

# Town of Chapel Hill North Carolina



## Manager's Recommended Budget FY 2020-21





MANAGER'S  
OFFICE  
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### **Letter of Transmittal**

To the Honorable Mayor and  
Members of Town Council  
Town of Chapel Hill, North Carolina

Ladies and Gentlemen:

I present to you the Town of Chapel Hill, North Carolina Annual Budget for Fiscal Year 2020-21. The total recommended combined property tax rate is 54.4 cents per \$100 of assessed value. The property tax rate for the Downtown Service District is at 7.0 cents per \$100 of assessed value.

The Recommended Budget for 2020-21 recognizes Council's most important goals and invests in strategic initiatives to achieve those objectives, even during these challenging and unprecedented times. We look forward to working with Council to continue offering the core services our residents expect.

This Recommended Budget document includes the fund summaries that utilize the governmental budget practices recommended by the Government Finance Officers Association of the United States and Canada.

Respectfully submitted,

Maurice Jones  
Town Manager

May 20, 2020



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May 20, 2020

Dear Mayor and Council:

I formally present for your consideration, the Fiscal Year 2020-2021 Recommended Budget for the Town of Chapel Hill. The total budget of \$110,885,256 is a 2.2% decrease from FY 2020. The last three months have proven to be a tumultuous, devastating period of time for our nation. The rapid spread of the COVID-19 virus and heartbreaking loss of life have taken an emotional and economic toll on all of us, and has, at least temporarily, changed our way of life. The pandemic has also altered the budget our team was prepared to present to you this spring. Instead of a budget focused on the future, we offer a budget that protects the Town's core services and provides some level of flexibility if the current economic situation fails to improve during the next fiscal year.

A municipal budget reflects its community's values and even in these unusual times this recommended budget is no exception. It continues to significantly invest in the core services offered by the Town and expected by our residents and businesses, including, but not limited to, public safety, transit, affordable housing, streets and sidewalks, public library, and parks and recreation. These services are sources of pride for the community and make Chapel Hill more accessible to all those who live, work, and visit here. This budget keeps those commitments in place even while reducing overall spending. We are putting the Town in the best possible position to respond to a continually changing economic situation brought on by this global health crisis.

### **5-Year Budget Strategy**

In Fiscal Year 2019, we began conversations about the growing gap between the community's interests and the resources needed to fund them. The Council approved Strategic Goals and Objectives in June 2019 that organized and prioritized the community's interests. Following approval, the Council initiated a long-term budget strategy to fund strategic priorities and address outstanding operational needs. In October 2020, a core group of staff led this 5-year strategy process. Throughout the fall and winter months, staff from every department contributed to the strategy. We believe that the final product will be a useful resource for the Council and could act as a roadmap for future budget processes. Once the economy improves, it is our plan to resume conversations on the five-year budget strategy.

## **Initial Projections**

Our initial budget projections from January 2020 were very positive. Sales tax revenues were higher than we had ever experienced. Occupancy tax numbers were high. Department revenue projections looked good. We were looking forward to incorporating elements of the five-year budget strategy into the FY 2021 budget and increasing funding in several focus areas:

- Climate Action Plan
- Street Resurfacing
- Building & Parks Maintenance
- Vehicle Replacements
- Pay-Go Capital Projects
- Employee Pay

Regarding employee pay, the FY 2020 budget included \$100,000 to fund a comprehensive classification and compensation study. Studies like these review a municipality's salary ranges and compare job classes for appropriate pay, helping to ensure competitive balance. We knew that the results of the study would not be finalized before this budget presentation, but planned to recommend funding in FY 2021 to begin a phased approach to implementing the study's recommendations.

Like the five-year budget strategy, this plan is on hold and we will address the findings from the compensation and classification study as the economy improves. My goal is to use that document as a guide for us to respond to the disparities we may have in compensation.

## **Impacts of COVID-19**

We are all aware of the sudden, significant effects of the pandemic on our nation's economy. Unfortunately, Chapel Hill has not been spared the financial hit.

For context, here are some national economic impacts:

- More than 33 million people have applied for unemployment since the beginning of the crisis. For perspective, 8.8 million jobs were lost during the entire 2008 financial crisis.
- As this document went to print the unemployment rate in the United States stood at nearly 15%, the highest rate since the Great Depression.
- Retail sales were down 16.4% in April 2020. That report followed an 8.9% decline in the month of March.

Here are a few details on our local economy:

- We are projecting a 10% decrease in sales tax growth through the end of FY 2020 (approximately \$800,000).



- We are projecting a 50% decrease in occupancy tax revenues through the end of FY 2020 (approximately \$350,000).
- We are projecting decreases to department revenues in the areas of building & development, parks and recreation, library, public works, police, and fire (impact depends on how long services are either suspended or reduced).
- We are working to mitigate the more than \$1 million revenue shortfall in department operating budgets in the current fiscal year.

Figures like these underscore the need to be cautious with our revenue projections for FY 2021. We do not know how long this event will last, so it is difficult to project the impact on our budget with any certainty. However, we are not alone on this journey as the entire country is feeling the effects and we will continue evaluating and responding to changing conditions.

In order to respond to this uncertain situation, we are recommending little to no increase in discretionary spending for FY2021 while we continue to search for savings in operational costs. We are reducing our sales tax projections and have identified reductions that have the least impact on the organization and community. Our goal is to maintain the high-quality core services that we provide to our residents, businesses, and visitors. We will continue to monitor the Town's budget as the year unfolds.

## **Balancing the Budget**

In recent years, the cost of providing services has outpaced Town revenue trends. This budget includes slight growth in property tax (1.5%). As a result of COVID-19 impacts, this budget includes a 9.5% decrease in sales tax revenues, 7.7% decrease in occupancy tax, and a 2.7% decrease in department revenues and licenses and permits. We have reduced our fund balance appropriation by 25.8% in order to prepare for the unknowns related to the ongoing impacts of COVID-19. The total recommended tax rate remains at 54.4 cents per \$100 of assessed valuation. There is no increase recommended for the General Fund, Debt Service Fund, or Transit Fund.

As mentioned earlier, we have made some operational reductions in order to balance the FY21 budget. We have reduced funding for street resurfacing by \$300,000, removed the \$472,000 allocation for building maintenance, eliminated funding for vehicle replacement, and cut the pay-go CIP. Below are the impacts of these budget reductions:

### *Street Resurfacing – Reducing Funding Allocation - \$300,000*

With an existing resurfacing backlog of \$10 million to \$11.2 million, reducing our budget will delay future planned projects. Reducing our budget by \$300,000 will delay the reconstruction of Country Club Road, currently scheduled for summer 2020. The project is estimated to cost \$575,000, which is 86% of the department's annual street resurfacing budget. Country Club Road is a high-use multi-modal street, and the project was coordinated to directly follow the

major waterline replacement project by OWASA. The waterline replacement project resulted in additional pavement damage. Deferring this project for another year will also delay the FY22 scheduled milling and resurfacing of West Cameron Avenue, which was also coordinated to follow a scheduled waterline replacement project by OWASA.

Facilities Maintenance Budget Cut Impact – Eliminating Funding Allocation - \$472,200

In FY 19 and FY 20, Council allocated \$472,200 annually to begin addressing a backlog of facilities maintenance and capital needs identified in a recent facilities assessment.

The \$472,200 annual budget over the past two years has allowed the Town to address various long-standing issues including needed roof replacements at Fire Station 1, Hargraves Community Center, and Northside Gym; HVAC and boiler replacements; and soffit and duct work repairs at the Homestead Aquatic Center.

Public Works is scheduled to replace the Post Office roof and refurbish the cupola in Fall of 2020. The Post Office roof and cupola are in poor condition, and the project will require the full \$472,200 budget for FY21. Town Hall's roof also needs to be replaced, and the project is scheduled for FY22. Both the Post Office roof and Town Hall roof are failing and past the point of refurbishment and preventive maintenance to extend the useful life. Postponing these roof replacements will result in additional damage and associated needed maintenance and costs.

Fleet Replacement – Eliminating Funding Allocation - \$525,000

To maintain an effective and available fleet and a cost-effective replacement schedule, it is imperative to replace vehicles when they have reached the end of their useful life. As the fleet gets older, repairs become more difficult, time-consuming, and costly. As a result, downtime increases, which negatively impacts services provided. Deferring replacements also results in a lesser return on the vehicle when it is sold.

Eliminating the fleet replacement budget will result in no replacements in FY21. FY21 planned replacements of three police vehicles, one pickup truck in the streets division and one in the fire department, one solid waste rear loader, and one leaf collection machine will be deferred which will result in an increase in maintenance costs and downtime.

CIP Pay-Go Budget Cut Impacts

*Facilities' Extraordinary Maintenance - Reducing Funding Allocation - \$37,500*

- Public Works receives an annual allocation of \$100,000 for critical repairs associated with unanticipated failures of building systems and/or facility improvements. As noted above, the Town's facilities are aging, requiring major repairs and renovations at higher costs. We have a history of spending the full \$100,000 allocation, and when critical repairs are required, they must be addressed. With the \$37,500 reduction, the Town

will have to identify funds elsewhere in the budget to respond, requiring mid-year funding reductions and negative impacts to other service areas.

*Street Resurfacing and Sidewalk Related ADA Improvements - Eliminating Funding Allocation - \$50,000*

- The Town needs to develop an ADA Transition Plan in FY 21 to comply with ADA regulations. While the \$50,000 is typically used to address ADA maintenance needs, we plan to use this funding allocation in FY 21 for the ADA Transition Plan.

Eliminating the funding will delay completion of the ADA Transition Plan, putting the Town at a greater liability risk.

*Parking Lots, Trails & Paths – Eliminating Funding Allocation - \$50,000*

- The Town owns parking lots at facilities, trails, and paths for which maintenance is required to protect our investment.

Eliminating the funding may result in further deterioration of these facilities and result in greater cost at time of repair and/or resurfacing.

## **Responding to Council and Community Priorities**

The goal of the budget is to align allocations with Council and community priorities. Even during this year, the budget supports high-quality core services and key investments in strategic goal areas prioritized by the Council.

### *Strategic Initiatives*

As previously mentioned, the Five-Year Budget Strategy was a plan for funding the Council's FY 2020-22 Strategic Goals and Objectives and addressing outstanding operational needs. The delayed five-year budget strategy discussion and Town revenue losses are a disruption to the Council's 2020-22 Strategic Plan but do not fundamentally change the Council's goals. While initiatives and work plans may need to be postponed or adapted, the Strategic Plan will still provide policy guidance and strategic direction. Following the adoption of the FY 21 budget, staff will consider how to adjust projects and initiatives with decreased funding and return to Council with revised strategic work plans.

The Council emphasized the overarching priorities of Environmental Stewardship, Economic Development and Equity in the FY 2020-22 Strategic Goals and Objectives. These priorities have influenced the recommended FY 21 budget in the following ways:

Environmental Stewardship:

- Although we are not recommending supplemental funding for the Climate Action Plan in this budget at this point, we will finish the community engagement portion of the Climate Action Plan, initiate any practical, low-cost community-focused activities, and use a climate lens when we make operational decisions, such as encouraging telecommuting, during the year.
- The recommended budget includes \$62,500 to implement interim remedial actions based on the results of the ongoing assessments of coal ash remediation at the police station property (828 Martin Luther King Jr. Blvd.).

#### Economic Development:

- The Town continues to work towards diversifying the tax base by adding more commercial property taxes with public private partnerships like the East Rosemary Street Redevelopment Project and the Eastowne Master Plan and Development Agreement.
- The Town is working with local businesses to support recovery efforts by increasing its focus on safety and cleanliness in its commercial districts and making adjustments to regulations that support public safety and commercial activity.

#### Equity:

- The Town's Affordable Housing and Human Services funding will remain intact in a year where other discretionary funds are being reduced. These funds provide support for the Town's most vulnerable and marginalized populations. The Town's language access plan is a part of this program that has been a critical asset during the coronavirus pandemic response.
- The Town will continue to implement its Diversity, Equity and Inclusion strategic plan through employee training and the application of a racial equity lens when we make operational decisions, such as reopening facilities and the restoration of services.

#### **Effect on Town Employees**

We are not recommending a pay increase for employees and have implemented a hiring freeze on vacant positions to provide personnel savings. Many of those frozen positions will extend into next fiscal year and will be reconsidered at the end of the first quarter if economic conditions improve. We are not proposing any reductions in staff, and we will reevaluate pay mid-year if economic conditions improve.

Our healthcare broker continues to negotiate our health insurance premium to ensure the best rate possible. The recommended budget includes a 4% increase in health insurance, which is lower than last year's 4.9% increase. After several years of moderate increases including an 8.5% reduction in FY16, our rates increased substantially in FY17 and FY18. The spike in rates is due to a combination of significant claims experience from a relatively small number of high dollar claims and a general increase in the cost of healthcare. In FY19, the Town implemented a \$250 deductible which reduced premiums by 1.5%.

Prior to COVID-19, the Town renewed its application with the Orange County Living Wage (OCLW). The 2021 standard is \$14.90 per hour for employees without health benefits and \$13.40 with health benefits. This affects some seasonal and program support employees. As a result of COVID-19, we have been granted a six-month extension to meet the new wage standard. The FY 21 Manager's Recommended budget does not include any additional funding to pay for this increase.

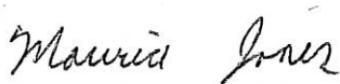
### **Meeting Current and Future Needs**

This budget continues the delivery of high-quality core services to our residents, businesses, and visitors. The budget also supports strategic goal areas, from affordable housing to climate action, to the extent possible under current conditions. We have preserved the affordable housing funding from last year's levels and already allowed greater flexibility in the use of those funds to meet the community's unexpected needs. This budget balances our Town's commitment to the policy decisions of the Council and upholding the community's values.

We will continue to address the growing gap between the wants and needs of our community and the resources to fund those initiatives. In order to reach a shared understanding of how we prioritize our resources in the future, I propose that we engage in regular updates on the Town's budget and needs during the year, folding in the information gathered in the draft five-year budget strategy. This on-going conversation will allow us to gather current data, evaluate how the battle against the pandemic is progressing, and guide future budgeting decisions.

In the meantime, this recommended budget provides the operational preparedness and financial resilience to respond to difficult and changing conditions. We will continue having in-depth, open discussions about the future of Chapel Hill with the Council and members of the community over the next 6-12 months. Through open dialogue and careful planning, we will have the flexibility to respond to new opportunities and continue making strategic investments in the future of Chapel Hill.

Sincerely,

A handwritten signature in black ink that reads "Maurice Jones". The signature is written in a cursive style with a large initial 'M' and 'J'.

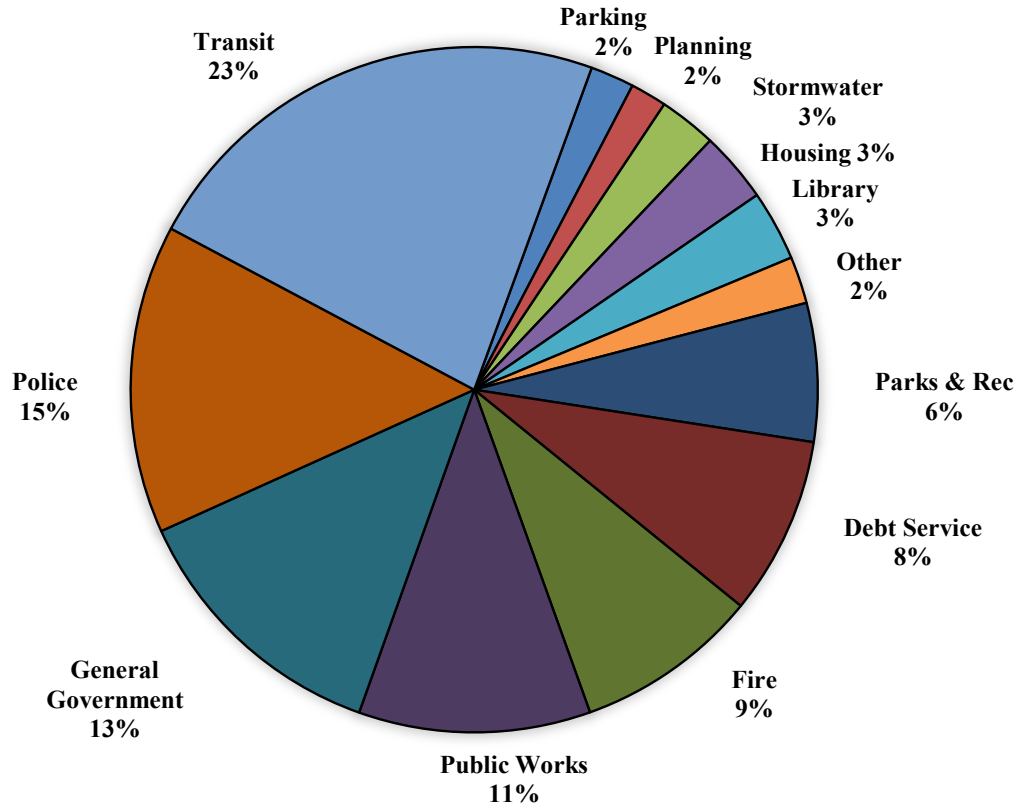
Maurice Jones  
Town Manager



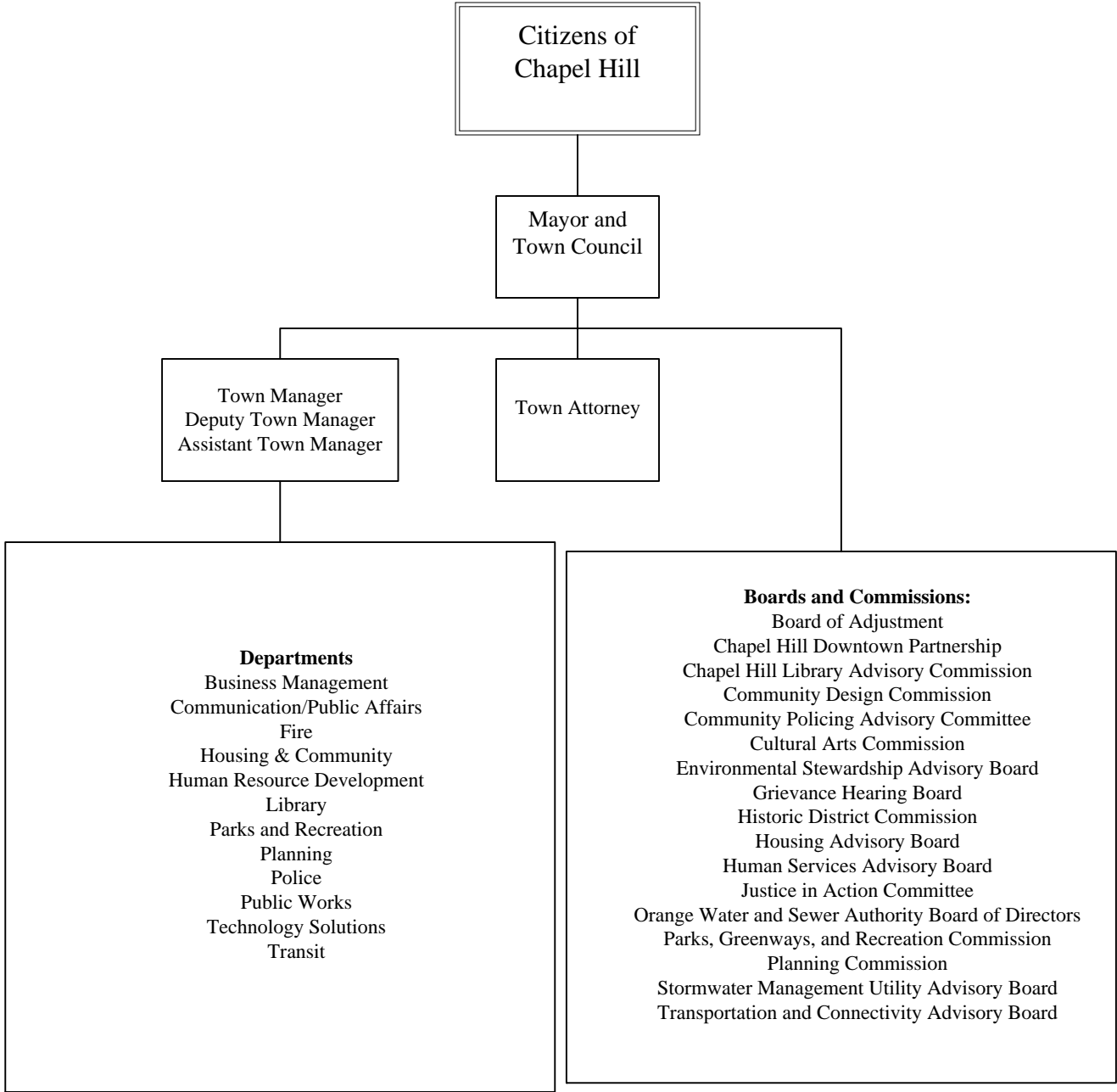
# ***ALL FUNDS SUMMARY***

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**TOTAL BUDGET EXPENDITURES \$110,885,256  
(NET OF TRANSFERS)**



**TOWN OF CHAPEL HILL ORGANIZATION CHART**





***ALL FUNDS***  
***SUMMARY OF APPROPRIATIONS***  
***Recommended Budget 2020-21***

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<b>Fund</b>	<b>Appropriations</b>	<b>Less Transfers to Other Funds</b>	<b>Net Appropriations</b>
<b>General Fund</b>	\$ 66,389,000	\$ 700,395	\$ 65,688,605
<b>Transit Funds</b>			
Transit	25,232,504	250,890	24,981,614
Transit Capital Reserve Fund	260,890	-	260,890
<b>Stormwater Management Fund</b>	3,010,500	-	3,010,500
<b>Parking Funds</b>			
Off-Street Parking Fund	2,423,597	914,831	1,508,766
On-Street Parking Fund	781,500	505	780,995
<b>Housing Funds</b>			
Public Housing Fund	2,176,756	-	2,176,756
<b>Debt Service Fund</b>	9,332,831	-	9,332,831
<b>Capital Projects</b>			
Capital Improvements Fund	98,949	-	98,949
<b>Other Funds</b>			
Affordable Housing Reserve Fund	688,395	-	688,395
Grants Fund	-	-	-
Downtown Service District Fund	457,110	-	457,110
Library Gift Fund	147,941	45,000	102,941
Vehicle Replacement Fund	72,596	-	72,596
Vehicle Maintenance Fund	1,557,308	-	1,557,308
Computer Replacement Fund	167,000	-	167,000
<b>TOTAL</b>	<b>\$ 112,796,877</b>	<b>\$ 1,911,621</b>	<b>\$ 110,885,256</b>

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# ***ALL FUNDS STAFFING SUMMARY***

Personnel costs make up 62% of the Town's operating budget across all funds. Personnel costs in the General Fund make up 74% of total expenditures. The Staffing Summary represents a snapshot of the FTE's on which the FY21 Recommended Budget is based.

