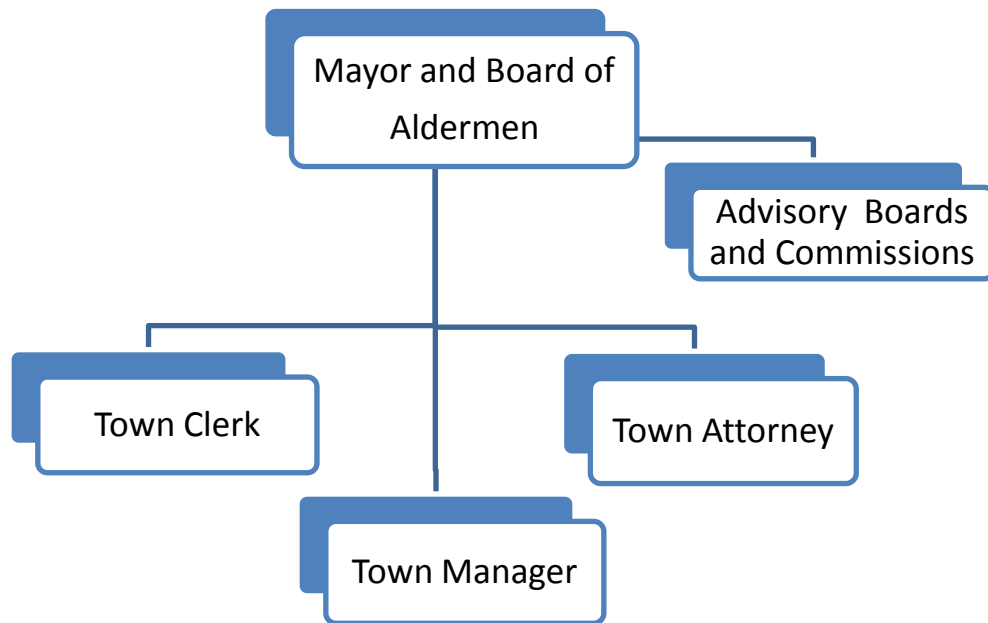


MAYOR AND BOARD OF ALDERMEN



PURPOSE

As elected officials within the framework of the council/manager form of town government, members of the Board of Aldermen make decisions and set policies to ensure the safety, health, attractiveness and social well-being of the community.

GOALS

- Diversify revenue stream to maintain ethnic and economic diversity.
- Protect historic neighborhoods and maintain Carrboro's unique identity.
- Improve walkability and public transportation.
- Encourage development that is compact, dense, and appeals to diverse lifestyles and incomes.
- Enhance and sustain quality of life / place issues for everyone.

SERVICES PROVIDED & ACTIVITIES

- Establishes annual goals for the organization.
- Reviews, reinforces, or alters public policies and long-range planning governing municipal operations and functions.
- Establishes priorities and funding limits through adoption of an annual budget.
- Grants or denies requests for conditional use permits.
- Responds to and communicates with citizens regarding their concerns, perspectives, and initiatives.
- Supervises work and responsibilities of Town Manager, Town Attorney, and Town Clerk.
- Makes appointments to and serves on committees and task forces.
- Participates in county and regional-wide planning and establishment of public policy.

PREVIOUS YEAR ACCOMPLISHMENTS

- Welcomed new Hampton Inn and Suites, new PTA Thrift Shop, and 300 E. Main shops, restaurants, and parking garage
- Hosted 2nd Annual North Carolina Bike Summit

- Became the third US Community to be designated as a “Bee City”
- Smith Level Road Project Underway
- Unveiled the Town’s new website and logo
- Tree City USA for 28th year
- Held annual Arbor Day Observance
- Cut the ribbon on the Carrboro bus wrap
- Implemented a Think Local First marketing strategy
- Secured CFAT grant for the purchase of a Hybrid Solid Waste Truck
- Installed Roberson Street sanitary sewer to assist businesses with failing common sewer line
- Placed a 2014 Sutphen fire engine in service

UPCOMING FISCAL YEAR OBJECTIVES

- Review downtown parking situation.
- Encourage commercial development, especially local, “green collar”, and arts-related businesses, through zoning changes, the Revolving Loan Fund, the Local Living Economy Task Force, and other initiatives identified at the annual retreat.
- Work to improve housing affordability.

BUDGET SUMMARY

	<u>FY 2013-14</u> <u>ACTUAL</u>	<u>FY 2014-15</u> <u>ADOPTED</u> <u>BUDGET</u>	<u>FY 2015-16</u> <u>ADOPTED</u> <u>BUDGET</u>	<u>PCT</u> <u>CHANGE</u>
PERSONNEL	94,678	88,462	90,560	2.4%
OPERATING	147,726	176,600	192,100	8.8%
TOTAL	\$242,404	\$265,062	\$282,660	6.6%

CHANGES IN BUDGET FROM PRIOR YEAR ADOPTED BUDGET

Changes in operating cost are associated with the cost for elections.

