

ADJOURNMENT

There being no further business to discuss, the Special Called Meeting was adjourned by the Chair at 6:20 p.m. on motion made by Edward R. Muzzulin, seconded by Tammy Miller-White. The Board then proceeded with their Budget Work Session and their Regular Work Session.

Janice McKenzie Cole, Chair

Deputy Clerk to the Board

REGULAR MEETING
June 3, 2013
6:55 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, June 3, 2013, at 6:55 p.m. in the Commissioners' Room located on the first floor of the Perquimans County Courthouse Annex.

MEMBERS PRESENT: Janice McKenzie Cole, Chair Edward R. Muzzulin, Vice Chair
Benjamin Hobbs Kyle Jones
Matthew Peeler Tammy Miller-White

MEMBERS ABSENT: None

OTHERS PRESENT: Frank Heath, County Manager Will Crowe, County Attorney
Mary Hunnicutt, Clerk to the Board

After the Chair called the meeting to order, Commissioner Peeler gave the invocation and the Chair led the Pledge of Allegiance.

AGENDA

The Agenda, as amended, was unanimously approved on motion made by Benjamin C. Hobbs, seconded by Matthew Peeler.

CONSENT AGENDA

The following items were considered to be routine and were unanimously approved on motion made by Edward R. Muzzulin, seconded by Tammy Miller-White.

1. **Approval of Minutes:** May 6, 2013 Regular Meeting and May 20, 2013 Special Called Meeting
2. **Tax Releases Approvals**

PERQUIMANS COUNTY TAX RELEASES:

Hassell, Susan & Carol..... \$1,133.65
Value of property was reduced for 2008 but was not entered in computer.
#4-0045-0018 \$224,000 reduced to \$27,900 making a difference of \$196,100. Account Number: 421897.

Stallings, Jr., Clifton Jackson \$125.09
Vehicle located in Gates County. Lic. #BER3937; 2013 GMC Truck. Account Number: 8087924.

3. **Budget Amendments:**

**BUDGET AMENDMENT NO. 17
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-010	State - Rural Center	5,000	
10-420-042	Internship Program	5,000	
EXPLANATION: To budget funds for SECU Internship Program.			

**BUDGET AMENDMENT NO. 18
WATER FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
35-348-003	DOT - Reimburse - Waterline		29,150
35-720-337	Line Relocate - Woodville Bridge		29,150
35-348-003	DOT - Reimburse - Waterline	1,926	
35-720-338	Line Relocate - Poplar Neck	1,926	
EXPLANATION: To reflect in FY 2012-13 Budget that Woodville Bridge Project cancelled and also add Poplar Neck Project in the amount of \$1,926 to relocate 4" waterline to accommodate road construction.			

**BUDGET AMENDMENT NO. 19
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-018	Mentoring (Local)	1,000	
10-672-570	Mentoring Local Funds	1,000	
EXPLANATION: To budget funds received from Town of Hertford for Mentoring Focus Program.			

4. **Personnel Matter:**

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Derrick Page	Athletic Program Supervisor	Resignation			5/17/13

LILLIAN HOLMAN, SENIOR CENTER/SENIOR TARHEEL REPRESENTATIVE

Ms. Holman presented her report of the Senior Tarheel Legislation and thanked the Board for the new Senior Center and encouraged everyone to visit the Center.

JOHN & KATHY SUNTATO, 158 MARINER'S COURT, HERTFORD, NC

Mr. Suntato presented their request to place a No Wake Zone at the juncture of Bethel Creek and the Yeopim River. He explained that the boaters are not obeying the current rules of boating per NC General Statute 75A-15. He said that there are fishermen, swimmers, docks, and piers along that area and the wakes are a hazard to them. In addition, he gave the following additional reasons: (1) Boat Ramp/Launching area for Shady Oaks/Hunters Landing across the creek; (2) Narrow channel intensifies

shoreline erosion and disturbance to wetlands fish, birds, and aquatic plants; and (3) Non-official No-Wake buoy in area that is being maintained by a private person. Ms. Suntato stated that she had talked to Mr. Beardsley, NC Wildlife Officer, and he supports their request. The Board asked if the subdivision had a Homeowners' Association. She said that at this time, they have not been transferred from the developer and no Homeowners' Association has been established. After some discussion, the Board asked Mr. & Mrs. Suntato to contact the surrounding property owners to obtain their signatures on a petition, work with Rhonda Money to prepare a map of where the No Wake Zone should go, and contact Mr. Beardsley to get letter of support from NC Wildlife. They can bring it back to the Board in July to determine if they needed to move forward with the Public Hearing. They said that they would be happy to do that. On motion made by Tammy Miller-White, seconded by Edward R. Muzzulin, the Board unanimously voted to table the matter until the July meeting.

SHELLEY LAYDEN, SOLAR GREEN DEVELOPMENT, LLC

Donna Godfrey, County Planner, explained that Ms. Layden may have felt that, since she had forwarded the following letter to the County and that no action was being required, it was not necessary for her to attend the meeting but Ms. Godfrey would try to answer any questions that the Board may have regarding this report:

May 22, 2013

Shelley D. Layden, Solar Green Development, LLC
105 Davis Lane
Edenton, NC 27932

RE: Conditional Use Permit No. CUP-1 1-02

This letter is to update the status and progress of the Conditional Use Permit approved by the Board of County Commissioners on September 6, 2011 and the recording of the Permit in the Register of Deeds, Perquimans County, on August 9, 2012.

The delay in moving forward with approved permitting for the Large Scale Solar Power Generating Facility in the 200 block of Davis Lane has been due to economic changes with the power company and the payment per watt of power, in the production of the Facility. There was a 30% reduction in payment once application was made which forced us to restructure the project and delay progress.

The Bi-Annual Review of the Utilities Commission indicates an economic increase in the payment per watt with the power company and our intentions are to move forward with the process. The Power Purchase Agreement has been made with Dominion Resources and the Utilities Commission and we are waiting on the feasibility study and approvals to move forward with this investment as indicated and approved in the Conditional Use Permit approved on September 6, 2011.

If there are any questions or comments, please feel free to contact us at 252-337-5900 or 704-299-3410. Thank you and we look forward to the economic development of this project in Perquimans County.

Our Regards,

Shelley D. Layden

The following questions were asked:

- **Chair Janice Cole:** Ms. Cole asked what stage is she in. Ms. Godfrey said that she is working with NC Dominion Power. Originally, she was working with Albemarle Electric Membership Corporation but changed to NC Dominion Power. The reason could have been due to the expansion of NC Dominion Power's facility in Winfall.
- **Matthew Peeler:** Mr. Peeler asked if this CUP still follows the guidelines that the Board just adopted. He was concerned about the panels acting like a large mirror reflection to drivers on US 17. County Manager Heath said that the facility was going to be 500 feet off the road. Ms. Godfrey said that this was under a different set of regulations since it is a large solar farm.

Chair Cole asked if Ms. Godfrey felt that any action needed to be taken. Donna Godfrey stated that, unlike the Planned Unit Development Conditional Use District which has a time limit, this Conditional Use Permit does not have a time limit. Therefore, she does not feel that any action should be taken.

HOMERIA JENNETTE, TELECOMMUNICATIONS

Ms. Jennette presented her monthly report which had been e-mailed to them earlier in the day. She made mention that the State Highway Patrol calls have increased which could be a result of the State wanting to close the Williamston Call Center.

BILL JENNINGS, TAX ADMINISTRATOR

Bill Jennings presented his monthly report. Mr. Jennings also explained that House Bill No. 1779, Property Tax Paid with Vehicle Registration, which had been pushed back is now on schedule.

PRESENTATION OF FY 2013-2014 BUDGET MESSAGE

County Manager Heath presented the following FY 2013-2014 Budget Message to the Board:

June 3, 2013

To: The Honorable Chair, Board of Commissioners, and taxpayers of Perquimans County

I respectfully submit the proposed budget for Perquimans County for the Fiscal Year 2013-2014 (FY 2014). The budget has been prepared in accordance with the North Carolina Local Government Budget and Fiscal Control Act. The budget identifies the estimated revenues and expenditures for the FY 2014 for Perquimans County.

Fiscal Year 2013 was a challenging budget year for Perquimans County and FY 2014 promises more of the same. Perquimans' economic growth, like many Counties in our region, is still in a weakened state. Although we have seen some improvement in sales tax revenues, ad valorem property tax growth remains at below 1 percent (0.28%).

