

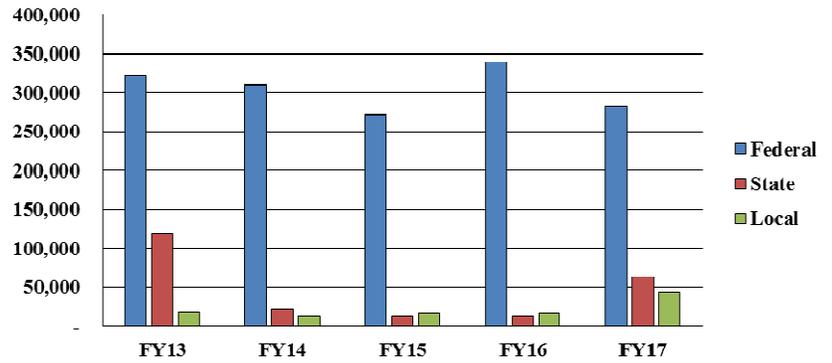
TABLE OF CONTENTS – OTHER FUNDS

<u>Fund Title</u>	<u>Page</u>
<u>Other Special Revenue Funds</u>	
Grants Fund	297
Downtown Service District Fund.....	299
Library Gift Fund	302
<u>Internal Service Funds</u>	
Vehicle Replacement Fund	304
Vehicle Maintenance Fund	306
Computer Replacement Fund.....	312

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 FY13-FY17



GRANTS FUND

BUDGET SUMMARY

The Grants Fund was established in 2004-05 to account for grants previously included in the General Fund. Grants for 2017-18 consist of three Planning grants that provide personnel and operating funding for transportation planning.

EXPENDITURES

	2015-16 Actual	2016-17 Original Budget	2016-17 Revised Budget	2016-17 Estimated	2017-18 Adopted Budget	% Change from 2016-17
Police Grants	\$ 52,066	\$ -	\$ 240,476	\$ 240,476	\$ -	N/A
Planning Grants	364,767	358,145	433,353	432,479	404,640	13.0%
Total	\$ 416,833	\$ 358,145	\$ 673,829	\$ 672,955	\$ 404,640	13.0%

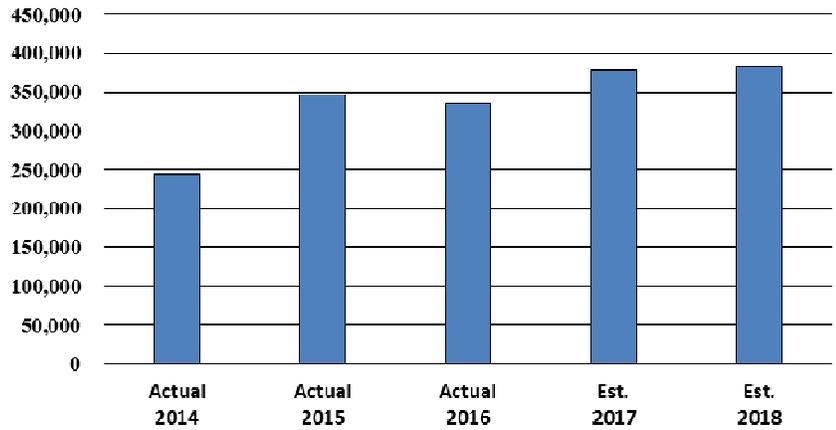
REVENUES

	2015-16 Actual	2016-17 Original Budget	2016-17 Revised Budget	2016-17 Estimated	2017-18 Adopted Budget	% Change from 2016-17
Grants	\$ 326,975	\$ 282,513	\$ 406,163	\$ 405,289	\$ 319,776	13.2%
Transfer from General Fund	98,543	75,632	88,647	88,647	84,864	12.2%
Appropriated Fund Balance	(8,685)	-	179,019	179,019	-	N/A
Total	\$ 416,833	\$ 358,145	\$ 673,829	\$ 672,955	\$ 404,640	13.0%

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 \$445,422,000. The tax rate of 7.0 cents is represents a 0.1 cent decrease from the previous year, and is expected to yield a total of about \$312,000 in FY 2017-18. This represents an increase of \$23,000 from the current year estimates, due to the increase in value from new development in the downtown area and the 2017 Orange County property tax revaluation.

FY18 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 (\$103,500) along with 140 West expenses (\$105,000).

DOWNTOWN SERVICE DISTRICT FUND BUDGET SUMMARY

The adopted Downtown Service District Fund tax rate of 7.0 cents for 2017-18 provides for continued funding of the groundskeeper position dedicated to the downtown area (including a 2.5% of market rate salary adjustment, effective July 1, and a 12.0% rate increase 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 (\$103,500) along with 140 West expenses (\$105,000).

