

MINUTES OF A REGULAR MEETING OF THE MAYOR AND COUNCIL OF THE TOWN OF CHAPEL HILL, MONDAY, MAY 22, 1989, 7:30 P.M.

Mayor Howes called the meeting to order.

Council Members in attendance were:

Julie Andresen	James C. Wallace
Joe Herzenberg	Arthur Werner
Nancy Preston	Roosevelt Wilkerson, Jr.

Council Members Godschalk and Pasquini were absent excused.

Also in attendance were: Town Manager David R. Taylor, Assistant Town Manager Sonna Loewenthal, Town Attorney Ralph Karpinos and Planning Director Roger Waldon.

Public Hearing on Proposed Downtown Service District

Assistant to the Town Manager Greg Feller said that the Council had set this evening's hearing on February 27th. Mr. Feller noted that the Council would consider establishment of the Downtown Service District (DSD) at their June 12th meeting.

Mr. Feller said monies raised from the DSD tax would be used for: (1) Provision of trolley service--a nominal fee of 10 cents would be charged to riders; (2) publication of a downtown shopping guide; (3) Holding of special promotional events; and (4) supplemental sidewalk cleaning. Mr. Feller stated that the TC-1 and TC-2 were proposed for inclusion in the DSD boundaries. Noting that Council had earlier requested information on this matter, Mr. Feller said that the estimated additional cost of the DSD for the owners of Granville Towers would be approximately \$1 per month for each unit.

Council Member Preston, noting that the tax receipts would be collected by the Town, inquired how the funds would be allocated. Mr. Feller said allocations would be determined by the Mayor and Council in the budget process. Council Member Preston asked whether it was not true that monies would be turned over to the Downtown Commission. Mr. Feller said this was correct. He noted that monies would be allocated by a process similar to that used for Human Services performance agreements.

Mayor Howes asked for the Manager's preliminary recommendation to the Council. Mr. Feller said comments from the hearing would be referred to the Town Manager. Mr. Feller reiterated that the TC-1 and TC-2 were proposed for inclusion in the Downtown Service District.

- (3) Conducting a downtown survey to determine unmet consumer needs.
- (4) Beautification of the downtown area. The Downtown Commission co-sponsored the recent Glitter Day.

Council Member Andresen asked why the Downtown Commission did not propose the inclusion of residential areas in the Downtown Service District. Ms. Dibbert said taxing individual residences would be counterproductive to the goal of maintaining them downtown. Council Member Andresen noted that some residential properties on Rosemary Street were proposed for future commercial use. Ms. Dibbert said this was a point well taken. Ms. Dibbert said these commercial and mixed-use properties should be included in the DSD.

Dan Koenigshoefer, General Partner of the Courtyard, said tangible benefits would be derived from the implementation of a special downtown service district tax. Mr. Koenigshoefer said he was serving on the Downtown Commission's new business subcommittee. He said the group was in the process of putting together a brochure to attract people to the downtown area.

Al Mebane, Chief Executive Officer of the North Carolina Pharmacy Association, said he opposed the Manager and staff recommendation concerning the Downtown Service District. Mr. Mebane said his organization is a non-profit which currently pays approximately \$7,800 per year in Town and County property taxes. Mr. Mebane said the North Carolina Pharmacy Association objected to being included in the DSD since the only possible benefit derived would be higher property values. Mr. Mebane said this benefit would be offset by higher property taxes. Mr. Mebane said that he was not convinced that construction of a parking deck would solve the problems of the downtown area.

Randy Gettys, Assistant Manager of Granville Towers, said his establishment currently paid a 3% hotel room sales tax. Mr. Gettys said the estimated tax for Granville Towers would be \$9,100 per year. Mr. Gettys said that downtown merchants should pay for events and brochures to attract shoppers to the downtown area. Mr. Gettys said the DSD would do little to help Granville Towers.

Council Member Herzenberg asked how much additional rent would be for each tenant if the tax were passed on completely. Mr. Gettys said approximately \$1 per unit per month, or 50 cents per resident per month. He stated that the total \$9,100 tax would equate to funding of several special projects for his establishment.

to the downtown area. Mr. Shelton said that rents in the downtown area tended to be high. He stated that the imposition of a special district tax would result in higher overall building costs which would equate to higher rents and more empty spots. Mr. Shelton said the main challenges facing the downtown were keeping rents and taxes down. Mr. Shelton suggested that merchants desiring to attract a broader clientele could pool their private resources.

Phyllis Lotchin, Chairperson of the Arts Downtown Festival, said the Downtown Commission was providing exciting ways to create a sense of community in the downtown. Ms. Lotchin stated that approximately 750 persons had enjoyed participation in the first Arts Downtown event on May 20th. Ms. Lotchin said that more downtown events were in the planning stages.

James Webb said he had been a resident of the Town for 45 to 50 years. Mr. Webb said he was very enthusiastic about the Downtown Commission's interest in the future of the Town. Mr. Webb said that providing trolley service was a nice idea, but it did not address the basic problem facing the Town, homelessness. Mr. Webb said temporary solutions were being proposed for the homeless situation. Mr. Webb said the \$600,000 earmarked for trolleys could perhaps be used to fund programs for the homeless. Mr. Webb urged the Council to secure a permanent facility for the needs of the Town's homeless. Mr. Webb said he wished the Downtown Commission the best of luck in their efforts.

