

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

	2011-12 Actual	2012-13 Original Budget	2012-13 Revised Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change from 2012-13
Mayor/Council	\$ 396,947	\$ 393,010	\$ 406,126	\$ 387,367	\$ 436,573	11.1%
Town Manager/CaPA	1,688,491	1,905,924	2,165,181	2,086,375	2,410,088	26.5%
Human Resources	1,221,871	1,306,915	1,412,817	1,314,563	1,339,622	2.5%
Business Management	2,765,892	2,923,007	3,036,933	2,942,943	2,995,502	2.5%
Town Attorney	284,775	296,834	296,938	281,717	303,197	2.1%
Non-Departmental	3,157,459	4,020,469	6,537,362	5,840,984	4,173,710	3.8%
Total	\$ 9,515,435	\$ 10,846,159	\$ 13,855,357	\$ 12,853,949	\$ 11,658,692	7.5%

REVENUES

	2011-12 Actual	2012-13 Original Budget	2012-13 Revised Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change from 2012-13
General Revenues	\$ 9,515,435	\$ 10,846,159	\$ 13,855,357	\$ 12,853,949	\$ 11,658,692	7.5%
Total	\$ 9,515,435	\$ 10,846,159	\$ 13,855,357	\$ 12,853,949	\$ 11,658,692	7.5%

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.

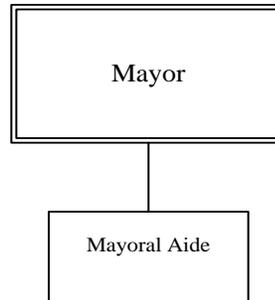
The Mayor and eight Council Members constitute the governing body of the Town. In accordance with the Town's Charter, the voters elect a Mayor every two years. Council Members are elected to four-year, staggered terms on an at-large basis. The Mayor chairs Town Council meetings and represents the Town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

	2011-12 ADOPTED	2012-13 ADOPTED	2013-14 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 2.7% increase in personnel costs include a 2% employee pay allowance effective October 2013, an increase of 4% in medical insurance costs and a slight increase in the state retirement contribution, which accounts for the increase in personnel costs over prior year. The 19.7% in operating costs can be attributed to an increase in anticipated travel expenses.

EXPENDITURES

	2011-12 Actual	2012-13 Original Budget	2012-13 Revised Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change from 2012-13
Personnel	\$ 97,519	\$ 98,461	\$ 98,536	\$ 95,930	\$ 101,110	2.7%
Operating Costs	16,104	16,987	21,387	21,160	20,330	19.7%
Total	\$ 113,623	\$ 115,448	\$ 119,923	\$ 117,090	\$ 121,440	5.2%

REVENUES

	2011-12 Actual	2012-13 Original Budget	2012-13 Revised Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change from 2012-13
General Revenues	\$ 113,623	\$ 115,448	\$ 119,923	\$ 117,090	\$ 121,440	5.2%
Total	\$ 113,623	\$ 115,448	\$ 119,923	\$ 117,090	\$ 121,440	5.2%

COUNCIL

BUDGET SUMMARY

The adopted budget for the Town Council reflects an increase of 13.5% from the 2012-13 budget, primarily for election-related items. The operating increase is directly related to adding election expenses to the FY14 budget (\$25,000). The 2.8% increase in personnel is the net result of the 2% pay adjustment effective October 2013, medical insurance selections made by Council members, as well as the 4% increase in medical insurance.

EXPENDITURES

	2011-12 Actual	2012-13 Original Budget	2012-13 Revised Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change from 2012-13
Personnel	\$ 160,592	\$ 161,681	\$ 161,922	\$ 159,735	\$ 166,210	2.8%
Operating Costs	122,732	115,881	124,281	110,542	148,923	28.5%
Total	\$ 283,324	\$ 277,562	\$ 286,203	\$ 270,277	\$ 315,133	13.5%

REVENUES

	2011-12 Actual	2012-13 Original Budget	2012-13 Revised Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change from 2012-13
General Revenues	\$ 283,324	\$ 277,562	\$ 286,203	\$ 270,277	\$ 315,133	13.5%
Total	\$ 283,324	\$ 277,562	\$ 286,203	\$ 270,277	\$ 315,133	13.5%