Despite the continued stagnation of economic conditions that leads to little revenue growth, the FY 2014 budget proposes no tax increase, keeping the ad-valorem property tax rate at \$0.44/\$100 value. As compared below, Perquimans County has a very favorable tax rate compared to other Northeast North Carolina counties:

<u>County</u>	<u>FY 2012 Tax Rate</u> <u>(per \$100 value)</u>
Camden County	\$0.59
Chowan County	\$0.685
Gates County	\$0.64
Pasquotank County	\$0.62

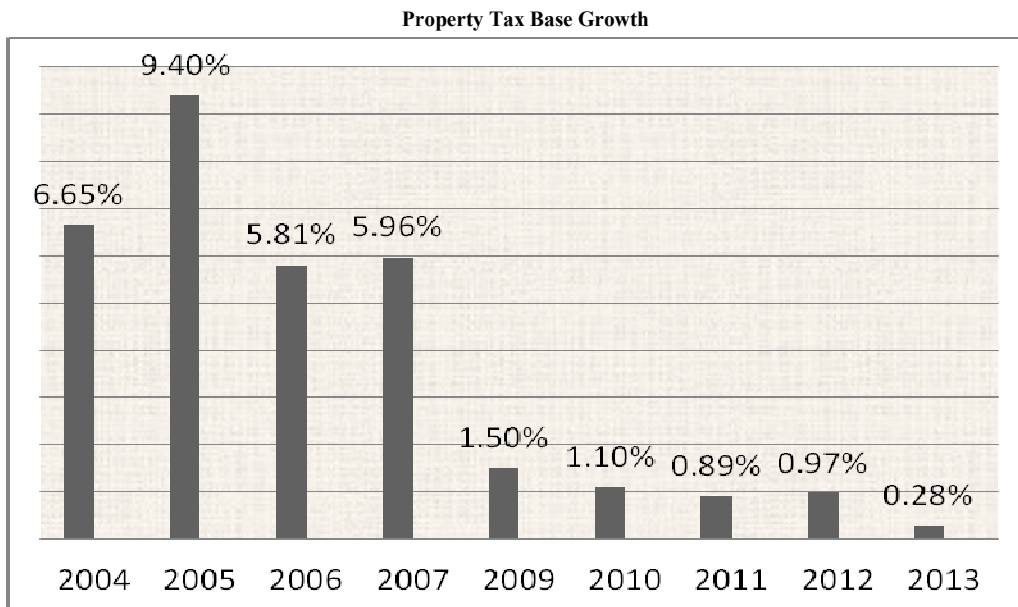
(Source: North Carolina Association of County Commissioners website- Tax Survey FY 2012-2013)

General Fund Budget Summary

The General Fund budget is \$12,766,648 for 2014, which is \$32,157 less than the current year's amended budget. General Fund requests from all sources totaled \$13,772,038, which is approximately \$1,005,390 more in expenses than expected revenues. To fully fund all budget requests would have required a six cent tax increase.

General Fund Revenues

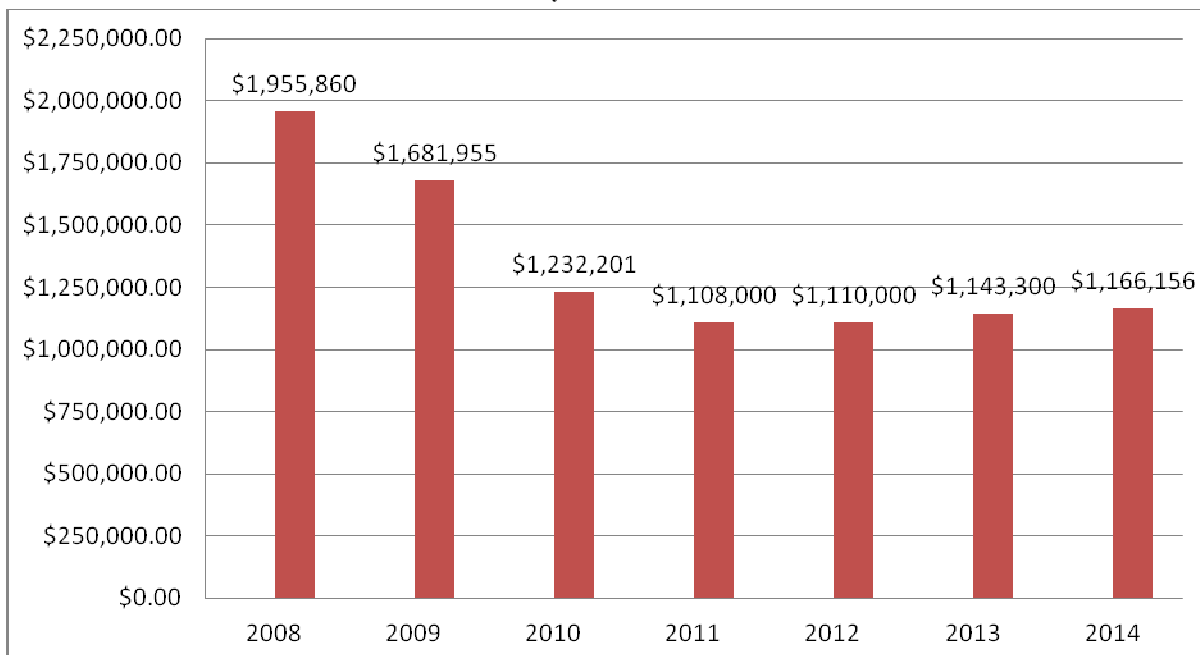
Property taxes account for the vast majority of general fund revenues. Before 2009, Perquimans County’s property tax base experienced substantial annual growth mainly due to housing construction and land development for subdivisions, and therefore the County could count on several hundred thousand dollars of additional ad-valorem property taxes each year to fund annual increases for departmental and agency needs. The chart below depicts annual tax base growth for the past several years. FY 2008 has been omitted from the chart since that was a revaluation year.



As you can see, the increase in estimated property tax base growth is 0.28% for next fiscal year, which is the third year in a row of less than 1% growth. The total real property tax base (including business and public service company property) for FY 2014 is \$1,647,454,667. In addition, we are projecting slight increases (\$15,000) in DMV tax collection due to the Tax and Tag Together program which begins this fiscal year.

Sales tax revenues are the second largest source of County general fund revenues. Sales tax revenues are projected to grow by 2% over the expected current year revenues. FY 2014 budgeted revenues are over 40% less than FY 2008’s revenues. The following chart indicates how budgeted revenues have trended downward over the past several years.

County Sales Tax Revenues



In addition to the sales tax revenues, there are three other important sources of revenues that provide insight to the strength of the local county economy. They are Building Inspection Fees, Register of Deed Fees, and Land Transfer Tax Revenues. While sales taxes reflect retail sales, these other revenues are construction and real estate based. Expected Land Transfer Tax revenues in FY 2014 are \$250,000, which is \$50,000 less than last year, and well below the FY 2006 total of \$1,188,541. Building Inspection Fees and Register of Deed Fees revenues remain at among the lowest levels in over a decade, projected at \$220,000 combined. This represents no increased revenue from these two fees for FY 2014.

A continuing revenue for this budget year will be a projected \$500,000 Medicaid hold-harmless allocation from the State.

General Fund Expenses

Departmental operating budgets remain essentially unchanged from the current budget year, with seven departments actually slightly decreasing their total budget. Some capital purchases have been delayed in order to help balance the budget, such as replacement of Animal Control and Building Inspections vehicles. By way of comparison, the five largest General Fund expenses by department or agency are as follows:

<u>Department/Agency</u>	<u>Proposed FY 14 Funding</u>	<u>% of Total GF Budget</u>
Perquimans County Schools	\$3,215,921	25.2%
Social Services	\$2,389,827	18.7%
Sheriff Department	\$1,007,629	7.9%
Albemarle District Jail	\$889,419	7.0%
Emergency Medical Services	\$831,859	6.5%

School Funding

As presented by the Board of Education and school staff earlier this spring, the Perquimans County School System faces reductions in State and Federal funding for next fiscal year, depending on the final State budget.

The Perquimans County School System has requested increases of \$370,975 from the County in Local Current Expense and \$517,700 in Capital Outlay for next fiscal year. Most of the requested increase in Local Current Expense is associated with funding school staff salaries, fuel, and utilities.

As a note of comparison to how well Perquimans currently funds its schools through local current expense monies, the last available data showed that we are 90th in population but 60th in local current expense allocation per pupil. The result of this funding over the years is that after the School has received and blended all of its State, Federal, and County money, through time it has accumulated a fund balance of around \$800,000 in local current expense monies. The proposed FY 2014 County budget increases to \$2,200,000 for Local Current Expense (2.3% increase) and increases to \$215,000 for Capital Outlay. The County also proposes to fund some of the School’s capital requests for entrance

safety enhancements for all four schools by drawing down lottery funds. The total allocated in the school construction fund for these improvements will be \$340,235.

Building and Facility Initiatives

With the completion of the interior renovations and occupancy of the new Senior Citizens Building, Perquimans County will engage in several new building renovation projects in FY 2014.

The proposed budget for next year allocates approximately \$70,000 for the Phase 2 renovations to the Senior Citizens facility. This funding should allow for the Seniors Citizens parking lot to be paved and the exterior to be partially bricked to improve aesthetics.

Work will commence on exterior landscape improvements at the Courthouse. Work will also be planned for the roof at the Albemarle Commission building.