Richard Snyder said he patronized the downtown area for many reasons including shopping and going to movies. Mr. Snyder said the downtown area was important to many of his family's activities. Mr. Snyder expressed his support for the creation of the Downtown Service District.

Cindy Owens, co-owner of the Western Sizzlin' Steak House at 324 West Rosemary Street, with her husband Steve, said their business was not currently experiencing parking problems. Ms. Owens stated that the parking lot of her restaurant used to be full at lunch and dinner times, but had recently suffered because customers had chosen not to frequent the downtown area for dining. Ms. Owens stated that people preferred the convenience of dining on the outskirts of Town. Ms. Owens expressed her support for the activities of the Downtown Commission.

Steve Bullock said that retailing boiled down to competition among power centers such as South Square, University Mall and the downtown area. Mr. Bullock said the downtown had been declining recently. He expressed the importance of maintaining the downtown as a vital and special part of the community. Mr. Bullock said the role of the Downtown Commission is threefold: (1) to encourage competition, (2) marketing to consumers, and (3) to

Doug Rogers, Publisher of the Village Advocate, said he shared the concerns of other speakers concerning the quality of life in downtown Chapel Hill. Mr. Rogers said the events sponsored by the Downtown Commission had been mostly very successful. He concurred that the Arts Downtown event referenced by Ms. Lotchin in her remarks had been a very good participatory event for adults and children. Mr. Rogers said that the Downtown Commission's Rainbow Soccer event had also been well received. Mr. Rogers circulated a book among the Council Members showing photographs from the Arts Downtown event on May 20th.

Mr. Rogers said that upcoming events would include a visit by the Mercury astronauts to promote the Morehead Planetarium; a tail-gate party on University Orientation weekend; and a program tied to the introduction of downtown trolley service in September. Mr. Rogers said the downtown service tax should be viewed as an investment rather than an expense. Mr. Rogers concluded his remarks by stating that a vital downtown benefits all residents of the Town.

Sally Jessee, Treasurer of the Downtown Commission Board, expressed her support for the establishment of a Downtown Service District. Ms. Jessee said she had enjoyed working with the Town staff and merchants in formulating plans for the DSD. Ms. Jessee urged the Council to continue making the downtown area one which people want to visit. Ms. Jessee said parking should be the first priority of any such effort. Ms. Jessee stated that the introduction of trolley service would help relieve parking-related problems. Ms. Jessee suggested that the Council approve the DSD on a one-year trial basis. Ms. Jessee stated that eighty-one businesses were on record in support of the DSD.

P.H. Craig said taxes are a concern of all, particularly residents of the downtown area. Mr. Craig stated that he had re-stored several residences in the downtown area for student housing. Mr. Craig said the trolley service should be provided on a trial basis. Mr. Craig stated that the number of bars and cruising in the downtown area are problems.

Mr. Craig said he favored the trolley service but opposed the taxing of residences located in the DSD.

Robert Humphries said he was speaking in favor of the Downtown Commission's efforts. Mr. Humphries stated the majority of his merchant neighbors were in favor of the DSD tax.

Sarah Carter, owner of Airport & In-Town Taxi Company, said she operated a twenty-four hour per day business. Ms. Carter said the parking situation downtown was a serious problem. She suggested that the Town build a parking deck near the Walker Funeral

meeting and were recommending ordinance F for Council approval. Mr. Waldon said the Planning Board recommended ordinance C to the Council. He stated that ordinances D, E and F were generated subsequent to the Planning Board's recommendation to Council.

Mr. Waldon said that the Manager's recommendation (ordinance F) had been modified to recommend outdoor lighting of car wash facilities until 11:00 P.M. on Friday and Saturday evenings and 10:00 P.M. on other nights. Mr. Waldon stated that staff agreed with the applicant that all car washes, whether standing alone or connected to a service station, should be subject to the same standards. Mr. Waldon said that ordinance F would permit car washes in NC and CC zoning districts with a special use permit.

Council Member Wallace said that adoption of ordinance F would represent a legitimate compromise.

COUNCIL MEMBER WALLACE MOVED, SECONDED BY COUNCIL MEMBER HERZENBERG, TO ADOPT ORDINANCE 1F. THE MOTION WAS ADOPTED UNANIMOUSLY (7-0).

AN ORDINANCE AMENDING THE CHAPEL HILL DEVELOPMENT ORDINANCE (89-5-22/0-1F)

WHEREAS, the Council of the Town of Chapel Hill has considered the proposed amendment to the Chapel Hill Development Ordinance to allow a car wash as a Special Use, and finds that the amendment is appropriate due to changed or changing conditions in a particular area or in the jurisdiction generally and achieves the purposes of the Comprehensive Plan;

NOW, THEREFORE, BE IT ORDAINED that the Chapel Hill Development Ordinance shall be amended as follows:

SECTION I

INSERT a new Subsection 2.19.1, to read as follows:

2.19.1 Car Wash: A facility for the washing, cleaning, vacuuming and polishing of automobiles, pick up trucks and other light trucks, but not construction equipment or semi tractor trailer trucks, and for the sale of automotive washing, cleaning and polishing supplies.

