

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

	2013-14 Actual	2014-15 Original Budget	2014-15 Revised Budget	2014-15 Estimated	2015-16 Adopted Budget	% Change from 2014-15
Mayor/Council	\$ 433,204	\$ 417,068	\$ 424,468	\$ 423,919	\$ 471,270	13.0%
Town Manager/CaPA	2,228,917	2,504,747	2,230,188	2,145,938	2,364,707	-5.6%
Human Resources	1,128,773	1,468,795	1,558,545	1,440,286	1,708,151	16.3%
Business Management	1,546,311	1,822,728	1,826,454	1,723,182	1,996,679	9.5%
Technology Solutions	1,259,189	1,428,111	1,457,927	1,415,716	1,491,763	4.5%
Town Attorney	346,522	308,660	308,660	309,155	320,132	3.7%
Non-Departmental	5,092,741	4,876,951	8,571,521	5,906,747	5,145,524	5.5%
Total	\$ 12,035,657	\$ 12,827,060	\$ 16,377,763	\$ 13,364,943	\$ 13,498,226	5.2%

REVENUES

	2013-14 Actual	2014-15 Original Budget	2014-15 Revised Budget	2014-15 Estimated	2015-16 Adopted Budget	% Change from 2014-15
General Revenues	\$ 12,035,657	\$ 12,827,060	\$ 16,377,763	\$ 13,364,943	\$ 13,498,226	5.2%
Total	\$ 12,035,657	\$ 12,827,060	\$ 16,377,763	\$ 13,364,943	\$ 13,498,226	5.2%

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.

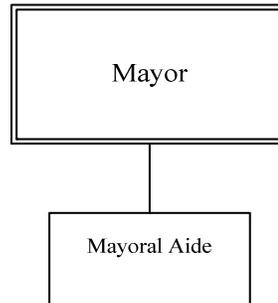
The Mayor and eight Council Members constitute the governing body of the Town. In accordance with the Town's Charter, the voters elect a Mayor every two years. Council Members are elected to four-year, staggered terms on an at-large basis. The Mayor chairs Town Council meetings and represents the Town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

	2013-14 ADOPTED	2014-15 ADOPTED	2015-16 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 decrease from the prior year. The net result of a 2% July and 2% January pay adjustment is offset by a change in personnel in the department as well as a decrease in health insurance costs. The 28.2% increase in operating costs can be attributed to an increase in anticipated travel expenses.

EXPENDITURES

	2013-14 Actual	2014-15 Original Budget	2014-15 Revised Budget	2014-15 Estimated	2015-16 Adopted Budget	% Change from 2014-15
Personnel	\$ 100,268	\$ 104,340	\$ 98,040	\$ 95,140	\$ 94,812	-9.1%
Operating Costs	16,581	18,025	26,925	22,406	23,109	28.2%
Total	\$ 116,849	\$ 122,365	\$ 124,965	\$ 117,546	\$ 117,921	-3.6%

REVENUES

	2013-14 Actual	2014-15 Original Budget	2014-15 Revised Budget	2014-15 Estimated	2015-16 Adopted Budget	% Change from 2014-15
General Revenues	\$ 116,849	\$ 122,365	\$ 124,965	\$ 117,546	\$ 117,921	-3.6%
Total	\$ 116,849	\$ 122,365	\$ 124,965	\$ 117,546	\$ 117,921	-3.6%

COUNCIL

BUDGET SUMMARY

The adopted budget for the Town Council reflects an increase of 19.9% from the 2014-15 budget, primarily for election-related items. The operating increase is directly related to adding election expenses to the FY16 budget (\$30,000) and an increase in fees/dues. The 7.4% increase in personnel is the net result of adding some Council members to the Town's health plan and through the 2% July and 2% January pay adjustment.

EXPENDITURES

	2013-14 Actual	2014-15 Original Budget	2014-15 Revised Budget	2014-15 Estimated	2015-16 Adopted Budget	% Change from 2014-15
Personnel	\$ 168,678	\$ 167,138	\$ 167,538	\$ 175,265	\$ 179,462	7.4%
Operating Costs	147,677	127,565	131,965	131,108	173,887	36.3%
Total	\$ 316,355	\$ 294,703	\$ 299,503	\$ 306,373	\$ 353,349	19.9%

REVENUES

	2013-14 Actual	2014-15 Original Budget	2014-15 Revised Budget	2014-15 Estimated	2015-16 Adopted Budget	% Change from 2014-15
General Revenues	\$ 316,355	\$ 294,703	\$ 299,503	\$ 306,373	\$ 353,349	19.9%
Total	\$ 316,355	\$ 294,703	\$ 299,503	\$ 306,373	\$ 353,349	19.9%

