

Town of Chapel Hill North Carolina



**Manager's Recommended Budget
FY 2024-25**

Town of Chapel Hill
North Carolina

2024-25 Recommended Budget



Chapel Hill Town Council, 2024-2025

Your Town Council is (top row) Council members **Karen Stegman** and **Theodore Nollert**, Mayor **Jessica Anderson**, Council Members **Paris Miller-Foushee** and **Melissa McCullough**, and (bottom row) Council members **Elizabeth Sharp**, **Camille Berry**, and **Adam Searing**, and Mayor Pro tem **Amy Ryan**

Town Manager
Chris Blue

Finance Officer
Amy Oland

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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 2024-25. The budget includes an increase of 2 cents for a combined property tax rate of 59.2 cents per \$100 of assessed value. The property tax rate for the Downtown Service District is at 6.4 cents per \$100 of assessed value.

The Recommended Budget for 2024-25 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,

A handwritten signature in black ink, appearing to read "Christopher C. Blue".

Christopher C. Blue
Town Manager

May 1, 2024



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May 1, 2024

Mayor and Council: Tonight, we will present to you the FY2024-2025 recommended budget.

After months of discussion, we have arrived at a proposed budget with these highlights:

- The Total Budget is nearly \$156 million dollars for all of our funds with the general fund accounting for roughly \$89.4 million.
- That is a 4% increase from the FY 2024 budget.
- We are proposing a 2-cent increase. 1.5 cents for the General Fund to continue with year 2 of the 5-year budget strategy and 0.5 cents for the Transit Fund. This would bring our property tax rate to 59.2 cents.
- We are proposing a 6% of market cost of living pay increase for our employees.

We first shared our Five-Year Budget Priorities with you at the Council Retreat last year and we reviewed those priorities with you at your retreat in February. The recommended budget we are presenting tonight continues to address those priorities and builds a good foundation, recognizing that more will need to be done in the future.

Our goal for the FY 2025 budget is to bridge the gap until next year's revaluation when we hope to see big growth in our property valuation and can hopefully "right-size" our budget.

PEOPLE

Our employees are our most valued and valuable resource – they are how we get everything done, from trash pickup and bus service to community engagement and economic development. And as a large employer in the community, we aim to be a model for employee engagement, retention, and well-being.

As an employer, our challenges are the challenges you hear and read about in the media every day – employee burnout, competitive job market, historic inflation, wage competition, and the high cost of living – especially here in Chapel Hill.

Included in the recommended FY 2025 budget:

- 6% of market cost of living pay adjustment. This pay adjustment will be a percentage of market pay rather than base pay, in order to get employees closer to the market rate for their job.
- \$2,000 cost of living increase for the Mayor and each Council member.
- 0.75% increase to the employer share of the retirement system contribution.
- Funding to address the living wage adjustments required to recertify with Orange County Living Wage.
- Funding to develop pay progression plans, which is a key part of a strategy to recruit and retain top talent.
- With no new money going to staffing, we are not recommending any new positions in the General Fund. However, we are converting program support funding for the Inspections Apprentice program approved in the FY 2024 budget into a full-time apprentice position, largely using existing resources. We are adding two positions in the Transit Fund complements of additional funding from the Orange County Transit Plan.

SERVICES

In any given year, we face the challenge of addressing the average 3-5% increases to "the cost of doing business." This includes everything from cleaning and landscape contracts to software platforms and the numerous other services that are provided by outside vendors. In recent years, departments had to absorb these costs into their budgets – but with sustained, historic inflation, this is no longer a sustainable approach.

With this budget, we have a new \$500,000 allocation to address some of the cost-of-doing business increases and to expand a few services as well.

FACILITIES/STREETS

Just as our community expects high quality services, they also expect well-maintained, high-quality buildings, facilities, and streets. And as you've heard from us throughout budget season, we have a significant amount of deferred maintenance – and the cost of labor and supplies to repair and maintain facilities has gone up.

With this budget, we have allocated a new \$250,000 allocation towards deferred maintenance and a new \$250,000 allocation towards street resurfacing.

FLEET

To get our business done, we need a fleet of vehicles across departments and divisions – and as stewards of public dollars, we need to keep that fleet well-maintained. As we've shared with you, we have aging vehicles and our maintenance costs have increased with inflation. And as you know, we are committed to electrifying our fleet – and that will take additional resources.

With the new \$500,000 allocation included in this budget, we can make good strides on the vehicle replacement front.

AFFORDABLE HOUSING

The FY 2025 recommended budget includes nearly 3 pennies for affordable housing initiatives. This budget continues to include a full penny allocation to the Affordable Housing Development Reserve. The Town recently received notice that we were awarded \$1.5 million from the 2024 Community Project Funding for the Jay Street project. Thanks to that award, we are able to reallocate funds to provide an additional \$1.3 million to support affordable housing initiatives.

OTHER FUNDS

The Transit budget is up by 14% overall over the current year budget. The budget includes a 0.5 cent tax increase for Chapel Hill and corresponding partner contribution increases from UNC & Carrboro. There are no new federal recovery monies in FY 2025 and therefore the budget is balanced using appropriated fund balance in the amount of \$1.29 million to help offset the increase in personnel & operating costs.

The Parking Fund budget is down 9.5% overall from the current year due to a smaller transfer from the Debt Service Fund (which offsets the debt service payment on the 2021 LOBS) as a result of parking revenues continuing to rebound from the pandemic. We anticipate this transfer will not be needed once the East Rosemary parking deck has been open for a few years.

The Public Housing budget is up 4.3% which is driven by increases in anticipated tenant rents.

The Stormwater budget is up 7.3%. This increase is the result of the regular growth experienced by the fund as well as an increase in interest income. There is no stormwater fee increase proposed for FY 2025 as there are currently sufficient stormwater funds to meet the FY 2025 interests.

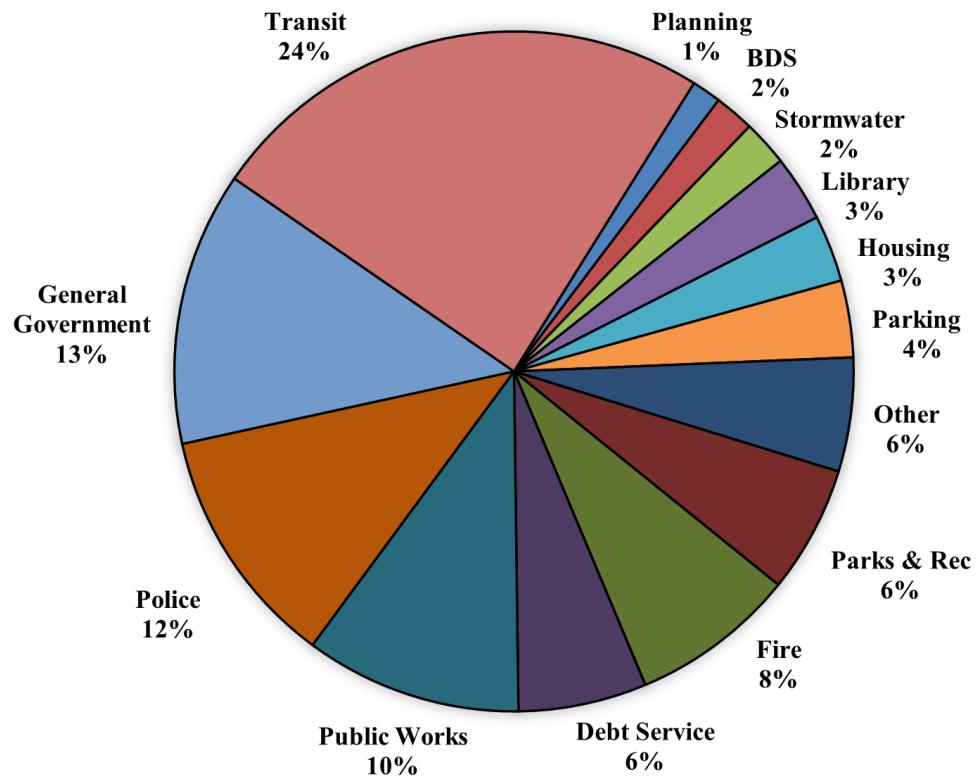
We believe that the budget before you tonight accounts for the reality that the cost of doing Town business has gone up and Council has some big, bold goals that staff are committed to helping you realize. We also believe that staff is our most important investment and that this budget prioritizes our employees and the core services they provide for our community. We appreciate the dialogue that has already informed this recommended budget and we look forward to your questions.

Sincerely,

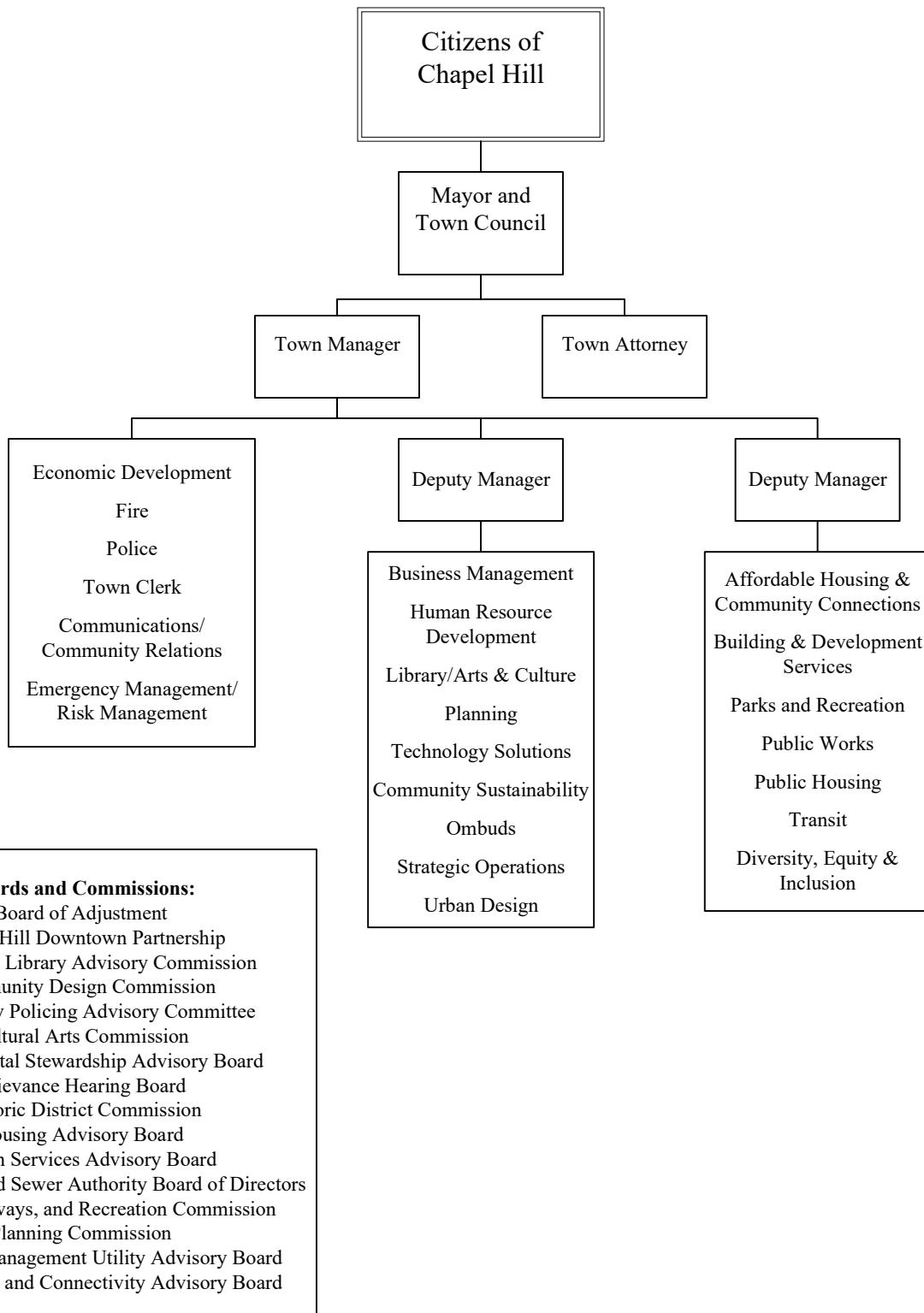
Christopher C. Blue
Town Manager
Chapel Hill, NC

ALL FUNDS SUMMARY

**TOTAL BUDGET EXPENDITURES \$150,930,896
(NET OF TRANSFERS)**



TOWN OF CHAPEL HILL ORGANIZATION CHART



ALL FUNDS
SUMMARY OF APPROPRIATIONS
Recommended Budget 2024-25

Fund	Appropriations	Less Transfers to Other Funds	Net Appropriations
General Fund	\$ 89,410,000	\$ 4,852,089	\$ 84,557,911
Transit Funds			
Transit	36,656,438	-	36,656,438
Transit Capital Reserve Fund	-	-	-
Stormwater Management Fund	3,283,000	-	3,283,000
Parking Fund	5,510,121	-	5,510,121
Housing Funds			
Public Housing Fund	2,699,400	-	2,699,400
Debt Service Fund	9,654,100	431,121	9,222,979
Capital Projects			
Capital Improvements Fund	2,713,591	-	2,713,591
Other Funds			
Affordable Housing Reserve Fund	831,850	-	831,850
Climate Action Fund	804,259	-	804,259
Grants Fund	-	-	-
Downtown Service District Fund	586,500	-	586,500
Library Gift Fund	210,939	45,000	165,939
Vehicle Replacement Fund	1,605,000	-	1,605,000
Fleet Management Fund	2,135,672	-	2,135,672
Computer Replacement Fund	158,236	-	158,236
TOTAL	\$ 156,259,106	\$ 5,328,210	\$ 150,930,896

ALL FUNDS STAFFING SUMMARY

Personnel costs make up 60% of the Town's operating budget across all funds. Personnel costs in the General Fund make up 71% of total expenditures. The Staffing Summary represents a snapshot of the FTE's on which the FY25 Recommended Budget is based.

2024-25 STAFFING BY DEPARTMENT IN FULL-TIME EQUIVALENTS

DEPARTMENTS	2022-23 ADOPTED	2023-24 ADOPTED	2024-25 RECOMMENDED
Mayor	1.00	1.00	1.00
Manager	17.00	26.00	26.00
Governance Services ¹	7.53	4.53	4.50
Human Resource Development	10.00	8.00	8.00
Business Management	18.00	18.00	18.00
Technology Solutions	16.00	16.00	16.00
Attorney	3.00	3.00	3.00
Planning ²	16.80	16.80	16.30
Public Works ²	91.20	91.70	91.20
Building & Development Services	21.00	20.00	20.50
Affordable Housing and Community Connections	7.20	8.70	8.70
Police	120.00	121.00	121.00
Fire	96.00	97.00	97.00
Parks & Recreation	53.80	54.80	54.80
Library	34.66	34.66	34.53
Transit	205.66	208.66	211.66
Stormwater	15.05	15.55	15.55
Parking	9.80	9.80	9.75
Public Housing	16.00	16.50	16.50
Downtown Service District	1.00	1.00	1.00
Fleet Management	7.75	7.75	7.75
Total FTE's	768.45	780.45	782.74

¹ This department's name changed from Communications and Public Affairs to Governance Services as of FY23-24.

² One employee in Planning and three employees in Public Works also work in Stormwater. They have been split-coded to reflect time spent in each department.

TAX RATES AND TAX COLLECTIONS

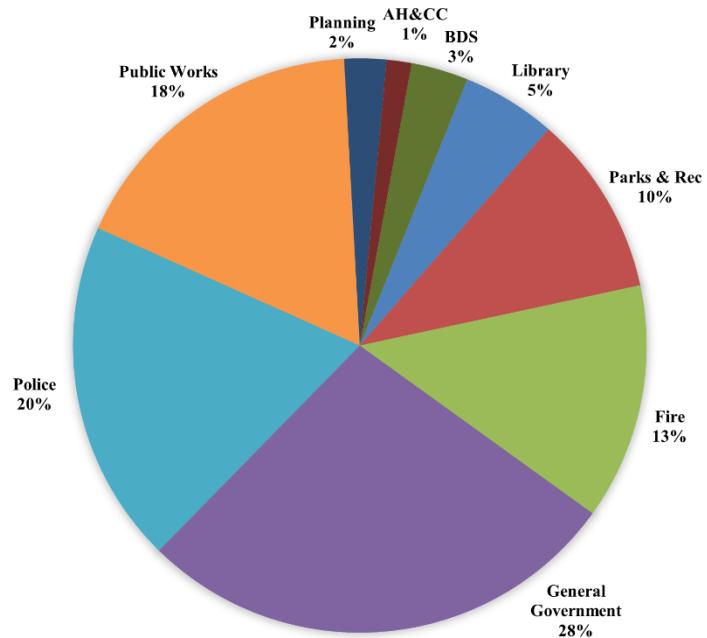
Recommended 2024-25

	2022-23 Actual	2023-24 Budget	2023-24 Estimated	2024-25 Recommended
Assessed Value of Real and Personal Property	\$ 9,537,830,000	\$ 9,734,070,000	\$ 9,661,820,000	\$ 9,787,420,000
Tax Rate Per \$100 Valuation				
General Fund	37.2	42.2	42.2	43.7
Transit Fund	6.2	6.2	6.2	6.7
Debt Service Fund	8.8	8.8	8.8	8.8
Total Tax Rate (cents)	52.2	57.2	57.2	59.2
Tax Levy	49,787,473	55,679,000	55,266,000	57,942,000
Estimated Collections at 99%	\$ 49,643,100	\$ 55,517,500	\$ 55,111,300	\$ 57,779,800
Distribution				
General Fund	35,376,794	40,960,000	40,660,000	42,650,000
Transit Fund	5,898,423	6,020,000	5,970,000	6,540,000
Debt Service Fund	8,368,809	8,540,000	8,480,000	8,590,000
Downtown Service District Fund				
Tax Rate (cents)	6.4	6.4	6.4	6.4
Assessed Value of Real and Personal Property	\$ 635,000,000	\$ 638,000,000	\$ 638,000,000	\$ 644,500,000
Tax Levy	406,000	408,000	408,000	412,000
1¢ of the Tax Rate Equals (to nearest 1,000)	\$ 951,000	\$ 971,000	\$ 963,000	\$ 976,000

GENERAL FUND

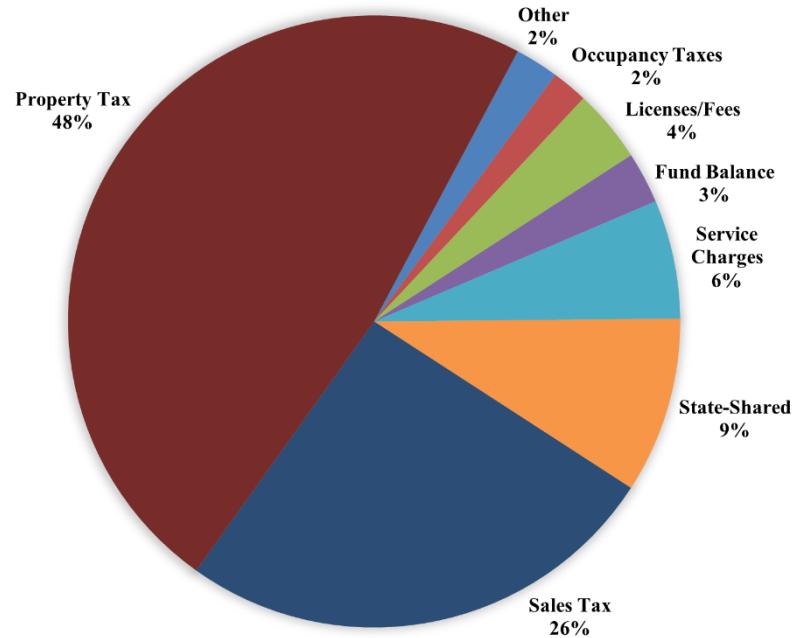
The General Fund is the general operating fund of the Town and is used to account for all revenues and expenditures except those required to be accounted for in another fund. The fund is established at the inception of a government and exists throughout the government's life.