TOWN MANAGER

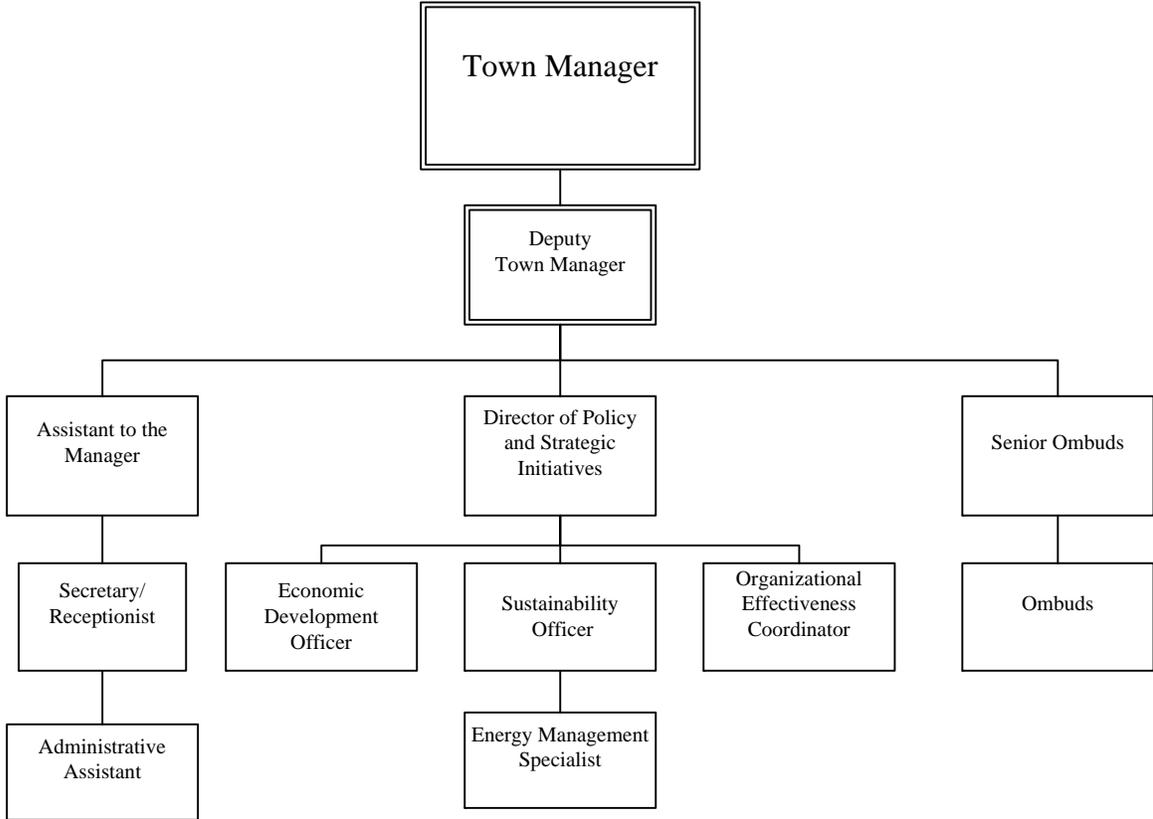
MISSION STATEMENT:

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 FY14.

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***

	2011-12 ADOPTED	2012-13 ADOPTED	2013-14 ADOPTED
Town Manager	1.00	1.00	1.00
Deputy Town Manager	1.00	1.00	1.00
Assistant Town Manager	1.00	0.00	0.00
Economic Development Coordinator	1.00	1.00	1.00
Executive Assistant (Unfunded)	1.00	0.00	0.00
Sustainability Officer	1.00	1.00	1.00
Energy Management Specialist	0.00	1.00	1.00
Policy & Strategic Initiatives Director	0.00	0.00	1.00
Organizational Effectiveness Coordinator	0.00	0.00	1.00
Coordinator - Special Projects (Unfunded)	1.00	0.00	0.00
Senior Ombuds	0.00	0.00	1.00
Ombuds	0.00	0.00	1.00
Assistant to the Manager	1.00	1.00	1.00
Administrative Assistant	0.80	0.00	0.75
Secretary/Receptionist	1.00	1.00	1.00
Town Manager's Office Totals	<u>9.80</u>	<u>7.00</u>	<u>11.75</u>

TOWN MANAGER

BUDGET SUMMARY

The Town Manager's adopted budget for FY14 reflects a 33.5% increase over FY13, primarily the result of the movement of a Planning position as well as a Human Resource Development (HRD) position to create the new Policy & Strategic Initiatives Division, along with the addition of a 2nd position in the Ombuds office, and the addition of a part-time Administrative Assistant. Other personnel changes include a 2% employee pay allowance effective October 2013, an increase of 4% in medical insurance costs and a slight increase in the state retirement contribution. The operating increase of 8.9% is due to increased costs associated with the establishment of the new Policy & Strategic Initiatives Division.

