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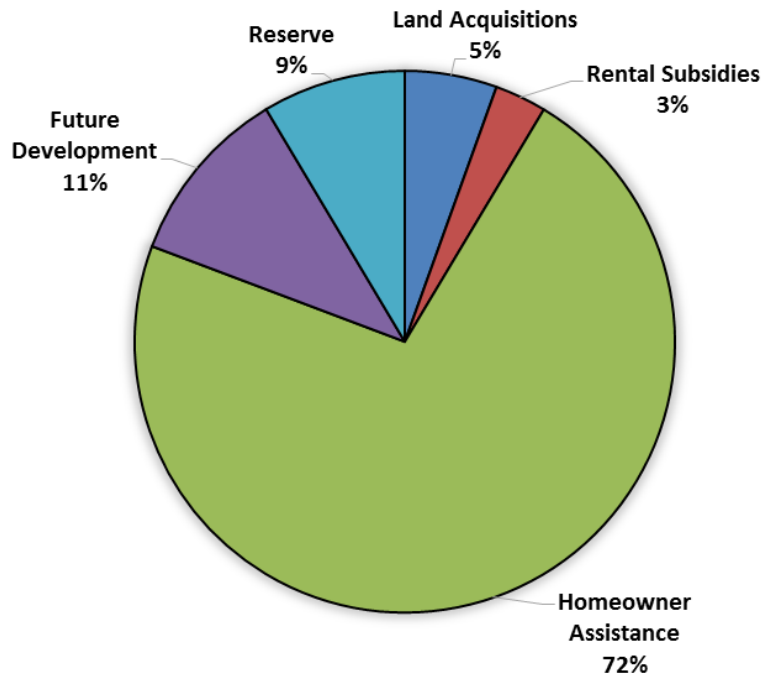


# ***AFFORDABLE HOUSING DEVELOPMENT RESERVE FUND***

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The Affordable Housing Development Reserve Fund was established in FY18 to dedicate funding for the development and preservation of affordable housing.

**FY18 AFFORDABLE HOUSING EXPENDITURES**



# **AFFORDABLE HOUSING DEVELOPMENT RESERVE FUND**

## **BUDGET SUMMARY**

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*The Affordable Housing Development Reserve Fund is dedicated exclusively for the development and preservation of affordable housing. Funds had been budgeted annually in the General Fund through the "penny for Housing", but in September of 2017, the Town Council approved the creation of the Affordable Housing Development Reserve Fund. For FY19, the funding level remains at \$688,395.*

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### **EXPENDITURES**

	<b>2016-17 Actual</b>	<b>2017-18 Original Budget</b>	<b>2017-18 Revised Budget</b>	<b>2017-18 Estimated</b>	<b>2018-19 Adopted Budget</b>	<b>% Change from 2017-18</b>
Land Acquisitions	\$ 55,000	\$ -	\$ 96,398	\$ 96,398	\$ -	N/A
Rental Subsidies	242,800	-	54,128	54,128	-	N/A
Homeownership Assist.	87,000	-	1,261,254	1,261,254	-	N/A
Future Development	200,000	-	187,000	187,000	-	N/A
Reserve	-	-	150,000	150,000	688,395	N/A
<b>Total</b>	<b>\$ 584,800</b>	<b>\$ -</b>	<b>\$ 1,748,780</b>	<b>\$ 1,748,780</b>	<b>\$ 688,395</b>	<b>N/A</b>

