

ANNUAL BUDGET ORDINANCE
Town of Carrboro, North Carolina
FY 2012-13

WHEREAS, the recommended budget for FY 2012-13 was submitted to the Board of Aldermen on May 1, 2012 by the Town Manager pursuant to G.S. 159-11 and filed with the Town Clerk pursuant to G.S. 159-12;

WHEREAS, on May 15, 2012, the Board of Aldermen held a public hearing on the budget pursuant to G.S. 159-12;

WHEREAS, on June 19, 2012, 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, 2012 and ending June 30, 2013, according to the following schedules.

SCHEDULE A - GENERAL FUND

GENERAL GOVERNMENT	\$3,792,087
Mayor & Board of Aldermen	\$ 283,552
Advisory Boards	\$ 11,800
Governance Support	\$ 327,445
Town Manager	\$ 262,126
Economic & Community Development	\$ 154,396
Town Clerk	\$ 90,417
Management Services	\$1,027,952
Human Resources	\$ 507,274
Information Technology	\$1,127,125
PUBLIC SAFETY	\$5,812,734
Police	\$3,281,775
Fire	\$2,530,959
PLANNING	\$1,244,178
TRANSPORTATION	\$1,240,000
PUBLIC WORKS	\$3,735,232
PARKS & RECREATION	\$1,425,878
NONDEPARTMENTAL	\$760,700
DEBT SERVICE	\$1,430,681
TOTAL GENERAL FUND	\$19,441,491

SCHEDULE B – SPECIAL REVENUE FUNDS**Capital Reserve Fund**

Transfer to General Fund for Debt Service\$176,945

Section 2. It is estimated that revenues from the following major sources will be available during the fiscal year beginning July 1, 2012 and ending June 30, 2013 to meet the foregoing schedules:

SCHEDULE A - GENERAL FUND

Ad Valorem Taxes	\$11,538,637
Local Sales Taxes	\$3,287,245
Other Taxes/Licenses	\$408,490
Unrestricted Intergovernmental Revenue	\$862,737
Restricted Intergovernmental Revenue	\$598,200
Fees and Permits	\$1,054,150
Sales & Services	\$229,846
Investment Earnings	\$35,000
Other Revenues	\$65,605
Other Financing Sources	\$574,265
Fund Balance Appropriated	\$787,316
TOTAL GENERAL FUND	\$19,441,491

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.

Section 4. Charges for services and fees by Town Departments are levied in the amounts set forth in the Miscellaneous Fees and Charges Schedule.

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. When unassigned fund balance exceeds 35%, the Town Manager, in accordance with the Town fiscal policy, may assign an amount for transfer to the capital reserve fund for future capital projects
- d. All operating funds encumbered or designated within fund balance for project expenditures as confirmed in the annual June 30, 2012 audit of the previous year shall be re-appropriated to the Fiscal Year 2012-13 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 authorized only by the Board of Aldermen. The 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 2012 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 dollars (\$100) valuation of taxable property as listed for taxes as of January 1, 2012 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 B

**RESOLUTION ADOPTING THE FISCAL YEAR 2012-13
PAY AND CLASSIFICATION PLAN
Draft Resolution No. 177/2011-12**

WHEREAS, the Board of Aldermen adopts a comprehensive position classification and pay plan for the Town of Carrboro; and

WHEREAS, the Town Manager has prepared the 2012-13 Pay and Classification Plan;

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

Section 1. The Pay and Classification Plan, dated July 1, 2012 – June 30, 2013, a copy of which is attached to this resolution, is hereby adopted as the official Pay and Classification Plan for fiscal year 2012-2013.

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

Section 3. 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
2012 – 2013 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. THE SALARY TABLE DOES REFLECT AN INCREASE OF 3% THAT WAS AWARDED
TO ALL EMPLOYEES WITHOUT RESPECT TO PERFORMANCE.

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. The minimum hourly rate for fiscal year July 1, 2012 – June 30, 2013 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, 2012 – June 30, 2013 is listed below:

	Below Midpoint	at or Above Midpoint
Needs improvement to meet proficiency standards	No increase	No increase
Proficient	No increase	No increase
Outstanding	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 31st 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 12-13 listed below:

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

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% 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. 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.

