

## **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>2014-15 Actual</b>	<b>2015-16 Original Budget</b>	<b>2015-16 Revised Budget</b>	<b>2015-16 Estimated</b>	<b>2016-17 Adopted Budget</b>	<b>% Change from 2015-16</b>
Mayor/Council	\$ 405,588	\$ 471,270	\$ 471,270	\$ 440,511	\$ 440,634	-6.5%
Town Manager	1,258,613	1,500,529	1,510,629	1,354,012	1,577,458	5.1%
Communications & Public Affair	748,229	864,178	948,188	837,082	808,501	-6.4%
Human Resources	1,220,801	1,708,151	1,969,496	1,783,033	1,684,747	-1.4%
Business Management	1,696,900	1,996,679	2,012,915	1,989,856	2,102,382	5.3%
Technology Solutions	1,278,666	1,491,763	1,523,876	1,301,197	1,898,579	27.3%
Town Attorney	302,847	320,132	320,132	307,602	339,184	6.0%
Non-Departmental	5,675,727	5,145,524	10,381,566	6,107,639	4,502,991	-12.5%
<b>Total</b>	<b>\$ 12,587,371</b>	<b>\$ 13,498,226</b>	<b>\$ 19,138,072</b>	<b>\$ 14,120,932</b>	<b>\$ 13,354,476</b>	<b>-1.1%</b>

### **REVENUES**

	<b>2014-15 Actual</b>	<b>2015-16 Original Budget</b>	<b>2015-16 Revised Budget</b>	<b>2015-16 Estimated</b>	<b>2016-17 Adopted Budget</b>	<b>% Change from 2015-16</b>
General Revenues	\$ 12,587,371	\$ 13,498,226	\$ 19,138,072	\$ 14,120,932	\$ 13,354,476	-1.1%
<b>Total</b>	<b>\$ 12,587,371</b>	<b>\$ 13,498,226</b>	<b>\$ 19,138,072</b>	<b>\$ 14,120,932</b>	<b>\$ 13,354,476</b>	<b>-1.1%</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.

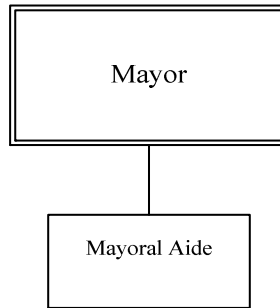
The Mayor and Town Council make policy decisions regarding Town services and other governmental responsibilities of the Town. Most policy decisions occur through adoption of the Comprehensive Plan, the annual budget, the capital improvements program and other ordinances and resolutions. Town Council 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>2014-15 ADOPTED</b>	<b>2015-16 ADOPTED</b>	<b>2016-17 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 12.1% decrease from the prior year. The 14% decrease in personnel costs is mainly due to changes in elected coverage for medical insurance. The 4.3% decrease in operating costs can be attributed to a Town-wide reduction in computer use charges as well as cost savings in web services contracts.*

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### **EXPENDITURES**

	<b>2014-15 Actual</b>	<b>2015-16 Original Budget</b>	<b>2015-16 Revised Budget</b>	<b>2015-16 Estimated</b>	<b>2016-17 Adopted Budget</b>	<b>% Change from 2015-16</b>
Personnel	\$ 94,646	\$ 94,812	\$ 95,612	\$ 89,761	\$ 81,570	-14.0%
Operating Costs	22,629	23,109	24,579	21,902	22,125	-4.3%
<b>Total</b>	<b>\$ 117,275</b>	<b>\$ 117,921</b>	<b>\$ 120,191</b>	<b>\$ 111,663</b>	<b>\$ 103,695</b>	<b>-12.1%</b>

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### **REVENUES**

	<b>2014-15 Actual</b>	<b>2015-16 Original Budget</b>	<b>2015-16 Revised Budget</b>	<b>2015-16 Estimated</b>	<b>2016-17 Adopted Budget</b>	<b>% Change from 2015-16</b>
General Revenues	\$ 117,275	\$ 117,921	\$ 120,191	\$ 111,663	\$ 103,695	-12.1%
<b>Total</b>	<b>\$ 117,275</b>	<b>\$ 117,921</b>	<b>\$ 120,191</b>	<b>\$ 111,663</b>	<b>\$ 103,695</b>	<b>-12.1%</b>

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# **COUNCIL**

## **BUDGET SUMMARY**

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*The adopted budget for the Town Council reflects a decrease of 4.6% from the 2015-16 budget, primarily due to \$30,000 of non-recurring election-related costs in 2015-16. The 6.2% increase in personnel is the net result of a 2% July and 1.5% January pay adjustment and a 15.5% increase in health insurance costs.*

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### **EXPENDITURES**

	<b>2014-15 Actual</b>	<b>2015-16 Original Budget</b>	<b>2015-16 Revised Budget</b>	<b>2015-16 Estimated</b>	<b>2016-17 Adopted Budget</b>	<b>% Change from 2015-16</b>
Personnel	\$ 167,339	\$ 179,462	\$ 179,462	\$ 154,820	\$ 190,676	6.2%
Operating Costs	120,974	173,887	171,617	174,028	146,263	-15.9%
<b>Total</b>	<b>\$ 288,313</b>	<b>\$ 353,349</b>	<b>\$ 351,079</b>	<b>\$ 328,848</b>	<b>\$ 336,939</b>	<b>-4.6%</b>

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### **REVENUES**

	<b>2014-15 Actual</b>	<b>2015-16 Original Budget</b>	<b>2015-16 Revised Budget</b>	<b>2015-16 Estimated</b>	<b>2016-17 Adopted Budget</b>	<b>% Change from 2015-16</b>
General Revenues	\$ 288,313	\$ 353,349	\$ 351,079	\$ 328,848	\$ 336,939	-4.6%
<b>Total</b>	<b>\$ 288,313</b>	<b>\$ 353,349</b>	<b>\$ 351,079</b>	<b>\$ 328,848</b>	<b>\$ 336,939</b>	<b>-4.6%</b>

