real Estate Intake receives & records real property deeds, deeds of trust, business incorporations and other legal documents; Scanning department creates images for all real estate & vital records documents; & Record/Storage & Retrieval is the area where real estate records are stored and retrieved; U.C.C. files and maintains Uniform Commercial Code Financing Statements for storage and retrieval.

Automation Enhancement provides funds to increase technology within the Register of Deeds Office. Funds generated are set by North Carolina General Statute and may be used only to enhance the department's technology and not supplant County funding for the Register of Deeds Office.

Register of Deeds

	FY 09-10	FY 10-			FY 11-12	
	Prior Year Actual	Current Original	Year Estimate	Request	Continuation Recommend	Adopted
		<u> </u>		•		
EXPENDITURES Personal Services						
Salaries & Wages	880,741	870,516	880,882	847,697	838,817	
Employee Benefits	313,681	318,067	341,833	327,206	325,916	ontal ratirament
Total Personal Services	1,194,422	1,188,583	1,222,715	1,174,903	of Deeds supplem 1,164,733	entai retirement.
Operating Expenditures						
Maintenance Service	20,050	23,000	22,500	22,000	22,000	
Pont	E00		-		canners, & other c	ffice equipment.
Rent	500	0	500	500	500	
Other Purchased Services	51,677 ation funds to pres	128,390 serve old plats/de	169,880 red books Creat	171,690 tion of microfiln	171,690 n & digital imaging	of old microfilm
Training & Conference	5,532	5,700	4,450	5,700	5,500	
C C		·	·	·		
General Supplies	38,605	42,800	36,716	40,150	39,100	
Operating Supplies	2 960	4 000	5,284	13,000	Statute updates 12,000	, office supplies.
Operating Supplies	3,860	4,000			ies; CDs; microfilm	supplies: toner.
Other Operating Costs	875	3,000	2,925	2,522	2,522	supplies, tollor.
				Insura	ance claims; memb	perships & dues.
Total Operating Exps.	121,099	206,890	242,255	255,562	253,312	
Capital Outlay	5,594	30,000	5,000	20,000	20,000	
				CYE - A	rchive writer for mi	icrofilm creation.
Total Expenditures	<u>1,321,115</u>	<u>1,425,473</u>	<u>1,469,970</u>	<u>1,450,465</u>	<u>1,438,045</u>	
Cost-Sharing Expenses	144,564	154,510	144,056	146,686	146,686	
Contra-Expenses	0	0	0	0	0	
REVENUES	<u>2,842,204</u>	<u>2,734,400</u>	<u>2,653,731</u>	<u>2,626,610</u>	<u>2.615.210</u>	
Positions:FT/PT	25/0	24/1	24/1	22/1	22/1	
	20/0	-			22/1 eallocated to the M	lanager's Office.
			,	,		J

Tax Administration

MISSION STATEMENT

To list, discover, appraise and maintain the ownership of all taxable and non-taxable property located in Forsyth County for ad valorem tax purposes as set forth in the Machinery Act of North Carolina. To process payments and enforce collection of ad valorem taxes and non-tax revenue within the limits of the General Statutes and applicable ordinances.

BUDGET HIGHLIGHTS

The Recommended budget reflects a net County dollar decrease of \$17,226 or .4% over the FY 11 Original budget. The increase is attributable to cuts in part-time salaries and longevity.

Revenues are up slightly due to reimbursements from the municipalities for tax collection services.

