



## **Appendix**

Additional supplementary material.

# Fees Collected by County Agencies

Attachment 1

FY 2013-14  
Fee Schedule

Department	Fee Type	FY 2012-13 Adopted Fees	FY 2013-14 Recommended Fees
<b>All Departments</b>			
<b>Animal Services</b>	8.5 x 11 paper copies	\$0.05/page (unless otherwise stated)	\$0.05/page (unless otherwise stated)
	Impoundment		
	1st offense + boarding fee + civil penalty	\$25	\$25
	2nd offense + boarding fee + civil penalty	\$60	\$60
	3rd offense + boarding fee + civil penalty	\$95	\$95
	4th offense and subsequent offenses	\$150	\$150
	Boarding		
	Dogs	\$12/day	\$12/day
	Cats	\$8/day	\$8/day
	Civil penalties		
	1st offense	\$50	\$50
	2nd offense	\$100	\$100
	3rd offense and subsequent offenses	\$150	\$150
	Failure to vaccinate dog/cat	\$250	\$250
	License fee		
	Unaltered animals	\$75/animal	\$75/animal
	Altered animals	\$10/animal	\$10/animal
	Rabies vaccination (at shelter or animal control office)	\$15	\$10
	Rabies vaccination (field vaccinations)	\$20	\$20
	Euthanasia at the shelter	\$50	\$50
	Surrendered animals picked up in the field	\$20	\$20
<b>Board of Elections</b>			
	Reports - 8.5 x 11 paper	Free	Free
	Diskettes and CDs - processing fee	\$25	\$25
	Labels - duplex on 8.5 x 11 paper	Free with furnished labels	Free with furnished labels
	Certificates	\$1	\$1
	Maps		
	8.5 x 11 paper	Free	Free
	34 x 42 paper	\$10	\$10
<b>Fire Marshal</b>			
	See attached detail		
<b>General Services</b>			
	Solid Waste Management fee (County)	\$105/year	\$122/year
	Solid Waste Management fee (City)	\$105/year	\$122/year
	Solid Waste Management fee (out of County users)	\$165/year	\$191/year
<b>Library</b>			
	Overdue fines on all materials (books, DVDs, CDs, etc.)	Fee structure is the same for all materials: 3-day grace period, \$1 on 4th day, \$0.25/day, maximum \$5 per book; maximum \$25 per account when all items returned; maximum fines allowed for checkout - \$10; referral to collection agency when balance in lost materials exceeds \$50	Fee structure is the same for all materials: 3-day grace period, \$1 on 4th day, \$0.25/day, maximum \$5 per book; maximum \$25 per account when all items returned; maximum fines allowed for checkout - \$10; referral to collection agency when balance in lost materials exceeds \$50
	Legal notice fee	\$10/account at time of notification 60 days	\$10/account at time of notification 60 days
	AV rental equipment	\$5/day/item, no maximum	\$5/day/item, no maximum
	Duplicating	\$0.10/page	\$0.10/page
	Out-of-County users	\$45	\$45

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FY 2013-14  
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Department	Fee Type	FY 2012-13 Adopted Fees	FY 2013-14 Recommended Fees
Library	Meeting room rental fee	Nonprofits: no refreshments - free; refreshments - \$25 Commercial/For-profit: meetings up to 4 hours - \$100; meetings more than 4 hours - \$200 (no separate fee for refreshments; fee included in room rental) Partners: free	Nonprofits: no refreshments - free; refreshments - \$25 Commercial/For-profit: meetings up to 4 hours - \$100; meetings more than 4 hours - \$200 (no separate fee for refreshments; fee included in room rental) Partners: free
Environmental Engineering	Land Disturbance Plan Review Fees		
	Land Disturbance Plan Review, per acre charge	\$80	\$80
	Land Disturbance Fees		
	Permits for 12,000 sq. ft. to 1 acre (per job charge)	\$250	\$250
	Permits for 1 acre to 10 acres (per acre charge)	\$515	\$515
	Permits for more than 10 acres (per acre charge)	\$775	\$775
	Reinspection fee	\$210	\$210
	Second reinspection fee	\$420	\$420
	Unauthorized Land Disturbance Activities		
	Permits for 12,000 sq. ft. to 1 acre (per job charge)	\$500	\$500
	Permits for 1 acre to 10 acres (per acre charge)	\$1,030	\$1,030
	Permits for more than 10 acres (per acre charge)	\$1,550	\$1,550
	Stormwater Plan Review		
	Stormwater Plan Review 21,780 sq. ft. to 1 acre (per job charge)	\$210	\$210
	Stormwater Plan Review more than 1 acre (per acre charge)	\$315	\$315
	Stream Delineation Cape Fear River Basin		
	Stormwater Permit Renewal Fee	\$600 base fee plus \$25 per acre	\$600 base fee plus \$25 per acre
	Permits for 21,780 sq. ft. to 1 acre	\$105	\$105
	Permits for more than 1 acre	\$160/disturbed acre	\$160/disturbed acre
	Reissuance of Revoked Permits		
Permits for more than 10 acres (per acre charge)	\$775	\$775	
Permits for 1 acre to 10 acres (per acre charge)	\$515	\$515	
Permits for 12,000 sq. ft. to 1 acre (per job charge)	\$250	\$250	
Extensions			
Permits for more than 10 acres (per acre charge)	\$193.75	\$193.75	
Permits for 1 acre to 10 acres (per acre charge)	\$128.75	\$128.75	
Permits 12,000 sq. ft. to 1 acre (per job charge)	\$62.50	\$62.50	
<b>Utilities</b>			
Monthly service fees (County customers with City water)			
Monthly service fees (County customers without City water)	\$3.80/hundred cubic feet	\$3.80/hundred cubic feet	\$3.87/hundred cubic feet
1 or 2 bedrooms	\$20.61	\$20.99	\$20.99
3 bedrooms	\$46.38	\$47.23	\$47.23
4 or more bedrooms	\$74.47	\$75.84	\$75.84
Plan review fee (per submittal)	\$300 for first submittal; \$150 for each resubmittal	\$300 for first submittal; \$150 for each resubmittal	\$300 for first submittal; \$150 for each resubmittal
Pollutant Headworks Analysis Fee	At cost	At cost	At cost
Inspection/Management fee	\$2/linear foot	\$2/linear foot	\$2/linear foot
Reinspection fee (per inspection)	\$200	\$200	\$200
Lateral fee (per service)	At cost	At cost	At cost
Lateral inspection fee	\$300	\$300	\$300
Capital Recovery Charges			
Single family (min. 2 bedrooms)	\$634 each	\$634 each	\$655 each
Single family (each bedroom above 2)	\$323/bedroom	\$323/bedroom	\$328/bedroom
Multi-family units (apartments, duplexes, condominiums; min. 2 bedrooms)	\$647 each	\$647 each	\$655 each