## ***2019-20 STAFFING BY DEPARTMENT IN FULL-TIME EQUIVALENTS***

<b><i>DEPARTMENTS</i></b>	<b>2018-19 ADOPTED</b>	<b>2019-20 ADOPTED</b>	<b>2020-21 RECOMMENDED</b>
Mayor	1.00	1.00	1.00
Manager	10.00	11.00	11.00
Communications & Public Affairs	7.53	7.53	7.53
Human Resource Development	10.00	10.00	10.00
Business Management	18.00	18.00	18.00
Technology Solutions	16.00	16.00	16.00
Attorney	2.00	2.00	2.00
Planning	20.65	15.65	15.65
Public Works <sup>1</sup>	90.20	91.20	91.20
Police	150.00	155.00	155.00
Fire	96.00	96.00	96.00
Parks & Recreation	56.50	53.80	53.80
Library	32.16	34.66	34.66
Transit	203.29	203.29	203.29
Stormwater	15.05	15.05	15.05
Parking	9.80	9.80	9.80
Housing & Community	23.20	23.20	23.20
Downtown Service District	1.00	1.00	1.00
Vehicle Maintenance	7.75	7.75	7.75
Total FTE's	770.13	771.93	771.93

<sup>1</sup> Three employees housed in Public Works also work in Stormwater. They have been split-coded to reflect time spent in each department.

# **TAX RATES AND TAX COLLECTIONS**

## **Recommended 2020-21**

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	<b>2018-19 Actual</b>	<b>2019-20 Budget</b>	<b>2019-20 Estimated</b>	<b>2020-21 Recommended</b>
<b>Assessed Value of Real and Personal Property</b>	<b>\$ 8,223,292,265</b>	<b>\$ 8,307,698,997</b>	<b>\$ 8,358,000,000</b>	<b>\$ 8,441,580,000</b>
<b>Tax Rate Per \$100 Valuation</b>				
General Fund	38.6	38.6	38.6	38.6
Transit Fund	6.0	6.0	6.0	6.0
Debt Service Fund	8.2	9.8	9.8	9.8
<b>Total Tax Rate (cents)</b>	<b>52.8</b>	<b>54.4</b>	<b>54.4</b>	<b>54.4</b>
 Tax Levy	 43,418,983	 45,194,000	 45,468,000	 45,922,000
<b>Estimated Collections at 99%</b>	<b>\$ 43,206,200</b>	<b>\$ 45,022,300</b>	<b>\$ 45,245,200</b>	<b>\$ 45,697,000</b>
<b>Distribution</b>				
General Fund	31,587,816	31,950,000	32,100,000	32,420,000
Transit Fund	4,909,910	4,970,000	4,990,000	5,040,000
Debt Service Fund	6,710,304	8,110,000	8,150,000	8,230,000
<b>Downtown Service District Fund</b>				
Tax Rate (cents)	7.0	7.0	7.0	7.0
 Assessed Value of Real and Personal Property	 \$ 534,000,000	 \$ 531,470,000	 \$ 540,900,000	 \$ 546,310,000
Tax Levy	374,000	372,000	379,000	382,000
<b>1¢ of the Tax Rate Equals (to nearest 1,000)</b>	<b>\$ 818,000</b>	<b>\$ 828,000</b>	<b>\$ 832,000</b>	<b>\$ 840,000</b>

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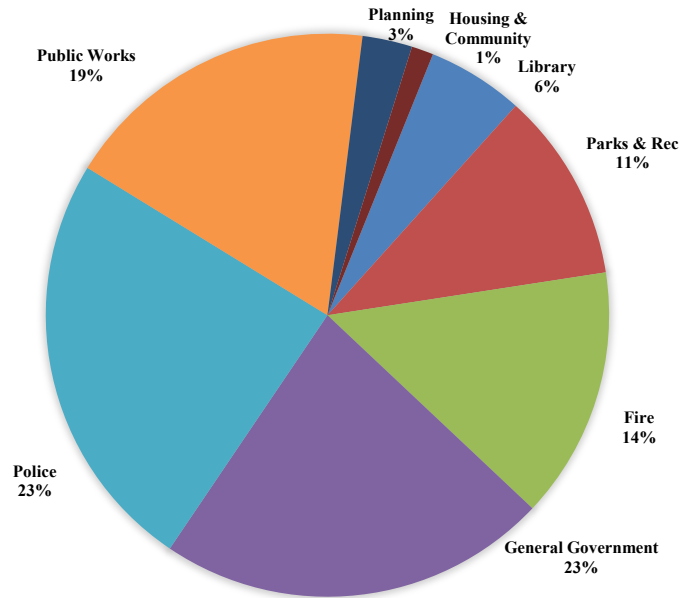


# GENERAL FUND

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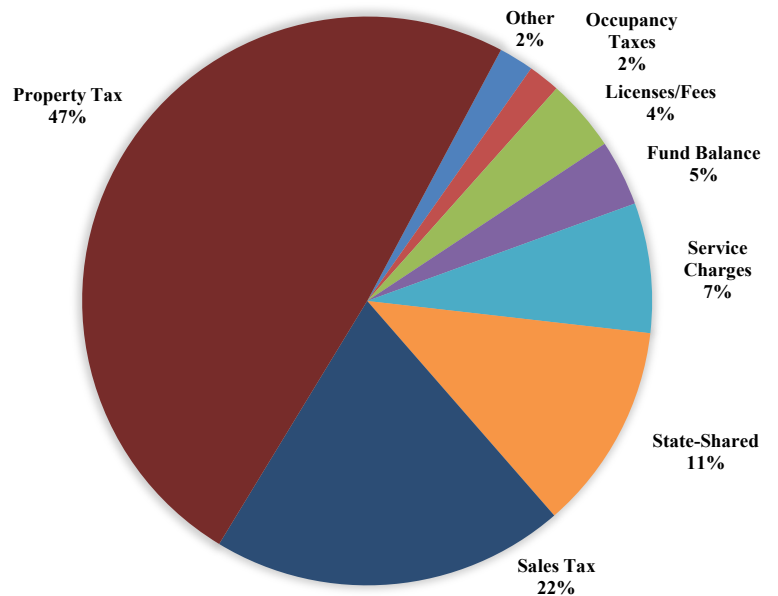
The General Fund is the general operating fund of the Town and is used to account for all revenues and expenditures except those required to be accounted for in another fund. The fund is established at the inception of a government and exists throughout the government's life.

## General Fund Expenditures



**Total \$66,389,000**

## General Fund Revenues





**GENERAL FUND  
BUDGET SUMMARY**

**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 Recommended Budget</b>	<b>% Change from 2019-20</b>
General Government	\$ 16,058,171	\$ 16,095,136	\$ 16,810,175	\$ 16,129,208	\$ 14,887,526	-7.5%
Environment & Development	14,657,984	15,646,960	16,376,336	15,562,612	14,832,278	-5.2%
Public Safety	22,712,000	25,681,693	25,685,574	24,016,323	25,746,311	0.3%
Leisure	9,840,249	11,059,211	11,159,520	10,190,496	10,922,885	-1.2%
<b>Total</b>	<b>\$ 63,268,404</b>	<b>\$ 68,483,000</b>	<b>\$ 70,031,605</b>	<b>\$ 65,898,639</b>	<b>\$ 66,389,000</b>	<b>-3.1%</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 Recommended Budget</b>	<b>% Change from 2019-20</b>
General Revenues:						
Property Taxes	\$ 31,779,093	\$ 32,117,500	\$ 32,117,500	\$ 32,270,000	\$ 32,587,500	1.5%
Sales Taxes	14,048,261	14,741,869	14,741,869	14,038,255	13,336,343	-9.5%
Occupancy Tax	1,348,893	1,300,000	1,300,000	1,000,000	1,200,000	-7.7%
Other Tax and Licenses	88,634	86,000	86,000	90,000	92,500	7.6%
State-Shared Revenues	7,872,625	7,791,256	7,791,256	7,843,656	7,829,256	0.5%
Interest on Investments	111,625	80,000	80,000	100,000	100,000	25.0%
Other Revenues	540,999	441,243	499,382	777,161	399,100	-9.6%
Grants	705,206	679,399	733,399	808,423	679,399	0.0%
Charges for Services	5,211,114	5,002,662	5,002,662	4,601,135	4,899,000	-2.1%
Licenses/Permits/Fines	3,093,580	2,842,305	2,842,305	3,331,611	2,731,390	-3.9%
Transfers/Other Sources	45,000	45,000	45,000	45,000	45,000	0.0%
Appropriated Fund Balance	(1,576,626)	3,355,766	4,792,232	993,398	2,489,512	-25.8%
<b>Total</b>	<b>\$ 63,268,404</b>	<b>\$ 68,483,000</b>	<b>\$ 70,031,605</b>	<b>\$ 65,898,639</b>	<b>\$ 66,389,000</b>	<b>-3.1%</b>

# **GENERAL FUND**

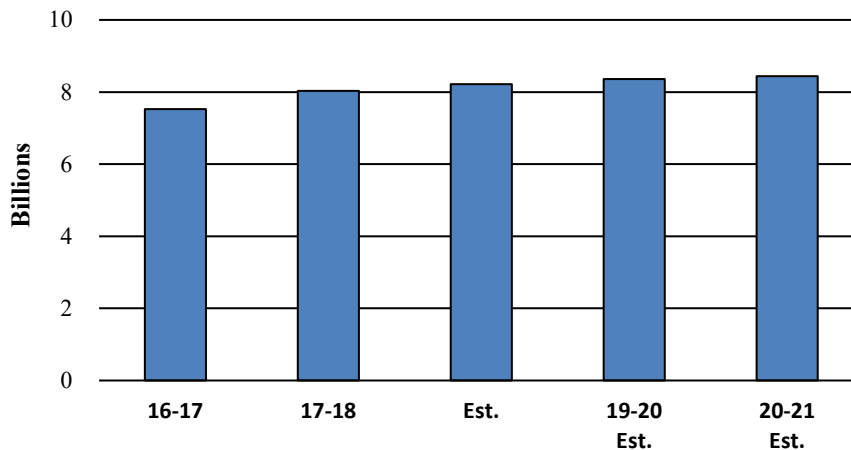
## **Major Revenue Sources - Descriptions and Estimates**

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### **Property Tax**

The largest component of the property tax is the levy on real property. The property tax consists of three components – General Fund, Debt Service Fund and Transit Fund. We have based our estimate on historic trends and current information from Orange and Durham Counties for the overall tax base. The tax base for 2020-21 is estimated to be \$8,441,580,000 with 1 cent on the tax rate equivalent to about \$840,000.

### **Property Tax Base**



The combined property tax revenue we anticipate for 2020-21 totals about \$45.7 million, with \$32.42 million of that supporting the General Fund.

### **Other Local Taxes**

Revenue from the 3 percent Hotel/Motel occupancy tax is expected to total \$1,200,000 in the current year and the same level in 2020-21. Revenue trends are affected by University events and general economic conditions.



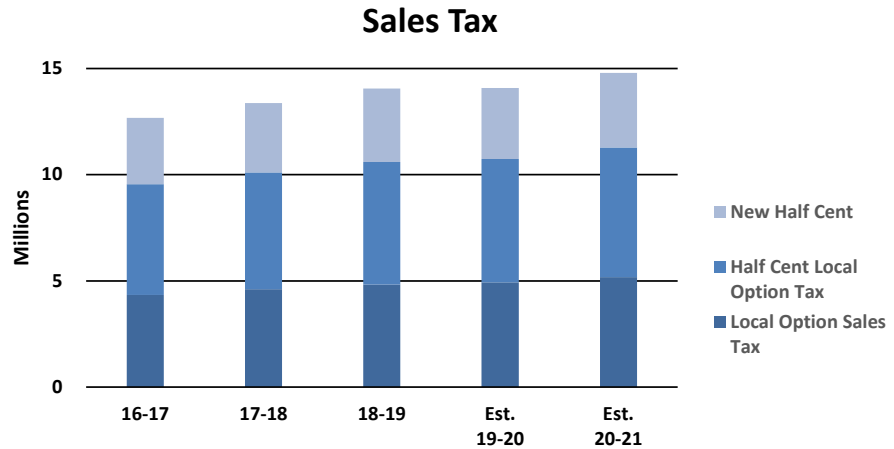
# GENERAL FUND

## Major Revenue Sources - Descriptions and Estimates

### State-Collected Revenues

#### Sales Taxes

Sales tax revenue is expected to come in under budget in 2019-20. Based on recent trends, growth was budgeted at 5% for FY20. Sales tax receipts are at 5.95% increase over the previous year through the first seven months, however, due to the



anticipated effects of COVID-19, we are estimating a 10% reduction for the remaining final 4 months of the fiscal year, which would result in a 5% decrease at year end. Based on this information, we are estimating a further reduction of 5% in sales taxes for FY21. We estimate combined sales taxes of about \$14,038,255 for 2019-20. Orange County has the option to change the allocation method for sales taxes from per capita to ad valorem, which would result in a significant reduction in sales tax receipts for the Town.

#### Motor Fuel Taxes (known as Powell Bill funds)

Motor fuel tax revenue is based on receipts of 1¾ cents of the State gasoline tax allocated to local governments, based on population and local street mileage in each jurisdiction. This revenue is anticipated to total \$1,486,900 in 2019-20, about \$51,000 more than last year. For 2020-21, we anticipate revenues will drop slightly for FY21 at around \$1,467,000.

#### State Fire Protection Funds

We are expecting about \$1,106,256 in State Fire Protection Funds in the current year, and we expect that figure to hold at 1,106,256 in 2020-21.

#### Utility Sales Tax

Utility sales taxes are derived from a 3 percent tax on gross revenues from public utilities in each jurisdiction, and are collected by the State for distribution to cities and towns. Because the fees are dependent upon utility charges, they are affected by weather conditions and can vary from year to year. In 2007, the State changed the distribution method for cable franchise fees and included them in the utility sales tax distribution. We estimate that we will receive approximately \$4,951,500 in the current year in utility sales taxes. We anticipate that revenues will hold the line in 2020-21.

# GENERAL FUND

## Major Revenue Sources - Descriptions and Estimates

### Solid Waste Disposal Tax

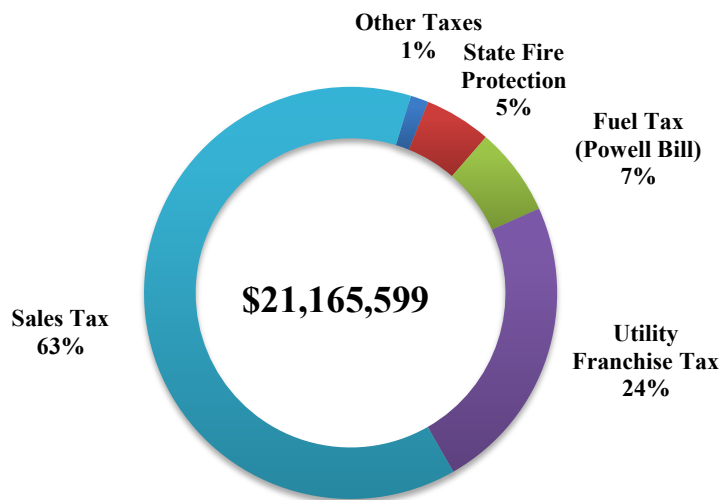
The Solid Waste Disposal Tax went into effect on July 1, 2008. This \$2 per-ton tax is charged on municipal solid waste and construction debris that is deposited in a landfill in the state or transferred at a transfer station for disposal outside of the state. 18.75% of this tax is distributed to cities and towns on a per capita basis. We anticipate receiving around \$39,000 for the current year and \$39,000 next year.

### Beer and Wine Taxes

Assuming full receipt of the Beer and Wine tax revenue normally distributed in May to cities and counties, we estimate allocations from this source of about \$260,000 for the current year and \$260,000 next year.

In summary, we estimate State-collected revenues would total about \$21,165,599 for next year.

### State Collected Revenues



### Other Revenue Sources

#### Grants

This category of revenue includes certain recurring local and State grants totaling about \$679,399 for 2020-21. Beginning in 2004-05, we began using a separate Grants Fund for non-recurring grants.

Local grants include an appropriation from Orange County to supplement the Town's Parks and Recreation programs and the Town's Library. The recommended budget for 2020-21 includes level funding from the County at \$83,760 for the Parks and Recreation supplement. The recommended 2020-21 budget includes \$568,139 in Orange County funding to support the Chapel Hill Library, which is equal to the current year's allocation. The State appropriation for Library services is budgeted at \$27,500.

#### Charges for Services

Service Charges for various Town services and programs (including zoning compliance review and Parks and Recreation programs) are estimated to come in significantly under budget in the current year by about \$400,000. Charges for services are expected to decrease from a budgeted amount of \$5,002,662 in 2019-20 to \$4,899,00 for 2020-21 due to projected activity.

# ***GENERAL FUND***

## ***Major Revenue Sources - Descriptions and Estimates***

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This category also reflects amounts transferred from other Town funds to the General Fund, primarily to recover administrative and indirect costs from other Town enterprise funds and services. For 2020-21, these include \$83,056 from Parking Enterprise Funds, \$128,470 from the Stormwater Management Fund, and \$1,371,500 from the Transit Enterprise Fund.

### *Licenses/Permits/Fines & Forfeitures*

Revenue from licenses, permits, and fines, are expected to exceed the current year's budget by about \$489,000 due to higher than expected revenues in inspection permits. Total licenses and permits are expected to decrease from about \$2.8 million in 2019-20 to \$2.7 million in 2020-21.

### *Interest on Investments*

The General Fund share of interest earned on the Town's investments is recorded in this category. Investment income is expected to exceed the current year's budget estimate of \$80,000 and generate about \$100,000 next year.

## **Miscellaneous, Transfers, Net Assets (Fund Balance)**

### *Miscellaneous Revenues*

The primary miscellaneous revenues include mutual aid reimbursements, court cost reimbursements, and donations (Carol Woods). Miscellaneous revenues are expected to total about \$777,161 for 2019-20 and \$399,100 for 2020-21.

### *Transfers*

Transfers include a transfer of \$45,000 for 2020-21 from the Library Gift Fund for Library purposes.

### *Fund Balance*

This appropriation represents a use of net assets (fund balance) for general operations. We are currently budgeted to use about \$4.8 million of fund balance in 2019-20, but through cost-cutting measures, will use only about \$993,000 based on conservative revenue estimates and departmental end-of-year expenditure estimates. The annual budget includes the use of about \$2,489,512 in 2020-21 to maintain service levels.

# **GENERAL FUND**

## ***Major Revenue Sources - Descriptions and Estimates***

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### **Summary of Revenues**

In summary, the annual budget includes \$66.4 million in General Fund revenues, including the use of \$2,489,512 of fund balance.

The table below shows comparative estimates of total General Fund revenues for the current year and next year.

	<b>19-20 Revised Budget</b>	<b>19-20 Estimated</b>	<b>20-21 Recommended Budget</b>
Property Taxes	\$ 32,117,500	\$ 32,270,000	\$ 32,587,500
Sales Taxes	14,741,869	14,038,255	13,336,343
Occupancy Tax	1,300,000	1,000,000	1,200,000
Other State-Collected	86,000	90,000	92,500
Other Revenues	8,370,638	8,720,817	8,328,356
Grants	733,399	808,423	679,399
Licenses/Permits	2,842,305	3,331,611	2,731,390
Service Charges	5,002,662	4,601,135	4,899,000
Interfund Transfers	45,000	45,000	45,000
Fund Balance	<u>4,792,232</u>	<u>993,398</u>	<u>2,489,512</u>
<b>Total</b>	<b>\$ 70,031,605</b>	<b>\$ 65,898,639</b>	<b>\$ 66,389,000</b>

# **GENERAL FUND**

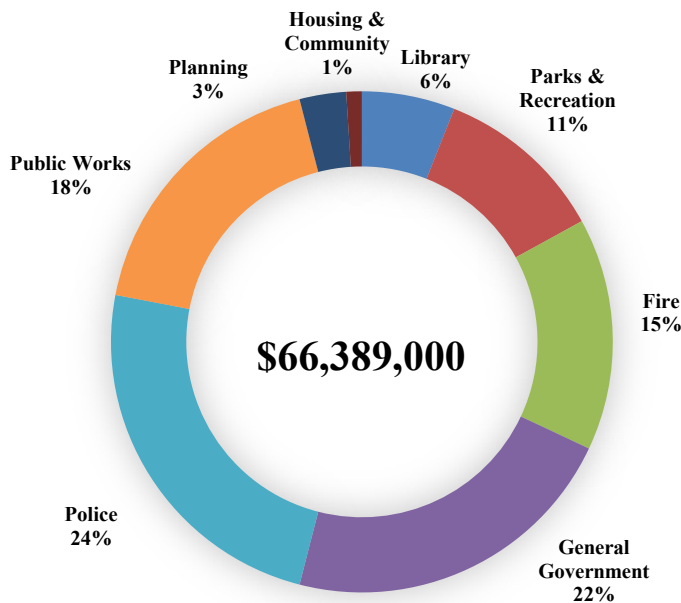
## **Major Expenditures - Descriptions and Estimates**

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The General Fund provides basic services for Town citizens including police and fire protection, environment and development services (including planning, public works, engineering, and inspections), general administration and planning for growth and development in the community.

The pie chart below shows the relative proportions of expenditures for the various functions and departments in the General Fund budget totaling \$66,389,000 for the 2020-21 budget.

The largest category of expenditures for the General Fund is Public Safety services, with Police Department expenditures of about \$16.1 million and Fire Department expenditures of about \$9.6 million.



Environment and Development is the second largest category in the General Fund at about \$14.8 million, including Planning, Housing & Community and Public Works which provide services of affordable housing, planning for growth, engineering, solid waste collection, maintenance of streets, and maintenance of Town facilities.

Police, Fire and Public Works together comprise about 57% of total General Fund expenditures.

Other General Fund services include Parks and Recreation programs totaling about \$7.2 million, Library services of \$3.7 million, and General Governmental activities (Administration, Communications & Public Affairs, Business Management, Human Resources, Attorney, and Non-Departmental) totaling about \$14.9 million.

Non-departmental expenditures total \$4.7 million. \$1,218,485 is included in the annual budget for distribution to other agencies in support of human services, cultural and arts programs, economic development and development of affordable housing as adopted by the Council. The non-departmental budget also includes funding for “penny for housing” (\$688,395) and legal funds (\$100,000). The budget for liability and property insurance totals \$360,000.

# **GENERAL FUND**

## **Major Expenditures - Descriptions and Estimates**

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The 2020-21 budget includes changes to medical insurance rates. The recommended budget includes a 4% increase in rates for active employees and under-65 retirees, or about a \$202,000 increase. The Town's contribution to employee retirement increased by about \$383,000, which reflects a 1.2% increase to the contribution over the prior year.

Due to the impacts of COVID-19, a number of operational reductions were made in order to balance the FY21 budget. Funding has been reduced for street resurfacing by \$300,000, the \$472,000 allocation for building maintenance has been removed, funding for vehicle replacement has been eliminated, and the transfer to the pay-go Capital Improvements Fund has been eliminated.

The 2020-21 Recommended Budget continues to fund retiree medical costs on a pay-as-you-go basis (\$1,690,000), and contributes \$250,000 towards the post-employment benefit (OPEB) liability, a reduction of \$250,000 from the current year.

