

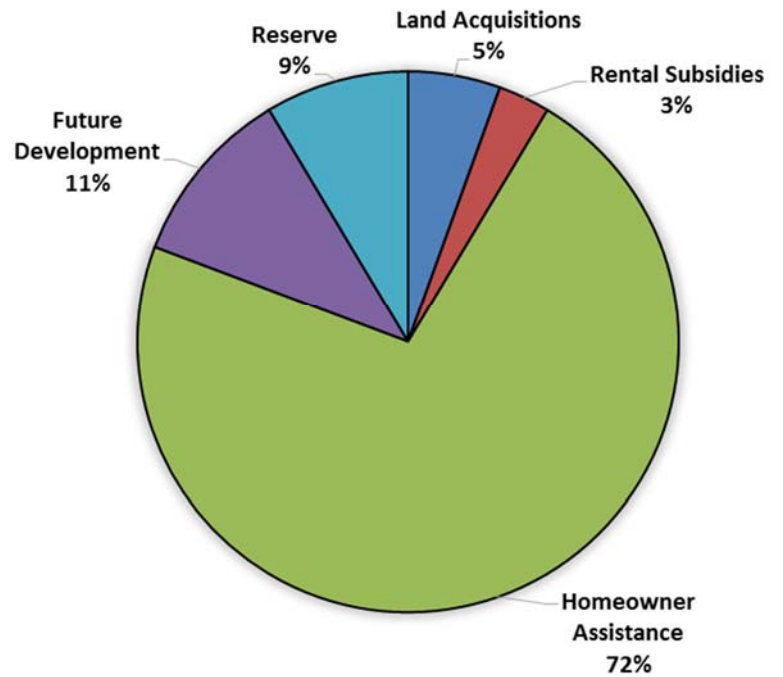
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AFFORDABLE HOUSING DEVELOPMENT RESERVE FUND

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

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 FY20, the funding level remains at \$688,395.

EXPENDITURES

	2017-18 Actual	2018-19 Original Budget	2018-19 Revised Budget	2018-19 Estimated	2019-20 Adopted Budget	% Change from 2018-19
Land Acquisitions	\$ -	\$ -	\$ 412,803	\$ 412,803	\$ -	N/A
Rental Subsidies	673,328	-	672,926	672,926	-	N/A
Homeownership Assist.	95,000	-	107,000	107,000	-	N/A
Future Development Reserve	150,000	-	-	196,932	-	N/A
	-	688,395	326,118	129,186	688,395	0.0%
Total	\$ 918,328	\$ 688,395	\$ 1,518,847	\$ 1,518,847	\$ 688,395	0.0%

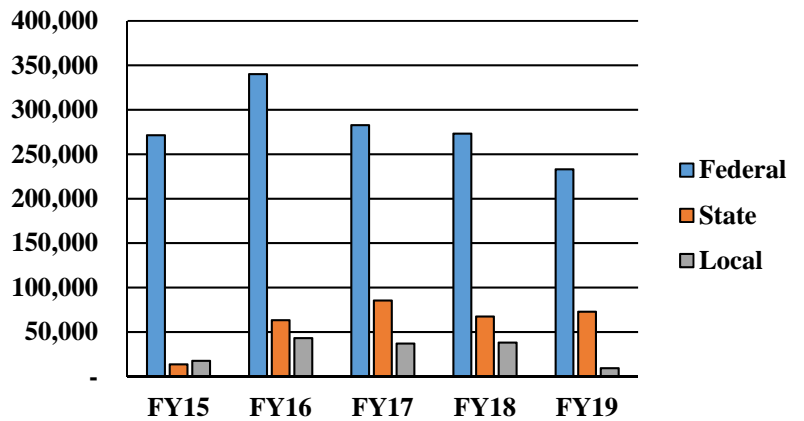
REVENUES

	2017-18 Actual	2018-19 Original Budget	2018-19 Revised Budget	2018-19 Estimated	2019-20 Adopted Budget	% Change from 2018-19
Transfer from General Fund	\$ 688,395	\$ 688,395	\$ 688,395	\$ 688,395	\$ 688,395	0.0%
Appropriated Fund Balance	229,933	-	830,452	830,452	-	N/A
Total	\$ 918,328	\$ 688,395	\$ 1,518,847	\$ 1,518,847	\$ 688,395	0.0%