General Fund Expenditures



Total \$89,410,000

General Fund Revenues



GENERAL FUND BUDGET SUMMARY

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
General Government	\$ 22,730,016	\$ 23,613,279	\$ 24,358,758	\$ 24,155,101	\$ 24,509,963	3.8%
Environment & Development	19,184,143	20,387,054	22,098,081	20,407,336	21,821,728	7.0%
Public Safety	25,353,594	27,766,413	27,944,006	27,970,102	29,201,360	5.2%
Leisure	11,579,471	13,112,254	13,215,223	13,085,253	13,876,949	5.8%
Total	\$ 78,847,224	\$ 84,879,000	\$ 87,616,068	\$ 85,617,792	\$ 89,410,000	5.3%

REVENUES

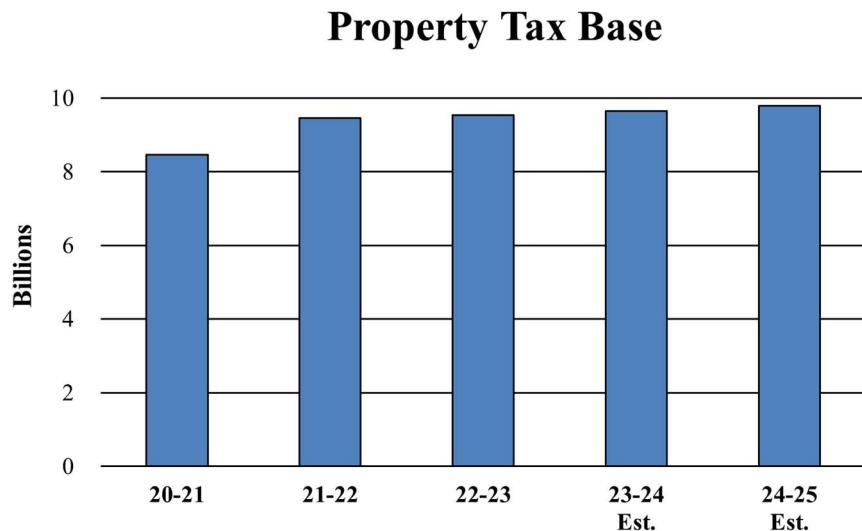
	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
General Revenues:						
Property Taxes	\$ 35,562,611	\$ 41,128,500	\$ 41,128,500	\$ 40,685,000	\$ 42,835,000	4.1%
Sales Taxes	20,646,299	21,993,943	21,993,943	22,108,800	22,993,152	4.5%
Occupancy Tax	1,514,877	1,500,000	1,500,000	1,700,000	1,700,000	13.3%
Other Tax and Licenses	126,365	110,000	110,000	100,000	100,000	-9.1%
State-Shared Revenues	8,042,965	7,817,600	7,828,600	8,213,894	8,313,708	6.3%
Interest on Investments	598,665	100,000	100,000	1,004,850	750,000	650.0%
Other Revenues	968,523	412,485	412,485	625,664	421,100	2.1%
Grants	801,078	775,748	786,088	787,944	749,862	-3.3%
Charges for Services	5,888,472	5,413,705	5,413,705	4,754,209	5,616,827	3.8%
Licenses/Permits/Fines	4,181,180	3,112,660	3,112,660	3,270,834	3,462,693	11.2%
Transfers/Other Sources	45,000	45,000	45,000	45,000	45,000	0.0%
Appropriated Fund Balance	471,189	2,469,359	5,185,087	2,321,597	2,422,658	-1.9%
Total	\$ 78,847,224	\$ 84,879,000	\$ 87,616,068	\$ 85,617,792	\$ 89,410,000	5.3%

GENERAL FUND

Major Revenue Sources - Descriptions and Estimates

Property Tax

The largest component of the property tax is the levy on real property. The property tax consists of three components – General Fund, Debt Service Fund, and Transit Fund. We have based our estimate on historic trends and current information from Orange and Durham Counties for the overall tax base. The tax base for 2024-25 is estimated to be \$9,787,420,000 with 1 cent on the tax rate equivalent to about \$976,000.



The combined property tax revenue we anticipate for 2024-25 totals about \$57.8 million, with \$42.65 million of that supporting the General Fund. Also for 2024-25, a 1.5 cent increase to the property tax rate for the General Fund is recommended as part of the five-year budget strategy.

Other Local Taxes

Revenue from the 3 percent Hotel/Motel occupancy tax is expected to total \$1,700,000 in the current year and \$1,700,000 in 2024-25. Generally, revenue trends are affected by University events and overall economic conditions.

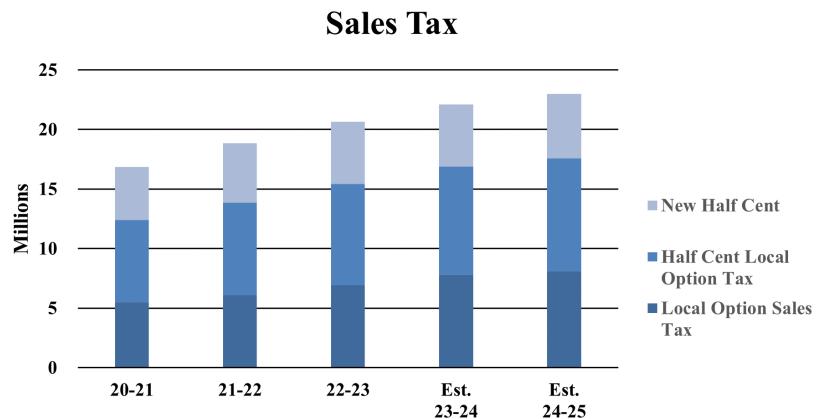
GENERAL FUND

Major Revenue Sources - Descriptions and Estimates

State-Collected Revenues

Sales Taxes

Sales tax revenue is expected to come in just slightly over budget in 2023-24. Based on strong growth, an increase of 6% was budgeted for FY24. Sales tax receipts are growing at a slower rate versus the previous year through the first seven months. Based on this trend, we anticipate average growth through the remainder of the fiscal year. We are estimating continued growth of 4% in sales taxes for FY25. We estimate combined sales taxes of about \$22,108,800 for 2023-24. 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 1 $\frac{3}{4}$ 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 \$1,787,208 in 2023-24, about \$170,000 more than last year. For 2024-25, we anticipate revenues will remain flat at \$1,787,208.

State Fire Protection Funds

We are expecting about \$1,025,000 in State Fire Protection Funds in the current year, and we expect that figure to hold at \$1,025,000 in 2024-25.

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 \$4,400,000 in the current year in utility sales taxes. We anticipate that revenues will increase slightly to \$4,500,000 in 2024-25.

GENERAL FUND

Major Revenue Sources - Descriptions and Estimates

Solid Waste Disposal Tax

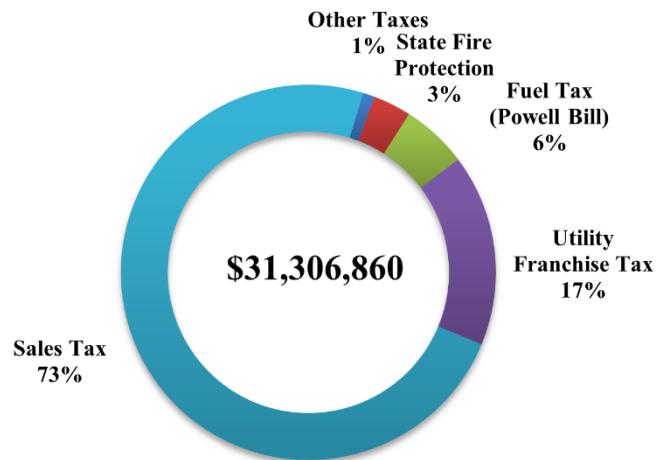
The Solid Waste Disposal Tax went into effect on July 1, 2008. This \$2 per-ton tax is charged on municipal solid waste and construction debris that is deposited in a landfill in the state or transferred at a transfer station for disposal outside of the state. 18.75% of this tax is distributed to cities and towns on a per capita basis. We anticipate receiving around \$46,500 for the current year and \$46,500 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 \$275,000 for the current year and \$275,000 next year.

In summary, we estimate State-collected revenues would total about \$31,306,860 for next year.

State Collected Revenues



Other Revenue Sources

Grants

This category of revenue includes certain recurring local and State grants totaling about \$749,862 for 2024-25. 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 2024-25 includes level funding from the County at \$83,760 for the Parks and Recreation supplement. The recommended 2024-25 budget includes \$621,323 in Orange County funding to support the Chapel Hill Library, which has decreased from the current year's allocation. The State appropriation for Library services is budgeted at \$38,779.

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 significantly under budget in the current year by about \$660,000. This is driven by lower than anticipated development-related revenues. Charges for services are expected to increase from a budgeted amount of \$5,413,705 in 2023-24 to \$5,616,827 for 2024-25 due to projected activity.

GENERAL FUND

Major Revenue Sources - Descriptions and Estimates

This category also reflects amounts transferred from other Town funds to the General Fund, primarily to recover administrative and indirect costs from other Town enterprise funds and services. For 2024-25, these include \$95,417 from Parking, \$163,155 from the Stormwater Management Fund, and \$1,726,822 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 \$158,000, mainly due to larger than anticipated revenues from Fire and Inspections. Total licenses and permits are expected to increase from about \$3.27 million in 2023-24 to \$3.46 million in 2024-25.

Interest on Investments

The General Fund share of interest earned on the Town's investments is recorded in this category. Investment income in the current year's budget was originally estimated at \$100,000. Due to several factors, interest is anticipated to come in significantly over budget at \$1 million for 2023-24. The Town anticipates \$750,000 in interest income in 2024-25 based on current trends.

Miscellaneous, Transfers, Net Assets (Fund Balance)

Miscellaneous Revenues

The primary miscellaneous revenues include mutual aid reimbursements, court cost reimbursements, and donations. Miscellaneous revenues are expected to total about \$625,000 for 2023-24 and \$421,000 for 2024-25.

Transfers

Transfers include a transfer of \$45,000 for 2024-25 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 \$5.2 million of fund balance in 2023-24, but through cost-cutting measures, we anticipate using \$2.3 million in 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 \$2,422,658 in 2024-25 to maintain service levels.

GENERAL FUND

Major Revenue Sources - Descriptions and Estimates

Summary of Revenues

In summary, the annual budget includes \$89.4 million in General Fund revenues, including the use of \$2,422,658 of fund balance.

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

	23-24 Revised Budget	23-24 Estimated	24-25 Recommended Budget
Property Taxes	\$ 41,128,500	\$ 40,685,000	\$ 42,835,000
Sales Taxes	21,993,943	22,108,800	22,993,152
Occupancy Tax	1,500,000	1,700,000	1,700,000
Other State-Collected	110,000	100,000	100,000
Other Revenues	8,341,085	9,844,408	9,484,808
Grants	786,088	787,944	749,862
Licenses/Permits	3,112,660	3,270,834	3,462,693
Service Charges	5,413,705	4,754,209	5,616,827
Interfund Transfers	45,000	45,000	45,000
Fund Balance	<u>5,185,087</u>	<u>2,321,597</u>	<u>2,422,658</u>
Total	\$ 87,616,068	\$ 85,617,792	\$ 89,410,000

GENERAL FUND

Major Expenditures - Descriptions and Estimates

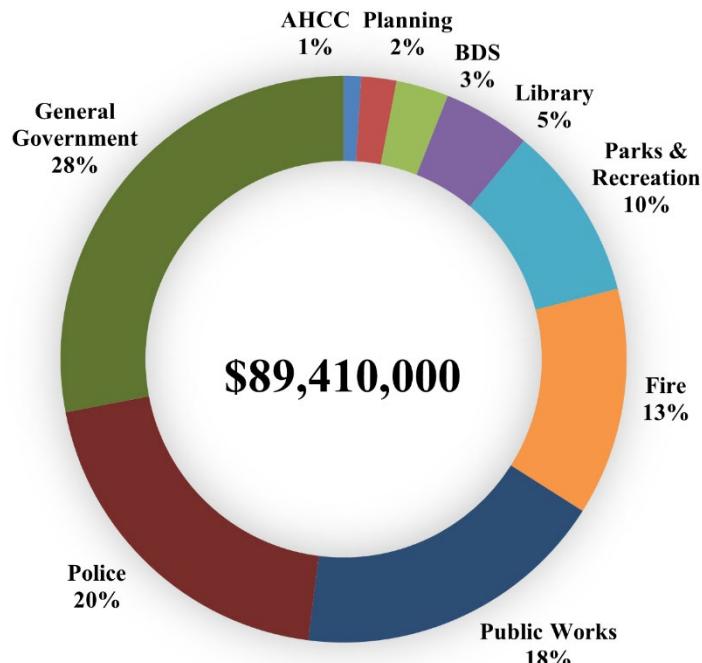
The General Fund provides basic services for Town citizens including police and fire protection, environment and development services (including planning, public works, engineering, and inspections), general administration, and planning for growth and development in the community.

The pie chart below shows the relative proportions of expenditures for the various functions and departments in the General Fund budget totaling \$89,410,000 for the 2024-25 budget.

The largest category of expenditures for the General Fund is Public Safety services, with Police Department expenditures of about \$17.3 million and Fire Department expenditures of about \$11.9 million.

Environment and Development comprises about \$21.8 million, including Planning, Affordable Housing & Community Connections, Building & Development Services, and Public Works, which provide services of affordable housing, planning for growth, engineering, solid waste collection, maintenance of streets, and maintenance of Town facilities.

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



Other General Fund services include Parks and Recreation programs totaling about \$9.1 million, Library services of \$4.8 million, and General Governmental activities (Administration, Governance Services, Human Resources, Business Management, Technology Solutions, and Attorney) totaling about \$14 million.

Non-departmental expenditures total \$10.5 million. \$2,019,975 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” (\$831,850) and legal funds (\$100,000). The budget for liability and property insurance totals \$575,000.

GENERAL FUND

Major Expenditures - Descriptions and Estimates

The 2024-25 budget includes changes to the Town's contribution to employee retirement. This amount went up by \$298,191, which reflects a 0.75% increase to the contribution over the prior year. Other personnel increases to the budget include a 6% of market rate salary adjustment starting July 1, 2024 (\$2,656,939). The 2024-25 budget also absorbs compression adjustments that were made during FY24.

The 2024-25 budget includes increased funding for vehicle replacement (\$500,000) and additional funding in various areas for cost of services increases (\$579,218). The recommended budget includes an increase of \$7,974 for the Interfaith Council, \$110,642 for the Community Home Trust, and \$123,876 for the Orange County Partnership to End Homelessness.

Additional increases to the FY25 budget include \$250,000 for increased facility maintenance and \$250,000 for streets maintenance. Vehicle Maintenance is up over FY24, by about \$302,000, and liability insurance is also up by \$225,000 over the prior year.

The 2024-25 Recommended Budget continues to fund retiree medical costs on a pay-as-you-go basis (\$1,675,000) and contributes \$250,000 towards the post-employment benefit (OPEB) liability.

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

	EXPENDITURES						% Change from 2023-24
	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget		
Personnel	\$ 53,267,993	\$ 60,479,338	\$ 60,210,568	\$ 58,299,639	\$ 63,128,941		4.4%
Operating Costs	25,492,894	24,029,662	27,118,770	26,903,593	25,951,059		8.0%
Capital Outlay	86,337	370,000	286,730	414,560	330,000		-10.8%
Total	\$ 78,847,224	\$ 84,879,000	\$ 87,616,068	\$ 85,617,792	\$ 89,410,000		5.3%

**GENERAL FUND
EXPENDITURES BY DEPARTMENT**

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
General Government						
Mayor/Council	\$ 523,133	\$ 590,376	\$ 593,776	\$ 634,128	\$ 598,628	1.4%
Town Manager	2,476,192	3,865,930	3,933,080	3,746,378	4,218,938	9.1%
Governance Services	1,096,815	854,859	854,859	853,333	893,545	4.5%
Human Resource Development	1,601,896	1,577,361	1,587,377	1,602,530	1,644,761	4.3%
Business Management	2,537,842	2,744,529	2,866,436	2,691,415	2,942,653	7.2%
Technology Solutions	2,532,792	2,801,996	2,864,466	2,793,996	3,007,190	7.3%
Town Attorney	603,052	600,992	600,992	607,712	675,203	12.3%
Non-Departmental	11,358,294	10,577,236	11,057,772	11,225,609	10,529,045	-0.5%
Subtotal	\$ 22,730,016	\$ 23,613,279	\$ 24,358,758	\$ 24,155,101	\$ 24,509,963	3.8%
Environment & Development						
Planning	\$ 2,357,057	\$ 1,940,251	\$ 2,919,201	\$ 2,394,150	\$ 2,117,856	9.2%
Affordable Housing and Community Connections	1,080,279	1,236,089	1,358,287	1,041,365	1,260,051	1.9%
Public Works	13,432,760	14,419,526	15,020,405	14,417,490	15,575,463	8.0%
Building & Development Services	2,314,047	2,791,188	2,800,188	2,554,331	2,868,358	2.8%
Subtotal	\$ 19,184,143	\$ 20,387,054	\$ 22,098,081	\$ 20,407,336	\$ 21,821,728	7.0%
Public Safety						
Police	\$ 15,126,350	\$ 16,418,764	\$ 16,536,299	\$ 16,532,457	\$ 17,307,866	5.4%
Fire	10,227,244	11,347,649	11,407,707	11,437,645	11,893,494	4.8%
Subtotal	\$ 25,353,594	\$ 27,766,413	\$ 27,944,006	\$ 27,970,102	\$ 29,201,360	5.2%
Leisure						
Parks and Recreation	\$ 7,547,178	\$ 8,543,493	\$ 8,559,795	\$ 8,444,304	\$ 9,123,072	6.8%
Library	4,032,293	4,568,761	4,655,428	4,640,949	4,753,877	4.1%
Subtotal	\$ 11,579,471	\$ 13,112,254	\$ 13,215,223	\$ 13,085,253	\$ 13,876,949	5.8%
General Fund Total	\$ 78,847,224	\$ 84,879,000	\$ 87,616,068	\$ 85,617,792	\$ 89,410,000	5.3%

GENERAL GOVERNMENT BUDGET SUMMARY

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

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Mayor/Council	\$ 523,133	\$ 590,376	\$ 593,776	\$ 634,128	\$ 598,628	1.4%
Town Manager	2,476,192	3,865,930	3,933,080	3,746,378	4,218,938	9.1%
Governance Services	1,096,815	854,859	854,859	853,333	893,545	4.5%
Human Resources	1,601,896	1,577,361	1,587,377	1,602,530	1,644,761	4.3%
Business Management	2,537,842	2,744,529	2,866,436	2,691,415	2,942,653	7.2%
Technology Solutions	2,532,792	2,801,996	2,864,466	2,793,996	3,007,190	7.3%
Town Attorney	603,052	600,992	600,992	607,712	675,203	12.3%
Non-Departmental	11,358,294	10,577,236	11,057,772	11,225,609	10,529,045	-0.5%
Total	\$ 22,730,016	\$ 23,613,279	\$ 24,358,758	\$ 24,155,101	\$ 24,509,963	3.8%

REVENUES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
General Revenues	\$ 22,730,016	\$ 23,613,279	\$ 24,358,758	\$ 24,155,101	\$ 24,509,963	3.8%
Total	\$ 22,730,016	\$ 23,613,279	\$ 24,358,758	\$ 24,155,101	\$ 24,509,963	3.8%

MAYOR

STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS

	2022-23 ADOPTED	2023-24 ADOPTED	2024-25 RECOMMENDED
Mayoral Aide	1.00	1.00	1.00
Mayor's Office Totals	1.00	1.00	1.00

MAYOR BUDGET SUMMARY

The recommended budget for the Mayor's Office reflects a 32.9% increase from the 2023-24 budget. Personnel costs increased 37.9%, reflecting new benefit selections, a 0.75% retirement increase, and a salary increase. The 6.6% increase in operating costs reflects an increase in annual membership fees as well as an increase in funds allocated to telephone costs and computer replacement.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Personnel	\$ 102,845	\$ 105,240	\$ 105,240	\$ 129,220	\$ 145,130	37.9%
Operating Costs	15,462	20,208	16,208	20,879	21,533	6.6%
Total	\$ 118,307	\$ 125,448	\$ 121,448	\$ 150,099	\$ 166,663	32.9%

REVENUES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
General Revenues	\$ 118,307	\$ 125,448	\$ 121,448	\$ 150,099	\$ 166,663	32.9%
Total	\$ 118,307	\$ 125,448	\$ 121,448	\$ 150,099	\$ 166,663	32.9%

COUNCIL

BUDGET SUMMARY

The recommended budget for the Town Council reflects a decrease of 7.1% from the 2023-24 budget, primarily due to a decrease in operating expenses because FY24-25 is not an election year. Personnel expenses increased 1.2% due to a 0.75% retirement increase and a salary increase mostly offset by a change in benefit selections from the previous Council.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Personnel	\$ 238,503	\$ 284,411	\$ 284,411	\$ 284,167	\$ 287,860	1.2%
Operating Costs	\$ 166,323	\$ 180,517	\$ 187,917	\$ 199,862	\$ 144,105	-20.2%
Total	\$ 404,826	\$ 464,928	\$ 472,328	\$ 484,029	\$ 431,965	-7.1%

REVENUES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
General Revenues	\$ 404,826	\$ 464,928	\$ 472,328	\$ 484,029	\$ 431,965	-7.1%
Total	\$ 404,826	\$ 464,928	\$ 472,328	\$ 484,029	\$ 431,965	-7.1%

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

	2022-23 ADOPTED	2023-24 ADOPTED	2024-25 RECOMMENDED
Town Manager	1.00	1.00	1.00
Deputy Town Manager	2.00	2.00	2.00
Economic Development Director	1.00	1.00	1.00
Senior Ombuds	1.00	1.00	0.00
Grants Administrator	1.00	1.00	1.00
Ombuds	1.00	0.00	1.00
Assistant to the Manager	1.00	0.00	0.00
Director of Organization & Strategy Initiatives	1.00	0.00	0.00
Community Relations Manager	0.00	1.00	1.00
Strategic Operations Manager	0.00	1.00	1.00
Strategic Operations Analyst	0.00	1.00	1.00
Diversity, Equity & Inclusion Officer	1.00	1.00	1.00
Diversity, Equity & Inclusion Program Analyst	1.00	1.00	1.00
Administrative Coordinator	1.00	1.00	1.00
Economic Development Manager	1.00	1.00	1.00
Economic Development Program Analyst	1.00	1.00	1.00
Urban Designer	1.00	1.00	1.00
Sustainability Program Analyst ¹	1.00	1.00	1.00
Sustainability Outreach Coordinator ¹	1.00	1.00	1.00
Executive Director - Strategic Communications ²	0.00	1.00	1.00
Graphic Artist ²	0.00	1.00	1.00
Communications Specialist ²	0.00	1.00	1.00
Risk Manager ³	0.00	1.00	1.00
Risk Claims Administrator ³	0.00	1.00	1.00
Community Sustainability Manager ^{1,4}	0.00	1.00	1.00
Senior Project Manager ⁴	0.00	1.00	1.00
Emergency Management Deputy Coordinator ⁵	0.00	1.00	1.00
Emergency Management Coordinator ⁵	0.00	1.00	1.00
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Town Manager's Office Totals	17.00	26.00	26.00
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¹ These positions are paid out of the Climate Action Fund

² These positions moved from Governance Services in FY23-24.

