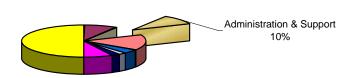
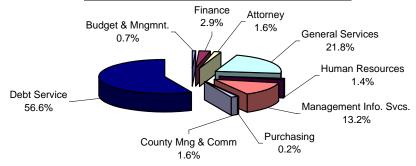
## **Administration & Support Service Area**

### FY 2007 Total County



### FY 2007 Administration & Support County Dollars



### **OPERATING GOALS AND OBJECTIVES:**

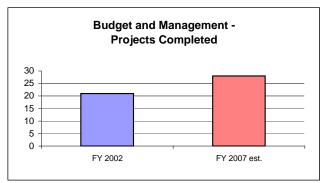
To provide a sound basis for all budgeting, accounting and financial reporting, and to maintain County facilities, technology and staffing procedures. This will be accomplished by:

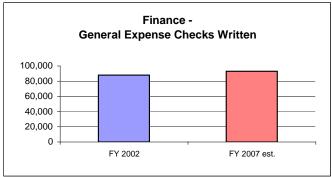
- a. Maintaining the County's Aaa/AAA bond ratings (Moody's Investors Service, Standard & Poor's, Fitch Investors' Service).
- b. Maintaining a Fund Balance available for appropriation in the General Fund of at least 14-16% of the subsequent yr's budget.
- c. Annually updating projections of revenues, expenditures & fund balances for the next 5 years, & developing longer-range projections as appropriate.
- d. Annually updating the Capital Improvement Plan, which includes anticipated capital projects and related debt service and operating costs for the subsequent six years. The annual impact on the General Fund is delineated on page 23.
- e. Limit (as preferred by Commissioners) the growth in the annual operating budget to an amount which can be accommodated by growth in the tax base as well as other local, state & federal revenues, without a tax rate increase, whenever possible.
- f. Undertaking no major new programs, projects or expansion of services without substantial public support for both the services and the tax rate increase, if necessary, to support them.
- g. Maintaining aggressive safety & risk management programs to protect employees & minimize financial exposure to the County.
- h. Regularly and professionally maintaining grounds, buildings and HVAC systems.
- i. Regularly and professionally maintaining computer systems and equipment.
- j. Effectively screening applications, and advertising for and filling vacant County positions.
- k. Evidence the quality of our Comprehensive Annual Financial Report and our Annual Budget by receiving the GFOA Certificate for Excellence in Financial Reporting and the Distinguished Budget Presentation Award.
- I. Providing expertise for advise in legal matters and proceedings affecting the County.
- m. To safeguard the financial position of the County through responsible use of debt for major capital projects. This will be accomplished by:
- Adhering to the policy adopted by the Board of Commissioners limiting long term debt service to 10% of the annual General Fund budget, and preparing proejctions of proposed future debt that are within the limitation.

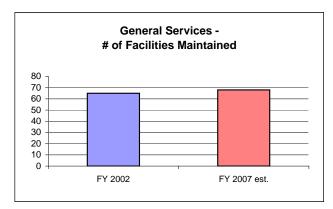
Percent of long term debt service included for FY 06-07 10.5%. Debt projections for the future indicate the County may exceed this debt limitation if all proposed projects are funded with long term financing. Future discussions with the Commissioners will determine how & when these projects are financed.

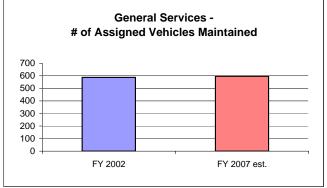
- Appropriating funds for principal/interest requirements for general obligation bonds/installment purchases in the General Fund when due.

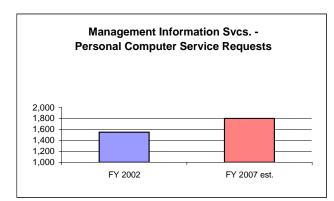
# **Administration & Support Service Area**



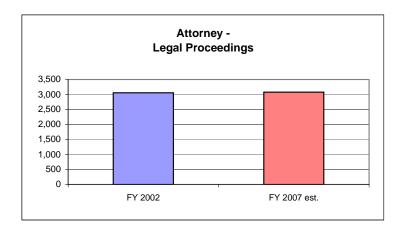












|  | 2004-05<br><u>ACTUAL</u> | 2005<br>BUDGET | -06<br>ESTIMATE | REQUEST  | 2006-07<br><u>RECOMM.</u> | ADOPTED  |
|--|--------------------------|----------------|-----------------|----------|---------------------------|----------|
|  |                          |                |                 |          |                           |          |
| Budget & Management                                |                          |                |                 |          |                           |          |
| Full<br>Part                                       | 6<br>0                   | 6<br>0         | 6<br>0          | 6<br>0   | 6<br>0                    | 6<br>0   |
| <b>Finance</b><br>Full                             | 23                       | 23             | 23              | 23       | 23                        | 23       |
| Part   | 0                        | 0              | 0               | 0        | 0                         | 0        |
| General Services                                   |                          |                |                 |          |                           |          |
| Full<br>Part                                       | 137<br>1                 | 137<br>1       | 138<br>0        | 138<br>0 | 138<br>0                  | 138<br>0 |
| Management Information Services                    |                          |                |                 |          |                           |          |
| Full<br>Part                                       | 69<br>0                  | 69<br>0        | 69<br>0         | 69<br>0  | 69<br>0                   | 69<br>0  |
| Human Resources                                    |                          |                |                 |          |                           |          |
| Full<br>Part                                       | 11<br>0                  | 11<br>0        | 12<br>0         | 14<br>0  | 12<br>0                   | 12<br>0  |
| Attorney   |                          |                |                 |          |                           |          |
| Full<br>Part                                       | 13<br>0                  | 13<br>0        | 13<br>0         | 13<br>0  | 13<br>0                   | 13<br>0  |
| County Commissioners & Manager                     |                          |                |                 |          |                           |          |
| Full<br>Part                                       | 7<br>0                   | 7              | 7               | 7        | 7<br>0                    | 7<br>0   |
|  |                          |                |                 |          |                           |          |
| TOTAL SERVICE AREA - FT<br>TOTAL SERVICE AREA - PT | 266<br>1                 | 266<br>1       | 268<br>0        | 270<br>0 | 268<br>0                  | 268<br>0 |

## Changes In Staffing Levels For Administration and Support Service Area

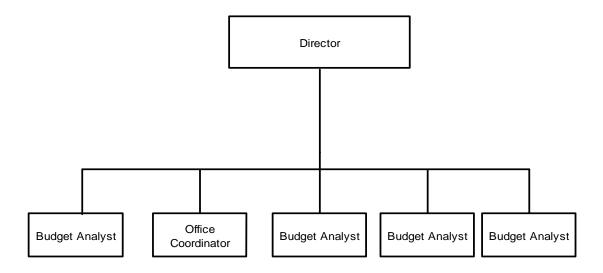
## **General Services**

A forrmerly FT Housekeeper that had been converted to PT has been changed back to FT.

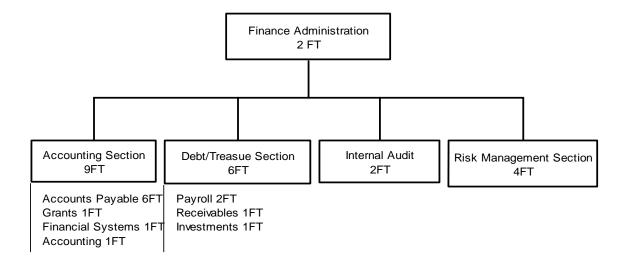
## Human Resources

CY - Human Resources Supervisor position split into HR Analyst II for training & recruitment & 1 HR Analyst I position for recruitment.