Capital Outlay

Outside of the normal replacement of electronic items such as computers and copy machines, the major capital items included in the FY 2014 budget are the replacement of three Sheriff Department vehicles, and plat scanning equipment for the Register of Deeds.

Personnel

The proposed FY 2014 budget contains a 2% cost of living adjustment for County employees. The budget proposes to continue to fully cover the cost of employee health insurance. Due to plan changes made by the Northeast Albemarle Group Health Board, the health insurance premium costs are decreasing by \$54 per employee per month, or \$58,968 in savings to the County. These revised premium amounts also reflect a better plan for our employees, with coinsurance going from 70/30 to 80/20, and out of pocket limits dropping from \$5,000 to \$2,000. The North Carolina Local Government Employees Retirement System has increased the employers' contribution from 6.74% to 7.07% for the employee.

This budget includes no new positions for County departments, although part-time hours for EMS have been expanded to allow for additional overnight coverage.

This budget does include a revision in Commissioner salaries from \$3,600 plus \$50 per meeting to \$4,800 plus \$75 per meeting. The Chair's compensation would revise from \$4,800 plus \$50 per meeting to \$6,000 plus \$75 per meeting. Even after these changes, the Perquimans Board of Commissioners is still one of the lowest paid in the region, being lower than the current rates in Washington, Camden, Chowan and Gates.

Other Noteworthy Items

- Funding for the County Fire Departments increases to \$60,000 each, up from \$55,000 for each department last year.
- Funding for the Perquimans County Library increases to \$160,000, up from \$155,000 last year.
- Funding for the Tri-County Animal Shelter has increased by +/- \$16,000 to pay for additional capital improvements at the building, including the resurfacing and resealing of kennel floors as mandated by the State.
- Jail expenditures have increased to \$889,419, primarily due to increased medical costs for inmates.

Water Fund

Perquimans is in the process of making significant investment in its overall ability to provide water to its customers. Our system is an aging one, with infrastructure aged at over 30 years old in some places. This means that the County makes ongoing repairs to the lines in the system as needed throughout the year. Also, approximately 20 percent of the water meters in our system have readings above 1 million gallons. These meters begin to significantly lose accuracy after this point, so Perquimans will replace \$75,000 worth of these meters through this budget to improve long-term revenues through accurate readings.

Also, Perquimans has \$110,565 in new debt service for the construction of water line and plant improvements to connect to the Pasquotank RO plant. This connection will allow us to provide high quality drinking water to customers on the Winfall plant side of our system. In addition to the debt service, we are obligated to pay Pasquotank County for the 150,000 gallons of water we will purchase per day beginning September 1. This amounts to \$242,703 in additional expenditure for FY 13-14. We were able to save \$23,207 annually on an existing loan for the New Hope waterline improvement by a refinance last year with BB&T.

With the age of our system causing additional maintenance, and with our efforts to improve capacity and drinking water quality for the system, this necessitates revisions to our water rates. Beginning September 1, the monthly minimum will increase from \$10 for the first 1000 gallons to \$15 for the first 1000 gallons. For every thousand gallons after that, the rate will increase from \$6 to \$7 per thousand. The seasonal water rate, active from May through October and affecting those customers using over 8000 gallons of water, will increase from \$8 to \$9.

As an illustration, a family using 4000 gallons of water monthly would pay \$36.00 under the new rate structure, an increase of \$8.00 per month. We have not had a change in water rates since 2008, and this increase is necessary to pay for the costs of the system.

Solid Waste Fund

The solid waste fees of \$120 per year are proposed to remain unchanged in the coming budget year. This fee covers the cost of operating the 5 Convenience Site locations, the County's portion of the Perquimans-Chowan-Gates Transfer Station operating cost, and the tipping fee for the County's solid waste at the private landfill in Bertie County.

Conclusion

The lagging economy, and in particular the real estate market, continues to take its toll on the County budget. In consideration of this fact, an effort was made to cut expenditures from at least some of the line items in every County department. These cuts, along with marginal improvement in sales tax projections, limited growth in real property tax base, and continuing Medicaid hold-harmless money have allowed Perquimans County to hold the tax rate at 44 cents per hundred dollars of value. No increase in taxes or solid waste fees aids our citizens to weather the financial storms of a poor economy for another year. Despite the negative indicators, we have been able to designate money to improve the services we provide to our Senior Citizens by continuing the renovations of a new, larger facility. We have allowed for additional monies to aid operations for our Fire Departments. We have added capital expenditures for vehicles for our law enforcement. We have expanded coverage for our EMS staff during the overnight hours. We have increased funding for our schools' local current and capital expense. We have provided for a cost of living adjustment for our County employees through this budget.

I'd like to thank the Department Heads for their stewardship in this budget process and their consideration of the marginal increase in County revenues. I would also like to thank the Board of Commissioners for your involvement in the budget process and for making difficult, but important decisions on behalf of the citizens of Perquimans County. Finally, I'd like to thank County staff: Sharon Ward, Tracy Mathews, and Mary Hunnicutt for their assistance and guidance in this process.

I thank each of you for your consideration of this proposal and welcome any changes the Board deems appropriate.

At the request of the Chairman and Board of Commissioners, a public hearing has been scheduled for Monday, June 17, 2013, at 7:00 p.m. in the Commissioners' Room of the Courthouse Annex for public comment and to consider adoption of the budget.

Submitted by:

W. Frank Heath, III
County Manager/Budget Officer

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

The following comments were made by the Commissioners:

Benjamin C. Hobbs: Mr. Hobbs wanted to thank Chair Cole on her suggestion to use the 20/20 Building for the Senior Center. It turned into a wonderful thing for our senior adults.

Chair Cole: Chair Cole explained that in March, 2013, she explained that a new law was proposed that effective October 1, 2013, not all participating counties will be able to have representation on the LME Board because of the limitations that this bill imposes. Ms. Cole updated the Board on the new legislation stating that our request via a Resolution to have a representative from each county on the Boards did not pass. Effective October 1, 2013, the new Board will be in place. She will be Chairing the Governance Committee to set up the method to appoint representatives to this Board. They have determined a method of selection which will start at the end of this month. She said that only nine commissioners out of 19 counties will be on the new Board.

UPDATES

County Manager Heath updated the Board on the following projects:

Water System Projects: County Manager Heath stated that RO Project is still on schedule. The electrical contractor is finishing up his work inside. They should be pumping water soon but the County will not be accepting the water until September, 2013.

Jail Project: Commissioner Muzzulin highlighted the following items on his Albemarle District Jail (ADJ) Report: (1) Federal inmate count for May was 31 (there were 39 in April); (2) They have a problem with one chiller and looks like they will have to replace it at a cost of approximately \$200,000; (3) Two Mental Health providers, Correctional Behavioral Health & Albemarle Hospital Foundation, gave presentations about their videoconference services; and (4) The Department of Corrections School is scheduled for June 28th through August 2nd.

Senior Center Update: County Manager Heath explained that this would be the last update on the Senior Center. He will be presenting the details of the Change Order at the June 17th Special Called Meeting.

CDBG GRANT DOCUMENTATION

County Manager Heath stated that included in their June Agenda Packets were the following documents which needed approval in order to proceed with the CDBG Grant Program:

- | | |
|--|--|
| 1. CDBG Citizen Participation Plan | 9. Section 3 Plan |
| 2. Citizens Complaint Procedure | 10. Code of Conduct |
| 3. Resolution Authorizing Adoption of Optional Relocation Coverage | 11. Certifications Regarding Debarment, Suspension, and Other Responsibility Matters |
| 4. Optional Relocation Plan | 12. Recipient's Plan to Further Fair Housing |
| 5. Equal Employment & Procurement Plan | 13. Analysis of Impediments & Fair Housing Strategy |
| 6. Procurement Policy | 14. Environmental Assessment Projects |
| 7. Language Access Plan | 15. 504 Self-Evaluation Survey |
| 8. Americans with Disabilities Grievance Procedure | 16. CCR Registration |

On motion made by Matthew Peeler, seconded by Tammy Miller-White, the Board unanimously approved these documents as presented in their Agenda Packets.

