

Tax Department

Francis H. Kinlaw, Interim 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

The FY07-08 Recommended Budget includes the funding for the Tax Department to contract with an agency to perform approximately 300 audits of businesses with less than \$100,000 in value. There is also funding included for the department to purchase a Cost Analysis Valuation System. Both of these items will enable the Tax Department to increase the tax base by ensuring that the property of small business is valued for tax purposes in an appropriate manner.

Two locations of the Tax Department in Greensboro were consolidated within the Guilford County Independence Center in March of 2007. The Tax Department's office in High Point remains open at its location of 505 East Green Drive.

The decrease of 50% of a position in the department results from the sharing of the cost of one clerical position with the Planning Department.

Performance Measures	FY 06	FY 07	FY 08
# of Real Property Appraisals	13,000	14,000	13,500
# of Real Property Transfers	20,150	20,200	20,500
# of Tax Maps Updated	2,100	2,100	2,100
# of Individual Personal Property Accounts Processed	114,250	116,200	120,000
# of Business Personal Property Accounts Processed	18,500	21,000	21,000
# of Business Listings Audited externally	375	325	325
# of Business Listings Audited internally	1,100	1,100	1,200
Tax Collection Rate	99%	99%	99%
# of Registered Vehicles Appraised	365,000	384,000	400,000
# of Real Property Appeals Processed	1200	800	600
# of Personal Property Appeals Processed	10,500	10,200	10,500

Expenditure Detail	FY 05-06 ACTUALS	FY 06-07 APPROVED	FY 06-07 AMENDED	FY 07-08 RECOMMENDED
Personnel Services	4,527,369	4,741,364	4,704,554	4,961,214
Operating Expenses	1,268,183	1,354,433	1,393,423	1,477,378
Human Service Assistance	0	0	0	0
Capital Outlay	9,475	0	0	0
TOTAL	5,805,027	6,095,797	6,097,977	6,438,592

Revenue Source	FY 05-06 RECEIPTS	FY 06-07 APPROVED	FY 06-07 AMENDED	FY 07-08 PROJECTED
State/Federal	0	0	0	0
Fees and Other Charges	1,196,885	1,274,635	1,274,635	1,290,375
Other	201,927	241,000	241,000	241,000
County	4,406,215	4,580,162	4,582,342	4,907,217
TOTAL	5,805,027	6,095,797	6,097,977	6,438,592

Full Time Employees	82.00	79.00	79.00	78.50
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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

The FY07-08 Recommended Budget for the Register of Deeds includes funds for employees attaining certifications or proficiencies based on an establish training curriculum. Also included is the funding for the redesign and refurbishing of the Vital Records section of the department and the area formally occupied by GIS.

The new computer software system has translated into better customer service; user-friendly technology for professional users accessing land record information for their clients; better overall customer service in land records and vital records area; and better performance measurement of office operations through data management tools. The office expects to begin electronic recording of cancellations and satisfactions in partnership with the private sector in the coming months. In FY07-08 the Register of Deeds Office will also begin preservation projects designed to safeguard original documents that include Marriage Licenses from 1865 to present and Land Records Books from 1771 to present.

Performance Measures	FY 06	FY 07	FY 08
Real Estate Documents/Pages Processed	541,936	598,176	590,300
Vault Records Processed	64,596	71,774	45,570
Vital Records Recorded and Issued	63,240	64,870	73,560
Copies-Births, Deaths, Marriages	44,702	44,866	56,952
Vault Copies	58,808	68,186	43,506

Expenditure Detail	FY 05-06 ACTUALS	FY 06-07 APPROVED	FY 06-07 AMENDED	FY 07-08 RECOMMENDED
Personnel Services	1,937,986	2,087,439	2,087,439	2,173,758
Operating Expenses	771,456	291,299	603,582	308,518
Human Service Assistance	0	0	0	0
Capital Outlay	85,761	1,039,000	741,780	720,000
TOTAL	2,795,203	3,417,738	3,432,801	3,202,276

Revenue Source	FY 05-06 RECEIPTS	FY 06-07 APPROVED	FY 06-07 AMENDED	FY 07-08 PROJECTED
State/Federal	0	0	0	0
Fees and Charges	3,508,122	3,682,011	3,682,011	2,918,080
Other	3,473,447	2,956,759	2,956,759	3,641,000
Fund Balance	1,277,580	678,810	678,810	435,604
County	(5,463,946)	(3,899,842)	(3,884,779)	(3,792,408)
TOTAL	2,795,203	3,417,738	3,432,801	3,202,276

Full Time Employees	33.00	33.00	33.00	33.00
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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 FY 07-08 Recommended Budget includes funding for the conducting of municipal elections in November 2007. While there is a considerable increase in the estimated expenses for the department, the majority of this increase is offset by revenues from the Towns and Cities. Also included is funding for expansion of the implementation of electronic poll books within the precincts.

Performance Measures	FY 06	FY 07	FY 08
Contested Elections	None	None	None
Time Election Results are Available on Election Night	9:00 p.m.	10:30 p.m.	9:00 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 Minutes	159 of 159 Precincts	159 of 159 Precincts	159 of 159 Precincts
Participation in School and Civic Organizations' Elections Events	22	17	20+ events

Expenditure Detail	FY 05-06 ACTUALS	FY 06-07 APPROVED	FY 06-07 AMENDED	FY 07-08 REQUESTED
Personnel Services	1,301,719	1,091,277	1,091,277	1,494,950
Operating Expenses	424,637	1,142,481	1,165,921	1,445,014
Human Service Assistance	0	0	0	0
Capital Outlay	0	0	0	0
TOTAL	1,726,357	2,233,758	2,257,198	2,939,964

Revenue Source	FY 05-06 RECEIPTS	FY 06-07 APPROVED	FY 06-07 AMENDED	FY 07-08 PROJECTED
State/Federal	12,711	0	0	0
User Charges	324,356	0	0	262,450
Other	1,669	2,500	2,500	452,500
Fund Balance	5,053	1,669	1,669	0
County	1,382,569	2,229,589	2,253,029	2,225,014
TOTAL	1,726,357	2,233,758	2,257,198	2,939,964

Full Time Employees	16.00	16.00	16.00	16.00
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