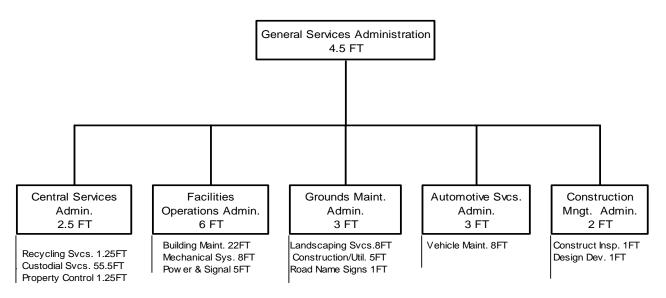
## **Budget & Management**



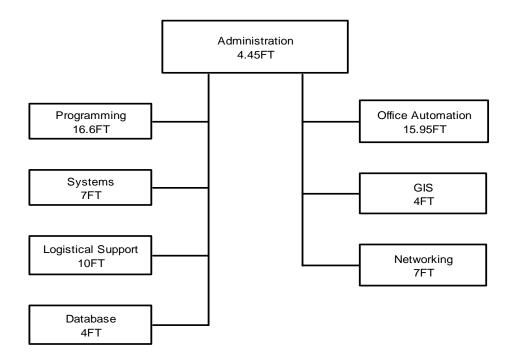
## **Finance Department**



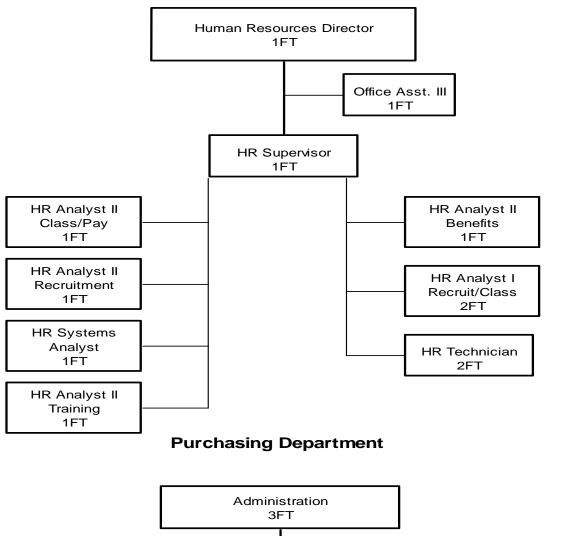
## **General Services Department**

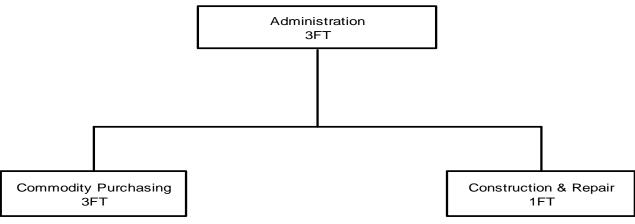


## **Management Information Services**

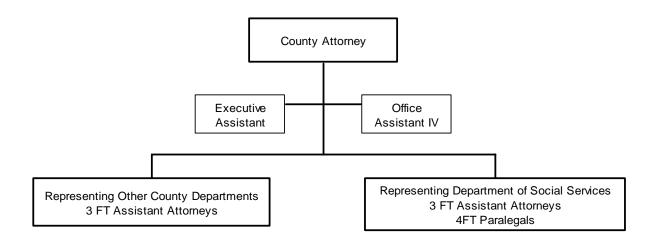


## **Human Resources Department**

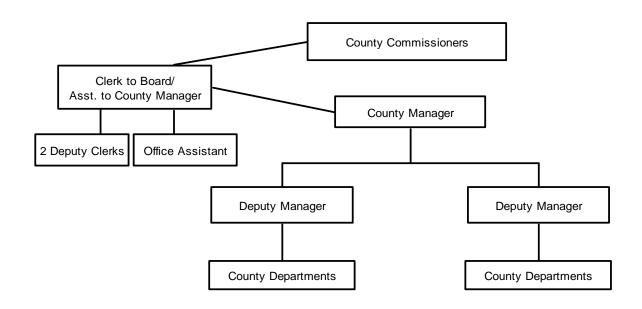




## **County Attorney**



## **County Commissioners & Manager Department**



## **Budget & Management**

### **MISSION STATEMENT**

To provide management analyses, problem solving assistance, and advice to County Commissioners, County Management, and operating departments in an effort to establish the optimal type and level of resources which the organization requires to fulfill its missions, goals, and objectives.

### **BUDGET HIGHLIGHTS**

The Adopted budget for this department shows a net increase of \$5,199 or 1% from the current year.

The most significant increases were employee benefits, insurance premiums and insurance claims.

Funds are included for a 3.4% merit increase.

| PERFORMANCE MEASURES   |               |                 |                   |                   |                     |                 |
|--|---------------|-----------------|-------------------|-------------------|---------------------|-----------------|
|  |               | FY 2005         |                   | FY 2006           |                     | FY 2007         |
|  |               | <b>ACTUAL</b>   |                   | <b>ESTIMATE</b>   |                     | <b>ESTIMATE</b> |
| These measures relate to the County go<br>County facilities, technology and staffing |               | sound basis for | all budgeting, ac | counting and fina | ancial reporting, a | and to maintain |
| Annual Budget Eval/Recommended   | I             | Yes             |                   | Yes               |                     | Yes             |
| Mid-Year Report Prepared   |               | Yes             |                   | Yes               |                     | Yes             |
| Projects Completed   |               | 25              |                   | 31                |                     | 28              |
| GFOA Certificate Received  |               | Yes             |                   | Yes               |                     | Yes             |
| Level of Service Report Updated  |               | Yes             |                   | Yes               |                     | Yes             |
| Estimated Year End Expenditures  |               |                 |                   |                   |                     |                 |
| & Revenues Within 2% of Actuals  |               |                 |                   |                   |                     |                 |
| Expenditures   |               | 2.70%           |                   | 2.0%              |                     | 2.0%            |
| Revenues   |               | 3.00%           |                   | 2.0%              |                     | 2.0%            |
| PROGRAM SUMMARY  |               |                 |                   |                   |                     |                 |
|  | FY 04-05      | FY 05           | 5-06              |                   | FY 06-07            |                 |
|  | <u>ACTUAL</u> | ORIGINAL        | <u>ESTIMATE</u>   | REQUEST           | RECOMM.             | ADOPTED         |
| Budget & Management  | 468,882       | 474,953         | 453,434           | 487,480           | 487,480             | 480,152         |

**Budget & Management** provides required analyses, negotiations, & document production for the creation of the annual recommended budget; management analyses and advice to County Management on various activities; problem solving assistance to operating departments & County Management; monitoring of budget and budgetary control; & generation of monthly, mid-year and annual reports to the Manager and/or County Commissioners.

# **Budget & Management**

|  | FY 04-05<br><u>ACTUAL</u> | FY 05<br>ORIGINAL | 5-06<br><u>ESTIMATE</u> | REQUEST         | FY 06-07<br>RECOMM.            | ADOPTED                  |
|--|---------------------------|-------------------|-------------------------|-----------------|--------------------------------|--------------------------|
| EXPENDITURES Personal Services           |                           |                   |                         |                 |                                |                          |
| Salaries & Wages                         | 375,415                   | 374,010           | 357,201                 | 380,004         | 380,004                        | 380,004                  |
| Employee Benefits                        | 85,427                    | 89,543            | 85,463                  | 93,170          | 93,170<br>In to the State Reti | 85,842                   |
| Total Personal Services                  | 460,842                   | <b>463,553</b>    | 442,664                 | 473,174         | 473,174                        | 465,846                  |
| Operating Expenditures                   |                           |                   |                         |                 |                                |                          |
| Operating Expenditures Professional Fees | 575                       | 600               | 600                     | 600             | 600                            | 600                      |
| Maintenance Service                      | 50                        | 330               | 0                       | 0               | Fee to submit docu<br>0        | ment to GFOA.<br>0       |
| Other Purchased Services                 | 2,317                     | 884               | 884                     | 1,067           | 1,067                          | 1,067                    |
| Training & Conference                    | 2,425                     | 5,900             | 5,900                   | 7,200           | Insura<br>7,200                | ance premiums.<br>7,200  |
| General Supplies                         | 2,117                     | 2,000             | 1,800                   | 2,360           | 2,360                          | 2,360                    |
| Operating Supplies                       | 112                       | 0                 | 0                       | 0               | 0                              | 0                        |
|  |                           |                   |                         |                 |                                |                          |
| Other Operating Costs                    | 444                       | 1,686             | 1,586                   | 3,079<br>Insura | 3,079<br>ance claims, memb     | 3,079<br>erships & dues. |
| Total Operating Exps.                    | 8,040                     | 11,400            | 10,770                  | 14,306          | 14,306                         | 14,306                   |
|  |                           |                   |                         |                 |                                |                          |
| Total Expenditures                       | <u>468,882</u>            | <u>474.953</u>    | <u>453,434</u>          | <u>487,480</u>  | <u>487.480</u>                 | <u>480,152</u>           |
| Cost-Sharing Expenses                    | 34,178                    | 38,373            | 46,537                  | 44,962          | 44,962                         | 44,962                   |
| Contra-Expenses                          | 0                         | 0                 | 0                       | 0               | 0                              | 0                        |
|  |                           |                   |                         |                 |                                |                          |
| REVENUES                                 | <u>0</u>                  | <u>0</u>          | <u>0</u>                | <u>0</u>        | <u>0</u>                       | <u>0</u>                 |
|  |                           |                   |                         |                 |                                |                          |
| Positions:FT/PT                          | 6/0                       | 6/0               | 6/0                     | 6/0             | 6/0                            | 6/0                      |

## **Finance**

### **MISSION STATEMENT**

To preserve, enhance and provide accountability for the County's financial resources.

### **BUDGET HIGHLIGHTS**

The Finance Department budget reflects a County dollar increase of 0.2% (\$2,977). Operating expenses are kept as close to current year levels as possible.

The operating expenses for the department includes costs associated with the preparation of the annual cost allocation plan, single and financial audits, actuarial study, arbitrage services, bank service fees, and maintenance services on the County's financial, budgeting, and fixed asset systems.

Funds are included for a 3.4% merit increase.

| PERFORMANCE MEASURES                                  |                 |                 |                   |                   |                     |                 |
|---|-----------------|-----------------|-------------------|-------------------|---------------------|-----------------|
|   |                 | FY 2005         |                   | FY 2006           |                     | FY 2007         |
|   |                 | <b>ACTUAL</b>   |                   | <b>ESTIMATE</b>   |                     | <b>ESTIMATE</b> |
| These measures relate to the County                   | goal: Provide a | sound basis for | all budgeting, ac | counting and fina | ancial reporting, a | nd to maintain  |
| County facilities, technology and staffin             | ng procedures.  |                 |                   |                   |                     |                 |
| General Expense, Payroll, and Otl                     | ner             |                 |                   |                   |                     |                 |
| Payments Made   |                 | 91,036          |                   | 92,000            |                     | 93,000          |
| Non-Bond Investment Portfolio<br>Earnings (All Funds) |                 | \$2,869,057     |                   | \$3,989,791       |                     | \$4,834,940     |
| Audits Performed                                      |                 |                 |                   |                   |                     |                 |
| Audits  |                 | 4               |                   | 3                 |                     | 5               |
| Follow-ups  |                 | 2               |                   | 3                 |                     | 2               |
| Special Projects                                      |                 | 2               |                   | 4                 |                     | 2               |
|   |                 |                 |                   |                   |                     |                 |
| PROGRAM SUMMARY                                       |                 |                 |                   |                   |                     |                 |
|   | FY 04-05        | FY 05           | -06               |                   | FY 06-07            |                 |
|   | <b>ACTUAL</b>   | <b>ORIGINAL</b> | <b>ESTIMATE</b>   | REQUEST           | RECOMM.             | <u>ADOPTED</u>  |
| Finance   | 1,740,913       | 1,933,889       | 1,759,753         | 1,965,545         | 1,959,507           | 1,936,866       |

**Finance** provides general accounting, payroll, disbursing, cash forecasting, investing, debt management and bond issuance, budgetary control, grant accounting and compliance, record retention, financial systems analysis, and fixed asset accounting services; monthly, quarterly, mid-year, and annual reports to the Manager and/or Board of County Commissioners; financial advice to the Manager & departments/agencies. Finance also provides County Management with appraisals, analyses, recommendations and pertinent comments concerning the review of various County activities. The Department's Risk Management Section identifies and controls the risk of accidental loss to which the County and participating local agencies are exposed & arranges appropriate funding mechanism for covered losses. Finance supports the Tourism Development Authority.

