

GENERAL GOVERNMENT BUDGET SUMMARY

This section includes management, human resources, finance, information technology and legal functions to support all Town departments as well as budget for non-departmental expenses.

EXPENDITURES

	2010-11 Actual	2011-12 Original Budget	2011-12 Revised Budget	2011-12 Estimated	2012-13 Adopted Budget	% Change from 2011-12
Mayor/Council	\$ 373,280	\$ 484,664	\$ 484,664	\$ 393,822	\$ 393,010	-18.9%
Town Manager/CaPA	1,672,367	1,818,297	1,861,131	1,777,969	1,905,924	4.8%
Human Resources	884,870	1,321,970	1,520,489	1,437,164	1,306,915	-1.1%
Business Management	2,685,780	2,766,889	3,034,319	2,929,654	2,923,007	5.6%
Town Attorney	278,496	294,448	295,461	294,655	296,834	0.8%
Non-Departmental	4,249,390	3,245,428	4,749,614	4,518,629	4,020,469	23.9%
Total	\$ 10,144,183	\$ 9,931,696	\$ 11,945,678	\$ 11,351,893	\$ 10,846,159	9.2%

REVENUES

	2010-11 Actual	2011-12 Original Budget	2011-12 Revised Budget	2011-12 Estimated	2012-13 Adopted Budget	% Change from 2011-12
General Revenues	\$ 10,144,183	\$ 9,931,696	\$ 11,945,678	\$ 11,351,893	\$ 10,846,159	9.2%
Total	\$ 10,144,183	\$ 9,931,696	\$ 11,945,678	\$ 11,351,893	\$ 10,846,159	9.2%

MAYOR/COUNCIL

MISSION STATEMENT:

The primary mission of the Town Council, as the governing body of the Town, is to adopt and provide for the execution of ordinances, rules and regulations as may be necessary or appropriate to protect health, life or property, or to promote the comfort, convenience, security, good order, better government, or the general welfare of the Town and its citizens.

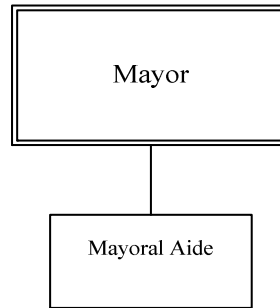
The Mayor and eight Council Members constitute the governing body of the Town. In accordance with the Town's Charter, the voters elect a Mayor every two years. Council Members are elected to four-year, staggered terms on an at-large basis. The Mayor chairs Town Council meetings and represents the Town in various intergovernmental matters.

The Mayor and Town Council make policy decisions regarding Town services and other governmental responsibilities of the Town. Most policy decisions occur through adoption of the Comprehensive Plan, the annual budget, the capital improvements program and other ordinances and resolutions. Town Council duties also include:

- Amendment of previously adopted policies from time to time through changes in the Town Code of Ordinances and the Development Ordinance, and by revision of policies and documents such as the Comprehensive Plan and transportation plans.
- Appointment of advisory boards, commissions, task forces and committees, including appointment of five of the nine members of the Orange Water and Sewer Authority Board of Directors, a separate entity from the Town, created pursuant to State law.
- Appointment of the Town Manager and Town Attorney.
- Establishment of agreements with other governments, such as the Joint Planning Agreement with Orange County and the Town of Carrboro.

MAYOR
STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS

	2010-11 ADOPTED	2011-12 ADOPTED	2012-13 ADOPTED
Mayoral Aide	1.00	1.00	1.00
Mayor's Office Totals	1.00	1.00	1.00



MAYOR

BUDGET SUMMARY

The adopted budget for the Mayor's office reflects a slight overall increase from the prior year in keeping with the strategy for addressing next year's budget in the current economic climate. The 0.2% increase in personnel costs include a 3% salary adjustment effective October 2012, which is offset by a 3% decrease in medical insurance and a slight decrease to the retirement contribution. These changes result in a net overall increase of 0.1% from the previous fiscal year.

EXPENDITURES

	2010-11 Actual	2011-12 Original Budget	2011-12 Revised Budget	2011-12 Estimated	2012-13 Adopted Budget	% Change from 2011-12
Personnel	\$ 98,482	\$ 98,285	\$ 98,285	\$ 98,187	\$ 98,461	0.2%
Operating Costs	16,628	16,994	16,994	17,092	16,987	0.0%
Total	\$ 115,110	\$ 115,279	\$ 115,279	\$ 115,279	\$ 115,448	0.1%

REVENUES

	2010-11 Actual	2011-12 Original Budget	2011-12 Revised Budget	2011-12 Estimated	2012-13 Adopted Budget	% Change from 2011-12
General Revenues	\$ 115,110	\$ 115,279	\$ 115,279	\$ 115,279	\$ 115,448	0.1%
Total	\$ 115,110	\$ 115,279	\$ 115,279	\$ 115,279	\$ 115,448	0.1%

COUNCIL

BUDGET SUMMARY

The adopted budget for the Town Council reflects a decrease of 24.9% from the 2011-12 budget, primarily for election-related items. The operating decrease is directly related to reducing election expenses from the FY13 budget, including \$55,500 for voter owned elections and \$25,000 for direct election costs. Despite the 3% pay adjustment effective October 2012, the adopted budget for personnel reflects an overall decrease of 7.2% due largely to medical insurance selections made by Council members as well as the 3% decrease in medical insurance.

