

ANNUAL BUDGET ORDINANCE
Town of Carrboro, North Carolina
FY 2008-09

WHEREAS, the recommended budget for FY 2008-09 was submitted to the Board of Aldermen on May 13, 2008 by the Town Manager and filed with the Town Clerk on that date pursuant to G.S. 159-11;

WHEREAS, on May 27 2008, the Board of Aldermen held a public hearing on the budget pursuant to G.S. 159-12;

WHEREAS, on June 3, 2008, 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, 2008 and ending June 30, 2009, according to the following schedules.

SCHEDULE A - GENERAL FUND

GENERAL GOVERNMENT	\$3,151,025
Mayor & Board of Aldermen.....	\$ 263,778
Advisory Boards	\$ 12,750
Governance Support.....	\$ 251,244
Town Manager	\$ 261,522
Economic & Community Development.....	\$ 144,670
Town Clerk	\$ 108,987
Management Services	\$1,734,145
Human Resources	\$ 373,929
PUBLIC SAFETY	\$5,534,732
Police.....	\$3,045,429
Fire	\$2,489,303
PLANNING	\$1,160,251
TRANSPORTATION.....	\$1,064,150
PUBLIC WORKS	\$3,482,856
PARKS & RECREATION	\$1,373,258
NONDEPARTMENTAL	\$936,930
DEBT SERVICE	\$1,777,173
TOTAL GENERAL FUND.....	\$18,480,375

Section 2. It is estimated that revenues from the following major sources will be available during the fiscal year beginning July 1, 2008 and ending June 30, 2009 to meet the foregoing schedules:

SCHEDULE A - GENERAL FUND

Ad Valorem Taxes	\$10,616,221
Local Sales Taxes	\$3,375,587
Other Taxes/Licenses.....	\$416,740
Unrestricted Intergovernmental Revenue	\$831,762
Restricted Intergovernmental Revenue	\$646,639
Fees and Permits	\$1,005,362
Sales & Services	\$293,860
Investment Earnings.....	\$100,000
Other Revenues	\$50,168
Other Financing Sources.....	\$597,730
Fund Balance Appropriated	\$546,306
TOTAL GENERAL FUND.....	\$18,480,375

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. No project ordinances are needed at this time.

However, within the Revolving Loan Fund, while funding remains the same, the unexpended reserve expenditure budget is reduced by \$10,000 and transferred to the contracted services expenditure line to enable small business training (\$5,000) and to launch the Local Living Economy Task Force (\$5,000).

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:

- a. The Town Manager can transfer between departments and functions within the General Fund for pay plan adjustments, service level benefits, law enforcement separation allowance, unemployment insurance, disability insurance, and retiree, dependent, and permanent part-time health benefits without further action by the Board.
- b. The Town Manager can transfer within functions.
- c. The Town Manager, in accordance with the Town fiscal policy, may at the end of a fiscal year, upon confirming that the undesignated fund balance available in the annual audit exceeds the policy ceiling of 35%, set aside an

amount in designated fund balance for transfer to the capital reserve fund for future projects.

- d. All operating funds encumbered or designated within fund balance for project expenditures as confirmed in the annual June 30th, 2008 audit of the previous year shall be re-appropriated to the Fiscal Year 2008-09 without further action by the Board.
- e. The Finance Officer may approve intradepartmental transfer requests between appropriation units and between programs (formally called "organizational units") within the departmental budget.
- f. 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.
- g. 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.
- h. The Orange County Tax Collector, is authorized, empowered, and commanded to collect the 2008 taxes set forth in the tax records filed in the office of the Orange County Tax Assessor, and in the tax receipts herewith delivered to the Tax Collector, in the amounts and from the taxpayers likewise set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the County of Orange. This section of the ordinance shall be a full and sufficient authority to direct, require, and enable the Orange County Tax Collector to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law.
- i. Under GS143-64.32, architectural, engineering, and surveying services with fees less than thirty thousand dollars (\$30,000) may in writing be exempt from the RFQ (Request for Qualification) process.

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, 2008 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\$6863

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.

**A RESOLUTION ADOPTING THE CLASSIFICATION AND PAY PLAN
FOR FISCAL YEAR 2008-09
Resolution No. 168/2007-08**

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 2008-09 Pay Plan.

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

Section 1. The Pay Plan, dated July 1, 2008 – June 30, 2009, a copy of which is attached to this resolution, is hereby adopted as the official Pay Plan for the 2008-2009 fiscal year.

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

Section 3. The pay adjustments approved for the FY 2008-2009 budget shall become effective on the pay period beginning July 1.

Section 4. This resolution shall become effective upon adoption.

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**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 at least 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

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 55% 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. Probationary Periods and Trainee Designation and Provisions

All employees (except uniformed police and fire personnel) occupying a position designated as permanent full-time shall be subject to a six-month probationary period. Uniformed police and fire personnel, with the exception of the Police Chief and Fire Chief, will serve a 12-month probationary period. The Police Chief and the Fire Chief will serve a six month probationary period. During the probationary period, the supervisor and department head will give and receive feedback to and from the employee on his/her work performance. At the end of the probationary period, the employee will be removed from probation, have the probationary period extended up to 50% of the initial period, or have employment terminated. It is important to note that employees on probation may be separated from employment with or without cause.

Employees who serve a six month probationary period will have a probationary review at the end of six months and be considered for a salary increase at the 12 –month review period. Employees serving a 12-month probationary period will have their probationary review and performance review simultaneously. If the probationary period is completed successfully, the employee will be considered for a salary increase.

Permanent part-time employees will serve a 12-month probationary period. The performance review date for these employees will also coincide with the probationary review date. Employees in this category are considered for a salary increase upon successful completion of probation.

