

MINUTES OF A REGULAR MEETING OF THE MAYOR AND COUNCIL  
OF THE TOWN OF CHAPEL HILL, MUNICIPAL BUILDING,  
TUESDAY, MAY 26, 1987, 7:30 P.M.

Mayor Pro-tem Bill Thorpe called the meeting to order. Council Members present were:

- Julie Andresen Jonathan Howes
- David Pasquini
- Nancy Preston
- R. D. Smith
- Arthur Werner

Mayor Wallace and Council Member Godschalk were absent, excused. Also present were Town Manager David R. Taylor, Assistant Town Managers Sonna Loewenthal and Ron Secrist, and Town Attorney Ralph Karpinos.

Public Hearing on Report of the Human Services Committee

Dr. Robert Seymour, Chair of the Human Services Committee, introduced the Committee members and gave a brief summary of their findings with regard to the need and possible location of a shelter for the homeless. He said the Committee was convinced that a shelter would not be welcome in any neighborhood and that this left the Town Center as the only viable alternative. He said that since the Inter-Faith Council (IFC) was currently operating a shelter in the basement of the Old Town Hall/Police Building it seemed logical to continue to use that facility for a shelter but to use the entire building and not just the basement. Dr. Seymour stated that the Committee had been initially charged by the Mayor with locating a suitable place for the shelter but that the Mayor had urged the Committee to also see what other areas of human services needed addressing. Dr. Seymour said the Committee recommended that the Community Kitchen also operated by the IFC be located at the Old Town Hall/Police Building as well as the shelter and that both facilities be open 24-hours a day. He stated that the IFC Shelter Committee should remain as the primary management group for the facility but that there should be seats on the Committee filled with representatives of the Town, County, and Carrboro. He thanked the Mayor and Council for the opportunity to have chaired the Committee and urged adoption of the Committee recommendations.

Manager Taylor stated that the Committee had been appointed by the Mayor with the charge of finding a suitable location for the shelter. He said that after this public hearing the comments and information would be referred back to the staff for a report to the Council by July 13.

Tommy Gardner, speaking as a citizen and member of the Committee on Human Services, said it had been a pleasure to have served on the Mayor's Committee. He said the IFC deserved the Town's appreciation for having provided human service needs over the

26  
years. He pointed out that the IFC had had problems finding a location for a permanent shelter and that the Town might be faced with the same problems. Mr. Gardner said the Town should review the report and its findings and review the use of the Old Town Hall/Police Building to see what would be the best and most efficient use of the Old Town Hall/Police Building for the Town. He commented that there were funds available to build a new facility if the Town so desired, rather than to try to renovate the current facility. He also said there was the option of placing the shelter facility on the property where the Housing Authority now operated. He said that since the Housing Authority was to be a Town department there should be no problem with locating it at this facility. Mr. Gardner said that there was around 15 acres of land adjacent to the Housing Authority and County Multi Purpose Center which could also be used as a site for a new shelter facility.

Council Member Preston asked Mr. Gardner for clarification of what he was proposing. Mr. Gardner replied that, as he understood it, the Employment Security Commission occupied the basement of the Housing Authority building. He said there were three or more acres at that site and about 15 acres across the street at the Northside Complex, which was on a bus route and only three blocks from Rosemary Street. He said with all of the renovation that had taken place over the years to the Old Town Hall/Police Building he wondered whether it was wise and best to spend a lot of money in further renovation on that building. Mr. Gardner said there had been two adjoining parcels of land which had been acquired by the Town for a large amount of money. He stated that there had been a study by the Town in 1985 on the possible uses of the facility. He said deciding on the location of a shelter was not an easy decision to make, and he believed that when everything was considered, especially with the space available at the Housing Authority site, it might be better not to locate the shelter facility at the Old Town Hall/Police Building. Mr. Gardner stated there was \$150,000, plus \$64,000 available to meet the space needs of a combined permanent shelter facility, a feeding facility, and a lounge area for the clients. He said this kind of facility represented a significant change in the operations of the shelter facility as it had been in the past.

Council Member Preston asked if this alternative was something that had been considered by the Shelter Committee as it was looking into possible alternatives. Mr. Gardner said he would prefer to let Dr. Seymour reply to that question. He stated that there seemed to be sentiment in the community that a shelter was a good project but that no one wanted a shelter facility in their neighborhood. He said it would simplify matters by placing it on land or in a facility owned by the Town. He said he knew the IFC experienced quite a bit of frustration when they attempted to locate a site for a shelter facility.

Dr. Seymour said Mr. Gardner's report was a minority report. He said it was his impression that every member of the Committee had supported the Committee's report. He said Mr. Gardner had had some questions about the location of the facility and that it appeared those questions had been crystalized in Mr. Gardner's comments this evening.

Richard Edens, speaking as the President of the IFC, said the IFC was eagerly awaiting a partnership with the Town in operating a shelter facility.

Eve Shy, speaking as a volunteer who works at the shelter, said that there was a desperate need for a shelter that operated 24 hours a day and that was more than just an abandoned jail cell where the clients could sleep. She said there needed to be a commitment to the homeless in Chapel Hill and a facility for these people.

Art Cleary, speaking as the Director of the Community Kitchen, said the current facility was on Merritt Mill Road in what used to be a beauty parlor. He said there had been increased use of the facility since it opened and that they were now serving breakfast and lunch and for the shelter residents, dinner. He said they desperately needed a larger facility and that if they were to be able to have access to a larger facility he felt usage would also increase. He pointed out that his facility needed to centrally located so as to reach those individuals who have the most need of their services.

Jim Weiss, professor of religious studies, spoke in support of the shelter facility and locating it at the Old Town Hall/Police Building. He said the residents of the shelter were people who use the shelter for a short time. He said there was a detailed screening process followed before clients were accepted into the shelter. Mr. Weiss said the residents were told of what kind of social services were available and that they were expected to apply to those services. He said a number of the residents were holding down jobs but just needed a place to stay on a temporary basis.

Sue Baker, speaking as a resident, said she had been involved in the shelter project for a number of years. She said the average cost for operating the shelter per resident was \$11.00 a night. She urged adoption of the recommendations and a joint partnership of the Town with the IFC for a permanent shelter facility.

Council Member Andresen asked Ms. Baker if she perceived any problem with having more than one service located at the same facility. Ms. Baker replied no, but that there would be a few problems initially if the Community Kitchen were relocated so far as letting the clients know of the new location. She said that would be the only problem she saw with having the Community Kitchen and shelter at the same location.

Dr. Seymour commented that Bill Baxter, head of Orange-Chatham Mental Health was very enthusiastic about the proposal and wanted to have mental health services available to clients who need that kind of assistance. Dr. Seymour also said that they had been approached by John Turner, Dean of the UNC School of Social Work, who asked that if the proposal was adopted, students in the School of Social Work be involved in a service related way. Dr. Seymour said the Committee had felt a very broad based support for the proposal in the community.

Council Member Preston asked for clarification of who Dr. Seymour recommended manage the facility. Dr. Seymour replied that the Committee recommended that the IFC shelter committee, along with representatives from the Town, County, Carrboro, Mental Health facility, etc. manage the shelter.

Council Member Smith said he was happy to see the recommendation that the shelter operate 24-hours and not put people out on the streets at 6 a.m. regardless of the weather conditions. He said the Committee's report called for action and he felt the Council should act as soon as possible on its recommendations.

Council Member Andresen thanked the Committee for their work and said that she had been impressed with their thoroughness in their work and report.

Council Member Preston said that shelter for the homeless was a Town concern that needed to be addressed. She commented that when first presented with the idea of using the Old Town Hall/Police Building for the shelter she had not been in favor, feeling the building could be better used or sold for other purposes. Ms. Preston said that since the Committee began meeting and working, and she had read the minutes of those meetings, she said had become convinced that the Old Town Hall/Police Building might be the best location for the shelter.

COUNCIL MEMBER SMITH MOVED, SECONDED BY COUNCIL MEMBER HOWES TO REFER TO THE MANAGER.

Mayor Pro-tem Thorpe thanked the Committee for their work and report.

THE MOTION PASSED UNANIMOUSLY, (7-0).

#### Petitions

Debra Tennison, representing Lake Forest Homeowners Association, Don Heineman, and Katherine Wright, representing the Alliance of Neighborhoods, asked to speak to item #7, R-1a Zoning.

Council Member Howes said that Council Member Godschalk had written a memorandum to the Council expressing his concern about the R-1a zoning and asked that the item be deferred until he could be present to discuss the issue. Mr. Howes said he felt it

would be fair to defer action on this item until both Dr. Godschalk and the Mayor were present. He said the Council generally deferred items when requested by other Council Members when they were unable to attend the meeting.

Council Member Smith agreed saying that this proposal was a serious issue and that all members of the Council should be in attendance.

Council Member Pasquini said he usually agreed with deferrals but that this item had been before the Council at four previous meetings and that he felt Dr. Godschalk and the Mayor had had ample opportunity to express their opinions. He said this was an important item and he felt it should not be further delayed.

Council Member Werner said that he interpreted Dr. Godschalk's memorandum to be that the Council defer action on the proposed new zone indefinitely, not just until he could be in attendance.

Council Member Howes said that could be what Dr. Godschalk wanted but that that was not how he interpreted the memorandum. He pointed out that as the proposal was a zoning ordinance it would require 6 affirmative votes of the Council to pass on the first reading.

Council Member Andresen said that she had come to the meeting prepared to discuss the issue and that several citizens had also attended for that reason, but that she felt it might be better to wait, especially since a six vote count was needed to pass the ordinance on first reading.

COUNCIL MEMBER SMITH MOVED, SECONDED BY COUNCIL MEMBER HOWES TO DEFER THE ITEM. THE MOTION PASSED UNANIMOUSLY, (7-0).

Minutes

Council Member Werner said that his comment on page 3 regarding endorsement of the UNC Land Use Plan was that the Administration, not Trustees, had endorsed the plan.

COUNCIL MEMBER SMITH MOVED, SECONDED BY COUNCIL MEMBER HOWES TO ADOPT THE MINUTES OF MAY 4, 1987 AS CORRECTED. THE MOTION PASSED UNANIMOUSLY, (7-0).

COUNCIL MEMBER WERNER MOVED, SECONDED BY COUNCIL MEMBER HOWES TO ADOPT THE MINUTES OF MAY 11, 1987 AS CIRCULATED. THE MOTION PASSED UNANIMOUSLY, (7-0).

COUNCIL MEMBER SMITH MOVED, SECONDED BY COUNCIL MEMBER PRESTON TO ADOPT THE MINUTES OF MAY 12, 1987 AS CIRCULATED. THE MOTION PASSED UNANIMOUSLY, (7-0).

COUNCIL MEMBER SMITH MOVED, SECONDED BY COUNCIL MEMBER PRESTON TO ADOPT THE MINUTES OF MAY 13, 1987 AS CIRCULATED. THE MOTION PASSED UNANIMOUSLY, (7-0).

Olympic Festival

Hill Carrow, Executive Director of the U.S. Olympic Festival for 1987, gave a presentation on the upcoming U.S. Olympic Festival in the Triangle. He said the opening ceremonies would be held in Carter Finley Stadium on July 17 with sporting events following until July 26 in Raleigh, Durham and Chapel Hill. Mr. Carrow said there would be nine sports events held in Chapel Hill and that these sports were expected to generate the majority of spectators. He said they expected over 300,000 spectators, 1200 members of the press, and national broadcasting of the events. He said the anticipated economic impact during the Festival alone was in excess of \$9 million. He stated that there would be an N.C. Arts Celebration and other events prior to the Festival. Mr. Carrow showed the Council the torch which would be carried across the State prior to the opening ceremonies.

Council Member Smith thanked Mr. Carrow for his presentation.

Council Member Howes asked if volunteers were needed. Mr. Carrow replied yes, particularly at the athlete housing areas.

Thoroughfare Plan Revision Status Report

Manager Taylor said that on April 2, there had been a meeting of the urbanized Chapel Hill - Durham - Carrboro area transportation advisory committee along with NCDOT to discuss the thoroughfare plan revisions. He said Ed Johnson of NCDOT was expected to be at the Council meeting this evening to give a report on the status of the revisions but was unable to attend. Mr. Taylor introduced David Bonk, the Town's Transportation Planner, who presented a report to the Council.

David Bonk said that Chapel Hill, Carrboro, and Durham had recently been placed in a joint metropolitan planning area and as such needed to coordinate their transportation planning needs. He said there were areas of deficiencies in each of the individual transportation plans especially in those areas that had not been expected to be included in each municipality's planning jurisdiction. Mr. Bonk said at the April meeting the planners had attempted to show how the transportation corridors would be utilized in the years 2000 and 2010. He stated that the research indicated that by these years the existing congested areas like 15-501 Bypass would still be problem areas. Mr. Bonk said that because of the regional nature of the traffic there needed to be strong cooperation between the governmental units to develop a coordinated thoroughfare plan.

Council Member Andresen said she was pleased to see that the planners were looking at the problems of traffic flow, etc. She asked what were some of the areas of conflict among local governments and areas which needed work. Mr. Bonk replied that the analysis indicated that the Town's thoroughfare plan adopted in 1984 would meet the internal circulation needs but that there were problems with connecting roads. He said the increasing amount of commuting traffic between the municipalities meant the feeder roads and thru-ways needed to be emphasized.

Council Member Preston commented that she understood Durham City Council had suspended development around the Mt. Moriah Road area due to traffic congestion. She asked if this was also in response to the information provided in the thoroughfare update. Mr. Bonk asked Al Williford, Chief Traffic Engineer for the City of Durham to respond to that question. Mr. Williford replied that the suspension of development and rezonings in the Mt. Moriah area was in response to the information provided in the thoroughfare plan update which showed just how overcrowded that corridor currently was. Council Member Preston asked what possible solutions Durham had devised to alleviate the problems. Mr. Williford responded that the staff was looking at alternative routes and the development of a new road further north of Interstate 40.

