

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

	2018-19 Actual	2019-20 Original Budget	2019-20 Revised Budget	2019-20 Estimated	2020-21 Recommended Budget	% Change from 2019-20
Mayor/Council	\$ 398,937	\$ 475,446	\$ 475,446	\$ 448,766	\$ 418,966	-11.9%
Town Manager	1,991,049	1,911,919	1,919,221	1,780,643	1,958,135	2.4%
Communications & Public Affairs	850,352	922,142	930,804	889,760	948,213	2.8%
Human Resources	1,714,542	1,859,535	1,964,992	1,891,220	1,771,889	-4.7%
Business Management	2,118,625	2,310,602	2,311,665	2,127,521	2,334,435	1.0%
Technology Solutions	2,350,392	2,366,219	2,504,643	2,422,961	2,382,387	0.7%
Town Attorney	372,181	386,581	386,581	384,535	391,371	1.2%
Non-Departmental	6,262,093	5,862,692	6,316,823	6,183,802	4,682,130	-20.1%
Total	\$ 16,058,171	\$ 16,095,136	\$ 16,810,175	\$ 16,129,208	\$ 14,887,526	-7.5%

REVENUES

	2018-19 Actual	2019-20 Original Budget	2019-20 Revised Budget	2019-20 Estimated	2020-21 Recommended Budget	% Change from 2019-20
General Revenues	\$ 16,058,171	\$ 16,095,136	\$ 16,810,175	\$ 16,129,208	\$ 14,887,526	-7.5%
Total	\$ 16,058,171	\$ 16,095,136	\$ 16,810,175	\$ 16,129,208	\$ 14,887,526	-7.5%

MAYOR
STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS

	2018-19 ADOPTED	2019-20 ADOPTED	2020-21 RECOMMENDED
Mayoral Aide	1.00	1.00	1.00
Mayor's Office Totals	1.00	1.00	1.00

MAYOR

BUDGET SUMMARY

The recommended budget for the Mayor's Office reflects a 5.9% decrease from the 2020-21 budget. The 22.3% decrease in operating costs reflects a small decrease in funds allocated to business meetings and trainings and cellular phones.

EXPENDITURES

	2018-19 Actual	2019-20 Original Budget	2019-20 Revised Budget	2019-20 Estimated	2020-21 Recommended Budget	% Change from 2019-20
Personnel	\$ 86,049	\$ 89,063	\$ 89,063	\$ 87,223	\$ 87,741	-1.5%
Operating Costs	16,304	24,049	24,049	19,288	18,689	-22.3%
Total	\$ 102,353	\$ 113,112	\$ 113,112	\$ 106,511	\$ 106,430	-5.9%

REVENUES

	2018-19 Actual	2019-20 Original Budget	2019-20 Revised Budget	2019-20 Estimated	2020-21 Recommended Budget	% Change from 2019-20
General Revenues	\$ 102,353	\$ 113,112	\$ 113,112	\$ 106,511	\$ 106,430	-5.9%
Total	\$ 102,353	\$ 113,112	\$ 113,112	\$ 106,511	\$ 106,430	-5.9%

COUNCIL

BUDGET SUMMARY

The recommended budget for the Town Council reflects a decrease of 13.5% from the 2019-20 budget, primarily due to a decrease in operating expenses because FY20-21 is not an election year, resulting in a \$40,000 decrease. Personnel expenses decreased due to changes in individual health coverage selections that have resulted in a decrease associated expenses.

