

**A RESOLUTION INSTRUCTING THE TOWN MANAGER TO PREPARE  
A FINAL DRAFT OF THE BUDGET ORDINANCE  
Resolution No. 159/2004-05**

**BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO:**

**Section 1. That the following changes be made to the recommended budget:**

- A.**
- B.**
- C.**

**Section 2. That the Board of Aldermen approves of the revised format of the budget ordinance and directs the Town Manager to present the final budget ordinance in this format.**

**Section 3. This resolution shall become effective upon adoption.**

**ANNUAL BUDGET ORDINANCE  
Town of Carrboro, North Carolina  
FY 2005-06**

WHEREAS, the recommended budget for FY 2005-06 was submitted to the Board of Aldermen on May 3, 2005 by the Town Manager and filed with the Town Clerk on that date pursuant to G.S. 159-11;

WHEREAS, on May 24 2005, the Board of Aldermen held a public hearing on the budget pursuant to G.S. 159-12;

WHEREAS, on June 21, 2005, the Board of Aldermen adopted a budget ordinance making appropriations and levying taxes in such sums as the Board of Aldermen considers sufficient and proper in accordance with G.S. 159-13;

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO, NORTH CAROLINA:

**Section 1.** The following amounts are hereby appropriated for the operation of the Town of Carrboro and its activities for the fiscal year beginning July 1, 2005 and ending June 30, 2006, according to the following schedules.

**SCHEDULE A - GENERAL FUND**

Mayor & Board of Aldermen.....	\$266,134
Advisory Boards .....	\$12,285
Governance Support.....	\$193,756
Town Manager .....	\$239,222
Economic & Community Development.....	\$129,407
Town Clerk .....	\$93,648
Management Services .....	\$1,446,917
Personnel.....	\$257,226
Police.....	\$2,704,080
Fire .....	\$1,980,757
Planning .....	\$1,063,635
Transportation.....	\$942,137
Public Works.....	\$3,856,863
Parks & Recreation .....	\$1,262,602
Nondepartmental.....	\$762,159
Debt Service.....	\$1,236,007
<b>TOTAL GENERAL FUND.....</b>	<b>\$16,446,835</b>

**SCHEDULE B – SPECIAL REVENUE FUNDS**

**Capital Reserve Fund**

Transfer to General Fund .....\$129,800

**Section 2.** It is estimated that revenues from the following major sources will be available during the fiscal year beginning July 1, 2005 and ending June 30, 2006 to meet the foregoing schedules:

**SCHEDULE A - GENERAL FUND**

Ad Valorem Taxes .....\$8,569,674  
 Local Sales Taxes .....\$2,929,970  
 Other Taxes/Licenses.....\$435,520  
 Unrestricted Intergovernmental Revenue .....\$563,314  
 Restricted Intergovernmental Revenue.....\$693,502  
 Fees and Permits .....\$876,485  
 Sales & Services .....\$227,000  
 Investment Earnings.....\$37,500  
 Other Revenues.....\$40,207  
 Other Financing Sources.....\$1,519,527  
 Fund Balance Appropriated .....\$554,136  
**TOTAL GENERAL FUND.....\$16,446,835**

**SCHEDULE B – SPECIAL REVENUE FUNDS**

**Capital Reserve Fund**

Fund Balance Appropriated .....\$129,800

**Section 3.** Pursuant to GS 159-13.2 (a), the Board of Aldermen may authorize and budget for capital projects and multi-year special revenue funds in its annual budget ordinance. The project ordinance authorizes all appropriations necessary for the completion of the projects.

**Revolving Loan Fund**

<b>Project</b>	<b>YTD Project Authorization</b>	<b>Changes</b>	<b>Adopted Budget Project Authorization</b>
<b>Expenditures</b>	\$1,089,248	\$35,000	\$1,124,248
<b>Revenues</b>	\$1,089,248	\$35,000	\$1,124,248

**Section 4.** Charges for services and fees by Town Departments are levied in the amounts set forth in the Miscellaneous Fees and Charges Schedule. (See Attachment C).

**Section 5.** The following authorities shall apply to transfers and adjustments within the budget:

- a. The Town Manager can transfer between functions within the General Fund for pay plan adjustments, service level benefits, and health benefits without further action by the Board.
- b. All operating funds encumbered or designated within fund balance for project expenditures as confirmed in the annual June 30<sup>th</sup>, 2005 audit of the previous year shall be re-appropriated to the Fiscal Year 2005-2006 without further action by the Board.
- c. The Finance Officer may approve intradepartmental transfer requests between appropriation units and between programs (formally called “organizational units”) within the departmental budget.
- d. Transfers between funds and transfers from the contingency account may be executed **only** by the Board of Aldermen. The Carrboro Board of Aldermen will appropriate funds from the Contingency account exclusively for government operations.
- e. In recognition of unpredictable fuel prices, a Fuel Contingency account has been established in the General Fund. The Town Manager may approve transfers from this Fuel Contingency account if needed by departments when their fuel line items are fully expended.
- f. Capital project ordinances are approved at the project level. The Town Manager may approve transfers between line items within a capital project up to \$10,000 annually.

**Section 6.** There is hereby levied the following rates of tax on each one hundred (\$100) valuation of taxable property as listed for taxes as of January 1, 2005 for the purpose of raising the revenue constituting the general property taxes as set forth in the foregoing estimates of revenue and in order to finance the foregoing appropriations.

General Fund .....\$ .6244

**Section 7.** In accordance with G.S. 159-13, a copy of this ordinance shall be filed with the Town Manager, the Finance Officer, and the Town Clerk.

The following ordinance having been submitted to a vote received the following vote and was duly adopted this 21st day of June, 2005:

**A RESOLUTION ADOPTING THE CLASSIFICATION AND PAY PLAN  
FOR FISCAL YEAR 2005-2006  
Resolution No. 160/2004-05**

WHEREAS, the Board of Aldermen adopts a comprehensive Position Classification and Pay Plan each year in conjunction with adopting an annual budget ordinance; and

WHEREAS, the town staff has prepared the 2005-06 Pay Plan.

NOW, THEREFORE, THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO RESOLVES:

Section 1. The Pay Plan, dated July 1, 2005 – June 30, 2006, a copy of which is attached to this resolution, is hereby adopted as the official Pay Plan for the 2005-2006 fiscal year.

Section 2. All previously adopted versions of the Classification and Pay Plans, which conflict with this resolution, are hereby repealed.

Section 3. The pay adjustments approved for the FY 2005-2006 budget shall become effective on the pay period beginning July 1.

Section 4. This resolution shall become effective upon adoption.

**Pay Plan and Performance Pay Program  
Town of Carrboro**

**Section 1. Pay Plan Philosophy**

The Board of Aldermen of the Town of Carrboro has adopted the following compensation philosophy:

"To have a market-based pay plan structure and a performance awards chart which provides for a sustainable wage and allows for market competitiveness, flexibility with new hire salaries, and employee performance award flexibility to ensure the most equitable and accurate compensation based on an employee's knowledge, skills, abilities, and accomplishments; to promote a hiring practice that attracts and retains a team of qualified, capable, and valued individuals; to ensure that the pay plan structure and the performance awards program are reviewed annually to ensure their competitiveness and cost effectiveness."

**Section 2. Administration and Maintenance**

The Town Manager, assisted by the Human Resources Director, shall be responsible for the administration and maintenance of the pay plan. All employees covered by the pay plan shall be paid at a rate listed within the salary range established for the respective position classification, except for employees in trainee status or employees whose existing salaries are above the established maximum rate following transition to a new pay plan. The pay plan is intended to provide equitable compensation for all positions, reflecting differences in the duties and responsibilities, the comparable rates of pay for positions in private and public employment in the area, changes in the cost of living, the financial conditions of the Town, and other factors. Periodically, the Town Manager shall request the Human Resources Director to make comparative studies of all factors affecting the level of salary ranges and may make minor adjustments in the allocation of positions to salary grades. As necessary, the Town will conduct a comprehensive classification and pay study to update the plan insuring internal equity and external competitiveness. When major adjustments encompassing numerous positions are needed, or when a general adjustment is needed to the pay plan, the Town Manager shall recommend such changes in salary ranges as appear to be warranted to the Board of Aldermen. Annually, and as part of the budget process, the Board shall adopt the "Assignment of Classes to Grades and Ranges," including any minor adjustments made by the Town Manager during the previous budget year.

**Section 3. Living Wage**

Every permanent Town of Carrboro position, whether full-time or part-time, is paid a living wage equivalent to the federal poverty level for a family of four adjusted for the Raleigh-Durham area cost of living.

**Section 4. Definitions**

The pay table will be designed with the following rates for each grade:

Minimum or hiring rate - the entry level rate for the pay grade.

Midpoint - a rate that is half way between the Minimum Rate and the Maximum Rate  
Maximum - a rate that is 52% greater than the Minimum Rate.

**Section 5. Starting Salaries**

Employees meeting the requirements on their respective class specification should be hired at the minimum rate. However, exceptionally qualified applicants or applicants in positions for which the Town has had recruiting difficulty may be paid above the minimum rate of the established salary range upon recommendation of the Human Resources Director and approval of the Town Manager.

