



## FINANCE DEPARTMENT

**To:** Mayor and Town Council

**From:** Betty Pamplin, Finance Director

**Through:** Harlan Jefferson, Town Manager  
Bob Scott, Executive Director of Administrative Services

**Re:** Town Council Meeting – June 14, 2022

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**Agenda Item:**

Consider and act upon an ordinance amending Ordinance No. 2021-55 (FY 2021-2022 Annual Budget). (BP)

**Description of Agenda Item:**

General Fund Administration

Staff has reviewed year to date revenues and expenditures and adequate funding is available to fund the requested changes and maintain fund balance over the minimum requirement. Revenues have been amended to reflect current year end estimates as projected at this time. Non-recurring costs total \$73,220 and recurring costs total \$194,965 for a total request of \$218,185.

Energov Business Management Suite

Additional funding is being requested to enhance the Energov software implementation that is currently being deployed for Development Services. The business management suite add-on is necessary to continue invoicing for contractor registration. Also included is a Decision Engine module which will function as a “chat bot” feature for end users once built out and deployed. Non-recurring costs of \$34,400 are being requested with a recurring annual cost of \$30,500 to be carried forward in the fiscal year 2022/2023 budget for a total request of \$64,900.

Assistant Finance Director

The Assistant Finance Director is being requested to assist with oversight and management of the Town’s budget process to reduce workload off the Finance Director and provide for better segregation of duties. The Finance Director currently oversees all aspects of the budget along with all other areas of responsibility. This is an approximate ten-month process. In previous years other staff members were able to assist with a small portion of the budget process, but with staff vacancies and increasing duties in the department this is no longer possible. The Assistant Finance Director will also be able to assist with the implementation of the Enterprise Resource Planning (ERP). Non-recurring costs of \$4,440 are being requested with recurring annual costs of \$47,419 (3 months’ salary) to be carried forward in the fiscal year 2022/2023 fiscal year budget for a total request of \$52,859.

#### HR Specialist

An HR Specialist is being requested to assist the HR Generalist with the hiring process for new employees. The Human Resources department currently has one position dedicated to all aspects of the hiring process. In the prior year 63 employees were hired and 3,000 applications were processed and through April the department has already hired 65 employees and processed 2,143 applications. In the current year in addition to the normal turnover there were 34.5 new positions approved as part of the budget process. To stay ahead of the process, it is important for HR to have their position posted and filled ahead of the other department's positions being approved along with the budget process. Non-recurring costs of \$17,870 are being requested with recurring annual costs of \$23,167 (3 months' salary) to be carried forward in the fiscal year 2022/2023 fiscal year budget for a total request of \$41,037.

#### Technical Project Manager/Business Systems Analyst

A Technical Project Manager/Business Systems Analyst is being requested to assist with the oversight and management of the ERP selection and implementation process. This position is of particular importance as the Town begins the new ERP system's implementation, which is on an accelerated schedule due to deadlines imposed by the current ERP vendor, STW. This position will be the in-house project manager focused on ensuring a successful ERP implementation and customization as well as the following: adding/modifying workflows within all Town line-of-business (LOB) platforms and engaging in business process solicitation and CPI-style enhancements for translating paper-based or legacy-workflows into the new LOB platforms; and reporting, dashboarding, and data-mining of all LOB databases to generate interactive reporting for managers to track workflow metrics, compile datasets as statutorily required, and provide data storytelling for presenting insights to staff, citizens, and council. Non-recurring costs of \$16,510 are being requested with recurring annual costs of \$43,879 (3 months' salary) to be carried forward in the fiscal year 2022/2023 fiscal year budget for a total request of \$60,389.

#### Budget Impact:

The General Fund revenues will increase by \$2,711,462 and expenditures will increase by \$218,185.

#### Legal Obligations and Review:

Terrence Welch of Brown & Hofmeister, L.L.P., has reviewed and approved the budget amendment ordinance as to form and legality.

#### Attached Documents:

1. Ordinance

#### Town Staff Recommendation:

Town staff recommends approval of amending Ordinance No. 2021-55 (FY 2021-2022 Annual Budget) to provide funding increased expenditures in the General Fund.

#### Proposed Motion:

I move to approve amending Ordinance No. 2021-55 (FY 2021-2022 Annual Budget) to provide funding increased expenditures in the General Fund.