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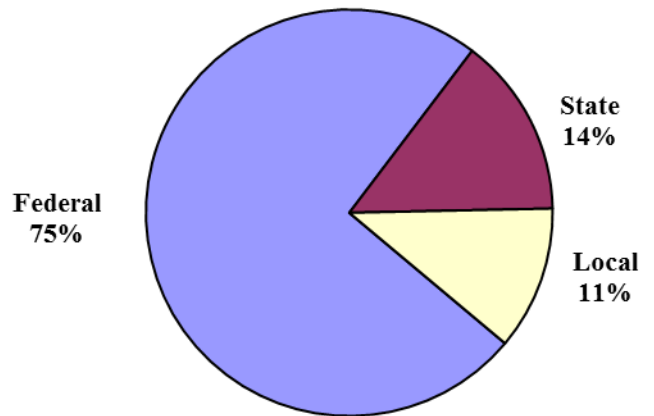


# ***GRANTS FUND***

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The Grants Fund was established to account for miscellaneous small grants that would otherwise be accounted for in the General Fund.

**Grant Sources - Historical Trend**



## **GRANTS FUND**

### **BUDGET SUMMARY**

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The Grants Fund was established in 2004-05 to account for grants previously included in the General Fund. Grants for 2015-16 consist of three Planning grants that provide personnel and operating funding for transportation planning.

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### **EXPENDITURES**

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	<b>2013-14 Actual</b>	<b>2014-15 Original Budget</b>	<b>2014-15 Revised Budget</b>	<b>2014-15 Estimated</b>	<b>2015-16 Adopted Budget</b>	<b>% Change from 2014-15</b>
Police Grants	\$ 70,009	\$ -	\$ 165,892	\$ 165,892	\$ -	N/A
Fire Grants	-	-	-	-	-	N/A
Planning Grants	379,496	434,231	434,231	434,231	347,850	-19.9%
Transit	-	-	-	-	-	N/A
Library	-	30,500	30,500	30,500	-	-100.0%
<b>Total</b>	<b>\$ 449,505</b>	<b>\$ 464,731</b>	<b>\$ 630,623</b>	<b>\$ 630,623</b>	<b>\$ 347,850</b>	<b>-25.2%</b>

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### **REVENUES**

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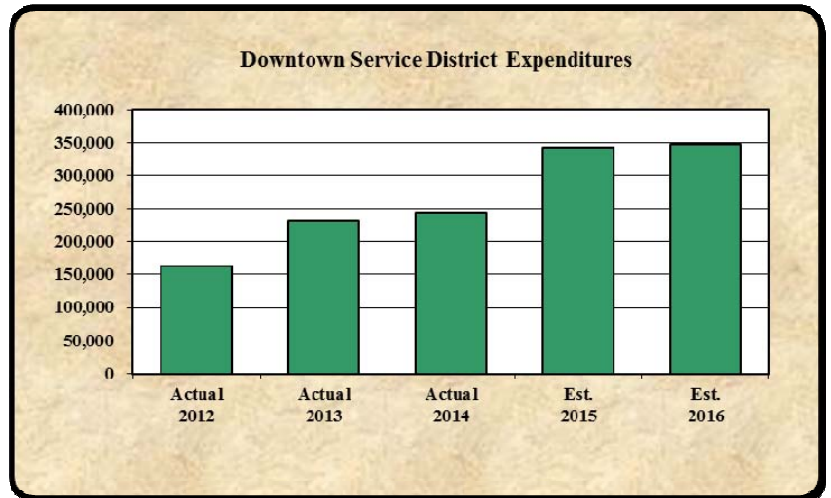
	<b>2013-14 Actual</b>	<b>2014-15 Original Budget</b>	<b>2014-15 Revised Budget</b>	<b>2014-15 Estimated</b>	<b>2015-16 Adopted Budget</b>	<b>% Change from 2014-15</b>
Grants	\$ 340,757	\$ 376,943	\$ 517,982	\$ 517,982	\$ 275,802	-26.8%
Transfer from General Fund	78,636	87,788	104,713	104,713	72,048	-17.9%
Transfer from Transit	3,239	-	-	-	-	N/A
Appropriated Fund Balance	26,873	-	7,928	7,928	-	N/A
<b>Total</b>	<b>\$ 449,505</b>	<b>\$ 464,731</b>	<b>\$ 630,623</b>	<b>\$ 630,623</b>	<b>\$ 347,850</b>	<b>-25.2%</b>

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# ***DOWNTOWN SERVICE DISTRICT FUND***

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The Downtown Service District Fund accounts for the programs and capital improvements for the downtown service district established by the Town Council.