**Section 6. Trainee Designation and Provisions**

Applicants being considered for employment or Town employees who do not meet all of the requirements for the position for which they are being considered may be hired, promoted, demoted, or transferred to a "trainee" status. In such cases, a plan for training, including a time schedule, must be prepared by the department head. "Trainee" salaries shall be one or (no more than) two grades below the minimum rate established for the position for which the person is being trained. A new employee designated as "trainee" shall concurrently serve a probationary period. However, probationary periods shall be no less than six months and trainee periods may extend up to fifty percent of the original probationary period. A trainee shall remain a probationary employee until the trainee period is satisfactorily completed.

If the training is not successfully completed to the satisfaction of the Town, the trainee shall be transferred, demoted, or dismissed. If the training is successfully completed, the employee shall be paid at least at the minimum rate established for the position for which the employee was trained.

**Section 7. Performance Pay**

An annual performance evaluation shall be scheduled for each employee as close as is practicable to a year from the hire date. Consultation between the employee and supervisor regarding performance at times other than the annual performance evaluation is anticipated and encouraged under the performance review and development policy and shall be considered to supplement rather than replace the annual performance evaluation. Upward movement within the established salary range for an employee is not automatic but rather based upon specific performance-related reasons. Employees may be considered for advancement within the established salary range based on the quality of their overall performance. Procedures for determining performance levels and performance pay increases shall be established and approved by the Town Manager. Performance pay is subject to annual appropriation.

**Section 8. Purpose of Pay Program**

The purposes of the Performance Pay Program are:

1. To provide a systematic program to reward employees based on job performance, accomplishments, and contributions to the organization;
2. To provide recognition and demonstrate appreciation for job performance;  
and
3. To provide incentive for improved performance and productivity and to

maintain a high level of employee performance and morale.

**Section 9. Manager and Department Head Responsibilities to Pay Program**

1. Town Manager. The Town Manager will recommend to the Board sufficient funding to ensure an effective Performance Pay program. The Town Manager will make decisions regarding when to award Performance Pay to department heads. The Town Manager will monitor the Performance Pay program in the organization for consistency, fairness, and accurate and complete information. The Town Manager may overturn the decision of department managers to award performance pay increases where inconsistencies, failure to follow established policies and procedures, funding availability, or other circumstances dictate.
2. Department Heads. Department heads will make performance pay decisions in the department based on completing and/or reviewing the Performance Review and Development forms completed by immediate supervisors and upon any other information that is needed, subject to the review and approval of the Town Manager. Department Heads will make performance pay decisions regarding increases for their direct subordinates. They will communicate their recommendations to employees, explaining that the recommendation is subject to the review and approval of the Town Manager. Department Heads are accountable to the Town Manager for the pay decisions they make.

**Section 10. Performance Pay Amounts & Ratings**

Performance pay amounts (includes performance bonus) will be awarded based on the overall performance rating the employee receives for the full year on the final performance review form.

The following performance ratings will be used to evaluate employees:

**Outstanding (2).** Fully meets all job requirements for the position. In addition, performance consistently and significantly exceeds job requirements in important aspects of work. Work is performed at a sustained high level of proficiency. The employee also expands the scope of tasks and responsibilities or the amount of work performed resulting in increased productivity for the work unit. The employee accomplishes the most difficult and complex assignments with minimum supervision and maximum quality. Specific examples of such performance are readily available.

**Proficient (1).** Fully meets all major job requirements in a competent manner. The employee may occasionally exceed some job requirements. Accomplishes duties in a reasonable and consistent manner demonstrating full proficiency in the job. If there are occasional lapses in performance, they do not create any substantial problems for the organization, nor have any major impact on service delivery. Normal supervision is required.

**Needs improvement to meet proficiency standards (0).** Performance is inconsistent and one or more major job requirements are not met. Work tasks are not performed or must be repeated due to low quality. Remedial attention and close supervision are required. Failure to correct performance deficiencies in an appropriate amount of time may result in suspension, demotion, or dismissal. A rating at this level should be coordinated with the progressive disciplinary process. In no case should an employee's



**ATTACHMENT C-5**

performance remain in the “needs improvement to meet proficiency standards” category for more than six months. Specific examples of performance problems are readily available.

Performance pay amounts will include both the market adjustment (cost of living) and performance (merit) increases. These amounts may vary from year to year depending on budget availability and market adjustment amount.

The performance awards chart for July 1, 2005 – June 30, 2006 is listed below:

	<b>Below Midpoint</b>	<b>Above Midpoint</b>
<b>Needs improvement to meet proficiency standards</b>	No increase	No increase
<b>Proficient</b>	3.5% (2.5% market adjustment; 1% performance adjustment)	3.0% (2.5% market adjustment; .5% performance adjustment)
<b>Outstanding</b>	5.5% (2.5% market adjustment; 3% performance adjustment)	5.0% (2.5% market adjustment; 2.5% performance adjustment)

An employee whose performance needs improvement to meet proficiency standards will have the performance review scheduled again in six weeks to three months. If the employee’s performance is rated “proficient” at that time, the employee will receive a market adjustment, but will not receive a performance adjustment. If the employee’s performance is rated “needs improvement to meet proficiency standards” the disciplinary process will continue.

**Section 11. Procedure**

1. **Performance Pay Eligibility Dates.** Employees will be considered for a performance pay increase on their anniversary date. Performance pay begins on the first day of the payroll period immediately following the anniversary date.
2. **Documentation.** All Performance Review and Development forms will be signed by the employee, supervisor and department head and forwarded to the Human Resources Department with any accompanying memoranda or other documentation for review and filing. The employee shall be given a copy of the forms and other documents to keep.
3. **Appeals.** Any employee who believes that his or her performance pay decision is unfair or inaccurate may make a formal appeal by following the grievance procedure in the Personnel Policy.

**Section 12. Performance Pay Bonus.**

Employees who are at the maximum of the salary range for their position classification are eligible to be considered for a performance pay bonus at their regular performance evaluation time. Performance bonuses shall be awarded based upon the performance

of the employee as described in the performance evaluation and shall be the same percentage of annual salary as employee within the salary range with the same performance level. Performance bonuses do not become part of the base pay and shall be awarded in a lump sum payment.

If an employee's current salary is below the maximum of the salary range but awarding the full performance pay amount places an employee above the maximum, then the employee would receive in salary up to the maximum and in lump sum bonus any amount that would place him/her above the maximum.

**Section 13. Salary Effect of Promotions, Demotions, Transfers and Reclassifications**

**Promotions.** When an employee is promoted, the employee's salary shall normally be advanced to the minimum rate of the new position, or to a salary which provides an increase of at least 5% over the employee's salary before the promotion, provided, however, that the new salary may not exceed the maximum rate of the new salary range. The purpose of the promotion pay increase is to recognize and compensate the employee for taking on increased responsibility. The promoted employee will serve a new probationary period; however, there will be no change in the employee's performance review date.

**Demotions.** When an employee is demoted to a position for which qualified, the salary shall be set at the rate in the lower pay range which provides a salary commensurate with the employee's qualifications to perform the job when the demotion is not the result of discipline. If the current salary is within the new range, the employee's salary may be retained at the previous rate, if appropriate. Consideration should be given to whether the employee is receiving the same pay for decreased workload or responsibility level and action should be appropriate to this consideration. If the demotion is the result of discipline, the salary shall be decreased at least 5%, but may be no greater than the maximum of the new range.

**Transfers.** The salary of an employee reassigned to a position in the same class or to a position in a different class within the same salary range shall not be changed by the reassignment, except uniform patrol officers in the position of Police Officer II or Police Supervisor may be assigned to the Investigations Division at the discretion of the Chief of Police. In this case, the officers assigned to this division will receive an additional 5% increase in salary for the duration of this assignment. Officers relinquish this 5% if reassigned to the Patrol Division. However, any officer who is promoted from an investigations position to any position within the organization would not be required to relinquish the 5% salary increase.

**Reclassifications.** An employee whose position is reclassified to a class having a higher salary range shall receive a pay increase of at least 5% or an increase to the minimum rate of the new pay range, whichever is higher.

If the position is reclassified to a lower pay range, the employee's salary shall remain the same. If the employee's salary is above the maximum established for the new range, the salary of that employee shall be maintained at the current level until the range is increased above the employee's salary.

**Section 14. Salary Effect of Salary Range Revisions**

When a class of positions is assigned to a higher salary range, employees in that class shall receive a pay increase of at least 5%, or to the minimum rate of the new range, whichever is higher.

When a class of positions is assigned to a lower salary range, the salaries of employees in that class will remain unchanged. If this assignment to a lower salary range results in an employee being paid at a rate above the maximum established for the new class, the salary of that employee shall be maintained at that level until such time as the employee's salary range is increased above the employee's current salary.

**Section 15. Transition to a New Salary Plan**

The following principles shall govern the transition to a new salary plan:

- 1) No employee shall receive a salary reduction as a result of the transition to a new salary plan.
- 2) All employees being paid at a rate lower than the minimum rate established for their respective classes shall have their salaries raised at least to the new minimum rate for their classes.
- 3) All employees being paid at a rate below the maximum rate established for their respective classes will have no change in salary, as their salary is already within the salary schedule.
- 4) All employees being paid at a rate above the maximum rate established for their respective classes shall be maintained at that salary level until such time as the employees' salary range is increased above the employees' current salary.

