



# TOWN OF CHAPEL HILL

Town Hall  
405 Martin Luther King Jr.  
Boulevard  
Chapel Hill, NC 27514

## Legislation Text

File #: [18-0805], Version: 1

### Approve Miscellaneous Budget Ordinance Amendments to Adjust Various Fund Budgets for FY 2018-19.

**Staff:**

Amy Oland, Interim Director

**Department:**

Business Management

**Overview:** After the Council approves the annual budget, periodic changes require the Town to amend the original budget.



**Recommendation(s):**

That the Council:

- Enact the attached budget ordinance amendment to adjust the General Fund, Parking Fund, Library Gift Fund, and Transit Capital Reserve Fund;
- Enact the attached project ordinance amendments to adjust the Transit Capital Grants Fund, Transitional Housing Fund, and 2015 Trails and Greenways Bond Fund; and
- Adopt the attached resolutions to accept the Summer Youth Employment Grant, Triangle Community Foundation Grant, FY 2018 FTA Section 5339 Grant, and FY 2018 FTA STP-DA Flex Fund Grant.

**Key Issues:**

- **General Fund**

Summer Youth Employment Program Award - The Town of Carrboro has awarded the Town of Chapel Hill \$10,000 for salaries to continue with the Summer Youth Employment Program for low-income youth between the ages of 14-18 years old who meet the income requirements and live in the Chapel Hill/Carrboro area. Adoption of the attached resolution authorizes acceptance of the Summer Youth Employment Award, and enactment of the attached budget ordinance amendment establishes the grant budget of \$10,000.

Fiber Line Relocation - The Town contracted with Hawthorn Construction Group LLC to reimburse the Town for work performed by the City of Wilson to relocate Town fiber to accommodate the construction on Estes Drive for their project Chapel Hill Retirement Development. The City of Wilson only works for government agencies, therefore, the Town acted as the intermediary party on this transaction. Enactment of the attached budget ordinance amendment recognizes the \$52,903 reimbursement received from Hawthorn Construction Group LLC and appropriates the \$52,903 to pay for the City of Wilson for services rendered.

- **Parking Fund**

The Parking Division is requesting \$48,000 for a parking payment-in-lieu study. The study will accomplish three objectives. (1) Review current parking conditions review supply and demand data, and provide a deeper analysis to include evaluation of the current land uses in the study area and how future developments could affect parking demand and usage. (2) Provide a turnover analysis to gain an understanding of parking durations and how potential rate scaling could help better utilize parking in popular areas, with a creation of a parking supply and demand model that

will be useful for potential development scenarios. This will include looking at potential locations and sizes of parking lots and decks. (3) Provide a financial model that will compare current revenues from parking operations and payment in lieu fees to capital costs to construct and maintain new parking facilities.

The costs for this study were not in the Parking Fund budget for FY 2019. Enactment of the attached budget ordinance amendment appropriates \$48,000 of Parking Fund fund balance for the parking payment-in-lieu study.

- **Library Gift Fund**

Outdoor Learning Classroom Grant - The Chapel Hill Public Library was awarded the Triangle Community Foundation, Environmental Conservation - Public Benefit Program grant for \$25,000. The Friends of the Chapel Hill Public Library are providing the local match of \$10,000. The grant will help the Chapel Hill Public Library improve its learning environment, particularly for K-5 class fieldtrips and summer camp attendees, by installing an outdoor classroom and fieldwork site in Pritchard Park. The primary deliverable will be an outdoor learning space with seating for 32, a streamside fieldwork station, and an equipment storage building. This award supports the Explore More at Pritchard Park initiative. Adoption of the attached resolution authorizes the acceptance of the Triangle Community Foundation grant, and enactment of the attached budget ordinance establishes the grant budget of \$35,000 for the outdoor learning classroom.

Friends of the Chapel Hill Public Library - The Friends of the Chapel Hill Public Library increased their annual pledge to the Library to \$85,000 for FY2019. This is an increase of \$20,000 over their FY 2018 gift. This increase was given to provide ongoing support for the Library's Circulator and Explore More at Pritchard Park initiatives. Both initiatives help spark curiosity, create connections, and inspire learning outside the walls of the library, bringing resources and services to the people of the Chapel Hill. The Friends are a 501(c) 3 organization run entirely by volunteers who raise funds through memberships, used book sales, and other special projects. Enactment of the attached budget ordinance amendment increases the Library's budget by \$20,000.