Council Member Smith said he was glad to see the cooperative effort between the various jurisdictions but he wondered if there had been any change in NCDOT's philosophy for funding improvements or would the localities have to finance the improvements. Mr. Bonk replied that he did not know of any change in philosophy by NCDOT, but that by having the cooperative effort the region had been able to produce the most up-to-date data on the traffic patterns, etc., he thought that NCDOT would look at this data versus outdated information from other jurisdictions when evaluating areas for funding improvements.

Manager Taylor said that he was pleased with the cooperative efforts of the region to meet the transportation needs. He asked Mr. Howes to address Mr. Smith's NCDOT's funding question when the Council discussed the legislative matters on the agenda.

Orange-Person-Chatham Mental Health Center Withdrawal of Special Use Zoning and Special Use Permit Applications

COUNCIL MEMBER HOWES MOVED, SECONDED BY COUNCIL MEMBER PRESTON TO ADOPT RESOLUTION 87-5-26/R-2. THE MOTION PASSED UNANIMOUSLY, (7-0).

The resolution, as adopted, reads as follows:

A RESOLUTION AUTHORIZING THE TOWN MANAGER TO ACCEPT THE WITHDRAWAL OF AN APPLICATION FOR REZONING AND FOR A SPECIAL USE PERMIT (87-5-26/R-2)

WHEREAS, the Orange-Person-Chatham Mental Health Authority has amplified for R-5 Special Use Zoning and a Special Use Permit, and

WHEREAS, a Public Hearing was held on this application March 16, 1987, and

WHEREAS, the Town Manager received a request from the Area Director of the Authority dated May 5, 1987, requesting withdrawal of the application,

THEREFORE BE IT RESOLVED by the Council of the Town of Chapel Hill that the Town Manager is authorized to accept the request for withdrawal of the application and to take any administrative steps necessary to close the file.

This the 26th day of May, 1987.

Olympic Festival - Noise Permit

COUNCIL MEMBER SMITH MOVED, SECONDED BY COUNCIL MEMBER HOWES TO ADOPT ORDINANCE 87-5-26/0-2A. THE MOTION PASSED UNANIMOUSLY, (7-0).

The ordinance as adopted, reads as follows:

AN ORDINANCE AMENDING CHAPTER 11 OF THE TOWN CODE OF ORDINANCES REGARDING NOISE CONTROL FOR A SPECIAL EVENT TO BE HELD ON JULY 20, 1987 BETWEEN 12 NOON AND 4 P.M. (87-5-26/0-2A)

WHEREAS, the sponsor of the event, N.C. Amateur Sports is planning a social event on July 20, 1987 for athletes participating in the 1987 U.S. Olympic Festival; and

WHEREAS, this event includes plans for outside amplified sound on a Monday between noon and 4 p.m.; and

WHEREAS, a change in Chapter 11 of the Town Code of Ordinances regarding the time during which a permit to use sound amplifying equipment and exceed the normal sound levels may be issued would be required to grant this request; and

WHEREAS, the Council of the Town of Chapel Hill believes the entire Triangle area is fortunate to host a prestigious sporting event such as the U.S. Olympic Festival; and

WHEREAS, because of the nature of competitive events and the limited time available to athletes, coaches and support personnel for social events, the special event is requested to be held on a day and time not normally reserved for amplified music; and

WHEREAS, the promoters and organizers of the Olympic Festival and corresponding social events will work cooperatively with the University and community at large to limit the effect of the social event on the surrounding neighborhoods;

NOW THEREFORE BE IT ORDAINED by the Council of the Town of Chapel Hill that Chapter 11 of the Town Code of Ordinances is hereby amended as follows:



## SECTION I

AMEND Section 11-39(d)(3) as follows:

(3) Daytime/Evening sound levels in excess of sixty (60) dB(A) will be permitted upon the issuance of a permit and allow sound levels exceeding those set above as follows:

Monday (noon - 4 p.m.)	75dB(A)
Thursday Evening (5:00 p.m. - 11:00 p.m. Thursday)	75dB(A)
Friday (5:00 p.m. - midnight Friday)	75dB(A)
Saturday (10:00 a.m. - midnight Saturday)	75dB(A)

## SECTION II

ADD a subsection, 11-41(h) as follows:

Appeals under Article. If the Manager or his designee should deny a permit under this Chapter, the applicant shall have the right of appeal to the Council, providing that the applicant shall notify the Manager in writing of his/her intention to appeal. The Manager will place the appeal on the Council agenda for a meeting as soon as is practicable, and notify the applicant in writing of the date and time of such meeting. The Council may approve or deny such appeal, and may place such conditions on approval as the Council deems necessary.

## SECTION III

Section I of this Ordinance shall be effective only on July 20, 1987 between noon and 4 p.m., July 20, 1987 after which times in the previously adopted Ordinance (87-2-9/0-1) shall again become effective.

Section II of this Ordinance shall become effective on May 26, 1987.

This the 26th day of May, 1987.

COUNCIL MEMBER SMITH MOVED, SECONDED BY COUNCIL MEMBER HOWES TO ADOPT ORDINANCE 87-5-26/O-2B. THE MOTION PASSED UNANIMOUSLY, (7-0).

The ordinance as adopted, reads as follows:

AN ORDINANCE AMENDING CHAPTER 11 OF THE TOWN CODE OF ORDINANCES REGARDING NOISE CONTROL FOR A SPECIAL EVENT TO BE HELD ON JULY 21, 1987 BETWEEN 7 P.M. AND 12 MIDNIGHT (87-5-26/0-2B)

WHEREAS, the sponsor of the event, N.C. Amateur Sports is planning a social event on July 21, 1987 for athletes participating in the 1987 U.S. Olympic Festival; and

WHEREAS, this event includes plans for outside amplified sound between 7 p.m. and midnight; and

WHEREAS, a change in Chapter 11 of the Town Code of Ordinances regarding the time during which a permit to use sound amplifying equipment and exceed the normal sound levels may be issued would be required to grant this request; and

WHEREAS, the UNC Division of Student Affairs supports this social event on the UNC campus for the athletes, coaches and support personnel of the U.S. Olympic Festival; and

WHEREAS, the Council of the Town of Chapel Hill believes the entire Triangle area is fortunate to host a prestigious sporting event such as the U.S. Olympic Festival; and

WHEREAS, because of the nature of competitive events and the limited time available to athletes, coaches and support personnel for social events, the special event is requested to be held on a day and time not normally reserved for amplified music; and

WHEREAS, the promoters and organizers of the Olympic Festival and corresponding social events will work cooperatively with the University and community at large to limit the effect of the social event on the surrounding neighborhoods;

NOW THEREFORE BE IT ORDAINED by the Council of the Town of Chapel Hill that Chapter 11 of the Town Code of Ordinances is hereby amended as follows:

SECTION I

AMEND Section 11-39(d)(3) as follows:

(3) Daytime/Evening sound levels in excess of sixty (60) dB(A) will be permitted upon the issuance of a permit and allow sound levels exceeding those set above as follows:

- Tuesday Evening (7:00 p.m. - midnight Wednesday) 75dB(A)
- Thursday Evening (5:00 p.m. - 11:00 p.m. Thursday) 75dB(A)

Friday  
(5:00 p.m. - midnight Friday)

75dB(A)

Saturday  
(10:00 a.m. - midnight Saturday)

75dB(A)

SECTION II

Section I of this Ordinance shall be effective only on July 21, 1987 between 7:00 p.m. and midnight, July 21, 1987 after which times in the previously adopted Ordinance (87-2-9/0-1) shall again become effective.

This the 26th day of May, 1987.

Council Member Howes asked why the Manager had recommended amending the ordinance for the noise variance and if the Council would have to readopt the ordinance after the Olympic Festival was over. Manager Taylor replied that amending the ordinance was the legal way in which to grant the variance and that there would not be a need to readopt the ordinance since the amendments were date and time specific and would automatically revert back to the original ordinance at the conclusion of the two events.

Legislative Matters

Right-of-Way Protection

Council Member Howes said the North Carolina League of Municipalities was supporting legislation to allow municipalities to expend funds for acquisition of rights-of-way and construction or improvement of streets outside corporate limits. Mr. Howes said that a House Committee had reviewed the proposed legislation and put forth a report against the proposed legislation. He said the Council needed to indicate its support for the legislation.

COUNCIL MEMBER HOWES MOVED, SECONDED BY COUNCIL MEMBER SMITH TO ADOPT RESOLUTION 87-5-26/R-3. THE MOTION PASSED UNANIMOUSLY, (7-0).

The resolution, as adopted, reads as follows:

A RESOLUTION CONCERNING PROTECTION OF RIGHT-OF-WAY (87-5-26/R-3)

WHEREAS, cities and towns are often responsible for right-of-way acquisition in road projects; and

WHEREAS, several bills to protect potential right-of-way areas are under consideration by the North Carolina General Assembly in 1987; and

WHEREAS, such legislation could help limit the future cost to the citizens of North Carolina for right-of-way acquisitions;

NOW THEREFORE BE IT RESOLVED that the Council supports legislation to protect rights-of-way which will be needed in the future for street and highway projects and will provide needed supplemental authority to local governments with respect to such projects.

This the 26th day of May, 1987.

### Rezoning Procedures

Council Member Howes reported that the proposed legislation would require compensation by the municipality whenever it down-zoned property. He said the NCLM was against this legislation because it took away local planning powers.

COUNCIL MEMBER HOWES MOVED, SECONDED BY COUNCIL MEMBER ANDRESEN TO ADOPT RESOLUTION 87-5-26/R-4. THE MOTION PASSED UNANIMOUSLY, (7-0).

The resolution, as adopted, reads as follows:

A RESOLUTION OPPOSING N.C. HOUSE BILL 1283 (87-5-26/R-4)

WHEREAS, planning and zoning policies are best established at the local level by municipal and county governing bodies accountable to the people; and

WHEREAS, because of changes in economic conditions, growth may at times be extremely rapid, and may exceed the capacity of street systems and other public facilities and services; and

WHEREAS, rapid growth and the potential for rapid growth may require adjustments to local land use and zoning policies, and

WHEREAS, an owner of land which is "rezoned" is already protected from arbitrary and capricious action under existing statutory procedures including appeal to the courts, and required notices and public hearing before any rezoning,

NOW THEREFORE BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council hereby opposes the proposed House Bill 1283 as an unnecessary and unwarranted intrusion into local planning and zoning authority, and urges the General Assembly not to adopt the proposed legislation to require compensation for down-zoning and to establish excessively stringent criteria which exclude, among others, traffic control as a basis for rezoning.

This the 26th day of May, 1987.

Water and Sewer Authority Condemnation Procedures

Council Member Smith said he was against giving Orange Water and Sewer Authority the power to condemn property, especially if as OWASA had said it now had all the water supply it would need for many years.

Council Member Howes said the problem was that the water authorities had the power to condemn but that they had to get approval from the North Carolina Environmental Management Commission and that this process often took a large amount of time and also was a costly one. He also said the proposed legislation would allow condemnation for acquisition of land for reservoirs but also for rights-of-way for water lines. Mr. Howes pointed out that if OWASA were a part of the Town the process of condemnation would not be as encumbered.

Council Member Preston asked about information in the memorandum which indicated that appointed boards complied with General Statute 40A and that other agencies which were appointed like Housing Authorities, Airport Authorities, etc. could condemn land, and that private utilities could also condemn land. She said this information made her feel better about granting the proposed authority to OWASA. She asked what was GS 40A. Attorney Karpinos replied that GS 40A was the General Statute on condemnation and identifies who has the authority and what was the procedure for condemnation.

COUNCIL MEMBER HOWES MOVED, SECONDED BY COUNCIL MEMBER WERNER TO ADOPT RESOLUTION 87-5-26/R-5.

Council Member Smith said that he did not think there would be the same objections to extension of water lines as there would be for building a reservoir and the kind of land condemnation associated with it.

THE MOTION CARRIED, (5-2), WITH COUNCIL MEMBER SMITH AND MAYOR PRO-TEM THORPE VOTING AGAINST.

The resolution, as adopted, reads as follows:

A RESOLUTION SUPPORTING LEGISLATION TO ALLOW WATER AND SEWER AUTHORITIES TO EXERCISE THE POWER OF EMINENT DOMAIN FOR WATER PROJECTS ON THE SAME BASIS AS FOR CITIES, COUNTIES, SANITARY DISTRICTS AND COUNTY WATER AND SEWER DISTRICTS (87-5-26/R-5)

WHEREAS, the Orange Water and Sewer Authority provides public water services to citizens of Chapel Hill, Carrboro, and portions of Orange County and Durham County; and

WHEREAS, OWASA from time to time may need to exercise the power of eminent domain for projects needed to serve the citizens,

NOW THEREFORE BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council hereby supports the bill introduced in the 1987 General Assembly session to allow water and sewer authorities to exercise the power of eminent domain on the same basis as for cities, counties, sanitary districts and county water and sewer districts.

This the 26th day of May, 1987.

### Budget

Mayor Pro-tem Thorpe commented that this was the most important item on the agenda as it affected everyone within the Town, and that the Council had worked on the budget at two previous work sessions.

### Budget Ordinance

COUNCIL MEMBER WERNER MOVED, SECONDED BY COUNCIL MEMBER HOWES TO ADOPT ORDINANCE 87-5-26/O-3.

Council Member Preston questioned the funding of travel expenses for advisory boards and commissions. She asked how the Manager had arrived at the amount, how he expected it to be administered, and if any reimbursements were currently being made to advisory board members. Manager Taylor responded that the amount was the result of testimony by Mr. McCurdy of the Planning Board who had indicated that he spent approximately \$100.00 a year on travel to the meetings and local development site visits. Mr. Taylor said the manner in which the funds would be expensed was for the Council to decide at a later meeting. He stated that expenses for out-of-town meetings which advisory board members attended in that capacity were reimbursable from the Town if the board member requested the reimbursement.

Council Member Smith said that he objected to the provision for four additional employees to work at the Landfill. He said he did not think there would be a need for all four new employees.

Council Member Preston expressed dismay that some of the bus charter services currently offered by the Town would not now be offered. Manager Taylor agreed saying this was the result of the federal legislation regarding privatization of transportation services.

