

## MEMORANDUM

TO: Mayor and Town Council

FROM: Roger L. Stancil, Town Manager  
Kenneth C. Pennoyer, Business Management Director

SUBJECT: Consideration of Final Budget and Related Items

DATE: June 25, 2012

Enactment of the attached ordinance would establish the budget for 2012-13 and authorize a variety of related actions.

## DISCUSSION

The proposed Budget Ordinance constitutes the annual budget for 2012-13. The ordinance reflects the Manager's Recommended Budget amended as follows based on discussions by the Town Council:

- Changes the distribution for the Orange County Convention and Visitor's performance agreement. The performance agreement amount has been increased based on an adjustment of the occupancy tax revenues for FY13. The adjustment represents 50% of the \$50,000 increase in projected revenues. This increases the amount of the performance agreement by \$25,000 from \$150,000 to \$175,000. Revenues in excess of the new budget amount will be split on a 50-50 basis between the Town and the Visitor's Bureau.
- Reestablishes Community Center Pool hours for Tuesdays and Thursdays and funds the expanded hours through an increase in the fee for private swim lessons from \$15.00 to \$20.00 and a \$1.00 increase in the daily admission fee at all pools.
- Increases the performance agreement for the Homeless Initiative from \$28,600 to \$30,750 based on the request from the Orange County Partnership to end Homelessness. The amount is calculated using a funding formula based on population of the Orange County jurisdictions.
- Balances the Transit Fund Budget using a transfer of \$364,000 from the General Fund rather than a tax increase.
- Funds the Public Works Street Repaving budget by \$600,000 of bond funds and \$111,000 from the operating budget for a total of \$711,000. This is an increase of \$50,000 over the FY12 paving budget.
- Budgets Council Contingency at \$17,000.

- Increases the Human Services Advisory Board allocation by \$16,000 from \$321,100 to \$337,100. The additional funding will be allocated by Council direction.

**The final budget ordinance:**

- Establishes the overall property tax rate, which is the same as it has been for the last 3 years. The property tax is split between the General, Transit and Debt Management Funds as follows:

○ General Fund	37.8
○ Debt Management Fund	7.5
○ Transit Fund	<u>4.1</u>
<b>Total</b>	<b><u>49.4 cents</u></b>
- Establishes the Downtown Service District tax rate of \$7.1 cents per \$100 assessed value
- Makes adjustments to the Town’s Fee Schedule (as described below)
- Uses about \$1.5 million in existing fund balance, of which \$920,000 is for one-time costs such as capital improvements.
- Maintains basic services, maintains benefits levels and provides for a 3% salary adjustment for all classified (full and part-time employees), including Council Members.

**FEE SCHEDULE:** The following changes to the Town’s Fee Schedule are included in the recommended budget:

- **Library** – Increases to overdue fines, lost item charges and an increase in the out of County library card fee
- **CAPA** – Changes to the price of “Town Store” goods
- **Fire** – Changes to various NC Fire Code and a charge for fire incident reports
- **Parks & Recreations** – Changes to some program fees based fee philosophy
- **Police** – Increases in finger print, vehicle storage and video production fees. New fees for door to door vendors and precious metal dealers
- **Public Works** – Increases to engineering and inspection fees including utility inspection and engineering plan review. Increase in fees for street cuts and commercial garbage fees
- **Parking** – Increase in monthly rental parking, visitor permits for residential permit parking zones and non-payment repeat offender’s fee

**FUND BALANCE:** I recommend appropriating \$1,528,622 from the Town’s fund balance to balance the General Fund budget and accomplish the Council’s goals. Based on our preliminary estimates it looks like we will finish the current fiscal year above the 15.0% undesignated General Fund balance target. Maintaining an adequate level of fund balance is critical to meet the cash flow requirements of this municipal corporation and to provide an emergency fund to safeguard the Town against the costs of recovering from unforeseen economic, emergency and natural disasters.

**MAINTAIN BASIC SERVICES:** The Town’s services are highly valued by our residents, as evidenced by their comments in the 2011 Community Survey. The Town’s ability to

consistently deliver high quality services is dependent on our ability to hire and retain a high quality work force. Part of the Town's on-going strategy has been a competitive compensation package including comprehensive medical benefits for full-time employees.

In recent years, the increasing costs of health insurance have made it very difficult to maintain the Town's benefit package. Annual increases in medical insurance have averaged more than 11% over the last 5 years. Last year, I convened a task force of employees from all areas of the organization to learn together about the challenges of healthcare costs and to think together about changes to the plan that will reduce costs in the long-term while retaining a competitive benefit for employees. That effort has resulted in a number of health and wellness initiatives, including an innovative partnership with UNC Healthcare to provide an employee wellness clinic on-site. Due, in part, to these efforts the Town's medical insurance costs went down by 3% for FY2012-13. We will continue to build on the momentum of our success to create a healthier work force and to continue to control the cost of employee benefits.

I have included in my recommended budget a 3% pay adjustment for employees. It has been three years since employees have received a pay adjustment and this increase is needed in order to keep our salaries competitive so that we can hire and retain excellent employees. The raise applies to all benefit eligible employees whose date of employment is before July 1, 2012.

#### **DEBT ISSUANCE AND THE CIP BUDGET:**

For the FY2008-09 budget, a debt management plan was adopted to provide a better system for management of the Town's debt and its effect on the Town's operating budget. Last year, in order to balance the General Fund Budget, a portion of the Debt Management Fund's dedicated property tax rate was shifted to the General Fund. This shift was possible due to additional capacity created by the delay in issuance as old debt was paid off. In addition, favorable rates achieved through use of a hybrid debt issuance structure (including both Build America Bonds and conventional tax exempt bonds) greatly reduced the projected annual debt service costs. As a result, the Debt Management Fund needed less tax support to pay the existing debt service.

One effect of shifting the tax rate to increase the General Fund allocation is that major debt funded capital projects will be delayed. Despite the reduction in the Debt Management Fund tax, there remained sufficient capacity to issue a small amount of two-thirds bonds to augment the Town's CIP. The two-thirds bonds were sold, along with refunding bonds, on May 15, 2012. The bonds were sold at very competitive rates, 2.26% for the two-thirds bonds and 1.42% for the refunding bonds, due to the Town's triple A rating. The refunding portion of the transaction generated \$432,217 net present value savings. The debt service for the two-thirds bonds and the savings from the refunding are reflected in the Debt Management Fund's budget.

On June 14<sup>th</sup> the Town sold \$6.9 million of Limited Obligation Bonds (LOBs) to finance the Town's portion of the 140 West parking garage and other parking improvements. The transaction included refunding of approximately \$24 million of existing installment financings, including the Town Operations Center debt. The LOBs were sold at very competitive rates, 3.22% for the "new money" Parking bonds and 2.28% for the refunding bonds. The refunding portion of the transaction resulted in a net present value savings of \$746,580 over the remaining life of the bonds. The debt service costs for 140 West will be paid from the Parking Fund budget

and the savings from the refunding will be split between the Parking Fund and the Debt Management Fund.

For FY2012-13 the recommended CIP is increased slightly from the current year. The projects listed below represent our highest priority projects. They are, for the most part, minimal levels of major maintenance and facility improvements. The Fiber Optic Network Project represents a one-time opportunity to complete installation of a municipal fiber optic system in conjunction with NCDOT's traffic signal project, consistent with Council's stated priorities. This portion of the project will allow the Town to connect to the fiber-optic cable at its major facilities increasing networks speed, efficiency and durability. This will also support linking with other institutional users and extending wireless service to public housing neighborhoods. Total funding for capital projects in the CIP is recommended at \$650,000. Projects included in the CIP for this year include the following:

Extraordinary Maintenance - Emergency Repairs	\$ 100,000
Curb Repairs: ADA Compliance	30,000
Fiber Optic Network	240,000
Small Park Improvements	90,000
Playground Replacement	85,000
Greenways	75,000
Parking Lots/Paths/Trails	<u>30,000</u>
<b>Total</b>	<b><u>\$ 650,000</u></b>

**PERFORMANCE AGREEMENTS WITH OTHER AGENCIES:** The FY2012-13 Budget maintains approximately the same total amount of funding for performance agreements with other agencies as the current year. The recommended amounts include the changes noted below.

	<b>2011-12 Budget</b>	<b>2012-13 Recommended Budget</b>
<b>Performance Agreements with Other Agencies</b>		
Human Services*	\$ 321,100	\$337,100
Environmental	1,000	1,000
Arts	10,500	10,500
Affordable Housing**	242,100	244,250
Economic Development***	235,000	260,000
<b>Total Contributions to Agencies</b>	<b>\$ 809,700</b>	<b>\$ 852,850</b>

\*Allocation of unspent Council Contingency from FY12

\*\*Increase in Affordable Housing due to additional allocation to the Homeless Initiative of \$2,150

\*\*\* Visitor's Bureau increased to reflect 50% of additional anticipated occupancy tax revenue

**FARE FREE TRANSIT SYSTEM:** Chapel Hill Transit operates as a pre-paid system, resulting in no fares being collected on the bus. The recommended budget for the Transit Fund includes a 5.4% increase over last year's budget. This increase is due in part to the increases in fuel, vehicle maintenance and employee costs. State assistance is expected to decline by 7.3%

with additional reductions currently being contemplated by the State Legislature. Federal assistance is expected to stay the same as FY2011-12. Contributions from the transit funding partners, Carrboro and the University will increase 24.3% and 19.1% respectively. The Town's contribution is increasing by 12.4% which will be funded in part by a \$364,000 transfer from the General Fund and the use of \$306,299 in Transit Fund reserves (fund balance), along with the Transit portion of the property tax rate. Significant challenges lie ahead in FY 2013-14 and beyond as increasing costs and the uncertainty of the availability of state and federal funds continue to stress the Transit budget. In order to ensure the long-term viability of the fare-free system the Town, in cooperation with our Transit Partners, will begin work on a sustainable long-term financial plan for Transit in FY13.

**BUDGET ORDINANCE:** The components of the Budget Adoption Ordinance for FY2012-13 are as follows:

1. **Appropriations** – Authorization of funds to be expended in the FY2012-13 Budget by function and fund.
2. **Revenues** – Estimated revenues expected to be available during the FY2012-13 Budget Year
3. **Tax Levy** – Tax rates for the General, Debt, and Transit Funds expressed per \$100 of valuation of taxable property as listed by the County Tax Assessor for January 2012.
4. **Special District Tax Levy** - Tax rate for the Downtown Service District expressed per \$100 of valuation of taxable property as listed by the County Tax Assessor for January 2011.
5. **Authorities for Transfers and Adjustments** – Defines the authority to move funds among and between functions, projects and funds.
6. **Classification and Pay Plan** – Establishes salary grades, position classifications, and certain general provisions concerning payment of Town Employees for the FY2012-13 Fiscal Year. The Manager is authorized to make changes to the Plan during the fiscal year within the authorized number of positions and the adopted budget.
7. **Recommended User Fees** – Establishes all fees, fines and charges that may be imposed during the FY2012-13 Fiscal Year.
8. **Reappropriation of outstanding Purchase Orders** – Appropriates encumbered balances from prior fiscal year so that financial obligations created in FY2011-12 can be paid in FY2012-13.

**Resolution Authorizing Budget Initiatives** – In addition to the Budget Ordinance I have added a new component to the budget approval documents that formalizes Council's direction for staff to pursue changes in how we do business. These initiatives represent opportunities to think differently about how we provide services and to examine potential for consolidation, collaboration and competition that will help prepare us for the challenges we face in FY14 and beyond. The initiatives include:

- Alternatives to the Town's provision of commercial garbage collection
- Establishment of alarm response fees
- Cemetery Operations
- Stormwater Options with OWASA and Carrboro
- Disposal of Assets

## **RECOMMENDATION**

We recommend that Council enact the attached ordinance to establish the FY2012-13 Town Budget.

Attachments: Budget Ordinance

1. Classification & Pay Plan Effective July 1, 2012
2. Classification & Pay Plan Effective October 1, 2012
3. Fee Schedule

Budget Initiatives Resolution

**AN ORDINANCE CONCERNING THE ESTABLISHMENT OF THE TOWN BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2012 (2011-06-25/O-6.1)**

BE IT ORDAINED by the Council of the Town of Chapel Hill:

**Section 1. APPROPRIATIONS**

that the following appropriations are hereby made:

<u>GENERAL FUND</u>	<u>Function Total</u>
General Government	\$ 10,846,159
Environment & Development	12,904,050
Public Safety	20,433,094
Leisure	8,380,697
<b>GENERAL FUND TOTAL</b>	<b>\$ 52,564,000</b>
<u>OTHER FUNDS</u>	
Transit Fund	\$ 18,685,436
Transit Capital Reserve Fund	512,989
Debt Service Fund	7,023,652
Vehicle Replacement Fund	2,034,757
Vehicle Maintenance Fund	1,092,268
Computer Replacement Fund	250,500
Public Housing Fund	1,987,403
On-Street Parking Fund	760,500
Off-Street Parking Facilities Fund	2,039,603
Library Gift Fund	347,000
Capital Improvements Fund	650,000
Downtown Service District Fund	166,000
Stormwater Management Fund	1,909,642
Grants Fund	436,149
<b>TOTAL ALL FUNDS</b>	<b>\$ 90,459,899</b>

**Section 2. REVENUES**

It is estimated that the following revenues will be available during the fiscal year beginning July 1, 2012 and ending June 30, 2013 to meet the foregoing appropriations. It is determined that where estimated revenues are higher than the previous year, the increases were warranted.

**GENERAL FUND**

Property Taxes	\$ 27,680,000
Sales Taxes	9,870,000
Other Taxes & Licenses	987,000
State-Shared Revenues	6,360,630
Grants	582,253
Charges for Services	3,471,081
Licenses/Permits/Fines	1,609,663
Interest on Investments	20,000
Other Revenues	233,240
Transfers/Other Sources	221,511
Fund Balance Appropriated	1,528,622
<b>General Fund Total</b>	<b>\$ 52,564,000</b>

**OTHER FUNDS**

Transit Fund	\$ 18,685,436
Transit Capital Reserve Fund	512,989
Debt Service Fund	7,023,652
Vehicle Replacement Fund	2,034,757
Vehicle Maintenance Fund	1,092,268
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Library Gift Fund	347,000
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Downtown Service District Fund	166,000
Stormwater Management Fund	1,909,642
Grants Fund	436,149
<b>TOTAL ALL FUNDS</b>	<b>\$ 90,459,899</b>

**Section 3. LEVY OF TAXES**

There is hereby levied the following tax on each one hundred dollars (\$100) valuation of taxable property, located within the Town of Chapel Hill, as listed for taxes as of January 1, 2012 for the purpose of raising revenue from property tax as set forth in the foregoing estimates of revenues, and in order to finance the foregoing appropriations.

General Fund (for the payment of expenses of the Town of Chapel Hill)	\$0.378/\$100
Debt Service Fund (for the payment of expenses of the Town of Chapel Hill)	\$0.075/\$100
Transit Fund (for the payment of expenses related to transportation approved by referendum)	\$0.041/\$100
TOTAL	\$0.494/\$100

**Section 4. SPECIAL DISTRICT TAX LEVY**

There is hereby levied the following tax on each one hundred dollars (\$100) valuation of taxable property located in the Downtown Revitalization Municipal Service District established by the Town Council's resolution of June 12, 1989:

Downtown Service District Fund	\$0.071/\$100
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**Section 5. AUTHORITIES**

The following authorities shall apply to transfers and adjustments within the budget:

- a. The Town Manager may transfer funds between departments within a fund.
- b. The Town Manager may transfer between functions of the operating budget of the same fund and between projects of the Capital Improvement Plan (CIP) with a quarterly report to Town Council.
- c. The Town Manager may approve intradepartmental transfer requests and transfers between line items within capital project budgets.
- d. Transfers between funds may only be authorized by the Town Council.

**Section 6. CLASSIFICATION AND PAY PLAN**

There is hereby established, for Fiscal Year 2012, a Position and Classification Pay Plan and Longevity Plan for Town Employees effective July 1, 2012 as contained in Attachment 1; and a Position and Classification Pay Plan and Longevity Plan for Town Employees effective October 1, 2012 as contained in Attachment 2. The Town Manager may make changes to the pay and classification plan within the approved budget.

**Section 7. FEES SCHEDULE**

There is hereby established, for Fiscal Year 2013, various fees as contained in Attachment 3.

**Section 8. REAPPROPRIATION OF FUNDS ENCUMBERED IN FY2011-12**

Operating funds encumbered on the financial records and of June 30, 2012 are hereby reappropriated to this budget.

**Section 9. PERFORMANCE AGREEMENTS**

The Town Manager is hereby authorized to allocate funds to agencies participating in the Outside Agency Funding Application process for performance agreement funding, in the aggregate amount authorized by Council. The performance agreement funding allocation will be consistent with the recommendations from the Human Services Advisory Boards.

This the 25<sup>th</sup> day of June, 2012.

