

**Council Budget Questions and Requests for Information**  
**2019-20 Council Retreat (01.26.2019)**  
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17. What do people go to the wellness clinic for? Would allowing employee's time to visit PCP increase preventive care maintenance? (This could be important with people seeking services like mental health care.)

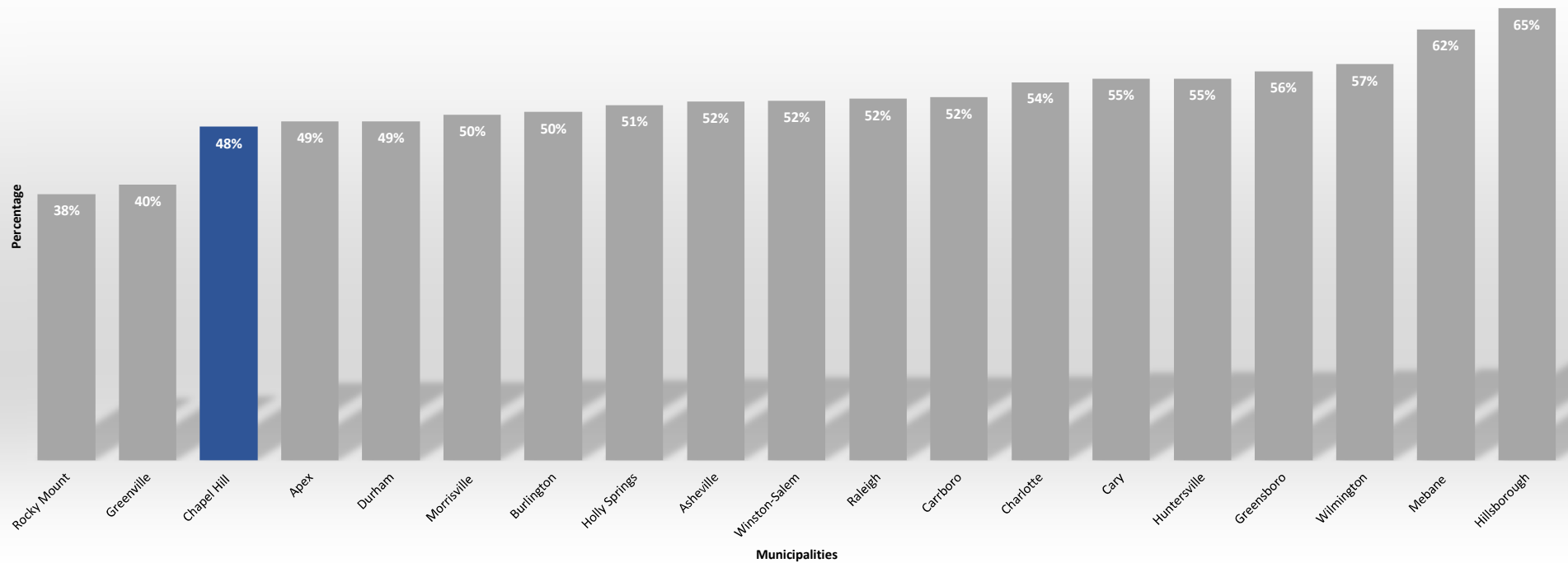
**Council Budget Questions and Requests for Information**  
**2019-20 Council Retreat**  
**Question #1**

**QUESTION:** Should 1/2 of the Town's revenue come from property taxes?

**RESPONDENT:** Amy Oland, Business Management Director  
Matt Brinkley, Budget Manager

**RESPONSE:** Property tax is a local government's main source of revenue. Property taxes make up 48% of the Town's total revenue sources. We have looked at 18 other municipalities (11 other NC AAA rated municipalities and 7 neighboring municipalities for comparison purposes (see attachment). When looking at the chart, the Town is on the low side as a total percentage of revenues. What this means is that the Town relies less on property taxes and more on other revenue sources than most of these municipalities.

FY19 Property Tax Percent of General Fund Revenue



**Council Budget Questions and Requests for Information**  
**2019-20 Council Retreat**  
**Question #2**

**QUESTION:** Can we have a more in-depth conversation about the political and financial consequences of a rating downgrade?

**RESPONDENT:** Maurice Jones, Town Manager  
Amy Oland, Business Management Director

**RESPONSE:** In addition to the financial costs associated with a ratings downgrade (see attached information from Davenport & Company), the Town's reputation for managing our finances would take a significant hit. A Triple A bond rating indicates a locality has managed taxpayers money wisely and according to best practices. A downgrade may leave folks with the impression that we are no longer committed to that philosophy.

To Amy Oland  
From Davenport Public Finance  
Date January 23, 2019  
Subject Town Council Questions Regarding Davenport's Town Council Retreat Presentation

In response to the questions that were asked by Council Member Nancy Oates, we offer the following explanations / perspective.

1. Please explain the following acronyms: LGC, POS, NOS, BABs Subsidy, LOBs, IFC and IPC.
  - a. **LGC – Local Government Commission.** A department of the State Treasurer's Office that oversees all fiscal management and debt management activities of local governments in North Carolina.
  - b. **POS – Preliminary Official Statement.** A document developed by a bond issuer (the Town) that is used to market bond issuances to potential investors.
  - c. **NOS – Notice of Sale.** A document developed by a bond issuer (the Town) in a competitive offering of bonds. The document details the bond sale process and bidding guidelines.
  - d. **BABs Subsidy – Build America Bonds Federal Subsidy.** A revenue that flows from the IRS to a bond issuer (the Town) related to the reimbursement of certain interest expenses associated with certain bond programs authorized under the American Recovery and Reinvestment Act (ARRA). The Town's Series 2010B General Obligation Bonds were issued as Build America Bonds and are funded in part by a BABs Subsidy as described above.
  - e. **LOBs, IFC, and IPC – Limited Obligation Bonds, Installment Financing Contract, Installment Purchase Contract.** Debt issuance vehicles that are authorized under State Statute § 160A-20 that are secured / collateralized by a security interest in one or more assets that are purchased and/or improved by the funds from the financing. These debt instruments do not constitute a general obligation pledge of the bond issuer's (the Town's) taxing authority, but rather debt service payments on these obligations are subject to annual appropriation by Town Council.

## Town Council Questions Regarding Davenport's Town Council Retreat Presentation

January 23, 2019

### 2. What would be the practical consequences of a lowered credit rating?

- a. The practical consequences of a lowered credit rating on the Town's bonds depends upon the magnitude of the rating reduction. For example, a bond rating reduction from Aaa/AAA to Aa1/AA+ could have a nominal impact on the Town's borrowing rates (i.e. 5 - 10 basis points or 0.05% - 0.10%)
- b. For perspective, the chart below illustrates the impact of a 5 or 10 basis point increase in the Town's borrowing rate on a hypothetical \$10 million borrowing amortized over 20-years with a level principal structure (typical North Carolina tax-backed debt amortization).