# ***DOWNTOWN SERVICE DISTRICT FUND***

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## ***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 \$387,452,000. The tax rate of 7.1 cents is unchanged from FY 2014-15, and is expected to yield a total of about \$272,000 in FY 2015-16. This represents an increase of \$30,000 from the current year, due to the increase in value from new development in the downtown area.

An additional revenue in the Downtown Service District Fund for FY16 is funding from Orange County in the amount of \$40,000 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.

Adjustments to the Downtown Service District border were last made for the 2006-07 fiscal year to take into account 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 about \$120,000. 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.

The budget for FY16 continues funding for a groundskeeper (\$53,528) dedicated to the downtown area. The FY16 budget also includes the addition of about \$61,000 for dues at 140 West, maintenance and utilities for the public art at the 140 West Public Plaza (\$9,000), public unit expenditures (\$35,000) and \$70,000 towards the “Launch” initiative, partly funded by Orange County.

## ***DOWNTOWN SERVICE DISTRICT FUND BUDGET SUMMARY***

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*The adopted Downtown Service District Fund tax rate of 7.1 cents for 2015-16 provides for continued funding of the groundskeeper position dedicated to the downtown area, including a 2% of market rate salary adjustment, effective July 1 & January 1, and an 8.4% rate decrease in medical insurance. The adopted budget continues an allocation of about \$120,000 to the Chapel Hill Downtown Partnership, and includes the addition of expenses related to the "Launch" initiative (\$70,000) along with dues at 140 West (\$61,000), maintenance and utilities for the public art (\$9,000) and public unit expenses (\$35,000).*

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### **EXPENDITURES**

	<b>2013-14 Actual</b>	<b>2014-15 Original Budget</b>	<b>2014-15 Revised Budget</b>	<b>2014-15 Estimated</b>	<b>2015-16 Adopted Budget</b>	<b>% Change from 2014-15</b>
Personnel	\$ 47,056	\$ 49,361	\$ 49,361	\$ 49,530	\$ 53,528	8.4%
Contracted Services	126,474	191,480	229,480	223,480	225,000	17.5%
Grants/Deferred Loans	70,000	70,000	100,000	70,000	70,000	0.0%
<b>Total</b>	<b>\$ 243,530</b>	<b>\$ 310,841</b>	<b>\$ 378,841</b>	<b>\$ 343,010</b>	<b>\$ 348,528</b>	<b>12.1%</b>

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### **REVENUES**

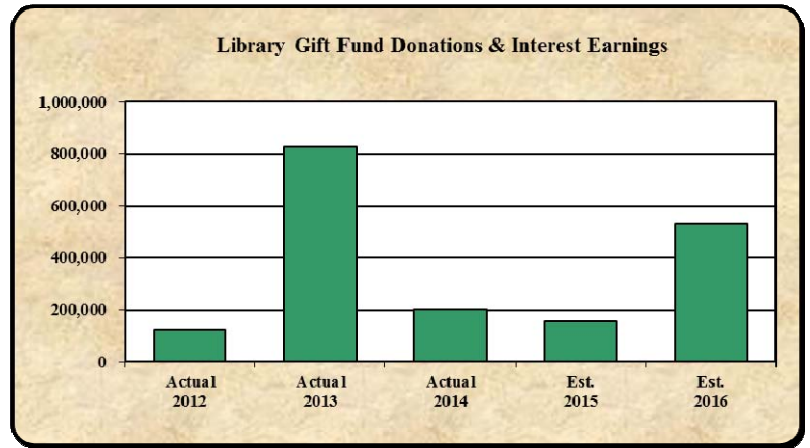
	<b>2013-14 Actual</b>	<b>2014-15 Original Budget</b>	<b>2014-15 Revised Budget</b>	<b>2014-15 Estimated</b>	<b>2015-16 Adopted Budget</b>	<b>% Change from 2014-15</b>
Property Taxes	\$ 245,847	\$ 242,000	\$ 242,000	\$ 269,400	\$ 272,000	12.4%
Interest Income	106	-	-	25	-	0.0%
Gifts and Donations	40,000	40,000	40,000	40,000	40,000	0.0%
Interest on Receivable	-	-	1,273	1,273	1,291	0.0%
Appropriated Fund Balance	(42,423)	28,841	95,568	32,312	35,237	22.2%
<b>Total</b>	<b>\$ 243,530</b>	<b>\$ 310,841</b>	<b>\$ 378,841</b>	<b>\$ 343,010</b>	<b>\$ 348,528</b>	<b>12.1%</b>