# **Finance**

|                                       | FY 04-05<br><u>ACTUAL</u>                        | FY 0             | 5-06<br>ESTIMATE     | REQUEST                     | FY 06-07<br>RECOMM.                                | ADOPTED                    |
|---------------------------------------|--|------------------|----------------------|-----------------------------|--|----------------------------|
| EXPENDITURES                          |  |                  |                      |                             |  |                            |
| Personal Services Salaries & Wages    | 1,154,333  | 1,194,855        | 1,115,120            | 1,197,394                   | 1,197,394  | 1,197,394                  |
| Employee Benefits                     | 285,526  | 308,917          | 285,118              | 325,794                     | 319,756  | 297,115                    |
| Total Personal Services               | 1,439,859  | 1,503,772        | 1,400,238            | 1,523,188                   | n to the State Ret<br><b>1,517,150</b>             | 1,494,509                  |
| Operating Expenditures                |  |                  |                      |                             |  |                            |
| Professional Fees                     | 52,221   | 100,000          | 73,045               | 102,500                     | 102,500  | 102,500                    |
| Maintenance Service                   | 0  | 2,500            | bond issuance of     | osts, actuarial st<br>2,500 | udy, arbitrage reba<br>2,500                       | ate/tax services.<br>2,500 |
| Other Purchased Services              | 198,504  | 240,280          | 236,162              | 243,980                     | 243,980  | 243,980                    |
| Training & Conference                 | Cost allocation plan;<br>23,782<br>Certification | 46,625           | 26,200               | 46,925                      | rice charges; insur<br>46,925<br>other specialized | 46,925                     |
| General Supplies                      | 13,916   | 19,000           | 16,810               | 19,000                      | 19,000   | 19,000                     |
| Operating Supplies                    | 447  | 5,000            | Office<br>500        | supplies; books 6,000       | & subscriptions; s<br>6,000                        | mall equipment.<br>6,000   |
| 046-2-0-2-45-2-0-2-45                 | 40.404   | 40.740           |                      |                             | sk management fo                                   | -                          |
| Other Operating Costs                 | 12,184   | 16,712           | 6,798<br>Insurance d | 21,452<br>claims increasing | 21,452<br>by \$4,740; memb                         | 21,452<br>berships & dues  |
| Total Operating Exps.                 | 301,054  | 430,117          | 359,515              | 442,357                     | 442,357  | 442,357                    |
|                                       |  |                  |                      |                             |  |                            |
| Total Expenditures                    | <u>1,740,913</u>                                 | <u>1,933,889</u> | <u>1,759,753</u>     | <u>1,965,545</u>            | <u>1.959.507</u>                                   | <u>1,936,866</u>           |
|                                       |  |                  |                      |                             |  |                            |
| Cost-Sharing Expenses Contra-Expenses | 231,881<br>0                                     | 179,274<br>0     | 145,897<br>0         | 161,266<br>0                | 161,266<br>0                                       | 161,266<br>0               |
| ·                                     |  |                  |                      |                             |  |                            |
| REVENUES                              | <u>323,235</u>                                   | <u>57,000</u>    | <u>305,496</u>       | <u>57,000</u>               | <u>57,000</u>                                      | <u>57,000</u>              |
|                                       |  |                  |                      |                             |  |                            |
|                                       |  |                  |                      |                             |  |                            |
| Positions:FT/PT                       | 23/0   | 23/0             | 23/0                 | 23/0                        | 23/0   | 23/0                       |
| -                                     | 2.5  | <del>-</del>     |                      |                             |  | <del>-</del>               |

## **General Services**

### MISSION STATEMENT

To provide quality management of the County's Facility, Fleet and land assets in support of County, State Court and CenterPoint Human Services Departments in a manner consistent with the goals of Forsyth County.

### **BUDGET HIGHLIGHTS**

General Services' FY 07 County dollar increase is \$1.1 million or 9.1%. The increase is found in: 1) Energy, primarily gasoline and natural gas (\$494,266); 2) Revenue reduction 93% attributable to corresponding expenditure cutbacks in CenterPoint's budget (\$263,665); 3) Upfit Government Center (\$31,800); and 4) Acquisition of replacement vehicles (\$250,435). All other increases and decreases in the department net to a \$85,803 increase.

No new positions were Requested or Recommended in FY 07.

Funds are included for a 3.4% merit increase.

| PERFORMANCE MEASURES                                |                                |   |                       |
|---|--------------------------------|---|-----------------------|
|   | FY 2005                        | FY 2006                                 | FY 2007               |
|   | <u>ACTUAL</u>                  | <b>ESTIMATE</b>                         | <b>ESTIMATE</b>       |
| These measures relate to the County goal: Provide   | de a sound basis for all budge | eting, accounting and financial repor   | ting, and to maintain |
| County facilities, technology and staffing procedur | es.                            |   |                       |
|   |                                |   |                       |
| Maintain avg. completion time of facility           |                                |   |                       |
| work orders to less than 48 hrs. (if                |                                |   |                       |
| parts available)                                    | 90%                            | 90%                                     | 90%                   |
| # Facilities  | 67                             | 68                                      | 68                    |
| Square Footage - Active                             | 2,898,258                      | 2,917,181                               | 2,881,478             |
| Square Footage - Vacant                             | 179,999                        | 185,979                                 | 197,171               |
| Road Name Signs                                     | 540                            | 575                                     | 600                   |
| Assigned Fleet Vehicles*                            | 584                            | 589                                     | 599                   |
|   | Sq. Footage Active: Adds       | Fleet, Animal Control.                  |                       |
| *Does not include vehicles for CenterPoint.         | Sq. Footage Vacant: Add        | s old Fleet facility, old Animal Contro | ol.                   |

| PROGRAM SUMMARY         |                   |                   |                   |                   |                   |                   |
|-------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
|                         | FY 04-05          | FY 05             | 5-06              |                   | FY 06-07          |                   |
|                         | <u>ACTUAL</u>     | <u>ORIGINAL</u>   | <b>ESTIMATE</b>   | REQUEST           | RECOMM.           | <u>ADOPTED</u>    |
| Automotive Services     | 3,633,421         | 4,210,677         | 4,469,610         | 5,804,017         | 5,314,871         | 5,021,898         |
| Central Services        | 2,290,780         | 2,463,033         | 2,441,963         | 2,470,112         | 2,445,279         | 2,438,745         |
| Construction Management | 389,897           | 367,099           | 422,737           | 358,900           | 344,559           | 343,638           |
| Facilities Operations   | 2,378,247         | 3,126,144         | 2,985,867         | 3,000,925         | 2,889,040         | 2,881,320         |
| Grounds Maintenance     | 999,826           | 1,193,542         | 1,132,453         | 1,226,611         | 1,198,171         | 1,194,970         |
| Facility Expenses       | 1,818,343         | 2,473,806         | 2,363,257         | 3,115,004         | 2,823,600         | 2,816,054         |
| Total                   | <u>11,510,514</u> | <u>13,834,301</u> | <u>13,815,887</u> | <u>15,975,569</u> | <u>15,015,520</u> | <u>14,696,625</u> |

**Construction Management** oversees the planning, design and construction of new and renovated County facilities; administers the County's Facilities Renewal Program.

**Facilities Operations** maintains heating, air conditioning, refrigeration, plumbing, electrical, electronics, elevators, roof systems and life safety systems for all County facilities.

Central Services provides custodial services for all County facilities; property control; warehousing; surplus property disposal and the Recycling Program.

Automotive Services maintains the County's fleet, purchases new vehicles and conducts the auction for surplused vehicles

**Grounds Maintenance** maintains the grounds, landscaping and parking lots for all County facilities and parks, constructs and maintains various outdoor structures, provides and installs replacement street signs in the unincorporated area and maintains watershed dams.

