

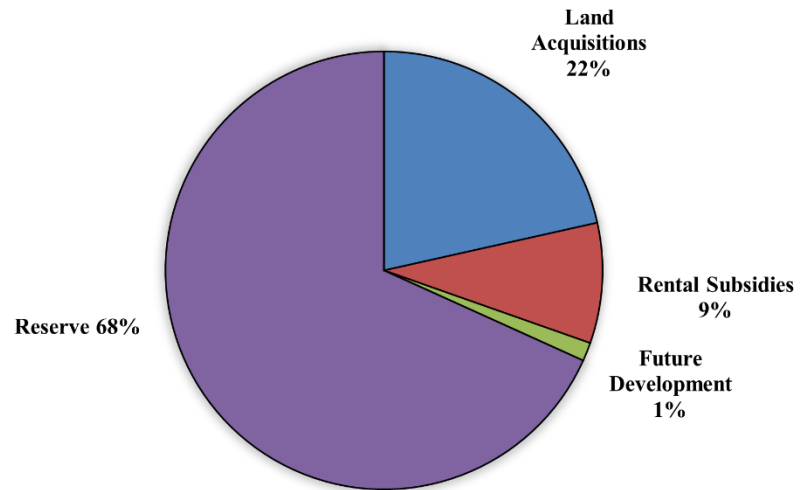
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AFFORDABLE HOUSING DEVELOPMENT RESERVE FUND

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

**FY23 AFFORDABLE HOUSING
EXPENDITURES**



AFFORDABLE HOUSING DEVELOPMENT RESERVE FUND BUDGET SUMMARY

The Affordable Housing Development Reserve Fund is dedicated exclusively to 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 FY25, the funding level decreased by 12.7% in order to accommodate funding for a new Housing Program Coordinator position in the Affordable Housing & Community Connections department.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Adopted Budget	% Change from 2023-24
Land Acquisitions	\$ 148,021	\$ -	\$ 175,000	\$ 175,000	\$ -	N/A
Rental Subsidies	61,126	-	191,765	8,870	-	N/A
Homeownership Assist.	-	-	67,000	-	-	N/A
Future Development Reserve	9,415	-	36,718	-	-	N/A
	469,833	826,850	1,857,887	826,850	722,003	-12.7%
Total	\$ 688,395	\$ 826,850	\$ 2,328,370	\$ 1,010,720	\$ 722,003	-12.7%

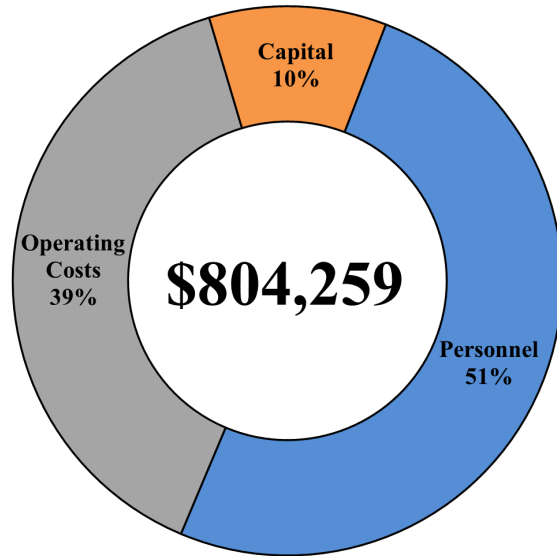
REVENUES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Adopted Budget	% Change from 2023-24
Transfer from General Fund	\$ 688,395	\$ 826,850	\$ 826,850	\$ 826,850	\$ 722,003	-12.7%
Appropriated Fund Balance	-	-	1,501,520	183,870	-	N/A
Total	\$ 688,395	\$ 826,850	\$ 2,328,370	\$ 1,010,720	\$ 722,003	-12.7%

CLIMATE ACTION FUND

The Climate Action Fund was established in FY22 to dedicate funding to address climate change.

