

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

	2008-09 Actual	2009-10 Original Budget	2009-10 Revised Budget	2009-10 Estimated	2010-11 Adopted Budget	% Change from 2009-10
Mayor/Council	\$ 365,252	\$ 529,378	\$ 585,898	\$ 486,958	\$ 419,041	-20.8%
Town Manager/CaPA	1,672,073	1,666,042	1,790,162	1,666,392	1,689,074	1.4%
Human Resources	728,373	877,714	970,643	891,806	1,308,397	49.1%
Business Management	2,448,075	2,594,376	2,928,388	2,756,829	2,735,241	5.4%
Town Attorney	268,345	294,130	295,125	286,622	293,945	-0.1%
Non-Departmental	3,172,927	2,864,485	4,301,672	3,615,597	4,854,806	69.5%
Total	\$ 8,655,045	\$ 8,826,125	\$ 10,871,888	\$ 9,704,204	\$ 11,300,504	28.0%

REVENUES

	2008-09 Actual	2009-10 Original Budget	2009-10 Revised Budget	2009-10 Estimated	2010-11 Adopted Budget	% Change from 2009-10
General Revenues	\$ 8,655,045	\$ 8,826,125	\$ 10,871,888	\$ 9,704,204	\$ 11,300,504	28.0%
Total	\$ 8,655,045	\$ 8,826,125	\$ 10,871,888	\$ 9,704,204	\$ 11,300,504	28.0%

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.

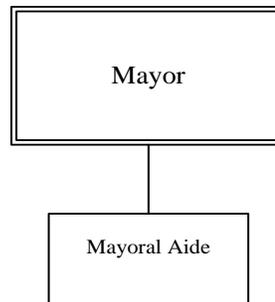
The Mayor and eight Council Members constitute the governing body of the Town. In accordance with the Town's Charter, the voters elect a Mayor every two years. Council Members are elected to four-year, staggered terms on an at-large basis. The Mayor chairs Town Council meetings and represents the Town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

	2008-09 ADOPTED	2009-10 ADOPTED	2010-11 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 no overall change from the prior year in keeping with the strategy for addressing next year's budget in the current economic climate. The changes in personnel costs include a 13.9% increase in medical insurance rates, an increase to the retirement contribution, and turnover of the Mayoral Aide position. These changes result in a net overall decrease of 0.7% from the previous fiscal year. The slight increase in the operating is due to increased travel and meeting expenses.

EXPENDITURES

	2008-09 Actual	2009-10 Original Budget	2009-10 Revised Budget	2009-10 Estimated	2010-11 Adopted Budget	% Change from 2009-10
Personnel	\$ 97,970	\$ 99,571	\$ 107,130	\$ 105,361	\$ 97,642	-1.9%
Operating Costs	18,129	19,222	23,544	21,884	20,290	5.6%
Total	\$ 116,099	\$ 118,793	\$ 130,674	\$ 127,245	\$ 117,932	-0.7%

REVENUES

	2008-09 Actual	2009-10 Original Budget	2009-10 Revised Budget	2009-10 Estimated	2010-11 Adopted Budget	% Change from 2009-10
General Revenues	\$ 116,099	\$ 118,793	\$ 130,674	\$ 127,245	\$ 117,932	-0.7%
Total	\$ 116,099	\$ 118,793	\$ 130,674	\$ 127,245	\$ 117,932	-0.7%

COUNCIL
BUDGET SUMMARY

The adopted budget for the Town Council reflects a decrease of 26.7% from the 2009-10 budget, primarily for election-related items. The operating decrease is directly related to removing election related expenses from the upcoming year's budget, which included \$50,000 for voter owned elections and direct election costs. The decrease in personnel costs can be attributed to the change in Council member's medical coverage and a reduction in temporary salaries of \$2,000.

EXPENDITURES

	2008-09 Actual	2009-10 Original Budget	2009-10 Revised Budget	2009-10 Estimated	2010-11 Adopted Budget	% Change from 2009-10
Personnel	\$ 148,317	\$ 178,887	\$ 179,017	\$ 152,272	\$ 168,768	-5.7%
Operating Costs	100,836	231,698	276,207	207,441	132,341	-42.9%
Total	\$ 249,153	\$ 410,585	\$ 455,224	\$ 359,713	\$ 301,109	-26.7%

REVENUES

	2008-09 Actual	2009-10 Original Budget	2009-10 Revised Budget	2009-10 Estimated	2010-11 Adopted Budget	% Change from 2009-10
General Revenues	\$ 249,153	\$ 410,585	\$ 455,224	\$ 359,713	\$ 301,109	-26.7%
Total	\$ 249,153	\$ 410,585	\$ 455,224	\$ 359,713	\$ 301,109	-26.7%