|  | FY 04-05<br><u>ACTUAL</u>   | FY 05<br>ORIGINAL              | 5-06<br><u>ESTIMATE</u>         | REQUEST                           | FY 06-07<br><u>RECOMM.</u>          | ADOPTED                              |
|--|-----------------------------|--------------------------------|---------------------------------|-----------------------------------|-------------------------------------|--------------------------------------|
| EXPENDITURES  Personal Services          |                             |                                |                                 |                                   |                                     |                                      |
| Salaries & Wages                         | 3,796,441                   | 4,257,884                      | 3,921,967                       | 4,214,222                         | 4,214,222                           | 4,214,222                            |
| Employee Benefits                        | 1,186,902                   | 1,378,851                      | 1,284,199                       | 1,431,445                         | 1,431,445                           | 1,362,550<br>tirement System.        |
| Board Compensation                       | 0                           | 0                              | 900                             | 0                                 | 0                                   | 0                                    |
| Total Personal Services                  | 4,983,343                   | 5,636,735                      | 5,207,066                       | 5,645,667                         | 5,645,667                           | 5,576,772                            |
| Operating Expenditures                   |                             |                                |                                 |                                   |                                     |                                      |
| Professional Fees                        | 773,749                     | 843,485                        | 824,647<br>Custodia             | 881,062<br>I and security se      | 861,398<br>rvices; legal and        | 861,398 engineering fees.            |
| Maintenance Service                      | 792,757                     | 1,573,166                      | 1,462,090                       | 1,782,646                         | 1,703,040<br>and mechanical s       | 1,703,040                            |
| Rent                                     | 322,964                     | 389,147<br>Parole, Probation 8 | 380,525                         | 425,475                           | 422,452                             | 422,452                              |
| Utility Services                         | 66,378                      | 61,400                         | 60,754                          | 66,997                            | 72,824                              | 72,824                               |
| Construction Services                    | 2,781                       | 0                              | 108,213                         | a waste disposal<br>0             | charges, water 8                    | o Sewer services.                    |
| Other Purchased Services                 | 338,783                     | 497,477                        | 377,149                         | 427,383                           | 398,598                             | 398,598                              |
| Training & Conference                    | Insurance premiums<br>9,691 | 35,000 35,000                  | ne services, blan<br>20,593     | ket contracts for<br>45,481       | 35,000                              | enance services.<br>35,000           |
| General Supplies                         | 605,955                     | 594,079                        | 669,706                         | 797,687                           | 619,081                             | 619,081                              |
| Energy                                   | 1,432,534                   | <i>Ja</i><br>1,835,046         | nitorial & maintei<br>1,818,970 | nance repair sup<br>2,543,854     | 2,329,312                           | oment purchases.<br>2,329,312        |
| Operating Supplies                       | 443,613                     | 444,427                        | 453,801                         | 576,173                           | 483,660                             | ral gas, gasoline.<br>483,660        |
| Other Operating Costs                    | 75,238                      | 110,359                        |                                 |                                   | s, protective gear<br>107,753       | r, repair supplies.<br>107,753       |
| Total Operating Exps.                    | 4,864,443                   | 6,383,586                      | 6,281,573                       | Insura<br><b>7,654,872</b>        | nce claims, mem<br><b>7,033,118</b> | berships & dues.<br><b>7,033,118</b> |
|  | , ,                         |                                |                                 |                                   |                                     |                                      |
| Capital Outlay                           | 1,662,728                   | 1,813,980 Includes upfit to    | 2,327,248 the Government        | <b>2,675,030</b> Center (\$31.800 | <b>2,336,735</b> ). vehicles, and c | <b>2,086,735</b> apital equipment.   |
| Total Expenditures                       | <u>11,510,514</u>           | 13,834,301                     | <u>13,815,887</u>               | <u>15,975,569</u>                 | <u>15,015,520</u>                   | 14,696,625                           |
| Cost-Sharing Expenses<br>Contra-Expenses | 2,603,705<br>(6,185,160)    | 2,877,421<br>(7,833,998)       | 2,754,495<br>(7,103,404)        | 2,885,461<br>(7,494,323)          | 2,885,451<br>(7,491,148)            | 2,885,451<br>(7,491,148)             |
| REVENUES                                 | <u>1,294,062</u>            | <u>1,480,987</u>               | <u>1,128,105</u>                | 1,217,322                         | 1,217,322                           | 1,217,322                            |
| Positions:FT/PT                          | 137/1                       | 137/1                          | 138                             | 138                               | 138                                 | 138                                  |

## **Management Information Services**

### MISSION STATEMENT

To further the goals of Forsyth County Government by providing an environment in which staff can deliver customer friendly services effectively and within budget.

## **BUDGET HIGHLIGHTS**

This budget reflects an increase in expenditures of \$502,993 (6%). This increase is due to increases in computer hardware & software maintenance, reclassification and employee health insurance. Also, funds have been included to continue replacing computer equipment, personal computers and software.

Revenues are up \$2,500 due to a slight increase in print shop and mailroom usage.

Funds are included for a 3.4% merit increase.

| PERFORMANCE MEASURE  | S                |                  |                   |                  |                     |                  |
|--|------------------|------------------|-------------------|------------------|---------------------|------------------|
|  |                  | FY 2005          |                   | FY 2006          |                     | FY 2007          |
|  |                  | <u>ACTUAL</u>    |                   | <b>ESTIMATE</b>  |                     | <b>ESTIMATE</b>  |
| These measures relate to the Cour County facilities, technology and st |                  | sound basis for  | all budgeting, ac | counting and fin | ancial reporting, a | nd to maintain   |
| Personal Computers Hotline Re  | equests          | 2,000            |                   | 1,800            |                     | 1,800            |
| # of County Employees Trained  | i                | 960              |                   | 1,050            |                     | 1100             |
| Maintain Network Uptime  |                  | 99.9%            |                   | 99.9%            |                     | 99.9%            |
| # of PC Workstations   |                  | 1,550            |                   | 1,650            |                     | 1,700            |
| PROGRAM SUMMARY  |                  |                  |                   |                  |                     |                  |
|  | FY 04-05         | FY 05            | 5-06              | FY 06-07         |                     |                  |
|  | <u>ACTUAL</u>    | ORIGINAL         | <b>ESTIMATE</b>   | REQUEST          | RECOMM.             | <u>ADOPTED</u>   |
| Computer Operations  | 2,308,920        | 2,369,580        | 2,478,485         | 3,436,427        | 2,543,718           | 2,520,117        |
| Programming  | 1,333,475        | 1,391,249        | 1,386,505         | 1,399,508        | 1,408,416           | 1,395,348        |
| Office Automation  | 1,527,612        | 1,663,722        | 1,590,495         | 1,706,045        | 1,709,845           | 1,693,981        |
| Computer Systems Supp.   | 365,668          | 382,136          | 376,245           | 382,710          | 385,207             | 381,633          |
| Office Services  | 1,275,686        | 1,528,294        | 1,568,950         | 1,587,528        | 1,556,821           | 1,542,379        |
| Communication & Interop.   | 892,352          | 961,770          | 942,910           | 1,290,521        | 1,276,379           | 1,264,536        |
| Training Center  | 80,402           | 84,398           | 88,220            | 86,392           | 86,955              | 86,148           |
| Total  | <u>7,784,115</u> | <u>8,381,149</u> | <u>8,431,810</u>  | <u>9,889,131</u> | <u>8,967,341</u>    | <u>8,884,142</u> |

*IT Operations* operates the mainframe and other major computer equipment.

IT Programming does consulting and programming for County Departments, including GIS & E-Government.

*IT Office Automation* oversees office automation, microcomputers, telephones and telephone services, and Multi-Media Publishing services for all County departments.

Computer Systems Support administers and maintains the mainframe computers & other large computer systems.

Office Services administers the Print Shop, Mail Services, Data Entry & Copier Management.

**Communications & Interoperability** oversees the operation of Local Area Network & Wide Area Network infrastructures as well as departmental file servers.

*Training* provides computer training to County employees.

# **Management Information Services**

|                          | FY 04-05<br>ACTUAL   | FY 05<br>ORIGINAL | 5-06<br>ESTIMATE | REQUEST          | FY 06-07<br>RECOMM. | ADOPTED                       |
|--------------------------|----------------------|-------------------|------------------|------------------|---------------------|-------------------------------|
| <u>EXPENDITURES</u>      |                      |                   |                  |                  |                     |                               |
| Personal Services        |                      |                   |                  |                  |                     |                               |
| Salaries & Wages         | 3,549,120            | 3,733,991         | 3,694,914        | 3,797,891        | 3,797,891           | 3,797,891                     |
| Employee Benefits        | 871,327              | 954,825           | 925,911          | 983,773          | 983,773             | 900,574                       |
| . ,                      |                      |                   |                  |                  | n to the State Re   |                               |
| Total Personal Services  | 4,420,447            | 4,688,816         | 4,620,825        | 4,781,664        | 4,781,664           | 4,698,465                     |
|                          |                      |                   |                  |                  |                     |                               |
| Operating Expenditures   |                      |                   |                  |                  |                     |                               |
| Professional Fees        | 2,500                | 1,000             | 1,000            | 1,000            | 1,000               | 1,000                         |
|                          |                      |                   |                  | Tempo            | orary help for mail | room, print shop.             |
| Maintenance Service      | 473,488              | 470,020           | 496,621          | 604,900          | 604,900             | 604,900                       |
|                          |                      |                   |                  | Hardware mai     | ntenance for com    | puter equipment.              |
| Rent                     | 224,794              | 337,080           | 333,162          | 340,700          | 328,700             | 328,700                       |
|                          |                      | _                 |                  |                  | ental and copier r  | =                             |
| Construction Services    | 0                    | 0                 | 14,115           | 0                | 0                   | 0                             |
| Other Purchased Services | 975,343              | 1,294,874         | 1,158,284        | 1,347,933        | 1,332,933           | 1,332,933                     |
|                          | Insurance premi      | iums, software m  | aintenance, cons | ultant svcs. Con | tracts, phone & d   | ata line charges.             |
| Training & Conference    | 46,674               | 54,845            | 59,169           | 111,050          | 63,495              | 63,495                        |
| General Supplies         | 997,004              | 912,820           | 963,714          | 1,391,216        | 1,042,816           | ersonal mileage.<br>1,042,816 |
| General Supplies         | 991,004              |                   |                  |                  | , small equipment   |                               |
| Operating Supplies       | 416,534              | 374,070           | 405,147          | 421,092          | 392,757             | 392,757                       |
| operaning Cuppings       | ,                    | 0,0.0             |                  |                  | rinter supplies, co |                               |
| Other Operating Costs    | 15,428               | 23,424            | 30,724           | 22,976           | 22,976              | 22,976                        |
|                          |                      |                   |                  |                  | & subscriptions, i  |                               |
| Total Operating Exps.    | 3,151,765            | 3,468,133         | 3,461,936        | 4,240,867        | 3,789,577           | 3,789,577                     |
|                          |                      |                   |                  |                  |                     |                               |
| Capital Outlay           | 211,903              | 224,200           | 349,049          | 866,600          | 396,100             | 396,100                       |
| Softwa                   | re development, netw | ork equipment, se | erver replacemen | nts, equipment & | software for Cou    | nty departments.              |
| Total Expenditures       | <u>7,784,115</u>     | <u>8,381,149</u>  | <u>8,431,810</u> | <u>9,889,131</u> | <u>8,967,341</u>    | <u>8,884,142</u>              |
|                          |                      |                   |                  |                  |                     |                               |
| Cost-Sharing Expenses    | 142,201              | 466,646           | 464,513          | 139,588          | 139,588             | 139,588                       |
| Contra-Expenses          | (3,127,295)          | (3,235,783)       | (3,145,484)      | (3,372,981)      | (3,372,947)         | (3,372,947)                   |
|                          | (2,121,220)          | (-,,)             | (=,::=,:=:)      | (=,=:=,==:)      | (=,=:=,=::)         | (-,-: =,-: )                  |
| REVENUES                 | <u>17,753</u>        | <u>20,600</u>     | <u>88,374</u>    | <u>23,100</u>    | <u>23,100</u>       | <u>23,100</u>                 |
|                          |                      | <del></del>       | <del></del>      | <del></del>      | <del></del>         |                               |
| Positions:FT/PT          | 69/0                 | 69/0              | 69/0             | 69/0             | 69/0                | 69/10                         |

## **Human Resources**

### MISSION STATEMENT

To provide Forsyth County Departments with services in recruitment/selection, classification pay, benefits administration, records maintenance, and training/internal communications.