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# ***LIBRARY GIFT FUND***

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The Library Gift Fund accounts for private contributions to the Town's library.





## **LIBRARY GIFT FUND BUDGET SUMMARY**

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*The adopted budget for the Library Gift Fund for 2015-16 reflects an increase in expected donations mainly due to the Automated Materials Handling Project (\$300,000). The Library Gift Fund also includes a LSTA Grant (\$100,000), matched with Friends' Donations of \$16,150 for the purpose of an audit to improve the Library "experience". Gifts for FY16 include donations (\$55,000) from the Friends of the Library and miscellaneous donations (\$59,969). FY16 expenses include additions to the collection, computers, software 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 FY16.*

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### **EXPENDITURES**

	<b>2013-14 Actual</b>	<b>2014-15 Original Budget</b>	<b>2014-15 Revised Budget</b>	<b>2014-15 Estimated</b>	<b>2015-16 Adopted Budget</b>	<b>% Change from 2014-15</b>
Computers/Database	\$ 67,403	\$ 8,600	\$ 21,543	\$ 23,908	\$ 18,000	109.3%
Furniture/Reopening	19,701	-	28,542	28,542	1,500	N/A
Collection Purchases	34,524	17,000	16,616	19,166	18,200	7.1%
Other	35,805	20,500	31,510	34,925	148,419	624.0%
Automated Handling	-	-	-	-	300,000	N/A
Contribution to Reserve	-	9,500	1,419	5,200	-	-100.0%
Transfer to General Fund	45,000	45,000	45,000	45,000	45,000	0.0%
<b>Total</b>	<b>\$ 202,433</b>	<b>\$ 100,600</b>	<b>\$ 144,630</b>	<b>\$ 156,741</b>	<b>\$ 531,119</b>	<b>428.0%</b>

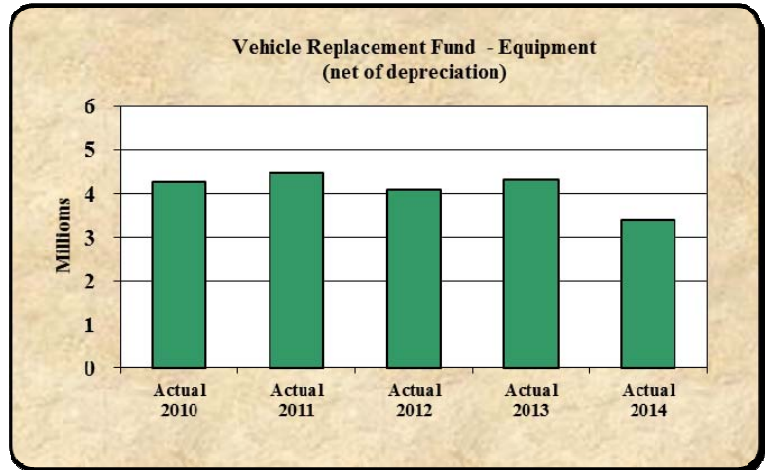
### **REVENUES**

	<b>2013-14 Actual</b>	<b>2014-15 Original Budget</b>	<b>2014-15 Revised Budget</b>	<b>2014-15 Estimated</b>	<b>2015-16 Adopted Budget</b>	<b>% Change from 2014-15</b>
Interest Income	\$ 363	\$ -	\$ -	\$ 111	\$ -	N/A
Fdn Media Grant	20,000	-	-	-	-	N/A
LSTA Grant	-	-	-	-	116,150	N/A
Foundation Donations	33,470	5,000	5,000	5,000	200,000	3900.0%
Friends' Donations	33,192	45,000	45,000	45,000	55,000	22.2%
Misc Donations	55,475	50,600	50,600	62,600	59,969	18.5%
Appropriated Fund Balance	59,933	-	44,030	44,030	100,000	N/A
<b>Total</b>	<b>\$ 202,433</b>	<b>\$ 100,600</b>	<b>\$ 144,630</b>	<b>\$ 156,741</b>	<b>\$ 531,119</b>	<b>428.0%</b>

# ***VEHICLE REPLACEMENT FUND***

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The Vehicle Replacement Fund accounts for the purchase and financing of motor vehicles and related costs to other Town departments.



