

Town of Chapel Hill North Carolina



Manager's Recommended Budget FY 2023-24

Town of Chapel Hill
North Carolina

2023-24 Recommended Budget



Chapel Hill Town Council, 2023-2024

Your Town Council is (top row) Council members **Adam Searing, Paris Miller-Foushee, Tai Huynh, Amy Ryan, and Camille Berry**, and (bottom row) Council member **Jessica Anderson, Mayor Pam Hemminger**, Mayor Pro tem **Karen Stegman**, and Council Member **Michael Parker**

Interim Town Manager
Chris Blue

Finance Officer
Amy Oland

Table of Contents

Budget Message.....	i
Summaries.....	1
General Fund	7
Debt	81
Transit	85
Stormwater	101
Parking	105
Housing	111
Capital Program	117
Other Funds	
Affordable Housing	123
Climate Action	124
Grants.....	125
Downtown Service District	126
Library Gift.....	128
Vehicle Replacement.....	129
Vehicle Maintenance.....	130
Computer Replacement.....	132
Performance Agreements with Other Agencies	133





MANAGER'S OFFICE
Town of Chapel Hill
405 Martin Luther King Jr. Blvd.
Chapel Hill, NC 27514-5705

phone (919) 968-2743 fax (919) 969-2063
www.townofchapelhill.org

Letter of Transmittal

To the Honorable Mayor and
Members of Town Council
Town of Chapel Hill, North Carolina

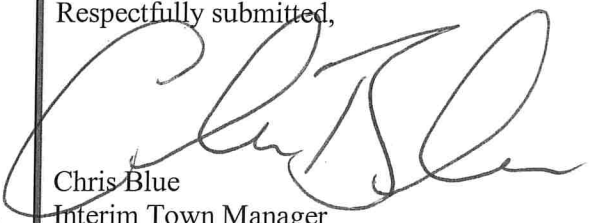
Ladies and Gentlemen:

I present to you the Town of Chapel Hill, North Carolina Annual Budget for Fiscal Year 2023-24. The budget includes an increase of 5 cents for a combined property tax rate of 57.2 cents per \$100 of assessed value. The property tax rate for the Downtown Service District is at 6.4 cents per \$100 of assessed value.

The Recommended Budget for 2023-24 recognizes Council's most important goals and invests in strategic initiatives to achieve those objectives, even during these challenging and unprecedented times. We look forward to working with Council to continue offering the core services our residents expect.

This Recommended Budget document includes the fund summaries that utilize the governmental budget practices recommended by the Government Finance Officers Association of the United States and Canada.

Respectfully submitted,



Chris Blue
Interim Town Manager

May 10, 2023



MANAGER'S OFFICE
Town of Chapel Hill
405 Martin Luther King Jr. Blvd.
Chapel Hill, NC 27514-5705
phone (919) 968-2743 *fax* (919) 969-2063
www.townofchapelhill.org

May 5, 2023

Dear Mayor and Council,

After several years of conversation about our community's values, our needs, and our long-term vision, I am pleased to present a budget that implements long-awaited change.

We developed this recommendation as a team. Our departments have worked hard to identify our unaddressed core needs in support of the Council and the community's vision for Chapel Hill.

This budget includes a recommended increase of 5 cents to our tax rate because, as we have discussed with you, without additional revenues, we simply cannot keep pace with our basic services. For too many years, we have maintained funding levels while costs have risen and we are unable to continue operating this way. It is time to acknowledge that, in order to address the significant backlog of unaddressed needs, we need this increase. What I am recommending this year is not excessive. It only *begins* to address some of our needs, and we appreciate the Council's ongoing commitment to implementing a 5-year budget strategy to meet those long-term needs.

Instead of a lengthy written message, we have prepared a clear visual presentation to show the priorities this recommended budget will allow us to address: ***People, Services, Facilities, Fleet, and Housing***. This budget supports our employees, without whom we cannot deliver the exceptional service to which our community is accustomed, and it would begin to restore key operational funds for fleet, streets, greenways, and our departments' most critical needs. It brings the Affordable Housing Development Reserve to a full penny and includes a penny for Parks and Recreation, both of which are key elements of the Council's Complete Community Framework and the newly-adopted Council goals. There are also significant funds recommended to address the increased cost of services and the expansion of priority programs.

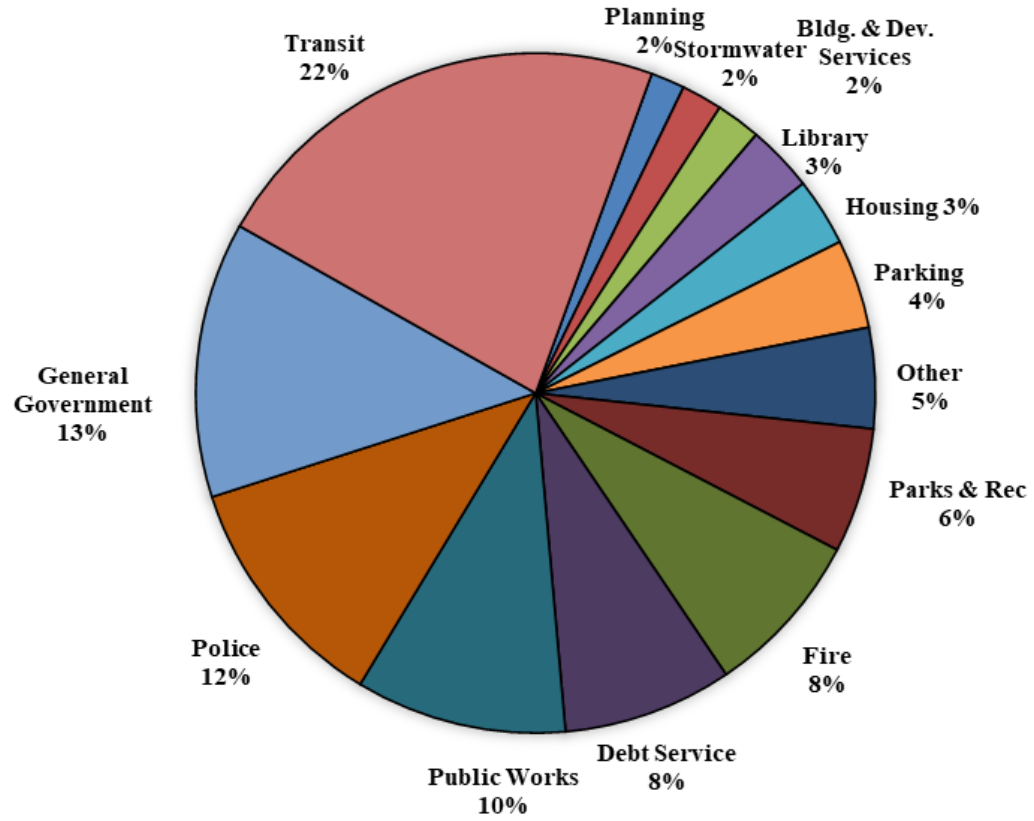
We appreciate the Council's collaborative approach to our budget conversations, and we look forward to your questions and continued support.

Sincerely,

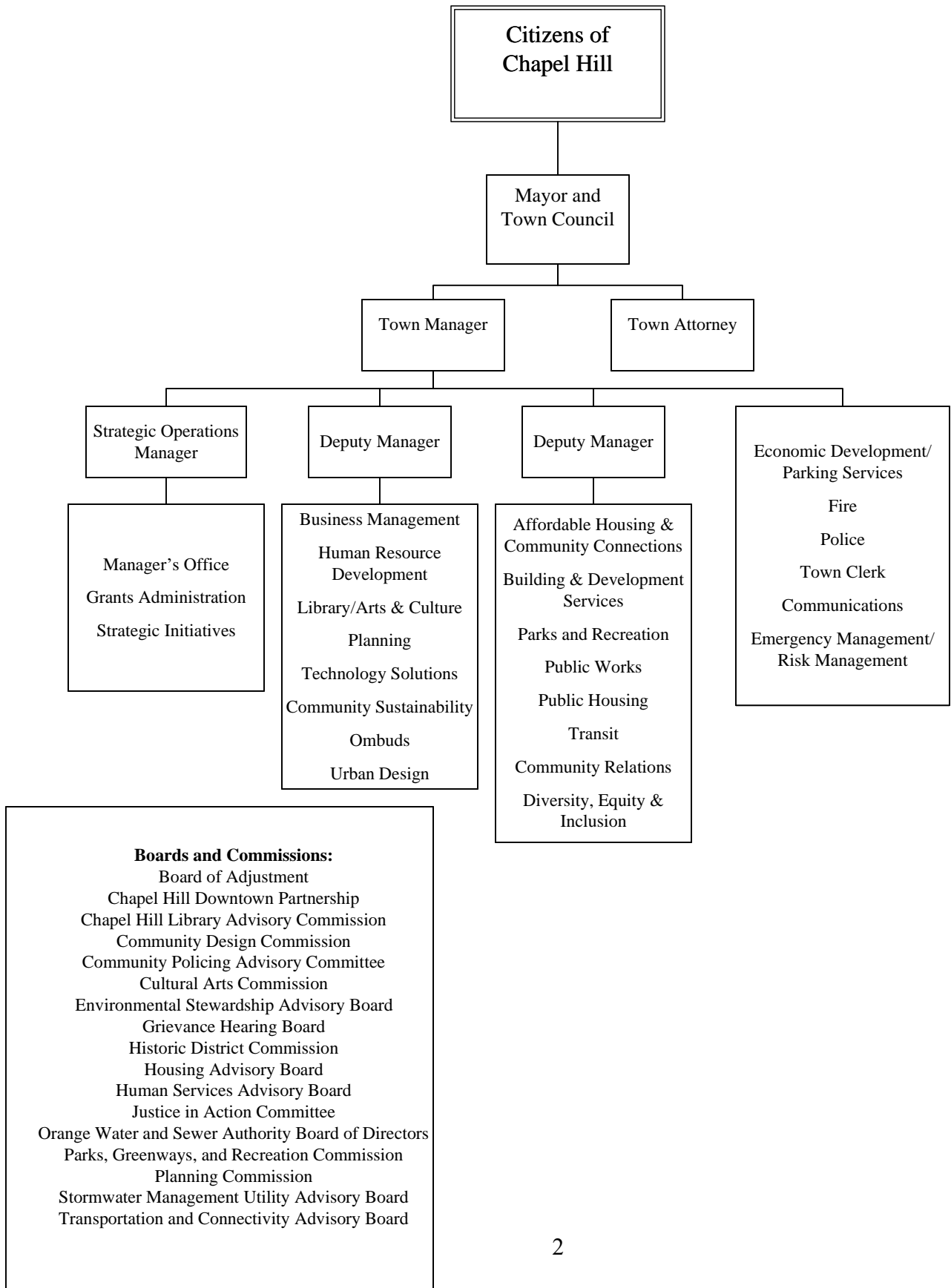
Christopher C. Blue
Interim Town Manager

ALL FUNDS SUMMARY

**TOTAL BUDGET EXPENDITURES \$143,696,978
(NET OF TRANSFERS)**



TOWN OF CHAPEL HILL ORGANIZATION CHART



***ALL FUNDS
SUMMARY OF APPROPRIATIONS
Recommended Budget 2023-24***

Fund	Appropriations	Less Transfers to Other Funds	Net Appropriations
General Fund	\$ 84,815,000	\$ 4,295,480	\$ 80,519,520
Transit Funds			
Transit	32,149,890	-	32,149,890
Transit Capital Reserve Fund	-	-	-
Stormwater Management Fund	3,059,200	-	3,059,200
Parking Fund	6,089,089	-	6,089,089
Housing Funds			
Public Housing Fund	2,588,770	-	2,588,770
Debt Service Fund	12,752,312	1,162,399	11,589,913
Capital Projects			
Capital Improvements Fund	2,386,104	-	2,386,104
Other Funds			
Affordable Housing Reserve Fund	826,850	-	826,850
Climate Action Fund	550,000	-	550,000
Grants Fund	-	-	-
Downtown Service District Fund	582,500	-	582,500
Library Gift Fund	253,466	45,000	208,466
Vehicle Replacement Fund	1,105,000	-	1,105,000
Vehicle Maintenance Fund	1,865,576	-	1,865,576
Computer Replacement Fund	176,100	-	176,100
TOTAL	\$ 149,199,857	\$ 5,502,879	\$ 143,696,978

ALL FUNDS STAFFING SUMMARY

Personnel costs make up 59% of the Town's operating budget across all funds. Personnel costs in the General Fund make up 72% of total expenditures. The Staffing Summary represents a snapshot of the FTE's on which the FY24 Recommended Budget is based.

2023-24 STAFFING BY DEPARTMENT IN FULL-TIME EQUIVALENTS

<i>DEPARTMENTS</i>	2021-22 ADOPTED	2022-23 ADOPTED	2023-24 RECOMMENDED
Mayor	1.00	1.00	1.00
Manager	12.00	17.00	21.00
Communications & Public Affairs	7.53	7.53	7.53
Human Resource Development	10.00	10.00	8.00
Business Management	18.00	18.00	18.00
Technology Solutions	16.00	16.00	16.00
Attorney	3.00	3.00	3.00
Planning	15.65	16.65	18.65
Public Works ¹	91.20	91.20	91.70
Building & Development Services ²	21.00	21.00	20.00
Affordable Housing and Community Connections	7.20	7.20	8.70
Police	120.00	120.00	121.00
Fire	96.00	96.00	97.00
Parks & Recreation	53.80	53.80	54.80
Library	34.66	34.66	34.66
Transit	205.66	205.66	208.66
Stormwater	15.05	15.05	15.55
Parking	9.80	9.80	9.80
Public Housing	16.00	16.00	16.50
Downtown Service District	1.00	1.00	1.00
Vehicle Maintenance	7.75	7.75	7.75
Total FTE's	762.30	768.30	780.30

¹ Four employees housed in Public Works also work in Stormwater. They have been split-coded to reflect time spent in each department.

² Building & Development Services was housed in the Police Department until FY22. These staffing numbers have been broken out to reflect that change.

TAX RATES AND TAX COLLECTIONS

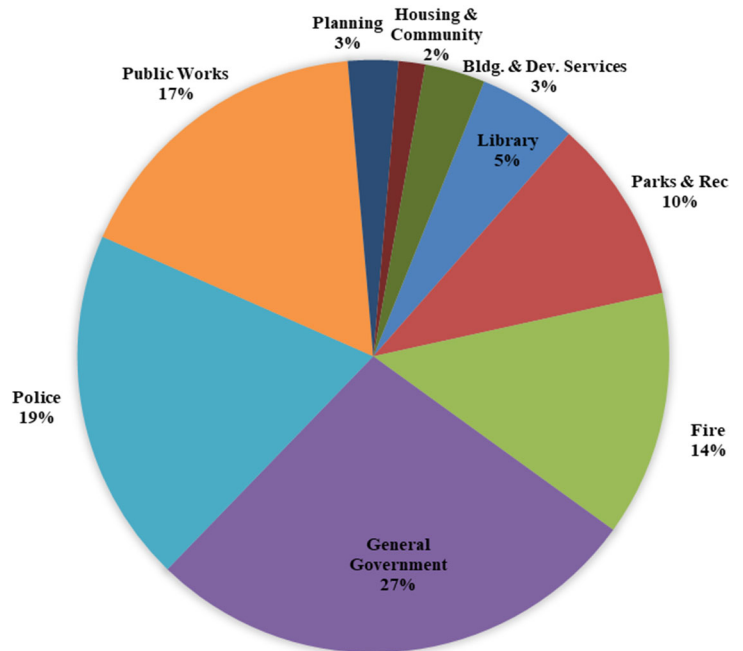
Recommended 2023-24

	2021-22 Actual	2022-23 Budget	2022-23 Estimated	2023-24 Recommended
Assessed Value of Real and Personal Property	\$ 9,461,547,860	\$ 9,620,619,000	\$ 9,561,951,000	\$ 9,734,070,000
Tax Rate Per \$100 Valuation				
General Fund	37.2	37.2	37.2	42.2
Transit Fund	5.4	6.2	6.2	6.2
Debt Service Fund	8.8	8.8	8.8	8.8
Total Tax Rate (cents)	51.4	52.2	52.2	57.2
Tax Levy	48,632,356	50,220,000	49,913,000	55,679,000
Estimated Collections at 99%	\$ 48,491,300	\$ 50,034,200	\$ 49,768,300	\$ 55,517,500
Distribution				
General Fund	35,093,824	35,660,000	35,470,000	40,960,000
Transit Fund	5,096,533	5,940,000	5,910,000	6,020,000
Debt Service Fund	8,301,869	8,430,000	8,390,000	8,540,000
Downtown Service District Fund				
Tax Rate (cents)	6.4	6.4	6.4	6.4
Assessed Value of Real and Personal Property	\$ 610,392,000	\$ 620,000,000	\$ 631,000,000	\$ 638,000,000
Tax Levy	391,000	397,000	404,000	408,000
1¢ of the Tax Rate Equals (to nearest 1,000)	\$ 943,000	\$ 958,000	\$ 953,000	\$ 971,000

GENERAL FUND

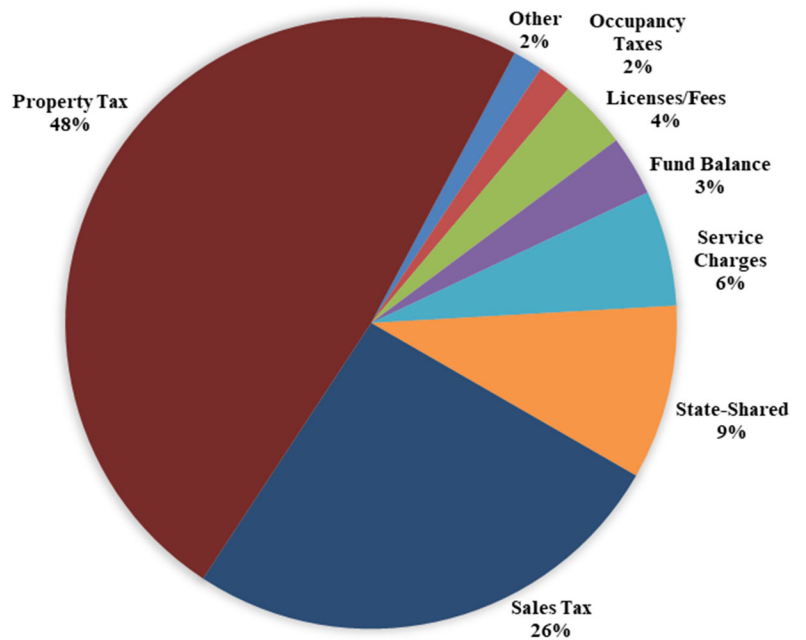
The General Fund is the general operating fund of the Town and is used to account for all revenues and expenditures except those required to be accounted for in another fund. The fund is established at the inception of a government and exists throughout the government's life.

General Fund Expenditures



Total \$84,815,000

General Fund Revenues



**GENERAL FUND
BUDGET SUMMARY**

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
General Government	\$ 19,496,793	\$ 20,086,773	\$ 24,314,831	\$ 22,871,393	\$ 23,174,438	15.4%
Environment & Development	17,061,802	19,054,575	21,681,664	19,737,143	20,770,030	9.0%
Public Safety	23,833,501	25,640,864	25,901,832	25,453,013	27,766,413	8.3%
Leisure	10,309,300	11,906,788	12,239,777	11,870,357	13,104,119	10.1%
Total	\$ 70,701,396	\$ 76,689,000	\$ 84,138,104	\$ 79,931,906	\$ 84,815,000	10.6%

REVENUES

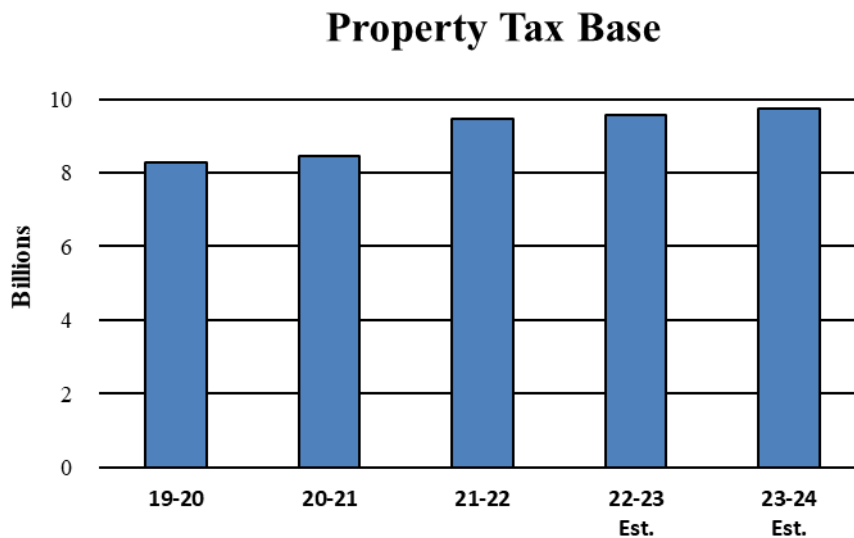
	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
General Revenues:						
Property Taxes	\$ 35,316,583	\$ 35,828,500	\$ 35,828,500	\$ 35,633,500	\$ 41,128,500	14.8%
Sales Taxes	18,843,327	20,246,281	20,246,281	20,749,003	21,993,943	8.6%
Occupancy Tax	1,297,315	1,250,000	1,250,000	1,500,000	1,500,000	20.0%
Other Tax and Licenses	95,800	87,000	87,000	114,000	110,000	26.4%
State-Shared Revenues	7,868,846	7,864,098	7,864,098	7,817,630	7,817,600	-0.6%
Interest on Investments	6,414	10,000	10,000	100,275	100,000	900.0%
Other Revenues	648,793	365,000	367,000	481,719	404,350	10.8%
Grants	695,376	687,997	765,619	783,211	690,748	0.4%
Charges for Services	4,565,493	4,815,824	4,815,824	5,040,154	5,417,705	12.5%
Licenses/Permits/Fines	3,256,414	2,825,910	2,825,910	2,997,562	3,112,660	10.1%
Transfers/Other Sources	45,000	45,000	45,000	45,000	45,000	0.0%
Appropriated Fund Balance	(1,937,965)	2,663,390	10,032,872	4,669,852	2,494,494	-6.3%
Total	\$ 70,701,396	\$ 76,689,000	\$ 84,138,104	\$ 79,931,906	\$ 84,815,000	10.6%

GENERAL FUND

Major Revenue Sources - Descriptions and Estimates

Property Tax

The largest component of the property tax is the levy on real property. The property tax consists of three components – General Fund, Debt Service Fund and Transit Fund. We have based our estimate on historic trends and current information from Orange and Durham Counties for the overall tax base. The tax base for 2023-24 is estimated to be \$9,734,070,000 with 1 cent on the tax rate equivalent to about \$971,000.



