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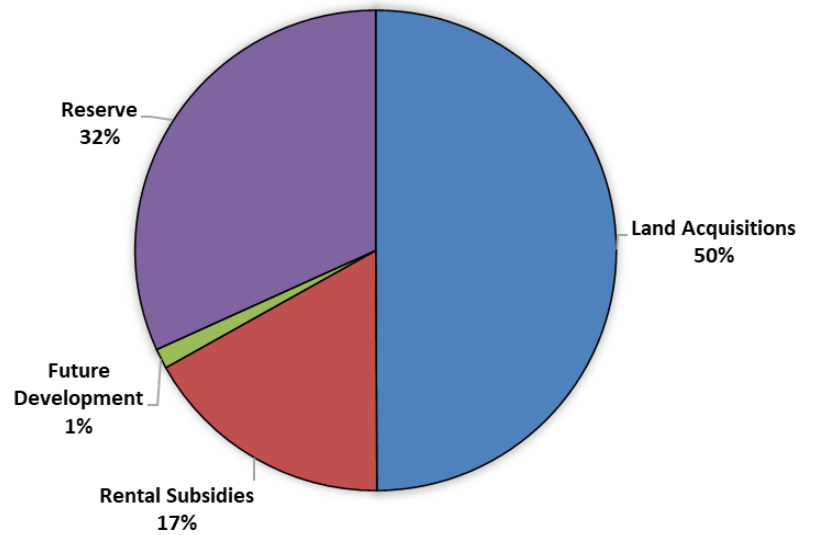


# ***AFFORDABLE HOUSING DEVELOPMENT RESERVE FUND***

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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.

**FY19 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 FY21, the funding level remains at \$688,395.*

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### **EXPENDITURES**

	<b>2018-19 Actual</b>	<b>2019-20 Original Budget</b>	<b>2019-20 Revised Budget</b>	<b>2019-20 Estimated</b>	<b>2020-21 Adopted Budget</b>	<b>% Change from 2019-20</b>
Land Acquisitions	\$ 358,674	\$ -	\$ 611,926	\$ 611,926	\$ -	N/A
Rental Subsidies	121,753	-	551,173	551,173	-	N/A
Homeownership Assist.	(30,000)	-	137,000	137,000	-	N/A
Future Development	9,700	-	412,435	412,435	-	N/A
Reserve	228,268	688,395	34,581	34,581	688,395	0.0%
<b>Total</b>	<b>\$ 688,395</b>	<b>\$ 688,395</b>	<b>\$ 1,747,115</b>	<b>\$ 1,747,115</b>	<b>\$ 688,395</b>	<b>0.0%</b>

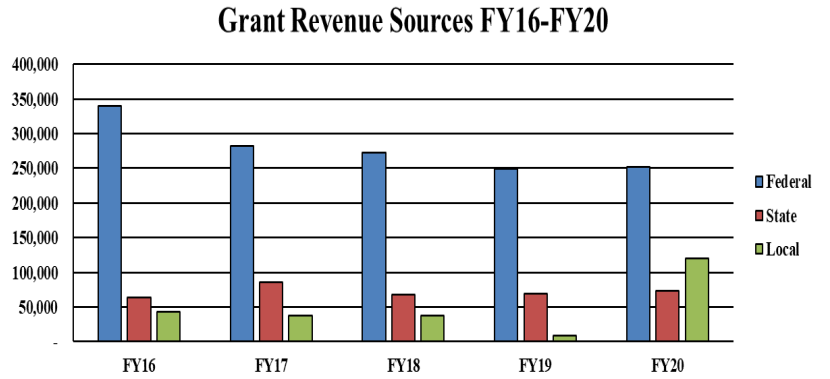
### **REVENUES**

	<b>2018-19 Actual</b>	<b>2019-20 Original Budget</b>	<b>2019-20 Revised Budget</b>	<b>2019-20 Estimated</b>	<b>2020-21 Adopted Budget</b>	<b>% Change from 2019-20</b>
Transfer from General Fund	\$ 688,395	\$ 688,395	\$ 688,395	\$ 688,395	\$ 688,395	0.0%
Appropriated Fund Balance	-	-	1,058,720	1,058,720	-	N/A
<b>Total</b>	<b>\$ 688,395</b>	<b>\$ 688,395</b>	<b>\$ 1,747,115</b>	<b>\$ 1,747,115</b>	<b>\$ 688,395</b>	<b>0.0%</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 2020-21 consist of three Planning grants that provide personnel and operating funding for transportation planning.*