- **Transit Capital Grants Fund**

FY 2018 FTA Section 5339 Grant - In August 2018, Chapel Hill Transit was awarded a Federal Transit Administration (FTA) grant for \$592,708 (Federal share at \$474,166 or 80%). The grant is for the purchase of seven 20' Light Transit Vehicles (LTV) for the Demand Response Fleet and for the repair/upgrade of nine existing bus stops to improve ADA access and provide additional transit amenities like shelters and benches. Enactment of the attached project ordinance amendment establishes the grant budget of \$592,708 and transfers \$118,542 from the Transit Capital Reserve Fund for the local match.

FY 2018 FTA STP-DA Flex Fund Grant - In August 2018, Chapel Hill Transit was awarded a Federal Transit Administration (FTA) grant for \$917,888 (Federal share at \$697,099). The grant is for the purchase of two clean diesel buses. The most recent bus cost is \$458,944 each. Enactment of the attached project ordinance amendment establishes the grant budget of \$917,888 and transfers \$220,789 from the Transit Capital Reserve Fund for the local match.

- **Transitional Housing Fund**

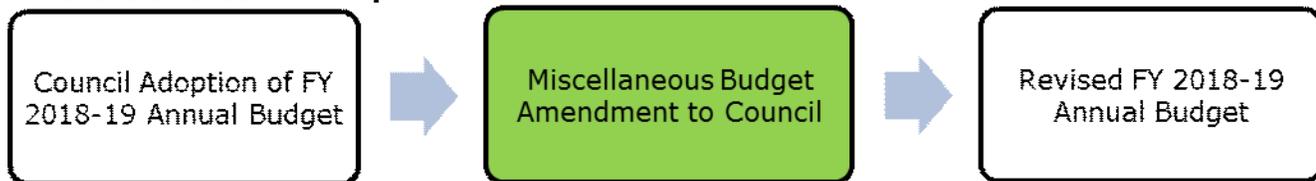
The Town manages a Transitional Housing program that provides opportunities for families to move from public housing to the private housing market. Funding for this program comes from the HOME Investments Partnership Program in conjunction with Orange County, tenant program income and a small amount of other miscellaneous income. Programming changes at Orange County require revenue adjustments within the fund. Approval of the attached project ordinance amendment reduces the HOME match by \$119,341, recognizes net program income of \$43,843, recognizes other miscellaneous income by \$1,074 and reduces appropriations by a net \$74,424.

• **2015 Trails and Greenways Bond Fund**

An additional \$230,000 will be required to complete the Bolin Creek Trail project beyond the provisions in the current design and construction contracts. These funds are needed for the following: (1) To secure two new critical stream permits. The original permits expired while the project was on hold. (2) To remobilize the contractor and subcontractors. (3) To cover general cost increases for materials experienced over the past year. (4) To cover new costs related to excavation and processing of soils near the coal ash deposit area in a manner approved by State regulators. (5) To cover higher construction costs due to the need to move materials, mainly rock, from the vicinity of the work site to Umstead Park. (6) To reconstruct the portion of the trail west of Bolinwood Drive that will be impacted by construction activities including handling of the excavated soils removed from the site.

There is currently \$1,313,306 budgeted for this project. Enactment of the attached project ordinance amendment for the 2015 Trails and Greenways Bond Fund moves \$230,000 from the Morgan Creek Trail project to the Bolin Creek Trail project.

**Where is this item in its process?**



**Council Goals:**

<input checked="" type="checkbox"/>		Create a Place for Everyone	<input checked="" type="checkbox"/>		Develop Good Places, New Spaces
<input checked="" type="checkbox"/>		Support Community Prosperity	<input checked="" type="checkbox"/>		Nurture Our Community
<input checked="" type="checkbox"/>		Facilitate Getting Around	<input type="checkbox"/>		Grow Town and Gown Collaboration



**Attachments:**

- Budget Ordinance
- Project Ordinance - Transit Capital Grants Fund
- Project Ordinance - Transitional Housing Fund
- Project Ordinance - 2015 Trails and Greenways Bond Fund
- Resolution for Summer Youth Employment Grant
- Resolution for Triangle Community Foundation Grant
- Resolution for FY 2018 FTA Section 5339 Grant
- Resolution for FY 2018 FTA STP-DA Flex Fund Grant

**AN ORDINANCE TO AMEND "THE ORDINANCE CONCERNING APPROPRIATIONS AND THE RAISING OF REVENUE FOR THE FISCAL YEAR BEGINNING JULY 1, 2018" (2018-10-10/O-1)**

BE IT ORDAINED by the Council of the Town of Chapel Hill that the Budget Ordinance entitled "An Ordinance Concerning Appropriations and the Raising of Revenue for the Fiscal Year Beginning July 1, 2018" as duly adopted on June 13, 2018, is hereby amended as follows:

**ARTICLE I**

<b>APPROPRIATIONS</b>	<b>Current Budget</b>	<b>Increase</b>	<b>Decrease</b>	<b>Revised Budget</b>
<b>GENERAL FUND</b>				
Mayor/Council	\$ 427,218	-	-	\$ 427,218
Town Manager/CaPA	2,669,970	-	-	2,669,970
Human Resource Dev't	1,981,352	-	-	1,981,352
Business Management	2,254,949	-	-	2,254,949
Technology Solutions	2,348,218	52,903	-	2,401,121
Attorney	351,379	-	-	351,379
Planning & Sustainability	2,432,516	-	-	2,432,516
Inspections	1,755,245	-	-	1,755,245
Housing and Community	833,548	10,000	-	843,548
Public Works	13,042,395	-	-	13,042,395
Police	13,471,302	-	-	13,471,302
Fire	9,412,341	-	-	9,412,341
Parks and Recreation	7,391,747	-	-	7,391,747
Library	3,427,418	-	-	3,427,418
Non-Departmental	5,935,149	-	-	5,935,149
	<u>\$67,734,747</u>	<u>62,903</u>	<u>-</u>	<u>\$67,797,650</u>
<b>OFF-STREET PARKING FUND</b>				
Other Expenses	\$ 2,372,985	\$ -	\$ -	\$ 2,372,985
Parking Payment-In-Lieu Study	-	48,000	-	48,000
	<u>\$ 2,372,985</u>	<u>\$ 48,000</u>	<u>\$ -</u>	<u>\$ 2,420,985</u>
<b>LIBRARY GIFT FUND</b>				
Other Expenses	\$ 380,906	\$ 20,000	\$ -	\$ 400,906
Outdoor Learning Classroom Project	-	35,000	-	35,000
	<u>\$ 380,906</u>	<u>\$ 55,000</u>	<u>\$ -</u>	<u>\$ 435,906</u>
<b>TRANSIT CAPITAL RESERVE FUND</b>				
Other Expenses	\$ 255,890	\$ -	\$ -	\$ 255,890
Transfer to Capital Grants	-	339,331	-	339,331
	<u>\$ 255,890</u>	<u>\$ 339,331</u>	<u>\$ -</u>	<u>\$ 595,221</u>

**ARTICLE II**

<b>REVENUES</b>	<b>Current Budget</b>	<b>Increase</b>	<b>Decrease</b>	<b>Revised Budget</b>
<b>GENERAL FUND</b>				
Other Revenues	\$67,734,747	-	\$ -	\$67,734,747
Fiber Relocation Reimbursement	-	52,903	-	52,903
Summer Youth Employment Grant	-	10,000	-	10,000
	<u>\$67,734,747</u>	<u>62,903</u>	<u>-</u>	<u>\$67,797,650</u>
 <b>OFF-STREET PARKING FUND</b>				
Other Revenues	\$ 1,990,020	\$ -	\$ -	\$ 1,990,020
Appropriated Fund Balance	<u>382,965</u>	<u>48,000</u>	<u>-</u>	<u>430,965</u>
	<u>\$ 2,372,985</u>	<u>\$ 48,000</u>	<u>\$ -</u>	<u>\$ 2,420,985</u>
 <b>LIBRARY GIFT FUND</b>				
Other Revenues	\$ 311,906	\$ -	\$ -	\$ 311,906
Friends of the Library Donations	69,000	30,000	-	99,000
Triangle Community Foundation Grant	<u>-</u>	<u>25,000</u>	<u>-</u>	<u>25,000</u>
	<u>\$ 380,906</u>	<u>\$ 55,000</u>	<u>\$ -</u>	<u>\$ 435,906</u>
 <b>TRANSIT CAPITAL RESERVE FUND</b>				
Other Revenues	\$ 255,890	\$ -	\$ -	\$ 255,890
Appropriated Fund Balance	<u>-</u>	<u>339,331</u>	<u>-</u>	<u>339,331</u>
	<u>\$ 255,890</u>	<u>\$ 339,331</u>	<u>\$ -</u>	<u>\$ 595,221</u>

This the 10<sup>th</sup> day of October, 2018.

**AN ORDINANCE TO AMEND A TRANSIT CAPITAL PROJECT ORDINANCE (2018-10-10/O-2)**

BE IT ORDAINED by the Council of the Town of Chapel Hill that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, that the transit capital projects ordinance for various capital projects funded from a variety of sources is hereby amended to read as follows:

**SECTION I**

Transit capital projects as authorized by the Town Council are capital projects funded from Federal Transit Administration (FTA) grants and grants from the State of North Carolina.