Year	\$10 Million Borrowing - 4.00%			\$10 Million Borrowing - 4.05%			\$10 Million Borrowing - 4.10%		
	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total
<b>Total</b>	<b>\$ 10,000,000</b>	<b>\$ 4,200,000</b>	<b>\$ 14,200,000</b>	<b>\$ 10,000,000</b>	<b>\$ 4,252,500</b>	<b>\$ 14,252,500</b>	<b>\$ 10,000,000</b>	<b>\$ 4,305,000</b>	<b>\$ 14,305,000</b>
1	500,000	400,000	900,000	500,000	405,000	905,000	500,000	410,000	910,000
2	500,000	380,000	880,000	500,000	384,750	884,750	500,000	389,500	889,500
3	500,000	360,000	860,000	500,000	364,500	864,500	500,000	369,000	869,000
4	500,000	340,000	840,000	500,000	344,250	844,250	500,000	348,500	848,500
5	500,000	320,000	820,000	500,000	324,000	824,000	500,000	328,000	828,000
6	500,000	300,000	800,000	500,000	303,750	803,750	500,000	307,500	807,500
7	500,000	280,000	780,000	500,000	283,500	783,500	500,000	287,000	787,000
8	500,000	260,000	760,000	500,000	263,250	763,250	500,000	266,500	766,500
9	500,000	240,000	740,000	500,000	243,000	743,000	500,000	246,000	746,000
10	500,000	220,000	720,000	500,000	222,750	722,750	500,000	225,500	725,500
11	500,000	200,000	700,000	500,000	202,500	702,500	500,000	205,000	705,000
12	500,000	180,000	680,000	500,000	182,250	682,250	500,000	184,500	684,500
13	500,000	160,000	660,000	500,000	162,000	662,000	500,000	164,000	664,000
14	500,000	140,000	640,000	500,000	141,750	641,750	500,000	143,500	643,500
15	500,000	120,000	620,000	500,000	121,500	621,500	500,000	123,000	623,000
16	500,000	100,000	600,000	500,000	101,250	601,250	500,000	102,500	602,500
17	500,000	80,000	580,000	500,000	81,000	581,000	500,000	82,000	582,000
18	500,000	60,000	560,000	500,000	60,750	560,750	500,000	61,500	561,500
19	500,000	40,000	540,000	500,000	40,500	540,500	500,000	41,000	541,000
20	500,000	20,000	520,000	500,000	20,250	520,250	500,000	20,500	520,500
<b>Debt Service Difference vs. 4.00% Interest Rate</b>				<b>\$ 52,500</b>			<b>\$ 105,000</b>		

## Town Council Questions Regarding Davenport's Town Council Retreat Presentation

January 23, 2019

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**Budget Questions and Requests for Information**  
**2019-20 Council Retreat**  
**Question #3**

**QUESTION:** How much would it cost to bring firefighters' retirement compensation up to parity with police officers?

**RESPONDENT:** Amy Oland, Business Management Director  
Matt Brinkley, Budget Manager

**RESPONSE:** Beginning January 1, 1987, every sworn law enforcement officer employed by a local government who retires with 30 or more years of credible service or have attained 55 years of age and completed 5 or more years of credible service is entitled to a "special separation allowance" to be paid from the organization until the age of 62. This is mandated by the State of North Carolina to local governments pursuant to N.C. General Statute 143.166.42.

Currently, the Town of Chapel Hill has 28 police officer retirees receiving this benefit totaling \$353,837 for FY2019. If we were to assume the same proportion of firefighters would receive the benefit, based on the count of FTE's, a rough estimate of the cost would be around \$225K for the Fire Department. That amount would be at full build out of the system which would take 7-10 years. The initial amount would be based on the number of firefighters that would retire in the upcoming fiscal year. According to our research, only Gastonia and Kannapolis offer a separation allowance similar to that of Police.

In addition to the special separation allowance, the Town also pays a slightly higher rate of retirement on current sworn police officers. This is also designated by N.C. general statute and is part of our membership in the local government retirement system. N.C. jurisdictions with sworn officers pay 0.75% more than general employees for retirement. This is due to the eligibility of retirement differences that sworn officers receive versus general employees. Unreduced service retirement benefits are as follows:

**Law Enforcement:**

-30 years credible service  
-55 years old & 5 years

**General Employee (includes firefighters):**

-30 years of credible service  
-65 years old & 5 years  
-60 years old & 25 years



**Council Budget Questions and Requests for Information**  
**2019-20 Council Retreat**  
**Question #4**

**QUESTION:** Is it possible to think about a “discretionary” versus “fixed” part of our budget?

**RESPONDENT:** Amy Oland, Business Management Director  
Matt Brinkley, Budget Manager

**RESPONSE:** “It may come as a surprise, but under general state law, there is only one mandated service for municipalities—enforcement of the State Building Code. Although municipalities are authorized to provide a broad array of services, they are not required by state law to do anything but perform building code inspections. And even then, municipal personnel do not have to actually conduct the inspections; this function can be, and often is, contracted out to counties.” See G.S. 160A-411 & GS 160A-412.” UNC SOG Coates’ Cannon Blog entry by Kara Malonzi on April 7, 2011.

The term “core services” or “fixed costs” varies from municipality to municipality depending on the values of the organization. With that said, most medium to large organizations in North Carolina provide police & fire protection, streets maintenance, solid waste, street lighting, planning/zoning, and code enforcement. Additionally, there are internal service functions necessary to support these service areas such as, human resources, finance, technology solutions, Town clerk, legal, and the manager’s office.

In addition to the widely accepted “core services”, the Town of Chapel Hill has placed great emphasis on affordable housing, transit, library services and parks and recreation. These are all areas of a community that values a high quality of life. In addition to these services, 8.2 cents of the Town’s tax rate supports our debt service.

**Council Budget Questions and Requests for Information  
2019-20 Council Retreat  
Questions #5**

**QUESTION:** What has been the trend in filled (not budgeted) FTEs over the past 3-4 years?

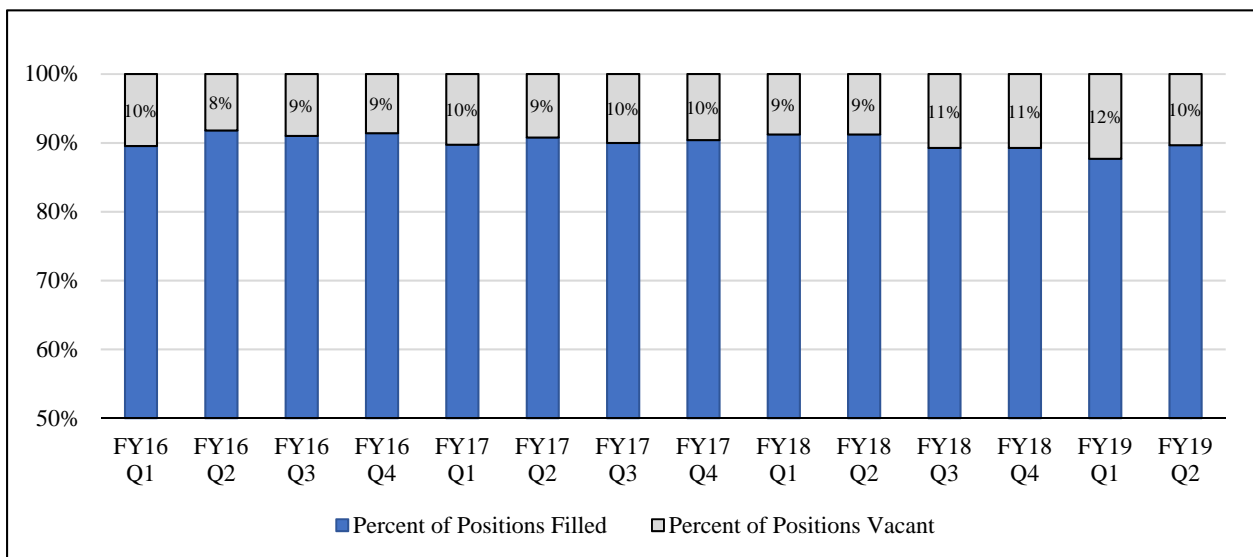
**RESPONDENT:** Amy Oland, Business Management Director  
David Finley, Strategic Planning Project Manager

**RESPONSE:** The Town has tracked filled positions and vacant positions (i.e. budgeted but not filled) on a quarterly basis since the first quarter of FY16. The average vacancy rate from FY16 Q1 through FY19 Q2 is 9.78%, with 90.22% of positions filled on average. Below are charts and tables that illustrate vacancy trends over time. In general, the Town experiences minimal variation in its vacancy rate on a quarterly basis.

