

Budget Evaluation & Management

Michael Halford, Director - 301 West Market Street, PO Box 3427, Greensboro, NC 27402 - (336) 641-3240

Description of Services

Budget Evaluation and Management assists departments, county management, and the Board of Commissioners in the preparation and management of a balanced budget. The annual budget is prepared and maintained in an effective and efficient manner that is consistent with the goals and objectives of the Board of County Commissioners, in accordance with the Local Government Budget and Fiscal Control Act. The department coordinates the development of the County's annual budget planning and development process, reviews and evaluates program performance, and monitors expenditures during the year to ensure adherence to county policies and procedures. In additions, employees assist departments in the preparation of performance measures, respond to requests for information from Board members, county management, departments, other agencies, the media, and the public.

Budget Comments

The FY 06-07 budget for the department remains at basically the same level as that for FY 05-06. The main issues facing the department for the coming year are the shift toward a more performance-based approach to budgeting, in conjunction with the implementatin of the new financial reporting system

Performance Measures	FY 05	FY 06	FY 07
Budget Ordinance Amendments Presented to Board	243	272	115
Time-frame for Processing Amendments after Board Approval	1 day	1 day	1 day
Budget Transfers	272	139	284
Agenda Item Reviews	4 days	4 days	4 days
Develop "Benchmarking" to Show Service Levels and Impact of Service Delivery	Yes	Yes	Yes
Cost Containment Waivers Reviewed/Processed	291	43	None
Achieve the GFOA Distinguished Budget Presentation Award	Yes	Yes	

Expenditure Detail	FY 04-05 ACTUALS	FY 05-06 APPROVED	FY 05-06 AMENDED	FY 06-07 APPROVED
Personnel Services	484,289	516,859	516,859	509,811
Operating Expenses	10,414	17,817	18,249	24,647
Human Service Assistance	0	0	0	0
Capital Outlay	0	0	0	0
TOTAL	494,703	534,676	535,108	534,458

Revenue Source	FY 04-05 RECEIPTS	FY 05-06 APPROVED	FY 05-06 AMENDED	FY 06-07 PROJECTED
Federal/State	0	0	0	0
User Charges	0	0	0	0
Other	0	0	0	0
County	494,703	534,676	535,108	534,458
TOTAL	494,703	534,676	535,108	534,458

Full Time Employees	6.00	5.00	5.00	5.00
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Finance

Brenda Jones Fox, Director - 201 South Greene Street, PO Box 3427, Greensboro, NC 27402 - (336) 641-3300

Description of Services

The Finance Department administers and manages the County's fiscal affairs in compliance with laws and regulations and in conformity with generally accepted accounting principles in an efficient and cost-effective manner. Efficiency involves the continued monitoring of procedures for improvements to absorb the continually increasing volume of transactions. Cost-effectiveness is achieved through increased efficiency and cost reductions well as maximization of revenues. Funds are disbursed to county vendors and employees in compliance with laws, regulations, budget ordinance and county policy. The department bills certain accounts receivable and invests county funds in accordance with state laws and county investment policy to maximize returns within the parameters of preserving principal and maintaining necessary liquidity. Finance prepares the county's Comprehensive Annual Financial Report and the annual financial report to the Local Government Commission.

Performance Measures	FY 05	FY 06	FY 07
# of Vouchers + # of Checks per A/P Employee	21,107	20,300	20,500
# of Checks or Deposit Advices per P/R Employee	12,753	12,750	12,750
# of A/R statements + # of Payments per A/R Employee	33,442	35,000	35,000
Basis Points Over (Under) Average Annual Trust Yield (NOTE: FY 90 = 39)	14	17	20
# of Software Programs Written	97	75	55
Grants Monitored	256	250	250
Contracts Pre-audited	770	740	740
Achieve the Certificate of Achievement for Excellence in Financial Reporting from GFOA	Yes	Yes	Yes
Obtain a Clean Audit Opinion on Annual Financial Statements, Indicating Compliance with GAAP and Effectiveness in Recording of Transactions	Yes	Yes	Yes