For FY 2012-13, performance increases are not included in the budget; however, an across-the-board increase of 3% is budgeted. The minimum, midpoint, and maximum of each salary grade reflects the increase.

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	42

(except Administrative Staff)	
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 work time flexibility by their supervisor where the convenience of the department allows and in accordance with procedures established by the Town Manager.

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 upon completion of the assignment.

Section 22.

ASSIGNMENT OF POSITIONS TO GRADES AND RANGES

July 1, 2012 - June 30, 2013

Position Classes	Salary Grade	Annual Salary		
		Minimum	Midpoint	Maximum
Custodian	1	25227	32165	39102
Groundskeeper I Program Support Asst. I	2	26489	33773	41057
Groundskeeper II Solid Waste Equip Oper. I	3	27813	35462	43111
Building Maint. Worker Maint/Construction Worker Program Support Asst. II	4	29204	37235	45265
Accounting Technician Permit Technician Solid Waste Equip Oper II	5	30664	39097	47529
Activity Manager Animal Control Officer Maint/Const/Sign & Mark Asst Mechanic I SWEO II/Crew Leader	6	32197	41052	49906
Grounds Crew Leader	7	33807	43103	52400
Accounting Payroll Specialist Administrative Assistant Firefighter Mechanic II Sign & Marking Specialist	8	35497	45259	55021
Firefighter/Relief Driver Police Officer Street Crew Leader	9	37273	47522	57772
Engineering Technician	10	39136	49898	60661
Facilities Supervisor Fire Driver /Operator Recreation Supervisor	11	41093	52393	63693

Position Classes	Salary Grade	Annual Salary		
		Minimum	Midpoint	Maximum
Building Maintenance Supv Code Enforcement Officer III Construction Inspector Fire Driver/Mechanic Fleet Maintenance Supervisor Planning/Zoning Dev Spec	12	43147	55012	66878
Asst. to the Public Works Dir. Fire Lieutenant GIS Specialist Solid Waste Supervisor	13	45212	57763	70222
Assistant to the Town Manager Facilities Administrator Human Resources Analyst IT Support Engineer Landscape /Grounds Supervisor Police Sergeant Purchasing Off/Budget Analyst	14	47570	60652	73733
Environmental Planner Fire Captain Recreation Administrator Staff Accountant Street Superintendent Transportation Planner	15	49948	63684	77420
Assistant to the Finance Director Fire Marshal/Safety Officer Police Lieutenant Systems Administrator	16	52446	66869	81291
	17	55068	70212	85355
Code Enforcement Supervisor Deputy Fire Chief Development Review Admin. Planning Administrator	18	57821	73722	89623
Police Captain	19	60712	77409	94104
	20	63748	81279	98809
Economic & Comm Dev Director	21	66936	85343	103750
Human Resources Director Information & Technology Mgr. Recreation and Parks Director	22	70282	89610	108937
Finance Director Fire Chief Planning Director	23	73796	94091	114385
Police Chief Public Works Director	24	77486	98795	120103

Section 23.
Organizational Allocation Listing
By Position Class and Department

July 1, 2012 - June 30, 2013

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
Systems Administrator	1	16
Information & Support Engineer	1	14
Assistant to the Town Manager	1	14
Total Full Time Positions	5	

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
Assistant to the Finance Director	1	16
Staff Accountant	1	15
Purchasing Officer/Budget Analyst	1	14
Accounting Payroll Specialist	1	8
Accounting Technician	1	5
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	6	8
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	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
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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	19	9
Administrative Assistant	1	8
Animal Control Officer	1	6
Program Support Assistant II	1	4
Total Full Time Positions	42	

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
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	4	2
Custodian	1	1
Total Full Time Positions	34	
Total Full-Time Positions	152	

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	4
Program Support Assistant II	Fire Rescue	4
Program Support Assistant II	Management Services	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

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 24.