TOWN MANAGER

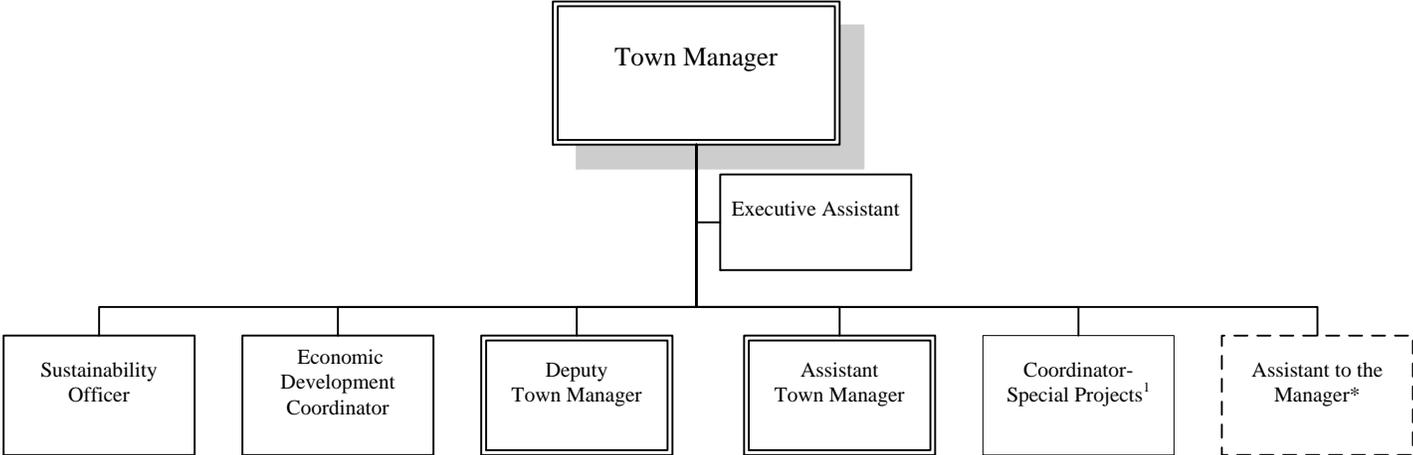
MISSION STATEMENT:

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.

The Town Manager's Office is responsible for the overall management of Town services under the direction of the Mayor and Council, and for various support services to the Mayor and Council. In accordance with policy direction by the Council, the Manager's Office directs, coordinates, and evaluates the performance of Town services, and provides staff support to the Council. Duties of the Town Manager's Office include:

- Attendance at all meetings of the Town Council and recommendations for adoption of such measures as shall be deemed expedient.
- Preparation of reports to Council from time to time on the affairs of the Town, and ensuring that the Council is fully advised of the Town's financial condition and its future financial needs.
- Budget and capital improvements program recommendations in accordance with the schedule adopted by the Town Council.
- Comprehensive and clear staff reports on all items placed on the Council's agenda.
- Supervision of all work of department heads, officers and employees of the Town, as administrative head of the Town.

TOWN MANAGER



¹ Position is funded through the Planning Department's budget

* Unfunded Position

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

	2008-09 ADOPTED	2009-10 ADOPTED	2010-11 ADOPTED
Town Manager	1.00	1.00	1.00
Deputy Town Manager	1.00	1.00	1.00
Assistant Town Manager	1.00	1.00	1.00
Economic Development Coordinator	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00
Sustainability Officer	0.00	1.00	1.00
Coordinator - Special Projects ¹	0.00	1.00	1.00
Assistant to the Manager*	0.00	1.00	1.00
Administrative Assistant	0.80	0.00	0.00
Secretary/Receptionist	1.00	0.00	0.00
Public Arts Administrator	1.00	0.00	0.00
Public Art Coordinator	1.00	0.00	0.00
Town Manager's Office Totals	<u>8.80</u>	<u>8.00</u>	<u>8.00</u>

¹ Position is funded in the Planning Department's budget

*Unfunded position

TOWN MANAGER

BUDGET SUMMARY

Personnel changes include a 13.9% increase to medical insurance, increase to the retirement contribution, reserve for pay adjustments and the move of retiree medical to non-departmental, resulting in a 0.2% increase or \$1,835. The operating increase of 3.9% includes increases to travel and training as well as printing costs for Economic Development and Sustainability.

EXPENDITURES

	2008-09 Actual	2009-10 Original Budget	2009-10 Revised Budget	2009-10 Estimated	2010-11 Adopted Budget	% Change from 2009-10
Personnel	\$ 875,149	\$ 794,974	\$ 809,369	\$ 795,406	\$ 796,809	0.2%
Operating Costs	128,845	152,610	193,336	152,068	158,625	3.9%
Total	\$ 1,003,994	\$ 947,584	\$ 1,002,705	\$ 947,474	\$ 955,434	0.8%

REVENUES

	2008-09 Actual	2009-10 Original Budget	2009-10 Revised Budget	2009-10 Estimated	2010-11 Adopted Budget	% Change from 2009-10
General Revenues	\$ 1,003,994	\$ 947,584	\$ 1,002,705	\$ 947,474	\$ 955,434	0.8%
Total	\$ 1,003,994	\$ 947,584	\$ 1,002,705	\$ 947,474	\$ 955,434	0.8%

