

# Town of Chapel Hill North Carolina



## Manager's Recommended Budget FY 2022-23



Town of Chapel Hill  
North Carolina

2022-23 Recommended Budget



**Chapel Hill Town Council, 2022-2023**

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

**Town Manager**  
Maurice Jones

**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







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**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 2022-23. The total recommended combined property tax rate is 51.9 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 2022-23 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,

Maurice Jones  
Town Manager

May 4, 2022





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May 4, 2022

Dear Mayor and Council:

I am pleased to formally present for your consideration, the Fiscal Year 2022-2023 Recommended Budget for the Town of Chapel Hill. The total budget of \$127,716,587 is an 8.9% increase from FY 2022.

Last year, our budget restored some of the funding we reduced in previous fiscal years, and also invested in our future with improved recurring revenues. This put the Town in a strong position to recover from the immediate impacts of the COVID-19 pandemic and restored our focus on long-term priorities, especially those that require an ongoing commitment, such as climate action, social equity, and infrastructure.

It is our hope that we have emerged on the far side of this global pandemic, and we recognize that our world will be returning to a “new normal”, that will require us to remain flexible during this time of transition. In the face of our many challenges, we are optimistic.

A municipal budget is an expression of the community's values, and I believe this budget reflects the values of Chapel Hill.

### **Recovery**

Last year, the Council invested in several key areas informed by the 5-year budget strategy, including:

- Climate Action Planning,
- Downtown Recovery & Resiliency Planning,
- New parking in the East Rosemary Street Parking Deck,
- Human Services,
- The Reimagining Community Safety Task Force Recommendations,
- Hiring a Diversity Equity and Inclusion Officer, and
- Funding for preserving and creating affordable housing units in Chapel Hill.

We also made important investments in our employees, who deliver our valuable services, through initial implementation of the Classification and Compensation Study.

## **Moving Ahead**

This year, we are fortunate to have the opportunity to continue building a strong future due to continued federal funding and strong revenue growth.

We have been conservative in managing our budgets through the global COVID-19 Pandemic. Although we did lose revenues during the pandemic, we have also experienced two years of historic sales tax growth. This unexpected condition allowed us to rebound more rapidly than expected. This past year, the Council was able to reinvest surplus revenues—due to a combination of job freezes and high sales tax revenues as well as increases in property values—and we invested in critical infrastructure and our people.

With the American Rescue Plan Act (ARPA) funds—which have federal limitations on eligible uses, we expect to be able to backstop some of our budget shortfalls and to invest in recovery efforts, such as the ReVive economic plan, so our community can bridge the gap from where we've been and where we plan to go as a community. Council has also expressed an interest in supporting parks and recreation needs, assisting those who were most impacted by the pandemic, assisting non-profit organizations as they recover from the pandemic and providing funding to revitalize Downtown Chapel Hill. Decisions related to ARPA funding will occur later this spring and in the fall of 2022.

## **Planning for the Future**

As we look ahead, we have taken a moderate approach to projecting revenues, anticipating continued growth in programming and downtown activity. The one-time federal recovery funds will support our businesses and our community in the next year as we move into what we hope will be our new normal. We know that an important part of our future will be continued investment in our people and our services.

The Council identified several priority areas in the Council retreat and budget discussions.

- Climate Action
- Affordable Housing/Ending Homelessness
- Reimagining Community Safety task force
- Diversity, Equity & Inclusion (DEI)
- Human services
- Multimodal transit plan
- Economic development
- Downtown master plan
- Parks & Recreation
- Community Arts and Culture

This year’s budget attempts to balance our wants and needs with the revenues on hand. Though we have certain committed costs, fortunately we also have revenue increases and a healthy amount to commit to addressing our needs.

**FY 2023 Budget Commitments**

<b>Committed Costs</b>	<b>Amount</b>	<b>Revenue increases</b>	<b>Amount</b>
Health insurance increase 2%	\$ 96,282	Property tax 1.8%	\$ 3,600,000
0.75% retirement rate increase	252,119	Sales tax 6%	3,685,793
Revenue reductions	354,000	Occupancy tax 66.7%	500,000
Absorption of Class and Comp Phase 1 implementation	2,281,587	Powell Bill 24%	345,656
		School Resource Officer	432,342

As in previous years, our departments have identified needs in excess of the funds we have available. While we are not able to fund all these needs at this time, they have been incorporated into our 5-year budget planning efforts.

**Department Needs (requested FY 2023 adds)**

Operational cost increases	\$ 673,000
Building maintenance	362,000
Street resurfacing	591,000
Vehicle replacements	1,480,000
Personnel needs	3,100,000

The Council has expressed an interest in restoring some of the cumulative reductions the Town has made over time. Although we cannot address every need at once, we will need to pace some of our future investments in facilities, maintenance, vehicles, roads, and infrastructure. Phasing our investments in these important areas allows us to maintain critical assets, and to be responsive to the interests of community members and property owners identified in the Community Survey.

**Recognize Town Employees**

Employees are our primary resource, and they continue to work hard as we recover and move ahead. Last year we made significant headway on implementing the Classification and Compensation study and a second phase will address some remaining compression issues. This year, I am recommending a tiered 4-5% of market pay increase (4% increases for employees who have been with us for less than five years and 5% for staff with five or more years of

experience with the Town) and we will reserve \$200,000 for the next phase of the Class & Comp implementation efforts.

Our healthcare broker continues to negotiate our health insurance premium to ensure the best possible rate. The recommended budget includes a 2% increase in health insurance, which is lower than last year’s 5.5% increase.

### **Continue the 5-year Budget Strategy**

The Council Retreat in March 2022 focused on priorities for the future and how to pay for them. The Council reviewed the 2020-22 Strategic Goals and received an overview of the 5-Year Budget Strategy. During the retreat, Council affirmed the overarching priorities of Environmental Stewardship, Economic Development and Social Equity and discussed funding priorities for the upcoming year. The strategic initiatives funded in the recommended budget are listed below.

With the growth in our revenues, we can address some important needs with additional funding in FY 2023.

Vehicle Replacement	\$ 95,600
DEI	100,000
Grants Administrator	121,324
Compensation Analyst (1/2 year)	58,039
Council Stipends	40,000
Cybersecurity	68,000
Multifactor Authentication	30,000
Planning Technician	75,177
Cost of Service Increases	200,000
Parks & Recreation Maintenance	50,000
Affordable Housing & Homelessness Initiatives	80,000
Bike Ped Safety	75,000
Downtown Improvements	100,000
Human Services Escalator	27,325
Cultural Arts	20,000
Climate Action	80,000

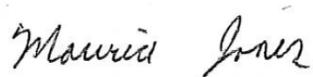
### **Refocusing on the Future**

The recommended budget restores funding needed to continue to deliver high-quality, core services to our residents, businesses, and visitors. The recommended budget also supports the Council’s strategic goal areas from climate change to social equity and addresses critical workforce needs.

Chapel Hill has emerged from COVID-19 as well as any community in North Carolina. Our residents were determined to protect each other from infection and made significant sacrifices to do so. Our goal now is to rebound and move our strategic interests as a community forward. These investments in safety, diversity, climate, and quality of life are important steps in the right direction.

I believe this proposed budget offers the critical services and initiatives our community expects. It also continues Chapel Hill's long history as a leader in addressing the critical issues of our times with a strategic, thoughtful, and compassionate approach.

Sincerely,

A handwritten signature in cursive script that reads "Maurice Jones".

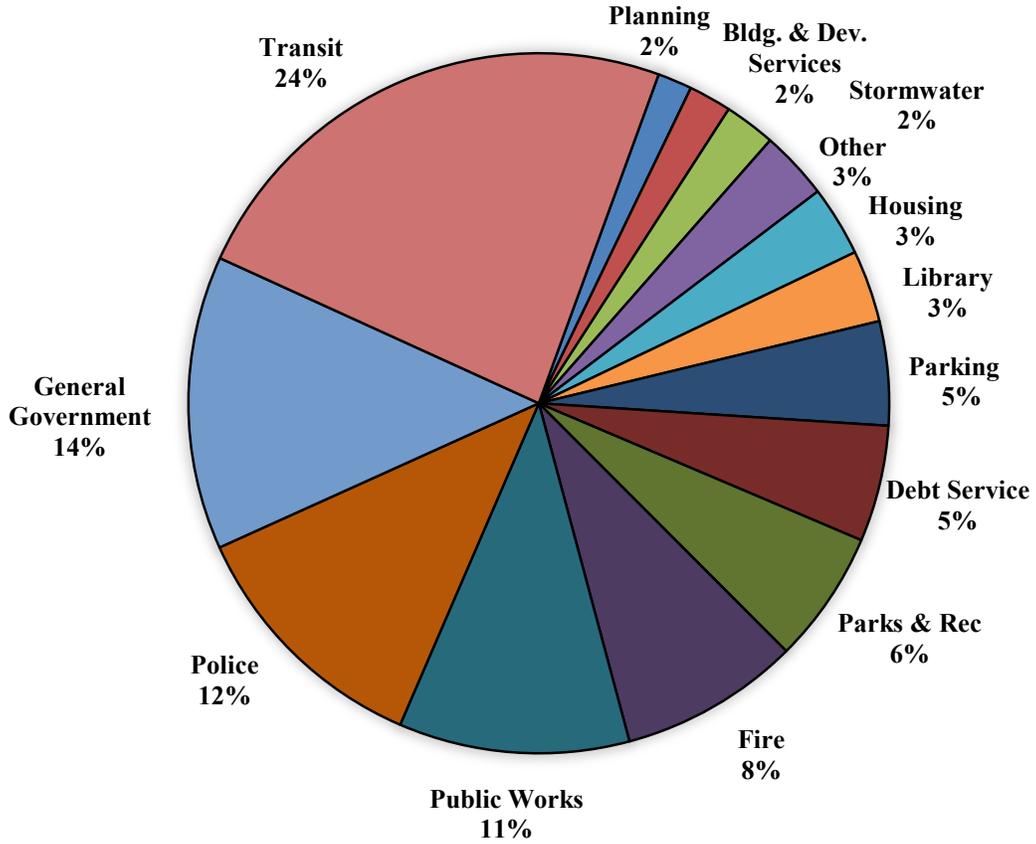
Maurice Jones  
Town Manager  
Chapel Hill, NC



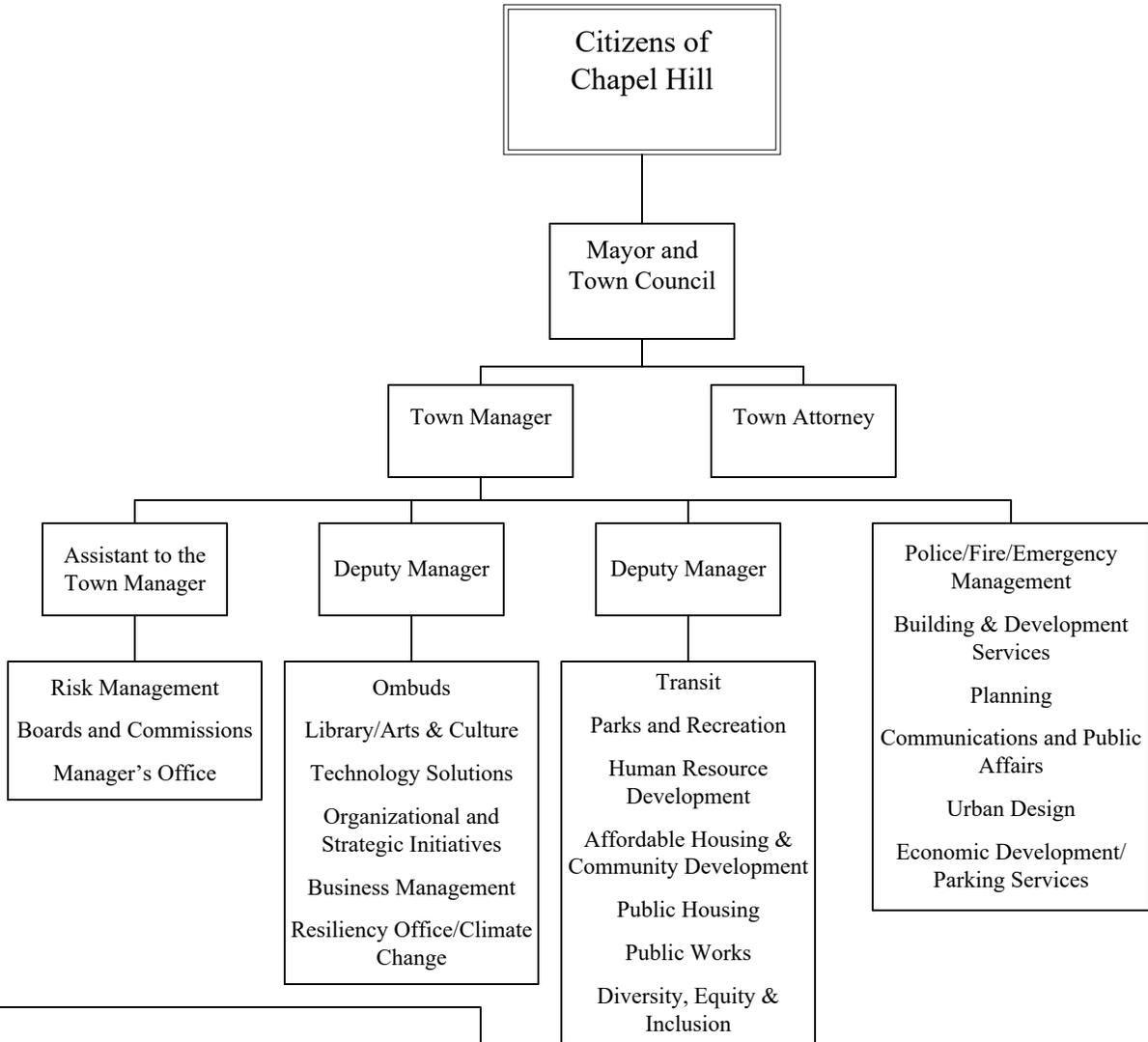
# ***ALL FUNDS SUMMARY***

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**TOTAL BUDGET EXPENDITURES \$127,716,587  
(NET OF TRANSFERS)**



# TOWN OF CHAPEL HILL ORGANIZATION CHART



- Boards and Commissions:**
- Board of Adjustment
  - Chapel Hill Downtown Partnership
  - Chapel Hill Library Advisory Commission
  - Community Design Commission
  - Community Policing Advisory Committee
  - Cultural Arts Commission
  - Environmental Stewardship Advisory Board
  - Grievance Hearing Board
  - Historic District Commission
  - Housing Advisory Board
  - Human Services Advisory Board
  - Justice in Action Committee
  - Orange Water and Sewer Authority Board of Directors
  - Parks, Greenways, and Recreation Commission
  - Planning Commission
  - Stormwater Management Utility Advisory Board
  - Transportation and Connectivity Advisory Board

***ALL FUNDS  
SUMMARY OF APPROPRIATIONS  
Recommended Budget 2022-23***

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<b>Fund</b>	<b>Appropriations</b>	<b>Less Transfers to Other Funds</b>	<b>Net Appropriations</b>
<b>General Fund</b>	\$ 76,554,000	\$ 2,522,445	\$ 74,031,555
<b>Transit Funds</b>			
Transit	30,329,074	-	30,329,074
Transit Capital Reserve Fund	-	-	-
<b>Stormwater Management Fund</b>	3,010,000	-	3,010,000
<b>Parking Funds</b>			
Off-Street Parking Fund	6,130,626	-	6,130,626
On-Street Parking Fund	-	-	-
<b>Housing Funds</b>			
Public Housing Fund	2,416,924	-	2,416,924
<b>Debt Service Fund</b>	9,570,927	2,710,026	6,860,901
<b>Capital Projects</b>			
Capital Improvements Fund	741,241	-	741,241
<b>Other Funds</b>			
Affordable Housing Reserve Fund	688,395	-	688,395
Climate Action Fund	550,000	-	550,000
Grants Fund	-	-	-
Downtown Service District Fund	574,897	-	574,897
Library Gift Fund	156,759	45,000	111,759
Vehicle Replacement Fund	450,600	-	450,600
Vehicle Maintenance Fund	1,646,640	-	1,646,640
Computer Replacement Fund	173,975	-	173,975
<b>TOTAL</b>	<b>\$ 132,994,058</b>	<b>\$ 5,277,471</b>	<b>\$ 127,716,587</b>

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# ***ALL FUNDS STAFFING SUMMARY***

Personnel costs make up 62% of the Town's operating budget across all funds. Personnel costs in the General Fund make up 73% of total expenditures. The Staffing Summary represents a snapshot of the FTE's on which the FY23 Recommended Budget is based.

## ***2022-23 STAFFING BY DEPARTMENT IN FULL-TIME EQUIVALENTS***

<i><b>DEPARTMENTS</b></i>	<i><b>2020-21 ADOPTED</b></i>	<i><b>2021-22 ADOPTED</b></i>	<i><b>2022-23 RECOMMENDED</b></i>
Mayor	1.00	1.00	1.00
Manager	11.00	12.00	15.00
Communications & Public Affairs	7.53	7.53	7.53
Human Resource Development	10.00	10.00	11.00
Business Management	18.00	18.00	19.00
Technology Solutions	16.00	16.00	16.00
Attorney	2.00	3.00	3.00
Planning	15.65	15.65	16.65
Public Works <sup>1</sup>	91.20	91.20	91.20
Building & Development Services <sup>2</sup>	22.00	22.00	22.00
Police	133.00	119.00	119.00
Fire	96.00	96.00	96.00
Parks & Recreation	53.80	53.80	53.80
Library	34.66	34.66	34.66
Transit	203.29	205.66	205.66
Stormwater	15.05	15.05	15.05
Parking	9.80	9.80	9.80
Affordable Housing and Community Connections	23.20	23.20	23.20
Downtown Service District	1.00	1.00	1.00
Vehicle Maintenance	7.75	7.75	7.75
Total FTE's	771.93	762.30	768.30

<sup>1</sup> Three employees housed in Public Works also work in Stormwater. They have been split-coded to reflect time spent in each department.

<sup>2</sup> 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 2022-23***

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	<b>2020-21 Actual</b>	<b>2021-22 Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended</b>
<b>Assessed Value of Real and Personal Property</b>	<b>\$ 8,465,215,257</b>	<b>\$ 9,443,202,000</b>	<b>\$ 9,450,510,000</b>	<b>\$ 9,620,619,000</b>
<b>Tax Rate Per \$100 Valuation</b>				
General Fund	38.6	37.2	37.2	37.2
Transit Fund	6.0	5.4	5.4	5.9
Debt Service Fund	9.8	8.8	8.8	8.8
<b>Total Tax Rate (cents)</b>	<b>54.4</b>	<b>51.4</b>	<b>51.4</b>	<b>51.9</b>
<b>Tax Levy</b>	<b>46,050,771</b>	<b>48,538,000</b>	<b>48,576,000</b>	<b>49,931,000</b>
<b>Estimated Collections at 99%</b>	<b>\$ 45,880,400</b>	<b>\$ 48,334,100</b>	<b>\$ 48,396,300</b>	<b>\$ 49,746,300</b>
<b>Distribution</b>				
General Fund	32,558,004	34,980,000	35,030,000	35,660,000
Transit Fund	5,060,807	5,080,000	5,080,000	5,660,000
Debt Service Fund	8,263,483	8,280,000	8,290,000	8,430,000
<b>Downtown Service District Fund</b>				
Tax Rate (cents)	7.0	6.4	6.4	6.4
<b>Assessed Value of Real and Personal Property</b>	<b>\$ 531,000,000</b>	<b>\$ 610,392,000</b>	<b>\$ 615,000,000</b>	<b>\$ 620,000,000</b>
Tax Levy	372,000	391,000	394,000	397,000
<b>1¢ of the Tax Rate Equals (to nearest 1,000)</b>	<b>\$ 842,000</b>	<b>\$ 940,000</b>	<b>\$ 941,000</b>	<b>\$ 958,000</b>

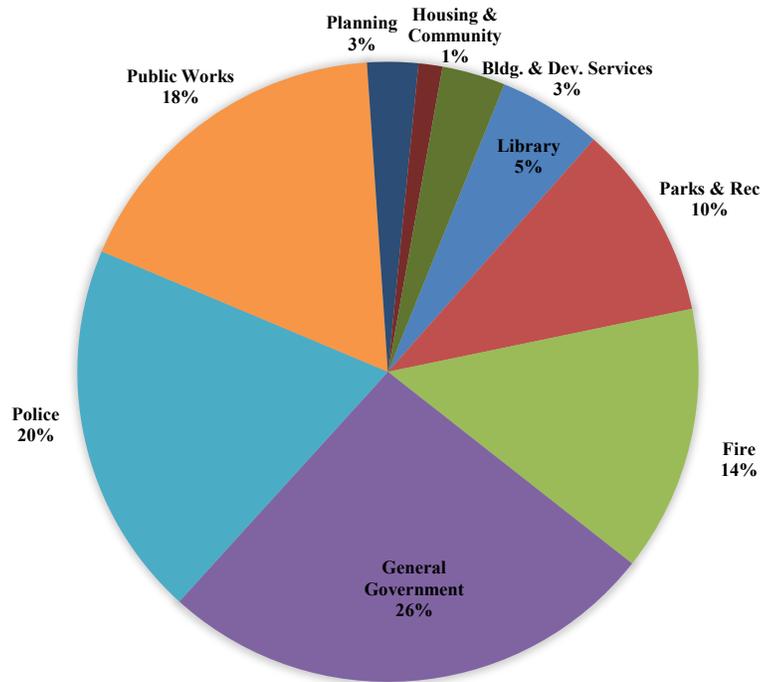
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# GENERAL FUND

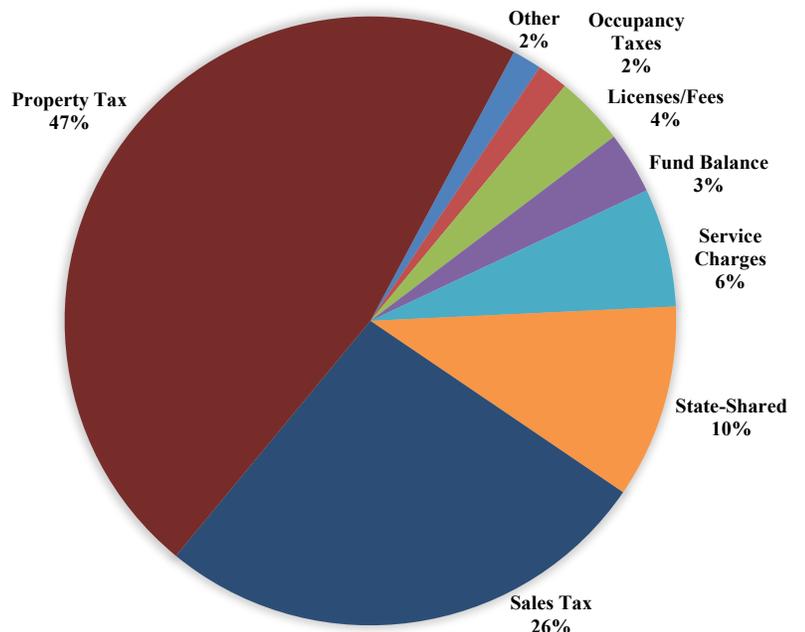
The General Fund is the general operating fund of the Town and is used to account for all revenues and expenditures except those required to be accounted for in another fund. The fund is established at the inception of a government and exists throughout the government's life.

