

**ANNUAL BUDGET ORDINANCE  
Town of Carrboro, North Carolina  
FY 2010-11**

WHEREAS, the recommended budget for FY 2010-11 was submitted to the Board of Aldermen on May 11, 2010 by the Town Manager and filed with the Town Clerk on that date pursuant to G.S. 159-11;

WHEREAS, on May 25, 2010, the Board of Aldermen held a public hearing on the budget pursuant to G.S. 159-12;

WHEREAS, on June 15, 2010, 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, 2010 and ending June 30, 2011, according to the following schedules.

**SCHEDULE A - GENERAL FUND**

GENERAL GOVERNMENT .....	\$3,348,354
Mayor & Board of Aldermen.....	\$ 281,736
Advisory Boards .....	\$ 12,750
Governance Support.....	\$ 266,003
Town Manager .....	\$ 276,988
Economic & Community Development.....	\$ 152,955
Town Clerk .....	\$ 114,870
Management Services .....	\$1,012,742
Human Resources .....	\$ 374,377
Information Technology .....	\$ 855,933
PUBLIC SAFETY .....	\$5,736,446
Police.....	\$3,213,111
Fire .....	\$2,523,335
PLANNING .....	\$1,159,198
TRANSPORTATION.....	\$1,064,150
PUBLIC WORKS.....	\$3,608,031
PARKS & RECREATION .....	\$1,372,343
NONDEPARTMENTAL.....	\$688,248
DEBT SERVICE .....	\$1,548,915
<b>TOTAL GENERAL FUND.....</b>	<b>\$18,525,685</b>

**SCHEDULE B – SPECIAL REVENUE FUNDS**

**Capital Reserve Fund**

Transfer to General Fund .....\$176,945

*In addition to the Transfer to the General Fund, the adopted budget ordinance also authorizes a reallocation within the Capital Reserve Fund of \$100,650 from undesignated reserves to reserves designated for street resurfacing.*

**Section 2.** It is estimated that revenues from the following major sources will be available during the fiscal year beginning July 1, 2010 and ending June 30, 2011 to meet the foregoing schedules:

**SCHEDULE A - GENERAL FUND**

Ad Valorem Taxes .....	\$11,021,222
Local Sales Taxes .....	\$3,062,136
Other Taxes/Licenses.....	\$402,750
Unrestricted Intergovernmental Revenue .....	\$860,018
Restricted Intergovernmental Revenue.....	\$553,981
Fees and Permits .....	\$1,022,867
Sales & Services .....	\$244,606
Investment Earnings.....	\$50,000
Other Revenues.....	\$44,069
Other Financing Sources.....	\$737,445
Fund Balance Appropriated .....	\$526,591
<b>TOTAL GENERAL FUND.....</b>	<b>\$18,525,685</b>

**SCHEDULE B – SPECIAL REVENUE FUNDS**

**Capital Reserve Fund**

Fund Balance Appropriated .....\$176,945

**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.

**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, 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 30<sup>th</sup>, 2010 audit of the previous year shall be re-appropriated to the Fiscal Year 2010-11 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 2010 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, 2010 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 .....\$5894

**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.

**ATTACHMENT A-4**

The following ordinance having been submitted to a vote received the following vote and was duly adopted this 15th day of June 2010:

Ayes:

Noes:

Absent or Excused:

**A RESOLUTION ADOPTING THE CLASSIFICATION AND PAY PLAN  
FOR FISCAL YEAR 2010-11  
Resolution No. 170/2009-10**

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 2010-11 Pay Plan.

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

Section 1. The Pay Plan, dated July 1, 2010 – June 30, 2011, a copy of which is attached to this resolution, is hereby adopted as the official Pay Plan for the 2010-2011 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 2010-2011 budget, including adoption of the pay and classification study conducted by Springsted Inc, 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

PAY FOR PERFORMANCE INCREASES FOR TOWN EMPLOYEES  
ARE NOT INCLUDED IN THE 2010 – 2011 BUDGET.  
PERFORMANCE EVALUATIONS WILL BE CONDUCTED AS  
USUAL; HOWEVER, ANY LANGUAGE IN THIS DOCUMENT THAT  
REFERENCES AN INCREASE IN PAY FOR AN EMPLOYEE'S  
PERFORMANCE OF HIS/HER REGULAR JOB DUTIES IS NOT  
APPLICABLE.

**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

## **ATTACHMENT B-4**

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. The minimum hourly rate for fiscal year July 1, 2010 – June 30, 2011 is \$11.78 per hour.

### **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 Provision**

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 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, 2010 – June 30, 2011 is listed below:

	Below Midpoint	at or Above Midpoint
<b>Needs improvement to meet proficiency standards</b>	No increase	No increase
<b>Proficient</b>	No increase	No increase
<b>Outstanding</b>	No increase	No increase

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.
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. Service Level Benefits**

Full-time employees of the Town may be compensated for years of service by payment of a longevity supplement based on continuous years of service as of December 31<sup>st</sup> of each year if funds are appropriated in the Annual Budget Ordinance. Payment of this benefit begins at five years of creditable service and is paid in a lump sum benefit in December of each calendar year. The amount of the benefit is the same for each employee who is in the same seniority group. Differing amounts are provided according to the following schedule with the amounts for FY 10-11 listed below:

<b>5 – 9 years</b>	<b>\$248.00</b>
<b>10 -14 years</b>	<b>\$456.00</b>
<b>15 – 19 years</b>	<b>\$659.00</b>
<b>20 or more years</b>	<b>\$868.00</b>

Employees that separate Town employment and return within one year will be credited with previous service for the purposes of the service level benefit.

The amount of the service level benefit is indexed each year to reflect the cost of living portion of the pay for performance increase. Continuous service is defined as continuous employment including any approved leave or involuntary reduction in force.

**Section 14. 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 Sergeant 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% increase in salary for the duration of this assignment. Officers relinquish this 5% increase when 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 15. 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. Each year the minimum and maximum salary of each pay grade will increase by the cost of living portion of the pay for performance increase. For FY 2010-11, pay for performance increases are not in effect, so no adjustment to the minimum and maximum salary was necessary.