The combined property tax revenue we anticipate for 2023-24 totals about \$55.5 million, with \$40.96 million of that supporting the General Fund.

Other Local Taxes

Revenue from the 3 percent Hotel/Motel occupancy tax is expected to total \$1,500,000 in the current year and \$1,500,000 in 2023-24. Occupancy Tax is expected to rebound in 2022-23 as we continue to return to normal conditions post COVID-19. Generally, revenue trends are affected by University events and general economic conditions.

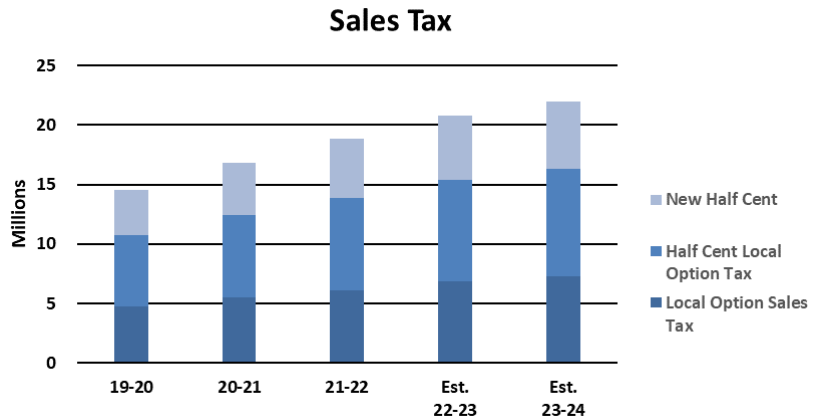
GENERAL FUND

Major Revenue Sources - Descriptions and Estimates

State-Collected Revenues

Sales Taxes

Sales tax revenue is expected to come in over budget in 2022-23. Based on strong growth, an increase of 6% was budgeted for FY23. However, sales tax receipts are at a 9% increase over the previous year through the first seven months. Based on this trend, we anticipate steady growth through the remainder of the fiscal year. We are estimating



continued growth of 6% in sales taxes for FY24. We estimate combined sales taxes of about \$20,749,003 for 2022-23. Orange County has the option to change the allocation method for sales taxes from per capita to ad valorem, which would result in a significant reduction in sales tax receipts for the Town.

Motor Fuel Taxes (known as Powell Bill funds)

Motor fuel tax revenue is based on receipts of 1¾ cents of the State gasoline tax allocated to local governments, based on population and local street mileage in each jurisdiction. This revenue is anticipated to total \$1,619,600 in 2022-23, about \$25,000 less than last year. For 2023-24, we anticipate revenues will remain flat for FY24 at around \$1,620,000.

State Fire Protection Funds

We are expecting about \$1,025,000 in State Fire Protection Funds in the current year, and we expect that figure to hold at 1,025,000 in 2023-24.

Utility Sales Tax

Utility sales taxes are derived from a 3 percent tax on gross revenues from public utilities in each jurisdiction and are collected by the State for distribution to cities and towns. Because the fees are dependent upon utility charges, they are affected by weather conditions and can vary from year to year. In 2007, the State changed the distribution method for cable franchise fees and included them in the utility sales tax distribution. We estimate that we will receive approximately \$4,200,000 in the current year in utility sales taxes. We anticipate that revenues will hold the line in 2023-24.

GENERAL FUND

Major Revenue Sources - Descriptions and Estimates

Solid Waste Disposal Tax

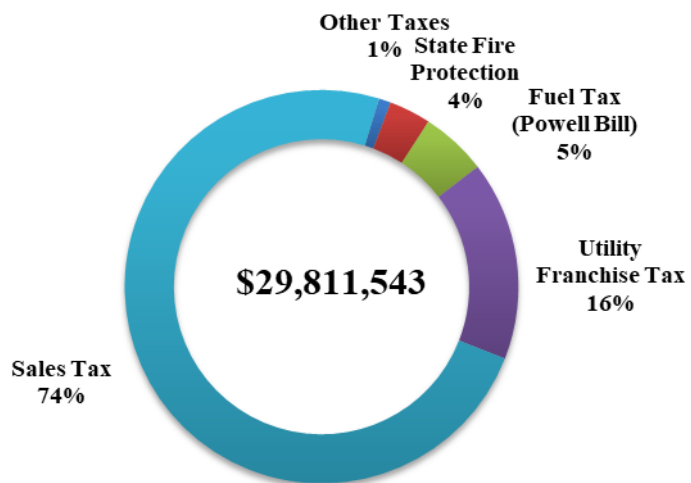
The Solid Waste Disposal Tax went into effect on July 1, 2008. This \$2 per-ton tax is charged on municipal solid waste and construction debris that is deposited in a landfill in the state or transferred at a transfer station for disposal outside of the state. 18.75% of this tax is distributed to cities and towns on a per capita basis. We anticipate receiving around \$43,000 for the current year and \$43,000 next year.

Beer and Wine Taxes

Assuming full receipt of the Beer and Wine tax revenue normally distributed in May to cities and counties, we estimate allocations from this source of about \$250,000 for the current year and \$250,000 next year.

In summary, we estimate State-collected revenues would total about \$29,811,543 for next year.

State Collected Revenues



Other Revenue Sources

Grants

This category of revenue includes certain recurring local and State grants totaling about \$690,748 for 2023-24. Beginning in 2004-05, we began using a separate Grants Fund for non-recurring grants.

Local grants include an appropriation from Orange County to supplement the Town's Parks and Recreation programs and the Town's Library. The recommended budget for 2022-23 includes level funding from the County at \$83,760 for the Parks and Recreation supplement. The recommended 2023-24 budget includes \$568,139 in Orange County funding to support the Chapel Hill Library, which is equal to the current year's allocation. The State appropriation for Library services is budgeted at \$32,849.

Charges for Services

Service Charges for various Town services and programs (including zoning compliance review and Parks and Recreation programs) are estimated to come in over budget in the current year by about \$224,000. This is largely due to larger than anticipated revenues from Parks & Rec and Planning. Charges for services are expected to increase from a budgeted amount of \$4,815,824 in 2022-23 to \$5,417,705 for 2023-24 due to projected activity.

GENERAL FUND

Major Revenue Sources - Descriptions and Estimates

This category also reflects amounts transferred from other Town funds to the General Fund, primarily to recover administrative and indirect costs from other Town enterprise funds and services. For 2023-24, these include \$93,494 from Parking, \$147,791 from the Stormwater Management Fund, and \$1,660,264 from the Transit Enterprise Fund.

Licenses/Permits/Fines & Forfeitures

Revenue from licenses, permits, and fines, are expected to come in over the current year's budget by about \$172,000 mainly due to larger than anticipated revenues from inspections. Total licenses and permits are expected to increase from about \$3 million in 2022-23 to \$3.1 million in 2023-24.

Interest on Investments

The General Fund share of interest earned on the Town's investments is recorded in this category. Investment income is expected to hold steady from the current year's budget estimate of \$100,000 for next year.

Miscellaneous, Transfers, Net Assets (Fund Balance)

Miscellaneous Revenues

The primary miscellaneous revenues include mutual aid reimbursements, court cost reimbursements, and donations (Carol Woods). Miscellaneous revenues are expected to total about \$482,000 for 2022-23 and \$404,350 for 2023-24.

Transfers

Transfers include a transfer of \$45,000 for 2023-24 from the Library Gift Fund for Library purposes.

Fund Balance

This appropriation represents a use of net assets (fund balance) for general operations. We are currently budgeted to use about \$10 million of fund balance in 2022-23, but through cost-cutting measures, do not anticipate using any fund balance in the current fiscal year. This is based on conservative revenue estimates and departmental end-of-year expenditure estimates. The annual budget includes the use of \$2,494,494 in 2023-24 to maintain service levels.

GENERAL FUND

Major Revenue Sources - Descriptions and Estimates

Summary of Revenues

In summary, the annual budget includes \$84.8 million in General Fund revenues, including the use of \$2,494,494 of fund balance.

The table below shows comparative estimates of total General Fund revenues for the current year and next year.

	22-23 Revised Budget	22-23 Estimated	23-24 Recommended Budget
Property Taxes	\$ 35,828,500	\$ 35,633,500	\$ 41,128,500
Sales Taxes	20,246,281	20,749,003	21,993,943
Occupancy Tax	1,250,000	1,500,000	1,500,000
Other State-Collected	87,000	114,000	110,000
Other Revenues	8,241,098	8,399,624	8,321,950
Grants	765,619	783,211	690,748
Licenses/Permits	2,825,910	2,997,562	3,112,660
Service Charges	4,815,824	5,040,154	5,417,705
Interfund Transfers	45,000	45,000	45,000
Fund Balance	<u>10,032,872</u>	<u>4,669,852</u>	<u>2,494,494</u>
Total	\$ 84,138,104	\$ 79,931,906	\$ 84,815,000

GENERAL FUND

Major Expenditures - Descriptions and Estimates

The General Fund provides basic services for Town citizens including police and fire protection, environment and development services (including planning, public works, engineering, and inspections), general administration and planning for growth and development in the community.

The pie chart below shows the relative proportions of expenditures for the various functions and departments in the General Fund budget totaling \$84,815,000 for the 2023-24 budget.

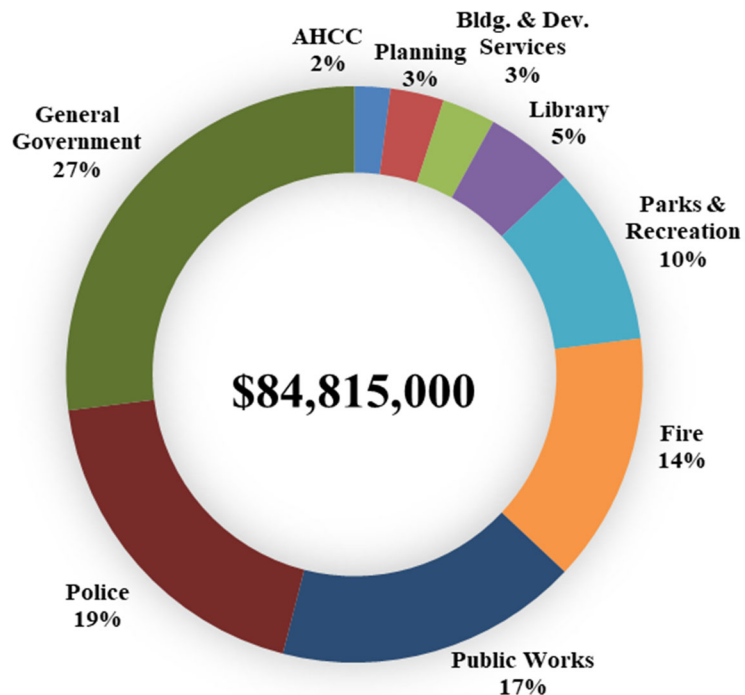
The largest category of expenditures for the General Fund is Public Safety services, with Police Department expenditures of about \$16.4 million and Fire Department expenditures of about \$11.3 million.

Environment and Development comprises about \$20.7 million, including Planning, Affordable Housing & Community Connections, Building & Development Services, and Public Works which provide services of affordable housing, planning for growth, engineering, solid waste collection, maintenance of streets, and maintenance of Town facilities.

Police, Fire and Public Works together comprise about 50% of total General Fund expenditures.

Other General Fund services include Parks and Recreation programs totaling about \$8.5 million, Library services of \$4.6 million, and General Governmental activities (Administration, Communications & Public Affairs, Business Management, Human Resources, and Attorney) totaling about \$12.9 million.

Non-departmental expenditures total \$10.2 million. \$1,809,896 is included in the recommended budget for distribution to other agencies in support of human services, cultural and arts programs, economic development and development of affordable housing as adopted by the Council. The non-departmental budget also includes funding for “penny for housing” (\$826,850) and legal funds (\$100,000). The budget for liability and property insurance totals \$350,000.



GENERAL FUND

Major Expenditures - Descriptions and Estimates

The 2023-24 budget includes changes to medical insurance rates. The recommended budget includes a 2% decrease in rates for active employees and under-65 retirees, or about a \$109,000 savings. The Town’s contribution to employee retirement increased by about \$252,000, which reflects a 0.75% increase to the contribution over the prior year. Other personnel increases to the budget include a 5% of market rate salary adjustment starting July 1, 2022 (\$2,126,460) as well as 11 new positions, an Engineer, 3 Firefighters, Special Projects Planning Technician, Commercial Plans Reviewer, Crisis Counselor, Municipal Arborist, Maintenance Mechanic, Affordable Housing Manager, and a Greenways and Mobility Planning Manager. These 11 positions total \$954,258. The 2023-24 budget absorbs about \$400,000 in compression adjustments that were made during FY23. The recommended budget also includes \$400,000 towards addressing compression and other benefit options.

The 2023-24 budget includes increased funding for vehicle replacement (\$750,000) and additional funding in various areas for cost of services increases (\$263,000). The recommended budget includes an increase of \$28,691 for Human Services, \$62,792 for the Interfaith Council, and \$35,330 for the Community Home Trust. The budget also includes funding for fire capital (\$250,000) and 2 apprentices in Building & Development Services (\$32,300).

Additional increases to the FY24 budget include \$250,000 for increased facility maintenance, about \$400,000 for Greenways, and \$911,000 for Parks capital. Fuel and Vehicle Maintenance are also up over FY23, by about \$348,000 in total.

The 2023-24 Recommended Budget continues to fund retiree medical costs on a pay-as-you-go basis (\$1,697,000) and contributes \$250,000 towards the post-employment benefit (OPEB) liability.

The table below shows expenditure levels for General Fund personnel, operating costs and capital outlay.

EXPENDITURES						
	2021-22	2022-23	2022-23	2022-23	2023-24	% Change
	Actual	Original Budget	Revised Budget	Estimated	Recommended Budget	from 2022-23
Personnel	\$ 49,195,574	\$ 56,224,919	\$ 55,650,872	\$ 53,366,278	\$ 60,653,911	7.9%
Operating Costs	21,325,904	20,379,081	28,338,867	26,473,633	23,791,089	16.7%
Capital Outlay	179,918	85,000	148,365	91,995	370,000	335.3%
Total	\$ 70,701,396	\$ 76,689,000	\$ 84,138,104	\$ 79,931,906	\$ 84,815,000	10.6%

**GENERAL FUND
EXPENDITURES BY DEPARTMENT**

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
General Government						
Mayor/Council	\$ 462,818	\$ 498,793	\$ 531,793	\$ 495,413	\$ 590,448	18.4%
Town Manager	2,172,981	2,482,115	2,812,071	2,392,695	3,321,055	33.8%
Communications & Public Affairs	1,067,470	1,051,359	1,051,359	1,112,340	1,225,027	16.5%
Human Resource Dev't	1,543,670	1,809,332	1,856,149	1,638,364	1,623,351	-10.3%
Business Management	2,167,336	2,685,370	2,913,656	2,586,868	2,744,529	2.2%
Technology Solutions	2,456,098	2,691,695	2,730,530	2,646,464	2,801,996	4.1%
Town Attorney	439,610	598,125	619,904	585,470	600,992	0.5%
Non-Departmental	9,186,810	8,269,984	11,799,369	11,413,779	10,267,040	24.1%
Subtotal	\$ 19,496,793	\$ 20,086,773	\$ 24,314,831	\$ 22,871,393	\$ 23,174,438	15.4%
Environment & Development						
Planning	\$ 1,775,066	\$ 2,027,957	\$ 3,526,057	\$ 2,452,690	\$ 2,323,227	14.6%
Affordable Housing and Community Connections	877,132	954,730	1,296,480	1,187,928	1,236,089	29.5%
Public Works	12,397,690	13,578,637	14,365,876	13,692,065	14,419,526	6.2%
Building & Development Services	2,011,914	2,493,251	2,493,251	2,404,460	2,791,188	11.9%
Subtotal	\$ 17,061,802	\$ 19,054,575	\$ 21,681,664	\$ 19,737,143	\$ 20,770,030	9.0%
Public Safety						
Police	\$ 13,650,516	\$ 15,024,867	\$ 15,152,701	\$ 15,307,822	\$ 16,418,764	9.3%
Fire	10,182,985	10,615,997	10,749,131	10,145,191	11,347,649	6.9%
Subtotal	\$ 23,833,501	\$ 25,640,864	\$ 25,901,832	\$ 25,453,013	\$ 27,766,413	8.3%
Leisure						
Parks and Recreation	\$ 6,509,743	\$ 7,763,651	\$ 8,021,304	\$ 7,655,503	\$ 8,543,493	10.0%
Library	3,799,557	4,143,137	4,218,473	4,214,854	4,560,626	10.1%
Subtotal	\$ 10,309,300	\$ 11,906,788	\$ 12,239,777	\$ 11,870,357	\$ 13,104,119	10.1%
General Fund Total	\$ 70,701,396	\$ 76,689,000	\$ 84,138,104	\$ 79,931,906	\$ 84,815,000	10.6%

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

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Mayor/Council	\$ 462,818	\$ 498,793	\$ 531,793	\$ 495,413	\$ 590,448	18.4%
Town Manager	2,172,981	2,482,115	2,812,071	2,392,695	3,321,055	33.8%
Communications & Public Affairs	1,067,470	1,051,359	1,051,359	1,112,340	1,225,027	16.5%
Human Resources	1,543,670	1,809,332	1,856,149	1,638,364	1,623,351	-10.3%
Business Management	2,167,336	2,685,370	2,913,656	2,586,868	2,744,529	2.2%
Technology Solutions	2,456,098	2,691,695	2,730,530	2,646,464	2,801,996	4.1%
Town Attorney	439,610	598,125	619,904	585,470	600,992	0.5%
Non-Departmental	9,186,810	8,269,984	11,799,369	11,413,779	10,267,040	24.1%
Total	\$ 19,496,793	\$ 20,086,773	\$ 24,314,831	\$ 22,871,393	\$ 23,174,438	15.4%

REVENUES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
General Revenues	\$ 19,496,793	\$ 20,086,773	\$ 24,314,831	\$ 22,871,393	\$ 23,174,438	15.4%
Total	\$ 19,496,793	\$ 20,086,773	\$ 24,314,831	\$ 22,871,393	\$ 23,174,438	15.4%

MAYOR

STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS

	2021-22 ADOPTED	2022-23 ADOPTED	2023-24 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 6.5% increase from the 2022-23 budget. Personnel costs increased 7.6%, reflecting a 0.75% retirement increase and a salary increase. The 0.9% increase in operating costs reflects a small increase in funds allocated to telephone costs and computer replacement.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Personnel	\$ 90,233	\$ 97,774	\$ 97,774	\$ 97,037	\$ 105,240	7.6%
Operating Costs	12,290	20,019	17,119	16,330	20,208	0.9%
Total	\$ 102,523	\$ 117,793	\$ 114,893	\$ 113,367	\$ 125,448	6.5%

REVENUES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
General Revenues	\$ 102,523	\$ 117,793	\$ 114,893	\$ 113,367	\$ 125,448	6.5%
Total	\$ 102,523	\$ 117,793	\$ 114,893	\$ 113,367	\$ 125,448	6.5%