PERQUIMANS COUNTY LEASE EXTENSION AMENDMENT – FARM SERVICES AGENCY

County Manager Heath stated that he had been working a good while with the government to obtain a lease for the FSA offices located at the Albemarle Commission Building. They have finally forwarded him the following Lease Extension Amendment for the Farm Services Agency which does not change anything but does extend the time of the lease:

GENERAL SERVICES ADMINISTRATION PUBLIC BUILDING SERVICE	LEASE AMENDMENT NO. 1												
	TO LEASE NO. Perquimans County, NC												
LEASE AGREEMENT													
ADDRESS OF PREMISES 512 S. Church Street Hertford, NC 27944-1225	PDN Number: N/A												
<p>THIS AGREEMENT, made and entered into this date by and between County of Perquimans whose address is: P.O. Box 45, Hertford, NC 27944 hereinafter called the Lessor, and the UNITED STATES OF AMERICA, hereinafter called the Government:</p> <p>WHEREAS, the parties hereto desire to amend the above Lease.</p> <p>NOW THEREFORE, these parties for the considerations hereinafter mentioned covenant and agree that the said Lease is amended, effective January 1, 2009 as follows:</p> <ol style="list-style-type: none"> Use of the GSA Form 276, Supplemental Lease Agreement has been discontinued. All reference in the lease to "GSA Form 276" or "Supplemental Lease Agreement" shall be now hereby construed to mean "Lease Amendment." Effective January 1, 2009, the Government hereby extends the lease term beginning January 1, 2009 through July 31, 2015. Effective January 1, 2009 the Government will pay the Lessor annual rent of \$22,165.50 payable at a rate of \$1,847.13 per month (representing \$10.50 per square foot for 2,111 net usable square feet) in arrears. The Lessor must have an active registration in the System for Award Management (SAM), formally Central Contractor Registration (CCR) System (via the Internet at http://www.sarn.gov) prior to lease approval and <u>throughout the life of the lease</u>. To remain active, the Lessor must update or renew its registration annually. The Government will not process rent payments to Lessors without an active SAM Registration. Government will recognize no change of ownership of the leased premises until the new owner registers in the SAM system. <p>This Lease Amendment contains 1 page.</p> <p>All other terms and conditions of the lease shall remain in force and effect.</p> <p>IN WITNESS WHEREOF, the parties subscribed their names as of the below date.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">FOR THE LESSOR:</td> <td style="width: 50%;">FOR THE GOVERNMENT:</td> </tr> <tr> <td>Signature: _____</td> <td>Signature: _____</td> </tr> <tr> <td>Name: <u>Janice McKenzie Cole</u></td> <td>Name: <u>ERNESTINE JOHNSON</u></td> </tr> <tr> <td>Title: <u>Chair</u></td> <td>Title: <u>Lease Contracting Officer</u></td> </tr> <tr> <td>Entity Name: <u>Perquimans County</u></td> <td><u>United States Department of Agriculture</u></td> </tr> <tr> <td>Date: <u>6/3/2013</u></td> <td>Date: _____</td> </tr> </table>		FOR THE LESSOR:	FOR THE GOVERNMENT:	Signature: _____	Signature: _____	Name: <u>Janice McKenzie Cole</u>	Name: <u>ERNESTINE JOHNSON</u>	Title: <u>Chair</u>	Title: <u>Lease Contracting Officer</u>	Entity Name: <u>Perquimans County</u>	<u>United States Department of Agriculture</u>	Date: <u>6/3/2013</u>	Date: _____
FOR THE LESSOR:	FOR THE GOVERNMENT:												
Signature: _____	Signature: _____												
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Entity Name: <u>Perquimans County</u>	<u>United States Department of Agriculture</u>												
Date: <u>6/3/2013</u>	Date: _____												
<p>WITNESSED FOR THE LESSOR BY:</p> <p>Signature: _____</p> <p>Name: <u>Mary P. Hunnicutt</u></p> <p>Title: <u>Clerk to the Board</u></p> <p>Date: <u>6/3/2013</u></p>													

Lease Amendment Form 09/12

IDENTITY VERIFICATION OF PERSONNEL (MAY 2012)

- The Government reserves the right to verify identities of personnel with routine access to Government Space. The Lessor shall comply with the agency personal identity verification procedures below that implement HOMELAND SECURITY PRESIDENTIAL DIRECTIVE-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24, and Federal Information Processing Standards Publication (FIPS PUB) Number 201, as amended.
- The Lessor shall insert this paragraph in all subcontracts when the subcontractor is required to have physical access to a federally controlled facility or access to a federal information system.
- Lessor compliance with paragraphs 1 through 4 below will suffice to meet the Lessor's requirements under HSPD-12, OMB M-0524, and FIPS PUB Number 201.
 - The Government reserves the right to conduct background checks on Lessor personnel and contractors with routine access to Government leased Space.
 - Upon request, the Lessor shall submit completed fingerprint charts and background investigation forms for each employee of the Lessor, as well as employees of the Lessor's contractors or subcontractors, who will provide building operating services requiring routine access to the Government's leased Space for a period greater than 6 months. The Government may also require this information for the

Lessor's employees, contractors, or subcontractors who will be engaged to perform alterations or emergency repairs in the Government's Space.

3. Upon request, the Lessor must provide Form FD-258, Fingerprint Chart (available from the FSA State Office), and Standard Form 85, National Agency Check with Inquiries, completed by each person and returned to the LCO (or the LCO's designated representative) within 30 days from receipt of the forms. Based on the information furnished, the Government will conduct background investigations of the employees. The LCO will advise the Lessor in writing if an employee fails the investigation, and, effective immediately, the employee will no longer be allowed to work or be assigned to work in the Government's Space.

4. Throughout the life of the Lease, upon request, the Lessor shall provide the same data for any new employees, contractors, or subcontractors who will be assigned to the Government's Space. In the event the Lessor's contractor or subcontractor is subsequently replaced, the new contractor or subcontractor is not required to submit another set of these forms for employees who were cleared through this process while employed by the former contractor or subcontractor. The Lessor shall resubmit Form FD-258 and Standard Form 85 for every employee covered by this paragraph on a 5-year basis.

Lessor _____ Government _____

On motion made by Tammy Miller-White, seconded by Edward R. Muzzulin, the Board unanimously approved this Lease Extension Amendment for the FSA Offices.

PUBLIC COMMENTS

County Planner, Donna Godfrey, said that Steve Lambert, Rural Planning Organization Director, will be coming to meet with the Board in July or August to discuss the Regional Bicycle Plan. She explained that she had forwarded the second draft of this plan as a link in an e-mail a couple of weeks ago. She encouraged the Board to look at that and familiarize themselves with it before Mr. Lambert comes. There were no further public comments.

ADJOURNMENT

There being no further business to discuss, the Regular Meeting was adjourned by the Chair at 8:00 p.m. on motion made by Edward R. Muzzulin, seconded by Matthew Peeler.

Janice McKenzie Cole, Chair

Clerk to the Board

SPECIAL CALLED MEETING

June 17, 2013

7:00 p.m.

The Perquimans County Board of Commissioners met in a Special Called Meeting on Monday, June 17, 2013, at 7:00 p.m. in the Commissioners' Room located on the first floor of the Perquimans County Courthouse Annex.

MEMBERS PRESENT: Janice McKenzie Cole, Chair Edward R. Muzzulin, Vice Chair
Benjamin Hobbs Tammy Miller-White
Matthew Peeler

MEMBERS ABSENT: Kyle Jones

OTHERS PRESENT: Frank Heath, County Manager Mary Hunnicutt, Clerk to the Board

After the Chair called the meeting to order, Commissioner Miller-White gave the invocation and the Chair led the Pledge of Allegiance.

AGENDA

The Agenda was unanimously approved on motion made by Edward R. Muzzulin, seconded by Tammy Miller-White.

NCACC PRESENTATION

The North Carolina Association of County Commissioners sponsored an essay contest for high school freshmen and sophomores on county government. The topic of the essay is, "How does my county enhance the lives of its citizens?" They received entries from Perquimans, Lincoln, Mecklenburg, Gaston, Union and Catawba Counties. The winning essay was submitted by Moniqua Gallop of Perquimans County High School. Ms. Gallop, along with her teacher, Brandon Young, were each presented a check for \$500. The Board congratulated Ms. Gallop and Mr. Young and encouraged them to keep up the good work.

PUBLIC HEARING

FY 2013-2014 Budget

Chair Cole opened the Public Hearing stating that the purpose of the public hearing was to receive public comments on the proposed FY 2013-2014 Budget. There were four (4) people present. The Chair recognized County Manager Frank Heath who explained that a copy of the proposed budget had been forwarded to each Commissioner, had been placed in the Library, and was available in the Clerk to the Board's Office since he presented it on June 3, 2013. Chair Cole asked if there were any comments/questions from the Board or from the public. The following comment was made:

- **Phillip McMullen, Perquimans County Restoration Association (PCRA):** Mr. McMullen said that he wanted to take this opportunity to thank the Board for their contribution each year to the PCRA. It helps in maintaining the Newbold-White House. The Chair thanked Mr. McMullen who served on the 20/20 Board and built the building that now houses the Senior Center.

There being no further questions or comments from the Board and/or public, the Chairman closed the Public Hearing at 7:10 p.m. and proceeded with the Special Called Meeting.

CHANGE ORDER – SENIOR CENTER RENOVATIONS

County Manager Heath presented the Change Order for the Senior Center Renovations in the amount of \$17,995. He further stated that, of the \$17,955, \$8,920 was to meet Virgil Parrish's, Building Inspector, requirements for stainless steel and a bigger hood in the kitchen. Commissioner Miller-White asked if this closed out the project. Mr. Heath said that it did. Commissioner Hobbs stated that he felt

that Mr. Bob Emmert and County Manager Heath's planning and overseeing the project helped in keeping the costs down. On motion made by Benjamin C. Hobbs, seconded by Tammy Miller-White the Board unanimously approved the Change Order in the amount of \$17,955.