**Section 16. 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 17. 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 18. 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 (except Administrative Staff)	42
Public Works Personnel (except office staff)	40
Other Town Personnel	37.5

**Section 19. 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.

In accordance with FLSA regulations, non-exempt employees may receive compensatory time off at a rate of time and one-half in lieu of being paid overtime for any hours worked in excess of 40 during a seven day period (171 hours in a 28 day cycle for law enforcement personnel and 212 hours in a 28 day cycle for fire personnel). Employees who elect to receive such compensatory time off must complete a compensatory time agreement.

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 20. 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 21. 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 22.

## ASSIGNMENT OF POSITIONS TO GRADES AND RANGES

July 1, 2010 - June 30, 2011

Position Classes	Salary Grade	Annual Salary		
		Minimum	Midpoint	Maximum
Custodian	1	24492	31228	37963
Groundskeeper I Program Support Asst. I	2	25717	32789	39861
Groundskeeper II Solid Waste Equip Oper. I	3	27003	34429	41855
Accounting Technician I Building Maint. Worker Maint/Construction Worker Program Support Asst. II	4	28353	36150	43947
Permit Technician Solid Waste Equip Oper II	5	29771	37958	46145
Activity Manager Animal Control Officer Maint/Const/Sign & Mark Asst Mechanic I SWEO II/Crew Leader	6	31259	39856	48452
Accounting Technician II Grounds Crew Leader	7	32822	41848	50874
Administrative Assistant Firefighter Mechanic II Sign & Marking Specialist	8	34463	43941	53418
Firefighter/Relief Driver Police Officer Street Crew Leader	9	36187	46138	56089
Engineering Technician	10	37996	48445	58894

**ATTACHMENT B-15**

Facilities Supervisor Fire Driver /Operator Recreation Supervisor	11	39896	50867	61838
<b>Position Classes</b>	<b>Salary Grade</b>	<b>Minimum</b>	<b>Annual Salary Midpoint</b>	<b>Maximum</b>
Building Maintenance Supv Code Enforcement Officer III Construction Inspector Fire Driver/Mechanic Fleet Maintenance Supervisor Planning/Zoning Dev Spec	12	41890	53410	64930
Asst. to the Public Works Dir. Fire Lieutenant GIS Specialist Solid Waste Supervisor	13	43985	56081	68177
Assistant to the Town Manager Facilities Administrator Human Resources Analyst IT Support Engineer Landscape /Grounds Supervisor Police Sergeant Purchasing Off/Budget Analyst	14	46184	58885	71585
Environmental Planner Fire Captain Recreation Administrator Staff Accountant Street Superintendent Transportation Planner	15	48493	61829	75165
Accounting Officer Fire Marshal/Safety Officer Police Lieutenant	16	50918	64921	78923
	17	53464	68167	82869
Code Enforcement Supervisor Deputy Fire Chief Development Review Admin. Planning Administrator	18	56137	71575	87013
Police Captain	19	58944	75154	91363
	20	61891	78912	95931
Economic & Comm Dev Director	21	64986	82857	100728

**ATTACHMENT B-16**

Human Resources Director Information & Technology Mgr. Recreation and Parks Director	22	68235	87000	105764
Finance Director Fire Chief Planning Director	23	71647	91350	111053
Police Chief Public Works Director	24	75229	95917	116605

**Section 23.  
Organizational Allocation Listing  
By Position Class and Department**

**July 1, 2010 - June 30, 2011**

**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
Information & Technology Manager	1	22
Information & Support Engineer	1	14
Assistant to the Town Manager	1	14
 Total Full Time Positions	 4	

**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	21

Total Full Time Positions

1

**D. Management Services Dept.**

<u>Position</u>	<u># Budgeted</u>	<u>Salary Grade</u>
Finance Director	1	23
Accounting Officer	1	16
Staff Accountant	1	15
Purchasing Officer/Budget Analyst	1	14
Accounting Technician II	1	7
Accounting Technician I	1	4
Total Full Time Positions	6	

**E. Human Resources Department**

<u>Position</u>	<u># Budgeted</u>	<u>Salary Grade</u>
Human Resources Director	1	22
Human Resources Analyst	1	14
Total Full Time Positions	2	

**F. Fire Rescue Department**

<u>Position</u>	<u># Budgeted</u>	<u>Salary Grade</u>
Fire Chief	1	23
Deputy Fire Chief	1	18
Fire Marshal/Safety Officer	1	16
Fire Captain	3	15
Fire Lieutenant	6	13
Fire Driver/Mechanic	1	12
Fire Driver/Operator	8	11
Firefighter/Relief Driver	9	9
Firefighter	9	8
Total Full Time Positions	39*	(contingent upon grant; 36 without grant funding)

**G. Recreation and Parks Department**

<u>Position</u>	<u># Budgeted</u>	<u>Salary Grade</u>
Recreation and Parks Director	1	22
Recreation Administrator	1	15
Facilities Administrator	1	14
Recreation Supervisor	5	11
Facilities Supervisor	1	11
Administrative Assistant	1	8
Program Support Assistant I	1	2

Total Full Time Positions 11

#### H. Planning Department

<u>Position</u>	<u># Budgeted</u>	<u>Salary Grade</u>
Planning Director	1	23
Code Enforcement Supervisor	1	18
Development Review Administrator	1	18
Planning Administrator	1	18
Transportation Planner	1	15
Environmental Planner	1	15
GIS Specialist	1	13
Planner/Zoning Development Spec.	3	12
Code Enforcement Off III	2	12
Administrative Assistant	1	8
Permit Technician	1	5
Total Full Time Positions	14	

\*Requirements for Code Enforcement Officers are listed on page 17.