EXPENDITURES

	2010-11 Actual	2011-12 Original Budget	2011-12 Revised Budget	2011-12 Estimated	2012-13 Adopted Budget	% Change from 2011-12
Personnel	\$ 164,175	\$ 174,219	\$ 174,219	\$ 162,065	\$ 161,681	-7.2%
Operating Costs	93,995	195,166	195,166	116,478	115,881	-40.6%
Total	\$ 258,170	\$ 369,385	\$ 369,385	\$ 278,543	\$ 277,562	-24.9%

REVENUES

	2010-11 Actual	2011-12 Original Budget	2011-12 Revised Budget	2011-12 Estimated	2012-13 Adopted Budget	% Change from 2011-12
General Revenues	\$ 258,170	\$ 369,385	\$ 369,385	\$ 278,543	\$ 277,562	-24.9%
Total	\$ 258,170	\$ 369,385	\$ 369,385	\$ 278,543	\$ 277,562	-24.9%

TOWN MANAGER

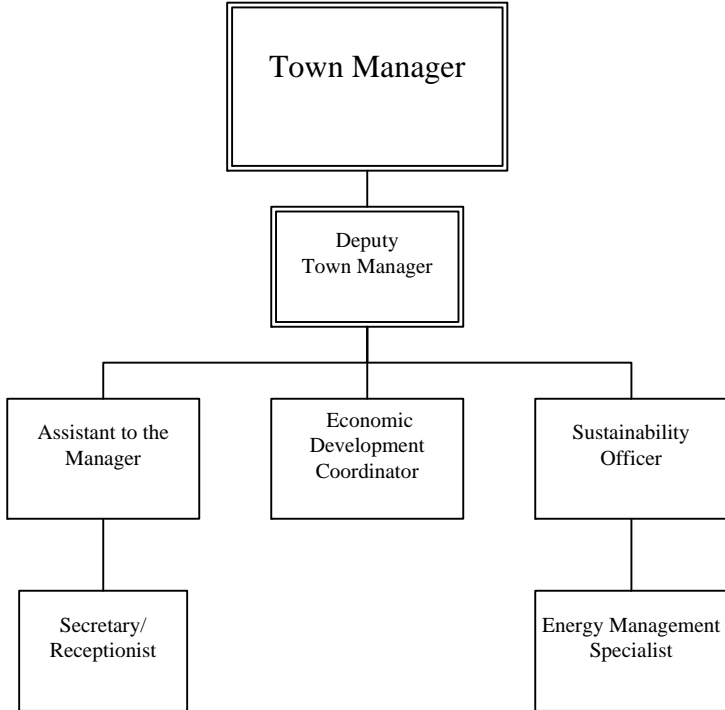
MISSION STATEMENT:

The primary mission of the Town Manager’s Office is to ensure that the laws of the State and the ordinances, resolutions, regulations, and policies of the Council are faithfully executed.

As a first step towards Priority-Based Budgeting, the Town Manger’s Office identified the following primary programs that are included in the projected budget for FY13.

Program	Description
Council Support	Provide support to Mayor and Town Council, including coordinating preparation and delivery of informational reports and recommendations.
Executive Management	Lead organizational and leadership development initiatives. Administer and manage operation of Town government, including supervising department heads and providing oversight for various Town-wide projects.
Economic Development	Provide support and assistance to new and existing businesses in order to promote further development.
Sustainability	Coordinate, develop and implement policy, programs and initiatives to measure and enhance organizational and community sustainability.
Stakeholder Communications	Receive and coordinate responses to requests for services/information by Town Council, residents, business owners and others directed to Manager's Office and Town Council. Represent Town in discussions and negotiations with the University and other agencies and governmental entities.

TOWN MANAGER



***TOWN MANAGER'S OFFICE
STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS***

	2010-11 ADOPTED	2011-12 ADOPTED	2012-13 ADOPTED
Town Manager	1.00	1.00	1.00
Deputy Town Manager	1.00	1.00	1.00
Assistant Town Manager	1.00	1.00	0.00
Economic Development Coordinator	1.00	1.00	1.00
Executive Assistant (Unfunded)	1.00	1.00	0.00
Sustainability Officer	1.00	1.00	1.00
Energy Management Specialist	0.00	0.00	1.00
Coordinator - Special Projects (Unfunded)	1.00	1.00	0.00
Assistant to the Manager	1.00	1.00	1.00
Administrative Assistant	0.00	0.80	0.00
Secretary/Receptionist	0.00	1.00	1.00
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Town Manager's Office Totals	<u>8.00</u>	<u>9.80</u>	<u>7.00</u>

TOWN MANAGER

BUDGET SUMMARY

The Town Manager's adopted budget for FY13 reflects a 14.8% increase over FY12, primarily the result of the addition of the Energy Management Specialist position and the movement of the Ombuds position from Human Resource Development (HRD). Other personnel changes include a 3% salary adjustment effective October 2012, a 3% decrease to medical insurance, and a slight decrease to the retirement contribution. The operating decrease of 13.5% is due to the transfer to the Business Management Department of costs associated with the annual audit (\$50,000) offset by operating increase related to the Ombuds move from HRD.

EXPENDITURES

	2010-11 Actual	2011-12 Original Budget	2011-12 Revised Budget	2011-12 Estimated	2012-13 Adopted Budget	% Change from 2011-12
Personnel	\$ 802,839	\$ 910,089	\$ 909,552	\$ 879,245	\$ 1,044,751	14.8%
Operating Costs	228,118	233,703	280,300	228,492	202,230	-13.5%
Total	\$ 1,030,957	\$ 1,143,792	\$ 1,189,852	\$ 1,107,737	\$ 1,246,981	9.0%

REVENUES

	2010-11 Actual	2011-12 Original Budget	2011-12 Revised Budget	2011-12 Estimated	2012-13 Adopted Budget	% Change from 2011-12
General Revenues	\$ 1,030,957	\$ 1,143,792	\$ 1,189,852	\$ 1,107,737	\$ 1,246,981	9.0%
Total	\$ 1,030,957	\$ 1,143,792	\$ 1,189,852	\$ 1,107,737	\$ 1,246,981	9.0%