## General Fund Expenditures



**Total \$76,554,000**

## General Fund Revenues





**GENERAL FUND  
BUDGET SUMMARY**

**EXPENDITURES**

	2020-21 Actual	2021-22 Original Budget	2021-22 Revised Budget	2021-22 Estimated	2022-23 Recommended Budget	% Change from 2021-22
General Government	\$ 13,311,609	\$ 18,473,780	\$ 22,619,941	\$ 20,229,318	\$ 19,856,173	7.5%
Environment & Development	15,382,205	17,931,425	19,822,582	17,893,599	19,094,175	6.5%
Public Safety	21,414,836	23,351,115	23,701,965	23,051,450	25,640,864	9.8%
Leisure	9,267,797	11,263,680	11,395,390	10,049,361	11,962,788	6.2%
Total	\$ 59,376,447	\$ 71,020,000	\$ 77,539,878	\$ 71,223,728	\$ 76,554,000	7.8%

**REVENUES**

	2020-21 Actual	2021-22 Original Budget	2021-22 Revised Budget	2021-22 Estimated	2022-23 Recommended Budget	% Change from 2021-22
General Revenues:						
Property Taxes	\$ 32,783,393	\$ 35,147,500	\$ 35,147,500	\$ 35,208,500	\$ 35,828,500	1.9%
Sales Taxes	16,844,132	16,560,488	16,560,488	19,100,266	20,246,281	22.3%
Occupancy Tax	608,599	750,000	750,000	1,150,000	1,250,000	66.7%
Other Tax and Licenses	75,030	78,500	78,500	87,000	87,000	10.8%
State-Shared Revenues	7,654,239	7,717,442	7,717,442	7,732,554	7,864,098	1.9%
Interest on Investments	8,512	25,000	25,000	3,600	10,000	-60.0%
Other Revenues	886,225	397,900	453,764	503,272	365,000	-8.3%
Grants	985,730	681,997	687,997	694,102	687,997	0.9%
Charges for Services	3,392,466	4,305,852	4,305,852	4,035,832	4,815,824	11.8%
Licenses/Permits/Fines	3,121,575	2,800,100	2,800,100	3,046,076	2,825,910	0.9%
Transfers/Other Sources	45,000	45,000	45,000	45,000	45,000	0.0%
Appropriated Fund Balance	(7,028,454)	2,510,221	8,968,235	(382,474)	2,528,390	0.7%
Total	\$ 59,376,447	\$ 71,020,000	\$ 77,539,878	\$ 71,223,728	\$ 76,554,000	7.8%

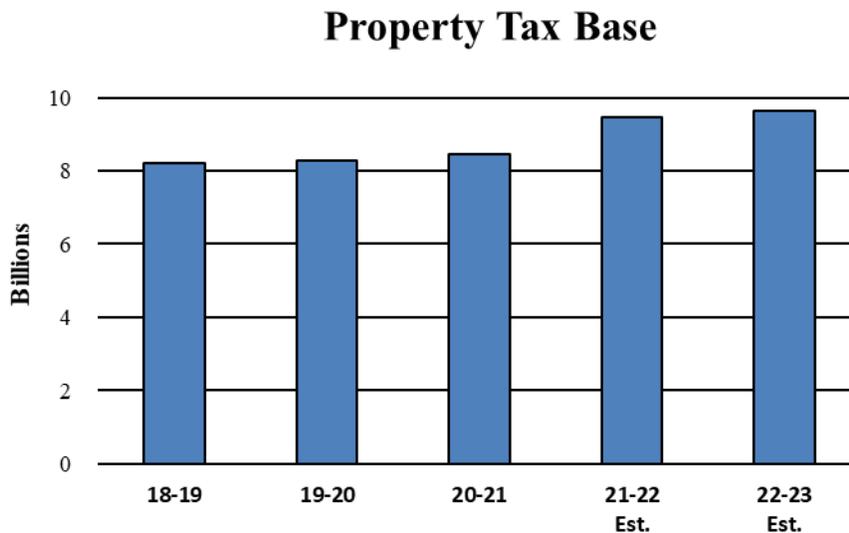
# **GENERAL FUND**

## **Major Revenue Sources - Descriptions and Estimates**

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### **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 2022-23 is estimated to be \$9,620,619,000 with 1 cent on the tax rate equivalent to about \$958,000.



The combined property tax revenue we anticipate for 2022-23 totals about \$49.3 million, with \$35.66 million of that supporting the General Fund.

### **Other Local Taxes**

Revenue from the 3 percent Hotel/Motel occupancy tax is expected to total \$1,150,000 in the current year and \$1,250,000 in 2022-23. Occupancy Tax is expected to rebound in 2021-22 as we continue to return to normal conditions post COVID-19. Generally, revenue trends are affected by University events and general economic conditions.

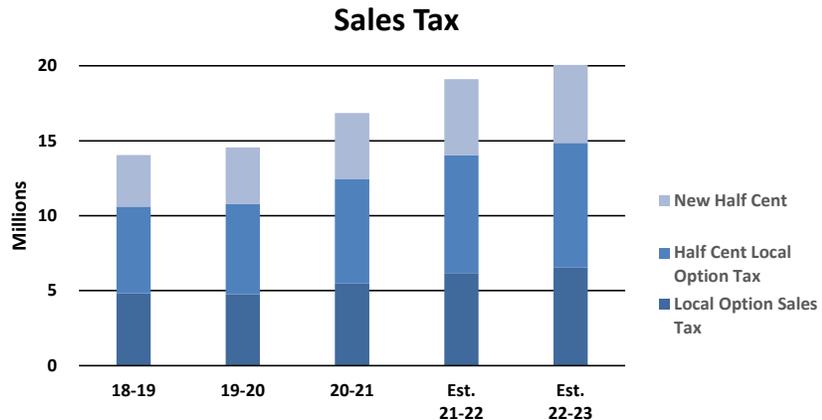
# GENERAL FUND

## Major Revenue Sources - Descriptions and Estimates

### State-Collected Revenues

#### Sales Taxes

Sales tax revenue is expected to come insignificantly over budget in 2021-22. Based on the uncertainty surrounding the pandemic, a slight increase of 2.5% was budgeted for FY22. However, sales tax receipts



are at a 11% 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 FY23. We estimate combined sales taxes of about \$19,100,266 for 2021-22. 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 \$1,644,298 in 2021-22, about \$214,000 more than last year. For 2022-23, we anticipate revenues will increase for FY23 at around \$1,776,000 due to an increase at the state level.

#### State Fire Protection Funds

We are expecting about \$1,106,256 in State Fire Protection Funds in the current year, and we expect that figure to hold at 1,106,256 in 2022-23.

#### 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 \$4,000,000 in the current year in utility sales taxes. We anticipate that revenues will hold the line in 2022-23.

# GENERAL FUND

## Major Revenue Sources - Descriptions and Estimates

### Solid Waste Disposal Tax

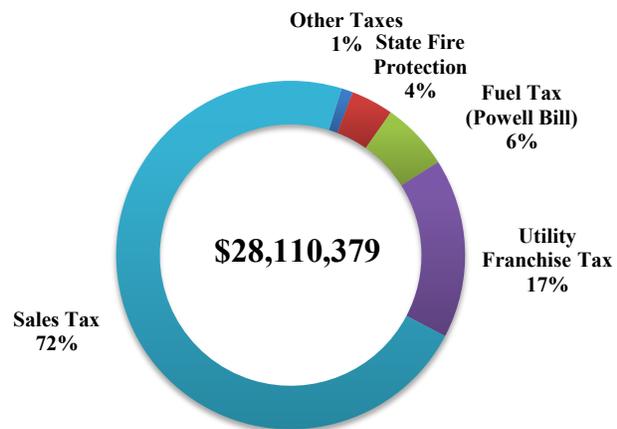
The Solid Waste Disposal Tax went into effect on July 1, 2008. This \$2 per-ton tax is charged on municipal solid waste and construction debris that is deposited in a landfill in the state or transferred at a transfer station for disposal outside of the state. 18.75% of this tax is distributed to cities and towns on a per capita basis. We anticipate receiving around \$42,000 for the current year and \$42,000 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 \$260,000 for the current year and \$260,000 next year.

In summary, we estimate State-collected revenues would total about \$28,110,379 for next year.

### State Collected Revenues



### Other Revenue Sources

#### Grants

This category of revenue includes certain recurring local and State grants totaling about \$687,997 for 2022-23. 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 2022-23 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 \$30,098.

#### 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 under budget in the current year by about \$270,000. This is largely because of closures and cancellations of Parks and Recreation activities for a portion of the fiscal year due to COVID-19. Charges for services are expected to increase from a budgeted amount of \$4,305,852 in 2021-22 to \$4,746,384 for 2022-23 due to projected activity.

# ***GENERAL FUND***

## ***Major Revenue Sources - Descriptions and Estimates***

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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 2022-23, these include \$91,198 from Parking Enterprise Funds, \$139,156 from the Stormwater Management Fund, and \$1,542,984 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 \$245,000 mainly due to larger than anticipated revenues from special use planning permits. Total licenses and permits are expected to decrease from about \$3 million in 2021-22 to \$2.79 million in 2022-23.

### *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 fall significantly below the current year's budget estimate of \$25,000 and generate about \$10,000 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 \$1,055,000 for 2021-22 and \$364,100 for 2022-23.

### *Transfers*

Transfers include a transfer of \$45,000 for 2022-23 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 \$9 million of fund balance in 2021-22, 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 \$2,528,390 in 2022-23 to maintain service levels.

# **GENERAL FUND**

## ***Major Revenue Sources - Descriptions and Estimates***

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### **Summary of Revenues**

In summary, the annual budget includes \$76.5 million in General Fund revenues, including the use of \$2,528,390 of fund balance.

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

	<b>21-22 Revised Budget</b>	<b>21-22 Estimated</b>	<b>22-23 Recommended Budget</b>
Property Taxes	\$ 35,147,500	\$ 35,208,500	\$ 35,828,500
Sales Taxes	16,560,488	19,100,266	20,246,281
Occupancy Tax	750,000	1,150,000	1,250,000
Other State-Collected	78,500	87,000	87,000
Other Revenues	8,196,206	8,239,426	8,239,098
Grants	687,997	694,102	687,997
Licenses/Permits	2,800,100	3,046,076	2,825,910
Service Charges	4,305,852	4,035,832	4,815,824
Interfund Transfers	45,000	45,000	45,000
Fund Balance	<u>8,968,235</u>	<u>(382,474)</u>	<u>2,528,390</u>
<b>Total</b>	<b>\$ 77,539,878</b>	<b>\$ 71,223,728</b>	<b>\$ 76,554,000</b>

# 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 \$76,554,000 for the 2022-23 budget.

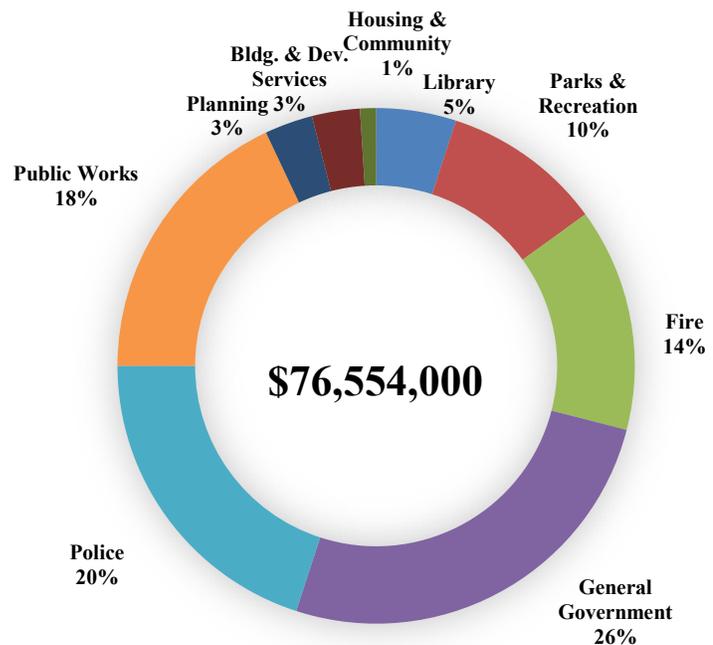
The largest category of expenditures for the General Fund is Public Safety services, with Police Department expenditures of about \$15 million and Fire Department expenditures of about \$10.6 million.

Environment and Development comprises about \$19.1 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 51% of total General Fund expenditures.

Other General Fund services include Parks and Recreation programs totaling about \$7.8 million, Library services of \$4.1 million, and General Governmental activities (Administration, Communications & Public Affairs, Business Management, Human Resources, and Attorney) totaling about \$11.8 million.

Non-departmental expenditures total \$8 million. \$1,463,193 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” (\$688,395) and legal funds (\$100,000). The budget for liability and property insurance totals \$350,000.



# **GENERAL FUND**

## **Major Expenditures - Descriptions and Estimates**

The 2022-23 budget includes changes to medical insurance rates. The recommended budget includes a 2% increase in rates for active employees and under-65 retirees, or about a \$92,000 increase. The Town’s contribution to employee retirement increased by about \$252,000, which reflects a 0.7% increase to the contribution over the prior year. The 2022-23 budget absorbs the annualized cost of Phase 1 of the comprehensive pay study (\$2,281,587). Other personnel increases to the budget include a 4/5% of market rate tiered salary adjustment starting July 1, 2022 (\$1,910,044) as well as 4 new positions, a Grants Administrator, Class & Comp Analyst, Planning Technician, and a Diversity, Equity, and Inclusion Project Manager. These 4 positions total \$355,540. The recommended budget also includes \$200,000 towards the implementation of Phase 2 of the comprehensive pay study.

The 2022-23 budget includes increased funding for vehicle replacement (\$95,600) and a set aside for cost of services increases (\$200,000). The recommended budget includes an increase of \$27,325 for Human Services, \$20,000 for Cultural Arts, and \$80,000 towards Affordable Housing/Homelessness Initiatives. The budget also includes funding for parks maintenance (\$50,000), Vision Zero (\$50,000), and Bike/Pedestrian improvements (\$75,000). There is also an additional \$98,000 in the Manager’s Recommended Budget for cybersecurity.

Additional increases to the FY23 budget include \$80,000 towards the Climate Action Plan, bringing the total commitment to \$550,000, and \$100,000 for Downtown initiatives.

The 2022-23 Recommended Budget continues to fund retiree medical costs on a pay-as-you-go basis (\$1,615,000) 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.

<b>EXPENDITURES</b>						
	<b>2020-21</b>	<b>2021-22</b>	<b>2021-22</b>	<b>2021-22</b>	<b>2022-23</b>	<b>% Change</b>
	<b>Actual</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Estimated</b>	<b>Recommended Budget</b>	<b>from 2021-22</b>
Personnel	\$ 44,871,832	\$ 51,793,274	\$ 51,925,337	\$ 47,191,570	\$ 56,241,108	8.6%
Operating Costs	14,342,836	19,141,726	25,502,185	23,923,761	20,227,892	5.7%
Capital Outlay	161,779	85,000	112,356	108,397	85,000	0.0%
<b>Total</b>	<b>\$ 59,376,447</b>	<b>\$ 71,020,000</b>	<b>\$ 77,539,878</b>	<b>\$ 71,223,728</b>	<b>\$ 76,554,000</b>	<b>7.8%</b>

**GENERAL FUND  
EXPENDITURES BY DEPARTMENT**

	2020-21 Actual	2021-22 Original Budget	2021-22 Revised Budget	2021-22 Estimated	2022-23 Recommended Budget	% Change from 2021-22
<b>General Government</b>						
Mayor/Council	\$ 347,841	\$ 492,520	\$ 492,520	\$ 472,342	\$ 498,793	1.3%
Town Manager	1,873,282	2,166,624	2,219,124	2,110,736	2,400,120	10.8%
Communications & Public Affairs	669,066	979,154	1,055,154	932,498	1,051,359	7.4%
Human Resource Dev't	1,469,705	1,766,539	2,009,707	1,828,672	1,867,371	5.7%
Business Management	1,913,979	2,419,766	2,595,541	2,200,189	2,685,370	11.0%
Technology Solutions	2,273,223	2,456,616	2,547,572	2,366,436	2,691,695	9.6%
Town Attorney	396,602	577,687	577,687	414,686	598,125	3.5%
Non-Departmental	4,367,911	7,614,874	11,122,636	9,903,759	8,063,340	5.9%
<b>Subtotal</b>	<b>\$ 13,311,609</b>	<b>\$ 18,473,780</b>	<b>\$ 22,619,941</b>	<b>\$ 20,229,318</b>	<b>\$ 19,856,173</b>	<b>7.5%</b>
<b>Environment &amp; Development</b>						
Planning	\$ 1,410,773	\$ 1,865,219	\$ 2,413,422	\$ 1,987,775	\$ 2,027,957	8.7%
Affordable Housing and Community Connections	763,516	843,694	1,293,694	1,188,707	954,730	13.2%
Public Works	11,292,686	12,797,644	13,596,800	12,683,973	13,590,737	6.2%
Building & Development Services	1,915,230	2,424,868	2,518,666	2,033,144	2,520,751	4.0%
<b>Subtotal</b>	<b>\$ 15,382,205</b>	<b>\$ 17,931,425</b>	<b>\$ 19,822,582</b>	<b>\$ 17,893,599</b>	<b>\$ 19,094,175</b>	<b>6.5%</b>
<b>Public Safety</b>						
Police	\$ 12,326,745	\$ 13,346,550	\$ 13,498,479	\$ 13,102,311	\$ 15,024,867	12.6%
Fire	9,088,091	10,004,565	10,203,486	9,949,139	10,615,997	6.1%
<b>Subtotal</b>	<b>\$ 21,414,836</b>	<b>\$ 23,351,115</b>	<b>\$ 23,701,965</b>	<b>\$ 23,051,450</b>	<b>\$ 25,640,864</b>	<b>9.8%</b>
<b>Leisure</b>						
Parks and Recreation	\$ 5,794,064	\$ 7,374,790	\$ 7,510,326	\$ 6,348,009	\$ 7,819,651	6.0%
Library	3,473,733	3,888,890	3,885,064	3,701,352	4,143,137	6.5%
<b>Subtotal</b>	<b>\$ 9,267,797</b>	<b>\$ 11,263,680</b>	<b>\$ 11,395,390</b>	<b>\$ 10,049,361</b>	<b>\$ 11,962,788</b>	<b>6.2%</b>
<b>General Fund Total</b>	<b>\$ 59,376,447</b>	<b>\$ 71,020,000</b>	<b>\$ 77,539,878</b>	<b>\$ 71,223,728</b>	<b>\$ 76,554,000</b>	<b>7.8%</b>