CLIMATE ACTION FUND



**CLIMATE ACTION FUND
BUDGET SUMMARY**

The Climate Action Fund was established in FY22 to dedicate funding for climate change. The adopted budget for the Climate Action Fund remains flat compared to the 2023-24 budget. The 5% increase in personnel costs reflects a 0.75% retirement increase and a salary increase. Operating costs increased by 13.1% due to increases to contracted services, software, and supplies. Capital costs decreased based on available resources.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Adopted Budget	% Change from 2023-24
Personnel	\$ 186,306	\$ 387,001	\$ 429,318	\$ 392,346	\$ 406,196	5.0%
Operating Costs	108,707	277,737	643,384	509,753	314,132	13.1%
Capital	302,578	139,521	532,532	482,156	83,931	-39.8%
Total	\$ 597,591	\$ 804,259	\$ 1,605,234	\$ 1,384,255	\$ 804,259	0.0%

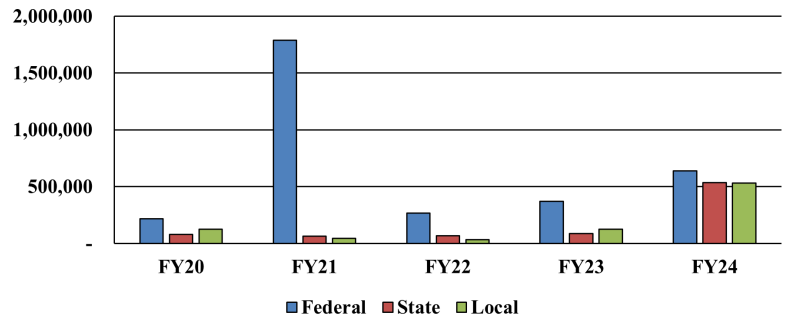
REVENUES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Adopted Budget	% Change from 2023-24
Transfer from General Fund	\$ 550,000	\$ 804,259	\$ 804,259	\$ 804,259	\$ 804,259	0.0%
Grants	32,205	-	393,927	393,927	-	0.0%
Appropriated Fund Balance	15,386	-	407,048	186,069	-	0.0%
Total	\$ 597,591	\$ 804,259	\$ 1,605,234	\$ 1,384,255	\$ 804,259	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 FY20-FY24



GRANTS FUND BUDGET SUMMARY

The Grants Fund was established in 2004-05 to account for grants previously included in the General Fund. Grants for 2024-25 consist of a grant from Orange County funding a Crisis Counselor position in PD, three Planning grants that provide personnel and operating funding for transportation planning, and year 3 of the Blue Cross Blue Shield Building Integrated Communities (BIC) Grant.

EXPENDITURES

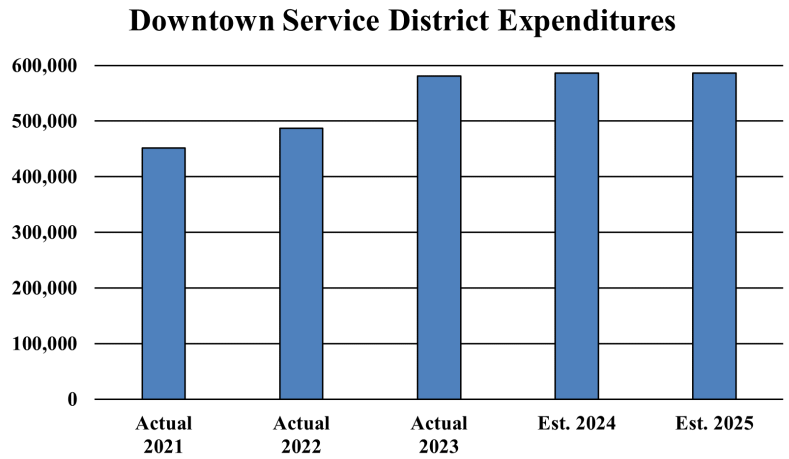
	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Adopted Budget	% Change from 2023-24
Planning Grants	470,729	436,354	632,546	632,546	520,576	19.3%
AH&CC Grants	80,563	125,000	169,437	169,437	125,000	0.0%
Police Grants	\$ 133,657	\$ -	\$ 850,360	\$ 783,142	\$ 81,319	N/A
Fire Grants	-	-	200,000	200,000	-	N/A
Technology Grants	-	-	100,000	100,000	-	N/A
Total	\$ 684,949	\$ 561,354	\$ 1,952,343	\$ 1,885,125	\$ 726,895	29.5%

