

## AN ORDINANCE CONCERNING THE ESTABLISHMENT OF THE TOWN BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2024 (2024-06-05/O-1)

BE IT ORDAINED by the Council of the Town of Chapel Hill:

### Section 1. APPROPRIATIONS

That the following appropriations are hereby made:

<u>GENERAL FUND</u>	<u>Function Total</u>
General Government	\$ 24,389,825
Environment & Development	22,004,866
Public Safety	29,201,360
Leisure	13,876,949
<b>GENERAL FUND TOTAL</b>	<b>\$89,473,000</b>
<u>OTHER FUNDS</u>	
Transit Fund	\$ 36,656,438
Transit Capital Reserve Fund	0
Debt Service Fund	9,654,100
Vehicle Replacement Fund	1,605,000
Vehicle Maintenance Fund	2,135,672
Computer Replacement Fund	158,236
Public Housing Fund	2,699,400
Affordable Housing Reserve Fund	722,003
Parking Facilities Fund	5,510,121
Library Gift Fund	220,814
Capital Improvements Fund	2,713,591
Downtown Service District Fund	586,500
Climate Action Fund	804,259
Stormwater Management Fund	3,283,000
Grants Fund	726,895
<b>TOTAL ALL FUNDS</b>	<b>\$156,949,029</b>

## **Section 2. REVENUES**

It is estimated that the following revenues will be available during the fiscal year beginning July 1, 2024 and ending June 30, 2025 to meet the foregoing appropriations. It is determined that where estimated revenues are higher than the previous year, the increases were warranted.

### **GENERAL FUND**

Property Taxes	\$ 42,835,000
Sales Taxes	22,993,152
Occupancy Tax	1,700,000
Other Taxes & Licenses	100,000
State-Shared Revenues	8,313,708
Grants	749,862
Charges for Services	5,616,827
Licenses/Permits/Fines	3,462,693
Interest on Investments	750,000
Other Revenues	421,100
Transfers/Other Sources	45,000
Fund Balance Appropriated	2,485,658
<b>General Fund Total</b>	<b>\$89,473,000</b>

### **OTHER FUNDS**

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Transit Capital Reserve Fund	0
Debt Service Fund	9,654,100
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<b>TOTAL ALL FUNDS</b>	<b>\$156,949,029</b>

**Section 3. LEVY OF TAXES**

There is hereby levied the following tax on each one hundred dollars (\$100) valuation of taxable property, located within the Town of Chapel Hill, as listed for taxes as of January 1, 2024 for the purpose of raising revenue from property tax as set forth in the foregoing estimates of revenues, and in order to finance the foregoing appropriations.

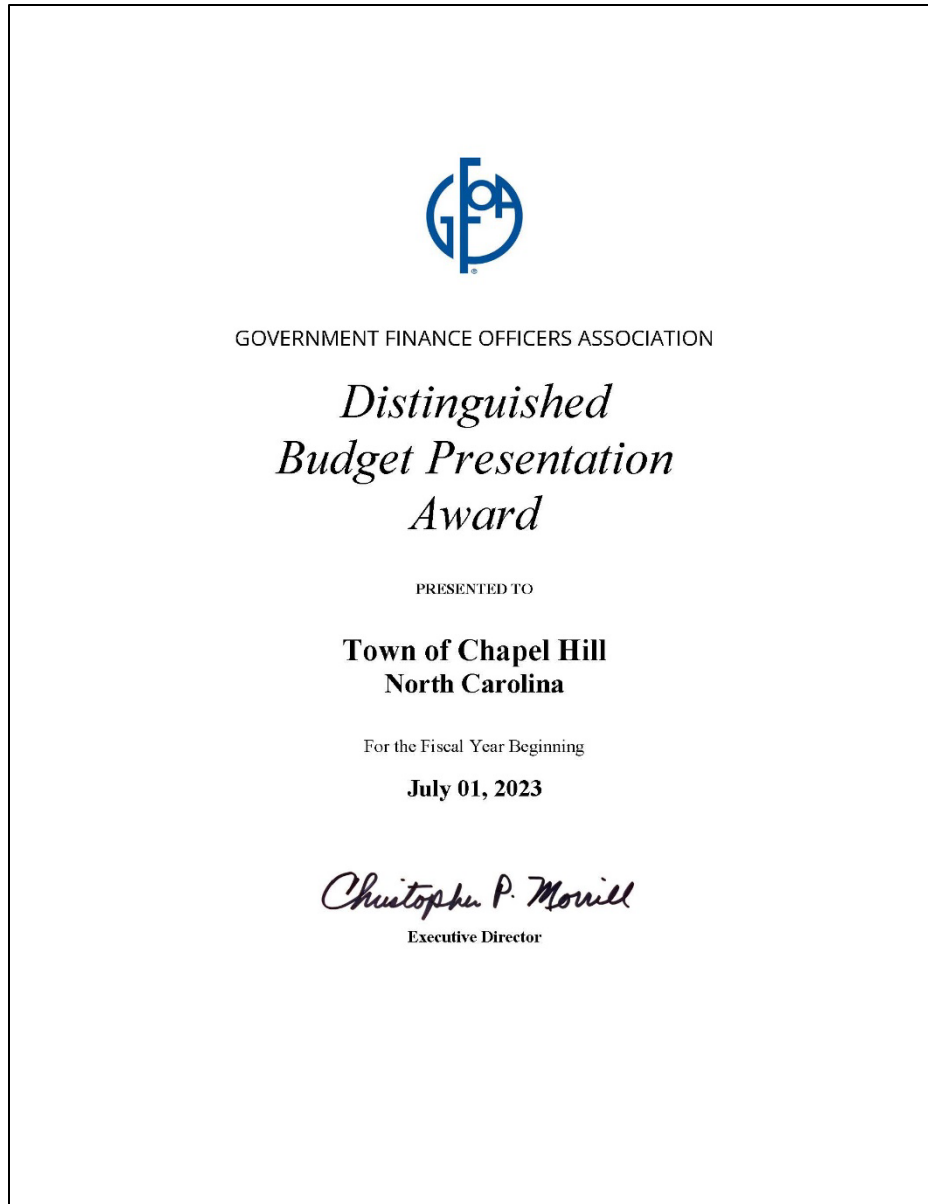
General Fund (for the payment of expenses of the Town of Chapel Hill)	\$0.437/\$100
Debt Service Fund (for the payment of expenses of the Town of Chapel Hill)	\$0.088/\$100
Transit Fund (for the payment of expenses related to transportation approved by referendum)	\$0.067/\$100
TOTAL	\$0.592/\$100