## **GENERAL GOVERNMENT BUDGET SUMMARY**

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*This section includes management, human resources, finance, information technology and legal functions to support all Town departments, as well as budget for non-departmental expenses.*

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### **EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Mayor/Council	\$ 347,841	\$ 492,520	\$ 492,520	\$ 472,342	\$ 498,793	1.3%
Town Manager	1,873,282	2,166,624	2,219,124	2,110,736	2,400,120	10.8%
Communications & Public Affairs	669,066	979,154	1,055,154	932,498	1,051,359	7.4%
Human Resources	1,469,705	1,766,539	2,009,707	1,828,672	1,867,371	5.7%
Business Management	1,913,979	2,419,766	2,595,541	2,200,189	2,685,370	11.0%
Technology Solutions	2,273,223	2,456,616	2,547,572	2,366,436	2,691,695	9.6%
Town Attorney	396,602	577,687	577,687	414,686	598,125	3.5%
Non-Departmental	4,367,911	7,614,874	11,122,636	9,903,759	8,063,340	5.9%
<b>Total</b>	<b>\$ 13,311,609</b>	<b>\$ 18,473,780</b>	<b>\$ 22,619,941</b>	<b>\$ 20,229,318</b>	<b>\$ 19,856,173</b>	<b>7.5%</b>

### **REVENUES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
General Revenues	\$ 13,311,609	\$ 18,473,780	\$ 22,619,941	\$ 20,229,318	\$ 19,856,173	7.5%
<b>Total</b>	<b>\$ 13,311,609</b>	<b>\$ 18,473,780</b>	<b>\$ 22,619,941</b>	<b>\$ 20,229,318</b>	<b>\$ 19,856,173</b>	<b>7.5%</b>

***MAYOR***  
***STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS***

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	<b>2020-21 ADOPTED</b>	<b>2021-22 ADOPTED</b>	<b>2022-23 RECOMMENDED</b>
Mayoral Aide	1.00	1.00	1.00
Mayor's Office Totals	1.00	1.00	1.00

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# **MAYOR**

## **BUDGET SUMMARY**

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*The recommended budget for the Mayor's Office reflects a 5.8% increase from the 2021-22 budget. The 6.5% increase in personnel costs reflects a 0.75% retirement increase, a 2% increase in health insurance costs, and a salary increase. The 2.6% increase in operating costs reflects a small increase in funds allocated to business meetings & trainings and computer replacements.*

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### **EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Personnel	\$ 85,217	\$ 91,795	\$ 91,945	\$ 86,929	\$ 97,774	6.5%
Operating Costs	10,064	19,504	16,354	13,107	20,019	2.6%
<b>Total</b>	<b>\$ 95,281</b>	<b>\$ 111,299</b>	<b>\$ 108,299</b>	<b>\$ 100,036</b>	<b>\$ 117,793</b>	<b>5.8%</b>

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### **REVENUES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
General Revenues	\$ 95,281	\$ 111,299	\$ 108,299	\$ 100,036	\$ 117,793	5.8%
<b>Total</b>	<b>\$ 95,281</b>	<b>\$ 111,299</b>	<b>\$ 108,299</b>	<b>\$ 100,036</b>	<b>\$ 117,793</b>	<b>5.8%</b>

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# **COUNCIL**

## **BUDGET SUMMARY**

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*The recommended budget for the Town Council reflects a decrease of 0.1% from the 2021-22 budget, primarily due to an decrease in operating expenses because FY22-23 is not an election year, resulting in a \$51,977 decrease. Personnel expenses increased 25.9% due to a Council salary increase and adding some Council members to the health plan.*

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### **EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Personnel	\$ 154,318	\$ 199,730	\$ 200,230	\$ 190,797	\$ 251,468	25.9%
Operating Costs	98,242	181,491	183,991	181,509	129,532	-28.6%
<b>Total</b>	<b>\$ 252,560</b>	<b>\$ 381,221</b>	<b>\$ 384,221</b>	<b>\$ 372,306</b>	<b>\$ 381,000</b>	<b>-0.1%</b>

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### **REVENUES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
General Revenues	\$ 252,560	\$ 381,221	\$ 384,221	\$ 372,306	\$ 381,000	-0.1%
<b>Total</b>	<b>\$ 252,560</b>	<b>\$ 381,221</b>	<b>\$ 384,221</b>	<b>\$ 372,306</b>	<b>\$ 381,000</b>	<b>-0.1%</b>

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

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	<b>2020-21 ADOPTED</b>	<b>2021-22 ADOPTED</b>	<b>2022-23 RECOMMENDED</b>
Town Manager	1.00	1.00	1.00
Deputy Town Manager	1.00	1.00	1.00
Assistant Town Manager	1.00	1.00	1.00
Economic Development Coordinator	1.00	1.00	1.00
Senior Ombuds	1.00	1.00	1.00
Program Coordinator	1.00	0.00	0.00
Ombuds	1.00	1.00	1.00
Assistant to the Manager	1.00	1.00	1.00
Director of Organization & Strategy Initiatives	1.00	1.00	1.00
Diversity, Equity & Inclusion Officer	0.00	1.00	1.00
Diversity, Equity & Inclusion Project Manager	0.00	0.00	1.00
Office Assistant	1.00	1.00	1.00
Economic Development Specialist	0.00	1.00	1.00
Urban Designer	1.00	1.00	1.00
Community Resilience Officer <sup>1</sup>	0.00	0.00	1.00
Sustainability Outreach Coordinator <sup>1</sup>	0.00	0.00	1.00
Town Manager's Office Totals	<u>11.00</u>	<u>12.00</u>	<u>15.00</u>

<sup>1</sup> These positions are paid out of the Climate Action Fund

# **TOWN MANAGER**

## **BUDGET SUMMARY**

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*The recommended budget for the Manager's Office reflects a 10.8% increase from the 2021-22 budget. The 11.4% increase in personnel expenses captures the cost of a new Diversity, Equity & Inclusion position, as well as 0.75% retirement increase, a 2% increase in health insurance costs, and a salary increase for existing staff. The 6% increase in operating expenses is due to needs associated with the new position.*

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### **EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Personnel	\$ 1,687,347	\$ 1,932,833	\$ 1,928,169	\$ 1,884,886	\$ 2,152,276	11.4%
Operating Costs	185,935	233,791	290,955	225,850	247,844	6.0%
<b>Total</b>	<b>\$ 1,873,282</b>	<b>\$ 2,166,624</b>	<b>\$ 2,219,124</b>	<b>\$ 2,110,736</b>	<b>\$ 2,400,120</b>	<b>10.8%</b>

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### **REVENUES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
General Revenues	\$ 1,873,282	\$ 2,166,624	\$ 2,219,124	\$ 2,110,736	\$ 2,400,120	10.8%
<b>Total</b>	<b>\$ 1,873,282</b>	<b>\$ 2,166,624</b>	<b>\$ 2,219,124</b>	<b>\$ 2,110,736</b>	<b>\$ 2,400,120</b>	<b>10.8%</b>

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

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	<b>2020-21 ADOPTED</b>	<b>2021-22 ADOPTED</b>	<b>2022-23 RECOMMENDED</b>
Communications & Public Affairs Director / Town Clerk	1.00	1.00	1.00
Town Clerk-Deputy	1.00	1.00	1.00
Administrative Assistant	0.00	0.00	0.00
Assistant Town Clerk	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**

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*The recommended budget for the Communications & Public Affairs department reflects a 7.4% increase from the 2021-22 budget. Personnel expenses increased by 9.4% due to a 0.75% retirement increase, a 2% increase in health insurance costs, and a salary increase. Operating expenses stayed relatively constant.*

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## **EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Personnel	\$ 526,353	\$ 752,253	\$ 752,353	\$ 707,892	\$ 822,624	9.4%
Operating Costs	142,713	226,901	302,801	224,606	228,735	0.8%
<b>Total</b>	<b>\$ 669,066</b>	<b>\$ 979,154</b>	<b>\$ 1,055,154</b>	<b>\$ 932,498</b>	<b>\$ 1,051,359</b>	<b>7.4%</b>

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## **REVENUES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
General Revenues	\$ 669,066	\$ 979,154	\$ 1,055,154	\$ 932,498	\$ 1,051,359	7.4%
<b>Total</b>	<b>\$ 669,066</b>	<b>\$ 979,154</b>	<b>\$ 1,055,154</b>	<b>\$ 932,498</b>	<b>\$ 1,051,359</b>	<b>7.4%</b>

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

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	<b>2020-21 ADOPTED</b>	<b>2021-22 ADOPTED</b>	<b>2022-23 RECOMMENDED</b>
Human Resource Development Director	1.00	1.00	1.00
Human Resources Manager	2.00	2.00	1.00
Risk Manager	1.00	1.00	1.00
Claims Coordinator	1.00	1.00	1.00
Compensation Analyst	0.00	0.00	1.00
Human Resources Technician	2.00	1.00	1.00
Human Resources Consultant	2.00	2.00	3.00
Assistant Human Resource Consultant	0.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
	<hr/>		
Human Resource Development Totals	10.00	10.00	11.00

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

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*The recommended budget for the Human Resource Development department reflects a 5.7% increase from the 2021-22 budget. Personnel expenses increased by 10.3% due to the addition of a Compensation Analyst position, as well as a 0.75% retirement increase, a 2% increase in health insurance costs, and a salary increase. The 1.2% decrease in operating expenses is due to decreases in professional services.*

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## **EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Personnel	\$ 900,742	\$ 1,062,454	\$ 1,062,454	\$ 927,037	\$ 1,171,596	10.3%
Operating Costs	568,963	704,085	947,253	901,635	695,775	-1.2%
<b>Total</b>	<b>\$ 1,469,705</b>	<b>\$ 1,766,539</b>	<b>\$ 2,009,707</b>	<b>\$ 1,828,672</b>	<b>\$ 1,867,371</b>	<b>5.7%</b>

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## **REVENUES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
General Revenues	\$ 1,469,705	\$ 1,766,539	\$ 2,009,707	\$ 1,828,672	\$ 1,867,371	5.7%
<b>Total</b>	<b>\$ 1,469,705</b>	<b>\$ 1,766,539</b>	<b>\$ 2,009,707</b>	<b>\$ 1,828,672</b>	<b>\$ 1,867,371</b>	<b>5.7%</b>

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

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	2020-21 ADOPTED	2021-22 ADOPTED	2022-23 RECOMMENDED
<b><u>Finance</u></b>			
Director - Business Management	1.00	1.00	1.00
Assistant Director - Business Management	1.00	1.00	1.00
Financial Systems Administrator	1.00	1.00	1.00
Budget Manager	1.00	0.00	0.00
Data & Analytics Coordinator	0.00	0.00	1.00
Budget & Management Analyst	2.00	2.00	1.00
Grants Administrator	0.00	0.00	1.00
Accounting Manager	0.00	0.00	1.00
Accounting Projects Manager	0.00	1.00	1.00
Accountant - Payroll & Payables	1.00	1.00	1.00
Accountant - Revenue	1.00	1.00	0.00
Accountant Supervisor - Treasury	1.00	1.00	1.00
Accountant - Housing	1.00	1.00	1.00
Purchasing & Contracts Manager	1.00	1.00	1.00
Purchasing Specialist	1.00	1.00	1.00
Payroll Coordinator	1.00	1.00	1.00
Payroll Technician	1.00	1.00	1.00
Accounts Payable Coordinator	1.00	1.00	1.00
Accounting Specialist	1.00	1.00	1.00
Revenue Coordinator	0.00	0.00	1.00
Revenue Collector	2.00	2.00	1.00
Business Management Department Totals	18.00	18.00	19.00

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# ***BUSINESS MANAGEMENT BUDGET SUMMARY***

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*The recommended budget for the Business Management department reflects an 11% increase from the 2021-22 budget. Personnel expenses increased by 14.2% due to the addition of a Grants Administrator position, as well as a 0.75% retirement increase, a 2% increase in health insurance costs, and a salary increase. Operating costs remain relatively flat.*

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## **EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Personnel	\$ 1,317,973	\$ 1,855,116	\$ 1,775,116	\$ 1,470,695	\$ 2,119,320	14.2%
Operating Costs	596,006	564,650	820,425	729,494	566,050	0.2%
<b>Total</b>	<b>\$ 1,913,979</b>	<b>\$ 2,419,766</b>	<b>\$ 2,595,541</b>	<b>\$ 2,200,189</b>	<b>\$ 2,685,370</b>	<b>11.0%</b>

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## **REVENUES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
General Revenues	\$ 1,913,979	\$ 2,419,766	\$ 2,595,541	\$ 2,200,189	\$ 2,685,370	11.0%
<b>Total</b>	<b>\$ 1,913,979</b>	<b>\$ 2,419,766</b>	<b>\$ 2,595,541</b>	<b>\$ 2,200,189</b>	<b>\$ 2,685,370</b>	<b>11.0%</b>

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***Technology Solutions***  
***STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS***

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	<b>2020-21 ADOPTED</b>	<b>2021-22 ADOPTED</b>	<b>2022-23 RECOMMENDED</b>
Executive Director - Technology Solutions	1.00	1.00	1.00
Director-Technology Solutions	0.00	0.00	0.00
Senior Analyst	1.00	1.00	1.00
Network Administrator	1.00	1.00	1.00
Systems & Support Manager	1.00	1.00	1.00
Business Analyst	1.00	1.00	1.00
Information Technology Analyst	2.00	2.00	2.00
Senior Information Technology Analyst	2.00	2.00	2.00
Web Administrator	1.00	1.00	1.00
Technical Services Manager	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Systems Administrator	1.00	1.00	1.00
GIS Analyst II	2.00	2.00	2.00
Planning Manager	1.00	1.00	1.00
Technology Solutions Department Totals	16.00	16.00	16.00

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# **TECHNOLOGY SOLUTIONS BUDGET SUMMARY**

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The recommended budget for the Technology Solutions department reflects a 9.6% increase from the 2021-22 budget. Personnel expenses increased by 7.8% due to a 0.75% retirement increase, a 2% increase in health insurance costs, and a salary increase. Operating expenses increased by 16.1% due to a \$98,000 investment in cybersecurity.

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## **EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Personnel	\$ 1,707,854	\$ 1,844,018	\$ 1,829,588	\$ 1,754,299	\$ 1,988,532	7.8%
Operating Costs	435,663	562,598	667,984	562,137	653,163	16.1%
Capital Outlay	129,706	50,000	50,000	50,000	50,000	0.0%
<b>Total</b>	<b>\$ 2,273,223</b>	<b>\$ 2,456,616</b>	<b>\$ 2,547,572</b>	<b>\$ 2,366,436</b>	<b>\$ 2,691,695</b>	<b>9.6%</b>

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## **REVENUES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
General Revenues	\$ 2,273,223	\$ 2,456,616	\$ 2,547,572	\$ 2,366,436	\$ 2,691,695	9.6%
<b>Total</b>	<b>\$ 2,273,223</b>	<b>\$ 2,456,616</b>	<b>\$ 2,547,572</b>	<b>\$ 2,366,436</b>	<b>\$ 2,691,695</b>	<b>9.6%</b>

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***TOWN ATTORNEY***  
***STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS***

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	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
	<b>ADOPTED</b>	<b>ADOPTED</b>	<b>RECOMMENDED</b>
Town Attorney	1.00	1.00	1.00
Assistant Town Attorney	0.00	1.00	1.00
Assistant to the Town Attorney	1.00	1.00	1.00
Attorney Department Totals	2.00	3.00	3.00

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# **TOWN ATTORNEY BUDGET SUMMARY**

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*The recommended budget for the Attorney's Office reflects a 3.5% increase from the 2021-22 budget. Personnel expenses increased by 7.4% due to a 0.75% retirement increase, a 2% increase in health insurance costs, and a salary increase. Operating expenses decreased by 42.1% due to the lack of costs associated with a new position created last fiscal year.*

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## **EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Personnel	\$ 386,739	\$ 532,157	\$ 532,157	\$ 365,438	\$ 571,760	7.4%
Operating Costs	9,863	45,530	45,530	49,248	26,365	-42.1%
<b>Total</b>	<b>\$ 396,602</b>	<b>\$ 577,687</b>	<b>\$ 577,687</b>	<b>\$ 414,686</b>	<b>\$ 598,125</b>	<b>3.5%</b>

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## **REVENUES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
General Revenues	\$ 396,602	\$ 577,687	\$ 577,687	\$ 414,686	\$ 598,125	3.5%
<b>Total</b>	<b>\$ 396,602</b>	<b>\$ 577,687</b>	<b>\$ 577,687</b>	<b>\$ 414,686</b>	<b>\$ 598,125</b>	<b>3.5%</b>

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**NON-DEPARTMENTAL DIVISION  
BUDGET SUMMARY**

The Non-Departmental Division is used to account for activities in the General Fund that are not allocated to other departmental functions. These activities include contributions to other agencies, transfers to other funds, and liability insurance. The recommended budget includes a 2% increase to health insurance costs. The Town does not receive grants until mid-late May, so that line item will be adjusted for the adopted budget once the Town has received the grants.

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**EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Retiree Medical Insurance	\$ 1,419,856	\$ 1,460,000	\$ 1,460,000	\$ 1,524,701	\$ 1,615,000	10.6%
Other Personnel Costs	(14,922)	402,500	902,500	-	202,500	-49.7%
Liability Insurance	323,731	350,000	350,000	350,000	350,000	0.0%
Transfer to Affordable Housing Operations	688,395	688,395	688,395	688,395	688,395	0.0%
Supplemental PEG Fees	170,080	1,251,010	1,310,460	925,254	1,385,202	10.7%
Transfer to Other Funds	170,331	175,000	175,000	175,000	175,000	0.0%
Transfer to Downtown Service District Fund	9,128	12,000	962,000	966,128	17,000	41.7%
Transfer to Capital Improvement Funds	-	-	-	-	100,000	N/A
Transfer to Debt Fund	-	600,000	2,350,000	2,350,000	634,500	5.8%
OPEB Liability Contributions	-	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%
Reimagining Community Safety	-	470,000	470,000	470,000	550,000	17.0%
Grant Matching Funds	-	100,000	100,000	100,000	100,000	0.0%
Agency Contributions	83,464	87,450	135,762	135,762	87,450	0.0%
Orange County Contribution	1,205,348	1,323,419	1,323,419	1,323,419	1,463,193	10.6%
Coal Ash Remediation	-	-	200,000	200,000	-	N/A
	62,500	-	-	-	-	N/A
<b>Total</b>	<b>\$ 4,367,911</b>	<b>\$ 7,614,874</b>	<b>\$ 11,122,636</b>	<b>\$ 9,903,759</b>	<b>\$ 8,063,340</b>	<b>5.9%</b>

**REVENUES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
General Revenues	\$ 4,367,911	\$ 7,614,874	\$ 11,122,636	\$ 9,903,759	\$ 8,063,340	5.9%
<b>Total</b>	<b>\$ 4,367,911</b>	<b>\$ 7,614,874</b>	<b>\$ 11,122,636</b>	<b>\$ 9,903,759</b>	<b>\$ 8,063,340</b>	<b>5.9%</b>



**ENVIRONMENT & DEVELOPMENT**  
**BUDGET SUMMARY**

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

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**EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Planning	\$ 1,410,773	\$ 1,865,219	\$ 2,413,422	\$ 1,987,775	\$ 2,027,957	8.7%
Affordable Housing & Community Connections	763,516	843,694	1,293,694	1,188,707	954,730	13.2%
Public Works	11,292,686	12,797,644	13,596,800	12,683,973	13,590,737	6.2%
Building & Development Services	1,915,230	2,424,868	2,518,666	2,033,144	2,520,751	4.0%
<b>Total</b>	<b>\$ 15,382,205</b>	<b>\$ 17,931,425</b>	<b>\$ 19,822,582</b>	<b>\$ 17,893,599</b>	<b>\$ 19,094,175</b>	<b>6.5%</b>

**REVENUES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
General Revenues	\$ 10,629,340	\$ 14,403,180	\$ 613,666	\$ 13,982,569	\$ 15,478,522	7.5%
State-Shared Revenues	47,631	39,000	39,000	42,000	42,000	7.7%
Grants	256,417	-	-	-	-	N/A
Charges for Services	1,243,805	1,277,445	1,277,445	1,209,513	1,334,343	4.5%
Licenses/Permits/Fines	2,536,034	2,141,600	2,141,600	2,438,521	2,172,310	1.4%
Other Revenues	668,978	70,200	70,200	220,996	67,000	-4.6%
<b>Total</b>	<b>\$ 15,382,205</b>	<b>\$ 17,931,425</b>	<b>\$ 4,141,911</b>	<b>\$ 17,893,599</b>	<b>\$ 19,094,175</b>	<b>6.5%</b>

***PLANNING DEPARTMENT***  
***STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS***

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	2020-21 ADOPTED	2021-22 ADOPTED	2022-23 RECOMMENDED
<b><u>Planning</u></b>			
Director - Planning	1.00	1.00	1.00
Assistant Director - Planning	0.00	0.00	1.00
Operations Manager - Planning	1.00	1.00	0.00
Community Resilience Officer	1.00	1.00	1.00
Planning Manager <sup>1</sup>	1.00	1.00	1.00
Planner/Planner II/Senior Planner <sup>2</sup>	8.00	8.00	8.00
Transportation Demand Community Manager <sup>3</sup>	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	1.00
Planning Technician	0.00	0.00	1.00
Planning Department Totals	15.65	15.65	16.65

<sup>1</sup> Planning Manager is partially grant-funded.