The table below shows expenditure levels for General Fund personnel, operating costs and capital outlay.

<b>EXPENDITURES</b>						
	<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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Personnel	\$ 45,793,801	\$ 50,488,208	\$ 50,114,619	\$ 46,584,001	\$ 50,648,884	0.3%
Operating Costs	17,343,231	17,909,792	19,508,831	18,956,575	15,655,116	-12.6%
Capital Outlay	131,372	85,000	208,155	158,063	85,000	0.0%
Total	\$ 63,268,404	\$ 68,483,000	\$ 69,831,605	\$ 65,698,639	\$ 66,389,000	-3.1%

**GENERAL FUND**  
**EXPENDITURES BY DEPARTMENT**

	2018-19 Actual	2019-20 Original Budget	2019-20 Revised Budget	2019-20 Estimated	2020-21 Recommended Budget	% Change from 2019-20
<b>General Government</b>						
Mayor/Council	\$ 398,937	\$ 475,446	\$ 475,446	\$ 448,766	\$ 418,966	-11.9%
Town Manager	1,991,049	1,911,919	1,919,221	1,780,643	1,958,135	2.4%
Communications & Public Affairs	850,352	922,142	930,804	889,760	948,213	2.8%
Human Resource Dev't	1,714,542	1,859,535	1,964,992	1,891,220	1,771,889	-4.7%
Business Management	2,118,625	2,310,602	2,311,665	2,127,521	2,334,435	1.0%
Technology Solutions	2,350,392	2,366,219	2,504,643	2,422,961	2,382,387	0.7%
Town Attorney	372,181	386,581	386,581	384,535	391,371	1.2%
Non-Departmental	6,262,093	5,862,692	6,316,823	6,183,802	4,682,130	-20.1%
<b>Subtotal</b>	<b>\$ 16,058,171</b>	<b>\$ 16,095,136</b>	<b>\$ 16,810,175</b>	<b>\$ 16,129,208</b>	<b>\$ 14,887,526</b>	<b>-7.5%</b>
<b>Environment &amp; Development</b>						
Planning	\$ 1,848,577	\$ 1,743,331	\$ 2,097,143	\$ 1,875,461	\$ 1,897,768	8.9%
Housing & Community	767,243	837,649	846,475	863,001	836,011	-0.2%
Public Works	12,042,164	13,065,980	13,432,718	12,824,150	12,098,499	-7.4%
<b>Subtotal</b>	<b>\$ 14,657,984</b>	<b>\$ 15,646,960</b>	<b>\$ 16,376,336</b>	<b>\$ 15,562,612</b>	<b>\$ 14,832,278</b>	<b>-5.2%</b>
<b>Public Safety</b>						
Police	\$ 13,715,192	\$ 16,027,754	\$ 15,985,015	\$ 14,403,329	\$ 16,143,506	0.7%
Fire	8,996,808	9,653,939	9,700,559	9,612,994	9,602,805	-0.5%
<b>Subtotal</b>	<b>\$ 22,712,000</b>	<b>\$ 25,681,693</b>	<b>\$ 25,685,574</b>	<b>\$ 24,016,323</b>	<b>\$ 25,746,311</b>	<b>0.3%</b>
<b>Leisure</b>						
Parks and Recreation	\$ 6,451,220	\$ 7,236,607	\$ 7,273,099	\$ 6,537,509	\$ 7,244,012	0.1%
Library	3,389,029	3,822,604	3,886,421	3,652,987	3,678,873	-3.8%
<b>Subtotal</b>	<b>\$ 9,840,249</b>	<b>\$ 11,059,211</b>	<b>\$ 11,159,520</b>	<b>\$ 10,190,496</b>	<b>\$ 10,922,885</b>	<b>-1.2%</b>
<b>General Fund Total</b>	<b>\$ 63,268,404</b>	<b>\$ 68,483,000</b>	<b>\$ 70,031,605</b>	<b>\$ 65,898,639</b>	<b>\$ 66,389,000</b>	<b>-3.1%</b>





## **GENERAL GOVERNMENT BUDGET SUMMARY**

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*This section includes management, human resources, finance, information technology and legal functions to support all Town departments, as well as budget for non-departmental expenses.*

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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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Mayor/Council	\$ 398,937	\$ 475,446	\$ 475,446	\$ 448,766	\$ 418,966	-11.9%
Town Manager	1,991,049	1,911,919	1,919,221	1,780,643	1,958,135	2.4%
Communications & Public Affairs	850,352	922,142	930,804	889,760	948,213	2.8%
Human Resources	1,714,542	1,859,535	1,964,992	1,891,220	1,771,889	-4.7%
Business Management	2,118,625	2,310,602	2,311,665	2,127,521	2,334,435	1.0%
Technology Solutions	2,350,392	2,366,219	2,504,643	2,422,961	2,382,387	0.7%
Town Attorney	372,181	386,581	386,581	384,535	391,371	1.2%
Non-Departmental	6,262,093	5,862,692	6,316,823	6,183,802	4,682,130	-20.1%
<b>Total</b>	<b>\$ 16,058,171</b>	<b>\$ 16,095,136</b>	<b>\$ 16,810,175</b>	<b>\$ 16,129,208</b>	<b>\$ 14,887,526</b>	<b>-7.5%</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 Recommended Budget</b>	<b>% Change from 2019-20</b>
General Revenues	\$ 16,058,171	\$ 16,095,136	\$ 16,810,175	\$ 16,129,208	\$ 14,887,526	-7.5%
<b>Total</b>	<b>\$ 16,058,171</b>	<b>\$ 16,095,136</b>	<b>\$ 16,810,175</b>	<b>\$ 16,129,208</b>	<b>\$ 14,887,526</b>	<b>-7.5%</b>

***MAYOR***  
***STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS***

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	<b>2018-19 ADOPTED</b>	<b>2019-20 ADOPTED</b>	<b>2020-21 RECOMMENDED</b>
Mayoral Aide	1.00	1.00	1.00
Mayor's Office Totals	1.00	1.00	1.00

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# **MAYOR**

## **BUDGET SUMMARY**

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*The recommended budget for the Mayor's Office reflects a 5.9% decrease from the 2020-21 budget. The 22.3% decrease in operating costs reflects a small decrease in funds allocated to business meetings and trainings and cellular phones.*

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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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Personnel	\$ 86,049	\$ 89,063	\$ 89,063	\$ 87,223	\$ 87,741	-1.5%
Operating Costs	16,304	24,049	24,049	19,288	18,689	-22.3%
<b>Total</b>	<b>\$ 102,353</b>	<b>\$ 113,112</b>	<b>\$ 113,112</b>	<b>\$ 106,511</b>	<b>\$ 106,430</b>	<b>-5.9%</b>

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### **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 Recommended Budget</b>	<b>% Change from 2019-20</b>
General Revenues	\$ 102,353	\$ 113,112	\$ 113,112	\$ 106,511	\$ 106,430	-5.9%
<b>Total</b>	<b>\$ 102,353</b>	<b>\$ 113,112</b>	<b>\$ 113,112</b>	<b>\$ 106,511</b>	<b>\$ 106,430</b>	<b>-5.9%</b>

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# **COUNCIL**

## **BUDGET SUMMARY**

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*The recommended budget for the Town Council reflects a decrease of 13.5% from the 2019-20 budget, primarily due to a decrease in operating expenses because FY20-21 is not an election year, resulting in a \$40,000 decrease. Personnel expenses decreased due to changes in individual health coverage selections that have resulted in a decrease associated expenses.*

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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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Personnel	\$ 182,756	\$ 192,613	\$ 192,613	\$ 181,613	\$ 184,616	-4.2%
Operating Costs	113,828	169,721	169,721	160,642	127,920	-24.6%
<b>Total</b>	<b>\$ 296,584</b>	<b>\$ 362,334</b>	<b>\$ 362,334</b>	<b>\$ 342,255</b>	<b>\$ 312,536</b>	<b>-13.7%</b>

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### **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 Recommended Budget</b>	<b>% Change from 2019-20</b>
General Revenues	\$ 296,584	\$ 362,334	\$ 362,334	\$ 342,255	\$ 312,536	-13.7%
<b>Total</b>	<b>\$ 296,584</b>	<b>\$ 362,334</b>	<b>\$ 362,334</b>	<b>\$ 342,255</b>	<b>\$ 312,536</b>	<b>-13.7%</b>

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***TOWN MANAGER'S OFFICE***  
***STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS***

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	<b>2018-19 ADOPTED</b>	<b>2019-20 ADOPTED</b>	<b>2020-21 RECOMMENDED</b>
Town Manager	1.00	1.00	1.00
Deputy Town Manager	1.00	1.00	1.00
Assistant Town Manager	1.00	1.00	1.00
Economic Development Coordinator	1.00	1.00	1.00
Senior Ombuds	1.00	1.00	1.00
Program Coordinator	1.00	1.00	0.00
Ombuds	1.00	1.00	1.00
Assistant to the Manager	1.00	1.00	1.00
Director of Organization & Strategy Initiatives	1.00	1.00	1.00
Office Assistant	1.00	1.00	1.00
Economic Development Specialist	0.00	0.00	1.00
Urban Designer	0.00	1.00	1.00
Town Manager's Office Totals	<u>10.00</u>	<u>11.00</u>	<u>11.00</u>

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# **TOWN MANAGER**

## **BUDGET SUMMARY**

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*The recommended budget for the Manager's Office reflects an 2.4% increase from the 2019-20 budget. The 2.4% increase in personnel expenses captures the cost of a 1.2% retirement increase and a 4% increase in health insurance costs. The 2.8% increase in operating expenses is due to increases in business meetings and trainings.*

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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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Personnel	\$ 1,785,050	\$ 1,700,041	\$ 1,683,476	\$ 1,547,374	\$ 1,740,406	2.4%
Operating Costs	205,999	211,878	235,745	233,269	217,729	2.8%
<b>Total</b>	<b>\$ 1,991,049</b>	<b>\$ 1,911,919</b>	<b>\$ 1,919,221</b>	<b>\$ 1,780,643</b>	<b>\$ 1,958,135</b>	<b>2.4%</b>

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### **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 Recommended Budget</b>	<b>% Change from 2019-20</b>
General Revenues	\$ 1,991,049	\$ 1,911,919	\$ 1,919,221	\$ 1,780,643	\$ 1,958,135	2.4%
<b>Total</b>	<b>\$ 1,991,049</b>	<b>\$ 1,911,919</b>	<b>\$ 1,919,221</b>	<b>\$ 1,780,643</b>	<b>\$ 1,958,135</b>	<b>2.4%</b>

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**COMMUNICATIONS & PUBLIC AFFAIRS OFFICE**  
**STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS**

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	<b>2018-19 ADOPTED</b>	<b>2019-20 ADOPTED</b>	<b>2020-21 RECOMMENDED</b>
Communications & Public Affairs Director / Town Clerk	1.00	1.00	1.00
Town Clerk-Deputy	1.00	1.00	1.00
Administrative Assistant	0.00	0.00	0.00
Assistant Town Clerk	2.00	1.00	1.00
Office Assistant	0.53	0.53	0.53
Communications Manager	1.00	1.00	1.00
Records Manager	0.00	1.00	1.00
Graphic Artist	1.00	1.00	1.00
Communications Specialist	1.00	1.00	1.00
Communications and Public Affairs Department Totals	<u>7.53</u>	<u>7.53</u>	<u>7.53</u>

# **COMMUNICATIONS & PUBLIC AFFAIRS/ TOWN CLERK BUDGET SUMMARY**

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*The recommended budget for the Communications & Public Affairs department reflects a 2.8% increase from the 2019-20 budget. Personnel expenses increased by 7.5% due to a 1.2% retirement increase and a 4.9% increase in health insurance costs. Operating expenses decreased by 11.4% because the Biennial Community Survey does not run in FY2020-21.*

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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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Personnel	\$ 655,747	\$ 696,219	\$ 699,828	\$ 673,551	\$ 748,102	7.5%
Operating Costs	194,605	225,923	230,976	216,209	200,111	-11.4%
<b>Total</b>	<b>\$ 850,352</b>	<b>\$ 922,142</b>	<b>\$ 930,804</b>	<b>\$ 889,760</b>	<b>\$ 948,213</b>	<b>2.8%</b>

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## **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 Recommended Budget</b>	<b>% Change from 2019-20</b>
General Revenues	\$ 850,352	\$ 922,142	\$ 930,804	\$ 889,760	\$ 948,213	2.8%
<b>Total</b>	<b>\$ 850,352</b>	<b>\$ 922,142</b>	<b>\$ 930,804</b>	<b>\$ 889,760</b>	<b>\$ 948,213</b>	<b>2.8%</b>

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***HUMAN RESOURCE DEVELOPMENT DEPARTMENT  
STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS***

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	<b>2018-19 ADOPTED</b>	<b>2019-20 ADOPTED</b>	<b>2020-21 RECOMMENDED</b>
Human Resource Development Director	1.00	1.00	1.00
Assistant Director-Human Resource Development	1.00	1.00	1.00
Risk Manager	1.00	1.00	1.00
Claims Coordinator	1.00	1.00	1.00
Learning & Development Manager	1.00	1.00	1.00
Human Resources Technician	2.00	2.00	2.00
Human Resource Consultant	2.00	2.00	2.00
Administrative Assistant	1.00	1.00	1.00
	<hr/>	<hr/>	<hr/>
Human Resource Development Totals	10.00	10.00	10.00

# ***HUMAN RESOURCE DEVELOPMENT BUDGET SUMMARY***

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*The recommended budget for the Human Resource Development department reflects a 4.7% decrease from the 2019-20 budget. Personnel expenses increased by 1.1% due to a 1.2% retirement increase and a 4% increase in health insurance costs. In Fiscal Year 2019-20 the Town conducted a class and compensation study at a cost of \$100,000. This study was concluded in Fiscal Year 2019-20, resulting in a 11.8% decrease in operating expenses.*

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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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Personnel	\$ 926,060	\$ 1,023,181	\$ 1,016,681	\$ 996,037	\$ 1,034,192	1.1%
Operating Costs	788,482	836,354	948,311	895,183	737,697	-11.8%
<b>Total</b>	<b>\$ 1,714,542</b>	<b>\$ 1,859,535</b>	<b>\$ 1,964,992</b>	<b>\$ 1,891,220</b>	<b>\$ 1,771,889</b>	<b>-4.7%</b>

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## **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 Recommended Budget</b>	<b>% Change from 2019-20</b>
General Revenues	\$ 1,714,542	\$ 1,859,535	\$ 1,964,992	\$ 1,891,220	\$ 1,771,889	-4.7%
<b>Total</b>	<b>\$ 1,714,542</b>	<b>\$ 1,859,535</b>	<b>\$ 1,964,992</b>	<b>\$ 1,891,220</b>	<b>\$ 1,771,889</b>	<b>-4.7%</b>

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***BUSINESS MANAGEMENT  
STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS***

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	<b>2018-19 ADOPTED</b>	<b>2019-20 ADOPTED</b>	<b>2020-21 RECOMMENDED</b>
<b><u>Finance</u></b>			
Director - Business Management	1.00	1.00	1.00
Assistant Director - Business Management	1.00	1.00	1.00
Financial Systems Administrator	1.00	1.00	1.00
Budget Manager	1.00	1.00	0.00
Budget Analyst	2.00	2.00	2.00
Accountant - Payroll & Payables	1.00	1.00	1.00
Accountant - Revenue	1.00	1.00	1.00
Accountant Supervisor - Treasury	1.00	1.00	1.00
Accountant - Housing	1.00	1.00	1.00
Purchasing & Contracts Manager	1.00	1.00	1.00
Purchasing Specialist	1.00	1.00	1.00
Payroll Coordinator	1.00	1.00	1.00
Payroll Technician	1.00	1.00	1.00
Accounting Technician II	1.00	1.00	1.00
Accounts Payable Supervisor	1.00	1.00	1.00
Accountant	0.00	0.00	1.00
Revenue Collector	2.00	2.00	2.00
Business Management Department Totals	18.00	18.00	18.00

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# ***BUSINESS MANAGEMENT BUDGET SUMMARY***

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*The recommended budget for the Business Management department reflects a 1% increase from the 2019-20 budget. Personnel expenses increased by 1.3% due to a 1.2% retirement increase and a 4% increase in health insurance costs.*

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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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Personnel	\$ 1,520,255	\$ 1,752,590	\$ 1,697,590	\$ 1,531,930	\$ 1,775,510	1.3%
Operating Costs	598,370	558,012	614,075	595,591	558,925	0.2%
<b>Total</b>	<b>\$ 2,118,625</b>	<b>\$ 2,310,602</b>	<b>\$ 2,311,665</b>	<b>\$ 2,127,521</b>	<b>\$ 2,334,435</b>	<b>1.0%</b>

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## **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 Recommended Budget</b>	<b>% Change from 2019-20</b>
General Revenues	\$ 2,118,625	\$ 2,310,602	\$ 2,311,665	\$ 2,127,521	\$ 2,334,435	1.0%
<b>Total</b>	<b>\$ 2,118,625</b>	<b>\$ 2,310,602</b>	<b>\$ 2,311,665</b>	<b>\$ 2,127,521</b>	<b>\$ 2,334,435</b>	<b>1.0%</b>

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# *Technology Solutions*

## *STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS*

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	<b>2018-19 ADOPTED</b>	<b>2019-20 ADOPTED</b>	<b>2020-21 RECOMMENDED</b>
Executive Director - Technology Solutions	1.00	1.00	1.00
Director-Technology Solutions	0.00	0.00	0.00
Senior Analyst	1.00	1.00	1.00
Network Administrator	1.00	1.00	1.00
Systems & Support Manager	1.00	1.00	1.00
Business Analyst	1.00	1.00	1.00
Information Technology Analyst	2.00	2.00	2.00
Senior Information Technology Analyst	2.00	2.00	2.00
Web Administrator	1.00	1.00	1.00
Technical Services Manager	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Systems Administrator	1.00	1.00	1.00
GIS Analyst II	2.00	2.00	2.00
Planning Manager	1.00	1.00	1.00
Technology Solutions Department Totals	<u>16.00</u>	<u>16.00</u>	<u>16.00</u>

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# **TECHNOLOGY SOLUTIONS**

## **BUDGET SUMMARY**

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*The recommended budget for the Technology Solutions department reflects a 0.7% increase from the 2019-20 budget. Personnel expenses increased by 0.9% due to a 1.2% retirement increase, and a 4% increase in health insurance costs.*

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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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Personnel	\$ 1,689,238	\$ 1,780,902	\$ 1,780,902	\$ 1,749,254	\$ 1,797,728	0.9%
Operating Costs	586,851	535,317	558,141	558,389	534,659	-0.1%
Capital Outlay	74,303	50,000	165,600	115,318	50,000	0.0%
<b>Total</b>	<b>\$ 2,350,392</b>	<b>\$ 2,366,219</b>	<b>\$ 2,504,643</b>	<b>\$ 2,422,961</b>	<b>\$ 2,382,387</b>	<b>0.7%</b>

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### **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 Recommended Budget</b>	<b>% Change from 2019-20</b>
General Revenues	\$ 2,350,392	\$ 2,366,219	\$ 2,504,643	\$ 2,422,961	\$ 2,382,387	0.7%
<b>Total</b>	<b>\$ 2,350,392</b>	<b>\$ 2,366,219</b>	<b>\$ 2,504,643</b>	<b>\$ 2,422,961</b>	<b>\$ 2,382,387</b>	<b>0.7%</b>

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***TOWN ATTORNEY***  
***STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS***

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	<b>2018-19 ADOPTED</b>	<b>2019-20 ADOPTED</b>	<b>2020-21 RECOMMENDED</b>
Town Attorney	1.00	1.00	1.00
Assistant to the Town Attorney	1.00	1.00	1.00
Attorney Department Totals	2.00	2.00	2.00

# **TOWN ATTORNEY**

## **BUDGET SUMMARY**

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*The recommended budget for the Attorney's Office reflects a 1.2% increase from the 2019-20 budget. Personnel expenses increased by 1.2% due to a 1.2% retirement increase and a 4% increase in health insurance costs for the Office. Operating expenses increased by 0.9% due to a small increase in dues and subscriptions.*

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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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Personnel	\$ 361,200	\$ 375,591	\$ 375,591	\$ 374,301	\$ 380,281	1.2%
Operating Costs	10,981	10,990	10,990	10,234	11,090	0.9%
<b>Total</b>	<b>\$ 372,181</b>	<b>\$ 386,581</b>	<b>\$ 386,581</b>	<b>\$ 384,535</b>	<b>\$ 391,371</b>	<b>1.2%</b>

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### **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 Recommended Budget</b>	<b>% Change from 2019-20</b>
General Revenues	\$ 372,181	\$ 386,581	\$ 386,581	\$ 384,535	\$ 391,371	1.2%
<b>Total</b>	<b>\$ 372,181</b>	<b>\$ 386,581</b>	<b>\$ 386,581</b>	<b>\$ 384,535</b>	<b>\$ 391,371</b>	<b>1.2%</b>

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**NON-DEPARTMENTAL DIVISION  
BUDGET SUMMARY**

The Non-Departmental Division is used to account for activities in the General Fund that are not allocated to other departmental functions. These activities include contributions to other agencies, transfers to other funds, and liability insurance. The recommended budget includes a 4% increase to health insurance costs. The Town does not receive grants until mid-late May, so that line item will be adjusted for the adopted budget once the Town has received the grants. Agency contributions are unchanged from last year's budget. The largest decrease in expenditures, in the debt fund and capital improvement fund, total \$766,700. OPEB liability contributions have decreased by fifty percent (\$250,000).