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FY 2013-14  
Fee Schedule

Department	Fee Type	FY 2012-13 Adopted Fees	FY 2013-14 Recommended Fees
Utilities			
	Multi-family units (apartments, duplexes, condominiums; each bedroom above 2)	\$323/bedroom	\$328/bedroom
	Multi-family (motels, hotels)	\$323/room	\$328/room
	Multi-family (motels, hotels with cooking facilities in room)	\$472/room	\$478/room
	Nursing/Rest home	\$161/bed	\$164/bed
	Nursing/Rest home with laundry	\$323/bed	\$328/bed
	Office - per shift	\$67/person	\$68/person
	Factory - per shift	\$67/person	\$68/person
	Factory with showers - per shift	\$93/person	\$96/person
	Store/Shopping Center/Mall	\$323/1,000 sq. ft.	\$273/1,000 sq. ft.
	Store/Shopping Center/Mall with food service (ADD)	\$93/person	\$82/person
	Restaurant (greater of per seat or per 15 sq. ft. of dining area)	\$323/1,000 sq. ft.	\$109/1,000 sq. ft.
	Restaurant - 24-hour service	\$135/seat	\$140/seat
	Restaurant - single service (exclusive of fast food)	\$67/seat	\$55/seat
	School - day with cafeteria, gym, showers	\$40/student	\$41/student
	School - day with cafeteria only	\$32/student	\$33/student
	School - day with neither cafeteria nor showers	\$28/student	\$27/student
	School - boarding	\$161/person	\$164/person
	Church (not including food service, day care, camps)	\$7/seat	\$8/seat
	Miscellaneous (based on daily average flow of facilities not described above)	\$2.69/gallon	\$2.73/gallon
	Monthly Sewer Service Charge - Water Meter Size		
	5/8"	\$3.93	\$3.93
	1"	\$7.92	\$7.92
	1.5"	\$14.12	\$14.12
	2"	\$21.56	\$21.56
	3"	\$45.11	\$45.11
	4"	\$76.11	\$76.11
	6"	\$156.69	\$156.69
	8"	\$224.88	\$224.88
	Over 8"	\$361.26	\$361.26
	Surcharge Fees		
	BOD (Biochemical Oxygen Demand)		
	Surcharge is applied for discharge concentrations greater than 250 mg/L	\$349.18/1,000 lbs.	\$349.18/1,000 lbs.
	TSS (Total Suspended Solids)		
	Surcharge is applied for discharge concentrations greater than 180 mg/L	\$60.44/1,000 lbs.	\$60.44/1,000 lbs.
	TKN (Total Kjeldahl Nitrogen)		
	Surcharge is applied for discharge concentrations greater than 40 mg/L	\$0.75/lb.	\$0.75/lb.
	TP (Total Phosphorous)		
	Surcharge is applied for discharge concentrations greater than 5 mg/L	\$6.87/lb.	\$6.87/lb.
	Permit Applications		
	Initial application fee for all applicants	\$300	\$300
	Permit modification fee	\$200	\$200
	Authorization to Construct review	\$300	\$300
	Monitoring Charges		
	Sampling without Mercury 1631	\$95	\$95

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FY 2013-14  
Fee Schedule

Department	Fee Type	FY 2012-13 Adopted Fees	FY 2013-14 Recommended Fees
<b>Utilities</b>			
	Sampling with Mercury 1631	\$95	\$95
	Aluminum	\$10	\$12
	Ammonia	\$11	\$11
	Antimony	\$10	\$10.50
	Arsenic	\$10	\$10
	BOD5	\$17	\$17
	Cadmium	\$10	\$10.50
	CBOD5	\$17	\$20
	Chloride	\$10	\$10
	Chromium	\$10	\$10.50
	COD	\$25	\$25
	Copper	\$10	\$10.50
	Cyanide	\$22	\$22
	Ethanol	\$150	\$150
	Fluoride	\$19	\$19
	Gallium	\$12	\$12
	Indium	\$12	\$12
	Lead	\$10	\$10.50
	Mercury (Method 1631)	\$120	\$120
	Molybdenum	\$10	\$10.50
	Nickel	\$10	\$10.50
	NO2 + NO3	\$13	\$14
	Oil and grease	\$50	\$50
	Oil and grease (nonpolar)	\$75	\$75
	pH	\$10	\$10
	Selenium	\$10	\$10.50
	Silver	\$10	\$10.50
	SVOC (EPA 624)	New	\$275
	Tin	\$10	\$10.50
	TKN	\$19	\$19
	Total Phosphorous	\$10	\$11
	TSS	\$8	\$8
	Total Toxic Organics	\$610	\$610
	Volatile Organic Chemicals	\$120	\$120
	Zinc	\$10	\$10.50
	Acetone		
	Ethyl Acetate		
	Isopropyl Acetate		
	Methylene Chloride		
	n-Amyl Acetate		
<b>Emergency Medical Services (EMS)</b>			
	Basic Life Support (BLS) service fee + mileage	\$525 + \$9/mile	\$575 + \$10/mile
	Advanced Life Support #1 (ALS #1) service fee + mileage	\$610 + \$9/mile	\$660 + \$10/mile
	Advanced Life Support #2 (ALS #2) service fee + mileage	\$635 + \$9/mile	\$685 + \$10/mile
	Extra attendant	\$25/transport	\$25/transport
	Special event coverage (30-hour minimum)	\$200/hour	\$200/hour
	Waiting time (after initial 30 minutes)	\$75/half hour	\$75/half hour
	Treatment (without transport)	\$250	\$250
	QRV Standby	\$80/hour	\$80/hour
	Bike Team/QRV Transport	\$125/hour	\$125/hour