### **BUDGET HIGHLIGHTS**

The Human Resources budget includes a significant reduction from the Current Year Original budget due to moving expenditures & revenues associated with Retiree Hospitalization into the Non-Departmental budget.

The request includes 2FT Human Resource Analyst I positions to assist with classification studies and recruitment and selection of Social Services staff under the substantial equivalency process.

The Current Year Estimate includes the deletion of 1FT Human Resources Manager position and the addition of an HR Analyst II position for training and 1 HR Analyst I position for a net addition of 1FT position.

Operating accounts were maintained at current year levels as much as possible.

Funds are included for a 3.4% merit increase.

### **PROGRAM SUMMARY**

County goal: Provide a sound basis for all budgeting, accounting and financial reporting, and to maintain County faculties, technology and staffing procedures.

|                         | FY 04-05         | FY 05-06         |                  | FY 06-07         |                |                |
|-------------------------|------------------|------------------|------------------|------------------|----------------|----------------|
|                         | <u>ACTUAL</u>    | <u>ORIGINAL</u>  | <b>ESTIMATE</b>  | REQUEST          | RECOMM.        | <u>ADOPTED</u> |
| Personnel Management    | 2,160,361        | 2,508,743        | 2,427,241        | 1,060,017        | 947,446        | 947,388        |
| Internal Communications | 95,442           | 97,020           | 105,727          | 0                | 0              | 0              |
| In-Service Training     | 1,763            | 11,300           | 14,936           | 13,915           | 13,915         | 13,915         |
| Total                   | <u>2,257,566</u> | <u>2,617,063</u> | <u>2,547,904</u> | <u>1,073,932</u> | <u>961,361</u> | <u>961,303</u> |

**Personnel Management** provides screening of all applicants; conducts 3-10 interviews for every opening; works with departments in selecting top candidates; fills approximately 300 positions yearly; reviews classifications for over 600 scheduled positions; solicits salary survey information from over 30 organizations; administers programs and advises employees on Health, Dental and Life Insurance; deferred compensation; retirement; sick and annual leave and and holidays; and service awards program; maintains employee and position control records.

*Internal Communications* provides training for employees on subjects such as Performance Appraisal, Interviewing Skills, Effective Writing, Stress Management Working styles; provides facilitation skills to County departments.

*In-Service Training* provides a comprehensive training program for supervisors and department heads.

|                          | FY 04-05<br><u>ACTUAL</u>   | FY 05<br>ORIGINAL                 | 5-06<br><u>ESTIMATE</u>        | REQUEST                        | FY 06-07<br><u>RECOMM.</u>        | ADOPTED                            |
|--------------------------|-----------------------------|-----------------------------------|--------------------------------|--------------------------------|-----------------------------------|------------------------------------|
| <b>EXPENDITURES</b>      |                             |                                   |                                |                                |                                   |                                    |
| Personal Services        |                             |                                   |                                |                                |                                   |                                    |
| Salaries & Wages         | 557,882                     | 590,184                           | 578,170                        | 672,301                        | 599,584                           | 599,584                            |
| Employee Benefits        | 1,575,818                   | 1,906,901                         | 1,800,454                      | 222,118                        | 199,814                           | 199,756                            |
|                          | ration moved to Non-De      |                                   |                                | •                              |                                   |                                    |
| Total Personal Services  | 2,133,700                   | 2,497,085                         | 2,378,624                      | 894,419                        | 799,398                           | 799,340                            |
|                          |                             |                                   |                                |                                |                                   |                                    |
| Operating Expenditures   |                             |                                   |                                |                                |                                   |                                    |
| Professional Fees        | 7,478                       | 7,500                             | 58,175                         | 51,950                         | 51,950                            | 51,950                             |
|                          | Employee Assistance         |                                   |                                |                                |                                   |                                    |
| Maintenance Service      | 0                           | 150                               | 0                              | 150                            | 150                               | 150                                |
| Rent                     | 0                           | 0                                 | 150                            | 0                              | 0                                 | 0                                  |
| Other Purchased Services | 11,199                      | 21,536                            | 23,808                         | 19,149                         | 19,149                            | 19,149                             |
|                          |                             | •                                 |                                |                                | cks; advertising; ti              |                                    |
| Training & Conference    | 9,004                       | 18,860                            | 10,000                         | 20,170                         | 18,860                            | 18,860                             |
| General Supplies         | 40,592                      | 12,200                            | 28,019                         | 22,440                         | 12,200                            | 12,200                             |
|                          |                             |                                   |                                |                                | equipment; books                  |                                    |
| Operating Supplies       | 26,930                      | 32,700                            | 29,293                         | 31,300                         | 30,300                            | 30,300                             |
| Other Operating Costs    | 28,663                      | 25,032                            | 19,835                         | 29,354                         | 27,354                            | e service awards.<br>27,354        |
| Caron Operating Cooks    | 20,000                      | 20,002                            | ,                              | ,                              | bership & dues; i                 |                                    |
| Contingency              | 0                           | 2,000                             | 0                              | 5,000                          | 2,000                             | 2,000                              |
|                          |                             |                                   |                                |                                |                                   | ntial ADA needs.                   |
| Total Operating Exps.    | 123,866                     | 119,978                           | 169,280                        | 179,513                        | 161,963                           | 161,963                            |
|                          |                             |                                   |                                |                                |                                   |                                    |
| Total Expenditures       | <u>2,257,566</u>            | <u>2,617,063</u>                  | <u>2,547,904</u>               | <u>1,073,932</u>               | <u>961,361</u>                    | <u>961,303</u>                     |
| Total Exponential oc     | <u> </u>                    | <u>=10111000</u>                  | <u> </u>                       | 11010100=                      | <u> </u>                          | <u>9911999</u>                     |
|                          |                             |                                   |                                |                                |                                   |                                    |
|                          |                             |                                   |                                |                                |                                   |                                    |
| Cost-Sharing Expenses    | 95,022                      | 104,549                           | 150,918                        | 214,488                        | 214,488                           | 214,488                            |
| Contra-Expenses          | 0                           | 0                                 | 0                              | 0                              | 0                                 | 0                                  |
|                          |                             |                                   |                                |                                |                                   |                                    |
| REVENUES                 | 233,126                     | 247,000                           | <u>238,527</u>                 | <u>0</u>                       | <u>0</u>                          | <u>0</u>                           |
|                          | <u>===,.=v</u>              | <u> </u>                          |                                | _                              | <del>-</del>                      | on-departmental.                   |
| Desition of T/DT         | 4.46                        | 4410                              | 10/0                           | 4.475                          | 4010                              | 40/0                               |
| Positions:FT/PT          | 11/0<br>CYE includes the sp | <b>11/0</b><br>olit of an HR Mana | <b>12/0</b> ager position into | <b>14/0</b><br>an HR Analyst i | <b>12/0</b><br>II position & HR A | <b>12/0</b><br>Analyst I position. |

## **Purchasing**

### **MISSION STATEMENT**

To provide centralized procurement service for the City of Winston-Salem, the County of Forsyth, the City/County Utilities Commission and the Winston-Salem Transit Authority.

### **BUDGET HIGHLIGHTS**

The County's share of this budget is up for FY 07 by \$21,280.

The County's share of the Purchasing Department's budget is 28.22% versus 24.68% for FY 06. This figure is derived through analysis of management reports that forecast information using data from the most recently completed year. Purchasing staff are City employees, and are not shown in County position numbers.

| PERFORMANCE MEASURES  County goal: Provide a sound basis for and staffing procedures. | r all budgeting, | FY 2005 ACTUAL accounting and | financial reportir | FY 2006 ESTIMATE ng, and to mainta | in County facilitie | FY 2007 ESTIMATE s, technology |
|---|------------------|-------------------------------|--------------------|------------------------------------|---------------------|--------------------------------|
| Formal Bids   |                  | 49                            |                    | 70                                 |                     | 70                             |
| Written Quotes  |                  | 206                           |                    | 220                                |                     | 220                            |
| Willen Quoles   |                  | 200                           |                    | 220                                |                     | 220                            |
| Purchase Orders   |                  | 3,000                         |                    | 3,000                              |                     | 3,000                          |
| Requisitions  |                  | 2,600                         |                    | 3,000                              |                     | 3,000                          |
| M/WBE Pre-Bid Conferences   |                  | 23                            |                    | 30                                 |                     | 30                             |
| Auctions/Property Sales   |                  | 9                             |                    | 11                                 |                     | 11                             |
| PROGRAM SUMMARY   |                  |                               |                    |                                    |                     |                                |
|   | FY 04-05         | FY 05                         |                    | DECLIECT                           | FY 06-07            | ADORTED                        |
|   | <u>ACTUAL</u>    | ORIGINAL                      | <u>ESTIMATE</u>    | REQUEST                            | RECOMM.             | <u>ADOPTED</u>                 |
| Purchasing  | 537,621          | 549,710                       | 548,210            | 572,640                            | 571,190             | 571,190                        |
| County Share  | 129,445          | 120,650                       | 120,650            | 143,700                            | 141,930             | 141,930                        |

**Purchasing** procures equipment and supplies for the City & the County; prepares formal construction contract bids and equipment bids as required by law; prepares informal construction and equipment contracts; holds pre-bid conferences.