ADVISORY BOARDS AND COMMISSIONS

PURPOSE

The Advisory Boards and Commissions advise the Board of Aldermen on issues and policy decisions as provided for in the Carrboro Town Code.

SERVICES PROVIDED & ACTIVITIES

- Review and make comments to the Board of Aldermen on proposed policies, plans and ordinances.
- Make recommendations to the Board of Aldermen as to the need for policies and ordinances.

BUDGET SUMMARY

	<u>FY 2013-14</u> <u>ACTUAL</u>	<u>FY 2014-15</u> <u>ADOPTED</u> <u>BUDGET</u>	<u>FY 2015-16</u> <u>ADOPTED</u> <u>BUDGET</u>	<u>PCT</u> <u>CHANGE</u>
OPERATING	5,065	17,200	17,050	-0.9%
TOTAL	<u>\$5,065</u>	<u>\$17,200</u>	<u>\$17,050</u>	<u>-0.9%</u>

CHANGES IN BUDGET FROM PRIOR YEAR ADOPTED BUDGET

The Advisory Board and Commissions budget is slightly less than last fiscal year due to a decrease in activities.

GOVERNANCE SUPPORT

PURPOSE

This budget supports local and regional agencies providing community services or information vital to the execution of Board of Aldermen priorities.

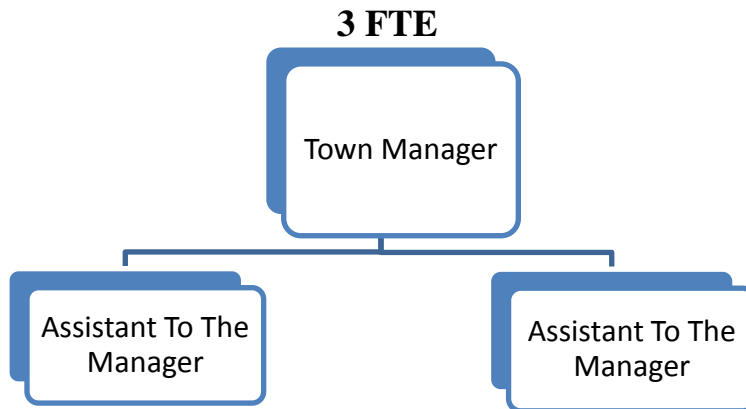
BUDGET SUMMARY

	<u>FY 2013-14</u> <u>ACTUAL</u>	<u>FY 2014-15</u> <u>ADOPTED</u> <u>BUDGET</u>	<u>FY 2015-16</u> <u>ADOPTED</u> <u>BUDGET</u>	<u>PCT</u> <u>CHANGE</u>
OPERATING	450,471	495,867	554,856	11.9%
TOTAL	\$450,471	\$495,867	\$554,856	11.9%

CHANGES IN BUDGET FROM PRIOR YEAR ADOPTED BUDGET

The increase in operating is due to increases in the Human Services Grant Program, Metropolitan Coalition, Partnership to End Homelessness and Orange County Housing Program.

TOWN MANAGER



PURPOSE

The Town Manager serves as primary advisor to, and implements the policies of, the Mayor and Board of Aldermen. The Town Manager communicates these policies to residents and staff, and effectively organizes and manages town staff and resources to respond to the community and residents' needs.

GOALS

- To lead an organization that functions well internally and implements Board policies in a timely, effective, efficient, and friendly manner.
- To give well-informed, helpful advice to the Board on policy options and other matters.
- To facilitate effective Board action through the presentation of clear, concise agendas.
- To adhere to the professional code of ethics and always work towards the long-term best interests of the Town.
- To ensure staff satisfaction and retention.

SERVICES PROVIDED & ACTIVITIES

- Provides general guidance and support to town departments in achieving town-wide goals and objectives.
- Seeks capital improvement strategies to meet the needs of the town and organization.
- Studies, develops, and implements policy and program recommendations at the direction of the Board of Aldermen.
- Provides support for the Board of Aldermen.
- Represents the town's interests on local, regional, and state-wide bodies dealing with issues important to Carrboro.
- Conducts and facilitates public communication with the Mayor and Board of Aldermen, residents, employees, and other users of town services.

PREVIOUS YEAR ACCOMPLISHMENTS

- Received Tree City USA designation for 29th Year
- Received GFOA Distinguished Budget Presentation
- Received GFOA Award for Excellence in Financial Reporting
- AAA Bond Rating
- Named a Bee City USA
- Achieved Silver Bicycle Friendly Community

UPCOMING FISCAL YEAR OBJECTIVES

- Look for ways to continue providing quality services in ways that minimize the impact on the property tax rate.
- Focus on Board's economic development initiatives.
- Continue to implement Strategic Energy & Climate Protection Plan.
- Increase community development activities, such as affordable housing, neighborhood and constituent services.
- Continue to fund human services at the same levels or better.
- Implement the Capital Improvements Project in a fiscally responsible manner.
- Increase funding to the Affordable Housing Special Revenue Fund.