# Fees Collected by County Agencies

Department	Fee Type	FY 2012-13 Adopted Fees	FY 2013-14 Recommended Fees	
<b>Sheriff</b>	Gun Permits (Issued)	\$5	\$5	
	Driver/Criminal History Fees	\$10	\$10	
	Fingerprinting Fees (2 cards)	\$15	\$15	
	Fingerprinting Fees (Concealed Weapon)	\$10	\$10	
	Fingerprinting Fees (thumbprint)	\$5	\$5	
	Concealed Weapon Permits	\$90	\$90	
	Concealed Weapon Permits - Renewal	\$85	\$85	
	Concealed Weapon Permits - Duplicate	\$15	\$15	
	Concealed Weapons Permit - Lamination	\$3	\$3	
	Report Copies	\$3	\$3	
	Civil Process (in state)	\$15	\$15	
	Civil Process (out of state)	\$100	\$100	
	Security Card	\$5	\$10	
	State Prisoner Reimbursement	\$18	\$18	
	State Inmate Backlog	\$40	\$40	
	Inmate Mail Returns	\$0.48	\$0.48	
	DVD/CD copy	\$5	\$5	
	<b>Public Health</b>			
	<b>Environmental Health</b>	Well permit (includes one water sample)	\$425	\$425
		Water sample	\$20	\$20
		Bacteriological or Inorganic Water Sample	\$50	\$50
		Pesticide or Petroleum Water Sample	\$70	\$70
		Conventional Septic Permit	\$160	\$160
Pump conventional permit 600 gpd or less		\$300	\$300	
Low pressure Pipe Permit 600 gpd or less		\$525	\$525	
Pump conventional/pressure manifold >600 gpd		\$300 + \$100/per 500 gpd or fraction thereof	\$300 + \$100/per 500 gpd or fraction thereof	
Low pressure Pipe Permit >600 gpd		\$525 + \$100/per 500 gpd or fraction thereof	\$525 + \$100/per 500 gpd or fraction thereof	
Type V system (plan review)		\$15 per 500 gpd design flow	\$15 per 500 gpd design flow	
Type V system (monitoring)		\$10 per 500 gpd design flow	\$10 per 500 gpd design flow	
Application for improvement permit 0 to 2 acres		\$200	\$200	
Application for improvement permit 2 to 5 acres		\$225	\$225	
Application for improvement permit 5+ acres		\$250 + \$10/acre	\$250 + \$10/acre	
Appeal charge 0 to 2 acres within 1 year of orig. eval.		\$100	\$100	
Appeal charge 2 to 5 acres within 1 year of orig. eval.		\$125	\$125	
Appeal charge 5+ acres within 1 year of orig. eval.		\$150 + \$10/acre	\$150 + \$10/acre or fraction thereof	
Appeal of permit condition		\$100	\$100	
Reconnection permit		\$150	\$150	
Additions and Structural Modifications		\$100	\$100	
Individual swimming pool fee		\$200/year	\$200/year	
Each additional swimming pool per complex		\$150	\$150	
Wading pool or spa permit		\$100	\$100	
Pool permit inspection revisit fee	\$50	\$50		
Pool plan review (includes initial permit)	\$250	\$250		
Tattoo artist permit	\$200	\$200		
Food establishment plan review	\$250	\$250		
Mobile Food Unit/Push Cart Plan Review	\$75	\$75		
Existing food establishment plan review (ownership change)	\$100	\$100		
Temporary Food Stand Permit	\$75	\$75		
<b>Community Health</b>				
FluMist Vaccine	\$31	\$31		
Flu Vaccine, 3 yrs & up, IM	\$29	\$29		
Rabies vaccine	\$229	\$229		

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FY 2013-14  
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Department	Fee Type	FY 2012-13 Adopted Fees	FY 2013-14 Recommended Fees
Public Health			
Community Health	Rabies vaccine	\$229	\$229
	Hepatitis A Vaccine	\$42	\$42
	Hepatitis B Vaccine	\$51	\$51
	MMR Vaccine	\$74	\$74
	IPV	\$30.99	\$30.99
	Meningococcal Polysaccharide Vaccine	\$140	\$140
	Meningococcal Conjugate Vaccine	\$140	\$140
	Pneumonia Vaccine	\$66	\$66
	Pre-exposure Rabies Vaccine	\$229	\$229
	Rabies Titer	\$42	\$42
	Varicella Vaccine	\$113	\$113
	Herpes Zoster (Shingles) Vaccine	\$201	\$201
	Tuberculosis Skin Test (PPD Skin Test)	\$12	\$12
	Hepatitis A (Pediatric)	\$35	\$35
	Td	\$24.06	\$24.06
	Tdap	\$58	\$58
	Human Papilloma Virus	\$174	\$174
	Varivax	\$113	\$113
	Pneumococcal (PCV7)	\$147	\$147
	Rotavirus	\$91	\$91
	Insert Drug Implant Device	\$229.21	\$229.21
	Removal non-biodegradable drug delivery implant	\$102	\$102
	Removal with reinsertion, non-biodegradable drug delivery implant	\$228.40	\$228.40
	Diaphragm fitting	\$104.87	\$104.87
	Colpo w/o biopsy	\$125.68	\$125.68
	Colpo w/ biopsy	\$181.18	\$181.18
	IUD Insert	\$108.02	\$108.02
	IUD Removal	\$115.60	\$115.60
	Pregnancy Test (urine)	\$10.07	\$10.07
	TB PPD	\$12	\$12
	IM Admin	\$17.25	\$17.25
	IM Admin (additional vaccine)	\$17.25	\$17.25
	OV, New, Minimal	\$50	\$50
	OV, New, Limited	\$116.44	\$116.44
	OV, Comprehensive	\$165.60	\$165.60
	OV, New, Detailed	\$243.23	\$243.23
	OV, New, Comprehensive	\$305.33	\$305.33
	OV, Est, Minimal	\$42.70	\$42.70
	OV, Est, Limited	\$71.16	\$71.16
	OV, Est, Expanded	\$98.33	\$98.33
	OV, Est, Detailed	\$152.66	\$152.66
	OV, Est, Comprehensive	\$227.20	\$227.20
	New FP Preventive Age 5-11	\$192.50	\$192.50
	New Preventive Age 12-17	\$211.25	\$211.25
	New Preventive Age 18-39	\$208.75	\$208.75
	New Preventive Age 40-64	\$248.75	\$248.75
	Est Preventive Age 12-17	\$182.50	\$182.50
	Est Preventive Age 18-39	\$197.50	\$197.50