#### I. Police Department

<u>Position</u>	<u># Budgeted</u>	<u>Salary Grade</u>
Police Chief	1	24
Police Captain	2	19
Police Lieutenant	6	16
Police Sergeant	11	14
Police Officer	21	9
Administrative Assistant	1	8
Animal Control Officer	1	6
Program Support Assistant II	1	4
Total Full Time Positions	44	

#### J. Public Works Department

<u>Position</u>	<u># Budgeted</u>	<u>Salary Grade</u>
Public Works Director	1	24
Street Superintendent	1	15
Landscape/Grounds Supervisor	1	14
Solid Waste Supervisor	1	13
Asst. to the Public Works Director	1	13
Building Maintenance Supervisor	1	12
Fleet Maintenance Supervisor	1	12
Constr Inspector	1	12
Engineering Tech	1	10
Street Crew Leader	1	9

Administrative Assistant	1	8
Signs & Marking Specialist	1	8
Mechanic II	1	8
Grounds Crew Leader	2	7
Maint/Constr/Sign & Mark Asst.	1	6
Mechanic I	1	6
Solid Waste Eq. Op. II/Crew Ldr.	1	6
Solid Waste Equipment Operator II	1	5
Building Maintenance Worker	1	4
Maintenance/Construction Worker	5	4
Groundskeeper II	1	3
Solid Waste Equipment Operator I	4	3
Groundskeeper I	5	2
Custodian	1	1
Total Full Time Positions	36	
<b>Total Full-Time Positions</b>	<b>155</b>	

**II. PERMANENT PART-TIME POSITIONS**

<u>Position</u>	<u>Department</u>	<u>Salary Grade</u>
Accounting Technician I	Management Services	4
Asst. to Mayor/Deputy Town Clerk	Mayor and Board of Aldermen	n/a
Program Support Assistant II	Comm. & Econ Development	4
Program Support Assistant II	Fire Rescue	4
Program Support Assistant II	Recreation and Parks	4
Program Support Assistant I	Recreation and Parks	2
Activity Manager	Recreation and Parks	6

**III. TEMPORARY PART-TIME POSITIONS**

<b>A. Human Resources Department</b>	
Clerical Assistant	\$10.00 - \$12.00/hr.
<b>B. Recreation and Parks Department</b>	
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.
<b>C. Police Department</b>	
Clerical Assistant	\$11.00 - \$12.00/hr.
<b>D. 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 24.**

**Requirements for Code Enforcement Officers – July 1, 2010**

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

**Code Enforcement Officer I**

**Salary Grade 10**

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 11**

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 12**

Requires certification at level III in at least one of the code inspection fields by the State of North Carolina.



**Section 25.**

**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  
Information & Technology Manager  
Town Clerk  
Finance Director  
Accounting Officer  
Staff Accountant  
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  
Recreation Supervisor  
Facilities Administrator  
Facilities Supervisor  
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 26.

## 2010 – 2011 Health Insurance Rates ~ Bi-Weekly Premiums ~

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

### BCBS – BLUE OPTIONS PPO

	Total Cost Per Month	Town Pays	Employee Pays
Employee	\$ 505.75	\$505.75	\$0
Employee + Child(ren)	\$ 960.94	\$733.34	\$227.60 mo / \$113.80 pp
Employee + Spouse	\$1,087.35	\$796.56	\$290.80 mo / \$145.40 pp
Family	\$1,441.39	\$973.58	\$467.82 mo / \$233.91 pp

## 2010-11 Dental Insurance Rates ~ Bi-Weekly Premiums ~

*Employee pays 100% of premium*

### AMERITAS

	Total Cost Per Month	Employee Pays
Employee	\$30.32	\$15.16 pp
Employee + One	\$83.12	\$41.56 pp
Family	\$83.12	\$41.56 pp

Section 27.

# **HOLIDAY SCHEDULE ~ FY 2010 - 2011 ~**

## **HOLIDAY**

## **TOWN OBSERVES**

Independence Day	July 5 (Mon)
Labor Day	September 6 (Mon)
Thanksgiving	November 25 & 26 (Th/Fri)
Christmas	December 23, 24, 27(Th/Fr/Mon)
New Year's Day	January 3 (Mon)
M.L. King's Birthday	January 17 (Mon)
Good Friday	April 22 (Fri)
Memorial Day	May 30 (Mon)

## **PAYCHECK SCHEDULE**

July 9, 23  
August 6, 20  
September 3, 17  
October 1, 15, 29  
November 12, 24  
December 10, 22  
January 7, 21  
February 4, 18  
March 4, 18  
April 1, 15, 29  
May 13, 27  
June 10, 24

## Section 28.

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

**Frequently Called Telephone Numbers**

**Health Insurance**

BCBSNC (877) 258-3334

**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](http://www.townofcarrboro.org)

**ATTACHMENT C**

**A RESOLUTION APPROVING A ONE-TIME LUMP SUM PAYMENT TO  
PERMANENT FULL-TIME AND PART TIME EMPLOYEES AND AN ADDITIONAL  
LEAVE DAY FOR STAFF  
Resolution No. 171/2009-10**

BE IT RESOLVED that the Town of Carrboro Board of Aldermen hereby approves the following as a part of the 2010-11 budget:

Section 1. In lieu of providing a pay-for-performance increase for 2010-11, permanent full-time and part-time employees shall receive a one-time lump sum payment in the amount of \$455.00. This amount is subject to taxes and retirement costs and will be pro-rated for permanent part-time employees based on the number of hours worked.

Section 2. Permanent full-time and part-time employees shall be granted an additional leave day to be taken off for their birthday effective July 1, 2010 and for FY 10-11 only.