**Table 1. Town Vacancy Rate by Fiscal Year (FY16 – FY19 Q2)**

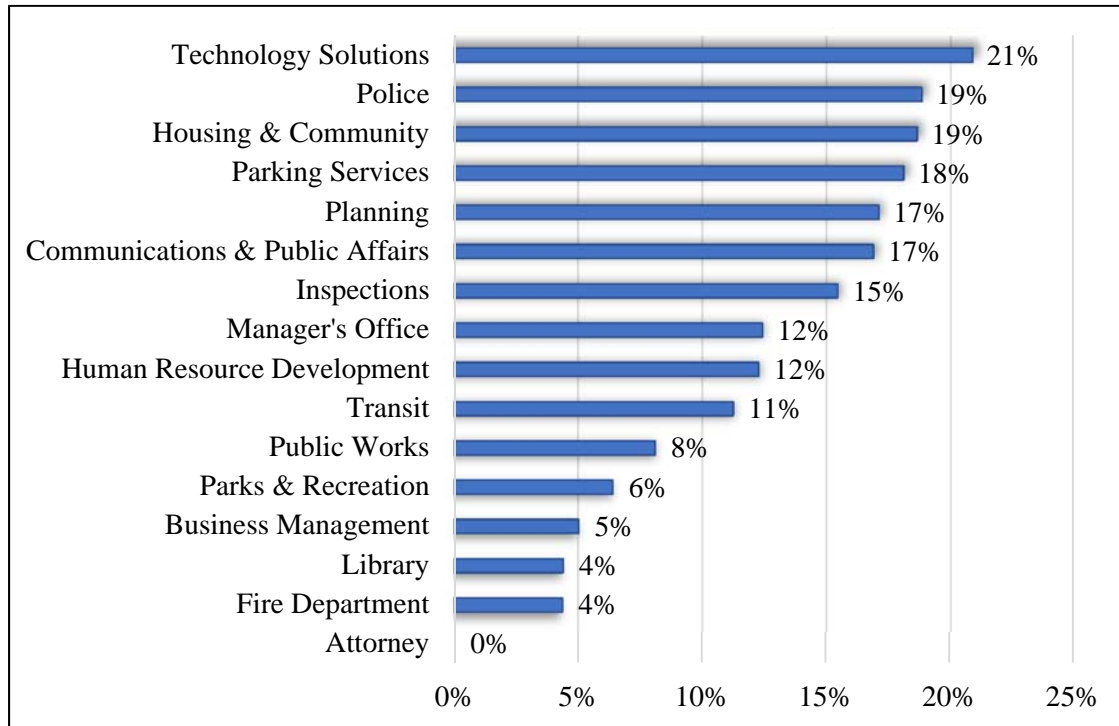
Fiscal Year	Vacancy Rate
FY16	9.06%
FY17	9.77%
FY18	9.74%
FY19 (thru Q2)	11.33%

**Chart 1. Town Vacancy Rate over Time (FY16 – FY19 Q2)**



### Chart 2. Average Vacancy Rate by Department (FY16 – FY19 Q2)

This chart is ranked by average vacancy rate. Smaller departments, such as Technology Solutions, experience a higher vacancy rate for each unfilled position compared to larger departments.



**Council Budget Questions and Requests for Information**  
**2019-20 Council Retreat**  
**Question #6**

**QUESTION:** What is the impact of new retail on sales tax?

**RESPONDENT:** Amy Oland, Business Management Director  
Matt Brinkley, Budget Manager

**RESPONSE:** Because of the complexity of the distribution formulas for sales taxes in NC it is impossible to calculate total sales taxes applicable to the point of sale municipal jurisdiction accurately starting from an estimated retail sales number. The following is an explanation of how to make a rough estimate of the sale taxes received by the **Town** based on a retail sales number.

- Currently there are three pieces of the sales tax that are distributed to Towns: Article 39 One Cent Tax - Allocated on a point-of-origin basis, Article 40 One-half Cent Tax Allocated among counties on a per-capita basis, and Article 42 One-half Cent Tax Allocated on a point-of-origin basis.
- The two point-of -origin portions (Article 39 and Article 42) are 1.5% combined. The tax levy on \$1,000 of sales would be \$15. That 15% would be distributed to the County and further distributed to the Town on a per-capita basis. Currently our per-capita distribution is 25.29%. So of the \$15 distributed to the County the Town would receive \$3.79 per \$1,000 of sales.
- Article 40 is allocated on a per-capita basis. Proceeds from this 1/2 cent tax are collected in a pool from all counties and distributed based on the population of the County relative to the population of the state. Orange County is about 1.4% of the total population of the state and therefore would receive that percentage from the pool. That amount is then multiplied by the County per-capita distribution percentage (25.29%) to get to the Town's distribution. That would make the Town's percentage distribution from the total pool 0.35%. That is, the Town will be receiving that percentage from all of the funds contributed to the Article 40 Pool, including the amount originating from the town. Using our \$1,000 example, the Town would receive 0.35% of the \$5 per \$1,000 tax levied or 2 cents.
- To recap, the Town receives about \$3.81 for every \$1,000 of Chapel Hill sales subject to sales tax. Of course this is a theoretical number because we are not allowed to know the actual sales tax payments made, so we are starting off with a guess. Also, due to the distribution method of Article 40, calculating the amount attributable to local collections is of limited value. Also this does not take into consideration the

new hold-harmless payment which is calculated by subtracting 25% of Article 39 from 50% of Article 40 and adding it to the original hold harmless which is 50% of the Article 40 distribution. I'm not sure how to tease out the local amount from that mess. But it is safe to say that \$3.81 per thousand is a minimum number.

**Budget Questions and Requests for Information**  
**2019-20 Council Retreat**  
**Question #7**

**QUESTION:** Trajectory for different categories of expenditures. Provide more details on the 3.4% average annual expenditures. What is the driving force for the increase?

**RESPONDENT:** Amy Oland, Business Management Director  
Matt Brinkley, Budget Manager

**RESPONSE:** Roughly 75 percent of the Town's General Fund budget in any given year is devoted to personnel expenses. Local governments are service oriented operations, therefore the bulk of the budget is dedicated to personnel costs. Chapel Hill finds itself in a very competitive and growing region, therefore keeping up in areas such as pay & benefits can be a costly endeavor. The main driver for the roughly 3.4% average growth over the last 6 years has been personnel related. About 40% of the increase over this period of time is a result of attempting to keep pace with pay. The Town has provided around a 2-3% increase each year during this period. Roughly 10% of the overall increase comes from health insurance increases. The remaining half of the personnel increases comes from increases to personnel in several areas as well as OPEB contributions.

While personnel increases are certainly the driver for the Town's overall increase, there have also been some operating increases that have been absorbed. Over the last 6 years, the Town has placed a greater emphasis on Affordable Housing and committed an annual amount equivalent to roughly a penny on the tax rate. The Town has also absorbed costs related to the expanded Library over this period of time, changes to the transportation of our Solid Waste, increases to fuel costs, fiber network expenses, and implementation of the 2020 plan. This period of time was also a period in which the Town was coming out of the recession. One decision that was made to balance the budget during those difficult times was to cut the annual street paving budget and use bond funds. This was done for two years and those funds were replenished in FY15.

All of these increases in personnel and operating budgets are offset annually with savings, mainly due to turnover. The Town's practice for realizing these savings is the budgeting of fund balance. This ideally, allows us to "break even" at year end.

**Council Budget Questions and Requests for Information**  
**2019-20 Council Retreat**  
**Question #8**

**QUESTION:** What is the timeline for Trinity Court?

**RESPONDENTS:** Faith M. Thompson, Public Housing Director

**RESPONSE:** Responses to the Request for Qualifications for a development partner for the redevelopment of Trinity Court and Craig Gomaines public housing communities were due on Friday, February 8, 2019. Staff, with the assistance of the DRA Consultants, will evaluate the submissions and develop a recommendation for a partner, to share with the Council in the spring.

Based on the approvals needed to redevelop the sites, our preliminary thinking is that redevelopment of Trinity Court could begin in 2021, and Craig Gomaines in 2023. These dates are subject to change based on the selection of a development partner and the Town's development review process.

**Council Budget Questions and Requests for Information**  
**2019-20 Council Retreat**  
**Question #9**

**QUESTION:** What is the impact on the Housing Department in regards to the HUD, RAD Conversion & shift to Section 8?

**RESPONDENTS:** Faith M. Thompson, Public Housing Director

**RESPONSE:** The [Rental Assistance Demonstration \(RAD\) Program](#) allows Housing Agencies to improve public housing properties by removing them from the public housing program rules and having access to public and private debt and equity that can be used to redevelop properties.

By removing the property from the public housing program rules, the operating subsidy for the Town would be reduced by the amount previously associated with that property. In addition, the rental subsidy from the US Department of Housing and Urban Development (HUD) shifts units from the Public Housing program to either the Project Based Rental Assistance (PBRA) or Project Based Voucher (PBV) programs. More information about the distinction between the two options can be found [here](#). We are evaluating both options with our consultant team from David Paul Rosen and Associates, and will forward a recommendation to the Council this spring.