COUNCIL

BUDGET SUMMARY

The recommended budget for the Town Council reflects an increase of 22% from the 2022-23 budget, primarily due to an increase in operating expenses because FY23-24 is an election year. Personnel expenses increased 13.1% due to a Council salary increase.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Personnel	\$ 198,993	\$ 251,468	\$ 251,468	\$ 241,604	\$ 284,411	13.1%
Operating Costs	161,302	129,532	165,432	140,442	180,589	39.4%
Total	\$ 360,295	\$ 381,000	\$ 416,900	\$ 382,046	\$ 465,000	22.0%

REVENUES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
General Revenues	\$ 360,295	\$ 381,000	\$ 416,900	\$ 382,046	\$ 465,000	22.0%
Total	\$ 360,295	\$ 381,000	\$ 416,900	\$ 382,046	\$ 465,000	22.0%

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

	2021-22 ADOPTED	2022-23 ADOPTED	2023-24 RECOMMENDED
Town Manager	1.00	1.00	1.00
Deputy Town Manager	2.00	2.00	2.00
Economic Development Director	1.00	1.00	1.00
Senior Ombuds	1.00	1.00	1.00
Grants Administrator	0.00	1.00	1.00
Ombuds	1.00	1.00	0.00
Assistant to the Manager	1.00	1.00	0.00
Director of Organization & Strategy Initiatives	1.00	1.00	0.00
Community Relations Manager	0.00	0.00	1.00
Strategic Operations Manager	0.00	0.00	1.00
Strategic Operations Analyst	0.00	0.00	1.00
Diversity, Equity & Inclusion Officer	1.00	1.00	1.00
Diversity, Equity & Inclusion Program Analyst	0.00	1.00	1.00
Office Assistant	1.00	1.00	1.00
Economic Development Manager	1.00	1.00	1.00
Economic Development Administrative Coordinator	0.00	1.00	1.00
Urban Designer	1.00	1.00	1.00
Sustainability Program Analyst ¹	0.00	1.00	1.00
Sustainability Outreach Coordinator ¹	0.00	1.00	1.00
Risk Manager	0.00	0.00	1.00
Claims Coordinator	0.00	0.00	1.00
Emergency Management Planner	0.00	0.00	1.00
Emergency Management Coordinator	0.00	0.00	1.00
Town Manager's Office Totals	<u>12.00</u>	<u>17.00</u>	<u>21.00</u>

¹ These positions are paid out of the Climate Action Fund

TOWN MANAGER

BUDGET SUMMARY

The recommended budget for the Manager's Office reflects a 33.8% increase from the 2022-23 budget. The 36.7% increase in personnel expenses captures the cost of the Risk Management and Emergency Management divisions being moved to the Manager's Office, as well as a 0.75% retirement increase and a salary increase. The 7.4% increase in operating expenses is largely due to needs associated with absorbing the two divisions.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Personnel	\$ 1,904,089	\$ 2,233,621	\$ 2,200,621	\$ 1,871,952	\$ 3,054,127	36.7%
Operating Costs	268,892	248,494	611,450	520,743	266,928	7.4%
Total	\$ 2,172,981	\$ 2,482,115	\$ 2,812,071	\$ 2,392,695	\$ 3,321,055	33.8%

REVENUES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
General Revenues	\$ 2,172,981	\$ 2,482,115	\$ 2,812,071	\$ 2,392,695	\$ 3,321,055	33.8%
Total	\$ 2,172,981	\$ 2,482,115	\$ 2,812,071	\$ 2,392,695	\$ 3,321,055	33.8%

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

	2021-22 ADOPTED	2022-23 ADOPTED	2023-24 RECOMMENDED
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
Communications Manager	1.00	1.00	1.00
Records Manager	1.00	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	<u>7.53</u>	<u>7.53</u>	<u>7.53</u>

COMMUNICATIONS & PUBLIC AFFAIRS/ TOWN CLERK BUDGET SUMMARY

The recommended budget for the Communications & Public Affairs department reflects a 16.5% increase from the 2022-23 budget. Personnel expenses increased by 7.5% due to a 0.75% retirement increase and a salary increase. Operating expenses increased primarily due to costs associated with the bi-annual community survey and outsourced Zoom support for advisory board meetings.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Personnel	\$ 744,683	\$ 822,624	\$ 822,684	\$ 833,240	\$ 884,333	7.5%
Operating Costs	258,377	228,735	228,675	279,100	340,694	48.9%
Capital Outlay	64,410	-	-	-	-	N/A
Total	\$ 1,067,470	\$ 1,051,359	\$ 1,051,359	\$ 1,112,340	\$ 1,225,027	16.5%

REVENUES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
General Revenues	\$ 1,067,470	\$ 1,051,359	\$ 1,051,359	\$ 1,112,340	\$ 1,225,027	16.5%
Total	\$ 1,067,470	\$ 1,051,359	\$ 1,051,359	\$ 1,112,340	\$ 1,225,027	16.5%

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

	2021-22 ADOPTED	2022-23 ADOPTED	2023-24 RECOMMENDED
Human Resource Development Director	1.00	1.00	1.00
Assistant Director	2.00	1.00	1.00
Risk Manager	1.00	1.00	0.00
Claims Coordinator	1.00	1.00	0.00
Assistant Human Resources Consultant	1.00	1.00	0.00
Human Resources Technician	1.00	1.00	1.00
Human Resources Consultant	2.00	3.00	3.00
Administrative Assistant	1.00	1.00	1.00
Office Assistant	0.00	0.00	1.00
	<hr/>	<hr/>	<hr/>
Human Resource Development Totals	10.00	10.00	8.00

HUMAN RESOURCE DEVELOPMENT BUDGET SUMMARY

The recommended budget for the Human Resource Development department reflects a 10.3% decrease from the 2022-23 budget. Personnel expenses decreased by 16.7% due to the Risk Management division moving out of HRD and into the Manager's Office. Operating expenses remain flat.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Personnel	\$ 958,172	\$ 1,116,057	\$ 1,116,057	\$ 987,018	\$ 930,036	-16.7%
Operating Costs	585,498	693,275	740,092	651,346	693,315	0.0%
Total	\$ 1,543,670	\$ 1,809,332	\$ 1,856,149	\$ 1,638,364	\$ 1,623,351	-10.3%

REVENUES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
General Revenues	\$ 1,543,670	\$ 1,809,332	\$ 1,856,149	\$ 1,638,364	\$ 1,623,351	-10.3%
Total	\$ 1,543,670	\$ 1,809,332	\$ 1,856,149	\$ 1,638,364	\$ 1,623,351	-10.3%

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

	2021-22 ADOPTED	2022-23 ADOPTED	2023-24 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
Financial Systems Analyst	0.00	1.00	1.00
Data & Analytics Coordinator	0.00	1.00	1.00
Budget & Management Analyst	2.00	1.00	1.00
Accounting Manager	0.00	1.00	1.00
Accounting Projects Manager	1.00	1.00	1.00
Accountant - Payroll & Payables	1.00	1.00	1.00
Accountant - Revenue	1.00	0.00	0.00
Accountant Supervisor - Treasury	1.00	0.00	0.00
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 Specialist	1.00	1.00	1.00
Accounts Payable Coordinator	1.00	1.00	1.00
Administrative Specialist	1.00	1.00	1.00
Revenue Coordinator	0.00	1.00	1.00
Revenue Collector	2.00	1.00	1.00
Business Management Department Totals	18.00	18.00	18.00

***BUSINESS MANAGEMENT
BUDGET SUMMARY***

The recommended budget for the Business Management department reflects a 2.2% increase from the 2022-23 budget. Personnel expenses decreased by 0.7% due to the Grants Administrator position moving to the Manager's Office, as well as a 2% decrease in health insurance costs. Operating costs increased due to the rising costs of software such as MUNIS and DebtBook, and also because of higher Orange County Tax Collection Fees.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Personnel	\$ 1,572,288	\$ 2,119,320	\$ 2,088,520	\$ 1,824,932	\$ 2,104,591	-0.7%
Operating Costs	595,048	566,050	825,136	761,936	639,938	13.1%
Total	\$ 2,167,336	\$ 2,685,370	\$ 2,913,656	\$ 2,586,868	\$ 2,744,529	2.2%

REVENUES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
General Revenues	\$ 2,167,336	\$ 2,685,370	\$ 2,913,656	\$ 2,586,868	\$ 2,744,529	2.2%
Total	\$ 2,167,336	\$ 2,685,370	\$ 2,913,656	\$ 2,586,868	\$ 2,744,529	2.2%

Technology Solutions

STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS

	2021-22	2022-23	2023-24
	ADOPTED	ADOPTED	RECOMMENDED
Executive Director - Technology Solutions	1.00	1.00	1.00
Senior Analyst	1.00	1.00	1.00
Network Administrator	1.00	1.00	1.00
IT Operations 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
IT Manager, Solutions Architecture and Applications	1.00	1.00	1.00
Administrative Coordinator	1.00	1.00	1.00
Information Security Officer	1.00	1.00	1.00
GIS Analyst II	2.00	2.00	2.00
GIS Manager	1.00	1.00	1.00
Technology Solutions Department Totals	16.00	16.00	16.00

TECHNOLOGY SOLUTIONS

BUDGET SUMMARY

The recommended budget for the Technology Solutions department reflects a 4.1% increase from the 2022-23 budget. Personnel expenses increased by 4.5% due to a 0.75% retirement increase and a salary increase. Operating expenses increased by 2.4% due to conference costs, telephone maintenance, software, contracted web services, and supply costs. The 10% increase in capital outlay reflects server replacements and additions.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Personnel	\$ 1,801,034	\$ 1,988,532	\$ 1,938,532	\$ 1,902,443	\$ 2,077,882	4.5%
Operating Costs	606,414	653,163	741,998	744,021	669,114	2.4%
Capital Outlay	48,650	50,000	50,000	-	55,000	10.0%
Total	\$ 2,456,098	\$ 2,691,695	\$ 2,730,530	\$ 2,646,464	\$ 2,801,996	4.1%

REVENUES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
General Revenues	\$ 2,456,098	\$ 2,691,695	\$ 2,730,530	\$ 2,646,464	\$ 2,801,996	4.1%
Total	\$ 2,456,098	\$ 2,691,695	\$ 2,730,530	\$ 2,646,464	\$ 2,801,996	4.1%

TOWN ATTORNEY
STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS

	2021-22	2022-23	2023-24
	ADOPTED	ADOPTED	RECOMMENDED
Town Attorney	1.00	1.00	1.00
Assistant Town Attorney	1.00	1.00	1.00
Legal Services Administrator	1.00	1.00	1.00
Attorney Department Totals	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

TOWN ATTORNEY

BUDGET SUMMARY

The recommended budget for the Attorney's Office reflects a 0.5% increase from the 2022-23 budget. Personnel expenses decreased by 0.4% due to a 2% decrease in health insurance costs. Operating expenses increased by 18.9% largely due to the Attorney's office splitting the cost of a legal research service contract with PD.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Personnel	\$ 428,534	\$ 571,760	\$ 571,760	\$ 541,746	\$ 569,645	-0.4%
Operating Costs	11,076	26,365	48,144	43,724	31,347	18.9%
Total	\$ 439,610	\$ 598,125	\$ 619,904	\$ 585,470	\$ 600,992	0.5%

REVENUES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
General Revenues	\$ 439,610	\$ 598,125	\$ 619,904	\$ 585,470	\$ 600,992	0.5%
Total	\$ 439,610	\$ 598,125	\$ 619,904	\$ 585,470	\$ 600,992	0.5%

**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 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.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Retiree Medical Insurance	\$ 1,569,624	\$ 1,615,000	\$ 1,615,000	\$ 1,688,355	\$ 1,697,000	5.1%
Other Personnel Costs	(3,038)	160,505	139,505	20,000	405,000	152.3%
Liability Insurance	403,677	350,000	350,000	350,000	350,000	0.0%
Transfer to Affordable Housing Operations	688,395	688,395	688,395	688,395	826,850	20.1%
Supplemental PEG Fees	375,970	1,444,664	1,355,469	1,280,530	1,284,664	-11.1%
Transfer to Other Funds	164,790	175,000	175,000	175,000	175,000	0.0%
Transfer to Downtown Service District Fund	959,229	17,000	2,180,800	2,180,800	17,000	0.0%
Transfer to Capital Improvement Funds	-	100,000	100,000	100,000	100,000	0.0%
Transfer to Debt Fund	2,423,000	634,500	1,384,500	1,384,500	2,248,903	254.4%
OPEB Liability Contributions	445,100	445,100	445,100	445,100	445,100	0.0%
Transfer to Climate Action Fund	250,000	250,000	250,000	250,000	250,000	0.0%
Grant Matching Funds	470,000	550,000	550,000	550,000	550,000	0.0%
Agency Contributions	126,089	107,627	108,627	107,627	107,627	0.0%
Total	1,313,974	1,732,193	2,456,973	2,193,472	1,809,896	4.5%
Total	\$ 9,186,810	\$ 8,269,984	\$ 11,799,369	\$ 11,413,779	\$ 10,267,040	24.1%

REVENUES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
General Revenues	\$ 9,186,810	\$ 8,269,984	\$ 11,799,369	\$ 11,413,779	\$ 10,267,040	24.1%
Total	\$ 9,186,810	\$ 8,269,984	\$ 11,799,369	\$ 11,413,779	\$ 10,267,040	24.1%

**ENVIRONMENT & DEVELOPMENT
BUDGET SUMMARY**

This section includes the Planning, Affordable Housing & Community Connections, Public Works, and Building & Development Services Departments.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Planning	\$ 1,775,066	\$ 2,027,957	\$ 3,526,057	\$ 2,452,690	\$ 2,323,227	14.6%
Affordable Housing & Community Connections	877,132	954,730	1,296,480	1,187,928	1,236,089	29.5%
Public Works	12,397,690	13,578,637	14,365,876	13,692,065	14,419,526	6.2%
Building & Development Services	2,011,914	2,493,251	2,493,251	2,404,460	2,791,188	11.9%
Total	\$ 17,061,802	\$ 19,054,575	\$ 21,681,664	\$ 19,737,143	\$ 20,770,030	9.0%

REVENUES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
General Revenues	\$ 12,732,800	\$ 15,438,922	\$ 553,451	\$ 15,701,196	\$ 16,496,665	6.9%
State-Shared Revenues	46,807	42,000	42,000	43,000	43,000	2.4%
Charges for Services	1,345,310	1,334,343	1,334,343	1,566,780	1,699,605	27.4%
Licenses/Permits/Fines	2,640,421	2,172,310	2,172,310	2,328,662	2,461,260	13.3%
Other Revenues	296,464	67,000	67,000	82,664	69,500	3.7%
Total	\$ 17,061,802	\$ 19,054,575	\$ 4,169,104	\$ 19,737,143	\$ 20,770,030	9.0%

PLANNING DEPARTMENT
STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS

	2021-22	2022-23	2023-24
	ADOPTED	ADOPTED	RECOMMENDED
<u>Planning</u>			
Director - Planning	1.00	1.00	1.00
Assistant Director - Planning	0.00	1.00	1.00
Operations Manager - Planning	1.00	0.00	0.00
Community Resilience Officer	1.00	1.00	1.00
Planning Manager ¹	1.00	1.00	2.00
Planner/Planner II/Senior Planner ²	8.00	8.00	8.00
Transportation Demand Community Manager ³	1.00	1.00	1.00
Administrative Coordinator	0.65	0.65	0.65
Downtown Project Manager	1.00	1.00	1.00
LUMO Project Manager	1.00	1.00	0.00
Planning Technician	0.00	1.00	2.00
Greenway & Mobility Senior Manager/Project Manager	0.00	0.00	1.00
Planning Department Totals	15.65	16.65	18.65

¹ Planning Manager is partially grant-funded.

² A number of Planner positions are partially or fully grant funded in FY24.

³ Transportation Demand Community Manager is 50% grant-funded.

PLANNING BUDGET SUMMARY

The recommended budget for the Planning Department reflects a 14.6% increase from the 2022-23 budget. The 18.2% increase in personnel expenses is due to the addition of two positions, as well as a 0.75% retirement increase and a salary increase. Operating expenses increased by 2.8% due to costs associated with membership dues, conference attendance, and consulting services .

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Personnel	\$ 1,350,398	\$ 1,549,220	\$ 1,524,375	\$ 1,330,075	\$ 1,830,888	18.2%
Operating Costs	424,668	478,737	2,001,682	1,122,615	492,339	2.8%
Total	\$ 1,775,066	\$ 2,027,957	\$ 3,526,057	\$ 2,452,690	\$ 2,323,227	14.6%

REVENUES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
General Revenues	\$ 805,620	\$ 1,444,442	\$ 2,942,542	\$ 1,708,439	\$ 1,395,122	-3.4%
Charges for Services	549,813	535,015	535,015	720,558	905,105	69.2%
Licenses/Permits/Fines	406,445	40,000	40,000	17,380	12,000	-70.0%
Other Revenues	13,188	8,500	8,500	6,313	11,000	29.4%
Total	\$ 1,775,066	\$ 2,027,957	\$ 3,526,057	\$ 2,452,690	\$ 2,323,227	14.6%

PUBLIC WORKS DEPARTMENT
STAFFING COMPARISONS - IN FULL TIME EQUIVALENTS

	2021-22 ADOPTED	2022-23 ADOPTED	2023-24 RECOMMENDED
<u>Administration</u>			
Director-Public Works	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00
Administrative Analyst	1.00	2.00	2.00
Assistant Director	1.00	1.00	1.00
Occupational Health and Safety Officer	1.00	1.00	1.00
Accounting Technician II	1.00	1.00	1.00
Administrative Coordinator	1.00	0.00	0.00
Administrative Assistant	2.00	2.00	2.00
Division Totals	9.00	9.00	9.00
<u>Engineering and Design Services</u>			
Manager of Engineering & Infrastructure	1.00	1.00	1.00
Engineering Coordinator-Sr	1.00	1.00	1.00
Survey/Project Coordinator ¹	0.75	0.75	0.75
Senior Engineer ¹	0.50	0.50	0.50
Engineering Inspector	1.00	1.00	1.00
Engineering Inspector - Sr ¹	0.70	0.70	0.70
Engineering Technician	1.00	1.00	1.00
Capital Projects Manager	1.00	1.00	1.00
Engineer I-III ¹	0.00	0.00	0.50
Unit Totals	6.95	6.95	7.45
<u>Traffic Engineering and Operations</u>			
Traffic Engineering Manager	1.00	1.00	1.00
Assistant Transportation Engineer	1.00	1.00	1.00
Engineering Technician	1.00	1.00	1.00
Traffic Signal Systems Analyst	1.00	1.00	1.00
Lead Traffic Signal Tech	1.00	1.00	1.00
Traffic Signal Technician (Levels I-III)	3.00	3.00	3.00
Lead Sign & Marking Tech	1.00	1.00	1.00
Sign and Marketing Technician (Levels I-II)	2.00	2.00	2.00
Unit Totals	11.00	11.00	11.00
Division Totals	17.95	17.95	18.45

continued

PUBLIC WORKS DEPARTMENT
STAFFING COMPARISONS - IN FULL TIME EQUIVALENTS

	2021-22 ADOPTED	2022-23 ADOPTED	2023-24 RECOMMENDED
<u>Streets and Construction Services</u>			
Streets			
Superintendent-Streets/Construction/Services	1.00	1.00	1.00
Streets Supervisor	1.00	1.00	1.00
Street Inspector	1.00	1.00	1.00
Street Crew Supervisor	1.00	1.00	1.00
Construction Worker (Levels I-IV)	8.00	8.00	8.00
Senior Heavy Equipment Officer	1.00	1.00	1.00
Lead Construction Worker	1.00	1.00	1.00
Unit Totals	14.00	14.00	14.00
Construction			
Supervisor-Construction Crew	1.00	1.00	1.00
Construction Worker (Levels I - IV)	4.00	4.00	4.00
Senior Heavy Equipment Operator	1.00	1.00	1.00
Unit Totals	6.00	6.00	6.00
Division Totals	20.00	20.00	20.00
<u>Facilities Management</u>			
Buildings			
Facilities Manager	1.00	1.00	1.00
Facilities Supervisor	1.00	1.00	1.00
Project Manager	1.00	1.00	1.00
Building Maintenance Mechanic (Levels I-III)	6.00	6.00	6.00
Facilities Systems Technician	1.00	1.00	1.00
Fleet Systems Technician ²	0.25	0.25	0.25
Unit Totals	10.25	10.25	10.25
Division Totals	10.25	10.25	10.25
<u>Solid Waste and Fleet Services</u>			
Solid Waste			
Solid Waste Services Manager	1.00	1.00	1.00
Supervisor-Solid Waste (Residential and Commercial)	2.00	1.00	1.00
Solid Waste Services Crew Supervisor	1.00	2.00	2.00
Solid Waste Equipment Operator III	4.00	4.00	4.00
Solid Waste Equipment Operator II	10.00	10.00	10.00
Solid Waste Equipment Operator I	3.00	3.00	3.00
Solid Waste Collector	13.00	13.00	13.00
Division Totals	34.00	34.00	34.00
Public Works Totals	91.20	91.20	91.70

¹ The Stormwater fund assumes a portion of salaries of the Survey/Project Coordinator, Senior Engineer, Engineering Inspector - Sr., and Engineer I-III.