COMMUNICATIONS & PUBLIC AFFAIRS

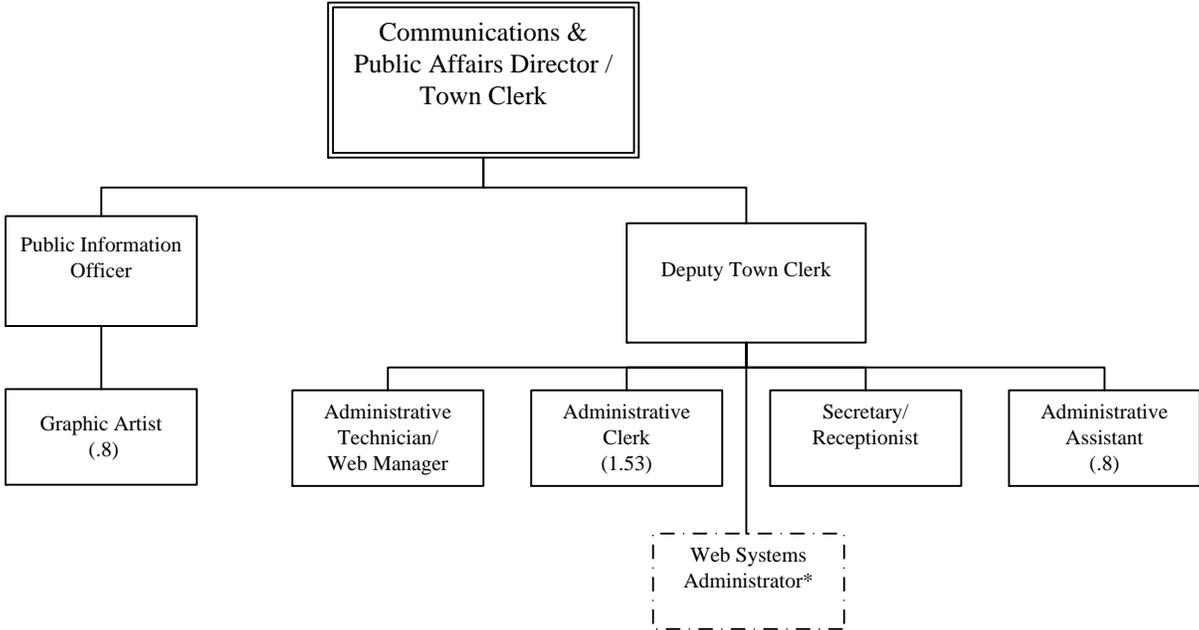
MISSION STATEMENT:

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.

Summary of services provided in support of department's mission:

- Manages the Town's communications and media relations activities.
- Develops information and public awareness campaigns.
- Maintains and makes easily accessible all official records of the local legislative process.
- Coordinates Council appointments to all Town boards and commissions.
- Coordinates citizens' requests for service.
- Oversees content on the Town's website and social media.
- Produces internal and external publications.
- Manages the government access cable television channel.
- Coordinates protest petitions.
- Administers oaths of office.
- Maintains calendars of official Town activities and meetings.

COMMUNICATIONS & PUBLIC AFFAIRS



*Unfunded position.

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

	2008-09	2009-10	2010-11
	ADOPTED	ADOPTED	ADOPTED
Communications & Public Affairs Director / Town Clerk	1.00	1.00	1.00
Town Clerk-Deputy	1.00	1.00	1.00
Administrative Technician	1.00	1.00	1.00
Administrative Clerk	1.53	1.53	1.53
Public Information Officer	1.00	1.00	1.00
Administrative Assistant	0.00	0.80	0.80
Secretary/Receptionist	0.00	1.00	1.00
Web System Administrator*	1.00	1.00	0.00
Graphic Artist	1.00	0.80	0.80
Media Specialist*	0.00	0.00	1.00
CAPA Office Totals	7.53	9.13	9.13

*Unfunded position.

COMMUNICATIONS & PUBLIC AFFAIRS/ TOWN CLERK BUDGET SUMMARY

The net result of the personnel changes (that include a 13.9% increase to medical insurance, increase to the retirement contribution, reserve for pay adjustments, a mid-year salary adjustment and the move of retiree medical to non-departmental) is a 1.2% increase or \$6,475. The 4.4% increase to the operating budget can be attributed to the consolidation of \$14,500 in advertising funds from several departments into the CaPA budget.

EXPENDITURES

	2008-09 Actual	2009-10 Original Budget	2009-10 Revised Budget	2009-10 Estimated	2010-11 Adopted Budget	% Change from 2009-10
Personnel	\$ 411,909	\$ 518,434	\$ 532,342	\$ 525,047	\$ 524,909	1.2%
Operating Costs	256,170	200,024	255,115	193,871	208,731	4.4%
Total	\$ 668,079	\$ 718,458	\$ 787,457	\$ 718,918	\$ 733,640	2.1%

REVENUES

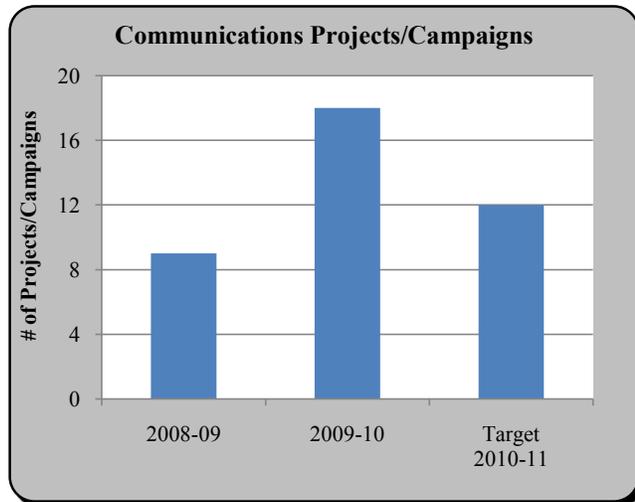
	2008-09 Actual	2009-10 Original Budget	2009-10 Revised Budget	2009-10 Estimated	2010-11 Adopted Budget	% Change from 2009-10
General Revenues	\$ 668,079	\$ 718,458	\$ 787,457	\$ 718,918	\$ 733,640	2.1%
Total	\$ 668,079	\$ 718,458	\$ 787,457	\$ 718,918	\$ 733,640	2.1%