SECTION II

AMEND the Schedule Of Use Regulations in Section 12.3 to insert "Car Wash" in Use Group C between "Business, Wholesale" and "Extraction of Earth Products," and to indicate under "CC" and "NC" the requirement for a Special Use Permit by inserting "S."

8. That no car wash shall be permitted in a Water Quality Critical Area (WQCA) District as established in Article 9 of the Ordinance.

SECTION IV

AMEND Subsection 2.111(e) to read as follows:

- e) Sale of automotive washing and polishing supplies;

SECTION V

That all ordinances and portions of ordinances in conflict herewith are hereby repealed.

This the 22nd day of May, 1989.

Report on Horace Williams Airport

Planning Director Roger Waldon said that University officials had made an oral request for paving an unpaved area at the Horace Williams Airport. Mr. Waldon stated that Town staff does not have a written proposal or application in hand for review of this request. Mr. Waldon noted that airports are a nonconforming use in the Town, meaning that operations may continue but not be expanded. Mr. Waldon stipulated that the medical aircraft hangar at the airport is a permitted use.

Mr. Waldon said the University's anticipated proposal calls for resurfacing and repair of the 3,500 foot runway. Additionally, 500 feet of grass and gravel subgrade at the west end of the pavement would be paved. Mr. Waldon stated that a Zoning Compliance Permit (ZCP) would not be needed for such a project.

Town Manager Taylor said he had spoken with University representatives who had indicated that they did not intend to pursue an earlier request for Jet A fuel at the airport. Mr. Taylor stated that University officials had indicated that their formal request for paving would be submitted to the Town within ten to fourteen days. Mr. Taylor said that the Town needed to elicit the County's position on an airport facility. He added that it was also important to know the University's future plans for the Horace Williams facility. Mr. Taylor said that this knowledge would help him in formulating a recommendation to the Council. Mr. Taylor said the University's letter of request would be brought to the Council for their decision on appropriate follow-up actions.

1989-90 Budget

Mayor Howes suggested that the Council first discuss funding for visitor and human services programs.

Town Manager Taylor presented a brief overview of the proposed 1989-90 budget to the Council. He stated a 3 cent tax increase, from 54 cents to 57 cents per \$100 valuation was the anticipated level of adjustment. Town Manager Taylor stated that he had initially proposed a 1 1/2 cent increase, but an anticipated revenue reduction by the State Legislature necessitated an adjustment of 3/5 cents, and a proposed very low income housing assistance program would cost an additional 9/10 cents, producing a net total increase of 3 cents.

Town Manager Taylor noted that the University had requested additional transportation services costing \$262,000. He stated that these additional services would be paid for by Urban Mass Transportation Administration (UMTA) and University funds. Mr. Taylor concluded his remarks by concurring with Mayor Howes that the Council might begin its budget discussion by focusing on funding for visitor and human services programs.

Council Member Preston stated that she had been unable to attend the May 16th Council work session. Council Member Preston said she would like to discuss the proposed Hotel/Motel Tax allocation recommended by the Parks and Recreation Commission.

Council Member Preston said that the Town needed to support the Arts Center significantly this year. Council Member Preston expressed interest in perhaps adding funds to the \$50,000 for Hotel/Motel Tax allocations. Council Member Preston stated that the Human Services Advisory Board had done a very good job of evaluating agency needs. Council Member Preston concluded her remarks by stating that changing Human Services funding allocations would not be a good idea.

Council Member Werner suggested that allocations for Human Service agencies be passed this evening, while additional discussion could be held on Hotel/Motel Tax allocations at a later date. Council Member Werner said that the Council should stick to the total \$50,000 appropriation for Hotel/Motel Tax allocations.

Town Manager Taylor said that the 10% required allocation for Hotel/Motel Tax would be \$27,000 this year. He noted that the Council had expressed a desire in the past to allocate more than 10% of Hotel/Motel Tax receipts to visitor information and cultural projects. Town Manager Taylor said that the \$50,000 figure was a fairly arbitrary one.

Council Member Herzenberg noted that \$5 million of the \$11.8 million in bonds passed by voters in 1986 had been issued to date. Council Member Herzenberg said that information presented before the 1986 bond referendum suggested that taxes might increase as much as 11 cents to pay debt service. However, there had been no tax increase to date. Council Member Herzenberg said that taxes would be raised ever so slightly by the Town this year.

Council Member Preston expressed surprise that a 9/10 cents property tax had been appropriated in the budget for very low income housing, and asked for additional information on the proposed program. Council Member Wilkerson said that the approximately \$130,000 derived from this adjustment would be used to provide housing for those families making less than 50% of the median income. Council Member Wilkerson said this would be a combination of a home ownership and rental program.

Council Member Andresen asked whether there was a consensus of the Council on this program. Council Member Wilkerson said he was unsure whether there was unanimous consensus of the Council on this matter.

Council Member Andresen inquired whether there was consensus on the targeting of monies for providing housing to those having very low incomes. Council Member Wilkerson said yes. He added that there was not necessarily unanimous consent on the \$130,000 figure or the type of programs.

Council Member Andresen asked whether a 9/10 cents property tax increase equated to \$130,000 of additional revenue. Town Manager Taylor said that this was approximately correct.

Mayor Howes said he had personally received two or three calls in support of the very low income housing proposal. Mayor Howes said the affordable housing issue was coming into focus for Town residents. Mayor Howes said the Town's public housing inventory is worth a lot to the Council.