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:

- to provide a systematic program to reward employees based on job performance, accomplishments, and contributions to the organization;
- to provide recognition and demonstrate appreciation for job performance; and
- 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

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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 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, 2008 – June 30, 2009 is listed below:

	Below Midpoint	at or Above Midpoint
Needs improvement to meet proficiency standards	No increase	No increase
Proficient	2.5% (2.0% market adjustment; 0.5% performance adjustment)	2.0% (2.0% market adjustment)
Outstanding	4.5% (2.0% market adjustment; 2.5% performance adjustment)	4.0% (2.0% market adjustment; 2.0% performance adjustment)

An employee whose performance needs improvement overall 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. The market adjustment will not be retroactive, but will become effective on the first day of the pay period after the follow up review date. If the employee's performance continues to be rated as "needs improvement to meet proficiency standards" the disciplinary process will continue.

Section 11. Performance Pay Procedure

1. **Performance Pay Eligibility Dates.** Employees will be considered for a performance pay increase on their performance review date. Performance pay begins on the first day of the payroll period immediately following the performance review date unless the review date and the pay period coincide. In such case, the increase will be effective on the review date.

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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 an 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.

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 Lieutenant 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%

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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.

An employee who is promoted, demoted, or transferred to another position will not experience a change in review date; however, the employee will serve a new probationary period in the new position. Employees in this category are not considered "new" employees and therefore may use the procedures for appeal of disciplinary action as outlined in the personnel ordinance if necessary. Upon promotion, demotion, or transfer, the performance evaluation used for that employee on his/her performance review date will be for the position for which the employee has spent the majority of his/her employment over the 12 month period, taking into consideration the responsibilities of the new position.

Reclassifications. An employee whose individual 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. Effect of Salary Range Revisions

When a class of positions experiences a change in salary grade (higher or lower) as a result of a market or pay and classification study, any changes in the salaries of employees will be determined as funds are appropriated in the budget by the Board of Aldermen.

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, but higher than the minimum, will experience 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 Department 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.

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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 30 days 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 interim 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. In some cases, an employee may assume some additional responsibilities, but not the full duties of the job. In such case, the 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. In either case, the salary increase shall be temporary and the employee shall go back to his/her original salary.

Section 21.

ASSIGNMENT OF POSITIONS TO GRADES AND RANGES

July 1, 2008 - June 30, 2009

Position Classes	Salary Grade	Annual Salary		
		Minimum	Midpoint	Maximum
	2	19673	25084	30493
	3	20666	26350	32032
Custodian	4	21736	27714	33692
	5	22832	29110	35388
	6	23981	30577	37172
Groundskeeper I Program Support Asst. I Solid Wste Equip Oper I	7	25187	32114	39041
Groundskeeper II	8	26470	33750	41028
Accounting Technician I Building Maintenance Asst. Maintenance Const. Wkr. Program Support Asst II Solid Wste Equip Oper II	9	27809	35456	43104
Activity Manager Animal Control Officer Maint Cons Wkr/Sign Mark Asst Mechanic I Sol Wste Eq. Op. II/Crew Ldr	10	29227	37265	45301
Grounds Crew Leader	11	30700	39144	47586
Accounting Technician II Engineering Technician Firefighter Mechanic II	12	32251	41121	49990
Administrative Assistant Signs and Marking Specialist Street Crew Leader	13	33883	43202	52520
Construction Inspector/Crew Ldr. Fire Driver Operator Police Officer I	14	35596	45385	55173
Code Enforcement Officer I* Fire Driver Mechanic Police Officer II	15	37418	47707	57996
Code Enforcement Officer II* Facilities Supervisor	16	39290	50095	60899

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Fleet Maintenance Supervisor Recreation Supervisor				
Position Classes	Salary Grade	Minimum	Annual Salary Midpoint	Maximum
Building Maintenance Supv Code Enforcement Officer III* Fire Lieutenant GIS Specialist Planner/Zoning Develop Spec	17	41295	52650	64006
Asst. to the Public Works Dir. Human Resources Analyst Solid Waste Supervisor Staff Accountant	18	43384	55293	67246
Assistant to the Town Manager Environmental Planner Facilities Administrator Fire Captain IT Support Engineer Landscape/Grounds Supervisor Purchasing Off/Budget Analyst Street Superintendent Transportation Planner	19	45579	58113	70647
Fire Marshal/Safety Officer Police Lieutenant Recreation Administrator	20	47881	61048	74215
Accounting Officer Planning Administrator	21	50317	64154	77991
Development Review Admin.	22	52858	67395	81930
Code Enforcement Supervisor Deputy Fire Chief Police Captain	23	55535	70806	86079
	24	58345	74390	90434
	25	61288	78142	94997
Economic/Comm Dev Director	26	64394	82102	99810
Human Resources Director Information & Technology Mgr. Recreation and Parks Director	27	67658	86264	104870
Fire Chief Planning Director Public Works Director	28	71085	90633	110181
Police Chief	29	74668	95202	115735
	30	78440	99972	121580

Assistant Town Manager	31	82367	105017	127668
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***Salary progression requirements for Code Enforcement Officers are listed on page 16.
Section 22.**

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

July 1, 2008 - June 30, 2009

I. PERMANENT FULL-TIME POSITIONS BY DEPARTMENT

A. Town Manager's Office

<u>Position</u>	<u># Budgeted</u>	<u>Salary Grade</u>
Town Manager	1	n/a
Assistant to the Town Manager	1	19
Total Full Time Positions	2	

B. Town Clerk's Office

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

C. Economic/Community Development Department

<u>Position</u>	<u># Budgeted</u>	<u>Salary Grade</u>
Econ/Comm Dev Director	1	26
Total Full Time Positions	1	

D. Management Services Dept.

<u>Position</u>	<u># Budgeted</u>	<u>Salary Grade</u>
Assistant Town Manager	1	31
Information & Technology Manager	1	27
Accounting Officer	1	21
IT Support Engineer	1	19
Purchasing Officer/Budget Analyst	1	19
Staff Accountant	1	18
Accounting Technician II	1	12
Accounting Technician I	1	9
Total Full Time Positions	8	