Expenditure Detail	FY 04-05 ACTUALS	FY 05-06 APPROVED	FY 05-06 AMENDED	FY 06-07 APPROVED
Personnel Services	1,972,661	2,164,179	2,161,279	2,211,088
Operating Expenses	266,205	195,386	246,532	199,900
Human Service Assistance	0	0	0	0
Capital Outlay	0	0	0	0
TOTAL	2,238,866	2,359,565	2,407,811	2,410,988

Revenue Source	FY 04-05 RECEIPTS	FY 05-06 APPROVED	FY 05-06 AMENDED	FY 06-07 PROJECTED
Federal/State	0	0	0	0
User Charges	0	0	0	0
Other	71,113	65,490	65,490	83,500
County	2,167,753	2,294,075	2,342,321	2,327,488
TOTAL	2,238,866	2,359,565	2,407,811	2,410,988

Full Time Employees	28.00	29.00	29.00	29.00
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Purchasing

Bonnie Stellfox, Director - 301 West Market Street PO Box 3427, Greensboro, NC 27402 - (336) 641-3226

Description of Services

The Guilford County Purchasing Department's primary purpose is to obtain the necessary commodities and services needed by Guilford County on a best value basis (quality, service and price). Purchasing fulfills this purpose by dealing with every supplier in an open, above board, fair, equal, businesslike and competitive manner. The procurement procedures adhere to the North Carolina General Statutes and Guilford County Purchasing Policies. The department realizes that purchasing is a service to each Guilford County Department and to all Guilford County tax payers and looks to maximize the use of each tax dollar. Purchasing solicits bids through search bids (fax), informal, formal, RFP and RFQ processes, awards contracts for project bids as well as price only contracts, participates in Business Fairs and Outreach efforts to increase bidding opportunities for all vendors, and performs consulting activities for all vendors. The department has Minority and Women Owned Business Enterprise Program (MWBE) and encourages and assists MWBE vendors to participate in the bidding process and addresses any questions they may have with the vendor application through the bidding process.

Budget Comments:

The Purchasing Department is currently in the process of training staff and other County employees in the use of the new countywide financial reporting system. With implementation of the new system, the department will be looking at reengineering their current workflow processes to improve efficiencies.

Performance Measures	FY 05	FY 06	FY 07
Price Only Contracts	93	94	92
Purchase Orders Issued	8,600	10,343	10,038
Bids Proposals (Informal & Formal)	100	118	110
General Service/Equipment Contracts	120	125	121
Surplus Auctions Net Revenue (3/year)	\$147,900	\$159,403	\$137,088

Expenditure Detail	FY 04-05 ACTUALS	FY 05-06 APPROVED	FY 05-06 AMENDED	FY 06-07 APPROVED
Personnel Services	308,750	410,429	410,429	429,322
Operating Expenses	43,173	40,950	40,950	52,996
Human Service Assistance	0	0	0	0
Capital Outlay	0	0	0	0
TOTAL	351,923	451,379	451,379	482,318

Revenue Source	FY 04-05 RECEIPTS	FY 05-06 APPROVED	FY 05-06 AMENDED	FY 06-07 PROJECTED
Federal/State	0	0	0	0
User Charges	0	0	0	0
Other	0	0	0	0
County	351,923	451,379	451,379	482,318
TOTAL	351,923	451,379	451,379	482,318

Full Time Employees	7.00	7.00	7.00	7.00
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Facilities

Summary

Fred Jones, Director - 301 West Market Street PO Box 3427, Greensboro, NC 27402 - (336) 641-3340

Description of Services

The Facilities Department provides maintenance for all County owned facilities, special maintenance and renovations projects, lawn/grounds and janitorial services. The department also provides mail services for all County facilities and installs/maintains all County road signs.