Chair Cole explained that Commissioner Kyle Jones was not here tonight because he was in a Conference in Pinehurst, NC which was a requirement for his position. He was going to drive back tonight for the meeting and then return tomorrow for the Conference but the weather got bad and he felt that it was not practical do to that. He asked Chair Cole to let the Board and the public know that he had attended all the Budget Work Sessions.

FY 2012-2013 YEAR-END BUDGET AMENDMENTS

Mr. Heath explained that Budget Amendment numbers 20 and 21 have been prepared to balance the current year's budget. On motion made by Edward R. Muzzulin, seconded by Matthew Peeler, the Board unanimously approved the following Year-End Budget Amendments:

**BUDGET AMENDMENT NO. 20
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-420-041	Tower Consultant Fees		4,500
10-420-040	Professional Fees	4,000	
10-420-160	Maintenance & Repair/Equipment	500	
10-430-020	Election Salaries	1,250	
10-430-030	Election Board		1,250
10-430-050	Election FICA		85
10-430-070	Election Retirement	85	
10-450-050	Tax - FICA		870
10-450-030	Tax - Tax Lister Salary	870	
10-348-029	Management Entity Funds	1,500	
10-450-450	Tax - Management Entity Fees	1,500	
10-348-026	Drainage Fees - Tax Department	400	
10-450-451	Tax - Drainage Fees	400	
10-480-050	Register of Deeds - FICA		250
10-480-071	Register of Deeds - Supplemental Pension Fund	250	
10-480-453	Register of Deeds - Floodplain Mapping	1,125	
10-356-002	Register of Deeds - Floodplain	725	
10-480-050	Register of Deeds - FICA		400
10-480-454	Register of Deeds - Archives Mgm't Fee	240	
10-356-003	Register of Deeds - Dept. of Cultural Resources	240	
10-510-020	Sheriff - Salaries	4,100	
10-510-070	Sheriff - Retirement		4,100
10-510-450	Concealed Gun Permits	1,000	
10-351-000	Officer - Sheriff Fees	1,000	
10-511-020	Communications - Full-Time Salaries		9,400
10-511-030	Communications - Part-Time Salaries	12,400	
10-511-070	Communications - Retirement		2,000
10-511-060	Communications - Group Insurance		600
10-511-050	Communications - FICA		400
10-530-020	Emergency Management - Salaries	5,826	
10-530-050	Emergency Management - FICA	450	
10-530-040	Fire - Professional	510	
10-500-540	Buildings - Insurance & Bonds		6,786
10-360-000	Ambulance Fees	61,560	
10-592-030	EMS - Salaries Part-Time	54,000	
10-592-050	EMS - FICA	2,700	
10-592-070	EMS - Retirement	1,100	
10-592-041	EMS - Billing Contract	3,760	
10-600-040	Medical Examiner - Professional	4,000	
10-301-011	DMV Taxes - Current Year	4,000	
10-610-110	DSS - Telephone & Postage		1,500
10-610-160	DSS - Maintenance & Repair	1,500	
10-610-195	DSS - Special Assistance (SAD)		6,000
10-610-194	DSS - Special Assistance (SAA)	6,000	
10-399-000	Fund Balance	66,620	
10-690-920	Jail (Medical)	46,500	
10-690-936	Aquatic Weed Control	120	
10-690-995	Narrow Band Conversion	20,000	
10-690-941	Mental Health - Alcohol Rehab	435	
10-347-000	ABC Bottle Revenue	435	
10-850-860	Interest - Emer. Services Building	372	
10-500-540	Building - Insurance & Bonds		377
10-690-958	NC 20 Coalition	5	

EXPLANATION: Year-end Budget Amendments for FY 2012-2013. Ambulance Fee (#10-360-000 revenue increased to cover EMS costs. Fund Balance (#10-399-000) to cover Jail & Narrow Band Project; however excess revenues in lines #10-301-001 (\$10,000), #10-301-002 (\$25,000), #10-301-010 (\$11,620), and #10-360-000 (\$20,000) covers this expense (\$66,620). Others were handled within budget lines.

**BUDGET AMENDMENT NO. 21
COUNTY CONSTRUCTION FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
50-000-711	Renovation - Senior Center	17,995	
50-399-000	Fund Balance Appropriated	17,995	

EXPLANATION: To Budget change order for Senior Center Renovation with ColVot Construction (total contract price - \$275,995).

Commissioner Peeler thanked the Department Heads for their marvelous job in presenting their budgets. Mr. Heath thanked Finance Officer, Sharon Ward, who shepherds this process and oversees it.

FY 2013-2014 BUDGET

County Manager Heath stated that the only change was on the Fee Schedule which was as follows:

Water Facility Fee

\$500 per lot for up to and including four lots on main roads, 6 lots on secondary roads

\$2,500 per lot for any lots over four on main roads, 6 lots on secondary roads

Water Facility Fee must be paid before the Final Subdivision Plat is recorded in the Perquimans County Register of Deeds' Office.

On motion made by Tammy Miller-White, seconded by Matthew Peeler, the Board unanimously approved the FY 2013-2014 Budget as presented including the change that County Manager Heath had mentioned (*See Attachment A*).

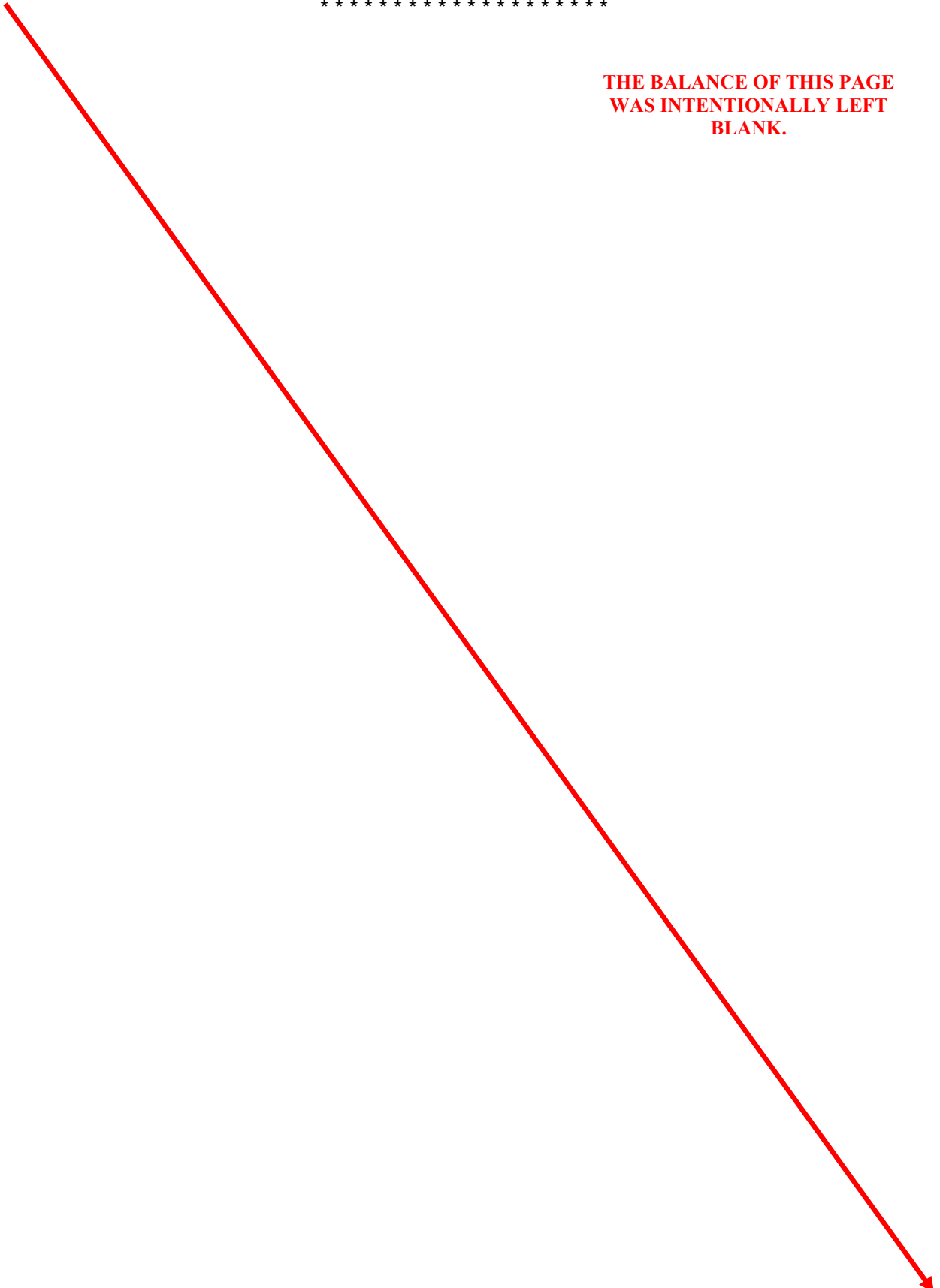
ADJOURNMENT

There being no further comments or business to discuss, the Special Called Meeting was adjourned and the Regular Work Session began at 7:33 p.m. on motion made by Edward R. Muzzulin, seconded by Matthew Peeler.

