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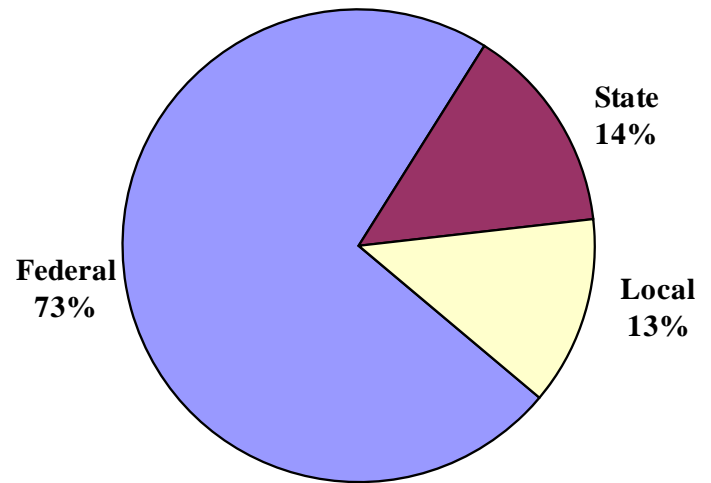


# ***GRANTS FUND***

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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.

**Grant Sources - Historical Trend**



## **GRANTS FUND**

### **BUDGET SUMMARY**

The Grants Fund was established in 2004-05 to account for grants previously included in the General Fund. The grant already included for 2011-12 is the final portion of a five-year grant for firefighter positions.

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### **EXPENDITURES**

	<b>2009-10 Actual</b>	<b>2010-11 Original Budget</b>	<b>2010-11 Revised Budget</b>	<b>2010-11 Estimated</b>	<b>2011-12 Adopted Budget</b>	<b>% Change from 2010-11</b>
Police Grants	\$ 406,656	\$ -	\$ 286,870	\$ 170,066	\$ -	N/A
Fire Grants	505,584	564,206	564,206	564,206	252,456	-55.3%
Planning Grants	345,273	312,538	693,401	468,401	297,080	-4.9%
Other Grants	5,066	-	173,131	122,648	-	N/A
<b>Total</b>	<b>\$ 1,262,579</b>	<b>\$ 876,744</b>	<b>\$ 1,717,608</b>	<b>\$ 1,325,321</b>	<b>\$ 549,536</b>	<b>-37.3%</b>