**Section 16. Effective Date of Salary Changes**

Salary changes approved after the first working day of a pay period shall become effective at the beginning of the next pay period, or at such specific date as may be provided by procedures approved by the Town Manager.

**Section 17. Work Hours**

**Work Periods**

Work periods refer to the schedule of hours when employees are normally expected to be on the job. Work periods are established by department heads with the approval of the Town Manager. The following work periods have been established for Town employees:

<u>Department</u>	<u>Hourly Work Week</u>
Uniformed Shift Fire Personnel	56
Sworn Law Enforcement Personnel	42
Public Works Personnel (except office staff)	40

Other Town Personnel

37.5

**Section 18. Overtime Pay Provisions**

Employees of the Town can be requested and may be required to work overtime hours as necessitated by the needs of the Town and determined by the Department Head. All overtime hours worked must be authorized by appropriate management or Town officials. To the extent that local government jurisdictions are so required, the Town will comply with the Fair Labor Standards Act (FLSA). The Human Resources Director shall recommend which jobs are "non-exempt" and are therefore subject to the Act in areas such as hours of work and work periods, rates of overtime compensation, and other provisions.

Non-exempt employees will be paid at straight time rate for hours up to 171 hours for police and 212 for fire personnel in a 28 day cycle, and 40 hours in a 7 consecutive day period for all other employees. Hours worked beyond the FLSA established limit will be compensated in pay at the appropriate overtime rate. In determining eligibility for overtime in a work period, only hours actually worked shall be considered. In no event will holidays, annual leave, sick leave or compensatory leave hours be counted toward the total hours for the purpose of overtime compensation.

Whenever practicable, departments will schedule time off on an hour-for-hour basis within the applicable work period (work period is seven consecutive days except for law enforcement) for non-exempt employees, instead of paying overtime in accordance with FLSA regulations. When time off within the work period cannot be granted, overtime worked will be compensated also in accordance with the FLSA.

In emergency situations, where employees are required to work long and continuous hours, the Town Manager may approve compensation at time and one half for those hours worked and/or grant time off with pay for rest and recuperation to ensure safe working conditions.

Employees in positions determined to be "exempt" from the FLSA (as Executive, Administrative, or Professional staff) will not receive pay for hours worked in excess of their normal work periods. These employees may be granted compensatory leave by their supervisor where the convenience of the department allows and in accordance with procedures established by the Town Manager. Such compensatory time is not guaranteed and ends without compensation upon separation from the organization.

**Section 19. Hourly Rate of Pay**

Employees working in a part-time or temporary capacity with the same duties as full-time employees will work at a rate in the same salary range as the full-time employees. The hourly rate for employees working other than 37.5 hours per week, such as police officers working an average 42 hours per week, will be determined by dividing the average number of hours scheduled per year into the annual salary for the position.

**Section 20. Pay for Interim Assignment in a Higher Level Classification**

An employee who is formally designated for a period of at least one month to perform the duties of a job that is assigned to a higher salary grade than that of the employee's regular classification shall receive an increase for the duration of the acting assignment. The employee shall receive a salary adjustment to the minimum rate of the job in which the employee is acting or an increase of 5%, whichever is higher. Criteria involved in determining the amount of compensation shall include 1) the difference between the existing job and that being filled on a temporary basis, and 2) the degree to which the employee is expected to fulfill all the duties of the temporary assignment. The salary increase shall be temporary and the employee shall go back to the salary he or she would have had if not assigned to the acting role upon completion of the assignment.

## Section 21.

## ASSIGNMENT OF POSITIONS TO GRADES AND RANGES

July 1, 2005 - June 30, 2006

Position Classes	Salary Grade	Annual Salary		
		Minimum	Midpoint	Maximum
	2	18358	23153	27948
	3	19285	24329	29372
Custodian	4	20283	25565	30845
	5	21305	26861	32417
Program Support Asst. I	6	22379	28210	34041
Groundskeeper I Solid Wste Equip Oper I	7	23503	29634	35764
Building Maintenance Asst. Groundskeeper II Maintenance Const. Wkr. Solid Wste Equip Oper II	8	24700	31144	37587
Accounting Technician I Program Support Asst II Sol Wste Eq. Op. II/Crew Ldr.	9	25950	32718	39486
Animal Control Officer Mechanic I	10	27273	34380	41485
Accounting Technician II Grounds Crew Leader Mechanic II Signs and Marking Specialist	11	28648	36115	43581
Firefighter Street Crew Leader	12	30096	37951	45804
Administrative Assistant	13	31619	39874	48128
Construction Inspector/Crew Ldr. Fire Driver Operator Police Officer I	14	33217	41884	50550
Code Enforcement Officer I* Facilities Supervisor Fire Driver Mechanic Planner/Zoning Develop Spec Police Officer II	15	34916	44019	53122

**ATTACHMENT C-11**

Administrative Analyst Building Maintenance Supv Code Enforcement Officer II* Fire Lieutenant Fleet Maintenance Supervisor GIS Specialist Recreation Supervisor Safety Officer	16	36663	46228	55793
<b>Position Classes</b>	<b>Salary Grade</b>	<b>Minimum</b>	<b>Annual Salary Midpoint</b>	<b>Maximum</b>
Assistant to the Town Manager Code Enforcement Officer III* Human Resources Analyst Staff Accountant Solid Waste Supervisor	17	38535	48576	58616
Environmental Planner Fire Captain Transportation Planner	18	40484	51036	61587
Facilities Administrator Fire Marshal IT Support Engineer Landscape/Grounds Supervisor Purchasing Off/Budget Analyst Recreation Administrator Street Superintendent	19	42532	53621	64709
Accounting Officer Police Lieutenant	20	44680	56330	67980
Code Enforcement Supervisor Deputy Fire Chief Planning Administrator	21	46953	59191	71427
Development Review Admin. Police Captain	22	49325	62187	75048
	23	51822	65334	78845
	24	54445	68643	82841
Economic/Comm Dev Director Human Resources Director Recreation and Parks Director Information & Technology Mgr.	25	55191	72114	87036
	26	60089	75761	91432
Fire Chief Planning Director Public Works Director	27	63135	79592	96050
Police Chief	28	66333	83628	100922

Assistant Town Manager	29	69677	87859	106040
	30	73200	92305	111410

**\*Salary progression requirements for Code Enforcement Officers are listed on page 15.**

**Section 22  
Organizational Allocation Listing  
By Position Class and Department**

**July 1, 2005 - June 30, 2006**

**I. PERMANENT FULL-TIME POSITIONS BY DEPARTMENT**

**A. Town Manager's Office**

<u>Classification Title</u>	<u># Budgeted</u>	<u>Salary Grade</u>
Town Manager	1	n/a
Assistant to the Town Manager	1	17
Total Full Time Positions	2	

**B. Town Clerk's Office**

<u>Classification Title</u>	<u># Budgeted</u>	<u>Salary Grade</u>
Town Clerk	1	n/a
Total Full Time Positions	1	

**C. Economic/Community Development Department**

<u>Classification Title</u>	<u># Budgeted</u>	<u>Salary Grade</u>
Econ/Comm Dev Director	1	25
Total Full Time Positions	1	

**D. Management Services Dept.**

<u>Classification Title</u>	<u># Budgeted</u>	<u>Salary Grade</u>
Assistant Town Manager	1	29
Information & Technology Manager	1	25
Accounting Officer	1	20
IT Support Engineer	1	19
Purchasing Officer/Budget Analyst	1	19



Staff Accountant	1	17
Accounting Technician II	1	11
Accounting Technician I	1	9
Program Support Assistant II*	1	9

Total Full Time Positions	8
Total Part Time Positions*	1

**E. Human Resources Department**

<u>Classification Title</u>	<u># Budgeted</u>	<u>Salary Grade</u>
Human Resources Director	1	25
Human Resources Analyst	1	17
Total Full Time Positions	2	

**F. Fire Department**

<u>Classification Title</u>	<u># Budgeted</u>	<u>Salary Grade</u>
Fire Chief	1	27
Deputy Fire Chief	1	21
Fire Marshal	1	19
Fire Captain	3	18
Fire Lieutenant	3	16
Safety Officer	1	16
Fire Driver Mechanic	1	15
Fire Driver Operator	5	14
Firefighter	12	12
Program Support Asst. I*	1	6
Total Full Time Positions	28	
Total Part Time Positions*	1	

**G. Recreation and Parks Department**

<u>Classification Title</u>	<u># Budgeted</u>	<u>Salary Grade</u>
Recreation and Parks Director	1	25
Recreation Administrator	1	19
Facilities Administrator	1	19
Recreation Supervisor	4	16
Recreation Supervisor*	1	16
Facilities Supervisor	1	15
Facilities Specialist*	1	13
Administrative Assistant	1	13
Program Support Assistant II*	1	9
Program Support Assistant I	1	6
Total Full Time Positions	10	

Total Part Time Positions\* 2

#### H. Planning Department

<u>Classification Title</u>	<u># Budgeted</u>	<u>Salary Grade</u>
Planning Director	1	27
Development Review Administrator	1	22
Planning Administrator	1	21
Code Enforcement Supervisor	1	21
Transportation Planner	1	18
Environmental Planner	1	18
GIS Specialist	1	16
Code Enforcement Off II	2	16
Planner/Zoning Development Spec.	3	15
Administrative Assistant	1	13
Program Support Assistant II	1	9
Total Full Time Positions	14	

\*Requirements for Code Enforcement Officers are listed on page 15.