EXPENDITURES

	2018-19 Actual	2019-20 Original Budget	2019-20 Revised Budget	2019-20 Estimated	2020-21 Recommended Budget	% Change from 2019-20
Personnel	\$ 182,756	\$ 192,613	\$ 192,613	\$ 181,613	\$ 184,616	-4.2%
Operating Costs	113,828	169,721	169,721	160,642	127,920	-24.6%
Total	\$ 296,584	\$ 362,334	\$ 362,334	\$ 342,255	\$ 312,536	-13.7%

REVENUES

	2018-19 Actual	2019-20 Original Budget	2019-20 Revised Budget	2019-20 Estimated	2020-21 Recommended Budget	% Change from 2019-20
General Revenues	\$ 296,584	\$ 362,334	\$ 362,334	\$ 342,255	\$ 312,536	-13.7%
Total	\$ 296,584	\$ 362,334	\$ 362,334	\$ 342,255	\$ 312,536	-13.7%

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

	2018-19 ADOPTED	2019-20 ADOPTED	2020-21 RECOMMENDED
Town Manager	1.00	1.00	1.00
Deputy Town Manager	1.00	1.00	1.00
Assistant Town Manager	1.00	1.00	1.00
Economic Development Coordinator	1.00	1.00	1.00
Senior Ombuds	1.00	1.00	1.00
Program Coordinator	1.00	1.00	0.00
Ombuds	1.00	1.00	1.00
Assistant to the Manager	1.00	1.00	1.00
Director of Organization & Strategy Initiatives	1.00	1.00	1.00
Office Assistant	1.00	1.00	1.00
Economic Development Specialist	0.00	0.00	1.00
Urban Designer	0.00	1.00	1.00
Town Manager's Office Totals	<u>10.00</u>	<u>11.00</u>	<u>11.00</u>

TOWN MANAGER

BUDGET SUMMARY

The recommended budget for the Manager's Office reflects an 2.4% increase from the 2019-20 budget. The 2.4% increase in personnel expenses captures the cost of a 1.2% retirement increase and a 4% increase in health insurance costs. The 2.8% increase in operating expenses is due to increases in business meetings and trainings.

EXPENDITURES

	2018-19 Actual	2019-20 Original Budget	2019-20 Revised Budget	2019-20 Estimated	2020-21 Recommended Budget	% Change from 2019-20
Personnel	\$ 1,785,050	\$ 1,700,041	\$ 1,683,476	\$ 1,547,374	\$ 1,740,406	2.4%
Operating Costs	205,999	211,878	235,745	233,269	217,729	2.8%
Total	\$ 1,991,049	\$ 1,911,919	\$ 1,919,221	\$ 1,780,643	\$ 1,958,135	2.4%

REVENUES

	2018-19 Actual	2019-20 Original Budget	2019-20 Revised Budget	2019-20 Estimated	2020-21 Recommended Budget	% Change from 2019-20
General Revenues	\$ 1,991,049	\$ 1,911,919	\$ 1,919,221	\$ 1,780,643	\$ 1,958,135	2.4%
Total	\$ 1,991,049	\$ 1,911,919	\$ 1,919,221	\$ 1,780,643	\$ 1,958,135	2.4%

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

	2018-19 ADOPTED	2019-20 ADOPTED	2020-21 RECOMMENDED
Communications & Public Affairs Director / Town Clerk	1.00	1.00	1.00
Town Clerk-Deputy	1.00	1.00	1.00
Administrative Assistant	0.00	0.00	0.00
Assistant Town Clerk	2.00	1.00	1.00
Office Assistant	0.53	0.53	0.53
Communications Manager	1.00	1.00	1.00
Records Manager	0.00	1.00	1.00
Graphic Artist	1.00	1.00	1.00
Communications Specialist	1.00	1.00	1.00
Communications and Public Affairs Department Totals	7.53	7.53	7.53

COMMUNICATIONS & PUBLIC AFFAIRS/ TOWN CLERK BUDGET SUMMARY

The recommended budget for the Communications & Public Affairs department reflects a 2.8% increase from the 2019-20 budget. Personnel expenses increased by 7.5% due to a 1.2% retirement increase and a 4.9% increase in health insurance costs. Operating expenses decreased by 11.4% because the Biennial Community Survey does not run in FY2020-21.