Janice McKenzie Cole, Chair

Clerk to the Board

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ATTACHMENT A

**PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2013-2014**

BE IT ORDAINED THIS 17th DAY OF JUNE, 2013, BY THE BOARD OF COMMISSIONERS OF PERQUIMANS COUNTY, NORTH CAROLINA:

I. GENERAL FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the General Fund for the operation of the County Government and its activities for the fiscal year beginning July 1, 2013, and ending June 30, 2014, in accordance with the chart of account heretofore established of this County:

Governing Body	\$ 70,500
County Manager/Finance/Planning	351,921
Elections	126,753
Tax Department	461,373
Legal	25,000
Register of Deeds	238,486
Public Buildings	672,267
Albemarle Commission	10,859
Sheriff	1,007,629
Communications	445,774
Jail - Operations	638,962
Jail - Debt Service	250,457
Juvenile Detention	5,000
Jury Commission	2,000
Fire Departments/Emergency Management	449,058
Medical Examiner	3,500
Inspections	178,581
Forestry Services	48,502
Emergency Medical Services	831,859
Natural Resource Conservation Service	48,590
NRCS - Cost Share Program	12,100
Extension Services	161,979
Veterans Services	8,247
Social Services	2,389,827
Albemarle Regional Health Services	51,110
Mental Health	29,406
Schools - Current Expense	2,200,000
Schools - Capital Outlay	215,000
Schools - Debt Service	800,921
Inter County Public Transportation Authority	5,978
Pettigrew Regional Library	160,000
Recreation	267,710
Various Non-Profit Contributions	18,049
Revaluation Reserve	25,000
Mentoring Focus Group/Restitution	50,888
Transportation/Scrap Tires/White Goods	21,500
Emergency Services Building Debt Service	118,137
Aquatic Weed Control	1,143
Senior Center Renovations	70,000
Education - OJJ Programs	38,372
Newbold-White House (PCRA)	11,000
College of the Albemarle	30,000
Senior Citizens	115,932
Land Use Plan Update	1,000
Animal Shelter Operations	69,638
Economic Development	9,140
County Drainage Study	17,500
TOTAL GENERAL FUND	\$ 12,766,648

**PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2013-2014**

Section 2: REVENUES - It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

Ad Valorem Taxes:

Budget Year	\$	7,398,717
Current Year		130,000
Prior Years Summary		57,500
Penalties & Interest		60,000

Other Taxes & Licenses:

Wine & Beer License	\$	450
Local Option Sales Tax		273,156
Local Option Sales Tax		640,856
Local Option Sales Tax		252,144

Unrestricted Intergovernmental:

Tax Collections - Municipalities	\$	14,300
ABC Bottle Revenue		2,500
Beer & Wine		45,000
Utility Franchise Distribution		20,000
Medicaid Hold Harmless		500,000

Restricted Intergovernmental:

State Grants:

Social Services	\$	1,582,265
Soil Conservation - Operating		3,600
VA Officer		1,450
Soil Conservation - Technician		16,000
Management Entity Funds		5,000
OJJ		64,160
Federal Hazardous Materials		5,000
Register of Deeds - A.E. & P.F.		6,500
Health Department - T/ST/WG		21,500
School Resource Officer - Board of Education		50,000
Senior Programs		4,938
Federal - Sheriff		25,000
Electronic Recycling Fees		800
Drainage Fees		8,600
Emergency Management Grant		32,132
DWI - DMV License Revocation		1,000
Nutrition		8,818
Senior Medicare		4,202
Floodplain Mapping - Register of Deeds		6,000
Register of Deeds - Dept. of Cultural Resources		2,900
Register of Deeds - State General Fund		2,500

Permits & Fees:

Building Permits	\$	90,000
Register of Deeds		130,000
Recreation Fees		17,000
Ambulance Fees		450,000

**PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2013-2014**

Sales & Services:

Officer-Sheriff Fees	\$	46,000
Jail Fees		5,000
Rents:		
Farm		4,100
Tower		14,400
Building Leases		62,884
Recreation/Senior Center		8,000
Investment Earnings		11,000
Miscellaneous		25,000
Mentoring Focus Group - Local Funds		5,000
Subdivision Fees		750
Zoning Fees		1,000
Tower Consulting Fees		5,000
Interest - Law Enforcement		15
Veterans Monument Contributions		100
State Funds - Drug Tax		100
DSS IV-D Fees		1,000

Transfer from Other Funds:

Water System	\$	100,000
Municipal Dispatch Fees		67,500
Other Revenues:		
Land Transfer Tax Proceeds		400,000
E-911 Funds		11,900

Fund Balance Appropriated

\$	63,911
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TOTAL GENERAL FUND:

\$	<u>12,766,648</u>
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II. WATER DEPARTMENT

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Water System Fund for the fiscal year beginning July 1, 2013, and ending June 30, 2014.

Administration & Operations	\$	1,606,561
Loan Principal		283,803
Loan Interest		66,690
Contribution to General Fund		100,000
TOTAL WATER SYSTEM FUND	\$	<u>2,057,054</u>

Section 2: REVENUES - It is estimated that the following revenues will be available in the Water System Fund for the fiscal year beginning July 1, 2013, and ending June 30, 2014.

Investment Earnings	\$	4,000
Sale of Water		1,955,554
Taps & Connections		40,000
Reconnections		9,000
Penalties & Interest		35,000
Rent: Towers		8,000
Miscellaneous		3,000
Water Improvement Fund		2,500
TOTAL WATER SYSTEM FUND	\$	<u>2,057,054</u>

**PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2013-2014**

III. SOLID WASTE FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Solid Waste Fund for the fiscal year beginning July 1, 2013, and ending June 30, 2014.

Administration & Operations	\$ 805,000
Recycling Centers Maintenance	6,000
Solid Waste Refunds	3,000
TOTAL SOLID WASTE FUND	\$ 814,000

Section 2: REVENUES - (Solid Waste Fee: \$120.00 per Household). It is estimated that the following revenues will be available in the Solid Waste Fund for the fiscal year beginning July 1, 2013, and ending June 30, 2014.

Solid Waste Fees	\$ 804,000
Investment Earnings	300
Disposal Tax	9,000
Fund Balance Appropriated	700
TOTAL SOLID WASTE FUND	\$ 814,000

IV. REVALUATION RESERVE FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Revaluation Reserve Fund for the fiscal year beginning July 1, 2013, and ending June 30, 2014.

Reserve for Revaluation	\$ 25,350
TOTAL REVALUATION FUND	\$ 25,350

Section 2: REVENUES - It is estimated that the following revenues will be available in the Revaluation Reserve Fund for the fiscal year beginning July 1, 2013, and ending June 30, 2014.

Investment Earnings	\$ 350
Transfer from General Fund	25,000
TOTAL REVALUATION FUND	\$ 25,350

V. COURT FACILITIES FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Court Facilities Fund for the fiscal year beginning July 1, 2013, and ending June 30, 2014.

Administration & Maintenance	\$ 37,171
District Attorney Office Expense	14,141
Fine & Forfeitures	90,000
TOTAL COURT FACILITIES	\$ 141,312

Section 2: REVENUES - It is estimated that the following revenues will be available in the Court Facilities Fund for the fiscal year beginning July 1, 2013, and ending June 30, 2014.

Investment Earnings	\$ 250
Facility Fees	35,000
Fines & Forfeiture Fees	90,000
Fund Balance Appropriated	16,062
TOTAL COURT FACILITIES	\$ 141,312

PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2013-2014

VI. ECONOMIC DEVELOPMENT FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Economic Development Fund for the fiscal year beginning July 1, 2013, and ending June 30, 2014.

Professional Services & Expenses	\$ 24,415
Other Expenses	0
TOTAL ECONOMIC DEVELOPMENT	\$ 24,415

Section 2: REVENUES - It is estimated that the following revenues will be available in the Economic Development Fund for the fiscal year beginning July 1, 2013 and ending June 30, 2014.

Transfer from General Fund	\$ 9,140
Fund Balance Appropriated	15,200
Investment Earnings	75
TOTAL ECONOMIC DEVELOPMENT	\$ 24,415

VII. TOURISM DEVELOPMENT FUND - OCCUPANCY TAX

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Tourism Development Fund for the fiscal year beginning July 1, 2013, and ending June 30, 2014.