<sup>2</sup> A number of Planner positions are partially or fully grant funded in FY23.

<sup>3</sup> Transportation Demand Community Manager is 50% grant-funded.

# **PLANNING**

## **BUDGET SUMMARY**

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*The recommended budget for the Planning Department reflects an 8.7% increase from the 2021-22 budget. The 11.8% increase in personnel expenses is due to the addition of a Planning Technician position, as well as a 0.75% retirement increase, a 2% increase in health insurance costs, and a salary increase. Operating expenses remain relatively flat.*

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### **EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Personnel	\$ 1,183,733	\$ 1,385,552	\$ 1,385,552	\$ 1,339,849	\$ 1,549,220	11.8%
Operating Costs	227,040	479,667	1,027,870	647,926	478,737	-0.2%
<b>Total</b>	<b>\$ 1,410,773</b>	<b>\$ 1,865,219</b>	<b>\$ 2,413,422</b>	<b>\$ 1,987,775</b>	<b>\$ 2,027,957</b>	<b>8.7%</b>

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### **REVENUES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
General Revenues	\$ 675,754	\$ 1,379,159	\$ 1,927,362	\$ 1,275,842	\$ 1,444,442	4.7%
Charges for Services	481,596	402,860	402,860	376,651	535,015	32.8%
Licenses/Permits/Fines	244,832	75,000	75,000	325,486	40,000	-46.7%
Other Revenues	8,591	8,200	8,200	9,796	8,500	3.7%
<b>Total</b>	<b>\$ 1,410,773</b>	<b>\$ 1,865,219</b>	<b>\$ 2,413,422</b>	<b>\$ 1,987,775</b>	<b>\$ 2,027,957</b>	<b>8.7%</b>

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***PUBLIC WORKS DEPARTMENT***  
***STAFFING COMPARISONS - IN FULL TIME EQUIVALENTS***

	2020-21 ADOPTED	2021-22 ADOPTED	2022-23 RECOMMENDED
<b><u>Administration</u></b>			
Director-Public Works	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00
Administrative Analyst	1.00	1.00	2.00
Manager - Operations	1.00	1.00	1.00
Occupational Health and Safety Officer	1.00	1.00	1.00
Office Assistant	1.00	1.00	1.00
Accounting Technician II	1.00	1.00	1.00
Administrative Coordinator	1.00	1.00	0.00
Administrative Assistant	1.00	1.00	1.00
Division Totals	9.00	9.00	9.00
<b><u>Engineering and Design Services</u></b>			
Manager of Engineering & Infrastructure	1.00	1.00	1.00
Engineering Coordinator-Sr	1.00	1.00	1.00
Project Manager	1.00	1.00	1.00
Survey/Project Coordinator <sup>1</sup>	0.75	0.75	0.75
Senior Engineer <sup>1</sup>	0.50	0.50	0.50
Engineering Inspector	1.00	1.00	1.00
Engineering Inspector - Sr <sup>1</sup>	0.70	0.70	0.70
Landscape Architect	0.00	0.00	0.00
Engineering Technician	1.00	1.00	1.00
Capital Projects Manager	1.00	1.00	1.00
Unit Totals	7.95	7.95	7.95
<b><u>Traffic Engineering and Operations</u></b>			
Traffic Engineering Manager	1.00	1.00	1.00
Traffic Signal System 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	18.95	18.95	18.95

***PUBLIC WORKS DEPARTMENT***  
***STAFFING COMPARISONS - IN FULL TIME EQUIVALENTS***

	2020-21 ADOPTED	2021-22 ADOPTED	2022-23 RECOMMENDED
<b><u>Streets and Construction Services</u></b>			
<b>Streets</b>			
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
<b>Construction</b>			
Supervisor-Construction Crew	2.00	1.00	1.00
Construction Worker (Levels I - IV)	3.00	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
<b><u>Facilities Management</u></b>			
<b>Buildings</b>			
Facilities Manager	1.00	1.00	1.00
Facilities Supervisor	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
Processing Technician <sup>2</sup>	0.25	0.25	0.25
Unit Totals	9.25	9.25	9.25
Division Totals	9.25	9.25	9.25
<b><u>Solid Waste and Fleet Services</u></b>			
<b>Solid Waste</b>			
Solid Waste Services Manager	1.00	1.00	1.00
Supervisor-Solid Waste (Residential and Commercial)	2.00	2.00	1.00
Solid Waste Services Crew Supervisor	1.00	1.00	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	91.20

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

<sup>2</sup> 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***

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*The recommended budget for the Public Works Department reflects a 6.2% increase from the 2021-22 budget. Personnel expenses in the recommended budget reflect a 0.75% retirement increase, a 2% increase in health insurance costs, and a salary increase.*

### **EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Administration	\$ 1,061,512	\$ 1,154,249	\$ 1,085,353	\$ 1,018,473	\$ 1,224,971	6.1%
Engineering & Design	687,061	883,039	873,518	705,508	915,815	3.7%
Traffic	2,035,060	1,957,711	2,083,081	1,921,514	2,020,434	3.2%
Construction	397,883	683,987	665,152	451,268	656,471	-4.0%
Streets	1,788,016	2,229,734	2,907,216	2,628,416	2,301,107	3.2%
Building Maintenance	1,923,711	1,933,306	1,969,597	1,967,014	2,174,707	12.5%
Solid Waste	3,399,443	3,955,618	4,012,883	3,991,780	4,297,232	8.6%
<b>Total</b>	<b>\$ 11,292,686</b>	<b>\$ 12,797,644</b>	<b>\$ 13,596,800</b>	<b>\$ 12,683,973</b>	<b>\$ 13,590,737</b>	<b>6.2%</b>

### **REVENUES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
General Revenues	\$ 9,464,803	\$ 11,660,459	\$ 12,459,615	\$ 11,359,876	\$ 12,498,399	7.2%
State Shared	47,631	39,000	39,000	42,000	42,000	7.7%
Grants	256,417	-	-	-	-	N/A
Charges for Services	762,209	874,585	874,585	832,862	799,328	-8.6%
Licenses/Permits/Fines	101,239	161,600	161,600	238,035	192,510	19.1%
Other Revenues	660,387	62,000	62,000	211,200	58,500	-5.6%
<b>Total</b>	<b>\$ 11,292,686</b>	<b>\$ 12,797,644</b>	<b>\$ 13,596,800</b>	<b>\$ 12,683,973</b>	<b>\$ 13,590,737</b>	<b>6.2%</b>

***PUBLIC WORKS - Administration Division***  
***BUDGET SUMMARY***

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*The recommended budget for the Administration Division of the Public Works Department reflects a 6.1% increase from the 2021-22 budget. Personnel expenses increased by 7.4% due to a 0.75% retirement increase, a 2% increase in health insurance costs, and a salary increase. Operating expenses remain flat.*

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**EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Personnel	\$ 884,831	\$ 960,989	\$ 900,683	\$ 834,965	\$ 1,031,801	7.4%
Operating Costs	176,681	193,260	184,670	183,508	193,170	0.0%
<b>Total</b>	<b>\$ 1,061,512</b>	<b>\$ 1,154,249</b>	<b>\$ 1,085,353</b>	<b>\$ 1,018,473</b>	<b>\$ 1,224,971</b>	<b>6.1%</b>

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***PUBLIC WORKS - Engineering***  
***BUDGET SUMMARY***

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*The recommended budget for the Engineering Division of the Public Works Department reflects a 3.7% increase from the 2021-22 budget. Personnel costs have increased 4.2% due to a 0.75% retirement increase, a 2% increase in health insurance costs, and a salary increase. Operating expenses decreased by 4.3% due to a decrease in fleet use.*

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**EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Personnel	\$ 666,940	\$ 832,709	\$ 810,709	\$ 646,810	\$ 867,655	4.2%
Operating Costs	20,121	50,330	62,809	58,698	48,160	-4.3%
Total	\$ 687,061	\$ 883,039	\$ 873,518	\$ 705,508	\$ 915,815	3.7%

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***PUBLIC WORKS - Traffic***  
***BUDGET SUMMARY***

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*The recommended budget for the Traffic Division of the Public Works Department reflects a 3.2% decrease from the 2021-22 budget. Personnel expenses increased by 1.3% due to a 0.75% retirement increase, a 2% increase in health insurance costs, and a salary increase. Operating expenses increased by 5.6% due to increases in contracted services and supplies.*

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**EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Personnel	\$ 1,057,948	\$ 1,090,240	\$ 1,090,240	\$ 930,826	\$ 1,103,999	1.3%
Operating Costs	977,112	867,471	992,841	990,688	916,435	5.6%
Total	\$ 2,035,060	\$ 1,957,711	\$ 2,083,081	\$ 1,921,514	\$ 2,020,434	3.2%

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***PUBLIC WORKS - Construction***  
***BUDGET SUMMARY***

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*The recommended budget for the Construction Division of the Public Works Department reflects a 4.0% decrease from the 2021-22 budget. Personnel expenses decreased by 4.8% due to staff turnover. Operating expenses decreased 2.4% due to a decrease in fleet use.*

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**EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Personnel	\$ 214,590	\$ 455,987	\$ 447,387	\$ 236,048	\$ 433,911	-4.8%
Operating Costs	183,293	228,000	217,765	215,220	222,560	-2.4%
<b>Total</b>	<b>\$ 397,883</b>	<b>\$ 683,987</b>	<b>\$ 665,152</b>	<b>\$ 451,268</b>	<b>\$ 656,471</b>	<b>-4.0%</b>

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***PUBLIC WORKS - Streets***  
***BUDGET SUMMARY***

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*The recommended budget for the Streets division reflects an overall expenditure increase of 3.2% from the 2021-22 budget. The 7.1% increase in personnel is due to a 0.75% retirement increase, a 2% increase in health insurance costs, and a salary increase. The operating budget and capital outlay remain relatively flat.*

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**EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Personnel	\$ 920,143	\$ 1,119,394	\$ 1,116,294	\$ 834,811	\$ 1,199,007	7.1%
Operating Costs	835,800	1,085,340	1,760,438	1,761,980	1,077,100	-0.8%
Capital Outlay	32,073	25,000	30,484	31,625	25,000	0.0%
<b>Total</b>	<b>\$ 1,788,016</b>	<b>\$ 2,229,734</b>	<b>\$ 2,907,216</b>	<b>\$ 2,628,416</b>	<b>\$ 2,301,107</b>	<b>3.2%</b>

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***PUBLIC WORKS - Building Maintenance***  
***BUDGET SUMMARY***

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*The recommended budget for the Building Maintenance division reflects a 12.5% increase from the 2021-22 budget. The 10.1% increase in personnel costs reflects a 0.75% retirement increase, a 2% health insurance increase, and a salary increase. The 14.9% increase in operation costs reflects the move of a maintenance project from Pay-Go CIP to the General Fund.*

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**EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Personnel	\$ 930,888	\$ 969,381	\$ 960,081	\$ 1,000,468	\$ 1,067,227	10.1%
Operating Costs	992,823	963,925	1,009,516	966,546	1,107,480	14.9%
Total	\$ 1,923,711	\$ 1,933,306	\$ 1,969,597	\$ 1,967,014	\$ 2,174,707	12.5%

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***PUBLIC WORKS - Solid Waste Services***  
***BUDGET SUMMARY***

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*The recommended budget for the Solid Waste Services division reflects an overall expenditure increase of 8.6% from last year's budget. The 9.3% increase in personnel costs is due to a 0.75% retirement increase, a 2% health insurance increase, and a salary increase. The 7.7% increase in operating costs is due to an increase in vehicle replacement.*

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**EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Personnel	\$ 2,123,291	\$ 2,345,771	\$ 2,368,771	\$ 2,356,978	\$ 2,563,982	9.3%
Operating Costs	1,276,152	1,609,847	1,644,112	1,634,802	1,733,250	7.7%
Total	\$ 3,399,443	\$ 3,955,618	\$ 4,012,883	\$ 3,991,780	\$ 4,297,232	8.6%

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

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	<b>2020-21 ADOPTED</b>	<b>2021-22 ADOPTED</b>	<b>2022-23 RECOMMENDED</b>
<b>Affordable Housing and Community Connections</b>			
Executive Director - Affordable Housing & Community Connections	1.00	1.00	1.00
Assistant Director - Affordable Housing & Community Connections	1.00	1.00	1.00
Resident Services Coordinator	1.00	1.00	1.00
Administrative Coordinator	0.20	0.20	0.20
Affordable Housing Manager	1.00	1.00	1.00
Affordable Housing 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
Department Totals	7.20	7.20	7.20

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# ***AFFORDABLE HOUSING & COMMUNITY CONNECTIONS***

## ***BUDGET SUMMARY***

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*The recommended budget reflects an overall increase of 13.2% from the previous fiscal year's budget. The 15.1% increase in personnel costs is due to a 2% increase in health insurance costs, a 0.75% retirement increase, and a salary increase. Operating costs decreased 3.6% due to an decrease in meetings & trainings.*

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### **EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Personnel	\$ 723,646	\$ 756,963	\$ 736,620	\$ 630,843	\$ 871,130	15.1%
Operating Costs	39,870	86,731	557,074	557,864	83,600	-3.6%
<b>Total</b>	<b>\$ 763,516</b>	<b>\$ 843,694</b>	<b>\$ 1,293,694</b>	<b>\$ 1,188,707</b>	<b>\$ 954,730</b>	<b>13.2%</b>

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### **REVENUES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
General Revenues	\$ 763,516	\$ 843,694	\$ 1,293,694	\$ 1,188,707	\$ 954,730	13.2%
<b>Total</b>	<b>\$ 763,516</b>	<b>\$ 843,694</b>	<b>\$ 1,293,694</b>	<b>\$ 1,188,707</b>	<b>\$ 954,730</b>	<b>13.2%</b>

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

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	<b>2020-21 ADOPTED</b>	<b>2021-22 ADOPTED</b>	<b>2022-23 RECOMMENDED</b>
<b><u>Building &amp; Development Services</u></b>			
Building Inspector Director	1.00	1.00	1.00
Code Enforcement Officer	2.00	1.00	1.00
Building Operations Manager	1.00	1.00	1.00
Commercial Plans Reviewer - Sr.	1.00	1.00	1.00
Customer Service Technician	2.00	3.00	3.00
Construction Inspector- Sr.	0.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Inspector	7.00	7.00	7.00
Inspector Supervisor	1.00	1.00	1.00
Permit Technician	2.00	1.00	1.00
Planning Manager	2.00	2.00	2.00
Permitting Systems Admin	1.00	1.00	1.00
Planning Technician	1.00	1.00	1.00
BDS Department Totals	<u>22.00</u>	<u>22.00</u>	<u>22.00</u>

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# ***Building & Development Services***

## **BUDGET SUMMARY**

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*The recommended budget for the Building & Development Services department reflects an overall expenditure increase of 4% from the 2021-22 budget. Personnel expenses increased 1.2% due to a 0.75% retirement increase, a 2% health insurance increase, and a salary increase, offset by reductions in temporary salaries. The operating costs increased by 34.4% due to increases to various technology needs and an increase in vehicle replacements.*

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### **EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Personnel	\$ 1,722,068	\$ 2,226,923	\$ 2,226,923	\$ 1,749,153	\$ 2,254,646	1.2%
Operating Costs	193,162	197,945	291,743	283,991	266,105	34.4%
<b>Total</b>	<b>\$ 1,915,230</b>	<b>\$ 2,424,868</b>	<b>\$ 2,518,666</b>	<b>\$ 2,033,144</b>	<b>\$ 2,520,751</b>	<b>4.0%</b>

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### **REVENUES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
General Revenues	\$ (274,733)	\$ 519,868	\$ 613,666	\$ 158,144	\$ 580,951	11.7%
Licenses/Permits/Fines	2,189,963	1,905,000	1,905,000	1,875,000	1,939,800	1.8%
<b>Total</b>	<b>\$ 1,915,230</b>	<b>\$ 2,424,868</b>	<b>\$ 2,518,666</b>	<b>\$ 2,033,144</b>	<b>\$ 2,520,751</b>	<b>4.0%</b>

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**PUBLIC SAFETY  
BUDGET SUMMARY**

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

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**EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Police	\$ 12,326,745	\$ 13,346,550	\$ 13,498,479	\$ 13,102,311	\$ 15,024,867	12.6%
Fire	9,088,091	10,004,565	10,203,486	9,949,139	10,615,997	6.1%
Total	\$ 21,414,836	\$ 23,351,115	\$ 23,701,965	\$ 23,051,450	\$ 25,640,864	9.8%

**REVENUES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
General Revenues	\$ 19,846,542	\$ 21,665,973	\$ 22,010,823	\$ 21,093,204	\$ 23,522,280	8.6%
State-Shared Revenues	1,064,323	1,106,256	1,106,256	1,106,256	1,106,256	0.0%
Grants	45,816	-	6,000	12,107	6,000	N/A
Charges for Services	317,619	275,386	275,386	651,883	707,728	157.0%
Licenses/Permits/Fines	125,936	203,500	203,500	153,000	198,600	-2.4%
Other Revenues	14,600	100,000	100,000	35,000	100,000	0.0%
Total	\$ 21,414,836	\$ 23,351,115	\$ 23,701,965	\$ 23,051,450	\$ 25,640,864	9.8%

***POLICE DEPARTMENT  
STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS***

	<b>2020-21 ADOPTED</b>	<b>2021-22 ADOPTED</b>	<b>2022-23 RECOMMENDED</b>
<b>Support Services</b>			
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	4.00	5.00	5.00
Records Supervisor	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00
Communications Specialist	1.00	1.00	1.00
Customer Service Technician	3.00	0.00	0.00
Community Safety Outreach Coordinator	1.00	1.00	1.00
Records Technician	0.00	3.00	3.00
Division Totals	17.00	18.00	18.00
<b>Operations</b>			
Assistant Police Chief	2.00	2.00	2.00
Police Captain	4.00	4.00	4.00
Police Lieutenant	8.00	8.00	8.00
Police Sergeant	12.00	12.00	12.00
Forensic and Evidence Specialist	2.00	2.00	2.00
Police Officer	88.00	73.00	73.00
Division Totals	116.00	101.00	101.00
Police Department Totals	133.00	119.00	119.00

# **POLICE**

## **BUDGET SUMMARY**

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*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 2% health insurance increase, a 0.75% retirement increase, and a salary increase. Operating cost increases are attributed to increases in communication costs and a criminal justice debt program.*

*In fiscal year 2017-18, Inspections became a division under the Police Department. As of last fiscal year, the Inspections division became its own department, Building and Development Services.*

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### **EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Personnel	\$ 10,928,577	\$ 11,774,422	\$ 11,641,961	\$ 11,471,987	\$ 13,349,883	13.4%
Operating Costs	1,398,168	1,572,128	1,856,518	1,630,324	1,674,984	6.5%
<b>Total</b>	<b>\$ 12,326,745</b>	<b>\$ 13,346,550</b>	<b>\$ 13,498,479</b>	<b>\$ 13,102,311</b>	<b>\$ 15,024,867</b>	<b>12.6%</b>

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### **REVENUES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
General Revenues	\$ 12,241,601	\$ 13,174,050	\$ 13,319,979	\$ 12,656,707	\$ 14,445,325	9.6%
Grants	6,000	-	6,000	12,107	6,000	N/A
Charges for Services	42,233	-	-	376,497	432,342	N/A
Licenses/Permits/Fines	22,311	72,500	72,500	22,000	41,200	-43.2%
Other Revenues	14,600	100,000	100,000	35,000	100,000	0.0%
<b>Total</b>	<b>\$ 12,326,745</b>	<b>\$ 13,346,550</b>	<b>\$ 13,498,479</b>	<b>\$ 13,102,311</b>	<b>\$ 15,024,867</b>	<b>12.6%</b>

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***POLICE - Support Services Division***  
***BUDGET SUMMARY***

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*The recommended budget for the Support Services division reflects an overall expenditure increase of 7.0% from last year's budget. The 9.7% increase in personnel is due to a 2% increase in health insurance, a 0.75% retirement increase, and a salary increase. There is a 1.6% increase in operating costs due an increase in telephone maintenance.*