# **Purchasing**

|                       | FY 04-05<br>ACTUAL | FY 05<br><u>ORIGINAL</u> | 5-06<br>ESTIMATE | REQUEST        | FY 06-07<br>RECOMM. | ADOPTED        |
|-----------------------|--------------------|--------------------------|------------------|----------------|---------------------|----------------|
| <u>EXPENDITURES</u>   |                    |                          |                  |                |                     |                |
| Payments T/O Agencies | 129,445            | 120,650                  | 120,650          | 143,700        | 141,930             | 141,930        |
| Total Expenditures    | <u>129,445</u>     | <u>120,650</u>           | <u>120,650</u>   | <u>143,700</u> | <u>141,930</u>      | <u>141,930</u> |
| REVENUES              |                    |                          |                  |                |                     |                |
| City                  |                    |                          |                  |                |                     |                |
| County                | 129,445            | 120,650                  | 120,650          | 143,700        | 141,930             | 141,930        |
| Total Revenues        | 129,445            | <u>120,650</u>           | 120,650          | 143,700        | <u>141,930</u>      | <u>141,930</u> |

## **Attorney**

### **MISSION STATEMENT**

To protect and preserve the interests of Forsyth County Government through the initiation and defense of legal proceedings, and the successful conclusion of these proceedings, to provide accurate legal advice upon which decisions can be made by the Board and County Departments.

### **BUDGET HIGHLIGHTS**

This budget reflects an overall increase of \$16,494 in expenditures. This increase is due to employee benefits, reclassification, insurance premiums and claims, personal mileage and small equipment.

Funds are included for a 3.4% merit increase.

| PERFORMANCE MEASURES                                   |                        |   |                     |
|--|------------------------|---|---------------------|
|  | FY 2005                | FY 2006                                     | FY 2007             |
|  | <u>ACTUAL</u>          | <u>ESTIMATE</u>                             | <b>ESTIMATE</b>     |
| These measures relate to the County goal: Provide as   | sound basis for all bu | dgeting, accounting and financial reporting | ng, and to maintain |
| County facilities, technology and staffing procedures. |                        |   |                     |
| Legal Proceedings                                      | 3,068                  | 3,073                                       | 3,080               |
| Addison and Opinions                                   | 0.000                  | 2.225                                       | 2.005               |
| Advice and Opinions                                    | 3,000                  | 3,025                                       | 3,035               |
| Legal Documents  | 1,445                  | 1,450                                       | 1,500               |

Results of legal endeavors related to Social Services are measured in the Social Services Department.

| PROGRAM SUMMARY            |                  |                  |                  |                  |                  |                  |
|----------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
|                            | FY 04-05         | FY 05            | 5-06             |                  | FY 06-07         |                  |
|                            | <u>ACTUAL</u>    | <u>ORIGINAL</u>  | <b>ESTIMATE</b>  | <b>REQUEST</b>   | RECOMM.          | <u>ADOPTED</u>   |
|                            |                  |                  |                  |                  |                  |                  |
| Attorney                   | 835,457          | 596,747          | 600,820          | 627,654          | 617,654          | 602,020          |
| Attorney - Social Services | 449,731          | 456,569          | 469,775          | 467,790          | 467,790          | 467,790          |
| Tatal                      | 4 005 400        | 4 050 040        | 4 070 505        | 4 005 444        | 4 005 444        | 4 000 040        |
| Total                      | <u>1,285,188</u> | <u>1,053,316</u> | <u>1,070,595</u> | <u>1,095,444</u> | <u>1,085,444</u> | <u>1,069,810</u> |

**Attorney** represents County to protect its interest through the initiation, defense, and conclusion of legal proceedings including lawsuit, administrative proceedings, and claims; provides advice to Board of Commissioners, County departments & agencies about legal matters; prepares & reviews legal documents such as contracts, ordinances, resolutions, legislation and notices.

**Attorney - Social Services** provides legal services to Department of Social Services for child welfare and child support cases.

|                                       | FY 04-05<br><u>ACTUAL</u> | FY 05<br>ORIGINAL   | 5-06<br><u>ESTIMATE</u> | REQUEST                         | FY 06-07<br>RECOMM.            | ADOPTED                 |
|---------------------------------------|---------------------------|---------------------|-------------------------|---------------------------------|--------------------------------|-------------------------|
| EXPENDITURES                          |                           |                     |                         |                                 |                                |                         |
| Personal Services                     |                           |                     |                         |                                 |                                |                         |
| Salaries & Wages                      | 764,359                   | 792,513             | 786,918                 | 811,711                         | 811,711                        | 811,711                 |
| Employee Benefits                     | 184,374                   | 198,510             | 193,958                 | 206,604                         | 206,604                        | 190,970                 |
| T-1-1-D1-D1                           | 0.40.700                  |                     |                         |                                 | n to the State Ret             | •                       |
| Total Personal Services               | 948,733                   | 991,023             | 980,876                 | 1,018,315                       | 1,018,315                      | 1,002,681               |
|                                       |                           |                     |                         |                                 |                                |                         |
| Operating Expenditures                |                           |                     |                         |                                 |                                |                         |
| Professional Fees                     | 302,863                   | 10,000              | 41,500                  | 20,000                          | 10,000                         | 10,000                  |
| Maintenance Service                   | 49                        | 170                 | 100                     | 170                             | 170                            | 170                     |
|                                       |                           |                     |                         |                                 |                                | ce on typewriter.       |
| Rent                                  | 3,900                     | 4,680               | 4,450                   | 4,680                           | 4,680                          | 4,680                   |
| Other Purchased Services              | 5,993                     | 8,681               | 6,655                   | 9,085                           | <i>Parking foi</i><br>9,085    | DSS Attorneys.<br>9,085 |
| Other Furchased Services              | 3,993                     | 0,001               |                         | ,                               | emiums and online              |                         |
| Training & Conference                 | 10,494                    | 15,690              | 15,190                  | 16,808                          | 16,808                         | 16,808                  |
| •                                     |                           |                     |                         | Per                             | sonal mileage and              | d required travel.      |
| General Supplies                      | 10,301                    | 12,660              | 15,260                  | 15,960                          | 15,960                         | 15,960                  |
|                                       |                           |                     |                         |                                 | & subscriptions, s             |                         |
| Operating Supplies                    | 242                       | 198                 | 198                     | 198                             | 198                            | 198                     |
| Other Operating Costs                 | 2,613                     | 10,214              | 6,366                   | 10,228                          | 10,228                         | 10,228                  |
|                                       |                           |                     |                         | -                               | al & court costs, ir           |                         |
| Total Operating Exps.                 | 336,455                   | 62,293              | 89,719                  | 77,129                          | 67,129                         | 67,129                  |
| Total Expenditures                    | <u>1,285,188</u>          | <u>1,053,316</u>    | <u>1,070,595</u>        | 1,095,444                       | <u>1.085,444</u>               | <u>1,069,810</u>        |
|                                       |                           |                     |                         |                                 |                                |                         |
|                                       |                           |                     |                         |                                 |                                |                         |
| Cost-Sharing Expenses Contra-Expenses | 40,634                    | 39,039<br>(455,793) | 37,077<br>(470,948)     | 42,918                          | 42,918<br>(469,001)            | 42,918                  |
| Contra-Expenses                       | (531,427)                 | (455,793)           |                         | (469,001)<br>ial Services' Atto | (469,001)<br>orneys and Parale | (469,001)               |
|                                       |                           |                     | 333                     | iar corvioco 7 illo             | moye and r araie,              | gar onargo saon.        |
| <u>REVENUES</u>                       | <u>0</u>                  | <u>0</u>            | <u>0</u>                | <u>0</u>                        | <u>0</u>                       | <u>0</u>                |
|                                       | _                         | _                   | _                       | _                               | _                              | _                       |
| Positions:FT/PT                       | 13/0                      | 13/0                | 13/0                    | 13/0                            | 13/0                           | 13/0                    |

## **County Commissioners & Manager**

### MISSION STATEMENT

To provide legislative and policy leadership for County Government. To supervise and direct the administration of all County Departments, Boards, Commissions and Agencies under the general control of the Board of County Commissioners.

### **BUDGET HIGHLIGHTS**

The FY 07 budget-to-budget decrease for this department is \$3,009 or .3%.

Personal Services includes board compensation for seven (7) Commissioners.

Funds are included for a 3.4% merit increase.

### **PROGRAM SUMMARY**

These measures relate to the County goal: Provide a sound basis for all budgeting, accounting and financial reporting, and to maintain county facilities, technology and staffing procedures.

|                        | FY 04-05      | FY 05           | FY 05-06 F      |           | FY 06-07  |                |
|------------------------|---------------|-----------------|-----------------|-----------|-----------|----------------|
|                        | <u>ACTUAL</u> | <u>ORIGINAL</u> | <b>ESTIMATE</b> | REQUEST   | RECOMM.   | <u>ADOPTED</u> |
| County Comm. & Manager | 1,037,940     | 1,094,612       | 1,096,742       | 1,109,956 | 1,109,956 | 1,091,603      |

**County Commissioners & Manager**: Board sets policy; Manager executes policy and is responsible for the direction and supervision of all departments under the Board's general control; Manager's staff assists in these functions; Clerk is in Manager's Office and responds to informational and administrative needs of Board and Manager.