BUDGET SUMMARY

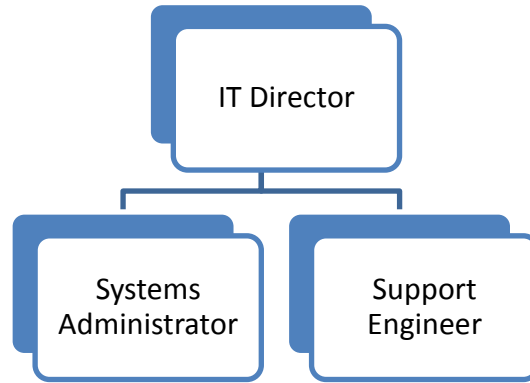
	<u>FY 2013-14</u> <u>ACTUAL</u>	<u>FY 2014-15</u> <u>ADOPTED</u> <u>BUDGET</u>	<u>FY 2015-16</u> <u>ADOPTED</u> <u>BUDGET</u>	<u>PCT</u> <u>CHANGE</u>
PERSONNEL	250,295	325,715	315,435	-3.2%
OPERATING	13,711	14,585	43,570	198.7%
TOTAL	\$264,006	\$340,300	\$359,005	5.5%

CHANGES IN BUDGET FROM PRIOR YEAR ADOPTED BUDGET

The Town Manager's budget decreased due to cost of an intern in the previous years' budget. Operations increased with the additional costs for training and professional dues.

INFORMATION TECHNOLOGY

3 FTE



PURPOSE

To deliver technology-based solutions that are cost-effective and increase the effectiveness and efficiency of many Town services. To work with various external and community organizations, as directed by the Town Manager, to discover mutually beneficial relationships, sharing technology resources and strengths.

GOALS

- To provide the technology to enhance the delivery of Town services and to increase the access to and the quality of vital government data.
- To partner with our customers to understand their business processes and needs and then identify activities that can be effectively streamlined through the application of technology in a manner that is cost-effective, convenient and satisfactory.
- To align technology to business processes throughout Town government.
- To increase business continuity and limit service interruption through the application of technology and infrastructure redundancy.

SERVICES PROVIDED & ACTIVITIES

- Create a Town wide Information Technology Budget and facilitate long term planning through the Capital Improvements Program.
- Provide technology support services for computer, voice and web presence to all departments.
- Provide technology project support and management for departments.
- Manage ongoing departmental application upgrade, patching and security. Manage ongoing operating system upgrades, patching and security.
- Maintain a replacement cycle for desktops and emergency services mobile computers through ongoing replacement cycles of aging inventory.
- Facilitate the collection, storage, security and integrity of electronic data while ensuring appropriate access.
- Provide, maintain and upgrade a reliable, scalable and secure infrastructure.
- Maintain reliable historical data backups for discrete data loss incidents and catastrophic events.
- Maintain, expand and upgrade Town wide phone system.
- Provide technology purchasing expertise to all departments.

PREVIOUS YEAR ACCOMPLISHMENTS

- Worked closely with all Town departments and interested citizens to launch newly refreshed website with much increased functionality.
- Completed advanced/multi-factor authentication implementation for Police Department for compliance with CJIS standards.
- Completed PD patrol car in-car video system implementation.
- Completed PD interview room recording system replacement (previous system was end of life).
- Completed installation of new FD analytics program that will help FD to analyze and improve their call responses.
- Various departmental application upgrades and related hardware upgrades. Completed major version upgrades to all Police Department related servers – records management, calls for service switch, Police 2 Citizen and Police 2 Police.

UPCOMING FISCAL YEAR OBJECTIVES

- Continue to work with UNC-Chapel Hill and the Town of Chapel Hill to interconnect fiber optic networks, share knowledge and connect to MCNC's NCREN network.
- Continue to work with national Gig.U and regional NCNGN initiatives. NCNGN is a regional effort by four leading Universities and six municipalities seeking to accelerate the deployment of ultra high-speed networks to their surrounding communities.
- Continue to work the Google to bring Google Fiber to the Carrboro Community.
- Continue to work the AT&T to bring U-verse with AT&T GigaPower to the Carrboro Community.
- Complete integration of Police and Fire records management system with Orange County emergency services computer aided dispatch system.
- Investigate (potentially implement) body worn cameras for Police Officers.
- Investigate (potentially implement) a software package to automate and centrally connect critical processes, including land use planning and project review, regulatory management, inspections, code enforcement, citizen requests, asset management and work order management for the Planning Department.

BOARD PRIORITIES

IT supports all departments in their effort to meet board priorities & objectives.