PROGRAM / ACTIVITY	FY 05 ACTUALS	FY 06 ADOPTED	FY 06 FINAL AMENDED	FY 07 ADOPTED
Administration	610,401	687,845	687,845	505,800
Buildings	1,391,634	1,402,823	1,781,019	1,627,988
Operations	2,037,980	2,178,436	2,178,718	2,442,804
Distribution Services	224,533	269,116	273,014	286,330
Total - Facilities	4,264,548	4,538,220	4,920,596	4,862,922

Budget Comments:

The ADOPTED budget for the Facilities department will continue to allow the department to address maintenance of all county buildings. The number of requested maintenance projects are increasing each year and the county can no longer continue to postpone building maintenance on county property. The Facilities department continues to prioritize maintenance projects and only recommend those that deem to be the most critical. The department continues to cross-train employees in an effort to utilize their manpower more efficiently and continues to use the services of the Prison Farm, Jail, State Inmate Work Program, Workfirst participants and students through summer time programs.

Expenditure Detail	FY 04-05 ACTUALS	FY 05-06 APPROVED	FY 05-06 AMENDED	FY 06-07 APPROVED
Personnel Services	2,695,814	2,875,509	2,875,509	2,968,968
Operating Expenses	1,568,734	1,662,711	2,045,087	1,893,954
Human Services Assistance	0	0	0	0
Capital Outlay	0	0	0	0
TOTAL	4,264,548	4,538,220	4,920,596	4,862,922

Revenue Source	FY 04-05 RECEIPTS	FY 05-06 APPROVED	FY 05-06 AMENDED	FY 06-07 PROJECTED
Federal/State	0	0	0	0
User Charges	0	0	0	0
Other	807,062	804,465	804,465	851,277
County	3,457,486	3,733,755	4,116,131	4,011,645
TOTAL	4,264,548	4,538,220	4,920,596	4,862,922

Full Time Employees	56.00	56.00	56.00	56.00
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Property Management

Summary

David Grantham, Director - 301 West Market Street PO Box 3427, Greensboro, NC 27402 - (336) 641-3778

Description of Services

Property Management provides services in several areas. Courts for the 18th Judicial District provide 255,000 square feet of furnished Courts space in Greensboro and High Point including maintenance, furniture, and utilities. Real Estate Services include site selection, surveys, assessments, and appraisal leases and generate approximately \$1.8 million in revenue to Guilford County. Capital Projects Administration entails planning and oversight of major building and renovation projects for the county. Vending provides \$75,000 per year in net revenue, there are 2 Law Libraries (one in Greensboro, one in High Point), and radio tower leasing for cell phone companies generates approximately \$200,000 per year revenue.

PROGRAM / ACTIVITY	FY 05 (actual)	FY 06 ADOPTED	FY 06 FINAL AMENDED	FY 07
Property Mgmt./Engineering	246,731	281,020	281,020	256,482
Courts	1,289,022	1,368,905	1,495,273	1,371,282
Total - Property Mgmt.	1,535,753	1,649,925	1,776,293	1,627,764

Budget Comments

The recommended budget for Property Management and the Courts will allow continued automation of the Greensboro and High Point Law Libraries as well as continuation of refurbishment and reconfiguration of all Court facilities in Greensboro and High Point to accommodate an ever growing and changing State Court System.

Expenditure Detail	FY 04-05 ACTUALS	FY 05-06 APPROVED	FY 05-06 AMENDED	FY 06-07 APPROVED
Personnel Services	346,575	374,460	374,460	388,292
Operating Expenses	1,189,178	1,275,465	1,401,833	1,239,472
Human Services Assistance	0	0	0	0
Capital Outlay	0	0	0	0
TOTAL	1,535,753	1,649,925	1,776,293	1,627,764

Revenue Source	FY 04-05 RECEIPTS	FY 05-06 APPROVED	FY 05-06 AMENDED	FY 06-07 PROJECTED
Federal/State	0	0	0	0
User Charges	0	0	0	0
Other	1,274,890	1,085,900	1,085,900	1,094,780
County	260,863	564,025	690,393	532,984
TOTAL	1,535,753	1,649,925	1,776,293	1,627,764