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# TOWN MANAGER

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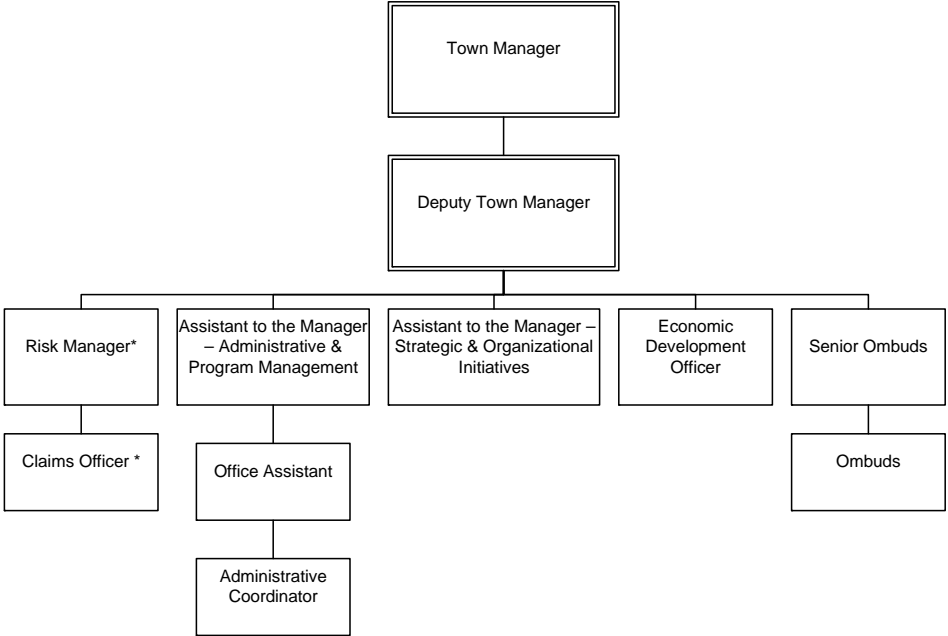
## **MISSION STATEMENT:**

*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 2016-17.

<b>Program</b>	<b>Description</b>
<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



\* 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***

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	<b>2014-15 ADOPTED</b>	<b>2015-16 ADOPTED</b>	<b>2016-17 ADOPTED</b>
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	0.00	0.00
Energy Management Specialist	1.00	0.00	0.00
Policy & Strategic Initiatives Director	1.00	0.00	0.00
Organizational Effectiveness Coordinator	1.00	0.00	0.00
Senior Ombuds	1.00	1.00	1.00
Administrative Coordinator	0.00	1.00	1.00
Ombuds	1.00	1.00	1.00
Assistant to the Manager	1.00	2.00	2.00
Administrative Assistant	0.75	0.00	0.00
Office Assistant	1.00	1.00	1.00
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Town Manager's Office Totals	11.75	9.00	9.00

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# **TOWN MANAGER**

## **BUDGET SUMMARY**

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*The Town Manager's adopted budget for 2016-17 reflects a 5.1% increase over 2015-16. The 4.8% increase in personnel spending is mostly due to the 2% July and 1.5% January pay adjustment as well as a 15.5% increase in health insurance costs. The operating increase of 6.9% is mainly due to a vehicle that is scheduled to be replaced in 2016-17 (\$20,373).*

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### **EXPENDITURES**

	<b>2014-15 Actual</b>	<b>2015-16 Original Budget</b>	<b>2015-16 Revised Budget</b>	<b>2015-16 Estimated</b>	<b>2016-17 Adopted Budget</b>	<b>% Change from 2015-16</b>
Personnel	\$ 1,087,868	\$ 1,267,349	\$ 1,237,349	\$ 1,091,206	\$ 1,328,255	4.8%
Operating Costs	170,745	233,180	273,280	262,806	249,203	6.9%
<b>Total</b>	<b>\$ 1,258,613</b>	<b>\$ 1,500,529</b>	<b>\$ 1,510,629</b>	<b>\$ 1,354,012</b>	<b>\$ 1,577,458</b>	<b>5.1%</b>

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### **REVENUES**

	<b>2014-15 Actual</b>	<b>2015-16 Original Budget</b>	<b>2015-16 Revised Budget</b>	<b>2015-16 Estimated</b>	<b>2016-17 Adopted Budget</b>	<b>% Change from 2015-16</b>
General Revenues	\$ 1,258,613	\$ 1,500,529	\$ 1,510,629	\$ 1,354,012	\$ 1,577,458	5.1%
<b>Total</b>	<b>\$ 1,258,613</b>	<b>\$ 1,500,529</b>	<b>\$ 1,510,629</b>	<b>\$ 1,354,012</b>	<b>\$ 1,577,458</b>	<b>5.1%</b>

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# **COMMUNICATIONS & PUBLIC AFFAIRS**

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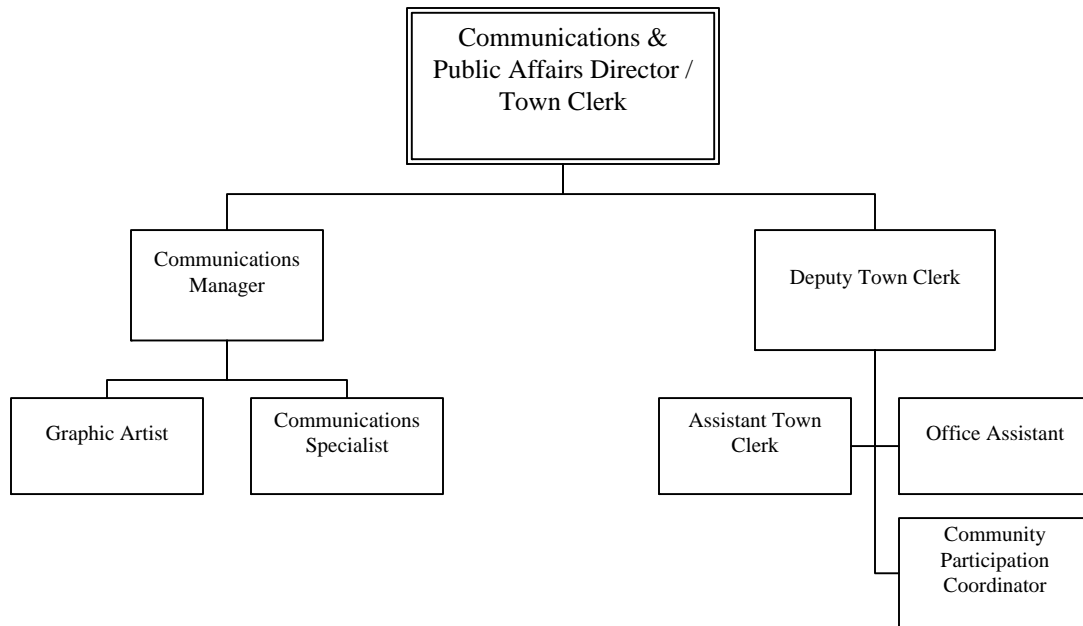
**MISSION STATEMENT:**

*To encourage public 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, public 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 2016-17.

<b>Program</b>	<b>Description</b>
<b>Communications &amp; Public Information</b>	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.
<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. Answer public record requests. Maintain Council email archive.
<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. Facilitate Internal Communications. Maintain the Domestic Partnership Registry.