Council Member Andresen asked whether the use of the \$130,000 for very low income was undetermined. Mayor Howes said that this matter was wide open.

COUNCIL MEMBER WERNER MOVED, SECONDED BY COUNCIL MEMBER HERZENBERG, TO ADOPT ORDINANCE 2. THE MOTION WAS ADOPTED UNANIMOUSLY (7-0).

Non-Departmental		2,712,876	
General Fund Total			18,928,431
Other Funds			
Public Housing Fund		1,360,979	
Debt Service Fund		1,620,367	
Solid Waste Disposal Fund		2,127,700	
Parking Facilities Fund		150,280	
Parking Facilities Bond Fund		219,000	
Church Street Parking Facilities Bond Fund		229,800	
Transportation Fund	Administration	458,756	
	Operations	2,938,498	
	Maintenance	685,398	
	Non-Departmental	395,689	
Transportation Fund Total			4,478,341
Housing Loan Trust Fund		90,000	
Library Gift Fund		17,000	
Capital Reserve Fund		860,000	
Capital Improvement Fund		1,117,278	
TOTAL - ALL FUNDS			31,199,176

ARTICLE II

It is estimated that the following revenues will be available during the fiscal year beginning July 1, 1989 and ending June 30, 1990 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	8,559,200
	Other Local Taxes	270,000
	Licenses and Permits	433,300
	Fines and For- feitures	280,000
	State-Shared Revenues	6,957,336
	Grants	232,236
	Service	606,387
	Other	8,300
	Revenue from Money and Property	484,500

Recreation Commission, and Herschel Slater, Chairperson, Parks and Recreation Commission could be invited to answer questions of the Council concerning agency allocations.

Mayor Howes suggested that the two persons could be invited to attend the Council's session on allocations. Mayor Howes stated that the Council could consider this matter at its July 10th meeting.

Council Member Werner said the Council had a political decision to make in allocating funds to agencies. Council Member Werner said the Parks and Recreation and Human Services panel chairs had done their job well and should not be subject to second-guessing.

COUNCIL MEMBER WILKERSON MOVED, SECONDED BY COUNCIL MEMBER PRESTON, TO ADOPT ORDINANCE 3. THE MOTION WAS ADOPTED UNANIMOUSLY (7-0).

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, 1989 (89-5-22/0-3)

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

(Information to be inserted from Personnel)

(See pages 215.1 - 215.24)

COUNCIL MEMBER WILKERSON MOVED, SECONDED BY COUNCIL MEMBER PRESTON, TO ADOPT ORDINANCE 4. THE MOTION WAS ADOPTED UNANIMOUSLY (7-0). COUNCIL MEMBER HERZENBERG MOVED, SECONDED BY COUNCIL MEMBER WERNER, TO ADOPT RESOLUTION 3. THE MOTION WAS ADOPTED UNANIMOUSLY (7-0).

A RESOLUTION ADOPTING USER FEE POLICIES AND SCHEDULES FOR VARIOUS TOWN DEPARTMENTS (89-5-22/R-3)

BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council hereby adopts the following user fee policies and schedules for 1989-90 as recommended in the Manager's Recommended Budget and accompanying document dated April 24, 1989.

Development Review User Fees
Inspections User Fee Policy

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, 1989 (89-5-22/0-3)

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		5.05/HRLY
2	3.85/HRLY		5.55/HRLY
3	4.15/HRLY		5.80/HRLY
4	8967	10899	12996
5	9415	11444	13645
6	9886	12016	14327
7	10380	12617	15044
8	10899	13248	15796
9	11444	13910	16586
10	12016	14606	17415
11	12617	15336	18286
12	13248	16103	19200
13	13910	16908	20160
14	14606	17753	21169
15	15336	18641	22227
16	16103	19573	23339
17	16908	20552	24506
18	17753	21580	25731
19	18641	22659	27018
20	19573	23792	28369
21	20552	24982	29788
22	21580	26231	31277
23	22659	27543	32841
24	23792	28920	34482
25	24982	30366	36207
26	26231	31884	38017
27	27543	33478	39919
28	28920	35152	41915
29	30366	36910	44011
30	31884	38756	46211
31	33478	40694	48521
32	35152	42729	50947
33	36910	44865	53494
34	38756	47108	56169
35	40694	49463	58978
36	42729	51936	61927
37	44865	54533	65023

215.3 

SECTION III
TOWN OF CHAPEL HILL
LIST OF CLASSES ARRANGED BY GRADE
7/1/89

9
(11444/13180/16586)
Laborer I

10
(12016/14806/17415)
Bldgs & Groundskeeper I
Equipment Service Attendant I
Laborer II
Parking Lot Attendant

11
(12617/15336/18286)
Information Services Technician
Library Assistant I
Library Processing Clerk I
Purchasing Clerk
Sanitation Collector I
Secretary I
Traffic Assistant I
Truck Driver
Weighmaster

12
(13248/16103/19200)
Assistant Mason
Assistant Tree Trimmer
Buildings & Groundskeeper II
Equipment Operator I
Equipment Service Attendant II
Police Support Services Technician I
Sanitation Collector II