³ These positions moved from Human Resource Development in FY23-24.

⁴ These positions moved from the Planning Department in FY23-24.

⁵ These positions moved from the Fire Department in FY23-24.

TOWN MANAGER

BUDGET SUMMARY

The recommended budget for the Manager's Office reflects a 9.1% increase from the 2023-24 budget. The 6.7% increase in personnel expenses captures the cost of a 0.75% retirement increase and a salary increase. The 33.6% increase in operating expenses is largely due to increased funding for DEI expansion, training, employee activities, and emergency preparedness.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Personnel	\$ 1,947,088	\$ 3,518,753	\$ 3,391,703	\$ 3,273,707	\$ 3,755,271	6.7%
Operating Costs	\$ 529,104	\$ 347,177	\$ 541,377	\$ 472,671	\$ 463,667	33.6%
Total	\$ 2,476,192	\$ 3,865,930	\$ 3,933,080	\$ 3,746,378	\$ 4,218,938	9.1%

REVENUES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
General Revenues	\$ 2,476,192	\$ 3,865,930	\$ 3,933,080	\$ 3,746,378	\$ 4,218,938	9.1%
Total	\$ 2,476,192	\$ 3,865,930	\$ 3,933,080	\$ 3,746,378	\$ 4,218,938	9.1%

GOVERNANCE SERVICES

STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS

	2022-23 ADOPTED	2023-24 ADOPTED	2024-25 RECOMMENDED
Governance Services Director / Town Clerk	1.00	1.00	1.00
Town Clerk - Deputy	1.00	1.00	1.00
Assistant Town Clerk	1.00	1.00	1.00
Records Retention Manager	1.00	1.00	1.00
Office Assistant	0.53	0.53	0.50
Communications Manager ¹	1.00	0.00	0.00
Communications Specialist ¹	1.00	0.00	0.00
Graphic Artist ¹	1.00	0.00	0.00
 Governance Services Department Totals	 7.53	 4.53	 4.50

¹ These positions moved to the Manager's Office as of FY23-24.

GOVERNANCE SERVICES / TOWN CLERK BUDGET SUMMARY

The recommended budget for the Governance Services department reflects a 4.5% increase from the 2023-24 budget. Personnel expenses increased by 5.3% due to a 0.75% retirement increase and a salary increase. Operating expenses increased primarily due to increased costs for training and legally required advertisements for advisory boards.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Personnel	\$ 823,611	\$ 549,384	\$ 537,384	\$ 521,536	\$ 578,337	5.3%
Operating Costs	\$ 273,204	\$ 305,475	\$ 317,475	\$ 331,797	\$ 315,208	3.2%
Total	\$ 1,096,815	\$ 854,859	\$ 854,859	\$ 853,333	\$ 893,545	4.5%

REVENUES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
General Revenues	\$ 1,096,815	\$ 854,859	\$ 854,859	\$ 853,333	\$ 893,545	4.5%
Total	\$ 1,096,815	\$ 854,859	\$ 854,859	\$ 853,333	\$ 893,545	4.5%

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

	2022-23 ADOPTED	2023-24 ADOPTED	2024-25 RECOMMENDED
Human Resource Development Director	1.00	1.00	1.00
Assistant Director	1.00	1.00	1.00
Risk Manager ¹	1.00	0.00	0.00
Claims Coordinator ¹	1.00	0.00	0.00
Assistant Human Resources Consultant	1.00	0.00	0.00
Human Resources Technician	1.00	1.00	1.00
Human Resources Consultant	3.00	3.00	3.00
Administrative Assistant	1.00	1.00	1.00
Office Assistant	0.00	1.00	1.00
 Human Resource Development Totals	 10.00	 8.00	 8.00

¹ These positions moved to the Manager's Office as of FY23-24.

HUMAN RESOURCE DEVELOPMENT BUDGET SUMMARY

The recommended budget for the Human Resource Development department reflects a 4.3% increase from the 2023-24 budget. Personnel expenses increased by 7% due to a 0.75% retirement increase and a salary increase. Operating expenses remained mostly flat, with slight increases to account for higher fees and contract costs.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Personnel	\$ 1,002,824	\$ 929,076	\$ 929,076	\$ 942,956	\$ 994,269	7.0%
Operating Costs	\$ 599,072	\$ 648,285	\$ 658,301	\$ 659,574	\$ 650,492	0.3%
Total	\$ 1,601,896	\$ 1,577,361	\$ 1,587,377	\$ 1,602,530	\$ 1,644,761	4.3%

REVENUES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
General Revenues	\$ 1,601,896	\$ 1,577,361	\$ 1,587,377	\$ 1,602,530	\$ 1,644,761	4.3%
Total	\$ 1,601,896	\$ 1,577,361	\$ 1,587,377	\$ 1,602,530	\$ 1,644,761	4.3%

BUSINESS MANAGEMENT
STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS

	2022-23 ADOPTED	2023-24 ADOPTED	2024-25 RECOMMENDED
<u>Finance</u>			
Director - Business Management	1.00	1.00	1.00
Assistant Director - Business Management	1.00	1.00	1.00
Financial Systems Manager	1.00	1.00	1.00
Financial Systems Analyst	1.00	1.00	1.00
Data & Analytics Analyst	1.00	1.00	1.00
Budget & Management Analyst	1.00	1.00	1.00
Accounting Manager	1.00	1.00	1.00
Accounting Projects Manager	1.00	1.00	1.00
Accounting Supervisor - Payroll & Payables	1.00	1.00	1.00
Accountant - Housing	1.00	1.00	1.00
Purchasing & Contracts Manager	1.00	1.00	1.00
Purchasing & Contracts Analyst	1.00	1.00	1.00
Payroll Coordinator	1.00	1.00	1.00
Payroll Specialist	1.00	1.00	1.00
Accounts Payable Coordinator	1.00	1.00	1.00
Administrative Specialist	1.00	1.00	1.00
Revenue Coordinator	1.00	1.00	1.00
Revenue Collector	1.00	1.00	1.00
Business Management Department Totals	18.00	18.00	18.00

BUSINESS MANAGEMENT

BUDGET SUMMARY

The recommended budget for the Business Management department reflects a 7.2% increase from the 2023-24 budget. Personnel expenses increased by 7.7% due to a 0.75% retirement increase and a salary increase. Operating costs increased 5.7% to account for the rising costs of software, such as MUNIS and DocuSign, and increased cost of services, such as the external audit.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Personnel	\$ 1,807,061	\$ 2,104,591	\$ 2,093,666	\$ 1,935,551	\$ 2,266,085	7.7%
Operating Costs	730,781	639,938	772,770	755,864	676,568	5.7%
Total	\$ 2,537,842	\$ 2,744,529	\$ 2,866,436	\$ 2,691,415	\$ 2,942,653	7.2%

REVENUES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
General Revenues	\$ 2,537,842	\$ 2,744,529	\$ 2,866,436	\$ 2,691,415	\$ 2,942,653	7.2%
Total	\$ 2,537,842	\$ 2,744,529	\$ 2,866,436	\$ 2,691,415	\$ 2,942,653	7.2%

Technology Solutions

STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS

	2022-23 ADOPTED	2023-24 ADOPTED	2024-25 RECOMMENDED
Executive Director - Technology Solutions	1.00	1.00	1.00
Systems Administrator	1.00	1.00	1.00
Network Engineer	1.00	1.00	1.00
IT Operations Manager	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00
Information Technology Analyst	2.00	2.00	1.00
Senior Information Technology Analyst	2.00	2.00	3.00
Web Administrator	1.00	1.00	0.00
Business Analyst	0.00	0.00	1.00
IT Manager, Solutions Architecture and Applications	1.00	1.00	1.00
Administrative Coordinator	1.00	1.00	1.00
Chief Information Security Officer	1.00	1.00	1.00
Senior GIS Analyst	1.00	1.00	1.00
GIS Analyst	1.00	1.00	1.00
GIS Manager	1.00	1.00	1.00
Technology Solutions Department Totals	16.00	16.00	16.00

TECHNOLOGY SOLUTIONS BUDGET SUMMARY

The recommended budget for the Technology Solutions department reflects a 7.3% increase from the 2023-24 budget. Personnel expenses increased by 4.1% due to a 0.75% retirement increase and a salary increase. Operating expenses increased by 17.9% due to IT professional services, firewall replacement, server license renewal, and increasing costs for software and supplies. Capital outlay remains flat.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Personnel	\$ 1,889,985	\$ 2,077,882	\$ 2,077,882	\$ 2,009,192	\$ 2,163,433	4.1%
Operating Costs	642,807	669,114	744,984	743,204	788,757	17.9%
Capital Outlay	-	55,000	41,600	41,600	55,000	0.0%
Total	\$ 2,532,792	\$ 2,801,996	\$ 2,864,466	\$ 2,793,996	\$ 3,007,190	7.3%

REVENUES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
General Revenues	\$ 2,532,792	\$ 2,801,996	\$ 2,864,466	\$ 2,793,996	\$ 3,007,190	7.3%
Total	\$ 2,532,792	\$ 2,801,996	\$ 2,864,466	\$ 2,793,996	\$ 3,007,190	7.3%

TOWN ATTORNEY
STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS

	2022-23 ADOPTED	2023-24 ADOPTED	2024-25 RECOMMENDED
Town Attorney	1.00	1.00	1.00
Assistant Town Attorney	1.00	1.00	1.00
Legal Services Administrator	1.00	1.00	1.00
Attorney Department Totals	3.00	3.00	3.00

TOWN ATTORNEY BUDGET SUMMARY

The recommended budget for the Attorney's Office reflects a 12.3% increase from the 2023-24 budget. Personnel expenses increased due to a 0.75% retirement increase and a salary increase. Operating expenses remained mostly flat.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Personnel	\$ 573,242	\$ 569,645	\$ 569,645	\$ 587,593	\$ 643,712	13.0%
Operating Costs	\$ 29,810	\$ 31,347	\$ 31,347	\$ 20,119	\$ 31,491	0.5%
Total	\$ 603,052	\$ 600,992	\$ 600,992	\$ 607,712	\$ 675,203	12.3%

REVENUES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
General Revenues	\$ 603,052	\$ 600,992	\$ 600,992	\$ 607,712	\$ 675,203	12.3%
Total	\$ 603,052	\$ 600,992	\$ 600,992	\$ 607,712	\$ 675,203	12.3%

NON-DEPARTMENTAL DIVISION BUDGET SUMMARY

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

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Retiree Medical Insurance	\$ 1,663,396	\$ 1,697,000	\$ 1,697,000	\$ 1,679,564	\$ 1,675,000	-1.3%
Other Personnel Costs	16,155	405,000	405,000	437,904	-	-100.0%
Liability Insurance	477,449	350,000	350,000	502,550	575,000	64.3%
Transfer to Affordable Housing	688,395	826,850	826,850	826,850	831,850	0.6%
Operations	1,305,170	1,384,664	1,848,631	1,848,450	981,981	-29.1%
Supplemental PEG Fees	153,390	175,000	175,000	175,000	175,000	0.0%
Transfer to Other Funds	2,234,638	17,000	17,000	17,000	17,000	0.0%
Transfer to Downtown Service District Fund	100,000	100,000	100,000	100,000	100,000	0.0%
Transfer to Capital Improvement Funds	1,384,500	2,248,903	2,248,903	2,248,903	2,557,903	13.7%
Transfer to Debt Fund	445,100	445,100	445,100	445,100	445,100	0.0%
OPEB Liability Contributions	250,000	250,000	250,000	250,000	250,000	0.0%
Transfer to Climate Action Fund	550,000	804,259	804,259	804,259	804,259	0.0%
Grant Matching Funds	92,936	95,977	112,546	112,546	95,977	0.0%
Agency Contributions	1,997,165	1,777,483	1,777,483	1,777,483	2,019,975	13.6%
Total	\$ 11,358,294	\$ 10,577,236	\$ 11,057,772	\$ 11,225,609	\$ 10,529,045	-0.5%

REVENUES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
General Revenues	\$ 11,358,294	\$ 10,577,236	\$ 11,057,772	\$ 11,225,609	\$ 10,529,045	-0.5%
Total	\$ 11,358,294	\$ 10,577,236	\$ 11,057,772	\$ 11,225,609	\$ 10,529,045	-0.5%

ENVIRONMENT & DEVELOPMENT BUDGET SUMMARY

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

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Planning	\$ 2,357,057	\$ 1,940,251	\$ 2,919,201	\$ 2,394,150	\$ 2,117,856	9.2%
Affordable Housing & Community Connections	1,080,279	1,236,089	1,358,287	1,041,365	1,260,051	1.9%
Public Works	13,432,760	14,419,526	15,020,405	14,417,490	15,575,463	8.0%
Building & Development Services	2,314,047	2,791,188	2,800,188	2,554,331	2,868,358	2.8%
Total	\$ 19,184,143	\$ 20,387,054	\$ 22,098,081	\$ 20,407,336	\$ 21,821,728	7.0%

REVENUES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
General Revenues	\$ 13,399,753	\$ 16,119,189	\$ 17,830,216	\$ 16,592,696	\$ 17,450,946	8.3%
State-Shared Revenues	49,812	43,000	43,000	46,500	46,500	8.1%
Charges for Services	2,120,014	1,694,105	1,694,105	1,017,412	1,481,589	-12.5%
Licenses/Permits/Fines	3,440,261	2,461,260	2,461,260	2,562,334	2,762,693	12.2%
Other Revenues	86,953	69,500	69,500	188,394	80,000	15.1%
Total	\$ 19,184,143	\$ 20,387,054	\$ 22,098,081	\$ 20,407,336	\$ 21,821,728	7.0%

PLANNING DEPARTMENT
STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS

	2022-23 ADOPTED	2023-24 ADOPTED	2024-25 RECOMMENDED
Planning			
Director - Planning	1.00	1.00	1.00
Assistant Director - Planning	1.00	1.00	1.00
Community Sustainability Manager ¹	1.00	0.00	0.00
Mobility & Greenways Manager ²	1.00	2.00	1.00
Zoning Administrator	0.00	0.00	1.00
Planner/Planner II/Principal Planner/Senior Planner ³	8.00	8.00	8.00
Transportation Demand Management Community Manager ⁴	1.00	1.00	0.00
Administrative Coordinator	0.80	0.80	0.80
Downtown Project Manager ¹	1.00	0.00	0.00
LUMO Project Manager	1.00	0.00	0.00
Planning Technician	1.00	2.00	2.00
Mobility & Greenways Planner	0.00	1.00	1.00
Senior Engineer ⁵	0.00	0.00	0.50
Planning Department Totals	16.80	16.80	16.30

¹ These positions moved to the Manager's Office in FY23-24.

² Mobility & Greenways Manager is grant-funded.

³ A number of Planner positions are partially or fully grant-funded in FY24-25.

⁴ This position moved to Transit during FY23-24.

⁵ This position moved to Planning from Public Works - Engineering during FY23-24. It is split with the Stormwater fund.

PLANNING BUDGET SUMMARY

The recommended budget for the Planning Department reflects a 9.2% increase from the 2023-24 budget. The 10.4% increase in personnel expenses is due to half the salary of a Senior Engineer moving to Planning from Public Works, a 0.75% retirement increase, and a salary increase. Operating expenses increased by 4.5% due to increased funding for membership dues and the Planning Ambassador program.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Personnel	\$ 1,438,844	\$ 1,527,598	\$ 1,518,679	\$ 1,322,706	\$ 1,686,702	10.4%
Operating Costs	918,213	412,653	1,400,522	1,071,444	431,154	4.5%
Total	\$ 2,357,057	\$ 1,940,251	\$ 2,919,201	\$ 2,394,150	\$ 2,117,856	9.2%

REVENUES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
General Revenues	\$ 1,275,899	\$ 1,012,146	\$ 1,991,096	\$ 2,127,078	\$ 1,402,679	38.6%
Charges for Services	1,056,393	905,105	905,105	246,412	702,089	-22.4%
Licenses/Permits/Fines	17,445	12,000	12,000	18,994	8,088	-32.6%
Other Revenues	7,320	11,000	11,000	1,666	5,000	-54.5%
Total	\$ 2,357,057	\$ 1,940,251	\$ 2,919,201	\$ 2,394,150	\$ 2,117,856	9.2%

PUBLIC WORKS DEPARTMENT
STAFFING COMPARISONS - IN FULL TIME EQUIVALENTS

	2022-23 ADOPTED	2023-24 ADOPTED	2024-25 RECOMMENDED
<u>Administration</u>			
Director - Public Works	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00
Administrative Analyst	2.00	2.00	2.00
Assistant Director	1.00	1.00	1.00
Occupational Health and Safety Officer	1.00	1.00	1.00
Accounting Technician II	1.00	1.00	1.00
Administrative Assistant	2.00	2.00	2.00
Division Totals	9.00	9.00	9.00
<u>Engineering and Design Services</u>			
Manager of Engineering & Infrastructure	1.00	1.00	1.00
Engineering Coordinator - Sr	1.00	1.00	1.00
Survey/Project Coordinator ¹	0.75	0.75	0.75
Senior Engineer ²	0.50	0.50	0.00
Engineering Inspector	1.00	1.00	1.00
Engineering Inspector - Sr ¹	0.70	0.70	0.70
Engineering Technician	1.00	1.00	1.00
Capital Projects Manager	1.00	1.00	1.00
Engineer III ¹	0.00	0.50	0.50
Unit Totals	6.95	7.45	6.95
<u>Transportation Engineering and Operations</u>			
Transportation Engineering Manager	1.00	1.00	1.00
Assistant Transportation Engineer	1.00	1.00	1.00
Engineering Technician	1.00	1.00	1.00
Traffic Signal Systems Analyst	1.00	1.00	1.00
Lead Traffic Signal Tech	1.00	1.00	1.00
Traffic Signal Technician (Levels I-III)	3.00	3.00	3.00
Lead Sign & Marking Tech	1.00	1.00	1.00
Sign and Marketing Technician (Levels I-II)	2.00	2.00	2.00
Unit Totals	11.00	11.00	11.00
Division Totals	17.95	18.45	17.95

continued

PUBLIC WORKS DEPARTMENT
STAFFING COMPARISONS - IN FULL TIME EQUIVALENTS

	2022-23 ADOPTED	2023-24 ADOPTED	2024-25 RECOMMENDED
<u>Streets and Construction Services</u>			
Streets			
Superintendent - Streets/Construction/Services	1.00	1.00	1.00
Streets Supervisor	1.00	1.00	1.00
Street Inspector	1.00	1.00	1.00
Streets 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	<u>14.00</u>	<u>14.00</u>	<u>14.00</u>
Construction			
Supervisor - Construction Crew	1.00	1.00	1.00
Construction Worker (Levels I - IV)	4.00	4.00	4.00
Senior Heavy Equipment Operator	1.00	1.00	1.00
Unit Totals	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>
Division Totals	<u>20.00</u>	<u>20.00</u>	<u>20.00</u>
<u>Facilities Management</u>			
Buildings			
Facilities Manager	1.00	1.00	1.00
Facilities Supervisor	1.00	1.00	1.00
Sr. Project Manager	1.00	1.00	1.00
Building Maintenance Mechanic (Levels I-III)	6.00	6.00	6.00
Facilities Systems Technician	1.00	1.00	1.00
Fleet Systems Technician ³	0.25	0.25	0.25
Division Totals	<u>10.25</u>	<u>10.25</u>	<u>10.25</u>
Solid Waste			
Solid Waste Services Manager	1.00	1.00	1.00
Solid Waste Operating Services Coordinator	1.00	1.00	1.00
Solid Waste Services Crew Supervisor	2.00	2.00	2.00
Solid Waste Equipment Operator III	4.00	4.00	4.00
Solid Waste Equipment Operator II	10.00	10.00	10.00
Solid Waste Equipment Operator I	3.00	3.00	3.00
Solid Waste Collector	13.00	13.00	13.00
Division Totals	<u>34.00</u>	<u>34.00</u>	<u>34.00</u>
Public Works Totals	<u>91.20</u>	<u>91.70</u>	<u>91.20</u>

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

² The General Fund portion of this position moved to the Planning Department during FY23-24.