# COMMUNICATIONS & PUBLIC AFFAIRS



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

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	<b>2014-15 ADOPTED</b>	<b>2015-16 ADOPTED</b>	<b>2016-17 ADOPTED</b>
Communications & Public Affairs Director / Town Clerk	1.00	1.00	1.00
Town Clerk-Deputy	1.00	1.00	1.00
Assistant Town Clerk	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	1.00	0.00
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	8.53	7.53

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

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*The adopted budget for 2016-17 reflects a 6.4% decrease from the prior year. The personnel decrease of 6% reflects the removal of a vacant Records Manager position, which is partially offset by a 2% July and 1.5% January pay adjustment and a 15.5% health insurance increase. The 7.9% decrease to the operating budget is primarily due to the non-recurring cost of the 2015-16 Community Survey (\$20,000). There is an addition of \$7,400 in operating for funding for a Citizen's Academy.*

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## **EXPENDITURES**

	<b>2014-15 Actual</b>	<b>2015-16 Original Budget</b>	<b>2015-16 Revised Budget</b>	<b>2015-16 Estimated</b>	<b>2016-17 Adopted Budget</b>	<b>% Change from 2015-16</b>
Personnel	\$ 542,731	\$ 660,180	\$ 641,980	\$ 579,989	\$ 620,691	-6.0%
Operating Costs	205,498	203,998	284,197	235,082	187,810	-7.9%
Capital Outlay	-	-	22,011	22,011	-	N/A
<b>Total</b>	<b>\$ 748,229</b>	<b>\$ 864,178</b>	<b>\$ 948,188</b>	<b>\$ 837,082</b>	<b>\$ 808,501</b>	<b>-6.4%</b>

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## **REVENUES**

	<b>2014-15 Actual</b>	<b>2015-16 Original Budget</b>	<b>2015-16 Revised Budget</b>	<b>2015-16 Estimated</b>	<b>2016-17 Adopted Budget</b>	<b>% Change from 2015-16</b>
General Revenues	\$ 748,229	\$ 864,178	\$ 948,188	\$ 837,082	\$ 808,501	-6.4%
<b>Total</b>	<b>\$ 748,229</b>	<b>\$ 864,178</b>	<b>\$ 948,188</b>	<b>\$ 837,082</b>	<b>\$ 808,501</b>	<b>-6.4%</b>

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# COMMUNICATIONS & PUBLIC AFFAIRS

## KEY PERFORMANCE MEASURES

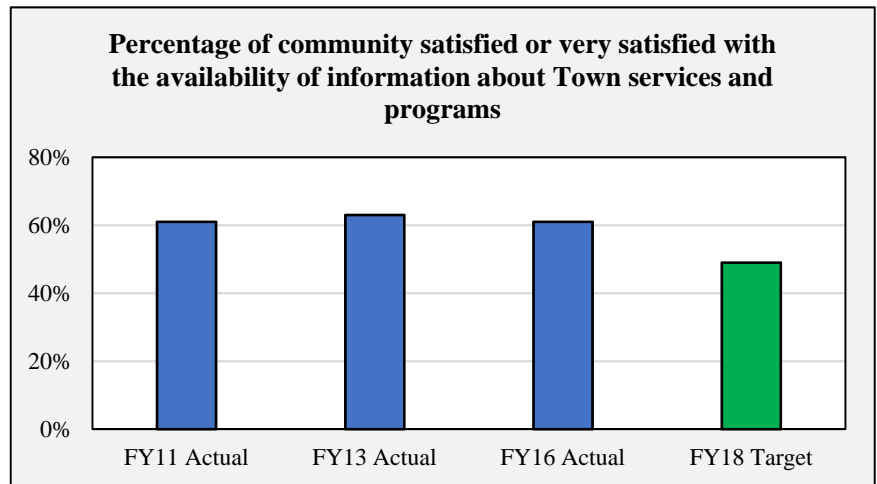


Create a Place for Everyone

**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

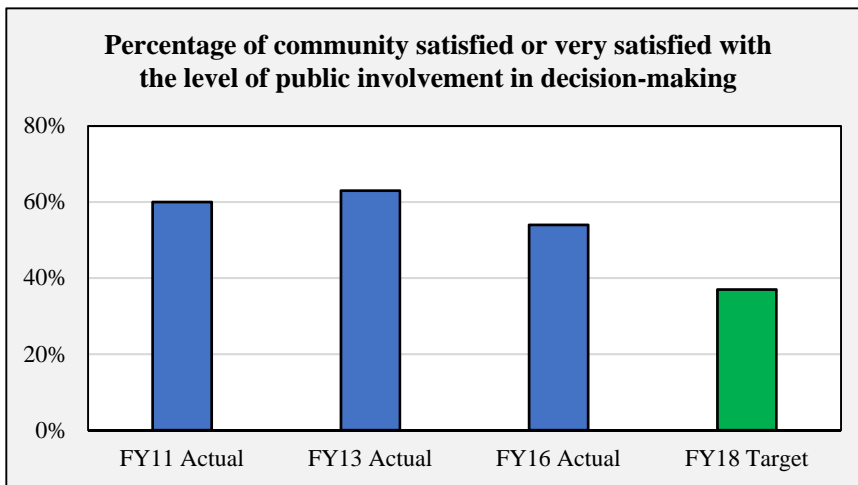
In FY 2016, our target was based on 2013 regional benchmark numbers gathered in the Community Survey (conducted biennially). In FY 2018, our target of 49% is based on 2015 regional benchmarks. TRENDS may reflect “overall disdain for political system” -- A 2016 Associated Press-GfK poll on attitudes toward government shows that 78% of Americans are dissatisfied/angry with federal government; 62% dissatisfied/angry with the way state/local government is working.



Create a Place for Everyone

**Department Program:** Public Participation

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



In FY 2016, our target was based on 2013 regional benchmark numbers gathered in the Community Survey (conducted biennially). In FY 2018, our target of 37% is based on 2015 regional benchmarks. TRENDS may reflect “overall disdain for political system” -- A 2016 Associated Press-GfK poll on attitudes toward government shows that 78% of Americans are dissatisfied/angry with federal government; 62% dissatisfied/angry with the way state/local government is working.