**TOWN OF CARRBORO**  
**MISCELLANEOUS FEES AND CHARGES SCHEDULE**  
**EFFECTIVE JULY 1, 2010**

ITEM	CURRENT FEE
<b>Motor Vehicle Tax</b>	\$30.00 (Comprised of: General Municipal Vehicle Tax - \$25.00; Municipal Vehicle Tax for Public Transportation - \$5.00)
<b>Fingerprinting</b>	\$15.00 for each fingerprinting
<b>Commercial Solicitation – Permit Application Fee (effective 4/7/09)</b>	\$5.00
<b>Commercial Solicitation – Permit Renewal Fee (effective 4/7/09)</b>	\$2.00
<b>Commercial Solicitation – Deposit Fee for Permit Card – Fee Returned Upon Receipt of Permit Cards (effective 4/7/09)</b>	\$10.00
<b>Animal Fees</b>	
Dogs (unsterilized)	\$20.00
(sterilized)	\$ 3.00
Cats (unsterilized)	\$10.00
(Sterilized)	\$ 3.00
<b>Cemetery Fees</b>	
Resident or Property Owner	\$ 750.00 per space
Non-Resident	\$1,500.00 per space
Plot Staking	\$ 25.00
Monument/Marker Staking	\$ 15.00
<b><u>RECREATION FEES</u></b>	
<b>Outside Rental Facilities (Effective 7/1/09)</b>	
<b>Picnic Shelters</b>	If an event involves any outside contractors who receive a fee for services provided at an event on town property, a \$25.00 site license will be assessed to comply with Town of Carrboro Privilege License requirements.
	\$35.00 per 0-4 hours
	\$45.00 above 4 hours

<p><b><u>TOWN COMMONS FACILITY FEES</u></b></p>	<p><b>\$125</b> 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 Carrboro, provide general liability insurance with a minimum limit of \$1 million general liability coverage endorsed to name the Town as an additional insured and provide a certificate for documentation.</p> <p><b>\$175</b> for 4 or more hours</p> <p>A fee of \$25 is charged if the event is approved to sell goods or services.</p> <p>If an event involves any outside contractors who receive a fee for services provided at an event on town property, a \$25.00 site license will be assessed to comply with Town of Carrboro Privilege License requirements. 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><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) Flat Fee to be determined by the nature and projected attendance of the event. Fee paid in advance upon acceptance of application.                  (3) \$15.00 per space</p>
<p><b>Field Rentals (ballfield &amp; multipurpose)</b>                  Team/Group Rates (2-hour time block per field)                  (1) Use without lights                  (2) Use with lights                  (3) Field Preparation</p> <p>Multipurpose field #2 at Anderson Park (near tennis courts) allows</p>	<p>\$10/30 minutes                  \$20/30 minutes                  \$22.00/time - 1st field, \$18.00 each additional field if prepared at same time</p>

<p>set up of temporary tents, awnings, or similar structures. All tents must be removed at the end of the rental period.</p>	
<p><b>Anderson Park Disc Golf Course (Tournament Rental)</b></p>	<p>One Round Tournament: \$35/day Two Round Tournament: \$45/day</p>
<p><b>Soccer Field</b> (1) Use without lights (2) Use with lights</p>	<p>\$10/30 minutes \$20/30 minutes</p>
<p><b>Tournament Rates</b> (per ball field or multipurpose) (1) Use without lights (2) Use with lights (3) Field Preparation  (4) Maintenance Fee and Damage Deposit (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 areas, parking lot(s), etc. in order to receive a return on the maintenance and damage deposit. (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.) (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>	<p>\$50 \$25/60 minutes, \$37.50/90 minutes \$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><b>Equipment Rental Fee</b> (non-perishable)</p>	<p>\$10.00/activity</p>
<p><b>Bicycle Rental Fee</b></p>	<p>\$5.00/hr \$20.00/day \$40.00/weekend</p>

<b>Out-of-County Fee</b> *No Out-of-County Fee is assessed to programs that recover 100% or more of direct cost.	Annual Out-of-County Fee, Fiscal Year <i>2010-11</i> : <i>\$71</i> <u>Per Activity Fees:</u> <u>Athletics</u> = Annual Out-of-County Fee divided by two Fiscal Year <i>2010-11</i> : <i>\$36</i> <u>General Programs</u> = Annual Out-of-County Fee divided by three Fiscal Year <i>2010-11</i> : <i>\$24</i>
<b>General Programs</b>	
Special Events and Workshops of a Specific Interest Nature (Road Run, Tennis Clinics, Special Interest Workshops,)	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
<b>Athletics</b> Youth Sports	\$48 per participant (uniform used and returned) \$58 per participant (uniform item retained)
Athletic Instructional Camps	100% of direct costs
Adult Sports Leagues	95% or more of direct costs
Drop In Sports Programs	\$3 per participant
Protest Fee	\$25.00 per protest (fee returned if protest ruled to be valid)
	1. 2.
<b>Financial Assistance Program</b>	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.

<p><b>Special Fee Waiver(s)</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. 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.</p> <p><i>Town employees receive a 25% discount off all preregistered classes and activities.</i></p>
<p><b>Volunteer Credit Certificate</b></p>	<p>Volunteers providing the following number of hours serving Carrboro Recreation and Parks sponsored programs during the fiscal year will be awarded the following:</p> <ul style="list-style-type: none"> <li>• 1 or more service hours = invitation to the volunteer recognition social.</li> <li>• 15 service hours = \$10 credit certificate to be applied toward a preregistered Carrboro Recreation and Parks Department sponsored program.</li> </ul> <p><u>Restrictions</u>  Each Credit Certificate may be used once.  Must be used during the fiscal year immediately following volunteer service.  Credit Certificates may not be applied toward co-sponsored programs where revenue sharing is used.  No refunds, exchanges, or redemptions toward cash.  Credit Certificates may only be applied toward a family account.  <i>Credit Certificates will expire one year from the date of issue.</i>  Accumulative maximum of \$60 credit for a fiscal year.</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>
	<p>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.</p>