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**EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Personnel	\$ 1,489,288	\$ 1,784,315	\$ 1,784,315	\$ 1,637,801	\$ 1,956,795	9.7%
Operating Costs	788,705	858,609	1,015,619	883,181	872,195	1.6%
<b>Total</b>	<b>\$ 2,277,993</b>	<b>\$ 2,642,924</b>	<b>\$ 2,799,934</b>	<b>\$ 2,520,982</b>	<b>\$ 2,828,990</b>	<b>7.0%</b>

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***POLICE - Operations Division***  
***BUDGET SUMMARY***

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*The Operations Division reflects a 14.0% increase from the 2021-22 budget. The personnel budget for the Operations Division reflects a 14.0% increase due to a 0.75% increase in retirement costs, a 2% increase in health insurance costs, and a salary increase. The 13.7% increase in operating costs is primarily attributed to the criminal justice debt program.*

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**EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Personnel	\$ 9,439,289	9,990,107	9,857,646	9,834,186	11,393,088	14.0%
Operating Costs	609,439	653,669	828,279	687,293	742,939	13.7%
Total	\$ 10,048,728	\$ 10,643,776	\$ 10,685,925	\$ 10,521,479	\$ 12,136,027	14.0%

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***POLICE - Special Events***  
***BUDGET SUMMARY***

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*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 2022-23 is flat compared to 2021-22.*

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**EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Operating Costs	\$ 24	\$ 59,850	\$ 12,620	\$ 59,850	\$ 59,850	0.0%
Total	\$ 24	\$ 59,850	\$ 12,620	\$ 59,850	\$ 59,850	0.0%

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***FIRE DEPARTMENT  
STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS***

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	2020-21 ADOPTED	2021-22 ADOPTED	2022-23 RECOMMENDED
<b>Administration</b>			
Fire Chief	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Deputy Fire Chief	1.00	1.00	1.00
Management Analyst	0.00	0.00	1.00
Emergency Management Planner	1.00	1.00	1.00
Emergency Management Coordinator	1.00	1.00	1.00
Division Totals	5.00	5.00	6.00
<b>Emergency Operations</b>			
Battalion Fire Chief	3.00	3.00	3.00
Fire Captain	23.00	26.00	22.00
Fleet & Logistics Officer	0.00	0.00	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 Comms Tech Officer	1.00	0.00	1.00
Fire Equipment Operator/Lieutenant	21.00	19.00	21.00
Firefighter/Master	33.00	33.00	33.00
Division Totals	83.00	83.00	83.00
<b>Life Safety</b>			
Fire Marshall- Assistant Chief	1.00	1.00	1.00
Fire Inspector	2.00	3.00	3.00
Deputy Fire Marshal	2.00	2.00	2.00
Assistant Fire Marshal	3.00	2.00	1.00
Division Totals	8.00	8.00	7.00
Fire Department Totals	96.00	96.00	96.00

# ***FIRE***

## ***BUDGET SUMMARY***

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*While the Fire Department generates revenues from grants, charges for services, and 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 6.1% due to personnel increases and increases to vehicle fuel and vehicle maintenance charges.*

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### **EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Personnel	\$ 8,063,561	\$ 8,902,751	\$ 8,902,751	\$ 8,617,928	\$ 9,488,845	6.6%
Operating Costs	1,024,530	1,091,814	1,290,735	1,321,211	1,117,152	2.3%
Capital Outlay	-	10,000	10,000	10,000	10,000	0.0%
<b>Total</b>	<b>\$ 9,088,091</b>	<b>\$ 10,004,565</b>	<b>\$ 10,203,486</b>	<b>\$ 9,949,139</b>	<b>\$ 10,615,997</b>	<b>6.1%</b>

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### **REVENUES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
General Revenues	\$ 7,604,941	\$ 8,491,923	\$ 8,690,844	\$ 8,436,497	\$ 9,076,955	6.9%
State-Shared Revenues	1,064,323	1,106,256	1,106,256	1,106,256	1,106,256	0.0%
Grants	39,816	-	-	-	-	N/A
Charges for Services	275,386	275,386	275,386	275,386	275,386	0.0%
Licenses/Permits/Fines	103,625	131,000	131,000	131,000	157,400	20.2%
<b>Total</b>	<b>\$ 9,088,091</b>	<b>\$ 10,004,565</b>	<b>\$ 10,203,486</b>	<b>\$ 9,949,139</b>	<b>\$ 10,615,997</b>	<b>6.1%</b>

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***FIRE - Administration Division***  
***BUDGET SUMMARY***

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*The recommended budget for the Administration division reflects an overall expenditure decrease of 25.0% from last year's budget. The decrease in personnel costs is the result of a deputy chief position moving from Administration to Operations. This is partially offset by a 0.75% retirement increase, a 2% increase in health insurance costs, and a salary increase. The operating budget reflects a 36.7% decrease due to decreases in vehicle replacements and professional services.*

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**EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Personnel	\$ 372,305	\$ 482,645	\$ 482,645	\$ 350,888	\$ 383,987	-20.4%
Operating Costs	97,981	\$ 184,433	\$ 232,317	215,377	\$ 116,655	-36.7%
Total	\$ 470,286	\$ 667,078	\$ 714,962	\$ 566,265	\$ 500,642	-25.0%

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***FIRE - Emergency Operations Division***  
***BUDGET SUMMARY***

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*The recommended budget for the Emergency Operations Division reflects an 8.8% increase overall. Personnel expenditures experienced an 8.7% increase due to a 2% increase in health insurance costs, a 0.75% retirement costs increase, and a salary increase, as well as gaining a deputy chief position moved from Administration. Operating expenditures saw a 9.3% increase, reflecting increases to fleet use and training supplies. Capital outlay expenditures remain the same.*

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**EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Personnel	\$ 6,785,280	\$ 7,413,073	\$ 7,413,073	\$ 7,373,443	\$ 8,061,520	8.7%
Operating Costs	751,060	828,456	947,493	1,007,909	905,317	9.3%
Capital Outlay	-	10,000	10,000	10,000	10,000	0.0%
<b>Total</b>	<b>\$ 7,536,340</b>	<b>\$ 8,251,529</b>	<b>\$ 8,370,566</b>	<b>\$ 8,391,352</b>	<b>\$ 8,976,837</b>	<b>8.8%</b>

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***FIRE - Life Safety Division***  
***BUDGET SUMMARY***

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*The recommended budget for the Life Safety division reflects an overall expenditure increase of 0.3% from the 2021-22 budget. The 0.2% increase in personnel is due to a 2% increase in health insurance costs, a 0.75% retirement increase, and a salary increase. The operating budget increased by 1.4% due to increases in vehicle fuel and business meetings & training.*

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**EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Personnel	\$ 730,174	\$ 794,129	\$ 794,129	\$ 690,053	\$ 795,443	0.2%
Operating Costs	53,334	74,325	73,325	74,130	75,340	1.4%
Total	\$ 783,508	\$ 868,454	\$ 867,454	\$ 764,183	\$ 870,783	0.3%

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***FIRE - Emergency Management***  
***BUDGET SUMMARY***

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*The Emergency Management division was created during FY21. The overall budget increased 23.1% from the 2021-22 budget. Personnel costs increased 16.4% from the 2021-22 budget due to a 2% increase in health insurance costs, a 0.75% retirement increase, and a salary increase. Operating costs increased by 331.4% (\$15,240) due to increases to fleet use and contracted services.*

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**EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Personnel	\$ 175,802	\$ 212,904	\$ 212,904	\$ 203,544	\$ 247,895	16.4%
Operating Costs	122,155	4,600	37,600	23,795	19,840	331.3%
Total	\$ 297,957	\$ 217,504	\$ 250,504	\$ 227,339	\$ 267,735	23.1%

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**LEISURE  
BUDGET SUMMARY**

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

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**EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Parks and Recreation	\$ 5,794,064	\$ 7,374,790	\$ 7,510,326	\$ 6,348,009	\$ 7,819,651	6.0%
Library	3,473,733	3,888,890	3,885,064	3,701,352	4,143,137	6.5%
<b>Total</b>	<b>\$ 9,267,797</b>	<b>\$ 11,263,680</b>	<b>\$ 11,395,390</b>	<b>\$ 10,049,361</b>	<b>\$ 11,962,788</b>	<b>6.2%</b>

**REVENUES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
General Revenues	\$ 8,034,492	\$ 9,363,033	\$ 9,468,879	\$ 8,450,730	\$ 10,213,476	9.1%
Grants	683,497	681,997	681,997	681,995	681,997	0.0%
Charges for Services	454,703	1,119,650	1,119,650	800,236	975,415	-12.9%
Other Revenues	50,105	54,000	79,864	71,400	46,900	-13.1%
Transfers/Other Sources	45,000	45,000	45,000	45,000	45,000	0.0%
<b>Total</b>	<b>\$ 9,267,797</b>	<b>\$ 11,263,680</b>	<b>\$ 11,395,390</b>	<b>\$ 10,049,361</b>	<b>\$ 11,962,788</b>	<b>6.2%</b>

# ***PARKS & RECREATION DEPARTMENT***

## ***STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS***

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	2020-21 ADOPTED	2021-22 ADOPTED	2022-23 RECOMMENDED
<b>Administration</b>			
Director-Parks & Recreation	1.00	1.00	1.00
Assistant Director-Parks and Recreation	1.00	1.00	1.00
Planning & Development Manager	1.00	1.00	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
Administrative Services Manager	1.00	1.00	1.00
Marketing & Sponsorship Coordinator	1.00	1.00	1.00
Division Totals	9.00	9.00	9.00
<b>Landscape Services and Park Maintenance</b>			
Parks Maintenance Superintendent	1.00	1.00	1.00
Landscape Supervisor	3.00	3.00	2.00
Municipal Arborist	1.00	1.00	1.00
Senior Planner	0.00	0.00	1.00
Project Manager	0.00	0.00	1.00
Assistant Arborist	1.00	1.00	1.00
Landscape Specialist/Landscape Crew Leader	17.00	17.00	17.00
Administrative Assistant	1.00	1.00	1.00
Landscape Architect	1.00	1.00	0.00
Division Totals	25.00	25.00	25.00
<b>Athletics</b>			
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
<b>Community Center</b>			
Recreation Supervisor	1.00	1.00	1.00
Recreation Specialist	1.00	1.00	1.00
Recreation Assistant	2.50	2.50	2.50
Division Totals	4.50	4.50	4.50

*continued*

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

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	<b>2020-21 ADOPTED</b>	<b>2021-22 ADOPTED</b>	<b>2022-23 RECOMMENDED</b>
<b>Aquatics Center</b>			
Recreation Supervisor	1.00	1.00	1.00
Assistant Recreation Supervisor	1.00	1.00	1.00
Aquatics Specialist	4.00	4.00	4.00
Division Totals	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>
<b>Hargraves Center</b>			
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>
<b>Community Cultural Arts</b>			
Recreation Supervisor	0.00	0.00	0.00
Festivals & Event Technician	0.00	0.00	0.00
Division Totals	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Parks & Recreation Department Totals	<u>53.80</u>	<u>53.80</u>	<u>53.80</u>

<sup>1</sup> One additional Groundskeeper is funded by the Downtown Service District.

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# ***PARKS AND RECREATION BUDGET SUMMARY***

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*The recommended budget for Parks & Recreation has a 6% overall increase. The budget includes a 2% increase in health insurance costs, a 0.75% retirement increase, and a salary increase. The 4.3% increase in operations is due to increases in vehicle replacement and vehicle fuel costs.*

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## **EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Personnel	\$ 4,326,886	\$ 5,592,946	\$ 5,592,946	\$ 4,577,361	\$ 5,961,769	6.6%
Operating Costs	1,467,178	1,781,844	1,895,508	1,753,876	1,857,882	4.3%
Capital Outlay	-	-	21,872	16,772	-	N/A
<b>Total</b>	<b>\$ 5,794,064</b>	<b>\$ 7,374,790</b>	<b>\$ 7,510,326</b>	<b>\$ 6,348,009</b>	<b>\$ 7,819,651</b>	<b>6.0%</b>

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## **REVENUES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
General Revenues	\$ 5,240,494	\$ 6,221,380	\$ 6,336,616	\$ 5,457,913	\$ 6,804,476	9.4%
Grants	85,260	83,760	83,760	83,760	83,760	0.0%
Charges for Services	420,987	1,058,650	1,058,650	746,036	906,415	-14.4%
Other Revenues	47,323	11,000	31,300	60,300	25,000	127.3%
<b>Total</b>	<b>\$ 5,794,064</b>	<b>\$ 7,374,790</b>	<b>\$ 7,510,326</b>	<b>\$ 6,348,009</b>	<b>\$ 7,819,651</b>	<b>6.0%</b>

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***PARKS & RECREATION - Administration Division***  
***BUDGET SUMMARY***

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*The recommended budget for the Administration division reflects an overall expenditure increase of 4.1% from the 2021-22 budget. The 4.7% increase in personnel costs is due a 0.75% retirement increase, a 2% increase in health insurance costs, and a salary increase. The operating budget has an increase of 2.2% due to increases in contracted services.*

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**EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Personnel	\$ 798,657	\$ 956,253	\$ 956,253	\$ 735,922	\$ 1,000,750	4.7%
Operating Costs	188,642	257,607	285,130	238,781	263,168	2.2%
<b>Total</b>	<b>\$ 987,299</b>	<b>\$ 1,213,860</b>	<b>\$ 1,241,383</b>	<b>\$ 974,703</b>	<b>\$ 1,263,918</b>	<b>4.1%</b>

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***PARKS & RECREATION - Special Events***  
***BUDGET SUMMARY***

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*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.*

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**EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Operating Costs	-	-	5,175	-	-	N/A
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,175</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/A</b>

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***PARKS & RECREATION - Parks Maintenance***  
***BUDGET SUMMARY***

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*The recommended budget for the Parks Maintenance division reflects an overall expenditure increase of 10.6% from last year's budget. The 9.8% increase in personnel costs is due to a 0.75% retirement increase, a 2% increase in health insurance costs, and a salary increase. Operating costs increased 12.9% due to increases in vehicle replacement and vehicle fuel.*

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**EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Personnel	\$ 1,645,995	\$ 1,908,494	\$ 1,928,494	\$ 1,728,024	\$ 2,095,986	9.8%
Operating Costs	606,359	607,302	650,662	647,604	685,522	12.9%
Capital Outlay	-		16,772	16,772	-	N/A
<b>Total</b>	<b>\$ 2,252,354</b>	<b>\$ 2,515,796</b>	<b>\$ 2,595,928</b>	<b>\$ 2,392,400</b>	<b>\$ 2,781,508</b>	<b>10.6%</b>

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***PARKS & RECREATION - Athletics***  
***BUDGET SUMMARY***

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*The recommended budget for the Athletics division reflects an overall expenditure increase of 4.1% from the 2021-22 budget. The 6.2% increase in personnel costs reflects a 2% increase in health insurance costs, a 0.75% retirement increase, and a salary increase. The 1.0% increase in operating costs is attributed to an increase in water and sewer costs.*

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**EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Personnel	\$ 388,546	\$ 528,138	\$ 528,138	\$ 411,654	\$ 561,091	6.2%
Operating Costs	231,843	381,447	396,680	359,737	385,407	1.0%
<b>Total</b>	<b>\$ 620,389</b>	<b>\$ 909,585</b>	<b>\$ 924,818</b>	<b>\$ 771,391</b>	<b>\$ 946,498</b>	<b>4.1%</b>

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***PARKS & RECREATION - Community Center***  
***BUDGET SUMMARY***

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*The recommended budget for the Community Center division reflects an overall expenditure increase of 13.8% from the 2021-22 budget. The 19.9% increase in personnel costs reflects a 2% increase in health insurance costs, a 0.75% retirement increase, and a salary increase. Operating costs decreased by 10.2% due to changes in recreation programs and events.*

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**EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Personnel	\$ 429,311	\$ 551,527	\$ 551,527	\$ 481,577	\$ 661,127	19.9%
Operating Costs	100,448	138,255	133,536	134,738	124,189	-10.2%
Capital Outlay	-	-	5,100	-	-	N/A
<b>Total</b>	<b>\$ 529,759</b>	<b>\$ 689,782</b>	<b>\$ 690,163</b>	<b>\$ 616,315</b>	<b>\$ 785,316</b>	<b>13.8%</b>

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***PARKS & RECREATION - Aquatics***  
***BUDGET SUMMARY***

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*The recommended budget for the Aquatics division reflects an overall expenditure decrease of 2.0% from last year's budget. The 2.9% decrease in personnel costs is due to staff turnover, offset by a 2% increase in health insurance costs, a 0.75% retirement increase, and a salary increase. The 1.0% increase in operating costs is attributed to an increase in water and sewer costs.*

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**EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Personnel	\$ 616,991	\$ 976,037	\$ 956,037	\$ 705,239	\$ 948,003	-2.9%
Operating Costs	249,405	264,760	272,542	254,724	267,406	1.0%
Total	\$ 866,396	\$ 1,240,797	\$ 1,228,579	\$ 959,963	\$ 1,215,409	-2.0%

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***PARKS & RECREATION - Hargraves***  
***BUDGET SUMMARY***

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*The recommended budget for the Hargraves division reflects an overall expenditure increase of 2.7% from the 2021-22 budget. The 3.3% increase in personnel costs reflects a 2% increase in health insurance costs, a 0.75% retirement increase, and a salary increase. Operating costs remain at similar levels to the previous fiscal year.*

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**EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Personnel	\$ 447,386	\$ 672,497	\$ 672,497	\$ 514,945	\$ 694,812	3.3%
Operating Costs	90,481	132,473	151,783	118,292	132,190	-0.2%
Total	\$ 537,867	\$ 804,970	\$ 824,280	\$ 633,237	\$ 827,002	2.7%

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# ***LIBRARY DEPARTMENT***

## ***STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS***

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	2020-21 ADOPTED	2021-22 ADOPTED	2022-23 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
Reader Service Coordinator	1.00	0.00	0.00
Project Coordinator	0.00	1.00	1.00
Training Coordinator	1.00	0.00	1.00
Youth & Family Experience Manager	1.00	1.00	1.00
Library Accounts Coordinator	1.00	1.00	1.00
Administrative Coordinator	1.00	0.00	0.00
Administrative Analyst	0.00	1.00	1.00
Library Experience Specialist	7.00	6.00	7.00
Library Experience Assistant	11.66	12.16	11.66
Library Systems Manager	1.00	1.00	1.00
Learning and Development Coordinator	0.00	1.00	0.00
Environmental Education	0.00	0.50	0.00
Marketing & Communications Manager	1.00	1.00	1.00
Division Total	30.66	30.66	30.66
<b>Public Arts</b>			
Public Arts Administrator	0.00	0.00	0.00
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
<b>Community Cultural Arts</b>			
Recreation Supervisor	0.00	0.00	0.00
Festival & Events Technician	0.00	0.00	0.00
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

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**LIBRARY**  
**BUDGET SUMMARY**

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*The recommended budget for the Library reflects an overall expenditure increase of 6.5% from the 2021-22 budget. The 8.6% increase in personnel is the result of a 2% increase in health insurance costs, a 0.75% retirement increase, and a salary increase. Operating costs remained relatively constant.*

*Library revenues reflect support from Orange County in the amount of \$598,237. Transfer from the Library Gift Fund remains at the historic level of \$45,000 in 2022-23.*

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**EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Personnel	\$ 2,703,253	\$ 2,996,390	\$ 2,959,907	\$ 2,800,869	\$ 3,255,183	8.6%
Operating Costs	770,480	892,500	925,157	900,483	887,954	-0.5%
<b>Total</b>	<b>\$ 3,473,733</b>	<b>\$ 3,888,890</b>	<b>\$ 3,885,064</b>	<b>\$ 3,701,352</b>	<b>\$ 4,143,137</b>	<b>6.5%</b>

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**REVENUES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
General Fund	\$ 2,793,998	\$ 3,141,653	\$ 3,132,263	\$ 2,992,817	\$ 3,409,000	8.5%
Grants	598,237	598,237	598,237	598,235	598,237	0.0%
Charges for Services	33,716	61,000	61,000	54,200	69,000	13.1%
Other Revenues	2,782	43,000	48,564	11,100	21,900	-49.1%
Transfers/Other Sources	45,000	45,000	45,000	45,000	45,000	0.0%
<b>Total</b>	<b>\$ 3,473,733</b>	<b>\$ 3,888,890</b>	<b>\$ 3,885,064</b>	<b>\$ 3,701,352</b>	<b>\$ 4,143,137</b>	<b>6.5%</b>

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# ***DEBT FUND***

As of March 31, 2022 the Town had about \$106.9 million in debt outstanding.

The Town issued \$3.205 million of G.O. two-thirds bonds for parks and recreation, public safety, and streets and sidewalks projects in May 2021.

The Town issued \$4.755 million of G.O. bonds for affordable housing projects in May 2021.