² Position split between Building Maintenance and Vehicle Maintenance.

Note: Vehicle Maintenance employees are supervised by Public Works, but included with the Vehicle Maintenance Fund Staffing Summary.

PUBLIC WORKS BUDGET SUMMARY

The recommended budget for the Public Works Department reflects a 6.2% increase from the 2022-23 budget. Personnel expenses in the recommended budget reflect a 0.75% retirement increase and a salary increase. Operating expenses increased primarily due to vehicle replacement, vehicle maintenance, and fuel costs.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Administration	\$ 1,072,391	\$ 1,224,971	\$ 1,231,925	\$ 1,141,152	\$ 1,260,680	2.9%
Engineering & Design	740,809	915,815	927,440	904,476	985,587	7.6%
Traffic	1,993,991	2,020,434	2,002,134	1,900,621	2,139,633	5.9%
Construction	473,353	656,471	603,231	536,270	759,989	15.8%
Streets	2,036,239	2,301,107	2,875,506	2,716,388	2,551,261	10.9%
Building Maintenance	2,076,863	2,174,707	2,275,689	2,191,882	2,165,421	-0.4%
Solid Waste	4,004,044	4,285,132	4,449,951	4,301,276	4,556,955	6.3%
Total	\$ 12,397,690	\$ 13,578,637	\$ 14,365,876	\$ 13,692,065	\$ 14,419,526	6.2%

REVENUES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
General Revenues	\$ 10,994,665	\$ 12,486,299	\$ 13,273,538	\$ 12,496,369	\$ 13,318,266	6.7%
State Shared	46,807	42,000	42,000	43,000	43,000	2.4%
Charges for Services	795,497	799,328	799,328	846,222	794,500	-0.6%
Licenses/Permits/Fines	277,445	192,510	192,510	215,282	205,260	6.6%
Other Revenues	283,276	58,500	58,500	76,351	58,500	0.0%
Total	\$ 12,397,690	\$ 13,578,637	\$ 14,365,876	\$ 13,692,065	\$ 14,419,526	6.2%

PUBLIC WORKS - Administration Division
BUDGET SUMMARY

The recommended budget for the Administration Division of the Public Works Department reflects a 2.9% increase from the 2022-23 budget. Personnel expenses increased by 3.5% due to a 0.75% retirement increase and a salary increase. Operating expenses remain relatively flat.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Personnel	\$ 871,617	\$ 1,031,801	\$ 1,013,301	\$ 937,856	\$ 1,068,403	3.5%
Operating Costs	200,774	193,170	218,624	203,296	192,277	-0.5%
Total	\$ 1,072,391	\$ 1,224,971	\$ 1,231,925	\$ 1,141,152	\$ 1,260,680	2.9%

PUBLIC WORKS - Engineering
BUDGET SUMMARY

The recommended budget for the Engineering Division of the Public Works Department reflects a 7.6% increase from the 2022-23 budget. Personnel costs have increased 7.8% due to the addition of an Engineer position split with Stormwater, as well as a 0.75% retirement increase and a salary increase. Operating expenses went up by 3.6% due to various small increases in vehicle maintenance, computer replacement, software costs, and supplies.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Personnel	\$ 694,645	\$ 867,655	\$ 867,655	\$ 847,850	\$ 935,671	7.8%
Operating Costs	46,164	48,160	59,785	56,626	49,916	3.6%
Total	\$ 740,809	\$ 915,815	\$ 927,440	\$ 904,476	\$ 985,587	7.6%

PUBLIC WORKS - Traffic

BUDGET SUMMARY

The recommended budget for the Traffic Division of the Public Works Department reflects a 5.9% increase from the 2022-23 budget. Personnel expenses increased by 7.2% due to additional program support staff, a 0.75% retirement increase, and a salary increase. Operating expenses increased by 4.4% largely due to costs associated with street lighting electricity.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Personnel	\$ 939,493	\$1,103,999	\$1,063,999	\$ 961,804	\$ 1,183,139	7.2%
Operating Costs	1,054,498	916,435	938,135	938,817	956,494	4.4%
Total	\$ 1,993,991	\$ 2,020,434	\$ 2,002,134	\$ 1,900,621	\$ 2,139,633	5.9%

PUBLIC WORKS - Construction
BUDGET SUMMARY

The recommended budget for the Construction Division of the Public Works Department reflects a 15.8% increase from the 2022-23 budget. Personnel expenses increased by 6.9% due to a 0.75% retirement increase and a salary increase. Operating expenses increased by 33.1% due to the replacement of a crew truck, and also due to an increase in vehicle maintenance and fuel.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Personnel	\$ 236,230	\$ 433,911	\$ 383,911	\$ 312,770	\$ 463,789	6.9%
Operating Costs	237,123	222,560	219,320	223,500	296,200	33.1%
Total	\$ 473,353	\$ 656,471	\$ 603,231	\$ 536,270	\$ 759,989	15.8%

PUBLIC WORKS - Streets
BUDGET SUMMARY

The recommended budget for the Streets division reflects an overall expenditure increase of 10.9% from the 2022-23 budget. The 2.9% increase in personnel is due to a 0.75% retirement increase and a salary increase. The operating budget increased by 20% primarily due to the replacement of a crew truck, with additional increased expenditures on fuel, vehicle maintenance, a pavement condition survey, and conference costs. Capital outlay remains flat.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Personnel	\$ 879,488	\$ 1,199,007	\$ 1,138,783	\$ 979,135	\$ 1,233,376	2.9%
Operating Costs	1,118,308	1,077,100	1,711,058	1,717,958	1,292,885	20.0%
Capital Outlay	38,443	25,000	25,665	19,295	25,000	0.0%
Total	\$ 2,036,239	\$ 2,301,107	\$ 2,875,506	\$ 2,716,388	\$ 2,551,261	10.9%

PUBLIC WORKS - Building Maintenance
BUDGET SUMMARY

The recommended budget for the Building Maintenance division reflects a 0.4% decrease from the 2022-23 budget. The 4.5% increase in personnel costs reflects a 0.75% retirement increase and a salary increase. The 5.2% decrease in operations reflects a decrease in water and sewer costs, as well as electricity costs.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Personnel	\$ 1,037,619	\$ 1,067,227	\$ 1,067,227	\$ 1,031,899	\$ 1,115,736	4.5%
Operating Costs	1,039,244	1,107,480	1,208,462	1,159,983	1,049,685	-5.2%
Total	\$ 2,076,863	\$ 2,174,707	\$ 2,275,689	\$ 2,191,882	\$ 2,165,421	-0.4%

PUBLIC WORKS - Solid Waste Services
BUDGET SUMMARY

The recommended budget for the Solid Waste Services division reflects an overall expenditure increase of 6.3% from last year's budget. The 4.4% increase in personnel costs is due to a 0.75% retirement increase and a salary increase. The 9.3% increase in operating costs is due to an increase in vehicle maintenance, a tipping fee increase, the replacement of a front loader, and increased vehicle fuel costs.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Personnel	\$ 2,438,233	\$ 2,563,982	\$ 2,548,982	\$ 2,471,192	\$ 2,676,045	4.4%
Operating Costs	1,565,811	1,721,150	1,900,969	1,830,084	1,880,910	9.3%
Total	\$ 4,004,044	\$ 4,285,132	\$ 4,449,951	\$ 4,301,276	\$ 4,556,955	6.3%

***AFFORDABLE HOUSING & COMMUNITY CONNECTIONS
STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS***

	2021-22 ADOPTED	2022-23 ADOPTED	2023-24 RECOMMENDED
Affordable Housing and Community Connections			
Executive Director - Affordable Housing & Community Connections	1.00	1.00	1.00
Assistant Director - Affordable Housing & Community Connections	1.00	1.00	1.00
Administrative Coordinator	0.20	0.20	0.20
Community Connections Manager	1.00	1.00	1.00
Community Connections Coordinator	1.00	1.00	1.00
Affordable Housing Manager	0.00	0.00	1.00
Affordable Housing Development Officer	1.00	1.00	1.00
Community Development Program Manager	1.00	1.00	1.00
Human Services Coordinator	1.00	1.00	1.00
Maintenance Mechanic ¹	0.00	0.00	0.50
Department Totals	7.20	7.20	8.70

¹ Position split between AH&CC and Public Housing.

AFFORDABLE HOUSING & COMMUNITY CONNECTIONS

BUDGET SUMMARY

The recommended budget reflects an overall increase of 29.5% from the previous fiscal year's budget. The 29.1% increase in personnel costs is attributed to the addition of an Affordable Housing Manager position and a Maintenance Mechanic split with Public Housing, as well as a 0.75% retirement increase and a salary increase. Operating costs decreased by 14.2% due to a decrease in supplies, contracted services, and internet costs.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Personnel	\$ 655,766	\$ 871,130	\$ 871,130	\$ 768,731	\$ 1,124,325	29.1%
Operating Costs	221,366	83,600	425,350	419,197	71,764	-14.2%
Capital Outlay	-	-	-	-	40,000	N/A
Total	\$ 877,132	\$ 954,730	\$ 1,296,480	\$ 1,187,928	\$ 1,236,089	29.5%

REVENUES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
General Revenues	\$ 877,132	\$ 954,730	\$ 1,296,480	\$ 1,187,928	\$ 1,236,089	29.5%
Total	\$ 877,132	\$ 954,730	\$ 1,296,480	\$ 1,187,928	\$ 1,236,089	29.5%

***BUILDING & DEVELOPMENT SERVICES
STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS***

	2021-22 ADOPTED	2022-23 ADOPTED	2023-24 RECOMMENDED
<u>Building & Development Services</u>			
Building Inspector Director	1.00	1.00	1.00
Assistant Director	0.00	0.00	1.00
Code Enforcement Officer	1.00	1.00	1.00
Building Operations Manager	1.00	1.00	1.00
Commercial Plans Reviewer	0.00	0.00	1.00
Commercial Plans Reviewer - Sr.	1.00	1.00	2.00
Development Technician	3.00	3.00	2.00
Administrative Assistant	1.00	1.00	1.00
Inspector	7.00	7.00	7.00
Permit Center Coordinator	1.00	1.00	1.00
Permit Technician	2.00	2.00	0.00
Planning Manager	1.00	1.00	1.00
Permitting Systems Admin	1.00	1.00	0.00
Planner I	1.00	1.00	1.00
BDS Department Totals	<u>21.00</u>	<u>21.00</u>	<u>20.00</u>

Building & Development Services

BUDGET SUMMARY

The recommended budget for the Building & Development Services department reflects an overall expenditure increase of 11.9% from the 2022-23 budget. Personnel expenses increased 12.5% due to the addition of a Commercial Plans Reviewer and 2 Apprentices, as well as a 0.75% retirement increase and a salary increase. Operating costs increased by 6.4% largely due to wireless facility permit review fees, which will be offset by customers paying these fees to the Town as part of the permit process.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Personnel	\$ 1,839,745	\$ 2,254,646	\$ 2,254,646	\$ 2,190,160	\$ 2,537,209	12.5%
Operating Costs	172,169	238,605	238,605	214,300	253,979	6.4%
Total	\$ 2,011,914	\$ 2,493,251	\$ 2,493,251	\$ 2,404,460	\$ 2,791,188	11.9%

REVENUES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
General Revenues	\$ 55,383	\$ 553,451	\$ 553,451	\$ 308,460	\$ 547,188	-1.1%
Licenses/Permits/Fines	1,956,531	1,939,800	1,939,800	2,096,000	2,244,000	15.7%
Total	\$ 2,011,914	\$ 2,493,251	\$ 2,493,251	\$ 2,404,460	\$ 2,791,188	11.9%

PUBLIC SAFETY BUDGET SUMMARY

Public Safety includes the Town's Police and Fire Departments.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Police	\$ 13,650,516	\$ 15,024,867	\$ 15,152,701	\$ 15,307,822	\$ 16,418,764	9.3%
Fire	10,182,985	10,615,997	10,749,131	10,145,191	11,347,649	6.9%
Total	\$ 23,833,501	\$ 25,640,864	\$ 25,901,832	\$ 25,453,013	\$ 27,766,413	8.3%

REVENUES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
General Revenues	\$ 21,839,485	\$ 23,522,280	\$ 23,705,626	\$ 23,322,763	\$ 25,710,054	9.3%
State-Shared Revenues	1,037,969	1,106,256	1,106,256	1,025,000	1,025,000	-7.3%
Grants	12,796	6,000	83,622	83,622	6,000	0.0%
Charges for Services	652,505	707,728	707,728	707,728	728,959	3.0%
Licenses/Permits/Fines	174,345	198,600	198,600	213,900	196,400	-1.1%
Other Revenues	116,401	100,000	100,000	100,000	100,000	0.0%
Total	\$ 23,833,501	\$ 25,640,864	\$ 25,901,832	\$ 25,453,013	\$ 27,766,413	8.3%

POLICE DEPARTMENT
STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS

	2021-22	2022-23	2023-24
	ADOPTED	ADOPTED	RECOMMENDED
Support Services			
Police Chief/Executive Director for Community Safety	1.00	1.00	1.00
Police Attorney/Legal Advisor	2.00	2.00	2.00
Police Analyst	1.00	1.00	1.00
Crisis Unit Supervisor	1.00	1.00	1.00
Crisis Counselor	5.00	5.00	6.00
Records Supervisor	1.00	1.00	0.00
Administrative Assistant	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00
Communications Specialist	1.00	1.00	1.00
Community Safety Outreach Coordinator	1.00	1.00	1.00
Records Technician	3.00	3.00	3.00
Peer Support Specialist	0.00	0.00	1.00
Community Services Planner	1.00	1.00	1.00
Division Totals	19.00	19.00	20.00
Operations			
Assistant Police Chief	2.00	2.00	2.00
Police Captain	4.00	4.00	4.00
Police Lieutenant	8.00	8.00	9.00
Police Sergeant	12.00	12.00	11.00
Forensic and Evidence Specialist	2.00	2.00	1.00
Police Officer	73.00	73.00	74.00
Division Totals	101.00	101.00	101.00
Police Department Totals	120.00	120.00	121.00

POLICE

BUDGET SUMMARY

While the Police Department generates revenues from grants, charges for services, and licenses, permits and fines, the majority of the revenues are not department specific. Most grant revenues were moved to a separate Grants Fund in 2007-08. Personnel expenditure increases are attributed to a new Crisis Counselor position, a 0.75% retirement increase, and a salary increase. Operating cost increases are attributed to increases in contract costs, vehicle replacement, vehicle maintenance, and fuel.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Personnel	\$ 11,903,626	\$ 13,349,883	\$ 13,191,437	\$ 13,422,375	\$ 14,327,620	7.3%
Operating Costs	1,746,890	1,674,984	1,961,264	1,885,447	2,091,144	24.8%
Total	\$ 13,650,516	\$ 15,024,867	\$ 15,152,701	\$ 15,307,822	\$ 16,418,764	9.3%

REVENUES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
General Revenues	\$ 13,109,793	\$ 14,445,325	\$ 14,573,159	\$ 14,742,980	\$ 15,819,805	9.5%
Grants	12,796	6,000	6,000	6,000	6,000	0.0%
Charges for Services	376,496	432,342	432,342	432,342	453,959	5.0%
Licenses/Permits/Fines	35,030	41,200	41,200	26,500	39,000	-5.3%
Other Revenues	116,401	100,000	100,000	100,000	100,000	0.0%
Total	\$ 13,650,516	\$ 15,024,867	\$ 15,152,701	\$ 15,307,822	\$ 16,418,764	9.3%

POLICE - Support Services Division
BUDGET SUMMARY

The recommended budget for the Support Services division reflects an overall expenditure increase of 8.6% from last year's budget. The 11.1% increase in personnel is due to the addition of a Crisis Counselor, as well as a 0.75% retirement increase and a salary increase. There is a 2.9% increase in operating costs due to an increase in telephone and telephone maintenance costs, animal control services, pre-hire medical evaluations, various software costs, and increases in the copier lease and custodial services contract.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Personnel	\$ 1,742,618	\$ 1,956,795	\$ 1,926,795	\$ 2,046,937	\$ 2,174,264	11.1%
Operating Costs	911,182	872,195	1,037,942	1,021,129	897,775	2.9%
Total	\$ 2,653,800	\$ 2,828,990	\$ 2,964,737	\$ 3,068,066	\$ 3,072,039	8.6%

POLICE - Operations Division
BUDGET SUMMARY

The Operations Division reflects a 9.6% increase from the 2022-23 budget. The personnel budget reflects a 6.7% increase due to a 0.75% increase in retirement costs and a salary increase. The 53.9% increase in operating costs is primarily attributed to replacing four vehicles, vehicle maintenance, fuel, and increased costs to contracts for conducted electrical weapons and body-worn cameras.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Personnel	\$ 10,161,008	11,393,088	11,264,642	11,375,438	12,153,356	6.7%
Operating Costs	780,963	742,939	898,978	841,768	1,143,519	53.9%
Total	\$ 10,941,971	\$ 12,136,027	\$ 12,163,620	\$ 12,217,206	\$ 13,296,875	9.6%

POLICE - Special Events
BUDGET SUMMARY

The Special Events division tracks the cost of additional police presence at special events including impromptu University of North Carolina student celebrations, Halloween, and Festifall. Efforts to contain the downtown Halloween celebration in recent years have been successful. The recommended budget for 2023-24 decreased compared to 2022-23.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Operating Costs	\$ 54,745	\$ 59,850	\$ 24,344	\$ 22,550	\$ 49,850	-16.7%
Total	\$ 54,745	\$ 59,850	\$ 24,344	\$ 22,550	\$ 49,850	-16.7%

FIRE DEPARTMENT
STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS

	2021-22 ADOPTED	2022-23 ADOPTED	2023-24 RECOMMENDED
Administration			
Fire Chief	1.00	1.00	1.00
Administrative Coordinator	1.00	1.00	1.00
Management Analyst	0.00	1.00	1.00
Emergency Management Planner	1.00	1.00	0.00
Emergency Management Coordinator	1.00	1.00	0.00
Division Totals	4.00	5.00	3.00
Emergency Operations			
Deputy Fire Chief	1.00	1.00	1.00
Battalion Fire Chief	3.00	3.00	6.00
Fire Captain	25.00	21.00	18.00
Training Captain	1.00	1.00	1.00
Fleet & Logistics Officer	0.00	1.00	1.00
Assistant Fire Chief of Operations	1.00	1.00	1.00
Assistant Fire Chief of Training	1.00	1.00	1.00
Fire Equipment Operator/Lieutenant	19.00	21.00	21.00
Firefighter/Master	33.00	34.00	37.00
Division Totals	84.00	84.00	87.00
Life Safety			
Fire Marshall- Assistant Chief	1.00	1.00	1.00
Fire Inspector	2.00	2.00	2.00
Deputy Fire Marshal	2.00	2.00	2.00
Assistant Fire Marshal	2.00	1.00	1.00
Community Risk Reduction Coordinator	1.00	1.00	1.00
Division Totals	8.00	7.00	7.00
Fire Department Totals	96.00	96.00	97.00

FIRE

BUDGET SUMMARY

While the Fire Department generates revenues from grants and charges for services, licenses, permits, and fines, the majority of revenues are not department specific. Changes related to expenditures are noted on division summaries. Fire Department costs have increased 6.9% due to personnel increases and increases to vehicle fuel and maintenance. Capital outlay increased due to purchase of new fire equipment. The Emergency Management division will move to the Manager's Office as of FY24.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Personnel	\$ 9,017,915	\$ 9,488,845	\$ 9,461,253	\$ 8,951,369	\$ 9,888,898	4.2%
Operating Costs	1,165,070	1,117,152	1,277,878	1,183,822	1,208,751	8.2%
Capital Outlay	-	10,000	10,000	10,000	250,000	2400.0%
Total	\$ 10,182,985	\$ 10,615,997	\$ 10,749,131	\$ 10,145,191	\$ 11,347,649	6.9%

REVENUES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
General Revenues	\$ 8,729,692	\$ 9,076,955	\$ 9,132,467	\$ 8,579,783	\$ 9,890,249	9.0%
State-Shared Revenues	1,037,969	1,106,256	1,106,256	1,025,000	1,025,000	-7.3%
Grants	-	-	77,622	77,622	-	N/A
Charges for Services	276,009	275,386	275,386	275,386	275,000	-0.1%
Licenses/Permits/Fines	139,315	157,400	157,400	187,400	157,400	0.0%
Total	\$ 10,182,985	\$ 10,615,997	\$ 10,749,131	\$ 10,145,191	\$ 11,347,649	6.9%