13
(13910/16908/20160)
File Clerk
Police Records Specialist

14
(14806/17753/21189)
Accounting Clerk
Bus Driver I
Engineering Aide
Library Assistant II
Library Processing Clerk II
Maintenance Mechanic I
Police Support Services Technician II
Receptionist/Personnel Assistant
Sanitation Equipment Operator I
Secretary II

15
(15336/18841/22227)
Animal Control Officer
Buildings & Grounds Supervisor
Equipment Mechanic I
Equipment Operator II
Labor Supervisor
Mason

15
Parks Supervisor
Sanitation Equipment Operator II
Traffic Assistant II
Tree Trimmer
Word Processor

16
(16103/19573/23336)
Accounting Technician I
Bookmobile Assistant
Bus Driver II
Buyer
Drafting Technician
Equipment Operator III
Housing Assistant
Library Assistant III
Permits Technician
Personnel Technician
Police Communications Specialist
Secretary III
Word Processor II

17
(16908/20552/24506)
Assistant Recreation Center Supervisor
Executive Secretary
Library Technical Assistant
Maintenance Mechanic II

18
(17753/21580/25731)
Dispatcher
Equipment Mechanic II
Office Manager
Parking Services Supervisor
Parts Manager
Revenue Collector
Transportation Operations Supervisor

19
(18841/22659/27018)
Accounting Technician II
Equipment Mechanic Supervisor I
Fire Equipment Mechanic
Grounds Program Supervisor
Housing Officer
Landfill Supervisor
Maintenance Mechanic III
Sanitation Supervisor
Traffic Signal Technician

20
(19573/23792/28368)
Assistant Transportation Operations Superintendent
Equipment Mechanic Supervisor II
Fire Equipment Operator
Librarian I
Streets Supervisor

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	\$ 12,500
Council Members	8	\$ 7,500
Town Manager	1	\$ 84,500
Town Attorney	1	\$ 60,000

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>	
MAYOR AND LEGISLATIVE OFFICE					
Assistant to the Mayor	1	-	-	-	24
TOWN MANAGER'S OFFICE					
Assistant Town Manager	2	*	-	-	37
Assistant to the Manager	1	37.5	-	-	25
Information Services Coordinator/ Town Clerk	1	37.5	-	-	24
Office Manager	1	37.5	-	-	18
Executive Secretary	1	37.5	-	-	17
Word Processor II	1	37.5	-	-	16
Word Processor I	1	37.5	-	-	15
Secretary II	1	37.5	-	-	14
Information Services Technician	1	37.5	-	-	11
PERSONNEL					
Personnel Director	1	*	-	-	32
Senior Personnel Analyst	1	37.5	-	-	27
Personnel Analyst II	1	37.5	-	-	25
Personnel Analyst I	1	37.5	-	-	23
Personnel Technician	1	37.5	-	-	16
Receptionist	1	37.5	-	-	14
FINANCE					
Finance Director	1	*	-	-	34
Accounting Services Manager	1	37.5	-	-	28
Purchasing Agent	1	37.5	-	-	27
Risk Manager	1	37.5	-	-	25
Accounting Technician II	2	37.5	-	-	19
Revenue Collector	1	37.5	-	-	18
Accounting Technician I	1	37.5	-	-	16
Purchasing Assistant	1	37.5	-	-	16
Accounting Clerk	1	37.5	-	-	14
Purchasing Clerk	-	-	1	20	13
File Clerk	-	-	1	20	11

*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>	
PUBLIC WORKS (ADMINISTRATION)					
Public Works Director	1	*	-	-	35
Administrative Assistant II	1	40	-	-	24
Secretary III	1	37.5	-	-	16
Secretary II	1	37.5	-	-	11
PUBLIC WORKS (CONSTRUCTION)					
Construction Superintendent	1	40	-	-	25
Mason	2	40	-	-	15
Equipment Operator II	4	40	-	-	15
PUBLIC WORKS (EQUIPMENT SERVICES)					
Equipment Services Superintendent	1	40	-	-	27
Equipment Mechanic Supervisor I	1	40	-	-	19
Equipment Mechanic II	2	40	-	-	18
Parts Manager	1	40	-	-	18
Equipment Mechanic I	1	40	-	-	15
Equipment Service Attendant II	1	40	-	-	11
PUBLIC WORKS (GENERAL SERVICES)					
General Services Superintendent	1	40	-	-	25
Urban Forestry Officer	1	40	-	-	24
Buildings Program Supervisor	1	40	-	-	21
Grounds Program Supervisor	1	40	-	-	19
Maintenance Mechanic III	1	40	-	-	19
Traffic Signal Technician	1	40	-	-	19
Tree Trimmer	1	40	-	-	15
Traffic Assistant II	1	40	-	-	15
Assistant Tree Trimmer	1	40	-	-	12
Buildings and Groundskeeper II	1	40	-	-	12
Traffic Assistant I	1	40	-	-	11
Buildings and Groundskeeper I	2	40	-	-	10
PUBLIC WORKS (SANITATION)					
Sanitation Superintendent	1	40	-	-	26
Sanitation Supervisor	2	40	-	-	19
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
PUBLIC WORKS (LANDFILL)					
Landfill and Sanitation Administrator	1	40	-	-	28
Landfill Supervisor	1	40	-	-	19
Equipment Operator III	4	40	-	-	16
Weighmaster	2	40	-	-	11
PUBLIC WORKS (RECYCLING)					
Solid Waste Planner	1	40	-	-	24
Recycling Program Coordinator	1	40	-	-	22
PUBLIC WORKS (STREETS)					
Streets Superintendent	1	40	-	-	26
Streets Supervisor	2	40	-	-	20
Mason	1	40	-	-	15
Labor Supervisor	1	40	-	-	15
Equipment Operator II	3	40	-	-	15
Equipment Operator I	3	40	-	-	12
Assistant Mason	1	40	-	-	12
Truck Driver	6	40	-	-	11
Laborer II	2	40	-	-	10
Laborer I	4	40	-	-	9