EXPENDITURES

	2018-19 Actual	2019-20 Original Budget	2019-20 Revised Budget	2019-20 Estimated	2020-21 Recommended Budget	% Change from 2019-20
Personnel	\$ 655,747	\$ 696,219	\$ 699,828	\$ 673,551	\$ 748,102	7.5%
Operating Costs	194,605	225,923	230,976	216,209	200,111	-11.4%
Total	\$ 850,352	\$ 922,142	\$ 930,804	\$ 889,760	\$ 948,213	2.8%

REVENUES

	2018-19 Actual	2019-20 Original Budget	2019-20 Revised Budget	2019-20 Estimated	2020-21 Recommended Budget	% Change from 2019-20
General Revenues	\$ 850,352	\$ 922,142	\$ 930,804	\$ 889,760	\$ 948,213	2.8%
Total	\$ 850,352	\$ 922,142	\$ 930,804	\$ 889,760	\$ 948,213	2.8%

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

	2018-19 ADOPTED	2019-20 ADOPTED	2020-21 RECOMMENDED
Human Resource Development Director	1.00	1.00	1.00
Assistant Director-Human Resource Development	1.00	1.00	1.00
Risk Manager	1.00	1.00	1.00
Claims Coordinator	1.00	1.00	1.00
Learning & Development Manager	1.00	1.00	1.00
Human Resources Technician	2.00	2.00	2.00
Human Resource Consultant	2.00	2.00	2.00
Administrative Assistant	1.00	1.00	1.00
Human Resource Development Totals	10.00	10.00	10.00

HUMAN RESOURCE DEVELOPMENT BUDGET SUMMARY

The recommended budget for the Human Resource Development department reflects a 4.7% decrease from the 2019-20 budget. Personnel expenses increased by 1.1% due to a 1.2% retirement increase and a 4% increase in health insurance costs. In Fiscal Year 2019-20 the Town conducted a class and compensation study at a cost of \$100,000. This study was concluded in Fiscal Year 2019-20, resulting in a 11.8% decrease in operating expenses.

EXPENDITURES

	2018-19 Actual	2019-20 Original Budget	2019-20 Revised Budget	2019-20 Estimated	2020-21 Recommended Budget	% Change from 2019-20
Personnel	\$ 926,060	\$ 1,023,181	\$ 1,016,681	\$ 996,037	\$ 1,034,192	1.1%
Operating Costs	788,482	836,354	948,311	895,183	737,697	-11.8%
Total	\$ 1,714,542	\$ 1,859,535	\$ 1,964,992	\$ 1,891,220	\$ 1,771,889	-4.7%

REVENUES

	2018-19 Actual	2019-20 Original Budget	2019-20 Revised Budget	2019-20 Estimated	2020-21 Recommended Budget	% Change from 2019-20
General Revenues	\$ 1,714,542	\$ 1,859,535	\$ 1,964,992	\$ 1,891,220	\$ 1,771,889	-4.7%
Total	\$ 1,714,542	\$ 1,859,535	\$ 1,964,992	\$ 1,891,220	\$ 1,771,889	-4.7%

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

	2018-19 ADOPTED	2019-20 ADOPTED	2020-21 RECOMMENDED
<u>Finance</u>			
Director - Business Management	1.00	1.00	1.00
Assistant Director - Business Management	1.00	1.00	1.00
Financial Systems Administrator	1.00	1.00	1.00
Budget Manager	1.00	1.00	0.00
Budget Analyst	2.00	2.00	2.00
Accountant - Payroll & Payables	1.00	1.00	1.00
Accountant - Revenue	1.00	1.00	1.00
Accountant Supervisor - 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 Specialist	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	1.00
Accounts Payable Supervisor	1.00	1.00	1.00
Accountant	0.00	0.00	1.00
Revenue Collector	2.00	2.00	2.00
Business Management Department Totals	18.00	18.00	18.00

BUSINESS MANAGEMENT BUDGET SUMMARY

The recommended budget for the Business Management department reflects a 1% increase from the 2019-20 budget. Personnel expenses increased by 1.3% due to a 1.2% retirement increase and a 4% increase in health insurance costs.