OBJECTIVES

1. Identify activities that can be effectively streamlined through the application of technology in a manner that is cost-effective, convenient and satisfactory.
2. Increase access to and the quality of vital government data.
3. Provide the technology to enhance the delivery of town services.
4. Improve business continuity.
5. Maintain reliable historical data backups for discrete data loss incidents and catastrophic events.

PERFORMANCE MEASURES

	FY2012-13 ACTUAL	FY2013-14 ACTUAL	FY2014-15 ESTIMATED	FY2015-16 PROJECTED
# of Workstations Supported	173	175	175	180
# of Emergency Services Mobile Terminals Supported	43	48	48	50
Average Hours per Month of Unplanned Application Downtime During Business Hours	<1	<1	<1	<1
# Unsuccessful Backups per Month	2	2	0	0

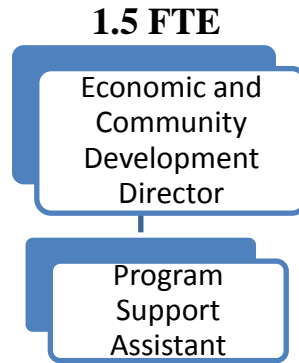
BUDGET SUMMARY

	<u>FY 2013-14 ACTUAL</u>	<u>FY 2014-15 ADOPTED BUDGET</u>	<u>FY 2015-16 ADOPTED BUDGET</u>	<u>PCT CHANGE</u>
PERSONNEL	260,714	259,494	266,671	2.8%
OPERATING	867,184	847,798	926,308	9.3%
CAPITAL				
OUTLAY	38,471	193,935	63,750	-67.1%
TOTAL	<u>\$1,166,369</u>	<u>\$1,301,227</u>	<u>\$1,256,729</u>	<u>-3.4%</u>

CHANGES IN BUDGET FROM PRIOR YEAR ADOPTED BUDGET

Operations increased due to addition of new reservation software for the Recreation and Parks department. Capital outlay decreased due to the one-time cost of in-car cameras for the Police Department purchased in the previous fiscal year.

ECONOMIC AND COMMUNITY DEVELOPMENT



PURPOSE

To support the creative economy, arts and culture; foster a business friendly and supportive environment that encourages local for-profit, social enterprises and non-profit businesses to expand in and new businesses to locate in Carrboro; increase awareness of Carrboro as a arts and entertainment destination; support the travel and tourism industry; and encourage light manufacturing enterprises.

GOALS

- Diversify and expand the commercial tax base, to create more high paying jobs in town, and to promote the town's image as a place for businesses.
- Create synergy in the downtown through support for the arts and cultural events, promoting and supporting healthy lifestyles and creating a positive business environment for merchants and customers.
- Promote and support locally owned expanding and new start-up business with an emphasis on green and sustainable ventures.
- Seek to provide adequate parking in the downtown to support existing and potential businesses.
- Support the non-profit organizations that provide unmet human services for low-moderate income persons through the Human Services Grant program.
- Promote travel and tourism in Carrboro and raise awareness of Carrboro as a destination.
- Help establish the Carrboro Business Alliance as a self-supporting organization.
- Expand opportunities for Light Manufacturing in the manufacturing zoning districts.

SERVICES PROVIDED & ACTIVITIES

- Work with all developers and new or expanding businesses to facilitate the project review process and project implementation.
- Administer the Revolving Business Loan Funds including the application processing and billing.
- Provide staffing to the Economic Sustainability Commission.
- Provide administrative support to the Human Services Advisory Board.
- Provide staffing and administrative support to the Carrboro Tourism Development Authority.
- Provide support to the Carrboro Business Alliance.
- Serve on the Chapel Hill Orange County Visitor Bureau Board as Town staff liaison.
- Serve on the Chamber of Commerce Economic and Public Policy Committee as Town staff liaison.

- Facilitate the implementation Local Living Economy Task Force Recommendations.
- Promote Carrboro through implementation of Town adopted branding

PREVIOUS YEAR ACCOMPLISHMENTS

- Implemented a Think Local First marketing strategy known as Local Matters.
- Held the Think Local First kick-off at the Farmer’s Market with the viewing of the Real Value movie.
- Cut the ribbon on the Carrboro bus wrap.
- Remade the It’s Carrboro video.
- Facilitated organizing the Carrboro Business Alliance.
- Supported the TDA in reviewing 15 applications for events with 27,365.00 in grants.
- Created a Carrboro walking map that highlights downtown businesses.
- Held the first Grow in Carrboro Professional Development Seminar Series at the Century Center.
- Worked with the CBA to coordinate several business events, including Carrboro Cheer.
- Grew Carrboro recognition by business and leisure travelers by 66% from 2013 to 2014.
- For the Love of Carrboro Facebook page has 1456 followers and 602 Twitter followers.