Council Member Howes asked that the Manager and Attorney look at this policy to see if the federal requirement were legal. He said the Town's displeasure with the legislation and how it was interpreted should be made know to the State's Congressmen and Senators.

Council Member Thorpe asked the Manager to look at other cities to see what kind if any reimbursement policy they had for advisory board members.

THE MOTION PASSED UNANIMOUSLY, (7-0).

The ordinance, as adopted, reads as follows:

AN ORDINANCE CONCERNING APPROPRIATIONS AND THE RAISING OF REVENUE FOR THE FISCAL YEAR BEGINNING JULY, 1987 (87-5-26/0-3)

ARTICLE I

BE IT ORDAINED by the Council of the Town of Chapel Hill, the following appropriations are hereby made:

<u>Department</u>	<u>Division</u>	<u>Total Division</u>	<u>Total Department</u>
GENERAL FUND			
Mayor			55,677
Council			92,967
Town Manager	Administration	421,561	
	Human Services	100,988	
	Information Services/ Town Clerk	186,527	709,076
Personnel			263,419
Finance			331,021
Legal			95,889
Planning			503,752
Inspections			239,367
Engineering			306,912
Public Works	Administration	133,014	
	Construction	173,877	
	Streets	1,252,039	
	Equipment Services	597,741	
	Sanitation	1,315,724	
	General Services	583,447	4,055,842
Police	Administration	245,107	
	Support Services	589,232	
	Patrol	2,344,256	
	Detectives	374,642	3,553,237
Fire	Administration	165,427	
	Suppression	1,072,644	
	Prevention	77,392	1,315,463

Parks and Recreation	Administration	154,676	
	General Recreation	638,623	
	Parks Maintenance	392,466	1,185,765
Library			704,666
Non-Departmental			2,082,260
	General Fund Total		15,495,313
Other Funds			
Debt Service Fund			995,888
Solid Waste Disposal Fund			782,350
Parking Facilities Fund			268,229
Parking Facilities Bond Fund			191,000
Church Street Parking Facilities Bond Fund			178,600
Transportation Fund	Administration	350,204	
	Operations	2,219,846	
	Maintenance	503,206	
	Non-Departmental	58,375	
Transportation Fund Total			3,144,573
General Revenue Sharing Fund			310,114
Housing Loan Trust Fund			35,000
Library Gift Fund			14,000
Capital Reserve Fund			994,772
Capital Improvement Fund			822,500
TOTAL - ALL FUND			23,219,397

ARTICLE II

It is estimated that the following revenues will be available during the fiscal year beginning July 1, 1987 and ending June 30, 1988, to meet the foregoing appropriations. It is determined that where estimated revenues are higher than the previous year, the increases are warranted.

General Fund	Property Taxes	6,887,785
	Other Local Taxes	200,000
	Licenses and Permits	436,200
	Fines and Forfeitures	211,000
	State-Shared Revenues	5,906,051
	Grants	236,140
	Service	539,487
	Other	11,700
	Revenue from Money and Property	364,300
	Interfund Transfers	302,650
	Fund Balance Appropriated	400,000
	General Fund Total	15,495,313



Debt Service Fund	995,888
Solid Waste Disposal Fund	782,350
Parking Facilities Fund	268,229
Parking Facilities Bond Fund	191,000
Church Street Parking Facilities Bond Fund	178,600
Transportation Fund	3,131,631
General Revenue Sharing Fund	310,114
Housing Loan Trust Fund	35,000
Library Gift Fund	14,000
Capital Reserve Fund	994,772
Capital Improvement Fund	822,500
<b>TOTAL - ALL FUNDS</b>	<b>23,219,397</b>

ARTICLE III

There is hereby levied the following tax on each one hundred dollars (\$100) valuation of taxable property, located with the Town of Chapel Hill, as listed for taxes as of January 1, 1987 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 general operations expense of the Town of Chapel Hill)	\$0.505/\$100
Transportation Fund (for the payment of expenses related to transportation approved by referendum	\$0.035/\$100
<b>TOTAL</b>	<b>\$0.540/\$100</b>

This the 26th day of May, 1987.

Human Service Performance Agreements

COUNCIL MEMBER SMITH MOVED, SECONDED BY COUNCIL MEMBER PRESTON TO ADOPT RESOLUTION 87-5-27/R-7. THE MOTION PASSED UNANIMOUSLY, (7-0).

The resolution, as adopted, reads as follows:

A RESOLUTION APPROVING 1987-88 FUNDING FOR SERVICE AGREEMENTS WITH HUMAN SERVICE AGENCIES AS RECOMMENDED BY THE HUMAN SERVICES ADVISORY BOARD (87-5-26/R-7)

BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council hereby approves the following appropriations for agreements with human service agencies in 1987-88 to address the community's priority human services needs identified by the Human Services Advisory Board:

	<u>Amount</u>
Chapel Hill-Carrboro Meals on Wheels, Inc.	\$ 4,500
Child Care Networks, Inc.	1,500
Day Care Services Association, Inc.	3,500
Dispute Settlement Center, Inc.	5,000
Joint Orange-Chatham Community Action, Inc.	6,800
North State Legal Services, Inc.	2,000
Orange County Rape Crisis Center, Inc.	5,000
Orange County Women's Center, Inc.	5,000
Orange-Durham Coalition for Battered Women, Inc.	5,000
Planned Parenthood of Orange County, Inc.	7,000
Volunteers for Youth, Inc.	<u>2,500</u>
Total:	\$48,300

BE IT FURTHER RESOLVED that the Council hereby approves, and authorizes the Manager to execute on behalf of the Town, agreements with the above agencies for services described in the Human Services Advisory Board's report on May 11, 1987.

BE IT FURTHER RESOLVED that the Council hereby approves, and authorizes the Manager to execute on behalf of the Town, a Performance Agreement in the amount of \$400 with the Orange County Disability Awareness Council to assist in advocating for the special needs of the disabled in the Chapel Hill community.

This the 26th day of May, 1987.

401 (K) Program for Town Employees

COUNCIL MEMBER PRESTON MOVED, SECONDED BY COUNCIL MEMBER ANDRESEN TO ADOPT RESOLUTION 87-5-26/R-8.

Council Member Werner asked if the Town would make the contribution to the supplemental retirement system whether or not the employee also contributed. Manager Taylor replied yes that the Town would pay 2% into the system for each employee.

Council Member Pasquini asked for clarification of the 2% for the 401 (K) program and the proposed 3% increase in salary grades. Manager Taylor replied that they were two separate items, with the 401(k) Program being the result of the General Assembly requiring this program for law enforcement personnel and the Town feeling it should be made for all employees. He said the 3% increase in salary range was designed to allow for a broader range of available salaries.

Council Member Pasquini asked if the Manager expected the 2% contribution into the 401(k) program to be an annual expense. Manager Taylor replied yes.

Council Member Howes said he approved of this proposal saying that the legislature had had no business making the program mandatory for law enforcement personnel and not other employees. He said the Manager's proposal showed that the Town recognized and appreciated the work performed by all Town employees.

THE MOTION PASSED UNANIMOUSLY, (7-0).

The resolution, as adopted, reads as follows:

A RESOLUTION ADOPTING THE 401(k) (SUPPLEMENTAL RETIREMENT INCOME PLAN) FOR THE EMPLOYEES OF THE TOWN OF CHAPEL HILL (87-5-26/R-8)

WHEREAS, the State of North Carolina, by action of the 1986 General Assembly, has adopted the Supplemental Retirement Income Plan of North Carolina pursuant to which the State of North Carolina, its departments, agencies and instrumentalities are authorized to provide a supplemental retirement income plan to conform with Section 401(k) of the Internal Revenue Code of 1954 as amended or the Internal Revenue Code of 1986 as each may apply; and

WHEREAS, the Town Council realizes the advantages of providing its employees with the benefits of the Supplemental Retirement Income Plan of North Carolina;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill:

1. That the Council hereby elects to allow participation in the Supplemental Retirement Income Plan of North Carolina for all full and part-time employees, effective July 1, 1987.
2. That the Council hereby agrees to comply with the provisions of the Plan and the operating procedures of the Administrator of the Plan.
3. That the Town Manager is hereby ordered and directed to make application to the Board of Trustees of the Supplemental Retirement Income Plan of North Carolina for the enrollment of the Town and its employees in the Plan.

This the 26th day of May, 1987.

Pay Classification - July 1, 1987

COUNCIL MEMBER PASQUINI MOVED, SECONDED BY COUNCIL MEMBER WERNER TO ADOPT ORDINANCE 87-5-26/O-4.

Council Member Smith asked if the Manager thought the performance based pay plan was working and if the employees were being rated fairly by their supervisors. Manager Taylor replied that he believed the system to be working. For example, he pointed out that two years ago he had had 15-20 employee grievances regarding the pay plan and ratings, but that last year with the new system there had not been any grievances which had reached him.

THE MOTION PASSED UNANIMOUSLY, (7-0).

The ordinance, as adopted, reads as follows:

AN ORDINANCE ESTABLISHING A POSITION CLASSIFICATION AND PAY PLAN AND LONGEVITY PLAN FOR EMPLOYEES OF THE TOWN OF CHAPEL HILL AND BONDS OF OFFICIALS BEGINNING JULY 1, 1987 (87-5-26/0-4)

BE IT ORDAINED by the Council of the Town of Chapel Hill that the salaries, bonds, wages, weekly work hours, certain benefits, and the number of Officials and employees of the Town of Chapel Hill are hereby fixed as follows:

SECTION I

SCHEDULE OF SALARY GRADES

SALARY GRADE NUMBER	HIRING RATE	JOB RATE	MAXIMUM RATE
1	3.35/HRLY		4.75/HRLY
2	3.75/HRLY		5.25/HRLY
3	4.00/HRLY		5.50/HRLY
4	8706	10582	12250
5	9141	11111	12863
6	9598	11667	13506
7	10078	12250	14181
8	10582	12863	14890
9	11111	13506	15635
10	11667	14181	16416
11	12250	14890	17237
12	12863	15635	18099
13	13506	16416	19004
14	14181	17237	19954
15	14890	18099	20952
16	15635	19004	22000
17	16416	19954	23100
18	17237	20952	24255
19	18099	22000	25467
20	19004	23100	26741
21	19954	24255	28078
22	20952	25467	29482
23	22000	26741	30956
24	23100	28078	32503
25	24255	29482	34129
26	25467	30956	35835
27	26741	32503	37627
28	28078	34129	39508
29	29482	35835	41484
30	30956	37627	43558
31	32503	39508	45736
32	34129	41484	48022
33	35835	43558	50424
34	37627	45736	52945
35	39508	48022	55592

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SECTION II

LL EMPLOYEES			A	B	C	D	E	SCHEDULE
WEEKLY AND BI-WEEKLY RATES			37.5	40.0	42.0	56.0	38.5	WKLY HRS
ANNUAL	WKLY	BI-WKLY	HRLY	HRLY	HRLY	HRLY	HRLY	RATE
8706	167.42	334.85	4.465	4.186	3.986	2.990	4.349	
9141	175.79	351.59	4.688	4.395	4.186	3.139	4.566	
9598	184.58	369.17	4.922	4.615	4.395	3.296	4.794	
10078	193.81	387.63	5.168	4.845	4.615	3.461	5.034	
10582	203.50	407.01	5.427	5.088	4.845	3.634	5.286	
11111	213.68	427.36	5.698	5.342	5.088	3.816	5.550	
11667	224.36	448.73	5.983	5.609	5.342	4.006	5.828	
12250	235.58	471.16	6.282	5.890	5.609	4.207	6.119	
12863	247.36	494.72	6.596	6.184	5.890	4.417	6.425	
13506	259.73	519.46	6.926	6.493	6.184	4.638	6.746	
14181	272.71	545.43	7.272	6.818	6.493	4.870	7.083	
14890	286.35	572.70	7.636	7.159	6.818	5.113	7.438	
15635	300.67	601.34	8.018	7.517	7.159	5.369	7.810	
16416	315.70	631.40	8.419	7.893	7.517	5.638	8.200	
17237	331.49	662.97	8.840	8.287	7.893	5.919	8.610	
18099	348.06	696.12	9.282	8.702	8.287	6.215	9.041	
19004	365.46	730.93	9.746	9.137	8.702	6.526	9.493	
19954	383.74	767.47	10.233	9.593	9.137	6.852	9.967	
20952	402.92	805.85	10.745	10.073	9.593	7.195	10.466	
22000	423.07	846.14	11.282	10.577	10.073	7.555	10.989	
23100	444.22	888.45	11.846	11.106	10.577	7.933	11.538	
24255	466.43	932.87	12.438	11.661	11.106	8.329	12.115	
25467	489.76	979.51	13.060	12.244	11.661	8.746	12.721	
26741	514.24	1028.49	13.713	12.856	12.244	9.183	13.357	
28078	539.96	1079.91	14.399	13.499	12.856	9.642	14.025	
29482	566.95	1133.91	15.119	14.174	13.499	10.124	14.726	
30956	595.30	1190.60	15.875	14.883	14.174	10.630	15.462	
32503	625.07	1250.13	16.668	15.627	14.883	11.162	16.235	
34129	656.32	1312.64	17.502	16.408	15.627	11.720	17.047	
35835	689.14	1378.27	18.377	17.228	16.408	12.306	17.900	
37627	723.59	1447.19	19.296	18.090	17.228	12.921	18.795	
39508	759.77	1519.55	20.261	18.994	18.090	13.567	19.734	

TOWN OF CHAPEL HILL  
CLASSIFICATIONS GROUPED BY SALARY GRADE  
7/1/87

8  
(10582/12863/14890)\*  
Laborer  
Parking Lot Attendant

9  
(11111/13506/15635)  
Buildings and Groundskeeper  
Information Services Technician  
Library Assistant I  
Secretary I

10  
(11667/14181/16416)  
Equipment Services Attendant I  
Traffic Assistant I  
Truck Driver  
Weighmaster

11  
(12250/14890/17237)  
Equipment Service Attendant II  
Library Assistant II  
Sanitation Collector I

12  
(12863/15635/18099)  
Accounting Clerk  
Assistant Mason  
Assistant Tree Trimmer  
Equipment Operator I  
Parking Services Supervisor  
Police Support Services Technician  
Receptionist  
Records Clerk  
Sanitation Collector II  
Secretary II

13  
(13506/16416/19004)  
Engineering Aide  
Traffic Assistant II  
Word Processor

14  
(14181/17237/19954)  
Accounting Technician I  
Animal Control Officer  
Bus Driver I  
Equipment Operator II  
Labor Supervisor  
Library Technical Assistant  
Maintenance Mechanic I  
Personnel Technician  
Purchasing Assistant  
Sanitation Equipment Operator I  
Secretary III

15  
(14890/18099/20952)  
Assistant Recreation Center Supervisor  
Bus Driver II  
Drafting Technician  
Equipment Mechanic I  
Mason  
Parks Supervisor  
Parts and Service Manager I  
Permits Technician  
Sanitation Equipment  
Operator II  
Tree Trimmer

16  
(15635/19004/22000)  
Equipment Operator III  
Executive Secretary  
Firefighter  
Information Services Supervisor  
Planning Assistant  
Police Inf. & Communications Specialist  
Revenue Collector

17  
(16416/19954/23100)  
Bus Dispatcher  
Maintenance Mechanic II  
Parts and Service Manager II  
Recreation Specialist I  
Transit Supervisor

18  
(17237/20952/24255)  
Buildings Program Supervisor  
Equipment Mechanic II  
Fire Equipment Operator  
Fire Mechanic  
Grounds Program Supervisor  
Landfill Supervisor  
Sanitation Supervisor  
Streets Supervisor

19  
(18099/22000/25467)  
Accounting Technician II  
Engineering Technician  
Librarian I  
Mechanic Supervisor I  
Recreation Center Supervisor  
Recreation Specialist II

\*Annual Salary Rates. First figure is hiring rate/middle figure is Job Rate/third figure is maximum.