EXPENDITURES

	2015-16 Actual	2016-17 Original Budget	2016-17 Revised Budget	2016-17 Estimated	2017-18 Adopted Budget	% Change from 2016-17
Personnel	\$ 35,971	\$ 52,573	\$ 52,573	\$ 53,142	\$ 54,338	3.4%
Contracted Services	230,558	230,000	230,000	222,212	225,000	-2.2%
Grants/Deferred Loans	70,000	70,000	103,500	103,500	103,500	47.9%
Total	\$ 336,529	\$ 352,573	\$ 386,073	\$ 378,854	\$ 382,838	8.6%

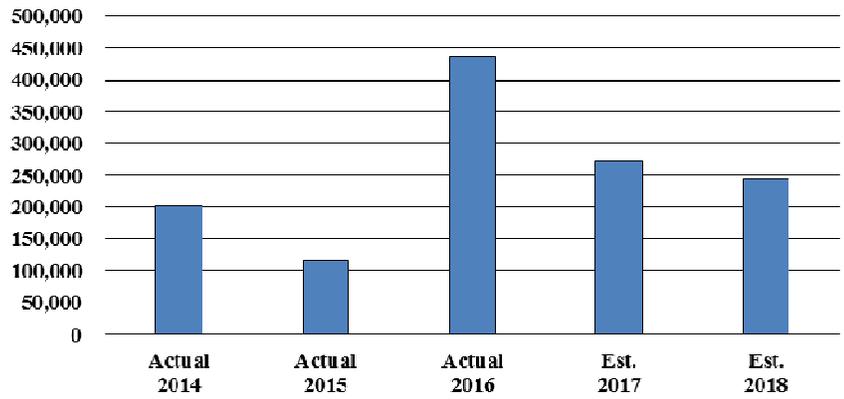
REVENUES

	2015-16 Actual	2016-17 Original Budget	2016-17 Revised Budget	2016-17 Estimated	2017-18 Adopted Budget	% Change from 2016-17
Property Taxes	\$ 287,939	\$ 281,000	\$ 281,000	\$ 288,775	\$ 311,610	10.9%
Interest Income	110	-	-	75	-	0.0%
Gifts and Donations	-	40,000	73,500	73,500	73,500	0.0%
Interest on Receivable	1,310	833	833	833	528	0.0%
Appropriated Fund Balance	47,170	30,740	30,740	15,671	(2,800)	-109.1%
Total	\$ 336,529	\$ 352,573	\$ 386,073	\$ 378,854	\$ 382,838	8.6%

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 2017-18 reflects a slight increase from the previous year due to a 23.4% increase in grants. Gifts for 2017-18 include donations (\$75,000) from the Friends of the Library and miscellaneous donations (\$49,765). 2017-18 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 2017-18.

EXPENDITURES

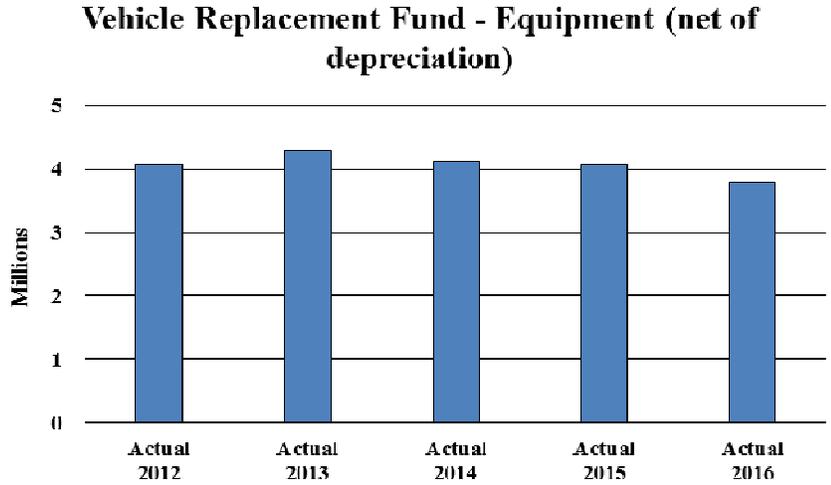
	2015-16 Actual	2016-17 Original Budget	2016-17 Revised Budget	2016-17 Estimated	2017-18 Adopted Budget	% Change from 2016-17
Computers/Database	\$ 4,542	\$ -	\$ 177	\$ 930	\$ 35,800	N/A
Furniture	5,500	16,000	200,000	16,000	10,000	-37.5%
Collection Purchases	21,306	22,500	25,140	22,790	34,800	54.7%
Other	174,950	44,609	107,741	75,536	118,905	166.5%
Automated Handling	279,565	-	-	-	-	N/A
Pop-Up Library	-	111,997	124,647	111,997	-	-100.0%
Transfer to General Fund	45,000	45,000	45,000	45,000	45,000	0.0%
Total	\$ 530,863	\$ 240,106	\$ 502,705	\$ 272,253	\$ 244,505	1.8%