TOWN MANAGER

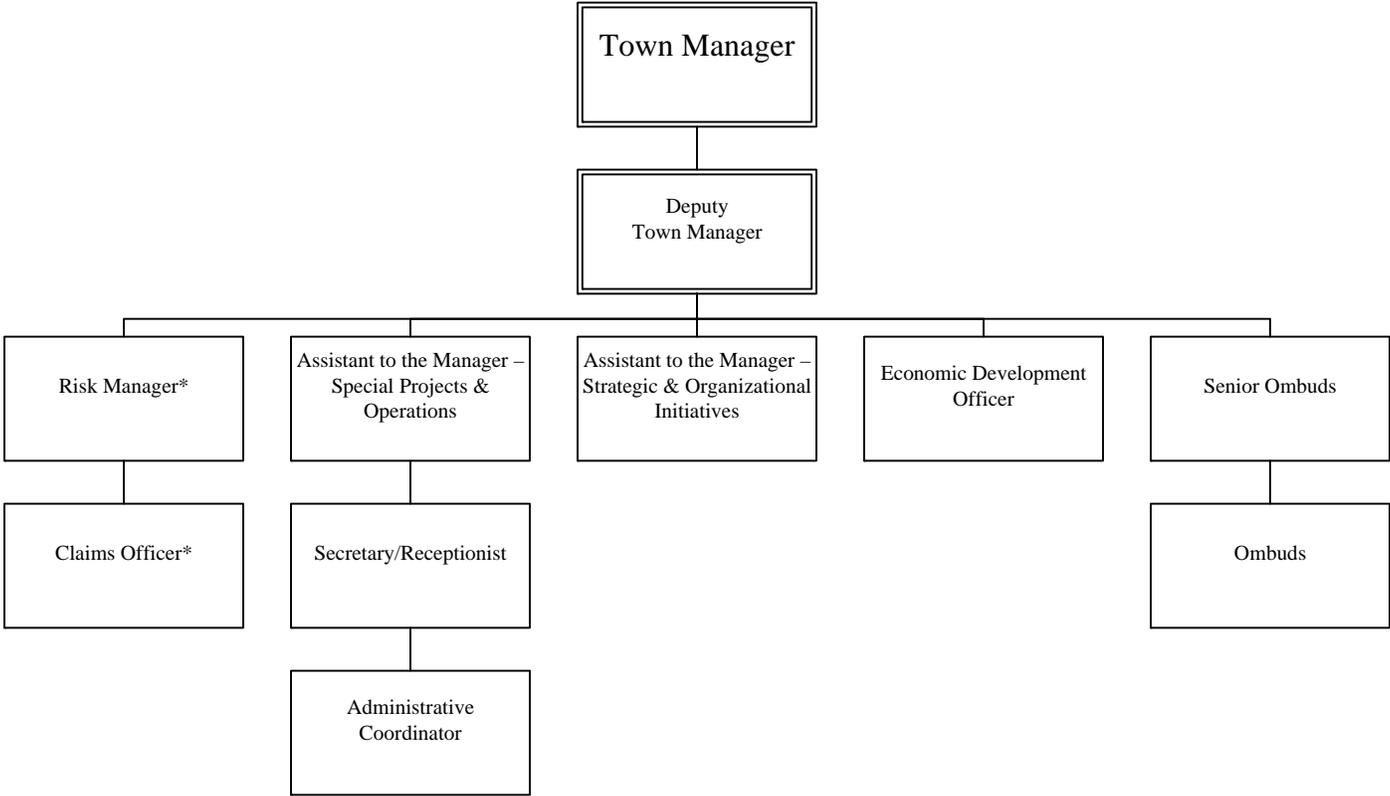
MISSION STATEMENT:

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 FY16.

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



* The Risk Management division is housed in the Human Resources budget but reports to the Manager's Office

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

	2013-14 ADOPTED	2014-15 ADOPTED	2015-16 ADOPTED
Town Manager	1.00	1.00	1.00
Deputy Town Manager	1.00	1.00	1.00
Economic Development Coordinator	1.00	1.00	1.00
Sustainability Officer	1.00	1.00	0.00
Energy Management Specialist	1.00	1.00	0.00
Policy & Strategic Initiatives Director	1.00	1.00	0.00
Organizational Effectiveness Coordinator	1.00	1.00	0.00
Senior Ombuds	1.00	1.00	1.00
Administrative Coordinator	0.00	0.00	1.00
Ombuds	1.00	1.00	1.00
Assistant to the Manager	1.00	1.00	2.00
Administrative Assistant	0.75	0.75	0.00
Office Assistant	1.00	1.00	1.00
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Town Manager's Office Totals	<u>11.75</u>	<u>11.75</u>	<u>9.00</u>

TOWN MANAGER

BUDGET SUMMARY

The Town Manager's adopted budget for FY16 reflects a 14.6% decrease over FY15, primarily the result of the movement of the Policy & Strategic Initiatives division, the Sustainability Officer, and the Energy Management Specialist to the Planning & Sustainability department. Other personnel changes include a 2% July and 2% January pay adjustment, a 27% decrease in health insurance, and department reorganization. The operating decrease of 12.7% is due to transferring money associated with energy audits to Planning & Sustainability as well as training and travel that had been associated with the Policy & Strategic Initiatives division.

EXPENDITURES

	2013-14 Actual	2014-15 Original Budget	2014-15 Revised Budget	2014-15 Estimated	2015-16 Adopted Budget	% Change from 2014-15
Personnel	\$ 1,397,968	\$ 1,490,146	\$ 1,172,087	\$ 1,147,697	\$ 1,267,349	-15.0%
Operating Costs	159,732	267,080	233,680	223,951	233,180	-12.7%
Total	\$ 1,557,700	\$ 1,757,226	\$ 1,405,767	\$ 1,371,648	\$ 1,500,529	-14.6%

REVENUES

	2013-14 Actual	2014-15 Original Budget	2014-15 Revised Budget	2014-15 Estimated	2015-16 Adopted Budget	% Change from 2014-15
General Revenues	\$ 1,557,700	\$ 1,757,226	\$ 1,405,767	\$ 1,371,648	\$ 1,500,529	-14.6%
Total	\$ 1,557,700	\$ 1,757,226	\$ 1,405,767	\$ 1,371,648	\$ 1,500,529	-14.6%

COMMUNICATIONS & PUBLIC AFFAIRS

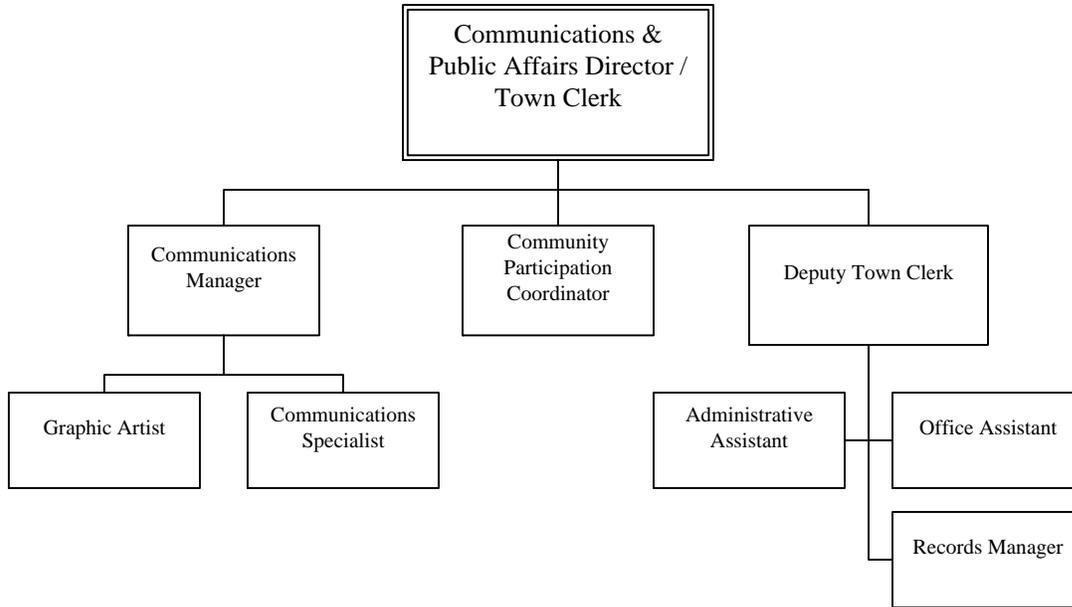
MISSION STATEMENT:

