



MEMORANDUM

TO: Mayor and Board of Commissioners

FROM: Bryan Gruesbeck, Town Manager

SUBJECT: FY 2016-2017 Annual Budget

DATE: June 27, 2016

Background: The purpose of this memorandum is to provide an updated overview to the draft FY 2016-2017 Annual Budget. Please review. I look forward to receiving your feedback and direction during the workshop.

General Fund

General Fund Revenues

- Increased Motor Vehicle Tax by \$99,258 to better reflect actual receipts.
- Reduced Fund Balance Appropriated by \$80,846. In other words, we are not anticipating the use of General Fund/Fund Balance.

Group Health Insurance

- Adjusted premium estimates based on actual premiums for new year

Administration

- Increased \$8,801 overall due to increases in salaries, FICA, Health Insurance, Retirement and 401k

Engineering

- Increased \$19,845 overall due to reallocation of positions – part of a position under Engineering, the remainder allocated to Chatham Park. This reallocation also affected the FICA, Health Insurance, Retirement and 401K lines.

Planning

- Increased \$2,158 overall due to reallocation of positions – part of Planning Director charged to Chatham Park and new planner position split between Planning and Chatham Park - this reallocation also effected FICA, Health Insurance, Retirement and 401K lines

Police

- Salaries decreased due to removing a proposed certification increase for a police officer who resigned (\$1,610)

Public Works

- Decreased \$1,871 due to health care and FICA adjustment

Recreation

- Increased \$15,003 overall due to increasing line item for Main St/Downtown – bringing the total allocation for this new line item to \$30,000 as discussed during the June 13 Board meeting. This figure includes a small Health care adjustment.

Chatham Park

- Decreased \$23,915 overall due to reallocation of positions – part of some positions reallocated to Engineering and Planning – this reallocation also effected the FICA, Health Insurance, Retirement and 401K lines

Enterprise Fund

Group Health Insurance

- Adjusted premium estimates based on actual premiums for new year

Administration

- Increased \$9,452 overall due to increases in salaries, FICA, Health Insurance, Retirement and 401k and a \$500 increase to postage for billing

Water Treatment

- Increased \$534 (FICA correction)

Wastewater Treatment

- Decreased \$8,156 due to health insurance adjustment

Public Utility

- Increased \$699 (FICA correction)

Action Requested: Review draft budget highlights and provide direction, as appropriate. Approve the Budget Ordinance for Fiscal Year 2016-2017. Approve the Resolution Adopting the Manager's Recommended Capital Improvements Program for Fiscal Year 2016-2017 through Fiscal Year 2020-2021.