EXPENDITURES

	2011-12 Actual	2012-13 Original Budget	2012-13 Revised Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change from 2012-13
Personnel	\$ 844,722	\$ 1,044,751	\$ 1,254,153	\$ 1,213,596	\$ 1,444,472	38.3%
Operating Costs	200,052	202,230	251,080	221,290	220,324	8.9%
Total	\$ 1,044,774	\$ 1,246,981	\$ 1,505,233	\$ 1,434,886	\$ 1,664,796	33.5%

REVENUES

	2011-12 Actual	2012-13 Original Budget	2012-13 Revised Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change from 2012-13
General Revenues	\$ 1,044,774	\$ 1,246,981	\$ 1,505,233	\$ 1,434,886	\$ 1,664,796	33.5%
Total	\$ 1,044,774	\$ 1,246,981	\$ 1,505,233	\$ 1,434,886	\$ 1,664,796	33.5%

COMMUNICATIONS & PUBLIC AFFAIRS

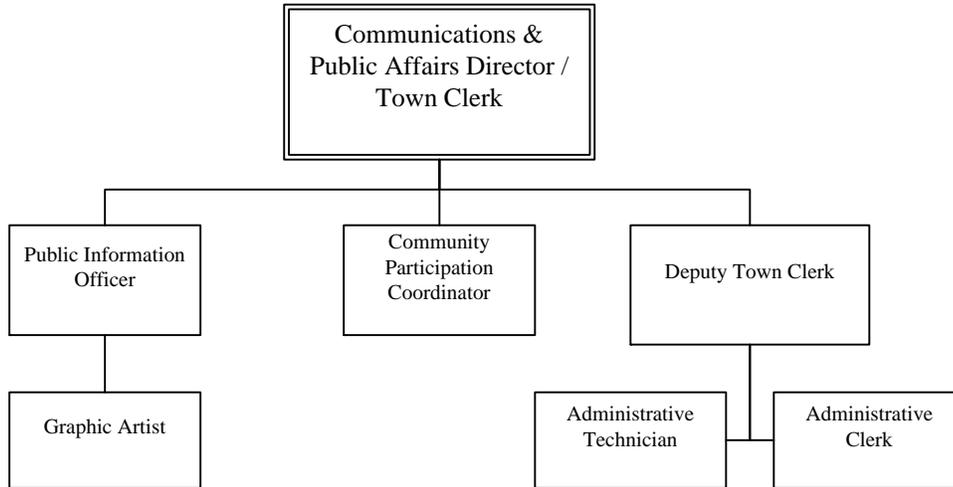
MISSION STATEMENT:

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 FY14.

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

	2011-12 ADOPTED	2012-13 ADOPTED	2013-14 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	0.53	0.53
Community Participation Coordinator	0.00	1.00	1.00
Public Information Officer	1.00	1.00	1.00
Graphic Artist	0.80	1.00	1.00
Media Specialist	1.00	0.00	1.00
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CAPA Office Totals	7.33	6.53	7.53

COMMUNICATIONS & PUBLIC AFFAIRS/ TOWN CLERK BUDGET SUMMARY

The adopted budget for 2013-14 reflects a 13.1% increase from prior year. The personnel increase of 14.6% reflects the addition of a Multimedia Producer position, a 2% employee pay allowance effective October 2013, an increase of 4% in medical insurance costs and a slight increase in the state retirement contribution. The 9.7% increase to the operating budget is primarily due to the costs associated with the community survey (\$20,000).

EXPENDITURES

	2011-12 Actual	2012-13 Original Budget	2012-13 Revised Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change from 2012-13
Personnel	\$ 437,882	\$ 455,295	\$ 455,557	\$ 457,350	\$ 521,953	14.6%
Operating Costs	205,835	203,648	204,391	194,139	223,339	9.7%
Total	\$ 643,717	\$ 658,943	\$ 659,948	\$ 651,489	\$ 745,292	13.1%

REVENUES

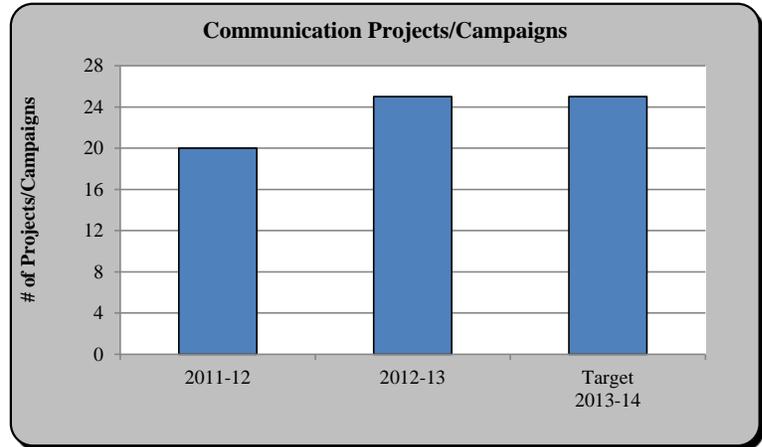
	2011-12 Actual	2012-13 Original Budget	2012-13 Revised Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change from 2012-13
General Revenues	\$ 643,717	\$ 658,943	\$ 659,948	\$ 651,489	\$ 745,292	13.1%
Total	\$ 643,717	\$ 658,943	\$ 659,948	\$ 651,489	\$ 745,292	13.1%