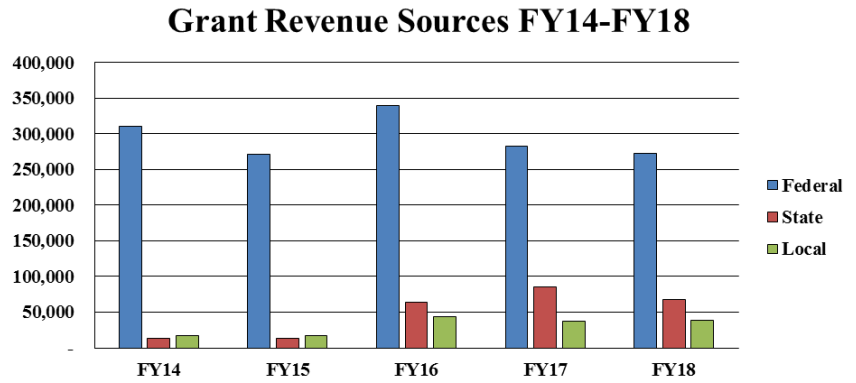
### **REVENUES**

	<b>2016-17 Actual</b>	<b>2017-18 Original Budget</b>	<b>2017-18 Revised Budget</b>	<b>2017-18 Estimated</b>	<b>2018-19 Adopted Budget</b>	<b>% Change from 2017-18</b>
Transfer from General Fund	\$ 1,645,185	\$ -	\$ 688,395	\$ 688,395	\$ 688,395	N/A
Appropriated Fund Balance	(1,060,385)	-	1,060,385	1,060,385	-	N/A
<b>Total</b>	<b>\$ 584,800</b>	<b>\$ -</b>	<b>\$ 1,748,780</b>	<b>\$ 1,748,780</b>	<b>\$ 688,395</b>	<b>N/A</b>

# 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.



## **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 2018-19 consist of three Planning grants that provide personnel and operating funding for transportation planning.*

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### **EXPENDITURES**

	<b>2016-17 Actual</b>	<b>2017-18 Original Budget</b>	<b>2017-18 Revised Budget</b>	<b>2017-18 Estimated</b>	<b>2018-19 Adopted Budget</b>	<b>% Change from 2017-18</b>
Police Grants	\$ 99,042	\$ -	\$ 193,800	\$ 193,800	\$ -	N/A
Planning Grants	356,705	404,640	404,640	404,640	384,640	-4.9%
<b>Total</b>	<b>\$ 455,747</b>	<b>\$ 404,640</b>	<b>\$ 598,440</b>	<b>\$ 598,440</b>	<b>\$ 384,640</b>	<b>-4.9%</b>

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### **REVENUES**

	<b>2016-17 Actual</b>	<b>2017-18 Original Budget</b>	<b>2017-18 Revised Budget</b>	<b>2017-18 Estimated</b>	<b>2018-19 Adopted Budget</b>	<b>% Change from 2017-18</b>
Grants	\$ 355,742	\$ 319,776	\$ 478,831	\$ 478,831	\$ 303,089	-5.2%
Transfer from General Fund	81,350	84,864	98,635	98,635	81,551	-3.9%
Appropriated Fund Balance	18,655	-	20,974	20,974	-	N/A
<b>Total</b>	<b>\$ 455,747</b>	<b>\$ 404,640</b>	<b>\$ 598,440</b>	<b>\$ 598,440</b>	<b>\$ 384,640</b>	<b>-4.9%</b>

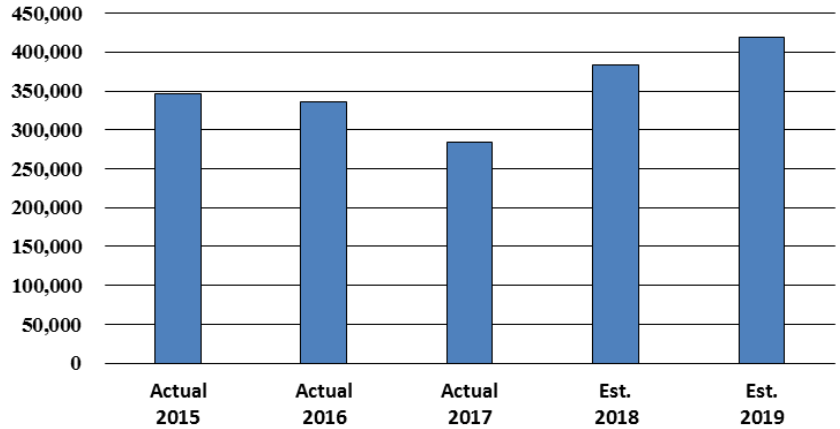
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# ***DOWNTOWN SERVICE DISTRICT FUND***