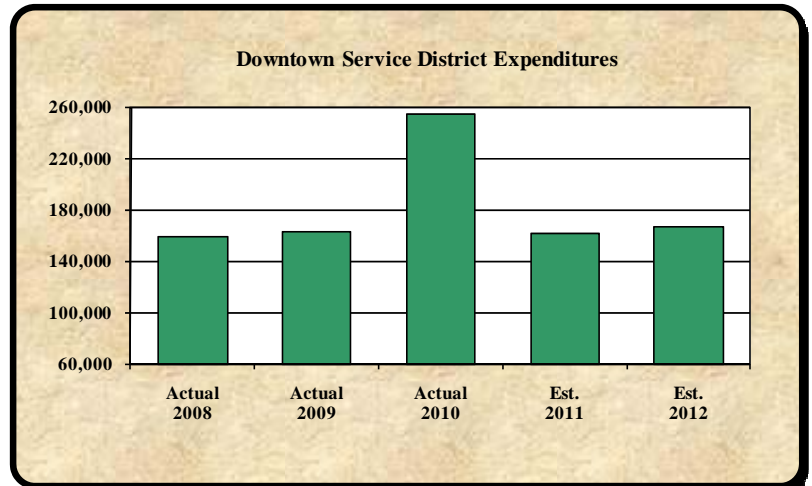
### **REVENUES**

	<b>2009-10 Actual</b>	<b>2010-11 Original Budget</b>	<b>2010-11 Revised Budget</b>	<b>2010-11 Estimated</b>	<b>2011-12 Adopted Budget</b>	<b>% Change from 2010-11</b>
Grants	\$ 890,352	\$ 310,318	\$ 905,757	\$ 677,619	\$ 229,641	-26.0%
Charges for Service	27,356	-	-	-	-	N/A
Transfer from General Fund	350,395	554,423	717,400	572,514	316,656	-42.9%
Transfer from Transit	18,548	12,003	34,003	24,003	3,239	-73.0%
Transfer from Capital Imp. Fund	-	-	3,000	3,000	-	N/A
Appropriated Fund Balance	(24,072)	-	57,448	48,185	-	N/A
<b>Total</b>	<b>\$ 1,262,579</b>	<b>\$ 876,744</b>	<b>\$ 1,717,608</b>	<b>\$ 1,325,321</b>	<b>\$ 549,536</b>	<b>-37.3%</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. The tax rate of 7.1 cents is unchanged from FY 2010-11, and is expected to yield a total of about \$166,000 in FY 2011-12.

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 budget provides for continued funding for the Chapel Hill Downtown Partnership of about \$120,000. 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. The budget for FY12 continues funding for a groundskeeper (\$46,764) dedicated to the downtown area.

<b><i>DOWNTOWN SERVICE DISTRICT FUND STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS</i></b>			
	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>
	<b>ADOPTED</b>	<b>ADOPTED</b>	<b>ADOPTED</b>

	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>
	<b>ADOPTED</b>	<b>ADOPTED</b>	<b>ADOPTED</b>
Groundskeeper*	1.00	1.00	1.00
Downtown Service District Fund Totals	1.00	1.00	1.00

\*Position supervised by Parks and Recreation

## ***DOWNTOWN SERVICE DISTRICT FUND BUDGET SUMMARY***

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*The recommended Downtown Service District Fund tax rate of 7.1 cents for 2011-12 provides for continued funding of the groundskeeper position dedicated to the downtown area, including a 10.1% increase in medical insurance. The balance of revenues is allocated to the Chapel Hill Downtown Partnership.*

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### **EXPENDITURES**

	<b>2009-10 Actual</b>	<b>2010-11 Original Budget</b>	<b>2010-11 Revised Budget</b>	<b>2010-11 Estimated</b>	<b>2011-12 Adopted Budget</b>	<b>% Change from 2010-11</b>
Personnel	\$ 44,582	\$ 46,924	\$ 46,924	\$ 45,517	\$ 46,764	-0.3%
Professional Services	50,000	-	20,000	20,000	-	N/A
Contracted Services	120,000	116,376	116,376	116,376	119,236	2.5%
Grants/Deferred Loans	40,000	-	-	-	-	N/A
<b>Total</b>	<b>\$ 254,582</b>	<b>\$ 163,300</b>	<b>\$ 183,300</b>	<b>\$ 181,893</b>	<b>\$ 166,000</b>	<b>1.7%</b>