FIRE - Administration Division
BUDGET SUMMARY

The recommended budget for the Administration division reflects an overall expenditure increase of 8.6% from last year's budget. The increase in personnel costs is the result of a 0.75% retirement increase and a salary increase. The operating budget remains relatively flat.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Personnel	\$ 341,092	\$ 383,987	\$ 384,907	\$ 355,910	\$ 426,442	11.1%
Operating Costs	134,564	\$ 116,655	\$ 171,667	118,160	\$ 117,060	0.3%
Total	\$ 475,656	\$ 500,642	\$ 556,574	\$ 474,070	\$ 543,502	8.6%

FIRE - Emergency Operations Division
BUDGET SUMMARY

The recommended budget for the Emergency Operations Division reflects a 10.1% increase overall. Personnel expenditures experienced a 7% increase due to the addition of 3 new FTE Firefighter positions, as well as a 0.75% retirement costs increase and a salary increase. Operating expenditures saw an 11.6% increase, reflecting increases to fuel, vehicle maintenance, uniforms, and supplies. Capital outlay expenditures increased due to the purchase of new fire equipment.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Personnel	\$ 7,723,135	\$ 8,061,520	\$ 8,033,008	\$ 7,642,054	\$ 8,624,914	7.0%
Operating Costs	932,003	905,317	998,661	966,687	1,010,765	11.6%
Capital Outlay	-	10,000	10,000	10,000	250,000	2400.0%
Total	\$ 8,655,138	\$ 8,976,837	\$ 9,041,669	\$ 8,618,741	\$ 9,885,679	10.1%

FIRE - Life Safety Division
BUDGET SUMMARY

The recommended budget for the Life Safety division reflects an overall expenditure increase of 5.5% from the 2022-23 budget. The 5.3% increase in personnel is due to a 0.75% retirement increase and a salary increase. The operating budget increased by 7.4% due to increases in vehicle fuel and vehicle maintenance.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Personnel	\$ 739,599	\$ 795,443	\$ 795,443	\$ 704,682	\$ 837,542	5.3%
Operating Costs	71,440	75,340	77,340	76,635	80,926	7.4%
Total	\$ 811,039	\$ 870,783	\$ 872,783	\$ 781,317	\$ 918,468	5.5%

FIRE - Emergency Management
BUDGET SUMMARY

The Emergency Management division was created during FY21. As of FY24, it is being moved to the Manager's Office, which is why the 2023-24 recommended budget shows a 100% decrease in both personnel and operations.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Personnel	\$ 214,089	\$ 247,895	\$ 247,895	\$ 248,723	\$ -	-100.0%
Operating Costs	27,063	19,840	30,210	22,340	-	-100.0%
Total	\$ 241,152	\$ 267,735	\$ 278,105	\$ 271,063	\$ -	-100.0%

**LEISURE
BUDGET SUMMARY**

Leisure includes the Parks and Recreation Department and the Chapel Hill Public Library.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Parks and Recreation	\$ 6,509,743	\$ 7,763,651	\$ 8,021,304	\$ 7,655,503	\$ 8,543,493	10.0%
Library	3,799,557	4,143,137	4,218,473	4,214,854	4,560,626	10.1%
Total	\$ 10,309,300	\$ 11,906,788	\$ 12,239,777	\$ 11,870,357	\$ 13,104,119	10.1%

REVENUES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
General Revenues	\$ 8,378,390	\$ 10,157,476	\$ 10,488,465	\$ 9,942,104	\$ 11,288,279	11.1%
Grants	682,580	681,997	681,997	684,748	684,748	0.4%
Charges for Services	1,138,214	975,415	975,415	1,141,575	1,062,592	8.9%
Other Revenues	65,116	46,900	48,900	56,930	23,500	-49.9%
Transfers/Other Sources	45,000	45,000	45,000	45,000	45,000	0.0%
Total	\$ 10,309,300	\$ 11,906,788	\$ 12,239,777	\$ 11,870,357	\$ 13,104,119	10.1%

PARKS & RECREATION DEPARTMENT

STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS

	2021-22 ADOPTED	2022-23 ADOPTED	2023-24 RECOMMENDED
Administration			
Director-Parks & Recreation	1.00	1.00	1.00
Assistant Director-Parks and Recreation	1.00	1.00	1.00
Senior Manager of Planning & Parks Operations	1.00	1.00	1.00
Senior Recreation Supervisor	0.00	0.00	1.00
Administrative Coordinator	1.00	1.00	1.00
Recreation Manager	1.00	1.00	1.00
Administrative Assistant	2.00	2.00	2.00
Business Operations Manager	1.00	1.00	1.00
Marketing & Sponsorship Coordinator	1.00	1.00	1.00
Division Totals	9.00	9.00	10.00
Landscape Services and Park Maintenance			
Parks Maintenance Superintendent	1.00	1.00	1.00
Parks Maintenance Supervisor	3.00	2.00	3.00
Parks Outreach Specialist	0.00	1.00	1.00
Municipal Arborist	1.00	0.00	1.00
Principial Planner	0.00	1.00	1.00
Project Manager	0.00	1.00	0.00
Assistant Arborist	1.00	1.00	1.00
Senior Heavy Equipment Operator	0.00	0.00	1.00
Landscape Specialist/Landscape Crew Leader	17.00	17.00	16.00
Administrative Assistant	1.00	1.00	1.00
Landscape Architect	1.00	0.00	0.00
Division Totals	25.00	25.00	26.00
Athletics			
Recreation Supervisor	1.00	1.00	1.00
Adaptive Recreation Coordinator	1.00	1.00	1.00
Special Olympics Coordinator	1.00	1.00	1.00
Recreation Specialist	1.50	1.50	1.50
Division Totals	4.50	4.50	4.50
Community Center			
Recreation Supervisor	1.00	1.00	1.00
Assistant Recreation Supervisor	1.00	1.00	1.00
Recreation Specialist	0.50	0.50	0.50
Recreation Assistant	2.00	2.00	2.00
Division Totals	4.50	4.50	4.50

continued

PARKS & RECREATION DEPARTMENT
STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS

	2021-22 ADOPTED	2022-23 ADOPTED	2023-24 RECOMMENDED
Aquatics Center			
Senior Recreation Supervisor	1.00	1.00	1.00
Assistant Recreation Supervisor	1.00	1.00	1.00
Aquatics Specialist	4.00	4.00	3.00
Division Totals	<u>6.00</u>	<u>6.00</u>	<u>5.00</u>
Hargraves Center			
Recreation Supervisor	1.00	1.00	1.00
Assistant Recreation Supervisor	1.00	1.00	1.00
Recreation Specialist	1.80	1.80	1.80
Recreation Assistant	1.00	1.00	1.00
Division Totals	<u>4.80</u>	<u>4.80</u>	<u>4.80</u>
Parks & Recreation Department Totals	<u><u>53.80</u></u>	<u><u>53.80</u></u>	<u><u>54.80</u></u>

¹ One additional Groundskeeper is funded by the Downtown Service District.

PARKS AND RECREATION

BUDGET SUMMARY

The recommended budget for Parks & Recreation has a 10% overall increase. The personnel budget includes a new position, a 0.75% retirement increase, and a salary increase. The 19.6% increase in operations is due to increases in contract costs, specifically custodial services and right-of-way mowing contracts, as well as vehicle costs and an increased cost of electricity.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Personnel	\$ 4,863,390	\$ 5,961,769	\$ 5,918,669	\$ 5,637,291	\$ 6,387,660	7.1%
Operating Costs	1,617,938	1,801,882	2,039,935	1,955,512	2,155,833	19.6%
Capital Outlay	28,415	-	62,700	62,700	-	N/A
Total	\$ 6,509,743	\$ 7,763,651	\$ 8,021,304	\$ 7,655,503	\$ 8,543,493	10.0%

REVENUES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
General Revenues	\$ 5,285,371	\$ 6,748,476	\$ 7,006,129	\$ 6,448,813	\$ 7,463,141	10.6%
Grants	84,760	83,760	83,760	83,760	83,760	0.0%
Charges for Services	1,087,110	906,415	906,415	1,079,000	991,592	9.4%
Other Revenues	52,502	25,000	25,000	43,930	5,000	-80.0%
Total	\$ 6,509,743	\$ 7,763,651	\$ 8,021,304	\$ 7,655,503	\$ 8,543,493	10.0%

PARKS & RECREATION - Administration Division
BUDGET SUMMARY

The recommended budget for the Administration division reflects an overall expenditure increase of 20.6% from the 2022-23 budget. The 24.6% increase in personnel costs is attributed to a position being moved from the Aquatics division to Administration, as well as a 0.75% retirement increase and a salary increase. The operating budget has an increase of 5.2% due to increases in conference costs, electricity, contracted custodial services, and vehicle maintenance.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Personnel	\$ 823,424	\$ 1,000,750	\$ 1,070,203	\$ 1,068,269	\$ 1,246,919	24.6%
Operating Costs	227,115	263,168	414,569	387,905	276,964	5.2%
Total	\$ 1,050,539	\$ 1,263,918	\$ 1,484,772	\$ 1,456,174	\$ 1,523,883	20.6%

PARKS & RECREATION - Special Events
BUDGET SUMMARY

The Parks and Recreation Special Events division was moved to the Library department in Fiscal Year 2018-19. The remaining budget in FY22 represents 140 West programming funds.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Operating Costs	5,100	-	-	-	-	N/A
Total	\$ 5,100	\$ -	\$ -	\$ -	\$ -	N/A

PARKS & RECREATION - Parks Maintenance
BUDGET SUMMARY

The recommended budget for the Parks Maintenance division reflects an overall expenditure increase of 14.3% from last year's budget. The 6.4% increase in personnel costs is due to the addition of a Municipal Arborist position, a 0.75% retirement increase, and a salary increase. Operating costs increased 40.8% due to the replacement of a crew truck, increased fuel costs, and an increase to the contract for right-of-way mowing and landscaping.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Personnel	\$ 1,853,129	\$ 2,095,986	\$ 2,078,986	\$ 1,907,672	\$ 2,230,021	6.4%
Operating Costs	588,075	629,522	687,712	656,964	886,408	40.8%
Capital Outlay	23,294	-	-	-	-	N/A
Total	\$ 2,464,498	\$ 2,725,508	\$ 2,766,698	\$ 2,564,636	\$ 3,116,429	14.3%

PARKS & RECREATION - Athletics
BUDGET SUMMARY

The recommended budget for the Athletics division reflects an overall expenditure increase of 3.2% from the 2022-23 budget. The 4.2% increase in personnel costs reflects a 0.75% retirement increase and a salary increase. The 1.7% increase in operating costs is attributed to an increase in water and sewer costs.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Personnel	\$ 428,472	\$ 561,091	\$ 561,091	\$ 539,691	\$ 584,484	4.2%
Operating Costs	326,646	385,407	363,027	367,259	392,012	1.7%
Capital Outlay	-	-	62,700	62,700	-	N/A
Total	\$ 755,118	\$ 946,498	\$ 986,818	\$ 969,650	\$ 976,496	3.2%

PARKS & RECREATION - Community Center

BUDGET SUMMARY

The recommended budget for the Community Center division reflects an overall expenditure decrease of 1.6% from the 2022-23 budget. The 5.7% decrease in personnel costs reflects staff turnover and a 2% decrease in health insurance costs. Operating costs increased by 20.5% due to increases in the cost of custodial services, electricity, and increased day camp and ceramics supplies, some of which will be offset by revenues generated by these programs.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Personnel	\$ 501,866	\$ 661,127	\$ 661,127	\$ 522,406	\$ 623,386	-5.7%
Operating Costs	120,401	124,189	139,778	135,098	149,652	20.5%
Capital Outlay	5,121	-	-	-	-	N/A
Total	\$ 627,388	\$ 785,316	\$ 800,905	\$ 657,504	\$ 773,038	-1.6%

PARKS & RECREATION - Aquatics

BUDGET SUMMARY

The recommended budget for the Aquatics division reflects an overall expenditure increase of 5.8% from last year's budget. The 4.7% increase in personnel costs is due to a 0.75% retirement increase and a salary increase. The 9.4% increase in operating costs is attributed in large part to an increase in contracted custodial services.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Personnel	\$ 728,749	\$ 948,003	\$ 852,450	\$ 946,912	\$ 992,970	4.7%
Operating Costs	233,203	267,406	303,078	281,673	292,444	9.4%
Total	\$ 961,952	\$ 1,215,409	\$ 1,155,528	\$ 1,228,585	\$ 1,285,414	5.8%

PARKS & RECREATION - Hargraves
BUDGET SUMMARY

The recommended budget for the Hargraves division reflects an overall expenditure increase of 5.0% from the 2022-23 budget. The 2.2% increase in personnel costs reflects a 0.75% retirement increase and a salary increase. Operating costs increased by 19.8% due to increased contract custodial services and an increase to day camp supplies, which will be offset by revenues generated by the camp programs.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Personnel	\$ 527,750	\$ 694,812	\$ 694,812	\$ 652,341	\$ 709,880	2.2%
Operating Costs	117,398	132,190	131,771	126,613	158,353	19.8%
Total	\$ 645,148	\$ 827,002	\$ 826,583	\$ 778,954	\$ 868,233	5.0%

LIBRARY DEPARTMENT
STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS

	2021-22 ADOPTED	2022-23 ADOPTED	2023-24 RECOMMENDED
Director-Library	1.00	1.00	1.00
Assistant Director-Library/Head of Public Services	1.00	1.00	1.00
Acquisitions & Collections Manager	1.00	1.00	1.00
Library Experience Manager	1.00	1.00	1.00
Children's & Family Outreach Coordinator	1.00	1.00	1.00
Project Coordinator	1.00	1.00	1.00
Youth & Family Experience Manager	1.00	1.00	1.00
Library Accounts Coordinator	1.00	1.00	1.00
Administrative Services Manager	1.00	1.00	1.00
Library Experience Coordinator	0.00	1.00	1.00
Library Experience Specialist	6.00	7.00	5.00
Library Experience Assistant	12.16	11.66	13.66
Library Systems Coordinator	1.00	1.00	1.00
Learning and Development Coordinator	1.00	0.00	0.00
Environmental Education	0.50	0.00	0.00
Marketing & Communications Manager	1.00	1.00	1.00
Division Total	30.66	30.66	30.66
Public Arts			
Public Arts Coordinator	1.00	1.00	1.00
Marketing & Communications Coordinator	1.00	1.00	1.00
Division Total	2.00	2.00	2.00
Community Cultural Arts			
Special Events Coordinator	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Division Total	2.00	2.00	2.00
Library Department Total	34.66	34.66	34.66

LIBRARY

BUDGET SUMMARY

The recommended budget for the Library reflects an overall expenditure increase of 10.1% from the 2022-23 budget. The 8.1% increase in personnel is the result of a 0.75% retirement increase and a salary increase. Operating costs increased 17.3% in large part due to increased collections and a new vehicle for the Community Arts & Culture division.

Library revenues reflect support from Orange County in the amount of \$568,139. Transfer from the Library Gift Fund remains at the historic level of \$45,000 in 2023-24.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Personnel	\$ 2,952,797	\$ 3,255,183	\$ 3,253,583	\$ 3,265,444	\$ 3,518,887	8.1%
Operating Costs	846,760	887,954	964,890	949,410	1,041,739	17.3%
Total	\$ 3,799,557	\$ 4,143,137	\$ 4,218,473	\$ 4,214,854	\$ 4,560,626	10.1%

REVENUES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
General Fund	\$ 3,093,019	\$ 3,409,000	\$ 3,482,336	\$ 3,493,291	\$ 3,825,138	12.2%
Grants	597,820	598,237	598,237	600,988	600,988	0.5%
Charges for Services	51,104	69,000	69,000	62,575	71,000	2.9%
Other Revenues	12,614	21,900	23,900	13,000	18,500	-15.5%
Transfers/Other Sources	45,000	45,000	45,000	45,000	45,000	0.0%
Total	\$ 3,799,557	\$ 4,143,137	\$ 4,218,473	\$ 4,214,854	\$ 4,560,626	10.1%

DEBT FUND

As of March 31, 2023 the Town had about \$121.4 million in debt outstanding.

The Town issued \$1.98 million of G.O. two-thirds bonds for public safety radios in March 2023.

The Town issued \$12.945 million of G.O. bonds for streets and sidewalks (\$7.7 million) and affordable housing (\$5.245 million) projects in March 2023.

In March, the Town issued \$8.155 million in installment financing for the purchase of 8 buses.

The Town has issued all of the G.O. bond authority remaining from the 2018 Referendum. There is \$11.1 million of G.O. bond authority remaining from the 2015 Referendum. It is anticipated that the remaining \$2.7 in Recreation bonds will be issued in winter 2024 along with the limited obligations issuance for the Municipal Services Center project.

		Long-Term Debt March 31, 2023
Governmental Debt		
General obligation debt	\$	47,752,000
Limited Obligation Bonds		8,900,000
Installment debt		4,268,000
Separation allowance		7,321,000
Compensated absences		<u>3,020,000</u>
Total	\$	<u>71,261,000</u>
Proprietary Fund Debt		
Enterprise Funds		
General obligation debt	\$	2,160,000
Limited Obligation Bonds		36,000,000
Installment debt		11,213,000
Compensated absences		<u>838,000</u>
Total	\$	<u>50,211,000</u>

Major Revenue Sources

The chief revenue source for the Debt Fund is the dedicated property tax rate. The recommended tax rate for FY24 remains the same at 8.8 cents. Total Debt Fund tax revenues are expected to be \$8,559,000.

The Debt Fund will receive a transfer from the General Fund of \$445,100 for the Ephesus Fordham District Tax Increment Financing (TIF). A TIF was used to fund public road improvements in the Ephesus Fordham (Blue Hill) District. The transfer represents the increase in the General Fund property taxes generated in the district over the FY2013-14 base assessment year.

DEBT FUND

Major Expenditures

Debt service payments due in FY24 total \$11,589,913 between principal and interest.

A transfer to the Parking Fund of \$1,162,399 in FY 2024 represents the portion of the 2021 Limited Obligation Bonds (LOBs) used to pay for the debt service on the new East Rosemary Parking Deck during construction. Once the deck opens (scheduled for spring 2023), the plan is to return these funds once sufficient revenue is generated.

The fund is balanced with a planned appropriation of fund balance of \$3,363,212.

DEBT SERVICE FUND
BUDGET SUMMARY

The Debt Service Fund is used to account for debt payments on the Town's general obligation bonds issued for capital improvement projects and on the limited obligation bonds. In FY 2008-09, a portion of the property tax rate was allocated to debt service payments to pay the Town's debt service. The FY 2023-24 budget maintains the dedicated Debt Service Fund tax rate at 8.8 cents.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Principal Payments	\$ 5,847,000	\$ 5,201,000	\$ 7,732,000	\$ 7,732,000	\$ 8,323,000	60.0%
Interest Expense	2,786,108	1,659,901	2,904,133	2,904,133	3,266,913	96.8%
Bond Issuance Costs	-	-	-	-	-	N/A
Advanced Refunding	12,241,044	-	-	-	-	N/A
Transfer to Parking Fund	-	2,710,026	-	-	1,162,399	-57.1%
Contribution to Reserve	3,646,004	-	-	-	-	N/A
Total	\$ 24,520,156	\$ 9,570,927	\$ 10,636,133	\$ 10,636,133	\$ 12,752,312	33.2%

REVENUES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Property Taxes	\$ 8,330,087	\$ 8,443,000	\$ 8,443,000	\$ 8,410,000	\$ 8,559,000	1.4%
Transfer from Off-Street Parking	-	-	437,797	437,797	-	N/A
Transfer from General Fund	445,100	445,100	445,100	445,100	445,100	0.0%
Debt Proceeds	12,322,881	-	-	-	-	N/A
Transfer from LOBS Fund	3,399,950	-	-	-	-	N/A
Interest Income	22,138	10,000	10,000	411,500	385,000	3750.0%
Appropriated Fund Balance	-	672,827	1,300,236	931,736	3,363,212	399.9%
Total	\$ 24,520,156	\$ 9,570,927	\$ 10,636,133	\$ 10,636,133	\$ 12,752,312	33.2%

TRANSIT FUND

Major Revenue Sources - Descriptions and Estimates

The Town provides public transit services for the Town of Chapel Hill and the neighboring Town of Carrboro and the University of North Carolina. The two towns and the university share annual operating costs of the transit system on a contractual basis. In 2001, the transit system initiated fare free services, eliminating fare box and pass sale revenues previously collected for the basic system. (Exceptions are fares for specific routes to Hillsborough and the Tar Heel Express service provided for athletic and other special events for the University.)