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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 Expenditures**



# ***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 \$515,474,000. The tax rate of 7.0 cents is unchanged from FY 2017-18, and is expected to yield a total of about \$361,000 in FY 2018-19. This represents an increase of \$49,000 from the current year estimates, due to the increase in value from new development in the downtown area.

FY19 continues funding from Orange County in the amount of \$73,500 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 adopted budget provides for \$120,000 in continued funding for services related to the downtown service district. These services include efforts to bring 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. Additionally, there are expenses related to the “Launch” initiative (\$137,000) along with 140 West expenses (\$105,000).



# **DOWNTOWN SERVICE DISTRICT FUND**

## **BUDGET SUMMARY**

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*The adopted Downtown Service District Fund tax rate of 7.0 cents for 2018-19 provides for continued funding of the groundskeeper position dedicated to the downtown area (including a 3% of market rate salary adjustment, effective July 1, and a 1.5% rate decrease in medical insurance). The adopted budget continues an allocation of about \$120,000 for services related to the district, and includes expenses related to the "Launch" initiative (\$137,000) along with 140 West expenses (\$105,000).*

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### **EXPENDITURES**

	<b>2016-17 Actual</b>	<b>2017-18 Original Budget</b>	<b>2017-18 Revised Budget</b>	<b>2017-18 Estimated</b>	<b>2018-19 Adopted Budget</b>	<b>% Change from 2017-18</b>
Personnel	\$ 54,103	\$ 54,338	\$ 54,338	\$ 55,605	\$ 56,597	4.2%
Contracted Services	227,080	225,000	225,000	225,000	235,000	4.4%
Grants/Deferred Loans	103,500	103,500	103,500	103,500	137,000	32.4%
Reserve	-	-	-	-	6,903	N/A
<b>Total</b>	<b>\$ 384,683</b>	<b>\$ 382,838</b>	<b>\$ 382,838</b>	<b>\$ 384,105</b>	<b>\$ 435,500</b>	<b>13.8%</b>

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### **REVENUES**

	<b>2016-17 Actual</b>	<b>2017-18 Original Budget</b>	<b>2017-18 Revised Budget</b>	<b>2017-18 Estimated</b>	<b>2018-19 Adopted Budget</b>	<b>% Change from 2017-18</b>
Property Taxes	\$ 278,262	\$ 311,610	\$ 311,610	\$ 305,008	\$ 361,000	15.8%
Interest Income	119	-	-	44	1,000	N/A
Gifts and Donations	113,500	73,500	73,500	73,500	73,500	0.0%
Interest on Receivable	695	528	528	-	-	-100.0%
Appropriated Fund Balance	(7,893)	(2,800)	(2,800)	5,553	-	N/A
<b>Total</b>	<b>\$ 384,683</b>	<b>\$ 382,838</b>	<b>\$ 382,838</b>	<b>\$ 384,105</b>	<b>\$ 435,500</b>	<b>13.8%</b>