20

(19004/23100/26741)  
 Assistant Fire Marshall  
 Assistant Transit Superintendent  
 Building Inspector  
 Electrical Inspector  
 Engineering Inspector  
 Evidence and ID Specialist  
 Housing Inspector  
 Librarian II  
 Mechanic Supervisor II  
 Parking Services Superintendent  
 Plumbing and Heating Inspector  
 Public Safety Officer

21

(19954/24255/28078)  
 Administrative Assistant I  
 Crisis Counselor  
 Master Officer  
 Personnel Analyst I  
 Planner I

22

(20952/25467/29482)  
 Fire Captain  
 Librarian III

23

(20000/26741/30956)  
 Construction Superintendent  
 Crisis Unit Supervisor  
 Field Operations Supervisor  
 Grants Coordinator

24

(23100/28078/32503)  
 Administrative Assistant II  
 Assistant to the Mayor  
 Fire Inspections and Administrative Officer  
 General Services Superintendent  
 Human Services Coordinator  
 Information Services Coord./Town Clerk  
 Parks Superintendent  
 Planner II  
 Police Lieutenant  
 Police Planner/Analyst  
 Recreation Superintendent

25

(4255/29482/34129)  
 Assistant Fire Chief  
 Assistant to the Manager  
 Equipment Services Superintendent  
 Fire Marshall  
 Personnel Analyst II  
 Purchasing Agent  
 Streets Superintendent  
 Sanitation Superintendent

26

(25467/30956/35835)  
 Accounting Services Manager  
 Assistant Town Engineer  
 Planner III  
 Police Captain  
 Transportation System Superintendent

27

(26741/32503/37627)  
 Deputy Fire Chief  
 Development Coordinator  
 Landfill and Sanitation Administrator

28

(28078/34129/39508)  
 Police Major

29

(29482/35835/41484)  
 Inspections Director  
 Library Director

30

(30956/37627/43558)  
 Personnel Director

31

(32503/39508/45736)  
 Fire Chief  
 Parks and Recreation Director

32

(34129/41484/48022)  
 Finance Director  
 Town Engineer

33

(35835/43558/50424)  
 Planning Director  
 Police Chief  
 Public Works Director  
 Transportation Director

34

(37627/45736/52945)  
 Public Safety Director

35

(39508/48022/55592)  
 Assistant Town Manager

SECTION IV  
BUDGETED POSITIONS

A. Bonded Positions

<u>Positions</u>	<u>Bond</u>
Director of Finance	\$100,000
Other Employees (blanket)	\$100,000

B. Elected and Appointed Officials

<u>Position</u>	<u>No.</u>	
Mayor	1	\$ 8,000
Council Members	8	\$ 4,000
Town Manager	1	\$ 70,000
Town Attorney	1	\$ 45,000

C. Full- and Part-Time Positions

<u>Position</u>	<u>Full-Time</u>		<u>Part-Time</u>		<u>Grade No.</u>
	<u>No.</u>	<u>Hrs.</u>	<u>No.</u>	<u>Hrs.</u>	
<b>MAYOR AND LEGISLATIVE OFFICE</b>					
Assistant to the Mayor	1	-	-		24
<b>TOWN MANAGER'S OFFICE</b>					
Assistant Town Manager	2	*	-	-	35
Assistant to the Manager	1	37.5	-	-	25
Human Services Coordinator	1	37.5	-	-	24
Information Services Coordinator/ Town Clerk	1	37.5	-	-	24
Administrative Assistant II	1	37.5	-	-	24
Information Services Supervisor	1	37.5	-	-	16
Executive Secretary	1	37.5	-	-	16
Word Processor	1	37.5	-	-	13
Secretary II	1	37.5	-	-	12
Information Services Technician	1	37.5	-	-	9
<b>PERSONNEL</b>					
Personnel Director	1	*	-	-	30
Personnel Analyst II	1	37.5	1	30	25
Personnel Analyst I	1	37.5	-	-	21
Personnel Technician	1	37.5	-	-	14
Receptionist	1	37.5	-	-	12
<b>FINANCE</b>					
Finance Director	1	*	-	-	32
Accounting Services Manager	1	37.5	-	-	26
Purchasing Agent	1	37.5	-	-	25
Accounting Technician II	1	37.5	-	-	19
Revenue Collector	1	37.5	-	-	16
Accounting Technician I	1	37.5	-	-	14
Purchasing Assistant	1	37.5	-	-	14
Accounting Clerk	1	37.5	-	-	12

\*Hours as required to perform the duties of the position, not less than 40 hours per week.



<u>Position</u>	<u>Full-Time</u>		<u>Part-Time</u>		<u>Grade No.</u>
	<u>No.</u>	<u>Hrs.</u>	<u>No.</u>	<u>Hrs.</u>	
<b>PLANNING</b>					
Planning Director	1	*	-	-	33
Development Coordinator	1	37.5	-	-	27
Planner III	1	37.5	-	-	26
Planner II	6	37.5	-	-	24
Planner I	2***	37.5	-	-	21
Planning Assistant	1	37.5	-	-	16
Drafting Technician	1	37.5	-	-	15
Secretary II	1	37.5	-	-	12
<b>INSPECTIONS</b>					
Inspections Director	1	*	-	-	29
Building Inspector	2	37.5	-	-	20
Electrical Inspector	1	37.5	-	-	20
Housing Inspector	1	37.5	-	-	20
Plumbing and Heating Inspector	1	37.5	-	-	20
Permits Technician	1	37.5	-	-	15
<b>ENGINEERING</b>					
Town Engineer	1	*	-	-	32
Assistant Town Engineer	1	37.5	-	-	26
Field Operations Supervisor	1	37.5	-	-	23
Engineering Inspector	2	37.5	-	-	20
Engineering Technician	1	37.5	-	-	19
Drafting Technician	1	37.5	-	-	15
Engineering Aide	1	37.5	-	-	13
Secretary II	-	-	1	20	12
<b>PUBLIC SAFETY</b>					
Public Safety Director	1	*	-	-	34
Police Chief	1	*	-	-	33
Fire Chief	1	*	-	-	31
Police Major	1	40	-	-	28
Deputy Fire Chief	1	40	-	-	27
Police Captain	3	40	-	-	26
Assistant Fire Chief	3	40/56	-	-	25
Fire Marshall	1	40	-	-	25
Fire Inspections and Administrative Officer	1	40	-	-	24
Police Lieutenant	8	40;42	-	-	24
Police Planner/Analyst	1	40	-	-	24
Crisis Unit Supervisor	1	40	-	-	23
Fire Captain	9	56	-	-	22
Master Officer	16	40;42/56**	-	-	21
Crisis Counselor	2	40	-	-	21
Assistant Fire Marshall	1	40	-	-	20
Public Safety Officer	49	42/56**	-	-	20
Evidence and ID Specialist	1	40	-	-	20
Fire Equipment Mechanic	1	40	-	-	18
Fire Equipment Operator	15	56	-	-	18
Firefighter	4	56	-	-	16
Police Information and Communications Specialist	5	38.5	-	-	16
Animal Control Officer	1	37.5	-	-	14
Police Support Services Technician	2	40	-	-	12
Records Clerk	4	37.5	-	-	12
Secretary II	3	37.5	-	-	12

\*Hours as required to perform the duties of the position, not less than 40 hours per week.

\*\*The hours of Public Safety Officers and Master Officers assigned to Public Safety are 42 per week when performing Police duties; 56 when rotating through the Fire Department.

\*\*\*One position split with Transportation Department

<u>Position</u>	<u>Full-Time</u>		<u>Part-Time</u>		<u>Grade No.</u>
	<u>No.</u>	<u>Hrs.</u>	<u>No.</u>	<u>Hrs.</u>	
<b>PUBLIC WORKS (ADMINISTRATION)</b>					
Public Works Director	1	*	-	-	33
Administrative Assistant II	1	40	-	-	24
Secretary II	1	37.5	-	-	12
Secretary I	-	-	1	20	9
<b>PUBLIC WORKS (CONSTRUCTION)</b>					
Construction Superintendent	1	40	-	-	23
Mason	1	40	-	-	15
Equipment Operator II	2	40	-	-	14
Equipment Operator I	1	40	-	-	12
<b>PUBLIC WORKS (EQUIPMENT SERVICES)</b>					
Equipment Services Superintendent	1	40	-	-	25
Equipment Mechanic II	4	40	-	-	18
Parts and Service Manager II	1	40	-	-	17
Equipment Mechanic I	1	40	-	-	15
Equipment Service Attendant II	1	40	-	-	11
<b>PUBLIC WORKS (GENERAL SERVICES)</b>					
General Services Superintendent	1	40	-	-	24
Buildings Program Supervisor	1	40	-	-	18
Grounds Program Supervisor	1	40	-	-	18
Maintenance Mechanic II	1	40	-	-	17
Tree Trimmer	1	40	-	-	15
Traffic Assistant II	1	40	-	-	13
Assistant Tree Trimmer	1	40	-	-	12
Traffic Assistant I	1	40	-	-	10
Buildings and Groundskeeper	3	40	-	-	9
<b>PUBLIC WORKS (SANITATION)</b>					
Sanitation Superintendent	1	40	-	-	25
Sanitation Supervisor	2	40	-	-	18
Sanitation Equipment Operator II	5	40	-	-	15
Sanitation Equipment Operator I	12	40	-	-	14
Sanitation Collector II	3	40	-	-	12
Sanitation Collector I	21	40	-	-	11
<b>PUBLIC WORKS (LANDFILL)</b>					
Landfill and Sanitation Administrator	1	40	-	-	27
Landfill Supervisor	1	40	-	-	18
Equipment Operator III	4	40	-	-	16
Weighmaster	2	40	-	-	10
<b>PUBLIC WORKS (STREETS)</b>					
Streets Superintendent	1	40	-	-	25
Streets Supervisor	2	40	-	-	18
Mason	1	40	-	-	15
Labor Supervisor	1	40	-	-	14
Equipment Operator II	3	40	-	-	14
Equipment Operator I	2	40	-	-	12
Assistant Mason	1	40	-	-	12
Truck Driver	6	40	-	-	10
Laborer	7	40	-	-	8

\*Hours as required to perform the duties of the position, not less than 40 hours per week.

<u>Position</u>	<u>Full-Time</u>		<u>Part-Time</u>		<u>Grade No.</u>
	<u>No.</u>	<u>Hrs.</u>	<u>No.</u>	<u>Hrs.</u>	
<b>PARKS AND RECREATION</b>					
Parks and Recreation Director	1	*	-	-	31
Recreation Superintendent	1	37.5	-	-	24
Parks Superintendent	1	40	-	-	24
Recreation Specialist II	6	37.5	-	-	19
Recreation Center Supervisor	1	40	-	-	19
Recreation Specialist I	1	37.5	-	-	17
Asst. Recreation Center Supervisor	1	40	-	-	15
Parks Supervisor	2	40	-	-	15
Secretary III	1	37.5	-	-	14
Maintenance Mechanic I	1	40	-	-	14
Secretary I	-	-	1	20	9
Buildings and Groundskeeper	5	40	-	-	9
<b>TRANSPORTATION</b>					
Transportation Director	1	*	-	-	33
Transportation System Superintendent	1	40	-	-	26
Equipment Services Superintendent	1	40	-	-	25
Administrative Assistant II	1	37.5	-	-	24
Grants Coordinator	1	37.5	-	-	23
Asst. Transportation System Supt.	1	40	-	-	20
Parking Services Superintendent	1	40	-	-	20
Equipment Mechanic Supervisor II	1	40	-	-	20
Equipment Mechanic Supervisor I	1	40	-	-	19
Equipment Mechanic II	1	40	-	-	18
Bus Dispatcher	4	40	-	-	17
Transportation Operations Supervisor	4	40	-	-	17
Equipment Mechanic I	3	40	-	-	15
Parts and Service Manager 1	1	40	-	-	15
Bus Driver II	3	40	1	varies	15
Bus Driver I	40	37.5-40	22	varies	14
Secretary II	2	37.5	-	-	12
Parking Services Supervisor	1	37.5	-	-	12
Equipment Service Attendant I	4	40	-	-	10
Parking Lot Attendant	5	37.5	-	-	8
<b>LIBRARY</b>					
Library Director	1	*	-	-	29
Librarian III	1	37.5	-	-	22
Librarian II	1	37.5	3	22/27/28	20
Librarian I	-	-	1	30	19
Library Technical Assistant	2	37.5	-	-	14
Secretary III	1	37.5	-	-	14
Library Assistant II	7	37.5	3	20-24	11
Secretary I	-	-	2	20-25	9
Library Assistant I	-	-	3	20-25	8

\* Hrs as required to perform the duties of the position, not less than 40 hours per wk.