Once redevelopment is complete, the properties would be privately managed and maintained. The Town Housing staff would continue to manage and maintain the remaining units in the Town's public housing portfolio.



# Council Budget Questions and Requests for Information

## 2019-20 Council Retreat

### Question #10

**QUESTION:** Who are we targeting for affordable housing?

**RESPONDENTS:** Loryn B. Clark, Executive Director for Housing and Community  
 Sarah O. Viñas, Assistant Director, Housing and Community

**RESPONSE:** The Town's affordable housing initiatives serve people in a range of incomes. The majority of our efforts provide assistance to households earning less than 80% of the Area Median income based on household size as defined by the U.S. Department of Housing and Urban Development. The Council has approved guidelines that give priority to projects that serve households earning less than 60% of the Area Median Income for the local [Affordable Housing Development Reserve](#). The [Affordable Housing Bond](#) Referendum approved in November prioritizes funds for rental development serving households earning up to 60% of the Area Median Income.

FY 2018 Income Limit Area	Median Family Income	FY 2018 Income Limit Category	Persons in Family							
	<a href="#">Explanation</a>		1	2	3	4	5	6	7	8
Durham-Chapel Hill, NC HUD Metro FMR Area	\$80,600	Very Low (50%) Income Limits (\$) <a href="#">Explanation</a>	28,250	32,250	36,300	<b>40,300</b>	43,550	46,750	50,000	53,200
		Extremely Low Income Limits (\$)* <a href="#">Explanation</a>	16,950	19,400	21,800	<b>25,100</b>	29,420	33,740	38,060	42,380
		Low (80%) Income Limits (\$) <a href="#">Explanation</a>	45,150	51,600	58,050	<b>64,500</b>	69,700	74,850	80,000	85,150

**Council Budget Questions and Requests for Information**  
**2019-20 Council Retreat**  
**Question #11**

**QUESTION:** Can and how would the affordable housing bond factor into the Public Housing Fund?

**RESPONDENT:** Loryn B. Clark, Executive Director for Housing and Community

**RESPONSE:** Affordable Housing Bond funds could be used to support capital costs associated with the development or redevelopment of the Town's public housing sites. We anticipate that the Affordable Housing Bond funds, and possibly other Town funds, could be a source used for development-related expenses for the Trinity Court and Craig Gomains redevelopments.

**Council Budget Questions and Requests for Information**  
**2019-20 Council Retreat**  
**Question #12**

**QUESTION:**

- a. What is the status of the stormwater projects that we are using FY18 GO Bonds for? (\$2 Million +)
- b. What are the projects, not yet begun, that the other \$3 Million in GO bonds would pay for?

**RESPONDENT:** Lance Norris, Public Works Director

**RESPONSE:**

- a. The 2018 Stormwater GO bond issuance is funding the Elliott Road Flood Storage and Green Spaces Project.

Design plans for this project are at the 90% level, and property acquisition is in progress. The required Federal Floodplain Permit application is under review. Construction is expected to commence in late spring. The current cost estimate for the Elliott Road Flood Storage and Green Spaces project is \$2.9 million.

- b. The Council has approved the following top priority projects identified in the Lower Booker Creek Subwatershed Study and recommended by staff and the consultant:
  - Elliott Road Flood Storage (top priority, currently funded)
  - Lake Ellen Flood Storage
  - Red Bud Flood Storage
  - Booker Creek Rd Upstream Culvert Replacement/ Stream Improvements
  - Honeysuckle Rd Culvert Replacement
  - Piney Mountain Rd Flood Storage

In order to issue the remaining \$3.2 million in GO Bonds, a stormwater fee increase would be needed to pay the debt service.

**Council Budget Questions and Requests for Information**  
**2019-20 Council Retreat**  
**Question #13**

**QUESTION:** Is there a way to monitor how much parking revenue is coming through the parking app? Is it a successful project?

**RESPONDENT:** Chief Chris Blue, Police Chief and Executive Director of Community Safety  
Meg McGurk, Community Safety Planner

**RESPONSE:** The Town is able to monitor the revenue generated through the ParkMobile app. From January 1 to June 30, 2018, the total amount of paid parking through the ParkMobile app was \$32,171.15 with 11,862 transactions. From July 1 to December 31, 2018, the total amount of paid parking through the ParkMobile app was \$105,887.30 with 38,343 transactions. This represents a 223% increase in transactions since the beginning of 2018.

Parking operations staff and the Downtown Parking Ambassadors report that they have received positive feedback about the app from visitors to downtown. We will continue to monitor usage and will report our findings.

**Council Budget Questions and Requests for Information**  
**2019-20 Council Retreat**  
**Question #14**

**QUESTION:** How much dedicated transit sales tax comes to Chapel Hill transit? Last 3 years please?

**RESPONDENT:** Brian Litchfield, Transit Director

**RESPONSE:** The half-cent sales and use tax for transit is collected by Orange County and distributed to GoTriangle, Chapel Hill Transit and Orange County Transit consistent with the adopted Orange County Transit Plan ([https://gotriangle.org/sites/default/files/publications/orange-county-transit-plan\\_170424\\_app.pdf](https://gotriangle.org/sites/default/files/publications/orange-county-transit-plan_170424_app.pdf)).

Chapel Hill Transit has used funds from the Orange County Transit Plan (OCTP) since 2013 to implement new services, purchase replacement buses and cover the cost of the North South Bus Rapid Transit (NSBRT) project. We have purchased eight (8) fixed route replacement buses with funds from the OCTP. The adopted FY2018-19 Budget for Transit includes around \$2.1M in OCTP funds for transit services (a summary of the services funded by the plan is included below), which now exceeds the annual funds we receive from the State and Federal Transit Administration. The following shows a summary of budgeted funds from the OCTP.

		Budgeted Orange Transit Plan Funding	2016-17	2017-18	2018-19
Account					
64000	44402	Transit Services	1,984,345	1,739,000	2,094,000
		Bus Replacements		2,290,000	1,500,105
		NS BRT Project		1,500,000	467,033
<b>Total Revenues:</b>			<b>1,984,345</b>	<b>5,529,000</b>	<b>4,061,138</b>

Additionally, the following capital projects have been identified for funding with Orange County Transit Plan funds for FY19:

- Manning Drive at UNC Hospitals stop redesign - \$300,000 (on-hold until surgical tower completed)
- ADA Bus Stop Upgrades - \$140,000 (will support existing efforts to bring stops into ADA compliance)

Summary of Services Added by Orange County Transit Plan Funds:

Route	Improvement	Year Implemented
A	Improved service on Hillsborough Street during peak (AM)	2014
CM	Extend Evening Trips Year Round*	2013
CW	Extend Evening Trips Year Round*	2013
CW	Improve peak hour capacity issues	2017
D	Extend Evening Trips Year Round*	2013
D	Extend 7:17am trip to begin in Carrboro	2014
F	Add Trips 7:38pm (Old Fayetteville) 8:45pm (Colony Woods)*	2013
HS	Additional trips to route with routing improvement*	2016
J	Extend Evening Trips Year Round*	2013
J	Improve peak hour capacity issues (AM and PM)	2014
NS	Improve mid-day service (10am - 2pm)	2014
NS	Extend Evening Service to Southern Village*	2017
CM	Additional Saturday Service*	2013
CW	Additional Saturday Service*	2013
JN	Add Trip 9:10am (Estes Park)*	2013
Sat V	Added Saturday Service*	2017
SAT	Extend service to 6:00pm on all routes (D, FG)*	2014
CW	Peak PM hour expansion	2018
D	Peak PM hour expansion	2018
SAT	All Routes 8:00am to 7:00pm*	2018
ICES	Increased Cost of Existing Services	2013-2018

\*Includes fixed route and demand response service (EZ Rider)

2013-2018 Hours of new service implemented with Orange County Transit Plan

10,585

**Council Budget Questions and Requests for Information**  
**2019-20 Council Retreat**  
**Question #15**

**QUESTION:** I'd like to better understand how transit fits into our budget picture? For example - significant gap (capital and operating) for funding BRT. How does the County's new transit funding plan relate to our needs for BRT? Do we need to advocate for more \$ in/from the transit tax to support out bus/BRT system? (1/2 cent sales tax - how much do we act that does NOT go to DOLRT?)