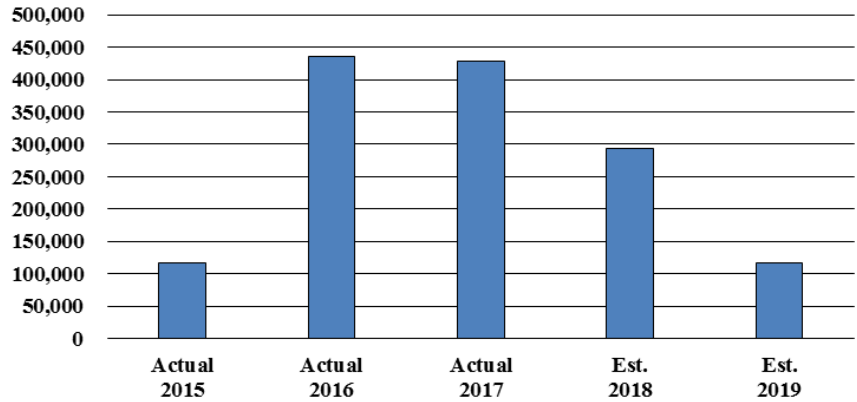
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# ***LIBRARY GIFT FUND***

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

**Library Gift Fund Donations and Interest Earnings**



# **LIBRARY GIFT FUND**

## **BUDGET SUMMARY**

The adopted budget for the Library Gift Fund for 2018-19 reflects a decrease from the previous year due to a reduction in grants. Gifts for 2018-19 include donations (\$65,000) from the Friends of the Library and miscellaneous donations (\$50,600). 2018-19 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 2018-19.

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### **EXPENDITURES**

	<b>2016-17 Actual</b>	<b>2017-18 Original Budget</b>	<b>2017-18 Revised Budget</b>	<b>2017-18 Estimated</b>	<b>2018-19 Adopted Budget</b>	<b>% Change from 2017-18</b>
Computers/Database	\$ 176	\$ 35,800	\$ 26,500	\$ 26,500	\$ 11,200	-68.7%
Furniture	27,880	10,000	55,219	94,486	21,676	116.8%
Collection Purchases	23,468	34,800	60,722	35,272	26,000	-25.3%
Other	63,374	118,905	306,894	260,646	36,200	-69.6%
Pop-Up Library	110,002	-	3,521	3,521	-	N/A
Transfer to General Fund	45,000	45,000	45,000	45,000	45,000	0.0%
<b>Total</b>	<b>\$ 269,900</b>	<b>\$ 244,505</b>	<b>\$ 497,856</b>	<b>\$ 465,425</b>	<b>\$ 140,076</b>	<b>-42.7%</b>