*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>	
BRARY					
Library Director	1	*	-	-	32
Librarian III	2	37.5	-	-	23
Librarian II	1	37.5	2	22/27/28	21
Librarian I	-	-	1	30	20
Library Technical Assistant	1	37.5	-	-	17
Secretary III	1	37.5	-	-	16
Library Assistant III	-	-	1	30	16
Bookmobile Assistant	1	37.5	-	-	16
Library Assistant II	7	37.5	-	-	14
Library Processing Clerk II	-	-	2	30	14
Library Processing Clerk I	1	37.5	1	25	11
Library Assistant I	-	-	3	20-25	11

HOUSING AND COMMUNITY DEVELOPMENT

Housing and Community Development Director	1	*	-	-	32
Housing and Community Development Assistant Director	1	37.5	-	-	28
Housing and Maintenance Program Superintendent	1	40	-	-	25
Human Services Coordinator	1	37.5	-	-	23
Planner I	1	37.5	-	-	22
Maintenance Mechanic III	1	40	-	-	19
Housing Officer	1	37.5	-	-	19
Maintenance Mechanic II	3	40	-	-	17
Housing Assistant	1	37.5	-	-	16
Buildings and Grounds Supervisor	1	40	-	-	15
Maintenance Mechanic I	1	40	-	-	14
Secretary II	1	37.5	-	-	14

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

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.

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, 1989 (89-5-22/0-4)

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		5.05/HRLY
2	4.10/HRLY		5.90/HRLY
3	4.40/HRLY		6.20/HRLY
4	9550	11608	13840
5	10028	12188	14532
6	10529	12797	15258
7	11055	13437	16022
8	11608	14109	16823
9	12188	14814	17665
10	12797	15555	18548
11	13437	16333	19475
12	14109	17150	20449
13	14814	18008	21471
14	15555	18908	22545
15	16333	19853	23671
16	17150	20846	24855
17	18008	21888	26098
18	18908	22982	27403
19	19853	24131	28773
20	20846	25338	30212
21	21888	26605	31723
22	22982	27935	33309
23	24131	29332	34975
24	25338	30799	36724
25	26605	32339	38560
26	27935	33956	40488
27	29332	35654	42512
28	30799	37437	44638
29	32339	39309	46870
30	33956	41274	49213
31	35654	43338	51674
32	37437	45505	54257
33	39309	47780	56970
34	41274	50169	59819
35	43338	52677	62810
36	45505	55311	65951
37	47780	58077	69249

215.15 #1

SECTION III
TOWN OF CHAPEL HILL
LIST OF CLASSES ARRANGED BY GRADE
10/1/89

9
(12188/14814/17885)
Laborer I

10
(12797/15555/18548)
Bldgs & Groundkeeper I
Equipment Service Attendant I
Laborer II
Parking Lot Attendant

11
(13437/18333/18475)
Information Services Technician
Library Assistant I
Library Processing Clerk I
Purchasing Clerk
Sanitation Collector I
Secretary I
Traffic Assistant I
Truck Driver
Weighmaster

12
(14109/17150/20449)
Assistant Mason
Assistant Tree Trimmer
Buildings & Groundkeeper II
Equipment Operator I
Equipment Service Attendant II
Police Support Services Technician I
Sanitation Collector II

13
(14814/18008/21471)
File Clerk
Police Records Specialist

14
(15555/18908/22545)
Accounting Clerk
Bus Driver I
Engineering Aide
Library Assistant II
Library Processing Clerk II
Maintenance Mechanic I
Police Support Services Technician II
Receptionist/Personnel Assistant
Sanitation Equipment Operator I
Secretary II

15
(16333/18853/23671)
Animal Control Officer
Buildings & Grounds Supervisor
Equipment Mechanic I
Equipment Operator II
Labor Supervisor
Mason
Parks Supervisor
Sanitation Equipment Operator II
Traffic Assistant II

Tree Trimmer
Word Processor

16
(17150/20848/24855)
Accounting Technician I
Bookmobile Assistant
Bus Driver II
Buyer
Drafting Technician
Equipment Operator III
Housing Assistant
Library Assistant III
Permits Technician
Personnel Technician
Police Communications Specialist
Secretary III
Street Cleaning Supervisor
Word Processor II

17
(18008/21888/28088)
Assistant Recreation Center Supervisor
Executive Secretary
Library Technical Assistant
Maintenance Mechanic II

18
(18908/22982/27403)
Dispatcher
Equipment Mechanic II
Office Manager
Parking Services Supervisor
Parts Manager
Revenue Collector
Transportation Operations Supervisor

19
(18853/24131/28773)
Accounting Technician II
Equipment Mechanic Supervisor I
Fire Equipment Mechanic
Grounds Program Supervisor
Housing Officer
Landfill Supervisor
Maintenance Mechanic III
Sanitation Supervisor
Traffic Signal Technician