GRANTS FUND

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

Grant Revenue Sources FY15-FY19



GRANTS FUND

BUDGET SUMMARY

The Grants Fund was established in 2004-05 to account for grants previously included in the General Fund. Grants for 2019-20 consist of three Planning grants that provide personnel and operating funding for transportation planning.

EXPENDITURES

	2017-18 Actual	2018-19 Original Budget	2018-19 Revised Budget	2018-19 Estimated	2019-20 Adopted Budget	% Change from 2018-19
Police Grants	\$ 61,781	\$ -	\$ 132,019	\$ 132,019	\$ -	N/A
Planning Grants	371,693	384,640	384,640	384,640	402,746	4.7%
Total	\$ 433,474	\$ 384,640	\$ 516,659	\$ 516,659	\$ 402,746	4.7%

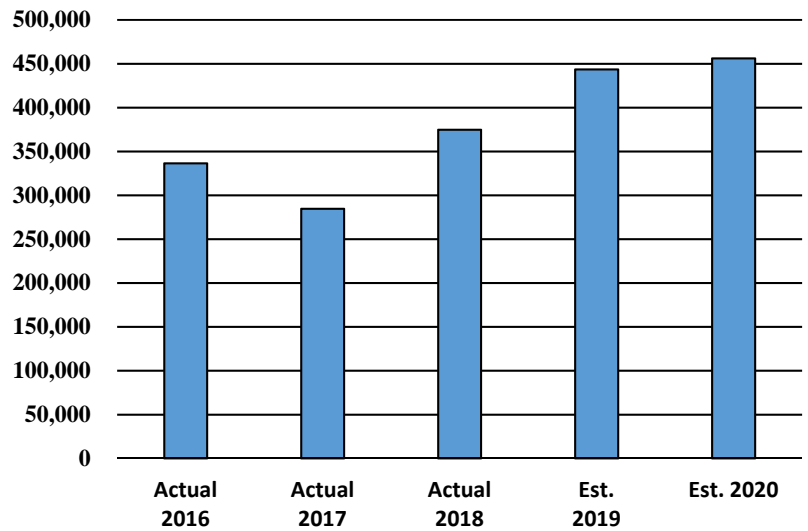
REVENUES

	2017-18 Actual	2018-19 Original Budget	2018-19 Revised Budget	2018-19 Estimated	2019-20 Adopted Budget	% Change from 2018-19
Grants	\$ 347,177	\$ 303,089	\$ 328,507	\$ 328,507	\$ 315,196	4.0%
Transfer from General Fund	96,023	81,551	81,551	81,551	87,550	7.4%
Appropriated Fund Balance	(9,726)	-	106,601	106,601	-	N/A
Total	\$ 433,474	\$ 384,640	\$ 516,659	\$ 516,659	\$ 402,746	4.7%

DOWNTOWN SERVICE DISTRICT FUND

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

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 \$531,470,000. The tax rate of 7.0 cents is unchanged from FY 2019-20, and is expected to yield a total of about \$372,000 in FY 2019-20. This represents an increase of \$4,000 from the current year estimates, due to the increase in value from new development in the downtown area.

FY20 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 \$140,000 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 (\$147,000) along with 140 West expenses (\$110,000).

DOWNTOWN SERVICE DISTRICT FUND BUDGET SUMMARY

The adopted Downtown Service District Fund tax rate of 7.0 cents for 2019-20 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 4.9% rate increase in medical insurance). The adopted budget continues an allocation of about \$140,000 for services related to the district, and includes expenses related to the "Launch" initiative (\$147,000) along with 140 West expenses (\$110,000).