EXPENDITURES

	2018-19 Actual	2019-20 Original Budget	2019-20 Revised Budget	2019-20 Estimated	2020-21 Recommended Budget	% Change from 2019-20
Personnel	\$ 1,520,255	\$ 1,752,590	\$ 1,697,590	\$ 1,531,930	\$ 1,775,510	1.3%
Operating Costs	598,370	558,012	614,075	595,591	558,925	0.2%
Total	\$ 2,118,625	\$ 2,310,602	\$ 2,311,665	\$ 2,127,521	\$ 2,334,435	1.0%

REVENUES

	2018-19 Actual	2019-20 Original Budget	2019-20 Revised Budget	2019-20 Estimated	2020-21 Recommended Budget	% Change from 2019-20
General Revenues	\$ 2,118,625	\$ 2,310,602	\$ 2,311,665	\$ 2,127,521	\$ 2,334,435	1.0%
Total	\$ 2,118,625	\$ 2,310,602	\$ 2,311,665	\$ 2,127,521	\$ 2,334,435	1.0%

Technology Solutions

STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS

	2018-19 ADOPTED	2019-20 ADOPTED	2020-21 RECOMMENDED
Executive Director - Technology Solutions	1.00	1.00	1.00
Director-Technology Solutions	0.00	0.00	0.00
Senior Analyst	1.00	1.00	1.00
Network Administrator	1.00	1.00	1.00
Systems & Support Manager	1.00	1.00	1.00
Business Analyst	1.00	1.00	1.00
Information Technology Analyst	2.00	2.00	2.00
Senior Information Technology Analyst	2.00	2.00	2.00
Web Administrator	1.00	1.00	1.00
Technical Services Manager	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Systems Administrator	1.00	1.00	1.00
GIS Analyst II	2.00	2.00	2.00
Planning Manager	1.00	1.00	1.00
Technology Solutions Department Totals	<u>16.00</u>	<u>16.00</u>	<u>16.00</u>

TECHNOLOGY SOLUTIONS

BUDGET SUMMARY

The recommended budget for the Technology Solutions department reflects a 0.7% increase from the 2019-20 budget. Personnel expenses increased by 0.9% due to a 1.2% retirement increase, and a 4% increase in health insurance costs.

EXPENDITURES

	2018-19 Actual	2019-20 Original Budget	2019-20 Revised Budget	2019-20 Estimated	2020-21 Recommended Budget	% Change from 2019-20
Personnel	\$ 1,689,238	\$ 1,780,902	\$ 1,780,902	\$ 1,749,254	\$ 1,797,728	0.9%
Operating Costs	586,851	535,317	558,141	558,389	534,659	-0.1%
Capital Outlay	74,303	50,000	165,600	115,318	50,000	0.0%
Total	\$ 2,350,392	\$ 2,366,219	\$ 2,504,643	\$ 2,422,961	\$ 2,382,387	0.7%

REVENUES

	2018-19 Actual	2019-20 Original Budget	2019-20 Revised Budget	2019-20 Estimated	2020-21 Recommended Budget	% Change from 2019-20
General Revenues	\$ 2,350,392	\$ 2,366,219	\$ 2,504,643	\$ 2,422,961	\$ 2,382,387	0.7%
Total	\$ 2,350,392	\$ 2,366,219	\$ 2,504,643	\$ 2,422,961	\$ 2,382,387	0.7%

TOWN ATTORNEY
STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS

	2018-19 ADOPTED	2019-20 ADOPTED	2020-21 RECOMMENDED
Town Attorney	1.00	1.00	1.00
Assistant to the Town Attorney	1.00	1.00	1.00
Attorney Department Totals	2.00	2.00	2.00

TOWN ATTORNEY

BUDGET SUMMARY

The recommended budget for the Attorney's Office reflects a 1.2% increase from the 2019-20 budget. Personnel expenses increased by 1.2% due to a 1.2% retirement increase and a 4% increase in health insurance costs for the Office. Operating expenses increased by 0.9% due to a small increase in dues and subscriptions.