## SECTION 1: SCHEDULE OF SALARY GRADES

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	OPEN RANGE	MAX
25	24,345	25,265	26,220	27,211	28,240		35,187
26	25,562	26,528	27,531	28,572	29,652		36,947
27	26,840	27,855	28,908	30,001	31,135		38,794
28	28,182	29,248	30,353	31,501	32,691		40,734
29	29,591	30,710	31,871	33,076	34,326		42,770
30	31,071	32,246	33,464	34,729	36,042		44,909
31	32,625	33,858	35,138	36,466	37,844		47,154
32	34,256	35,551	36,895	38,289	39,736		49,512
33	35,969	37,328	38,739	40,204	41,723		51,988
34	37,767	39,195	40,676	42,214	43,809		54,587
35	39,655	41,154	42,710	44,324	46,000		57,317
36	41,638	43,212	44,846	46,541	48,300		60,182
37	43,720	45,373	47,088	48,868	50,715		63,191
38	45,906	47,641	49,442	51,311	53,251		66,351
39	48,201	50,023	51,914	53,877	55,913		69,669
40	50,611	52,525	54,510	56,570	58,709		73,152
41	53,142	55,151	57,235	59,399	61,644		76,810
42	55,799	57,908	60,097	62,369	64,726		80,650
43	58,589	60,804	63,102	65,487	67,963		84,683
44	61,519	63,844	66,257	68,762	71,361		88,917
45	64,594	67,036	69,570	72,200	74,929		93,363
46	67,824	70,388	73,049	75,810	78,675		98,031
47	71,215	73,907	76,701	79,600	82,609		102,932
48	74,776	77,603	80,536	83,580	86,740		108,079
49	78,515	81,483	84,563	87,759	91,077		113,483
50	82,441	85,557	88,791	92,147	95,630		119,157
51	86,563	89,835	93,231	96,755	100,412		125,115
52	90,891	94,327	97,892	101,592	105,433		131,371
53	95,435	99,043	102,787	106,672	110,704		137,939
54	100,207	103,995	107,926	112,006	116,239		144,836
55	105,218	109,195	113,322	117,606	122,051		152,078

Steps are intermediate rates of pay between Step 1 and the Step 5; there is approximately 3.78% between steps. Step 5 is approximately the midpoint of the salary range. The open range is the range of salaries between Step 5 and the maximum pay rate. Maximum pay rate is the maximum that an employee within the salary grade would be paid.

## SECTION II: SCHEDULE OF HOURLY RATES AT THE MINIMUM HIRING RATE OF THE GRADE

	<b>Annual</b>	<b>Biweekly</b>	<b>37.5 Hrly</b>	<b>38.5 Hrly</b>	<b>40 Hrly</b>	<b>42 Hrly</b>	<b>56 Hrly</b>
25	\$24,345	\$936.34	\$12.48	\$12.16	\$11.93	\$11.15	\$8.36
26	\$25,562	\$983.15	\$13.11	\$12.77	\$12.53	\$11.70	\$8.78
27	\$26,840	\$1,032.31	\$13.76	\$13.41	\$13.16	\$12.29	\$9.22
28	\$28,182	\$1,083.92	\$14.45	\$14.08	\$13.81	\$12.90	\$9.68
29	\$29,591	\$1,138.12	\$15.17	\$14.78	\$14.51	\$13.55	\$10.16
30	\$31,071	\$1,195.03	\$15.93	\$15.52	\$15.23	\$14.23	\$10.67
31	\$32,624	\$1,254.78	\$16.73	\$16.30	\$15.99	\$14.94	\$11.20
32	\$34,255	\$1,317.52	\$17.57	\$17.11	\$16.79	\$15.68	\$11.76
33	\$35,968	\$1,383.39	\$18.45	\$17.97	\$17.63	\$16.47	\$12.35
34	\$37,767	\$1,452.56	\$19.37	\$18.86	\$18.51	\$17.29	\$12.97
35	\$39,655	\$1,525.19	\$20.34	\$19.81	\$19.44	\$18.16	\$13.62
36	\$41,638	\$1,601.45	\$21.35	\$20.80	\$20.41	\$19.06	\$14.30
37	\$43,720	\$1,681.52	\$22.42	\$21.84	\$21.43	\$20.02	\$15.01
38	\$45,906	\$1,765.60	\$23.54	\$22.93	\$22.50	\$21.02	\$15.76
39	\$48,201	\$1,853.88	\$24.72	\$24.08	\$23.63	\$22.07	\$16.55
40	\$50,611	\$1,946.57	\$25.95	\$25.28	\$24.81	\$23.17	\$17.38
41	\$53,141	\$2,043.90	\$27.25	\$26.54	\$26.05	\$24.33	\$18.25
42	\$55,799	\$2,146.10	\$28.61	\$27.87	\$27.35	\$25.55	\$19.16
43	\$58,588	\$2,253.40	\$30.05	\$29.26	\$28.72	\$26.83	\$20.12
44	\$61,518	\$2,366.07	\$31.55	\$30.73	\$30.16	\$28.17	\$21.13
45	\$64,594	\$2,484.38	\$33.13	\$32.26	\$31.66	\$29.58	\$22.18
46	\$67,823	\$2,608.59	\$34.78	\$33.88	\$33.25	\$31.05	\$23.29
47	\$71,215	\$2,739.02	\$36.52	\$35.57	\$34.91	\$32.61	\$24.46
48	\$74,775	\$2,875.98	\$38.35	\$37.35	\$36.65	\$34.24	\$25.68
49	\$78,514	\$3,019.77	\$40.26	\$39.22	\$38.49	\$35.95	\$26.96
50	\$82,440	\$3,170.76	\$42.28	\$41.18	\$40.41	\$37.75	\$28.31
51	\$86,562	\$3,329.30	\$44.39	\$43.24	\$42.43	\$39.63	\$29.73
52	\$90,890	\$3,495.77	\$46.61	\$45.40	\$44.55	\$41.62	\$31.21
53	\$95,434	\$3,670.55	\$48.94	\$47.67	\$46.78	\$43.70	\$32.77
54	\$100,206	\$3,854.08	\$51.39	\$50.05	\$49.12	\$45.88	\$34.41
55	\$105,216	\$4,046.79	\$53.96	\$52.56	\$51.58	\$48.18	\$36.13





**SECTION IV: ELECTED AND APPOINTED OFFICIALS**

<u>Position</u>	<u>No.</u>	<u>Salary</u>
Mayor	1	\$21,782
Council Members	8	\$13,015
Town Manager	1	\$165,486
Town Attorney	1	\$153,097
Mayoral Aide	1	Grade 37

**SECTION V: GENERAL PROVISIONS**

All Town employees shall be paid weekly or biweekly. The Director of Business Management shall issue payments for compensation upon certification of the correctness of the amounts.

**SECTION VI: OVERTIME COMPENSATION**

The Town complies with the Fair Labor Standards Act (FLSA) provision governing overtime compensation for eligible employees. The work week for all full time regular positions is 40 hours. Exceptions must be approved by the Town Manager.

**SECTION VII: CALL BACK PAY**

Employees in positions eligible for overtime compensation whose supervisors require them, because of emergencies, to report to work at times which are not merely an extension of their normal work days, will be paid for a minimum of two hours of work, even if their actual work time was shorter. Extensions of employees' normal work days, either by their being required to report early or by their being required to work beyond their normal quitting times, shall be covered by the overtime/compensatory leave policies of the Town.

**SECTION VIII: ON-CALL PAY**

Employees who are required by their departments to be on-call for a designated period of time in order to respond to after-hour emergencies will be compensated at a rate of \$.90 (90 cents) per hour for each hour of off-duty/on call time. If employees are required to report to work following a call-back, the provisions of Section VII, Callback Pay, shall apply.

**SECTION IX: LONGEVITY PAY**

The Town will recognize the length of service of its full-time employees with a longevity payment, effective the first pay period in December. Payment shall be based on the following schedule:

At least 5 years, not more than 10 years of service	\$500
At least 10 years, not more than 15 years of service	\$650
At least 15 years, not more than 20 years of service	\$800
At least 20 years not more than 25 years of service	\$1,000
At least 25 years or more of service	\$1,200

Part-time employees' payments will be prorated based on their hours of work, as specified in policies approved by the Manager. An employee's eligibility for longevity pay will be based on his/her total Town service as of December 1 of each year.

**SECTION X: 401(K) PROGRAM**

The Town will contribute 5% of gross salary for full- and part-time employees to an account with the State of North Carolina's 401(K) (tax deferred savings) program, coincident with that employee's membership in the NC Local Government Employees' Retirement System.

## SCHEDULE OF SALARY GRADES

**Section I**

	<b>STEP 0</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>OPEN RANGE</b>	<b>MAX</b>
<b>25</b>	24,162	25,075	26,023	27,007	28,027	29,087		36,243
<b>26</b>	25,370	26,329	27,324	28,357	29,429	30,541		38,055
<b>27</b>	26,638	27,645	28,690	29,775	30,900	32,068		39,957
<b>28</b>	27,970	29,028	30,125	31,263	32,445	33,672		41,955
<b>29</b>	29,369	30,479	31,631	32,827	34,067	35,355		44,053
<b>30</b>	30,837	32,003	33,213	34,468	35,771	37,123		46,256
<b>31</b>	32,379	33,603	34,873	36,191	37,559	38,979		48,569
<b>32</b>	33,998	35,283	36,617	38,001	39,437	40,928		50,997
<b>33</b>	35,698	37,047	38,448	39,901	41,409	42,975		53,547
<b>34</b>	37,483	38,900	40,370	41,896	43,480	45,123		56,224
<b>35</b>	39,357	40,845	42,389	43,991	45,654	47,379		59,035
<b>36</b>	41,325	42,887	44,508	46,190	47,936	49,748		61,987
<b>37</b>	43,391	45,031	46,733	48,500	50,333	52,236		65,087
<b>38</b>	45,561	47,283	49,070	50,925	52,850	54,848		68,341
<b>39</b>	47,839	49,647	51,524	53,471	55,492	57,590		71,758
<b>40</b>	50,231	52,129	54,100	56,145	58,267	60,469		75,346
<b>41</b>	52,742	54,736	56,805	58,952	61,180	63,493		79,113
<b>42</b>	55,379	57,472	59,645	61,900	64,239	66,668		83,069
<b>43</b>	58,148	60,346	62,627	64,994	67,451	70,001		87,222
<b>44</b>	61,056	63,363	65,759	68,244	70,824	73,501		91,583
<b>45</b>	64,108	66,532	69,046	71,656	74,365	77,176		96,162
<b>46</b>	67,314	69,858	72,499	75,239	78,083	81,035		100,971
<b>47</b>	70,679	73,351	76,124	79,001	81,987	85,087		106,019
<b>48</b>	74,213	77,019	79,930	82,951	86,087	89,341		111,320
<b>49</b>	77,924	80,870	83,926	87,099	90,391	93,808		116,886
<b>50</b>	81,820	84,913	88,123	91,454	94,911	98,498		122,730
<b>51</b>	85,911	89,159	92,529	96,026	99,656	103,423		128,867
<b>52</b>	90,207	93,617	97,155	100,828	104,639	108,594		135,310
<b>53</b>	94,717	98,297	102,013	105,869	109,871	114,024		142,076
<b>54</b>	99,453	103,212	107,114	111,163	115,365	119,725		149,179
<b>55</b>	104,426	108,373	112,469	116,721	121,133	125,712		156,638

Step 1 is the minimum of the range. Steps are intermediate rates of pay between Step 1 and the Step 5; there is approximately 3.78% between steps. Step 5 is approximately the midpoint of the salary range. The open range is the range of salaries between Step 5 and the maximum pay rate. Maximum pay rate is the maximum that an employee within the salary grade would be paid.

**Section II Schedule of Hourly Rates as the Minimum of the Grade**

	<b>Annual</b>	<b>Weekly</b>	<b>Biweekly</b>	<b>40 HRS</b>	<b>42 HRS</b>	<b>56 HRS</b>
<b>25</b>	\$24,162	\$ 465	\$929.30	\$11.84	\$11.06	\$8.30
<b>26</b>	\$25,370	\$ 488	\$975.76	\$12.44	\$11.62	\$8.71
<b>27</b>	\$26,638	\$ 512	\$1,024.55	\$13.06	\$12.20	\$9.15
<b>28</b>	\$27,970	\$ 538	\$1,075.78	\$13.71	\$12.81	\$9.61
<b>29</b>	\$29,369	\$ 565	\$1,129.57	\$14.40	\$13.45	\$10.09
<b>30</b>	\$30,837	\$ 593	\$1,186.05	\$15.12	\$14.12	\$10.59
<b>31</b>	\$32,379	\$ 623	\$1,245.35	\$15.87	\$14.83	\$11.12
<b>32</b>	\$33,998	\$ 654	\$1,307.62	\$16.67	\$15.57	\$11.68
<b>33</b>	\$35,698	\$ 686	\$1,373.00	\$17.50	\$16.35	\$12.26
<b>34</b>	\$37,483	\$ 721	\$1,441.65	\$18.37	\$17.16	\$12.87
<b>35</b>	\$39,357	\$ 757	\$1,513.73	\$19.29	\$18.02	\$13.52
<b>36</b>	\$41,325	\$ 795	\$1,589.41	\$20.26	\$18.92	\$14.19
<b>37</b>	\$43,391	\$ 834	\$1,668.89	\$21.27	\$19.87	\$14.90
<b>38</b>	\$45,561	\$ 876	\$1,752.33	\$22.33	\$20.86	\$15.65
<b>39</b>	\$47,839	\$ 920	\$1,839.95	\$23.45	\$21.90	\$16.43
<b>40</b>	\$50,231	\$ 966	\$1,931.94	\$24.62	\$23.00	\$17.25
<b>41</b>	\$52,742	\$ 1,014	\$2,028.54	\$25.85	\$24.15	\$18.11
<b>42</b>	\$55,379	\$ 1,065	\$2,129.97	\$27.15	\$25.36	\$19.02
<b>43</b>	\$58,148	\$ 1,118	\$2,236.47	\$28.50	\$26.62	\$19.97
<b>44</b>	\$61,056	\$ 1,174	\$2,348.29	\$29.93	\$27.96	\$20.97
<b>45</b>	\$64,108	\$ 1,233	\$2,465.70	\$31.43	\$29.35	\$22.02
<b>46</b>	\$67,314	\$ 1,294	\$2,588.99	\$33.00	\$30.82	\$23.12
<b>47</b>	\$70,679	\$ 1,359	\$2,718.44	\$34.65	\$32.36	\$24.27
<b>48</b>	\$74,213	\$ 1,427	\$2,854.36	\$36.38	\$33.98	\$25.49
<b>49</b>	\$77,924	\$ 1,499	\$2,997.08	\$38.20	\$35.68	\$26.76
<b>50</b>	\$81,820	\$ 1,573	\$3,146.93	\$40.11	\$37.46	\$28.10
<b>51</b>	\$85,911	\$ 1,652	\$3,304.28	\$42.11	\$39.34	\$29.50
<b>52</b>	\$90,207	\$ 1,735	\$3,469.49	\$44.22	\$41.30	\$30.98
<b>53</b>	\$94,717	\$ 1,821	\$3,642.97	\$46.43	\$43.37	\$32.53
<b>54</b>	\$99,453	\$ 1,913	\$3,825.12	\$48.75	\$45.54	\$34.15
<b>55</b>	\$104,426	\$ 2,008	\$4,016.37	\$51.19	\$47.81	\$35.86