E. Human Resources Department

<u>Position</u>	<u># Budgeted</u>	<u>Salary Grade</u>
Human Resources Director	1	27
Human Resources Analyst	1	18
Total Full Time Positions	2	

F. Fire Rescue Department

<u>Position</u>	<u># Budgeted</u>	<u>Salary Grade</u>
Fire Chief	1	28
Deputy Fire Chief	1	23
Fire Marshal/Safety Officer	1	20
Fire Captain	3	19
Fire Lieutenant	3	17
Fire Driver Mechanic	1	15
Fire Driver Operator	5	14
Firefighter	21	12
Total Full Time Positions	36	

G. Recreation and Parks Department

<u>Position</u>	<u># Budgeted</u>	<u>Salary Grade</u>
Recreation and Parks Director	1	27
Recreation Administrator	1	20
Facilities Administrator	1	19
Recreation Supervisor	5	16
Facilities Supervisor	1	16
Administrative Assistant	1	13
Program Support Assistant I	1	7
Total Full Time Positions	11	

H. Planning Department

<u>Position</u>	<u># Budgeted</u>	<u>Salary Grade</u>
Planning Director	1	28
Code Enforcement Supervisor	1	23
Development Review Administrator	1	22
Planning Administrator	1	21
Transportation Planner	1	19
Environmental Planner	1	19
GIS Specialist	1	17
Planner/Zoning Development Spec.	3	17
Code Enforcement Off III	2	17
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>Position</u>	<u># Budgeted</u>	<u>Salary Grade</u>
Police Chief	1	29
Police Captain	2	23
Police Lieutenant	6	20
Police Officer II	10	15
Police Officer I	22	14
Administrative Assistant	1	13
Animal Control Officer	1	10
Program Support Assistant II	1	9
Total Full Time Positions	44	

J. Public Works Department

<u>Position</u>	<u># Budgeted</u>	<u>Salary Grade</u>
Public Works Director	1	28
Street Superintendent	1	19
Landscape/Grounds Supervisor	1	19
Solid Waste Supervisor	1	18
Asst. to the Public Works Director	1	18
Building Maintenance Supervisor	1	17
Fleet Maintenance Supervisor	1	16
Constr Inspector/Crew Leader	1	14
Administrative Assistant	1	13
Street Crew Leader	1	13
Signs & Marking Specialist	1	13
Mechanic II	1	12
Engineering Tech	1	12

ATTACHMENT B-15

Grounds Crew Leader	2	11
Maint Cons Wrk/Sign & Mark Asst	1	10
Mechanic I	1	10
Solid Waste Eq. Op. II/Crew Ldr.	1	10
Building Maintenance Assistant	1	9
Solid Waste Equipment Operator II	1	9
Maintenance/Construction Worker	5	9
Groundskeeper II	1	8
Solid Waste Equipment Operator I	4	7
Groundskeeper I	5	7
Custodian	1	4

Total Full Time Positions 36

Total Full-Time Positions 155

II. PERMANENT PART-TIME POSITIONS

<u>Position</u>	<u>Department</u>	<u>Salary Grade</u>
Asst. to Mayor/Deputy Town Clerk	Mayor and Board of Aldermen	n/a
Program Support Assistant II	Comm. & Econ Development	9
Program Support Assistant II	Management Services	9
Program Support Assistant I	Fire Rescue	7
Program Support Assistant II	Recreation and Parks	9
Program Support Assistant I	Recreation and Parks	7
Activity Manager	Recreation and Parks	10

III. TEMPORARY PART-TIME POSITIONS

A Human Resources Department

Clerical Assistant \$10.00 - \$12.00/hr.

B. Recreation and Parks Department

Recreation Specialist \$15.00 - \$16.50/hr.
 Facility/Activity Supervisors \$ 9.00 -13.50/hr.
 Summer Camp Director \$12.80 - \$14.00/hr.
 Summer Camp Supervisor \$10.80 - 12.00/hr.
 Summer Camp Counselor \$ 9.80 – 11.00/hr.
 Inclusion Specialist \$10.80 – 12.00/hr.

C. Police Department

Clerical Assistant \$11.00 - \$12.00/hr.

D. Public Works

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, 2008

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
Assistant to the Public Works Director
Recreation and Parks Director
Recreation Administrator
Facilities Administrator
Fire Chief
Deputy Fire Chief
Fire Marshal/Safety Officer
Police Chief
Police Captain
Planning Director
Development Review Administrator
Code Enforcement Supervisor
Environmental Planner
Planning Administrator
Transportation Planner
Planner/Zoning Development Specialist

Section 25.

2008 – 2009 Health Insurance Rates ~ Bi-Weekly Premiums ~

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

UNITED HEALTH CARE

	Total Cost Per Month	Town Pays	Employee Pays
Employee	\$ 454.04	\$ 454.04	-0-
Employee + Child(ren)	\$ 862.67	\$ 658.36	\$204.31 mo. / \$102.16 pp
EE + Spouse	\$ 976.18	\$ 715.11	\$261.07 mo. / \$130.54 pp
Family	\$1294.01	\$ 874.03	\$419.98 mo. / \$209.99 pp

Dental Insurance Rates ~ Bi-Weekly Premiums ~

Employee pays 100% of premium

AMERITAS

	Total Cost Per Month	Employee Pays
Employee	\$31.92	\$15.96 pp
Employee + One	\$87.48	\$43.74 pp
Family	\$87.48	\$43.74 pp

Section 26.

Holiday Schedule

~ FY 2008 - 2009 ~

*Holiday**Town Observes***Independence Day****July 4 (Friday)****Labor Day****September 1 (Monday)****Thanksgiving****November 27 & 28 (Thurs. Fri.)****Christmas****December 24, 25 & 26 (Wed. Thurs. Fri.)****New Year's Day****January 1 (Thursday)****M.L. King's Birthday****January 19 (Monday)****Good Friday****April 10 (Friday)****Memorial Day****May 25 (Monday)***Paycheck Schedule***July 11, 25****August 8, 22****September 5, 19****October 3, 17, 31****November 14, 26****December 12, 23****January 9, 23****February 6, 20****March 6, 20****April 3, 17****May 1, 15, 29****June 12, 26**

Section 27.