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 FY16.

Program	Description
Communications & Public Information	Provide information to the public in a variety of forms. Coordinate and administer crisis communications, news media relations, website, community engagement, graphic design, Chapel Hill TV -18, social media, advertising, streaming video and signage.
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. Answer public record requests. Maintain Council email archive.
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

	2013-14 ADOPTED	2014-15 ADOPTED	2015-16 ADOPTED
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
Communications Manager	1.00	1.00	1.00
Records Manager	0.00	0.00	1.00
Graphic Artist	1.00	1.00	1.00
Communications Specialist	1.00	1.00	1.00
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CAPA Office Totals	7.53	7.53	8.53

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

The adopted budget for 2015-16 reflects a 15.6% increase from the prior year. The personnel increase of 15.4% reflects the addition of a Records Manager position, a 2% July and 2% January pay adjustment, and an 8.5% decrease in health insurance costs. The 16.3% increase to the operating budget is primarily due to the costs associated with the community survey (\$20,000) and application software (\$17,760).

EXPENDITURES

	2013-14 Actual	2014-15 Original Budget	2014-15 Revised Budget	2014-15 Estimated	2015-16 Adopted Budget	% Change from 2014-15
Personnel	\$ 475,505	\$ 572,083	\$ 563,821	\$ 551,063	\$ 660,180	15.4%
Operating Costs	195,712	175,438	260,600	223,227	203,998	16.3%
Total	\$ 671,217	\$ 747,521	\$ 824,421	\$ 774,290	\$ 864,178	15.6%

REVENUES

	2013-14 Actual	2014-15 Original Budget	2014-15 Revised Budget	2014-15 Estimated	2015-16 Adopted Budget	% Change from 2014-15
General Revenues	\$ 671,217	\$ 747,521	\$ 824,421	\$ 774,290	\$ 864,178	15.6%
Total	\$ 671,217	\$ 747,521	\$ 824,421	\$ 774,290	\$ 864,178	15.6%

COMMUNICATION & PUBLIC AFFAIRS

KEY PERFORMANCE MEASURES

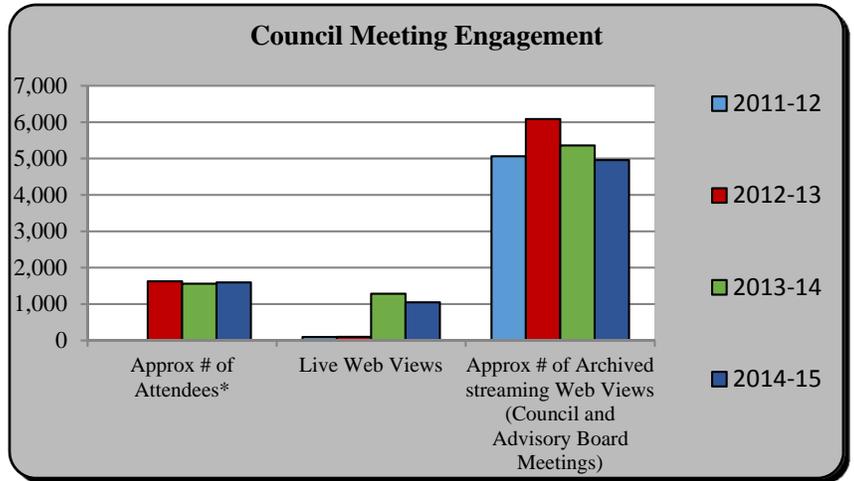


Create a Place
for Everyone

Department Program: Communications and Public Information

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

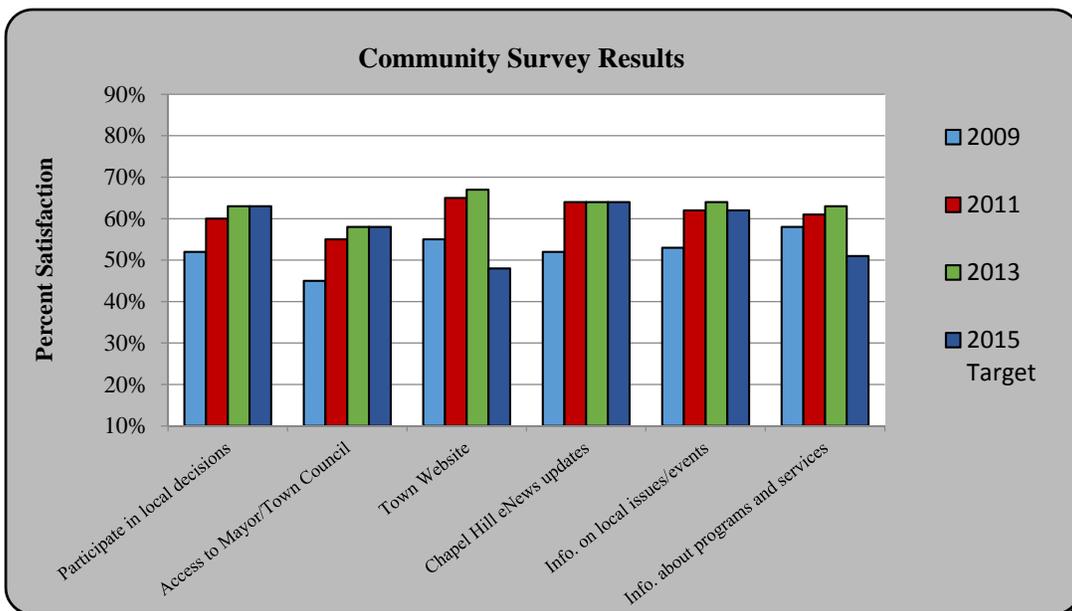
Public engagement is monitored by actual attendance at meetings as well as meetings viewed on the Web. The graph indicates that a similar number of residents attend meetings as view the meetings online. The number of residents that view archived views of Council meetings is two to three times higher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