20
(20848/25338/30212)
Assistant Transportation Operations Superintendent
Equipment Mechanic Supervisor II
Fire Equipment Operator
Librarian I
Streets Supervisor

21
(21888/28805/31723)
Assistant Fire Marshal
Buildings Program Supervisor
Engineering Inspector

*(Figures in parentheses are hiring rate, job rate and maximum pay for positions assigned to the related grade)

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	\$ 12,500
Council Members	8	\$ 7,500
Town Manager	1	\$ 84,500
Town Attorney	1	\$ 60,000

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>	
MAYOR AND LEGISLATIVE OFFICE					
Assistant to the Mayor	1	-	-	-	24
TOWN MANAGER'S OFFICE					
Assistant Town Manager	2	*	-	-	37
Assistant to the Manager	1	37.5	-	-	25
Information Services Coordinator/ Town Clerk	1	37.5	-	-	24
Office Manager	1	37.5	-	-	18
Executive Secretary	1	37.5	-	-	17
Word Processor II	1	37.5	-	-	16
Word Processor I	1	37.5	-	-	15
Secretary II	1	37.5	-	-	14
Information Services Technician	1	37.5	-	-	11
PERSONNEL					
Personnel Director	1	*	-	-	32
Senior Personnel Analyst	1	37.5	-	-	27
Personnel Analyst II	1	37.5	-	-	25
Personnel Analyst I	1	37.5	-	-	23
Personnel Technician	1	37.5	-	-	16
Receptionist/Personnel Assistant	1	37.5	-	-	14
FINANCE					
Finance Director	1	*	-	-	34
Accounting Services Manager	1	37.5	-	-	28
Purchasing Agent	1	37.5	-	-	27
Risk Manager	1	37.5	-	-	25
Accounting Technician II	2	37.5	-	-	19
Revenue Collector	1	37.5	-	-	18
Accounting Technician I	1	37.5	-	-	16
Buyer	1	37.5	-	-	16
Accounting Clerk	1	37.5	-	-	14
Purchasing Clerk	-	-	1	20	13
File Clerk	-	-	1	20	11

*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>	
PUBLIC WORKS (ADMINISTRATION)					
Public Works Director	1	*	-	-	35
Administrative Assistant II	1	40	-	-	24
Secretary III	1	37.5	-	-	16
Secretary I	1	37.5	-	-	11
PUBLIC WORKS (CONSTRUCTION)					
Construction Superintendent	1	40	-	-	25
Mason	2	40	-	-	15
Equipment Operator II	4	40	-	-	15
PUBLIC WORKS (EQUIPMENT SERVICES)					
Equipment Services Superintendent	1	40	-	-	27
Equipment Mechanic Supervisor I	1	40	-	-	19
Equipment Mechanic II	2	40	-	-	18
Parts Manager	1	40	-	-	18
Equipment Mechanic I	2	40	-	-	15
Equipment Service Attendant II	1	40	-	-	11
PUBLIC WORKS (GENERAL SERVICES)					
General Services Superintendent	1	40	-	-	26
Urban Forestry Officer	1	40	-	-	24
Buildings Program Supervisor	1	40	-	-	21
Grounds Program Supervisor	1	40	-	-	19
Maintenance Mechanic III	1	40	-	-	19
Traffic Signal Technician	1	40	-	-	19
Tree Trimmer	1	40	-	-	15
Traffic Assistant II	1	40	-	-	15
Assistant Tree Trimmer	1	40	-	-	12
Buildings and Groundskeeper II	1	40	-	-	12
Traffic Assistant I	1	40	-	-	11
Buildings and Groundskeeper I	2	40	-	-	10
PUBLIC WORKS (SANITATION)					
Sanitation Superintendent	1	40	-	-	26
Sanitation Supervisor	2	40	-	-	19
Sanitation Equipment Operator II	7	40	-	-	15
Sanitation Equipment Operator I	10	40	-	-	14
Sanitation Collector II	3	40	-	-	12
Sanitation Collector I	21	40	-	-	11
PUBLIC WORKS (LANDFILL)					
Landfill and Sanitation Administrator	1	40	-	-	29
Landfill Supervisor	1	40	-	-	19
Equipment Operator III	4	40	-	-	16
Weighmaster	2	40	-	-	11
PUBLIC WORKS (RECLCYING)					
Solid Waste Planner	1	40	-	-	24
Recycling Program Coordinator	1	40	-	-	22
PUBLIC WORKS (STREETS)					
Streets Superintendent	1	40	-	-	26
Streets Supervisor	2	40	-	-	20
Street Cleaning Supervisor	1	40	-	-	16
Mason	1	40	-	-	15
Labor Supervisor	1	40	-	-	15
Equipment Operator II	3	40	-	-	15
Equipment Operator I	2	40	-	-	12
Assistant Mason	1	40	-	-	12
Truck Driver	6	40	-	-	11
Laborer II	2	40	-	-	10
Laborer I	4	40	-	-	9