In August 2021, the Town issued \$51.5 million in Limited Obligation Bonds to build the East Rosemary Parking Deck (\$34 million, Elliott Rd Reconstruction Project (\$5.5 million, and to refund the 2012 LOBS and 2015 installment finance contract (\$12 million).

		Long-Term Debt March 31, 2022
<b>Governmental Debt</b>		
General obligation debt	\$	35,669,000
Limited Obligation Bonds		10,694,000
Installment debt		4,819,000
Separation allowance		7,321,000
Compensated absences		<u>3,020,000</u>
<b>Total</b>	<b>\$</b>	<b><u>61,523,000</u></b>
<b>Proprietary Fund Debt</b>		
Enterprise Funds		
General obligation debt	\$	2,295,000
Limited Obligation Bonds		38,531,000
Installment debt		3,701,000
Compensated absences		<u>838,000</u>
<b>Total</b>	<b>\$</b>	<b><u>45,365,000</u></b>

There is \$18.8 million of G.O. bond authority remaining from the 2015 Referendum. There is \$5.245 million of G.O. bond authority remaining from the 2018 Referendum. It is anticipated that the remaining \$7.7 million Streets and Sidewalks Bonds and \$5.245 million Affordable Housing Bonds will be issued in winter 2023.

## **Major Revenue Sources**

The chief revenue source for the Debt Fund is the dedicated property tax rate. The recommended tax rate for FY23 remains the same at 8.8 cents. Total Debt Fund tax revenues are expected to be \$8,443,000.

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. The actual amount of the transfer may be subject to change based on interim changes in valuation that may affect revenues for FY23.

## ***DEBT FUND***

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### **Major Expenditures**

Debt service payments due in FY23 total about \$6.9 million between principal and interest.

A transfer to the Parking Fund (\$1,558,976 in FY22 and \$2,710,026 in FY23) 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 about \$673,000.

## ***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 2022-23 budget maintains the dedicated Debt Service Fund tax rate at 8.8 cents.*

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### **EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Principal Payments	\$ 5,224,000	\$ 5,556,000	\$ 5,556,000	\$ 4,851,000	\$ 5,201,000	-6.4%
Interest Expense	1,965,577	1,954,975	1,954,975	1,724,854	1,659,901	-15.1%
Bond Issuance Costs	-	-	5,209	5,209	-	N/A
Advanced Refunding	-	-	12,241,044	12,241,044	-	N/A
Transfer to LOBS Fund	3,399,950	-	-	-	-	N/A
Transfer to Parking Fund	-	-	-	1,558,976	2,710,026	N/A
Contribution to Reserve	-	2,153,957	6,538,957	5,011,520	-	-100.0%
<b>Total</b>	<b>\$ 10,589,527</b>	<b>\$ 9,664,932</b>	<b>\$ 26,296,185</b>	<b>\$ 25,392,603</b>	<b>\$ 9,570,927</b>	<b>-1.0%</b>

### **REVENUES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Property Taxes	\$ 8,282,332	\$ 8,293,000	\$ 8,293,000	\$ 8,314,000	\$ 8,443,000	1.8%
Transfer from Off-Street Parking	-	916,832	916,832	-	-	-100.0%
Transfer from General Fund	-	445,100	445,100	445,100	445,100	0.0%
Debt Proceeds	-	-	12,246,253	12,246,253	-	N/A
Transfer from LOBS Fund	-	-	4,385,000	4,385,000	-	N/A
Interest Income	5,681	10,000	10,000	2,250	10,000	0.0%
Appropriated Fund Balance	2,301,514	-	-	-	672,827	N/A
<b>Total</b>	<b>\$ 10,589,527</b>	<b>\$ 9,664,932</b>	<b>\$ 26,296,185</b>	<b>\$ 25,392,603</b>	<b>\$ 9,570,927</b>	<b>-1.0%</b>



# ***TRANSIT FUND***

## ***Major Revenue Sources - Descriptions and Estimates***

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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.)

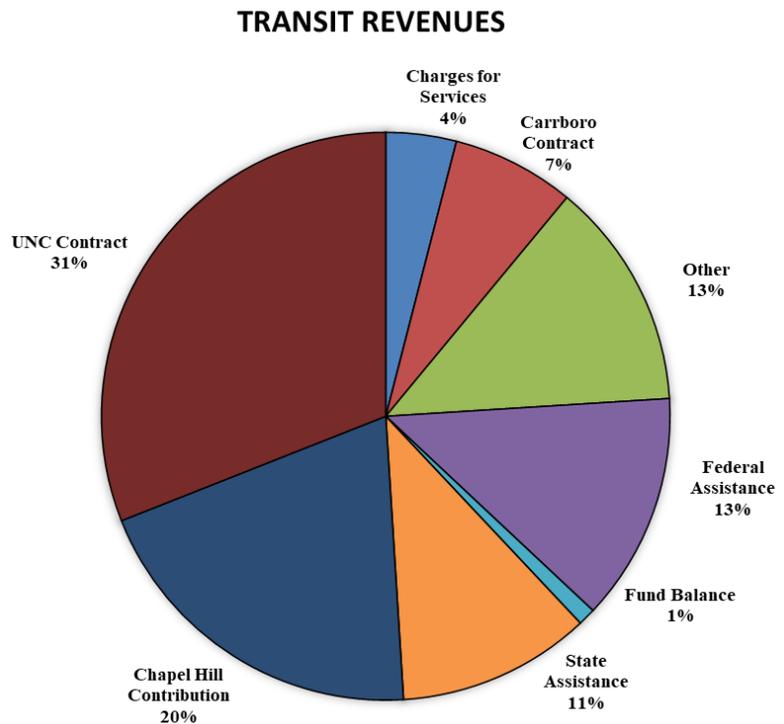
The recommended budget for the Transit Fund for fiscal year 2022-23 totals about \$30.3 million, an increase of 15.3% from 2021-22. Below is a description of the major revenue sources for the Transit Fund and the pie chart below shows the major revenue sources for fiscal year 2022-23. Please note that 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 2021-22 levels to \$2.5 million. A further \$1.3 million is anticipated in federal operating grants. Additional operating grants will be sought for 2022-23 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 2022-23 to \$3.2 million.



# TRANSIT FUND

## Major Revenue Sources - Descriptions and Estimates

### University Contract

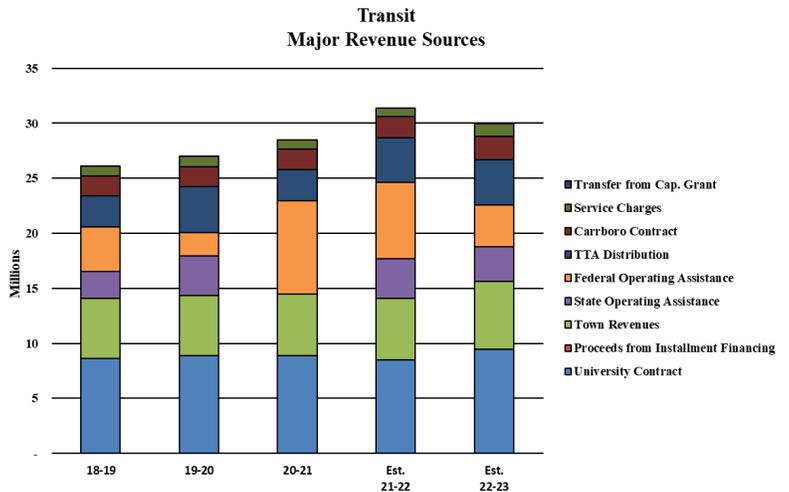
The University of North Carolina contracts with the Town for bus service for routes on and surrounding the campus of the University and UNC Health Care System. The University contract also covers routes determined to serve mainly students and employees of the University. The cost of these services is 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 \$8.9 million in 2020-21 and \$8.5 million in 2021-22. UNC’s allocation for 2022-23 is up to \$9.4 million due to the increased transit tax rate and its effect on the funding formula.

### 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 2021-22 was about \$1.9 million and the budget for 2022-23 increased to \$2.1 million due to the increased transit tax rate and its effect 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 2022-23 is about \$6.16 million. The 2022-23 recommended budget is balanced with a 0.5 cent tax increase to the Transit property tax in order to fund the bus replacement program. Also included in Town revenues are interest income and \$450,000 for vehicle license fees.



# ***TRANSIT FUND***

## ***Major Revenue Sources - Descriptions and Estimates***

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### **Park and Ride Fees**

The recommended budget for 2022-23 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 2022-23 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.

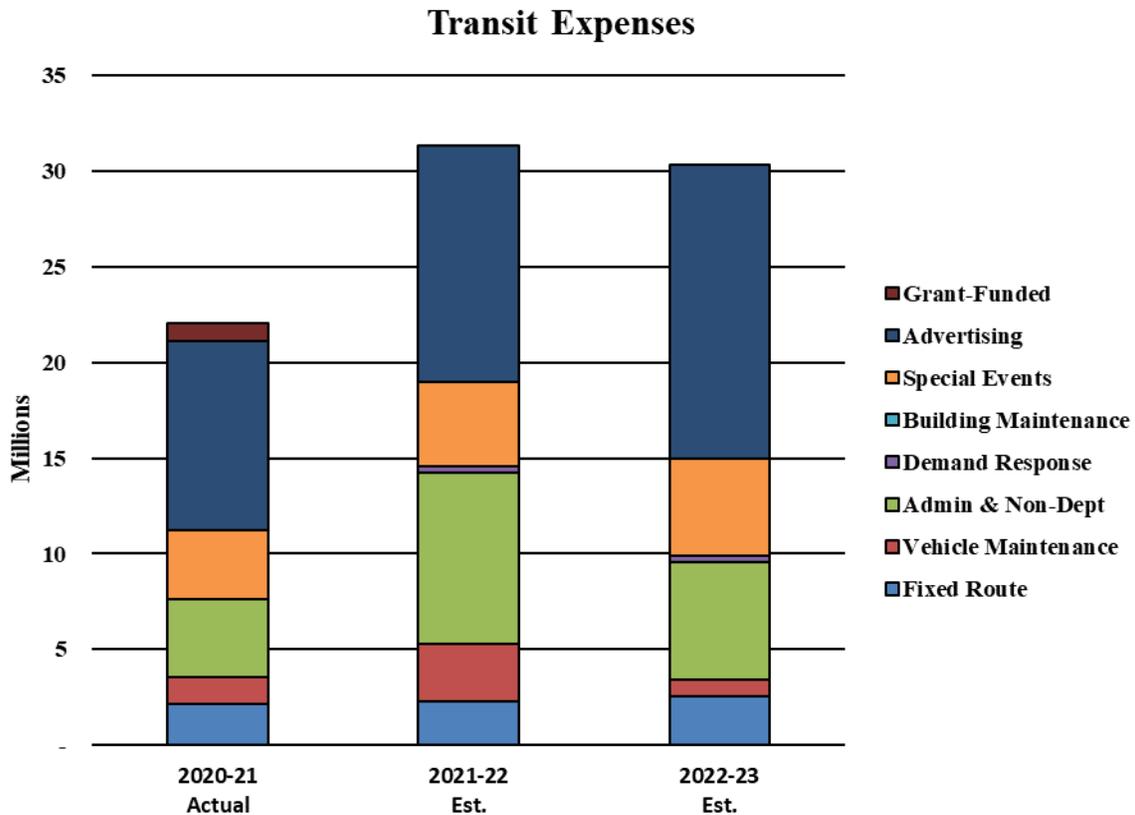
### **Fund Balance**

The 2022-23 recommended budget was balanced with an appropriation of \$369,419 in fund balance.

# TRANSIT FUND

## Major Expenditures - Descriptions and Estimates

The recommended budget for Transit for 2022-23 continues fare free services for fixed routes in the system and totals \$30.3 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 \$24.3 million and Maintenance costs total about \$6 million.



Expenditures for 2022-23 include a 2% health insurance cost increase, a pay increase, and a 0.75% retirement increase. There is \$184,800 budgeted cost for other post-employment benefits (OPEB) and also includes \$1.1 million in reserve for the purchase of new buses.

***TRANSIT DEPARTMENT***  
***STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS***

	2020-21 ADOPTED	2021-22 ADOPTED	2022-23 RECOMMENDED
<b>Administration</b>			
Director-Transportation	1.00	1.00	1.00
Assistant Director-Transportation	1.00	1.00	1.00
Assistant Director - Admin Services	1.00	0.00	0.00
Management Analyst	1.00	1.00	1.00
Community Outreach Manager	1.00	1.00	1.00
Advertising Sales Manager	0.00	0.00	0.00
Transit Project Manager	0.00	1.00	1.00
Grants Coordinator	1.00	1.00	1.00
Procurement Specialist	1.00	1.00	1.00
Transit Services Planner	1.00	1.00	1.00
Administrative Assistant	3.00	3.00	3.00
Human Resources Consultant	1.00	1.00	1.00
Transit Planning Coordinator	1.00	1.00	1.00
Accounting Technician II	1.00	1.00	1.00
Division Totals	14.00	14.00	14.00
<b>Operations</b>			
OCC Health & Safety Officer	1.00	1.00	1.00
Demand Response Manager	1.00	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	14.63	16.00	16.00
Transit Operator - Fixed Route	122.66	122.66	122.66
Training Coordinator	1.00	2.00	2.00
Administrative Assistant	2.00	2.00	2.00
Division Totals	156.29	158.66	158.66
<b>Equipment Maintenance</b>			
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	16.00	16.00
Bus Service Technician	2.00	2.00	2.00
Mechanic Helper	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Parts Clerk	2.00	2.00	2.00
Service Attendant	5.00	5.00	5.00
Division Totals	33.00	33.00	33.00
Transit Department Totals	203.29	205.66	205.66

# **TRANSIT BUDGET SUMMARY**

The recommended budget for the Transit Department continues fare-free service. Federal and State assistance has increased for FY23. Triangle Transit Authority (TTA) revenues remain flat. The 2022-23 recommended 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, a pay increase, and a 2% increase in health insurance costs.

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## **EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Admin & Non-Dept	\$ 4,045,812	\$ 4,874,247	\$ 14,246,673	\$ 8,985,711	\$ 6,160,403	26.4%
Grant-Funded	987,271	-	1,154,271	-	-	N/A
Fixed Route	9,870,411	12,798,403	13,523,189	12,355,158	15,340,223	19.9%
Demand Response	2,174,392	2,472,428	2,460,928	2,276,246	2,515,061	1.7%
Special Events	218	309,653	309,653	311,715	311,275	0.5%
Vehicle Maintenance	3,619,527	4,951,906	5,008,365	4,448,601	5,110,782	3.2%
Building Maintenance	1,378,792	893,409	3,128,620	2,976,135	891,330	-0.2%
<b>Total</b>	<b>\$ 22,076,423</b>	<b>\$ 26,300,046</b>	<b>\$ 39,831,699</b>	<b>\$ 31,353,566</b>	<b>\$ 30,329,074</b>	<b>15.3%</b>

## **REVENUES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Charges for Services	\$ 806,917	\$ 1,174,187	\$ 1,174,187	\$ 764,938	\$ 1,174,187	0.0%
Federal Assistance	2,065,739	1,960,178	1,960,178	1,960,178	2,500,000	27.5%
Federal Ops Grants	6,439,882	-	9,559,407	4,937,054	1,300,000	N/A
State Assistance	-	2,629,698	3,631,704	3,631,704	3,200,000	21.7%
TTA Fees	2,816,972	4,074,423	4,074,423	4,074,423	4,074,423	0.0%
UNC Contract	8,880,048	8,519,147	8,519,147	8,519,147	9,436,133	10.8%
Carrboro Contract	1,872,008	1,900,088	1,900,088	1,900,088	2,111,378	11.1%
Chapel Hill Revenues	5,575,305	5,595,831	5,595,831	5,566,034	6,163,534	10.1%
Appropriated Fund Balance	(6,380,448)	446,494	3,416,734	-	369,419	-17.3%
<b>Total</b>	<b>\$ 22,076,423</b>	<b>\$ 26,300,046</b>	<b>\$ 39,831,699</b>	<b>\$ 31,353,566</b>	<b>\$ 30,329,074</b>	<b>15.3%</b>

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

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*The recommended budget for 2022-23 includes a 26.4% increase to the overall budget. Personnel has increase by 8.5% due to a 0.75% retirement increase, a 2% increase in health insurance costs, and a salary increase.*

*Operating costs increased by 36.4% due to increased contribution to reserves for new bus purchases.*

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**EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Personnel	\$ 1,557,009	\$ 1,747,152	\$ 1,747,152	\$ 1,701,740	\$ 1,895,920	8.5%
Operating Costs	2,488,803	3,127,095	12,499,521	7,283,971	4,264,483	36.4%
Total	\$ 4,045,812	\$ 4,874,247	\$ 14,246,673	\$ 8,985,711	\$ 6,160,403	26.4%

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***TRANSIT - Grants***  
***BUDGET SUMMARY***

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*As of the time of the recommended budget, there were no planned grant related expenditures for 2022-23.*

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**EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Personnel	\$ 838,770	\$ -	\$ 111,714	\$ -	\$ -	N/A
Operating Costs	148,501	-	1,042,557	-	-	N/A
<b>Total</b>	<b>\$ 987,271</b>	<b>\$ -</b>	<b>\$ 1,154,271</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/A</b>

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***TRANSIT - Fixed Route  
BUDGET SUMMARY***

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*The recommended budget reflects a 19.9% increase in overall costs. Personnel costs are up 12.3% due to a 2% increase in health insurance costs, a 0.75% increase in retirement costs, and a salary increase.*

*Operating expenses increased by 42.8% due to increases in contracted services.*

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**EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Personnel	\$ 7,245,730	\$ 9,633,599	\$ 9,168,599	\$ 8,021,398	\$ 10,820,454	12.3%
Operating Costs	2,036,541	3,164,804	4,160,065	4,139,235	4,519,769	42.8%
Capital Outlay	588,140	-	194,525	194,525	-	N/A
<b>Total</b>	<b>\$ 9,870,411</b>	<b>\$ 12,798,403</b>	<b>\$ 13,523,189</b>	<b>\$ 12,355,158</b>	<b>\$ 15,340,223</b>	<b>19.9%</b>

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***TRANSIT - Demand Response***  
***BUDGET SUMMARY***

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*The recommended budget for Demand Response division has a 1.7% increase over the 2021-22 budget. Personnel expenditures experienced a 2% health insurance increase, a 0.75% increase in retirement costs, and a salary increase. Operating expenses decreased by 4.2%.*

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**EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Personnel	\$ 1,710,008	\$ 1,808,039	\$ 1,808,039	\$ 1,639,054	\$ 1,878,791	3.9%
Operating Costs	464,384	664,389	652,889	637,192	636,270	-4.2%
Total	\$ 2,174,392	\$ 2,472,428	\$ 2,460,928	\$ 2,276,246	\$ 2,515,061	1.7%

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***TRANSIT - Tarheel Express / Special Events***  
***BUDGET SUMMARY***

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*The recommended budget for Tarheel Express & Special Events in 2022-23 reflects an 0.5% increase in overall expenditures. The Special Events budget is largely unchanged from FY22.*

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**EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Personnel	\$ 205	\$ 227,319	\$ 227,319	\$ 232,468	\$ 228,941	0.7%
Operating Costs	13	82,334	82,334	79,247	82,334	0.0%
<b>Total</b>	<b>\$ 218</b>	<b>\$ 309,653</b>	<b>\$ 309,653</b>	<b>\$ 311,715</b>	<b>\$ 311,275</b>	<b>0.5%</b>

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***TRANSIT - Vehicle Maintenance***  
***BUDGET SUMMARY***

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*The recommended budget for 2022-23 represents a 3.2% increase in expenditures from the 2021-22 fiscal year. The 5.1% increase in personnel costs is due to a 2% increase in health insurance costs, an increase of 0.75% for retirement costs, and a salary increase. Operating costs are largely unchanged from FY22.*

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**EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Personnel	\$ 2,082,669	\$ 2,696,060	\$ 2,576,060	\$ 2,099,481	\$ 2,833,907	5.1%
Operating Costs	1,536,858	2,235,846	2,412,305	2,329,120	2,256,875	0.9%
Capital Outlay	-	20,000	20,000	20,000	20,000	0.0%
<b>Total</b>	<b>\$ 3,619,527</b>	<b>\$ 4,951,906</b>	<b>\$ 5,008,365</b>	<b>\$ 4,448,601</b>	<b>\$ 5,110,782</b>	<b>3.2%</b>

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***TRANSIT - Building Maintenance***  
***BUDGET SUMMARY***

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*The recommended budget for Transit's Building Maintenance division reflects a 0.2% decrease overall. The 2.3% decrease in personnel expenditures is related to new retiree medical expenses. The operating expenditures remain flat.*

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**EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Personnel	\$ 2,476	\$ 2,508	\$ 2,508	\$ 2,450	\$ 2,450	-2.3%
Operating Costs	1,376,316	890,901	3,126,112	2,973,685	888,880	-0.2%
Total	\$ 1,378,792	\$ 893,409	\$ 3,128,620	\$ 2,976,135	\$ 891,330	-0.2%

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## ***TRANSIT CAPITAL RESERVE BUDGET SUMMARY***

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*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 2022-23 are estimates for grants historically received each year, but not yet awarded.*

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### **EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Contribution to Capital Grant Reserve	\$ (184) 751,806	\$ - -	\$ - -	\$ - -	\$ - -	N/A N/A
<b>Total</b>	<b>\$ 751,622</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/A</b>

### **REVENUES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Interest Income Transfer from Transit Fund Appropriated Fund Balance	\$ 732 750,890 -	\$ - -	\$ - -	\$ - -	\$ - -	N/A N/A N/A
<b>Total</b>	<b>\$ 751,622</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/A</b>

# ***TRANSIT CAPITAL GRANT PROJECT ORDINANCES***

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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, 2022
2015-2016 Transit Capital Grant	\$534,124.00	\$271,280.00

**2017-2018 Capital Grant 5339**

The project ordinance for the fiscal year 2017-18 Section 5339 capital grant was executed on August 29, 2018. Funds will be used to purchase replacement Light Transit Vehicles (LTVs) for the demand response fleet and to improve transit amenities and ADA access at existing bus stops. 80% is federally funded. 20% will be funded through local budget.