COMMUNICATIONS & PUBLIC AFFAIRS

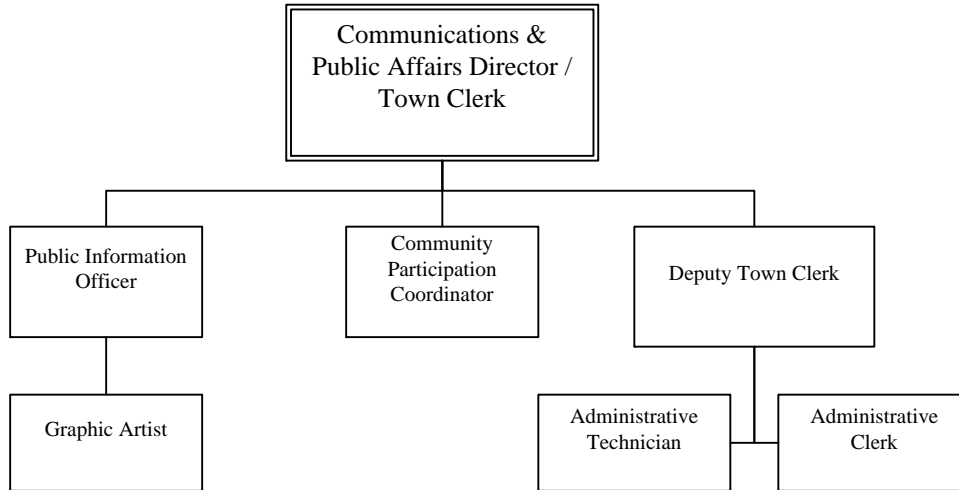
MISSION STATEMENT:

To encourage citizen participation in Town government, and to support the Town's strategic directions through news media relations, internal and external communications, vital records maintenance and provision, citizen education and service programs, and marketing activities.

As a first step towards Priority-Based Budgeting, the Communications and Public Affairs Department identified the following primary programs that are included in the projected budget for FY13.

Program	Description
Communications & Public Information	Provide information to the public in a variety of forms.
Governance Support	Provide support for Council Meetings and the Agenda process. Organize and facilitate all Council meetings/workshops, Council orientation, transcribe Council meeting minutes.
Public Records	Maintain and dispose of public records. Maintain, update and transmit amendments to Municipal Code of Ordinances.
Citizen Participation	Support the Town's advisory board system, including the establishment of standards, recruiting and training advisory board members, coordination of Council appointments.
Consultation and Ancillary Support Services	Provide internal consultation training and support. Help coordinate projects and special events.

COMMUNICATIONS & PUBLIC AFFAIRS



COMMUNICATIONS & PUBLIC AFFAIRS OFFICE
STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS

	2010-11 ADOPTED	2011-12 ADOPTED	2012-13 ADOPTED
Communications & Public Affairs Director / Town Clerk	1.00	1.00	1.00
Town Clerk-Deputy	1.00	1.00	1.00
Administrative Technician	1.00	1.00	1.00
Administrative Clerk	1.53	1.53	0.53
Community Participation Coordinator	0.00	0.00	1.00
Public Information Officer	1.00	1.00	1.00
Administrative Assistant	0.80	0.00	0.00
Secretary/Receptionist	1.00	0.00	0.00
Graphic Artist	0.80	0.80	1.00
Media Specialist (Unfunded)	1.00	1.00	0.00
	<hr/>	<hr/>	<hr/>
CAPA Office Totals	9.13	7.33	6.53

COMMUNICATIONS & PUBLIC AFFAIRS/ TOWN CLERK BUDGET SUMMARY

The adopted budget for 2012-13 reflects a 2.3% decrease from prior year. The personnel increase of 0.8% reflects the 3% salary adjustment effective October 2012, 3% decrease in medical insurance, the slight decrease to the retirement contribution, and a reduction in temporary salaries. The 8.6% decrease to the operating budget is primarily due to the reduction in costs associated with the community survey (\$20,000).

EXPENDITURES

	2010-11 Actual	2011-12 Original Budget	2011-12 Revised Budget	2011-12 Estimated	2012-13 Adopted Budget	% Change from 2011-12
Personnel	\$ 425,391	\$ 451,817	\$ 449,648	\$ 445,934	\$ 455,295	0.8%
Operating Costs	216,019	222,688	221,631	224,298	203,648	-8.6%
Total	\$ 641,410	\$ 674,505	\$ 671,279	\$ 670,232	\$ 658,943	-2.3%

REVENUES

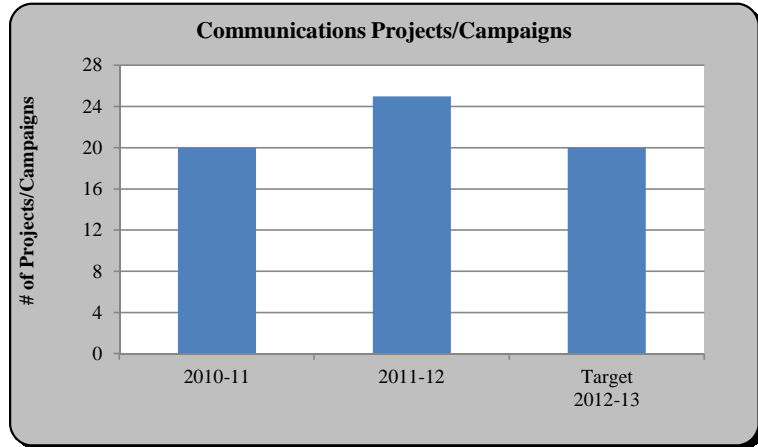
	2010-11 Actual	2011-12 Original Budget	2011-12 Revised Budget	2011-12 Estimated	2012-13 Adopted Budget	% Change from 2011-12
General Revenues	\$ 641,410	\$ 674,505	\$ 671,279	\$ 670,232	\$ 658,943	-2.3%
Total	\$ 641,410	\$ 674,505	\$ 671,279	\$ 670,232	\$ 658,943	-2.3%

COMMUNICATIONS & PUBLIC AFFAIRS/TOWN CLERK TRENDS

COUNCIL SERVICE GOAL: Provide accurate and timely current and historical public information.

Objective: Produce at least 20 Communications Projects/Campaigns annually to enhance public knowledge and involvement with the Council's goals and initiatives.

Departmental Goal: Provide public awareness campaigns and maintain officials records to promote local government accountability/transparency, participation and collaboration.