EXPENDITURES

	2017-18 Actual	2018-19 Original Budget	2018-19 Revised Budget	2018-19 Estimated	2019-20 Adopted Budget	% Change from 2018-19
Personnel	\$ 54,874	\$ 56,597	\$ 56,597	\$ 57,725	\$ 59,107	4.4%
Contracted Services	216,471	235,000	235,000	235,000	250,000	6.4%
Grants/Deferred Loans	103,500	137,000	137,000	142,000	147,000	7.3%
Reserve	-	6,903	6,903	8,775	-	-100.0%
Total	\$ 374,845	\$ 435,500	\$ 435,500	\$ 443,500	\$ 456,107	4.7%

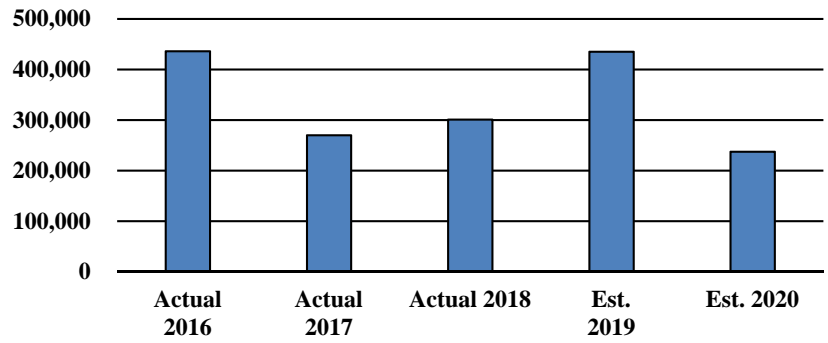
REVENUES

	2017-18 Actual	2018-19 Original Budget	2018-19 Revised Budget	2018-19 Estimated	2019-20 Adopted Budget	% Change from 2018-19
Property Taxes	\$ 310,286	\$ 361,000	\$ 361,000	\$ 368,000	\$ 372,000	3.0%
Interest on Delinq Tax	1,664	1,000	1,000	2,000	1,000	0.0%
O.Cty. Contribution	73,500	73,500	73,500	73,500	73,500	0.0%
Interest Income	228	-	-	-	-	N/A
Appropriated Fund Balance	(10,833)	-	-	-	9,607	N/A
Total	\$ 374,845	\$ 435,500	\$ 435,500	\$ 443,500	\$ 456,107	4.7%

LIBRARY GIFT FUND

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 2019-20 reflects an increase from the previous year due to a larger donation from the Friends of the Library. Gifts for 2019-20 include an increase in donations from the Friends of the Library due to increased membership and revenue from book sales (\$130,000) and miscellaneous donations (\$49,700). 2019-20 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 2019-20.