	Project Budget	Estimated Expenditures Through June 30, 2022
2017-2018 Transit Capital Grant	\$592,707.00	\$443,610.00

**2020 Transit Oriented Development Grant**

The project ordinance for the fiscal year 2020 TOD Grant was executed September 29, 2021. The Grant funds development and review of 16 proposed stops along the proposed NSBRT route. 80% is federally funded. 20% will be funded through local budget.

	Project Budget	Estimated Expenditures Through June 30, 2022
2018 Transit Capital Grant	\$705,000.00	\$352,000.00



# ***STORMWATER MANAGEMENT FUND***

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## **Major Revenue Sources – Descriptions and Estimates**

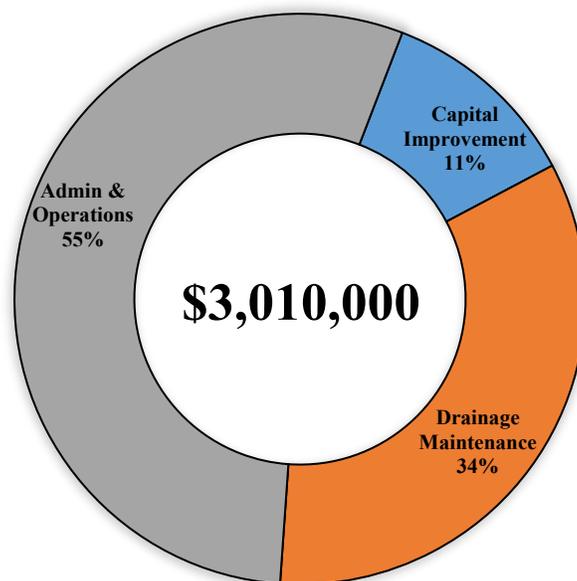
In order to continue to enhance stormwater management services currently provided by the Town, and to implement stormwater management activities necessary to comply with State and federal regulations, the Town established a Stormwater Management Fund in 2004-05. Stormwater management activities are funded 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 2022-23. In the current year, the budget is expected to be balanced with \$578,545 million in fund balance. For 2022-23, the budget is balanced without the use of fund balance.

## **Major Expenditures and Estimates**

The budget for 2022-23 totals \$3,010,000. This represents largely no change from the FY22 budget. Changes to the budget include a 2% health insurance increase, a pay increase, and a 0.75% retirement rate increase, offset by a reduction to the reserve for capital. \$210,094 is in the recommended budget for the debt payment related to the G.O. bond issuance. Approximately \$53,000 is budgeted for capital reserve.

As indicated in the chart below, 34% of the 2022-23 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***

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	<b>2020-21 ADOPTED</b>	<b>2021-22 ADOPTED</b>	<b>2022-23 RECOMMENDED</b>
<b>Stormwater</b>			
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
Accounting Tech II	1.00	1.00	1.00
Unit Totals	<u>8.05</u>	<u>8.05</u>	<u>8.05</u>
<b>Drainage</b>			
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><u>15.05</u></u>	<u><u>15.05</u></u>	<u><u>15.05</u></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**

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The recommended budget for FY 2022-23 includes the continuation of existing services. The 6.3% increase in personnel expenditures includes a 0.75% retirement increase, a 2% increase in health insurance costs, and a salary increase. Operating costs are mostly unchanged from FY 2021-22. The budget for capital reserve has decreased by roughly \$115,000.

The budget is balanced without the use of fund balance.

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### **EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Personnel	\$ 1,317,360	\$ 1,467,359	\$ 1,467,359	\$ 1,328,748	\$ 1,559,631	6.3%
Operating Costs	847,531	1,294,022	1,578,411	1,142,226	1,316,868	1.8%
Capital Outlay	2,777,741	80,400	374,556	374,556	80,400	0.0%
Capital Reserve	-	167,719	167,719	164,170	53,101	-68.3%
<b>Total</b>	<b>\$ 4,942,632</b>	<b>\$ 3,009,500</b>	<b>\$ 3,588,045</b>	<b>\$ 3,009,700</b>	<b>\$ 3,010,000</b>	<b>0.0%</b>

### **REVENUES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Stormwater Fees	\$ 3,052,429	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	0.0%
Fee Exemption	(9,128)	(12,000)	(12,000)	(16,128)	(17,000)	N/A
Transfer from General Fund	9,128	12,000	12,000	16,128	17,000	41.7%
Interest Income	2,317	2,000	2,000	2,000	2,000	0.0%
Other Income	8,314	7,500	7,500	7,700	8,000	6.7%
FEMA Grant	34,300	-	-	-	-	N/A
Appropriated Fund Balance	1,845,272	-	578,545	-	-	N/A
<b>Total</b>	<b>\$ 4,942,632</b>	<b>\$ 3,009,500</b>	<b>\$ 3,588,045</b>	<b>\$ 3,009,700</b>	<b>\$ 3,010,000</b>	<b>0.0%</b>

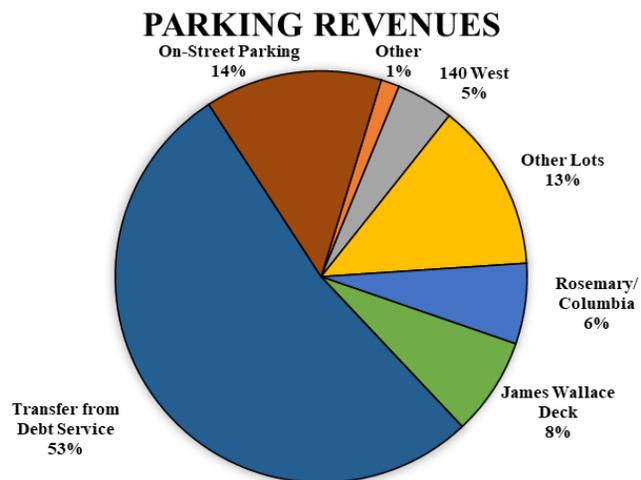


# ***PARKING FUNDS***

## **Major Revenue Sources – Descriptions and Estimates**

Starting in FY23, the Off-Street Parking Fund and the On-Street Parking Fund have been combined into one fund. In FY23, both of these funds will be shown in the Off-Street Parking Fund budget page as there is still the need to show prior year actuals and current year budgets for both On-Street and Off-Street.

Off-Street Parking, with a recommended budget of \$5,881,199 for 2022-23, accounts for revenues from the James Wallace Deck and other parking lots in the downtown area. Revenues consist almost exclusively of the fees charged for parking in these lots. About \$395,000, or 8% of total parking revenues, is budgeted from the James Wallace Deck and \$325,000, or 6%, is budgeted from the Rosemary/Columbia Street lot. The deck at 140 West is budgeted to generate about \$231,000 in 2022-23.



On-Street Parking, with a recommended budget for 2022-23 of \$249,427, has two major revenue sources: parking meter fees and parking ticket fines. Meter fees are estimated to generate about \$405,000 and parking ticket fines about \$265,000 in 2022-23.

## **Major Expenditures and Estimates**

The primary expenditure of the Parking Fund is the cost of personnel to manage the lots. The personnel budget of \$1,008,328 includes a 2% health insurance increase, 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***

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	2020-21 ADOPTED	2021-22 ADOPTED	2022-23 RECOMMENDED
Superintendent-Parking Services	0.00	0.00	0.00
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	1.80	1.80	1.80
Parking Attendant	2.00	2.00	2.00
Community Services Planner	1.00	1.00	1.00
Parking Fund Totals	9.80	9.80	9.80

# ***PARKING SERVICES BUDGET SUMMARY***

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*Starting this fiscal year, the Parking Services Fund is merging its two divisions into one. All revenues and expenditures for the On-Street Parking fund are now accounted in the Off-Street Parking fund.*

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## **EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
On-Street Parking	\$ 611,988	\$ 787,565	\$ 790,638	\$ 698,263	\$ -	-100.0%
Off-Street Parking	704,830	2,548,423	2,672,055	3,002,571	6,130,626	140.6%
<b>Total</b>	<b>\$ 1,316,818</b>	<b>\$ 3,335,988</b>	<b>\$ 3,462,693</b>	<b>\$ 3,700,834</b>	<b>\$ 6,130,626</b>	<b>83.8%</b>

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## **REVENUES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
On-Street Parking	\$ 611,988	\$ 787,565	\$ 790,638	\$ 698,263	\$ -	-100.0%
Off-Street Parking	704,830	2,548,423	2,672,055	3,002,571	6,130,626	140.6%
<b>Total</b>	<b>\$ 1,316,818</b>	<b>\$ 3,335,988</b>	<b>\$ 3,462,693</b>	<b>\$ 3,700,834</b>	<b>\$ 6,130,626</b>	<b>83.8%</b>

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## ***ON-STREET PARKING BUDGET SUMMARY***

*Starting this fiscal year, the Parking Services Fund is merging 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 FY23 and are now shown in the Off-Street Parking fund on the following page.*

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### **EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Enforcement:						
Personnel	\$ 387,430	\$ 386,329	\$ 386,329	\$ 319,049	\$ -	-100.0%
Operations	87,521	185,892	201,965	158,257	-	-100.0%
Capital	-	15,000	15,000	-	-	-100.0%
Meters:						
Personnel	79,852	85,411	85,411	149,042	-	-100.0%
Operations	57,185	114,933	101,933	71,915	-	-100.0%
Transfer to Off-Street	-	-	-	-	-	N/A
Total	\$ 611,988	\$ 787,565	\$ 790,638	\$ 698,263	\$ -	-100.0%

### **REVENUES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Parking Meter Fees	\$ 230,909	\$ 455,000	\$ 455,000	\$ 443,763	\$ -	-100.0%
Parking Ticket Fines/Fees	135,648	265,000	265,000	225,000	-	-100.0%
Interest Income	27	500	500	-	-	-100.0%
Other Income	45,022	61,000	61,000	29,500	-	-100.0%
American Rescue Plan Act Appropriated Fund	-	6,065	6,065	-	-	-100.0%
Balance	200,382	-	3,073	-	-	N/A
Total	\$ 611,988	\$ 787,565	\$ 790,638	\$ 698,263	\$ -	-100.0%

## **OFF-STREET PARKING BUDGET SUMMARY**

Off-Street Parking revenues for the recommended 2022-23 budget reflects an increase of 140.6% from the 2021-22 budget due to Off-Street Parking absorbing the On-Street Parking budget starting this fiscal year, shown as a line item under Expenditures.

The overall increase in expenditures for 2022-23 is due to a increase in debt payments related to new parking decks. Overall revenue projections are expected to increase, including Wallace Deck, Rosemary, and South Graham Lots.

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### **EXPENDITURES**

	2020-21 Actual	2021-22 Original Budget	2021-22 Revised Budget	2021-22 Estimated	2022-23 Recommended Budget	% Change from 2021-22
James Wallace Deck	\$ 130,178	\$ 351,091	\$ 706,651	\$ 503,756	\$ 529,478	50.8%
Parking Lots	346,575	1,083,458	728,018	436,319	1,335,964	23.3%
140 West Deck	8,615	53,300	53,180	22,986	53,300	0.0%
Administration	94,355	1,060,574	1,060,574	2,002,870	3,942,817	271.8%
Wallace Renovation	125,107	-	123,632	36,640	19,640	N/A
On-Street Parking	-	-	-	-	249,427	N/A
<b>Total</b>	<b>\$ 704,830</b>	<b>\$ 2,548,423</b>	<b>\$ 2,672,055</b>	<b>\$ 3,002,571</b>	<b>\$ 6,130,626</b>	<b>140.6%</b>

### **REVENUES**

	2020-21 Actual	2021-22 Original Budget	2021-22 Revised Budget	2021-22 Estimated	2022-23 Recommended Budget	% Change from 2021-22
James Wallace Deck	\$ 144,176	\$ 200,000	\$ 200,000	\$ 510,000	\$ 395,000	97.5%
Rosemary/Columbia Lot	128,601	400,000	400,000	250,000	325,000	-18.8%
415 West Franklin Lot	14,265	76,000	76,000	36,000	51,000	-32.9%
West Rosemary Lot	4,907	15,500	15,500	22,500	5,500	-64.5%
Rosemary/Sunset	39,583	54,000	54,000	51,000	59,500	10.2%
South Graham Lot	8,164	11,500	11,500	16,100	16,600	44.3%
West Franklin/Basnight Lot	126,573	124,000	124,000	103,800	119,000	-4.0%
427 West Franklin Lot	8,313	52,000	52,000	22,000	41,000	-21.2%
Jones Park Lot	4,458	12,000	12,000	13,675	13,500	12.5%
Mallette Lot	29,275	77,200	77,200	70,500	70,500	-8.7%
Courtyard Lot	14,179	79,000	79,000	25,000	54,000	-31.6%
140 West Deck	145,709	231,000	231,000	230,500	231,000	0.0%
125 East Rosemary	45,042	-	-	1,940	250,000	N/A
205 Columbia Street	875	-	-	31,500	-	N/A
Interest Income	301	1,500	1,500	-	500	-66.7%
Miscellaneous Income	16,864	73,500	73,500	59,080	74,500	1.4%
On-Street Parking	-	-	-	-	714,000	N/A
American Rescue Plan Act	-	1,141,223	1,141,223	-	-	-100.0%
UNC Leases - 125 East Rosemary	-	-	-	-	1,000,000	N/A
Transfer from Debt Service Fund	-	-	-	1,558,976	2,710,026	N/A
Appropriated Fund Balance	(26,455)	-	123,632	-	-	N/A
<b>Total</b>	<b>\$ 704,830</b>	<b>\$ 2,548,423</b>	<b>\$ 2,672,055</b>	<b>\$ 3,002,571</b>	<b>\$ 6,130,626</b>	<b>140.6%</b>



# ***PUBLIC HOUSING FUND***

## ***Major Revenue Sources - Descriptions and Estimates***

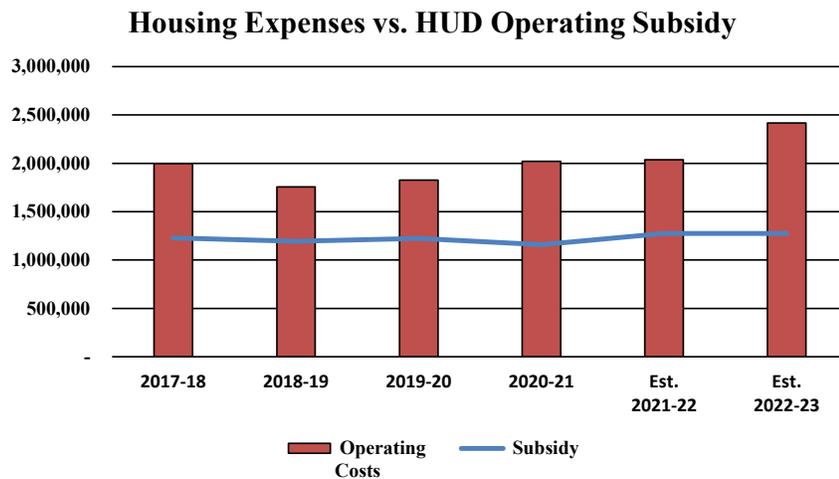
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The Town’s Public Housing program provides for the administration and operation of the Town's 336 public housing units, and is funded primarily through federal grants and rents paid by residents.

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 2022-23



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 2022 but we have no information about calendar 2023. Based on interim allocations, our estimate of HUD’s subsidy for 2021-22 is \$1,274,426, about a 10% increase from the 2020-21 subsidy of \$1,158,865.

The Housing Department estimates dwelling rents, the second largest revenue for the Public Housing Fund, at about \$1,062,060, which is in line with current year estimates.

## ***Major Expenditures and Estimates***

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Major expenditure categories include about \$1,455,995 for salaries and benefits, \$213,400 for utilities, \$75,000 for liability and flood insurance and \$555,994 for maintenance of the units.

The personnel costs include a 2% increase in health insurance costs, a 4/5% of market pay increase, and a 0.75% retirement contribution increase.

	2021-22 Original Budget	2022-23 Recommended Budget	% Change from 2021-22
Salary & Benefits - Administration	\$ 492,874	\$ 597,993	21.3%
Salary & Benefits - Maintenance	720,581	847,002	17.5%
Maintenance Costs	549,564	555,994	1.2%
Utilities	213,400	213,400	0.0%
Liability & Flood Insurance	75,000	75,000	0.0%
Other Expenses	125,337	127,535	1.8%
<b>Total Budget</b>	<b>\$ 2,176,756</b>	<b>\$ 2,416,924</b>	<b>11.0%</b>

***PUBLIC HOUSING***  
***STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS***

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	2020-21 ADOPTED	2021-22 ADOPTED	2022-23 RECOMMENDED
<b>Administration</b>			
Director-Housing	1.00	1.00	1.00
Operations Manager - Housing	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00
Office 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	0.00	1.00
Division Totals	<u>6.00</u>	<u>6.00</u>	<u>7.00</u>
<b>Maintenance</b>			
Mechanic Supervisor	1.00	1.00	1.00
Maintenance Mechanic (Repair Worker, I, II, III)	8.00	8.00	7.00
Administrative Assistant	1.00	1.00	1.00
Division Totals	<u>10.00</u>	<u>10.00</u>	<u>9.00</u>
Housing Department Totals	<u><u>16.00</u></u>	<u><u>16.00</u></u>	<u><u>16.00</u></u>

<sup>1</sup> Grant-funded position.

## ***PUBLIC HOUSING BUDGET SUMMARY***

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*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 2022-23 retains a simpler model that includes an Administrative Division and a Maintenance Division.*

*The 19.1% increase in personnel is the result of a 2% increase in health insurance, a 0.75% retirement increase, and a salary increase. The budget for 2022-23 reflects an estimate of the HUD subsidy anticipated for calendar year 2022. The Town anticipates increases in HUD subsidies and rental revenues. The town also anticipates it will have a higher fund balance appropriation in 2022-23.*

### **REVENUES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Revenue Summary						
HUD Contributions	\$ 1,158,865	\$ 1,145,793	\$ 1,145,793	\$ 1,274,426	\$ 1,274,426	11.2%
Rental Revenue	955,697	1,029,048	1,029,048	1,062,060	1,062,060	3.2%
Other Revenues	107	200	200	400	400	100.0%
Interest Income	666	1,715	1,715	1,715	1,715	0.0%
Cares Act	48,247	-	113,922	113,922	-	N/A
Appropriated Fund Balance	-	-	361	-	78,323	N/A
<b>Total Revenues</b>	<b>\$ 2,163,582</b>	<b>\$ 2,176,756</b>	<b>\$ 2,291,039</b>	<b>\$ 2,452,523</b>	<b>\$ 2,416,924</b>	<b>11.0%</b>

### **EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Personnel	\$ 1,071,159	\$ 1,213,455	\$ 1,242,471	\$ 960,115	\$ 1,444,995	19.1%
Operating	949,330	963,301	1,048,568	1,077,543	971,929	0.9%
Contribution to Reserve	143,093	-	-	414,865	-	N/A
<b>Total</b>	<b>\$ 2,163,582</b>	<b>\$ 2,176,756</b>	<b>\$ 2,291,039</b>	<b>\$ 2,452,523</b>	<b>\$ 2,416,924</b>	<b>11.0%</b>

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

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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.

**CAPITAL IMPROVEMENTS FUND**  
**BUDGET SUMMARY**

The budget for the Capital Improvements Program for 2022-23 totals \$741,241 and includes projects to be completed in 2022-23. 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.