52  
D. Specific Contract Classifications\*\*

<u>General</u>	<u>No.</u>	<u>Hrs.</u>	<u>Salary</u>
Bus Driver I	varies	avg 6-20	Grade 14
Legal Assistant	1	varies	\$13,500/year
Library Aide (summer months)	2	37.5	Grade 7
Library Page	2	10; 20 in summer	Grade 1
Maintenance Aide	varies	40	Grade 2
Football Parking Monitor	15	28/season	Grade 1
Relief Parking Lot Attendant	5	varies	Grade 8
School Crossing Guard	5	10	\$4.00 - \$8.00/hr.
Student Intern	varies	varies	\$3.35 - \$10.00/hr.

Parks and Recreation

Clerk	1	20	Grade 1
Program Assistant I	varies	varies	Grade 1
Program Assistant II	varies	varies	Grade 2
Park Maintenance Aide	varies	varies	Grade 2
Class Instructor	varies	varies	\$4.00 - \$15.00/hr.
Athletic Supervisor	varies	varies	\$3.35 - \$7.00/hr.
Game Official	varies	varies	\$4.00 - \$12.50/game
Gym/Center/Supervisor (MAE)	varies	varies	Grade 3
Gym/Field Game Supervisor	varies	varies	\$4.00 - \$6.00/game
Scorer-Timer	varies	varies	\$3.35 - \$7.00/game
Assistant Pool Manager	varies	varies	Grade 3
Desk Attendant	varies	varies	Grade 2
Lifeguard	varies	varies	Grade 2
Swim Instructor	varies	varies	Grade 4

Summer Classifications (used for 6 to 8 weeks during the summer):

Day Camp Counselor	varies	varies	Grade 2
Day Camp Director	varies	varies	Grade 4

\*Permanent classifications or other titles may be used for contract positions on a temporary basis, as approved by the Manager.

Section V

GENERAL PROVISIONS

All Town employees shall be paid bi-weekly or weekly. The Finance Director shall issue warrants for payments of all claim for compensation when approved by the Town Manager and within the appropriation, and shall issue warrants bi-weekly for payments of compensation of members of the Council and the Mayor upon certification of the correctness of the amounts.

Section VI

OVERTIME COMPENSATION

To the extent that local government jurisdictions are so required, the Town will comply with the Fair Labor Standards Act (FLSA).

The Manager, following FLSA regulations, shall determine which jobs are "non-exempt" and are therefore subject to the Act in areas such as hours of work and work periods, rates of overtime compensation, and other provisions. Non-exempt employees will be paid at a straight time rate for hours up to the FLSA established limit for their position (usually 40 hours in a 7 day period); hours worked beyond the FLSA established limit will be paid at the appropriate overtime rate. In determining eligibility for overtime in a work period, only hours actually worked shall be considered.

Whenever practicable, departments will schedule time off on an hour-for-hour basis within the applicable work period for non-exempt employees, instead of paying overtime. When time off within the work period cannot be granted, overtime worked will be paid in accordance with the Fair Labor Standards Act.

Employees in positions determined to be "exempt" from the Fair Labor Standards Act (as Executive, Administrative, or Professional staff) will not receive pay for hours worked in excess of their normal work periods. These employees may be granted compensatory leave by their department heads where the convenience of the department allows.

Section VII

RECLASSIFICATION

When any position listed as Firefighter becomes vacant, the Town Manager shall reclassify the position to Public Safety Officer and proceed to fill the reclassified position in the normal course of business.

Section VIII

CALLBACK PAY

Employees in classes 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 provisions of Section VI of this ordinance.

Section IX

LONGEVITY PAY

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

- At least 5 years, not more than 10 years of service -- \$300
- At least 10 years, not more than 15 years of service -- \$400
- At least 15 years, not more than 20 years of service -- \$500
- At least 20 or more years of service -- \$600

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 2% of gross salary for all permanent full- and part-time employees to an account with the State of North Carolina's 401(K) (tax deferred savings) program.

This the 26th day of May, 1987.

Pay Classification - October 1, 1987

COUNCIL MEMBER PRESTON MOVED, SECONDED BY COUNCIL MEMBER HOWES TO ADOPT ORDINANCE 87-5-26/05. THE MOTION PASSED UNANIMOUSLY, (7-0).

The ordinance, as adopted, reads as follows:

**AN ORDINANCE ESTABLISHING A POSITION CLASSIFICATION AND PAY PLAN AND LONGEVITY PLAN FOR EMPLOYEES OF THE TOWN OF CHAPEL HILL AND BONDS OF OFFICIALS BEGINNING OCTOBER 1, 1987 (87-5-26/0-5)**

**BE IT ORDAINED** by the Council of the Town of Chapel Hill that the salaries, bonds, wages, weekly work hours, certain benefits, and the number of Officials and employees of the Town of Chapel Hill are hereby fixed as follows:

SECTION I

SCHEDULE OF SALARY GRADES

SALARY GRADE NUMBER	HIRING RATE	JOB RATE	MAXIMUM RATE
1	3.35/HRLY		4.90/HRLY
2	3.75/HRLY		5.40/HRLY
3	4.00/HRLY		5.65/HRLY
4	8706	10582	12618
5	9141	11111	13249
6	9598	11667	13911
7	10078	12250	14606
8	10582	12863	15337
9	11111	13506	16104
10	11667	14181	16910
11	12250	14890	17755
12	12863	15635	18643
13	13506	16417	19575
14	14181	17238	20554
15	14890	18100	21582
16	15635	19005	22661
17	16417	19955	23794
18	17238	20953	24984
19	18100	22001	26233
20	19005	23101	27544
21	19955	24256	28921
22	20953	25469	30367
23	22001	26742	31886
24	23101	28079	33480
25	24256	29483	35154
26	25469	30957	36912
27	26742	32505	38758
28	28079	34130	40695
29	29483	35837	42731
30	30957	37629	44867
31	32505	39510	47110
32	34130	41486	49466
33	35837	43560	51939
34	37629	45738	54535
35	39510	48025	57262

SECTION II

ALL EMPLOYEES			A	B	C	D	E	SCHEDULE
WEEKLY AND BI-WEEKLY RATES			37.5	40.0	42.0	56.0	38.5	WKLY HRS
ANNUAL	WKLY	BI-WKLY	HRLY	HRLY	HRLY	HRLY	HRLY	RATE
8706	167.42	334.85	4.465	4.186	3.986	2.990	4.349	
9141	175.79	351.59	4.688	4.395	4.186	3.139	4.566	
9598	184.58	369.17	4.922	4.615	4.395	3.296	4.794	
10078	193.81	387.63	5.168	4.845	4.615	3.461	5.034	
10582	203.50	407.01	5.427	5.088	4.845	3.634	5.286	
11111	213.68	427.36	5.698	5.342	5.088	3.816	5.550	
11667	224.36	448.73	5.983	5.609	5.342	4.006	5.828	
12250	235.58	471.16	6.282	5.890	5.609	4.207	6.119	
12863	247.36	494.72	6.596	6.184	5.890	4.417	6.425	
13506	259.73	519.46	6.926	6.493	6.184	4.638	6.746	
14181	272.71	545.43	7.272	6.818	6.493	4.870	7.083	
14890	286.35	572.70	7.636	7.159	6.818	5.113	7.438	
15635	300.67	601.34	8.018	7.517	7.159	5.369	7.810	
16416	315.70	631.40	8.419	7.893	7.517	5.638	8.200	
17237	331.49	662.97	8.840	8.287	7.893	5.919	8.610	
18099	348.06	696.12	9.282	8.702	8.287	6.215	9.041	
19004	365.46	730.93	9.746	9.137	8.702	6.526	9.493	
19954	383.74	767.47	10.233	9.593	9.137	6.852	9.967	
20952	402.92	805.85	10.745	10.073	9.593	7.195	10.466	
22000	423.07	846.14	11.282	10.577	10.073	7.555	10.989	
23100	444.22	888.45	11.846	11.106	10.577	7.933	11.538	
24255	466.43	932.87	12.438	11.661	11.106	8.329	12.115	
25467	489.76	979.51	13.060	12.244	11.661	8.746	12.721	
26741	514.24	1028.49	13.713	12.856	12.244	9.183	13.357	
28078	539.96	1079.91	14.399	13.499	12.856	9.642	14.025	
29482	566.95	1133.91	15.119	14.174	13.499	10.124	14.726	
30956	595.30	1190.60	15.875	14.883	14.174	10.630	15.462	
32503	625.07	1250.13	16.668	15.627	14.883	11.162	16.235	
34129	656.32	1312.64	17.502	16.408	15.627	11.720	17.047	
35835	689.14	1378.27	18.377	17.228	16.408	12.306	17.900	
37627	723.59	1447.19	19.296	18.090	17.228	12.921	18.795	
39508	759.77	1519.55	20.261	18.994	18.090	13.567	19.734	

TOWN OF CHAPEL HILL  
CLASSIFICATIONS GROUPED BY SALARY GRADE  
10/1/87

8  
(10582/12863/15337)\*  
Laborer  
Parking Lot Attendant

9  
(11111/13506/16104)  
Buildings and Groundskeeper  
Information Services Technician  
Library Assistant I  
Secretary I

10  
(11667/14181/16910)  
Equipment Services Attendant I  
Traffic Assistant I  
Truck Driver  
Weighmaster

11  
(12250/14890/17755)  
Equipment Service Attendant II  
Library Assistant II  
Sanitation Collector I

12  
(12863/15635/18643)  
Accounting Clerk  
Assistant Mason  
Assistant Tree Trimmer  
Equipment Operator I  
Police Support Services Technician  
Receptionist  
Records Clerk  
Sanitation Collector II  
Secretary II

13  
(13506/16417/19575)  
Engineering Aide  
Traffic Assistant II  
Word Processor

14  
(14181/17238/20554)  
Accounting Technician I  
Animal Control Officer  
Bus Driver I  
Equipment Operator II  
Labor Supervisor  
Library Technical Assistant  
Maintenance Mechanic I  
Personnel Technician  
Purchasing Assistant  
Sanitation Equipment Operator I  
Secretary III

15  
(14890/18100/21582)  
Assistant Recreation Center Supervisor  
Bus Driver II  
Drafting Technician  
Equipment Mechanic I  
Mason  
Parks Supervisor  
Parts and Service Manager I  
Permits Technician  
Sanitation Equipment Operator II  
Tree Trimmer

16  
(15635/19005/22661)  
Equipment Operator III  
Executive Secretary  
Information Services Supervisor  
Parking Services Supervisor  
Planning Assistant  
Police Inf. & Communications Specialist  
Revenue Collector

17  
(16417/19955/23794)  
Bus Dispatcher  
Maintenance Mechanic II  
Parts and Service Manager II  
Recreation Specialist I  
Transit Supervisor

18  
(17238/20953/24984)  
Equipment Mechanic II  
Fire Equipment Operator  
Fire Mechanic  
Grounds Program Supervisor  
Landfill Supervisor  
Sanitation Supervisor  
Streets Supervisor

19  
(18100/22001/26233)  
Accounting Technician II  
Engineering Technician  
Librarian I  
Mechanic Supervisor I  
Recreation Center Supervisor  
Recreation Specialist II

\*Annual Salary Rates. First figure is hiring rate/middle figure is Job Rate/third figure is maximum.



20

(19005/23101/27544)  
 Assistant Fire Marshall  
 Assistant Transit Superintendent  
 Building Inspector  
 Electrical Inspector  
 Engineering Inspector  
 Evidence and ID Specialist  
 Housing Inspector  
 Librarian II  
 Mechanic Supervisor II  
 Parking Services Superintendent  
 Plumbing and Heating Inspector  
 Public Safety Officer

21

(19955/24256/28912)  
 Administrative Assistant I  
 Buildings Program Supervisor  
 Crisis Counselor  
 Master Officer  
 Personnel Analyst I  
 Planner I

22

(20953/25469/30367)  
 Fire Captain  
 Librarian III

23

(22001/26742/31886)  
 Construction Superintendent  
 Crisis Unit Supervisor  
 Field Operations Supervisor  
 Grants Coordinator

24

(23101/28079/33480)  
 Administrative Assistant II  
 Assistant to the Mayor  
 Fire Inspections and Administrative Officer  
 General Services Superintendent  
 Human Services Coordinator  
 Information Services Coord./Town Clerk  
 Parks Superintendent  
 Planner II  
 Police Lieutenant  
 Police Planner/Analyst  
 Recreation Superintendent

25

(4256/29483/35154)  
 Assistant Fire Chief  
 Assistant to the Manager  
 Equipment Services Superintendent  
 Fire Marshall  
 Personnel Analyst II  
 Purchasing Agent  
 Streets Superintendent  
 Sanitation Superintendent

26

(25469/30957/36912)  
 Accounting Services Manager  
 Assistant Town Engineer  
 Planner III  
 Police Captain  
 Transportation System Superintendent

27

(26742/32505/38758)  
 Deputy Fire Chief  
 Development Coordinator  
 Landfill and Sanitation Administrator

28

(28079/34130/40695)  
 Police Major

29

(29483/35837/42731)  
 Inspections Director  
 Library Director

30

(30957/37629/44867)  
 Personnel Director

31

(32505/39510/47110)  
 Fire Chief  
 Parks and Recreation Director

32

(34130/41486/49466)  
 Finance Director  
 Town Engineer

33

(35837/43560/51939)  
 Planning Director  
 Police Chief  
 Public Works Director  
 Transportation Director

34

(37629/45738/54535)  
 Public Safety Director

35

(39510/48025/57262)  
 Assistant Town Manager

-34-  
SECTION IV  
BUDGETED POSITIONS

A. Bonded Positions

<u>Positions</u>	<u>Bond</u>
Director of Finance	\$100,000
Other Employees (blanket)	\$100,000

B. Elected and Appointed Officials

<u>Position</u>	<u>No.</u>	
Mayor	1	\$ 8,000
Council Members	8	\$ 4,000
Town Manager	1	\$ 70,000
Town Attorney	1	\$ 45,000

C. Full- and Part-Time Positions

<u>Position</u>	<u>Full-Time</u>		<u>Part-Time</u>		<u>Grade No.</u>
	<u>No.</u>	<u>Hrs.</u>	<u>No.</u>	<u>Hrs.</u>	
<b>MAYOR AND LEGISLATIVE OFFICE</b>					
Assistant to the Mayor	1	-	-		24
<b>TOWN MANAGER'S OFFICE</b>					
Assistant Town Manager	2	*	-	-	35
Assistant to the Manager	1	37.5	-	-	25
Human Services Coordinator	1	37.5	-	-	24
Information Services Coordinator/ Town Clerk	1	37.5	-	-	24
Administrative Assistant II	1	37.5	-	-	24
Information Services Supervisor	1	37.5	-	-	16
Executive Secretary	1	37.5	-	-	16
Word Processor	1	37.5	-	-	13
Secretary II	1	37.5	-	-	12
Information Services Technician	1	37.5	-	-	9
<b>PERSONNEL</b>					
Personnel Director	1	*	-	-	30
Personnel Analyst II	1	37.5	1	30	25
Personnel Analyst I	1	37.5	-	-	21
Personnel Technician	1	37.5	-	-	14
Receptionist	1	37.5	-	-	12
<b>FINANCE</b>					
Finance Director	1	*	-	-	32
Accounting Services Manager	1	37.5	-	-	26
Purchasing Agent	1	37.5	-	-	25
Accounting Technician II	1	37.5	-	-	19
Revenue Collector	1	37.5	-	-	16
Accounting Technician I	1	37.5	-	-	14
Purchasing Assistant	1	37.5	-	-	14
Accounting Clerk	1	37.5	-	-	12

\*Hours as required to perform the duties of the position, not less than 40 hours per week.