*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>	
LIBRARY					
Library Director	1	*	-	-	32
Librarian III	2	37.5	-	-	23
Librarian II	1	37.5	2	22/27/28	21
Librarian I	-	-	1	30	20
Library Technical Assistant	1	37.5	-	-	17
Secretary III	1	37.5	-	-	16
Library Assistant III	-	-	1	30	16
Bookmobile Assistant	1	37.5	-	-	16
Library Assistant II	7	37.5	-	-	14
Library Processing Clerk II	-	-	2	30	14
Library Processing Clerk I	1	37.5	1	25	11
Library Assistant I	-	-	3	20-25	11
HOUSING AND COMMUNITY DEVELOPMENT					
Housing and Community Development Director	1	*	-	-	32
Housing and Community Development Assistant Director	1	37.5	-	-	28
Housing Maintenance Program Superintendent	1	40	-	-	25
Planner II	1	37.5	-	-	24
Human Services Coordinator	1	37.5	-	-	23
Maintenance Mechanic III	1	40	-	-	19
Housing Officer	1	37.5	-	-	19
Maintenance Mechanic II	3	40	-	-	17
Housing Assistant	1	37.5	-	-	16
Buildings and Grounds Supervisor	1	40	-	-	15
Maintenance Mechanic I	1	40	-	-	14
Secretary II	1	37.5	-	-	14

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

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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.

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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.

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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.

<u>Category/Project</u>	<u>Capital Reserve Funding</u>
<u>Environmental Improvements</u>	
Cemetery Beautification	\$ 25,000
Community Beautification	\$ 30,000
Stormwater Management/Drainage	\$ 40,000
<u>General Municipal Improvements</u>	
Public Works Facility Improvements	\$ 80,000
Roof Maintenance	\$ 60,000
Town Hall Renovation	\$ 120,000
<u>Leisure Activity Improvement</u>	
Athletic Facility Improvements	\$ 65,000
<u>Transportation Improvements</u>	
Bikeways	\$ 25,000
Sidewalks	\$ 25,000
<u>Traffic Signal Upgrade</u>	
Closed Loop System	\$ 30,000
Total	\$ 500,000

BE IT FURTHER RESOLVED that the Council approves the reallocation of \$80,000 appropriated in 1988-89 for paving Maple Drive from Paving by Petition to the Geographic Information System project in 1989-90.

This the 22nd of May, 1989.

Application for 1989 Federal Community Development grant funds

Council Member Andresen inquired about status of funding for the IFC homeless shelter. Town Manager Taylor said IFC was attempting to raise funds for the project. He stated that monies were being expended to put the building in good order. Council Member Preston said the budget for the project should be examined carefully for areas of possible cost-cutting.

COUNCIL MEMBER HERZENBERG MOVED, SECONDED BY COUNCIL MEMBER WERNER, TO ADOPT RESOLUTION 5. THE MOTION WAS ADOPTED UNANIMOUSLY (7-0).

Consent Agenda

COUNCIL MEMBER WALLACE MOVED, SECONDED BY COUNCIL MEMBER PRESTON, TO ADOPT THE CONSENT AGENDA AS PRESENTED. THE MOTION WAS ADOPTED UNANIMOUSLY (7-0).

A RESOLUTION APPROVING VARIOUS ORDINANCES AND RESOLUTIONS (89-5-22/R-6)

BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council hereby adopts the ordinances and resolutions submitted submitted by the Manager in regard to the following:

- a. Paving Contract (R-7)
- b. Taxicab Ordinance Change (O-5)

This the 22nd day of May, 1989.

A RESOLUTION AWARDDING A CONTRACT FOR THE STREET IMPROVEMENTS TO MAPLE, STATESIDE, AND DIXIE DRIVES (89-5-22/R-7)

WHEREAS, the Council of the Town of Chapel Hill has solicited formal bids by legal notice in The Chapel Hill Newspaper on April 5 and 9 in accordance with G.S. 143-129 for Maple Drive Improvements and Stateside Drive/Dixie Drive improvements; and

WHEREAS, the following bids were received and opened on May 2, 1989:

<u>Bidder</u>	<u>Bid Amount</u>
Lee Paving Co.	\$147,916.65
C.C. Mangum Inc.	\$166,037.00
Nello Teer Co.	\$172,677.95
Alliance Contracting	\$178,142.00

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Town accepts the low bid of Lee Paving Company in the amount of \$147,916.65 and awards the contract for street improvements on Maple Drive, Stateside Drive, and a portion of Dixie Drive as outlined in the approved plans and specifications in accordance with G.S. 143-129.

This the 22nd day of May, 1989.

- (h) Who has ever been convicted of or has entered a prayer for judgment continued to murder, manslaughter, rape, sexual assault, sexual abuse, sexual offense, armed robbery, kidnapping or abduction.

After the Town's refusal to issue or to renew a driver's permit for (b) and (d), and after any subsequent appeal, the applicant or driver shall make no new application within twelve (12) months from the date the original or renewal application was submitted.

SECTION II

This ordinance shall be effective upon adoption.

SECTION III

All ordinances and portions of ordinances in conflict herein are hereby repealed.

This the 22nd day of May, 1989.

Mayor Howes noted that there was no need for an Executive Session this evening.

COUNCIL MEMBER WERNER MOVED, SECONDED BY COUNCIL MEMBER WALLACE TO ADJOURN THE MEETING. THE MOTION WAS ADOPTED UNANIMOUSLY (7-0).

The meeting stood adjourned at 11:00 P.M.