REVENUES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Adopted Budget	% Change from 2023-24
Grants	\$ 584,351	\$ 465,377	\$ 1,775,836	\$ 1,708,618	\$ 614,487	32.0%
Transfer from General Fund	92,936	95,977	112,546	112,546	85,606	-10.8%
Transfer from Capital Imp. Fund	-	-	39,238	39,238	26,802	N/A
Appropriated Fund Balance	7,662	-	24,723	24,723	-	N/A
Total	\$ 684,949	\$ 561,354	\$ 1,952,343	\$ 1,885,125	\$ 726,895	29.5%

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 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 \$644,500,000. The tax rate of 6.4 cents is unchanged from FY 2023-24 and is expected to yield a total of about \$412,000 in FY 2024-25. 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.

FY25 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.

The FY 2024-25 budget also includes a transfer of \$100,000 from the General Fund to further support downtown initiatives.

Adjustments to the Downtown Service District border were last made for the 2006-07 fiscal year to account for 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 \$150,000. 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. An additional \$100,000 in funding is provided to the Chapel Hill Downtown Partnership for programming and marketing efforts.

Additionally, there are expenses related to the “Launch” initiative (\$147,000) along with 140 West expenses (\$110,000). The FY25 budget continues funding for a groundskeeper (\$66,915) dedicated to the downtown area.

DOWNTOWN SERVICE DISTRICT FUND BUDGET SUMMARY

The adopted Downtown Service District Fund tax rate of 6.4 cents for 2024-25 provides for continued funding of the groundskeeper position dedicated to the downtown area. The adopted budget includes an allocation of about \$500,000 for services related to the district, and includes expenses related to the "Launch" initiative (\$147,000) along with 140 West expenses (\$110,000).

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Adopted Budget	% Change from 2023-24
Personnel	\$ 65,440	\$ 70,817	\$ 70,817	\$ 70,779	\$ 66,915	-5.5%
CH DWTN Partnership	250,000	250,000	250,000	250,000	250,000	0.0%
140 West Expenses	106,648	110,000	110,000	110,000	110,000	0.0%
Launch	147,000	147,000	147,000	147,000	147,000	0.0%
Reserve	11,916	4,683	4,683	8,324	12,585	168.7%
Total	\$ 581,004	\$ 582,500	\$ 582,500	\$ 586,103	\$ 586,500	0.7%

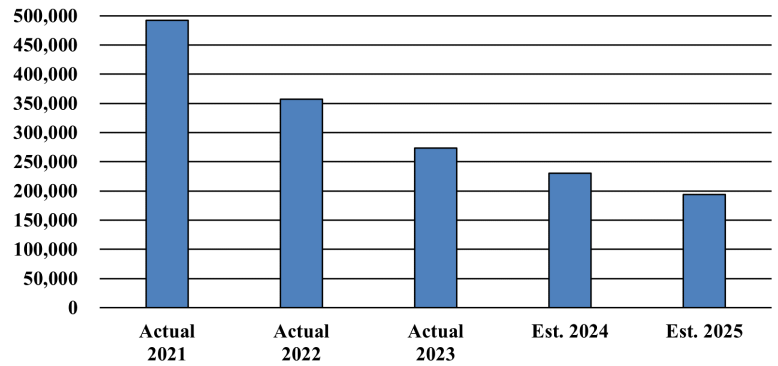
REVENUES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Adopted Budget	% Change from 2023-24
Property Taxes	\$ 405,733	\$ 408,000	\$ 408,000	\$ 408,000	\$ 412,000	1.0%
Interest Income	1,007	-	-	3,603	-	N/A
Orange County Launch Contribution	73,500	73,500	73,500	73,500	73,500	0.0%
Interest on Receivable	764	1,000	1,000	1,000	1,000	0.0%
Transfer from General Fund	100,000	100,000	100,000	100,000	100,000	0.0%
Total	\$ 581,004	\$ 582,500	\$ 582,500	\$ 586,103	\$ 586,500	0.7%

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 2024-25 reflects a decrease from the previous year primarily due to the expiration of a pandemic-related grant. 2024-25 expenses include additions to the collection, furniture, software costs, 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 2024-25.