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<u>Position</u>	<u>Full-Time</u>		<u>Part-Time</u>		<u>Grade No.</u>
	<u>No.</u>	<u>Hrs.</u>	<u>No.</u>	<u>Hrs.</u>	
<b>PLANNING</b>					
Planning Director	1	*	-	-	33
Development Coordinator	1	37.5	-	-	27
Planner III	1	37.5	-	-	26
Planner II	6	37.5	-	-	24
Planner I	2***	37.5	-	-	21
Planning Assistant	1	37.5	-	-	16
Drafting Technician	1	37.5	-	-	15
Secretary II	1	37.5	-	-	12
<b>INSPECTIONS</b>					
Inspections Director	1	*	-	-	29
Building Inspector	2	37.5	-	-	20
Electrical Inspector	1	37.5	-	-	20
Housing Inspector	1	37.5	-	-	20
Plumbing and Heating Inspector	1	37.5	-	-	20
Permits Technician	1	37.5	-	-	15
<b>ENGINEERING</b>					
Town Engineer	1	*	-	-	32
Assistant Town Engineer	1	37.5	-	-	26
Field Operations Supervisor	1	37.5	-	-	23
Engineering Inspector	2	37.5	-	-	20
Engineering Technician	1	37.5	-	-	19
Drafting Technician	1	37.5	-	-	15
Engineering Aide	1	37.5	-	-	13
Secretary II	-	-	1	20	12
<b>PUBLIC SAFETY</b>					
Public Safety Director	1	*	-	-	34
Police Chief	1	*	-	-	33
Fire Chief	1	*	-	-	31
Police Major	1	40	-	-	28
Deputy Fire Chief	1	40	-	-	27
Police Captain	3	40	-	-	26
Assistant Fire Chief	3	40/56	-	-	25
Fire Marshall	1	40	-	-	25
Fire Inspections and Administrative Officer	1	40	-	-	24
Police Lieutenant	8	40;42	-	-	24
Police Planner/Analyst	1	40	-	-	24
Crisis Unit Supervisor	1	40	-	-	23
Fire Captain	9	56	-	-	22
Master Officer	16	40;42/56**	-	-	21
Crisis Counselor	2	40	-	-	21
Assistant Fire Marshall	1	40	-	-	20
Public Safety Officer	49	42/56**	-	-	20
Evidence and ID Specialist	1	40	-	-	20
Fire Equipment Mechanic	1	40	-	-	18
Fire Equipment Operator	19	56	-	-	18
Police Information and Communications Specialist	5	38.5	-	-	16
Animal Control Officer	1	40	-	-	14
Police Support Services Technician	2	40	-	-	12
Records Clerk	4	37.5	-	-	12
Secretary II	3	37.5	-	-	12

\*Hours as required to perform the duties of the position, not less than 40 hours per week.

\*\*The hours of Public Safety Officers and Master Officers assigned to Public Safety are 42 per week when performing Police duties; 56 when rotating through the Fire Department.

\*\*\*One position split with Transportation Department

<u>Position</u>	<u>Full-Time</u>		<u>Part-Time</u>		<u>Grade No.</u>
	<u>No.</u>	<u>Hrs.</u>	<u>No.</u>	<u>Hrs.</u>	
<b>PUBLIC WORKS (ADMINISTRATION)</b>					
Public Works Director	1	*	-	-	33
Administrative Assistant II	1	40	-	-	24
Secretary II	1	37.5	-	-	12
Secretary I	-	-	1	20	9
<b>PUBLIC WORKS (CONSTRUCTION)</b>					
Construction Superintendent	1	40	-	-	23
Mason	1	40	-	-	15
Equipment Operator II	3	40	-	-	14
<b>PUBLIC WORKS (EQUIPMENT SERVICES)</b>					
Equipment Services Superintendent	1	40	-	-	25
Equipment Mechanic II	4	40	-	-	18
Parts and Service Manager II	1	40	-	-	17
Equipment Mechanic I	1	40	-	-	15
Equipment Service Attendant II	1	40	-	-	11
<b>PUBLIC WORKS (GENERAL SERVICES)</b>					
General Services Superintendent	1	40	-	-	24
Buildings Program Supervisor	1	40	-	-	21
Grounds Program Supervisor	1	40	-	-	18
Maintenance Mechanic II	1	40	-	-	17
Tree Trimmer	1	40	-	-	15
Traffic Assistant II	1	40	-	-	13
Assistant Tree Trimmer	1	40	-	-	12
Traffic Assistant I	1	40	-	-	10
Buildings and Groundskeeper	3	40	-	-	9
<b>PUBLIC WORKS (SANITATION)</b>					
Sanitation Superintendent	1	40	-	-	25
Sanitation Supervisor	2	40	-	-	18
Sanitation Equipment Operator II	6	40	-	-	15
Sanitation Equipment Operator I	11	40	-	-	14
Sanitation Collector II	3	40	-	-	12
Sanitation Collector I	21	40	-	-	11
<b>PUBLIC WORKS (LANDFILL)</b>					
Landfill and Sanitation Administrator	1	40	-	-	27
Landfill Supervisor	1	40	-	-	18
Equipment Operator III	4	40	-	-	16
Weighmaster	2	40	-	-	10
<b>PUBLIC WORKS (STREETS)</b>					
Streets Superintendent	1	40	-	-	25
Streets Supervisor	2	40	-	-	18
Mason	1	40	-	-	15
Labor Supervisor	1	40	-	-	14
Equipment Operator II	3	40	-	-	14
Equipment Operator I	3	40	-	-	12
Assistant Mason	1	40	-	-	12
Truck Driver	6	40	-	-	10
Laborer	6	40	-	-	8

\*Hours as required to perform the duties of the position, not less than 40 hours per week.

<u>Position</u>	<u>Full-Time</u>		<u>Part-Time</u>		<u>Grade No.</u>
	<u>No.</u>	<u>Hrs.</u>	<u>No.</u>	<u>Hrs.</u>	
<b>I KS AND RECREATION</b>					
Parks and Recreation Director	1	*	-	-	31
Recreation Superintendent	1	37.5	-	-	24
Parks Superintendent	1	40	-	-	24
Recreation Specialist II	7	37.5	-	-	19
Recreation Center Supervisor	1	40	-	-	19
Asst. Recreation Center Supervisor	1	40	-	-	15
Parks Supervisor	2	40	-	-	15
Secretary III	1	37.5	-	-	14
Maintenance Mechanic I	1	40	-	-	14
Secretary I	-	-	1	20	9
Buildings and Groundskeeper	5	40	-	-	9
<b>TRANSPORTATION</b>					
Transportation Director	1	*	-	-	33
Transportation System Superintendent	1	40	-	-	26
Equipment Services Superintendent	1	40	-	-	25
Administrative Assistant II	1	37.5	-	-	24
Grants Coordinator	1	37.5	-	-	23
Asst. Transportation System Supt.	1	40	-	-	20
Parking Services Superintendent	1	40	-	-	20
Equipment Mechanic Supervisor II	1	40	-	-	20
Equipment Mechanic Supervisor I	1	40	-	-	19
Equipment Mechanic II	1	40	-	-	18
Parking Services Supervisor	1	37.5	-	-	16
Bus Dispatcher	4	40	-	-	17
Transportation Operations Supervisor	4	40	-	-	17
Equipment Mechanic I	3	40	-	-	15
Parts and Service Manager 1	1	40	-	-	15
Bus Driver II	3	40	1	varies	15
Bus Driver I	40	37.5-40	22	varies	14
Secretary II	2	37.5	-	-	12
Equipment Service Attendant II	1	40	-	-	11
Equipment Service Attendant I	3	40	-	-	10
Parking Lot Attendant	5	37.5	-	-	8
<b>LIBRARY</b>					
Library Director	1	*	-	-	29
Librarian III	1	37.5	-	-	22
Librarian II	1	37.5	3	22/27/28	20
Librarian I	-	-	1	30	19
Library Technical Assistant	2	37.5	-	-	14
Secretary III	1	37.5	-	-	14
Library Assistant II	7	37.5	3	20-24	11
Secretary I	-	-	2	20-25	9
Library Assistant I	-	-	3	20-25	8

ours as required to perform the duties of the position, not less than 40 hours per week.

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**D. Specific Contract Classifications\*\***

<u>General</u>	<u>No.</u>	<u>Hrs.</u>	<u>Salary</u>
Bus Driver I	varies	avg 6-20	Grade 14
Legal Assistant	1	varies	\$13,500/year
Library Aide (summer months)	2	37.5	Grade 7
Library Page	2	10; 20 in summer	Grade 1
Maintenance Aide	varies	40	Grade 2
Football Parking Monitor	15	28/season	Grade 1
Relief Parking Lot Attendant	5	varies	Grade 8
School Crossing Guard	5	10	\$4.00 - \$8.00/hr.
Student Intern	varies	varies	\$3.35 - \$10.00/hr.

Parks and Recreation

Clerk	1	20	Grade 1
Program Assistant I	varies	varies	Grade 1
Program Assistant II	varies	varies	Grade 2
Park Maintenance Aide	varies	varies	Grade 2
Class Instructor	varies	varies	\$4.00 - \$15.00/hr.
Athletic Supervisor	varies	varies	\$3.35 - \$7.00/hr.
Game Official	varies	varies	\$4.00 - \$12.50/game
Gym/Center/Supervisor (MAE)	varies	varies	Grade 3
Gym/Field Game Supervisor	varies	varies	\$4.00 - \$6.00/game
Scorer-Timer	varies	varies	\$3.35 - \$7.00/game
Assistant Pool Manager	varies	varies	Grade 3
Desk Attendant	varies	varies	Grade 2
Lifeguard	varies	varies	Grade 2
Swim Instructor	varies	varies	Grade 4

Summer Classifications (used for 6 to 8 weeks during the summer):

Day Camp Counselor	varies	varies	Grade 2
Day Camp Director	varies	varies	Grade 4

\*Permanent classifications or other titles may be used for contract positions on a temporary basis, as approved by the Manager.

## Section V

### GENERAL PROVISIONS

All Town employees shall be paid bi-weekly or weekly. The Finance Director shall issue warrants for payments of all claim for compensation when approved by the Town Manager and within the appropriation, and shall issue warrants bi-weekly for payments of compensation of members of the Council and the Mayor upon certification of the correctness of the amounts.

## Section VI

### OVERTIME COMPENSATION

To the extent that local government jurisdictions are so required, the Town will comply with the Fair Labor Standards Act (FLSA).

The Manager, following FLSA regulations, shall determine which jobs are "non-exempt" and are therefore subject to the Act in areas such as hours of work and work periods, rates of overtime compensation, and other provisions. Non-exempt employees will be paid at a straight time rate for hours up to the FLSA established limit for their position (usually 40 hours in a 7 day period); hours worked beyond the FLSA established limit will be paid at the appropriate overtime rate. In determining eligibility for overtime in a work period, only hours actually worked shall be considered.

Whenever practicable, departments will schedule time off on an hour-for-hour basis within the applicable work period for non-exempt employees, instead of paying overtime. When time off within the work period cannot be granted, overtime worked will be paid in accordance with the Fair Labor Standards Act.

Employees in positions determined to be "exempt" from the Fair Labor Standards Act (as Executive, Administrative, or Professional staff) will not receive pay for hours worked in excess of their normal work periods. These employees may be granted compensatory leave by their department heads where the convenience of the department allows.

## Section VII

### CALLBACK PAY

Employees in classes 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 provisions of Section VI of this ordinance.

Section VIII

LONGEVITY PAY

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

- At least 5 years, not more than 10 years of service -- \$300
- At least 10 years, not more than 15 years of service -- \$400
- At least 15 years, not more than 20 years of service -- \$500
- At least 20 or more years of service -- \$600

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 2% of gross salary for all permanent full- and part-time employees to an account with the State of North Carolina's 401(K) (tax deferred savings) program.

This the 26th day of May, 1987.