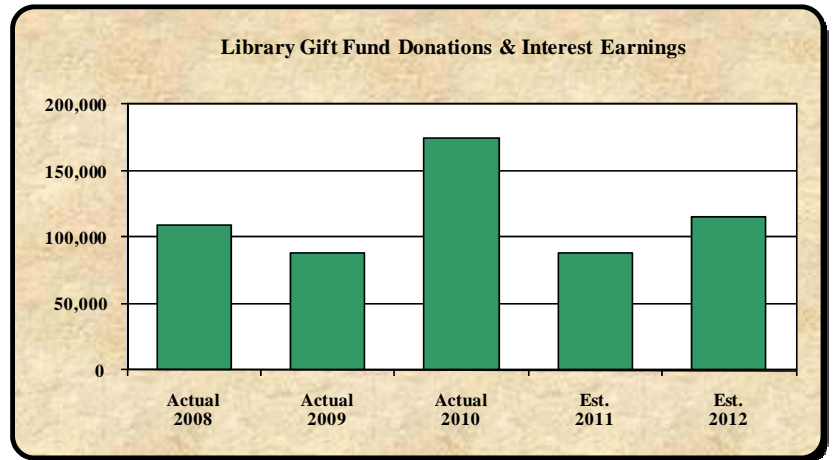
### **REVENUES**

	<b>2009-10 Actual</b>	<b>2010-11 Original Budget</b>	<b>2010-11 Revised Budget</b>	<b>2010-11 Estimated</b>	<b>2011-12 Adopted Budget</b>	<b>% Change from 2010-11</b>
Property Taxes	\$ 164,272	\$ 163,300	\$ 163,300	\$ 165,000	\$ 166,000	1.7%
Interest Income	999	-	-	275	-	0.0%
Gifts and Donations	20,000	-	-	-	-	0.0%
Appropriated Fund Balance	69,311	-	20,000	16,618	-	N/A
<b>Total</b>	<b>\$ 254,582</b>	<b>\$ 163,300</b>	<b>\$ 183,300</b>	<b>\$ 181,893</b>	<b>\$ 166,000</b>	<b>1.7%</b>

# ***LIBRARY GIFT FUND***

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The Library Gift Fund accounts for private contributions to the Town's library.





# **LIBRARY GIFT FUND**

## **BUDGET SUMMARY**

The adopted budget for the Library Gift Fund for 2011-12 reflects an increase in expected donations as patrons help to prepare for the new facility. Purchases during FY11 include computers for the lab and additions to the collection. Computer purchases and a Friends' bookshelf for the new facility are planned for FY12. The Library Gift Fund continues to budget a transfer to the General Fund to support Library operations, at an amount of \$45,000 for FY11. At the time of budget adoption, there was uncertainty about the funding from Orange County, therefore the FY12 adopted budget reflects a \$206,000 transfer to the general fund to offset the loss of Orange County funding. A later decision was made to accept funding from Orange County which will result in an amendment to the budget.

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### **EXPENDITURES**

	<b>2009-10 Actual</b>	<b>2010-11 Original Budget</b>	<b>2010-11 Revised Budget</b>	<b>2010-11 Estimated</b>	<b>2011-12 Adopted Budget</b>	<b>% Change from 2010-11</b>
Computers/Database	\$ 9,936	\$ 24,400	\$ 55,678	\$ 11,000	\$ 24,400	0.0%
Collection Purchases	-	-	61,722	50,602	-	N/A
Other	-	-	-	-	8,000	N/A
Contribution to Reserve	-	6,600	-	-	-	-100.0%
Transfer to General Fund	175,000	45,000	45,000	45,000	206,000	357.8%
Transfer to Multi-Year Capital Project Fund	71,025	-	-	-	-	N/A
<b>Total</b>	<b>\$ 255,961</b>	<b>\$ 76,000</b>	<b>\$ 162,400</b>	<b>\$ 106,602</b>	<b>\$ 238,400</b>	<b>213.7%</b>