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FY 2013-14  
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Department	Fee Type	FY 2012-13 Adopted Fees	FY 2013-14 Recommended Fees	
Public Health Community Health	Est Preventive Age 40-64	\$197.50	\$197.50	
	Depo	\$48.80	\$48.80	
	IUD Device	\$483.61	\$483.61	
	Levonorgestrel IUD Contraceptive	\$596.50	\$596.50	
	Etonogestrel Implant System	\$596.50	\$596.50	
	Childbirth Education Class	\$10.86	\$10.86	
	Maternal Health Package 4-6 vs	\$425.25	\$425.25	
	Maternal Health Package 7+ vs	\$760.78	\$760.78	
	Nutrition	Diabetes Self Management Training	\$25.24/ 30 minute increment unit individual; \$14.14/ 30 minute increment unit group	\$25.24/ 30 minute increment unit individual; \$16/ 30 minute increment unit group
		Diabetic Management (BCBS)	\$43.13	\$35.00
		MNT initial visit, 15 minutes	\$30.90	\$33
		MNT subsequent visit, 15 minutes	\$27.32	\$29
		MNT group visit, 30 minute unit	\$8.98	\$8.98
Dental	Periodic exam	\$41	\$41	
	Limited oral exam, problem-focused	\$63	\$63	
	Oral evaluation for a patient under 3 years	\$58	\$58	
	Comp Oral Exam	\$73	\$73	
	Detail/extensive oral examination	\$136	\$136	
	Re-evaluation, limited, problem-focused	\$58	\$58	
	Intraoral Complete	\$105	\$105	
	Periapical, 1st Film	\$23	\$23	
	Periapical, Addl Film	\$20	\$20	
	Intraoral, Occlusal	\$36	\$36	
	Bitewing, single	\$23	\$23	
	Bitewing, 2 films	\$38	\$38	
	Bitewings 3 Films	\$46	\$46	
Bitewing, 4 films	\$53	\$53		
Panoramic film	\$90	\$90		
Prophylaxis, adult	\$76	\$76		
Prophylaxis, child	\$55	\$55		
Topical fluoride, mod to high caries risk patients	\$40	\$40		
Topical application of fluoride	\$40	\$40		
Oral Hygiene Instruction	\$46	\$46		
Sealant, per tooth	\$45	\$45		
Space maintainer, fixed, unilateral	\$263	\$263		
Space maintainer, fixed, bilateral	\$357	\$357		
Amalgam, one surface, primary or perm.	\$113	\$113		
Amalgam, 2 surfaces, primary or perm.	\$144	\$144		
Amalgam, 3 surfaces, primary or perm.	\$174	\$174		
Amalgam, 4 or more surfaces, prim/perm	\$203	\$203		
Resin composite, 1 surface, anterior	\$133	\$133		
Resin composite, 2 surface, anterior	\$165	\$165		
Resin composite, 3 surface, anterior	\$201	\$201		
Resin composite, 4+ srfcs/involve incisal angle (anterior)	\$252	\$252		
Resin composite, crown, anterior	\$369	\$369		
Resin composite, 1 surface, posterior	\$144	\$144		
Resin composite, 2 surface, posterior	\$188	\$188		
Resin composite, 3 surface, posterior	\$236	\$236		
Resin composite, 4+ surfaces, posterior	\$281	\$281		



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Department	Fee Type	FY 2012-13 Adopted Fees	FY 2013-14 Recommended Fees
Public Health Dental	Prefabricated stainless steel crown, primary tooth	\$226	\$226
	Prefabricated stainless steel crown, permanent tooth	\$268	\$268
	Prefabricated resin crown	\$295	\$295
	Prefabricated esthetic coated	\$295	\$295
	Sedative filling	\$94	\$94
	Core buildup, incl. any pins	\$230	\$230
	Pin retention, per tooth, in addition to restoration	\$62	\$62
	Temp Crown (fractured tooth)	\$240	\$240
	Pulp Caps	\$20	\$20
	Therapeutic pulpotomy (excl final restoration) - remove pulp coronal to the dentinocemental jxn & application of medicament	\$165	\$165
	Endodontic Therapy Anterior Tooth, excl. final restor.	\$236	\$236
	Gingivectomy or gingivoplasty – 4+ contiguous teeth or bounded teeth spaces, per quadrant	\$563	\$563
	Periodontal scaling and root planing, 4+ teeth, per quadrant	\$206	\$206
	Periodontal scaling and root planing, 1-3 per quadrant	\$151	\$151
	Full mouth debridement	\$154	\$154
	Periodontal Maintenance	New	\$62
	Extraction, coronal remnants – deciduous tooth	\$126	\$126
	Extraction, erupted tooth	\$138	\$138
	Surgical extract, erupted tooth	\$228	\$228
	Removal of impacted tooth - soft tissue	\$263	\$263
	Removal Impacted Tooth Completely Bony	\$199	\$199
	Removal Impacted Tooth Completely Bony, Complications	\$230	\$230
	Surgical removal of residual tooth roots	\$256	\$256
Incision & Drainage of Abscess, soft tissue	\$192	\$192	
Palliative (emergency) treatment of dental pain - minor procedure	\$103	\$103	
Analgesia	\$64	\$64	
Laboratory	Chemistry	Basic Metabolic Panel	\$12.40
		Comprehensive Metabolic Panel	\$13.06
		Hepatic Function Panel	\$12.40
		Lipid Panel	\$21.18
		BUN (Blood Urea Nitrogen)	\$6.10
		Calcium	\$7.97
		Carbon Dioxide	\$7.56
		Chloride	\$7.10
		Creatinine (blood)	\$7.93
		Creatinine (urine)	\$8
		Glucose	\$6.07
		Potassium	\$7.10
		Sodium	\$7.45
		Albumin	\$7.66
		Bilirubin, Total	\$7.77
		Bilirubin, Direct	\$7.77
		Alkaline Phosphatase	\$8
Aspartate Amino Transferase (AST)	\$8		
Alanine Amino Transferase (ALT)	\$8.18		