UPCOMING FISCAL YEAR OBJECTIVES

- Work with the ESC to update the recommendations of the Local Living Economy Task Force.
- Continue marketing the Revolving Loan, the Energy Efficiency Revolving Loan Fund and the Carrboro Business Loan Fund by creating a brochure and social media marketing.
- Work with the Arts Center on developing a plan for a new facility.
- Establish a central coordinating group to organize arts efforts including re-establishing the Craft Market.
- Work with the TDA in administration of the local occupancy tax and develop tools for measuring success.
- Work with planning staff on developing a downtown parking management plan.
- Explore second wave business development including services, infrastructure, and job development.
- Continue to support the Carrboro Business Alliance and work toward a self-sustaining organization.
- Work with Orange County Economic Development on bringing Light Manufacturing opportunities to Carrboro.

BOARD PRIORITIES

Diversify revenue stream to maintain ethnic and economic diversity.

Enhance and sustain quality of life/place issues for everyone.

OBJECTIVES

1. Diversify and expand the commercial tax base to create more high paying jobs in town and to promote the town’s image as a place for businesses.
2. Explore second wave business development, including services, infrastructure, and job development.
3. Increase the number of affordable energy efficient housing units.
4. Support the outside agency organizations that provide unmet human services for low-moderate income persons.

PERFORMANCE MEASURES

	FY2012-13 ACTUAL	FY2013-14 ACTUAL	FY2014-15 ESTIMATED	FY2015-16 PROJECTED
Increase the Commercial Space Square Footage	1,656,632	1,681,632	1,961,786	1,991,786
Business Contacts/Counseling	10	12	50	75
Annual Savings on the EERLF	\$4,324	\$19,332	\$25,000	\$25,000
Funds Allocated to Non-profits	\$153,177	\$175,000	\$200,000	\$200,000
Number of Non-profits applying	45	48	52	52

BUDGET SUMMARY

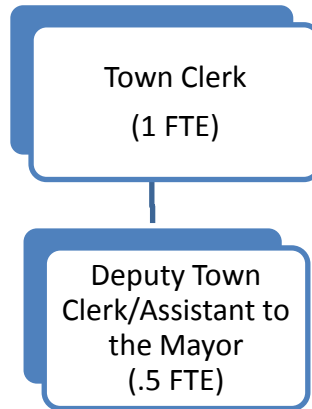
	<u>FY 2013-14 ACTUAL</u>	<u>FY 2014-15 ADOPTED BUDGET</u>	<u>FY 2015-16 ADOPTED BUDGET</u>	<u>PCT CHANGE</u>
PERSONNEL	121,119	120,748	123,575	2.3%
OPERATING	125,245	93,850	121,680	29.7%
TOTAL	<u>\$246,364</u>	<u>\$214,598</u>	<u>\$245,255</u>	<u>14.3%</u>

CHANGES IN BUDGET FROM PRIOR YEAR ADOPTED BUDGET

The change in the Economic and Community Development Operations budget is the reduction of the 300 E. Main parking lot costs which will be expensed through the Carrboro Tourism and Development budget and the transfer of parking lot leases from Public Works budget.

TOWN CLERK

1.5 FTE



PURPOSE

Prepares Board of Aldermen meeting agendas and minutes and make them available to citizens and town staff; maintain official town documents; prepare and make available updates to the Town Code and provide support for the Mayor and Board of Aldermen.

GOALS

- Serve the Board and the public by facilitating the production of meeting agendas and minutes in a clear, timely fashion.
- Provide complete, accurate, and error free minutes to the Board of Aldermen so they can be approved without amendments.
- Maintain and organize official town documents, including the Town Code and all Town Contracts, for the use of the Board, staff, and the public.
- Provide multiple public access points for all minutes and agendas.
- Increase the use of available technology in storage and retrieval of all town documents.

SERVICES PROVIDED & ACTIVITIES

- Prepares minutes and agendas of Board of Aldermen meetings and makes these documents available electronically through the Town's website and stores the documents permanently.
- Posts video and audio of all Board of Aldermen meetings to the website.
- Maintains updated Town Code and posts on the town website.
- Maintains an accurate record of all ordinances approved by the Board of Aldermen.
- Prepares and distributes the monthly Calendar of Meetings.
- Prepares the Calendar of Agenda Items for review by the Town Manager.
- Maintains a roster of advisory boards and commissions and facilitates the application and appointment process.
- Plans the annual advisory board recognition dinner.
- Researches town records upon request.
- Indexes and stores all Town Contracts and/or agreements.

PREVIOUS YEAR ACCOMPLISHMENTS

- Scanned four years of Board of Aldermen's meeting minutes and made them available on the Town's website.

- Posted 100% of the updates to the Town Code on the Town's website within one week of adoption.
- Attended 42 Board of Aldermen meetings.
- Prepared agendas and minutes for 42 Board of Aldermen meetings.