# **County Commissioners & Manager**

|  | FY 04-05<br><u>ACTUAL</u> | FY 05<br>ORIGINAL         | 5-06<br><u>ESTIMATE</u>             | REQUEST                              | FY 06-07<br>RECOMM.                 | ADOPTED                             |
|--|---------------------------|---------------------------|-------------------------------------|--------------------------------------|-------------------------------------|-------------------------------------|
| EXPENDITURES Personal Services           |                           |                           |                                     |                                      |                                     |                                     |
| Salaries & Wages                         | 778,649                   | 795,644                   | 804,059                             | 802,505                              | 802,505                             | 802,505                             |
| Employee Benefits                        | 143,628                   | 156,609                   | 163,794                             | 160,704                              | 160,704                             | 142,351                             |
| Total Personal Services                  | 922,277                   | Refl<br><b>952,253</b>    | ects a reduced ra<br><b>967,853</b> | nte of contributio<br><b>963,209</b> | n to the State Re<br><b>963,209</b> | etirement System.<br><b>944,856</b> |
|  |                           |                           |                                     |                                      |                                     |                                     |
| Operating Expenditures Professional Fees | 0                         | 3,400                     | 3,400                               | 3,400                                | 3,400                               | 3,400                               |
| Maintenance Service                      | 0                         | 600                       | 300                                 | 600                                  | 600                                 | 600                                 |
| Rent                                     | 165                       | 0                         | 0                                   | 0                                    | 0                                   | 0                                   |
| Other Purchased Services                 | 31,292                    | 39,689                    | 35,239                              | 40,431                               | 40,431                              | 40,431                              |
| Training & Conference                    | 43,444                    | Advertising, vi<br>56,874 | deotape briefings<br>50,400         | s & meetings, las<br>56,874          | ser fiche and insu<br>56,874        | irance premiums.<br>56,874          |
| General Supplies                         | 31,621                    | 27,050                    | 25,850                              | 27,878                               | 27,878                              | 27,878                              |
| Energy                                   | 25                        | 0                         |                                     |                                      |                                     | small equipment.                    |
|  |                           |                           |                                     |                                      |                                     |                                     |
| Operating Supplies                       | 3,661                     | 7,000                     | 7,000                               | 7,000                                | 7,000                               | 7,000                               |
| Other Operating Costs                    | 5,455                     | 7,746                     | 6,700                               | 10,564                               | 10,564                              | 10,564<br>Insurance claims.         |
| Total Operating Exps.                    | 115,663                   | 142,359                   | 128,889                             | 146,747                              | 146,747                             | 146,747                             |
|  |                           |                           |                                     |                                      |                                     |                                     |
| Total Expenditures                       | <u>1,037,940</u>          | <u>1,094,612</u>          | <u>1,096,742</u>                    | <u>1,109,956</u>                     | <u>1,109,956</u>                    | <u>1,091,603</u>                    |
| Cost-Sharing Expenses<br>Contra-Expenses | 176,656<br>0              | 66,805<br>0               | 91,574<br>0                         | 104,095<br>0                         | 104,095<br>0                        | 104,095<br>0                        |
| REVENUES                                 | <u>315</u>                | <u>Q</u>                  | <u>Q</u>                            | <u>0</u>                             | <u>0</u>                            | <u>Q</u>                            |
| Positions:FT/PT                          | 7/0                       | 7/0                       | 7/0                                 | 7/0                                  | 7/0                                 | 7/0                                 |

### **MISSION STATEMENT**

To meet the legal requirement that the full amount of debt from bonds and installment purchases is included in the County's annual budget. Current policy limits debt service to a maximum of 10% of the total budget.

## **BUDGET HIGHLIGHTS**

Overall debt expenditures decreased by \$1,065,118 or 2.7% for FY 07.

FY 07 is the first year we will pay a full year of interest on the 2006 School Bonds, the 2006 Public Improvement 2/3rds Bonds, and the 2005 Refunding COPS. The 2006 School Bonds is the last of what was approved in the 2001 Bond Referendum. In addition, the principal payment increased on the 2005A Refunding due to additional refunding of General Obligation Bonds. This is also the first year of principal payments on the 2005 COPS that were issued for the Mineral Springs School Project. Also to be included in the debt expenditures is the 2006 Information Systems Capital Project which was approved in April 2006.

Revenue has stayed the same, at \$401,916. This represents savings in rental space for downtown schools due to a building project included in the COPS, and will continue as long as the County has debt service on the project.

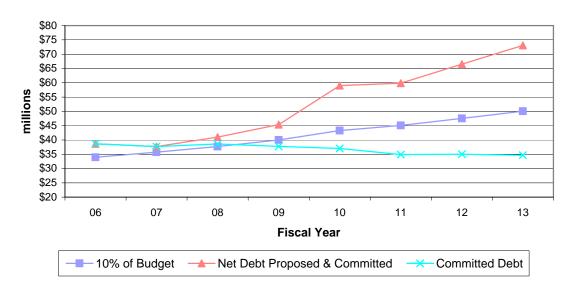
| PROGRAM SUMMARY                | (ties to ove  | rall County goals | on page 211)      |                   |                   |                   |                   |
|--------------------------------|---------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
|                                |               | FY 04-05          | FY 05             | -06               |                   | FY 06-07          |                   |
|                                |               | <u>ACTUAL</u>     | ORIGINAL          | <b>ESTIMATE</b>   | REQUEST           | RECOMM.           | ADOPTED           |
| General Obligation Bonds       |               | 28,589,789        | 30,420,333        | 29,201,538        | 29,112,089        | 29,112,089        | 29,112,089        |
| Installment Purchases          |               | 117,347           | 288,105           | 288,105           | 79,383            | 79,383            | 79,383            |
| Certificates of Participation  |               | 8,147,551         | 8,253,250         | 8,205,908         | 8,981,239         | 8,981,239         | 8,981,239         |
| Total                          |               | 36,854,687        | 38,961,688        | 37,695,551        | 38,172,711        | 38,172,711        | 38,172,711        |
| Debt By Service Area:          |               |                   |                   |                   |                   |                   |                   |
|                                | <u>06-07%</u> |                   |                   |                   |                   |                   |                   |
| Animal Control                 | 0.74%         | 289,698           | 285,324           | 285,324           | 280,949           | 280,949           | 280,949           |
| <b>Emergency Communication</b> | ո 6.36%       | 2,185,339         | 2,508,151         | 2,396,210         | 2,428,100         | 2,428,100         | 2,428,100         |
| EMS                            | 0.06%         | 0                 | 15,481            | 0                 | 22,770            | 22,770            | 22,770            |
| Sheriff Administration         | 0.41%         | 160,395           | 156,732           | 191,106           | 156,160           | 156,160           | 156,160           |
| Jail                           | 12.28%        | 3,478,251         | 3,363,895         | 3,363,895         | 4,689,280         | 4,689,280         | 4,689,280         |
| Courts                         | 1.13%         | 441,678           | 431,592           | 526,243           | 430,014           | 430,014           | 430,014           |
| Total Public Safety            | 20.98%        | 6,555,361         | 6,761,175         | 6,762,778         | 8,007,273         | 8,007,273         | 8,007,273         |
| Health                         | 0.27%         | 911,655           | 886,446           | 851,343           | 103,851           | 103,851           | 103,851           |
| Social Services                | 3.46%         | 1,419,917         | 1,330,054         | 1,294,924         | 1,311,064         | 1,311,064         | 1,311,064         |
| Youth Services                 | 0.09          | 37,106            | 36,546            | 36,546            | 35,985            | 35,985            | 35,985            |
| Total Health/Social Svcs.      | 3.82%         | 2,368,678         | 2,253,046         | 2,182,813         | 1,450,900         | 1,450,900         | 1,450,900         |
| Forsyth Tech                   | 2.91%         | 1,134,852         | 1,131,279         | 1,187,620         | 1,102,352         | 1,102,352         | 1,102,352         |
| Schools                        | 60.00%        | 21,735,385        | 23,769,496        | 22,780,782        | 22,954,323        | 22,954,323        | 22,954,323        |
| Total Education                | 62.91%        | 22,870,237        | 24,900,775        | 23,968,402        | 24,056,675        | 24,056,675        | 24,056,675        |
| Library                        | 0.40%         | 294,184           | 301,011           | 206,755           | 151,319           | 151,319           | 151,319           |
| Parks                          | 3.18%         | 1,072,274         | 1,184,609         | 1,096,588         | 1,203,462         | 1,203,462         | 1,203,462         |
| Total Culture & Rec.           | 3.58%         | 1,366,458         | 1,485,620         | 1,303,343         | 1,354,781         | 1,354,781         | 1,354,781         |
| Technology                     | 1.22%         | 527,313           | 675,615           | 702,730           | 461,155           | 461,155           | 461,155           |
| General Services               | 1.27%         | 542,152           | 486,701           | 494,541           | 480,426           | 480,426           | 480,426           |
| Administration/Other           | 6.23%         | 2,624,488         | 2,398,756         | 2,280,945         | 2,361,500         | 2,361,500         | 2,361,500         |
| Total Admin./Other             | 8.72%         | 3,693,953         | 3,561,072         | 3,478,216         | 3,303,081         | 3,303,081         | 3,303,081         |
| Total                          | 100%          | <u>36,854,687</u> | <u>38,961,688</u> | <u>37,695,551</u> | <u>38,172,711</u> | <u>38,172,711</u> | <u>38,172,711</u> |