#### I. Police Department

<u>Classification Title</u>	<u># Budgeted</u>	<u>Salary Grade</u>
Police Chief	1	28
Police Captain	2	22
Police Lieutenant	6	20
Police Officer II	11	15
Police Officer I	18	14
Administrative Assistant	1	13
Animal Control Officer	1	10
Program Support Assistant II	1	9
Total Full Time Positions	41	

#### J. Public Works Department

<u>Classification Title</u>	<u># Budgeted</u>	<u>Salary Grade</u>
Public Works Director	1	27
Street Superintendent	1	19
Landscape/Grounds Supervisor	1	19

**ATTACHMENT C-15**

Solid Waste Supervisor	1	17
Fleet Maintenance Supervisor	1	16
Building Maintenance Supervisor	1	16
Administrative Analyst	1	16
Constr Inspector/Crew Leader	1	14
Administrative Assistant	1	13
Street Crew Leader	1	12
Mechanic II	1	11
Signs & Marking Specialist	1	11
Grounds Crew Leader	2	11
Mechanic I	1	10
Solid Waste Eq. Op. II/Crew Ldr.	1	9
Building Maintenance Assistant	1	8
Solid Waste Equipment Operator II	1	8
Maintenance/Construction Worker	6	8
Groundskeeper II	1	8
Solid Waste Equipment Operator I	4	7
Groundskeeper I	5	7
Custodian	1	4
<b>Total Full Time Positions</b>	<b>35</b>	
<b>Total Full-Time Positions</b>	<b>142</b>	
<b>Total Part-Time Positions*</b>	<b>5</b>	

**II. PART-TIME TEMPORARY POSITIONS**

<b>A. Mayor and Board of Aldermen</b>		
Asst to Mayor/Deputy Town Clerk		\$16.21/hr.
<b>B. Town Manager's Office</b>		0
<b>C. Town Clerk's Office</b>		0
<b>D. Economic/Community Development</b>		
Program Supp Asst II		\$13.31/hr.
<b>E. Management Services Department</b>		0
<b>F. Human Resources Department</b>		0
Clerical Assistant		\$11.00 - \$12.00/hr.
<b>G. Fire Department</b>		0
<b>H. Recreation and Parks Department</b>		
Facility/Activity Supervisor		\$9.00 - \$11.00/hr.
Activity Manager		\$10.00 - \$12.00/hr.
Daycamp Supervisor		\$10.00 - \$12.00/hr.
Daycamp Leader		\$9.50 - \$10.50/hr.
Umpire		\$12.00 - \$30.00/game
Program Assistant		\$8.50 - \$10.00/hr.

	Recreation Specialist	\$15.06/hr.
<b>I.</b>	<b>Planning Department</b>	0
<b>J.</b>	<b>Police Department</b>	
	School Crossing Guard	\$10.80/hr.
	Police Reserves (4)	non-paid
<b>K.</b>	<b>Public Works</b>	
	Groundskeeping Assistant	\$8.00 - \$10.00/hr.
	Street Maintenance Assistant	\$8.00 - \$10.00/hr.
	Solid Waste Worker	\$8.00 - \$10.00/hr

**Section 23.**

**Requirements for Code Enforcement Officers – July 1, 2005**

The following criteria will determine the salary grade assigned to Code Enforcement Officers:

**Code Enforcement Officer I** **Salary Grade 15**  
 Requires certification at level I in all four of the code inspection fields by the State of North Carolina.

**Code Enforcement Officer II** **Salary Grade 16**  
 Requires certification at level II in all four of the code inspection fields by the State of North Carolina.

**Code Enforcement Officer III** **Salary Grade 17**  
 Requires certification at level III in at least one of the code inspection fields by the State of North Carolina.

**Section 24.**

**The following Town positions are exempt, and not subject to the overtime provisions of the Fair Labor Standards Act (not eligible for overtime pay):**

Town Manager  
Assistant to the Town Manager  
Town Clerk  
Assistant Town Manager  
Accounting Officer  
Staff Accountant  
Information & Technology Manager  
Purchasing Officer/Budget Analyst  
Economic/Community Development Director  
Human Resources Director  
Human Resources Analyst  
Public Works Director  
Street Superintendent  
Landscape and Grounds Supervisor  
Administrative Analyst  
Recreation and Parks Director  
Recreation Administrator  
Facilities Administrator  
Fire Chief  
Deputy Fire Chief  
Fire Marshal  
Police Chief  
Police Captain  
Planning Director  
Development Review Administrator  
Code Enforcement Supervisor  
Environmental Planner  
Planning Administrator  
Transportation Planner  
Planner/Zoning Development Specialist

Section 25.

**2005 – 2006 Health Insurance Rates  
~ Bi-Weekly Premiums ~**

*Town pays 100% of employee premium and 50% of dependent coverage*

**UNITED HEALTH CARE**

	<b>Total Cost Per Month</b>	<b>Town Pays</b>	<b>Employee Pays</b>
<b>Employee</b>	\$287.85	\$287.85	0
<b>Employee + One</b>	\$618.18	\$453.01	\$165.17mo. / \$82.59 pp
<b>Family</b>	\$820.37	\$554.11	\$266.26 mo. / \$133.13pp

Section 26.

*Holiday Schedule*  
~ FY 2005 - 2006 ~

*Holiday*

*Town Observes*

**Independence Day**

**July 4**

**Labor Day**

**September 5**

**Thanksgiving**

**November 24 & 25**

**Christmas**

**December 22, 23 & 26**

**New Year's Day**

**January 2**

**Martin Luther King, Jr.'s Birthday**

**January 16**

**Good Friday**

**April 14**

**Memorial Day**

**May 29**

*Paycheck Schedule*

**July 1, 15, 29**

**August 12, 26**

**September 9, 23**

**October 7, 21**

**November 4, 18**

**December 2, 16, 30**

**January 13, 27**

**February 10, 24**  
**March 10, 24**  
**April 7, 21**  
**May 5, 19**  
**June 2, 16, 30**

**Section 27.**

**Town of Carrboro Human Resources Department**  
**301 West Main Street**  
**Carrboro, NC 27510**  
**(919) 918-7320**

**Telephone Numbers to Call Regarding Benefits Questions**

**Health Insurance**

United Healthcare

To be announced

**Dental Insurance**

Ameritas Life Insurance Corporation  
Group #010-383882-00001

(800) 659-2223 - Admin.  
(800) 487-5553 - Claims

**Life Insurance**

Group Insurance Services  
Group #NCP68013-0003

(919) 489-7431

**Employee Assistance Program**

Human Resource Consultants

(919) 929-1227

**Flexible Spending Accounts/Accident, Cancer & Hospital Insurance**

AFLAC  
Representative: Paul Ellis

(336) 567-0222

**Workers' Compensation**

North Carolina League of Municipalities

(888) 561-1083

**Retirement System**

Local Governmental Employees' Retirement

(919) 733-4191

**Supplemental Retirement**

401(k), Prudential Retirement

(866) 627-5267

**Credit Union**

State and Local

(919) 967-0833

**Social Security Administration**

Durham  
Burlington

(800) 772-1213  
(919) 541-5443  
(336) 226-8444



**TOWN OF CARRBORO**  
**MISCELLANEOUS FEES AND CHARGES SCHEDULE**  
**EFFECTIVE JULY 1, 2005**

<b>ITEM</b>	<b>CURRENT FEE</b>
<b>Motor Vehicle Tax</b>	\$20.00 (Comprised of: General Municipal Vehicle Tax - \$15.00; Municipal Vehicle Tax for Public Transportation - \$5.00)
<b>False Burglar and Fire Alarms</b>	\$25.00 for each false burglar or fire alarm sounded by a private alarm system. This fee would be billed only after two such alarms were sounded during a given month for a particular business.
<b>Fingerprinting</b>	\$15.00 for each fingerprinting
<b>Animal Fees</b> Dogs (unsterilized) (sterilized) Cats (unsterilized) (Sterilized)	\$20.00 \$ 3.00 \$10.00 \$ 3.00
<b>Cemetery Fees</b> Resident or Property Owner Non-Resident Monument/Marker Installation	\$ 500.00 per space \$1,000.00 per space \$10.00
<b><u>RECREATION FEES</u></b> <b>Picnic Shelters</b>	\$35.00 per 0-4 hours \$45.00 above 4 hours Renters may voluntarily opt to pay a \$50.00 fee (in addition to the regular rental fee) to pay for inspection and clean-up of the shelter prior to rental. This service is subject to a minimum of 2 week in advance request and staff availability.
<b><u>TOWN COMMONS FACILITY FEES</u></b>	<b>\$100 for 0 – 4 hours;</b> <b>\$150 for 4 or more hours</b> <b>Renters may voluntarily opt to pay a \$50.00 fee in addition to the reservation fee for inspection and clean prior to rental. This service is subject to ten day advance request and staff availability. An additional fee of \$25 is charged if the event is approved to sell good or services.</b>