Transit Service with UNC and Carrboro

COUNCIL MEMBER PRESTON MOVED, SECONDED BY COUNCIL MEMBER SMITH TO ADOPT RESOLUTION 87-5-26/R-9. THE MOTION PASSED UNANIMOUSLY, (7-0).

The resolution, as adopted, reads as follows:

A RESOLUTION AUTHORIZING EXECUTION OF CONTRACTS WITH THE UNIVERSITY OF NORTH CAROLINA AND THE TOWN OF CARRBORO IN 1987-88 (87-5-26/R-9)

BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council hereby approves, and authorizes the Town Manager to execute on behalf of the Town, contracts with the University of North Carolina and the Town of Carrboro for the Town to provide them public transportation services, substantially in accord with the adopted budget of the Town of Chapel Hill.

This the 26th day of May, 1987.



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Transit Grants

COUNCIL MEMBER WERNER MOVED, SECONDED BY COUNCIL MEMBER HOWES TO ADOPT RESOLUTION 87-5-26/R-10. THE MOTION PASSED UNANIMOUSLY, (7-0).

The resolution, as adopted, reads as follows:

A RESOLUTION AUTHORIZING THE FILING OF APPLICATIONS WITH THE DEPARTMENT OF TRANSPORTATION, UNITED STATES OF AMERICA, FOR GRANTS UNDER THE URBAN MASS TRANSPORTATION ACT OF 1964, AS AMENDED (87-5-26/R-10)

WHEREAS, the Secretary of Transportation is authorized to make grants for mass transportation projects; and

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local share of project costs; and

WHEREAS, it is required by the U.S. Department of Transportation in accord with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of applications for assistance under the Urban Mass Transportation Act of 1964, as amended, the applicant give an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation requirements thereunder; and

WHEREAS, it is the goal of the applicant that minority business enterprise be utilized to the fullest extent possible in connection with these projects, and that definitive procedures shall be established and administered to ensure that minority businesses shall have the maximum feasible opportunity to compete for contracts when procuring construction contracts, supplies, equipment contracts, or consultant and other services;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill:

1. That the Town Manager is authorized to execute and file applications on behalf of the Town of Chapel Hill with the U.S. Department of Transportation and the North Carolina Department of Transportation, to aid in the financing of operating, capital, and planning assistance projects pursuant to Sections 5, 9A, and 9 of the Urban Mass Transportation Act of 1974, as amended.
2. That the Town Manager is authorized to execute and file with such applications any and all assurances or any other documents required by the U.S. Department of Transportation effectuating the purposes of Title VI of the Civil Rights Act of 1964.

- 3. That the Town Manager is authorized to furnish such additional information as the U.S. Department of Transportation may require in connection with the applications for the project.
- 4. That the Town Manager is authorized to set forth and execute affirmative minority business policies in connection with the project's procurement needs.
- 5. That the Town Manager is authorized to execute grant agreements on behalf of the Town of Chapel Hill with the U.S. Department of Transportation for aid in the financing of the operating, capital, and planning assistance projects.

This the 26th day of May, 1987.

Community Development Grant

COUNCIL MEMBER SMITH MOVED, SECONDED BY COUNCIL MEMBER HOWES TO ADOPT ORDINANCE 87-5-26/O-6. THE MOTION PASSED UNANIMOUSLY, (7-0).

The ordinance, as adopted, reads as follows:

AN ORDINANCE TO ADOPT A COMMUNITY DEVELOPMENT ENTITLEMENT GRANT PROJECT ORDINANCE (87-5-26/O-6)

BE IT ORDAINED by the Council of the Town of Chapel Hill that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

SECTION I

The projects authorized are the Community Development projects as approved by Council on April 29, 1987 (87-4-29/R-5); funds are as contained in the Funding Approval and Grant Agreement (B-87-MC-37-0016) between the Town and the U. S. Department of Housing and Urban Development (HUD). The projects are known more familiarly as the 1987 Entitlement Community Development Grant. The grant activities include a homeownership opportunity program and capital projects.

SECTION II

The Manager of the Town of Chapel Hill is hereby directed to proceed with the grant project within the terms of the grant document(s), the rules and regulations of the U. S. Department of Housing and Urban Development, and the budget contained herein.

SECTION III

The following revenues are anticipated to be available to complete this project:

Community Development Grant - 1987	\$295,000
Program Income	<u>12,000</u>
	\$307,000

SECTION IV

The following amounts are appropriated for the project:

Rehabilitation	\$112,000
Shelter for Homeless	125,000
Homeownership Opportunity Program	115,000
Capital Improvements	25,000
General Administration	<u>30,000</u>
Total	\$307,000

SECTION V

The Finance Director is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to provide the accounting to HUD as required by the grant agreement(s) and federal and State regulations.

SECTION VI

Funds may be advanced from the General Fund for the purpose of making payments as due. Reimbursement requests should be made to HUD in an orderly and timely manner.

SECTION VII

The Manager is directed to report annually on the financial status of each project in Section IV and on the total grant revenues received.

SECTION VIII

Copies of this grant project ordinance shall be entered into the minutes of Council and copies filed within five days of adoption with the Manager, Finance Director and Clerk.

This the 26th day of May, 1987.

Fee Policies - Development Review and Inspections

COUNCIL MEMBER HOWES MOVED, SECONDED BY COUNCIL MEMBER PRESTON TO ADOPT RESOLUTION 87-5-26/R-11.

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Council Member Smith asked if there were charges for when inspectors had to make repeated trips to a site. Manager Taylor replied yes that the fee policy included a re-inspection fee.

THE MOTION PASSED UNANIMOUSLY, (7-0).

The resolution, as adopted, reads as follows:

A RESOLUTION ADOPTING DEVELOPMENT REVIEW AND INSPECTION PERMIT FEE POLICIES AND SCHEDULES (87-5-26/R-11)

BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council hereby adopts the Development Review and Inspection Fee Policies and Schedules for development and inspection permits as recommended in the Manager's Recommended Budget and accompanying document dated April 29, 1987.

This the 26th day of May, 1987.

Fee Policies - Sanitation Services

COUNCIL MEMBER PRESTON MOVED, SECONDED BY COUNCIL MEMBER SMITH TO ADOPT RESOLUTION 87-5-26/R-12.

Manager Taylor said there were three sanitation user fees. He said the first fee was for extra dumpster pick ups. He said he was recommending making this fee \$525.00 per year. Mr. Taylor said the second fee was for the rental of portable dumpsters, with a \$3.00 fee for one night's rental and \$5.00 for weekend rentals. He stated that the landfill tipping fee was recommended to be increased by \$1.00 per ton.

Council Member Smith asked how much garbage was the landfill getting from outside the county. He said he was concerned that with Durham having a higher fee that commercial haulers in Durham might be using the Orange Regional Landfill. Manager Taylor replied that garbage from the University, Chapel Hill, Carrboro, and the County made up the majority of the use and that he did not think the landfill was being used by commercial haulers out of Durham.

THE MOTION PASSED UNANIMOUSLY, (7-0).

The resolution, as adopted, reads as follows:

A RESOLUTION ADOPTING A SANITATION SERVICES USER FEE POLICY (87-5-27/R-12)

BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council hereby adopts the Sanitation Division User Fee Policy as recommended on page 190 of the Management Information System of the Manager's Recommended Budget dated April 29, 1987.

This the 26th day of May, 1987.

Fee Policies - Parks and Recreation

COUNCIL MEMBER SMITH MOVED, SECONDED BY COUNCIL MEMBER PRESTON TO ADOPT RESOLUTION 87-5-26/R-13. THE MOTION PASSED UNANIMOUSLY, (7-0).

The resolution, as adopted, reads as follows:

A RESOLUTION ADOPTING A PARKS AND RECREATION DEPARTMENT USER FEE POLICY, WAIVER POLICY, AND POLICY REGARDING RENTAL OF EQUIPMENT AND FACILITIES (86-5-26/R-13)

BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council hereby adopts the Parks and Recreation Department User Fee Policy, Waiver Policy and Policy Regarding Rental of Equipment and Facilities as recommended in the Manager's Recommended Budget and accompanying documents dated April 29, 1987.

This the 26th day of May, 1987.

Fee Policies - Library

COUNCIL MEMBER SMITH MOVED, SECONDED BY COUNCIL MEMBER PRESTON TO ADOPT RESOLUTION 87-5-26/R-14. THE MOTION PASSED UNANIMOUSLY, (7-0).

The resolution, as adopted, reads as follows:

A RESOLUTION ADOPTING A LIBRARY FINES AND FEE POLICY, WAIVER POLICY AND LONG OVERDUE MATERIALS POLICY (87-5-26/R-14)

BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council hereby adopts the Library Fines and Fees Policy, Waiver Policy and Long Overdue Materials Policy as recommended in the Manager's Recommended Budget and accompanying documents dated April 29, 1987.

This the 26th day of May, 1987.

Fee Policies - Transportation

COUNCIL MEMBER PRESTON MOVED, SECONDED BY COUNCIL MEMBER WERNER TO ADOPT RESOLUTION 87-5-26/R-15. THE MOTION PASSED UNANIMOUSLY, (7-0).

The resolution, as adopted, reads as follows:

A RESOLUTION ADOPTING A TRANSPORTATION DEPARTMENT USER FEE POLICY, REFUND AND WAIVER POLICY, AND FEE SCHEDULES (86-5-26/R-15)

BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council hereby adopts the Transportation Department User Fee Policy, Refund and Waiver Policy, and schedules of charges for transit passes, tickets, fares and parking fees as recommended in the Manager's Recommended Budget and accompanying documents dated April 29, 1987.

This the 26th day of May, 1987.

Consent Agenda

Mayor Pro-tem Thorpe asked that item (a) be removed.

Council Member Pasquini asked that item (c) be removed.

Council Member Werner asked that item (d) be removed.

COUNCIL MEMBER HOWES MOVED, SECONDED BY COUNCIL MEMBER WERNER TO ADOPT RESOLUTION 87-5-26/R-16 MINUS ITEMS A, C, AND D. THE MOTION PASSED UNANIMOUSLY, (7-0).

The resolution and ordinance, as adopted, read as follows:

A RESOLUTION APPROVING VARIOUS ORDINANCES AND RESOLUTIONS (87-5-26/R-16)

BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council approves the ordinances and resolutions submitted by the Manager regarding:

- b. Annexation of Oaks II, Phase 2B (O-8).

This the 26th day of May, 1987.

Annexation - The Oaks II - Phase 2B

The ordinance, as adopted, reads as follows:

AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF TOWN OF CHAPEL HILL, NORTH CAROLINA (87-5-26/O-8)

WHEREAS, the Council of the Town of Chapel Hill has been petitioned under G.S. 160A-31, as amended, to annex the area described herein; and

WHEREAS, the Town Clerk has certified the sufficiency of said petition and a public hearing on the question of this annexation

was held at the Chapel Hill Municipal Building, 306 North Columbia Street, Chapel Hill, N.C., 27514, at 7:30 p.m. on the 11th of May, 1987, after due notice by publication on the 30th of April, 1987, and

WHEREAS, the Council of the Town of Chapel Hill does find as a fact that said petition meets the requirements of G.S. 160A-31, as amended;

NOW, THEREFORE, BE IT ORDAINED by the Council of the Town of Chapel Hill:

SECTION I

By virtue of the authority granted by G.S. 160A-31, as amended by the following described property is hereby annexed and made part of the Town of Chapel Hill as of midnight, May 31, 1987.

The area to be annexed is described as follows:

BEGINNING at a control corner monument on the southern boundary of Ephesus Church Road, 35 feet perpendicular to the centerline and at the northeastern corner of Lot 1, Colony Woods - Section 1 (reference Plat Book 12 at Page 16), said point having a coordinate of N 794,282.44, E 1,996,784.65 on the North Carolina Grid System, and running thence with the right-of-way of Ephesus Church Road North 88° 25' 02" East 123.33 feet to a point; thence, North 87° 06' 00" East, 540.83 feet to a point; thence, along a curve to the right, having a Radius = 1385.11 feet and Length = 541.50 feet, a chord of South 81° 42' 01" East, 583.06 feet to the intersection with the western boundary of Pinehurst Drive; thence with that right-of-way, along a curve to the right, having a Radius = 30.00 feet and Length = 51.27 feet, a chord of South 21° 32' 31" East, 45.25 feet to a point; thence, South 27° 25' 00" West, 134.07 feet to a point; thence along a curve to the right, having a Radius = 515.00 feet and Length = 400.73 feet, a chord of South 49° 42' 30" West, 390.70 feet to a point; thence, along a curve to the left, having a Radius = 615.70 feet and Length = 811.32 feet, a chord of South 34° 15' 00" West, 753.88 feet to a point; thence, South 03° 30' 00" East, 107.80 feet to a point; thence, along a curve to the right, having a Radius = 4055.00 feet and Length = 460.03 feet, a chord of South 00° 15' 00" East, 459.78 feet to a point; thence, South 03° 30' 00" West, 70.47 feet to a point; thence, along a curve to the right, having a Radius = 555.00 feet and Length = 305.13 feet, a chord of South 18° 45' 00" West, 301.30 feet to a point; thence, South 34° 30' 00" West, 17.56 feet to a point; thence, along a curve to the left, having a Radius = 605.00 feet and Length = 343.18 feet, a chord of South 18° 15' 00" West, 338.59 feet to a point; thence, South 02° 00' 00" West, 50.00 feet to a point; thence leaving the right-of-way and with the common boundary with Lot 25, The Oaks II - Phase 1, North 88° 00' 00" West, 265.38 feet to a point; thence, North 01° 07' 00" East, 2384.06 feet to the point and place of beginning, containing 32.251 acres more or less.

BEING a tract known as The Oaks II - Phase 2B as recorded among the land records of Orange County, North Carolina, in Plat Book 47 at Pages 43 and 44.

SECTION II

Upon, May 31, 1987, the above described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the Town of Chapel Hill and shall be entitled to the same privileges and benefits as other parts of the Town of Chapel Hill. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

SECTION III

The Manager of the Town of Chapel Hill shall cause to be recorded in the office of the Register of Deeds of Orange County, and in the office of the Secretary of State, at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section I hereof, together with a duly certified copy of this ordinance.