REVENUES

	2015-16 Actual	2016-17 Original Budget	2016-17 Revised Budget	2016-17 Estimated	2017-18 Adopted Budget	% Change from 2016-17
Interest Income	\$ 115	\$ -	\$ -	\$ 78	\$ -	N/A
Foundation Donations	200,000	-	-	-	-	N/A
Friends' Donations	72,150	87,000	127,000	87,000	75,000	-13.8%
Grants	100,000	96,997	96,997	96,997	119,740	23.4%
Misc Donations	64,000	56,109	206,109	55,579	49,765	-11.3%
Appropriated Fund Balance	94,598	-	72,599	32,599	-	N/A
Total	\$ 530,863	\$ 240,106	\$ 502,705	\$ 272,253	\$ 244,505	1.8%

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 2017-18 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 2017-18 adopted budget is the replacement of two trucks for Stormwater, two Public Works vehicles, and six 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.

EXPENDITURES

	2015-16 Actual	2016-17 Original Budget	2016-17 Revised Budget	2016-17 Estimated	2017-18 Adopted Budget	% Change from 2016-17
Lease Purchase Payments	\$ 906,833	\$ 906,833	\$ 906,833	\$ 906,833	\$ 650,395	-28.3%
Other Expense	7,080	10,000	10,000	10,000	10,000	0.0%
Capital Equipment	872,768	1,371,800	1,740,779	1,740,779	786,000	-42.7%
Total	\$ 1,786,681	\$ 2,288,633	\$ 2,657,612	\$ 2,657,612	\$ 1,446,395	-36.8%

REVENUES

	2015-16 Actual	2016-17 Original Budget	2016-17 Revised Budget	2016-17 Estimated	2017-18 Adopted Budget	% Change from 2016-17
Vehicle Use Fees	\$ 1,473,000	\$ 1,158,666	\$ 1,158,666	\$ 1,158,666	\$ 835,995	-27.8%
Interest Income	4,763	2,000	2,000	2,000	2,000	0.0%
Sale of Fixed Assets	43,136	50,000	50,000	50,000	50,000	0.0%
Appropriated Fund Balance	265,782	1,077,967	1,446,946	1,446,946	558,400	-48.2%
Total	\$ 1,786,681	\$ 2,288,633	\$ 2,657,612	\$ 2,657,612	\$ 1,446,395	-36.8%