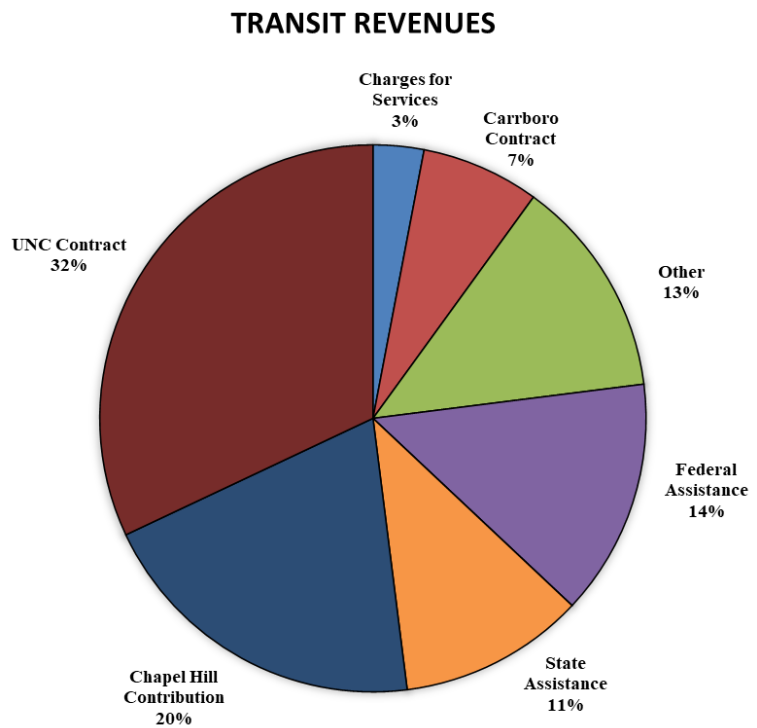
The recommended budget for the Transit Fund for fiscal year 2023-24 totals about \$32.1 million, an increase of 2.2% from 2022-23. Below is a description of the major revenue sources for the Transit Fund and the pie chart below shows the major revenue sources for fiscal year 2023-24. Please note that due to the partnership between the Town of Chapel Hill, Town of Carrboro, and the University of North Carolina, some financial aspects are still being discussed by the partners and are subject to change.

Federal Operating Assistance

The Transit system receives an operating assistance allocation each year from the federal government based on a variety of factors and funding formulas. We estimate federal funding for operations to increase from 2022-23 levels to \$2.6 million. A further \$1.75 million is anticipated in federal operating grants. Additional operating grants will be sought for 2023-24 as opportunities arise and will be added to the budget through amendment if awarded.

State Operating Assistance

The Transit system also receives an operating assistance allocation each year from the State based on a formula involving various operating statistics for the system. This allocation is anticipated to increase in 2023-24 to \$3.5 million.



TRANSIT FUND

Major Revenue Sources - Descriptions and Estimates

University Contract

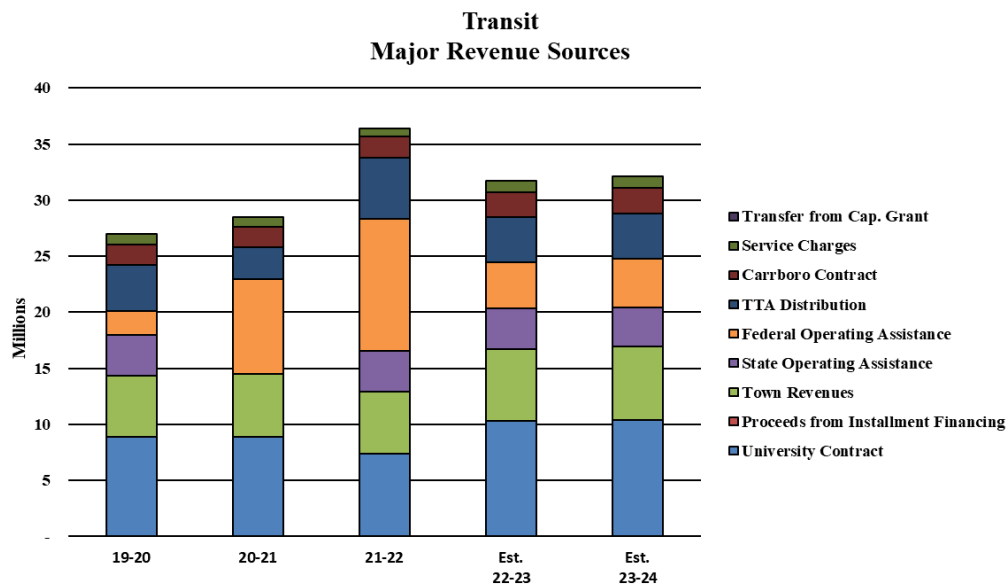
The University of North Carolina contracts with the Town for bus service for routes on and surrounding the campus of the University and UNC Health Care System. The University contract also covers routes determined to serve mainly students and employees of the University. The cost of these services is based on cost sharing arrangements among the Town, the University and Carrboro, as agreed to in an annual contract. The University’s contracted share was about \$8.5 million in 2021-22 and \$10.3 million in 2022-23. UNC’s allocation for 2023-24 is up slightly at \$10.4.

Carrboro Contract

The Town of Carrboro also contracts with the Town for transit service with costs also based on the Memorandum of Understanding. Carrboro’s cost for 2022-23 was about \$2.1 million and the budget for 2023-24 increased to \$2.2 million based on the funding formula.

Town Revenues

The Town’s share of cost for the Transit system is funded primarily by a property tax levy for transit. This share of cost in the recommended budget for the Transit Fund in fiscal year 2023-24 is about \$6.52 million. Also included in Town revenues are interest income and \$450,000 for vehicle license fees.



TRANSIT FUND

Major Revenue Sources - Descriptions and Estimates

Park and Ride Fees

The recommended budget for 2023-24 includes fees for use of park and ride lots. The University charges a fee for the lots they operate, which would result in overflow to our lots if they remained free of charge. The 2023-24 recommended budget includes fee revenues of \$95,000.

Other revenues expected for the system include about \$306,000 in fares for the Tar Heel Express and other special events, and about \$375,000 in services for Triangle Transit Authority.

Fund Balance

The 2023-24 recommended budget was balanced with no appropriation of fund balance.

TRANSIT FUND

Major Expenditures - Descriptions and Estimates

The recommended budget for Transit for 2023-24 continues fare free services for fixed routes in the system and totals \$32.1 million. Major expenditures of the system consist primarily of personnel, operating and maintenance costs for a planned fleet of 99 buses, two 15-passenger vans, 15 lift-equipped vans, 13 minivans, and four maintenance service trucks that provide transit service to the entire community. Operational costs total about \$25.9 million and Maintenance costs total about \$6.2 million.



Expenditures for 2023-24 include a 2% health insurance cost decrease, a pay increase, and a 0.75% retirement increase. There is \$184,800 budgeted cost for other post-employment benefits (OPEB).

TRANSIT DEPARTMENT
STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS

	2021-22 ADOPTED	2022-23 ADOPTED	2023-24 RECOMMENDED
Administration			
Director-Transportation	1.00	1.00	1.00
Deputy Director-Transportation	1.00	1.00	1.00
Assistant Director - Admin Services	0.00	1.00	1.00
Business Services Manager	1.00	1.00	1.00
Community Outreach Manager	1.00	1.00	1.00
Administrative Coordinator	0.00	1.00	1.00
Transit Project Manager	1.00	1.00	1.00
Grants Compliance Manager	1.00	1.00	1.00
Procurement Specialist	1.00	0.00	0.00
Transit Development Manager	1.00	1.00	1.00
Administrative Assistant	3.00	2.00	2.00
Human Resources Consultant	1.00	1.00	1.00
Human Resources Technician	0.00	1.00	1.00
Transit Planning Manager	1.00	1.00	1.00
Accounting Technician II	1.00	1.00	1.00
Information Tech Analyst	0.00	0.00	1.00
Division Totals	14.00	15.00	16.00
Operations			
OCC Health & Safety Officer	1.00	1.00	1.00
Transit Development Manager	1.00	1.00	1.00
Lead Transit Supervisor	0.00	0.00	1.00
Crisis Counselor	0.00	1.00	1.00
Training Coordinator	1.00	1.00	1.00
Manager - Transit Operations	1.00	1.00	1.00
Assistant Manager - Transit	2.00	2.00	2.00
Supervisor-Transit	10.00	10.00	10.00
Transit Operator - Demand Response	17.00	17.00	17.00
Transit Operator - Fixed Route	121.66	119.66	118.66
Service Attendant	0.00	0.00	1.00
Training & Safety Specialist	2.00	2.00	2.00
Administrative Assistant	2.00	2.00	1.00
Safety & Training Coordinator	0.00	0.00	1.00
Division Totals	158.66	157.66	158.66
Equipment Maintenance			
Maintenance Manager	1.00	1.00	1.00
Assistant Maintenance Manager	1.00	1.00	1.00
Mechanic Supervisor	3.00	3.00	3.00
Parts Manager	1.00	1.00	1.00
Mechanic (I-III)	16.00	15.00	15.00
Bus Service Technician	2.00	3.00	3.00
Mechanic Helper	1.00	1.00	0.00
Administrative Assistant	1.00	1.00	1.00
Parts Clerk	2.00	2.00	2.00
Service Attendant	5.00	5.00	7.00
Division Totals	33.00	33.00	34.00
Transit Department Totals	205.66	205.66	208.66

TRANSIT

BUDGET SUMMARY

The budget for the Transit Department continues fare-free service. Federal and State assistance has increased for FY24. Triangle Transit Authority (TTA) revenues remain flat. The 2023-24 budget also includes increased revenues from partners including the Town of Carrboro and the University of North Carolina at Chapel Hill. Cost increases include a 0.75% retirement increase and a pay increase.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Admin & Non-Dept	\$ 3,749,641	\$ 6,985,692	\$ 23,163,215	\$ 18,976,121	\$ 6,405,778	-8.3%
Grant-Funded	537,165	-	360,240	360,240	-	N/A
Fixed Route	11,826,338	15,640,223	18,195,563	15,717,581	16,515,644	5.6%
Demand Response	2,137,085	2,515,061	2,486,561	2,517,472	2,659,688	5.8%
Special Events	208,130	311,275	301,275	511,461	311,364	0.0%
Vehicle Maintenance	3,546,325	5,110,782	5,011,461	4,390,918	5,342,805	4.5%
Building Maintenance	2,340,474	891,330	2,243,466	1,480,747	914,611	2.6%
Total	\$ 24,345,158	\$ 31,454,363	\$ 51,761,781	\$ 43,954,540	\$ 32,149,890	2.2%

REVENUES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Charges for Services	\$ 714,801	\$ 1,174,187	\$ 1,174,187	\$ 1,079,187	\$ 1,079,187	-8.1%
Federal Assistance	2,700,754	2,500,000	2,500,000	2,500,000	2,600,000	4.0%
Federal Ops Grants	9,113,457	1,600,000	1,884,693	1,600,000	1,750,000	9.4%
State Assistance	3,631,704	3,200,000	3,200,000	3,631,704	3,500,000	9.4%
TTA Fees	5,447,427	4,074,423	4,074,423	4,074,423	4,074,423	0.0%
UNC Contract	7,338,447	10,266,042	10,266,042	10,266,042	10,389,234	1.2%
Carrboro Contract	1,900,088	2,196,177	2,196,177	2,196,177	2,233,512	1.7%
Chapel Hill Revenues	5,570,246	6,443,534	6,443,534	6,413,534	6,523,534	1.2%
Proceeds from Installment Financing	-	-	8,155,000	8,155,000	-	N/A
Appropriated Fund Balance	(12,071,766)	-	11,867,725	4,038,473	-	N/A
Total	\$ 24,345,158	\$ 31,454,363	\$ 51,761,781	\$ 43,954,540	\$ 32,149,890	2.2%

***TRANSIT - Administration and Non-Departmental
BUDGET SUMMARY***

The recommended budget for 2023-24 includes an 8.3% overall decrease. Personnel has increased by 17.8% due to the addition of an Information Tech Analyst position, reclassification of the Grants and Procurement Manager position, a 0.75% retirement increase, and a salary increase.

Operating costs decreased by 18% due to the elimination of contributions to reserves.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Personnel	\$ 1,771,773	\$ 1,895,920	\$ 1,903,220	\$ 1,953,260	\$ 2,233,068	17.8%
Operating Costs	1,906,845	5,089,772	10,617,995	6,380,861	4,172,710	-18.0%
Transfer to						
Capital Grant	34,515	-	2,542,000	2,542,000	-	N/A
Capital Outlay	36,508	-	8,100,000	8,100,000	-	N/A
Total	\$ 3,749,641	\$ 6,985,692	\$ 23,163,215	\$ 18,976,121	\$ 6,405,778	-8.3%

TRANSIT - Grants
BUDGET SUMMARY

As of the time of the recommended budget, there were no planned grant related expenditures for 2023-24.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Personnel	\$ 41,850	\$ -	\$ -	\$ -	\$ -	N/A
Operating Costs	495,315	-	360,240	360,240	-	N/A
Total	\$ 537,165	\$ -	\$ 360,240	\$ 360,240	\$ -	N/A

TRANSIT - Fixed Route
BUDGET SUMMARY

The recommended budget reflects a 5.6% increase in overall costs. Personnel costs are up 1.2% due to the addition of a Safety and Training Coordinator position, a 0.75% increase in retirement costs, and a salary increase.

Operating expenses increased by 15.6% due to increases in contract costs for Intelligent Transportation Systems and Transportation Support Services, as well as increased diesel fuel costs.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Personnel	\$ 8,365,077	\$ 10,820,454	\$ 10,800,604	\$ 9,188,061	\$ 10,946,302	1.2%
Operating Costs	3,445,884	4,819,769	6,772,914	5,907,475	5,569,342	15.6%
Capital Outlay	15,377	-	622,045	622,045	-	N/A
Total	\$ 11,826,338	\$ 15,640,223	\$ 18,195,563	\$ 15,717,581	\$ 16,515,644	5.6%

TRANSIT - Demand Response
BUDGET SUMMARY

The recommended budget for the Demand Response division has a 5.8% increase over the 2022-23 budget. Personnel expenditures increased by 6.6% due to a 0.75% increase in retirement costs and a salary increase. Operating expenses increased by 3.2% due to increased gasoline costs.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Personnel	\$ 1,722,051	\$ 1,878,791	\$ 1,806,791	\$ 1,885,590	\$ 2,003,341	6.6%
Operating Costs	415,034	636,270	679,770	631,882	656,347	3.2%
Total	\$ 2,137,085	\$ 2,515,061	\$ 2,486,561	\$ 2,517,472	\$ 2,659,688	5.8%

TRANSIT - Tarheel Express / Special Events
BUDGET SUMMARY

The recommended budget for Tarheel Express & Special Events in 2023-24 is largely unchanged from FY22.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Personnel	\$ -	\$ 228,941	\$ 258,941	\$ 414,516	\$ 229,030	0.0%
Operating Costs	208,130	82,334	42,334	96,945	82,334	0.0%
Total	\$ 208,130	\$ 311,275	\$ 301,275	\$ 511,461	\$ 311,364	0.0%

TRANSIT - Vehicle Maintenance
BUDGET SUMMARY

The recommended budget for 2023-24 represents a 4.5% increase in expenditures from the 2022-23 fiscal year. The 7.6% increase in personnel costs is due to the additon of a Service Attendant position, the reclassification of two existing positions, a 0.75% increase for retirement costs, and a salary increase. Operating costs are largely unchanged from FY23.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Personnel	\$ 2,155,311	\$ 2,833,907	\$ 2,711,407	\$ 2,471,191	\$ 3,049,336	7.6%
Operating Costs	1,375,319	2,256,875	2,280,054	1,899,727	2,273,469	0.7%
Capital Outlay	15,695	20,000	20,000	20,000	20,000	0.0%
Total	\$ 3,546,325	\$ 5,110,782	\$ 5,011,461	\$ 4,390,918	\$ 5,342,805	4.5%

TRANSIT - Building Maintenance
BUDGET SUMMARY

The recommended budget for Transit's Building Maintenance division reflects a 2.6% increase overall. The 1.2% decrease in personnel expenditures is related to new retiree medical expenses. The operating expenditures increased by 2.6% largely due to increases in electricity and gas costs.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Personnel	\$ 2,406	\$ 2,450	\$ 2,450	\$ 2,411	\$ 2,420	-1.2%
Operating Costs	1,642,989	888,880	2,216,869	1,455,189	912,191	2.6%
Capital Outlay	695,079	-	24,147	23,147	-	N/A
Total	\$ 2,340,474	\$ 891,330	\$ 2,243,466	\$ 1,480,747	\$ 914,611	2.6%

TRANSIT CAPITAL RESERVE BUDGET SUMMARY

The Transit Capital Reserve Fund is intended to accumulate funding to make capital purchases and to meet matching requirements for capital grants for replacement buses and other equipment. Matching funds for 2023-24 are estimates for grants historically received each year, but not yet awarded.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Contribution to Capital Grant Reserve	\$ 1,105,244	\$ -	\$ -	\$ -	\$ -	N/A
	-	-	-	-	-	N/A
Total	\$ 1,105,244	\$ -	\$ -	\$ -	\$ -	N/A

REVENUES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Interest Income	\$ 505	\$ -	\$ -	\$ -	\$ -	N/A
Transfer from Transit Fund	-	-	-	-	-	N/A
Appropriated Fund Balance	1,104,739	-	-	-	-	N/A
Total	\$ 1,105,244	\$ -	\$ -	\$ -	\$ -	N/A

TRANSIT CAPITAL GRANT PROJECT ORDINANCES

Transit capital and planning grants awarded by the Federal Transit Administration are implemented pursuant to grant project ordinances authorized by General Statute 159-13.12. Budgets are adopted throughout the year as grant awards are received. Seven current project ordinances in the Transit Department are shown below:

2015-2016 Capital Grant 5339

The project ordinance for the fiscal year 2015-2016 Section 5339 Transit Capital Grant was executed on May 14, 2018. The funds will be used to expand transit’s employee/visitor parking lot, install a new security gate to the bus fleet yard and fund and preliminary review and analysis of constructing a solar canopy over the bus yard. 80% is federally funded. 20% will be funded through local budget.

	Project Budget	Estimated Expenditures Through June 30, 2024
2015-2016 Transit Capital Grant	\$534,124.00	\$193,753.00

5339b Electric Bus Purchase Grant

The project ordinance for the fiscal year 2021 for the purchase of seven zero-emission buses using competitive funding at both state and federal levels at zero cost to the Town.

	Project Budget	Estimated Expenditures Through June 30, 2024
2021 Transit Capital Grant	\$7,000,000.00	\$7,000,000.00

FY19-FY20 Capital Grant 5339

The project ordinance for the fiscal year 2021 Capital Investment plan covering: Automatic Vehicle Locator upgrades, Automatic Passenger Counter upgrades, and Radio System upgrades.

	Project Budget	Estimated Expenditures Through June 30, 2024
2020 Transit Capital Grant	\$657,654.00	\$526,123.00

STORMWATER MANAGEMENT FUND

Major Revenue Sources – Descriptions and Estimates

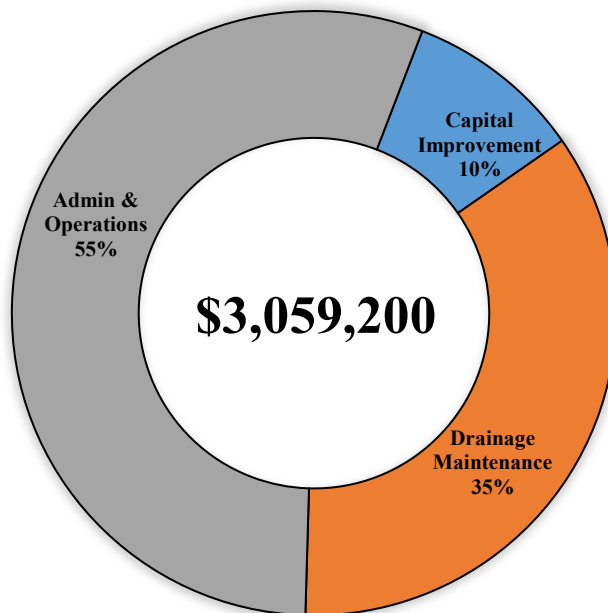
In order to continue to enhance stormwater management services currently provided by the Town, and to implement stormwater management activities necessary to comply with State and federal regulations, the Town established a Stormwater Management Fund in 2004-05. Stormwater management activities are funded by a fee charged to property owners based on the amount of impervious surface area on a property. The recommended budget maintains the fee of \$34.97 for each 1,000 square feet of impervious surface. At this rate, fees are estimated at about \$3 million in 2023-24. In the current year, the budget is expected to be balanced with \$55,664 in fund balance. For 2023-24, the budget is balanced with an appropriation of \$29,200 in fund balance.

Major Expenditures and Estimates

The budget for 2023-24 totals \$3,059,200. This represents a 1.6% increase from the FY23 budget. Changes to the budget include a pay increase and a 0.75% retirement rate increase, offset by a reduction in the use of outside consultants made possible by a recommended new Engineer position. \$210,094 is in the recommended budget for the debt payment related to the G.O. bond issuance.

As indicated in the chart below, 35% of the 2023-24 budget provides for the Drainage division to conduct stormwater-related drainage and maintenance projects.