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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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Retiree Medical Insurance	\$ 1,582,343	\$ 1,620,000	\$ 1,620,000	\$ 1,570,000	\$ 1,690,000	4.3%
Other Personnel Costs	(740)	2,500	2,500	2,070	2,000	-20.0%
Liability Insurance	340,365	375,000	369,195	350,000	360,000	-4.0%
Transfer to Affordable Housing Operations	688,395	688,395	688,395	688,395	688,395	0.0%
	80,391	171,812	257,246	188,200	271,316	57.9%
Supplemental PEG Fees	171,461	176,000	176,000	180,000	185,000	5.1%
Transfer to Other Funds	10,245	10,250	10,250	11,900	12,000	17.1%
Transfer to Capital Improvement Funds	566,991	321,600	321,600	321,600	-	-100.0%
Transfer to Debt Fund	445,100	445,100	445,100	445,100	-	-100.0%
OPEB Liability Contributions	630,000	500,000	500,000	500,000	250,000	-50.0%
Grant Matching Funds	62,968	87,550	87,550	87,550	-	-100.0%
Agency Contributions	1,284,574	1,218,485	1,392,987	1,392,987	1,223,419	0.4%
Orange County Contribution	-	-	200,000	200,000	-	N/A
Coal Ash Remediation	-	246,000	246,000	246,000	-	-100.0%
Community Center	400,000	-	-	-	-	N/A
<b>Total</b>	<b>\$ 6,262,093</b>	<b>\$ 5,862,692</b>	<b>\$ 6,316,823</b>	<b>\$ 6,183,802</b>	<b>\$ 4,682,130</b>	<b>-20.1%</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 Recommended Budget</b>	<b>% Change from 2019-20</b>
General Revenues	\$ 6,262,093	\$ 5,862,692	\$ 6,316,823	\$ 6,183,802	\$ 4,682,130	-20.1%
<b>Total</b>	<b>\$ 6,262,093</b>	<b>\$ 5,862,692</b>	<b>\$ 6,316,823</b>	<b>\$ 6,183,802</b>	<b>\$ 4,682,130</b>	<b>-20.1%</b>



## ***ENVIRONMENT & DEVELOPMENT BUDGET SUMMARY***

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*This section includes the Planning, Housing & Community, and Public Works Departments.*

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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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Planning	\$ 1,848,577	\$ 1,743,331	\$ 2,097,143	\$ 1,875,461	\$ 1,897,768	8.9%
Housing & Community	767,243	837,649	846,475	863,001	836,011	-0.2%
Public Works	12,042,164	13,065,980	13,432,718	12,824,150	12,098,499	-7.4%
<b>Total</b>	<b>\$ 14,657,984</b>	<b>\$ 15,646,960</b>	<b>\$ 16,376,336</b>	<b>\$ 15,562,612</b>	<b>\$ 14,832,278</b>	<b>-5.2%</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 Recommended Budget</b>	<b>% Change from 2019-20</b>
General Revenues	\$ 12,503,497	\$ 13,884,388	\$ 14,613,764	\$ 13,187,917	\$ 13,150,328	-5.3%
State-Shared Revenues	44,506	38,000	38,000	39,000	39,000	2.6%
Grants	13,905	-	-	66,024	-	N/A
Charges for Services	1,730,373	1,216,674	1,216,674	1,370,747	1,141,560	-6.2%
Licenses/Permits/Fines	236,293	437,055	437,055	649,161	427,390	-2.2%
Other Revenues	129,410	70,843	70,843	249,763	74,000	4.5%
<b>Total</b>	<b>\$ 14,657,984</b>	<b>\$ 15,646,960</b>	<b>\$ 16,376,336</b>	<b>\$ 15,562,612</b>	<b>\$ 14,832,278</b>	<b>-5.2%</b>

***PLANNING DEPARTMENT  
STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS***

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	<b>2018-19 ADOPTED</b>	<b>2019-20 ADOPTED</b>	<b>2020-21 RECOMMENDED</b>
<b><u>Planning</u></b>			
Director - Planning	1.00	1.00	1.00
Operations Manager - Planning	1.00	1.00	1.00
Community Resilience Officer	1.00	1.00	1.00
Planning Manager <sup>1</sup>	3.00	1.00	1.00
Planner/Planner II/Senior Planner <sup>2</sup>	8.00	8.00	8.00
Transportation Demand Community Manager <sup>3</sup>	1.00	1.00	1.00
Code Enforcement Officer	1.00	0.00	0.00
Administrative Coordinator	0.65	0.65	0.65
Downtown Project Manager	1.00	1.00	1.00
LUMO Project Manager	1.00	1.00	1.00
Permitting Systems Technician	1.00	0.00	0.00
Planning Technician	1.00	0.00	0.00
Division Totals	<u>20.65</u>	<u>15.65</u>	<u>15.65</u>

<sup>1</sup> Planning Manager is partially grant-funded.

<sup>2</sup> A number of Planner positions are partially or fully grant funded in FY20.

<sup>3</sup> Transportation Demand Community Manager is 50% grant-funded.

# **PLANNING**

## **BUDGET SUMMARY**

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*The recommended budget for the Planning Department reflects a 8.9% increase from the 2019-20 budget. The 5.3% increase in personnel expenses is due to a 1.2% retirement increase and a 4% increase in health insurance costs. Operating expenses increased by 18.7%, driven by a \$62,000 allocation to coal ash remediation.*

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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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Personnel	\$ 1,429,262	\$ 1,274,548	\$ 1,270,165	\$ 1,255,438	\$ 1,341,516	5.3%
Operating Costs	419,315	468,783	826,978	620,023	556,252	18.7%
<b>Total</b>	<b>\$ 1,848,577</b>	<b>\$ 1,743,331</b>	<b>\$ 2,097,143</b>	<b>\$ 1,875,461</b>	<b>\$ 1,897,768</b>	<b>8.9%</b>

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### **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 Recommended Budget</b>	<b>% Change from 2019-20</b>
General Revenues	\$ 940,888	\$ 1,178,313	\$ 1,532,125	\$ 1,166,909	\$ 1,383,408	17.4%
Charges for Services	792,990	313,535	313,535	425,552	256,360	-18.2%
Licenses/Permits/Fines	107,225	246,140	246,140	275,000	250,000	1.6%
Other Revenues	7,474	5,343	5,343	8,000	8,000	49.7%
<b>Total</b>	<b>\$ 1,848,577</b>	<b>\$ 1,743,331</b>	<b>\$ 2,097,143</b>	<b>\$ 1,875,461</b>	<b>\$ 1,897,768</b>	<b>8.9%</b>

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***PUBLIC WORKS DEPARTMENT***  
***STAFFING COMPARISONS - IN FULL TIME EQUIVALENTS***

	2018-19 ADOPTED	2019-20 ADOPTED	2020-21 RECOMMENDED
<b><u>Administration</u></b>			
Director-Public Works	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00
Administrative Analyst	1.00	1.00	1.00
Manager - Operations	1.00	1.00	1.00
Occupational Health and Safety Officer	1.00	1.00	1.00
Office Assistant	1.00	1.00	1.00
Accounting Technician II	1.00	1.00	1.00
Administrative Coordinator	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Division Totals	9.00	9.00	9.00
<b><u>Engineering and Design Services</u></b>			
Manager of Engineering & Infrastructure	1.00	1.00	1.00
Engineering Coordinator-Sr	1.00	1.00	1.00
Project Manager	1.00	1.00	1.00
Survey/Project Coordinator <sup>1</sup>	0.75	0.75	0.75
Senior Engineer <sup>1</sup>	0.50	0.50	0.50
Engineering Inspector	1.00	1.00	1.00
Engineering Inspector - Sr <sup>1</sup>	0.70	0.70	0.70
Landscape Architect	0.00	0.00	0.00
Engineering Technician	1.00	1.00	1.00
Capital Projects Manager	0.00	1.00	1.00
Unit Totals	6.95	7.95	7.95
<b><u>Traffic Engineering and Operations</u></b>			
Traffic Engineering Manager	1.00	1.00	1.00
Traffic Signal System Engineer	1.00	1.00	1.00
Engineering Technician	1.00	1.00	1.00
Traffic Signal Systems Analyst	1.00	1.00	1.00
Lead Traffic Signal Tech	1.00	1.00	1.00
Traffic Signal Technician (Levels I-III)	3.00	3.00	3.00
Lead Sign & Marking Tech	1.00	1.00	1.00
Sign and Marketing Technician (Levels I-II)	2.00	2.00	2.00
Unit Totals	11.00	11.00	11.00
Division Totals	17.95	18.95	18.95

# ***PUBLIC WORKS DEPARTMENT***

## ***STAFFING COMPARISONS - IN FULL TIME EQUIVALENTS***

	2018-19 ADOPTED	2019-20 ADOPTED	2020-21 RECOMMENDED
<b><u>Streets and Construction Services</u></b>			
<b>Streets</b>			
Superintendent-Streets/Construction/Services	1.00	1.00	1.00
Streets Supervisor	1.00	1.00	1.00
Street Inspector	1.00	1.00	1.00
Street Crew Supervisor	1.00	1.00	1.00
Construction Worker (Levels I-IV)	8.00	8.00	8.00
Senior Heavy Equipment Officer	1.00	1.00	1.00
Lead Construction Worker	1.00	1.00	1.00
Unit Totals	14.00	14.00	14.00
<b>Construction</b>			
Supervisor-Construction Crew	2.00	2.00	1.00
Construction Worker (Levels I - IV)	3.00	3.00	4.00
Senior Heavy Equipment Operator	1.00	1.00	1.00
Unit Totals	6.00	6.00	6.00
Division Totals	20.00	20.00	20.00
<b><u>Facilities Management</u></b>			
<b>Buildings</b>			
Facilities Manager	1.00	1.00	1.00
Facilities Supervisor	1.00	1.00	1.00
Building Maintenance Mechanic (Levels I-III)	6.00	6.00	6.00
Facilities Systems Technician	1.00	1.00	1.00
Processing Technician <sup>2</sup>	0.25	0.25	0.25
Unit Totals	9.25	9.25	9.25
Division Totals	9.25	9.25	9.25
<b><u>Solid Waste and Fleet Services</u></b>			
<b>Solid Waste</b>			
Solid Waste Services Manager	1.00	1.00	1.00
Supervisor-Solid Waste (Residential and Commercial)	2.00	2.00	2.00
Solid Waste Services Crew Supervisor	1.00	1.00	1.00
Solid Waste Equipment Operator III	4.00	4.00	4.00
Solid Waste Equipment Operator II	10.00	10.00	10.00
Solid Waste Equipment Operator I	3.00	3.00	3.00
Solid Waste Collector	13.00	13.00	13.00
Division Totals	34.00	34.00	34.00
Public Works Totals	90.20	91.20	91.20

<sup>1</sup> The Stormwater fund assumes a portion of salaries of the Survey/Project Coordinator, Senior Engineer, and Engineering Inspector - Sr.

<sup>2</sup> Position split between Building Maintenance and Vehicle Maintenance.

Note: Vehicle Maintenance employees are supervised by Public Works, but included with the Vehicle Maintenance Fund Staffing Summary.

## ***PUBLIC WORKS BUDGET SUMMARY***

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*The recommended budget for the Public Works Department reflects a 7.4% decrease from the 201-20 budget. Personnel expenses in the recommended budget reflect a 1.2% retirement increase and a 4% increase in health insurance costs.*

### **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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Administration	\$ 1,109,055	\$ 1,090,877	\$ 1,105,197	\$ 1,151,276	\$ 1,119,460	2.6%
Engineering & Design	810,704	975,815	983,872	922,482	971,606	-0.4%
Traffic	1,892,494	2,023,599	2,170,200	2,228,747	2,032,389	0.4%
Construction	526,427	676,386	737,361	540,348	661,498	-2.2%
Streets	2,361,575	2,316,635	2,401,660	2,266,136	1,977,139	-14.7%
Building Maintenance	1,674,626	2,144,423	2,172,740	2,064,749	1,776,500	-17.2%
Solid Waste	3,667,283	3,838,245	3,861,688	3,650,412	3,559,907	-7.3%
<b>Total</b>	<b>\$ 12,042,164</b>	<b>\$ 13,065,980</b>	<b>\$ 13,432,718</b>	<b>\$ 12,824,150</b>	<b>\$ 12,098,499</b>	<b>-7.4%</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 Recommended Budget</b>	<b>% Change from 2019-20</b>
General Revenues	\$ 10,795,366	\$ 11,868,426	\$ 12,235,164	\$ 11,158,007	\$ 10,930,909	-7.9%
State Shared	44,506	38,000	38,000	39,000	39,000	2.6%
Grants	13,905	-	-	66,024	-	N/A
Charges for Services	937,383	903,139	903,139	945,195	885,200	-2.0%
Licenses/Permits/Fines	129,068	190,915	190,915	374,161	177,390	-7.1%
Other Revenues	121,936	65,500	65,500	241,763	66,000	0.8%
<b>Total</b>	<b>\$ 12,042,164</b>	<b>\$ 13,065,980</b>	<b>\$ 13,432,718</b>	<b>\$ 12,824,150</b>	<b>\$ 12,098,499</b>	<b>-7.4%</b>



***PUBLIC WORKS - Administration Division***  
***BUDGET SUMMARY***

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*The recommended budget for the Administration Division of the Public Works Department reflects a 2.6% increase from the 2019-20 budget. Personnel expenses increased by 2.5% due to a 1.2% retirement increase and a 4% increase in health insurance costs. The 3% increase to operating expenses is due to an increase in career development training and cellular phones.*

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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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Personnel	\$ 888,887	\$ 908,947	\$ 914,947	\$ 917,274	\$ 931,995	2.5%
Operating Costs	220,168	181,930	190,250	234,002	187,465	3.0%
<b>Total</b>	<b>\$ 1,109,055</b>	<b>\$ 1,090,877</b>	<b>\$ 1,105,197</b>	<b>\$ 1,151,276</b>	<b>\$ 1,119,460</b>	<b>2.6%</b>

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# ***PUBLIC WORKS - Engineering***

## **BUDGET SUMMARY**

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*The recommended budget for the Engineering Division of the Public Works Department reflects an 0.3% decrease from the 2019-20 budget. Personnel turnover has led to a relatively unchanged budget even with a 1.2% retirement increase and a 4% increase in health insurance costs. Operating expenses decreased by 4.3% due to decrease use of fuel.*

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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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Personnel	\$ 755,936	\$ 917,329	\$ 917,329	\$ 869,005	\$ 917,390	0.0%
Operating Costs	54,768	58,486	66,543	53,477	54,216	-7.3%
<b>Total</b>	<b>\$ 810,704</b>	<b>\$ 975,815</b>	<b>\$ 983,872</b>	<b>\$ 922,482</b>	<b>\$ 971,606</b>	<b>-0.4%</b>

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## ***PUBLIC WORKS - Traffic***

### ***BUDGET SUMMARY***

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*The recommended budget for the Traffic Division of the Public Works Department reflects a 0.4% increase from the 2019-20 budget. Personnel expenses increased by 1.3% due to a 1.2% retirement increase and a 4% increase in health insurance costs. Operating expenses decreased by 0.5% due to a reduction in supplies and vehicle fuel.*

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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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Personnel	\$ 1,015,672	\$ 1,047,566	\$ 1,047,566	\$ 1,035,408	\$ 1,060,964	1.3%
Operating Costs	876,822	976,033	1,118,406	1,189,109	971,425	-0.5%
Capital Outlay	-	-	4,228	4,230	-	N/A
<b>Total</b>	<b>\$ 1,892,494</b>	<b>\$ 2,023,599</b>	<b>\$ 2,170,200</b>	<b>\$ 2,228,747</b>	<b>\$ 2,032,389</b>	<b>0.4%</b>

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## ***PUBLIC WORKS - Construction***

### ***BUDGET SUMMARY***

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*The recommended budget for the Construction Division of the Public Works Department reflects a 2.2% decrease from the 2019-20 budget. Personnel expenses decreased by 1% due to employee turnover. Personnel expenses also include a 1.2% retirement increase and a 4% increase in health insurance costs for existing employees. Operating expenses decreased 4.5% due to a decrease in fuel charges.*

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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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Personnel	\$ 377,783	\$ 450,586	\$ 444,586	\$ 245,018	\$ 445,908	-1.0%
Operating Costs	148,644	225,800	292,775	295,330	215,590	-4.5%
<b>Total</b>	<b>\$ 526,427</b>	<b>\$ 676,386</b>	<b>\$ 737,361</b>	<b>\$ 540,348</b>	<b>\$ 661,498</b>	<b>-2.2%</b>

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***PUBLIC WORKS - Streets***  
***BUDGET SUMMARY***

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*The recommended budget for the Streets division reflects an overall expenditure increase of 1.7% from last year's budget. The 1.0% decrease in personnel is due turnover, which is partially off by a 1.2% retirement increase and a 4% increase in health insurance costs. The 27.7% decrease in operating reflects a decrease to the street's maintenance and repairs (\$300,000) and vehicle replacement charges.*

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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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Personnel	\$ 1,000,922	\$ 1,104,866	\$ 1,104,866	\$ 993,640	\$ 1,094,004	-1.0%
Operating Costs	1,309,415	1,186,769	1,258,467	1,233,981	858,135	-27.7%
Capital Outlay	51,238	25,000	38,327	38,515	25,000	0.0%
<b>Total</b>	<b>\$ 2,361,575</b>	<b>\$ 2,316,635</b>	<b>\$ 2,401,660</b>	<b>\$ 2,266,136</b>	<b>\$ 1,977,139</b>	<b>-14.7%</b>

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***PUBLIC WORKS - Building Maintenance***  
***BUDGET SUMMARY***

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*The recommended budget for the Building Maintenance division reflects an overall expenditure decrease of 12.4% from last year's budget. The 2.6% increase in personnel costs reflects a 1.2% retirement increase and a 4% health insurance increase. The 28.8% decrease in operation costs reflects a decrease in planned facility maintenance. This is partially offset with an increase to contracted services.*

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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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Personnel	\$ 666,508	\$ 797,626	\$ 797,626	\$ 736,784	\$ 818,063	2.6%
Operating Costs	1,008,118	1,346,797	1,375,114	1,327,965	958,437	-28.8%
Total	\$ 1,674,626	\$ 2,144,423	\$ 2,172,740	\$ 2,064,749	\$ 1,776,500	-17.2%

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***PUBLIC WORKS - Solid Waste Services***  
***BUDGET SUMMARY***

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*The recommended budget for the Solid Waste Services division reflects an overall expenditure decrease of 7.3% from last year's budget. The 3.1% decrease in personnel costs is due to turnover. This is partially offset by reflect a 1.2% retirement increase and a 4% health insurance increase. The 13.9% decrease in operating cost is due to a decrease in vehicle replacement charges.*

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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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Personnel	\$ 2,193,730	\$ 2,350,204	\$ 2,300,204	\$ 2,163,489	\$ 2,278,122	-3.1%
Operating Costs	1,473,553	1,488,041	1,561,484	1,486,923	1,281,785	-13.9%
Total	\$ 3,667,283	\$ 3,838,245	\$ 3,861,688	\$ 3,650,412	\$ 3,559,907	-7.3%

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***HOUSING & COMMUNITY***  
***STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS***

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	<b>2018-19 ADOPTED</b>	<b>2019-20 ADOPTED</b>	<b>2020-21 RECOMMENDED</b>
<b>Housing &amp; Community</b>			
Executive Director - Housing & Community	1.00	1.00	1.00
Assistant Director - Housing & Community	1.00	1.00	1.00
Resident Services Coordinator	1.00	1.00	1.00
Administrative Coordinator	0.20	0.20	0.20
Affordable Housing Manager	1.00	1.00	1.00
Affordable Housing Officer	1.00	1.00	1.00
Community Development Program Manager	1.00	1.00	1.00
Human Services Coordinator	1.00	1.00	1.00
Division Totals	<u>7.20</u>	<u>7.20</u>	<u>7.20</u>

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# ***HOUSING & COMMUNITY BUDGET SUMMARY***

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*The recommended budget reflects an overall decrease of 0.2% from the previous fiscal year's budget. The 0.2% decrease in personnel costs is due to turnover. This is partially offset by a 4% increase in health insurance costs and a 1.2% retirement increase. Operating costs have remained about the same.*

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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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Personnel	\$ 703,468	\$ 753,729	\$ 753,729	\$ 778,867	\$ 751,990	-0.2%
Operating Costs	63,775	83,920	92,746	84,134	84,021	0.1%
<b>Total</b>	<b>\$ 767,243</b>	<b>\$ 837,649</b>	<b>\$ 846,475</b>	<b>\$ 863,001</b>	<b>\$ 836,011</b>	<b>-0.2%</b>

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## **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 Recommended Budget</b>	<b>% Change from 2019-20</b>
General Revenues	\$ 767,243	\$ 837,649	\$ 846,475	\$ 863,001	\$ 836,011	-0.2%
<b>Total</b>	<b>\$ 767,243</b>	<b>\$ 837,649</b>	<b>\$ 846,475</b>	<b>\$ 863,001</b>	<b>\$ 836,011</b>	<b>-0.2%</b>

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## ***PUBLIC SAFETY BUDGET SUMMARY***

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*Public Safety includes the Town's Police and Fire Departments.*

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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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Police	\$ 13,715,192	\$ 16,027,754	\$ 15,985,015	\$ 14,403,329	\$ 16,143,506	0.7%
Fire	8,996,808	9,653,939	9,700,559	9,612,994	9,602,805	-0.5%
Total	\$ 22,712,000	\$ 25,681,693	\$ 25,685,574	\$ 24,016,323	\$ 25,746,311	0.3%

### **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 Recommended Budget</b>	<b>% Change from 2019-20</b>
General Revenues	\$ 18,413,691	\$ 21,807,523	\$ 21,781,404	\$ 19,828,711	\$ 21,996,391	0.9%
State-Shared Revenues	1,095,540	1,106,256	1,106,256	1,106,256	1,106,256	0.0%
Grants	10,000	-	30,000	39,000	-	N/A
Charges for Services	674,032	672,664	672,664	705,006	684,664	1.8%
Licenses/Permits/Fines	2,409,218	1,950,250	1,950,250	2,227,350	1,849,000	-5.2%
Other Revenues	109,519	145,000	145,000	110,000	110,000	-24.1%
Total	\$ 22,712,000	\$ 25,681,693	\$ 25,685,574	\$ 24,016,323	\$ 25,746,311	0.3%

# ***POLICE DEPARTMENT***

## ***STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS***

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	<b>2018-19 ADOPTED</b>	<b>2019-20 ADOPTED</b>	<b>2020-21 RECOMMENDED</b>
<b>Support Services</b>			
Police Chief/Executive Director for Community Safety	1.00	1.00	1.00
Police Attorney/Legal Advisor	2.00	2.00	2.00
Police Analyst	1.00	1.00	1.00
Crisis Unit Supervisor	1.00	1.00	1.00
Crisis Counselor	4.00	4.00	4.00
Records Supervisor	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00
Communications Specialist	1.00	1.00	1.00
Customer Service Technician	3.00	3.00	0.00
Community Safety Outreach Coordinator	0.00	1.00	1.00
Records Technician	0.00	0.00	3.00
Division Totals	16.00	17.00	17.00
<b>Operations</b>			
Assistant Police Chief	2.00	2.00	2.00
Police Captain	4.00	4.00	4.00
Police Lieutenant	8.00	8.00	8.00
Police Sergeant	11.00	12.00	12.00
Forensic and Evidence Specialist	2.00	2.00	2.00
Police Officer	90.00	88.00	88.00
Division Totals	117.00	116.00	116.00
<b><u>Inspections</u></b>			
Building Inspector Director	1.00	1.00	1.00
Code Enforcement Officer	2.00	2.00	1.00
Building Operations Manager	1.00	1.00	1.00
Commercial Plans Reviewer - Sr.	1.00	1.00	1.00
Customer Service Technician	1.00	2.00	3.00
Construction Inspector- Sr.	0.00	0.00	1.00
Administrative Assistant	1.00	1.00	1.00
Inspector	7.00	7.00	7.00
Inspector Supervisor	1.00	1.00	1.00
Permit Technician	2.00	2.00	1.00
Planning Manager	0.00	2.00	2.00
Permitting Systems Admin	0.00	1.00	1.00
Planning Technician	0.00	1.00	1.00
Division Totals	17.00	22.00	22.00
Police Department Totals	150.00	155.00	155.00

