

# **GENERAL GOVERNMENT BUDGET SUMMARY**

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*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.*

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## **EXPENDITURES**

	<b>2012-13 Actual</b>	<b>2013-14 Original Budget</b>	<b>2013-14 Revised Budget</b>	<b>2013-14 Estimated</b>	<b>2014-15 Adopted Budget</b>	<b>% Change from 2013-14</b>
Mayor/Council	\$ 390,585	\$ 436,573	\$ 446,660	\$ 437,869	\$ 417,068	-4.5%
Town Manager/CaPA	2,042,640	2,410,088	2,420,518	2,317,607	2,504,747	3.9%
Human Resources	1,158,268	1,339,622	1,427,545	1,320,050	1,468,795	9.6%
Finance	1,557,826	1,668,711	1,698,239	1,594,541	1,822,728	9.2%
Technology Solutions	1,254,127	1,326,791	1,395,287	1,367,697	1,428,111	
Town Attorney	272,643	303,197	353,197	348,133	308,660	1.8%
Non-Departmental	4,598,586	4,173,710	6,670,337	6,421,320	4,876,951	16.8%
<b>Total</b>	<b>\$ 11,274,675</b>	<b>\$ 11,658,692</b>	<b>\$ 14,411,783</b>	<b>\$ 13,807,217</b>	<b>\$ 12,827,060</b>	<b>10.0%</b>

## **REVENUES**

	<b>2012-13 Actual</b>	<b>2013-14 Original Budget</b>	<b>2013-14 Revised Budget</b>	<b>2013-14 Estimated</b>	<b>2014-15 Adopted Budget</b>	<b>% Change from 2013-14</b>
General Revenues	\$ 11,274,675	\$ 11,658,692	\$ 14,411,783	\$ 13,807,217	\$ 12,827,060	10.0%
<b>Total</b>	<b>\$ 11,274,675</b>	<b>\$ 11,658,692</b>	<b>\$ 14,411,783</b>	<b>\$ 13,807,217</b>	<b>\$ 12,827,060</b>	<b>10.0%</b>

# ***MAYOR/COUNCIL***

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## **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.

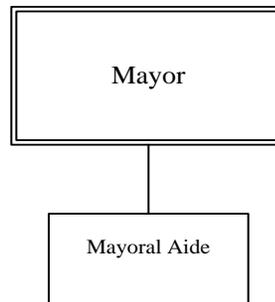
The Mayor and Town Council make policy decisions regarding Town services and other governmental responsibilities of the Town. Most policy decisions occur through adoption of the Comprehensive Plan, the annual budget, the capital improvements program and other ordinances and resolutions. Town Council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

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	<b>2012-13 ADOPTED</b>	<b>2013-14 ADOPTED</b>	<b>2014-15 ADOPTED</b>
Mayoral Aide	1.00	1.00	1.00
Mayor's Office Totals	1.00	1.00	1.00



# **MAYOR**

## **BUDGET SUMMARY**

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*The adopted budget for the Mayor's office reflects a slight overall increase from the prior year. The 3.2% increase in personnel costs includes a 3% of market rate adjustment for employee pay effective October 2014, an increase of 7% in medical insurance costs and a slight increase in the state retirement contribution. The 11.3% decrease in operating costs can be attributed to anticipated travel expenses.*

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### **EXPENDITURES**

	<b>2012-13 Actual</b>	<b>2013-14 Original Budget</b>	<b>2013-14 Revised Budget</b>	<b>2013-14 Estimated</b>	<b>2014-15 Adopted Budget</b>	<b>% Change from 2013-14</b>
Personnel	\$ 97,804	\$ 101,110	\$ 101,110	\$ 100,133	\$ 104,340	3.2%
Operating Costs	19,105	20,330	19,080	17,946	18,025	-11.3%
<b>Total</b>	<b>\$ 116,909</b>	<b>\$ 121,440</b>	<b>\$ 120,190</b>	<b>\$ 118,079</b>	<b>\$ 122,365</b>	<b>0.8%</b>

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### **REVENUES**

	<b>2012-13 Actual</b>	<b>2013-14 Original Budget</b>	<b>2013-14 Revised Budget</b>	<b>2013-14 Estimated</b>	<b>2014-15 Adopted Budget</b>	<b>% Change from 2013-14</b>
General Revenues	\$ 116,909	\$ 121,440	\$ 120,190	\$ 118,079	\$ 122,365	0.8%
<b>Total</b>	<b>\$ 116,909</b>	<b>\$ 121,440</b>	<b>\$ 120,190</b>	<b>\$ 118,079</b>	<b>\$ 122,365</b>	<b>0.8%</b>

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# **COUNCIL**

## **BUDGET SUMMARY**

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*The adopted budget for the Town Council reflects a decrease of 6.5% from the 2013-14 budget, primarily for election-related items since 2014-15 is a non-election year. The 0.6% increase in personnel is the net result of the 3% pay adjustment effective October 2014, medical insurance selections made by Council members, as well as the 7% increase in medical insurance.*

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### **EXPENDITURES**

	<b>2012-13 Actual</b>	<b>2013-14 Original Budget</b>	<b>2013-14 Revised Budget</b>	<b>2013-14 Estimated</b>	<b>2014-15 Adopted Budget</b>	<b>% Change from 2013-14</b>
Personnel	\$ 160,691	\$ 166,210	\$ 170,697	\$ 168,610	\$ 167,138	0.6%
Operating Costs	112,985	148,923	155,773	151,180	127,565	-14.3%
<b>Total</b>	<b>\$ 273,676</b>	<b>\$ 315,133</b>	<b>\$ 326,470</b>	<b>\$ 319,790</b>	<b>\$ 294,703</b>	<b>-6.5%</b>

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### **REVENUES**

	<b>2012-13 Actual</b>	<b>2013-14 Original Budget</b>	<b>2013-14 Revised Budget</b>	<b>2013-14 Estimated</b>	<b>2014-15 Adopted Budget</b>	<b>% Change from 2013-14</b>
General Revenues	\$ 273,676	\$ 315,133	\$ 326,470	\$ 319,790	\$ 294,703	-6.5%
<b>Total</b>	<b>\$ 273,676</b>	<b>\$ 315,133</b>	<b>\$ 326,470</b>	<b>\$ 319,790</b>	<b>\$ 294,703</b>	<b>-6.5%</b>