OBJECTIVES	PROGRESS/STATUS			
Public Information: Enhance the Town's image and build support for municipal programs; enable residents to take full advantage of Town services; enhance citizens' understanding of issues facing the Town.	Increased number of news releases, brochures, and numerous special projects to provide information to the public.			
PUBLIC INFORMATION GOAL	Actual 10-11	Actual 11-12	Target for 12-13	Change from Prior Year
Number of news releases	487	516	500	6%
Number of advertisements	61	86	70	41%
Number of publications/brochures/directories	70	98	80	40%
Number of communications projects/campaigns	20	25	20*	25%

OBJECTIVES	PROGRESS/STATUS			
Public Participation: Help policy makers and constituents cooperatively formulate and achieve common goals; reinforce a sense of openness, which encourages participation in local government	Held training for boards and commissions staff liaisons; developing process for response to petitions; developed process to make Council emails available to public; soliciting more Facebook fans and Twitter followers			
PUBLIC PARTICIPATION GOAL	Actual 10-11	Actual 11-12	Target for 12-13	Change from Prior Year
Number of applicants to boards/commissions	93	101	**	9%
eNews subscribers	3,074	3,132	3,445	2%
Facebook fans	2,954	3,554	3,909	20%
Twitter followers	1,555	2,216	2,438	43%

OBJECTIVES	PROGRESS/STATUS			
Internal Communications: Increase employee knowledge about overall Town government; increase employee effectiveness at presenting and communicating	Continued production of newsletter (available online); quarterly web steward training; offered training for PowerPoint presentations			
INTERNAL COMMUNICATIONS GOAL	Actual 10-11	Actual 11-12	Target for 12-13	Change from Prior Year
Number of employee newsletters	7	8	5	14%

HUMAN RESOURCE DEVELOPMENT DEPARTMENT

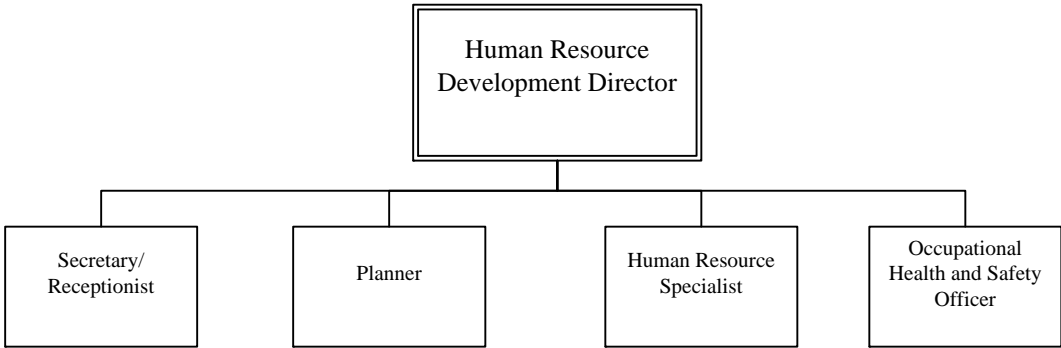
MISSION STATEMENT:

The mission of the Human Resource Development Department is to directly contribute to the Town's mission and vision by strengthening the development of human resources, providing quality services to employees and the community, promoting a safe working environment, ensuring financially sustainable compensation and benefits programs, while recognizing and valuing diverse backgrounds and improving operational effectiveness.

As a first step towards Priority-Based Budgeting, the Human Resource Development Department identified the following primary programs that are included in the projected budget for FY13.

Program	Description
Classification and Compensation	Establish and maintain the Town's position classification system and pay plan through periodic reviews of position requirements and job descriptions and external and internal compensation comparability.
Benefits	Administer all insurance and retirement plans for employees, retirees and COBRA participants and their eligible dependents, including medical, dental, life and retirement and health savings plans.
Employee Relations	Ensure communication and understanding of the Town's Code of Ordinances, Town policies and procedures and State and Federal laws.
Employee Training and Development	Provide programs designed to engage our employees and assist them in reaching their professional potential by building skills and enhancing competencies.
Recruitment Services	Develop, implement and maintain selection procedures in accordance with applicable policies and laws that identify, attract and retain the most qualified applicants for employment while encouraging diverse representation at all levels of the workforce.
Safety and Wellness	Manage the Workers' Compensation, risk management, Occupational Health and Safety and Health and Wellness programs; provide safety training and inspection of our facilities to ensure compliance with state and federal standards.

HUMAN RESOURCE DEVELOPMENT



***HUMAN RESOURCE DEVELOPMENT DEPARTMENT
STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS***

	2010-11 ADOPTED	2011-12 ADOPTED	2012-13 ADOPTED
Human Resource Development Director	1.00	1.00	1.00
Assistant Director-Human Resource Development Planner	1.00	1.00	0.00
Occupational Health and Safety Officer	0.00	0.00	1.00
Human Resource Specialist	1.00	1.00	1.00
Secretary/ Receptionist	4.00	4.00	4.00
	1.00	1.00	1.00
 Human Resource Development Totals	 8.00	 8.00	 8.00

HUMAN RESOURCE DEVELOPMENT BUDGET SUMMARY

The adopted budget for FY13 includes a 1.1% decrease in personnel costs, chiefly the result of a position reclassification along with the 3% employee pay adjustment effective October 2012. Other personnel adjustments include a 3% decrease in medical insurance and a slight decrease in the Town's required contribution to the retirement system. The 1.2% decrease to the operating budget can be attributed to an increase of \$75,000 for costs associated with the health clinic offset by the decrease of \$75,000 related to the move of the Ombuds to the Manager's Office and various operating decreases.