**SECTION II**

The Manager of the Town of Chapel Hill is hereby directed to proceed with implementation of these transit capital projects within terms of funds appropriated here.

**SECTION III**

Revenues anticipated to be available to the Town to complete the project are as follows:

	Current Budget	Revised Budget
Federal Transit Administration	\$ 4,188,316	\$ 5,359,581
North Carolina Department of Transportation	139,913	139,913
Active Living By Design Grant	260,000	260,000
GO Triangle	2,290,000	2,290,000
UNC Contributions	4,535	4,535
Program Income	606	606
Transfer from Transit Fund	680,255	680,255
Transfer from Capital Reserve	<u>932,729</u>	<u>1,272,060</u>
Total Revenues	\$ 8,496,354	\$ 10,006,950

**SECTION IV**

Amounts appropriated for capital projects are as follows:

	Current Budget	Revised Budget
Active Living By Design Grant	265,141	265,141
FY11 Section 5307 Radio System Grant	1,505,000	1,505,000
FY13 & FY14 Section 5339 Grant	579,696	579,696
FY17 STP-DA Flex Fund Grant	1,373,586	1,373,586
FY17 CMAQ Bus Grant	1,400,000	1,400,000
FY18 GO Triangle Grant	2,838,894	2,838,894
FY16 Section 5339 Grant	534,037	534,037
FY18 Section 5339 Grant	-	592,708
FY18 STP-DA Flex Fund Grant	-	917,888
	<hr/>	<hr/>
Total Expenditures	\$ 8,496,354	\$ 10,006,950

**SECTION V**

The Manager is directed to report annually on the financial status of the project in an informational section to be included in the Annual Budget, and shall keep the council informed of any unusual occurrences.

**SECTION VI**

Funds may be advanced from General funds for the purpose of making payments as due. Reimbursement requests should be made to FTA in an orderly and timely manner.

**SECTION VII**

Copies of this amended projects ordinance shall be entered into the minutes of the Council and copies shall be filed within five days of adoption with the Manager, Business Management Director and Town Clerk.”

This the 10<sup>th</sup> day of October, 2018.

**AN ORDINANCE TO AMEND THE TRANSITIONAL HOUSING PROGRAM PROJECT ORDINANCE (2018-10-10/O-3)**

BE IT ORDAINED by the Council of the Town of Chapel Hill that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the Transitional Housing Program Project Ordinance is hereby amended as follows:

**SECTION I**

The project authorized is the Transitional Housing Program for Public Housing Families as approved by the Council on April 23, 2001.

**SECTION II**

The Manager of the Town of Chapel Hill is hereby directed to proceed with the project within the rules and regulations of the Program, and the budget contained herein.

**SECTION III**

The following revenue is available to complete the project:

	Current Budget	Revised Budget
HOME Program	\$ 285,117	\$ 165,776
Orange County Contribution	75,000	75,000
Program Rental Income	115,534	219,740
Return of Program Income	-	(60,363)
Interest Income	762	853
Rent Revenue	-	590
Miscellaneous Revenue	-	393
Transfer from Housing Loan Trust Fund	<u>17,500</u>	<u>17,500</u>
Total Revenues	\$ 493,913	\$ 419,489

**SECTION IV**

The following amounts are appropriated for the project:

	Current Budget	Revised Budget
Operations	\$ 113,260	\$ 123,065
Acquisitions	<u>380,653</u>	<u>296,424</u>
Total Expenditures	\$ 493,913	\$ 419,489

**SECTION V**

The Business Management Director of the Town of Chapel Hill is hereby directed to maintain within the Project Fund sufficient detailed accounting records to provide the accounting to Orange County as required by the HOME Program.

**SECTION VI**

The Town Manager is directed to report annually on the financial status of the project in Section IV and on the total revenues received.”

This the 10th day of October, 2018.

**AN ORDINANCE TO AMEND THE 2015 TRAILS AND GREENWAYS BOND FUND FOR CAPITAL IMPROVEMENT PROJECTS (2018-10-10/O-4)**

BE IT ORDAINED by the Council of the Town of Chapel Hill that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, that the following capital project is hereby amended for Trails and Greenway Improvements funded from 2015 General Obligation Bonds approved by the voters in November 2015.

**"SECTION I**

The capital projects as authorized by bond referenda approved in November 2015, and as determined by the Town Council, includes trails and greenways capital improvements extending beyond one year.