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# TOWN MANAGER

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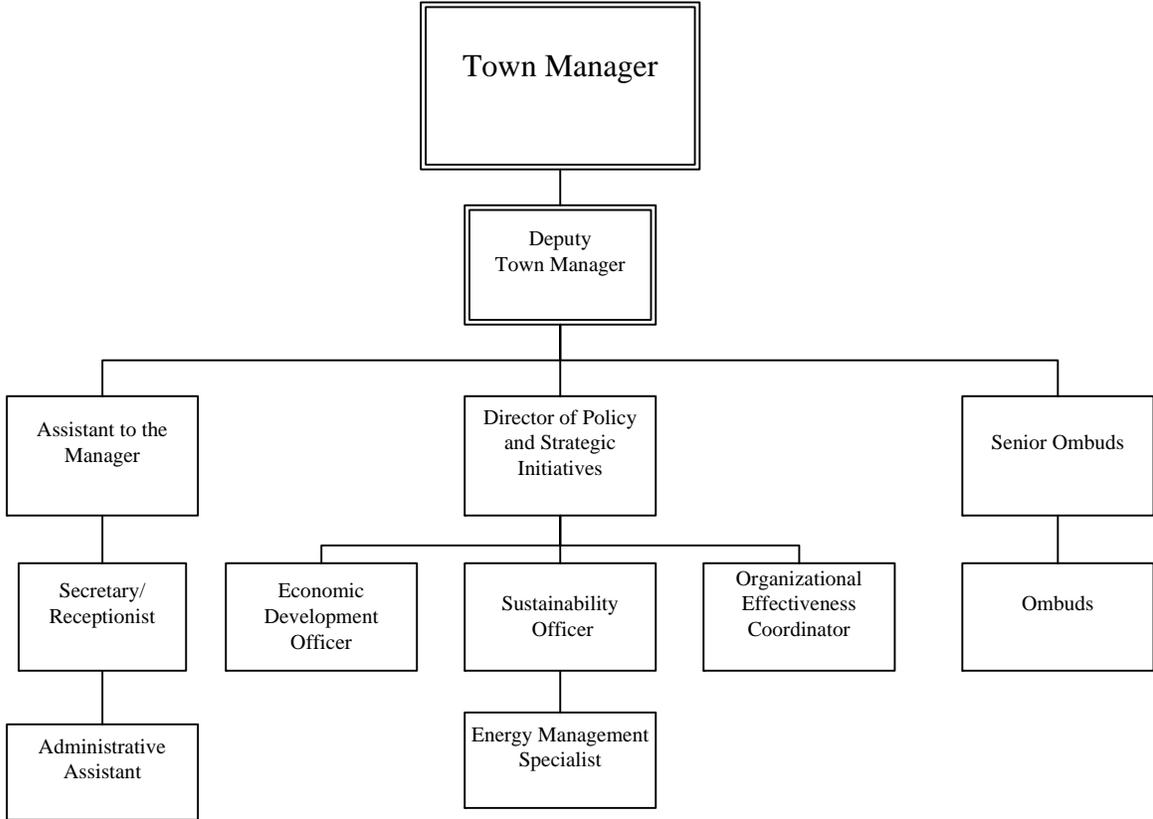
**MISSION STATEMENT:**

*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 FY15.

Program	Description
<b>Council Support</b>	Provide support to Mayor and Town Council, including coordinating preparation and delivery of informational reports and recommendations.
<b>Executive Management</b>	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.
<b>Economic Development</b>	Provide support and assistance to new and existing businesses in order to promote further development.
<b>Sustainability</b>	Coordinate, develop and implement policy, programs and initiatives to measure and enhance organizational and community sustainability.
<b>Stakeholder Communications</b>	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***

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	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>
	<b>ADOPTED</b>	<b>ADOPTED</b>	<b>ADOPTED</b>
Town Manager	1.00	1.00	1.00
Deputy Town Manager	1.00	1.00	1.00
Assistant Town Manager	0.00	0.00	0.00
Economic Development Coordinator	1.00	1.00	1.00
Executive Assistant (Unfunded)	0.00	0.00	0.00
Sustainability Officer	1.00	1.00	1.00
Energy Management Specialist	1.00	1.00	1.00
Policy & Strategic Initiatives Director	0.00	1.00	1.00
Organizational Effectiveness Coordinator	0.00	1.00	1.00
Coordinator - Special Projects (Unfunded)	0.00	0.00	0.00
Senior Ombuds	0.00	1.00	1.00
Ombuds	0.00	1.00	1.00
Assistant to the Manager	1.00	1.00	1.00
Administrative Assistant	0.00	0.75	0.75
Office Assistant	1.00	1.00	1.00
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Town Manager's Office Totals	7.00	11.75	11.75
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# TOWN MANAGER

## BUDGET SUMMARY

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The Town Manager's adopted budget for FY15 reflects a 5.6% increase over FY14. Personnel increases include a 3% of market rate adjustment for employee pay effective October 2014, an increase of 7% in medical insurance costs and a slight increase in the state retirement contribution. The operating increase of 21.2% is primarily for Organizational Development Training.

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### EXPENDITURES

	2012-13 Actual	2013-14 Original Budget	2013-14 Revised Budget	2013-14 Estimated	2014-15 Adopted Budget	% Change from 2013-14
Personnel	\$ 1,197,711	\$ 1,444,472	\$ 1,446,085	\$ 1,429,488	\$ 1,490,146	3.2%
Operating Costs	202,069	220,324	229,411	209,338	267,080	21.2%
Total	\$ 1,399,780	\$ 1,664,796	\$ 1,675,496	\$ 1,638,826	\$ 1,757,226	5.6%

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### REVENUES

	2012-13 Actual	2013-14 Original Budget	2013-14 Revised Budget	2013-14 Estimated	2014-15 Adopted Budget	% Change from 2013-14
General Revenues	\$ 1,399,780	\$ 1,664,796	\$ 1,675,496	\$ 1,638,826	\$ 1,757,226	5.6%
Total	\$ 1,399,780	\$ 1,664,796	\$ 1,675,496	\$ 1,638,826	\$ 1,757,226	5.6%

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# COMMUNICATIONS & PUBLIC AFFAIRS

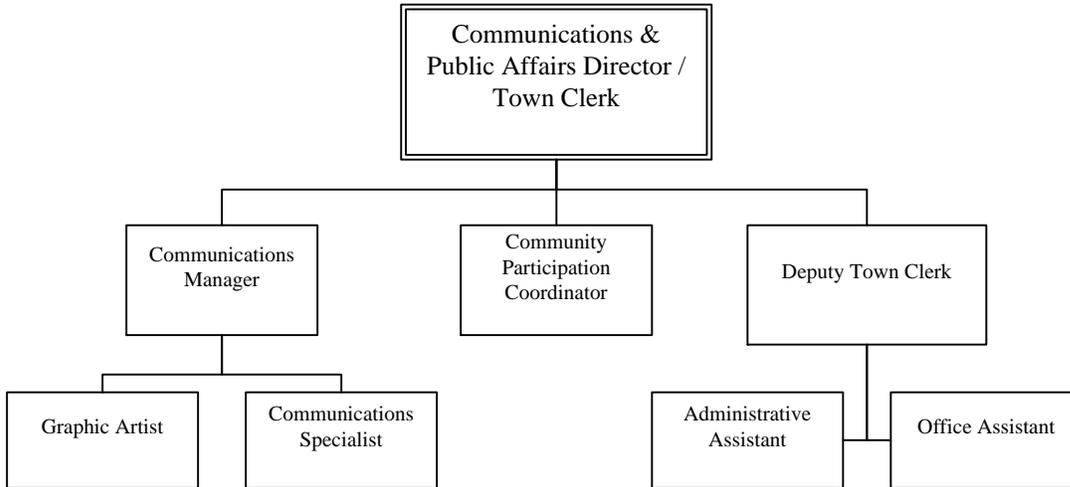
## MISSION STATEMENT:

*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 FY15.