# Fees Collected by County Agencies

Department	Fee Type	FY 2012-13 Adopted Fees	FY 2013-14 Recommended Fees
Public Health Laboratory	Chemistry		
	Iron	\$10.03	\$10.03
	Cholesterol, Total	\$6.72	\$6.72
	Triglycerides	\$8.91	\$8.91
	Uric Acid	\$6.99	\$6.99
	Total Protein	\$5.66	\$5.66
	Total Protein, Urine	\$5.66	\$5.66
	CBC	\$10	\$10
	Hematology		
	Blood Count w/ Platelet Count	\$10	\$10
	Hemoglobin	\$3.66	\$3.66
	Hematocrit	\$3.66	\$3.66
	ABO	\$4.61	\$4.61
	Rh	\$4.61	\$4.61
	Antibody Screen	\$18.02	\$18.02
	Ferritin	\$21.08	\$21.08
	Folic Acid	\$22.74	\$22.74
	Vitamin B12	\$23.31	\$23.31
	Free T4	\$13.95	\$13.95
	TSH	\$25.21	\$25.21
	βhCG	\$13.53	\$13.53
	RPR	\$6.60	\$6.60
	RPR Titer	\$6.83	\$6.83
Urinalysis	\$3.48	\$3.48	
Urine Micro	\$4.70	\$4.70	
Urine Culture	\$12.48	\$12.48	
Wet Prep	\$5.90	\$5.90	
Gram Stain	\$6.60	\$6.60	
Dark Field	\$9.80	\$9.80	
Gonorrhea Culture	\$8.93	\$8.93	
Chlamydia by DNA Probe	\$31	\$31	
Pharmacy			
Medication dispensing	Medication dispensing fee + cost of medication	\$5.60 dispensing fee + cost of medication	Fees are calculated based on Medication costs + Medicaid allowed dispensing fee
Register of Deeds			
	Copy fees - uncertified copies	\$ .25/page from copier; \$.10/page from computer	\$ .25/page from copier; \$.10/page from computer
	Copy fee - map	18 x 24 \$2, 11 x 17 \$3 (Kodak printer)	18 x 24 \$2, 11 x 17 \$3 (Kodak printer)
	Instruments in general (Effective October 1, 2011)	\$26 for 1st 15 pages \$4.00 for each additional page	\$26 for pages 1-15, then, \$4.00 each additional page
	Indexing fee for Subsequent Instrument (Effective Oct 1, 2011)	\$25, for each additional indexing reference after the 1st reference	\$25, for each additional indexing reference after the 1st reference
	Deeds of Trust and Mortgages (Effective October 1, 2011)	\$56 for 1st 15 pages \$4.00 for each additional page	\$56 for 1st 15 pages \$4.00 for each additional page
	Non-standard document	\$25, plus recording fee	\$25, plus recording fee
	Probate (Effective October 1, 2011)	Free	Free
	Plats	\$21, each sheet	\$21, each sheet
	Right of way plans	\$21, \$5 each additional page	\$21, \$5 each additional page
	Certified copies	\$5 1st page, \$2 each additional page	\$5 1 <sup>st</sup> page, \$2 each additional page
	Comparison of copy for certification	\$5	\$5
	Notary public qualification	\$10	\$10
	Marriage licenses:		
	Issuing a license	\$60	\$60
	Issuing a delayed certificate with 1 certified copy	\$30	\$30
	Proceeding for correction with 1 certified copy	\$20	\$20
	Certified Copies of birth, death and marriages	\$10	\$10

**Fees Collected by County Agencies**  
**FY 2013-14**  
**Durham County Fire Prevention and Protection Code**  
**Recommended Fee Schedule for Inspections, Permit Services and Violations**

<b>Penalties and Fees</b>		
<b>Ordinance Code #</b>	<b>Violation Description</b>	<b>Penalty Amount</b>
105.3.5	Permit not posted or kept on premises	\$65.00
307.2	Unpermitted open burning (Immediate)	\$750.00
308.3	Careless use of ignited object (Immediate)	\$750.00
603	Use of non-approved heating appliance	\$65.00
703.1	Breach in fire wall/fire stops	\$65.00
703.2.1	Fire or exit door inoperative	\$200.00
703.2.1	Fire tower door open (Immediate)	\$750.00
310.3	"No Smoking" signs not posted where appropriate	\$65.00
310.2	Smoking in prohibited areas (Immediate)	\$750.00
901.4	Sprinkler or fire alarm inoperable	\$200.00
Appendix C	Fire hydrants not complying with code	\$65.00
903.1	Sprinkler system not complying with code	\$65.00
905.1	Standpipe system not complying with code	\$65.00
315.2.1	Sprinkler head(s) blocked/covered (Immediate)	\$750.00
505.1	Street address numbers not posted	\$65.00
505.1	Street address numbers not visible	\$65.00
901	Sprinkler/standpipe needs testing	\$65.00
901	Fire alarm system needs testing	\$65.00
1005.1	Storage in or on fire escape (Immediate)	\$750.00
1005.1	Blocked egress (Immediate)	\$750.00
1005.1	Locked exit doors (Immediate)	\$750.00
1005.1	Overcrowding (Immediate)	\$750.00
1003.2.8	Fire exit or aisle blocked (Immediate)	\$750.00
315.2.2	Storage in or on fire escape (Immediate)	\$750.00
1003.3	Exit or egress door needs repair	\$65.00
315.2.2	Blocked stairwells or stairways (Immediate)	\$750.00
1003.2.10	Exit illumination and marking	\$65.00
1003.2.10.2	Absence of required exit directional signs	\$65.00
404.1	Approved fire evacuation plan required	\$65.00
404.3	Fire drill performance not acceptable	\$65.00
405.2	No monthly fire drill reported	\$65.00
3405.3	Improper use of flammable liquids (Immediate)	\$750.00
3404.3.3	Flammable liquid not stored according to code	\$65.00
3405.3	Improper dispensing of flammable liquid (Immediate)	\$750.00
3402.2.10	Above-ground tanks not diked	\$65.00
2703.2.4	Tank installation not according to code	\$65.00
3404	Tank storage not according to code	\$65.00
1504.1	Spray painting in non-approved area	\$65.00
1504.1.2	Spray booth not complying to code	\$65.00
3003.3	Compressed gas cylinders not secured	\$65.00
105.1.2	No hazardous materials permit	\$65.00
2704	Chemical storage is not according to code	\$65.00
1003.7.2.5	Maximum occupancy not posted	\$65.00
308.5	Use of open flame cooking device	\$65.00
105.2.2	Failure to get tank work permit prior to work	\$500.00