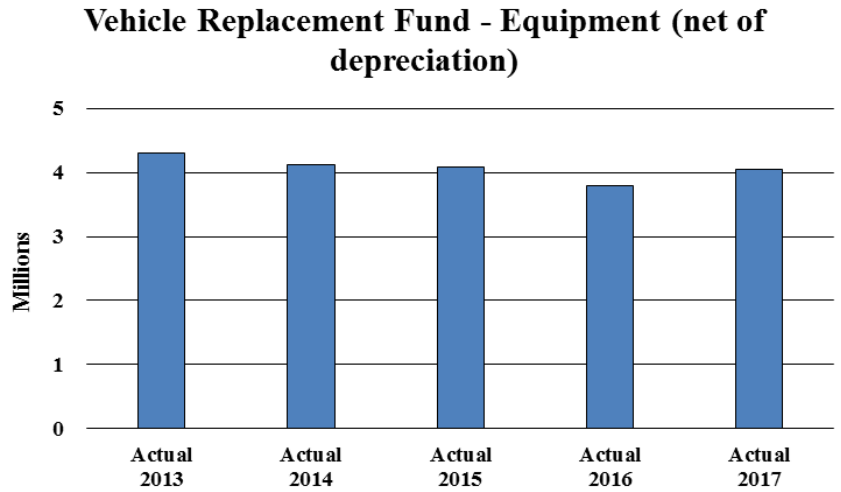
### **REVENUES**

	<b>2016-17 Actual</b>	<b>2017-18 Original Budget</b>	<b>2017-18 Revised Budget</b>	<b>2017-18 Estimated</b>	<b>2018-19 Adopted Budget</b>	<b>% Change from 2017-18</b>
Interest Income	\$ 291	\$ -	\$ -	\$ 530	\$ 476	N/A
Friends' Donations	87,000	75,000	75,000	115,000	65,000	-13.3%
Grants	283,611	119,740	163,261	123,261	-	-100.0%
Misc Donations	57,124	49,765	49,765	54,376	50,600	1.7%
Appropriated Fund Balance	(158,126)	-	209,830	172,258	24,000	N/A
<b>Total</b>	<b>\$ 269,900</b>	<b>\$ 244,505</b>	<b>\$ 497,856</b>	<b>\$ 465,425</b>	<b>\$ 140,076</b>	<b>-42.7%</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 2018-19 for the Vehicle Replacement Fund includes a list of the most critical capital equipment needs pending a comprehensive review of the Town's fixed assets. Included in the 2018-19 recommended budget is the replacement of three mowers, one Fire vehicle, four Public Works vehicles, and two police cars. The Vehicle Replacement Fund is moving to a pay-as-you-go system. Beginning in 2014-15, vehicle purchases were bought outright rather than financed.*

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### **EXPENDITURES**

	<b>2016-17 Actual</b>	<b>2017-18 Original Budget</b>	<b>2017-18 Revised Budget</b>	<b>2017-18 Estimated</b>	<b>2018-19 Adopted Budget</b>	<b>% Change from 2017-18</b>
Lease Purchase Payments	\$ 906,833	\$ 650,395	\$ 650,395	\$ 650,395	\$ 400,630	-38.4%
Other Expense	10,441	10,000	10,000	6,000	6,000	-40.0%
Capital Equipment	1,475,193	786,000	1,033,281	1,033,281	713,500	-9.2%
<b>Total</b>	<b>\$ 2,392,467</b>	<b>\$ 1,446,395</b>	<b>\$ 1,693,676</b>	<b>\$ 1,689,676</b>	<b>\$ 1,120,130</b>	<b>-22.6%</b>

### **REVENUES**

	<b>2016-17 Actual</b>	<b>2017-18 Original Budget</b>	<b>2017-18 Revised Budget</b>	<b>2017-18 Estimated</b>	<b>2018-19 Adopted Budget</b>	<b>% Change from 2017-18</b>
Vehicle Use Fees	\$ 1,158,666	\$ 835,995	\$ 835,995	\$ 835,995	\$ 387,129	-53.7%
Interest Income	3,576	2,000	2,000	4,500	3,500	75.0%
Sale of Fixed Assets	115,821	50,000	50,000	68,234	50,000	0.0%
Appropriated Fund Balance	1,114,404	558,400	805,681	780,947	679,501	21.7%
<b>Total</b>	<b>\$ 2,392,467</b>	<b>\$ 1,446,395</b>	<b>\$ 1,693,676</b>	<b>\$ 1,689,676</b>	<b>\$ 1,120,130</b>	<b>-22.6%</b>

# ***VEHICLE MAINTENANCE FUND***

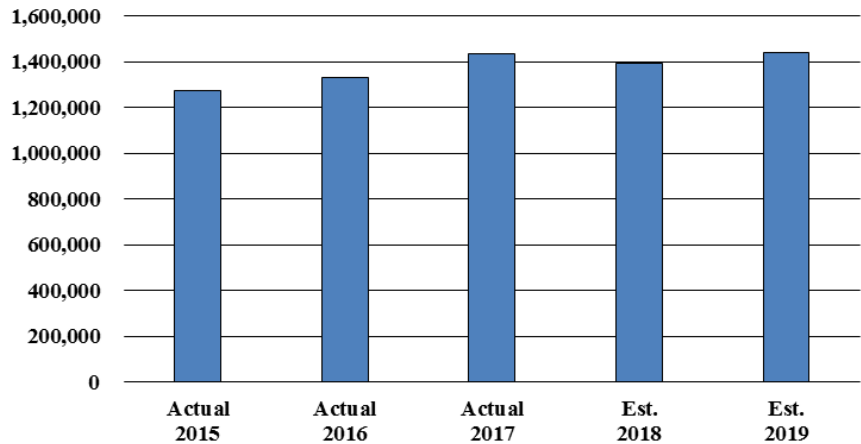
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The Vehicle Maintenance Fund accounts for the repair and maintenance of all the Town's cars, trucks, and heavy equipment, excluding those used in public transit operations.