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

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	<b>2012-13 ADOPTED</b>	<b>2013-14 ADOPTED</b>	<b>2014-15 ADOPTED</b>
Communications & Public Affairs Director / Town Clerk	1.00	1.00	1.00
Town Clerk-Deputy	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Office Assistant	0.53	0.53	0.53
Community Participation Coordinator	1.00	1.00	1.00
Public Information Officer	1.00	1.00	1.00
Graphic Artist	1.00	1.00	1.00
Media Specialist	0.00	1.00	1.00
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CAPA Office Totals	<b>6.53</b>	<b>7.53</b>	<b>7.53</b>

# **COMMUNICATIONS & PUBLIC AFFAIRS/ TOWN CLERK BUDGET SUMMARY**

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*The adopted budget for 2014-15 reflects a 0.3% increase from prior year. The personnel increase of 9.6% reflects a 3% of market rate adjustment for employee pay effective October 2014, an increase of 7% in medical insurance costs and a slight increase in the state retirement contribution. The 21.4% decrease to the operating budget is primarily due to the costs associated with the community survey (\$20,000) not appearing in this year's budget and savings associated with copier rentals.*

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## **EXPENDITURES**

	<b>2012-13 Actual</b>	<b>2013-14 Original Budget</b>	<b>2013-14 Revised Budget</b>	<b>2013-14 Estimated</b>	<b>2014-15 Adopted Budget</b>	<b>% Change from 2013-14</b>
Personnel	\$ 458,216	\$ 521,953	\$ 518,767	\$ 476,360	\$ 572,083	9.6%
Operating Costs	184,644	223,339	226,255	202,421	175,438	-21.4%
<b>Total</b>	<b>\$ 642,860</b>	<b>\$ 745,292</b>	<b>\$ 745,022</b>	<b>\$ 678,781</b>	<b>\$ 747,521</b>	<b>0.3%</b>

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## **REVENUES**

	<b>2012-13 Actual</b>	<b>2013-14 Original Budget</b>	<b>2013-14 Revised Budget</b>	<b>2013-14 Estimated</b>	<b>2014-15 Adopted Budget</b>	<b>% Change from 2013-14</b>
General Revenues	\$ 642,860	\$ 745,292	\$ 745,022	\$ 678,781	\$ 747,521	0.3%
<b>Total</b>	<b>\$ 642,860</b>	<b>\$ 745,292</b>	<b>\$ 745,022</b>	<b>\$ 678,781</b>	<b>\$ 747,521</b>	<b>0.3%</b>

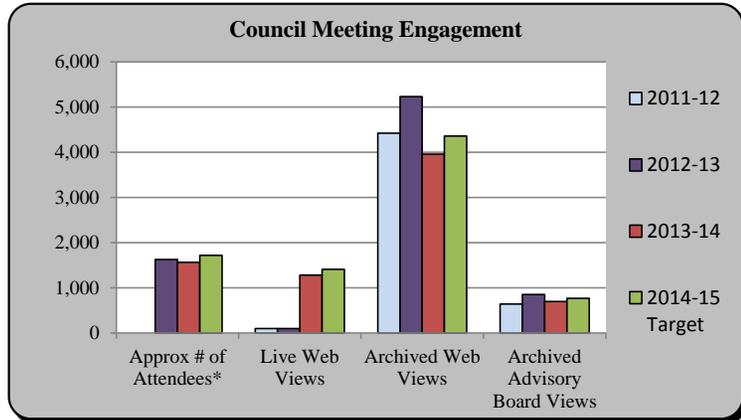
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# COMMUNICATIONS & PUBLIC AFFAIRS/TOWN CLERK TRENDS

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

**Objective:** Public Participation - Engage the public in Town decision making and Town programs so that outcomes balance community interests, values, and needs

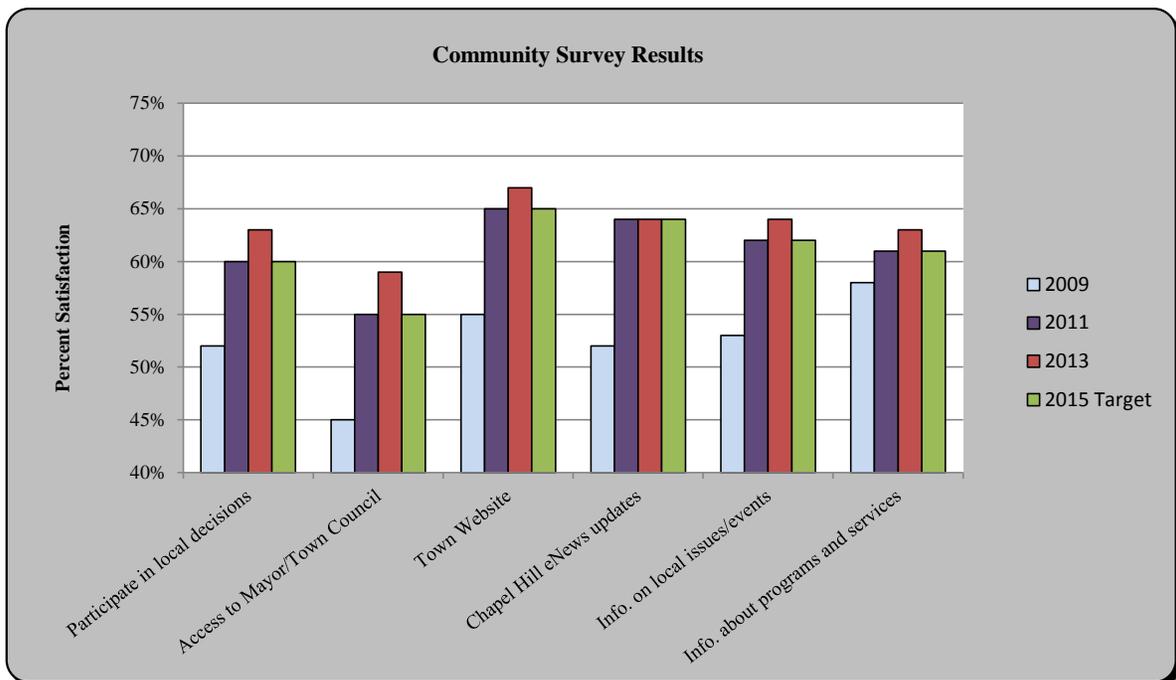
Public engagement is monitored by actual attendance at meetings as well as meetings viewed on the Web. The graph indicates that a similar number of residents attend meetings as view the meetings online. The number of residents that view archived views of Council meetings is two to three times higher than those who attend in person or watch live broadcasts of meetings. Views of Advisory Board archived meetings remain constant.