Requirements for Code Enforcement Officers – July 1, 2012

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
Systems Administrator
Town Clerk
Finance Director
Assistant to the Finance Director
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

2012 – 2013 Health Insurance Rates ~ Bi-Weekly Premiums ~

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

BCBS – BLUE OPTIONS

	Total Cost Per Month	Town Pays	Employee Pays
Employee	\$ 531.04	\$531.04	\$0
Employee + Child(ren)	\$1,008.99	\$770.02	\$238.98 mo / \$119.49 pp
Employee + Spouse	\$1,141.76	\$836.40	\$305.36 mo / \$152.68 pp
Family	\$1,513.51	\$1,022.28	\$491.24 mo / \$245.62 pp

2012-13 Dental Insurance Rates ~ Bi-Weekly Premiums ~

Employee pays 100% of premium

ASSURANT

	Total Cost Per Month	Employee Pays
Employee	\$32.00	\$16.00 pp
Employee + One	\$86.00	\$43.00 pp
Family	\$86.00	\$43.00 pp

HOLIDAY SCHEDULE

~ FY 2012 - 2013 ~

HOLIDAY

TOWN OBSERVES

Independence Day

July 4 (Wed)

Labor Day

September 3 (Mon)

Thanksgiving

November 22 & 23 (Th/Fri)

Christmas

December 24, 25, 26 (M/T/W)

New Year's Day

January 1 (Tues)

M.L. King's Birthday

January 21 (Mon)

Good Friday

March 29 (Fri)

Memorial Day

May 27 (Mon)

PAYCHECK SCHEDULE

July 6, 20

August 3, 17, 31

September 14, 28

October 12, 26

November 9, 23

December 7, 21

January 4, 18

February 1, 15

March 1, 15, 29

April 12, 26

May 10, 24

June 7, 21

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

Assurant To be provided

Life Insurance & Disability Insurance

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

Supplemental Life Insurance

Municipal Benefits, Inc. (888) 624-1551

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

RESOLUTION APPROVING 3% COST OF LIVING PAY INCREASE FOR PERMANENT
FULL-TIME AND PART TIME EMPLOYEES

Draft Resolution No. 178/2011-12

BE IT RESOLVED that the Town of Carrboro Board of Aldermen hereby approves the following as a part of the Annual Budget for FY 2012-13:

Section 1. Permanent full-time and part-time employees shall receive a cost-of-living salary increase of 3% effective July 1, 2012.

Section 2. Appointed employees and elected officials shall receive a cost-of-living salary increase of 3% effective July 1, 2012.

Section 3. The minimum and maximum salary for each position in the Pay and Classification Plan shall be increased by 3% to maintain parity and internal equity within the job classification system.

Section 4. This resolution shall become effective upon adoption.

REIMBURSEMENT RESOLUTION FOR EQUIPMENT AND VEHICLES
Draft Resolution No. 179/2011-12

WHEREAS, the Town Manager, 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 FY 2012-13 include the following:

Department	Vehicle	Cost
Police	Patrol Vehicles-Replace vehicle #211	\$ 35,280
Police	Patrol Vehicles-Replace vehicle #212	\$ 35,280
Police	Patrol Vehicles-Replace vehicle #213	\$ 35,280
Police	Patrol Vehicles-Replace vehicle #214	\$ 35,280
Public Works	Solid Waste - Front Loader - Replace #56	\$ 231,000
Fire-Rescue	Sedan - Replace #982/with F-150 4x4 Pick-Up	\$ 25,200
	TOTAL	\$ 397,320

Section 2. The expected type of financing (which may be subject to change) for the above equipment and vehicles is installment purchase financing as allowed in North Carolina General Statutes Section 160A-20.

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 \$397,320.

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.

Section 5. This resolution shall become effective upon adoption.

Attachment E

**A RESOLUTION APPROVING CONTRACT FOR TOWN ATTORNEY
Draft Resolution No. 180/2011-12**

**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 FY 2012-13 effective July 1, 2012.

Section 2: This resolution shall become effective upon adoption.

Attachment F

**A RESOLUTION APPROVING MISCELLANEOUS FEES AND CHARGES
SCHEDULE**

Draft Resolution No. 181/2011-12

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

Section 1: The Board hereby approves the attached Miscellaneous Fees and Charges
Schedule for FY 2012-13 effective July 1, 2012.

Section 2: This resolution shall become effective upon adoption.