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**EXPENDITURES**

	2020-21 Actual	2021-22 Original Budget	2021-22 Revised Budget	2021-22 Estimated	2022-23 Recommended Budget	% Change from 2021-22
Municipal Facilities	\$ 250,526	\$ 430,000	\$ 1,394,133	\$ 1,394,133	\$ 299,000	-30.5%
Public Safety	-	-	750,000	750,000	-	N/A
Facilities Leased by Others	21,138	36,241	165,832	165,832	36,241	0.0%
Infrastructure	48,170	61,000	311,000	311,000	186,000	204.9%
Communication/Technology	29,152	-	88,014	88,014	-	N/A
Parks/Public Use Facilities	67,349	170,000	170,000	170,000	220,000	29.4%
Transfers/Financing Costs	50,000	-	-	-	-	N/A
<b>Total</b>	<b>\$ 466,335</b>	<b>\$ 697,241</b>	<b>\$ 2,878,979</b>	<b>\$ 2,878,979</b>	<b>\$ 741,241</b>	<b>6.3%</b>

**REVENUES**

	2020-21 Actual	2021-22 Original Budget	2021-22 Revised Budget	2021-22 Estimated	2022-23 Recommended Budget	% Change from 2021-22
Housing Rent Proceeds	\$ 36,655	\$ 36,241	\$ 36,241	\$ 36,241	\$ 36,241	0.0%
Cell Tower Rental Fees	68,005	60,000	60,000	70,000	70,000	16.7%
Interest on Investments	305	1,000	1,000	100	500	-50.0%
Intergovernmental Revenue	(881)	-	-	-	-	N/A
Insurance Claims	137,045	-	-	-	-	N/A
Transfer from General Fund	-	600,000	2,350,000	2,350,000	634,500	5.8%
Appropriated Fund Balance	225,206	-	431,738	422,638	-	N/A
<b>Total</b>	<b>\$ 466,335</b>	<b>\$ 697,241</b>	<b>\$ 2,878,979</b>	<b>\$ 2,878,979</b>	<b>\$ 741,241</b>	<b>6.3%</b>

# ***CAPITAL IMPROVEMENTS FUND***

## ***DETAIL EXPENDITURES***

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>
<b>MUNICIPAL OPERATIONS FACILITIES</b>					
Extraordinary Maintenance, Emergency Repairs	\$ 217,935	\$ 100,000	\$ 265,188	\$ 265,188	\$ 100,000
Facilities Maintenance	27,011	-	26,225	26,225	-
Town Hall Parking Deck Repairs	-	-	200,000	200,000	-
Post Office/Courthouse Roof	-	-	550,000	550,000	-
Town Hall Roof	5,580	330,000	352,720	352,720	-
Facility Condition Assessment	-	-	-	-	58,000
Hargraves HVAC	-	-	-	-	54,000
Community Center Roof	-	-	-	-	52,000
Community Center HVAC	-	-	-	-	35,000
<b>Subtotal</b>	<b>\$ 250,526</b>	<b>\$ 430,000</b>	<b>\$ 1,394,133</b>	<b>\$ 1,394,133</b>	<b>\$ 299,000</b>
<b>PUBLIC SAFETY</b>					
Fire Truck	\$ -	\$ -	\$ 750,000	\$ 750,000	\$ -
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 750,000</b>	<b>\$ 750,000</b>	<b>\$ -</b>
<b>TOWN FACILITIES LEASED BY OTHERS</b>					
Housing Maintenance	\$ 21,138	\$ 36,241	\$ 165,832	\$ 165,832	\$ 36,241
<b>Subtotal</b>	<b>\$ 21,138</b>	<b>\$ 36,241</b>	<b>\$ 165,832</b>	<b>\$ 165,832</b>	<b>\$ 36,241</b>
<b>INFRASTRUCTURE</b>					
Path, Trail and Lot Maintenance	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Vision Zero	-	-	-	-	50,000
Curbs / ADA	48,170	36,000	36,000	36,000	36,000
Bike/Ped Safety	-	-	250,000	250,000	75,000
<b>Subtotal</b>	<b>\$ 48,170</b>	<b>\$ 61,000</b>	<b>\$ 311,000</b>	<b>\$ 311,000</b>	<b>\$ 186,000</b>

***CAPITAL IMPROVEMENTS FUND  
DETAIL EXPENDITURES***

	2020-21 Actual	2021-22 Original Budget	2021-22 Revised Budget	2021-22 Estimated	2022-23 Recommended Budget
<b>COMMUNICATIONS AND TECHNOLOGY</b>					
GovTV Equipment	\$ 29,152	\$ -	\$ 46,098	\$ 46,098	\$ -
General Technology	-	-	41,916	41,916	-
<b>Subtotal</b>	<b>\$ 29,152</b>	<b>\$ -</b>	<b>\$ 88,014</b>	<b>\$ 88,014</b>	<b>\$ -</b>
<b>PARKS AND OTHER PUBLIC USE FACILITIES</b>					
Greenways	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Playground Replacement	58,109	50,000	50,000	50,000	50,000
Cemetery Beautification	-	20,000	20,000	20,000	20,000
Parks Maintenance	-	-	-	-	50,000
Small Park Improvements	9,240	50,000	50,000	50,000	50,000
<b>Subtotal</b>	<b>\$ 67,349</b>	<b>\$ 170,000</b>	<b>\$ 170,000</b>	<b>\$ 170,000</b>	<b>\$ 220,000</b>
<b>TRANSFER TO OTHER FUNDS AND FINANCING COSTS</b>					
Capital Projects Ordinance Fund	50,000	-	-	-	-
<b>Subtotal</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTALS</b>	<b>\$ 466,335</b>	<b>\$ 697,241</b>	<b>\$ 2,878,979</b>	<b>\$ 2,878,979</b>	<b>\$ 741,241</b>

***CAPITAL RESERVE FUND  
BUDGET SUMMARY***

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*No appropriations are planned for the Capital Reserve Fund for 2022-23, which had a fund balance of \$218,049 at June 30, 2021.*

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**EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Reserved for CIP	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Transfer to Capital Improvements Fund	-	-	-	-	-	N/A
Transfer to General Fund	-	-	-	-	-	N/A
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/A</b>

**REVENUES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Interest on Investments Appropriated	\$ 80	\$ -	\$ -	\$ -	\$ -	N/A
Fund Balance	(80)	-	-	-	-	N/A
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/A</b>

## **MAJOR CAPITAL BOND PROJECTS**

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Several major capital improvement projects were approved by bond referenda in November 2003 and November 2015 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, 2022 are shown in the table at the right.

<b>Major Capital Bond Projects</b>	<b>Budget</b>	<b>Expenditures as of March 31, 2022</b>
<b>2003 Bond Projects</b>		
Streets and Sidewalks	\$ 5,600,000	\$ 5,562,000
Library Expansion	16,260,000	16,260,000
Parks and Recreation	5,000,000	4,882,000
Subtotal	<u>\$ 26,860,000</u>	<u>\$ 26,704,000</u>
<b>2012 LOBS Projects</b>		
Lot 5 Project	\$ 5,770,000	\$ 5,770,000
Parking Projects	836,000	680,000
TOC Projects	202,000	202,000
Subtotal	<u>\$ 6,808,000</u>	<u>\$ 6,652,000</u>
<b>2015 Bond Projects</b>		
Streets and Sidewalks	\$ 8,500,000	\$ 5,070,000
Parks Trails	5,000,000	3,476,000
Parks Facilities	5,300,000	4,729,000
Subtotal	<u>\$ 18,800,000</u>	<u>\$ 13,275,000</u>
<b>2018 Bond Projects</b>		
Affordable Housing Projects	\$ 4,755,000	\$ 909,000
<b>2021 LOBS Projects</b>		
East Rosemary Deck	\$ 39,370,000	\$ 12,215,000
Elliott Road Reconstruction	6,480,000	3,688,000
Subtotal	<u>\$ 45,850,000</u>	<u>\$ 15,903,000</u>
<b>TOTAL</b>	<b><u>\$ 103,073,000</u></b>	<b><u>\$ 63,443,000</u></b>



## ***AFFORDABLE HOUSING DEVELOPMENT RESERVE FUND BUDGET SUMMARY***

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*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 FY23, the funding level remains at \$688,395.*

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### **EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Land Acquisitions	\$ 175,000	\$ -	\$ 396,356	\$ 274,500	\$ -	N/A
Rental Subsidies	22,712	-	409,555	409,555	-	N/A
Homeownership Assist.	60,000	-	67,000	67,000	-	N/A
Future Development	141,078	-	278,357	278,357	-	N/A
Reserve	289,605	688,395	770,225	892,081	688,395	0.0%
<b>Total</b>	<b>\$ 688,395</b>	<b>\$ 688,395</b>	<b>\$ 1,921,493</b>	<b>\$ 1,921,493</b>	<b>\$ 688,395</b>	<b>0.0%</b>

### **REVENUES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Transfer from General Fund	\$ 688,395	\$ 688,395	\$ 688,395	\$ 688,395	\$ 688,395	0.0%
Appropriated Fund Balance	-	-	1,233,098	1,233,098	-	N/A
<b>Total</b>	<b>\$ 688,395</b>	<b>\$ 688,395</b>	<b>\$ 1,921,493</b>	<b>\$ 1,921,493</b>	<b>\$ 688,395</b>	<b>0.0%</b>

## ***CLIMATE ACTION FUND BUDGET SUMMARY***

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*The Climate Action Fund was established in FY22 to dedicate funding to address climate change. The recommended budget for the Climate Action Fund reflects a 17% increase from the 2021-22 budget. The 81.8% increase in personnel costs reflects a new Sustainability Outreach Coordinator position, as well as a 0.75% retirement increase, a 2% increase in health insurance costs, and a salary increase. Operating and capital costs remain relatively flat.*

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### **EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Personnel	\$ -	\$ 107,197	\$ 107,197	\$ 73,587	\$ 194,897	81.8%
Operating Costs	-	239,860	292,453	292,453	229,925	-4.1%
Capital	-	122,943	274,907	274,907	125,178	1.8%
Contribution to Reserve	-	-	-	33,610	-	N/A
<b>Total</b>	<b>\$ -</b>	<b>\$ 470,000</b>	<b>\$ 674,557</b>	<b>\$ 674,557</b>	<b>\$ 550,000</b>	<b>17.0%</b>

### **REVENUES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Transfer from General Fund	\$ -	\$ 470,000	\$ 470,000	\$ 470,000	\$ 550,000	17.0%
Grants	-	-	204,557	204,557	-	0.0%
<b>Total</b>	<b>\$ -</b>	<b>\$ 470,000</b>	<b>\$ 674,557</b>	<b>\$ 674,557</b>	<b>\$ 550,000</b>	<b>17.0%</b>

## ***GRANTS FUND***

### ***BUDGET SUMMARY***

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*The Grants Fund was established in 2004-05 to account for grants previously included in the General Fund. Grants for 2022-23 had not been awarded at the time of this submission.*

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### **EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Police Grants	\$ 77,994	\$ -	\$ 230,768	\$ 230,768	\$ -	N/A
Planning Grants	1,909,857	394,852	398,767	398,767	-	-100.0%
<b>Total</b>	<b>\$ 1,987,851</b>	<b>\$ 394,852</b>	<b>\$ 629,535</b>	<b>\$ 629,535</b>	<b>\$ -</b>	<b>-100.0%</b>

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### **REVENUES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Grants	\$ 1,896,351	\$ 307,402	\$ 453,600	\$ 479,776	\$ -	-100.0%
Transfer from General Fund	83,464	87,450	135,762	135,762	-	-100.0%
Appropriated Fund Balance	8,036	-	40,173	13,997	-	N/A
<b>Total</b>	<b>\$ 1,987,851</b>	<b>\$ 394,852</b>	<b>\$ 629,535</b>	<b>\$ 629,535</b>	<b>\$ -</b>	<b>-100.0%</b>

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# ***DOWNTOWN SERVICE DISTRICT FUND***

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## **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 \$620,000,000. The tax rate of 6.4 cents is unchanged from FY 2021-22 and is expected to yield a total of about \$397,000 in FY 2022-23. This represents an increase of \$3,000 from the current year estimates, due to the increase in value from new development in the downtown area.

FY23 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 2022-23 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***

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*The recommended Downtown Service District Fund tax rate of 6.4 cents for 2022-23 provides for continued funding of the groundskeeper position dedicated to the downtown area (including a 2% rate increase in medical insurance). 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 (\$110,000).*

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### **EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Personnel	\$ 59,157	\$ 62,177	\$ 62,177	\$ 61,682	\$ 67,897	9.2%
Other Expenses	-	-	16,991	16,991	-	N/A
Contracted Services	245,378	250,000	250,000	250,000	360,000	44.0%
Grants/Deferred Loans	147,000	147,000	147,000	147,000	147,000	0.0%
Reserve	-	6,323	6,323	-	-	-100.0%
<b>Total</b>	<b>\$ 451,535</b>	<b>\$ 465,500</b>	<b>\$ 482,491</b>	<b>\$ 475,673</b>	<b>\$ 574,897</b>	<b>23.5%</b>

### **REVENUES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Property Taxes	\$ 369,684	\$ 391,000	\$ 391,000	\$ 394,000	\$ 397,000	1.5%
Interest Income	839	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	24	-	-	-	-	N/A
Transfer from General Fund	-	-	-	-	100,000	N/A
Appropriated Fund Balance	7,488	-	16,991	7,173	3,397	N/A
<b>Total</b>	<b>\$ 451,535</b>	<b>\$ 465,500</b>	<b>\$ 482,491</b>	<b>\$ 475,673</b>	<b>\$ 574,897</b>	<b>23.5%</b>

## **LIBRARY GIFT FUND BUDGET SUMMARY**

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The recommended budget for the Library Gift Fund for 2022-23 reflects a decrease from the previous year due to a one-time grant received in FY22. Gifts for 2022-23 include a decrease in funding from the current year (\$100,000) and increased funding for miscellaneous donations (\$52,500). 2022-23 expenses include additions to the collection, 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 2022-23.

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### **EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Computers/Database	\$ -	\$ -	\$ 83,059	\$ 83,059	\$ 9,550	N/A
Collection Purchases	26,353	32,000	51,500	51,500	36,000	12.5%
Other	375,657	139,841	288,976	288,976	63,268	-54.8%
Transfer to General Fund	45,000	45,000	45,000	45,000	45,000	0.0%
Contribution to Reserve	-	-	-	-	2,941	N/A
<b>Total</b>	<b>\$ 447,010</b>	<b>\$ 216,841</b>	<b>\$ 468,535</b>	<b>\$ 468,535</b>	<b>\$ 156,759</b>	<b>-27.7%</b>

### **REVENUES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Interest Income	\$ 71	\$ 341	\$ 341	\$ 341	\$ 341	0.0%
Friends' Donations	210,000	75,000	116,000	116,000	100,000	33.3%
Grants	203,987	84,600	266,376	266,376		-100.0%
Misc Donations	78,504	47,500	47,500	47,500	52,500	10.5%
Appropriated Fund Balance	(45,552)	9,400	38,318	38,318	3,918	-58.3%
<b>Total</b>	<b>\$ 447,010</b>	<b>\$ 216,841</b>	<b>\$ 468,535</b>	<b>\$ 468,535</b>	<b>\$ 156,759</b>	<b>-27.7%</b>

## ***VEHICLE REPLACEMENT FUND BUDGET SUMMARY***

*The recommended budget for 2022-23 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 2022-23 recommended budget is the replacement of a solid waste front loader, a parks maintenance vehicle, and a vehicle for the building & development services department. 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.*

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### **EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Lease Purchase Payments	\$ 63,920	\$ -	\$ -	\$ -	\$ -	N/A
Other Expense	633	-	-	-	-	N/A
Capital Equipment	128,248	344,660	1,244,660	1,244,660	450,600	30.7%
<b>Total</b>	<b>\$ 192,801</b>	<b>\$ 344,660</b>	<b>\$ 1,244,660</b>	<b>\$ 1,244,660</b>	<b>\$ 450,600</b>	<b>30.7%</b>

### **REVENUES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Vehicle Use Fees	\$ -	\$ 344,660	\$ 344,660	\$ 344,660	\$ 450,600	30.7%
Interest Income	75	-	-	-	-	N/A
Sale of Fixed Assets	50,462	-	-	-	-	N/A
Transfer from General Fund	-	-	900,000	900,000	-	N/A
Appropriated Fund Balance	142,264	-	-	-	-	N/A
<b>Total</b>	<b>\$ 192,801</b>	<b>\$ 344,660</b>	<b>\$ 1,244,660</b>	<b>\$ 1,244,660</b>	<b>\$ 450,600</b>	<b>30.7%</b>

***VEHICLE MAINTENANCE FUND***  
***STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS***

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	<b>2020-21 ADOPTED</b>	<b>2021-22 ADOPTED</b>	<b>2022-23 RECOMMENDED</b>
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
Processing Technician <sup>1</sup>	0.75	0.75	0.75
Unit Totals	<u>7.75</u>	<u>7.75</u>	<u>7.75</u>

<sup>1</sup> 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**

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The 2022-23 recommended budget for the Vehicle Maintenance Fund reflects an overall increase in expenditures of 2.6% from last year's budget. The increase in personnel is the result of a 2% rate increase in medical insurance, a pay increase, and a 0.75% increase in retirement costs. The operating budget remains relatively flat.

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### **EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Personnel	\$ 663,266	\$ 705,003	\$ 705,003	\$ 641,935	\$ 743,255	5.4%
Operating Costs	811,930	900,219	993,277	1,005,979	903,385	0.4%
Capital Outlay	18,592	-	29,406	29,406	-	N/A
<b>Total</b>	<b>\$ 1,493,788</b>	<b>\$ 1,605,222</b>	<b>\$ 1,727,686</b>	<b>\$ 1,677,320</b>	<b>\$ 1,646,640</b>	<b>2.6%</b>

### **REVENUES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Vehicle Maintenance Fees	\$ 1,484,296	\$ 1,559,100	\$ 1,559,100	\$ 1,544,300	\$ 1,609,100	3.2%
Interest Income	177	-	-	-	-	N/A
Sale of Equipment	689	-	-	-	-	N/A
Insurance Claims	17,998	18,000	18,000	18,000	18,000	0.0%
Appropriated Fund Balance	(9,372)	28,122	150,586	115,020	19,540	-30.5%
<b>Total</b>	<b>\$ 1,493,788</b>	<b>\$ 1,605,222</b>	<b>\$ 1,727,686</b>	<b>\$ 1,677,320</b>	<b>\$ 1,646,640</b>	<b>2.6%</b>

## **COMPUTER REPLACEMENT FUND BUDGET SUMMARY**

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The recommended budget for 2022-23 provides for replacement of computer equipment on a pay-as-you-go basis.

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### **EXPENDITURES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Small Equipment	\$ 135,352	\$ 177,750	\$ 177,750	\$ 177,750	\$ 173,975	-2.1%
Other Expense	-	-	-	-	-	N/A
<b>Total</b>	<b>\$ 135,352</b>	<b>\$ 177,750</b>	<b>\$ 177,750</b>	<b>\$ 177,750</b>	<b>\$ 173,975</b>	<b>-2.1%</b>

### **REVENUES**

	<b>2020-21 Actual</b>	<b>2021-22 Original Budget</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Estimated</b>	<b>2022-23 Recommended Budget</b>	<b>% Change from 2021-22</b>
Computer Use Fees	\$ -	\$ 177,750	\$ 177,750	\$ 177,750	\$ 173,975	-2.1%
Interest Income	40	-	-	-	-	N/A
Appropriated Fund Balance	135,312	-	-	-	-	N/A
<b>Total</b>	<b>\$ 135,352</b>	<b>\$ 177,750</b>	<b>\$ 177,750</b>	<b>\$ 177,750</b>	<b>\$ 173,975</b>	<b>-2.1%</b>

## *Performance Agreements with Other Agencies*

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<b>Performance Agreements with Other Agencies</b>	<b>2021-22 Adopted Budget</b>	<b>2022-23 Recommended Budget</b>
<b>Human Services</b>		
Human Services Advisory Board Recommendations	\$ 546,500	\$ 573,825
<b>Total Human Services</b>	<b>546,500</b>	<b>573,825</b>
<b>Arts</b>		
Cultural Arts	23,500	43,500
<b>Total Arts</b>	<b>23,500</b>	<b>43,500</b>
<b>Public Health</b>		
Orange County Food Council	29,110	29,110
<b>Total Public Health</b>	<b>29,110</b>	<b>29,110</b>
<b>Affordable Housing</b>		
Community Home Trust	358,009	367,173
Affordable Housing & Homelessness Initiatives	-	80,000
Orange County Partnership to End Homelessness	96,300	99,585
<b>Total Affordable Housing</b>	<b>454,309</b>	<b>546,758</b>
<b>Economic Development</b>		
Chapel Hill/Orange County Visitors Bureau	200,000	200,000
Chapel Hill Downtown Partnership	70,000	70,000
<b>Total Economic Development</b>	<b>270,000</b>	<b>270,000</b>
<b>Total Contributions to Agencies</b>	<b>\$ 1,323,419</b>	<b>\$ 1,463,193</b>