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 Fund Expenditures**



# ***VEHICLE MAINTENANCE***

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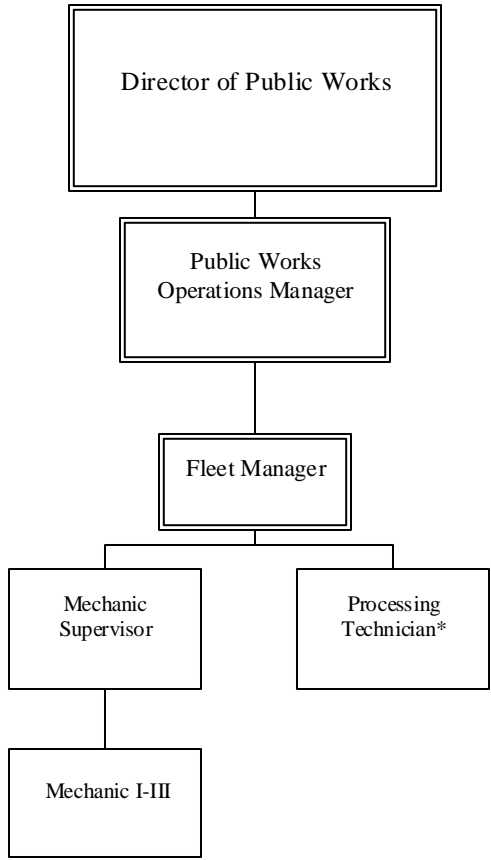
## **MISSION STATEMENT:**

*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>2016-17 ADOPTED</b>	<b>2017-18 ADOPTED</b>	<b>2018-19 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
Processing Technician <sup>1</sup>	0.75	0.75	0.75
Unit Totals	7.75	7.75	7.75

<sup>1</sup> Processing Technician 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 2018-19 adopted budget for the Vehicle Maintenance Fund reflects an overall increase in expenditures of 2% from last year's budget. The increase in personnel is the result of a 3% market rate salary adjustment and a 1.5% rate decrease in medical insurance. The 2.1% increase in the operating budget is mainly due to an increase in maintenance and repair costs (\$28,719).

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### **EXPENDITURES**

	<b>2016-17 Actual</b>	<b>2017-18 Original Budget</b>	<b>2017-18 Revised Budget</b>	<b>2017-18 Estimated</b>	<b>2018-19 Adopted Budget</b>	<b>% Change from 2017-18</b>
Personnel	\$ 581,547	\$ 621,816	\$ 621,816	\$ 616,874	\$ 633,675	1.9%
Operating Costs	817,835	788,033	788,106	775,309	804,625	2.1%
Capital Outlay	33,824	-	-	-	-	N/A
<b>Total</b>	<b>\$ 1,433,206</b>	<b>\$ 1,409,849</b>	<b>\$ 1,409,922</b>	<b>\$ 1,392,183</b>	<b>\$ 1,438,300</b>	<b>2.0%</b>