**RESPONDENT:** Brian Litchfield, Transit Director

**RESPONSE:**

**North South Bus Rapid Transit (NSBRT) Project**

The current cost estimates for the North-South Bus Rapid Transit (NSBRT) project are \$123.2M - \$134.7M (YOE). The cost estimates will be better refined and updated as the project moves through Environmental and 30% Design over the next 12-15 months (FTA Project Development) and we will also determine if there is a reasonable plan for scaling the project.

The current financial plan assumes 80% (\$98.5M - \$100M) of project funding to come through federal sources (e.g. FTA Small Starts) and 20% (\$24.6M - \$34.1M) from non-federal sources. The non-federal share of the project ranges from \$12.3M - \$17M. The current Orange County Transit Plan ([https://gotriangle.org/sites/default/files/publications/orange-county-transit-plan\\_170424\\_app.pdf](https://gotriangle.org/sites/default/files/publications/orange-county-transit-plan_170424_app.pdf)) allocates \$6.1M to the project, leaving a gap of \$6.3M - \$10.9M. The plan does not allocate funding for the operation of the North South BRT service. There does not appear to be additional capacity within the Orange County Transit Plan over the next several years.

**Orange County Transit Plan (OCTP) Funding Overview**

The Orange County Transit Plan (OCTP) is funded by four (4) dedicated revenue streams:

- Half-cent Sales and Use Tax
- Five-Percent Vehicle Rental Tax
- Three-Dollar increase to GoTriangle Regional Vehicle Registration Fee
- Seven-Dollar County Vehicle Registration Fee

All four sources have statutory requirements related to how funds can be obligated and/or used. Additionally, funding in the OCTP is predicated on the cost-sharing agreement between Durham County and Orange County for the Durham-Orange Light Rail Transit (D-O LRT) project that dictates the following:

- Project capital costs:
  - Durham: \$738.4 million (YOE)
  - Orange: \$149.5 million (YOE)
- Operating expenses (through June 30, 2036)

	<b>2012 Plan</b>	<b>2017 Plan</b>		
<b>Cost Category</b>	<b>Orange Share of Tax District Spending</b>	<b>Orange Share of Tax District Spending (Plan extends to 2045)</b>		
	<b>2013 - 2035</b>	<i>2017 - 2035 only</i>	<i>2036 - 2045 only</i>	<b>2017 - 2045</b>
Bus Service Operations	\$82.7 M	\$77.2 M	\$62.9 M	\$140.1 M
Bus Purchases	\$1.8 M	\$11.5 M	\$4.5 M	\$16.0 M
Bus Facilities	\$0.7 M	\$5.6 M	\$2.5 M	\$8.1 M
Administrative Expenses	Not programmed	\$0.7 M	\$0.5 M	\$1.2 M
Hillsborough Train Station	\$0.9 M	\$0.7 M	\$0.0 M	\$0.7 M
North-South BRT Project	\$6.1 M	\$6.1 M	\$0.0 M	\$6.1 M
North-South BRT Operations & Maintenance	Not programmed	Not programmed	Not programmed	Not programmed
D-O LRT Project Capital Cost	\$104.6 M	\$149.5 M	\$0.0 M	\$149.5 M
D-O LRT Operations & Maintenance (Orange Share) <sup>1</sup>	\$29.6 M	\$30.9 M	\$54.7 M	\$85.7 M
<b>Total Funds for Projects and Services</b>	<b>\$225.5 M</b>	<b>\$282.2 M</b>	<b>\$125.1 M</b>	<b>\$407.3 M</b>
<b>Minimum Cash Balance</b>	<b>\$4.1 M</b>	<b>\$3.8 M</b>	<b>\$14.4 M</b>	<b>\$3.8 M</b>
<b>Unallocated Reserves in Final Year of Period</b>	<b>\$45 M</b>	<b>\$16.7 M</b>	<b>\$14.7 M</b>	<b>\$14.7 M</b>

- Durham: 80 percent
- Orange: 20 percent
- Operating expenses (after June 30, 2036) and State of Good Repair costs
  - Durham: 81 percent
  - Orange: 19 percent

The chart on the following page provides a summary of how the funds in the currently adopted OCTP are distributed between projects consistent with cost-sharing agreement between the County's and the requirements on the funding sources. The currently adopted OCTP shows around 57 percent of the fund plans being programmed for capital and operating associated by the D-O LRT project. Funds are also allocated to bus service improvements (34%), bus and bus facilities (5%), NSBRT (1.4%) and other projects.



### **Advocating for Additional OCTP Funds for NSBRT**

Staff continues to look for opportunities to use OCTP funds for the NSBRT project. Once the obligations for the D-O LRT project and other projects funded in the plan are met, there is little to no capacity within the plan. At a minimum the OCTP is required to be updated every four years – with the next update coming in 2021 – which may provide an opportunity for further discussions.

It may also be helpful to note that the Council, prior to the adoption of the current OCTP, formally requested that Orange County fully fund the local match for the NSBRT project. I have attached a PDF version of the letter from Mayor Hemminger to the County for your information.

Summary of OCTP Funding from the adopted 2017 Plan:

<sup>1</sup> The planned date of opening for light rail service has shifted from 2026 in the 2012 Plan to 2028 in this 2017 Plan.

<sup>2</sup> The minimum cash balance from the 2012 plan is reported in 2011 dollars.



April 24, 2017

Dear Chairman Dorosin and Board of County Commissioners:

The purpose of this letter is to express the support and continued commitment of the majority of the Chapel Hill Town Council to the creation of an affordable and effective local and regionally integrated transit system for Chapel Hill, Orange County and the Greater Triangle region, including the Durham Orange Light Rail Project.

The Durham-Orange Light Rail Project (DOLRT) and accompanying Orange County Transit Plan represent a significant financial commitment and we wish to express our gratitude for the hard work that the Board of Commissioners and County staff have done to negotiate a more equitable cost sharing agreement with Durham County. And while we acknowledge the significant financial commitment the DO-LRT represents, we also understand the critical importance of a robust transportation infrastructure and transit options for Chapel Hill's and Orange County's participation in the future economic growth and expansion of the Triangle and adjoining counties.

Since the early 1970s, the Town of Chapel Hill and our Transit Partners have consistently worked to prioritize and encourage the use of alternative modes of transportation through transit and land use policy decisions.

Foundational to our future plans has been the ability of Chapel Hill Transit to serve as the backbone of local service and as a connector to regional transit providers. With this in mind, we wish to advocate for increased financial resources for the Chapel Hill Transit system which are necessary to meet future growth demand, to connect riders to station areas and to make essential "last mile" connections.

In that spirit, we request the following clarifications in the Orange County Plan:

- Include the Town of Chapel Hill, as the operator of Chapel Hill Transit, as a signatory to the interlocal Implementation Agreement for the Orange County Transit Plan and continue including Town of Chapel Hill staff on the working group for the Transit Plan.
- Recognize that the \$6.1M allocated for the North/South Bus Rapid Transit (NS BRT) plan is a minimum amount to be allocated to the project and that funding levels could be increased as additional funding becomes available or during future updates of the plan. Funding at this level could significantly delay the project and/or decrease its ability to serve a critical transportation corridor in Chapel Hill/Orange County.
  - Consider fully funding the local match for the NS BRT (\$37.7M). This level of funding provides 30% of the estimated capital investment and increases the project's competitiveness in the federal evaluation process.
- Commit to Bus Service for DOLRT stations. The current draft plan identifies the need for additional service to connect with light rail stations as DOLRT comes online in 2028-29. Chapel Hill Transit will begin planning for service in the development of a short-range transit plan, beginning in August of 2017 in

coordination with our funding partners, customers, the general public, GoTriangle, Orange County through OPT and other regional partners. We believe adequate bus service to stations is critical in developing a comprehensive and seamless transit system and that "rail dividend hours", in Orange County, will not adequately support this critical need.