COMMUNICATIONS & PUBLIC AFFAIRS/TOWN CLERK TRENDS

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

Objective: Produce at least 12 Communications Projects/Campaigns annually to enhance public knowledge and involvement with the Council's goals and initiatives.

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



OBJECTIVES	PROGRESS/STATUS			
Public Information: Enhance the Town's image and build support for municipal programs; enable residents to take full advantage of Town services; enhance citizens' understanding of issues facing the Town.	Increased number of news releases, advertisements, brochures, and numerous special projects to provide information to the public.			
PUBLIC INFORMATION GOAL	Actual 08-09	Actual 09-10	Target for 10-11	Change from Prior Year
Number of news releases	249	440	450	43%
Number of advertisements	57	67	70	15%
Number of publications/brochures/directories	30	61	65	49%
Number of communications projects/campaigns	9	18	12	55%

OBJECTIVES	PROGRESS/STATUS			
Public Participation: Help policy makers and constituents cooperatively formulate and achieve common goals; reinforce a sense of openness, which encourages participation in local government	Held campaign for boards and commissions volunteers; developing process for response to petitions; developing process to make Council emails available to public; soliciting more Facebook fans and Twitter followers			
PUBLIC PARTICIPATION GOAL	Actual 08-09	Actual 09-10	Target for 10-11	Change from Prior Year
Number of applicants to boards/commissions		109	110	

OBJECTIVES	PROGRESS/STATUS			
Internal Communications: Increase employee knowledge about overall Town government; increase employee effectiveness at presenting and communicating	Continued production of newsletter (available online); quarterly web steward training; developing training for PowerPoint presentations; developing employee survey			
INTERNAL COMMUNICATIONS GOAL	Actual 08-09	Actual 09-10	Target for 10-11	Change from Prior Year
Number of employee newsletters	12	11	11	-9%

HUMAN RESOURCE DEVELOPMENT DEPARTMENT

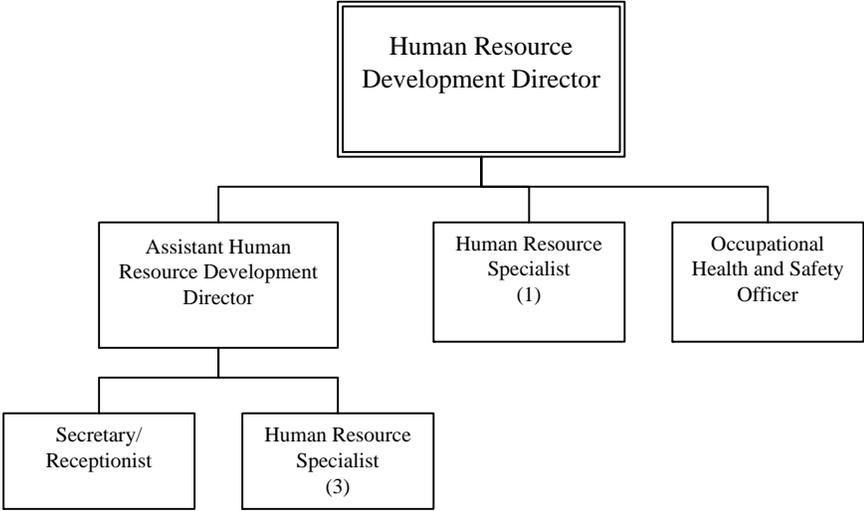
MISSION STATEMENT:

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.

Summary of strategies and services provided in support of department's mission:

- Attract, retain and engage employees who support the Town's mission and contribute to its success.
- Facilitate the professional growth and development of employees.
- Manage information and provide services/consultation to support the employee-employer relationship.
- Collaborate to solve problems, break down barriers and experiment with new ideas and approaches.
- Ensure that policies, programs and actions promote the dignity and worth of people as well as meet the highest ethical and legal standards.

HUMAN RESOURCE DEVELOPMENT



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

	2008-09 ADOPTED	2009-10 ADOPTED	2010-11 ADOPTED
Human Resource Development Director	1.00	1.00	1.00
Assistant Director-Human Resource Development	1.00	1.00	1.00
Occupational Health and Safety Officer	1.00	1.00	1.00
Human Resource Specialist	4.00	4.00	4.00
Secretary/ Receptionist	1.00	1.00	1.00
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Human Resource Development Totals	8.00	8.00	8.00

HUMAN RESOURCE DEVELOPMENT BUDGET SUMMARY

The net result of the personnel changes (that include a 13.9% increase to medical insurance, increase to the retirement contribution, reserve for pay adjustments and the move of retiree medical to non-departmental) is a 1.2% decrease or \$7,719. The 163.5% increase to the operating budget can be attributed to the consolidation of the Hill, Chesson, and Woody contract (\$115,457) from all town departments into the HRD budget and the addition of \$338,100 for costs associated with the UNC Health System initiative.