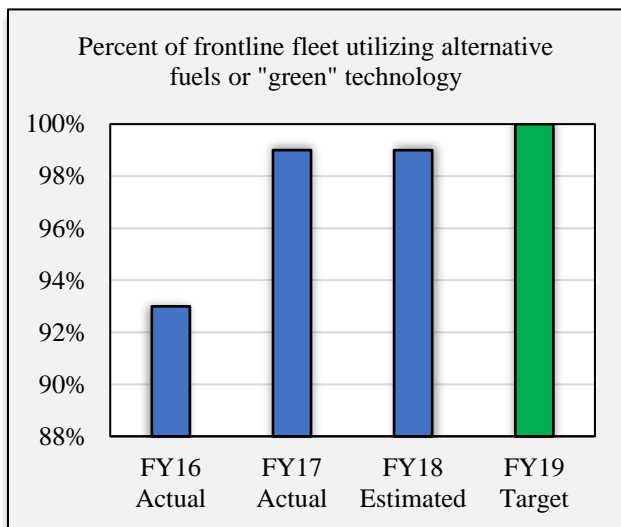
### **REVENUES**

	<b>2016-17 Actual</b>	<b>2017-18 Original Budget</b>	<b>2017-18 Revised Budget</b>	<b>2017-18 Estimated</b>	<b>2018-19 Adopted Budget</b>	<b>% Change from 2017-18</b>
Vehicle Maintenance Fees	\$ 1,431,824	\$ 1,371,700	\$ 1,371,700	\$ 1,372,700	\$ 1,420,300	3.5%
Interest Income	629	-	-	-	-	N/A
Insurance Claims	19,194	18,000	18,000	18,000	18,000	0.0%
Appropriated Fund Balance	(18,441)	20,149	20,222	1,483	-	-100.0%
<b>Total</b>	<b>\$ 1,433,206</b>	<b>\$ 1,409,849</b>	<b>\$ 1,409,922</b>	<b>\$ 1,392,183</b>	<b>\$ 1,438,300</b>	<b>2.0%</b>

# VEHICLE MAINTENANCE

## MISSION-LEVEL MEASURES

Environmental Stewardship	<b>Program:</b>	Fleet Services
	<b>Objective:</b>	Achieve 100% replacement of frontline unleaded vehicles with “green” vehicles—hybrids, alternative fuels, etc.—by the end of FY2019
	<b>Mission Measure:</b>	Percent of frontline fleet utilizing alternative fuels or "green" technology



### Departmental Analysis

- Our fleet replacement program continues to improve our carbon footprint. However, the inconsistency of the replacement program is having a definite effect on our ability to reach our targets.
- Reduction in fleet replacement for FY19 continues to impact our original goal to reach a 100% green frontline fleet by 2018.
- Maintaining the scheduled vehicle replacement program helps manage maintenance and repair workload and prioritize preventive scheduled maintenance.
- By continuing to complete reactive repairs in-house, we can provide better customer service, and shorter, more predictable wait times. However, increased workload may necessitate outsourcing repairs to dealerships at a higher cost and more unpredictable wait times.

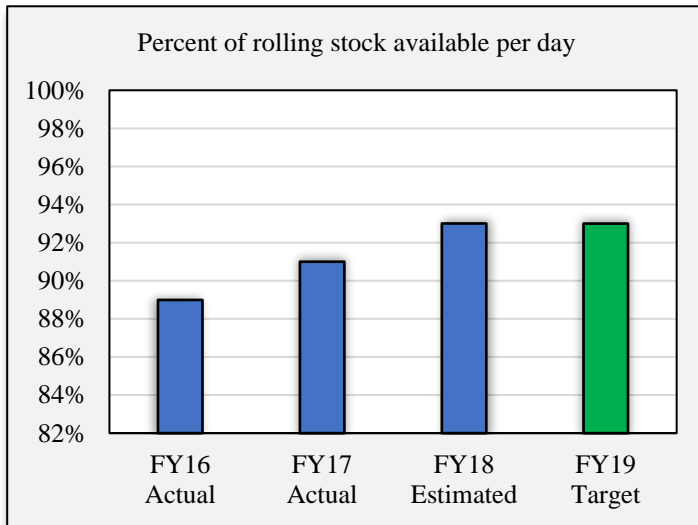
### Initiatives - What will we do to take action?