Full Time Employees	5.00	5.00	5.00	5.00
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Information Services

Summary

Barbara C. Weaver, CIO/Director - 201 North Eugene Street PO Box 3427, Greensboro, NC 27402 - (336) 641-3371

Description of Services

The Information Services (IS) Department is the facilitator for the implementation of efficient business through continually evolving information technology. IS engenders the commitment to improve business processes based on readily available technologies, commits to the exploration and integration of available technology for the continual improvement of business processes, and focuses on developing and maintaining relevant core competencies in constantly evolving technologies. The department promotes the development of new ideas through exposure to, and understanding of, evolving technologies and encourages and maintains a culture of flexibility and acceptance. IS provides computer technology infrastructure (computers, data lines, wireless, high speed printing and tax bill mailings, disaster recovery planning, training, support, software licenses), internet/intranet, microcomputer replacements, repair, support, security, telephone services, cell phone billing, application systems support and programing, special reporting requests, data entry for legacy systems, email and database support.

PROGRAM / ACTIVITY	FY 05 (actual)	FY 06 ADOPTED	FY 06 FINAL AMENDED	FY 07
Administration	359,857	356,768	359,768	399,345
Computer Services	3,642,304	3,561,438	5,600,862	4,202,742
Technical Support Services	1,770,042	1,877,520	1,884,705	1,957,894
Application Software	1,220,668	1,337,182	1,332,682	1,284,291
Telecommunications	455,450	561,523	547,650	568,407
Total - Information Services	7,448,321	7,694,431	9,725,667	8,412,679

Budget Comments

The approved budget for Information Services will allow the department to continue to focus on project management methodology, benchmarking and performance measures, efficient and effective support services to a dispersed workforce, building new skills in preparation of elimination of the mainframe and training in new technologies. The countywide technology fund continues to allow the county to replace obsolete desktops and software as well as changes to obsolete telecommunication infrastructure.

Expenditure Detail	FY 04-05 ACTUALS	FY 05-06 APPROVED	FY 05-06 AMENDED	FY 06-07 APPROVED
Personnel Services	4,128,530	4,263,691	4,256,191	4,328,680
Operating Expenses	2,883,939	3,158,745	4,181,884	3,536,167
Depreciation	435,852	0	0	0
Capital Outlay	0	271,995	1,287,592	547,832
TOTAL	7,448,321	7,694,431	9,725,667	8,412,679

Revenue Source	FY 04-05 RECEIPTS	FY 05-06 APPROVED	FY 05-06 AMENDED	FY 06-07 PROJECTED
Other	297,718	130,000	383,812	130,000
County	7,150,603	7,564,431	9,341,855	8,282,679
TOTAL	7,448,321	7,694,431	9,725,667	8,412,679

Full Time Employees	53.00	52.00	52.00	52.00
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Human Resources

Summary

Sharisse C. Fuller, Director - 201 South Greene Street, PO Box 3427, Greensboro, NC 27402 - (336) 641-3324

Description of Services

Human Resources provides a variety of personnel management services in the following areas: Recruitment,

PROGRAM / ACTIVITY	FY 05 (actual)	FY 06 (approved)	FY 06 (amended)	FY 07
Human Resources	1,185,871	1,386,859	1,386,859	1,309,857
Incentive Prog. / Retiree Insurance	1,814,454	2,765,895	2,765,895	2,781,695
Total	3,000,325	4,152,754	4,152,754	4,091,552

Expenditure Detail	FY 04-05 ACTUALS	FY 05-06 APPROVED	FY 05-06 AMENDED	FY 06-07 APPROVED
Personnel Services	2,794,935	3,904,460	3,904,460	3,827,494
Operating Expenses	205,390	248,294	248,294	264,058
Human Service Assistance	0	0	0	0
Capital Outlay	0	0	0	0
TOTAL	3,000,325	4,152,754	4,152,754	4,091,552