Create a Place
for Everyone

Department Program: Communications and Public Information

Objective: 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



Our rankings in the Community Survey are about 20% higher than regional benchmarks. We have seen steady increases in combined subscribers to eNews, Twitter and Facebook channels -- 13,100 in 2013-14 which was a 23.7% increase over the previous year; and 15,975 in 2014-15, up 22%.

HUMAN RESOURCE DEVELOPMENT DEPARTMENT

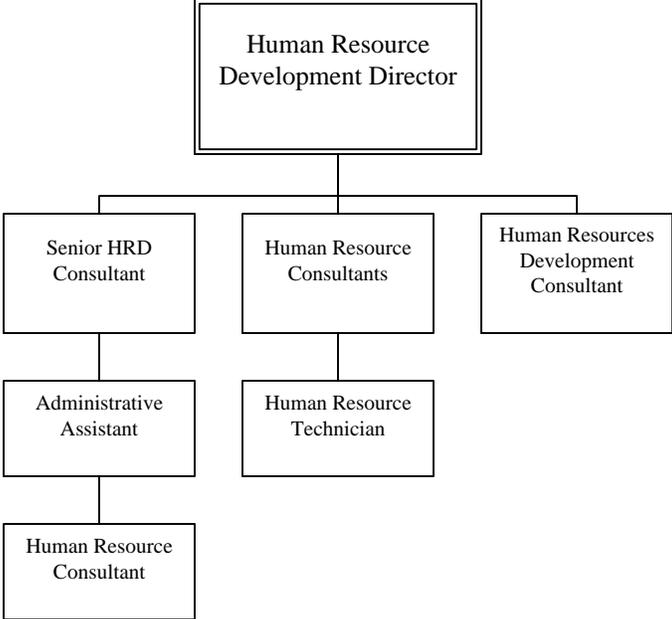
MISSION STATEMENT:

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 FY16.

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 polices 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



The Risk Management division is housed in the Human Resources budget but reports to the Manager's Office.

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

	2013-14 ADOPTED	2014-15 ADOPTED	2015-16 ADOPTED
Human Resource Development Director	1.00	1.00	1.00
Assistant Director-Human Resource Development	0.00	1.00	0.00
Senior Human Resource Consultant	1.00	1.00	1.00
Assistant HR Consultant	0.00	0.00	1.00
Occupational Health and Safety Officer	1.00	0.00	0.00
Human Resources Development Consultant	0.00	0.00	1.00
Risk Manager	0.00	0.00	1.00
Risk Management Claims Officer	0.00	0.00	1.00
Human Resources Technician	0.00	1.00	1.00
Human Resource Consultant	4.00	2.00	2.00
Administrative Assistant	1.00	1.00	1.00
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Human Resource Development Totals	8.00	7.00	10.00

HUMAN RESOURCE DEVELOPMENT BUDGET SUMMARY

The adopted budget for FY16 includes a 37.8% increase in personnel costs, the result of a 2% July and 2% January pay adjustment, a new Human Resources Consultant, a Risk Manager, and a Risk Management Claims Officer which is offset by an 8.5% decrease in health insurance costs. The 1.4% increase in operating costs are mainly related to the purchase of a new vehicle (\$20,500).

EXPENDITURES

	2013-14 Actual	2014-15 Original Budget	2014-15 Revised Budget	2014-15 Estimated	2015-16 Adopted Budget	% Change from 2014-15
Personnel	\$ 521,284	\$ 600,445	\$ 611,575	\$ 586,430	\$ 827,331	37.8%
Operating Costs	607,489	868,350	946,970	853,856	880,820	1.4%
Total	\$ 1,128,773	\$ 1,468,795	\$ 1,558,545	\$ 1,440,286	\$ 1,708,151	16.3%

REVENUES

	2013-14 Actual	2014-15 Original Budget	2014-15 Revised Budget	2014-15 Estimated	2015-16 Adopted Budget	% Change from 2014-15
General Revenues	\$ 1,128,773	\$ 1,468,795	\$ 1,558,545	\$ 1,440,286	\$ 1,708,151	16.3%
Total	\$ 1,128,773	\$ 1,468,795	\$ 1,558,545	\$ 1,440,286	\$ 1,708,151	16.3%

HUMAN RESOURCE DEVELOPMENT

KEY PERFORMANCE MEASURES



**Govern with Quality
and Steward Public
Assets**

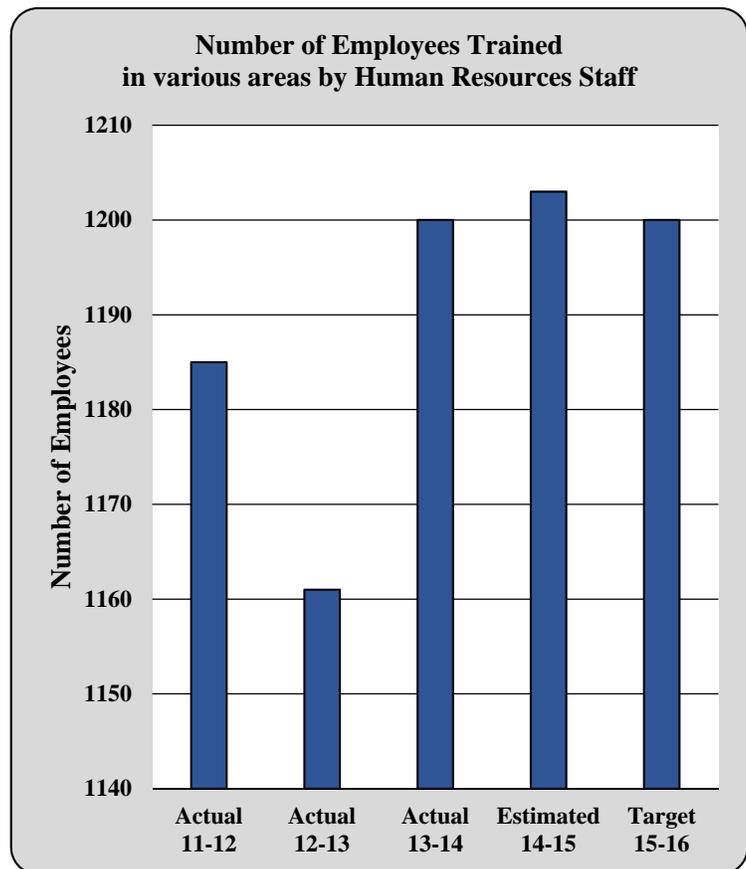
Department Program: Employee Training and Development