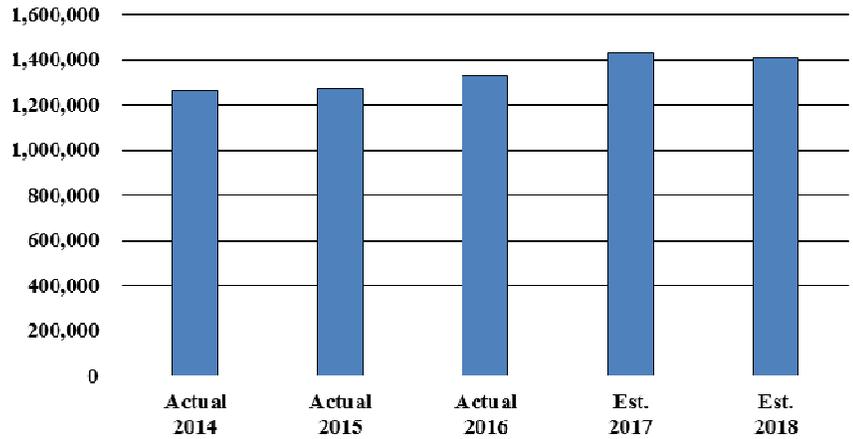
VEHICLE MAINTENANCE FUND

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

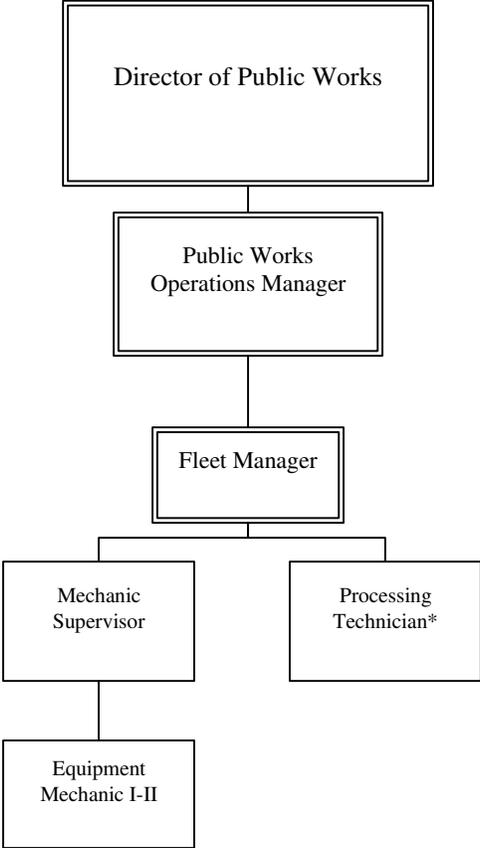
MISSION STATEMENT:

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

	2015-16 ADOPTED	2016-17 ADOPTED	2017-18 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	<u>7.75</u>	<u>7.75</u>	<u>7.75</u>

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 2017-18 adopted budget for the Vehicle Maintenance Fund reflects an overall decrease in expenditures of 2.6% from last year's budget. The increase in personnel is the result of a 2.5% market rate salary adjustment, a 12.0% rate increase in medical insurance, and an employee moving up a few pay grades due to a job classification study. The 8.6% decrease in the operating budget is mainly due to a decrease in maintenance and repair costs (\$50,000) and a decline in vehicle replacement charges (\$16,756).

EXPENDITURES

	2015-16 Actual	2016-17 Original Budget	2016-17 Revised Budget	2016-17 Estimated	2017-18 Adopted Budget	% Change from 2016-17
Personnel	\$ 532,394	\$ 585,444	\$ 585,444	\$ 587,739	\$ 621,816	6.2%
Operating Costs	796,588	862,435	889,728	806,958	788,033	-8.6%
Capital Outlay	-	-	33,824	33,824	-	N/A
Total	\$ 1,328,982	\$ 1,447,879	\$ 1,508,996	\$ 1,428,521	\$ 1,409,849	-2.6%

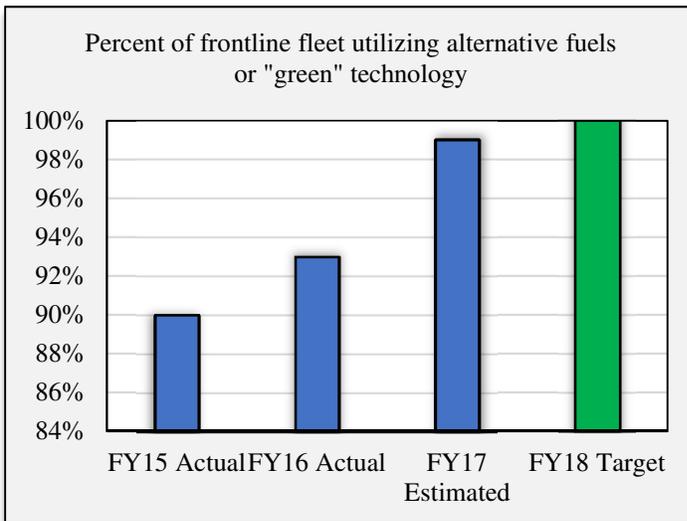
REVENUES

	2015-16 Actual	2016-17 Original Budget	2016-17 Revised Budget	2016-17 Estimated	2017-18 Adopted Budget	% Change from 2016-17
Vehicle Maintenance Fees	\$ 1,315,133	\$ 1,407,300	\$ 1,407,300	\$ 1,350,600	\$ 1,371,700	-2.5%
Interest Income	562	-	-	416	-	N/A
Insurance Claims	19,247	20,000	20,000	18,000	18,000	-10.0%
Appropriated Fund Balance	(5,960)	20,579	81,696	59,505	20,149	-2.1%
Total	\$ 1,328,982	\$ 1,447,879	\$ 1,508,996	\$ 1,428,521	\$ 1,409,849	-2.6%

VEHICLE MAINTENANCE

MISSION-LEVEL MEASURES

 <p>Govern with Quality and Steward Public Assets</p>	Program:	Fleet Services
	Objective:	Achieve 100% replacement of frontline unleaded vehicles with “green” vehicles—hybrids, alternative fuels, etc.—by the end of FY2018, with 96% replaced by the end of FY17
	Mission Measure:	Percent of frontline fleet utilizing alternative fuels or "green" technology