EXPENDITURES

	2008-09 Actual	2009-10 Original Budget	2009-10 Revised Budget	2009-10 Estimated	2010-11 Adopted Budget	% Change from 2009-10
Personnel	\$ 573,147	\$ 624,054	\$ 641,705	\$ 596,567	\$ 639,995	2.6%
Operating Costs	155,226	253,660	328,938	295,239	668,402	163.5%
Total	\$ 728,373	\$ 877,714	\$ 970,643	\$ 891,806	\$ 1,308,397	49.1%

REVENUES

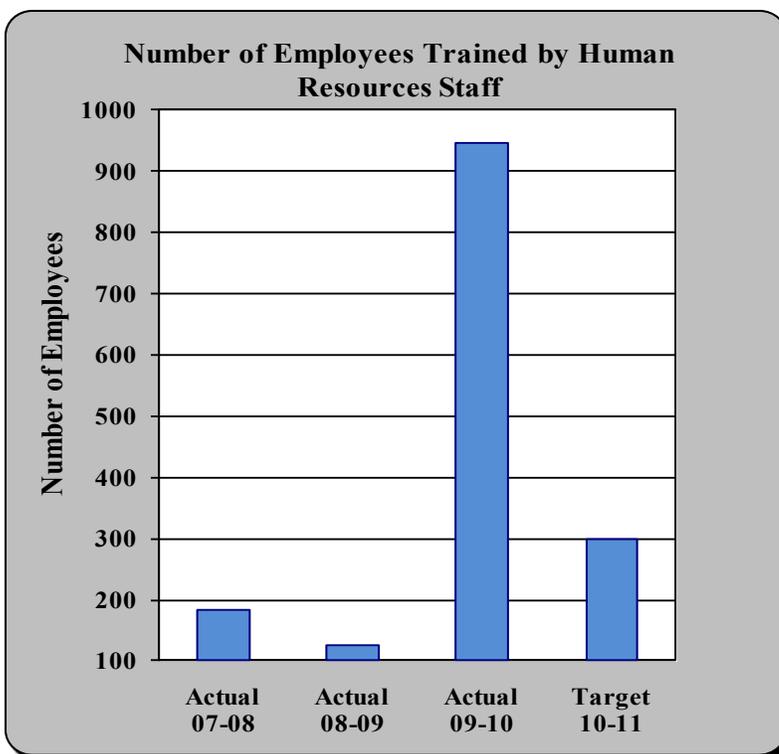
	2008-09 Actual	2009-10 Original Budget	2009-10 Revised Budget	2009-10 Estimated	2010-11 Adopted Budget	% Change from 2009-10
General Revenues	\$ 728,373	\$ 877,714	\$ 970,643	\$ 891,806	\$ 1,308,397	49.1%
Total	\$ 728,373	\$ 877,714	\$ 970,643	\$ 891,806	\$ 1,308,397	49.1%

HUMAN RESOURCES TRENDS

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

GOAL: Increase the number of employees who receive health and safety training.

The Human Resources staff provided health and safety training to 949 employees during fiscal year 2009-10. This represented a substantial training initiative to offer programs which were conducted by HRD staff or by others and overseen by HRD staff. This and other program efforts are aimed at reducing the total number of injuries, the lost days due to work-related injuries and ultimately the reduction of costs. The number of lost days for Workers' Compensation claims continue in a downward trend. The next goal will be to focus the safety training for supervisors.



Additional Details	Actual 07-08	Actual 08-09	Actual 09-10	Target 10-11
# of Lost Days due to Workers' Compensation Claims	370	554	210	150
# of New Workers' Compensation Claims with Lost Time	16	14	9	5
Average Amount Paid Per Injury	\$5,057	\$4,820	\$1,784	\$1,500
Total Claim Costs	\$389,387	\$453,039	\$153,464	\$100,000

BUSINESS MANAGEMENT DEPARTMENT

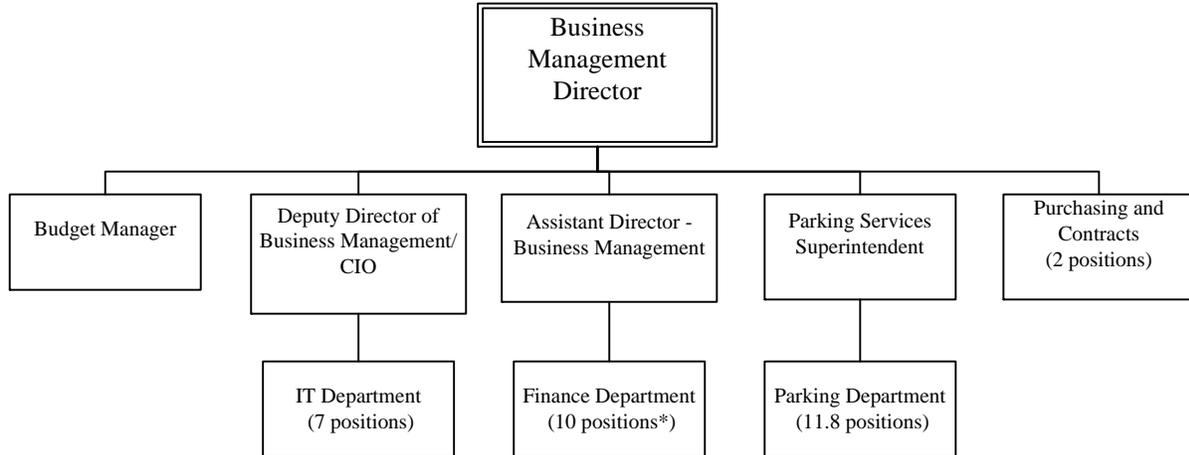
MISSION STATEMENT:

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.