## CARRBORO CENTURY CENTER

CARRBORO CENTURY CENTER			
ITEM	CURRENT FEES		
	STANDARD FEE	SPECIAL EVENT FEE	OTHER FEES
<b>Rooms</b> <i>Hours of operation 9:00 a.m. to 11:00 p.m.</i>  <i>Rental requests outside of normal operating hours are subject to additional fees.</i>	<b>STANDARD FEE</b> Covers: receptions, parties, dances, meetings, or any other private gathering	<b>SPECIAL EVENT FEE</b> Covers: All events that are free and open to the public.	
<b>Century Hall (3 hr. minimum usage)</b> (Each additional half hour pro-rated at the set charge)			<i>Nonrefundable prepayment Fee (all rooms and Hall – 10% of contract total) required to confirm rental.</i>
Weekday Use: ( for Three Hours)	\$165.00	\$87.00	<i>Use of Hall prior to or after normal operating hours – \$82 per hour</i>
Weekend Use: (for Three Hours)	\$276.00	\$138.00	<i>For Century Hall use on weekends; before or after normal operating hours – \$138 per hour</i>
<b>Activity Rooms 1 – 4</b> (2 hr. min.) Rooms 2 and 3 charged at single use rate	\$47.00	\$29.00	<i>Use of Activity Rooms prior to or after normal operating hours – \$35 per hour</i>
<b>Kitchen (1 hr. minimum usage)</b>	\$32.00	\$19.00	<i>Room Reset Fee (changes occurring the day of the event): Activity Rooms - \$15.00; Century Hall - \$25.00.</i>
			<i>Room Rental Cancellation Fees: Cancellations three weeks or more prior to event receive refund of rental payment minus 10% nonrefundable prepayment fee; Century Hall, kitchen and Activity Rooms 1-4 <u>not cancelled</u> three weeks (21 days) in advance forfeit all rental fees.</i>
<b>Century Center Equipment Fees</b>			
AV equipment (example: TV, VCR, Laptop computer, portable screen)	\$10.00 per use		<i>Site License: If an event involves any outside contractors who receive a fee for services at the event, a</i>

LCD Projector Kitchen Equipment (i.e., beverage warmers, coffee pots, etc)	\$20.00 per use \$5.00 per use	\$25 site license will be assessed to comply with Town of Carrboro Privilege License requirements.
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*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.*

**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, *or e. The event substantially advances the Town's policies or goals of Vision 2020.*
4. Community Art 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. (If the hall is being used for a departmental event during a first Sunday request, staff will try to accommodate the request on another Sunday during that month)
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.
6. Equipment fees are listed above.
7. Building supervisor costs are included in above fee.

<i>Catering/Meal Services</i>	<i>Fees</i>
<i>Fee for all refreshments and/or food service activity (Century Hall Only)</i>	<i>5% of the room rental</i>
<b>Century Center Services</b>	<b>Rate</b>
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
<i>Piano Tuning beyond routine tuning (2x/yr)</i>	<i>At cost</i>
<i>Booth Rental at Century Center Events</i>	<i>\$25/no electricity or \$35/with electricity</i>
Shuttle service	\$50/hour
Copies	\$.10 per copy
Fax (sending or receiving)	\$.50 per page
100 <sup>th</sup> Birthday party or 50 <sup>th</sup> Wedding Anniversary (Carrboro Residents only)	50% discount

Refunds	<p><u>PROGRAMS</u></p> <ol style="list-style-type: none"> <li>1. In the event of a change in the nature of the program or an activity or reservation is cancelled, participants will be contacted and a transfer, full credit or refund will be given.</li> <li>2. 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.</li> <li>3. When a written request is received prior to the start of a program, a refund less the \$5.00 administrative fee, full credit or transfer is given.</li> <li>4. When an activity is underway, a prorated refund, less the \$5 administrative fee will be given if the space can be filled. If the space cannot be filled, a pro-rated credit minus the administrative fee will be placed on account.</li> <li>5. No refunds or credits will be given after a program has concluded.</li> <li>6. The administrative fee for summer camp is \$20 per camp prior to beginning of the program. After the camp has started, the fee is charged and the balance is prorated.</li> </ol> <p><u>FACILITIES</u></p> <ol style="list-style-type: none"> <li>1. Room Rental Cancellation Fees: Cancellations three weeks or more prior to the event receive refund of rental payment minus 10% prepayment fee. Events <u>not cancelled</u> three weeks (21 days) in advance forfeit all rental fees. <i>The Department may cancel a reservation in the case of severe weather conditions, a Town emergency, and if all of the contract stipulations are not followed. All reservation fees will be returned in full if a situation occurs which is beyond facility or event sponsor control.</i></li> <li>2. Park Facility Cancellations: Cancellations made three days or more prior to the event receive refund minus \$5.00 administration fee. Events not cancelled three days in advance forfeit all rental fees. Events cancelled due to the weather require a written</li> </ol>
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	refund request submitted to the department.
<b>PUBLIC WORKS FEES</b>	
Additional Recycling Bin	\$7.00
Roll Out Containers	Actual cost to town - \$48.70per container
Yard Waste Containers	Actual cost to town - \$53.20 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
<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	\$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
<b>PLANNING FEES</b>	
<b>CONSTRUCTION PERMIT FEES</b>	
<b>A. Building Permits</b>	
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	\$50.00
Residential Construction	
New Construction	.26/sq. ft.
Renovation or alteration	.21/sq. ft.
Commercial Construction	

New Construction	.26/sq. ft.
Renovation or Alteration	.21/sq. ft.
Replacement/Renovation not covered by minimum square footage (commercial)	\$275.00
CO Certification (commercial)	\$100.00
<b>B. Plumbing</b>	
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 - <b>(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.)</b>	.16/sq. ft.
Water/Sewer Only	\$50.00 minimum fee
<b>C. Mechanical</b>	
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)	.16/sq. ft.
Gas Lines	\$75.00
Modular Home (approved by NC Dept. of Insurance)	\$125.00
<b>Commercial Hoods</b>	
0-25 sq. ft.	\$75.00
25.1-50 sq. ft.	\$85.00
Over 50 sq. ft.	\$95.00
<b>Gasoline and Oil Tanks</b>	
Per Tank	\$225.00
<b>D. Electrical</b>	
Minimum permit fee	\$50.00