|                                 | FY 04-05              | FY 0           | 5 O6              |                   | FY 06-07            |                            |
|---------------------------------|-----------------------|----------------|-------------------|-------------------|---------------------|----------------------------|
|                                 | ACTUAL                | ORIGINAL       | ESTIMATE          | REQUEST           | RECOMM.             | ADOPTED                    |
| Long Term Debt                  |                       |                |                   |                   |                     |                            |
| 1995 Public Improv. 2/3's       | 262,750               | 0              | 0                 | 0                 | 0                   | 0                          |
| 1996 School Bonds               | 1,095,000             | 1,047,500      | 1,047,500         | 0                 | 0                   | 0                          |
| 1996 Refunding                  | 2,517,880             | 0              | 0                 | 0                 | 0                   | 0                          |
| 1997 School Bonds               | 1,060,650             | 1,014,750      | 1,014,750         | 968,850           | 968,850             | 968,850                    |
| 1998 School Bonds               | 1,862,775             | 1,819,550      | 1,819,550         | 1,775,850         | 1,775,850           | 1,775,850                  |
| 1999 School Bonds               | 1,396,013             | 1,365,638      | 1,365,638         | 1,335,263         | 1,335,263           | 1,335,263                  |
| 1999 Refunding Bonds            | 1,380,760             | 1,384,160      | 1,384,160         | 1,385,960         | 1,385,960           | 1,385,960                  |
| 2/3rds Series 2001              | 253,520               | 247,895        | 247,895           | 242,270           | 242,270             | 242,270                    |
| 2002A Public Improvement        | 437,100               | 430,500        | 430,500           | 423,900           | 423,900             | 423,900                    |
|                                 | ,                     | ,              | ,                 |                   | ol, Youth Services  |                            |
| 2002B Public Improvement        | 3,820,750             | 3,754,750      | 3,754,750         | 3,688,750         | 3,688,750           | 3,688,750<br>Forsyth Tech. |
| 2002 Refunding                  | 3,086,600             | 2,882,400      | 2,882,400         | 176,800           | 176,800             | 176,800                    |
| 2002 Roralianig                 | 0,000,000             | 2,002,100      | 2,002,100         | 170,000           |                     | Health, Library.           |
| 2003B Pub. Improve. Sch/FTCC    | 3,423,000             | 3,363,000      | 3,363,000         | 3,303,000         | 3,303,000           | 3,303,000                  |
| 2000B 1 ub. Improve. Gen/1 1 Ge | 0,420,000             | 0,000,000      | 0,000,000         | 0,000,000         |                     | Forsyth Tech.              |
| 2003 Schools Equip. (5-yr)      | 843,750               | 828,750        | 828,750           | 813,750           | 813,750             | 813,750                    |
| 2003 Scribbis Equip. (3-yr)     | 043,730               | 020,730        | 020,730           | 013,730           | 013,730             | Schools.                   |
| 2003A 2/3rds Bonds              | 760,063               | 743,813        | 743,813           | 727,563           | 727,563             | 727,563                    |
| 2003A 2/3103 Bollos             | 700,003               | 7-13,013       |                   |                   | arks, Public Safe   |                            |
| 2003A Refunding                 | 1,138,369             | 1,101,744      | 1,101,744         | 1,060,494         | 1,060,494           | 1,060,494                  |
| 2000A Relationing               | 1,130,303             | 1,101,744      | 1,101,744         | 1,000,434         |                     | ment, Schools.             |
| 2003B Refunding                 | 3,141,988             | 3,236,738      | 3,236,738         | 3,073,363         | 3,073,363           | 3,073,363                  |
| 2003B Relationing               | 3,141,300             | 3,230,730      |                   |                   | ols, Parks, FTCC,   |                            |
| 2004 Refunding                  | 1,489,075             | 1,421,600      | 1,421,600         | 1,420,100         | 1,420,100           | 1,420,100                  |
| 2004 Retailding                 | 1,409,075             | 1,421,000      | 1,421,000         | 1,420,100         | 1,420,100           | Schools.                   |
| 2004 Schools VRDB               | 559,164               | 2,537,920      | 2,182,250         | 2,560,313         | 2,560,313           | 2,560,313                  |
| 2004 Ochools VIVDB              | 333,104               | 2,557,520      |                   |                   | ool bonds; principa |                            |
| 2005A Refunding                 | 60,582                | 2,376,500      | 2,376,500         | 4,781,750         | 4,781,750           | 4,781,750                  |
| 2000A Relationing               | 00,302                | 2,370,300      | 2,370,300         |                   | 996 Refunding fo    |                            |
| 2006 School Bonds               | 0                     | 562,500        | 0                 | 954,000           | 954,000             | 954,000                    |
| 2000 School Bolius              | U                     | 302,300        |                   |                   | 1995 School Bond    | •                          |
| 2006 2/3rds Bonds               | 0                     | 285,625        | 0                 | 420,113           | 420,113             | 420,113                    |
| 2000 2/3/03 Dollus              | U                     | 203,023        | U                 | 420,113           | 420,113             | 420,113                    |
| Refunded Bonds                  | 0                     | 15,000         | 0                 | 0                 | 0                   | 0                          |
|                                 |                       |                |                   |                   | Fis                 | cal agent fees.            |
| 2001 Wachovia Equip. Lease      | 109,925               | 207,625        | 207,625           | 0                 | 0                   | 0                          |
|                                 |                       |                |                   |                   | Compu               | ter equipment.             |
| 2004 Computer Equipment         | 7,422                 | 80,480         | 80,480            | 79,383            | 79,383              | 79,383                     |
|                                 |                       |                |                   |                   | Principal and inte  | rest payments.             |
| 1998 COPS                       | 1,305,932             | 1,306,430      | 1,306,430         | 1,013,059         | 1,013,059           | 1,013,059                  |
|                                 | riff Admin., HOJ Phas |                |                   |                   |                     |                            |
| 2000 COPS                       | 352,243               | 3,000          | 0                 | 0                 | 0                   | 0                          |
|                                 | ,                     | ,              |                   |                   | Fis                 | cal agent fees.            |
| 2001 COPS                       | 3,836,438             | 3,837,863      | 2,302,875         | 2,299,125         | 2,299,125           | 2,299,125                  |
|                                 | Government Center     |                |                   |                   |                     |                            |
| 2002 COPS                       | 1,734,752             | 2,067,405      | 1,924,882         | 1,994,447         | 1,994,447           | 1,994,447                  |
|                                 | .,,                   | _,,,,,,,,,     | 1,0= 1,00=        | 1,001,111         | Emergency Co        |                            |
| 2002 COPS (Dec)                 | 698,876               | 703,552        | 375,000           | 427,120           | 427,120             | 427,120                    |
|                                 | 222,2.0               | . 30,032       |                   |                   | SS, General Serv    |                            |
| 2005 Refunding COPS             | 219,310               | 0              | 2,025,048         | 2,039,800         | 2,039,800           | 2,039,800                  |
| 2005 School COPS                | 0                     | 335,000        | 271,673           | 1,207,688         | 1,207,688           | 1,207,688                  |
| Total Expenditures              | 36,854,687            | 38,961,688     | <u>37,695,551</u> | <u>38,172,711</u> | <u>38,172,711</u>   | <u>38,172,711</u>          |
| REVENUE                         | <u>793,451</u>        | <u>401,916</u> | <u>401,916</u>    | <u>401,916</u>    | <u>401,916</u>      | <u>401,916</u>             |

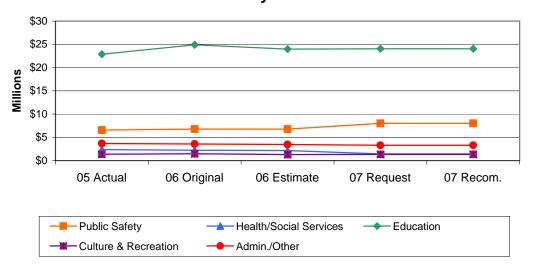
## **Debt Service**

The Commissioners goal is to limit long-term debt to a maximum of ten-percent of the total budget (including debt service), which is well below the legal limit shown on page 238. The chart below compares committed, proposed & total projected long-term debt service to projected budgets for Fiscal Years 2007 through 2017. Decisions related to funding of new projects are considered within this framework of debt limitation. The "Proposed and Committed" is the net debt service resulting from taking total debt service and subtracting related revenue: lottery proceeds against School debt service, and revenues from the City of W-S for the Public Safety Training Facilities.

## **Projected Long Term Debt Service**



### **Debt Service By Service Area**



Note: Proposed debt is for Capital Improvement Projects from a working plan presented to the Board of Commissioners at their 2005 Planning Workshop and was modified subsequent to that meeting. The timing and cost of projects may change based on priorities of the Board and financing options used for major projects such as the Schools.

# TOTAL DEBT OUTSTANDING Approved/Issued

| <u>Mat</u> | urity Date | <u>Principal</u> | Interest    | Fiscal<br>Agent Fees | Approved/<br>Not Issued | <u>Total</u> |
|------------|------------|------------------|-------------|----------------------|-------------------------|--------------|
| June 30,   |            |                  |             |                      |                         |              |
|            | 2007       | 21,746,497       | 16,304,599  | 65,000               | -                       | 38,116,096   |
|            | 2008       | 23,567,591       | 15,354,406  | -                    | -                       | 38,921,997   |
|            | 2009       | 23,804,302       | 14,348,118  | -                    | -                       | 38,152,420   |
|            | 2010       | 23,905,000       | 13,309,816  | -                    | -                       | 37,214,816   |
|            | 2011       | 22,905,000       | 12,207,501  | -                    | -                       | 35,112,501   |
|            | 2012       | 24,055,000       | 11,124,750  | -                    | -                       | 35,179,750   |
|            | 2013       | 24,910,000       | 9,961,245   | -                    | -                       | 34,871,245   |
|            | 2014       | 25,785,000       | 8,842,139   | -                    | -                       | 34,627,139   |
|            | 2015       | 23,480,000       | 7,711,639   | -                    | -                       | 31,191,639   |
|            | 2016       | 20,660,000       | 6,747,633   | -                    | -                       | 27,407,633   |
|            | 2017       | 20,490,000       | 5,768,183   | -                    | -                       | 26,258,183   |
|            | 2018       | 18,395,000       | 4,862,800   | -                    | -                       | 23,257,800   |
|            | 2019       | 18,615,000       | 4,002,863   | -                    | -                       | 22,617,863   |
|            | 2020       | 16,535,000       | 3,140,113   | -                    | -                       | 19,675,113   |
|            | 2021       | 12,375,000       | 2,358,363   | -                    | -                       | 14,733,363   |
|            | 2022       | 12,575,000       | 1,772,050   | -                    | -                       | 14,347,050   |
|            | 2023       | 12,790,000       | 1,160,925   | -                    | -                       | 13,950,925   |
|            | 2024       | 7,800,000        | 651,425     | -                    | -                       | 8,451,425    |
|            | 2025       | 5,535,000        | 281,119     | -                    | -                       | 5,816,119    |
|            | 2026       | 2,250,000        | 66,500      | -                    | -                       | 2,316,500    |
| TOTAL      |            | 362,178,390      | 139,976,184 | 65,000               |                         | 502,219,577  |
| IOIAL      |            | 302,170,390      | 133,370,104 | 33,000               |                         | 302,213,377  |

## **LEGAL DEBT LIMIT AND AVAILABLE CAPACITY**

Restrictions on the amount of debt a county may incur are imposed by statute as well as by the State Constitution. G.S. 159-55 provides that the net debt of a county may not exceed 8% of the appraised value of the property subject to taxation by the county. Forsyth County's total legal debt capacity, outstanding debt and remaining capacity for additional projects are shown below.

As a practical matter, the County's policy of not exceeding 10% of the total budget for long-term debt limits future outstanding debt to a level far below the legal debt capacity.

|                        | Outstanding Debt  |                            |
|------------------------|-------------------|----------------------------|
| <b>Unused Capacity</b> | (Approved/Issued) | <b>Legal Debt Capacity</b> |
| 1.911.818.715          | 362.178.390       | 2.273.997.105              |