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 11-12	Actual 12-13	Target for 13-14	Change from Prior Year
Number of news releases	516	615	676	19%
Number of advertisements	86	59	65	-31%
Number of publications/brochures/directories	98	80	88	-18%
Number of communications projects/campaigns	20	25	25	5%

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 11-12	Actual 12-13	Target for 13-14	Change from Prior Year
eNews subscribers	3,132	3,156	3,472	1%
Facebook fans	3,554	3,908	4,299	10%
Twitter followers	2,216	3,522	3,874	59%

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 11-12	Actual 12-13	Target for 13-14	Change from Prior Year
Number of employee newsletters	8	10	8	25%

HUMAN RESOURCE DEVELOPMENT DEPARTMENT

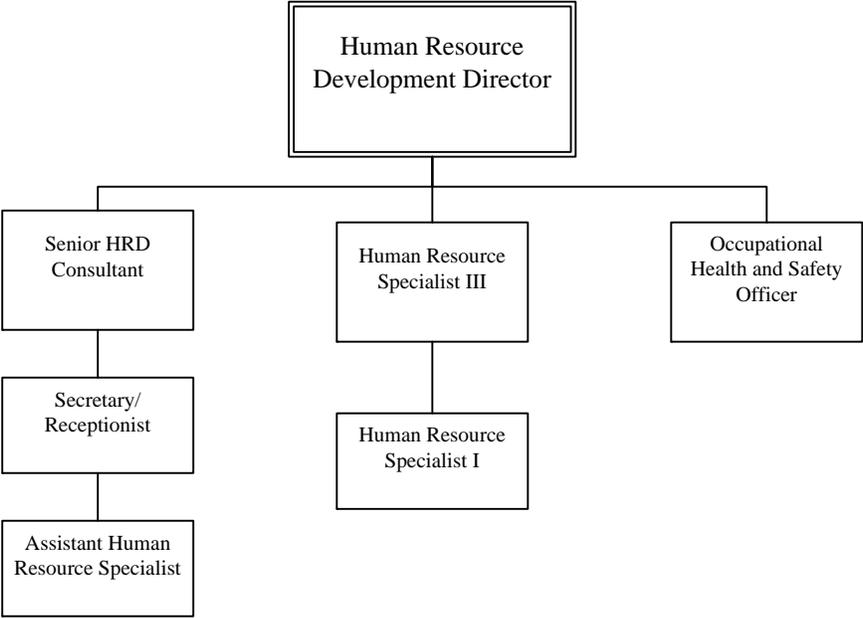
MISSION STATEMENT:

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 FY14.

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***

	2011-12 ADOPTED	2012-13 ADOPTED	2013-14 ADOPTED
Human Resource Development Director	1.00	1.00	1.00
Assistant Director-Human Resource Development	1.00	0.00	0.00
Senior Human Resource Consultant	0.00	0.00	1.00
Planner	0.00	1.00	0.00
Occupational Health and Safety Officer	1.00	1.00	1.00
Human Resource Specialist	4.00	4.00	4.00
Secretary/ Receptionist	1.00	1.00	1.00
Human Resource Development Totals	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>

HUMAN RESOURCE DEVELOPMENT BUDGET SUMMARY

The adopted budget for FY14 includes a 2.4% increase in personnel costs, chiefly the result of a 2% employee pay allowance effective October 2013, an increase of 4% in medical insurance costs and a slight increase in the state retirement contribution. The 2.6% increase to the operating budget can be attributed to an increase of \$15,000 for software costs associated with the new Employee Performance Management & Development System.

EXPENDITURES

	2011-12 Actual	2012-13 Original Budget	2012-13 Revised Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change from 2012-13
Personnel	\$ 580,699	\$ 643,970	\$ 625,139	\$ 563,293	\$ 659,747	2.4%
Operating Costs	641,172	662,945	787,678	751,270	679,875	2.6%
Total	\$ 1,221,871	\$ 1,306,915	\$ 1,412,817	\$ 1,314,563	\$ 1,339,622	2.5%