1. Provide additional analysis and information in support of fully funding Vehicle Replacement in FY20.

# VEHICLE MAINTENANCE

## MISSION-LEVEL MEASURES

<b>Collaborative &amp; Innovative Organization</b>	<b>Program:</b>	Fleet Services
	<b>Objective:</b>	Ensure that 90% of rolling stock is available per day
	<b>Mission Measure:</b>	Percent of rolling stock available per day



### Departmental Analysis

- The industry standard is 95% rolling stock availability.
- To increase rolling stock availability with improved customer service, we have requested an additional mechanic in past budget years to service PD and Fire vehicles on site.
- We are currently maximizing our efforts related to fleet availability; mechanics are averaging over 90% productivity. (Mechanics are expected to show 70% productivity during performance review based on industry standard.)

### Initiatives - What will we do to take action?

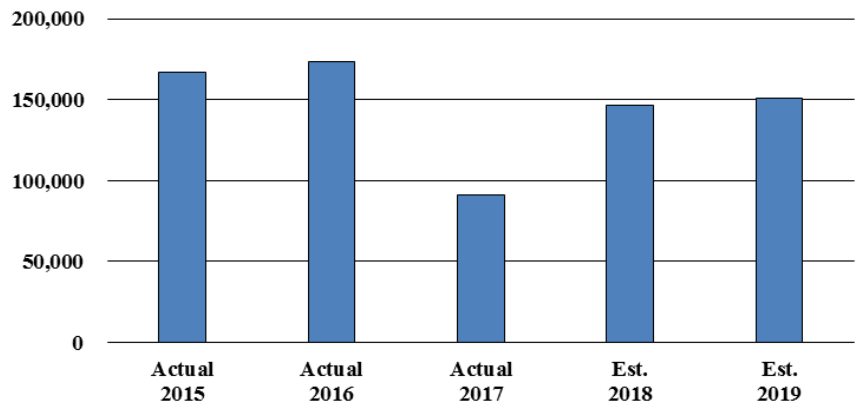
1. Continue pursuing funding to add a mechanic to increase on-site vehicle maintenance, with a goal of improving customer service and increasing fleet availability.
2. Provide additional analysis and information in support of fully funding Vehicle Replacement in FY20.

# ***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 Equipment Purchases**



## **COMPUTER REPLACEMENT FUND BUDGET SUMMARY**

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*The adopted budget for 2018-19 provides for replacement of computer equipment on a pay-as-you-go basis. For fiscal year 2018-19, \$150,875 of appropriated fund balance will be used to balance the budget and provide financial assistance to all Town funds.*

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### **EXPENDITURES**

	<b>2016-17 Actual</b>	<b>2017-18 Original Budget</b>	<b>2017-18 Revised Budget</b>	<b>2017-18 Estimated</b>	<b>2018-19 Adopted Budget</b>	<b>% Change from 2017-18</b>
Small Equipment	\$ 90,908	\$ 145,625	\$ 145,625	\$ 146,875	\$ 150,875	3.6%
Other Expense	-	500	500	-	-	-100.0%
<b>Total</b>	<b>\$ 90,908</b>	<b>\$ 146,125</b>	<b>\$ 146,125</b>	<b>\$ 146,875</b>	<b>\$ 150,875</b>	<b>3.3%</b>

### **REVENUES**

	<b>2016-17 Actual</b>	<b>2017-18 Original Budget</b>	<b>2017-18 Revised Budget</b>	<b>2017-18 Estimated</b>	<b>2018-19 Adopted Budget</b>	<b>% Change from 2017-18</b>
Computer Use Fees	\$ 133,125	\$ -	\$ -	\$ -	\$ -	N/A
Interest Income	706	-	-	1,600	-	N/A
Appropriated Fund Balance	(42,923)	146,125	146,125	145,275	150,875	3.3%
<b>Total</b>	<b>\$ 90,908</b>	<b>\$ 146,125</b>	<b>\$ 146,125</b>	<b>\$ 146,875</b>	<b>\$ 150,875</b>	<b>3.3%</b>