TOWN OF CARRBORO
MISCELLANEOUS FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2012

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
Commercial Solicitation – Permit Application Fee (effective 4/7/09)	\$5.00
Commercial Solicitation – Permit Renewal Fee (effective 4/7/09)	\$2.00
Commercial Solicitation – Deposit Fee for Permit Card – Fee Returned Upon Receipt of Permit Cards (effective 4/7/09)	\$10.00
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>	<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.</p> <p>Insurance may be 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 insurance is required, the event sponsor must sign the reservation</p>

Picnic Shelters	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 \$35.00 per 0-4 hours \$45.00 above 4 hours
<u>TOWN COMMONS FACILITY FEES</u>	\$125 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. \$175 for 4 or more hours A fee of \$25 is charged if the event is approved to sell goods or services. 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.
Concessionaires (1) Long-Term (2) Special Event (3) Event Booths (Nonprofit Groups, etc.)	(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
Field Rentals (ballfield & multipurpose) Team/Group Rates (2-hour time block per field) (1) Use without lights (2) Use with lights (3) Field Preparation (baseball and softball (football, soccer and lacrosse) Multipurpose field #2 at Anderson Park (near tennis courts) allows	\$10/30 minutes \$20/30 minutes \$22.00/time - 1st field, \$18.00 each additional field if prepared at same time \$45.00/time – 1 st field, \$40 each additional field if prepared at the same time

set up of temporary tents, awnings, or similar structures. All tents must be removed at the end of the rental period.	
Anderson Park Disc Golf Course (Tournament Rental)	One Round Tournament: \$35/day Two Round Tournament: \$45/day
Soccer Field (1) Use without lights (2) Use with lights	\$10/30 minutes \$20/30 minutes
Tournament Rates (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.	\$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)
Equipment Rental Fee (non-perishable)	\$10.00/activity
Bicycle Rental Fee	\$5.00/hr \$20.00/day \$40.00/weekend

Out-of-County Fee *No Out-of-County Fee is assessed to programs that recover 100% or more of direct cost.	Annual Out-of-County Fee, Fiscal Year 2012-13: \$73 <u>Per Activity Fees:</u> <u>Athletics</u> = Annual Out-of-County Fee divided by two Fiscal Year 2012-13: \$37 <u>General Programs</u> = Annual Out-of-County Fee divided by three Fiscal Year 2012-13: \$24
General Programs	
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 Payment is due at the time of registration or \$40 camp deposit per camp registration. Balance is due by designated date.
Special Populations (activities, workshops, events, sports activities, etc.	35% - 45% of direct costs in overall program
Athletics	\$48 per participant (uniform used and returned)
Youth Sports	\$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)

Financial Assistance Program	<p>An individual or family that meets specific criteria can receive an annual membership that entitles them to receive a full fee waiver for activities or pay 25% of the cost. A group that meets specific criteria can receive an annual membership that entitles them to pay 50% of the cost. Membership discounts begin after approval. Program registrations made prior to department approval will not be eligible for discounts. Seeking cancellations to use discounted membership will not apply. Each eligible participant can participate in up to 6 activities per fiscal year (July 1st-June 30th) at the approved discounted rate. Refunds or cancellations will be based on your discounted rate and the refund timeframe. Memberships can be suspended if participants don't show up for activities. Staff will follow up via phone or email for the first "no-show". A formal letter will be sent out for the second "no-show". On the third "no-show", the membership will be suspended for the remainder of the fiscal year unless written documentation is provided and accepted.</p>
Special Fee Waiver(s)	<p>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.</p> <p>Town employees receive a 25% discount off all preregistered classes and activities.</p>
Volunteer Credit Certificate	<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"> • 1 or more service hours = invitation to the volunteer recognition social. • 15 service hours = \$10 credit certificate to be applied toward a preregistered Carrboro Recreation and Parks Department sponsored program. <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</p>

	revenue sharing is used. No refunds, exchanges, or redemptions toward cash. Credit Certificates may only be applied toward a family account. Credit Certificates will expire one year from the date of issue. Accumulative maximum of \$60 credit for a fiscal year.
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