REVENUES

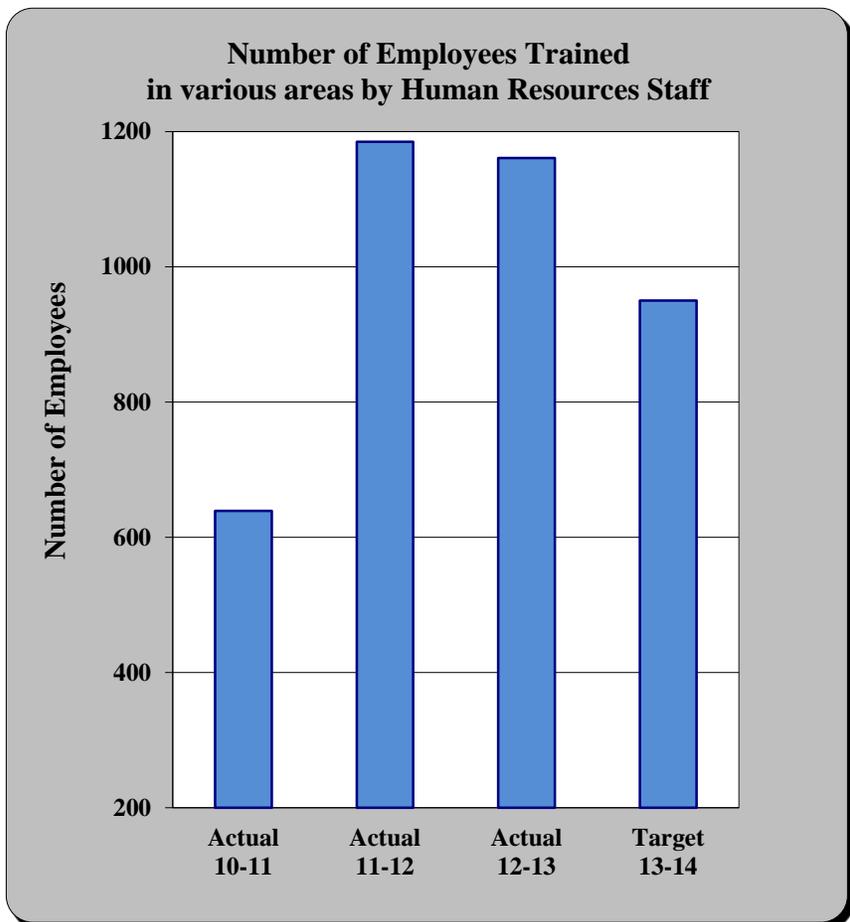
	2011-12 Actual	2012-13 Original Budget	2012-13 Revised Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change from 2012-13
General Revenues	\$ 1,221,871	\$ 1,306,915	\$ 1,412,817	\$ 1,314,563	\$ 1,339,622	2.5%
Total	\$ 1,221,871	\$ 1,306,915	\$ 1,412,817	\$ 1,314,563	\$ 1,339,622	2.5%

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 2012-2013. Our focus continues to be creating 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 HRD trained all employees on legal compliance in a values based organization and provided leadership development and skill building training. As a result we provided training to approximately 950 participants.



BUSINESS MANAGEMENT DEPARTMENT

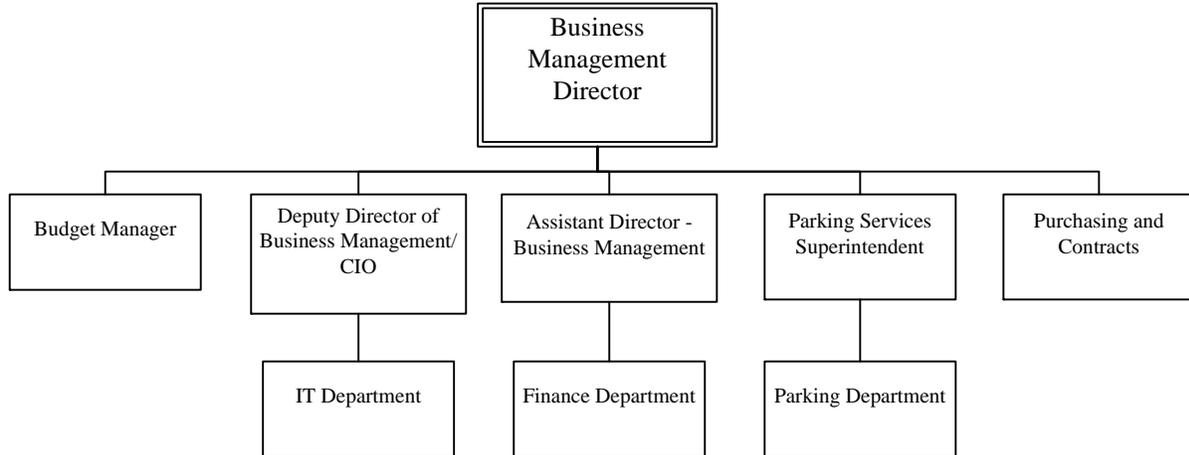
MISSION STATEMENT:

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 FY14.