Goal: Support the development of our employees, including succession planning efforts through professional development, career development, and improved performance management

Objective: Increase the number of professional development programs and participation in those programs to improve leadership capabilities, job skills, and employee productivity

The Human Resource Development Department offered a variety of training and developmental opportunities in 2014-15. 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 has offered a number of communication and team building workshops. We have continued to provide leadership development, skill building training. As a result, we provided training to approximately 1,200 participants.



BUSINESS MANAGEMENT DEPARTMENT

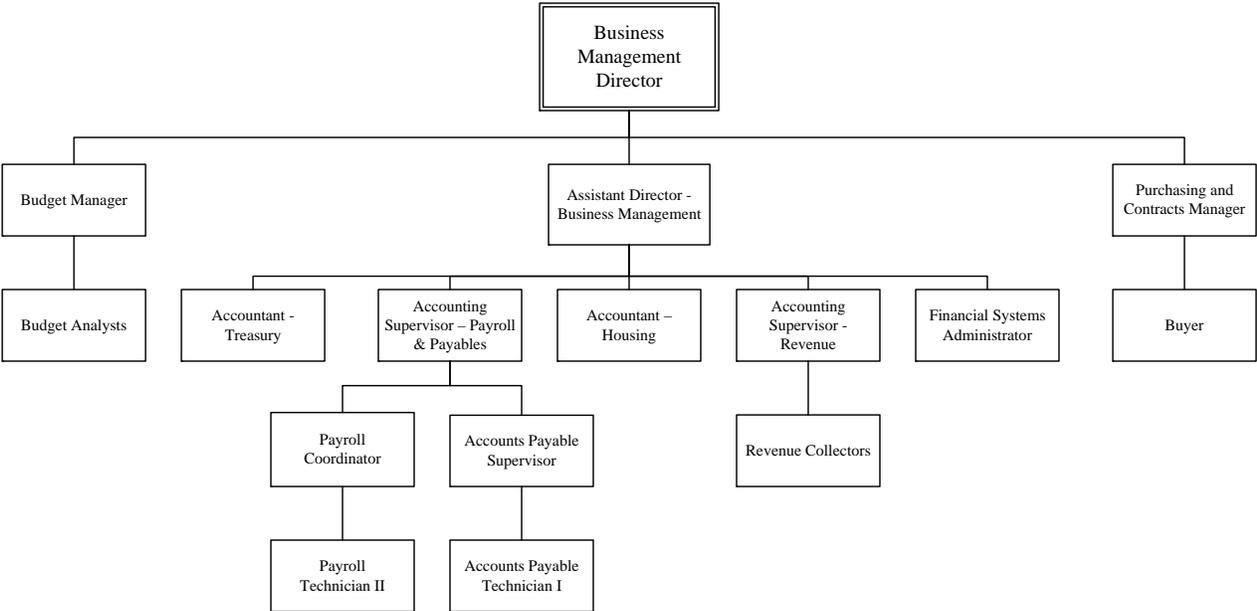
MISSION STATEMENT:

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 FY16.

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, including: recording, aggregating and reporting all of the Town's financial transactions; facilitating the annual audit; producing periodic financial reports including CAFR, grant reports and ad hoc reports.
Purchasing & Contracts	Administer the Town's purchasing and contracting systems. Includes: facilitating bids and other competitive procurement processes; reviewing all contracts, bids and purchases and disposal of Town assets for compliance with applicable regulations and Town policies.
Risk Management	Process liability, property and W/C claims against the Town. Purchase insurance coverage. Coordinate with insurance carriers and process recovery claims.
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, including: review of agenda items; budget planning and analysis; long-term capital and debt planning; and departmental financial planning support.
Database Management and Enterprise Application Support	Administer and manage the Tyler Technologies MUNIS financial/payroll/human resources software application and databases.

BUSINESS MANAGEMENT DEPARTMENT



BUSINESS MANAGEMENT
STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS

	2013-14 ADOPTED	2014-15 ADOPTED	2015-16 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	0.00	0.00
Financial Systems Administrator	1.00	1.00	1.00
Budget Manager	1.00	1.00	1.00
Budget Analyst	0.00	1.00	2.00
Accountant - Payroll & Payables	0.00	1.00	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	0.00	0.00
Accounts Payable Supervisor	0.00	1.00	1.00
Revenue Collector	1.00	1.00	2.00
Accounting Tech I	1.00	1.00	1.00
Division Totals	15.00	16.00	18.00

BUSINESS MANAGEMENT

BUDGET SUMMARY

The adopted budget for FY16 includes an 8.7%% increase in personnel costs, chiefly the result of a 2% July and 2% January pay adjustment, an additional Budget Analyst, and a Revenue Collector, which is partially offset by an 8.5% decrease in health insurance costs. The operating increase of 12% includes \$10,000 to be a part of the UNC School of Government's Benchmarking Study and a \$45,000 increase in Orange County tax collection fees.