EXPENDITURES

	2010-11 Actual	2011-12 Original Budget	2011-12 Revised Budget	2011-12 Estimated	2012-13 Adopted Budget	% Change from 2011-12
Personnel	\$ 586,215	\$ 651,297	\$ 650,377	\$ 603,974	\$ 643,970	-1.1%
Operating Costs	298,655	670,673	870,112	833,190	662,945	-1.2%
Total	\$ 884,870	\$ 1,321,970	\$ 1,520,489	\$ 1,437,164	\$ 1,306,915	-1.1%

REVENUES

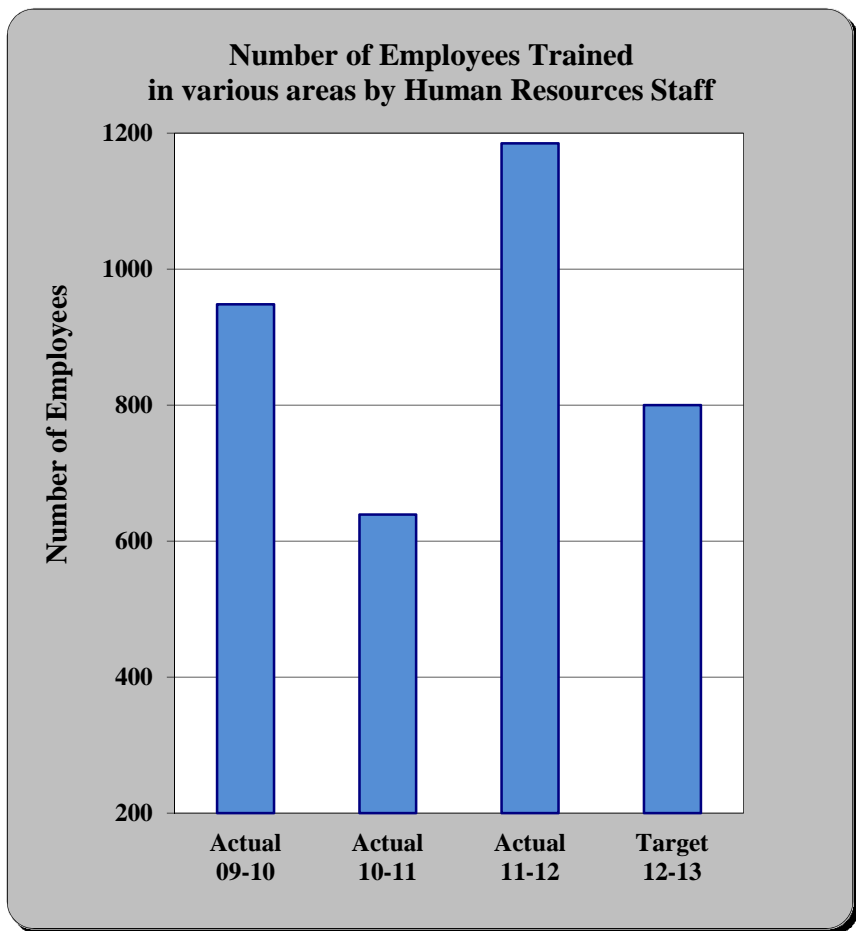
	2010-11 Actual	2011-12 Original Budget	2011-12 Revised Budget	2011-12 Estimated	2012-13 Adopted Budget	% Change from 2011-12
General Revenues	\$ 884,870	\$ 1,321,970	\$ 1,520,489	\$ 1,437,164	\$ 1,306,915	-1.1%
Total	\$ 884,870	\$ 1,321,970	\$ 1,520,489	\$ 1,437,164	\$ 1,306,915	-1.1%

HUMAN RESOURCES TRENDS

COUNCIL SERVICE GOALS: Retain employees and continue to invest in the maintenance of employee skills, knowledge and abilities as a key community resource.

GOAL: *Administer a program which supports a mission focused workforce that is equipped with the necessary competencies to meet the Towns current and future needs.*

The Human Resource Development Department offered a variety of training and developmental opportunities in 2011 -2012. Our focus for the year was to create a framework that engages staff at all levels of the organization in the process of aligning their learning activities with the mission, values and strategic goals of the Town. This year we offered training in over 12 subject areas including legal compliance and leadership development, resulting in the offering of 99 workshops and reaching over 1000 participants.



BUSINESS MANAGEMENT DEPARTMENT

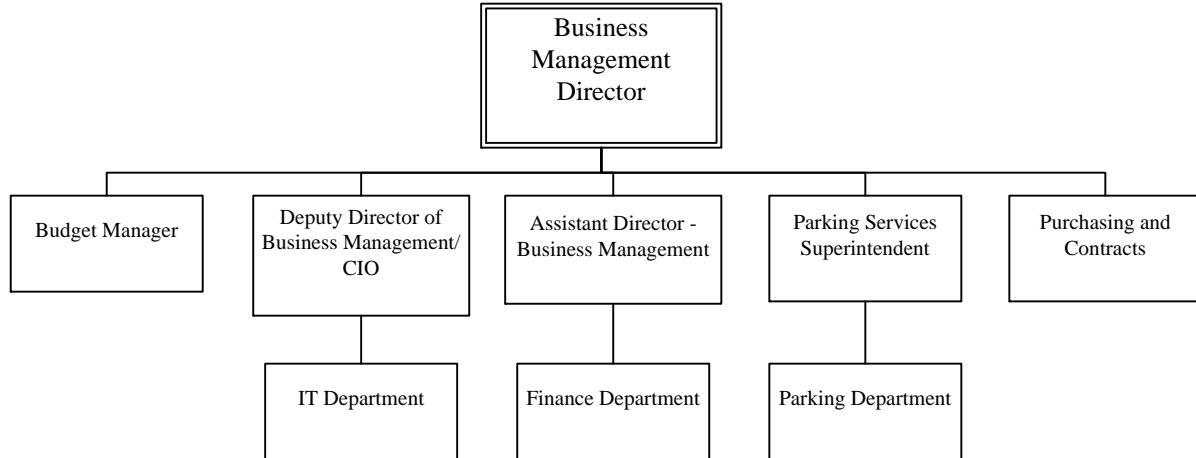
MISSION STATEMENT:

The mission of the Business Management Department is to safeguard the Town's assets through appropriate financial controls, facilitate Town operations through accurate and timely processing of financial transactions, provide relevant and timely reporting of the Town's financial condition, and provide technology oversight and support to help the Town make the best possible use of available technology.

As a first step towards Priority-Based Budgeting, the Business Management Department identified the following primary programs that are included in the projected budget for FY13.