	<p><b>Renters may be required to hire parking attendants when events are expected to draw more than 100 vehicles. Off Duty Police Officers can be provided at renter's request for an additional fee.</b></p>
<p><b>Concessionaires</b>          (1) Long-Term          (2) Special Event          (3) Event Booths (Nonprofit Groups, etc.)</p>	<p>(1) \$125.00 Flat Fee or highest percentage of gross proceeds negotiated          (2) 20% of gross proceeds per day, (less \$50.00 fee paid in advance with application) Nonrefundable if vendor fails to show –up.          (3) \$15.00 per space</p>
<p><b>Field Rentals (ballfield &amp; multipurpose)</b>          Team/Group Rates (2-hour time block per field)          (1) Day Use          (2) Night Use          (3) Supervisor (needed for use of lights)          (4) Field Preparation</p>	<p>\$10.00/hour minimum of 2 hours          \$15.00/hour minimum of 2 hours          \$10.00/hr (in addition to field fee)          \$22.00/time - 1st field, \$18.00 each additional field if prepared at same time</p>
<p><b>Soccer Field</b>          (1) Day use          (2) Night use          (3) Supervisor (needed for use of lights)</p>	<p>\$5.00/30 minutes, \$10.00/60 minutes, \$15.00/90 minutes          \$10.00/30 minutes, \$20.00/60 minutes, \$30.00/90 minutes          \$10.00/hr (in addition to field fee)</p>
<p><b>Tournament Rates</b> (per ball field or multipurpose)          (1) Day Use          (2) Night Use (lights and supervisor required)          (3) Day and Night Use          (4) Supervisor          (5) Field Preparation          (6) Maintenance Fee and Damage Deposit          (7) Weekend tournament use will require a charge of \$40.00 for each day to reimburse the town for costs incurred in specific maintenance duties related to impact from the tournament rental. Tournament renters will still be required to perform all maintenance duties such as cleaning their fields and adjoining areas, parking lot(s), etc. in order to receive a return on the maintenance and damage deposit.          (8) Police security will be required for all tournaments. Renter may retain sworn law officer(s) by submitting a written request.</p>	<p>\$50.00          \$50.00          \$70.00          \$10.00/hour (in addition to field fee)          \$22.00/time - 1st field, \$18.00 each additional field (if prepared at same time)          \$300.00 (may be increased by Recreation and Parks Director if circumstances warrant)          \$40.00 per day          Cost of available assigned officer (est. \$20-30/hr)</p>

<p>including names of officer(s) and times scheduled. Prior approval of Police and Recreation and Parks Departments are required. (Using any portion of minimum rate above constitutes the full charge.)</p>	
<p><b>Equipment Rental Fee (non-perishable)</b></p>	<p>\$10.00/activity</p>
<p><b>Bicycle Rental Fee</b></p>	<p>\$5.00/hr \$20.00/day \$40.00/weekend</p>
<p><b>Out-of-County Fee</b></p>	<p>Annual Out-of-County Fee, Fiscal Year 2005-06: \$73.00 Per Activity Fees: <u>Athletics</u> = Annual Out-of-County Fee divided by two Fiscal Year 2005-06: \$36 <u>General Programs</u> = Annual Out-of-County Fee divided by three Fiscal Year 2005-06: \$24</p>
<p><b>General Programs</b></p>	
<p>Special Events and Workshops of a Specific Interest Nature (Road Run, Tennis Clinics, Special Interest Workshops,)</p>	<p>Attempt to Recover 100% of direct costs</p>
<p>Special Activity Trips</p>	<p>100% of direct costs</p>
<p>Leisure Classes</p>	<p>100% of direct costs</p>
<p>Daycamp Program</p>	<p>100% of direct costs</p>
<p>Special Populations (activities, workshops, events, sports activities, etc.</p>	<p>35% - 45% of direct costs in overall program</p>
<p><b>Athletics</b></p>	<p>\$40.00 per participant (uniform used and returned)</p>
<p>Youth Sports</p>	<p>\$48.00 per participant (uniform item retained)</p>
<p>Athletic Instructional Camps</p>	<p>100% of direct costs</p>
<p>Adult Sports Leagues</p>	<p>95% of direct costs</p>
<p>Drop In Sports Programs</p>	<p>\$2.00 per participant</p>
<p>Protest Fee</p>	<p>\$25.00 per protest (fee returned if protest ruled to be valid)</p>
<p><b>Refunds</b></p>	<p>1. In the event of a change in the nature of the program, or an activity or reservation is cancelled. 2. Requests received more than 3 days prior to the start of a program, less a \$5.00 administrative fee.</p>

	<p>3. Requests received within the 3 day window prior to the start date of an activity, a 50% refund, less administrative fee if the slot cannot be filled, if the slot is filled a full refund less administrative fee will be given.</p> <p>4. An injury or illness of a participant, if the program is underway, the refund will be prorated.</p> <p>5. When an activity is underway, a prorated refund, less the administrative fee.</p> <p>6. Athletic programs that accept team/group registration, a deposit is due during registration and the balance needed within 2 week period – these fees are non-refundable.</p>
<p><b>Financial Assistance Program</b></p>	<p>An individual or family that meets specific criteria can receive an annual membership that entitles them to receive a full fee waiver for activities or pay 25% of the cost. A group that meets specific criteria can receive an annual membership that entitles them to pay 50% of the cost. Renewal is available.</p>
<p><b>Special Fee Waiver</b></p>	<p>The Recreation &amp; Parks Commission shall review all group and organization requests for special fee waivers and approve and set special conditions based on the value of fee waived in context of benefits to the overall recreation program.</p>
<p><b>Co-Sponsored Programs</b></p>	<p>Fees for programs co-sponsored with other agencies and organizations will be set at the most reasonable rate as mutually determined by all co-sponsors.</p>

CARRBORO CENTURY CENTER		USE AND CURRENT FEE	
ITEM	FOR FEE OR PRIVATE ACTIVITIES	OPEN TO THE PUBLIC AND FREE	RENTAL PACKAGES (3 hour maximum usage for conferences; 2 hour maximum usage for parties)
<p><b>Rooms</b></p> <p><b>Century Hall (3 hr. minimum usage)</b> (Each additional hour pro-rated at the set charge)</p> <p>Weekday Use: Day Use</p> <p>Night Use</p> <p>Weekend Use: Day or Night</p> <p><b>Activity Rooms 1 – 4</b> (2 hr. minimum usage)</p>	<p>\$114.00</p> <p>\$156.00</p> <p>\$261.00</p> <p>\$45.00</p>	<p>\$66.00</p> <p>\$81.00</p> <p>\$129.00</p> <p>\$27.00</p>	<p><b>Century Hall Conference Package</b> (includes any three items from AV Equipment list, except for LCD Projector): <b>\$154.00; for day rentals only</b></p> <p><b>Activity Room Conference Package</b> (includes any three items from AV Equipment List, except LCD Projector):</p>

Rooms 2 and 3 charged at single use rate			<b>\$85.00; for day rentals only</b>
<b>Kitchen (1 hr. minimum usage)</b>	\$30.00	\$18.00	
Nonrefundable Prepayment Fee (all rooms and Hall – 10% of contract) required to confirm rental	10%	10%	<b>Basic Birthday Party Package: \$35.00;</b> (up to 12 children; includes room only)
“For fee” programs that are town sponsored, a security deposit is needed to cover less than two week cancellations and additional cleaning or damages	\$50.00 Deposit	\$50.00 Deposit	
<b>For the purpose of clarification:</b>			
<p>1. The 2-hour and 3-hour time blocks are the minimum that each room area may be rented. Less time than the minimum will result in the full charge as listed above. Example: Activity room rented for one and one-half hour will still result in a \$45.00 fee. Times over the minimum block will be charged at half hour intervals pro-rated from the hourly rate in each category of use. Early arrivals or late departures charged at half hour intervals.</p> <p>2. Rental payments not received 21 days prior to event will be assessed a \$25.00 late fee, and the late fee will be added to the account every 21 days until payment is received.</p> <p>3. Town of Carrboro direct government services, other Orange County local government boards and school boards’ use and meetings of same are free.</p> <p>4. Town sponsored events – The Town manager or designee shall determine whether any event is a town sponsored event, considering all relevant factors related to the town’s participation in or control over the event. However, the presence of one or more of the following factors shall generally lead to a determination that an event is town sponsored: a. The town expends town funds for the planning and/or staging of the event, or b. The town anticipates receiving revenue from the staging of the event, or c. The town makes a substantial in-kind contribution toward the planning and/or staging of the event, or d. The town exercises substantial managerial control over the planning and/or staging of the event.</p> <p>5. Town of Carrboro retains all rights to sales and concessions taking place in the building. Event sponsors may sell only items that are associated with their activity with prior department approval. Event sponsors can sell items only within the room in which the activity is taking place.</p> <p>6. “For Fee” Use includes any fee charged at door, prior to activity, or to exhibitor, or any one else directly or indirectly for the particular use held in the Carrboro Century Center. “Free” means no specific fee charged for the specific activity.</p> <p>7. Equipment fees are listed below.</p> <p>8. Building supervisor costs are included in above fee.</p>			
<b>Century Center Room Use</b>			<b>Rate</b>
For use of all rooms prior to normal operating hours			\$60.00 (per hour)
For use of all after normal operating hours			\$60.00 (per hour)
For Century Hall use on <b>weekends</b> ; before or after normal operating hours			\$95.00 (per hour)