## **VEHICLE REPLACEMENT FUND BUDGET SUMMARY**

*The adopted budget for 2015-16 for the Vehicle Replacement Fund includes a pared-down list of the most critical capital equipment needs pending a comprehensive review of the Town's fixed assets. Included in the FY16 budget is the replacement of two garbage trucks and ten police cars. The Vehicle Replacement Fund is moving to a pay-as-you-go system. Beginning in FY15, vehicle purchases were bought outright rather than financed.*

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### **EXPENDITURES**

	<b>2013-14 Actual</b>	<b>2014-15 Original Budget</b>	<b>2014-15 Revised Budget</b>	<b>2014-15 Estimated</b>	<b>2015-16 Adopted Budget</b>	<b>% Change from 2014-15</b>
Lease Purchase Payments	\$ 1,144,837	\$ 906,833	\$ 906,833	\$ 906,833	\$ 906,833	0.0%
Other Expense	15,654	10,000	10,000	5,000	10,000	0.0%
Capital Equipment	947,881	1,348,164	1,431,219	1,431,219	1,307,000	-3.1%
Contribution to Reserve	-	-	-	-	-	N/A
<b>Total</b>	<b>\$ 2,108,372</b>	<b>\$ 2,264,997</b>	<b>\$ 2,348,052</b>	<b>\$ 2,343,052</b>	<b>\$ 2,223,833</b>	<b>-1.8%</b>

### **REVENUES**

	<b>2013-14 Actual</b>	<b>2014-15 Original Budget</b>	<b>2014-15 Revised Budget</b>	<b>2014-15 Estimated</b>	<b>2015-16 Adopted Budget</b>	<b>% Change from 2014-15</b>
Vehicle Use Fees	\$ 1,565,000	\$ 1,456,500	\$ 1,456,500	\$ 1,456,500	\$ 1,473,000	1.1%
Interest Income	4,566	2,000	2,000	4,000	2,000	0.0%
Sale of Fixed Assets	151,873	50,000	50,000	35,000	50,000	0.0%
Financing Proceeds	872,000	-	-	-	-	N/A
Appropriated Fund Balance	(485,067)	756,497	839,552	847,552	698,833	-7.6%
<b>Total</b>	<b>\$ 2,108,372</b>	<b>\$ 2,264,997</b>	<b>\$ 2,348,052</b>	<b>\$ 2,343,052</b>	<b>\$ 2,223,833</b>	<b>-1.8%</b>

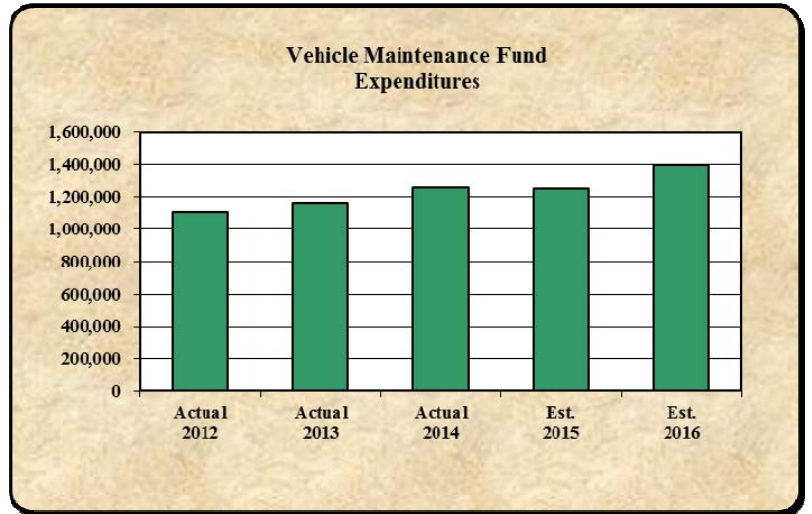
# ***VEHICLE MAINTENANCE FUND***

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The Vehicle Maintenance Fund accounts for the repair and maintenance of all the Town's cars, trucks, and heavy equipment, excluding those used in public transit operations.