Promotions, Marketing, Operating Expenses	\$ 6,500
Fireworks Contribution	1,500
TOTAL TOURISM DEVELOPMENT	\$ 8,000

Section 2: REVENUES - It is estimated that the following revenues will be available in the Tourism Development Fund for the fiscal year beginning July 1, 2013 and ending June 30, 2014.

Occupancy Tax	\$ 4,000
Fund Balance Appropriated	3,950
Interest	50
TOTAL TOURISM DEVELOPMENT	\$ 8,000

VIII. EMERGENCY TELEPHONE FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Emergency Telephone Fund for the fiscal year beginning July 1, 2013, and ending June 30, 2014.

Operating Expenses	\$ 133,042
Capital Outlay	9,000
TOTAL EMERGENCY TELEPHONE FUND	\$ 142,042

Section 2: REVENUES - It is estimated that the following revenues will be available in the Emergency Telephone Fund for the fiscal year beginning July 1, 2013 and ending June 30, 2014.

Emergency 911 Fee	\$ 142,042
TOTAL EMERGENCY TELEPHONE FUND	\$ 142,042

IX. SCHOOL CONSTRUCTION FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the School Construction Fund for the fiscal year beginning July 1, 2013, and ending June 30, 2014.

Capital Outlay – Middle School	\$ 45,276
Capital Outlay – Hertford Grammar	175,177
Capital Outlay – Central School	9,478
Capital Outlay - Equipment	67,688
Capital Outlay - High School	42,616
TOTAL SCHOOL CONSTRUCTION FUND	\$ 340,235

Section 2: REVENUES - It is estimated that the following revenues will be available in the School Construction Fund for the fiscal year beginning July 1, 2013 and ending June 30, 2014.

State School Funds - Lottery	\$ 315,515
Fund Balance Appropriated	24,720
TOTAL SCHOOL CONSTRUCTION FUND	\$ 340,235

**PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2013-2014**

X. OTHER PROVISIONS

Section 1: The Budget Officer is hereby authorized to transfer appropriations within a fund contained herein under the following conditions:

- a) The Budget Officer may transfer amounts between objects of expenditures within a department except salary amounts without limitation.
- b) The Budget Officer may not transfer any amount between funds nor from any contingency appropriations within any fund.

Section 2: The Board of Commissioners hereby authorizes the attached Fee Schedule for FY 2013-2014.

XI. TAX LEVY

Section 1: There is hereby levied a tax at the rate of 44¢ (forty-four) per one hundred dollars (\$100) valuation of property listed for taxes as of January 1, 2013 for the purpose of raising the revenue listed as "Budget Year's Taxes" in the General Fund - Part I, Section 2 of this Ordinance.

Section 2: This rate of tax is based on an estimated total valuation of property for the purpose of taxation of \$1,647,454,667 and an estimated collection rate of 96.55%.

This Budget was approved with a vote of five (5) to zero (0) on June 17, 2013 by a quorum of the Perquimans County Board of Commissioners being present and all present casting a vote.

Janice McKenzie Cole, Chair
Perquimans Co. Board of Commissioners

**FEE SCHEDULE
FY 2013-2014**

There is hereby established, for the fiscal year beginning July 1, 2013, and ending June 30, 2014, the following fees for services as indicated:

Building Inspections

Construction Fees

Square Foot	\$.25/SF
Minimum Fee	\$50.00
State Fee	\$10.00
In-ground pool (Residential)	\$50.00
In-ground pool (Commercial)	\$125.00
Carports (open all 4 sides)	\$.125/SF
Daycare & ABC	\$75.00
Storage Building 12 x 12 or less	\$25.00

Electrical Fees

Minimum Fee	\$30.00
Square Foot	\$.10/SF
Temporary Service	\$30.00
Service Repair	\$30.00
Service Charge	\$.30/amp
Swimming Pools	\$30.00
Sub panel	\$10.00
Generators	\$10.00
Baseboard Heat (per thermostat)	\$10.00
Photovoltaic/Solar	\$50 per POD

Plumbing Fees

Minimum Fee	\$40.00
Per Fixture	\$5.00
Sprinklers	\$50.00
Per Head	\$5.00

Mechanical Fees

Central Heating/Air Conditioning	\$55.00
Central - Additional Unit	\$55.00
Minimum Fee	\$30.00
Hood System	\$50.00

Insulation Fees

Insulation	\$50.00
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L.P. & Natural Gas Fees

Minimum Fee	\$30.00
Per Gas Outlet	\$5.00

Sign Fees

Free Standing	\$50.00
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Renovation Fees

1/2 New Construction	
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Fire Inspection Fees

Mandatory Fire Code Permits	\$50.00
Group/ Foster Homes	\$50.00

Manufactured Homes

Single Section	\$115.00
Multi Section	\$165.00
Electrical	\$30.00
Mechanical	\$35.00
Plumbing	\$20.00

Modular Homes

All set-up	\$.25/SF
Electrical	\$.30/amp
Plumbing	\$40.00
Mechanical	\$55.00

Administrative, Negligence & Reinspections

Administrative	\$50.00
Negligence	\$50.00
Re-Inspection	\$50.00

Junk Car & Trash Administration

\$75.00

Sheriff Department Fees

Fingerprints	\$5.00/card
Gun Purchase Permits	\$5.00 each
Concealed Handgun Permits	\$90.00
Concealed Handgun Permit Renewals	\$85.00
Service Fees (civil papers)	\$15.00/service
Out of State Service Fees (civil papers)	\$100.00
False Alarm Charge	\$50.00

EMS Fees

ALS-I Emergency A0427	\$441.61
ALS-II Emergency A0433	\$639.17
ALS-I or II Treatment / No Transport A0999 (<i>including Helo</i>)	\$300.00
ALS-I Non Emergency A0426	\$278.91
BLS-Emergency A0429	\$371.88
BLS-Non Emergency A0428	\$232.43
Transports to Funeral Homes	\$225.00
Drag Strip Standby - 1st 2 hours	\$100.00
Drag Strip Standby - additional hours	\$40.00/hour
Attorney's Fees (patient's records)	\$10.00
Ground Mileage - ALS or BLS	\$11.81/Loaded Mileage
Specialty Care A0434	\$755.39

Recreation Fees**Rental Fees:**

Meeting Room	\$40.00/hr (3 hr minimum)
Meeting Room/Kitchen	\$60.00/hr (3 hr minimum)
Gymnasium (1/2 day)	\$250.00
Gymnasium (full day)	\$400.00
Tennis Courts (1/2 day)	\$50.00

Tennis Courts (full day)	\$100.00
Outside Basketball (1/2 day)	\$50.00
Outside Basketball (full day)	\$100.00
Field Rental (1/2 day)	\$75.00/field
Field Rental (full day)	\$150.00/field
Lights additional	\$25.00/hour
Field Rental for practices	
Non Rec. teams	\$15.00/hour
with lights	\$25.00/hour

Deposit in addition to any rental fees. All fees are refundable if cancelled at least 72 hrs before scheduled rental day.

Registration Fees

Youth Soccer	\$20.00
Youth Basketball	\$20.00
Volleyball	\$20.00
Softball (9-16)	\$20.00
Babe Ruth (13-15)	\$20.00
Football	\$30.00
Cheerleading	\$20.00
T-Ball (4-6)	\$20.00
Coach Pitch (7-8)	\$20.00
Adult Softball	\$200.00/team
Adult Basketball	\$200.00/team
Open Gym	No charge
Skate Park	No charge

There is a maximum of \$50 per family for each activity.

Register of Deeds

All Instruments (Except Deeds of Trust)

Pages 1-15	\$26.00
Each additional page thereafter	\$4.00
Multi-instrument	\$10.00
<u>Deed of Trust 1st thru 15th Page</u>	\$56.00
Each additional page	\$4.00

UCC

1 to 2 pages	\$38.00
3 to 10 pages	\$45.00
Over 10 pages (<i>Plus \$2 per page over 10</i>)	
Search per name	\$30.00

Plats

1st page	\$21.00
Each additional page	\$21.00

DOT Highway Maps

1st page	\$21.00
Each additional page thereafter	\$5.00

Copies

Plat copies	\$3.00 each
Regular copies (per page)	\$0.25

Certified copies (instruments & plats)

1st page	\$5.00
Each additional page	\$2.00

Notary

Oath	\$10.00
Commission verification	\$5.00

Marriage License

Issuance of license	\$50.00
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Vital Records

Certified copy (birth, death, marriage)	\$10.00
Delayed birth applications	\$20.00
Amendments	\$10.00
Records search from Vital Records	\$15.00
Plus payable to Vital Records	\$15.00

Legitimations \$10.00
 Plus payable to Vital Records \$15.00

Tax Department

Copies \$0.25
 Non-aerial maps \$0.50
 Aerial maps \$1.20

GIS Mapping Price List

Plotter

Size	Black & White	Image Color
8.5 x 11	\$1.00	\$2.00
11 x 17	\$2.00	\$3.00
16 x 20	\$3.00	\$5.00
22 x 34	\$5.00	\$8.00
34 x 46	\$8.00	\$10.00

Desk printer

Size	Black & White	Image Color
8.5 x 11	\$0.50	\$1.25
8.5 x 14	\$0.75	\$1.50
11 x 17	\$1.00	\$1.75

Data Layers

Entire County parcels with aerial images and ownership information \$200.00

(Available on CD & ZIP drive)

Individual Layers \$50.00 first layer
 \$25.00 each additional layer

Individual Plotter Maps

Township & Municipality Street Maps Price based on size/color
 Zoning Maps per Township/Municipality Price based on size/color
 Full County Zoning Map \$12.00
 County street maps, subdivision maps, and other maps created without image and little color same as listed under Plotter Black & White
 Flood maps, soil maps, census maps and others created with full color same as listed under Plotter Image/Color

Availability

Requests can be made Monday through Friday from 8 am to 5 pm except holidays.
 All efforts will be made to provide information within 5 working days

Payment

Payment is required prior to preparation of CD's, extensive copying requests, maps to be sent by mail and ftp uploads

Custom Work

A fee of \$25.00 per hour will be charged for requests for maps that we do not have the data layers for. For instance, having to go on the internet to download information.