³ Position split between Facilities Management and Fleet Management.

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

PUBLIC WORKS

BUDGET SUMMARY

The recommended budget for the Public Works Department reflects an 8% increase from the 2023-24 budget. Personnel expenses in the recommended budget reflect a 0.75% retirement increase and a salary increase. Operating expenses increased primarily due to vehicle replacement and increased funds for street resurfacing and tipping fees.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Administration	\$ 1,171,893	\$ 1,260,680	\$ 1,277,345	\$ 1,339,157	\$ 1,401,248	11.2%
Engineering & Design	888,859	985,587	965,707	775,682	905,975	-8.1%
Transportation Engineering	2,038,692	2,139,633	2,105,565	1,986,823	2,222,357	3.9%
Construction	537,309	759,989	777,732	698,888	717,224	-5.6%
Streets	2,206,110	2,551,261	2,976,014	2,853,898	2,973,538	16.6%
Facilities Management	2,228,391	2,165,421	2,242,651	2,217,974	2,299,847	6.2%
Solid Waste	4,361,506	4,556,955	4,675,391	4,545,068	5,055,274	10.9%
Total	\$ 13,432,760	\$ 14,419,526	\$ 15,020,405	\$ 14,417,490	\$ 15,575,463	8.0%

REVENUES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
General Revenues	\$ 11,844,654	\$ 13,323,766	\$ 13,924,645	\$ 13,271,922	\$ 14,504,858	8.9%
State Shared	49,812	43,000	43,000	46,500	46,500	8.1%
Grants	87,350	-	-	-	-	N/A
Charges for Services	1,063,621	789,000	789,000	771,000	779,500	-1.2%
Licenses/Permits/Fines	307,690	205,260	205,260	141,340	169,605	-17.4%
Other Revenues	79,633	58,500	58,500	186,728	75,000	28.2%
Total	\$ 13,432,760	\$ 14,419,526	\$ 15,020,405	\$ 14,417,490	\$ 15,575,463	8.0%

PUBLIC WORKS - Administration Division

BUDGET SUMMARY

The recommended budget for the Administration Division of the Public Works Department reflects an 11.2% increase from the 2023-24 budget. Personnel expenses increased by 11.7% due to job class and compensation adjustments made during FY24, a 0.75% retirement increase, and a salary increase. Operating expenses increased by 8.2% due to higher software costs and slight increases in vehicle maintenance costs and contracted services.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Personnel	\$ 964,853	\$ 1,068,403	\$ 1,068,403	\$ 1,132,487	\$ 1,193,234	11.7%
Operating Costs	\$ 207,040	\$ 192,277	\$ 208,942	\$ 206,670	\$ 208,014	8.2%
Total	\$ 1,171,893	\$ 1,260,680	\$ 1,277,345	\$ 1,339,157	\$ 1,401,248	11.2%

PUBLIC WORKS - Engineering

BUDGET SUMMARY

The recommended budget for the Engineering Division of the Public Works Department reflects an 8.1% decrease from the 2023-24 budget. Personnel costs have decreased 7.4% largely due to half the salary of a Senior Engineer moving to the Planning Department. Operating expenses decreased 21.2% as the biennial bridge inspection is not due in FY25 and therefore not budgeted.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Personnel	\$ 820,313	\$ 935,671	\$ 925,671	\$ 736,060	\$ 866,638	-7.4%
Operating Costs	68,546	49,916	40,036	39,622	39,337	-21.2%
Total	\$ 888,859	\$ 985,587	\$ 965,707	\$ 775,682	\$ 905,975	-8.1%

PUBLIC WORKS - Transportation Engineering

BUDGET SUMMARY

The recommended budget for the Transportation Engineering Division of the Public Works Department, formerly known as Traffic, reflects a 3.9% increase from the 2023-24 budget. Personnel expenses increased by 4.1% due to a 0.75% retirement increase and a salary increase. Operating expenses increased by 3.5% largely due to costs associated with street lighting electricity.

EXPENDITURES

	2022-23	2023-24		2023-24		2024-25	% Change
	Actual	Original Budget		Revised Budget		Recommended Budget	from 2023-24
Personnel	\$ 988,837	\$ 1,183,139		\$ 1,183,139		\$ 1,049,655	\$ 1,232,178 4.1%
Operating Costs	1,049,855	956,494		915,857		930,599	990,179 3.5%
Capital Outlay	-	-		6,569		6,569	- N/A
Total	\$ 2,038,692	\$ 2,139,633		\$ 2,105,565		\$ 1,986,823	\$ 2,222,357 3.9%

PUBLIC WORKS - Construction

BUDGET SUMMARY

The recommended budget for the Construction Division of the Public Works Department reflects a 5.6% decrease from the 2023-24 budget. Personnel expenses increased by 3.4% due to a 0.75% retirement increase and a salary increase. Operating expenses decreased by 19.8% due to no budget for vehicle replacement in this division in the coming fiscal year.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Personnel	\$ 303,054	\$ 463,789	\$ 423,789	\$ 406,033	\$ 479,524	3.4%
Operating Costs	\$ 234,255	\$ 296,200	\$ 353,943	\$ 292,855	\$ 237,700	-19.8%
Total	\$ 537,309	\$ 759,989	\$ 777,732	\$ 698,888	\$ 717,224	-5.6%

PUBLIC WORKS - Streets

BUDGET SUMMARY

The recommended budget for the Streets division reflects an overall expenditure increase of 16.6% from the 2023-24 budget. The 3.9% increase in personnel is due to a 0.75% retirement increase and a salary increase. The operating budget increased by 29% due to increased funding for street resurfacing and replacement of vehicles, including a dump truck, supervisor vehicle, and an asphalt roller. Capital outlay remains flat.

EXPENDITURES

	2022-23	2023-24	2023-24		2024-25	% Change
	Actual	Original Budget	Revised Budget	2023-24 Estimated	Recommended Budget	from 2023-24
Personnel	\$ 974,279	\$ 1,233,376	\$ 1,207,476	\$ 1,109,075	\$ 1,281,248	3.9%
Operating Costs	1,212,537	1,292,885	1,749,647	1,725,932	1,667,290	29.0%
Capital Outlay	19,294	25,000	18,891	18,891	25,000	0.0%
Total	\$ 2,206,110	\$ 2,551,261	\$ 2,976,014	\$ 2,853,898	\$ 2,973,538	16.6%

PUBLIC WORKS - Facilities Management

BUDGET SUMMARY

The recommended budget for the Facilities Management division, formerly known as Building Maintenance, reflects a 6.2% increase from the 2023-24 budget. The 5.6% increase in personnel costs reflects a 0.75% retirement increase and a salary increase. The 6.9% increase in operations reflects the cost of replacing two pickup trucks within the division.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Personnel	\$ 1,028,330	\$ 1,115,736	\$ 1,117,736	\$ 1,128,627	\$ 1,177,942	5.6%
Operating Costs	1,200,061	1,049,685	1,124,915	1,089,347	1,121,905	6.9%
Total	\$ 2,228,391	\$ 2,165,421	\$ 2,242,651	\$ 2,217,974	\$ 2,299,847	6.2%

PUBLIC WORKS - Solid Waste Services

BUDGET SUMMARY

The recommended budget for the Solid Waste Services division reflects an overall expenditure increase of 10.9% from last year's budget. The 5.7% increase in personnel costs is due to a 0.75% retirement increase and a salary increase. The 18.4% increase in operating costs is largely due to a tipping fee increase and the replacement of two rear loaders.

EXPENDITURES

	2022-23	2023-24	2023-24		2024-25	% Change
	Actual	Original Budget	Revised Budget	2023-24 Estimated	Recommended Budget	from 2023-24
Personnel	\$ 2,462,585	\$ 2,676,045	\$ 2,651,045	\$ 2,579,235	\$ 2,827,664	5.7%
Operating Costs	<u>\$ 1,898,921</u>	<u>1,880,910</u>	<u>2,024,346</u>	<u>1,965,833</u>	<u>2,227,610</u>	18.4%
Total	\$ 4,361,506	\$ 4,556,955	\$ 4,675,391	\$ 4,545,068	\$ 5,055,274	10.9%

AFFORDABLE HOUSING & COMMUNITY CONNECTIONS

STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS

	2022-23 ADOPTED	2023-24 ADOPTED	2024-25 RECOMMENDED
Affordable Housing and Community Connections			
Director - Affordable Housing & Community Connections	1.00	1.00	1.00
Assistant Director - Affordable Housing & Community Connections	1.00	1.00	1.00
Administrative Coordinator	0.20	0.20	0.20
Community Connections Manager	1.00	1.00	1.00
Community Connections Coordinator	1.00	1.00	1.00
Affordable Housing Manager	0.00	1.00	1.00
Affordable Housing Development Officer	1.00	1.00	1.00
Community Development Program Manager	1.00	1.00	1.00
Human Services Coordinator	1.00	1.00	1.00
Maintenance Mechanic ¹	0.00	0.50	0.50
Department Totals	<hr/> 7.20	<hr/> 8.70	<hr/> 8.70

¹ Position split between AH&CC and Public Housing

AFFORDABLE HOUSING & COMMUNITY CONNECTIONS BUDGET SUMMARY

The recommended budget reflects an overall increase of 1.9% from the previous fiscal year's budget. The 5.7% increase in personnel costs is attributed to a 0.75% retirement increase and a salary increase. Operating costs remained relatively flat. Capital outlay decreased due to a one-time vehicle purchase in FY23-24.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Personnel	\$ 776,407	\$ 1,124,325	\$ 1,134,665	\$ 820,298	\$ 1,188,354	5.7%
Operating Costs	303,872	71,764	183,622	181,067	71,697	-0.1%
Capital Outlay	-	40,000	40,000	40,000	-	-100.0%
Total	\$ 1,080,279	\$ 1,236,089	\$ 1,358,287	\$ 1,041,365	\$ 1,260,051	1.9%

REVENUES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
General Revenues	\$ 1,080,279	\$ 1,236,089	\$ 1,358,287	\$ 1,041,365	\$ 1,260,051	1.9%
Total	\$ 1,080,279	\$ 1,236,089	\$ 1,358,287	\$ 1,041,365	\$ 1,260,051	1.9%

BUILDING & DEVELOPMENT SERVICES

STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS

	2022-23 ADOPTED	2023-24 ADOPTED	2024-25 RECOMMENDED
<u>Building & Development Services</u>			
Director - Building & Development Services	1.00	1.00	1.00
Assistant Director - Building & Development Services	0.00	1.00	1.00
Code Enforcement Officer	1.00	1.00	1.00
Building Operations Manager	1.00	1.00	1.00
Commercial Plans Reviewer	0.00	1.00	0.00
Commercial Plans Reviewer - Sr.	1.00	2.00	2.00
Code Compliance Manager	0.00	0.00	1.00
Development Technician	3.00	2.00	1.50
Administrative Assistant	1.00	1.00	1.00
Inspector	7.00	7.00	7.00
Permit Center Coordinator	1.00	1.00	1.00
Permit Technician	2.00	0.00	0.00
Planning Manager	1.00	1.00	1.00
Permitting Systems Admin	1.00	0.00	0.00
Planner I	1.00	1.00	1.00
Apprentice Inspector	0.00	0.00	1.00
BDS Department Totals	21.00	20.00	20.50

Building & Development Services

BUDGET SUMMARY

The recommended budget for the Building & Development Services department reflects an overall expenditure increase of 2.8% from the 2023-24 budget. Personnel expenses increased 2.9% due to the addition of an Apprentice Inspector position, offset by other personnel reductions, as well as a 0.75% retirement increase and a salary increase. Operating costs increased by 1.3% due to the purchase of a trailer and increased vehicle maintenance and telephone costs, which are mostly offset by small reductions to contracted services, supplies, uniforms, and fuel.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Personnel	\$ 2,141,764	\$ 2,537,209	\$ 2,537,209	\$ 2,308,213	\$ 2,611,046	2.9%
Operating Costs	172,283	253,979	262,979	246,118	257,312	1.3%
Total	\$ 2,314,047	\$ 2,791,188	\$ 2,800,188	\$ 2,554,331	\$ 2,868,358	2.8%

REVENUES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
General Revenues	\$ (801,078)	\$ 547,188	\$ 556,188	\$ 152,331	\$ 283,358	-48.2%
Licenses/Permits/Fines	3,115,125	2,244,000	2,244,000	2,402,000	2,585,000	15.2%
Total	\$ 2,314,047	\$ 2,791,188	\$ 2,800,188	\$ 2,554,331	\$ 2,868,358	2.8%

PUBLIC SAFETY

BUDGET SUMMARY

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

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Police	\$ 15,126,350	\$ 16,418,764	\$ 16,536,299	\$ 16,532,457	\$ 17,307,866	5.4%
Fire	10,227,244	11,347,649	11,407,707	11,437,645	11,893,494	4.8%
Total	\$ 25,353,594	\$ 27,766,413	\$ 27,944,006	\$ 27,970,102	\$ 29,201,360	5.2%

REVENUES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
General Revenues	\$ 23,107,187	\$ 25,710,054	\$ 25,877,307	\$ 25,818,561	\$ 27,069,282	5.3%
State-Shared Revenues	1,027,162	1,025,000	1,025,000	1,025,000	1,025,000	0.0%
Grants	92,622	6,000	16,340	44,082	6,000	0.0%
Charges for Services	757,401	728,959	728,959	728,959	756,078	3.7%
Licenses/Permits/Fines	283,274	196,400	196,400	253,500	245,000	24.7%
Other Revenues	85,948	100,000	100,000	100,000	100,000	0.0%
Total	\$ 25,353,594	\$ 27,766,413	\$ 27,944,006	\$ 27,970,102	\$ 29,201,360	5.2%

POLICE DEPARTMENT
STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS

	2022-23 ADOPTED	2023-24 ADOPTED	2024-25 RECOMMENDED
Support Services			
Police Chief/Executive Director for Community Safety	1.00	1.00	1.00
Police 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
Lead Crisis Counselor	1.00	1.00	1.00
Crisis Counselor	4.00	5.00	5.00
Records Supervisor	1.00	0.00	0.00
Administrative Assistant	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00
Communications Specialist	1.00	1.00	1.00
Community Safety Specialist	1.00	1.00	1.00
Records Technician	3.00	3.00	3.00
Peer Support Specialist	0.00	1.00	1.00
Community Services Planner	1.00	1.00	1.00
Division Totals	19.00	20.00	20.00
Operations			
Assistant Police Chief	2.00	2.00	2.00
Police Captain	4.00	4.00	4.00
Police Lieutenant	8.00	8.00	9.00
Police Sergeant	12.00	12.00	11.00
Forensic and Evidence Specialist	2.00	2.00	1.00
Police Officer	73.00	73.00	74.00
Division Totals	101.00	101.00	101.00
Police Department Totals	120.00	121.00	121.00

POLICE

BUDGET SUMMARY

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

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Personnel	\$ 13,334,845	\$ 14,327,620	\$ 14,327,620	\$ 14,313,957	\$ 14,981,461	4.6%
Operating Costs	1,791,505	2,091,144	2,208,679	2,218,500	2,326,405	11.3%
Total	\$ 15,126,350	\$ 16,418,764	\$ 16,536,299	\$ 16,532,457	\$ 17,307,866	5.4%

REVENUES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
General Revenues	\$ 14,521,915	\$ 15,819,805	\$ 15,927,000	\$ 15,936,998	\$ 16,702,288	5.6%
Grants	3,000	6,000	16,340	6,000	6,000	0.0%
Charges for Services	479,220	453,959	453,959	453,959	467,578	3.0%
Licenses/Permits/Fines	36,267	39,000	39,000	35,500	32,000	-17.9%
Other Revenues	85,948	100,000	100,000	100,000	100,000	0.0%
Total	\$ 15,126,350	\$ 16,418,764	\$ 16,536,299	\$ 16,532,457	\$ 17,307,866	5.4%

POLICE - Support Services Division

BUDGET SUMMARY

The recommended budget for the Support Services division reflects an overall expenditure increase of 4.8% from last year's budget. The 7.3% increase in personnel is due to a 0.75% retirement increase and a salary increase. There is a 1.4% decrease in operating costs largely due to a decrease in costs associated with telephones and computer networking.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Personnel	\$ 2,070,866	\$ 2,174,264	\$ 2,174,264	\$ 2,202,454	\$ 2,333,807	7.3%
Operating Costs	\$ 931,967	\$ 897,775	\$ 934,824	\$ 919,522	\$ 885,436	-1.4%
Total	\$ 3,002,833	\$ 3,072,039	\$ 3,109,088	\$ 3,121,976	\$ 3,219,243	4.8%

POLICE - Operations Division

BUDGET SUMMARY

The Operations Division reflects a 5.6% increase from the 2023-24 budget. The personnel budget reflects a 4.1% increase due to a 0.75% increase in retirement costs and a salary increase. The 21.7% increase in operating costs is primarily attributed to replacing seven vehicles, in addition to increases for training, cell phones, and vehicle maintenance.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Personnel	\$ 11,263,979	\$ 12,153,356	\$ 12,153,356	\$ 12,111,503	\$ 12,647,654	4.1%
Operating Costs	845,014	1,143,519	1,251,691	1,276,814	1,391,119	21.7%
Total	\$ 12,108,993	\$ 13,296,875	\$ 13,405,047	\$ 13,388,317	\$ 14,038,773	5.6%

POLICE - Special Events

BUDGET SUMMARY

The Special Events division tracks the cost of additional police presence at special events, including impromptu University of North Carolina student celebrations, Halloween, and Festifall. Efforts to contain the downtown Halloween celebration in recent years have been successful. The recommended budget for 2024-25 remained flat.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Operating Costs	\$ 14,524	\$ 49,850	\$ 22,164	\$ 22,164	\$ 49,850	0.0%
Total	\$ 14,524	\$ 49,850	\$ 22,164	\$ 22,164	\$ 49,850	0.0%

FIRE DEPARTMENT STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS

	2022-23 ADOPTED	2023-24 ADOPTED	2024-25 RECOMMENDED
Administration			
Fire Chief	1.00	1.00	1.00
Administrative Coordinator	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00
Emergency Management Planner ¹	1.00	0.00	0.00
Emergency Management Coordinator ¹	1.00	0.00	0.00
Division Totals	<u>5.00</u>	<u>3.00</u>	<u>3.00</u>
Emergency Operations			
Deputy Fire Chief	1.00	1.00	1.00
Battalion Fire Chief	3.00	6.00	6.00
Fire Captain	21.00	18.00	18.00
Training Captain	1.00	1.00	1.00
Fire Logistics Officer	1.00	1.00	1.00
Assistant Fire Chief of Operations	1.00	1.00	1.00
Assistant Fire Chief of Training	1.00	1.00	1.00
Fire Equipment Operator/Lieutenant	21.00	21.00	21.00
Firefighter/Master	34.00	37.00	37.00
Division Totals	<u>84.00</u>	<u>87.00</u>	<u>87.00</u>
Life Safety			
Fire Marshall - Assistant Chief	1.00	1.00	1.00
Fire Inspector	2.00	2.00	2.00
Deputy Fire Marshal	2.00	2.00	2.00
Assistant Fire Marshal	1.00	1.00	1.00
Community Risk Reduction Coordinator	1.00	1.00	1.00
Division Totals	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>
Fire Department Totals	<u><u>96.00</u></u>	<u><u>97.00</u></u>	<u><u>97.00</u></u>

¹ These positions moved to the Manager's Office as of FY23-24.