**Objective:** Communications and Public Information - Develop, grow, and maintain effective two-way communication channels that reach people where they are to tell the story of what we are doing and how our actions affect them

## Community Survey

We have experienced increases in nearly all communication outreach categories in the biennial Community Survey. Our rankings are about 20% higher than regional benchmarks, which serve as our targets. We also engage with the public using social media. We have seen steady increases in combined subscribers to eNews, Twitter and Facebook channels -- 10,586 in 2012-13 and 13,100 in 2013-14 -- a 23.7% increase.



# ***HUMAN RESOURCE DEVELOPMENT DEPARTMENT***

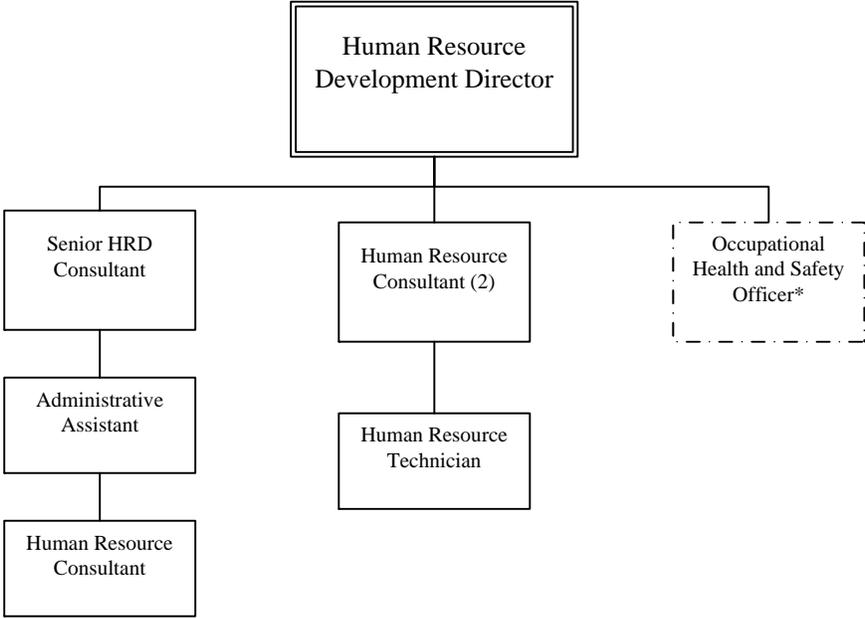
## **MISSION STATEMENT:**

*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 FY15.

<b>Program</b>	<b>Description</b>
<b>Classification and Compensation</b>	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.
<b>Benefits</b>	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.
<b>Employee Relations</b>	Ensure communication and understanding of the Town's Code of Ordinances, Town policies and procedures and State and Federal laws.
<b>Employee Training and Development</b>	Provide programs designed to engage our employees and assist them in reaching their professional potential by building skills and enhancing competencies.
<b>Recruitment Services</b>	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.
<b>Safety and Wellness</b>	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



\*Occupational Health and Safety Officer is contracted through the League of Municipalities

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

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	<b>2012-13 ADOPTED</b>	<b>2013-14 ADOPTED</b>	<b>2014-15 ADOPTED</b>
Human Resource Development Director	1.00	1.00	1.00
Assistant Director-Human Resource Development	0.00	0.00	1.00
Senior Human Resource Consultant Planner	0.00	1.00	1.00
Occupational Health and Safety Officer	1.00	0.00	0.00
Human Resources Technician	1.00	1.00	0.00
Human Resource Consultant	0.00	0.00	1.00
Administrative Assistant	4.00	4.00	2.00
	1.00	1.00	1.00
 Human Resource Development Totals	 8.00	 8.00	 7.00

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# ***HUMAN RESOURCE DEVELOPMENT BUDGET SUMMARY***

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*The adopted budget for FY15 includes a 9% decrease in personnel costs. This is the net result of a 3% of market rate adjustment for employee pay effective October 2014, an increase of 7% in medical insurance costs, a slight increase in the state retirement contribution, and contracting of a Safety and Risk Management Officer. The 27.7% increase to the operating budget can be attributed to that personnel contract as well as increased training funds.*

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## **EXPENDITURES**

	<b>2012-13 Actual</b>	<b>2013-14 Original Budget</b>	<b>2013-14 Revised Budget</b>	<b>2013-14 Estimated</b>	<b>2014-15 Adopted Budget</b>	<b>% Change from 2013-14</b>
Personnel	\$ 556,486	\$ 659,747	\$ 649,247	\$ 548,542	\$ 600,445	-9.0%
Operating Costs	601,782	679,875	778,298	771,508	868,350	27.7%
<b>Total</b>	<b>\$ 1,158,268</b>	<b>\$ 1,339,622</b>	<b>\$ 1,427,545</b>	<b>\$ 1,320,050</b>	<b>\$ 1,468,795</b>	<b>9.6%</b>

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## **REVENUES**

	<b>2012-13 Actual</b>	<b>2013-14 Original Budget</b>	<b>2013-14 Revised Budget</b>	<b>2013-14 Estimated</b>	<b>2014-15 Adopted Budget</b>	<b>% Change from 2013-14</b>
General Revenues	\$ 1,158,268	\$ 1,339,622	\$ 1,427,545	\$ 1,320,050	\$ 1,468,795	9.6%
<b>Total</b>	<b>\$ 1,158,268</b>	<b>\$ 1,339,622</b>	<b>\$ 1,427,545</b>	<b>\$ 1,320,050</b>	<b>\$ 1,468,795</b>	<b>9.6%</b>