CARRBORO CENTURY CENTER			
ITEM	CURRENT FEES		
Rooms Hours of operation 9:00 a.m. to 11:00 p.m. Rental requests outside of normal operating hours are subject to additional fees.	STANDARD FEE Covers: receptions, parties, dances, meetings, or any other private gathering	SPECIAL EVENT FEE Covers: All events that are free and open to the public.	OTHER FEES
Century Hall (3 hr. minimum usage) (Each additional half hour pro-rated at the set charge)			Nonrefundable prepayment Fee (all rooms and Hall – 10% of contract total) required to confirm rental.
Weekday Use: (for Three Hours)	\$165.00	\$87.00	Use of Hall prior to or after normal operating hours – \$82 per hour
Weekend Use: (for Three Hours)	\$276.00	\$138.00	For Century Hall use on weekends; before or after normal operating hours – \$138 per hour

Activity Rooms 1 – 4 (2 hr. min.) Rooms 2 and 3 charged at single use rate	\$47.00	\$29.00	Use of Activity Rooms prior to or after normal operating hours – \$35 per hour
Kitchen (1 hr. minimum usage)	\$32.00	\$19.00	Room Reset Fee (changes occurring the day of the event): Activity Rooms - \$15.00; Century Hall - \$25.00.
			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.
Century Center Equipment Fees			
AV equipment (example: TV, VCR, Laptop computer, portable screen) LCD Projector Kitchen Equipment (i.e., beverage warmers, coffee pots, etc)	\$10.00 per use \$20.00 per use \$5.00 per use		Site License: If an event involves any outside contractors who receive a fee for services at the event, a \$25 site license will be assessed to comply with Town of Carrboro Privilege License requirements.

Patrons who rent Century Hall 10 times or more per calendar year may pay a flat rate deposit of \$50 per calendar year for their events instead of 10% of the contract total. These patrons may make one reservation per month per 12 month calendar year applying this flat rate deposit. Any additional bookings are subject to 10% of the contract. All bookings for the calendar year must be completed on one contract.

For the purpose of clarification:

1. Reservations are first come, first serve subject to availability of space.
2. 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.
3. Groups renting the Century Hall for a single Standard Event with a rental length of 6 or more hours may schedule a rehearsal in the Century Hall on any date prior to their event if space is available. In the case of rehearsals the Town will charge a prorated hourly rate instead of the full 3 hour minimum.
4. 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.
5. 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.

6. 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)
7. 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.
8. Equipment fees are listed above.
9. Building supervisor costs are included in above fee.
10. Event sponsors must book dates and space needed for ongoing events.
11. Space will not be held for ongoing events/programs until a contract has been signed, deposit received and the reservation has been confirmed.

Catering/M meal Services	Fees
Fee for all refreshments and/or food service activity (Century Hall Only)	5% of the room rental
Clean-Up Fee <i>Arrangements should be made to insure that all trash and food debris is removed from floor and tables at the conclusion of an event in order to avoid a clean-up fee. The number of man hours required for clean-up will be determined by a Professional Janitorial Service.</i>	\$35.00 (per person/per hour)
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
Booth Rental at Century Center Events	\$25/no electricity or \$35/with electricity
Shuttle service	\$50/hour
Copies	\$.10 per copy
Fax (sending or receiving)	\$.50 per page
100 th Birthday party or 50 th Wedding Anniversary (Carrboro Residents only)	50% discount

Refunds	<ul style="list-style-type: none"> • All refunds should be requested in writing. • In the event there is a change in the nature of the program, activity or reservation or cancellation, participants will be contacted and a transfer, full credit or refund will be given. • Injury or injury or illness of a participant. Doctor's documentation is needed. (If the program is underway, the refund will be prorated) <p><u>PROGRAMS/ACTIVITIES</u></p> <ul style="list-style-type: none"> • When program/activity refund requests are received more than three (3) business days prior to the start of a recreation program, a refund less a \$5.00 administrative fee, or full credit or transfer will be given. Athletics program requests should be received three business days prior to the first practice/game. • The administrative fee for camp withdrawals is \$10.00 per camp. • When a request is received in three business days or less a pro-rated credit will be placed on your account minus administrative fee. If a program is more than 50% complete it is left to discretion of the program coordinator. <p>Note: It is the discretion of the program supervisor whether a refund will be given on a commodity (supplies, tickets, apparel, etc.) that has already been purchased by the participant.</p> <p><u>FACILITIES</u></p> <ol style="list-style-type: none"> 1. Century Center 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. 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. 2. Park Facility Cancellations: Cancellations made three days or more prior to the event receive refund minus \$5.00 administration fee. Any rental over \$20 not cancelled three business days prior to the rental will receive a refund of 75% of the rental fee minus the \$5.00 administrative fee. Any rental less than \$20 will be refunded less the \$5.00 administrative fee.
PUBLIC WORKS FEES	
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
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