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### **EXPENDITURES**

	<b>2018-19 Actual</b>	<b>2019-20 Original Budget</b>	<b>2019-20 Revised Budget</b>	<b>2019-20 Estimated</b>	<b>2020-21 Adopted Budget</b>	<b>% Change from 2018-19</b>
Police Grants	\$ 64,072	\$ -	\$ 209,884	\$ 209,884	\$ -	N/A
Planning Grants	333,777	402,746	402,746	402,746	386,237	-4.1%
Other Grants	-	-	746,410	-	-	N/A
<b>Total</b>	<b>\$ 397,849</b>	<b>\$ 402,746</b>	<b>\$ 1,359,040</b>	<b>\$ 612,630</b>	<b>\$ 386,237</b>	<b>-4.1%</b>

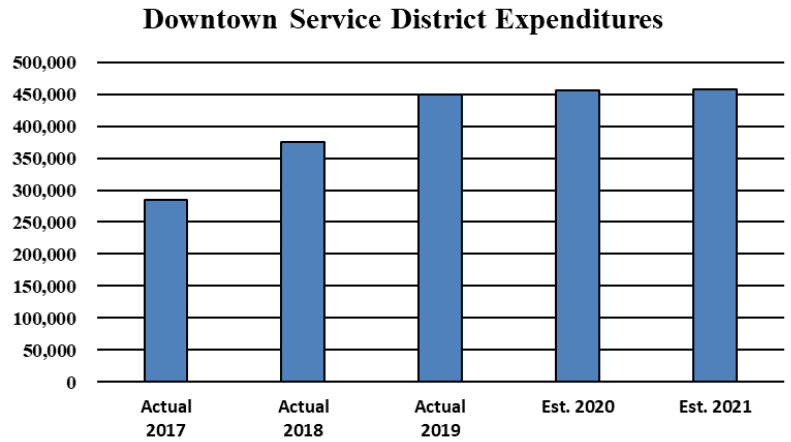
### **REVENUES**

	<b>2018-19 Actual</b>	<b>2019-20 Original Budget</b>	<b>2019-20 Revised Budget</b>	<b>2019-20 Estimated</b>	<b>2020-21 Adopted Budget</b>	<b>% Change from 2018-19</b>
Grants	\$ 327,109	\$ 315,196	\$ 1,190,898	\$ 444,488	\$ 300,873	-4.5%
Transfer from General Fund	62,968	87,550	87,550	87,550	85,364	-2.5%
Appropriated Fund Balance	7,772	-	80,592	80,592	-	N/A
<b>Total</b>	<b>\$ 397,849</b>	<b>\$ 402,746</b>	<b>\$ 1,359,040</b>	<b>\$ 612,630</b>	<b>\$ 386,237</b>	<b>-4.1%</b>

# ***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 \$546,310,000. The tax rate of 7.0 cents is unchanged from FY 2019-20, and is expected to yield a total of about \$382,000 in FY 2020-21. This represents an increase of \$3,000 from the current year estimates, due to the increase in value from new development in the downtown area.

FY21 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***

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*The adopted Downtown Service District Fund tax rate of 7.0 cents for 2020-21 provides for continued funding of the groundskeeper position dedicated to the downtown area (including a 2% 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).*

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### **EXPENDITURES**

	<b>2018-19 Actual</b>	<b>2019-20 Original Budget</b>	<b>2019-20 Revised Budget</b>	<b>2019-20 Estimated</b>	<b>2020-21 Adopted Budget</b>	<b>% Change from 2019-20</b>
Personnel	\$ 58,285	\$ 59,107	\$ 59,107	\$ 58,299	\$ 59,954	1.4%
Contracted Services	230,770	250,000	250,000	250,000	250,000	0.0%
Grants/Deferred Loans	142,000	147,000	147,000	147,000	147,000	0.0%
Reserve	18,762	-	-	-	-	N/A
<b>Total</b>	<b>\$ 449,817</b>	<b>\$ 456,107</b>	<b>\$ 456,107</b>	<b>\$ 455,299</b>	<b>\$ 456,954</b>	<b>0.2%</b>