**Section 4. SPECIAL DISTRICT TAX LEVY**

There is hereby levied the following tax on each one hundred dollars (\$100) valuation of taxable property located in the Downtown Revitalization Municipal Service District established by the Town Council's resolution of June 12, 1989:

Downtown Service District Fund	\$0.064/\$100
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This the 5th day of June, 2024.



Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Town of Chapel Hill for its Annual Budget for the fiscal year beginning July 1, 2023. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

This award is valid for a period of July 1, 2023 – June 30, 2024 only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

## *Performance Agreements with Other Agencies*

	<b>2023-24 Adopted Budget</b>	<b>2024-25 Adopted Budget</b>
<b>Performance Agreements with Other Agencies</b>		
<b>Human Services</b>		
Human Services Advisory Board Recommendations	\$ 602,516	\$ 602,516
<b>Total Human Services</b>	<b>602,516</b>	<b>602,516</b>
<b>Arts</b>		
Cultural Arts	43,500	43,500
<b>Total Arts</b>	<b>43,500</b>	<b>43,500</b>
<b>Affordable Housing</b>		
Community Home Trust	402,503	513,145
Interfaith Council (IFC)	265,792	273,766
Orange County Partnership to End Homelessness	193,172	317,048
<b>Total Affordable Housing</b>	<b>861,467</b>	<b>1,103,959</b>
<b>Economic Development</b>		
Chapel Hill/Orange County Visitors Bureau	200,000	200,000
Chapel Hill Downtown Partnership	70,000	70,000
<b>Total Economic Development</b>	<b>270,000</b>	<b>270,000</b>
<b>Total Contributions to Agencies</b>	<b>\$ 1,777,483</b>	<b>\$ 2,019,975</b>

## ***GLOSSARY***

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**Accrual** - Revenues are recorded when earned, and expenses are recorded as soon as they result in liabilities for benefits received.

**Ad Valorem tax** - A tax levied in proportion to the value of a property.

**Allocate** - To set apart portions of budgeted expenditures which are specifically designated to organizations for special activities and purposes.

**Annual Budget** - A budget covering a single fiscal year.

**Appropriation** - The amount budgeted on a yearly basis to cover projected expenditures which the Town Council legally authorizes through the Budget Ordinance.

**Approved Budget** - The budget as formally adopted by the Town Council for the upcoming fiscal year.

**Assessed Valuation** - The estimated dollar value placed upon real and personal property by the County Assessor as the basis for levying property taxes. The General Assembly exempted household personal property from taxation effective July 1, 1987.

**Asset Management Project (AMP)** - A division of the Town's public housing communities.

**Authorized Bonds** - Bonds which have been legally authorized but may or may not have been sold.

**Balanced Budget** - Occurs when planned expenditures equal anticipated revenues. In North Carolina, it is required that the budget submitted to the Town Council be balanced.

**Bond** - A written promise to pay a specific amount of money with interest within a specific time period, usually long-term.