# **POLICE**

## **BUDGET SUMMARY**

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*While the Police Department generates revenues from grants, charges for services, and licenses, permits and fines, the majority of the revenues are not department specific. Most grant revenues were moved to a separate Grants Fund in 2007-08. Personnel expenditure increases are attributed to a 4% health insurance increase and a 1.2% retirement increase.*

*Starting in fiscal year 2014-15, the Inspections division was combined with Planning to create the Planning & Sustainability department. Beginning in fiscal year 2017-18, Inspections became a division under the Police department.*

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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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Personnel	\$ 12,047,951	\$ 14,203,584	\$ 14,022,984	\$ 12,408,495	\$ 14,435,579	1.6%
Operating Costs	1,667,241	1,824,170	1,962,031	1,994,834	1,707,927	-6.4%
<b>Total</b>	<b>\$ 13,715,192</b>	<b>\$ 16,027,754</b>	<b>\$ 15,985,015</b>	<b>\$ 14,403,329</b>	<b>\$ 16,143,506</b>	<b>0.7%</b>

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### **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 Recommended Budget</b>	<b>% Change from 2019-20</b>
General Revenues	\$ 10,937,945	\$ 13,718,754	\$ 13,676,015	\$ 11,810,887	\$ 13,962,506	1.8%
Grants	10,000	-	-	9,000	-	N/A
Charges for Services	406,776	400,000	400,000	432,342	412,000	3.0%
Licenses/Permits/Fines	2,250,952	1,764,000	1,764,000	2,041,100	1,659,000	-6.0%
Other Revenues	109,519	145,000	145,000	110,000	110,000	-24.1%
<b>Total</b>	<b>\$ 13,715,192</b>	<b>\$ 16,027,754</b>	<b>\$ 15,985,015</b>	<b>\$ 14,403,329</b>	<b>\$ 16,143,506</b>	<b>0.7%</b>

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***POLICE - Support Services Division***  
***BUDGET SUMMARY***

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*The recommended budget for the Support Services division reflects an overall expenditure increase of 1.5% from last year's budget. The 1.1% increase in personnel is the result of a 4% increase in health insurance and a 1.2% retirement increase. There is a 2.3% increase in operating costs due an increase in contracted service costs.*

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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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Personnel	\$ 1,356,837	\$ 1,601,919	\$ 1,601,919	\$ 1,497,199	\$ 1,620,172	1.1%
Operating Costs	764,079	807,617	955,096	945,497	826,087	2.3%
<b>Total</b>	<b>\$ 2,120,916</b>	<b>\$ 2,409,536</b>	<b>\$ 2,557,015</b>	<b>\$ 2,442,696</b>	<b>\$ 2,446,259</b>	<b>1.5%</b>

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***POLICE - Operations Division***  
***BUDGET SUMMARY***

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*The Operations Division reflects a 0.8% increase in the 2020-21 budget. The personnel budget for the Operations Division reflects a 1.9% increase in personnel costs due to a 1.2% increase in retirement costs and a 4% increase in health insurance costs. The 13.8% decrease in operating is primarily attributed a decrease in vehicle replacement charges. This is somewhat offset due to an increase in fleet replacement charges and contracted services, regarding additional security procedures.*

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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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Personnel	\$ 9,203,803	\$ 10,554,916	\$ 10,374,316	9,027,661	10,750,495	1.9%
Operating Costs	697,514	788,108	828,444	813,217	679,515	-13.8%
<b>Total</b>	<b>\$ 9,901,317</b>	<b>\$ 11,343,024</b>	<b>\$ 11,202,760</b>	<b>\$ 9,840,878</b>	<b>\$ 11,430,010</b>	<b>0.8%</b>

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***POLICE - Special Events***  
***BUDGET SUMMARY***

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*The Special Events division tracks the cost of additional police presence at special events including impromptu University of North Carolina student celebrations, Halloween and Festifall. Efforts to contain the downtown Halloween celebration in recent years have been successful. The recommended budget for 2020-21 reflects a 33.2% decrease in operating costs to match a historical decrease in the size and scale of the events.*

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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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Operating Costs	\$ 104,043	\$ 112,350	\$ 60,876	\$ 108,262	\$ 75,000	-33.2%
Total	\$ 104,043	\$ 112,350	\$ 60,876	\$ 108,262	\$ 75,000	-33.2%

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# ***POLICE - Building & Development Services***

## **BUDGET SUMMARY**

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*The recommended budget for the Inspections division reflects an overall expenditure increase of 1.4% from the 2019-20 budget. Personnel expenses increased due to a 1.2% retirement increase and a 4% health insurance increase. The operating costs increased by 9.7% due to increases to fleet use charges.*

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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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Personnel	\$ 1,487,311	\$ 2,046,749	\$ 2,046,749	\$ 1,883,635	\$ 2,064,912	0.9%
Operating Costs	101,605	116,095	117,615	127,858	127,325	9.7%
<b>Total</b>	<b>\$ 1,588,916</b>	<b>\$ 2,162,844</b>	<b>\$ 2,164,364</b>	<b>\$ 2,011,493</b>	<b>\$ 2,192,237</b>	<b>1.4%</b>

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### **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 Recommended Budget</b>	<b>% Change from 2019-20</b>
General Revenues	\$ (581,858)	\$ 501,844	\$ 503,364	\$ 72,393	\$ 615,737	22.7%
Licenses/Permits/Fines	2,170,774	1,661,000	1,661,000	1,939,100	1,576,500	-5.1%
<b>Total</b>	<b>\$ 1,588,916</b>	<b>\$ 2,162,844</b>	<b>\$ 2,164,364</b>	<b>\$ 2,011,493</b>	<b>\$ 2,192,237</b>	<b>1.4%</b>

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***FIRE DEPARTMENT  
STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS***

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	<b>2018-19 ADOPTED</b>	<b>2019-20 ADOPTED</b>	<b>2020-21 RECOMMENDED</b>
<b>Administration</b>			
Fire Chief	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Assistant Chief - Admin Services	1.00	1.00	1.00
Emergency Management Planner	0.00	1.00	1.00
Emergency Management Coordinator	1.00	1.00	1.00
Division Totals	<u>4.00</u>	<u>5.00</u>	<u>5.00</u>
<b>Emergency Operations</b>			
Fire/Emergency Management Planner	1.00	0.00	0.00
Battalion Fire Chief	3.00	3.00	3.00
Fire Captain\Lieutenant	19.00	23.00	26.00
Fleet & Logistics Officer	1.00	0.00	0.00
Assistant Fire Chief of Operations	1.00	1.00	1.00
Assistant Fire Chief of Training	1.00	1.00	1.00
Fire Comms Tech Officer	1.00	1.00	0.00
Fire Equipment Operator	19.00	21.00	19.00
Firefighter/Master	38.00	33.00	33.00
Division Totals	<u>84.00</u>	<u>83.00</u>	<u>83.00</u>
<b>Life Safety</b>			
Fire Marshall- Assistant Chief	1.00	1.00	1.00
Fire Inspector	2.00	2.00	3.00
Fire Protection Specialist	1.00	0.00	0.00
Deputy Fire Marshal	1.00	2.00	2.00
Assistant Fire Marshal	3.00	3.00	2.00
Division Totals	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>
Fire Department Totals	<u><u>96.00</u></u>	<u><u>96.00</u></u>	<u><u>96.00</u></u>

# ***FIRE***

## ***BUDGET SUMMARY***

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*While the Fire Department generates revenues from grants, charges for services, and licenses, permits and fines, the majority of revenues are not department specific. Changes related to expenditures are noted on division summaries. Fire department costs have decreased slightly due to employee turnover and decreases to the vehicle replacement charges.*

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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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Personnel	\$ 7,953,644	\$ 8,588,252	\$ 8,568,752	\$ 8,522,298	\$ 8,562,066	-0.3%
Operating Costs	1,043,164	1,055,687	1,131,807	1,090,696	1,030,739	-2.4%
Capital Outlay	-	10,000	-	-	10,000	0.0%
<b>Total</b>	<b>\$ 8,996,808</b>	<b>\$ 9,653,939</b>	<b>\$ 9,700,559</b>	<b>\$ 9,612,994</b>	<b>\$ 9,602,805</b>	<b>-0.5%</b>

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### **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 Recommended Budget</b>	<b>% Change from 2019-20</b>
General Revenues	\$ 7,475,746	\$ 8,088,769	\$ 8,105,389	\$ 8,017,824	\$ 8,033,885	-0.7%
State-Shared Revenues	1,095,540	1,106,256	1,106,256	1,106,256	1,106,256	0.0%
Grants	-	-	30,000	30,000	-	N/A
Charges for Services	267,256	272,664	272,664	272,664	272,664	0.0%
Licenses/Permits/Fines	158,266	186,250	186,250	186,250	190,000	2.0%
<b>Total</b>	<b>\$ 8,996,808</b>	<b>\$ 9,653,939</b>	<b>\$ 9,700,559</b>	<b>\$ 9,612,994</b>	<b>\$ 9,602,805</b>	<b>-0.5%</b>

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***FIRE - Administration Division***  
***BUDGET SUMMARY***

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*The recommended budget for the Administration division reflects an overall expenditure decrease of 5.8% from last year's budget. The decrease in personnel cost is the result of employee turnovers. This is partially offset by a 1.2% retirement increase and a 4% increase in health insurance costs. The operating budget reflects a 7.4% decrease due to a significant decrease in vehicle replacement charges.*

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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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Personnel	\$ 537,794	\$ 614,508	\$ 614,508	\$ 602,523	\$ 581,090	-5.4%
Operating Costs	131,048	150,764	173,194	149,314	\$ 139,680	-7.4%
Total	\$ 668,842	\$ 765,272	\$ 787,702	\$ 751,837	\$ 720,770	-5.8%

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***FIRE - Emergency Operations Division***  
***BUDGET SUMMARY***

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*The recommended budget for the Emergency Operations Division reflects a 0.4% increase overall. Personnel expenditures experienced a 0.5% increase due to a 4% increase in health insurance costs and a 1.2% retirement costs increase. Operating expenditures saw a 0.4% decrease, reflecting reductions to vehicle fuel charges. Capital outlay expenditures remain the same.*

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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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Personnel	\$ 6,706,670	\$ 7,093,775	\$ 7,093,775	\$ 7,105,408	\$ 7,128,869	0.5%
Operating Costs	837,387	826,173	879,863	866,066	820,199	-0.7%
Capital Outlay	-	10,000	-	-	10,000	0.0%
<b>Total</b>	<b>\$ 7,544,057</b>	<b>\$ 7,929,948</b>	<b>\$ 7,973,638</b>	<b>\$ 7,971,474</b>	<b>\$ 7,959,068</b>	<b>0.4%</b>

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***FIRE - Life Safety Division***  
***BUDGET SUMMARY***

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*The recommended budget for the Life Safety division reflects an overall expenditure decrease of 3.7% from the 2019-2020 budget. The 3.2% decrease in personnel is due to turnover, which is partially offset by a 4% increase in health insurance costs and a 1.2% retirement increase. The operating budget decreased by 10% due to a decrease in fleet use charges.*

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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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Personnel	\$ 709,180	\$ 879,969	\$ 860,469	\$ 814,367	\$ 852,107	-3.2%
Operating Costs	74,729	78,750	78,750	75,316	70,860	-10.0%
<b>Total</b>	<b>\$ 783,909</b>	<b>\$ 958,719</b>	<b>\$ 939,219</b>	<b>\$ 889,683</b>	<b>\$ 922,967</b>	<b>-3.7%</b>

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# **LEISURE**

## **BUDGET SUMMARY**

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*Leisure includes the Parks and Recreation Department and the Chapel Hill Public Library.*

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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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Parks and Recreation	\$ 6,451,220	\$ 7,236,607	\$ 7,273,099	\$ 6,537,509	\$ 7,244,012	0.1%
Library	3,389,029	3,822,604	3,886,421	3,652,987	3,678,873	-3.8%
<b>Total</b>	<b>\$ 9,840,249</b>	<b>\$ 11,059,211</b>	<b>\$ 11,159,520</b>	<b>\$ 10,190,496</b>	<b>\$ 10,922,885</b>	<b>-1.2%</b>

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### **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 Recommended Budget</b>	<b>% Change from 2019-20</b>
General Revenues	\$ 7,653,554	\$ 8,794,417	\$ 8,840,726	\$ 8,313,293	\$ 8,681,236	-1.3%
Grants	681,301	679,399	703,399	703,399	679,399	0.0%
Charges for Services	1,385,233	1,477,395	1,477,395	1,066,204	1,464,750	-0.9%
Other Revenues	74,338	63,000	93,000	62,500	52,500	-16.7%
Transfers/Other Sources	45,000	45,000	45,000	45,000	45,000	0.0%
<b>Total</b>	<b>\$ 9,840,249</b>	<b>\$ 11,059,211</b>	<b>\$ 11,159,520</b>	<b>\$ 10,190,496</b>	<b>\$ 10,922,885</b>	<b>-1.2%</b>

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**PARKS & RECREATION DEPARTMENT**  
**STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS**

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	2018-19 ADOPTED	2019-20 ADOPTED	2020-21 RECOMMENDED
<b>Administration</b>			
Director-Parks & Recreation	1.00	1.00	1.00
Assistant Director-Parks and Recreation	1.00	1.00	1.00
Planning & Development Manager	1.00	1.00	1.00
Administrative Coordinator	1.00	1.00	1.00
Recreation Manager	1.00	1.00	1.00
Administrative Assistant	2.00	2.00	2.00
Administrative Services Manager	1.00	1.00	1.00
Marketing & Sponsorship Coordinator	1.00	1.00	1.00
Division Totals	<u>9.00</u>	<u>9.00</u>	<u>9.00</u>
<b>Landscape Services and Park Maintenance</b>			
Parks Maintenance Superintendent	1.00	1.00	1.00
Landscape Supervisor	3.00	3.00	3.00
Municipal Arborist	1.00	1.00	1.00
Project Manager	1.00	0.00	0.00
Assistant Arborist	1.00	1.00	1.00
Landscape Specialist/Landscape Crew Leader	17.00	17.00	17.00
Administrative Assistant	1.00	1.00	1.00
Landscape Architect	1.00	1.00	1.00
Division Totals	<u>26.00</u>	<u>25.00</u>	<u>25.00</u>
<b>Athletics</b>			
Recreation Supervisor	1.00	1.00	1.00
Adaptive Recreation Coordinator	1.00	1.00	1.00
Special Olympics Coordinator	1.00	1.00	1.00
Recreation Specialist	1.50	1.50	1.50
Division Totals	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>
<b>Community Center</b>			
Recreation Supervisor	1.00	1.00	1.00
Recreation Specialist	1.00	1.00	1.00
Recreation Assistant	2.00	2.50	2.50
Division Totals	<u>4.00</u>	<u>4.50</u>	<u>4.50</u>

*continued*



***PARKS & RECREATION DEPARTMENT***  
***STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS***

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	<b>2018-19 ADOPTED</b>	<b>2019-20 ADOPTED</b>	<b>2020-21 RECOMMENDED</b>
<b>Aquatics Center</b>			
Recreation Supervisor	1.00	1.00	1.00
Assistant Recreation Supervisor	1.00	1.00	1.00
Aquatics Specialist	4.00	4.00	4.00
Division Totals	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>
<b>Hargraves Center</b>			
Recreation Supervisor	1.00	1.00	1.00
Assistant Recreation Supervisor	1.00	1.00	1.00
Recreation Specialist	1.50	1.80	1.80
Recreation Assistant	1.50	1.00	1.00
Division Totals	<u>5.00</u>	<u>4.80</u>	<u>4.80</u>
<b>Community Cultural Arts</b>			
Recreation Supervisor	1.00	0.00	0.00
Festivals & Event Technician	1.00	0.00	0.00
Division Totals	<u>2.00</u>	<u>0.00</u>	<u>0.00</u>
Parks & Recreation Department Totals	<u><u>56.50</u></u>	<u><u>53.80</u></u>	<u><u>53.80</u></u>

<sup>1</sup> One additional Groundskeeper is funded by the Downtown Service District.

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# ***PARKS AND RECREATION***

## ***BUDGET SUMMARY***

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*The recommended budget for Parks & Recreation has a slight overall increase. The budget includes a 4% increase in health insurance costs, and a 1.2% retirement increase. The slight decrease in operations is due to reductions to fuel and the fleet replacement fund.*

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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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Personnel	\$ 4,813,231	\$ 5,422,411	\$ 5,385,411	\$ 4,725,389	\$ 5,441,271	0.3%
Operating Costs	1,632,158	1,814,196	1,887,688	1,812,120	1,802,741	-0.6%
Capital Outlay	5,831	-	-	-	-	N/A
<b>Total</b>	<b>\$ 6,451,220</b>	<b>\$ 7,236,607</b>	<b>\$ 7,273,099</b>	<b>\$ 6,537,509</b>	<b>\$ 7,244,012</b>	<b>0.1%</b>

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### **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 Recommended Budget</b>	<b>% Change from 2019-20</b>
General Revenues	\$ 5,083,631	\$ 5,806,027	\$ 5,818,519	\$ 5,470,565	\$ 5,767,002	-0.7%
Grants	85,656	83,760	107,760	107,760	83,760	0.0%
Charges for Services	1,258,519	1,342,820	1,342,820	956,684	1,388,750	3.4%
Other Revenues	23,414	4,000	4,000	2,500	4,500	12.5%
<b>Total</b>	<b>\$ 6,451,220</b>	<b>\$ 7,236,607</b>	<b>\$ 7,273,099</b>	<b>\$ 6,537,509</b>	<b>\$ 7,244,012</b>	<b>0.1%</b>

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***PARKS & RECREATION - Administration Division***  
***BUDGET SUMMARY***

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*The recommended budget for the Administration division reflects an overall expenditure increase of 0.6% from the 2019-2020 budget. The 0.8% decrease in personnel costs due to turnover. A 1.2% retirement increase and a 4% increase in health insurance costs somewhat offsets employee turnover. The operating budget has an increase of 6.9% due to a slight increase in space rental and fleet use charges.*

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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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Personnel	\$ 825,284	\$ 958,144	\$ 958,144	\$ 953,701	\$ 950,797	-0.8%
Operating Costs	251,794	216,314	230,574	222,812	231,215	6.9%
<b>Total</b>	<b>\$ 1,077,078</b>	<b>\$ 1,174,458</b>	<b>\$ 1,188,718</b>	<b>\$ 1,176,513</b>	<b>\$ 1,182,012</b>	<b>0.6%</b>

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***PARKS & RECREATION - Special Events***  
***BUDGET SUMMARY***

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*The Parks and Recreation Special Events division was moved to the Library department in Fiscal Year 2018-19. The remaining budget in FY19 represents 140 West programming 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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Operating Costs	12,134	-	5,175	-	-	N/A
Total	\$ 12,134	\$ -	\$ 5,175	\$ -	\$ -	N/A

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***PARKS & RECREATION - Parks Maintenance***  
***BUDGET SUMMARY***

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*The recommended budget for the Parks Maintenance division reflects an overall expenditure decrease of 2% from last year's budget. The 0.4% decrease in personnel costs reflects employee turnover. This is slightly offset by a 1.2% retirement increase and a 4% increase in health insurance costs. The 6.5% decrease in operating costs is due to a decrease in vehicle fuel costs and fleet use charges.*

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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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Personnel	\$ 1,680,417	\$ 1,836,390	\$ 1,799,390	\$ 1,658,742	\$ 1,828,168	-0.4%
Operating Costs	593,790	650,952	695,952	678,229	608,962	-6.5%
Capital Outlay	5,831	-	-	-	-	N/A
<b>Total</b>	<b>\$ 2,280,038</b>	<b>\$ 2,487,342</b>	<b>\$ 2,495,342</b>	<b>\$ 2,336,971</b>	<b>\$ 2,437,130</b>	<b>-2.0%</b>

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***PARKS & RECREATION - Athletics***  
***BUDGET SUMMARY***

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*The recommended budget for the Athletics division reflects an overall expenditure increase of 2.9% from the 2019-20 budget. The 0.5% increase in personnel costs reflects a 4% increase in health insurance costs and a 1.2% retirement increase. The 6.2% increase in operating costs is attributed to an increase in water and sewer usage associated costs.*

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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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Personnel	\$ 486,211	\$ 525,111	\$ 525,111	\$ 503,420	\$ 527,729	0.5%
Operating Costs	302,801	395,077	379,587	386,478	419,396	6.2%
Total	\$ 789,012	\$ 920,188	\$ 904,698	\$ 889,898	\$ 947,125	2.9%

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***PARKS & RECREATION - Community Center***  
***BUDGET SUMMARY***

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*The recommended budget for the Community Center division reflects an overall expenditure decrease of 1.4% from the 2019-20 budget. The 0.3% increase in personnel costs reflects a 4% increase in health insurance costs and a 1.2% retirement increase. The 7.2% decrease in operating costs can be attributed to a decrease in projected electricity usage.*

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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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Personnel	\$ 478,891	\$ 533,866	\$ 534,106	\$ 492,006	\$ 535,327	0.3%
Operating Costs	123,678	148,974	152,828	139,993	138,217	-7.2%
<b>Total</b>	<b>\$ 602,569</b>	<b>\$ 682,840</b>	<b>\$ 686,934</b>	<b>\$ 631,999</b>	<b>\$ 673,544</b>	<b>-1.4%</b>

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***PARKS & RECREATION - Aquatics***  
***BUDGET SUMMARY***

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*The recommended budget for the Aquatics division reflects an overall expenditure increase of 0.8% from last year's budget. The 0.6% increase in personnel costs reflects a 4% increase in health insurance costs and a 1.2% retirement increase. The 1.5% increase in due to a minor increase in electricity usage.*

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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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Personnel	\$ 831,243	\$ 940,914	\$ 940,914	\$ 603,331	\$ 946,404	0.6%
Operating Costs	245,561	269,113	277,766	262,872	273,094	1.5%
Total	\$ 1,076,804	\$ 1,210,027	\$ 1,218,680	\$ 866,203	\$ 1,219,498	0.8%

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***PARKS & RECREATION - Hargraves***  
***BUDGET SUMMARY***

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*The recommended budget for the Hargraves division reflects an overall expenditure increase of 3% from the 2019-20 budget. The 4% increase in personnel costs reflects a 4% increase in health insurance costs and a 1.2% retirement increase. The 1.4% decrease in operating costs can be attributed to costs associated with business meetings and trainings.*

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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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Personnel	\$ 511,185	\$ 627,986	\$ 627,746	\$ 514,189	\$ 652,846	4.0%
Operating Costs	102,400	133,766	145,806	121,736	131,857	-1.4%
Total	\$ 613,585	\$ 761,752	\$ 773,552	\$ 635,925	\$ 784,703	3.0%

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***LIBRARY DEPARTMENT***  
***STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS***

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	2018-19 ADOPTED	2019-20 ADOPTED	2020-21 RECOMMENDED
Director-Library	1.00	1.00	1.00
Assistant Director-Library/Head of Public Services	1.00	1.00	1.00
Acquisitions & Collections Manager	1.00	1.00	1.00
Library Experience Manager	1.00	1.00	1.00
Children's & Family Outreach Coordinator	1.00	1.00	1.00
Reader Service Coordinator	1.00	1.00	0.00
Project Coordinator	0.00	0.00	1.00
Training Coordinator	1.00	1.00	0.00
Youth & Family Experience Manager	1.00	1.00	1.00
Library Accounts Coordinator	1.00	1.00	1.00
Administrative Coordinator	1.00	1.00	0.00
Administrative Analyst	0.00	0.00	1.00
Library Experience Specialist	6.00	7.00	6.00
Library Experience Assistant	12.16	11.66	12.16
Library Systems Manager	1.00	1.00	1.00
Learning and Development Coordinator	0.00	0.00	1.00
Environmental Education	0.00	0.00	0.50
Marketing & Communications Manager	1.00	1.00	1.00
Division Total	30.16	30.66	30.66
<b>Public Arts</b>			
Public Arts Administrator	1.00	0.00	0.00
Public Arts Coordinator	1.00	1.00	1.00
Marketing & Communications Coordinator	0.00	1.00	1.00
Division Total	2.00	2.00	2.00
<b>Community Cultural Arts</b>			
Recreation Supervisor	0.00	0.00	0.00
Festival & Events Technician	0.00	0.00	0.00
Special Events Coordinator	0.00	1.00	1.00
Administrative Assistant	0.00	1.00	1.00
Division Total	0.00	2.00	2.00
Library Department Total	32.16	34.66	34.66

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# **LIBRARY**

## **BUDGET SUMMARY**

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*The recommended budget for the Library reflects an overall expenditure decrease of 3.8% from the 2019-20 budget. The 1.9% decrease in personnel is the result of employee turnover. This is somewhat offset by a 4% increase in health insurance costs and a 1.2% retirement increase. In addition, the operating budget has decreased due to various reductions in software, circulation materials, and cuts in the community arts and culture division (\$100,000).*

*Library revenues reflect support from Orange County in the amount of \$568,139. Transfer from the Library Gift Fund remains at the historic level of \$45,000 in 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 Recommended Budget</b>	<b>% Change from 2018-19</b>
Personnel	\$ 2,528,849	\$ 2,935,860	\$ 2,928,210	\$ 2,719,543	\$ 2,879,440	-1.9%
Operating Costs	860,180	886,744	958,211	933,444	799,433	-9.8%
<b>Total</b>	<b>\$ 3,389,029</b>	<b>\$ 3,822,604</b>	<b>\$ 3,886,421</b>	<b>\$ 3,652,987</b>	<b>\$ 3,678,873</b>	<b>-3.8%</b>

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### **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 Recommended Budget</b>	<b>% Change from 2018-19</b>
General Fund	\$ 2,569,923	\$ 2,988,390	\$ 3,022,207	\$ 2,842,728	\$ 2,914,234	-2.5%
Grants	595,645	595,639	595,639	595,639	595,639	0.0%
Charges for Services	126,714	134,575	134,575	109,520	76,000	-43.5%
Licenses/Permits/Fines	823	-	-	100	-	N/A
Other Revenues	50,924	59,000	89,000	60,000	48,000	-18.6%
Transfers/Other Sources	45,000	45,000	45,000	45,000	45,000	0.0%
<b>Total</b>	<b>\$ 3,389,029</b>	<b>\$ 3,822,604</b>	<b>\$ 3,886,421</b>	<b>\$ 3,652,987</b>	<b>\$ 3,678,873</b>	<b>-3.8%</b>

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# ***DEBT FUND***

As of March 31, 2020 the Town had about \$71.1 million in debt outstanding.