### **REVENUES**

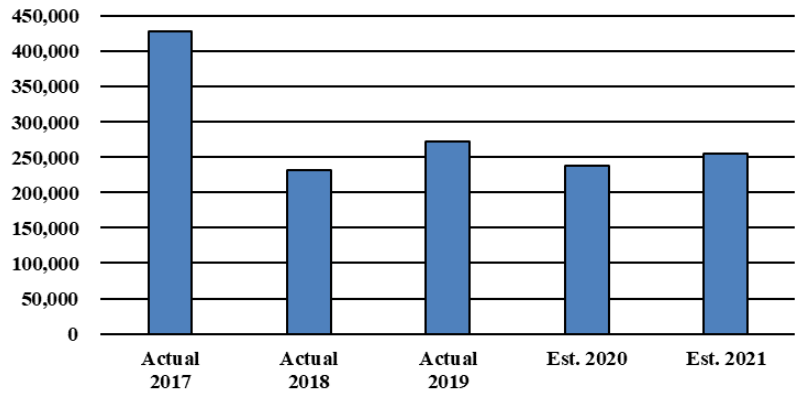
	<b>2018-19 Actual</b>	<b>2019-20 Original Budget</b>	<b>2019-20 Revised Budget</b>	<b>2019-20 Estimated</b>	<b>2020-21 Adopted Budget</b>	<b>% Change from 2019-20</b>
Property Taxes	\$ 373,860	\$ 372,000	\$ 372,000	\$ 379,000	\$ 382,000	2.7%
Interest Income	1,956	1,000	1,000	1,000	1,000	0.0%
Gifts and Donations	73,500	73,500	73,500	73,500	73,500	0.0%
Interest on Receivable	501	-	-	-	-	N/A
Appropriated Fund Balance	-	9,607	9,607	1,799	454	-95.3%
<b>Total</b>	<b>\$ 449,817</b>	<b>\$ 456,107</b>	<b>\$ 456,107</b>	<b>\$ 455,299</b>	<b>\$ 456,954</b>	<b>0.2%</b>

# ***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 2020-21 reflects a decrease from the previous year due to a one-time grant received in FY20. Gifts for 2020-21 include a decrease funding from the current year (\$100,000) and miscellaneous donations (\$47,500). 2020-21 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 2020-21.

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### **EXPENDITURES**

	<b>2018-19 Actual</b>	<b>2019-20 Original Budget</b>	<b>2019-20 Revised Budget</b>	<b>2019-20 Estimated</b>	<b>2020-21 Adopted Budget</b>	<b>% Change from 2019-20</b>
Computers/Database	\$ 17,694	\$ 18,333	\$ 21,483	\$ 13,483	\$ 532	-97.1%
Furniture	81,122	-	11,800	19,633	-	N/A
Collection Purchases	28,290	34,160	35,254	35,254	40,000	17.1%
Other	202,454	139,975	477,318	171,601	183,059	30.8%
Transfer to General Fund	45,000	45,000	45,000	45,000	45,000	0.0%
<b>Total</b>	<b>\$ 374,560</b>	<b>\$ 237,468</b>	<b>\$ 590,855</b>	<b>\$ 284,971</b>	<b>\$ 268,591</b>	<b>13.1%</b>