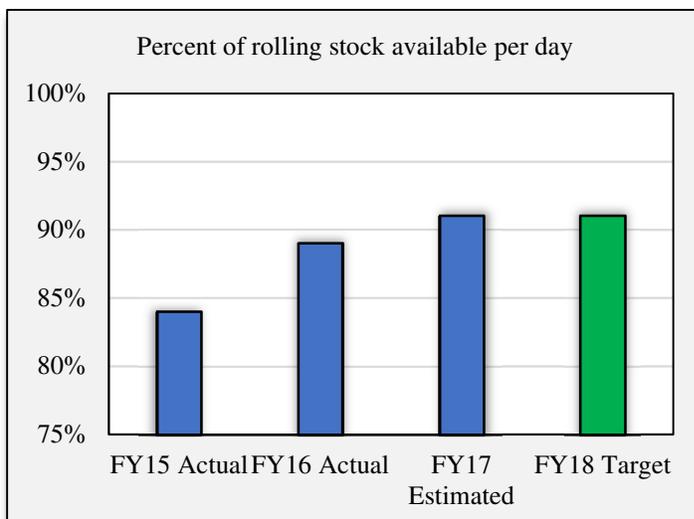
Departmental Analysis & Insights

- Our fleet replacement program continues to improve our carbon footprint.
- 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.

Initiatives - What will we do to take action?

1. Maintain Vehicle Replacement Program for FY19

 <p>Govern with Quality and Steward Public Assets</p>	Program:	Fleet Services
	Objective:	Ensure that 90% of rolling stock is available per day
	Mission Measure:	Percent of rolling stock available per day



Departmental Analysis & Insights

- 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).
- The industry standard is 95% rolling stock availability.

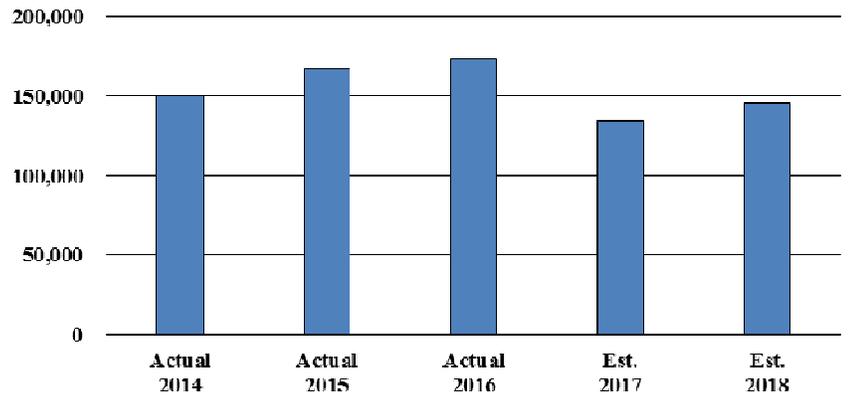
Initiatives - What will we do to take action?

1. Expand operations to include on-site vehicle maintenance to improve customer service and increase fleet availability

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 2017-18 provides for replacement of computer equipment on a pay-as-you-go basis. For fiscal year 2017-18, \$146,125 of appropriated fund balance will be used to balance the budget and provide financial assistance to all Town funds.

EXPENDITURES

	2015-16 Actual	2016-17 Original Budget	2016-17 Revised Budget	2016-17 Estimated	2017-18 Adopted Budget	% Change from 2016-17
Small Equipment	\$ 173,404	\$ 132,625	\$ 134,476	\$ 134,476	\$ 145,625	9.8%
Other Expense	8	500	500	-	500	0.0%
Total	\$ 173,412	\$ 133,125	\$ 134,976	\$ 134,476	\$ 146,125	9.8%

REVENUES

	2015-16 Actual	2016-17 Original Budget	2016-17 Revised Budget	2016-17 Estimated	2017-18 Adopted Budget	% Change from 2016-17
Computer Use Fees	\$ 176,000	\$ 133,125	\$ 133,125	\$ 133,125	\$ -	-100.0%
Interest Income	574	-	-	600	-	N/A
Sale of Equipment	111	-	-	-	-	N/A
Appropriated Fund Balance	(3,273)	-	1,851	751	146,125	N/A
Total	\$ 173,412	\$ 133,125	\$ 134,976	\$ 134,476	\$ 146,125	9.8%