There is \$18.8 million of G.O. bond authority remaining from the 2015 Referendum. It is anticipated that the remaining Stormwater Bonds and Recreation Facilities Bonds, \$3.2 million and \$2.7 million, respectively will be issued in FY21, and the Streets & Sidewalk Bonds of \$7.7 million will be issued in FY22. There are no current plans to issue the \$5.2 million of Solid Waste Facility bonds.

In November 2018, the Town held a general obligation bond referendum. The voters approved the referendum for a maximum of \$10 million of bonds to fund affordable housing projects developed by the Town and non-profit providers. It is anticipated that \$5 million will be issued in FY21.

Long-Term Debt March 31, 2020	
<b>Governmental Debt</b>	
General obligation debt	\$ 33,208,000
Limited Obligation Bonds	7,880,000
Installment debt	7,655,000
Separation allowance	5,042,000
Compensated absences	<u>2,688,000</u>
<b>Total</b>	<b>\$ <u>56,473,000</u></b>
<b>Proprietary Fund Debt</b>	
Enterprise Funds	
General obligation debt	\$ 2,565,000
Limited Obligation Bonds	6,355,000
Installment debt	4,946,000
Compensated absences	644,000
Internal Service Funds	
Motor vehicle equipment	<u>165,000</u>
<b>Total</b>	<b>\$ <u>14,675,000</u></b>

## **Major Revenue Sources**

The chief revenue source for the Debt Fund is the dedicated property tax rate. The recommended tax rate remains flat at 9.8 cents for FY21. Total Debt Fund tax revenues are expected to be \$8,243,000.

A transfer from the Parking Fund (\$905,000 in FY20 and \$915,000 in FY21) represents the portion of the 2012 Limited Obligation Bonds (LOBs) used to pay for the deck at 140 West and for refunding the Wallace Deck, which was consolidated in the new LOBs.

The Debt Fund was scheduled to receive a transfer from the General Fund of \$445,100 for the Ephesus Fordham District Tax Increment Financing (TIF). A TIF was used to fund public road improvements in the Ephesus Fordham (Blue Hill) District. The transfer represents the increase in the General Fund property taxes generated in the district over the FY2013-14 base assessment year. As a result of the impacts that the Town is experiencing related to COVID-19, the Town is deferring this transfer for FY 2021.

## ***DEBT FUND***

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### **Major Expenditures**

Debt service payments due in FY21 total about \$7.2 million, \$915,000 of which is being funded by the Parking Fund.

The fund is balanced with a contribution to reserve of about \$2,588,000. This increase in reserves will help offset planned increases in debt service over the few years as the Town issues the Affordable Housing bonds and as the Town finances the Municipal Service Center project.

## ***DEBT SERVICE FUND BUDGET SUMMARY***

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*The Debt Service Fund is used to account for debt payments on the Town's general obligation bonds issued for capital improvement projects and on the limited obligation bonds issued to refund the Town Operations Center debt and to pay for the Town's parking deck at 140 West. In FY2008-09, a portion of the property tax rate was allocated to debt service payments to pay the Town's debt service. The FY2020-21 continues the dedicated Debt Service Fund tax rate of 9.8 cents, which is expected to generate \$8.23 million in revenues in FY2020-21.*

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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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Principal Payments	\$ 5,845,000	\$ 5,572,000	\$ 5,572,000	\$ 5,572,000	\$ 5,224,000	-6.2%
Interest Expense	2,412,252	2,189,064	2,189,064	2,092,041	1,965,646	-10.2%
Bond Issuance Costs	-	-	-	135,350	-	N/A
Contribution to Reserve	305,171	2,084,368	2,084,368	2,073,179	2,143,185	2.8%
<b>Total</b>	<b>\$ 8,562,423</b>	<b>\$ 9,845,432</b>	<b>\$ 9,845,432</b>	<b>\$ 9,872,570</b>	<b>\$ 9,332,831</b>	<b>-5.2%</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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Property Taxes	\$ 6,725,427	\$ 8,150,000	\$ 8,150,000	\$ 8,163,000	\$ 8,243,000	1.1%
Transfer from Off-Street Parking	914,631	905,332	905,332	905,332	914,831	1.0%
Transfer from General Fund	445,100	445,100	445,100	445,100	-	-100.0%
BABS Interest Subsidy	170,449	170,000	170,000	122,138	-	-100.0%
Interest Income	306,816	175,000	175,000	237,000	175,000	0.0%
<b>Total</b>	<b>\$ 8,562,423</b>	<b>\$ 9,845,432</b>	<b>\$ 9,845,432</b>	<b>\$ 9,872,570</b>	<b>\$ 9,332,831</b>	<b>-5.2%</b>





# ***TRANSIT FUND***

## ***Major Revenue Sources - Descriptions and Estimates***

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The Town provides public transit services for the Town of Chapel Hill and the neighboring Town of Carrboro and the University of North Carolina. The two towns and the university share annual operating costs of the transit system on a contractual basis. In 2001, the transit system initiated fare free services, eliminating fare box and pass sale revenues previously collected for the basic system. (Exceptions are fares for specific routes to Hillsborough and the Tar Heel Express service provided for athletic and other special events for the University.)

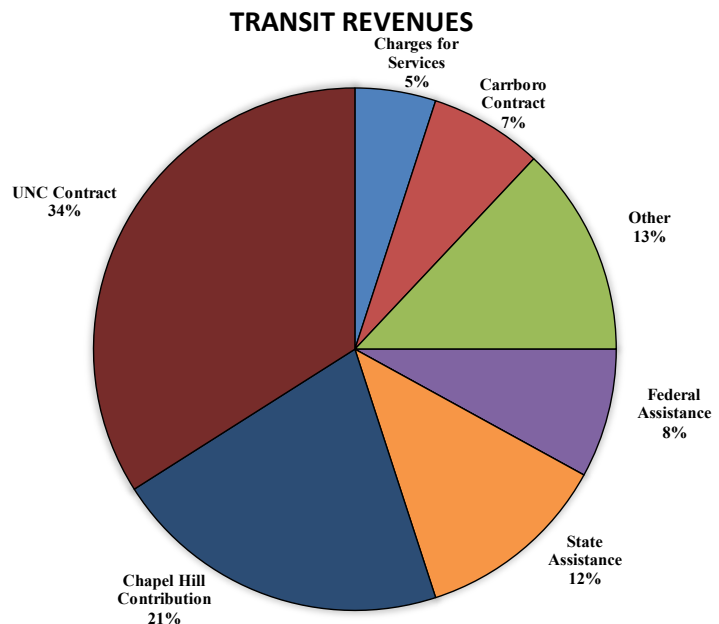
The recommended budget for the Transit Fund for fiscal year 2020-21 totals about \$25.2 million, an increase of 1.8% from 2019-20. Below is a description of the major revenue sources for the Transit Fund and the pie chart below shows the major revenue sources for fiscal year 2020-21. Please note that due to the partnership between the Town of Chapel Hill, Town of Carrboro, and the University of North Carolina, some financial aspects are still being discussed by the partners and are subject to change.

### **Federal Operating Assistance**

The Transit system receives an operating assistance allocation each year from the federal government based on a variety of factors and funding formulas. We estimate federal funding for operations to remain flat from 2019-20 levels at \$1.96 million. Additional operating grants will be sought for 2020-21 as opportunities arise, and will be added to the budget through amendment if awarded.

### **State Operating Assistance**

The Transit system also receives an operating assistance allocation each year from the State based on a formula involving various operating statistics for the system. The subsidy for 2019-20 is expected to be almost \$3.7 million, about \$1.4 million more than budgeted, with a recommended 2020-21 budget amount of \$3.2 million. The increase can be attributed to the increase in State Maintenance Assistance Program (SMAP) funding of \$947,000.



# TRANSIT FUND

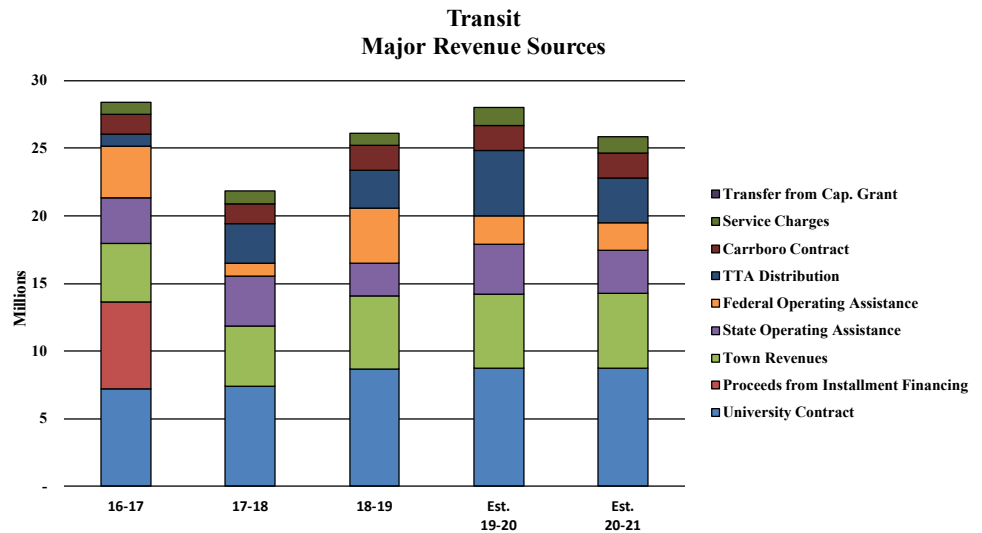
## Major Revenue Sources - Descriptions and Estimates

### University Contract

The University of North Carolina contracts with the Town for bus service for routes on and surrounding the campus of the University and UNC Health Care System. The University contract also covers routes determined to serve mainly students and employees of the University. The cost of these services is based on cost sharing arrangements among the Town, the University and Carrboro, as agreed to in an annual contract. The University's contracted share was about \$8.57 million in 2018-19 and \$8.72 million in 2019-20. UNC's allocation for 2020-21 remains flat at \$8.72 million.

### Carrboro Contract

The Town of Carrboro also contracts with the Town for transit service with costs also based on the Memorandum of Understanding. Carrboro's cost for 2019-20 was about \$1.84 million and the budget for 2020-21 remains flat at \$1.84 million based on the funding formula.



### Town Revenues

The Town's share of cost for the Transit system is funded primarily by a property tax levy for transit. The recommended budget for the Transit Fund in fiscal year 2020-21 is about \$5.56 million. Also included in Town revenues are interest income and \$450,000 for vehicle license fees.

# ***TRANSIT FUND***

## ***Major Revenue Sources - Descriptions and Estimates***

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### **Park and Ride Fees**

The recommended budget for 2020-21 includes fees for use of park and ride lots. The University charges a fee for the lots they operate, which would result in overflow to our lots if they remained free of charge. The 2020-21 recommended budget includes fee revenues of \$95,000.

Other revenues expected for the system include about \$306,000 in fares for the Tar Heel Express and other special events, and about \$375,000 in services for Triangle Transit Authority.

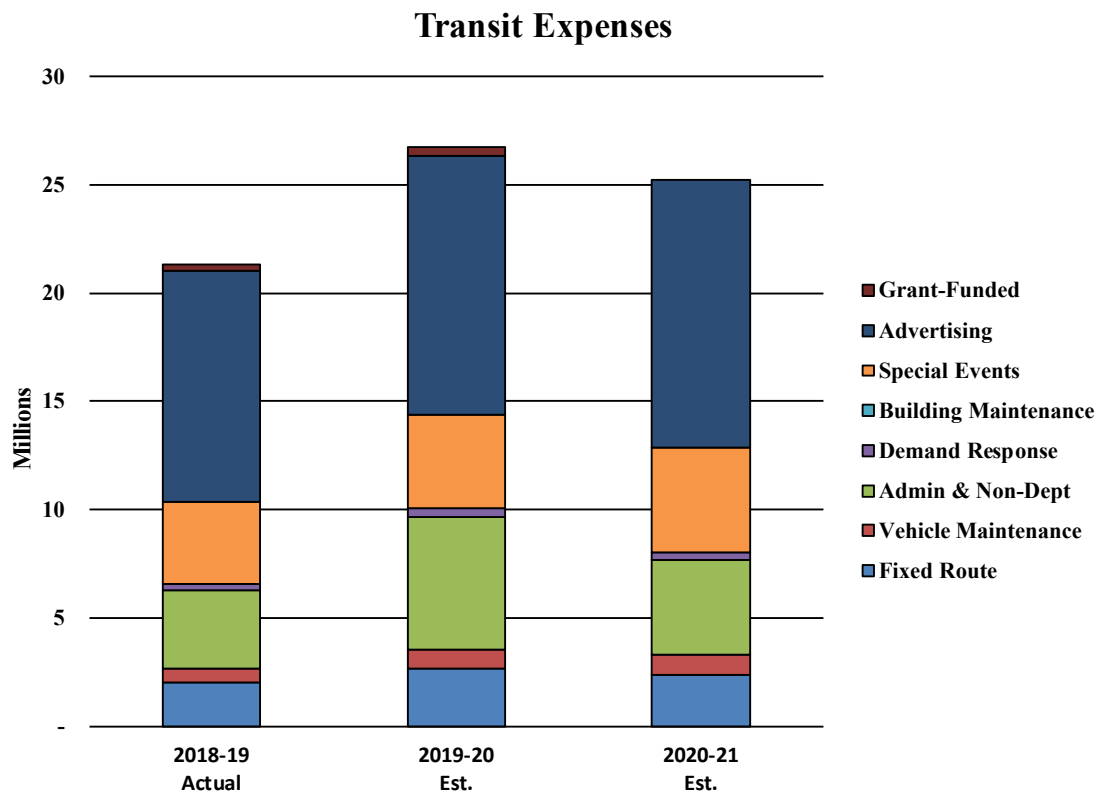
### **Fund Balance**

The Transit system expects to add approximately \$1.3 million to fund balance in 2019-20. The 2020-21 recommended budget was balanced with a \$605,000 contribution to reserve.

# TRANSIT FUND

## Major Expenditures - Descriptions and Estimates

The recommended budget for Transit for 2020-21 continues fare free services for fixed routes in the system and totals \$25.23 million. Major expenditures of the system consist primarily of personnel, operating and maintenance costs for a planned fleet of 99 buses, two 15-passenger vans, 15 lift-equipped vans, 13 minivans, and four maintenance service trucks that provide transit service to the entire community. Operational costs total about \$15 million and Maintenance costs total about \$5.8 million.



Expenditures for 2020-21 include a 4% health insurance cost increase and a 1.2% retirement increase. There is \$146,500 budgeted cost for other post-employment benefits (OPEB) and also includes \$716,110 for debt payments for the purchase of 14 buses.

***TRANSIT DEPARTMENT***  
***STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS***

	<b>2018-19 ADOPTED</b>	<b>2019-20 ADOPTED</b>	<b>2020-21 RECOMMENDED</b>
<b>Administration</b>			
Director-Transportation	1.00	1.00	1.00
Assistant Director-Transportation	1.00	1.00	1.00
Assistant Director - Admin Services	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00
Community Outreach Manager	1.00	1.00	1.00
Advertising Sales Manager	1.00	0.00	0.00
Grants Coordinator	1.00	1.00	1.00
Procurement Specialist	1.00	1.00	1.00
Transit Services Planner	1.00	1.00	1.00
Administrative Assistant	4.00	3.00	3.00
Human Resources Consultant	1.00	1.00	1.00
Transit Planning Coordinator	1.00	1.00	1.00
Accounting Technician II	0.00	1.00	1.00
Division Totals	<u>15.00</u>	<u>14.00</u>	<u>14.00</u>
<b>Operations</b>			
OCC Health & Safety Officer	1.00	1.00	1.00
Demand Response Manager	1.00	1.00	1.00
Training Coordinator	1.00	1.00	1.00
Manager - Transit Operations	1.00	1.00	1.00
Assistant Manager - Transit	2.00	2.00	2.00
Supervisor-Transit	10.00	10.00	10.00
Transit Operator - Demand Response	14.63	14.63	14.63
Transit Operator - Fixed Route	122.66	122.66	122.66
Training Coordinator	0.00	1.00	1.00
Administrative Assistant	2.00	2.00	2.00
Division Totals	<u>155.29</u>	<u>156.29</u>	<u>156.29</u>
<b>Equipment Maintenance</b>			
Maintenance Manager	1.00	1.00	1.00
Assistant Maintenance Manager	1.00	1.00	1.00
Mechanic Supervisor	3.00	3.00	3.00
Parts Manager	1.00	1.00	1.00
Mechanic (I-III)	16.00	16.00	16.00
Bus Service Technician	2.00	2.00	2.00
Mechanic Helper	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Parts Clerk	2.00	2.00	2.00
Service Attendant	5.00	5.00	5.00
Division Totals	<u>33.00</u>	<u>33.00</u>	<u>33.00</u>
Transit Department Totals	<u>203.29</u>	<u>203.29</u>	<u>203.29</u>

# **TRANSIT BUDGET SUMMARY**

The recommended budget for the Transit Department continues fare-free service. Federal assistance remained flat, while state assistance has increased 18.3%. This is slightly offset by a decrease in advertising revenues. The 2020-21 recommended budget also includes revenues from the partners including the Town of Carrboro and the University of North Carolina at Chapel Hill. Cost increases include a 1.2% retirement increase and a 4% increase in health insurance costs.