Program	Description
Billing & Collections	Provide administration and/or oversight of all Town billings and collections.
Budget	Administer the Town's capital and operating budgets.
Payroll & Payables	Administer the Town's payroll and payables functions.
Accounting & Financial Reporting	Maintain the Town's financial accounting system.
Purchasing & Contracts	Administer the Town's purchasing and contracting systems.
Risk Management	Process liability, property and W/C claims against the Town.
Liquidity Management	Administer the Town's cash management, investment, banking, and debt management functions.
Financial Planning & Support	Provide financial analysis, research and strategic planning for the Town's financial operations.
User Support	Provide user Help Desk support for computer hardware, software, network, servers, and telephones.
Intranet Infrastructure	Administer and manage all network infrastructure.
Telecommunications	Administer and manage all Voice over IP telephone systems.
Database Management and Enterprise Application Support	Administer and manage the ESRI Geographic Information System, Tyler Technologies MUNIS financial/payroll/human resources software application and databases, and Davenport LAMA development tracking software.
IT Planning and Coordination	Consult with Town departments on IT planning, collaboration, and design services for infrastructure and software configurations.

BUSINESS MANAGEMENT DEPARTMENT OVERVIEW



Parking Services is supervised by the Business Management Director, and is shown in the Parking section.

BUSINESS MANAGEMENT
STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS

	2010-11 ADOPTED	2011-12 ADOPTED	2012-13 ADOPTED
<u>Finance</u>			
Director - Business Management	1.00	1.00	1.00
Assistant Director - Business Management	1.00	1.00	1.00
Accounting Manager	1.00	1.00	1.00
Financial Systems Administrator	1.00	1.00	1.00
Budget Manager	1.00	1.00	1.00
Accountant	3.00	3.00	3.00
Purchasing & Contracts Manager	1.00	1.00	1.00
Payroll Coordinator	1.00	1.00	1.00
Accounting Technician II	2.00	2.00	2.00
Revenue Collector	1.00	1.00	1.00
Accounting Clerk	1.00	1.00	1.00
Purchasing Technician	1.00	1.00	1.00
Division Totals	<u>15.00</u>	<u>15.00</u>	<u>15.00</u>
<u>Information Technology</u>			
Deputy Director - Bus. Mgmt./Chief Information Officer	1.00	1.00	1.00
Network and Telecommunications Analyst	1.00	1.00	1.00
Geographic Information Systems Analyst	1.00	1.00	1.00
Information Technology Analyst	5.00	5.00	5.00
Division Totals	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>
Business Management Totals	<u><u>23.00</u></u>	<u><u>23.00</u></u>	<u><u>23.00</u></u>

The Business Management Director also supervises Parking Services, shown in the Parking section.

BUSINESS MANAGEMENT

BUDGET SUMMARY

Business Management is comprised of the Finance and Information Technology divisions. See the following division summaries for details

EXPENDITURES

	2010-11 Actual	2011-12 Original Budget	2011-12 Revised Budget	2011-12 Estimated	2012-13 Adopted Budget	% Change from 2011-12
Personnel	\$ 1,910,758	\$ 1,898,362	\$ 1,897,562	\$ 1,832,101	\$ 1,952,486	2.9%
Operating Costs	741,609	755,908	974,151	897,347	876,321	15.9%
Capital Outlay	33,413	112,619	162,606	200,206	94,200	-16.4%
Total	\$ 2,685,780	\$ 2,766,889	\$ 3,034,319	\$ 2,929,654	\$ 2,923,007	5.6%

REVENUES

	2010-11 Actual	2011-12 Original Budget	2011-12 Revised Budget	2011-12 Estimated	2012-13 Adopted Budget	% Change from 2011-12
General Revenues	\$ 2,685,780	\$ 2,766,889	\$ 3,034,319	\$ 2,929,654	\$ 2,923,007	5.6%
Total	\$ 2,685,780	\$ 2,766,889	\$ 3,034,319	\$ 2,929,654	\$ 2,923,007	5.6%

BUSINESS MANAGEMENT

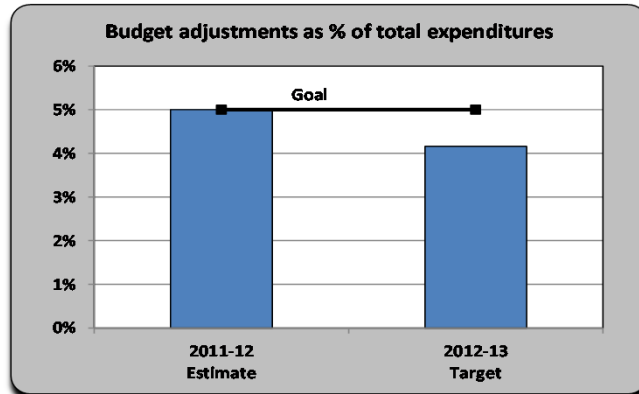
TRENDS

COUNCIL SERVICE GOALS: Provide for responsible management of the Town's financial assets. Provide reliable financial information in a timely manner.

GOAL : To support the Town's budget process by establishing an accurate and efficient budget.

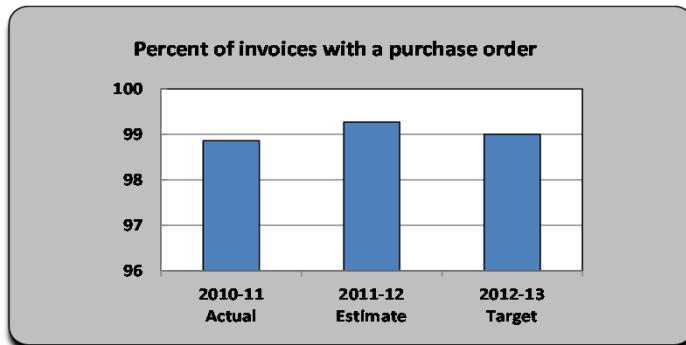
OBJECTIVE : Maintain budget adjustments at less than 5% of total expenditures.

This new measure was established in FY12, with a target of keeping budget adjustments at less than 5% of total expenditures. The target was achieved in FY12. We will reassess the target as we collect more data.