**Bond Rating** - A grade indicating a governmental unit's investment qualities. Generally speaking, the higher the bond rating, the more favorable the interest rate and the lower the cost of financing capital projects funded by bonds. A high rating is indicative of the government's strong financial position. Ratings range from AAA (highest) to D (lowest).

**Bonds Issued** - Bonds that are sold.

**Budget** - A financial plan for a specified period of time that matches planned revenues and expenditures with various Town services.

**Budget Message** - A written overview of the proposed budget from the Town Manager to the Town Council. This overview discusses the major budget items of the Manager's recommended budget.

**Capital Improvements Plan** - A long term plan of proposed capital improvements projects, which includes estimated project cost and funding sources, that the Town expects to undertake within a five-year period. The plan is updated annually to reassess capital needs.

## ***GLOSSARY***

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**Capital Outlay** - An expenditure which results in the acquisition of or addition to a fixed asset.

**Capital Project** - A project expected to have a useful life greater than 10 years and an estimated cost of \$10,000 or more. Capital projects include the construction, purchase, or major renovation of buildings, utility systems, parks, or other physical structures or property; purchase of land; and purchase of large equipment.

**Capital Project Fund** - A fund used to account for the acquisition or construction of major capital facilities and equipment.

**Category** - Expenditure budgets are presented in one of three categories: Personnel Services, Operations, and Capital Outlay.

**CDBG** - Community Development Block Grant

**Community Development Fund** - A fund used to account for block grant monies received from the federal government under Title I of the Housing and Community Development Act.

**Compensated Absences** - Paid time off made available to employees in connection with vacation leave, sick leave, and similar benefits.

**Contingency** - Appropriation intended for unanticipated expenditures. Transfer of these funds into an expendable account is controlled by the Town Council.

**Debt Service** - Principal, interest, and administrative costs associated with the repayment of long-term debt.

**Delinquent Taxes** - Taxes that remain unpaid after the due date on which a penalty for nonpayment is incurred.

**Department** - A major administrative division of the Town that has overall management responsibility for an operation within a functional area.

**Depreciation** - An allowance made for the loss in the value of property over time.

**District Tax** - Taxes paid by those owning property in a special district of the Town.

**Employee Benefits** - For budgeting purposes, employee benefits include employer payments for social security, retirement, group health and life insurance, and workers' compensation and any similar form of employee compensation.

**Encumbrances** - A financial commitment for services, contracts, or goods which have not been delivered or performed.

## ***GLOSSARY***

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**Enterprise Fund** - A grouping of activities whose expenditures are wholly or partially offset by revenues collected from consumers in the form of fees and charges.

**Expenditures** - The total cost of a program or capital project.

**EZ Rider** - A special service which uses lift equipped vehicles to transport individuals with mobility limitations that prevent them from using Chapel Hill Transit's regular bus service.

**Fiscal Year** - A 12-month period (July 1 through June 30) in which the annual operating budget applies and at the end of which an assessment is made of the Town's financial condition and performance of operations.

**Fixed Asset** - An asset of long-term character. For budgetary purposes, a fixed asset is defined as an item costing \$5,000 or more with an expected life of more than one year.

**Full-time Equivalent** - One F.T.E. refers to the equivalent of one permanent position.

**Function** - A broad grouping of activities and departments whose objectives and expenditures are inter-related. Examples of functions within the Town include General Government, Public Safety, Leisure, etc.

**Fund** - An accounting entity created to record the financial activity for a selected financial group.

**Fund Balance** - Funds accumulated through the under-expenditure of appropriations and/or receiving revenues greater than anticipated and included in the budget.

**General Fund** - A fund which provides for the accounting for most of the basic government services, such as police, fire, sanitation, inspections, recreation, and other general services.

**General Obligation Bonds** - Bonds issued by a government which are backed by the full faith and credit of its taxing authority.

**Goal** - A broad statement of desired conditions to be maintained or achieved through the efforts of an organization.

**Governmental Funds** - Funds generally used to account for tax-supported activities.

**Impervious Surface** - Hard surfaces such as concrete, compressed gravel, asphalt, and rooftops. These surfaces increase the amount of stormwater runoff.

**Indirect Cost** - The component of the total cost for a service which is provided by one department but budgeted within another department or division. Indirect costs are budgeted to more accurately reflect the true total cost for such services.



## ***GLOSSARY***

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**Interest and Penalties Receivable on Taxes** - Uncollected interest and penalties on property taxes.

**Intergovernmental Revenues** - Revenues from other governments (State, federal, and local) which can be in the form of grants, shared revenue, or entitlement.

**Land Use Management Ordinance (LUMO)** - The Chapel Hill Land Use Management Ordinance establishes standards and procedures for new development or redevelopment in the Town. The major purpose of the LUMO is to implement the Town's adopted *Comprehensive Plan*. It is designed to provide clear rules about what is expected of applicants in order to gain approval to develop land in the Town.