Revenue Source	FY 04-05 RECEIPTS	FY 05-06 APPROVED	FY 05-06 AMENDED	FY 06-07 PROJECTED
Federal/State	2,794,935	3,904,460	3,904,460	3,827,494
User Charges	205,390	248,294	248,294	264,058
Other	0	0	0	0
County	0	0	0	0
TOTAL	3,000,325	4,152,754	4,152,754	4,091,552

Full Time Employees	18.00	18.00	18.00	16.00
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Parking/Fleet Operations

Description of Services

provides the most economical and efficient transportation for County departments and personnel. The Parking/Fleet Department manages fleet operations for all county vehicles, excluding Sheriff's Department, Emergency Services and Animal Control. This includes managing the County's contracts with outside vendors to ensure proper and timely preventive maintenance is performed on vehicles. The department manages over 2200 parking spaces in Greensboro and High Point and maintains and provides vehicle titles and registrations for all county vehicles, including Sheriff's Department and Emergency Services.

Budget Comments

The approved budget for Parking and Fleet Operations includes the abolishment of one position (parking administrator) and the replacement of eight (8) county vehicles and the addition of one (1) 7 passanger van, which will be assigned to the Social Services department. Continued replacement of worn and aging vehicles within the scheduled time frame will assist the department in future reductions in maintenance costs.

<u>Performance Measures</u>	FY 05	FY 06	FY 07
Vehicles Owned	157	152	152
Miles Driven (est.)	1,700,000	1,600,000	1,200,000
Avg. Mileage of Retired Vehicles	100,000	100,000	110,000
Avg. Operational Cost / Mile	\$0.15	\$0.20	\$0.20
Number of Staff Assigned Parking Spaces	1,452	1,451	1,451
Number of Public Parking Spaces	644	644	644
Number of additional spaces needed	884	977	900

<u>Expenditure Detail</u>	FY 04-05 ACTUALS	FY 05-06 ADOPTED	FY 05-06 FINAL AMENDED	FY 06-07 ADOPTED
Personnel Services	141,927	152,575	152,575	50,810
Operating Expenses	358,839	417,254	370,994	451,876
Human Services Assistance	0	0	0	0
Capital Outlay	38,762	124,630	324,580	173,927
TOTAL	539,528	694,459	848,149	676,613

<u>Revenue Source</u>	FY 04-05 RECEIPTS	FY 05-06 ADOPTED	FY 05-06 FINAL AMENDED	FY 06-07 ADOPTED
Federal/State	0	0	0	0
User Charges	0	0	0	0
Other	354,119	324,546	330,179	325,124
County	185,409	369,913	517,970	351,489
TOTAL	539,528	694,459	848,149	676,613

<u>Full Time Positions</u>	2.00	2.00	2.00	1.00

Debt Service

County

Description of Services

Debt Service accounts for the payment of principal, interest, and related fiscal agency fees on general obligation bonds and notes in

Performance Measures	FY 05	FY 06	FY 07
Amount of Principal Payment	\$ 7,308,389	\$ 8,346,492	\$ 7,243,175
Amount of Interest and Other Fees	\$ 23,773,246	\$ 4,085,175	\$ 4,510,460

Expenditure Detail	FY 04-05 ACTUALS	FY 05-06 APPROVED	FY 05-06 AMENDED	FY 06-07 APPROVED
Personnel Services	0	0	0	0
Operating Expenses	31,081,635	12,431,667	12,431,667	11,753,635
Human Service Assistance	0	0	0	0
Capital Outlay	0	0	0	0
TOTAL	31,081,635	12,431,667	12,431,667	11,753,635

Revenue Source	FY 04-05 RECEIPTS	FY 05-06 APPROVED	FY 05-06 AMENDED	FY 06-07 PROJECTED
Federal/State	0	0	0	0
User Charges	0	0	0	0
Other	21,424,618	825,400	825,400	748,036
County	9,657,017	11,606,267	11,606,267	11,005,599
TOTAL	31,081,635	12,431,667	12,431,667	11,753,635

Full Time Employees	0.00	0.00	0.00	0.00
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