UPCOMING FISCAL YEAR OBJECTIVES

- To increase the number of electronically indexed contracts.
- To continue scanning back-up files for pre-1982 Board of Aldermen's meetings and make them searchable on the town's website.
- To increase the number of scanned contracts from 50% to 65%.
- To continue using Granicus agenda, meeting, and minute management software.

BOARD PRIORITIES

Enhance and sustain quality of life/place issues for everyone.

OBJECTIVES

1. Index and store all Town contracts and/or agreements.
2. Prepare minutes and make available on the website.
3. Increase the number of scanned contracts.
4. Increase the number of electronically indexed contracts.
5. Implement Granicus agenda, meeting, and minute management software.

PERFORMANCE MEASURES

	FY2012-13 ACTUAL	FY2013-14 ACTUAL	FY2014-15 ACTUAL	FY2015-16 PROJECTED
# of Town Contracts on file with the Town Clerk	1,800	1,870	1,925	2,025
# of Board of Aldermen Minutes Prepared by Town Clerk	30	35	42	42
# Employee Hours Spent Electronically Indexing Contracts	120	120	120	120
# of Town Contracts Electronically Indexed	1,770	1,800	1,855	1890
Employee Hours Per Set of Aldermen Minutes Prepared	2.5	2.5	2.0	2.0

BUDGET SUMMARY

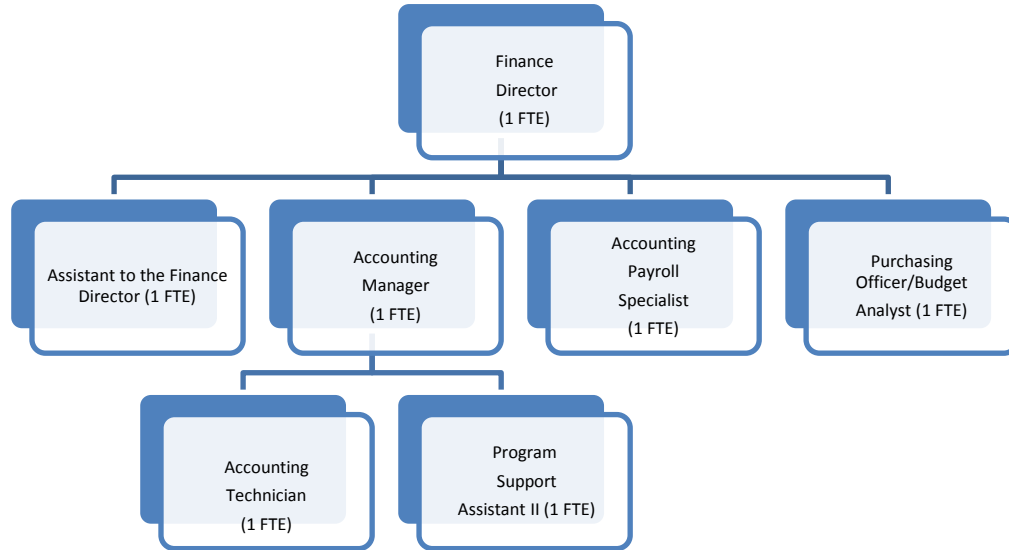
	<u>FY 2013-14</u> <u>ACTUAL</u>	<u>FY 2014-15</u> <u>ADOPTED</u> <u>BUDGET</u>	<u>FY 2015-16</u> <u>ADOPTED</u> <u>BUDGET</u>	<u>PCT</u> <u>CHANGE</u>
PERSONNEL	93,767	106,353	110,616	4.0%
OPERATING	14,167	20,400	19,400	0.0%
TOTAL	\$107,934	\$126,753	\$130,016	3.4%

CHANGES IN BUDGET FROM PRIOR YEAR ADOPTED BUDGET

Personnel change is due to increase cost of insurance.

FINANCE

7.0 FTE



PURPOSE

To provide financial management support for the delivery of town-wide services through the administration of financial, budget, payroll, accounts payables, billing and collections, and project development through best business practices.

SERVICES PROVIDED & ACTIVITIES

- Coordinate the annual independent audit and CAFR.
- Coordinate development of operating and capital budgets.
- Provide financial reporting as required by state and federal law.
- Process payroll and accounts payables.
- General Billing for various Town delivered services (ie., Dumpster, Retiree Health Insurance, etc.).
- Manage cash and investments to ensure sufficient cash is available to pay current obligations and that idle cash is invested in accordance with state law.
- Issue purchase orders for goods and services, solicit bids, manage procurement card program, and manage service contracts.
- Manage risk and insurance program, including claims management, general liability, police, and public officials, and auto/property liability.

GOALS

- To strengthen financial accountability throughout the organization.
- To process and record all transactions accurately and timely.
- To make financial information available to decision makers on a regular and timely basis.
- To evaluate and implement strategies to utilize technology for increased operating efficiency, effectiveness, and cost savings.