EXPENDITURES

	2013-14 Actual	2014-15 Original Budget	2014-15 Revised Budget	2014-15 Estimated	2015-16 Adopted Budget	% Change from 2014-15
Personnel	\$ 1,072,990	\$ 1,346,416	\$ 1,275,905	\$ 1,200,942	\$ 1,463,253	8.7%
Operating Costs	473,321	476,312	550,549	522,240	533,426	12.0%
Total	\$ 1,546,311	\$ 1,822,728	\$ 1,826,454	\$ 1,723,182	\$ 1,996,679	9.5%

REVENUES

	2013-14 Actual	2014-15 Original Budget	2014-15 Revised Budget	2014-15 Estimated	2015-16 Adopted Budget	% Change from 2014-15
General Revenues	\$ 1,546,311	\$ 1,822,728	\$ 1,826,454	\$ 1,723,182	\$ 1,996,679	9.5%
Total	\$ 1,546,311	\$ 1,822,728	\$ 1,826,454	\$ 1,723,182	\$ 1,996,679	9.5%

BUSINESS MANAGEMENT

KEY PERFORMANCE MEASURES



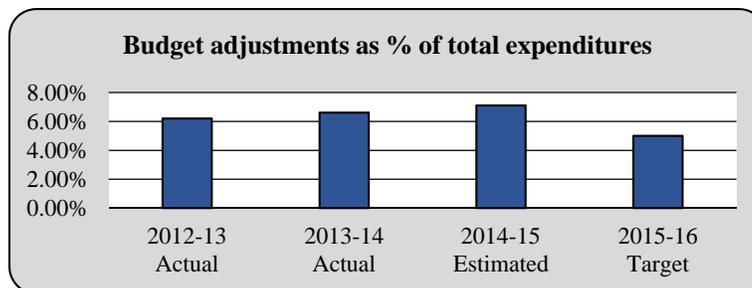
**Govern with Quality
and Steward Public
Assets**

Department Program: Budget

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 or FY14. Based on estimates we will not meet target for FY15. Ad hoc reorganizations authorized outside of the budget process make this goal unobtainable.

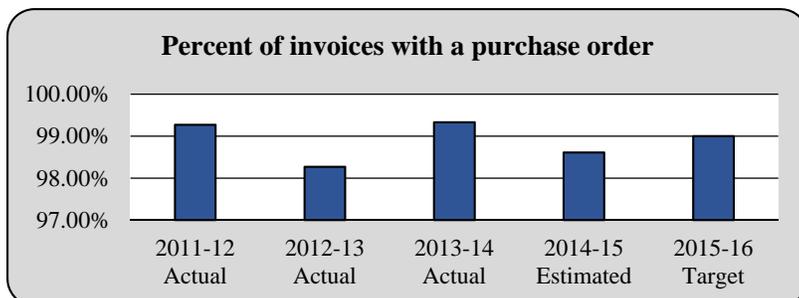


**Govern with Quality
and Steward Public
Assets**

Department Program: Purchasing and Contracts

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

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



During FY14-15, purchase orders were secured for 98.61% of invoices over \$1,000. This is down from 99.33% in FY13 and does not meet the goal of 99%. The target for FY16 remains at 99%.

Objectives	Progress/Status
Maintain accounting records 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 Achievements for Excellence in Financial Reporting from the National GFOA.	Received Award for Excellence in Financial Reporting for the FY14 Comprehensive Annual Financial Report. Audit services secured for fiscal year ending June 30, 2015 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 Installment financing for vehicle replacement in the amount of \$872,000 was secured in FY14. A reimbursement resolution was adopted in FY14 in anticipation of the issuance of an Installment Financing for Ef and Town Hall. In FY15 a \$2.4 million Installment Financing was issued to fund public safety and public facilities projects. FY15 GO Referendum - \$40.3 million is in progress.
Include information in annual budgets necessary to continue to receive the Distinguished Budget Presentation Award from GFOA.	Budget work sessions were held in May – June, and the Council adopted the FY16 budget on June 8 th . Work has begun on the budget document for submission to GFOA.

TECHNOLOGY SOLUTIONS DEPARTMENT

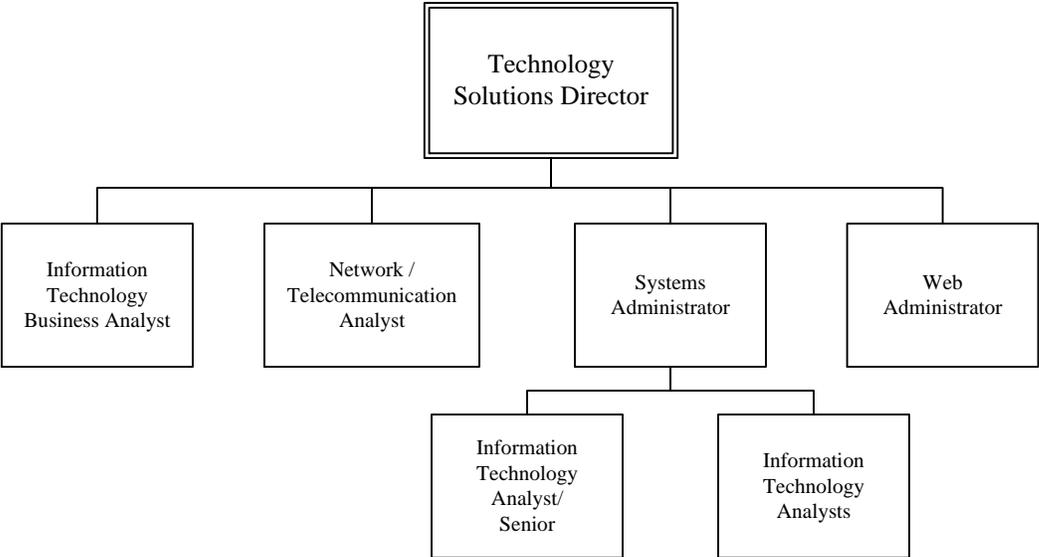
MISSION STATEMENT:

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 Business Management Department identified the following primary programs that are included in the projected budget for FY16.