FIRE **BUDGET SUMMARY**

While the Fire Department generates revenues from grants and charges for services, licenses, permits, and fines, the majority of revenues are not department specific. Changes related to expenditures are noted on division summaries. Fire Department costs have increased 4.8% due to retirement and salary increases, as well as increased funding for training and vehicle maintenance. Capital outlay remained flat. The Emergency Management division moved to the Manager's Office as of FY23-24.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Personnel	\$ 8,998,511	\$ 9,888,898	\$ 9,888,898	\$ 9,745,875	\$ 10,370,806	4.9%
Operating Costs	1,228,733	1,208,751	1,396,639	1,441,770	1,272,688	5.3%
Capital Outlay	-	250,000	122,170	250,000	250,000	0.0%
Total	\$ 10,227,244	\$ 11,347,649	\$ 11,407,707	\$ 11,437,645	\$ 11,893,494	4.8%

REVENUES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
General Revenues	\$ 8,585,272	\$ 9,890,249	\$ 9,950,307	\$ 9,881,563	\$ 10,366,994	4.8%
State-Shared Revenues	1,027,162	1,025,000	1,025,000	1,025,000	1,025,000	0.0%
Grants	89,622	-	-	38,082	-	N/A
Charges for Services	278,181	275,000	275,000	275,000	288,500	4.9%
Licenses/Permits/Fines	247,007	157,400	157,400	218,000	213,000	35.3%
Total	\$ 10,227,244	\$ 11,347,649	\$ 11,407,707	\$ 11,437,645	\$ 11,893,494	4.8%

FIRE - Administration Division

BUDGET SUMMARY

The recommended budget for the Administration division reflects an overall expenditure increase of 0.6% from last year's budget. The increase in personnel costs is the result of a 0.75% retirement increase and a salary increase. The operating budget decreased 24.7% due to several expenses belonging to the Emergency Management division being moved to the Manager's Office, where that division relocated to in FY23-24.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Personnel	\$ 379,941	\$ 426,442	\$ 426,442	\$ 585,496	\$ 458,512	7.5%
Operating Costs	\$ 112,415	\$ 117,060	\$ 170,791	\$ 163,391	\$ 88,124	-24.7%
Total	\$ 492,356	\$ 543,502	\$ 597,233	\$ 748,887	\$ 546,636	0.6%

FIRE - Emergency Operations Division

BUDGET SUMMARY

The recommended budget for the Emergency Operations Division reflects a 4.8% increase overall. Personnel expenditures experienced a 4.6% increase due to a 0.75% retirement costs increase and a salary increase. Operating expenditures saw an 8.2% increase, reflecting increases to funding for training and vehicle maintenance. Capital outlay expenditures remained flat.

EXPENDITURES

	2022-23	2023-24	2023-24		2024-25	% Change
	Actual	Original Budget	Revised Budget	2023-24 Estimated	Recommended Budget	from 2023-24
Personnel	\$ 7,651,557	\$ 8,624,914	\$ 8,624,914	\$ 8,384,597	\$ 9,019,178	4.6%
Operating Costs	1,023,418	1,010,765	1,144,922	1,194,353	1,093,719	8.2%
Capital Outlay	-	250,000	122,170	250,000	250,000	0.0%
Total	\$ 8,674,975	\$ 9,885,679	\$ 9,892,006	\$ 9,828,950	\$ 10,362,897	4.8%

FIRE - Life Safety Division

BUDGET SUMMARY

The recommended budget for the Life Safety division reflects an overall expenditure increase of 7.1% from the 2023-24 budget. The 6.6% increase in personnel is due to a 0.75% retirement increase and a salary increase. The operating budget increased by 12.3% due to increases in vehicle fuel and vehicle maintenance.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Personnel	\$ 703,081	\$ 837,542	\$ 837,542	\$ 775,782	\$ 893,116	6.6%
Operating Costs	\$ 82,420	\$ 80,926	\$ 80,926	\$ 84,026	\$ 90,845	12.3%
Total	\$ 785,501	\$ 918,468	\$ 918,468	\$ 859,808	\$ 983,961	7.1%

FIRE - Emergency Management

BUDGET SUMMARY

The Emergency Management division was created during FY20-21. As of FY23-24, it was moved to the Manager's Office.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Personnel	\$ 263,932	\$ -	\$ -	\$ -	\$ -	N/A
Operating Costs	10,480	-	-	-	-	N/A
Total	\$ 274,412	\$ -	\$ -	\$ -	\$ -	N/A

LEISURE BUDGET SUMMARY

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

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Parks and Recreation	\$ 7,547,178	\$ 8,543,493	\$ 8,559,795	\$ 8,444,304	\$ 9,123,072	6.8%
Library	4,032,293	4,568,761	4,655,428	4,640,949	4,753,877	4.1%
Total	\$ 11,579,471	\$ 13,112,254	\$ 13,215,223	\$ 13,085,253	\$ 13,876,949	5.8%

REVENUES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
General Revenues	\$ 9,475,762	\$ 11,201,778	\$ 11,304,746	\$ 10,970,425	\$ 11,694,317	4.4%
Grants	621,106	769,748	769,748	743,862	743,862	-3.4%
Charges for Services	1,398,486	1,064,092	1,064,092	1,227,563	1,363,766	28.2%
Other Revenues	39,117	31,635	31,635	98,400	30,000	-5.2%
Transfers/Other Sources	45,000	45,000	45,000	45,000	45,000	0.0%
Total	\$ 11,579,471	\$ 13,112,254	\$ 13,215,223	\$ 13,085,253	\$ 13,876,949	5.8%

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

	2022-23 ADOPTED	2023-24 ADOPTED	2024-25 RECOMMENDED
Administration			
Director - Parks & Recreation	1.00	1.00	1.00
Assistant Director - Parks and Recreation	1.00	1.00	1.00
Senior Manager of Planning & Parks Operations	1.00	1.00	1.00
Senior Recreation Supervisor	0.00	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
Business Operations Manager	1.00	1.00	1.00
Marketing & Resource Development Administrator	1.00	1.00	1.00
Division Totals	9.00	10.00	10.00
Landscape Services and Park Maintenance			
Parks Maintenance Superintendent	1.00	1.00	1.00
Parks Maintenance Supervisor	2.00	3.00	3.00
Parks Outreach Specialist	1.00	1.00	1.00
Municipal Arborist	0.00	1.00	1.00
Prinicpal Planner	1.00	1.00	1.00
Project Manager	1.00	0.00	0.00
Assistant Arborist	1.00	1.00	1.00
Senior Heavy Equipment Operator	0.00	1.00	1.00
Park Maintenance Specialist/Crew Leader ¹	17.00	16.00	16.00
Administrative Coordinator	1.00	1.00	1.00
Division Totals	25.00	26.00	26.00
Athletics			
Senior Recreation Supervisor	1.00	1.00	1.00
Specialized Recreation Coordinator	1.00	1.00	1.00
Specialized Recreation Coordinator - Certified	1.00	1.00	1.00
Recreation Specialist	1.50	1.50	1.50
Division Totals	4.50	4.50	4.50
Community Center			
Recreation Supervisor	1.00	1.00	1.00
Assistant Recreation Supervisor	1.00	1.00	1.00
Recreation Specialist	0.50	0.50	0.50
Recreation Assistant	2.00	2.00	2.00
Division Totals	4.50	4.50	4.50

continued

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

	2022-23 ADOPTED	2023-24 ADOPTED	2024-25 RECOMMENDED
Aquatics Center			
Senior Recreation Supervisor	1.00	1.00	1.00
Assistant Recreation Supervisor	1.00	1.00	1.00
Aquatics Specialist	4.00	3.00	3.00
Division Totals	6.00	5.00	5.00
 Hargraves Center			
Recreation Supervisor	1.00	1.00	1.00
Assistant Recreation Supervisor	1.00	1.00	1.00
Recreation Specialist	1.80	1.80	1.80
Recreation Assistant	1.00	1.00	1.00
Division Totals	4.80	4.80	4.80
Parks & Recreation Department Totals	53.80	54.80	54.80

¹ One additional Park Maintenance Specialist position is funded by the Downtown Service District.

PARKS AND RECREATION

BUDGET SUMMARY

The recommended budget for Parks & Recreation has increased by 6.8% overall. The personnel budget includes increased program support funding, a 0.75% retirement increase, and a salary increase. The 9.2% increase in operations is due to higher utility costs, vehicle replacement, and increased funding for pool chemicals.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Personnel	\$ 5,503,528	\$ 6,387,660	\$ 6,380,660	\$ 6,112,318	\$ 6,769,934	6.0%
Operating Costs	1,976,607	2,155,833	2,121,635	2,274,486	2,353,138	9.2%
Capital Outlay	67,043	-	57,500	57,500	-	N/A
Total	\$ 7,547,178	\$ 8,543,493	\$ 8,559,795	\$ 8,444,304	\$ 9,123,072	6.8%

REVENUES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
General Revenues	\$ 6,115,032	\$ 7,449,506	\$ 7,465,808	\$ 7,111,581	\$ 7,722,546	3.7%
Grants	83,760	83,760	83,760	83,760	83,760	0.0%
Charges for Services	1,323,011	997,092	997,092	1,160,563	1,296,766	30.1%
Other Revenues	25,375	13,135	13,135	88,400	20,000	52.3%
Total	\$ 7,547,178	\$ 8,543,493	\$ 8,559,795	\$ 8,444,304	\$ 9,123,072	6.8%

PARKS & RECREATION - Administration Division

BUDGET SUMMARY

The recommended budget for the Administration division reflects an overall expenditure increase of 10.4% from the 2023-24 budget. The 6.7% increase in personnel costs is attributed to a 0.75% retirement increase and a salary increase. The operating budget has an increase of 27.3% largely due to the purchase of a new van.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Personnel	\$ 1,070,131	\$ 1,246,919	\$ 1,251,019	\$ 1,094,206	\$ 1,329,963	6.7%
Operating Costs	\$ 394,453	\$ 276,964	\$ 336,749	\$ 343,371	\$ 352,701	27.3%
Total	\$ 1,464,584	\$ 1,523,883	\$ 1,587,768	\$ 1,437,577	\$ 1,682,664	10.4%

PARKS & RECREATION - Parks Maintenance BUDGET SUMMARY

The recommended budget for the Parks Maintenance division reflects an overall expenditure increase of 2.5% from last year's budget. The 4.7% increase in personnel costs is due to a 0.75% retirement increase and a salary increase. Operating costs decreased 3% due to no budgeted contract increases, fewer funds going toward vehicle replacement, and a decrease in vehicle fuel costs.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Personnel	\$ 1,904,773	\$ 2,230,021	\$ 2,216,821	\$ 2,045,692	\$ 2,335,432	4.7%
Operating Costs	660,042	886,408	780,763	819,159	859,791	-3.0%
Capital Outlay	-	-	57,500	57,500	-	N/A
Total	\$ 2,564,815	\$ 3,116,429	\$ 3,055,084	\$ 2,922,351	\$ 3,195,223	2.5%

PARKS & RECREATION - Athletics

BUDGET SUMMARY

The recommended budget for the Athletics division reflects an overall expenditure increase of 10.2% from the 2023-24 budget. The 8.6% increase in personnel costs reflects increased program support funding, a 0.75% retirement increase, and a salary increase. The 12.5% increase in operating costs is attributed to higher electricity and water & sewer costs.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Personnel	\$ 543,032	\$ 584,484	\$ 586,584	\$ 658,939	\$ 634,714	8.6%
Operating Costs	359,003	392,012	404,236	447,296	441,096	12.5%
Capital Outlay	62,700	-	-	-	-	N/A
Total	\$ 964,735	\$ 976,496	\$ 990,820	\$ 1,106,235	\$ 1,075,810	10.2%

PARKS & RECREATION - Community Center BUDGET SUMMARY

The recommended budget for the Community Center division reflects an overall expenditure increase of 5.9% from the 2023-24 budget. The 7.1% increase in personnel costs reflects increased program support funding, a 0.75% retirement increase, and a salary increase. Operating costs increased by 1% largely due to higher electricity costs.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Personnel	\$ 509,440	\$ 623,386	\$ 623,386	\$ 636,316	\$ 667,628	7.1%
Operating Costs	\$ 134,091	\$ 149,652	\$ 148,116	\$ 168,955	\$ 151,216	1.0%
Total	\$ 643,531	\$ 773,038	\$ 771,502	\$ 805,271	\$ 818,844	5.9%

PARKS & RECREATION - *Aquatics* BUDGET SUMMARY

The recommended budget for the Aquatics division reflects an overall expenditure increase of 11.1% from last year's budget. The 5.1% increase in personnel costs is due to increased program support funding, a 0.75% retirement increase, and a salary increase. The 31.7% increase in operating costs is attributed to the rising costs of utilities, American Red Cross safety courses, and pool chemicals.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Personnel	\$ 853,113	\$ 992,970	\$ 992,970	\$ 953,750	\$ 1,043,502	5.1%
Operating Costs	\$ 310,265	\$ 292,444	\$ 289,668	\$ 327,017	\$ 385,113	31.7%
Total	\$ 1,163,378	\$ 1,285,414	\$ 1,282,638	\$ 1,280,767	\$ 1,428,615	11.1%

PARKS & RECREATION - Hargraves

BUDGET SUMMARY

The recommended budget for the Hargraves division reflects an overall expenditure increase of 6.2% from the 2023-24 budget. The 6.9% increase in personnel costs reflects increased program support funding, a 0.75% retirement increase, and a salary increase. Operating costs increased by 3.1% largely due to increased utility costs.

EXPENDITURES

	2022-23	2023-24		2023-24		2024-25	% Change
	Actual	Original Budget		Revised Budget		Recommended Budget	from 2023-24
Personnel	\$ 623,039	\$ 709,880		\$ 709,880		\$ 723,415	\$ 758,695 6.9%
Operating Costs	118,753	158,353		162,103		168,688	163,221 3.1%
Capital Outlay	4,343	-		-		-	N/A
Total	\$ 746,135	\$ 868,233		\$ 871,983		\$ 892,103	\$ 921,916 6.2%

LIBRARY DEPARTMENT

STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS

	2022-23 ADOPTED	2023-24 ADOPTED	2024-25 RECOMMENDED
Director - Library	1.00	1.00	1.00
Assistant Director - Library/Head of Public Services	1.00	1.00	1.00
Acquisitions & Collections Manager	1.00	1.00	1.00
Library Experience Manager	1.00	1.00	1.00
Children's & Family Outreach Coordinator	1.00	1.00	1.00
Project Manager - Community History	1.00	1.00	1.00
Youth & Family Experience Manager	1.00	1.00	1.00
Library Accounts Coordinator	1.00	1.00	1.00
Administrative Services Manager	1.00	1.00	1.00
Library Experience Coordinator - Adult Programming	1.00	1.00	1.00
Library Experience Specialist	7.00	4.00	3.50
Library Experience Assistant	11.66	11.66	12.03
Library Experience Technician	0.00	3.00	3.00
Library Systems Coordinator	1.00	1.00	1.00
Marketing & Communications Coordinator	1.00	1.00	1.00
Division Total	<hr/> 30.66	<hr/> 30.66	<hr/> 30.53
 Community Arts & Culture			
Public Art Coordinator	1.00	1.00	1.00
Marketing & Communications Coordinator	1.00	1.00	1.00
Special Events Coordinator	1.00	1.00	1.00
Administrative Coordinator	1.00	1.00	1.00
Division Total	<hr/> 4.00	<hr/> 4.00	<hr/> 4.00
 Library Department Totals	<hr/> 34.66	<hr/> 34.66	<hr/> 34.53

LIBRARY BUDGET SUMMARY

The recommended budget for the Library reflects an overall expenditure increase of 4.1% from the 2023-24 budget. The 5.2% increase in personnel is the result of a 0.75% retirement increase and a salary increase. Operating costs remained relatively flat.

Library revenues reflect support from Orange County in the amount of \$621,323. Transfer from the Library Gift Fund remains at the historic level of \$45,000 in 2024-25.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Personnel	\$ 3,217,133	\$ 3,518,887	\$ 3,504,571	\$ 3,483,710	\$ 3,703,113	5.2%
Operating Costs	815,160	1,049,874	1,150,857	1,157,239	1,050,764	0.1%
Total	\$ 4,032,293	\$ 4,568,761	\$ 4,655,428	\$ 4,640,949	\$ 4,753,877	4.1%

REVENUES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
General Fund	\$ 3,360,730	\$ 3,752,272	\$ 3,838,938	\$ 3,858,844	\$ 3,971,771	5.8%
Grants	537,346	685,988	685,988	660,102	660,102	-3.8%
Charges for Services	75,475	67,000	67,000	67,000	67,000	0.0%
Other Revenues	13,742	18,500	18,500	10,000	10,000	-45.9%
Transfers/Other Sources	45,000	45,000	45,000	45,000	45,000	0.0%
Total	\$ 4,032,293	\$ 4,568,761	\$ 4,655,428	\$ 4,640,949	\$ 4,753,877	4.1%

DEBT FUND

As of March 31, 2024, the Town had about \$111.4 million in debt outstanding.

The Town plans to issue \$16.5 million in Limited Obligation Bonds which is expected to close in June 2024, to complete the East Rosemary Parking Deck, purchase a ladder truck, and upfit the new police station.

The Town has issued all the G.O. bond authority remaining from the 2018 Referendum. There is \$11.1 million of G.O. bond authority remaining from the 2015 Referendum.

Long-Term Debt March 31, 2024	
Governmental Debt	
General obligation debt	\$ 44,046,000
Limited Obligation Bonds	7,152,000
Installment debt	3,710,000
Separation allowance	6,398,000
Compensated absences	3,314,000
Total	\$ 64,620,000
Proprietary Fund Debt	
Enterprise Funds	
General obligation debt	\$ 2,025,000
Limited Obligation Bonds	33,688,000
Installment debt	10,221,000
Compensated absences	858,000
Total	\$ 46,792,000

Major Revenue Sources

The chief revenue source for the Debt Fund is the dedicated property tax rate. The recommended tax rate for FY25 remains the same at 8.8 cents. Total Debt Fund tax revenues are expected to be \$8,609,000.

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.

As a result of favorable interest rates, interest income is estimated to be \$600,000.

DEBT FUND

Major Expenditures

Debt service payments due in FY25 total \$7,943,754 between principal and interest.

A transfer to the Parking Fund of \$431,121 in FY 2025 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. The deck is scheduled to open summer 2024 and the plan is to return these funds once sufficient revenue is generated.

The fund is balanced with a contribution to reserve of \$1,279,225.