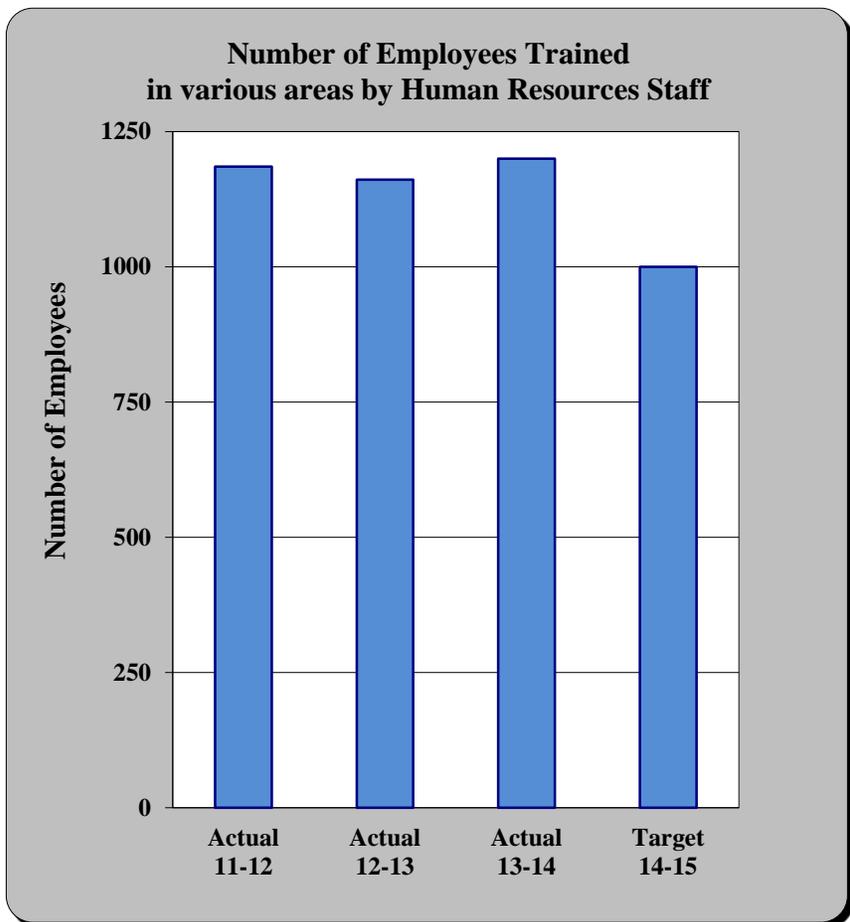
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# HUMAN RESOURCES TRENDS

**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 2013-2014. 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 continued to train all new employees on legal compliance in a values based organization and continued to provide leadership development and skill building training. As a result, we provided training to approximately 1200 participants.



# ***BUSINESS MANAGEMENT DEPARTMENT***

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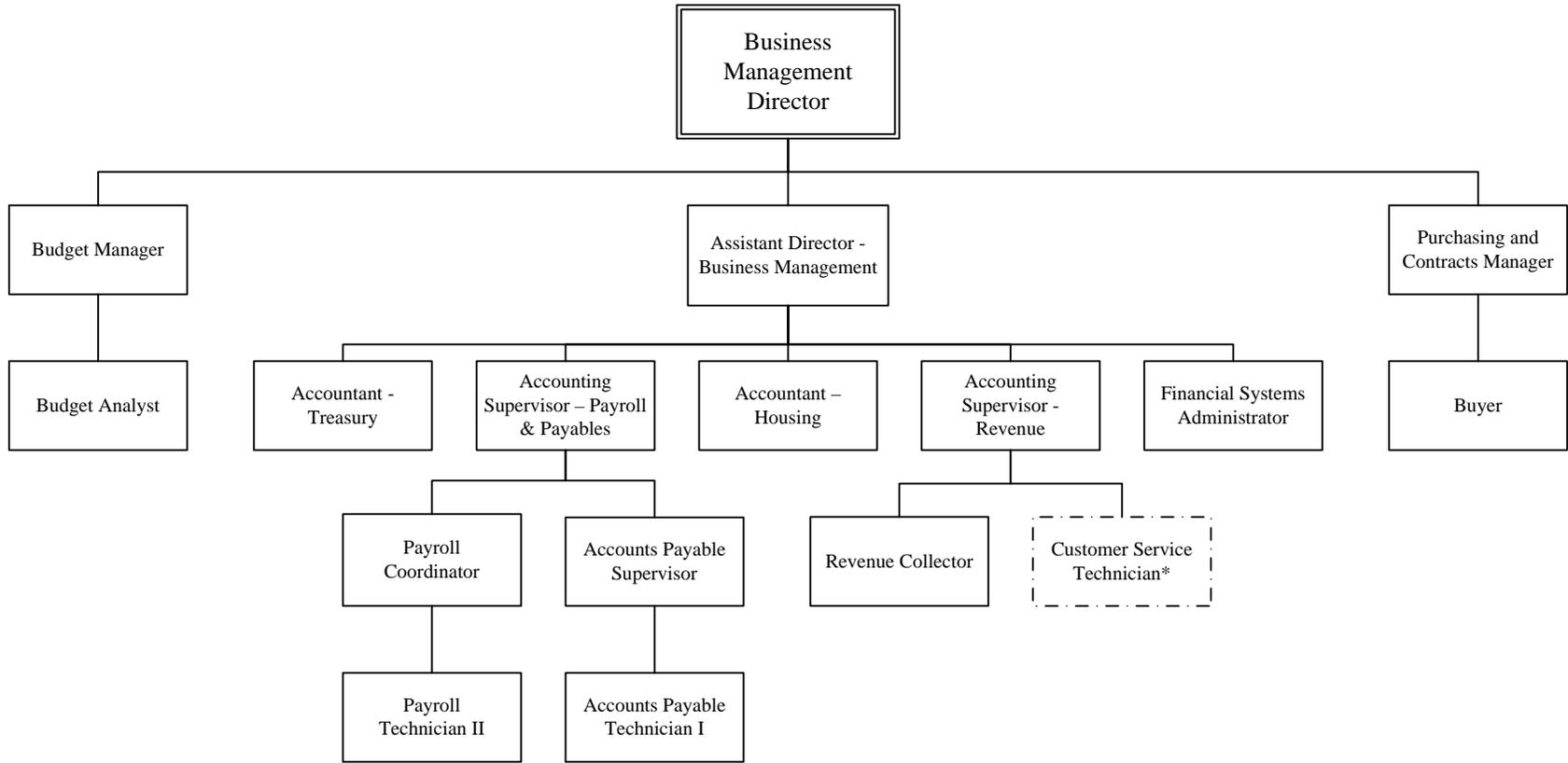
**MISSION STATEMENT:**

*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, and provide relevant and timely reporting of the Town's financial condition.*

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 FY15.