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

Frequently Called Telephone Numbers

Health Insurance

United Healthcare (800) 259-1605

Dental Insurance

Ameritas Life Insurance Corporation (800) 659-2223 - Admin.
 Group #010-383882-00001 (800) 487-5553 - Claims

Life Insurance & Disability Insurance

American United Life Insurance (800) 553-3522 - Claims

Employee Assistance Program

Human Resource Consultants (919) 929-1227

Flexible Spending Accounts/Accident, Cancer & Hospital Insurance

AFLAC (919) 848-4527
 Representative: Nancy Cox

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

Town Website

www.townofcarrboro.org

ITEM	CURRENT FEE
Motor Vehicle Tax	\$30.00 (Comprised of: General Municipal Vehicle Tax - \$25.00; Municipal Vehicle Tax for Public Transportation - \$5.00)
Fingerprinting	\$15.00 for each fingerprinting
Animal Fees	
Dogs (unsterilized)	\$20.00
(sterilized)	\$ 3.00
Cats (unsterilized)	\$10.00
(Sterilized)	\$ 3.00
Cemetery Fees	
Resident or Property Owner	\$ 750.00 per space
Non-Resident	\$1,500.00 per space
Plot Staking	\$ 25.00
Monument/Marker Staking	\$ 15.00
<u>RECREATION FEES</u>	
Picnic Shelters	\$35.00 per 0-4 hours \$45.00 above 4 hours
<u>TOWN COMMONS FACILITY FEES</u>	\$100 for 0 – 4 hours; or free if town staff does not work during the event, no public access to Town Hall bathrooms, no money is exchanged during the event, no electricity used, the event is open to the public, reservations limited to no more than once per month by any one group and subject to insurance guidelines. Insurance is needed if the event includes major physical activity and moderate/severe exposure to participants; expected attendance of over 500; large amounts of cash (\$1000+) or quantities of merchandise will be brought onto Town Property; and food will be served, sold and/or given to the general public. If the reservation requires insurance, the event sponsor must sign the reservation contract to hold harmless, defend and indemnify the Town of Carboro, provide general liability insurance with a minimum limit of \$1 million general liability coverage

	<p>endorsed to name the Town as an additional insured and provide a certificate for documentation.</p> <p>\$150 for 4 or more hours</p> <p>An additional fee of \$25 is charged if the event is approved to sell goods or services. 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.</p>
<p>Concessionaires</p> <p>(1) Long-Term</p> <p>(2) Special Event</p> <p>(3) Event Booths (Nonprofit Groups, etc.)</p>	<p>(1) \$125.00 Flat Fee or highest percentage of gross proceeds negotiated</p> <p>(2) Flat Fee to be determined by the nature and projected attendance of the event. Fee paid in advance upon acceptance of application.</p> <p>(3) \$15.00 per space</p>
<p>Field Rentals (ballfield & multipurpose)</p> <p>Team/Group Rates (2-hour time block per field)</p> <p>(1) Use without lights</p> <p>(2) Use with lights</p> <p>(3) Field Preparation</p> <p>Multipurpose field #2 at Anderson Park (near tennis courts) allows set up of temporary tents, awnings, or similar structures. All tents must be removed at the end of the rental period.</p>	<p>\$10/30 minutes</p> <p>\$20/30 minutes</p> <p>\$22.00/time - 1st field, \$18.00 each additional field if prepared at same time</p>
<p>Soccer Field</p> <p>(1) Use without lights</p> <p>(2) Use with lights</p>	<p>\$10/30 minutes</p> <p>\$20/30 minutes</p>
<p>Tournament Rates (per ball field or multipurpose)</p> <p>(1) Use without lights</p> <p>(2) Use with lights</p> <p>(3) Field Preparation</p> <p>(4) Maintenance Fee and Damage Deposit</p> <p>(5) 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</p>	<p>\$50</p> <p>\$25/60 minutes, \$37.50/90 minutes</p> <p>\$22.00/time - 1st field, \$18.00 each additional field (if prepared at same time)</p> <p>\$300.00 (may be increased by Recreation and Parks Director if circumstances warrant)</p> <p>\$40.00 per day</p>

<p>areas, parking lot(s), etc. in order to receive a return on the maintenance and damage deposit.</p> <p>(6) Police security will be required for all tournaments. Renter may retain sworn law officer(s) by submitting a written request, 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>(7) Organizations that book two or more tournaments in a calendar year may opt to be invoiced for rental balance due. Process follows current guidelines for Century Center rentals.</p>	Cost of available assigned officer (est. \$20-30/hr)
Equipment Rental Fee (non-perishable)	\$10.00/activity
Bicycle Rental Fee	<p>\$5.00/hr</p> <p>\$20.00/day</p> <p>\$40.00/weekend</p>
Out-of-County Fee	<p>Annual Out-of-County Fee, Fiscal Year 2007-08: \$78.00</p> <p><u>Per Activity Fees:</u></p> <p><u>Athletics</u> = Annual Out-of-County Fee divided by two</p> <p>Fiscal Year 2007-08: \$39</p> <p><u>General Programs</u> = Annual Out-of-County Fee divided by three</p> <p>Fiscal Year 2007-08: \$26</p>
General Programs	
Special Events and Workshops of a Specific Interest Nature (Road Run, Tennis Clinics, Special Interest Workshops,)	Attempt to Recover 100% of direct costs
Program Souvenirs	Fees or charges to be determined by the nature of the program and type of product produced. Priced from \$3.00-\$20.00 depending on the direct cost to produce and anticipated demand. To include but not limited to CD's, books and publications.
Special Activity Trips	100% of direct costs
Leisure Classes	100% of direct costs
Daycamp Program	100% of direct costs
Special Populations (activities, workshops, events, sports activities, etc.	35% - 45% of direct costs in overall program
Athletics	\$44 per participant (uniform used and returned)