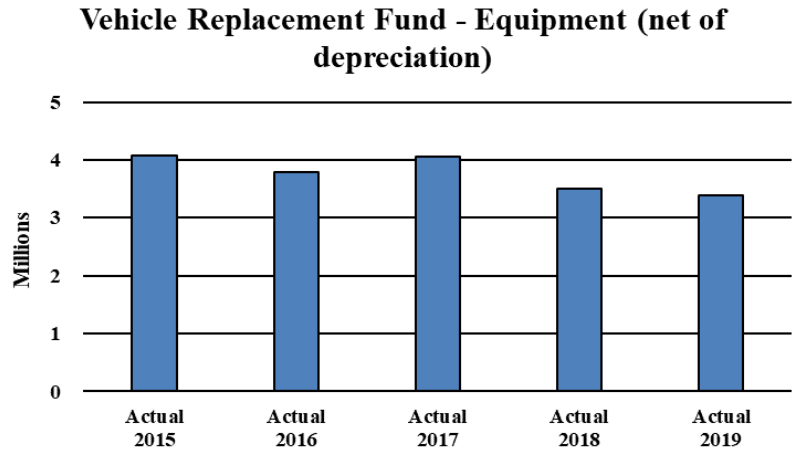
### **REVENUES**

	<b>2018-19 Actual</b>	<b>2019-20 Original Budget</b>	<b>2019-20 Revised Budget</b>	<b>2019-20 Estimated</b>	<b>2020-21 Adopted Budget</b>	<b>% Change from 2019-20</b>
Interest Income	\$ 1,056	\$ 535	\$ 535	\$ 441	\$ 441	-17.6%
Friends' Donations	153,185	135,000	330,000	135,000	100,000	-25.9%
Grants	92,542	52,233	162,533	55,695	106,975	104.8%
Misc Donations	25,000	49,700	49,700	47,595	47,500	-4.4%
Appropriated Fund Balance	102,777	-	48,087	46,240	13,675	N/A
<b>Total</b>	<b>\$ 374,560</b>	<b>\$ 237,468</b>	<b>\$ 590,855</b>	<b>\$ 284,971</b>	<b>\$ 268,591</b>	<b>13.1%</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**

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*The adopted budget for 2020-21 for the Vehicle Replacement Fund only includes debt payments for outstanding loans. Due to the budgetary impacts of COVID-19, there are no new vehicle purchases for FY21. 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.*

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### **EXPENDITURES**

	<b>2018-19 Actual</b>	<b>2019-20 Original Budget</b>	<b>2019-20 Revised Budget</b>	<b>2019-20 Estimated</b>	<b>2020-21 Adopted Budget</b>	<b>% Change from 2019-20</b>
Lease Purchase Payments	\$ 400,630	\$ 265,591	\$ 270,922	\$ 270,922	\$ 66,596	-74.9%
Other Expense	9,561	6,000	6,000	6,000	6,000	0.0%
Capital Equipment	926,206	587,500	878,050	878,050	-	-100.0%
<b>Total</b>	<b>\$ 1,336,397</b>	<b>\$ 859,091</b>	<b>\$ 1,154,972</b>	<b>\$ 1,154,972</b>	<b>\$ 72,596</b>	<b>-91.5%</b>

### **REVENUES**

	<b>2018-19 Actual</b>	<b>2019-20 Original Budget</b>	<b>2019-20 Revised Budget</b>	<b>2019-20 Estimated</b>	<b>2020-21 Adopted Budget</b>	<b>% Change from 2019-20</b>
Vehicle Use Fees	\$ 387,129	\$ 453,089	\$ 453,089	\$ 453,089	\$ -	-100.0%
Interest Income	5,080	6,000	6,000	3,000	3,000	-50.0%
Sale of Fixed Assets	121,523	50,000	50,000	50,000	50,000	0.0%
Insurance Claims	38,200	-	-	7,959	-	N/A
Appropriated Fund Balance	784,465	350,002	645,883	640,924	19,596	-94.4%
<b>Total</b>	<b>\$ 1,336,397</b>	<b>\$ 859,091</b>	<b>\$ 1,154,972</b>	<b>\$ 1,154,972</b>	<b>\$ 72,596</b>	<b>-91.5%</b>

# ***VEHICLE MAINTENANCE FUND***

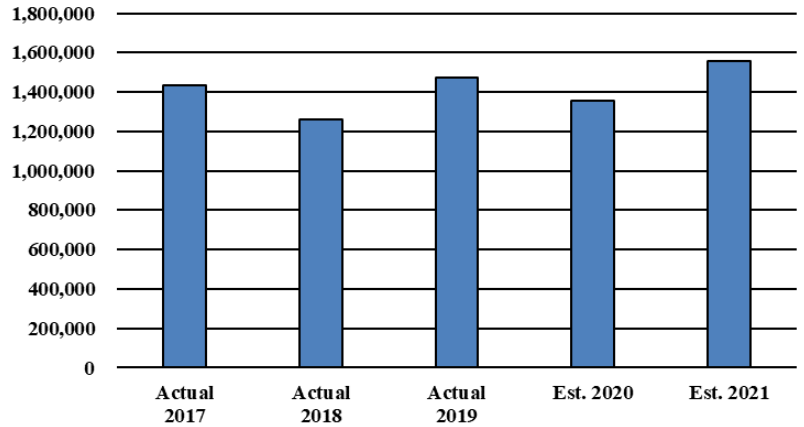
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The Vehicle Maintenance Fund accounts for the repair and maintenance of all the Town's cars, trucks, and heavy equipment, excluding those used in public transit operations.