Temporary electrical service	\$50.00
Residential Applications	Sq. Footage x .16
Residential & Commercial Additions (receptacles, switches, etc.)	\$45.00
Conditional Power	\$150.00
<b>Service changes:</b>	
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
<b>Electric Motors and Generators</b>	
Minimum charge	\$50.00
Each Additional Motor transformer etc.	\$10.00
<b>Residential Applications</b>	Sq. Ft. x .16
<b>Commercial Applications</b>	Sq. Ft. x .16
<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>I. Fire Prevention</b>	
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
- Initiating or supervisory device (automatic or manual - pull station, water-flow switch, tamper switch, heat and smoke detectors, etc.). Commercial projects	\$2.00 per initiating device
Fire Sprinkler/Standpipe/Fire Pump/Extinguishing System Permit	\$100.00
Sprinkler head, fusible links, frangible bulbs, water flow switch, supervisory device, etc.	\$2.00 per initiating device
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.*

<b>CONDITIONAL USE OR SPECIAL USE PERMITS (New Requests)</b>	
1. Residential	\$1,300 .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
<b>ZONING PERMITS</b>	
1. Residential	\$75.00 per unit
2. Commercial	\$60.00 or \$0.06/ per sq. ft. of commercial building space, whichever is greater
3. Home Occupation	\$75.00
4. Site Re-inspection	\$60.00
<b>SIGN PERMITS</b>	
Single Sign Permit	\$40.00 per sign
Unified Sign Plan Permit	\$150 per sign unified sign plan
Individual Sign in accordance with approved plan	\$30.00 per sign
Sign on Historic Building (SUP, per Section 15-174 of the LUO)	\$50.00
<b>VILLAGE MIXED USE OR OFFICE/ASSEMBLY CONDITIONAL USE DISTRICT</b>	
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
<b>CONDITIONAL USE REZONING</b>	
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, 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
<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	\$600.00
2. Minor Modification without hearing	\$300.00
3. Insignificant Deviations	\$150
<b>CONDITIONAL, SPECIAL USE, OR ZONING PERMIT EXTENSIONS OR RENEWALS</b>	
Residential, Commercial, or Mixed Use	\$350
<b>PHASING CHANGES AND REVIEW (IF SEPARATE FROM INITIAL APPROVAL)</b>	
Residential, Commercial, or Mixed Use	\$300
<b>FINAL PLAT APPROVALS</b>	
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
<b>VARIANCES</b>	\$350.00
<b>APPEALS</b>	\$300.00
<b>SPECIAL EXCEPTIONS</b>	\$250.00
<b>EXEMPT SUBDIVISIONS</b>	
1. Creation of additional lots	\$150.00
2. Combination or recombination of existing lots	\$60.00
3. Re-recording Existing Survey	No Fee
<b>ZONING/PROJECT COMPLIANCE LETTER</b>	\$120.00

<b>CONSTRUCTION PLAN REVIEW</b>	
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
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

<b>PAYMENT-IN-LIEU</b>	
1. Payment-in-Lieu	\$193.93 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>ZONING MAP AMENDMENTS</b>	
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
<b>(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)</b>	
<b>ZONING TEXT AMENDMENT</b>	\$425.00

<b>MAPS AND SERVICES</b>	
<i>Zoning Map</i>	
Large, wall map	\$18.00
E-size (34 x 44)	\$12.00

D-size (22 x 34)	\$10.00
11 x 17	\$ 6.00
<b>City Limits Map</b>	
E-size	\$12.00
11 x 17	\$ 6.00
<b>Natural Constraints Map</b>	
E-size	\$12.00
11 x 17	\$ 6.00
<b>Custom Maps (15-minute production time limit)</b>	
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)
<b>Blueprint Maps</b>	
1979 and 1985 Topographic Maps (Blueprint)	\$25.00
<b>Digital Data</b>	
Requests for Carrboro Digital Data	
Existing Data Layer	\$30.00
Customized Data Layer	\$30.00 + \$35.00 per hour (\$50.00 minimum)
Digital Published Map	\$30.00
<b>Resident Notification Mailing</b>	\$30.00 + \$.65/resident address
Residential Notification Mailing Labels (Labels Only)	\$30.00 + \$.03/label
<b>(Requests for Orange County digital data will be referred to Orange County)</b>	
<b>PUBLICATIONS</b>	
Carrboro Architectural and Historical Inventory	\$ 7.50
Carrboro Bicycle Policy and Sidewalk Policy	\$ 1.00
Carrboro Downtown Guidelines for Design	\$10.00

Carrboro Connector Roads Policy	\$ 1.00
Downtown Carrboro New Vision	\$15.00
Carrboro Vision 2020 Report	\$ 7.50
Small Area Plan for Carrboro's Northern Study Area	\$20.00
Neighborhood Preservation District Guidelines	\$10.00
Carrboro Land Use Ordinance	\$25.00
<i>Conceptual Master Plan Town of Carrboro, N.C. Bolin Creek Greenway</i>	<i>\$35.00</i>
Other Publications	10¢/page + 50¢/color page
<b>TOWN CODE</b>	\$20.00
<b>HOUSING CODE (Chapter 17)</b>	\$ 5.00
<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>HISTORIC CARRBORO PLAQUE</b>	\$135.00 per plaque
<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 RECORDINGS</b>	\$5.00 per tape <i>or DVD</i>
<b>NOTARY FEE</b>	\$5.00 per signature
<b>Translation Equipment Rental – Translators Not Provided with Equipment</b>	
--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.)	\$150.00 (deposit will be returned when equipment is returned, with any late fees or equipment charges assessed against the deposit)
--Rental Fee for use of equipment for up to 3 days – must be paid upfront	\$25.00 (nonrefundable)
--Late Fee (for any day beyond established rental time)	\$10.00 per day
<b>Index of Computer Databases</b>	
-Digital Copy of Index of Computer Databases - CD, DVD, USB Solis State Drive	\$5.00

-Digital Copy of Database Media and Costs - CD, DVD, USB Solis State Drive	\$15.00
-Report Reproduction Cost List	\$.10 for each printed, plotted or photographic database output page  Special Note: These fees do not apply to GIS related report and mapping reproduction; those fees are covered elsewhere in the Miscellaneous Fees and Charges Schedule.
-Custom Services Costs – Custom Report Preparation	Starting at \$100.00 per hour billable in 15-minute increments, and listed cost of digital and printed reproduction media. The ability to process custom requests is based upon staff and resource availability, and requesters should note that all requests may not be filled due to such limitations.