To facilitate any additional discussions, we ask that you support our request for the two managers to work together to identify ways to meet our mutual interests.

We appreciate your consideration of these requests and look forward to working more closely with you to create a dependable, affordable, time-competitive and accessible transportation network that will meet the needs of those who live, work, play, learn and heal throughout our County and the Triangle region.

Sincerely,

A handwritten signature in blue ink, reading "Pam Hemminger". The signature is fluid and cursive, with the first name "Pam" and last name "Hemminger" clearly visible.

Mayor Pam Hemminger and the Chapel Hill Town Council

**Council Budget Questions and Requests for Information**  
**2019-20 Council Retreat**  
**Question #16**

**QUESTION:** Employee Info Request - #/percent employees in Chapel Hill, #/percent in Orange County. Ideas of where employees are coming from. Average commute distance.

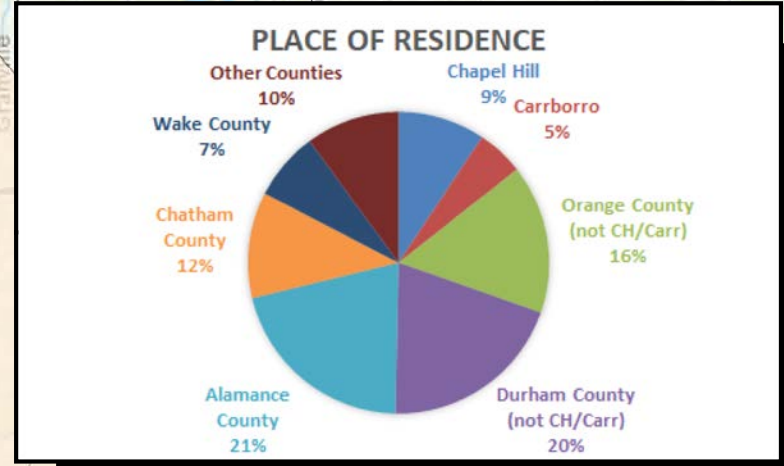
**RESPONDENT:** Cliff Turner, Human Resources Director  
Chase Barnard, GIS and Analytics Manager

**RESPONSE:** We have provided a breakdown of all full-time and part-time employee residences and a history of how those numbers have changed for periods where this information was captured. Please also see attachment “Chapel Hill Employees – Where we Live Map Feb 2019” that depicts a graphic representation of employee residences and commute time.

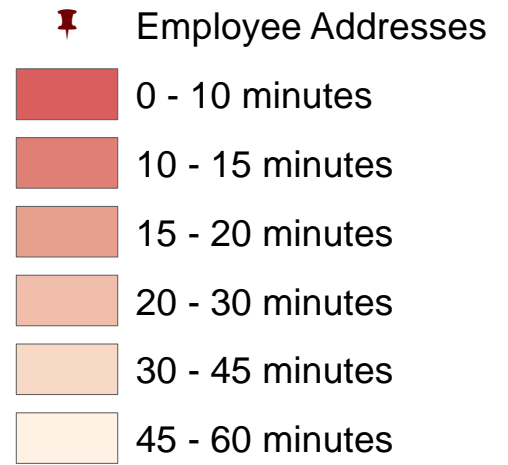
<b>Chapel Hill Employees' Place of Residence</b>	<b>Jun-13</b>	<b>Apr-16</b>	<b>Aug-17</b>	<b>Mar-18</b>	<b>Feb-19</b>
Chapel Hill	56	71	79	71	65
Carrboro	40	41	37	35	35
Orange County (not CH/Carr)	153	122	119	118	111
Durham County (not CH/Carr)	137	156	148	142	139
Alamance County	111	136	147	147	145
Chatham County	65	74	80	82	79
Wake County	59	46	44	50	51
Other Counties	61	60	57	63	70
<b>Total</b>	<b>682</b>	<b>706</b>	<b>711</b>	<b>708</b>	<b>695</b>



# Chapel Hill Employees: Where We Live



## Commute Time (To Town Hall)



February 2019

**Council Budget Questions and Requests for Information**  
**2019-20 Council Retreat**  
**Question #17**

**QUESTION:** What do people go to the wellness clinic for? Would allowing employees' time to visit PCP increase preventive care maintenance? (This could be important with people seeking services like mental health care.)

**RESPONDENT:** Cliff Turner, Human Resources Director  
Ellen Tucker, Hill Chesson & Woody

**RESPONSE:** We have provided a breakdown of employee health clinic utilization data (see attachment "Chapel Hill Wellness @ Work utilization report).

The Town has a generous sick leave that addresses the Town's interest to ensure that employees who need to seek health care services, have the leave time available to remain in pay status (see attachment "Sick Leave Policy.")





CHAPEL HILL WELLNESS@WORK PROGRAM  
December 2018

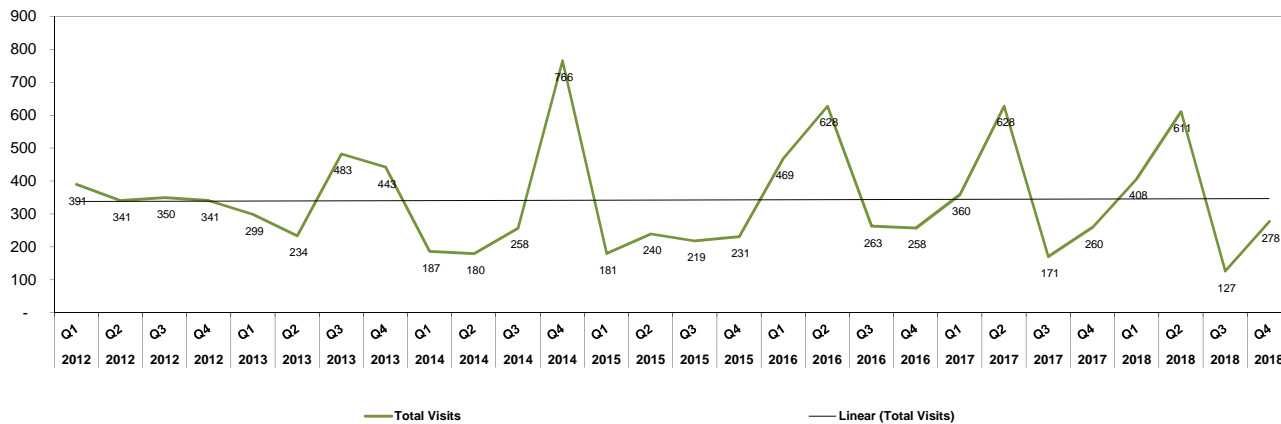




Employee Health Clinic Utilization																
	Dec-2017	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018	Jul-2018	Aug-2018	Sep-2018	Oct-2018	Nov-2018	Dec-2018	YTD18	PYTD	% Change
<b>Total Nurse/Nurse Practitioner Visits</b>	<b>49</b>	<b>50</b>	<b>39</b>	<b>259</b>	<b>244</b>	<b>252</b>	<b>66</b>	<b>52</b>	<b>27</b>	<b>23</b>	<b>21</b>	<b>41</b>	<b>25</b>	<b>1,099</b>	<b>1,153</b>	<b>-5%</b>
Scheduled	21	20	25	246	232	248	48	32	14	16	13	29	14	937	925	1%
Fire	-	-	-	-	83	-	-	-	-	-	-	-	-	83	103	-19%
Library	-	-	-	-	30	-	-	-	-	-	159	15	4	208	45	362%
Public Works	7	3	6	96	22	-	1	2	2	6	-	6	4	148	117	26%
Transit	3	8	9	37	-	106	8	10	4	1	8	16	15	222	230	-3%
Walk-In	28	30	14	13	12	4	18	20	13	7	8	12	11	162	228	-29%
<b>Flu Shot</b>	<b>2</b>	<b>13</b>	<b>5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>159</b>	<b>15</b>	<b>4</b>	<b>196</b>	<b>90</b>	<b>118%</b>
Nurse/NP Unique Patients	43	51	39	230	228	234	50	43	19	19	163	47	23	676	682	-1%
<b>Total Tobacco Cessation Visits</b>	<b>6</b>	<b>12</b>	<b>9</b>	<b>21</b>	<b>22</b>	<b>14</b>	<b>13</b>	<b>8</b>	<b>10</b>	<b>7</b>	<b>10</b>	<b>3</b>	<b>-</b>	<b>129</b>	<b>176</b>	<b>-27%</b>
TC Unique Patients	4	7	6	8	11	8	7	5	6	4	6	3	-	21	26	-19%
<b>Total Nutrition Visits</b>	<b>-</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>6</b>	<b>7</b>	<b>5</b>	<b>2</b>	<b>2</b>	<b>7</b>	<b>3</b>	<b>1</b>	<b>-</b>	<b>40</b>	<b>65</b>	<b>-38%</b>
Nutrition Unique Patients	-	1	3	3	6	7	5	2	2	4	3	1	-	32	23	39%
<b>Total Visits</b>	<b>57</b>	<b>75</b>	<b>53</b>	<b>280</b>	<b>266</b>	<b>266</b>	<b>79</b>	<b>60</b>	<b>37</b>	<b>30</b>	<b>190</b>	<b>59</b>	<b>29</b>	<b>1,424</b>	<b>1,419</b>	<b>0%</b>