GOAL : To safeguard the Town's assets through appropriate accounting controls.

OBJECTIVE : To secure purchase orders for 99% of invoices over \$1,000.



This new measure was established in FY11 with an initial target of 98%. The target was achieved in FY11 and is expected to be achieved in FY12. We have increased the target to 99% for FY13.

OBJECTIVES	PROGRESS/STATUS
Maintain accounting records in a manner that supports the operation of the Town and enables the Town to obtain an unqualified audit opinion on its annual financial statements. Renew the Certificate of Achievement for Excellence in Financial Reporting from the National Government Finance Officers Association.	Received Award for Excellence in Financial Reporting for the FY11 Comprehensive Annual Financial Report. Audit services secured for fiscal year ending June 30, 2012 and initial visits from auditors conducted.
Provide financial, budgetary, and accounting assistance on the coordination and implementation of bond projects and other debt financing requirements.	Monthly bond payments made on time, and \$4.655 million in General Obligation bonds were refunded in FY12, with \$1.7 million in Two-Thirds bonds secured for issuance in FY13. Installment financing of \$487,000 in replacement vehicles was secured in FY12.
Include information in annual budgets necessary to continue to receive the Distinguished Budget Presentation Award from Governmental Finance Officers Association.	Budget work sessions were held in May - June, and the Council adopted the FY12 budget on June 25th. Work has begun on the budget document for submission to GFOA.

FINANCE

BUDGET SUMMARY

The adopted budget for FY13 includes a 4.4% increase in personnel costs, chiefly the result of a 3% employee pay adjustment effective October 2012 and the addition of temporary salaries to aid in the priority budgeting initiative. These costs are offset by a 3% decrease in medical insurance and a slight decrease in the Town's required contribution to the retirement system. The operating increase of 22% includes \$50,000 for audit costs transferred from the Manager's budget, a 5% increase in Munis financial software maintenance, and increases in tax collection and credit card fees. The FY13 budget also includes \$6,000 for an actuarial study that is required every other year.

EXPENDITURES

	2010-11 Actual	2011-12 Original Budget	2011-12 Revised Budget	2011-12 Estimated	2012-13 Adopted Budget	% Change from 2011-12
Personnel	\$ 1,122,776	\$ 1,152,399	\$ 1,151,599	\$ 1,131,706	\$ 1,203,132	4.4%
Operating Costs	364,304	389,632	462,275	425,750	475,369	22.0%
Total	\$ 1,487,080	\$ 1,542,031	\$ 1,613,874	\$ 1,557,456	\$ 1,678,501	8.9%

REVENUES

	2010-11 Actual	2011-12 Original Budget	2011-12 Revised Budget	2011-12 Estimated	2012-13 Adopted Budget	% Change from 2011-12
General Revenues	\$ 1,487,080	\$ 1,542,031	\$ 1,613,874	\$ 1,557,456	\$ 1,678,501	8.9%
Total	\$ 1,487,080	\$ 1,542,031	\$ 1,613,874	\$ 1,557,456	\$ 1,678,501	8.9%

INFORMATION TECHNOLOGY BUDGET SUMMARY

The adopted budget for the Information Technology division reflects an overall 1.6% increase from FY12. The personnel increase of 0.5% reflects the 3% salary adjustment effective October 2012, 3% decrease in medical insurance, the slight decrease to the retirement contribution. The 9.5% increase to the operating budget is related to an increase in software license costs and costs associated with server reconfiguration. The 16.4% decrease to Capital Outlay or \$18,419, is for removal of one-time costs associated with the municipal fiber project.

EXPENDITURES

	2010-11 Actual	2011-12 Original Budget	2011-12 Revised Budget	2011-12 Estimated	2012-13 Adopted Budget	% Change from 2011-12
Personnel	\$ 787,982	\$ 745,963	\$ 745,963	\$ 700,395	\$ 749,354	0.5%
Operating Costs	377,305	366,276	511,876	471,597	400,952	9.5%
Capital Outlay	33,413	112,619	162,606	200,206	94,200	-16.4%
Total	\$ 1,198,700	\$ 1,224,858	\$ 1,420,445	\$ 1,372,198	\$ 1,244,506	1.6%

REVENUES

	2010-11 Actual	2011-12 Original Budget	2011-12 Revised Budget	2011-12 Estimated	2012-13 Adopted Budget	% Change from 2011-12
General Revenues	\$ 1,198,700	\$ 1,224,858	\$ 1,420,445	\$ 1,372,198	\$ 1,244,506	1.6%
Total	\$ 1,198,700	\$ 1,224,858	\$ 1,420,445	\$ 1,372,198	\$ 1,244,506	1.6%

INFORMATION TECHNOLOGY

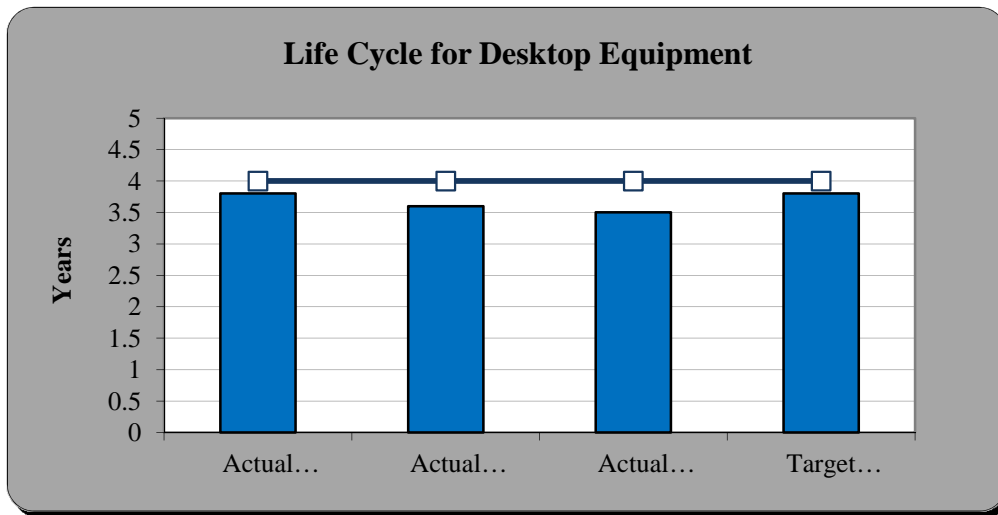
TRENDS

COUNCIL SERVICE GOALS: Invest in technology as a means to provide fast, secure and reliable information for Council, staff and citizens.