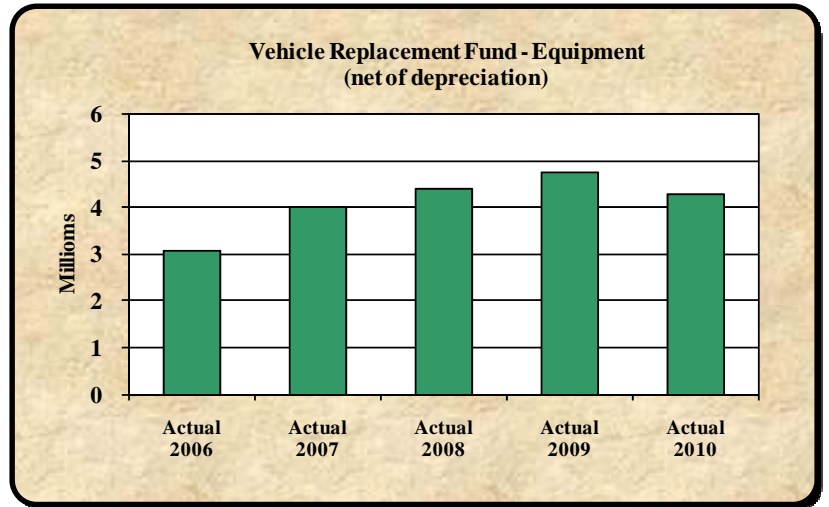
### **REVENUES**

	<b>2009-10 Actual</b>	<b>2010-11 Original Budget</b>	<b>2010-11 Revised Budget</b>	<b>2010-11 Estimated</b>	<b>2011-12 Adopted Budget</b>	<b>% Change from 2010-11</b>
Interest Income	\$ 1,236	\$ -	\$ -	\$ -	\$ -	N/A
Gifts and Donations	174,016	76,000	76,000	87,879	116,000	52.6%
Appropriated Fund Balance	80,709	-	86,400	18,723	122,400	N/A
<b>Total</b>	<b>\$ 255,961</b>	<b>\$ 76,000</b>	<b>\$ 162,400</b>	<b>\$ 106,602</b>	<b>\$ 238,400</b>	<b>213.7%</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 2011-12 for the Vehicle Replacement Fund includes a pared-down list of the most critical capital equipment needs, with one garbage truck, a dump truck and a pumper truck accounting for the majority of the cost. The estimates for FY11 include about \$57,000 in purchases made possible by two federal grants in support of the Town's green fleet initiatives.

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### **EXPENDITURES**

	<b>2009-10 Actual</b>	<b>2010-11 Original Budget</b>	<b>2010-11 Revised Budget</b>	<b>2010-11 Estimated</b>	<b>2011-12 Adopted Budget</b>	<b>% Change from 2010-11</b>
Lease Purchase Payments	\$ 1,063,246	\$ 1,240,000	\$ 1,240,000	\$ 1,240,000	\$ 1,510,000	21.8%
Other Expense	1,567	25,000	28,600	23,600	25,000	0.0%
Capital Equipment	749,690	1,600,000	2,532,662	2,532,662	887,000	-44.6%
Contribution to Reserve	1,350,764	485,000	485,000	-	54,900	-88.7%
<b>Total</b>	<b>\$ 3,165,267</b>	<b>\$ 3,350,000</b>	<b>\$ 4,286,262</b>	<b>\$ 3,796,262</b>	<b>\$ 2,476,900</b>	<b>-26.1%</b>

### **REVENUES**

	<b>2009-10 Actual</b>	<b>2010-11 Original Budget</b>	<b>2010-11 Revised Budget</b>	<b>2010-11 Estimated</b>	<b>2011-12 Adopted Budget</b>	<b>% Change from 2010-11</b>
Vehicle Use Fees	\$ 1,651,600	\$ 1,650,000	\$ 1,650,000	\$ 1,650,000	\$ 1,486,900	-9.9%
Interest Income	5,488	-	-	6,000	3,000	N/A
Sale of Fixed Assets	15,120	100,000	100,000	160,000	100,000	0.0%
Insurance Claims	22,173	-	-	-	-	N/A
Financing Proceeds	1,604,000	1,600,000	1,600,000	1,600,000	887,000	-44.6%
Clean Fuels Grant	-	-	35,260	35,260	-	N/A
ARRA Grant	-	-	22,252	22,252	-	N/A
Transfer from On Street Parking Fund	4,240	-	-	-	-	N/A
Transfer from General Fund	(137,354)	-	-	-	-	N/A
Appropriated Fund Balance	-	-	878,750	322,750	-	N/A
<b>Total</b>	<b>\$ 3,165,267</b>	<b>\$ 3,350,000</b>	<b>\$ 4,286,262</b>	<b>\$ 3,796,262</b>	<b>\$ 2,476,900</b>	<b>-26.1%</b>