# COMMUNICATIONS & PUBLIC AFFAIRS

## KEY PERFORMANCE MEASURES (continued)

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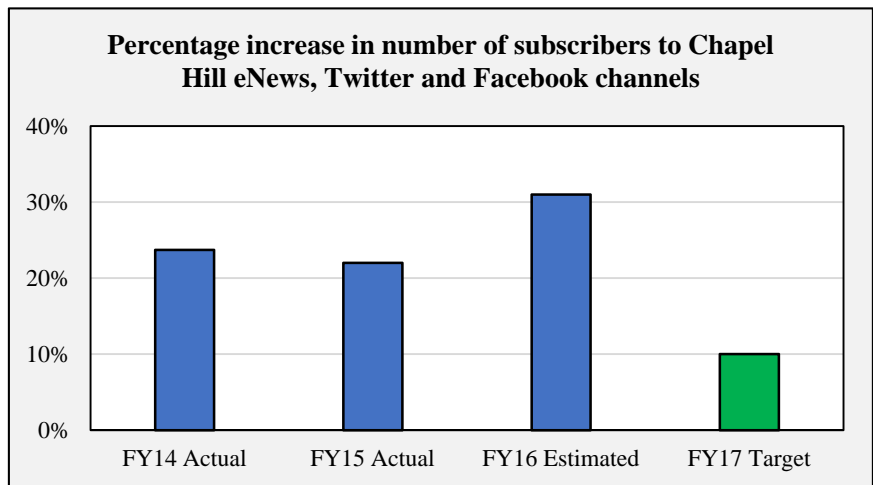


Create a Place for  
Everyone

**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

Our targets are based on annual increases of 10% -- which we have surpassed every year.



# ***HUMAN RESOURCE DEVELOPMENT DEPARTMENT***

## **MISSION STATEMENT:**

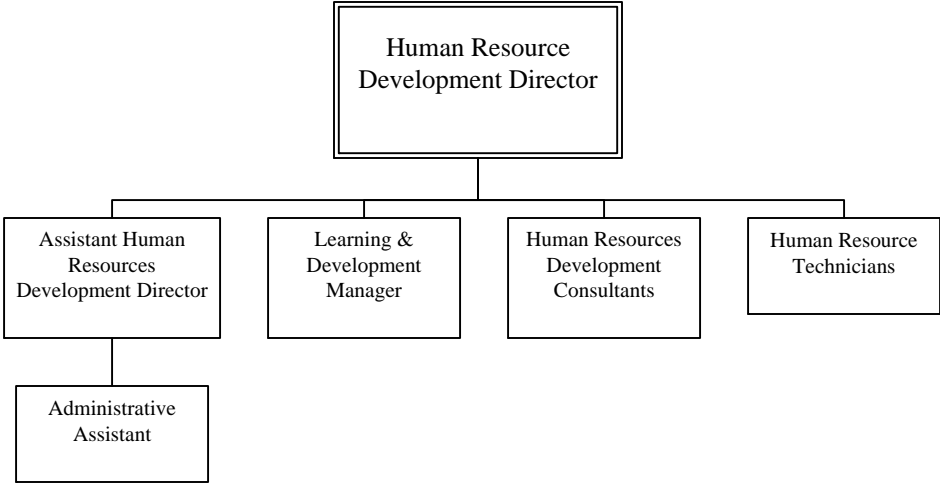
*The mission of the Human Resource Development Department is to directly contribute to the Town's mission and vision by strengthening the development of human resources, providing quality services to employees and the community, promoting a safe working environment, ensuring financially sustainable compensation 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 2016-17.

<b>Program</b>	<b>Description</b>
<b>Administration</b>	Manage the operations of the department to ensure that programs and systems support the Town's mission. Provide support to the Manager and departments in the development, administration and interpretation the Policies and Procedures.
<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 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 polices and laws that identify, attract and retain the most qualified applicants for employment while encouraging diverse representation.
<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 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***

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	<b>2014-15 ADOPTED</b>	<b>2015-16 ADOPTED</b>	<b>2016-17 ADOPTED</b>
Human Resource Development Director	1.00	1.00	1.00
Assistant Director-Human Resource Development	1.00	0.00	1.00
Senior Human Resource Consultant	1.00	1.00	0.00
Assistant HR Consultant	0.00	1.00	1.00
Occupational Health and Safety Officer	0.00	0.00	0.00
Human Resources Development Consultant	0.00	1.00	0.00
Risk Manager	0.00	1.00	1.00
Risk Management Claims Coordinator	0.00	1.00	1.00
Learning & Development Manager	0.00	0.00	1.00
Human Resources Technician	1.00	1.00	2.00
Human Resource Consultant	2.00	2.00	1.00
Administrative Assistant	1.00	1.00	1.00
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Human Resource Development Totals	7.00	10.00	10.00

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

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*The adopted budget for 2016-17 reflects an overall decrease of 1.4% from the previous fiscal year. There is a 13.3% increase in personnel costs, which is the result of two employees receiving promotions during the 2015-16 fiscal year as well as a 2% July and 1.5% January pay adjustment and a 15.5% increase in health insurance costs. There is a decrease of 15.1% in operating costs. This is mostly due to the completion of one-time training in management improvement for Town employees (\$107,425), a non-recurring cost of a vehicle that was replaced in 2015-16 (\$20,500), and a decrease in the cost of medical services associated with the Wellness@Work program (\$10,000).*

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## **EXPENDITURES**

	<b>2014-15 Actual</b>	<b>2015-16 Original Budget</b>	<b>2015-16 Revised Budget</b>	<b>2015-16 Estimated</b>	<b>2016-17 Adopted Budget</b>	<b>% Change from 2015-16</b>
Personnel	\$ 587,972	\$ 827,331	\$ 808,786	\$ 681,040	\$ 936,992	13.3%
Operating Costs	632,829	880,820	1,160,710	1,101,993	747,755	-15.1%
<b>Total</b>	<b>\$ 1,220,801</b>	<b>\$ 1,708,151</b>	<b>\$ 1,969,496</b>	<b>\$ 1,783,033</b>	<b>\$ 1,684,747</b>	<b>-1.4%</b>

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## **REVENUES**

	<b>2014-15 Actual</b>	<b>2015-16 Original Budget</b>	<b>2015-16 Revised Budget</b>	<b>2015-16 Estimated</b>	<b>2016-17 Adopted Budget</b>	<b>% Change from 2015-16</b>
General Revenues	\$ 1,220,801	\$ 1,708,151	\$ 1,969,496	\$ 1,783,033	\$ 1,684,747	-1.4%
<b>Total</b>	<b>\$ 1,220,801</b>	<b>\$ 1,708,151</b>	<b>\$ 1,969,496</b>	<b>\$ 1,783,033</b>	<b>\$ 1,684,747</b>	<b>-1.4%</b>

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# HUMAN RESOURCE DEVELOPMENT