STORMWATER EXPENSES



STORMWATER MANAGEMENT FUND
STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS

	2021-22 ADOPTED	2022-23 ADOPTED	2023-24 RECOMMENDED
Stormwater			
Senior Engineer	1.50	1.50	1.50
Engineer III	2.00	2.00	2.00
Engineering Inspector - SR	0.30	0.30	0.30
Stormwater Specialist	1.00	1.00	1.00
Stormwater Analyst	1.00	1.00	1.00
Survey/Project Coordinator	0.25	0.25	0.25
Community Education Coordinator	1.00	1.00	1.00
Systems Specialist	1.00	1.00	1.00
Engineer I-III	0.00	0.00	0.50
Unit Totals	<u>8.05</u>	<u>8.05</u>	<u>8.55</u>
Drainage			
Drainage Maintenance Supervisor	1.00	1.00	1.00
Drainage Crew Supervisor	1.00	1.00	1.00
Senior Street Sweeper Equipment Operator	1.00	1.00	1.00
Street Sweeper Equipment Operator	1.00	1.00	1.00
Senior Heavy Equipment Operator	2.00	2.00	2.00
Construction Worker II	1.00	1.00	1.00
Unit Totals	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>
 Stormwater Management Fund Totals	 <u>15.05</u>	 <u>15.05</u>	 <u>15.55</u>

Note: The Stormwater Fund also assumes a portion of salaries of the Senior Engineering Inspector, Surveyor and Senior Engineer positions.

STORMWATER MANAGEMENT FUND

BUDGET SUMMARY

The recommended budget for FY 2023-24 includes the continuation of existing services. The 7.5% increase in personnel expenditures includes a new Engineer position split with Public Works, as well as a 0.75% retirement increase and a salary increase. Operating costs decreased by 1.2% due in large part to a decrease in the use of outside consultants made possible by the hiring of the new position.

The budget is balanced with the appropriation of \$29,200 in fund balance.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Personnel	\$ 1,357,990	\$ 1,559,631	\$ 1,559,631	\$ 1,502,285	\$ 1,677,259	7.5%
Operating Costs	918,372	1,316,868	1,906,680	1,439,700	1,301,541	-1.2%
Capital Outlay	-	80,400	233,955	143,679	80,400	0.0%
Capital Reserve	884,079	53,101	-	-	-	-100.0%
Total	\$ 3,160,441	\$ 3,010,000	\$ 3,700,266	\$ 3,085,664	\$ 3,059,200	1.6%

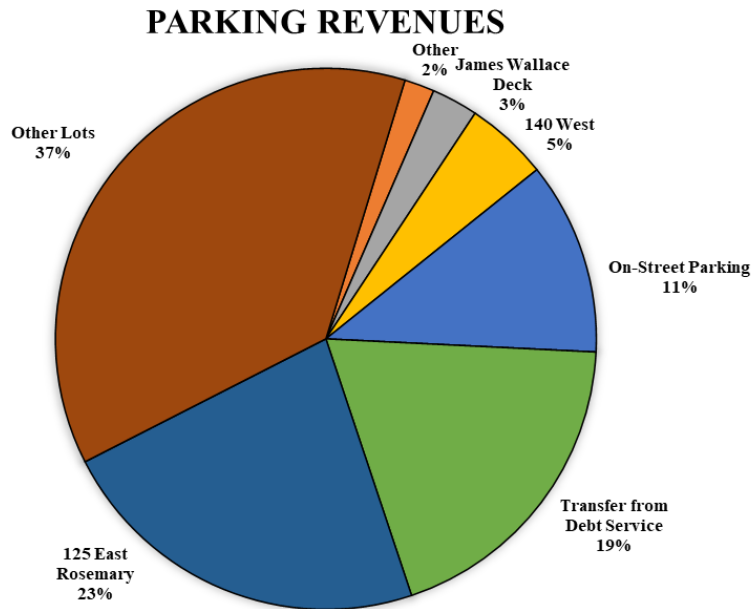
REVENUES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Stormwater Fees	\$ 3,151,963	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	0.0%
Fee Exemption	(9,229)	(17,000)	(17,000)	(17,000)	(17,000)	N/A
Transfer from General Fund	9,229	17,000	17,000	17,000	17,000	0.0%
Interest Income	953	2,000	2,000	22,000	22,000	1000.0%
Other Income	7,525	8,000	8,000	8,000	8,000	0.0%
Appropriated Fund Balance	-	-	690,266	55,664	29,200	N/A
Total	\$ 3,160,441	\$ 3,010,000	\$ 3,700,266	\$ 3,085,664	\$ 3,059,200	1.6%

PARKING FUNDS

Major Revenue Sources – Descriptions and Estimates

Parking, with a recommended budget of \$6,089,089 for 2023-24, accounts for revenues from the parking lots in the downtown area. Revenues consist almost exclusively of the fees charged for parking in these lots. About \$1,378,000, or 23% of total parking revenues, is budgeted from the 125 East Rosemary Deck and \$169,000, or 3%, is budgeted from the James Wallace Deck. The deck at 140 West is budgeted to generate about \$301,000 in 2023-24.



On-Street Parking has two major revenue sources: parking meter fees and parking ticket fines. Meter fees are estimated to generate about \$425,000 and parking ticket fines about \$175,000 in 2023-24.

Major Expenditures and Estimates

The primary expenditure of the Parking Fund is the cost of personnel to manage the lots. The personnel budget of \$1,040,796 includes a 2% health insurance decrease, a pay increase, and a 0.75% increase in retirement.

The other major expenditure in the Parking Fund is an increase in debt payments related to new parking lots. These debt expenditures total nearly \$3.8 million

PARKING SERVICES
STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS

	2021-22 ADOPTED	2022-23 ADOPTED	2023-24 RECOMMENDED
Parking Services Manager	1.00	1.00	1.00
Supervisor-Parking Services	1.00	1.00	1.00
Assistant Parking Services Supervisor	1.00	1.00	1.00
Parking Enforcement Officer	3.00	3.00	3.00
Records Technician	0.80	0.80	0.80
Parking Attendant	2.00	2.00	2.00
Administrative Coordinator	1.00	1.00	1.00
	<hr/>		
Parking Fund Totals	9.80	9.80	9.80

PARKING SERVICES BUDGET SUMMARY

Starting in FY23, the Parking Services Fund merged its two divisions into one. All revenues and expenditures for the On-Street Parking fund are now accounted for in the Off-Street Parking fund.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
On-Street Parking	\$ 750,647	\$ -	\$ -	\$ -	\$ -	N/A
Off-Street Parking	1,122,886	6,130,626	2,860,469	2,615,787	6,089,089	-0.7%
Total	\$ 1,873,533	\$ 6,130,626	\$ 2,860,469	\$ 2,615,787	\$ 6,089,089	-0.7%

REVENUES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
On-Street Parking	\$ 750,647	\$ -	\$ -	\$ -	\$ -	N/A
Off-Street Parking	1,122,886	6,130,626	2,860,469	2,615,787	6,089,089	-0.7%
Total	\$ 1,873,533	\$ 6,130,626	\$ 2,860,469	\$ 2,615,787	\$ 6,089,089	-0.7%

**ON-STREET PARKING
BUDGET SUMMARY**

Starting in FY23, the Parking Services Fund merged its two divisions into one. All revenues and expenditures are now accounted in the Off-Street Parking fund.

For this reason, all revenues and expenditures in this fund have been zeroed out for FY24 and are now shown in the Off-Street Parking fund on the following page.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Enforcement:						
Personnel	\$ 328,323	\$ -	\$ -		\$ -	N/A
Operations	154,426	-	-		-	N/A
Capital	-	-	-		-	N/A
Meters:						
Personnel	178,734	-	-		-	N/A
Operations	89,164	-	-		-	N/A
Transfer to Off-Street	-	-	-		-	N/A
Total	\$ 750,647	\$ -	\$ -	\$ -	\$ -	N/A

REVENUES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Parking Meter Fees	\$ 398,523	\$ -	\$ -	\$ -	\$ -	N/A
Parking Ticket Fines/Fees	213,160	-	-	-	-	N/A
Interest Income	-	-	-	-	-	N/A
Other Income	46,957	-	-	-	-	N/A
American Rescue Plan Act Appropriated Fund	-	-	-	-	-	N/A
Balance	92,007	-	-	-	-	N/A
Total	\$ 750,647	\$ -	\$ -	\$ -	\$ -	N/A

OFF-STREET PARKING BUDGET SUMMARY

Off-Street Parking revenues for the recommended 2023-24 budget remain relatively flat overall with a slight decrease of 0.7% over FY23. This is mainly driven by the anticipated opening of 125 East Rosemary, offset by a reduction in the transfer needed by the Debt Fund.

The overall decrease in expenditures for 2023-24 is due to an increase in personnel related to the 5% of market pay adjustment and 0.75% increase in retirement, which is offset by a reduction needed for the Wallace Deck Lease.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
James Wallace Deck	\$ 464,497	\$ 529,478	\$ 645,294	\$ 652,498	\$ 654,208	23.6%
Parking Lots	454,284	1,335,964	1,297,944	1,003,528	1,151,210	-13.8%
140 West Deck	9,698	53,300	53,566	53,036	60,193	12.9%
Administration	121,562	3,942,817	574,082	600,786	3,953,166	0.3%
Wallace Renovation	72,845	19,640	47,827	60,157	19,640	0.0%
On-Street Parking	-	249,427	241,756	245,782	250,672	0.5%
Total	\$ 1,122,886	\$ 6,130,626	\$ 2,860,469	\$ 2,615,787	\$ 6,089,089	-0.7%

REVENUES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
James Wallace Deck	\$ 529,941	\$ 395,000	\$ 702,591	\$ 675,962	\$ 168,991	-57.2%
Rosemary/Columbia Lot	266,338	325,000	325,000	267,000	250,000	-23.1%
415 West Franklin Lot	43,370	51,000	51,000	71,164	72,000	41.2%
West Rosemary Lot	20,906	5,500	5,500	28,734	500	-90.9%
Rosemary/Sunset	51,120	59,500	59,500	58,500	58,500	-1.7%
South Graham Lot	16,314	16,600	16,600	16,347	16,400	-1.2%
West Franklin/Basnigh Lot	46,551	119,000	119,000	155,200	155,500	30.7%
427 West Franklin Lot	25,746	41,000	41,000	42,830	41,000	0.0%
Jones Park Lot	13,675	13,500	13,500	13,700	14,000	3.7%
Mallette Lot	71,015	70,500	70,500	115,750	115,000	63.1%
Courtyard Lot	25,923	54,000	54,000	37,000	44,000	-18.5%
140 West Deck	228,465	231,000	296,000	310,000	301,000	30.3%
125 East Rosemary	2,294	250,000	250,000	2,676	1,377,799	451.1%
205 Columbia Street	31,752	-	-	36,924	-	N/A
Interest Income	-	500	500	-	-	-100.0%
Miscellaneous Income	108,543	74,500	74,500	107,000	110,000	47.7%
On-Street Parking	-	714,000	714,000	677,000	702,000	-1.7%
UNC Leases - 125 East Rosemary	-	1,000,000	-	-	1,500,000	50.0%
Transfer from Debt Service Fund	-	2,710,026	-	-	1,162,399	-57.1%
Appropriated Fund Balance	(359,067)	-	67,278	-	-	N/A
Total	\$ 1,122,886	\$ 6,130,626	\$ 2,860,469	\$ 2,615,787	\$ 6,089,089	-0.7%

PUBLIC HOUSING FUND

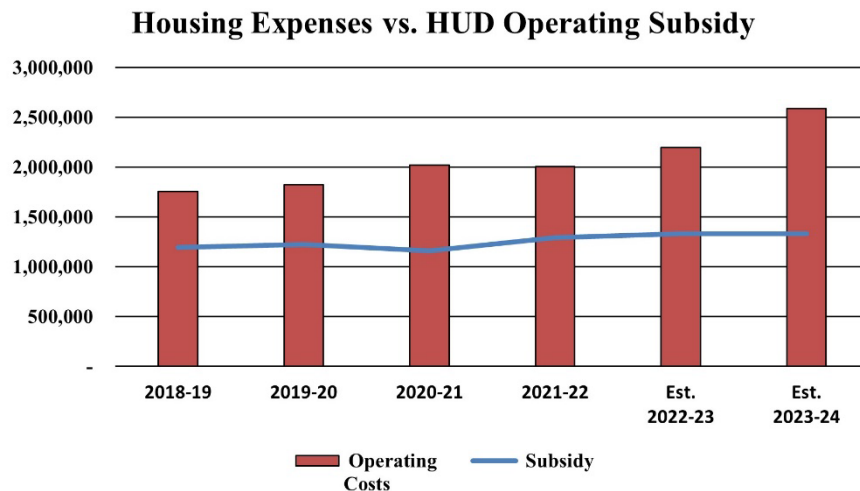
Major Revenue Sources - Descriptions and Estimates

The Town’s Public Housing program provides for the administration and operation of the Town's 336 public housing units and is funded primarily through federal grants and rents paid by residents.

In 1987, the Chapel Hill Public Housing Authority was abolished by the Chapel Hill Town Council. Since then, the Town’s public housing program has been operated as a Town Department administered by Town staff and a Public Housing Director.

Primary revenue sources include dwelling rents paid by residents and operating grants from the Department of Housing and Urban Development (HUD). In the fall of 2005, HUD adopted a “new Operating Fund final rule” which prescribed a phased series of changes to public housing management and reporting requirements. As a first step of implementation, HUD determined to begin budgeting on a calendar year basis. Difficulty with the new online reporting model delayed funding determination, and HUD has been funding housing agencies for a few months at a time since 2008.

Smaller housing agencies have been allowed to opt out of Asset Management since 2008. HUD has continued to provide the exception to smaller units, one a year at a time. We believe that “opting out” will continue permanently, and



so have prepared the budget for 2023-24 under a simpler budget model that more closely reflects the way we are reporting to HUD, eliminating the necessity of separating expenditures into AMPs or Asset Management Projects.

HUD has provided funding estimates for calendar year 2023 but we have no information about calendar year 2024. Based on interim allocations, our estimate of HUD’s subsidy for 2022-23 is \$1,333,748, about a 3% increase from the 2021-22 subsidy of \$1,292,293.

The Housing Department estimates dwelling rents, the second largest revenue for the Public Housing Fund, at about \$1,213,387, which is in line with current year estimates.

Major Expenditures and Estimates

Major expenditure categories include about \$1,601,987 for salaries and benefits, \$213,450 for utilities, \$75,000 for liability and flood insurance and \$569,056 for maintenance of the units.

The personnel costs include a 5% of market pay increase and a 0.75% retirement contribution increase, as well as a new Maintenance Mechanic position split with Affordable Housing and Community Connections.

	2022-23 Original Budget	2023-24 Recommended Budget	% Change from 2022-23
Salary & Benefits - Administration	\$ 597,993	\$ 740,043	23.8%
Salary & Benefits - Maintenance	847,002	861,944	1.8%
Maintenance Costs	555,994	569,056	2.3%
Utilities	213,400	213,450	0.0%
Liability & Flood Insurance	75,000	75,000	0.0%
Other Expenses	127,535	129,277	1.4%
Total Budget	\$ 2,416,924	\$ 2,588,770	7.1%

PUBLIC HOUSING
STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS

	2021-22	2022-23	2023-24
	ADOPTED	ADOPTED	RECOMMENDED
Administration			
Director-Housing	1.00	1.00	1.00
Assistant Director - Housing	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Housing Officer II	1.00	1.00	1.00
Housing Officer I	1.00	1.00	1.00
Resident Services Coordinator	0.00	1.00	1.00
Division Totals	6.00	7.00	7.00
Maintenance			
Mechanic Supervisor	1.00	1.00	1.00
Maintenance Mechanic (Repair Worker, I, II, III) ¹	8.00	7.00	7.50
Administrative Coordinator	1.00	1.00	1.00
Division Totals	10.00	9.00	9.50
Housing Department Totals	16.00	16.00	16.50

¹ One Maintenance Mechanic position is split with AH&CC.

PUBLIC HOUSING BUDGET SUMMARY

The Town's public housing units are funded primarily through federal grants from the U.S. Department of Housing and Urban Development and rents paid by residents. HUD's funding formula changed to implement Asset Based Budgeting in 2007-08, but each year, HUD has waived many Asset-based requirements for housing authorities of our size. We believe it is likely the waiver will be made permanent, so the budget for 2023-24 retains a simpler model that includes an Administrative Division and a Maintenance Division.

The 10.9% increase in personnel is the result of the addition of a new Maintenance Mechanic position split with Affordable Housing and Community Connections, as well as a 0.75% retirement increase and a salary increase. The operating budget increased 1.5% due to fleet use charges, vehicle fuel, and contracted services such as plumbing contractors and bulk trash removal. The budget for 2023-24 reflects an estimate of the HUD subsidy anticipated for calendar year 2023. The Town anticipates increases in HUD subsidies and rental revenues. The Town also anticipates it will have a lower fund balance appropriation in 2023-24.

REVENUES	2021-22	2022-23	2022-23	2022-23	2023-24	% Change
	Actual	Original Budget	Revised Budget	Estimated	Recommended Budget	from 2022-23
Revenue Summary						
HUD Contributions	\$ 1,292,293	\$ 1,274,426	\$ 1,274,426	\$ 1,333,748	\$ 1,333,748	4.7%
Rental Revenue	1,093,568	1,062,060	1,062,060	1,232,278	1,213,387	14.2%
Other Revenues	114,855	400	400	400	400	0.0%
Interest Income	517	1,715	1,715	20,000	20,000	1066.2%
Cares Act	113,922	-	-	-	-	N/A
Appropriated Fund Balance	-	78,323	79,338	-	21,235	-72.9%
Total Revenues	\$ 2,615,155	\$ 2,416,924	\$ 2,417,939	\$ 2,586,426	\$ 2,588,770	7.1%

EXPENDITURES	2021-22	2022-23	2022-23	2022-23	2023-24	% Change
	Actual	Original Budget	Revised Budget	Estimated	Recommended Budget	from 2022-23
Personnel	\$ 999,540	\$ 1,444,995	\$ 1,444,995	\$ 1,211,201	\$ 1,601,987	10.9%
Operating	1,007,598	971,929	972,944	984,914	986,783	1.5%
Contribution to Reserve	608,017	-	-	390,311	-	N/A
Total	\$ 2,615,155	\$ 2,416,924	\$ 2,417,939	\$ 2,586,426	\$ 2,588,770	7.1%

COMMUNITY DEVELOPMENT PROJECT ORDINANCES
U.S. Department of Housing and Urban Development
Community Development Program
Summary of Activities

The Town became an "entitlement" Community Development city in 1984, which means that the Town is entitled to receive Community Development grant funds annually upon submission of a final statement. Community Development grants awarded by Housing and Urban Development are implemented pursuant to grant project ordinances authorized by General Statute 159-13.12. Budgets are adopted throughout the year as the grant awards are received.

The 2014 project ordinance budgets a \$403,505 grant and \$7,338 program income, for public housing improvements, homeownership assistance, code enforcement, after school programs, community and homelessness outreach, and youth skills development programs.

The 2015 project ordinance budgets a \$404,761 grant and \$7,338 program income, for public housing improvements, homeownership assistance, code enforcement, after-school programs, summer youth employment programs, and youth skills development programs, community and homelessness outreach, homeowner housing improvements.

The 2016 project ordinance budgets a \$387,702 grant and \$7,338 program income, for public housing improvements, homeownership assistance, homeowner housing improvement programs, code enforcement, neighborhood revitalization activities, summer youth employment programs, homelessness outreach and case management, youth skills development and community literacy programs.

The 2017 project ordinance budgets a \$380,825 grant and \$38,046 program income, for public housing improvements, homeownership assistance, homeowner housing improvement programs, code enforcement, neighborhood revitalization activities, summer youth employment programs, and homelessness case management.

The 2018 project ordinance budgets a \$418,344 grant and \$21,777 program income, for public housing improvements, homeownership assistance, homeowner housing improvement programs, code enforcement, neighborhood revitalization activities, summer youth employment programs, and homelessness case management.

The 2019 project ordinance budgets a grant of \$386,584 for homeownership assistance, housing improvement programs for homeowners, code enforcement, neighborhood revitalization activities, the summer youth employment program, youth counseling services, and homelessness case management.

The 2020 project ordinance budgets a \$417,591 grant and \$7,339 program income, for homeownership assistance, homeowner housing improvement programs, emergency housing assistance, the summer youth employment program, youth counseling services,

and homelessness case management. There were also two COVID-19 related CDBG-CV ordinances in 2020:

- The Coronavirus funding round 1 project ordinance budgets a grant of \$245,693 for emergency housing assistance and homelessness case management.
- The Coronavirus funding round 3 project ordinance budgets a grant of \$290,902 for remote learning scholarships, neighborhood support centers and staffing and supplies for the food bank.

The 2021 project ordinance budgets a \$418,300 grant and \$7,339 program income, for affordable rental acquisition and rehabilitation, homeowner housing improvement programs, neighborhood revitalization activities, youth counseling services, and homelessness case management.