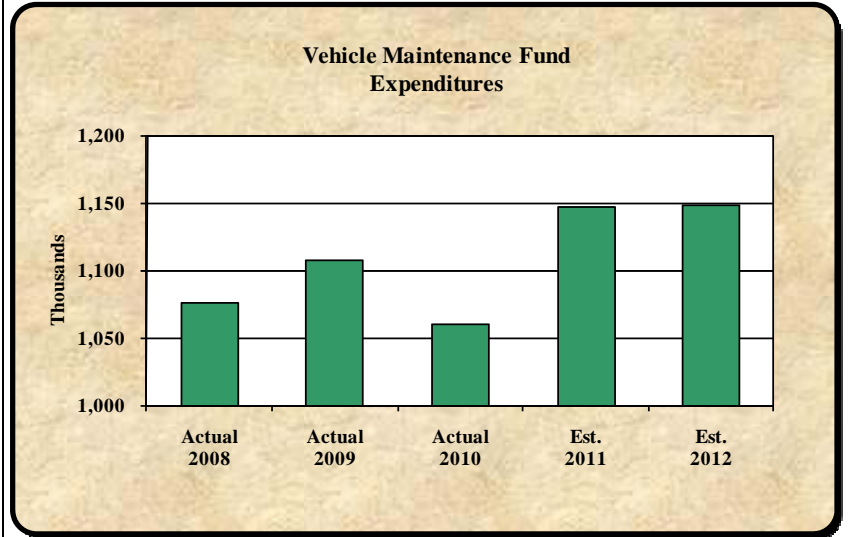
# VEHICLE MAINTENANCE FUND

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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***

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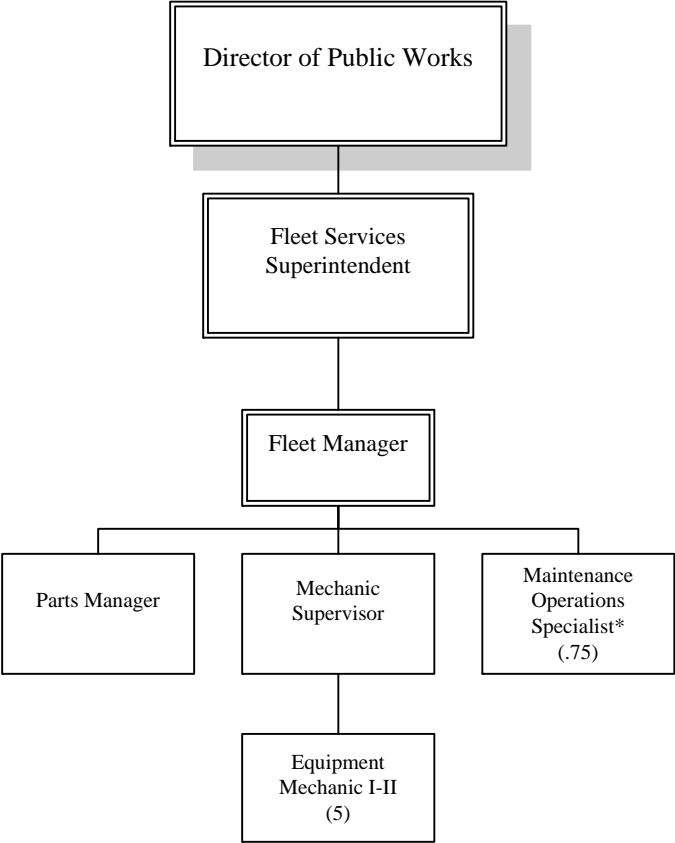
## **MISSION STATEMENT:**

*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***

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	<b>2009-10 ADOPTED</b>	<b>2010-11 ADOPTED</b>	<b>2011-12 ADOPTED</b>
Superintendent-Solid Waste <sup>1</sup>	0.50	0.50	0.00
Supervisor-Mechanic	1.00	1.00	1.00
Parts Manager	1.00	1.00	1.00
Mechanic (I-III)	5.00	5.00	5.00
Manager-Fleet	1.00	1.00	1.00
Maintenance Operations Specialist <sup>1</sup>	0.75	0.75	0.75
Unit Totals	<u>9.25</u>	<u>9.25</u>	<u>8.75</u>

<sup>1</sup> Superintendent and Maintenance Operations Specialist positions were split between Solid the Vehicle Maintenance Fund through FY2010-11.

Note: Vehicle Maintenance is supervised by the Public Works Department.