PERFORMANCE MEASURES			
	FY 2010	FY 2011	FY 2012
	ACTUAL	<u>ESTIMATE</u>	ESTIMATE
These measures relate to the County go and other services, which the Board of 0		•	all governments,
Building Permits	13,897	12,497	12,500
Property Transfers	14.380	13.350	13.000

Duliding Formits	10,007	12,401	12,000
Property Transfers	14,380	13,350	13,000
Board of E & R Appeals	3,998	722	600
PTC Appeals	15	68	30
Tax Collection %-Regular	98.43%	98.43%	98.43%
Tax Collection %-Autos	89.16%	89.16%	89.16%
Process deeds - days past recording	4	4	4
Process deed splits - days past received	17	17	15
Process plats - days past received	12	12	10

PROGRAM SUMMARY	FY 09-10 Prior Year	FY 10-11 Current Year		FY 11-12 Continuation		
	Actual	Original	Estimate	Request	Recommend	Adopted
Tax Assessing	2,663,549	3,021,792	2,927,279	2,651,948	2,604,953	
Quadrennial Reappraisal	940,471	668,460	618,405	1,096,072	1,065,732	
Tax Collection	1,482,293	1,615,736	1,566,056	1,650,647	1,640,140	
Total	<u>5.086.313</u>	<u>5,305,988</u>	<u>5,111,740</u>	<u>5,398,667</u>	<u>5,310,825</u>	

Tax Assessing carries out services and activities regarding general administration of Ad Valorem taxation.

Quadrennial Reappraisal carries out the reappraisal of all real estate on a 4-year cycle in-house.

Tax Collection processes payments on all taxes, ambulance, licenses parking tickets, hotel/motel tourism tax. City of Winston-Salem sanitation liens, street assessments and mapping fees.

Tax Administration

	FY 09-10 Prior Year	FY 10-11 Current Year		_	FY 11-12 Continuation				
	Actual	Original	Estimate	Request	Recommend	Adopted			
EXPENDITURES									
Personal Services									
Salaries & Wages	3,089,073	3,122,037	3,046,411	3,194,106	3,134,378				
g	-,,	-,,	-,,	-,,	-,				
Other Employee Comp.	40,000	0	0	0	0				
Employee Benefits	1,021,025	1,052,849	1,069,900	1,114,919	1,108,471				
Board Compensation	6,675	7,500	3,500	5,625	5,625				
Total Personal Services	4,156,773	4,182,386	4,119,811	4,314,650	4,248,474				
Operating Expenditures									
Professional Fees	131,536	176,000	143,000	176,000	176,000				
		Audit	services, motor v	vehicle pricing s	service, legal fees	for foreclosures.			
Maintenance Service	1,085	6,505	6,505	7,605	6,505				
_						er, maintenance.			
Rent	216	216	216	216	216				
Construction Services	8,048	0	0	0	0				
Other Purchased Services 700,592 778,295 692,626 730,399 727,899									
Software license \$14K, advertising					,	premiums \$11K.			
Training & Conference	42,327	50,885	43,585	50,438	50,238	•			
-			Training	for certification	, required travel, p	ersonal mileage.			
General Supplies	12,642	32,396	28,092	27,464	27,464				
			Small e	equipment, books & subscriptions, office supplies.					
Operating Supplies	4,850	17,700	14,380	17,800	17,700				
			Enve	elopes, mapping paper, plotting paper, tapes, files.					
Other Operating Costs	16,141	61,605	40,060	59,095	59,095 56,329				
			•	30K, memberships & dues, insurance claims \$20K.					
Total Operating Exps.	917,437	1,123,602	968,464	1,069,017	1,062,351				
Capital Outlay	12,103	0	23,465	15,000	0				
					Data col	lecftion software.			
Total Expenditures	<u>5.086.313</u>	<u>5.305.988</u>	<u>5,111,740</u>	<u>5.398.667</u>	<u>5.310.825</u>				
Cost-Sharing Expenses	891,819	990,975	976,556	934,308	934,308				
Cost-Sharing Expenses	(400)	990,975 0	976,556 (54)	934,308	934,308 0				
Contra Expenses	(007)	U	(0-)	0	0				
REVENUES	<u>974,888</u>	<u>999.300</u>	<u>970,725</u>	<u>1,027,279</u>	<u>1,021,363</u>				
	7040	7040	7040	7040	7040				
Positions:FT/PT	76/10	76/10	76/10	76/10	76/10				