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

	2011-12	2012-13	2013-14
	ADOPTED	ADOPTED	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
Business Analyst	0.00	0.00	1.00
Information Technology Analyst	5.00	5.00	5.00
Division Totals	<u>8.00</u>	<u>8.00</u>	<u>9.00</u>
Business Management Totals	<u>23.00</u>	<u>23.00</u>	<u>24.00</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

	2011-12 Actual	2012-13 Original Budget	2012-13 Revised Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change from 2012-13
Personnel	\$ 1,806,055	\$ 1,952,486	\$ 1,947,963	\$ 1,837,692	\$ 2,034,749	4.2%
Operating Costs	860,408	876,321	941,715	974,996	860,753	-1.8%
Capital Outlay	99,429	94,200	147,255	130,255	100,000	6.2%
Total	\$ 2,765,892	\$ 2,923,007	\$ 3,036,933	\$ 2,942,943	\$ 2,995,502	2.5%

REVENUES

	2011-12 Actual	2012-13 Original Budget	2012-13 Revised Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change from 2012-13
General Revenues	\$ 2,765,892	\$ 2,923,007	\$ 3,036,933	\$ 2,942,943	\$ 2,995,502	2.5%
Total	\$ 2,765,892	\$ 2,923,007	\$ 3,036,933	\$ 2,942,943	\$ 2,995,502	2.5%

BUSINESS MANAGEMENT

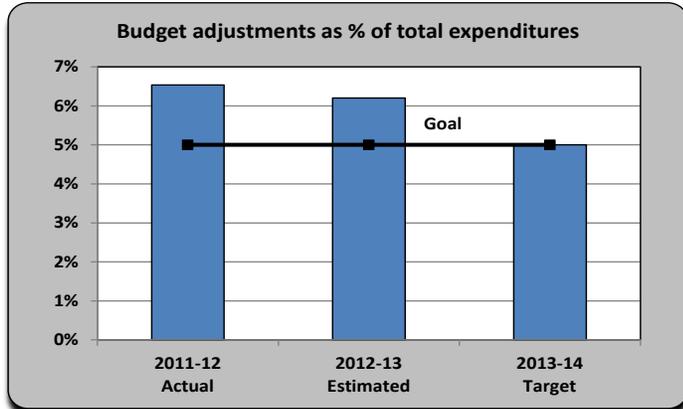
TRENDS

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.

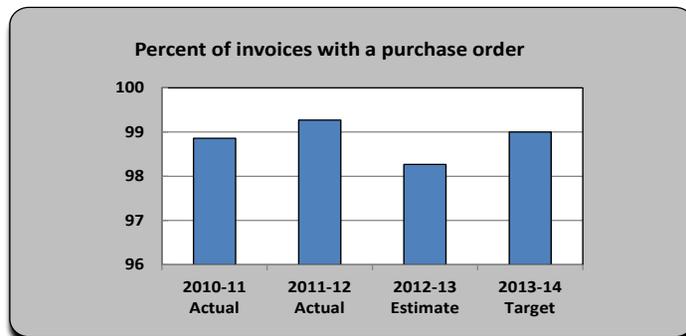
OBJECTIVE : Maintain budget adjustments at less than 5% of total expenditures.

This new measure was established in FY12, with a target of keeping budget adjustments at less than 5% of total expenditures. The target was not 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.



During FY12-13, purchase orders were secured for 98.27% of invoices over \$1,000. This is down from 99.27% in FY12 and falling short of the goal of 99%. The Target for FY14 remains at 99%.

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 FY12 Comprehensive Annual Financial Report. Audit services secured for fiscal year ending June 30, 2013 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 FY13 budget on June 10th. Work has begun on the budget document for submission to GFOA.

FINANCE

BUDGET SUMMARY

The adopted budget for FY14 includes a 0.5% decrease in personnel costs, chiefly the result of a reduction of temporary salaries and employee turnover, netted with the 2% employee pay allowance effective October 2013, an increase of 4% in medical insurance costs and a slight increase in the state retirement contribution. The FY14 budget includes a slight overall operating decrease of 0.9% for various decreases.

EXPENDITURES

	2011-12 Actual	2012-13 Original Budget	2012-13 Revised Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change from 2012-13
Personnel	\$ 1,112,755	\$ 1,203,132	\$ 1,198,237	\$ 1,132,378	\$ 1,197,467	-0.5%
Operating Costs	432,461	475,369	488,103	503,721	471,244	-0.9%
Total	\$ 1,545,216	\$ 1,678,501	\$ 1,686,340	\$ 1,636,099	\$ 1,668,711	-0.6%

REVENUES

	2011-12 Actual	2012-13 Original Budget	2012-13 Revised Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change from 2012-13
General Revenues	\$ 1,545,216	\$ 1,678,501	\$ 1,686,340	\$ 1,636,099	\$ 1,668,711	-0.6%
Total	\$ 1,545,216	\$ 1,678,501	\$ 1,686,340	\$ 1,636,099	\$ 1,668,711	-0.6%

INFORMATION TECHNOLOGY

BUDGET SUMMARY

The adopted budget for the Information Technology division reflects an overall 6.6% increase from FY13. The personnel increase of 11.7% reflects the addition of a new Business Analyst Position, a 2% employee pay allowance effective October 2013, an increase of 4% in medical insurance costs and a slight increase in the state retirement contribution. The 2.9% decrease to the operating budget is chiefly the result of decreases in costs associated to municipal fiber project. The 6.2% increase to Capital Outlay or \$5,800, is for costs associated with server replacement.