# Fees Collected by County Agencies

FY 2013-14

## Durham County Fire Prevention and Protection Code

### Recommended Fee Schedule for Inspections, Permit Services and Violations

<b>Penalties and Fees (continued)</b>		
105.2	Failure to obtain permits required by code	\$500.00
112.1	All other violations of the code	\$65.00
<p><i>NOTE: The term "Immediate" as it appears above means that the Fire Marshal's Office may issue a citation immediately and the violation must be corrected by the violating party immediately.</i></p>		
<b>Fire Prevention Permit Fees</b>		
<p>Section 1: The fees set forth in this section are fixed for the issuance of the permits required by the Fire Prevention Code. Such permits, unless stated otherwise on the face of the permit, shall be valid for a period of one year from the date of issue, subject to revocation for failure to comply with the fire Prevention Code. Renewal of permits shall be subject to fees in effect for the period of</p>		
Technical Code #	Activities Requiring Permits	Fee
105.6.2	Amusement Buildings	\$65.00
105.7.1	Automatic Fire Extinguishing Systems	\$65.00
105.6.3	Aviation Facilities	\$65.00
105.6.5	Battery Systems	\$65.00
105.6.9; 105.7.2	Compressed Gases	\$65.00
105.6.9	Covered Malls, Buildings	\$65.00
105.6.12	Cutting and Welding	\$65.00
105.6.16	Fire Hydrants and Valves	\$65.00
105.6.9	<b>Manufacturing, Storage, Handling, &amp; Sale or use of explosives, fireworks, explosive material (60-day permit)</b>	\$150.00
105.7.3	Fire Alarm & Detection Systems & Related Equipment	\$50.00
105.7.4	Fire Pumps & Related Equipment	\$65.00
105.6.17	Flammable and Combustible Liquids (per site or service station)	\$65.00
105.6.20	Fumigation & Thermal Insecticide Fogging	\$65.00
105.7.6	Hazardous Materials	\$65.00
105.6.23	High-Pressure Storage	\$65.00
105.6.22	HPM Facilities	\$200.00
105.7.7	Industrial Ovens	\$65.00
105.6.28	Liquefied Petroleum Gas	\$65.00
105.6.26	Lumber Yards & Woodworking Plants	\$65.00
105.6.29	Magnesium	\$65.00
105.6.30	Miscellaneous Combustible Storage	\$65.00
105.6.34	Places of Assembly	\$65.00
105.6.35	Private Fire Hydrants	\$65.00
105.6.37	Pyroxylin Plastics	\$65.00
105.6.38	Refrigeration Equipment	\$65.00
105.6.39	Repair Garages, Service Stations	\$65.00
105.6.41	Spraying or Dipping	\$65.00
105.7.11	Stand Pipe Systems	\$65.00
105.6.42	Storage of Scrap Tires & Tire Byproducts	\$65.00
105.6.45	Waste Handling	\$65.00
105.6.46	Wood Products	\$65.00
105.7.5	Installation, abandonment, removal, or retrofitting of any AGST, UGST, Pipeline (per site) (add \$75.00 per tank removed or installed)	\$150.00
<p><i>All other permit fees required by the Technical Code and not listed shall be \$65.00</i></p>		

# Fees Collected by County Agencies

FY 2013-14

## Durham County Fire Prevention and Protection Code

### Recommended Fee Schedule for Inspections, Permit Services and Violations

<b>User Fees</b>	
Description	Fee
Plans Review for all Life Safety Permits:	
Subdivision (plus \$20 per fire hydrant required)	\$30.00
Building - New and Renovations:	
Building less than 5,000 sq. ft.	\$75.00
Building 5,000 - 10,000 sq. ft.	\$125.00
Building 10,000 sq. ft. or more (plus \$25 per 5,000 sq. ft. over 10,000 sq. ft.)	\$125.00
Hazardous Chemicals:	
Class A - 55 gals. or 500 lbs.	\$50.00
Class B - 55 to 550 gals. or 550 to 5,000 lbs.	\$200.00
Class C - 550 to 5,500 gals. or 5,000 to 50,000 lbs.	\$300.00
Class D - 5,500 gals. or 50,000 lbs.	\$400.00
<b>Inspection Fee Schedule</b>	
All owners or tenants of buildings in Durham County, which are required to be inspected by the Durham County Fire Marshal's Office are subject to the following inspection fee schedule:	
Inspection Activities	Fee
Periodic Inspection	None
First inspection pursuant to permit application	None
First re-inspection for non-compliance if code requirements are met	None
First re-inspection for non-compliance if code requirements are not met	\$200.00
Second and subsequent re-inspections for non-compliance	\$400.00

# Fees Collected by County Agencies

## Durham City-County Inspections Department Building Permit Fee Schedule

FY 2013-14

Fee Type	FY 2012-13 Adopted Fee	FY 2013-14 Recommended Fee	Change from Previous Fiscal Year
<b>Part 4-101 (Building Fees)</b>			
<b>Schedule A</b>			
New residential dwellings (1 and 2 family, including townhouse unit ownership)			
Up to 1,200 sq. ft. (gross area)	\$146	\$146	same
1,201 to 1,800 sq. ft.	\$325	\$325	same
1,801 to 2,400 sq. ft.	\$400	\$400	same
2,401 to 3,000 sq. ft.	\$456	\$456	same
3,001 to 3,600 sq. ft.	\$537	\$537	same
3,601 to 4,200 sq. ft.	\$650	\$650	same
4,201 to 5,000 sq. ft.	\$740	\$740	same
5,001 sq. ft. and over	\$810	\$810	same
<b>Schedule B</b>			
New multi-family residential buildings (apartments, condominiums, triplex and fourplex)			
1 <sup>st</sup> unit	\$300	\$300	same
Each additional unit, per building	\$150	\$150	same
<b>Schedule C</b>			
Accessory buildings			
No footing	\$50	\$50	same
Footing	\$100	\$100	same
<b>Schedule D</b>			
Residential renovations and additions			
Additions			
\$0 to \$10,000 - no footing (add \$40 if footing required)	\$125	\$125	same
\$10,000 and over - no footing (add \$40 if footing required)	\$250	\$250	same
Interior renovations			
\$0 to \$10,000	\$125	\$125	same
\$10,000 and over	\$250	\$250	same
<b>Schedule E</b>			
Non-residential buildings (based on cost of construction using the latest publication of Southern Building Code "Building Valuation Data," referencing type of construction and occupancy group with adjustment factor for North Carolina)			
\$0 to \$5,000	\$104	\$104	same
\$5,001 to \$50,000	\$104	\$104	same