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 2024-25 budget maintains the dedicated Debt Service Fund tax rate at 8.8 cents.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Principal Payments	\$ 7,732,000	\$ 8,323,000	\$ 8,323,000	\$ 8,323,000	\$ 5,988,000	-28.1%
Interest Expense	2,904,105	3,266,913	3,266,913	3,266,913	1,955,754	-40.1%
Bond Issuance Costs	-	-	-	-	-	N/A
Advanced Refunding	-	-	-	-	-	N/A
Transfer to Parking Fund	-	1,162,399	1,162,399	-	431,121	-62.9%
Contribution to Reserve	-	-	-	-	1,279,225	N/A
Total	\$ 10,636,105	\$ 12,752,312	\$ 12,752,312	\$ 11,589,913	\$ 9,654,100	-24.3%

REVENUES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Property Taxes	\$ 8,388,560	\$ 8,559,000	\$ 8,559,000	\$ 8,499,000	\$ 8,609,000	0.6%
Transfer from Off-Street Parking	-	-	-	384,545	-	N/A
Transfer from General Fund	445,100	445,100	445,100	445,100	445,100	0.0%
Interest Income	768,793	385,000	385,000	1,240,000	600,000	55.8%
Appropriated Fund Balance	1,033,652	3,363,212	3,363,212	1,021,268	-	-100.0%
Total	\$ 10,636,105	\$ 12,752,312	\$ 12,752,312	\$ 11,589,913	\$ 9,654,100	-24.3%

TRANSIT FUND

Major Revenue Sources - Descriptions and Estimates

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

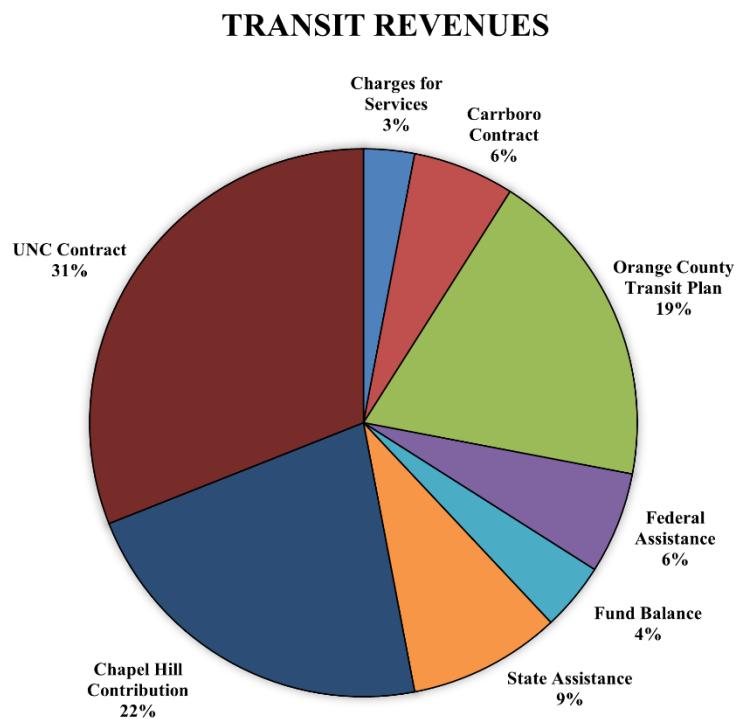
The recommended budget for the Transit Fund for fiscal year 2024-25 totals about \$36.7 million, an increase of 14% from 2023-24. Below is a description of the major revenue sources for the Transit Fund and the pie chart below shows the major revenue sources for fiscal year 2024-25. Please note that 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 decrease from 2023-24 levels to \$2.3 million. A further \$52,000 is anticipated in federal operating grants. Additional operating grants will be sought for 2024-25 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 decrease in 2024-25 to \$3.4 million.



TRANSIT FUND

Major Revenue Sources - Descriptions and Estimates

University Contract

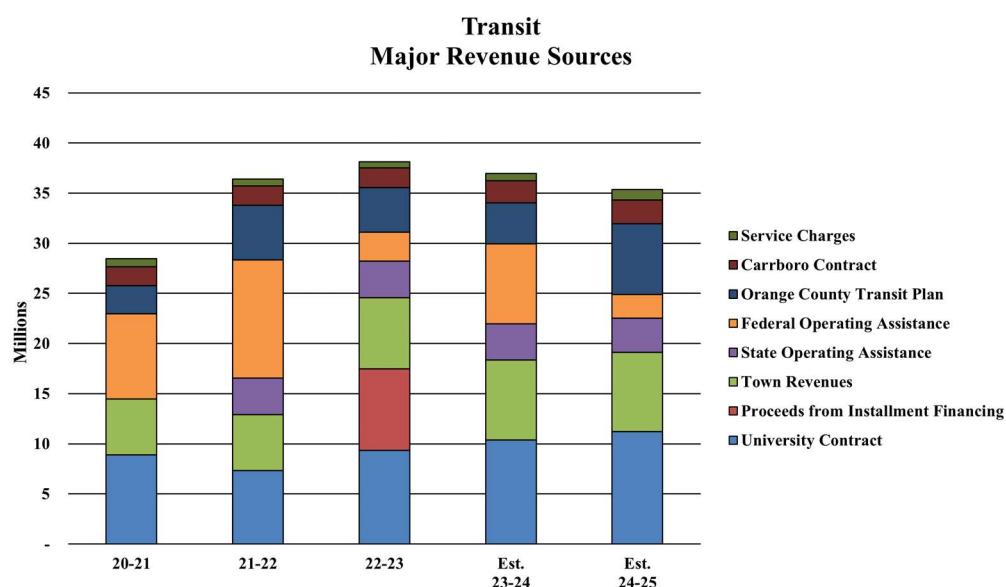
The University of North Carolina contracts with the Town for bus service for routes on and surrounding the campus of the University and UNC Health Care System. The University contract also covers routes determined to serve mainly students and employees of the University. The cost of these services is 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 \$9.3 million in 2022-23 and \$10.4 million in 2023-24. UNC's allocation for 2024-25 is up to \$11.2 million.

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 2023-24 was about \$2.2 million and the budget for 2024-25 increased to \$2.4 million based on the funding formula.

Town Revenues

The Town's share of cost for the Transit system is funded primarily by a property tax levy for transit, recommended to be increased by 0.5 cents as of FY24-25. The cost share in the recommended budget for the Transit Fund in fiscal year 2024-25 is about \$7.92 million. Also included in Town revenues are interest income and \$450,000 for vehicle license fees.



TRANSIT FUND

Major Revenue Sources - Descriptions and Estimates

Park and Ride Fees

The recommended budget for 2024-25 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 2024-25 recommended budget includes fee revenues of \$50,000.

Other revenues expected for the system include about \$306,000 in fares for the Tar Heel Express and other special events, and about \$400,000 in services for the Orange County Transit Plan.

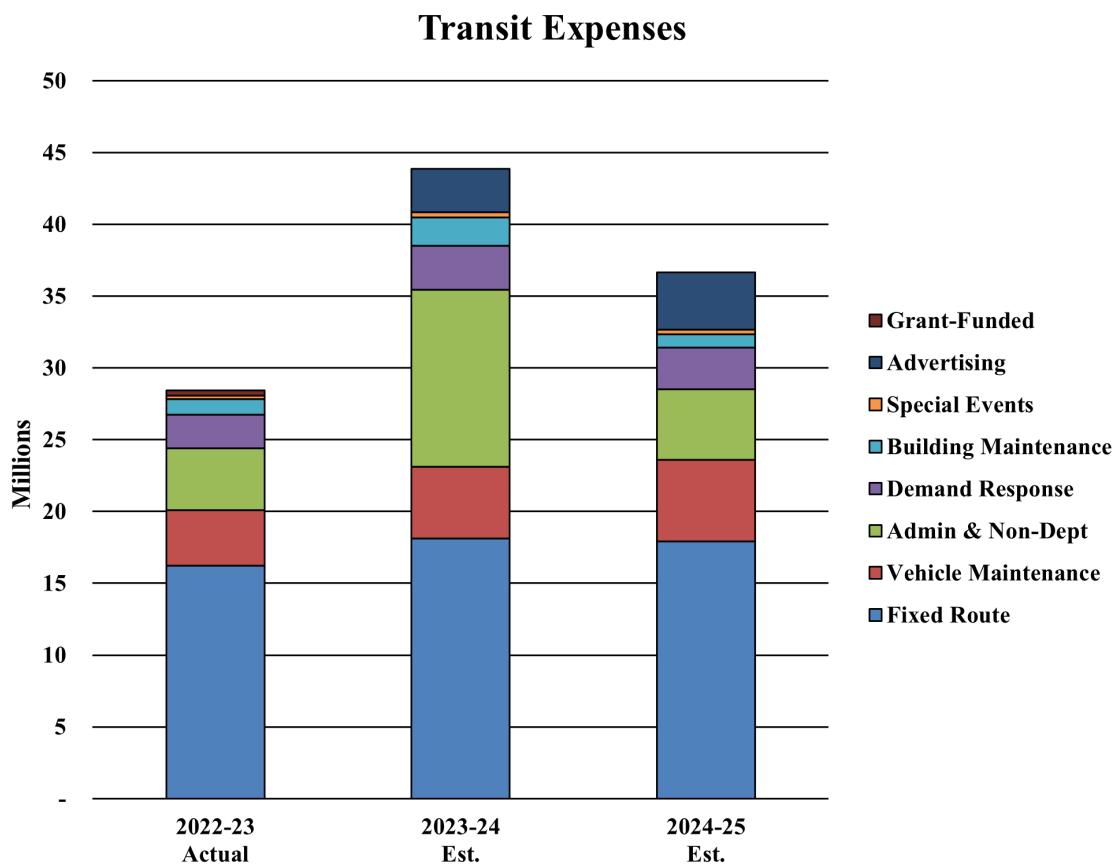
Fund Balance

The 2024-25 recommended budget was balanced with an appropriation of \$1,291,912 in fund balance.

TRANSIT FUND

Major Expenditures - Descriptions and Estimates

The recommended budget for Transit for 2024-25 continues fare free services for fixed routes in the system and totals \$36.7 million. Major expenditures of the system consist primarily of personnel, operating, and maintenance costs for a planned fleet of 99 buses, 20 cutaway EZ Rider vehicles, 20 operations support vehicles, and 4 maintenance service trucks that provide transit service to the entire community. Operational costs total about \$21.1 million and Maintenance costs total about \$6.6 million.



Expenditures for 2024-25 include a 6% of market pay increase and a 0.75% retirement increase. There is \$184,800 budgeted for other post-employment benefits (OPEB).

TRANSIT DEPARTMENT
STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS

	2022-23 ADOPTED	2023-24 ADOPTED	2024-25 RECOMMENDED
Administration			
Director - Transit	1.00	1.00	1.00
Deputy Director - Transit	1.00	1.00	1.00
Assistant Director - Admin Services	1.00	1.00	1.00
Business Services Manager	1.00	1.00	1.00
Community Outreach Manager	1.00	1.00	1.00
Administrative Analyst	1.00	1.00	1.00
Transit Project Manager	1.00	1.00	1.00
Grants Compliance Manager	1.00	1.00	1.00
Transit Development Manager II	1.00	1.00	1.00
Administrative Assistant	2.00	2.00	2.00
Human Resources Consultant	1.00	1.00	1.00
Human Resources Technician	1.00	1.00	0.00
Transit Planning Manager	1.00	1.00	1.00
Accounting Technician II	1.00	1.00	1.00
Information Tech Analyst	0.00	1.00	1.00
Commute Solutions Manager ¹	0.00	0.00	1.00
Transit Planner	0.00	0.00	1.00
Division Totals	15.00	16.00	17.00
Operations			
Occupational Health & Safety Officer	1.00	1.00	1.00
Transit Development Manager I	1.00	1.00	1.00
Lead Transit Supervisor	0.00	1.00	1.00
Crisis Counselor	1.00	1.00	1.00
Training Coordinator	1.00	1.00	1.00
Manager - Transit Operations	1.00	1.00	1.00
Deputy Operations Manager - Fixed Route	1.00	1.00	1.00
Assistant Operations Manager - Demand Response	1.00	1.00	1.00
Supervisor - Transit	10.00	10.00	10.00
Transit Operator - Demand Response	17.00	17.00	17.00
Transit Operator - Fixed Route	119.66	118.66	118.66
Service Attendant	0.00	1.00	1.00
Training & Safety Specialist	2.00	2.00	4.00
Administrative Assistant	2.00	1.00	1.00
Safety & Training Coordinator	0.00	1.00	0.00
Division Totals	157.66	158.66	159.66
Maintenance			
Maintenance Manager	1.00	1.00	1.00
Assistant Maintenance Manager	1.00	1.00	1.00
Mechanic Supervisor	3.00	3.00	3.00
Parts Supervisor	1.00	1.00	1.00
Mechanic (I-III)	15.00	15.00	15.00
Bus Service Technician	3.00	3.00	3.00
Mechanic Helper	1.00	0.00	0.00
Administrative Coordinator	1.00	1.00	1.00
Parts Clerk	2.00	2.00	2.00
Service Attendant	5.00	7.00	7.00
Amenities & Facilities Specialist	0.00	0.00	1.00
Division Totals	33.00	34.00	35.00
Transit Department Totals	205.66	208.66	211.66

¹ Commute Solutions Manager, formerly known as Transportation Demand Management Community Manager, moved from Planning during FY23-24 and is 50% grant-funded.

TRANSIT

BUDGET SUMMARY

The budget for the Transit Department continues fare-free service. Federal and State assistance has decreased for FY25, while partner revenues from the Town of Carrboro and the University of North Carolina at Chapel Hill have increased. The 2024-25 recommended budget also includes increased revenues from a proposed 0.5 cent tax increase and increased funding from the Orange County Transit plan. Cost increases include two new positions, a 0.75% retirement increase, and a pay increase.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-4 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Admin & Non-Dept	\$ 4,310,334	\$ 6,412,678	\$ 16,752,794	\$ 12,349,316	\$ 4,889,574	-23.8%
Grant-Funded	360,240	-	-	-	-	N/A
NSBRT Project	-	-	3,030,555	3,030,555	4,000,000	N/A
Fixed Route	16,237,209	16,508,744	19,106,835	18,101,837	17,915,950	8.5%
Demand Response	2,352,649	2,659,688	3,161,470	3,057,631	2,906,671	9.3%
Special Events	258,145	311,364	311,364	370,052	317,845	2.1%
Vehicle Maintenance	3,857,847	5,342,805	5,453,998	5,014,362	5,697,185	6.6%
Building Maintenance	1,060,580	914,611	1,927,713	1,952,947	929,213	1.6%
Total	\$ 28,437,004	\$ 32,149,890	\$ 49,744,729	\$ 43,876,700	\$ 36,656,438	14.0%

REVENUES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Charges for Services	\$ 577,760	\$ 1,079,187	\$ 1,079,187	\$ 711,071	\$ 1,042,238	-3.4%
Federal Assistance	2,614,203	2,600,000	2,600,000	2,600,000	2,300,000	-11.5%
Federal Ops Grants	284,693	1,750,000	5,316,655	5,368,655	52,000	-97.0%
State Assistance	3,631,704	3,500,000	3,500,000	3,631,704	3,400,000	-2.9%
Orange County Transit Plan	4,434,953	4,074,423	4,074,423	4,074,423	7,069,936	73.5%
UNC Contract	9,339,002	10,389,234	10,389,234	10,389,234	11,211,816	7.9%
Carrboro Contract	1,992,152	2,233,512	2,233,512	2,233,512	2,366,281	5.9%
Chapel Hill Revenues	7,090,308	6,523,534	6,523,534	7,963,534	7,922,255	21.4%
Proceeds from Installment Financing	8,155,000	-	-	-	-	N/A
Appropriated Fund Balance	(9,682,771)	-	14,028,184	6,904,567	1,291,912	N/A
Total	\$ 28,437,004	\$ 32,149,890	\$ 49,744,729	\$ 43,876,700	\$ 36,656,438	14.0%

TRANSIT - Administration and Non-Departmental BUDGET SUMMARY

The recommended budget for 2024-25 includes a 23.8% overall decrease. Personnel has increased by 7.4% due to the addition of a Transit Planner position, a 0.75% retirement increase, and a salary increase.

Operating costs decreased by 40.4% due to contract costs associated with the North-South Bus Rapid Transit (NSBRT) project moving to a new account.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Personnel	\$ 1,947,937	\$ 2,233,068	\$ 2,233,068	\$ 2,377,498	\$ 2,399,355	7.4%
Operating Costs	2,362,397	4,179,610	6,997,371	7,055,298	2,490,219	-40.4%
Transfer to Capital Grant	-	-	2,916,520	2,916,520	-	N/A
Contribution to Reserve	-	-	4,605,835	-	-	N/A
Total	\$ 4,310,334	\$ 6,412,678	\$ 16,752,794	\$ 12,349,316	\$ 4,889,574	-23.8%

TRANSIT - Grants

BUDGET SUMMARY

As of the time of the recommended budget, there were no planned grant related expenditures for 2024-25.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Operating Costs	<u>\$ 360,240</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>N/A</u>
Total	\$ 360,240	\$ -	\$ -	\$ -	\$ -	N/A

TRANSIT - North-South Bus Rapid Transit Project

BUDGET SUMMARY

The North-South Bus Rapid Transit (NSBRT) is the planned 8.2-mile line along one of the town's busiest and most vital thoroughfares. As the region's first BRT system, N-S BRT will connect employees, students, residents, and visitors to their regional connections and local destinations.

The recommended budget for 2024-25 includes funding for contracted services associated with the project, which are now separate from the Transit Admin/Non-Departmental division.

EXPENDITURES

	2022-23	2023-24		2024-25	% Change
	Actual	Original Budget	Revised Budget	Estimated	from 2023-24
Operating Costs		-	-	3,030,555	3,030,555
				4,000,000	N/A
Total	\$	\$	\$	\$ 3,030,555	\$ 4,000,000
					N/A

TRANSIT - Fixed Route

BUDGET SUMMARY

The recommended budget reflects an 8.5% increase in overall costs. Personnel costs are up 11% due to job class and compensation adjustments made during FY24, a 0.75% increase in retirement costs, and a salary increase.

Operating expenses increased by 3.7% largely due to an increase in contract costs for Transportation Support Services.

EXPENDITURES

	2022-23	2023-24	2023-24		2024-25	% Change
	Actual	Original Budget	Revised Budget	2023-24 Estimated	Recommended Budget	from 2023-24
Personnel	\$ 9,487,233	\$ 10,946,302	\$ 10,596,106	\$ 10,248,313	\$ 12,146,914	11.0%
Operating Costs	6,453,128	5,562,442	6,128,929	5,471,724	5,769,036	3.7%
Capital Outlay	296,848	-	2,381,800	2,381,800	-	N/A
Total	\$ 16,237,209	\$ 16,508,744	\$ 19,106,835	\$ 18,101,837	\$ 17,915,950	8.5%

TRANSIT - Demand Response

BUDGET SUMMARY

The recommended budget for the Demand Response division has a 9.3% increase over the 2023-24 budget. Personnel expenditures increased by 10.8% due to job class and compensation adjustments made during FY24, a 0.75% increase in retirement costs, and a salary increase. Operating expenses increased by 4.7% due to increased contract costs associated with employee training and onboarding.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Personnel	\$ 1,834,324	\$ 2,003,341	\$ 2,003,341	\$ 1,920,779	\$ 2,219,442	10.8%
Operating Costs	518,325	656,347	658,129	636,852	687,229	4.7%
Capital Outlay	-	-	500,000	500,000	-	N/A
Total	\$ 2,352,649	\$ 2,659,688	\$ 3,161,470	\$ 3,057,631	\$ 2,906,671	9.3%

TRANSIT - Tarheel Express / Special Events

BUDGET SUMMARY

The recommended budget for Tarheel Express & Special Events in 2024-25 is up 2.1% from FY23-24. Personnel costs increased by 2.8% due to an increase in benefit costs. Operating costs remain flat.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Personnel	\$ 230,858	\$ 229,030	\$ 229,030	\$ 287,718	\$ 235,511	2.8%
Operating Costs	\$ 27,287	\$ 82,334	\$ 82,334	\$ 82,334	\$ 82,334	0.0%
Total	\$ 258,145	\$ 311,364	\$ 311,364	\$ 370,052	\$ 317,845	2.1%

TRANSIT - Vehicle Maintenance

BUDGET SUMMARY

The recommended budget for 2024-25 represents a 6.6% increase in expenditures from the 2023-24 fiscal year. The 10.7% increase in personnel costs is due to a new Amenities & Facilities Specialist position, job class and compensation adjustments made during FY24, a 0.75% increase in retirement costs, and a salary increase. Operating costs increased by 1.3% due to increased costs for software and supplies.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Personnel	\$ 2,379,163	\$ 3,049,336	\$ 3,049,336	\$ 2,700,740	\$ 3,375,237	10.7%
Operating Costs	1,478,684	2,273,469	2,384,662	2,293,622	2,301,948	1.3%
Capital Outlay	-	20,000	20,000	20,000	20,000	0.0%
Total	\$ 3,857,847	\$ 5,342,805	\$ 5,453,998	\$ 5,014,362	\$ 5,697,185	6.6%

TRANSIT - Building Maintenance

BUDGET SUMMARY

The recommended budget for Transit's Building Maintenance division reflects a 1.6% increase overall. The 3.3% increase in personnel expenditures is related to new retiree medical expenses. The operating expenditures increased by 1.6% largely due to an increase in the cost of electricity.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Personnel	\$ 2,411	\$ 2,420	\$ 2,420	\$ 2,500	\$ 2,500	3.3%
Operating Costs	\$ 1,058,169	\$ 912,191	\$ 1,925,293	\$ 1,950,447	\$ 926,713	1.6%
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Total	\$ 1,060,580	\$ 914,611	\$ 1,927,713	\$ 1,952,947	\$ 929,213	1.6%

TRANSIT CAPITAL RESERVE BUDGET SUMMARY

The Transit Capital Reserve Fund is intended to accumulate funding to make capital purchases and to meet matching requirements for capital grants for replacement buses and other equipment. Matching funds for 2024-25 are estimates for grants historically received each year, but not yet awarded.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Contribution to Capital Grant Reserve	\$ 641,746	\$ -	\$ -	\$ -	\$ -	N/A
	-	-	-	-	-	N/A
Total	\$ 641,746	\$ -	\$ -	\$ -	\$ -	N/A

REVENUES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Interest Income	\$ 25,920	\$ -	\$ -	\$ -	\$ -	N/A
Transfer from Transit Fund	-	-	-	-	-	N/A
Appropriated Fund Balance	615,826	-	-	-	-	N/A
Total	\$ 641,746	\$ -	\$ -	\$ -	\$ -	N/A

TRANSIT CAPITAL GRANT PROJECT ORDINANCES

Transit capital and planning grants awarded by the Federal Transit Administration are implemented pursuant to grant project ordinances authorized by General Statute 159-13.12. Budgets are adopted throughout the year as grant awards are received. Four 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 a 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, 2025
2015-16 Transit Capital Grant	\$534,124.00	\$163,128.00

2024 Area of Persistent Poverty Grant

The project ordinance for the fiscal year 2024-2025 is for the planning of a micro-transit system.