**SECTION II**

The Manager of the Town of Chapel Hill is hereby directed to proceed with the implementation of these projects within terms of funds appropriated here.

**SECTION III**

Revenues anticipated to be available to the Town to complete the project are hereby amended as follows:

	Current Budget	Revised Budget
Bond Proceeds	<u>\$ 5,000,000</u>	<u>\$ 5,000,000</u>
Total Revenues	\$ 5,000,000	\$ 5,000,000

**SECTION IV**

Amounts appropriated for capital projects are hereby amended as follows:

	Current Budget	Revised Budget
Morgan Creek Trail Phase III	\$ 2,196,694	\$ 1,966,694
Bolin Creek Trail Phase III	1,313,306	1,543,306
Tanyard Branch Trail	<u>1,490,000</u>	<u>1,490,000</u>
Total Expenditures	\$ 5,000,000	\$ 5,000,000

**SECTION V**

The Town Manager is directed to report annually on the financial status of the projects in an informational

section to be included in the Annual Budget, and shall keep the Council informed of any unusual occurrences.

**SECTION VI**

Copies of this projects ordinance shall be entered into the minutes of the Council and copies shall be filed within five days of adoption with the Manager, Business Management Director and Town Clerk.

This the 10<sup>th</sup> day of October, 2018.

**A RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE OUTSIDE AGENCY FUNDING FY 2018-2019 (2018-10-10/R-2)**

WHEREAS, the Board of Aldermen of the Town of Carrboro has made funds available for the salaries to implement a Summer Youth Employment Program for low-income youth in Carrboro; and

WHEREAS, the Board of Aldermen of the Town of Carrboro has granted funds in the amount of \$10,000; and

WHEREAS, the Town will use the funds for salaries to implement a Summer Youth Employment Program for youth between the ages of 14-18 years old who meet the income requirements and live in the Chapel Hill/Carrboro area.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council authorizes the Manager to accept the Outside Agency FY 2018-2019 funds and to make all necessary assurances.

This the 10<sup>th</sup> day of October, 2018.

**A RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE TRIANGLE COMMUNITY FOUNDATION GRANT FUNDS (2018-10-10/R-3)**

WHEREAS, the Outdoor Learning Classroom project through the Triangle Community Foundation, Environmental Conservation - Public Benefit Program has made funds available for the Chapel Hill Public Library; and

WHEREAS, the Triangle Community Foundation has awarded the Town funds in the amount of \$25,000; and

WHEREAS, the funds would be used to build an outdoor learning space with seating for 32, a streamside fieldwork station, and equipment storage building.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council authorizes the Manager to accept the Triangle Community Foundation grant funds and to make all necessary assurances.

This the 10<sup>th</sup> day of October, 2018.

**A RESOLUTION AUTHORIZING THE ACCEPTANCE OF GRANT FUNDS FROM THE FEDERAL TRANSIT ADMINISTRATION (2018-10-10/R-4)**

WHEREAS, the Federal Transit Administration has made funds available for the Chapel Hill Transit Department; and

WHEREAS, the Federal Transit Administration has awarded the Town funds in the total amount of \$472,000; and

WHEREAS, the funds would be used for the purchase of seven 20' light transit vehicles and for the repair/upgrade of nine existing bus stops.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council authorizes the Town Manager to accept the Federal Transit Administration Funds and to make all necessary assurances.

This the 10<sup>th</sup> day of October, 2018.

**A RESOLUTION AUTHORIZING THE ACCEPTANCE OF GRANT FUNDS FROM THE FEDERAL TRANSIT ADMINISTRATION (2018-10-10/R-5)**

WHEREAS, the Federal Transit Administration has made funds available for the Chapel Hill Transit Department; and

WHEREAS, the Federal Transit Administration has awarded the Town funds in the total amount of \$697,099; and

WHEREAS, the funds would be used for the purchase of two clean diesel buses.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council authorizes the Town Manager to accept the Federal Transit Administration Funds and to make all necessary assurances.

This the 10<sup>th</sup> day of October, 2018.

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**The Agenda will reflect the text below and/or the motion text will be used during the meeting.**

By enacting the attached budget ordinance amendment, the Council adjusts the General Fund, Parking Fund, Library Gift Fund, and Transit Capital Reserve Fund. By enacting the attached project ordinance amendments, the Council adjusts the Transit Capital Grants Fund, Transitional Housing Fund, and 2015 Trails and Greenways Bond Fund. By adopting the attached resolutions the Council accepts the Summer Youth Employment Grant, Triangle Community Foundation Grant, FY 2018 FTA Section 5339 Grant, and FY 2018 FTA STP-DA Flex Fund Grant.