TOWN OF CHAPEL HILL  
 PAY PLAN EFFECTIVE OCTOBER 1, 2012  
 SCHEDULE OF SALARY AND GRADES

Section III

JOB CODE	ALPHABETICAL LISTING FOR CLASS TITLES	FLSA STATUS	GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	OPEN RANGE	MAX	WORK WEEK
330	ACCOUNTANT	E	39	49,647	51,524	53,471	55,492	57,590		71,758	37.5/40
324	ACCOUNTANT II	E	43	60,346	62,627	64,994	67,451	70,001		87,222	37.5/40
343	ACCOUNTING CLERK	N	28	29,028	30,125	31,263	32,445	33,672		41,955	37.5/40
341	ACCOUNTING CLERK PT	N	28	29,028	30,125	31,263	32,445	33,672		41,955	20
323	ACCOUNTING MANAGER	E	44	63,363	65,759	68,244	70,824	73,501		91,583	37.5/40
340	ACCOUNTING TECH I	N	29	30,479	31,631	32,827	34,067	35,355		44,053	37.5/40
339	ACCOUNTING TECH II	N	31	33,603	34,873	36,191	37,559	38,979		48,569	37.5/40
335	ACCOUNTING TECH II-PT	N	31	33,603	34,873	36,191	37,559	38,979		48,569	20
2110	ADMINISTRATIVE ANALYST	E	40	52,129	54,100	56,145	58,267	60,469		75,346	37.5/40
2157	ADMINISTRATIVE ASSISTANT	N	31	33,603	34,873	36,191	37,559	38,979		48,569	37.5/40
2156	ADMINISTRATIVE ASSISTANT-PT	N	31	33,603	34,873	36,191	37,559	38,979		48,569	20
2172	ADMINISTRATIVE CLERK	N	28	29,028	30,125	31,263	32,445	33,672		41,955	37.5/40
2173	ADMINISTRATIVE CLERK-PT	N	28	29,028	30,125	31,263	32,445	33,672		41,955	20
2160	ADMINISTRATIVE SECRETARY	N	29	30,479	31,631	32,827	34,067	35,355		44,053	37.5/40
2106	ADMINISTRATIVE SERVICES SUPERVISOR	E	41	54,736	56,805	58,952	61,180	63,493		79,113	37.5/40
2230	ADMINISTRATIVE TECH	N	29	30,479	31,631	32,827	34,067	35,355		44,053	37.5/40
2228	ADMINISTRATIVE TECH-II	N	31	33,603	34,873	36,191	37,559	38,979		48,569	37.5/40
2223	ALTERNATIVE SENTENCING ASSISTANT	N	31	33,603	34,873	36,191	37,559	38,979		48,569	37.5/40
756	ALTERNATIVE SENTENCING COORDINATORINATOR	E	37	45,031	46,733	48,500	50,333	52,236		65,087	37.5/40
1625	ARBORIST	N	33	37,047	38,448	39,901	41,409	42,975		53,547	37.5/40
1630	ASSISTANT ARBORIST	N	29	30,479	31,631	32,827	34,067	35,355		44,053	37.5/40
315	ASSISTANT DIRECTOR-BUSINESS MANAGEMENT	E	46	69,858	72,499	75,239	78,083	81,035		100,971	37.5/40
420	ASSISTANT DIRECTOR-HUMAN RESOURCES	E	44	63,363	65,759	68,244	70,824	73,501		91,583	40
1213	ASSISTANT DIRECTOR-LIB/HEAD PUBLIC SERV	E	40	52,129	54,100	56,145	58,267	60,469		75,346	40
1111	ASSISTANT DIRECTOR-P&R REC OPS	E	44	63,363	65,759	68,244	70,824	73,501		91,583	40
1115	ASSISTANT DIRECTOR-PARKS AND REC	E	41	54,736	56,805	58,952	61,180	63,493		79,113	40
811	ASSISTANT DIRECTOR-PLANNING	E	45	66,532	69,046	71,656	74,365	77,176		96,162	40
512	ASSISTANT DIRECTOR-TRANSPORTATION	E	45	66,532	69,046	71,656	74,365	77,176		96,162	40
525	ASSISTANT MANAGER-TRANSIT	E	37	45,031	46,733	48,500	50,333	52,236		65,087	40
565	ASSISTANT PARKING SERVICES SUPERINTENDENT	E	33	37,047	38,448	39,901	41,409	42,975		53,547	40
1135	ASSISTANT RECREATION SUPERVISOR	N	33	37,047	38,448	39,901	41,409	42,975		53,547	37.5/40
119	ASSISTANT TO THE MANAGER	E	41	54,736	56,805	58,952	61,180	63,493		79,113	37.5/40
620	BATTALION CHIEF	N	43	60,346	62,627	64,994	67,451	70,001		87,222	56
319	BUDGET MANAGER	E	42	57,472	59,645	61,900	64,239	66,668		83,069	37.5/40
911	BUILDING INSPECTOR MANAGER	E	44	63,363	65,759	68,244	70,824	73,501		91,583	40
1412	BUILDINGS PROGRAM MANAGER	E	39	49,647	51,524	53,471	55,492	57,590		71,758	40
1410	BUILDINGS PROGRAM SUPERVISOR	E	37	45,031	46,733	48,500	50,333	52,236		65,087	40
1840	BUS SERVICE TECHNICIAN	N	29	30,479	31,631	32,827	34,067	35,355		44,053	40
361	BUYER	E	31	33,603	34,873	36,191	37,559	38,979		48,569	37.5/40
931	CHIEF BUILDING INSPECTOR	E	39	49,647	51,524	53,471	55,492	57,590		71,758	37.5/40
851	CHIEF INORMATION OFFICER	E	49	80,870	83,926	87,099	90,391	93,808		116,886	37.5/40
1230	CIRCULATION SUPERVISOR	E	35	40,845	42,389	43,991	45,654	47,379		59,035	37.5/40
942	CODE ENFORCEMENT OFFICER	N	35	40,845	42,389	43,991	45,654	47,379		59,035	37.5/40
941	CODE ENFORCEMENT OFFICER-SR	E	37	45,031	46,733	48,500	50,333	52,236		65,087	37.5/40
1922	CONSTRUCTION CREW SUPERVISOR	N	33	37,047	38,448	39,901	41,409	42,975		53,547	40
1925	CONSTRUCTION WORKER IV	N	30	32,003	33,213	34,468	35,771	37,123		46,256	40
2231	COORDINATOR-COMMUNITY PARTICIPATION	E	32	35,283	36,617	38,001	39,437	40,928		50,997	40
812	COORDINATOR-DEVELOPMENT	E	45	66,532	69,046	71,656	74,365	77,176		96,162	37.5/40
518	COORDINATOR-MARKETING & OUTREACH	E	39	49,647	51,524	53,471	55,492	57,590		71,758	37.5/40
326	COORDINATOR-PAYROLL	E	35	40,845	42,389	43,991	45,654	47,379		59,035	37.5/40
886	COORDINATORRR-COMMUNITY EDUCATION	E	31	33,603	34,873	36,191	37,559	38,979		48,569	37.5/40
517	COORDINATOR-SAFETY AND TRAINING	E	39	49,647	51,524	53,471	55,492	57,590		71,758	40
513	COORDINATOR-SCHD RUN CUT	E	39	49,647	51,524	53,471	55,492	57,590		71,758	40
755	CRISIS COUNSELOR	E	38	47,283	49,070	50,925	52,850	54,848		68,341	37.5/40
750	CRISIS UNIT SUPERVISOR	E	41	54,736	56,805	58,952	61,180	63,493		79,113	37.5/40
765	CUSTOMER SERVICE TECH	N	29	30,479	31,631	32,827	34,067	35,355		44,053	38.5
2033	CW I-CONSTRUCTION WORKER	N	26	26,329	27,324	28,357	29,429	30,541		38,055	40
2035	CW I-DRAINAGE WORKER	N	26	26,329	27,324	28,357	29,429	30,541		38,055	40
2030	CW II-CONSTRUCTION WORKER	N	27	27,645	28,690	29,775	30,900	32,068		39,957	40
2032	CW II-DRAINAGE WORKER	N	27	27,645	28,690	29,775	30,900	32,068		39,957	40

**TOWN OF CHAPEL HILL**  
**PAY PLAN EFFECTIVE OCTOBER 1, 2012**  
**SCHEDULE OF SALARY AND GRADES**

JOB CODE	ALPHABETICAL LISTING FOR CLASS TITLES	FLSA STATUS	GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	OPEN RANGE	MAX	WORK WEEK
1931	CW III-CONSTRUCTION WORKER	N	28	29,028	30,125	31,263	32,445	33,672		41,955	40
1933	CW III-DRAINAGE WORKER	N	28	29,028	30,125	31,263	32,445	33,672		41,955	40
1932	CW III-RIGHT OF WAY CREW LEAD	N	28	29,028	30,125	31,263	32,445	33,672		41,955	40
1930	CW III-TRUCK DRIVER	N	28	29,028	30,125	31,263	32,445	33,672		41,955	40
2029	CW II-STREETS WORKER	N	27	27,645	28,690	29,775	30,900	32,068		39,957	40
2031	CW II-STREETS WORKER	N	27	27,645	28,690	29,775	30,900	32,068		39,957	40
2034	CW I-STREETS WORKER	N	26	26,329	27,324	28,357	29,429	30,541		38,055	40
2227	DEPUTY TOWN CLERK	E	35	40,845	42,389	43,991	45,654	47,379		59,035	40
310	DIRECTOR-BUSINESS MANAGEMENT	E	50	84,913	88,123	91,454	94,911	98,498		122,730	40
210	DIRECTOR-COMMUNICATIONS-PUBLIC	E	49	80,870	83,926	87,099	90,391	93,808		116,886	40
860	DIRECTOR-ENGINEERING	E	49	80,870	83,926	87,099	90,391	93,808		116,886	40
1010	DIRECTOR-HOUSING	E	48	77,019	79,930	82,951	86,087	89,341		111,320	40
410	DIRECTOR-HUMAN RESOURCE DEVELOPMENT	E	49	80,870	83,926	87,099	90,391	93,808		116,886	40
1210	DIRECTOR-LIBRARY	E	48	77,019	79,930	82,951	86,087	89,341		111,320	40
1110	DIRECTOR-PARKS AND REC	E	48	77,019	79,930	82,951	86,087	89,341		111,320	40
810	DIRECTOR-PLANNING	E	51	89,159	92,529	96,026	99,656	103,423		128,867	40
1310	DIRECTOR-PUBLIC WORKS	E	51	89,159	92,529	96,026	99,656	103,423		128,867	40
510	DIRECTOR-TRANSPORTATION	E	51	89,159	92,529	96,026	99,656	103,423		128,867	40
1928	DRAINAGE CREW SUPERVISOR	N	32	35,283	36,617	38,001	39,437	40,928		50,997	40
1451	DRAINAGE MAINTENANCE SUPERVISOR	N	37	45,031	46,733	48,500	50,333	52,236		65,087	40
116	ECONOMIC DEVELOPMENT COORDINATOR	E	44	63,363	65,759	68,244	70,824	73,501		91,583	40
614	EMERGENCY MANAGEMENT PLANNER	E	43	60,346	62,627	64,994	67,451	70,001		87,222	40
865	ENGINEER I	E	41	54,736	56,805	58,952	61,180	63,493		79,113	37.5/40
866	ENGINEER II	E	42	57,472	59,645	61,900	64,239	66,668		83,069	37.5/40
867	ENGINEER III	E	45	66,532	69,046	71,656	74,365	77,176		96,162	37.5/40
870	ENGINEERING COORDINATOR-SR	E	40	52,129	54,100	56,145	58,267	60,469		75,346	37.5/40
878	ENGINEERING DESIGN SPECIALIST	E	37	45,031	46,733	48,500	50,333	52,236		65,087	37.5/40
841	ENGINEERING DRAFTING SPEC	N	29	30,479	31,631	32,827	34,067	35,355		44,053	37.5/40
925	ENGINEERING INSPECTOR	E	34	38,900	40,370	41,896	43,480	45,123		56,224	37.5/40
926	ENGINEERING INSPECTOR-SR	E	35	40,845	42,389	43,991	45,654	47,379		59,035	37.5/40
861	ENGINEERING SERVICES MANAGER	E	44	63,363	65,759	68,244	70,824	73,501		91,583	37.5/40
884	ENGINEERING TECHNICIAN	E	33	37,047	38,448	39,901	41,409	42,975		53,547	37.5/40
892	ENGINEERING TECHNICIAN SR-STORMWATER	E	36	42,887	44,508	46,190	47,936	49,748		61,987	37.5/40
885	ENGINEERING TECHNICIAN-SR	E	34	38,900	40,370	41,896	43,480	45,123		56,224	37.5/40
891	ENGINEERING TECHNICIAN-STORMWATER	E	33	37,047	38,448	39,901	41,409	42,975		53,547	37.5/40
321	FINANCIAL SYSTEMS ADMINISTRATOR	E	43	60,346	62,627	64,994	67,451	70,001		87,222	37.5/40
630	FIRE CAPTAIN	N	40	52,129	54,100	56,145	58,267	60,469		75,346	56
629	FIRE CAPTAIN-ADMINISTRATIVE	N	40	52,129	54,100	56,145	58,267	60,469		75,346	56
628	FIRE CAPTAIN-SENIOR	N	41	54,736	56,805	58,952	61,180	63,493		79,113	56
610	FIRE CHIEF	E	50	84,913	88,123	91,454	94,911	98,498		122,730	40
615	FIRE CHIEF-DEPUTY OPERATIONS	E	45	66,532	69,046	71,656	74,365	77,176		96,162	40
618	FIRE CHIEF-DEPUTY TRAINING	E	40	52,129	54,100	56,145	58,267	60,469		75,346	40
617	FIRE CHIEF-DEPUTY/FIRE MARSHAL	E	45	66,532	69,046	71,656	74,365	77,176		96,162	40
635	FIRE EQUIPMENT OPERATOR	N	36	42,887	44,508	46,190	47,936	49,748		61,987	56
633	FIRE LIEUTENANT	N	39	49,647	51,524	53,471	55,492	57,590		71,758	56
634	FIRE MARSHAL ASSISTANT-LIEUTENANT	N	39	49,647	51,524	53,471	55,492	57,590		71,758	40
631	FIRE MARSHAL-DEPUTY	N	42	57,472	59,645	61,900	64,239	66,668		83,069	40
632	FIRE MARSHAL-ASSISTANT	N	40	52,129	54,100	56,145	58,267	60,469		75,346	40
650	FIREFIGHTER LEVEL I	N	32	35,283	36,617	38,001	39,437	40,928		50,997	56
645	FIREFIGHTER-MASTER	N	33	37,047	38,448	39,901	41,409	42,975		53,547	56
1425	FLEET MANAGER	E	37	45,031	46,733	48,500	50,333	52,236		65,087	40
761	FORENSIC & EVIDENCE SPECIALIST	N	38	47,283	49,070	50,925	52,850	54,848		68,341	40/42
760	FORENSIC & EVIDENCE SPECIALIST-SR	N	40	52,129	54,100	56,145	58,267	60,469		75,346	40/42
859	GIS ANALYST II	E	41	54,736	56,805	58,952	61,180	63,493		79,113	37.5/40
889	GIS TECHNICIAN	N	31	33,603	34,873	36,191	37,559	38,979		48,569	37.5/40
890	GIS TECHNICIAN-SR	E	37	45,031	46,733	48,500	50,333	52,236		65,087	37.5/40
522	GIS TECHNICIAN-TRANSIT	E	33	37,047	38,448	39,901	41,409	42,975		53,547	37.5/40
527	GRANTS COMPLIANCE MANAGER	E	40	52,129	54,100	56,145	58,267	60,469		75,346	37.5/40
515	GRANTS COORDINATOR	E	37	45,031	46,733	48,500	50,333	52,236		65,087	37.5/40
2176	GRAPHIC ARTIST	E	35	40,845	42,389	43,991	45,654	47,379		59,035	37.5/40
2018	GROUNDWORKS CREW LEADER	N	29	30,479	31,631	32,827	34,067	35,355		44,053	40