<b>Program</b>	<b>Description</b>
<b>Billing &amp; Collections</b>	Provide administration and/or oversight of all Town billings and collections.
<b>Budget</b>	Administer the Town's capital and operating budgets.
<b>Payroll &amp; Payables</b>	Administer the Town's payroll and payables functions.
<b>Accounting &amp; Financial Reporting</b>	Maintain the Town's financial accounting system.
<b>Purchasing &amp; Contracts</b>	Administer the Town's purchasing and contracting systems.
<b>Risk Management</b>	Process liability, property and W/C claims against the Town.
<b>Liquidity Management</b>	Administer the Town's cash management, investment, banking, and debt management functions.
<b>Financial Planning &amp; Support</b>	Provide financial analysis, research and strategic planning for the Town's financial operations.
<b>Database Management and Enterprise Application Support</b>	Administer and manage the Tyler Technologies MUNIS financial/payroll/human resources software application and databases

**BUSINESS MANAGEMENT DEPARTMENT**



\*Customer Service Technician reports to Accounting Supervisor – Revenue, but is budgeted in the Off-Street Parking Fund

***BUSINESS MANAGEMENT***  
***STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS***

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	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>
	<b>ADOPTED</b>	<b>ADOPTED</b>	<b>ADOPTED</b>
<b><u>Finance</u></b>			
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	0.00
Financial Systems Administrator	1.00	1.00	1.00
Budget Manager	1.00	1.00	1.00
Budget Analyst	0.00	0.00	1.00
Accountant - Payroll & Payables	0.00	0.00	1.00
Accountant - Revenue	1.00	1.00	1.00
Accountant - Treasury	1.00	1.00	1.00
Accountant - Housing	1.00	1.00	1.00
Purchasing & Contracts Manager	1.00	1.00	1.00
Purchasing Technician	1.00	1.00	1.00
Payroll Coordinator	1.00	1.00	1.00
Payroll Technician	1.00	1.00	1.00
Accounting Technician II	1.00	1.00	0.00
Accounts Payable Supervisor	0.00	0.00	1.00
Revenue Collector	1.00	1.00	1.00
Accounting Clerk	1.00	1.00	1.00
Division Totals	15.00	15.00	16.00

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# ***BUSINESS MANAGEMENT BUDGET SUMMARY***

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*The adopted budget for FY15 includes a 12.4% increase in personnel costs, the result of a 3% of market rate adjustment for employee pay effective October 2014, a 7% increase in the cost of medical insurance, and the addition of a Budget Analyst position. The operating increase of 1.1% is mostly due to increased Business Meetings & Trainings. The FY15 budget also includes \$6,000 for an actuarial study that is required every other year.*

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## **EXPENDITURES**

	<b>2012-13 Actual</b>	<b>2013-14 Original Budget</b>	<b>2013-14 Revised Budget</b>	<b>2013-14 Estimated</b>	<b>2014-15 Adopted Budget</b>	<b>% Change from 2013-14</b>
Personnel	\$ 1,112,502	\$ 1,197,467	\$ 1,192,467	\$ 1,141,218	\$ 1,346,416	12.4%
Operating Costs	445,324	471,244	505,772	453,323	476,312	1.1%
Capital Outlay	-	-	-	-	-	N/A
<b>Total</b>	<b>\$ 1,557,826</b>	<b>\$ 1,668,711</b>	<b>\$ 1,698,239</b>	<b>\$ 1,594,541</b>	<b>\$ 1,822,728</b>	<b>9.2%</b>

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## **REVENUES**

	<b>2012-13 Actual</b>	<b>2013-14 Original Budget</b>	<b>2013-14 Revised Budget</b>	<b>2013-14 Estimated</b>	<b>2014-15 Adopted Budget</b>	<b>% Change from 2013-14</b>
General Revenues	\$ 1,557,826	\$ 1,668,711	\$ 1,698,239	\$ 1,594,541	\$ 1,822,728	9.2%
<b>Total</b>	<b>\$ 1,557,826</b>	<b>\$ 1,668,711</b>	<b>\$ 1,698,239</b>	<b>\$ 1,594,541</b>	<b>\$ 1,822,728</b>	<b>9.2%</b>

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# BUSINESS MANAGEMENT

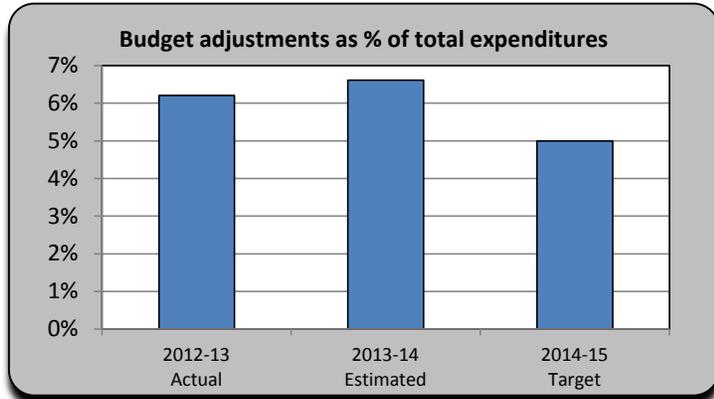
## TRENDS

**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.

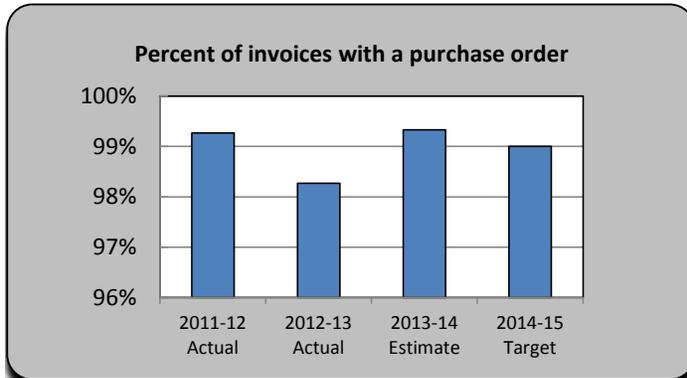
**OBJECTIVE :** Maintain budget adjustments at less than 5% of total expenditures.

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 FY13. 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 FY13-14, purchase orders were secured for 99.25% of invoices over \$1,000. This is up from 98.27% in FY13 and meets the goal of 99%. The Target for FY15 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 FY13 Comprehensive Annual Financial Report. Audit services secured for fiscal year ending June 30, 2014 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 \$3.05 million in General Obligation bonds were refunded in FY13. Installment financing for replacement vehicles in the amount of \$872,000 was secured in FY14. A reimbursement resolution was adopted in FY14 in anticipation of the issuance of two-thirds bonds (\$1.7 million) and Limited Obligation Bonds (\$10 million) in FY15.
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 9th. Work has begun on the budget document for submission to GFOA.