PREVIOUS YEAR ACCOMPLISHMENTS

- Standard & Poor's (S&P) upgraded the geo bond rating for the Town to AAA from the previous rating of AA+.
- Completed successful audit for year ending June 30, 2014 with no audit findings.
- Revised procurement card policy and procedure.
- Received Distinguished Budget Presentation Award from the Government Finance Officers Association.
- Received Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association.
- Coordinated successful public auction for the sale of surplus property.
- Implemented a new Procurement Card Program.
- Activated and prepared MUNIS budget module for Online Department submission of budgets.
- Provided Department Heads access to review employee's leave accruals online.

UPCOMING FISCAL YEAR ACTIVITIES

- Continue to increase knowledge among departments on the use of MUNIS financial system.
- Implement on-line processing of accounts payable.
- Identify and develop on-line time and attendance system for payroll processing.
- Secure favorable financing for vehicles and equipment replacement.
- Continue to identify strategies for streamlining administrative processes.
- Review and update policies and procedures.
- Coordinate annual audit and prepare CAFR.
- File all required financial reports with state and/or federal agencies.
- Increase use of EFTs with vendors.

BOARD PRIORITIES

The Finance Department supports all departments in their effort to meet board priorities & objectives.

OBJECTIVES

1. Process and record all transactions accurately and in a timely manner.
2. Coordinate development of annual operating and multi-year budgets.
3. Coordinate annual independent audit and Comprehensive Annual Financial Report.

PERFORMANCE MEASURES

	FY2012-13 ACTUAL	FY2013-14 ACTUAL	FY2014-15 ESTIMATED	FY2015-16 PROJECTED
Process Bi-Weekly Payroll for Town Employees	26	26	26	26
Number of Invoices Processed Annually	5,277	6,049	6,933	6,933
Number of Purchase Orders Issued Annually	389	476	525	525
Close Each Accounting Period by the 5 th of each Month	12	12	12	12
Produce and Distribute Monthly Financial Statement by the 10 th of each Month	100%	100%	100%	100%
Receive less than 2 audit findings & response comments by Independent Auditors Each Year	0	0	0	0
Expenditures at year-end are within +/-5% of the Original Budget	(4.1%)	(6.4%)	5.0%	5.0%
Actual Revenues at year-end are within +/-5% of Original Budget	4.1%	6.4%	5.0%	5.0%

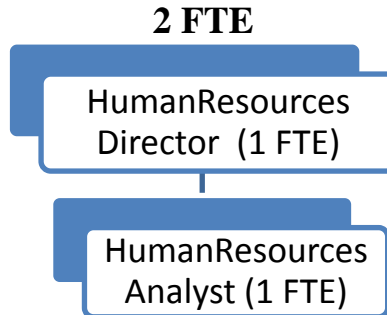
BUDGET SUMMARY

	<u>FY 2013-14 ACTUAL</u>	<u>FY 2014-15 ADOPTED BUDGET</u>	<u>FY 2015-16 ADOPTED BUDGET</u>	<u>PCT CHANGE</u>
PERSONNEL	508,446	539,651	545,318	1.1%
OPERATING	493,513	557,809	535,179	-4.1%
TOTAL	<u>\$1,001,959</u>	<u>\$1,097,460</u>	<u>\$1,080,497</u>	<u>-1.5%</u>

CHANGES IN BUDGET FROM PRIOR YEAR ADOPTED BUDGET

The change in Personnel is due to upgrading positions. The decrease in Operating is in general liability insurance costs.

HUMAN RESOURCES



PURPOSE

Partner with the management team to recruit, hire, develop, and retain a highly qualified diverse staff dedicated to delivering exemplary customer service and to creating an atmosphere of positive employee relations that focuses on the health and well-being of all employees.

GOALS

- Provide rewarding equal employment opportunities conducive to attracting applicants and retaining employees who have the education and experience commensurate with the position requirements.
- Focus on efforts to maintain positive employee relations through training, communication, and effective leadership.
- Research, review, and recommend competitive and affordable fringe benefits through careful, continuing assessment of all costs, services, and commissions.
- Research and review pay and position classification policies and programs that support the Board's goals for competitive, living wages that also provide employees with an affordable housing wage.
- Begin a 5-Year Wellness Education program.