<b>PRIVILEGE LICENSE FEES - Effective 7/1/10</b>	
<b>GROSS RECEIPTS</b>	<b>AMOUNT OF TAX</b>
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 renewing their license shall render to the Town Manager a sworn statement of the gross receipts of the business for work or services rendered and/or retail sales in the Town of Carrboro as reported in the previous year’s state income tax return. For new businesses applying for their license, a sworn statement of their estimated gross receipts shall be rendered to the Town Manager. Upon an applicant’s failure to render such a sworn statement, the amount of tax to be paid shall be \$200. Gross receipts fees apply to all businesses whose primary activities are not exempt from fees or that do not have fees fixed by state statutes.</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>	
<b>SCHEDULE OF FEES ESTABLISHED BY STATE STATUTE FOR BUSINESSES</b>	
<b>ADVERTISING/OUTDOOR</b> (Signs, billboards, sign hanger/erector) G.S. 105-86	\$35.00
<b>ALCOHOL/BEER &amp; WINE SALES</b> G.S. 105-113.77	
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> G.S. 105-37.1	\$25.00 PER DAY PER LOCATION
Swimming pools, skating rink, beach bingo, penny arcade, Riding devices (permanent location) Merry go Rounds, Astro games, Shooting gallery, etc	
<b>AMUSEMENTS-GENERAL</b> G.S. 105-37.1	\$25.00 PER ROOM, HALL, TENT OR

Giving, offering, or managing any form of entertainment or amusement for which admission is charged	PLACE WHERE ADMISSION CHARGES ARE MADE
<b>AMUSEMENTS CIRCUSES/ANIMAL SHOWS</b> G.S. 105-38 (exhibiting performances) (\$500 CASHIERS BOND MAY BE APPLICABLE)	\$25.00 PER DAY PER LOCATION
<b>ATHLETIC CONTEST</b> G.S. 105-37.1 Exempt only when managed & conducted by school, civic or fraternal organization	\$25.00
<b>AUTOMOBILE DEALERS</b> , G.S. 105-89 New or used	\$25.00
<b>AUTOMOBILE: SERVICE STATION</b> G.S. 105-89 (a) Automobile upholsterer, body shop, repair garages, includes retail selling or delivery of accessories/commodities	\$12.50
<b>AUTOMOBILE: WHOLESALE SUPPLY DEALERS</b> G.S. 105-89 (b) Buying, selling, distributing, exchanging, or delivering automotive accessories	\$37.50 PER LOCATION
<b>AUTOMOBILE: WHOLESALE SUPPLY DEALERS SELLING TO RETAIL DEALERS BY USE OF SOME SORT OF VEHICLE</b> G.S 105-89 (b) (1)	\$25
<b>BARBER/BEAUTY SHOP</b> beautician, cosmetologist, manicurist G.S. 105-75.1	\$2.50 PER OPERATOR
<b>BICYCLES</b> Dealer, renting or repairing G.S. 102.5 (b) (2)	\$25.00
<b>BILLIARD &amp; POOL TABLES</b> G.S. 105-102.5 (b) (2) 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 PER LOCATION
<b>BOWLING ALLEYS</b> G.S. 105-102.5 (b) (6)	\$10.00 EACH ALLEY
<b>CAMPGROUNDS, TRAILER PARKS OR TENT CAMPING</b> G.S. 102.5 5 (b) (4)	\$12.50
<b>CHAIN STORES</b> G.S. 105.98	\$50.00
<b>CHECK CASHING</b> NC GENERAL STATUTES, ARTICLE 22 OF CHAPTER 53	\$100.00
<b>COLLECTING AGENCY</b> G.S 105-45	\$50.00
<b>CONTRACTORS</b> – G.S. 105-54 General, construction, grading or building	\$10.00 (with State License) Gross receipts (without state license)
<b>CONTRACTORS</b> – G.S. 105-91 Electrical; Plumbing; Mechanical; Heating & Air Conditioning	\$50.00 (MUST HAVE STATE LICENSE)
<b>DANCES</b> G.S. 105-37.1 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 – G.S. 105-74 (a)</b>	\$50.00 PER LOCATION IF BUSINESS DOES NOT SOLICIT BUSINESS OUTSIDE THE COUNTY \$100 PER LOCATION IF IT SOLICITS BUSINESS OUTSIDE THE COUNTY
<b>ELECTRONIC VIDEO GAMES G.S. 105-66.1</b>	\$5.00 PER MACHINE
<b>ELEVATORS &amp; AUTOMATIC SPRINKLER SYSTEMS – G.S. 105-55</b> selling or installing	\$100.00
<b>EMPLOYMENT AGENCY - G.S. 105.90</b>	\$100
<b>EXPRESS COMPANIES – G.S. 105.115</b>	\$75
<b>FIREARM DEALERS, GUNS, PISTOLS, ETC) – G.S. 105-80</b>	\$50.00
<b>FLEA MARKET – G.S. 105-53</b>	\$200.00
<b>FORTUNE TELLERS, PALMISTS – G.S. 105-58</b>	\$100.00
<b>HOTELS, MOTELS - G.S. 105-61</b>	\$25.00 minimum, \$1.00 per room
<b>ICE CREAM – Retailer/Counter Freezer – G.S. 105-102.5</b>	\$2.50
<b>ICE CREAM MFG &amp; WHOLESALE – G.S. 105-102.5</b>	\$12.50 PER FREEZER
<b>ITINERANT MERCHANT – G.S. 105-53 (b)</b>	\$100.00
<b>LAUNDROMAT, LINEN, UNIFORM RENTAL – G.S. 105-85 (a)</b> PLEASE CONFIRM THIS CLARIFICATION	\$50.00 PER LOCATION IF BUSINESS DOES NOT SOLICIT BUSINESS OUTSIDE THE COUNTY \$100 PER LOCATION IF IT SOLICITS BUSINESS OUTSIDE THE COUNTY
<b>LOAN AGENCIES – G.S. 105-88</b>	\$275.00
<b>MASSAGISTS/MASSEUSE - G.S. 105-41</b>	\$25.00 each masseuse (WITHOUT STATE LICENSE)
<b>MERCHANDISING MACHINES – G.S. 105-65.1</b>	OVER 5 ARE EXEMPT LESS THAN 5see SUNDRIES
<b>MOTOR VEHICLE DEALERS – G.S. 105-89, auto new and used</b>	\$25.00
<b>MOTOR VEHICLE DEALERS – G.S. 105-89 ( c) (5), auto-seasonal/itinerant</b>	\$300.00
<b>MOTORCYCLE DEALERS – G.S. 105-89.1 (e) – motorcycles and motorcycle parts</b>	\$12.50
<b>MUSIC MACHINES/JUKE BOX - G.S. 105-65</b> operating, maintaining or placing on location any machine(s)that produces music	\$5.00 EACH MACHINE (\$50 MAX AT ANY ONE LOCATION) confirm fee

