



# TOWN OF CHAPEL HILL

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

## Legislation Text

File #: [20-0458], Version: 1

### Approve the Miscellaneous Budget Ordinance Amendment to Adjust Various Fund Budgets for FY 2019-20.

**Staff:**

Amy Oland, Director  
Matt Brinkley, Assistant Director

**Department:**

Business Management

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



**Recommendation(s):**

That the Council:

- Adopt the resolution, accepting the Outside Agency FY 2019-20 funds for the Summer Youth Employment Program;
- Enact the attached budget ordinance amendments to adjust the General Fund, Stormwater Fund and Transit Fund; and
- Enact the attached project ordinance amendment to adjust the Land Trust Fund.

**Key Issues:**

• **General Fund**

Summer Youth Employment Program Award - The Town of Carrboro awarded the Town of Chapel Hill \$9,000 on September 3, 2019 to reimburse salaries for the Summer 2019 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. Adopting the attached resolution authorizes acceptance of the Summer Youth Employment Award, and enacting the attached budget ordinance amendment establishes the grant budget of \$9,000.

Building and Development Software - The Building and Development Services Department is selecting a vendor for a software solution that will be used by staff and clients for permits, plan review, inspections and code enforcement. The current software system does not meet our needs and we plan to purchase a solution that enables secure mobile access, remote applications, online payments, robust reporting, status updates, and a transparent process.

We began the procurement process in October 2019 and advertised a Request for Proposals in November. A cross-departmental Selection Committee reviewed 12 written proposals in December. In January, the committee narrowed the field to five vendors who provided oral demonstrations in March. The Committee selected two vendors who were vetted in April and May by the Town's Technology Solutions Department and Legal Team. Those teams were in compliance with our conditions. The Selection Committee considered all feedback and selected one vendor to enter into negotiations and Scope of Work. The target is to have the process complete by the end of June for implementation to begin in September.

Based on the amount of the original proposal, the request is to use some of the inspections

reserve from the General Fund balance to pay the initial purchase price for the software solution (approximately \$150,000) and sustain the annual renewals associated with it (estimated to be \$65,000 per year). Based on 2015 legislation, excess revenues must be held (or reserved) to be used only for inspections related purposes. We believe this request is in line with the intent of this legislation and will allow us to purchase much needed software. Enactment of the attached budget ordinance amendment would allocate \$215,000 from appropriated fund balance from the General Fund for the software purchase.

- **Stormwater Fund**

Each year, the General Fund transfers to the Stormwater Management Fund the value of the stormwater fees that are waived for citizens with a homestead exemption from payment of property taxes. The current year total for these exemptions is \$11,719. Enactment of the attached budget ordinance amendment for the Stormwater Fund increases the Stormwater Fund budgeted transfer from the General Fund from \$10,500 to \$11,719 to balance transfers for the fiscal year.

- **Transit Fund**

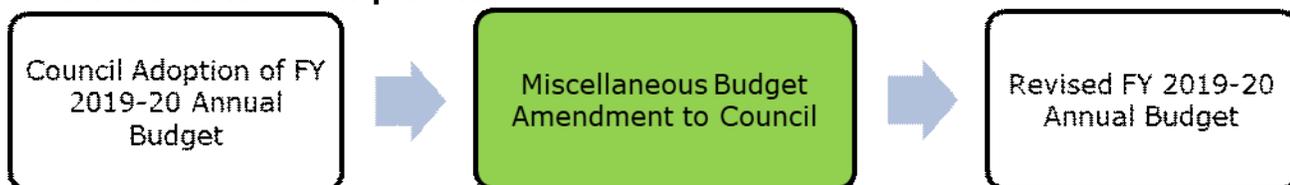
The adopted FY 2020 budget erroneously included federal grant revenue for the Federal Transit Administration Section 5307 grant in the amount of \$13,342. This grant was already budgeted in a prior year and remaining funds were carried forward with the beginning of year carryforward. Enactment of the attached budget ordinance amendment for the Transit Fund would unrecognize the \$13,342 in budgeted federal grant revenues.

- **Land Trust Fund**

The Land Trust Fund is used for the acquisition of land for low-income housing. The Town received \$230,658 from the U.S. Department of Housing & Urban Development (HUD) in 2001 for an economic development project in Chapel Hill. The Town coordinated with the Community Home Trust to buy down the purchase price for two properties on Milton Avenue in November 2001 and June 2002. The terms of the program required repayment of the funds which the Town received in 2003. These funds were then reinvested in a third property on Milton Avenue in August 2003.

Enactment of the attached project ordinance amendment would recognize the loan repayments received of \$249,389, interest income of \$2,130 and reduce the original HUD funding to match actual amount received by \$591 and adjust the program budget to match actual expenditures by \$250,928.