## KEY PERFORMANCE MEASURES

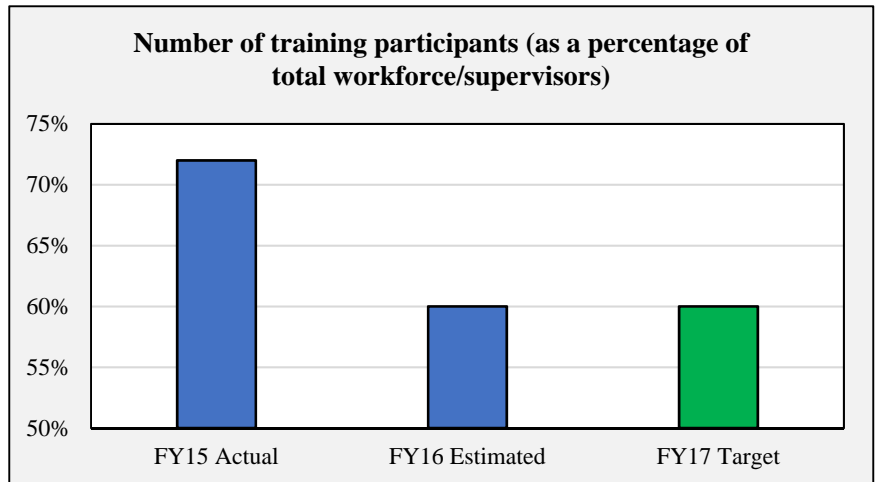


**Govern with Quality  
and Steward Public  
Assets**

**Department Program:** Employee Training and Development

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

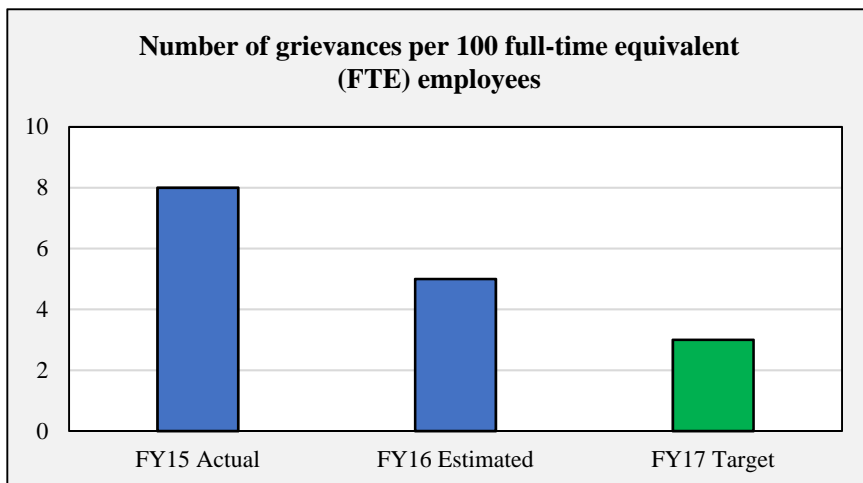
Percent is based on number of FTE's approved in the budget. Employees may have attended multiple offerings so number of participates will exceed number of FTE's.



**Govern with Quality  
and Steward Public  
Assets**

**Department Program:** Dispute Resolution and Grievance

**Objective:** Ensure employees are treated equitably and consistently, that issues are resolved at the lowest level possible, and to create a work environment that recognizes and appreciates diversity.



In FY16, all disputes were resolved through discussions between the employee, department and Human Resource Development. All but on grievance was resolved at the 1<sup>st</sup> step.

# ***BUSINESS MANAGEMENT DEPARTMENT***

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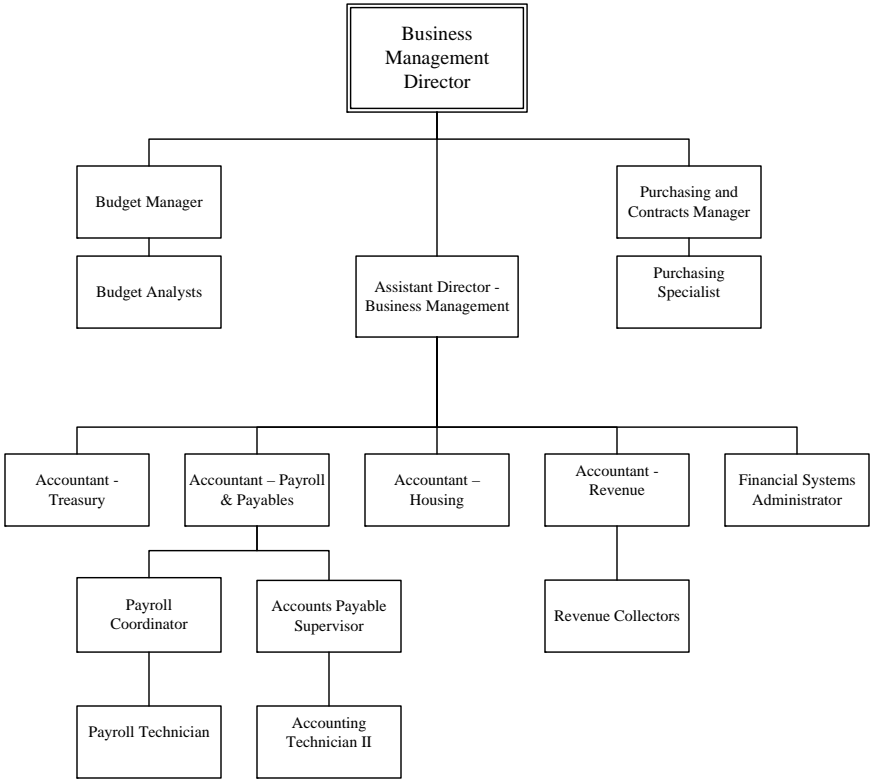
**MISSION STATEMENT:**

*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, provide relevant and timely reporting of the Town's financial condition, and provide financial information and analysis to support decision making.*

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 2016-17.

<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.