Vehicle maintenance is an internal service fund; its cost is charged out to other Town departments based on actual repairs.

The division is supervised by Public Works.



# ***VEHICLE MAINTENANCE***

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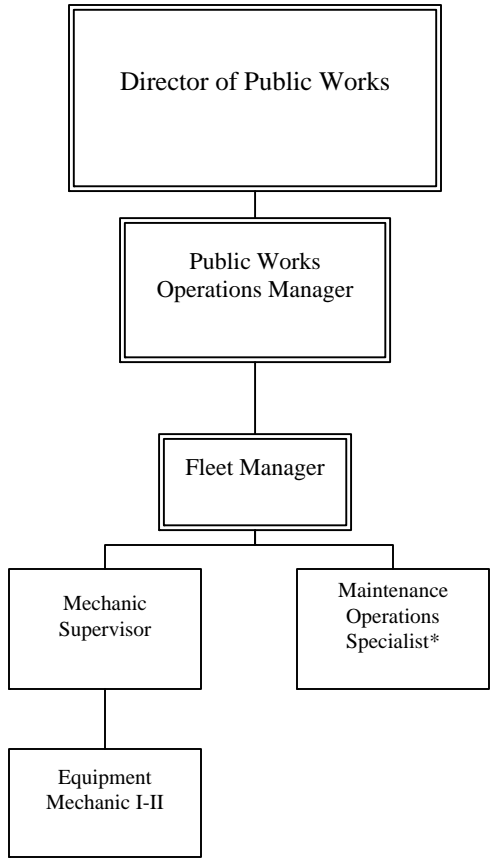
## **MISSION STATEMENT:**

*The overall mission of the Fleet Maintenance Fund is to ensure safe, reliable fleet and equipment essential for provision of public services, with an emphasis on sustainability, efficiency and effectiveness.*

Summary of services provided in support of department's mission:

- Full-service automotive garage, including refueling station.
- Use of state-of-art fuel efficiency techniques.
- Comprehensive preventive maintenance program for vehicles and equipment.
- Major repair program, including both in-house and outside vendors.
- Around-the-clock emergency road services.
- Overall management of the Town's vehicle replacement program with emphasis on greening our fleet.

VEHICLE MAINTENANCE



\*Position is split with Building Maintenance.

***VEHICLE MAINTENANCE FUND***  
***STAFFING COMPARISONS - IN FULL-TIME***

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	<b>2013-14 ADOPTED</b>	<b>2014-15 ADOPTED</b>	<b>2015-16 ADOPTED</b>
Supervisor-Mechanic	1.00	1.00	1.00
Mechanic (I-III)	5.00	5.00	5.00
Manager-Fleet	1.00	1.00	1.00
Maintenance Operations Specialist <sup>1</sup>	0.75	0.75	0.75
Unit Totals	7.75	7.75	7.75

<sup>1</sup> Maintenance Operations Specialist is split between Building Maintenance and the Vehicle Maintenance Fund.

Note: Vehicle Maintenance is supervised by the Public Works Department.

## **VEHICLE MAINTENANCE FUND BUDGET SUMMARY**

The FY16 adopted budget for the Vehicle Maintenance Fund reflects an overall increase in expenditures of 13.3% from last year's budget. There was a 2% July and January pay adjustment that is offset by a decrease in worker's compensation costs and health insurances costs, leading to a small decrease of .9% in personnel. There is an increase of 25.4% for operating costs, which can be attributed to an increase in spending on maintenance and repairs for vehicles. There are no planned capital expenses.