Summary of services provided in support of department's mission:

- Support the budget and performance measurement process, including preparation of an accurate and informative budget document and estimation of Town revenues.
- Monitor the Town's financial position and provide for appropriate investments and borrowings.
- Oversee centralized purchasing and contract management; maintain insurance policies and processing of insurance claims for property damage.
- Provide payroll and accounts payable services.
- Provide centralized billing and revenue collection services for all Departments and collection of taxes for Town and County citizens.
- Maintain accurate and informative financial records that support the Town's operations and enable the Town to receive unqualified opinions by independent auditors and to obtain renewal of the Certificate of Achievement for Excellence in Financial Reporting and the Distinguished Budget Award from the Government Finance Officers' Association.
- Review internal systems, policies and processes for fiscal efficiencies.
- Provide technological equipment, software and support for staff, citizens, and other interested parties to use the Town information efficiently within a secure environment.
- Oversee procurement, operation and maintenance of computer systems, network and telephone services and related equipment.
- Develop and maintain internet-related information services.
- Oversee management of the Town's on- and off-street parking services.

BUSINESS MANAGEMENT DEPARTMENT OVERVIEW



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

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

	2008-09 ADOPTED	2009-10 ADOPTED	2010-11 ADOPTED
<u>Finance</u>			
Director - Business Management	1.00	1.00	1.00
Assistant Director - Business Management	1.00	1.00	1.00
Accounting Manager	1.00	1.00	1.00
Financial Systems Administrator	1.00	1.00	1.00
Budget Manager	1.00	1.00	1.00
Accountant*	2.00	2.00	3.00
Purchasing & Contracts Manager	1.00	1.00	1.00
Payroll Coordinator	1.00	1.00	1.00
Accounting Technician II	2.00	2.00	2.00
Revenue Collector	1.00	1.00	1.00
Accounting Clerk	1.00	1.00	1.00
Purchasing Technician	1.00	1.00	1.00
Division Totals	<u>14.00</u>	<u>14.00</u>	<u>15.00</u>
<u>Information Technology</u>			
Deputy Director - Bus. Mgmt./Chief Information Officer	1.00	1.00	1.00
Network and Telecommunications Analyst	1.00	1.00	1.00
Geographic Information Systems Analyst	1.00	1.00	1.00
Information Technology Analyst	5.00	5.00	5.00
Division Totals	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>
Business Management Totals	<u><u>22.00</u></u>	<u><u>22.00</u></u>	<u><u>23.00</u></u>

* The Housing Budget Officer position was changed to "Accountant" and moved to Finance mid-year FY10.

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

BUSINESS MANAGEMENT BUDGET SUMMARY

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

EXPENDITURES

	2008-09 Actual	2009-10 Original Budget	2009-10 Revised Budget	2009-10 Estimated	2010-11 Adopted Budget	% Change from 2009-10
Personnel	\$ 1,599,008	\$ 1,850,431	\$ 1,862,923	\$ 1,787,516	\$ 1,885,837	1.9%
Operating Costs	709,552	663,945	891,718	853,813	769,404	15.9%
Capital Outlay	139,515	80,000	173,747	115,500	80,000	0.0%
Total	\$ 2,448,075	\$ 2,594,376	\$ 2,928,388	\$ 2,756,829	\$ 2,735,241	5.4%

REVENUES

	2008-09 Actual	2009-10 Original Budget	2009-10 Revised Budget	2009-10 Estimated	2010-11 Adopted Budget	% Change from 2009-10
General Revenues	\$ 2,448,075	\$ 2,594,376	\$ 2,928,388	\$ 2,756,829	\$ 2,735,241	5.4%
Total	\$ 2,448,075	\$ 2,594,376	\$ 2,928,388	\$ 2,756,829	\$ 2,735,241	5.4%

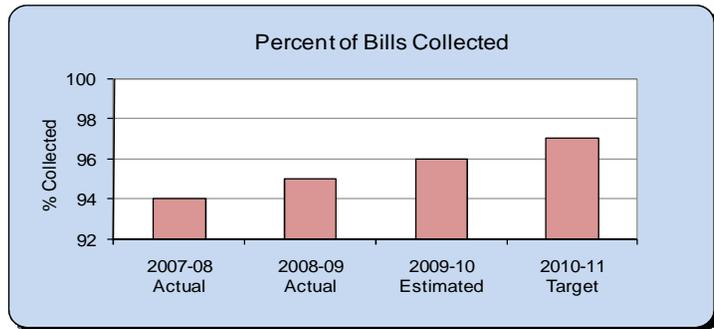
BUSINESS MANAGEMENT TRENDS

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

GOAL: *Provide efficient financial administration.*

OBJECTIVE: *To maximize collection of revenues.*

The percent of bills collected increased approximately 1% from 2007-08 to 2008-09 due in large part to improvements in billing accuracy. The Town's target is to improve collections by 1% in FY 2010-11 by increasing collection efforts.