# ***TECHNOLOGY SOLUTIONS DEPARTMENT***

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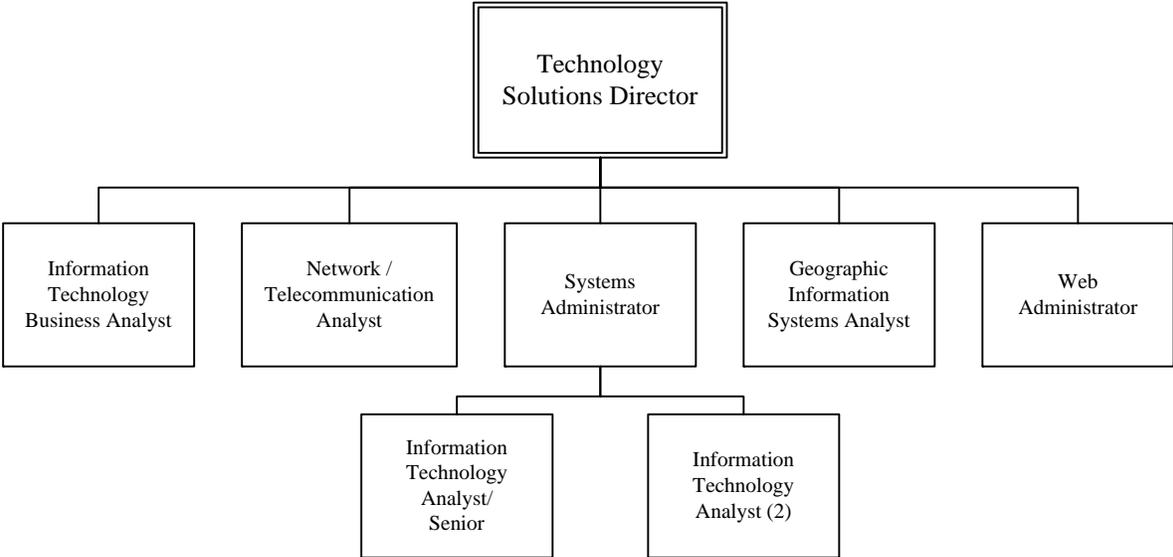
**MISSION STATEMENT:**

*The mission of the Technology Solutions department is to provide technology leadership through innovation, oversight, education, and support to ensure that the Town make the best possible use of available technology.*

As a first step towards Priority-Based Budgeting, the Technology Solutions Department identified the following primary programs that are included in the projected budget for FY15.

Program	Description
<b>User Support</b>	Provide user Help Desk support for computer hardware, software, network, servers, and telephones.
<b>Intranet Infrastructure</b>	Administer and manage all server, SAN, and network infrastructure.
<b>Telecommunications</b>	Administer and manage all Voice over IP telephone systems.
<b>Database Management and Enterprise Application Support</b>	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.
<b>IT Planning and Coordination</b>	Consult with Town departments on IT planning, collaboration, and design services for infrastructure and software configurations.

TECHNOLOGY SOLUTIONS DEPARTMENT



# *Technology Solutions*

## *STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS*

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	<b>2012-13 ADOPTED</b>	<b>2013-14 ADOPTED</b>	<b>2014-15 ADOPTED</b>
Director-Technology Solutions/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	1.00	1.00
Information Technology Analyst	5.00	5.00	4.00
Systems Administrator	0.00	0.00	1.00
Division Totals	<u>8.00</u>	<u>9.00</u>	<u>9.00</u>

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## **TECHNOLOGY SOLUTIONS**

### **BUDGET SUMMARY**

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The adopted budget for the Technology Solutions department reflects an overall 7.6% increase from FY14. The personnel increase of 11.6% reflects a 3% of market rate adjustment for employee pay effective October 2014, an increase of 7% in medical insurance costs, a slight increase in the state retirement contribution, and increased overtime expense. The 13.3% increase to the operating budget is primarily associated with software license costs. These increases are partially offset by a reduction in capital outlay for the year.

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### **EXPENDITURES**

	<b>2012-13 Actual</b>	<b>2013-14 Original Budget</b>	<b>2013-14 Revised Budget</b>	<b>2013-14 Estimated</b>	<b>2014-15 Adopted Budget</b>	<b>% Change from 2013-14</b>
Personnel	\$ 687,708	\$ 837,282	\$ 837,802	\$ 811,491	\$ 934,781	11.6%
Operating Costs	429,486	389,509	512,385	506,206	441,384	13.3%
Capital Outlay	136,933	100,000	45,100	50,000	51,946	-48.1%
<b>Total</b>	<b>\$ 1,254,127</b>	<b>\$ 1,326,791</b>	<b>\$ 1,395,287</b>	<b>\$ 1,367,697</b>	<b>\$ 1,428,111</b>	<b>7.6%</b>

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### **REVENUES**

	<b>2012-13 Actual</b>	<b>2013-14 Original Budget</b>	<b>2013-14 Revised Budget</b>	<b>2013-14 Estimated</b>	<b>2014-15 Adopted Budget</b>	<b>% Change from 2013-14</b>
General Revenues	\$ 1,254,127	\$ 1,326,791	\$ 1,395,287	\$ 1,367,697	\$ 1,428,111	7.6%
<b>Total</b>	<b>\$ 1,254,127</b>	<b>\$ 1,326,791</b>	<b>\$ 1,395,287</b>	<b>\$ 1,367,697</b>	<b>\$ 1,428,111</b>	<b>7.6%</b>