Youth Sports	\$52 per participant (uniform item retained)
Athletic Instructional Camps	100% of direct costs
Adult Sports Leagues	95% of direct costs
Drop In Sports Programs	\$3 per participant
Protest Fee	\$25.00 per protest (fee returned if protest ruled to be valid)
Accommodation/Refunds	<ol style="list-style-type: none"> 1. In the event of a change in the nature of the program or reservation, an activity or reservation is cancelled or to accommodate issues that may arise as a result of the reservation or participation, participants will be contacted and a transfer, full or partial credit or full or partial refund will be given. 2. When a request is received prior to the start of a program, a refund less the \$5.00 administrative fee, full credit or transfer is given. 3. When an activity is underway, a prorated refund, less the \$5 administrative fee will be given if at least ½ of the class is still scheduled. 4. Requests due to an injury or illness of a participant require doctor's documentation. A full refund is given if it is prior to the class or prorated if the request is after the start of the activity. 5. The administrative fee for summer camp is \$20 per camp prior to be beginning of the program. After the camp has started, the fee is charged and the balance is prorated.
Financial Assistance Program	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. The current refund process will apply. Renewal is available.
Special Fee Waiver(s)	The Recreation & 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. The registration fee for one child of a youth athletic league head coach shall be waived. The volunteer needs to be recognized as the "head" coach and the parent, guardian, or grandparent of the youth participant.
Co-Sponsored Programs	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.
	Promotional Display Ad (for web pages)- Fee or charges to be determined by the nature of the event coordinator, size of promotional ad, and length of time the promotion is posted on-line. Priced from \$1.00 per day to \$20.00 per week.

CARRBORO CENTURY CENTER		
ITEM		
Rooms	STANDARD FEE Covers: receptions, parties, dances, meetings, or any other private gathering	PUBLIC EVENT FEE Covers: All events that are free and open to the public
Century Hall (3 hr. minimum usage) (Each additional half hour pro-rated at the set charge)		
Weekday Use: (for Three Hours)	\$164.00	\$85.00
Weekend Use: (for Three Hours)	\$274.00	\$136.00
Activity Rooms 1 – 4 (2 hr. min.) Rooms 2 and 3 charged at single use rate	\$47.00	\$29.00
Kitchen (1 hr. minimum usage)	\$32.00	\$19.00
Century Center Equipment Fees		
AV equipment (example: TV, VCR, Laptop computer, portable screen) LCD Projector Kitchen Equipment (ie, beverage warmers, coffee pots, etc)	\$20.00 per use \$40.00 per use \$5.00 per use	
Other Fees	1. Nonrefundable prepayment Fee (all rooms and Hall – 10% of contract total) required to confirm rental 2. Use of Hall prior to or after normal operating hours – Fee \$60.00 per hour. 3. For Century Hall use on weekends; before or after normal operating hours – Fee \$95.00 per hour. 4. Use of Activity Rooms prior to or after normal operating hours – Fee \$60.00 per hour. 5. Room Reset Fee (changes occurring the day of the event): Activity Rooms - \$15.00; Century Hall - \$25.00 6. Room Rental Cancellation Fees: Cancellations three weeks or more prior to event receive refund of rental payment minus 10% prepayment fee; 7. Events not cancelled three weeks (21 days) in advance forfeit all rental fees. 8. Food Fee (Century Hall only): 5% of room rental if food is served during the event. 9. Booth Rental at Century Center Events: \$45/no electricity or \$50/with electricity 10. Patrons who rent Century Hall 10 times or more per calendar year may pay a flat rate deposit of \$100 per calendar year for their events instead of 10% of the contract total. All bookings for the calendar year must be completed on one contract.	

11. Shuttle service: \$50/hour.
12. Community Arts Groups may rent Century Hall on the First Sunday of the month from 2:00 p.m. to 5:00 p.m. for artistic events such as musicals, literary works, visual arts, including paintings, sculpture, etc: \$80. Each group is limited to one discounted rental per year. All other Century Center rental requirements apply.

For the purpose of clarification:

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.
2. Rental payments not received 21 days prior to event will be assessed a \$25.00 late fee. Rentals will be cancelled if full balance of rental is not received seven (7) days prior to the event.
3. Town Sponsored Events, Orange County local government boards and school boards' use and meetings of same are free. 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.
4. 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.
5. Equipment fees are listed above.
6. Building supervisor costs are included in above fee.

Century Center Services	Rate
Labor Assistance	\$12.00 (per person/per hour)
Technical Assistance	\$20.00 (per person/per hour)
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
Copies	\$1.10 per copy
Fax (sending or receiving)	\$1.50 per page
100 th Birthday party or 50 th Wedding Anniversary (Carrboro Residents only)	50% discount

PUBLIC WORKS FEES		
Additional Recycling Bin		\$7.00
Roll Out Containers		Actual cost to town - \$50.50 per container
Yard Waste Containers		Actual cost to town - \$56.50 per container
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
Non-Residential Dumpster Fees (effective 10/1/2002)	Cost Per Quarter (13 weeks service)	
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	\$85.00 per sq. yd	
Street Signs	Actual cost of materials and cost of labor, if installation required. Payment required in advance.	
Driveway Permit Fee		\$80.00
Building Structure Moving Permit Fee		\$80.00
Encroachment Permit		\$80.00

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)	\$2.60 per linear foot (Amend. 7/1/2008)
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)	\$1.00 per linear foot
CONSTRUCTION PERMIT FEES	
A. Building Permits	
Minimum Permit Fee	\$50.00
Demolition permit	\$50.00
Relocation of Structures	\$50.00
Mobile home set up	\$50.00
Modular units (approved by NC Dept. of Ins)	\$120.00
Accessory Structures (less than 144 square feet)	No Charge
Manufactured, Assembled or Packaged	\$75.00
Re-inspection Fee	\$75.00
Homeowners Recovery Fund Fee	\$10.00
Replacement Permit Card Fee	\$50.00
Damaged or Missing Plans Fee	\$50.00
Technical Review for Future Equipment	\$50.00
Residential Construction	
New Construction	.25/sq. ft.
Renovation or alteration	.20/sq. ft.
Commercial Construction	
New Construction	.25/sq. ft.
Renovation or Alteration	.20/sq. ft.
Replacement/Renovation not covered by minimum square footage (commercial)	\$275.00