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 FY09 Comprehensive Annual Financial Report. Audit services secured for fiscal year ending June 30, 2010 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 refunding bonds were issued in FY10, resulting in interest savings of \$487,000. Secured installment financing for \$1.6 million in replacement vehicles.
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 April - June, and the Council adopted the FY11 budget on June 7th. Work has begun on the budget document for submission to GFOA and for distribution to bond rating agencies.

FINANCE
BUDGET SUMMARY

The 3% increase in personnel costs for the Adopted 2011 budget reflects the transfer of the Housing Budget Officer position to Finance along with the increase of 13.9% for medical insurance and 28% for retirement costs. The operating increase of 33.5% will fund the Town's \$110,000 assistance to the County for the purchase of new tax software. These increases are mitigated by reductions in temporary and overtime salaries.

EXPENDITURES

	2008-09 Actual	2009-10 Original Budget	2009-10 Revised Budget	2009-10 Estimated	2010-11 Adopted Budget	% Change from 2009-10
Personnel	\$ 949,995	\$ 1,118,372	\$ 1,134,864	\$ 1,081,031	\$ 1,152,138	3.0%
Operating Costs	313,848	312,551	331,789	288,855	417,379	33.5%
Total	\$ 1,263,843	\$ 1,430,923	\$ 1,466,653	\$ 1,369,886	\$ 1,569,517	9.7%

REVENUES

	2008-09 Actual	2009-10 Original Budget	2009-10 Revised Budget	2009-10 Estimated	2010-11 Adopted Budget	% Change from 2009-10
General Revenues	\$ 1,263,843	\$ 1,430,923	\$ 1,466,653	\$ 1,369,886	\$ 1,569,517	9.7%
Total	\$ 1,263,843	\$ 1,430,923	\$ 1,466,653	\$ 1,369,886	\$ 1,569,517	9.7%

INFORMATION TECHNOLOGY BUDGET SUMMARY

The adopted budget for the Information Technology division reflects little overall change from the prior year in keeping with the zero increase target to address the impact of the recession on revenues in FY11. The 13.9% increase in medical insurance rates and the increase to the retirement contribution is mostly offset by reductions in temporary salaries. The slight increase to the operating budget is related to an increase to travel and training. The \$80,000 budgeted for capital purchases will allow for routine replacement of servers and backup equipment.

EXPENDITURES

	2008-09 Actual	2009-10 Original Budget	2009-10 Revised Budget	2009-10 Estimated	2010-11 Adopted Budget	% Change from 2009-10
Personnel	\$ 649,013	\$ 732,059	\$ 728,059	\$ 706,485	\$ 733,699	0.2%
Operating Costs	395,704	351,394	559,929	564,958	352,025	0.2%
Capital Outlay	139,515	80,000	173,747	115,500	80,000	0.0%
Total	\$ 1,184,232	\$ 1,163,453	\$ 1,461,735	\$ 1,386,943	\$ 1,165,724	0.2%

REVENUES

	2008-09 Actual	2009-10 Original Budget	2009-10 Revised Budget	2009-10 Estimated	2010-11 Adopted Budget	% Change from 2009-10
General Revenues	\$ 1,184,232	\$ 1,163,453	\$ 1,461,735	\$ 1,386,943	\$ 1,165,724	0.2%
Total	\$ 1,184,232	\$ 1,163,453	\$ 1,461,735	\$ 1,386,943	\$ 1,165,724	0.2%

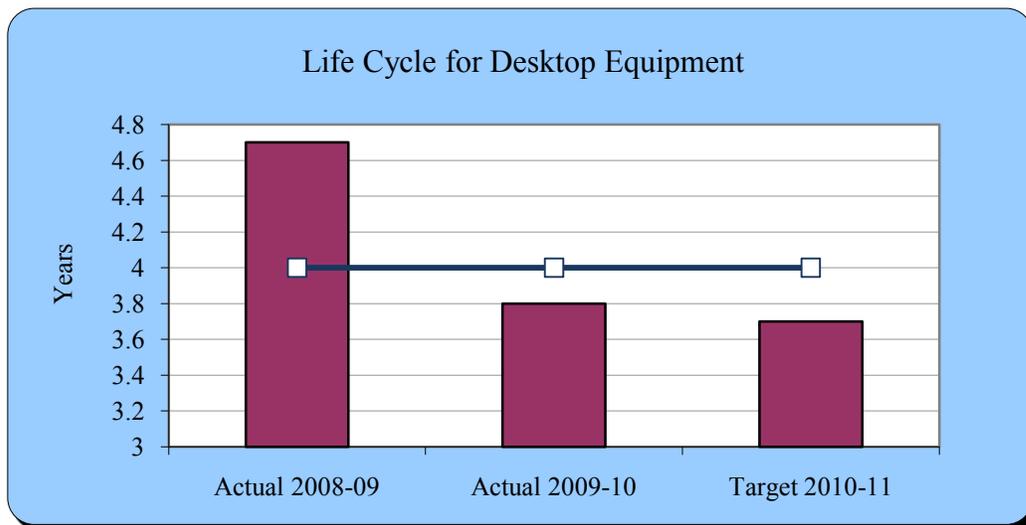
INFORMATION TECHNOLOGY TRENDS

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

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

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

The desktop computer lifecycle goal of four years has been achieved. Lower procurement costs allowed replacement of equipment ahead of schedule such that desktop computer equipment is within the four year goal. Projections for FY11 are to sustain the life cycle below four years.