This is the 26th day of May, 1987.

Grievance Procedure Changes

Mayor Pro-tem Thorpe commented that he was in favor of the proposal but that he wanted the Manager to give a brief explanation of the proposal.

Manager Taylor said the proposal was to change the grievance procedure by retitling the procedure to "Grievance and Conflict Resolution Procedure," to emphasize that the goal of the procedure was to solve problems; require that the employee discuss the problem or incident with the supervisor before filing the grievance, so that the supervisor would have the chance to resolve the problem; revising the deadlines for responses for grievances; eliminating appeal to the Personnel Appeals Committee as a step in some types of grievances; establishing a voluntary mediation procedure which may be used by employees at the early stages of a grievance; and establishing two additional members of the Personnel Appeals Committee.

COUNCIL MEMBER SMITH MOVED, SECONDED BY COUNCIL MEMBER WERNER TO ADOPT ORDINANCE 87-5-26/0-7.

Council Member Smith asked who would select the mediators. Manager Taylor replied that there would be a pool of trained Town employees who would act as mediators and that the supervisor and employee would agree on the choice of mediator.

THE MOTION PASSED UNANIMOUSLY, (7-0).



The ordinance, as adopted, reads as follows:

AN ORDINANCE TO REVISE THE PERSONNEL ORDINANCE (87-5-26/0-7)

BE IT ORDAINED by the Council of the Town of Chapel Hill that the Council hereby revises the Personnel Ordinance by rewriting Article XII and XIII as follows:

ARTICLE XII. GRIEVANCE AND CONFLICT RESOLUTION PROCEDURE

Sec. 14-111 Policy.

It is the policy of the Town to provide a just and prompt procedure for the presentation, consideration and disposition of employee grievances as set forth below. The purpose of this article is to outline the procedure and to assure all employees that a response to their complaints and grievances will be prompt and fair.

Sec. 14-112. Grievance - Defined.

The term "grievance" is defined as any matter of employee concern or dissatisfaction within the control of the Town. Examples of problems for which grievances may be filed include the following:

- a. Safety or health matters;
- b. Unsatisfactory physical facilities, surroundings, materials, or equipment.
- c. Alleged unfair or discriminatory disciplinary or supervisory practices;
- d. Alleged unjust treatment by fellow workers;
- e. Unreasonable work quotas; or
- f. Any other grievance related to conditions of employment.

Sec. 14-113 Purposes of Grievance Procedure.

The purposes of the grievance procedure include but are not limited to the following:

- a. providing employees with a procedure by which their complaints can be considered promptly, fairly and without reprisal;
- b. encouraging employees to express themselves about the conditions of work which affect them as employees;
- c. promoting better understanding of policies, practices and procedures which affect employees;
- d. increasing the confidence that employees have that personnel decisions are in accord with established, fair, and uniform policies and procedures;
- e. increasing the sense of responsibility which supervisors exercise in dealing with their employees.

Sec. 14-114 Procedure.

The following steps shall be followed in all employee grievances. All grievances must be in writing, either in letter or memo or using a Town of Chapel Hill grievance form; all documents used in the procedure must be dated and signed by the respondent and the recipient. Time limits at every step may be extended by mutual consent.

Previous to the first formal step of the grievance and conflict resolution procedure, it is required that employee and supervisor meet to discuss the problem and seek to resolve it informally. This meeting should be scheduled by the employee considering filing a grievance with his or her supervisor, within five working days of the incident or action giving rise to the problem. (Ongoing conditions are not subject to this deadline.)

1. Step 1. If the informal meeting does not resolve the problem, the employee may file a written grievance within five working days of the meeting. Ordinarily, the supervisor will respond, in writing, within five days of receipt of the written grievance. In some cases, the supervisor may feel that a second meeting would be constructive. If so, the supervisor will schedule a meeting with the employee within five working days of receiving the written grievance, will thoroughly investigate the matter, and will render a written decision on the grievance within five days of the meeting.
2. Step 2. If the employee is not satisfied with the Step 1 decision, the employee may file an appeal with the department head within five days following receipt of the Step 1 decision. The department head shall, within 5 days, set a date for a meeting which shall be held within a reasonable period of time. The meeting is for the purpose of discussing the grievance fully. The department head will render a written decision on the grievance within five days of the meeting.
3. Step 3. If the employee is not satisfied with the Step 2 decision, the employee may file an appeal with the Town Manager within five days following receipt of the Step 2 decision. The Town Manager may, in his or her sole discretion:
  - a. within ten days of receipt of the grievance, set a date for a meeting with the employee to discuss the grievance fully, and render a decision on the grievance within ten days of the meeting; or
  - b. refer the grievance to the Personnel Appeals Committee for consideration in accordance with Article XIII.

If the Town Manager hears a grievance under Step 3, the Manager will notify the employee if the grievance may be

appealed. Items for which the Manager's decision under Step 3 would be final include:

- a. appeals of adopted Town or departmental policies themselves (allegedly inconsistent or unfair application of a policy could be appealed); and
  - b. grievances alleging improper position classification or pay ranges.
4. Step 4. If the Town Manager elects not to refer the grievance to the Personnel Appeals Committee at Step 3, and if the grievance may be further appealed, the aggrieved employee may appeal to the Committee within five working days of receipt of the Step 3 decision, by filing a Notice of Appeal with the Town Clerk. The procedure set forth in Article XIII shall then be followed.

Sec. 14-114.1 Mediation

At any point in the grievance procedure prior to appeal to the Town Manager, the parties involved in a dispute may request mediation. Both parties must join in the written request for mediation. A request for mediation will suspend the time frames of the grievance procedure. Mediation is a process of resolving disputes through discussion. In mediation, the disputants meet in an informal setting with mediators who facilitate a discussion of the issues in a dispute, with the goal of helping the disputants reach a mutually acceptable agreement. If mediation is unsuccessful, the grievance procedure may continue, except that no offers of compromise made during mediation may be referred to in subsequent formal processing of the grievance.

Sec. 14-115 Representation.

In the presentation of any grievance under this Chapter, any employee may be represented by any person of the employee's choice, including another employee of the Town; provided that no employee shall be represented in a grievance under this Chapter by a supervisor in the same department as the employee bringing the grievance.

Sec. 14-116 No Conflict.

No decision or determination of any grievance shall in any way conflict with the Town policies, resolutions, ordinances or statutes applicable thereto.

Sec. 14-117 Compensation.

An employee whose grievance is referred to the Personnel Appeals Committee, and who attends the hearing during non-working hours, shall be compensated for the time spent in said scheduled meetings, either through pay or compensatory time off. An employee of

the Town requested by the Committee to appear before it during non-working hours shall be compensated for the hearing time required.

#### ARTICLE XIII. PERSONNEL APPEALS COMMITTEE

##### Sec. 14-118 Creation and Membership.

There is hereby created a Personnel Appeals Committee which shall consist of seven (7) persons appointed by the governing body of the Town of Chapel Hill. Each member of the Personnel Appeals Committee shall be a citizen of the Town. No Town employee or officer shall be eligible to serve on the Personnel Appeals Committee.

##### Sec. 14-119 Terms of Office.

Members of the Personnel Appeals Committee shall serve for a term of three (3) years, in accord with Council procedures.

##### Sec. 14-120 Members to Serve Without Compensation.

Members of the Personnel Appeals Committee shall serve without compensation, except for reimbursement for travel and expenses, in accordance with Town policy.

##### Sec. 14-121 Vacancies on the Personnel Appeals Committee.

Vacancies on the Personnel Appeals Committee shall be filled in accord with Council procedures.

##### Sec. 14-122 Town Clerk

The Town Clerk shall serve ex-officio as Secretary to the Committee, and shall perform such duties as the Committee may direct.

##### Sec. 14-123 Removal of Members.

Members of the Personnel Appeals Committee may be removed by the Town Council only for cause, and after being given a written statement of the charge against the member, and a public hearing thereon if so requested.

##### Sec. 14-124 Purpose of Committee.

The Committee shall:

- a. conduct grievance and appeal hearings and render advisory opinions to the Manager.
- b. develop and maintain adequate records of all its proceedings, findings, and recommendations.

- c. inform the employee(s) and the Manger in writing of its findings and recommendations in all cases referred to it.

Sec. 14-125 Election of Chairperson.

At the first annual meeting of the Personnel Appeals Committee after the appointment of new members, the Committee shall elect one of its members as chairperson for a term of one (1) year to preside at all meetings, and to be responsible for calling all meetings.

Sec. 14-126 Meetings of the Committee.

Meetings shall be held by the Committee as necessary to complete its investigation, hearing, and report on all matters coming before it, but the Committee shall not be required to hold regular meetings.

Sec. 14-127 Quorum.

Four (4) members of the Personnel Appeals Committee shall constitute a quorum; the employee may request up to 5 members hear the grievance.

Sec. 14-128 Representation before Personnel Appeals Committee.

In any proceeding before the Personnel Appeals Committee, the employee may be represented by any person of the employee's choice, including another employee of the Town; save that no employee shall be represented by a Town supervisor in the same department as the employee involved in the proceeding.

Sec. 14-129 Procedure before the Committee.

The procedure for conducting hearings by the Personnel Appeals Committee shall be governed by uniform procedures established from time to time by the Town Council with such supplemental rules as the Committee may adopt, not inconsistent with the Town Code or the procedures established by the Council.

Sec. 14-130 Procedure and Authority.

The Personnel Appeals Committee shall, within 10 days after the action has been referred to it, schedule a hearing and shall have all powers necessary to complete investigation of the action taken, including the power to call and examine witnesses and papers. The Personnel Director or the Committee may provide that a grievance hearing, or portion thereof, be conducted in executive session to the minimum extent necessary to protect the confidentiality of personnel records and consistent with the N.C. Personnel Records Privacy Act (N.C. 160A-168). Except as authorized above, such hearings shall be held in public sessions. The Committee may conduct its deliberations in executive session,

and shall do so if necessary to comply with laws. Within ten (10) days after the conclusion of the hearing, the Committee shall inform the employee(s) and the Manager in writing of its findings and recommendations.

After receiving the recommendation of the hearing panel of the Personnel Appeals Committee, the Town Manager shall investigate the case, consider the recommendation of the Committee and within ten (10) days transmit in writing to the employee(s) and to the Mayor and members of the Council the recommendation of the Committee, and the Manager's decision, which shall be final. In the event the recommendation of the Personnel Appeals Committee is not followed, the Manager shall state in writing the reasons why the recommendation was not followed.

SECTION II

All Ordinances and portions of Ordinances in conflict herewith are hereby repealed.

This the 26th day of May, 1987.

Parking Lot Ticket Dispenser

Council Member Pasquini asked for clarification of what was included in the bid. Manager Taylor replied that the bid was for a ticket dispenser, computerized cash register, etc. like the one at Parking Lot #5.

COUNCIL MEMBER PASQUINI MOVED, SECONDED BY COUNCIL MEMBER PRESTON TO ADOPT RESOLUTION 87-5-26/R-17. THE MOTION PASSED UNANIMOUSLY, (7-0).

The resolution, as adopted, reads as follows:

A RESOLUTION AWARDING A CONTRACT FOR THE PURCHASE OF AUTOMATED PARKING REVENUE CONTROL EQUIPMENT (87-5-26/R-17)

WHEREAS, the Town of Chapel Hill solicited formal bids by legal notice in The Chapel Hill Newspaper on April 24, 1987 in accordance with G.S. 143-129 for Automated Parking Revenue Control Equipment; and

WHEREAS, the following bids were received and opened on May 6, 1987:

<u>Vendor</u>	<u>Equipment Price</u>	<u>Installation</u>	<u>Total Cost</u>
Cincinnati Time Recorder Co.	\$12,847	\$800	\$13,647

Southern Time Equip.	\$13,467	\$800	\$14,267
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NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Town accepts the bid and awards a contract to Cincinnati Time Recorder Co. in the amount of \$13,647 for Automated Parking Revenue Control Equipment in accordance with G.S. 143-129.

This the 26th day of May, 1987.

Billiard Parlor License

Council Member Werner asked why the Code of Ordinances still required the Council to regulate billiard parlors. He asked if it were a public safety issue or moral issue.

Council Member Smith commented that he thought it was a public safety issue in that the police needed to be able to monitor who operated the business.

Council Member Werner said he did not think the Council should be involved in this issue.

Council Member Howes asked the Attorney to look into the reasons, if any, for keeping this ordinance in the Town's code.

COUNCIL MEMBER WERNER MOVED, SECONDED BY COUNCIL MEMBER PASQUINI TO ADOPT RESOLUTION 87-5-26/R-18. THE MOTION PASSED UNANIMOUSLY, (7-0).

The resolution, as adopted, reads as follows:

A RESOLUTION APPROVING A LICENSE FOR OPERATION OF A BILLIARD PARLOR BY RANDALL BUTLER AND MARSHALL GRIFFITH AT 99 SOUTH ELLIOTT ROAD, STORE 12 (87-5-26/R-18)

WHEREAS, the Chapel Hill Police Department has conducted background checks with respect to an application by Randall L. Butler and Marshall S. Griffith to operate a billiard parlor at Kroger Plaza, 99 S. Elliott Road; and the Police Department found no grounds for denying the request;

BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council hereby approves a license for the operation by Randall L. Butler and Marshall S. Griffith of a billiard parlor at 99 S. Elliott Road, Store 12, subject to compliance with applicable ordinances, laws and regulations.

This the 26th day of May, 1987.

Council Member Smith asked that the Manager and Attorney also look into the licensing of taxi businesses and pawnshops.

Executive Session

COUNCIL MEMBER WERNER MOVED, SECONDED BY COUNCIL MEMBER HOWES TO ADJOURN TO EXECUTIVE SESSION TO DISCUSS LITIGATION AND INTEREST IN REAL PROPERTY. THE MOTION PASSED UNANIMOUSLY, (7-0).

The meeting adjourned to executive session at 9:40 p.m.

A MOTION WAS DULY MADE AND SECONDED TO ADJOURN THE MEETING. THE MOTION PASSED UNANIMOUSLY, (7-0).

The meeting adjourned at 10:05 p.m.