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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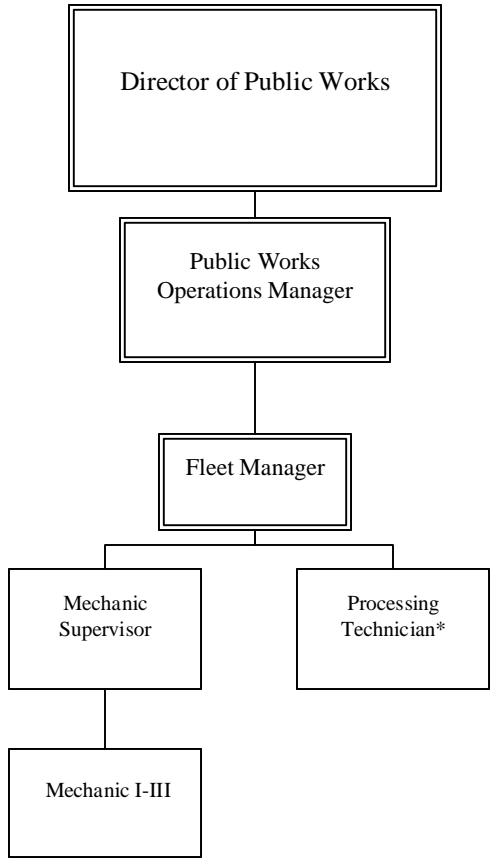
## **MISSION STATEMENT:**

*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 EQUIVALENTS***

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	<b>2018-19 ADOPTED</b>	<b>2019-20 ADOPTED</b>	<b>2020-21 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	<u>7.75</u>	<u>7.75</u>	<u>7.75</u>

<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**

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The 2020-21 adopted budget for the Vehicle Maintenance Fund reflects an overall increase in expenditures of 1.6% from last year's budget. The increase in personnel is the result of a 2% rate increase in medical insurance and a 1.2% increase in retirement costs. The 1% increase in the operating budget is due to the increase in maintenance due to the aging fleet.

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### **EXPENDITURES**

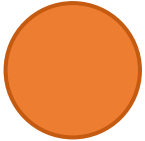
	<b>2018-19 Actual</b>	<b>2019-20 Original Budget</b>	<b>2019-20 Revised Budget</b>	<b>2019-20 Estimated</b>	<b>2020-21 Adopted Budget</b>	<b>% Change from 2019-20</b>
Personnel	\$ 635,481	\$ 657,101	\$ 657,101	\$ 527,058	\$ 672,087	2.3%
Operating Costs	835,100	874,899	874,899	815,772	883,775	1.0%
Capital Outlay	-	-	-	15,000	-	N/A
<b>Total</b>	<b>\$ 1,470,581</b>	<b>\$ 1,532,000</b>	<b>\$ 1,532,000</b>	<b>\$ 1,357,830</b>	<b>\$ 1,555,862</b>	<b>1.6%</b>

### **REVENUES**

	<b>2018-19 Actual</b>	<b>2019-20 Original Budget</b>	<b>2019-20 Revised Budget</b>	<b>2019-20 Estimated</b>	<b>2020-21 Adopted Budget</b>	<b>% Change from 2019-20</b>
Vehicle Maintenance Fees	\$ 1,414,912	\$ 1,514,000	\$ 1,514,000	\$ 1,475,800	\$ 1,529,000	1.0%
Interest Income	2,972	-	-	1,200	-	N/A
Insurance Claims	18,000	18,000	18,000	15,000	18,000	0.0%
Appropriated Fund Balance	34,697	-	-	(134,170)	8,862	N/A
<b>Total</b>	<b>\$ 1,470,581</b>	<b>\$ 1,532,000</b>	<b>\$ 1,532,000</b>	<b>\$ 1,357,830</b>	<b>\$ 1,555,862</b>	<b>1.6%</b>