Program	Description
User Support	Provide user Help Desk support for computer hardware, software, network, servers, and telephones. Provide user support for other technical issues, including: engineering reviews of new building construction for IT requirements; user training in the use of application software; and technical training of IT staff.
Network Infrastructure	Administer and manage all network infrastructure, including: security, connectivity, server support, network hardware support, email support, collaboration software support, and financial/payroll/human resources application software support. Fiber optic cable maintenance and support.
Telecommunications	Administer and manage all Voice over IP telephone systems, including setup and configuration of desktop telephone handsets, VoIP related network servers and software support. Support wide area network through 3rd party broadband network, and support the Town videoconferencing systems.
Database Management and Enterprise Application Support	Administer and manage the Geographic Information System (GIS). Support all major application software and databases located on Town servers.
IT Planning and Coordination	Consult with Town departments on IT planning, collaboration, and design services for infrastructure and software configurations. Consult with various agencies and units of government on shared projects and areas of interest.

TECHNOLOGY SOLUTIONS DEPARTMENT



Technology Solutions

STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS

	2013-14	2014-15	2015-16
	ADOPTED	ADOPTED	ADOPTED
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	0.00
Business Analyst	1.00	1.00	1.00
Information Technology Analyst	5.00	4.00	3.00
Web Administrator	0.00	0.00	1.00
Senior Information Technology Analyst	0.00	0.00	2.00
Systems Administrator	0.00	1.00	1.00
Division Totals	<u>9.00</u>	<u>9.00</u>	<u>10.00</u>

TECHNOLOGY SOLUTIONS BUDGET SUMMARY

The adopted budget for the Information Technology division reflects an overall 6.4% increase from FY15. The personnel increase of 6.4% reflects the addition of two new IT Analysts (partially offset by an employee transferring to the Planning & Sustainability department as well as an 8.5% decrease in health insurance costs) and a 2% July and 2% January pay adjustment. The 4.6% increase to the operating budget is chiefly the result of the purchase of a new vehicle. The 31.6% decrease to Capital Outlay is due to the completion of an Uninterruptable Power Supply project with the Fire department.

EXPENDITURES

	2013-14 Actual	2014-15 Original Budget	2014-15 Revised Budget	2014-15 Estimated	2015-16 Adopted Budget	% Change from 2014-15
Personnel	\$ 741,936	\$ 934,781	\$ 854,721	\$ 864,513	\$ 994,611	6.4%
Operating Costs	472,253	441,384	572,260	507,257	461,624	4.6%
Capital Outlay	45,000	51,946	30,946	43,946	35,528	-31.6%
Total	\$ 1,259,189	\$ 1,428,111	\$ 1,457,927	\$ 1,415,716	\$ 1,491,763	4.5%

REVENUES

	2013-14 Actual	2014-15 Original Budget	2014-15 Revised Budget	2014-15 Estimated	2015-16 Adopted Budget	% Change from 2014-15
General Revenues	\$ 1,259,189	\$ 1,428,111	\$ 1,457,927	\$ 1,415,716	\$ 1,491,763	4.5%
Total	\$ 1,259,189	\$ 1,428,111	\$ 1,457,927	\$ 1,415,716	\$ 1,491,763	4.5%

TECHNOLOGY SOLUTIONS

KEY PERFORMANCE MEASURES



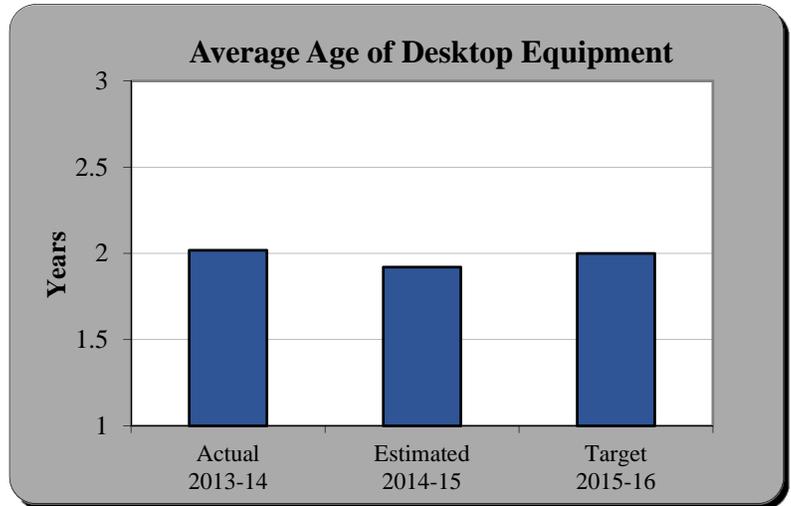
**Govern with Quality
and Steward Public
Assets**

Department Program: User Support

Goal: Provide effective support of information technologies for Town services

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 FY16 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 FY16 and after to maintain the average age of 2 years.

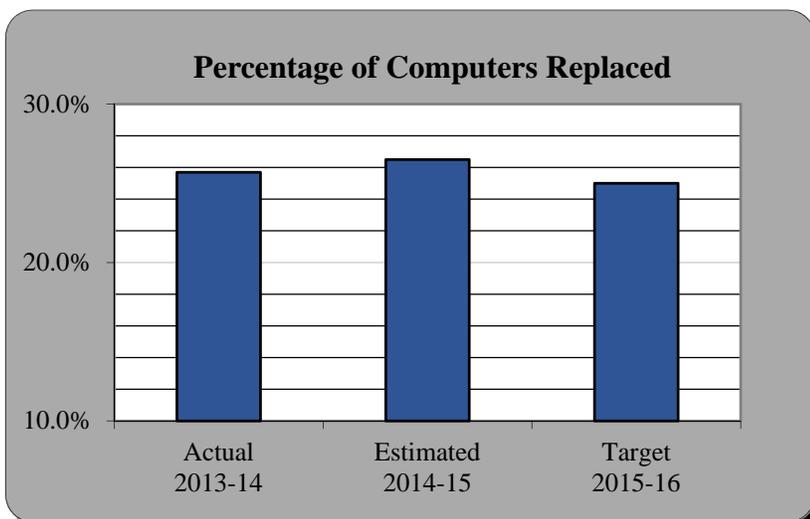


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and Steward Public
Assets**

Department Program: User Support

Goal: Provide effective support of information technologies for Town services

Objective: Replace 25% of desktop computers each year



The Town has set the life cycle of a desktop PC to be 4 years, which was adjusted from a life cycle of 3 years that was established a few years ago. We should replace one fourth of the desktop inventory in the Town each year. The chart shows that we are getting closer to evening out the replacement over the 4 year period. This life cycle schedule is more cost effective for the Town, allowing the expenditure for replacement to be spread over an additional year.