**Lease Purchase** - A method of purchasing equipment in which payments are spread over a period of time.

**Levy** - The amount of tax, service charge, and assessments imposed by the government.

**Line Item** - A budgetary account representing a specific object of expenditure.

**Modified Accrual** - The basis of accounting for the Town. Under this system, expenditures are recognized when encumbered.

**NCDOT** - North Carolina Department of Transportation

**Non-operating Expenses** - Expenses which are not directly related to the provision of services, such as debt service.

**Non-operating Revenues** - Revenues which are generated from other sources and are not directly related to service activities.

**Objective** - A specific statement that is to be accomplished or achieved for a particular program during the fiscal year.

**Operating Budget** - The Town's financial plan which outlines proposed expenditures for the upcoming fiscal year and estimates revenues which will be used to finance them.

**Operating Expenses** - Those expenditures of a recurring nature, covering services and supplies necessary to operate individual departmental activities.

**Ordinance** - A formal legislative enactment by the Town Council which has the full force and effect of law within the boundaries of the Town.

**Performance Agreement** - A contract with an external agency to provide funding for specific functions with specific performance targets. These are designed to provide accountability from external agencies to align with the Town's strategic goals.

## ***GLOSSARY***

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**Personal Property** - Movable property classified within two categories: tangible and intangible. "Tangible," or touchable, property includes items of visible and movable property not permanently affixed to real property. "Intangible," or non-touchable, property includes stocks, bonds, notes, cash, bank deposits, accounts receivable, patents, trademarks, copyrights, and similar assets.

**Personnel Services** - Salaries and wages paid to employees for full-time, part-time, and temporary work, including overtime and similar compensation. Also included in this account group are employee benefits paid for employees.

**Program** - A well-defined portion of the operating plan for which a distinct set of goals and objective may be developed.

**Property Tax** - Tax paid by those owning property in the Town.

**Property Tax Rate** - The rate at which real property in the Town is taxed in order to produce revenues sufficient to conduct necessary governmental activities.

**Proprietary Fund** - A fund used to account for the operations similar to those in the private sector. This includes enterprise funds. The focus is on determination of net income, financial position, and changes in financial position.

**Public Safety** - A group of expenditures related to the provision and enforcement of law enforcement and fire and disaster protection.

**Real Property** - Land, buildings, and items permanently affixed to land or buildings.

**Real Property Value** - The value of land and buildings which are taxable.

**Reappraisal** - The process of revaluing a jurisdiction's real property in order to adjust the tax value to the market value; by North Carolina law, a revaluation must be conducted at a minimum of every eight years. Property was most recently revalued as of January 1, 2021.

**Reclassification** - A change in the classification and corresponding job title of an existing position which results from a major change in assigned responsibilities.

**Reserve** - An account designated for a portion of the fund balance which is to be used for a specific purpose.

**Revenue** - All funds that the Town government receives as income, including items such as tax payments, fees for specific services, receipts from other governments, fines, forfeitures, shared revenues, and interest income.

**Revenue Neutral Tax Rate** - G.S. §159-11(e) states that "the revenue-neutral tax rate is the rate that is estimated to produce revenue for the next fiscal year equal to the revenue that would have been produced for the next fiscal year by the current tax rate if no reappraisal had occurred."

## ***GLOSSARY***

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**Rolling Stock** - Vehicles and other similar equipment which use wheels to move about.

**Sales Tax** - Tax paid by retail consumers.

**Service Level** - The amount of service provided during the fiscal year as indicated by one or more performance indicators.

**Shared Ride** - An extension of transit service to designated areas of town which do not receive regular bus service.

**Special Assessment** - A levy on certain properties to defray part or all of the cost associated with improvements or services which will benefit those properties. For instance, a special assessment would be levied against property owners who have petitioned for paving a street.

**Special Districts** - A tax district approved by the voters to provide specified services. A special district in the Town is the Downtown Service District which provides improvements in the Town center.

**Special Revenue Fund** - A fund used to account for the revenues from specific sources which are to be used for legally specified expenditures.

**Tax Levy** - Revenue produced by applying a given tax rate to a property's assessed, or tax value.

**Town Council** - Nine-member Council elected at large by the voters of the Town for four year terms.

**Town Operations Center (TOC)** - Town property on Eubanks Road, site of Public Works and Transit Operations.

**Triangle** - Chapel Hill is located in central North Carolina, in the area commonly referred to as the Triangle, including Orange, Durham, and Wake Counties.

**Two-Thirds Bonds** - General obligation bonds that can be issued by a local government without voter authorization under a formula set by the State of two-thirds of the previous year's net debt reduction.