	Project Budget	Estimated Expenditures Through June 30, 2025
2024 Planning Grant	\$437,500.00	\$257,000.00

5339b Bus Stop Improvement

The project ordinance for the fiscal year 2024 is for the improvement of up to 60 bus stops.

	Project Budget	Estimated Expenditures Through June 30, 2025
2021 Transit Capital Grant	\$2,900,000.00	\$1,200,000.00

FY19-FY20 Capital Grant 5339

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

	Project Budget	Estimated Expenditures Through June 30, 2025
2020 Transit Capital Grant	\$657,654.00	\$332,000.00

STORMWATER MANAGEMENT FUND

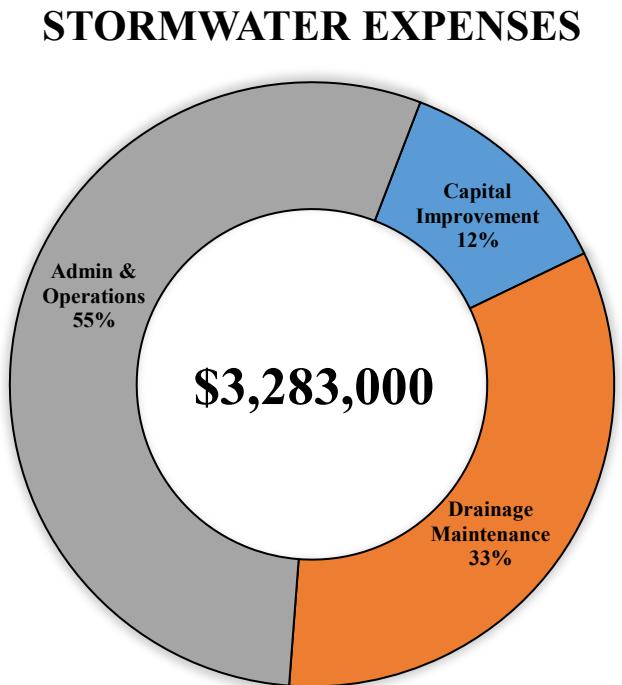
Major Revenue Sources – Descriptions and Estimates

To continue the enhancement of 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 just over \$3 million in 2024-25. In the current year, the budget is expected to be balanced with \$652,449 in fund balance. For 2024-25, the budget is balanced without the use of fund balance.

Major Expenditures and Estimates

The budget for 2024-25 totals \$3,283,000. This represents a 7.3% increase from the FY24 budget. Changes to the budget include a pay increase and a 0.75% retirement rate increase, as well as a new field crew vehicle for the Drainage division. \$210,094 is in the recommended budget for the debt payment related to the G.O. bond issuance.

As indicated in the chart below, 33% of the 2024-25 budget provides for the Drainage division to conduct stormwater-related drainage and maintenance projects.



STORMWATER MANAGEMENT FUND
STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS

	2022-23 ADOPTED	2023-24 ADOPTED	2024-25 RECOMMENDED
Stormwater			
Senior Engineer ¹	1.50	1.50	1.50
Engineer II	1.00	1.00	1.00
Engineer III ²	1.00	1.50	1.50
Senior Engineering Inspector ²	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 ²	0.25	0.25	0.25
Community Education Coordinator	1.00	1.00	1.00
Systems Specialist	1.00	1.00	1.00
Unit Totals	<u>8.05</u>	<u>8.55</u>	<u>8.55</u>
Drainage			
Stormwater Maintenance Supervisor	1.00	1.00	1.00
Drainage Crew Supervisor	1.00	1.00	1.00
Street Sweeper Equipment Operator	2.00	2.00	2.00
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>15.55</u></u>	<u><u>15.55</u></u>

¹ The Planning department assumed half the salary of one of the Senior Engineer positions during FY23-24.

² The Engineering division of Public Works assumes a portion of salaries for the Senior Engineering Inspector, Survey/Project Coordinator, and Engineer III.

STORMWATER MANAGEMENT FUND BUDGET SUMMARY

The recommended budget for FY 2024-25 includes the continuation of existing services. The 6.7% increase in personnel expenditures includes a 0.75% retirement increase and a salary increase. Operating costs increased by 0.6% due to small increases in building rental, printing, networking, and training costs. Capital Outlay increased 51% due to the replacement of a field crew vehicle for the Drainage division.

The budget is balanced without the use of fund balance.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Personnel	\$ 1,493,812	\$ 1,677,259	\$ 1,677,259	\$ 1,693,310	\$ 1,789,291	6.7%
Operating Costs	977,329	1,301,541	2,153,926	1,895,063	1,308,922	0.6%
Capital Outlay	59,185	80,400	206,076	358,076	121,400	51.0%
Capital Reserve	781,569	-	-	-	63,387	N/A
Total	\$ 3,311,895	\$ 3,059,200	\$ 4,037,261	\$ 3,946,449	\$ 3,283,000	7.3%

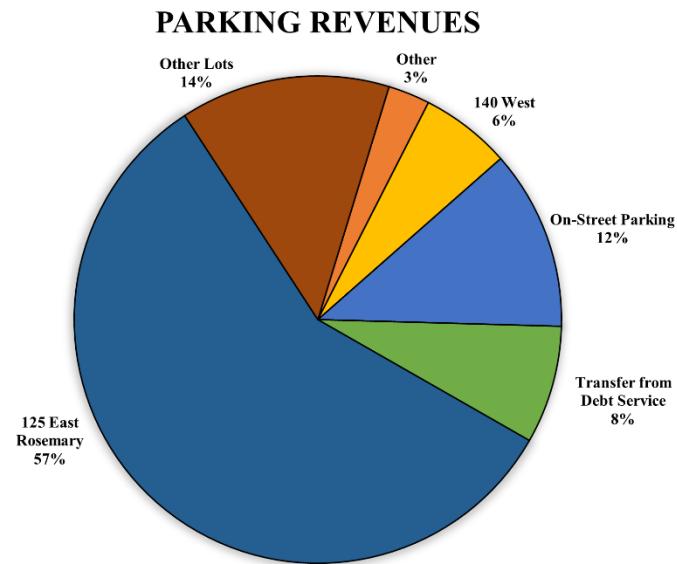
REVENUES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Stormwater Fees	\$ 3,209,769	\$ 3,000,000	\$ 3,000,000	\$ 3,050,000	\$ 3,100,000	3.3%
Fee Exemption	(8,338)	(17,000)	(17,000)	(11,000)	(17,000)	N/A
Transfer from General Fund	8,338	17,000	17,000	17,000	17,000	0.0%
Interest Income	102,126	22,000	22,000	230,000	175,000	695.5%
Other Income	-	8,000	8,000	8,000	8,000	0.0%
Appropriated Fund Balance	-	29,200	1,007,261	652,449	-	-100.0%
Total	\$ 3,311,895	\$ 3,059,200	\$ 4,037,261	\$ 3,946,449	\$ 3,283,000	7.3%

PARKING FUNDS

Major Revenue Sources – Descriptions and Estimates

Parking, with a recommended budget of \$5,510,121 for 2024-25, accounts for revenues from the parking lots in the downtown area. Off-street parking revenues consist almost exclusively of the fees charged for parking in these lots. \$3,170,000, or about 57% of total parking revenues, is budgeted to come from the new 125 East Rosemary Deck. The deck at 140 West is budgeted to generate about \$331,000 in 2024-25.



On-street parking has two major revenue sources: parking meter fees and parking ticket fines. Meter fees are estimated to generate about \$425,000 and parking ticket fines about \$150,000 in 2024-25.

Major Expenditures and Estimates

The primary expenditure of the Parking Fund is the cost of personnel to manage the lots. The personnel budget of \$1,052,583 includes 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 \$3.2 million.

PARKING SERVICES

STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS

	2022-23 ADOPTED	2023-24 ADOPTED	2024-25 RECOMMENDED
Parking Operations Administrator	1.00	1.00	1.00
Supervisor - Parking Services	1.00	1.00	1.00
Assistant Parking Services Supervisor	1.00	1.00	1.00
Parking Enforcement Officer	3.00	3.00	3.00
Records Technician	0.80	0.80	0.75
Parking Attendant	2.00	2.00	2.00
Administrative Coordinator	1.00	1.00	1.00
 Parking Fund Totals	 9.80	 9.80	 9.75

PARKING BUDGET SUMMARY

Parking revenues for the recommended 2024-25 budget decreased 9.5% compared to FY24. This is mainly driven by the anticipated opening of 125 East Rosemary in FY25, offset by a reduction in the transfer needed by the Debt Fund.

The overall decrease in expenditures for 2024-25 reflects an increase in personnel related to the 6% of market pay adjustment and 0.75% increase in retirement, which is offset by a reduction needed for the Wallace Deck Lease and a reduction in debt financing related to the new 125 East Rosemary parking deck.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
James Wallace Deck	\$ 621,745	\$ 580,522	\$ 684,688	\$ 606,530	\$ 604,634	4.2%
Parking Lots	950,073	1,225,210	1,207,499	1,124,380	1,226,194	0.1%
140 West Deck	43,168	60,193	60,217	53,121	53,183	-11.6%
Administration	134,962	3,953,166	3,928,166	551,713	3,362,283	-14.9%
Wallace Renovation	40,116	19,640	3,194	-	19,640	0.0%
On-Street Parking	197,218	250,358	240,334	250,070	244,187	-2.5%
Total	\$ 1,987,282	\$ 6,089,089	\$ 6,124,098	\$ 2,585,814	\$ 5,510,121	-9.5%

REVENUES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
James Wallace Deck	\$ 662,670	\$ 168,991	\$ 168,991	\$ 670,000	\$ -	-100.0%
Rosemary/Columbia Lot	274,504	250,000	250,000	275,000	275,000	10.0%
415 West Franklin Lot	72,598	72,000	72,000	70,315	82,000	13.9%
West Rosemary Lot	27,447	500	500	26,100	10,000	1900.0%
Rosemary/Sunset	55,211	58,500	58,500	47,100	58,500	0.0%
South Graham Lot	16,265	16,400	16,400	15,900	16,400	0.0%
West Franklin/Basnight Lot	108,855	155,500	155,500	70,500	85,000	-45.3%
427 West Franklin Lot	46,153	41,000	41,000	44,200	51,000	24.4%
Jones Park Lot	25,550	10,000	10,000	20,400	21,600	116.0%
Mallette Lot	121,034	119,000	119,000	119,500	124,000	4.2%
Courtyard Lot	36,629	44,000	44,000	37,300	44,000	0.0%
140 West Deck	286,258	301,000	301,000	277,000	331,000	10.0%
125 East Rosemary	2,852	1,377,799	1,377,799	-	1,670,000	21.2%
205 Columbia Street	56,987	-	-	59,000	-	N/A
Interest Income	879	-	-	140,000	40,000	N/A
Miscellaneous Income	164,485	110,000	110,000	113,000	113,000	2.7%
On-Street Parking	648,640	702,000	702,000	565,490	657,500	-6.3%
UNC Leases - 125 East Rosemary	-	1,500,000	1,500,000	-	1,500,000	0.0%
Transfer from Debt Service Fund	-	1,162,399	1,162,399	-	431,121	-62.9%
Appropriated Fund						
Balance	(619,734)	-	35,009	35,009	-	N/A
Total	\$ 1,987,282	\$ 6,089,089	\$ 6,124,098	\$ 2,585,814	\$ 5,510,121	-9.5%

PUBLIC HOUSING FUND

Major Revenue Sources - Descriptions and Estimates

The Town's Public Housing program provides for the administration and operation of the Town's 296 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.

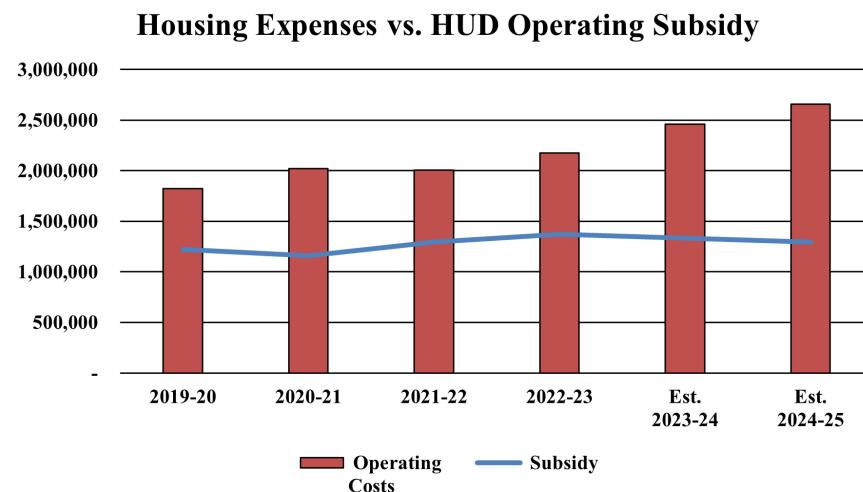
Primary revenue sources include dwelling rents paid by residents and operating grants from the Department of Housing and Urban Development (HUD). In the fall of 2005, HUD adopted a "new Operating Fund final rule" which prescribed a phased series of changes to public housing management and reporting requirements. 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 year at a time. We believe that "opting out" will continue permanently, and

so have prepared the budget for 2024-25 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 2024 but we have no information about calendar year 2025. Based on interim allocations, our estimate of HUD's subsidy for 2023-24 is \$1,333,748, about a 3% decrease from the 2022-23 subsidy of \$1,369,777.

The Housing Department estimates dwelling rents, the largest source of revenue for the Public Housing Fund, at about \$1,376,000, which is a 13.4% increase from current year estimates.



Major Expenditures and Estimates

Major expenditure categories include about \$1,678,969 for salaries and benefits, \$213,450 for utilities, \$77,500 for liability and flood insurance, and \$567,206 for maintenance of the units.

The personnel costs include a 6% of market pay increase and a 0.75% retirement contribution increase.

	2023-24 Original Budget	2024-25 Recommended Budget	% Change from 2023-24
Salary & Benefits - Administration	\$ 740,043	\$ 794,809	7.4%
Salary & Benefits - Maintenance	861,944	884,160	2.6%
Maintenance Costs	569,056	567,206	-0.3%
Utilities	213,450	213,450	0.0%
Liability & Flood Insurance	75,000	77,500	3.3%
Other Expenses	129,277	162,275	25.5%
Total Budget	\$ 2,588,770	\$ 2,699,400	4.3%

PUBLIC HOUSING

STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS

	2022-23 ADOPTED	2023-24 ADOPTED	2024-25 RECOMMENDED
Administration			
Director - Housing	1.00	1.00	0.00
Assistant Director - Administration	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Housing Officer	2.00	2.00	2.00
Resident Services Coordinator	1.00	1.00	1.00
Public Housing Manager	0.00	0.00	1.00
Division Totals	7.00	7.00	7.00
 Maintenance			
Maintenance Supervisor	1.00	1.00	1.00
Maintenance Mechanic (Repair Worker, I, II, III) ¹	7.00	7.50	7.50
Administrative Coordinator	1.00	1.00	1.00
Division Totals	9.00	9.50	9.50
Housing Department Totals	16.00	16.50	16.50

¹ One Maintenance Mechanic position is split with Affordable Housing & Community Connections.

PUBLIC HOUSING BUDGET SUMMARY

The Town's public housing units are funded primarily through federal grants from the U.S. Department of Housing and Urban Development and rents paid by residents. HUD's funding formula changed to implement Asset Based Budgeting in 2007-08, but each year, HUD has waived many Asset-based requirements for housing authorities of our size. We believe it is likely the waiver will be made permanent, so the budget for 2024-25 retains a simpler model that includes an Administrative Division and a Maintenance Division.

The 4.8% increase in personnel is the result of a 0.75% retirement increase and a salary increase. The operating budget increased 1.4% due to increases in maintenance supplies, postage, software, and contracted services. The budget for 2024-25 reflects an estimate of the HUD subsidy anticipated for calendar year 2024. The Town anticipates HUD subsidies will decrease and rental revenues will increase. The Town anticipates no fund balance appropriation in 2024-25.

REVENUES	2023-24		2023-24		2024-25		% Change from 2023-24
	2022-23 Actual	Original Budget	Revised Budget	2023-24 Estimated	Recommended Budget		

Revenue Summary							
HUD Contributions	\$ 1,369,777	\$ 1,333,748	\$ 1,333,748	\$ 1,333,748	\$ 1,295,000		-2.9%
Rental Revenue	1,235,833	1,213,387	1,213,387	1,213,387	1,376,000		13.4%
Other Revenues	4,503	400	400	2,975	400		0.0%
Interest Income	24,107	20,000	20,000	20,000	28,000		40.0%
Appropriated Fund Balance	-	21,235	1,521,235	1,390,260	-		-100.0%
Total Revenues	\$ 2,634,220	\$ 2,588,770	\$ 4,088,770	\$ 3,960,370	\$ 2,699,400		4.3%

EXPENDITURES	2023-24		2023-24		2024-25		% Change from 2023-24
	2022-23 Actual	Original Budget	Revised Budget	2023-24 Estimated	Recommended Budget		

Personnel	\$ 1,201,233	\$ 1,601,987	\$ 1,601,987	\$ 1,439,235	\$ 1,678,969		4.8%
Operating	975,397	986,783	986,783	1,021,135	1,000,797		1.4%
Capital	-	-	1,500,000	1,500,000	-		N/A
Contribution to Reserve	457,590	-	-	-	19,634		N/A
Total	\$ 2,634,220	\$ 2,588,770	\$ 4,088,770	\$ 3,960,370	\$ 2,699,400		4.3%

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

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

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

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

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

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

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

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

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

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

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

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

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

The 2023 project ordinance budgets a \$421,755 grant and \$12,817 program income, for homeownership assistance, homebuyer counseling, homeowner housing improvement programs, neighborhood revitalization, summer youth employment programs, youth counseling services and homelessness case management.