GOAL: Provide high standard of operational capability with information systems.

OBJECTIVE: Maintain a 4-year life cycle for desktop computer equipment.

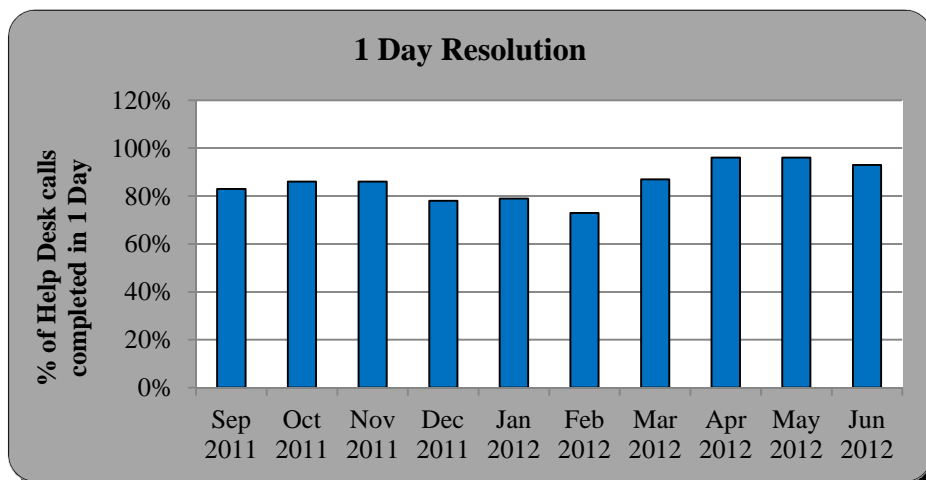
The desktop computer lifecycle goal of four years has been achieved. A great majority of desktop computer equipment is no older than 4 years. Projections for FY13 are to sustain the individual computer life cycle as close to four years as possible, permitting the purchase of fewer systems in FY13 to maintain that average age.



GOAL: Provide improved customer service to all Town users of computer equipment.

OBJECTIVE: Complete 85% of all Help Desk calls the same day of call. Complete 95% of all Help Desk calls by the next business day.

Town internal information systems are designed for around-the-clock access. Down time impacts staff productivity and quality and promptness of service to our customers, the citizens of the Town of Chapel Hill. By establishing these customer service standards, we are committing to minimizing the loss of productivity and maximizing the uptime of the Town's computer systems.



TOWN ATTORNEY

MISSION STATEMENT:

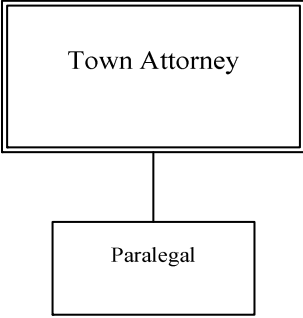
The primary mission of the Office of the Town Attorney is to protect the legal interests of the Town of Chapel Hill.

The Town Attorney serves as general counsel to the Town and provides advice to the Mayor and Council, Town boards and commissions, Town administration and Town departments. The duties of the Town Attorney include:

- Preparation for and attendance at Council meetings.
- Research questions raised by Council or individual Council members.
- Conferring with Mayor and members of the Council individually.
- General legal services to Town administration and departments of Town government.
- Participation in administrative agenda planning sessions and special projects.
- Advice to Town Boards and Commissions and individual board members.
- Attendance at Board and Commissions meetings as needed.
- Presentation of orientation program for newly appointed members of Town advisory boards.
- Defense of Town interests in lawsuits and threatened litigation.
- Coordination of work with private law firms representing the Town in litigation, bond financing and other matters where outside counsel is needed.
- Legal services in the acquisition and transfer of land and interests in land.
- Advice to staff in reviewing development projects, drafting ordinances, code enforcement and other matters such as zoning, Town housing initiatives and annexation documents.
- Advice to staff on issues related to construction projects.

***TOWN ATTORNEY
STAFFING COMPARISONS - IN FULL-TIME***

	2010-11 ADOPTED	2011-12 ADOPTED	2012-13 ADOPTED
Town Attorney	1.00	1.00	1.00
Paralegal	1.00	1.00	1.00
Attorney Department Totals	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>



TOWN ATTORNEY

BUDGET SUMMARY

The adopted budget for the Town Attorney's office for 2012-13 shows a slight increase of 0.8% over the prior year. The personnel increase of 0.9% is a result of the 3% salary adjustment effective October 2012, which is partially offset by the 3% reduction in medical insurance and the slight decrease to the retirement system. The operating budget remains unchanged from 2011-12 levels.

EXPENDITURES

	2010-11 Actual	2011-12 Original Budget	2011-12 Revised Budget	2011-12 Estimated	2012-13 Adopted Budget	% Change from 2011-12
Personnel	\$ 267,939	\$ 272,473	\$ 272,473	\$ 272,286	\$ 274,859	0.9%
Operating Costs	10,557	21,975	22,988	22,369	21,975	0.0%
Total	\$ 278,496	\$ 294,448	\$ 295,461	\$ 294,655	\$ 296,834	0.8%

REVENUES

	2010-11 Actual	2011-12 Original Budget	2011-12 Revised Budget	2011-12 Estimated	2012-13 Adopted Budget	% Change from 2011-12
General Revenues	\$ 278,496	\$ 294,448	\$ 295,461	\$ 294,655	\$ 296,834	0.8%
Total	\$ 278,496	\$ 294,448	\$ 295,461	\$ 294,655	\$ 296,834	0.8%