## **VEHICLE MAINTENANCE FUND BUDGET SUMMARY**

*Despite the increases in medical insurance costs and retirement, the Vehicle Maintenance Fund's adopted budget for personnel reflects a decrease from the prior year due to the Superintendent position being wholly paid by the General Fund rather than being split as in prior years. The increase in operating costs provides for the rising prices of petroleum-based products, for casualty repairs contingent upon receipt of insurance claims, and for a small increase in training for the more sophisticated technologies of the greening fleet. There are no planned capital expenditures.*

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### **EXPENDITURES**

	<b>2009-10 Actual</b>	<b>2010-11 Original Budget</b>	<b>2010-11 Revised Budget</b>	<b>2010-11 Estimated</b>	<b>2011-12 Adopted Budget</b>	<b>% Change from 2010-11</b>
Personnel	\$ 592,047	\$ 654,181	\$ 653,731	\$ 578,150	\$ 608,329	-7.0%
Operating Costs	468,104	494,350	494,800	568,450	539,671	9.2%
Capital Outlay	-	-	-	-	-	N/A
<b>Total</b>	<b>\$ 1,060,151</b>	<b>\$ 1,148,531</b>	<b>\$ 1,148,531</b>	<b>\$ 1,146,600</b>	<b>\$ 1,148,000</b>	<b>0.0%</b>

### **REVENUES**

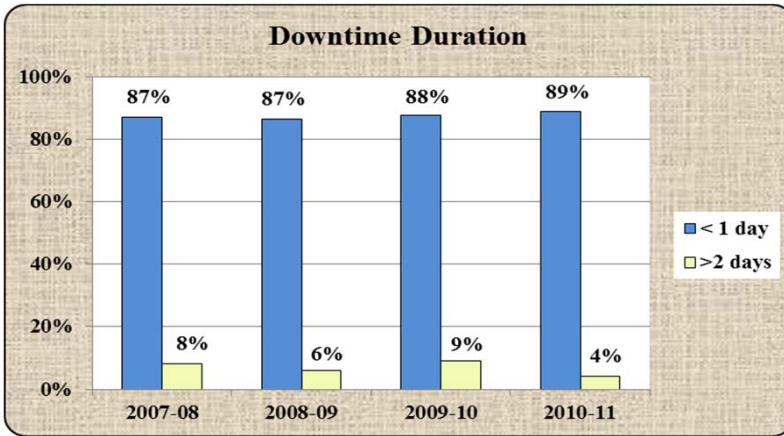
	<b>2009-10 Actual</b>	<b>2010-11 Original Budget</b>	<b>2010-11 Revised Budget</b>	<b>2010-11 Estimated</b>	<b>2011-12 Adopted Budget</b>	<b>% Change from 2010-11</b>
Vehicle Maintenance Fees	\$ 1,039,737	\$ 1,125,805	\$ 1,125,805	\$ 1,126,600	\$ 1,128,000	0.2%
Transfer from General Fund	-	-	-	-	-	N/A
Insurance Claims	3,612	20,000	20,000	20,000	20,000	0.0%
Appropriated Fund Balance	16,802	2,726	2,726	-	-	-100.0%
<b>Total</b>	<b>\$ 1,060,151</b>	<b>\$ 1,148,531</b>	<b>\$ 1,148,531</b>	<b>\$ 1,146,600</b>	<b>\$ 1,148,000</b>	<b>0.0%</b>



# VEHICLE MAINTENANCE TRENDS

**COUNCIL SERVICE GOALS :** Maintain basic Town services.

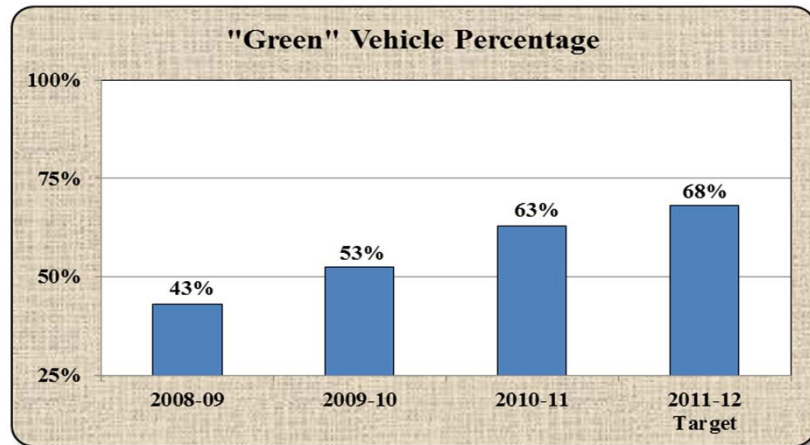
**GOAL :** To complete 85% of repair orders within 1 day, with no more than 10% requiring in excess of 2 days.