CAPITAL IMPROVEMENTS FUND BUDGET SUMMARY

The budget for the Capital Improvements Program for 2024-25 totals \$2,713,591 and includes projects to be completed in 2024-25. Beginning in FY 2018-19, the Town began budgeting funds for facility maintenance in the General Fund. Each year, depending on the nature of the planned projects, a portion of those funds will be transferred into the Capital Improvements Fund.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Municipal Facilities	\$ 787,682	\$ 601,000	\$ 1,569,254	\$ 1,569,254	\$ 910,000	51.4%
Public Safety	2,915	-	947,085	947,085	-	N/A
Facilities Leased by Others	25,897	56,701	207,743	207,743	70,188	23.8%
Infrastructure	218,169	587,403	1,729,827	1,729,827	587,403	0.0%
Communication/Technology	-	-	-	-	-	N/A
Parks/Public Use Facilities	289,189	1,141,000	1,171,445	1,171,445	1,146,000	0.4%
Transfers/Financing Costs	-	-	39,238	39,238	-	N/A
Total	\$ 1,323,852	\$ 2,386,104	\$ 5,664,592	\$ 5,664,592	\$ 2,713,591	13.7%

REVENUES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Housing Rent Proceeds	\$ 58,263	\$ 56,701	\$ 56,701	\$ 56,701	\$ 70,188	23.8%
Cell Tower Rental Fees	75,134	70,000	70,000	70,000	70,000	0.0%
Interest on Investments	25,458	10,500	10,500	60,000	15,500	47.6%
Intergovernmental Revenue	7,332	-	7,332	7,332	-	N/A
Grants	-	-	1,050,000	1,050,000	-	N/A
Transfer from General Fund	1,384,500	2,248,903	2,248,903	2,248,903	2,557,903	13.7%
Appropriated Fund Balance	(226,835)	-	2,221,156	2,171,656	-	N/A
Total	\$ 1,323,852	\$ 2,386,104	\$ 5,664,592	\$ 5,664,592	\$ 2,713,591	13.7%

CAPITAL IMPROVEMENTS FUND
DETAIL EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget
MUNICIPAL OPERATIONS FACILITIES					
Extraordinary Maintenance, Emergency Repairs	\$ 99,288	\$ 100,000	\$ 158,449	\$ 158,449	\$ 100,000
Teen Center	-	-	22,810	22,810	-
Police Department HVAC	29,988	-	-	-	-
Council Chamber Upgrade	-	-	250,000	250,000	-
Town Hall Parking Deck Repairs	29,560	-	310,935	310,935	-
Post Office/Courthouse	573,433	60,000	160,477	160,477	-
Town Hall Roof	16,462	-	-	-	-
Public Works Roof	-	-	-	-	91,000
Facility Condition Assessment	22,521	-	26,021	26,021	-
Hargraves HVAC	-	-	54,000	54,000	460,000
Community Center Roof	16,430	441,000	466,970	466,970	-
Community Center HVAC	-	-	35,000	35,000	229,000
Parks Admin. HVAC	-	-	-	-	30,000
Town Operations Center	-	-	84,592	84,592	-
Subtotal	\$ 787,682	\$ 601,000	\$ 1,569,254	\$ 1,569,254	\$ 910,000
PUBLIC SAFETY					
Fire Truck	\$ 2,915	\$ -	\$ 747,085	\$ 747,085	\$ -
Fire Station #3 Design	-	-	200,000	200,000	-
Subtotal	\$ 2,915	\$ -	\$ 947,085	\$ 947,085	\$ -

CAPITAL IMPROVEMENTS FUND

DETAIL EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget
TOWN FACILITIES LEASED BY OTHERS					
Housing Maintenance	\$ 25,897	\$ 56,701	\$ 207,743	\$ 207,743	\$ 70,188
Subtotal	\$ 25,897	\$ 56,701	\$ 207,743	\$ 207,743	\$ 70,188
INFRASTRUCTURE					
Everywhere to Everywhere	\$ -	\$ 401,403	\$ 1,401,403	\$ 1,401,403	\$ 401,403
Path, Trail and Lot Maintenance	\$ -	\$ 25,000	\$ 50,000	\$ 50,000	\$ 25,000
Vision Zero	\$ 32,714	\$ 50,000	\$ 97,667	\$ 97,667	\$ 50,000
Curbs / ADA	\$ 35,896	\$ 36,000	\$ 36,104	\$ 36,104	\$ 36,000
Bike/Ped Safety	\$ 149,559	\$ 75,000	\$ 144,653	\$ 144,653	\$ 75,000
Subtotal	\$ 218,169	\$ 587,403	\$ 1,729,827	\$ 1,729,827	\$ 587,403
PARKS AND OTHER PUBLIC USE FACILITIES					
Greenways	\$ 87,472	\$ 50,000	\$ 53,875	\$ 53,875	\$ 50,000
Playground Replacement	\$ 56,621	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Cemetery Beautification	\$ 27,270	\$ 20,000	\$ 30,500	\$ 30,500	\$ 20,000
Parks Maintenance	\$ 47,650	\$ 971,000	\$ 935,715	\$ 935,715	\$ 976,000
Small Park Improvements	\$ 70,176	\$ 50,000	\$ 101,355	\$ 101,355	\$ 50,000
Subtotal	\$ 289,189	\$ 1,141,000	\$ 1,171,445	\$ 1,171,445	\$ 1,146,000
TRANSFER TO OTHER FUNDS AND FINANCING COSTS					
Transfer to Grants Fund	\$ -	\$ -	\$ 39,238	\$ 39,238	\$ -
Subtotal	\$ -	\$ -	\$ 39,238	\$ 39,238	\$ -
TOTALS	\$ 1,323,852	\$ 2,386,104	\$ 5,664,592	\$ 5,664,592	\$ 2,713,591

CAPITAL RESERVE FUND BUDGET SUMMARY

No appropriations are planned for the Capital Reserve Fund for 2024-25, which had a fund balance of \$221,566 at June 30, 2023.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Reserved for CIP	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Transfer to Capital						
Improvements Fund	-	-	-	-	-	N/A
Transfer to General Fund	-	-	-	-	-	N/A
Total	\$ -	\$ -	\$ -	\$ -	\$ -	N/A

REVENUES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Interest on Investments	\$ 3,477	\$ -	\$ -	\$ -	\$ -	N/A
Appropriated						
Fund Balance	(3,477)	-	-	-	-	N/A
Total	\$ -	\$ -	\$ -	\$ -	\$ -	N/A

MAJOR CAPITAL BOND PROJECTS

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

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

Expenditures for these projects through March 31, 2024, are shown in the table at the right.

Major Capital Bond Projects	Budget	Expenditures as of March 31, 2024
2003 Bond Projects		
Streets and Sidewalks	\$ 5,600,000	\$ 5,565,000
Parks and Recreation	5,000,000	4,882,000
Subtotal	\$ 10,600,000	\$ 10,447,000
2015 Bond Projects		
Streets and Sidewalks	\$ 16,200,000	\$ 8,735,000
Parks Trails	5,000,000	3,523,000
Parks Facilities	5,300,000	4,740,000
Subtotal	\$ 26,500,000	\$ 16,998,000
2018 Bond Projects		
Affordable Housing Projects	\$ 10,000,000	\$ 1,877,000
2021 LOBS Projects		
East Rosemary Deck	\$ 39,370,000	\$ 36,436,000
Elliott Road Reconstruction	6,480,000	6,480,000
Subtotal	\$ 45,850,000	\$ 42,916,000
2023 Two-Third Bond Projects		
	\$ 1,980,000	\$ 1,980,000
TOTAL		\$ 94,930,000 \$ 74,218,000

AFFORDABLE HOUSING DEVELOPMENT RESERVE FUND BUDGET SUMMARY

The Affordable Housing Development Reserve Fund is dedicated exclusively to 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 FY25, the funding level increased by 0.6%, bringing the reserve to the equivalent of a penny on the tax rate.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Land Acquisitions	\$ 148,021	\$ -	\$ 175,000	\$ 175,000	\$ -	N/A
Rental Subsidies	61,126	-	191,765	8,870	-	N/A
Homeownership Assist.	-	-	67,000	-	-	N/A
Future Development	9,415	-	36,718	-	-	N/A
Reserve	469,833	826,850	1,857,887	826,850	831,850	0.6%
Total	\$ 688,395	\$ 826,850	\$ 2,328,370	\$ 1,010,720	\$ 831,850	0.6%

REVENUES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Transfer from General Fund	\$ 688,395	\$ 826,850	\$ 826,850	\$ 826,850	\$ 831,850	0.6%
Appropriated Fund Balance	-	-	1,501,520	183,870	-	N/A
Total	\$ 688,395	\$ 826,850	\$ 2,328,370	\$ 1,010,720	\$ 831,850	0.6%

CLIMATE ACTION FUND BUDGET SUMMARY

The Climate Action Fund was established in FY22 to dedicate funding for climate change. The recommended budget for the Climate Action Fund remains flat compared to the 2023-24 budget. The 5% increase in personnel costs reflects a 0.75% retirement increase and a salary increase. Operating costs increased by 13.1% due to increases to contracted services, software, and supplies. Capital costs decreased based on available resources.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Personnel	\$ 186,306	\$ 387,001	\$ 427,476	\$ 392,346	\$ 406,196	5.0%
Operating Costs	108,707	277,737	616,720	509,753	314,132	13.1%
Capital	302,578	139,521	561,038	482,156	83,931	-39.8%
Contribution to Reserve	-	-	-	-	-	N/A
Total	\$ 597,591	\$ 804,259	\$ 1,605,234	\$ 1,384,255	\$ 804,259	0.0%

REVENUES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Transfer from General Fund	\$ 550,000	\$ 804,259	\$ 804,259	\$ 804,259	\$ 804,259	0.0%
Grants	32,205	-	393,927	393,927	-	0.0%
Appropriated Fund Balance	15,386	-	407,048	186,069	-	0.0%
Total	\$ 597,591	\$ 804,259	\$ 1,605,234	\$ 1,384,255	\$ 804,259	0.0%

GRANTS FUND BUDGET SUMMARY

The Grants Fund was established in 2004-05 to account for grants previously included in the General Fund. Grants for 2024-25 had not been awarded at the time of this submission.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Police Grants	\$ 133,657	\$ -	\$ 752,638	\$ 752,638	\$ -	N/A
Planning Grants	470,729	436,354	632,546	632,546	-	-100.0%
AH&CC Grants	80,563	125,000	169,437	169,437	-	-100.0%
Fire Grants	-	-	200,000	200,000	-	N/A
Total	\$ 684,949	\$ 561,354	\$ 1,754,621	\$ 1,754,621	\$ -	-100.0%

REVENUES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Grants	\$ 584,351	\$ 465,377	\$ 1,578,114	\$ 1,578,114	\$ -	-100.0%
Transfer from General Fund	92,936	95,977	112,546	112,546	-	-100.0%
Transfer from Capital Imp. Fund	-	-	39,238	39,238	-	N/A
Appropriated Fund Balance	7,662	-	24,723	24,723	-	N/A
Total	\$ 684,949	\$ 561,354	\$ 1,754,621	\$ 1,754,621	\$ -	-100.0%

DOWNTOWN SERVICE DISTRICT FUND

Major Revenue Sources – Descriptions and Estimates

The revenue source for the Downtown Service District is the special district property tax on the assessed value of \$644,500,000. The tax rate of 6.4 cents is unchanged from FY 2023-24 and is expected to yield a total of about \$412,000 in FY 2024-25. This represents an increase of \$4,000 from the current year estimates, due to the increase in value from new development in the downtown area.

FY25 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 2024-25 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 account for changes in business status between commercial and residential uses.

Major Expenditures and Estimates

The budget provides for continued funding for the Chapel Hill Downtown Partnership of \$150,000. The Chapel Hill Downtown Partnership brings 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. An additional \$100,000 in funding is provided to the Chapel Hill Downtown Partnership for programming and marketing efforts.

Additionally, there are expenses related to the “Launch” initiative (\$147,000) along with 140 West expenses (\$110,000). The FY25 budget continues funding for a groundskeeper (\$66,915) dedicated to the downtown area.

DOWNTOWN SERVICE DISTRICT FUND BUDGET SUMMARY

The recommended Downtown Service District Fund tax rate of 6.4 cents for 2024-25 provides for continued funding of the groundskeeper position dedicated to the downtown area. The recommended budget includes an allocation of about \$500,000 for services related to the district, and includes expenses related to the "Launch" initiative (\$147,000) along with 140 West expenses (\$110,000).

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-2024
Personnel	\$ 65,440	\$ 70,817	\$ 70,817	\$ 63,903	\$ 66,915	-5.5%
CH DWTN Partnership	250,000	250,000	250,000	250,000	250,000	0.0%
140 West Expenses	106,648	110,000	110,000	110,000	110,000	0.0%
Launch	147,000	147,000	147,000	147,000	147,000	0.0%
Reserve	11,916	4,683	4,683	14,097	12,585	168.7%
Total	\$ 581,004	\$ 582,500	\$ 582,500	\$ 585,000	\$ 586,500	0.7%

REVENUES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Property Taxes	\$ 405,733	\$ 408,000	\$ 408,000	\$ 408,000	\$ 412,000	1.0%
Interest Income	1,007	-	-	2,500	-	N/A
Orange County Launch Contribution	73,500	73,500	73,500	73,500	73,500	0.0%
Interest on Receivable	764	1,000	1,000	1,000	1,000	0.0%
Transfer from General Fund Appropriated	100,000	100,000	100,000	100,000	100,000	0.0%
Fund Balance	-	-	-	-	-	N/A
Total	\$ 581,004	\$ 582,500	\$ 582,500	\$ 585,000	\$ 586,500	0.7%

LIBRARY GIFT FUND BUDGET SUMMARY

The recommended budget for the Library Gift Fund for 2024-25 reflects a decrease from the previous year primarily due to the expiration of a pandemic-related grant. 2024-25 expenses include additions to the collection, furniture, software costs, 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 2024-25.

EXPENDITURES

		2022-23	2023-24	2023-24		204-25	% Change
		Actual	Original Budget	Revised Budget	2023-24 Estimated	Recommended Budget	from 2023-24
Computers/Database	\$ 23,032	\$ 12,225	\$ 37,498	\$ 22,524	\$ 8,225		-32.7%
Furniture	93,539	23,308	37,395	20,533	23,308		0.0%
Collection Purchases	45,313	39,000	38,000	38,000	39,000		0.0%
Other	174,142	122,527	332,664	290,922	81,500		-33.5%
Transfer to General Fund	45,000	45,000	45,000	45,000	45,000		0.0%
Contribution to Reserve	-	16,406	6,406	12,906	13,906		-15.2%
Total	\$ 381,026	\$ 258,466	\$ 496,963	\$ 429,885	\$ 210,939		-18.4%

REVENUES

		2022-23	2023-24	2023-24		204-25	% Change
		Actual	Original Budget	Revised Budget	2023-24 Estimated	Recommended Budget	from 2023-24
Interest Income	\$ 4,924	\$ 1,406	\$ 1,406	\$ 5,537	\$ 1,406		0.0%
Friends' Donations	125,000	125,000	125,000	128,500	125,000		0.0%
Grants	80,170	38,054	104,348	37,179	-		-100.0%
Misc Donations	63,561	57,500	57,500	58,923	57,500		0.0%
Appropriated Fund Balance	107,371	36,506	208,709	199,746	27,033		-25.9%
Total	\$ 381,026	\$ 258,466	\$ 496,963	\$ 429,885	\$ 210,939		-18.4%

VEHICLE REPLACEMENT FUND BUDGET SUMMARY

The recommended budget for 2024-25 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 2024-25 recommended budget is the replacement of two solid waste rear loaders, seven Police vehicles, one truck and two mowers for Parks Maintenance, three vehicles in the Streets Division, two trucks in Facilities Management, and one van for Parks & Rec. The Vehicle Replacement Fund has moved to a pay-as-you-go system. Beginning in 2014-15, vehicle purchases were bought outright rather than financed.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Other Expense	\$ 10,403	\$ -	\$ -	\$ -	\$ -	N/A
Capital Equipment	1,205,432	1,105,000	2,232,628	2,194,929	1,605,000	45.2%
Contribution to Reserve	371,481	-	-	-	-	N/A
Total	\$ 1,587,316	\$ 1,105,000	\$ 2,232,628	\$ 2,194,929	\$ 1,605,000	45.2%

REVENUES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Vehicle Use Fees	\$ 355,000	\$ 1,105,000	\$ 1,105,000	\$ 1,105,000	\$ 1,605,000	45.2%
Interest Income	12,432	-	-	32,000	-	N/A
Sale of Fixed Assets	86,084	-	-	22,047	-	N/A
Transfer from General Fund	1,133,800	-	-	-	-	N/A
Appropriated Fund Balance	-	-	1,127,628	1,035,882	-	N/A
Total	\$ 1,587,316	\$ 1,105,000	\$ 2,232,628	\$ 2,194,929	\$ 1,605,000	45.2%

FLEET MANAGEMENT FUND STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS

	2022-23 ADOPTED	2023-24 ADOPTED	2024-25 RECOMMENDED
Manager - Fleet	1.00	1.00	1.00
Supervisor - Fleet	1.00	1.00	1.00
Fleet Technician (I-III)	5.00	5.00	5.00
Fleet Systems Technician ¹	0.75	0.75	0.75
Unit Totals	7.75	7.75	7.75

¹ Position is split between Facilities Management and the Fleet Management Fund.

Note: Fleet Management is supervised by the Public Works Department.

FLEET MANAGEMENT FUND BUDGET SUMMARY

The 2024-25 recommended budget for the Fleet Management Fund reflects an overall increase in expenditures of 14.5% from last year's budget. The 10.8% increase in personnel is the result of job class and compensation adjustments made during FY23-24, a 0.75% increase in retirement costs, and a pay increase. The operating budget increased 17.2% due to an increase in vehicle maintenance costs and a required software update.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Personnel	\$ 743,901	\$ 794,613	\$ 794,613	\$ 750,467	\$ 880,509	10.8%
Operating Costs	1,157,942	1,070,963	1,070,963	1,126,109	1,255,163	17.2%
Total	\$ 1,901,843	\$ 1,865,576	\$ 1,865,576	\$ 1,876,576	\$ 2,135,672	14.5%

REVENUES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Vehicle Maintenance Fees	\$ 1,719,813	\$ 1,830,846	\$ 1,830,846	\$ 1,830,846	\$ 2,135,672	16.6%
Interest Income	8,144	-	-	7,000	-	N/A
Insurance Claims	6,144	-	-	4,000	-	N/A
Appropriated Fund Balance	167,742	34,730	34,730	34,730	-	-100.0%
Total	\$ 1,901,843	\$ 1,865,576	\$ 1,865,576	\$ 1,876,576	\$ 2,135,672	14.5%

COMPUTER REPLACEMENT FUND

BUDGET SUMMARY

The recommended budget for 2024-25 provides for replacement of computer equipment on a pay-as-you-go basis.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Small Equipment Reserve	\$ 152,706 22,856	\$ 176,100	\$ 176,100	\$ 176,100	\$ 158,236	-10.1% N/A
Total	\$ 175,562	\$ 176,100	\$ 176,100	\$ 176,100	\$ 158,236	-10.1%

REVENUES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Recommended Budget	% Change from 2023-24
Computer Use Fees	\$ 173,975	\$ 176,100	\$ 176,100	\$ 176,100	\$ 158,236	-10.1%
Interest Income		\$ 1,587	-	-	-	N/A
Appropriated Fund Balance	-	-	-	-	-	N/A
Total	\$ 175,562	\$ 176,100	\$ 176,100	\$ 176,100	\$ 158,236	-10.1%

Performance Agreements with Other Agencies

Performance Agreements with Other Agencies	2023-24 Adopted Budget	2024-25 Recommended Budget
Human Services		
Human Services Advisory Board Recommendations	\$ 602,516	\$ 602,516
Total Human Services	602,516	602,516
Arts		
Cultural Arts	43,500	43,500
Total Arts	43,500	43,500
Affordable Housing		
Community Home Trust	402,503	513,145
Interfaith Council (IFC)	265,792	273,766
Orange County Partnership to End Homelessness	193,172	317,048
Total Affordable Housing	861,467	1,103,959
Economic Development		
Chapel Hill/Orange County Visitors Bureau	200,000	200,000
Chapel Hill Downtown Partnership	70,000	70,000
Total Economic Development	270,000	270,000
Total Contributions to Agencies	\$ 1,777,483	\$ 2,019,975