Room reset fee, Activity Rooms	\$15.00
Room reset fee, Century Hall	\$25.00
<b>Room Rental Cancellation</b>	<b>Rate</b>
Century Hall, kitchen, and Activity Rooms 1 - 4 not cancelled three weeks (21 days) in advance forfeit all rental fees	Forfeiture of all rental fees
Cancellations prior to three weeks receive refund of rental payment minus 10% nonrefundable prepayment fee	Rental payment minus 10% nonrefundable prepayment fee
<b>Century Center Equipment Fees</b>	<b>Rate</b>
AV equipment (example: TV, VCR, screen) each	\$20.00 per use
LCD Projector	\$40.00 per use
Kitchen Equipment (ie, beverage warmers, coffee pots, etc)	\$5.00 per use, per item
<b>Century Center Services</b>	<b>Rate (per hour)</b>
Labor Assistance	\$12.00 (per person)
Technical Assistance	\$20.00 (per person)
Overnight storage (only available when no events are scheduled after the event that requires storage)	\$50.00 per night – Century Hall \$25.00 per night – Activity Rooms, first floor
Pre-Program overnight storage (example for wedding receptions deliveries)	\$100.00 per day Activity Rooms, first floor \$175.00 per day – Century Hall
Piano Tuning beyond routine tuning (2x/yr)	At cost
Paper products for events serving food/refreshments (includes napkins, plates, utensils, and cups)	\$0.25 per item
Copies	\$0.10 per copy
Fax (sending or receiving)	\$0.50 per page
Gift certificates given at the discretion of the Facilities Officer or Recreation and Parks Director	25% discount to groups hosting meetings during the weekdays between 9:00 a.m. and 5:00 p.m.
100 <sup>th</sup> Birthday party or 50 <sup>th</sup> Wedding Anniversary (Carrboro Residents only)	50% discount
<b>Catering/Meal Services</b>	<b>Fees</b>
Fee for all refreshments and/or food service activity	5% of the room rental
<b>Administrative Fees</b>	\$25.00 per incident
<b>PUBLIC WORKS FEES</b>	
Additional Recycling Bin	\$7.00
Roll Out Containers	Actual cost to town

Yard Waste Containers		\$46
Extra Roll Out Container Service		\$2.00/container
Extra Dumpster Collection for Multi-Family Dwellings		\$22.00 8 cubic yard
		\$17.00 6 cubic yard
		\$12.00 4 cubic yard
		\$ 7.00 2 cubic yard
<b>Non-Residential Dumpster Fees (effective 10/1/2002)</b>	<b>Cost Per Quarter (13 weeks service)</b>	
Dumpster Size (Cubic Yards)	Per Pickup (each time)	
2		\$13.69
4		\$16.46
6		\$19.23
8		\$21.92
Appliances	\$16.00 for up to three and \$4.00 for each additional after three	
Televisions larger than 19 inch	\$6.00 for one and \$4.00 for each additional	
Mattresses and Box Springs	\$7.00 for up to 2 pieces	
Couch/Sofa	\$7.00 for one and \$5.00 for each additional	
Other bulky, oversized waste	First 10 minutes free of charge. For collection requiring longer than 10 minutes, the fee will be determined by the Public Works Dept. based on the nature, amount and time required to remove items. This fee must be paid in advance	
Large amount of yard waste/brush	First 10 minutes free of charge. For collections requiring longer than 10 minutes, a fee will be determined by the Public Works Dept. based on the nature, amount and time required to remove items. The fee must be paid in advance.	
Driveway Pipe	100% of cost of materials (if available in inventory)	
Street Cut Repairs	\$60.00 per sq. yd for first 10 sq. yards & \$25.00 per sq. yd. for each additional yard	
Street Signs	Actual cost of materials and cost of labor, if installation required. Payment required in advance.	
Driveway Permit Fee		\$50.00
Building Structure Moving Permit Fee		\$60.00
Encroachment Permit		\$50.00
Street Closings	\$60.00 plus the cost of advertising the public hearing, including mailings.	
Processing Fee for Permanent Right-of-Way Closing	\$50.00, plus the cost of advertising, certified mailing and first-class mailings	

Full or Partial Street Improvement Inspection Fee (including storm drains, sidewalk, curb and gutter, paving, grading and appurtenant work in or adjacent to public rights-of-way)	\$2.10 per linear foot (Amend. 7/1/2005)
Utility Service Improvement Inspection Fee (including excavation, backfill, and appurtenant work relating to the installation, repair, replacement, or removal of sewer, water, gas, telephone, electric, and/or similar utility facilities in or adjacent to public rights-of-way)	.63 cents per linear foot
<b>CONSTRUCTION PERMIT FEES</b>	
<b>A. Building Permits</b>	
Minimum Permit Fee	\$45.00
Demolition permit	\$45.00
Relocation of Structures	\$45.00
Mobile home set up	\$45.00
Modular units (approved by NC Dept. of Ins)	\$100.00
Accessory Structures (less than 144 square feet)	No Charge
Manufactured, Assembled or Packaged	\$60.00
Re-inspection Fee	\$60.00
Homeowners Recovery Fund Fee	\$5.00
<b>Residential Construction</b>	
New Construction	.20/sq. ft.
Renovation or alteration	.17/sq. ft.
<b>Commercial Construction</b>	
New Construction	.20/sq. ft.
Renovation or Alteration	.17/sq. ft.
Replacement/Renovation not covered by minimum square footage (commercial)	\$240.00
<b>B. Plumbing</b>	
Minimum permit fee	\$45.00
Residential Additions	\$45.00
Commercial Fit up	\$50.00
Modular home (approved by NC Dept. of Ins.)	\$100.00



Sewer ejector pumps	\$15.00
Grease traps	\$15.00
Re-inspection Fee	\$60.00
Fixtures -(Defined as any opening into the waste and/or vent system. Also items such as water heaters, disposals, water pumps and dishwashers are deemed as such.)	.11/sq. ft.
Water/Sewer Only	\$45.00 minimum fee
<b>C. Mechanical</b>	
Minimum Permit Fee	\$45.00
Replacement or system conversion	\$45.00
Installation of woodstove or factory built fireplace	\$45.00
Re-inspection Fee	\$60.00
Heating Equipment and Appliances (Gas or Oil)	.11/sq. ft.
Gas Lines	\$60.00
Modular Home (approved by NC Dept. of Insurance)	\$100.00
<b>Commercial Hoods</b>	
0-25 sq. ft.	\$60.00
25.1-50 sq. ft.	\$70.00
Over 50 sq. ft.	\$80.00
Gasoline and Oil Tanks	
Per Tank	\$175.00
<b>D. Electrical</b>	
Minimum permit fee	\$45.00
Temporary electrical service	\$40.00
Residential Applications	Sq. Footage x .11
Residential & Commercial Additions (receptacles, switches, etc.)	\$45.00
Load Control Devices	\$45.00
Conditional Power	\$100.00
<b>Service changes:</b>	
100 AMP	\$50.00
150 AMP	\$75.00
200 AMP	\$100.00

400 AMP		\$125.00
800 AMP		\$225.00
1,000 AMP		\$250.00
Mobile home electrical connection		\$65.00
Modular Home (approved by NC Dept of Insurance)		\$100.00
Swimming pool		\$60.00
Sign Installation		\$50.00
Gas pump Installation		\$50.00/pump
Re-inspection fee		\$60.00
Electric Motors and Generators		
Minimum charge		\$45.00
Each Additional Motor transformer etc.		\$5.00
<b>Residential Applications</b>		Sq. Ft. x .11
<b>Commercial Applications</b>		Sq. Ft. x .11
<b>E. Refunds:</b> Refunds approved at the discretion of the Chief Building Inspector or Designee		
<b>F. Recycled Materials Permit</b>		10% of the total assessed building permit fee
<b>G. Work initiated without required construction permits</b>		Twice the original permit fee
<b>H. Engineering Inspection Fee</b>		\$75.00/ Certificate of Occupancy
<b>LAND USE PERMIT FEES</b>		
<b>Applicants and/or landowners will be billed an additional engineering fee to cover 80% of the town's engineering costs associated with their land use permit and construction plan review.</b>		
<i>Note: The Town of Carrboro will levy an interest charge on engineering fees, which remain unpaid thirty (30) days from the date of billing. The interest charge will be assessed at a rate of one (1) percent of the principal amount outstanding per month or twelve (12) percent annually.</i>		
<b>CONDITIONAL USE OR SPECIAL USE PERMITS (New Requests)</b>		
1. Residential		\$1,000 .00+ \$30.00 per unit
2. Commercial		\$1,000.00 + \$.05 per square foot of commercial building space
3. Mixed Use		\$1,000.00 + \$.05 per square foot of commercial building space + \$30.00 per residential unit
4. Miscellaneous, Less than 3 acres		\$600.00
5. Miscellaneous, 3 acres or more		\$1,200.00

