

MEMORANDUM

TO: Mayor and Town Council
FROM: Roger L. Stancil, Town Manager
SUBJECT: 2009-10 Budget
DATE: June 8, 2009

PURPOSE

The purpose of this memorandum is to identify some changes we have made to the process for approving the budget. Our goal is to simplify the process and to facilitate locating approved actions later.

BACKGROUND

Previous Council agenda for budget approval indicate a series of resolutions and ordinances putting the approved budget in place. Every action required a separate document to locate in the future when trying to identify the Council's actions.

The Council's actions related to position classification were also specific and limited the Manager's ability to modify positions as organizational changes occurred. As we have continued to implement the Organizational Roadmap previously discussed with the Council, we need to be able to adjust jobs and responsibilities as appropriate within the number of positions and funding authorized by the Council. The Town Code authorizes the Manager to administer the position classification and pay plans.

DISCUSSION

The recommended 2009-10 budget ordinance, as outlined in the memorandum and ordinance attached, accomplishes several changes that will facilitate implementing the Council approved budget:

- Sets all tax rates of the Town and establishes revenues and expenditure levels for FY 2009-10
- Adopts the fee schedule for 2009-10 in the budget ordinance rather than as a separate action.
- Adopts the Town's Capital Improvement Program as part of the budget rather than as a separate action.
- Continues the Town Manager's authority to approve intradepartmental budget changes. These changes occur on a weekly basis.

- Specifically authorizes the Town Manager to approve budget changes within Council approved Funds and the Capital Improvement Program with a quarterly report to Council. Only Council action can transfer dollars between Funds.
- Reappropriates funds encumbered in the 2008-09 budget to the 2009-10 budget. This administrative matter has been handled with a separate action in the Fall in previous years and has occasionally hampered our ability to operate.
- Clarifies the Manager's ability to administer the Position Classification and Pay Plan within the number of positions and budget approved by Council. Any changes approved by the Manager will be reported to Council in the quarterly report.
- Establishes the following position classification changes within the approved budget. This has previously been approved in a separate action:
 - Reclassifications:
 - Director of Engineering, pay Grade 49 to Town Engineer, pay Grade 47.. Public Works Department
 - Transit Operation position (-----) to a Transit Supervisor position (grade TBD), Transit Department
 - Temporary clerk to Administrative Clerk position (pay Grade 28), Transit Department
 - New positions, authorized and funded:
 - Two Assistant Police Chief positions, Police Department, pay Grade 46 (former Major position becomes authorized but unfunded)
 - New positions, authorized but unfunded, for future reorganization. These positions cannot be filled except within the Council authorized number of positions and Council approved budget. They are most likely to be a result of reorganizing responsibilities:
 - Assistant Director, Planning, pay Grade TBD
 - Coordinator of Development, Planning, pay Grade TBD.
 - Project Manager, Public Works, pay Grade TBD.
 - Construction Supervisor position, Public Works, pay Grade 37.
 - Emergency Management Planner, Fire Department, pay Grade TBD.
 - Recreation Superintendent, Parks and Recreation, pay Grade 44
 - Assistant Operations Manager, E-Z Rider Division, Transit Department, pay Grade TBD.
 - Transit Service Planner position, pay Grade TBD
 - Special Project Coordinator position, pay Grade TBD, Manager's Office
 - Assistant to the Manager position, pay grade TBD

These actions will also determine the format of the revamped quarterly report to Council which will identify actions taken to achieve the Council's goals, any changes approved by the Manager in budget or personnel within the adopted budget ordinance.

RECOMMENDATION

I recommend the Council approve the recommended 2009-10 Budget Ordinance as attached.

ATTACHMENTS

1. Pay and Classification Plan (p. 8).
2. Fee Schedule (begin new page 1).