County Manager

Zoning Ordinance \$30.00
 Subdivision Ordinance \$10.00
 Junk Ordinance \$10.00
 Junkyard Ordinance \$10.00
 Manufactured Home Park Ordinance \$5.00
 Minimum charge for copy of any other Ordinance \$5.00
 Copies \$0.25

Water Department
Rate Schedule

WATER RATES *BEGINNING 9/1/2013, the minimum will become \$15, and the per thousand gallon rate will be \$7.00/1000 gal.* \$10 minimum (up to 1000 gallons) <i>through 8/31/2013</i> \$6.00/1000 gallons for usage over 1000 gallons/month <i>through 8/31/2013</i>			
GALLONS	NEW	GALLONS	NEW
-	\$10.00	11,000	\$70.00
1,000	10.00	12,000	76.00
2,000	16.00	13,000	82.00
3,000	22.00	14,000	88.00
4,000	28.00	15,000	94.00
5,000	34.00	16,000	100.00
6,000	40.00	17,000	106.00
7,000	46.00	18,000	112.00
8,000	52.00	19,000	118.00
9,000	58.00	20,000	124.00
10,000	64.00	Over 20,000	\$6/1000 gal

<u>Tap-on Fees</u>	Size Meter	Cost of Tap
	3/4"	\$1,500.00
	1"	\$2,500.00
	2"	\$3,000.00
	Late Payment Charge	10% of bill
	Renter's Deposit	\$75.00
	Reconnection Fee	\$25.00
	Water Meter Test Fee	\$100.00

Seasonal Water Conservation Rates

\$9/1000 gallons for usage more than 8000 gallons per month from May 1 through October 31

Water Facility Fee

\$500 per lot for up to and including four lots on main roads, 6 lots on secondary roads
 \$2,500 per lot for any lots over four on main roads, 6 lots on secondary roads
 Water Facility Fee must be paid before the Final Subdivision Plat is recorded in the Perquimans County Register of Deeds' Office.

Planning/Zoning

Zoning Permit(Residential/Home Occupation)	\$0.00
Zoning Permit (for Commercial/Industrial)	\$100.00
Certificate of Compliance (after first site visit)	\$100.00
Sign Permit	\$50.00
Certificate of Compliance (after first site visit)	\$50.00
Zoning Map Change (Re-Zoning)	\$450.00
Zoning Text Change	\$500.00
Planned Unit Development	\$600.00 + atty. & eng. Fees, i/a
Conditional Use District	\$300 + atty. & eng. Fees, i/a
Appeal or Interpretation	\$300.00
Zoning Variance Request	\$300.00
Variance to Subdivision Regulations	\$100.00
Subdivision Sketch Plat	\$100.00
Minor or Abbreviated Subdivision Plat	\$50.00
Preliminary Plat	\$100 + \$15 per lot
Final Plat	\$100 + \$15 per lot
Wireless Telecommunication Facility	\$500 + cost of consultant* (\$3500 minimum)

**Fees denoted for a given application do not include fees for subsequent applications and stages of review.*

* Additional public notices in the newspaper or re-notification letters to adjacent and nearby property owners required for continued or additional public meetings and/or hearings will be made at the Applicant's expense.

**PERQUIMANS COUNTY
CAPITAL PROJECTS ORDINANCE
FOR CONSTRUCTION OF
WATER SYSTEM IMPROVEMENTS
"PHASE III"**

This Capital Projects Ordinance is being authorized for the Water System Improvements. The following appropriations are being made with revenues, as listed, being available for this fund.

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in this Capital Projects Ordinance beginning July 1, 2013, and ending June 30, 2014.

Capital Outlay	\$	60,000
Professional Services		60,000
TOTAL CAPITAL PROJECTS FUND	\$	120,000

Section 2: REVENUES - It is estimated that the following revenues will be available for appropriation in the Capital Projects Ordinance beginning July 1, 2013, and ending June 30, 2014.

Investment Earnings	\$	500
Fund Balance Appropriated		119,500
TOTAL CAPITAL PROJECTS FUND	\$	120,000

Janice McKenzie Cole, Chair
Perquimans Co. Board of Commissioners

**PERQUIMANS COUNTY
CAPITAL PROJECTS ORDINANCE
COUNTY CONSTRUCTION FUND**

This Capital Projects Ordinance is being authorized for the Perquimans Senior Center Building Renovation Project.

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in this County Construction Fund beginning July 1, 2013, and ending June 30, 2014.

Building Renovations - Senior Center	\$	70,000
TOTAL COUNTY CONSTRUCTION FUND	\$	70,000

Section 2: REVENUES - It is estimated that the following revenues will be available for appropriation in the County Construction Fund beginning July 1, 2013, and ending June 30, 2014.

Transfer from General Fund	\$	70,000
TOTAL COUNTY CONSTRUCTION FUND	\$	70,000

Janice McKenzie Cole, Chair
Perquimans Co. Board of Commissioners

**PERQUIMANS COUNTY
CAPITAL PROJECTS RESERVE ORDINANCE
LAND TRANSFER TAX
FOR
CAPITAL PROJECTS**

This Capital Projects Ordinance is being authorized to provide a portion of the required funds needed for the School Construction Project and for the other Capital Projects deemed appropriate by the Board of Commissioners.

The following appropriations are being made with revenues, as listed, being available for this fund.

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in this Capital Projects Ordinance beginning July 1, 2013, and ending June 30, 2014

Reserve for Capital Projects	\$	400,000
TOTAL CAPITAL RESERVE	\$	400,000

Section 2: REVENUES - It is estimated that the following revenues will be available for appropriation in the Capital Projects Reserve Ordinance beginning July 1, 2013, and ending June 30, 2014.

Land Transfer Tax	\$ 250,000
Investment Earnings	2,500
Fund Balance Appropriated	<u>147,500</u>
TOTAL CAPITAL RESERVE	<u>\$ 400,000</u>

Janice McKenzie Cole, Chair
Perquimans Co. Board of Commissioners

**PERQUIMANS COUNTY
CAPITAL PROJECTS ORDINANCE
FOR
COMMUNITY DEVELOPMENT BLOCK GRANT
NORTH CAROLINA DEPARTMENT OF COMMERCE
"SCATTERED SITES IMPROVEMENT PROGRAM"**

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in this Capital Projects Ordinance beginning July 1, 2013, and ending June 30, 2014.

Administration/Planning	\$ 22,500
Clearance	19,300
Rehab Reconstruction	163,200
Rehabilitation	<u>20,000</u>
TOTAL CAPITAL RESERVE	<u>\$ 225,000</u>

Section 2: REVENUES - It is estimated that the following revenues will be available for appropriation in the Capital Projects Ordinance beginning July 1, 2013 and ending June 30, 2014.

State Grants	<u>\$ 225,000</u>
TOTAL CAPITAL RESERVE	<u>\$ 225,000</u>

Janice McKenzie Cole, Chair
Perquimans Co. Board of Commissioners

**PERQUIMANS COUNTY
CAPITAL PROJECTS ORDINANCE
FOR
NC HOUSING FINANCE AGENCY
SINGLE FAMILY REHABILITATION PROGRAM**

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in this Capital Projects Ordinance beginning July 1, 2013, and ending June 30, 2014.

Administration/Planning	\$ 4,139
Rehabilitation	91,912
Program Costs	<u>2,839</u>
TOTAL CAPITAL RESERVE	<u>\$ 98,890</u>

Section 2: REVENUES - It is estimated that the following revenues will be available for appropriation in the Capital Projects Ordinance beginning July 1, 2013 and ending June 30, 2014.

Single Family Rehab	<u>\$ 98,890</u>
TOTAL CAPITAL RESERVE	<u>\$ 98,890</u>

Janice McKenzie Cole, Chair
Perquimans Co. Board of Commissioners