6. Watershed Subdivision, 4 lots or less	\$250.00
7. Child Day Care Facility-S.U.P. (Large Child Day Care Homes - 12 pre-school or 15 school-aged children)	\$250.00
<b>ZONING PERMITS</b>	
1. Residential	\$50.00 per unit
2. Commercial	\$50.00 or \$0.05/ per sq. ft. of commercial building space, whichever is greater
3. Home Occupation	\$50.00
4. Site Re-inspection	\$50.00
<b>VILLAGE MIXED USE DISTRICT</b>	
Rezoning	\$1,500 + \$40/acre
CUP	\$1,500 + \$25 per residential unit + \$0.05/square foot of commercial space
Master Plan	\$ 750 + \$20/acre
<b>Modification</b>	
Minor w/Hearing	\$500
Minor w/o Hearing	\$250
Insignificant Deviation	\$100
<b>OFFICE/ASSEMBLY CONDITIONAL USE DISTRICT</b>	
<b>CONDITIONAL USE REZONING</b>	
Rezoning to RR-CU, R-20-CU, R-15-CU, R-10-CU, R-7.5-CU	\$700 + \$30.00/acre
Rezoning to R-3-CU, R-2-CU, R-S.I.R-CU, R-S.I.R.-2-CU	\$850 + \$30.00/acre
Rezoning to B-1(c)-CU, B-1(g)-CU, B-2-CU, B-3-CU, B-4-CU, CT-CU, B-3-T-CU, O-CU, M-1-CU, and M-2-CU	\$1200 + \$30.00/acre
Conditional Use Permit attached to any CU Rezoning Request	\$1000 + \$30.00/unit + \$.05/square foot of commercial building space
Rezoning	\$1,500 + \$40/acre
CUP	\$1,000 + \$0.05/square foot
<b>Modification</b>	

Minor w/Hearing	\$500
Minor w/o Hearing	\$250
Insignificant Deviation	\$100
<b>YIELD PLAN</b>	
Walk-about/Concept Plan Review	\$150 + \$25/unit or lot
Yield Plan Review	\$150 + \$25/unit or lot

<b>CONDITIONAL OR SPECIAL USE PERMIT MODIFICATIONS</b>	
1. Minor Modification with hearing	\$500.00
2. Minor Modification without hearing	\$250.00
3. Insignificant Deviations	\$100
<b>CONDITIONAL, SPECIAL USE, OR ZONING PERMIT EXTENSIONS OR RENEWALS</b>	
Residential, Commercial, or Mixed Use	\$250
<b>PHASING CHANGES AND REVIEW (IF SEPARATE FROM INITIAL APPROVAL)</b>	
Residential, Commercial, or Mixed Use	\$250
<b>FINAL PLAT APPROVALS</b>	
1. Less than 5 acres	\$150 + \$25.00 per unit or lot
2. 5 to 10 acres	\$200 + \$25.00 per unit or lot
3. More than 10 acres	\$250 + \$25.00 per unit or lot
<b>VARIANCES</b>	\$300.00
<b>APPEALS</b>	\$200.00
<b>SPECIAL EXCEPTIONS</b>	\$200.00
<b>EXEMPT SUBDIVISIONS</b>	
1. Creation of additional lots	\$100.00
2. Combination or recombination of existing lots	\$50.00
3. Re-recording Existing Survey	No Fee
<b>ZONING/PROJECT COMPLIANCE LETTER</b>	
<b>CONSTRUCTION PLAN REVIEW</b>	
1. Residential	
a. 25 or more units	\$800.00 + \$25 per unit
b. 5 to 25 units	\$400.00 per construction plan review + \$25 per unit

c. less than 5 units	\$200.00 per construction plan review + \$25 per unit
2. Commercial	\$600 per construction plan review + \$.15 per square foot of commercial building space
3. Mixed Use	\$600 per construction plan review + \$.15 per square foot of commercial building space + \$25 per residential unit
4. Construction Plan Revisions	(if separate from initial approval) = \$300.00
<b>PAYMENT-IN-LIEU</b>	
1. Payment-in-Lieu	\$176.13 per point in accordance with Appendix G in the Land Use Ordinance
2. Open Space	Payment based on number of sq. ft. of open space not provided on-site multiplied by the unadjusted tax value per sq. ft. of land listed by Orange County multiplied by the increase in the Consumer Price Index since the date of evaluation.
<b>SIGN PERMITS</b>	
Single Sign Permit	\$25.00 per sign
Unified Sign Plan Permit	\$150 per sign unified sign plan
Individual Sign in accordance with approved plan	\$25.00 per sign
Sign on Historic Building (SUP, per Section 15-174 of the LUO)	\$50.00
<b>ZONING MAP AMENDMENTS</b>	
To C, NPD, WR, RR, R-20, R-15, R-10, R-7.5, HD, JLWP	\$700.00 + \$30.00 per acre
To R-2, R-3, R-SIR, R-SIR-2, PUD	\$850.00 + \$30.00 per acre
To B-1G, B-1C, B-2, B-3, B-3T, B-4, B-5, M-1, EAT, WM-3, O, OA, PID, RHDC Overlay, CT	\$1,200.00 + \$30.00 per acre
To PF	\$500.00+ \$30.00 per acre
<b>ZONING TEXT AMENDMENT</b>	
(Note: a request for rezoning to a commercial or industrial zone is denied, one-half of the fee will be refunded to the applicant.)	
<b>MAPS AND SERVICES</b>	
<i>Zoning Map</i>	
Large, wall map	\$15.00
E-size (34 x 44)	\$10.00
D-size (22 x 34)	\$ 7.50

11 x 17	\$ 5.00
<b>City Limits Map</b>	
E-size	\$10.00
11 x 17	\$ 5.00
<b>Natural Constraints Map</b>	
E-size	\$10.00
11 x 17	\$ 5.00
<b>Custom Maps (15-minute production time limit)</b>	
E-size	\$25.00
D-size	\$20.00
C-size (17 x 22)	\$15.00
11 x 17	\$10.00
8 ½ x 11 (color)	\$ 5.00
8 ½ x 11 (black/white)	\$ 1.00
With Orthography	\$30.00
Other Custom Maps	Map charge (shown above) + \$30.00 per hour (\$40.00 minimum)
<b>Blueprint Maps</b>	
1979 Topographic Maps	\$20.00
<b>Digital Data</b>	
Requests for Carboro Digital Data	
Existing Data Layer	\$25.00
Customized Data Layer	\$25.00 + \$30.00 per hour (\$40.00 minimum)
<b>Resident Notification Mailing</b>	\$30.00 + \$.50/resident address
(Requests for Orange County digital data will be referred to Orange County)	
<b>PUBLICATIONS</b>	
Carboro Architectural and Historical Inventory	\$6.00
Carboro Bicycle Policy and Sidewalk Policy	\$1.00
Carboro Downtown Guidelines for Design	\$8.50
Carboro Connector Roads Policy	\$1.00

Carboro Vision 2020 Report	\$7.50
Small Area Plan for Carboro Northern Transition Study Area	\$15.00
Neighborhood Preservation District Guidelines	\$10.00
1979 Topographic Maps	\$20.00
Carboro Land Use Ordinance	\$25.00
Other Publications	10¢/page + 50¢/color page
<b>HYDROS</b>	
HYDROS 2.0 Model [Handbook]	\$16.00
HYDROS 2.0 Model [Manual]	\$27.00
BOTH [Manual and Handbook]	\$40.00
BOTH WITH COPIED COMPUTER DISKS	\$50.00
COMPUTER DISKS ONLY FOR HYDROS 2.0 Model	\$20.00
<b>TOWN CODE</b>	\$20.00
<b>XEROX COPIES OF MISCELLANEOUS DOCUMENTS</b>	10¢ per page
<b>FIRE LOSS REPORTS OR OTHER FIRE REPORTS</b>	(Fee deleted on 10/2/01)
<b>BLASTING PERMITS</b>	
Initial Permit	\$30.00
Renewal Fee (Must be renewed every 30 days)	\$20.00
<b>BAD CHECKS</b>	\$25.00 per check
<b>PARKING FEE SCHEDULE FOR SOUTH GREENSBORO STREET PARKING LOT</b>	(Fee deleted on 10/20/01)
<b>PARKING FEE SCHEDULE FOR YAGGY PARKING LOT</b>	\$25.00 per space per month
<b>REGISTRATION OF DOMESTIC PARTNERS</b>	
Registration	\$40.00
Affidavit of Termination	\$40.00
Amendment to Statement	\$40.00
Copies of Domestic Partner Registrations	\$2.00
<b>COPIES OF VIDEO TAPES</b>	\$5.00 per tape
<b>NOTARY FEE</b>	\$3.00 per signature