PLANNING FEES

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	\$50.00
Residential Construction	
New Construction	.26/sq. ft.
Renovation or alteration	.21/sq. ft.
Commercial Construction	
New Construction	.26/sq. ft.
New Construction (Open Parking Structure)	30% of New Construction Fee
Renovation or Alteration	.21/sq. ft.
Replacement/Renovation not covered by minimum square footage (commercial), and	\$275.00

renovations to existing commercial building located in the University Lake watershed	
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.)	.16/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)	.16/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 .16
Residential & Commercial Additions (receptacles, switches, etc.)	\$45.00

Conditional Power	\$150.00
Commercial – Open Parking Structure	30% of Residential Application Fee
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
<u>Commercial – New Construction</u>	Sq. Ft. x .16
<u>Commercial electrical work not included in additions or not including a square footage component</u>	\$150.00
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
- 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)
Work initiated without required construction permits	Twice the original permit fee

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	\$1,300 .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

ZONING PERMITS

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

SIGN PERMITS

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

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, 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
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	\$150
CONDITIONAL, SPECIAL USE, OR ZONING PERMIT EXTENSIONS OR RENEWALS	
Residential, Commercial, or Mixed Use	\$350
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	\$300.00
SPECIAL EXCEPTIONS	\$250.00
EXEMPT SUBDIVISIONS	
1. Creation of additional lots	\$150.00
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
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	\$ \$204.14 (2.5% CPI)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	
<i>Zoning Map</i>	

Large, wall map	\$ 20.00
E-size (34 x 44)	\$ 15.00
D-size (22 x 34)	\$ 12.00
11 x 17	\$ 10.00
<i>City Limits Map</i>	
E-size	\$ 15.00
11 x 17	\$ 10.00
<i>Natural Constraints Map</i>	
E-size	\$ 15.00
11 x 17	\$ 10.00
<i>Custom Maps</i> (15-minute production time limit)	
E-size	\$ 40.00
D-size	\$ 30.00
C-size (17 x 22)	\$ 25.00
11 x 17	\$ 20.00
8 ½ x 11 (color)	\$ 10.00
8 ½ x 11 (black/white)	\$ 5.00
With Orthography	\$ 45.00
Other Custom Maps	Map charge (shown above) + \$40.00 per hour (\$50.00 minimum)
<i>Blueprint Maps</i>	
1979 and 1985 Topographic Maps ((Print of Digital Data)	\$30.00
<i>Digital Data</i>	
Requests for Carrboro Digital Data	
Existing Data Layer	\$30.00
Customized Data Layer	\$30.00 + \$40.00 per hour (\$50.00 minimum)
Digital Published Map	\$30.00
Resident Notification Mailing	\$30.00 + \$.65/resident address
Residential Notification Mailing Labels (Labels Only)	\$30.00 + \$.03/label
(Requests for Orange County digital data will be referred to Orange County)	
STREAM DETERMINATION AND WATER QUALITY BUFFER MITIGATION	
Ephemeral Stream	\$60.00