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# TECHNOLOGY SOLUTIONS

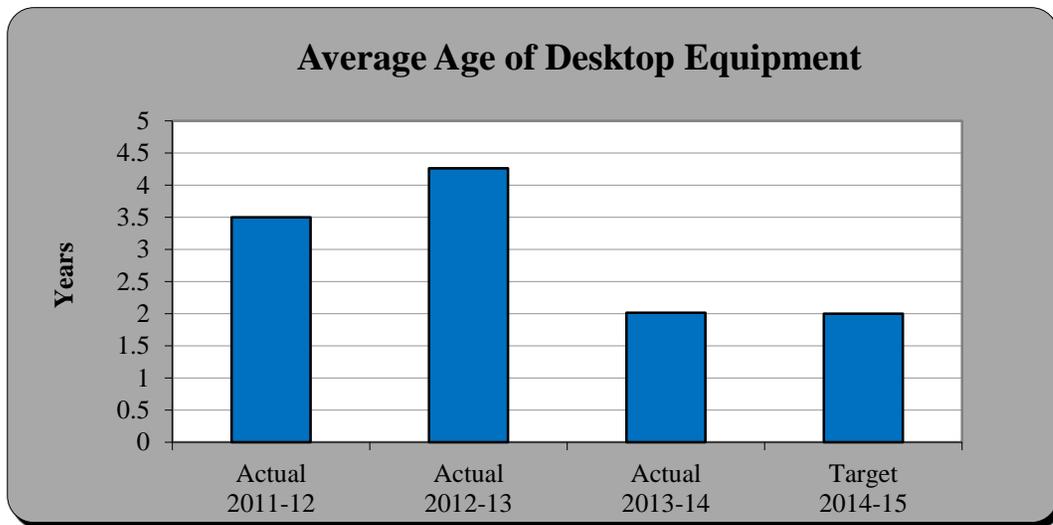
## TRENDS

**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.

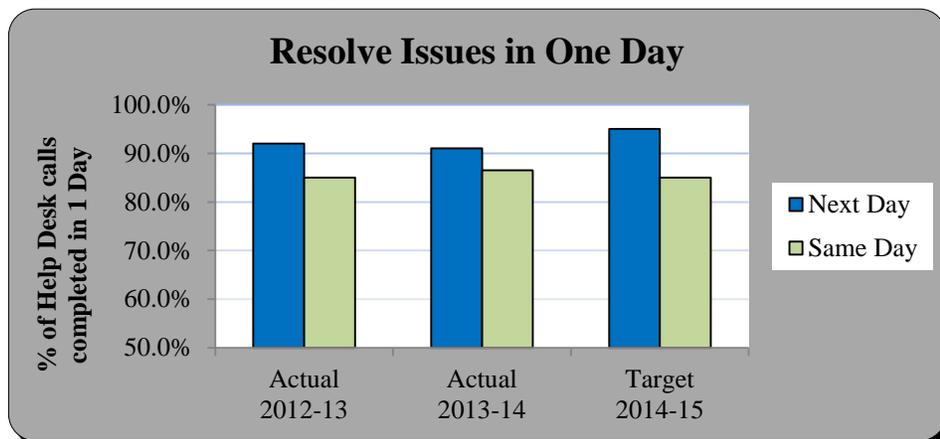
A great majority of desktop computer equipment is no older than 4 years. Projections for FY15 are to sustain the individual computer life cycle as close to four years as possible, permitting the purchase of one fourth of the total PC inventory in FY15 and after to maintain the average age of 2 years. The chart below previously displayed the age of replacement, but as of FY 2014 shows 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***

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## **MISSION STATEMENT:**

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

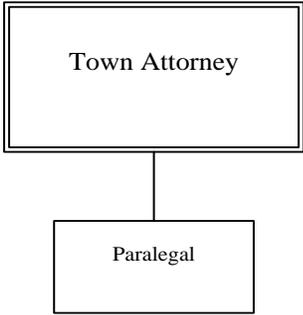
The Town Attorney serves as general counsel to the Town and provides advice to the Mayor and Council, Town boards and commissions, Town administration and Town departments. The duties of the Town Attorney include:

- 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***

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	<b>2012-13 ADOPTED</b>	<b>2013-14 ADOPTED</b>	<b>2014-15 ADOPTED</b>
Town Attorney	1.00	1.00	1.00
Paralegal	1.00	1.00	1.00
Attorney Department Totals	2.00	2.00	2.00



# **TOWN ATTORNEY**

## **BUDGET SUMMARY**

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*The adopted budget for the Town Attorney's office for 2014-15 shows a increase of 1.8% over the prior year. The personnel increase of 2.0% is a result of the 3% of market rate adjustment for employee pay effective October 2013, an increase of 7% in medical insurance costs, and a slight increase in the state retirement contribution. The 1.0% decrease to the operating budget is the result of a reduction in anticipated travel.*

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### **EXPENDITURES**

	<b>2012-13 Actual</b>	<b>2013-14 Original Budget</b>	<b>2013-14 Revised Budget</b>	<b>2013-14 Estimated</b>	<b>2014-15 Adopted Budget</b>	<b>% Change from 2013-14</b>
Personnel	\$ 248,908	\$ 282,172	\$ 283,619	\$ 285,524	\$ 287,835	2.0%
Operating Costs	23,735	21,025	69,578	62,609	20,825	-1.0%
<b>Total</b>	<b>\$ 272,643</b>	<b>\$ 303,197</b>	<b>\$ 353,197</b>	<b>\$ 348,133</b>	<b>\$ 308,660</b>	<b>1.8%</b>

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### **REVENUES**

	<b>2012-13 Actual</b>	<b>2013-14 Original Budget</b>	<b>2013-14 Revised Budget</b>	<b>2013-14 Estimated</b>	<b>2014-15 Adopted Budget</b>	<b>% Change from 2013-14</b>
General Revenues	\$ 272,643	\$ 303,197	\$ 353,197	\$ 348,133	\$ 308,660	1.8%
<b>Total</b>	<b>\$ 272,643</b>	<b>\$ 303,197</b>	<b>\$ 353,197</b>	<b>\$ 348,133</b>	<b>\$ 308,660</b>	<b>1.8%</b>

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## **NON-DEPARTMENTAL DIVISION BUDGET SUMMARY**

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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 increases from the prior year for Grant Matching Funds (\$9,962) and a reduction to the Vacancy Pool (\$13,940). The 9.3% increase in retiree medical insurance is due to the 7% increase in medical insurance costs as well as an increase in the number of retirees. Other increases from prior year include an increase to the transfer to the Capital Improvements Fund (\$20,500), roughly 1 cent equivalence on the tax rate for Affordable Housing initiatives (\$688,395), funding for the Rogers Road Community Center (\$100,000), and the creation of a fund for legal fees/demolitions/investigations (\$100,000).

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### **EXPENDITURES**

	<b>2012-13 Actual</b>	<b>2013-14 Original Budget</b>	<b>2013-14 Revised Budget</b>	<b>2013-14 Estimated</b>	<b>2014-15 Adopted Budget</b>	<b>% Change from 2013-14</b>
Retiree Medical Insurance	\$ 1,060,433	\$ 941,085	\$ 941,085	\$ 975,000	\$ 1,028,687	9.3%
Other Personnel Costs	73,999	320,788	220,788	51,196	120,000	-62.6%
Liability Insurance	441,611	450,000	450,000	450,000	450,000	0.0%
OPEB Liability Contributions	-	-	1,200,000	1,200,000	-	N/A
Operations	77,897	161,049	134,500	134,500	270,500	68.0%
Supplemental PEG Fees	197,711	210,000	210,000	210,000	210,000	0.0%
Transfer to Other Funds	5,231	5,800	5,800	6,400	6,500	12.1%
Transfer to Capital Improvement Funds	1,635,000	758,500	2,409,693	2,409,693	779,000	2.7%
Penny for Housing	-	-	-	-	688,395	N/A
Grant Matching Funds	141,155	77,826	97,160	97,160	87,788	12.8%
Agency Contributions	875,000	864,315	885,598	885,598	865,674	0.2%
Technology Fund	-	270,407	1,773	1,773	270,407	0.0%
Vacancy Pool	-	113,940	113,940	-	100,000	-12.2%
Green Tract	90,549	-	-	-	-	N/A
<b>Total</b>	<b>\$ 4,598,586</b>	<b>\$ 4,173,710</b>	<b>\$ 6,670,337</b>	<b>\$ 6,421,320</b>	<b>\$ 4,876,951</b>	<b>16.8%</b>

### **REVENUES**

	<b>2012-13 Actual</b>	<b>2013-14 Original Budget</b>	<b>2013-14 Revised Budget</b>	<b>2013-14 Estimated</b>	<b>2014-15 Adopted Budget</b>	<b>% Change from 2013-14</b>
General Revenues	\$ 4,598,586	\$ 4,173,710	\$ 6,670,337	\$ 6,421,320	\$ 4,876,951	16.8%
<b>Total</b>	<b>\$ 4,598,586</b>	<b>\$ 4,173,710</b>	<b>\$ 6,670,337</b>	<b>\$ 6,421,320</b>	<b>\$ 4,876,951</b>	<b>16.8%</b>