EXPENDITURES

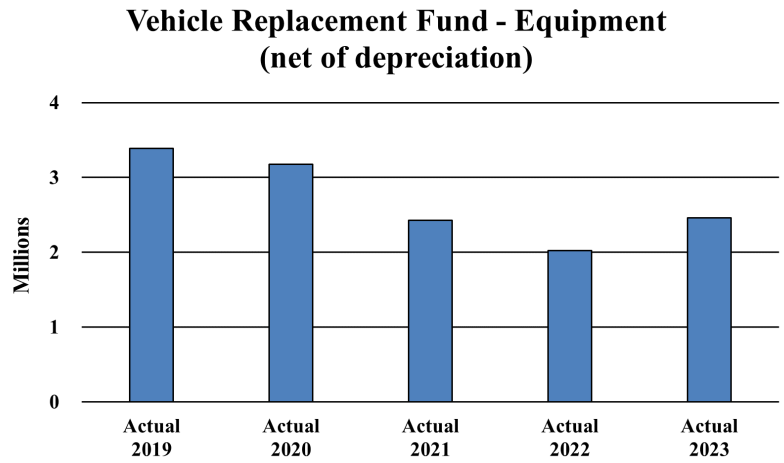
	2022-23	2023-24	2023-24	2023-24	204-25	% Change
	Actual	Original	Revised	Estimated	Adopted	from
		Budget	Budget		Budget	2023-24
Computers/Database	\$ 23,032	\$ 12,225	\$ 36,348	\$ 33,374	\$ 8,225	-32.7%
Furniture	93,539	23,308	37,395	37,395	23,308	0.0%
Collection Purchases	45,313	39,000	38,000	38,000	48,000	23.1%
Other	174,142	122,527	333,814	269,710	82,375	-32.8%
Transfer to General Fund	45,000	45,000	45,000	45,000	45,000	0.0%
Contribution to Reserve	-	16,406	6,406	6,406	13,906	-15.2%
Total	\$ 381,026	\$ 258,466	\$ 496,963	\$ 429,885	\$ 220,814	-14.6%

REVENUES

	2022-23	2023-24	2023-24	2023-24	2024-25	% Change
	Actual	Original	Revised	Estimated	Adopted	from
		Budget	Budget		Budget	2023-24
Interest Income	\$ 4,924	\$ 1,406	\$ 1,406	\$ 5,537	\$ 1,406	0.0%
Friends' Donations	125,000	125,000	125,000	128,500	134,875	7.9%
Grants	80,170	38,054	104,348	37,179	-	-100.0%
Misc Donations	63,561	57,500	57,500	58,923	57,500	0.0%
Appropriated Fund Balance	107,371	36,506	208,709	199,746	27,033	-25.9%
Total	\$ 381,026	\$ 258,466	\$ 496,963	\$ 429,885	\$ 220,814	-14.6%

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 2024-25 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 2024-25 adopted budget is the replacement of two solid waste rear loaders, seven Police vehicles, one truck and two mowers for Parks Maintenance, three vehicles in the Streets Division, two trucks in Facilities Management, and one van for Parks & Rec. The Vehicle Replacement Fund has moved to a pay-as-you-go system. Beginning in 2014-15, vehicle purchases were bought outright rather than financed.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Adopted Budget	% Change from 2023-24
Other Expense	\$ 10,403	\$ -	\$ -	\$ -	\$ -	N/A
Capital Equipment	1,205,432	1,105,000	2,542,628	2,194,929	1,605,000	45.2%
Contribution to Reserve	371,481	-	-	-	-	N/A
Total	\$ 1,587,316	\$ 1,105,000	\$ 2,542,628	\$ 2,194,929	\$ 1,605,000	45.2%

REVENUES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Adopted Budget	% Change from 2023-24
Vehicle Use Fees	\$ 355,000	\$ 1,105,000	\$ 1,105,000	\$ 1,105,000	\$ 1,605,000	45.2%
Interest Income	12,432	-	50,000	32,000	-	N/A
Sale of Fixed Assets	86,084	-	46,650	22,047	-	N/A
Transfer from General Fund	1,133,800	-	-	-	-	N/A
Appropriated Fund Balance	-	-	1,340,978	1,035,882	-	N/A
Total	\$ 1,587,316	\$ 1,105,000	\$ 2,542,628	\$ 2,194,929	\$ 1,605,000	45.2%