Intermittent or Perennial Stream	\$120.00
Mitigation Fees for Impacts to Ephemeral Stream Water Quality Buffers	
Removal of Vegetation	\$.99 per sq. ft*1.5
Grading or Other Changes That Modify Natural Conditions of Diffuse Flow	\$12.50 per linear foot or stream disturbance for one or both sides of stream channel, depending on area of impact
Disturbance of Stream Channel	\$349 per linear foot of stream disturbance
BMP Inspections (applicable to owners who have not provided adequate documentation of self-inspection and maintenance and who have not voluntarily entered into a maintenance agreement)	
Sites with 1 or 2 BMPs	\$125.00
Sites with more than 2 BMPs	\$250.00
BMP Re-inspection	\$75.00
PUBLICATIONS	
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
Conceptual Master Plan Town of Carrboro, N.C. Bolin Creek Greenway	\$35.00
Comprehensive Bicycle Master Plan	\$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)
HISTORIC CARRBORO PLAQUE	\$135.00 per plaque
BAD CHECKS	\$35.00 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 OR AUDIO RECORDINGS	\$5.00 per tape, CD or DVD
NOTARY FEE	\$5.00 per signature
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.)	\$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
Index of Computer Databases	
-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.

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 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>	
SCHEDULE OF FEES ESTABLISHED BY STATE STATUTE FOR BUSINESSES	
ADVERTISING/OUTDOOR (Signs, billboards, sign hanger/erector) G.S. 105-86	\$35.00
ALCOHOL/BEER & WINE SALES 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
AMUSEMENTS 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	
AMUSEMENTS-GENERAL G.S. 105-37.1	\$25.00 PER ROOM, HALL, TENT OR PLACE WHERE ADMISSION
Giving, offering, or managing any form of entertainment or amusement for which	

admission is charged	CHARGES ARE MADE
AMUSEMENTS CIRCUSES/ANIMAL SHOWS G.S. 105-38 (exhibiting performances) (\$500 CASHIERS BOND MAY BE APPLICABLE)	\$25.00 PER DAY PER LOCATION
ATHLETIC CONTEST G.S. 105-37.1 Exempt only when managed & conducted by school, civic or fraternal organization	\$25.00
AUTOMOBILE DEALERS , G.S. 105-89 New or used	\$25.00
AUTOMOBILE: SERVICE STATION G.S. 105-89 (a) Automobile upholsterer, body shop, repair garages, includes retail selling or delivery of accessories/commodities	\$12.50
AUTOMOBILE: WHOLESALE SUPPLY DEALERS G.S. 105-89 (b) Buying, selling, distributing, exchanging, or delivering automotive accessories	\$37.50 PER LOCATION
AUTOMOBILE: WHOLESALE SUPPLY DEALERS SELLING TO RETAIL DEALERS BY USE OF SOME SORT OF VEHICLE G.S 105-89 (b) (1)	\$25
BARBER/BEAUTY SHOP beautician, cosmetologist, manicurist G.S. 105-75.1	\$2.50 PER OPERATOR
BICYCLES Dealer, renting or repairing G.S. 102.5 (b) (2)	\$25.00
BILLIARD & POOL TABLES 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
BOWLING ALLEYS G.S. 105-102.5 (b) (6)	\$10.00 EACH ALLEY
CAMPGROUNDS, TRAILER PARKS OR TENT CAMPING G.S. 102.5 5 (b) (4)	\$12.50
CHAIN STORES G.S. 105.98	\$50.00
CHECK CASHING NC GENERAL STATUTES, ARTICLE 22 OF CHAPTER 53	\$100.00
COLLECTING AGENCY G.S 105-45	\$50.00
CONTRACTORS – G.S. 105-54 General, construction, grading or building	\$10.00 (with State License) Gross receipts (without state license)
CONTRACTORS – G.S. 105-91 Electrical; Plumbing; Mechanical; Heating & Air Conditioning	\$50.00 (MUST HAVE STATE LICENSE)
DANCES 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
DRY CLEANERS – G.S. 105-74 (a)	\$50.00 PER LOCATION IF BUSINESS DOES NOT SOLICIT BUSINESS OUTSIDE THE COUNTY