**TOWN OF CHAPEL HILL**  
**PAY PLAN EFFECTIVE OCTOBER 1, 2012**  
**SCHEDULE OF SALARY AND GRADES**

JOB CODE	ALPHABETICAL LISTING FOR CLASS TITLES	FLSA STATUS	GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	OPEN RANGE	MAX	WORK WEEK
1926	HEAVY EQUIP OPERATOR-SR	N	31	33,603	34,873	36,191	37,559	38,979		48,569	40
1927	HEAVY EQUIPMENT OPERATOR	N	30	32,003	33,213	34,468	35,771	37,123		46,256	40
2016	HORTICULTURIST	N	30	32,003	33,213	34,468	35,771	37,123		46,256	37.5/40
1030	HOUSING OFFICER I	N	31	33,603	34,873	36,191	37,559	38,979		48,569	37.5/40
1025	HOUSING OFFICER II	E	33	37,047	38,448	39,901	41,409	42,975		53,547	37.5/40
434	HUMAN RESOURCES SPECIALIST I	N	30	32,003	33,213	34,468	35,771	37,123		46,256	37.5/40
435	HUMAN RESOURCES SPECIALIST II	N	33	37,047	38,448	39,901	41,409	42,975		53,547	37.5/40
436	HUMAN RESOURCES SPECIALIST III	E	37	45,031	46,733	48,500	50,333	52,236		65,087	37.5/40
1020	HUMAN SERVICES COORDINATOR	E	37	45,031	46,733	48,500	50,333	52,236		65,087	37.5/40
854	INFORMATION SERVICES TECHNICIAN	N	31	33,603	34,873	36,191	37,559	38,979		48,569	37.5/40
855	INFORMATION TECHNOLOGY ANALYST	E	37	45,031	46,733	48,500	50,333	52,236		65,087	37.5/40
857	INFORMATION TECHNOLOGY ANALYST-SR	E	39	49,647	51,524	53,471	55,492	57,590		71,758	37.5/40
935	INSPECTOR	E	35	40,845	42,389	43,991	45,654	47,379		59,035	37.5/40
930	INSPECTOR-SR	E	37	45,031	46,733	48,500	50,333	52,236		65,087	37.5/40
1348	LANDSCAPE ARCHITECT	E	37	45,031	46,733	48,500	50,333	52,236		65,087	37.5/40
2021	LANDSCAPE CREW LEADER	N	31	33,603	34,873	36,191	37,559	38,979		48,569	40
2020	LANDSCAPE SPECIALIST	N	28	29,028	30,125	31,263	32,445	33,672		41,955	40
2022	LANDSCAPE SPECIALIST-CERTIFIED	N	29	30,479	31,631	32,827	34,067	35,355		44,053	40
1455	LANDSCAPE SUPERVISOR	N	35	40,845	42,389	43,991	45,654	47,379		59,035	40
1929	LEAD CONSTRUCTION WORKER	N	31	33,603	34,873	36,191	37,559	38,979		48,569	40
719	LEGAL ADVISOR	E	43	60,346	62,627	64,994	67,451	70,001		87,222	40
718	LEGAL ADVISOR-SR	E	45	66,532	69,046	71,656	74,365	77,176		96,162	40
1225	LIBRARIAN II	E	37	45,031	46,733	48,500	50,333	52,236		65,087	37.5/40
1220	LIBRARIAN II-PT	E	37	45,031	46,733	48,500	50,333	52,236		65,087	20
1215	LIBRARIAN SUPERVISOR	E	39	49,647	51,524	53,471	55,492	57,590		71,758	37.5/40
1216	LIBRARIAN SUPERVISOR-PT	E	39	49,647	51,524	53,471	55,492	57,590		71,758	37.5/40
1250	LIBRARY ASSISTANT I	N	28	29,028	30,125	31,263	32,445	33,672		41,955	37.5/40
1245	LIBRARY ASSISTANT II	N	29	30,479	31,631	32,827	34,067	35,355		44,053	37.5/40
1240	LIBRARY ASSISTANT III	N	31	33,603	34,873	36,191	37,559	38,979		48,569	37.5/40
1241	LIBRARY ASSISTANT III/OUTREACH PT	N	31	33,603	34,873	36,191	37,559	38,979		48,569	37.5/40
1242	LIBRARY ASSISTANT III/OUTREACH SPEC	N	31	33,603	34,873	36,191	37,559	38,979		48,569	37.5/40
1239	LIBRARY ASSISTANT III-PT	N	31	33,603	34,873	36,191	37,559	38,979		48,569	20
1143	LIFEGUARD-PERM	N	27	27,645	28,690	29,775	30,900	32,068		39,957	40
1144	MAINTENANCE ASSISTANT	N	25	25,075	26,023	27,007	28,027	29,087		36,243	40
1720	MAINTENANCE MECHANIC I	N	29	30,479	31,631	32,827	34,067	35,355		44,053	40
1715	MAINTENANCE MECHANIC II	N	31	33,603	34,873	36,191	37,559	38,979		48,569	40
1710	MAINTENANCE MECHANIC III	N	33	37,047	38,448	39,901	41,409	42,975		53,547	40
1711	MAINTENANCE MECHANIC III-PW	N	33	37,047	38,448	39,901	41,409	42,975		53,547	40
1718	MAINTENANCE OPERATIONS SPEC	N	31	33,603	34,873	36,191	37,559	38,979		48,569	40
2036	MAINTENANCE REPAIR WORKER	N	28	29,028	30,125	31,263	32,445	33,672		41,955	40
1355	MAINTENANCE SERVICES MANAGER	E	38	47,283	49,070	50,925	52,850	54,848		68,341	40
1331	MAINTENANCE SPECIALIST	E	39	49,647	51,524	53,471	55,492	57,590		71,758	40
514	MANAGER-SYSTEMS DEVELOPMENT PLANNING	E	42	57,472	59,645	61,900	64,239	66,668		83,069	40
521	MANAGER-TRANSIT OPERATIONS	E	43	60,346	62,627	64,994	67,451	70,001		87,222	40
1254	MATERIALS PROCESSOR	N	29	30,479	31,631	32,827	34,067	35,355		44,053	37.5/40
1255	MATERIALS PROCESSOR	N	29	30,479	31,631	32,827	34,067	35,355		44,053	20
215	MAYORAL AIDE	E	37	45,031	46,733	48,500	50,333	52,236		65,087	40
1826	MECHANIC HELPER	N	29	30,479	31,631	32,827	34,067	35,355		44,053	40
1825	MECHANIC I	N	31	33,603	34,873	36,191	37,559	38,979		48,569	40
1827	MECHANIC I-BUS	N	31	33,603	34,873	36,191	37,559	38,979		48,569	40
1820	MECHANIC II	N	32	35,283	36,617	38,001	39,437	40,928		50,997	40
1821	MECHANIC II-BUS	N	32	35,283	36,617	38,001	39,437	40,928		50,997	40
1818	MECHANIC III	N	33	37,047	38,448	39,901	41,409	42,975		53,547	40
1819	MECHANIC III-BUS	N	33	37,047	38,448	39,901	41,409	42,975		53,547	40
1431	MECHANIC SUPERVISOR	N	35	40,845	42,389	43,991	45,654	47,379		59,035	40
1430	MECHANIC SUPERVISOR-BUS	E	35	40,845	42,389	43,991	45,654	47,379		59,035	40
1800	MECHANIC-SR	N	33	37,047	38,448	39,901	41,409	42,975		53,547	40
858	MEDIA SPECIALIST	E	39	49,647	51,524	53,471	55,492	57,590		71,758	40
856	NETWORK & TELECOMMUNICATIONS ANALYST	E	42	57,472	59,645	61,900	64,239	66,668		83,069	37.5/40
1336	OCC HEALTH & SAFETY OFFICER	E	39	49,647	51,524	53,471	55,492	57,590		71,758	37.5/40
415	OCC HEALTH & SAFETY OFFICER-TOWN	E	39	49,647	51,524	53,471	55,492	57,590		71,758	37.5/40

**TOWN OF CHAPEL HILL**  
**PAY PLAN EFFECTIVE OCTOBER 1, 2012**  
**SCHEDULE OF SALARY AND GRADES**

JOB CODE	ALPHABETICAL LISTING FOR CLASS TITLES	FLSA STATUS	GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	OPEN RANGE	MAX	WORK WEEK
2174	OFFICE ASSISTANT	N	27	27,645	28,690	29,775	30,900	32,068		39,957	37.5/40
2175	OFFICE ASSISTANT-PT	N	27	27,645	28,690	29,775	30,900	32,068		39,957	20
2120	OFFICE MANAGER	E	33	37,047	38,448	39,901	41,409	42,975		53,547	37.5/40
2122	OFFICE MANAGER II	E	35	40,845	42,389	43,991	45,654	47,379		59,035	37.5/40
123	OMBUDS	E	41	54,736	56,805	58,952	61,180	63,493		79,113	40
121	OMBUDS-SR.	E	44	63,363	65,759	68,244	70,824	73,501		91,583	40
1015	OPERATIONS & SPECIAL PROJECTS COORDINATOR	E	41	54,736	56,805	58,952	61,180	63,493		79,113	37.5/40
1320	OPERATIONS MANAGER-PUBLIC WORKS	E	44	63,363	65,759	68,244	70,824	73,501		91,583	40
122	PARALEGAL	N	37	45,031	46,733	48,500	50,333	52,236		65,087	37.5/40
585	PARKING ATTENDANT	N	27	27,645	28,690	29,775	30,900	32,068		39,957	37.5/40
580	PARKING ATTENDANT-SR	N	28	29,028	30,125	31,263	32,445	33,672		41,955	40
575	PARKING ENFORCEMENT OFFICER	N	28	29,028	30,125	31,263	32,445	33,672		41,955	37.5/40
1837	PARTS CLERK	N	28	29,028	30,125	31,263	32,445	33,672		41,955	37.5/40
1835	PARTS MANAGER	E	32	35,283	36,617	38,001	39,437	40,928		50,997	37.5/40
2211	PERMIT TECHNICIAN	N	29	30,479	31,631	32,827	34,067	35,355		44,053	37.5/40
2210	PERMIT TECHNICIAN-SR	N	31	33,603	34,873	36,191	37,559	38,979		48,569	37.5/40
835	PLANNER	E	37	45,031	46,733	48,500	50,333	52,236		65,087	37.5/40
834	PLANNER II	E	38	47,283	49,070	50,925	52,850	54,848		68,341	37.5/40
825	PLANNER-PRINCIPAL	E	41	54,736	56,805	58,952	61,180	63,493		79,113	37.5/40
830	PLANNER-SR	E	39	49,647	51,524	53,471	55,492	57,590		71,758	37.5/40
831	PLANNER-SR, PT	E	39	49,647	51,524	53,471	55,492	57,590		71,758	20
842	PLANNING GRAPHICS SPEC	E	33	37,047	38,448	39,901	41,409	42,975		53,547	37.5/40
843	PLANNING GRAPHICS SPEC-SR	E	35	40,845	42,389	43,991	45,654	47,379		59,035	37.5/40
815	PLANNING MANAGER	E	45	66,532	69,046	71,656	74,365	77,176		96,162	37.5/40
845	PLANNING TECHNICIAN-SR	E	33	37,047	38,448	39,901	41,409	42,975		53,547	37.5/40
2112	POLICE ANALYST	E	39	49,647	51,524	53,471	55,492	57,590		71,758	37.5/40
715	POLICE CAPTAIN	E	43	60,346	62,627	64,994	67,451	70,001		87,222	40
710	POLICE CHIEF	E	52	93,617	97,155	100,828	104,639	108,594		135,310	40
711	POLICE CHIEF-ASSISTANT	E	46	69,858	72,499	75,239	78,083	81,035		100,971	40
727	POLICE INFO SECURITY OFFICER	E	44	63,363	65,759	68,244	70,824	73,501		91,583	40
720	POLICE LIEUTENANT	E	41	54,736	56,805	58,952	61,180	63,493		79,113	42
713	POLICE MAJOR	E	45	66,532	69,046	71,656	74,365	77,176		96,162	40
745	POLICE OFFICER I	N	33	37,047	38,448	39,901	41,409	42,975		53,547	42
740	POLICE OFFICER II	N	34	38,900	40,370	41,896	43,480	45,123		56,224	42
735	POLICE OFFICER III	N	35	40,845	42,389	43,991	45,654	47,379		59,035	42
730	POLICE OFFICER IV	N	36	42,887	44,508	46,190	47,936	49,748		61,987	42
725	POLICE SERGEANT	N	39	49,647	51,524	53,471	55,492	57,590		71,758	42
1116	PUBLIC ARTS ADMINISTRATOR	E	40	52,129	54,100	56,145	58,267	60,469		75,346	37.5/40
1117	PUBLIC ARTS COORDINATOR	E	37	45,031	46,733	48,500	50,333	52,236		65,087	37.5/40
221	PUBLIC INFORMATION OFFICER	E	40	52,129	54,100	56,145	58,267	60,469		75,346	40
360	PURCHASING & CONTRACTS MANAGER	E	42	57,472	59,645	61,900	64,239	66,668		83,069	37.5/40
763	RECORDS SUPERVISOR	N	33	37,047	38,448	39,901	41,409	42,975		53,547	37.5/40
2215	RECORDS TECHNICIAN	N	28	29,028	30,125	31,263	32,445	33,672		41,955	37.5/40
2216	RECORDS TECHNICIAN-PT	N	28	29,028	30,125	31,263	32,445	33,672		41,955	20
1145	RECREATION ASSISTANT	N	27	27,645	28,690	29,775	30,900	32,068		39,957	37.5/40
1146	RECREATION ASSISTANT-PT	N	27	27,645	28,690	29,775	30,900	32,068		39,957	20
2107	RECREATION PLANNER/PROGRAM DIRECTOR	E	40	52,129	54,100	56,145	58,267	60,469		75,346	37.5/40
1129	RECREATION SPECIALIST- COMMUNITY BASED THERAPUT	E	35	40,845	42,389	43,991	45,654	47,379		59,035	37.5/40
1125	RECREATION SPECIALIST I	N	31	33,603	34,873	36,191	37,559	38,979		48,569	37.5/40
1124	RECREATION SPECIALIST II	E	33	37,047	38,448	39,901	41,409	42,975		53,547	37.5/40
1126	RECREATION SPECIALIST II-PT	E	33	37,047	38,448	39,901	41,409	42,975		53,547	20
1128	RECREATION SPECIALIST I-PT	E	31	33,603	34,873	36,191	37,559	38,979		48,569	20
1130	RECREATION SUPERVISOR	E	37	45,031	46,733	48,500	50,333	52,236		65,087	37.5/40
1035	RESIDENT SERVICES COORDINATOR	N	33	37,047	38,448	39,901	41,409	42,975		53,547	37.5/40
1036	RESIDENT SERVICES OFFICER	E	33	37,047	38,448	39,901	41,409	42,975		53,547	37.5/40
365	REVENUE COLLECTOR	N	33	37,047	38,448	39,901	41,409	42,975		53,547	37.5/40
2168	SECRETARY/RECEPTIONIST	N	28	29,028	30,125	31,263	32,445	33,672		41,955	40
1845	SERVICE ATTENDANT	N	27	27,645	28,690	29,775	30,900	32,068		39,957	40
1847	SERVICE ATTENDANT-PT	N	27	27,645	28,690	29,775	30,900	32,068		39,957	20
1645	SIGN & MARKING TECHNICIAN I	N	29	30,479	31,631	32,827	34,067	35,355		44,053	40
1640	SIGN & MARKING TECHNICIAN II	N	31	33,603	34,873	36,191	37,559	38,979		48,569	40

**TOWN OF CHAPEL HILL  
PAY PLAN EFFECTIVE OCTOBER 1, 2012  
SCHEDULE OF SALARY AND GRADES**

JOB CODE	ALPHABETICAL LISTING FOR CLASS TITLES	FLSA STATUS	GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	OPEN RANGE	MAX	WORK WEEK
2015	SOLID WASTE COLLECTOR	N	26	26,329	27,324	28,357	29,429	30,541		38,055	40
2010	SOLID WASTE EQUIPMENT OPERATOR I	N	27	27,645	28,690	29,775	30,900	32,068		39,957	40
1915	SOLID WASTE EQUIPMENT OPERATOR II	N	29	30,479	31,631	32,827	34,067	35,355		44,053	40
1910	SOLID WASTE EQUIPMENT OPERATOR III	N	30	32,003	33,213	34,468	35,771	37,123		46,256	40
1516	SOLID WASTE INSPECTOR	N	32	35,283	36,617	38,001	39,437	40,928		50,997	40
1445	SOLID WASTE SERVICES SUPERVISOR	N	35	40,845	42,389	43,991	45,654	47,379		59,035	40
1923	ST CLEANING & CONSTRUCTION CREW LEADR	N	31	33,603	34,873	36,191	37,559	38,979		48,569	40
1490	STREET CREW SUPERVISOR	N	32	35,283	36,617	38,001	39,437	40,928		50,997	40
1465	STREET INSPECTOR	N	33	37,047	38,448	39,901	41,409	42,975		53,547	40
1450	STREETS SUPERVISOR	E	37	45,031	46,733	48,500	50,333	52,236		65,087	40
758	SUBSTANCE ABUSE COUNSELOR	N	32	35,283	36,617	38,001	39,437	40,928		50,997	40
1350	SUPERINTENDENT-LANDSCAPE/GROUNDS	E	44	63,363	65,759	68,244	70,824	73,501		91,583	40
560	SUPERINTENDENT-PARKING SERVICE	E	39	49,647	51,524	53,471	55,492	57,590		71,758	40
1131	SUPERINTENDENT-RECREATION	E	39	49,647	51,524	53,471	55,492	57,590		71,758	40
1335	SUPERINTENDENT-SOLID WASTE SERVICES/FLEET MGMT	E	44	63,363	65,759	68,244	70,824	73,501		91,583	40
1326	SUPERINTENDENT-STREETS & CONSTRUCTION SERVICES	E	44	63,363	65,759	68,244	70,824	73,501		91,583	40
1325	SUPERINTENDENT-SUSTAINABILITY & FACILITIES MANAGE	E	44	63,363	65,759	68,244	70,824	73,501		91,583	40
1330	SUPERINTENDENT-TRANSIT MAINTENANCE	E	43	60,346	62,627	64,994	67,451	70,001		87,222	40
570	SUPERVISOR-PARKING SERVICES	E	31	33,603	34,873	36,191	37,559	38,979		48,569	40
530	SUPERVISOR-TRANSIT	N	33	37,047	38,448	39,901	41,409	42,975		53,547	40
880	SURVEY/PROJECT COOR	E	38	47,283	49,070	50,925	52,850	54,848		68,341	40
118	SUSTAINABILITY OFFICER	E	37	45,031	46,733	48,500	50,333	52,236		65,087	37.5/40
862	TOWN ENGINEER	E	47	73,351	76,124	79,001	81,987	85,087		106,019	40
115	TOWN MANAGER-ASSISTANT	E	53	98,297	102,013	105,869	109,871	114,024		142,076	40
114	TOWN MANAGER-DEPUTY	E	55	108,373	112,469	116,721	121,133	125,712		156,638	40
1415	TRAFFIC PROGRAM SUPERVISOR	E	39	49,647	51,524	53,471	55,492	57,590		71,758	40
1609	TRAFFIC SIGNAL TECHNICIAN III	N	35	40,845	42,389	43,991	45,654	47,379		59,035	40
1612	TRAFFIC SIGNAL TECHNICIAN I	N	31	33,603	34,873	36,191	37,559	38,979		48,569	40
1610	TRAFFIC SIGNAL TECHNICIAN II	N	33	37,047	38,448	39,901	41,409	42,975		53,547	40
526	TRANSIT ADVERTISING SALES MANAGER	E	36	42,887	44,508	46,190	47,936	49,748		61,987	40
535	TRANSIT DISPATCHER	E	32	35,283	36,617	38,001	39,437	40,928		50,997	40
536	TRANSIT DISPATCHER-PT	E	32	35,283	36,617	38,001	39,437	40,928		50,997	20
550	TRANSIT OPERATOR I	N	27	27,645	28,690	29,775	30,900	32,068		39,957	40
545	TRANSIT OPERATOR II	N	29	30,479	31,631	32,827	34,067	35,355		44,053	40
540	TRANSIT OPERATOR III	N	30	32,003	33,213	34,468	35,771	37,123		46,256	40
541	TRANSIT OPERATOR III-PT	N	30	32,003	33,213	34,468	35,771	37,123		46,256	20
546	TRANSIT OPERATOR II-PT	N	29	30,479	31,631	32,827	34,067	35,355		44,053	26.5
551	TRANSIT OPERATOR I-PT	N	27	27,645	28,690	29,775	30,900	32,068		39,957	20
2163	TRANSIT RESERVATIONIST	N	27	27,645	28,690	29,775	30,900	32,068		39,957	40
2164	TRANSIT RESERVATIONIST-PT	N	27	27,645	28,690	29,775	30,900	32,068		39,957	20
523	TRANSIT SERVICE PLANNER	E	39	49,647	51,524	53,471	55,492	57,590		71,758	40
1345	URBAN FORESTER/SPECIAL PROJECTS COORDINATOR	E	43	60,346	62,627	64,994	67,451	70,001		87,222	40

Elected and Appointed Officials	Salary
Mayor	22,435
Council Members	13,405
Town Manager	165,486
Town Attorney	153,097

**SECTION IV: GENERAL PROVISIONS**

All Town employees shall be paid weekly or biweekly. The Director of Business Management shall issue payments for compensation upon certification of the correctness of the amounts.