The 2022 project ordinance budgets a \$419,755 grant and \$51,964 program income, for homeownership assistance, homebuyer counseling, homeowner housing improvement programs, neighborhood revitalization, summer youth employment programs, youth counseling services and homelessness case management.

CAPITAL IMPROVEMENTS FUND BUDGET SUMMARY

The budget for the Capital Improvements Program for 2023-24 totals \$2,386,104 and includes projects to be completed in 2023-24. Beginning in FY 2018-19, the Town began budgeting funds for facility maintenance in the General Fund. Each year, depending on the nature of the planned projects, a portion of those funds will be transferred into the Capital Improvements Fund.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Municipal Facilities	\$ 558,466	\$ 299,000	\$ 1,729,466	\$ 1,729,466	\$ 601,000	101.0%
Public Safety	-	-	950,000	950,000	-	N/A
Facilities Leased by Others	48,899	36,241	154,917	154,917	56,701	56.5%
Infrastructure	154,500	186,000	342,500	342,500	587,403	215.8%
Communication/Technology	36,399	-	51,615	51,615	-	N/A
Parks/Public Use Facilities	68,027	220,000	323,103	323,103	1,141,000	418.6%
Transfers/Financing Costs	-	-	-	-	-	N/A
Total	\$ 866,291	\$ 741,241	\$ 3,551,601	\$ 3,551,601	\$ 2,386,104	221.9%

REVENUES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Housing Rent Proceeds	\$ 37,984	\$ 36,241	\$ 36,241	\$ 36,241	\$ 56,701	56.5%
Cell Tower Rental Fees	69,979	70,000	70,000	70,000	70,000	0.0%
Interest on Investments	91	500	500	10,000	10,500	2000.0%
Transfer from General Fund	2,423,000	634,500	1,384,500	1,384,500	2,248,903	254.4%
Appropriated Fund Balance	(1,664,763)	-	2,060,360	2,050,860	-	N/A
Total	\$ 866,291	\$ 741,241	\$ 3,551,601	\$ 3,551,601	\$ 2,386,104	221.9%

CAPITAL IMPROVEMENTS FUND

DETAIL EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget
MUNICIPAL OPERATIONS FACILITIES					
Extraordinary Maintenance, Emergency Repairs	\$ 258,333	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Teen Center	-	-	18,700	18,700	-
Police Department HVAC	-	-	30,900	30,900	-
Council Chamber Upgrade	-	-	250,000	250,000	-
Town Hall Parking Deck Repairs	-	-	349,000	349,000	-
Post Office/Courthouse	4,825	-	703,654	703,654	60,000
Town Hall Roof	295,308	-	2,712	2,712	-
Facility Condition Assessment	-	58,000	58,000	58,000	-
Hargraves HVAC	-	54,000	54,000	54,000	-
Community Center Roof	-	52,000	42,400	42,400	441,000
Community Center HVAC	-	35,000	35,000	35,000	-
Town Operations Center	-	-	85,100	85,100	-
Subtotal	\$ 558,466	\$ 299,000	\$ 1,729,466	\$ 1,729,466	\$ 601,000
PUBLIC SAFETY					
Fire Truck	\$ -	\$ -	\$ 750,000	\$ 750,000	\$ -
Fire Station #3 Design	-	-	200,000	200,000	-
Subtotal	\$ -	\$ -	\$ 950,000	\$ 950,000	\$ -

CAPITAL IMPROVEMENTS FUND

DETAIL EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget
TOWN FACILITIES LEASED BY OTHERS					
Housing Maintenance	\$ 48,899	\$ 36,241	\$ 154,917	\$ 154,917	\$ 56,701
Subtotal	\$ 48,899	\$ 36,241	\$ 154,917	\$ 154,917	\$ 56,701
INFRASTRUCTURE					
Everywhere to Everywhere	\$ -	\$ -	\$ -	\$ -	\$ 401,403
Path, Trail and Lot Maintenance	25,000	25,000	25,000	25,000	25,000
Vision Zero	-	50,000	50,000	50,000	50,000
Curbs / ADA	36,000	36,000	36,000	36,000	36,000
Bike/Ped Safety	93,500	75,000	231,500	231,500	75,000
Subtotal	\$ 154,500	\$ 186,000	\$ 342,500	\$ 342,500	\$ 587,403
COMMUNICATIONS AND TECHNOLOGY					
GovTV Equipment	\$ 36,399	\$ -	\$ 9,699	\$ 9,699	\$ -
General Technology	-	-	41,916	41,916	-
Subtotal	\$ 36,399	\$ -	\$ 51,615	\$ 51,615	\$ -
PARKS AND OTHER PUBLIC USE FACILITIES					
Greenways	\$ 388	\$ 50,000	\$ 86,988	\$ 86,988	\$ 50,000
Playground Replacement	26,650	50,000	56,622	56,622	50,000
Cemetery Beautification	8,963	20,000	28,039	28,039	20,000
Parks Maintenance	-	50,000	48,940	48,940	971,000
Small Park Improvements	32,026	50,000	102,514	102,514	50,000
Subtotal	\$ 68,027	\$ 220,000	\$ 323,103	\$ 323,103	\$ 1,141,000
TOTALS	\$ 866,291	\$ 741,241	\$ 3,551,601	\$ 3,551,601	\$ 2,386,104

CAPITAL RESERVE FUND BUDGET SUMMARY

No appropriations are planned for the Capital Reserve Fund for 2023-24, which had a fund balance of \$218,089 at June 30, 2022.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Reserved for CIP	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Transfer to Capital Improvements Fund	-	-	-	-	-	N/A
Transfer to General Fund	-	-	-	-	-	N/A
Total	\$ -	\$ -	\$ -	\$ -	\$ -	N/A

REVENUES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Interest on Investments	\$ 40	\$ -	\$ -	\$ -	\$ -	N/A
Appropriated Fund Balance	(40)	-	-	-	-	N/A
Total	\$ -	\$ -	\$ -	\$ -	\$ -	N/A

MAJOR CAPITAL BOND PROJECTS

Several major capital improvement projects were approved by bond referenda in November 2003, November 2015, and November 2018 and limited obligation bonds in 2012 and 2021.

As authorized by General Statute 159.13.2, capital project ordinances were established for each of the projects for the life of the projects.

Expenditures for these projects through March 31, 2023 are shown in the table at the right.

Major Capital Bond Projects	Budget	Expenditures as of March 31, 2023
2003 Bond Projects		
Streets and Sidewalks	\$ 5,600,000	\$ 5,562,000
Parks and Recreation	5,000,000	4,882,000
Subtotal	<u>\$ 10,600,000</u>	<u>\$ 10,444,000</u>
2012 LOBS Projects		
Lot 5 Project	\$ 5,770,000	\$ 5,770,000
Parking Projects	836,000	836,000
TOC Projects	202,000	202,000
Subtotal	<u>\$ 6,808,000</u>	<u>\$ 6,808,000</u>
2015 Bond Projects		
Streets and Sidewalks	\$ 16,200,000	\$ 5,207,000
Parks Trails	5,000,000	3,476,000
Parks Facilities	5,300,000	4,729,000
Subtotal	<u>\$ 26,500,000</u>	<u>\$ 13,412,000</u>
2018 Bond Projects		
Affordable Housing Projects	\$ 10,000,000	\$ 1,695,000
2021 LOBS Projects		
East Rosemary Deck	\$ 39,370,000	\$ 21,116,000
Elliott Road Reconstruction	6,480,000	5,479,000
Subtotal	<u>\$ 45,850,000</u>	<u>\$ 26,595,000</u>
2023 Two-Third Bond Projects	\$ 1,980,000	\$ 31,000
TOTAL	<u>\$ 101,738,000</u>	<u>\$ 58,985,000</u>

AFFORDABLE HOUSING DEVELOPMENT RESERVE FUND BUDGET SUMMARY

The Affordable Housing Development Reserve Fund is dedicated exclusively for the development and preservation of affordable housing. Funds had been budgeted annually in the General Fund through the "penny for Housing", but in September of 2017, the Town Council approved the creation of the Affordable Housing Development Reserve Fund. For FY24, the funding level increases to \$826,850. This increase of \$138,455 along with the addition of the Affordable Housing Manager in the General Fund, brings the overall commitment to \$971,000, which is the equivalent of a penny on the tax rate.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Land Acquisitions	\$ 500,918	\$ -	\$ 235,541	\$ 235,541	\$ -	N/A
Rental Subsidies	156,665	-	252,890	252,890	-	N/A
Homeownership Assist.	-	-	67,000	67,000	-	N/A
Future Development	232,223	-	46,133	46,133	-	N/A
Reserve	-	688,395	1,118,517	86,831	826,850	20.1%
Total	\$ 889,806	\$ 688,395	\$ 1,720,081	\$ 688,395	\$ 826,850	20.1%

REVENUES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Transfer from General Fund	\$ 688,395	\$ 688,395	\$ 688,395	\$ 688,395	\$ 826,850	20.1%
Appropriated Fund Balance	201,411	-	1,031,686	-	-	N/A
Total	\$ 889,806	\$ 688,395	\$ 1,720,081	\$ 688,395	\$ 826,850	20.1%

CLIMATE ACTION FUND BUDGET SUMMARY

The Climate Action Fund was established in FY22 to dedicate funding to address climate change. The recommended budget for the Climate Action Fund remains flat compared to the 2022-23 budget. The 9% increase in personnel costs reflects a 0.75% retirement increase and a salary increase. Operating costs decreased by 13.9% due to a decrease in the amount budgeted for consulting services. Capital costs increased due to the project to add solar panels to Hargraves Community Center.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Personnel	\$ 78,160	\$ 194,897	\$ 225,614	\$ 191,781	\$ 212,428	9.0%
Operating Costs	83,912	229,925	446,421	190,087	198,051	-13.9%
Capital	27,407	125,178	388,043	308,164	139,521	11.5%
Contribution to Reserve	422,433	-	-	-	-	N/A
Total	\$ 611,912	\$ 550,000	\$ 1,060,078	\$ 690,032	\$ 550,000	0.0%

REVENUES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Transfer from						
General Fund	\$ 470,000	\$ 550,000	\$ 550,000	\$ 550,000	\$ 550,000	0.0%
Grants	141,912	-	87,645	-	-	0.0%
Appropriated Fund Balance	-	-	422,433	140,032	-	0.0%
Total	\$ 611,912	\$ 550,000	\$ 1,060,078	\$ 690,032	\$ 550,000	0.0%

GRANTS FUND

BUDGET SUMMARY

The Grants Fund was established in 2004-05 to account for grants previously included in the General Fund. Grants for 2023-24 had not been awarded at the time of this submission.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Police Grants	\$ 105,835	\$ -	\$ 197,471	\$ 197,471	\$ -	N/A
Planning Grants	390,173	493,903	493,903	493,903	-	-100.0%
AHCC Grants	-	-	125,000	125,000	-	N/A
Total	\$ 496,008	\$ 493,903	\$ 816,374	\$ 816,374	\$ -	-100.0%

REVENUES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Grants	\$ 369,829	\$ 386,276	\$ 668,392	\$ 691,597	\$ -	-100.0%
Transfer from General Fund	126,089	107,627	107,627	107,627	-	-100.0%
Appropriated Fund Balance	90	-	40,355	17,150	-	N/A
Total	\$ 496,008	\$ 493,903	\$ 816,374	\$ 816,374	\$ -	-100.0%

DOWNTOWN SERVICE DISTRICT FUND

Major Revenue Sources – Descriptions and Estimates

The revenue source for the Downtown Service District is the special district property tax on the assessed value of \$638,000,000. The tax rate of 6.4 cents is unchanged from FY 2022-23 and is expected to yield a total of about \$408,000 in FY 2023-24. This represents an increase of \$11,000 from the current year estimates, due to the increase in value from new development in the downtown area.

FY24 continues funding from Orange County in the amount of \$73,500 for the “Launch” initiative, which is a partnership between Orange County, the University, and the Town of Chapel Hill with the goal of providing incentives to assist in small and local business development.

The FY 2023-24 budget also includes a transfer of \$100,000 from the General Fund to further support downtown initiatives.

Adjustments to the Downtown Service District border were last made for the 2006-07 fiscal year to take into account changes in business status between commercial and residential uses.

Major Expenditures and Estimates

The recommended budget provides for \$240,000 in continued funding for services related to the downtown service district. These services include efforts to bring the resources of the Town, University, and downtown community together to maintain, enhance, and promote downtown as the social, cultural, and spiritual center of Chapel Hill through economic development. Additionally, there are expenses related to the “Launch” initiative (\$147,000) along with 140 West expenses (\$120,000).

DOWNTOWN SERVICE DISTRICT FUND BUDGET SUMMARY

The recommended Downtown Service District Fund tax rate of 6.4 cents for 2023-24 provides for continued funding of the groundskeeper position dedicated to the downtown area. The recommended budget includes an allocation of about \$500,000 for services related to the district, and includes expenses related to the "Launch" initiative (\$147,000) along with 140 West expenses (\$120,000).

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Personnel	\$ 64,486	\$ 67,897	\$ 67,897	\$ 67,661	\$ 70,817	4.3%
Other Expenses	16,991	-	-	-	-	N/A
Contracted Services	258,957	360,000	360,000	360,000	360,000	0.0%
Grants/Deferred Loans	147,000	147,000	147,000	147,000	147,000	0.0%
Reserve	-	-	-	-	4,683	N/A
Total	\$ 487,434	\$ 574,897	\$ 574,897	\$ 574,661	\$ 582,500	1.3%

REVENUES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Property Taxes	\$ 390,940	\$ 397,000	\$ 397,000	\$ 397,000	\$ 408,000	2.8%
Interest Income	708	1,000	1,000	1,000	1,000	0.0%
Gifts and Donations	73,500	73,500	73,500	73,500	73,500	0.0%
Interest on Receivable	19	-	-	-	-	N/A
Transfer from General Fund	-	100,000	100,000	100,000	100,000	0.0%
Appropriated Fund Balance	22,267	3,397	3,397	3,161	-	-100.0%
Total	\$ 487,434	\$ 574,897	\$ 574,897	\$ 574,661	\$ 582,500	1.3%

LIBRARY GIFT FUND

BUDGET SUMMARY

The recommended budget for the Library Gift Fund for 2023-24 reflects an increase from the previous year due to an increase in Grants. 2023-24 expenses include additions to the collection, furniture, staff support, and other miscellaneous expenses. The Library Gift Fund continues to budget a transfer to the General Fund to support Library operations, at an amount of \$45,000 for 2023-24.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Computers/Database	\$ 26,333	\$ 9,550	\$ 36,576	\$ 29,950	\$ 9,500	-0.5%
Furniture	-	-	114,066	92,308	23,308	N/A
Collection Purchases	43,299	36,000	48,201	51,096	39,000	8.3%
Other	133,022	63,268	396,501	325,755	120,252	90.1%
Transfer to General Fund	45,000	45,000	45,000	45,000	45,000	0.0%
Contribution to Reserve	109,235	27,941	2,941	-	16,406	-41.3%
Total	\$ 356,889	\$ 181,759	\$ 643,285	\$ 544,109	\$ 253,466	39.5%

REVENUES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Interest Income	\$ 62	\$ 341	\$ 341	\$ 1,406	\$ 1,406	312.3%
Friends' Donations	116,000	125,000	125,000	125,000	125,000	0.0%
Grants	46,691	-	203,420	149,730	38,054	N/A
Misc Donations	194,136	52,500	85,000	84,000	52,500	0.0%
Appropriated Fund Balance	-	3,918	229,524	183,973	36,506	831.8%
Total	\$ 356,889	\$ 181,759	\$ 643,285	\$ 544,109	\$ 253,466	39.5%

VEHICLE REPLACEMENT FUND BUDGET SUMMARY

The recommended budget for 2023-24 for the Vehicle Replacement Fund includes a list of the most critical capital equipment needs pending a comprehensive review of the Town's fixed assets. Included in the 2023-24 recommended budget is the replacement of a solid waste front loader, four Police vehicles, two Parks Maintenance vehicles, four mowers, three vehicles in the Streets/Construction Divisions, and a vehicle for Cultural Arts. The Vehicle Replacement Fund has moved to a pay-as-you-go system. Beginning in 2014-15, vehicle purchases were bought outright rather than financed.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Other Expense	\$ 1,893	\$ -	\$ 3,500	\$ 10,404	\$ -	N/A
Capital Equipment	387,481	355,000	1,206,764	1,199,860	1,105,000	211.3%
Contribution to Reserve	903,625	-	-	-	-	N/A
Total	\$ 1,292,999	\$ 355,000	\$ 1,210,264	\$ 1,210,264	\$ 1,105,000	211.3%

REVENUES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Vehicle Use Fees	\$ 344,660	\$ 355,000	\$ 355,000	\$ 355,000	\$ 1,105,000	211.3%
Interest Income	32	-	-	2,008	-	N/A
Sale of Fixed Assets	48,307	-	-	20,090	-	N/A
Transfer from General Fund	900,000	-	-	-	-	N/A
Appropriated Fund Balance	-	-	855,264	833,166	-	N/A
Total	\$ 1,292,999	\$ 355,000	\$ 1,210,264	\$ 1,210,264	\$ 1,105,000	211.3%

VEHICLE MAINTENANCE FUND
STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS

	2021-22 ADOPTED	2022-23 ADOPTED	2023-24 RECOMMENDED
Supervisor-Mechanic	1.00	1.00	1.00
Mechanic (I-III)	5.00	5.00	5.00
Manager-Fleet	1.00	1.00	1.00
Fleet Systems Technician ¹	0.75	0.75	0.75
Unit Totals	7.75	7.75	7.75

¹ Processing Technician is split between Building Maintenance and the Vehicle Maintenance Fund.

Note: Vehicle Maintenance is supervised by the Public Works Department.

VEHICLE MAINTENANCE FUND BUDGET SUMMARY

The 2023-24 recommended budget for the Vehicle Maintenance Fund reflects an overall increase in expenditures of 13.3% from last year's budget. The 6.9% increase in personnel is the result of a 0.75% increase in retirement costs and a pay increase. The operating budget increased 18.6% largely due to an increase in vehicle maintenance and repair costs.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Personnel	\$ 675,065	\$ 743,255	\$ 743,255	\$ 747,448	\$ 794,613	6.9%
Operating Costs	898,401	903,385	1,063,594	1,049,135	1,070,963	18.6%
Capital Outlay	23,057	-	-	-	-	N/A
Total	\$ 1,596,523	\$ 1,646,640	\$ 1,806,849	\$ 1,796,583	\$ 1,865,576	13.3%

REVENUES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Vehicle Maintenance Fees	\$ 1,521,025	\$ 1,609,100	\$ 1,609,100	\$ 1,609,100	\$ 1,830,846	13.8%
Interest Income	75	-	-	1,135	-	N/A
Sale of Equipment	-	-	-	-	-	N/A
Insurance Claims	25,096	18,000	18,000	4,351	-	-100.0%
Appropriated Fund Balance	50,327	19,540	179,749	181,997	34,730	77.7%
Total	\$ 1,596,523	\$ 1,646,640	\$ 1,806,849	\$ 1,796,583	\$ 1,865,576	13.3%

COMPUTER REPLACEMENT FUND BUDGET SUMMARY

The recommended budget for 2023-24 provides for replacement of computer equipment on a pay-as-you-go basis.

EXPENDITURES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Small Equipment Reserve	\$ 170,868 6,902	\$ 173,975 -	\$ 173,975 -	\$ 173,975 -	\$ 176,100 -	1.2% N/A
Total	\$ 177,770	\$ 173,975	\$ 173,975	\$ 173,975	\$ 176,100	1.2%

REVENUES

	2021-22 Actual	2022-23 Original Budget	2022-23 Revised Budget	2022-23 Estimated	2023-24 Recommended Budget	% Change from 2022-23
Computer Use Fees	\$ 177,750	\$ 173,975	\$ 173,975	\$ 173,975	\$ 176,100	1.2%
Interest Income	20	-	-	-	-	N/A
Appropriated Fund Balance	-	-	-	-	-	N/A
Total	\$ 177,770	\$ 173,975	\$ 173,975	\$ 173,975	\$ 176,100	1.2%

Performance Agreements with Other Agencies

Performance Agreements with Other Agencies	2022-23 Adopted Budget	2023-24 Recommended Budget
Human Services		
Human Services Advisory Board Recommendations	\$ 573,825	\$ 602,516
Total Human Services	573,825	602,516
Arts		
Cultural Arts	43,500	43,500
Total Arts	43,500	43,500
Public Health		
Orange County Food Council	29,110	-
Total Public Health	29,110	-
Affordable Housing		
Community Home Trust	367,173	402,503
Interfaith Council (IFC)*	203,000	265,792
Orange County Partnership to End Homelessness	225,585	225,585
Total Affordable Housing	795,758	893,880
Economic Development		
Chapel Hill/Orange County Visitors Bureau	200,000	200,000
Chapel Hill Downtown Partnership	70,000	70,000
Total Economic Development	270,000	270,000
Total Contributions to Agencies	\$ 1,712,193	\$ 1,809,896