	\$100 PER LOCATION IF IT SOLICITS BUSINESS OUTSIDE THE COUNTY
ELECTRONIC GAMING OPERATIONS	\$1,000.00 Plus \$500.00 per electronic gaming machine used or stored as part of the electronic gaming operation
ELECTRONIC VIDEO GAMES G.S. 105-66.1	\$5.00 PER MACHINE
ELEVATORS & AUTOMATIC SPRINKLER SYSTEMS – G.S. 105-55 selling or installing	\$100.00
EMPLOYMENT AGENCY - G.S. 105.90	\$100.00
EXPRESS COMPANIES – G.S. 105.115	\$75.00
FIREARM DEALERS, GUNS, PISTOLS, ETC) – G.S. 105-80	\$50.00
FLEA MARKET – G.S. 105-53	\$200.00
FORTUNE TELLERS, PALMISTS – G.S. 105-58	\$100.00
HOTELS, MOTELS - G.S. 105-61	\$25.00 minimum, \$1.00 per room
ICE CREAM – Retailer/Counter Freezer – G.S. 105-102.5	\$2.50
ICE CREAM MFG & WHOLESALE – G.S. 105-102.5	\$12.50 PER FREEZER
ITINERANT MERCHANT – G.S. 105-53 (b)	\$100.00
LAUNDROMAT, LINEN, UNIFORM RENTAL – G.S. 105-85 (a) 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
LOAN AGENCIES – G.S. 105-88	\$275.00
MASSAGISTS/MASSEUSE - G.S. 105-41	\$25.00 each masseuse (WITHOUT STATE LICENSE)
MERCHANDISING MACHINES – G.S. 105-65.1	OVER 5 ARE EXEMPT LESS THAN 5see SUNDRIES
MOTOR VEHICLE DEALERS – G.S. 105-89, auto new and used	\$25.00
MOTOR VEHICLE DEALERS – G.S. 105-89 (c) (5), auto-seasonal/itinerant	\$300.00
MOTORCYCLE DEALERS – G.S. 105-89.1 (e) – motorcycles and motorcycle parts	\$12.50
MUSIC MACHINES/JUKE BOX - G.S. 105-65	\$5.00 EACH MACHINE (\$50 MAX

operating, maintaining or placing on location any machine(s) that produces music	AT ANY ONE LOCATION) confirm fee
PAWNBROKERS G.S. 105-50	\$275.00
PEDDLERS 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
PIANOS, ORGANS, TUNERS, SALES & REPAIRS, RADIO, STEREO, RECORDS, TV & RECORDER REPAIRS – G.S. 105-102.5 (b) (9)	\$5.00
PINBALL MACHINES and/or other amusement games & devices – G.S. 105-102.5 (b) (8)	\$25.00 EACH LOCATION
PISTOL/FIREARM DEALER – G.S. 105-80	\$50.00
RADIO REPAIR/SALES – G.S. 105-102.5 (b) (9)	\$5.00
RESTAURANTS/CAFETERIAS - G.S. 105-62	\$25.00 (SEATING CAPACITY UNDER 5) \$42.50 (SEATING CAPACITY 5 OR MORE)
SPECIALTY MARKET OPERATOR – G.S. 105-53	\$200.00
SPRINKLER SYSTEMS – AUTOMATIC – G.S. 105.55 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 FEWER THAN 5 DISPENSERS
TAXI CABS – G.S. 20-97	\$15.00 PER VEHICLE
THEATERS (MOVIE) - G.S. 105-37 (a) OUTDOOR THEATRES – G.S. 105-36.1 Operating an outdoor or drive-in movie theater for compensation	\$200.00 EACH SCREENING ROOM \$100.00
THEATERS (MOVIE) - G.S. 105-37 (b) operating 3 days or less each week	\$100.00
TOBACCO WAREHOUSE G.S. 105-77	\$50 PER WAREHOUSE
UNDERTAKER/RETAIL SALE OF COFFINS – G.S. 105-46	\$50.00
VIDEO GAMES - G.S. 105-66.1 Coin or token operated	\$5.00 PER MACHINE
VIDEO RENTAL OR SALE G.S. 105-102.5 (b) (1)	\$25.00
WEAPONS, OTHER THAN FIREARMS – G.S. 105-80 Bowie knives, dirk, daggers, leaded canes, iron or metallic knuckles	\$200.00
OTHER APPLICABLE PRIVILEGE LICENSES	

OFFICE MACHINES & HOME APPLIANCES - SERVICE & REPAIR SVCS ONLY - G.S. 105-102.5 (b) (3)	GROSS RECEIPTS
COMPUTER SOFTWARE SALES – 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>