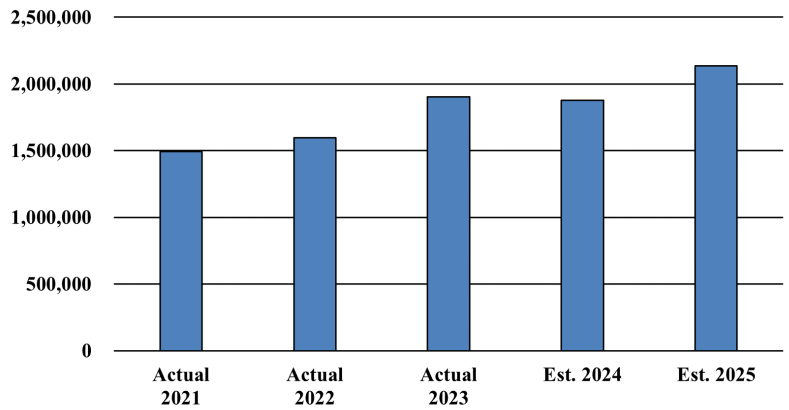
FLEET MANAGEMENT FUND

The Fleet Management Fund, formerly known as 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.

Fleet management 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.

Fleet Management Fund Expenditures



FLEET MANAGEMENT

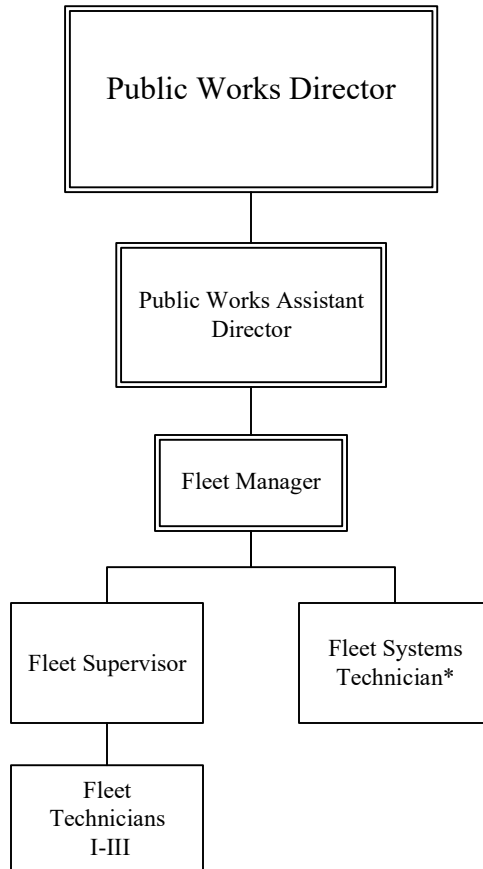
MISSION STATEMENT:

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

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

- Strategic planning, maintenance and management of the Town's Fleet Program and Vehicle Replacement Program that supports the Climate Action Plan.
- Manage fueling facilities and provide electrical charging stations and other greener fuels.
- Provide for major vehicle and equipment maintenance and repairs using in-house and outside resources.
- Provide on-call emergency vehicle and equipment services.

FLEET MANAGEMENT



*Position is split with Facilities Management.

FLEET MANAGEMENT FUND
STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS

	2022-23 ADOPTED	2023-24 ADOPTED	2024-25 ADOPTED
Manager - Fleet	1.00	1.00	1.00
Supervisor - Fleet	1.00	1.00	1.00
Fleet Technician (I-III)	5.00	5.00	5.00
Fleet Systems Technician ¹	0.75	0.75	0.75
Unit Totals	<u>7.75</u>	<u>7.75</u>	<u>7.75</u>

¹ Position is split between Facilities Management and the Fleet Management Fund.

Note: Fleet Management is supervised by the Public Works Department.

FLEET MANAGEMENT FUND BUDGET SUMMARY

The 2024-25 adopted budget for the Fleet Management Fund reflects an overall increase in expenditures of 14.5% from last year's budget. The 10.8% increase in personnel is the result of job class and compensation adjustments made during FY23-24, a 0.75% increase in retirement costs, and a pay increase. The operating budget increased 17.2% due to an increase in vehicle maintenance costs and a required software update.