BUSINESS MANAGEMENT DEPARTMENT



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

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	<b>2014-15 ADOPTED</b>	<b>2015-16 ADOPTED</b>	<b>2016-17 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
Financial Systems Administrator	1.00	1.00	1.00
Budget Manager	1.00	1.00	1.00
Budget Analyst	1.00	2.00	2.00
Accountant - Payroll & Payables	1.00	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 Specialist	1.00	1.00	1.00
Payroll Coordinator	1.00	1.00	1.00
Payroll Technician	1.00	1.00	1.00
Accounts Payable Supervisor	1.00	1.00	1.00
Accounting Technician II	0.00	0.00	1.00
Revenue Collector	1.00	2.00	2.00
Accounting Technician I	1.00	1.00	0.00
Division Totals	16.00	18.00	18.00

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# ***BUSINESS MANAGEMENT BUDGET SUMMARY***

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*The adopted budget for 2016-17 includes a 4.9% increase in personnel costs, which is mostly due to the 2% July and 1.5% January pay adjustment, a 15.5% health insurance increase, and a reclassification of two positions. The operating increase of 6.3% is mostly due to an increase in fees for tax collection services paid to the Orange County's Tax Office, annual audit services, other postemployment benefit (OPEB) actuarial study, and increases to financial software system costs.*

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## **EXPENDITURES**

	<b>2014-15 Actual</b>	<b>2015-16 Original Budget</b>	<b>2015-16 Revised Budget</b>	<b>2015-16 Estimated</b>	<b>2016-17 Adopted Budget</b>	<b>% Change from 2015-16</b>
Personnel	\$ 1,175,969	\$ 1,463,253	\$ 1,424,703	\$ 1,386,145	\$ 1,535,483	4.9%
Operating Costs	520,931	533,426	588,212	603,711	566,899	6.3%
Total	\$ 1,696,900	\$ 1,996,679	\$ 2,012,915	\$ 1,989,856	\$ 2,102,382	5.3%

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## **REVENUES**

	<b>2014-15 Actual</b>	<b>2015-16 Original Budget</b>	<b>2015-16 Revised Budget</b>	<b>2015-16 Estimated</b>	<b>2016-17 Adopted Budget</b>	<b>% Change from 2015-16</b>
General Revenues	\$ 1,696,900	\$ 1,996,679	\$ 2,012,915	\$ 1,989,856	\$ 2,102,382	5.3%
Total	\$ 1,696,900	\$ 1,996,679	\$ 2,012,915	\$ 1,989,856	\$ 2,102,382	5.3%

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# BUSINESS MANAGEMENT

## KEY PERFORMANCE MEASURES

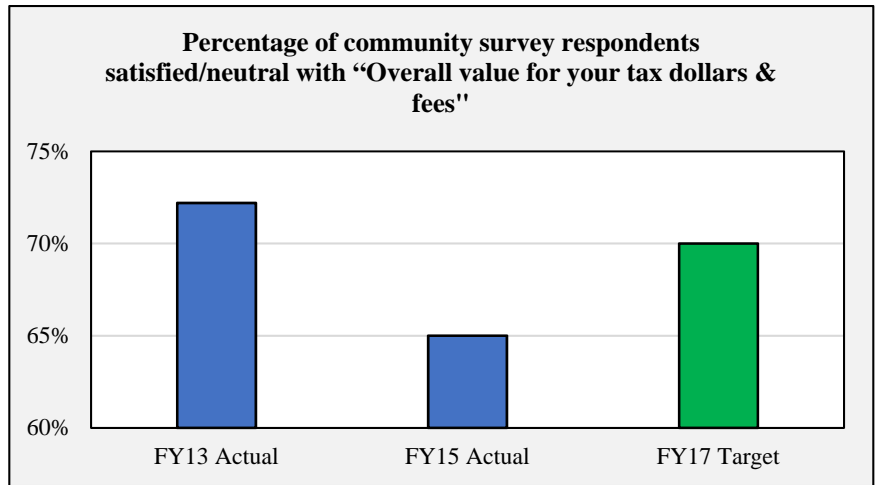


**Govern with Quality and  
Steward Public Assets**

**Department Program:** Financial Planning & Support

**Objective:** Achieve a rating of “satisfied” or “neutral” by the majority of respondents to the community survey

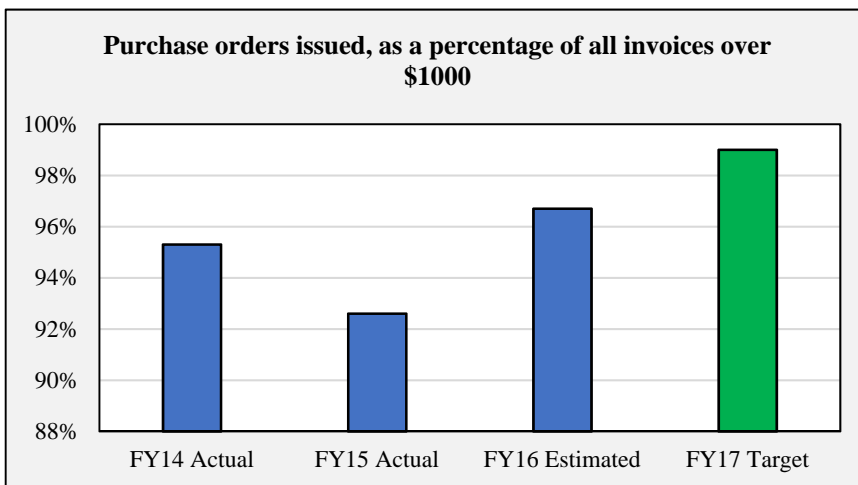
Perception of value can be influenced by many factors, including economic factors that the Town does not control. Making better connections between taxes and services (how your tax dollars are spent) is key to improving perception of tax dollar value. The Community Survey is conducted every two years, which makes it difficult to make a connection between specific initiatives and survey results.



**Govern with Quality and  
Steward Public Assets**

**Department Program:** Purchasing & Contracts

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



Town purchasing guidelines require purchase orders be issued for procurements above \$1,000. This guideline is an important control that ensures funds are available when the bill comes due by encumbering the needed funds. In addition, the P.O. process includes a review component that protects the Town against errors and negligence in the purchasing process, thereby helping to maintain the integrity of the Town’s procurement system. There are exceptions to the \$1,000 limit, however there are instances where the \$1,000 is overlooked for the sake of convenience rather than for a legitimate business reason.