In 2010-11, 89% of work orders were completed in less than one day, with only 4% in excess of two days, as compared to 87.6% and 9% respectively in 2009-10.

**GOAL :** Achieve 100% replacement of unleaded vehicles with “green” vehicles—hybrids, alternative fuels, etc.—by 2016

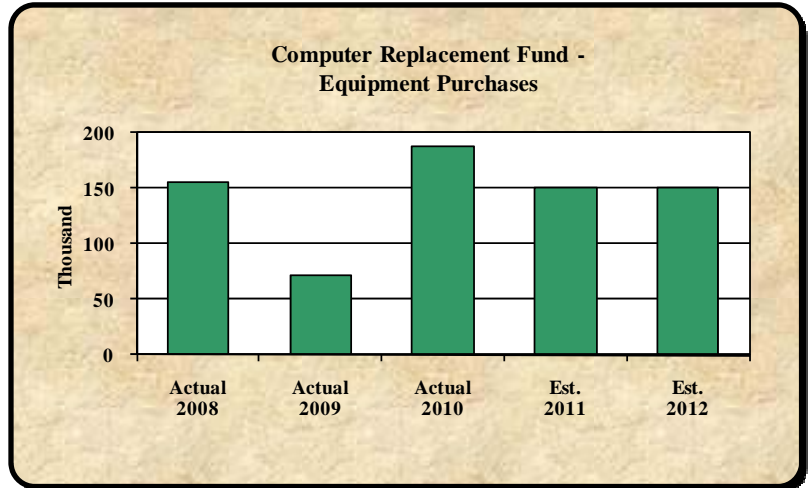
In 2010-11, the percentage of "green" vehicles in the Town's fleet increased by 10% from the previous year, and by 20% from 2008-09.



# ***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 2011-12 provides for replacement of computer equipment on a pay-as-you-go basis. \$100,000 is included in the FY12 Budget to purchase standard desktop software.

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### **EXPENDITURES**

	<b>2009-10 Actual</b>	<b>2010-11 Original Budget</b>	<b>2010-11 Revised Budget</b>	<b>2010-11 Estimated</b>	<b>2011-12 Adopted Budget</b>	<b>% Change from 2010-11</b>
Small Equipment	\$ 187,350	\$ 150,000	\$ 151,471	\$ 151,000	\$ 150,000	0.0%
Other Expense	372	100,000	100,000	-	100,000	0.0%
Reserve	-	-	-	-	-	N/A
<b>Total</b>	<b>\$ 187,722</b>	<b>\$ 250,000</b>	<b>\$ 251,471</b>	<b>\$ 151,000</b>	<b>\$ 250,000</b>	<b>0.0%</b>

### **REVENUES**

	<b>2009-10 Actual</b>	<b>2010-11 Original Budget</b>	<b>2010-11 Revised Budget</b>	<b>2010-11 Estimated</b>	<b>2011-12 Adopted Budget</b>	<b>% Change from 2010-11</b>
Computer Use Fees	\$ 160,159	\$ 150,000	\$ 150,000	\$ 150,000	\$ 159,375	6.3%
Interest Income	1,254	-	-	770	-	N/A
Sale of Equipment	4,978	-	-	-	-	N/A
Appropriated Fund Balance	21,331	100,000	101,471	230	90,625	-9.4%
<b>Total</b>	<b>\$ 187,722</b>	<b>\$ 250,000</b>	<b>\$ 251,471</b>	<b>\$ 151,000</b>	<b>\$ 250,000</b>	<b>0.0%</b>