<b>PRIVILEGE LICENSE FEES</b>	
<b>GROSS RECEIPTS</b>	<b>AMOUNT OF TAX</b>
0 – 100,000	\$50.00
100,001 – 500,000	\$100.00
500,001 – 1,000,000	\$200.00
Over 1,000,000	\$200.00 + \$200.00 per each million or portion thereof in excess of \$1,000,000
<p>Note: Statement of gross receipts. When the amount of the tax to be paid depends on gross receipts, persons applying for a license shall render to the town manager a sworn statement of the gross receipts of the business as reported on the previous year's state income tax return, and upon an applicant's failure to render such a sworn statement, the amount of tax to be paid shall be \$200.00.</p>	
<p>Each license tax will be increased 15 percent for each month or fraction thereof during which such license tax remains unpaid after it becomes due and payable.</p>	
<b>SCHEDULE B</b>	
<b>ADVERTISING/OUTDOOR (Signs, billboards)</b>	35.00
<b>ALCOHOL/BEER &amp; WINE SALES</b>	
Beer (consumed on premises)	15.00
Beer (sold to be taken off premises)	5.00
Wine (consumed on premises)	15.00
Wine (sold to be taken off premises)	10.00
<b>AMUSEMENTS</b>	25.00
Swimming pools, skating rink, beach bingo, penny arcade, Riding devices (permanent location) Merry go Rounds, Astro games, Shooting gallery, etc per location	
<b>AMUSEMENTS-GENERAL</b> – Giving, offering, or managing any form of entertainment or amusement for which admission is charged for each room, hall, tent, or other place where admission charges are made	25.00
<b>AMUSEMENTS CIRCUSES/ANIMAL SHOWS</b> (exhibiting performances) (\$500 CASHIERS BOND MAY BE APPLICABLE)	25.00 per day
<b>ATHLETIC CONTEST</b>	25.00
Exempt only when managed & conducted by school, civic or fraternal organization	
<b>AUTOMOBILE DEALERS, New or used</b>	12.50



<b>AUTOMOBILE: SERVICE STATION</b> Automobile upholsterer, body shop, repair garages, includes retail selling or delivery of accessories/commodities	12.50
<b>AUTOMOBILE: WHOLESALE SUPPLY DEALERS</b> Buying, selling, distributing, exchanging, or delivering automotive accessories	37.50
<b>BARBER/BEAUTY SHOP</b> beautician, cosmetologist, manicurist	2.50 per operator
<b>BICYCLES</b> Dealer, renting or repairing	25.00
<b>BILLIARD &amp; POOL TABLES</b> Renting, maintaining, or owning a building wherein there is a table or tables at which billiards or pool is played, whether operated by slot or otherwise	25.00
<b>BOWLING ALLEYS</b>	10.00 each alley
<b>CAMPGROUNDS, TRAILER PARKS OR TENT CAMPING</b>	12.50
<b>CHAIN STORES</b>	50.00
<b>CHECK CASHING</b>	100.00
<b>COLLECTING AGENCY</b>	50.00
<b>CONTRACTORS</b> – General, construction, grading or building Without State License Without State License	10.00 (with State License) Gross receipts (In town only) 25.00 (Out of town only)
<b>CONTRACTORS</b> – Electrical, Plumbing, Heating & Air Conditioning	50.00
<b>DANCES</b> - giving or managing any dance or athletic contest of any kind that charges an admission fee in excess of .50 per location	25.00
<b>DRY CLEANERS</b>	50.00
<b>ELECTRICAL CONTRACTOR</b>	50.00
<b>ELECTRONIC VIDEO GAMES</b>	5.00 per machine
<b>ELEVATORS &amp; AUTOMATIC SPRINKLER SYSTEMS</b> - selling or installing	100.00
<b>FIREARM DEALERS</b>	50.00
<b>FLEA MARKET</b>	200.00
<b>FORTUNE TELLERS, PALMISTS</b>	100.00
<b>HEATING CONTRACTOR</b>	50.00

<b>HOTELS, MOTELS</b>	\$25.00 minimum, \$1.00 per room
<b>ICE CREAM – Retailer/Counter Freezer</b>	2.50
<b>ICE CREAM MFG &amp; WHOLESALE PER FREEZER</b>	12.50
<b>ITINERANT MERCHANT</b>	100.00
<b>LAUNDROMAT, LINEN, UNIFORM RENTAL</b>	50.00
<b>LOAN AGENCIES</b>	100.00
<b>MANICURISTS</b>	2.50 for each operator
<b>MASSAGE PARLOR</b>	-0- with state license 250.00 without state license
<b>MASSAGISTS/MASSEUSE</b>	25.00 each masseuse
<b>MERCHANDISING MACHINES</b>	over 5 are exempt less than 5, see Sundries
<b>MOTOR VEHICLE DEALERS - auto new and used</b>	25.00
<b>MOTOR VEHICLE DEALERS auto-seasonal/itinerant</b>	300.00
<b>MOTOR CYCLE DEALERS - accessories beyond motorcycle parts/Merchant Retail applies</b>	12.50
<b>MUSIC MACHINES/JUKE BOX operating, maintaining or placing on location any machine(s)that produces music</b>	5.00 each machine
<b>PAWNBROKERS</b>	275.00
<b>PEDDLERS (certain peddlers are exempt – see Schedule A in Town Code, Chapter 8)</b>	10.00 on foot 25.00 with vehicle
<b>PIANOS, ORGANS, TUNERS, SALES &amp; REPAIRS, RADIO, STEREO, RECORDS, TV &amp; RECORDER REPAIRS</b>	5.00
<b>PINBALL MACHINES and/or other amusement games &amp; devices, each location</b>	25.00
<b>PISTOL DEALER</b>	50.00
<b>PLUMBING CONTRACTOR</b>	50.00
<b>RESTAURANTS/CAFETERIAS</b>	25.00 (seating capacity under 5) 42.50 (seating capacity 5 or more)
<b>SIGN HANGER OR ERECTOR</b>	35.00
<b>SPECIALTY MARKET OPERATOR</b>	200.00
<b>SPRINKLER SYSTEMS – AUTOMATIC Selling or installing</b>	100.00
<b>SUNDRIES For sale of sandwiches, soft drinks, tobacco, owned dispensers, retail</b>	4.00

or placing fewer than 5 dispensers or machines	
<b>TAXI CABS</b>	15.00 per vehicle
<b>THEATERS (MOVIE)</b>	200.00 each screening room
<b>THEATERS (MOVIE) operating 3 days or less each week</b>	100.00
<b>TOWELS, LINENS (inside city limits)</b>	50.00
<b>UNDERTAKER/RETAIL SALE OF COFFINS</b>	50.00
<b>VIDEO GAMES Coin or token operated</b>	5.00 per machine
<b>VIDEO RENTAL OR SALE</b>	25.00
<b>WEAPONS, OTHER - Bowie knives, dirk, daggers, leaded canes, iron or metallic knuckles</b>	200.00

REIMBURSEMENT RESOLUTION  
Resolution No. 161/2004-05

WHEREAS, the Town Manager, Steven E. Stewart, has described to the Board the desirability of adopting a resolution, as provided under federal tax law, to facilitate the Town's use of financing proceeds to restore its funds when the Town makes capital expenditures prior to closing on a lease-purchase installment financing.

BE IT RESOLVED by the Board of Aldermen as follows:

Section 1. The equipment and vehicles to be purchased in FY2005-06 include the following:

Police Investigations vehicle - replace #173	\$ 25,900
Patrol Vehicles (6)	\$ 144,000
S.W Side Loading Refuse Truck - replace #53 (1995 EVO)	\$ 177,000
S.W. Front Loading Refuse Truck - replace #51 (1995 White GMC)	\$ 169,000
Planning and Zoning Pickup Truck - replace #163 (1995 Chev Caprice)	\$ 17,900
Mgt Svcs Pickup Truck - replace #007 with van	\$ 22,900
Simpson Street, Playground Equipment - (FY04-05 REQ)	\$ 15,000
Wilson Pk, Ballfield Lites, + 1 Pole, Anderson Pk (FY04-05 REQ)	\$ 63,000
Fire Truck	\$ 350,000
Anderson Park, Preschool Playgrd (FY04-05 REQ)	\$ 30,000
Patrol Vehicle Mobile Data Workstations (6)	\$ 63,000
¾ Ton Pickup Truck, Street Division	\$ 37,000
Fire Escape Installation - Town Hall	\$ 46,000
900 linear feet of outfall line (annexation)-debt pmt to occur in fy06-07	\$ 125,000
Fire Alarm Systems - Town Hall / Public Works	\$ 60,000
<b>TOTAL</b>	<b>\$ 1,345,700</b>

Section 2. The expected type of financing (which may be subject to change) for the items above is installment purchase financing as allowed in North Carolina General Statutes Section 160A-20. The currently expected maximum amount of obligations to be issued or contracted for the items is \$1,345,700.

Section 3. Funds that have been advanced, or may be advanced, from the General Fund for the aforementioned items are intended to be reimbursed from the financing proceeds up to an amount of \$1,345,700.

Section 4. The adoption of this resolution is intended as a declaration of the Town's official intent to reimburse project expenditures from financing proceeds.

Adopted this 21<sup>st</sup> day of June, 2005.

**A RESOLUTION APPROVING COMPENSATION FOR  
APPOINTED AND ELECTED OFFICIALS  
Resolution No. 162/2004-05**

**BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO:**

**Section 1. As with other employees, the Town Manager and Town Clerk shall be evaluated on their work anniversary dates and considered for an additional increase in salary based on work performance.**

**Section 2. The Board hereby approves a contract for legal services with the Brough Law Firm for Fiscal Year 2005-06 effective July 1, 2005.**

**Section 3. The Board approves a 5.0% increase for the Mayor and members of the Board of Aldermen for Fiscal Year 2005-06, effective July 1, 2005, reflecting the average overall increase in compensation for employees.**