Scheduled and Walk-In Visits by Type																
	Dec-2017	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018	Jul-2018	Aug-2018	Sep-2018	Oct-2018	Nov-2018	Dec-2018	YTD18	PYTD	% Change
Annual HRA	-	-	-	236	204	234	18	-	-	-	-	-	-	692	723	-4%
Medical Case Management	7	9	9	3	20	9	10	10	8	4	4	9	7	102	12	750%
Minor Illness	28	28	19	17	12	3	12	23	9	5	9	23	9	169	245	-31%
Ongoing Medical Care	5	3	1	-	1	-	-	-	2	1	1	-	2	11	53	-79%
Weight Management	6	8	7	3	6	6	25	18	8	10	5	9	6	111	53	109%
Wellness	3	2	3	-	1	-	1	1	-	3	2	-	1	14	67	-79%
<b>Total Scheduled + Walk-In Visits</b>	<b>49</b>	<b>50</b>	<b>39</b>	<b>259</b>	<b>244</b>	<b>252</b>	<b>66</b>	<b>52</b>	<b>27</b>	<b>23</b>	<b>21</b>	<b>41</b>	<b>25</b>	<b>1,099</b>	<b>1,153</b>	<b>-5%</b>

Program Participation																
<b>Healthy Living Goals (last 12 months)</b>			<b>2018 Events</b>													
Goal Type	Number	% of Total	Event	Location	Date	Content	Speaker	Attendees								
Weight Loss	145	81%	Lunch & Learn	Hargraves	12/4/18	Adventure Recreation	Keith Dodson	10								
Lowering Blood Pressure	3	2%	Lunch & Learn	Hargraves	11/28/18	Understanding Diet Myths & Trends	Lana Nasrallah	10								
Lowering Cholesterol	11	6%	Lunch & Learn	Public Works	10/24/18	Preparing for Retirement	Julia Held	15								
Diabetes Management	8	4%	Fitness Meeting	Library	10/23/18	Shoulder & Neck Massage	Virginia Sprague	14								
Tobacco Free Maintenance	11	6%	Brown Bag Lunch	Hargraves	10/17/18	Eat Right Today	Lana Nasrallah	12								
<b>TOTAL</b>	<b>178</b>		Fitness Meeting		9/26/18	6-Week Walking Group	Lauren Ryan, Katy Thomas									
Goal Outcome	Number	% of Total	Fitness Meeting	Library	7/18/18	Shoulder & Neck Massage	Virginia Sprague	14								
Achieved	10	6%	Lunch & Learn	Public Works	6/13/18	Stress Management 101	Doug Brigham	20								
Pending	157	88%	Lunch & Learn	Library	5/15/18	Get Outside & Take A Hike	Erin Jobe et al.	16								
Did Not Achieve	11	6%	Fitness Meeting		4/30/18	Orange to Orange Walking Challenge	Orange County HR	83								
<b>TOTAL</b>	<b>178</b>		Brown Bag Lunch	Library	4/19/18	Living Healthy	Iris Hutchinson, Liska Lac	12								
			Fitness Meeting	Library	4/11/18	Neck & Shoulder Massage	Virginia Sprague	14								
			Lunch & Learn	Aquatic Ctr	4/10/18	Allergies	Edward Iglesia, MD	15								
			Spring/Summer CSA		4/10/18											
			Lunch & Learn	Transit	3/14/18	Osteoarthritis	Lauren Porras	20								
			Lunch & Learn	Library	2/20/18	Grow Your Own	Ryan Chamberlain et al.	28								
			Lunch & Learn	Hargraves	1/24/18	Vegetarian Diets	Allegra Burton	22								
			<b>TOTAL</b>													<b>305</b>

Employee Health Clinic Utilization: Total Visits by Quarter



	<b>Town of Chapel Hill, NC</b>  <b>Sick Leave Personnel Policy</b>	<b>Policy Number:</b> PP 2-6  <b>Effective Date:</b> July 1, 2017	I. <a href="#">POLICY</a> II. <a href="#">PURPOSE</a> III. <a href="#">PROCEDURE</a> IV. <a href="#">FORMS/INSTRUCTIONS</a> V. <a href="#">ADDITIONAL CONTACTS</a> VI. <a href="#">DEFINITIONS</a> VII. <a href="#">RESPONSIBILITIES</a> VIII. <a href="#">APPENDICES</a> IX. <a href="#">FAQ</a> X. <a href="#">SCOPE</a> XI. <a href="#">RELATED INFORMATION</a> XII. <a href="#">POLICY HISTORY</a>	<b>Approved By:</b>    <b>Roger L. Stancil,</b> <b>Town Manager</b>
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## Sick Leave Policy

### I. POLICY

Sick Leave with pay shall be granted to a regular employee for use when sick or for illness in the employee’s immediate family (including an employee’s domestic partner and the children of the domestic partner) which requires the employee’s care.

### II. PURPOSE

Safe and healthy employees are valued by the Town. This policy creates paid leave for employees to maintain their own well-being as well as those around them. The policy also addresses sick leave abuse in an effort to support the Town value of Responsibility, which acknowledge that an employee’s duties impact he jobs of many other employees.



**Safety:** We strive to maintain our own mental and physical well-being and the well-being of those around us. We are dedicated to a work environment that minimizes risk of injury or accident. We are also dedicated to an environment that provides for honest and courteous discussion of workplace issues without fear of repercussion.



**Responsibility:** We acknowledge that our duties impact the jobs of many other employees. We take ownership over our roles within the organization as a way to demonstrate our consideration for the time and efforts of our fellow employees as well as pride in our own work.



The Director of Human Resource Development is authorized to issue procedures consistent with this policy.

[Town of Chapel Hill Code of Ordinances](#)

[14-74 through](#)

[14-77](#)



	Town of Chapel Hill, NC	Policy Number: PP 2-6	I. <a href="#">POLICY</a>	<b>Approved By:</b>    <b>Cliff Turner, Director Human Resource Development</b>
	Sick Leave Procedures	Effective Date:  July 1, 2017	II. <a href="#">PURPOSE</a> III. <a href="#">PROCEDURE</a> IV. <a href="#">FORMS/INSTRUCTIONS</a> V. <a href="#">ADDITIONAL CONTACTS</a> VI. <a href="#">DEFINITIONS</a> VII. <a href="#">RESPONSIBILITIES</a> VIII. <a href="#">APPENDICES</a> IX. <a href="#">FAQ</a> X. <a href="#">SCOPE</a> XI. <a href="#">RELATED INFORMATION</a> XII. <a href="#">POLICY HISTORY</a>	

### III. Sick Leave Procedures

These procedures are issued by the Director of Human Resource Development to implement the Sick Leave Policy, PP 2-6, issued by the Chapel Hill Town Manager. These procedures may be periodically updated.