SERVICES PROVIDED & ACTIVITIES

- Advertises vacant positions, receives and screens employment applications, assists departments with interview process, background checks, and verifies employment eligibility (E-Verify)
- Conducts new employee orientations, including benefits enrollment sessions and surveys
- Administers town provided and voluntary benefits, including counseling all employees on benefits plan(s) and options
- Coordinates administration of DOT substance abuse testing
- Coordinates administration of workers compensation benefits
- Coordinates administration of family medical leave (FMLA) benefits
- Coordinates employee assistance program (EAP) services
- Coordinates COBRA administration services
- Counsels supervisors and employees on performance issues
- Conducts and responds to salary surveys
- Provides staff development training to employees
- Assists departments with personnel and employee relations issues
- Administers and monitors the performance evaluation process
- Monitors third party vendor/consultant services to insure compliance with contractual performance standards, terms and conditions

- Keeps supervisors and department heads abreast of legislative changes and guidelines that affect personnel administration
- Maintains confidential personnel files in accordance with the General Statutes and completes reports according to state and federal regulations

PREVIOUS YEAR ACCOMPLISHMENTS

- Changed Application Process to allow candidates to apply for jobs through email and creation of online, fillable Town Employment Application
- Conducted search for two Assistants to the Town Manager
- Orchestrated addition of Vision Hardware Benefit Coverage and Flexible Spending Debit Cards for employees
- Evaluated Drug Screening and Background Reviews processes; contracted with new providers for cost-savings and efficiency
- Collaborated with Finance Department and eliminated use of two separate computer systems for employee information; transitioned all to one system (MUNIS Financial/HR System)
- Partnered with Finance Director and developed a tiered, 5-year Plan to accomplish Board's Goal of raising employee pay above minimum housing wage
- Sponsored 2014 flu shot clinic (>60 participants)
- Coordinated the 2014 Town of Carrboro Combined Giving Campaign
- Conducted Information Session for all Town Retirees on future of Health Insurance Benefits
- Conducted new employee orientation sessions and benefits enrollment seminars
- Sponsored special session on Planning for Retirement
- Change Flexible Spending Account plan to the new IRS carry-over rule effective July 1, 2014
- Assisted in Planning of all-day Management Team Retreat that included training in Cooperative Cooperation
- Led the Better Together Team in Employee Spring Picnic, and Employee Holiday Party that also...
- ...Recognized and Rewarded Employee Service Milestones
- Conducted Coaching and Counseling Sessions for Department Directors
- Arranged Mentoring Opportunities for Directors with municipal counterparts
- Partnered with peers from surrounding cities/counties to renew the Area HR Director Group Mtgs
- Assisted Manager with Organizational Development projects
- Conducted Supervision Training Program for Police Department
- Coordinated Comprehensive Wellness Screenings for Town Employees through ECU (May '15)
- Developed High School Summer Internship Program for Carrboro HS Students (June-July '15)

UPCOMING FISCAL YEAR OBJECTIVES

- Partner with the Town's benefits broker and insurance providers to seek ways to reduce town-provided and voluntary benefits costs while maintaining a comprehensive and competitive benefits package
- Review and revise Performance Evaluation System and provide related Training
- Conduct Comprehensive EEOC Audit of Departments
- Combine Better Together with Wellness Initiative, creating a Better Wellness Together Team
- Provide wellness education opportunities to staff and explore the use of incentives to boost participation in wellness events

- Provide in-depth Education for Employees on all costs Town pays (every benefit and associated cost)
- Develop Comprehensive Safety and Risk Management Program, Team, and Annual Audit
- Provide Employee Training in Computer Software, Communication, and Supervision
- Expand High School Summer Internship Program created in 2015 to involve more students and schools

BOARD PRIORITIES

Enhance quality of life/place issues for everyone.

OBJECTIVES

1. Provide wellness education opportunities.

PERFORMANCE MEASURES

	FY2012-13 ACTUAL	FY2013-14 ACTUAL	FY2014-15 ACTUAL	FY2015-16 PROJECTED
Positions Filled	*	*	8 F/T	TBD
Employee Turnover Rate	7.5%	8%	3%	TBD
Employee Appreciation Events and Rewards	2	2	4	4
Trainings, Orientations and other Information Sessions	23	25	28	34
Wellness Events *	*	*	3	12
Individual Wellness Sessions, Referrals, Interventions *	*	*	24	12
Safety Trainings, Events, and Internal Safety Audits *	*	*	5	16
New Policies/Procedures/ Programs Revised or Developed *	*	*	*	4
HR Staff - Trainings *	*	*	*	4
* These new Performance Measures will become effective FY 2015-16.				

BUDGET SUMMARY

	<u>FY 2013-14</u> <u>ACTUAL</u>	<u>FY 2014-15</u> <u>ADOPTED</u> <u>BUDGET</u>	<u>FY 2015-16</u> <u>ADOPTED</u> <u>BUDGET</u>	<u>PCT</u> <u>CHANGE</u>
PERSONNEL	445,776	452,948	471,664	4.1%
OPERATING	72,507	76,807	72,930	-5.0%
TOTAL	\$518,283	\$529,755	\$544,594	2.8%

CHANGES IN BUDGET FROM PRIOR YEAR ADOPTED BUDGET

The increase in personnel is due to the addition of a temporary hire. Operations decreased in rent, postage and dues and subscriptions.