**SECTION V: OVERTIME COMPENSATION**

The Town complies with the Fair Labor Standards Act (FLSA) provision governing overtime compensation for eligible employees. The work week for all full time regular positions is 40 hours. Exceptions must be approved by the Town Manager.

**SECTION VI: CALL BACK PAY**

Employees in positions eligible for overtime compensation whose supervisors require them, because of emergencies, to report to work at times which are not merely an extension of their normal work days, will be paid for a minimum of two hours of work, even if their actual work time was shorter. Extensions of employees' normal work days, either by their being required to report early or by their being required to work beyond their normal quitting times, shall be covered by the overtime/compensatory leave policies of the Town.

**SECTION VII: ON-CALL PAY**

Employees who are required by their departments to be on-call for a designated period of time in order to respond to after-hour emergencies will be compensated at a rate of \$.90 (90 cents) per hour for each hour of off-duty/on call time. If employees are required to report to work following a call-back, the provisions of Section VII, Callback Pay, shall apply.

**SECTION VII: LONGEVITY PAY**

The Town will recognize the length of service of its full-time employees with a longevity payment, effective the first pay period in December. Payment shall be based on the following schedule:

At least 5 years, not more than 10 years of service	\$500
At least 10 years, not more than 15 years of service	\$650
At least 15 years, not more than 20 years of service	\$800
At least 20 years not more than 25 years of service	\$1,000
At least 25 years or more of service	\$1,200

Part-time employees' payments will be prorated based on their hours of work, as specified in policies approved by the Manager. An employee's eligibility for longevity pay will be based on his/her total Town service as of December 1 of each year.

**SECTION IX: 401(K) PROGRAM**

The Town will contribute 5% of gross salary for full- and part-time employees to an account with the State of North Carolina's 401(K) (tax deferred savings) program, coincident with that employee's membership in the NC Local Government Employees' Retirement System.

## **FEE SCHEDULE**

### *Town Council Agenda Packet Fee:*

The Town of Chapel Hill produces Town Council agenda packets for interested persons. Most materials are available on the Town's Web site, at [www.townofchapelhill.org](http://www.townofchapelhill.org). Paper copies of packets are available at a cost of \$.18 per page.

One agenda packet will be provided free of charge to area media (print and radio) and governmental jurisdictions upon request in electronic format.

Council meeting agendas are provided free of charge. Agenda packets are also available for review at the Reference Desk of the Public Library and at the Town Hall.

### *Town Code of Ordinances:*

The Town Code of Ordinances contains the Town Charter and all ordinances that govern the Town. The Code is updated bi-annually through supplements produced by the CaPA Department. The Code of Ordinances is available for purchase from Municipal Code Cooperation ([www.municode.com](http://www.municode.com)). A link is also available on the Town's Web site, at [www.townofchapelhill.org](http://www.townofchapelhill.org) under Code of Ordinances "Purchase Codes".

### *Copying Fees:*

Personal copies may be made in the CaPA Office at a cost of \$.18 per page. Additional charges may be assessed pursuant to N.C. Public Records Law.

### *Charge for Data Materials:*

Town Council meetings are video taped and may be obtained on DVD for \$3.00 per DVD.

Electronic records may be recorded onto a CD for \$3.00.

### *Security Guard:*

When a non-profit organization or outside group reserves a meeting room in Town Hall and no other Town sponsored meeting is being held on the same evening, a fee of \$35.00 per hour for a security guard will be required.

*Charges for Merchandise:*

Town flag 2 x 3" - \$35

Town flag 5 x 8" - \$125

Town Embroidered Tote Bag - \$15

Silkscreened tote bag - \$8

Drawstring tote bag - \$8

Book: Chapel Hill 200 Years - \$7.50 paperback

Book: Chapel Hill 200 Years - \$15 hardback

Book: A Backward Glance - \$5.25

Caps - \$15 each

Pencils – 10 cents

Temporary tattoos – 25 cents

American legacy booklet - \$2

Lapel pins - \$2

<b>Zoning Compliance Permit (ZCP)</b>	
Staff Review/Administrative Approval	\$480
Final Plans for Zoning Compliance Permit Issuance	½ of original approval fee
Revised Final Plans/Revised Phasing Plan	\$480
RCD Encroachment	\$480
RCD Exemption approval	\$55
Single-Family/Two-Family Staff Review/ Administrative Approval	\$240
Single-Family/Two-Family "Express" Staff Review/ Administrative Approval	\$121
Combined Single-Family/Two-Family ZCP and RCD Encroachment	\$480
Home Occupation	\$121
Exceptions to Front Yard Parking Requirements	\$121
<b>Subdivisions</b>	
Preliminary Plat	\$7,787 plus \$301 /lot
Re-approval (Preliminary Plat)	\$900
Minor Subdivision	\$958 plus \$60/lot
Final Plat	\$599 plus \$60/lot
Recombination Plat or Exempt Plat	\$240
<b>Historic District Commission</b>	
Certificates of Appropriateness (Demolition/New Construction/Floor Area Additions/Duplexes)	\$360
Certificates of Appropriateness for all others (including staff approvals)	\$360
Combined Certificates of Appropriateness and ZCP	\$543
Building Elevations, Lighting Plan, or Alternative Buffer	\$397
Concept Plan Review	\$360
<b>Community Design Commission (CDC)</b>	
Duplex Elevations and Site Plan	\$397
Combined Duplex Elevations/Site Plan and ZCP	\$580
Building Elevations, Lighting Plan, or Alternative Buffer	\$397
Concept Plan Review	\$360
Northside and Pine Knolls Neighborhood Conservation Districts only:	
Combined Concept Plan Review and ZCP Application	\$351
<b>Sign Plan Review</b>	
Individual Sign (single business on one zoning lot)	\$181
Unified Sign Plan (multiple businesses on one zoning lot)	\$301
Individual Sign compliant with Approved Unified Sign Plan	\$121
<b>Site Plan Review</b>	
Site Plan Review and modification*	\$2994 + \$30/100 sq.ft.*
Extension, Renewal, Minor Change	\$900
Northside and Pine Knolls Neighborhood Conservation Districts only:	
Combined Site Plan Review and ZCP Application	\$234
Site Plan for parking exemption/exception	\$118
<b>Special Use Permits</b>	
Special Use Permit or Modification	\$7787+30/100 sq.ft.*
Extension, Renewal, Minor Change	\$1,198
Extraction of Earth Products, Landfill, Cemetery, Park/Ride Terminal	\$7787+ \$30/acre
Radio/TV Transmitting/Receiving Facility	\$7,787
<b>All Master Land Use Plans*</b>	\$7787+ \$30/100 sq.ft.*
<b>Zoning Map and Text Amendments</b>	\$1199 + \$60/acre
<b>Zoning Opinion</b>	\$50
<b>Development Plan (OI-4)</b>	\$5989 + \$121/acre
Site Development Permit	\$4,791
<b>Development Agreement</b>	negotiated w/Town Council
Site Development Permit	\$4,791

<b>Board of Adjustment</b>	
Variance	\$599
Appeal: Land Management Ordinance/Town Code related or similar	\$360
<b>Resubmission of Applicant's Request</b> (see above account numbers) ~ 50% of applicable fees after staff report has been drafted	
<b>Development Notification Postcards</b>	
Postcards for Development Notifications per postcard	\$0.76

**Notes:**

All review fees are doubled if the activity or site change requested has already occurred or been started. Revisions requested more than 30 days after a permit is issued require a new permit application and fee.

Fees are waived for Town of Chapel Hill development applications.

Applications from non-profit organizations involving permanent residential development in which documentation is provided that 100% of the dwelling units will be occupied by low-moderate income households (80% of area median income as defined by the Department of Housing and Urban Development), the development application fee shall be waived.

The maximum application fee for any Zoning Map Amendment, Subdivision, or Zoning Compliance Permit shall be \$79,326.00.

In the case of a Master Plan and a Special Use Permit submitted concurrently, the application fee shall be waived for the application with the smaller fee.

\* based on square footage of floor area

\*\*Changes to an active application, post-completion of an advisory board or council memorandum that results in additional staff review and revisions to staff memorandum

<b>Ordinances and Reports</b>	
Land Use Management Ordinance (Printed)	\$33
Comprehensive Plan	\$23
Data Book (Printed)	\$11
Design Guidelines	\$7
Historic District Guidelines Handbook	\$3
Pedestrian Plan	\$2
<b>Maps, postcards, and others</b>	
Copying/scanning per 8 1/2 x 11 sheet	\$0.11
Chapel Hill Zoning Map (11" x 17", color)	\$1
Copying/Scanning/Printing Miscellaneous Maps	\$1
<b>Professional Training Registration (per session)</b>	\$10

**PUBLIC WORKS DEPARTMENT**

**FEE SCHEDULE**

**STREETS DIVISION**

The following policy and fee structure is consistent with ITRE's recommendations.

1. Each utility and private contractor is responsible for street repairs to be made either by the respective utility or its choice from a list of approved sub-contractors.
2. The Town retains the responsibility for inspections of repairs to cuts.

*Fee Assessments:\**

- a) \$120.00 per square yard for each of the first ten square yards
- b) \$50.00 per square yard for each subsequent square yard
- c) \$30.00 per square yard for work on gravel roads and/or borings/jackings and/or other work

\*These fees are doubled if the street has been resurfaced within the previous two years, or increased one and one half times if the street has been resurfaced within two plus to five years. In addition, on major projects for which the road is severely impacted, especially streets recently resurfaced, the Town may require restoration to include street milling and a complete overlay. Fees may be waived when milling and a complete overlay are required.

*Penalties:*

- a) \$150.00 for failure to obtain a permit prior to starting the project (not applicable for emergency street cuts).
- b) \$150.00 for failure to repair initial street cut within thirty calendar days.
- c) \$150.00 for failure to undertake warranty repair within fourteen calendar days.

The Town requires a 5-year warranty on all cuts and restoration work performed by the utility company or private contractor.

Additional sub-base and pavement restoration work required (beyond the area of trench repair) as a result of a major failure (i.e., water line main break) will be billed at the stated square yard rates above, or \$625.00 (whichever is the lesser of the two amounts).

This policy referenced above has been phased in since FY 2000-2001.

**SOLID WASTE SERVICES DIVISION**

Annual Costs

*Basic Service (Front Load)*

Container Size	1x/week	2x/week	3x/week	4x/week	5x/week	Extra Lift
2 yard	\$375.00	\$725.00	\$1,075.00	\$1,775.00	\$2,225.00	\$50 Flat Rate
4 yard	\$550.00	\$900.00	\$1,225.00	\$1,950.00	\$2,400.00	
6 yard	\$725.00	\$1,075.00	\$1,400.00	\$2,125.00	\$2,575.00	
8 yard	\$900.00	\$1,250.00	\$1,575.00	\$2,300.00	\$2,750.00	

*Residential Commercial Service*

Container	Fee
Up to 7 Roll Carts, 1x/week	\$250.00
Each Additional Container	\$40.00

*Guidelines:*

1. "Extra Lift" refers to dumping container in addition to contracted service.
2. Multi-family units receive one 8-yard container at 1x/week per 25 units for free; charges apply thereafter.

*Collection of White Goods:*

Up to Three Items*	\$15.00
Each Additional Item	\$5.00
*15.00 Minimum for Each Collection	

*Compactor Service (annualized cost):*

High Volume	\$1,500.00
Medium Volume	\$750.00
Low Volume	\$280.00

*Roll-Off Container Rental (Yard Waste Only)*

Weekday	\$20.00
Weekend	\$25.00

*Yard Waste Container*

Each Container	\$47.00
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**TRAFFIC ENGINEERING DIVISION**

Traffic Engineering Permits	Permit Fee
Work Zone Traffic Control Permits	
1) Lane/Sidewalk Closure Permits	
Permit Issuance Fee	\$150.00
Inspection Fee per Working Day	\$50.00
2) Street Closure Permits	
Permit Issuance Fee	\$200.00
Inspection Fee per Working Day	\$50.00
Traffic Impact Analysis Exemption Permit	
1) Residential with less than 10 lots	\$100.00
2) Residential with more than 10 lots	\$200.00
3) Commercial and other	\$350.00

**ENGINEERING AND DESIGN SERVICES DIVISION**

The following fees would apply to full or partial street construction and/or improvements and/or utility service improvements.

Street Construction/Improvements	\$ 2.00/LF/Travel Lane
Sidewalks/Trails/Paths/Fire Lanes	\$ 0.50/LF
Water Lines within the Public Right-of-Way	\$ 1.00/LF
Private Fire Line	\$ 1.00/LF
Sanitary Lines within the Public Right-of-Way	\$ 1.00/LF
Storm Sewer Lines	\$ 0.50/LF
Storm Sewer Structures	\$ 50.00/EA
Storm Sewer Basins/Retention Structures	\$ 150.00/EA
Urban Streetscape (including sidewalk, ductbank and amenities)	\$ 1.75/LF
Driveway Entrance Inspection Fee (including removal of existing curb/gutter, excavation, forming and concrete placement for new)	\$100.00/EA
Driveway Entrance Re-Inspection Fee	\$ 50.00/EA
GIS Street or Zoning Map	\$ 25.00/EA

Aerial Photos	\$ 30.00/EA
Specialty Maps and GIS Data Services	\$ 65.00/HR*
* One Hour Minimum	
Design Manual and Standard Details Hard Copy	\$ 25.00/EA
Design Manual and Standard Details Compact Disc	\$ 10.00/EA

Engineering Plan Review Fee for Single Family Subdivision

Base Fee .....	\$500.00 Lump Sum
Plus Per Property Lot Fee .....	\$100.00/EA

Engineering Plan Review Fee for Multi-Family or Commercial

Base Fee .....	\$500.00 Lump Sum
Plus Acreage Fee (per gross acreage of site).....	\$350/Acre*

\* One Acre Minimum

**INSPECTIONS DIVISION**

**BUILDING PERMIT FEES**

The following schedule of building permit fees is applicable to the Chapel Hill zoning jurisdiction. Fees are **based on the cost of construction.**

Cost of Construction	Building Permit Fee
\$100 - \$5,000	\$55.00
\$5,001 - \$20,000	\$100.00
\$20,001 - \$50,000	\$10.00/\$1000
\$50,001 - \$500,000	Base fee of \$500.00 plus \$4.50/\$1,000 over \$50,001
\$500,001 and up	Base fee of \$2,500.00 plus \$3.50/\$1,000 over \$500,001

For purposes of determining fees, total valuation shall be either the actual contract price or an applicable amount based on the total square footage of the structure to be built, multiplied by the square foot cost data prescribed on the attached Building Valuation Data Table, whichever is greater.

Building permits proposed to be assisted through conventional Public Housing, Section 8, 101, 235, Community Development Block Grant funding as well as through the NC Housing Finance and other recognized forms of subsidy, are exempted. In projects where assisted units comprise only a portion of the total number of units, the fee is reduced by the percentage of the total number that are assisted. Fees are waived for Town of Chapel Hill permits.

The General Contractor pays all permit fees.