CO Certification (commercial)		\$100.00
B. Plumbing		
Minimum permit fee		\$50.00
Residential Additions		\$50.00
Commercial Fit up		\$50.00
Modular home (approved by NC Dept. of Ins.)		\$120.00
Sewer ejector pumps		\$20.00
Grease traps		\$20.00
Re-inspection Fee		\$75.00
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.)		.15/sq. ft.
Water/Sewer Only		\$50.00 minimum fee
C. Mechanical		
Minimum Permit Fee		\$50.00
Replacement or system conversion		\$50.00
Installation of woodstove or factory built fireplace		\$50.00
Re-inspection Fee		\$75.00
Heating Equipment and Appliances (Gas or Oil)		.15/sq. ft.
Gas Lines		\$75.00
Modular Home (approved by NC Dept. of Insurance)		\$125.00
Commercial Hoods		
0-25 sq. ft.		\$75.00
25.1-50 sq. ft.		\$85.00
Over 50 sq. ft.		\$95.00
Gasoline and Oil Tanks		
Per Tank		\$225.00
D. Electrical		
Minimum permit fee		\$50.00
Temporary electrical service		\$50.00
Residential Applications		Sq. Footage x .15
Residential & Commercial Additions (receptacles, switches, etc.)		\$45.00

Load Control Devices		\$45.00
Conditional Power		\$120.00
Service changes:		
100 AMP		\$75.00
150 AMP		\$100.00
200 AMP		\$125.00
400 AMP		\$150.00
800 AMP		\$250.00
1,000 AMP		\$300.00
Mobile home electrical connection		\$75.00
Modular Home (approved by NC Dept of Insurance)		\$125.00
Swimming pool		\$75.00
Sign Installation		\$75.00
Gas pump Installation		\$75.00/pump
Re-inspection fee		\$75.00
Electric Motors and Generators		
Minimum charge		\$50.00
Each Additional Motor transformer etc.		\$10.00
Residential Applications		Sq. Ft. x .15
Commercial Applications		Sq. Ft. x .15
E. Refunds: Refunds approved at the discretion of the Chief Building Inspector or Designee		

F. Recycled Materials Permit	10% of the total assessed building permit fee
G. Work initiated without required construction permits	Twice the original permit fee
H. Engineering Inspection Fee	\$75.00/ Certificate of Occupancy
I. Fire Prevention	
Blasting Permit	\$100.00
Renewal Fee (Must be renewed every 30 days)	\$50.00
Burning Permit	\$75.00
Pyrotechnic Permit	\$100.00
Hazardous Materials Permit	\$150.00
Fire Alarm and Detection System Permit	\$100.00
Fire Sprinkler/Standpipe/Fire Pump/Extinguishing System Permit	\$100.00
All other Fire Code Permits not listed above	\$50.00
Re-inspection fee	\$75.00
Life Safety Violation	\$250.00
Non-compliance fee per code violation	\$25.00
False Burglar and Fire Alarms	\$75.00 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.
Fire-Rescue Address Signs	\$15.00 (sign only) \$20.00 (sign and post)

LAND USE PERMIT FEES

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.

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.

CONDITIONAL USE OR SPECIAL USE PERMITS (New Requests)

1. Residential	\$1,200 .00+ \$36.00 per unit
2. Commercial	\$1,200.00 + \$.06 per square foot of commercial building space
3. Mixed Use	\$1,200.00 + \$.06 per square foot of commercial building space + \$36.00 per residential unit
4. Miscellaneous, Less than 3 acres	\$750.00
5. Miscellaneous, 3 acres or more	\$1,500.00
6. Watershed Subdivision, 4 lots or less	\$300.00
7. Child Day Care Facility-S.U.P. (Large Child Day Care Homes - 12 pre-school or 15 school-aged children)	\$300.00
ZONING PERMITS	
1. Residential	\$60.00 per unit
2. Commercial	\$60.00 or \$0.06/ per sq. ft. of commercial building space, whichever is greater
3. Home Occupation	\$60.00
4. Site Re-inspection	\$60.00
SIGN PERMITS	
Single Sign Permit	\$30.00 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
VILLAGE MIXED USE OR OFFICE/ASSEMBLY CONDITIONAL USE DISTRICT	
Rezoning	\$1,500 + \$40/acre
Master Plan	\$ 750 + \$20/acre
CUP attached to any VMU or O/A Rezoning Request	\$1,500 + \$25 per residential unit + \$0.05/square foot of commercial space
CONDITIONAL USE REZONING	
Rezone to RR-CU, R-20-CU, R-15-CU, R-10-CU, R-7.5-CU	\$700 + \$30.00/acre
Rezone to R-3-CU, R-2-CU, R-S.I.R.-CU, R-S.I.R.-2-CU	\$850 + \$30.00/acre
Rezone 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,	\$1200 + \$30.00/acre

M-1-CU, and M-2-CU	
Conditional Use Permit attached to any CU Rezoning Request	\$1000 + \$30.00/unit + \$.05/square foot of commercial building space
YIELD PLAN	
Walk-about/Concept Plan Review	\$150 + \$25/unit or lot
Yield Plan Review	\$150 + \$25/unit or lot