# Fees Collected by County Agencies

## Durham City-County Inspections Department Building Permit Fee Schedule

FY 2013-14

Fee Type	FY 2012-13 Adopted Fee	FY 2013-14 Recommended Fee	Change from Previous Fiscal Year
(plus \$7.80 per 1,000 or fraction thereof over \$5,000)			
\$50,001 to \$100,000	\$456	\$456	same
(plus \$6.60 per 1,000 or fraction thereof over \$50,000)			
\$100,001 to \$500,000	\$786	\$786	same
(plus \$4.32 per 1,000 or fraction thereof over \$100,000)			
Over \$500,000	\$2,513	\$2,513	same
(plus \$1.25 per 1,000 or fraction thereof over \$500,000)			
<b>Schedule F</b>			
Miscellaneous			
Mobile home (unit installation and foundation)	\$150	\$150	same
Modular unit (unit installation and foundation)	\$200	\$200	same
Moving permit (including new foundation)	\$125	\$125	same
Demolition permit			
Up to 5,000 sq. ft.	\$75	\$75	same
Over 5,000 sq. ft. (no additional cost per 1,000)	\$150	\$150	same
Demolition associated with forthcoming permit	\$75	\$75	same
Residential reroofing (addition)	\$75	\$75	same
Commercial roofing/reroofing			
\$0 to \$20,000	\$100	\$100	same
Over \$20,000	\$150	\$150	same
Residential decks (1 and 2 family)	\$100	\$100	same
Change of occupancy permit (if no building permit is otherwise required/no construction necessary)	\$50	\$50	same
Reinspection fees			
Not ready for inspection	\$100	\$100	same
8 or more code violations found	\$100	\$100	same
2 <sup>nd</sup> reinspection	\$100	\$100	same
3 <sup>rd</sup> reinspection	\$200	\$200	same
4 <sup>th</sup> reinspection	\$300	\$300	same
Search and duplication fee for past permit, inspection and Certificate of Compliance records	\$10/page	\$10/page	same
Address change on permit			
Detached single-family and duplex	\$25	\$25	same
Multiple units (cost per building)	\$50	\$50	same
Issuance of duplicate placard	\$5	\$5	same
Work begun without permit	Double fee	Double fee	same
Voiding of permits (no maximum)	15% of permit cost	15% of permit cost	same
Change of contractor (no maximum)	15% of permit cost	15% of permit cost	same
Stocking permit	\$50	\$50	same
Partial occupancy	\$50	\$50	same

## Fees Collected by County Agencies

### FY 2013-14 Durham City-County Inspections Department Building Permit Fee Schedule

Fee Type	FY 2012-13 Adopted Fee	FY 2013-14 Recommended Fee	Change from Previous Fiscal Year
Posting of occupancy (not associated with a permit)	\$50	\$50	same
Homeowner's recovery fund	\$10	\$10	same
Floodplain development permit (small; does not require review of a flood study or approval by an elected body)	\$150	\$150	same
Floodplain development permit (large; does require review of a flood study or approval by an elected body)	\$500	\$500	same
<b>Part 4-102 (Sign Fees)</b>			
The following schedule of fees applies to permits required by the Unified Development Ordinance (UDO)			
Freestanding signs, per sign	\$75	\$75	same
Temporary signs, per sign	\$50	\$50	same
All other signs requiring sign permits, per sign	\$17.00	\$17.00	same
Minimum fee for any sign permit	\$50	\$50	same
Work not ready and reinspection. When a permit holder has failed to have work ready for a required inspection after having called for such an inspection, the permit holder shall pay a fee of \$50. When a permit holder has failed to correct any code violation(s) which had been cited on a previous called inspection, any subsequent inspection necessary to approve the work shall constitute an extra inspection and the permit holder shall pay a fee according to the following schedule:			
2 <sup>nd</sup> reinspection	\$50	\$50	same
3 <sup>rd</sup> reinspection	\$75	\$75	same
4 <sup>th</sup> reinspection	\$100	\$100	same
Any inspection, other than an extra inspection, which is performed to determine that the work authorized by the sign permit meets the requirements of applicable laws and regulations, shall be performed without further charge.			
Address change on permit	\$10	\$10	same
Work begun without permit	Double fee	Double fee	same
Voiding of permits (no maximum)	15% of permit cost	15% of permit cost	same
Change of contractor (no maximum)	15% of permit cost	15% of permit cost	same
<b>Part 4-103 (Temporary Electrical Service)</b>			
Application for permit for temporary electrical service	\$100	\$100	same
Each additional inspection	\$50	\$50	same



## Fees Collected by County Agencies

### FY 2013-14 Durham City-County Inspections Department Building Permit Fee Schedule

Fee Type	FY 2012-13 Adopted Fee	FY 2013-14 Recommended Fee	Change from Previous Fiscal Year
<b>Part 4-104 (Electric Wiring and Equipment)</b>			
<b>Schedule A</b>			
New residential (1 and 2 family, including townhouse unit ownership)			
Multi-family residential (apartments, condominium, triplex and fourplex)			
100 to 200 amp service	\$156	\$156	same
400 amp service	\$187	\$187	same
<b>Schedule B</b>			
Outlets			
1 to 10 outlets	\$21	\$21	same
Each additional outlet	\$0.83	\$0.83	same
<b>Schedule C</b>			
Fixtures			
1 to 10 fixtures	\$21	\$21	same
Each additional fixture	\$0.83	\$0.83	same
<b>Schedule D</b>			
Motors and generators of one-sixth horsepower (hp) or larger			
Electric motors and generators			
Minimum charge	\$18	\$18	same
Each motor	\$3.22	\$3.22	same
Additional charge per hp or fraction thereof, applied against total hp	\$0.62	\$0.62	same
<b>Schedule E</b>			
Branch circuits supplying appliances, devices or equipment			
Disposal under 1 hp	\$10.90	\$10.90	same
Dryers and dishwashers	\$10.90	\$10.90	same
Electric water heaters or boilers	\$10.90	\$10.90	same
Electric signs and outline lighting			
1 <sup>st</sup> circuit	\$10.90	\$10.90	same
Each additional circuit for same sign	\$3.22	\$3.22	same
Electric heat			
Wall or baseboard heaters, 1 <sup>st</sup> unit	\$10.90	\$10.90	same
Each additional unit	\$3.95	\$3.95	same
Electric unit heaters			
1 <sup>st</sup> kW	\$10.90	\$10.90	same
Each additional kW	\$1.56	\$1.56	same
Electric furnaces, duct heating units, supplementary or auxiliary units installed in ducts or plenums			
1 <sup>st</sup> kW	\$10.90	\$10.90	same