# ***TECHNOLOGY SOLUTIONS DEPARTMENT***

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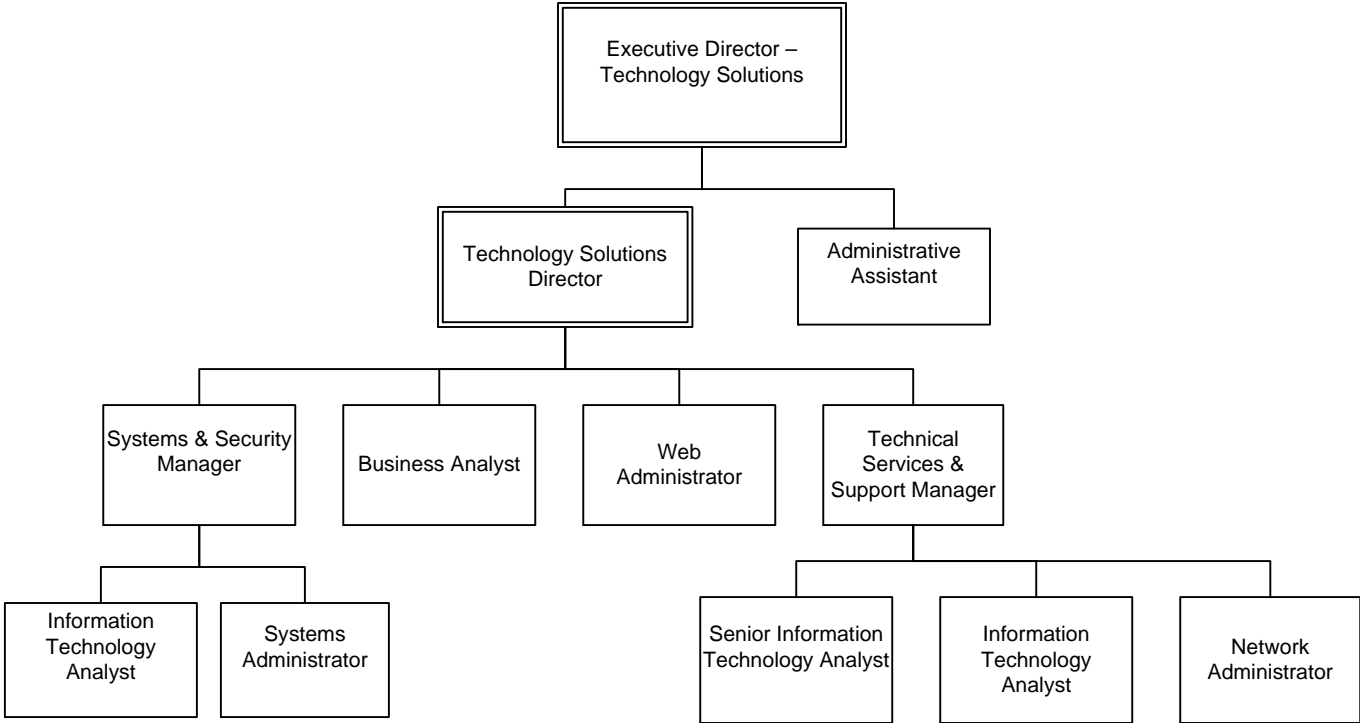
**MISSION STATEMENT:**

*The mission of the Technology Solutions department is to provide technology leadership through innovation, oversight, education, and support to ensure that the Town makes 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 2016-17.

Program	Description
<b>User Support</b>	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.
<b>Network Infrastructure</b>	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.
<b>Telecommunications</b>	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.
<b>Database Management and Enterprise Application Support</b>	Administer and manage the Geographic Information System (GIS). Support all major application software and databases located on Town servers.
<b>IT Planning and Coordination</b>	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***

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	<b>2014-15 ADOPTED</b>	<b>2015-16 ADOPTED</b>	<b>2016-17 ADOPTED</b>
Executive Director - Technology Solutions	0.00	0.00	1.00
Director-Technology Solutions	1.00	1.00	1.00
Network Administrator	1.00	1.00	1.00
Geographic Information Systems Analyst	1.00	0.00	0.00
Systems & Securities Manager	0.00	0.00	1.00
Business Analyst	1.00	1.00	1.00
Information Technology Analyst	4.00	3.00	2.00
Web Administrator	0.00	1.00	1.00
Technical Services & Support Manager	0.00	0.00	1.00
Administrative Assistant	0.00	0.00	1.00
Senior Information Technology Analyst	0.00	2.00	2.00
Systems Administrator	1.00	1.00	1.00
Division Totals	<u>9.00</u>	<u>10.00</u>	<u>13.00</u>

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# **TECHNOLOGY SOLUTIONS**

## **BUDGET SUMMARY**

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The 2016-17 adopted budget for Technology Solutions represents an overall 27.3% increase from 2015-16. The personnel increase of 40.7% reflects the addition of an Executive Director, the transfer of two employees from the Police department, a 2% July and 1.5% January pay adjustment, and a 15.5% increase in health insurance costs. The 3.5% decrease in operating costs reflects the non-recurring cost of a vehicle that was purchased in 2015-16 (\$20,500). The 50.9% increase in capital expenses are due to an increase in security-related purchases, a mobile device management software system, and a backup system component.

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### **EXPENDITURES**

	<b>2014-15 Actual</b>	<b>2015-16 Original Budget</b>	<b>2015-16 Revised Budget</b>	<b>2015-16 Estimated</b>	<b>2016-17 Adopted Budget</b>	<b>% Change from 2015-16</b>
Personnel	\$ 776,958	\$ 994,611	\$ 984,611	\$ 808,264	\$ 1,399,437	40.7%
Operating Costs	485,066	461,624	503,737	457,405	445,523	-3.5%
Capital Outlay	16,642	35,528	35,528	35,528	53,619	50.9%
<b>Total</b>	<b>\$ 1,278,666</b>	<b>\$ 1,491,763</b>	<b>\$ 1,523,876</b>	<b>\$ 1,301,197</b>	<b>\$ 1,898,579</b>	<b>27.3%</b>

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### **REVENUES**

	<b>2014-15 Actual</b>	<b>2015-16 Original Budget</b>	<b>2015-16 Revised Budget</b>	<b>2015-16 Estimated</b>	<b>2016-17 Adopted Budget</b>	<b>% Change from 2015-16</b>
General Revenues	\$ 1,278,666	\$ 1,491,763	\$ 1,523,876	\$ 1,301,197	\$ 1,898,579	27.3%
<b>Total</b>	<b>\$ 1,278,666</b>	<b>\$ 1,491,763</b>	<b>\$ 1,523,876</b>	<b>\$ 1,301,197</b>	<b>\$ 1,898,579</b>	<b>27.3%</b>

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# TECHNOLOGY SOLUTIONS

## KEY PERFORMANCE MEASURES

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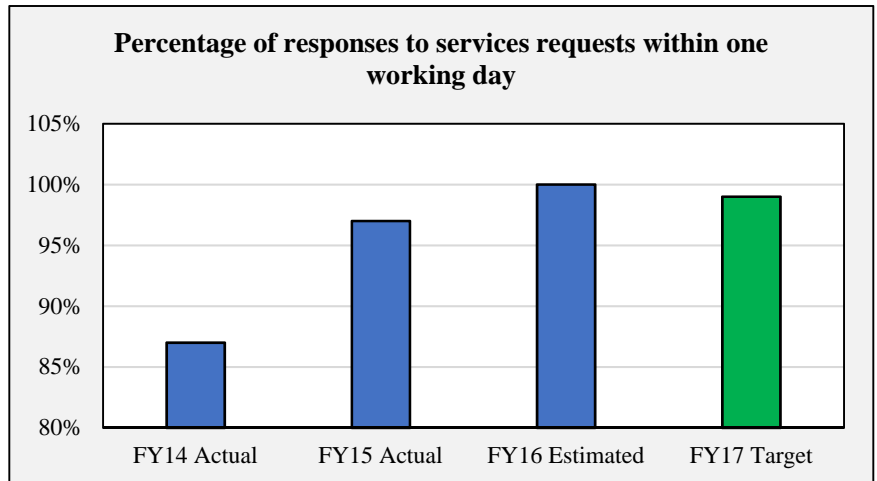


**Govern with Quality and  
Steward Public Assets**

**Department Program:** User Support

**Goal:** Provide effective support of information technologies for Town service

It is a goal to respond quickly to all service requests. The amount of time request to correct the problem or complete the task is a function of other competing demands and the complexity of the service request.