EXPENDITURES

	2011-12 Actual	2012-13 Original Budget	2012-13 Revised Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change from 2012-13
Personnel	\$ 693,300	\$ 749,354	\$ 749,726	\$ 705,314	\$ 837,282	11.7%
Operating Costs	427,947	400,952	453,612	471,275	389,509	-2.9%
Capital Outlay	99,429	94,200	147,255	130,255	100,000	6.2%
Total	\$ 1,220,676	\$ 1,244,506	\$ 1,350,593	\$ 1,306,844	\$ 1,326,791	6.6%

REVENUES

	2011-12 Actual	2012-13 Original Budget	2012-13 Revised Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change from 2012-13
General Revenues	\$ 1,220,676	\$ 1,244,506	\$ 1,350,593	\$ 1,306,844	\$ 1,326,791	6.6%
Total	\$ 1,220,676	\$ 1,244,506	\$ 1,350,593	\$ 1,306,844	\$ 1,326,791	6.6%

INFORMATION TECHNOLOGY

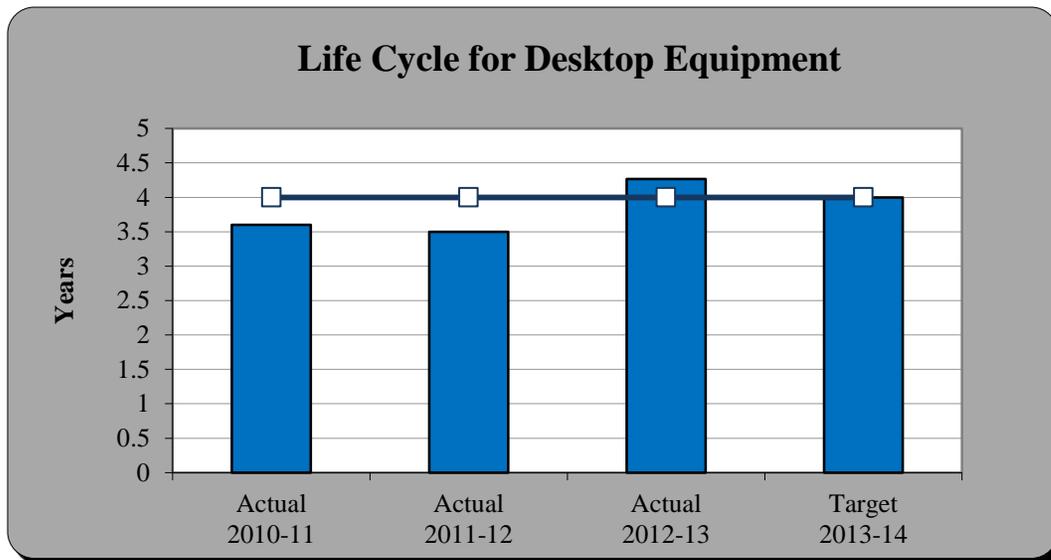
TRENDS

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.

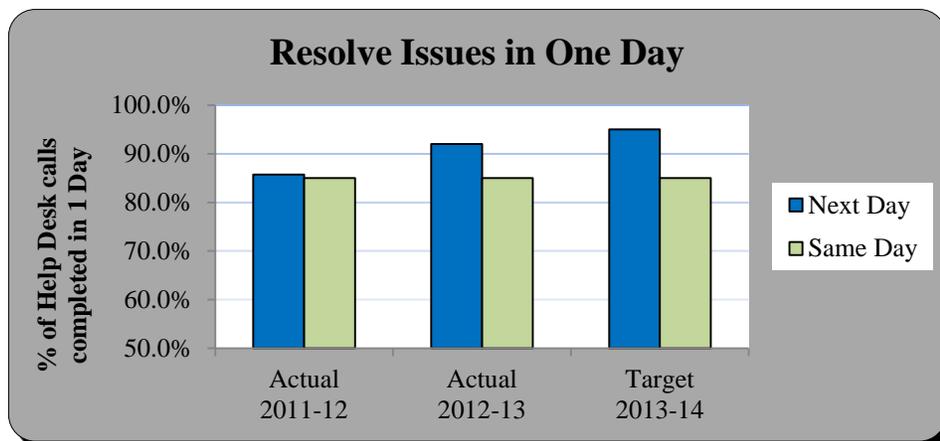
A great majority of desktop computer equipment is no older than 4 years. Projections for FY14 are to sustain the individual computer life cycle as close to four years as possible, permitting the purchase of one fourth of the total PC inventory in FY14 and after to maintain the average age of 2 years.