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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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Admin & Non-Dept Grant-Funded	\$ 3,627,142	\$ 4,119,754	\$ 6,340,452	\$ 6,136,886	\$ 4,414,564	7.2%
Fixed Route	294,968	-	442,671	409,556	-	N/A
Demand Response	10,682,917	12,313,207	13,142,215	11,938,835	12,357,345	0.4%
Special Events	2,019,742	2,310,518	2,723,021	2,665,980	2,349,623	1.7%
Vehicle Maintenance	282,399	340,605	395,105	393,803	312,193	-8.3%
Building Maintenance	3,785,208	4,788,402	4,902,516	4,339,349	4,873,735	1.8%
	657,713	920,005	1,074,752	842,502	925,044	0.5%
<b>Total</b>	<b>\$ 21,350,089</b>	<b>\$ 24,792,491</b>	<b>\$ 29,020,732</b>	<b>\$ 26,726,911</b>	<b>\$ 25,232,504</b>	<b>1.8%</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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Charges for Services	\$ 738,738	\$ 976,997	\$ 976,997	\$ 1,358,617	\$ 1,174,187	20.2%
Federal Assistance	3,938,230	1,960,178	1,960,178	1,960,178	1,960,178	0.0%
Federal Ops Grants	100,012	63,576	196,799	208,636	-	-100.0%
State Assistance	2,439,178	2,253,325	3,296,103	3,690,857	2,665,445	18.3%
TTA Fees	2,829,635	3,321,849	4,821,954	4,821,954	3,321,849	0.0%
UNC Contract	8,650,740	8,719,868	8,719,868	8,719,868	8,719,868	0.0%
Carrboro Contract	1,808,940	1,835,146	1,835,146	1,835,146	1,835,146	0.0%
Advertising Revenue	184,829	185,000	185,000	-	-	-100.0%
Chapel Hill Revenues	5,436,463	5,476,552	5,476,552	5,505,831	5,555,831	1.4%
Appropriated Fund Balance	(4,776,676)	-	1,552,135	(1,374,176)	-	N/A
<b>Total</b>	<b>\$ 21,350,089</b>	<b>\$ 24,792,491</b>	<b>\$ 29,020,732</b>	<b>\$ 26,726,911</b>	<b>\$ 25,232,504</b>	<b>1.8%</b>

***TRANSIT - Administration and Non-Departmental  
BUDGET SUMMARY***

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*The recommended budget for 2020-21 includes a 7.2% increase to the overall budget. Personnel has increased by 2.4% due to a 1.2% retirement increase and a 4% increase in health insurance costs.*

*Operating costs have remained relatively unchanged.*

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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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Personnel	\$ 1,543,984	\$ 1,719,379	\$ 1,691,879	\$ 1,595,007	\$ 1,760,288	2.4%
Operating Costs	1,867,205	2,400,375	3,090,983	2,987,535	2,403,386	0.1%
Transfer to Capital Grant	-	-	3,246	-	-	N/A
Transfer to Capital Reserve	250,890	-	-	-	250,890	N/A
Capital Outlay	(34,937)	-	1,554,344	1,554,344	-	N/A
<b>Total</b>	<b>\$ 3,627,142</b>	<b>\$ 4,119,754</b>	<b>\$ 6,340,452</b>	<b>\$ 6,136,886</b>	<b>\$ 4,414,564</b>	<b>7.2%</b>

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***TRANSIT - Grants***  
***BUDGET SUMMARY***

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*As of the time of the recommended budget, there were no planned grant related expenditures 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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Personnel	\$ 46,189	\$ -	\$ 72,000	\$ 72,000	\$ -	N/A
Operating Costs	248,779	-	370,671	337,556	-	N/A
Total	\$ 294,968	\$ -	\$ 442,671	\$ 409,556	\$ -	N/A

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**TRANSIT - Fixed Route  
BUDGET SUMMARY**

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*The recommended budget reflects a 0.4% increase in overall costs. Employee turnover has led personnel expenses to remain relatively flat. There is a 4% increase in health insurance costs and a 1.2% increase in retirement costs.*

*There is an increase of 1.9% in operating costs due to an increase in diesel fuel usage and telephone maintenance.*

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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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Personnel	\$ 8,031,246	\$ 9,234,369	\$ 8,990,189	\$ 8,391,400	\$ 9,219,663	-0.2%
Operating Costs	2,651,671	3,078,838	3,079,114	2,984,523	3,137,682	1.9%
Capital Outlay	-	-	1,072,912	562,912	-	N/A
<b>Total</b>	<b>\$ 10,682,917</b>	<b>\$ 12,313,207</b>	<b>\$ 13,142,215</b>	<b>\$ 11,938,835</b>	<b>\$ 12,357,345</b>	<b>0.4%</b>

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***TRANSIT - Demand Response***  
***BUDGET SUMMARY***

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*The recommended budget for Demand Response division has a 1.7% increase over the 2019-20 budget. Personnel expenditures experienced a 4% health insurance increase and a 1.2% increase in retirement costs. The 1.3% increase in operating are due to increases to cellular phones and gasoline usage.*

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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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Personnel	\$ 1,567,436	\$ 1,656,470	\$ 1,656,470	\$ 1,715,263	\$ 1,687,367	1.9%
Operating Costs	452,306	654,048	654,048	553,214	662,256	1.3%
Capital Outlay	-	-	412,503	397,503	-	N/A
<b>Total</b>	<b>\$ 2,019,742</b>	<b>\$ 2,310,518</b>	<b>\$ 2,723,021</b>	<b>\$ 2,665,980</b>	<b>\$ 2,349,623</b>	<b>1.7%</b>

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***TRANSIT - Tarheel Express / Special Events***  
***BUDGET SUMMARY***

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*The recommended budget for Tarheel Express & Special Events in 2020-21 reflects an 8.3% decrease in overall expenditures. There is an 11% decrease in personnel costs due an update in the allocation of health insurance funding to respective divisions within the transportation department.*

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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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Personnel	\$ 228,407	\$ 258,271	\$ 258,271	\$ 305,665	\$ 229,859	-11.0%
Operating Costs	53,992	82,334	136,834	88,138	82,334	0.0%
Total	\$ 282,399	\$ 340,605	\$ 395,105	\$ 393,803	\$ 312,193	-8.3%

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***TRANSIT - Vehicle Maintenance***  
***BUDGET SUMMARY***

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*The recommended budget for 2020-21 represents a 1.8% increase in expenditures from the 2019-20 fiscal year. The 0.8% increase in personnel costs is due to a 4% increase in health insurance costs and an increase of 1.2% for retirement costs. The increase of 2.9% in operating costs reflects increases to the costs related to vehicle maintenance and repairs.*

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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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Personnel	\$ 2,258,214	\$ 2,600,100	\$ 2,600,100	\$ 2,266,053	\$ 2,621,932	0.8%
Operating Costs	1,514,646	2,168,302	2,280,393	2,053,296	2,231,803	2.9%
Capital Outlay	12,348	20,000	22,023	20,000	20,000	0.0%
<b>Total</b>	<b>\$ 3,785,208</b>	<b>\$ 4,788,402</b>	<b>\$ 4,902,516</b>	<b>\$ 4,339,349</b>	<b>\$ 4,873,735</b>	<b>1.8%</b>

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## ***TRANSIT - Building Maintenance***

### ***BUDGET SUMMARY***

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*The recommended budget for Transit's Building Maintenance division reflects a 0.5% increase overall. The 8.7% decrease in personnel expenditures is due to adjusting the new retiree medical figure to align better with prior year actuals. Operating costs have remained relatively flat.*

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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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Personnel	\$ 5,116	\$ 5,200	\$ 5,200	\$ 5,090	\$ 4,750	-8.7%
Operating Costs	586,293	914,805	1,069,552	837,412	920,294	0.6%
Capital Outlay	66,304	-	-	-	-	N/A
<b>Total</b>	<b>\$ 657,713</b>	<b>\$ 920,005</b>	<b>\$ 1,074,752</b>	<b>\$ 842,502</b>	<b>\$ 925,044</b>	<b>0.5%</b>

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## ***TRANSIT CAPITAL RESERVE BUDGET SUMMARY***

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*The Transit Capital Reserve Fund is intended to accumulate funding to make capital purchases and to meet matching requirements for capital grants for replacement buses and other equipment. Matching funds for 2020-21 are estimates for grants historically received each year, but not yet awarded.*

*The contribution to reserve budgeted for 2020-21 is intended for bus replacement expenditures.*

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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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Contribution to Capital Grant Reserve	\$ 456,272	\$ -	\$ 1,186,005	\$ 1,186,005	\$ -	N/A
	-	10,000	10,000	10,000	260,890	2508.9%
<b>Total</b>	<b>\$ 456,272</b>	<b>\$ 10,000</b>	<b>\$ 1,196,005</b>	<b>\$ 1,196,005</b>	<b>\$ 260,890</b>	<b>2508.9%</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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Interest Income	\$ 12,210	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	0.0%
Transfer from Transit Fund	250,890	-	-	-	250,890	N/A
Appropriated Fund Balance	193,172	-	1,186,005	1,186,005	-	N/A
<b>Total</b>	<b>\$ 456,272</b>	<b>\$ 10,000</b>	<b>\$ 1,196,005</b>	<b>\$ 1,196,005</b>	<b>\$ 260,890</b>	<b>2508.9%</b>

# ***TRANSIT CAPITAL GRANT PROJECT ORDINANCES***

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Transit capital and planning grants awarded by the Federal Transit Administration are implemented pursuant to grant project ordinances authorized by General Statute 159-13.12. Budgets are adopted throughout the year as grant awards are received. Seven current project ordinances in the Transit Department are shown below:

**2015-2016 Capital Grant 5339**

The project ordinance for the fiscal year 2015-2016 Section 5339 Transit Capital Grant was executed on May 14, 2018. The funds will be used to expand transit’s employee/visitor parking lot, install a new security gate to the bus fleet yard and fund and preliminary review and analysis of constructing a solar canopy over the bus yard. 80% is federally funded. 20% will be funded through local budget.

	Project Budget	Estimated Expenditures Through June 30, 2020
2015-2016 Transit Capital Grant	\$534,124.00	\$534,124.00

**2017-2018 Capital Grant 5339**

The project ordinance for the fiscal year 2017-18 Section 5339 capital grant was executed on August 29, 2018. Funds will be used to purchase replacement Light Transit Vehicles (LTVs) for the demand response fleet and to improve transit amenities and ADA access at existing bus stops. 80% is federally funded. 20% will be funded through local budget.

	Project Budget	Estimated Expenditures Through June 30, 2020
2017-2018 Transit Capital Grant	\$592,707.00	\$592,707.00

**2018 Capital Grant 5307 STP-DA Flex Funds**

The project ordinance for the fiscal year 2017-2018 Section 5307 capital grant for Surface Transportation Program – Direct Attributable (STP-DA) was executed August 29, 2018. Funds are to be used to purchase two 40’ diesel buses for the Fixed Route Department. An order was placed for the buses, however they are not expected to be delivered FY19. The Federal portion of this project is \$697,000.00 The Town will provide the remainder through local budget. Current costs have local share at \$218,901.00.

	Project Budget	Estimated Expenditures Through June 30, 2020
2018 Transit Capital Grant	\$916,000.00	\$916,000.00

# ***TRANSIT CAPITAL GRANT PROJECT ORDINANCES***

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## **2017 Capital Grant 5307 CMAQ Flex Funds**

The project ordinance for the fiscal year 2018 Section 5307 Congestion Mitigation and Air Quality (CMAQ) capital grant is currently under review by the FTA for execution. Funds will be used for the purchase of three 40' diesel buses. The Federal portion of this project is \$1,093,015.00. The Town's share is \$280,538.00

	Project Budget	Estimated Expenditures Through June 30, 2020
2018 Transit Capital Grant	\$1,373,553.00	\$1,373,553.00

## **2018 Capital Grant 5339c Lo/No Emissions**

The project ordinance for the fiscal year 2018 5339c Competitive Lo/No Emission Transit Capital Grant is currently under review by the FTS for execution. The funds will be used to purchase two 40' electric buses. 80% is federally funded. 10% will be funded through local budget and 10% through the State. Delivery December 2020.

	Project Budget	Estimated Expenditures Through June 30, 2020
2018 Transit Capital Grant	\$1,727,500.00	\$0



# ***STORMWATER MANAGEMENT FUND***

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## **Major Revenue Sources – Descriptions and Estimates**

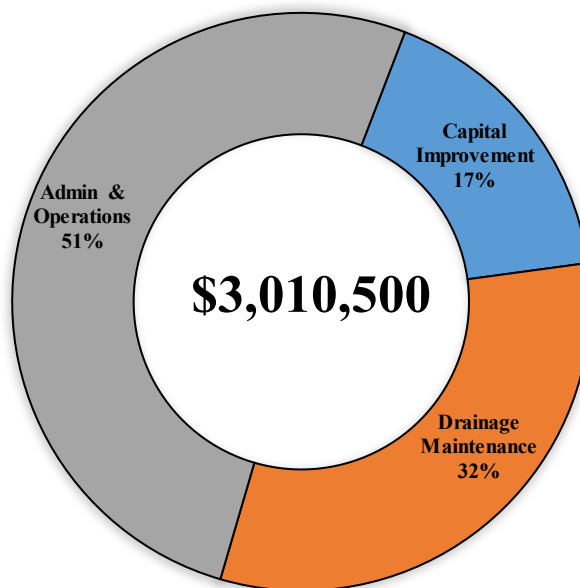
In order to continue to enhance stormwater management services currently provided by the Town, and to implement stormwater management activities necessary to comply with State and federal regulations, the Town established a Stormwater Management Fund in 2004-05. Stormwater management activities are funded by a fee charged to property owners based on the amount of impervious surface area on a property. The recommended budget maintains the fee of \$34.97 for each 1,000 square feet of impervious surface. At this rate, fees are estimated at about \$3 million in 2020-21. In the current year, the budget is expected to be balanced with \$3.15 million in fund balance. For 2020-21, the budget is balanced without the use of fund balance.

## **Major Expenditures and Estimates**

The budget for 2020-21 totals \$3,010,500. This is an 1.5% increase compared to FY20 due to a 4% health insurance increase and a 1.2% retirement rate increase. \$223,594 is in the recommended budget for the debt payment related to the G.O. bond issuance. Approximately \$208,000 is budgeted for capital reserve.

As indicated in the chart below, 32% of the 2020-21 budget provides for the Drainage division to conduct stormwater-related drainage and maintenance projects.

### **STORMWATER EXPENSES**



***STORMWATER MANAGEMENT FUND***  
***STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS***

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	<b>2018-19 ADOPTED</b>	<b>2019-20 ADOPTED</b>	<b>2020-21 RECOMMENDED</b>
<b>Stormwater</b>			
Senior Engineer	1.50	1.50	1.50
Engineer III	2.00	2.00	2.00
Engineering Inspector - SR	0.30	0.30	0.30
Stormwater Specialist	1.00	1.00	1.00
Stormwater Analyst	1.00	1.00	1.00
Survey/Project Coordinator	0.25	0.25	0.25
Community Education Coordinator	1.00	1.00	1.00
Accounting Tech II	1.00	1.00	1.00
Unit Totals	<u>8.05</u>	<u>8.05</u>	<u>8.05</u>
<b>Drainage</b>			
Drainage Maintenance Supervisor	1.00	1.00	1.00
Drainage Crew Supervisor	1.00	1.00	1.00
Senior Street Sweeper Equipment Operator	1.00	1.00	1.00
Street Sweeper Equipment Operator	1.00	1.00	1.00
Senior Heavy Equipment Operator	2.00	2.00	2.00
Construction Worker II	1.00	1.00	1.00
Unit Totals	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>
 Stormwater Management Fund Totals	 <u>15.05</u>	 <u>15.05</u>	 <u>15.05</u>

Note: The Stormwater Fund also assumes a portion of salaries of the Senior Engineering Inspector, Surveyor and Senior Engineer positions.

## **STORMWATER MANAGEMENT FUND BUDGET SUMMARY**

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*The recommended budget for 2020-21 includes the continuation of existing services. The 0.4% increase in personnel expenditures includes a 1.2% retirement increase and a 4% increase in health insurance costs. Operating costs increased due to increases in contractual services. The budget for capital reserve has decreased by roughly \$30,000.*

*The budget is balanced without the use of fund balance.*

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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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Personnel	\$ 1,103,583	\$ 1,402,696	\$ 1,401,996	\$ 1,238,953	\$ 1,408,944	0.4%
Operating Costs	816,603	1,014,403	1,834,204	2,006,534	1,089,210	7.4%
Capital Outlay	627,885	310,744	3,271,298	2,913,403	303,994	-2.2%
Capital Reserve	837,291	237,272	237,272	-	208,352	-12.2%
<b>Total</b>	<b>\$ 3,385,362</b>	<b>\$ 2,965,115</b>	<b>\$ 6,744,770</b>	<b>\$ 6,158,890</b>	<b>\$ 3,010,500</b>	<b>1.5%</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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Stormwater Fees	\$ 2,892,066	\$ 2,954,115	\$ 2,954,115	\$ 3,000,000	\$ 3,000,000	1.6%
Fee Exemption	(10,244)	(10,500)	(10,500)	(11,900)	(12,000)	N/A
Transfer from General Fund	10,245	10,500	10,500	11,900	12,000	14.3%
Interest Income	59,666	3,000	3,000	3,922	3,000	0.0%
Other Income	9,753	8,000	8,000	7,500	7,500	-6.3%
Revenue in Lieu	423,876	-	-	-	-	N/A
Appropriated Fund Balance	-	-	3,779,655	3,147,468	-	N/A
<b>Total</b>	<b>\$ 3,385,362</b>	<b>\$ 2,965,115</b>	<b>\$ 6,744,770</b>	<b>\$ 6,158,890</b>	<b>\$ 3,010,500</b>	<b>1.5%</b>



# ***PARKING FUNDS***

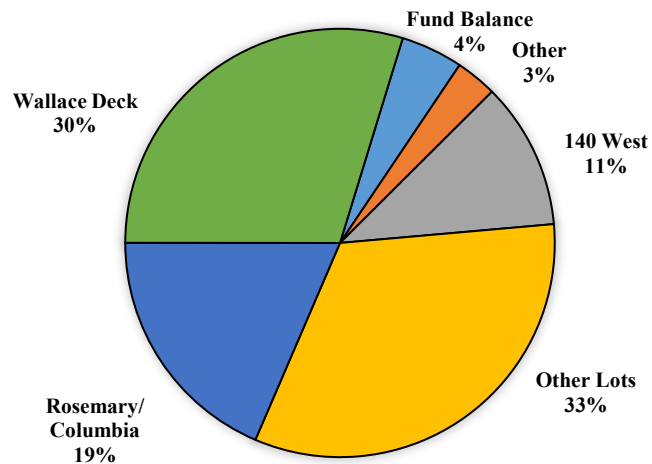
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## **Major Revenue Sources – Descriptions and Estimates**

The Off-Street Parking Fund, with a recommended budget of \$2,423,597 for 2020-21, accounts for revenues from the James Wallace Deck and other parking lots in the downtown area. Revenues consist almost exclusively of the fees charged for parking in these lots. About \$720,000, or 30% of total off-street parking revenues, is budgeted from the James Wallace Deck and \$450,000, or 19%, is budgeted from the Rosemary/Columbia Street lot. The deck at 140 West is budgeted to generate about \$268,500 in 2020-21.

The On-Street Parking Fund, with a recommended budget for 2020-21 of \$781,500, has two major revenue sources: parking meter fees and parking ticket fines. Meter fees are estimated to generate about \$455,000 and parking ticket fines about \$265,000 in 2020-21.

**OFF-STREET PARKING REVENUES**



## **Major Expenditures and Estimates**

The primary expenditure of the Off-Street Parking Fund is the cost of personnel to manage the lots (approximately \$475,000). The budget of \$2,423,597 includes a 4% health insurance increase and a 1.2% increase in retirement.

The On-Street Parking Fund includes expenditures primarily for the personnel to administer and collect meter revenues and parking tickets of about \$461,000. The budget of \$781,500 includes a 4% health insurance increase and a 1.2% increase in retirement.

***PARKING SERVICES***  
***STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS***

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	<b>2018-19 ADOPTED</b>	<b>2019-20 ADOPTED</b>	<b>2020-21 RECOMMENDED</b>
Superintendent-Parking Services	1.00	0.00	0.00
Supervisor-Parking Services	1.00	1.00	1.00
Assistant Parking Services Supervisor	1.00	1.00	1.00
Parking Enforcement Officer	3.00	3.00	3.00
Records Technician	1.80	1.80	1.80
Parking Attendant	2.00	2.00	2.00
Community Services Planner	0.00	1.00	1.00
Parking Fund Totals	9.80	9.80	9.80

Note: Parking Services is supervised by the Police Chief

# ***PARKING SERVICES BUDGET SUMMARY***

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*The Parking Services Fund is comprised of two divisions: On-Street Parking accounts for meters and enforcement and Off-Street Parking that accounts for the parking deck and lots.*

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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 Recommended Budget</b>	<b>% Change from 2019-20</b>
On-Street Parking	\$ 712,441	\$ 707,239	\$ 707,239	\$ 651,807	\$ 781,500	10.5%
Off-Street Parking	2,025,155	2,203,622	2,497,868	1,900,036	2,423,597	10.0%
<b>Total</b>	<b>\$ 2,737,596</b>	<b>\$ 2,910,861</b>	<b>\$ 3,205,107</b>	<b>\$ 2,551,843</b>	<b>\$ 3,205,097</b>	<b>10.1%</b>

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## **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 Recommended Budget</b>	<b>% Change from 2019-20</b>
On-Street Parking	\$ 712,441	\$ 707,239	\$ 707,239	\$ 651,807	\$ 781,500	10.5%
Off-Street Parking	2,025,155	2,203,622	2,497,868	1,900,036	2,423,597	10.0%
<b>Total</b>	<b>\$ 2,737,596</b>	<b>\$ 2,910,861</b>	<b>\$ 3,205,107</b>	<b>\$ 2,551,843</b>	<b>\$ 3,205,097</b>	<b>10.1%</b>

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## ***ON-STREET PARKING BUDGET SUMMARY***

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*The recommended budget for On-Street Parking represents a 10.4% increase over the fiscal year 2020-21 budget. There is a slight increase in personnel for Enforcement. This is mainly due to the transfer of a 4% health insurance increase a 1.2% retirement cost increase. Personnel for meters also experienced an increase for the same reasons.*

*There is no fund balance appropriation in Fiscal Year 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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Enforcement:						
Personnel	\$ 339,983	\$ 377,973	\$ 374,973	\$ 380,479	\$ 378,131	0.0%
Operations	137,370	129,375	131,675	112,879	174,782	35.1%
Capital	25,000	30,000	30,000	-	30,000	0.0%
Meters:						
Personnel	72,473	73,398	73,398	76,322	83,089	13.2%
Operations	111,610	96,493	97,193	82,127	114,993	19.2%
Transfer to Off-Street	26,005	-	-	-	505	N/A
<b>Total</b>	<b>\$ 712,441</b>	<b>\$ 707,239</b>	<b>\$ 707,239</b>	<b>\$ 651,807</b>	<b>\$ 781,500</b>	<b>10.5%</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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Parking Meter Fees	\$ 482,790	\$ 406,000	\$ 406,000	\$ 357,547	\$ 455,000	12.1%
Parking Ticket Fines/Fees	169,148	185,000	185,000	220,868	265,000	43.2%
Interest Income	1,014	500	500	750	500	0.0%
Other Income	101,605	46,500	46,500	53,276	61,000	31.2%
Appropriated Fund Balance	(42,116)	69,239	69,239	19,366	-	-100.0%
<b>Total</b>	<b>\$ 712,441</b>	<b>\$ 707,239</b>	<b>\$ 707,239</b>	<b>\$ 651,807</b>	<b>\$ 781,500</b>	<b>10.5%</b>



## **OFF-STREET PARKING BUDGET SUMMARY**

*Off-Street Parking revenues for the recommended 2020-21 budget reflects an increase of 10% from the 2019-20 budget. The budget was balanced without the appropriation of fund balance.*

*The overall increase in expenditures for 2020-21 is due to an increase in expenditures to the parking lots. There is a slight increase in personnel costs due to a 1.2% retirement increase and a 4% increase in health insurance costs. Miscellaneous income, involving a mobile parking application, is projected to significantly increase. Revenue projections of multiple lots, including Rosemary, West Rosemary, and Jones Park, are expected to decrease.*

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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 Recommended Budget</b>	<b>% Change from 2019-20</b>
James Wallace Deck	\$ 266,945	\$ 380,143	\$ 293,095	\$ 176,107	\$ 350,934	-7.7%
Parking Lots	684,312	769,751	814,657	626,706	952,104	23.7%
140 West Deck	13,215	70,450	71,442	29,973	53,315	-24.3%
Administration	1,060,683	983,278	1,028,674	1,024,750	1,067,244	8.5%
Wallace Renovation	-	-	290,000	42,500	-	N/A
<b>Total</b>	<b>\$ 2,025,155</b>	<b>\$ 2,203,622</b>	<b>\$ 2,497,868</b>	<b>\$ 1,900,036</b>	<b>\$ 2,423,597</b>	<b>10.0%</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 Recommended Budget</b>	<b>% Change from 2019-20</b>
James Wallace Deck	\$ 531,817	\$ 665,000	\$ 665,000	\$ 438,189	\$ 720,000	8.3%
Rosemary/Columbia Lot	349,193	415,000	415,000	256,307	450,000	8.4%
415 West Franklin Lot	85,170	102,000	102,000	56,484	76,000	-25.5%
West Rosemary Lot	16,284	21,500	21,500	12,115	15,500	-27.9%
Rosemary/Sunset	64,023	67,500	67,500	49,636	54,000	-20.0%
South Graham Lot	22,718	29,000	29,000	7,078	11,500	-60.3%
West Franklin/Basnight Lot	115,103	117,500	117,500	122,883	124,000	5.5%
427 West Franklin Lot	50,878	52,000	52,000	37,571	52,000	0.0%
Jones Park Lot	8,158	11,000	11,000	11,625	12,000	9.1%
Mallette Lot	40,581	37,000	37,000	50,682	77,200	108.6%
Courtyard Lot	78,464	69,000	69,000	66,662	79,000	14.5%
140 West Deck	245,158	236,500	236,500	186,966	268,500	13.5%
125 East Rosemary	206,600	210,000	210,000	197,573	295,000	40.5%
Interest Income	956	1,500	1,500	-	1,500	0.0%
Miscellaneous Income	37,963	4,500	4,500	49,406	73,500	1533.3%
Transfer from On-Street Parking	26,005	-	-	-	505	N/A
Appropriated Fund Balance	146,084	164,622	458,868	356,859	113,392	-31.1%
<b>Total</b>	<b>\$ 2,025,155</b>	<b>\$ 2,203,622</b>	<b>\$ 2,497,868</b>	<b>\$ 1,900,036</b>	<b>\$ 2,423,597</b>	<b>10.0%</b>



# ***PUBLIC HOUSING FUND***

## ***Major Revenue Sources - Descriptions and Estimates***

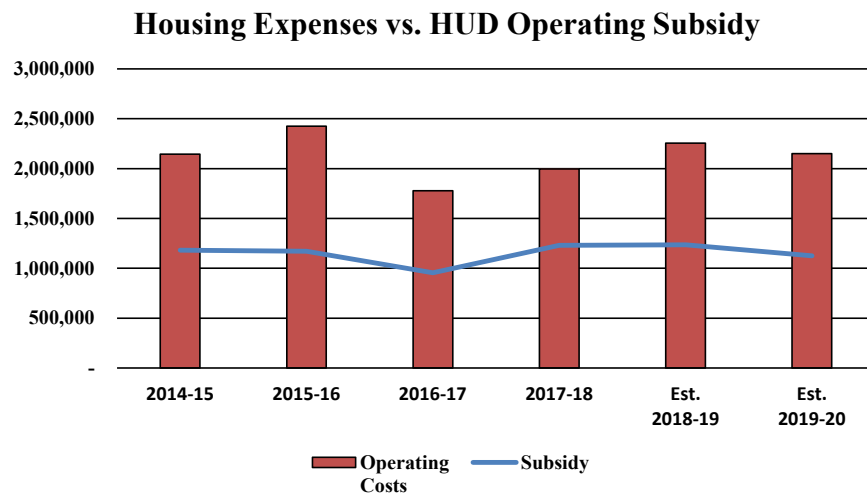
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The Town’s Public Housing program provides for the administration and operation of the Town's 336 public housing units, and is funded primarily through federal grants and rents paid by residents.