CONDITIONAL OR SPECIAL USE PERMIT MODIFICATIONS	
1. Minor Modification with hearing	\$600.00
2. Minor Modification without hearing	\$300.00
3. Insignificant Deviations	\$120
CONDITIONAL, SPECIAL USE, OR ZONING PERMIT EXTENSIONS OR RENEWALS	
Residential, Commercial, or Mixed Use	\$300
PHASING CHANGES AND REVIEW (IF SEPARATE FROM INITIAL APPROVAL)	
Residential, Commercial, or Mixed Use	\$300
FINAL PLAT APPROVALS	
1. Less than 5 acres	\$180 + \$30.00 per unit or lot
2. 5 to 10 acres	\$250 + \$30.00 per unit or lot
3. More than 10 acres	\$300 + \$30.00 per unit or lot
VARIANCES	\$350.00
APPEALS	\$250.00
SPECIAL EXCEPTIONS	\$250.00
EXEMPT SUBDIVISIONS	
1. Creation of additional lots	\$120.00
2. Combination or recombination of existing lots	\$60.00
3. Re-recording Existing Survey	No Fee
ZONING/PROJECT COMPLIANCE LETTER	\$120.00

CONSTRUCTION PLAN REVIEW	
1. Residential	
a. 25 or more units	\$950.00 + \$30 per unit
b. 5 to 25 units	\$500.00 per construction plan review + \$30 per unit

ATTACHMENT C-14

c. less than 5 units	\$250.00 per construction plan review + \$30 per unit
2. Commercial	\$750 per construction plan review + \$.18 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

PAYMENT-IN-LIEU	
1. Payment-in-Lieu	\$194.98 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.

ZONING MAP AMENDMENTS	
To a Conditional Zone	\$1,200 + \$30/acre
To C, NPD, WR, RR, R-20, R-15, R-10, R-7.5, HD, JLWP	\$850.00 + \$35.00 per acre
To R-2, R-3, R-SIR, R-SIR-2, PUD	\$1000.00 + \$35.00 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	\$1,450.00 + \$35.00 per acre
To PF	\$600.00+ \$35.00 per acre
(NOTE: If a request for a rezoning to a commercial or industrial zone is denied, one-half of the initial fee will be refunded to the applicant)	
ZONING TEXT AMENDMENT	
	\$425.00

MAPS AND SERVICES	
Zoning Map	
Large, wall map	\$18.00
E-size (34 x 44)	\$12.00
D-size (22 x 34)	\$10.00
11 x 17	\$ 6.00

City Limits Map	
E-size	\$12.00
11 x 17	\$ 6.00
Natural Constraints Map	
E-size	\$12.00
11 x 17	\$ 6.00
Custom Maps (15-minute production time limit)	
E-size	\$30.00
D-size	\$25.00
C-size (17 x 22)	\$18.00
11 x 17	\$12.00
8 ½ x 11 (color)	\$ 6.00
8 ½ x 11 (black/white)	\$ 1.00
With Orthography	\$35.00
Other Custom Maps	Map charge (shown above) + \$35.00 per hour (\$40.00 minimum)
Blueprint Maps	
1979 and 1985 Topographic Maps (Blueprint)	\$25.00
Digital Data	
Requests for Carboro Digital Data	
Existing Data Layer	\$30.00
Customized Data Layer	\$30.00 + \$35.00 per hour (\$50.00 minimum)
Digital Published Map	\$30.00
Resident Notification Mailing	
Residential Notification Mailing Labels (Labels Only)	\$30.00 + \$.60/resident address
	\$30.00 + \$.03/label
(Requests for Orange County digital data will be referred to Orange County)	
PUBLICATIONS	
Carboro Architectural and Historical Inventory	\$ 7.50
Carboro Bicycle Policy and Sidewalk Policy	\$ 1.00
Carboro Downtown Guidelines for Design	\$10.00
Carboro Connector Roads Policy	\$ 1.00
Downtown Carboro New Vision	\$15.00

Carrboro Vision 2020 Report	\$ 7.50
Small Area Plan for Carrboro Northern Transition Study Area	\$20.00
Neighborhood Preservation District Guidelines	\$10.00
Carrboro Land Use Ordinance	\$25.00
Other Publications	10¢/page + 50¢/color page
TOWN CODE	\$20.00
HOUSING CODE (Chapter 17)	\$ 5.00
XEROX COPIES OF MISCELLANEOUS DOCUMENTS	10¢ per page
FIRE LOSS REPORTS OR OTHER FIRE REPORTS	(Fee deleted on 10/2/01)
BAD CHECKS	\$25.00 per check
PARKING FEE SCHEDULE FOR SOUTH GREENSBORO STREET PARKING LOT	(Fee deleted on 10/20/01)
PARKING FEE SCHEDULE FOR YAGGY PARKING LOT	\$25.00 per space per month
REGISTRATION OF DOMESTIC PARTNERS	
Registration	\$40.00
Affidavit of Termination	\$40.00
Amendment to Statement	\$40.00
Copies of Domestic Partner Registrations	\$2.00
COPIES OF VIDEO TAPES	\$5.00 per tape
NOTARY FEE	\$5.00 per signature

PRIVILEGE LICENSE FEES	
GROSS RECEIPTS	AMOUNT OF TAX
0 – \$25,000	\$25.00
\$25,001-\$50,000	\$50.00
\$50,001 – \$500,000	\$100.00
\$500,001-\$1,000,000	\$200
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>Any person who conducts business without payment of taxes when due shall be liable to pay a penalty, in addition to the tax, equal to 10 percent of the tax due or Five Dollars (\$5.00), whichever is greater.</p>	
SCHEDULE B	
ADVERTISING/OUTDOOR (Signs, billboards)	\$35.00
ALCOHOL/BEER & WINE SALES	
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
AMUSEMENTS	\$25.00
Swimming pools, skating rink, beach bingo, penny arcade, Riding devices (permanent location)	
Merry go Rounds, Astro games, Shooting gallery, etc per location	
AMUSEMENTS-GENERAL – 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
AMUSEMENTS CIRCUSES/ANIMAL SHOWS (exhibiting performances) (\$500 CASHIERS BOND MAY BE APPLICABLE)	\$25.00 per day
ATHLETIC CONTEST	\$25.00
Exempt only when managed & conducted by school, civic or fraternal organization	