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### **EXPENDITURES**

	<b>2013-14 Actual</b>	<b>2014-15 Original Budget</b>	<b>2014-15 Revised Budget</b>	<b>2014-15 Estimated</b>	<b>2015-16 Adopted Budget</b>	<b>% Change from 2014-15</b>
Personnel	\$ 533,359	\$ 568,316	\$ 517,916	\$ 516,846	\$ 563,469	-0.9%
Operating Costs	729,138	666,165	766,565	736,454	835,646	25.4%
Capital Outlay	-	-	-	-	-	N/A
<b>Total</b>	<b>\$ 1,262,497</b>	<b>\$ 1,234,481</b>	<b>\$ 1,284,481</b>	<b>\$ 1,253,300</b>	<b>\$ 1,399,115</b>	<b>13.3%</b>

### **REVENUES**

	<b>2013-14 Actual</b>	<b>2014-15 Original Budget</b>	<b>2014-15 Revised Budget</b>	<b>2014-15 Estimated</b>	<b>2015-16 Adopted Budget</b>	<b>% Change from 2014-15</b>
Vehicle Maintenance Fees	\$ 1,180,572	\$ 1,243,300	\$ 1,243,300	\$ 1,243,300	\$ 1,388,600	11.7%
Interest Income	499	-	-	-	-	N/A
Insurance Claims	42,817	20,000	20,000	10,000	20,000	0.0%
Appropriated Fund Balance	38,609	(28,819)	21,181	-	(9,485)	N/A
<b>Total</b>	<b>\$ 1,262,497</b>	<b>\$ 1,234,481</b>	<b>\$ 1,284,481</b>	<b>\$ 1,253,300</b>	<b>\$ 1,399,115</b>	<b>13.3%</b>



# VEHICLE MAINTENANCE

## KEY PERFORMANCE MEASURES



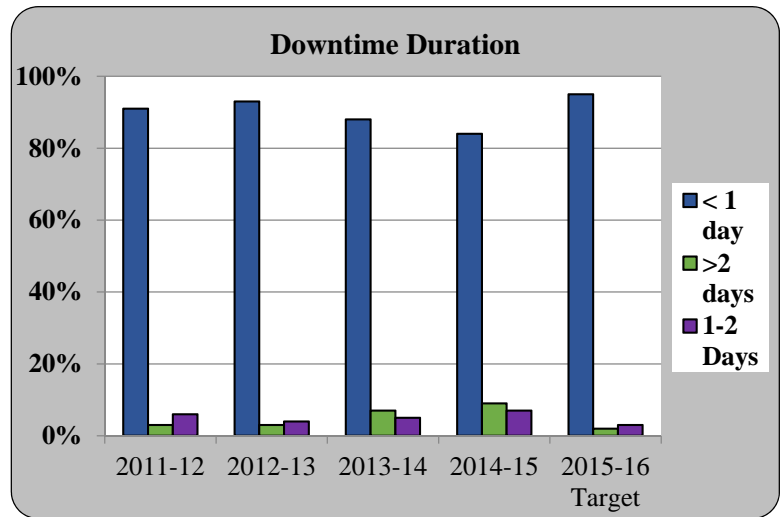
**Govern with Quality  
and Steward Public  
Assets**

**Department Program:** Fleet Services

**Goal:** Administer a structured preventative and reactive maintenance program for the Town's fleet of motor vehicles, heavy equipment and other vehicular and small engine equipment in support of the service delivery needs of the Town's departments that minimizes preventable breakdowns and improves the quality and promptness of repairs

**Objective:** To complete 85% of repair orders within 1 day, with no more than 10% requiring in excess of 2 days

In FY 2014-15, 84% of work orders were completed in less than one day, with 9% in excess of two days, compared to 88% and 7% in the previous year respectively. Fleet division experienced an unusually high amount of employee turnover this year in a variety of ways either by retirement or promotion. Those circumstances left our personnel quite shorthanded for a majority of the year. As we begin FY2016, we are now fully staffed and expect our numbers to rise back to target.