In 1987, the Chapel Hill Public Housing Authority was abolished by the Chapel Hill Town Council. Since then, the Town’s public housing program has been operated as a Town Department administered by Town staff and a Public Housing Director.

Primary revenue sources include dwelling rents paid by residents and operating grants from the Department of Housing and Urban Development (HUD). In the fall of 2005, HUD adopted a “new Operating Fund final rule” which prescribed a phased series of changes to public housing management and reporting requirements. As a first step of implementation, HUD determined to begin budgeting on a calendar year basis. Difficulty with the new online reporting model delayed funding determination, and HUD has been funding housing agencies for a few months at a time since 2008.

Smaller housing agencies have been allowed to opt out of Asset Management since 2008. HUD has continued to provide the exception to smaller units, one a year at a time. We believe that “opting out” will continue permanently, and so have prepared the budget for 2020-21 under a simpler budget model that more closely reflects the way we are reporting to HUD, eliminating the necessity of separating expenditures into AMPs or Asset Management Projects.



HUD has provided funding estimates for calendar year 2020 but we have no information about calendar 2021. Based on interim allocations, our estimate of HUD’s subsidy for 2019-20 is \$1,374,953, about a 15% increase from the 2018-19 subsidy of \$1,193,827.

The Housing Department estimates dwelling rents, the second largest revenue for the Public Housing Fund, at about \$1,029,048, a slight increase over current year estimates due tenant’s income and subsequent rent requirements.

## ***Major Expenditures and Estimates***

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Major expenditure categories include about \$1,219,220 for salaries and benefits, \$184,700 for utilities, \$100,500 for liability and flood insurance and about \$517,680 for maintenance of the units.

The personnel costs include a 4% increase in health insurance costs and a 1.2% retirement contribution increase.

	2019-20 Original Budget	2020-21 Recommended Budget	% Change from 2019-20
Salary & Benefits - Administration	\$ 499,595	\$ 488,360	-2.2%
Salary & Benefits - Maintenance	744,300	730,860	-1.8%
Maintenance Costs	521,650	517,680	-0.8%
Utilities	192,000	184,700	-3.8%
Liability & Flood Insurance	92,200	100,500	9.0%
Other Expenses	132,715	154,656	16.5%
<b>Total Budget</b>	<b>\$ 2,182,460</b>	<b>\$ 2,176,756</b>	<b>-0.3%</b>

***PUBLIC HOUSING***  
***STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS***

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	<b>2018-19 ADOPTED</b>	<b>2019-20 ADOPTED</b>	<b>2020-21 RECOMMENDED</b>
<b>Administration</b>			
Director-Housing	1.00	1.00	1.00
Operations Manager - Housing	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00
Office Assistant	1.00	1.00	1.00
Housing Officer II	1.00	1.00	1.00
Housing Officer I	1.00	1.00	1.00
Division Totals	6.00	6.00	6.00
<b>Maintenance</b>			
Mechanic Supervisor	1.00	1.00	1.00
Maintenance Mechanic (Repair Worker, I, II, III)	8.00	8.00	8.00
Administrative Assistant	1.00	1.00	1.00
Division Totals	10.00	10.00	10.00
Housing Department Totals	16.00	16.00	16.00

<sup>1</sup> Grant-funded position.

## ***PUBLIC HOUSING BUDGET SUMMARY***

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*The Town's public housing units are funded primarily through federal grants from the U.S. Department of Housing and Urban Development and rents paid by residents. HUD's funding formula changed to implement Asset Based Budgeting in 2007-08, but each year, HUD has waived many Asset-based requirements for housing authorities of our size. We believe it is likely the waiver will be made permanent, so the budget for 2020-21 retains a simpler model that includes an Administrative Division and a Maintenance Division.*

*The 2% decrease in personnel is the result of a 4% increase in health insurance and a 1.2% retirement increase, which if offset by turnover. The budget for 2020-21 reflects an estimate of the HUD subsidy anticipated for calendar year 2019. The Town anticipates a 1.7% increase in HUD subsidies and a 1.1% increase in rental revenues. Due to these minor increases, the town is anticipating it will have a higher fund balance appropriation in 2020-21.*

### **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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Revenue Summary						
HUD Contributions	\$ 1,193,827	\$ 1,126,092	\$ 1,126,092	\$ 1,374,953	\$ 1,145,793	1.7%
Rental Revenue	1,017,155	1,017,881	1,017,881	1,028,956	1,029,048	1.1%
Other Revenues	4,820	200	200	41,490	200	0.0%
Interest Income	1,701	1,680	1,680	1,715	1,715	2.1%
Appropriated Fund Balance	-	36,607	48,584	-	-	-100.0%
<b>Total Revenues</b>	<b>\$ 2,217,503</b>	<b>\$ 2,182,460</b>	<b>\$ 2,194,437</b>	<b>\$ 2,447,114</b>	<b>\$ 2,176,756</b>	<b>-0.3%</b>

### **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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Personnel	\$ 898,295	\$ 1,243,895	\$ 1,218,895	\$ 987,659	\$ 1,219,220	-2.0%
Operating	856,674	938,565	975,542	987,269	949,893	1.2%
Contribution to Reserve	462,534	-	-	472,186	7,643	N/A
<b>Total</b>	<b>\$ 2,217,503</b>	<b>\$ 2,182,460</b>	<b>\$ 2,194,437</b>	<b>\$ 2,447,114</b>	<b>\$ 2,176,756</b>	<b>-0.3%</b>

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***COMMUNITY DEVELOPMENT PROJECT ORDINANCES***  
***U.S. Department of Housing and Urban Development***  
***Community Development Program***  
***Summary of Activities***

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The Town became an "entitlement" Community Development city in 1984, which means that the Town is entitled to receive Community Development grant funds annually upon submission of a final statement. Community Development grants awarded by Housing and Urban Development are implemented pursuant to grant project ordinances authorized by General Statute 159-13.12. Budgets are adopted throughout the year as the grant awards are received.

The 2014 project ordinance budgets a \$403,505 grant and \$7,338 program income, for public housing improvements, homeownership assistance, code enforcement, after school programs, community and homelessness outreach, and youth skills development programs.

The 2015 project ordinance budgets a \$404,761 grant and \$7,338 program income, for public housing improvements, homeownership assistance, code enforcement, after-school programs, summer youth employment programs, and youth skills development programs, community and homelessness outreach, homeowner housing improvements.

The 2016 project ordinance budgets a \$387,702 grant and \$7,338 program income, for public housing improvements, homeownership assistance, homeowner housing improvement programs, code enforcement, neighborhood revitalization activities, summer youth employment programs, homelessness outreach and case management, youth skills development and community literacy programs.

The 2017 project ordinance budgets a \$380,825 grant and \$38,046 program income, for public housing improvements, homeownership assistance, homeowner housing improvement programs, code enforcement, neighborhood revitalization activities, summer youth employment programs, and homelessness case management.

The 2018 project ordinance budgets a \$418,344 grant and \$21,777 program income, for public housing improvements, homeownership assistance, homeowner housing improvement programs, code enforcement, neighborhood revitalization activities, summer youth employment programs, and homelessness case management.

The 2019 project ordinance budgets a grant of \$386,584 for homeownership assistance, housing improvement programs for homeowners, code enforcement, neighborhood revitalization activities, the summer youth employment program, youth counseling services,, and homelessness case management.





# **CAPITAL IMPROVEMENTS FUND**

## **BUDGET SUMMARY**

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*The budget for the Capital Improvements Program for 2020-21 totals \$706,149 and includes projects to be completed in 2020-21. Beginning in FY 2018-19, the Town began budgeting funds for facility maintenance in the General Fund. Each year, depending on the nature of the planned projects, a portion of those funds will be transferred into the Capital Improvements Fund. Due to the budgetary impacts of COVID-19, all planned facility maintenance has been deferred in FY21.*

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### **EXPENDITURES**

	<b>2018-19</b>	<b>2019-20</b>	<b>2019-20</b>	<b>2019-20</b>	<b>2020-21</b>
	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Estimated</b>	<b>Recommended</b>
		<b>Budget</b>	<b>Budget</b>		<b>Budget</b>
Municipal Facilities	\$ 545,791	\$ 184,100	\$ 232,500	\$ 232,500	\$ 62,500
Public Safety	326,649	-	-	-	-
Facilities Leased by Others	17,385	36,241	94,187	94,187	36,449
Infrastructure	59,190	100,000	147,375	147,375	-
Communication/Technology	38,084	-	41,916	41,916	-
Parks/Public Use Facilities	243,334	100,000	143,209	143,209	-
<b>Total</b>	<b>\$ 1,230,433</b>	<b>\$ 420,341</b>	<b>\$ 659,187</b>	<b>\$ 659,187</b>	<b>\$ 98,949</b>

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### **REVENUES**

	<b>2018-19</b>	<b>2019-20</b>	<b>2019-20</b>	<b>2019-20</b>	<b>2020-21</b>
	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Estimated</b>	<b>Recommended</b>
		<b>Budget</b>	<b>Budget</b>		<b>Budget</b>
Housing Rent Proceeds	\$ 33,707	\$ 36,241	\$ 36,241	\$ 36,241	\$ 36,449
Cell Tower Rental Fees	64,118	60,000	60,000	60,000	60,000
Sale of Equipment	210,000	-	-	-	-
Interest on Investments	3,595	2,500	2,500	2,500	2,500
Transfer from General Fund	566,991	321,600	321,600	321,600	-
Appropriated Fund Balance	352,022	-	238,846	238,846	-
<b>Total</b>	<b>\$ 1,230,433</b>	<b>\$ 420,341</b>	<b>\$ 659,187</b>	<b>\$ 659,187</b>	<b>\$ 98,949</b>

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# ***CAPITAL IMPROVEMENTS FUND***

## ***DETAIL 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 Recommended Budget</b>
<b>MUNICIPAL OPERATIONS FACILITIES</b>					
Extraordinary Maintenance, Emergency Repairs	\$ 99,430	\$ 100,000	\$ 100,000	\$ 100,000	\$ 62,500
Facilities Maintenance	275,991	84,100	103,448	103,448	-
Town Hall Parking Lot	-	-	6,465	6,465	-
Fire Extraordinary Maintenance	170,370	-	22,587	22,587	-
<b>Subtotal</b>	<b>\$ 545,791</b>	<b>\$ 184,100</b>	<b>\$ 232,500</b>	<b>\$ 232,500</b>	<b>\$ 62,500</b>
<b>PUBLIC SAFETY</b>					
Hamilton Rd. Fire Station	\$ 326,649	\$ -	\$ -	\$ -	\$ -
<b>Subtotal</b>	<b>\$ 326,649</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOWN FACILITIES LEASED BY OTHERS</b>					
Housing Maintenance	\$ 17,385	\$ 36,241	\$ 94,187	\$ 94,187	\$ 36,449
<b>Subtotal</b>	<b>\$ 17,385</b>	<b>\$ 36,241</b>	<b>\$ 94,187</b>	<b>\$ 94,187</b>	<b>\$ 36,449</b>
<b>INFRASTRUCTURE</b>					
Path, Trail and Lot Maintenance	\$ 5,940	\$ 50,000	\$ 97,375	\$ 97,375	\$ -
Curbs / ADA	53,250	50,000	50,000	50,000	-
<b>Subtotal</b>	<b>\$ 59,190</b>	<b>\$ 100,000</b>	<b>\$ 147,375</b>	<b>\$ 147,375</b>	<b>\$ -</b>

***CAPITAL IMPROVEMENTS FUND  
DETAIL 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 Recommended Budget</b>
<b>COMMUNICATIONS AND TECHNOLOGY</b>					
General Technology	\$ 38,084	\$ -	\$ 41,916	\$ 41,916	\$ -
<b>Subtotal</b>	<b>\$ 38,084</b>	<b>\$ -</b>	<b>\$ 41,916</b>	<b>\$ 41,916</b>	<b>\$ -</b>
<b>PARKS AND OTHER PUBLIC USE FACILITIES</b>					
Greenways	\$ 5,612	\$ -	\$ 6,997	\$ 6,997	\$ -
Playground Replacement	85,450	100,000	50,000	50,000	-
Cemetery Beautification	105,184	-	-	-	-
Small Park Improvements	47,088	-	86,212	86,212	-
<b>Subtotal</b>	<b>\$ 243,334</b>	<b>\$ 100,000</b>	<b>\$ 143,209</b>	<b>\$ 143,209</b>	<b>\$ -</b>
<b>TOTALS</b>	<b>\$ 1,230,433</b>	<b>\$ 420,341</b>	<b>\$ 659,187</b>	<b>\$ 659,187</b>	<b>\$ 98,949</b>

***CAPITAL RESERVE FUND  
BUDGET SUMMARY***

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*No appropriations are planned for the Capital Reserve Fund for 2020-21, which had a fund balance of \$217,195 at June 30, 2019.*

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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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Reserved for CIP	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Transfer to Capital Improvements Fund	-	-	-	-	-	N/A
Transfer to General Fund	-	-	-	-	-	N/A
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/A</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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Interest on Investments Appropriated	\$ 1,009	\$ -	\$ -	\$ -	\$ -	N/A
Fund Balance	(1,009)	-	-	-	-	N/A
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/A</b>

## **MAJOR CAPITAL BOND PROJECTS**

Several major capital improvement projects were approved by bond referenda in November 2003 and November 2015.

As authorized by General Statute 159.13.2, capital project ordinances were established for each of the projects for the life of the projects.

Expenditures for these projects through March 31, 2020 are shown in the table at the right.

<b>Major Capital Bond Projects</b>	<b>Budget</b>	<b>Expenditures as of March 31, 2020</b>
<b>2003 Bond Projects</b>		
Public Buildings	\$ 500,000	\$ 500,000
Streets and Sidewalks	5,600,000	5,524,000
Library Expansion	16,260,000	16,260,000
Open Space	2,000,000	2,000,000
Parks and Recreation	5,000,000	4,874,000
Subtotal	<u>\$ 29,360,000</u>	<u>\$ 29,158,000</u>
<b>2012 LOBS Projects</b>		
Lot 5 Project	\$ 6,000,000	\$ 5,770,000
Parking Projects	606,000	606,000
TOC Projects	202,000	135,000
Subtotal	<u>\$ 6,808,000</u>	<u>\$ 6,511,000</u>
<b>2012 Two-Thirds Projects</b>		
Street Resurfacing	\$ 982,000	\$ 982,000
Bolinwood Drive Bridge	17,000	17,000
Cedar Falls Park Building	227,000	227,000
Umstead Playground	7,000	7,000
Tennis Court Reconstruction	229,000	229,000
Southern Comm Park Lighting	106,000	106,000
Cedar Falls Artificial Turf	246,000	246,000
Inclusive Playground	7,000	6,000
Subtotal	<u>\$ 1,821,000</u>	<u>\$ 1,820,000</u>
<b>2015 Bond Projects</b>		
Streets and Sidewalks	\$ 8,500,000	\$ 4,720,000
Parks Trails	5,000,000	2,764,000
Parks Facilities	5,300,000	4,729,000
Subtotal	<u>\$ 18,800,000</u>	<u>\$ 12,213,000</u>
<b>TOTAL</b>	<b><u>\$ 56,789,000</u></b>	<b><u>\$ 49,702,000</u></b>



## ***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 Recommended 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 Recommended 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**

### **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 had not been awarded at the time of this submission.*

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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 Recommended 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	-	-100.0%
<b>Total</b>	<b>\$ 397,849</b>	<b>\$ 402,746</b>	<b>\$ 612,630</b>	<b>\$ 612,630</b>	<b>\$ -</b>	<b>-100.0%</b>

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### **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 Recommended Budget</b>	<b>% Change from 2018-19</b>
Grants	\$ 327,109	\$ 315,196	\$ 444,488	\$ 444,488	\$ -	-100.0%
Transfer from General Fund	62,968	87,550	87,550	87,550	-	-100.0%
Appropriated Fund Balance	7,772	-	80,592	80,592	-	N/A
<b>Total</b>	<b>\$ 397,849</b>	<b>\$ 402,746</b>	<b>\$ 612,630</b>	<b>\$ 612,630</b>	<b>\$ -</b>	<b>-100.0%</b>

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# ***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 recommended 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 recommended 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 6.5% rate increase in medical insurance). The recommended 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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Personnel	\$ 58,285	\$ 59,107	\$ 59,107	\$ 58,299	\$ 60,110	1.7%
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>\$ 457,110</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 Recommended 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	610	-93.7%
<b>Total</b>	<b>\$ 449,817</b>	<b>\$ 456,107</b>	<b>\$ 456,107</b>	<b>\$ 455,299</b>	<b>\$ 457,110</b>	<b>0.2%</b>

# **LIBRARY GIFT FUND**

## **BUDGET SUMMARY**

*The recommended 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 Recommended 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	172,018	171,601	62,409	-55.4%
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>\$ 285,555</b>	<b>\$ 284,971</b>	<b>\$ 147,941</b>	<b>-37.7%</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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Interest Income	\$ 1,056	\$ 535	\$ 535	\$ 441	\$ 441	-17.6%
Friends' Donations	153,185	135,000	135,000	135,000	100,000	-25.9%
Grants	92,542	52,233	52,233	55,695	-	-100.0%
Misc Donations	25,000	49,700	49,700	47,595	47,500	-4.4%
Appropriated Fund Balance	102,777	-	48,087	46,240	-	N/A
<b>Total</b>	<b>\$ 374,560</b>	<b>\$ 237,468</b>	<b>\$ 285,555</b>	<b>\$ 284,971</b>	<b>\$ 147,941</b>	<b>-37.7%</b>

## **VEHICLE REPLACEMENT FUND BUDGET SUMMARY**

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*The recommended 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 Recommended 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 Recommended 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***  
***STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS***

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	<b>2018-19 ADOPTED</b>	<b>2019-20 ADOPTED</b>	<b>2020-21 RECOMMENDED</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 recommended budget for the Vehicle Maintenance Fund reflects an overall increase in expenditures of 1.7% from last year's budget. The increase in personnel is the result of a 4% 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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Personnel	\$ 635,481	\$ 657,101	\$ 657,101	\$ 527,058	\$ 673,533	2.5%
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>\$ 1,557,308</b>	<b>1.7%</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 Recommended 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)	10,308	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>\$ 1,557,308</b>	<b>1.7%</b>

## **COMPUTER REPLACEMENT FUND BUDGET SUMMARY**

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*The recommended 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 Recommended Budget</b>	<b>% Change from 2019-20</b>
Small Equipment	\$ 143,082	\$ 165,250	\$ 165,250	\$ 165,250	\$ 167,000	1.1%
Other Expense	-	-	-	-	-	N/A
<b>Total</b>	<b>\$ 143,082</b>	<b>\$ 165,250</b>	<b>\$ 165,250</b>	<b>\$ 165,250</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 Recommended 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	164,750	167,000	1.1%
<b>Total</b>	<b>\$ 143,082</b>	<b>\$ 165,250</b>	<b>\$ 165,250</b>	<b>\$ 165,250</b>	<b>\$ 167,000</b>	<b>1.1%</b>





## *Performance Agreements with Other Agencies*

	<b>2019-20 Adopted Budget</b>	<b>2020-21 Recommended Budget</b>
<b>Performance Agreements with Other Agencies</b>		
<b>Human Services</b>		
Human Services Advisory Board Recommendations	\$ 446,500	\$ 446,500
<b>Total Human Services</b>	<b>446,500</b>	<b>446,500</b>
<b>Arts</b>		
Cultural Arts	23,500	23,500
<b>Total Arts</b>	<b>23,500</b>	<b>23,500</b>
<b>Public Health</b>		
Orange County Food Council	29,110	29,110
<b>Total Public Health</b>	<b>29,110</b>	<b>29,110</b>
<b>Affordable Housing</b>		
Community Home Trust	352,518	358,009
Housing Locator	15,000	-
Orange County Partnership to End Homelessness	81,857	96,300
<b>Total Affordable Housing</b>	<b>449,375</b>	<b>454,309</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>\$ 1,218,485</b>	<b>\$ 1,223,419</b>