<b>PAWNBROKERS</b> G.S. 105-50	\$275.00
<b>PEDDLERS</b> G.S. 105-53 (certain peddlers are exempt – see Schedule A in Town Code, Chapter 8)	\$10.00 ON FOOT \$25.00 WITH VEHICLE/CART \$25.00 FARM PRODUCTS NOT PRODUCED BY VENDOR
<b>PIANOS, ORGANS, TUNERS, SALES &amp; REPAIRS, RADIO, STEREO, RECORDS, TV &amp; RECORDER REPAIRS</b> – G.S. 105-102.5 (b) (9)	\$5.00
<b>PINBALL MACHINES</b> and/or other amusement games & devices – G.S. 105-102.5 (b) (8)	\$25.00 EACH LOCATION
<b>PISTOL/FIREARMDEALER</b> – G.S. 105-80	\$50.00
<b>RADIO REPAIR/SALES</b> – G.S. 105-102.5 (b) (9)	\$5.00
<b>RESTAURANTS/CAFETERIAS</b> - G.S. 105-62	\$25.00 (SEATING CAPACITY UNDER 5) \$42.50 (SEATING CAPACITY 5 OR MORE)
<b>SPECIALTY MARKET OPERATOR</b> – G.S. 105-53	\$200.00
<b>SPRINKLER SYSTEMS – AUTOMATIC</b> – G.S. 105.55 Selling or installing	\$100.00
<b>SUNDRIES</b> For sale of sandwiches, soft drinks, tobacco, owned dispensers, retail or placing fewer than 5 dispensers or machines	\$4.00 FEWER THAN 5 DISPENSERS
<b>TAXI CABS</b> – G.S. 20-97	\$15.00 PER VEHICLE
<b>THEATERS (MOVIE)</b> - G.S. 105-37 (a) <b>OUTDOOR THEATRES</b> – G.S. 105-36.1 Operating an outdoor or drive-in movie theater for compensation	\$200.00 EACH SCREENING ROOM \$100
<b>THEATERS (MOVIE)</b> - G.S. 105-37 (b) operating 3 days or less each week	\$100.00
<b>TOBACCO WAREHOUSE</b> G.S. 105-77	\$50 PER WAREHOUSE
<b>UNDERTAKER/RETAIL SALE OF COFFINS</b> – G.S. 105-46	\$50.00
<b>VIDEO GAMES</b> - G.S. 105-66.1 Coin or token operated	\$5.00 PER MACHINE
<b>VIDEO RENTAL OR SALE</b> G.S 105-102.5 (b) (1)	\$25.00
<b>WEAPONS, OTHER THAN FIREARMS</b> – G.S. 105-80Bowie knives, dirk, daggers, leaded canes, iron or metallic knuckles	\$200.00
<b>OTHER APPLICABLE PRIVILEGE LICENSES</b>	
<b>OFFICE MACHINES &amp; HOME APPLIANCES - SERVICE &amp; REPAIR SVCS ONLY - G.S. 105- 102.5 (b) (3)</b>	GROSS RECEIPTS
<b>COMPUTER SOFTWARE SALES</b> – G.S. 105-102.5	GROSS RECEIPTS

MISCELLANEOUS	GROSS RECEIPTS
MOBILE FOOD VENDOR	\$25
MOTORCYCLE DEALERS – ACCESSORIES OTHER THAN MOTORCYCLES/MOTORCYCLE PARTS – G.S. 105-89.1 (e)	<u>GROSS RECEIPTS</u>

**ATTACHMENT E**

**REIMBURSEMENT RESOLUTION**  
Resolution No. 172/2009-10

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 FY2010-11 include the following:

<b>DEPARTMENT</b>	<b>VEHICLE/EQUIPMENT</b>	<b>VEH/EQP COST</b>
Public Works	Administration - Mid size Hybrid SUV - Replace vehicle #001	\$ 33,500
Public Works	Streets - utility truck - Replace vehicle #042	\$ 44,000
Public Works	Streets - pickup - Replace vehicle #043	\$ 22,000
Public Works	Solid Waste - boom truck - Replace vehicle #57	\$ 154,000
Police	Patrol Vehicle-Replace vehicle #199	\$ 32,000
Public Works	L&G - Full Size Truck - Replace #003	\$ 25,000
Police	Investigations - Replace vehicle #198	\$ 26,000
Police	Community Services-Replace vehicle #200	\$ 32,000
Police	Community Services-Replace vehicle #201	\$ 32,000
Fire	Fire Suppression 4x4 Brush-Truck Replace-#985	\$ 160,000
		<b>\$ 560,500</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 \$560,500.

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 \$560,500.

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.

**ATTACHMENT F**

**A RESOLUTION APPROVING COMPENSATION FOR TOWN ATTORNEY  
FOR FISCAL YEAR 2010-11  
Resolution No. 173/2009-10**

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

**Section 1: The Board hereby approves a contract for legal services with the Brough Law Firm for FY2010-11 effective July 1, 2010.**

**Section 2: This resolution shall become effective upon adoption.**