TECHNOLOGY SOLUTIONS

KEY PERFORMANCE MEASURES (continued)



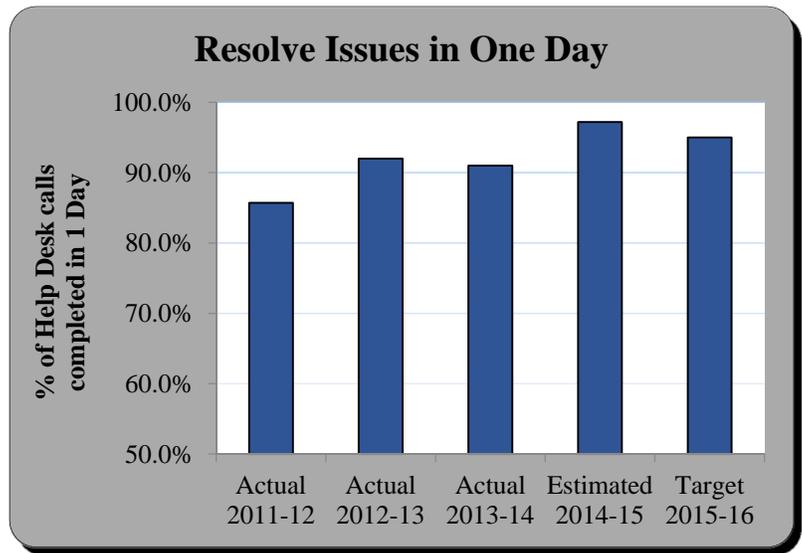
**Govern with Quality
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Assets**

Department Program: User Support

Goal: Provide effective support of information technologies for Town services

Objective: Complete 85% of all Help Desk calls the same day of call.

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:

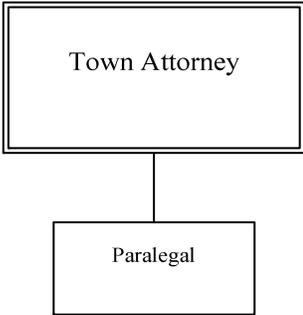
The primary mission of the Office of the Town Attorney is to protect the legal interests of the Town of Chapel Hill.

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***

	2013-14 ADOPTED	2014-15 ADOPTED	2015-16 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 2015-16 shows a increase of 3.7% over the prior year. The personnel increase of 3.9% is a result of the 2% July and 2% January pay adjustment which is partially offset by an 8.5% health insurance decrease. The 1.6% increase to the operating budget (\$200) is a result of a slight increase in training and travel.

EXPENDITURES

	2013-14 Actual	2014-15 Original Budget	2014-15 Revised Budget	2014-15 Estimated	2015-16 Adopted Budget	% Change from 2014-15
Personnel	\$ 283,683	\$ 287,835	\$ 287,835	\$ 291,475	\$ 298,982	3.9%
Operating Costs	62,839	20,825	20,825	17,680	21,150	1.6%
Total	\$ 346,522	\$ 308,660	\$ 308,660	\$ 309,155	\$ 320,132	3.7%

REVENUES

	2013-14 Actual	2014-15 Original Budget	2014-15 Revised Budget	2014-15 Estimated	2015-16 Adopted Budget	% Change from 2014-15
General Revenues	\$ 346,522	\$ 308,660	\$ 308,660	\$ 309,155	\$ 320,132	3.7%
Total	\$ 346,522	\$ 308,660	\$ 308,660	\$ 309,155	\$ 320,132	3.7%

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 (\$15,740). The 2.1% increase in retiree medical insurance is due to the an increase in the number of retirees. Other increases from prior year include a transfer to the Transit department (\$247,836) and an increase increase in agency contributions (\$114,164).

EXPENDITURES

	2013-14 Actual	2014-15 Original Budget	2014-15 Revised Budget	2014-15 Estimated	2015-16 Adopted Budget	% Change from 2014-15
Retiree Medical Insurance	\$ 975,702	\$ 1,028,687	\$ 1,028,687	\$ 1,020,000	\$ 1,050,000	2.1%
Other Personnel Costs	145,443	120,000	120,000	35,990	75,000	-37.5%
Liability Insurance	395,972	450,000	450,000	360,000	400,000	-11.1%
Penny for Housing Operations	-	688,395	688,395	688,395	688,395	0.0%
Supplemental PEG Fees	8,393	170,500	841,500	219,000	167,500	-1.8%
Transfer to Other Funds	198,746	210,000	210,000	210,000	210,000	0.0%
Transfer to Capital	6,275	6,500	6,500	5,741	6,500	0.0%
Improvement Funds	2,409,693	779,000	2,237,507	2,237,507	778,000	-0.1%
Contributions	-	-	1,758,000	-	-	N/A
Transfer to Transit	-	-	-	-	247,836	N/A
Grant Matching Funds	78,636	87,788	104,713	104,713	72,048	-17.9%
Agency Contributions	873,881	865,674	925,401	925,401	979,838	13.2%
Technology Fund	-	270,407	818	-	270,407	0.0%
Vacancy Pool	-	100,000	100,000	-	100,000	0.0%
Community Center	-	100,000	100,000	100,000	100,000	0.0%
Total	\$ 5,092,741	\$ 4,876,951	\$ 8,571,521	\$ 5,906,747	\$ 5,145,524	5.5%

REVENUES

	2013-14 Actual	2014-15 Original Budget	2014-15 Revised Budget	2014-15 Estimated	2015-16 Adopted Budget	% Change from 2014-15
General Revenues	\$ 5,092,741	\$ 4,876,951	\$ 8,571,521	\$ 5,906,747	\$ 5,145,524	5.5%
Total	\$ 5,092,741	\$ 4,876,951	\$ 8,571,521	\$ 5,906,747	\$ 5,145,524	5.5%