AUTOMOBILE DEALERS, New or used	\$12.50
AUTOMOBILE: SERVICE STATION Automobile upholsterer, body shop, repair garages, includes retail selling or delivery of accessories/commodities	\$12.50
AUTOMOBILE: WHOLESALE SUPPLY DEALERS Buying, selling, distributing, exchanging, or delivering automotive accessories	\$37.50
BARBER/BEAUTY SHOP beautician, cosmetologist, manicurist	\$2.50 per operator
BICYCLES Dealer, renting or repairing	\$25.00
BILLIARD & POOL TABLES 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
BOWLING ALLEYS	\$10.00 each alley
CAMPGROUNDS, TRAILER PARKS OR TENT CAMPING	\$12.50
CHAIN STORES	\$50.00
CHECK CASHING	\$100.00
COLLECTING AGENCY	\$50.00
CONTRACTORS – 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)
CONTRACTORS – Electrical, Plumbing, Heating & Air Conditioning	\$50.00
DANCES - giving or managing any dance or athletic contest of any kind that charges an admission fee in excess of .50 per location	\$25.00
DRY CLEANERS	\$50.00
ELECTRICAL CONTRACTOR	\$50.00
ELECTRONIC VIDEO GAMES	\$5.00 per machine
ELEVATORS & AUTOMATIC SPRINKLER SYSTEMS - selling or installing	\$100.00
FIREARM DEALERS	\$50.00
FLEA MARKET	\$200.00

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

SPRINKLER SYSTEMS – AUTOMATIC Selling or installing	\$100.00
SUNDRIES For sale of sandwiches, soft drinks, tobacco, owned dispensers, retail or placing fewer than 5 dispensers or machines	\$4.00
TAXI CABS	\$15.00 per vehicle
THEATERS (MOVIE)	\$200.00 each screening room
THEATERS (MOVIE) operating 3 days or less each week	\$100.00
TOWELS, LINENS (inside city limits)	\$50.00
UNDERTAKER/RETAIL SALE OF COFFINS	\$50.00
VIDEO GAMES Coin or token operated	\$5.00 per machine
VIDEO RENTAL OR SALE	\$25.00
WEAPONS, OTHER - Bowie knives, dirk, daggers, leaded canes, iron or metallic knuckles	\$200.00
Translation Equipment Rental – Translators Not Provided with Equipment --Security Deposit - People or organizations checking out the translation equipment will be liable for any damage to equipment or missing equipment up to or beyond the \$150 security deposit. (The security deposit will be waived for any governmental entities, including UNC-CH.) --Rental Fee for use of equipment for up to 3 days – must be paid upfront --Late Fee (for any day beyond established rental time)	
\$150.00 (deposit will be returned when equipment is returned, with any late fees or equipment charges assessed against the deposit) \$25.00 (nonrefundable) \$10.00 per day	

**AN ORDINANCE AMENDING THE TOWN CODE TO INCREASE THE MOTOR
VEHICLE LICENSE TAX**

THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO ORDAINS:

Section 1. Subsection 6-29(a) of the Carrboro Town Code is amended to read as follows:

(a) The registered owner of each motor vehicle that displays a current license plate and is registered to an address with the Town of Carrboro shall pay annually to the town a motor vehicle tax of thirty dollars (\$30.00) as a compensatory tax for the privilege of using the public streets and highways with the town. Of this sum, twenty five dollars (\$25.00) shall be regarded as a general municipal vehicle tax under G.S. 20-97(b), as amended by Chapter 306 of the 2005 Session Laws, and five dollars (\$5.00) shall constitute a municipal tax for public transportation under G.S. 20-97(c).

Section 2. All provisions of any town ordinance in conflict with this ordinance are repealed.

Section 3. This ordinance shall become effective July 1, 2008.

REIMBURSEMENT RESOLUTION

Resolution No. 167/2007-08

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 FY2008-09 include the following:

Fiscal Year 2008-2009			Cost
Replacement	Police	Investigations Vehicle - replace vehicle # 188	26,544
Replacement	Fire	4X4 Brush Truck-Replace #985	258,734
Replacement	Public Works	Solid Waste - full size pick up - replace vehicle #47	27,424
Replacement	Public Works	Solid Waste - front end loader - replace vehicle #50	213,994
Replacement	Public Works	Streets - utility truck - replace vehicle #38	41,034
Replacement	Recreation	Wilson Park Playground Equipment for 2-5 year olds	30,000
TOTAL			\$597,730

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 \$597,730.

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 \$597,730.

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.

A RESOLUTION APPROVING CHANGES IN TOWN'S FISCAL POLICY
Resolution No. 165/2007-08

BE IT RESOLVED BY THE BOARD OF ALDERMENT OF THE TOWN OF CARRBORO:

WHEREAS, the Town's financial management policy is designed to ensure the fiscal stability of the Town and to guide the development and administration of the annual operating and capital budgets;

WHEREAS, the policy reflects a change in the fleet maintenance policy to take advantage of vehicle and equipment technologies and best practices to enable the Town to hold onto its rolling stock for a longer period of time;

WHEREAS, the policy also reflects a change in the fund balance policy to enable the Town Manager to set aside funds balance in excess of the policy ceiling (35%) to be transferred to the Capital Reserve Fund. Transfers from the Capital Reserve Fund are made only with Board approval; and

NOW, THEREFORE, THE BOARD OF ALDERMEN HEREBY RESOLVES:

Section 1. The Board hereby approves changes to the fiscal policy effective July 1, 2008.

Section 2. This resolution shall become effective upon adoption.

**A RESOLUTION APPROVING COMPENSATION FOR ELECTED OFFICIALS
AND TOWN ATTORNEY
Resolution No. 166/2007-08**

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

Section 1: The Board approves a 4.5% increase for the Mayor and members of the Board of Aldermen for FY2008-09, effective July 1, 2008, reflecting the overall increase in compensation for employees.

Section 2: The Board hereby approves a contract for legal services with the Brough Law Firm for FY2008-09 effective July 1, 2008.