EXPENDITURES

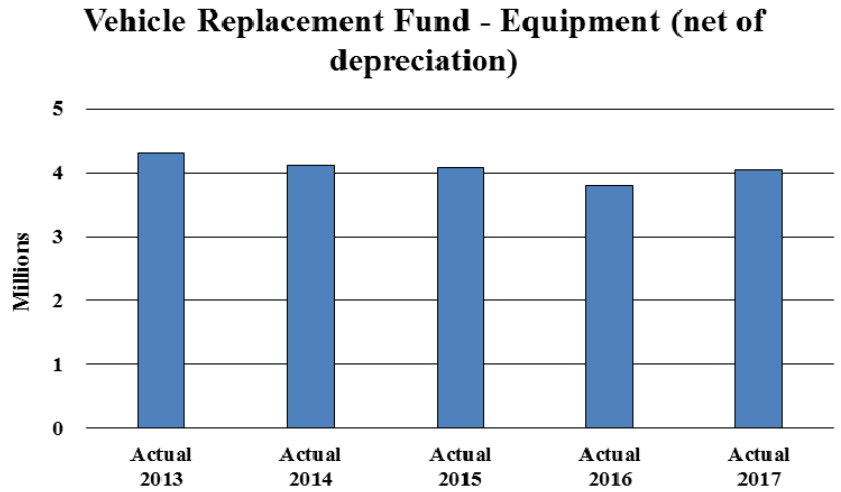
	2017-18 Actual	2018-19 Original Budget	2018-19 Revised Budget	2018-19 Estimated	2019-20 Adopted Budget	% Change from 2018-19
Computers/Database	\$ 19,868	\$ 11,200	\$ 21,000	\$ 23,500	\$ 9,000	-19.6%
Furniture	24,358	21,676	103,026	95,910	-	-100.0%
Collection Purchases	34,871	26,000	29,382	32,000	34,160	31.4%
Other	175,766	36,200	235,084	236,491	149,308	312.5%
Pop-Up Library	1,107	-	2,414	2,414	-	N/A
Transfer to General Fund	45,000	45,000	45,000	45,000	45,000	0.0%
Total	\$ 300,970	\$ 140,076	\$ 435,906	\$ 435,315	\$ 237,468	69.5%

REVENUES

	2017-18 Actual	2018-19 Original Budget	2018-19 Revised Budget	2018-19 Estimated	2019-20 Adopted Budget	% Change from 2018-19
Interest Income	\$ 1,031	\$ 476	\$ 476	\$ 1,022	\$ 535	12.4%
Friends' Donations	115,000	65,000	99,000	99,000	130,000	100.0%
Grants	56,979	-	61,751	61,751	57,233	N/A
Misc Donations	58,916	50,600	75,600	74,463	49,700	-1.8%
Appropriated Fund Balance	69,044	24,000	199,079	199,079		-100.0%
Total	\$ 300,970	\$ 140,076	\$ 435,906	\$ 435,315	\$ 237,468	69.5%

VEHICLE REPLACEMENT FUND

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 2019-20 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 2019-20 adopted budget is the replacement of three mowers, five Public Works vehicles, and three police cars. The Vehicle Replacement Fund is moving to a pay-as-you-go system. Beginning in 2014-15, vehicle purchases are bought outright rather than financed.

EXPENDITURES

	2017-18 Actual	2018-19 Original Budget	2018-19 Revised Budget	2018-19 Estimated	2019-20 Adopted Budget	% Change from 2018-19
Lease Purchase Payments	\$ 650,394	\$ 400,630	\$ 400,630	\$ 400,630	\$ 265,591	-33.7%
Other Expense	7,430	6,000	6,000	8,431	6,000	0.0%
Capital Equipment	600,152	713,500	1,132,926	1,132,926	587,500	-17.7%
Total	\$ 1,257,976	\$ 1,120,130	\$ 1,539,556	\$ 1,541,987	\$ 859,091	-23.3%

REVENUES

	2017-18 Actual	2018-19 Original Budget	2018-19 Revised Budget	2018-19 Estimated	2019-20 Adopted Budget	% Change from 2018-19
Vehicle Use Fees	\$ 835,995	\$ 387,129	\$ 387,129	\$ 387,129	\$ 453,089	17.0%
Interest Income	4,494	3,500	3,500	4,000	4,000	14.3%
Sale of Fixed Assets	85,294	50,000	50,000	102,468	50,000	0.0%
Appropriated Fund Balance	332,193	679,501	1,098,927	1,048,390	352,002	-48.2%
Total	\$ 1,257,976	\$ 1,120,130	\$ 1,539,556	\$ 1,541,987	\$ 859,091	-23.3%

