

# **Tax Department**

Jenkins S. Crayton, Director - 201 South Eugene Street PO Box 3427, Greensboro, NC 27402 - (336) 641-3362

## **Description of Services**

The Tax Department lists, appraises, and assesses real and personal property for taxation, and collects taxes due on these classifications of property. (Water and sewer assessments --- as well as room occupancy taxes --- are also processed by the Collection Division, and the department intercepts state income tax refunds when appropriate to satisfy unpaid accounts due Guilford County.) The department processes applications for tax relief and tax exemptions that may be granted under state law. Records of property ownership and detailed tax maps are maintained. The department collects real and personal property taxes for the municipalities of Greensboro, High Point, Jamestown, Archdale, Gibsonville, Sedalia, Summerfield, Oak Ridge, Burlington, and Pleasant Garden.

## **Budget Comments**

In early calendar year 2007, the main office of the Tax Department in Greensboro currently located at 201 South Eugene street along with the Revenue Collections Section of the Tax Department that is currently located at 330 North Eugene Street in Greensboro will move to 400 West Market Street.

<b><u>Performance Measures</u></b>	<b>FY 05</b>	<b>FY 06</b>	<b>FY 07</b>
# of Real Property Appraisals	100,000	13,000	14,000
# of Real Property Transfers	20,150	20,150	20,200
# of Tax Maps Updated	2,100	2,100	2,100
# of Individual Personal Property Accounts Processed	114,250	114,250	116,200
# of Business Personal Property Accounts Processed	19,000	18,500	18,400
# of Business Listings Audited	350	375	1,500
# of Privilege Licenses Sold	2,300	2,300	2,300
Tax Collection Rate	99%	99%	99%
# of Registered Vehicles Appraised	360,000	365,000	384,000
# of Real Property Appeals Processed	822	1200	800
# of Personal Property Appeals Processed	10,525	10,500	10,200

<b><u>Expenditure Detail</u></b>	<b>FY 04-05 ACTUALS</b>	<b>FY 05-06 APPROVED</b>	<b>FY 05-06 AMENDED</b>	<b>FY 06-07 APPROVED</b>
Personnel Services	4,566,725	4,982,569	4,952,569	4,741,364
Operating Expenses	1,121,228	1,230,348	1,226,352	1,354,433
Human Service Assistance	0	0	0	0
Capital Outlay	(28)	0	9,475	0
<b>TOTAL</b>	<b>5,687,925</b>	<b>6,212,917</b>	<b>6,188,396</b>	<b>6,095,797</b>

<b><u>Revenue Source</u></b>	<b>FY 04-05 RECEIPTS</b>	<b>FY 05-06 APPROVED</b>	<b>FY 05-06 AMENDED</b>	<b>FY 06-07 PROJECTED</b>
Federal/State	0	0	0	0
Fees and Other Charges	1,137,000	1,164,927	1,164,927	1,274,635
Other	236,201	249,000	249,000	241,000
County	4,314,724	4,798,990	4,774,469	4,580,162
<b>TOTAL</b>	<b>5,687,925</b>	<b>6,212,917</b>	<b>6,188,396</b>	<b>6,095,797</b>

<b>Full Time Employees</b>	<b>88.00</b>	<b>83.00</b>	<b>82.00</b>	<b>79.00</b>
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# Register of Deeds

Jeff L. Thigpen - 201 South Eugene Street PO Box 3427, Greensboro, NC 27402 - (336) 641-7556

## Description of Services

The Register of Deeds office records, preserves, maintains and provides public access to real estate and vital records in an effective manner in accordance with North Carolina General Statute. Real estate records processed and services regulated by NC General Statutes include Deeds, Deeds of Trust including Excise Taxes, Right of Way Plans, Cancellations of Deeds of Trust and Mortgages, Plats, and Acknowledgements. The oaths of office of Notary Publics are administered by this office in addition to processing of a variety of notaries acts. Vital records processed and documents issued in accordance with NC General Statutes include Marriage Licenses, Certified copies of Birth, Death, and Marriage Certificates, Delayed Birth Certificates, Removal of Grave Certificates, Legitimations, Amendments, and Military Discharges. Register of Deeds public records are recorded and/or accessed on a daily basis in the office and the internet by many citizens including taxpayers, bankers, surveyors, realtors, appraisers, attorneys, title companies, planners and developers, as well as representatives of the local, state, and federal government.

## Budget Comments

Technology enhancements continue to be the top priority for the Register of Deeds. The new Register of Deeds software system which came online in July, 2006, will translate into better customer service and user-friendly technology for all users. Also, in FY06-07, the department will begin focusing on preservation projects designed to safeguard original documents that include Marriage Licenses from 1865 to present and Land Records Books from 1771 to present. In addition, microfilm rolls will be cleaned in order to preserve the existing "official" archival requirements as designated by NC Division of Archives.