# VEHICLE MAINTENANCE

## Performance Measures

 COLLABORATION & INNOVATION	<p><b>Strategic Objectives</b></p> <ul style="list-style-type: none"> <li>➤ Ensure that at least 30% of all work orders are preventive maintenance work</li> <li>➤ Limit repeat repairs to 2% or less</li> <li>➤ Complete at least 95% of preventive maintenances as scheduled in order to reduce out-of-service time</li> <li>➤ Ensure that 90% of rolling stock is available per day</li> <li>➤ Complete 85% of repair orders within 1 work day, with no more than 10% taking longer than 2 work days</li> </ul>
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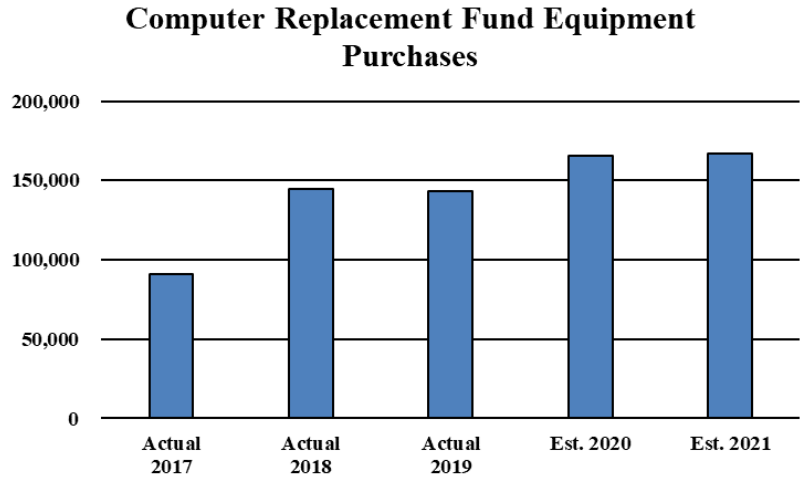
Core Business Program	Performance Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Fleet Services	Percent of work orders that are preventive maintenance	32%	38%	34%	30%
	Percent of work orders that are repeat repairs	0.92%	0.90%	0.27%	< 2%
	Percent of preventive maintenances completed as scheduled	69%	76%	63%	95%
	Percent of rolling stock available per day	*	*	95%	90%
	Percent of work orders completed in less than 1 work day	*	*	65%	85%
	Percent of work orders completed in excess of 2 work days	*	*	26%	<10%

\* Past fiscal year data was not reported because Public Works staff was completing an internal review of data and identified improvements needed to ensure high quality data. Staff developed a new system of entering work orders in Sept. 2019 to more accurately track and record these measures.

# ***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 2020-21 provides for replacement of computer equipment on a pay-as-you-go basis. For fiscal year 2020-21, \$167,000 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>2018-19 Actual</b>	<b>2019-20 Original Budget</b>	<b>2019-20 Revised Budget</b>	<b>2019-20 Estimated</b>	<b>2020-21 Adopted Budget</b>	<b>% Change from 2019-20</b>
Small Equipment	\$ 143,082	\$ 165,250	\$ 165,250	\$ 67,250	\$ 167,000	1.1%
Other Expense	-	-	-	-	-	N/A
<b>Total</b>	<b>\$ 143,082</b>	<b>\$ 165,250</b>	<b>\$ 165,250</b>	<b>\$ 67,250</b>	<b>\$ 167,000</b>	<b>1.1%</b>

### **REVENUES**

	<b>2018-19 Actual</b>	<b>2019-20 Original Budget</b>	<b>2019-20 Revised Budget</b>	<b>2019-20 Estimated</b>	<b>2020-21 Adopted Budget</b>	<b>% Change from 2019-20</b>
Computer Use Fees	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Interest Income	1,361	-	-	500	-	N/A
Appropriated Fund Balance	141,721	165,250	165,250	66,750	167,000	1.1%
<b>Total</b>	<b>\$ 143,082</b>	<b>\$ 165,250</b>	<b>\$ 165,250</b>	<b>\$ 67,250</b>	<b>\$ 167,000</b>	<b>1.1%</b>