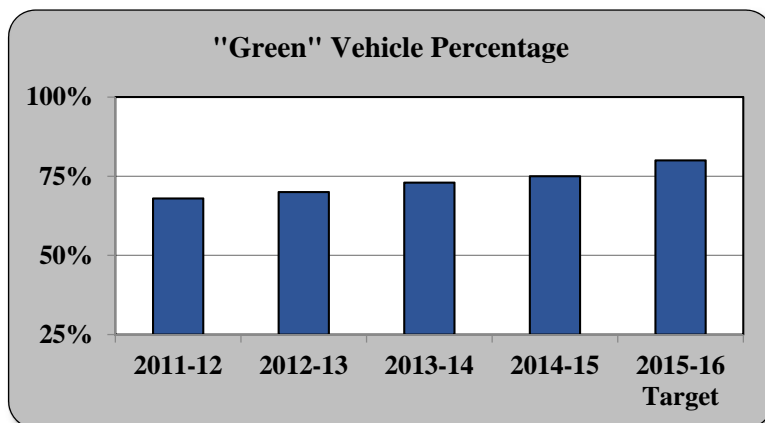


**Govern with Quality  
and Steward Public  
Assets**

**Department Program:** Fleet Services

**Goal:** Plan for and acquire motor vehicles, heavy equipment and other vehicular and small engine equipment in accordance with the Town's Sustainability Goals and Green Fleets Policy

**Objective:** Achieve 100% replacement of unleaded vehicles with "green" vehicles — hybrids, alternative fuels, etc. — by 2018

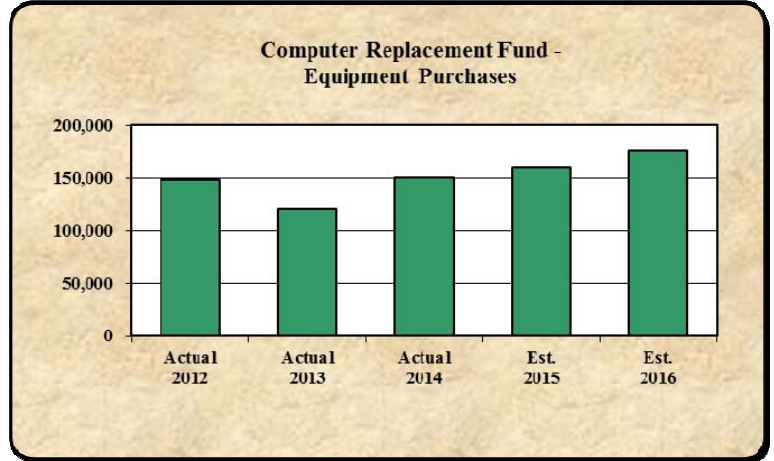


In 2014-15, the percentage of "green" vehicles in the Town's fleet increased by 2% from the previous year, and by 5% from 2013-14. We have reassessed our goal of becoming 100% green by 2016 and moved our goal to 2018. We found that our 2016 goal was over exuberant, though our 2018 goal is still on track to meet our mandate of becoming 100% green by 2025.

# ***COMPUTER REPLACEMENT FUND***

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The Computer Replacement Fund accounts for the purchase and financing of computer equipment and software to the Town departments.



# **COMPUTER REPLACEMENT FUND**

## **BUDGET SUMMARY**

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*The adopted budget for 2015-16 provides for replacement of computer equipment on a pay-as-you-go basis.*

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### **EXPENDITURES**

	<b>2013-14 Actual</b>	<b>2014-15 Original Budget</b>	<b>2014-15 Revised Budget</b>	<b>2014-15 Estimated</b>	<b>2015-16 Adopted Budget</b>	<b>% Change from 2014-15</b>
Small Equipment	\$ 150,092	\$ 159,470	\$ 167,683	\$ 159,970	\$ 175,500	10.1%
Other Expense	403	500	500	500	500	0.0%
<b>Total</b>	<b>\$ 150,495</b>	<b>\$ 159,970</b>	<b>\$ 168,183</b>	<b>\$ 160,470</b>	<b>\$ 176,000</b>	<b>10.0%</b>

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### **REVENUES**

	<b>2013-14 Actual</b>	<b>2014-15 Original Budget</b>	<b>2014-15 Revised Budget</b>	<b>2014-15 Estimated</b>	<b>2015-16 Adopted Budget</b>	<b>% Change from 2014-15</b>
Computer Use Fees	\$ 160,095	\$ 159,970	\$ 159,970	\$ 159,970	\$ 176,000	10.0%
Interest Income	548	-	-	500	-	N/A
Sale of Equipment	5,386	-	-	-	-	N/A
Appropriated Fund Balance	(15,534)	-	8,213	-	-	N/A
<b>Total</b>	<b>\$ 150,495</b>	<b>\$ 159,970</b>	<b>\$ 168,183</b>	<b>\$ 160,470</b>	<b>\$ 176,000</b>	<b>10.0%</b>

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