**MISCELLANEOUS FEES**

	Permit Fee
Swimming Pools	Cost of Construction + trade fees
Signs	\$35.00 plus \$15.00 each additional sign
Mobile Homes	\$150.00 inside Town limits; \$180.00 outside Town limits, including trade fees
Construction Trailers	\$55.00 inside Town limits; \$80.00 outside Town limits + trade fees
Insulation	\$55.00 inside Town limits; \$65.00 outside Town limits (per housing unit)
Decks (uncovered)/ trellises/pergolas	\$90.00 + \$25 per inspection over three (3) inspections
	*Accessory structures, screen porches, roofs, and covered decks - cost of construction + trade fees

	Service/Fee
Change of Contractor	\$110.00
Change of Occupancy	\$180.00
Temporary Certificate of Occupancy	\$80.00
Occupancy Reposting (new placard)	\$80.00
Day Care Facilities Inspection	\$285.00
Demolition Permit	\$80.00
Stocking Permit	\$50.00
Temporary power	\$50.00
ABC inspection	\$50.00
Archive research - \$60.00/hr + copy fees if hard copy requested	
Copy fees - < 5 pages, free; >5 pages- .10/page if single sided, .20/page double	
Walkthru inspection	\$60.00

Plan Review* (>4,000 square feet, non-residential)	Service/Fee
4,000 - 15,000 square feet	\$185.00
15,001 - 40,000 square feet	\$590.00
40,001 square feet and greater	\$1,420.00
If initial plan review fails, each subsequent plan review will be charged \$60.00/hr	
*Includes changes in occupancy.	

**NOTICE**

Additional inspections made necessary through failure to comply with applicable code requirements shall be hereby designated as "re-inspections." For each re-inspection, a fee of \$60.00 will be charged, with the exception of stocking permit, temporary power, and ABC inspection. The re-inspection fee for these items will be \$50.

If any person commences any work on a building or service system before obtaining the necessary permit, he or she shall be subject to a double permit fee (emergency repairs excluded).

There is a \$11,423 Chapel Hill-Carrboro School impact fee to be charged for every new detached dwelling unit and between \$1,286 and \$6,610 impact fee for all other dwelling units. This shall be paid in order to receive a Certificate of Occupancy and final power. In addition, as of July 1, 2008, an 8% Orange County recyclable materials fee is being charged on all permits.

The General Contractor pays all permit fees.

**ELECTRICAL FEE SCHEDULE**

	Permit Fee	
	Within Town Limits	Outside Town Limits
Single Meter 100 amp	\$70.00	\$105.00
Single Meter 125 amp	\$75.00	\$110.00
Single Meter 150 amp	\$80.00	\$115.00
Single Meter 200 amp	\$90.00	\$125.00
Single Meter 400 amp	\$95.00	\$130.00
Single Meter 600 amp	\$105.00	\$140.00
Single Meter 800 amp	\$120.00	\$155.00
Single Meter 1,000 amp	\$135.00	\$170.00
Change Service	\$35.00	\$55.00
Mobile Homes	\$35.00	\$55.00
Construction Trailers	\$35.00	\$55.00
Additions and Alterations - Counted by the total number of lights, switches and outlets added, moved or changed. The charge for the first ten fixtures is \$41.00. Add \$4.50 for each additional ten fixtures.		

**NOTICE**

Additional inspections made necessary through failure to comply with applicable code requirements are hereby designated as "re-inspections". For each re-inspection, a fee of \$60.00 will be charged.

The General Contractor pays all permit fees.

**MECHANICAL AND PLUMBING FEE SCHEDULES**

Type of Heating/Cooling	Mechanical Permit Fee	
	Within Town Limits	Outside Town Limits
Electric Furnace	\$35.00	\$65.00
Gas Furnace	\$35.00	\$65.00
Heat Pump	\$70.00	\$135.00
Gas Pack	\$70.00	\$135.00
Condenser/coil	\$35.00	\$65.00
Air handler	\$35.00	\$65.00
Humidifier	\$35.00	\$65.00
Ductwork	\$35.00	\$65.00
Gas line/ gas test	\$35.00	\$65.00
Chiller	\$35.00	\$65.00
Air Conditioning	\$35.00	\$65.00
Cost is for <b>each unit</b> of heating and cooling.		

	Plumbing Permit Fee	
	Within Town Limits	Outside Town Limits
Per Fixture	\$10.00	\$12.00
Minimum Charge	\$50.00	\$55.00
Sewer Connection	\$50.00	\$55.00

**NOTICE**

Additional inspections made necessary through failure to comply with applicable code requirements are hereby designated as "re-inspections". For each re-inspection, a fee of \$60.00 will be charged.

The General Contractor pays all permit fees.

**Building Valuation Data Table**

For Use in Determining Total Valuation for Building Permit Fee Calculations

The BVD table provides the "average" construction costs per square foot, which can be used in determining permit fees for a jurisdiction. Permit fee schedules are addressed in Section 109.2 of the 2009 International Building Code (IBC) whereas Section 109.3 addresses building permit valuations. The permit fees can be established by using the BVD table and a Permit Fee Multiplier, which is based on the total construction value within the jurisdiction for the past year. The Square Foot Construction Cost table presents factors that reflect relative value of one construction classification/occupancy group to another so that more expensive construction is assessed greater permit fees than less expensive construction.

**Square Foot Construction Costs**

Occupancy	Type of Construction								
	I-A	I-B	II-A	II-B	III-A	III-B	IV	V-A	V-B
<b>Assembly- Theaters A-1</b>									
with stage	211.15	203.98	198.73	190.05	178.25	173.30	183.31	162.97	156.05
w/out stage	193.16	185.99	180.74	172.06	160.31	155.36	165.32	145.04	138.12
<b>Assembly- Nightclubs A-2</b>									
	163.22	158.56	154.17	148.00	138.96	135.24	142.52	126.06	121.36
<b>Assembly-restaurants, bars, banquet halls A-2</b>									
	162.22	157.56	152.17	147.00	136.96	134.24	141.52	124.06	120.36
<b>Assembly- churches A-3</b>									
	195.1	187.93	182.68	174.00	162.21	157.26	167.26	146.94	140.02
<b>Assembly-general, community halls, libraries, museums A-3</b>									
	163.81	156.64	150.39	142.71	129.91	125.96	135.97	114.63	108.71
<b>Assembly- arenas A-4</b>									
	192.16	184.99	187.74	171.06	158.31	154.36	164.32	143.04	137.12
<b>Business- B</b>									
	164.76	158.78	153.49	145.97	132.45	127.63	139.92	116.43	110.93
<b>Educational -E E</b>									
	176.97	170.85	165.54	158.05	146.37	138.98	152.61	127.91	123.09

<b>Factory &amp; Industrial - Hazard F</b>									
Moderate 1	97.87	93.28	87.66	84.46	75.44	72.26	80.79	62.17	58.48
Low F-2	96.87	92.28	87.66	83.46	75.44	71.26	79.79	62.17	57.48
<b>High Hazard, explosives</b>									
H-1	91.74	87.15	82.53	78.33	70.49	66.31	74.66	57.22	NP
H 2,3,4	91.74	87.15	82.53	78.33	70.49	66.31	74.66	57.22	52.53
H 5 HPM	164.76	158.78	153.49	145.97	132.45	127.63	139.92	116.43	110.93

The BVD is not intended to apply to alterations or repairs to existing buildings. Because the scope of alterations or repairs to an existing building varies so greatly, the Square Foot Construction Costs Table does not reflect accurate values for that purpose. However, the Square Foot Construction Costs Table can be used to determine the cost of an addition that is basically a stand-alone building which happens to be attached to an existing building. In the case of such additions, the only alterations to the existing building would involve the attachment of the addition to the existing building and the openings between the addition and the existing building.

Occupancy	Type of Construction								
	I-A	I-B	II-A	II-B	III-A	III-B	IV	V-A	V-B
<b>Institutional</b>									
Supervised Environment I-1									
	164.82	159.04	154.60	147.90	135.84	132.25	144.15	121.88	117.55
Hospitals	277.07	271.09	265.80	258.28	243.9	NP	252.23	227.88	NP
Nursing Homes I-2									
	193	187.02	181.74	174.22	160.98	NP	168.16	144.96	NP
Restrained	I-3								
	187.72	181.73	176.45	168.93	156.64	150.82	162.87	140.63	133.13
Day Care I-4									
	164.82	159.04	154.6	147.9	135.84	132.25	144.15	121.88	117.55
<b>Mercantile</b>									
	121.57	116.92	111.53	106.36	96.96	94.25	100.88	84.07	80.36
<b>Residential</b>									
Hotels R-1									
	166.21	160.43	155.99	149.29	137.39	133.8	145.7	123.43	119.1
Multiple Family R-2									
	139.39	133.61	129.17	122.47	111.23	107.64	119.54	97.27	92.94
One & Two family R-3									
	131.18	127.6	124.36	121.27	116.43	113.53	117.42	108.79	101.9
Care/assisted living facilities R-4									
	164.82	159.04	154.6	147.9	135.84	132.25	144.15	121.88	117.55
<b>Storage - Hazard</b>									
Mod. S-1	90.74	86.15	80.53	77.33	68.49	65.31	73.66	55.22	51.53
Low S-2	89.74	85.15	80.53	76.33	68.49	64.31	72.66	55.22	50.53
<b>Utility U</b>									
Misc.	71.03	67.02	62.71	59.3	52.86	49.43	56.33	41	39.06

*Determination of Total Valuation* . For purposes of determining fees, total valuation shall be either the actual contract price or an applicable amount based on the total square footage of the structure to be built, multiplied by the square foot cost data prescribed on the attached Building Valuation Data Table which is a part of this fee schedule, whichever is greater. Data in the tables must be multiplied by the appropriate regional modifier. The regional modifier for the Chapel Hill area is 1.07.

**Notes:**

1. N/P - Not permitted by code.
2. For shell only buildings, deduct 20 percent
3. Unfinished basements - \$15.00/square foot.
4. Private garages, use Utility, miscellaneous

**POLICE DEPARTMENT****FEE SCHEDULE**

	Fee
Police Incident Reports	\$.10 per page
Fingerprints	\$15.00 for 3 cards \$10 each additional card
Local Criminal History Checks	\$15.00 per person
Mailing/Fax Fees	\$1.00 per document
Noise Permits	\$50.00 each
Solicitation Permits Application Fee	\$10.00 per person
Solicitation Permits	\$10.00 each
Permit Renewals	\$5.00 each
Precious Metal Business Permits	\$180.00 each
Precious Metal Fingerprints	\$38.00 each
Taxi Permits	\$20.00 each/4-yr renewal
Taxi Inspection Fees	\$10.00 per vehicle
Towed Vehicle Storage (0 - 24 hours)	\$5.00 for the first 24 hours, \$10.00 for each additional 24 hours
Police Patch	\$5.00 per patch
Returned Check Charge	\$25.00 per check
Available to Court Officials Only	
NC Driving History Checks	\$5.00 per subject
NC Criminal History Checks	\$15.00 per subject
Vehicle request for secondary employment	\$25 per hour (not to exceed \$125/day)
Video Requests	\$20 per disc

	<h1>2012-13 Fire Department Fee Schedule</h1>		
<b>Fire Permits</b>	<i>Revenue Account- 10046-46320 Fire Permit Fees</i>		
<i>M-Mandatory Permit under 2012 NC Fire Code</i>			
<i>O-Optional Permit under 2012 NC Fire Code (Adopted by ToCH)</i>			
<b>Operational Permits</b>	<b>Description</b>	<b>Term</b>	<b>2012-13 Permit Fee</b>
Amusement Building (M)	Operation of a Special Amusement Building	30 Days	\$100
Carnivals and Fairs (M)	Mandatory Permit to conduct a Carnival or Fair	Single Event	\$100
Combustible Dust-Producing Operations (M)	Mandatory Permit to operate a grain elevator, flour starch mill, feed mill, or a plant pulverizing aluminum, coal, cocoa, magnesium, spices, or sugar, or other operations producing combustible dusts as defined in Chapter 2 of the 2012 NC Fire Code	365 days	\$75
Covered Mall Buildings (M)			
	1) Operational Permit for the placement of retail fixtures and displays, concession equipment, displays of highly combustible goods and similar items in the mall (common areas)	30 days	\$50
	2) Operational Permit for the display of liquid- or gas-fired equipment in the mall.	30 days	\$50
	3) Operational Permit for the use of open-flame or flame-producing equipment in the mall.	7 days	\$50
Dry Cleaning Plants (O)	Operational Permit to engage in the business of dry cleaning (when flammable/hazardous solvents are used), or to change to a more hazardous cleaning solvent used in existing dry cleaning equipment.	365 days	\$75
Exhibits and Trade Shows (M)	Operational Permit to operate exhibits and trade shows	30 days	\$50

Explosives (M)		Operational Permit for the manufacture, storage, handling, sale or use of any quantity of explosives, explosive materials, fireworks, or pyrotechnic special effects within the scope of Chapter 33 of the NC Fire Code		
	1)	Blasting Permit	30 days	\$300
	2)	Display of Fireworks/Pyrotechnics	Single Event	\$300
	3)	Storage of Explosives	30 Days	\$300
Flammable/Combustible Liquids (M)	1)	Operational Permit to operate tank vehicles, equipment, tanks, plants, terminals, wells, fuel-dispensing stations, refineries, distilleries and similar facilities where flammable and combustible liquids are produced, processed, transported, stored, dispensed or used	365 days	\$100
	2)	Operational Permit to temporarily place out of service (more than 90 days) an underground, protected above-ground or above-ground flammable or combustible liquid tank.	30 days (after 90 days)	\$100
	3)	Operational Permit to change the type of contents stored in a flammable or combustible liquid tank to a material which poses a greater hazard than that for which the tank was designed and constructed	30 days	\$100
	4)	Operational Permit to manufacture, process, blend or refine flammable or combustible liquids	365 days	\$100
	5)	Operational Permit to engage in the dispensing of liquid fuels into the fuel tanks of motor vehicles at commercial, industrial, governmental, or manufacturing establishments ( <b>Gas Station</b> )	365 days	\$100
	6)	Operational Permit to utilize a site for the dispensing of liquid fuels from tank vehicles into the fuel tanks of motor vehicles, marine craft, and other special equipment at commercial, industrial, governmental or manufacturing establishments.	365 days	\$100
Fumigation and Insecticidal Fogging (M)		Operational Permit to operate a business of fumigation or thermal insecticidal fogging and to maintain a room, vault, or chamber in which a toxic or flammable fumigant is used	365 days	\$100
Hazardous Materials (O)		Operational Permit to store, transport on site, dispense, use or handle hazardous materials in excess of the amounts listed in Table 105.6.20 of the 2012 NC Fire Code.	365 days	\$100

Hot Work Operations within Fire District (O)	Operational Permit for Hot Work Operations including cutting, welding, grinding, application of roof coverings with the use of open flame, or other operations determined by the Fire Marshal	30 days	\$75
Liquid- or Gas-fueled Vehicles in Assembly Buildings (M)	Operational Permit to display, operate or demonstrate liquid- or gas-fueled vehicles or equipment in assembly buildings	30 days	\$100
Open Burning (O)	Operational Permit for the kindling or maintaining of an open fire on any public street, alley, road, or other public or private ground approved under NC Fire Code and Town Code.	1 day	\$100
Open Flames and Candles (O)	Operational Permit to use open flames or candles in connection with assembly areas, dining areas of restaurants, or drinking establishments.	365 days	\$100
Places of Assembly (O)	Operational Permit to operate a place of assembly	365 days	\$75
Private Fire Hydrants (M)	Operational Permit for the removal from service, use operation of private fire hydrants	365 days	\$75
Pyrotechnic Special Effects (Fireworks) (M)	Required Operational Permit same as found under Explosives section	Single Event	\$300
Spraying or Dipping Operations (M)	Operational Permit to conduct a spraying or dipping operation utilizing flammable or combustible liquids or the application of combustible powders regulated by Chapter 15 of the 2012 NC Fire Code.	365 days	\$100
Temporary Membrane Structures, Tents and Canopies (Operational) (M)	Operational Permit to operate an air-supported temporary membrane structure or a tent having an area in excess of 400 square feet (See exceptions in the 2012 NC Fire Code section 105.6.43) This is an OPERATIONAL permit for use of tent in excess of the 7 days permitted under a tent construction permit.	30 days (after 7 days permitted under Construction Permit)	\$75/First Tent and \$25 for each additional
<b>Construction Permits</b>	<b>Description</b>	<b>Term</b>	<b>2012-13 Permit Fee</b>
<i>Note: Terms on Construction Permits are "Until Final Inspection" unless otherwise noted</i>			

Automatic Fire-Extinguishing Systems		Construction Permit for the installation of or modification to an automatic fire-extinguishing system		
	1)	Sprinkler Systems (per Riser)		\$150
	2)	Kitchen Hood Suppression Systems		\$150
	3)	Alternative Automatic Suppression Systems		\$150
Battery Systems		Construction Permit to install stationary storage battery systems having a liquid capacity of more than 50 gallons		\$150
Compressed Gas Systems		Construction Permit to install, repair, abandon, remove, place out of service (temporarily), close, or substantially modify a compressed gas system when the amount of compressed gases in use or storage within the system exceeds the amounts listed in Table 105.6.8 of the 2012 NC Fire Code		\$150
Cryogenic Fluids		Construction Permit is required for the installation of or alteration to outdoor stationary cryogenic fluid storage system where the capacity exceeds the amount listed in Table 105.6.10		\$150
Fire Alarm and Detection Systems		Construction Permit for installation of, or modification to fire alarm and detection systems and related equipment.		\$150
Fire Pumps		Construction Permit for installation of, or modification to fire pumps and related fuel tanks, jockey pumps, controllers, and generators. (Permit required in addition to other Automatic Fire Extinguishing System Construction Permits)		\$150
Flammable and Combustible Liquid Facilities		Construction Permit to:		
	1)	Repair or modify a pipeline for the transportation of flammable or combustible liquids		\$150
	2)	Install, construct or alter tank vehicles, equipment, tanks, plants, terminals, wells, fuel-dispensing stations, refineries, distilleries and similar facilities where flammable and combustible liquids are produced, transported, stored, dispensed, or used. <b>Gas Station</b>		\$150