GOAL (NEW) : *Provide reliable public access to Town information resources.*

OBJECTIVE (NEW) : *Maintain the availability of online public access to Town information resources at 98.5% or greater.*

Town internal information systems are designed for round-the-clock access and services providing web-based information resources for public access. Monitoring and maintenance support are aimed at ensuring a high level of availability. The initial target for FY2010-11 is being established at 98.5%. Data is not available for prior years.

TOWN ATTORNEY

MISSION STATEMENT:

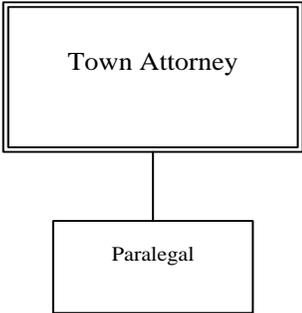
The primary mission of the Office of the Town Attorney is to protect the legal interests of the Town of Chapel Hill.

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***

	2008-09 ADOPTED	2009-10 ADOPTED	2010-11 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 2010-11 shows little change over the prior year in keeping with the target directive of zero increase. Anticipated increases in medical insurance, retirement contribution increase and reserve for pay adjustments are offset by operating budget reductions for a net change of -0.1%.

EXPENDITURES

	2008-09 Actual	2009-10 Original Budget	2009-10 Revised Budget	2009-10 Estimated	2010-11 Adopted Budget	% Change from 2009-10
Personnel	\$ 257,350	\$ 256,771	\$ 263,371	\$ 261,383	\$ 268,706	4.6%
Operating Costs	10,995	37,359	31,754	25,239	25,239	-32.4%
Total	\$ 268,345	\$ 294,130	\$ 295,125	\$ 286,622	\$ 293,945	-0.1%

REVENUES

	2008-09 Actual	2009-10 Original Budget	2009-10 Revised Budget	2009-10 Estimated	2010-11 Adopted Budget	% Change from 2009-10
General Revenues	\$ 268,345	\$ 294,130	\$ 295,125	\$ 286,622	\$ 293,945	-0.1%
Total	\$ 268,345	\$ 294,130	\$ 295,125	\$ 286,622	\$ 293,945	-0.1%

NON-DEPARTMENTAL DIVISION BUDGET SUMMARY

The Non-Departmental Division is used to account for activities in the General Fund that are not related to other departmental functions. These activities include contributions to other agencies, transfers to other funds and liability insurance. The adopted budget includes increases over the prior year for the transfer to the Capital Improvements Fund (\$1,172,800), for PEG support in lieu of cable subscriber fees (\$72,000), for the consolidation of retiree medical cost and Unemployment from other General Fund divisions (\$845,000) and for an increase in the matching requirements for the SAFER grant for firefighters (\$137,000). Contributions to agencies show a reduction from prior year as the budget for recreation assistance to Orange County's Department of Aging is moved to Parks and Recreation in the adopted budget for FY11.

EXPENDITURES

	2008-09 Actual	2009-10 Original Budget	2009-10 Revised Budget	2009-10 Estimated	2010-11 Adopted Budget	% Change from 2009-10
Retiree Medical Insurance	\$ -	\$ -	\$ -	\$ -	815,176	N/A
Other Personnel Costs	6,687	5,000	85,906	-	30,000	500.0%
Liability Insurance	384,559	470,336	470,336	380,000	450,000	-4.3%
OPEB Liability Contributions	-	400,000	800,000	800,000	400,000	0.0%
Operations	79,640	158,549	235,807	162,749	167,549	5.7%
Supplemental PEG Fees	353,732	155,000	244,215	227,508	227,508	46.8%
Transfer to Other Funds	89,677	181,000	499,310	305,000	222,000	22.7%
Transfer to Capital Improvement Funds	1,103,000	305,000	474,000	435,000	1,172,800	284.5%
Grant Matching Funds	334,511	353,100	581,673	394,915	554,423	57.0%
Agency Contributions	821,121	836,500	910,425	910,425	815,350	-2.5%
Total	\$ 3,172,927	\$ 2,864,485	\$ 4,301,672	\$ 3,615,597	\$ 4,854,806	69.5%

REVENUES

	2008-09 Actual	2009-10 Original Budget	2009-10 Revised Budget	2009-10 Estimated	2010-11 Adopted Budget	% Change from 2009-10
General Revenues	\$ 3,172,927	\$ 2,864,485	\$ 4,301,672	\$ 3,615,597	\$ 4,854,806	69.5%
Total	\$ 3,172,927	\$ 2,864,485	\$ 4,301,672	\$ 3,615,597	\$ 4,854,806	69.5%