EXPENDITURES

	2018-19 Actual	2019-20 Original Budget	2019-20 Revised Budget	2019-20 Estimated	2020-21 Recommended Budget	% Change from 2019-20
Personnel	\$ 361,200	\$ 375,591	\$ 375,591	\$ 374,301	\$ 380,281	1.2%
Operating Costs	10,981	10,990	10,990	10,234	11,090	0.9%
Total	\$ 372,181	\$ 386,581	\$ 386,581	\$ 384,535	\$ 391,371	1.2%

REVENUES

	2018-19 Actual	2019-20 Original Budget	2019-20 Revised Budget	2019-20 Estimated	2020-21 Recommended Budget	% Change from 2019-20
General Revenues	\$ 372,181	\$ 386,581	\$ 386,581	\$ 384,535	\$ 391,371	1.2%
Total	\$ 372,181	\$ 386,581	\$ 386,581	\$ 384,535	\$ 391,371	1.2%

**NON-DEPARTMENTAL DIVISION
BUDGET SUMMARY**

The Non-Departmental Division is used to account for activities in the General Fund that are not allocated to other departmental functions. These activities include contributions to other agencies, transfers to other funds, and liability insurance. The recommended budget includes a 4% increase to health insurance costs. The Town does not receive grants until mid-late May, so that line item will be adjusted for the adopted budget once the Town has received the grants. Agency contributions are unchanged from last year's budget. The largest decrease in expenditures, in the debt fund and capital improvement fund, total \$766,700. OPEB liability contributions have decreased by fifty percent (\$250,000).

EXPENDITURES

	2018-19 Actual	2019-20 Original Budget	2019-20 Revised Budget	2019-20 Estimated	2020-21 Recommended Budget	% Change from 2019-20
Retiree Medical Insurance	\$ 1,582,343	\$ 1,620,000	\$ 1,620,000	\$ 1,570,000	\$ 1,690,000	4.3%
Other Personnel Costs	(740)	2,500	2,500	2,070	2,000	-20.0%
Liability Insurance	340,365	375,000	369,195	350,000	360,000	-4.0%
Transfer to Affordable Housing Operations	688,395	688,395	688,395	688,395	688,395	0.0%
	80,391	171,812	257,246	188,200	271,316	57.9%
Supplemental PEG Fees	171,461	176,000	176,000	180,000	185,000	5.1%
Transfer to Other Funds	10,245	10,250	10,250	11,900	12,000	17.1%
Transfer to Capital Improvement Funds	566,991	321,600	321,600	321,600	-	-100.0%
Transfer to Debt Fund	445,100	445,100	445,100	445,100	-	-100.0%
OPEB Liability Contributions	630,000	500,000	500,000	500,000	250,000	-50.0%
Grant Matching Funds	62,968	87,550	87,550	87,550	-	-100.0%
Agency Contributions	1,284,574	1,218,485	1,392,987	1,392,987	1,223,419	0.4%
Orange County Contribution	-	-	200,000	200,000	-	N/A
Coal Ash Remediation	-	246,000	246,000	246,000	-	-100.0%
Community Center	400,000	-	-	-	-	N/A
Total	\$ 6,262,093	\$ 5,862,692	\$ 6,316,823	\$ 6,183,802	\$ 4,682,130	-20.1%

REVENUES

	2018-19 Actual	2019-20 Original Budget	2019-20 Revised Budget	2019-20 Estimated	2020-21 Recommended Budget	% Change from 2019-20
General Revenues	\$ 6,262,093	\$ 5,862,692	\$ 6,316,823	\$ 6,183,802	\$ 4,682,130	-20.1%
Total	\$ 6,262,093	\$ 5,862,692	\$ 6,316,823	\$ 6,183,802	\$ 4,682,130	-20.1%