EXPENDITURES




	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Adopted Budget	% Change from 2023-24
Personnel	\$ 743,901	\$ 794,613	\$ 760,248	\$ 750,467	\$ 880,509	10.8%
Operating Costs	1,157,942	1,070,963	1,244,807	1,126,109	1,255,163	17.2%
Capital Outlay	-	-	1,021	-	-	N/A
Total	\$ 1,901,843	\$ 1,865,576	\$ 2,006,076	\$ 1,876,576	\$ 2,135,672	14.5%

REVENUES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Adopted Budget	% Change from 2023-24
Vehicle Maintenance Fees	\$ 1,719,813	\$ 1,830,846	\$ 1,830,846	\$ 1,830,846	\$ 2,135,672	16.6%
Interest Income	8,144	-	-	7,000	-	N/A
Insurance Claims	6,144	-	-	4,000	-	N/A
Appropriated Fund Balance	167,742	34,730	175,230	34,730	-	-100.0%
Total	\$ 1,901,843	\$ 1,865,576	\$ 2,006,076	\$ 1,876,576	\$ 2,135,672	14.5%

FLEET MANAGEMENT

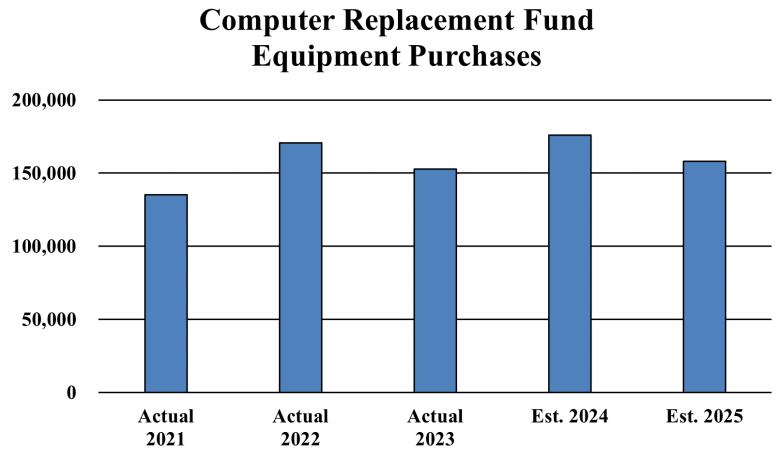
Performance Measures

 <p>Environmental Stewardship</p>  <p>Connected Community</p>  <p>Safe Community</p>	<p>Strategic Objectives</p> <ul style="list-style-type: none"> ➤ Ensure that at least 50% 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	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Target
Fleet Services	Percent of work orders that are preventive maintenance	35%	34%	34%	50%
	Percent of work orders that are repeat repairs	<1%	<2%	<2%	<2%
	Percent of preventive maintenances completed as scheduled	77%	64%	37%	95%
	Percent of rolling stock available per day	93%	91%	91%	90%
	Percent of work orders completed in less than 1 work day	62%	58%	57%	85%
	Percent of work orders completed in excess of 2 work days	26%	32%	36%	<10%

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
BUDGET SUMMARY

The adopted budget for 2024-25 provides for replacement of computer equipment on a pay-as-you-go basis.

EXPENDITURES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Adopted Budget	% Change from 2023-24
Small Equipment Reserve	\$ 152,706 22,856	\$ 176,100 -	\$ 176,100 -	\$ 176,100 -	\$ 158,236 -	-10.1% N/A
Total	\$ 175,562	\$ 176,100	\$ 176,100	\$ 176,100	\$ 158,236	-10.1%

REVENUES

	2022-23 Actual	2023-24 Original Budget	2023-24 Revised Budget	2023-24 Estimated	2024-25 Adopted Budget	% Change from 2023-24
Computer Use Fees	\$ 173,975	\$ 176,100	\$ 176,100	\$ 176,100	\$ 158,236	-10.1%
Interest Income	1,587	-	-	-	-	N/A
Appropriated Fund Balance	-	-	-	-	-	N/A
Total	\$ 175,562	\$ 176,100	\$ 176,100	\$ 176,100	\$ 158,236	-10.1%