#### A. Sick Leave Accrual:

1. Transfer of Sick Leave: New Employees: A new employee eligible for earning sick leave with the Town of Chapel Hill may transfer any earned, unused sick leave from another local government unit in North Carolina or from a North Carolina State Agency if the transfer occurs within 12 months of employment with that unit or agency. The employee is responsible for obtaining and providing documentation of such leave from the unit of government and providing it to the Town's Human Resource Development Department. ([Policy Guidance: Transfer of Sick Leave 10/29/2015](#))
2. Transfer of Sick Leave: Reinstated Employee: An employee who is reinstated or rehired to an eligible position within 12 months of leaving Town employ may transfer sick leave under the same provisions as a new employee as outlined in paragraph A.1. above.

3. Accrual Rates: Each regular employee with a work schedule of twenty (20) or more hours per week, or one thousand twenty (1020) hours per year shall accrue sick leave at the rate of twelve (12) work week equivalent days per year.

Average Weekly Work Hours	Annual Accrual Days	Weekly Accrual Amount (hours)	Biweekly Accrual Amount (hours)
20	12	0.95	1.90
37.5	12	1.73	3.46
38.5	12	1.78	3.56
40	12	1.85	3.70
42	12	1.94	3.88
56	12	2.58	5.16

4. Sick Leave Maximum Accrual: Sick leave shall be cumulative with no maximum accrual.

B. Sick Leave Use: Sick leave must be accrued before it is used.

1. Employee: Accrued sick leave may be used if an employee must be absent from work due to any of the following conditions: sickness, bodily injury, quarantine, required physical or dental examinations or treatment, or exposure to a contagious disease when continued work might jeopardize the health of others.
2. Use of Sick Leave for Qualifying Family Members—non-FMLA Definition: Sick leave may also be used to care for members of an employee's [immediate family as defined by this policy](#).
3. While receiving disability payments from the Town: When an employee only receives disability paid for by the Town for up to one half base pay, sick leave hours up to one half of the employee's average workweek may be used.
4. While receiving disability payments from supplemental disability policy paid for by the employee: When an employee is only receiving disability payments from a supplemental policy paid for by the employee, sick leave may be used as usual. **In the event an employee receives both Town and supplemental disability, please consult with HRD before using any leave.**

5. Sick Leave Approval: Use of accrued sick leave must be approved by the employee's immediate supervisor, or in their absence, someone within the employee's chain of command.
  6. Notification: Departments may establish an operational deadline by which employees must notify their immediate supervisor and other designees of their intention to take sick leave. In the absence of such a Department deadline, employees must provide 24 hour advance notice of the need to take sick leave when the need is foreseeable. When a 24 hour notice is not possible, the employee must provide notice as soon as is practical.
- C. Excessive Absenteeism: In the event that an employee is absent from work for a period of time which exceeds approved paid leave or an unpaid leave granted by the Town, such absenteeism shall be grounds for disciplinary action up to and including termination. Other patterns of unapproved absenteeism may also be considered grounds for disciplinary action up to and including termination.
- D. Sick Leave Abuse: Claiming or taking sick leave under false pretense to obtain time off with pay shall be considered sick leave abuse. Employees found to be abusing sick leave shall be subject to disciplinary action up to and including termination.

**Examples of sick leave abuse may include, but are not limited to:**

1. Calling in sick on a day that was previously denied as a vacation day
2. Establishing a pattern of taking sick leave around a weekend, scheduled days off, or around holidays
3. A pattern of taking sick leave as soon as it is accrued
4. Traveling outside the employee's immediate home area while on sick leave, unless it is to obtain medical treatment from a medical professional.

E. Medical Examination and Physician Certification:

1. May be requested at any time: To ensure that sick leave privileges are used only for authorized purposes, employees may be asked to obtain Medical Certification.

2. Absences of Three or More Days: Employees who are absent for three or more consecutive days may be required to provide medical certification of the illness to their supervisor upon returning to work.
- F. Effects of Termination upon Sick Leave: All sick leave accrued by an employee shall terminate without compensation when the employee retires, resigns, is laid off, or terminated by the Town.
1. Rehire within 12 months: An employee who left Town employ in good standing and is then rehired or reinstated by the Town within 12 months into a position eligible for earning sick leave, shall have any remaining unused sick leave that is still on Town's roster reinstated. Sick leave that was transferred to a new employer can be transferred back to the Town according to the provisions of paragraph A.1 and A.2 above. ([Policy Guidance: Transfer of Sick Leave 10/29/2015](#))

#### IV. FORMS/INSTRUCTIONS

- A. Qualifying employees who wish to transfer unused sick leave according to the provisions of this policy should obtain verification from their former employer's Human Resources department on letterhead, signed by an authorized representative, with contact information included. This information should be given to the Town's Human Resource Development Department.

#### V. ADDITIONAL CONTACTS

Human Resource Development 919-968-2700 or [HR@townofchapelhill.org](mailto:HR@townofchapelhill.org)  
 Ombuds office 919-265-0806 or [Ombuds@townofchapelhill.org](mailto:Ombuds@townofchapelhill.org)

#### VI. DEFINITIONS

- A. **Average Workday:** for purposes of this policy, is derived from average scheduled weekly hours or average actually weekly hours divided by 5.
- B. **Domestic Partner:** Two individuals who have reached the age of majority and live together in a long-term relationship of indefinite duration, which an exclusive mutual commitment in which the partners share the necessities of life and are financially interdependent. Also, domestic partners are not married to anyone else, do not have another domestic partner, and are not related by blood more closely than would bar their marriage in this state.
- C. **Immediate Family Member—non-FMLA definition:** Immediate family members include parents; step-parents; parents-in-law; grandparents; children; grandchildren; step-children; domestic partners; the children of domestic partners; siblings (when employee is the sole care provider); and spouses.

- D. **Pay Period:** Regular 7 or 14 day period in which work is performed and for which pay is received. Saturday through Friday for most weekly employees and Tuesday through Monday of the second week for most bi-weekly employees.
- E. **Unexcused Absence:** An absence that fails to comply with this policy or established departmental practices.

## VII. RESPONSIBILITIES

### **All Employees are expected to:**

- a) Be aware of the Town's Sick Leave policy and procedure
  - b) Use sick leave only for its intended purpose
  - c) Provide notice as requested by the department
  - d) Provide documentation upon request
  - e) Ask questions about anything they do not understand
  - f) Request sick leave according to their department's procedures
- 
- a) Follow the Sick Leave policy
  - b) Request documentation and maintain in employee file as needed
  - c) Request HRD assistance in investigating patterns of sick leave use which might indicate possible abuse of sick leave

### **All Human Resource Development staff members are expected to:**

- a) Provide Guidance for employees and managers on sick leave policy and procedures
- b) Help departments investigate patterns of sick leave use which might indicate abuse.

### **All Department Heads are expected to:**

- a) Assure that employees know their department's procedures for requesting sick leave

## VIII. APPENDICES None

## IX. FREQUENTLY ASKED QUESTIONS None

## X. SCOPE This policy applies to all regular full and part time employees

## XI. RELATED INFORMATION

**Town of Chapel Hill Code of Ordinances** [Chapter 14, Sections 14-74 through 14-80](#)

**Coordination with Additional Policies:** Depending on the circumstances of the employee's situation, the provisions of this policy may interact with other policies in [the Medical Leave](#)

[Cluster of policies](#) as well as health insurance and disability benefits offered by the Town (see list below). Employees should consult with their Human Resource Development Representative for more information.

**Medical Leave Cluster of Policies:**

- Family and Medical Leave Act PP 2-8
- Sick Leave PP 2-6
- Workers Compensation PP 2-10
- Leave Donation PP 2-1
- Non-FMLA Medical Leave PP 2-13
- Reinstatement and Rehire of Former Employees PP 3-4

**Benefit Policies**

- Health Insurance PP 6-1

**XII: POLICY HISTORY**

Adopted December 1, 2012

Revised and updated July 1, 2017 to include Transfer of Sick Leave Provisions and provide a non-FMLA definition of immediate family.

This policy replaces and supersedes any previous Town policies, departmental policies, handbooks, or unwritten policies or practices covering the same subject. Departmental policies in compliance with this policy are referenced in Section XI **Related Information**. In the event of any disparity between this policy and the Town's Code of Ordinances and/or applicable local, state, or federal laws, the Town's Ordinance and/or applicable laws shall prevail.