	3)	Install, alter, remove, abandon, or otherwise dispose of a flammable or combustible liquid tank		\$150
Hazardous Materials Facilities		Construction Permit to install, repair, abandon, place temporarily out of service, or close or substantially modify a storage facility or other area regulated by Chapter 27 when the hazardous materials in use or storage exceed the amounts listed in Table 105.6.20 of the 2012 NC Fire Code.		\$150
Industrial Ovens		Construction Permit for the installation of industrial ovens as described in Chapter 21 of the 2012 NC Fire Code.		\$150
Private Fire Hydrants		Construction Permit for the installation or modification of private fire hydrants		\$150
Spraying/Dipping Operations		Construction Permit to install or modify a spray room, dip tank, or booth		\$150
Standpipe System		Construction Permit for the installation, modification, or removal from service of a standpipe system. (Permit required in addition to other Automatic Fire Extinguishing System Construction Permits)		\$150
Temporary Membrane Structures, Tents and Canopies		Construction Permit to erect an air-supported temporary structure or a tent having an area in excess of 400 square feet	7 days/ then Operational Permit is required	\$75/First Tent and \$25 for each additional
<b>Failure to Secure Permit</b>		Beginning work, or maintaining an operation requiring any permits adopted by the Town of Chapel Hill shall double the permit fee. A stop Work Order shall be issued until payment is received and permit issued.		Double listed permit fee
Fire Inspection Fees		<i>Revenue Account 10046-46410-Fire Inspection Fees</i>		
		<b>Description</b>	<b>Term</b>	<b>2012-13 Fee</b>
Inspection Fees for Inspections not required under the NC Fire Code		ABC, Foster Care, Group Home, Day Care Licensing Inspections and other inspections not required by Code.		\$50
Fire Re-Inspection Fees				

Fire Violation Re-Inspection Fee	A re-inspection fee will be assessed for each inspection where:		
	1) Violations of the NC Fire Code or Chapter 7 of the Chapel Hill Town Code are not corrected after being identified by the inspector during an inspection and a compliance period granted. Fee will be assessed at time of first re-inspection, and each re-inspection thereafter until the violations are corrected or further administrative action is pursued.		\$50/Re-inspection
	2) An inspection on a construction permit (Fire), or a Fire Final inspection is requested and/or scheduled by the permit holder, or Contractor and where the inspection cannot be completed, or fails to pass due to deficiencies. The Re-Inspection fee shall be paid before any additional inspections or testing will be conducted.		\$50/Re-inspection
Life Safety Re-Inspection Fee	Any violation of the NC Fire Code, or any other condition deemed by the inspector to be detrimental to the life safety of the occupants, and/or which may create delays in the exiting of the buildings occupants, which is not corrected after being identified by the inspector during the inspection and a compliance period granted shall be subject to Life Safety Re-Inspection Fees.		\$500/per violation
Following issuance of three (3) consecutive re-inspection fees without compliance, the owner, operator, or other responsible person shall be cited to court for violation of NC General Statute 14-68.			
Other Fees and Charges			
	<b>Description</b>	<b>Term</b>	<b>2012-13 Proposed Fee</b>
Fire Incident Report	Copy of Fire Incident Report		\$3/copy
	<i>Copy provided at no charge to Owner/Occupant</i>		
Fire Penalties			
	Authorization to issue and receive settlement of Civil Penalties for any violation of NC Fire Code or Town Code as authorized by Town Ordinance. Specific penalty amounts are specified in Town Code.		See Town Code

**PUBLIC LIBRARY****FEE SCHEDULE**

	Fee
<b>1) Fines for overdue materials</b>	
Adult	\$.25/day; maximum \$10.00/item
Juvenile	\$.25/day; maximum \$3.50/item
CDs	\$.25/day; maximum \$10.00/cd
DVDs	\$1.00/day; maximum \$10.00/item
High Demand Books	\$1.00/day; no maximum
Periodicals	\$.25/day; maximum \$3.50/item
Book Kits	\$2.50/day; maximum \$20.00/item
Kindle Equipment	\$5.00/day; no maximum
<b>2) Non Town-Resident Fees</b>	\$65.00 per year
<b>3) Special Services Fees</b>	
Interlibrary Loan	\$1.00 each + charges by lending library
Copies	\$.10 each
Collection Agency	\$15.00
<b>Lost/ Damaged Materials</b> - Charges incurred by the patron will include the current item replacement cost + <b>\$5.00</b> per item processing fee + cover/case cost when applicable. If the current replacement cost is unavailable, then:	
A) Hardcover:	
Adult/ YA	\$40.00
Juvenile	\$20.00
Binding	\$8.00
B) Paperbacks:	
Trade (Adult/ Young Adult)	\$20.00
Mass Market (Adult)	\$15.00
Mass Market (Juvenile)	\$10.00
Binding	\$8.00
C) CD / DVD:	
CD music	\$15.00
CD audiobook	\$50.00
DVD	\$15.00
D) Case / Bag / Other:	
CD "Jewel Case"	\$2.00
Cd Audiobook Case	\$10.00
DVD Case	\$5.00
Missing Notes or Maps	\$5.00
Multi-media Bag	\$2.00
Book Kit Bag	\$15.00
D) Lost Library Cards:	
First Card Replacement	\$2.00
Second Card Replacement	\$4.00

Three or More Replacements	\$6.00
E) Kindle Equipment:	
All Components	\$390.00
Kindle Machine + downloaded contents	\$300.00
Cover/Case	\$45.00
Charger/Adapter	\$45.00
Unauthorized return to AV - or bookdrop	\$25.00

**PARKS & RECREATION DEPARTMENT****FEE SCHEDULE (see Attachment 3 for all policies)**

<b>ADMISSION AND PASS FEES</b>		
<b>Gymnasium</b>	<b>Resident</b>	<b>Non-Resident</b>
<b>Annual Pass Fee</b>		
Age 18 years and younger	Free	\$20.00
Age 19 and older	\$60.00	\$96.00
<b>20 Visit Pass</b>		
Age 18 years and younger	Free	\$10.00
Age 19 and older	\$30.00	\$48.00
(No more pro-rated gym passes)		
<b>Single Admission Fee</b>		
Age 18 years and younger	Free	\$2.00
Age 19 and older	\$2.00	\$3.00
<b>Climbing Wall</b>		
	<b>Resident</b>	<b>Non-Resident</b>
<b>Annual Pass Fee</b>		
All Participants	\$145.00	\$240.00
<b>20 Visit Pass</b>		
All Participants	\$60.00	\$100.00
<b>Single Admission Fee</b>		
All Participants	\$4.00	\$6.00
<b>Climbing shoe rental (first com, first serve)</b>	\$3.00	\$3.00
<b>Belay Testing Fee</b>	\$10.00	\$16.00
<b>Swimming</b>		
	<b>Resident</b>	<b>Non-Resident</b>
<b>Annual Pass*</b>		
Under 8 years of age	\$60.00	\$96.00
Youth (9 - 18 years)	\$110.00	\$176.00
Adult (19 years and over)	\$210.00	\$336.00
Family**	\$450.00	\$720.00
Additional Family Member	\$60.00	\$96.00
Aqua Fitness pass 10 visits	\$60.00	\$96.00
	<b>Age 19 and older</b>	
*Annual passess are valid for a period of one year from the date of purchase.		
**Family - as defined in P&R User Fee Policy.		
<b>6 Month Pass</b>		
Under 8 years of age	\$30.00	\$48.00
Youth (9 - 18 years)	\$55.00	\$88.00
Adult (19 years and over)	\$105.00	\$168.00
Family	\$225.00	\$460.00
Additional Family Member	\$25.00	\$40.00
<b>20-Visit Pass</b>		
Under 8 years of age	\$15.00	\$24.00
Youth (9 - 18 years)	\$30.00	\$48.00
Adult (19 years and over)	\$45.00	\$72.00
<b>Single Visit</b>		
Under 8 years of age	\$1.00	\$2.00
Youth (9 - 18 years)	\$2.00	\$4.00
Adult (19 years and over)	\$4.00	\$7.00
<b>REPLACEMENT PASS (gym, climb, swim)</b>	\$5.00	\$5.00

<b>SKATE PARK and BATTING CAGE FEES</b>		
	<b>Resident</b>	<b>Non-Resident</b>
Platinum Membership - unlimited skate access pass good for 1 year from the date of purchase.	\$200.00	\$250.00
Gold Membership (Residents) - 1 year membership with \$4 per session fee. First session is free. Renewal membership is \$15.	\$25.00	
Gold Membership (Non-Residents) - 1 year membership with		\$30.00

\$5 per session fee. First session is free. Renewal membership is \$20.		
Regular Session Fee	\$7.00	\$8.00
Skate Park Helmet Rental	\$2.00	\$2.00
Batting Cage Fees for 25 pitches	\$2.00 for Res. \$3.00 for NR	
Residents are defined as patrons residing in Chapel Hill and/ or Orange County.		

<b>HOURLY RENTAL FEES</b>		
	Resident	Non-Resident
Security Deposit (per rental)	\$100.00	\$100.00
<b>Meeting Rooms</b>		
Individuals	\$30.00	\$48.00
For-profit	\$30.00	\$48.00
Non-profit for open meetings	no charge	no charge
Non-profit for closed meetings	\$30.00	\$48.00
Additional staff fee	\$15.00	\$15.00
Hargraves Auditorium (min. rental 3 hours)	\$40.00	\$64.00
Additional staff fee	\$15.00	\$15.00
<b>Gymnasiums (limit of 3 hours)</b>		
Athletic event	\$60.00	\$96.00
Additional staff fee	\$15.00	\$15.00
Climbing Wall at Chapel Hill Community Center	\$55.00	\$88.00
Plus hourly staff fee	\$15.00	\$15.00
<b>Athletic Playing Fields (minimum rental 2 hours)</b>		
Daytime use	\$30.00	\$48.00
Evening use	\$45.00	\$72.00
Tournament daytime use	\$60.00	\$96.00
Tournament evening use	\$80.00	\$128.00
Additional staff fee	\$15.00	\$15.00
Field preparation (upon request, per field)		
First field	\$25.00	\$25.00
Additional fields	\$15.00	\$15.00
<b>Tennis Court (per court, 3-hour limit)</b>		
Daytime use	\$10.00	\$16.00
Evening use	\$20.00	\$32.00
<b>Picnic Shelter (each 4-hour block)</b>		
Available at Hargraves, Homestead, Meadowmont, North Forest Hills, Southern Community (large and small) and Umstead Parks.		
ALL shelters (except So. Community Pk large shelter)	\$25.00	\$40.00
Southern Community Park large shelter	\$40.00	\$64.00
Use of Pig Cooker at So. Community Pk large shelter	\$100 deposit	\$100 deposit
No charge for Meadowmont shelter		
Hockey Rink at Southern Community Park	\$25.00	\$40.00
2 hour minimum required		
Gene Strowd Rose Garden	no fee	no fee
Security deposit only		
James Wallace Parking Deck Plaza	\$45.00	\$72.00
Special application required		

Bocce Ball Court	\$10.00	\$16.00
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<b>HOURLY POOL RENTAL FEES</b>				
<b>FACILITY</b>	<b>LANE RENTAL</b>		<b>ENTIRE POOL</b>	
	<b>OFF-PEAK</b>	<b>PEAK</b>	<b>OFF-PEAK</b>	<b>PEAK</b>
	<b>Resident/ non-resident</b>	<b>Resident/ non-resident</b>	<b>Resident/ non-resident</b>	<b>Resident/ non-resident</b>
A.D. Clark Pool			\$65/\$104	\$75/\$120
Community Center	\$10/\$16	\$20/\$32	\$75/\$120	\$100/\$160
Homestead LAP	\$10/\$16	\$20/\$32	\$110/\$176	\$150/\$240
Homestead PROGRAM			\$100/\$160	\$110/\$176
<i>2-hour minimum required; additional guard fees may apply.</i>				

\* Maximum number of rentals available during Peak hours are 50% of total number of lanes in a pool. Maximum number of rental lanes available during Off- Peak hours are 75% of the total number of lanes.

† Additional \$10/hr (1 additional guard) for every 20 swimmers over 50 maximum.

<b>MISCELLANESOUS FEES</b>	
Cancellation Fee (program and rental)	\$10.00
Returned Check Fee	\$25.00
Recreation Area Multiplier 1.55	1.55
Payment in Lieu of Recreation Space	\$12.00

**MUNICIPAL CEMETERY FEES**

The Town of Chapel Hill owns and operates two cemeteries which are available for use by both residents and non-residents of the Town.

	<b>Cemetery</b>
Plot Staking	\$25.00
Monument Staking	\$15.00
Regular Plot for Residents	\$750.00
Regular Plot for Non-Residents	\$1,500.00
Cremation Plot for Residents	\$350.00
Cremation Plot for Non-Residents	\$700.00
Cemetery Plot Ownership Transfer	\$15.00
Copy of a Cemetery Section Map	\$10.00
Interment Fee* for Residents	\$450.00
Interment Fee* for Non-Residents	\$450.00

\*Interment fee is required only if burial vault or grave liner is not used, in accordance with Chapter 6 of the Town Code of Ordinances.

**FINANCE DEPARTMENT (PARKING FUND)****FEE SCHEDULE: MONTHLY PARKING RENTAL RATES, METERED PARKING RATES AND***Monthly Rental Rates:*

Parking Lot	Location	Monthly Rate
127 West Rosemary Lot	127 West Rosemary Street	\$95.00
James Wallace Parking Deck	150 East Rosemary Street	\$95.00
West Franklin/Basnight Lot	113/114 Basnight Lane	\$95.00
On-Street Meters	Designated Areas Only	\$95.00

Patrons are charged a full month's rent for all rentals beginning between the 1st and the 14th of the month. Rentals beginning on the 15th or later will be charged one-half of the monthly rate for the month that the lease begins.

*Semester Rental Rates:*

Parking Lot	Location	Semester Rate
127 West Rosemary Lot	127 West Rosemary Street	\$475.00
James Wallace Parking Deck	150 East Rosemary Street	\$475.00
West Franklin/Basnight Lot	113/114 Basnight Lane	\$475.00

Patrons are charged a full semester's rent for all rentals beginning between the 1st and the 14th of the month. Rentals beginning on the 15th or later will be charged one-half of the monthly rate for the month that the lease begins.

*Rosemary/Columbia Lot : Hourly Parking Rates\**

Hours	Full Fare Rate	Senior Citizen Rate
0.0 - 0.5	\$0.65	\$0.35
0.5 - 1.0	\$1.30	\$0.65
1.0 - 1.5	\$1.95	\$1.00
1.5 - 2.0	\$2.60	\$1.30
2.0 - 2.5	\$3.25	\$1.65
2.5 - 3.0	\$3.90	\$1.95
3.0 - 3.5	\$4.55	\$2.25
3.5 - 4.0	\$5.20	\$2.60
4.0 - 5.0	\$6.50	\$6.50
5.0 - 6.0	\$7.80	\$7.80
6.0 - 7.0	\$9.60	\$9.60
7.0 - 8.0	\$11.40	\$11.40
8.0 - 9.0	\$13.20	\$13.20
9.0 - 10.0	\$15.00	\$15.00
10.0 - 11.0	\$16.80	\$16.80
11.0 - 12.0	\$18.60	\$18.60
12.0 - 13.0	\$20.40	\$20.40
13.0 - 14.0	\$22.20	\$22.20
14.0 - 15.0	\$24.00	\$24.00
15.0 - 16.0	\$25.80	\$25.80
16.0 - 17.0	\$27.60	\$27.60

*James Wallace Deck: Hourly Parking Rates\**

Hours	Full Fare Rate	Senior Citizen Rate
0.0 - 0.5	\$0.50	\$0.25
0.5 - 1.0	\$1.00	\$0.50
1.0 - 1.5	\$1.50	\$0.75
1.5 - 2.0	\$2.00	\$1.00
2.0 - 2.5	\$2.50	\$1.25
2.5 - 3.0	\$3.00	\$1.50

3.0 - 3.5	\$3.50	\$1.75
3.5 - 4.0	\$4.00	\$2.00
4.0 - 5.0	\$5.00	\$2.50
5.0 - 6.0	\$6.00	\$3.00
6.0 - 7.0	\$7.00	\$3.50
7.0 - 8.0	\$8.00	\$4.00
8.0 - 9.0	\$9.00	\$4.50
9.0 - 10.0	\$10.00	\$10.00
10.0 - 11.0	\$11.00	\$11.00
11.0 - 12.0	\$12.00	\$12.00
12.0 - 13.0	\$13.00	\$13.00
13.0 - 14.0	\$14.00	\$14.00
14.0 - 15.0	\$15.00	\$15.00
15.0 - 16.0	\$16.00	\$16.00
16.0 - 17.0	\$17.00	\$17.00

**\*Peak Period Charge:** There is an additional peak charge of \$2.00 for parking in the Rosemary/Columbia Lot or the James Wallace Deck if the vehicle is parked before 10:00 a.m. and departs after 2:00 p.m. on weekdays.