# ***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.*

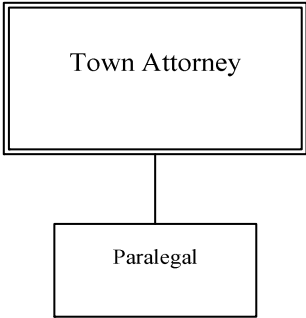
The Town Attorney serves as general counsel to the Town and provides advice to the Mayor and Council, Town boards and commissions, Town administration and Town departments. The duties of the Town Attorney include:

- 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>2014-15 ADOPTED</b>	<b>2015-16 ADOPTED</b>	<b>2016-17 ADOPTED</b>
Town Attorney	1.00	1.00	1.00
Assistant to the Town Attorney	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**

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*The adopted budget for the Town Attorney's office for 2016-17 shows an increase of 6% over the prior year. The personnel increase of a 7% is due to the reclassification of the paralegal position, a 2% July and 1.5% January pay adjustment, as well as a 15.5% increase in health insurance costs. The 9.3% decrease to the operating budget is mainly due to a decrease in costs associated with legal licenses and dues and a decrease in supplies.*

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### **EXPENDITURES**

	<b>2014-15 Actual</b>	<b>2015-16 Original Budget</b>	<b>2015-16 Revised Budget</b>	<b>2015-16 Estimated</b>	<b>2016-17 Adopted Budget</b>	<b>% Change from 2015-16</b>
Personnel	\$ 290,646	\$ 298,982	\$ 298,982	\$ 298,223	\$ 319,994	7.0%
Operating Costs	12,201	21,150	21,150	9,379	19,190	-9.3%
<b>Total</b>	<b>\$ 302,847</b>	<b>\$ 320,132</b>	<b>\$ 320,132</b>	<b>\$ 307,602</b>	<b>\$ 339,184</b>	<b>6.0%</b>

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### **REVENUES**

	<b>2014-15 Actual</b>	<b>2015-16 Original Budget</b>	<b>2015-16 Revised Budget</b>	<b>2015-16 Estimated</b>	<b>2016-17 Adopted Budget</b>	<b>% Change from 2015-16</b>
General Revenues	\$ 302,847	\$ 320,132	\$ 320,132	\$ 307,602	\$ 339,184	6.0%
<b>Total</b>	<b>\$ 302,847</b>	<b>\$ 320,132</b>	<b>\$ 320,132</b>	<b>\$ 307,602</b>	<b>\$ 339,184</b>	<b>6.0%</b>

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**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 adopted budget includes decreases from the prior year for unemployment compensation (\$35,000) and the elimination of a \$247,836 transfer to the Transit Fund. The \$1 million decline in the vacancy pool represents the budgeting of a conservative amount of lapsed salaries, which is a recognition of the fact that the Town will have vacant positions throughout the next budget year. The adopted budget includes slight increases from the prior year for Grant matching funds (\$3,584). The 6.5% increase in retiree medical insurance is due to an increase in the number of retirees. There is an 11.8% increase in agency contributions, which is felt through an increase of \$74,400 to the Human Services Advisory Board and a \$25,000 increase to the Chapel Hill/Orange County Visitor's Bureau.

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**EXPENDITURES**

	<b>2014-15 Actual</b>	<b>2015-16 Original Budget</b>	<b>2015-16 Revised Budget</b>	<b>2015-16 Estimated</b>	<b>2016-17 Adopted Budget</b>	<b>% Change from 2015-16</b>
Retiree Medical Insurance	\$ 1,057,000	\$ 1,050,000	\$ 1,050,000	\$ 1,093,460	\$ 1,118,000	6.5%
Other Personnel Costs	35,373	75,000	75,000	1,558	35,000	-53.3%
Liability Insurance	342,637	400,000	400,000	400,000	400,000	0.0%
Penny for Housing	100,000	688,395	1,376,790	688,395	688,395	0.0%
Operations	29,444	167,500	377,997	167,500	167,500	0.0%
Supplemental PEG Fees	196,635	210,000	210,000	210,000	210,000	0.0%
Transfer to Other Funds	676,740	6,500	41,500	6,500	6,500	0.0%
Transfer to Multi-Year Capital Funds	-	-	500,000	-	-	N/A
Transfer to Capital Improvement Funds	2,237,507	778,000	778,000	1,978,000	778,000	0.0%
Transfer to 2015 Bonds	-	-	1,543,306	-	-	N/A
Contributions	-	-	2,258,000	-	525,000	N/A
Transfer to Transit	-	247,836	247,836	-	-	-100.0%
Launch Initiative	-	-	-	-	33,500	N/A
Grant Matching Funds	83,861	72,048	127,815	111,981	75,632	5.0%
Agency Contributions	916,530	979,838	1,037,577	979,838	1,095,057	11.8%
Technology Fund	-	270,407	57,745	270,407	270,407	0.0%
Vacancy Pool	-	100,000	100,000	-	(1,000,000)	-1100.0%
Community Center	-	100,000	200,000	200,000	100,000	0.0%
<b>Total</b>	<b>\$ 5,675,727</b>	<b>\$ 5,145,524</b>	<b>\$ 10,381,566</b>	<b>\$ 6,107,639</b>	<b>\$ 4,502,991</b>	<b>-12.5%</b>

**REVENUES**

	<b>2014-15 Actual</b>	<b>2015-16 Original Budget</b>	<b>2015-16 Revised Budget</b>	<b>2015-16 Estimated</b>	<b>2016-17 Adopted Budget</b>	<b>% Change from 2015-16</b>
General Revenues	\$ 5,675,727	\$ 5,145,524	\$ 10,381,566	\$ 6,107,639	\$ 4,502,991	-12.5%
<b>Total</b>	<b>\$ 5,675,727</b>	<b>\$ 5,145,524</b>	<b>\$ 10,381,566</b>	<b>\$ 6,107,639</b>	<b>\$ 4,502,991</b>	<b>-12.5%</b>