The increase of one in position count is due to the transfer of a position from the Tax Department to the Register of Deeds Office.

	FY 05	FY 06	FY 07
<b>Performance Measures</b>			
Real Estate Documents/Pages Processed	691,835	541,936	598,176
Vault Records Processed	111,843	64,596	71,774
Vital Records Recorded and Issued	61,126	63,240	64,870
Copies-Births, Deaths, Marriages	44,929	44,702	44,866
Vault Copies	102,496	58,808	68,186

Expenditure Detail	FY 04-05 ACTUALS	FY 05-06 APPROVED	FY 05-06 AMENDED	FY 06-07 APPROVED
Personnel Services	1,698,220	1,953,148	1,983,148	2,087,439
Operating Expenses	420,333	394,649	858,765	291,299
Human Service Assistance	0	0	0	0
Capital Outlay	0	536,000	190,000	1,039,000
<b>TOTAL</b>	<b>2,118,553</b>	<b>2,883,797</b>	<b>3,031,913</b>	<b>3,417,738</b>

Revenue Source	FY 04-05 RECEIPTS	FY 05-06 APPROVED	FY 05-06 AMENDED	FY 06-07 PROJECTED
Federal/State	0	0	0	0
Fees and Charges	3,459,299	3,574,771	3,574,771	3,682,011
Other	3,019,608	2,574,241	2,574,241	2,956,759
Fund Balance	939,320	162,521	262,521	678,810
County	(5,299,674)	(3,427,736)	(3,379,620)	(3,899,842)
<b>TOTAL</b>	<b>2,118,553</b>	<b>2,883,797</b>	<b>3,031,913</b>	<b>3,417,738</b>

Full Time Employees	30.00	32.00	33.00	33.00

# Board of Elections

George N. Gilbert, Director - 301 West Market Street, PO Box 3427, Greensboro, NC 27402 - (336) 641-3836

## Description of Services

The Board of Elections provides all qualified citizens with the opportunity to vote in fair, accurate, open elections, according to Constitutional and Statutory rights and requirements. Voter registration services are provided to all eligible county citizens and the registration file for the county is maintained. The Board of Elections file candidates for office, provide campaign finance reporting services, and conduct all elections for county and municipalities in the county.

## Budget Comments

The approved budget for FY 06-07 includes funding for the implementation of new voting equipment, management of newly-mandated paper replica of electronic ballots and manual tabulation of those records. Measures taken thus far include expansion and upgrade of the voting machine warehouse, conversion of space in the Old Courthouse basement to secure ballot storage, and design and development of automated monitoring systems.

<b>Performance Measures</b>	<b>FY 05</b>	<b>FY 06</b>	<b>FY 07</b>
Contested Elections	2	None	None
Time Election Results are Available on Election Night	11:30 p.m.	9:00 p.m.	10:30 p.m.
Official Results to the State Board of Elections	Accurate & On Time	Accurate & On Time	Accurate & On Time
# of Precincts with Average Voting Lines of Less than 30	159 of 159 Precincts	159 of 159 Precincts	159 of 159 Precincts
Participation in School and Civic Organizations' Elections	23 Events	20+ Events	20+ Events

<b>Expenditure Detail</b>	<b>FY 04-05 ACTUALS</b>	<b>FY 05-06 APPROVED</b>	<b>FY 05-06 AMENDED</b>	<b>FY 06-07 APPROVED</b>
Personnel Services	1,429,597	1,402,694	1,402,694	1,091,277
Operating Expenses	1,262,319	4,497,576	4,510,329	1,142,481
Human Service Assistance	0	0	0	0
Capital Outlay	34,000	0	0	0
<b>TOTAL</b>	<b>2,725,916</b>	<b>5,900,270</b>	<b>5,913,023</b>	<b>2,233,758</b>

<b>Revenue Source</b>	<b>FY 04-05 RECEIPTS</b>	<b>FY 05-06 APPROVED</b>	<b>FY 05-06 AMENDED</b>	<b>FY 06-07 PROJECTED</b>
State/Federal	573,572	2,832,429	2,845,182	0
Other	1,501	323,050	323,050	2,500
Fund Balance	5,053	5,053	5,053	1,669
County	2,145,790	2,739,738	2,739,738	2,229,589
<b>TOTAL</b>	<b>2,725,916</b>	<b>5,900,270</b>	<b>5,913,023</b>	<b>2,233,758</b>

<b>Full Time Employees</b>	<b>14.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>