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:

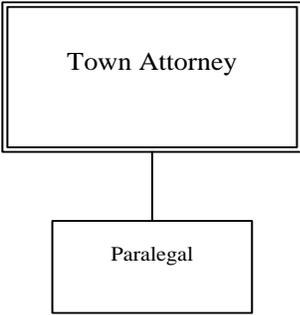
The primary mission of the Office of the Town Attorney is to protect the legal interests of the Town of Chapel Hill.

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

	2011-12 ADOPTED	2012-13 ADOPTED	2013-14 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 2013-14 shows a increase of 2.1% over the prior year. The personnel increase of 2.7% is a result of the 2% employee pay allowance effective October 2013, an increase of 4% in medical insurance costs and a slight increase in the state retirement contribution. The 4.3% decrease to the operating budget or \$950 is the result of a decrease in supplies.

EXPENDITURES

	2011-12 Actual	2012-13 Original Budget	2012-13 Revised Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change from 2012-13
Personnel	\$ 269,953	\$ 274,859	\$ 266,463	\$ 261,292	\$ 282,172	2.7%
Operating Costs	14,822	21,975	30,475	20,425	21,025	-4.3%
Total	\$ 284,775	\$ 296,834	\$ 296,938	\$ 281,717	\$ 303,197	2.1%

REVENUES

	2011-12 Actual	2012-13 Original Budget	2012-13 Revised Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change from 2012-13
General Revenues	\$ 284,775	\$ 296,834	\$ 296,938	\$ 281,717	\$ 303,197	2.1%
Total	\$ 284,775	\$ 296,834	\$ 296,938	\$ 281,717	\$ 303,197	2.1%

NON-DEPARTMENTAL DIVISION BUDGET SUMMARY

The Non-Departmental Division is used to account for activities in the General Fund that are not related to other departmental functions. These activities include contributions to other agencies, transfers to other funds and liability insurance. The adopted budget includes decreases from the prior year for Grant Matching Funds (\$42,748), reduction to the Vacancy Pool (\$152,963) and elimination of the one-time transfer to the Transit Fund (\$364,000). The 5.9% decrease in retiree medical insurance is due to the creation of a separate plan for retirees. Other increases from prior year include an increase to the transfer to the Capital Improvements Fund chiefly for the purpose of funding additional Police in-car cameras (\$89,500) and the purchase of a Mobile Stage (\$75,000), the creation of a Technology Fund (\$270,407), increased Unemployment costs due to the new state requirement that local governments set aside 1% of all taxable wage base and funding for the implementation of the class & compensation study (\$150,788).

EXPENDITURES

	2011-12 Actual	2012-13 Original Budget	2012-13 Revised Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change from 2012-13
Retiree Medical Insurance	\$ 958,858	\$ 1,000,200	\$ 1,016,923	\$ 1,050,923	\$ 941,085	-5.9%
Other Personnel Costs	22,997	25,000	74,773	74,773	320,788	1183.2%
Liability Insurance	419,579	420,593	420,593	420,593	450,000	7.0%
OPEB Liability Contributions	-	-	1,200,000	1,200,000	-	N/A
Operations	(4,336)	70,000	146,500	141,700	161,049	130.1%
Supplemental PEG Fees	202,315	210,000	210,000	210,000	210,000	0.0%
Transfer to Other Funds	5,140	5,800	5,800	5,800	5,800	0.0%
Transfer to Capital Improvement Funds	432,300	594,000	1,635,000	1,635,000	758,500	27.7%
Transfer to Transit	-	364,000	364,000	-	-	-100.0%
Grant Matching Funds	239,457	120,574	301,946	136,946	77,826	-35.5%
Agency Contributions	790,600	852,850	880,850	874,700	864,315	1.3%
Technology Fund	-	-	-	-	270,407	N/A
Vacancy Pool	-	266,903	190,428	-	113,940	-57.3%
Green Tract	90,549	90,549	90,549	90,549	-	-100.0%
Total	\$ 3,157,459	\$ 4,020,469	\$ 6,537,362	\$ 5,840,984	\$ 4,173,710	3.8%

REVENUES

	2011-12 Actual	2012-13 Original Budget	2012-13 Revised Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change from 2012-13
General Revenues	\$ 3,157,459	\$ 4,020,469	\$ 6,537,362	\$ 5,840,984	\$ 4,173,710	3.8%
Total	\$ 3,157,459	\$ 4,020,469	\$ 6,537,362	\$ 5,840,984	\$ 4,173,710	3.8%