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



**Attachments:**

- Resolution for Summer Youth Employment Grant
- Budget Ordinance
- Project Ordinance - Land Trust Fund

**A RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE OUTSIDE AGENCY FUNDING FY 2019-2020 (2020-06-24/R-3)**

WHEREAS, the Board of Alderman 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 Alderman of the Town of Carrboro has granted funds in the amount of \$9,000; 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 2019-20 funds and to make all necessary assurances.

This the 24<sup>th</sup> day of June, 2020.

**AN ORDINANCE TO AMEND "THE ORDINANCE CONCERNING APPROPRIATIONS AND THE RAISING OF REVENUE FOR THE FISCAL YEAR BEGINNING JULY 1, 2019" (2020-06-24/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, 2019" as duly adopted on June 12, 2019, be and the same 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	\$ 475,446	\$ -	\$ -	\$ 475,446
Town Manager/CaPA	2,889,084	-	-	2,889,084
Human Resource Dev't	1,964,992	-	-	1,964,992
Business Management	2,311,665	-	-	2,311,665
Technology Solutions	2,389,043	-	-	2,389,043
Attorney	386,581	-	-	386,581
Planning & Sustainability	2,097,143	-	-	2,097,143
Building and Development Services	2,164,364	215,000	-	2,379,364
Housing and Community	846,475	9,000	-	855,475
Public Works	13,432,718	-	-	13,432,718
Police	13,936,251	-	-	13,936,251
Fire	9,700,559	-	-	9,700,559
Parks and Recreation	7,273,099	-	-	7,273,099
Library	3,886,421	-	-	3,886,421
Non-Departmental	<u>6,316,823</u>	<u>1,219</u>	<u>-</u>	<u>6,318,042</u>
	\$70,070,664	\$ 225,219	\$ -	\$70,295,883
<b>STORMWATER MANAGEMENT FUND</b>				
Other Revenues	\$ 6,744,770	\$ -	\$ -	\$ 6,744,770
Stormwater Fee Exemption	(10,500)	(1,219)	-	(11,719)
Transfer from General Fund	<u>10,500</u>	<u>1,219</u>	<u>-</u>	<u>11,719</u>
	\$ 6,744,770	\$ -	\$ -	\$ 6,744,770
<b>TRANSIT FUND</b>				
Other Expenses	\$29,020,732	\$ -	\$ 13,342	\$29,007,390

**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	\$65,278,432	- \$	-	\$65,278,43
Appropriated Fund Balance	4,792,232	216,219	-	5,008,45
Summer Youth Employment Grant	-	9,000	-	9,000
	<u>\$70,070,664</u>	<u>\$ 225,219</u>	<u>\$ -</u>	<u>\$70,295,88</u>
<b>STORMWATER MANAGEMENT FUND</b>				
Other Expenses	\$ 6,744,770	- \$	-	\$ 6,744,77
<b>TRANSIT FUND</b>				
Other Revenues	\$29,007,390	- \$	-	\$29,007,39
State Operating Assistance	<u>13,342</u>	<u>-</u>	<u>13,342</u>	<u>-</u>
	<u>\$29,020,732</u>	<u>- \$</u>	<u>13,342</u>	<u>\$29,007,39</u>

This the 24<sup>th</sup> day of June, 2020.

**AN ORDINANCE TO AMEND THE LAND TRUST FUND PROJECT ORDINANCE (2020-06-24/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 Land Trust Fund Ordinance to provide for the acquisition of land for low-income housing is hereby amended to read as follows:

**SECTION I**

The Land Trust Fund Ordinance as authorized by the Town Council are provides funds to purchase land for low-income homeownership opportunities.

**SECTION II**

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

**SECTION III**

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

	Current Budget	Revised Budget
HUD Economic Development Project	\$ 231,250	\$ 230,650
Loan Repayment	-	249,380
Interest Income	<u>-</u>	<u>2,130</u>
Total Revenues	\$ 231,250	\$ 482,170

**SECTION IV**

Amounts appropriated for the acquisition of land for low-income homeownership opportunities are hereby amended as follows:

	Current Budget	Revised Budget
Revolving Loans	\$ 139,711	\$ 391,230
Homeowner Emergency Loans	10,000	10,000
Administration	65,000	64,400
Buy Downs	<u>16,539</u>	<u>16,539</u>
Total Expenditures	\$ 231,250	\$ 482,170

**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**

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 24<sup>th</sup> day of June, 2020.

---

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

By adopting the resolution, the Council accepts Outside Agency FY 2019-20 funds for the Summer Youth Employment Program. By adopting the budget and project ordinance amendments, the Council adjusts the General Fund, Stormwater Fund, Transit Fund, and Land Trust Fund.