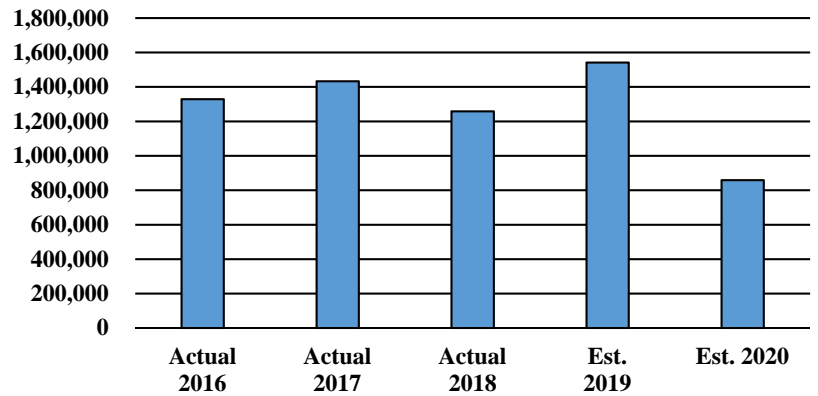
VEHICLE MAINTENANCE FUND

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

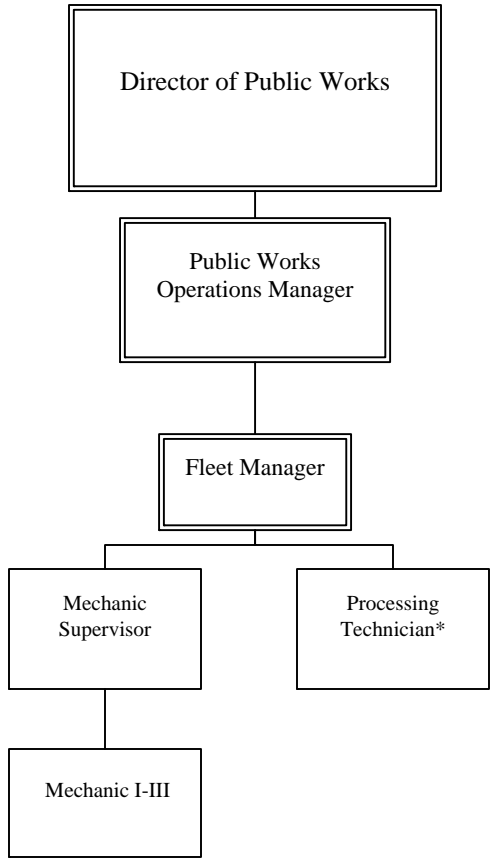
MISSION STATEMENT:

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 EQUIVALENTS

	2017-18 ADOPTED	2018-19 ADOPTED	2019-20 ADOPTED
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 ¹	0.75	0.75	0.75
Unit Totals	7.75	7.75	7.75

¹ 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 2019-20 adopted budget for the Vehicle Maintenance Fund reflects an overall increase in expenditures of 6.5% from last year's budget. The increase in personnel is the result of a 3% market rate salary adjustment and a 4.9% rate increase in medical insurance, and a 1.2% increase in retirement costs. The 8.7% increase in the operating budget is due to the increase in maintenance due to the aging fleet.

EXPENDITURES

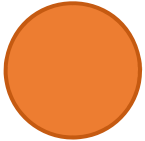
	2017-18 Actual	2018-19 Original Budget	2018-19 Revised Budget	2018-19 Estimated	2019-20 Adopted Budget	% Change from 2018-19
Personnel	\$ 616,840	\$ 633,675	\$ 633,675	\$ 630,925	\$ 657,101	3.7%
Operating Costs	733,688	804,625	804,625	807,375	874,899	8.7%
Total	\$ 1,350,528	\$ 1,438,300	\$ 1,438,300	\$ 1,438,300	\$ 1,532,000	6.5%