For Special Events, deposits or a flat rate charge may be collected as the patron enters the parking lot, *amount not to exceed \$20.00.*

**\*Weekend Rate Charge:** A \$5.00 charge may be collected as the patron enters the parking lot Thursday through Saturday nights beginning at 8:00pm.

*Metered Parking Rates:*

Length of Stay	Rate
3 Minutes	\$ 0.05
5 Minutes	\$ 0.10
12 Minutes	\$ 0.25
48 Minutes	\$ 1.00
60 Minutes	\$ 1.25

*Off Street Pay Stations:*

Length of Stay	Rate
0-4 Hours	\$1.25 per Hour

*Hours of Operation:*

On-Street Metered Operations - 8:00 a.m. - 6:00 p.m., Monday through Saturday, except for the following holidays: Martin Luther King, Jr. Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas and New Year's Day and other town observed holidays.

James Wallace Parking Facility\* -7:30 a.m. – 1:15 a.m. Monday to Thursday; 7:30 a.m. – 1:15 a.m. Friday; 9:30 a.m. – 1:15 a.m. Saturday

Rosemary/Columbia Lot \* - 7:30 a.m. – 1:15 a.m. Monday to Thursday; 7:30 a.m. – 1:15 a.m. Friday; 9:30 a.m. – 1:15 a.m. Saturday

Off-Street Metered Operations - 8:00 a.m. - 8:00 p.m., Monday through Saturday, except for the following holidays: Martin Luther King, Jr. Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas and New Year's Day and other town observed holidays.

West Franklin Lot – 8:00a.m to 8:00p.m., Monday through Saturday

427 West Franklin Lot – 8:00a.m to 8:00p.m., Monday through Saturday

West Franklin/Basnight Lot – 8:00a.m to 8:00p.m., Monday through Saturday

West Rosemary Lot - 8:00am to 8:00pm, Monday through Saturday

South Graham Street Lot - 8:00am to 8:00pm, Monday through Saturday

\* Hours may be adjusted based on seasonal needs.

#### *Discount Parking:*

The Town of Chapel Hill offers merchants three methods of paying for their customers' parking.

#### Parking Tokens

(1-49) = 1/2 hour use for \$.65 each = 0% discount  
 (50-99) = 1/2 hour use for \$.585 each = 10% discount  
 (100+) = 1/2 hour use for \$.52 each = 20% discount  
 (200+) = 1/2 hour use for \$.4875 each = 25% discount

#### Coupons

Merchants may print coupons that will be accepted in off-street lots as payment of fees. Coupons must be approved by Parking Services. Parking Services will then bill the merchant based on the following schedule:

Minimum use per month - 50 hrs/100 coupons = 20% discount  
 Minimum use per month - 100 hrs/200 coupons = 25% discount

#### Monthly Validation Accounts

Must have appropriate validation provided by the Merchant and approved by Parking Services. The validating merchant is then charged as follows:

Minimum use per month - 50 hrs = 20% discount  
 Minimum use per month - 100 hrs = 25% discount

#### *Other Fees:*

##### Residential Parking Permit

Each residence would be eligible for up to five residential permits for a fee of \$25.00 per sticker per year (\$15.00 if purchased in January or later in the permit year) per permit for a residential parking permit. Guest permits will be available at no cost to permanent residents.

**No fee if: Age 65 or older. Resident must provide proof of age.**

##### Annual In-Home Care Permits

Residents or family members who live any of the Town's Residential Parking Permit Zones who have babysitters, or who have disabilities or medical conditions requiring in-home care services may be eligible for In-Home Care Permits for a fee of \$10.00

##### 3-Day Temporary Visitor Parking Permits

Each address in the residential permit area would be eligible for: Up to 10 temporary 3-day visitor parking permits in a year for use by guests valid for residential parking areas only for a fee of \$2.00 per permit;

##### 14-Day Temporary Residential Parking Permits

Each address in the residential permit area would be eligible for: Up to 5 temporary 14-day visitor parking permits for use for guests valid for residential parking areas only for a fee of \$10.00 per permit.

#### Residential Business Parking Permit

Each address in the residential permit area would be eligible for up to five parking permits for business use such as Contractors, Realtors, or Non-Resident Landlords for \$25.00 per month or \$150.00 per year and would be good in the residential permit areas only.

#### Service Vehicle Parking Permit

This permit is for qualifying service vehicles (plumber, electrician, utility, etc.) for \$50.00 per month or \$300.00 per year and would allow parking in the 2 hour metered areas.

#### Reserving a Parking Metered Space

The Parking Services division will “bag” a parking meter when necessary for contractors performing renovation work in the downtown area. The fee is \$15.00 per meter per day.

#### Replacement Fee for Parking Permits

The Parking Services division issues residential permits at \$25.00 and guest and temporary parking permits at no cost to the residents. There is a replacement fee of \$15.00 for any lost, stolen, or destroyed permits.

#### Administrative Fee for Non-Payment Forms

Non-Payment Forms are issued for customers who exit our manned facilities without paying their fee. There is an Administrative Fee of \$15.00 for processing of Non-Payment Forms.

#### Administrative Fee for Non-Payment Forms Repeat-Use

Non-Payment Forms are issued for customers who exit our manned facilities without paying their fee. There is an Administrative Fee of \$5.00 per occurrence for customers who claim to have no means of payment more than 2 times per fiscal year.

#### Administrative Fee for Dumpster Storage

The fee for a dumpster permit shall be \$10.00 dollars, per day for on-street and off-street lots or as otherwise set from time to time by the Parking Services division. In the event the dumpster is placed in a metered parking space, the fee shall include the additional cost of a daily reserved meter fee for each parking space used.

#### Administrative Fee for Lost Tickets

A Lost Ticket fee shall be charged for customers who exit our manned facilities and claim to have lost their ticket. There is an Administrative Fee of \$20.00 for lost tickets.

#### Special Event Parking Fee

The Parking Services division shall charge a fee for monitoring services for small events. There is a \$30.00 per hour fee, with a 3-hour minimum to be charged for each monitor assigned.

#### Mixed Use Parking Permits

Employers would be eligible to purchase mixed use parking permits for use by employees in areas adjacent to mixed use developments for a fee of \$150.00 each per year.

## CHAPEL HILL TRANSIT

### GENERAL POLICY AND FEE SCHEDULE

The charging of user fees is an appropriate method of recovering costs or portions thereof from the users of public transportation services provided by the Town of Chapel Hill. The following criteria are intended to guide the Manager and Transportation Board in recommending fee structures, and also to inform the public of those factors considered in that process.

The Transit services operated by the Town of Chapel Hill are being provided through the cooperation of the Town of Chapel Hill, the Town of Carrboro, the University of North Carolina, the State of North Carolina and the United States Government. Therefore, the establishment of user fees will be consistent with both State and Federal regulations, and locally they will be developed in consultation with the Town of Carrboro and the University of North Carolina.

User fees will be set to provide transportation services that are affordable by all with special provisions for the elderly, handicapped and others not readily served by fixed route service. The fee structure established must strike a balance between assigning an equitable share of the cost of the service to the riders, and producing high ridership by providing an economic alternative to the private auto, therefore, reducing the congestion, pollution, and dedication of scarce land resources associated with auto use.

Fees should be established in accordance with the Town's Fiscal Year Cycle.

User fees may be waived, reduced or refunded on a case-by-case basis by the Director of Transportation pursuant to an adopted Refund and Waiver Policy.

The Manager and the Transportation Board will annually review the User Fees Policy and structure and recommend changes to the Town Council as part of the annual budget process.

### GUIDELINES

#### *Fixed Route Services :*

- a) Bus service will be provided on a fare-free basis as long as the Partners agree it to be the most advantageous method of providing increased mobility and reduced congestion for the Town of Chapel Hill.
- b) Loitering or "joy riding" is prohibited. Patrons are allowed one round trip for the initial regular or free fare.

#### *Special Service Fares:*

- a) EZ-Rider Patrons will be covered under the fare-free policy.
- b) Tar Heel Express patrons will pay fees as described below

**FARE SCHEDULE**

Fixed Route Service	Fare Free
Special Service Certified E-Z Rider Patron	Fare Free
Tar Heel Express Park and Ride Lot Fares	\$3.00 One Way, \$5.00 Round Trip

**TICKET PRICE SCHEDULE**

\*\*Park and ride lots offer free parking for patrons using Chapel Hill Transit or Triangle Transit Authority buses. Overnight parking is not permitted.

**BUS CARD ADVERTISING RATES**

Full Showing - 98 Buses		Half Showing - 49 Buses	
1-5 Months	\$143.00 per Month	1-5 Months	\$96.00 per Month
6-11 Months	\$135.00 per Month	6-11 Months	\$90.00 per Month
12 Months +	\$129.00 per Month	12 Months +	\$86.00 per Month
Bulkhead Cards 1-2 Months	\$220.00 per Month	Bulkhead Cards	Not Available

***Non-Profit Organization Advertising: \*\****

Rates above, less a 50% discount.

***Public Service Announcements: \*\*\****

Public Service Announcements will be placed for a maximum of 90 days for a \$30 service fee, as space is available.

***Ad Replacement Fee:***

Any advertiser who has paid for an ongoing ad may replace the ad copy for a service fee of \$30. New ads should be delivered to Chapel Hill Transit.

***Transit Guide Advertising:***

Limited advertising space may be available in the annual Transit Guide. Rates will be established on a cost-plus basis and will vary depending on the size, location, and costs of printing. In all cases, rates shall include a profit not to exceed 35% over the cost of the ad.

\*\*Non-Profit Organizations are those that are legally recognized as 501 c 3 Non-Profit Corporations and whose advertisements are placed to encourage the use of that organization's goods and services. Social service agencies are not considered to be Non-Profit Organizations if they charge for their services. This includes religious groups and partisan political organizations.

\*\*\*Public Service Announcements (PSAs) are those placed to promote services that will benefit the general public. Notices for public meetings, voter registration and charity drives are typical Public Service Announcements. Public agencies and charitable organizations are examples of groups eligible to place PSAs.

**Advertising Fees:**

All buses will be equipped with interior racks for the display of advertisements. Advertising fees should cover the net cost of placing the ads and should provide an additional profit of approximately 10-50% of the cost to be retained as Transportation System operating revenue. Separate rates will be established for commercial advertising, non-profit organizations and public service advertising. No exterior advertising will be permitted other than occasional banners promoting transit service.

**ADVERTISING GUIDELINES**

1. Discount for full rate advertisers with 2 or more ads per bus. No Agency discounts.
2. Advertisers will be invoiced monthly.
3. Chapel Hill Transit owns 98 buses. Advertisers should supply an additional 50% cards for runs of 1 to 5 months and 100% for 6 months or more.
4. Cards will be placed in the buses on the first Saturday following delivery of the cards to Chapel Hill Transit, located at 6900 Millhouse Rd. (call 919-969-4900 for directions)
5. Card specifications:
  - a) Ads must be printed on at least 5 ply cardboard stock.
  - b) Cards for bus overhead racks must be 11" top to bottom, 20" side to side, with no printing within 3/8" of any edge.
  - c) Bus bulkhead cards must be 21 1/2" top to bottom, 21" side to side, with no printing within 3/8" of any edge.
6. Chapel Hill Transit reserves the right to review and approve any bus cards before placement.
  - a) Advertising should be of a reputable nature, should conform to recognized business standards, and must not conflict with any federal, state or local laws or regulations.
  - b) Liquor (including beer and wine), cigarette, and massage parlor advertising will not be accepted.
  - c) Advertisements must be professionally designed and printed.

**REFUND AND WAIVER POLICY**

The Chapel Hill Transportation Department provides transit services to the public. This policy applies to all tickets sold for Chapel Hill Transit Services.

**Refunds:**

1. A prorated price of any prepaid transportation fee may be refunded or credited toward the purchase of other services.
2. Chapel Hill Transit will mail all refund checks to the individual within 30 days of approval.

*Waivers:*

1. The Director of Transit may consider requests for full or partial waiver of payment for any transportation fees.
2. Any waivers approved by the Director of Transit will be reported to the Town Council in the annual operating report for Chapel Hill Transit.

*E-Z Rider Fee Waivers:*

1. This policy applies only to citizens of the Town of Chapel Hill who are certified for EZ-Rider Service. Requests from Carrboro residents or from individuals affiliated with the University of North Carolina at Chapel Hill or UNC Hospitals will be forwarded to those organizations for their consideration of any fee subsidy.
2. Many patrons are eligible for transportation assistance from various social service agencies which operate in Orange County, such as Orange County Department of Social Services, Orange County Department on Aging, Vocational rehabilitation of North Carolina, and the Interfaith Council. To the extent that patrons are ineligible for transportation assistance from any other agency, it is the policy of the Town that service will not be denied because of inability to pay the established fees.
3. The Director of Transit has authority to approve or deny requests for full or partial waiver of any transportation fees up to a maximum limit of \$5,000.
4. All requests for waiver must be submitted on forms provided by Chapel Hill Transit.
5. Patrons requesting waivers must verify whether they are eligible for, or have received any transportation assistance from any other social service agency.
6. Individuals requesting waivers will be encouraged to pay a portion of the total fee, and the amount of waiver approved may vary based on the level of service needed.
7. All requests for waivers must include a recommendation from an authority that can verify the financial status of the applicant. Acceptable authorities would be representatives of state or county social service agencies, ministers or pastors of local churches or religious organizations.
8. Income levels as published by the U.S. Bureau of the Census will be used in considering waiver requests; Annual income level; at or below the poverty level = 100% waiver, between the poverty level and 130% of it = 50% waiver, greater than 130% of the poverty level = no waiver. Adjustments will be made for family size.

### **TRANSIT ADVERTISING FEE SCHEDULE AND POLICY**

Transit services in Chapel Hill are provided through a partnership of Chapel Hill, Carrboro and the University of North Carolina. Chapel Hill Transit offers transit advertising as a source of revenue to help offset system operating costs. Advertising is sold on the exterior and interior of all fixed route buses. The following are transit advertising rates and policies governing transit advertising.

**TRANSIT ADVERTISING RATES**

Bus Wraps	Monthly Rate	Minimum Contract
Full Wrap	\$1,500	12 months

**Exterior Bus Signage: Kings (144"x30")**

Number of Displays	12 Months Each Sign	6 Months Each Sign	1-3 Months Each Sign
1-10	\$180	\$200	\$220
11-20	\$175	\$195	\$215
21 & up	\$170	\$190	\$210

**Queens (108"x30")**

Number of Displays	12 Months Each Sign	6 Months Each Sign	1-3 Months Each Sign
1-10	\$162	\$180	\$198
11-20	\$157	\$175	\$193
21 & up	\$152	\$170	\$188

**Taillight**

Number of Displays	12 Months Each Sign	6 Months Each Sign	1-3 Months Each Sign
1-10	\$163	\$170	\$187
11-20	\$158	\$165	\$182
21 & up	\$152	\$160	\$177

All production costs are the responsibility of the advertiser. For wraps the cost of installation and returning the bus to original condition are also the responsibility of the advertiser.

All advertising creative and design must be approved by Chapel Hill Transit prior to production and can be declined if we believe it is not in compliance with transit advertising policies and standards.

Agency commissions will be paid on contract of 6 month or more.

**A RESOLUTION DIRECTING THE TOWN MANAGER TO PURSUE CERTAIN INITIATIVES RELATED TO HOW THE TOWN DOES BUSINESS AND PROVIDES SERVICES (2012-06-25/R-6.1)**

WHEREAS, the Council has, during budget deliberations, received information on certain business areas that the Town is involved in that represent opportunities to think differently about how we provide services; and

WHEREAS, the Council has expressed an interest in the potential for collaboration, consolidation and competition as it relates to certain businesses that the Town conducts; and

WHEREAS, continued budgetary pressure is creating the need to find more efficient and cost effective ways of providing services;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Town Manager is hereby directed to pursue efforts to define core business operations and recommend alternative methods of service delivery, including the following specific initiatives to be completed during the fiscal year beginning July 1, 2012, and to report back to Council for approval of recommendations for changes in how the Town delivers services and manages its assets.

- Alternatives to the Town's provision of commercial garbage collection
- Establishment of alarm response fees
- Alternatives to the current management structure of Cemetery Operations
- Option for the delivery of Stormwater services with OWASA and Carrboro
- Options for disposal of Real Property Assets
  - Appraisals on the former Town Hall on Rosemary Street and the former Sport Art Building on Homestead Road for consideration in disposal
  - Report on zoning and preservation easement issues for 523 East Franklin Street and architect's estimate for minimum scope of repairs
  - Inventory of all Town-owned property with recommendations for disposal or retention.

This the 25<sup>th</sup> day of June, 2012.