REVENUES

	2017-18 Actual	2018-19 Original Budget	2018-19 Revised Budget	2018-19 Estimated	2019-20 Adopted Budget	% Change from 2018-19
Vehicle Maintenance Fees	\$ 1,373,350	\$ 1,420,300	\$ 1,420,300	\$ 1,420,300	\$ 1,514,000	6.6%
Interest Income	1,919	-	-	-	-	N/A
Insurance Claims	51,671	18,000	18,000	18,000	18,000	0.0%
Appropriated Fund Balance	(76,412)	-	-	-	-	N/A
Total	\$ 1,350,528	\$ 1,438,300	\$ 1,438,300	\$ 1,438,300	\$ 1,532,000	6.5%

VEHICLE MAINTENANCE

Performance Measures

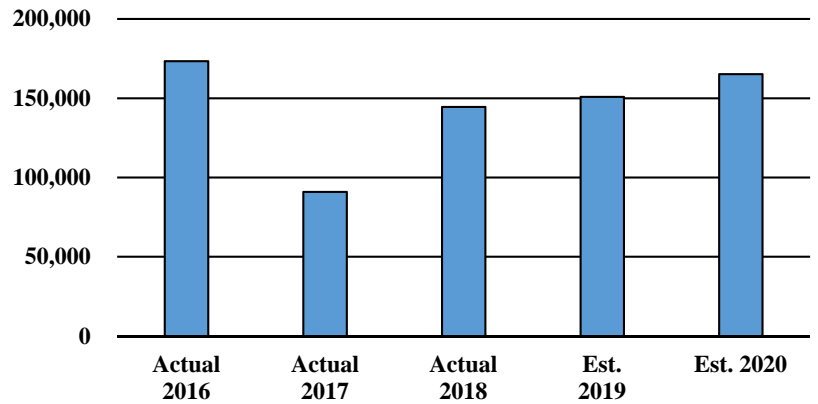
 COLLABORATION & INNOVATION	<p>Strategic Objectives</p> <ul style="list-style-type: none"> ➤ Ensure that at least 30% of all work orders are preventive maintenance work ➤ Limit repeat repairs to 2% or less ➤ Complete at least 95% of preventive maintenances as scheduled in order to reduce out-of-service time ➤ Ensure that 90% of rolling stock is available per day ➤ Complete 85% of repair orders within 1 work day, with no more than 10% taking longer than 2 work days
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Core Business Program	Performance Measure	FY17 Actual	FY18 Actual	FY19 Estimate	FY20 Target
Fleet Services	Percent of work orders that are preventive maintenance	35%	32%	37%	35%
	Percent of work orders that are repeat repairs	1.25%	0.92%	0.90%	1%
	Percent of preventive maintenances completed as scheduled	67%	69%	77%	71%
	Percent of rolling stock available per day	95.00%	95.00%	95.00%	95%
	Percent of work orders completed in less than 1 work day	48%	50%	52%	50%
	Percent of work orders completed in excess of 2 work days	40%	38%	37%	38%

COMPUTER REPLACEMENT FUND

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

The adopted budget for 2019-20 provides for replacement of computer equipment on a pay-as-you-go basis. For fiscal year 2019-20, \$165,250 of appropriated fund balance will be used to balance the budget and provide financial assistance to all Town funds.

EXPENDITURES

	2017-18 Actual	2018-19 Original Budget	2018-19 Revised Budget	2018-19 Estimated	2019-20 Adopted Budget	% Change from 2018-19
Small Equipment	\$ 144,502	\$ 150,875	\$ 150,875	\$ 150,875	\$ 165,250	9.5%
Other Expense	-	-	-	-	-	N/A
Total	\$ 144,502	\$ 150,875	\$ 150,875	\$ 150,875	\$ 165,250	9.5%

REVENUES

	2017-18 Actual	2018-19 Original Budget	2018-19 Revised Budget	2018-19 Estimated	2019-20 Adopted Budget	% Change from 2018-19
Computer Use Fees	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Interest Income	1,563	-	-	1,600	-	N/A
Appropriated Fund Balance	142,939	150,875	150,875	149,275	165,250	9.5%
Total	\$ 144,502	\$ 150,875	\$ 150,875	\$ 150,875	\$ 165,250	9.5%