## Fees Collected by County Agencies

### FY 2013-14 Durham City-County Inspections Department Building Permit Fee Schedule

Fee Type	FY 2012-13 Adopted Fee	FY 2013-14 Recommended Fee	Change from Previous Fiscal Year
Each additional kW	\$1.56	\$1.56	same
All other devices, appliances or equipment which are installed on individual branch circuits and not covered in other schedules, each	\$10.90	\$10.90	same
<b>Schedule F</b>			
Miscellaneous wiring not covered in Schedules A, B, C, D, E			
Lampholders for marquee and/or festoon lighting	\$55	\$55	same
Service equipment as determined by ampacity of buses in equipment			
Up to 100 amperes	\$34	\$34	same
Each additional 100 amperes or fraction thereof	\$6.97	\$6.97	same
Transformers, dry or liquid type, each			
Up to 45 kVA	\$33	\$33	same
46 to 150 kVA	\$43	\$43	same
Over 150 kVA	\$55	\$55	same
Feeders of all types			
Each feeder up to 100 amps	\$10.90	\$10.90	same
Additional charge per 100 amps or fraction thereof applied against total ampacity after deducting 100 amps per feeder	\$1.56	\$1.56	same
<b>Schedule G</b>			
Miscellaneous			
Service or saw pole - 1 inspection only	\$65	\$65	same
Service or saw pole - extra inspection, each	\$47	\$47	same
Temporary service connection - commercial	\$150	\$150	same
Mobile home - 1 inspection	\$65	\$65	same
Mobile home - extra inspection, each	\$47	\$47	same
Modular unit	\$69	\$69	same
Commercial reinspection	\$65	\$65	same
Minimum electrical permit fee	\$65	\$65	same
Reinspection fees			
Not ready for inspection	\$100	\$100	same
5 or more code violations found	\$100	\$100	same
2 <sup>nd</sup> reinspection	\$100	\$100	same
3 <sup>rd</sup> reinspection	\$200	\$200	same
4 <sup>th</sup> reinspection	\$300	\$300	same
Address change on permit			
Detached single-family and duplex	\$10	\$10	same
Multiple units (cost per building)	\$25	\$25	same
Work begun without a permit	Double fee	Double fee	same
Voiding of permits (no maximum)	15% of permit cost	15% of permit cost	same

Fees Collected by County Agencies

FY 2013-14  
Durham City-County Inspections Department Building Permit Fee Schedule

Fee Type	FY 2012-13 Adopted Fee		FY 2013-14 Recommended Fee		Change from Previous Fiscal Year	
	15% of permit cost	15% of permit cost	15% of permit cost	15% of permit cost		
Change of contractor (no maximum)						same
Minimum fee for renovations or additions						
Commercial		\$150		\$150		same
Residential		\$100		\$100		same
<b>Part 4-105 (Mechanical (Heating and Air) Code-related)</b>						
<b>Schedule A</b>						
Residential (1 and 2 family, including townhouse unit ownership)						
Installation of a heating/cooling system with any concealed ductwork or component		\$125		\$125		same
Replacement or conversion of a heating/cooling system		\$65		\$65		same
Installation of fireplace stoves, factory-built fireplaces, floor furnaces and wall furnaces		\$52		\$52		same
Gas piping only		\$65		\$65		same
<b>Schedule B</b>						
Multi-family residential (apartments, condominiums, triplex and fourplex)						
Installation of a heating/cooling system (each dwelling unit)		\$64		\$64		same
Replacement or conversion of a heating/cooling system		\$52		\$52		same
<b>Schedule C</b>						
Nonresidential heating/cooling: Installation of heating/cooling system, including boiler, furnace, duct heater, unit heater, air handling units and air distribution system						
Upfits per sq. ft. (min. \$68 \$98; max. \$1000)		\$0.058		\$0.058		same
Heating system in total BTU input per floor or per individual system						
0 to 150,000		\$131		\$131		same
150,001 to 300,000		\$205		\$205		same
300,001 to 500,000		\$290		\$290		same
500,001 to 1,000,000		\$426		\$426		same
1,000,001 to 2,500,000		\$510		\$510		same
2,500,001 to 5,000,000		\$644		\$644		same
5,000,001 to 10,000,000		\$774		\$774		same
Over 10,000,000		\$929		\$929		same
Replacement of any component of heating/cooling system such as furnace, boiler, unit heater, duct heater, condensate receiver, feedwater pump, etc.		\$70		\$70		same
<b>Schedule D</b>						

# Fees Collected by County Agencies

## Durham City-County Inspections Department Building Permit Fee Schedule

FY 2013-14

Fee Type	FY 2012-13 Adopted Fee	FY 2013-14 Recommended Fee	Change from Previous Fiscal Year
Commercial cooling (with separate distribution system): Installation of a complete cooling system, including the distribution system and air handling units, with either a condenser, receiver, cooling tower or evaporative condenser coils			
Cooling in total tons			
0 to 25 tons	\$83	\$83	same
Over 25 tons	\$166	\$166	same
Replacement of any component of cooling system	\$83	\$83	same
<b>Schedule E</b>			
Commercial ventilation and exhaust systems: Installation of ventilation and/or exhaust systems, including fans, blowers and duct systems for the removal of dust, gases, fumes, vapors, etc.			
Total motor horsepower			
0 to 5	\$72	\$72	same
6 to 15	\$111	\$111	same
16 to 25	\$178	\$178	same
26 to 50	\$219	\$219	same
Over 50	\$262	\$262	same
<b>Schedule F</b>			
Hood for commercial type cooking, per hood	\$70	\$70	same
Minimum fee for any heating/cooling permit	\$52	\$52	same
<b>Schedule G</b>			
Reinspection fees			
4 or more code violations	\$100	\$100	same
Not ready for inspection	\$100	\$100	same
2 <sup>nd</sup> reinspection	\$100	\$100	same
3 <sup>rd</sup> reinspection	\$200	\$200	same
4 <sup>th</sup> reinspection	\$300	\$300	same
Address change on permit			
Detached single-family and duplex	\$10	\$10	same
Multiple units (cost per building)	\$25	\$25	same
Work begun without a permit	Double fee	Double fee	same
Voiding of permits (no maximum)	15% of permit cost	15% of permit cost	same
Change of contractor (no maximum)	15% of permit cost	15% of permit cost	same

## Fees Collected by County Agencies

### FY 2013-14 Durham City-County Inspections Department Building Permit Fee Schedule

Fee Type	FY 2012-13 Adopted Fee	FY 2013-14 Recommended Fee	Change from Previous Fiscal Year
<b>Part 4-106 (Plumbing)</b>			
<b>Schedule A</b>			
New residential construction; 1 and 2 family, including townhouse unit ownership; installation of new plumbing fixtures, building water and sewer service			
All dwellings	\$170	\$170	same
<b>Schedule B</b>			
New multi-family construction (3 and 4 family apartments); installation of new plumbing fixtures, building water and sewer			
Per fixture	\$6.24	\$6.24	same
Minimum, per building	\$127	\$127	same
<b>Schedule C</b>			
New non-residential; installation of new plumbing fixtures, building water and sewer			
Per fixture	\$7.90	\$7.90	same
Minimum (without water and sewer)	\$187	\$187	same
Minimum (with water and sewer)	\$265	\$265	same
<b>Schedule D</b>			
Additions, residential and non-residential; installation of new plumbing fixtures, building water and sewer			
1 to 2 fixtures	\$65	\$65	same
3 to 7 fixtures	\$94	\$94	same
8 to 15 fixtures	\$119	\$119	same
Over 15 fixtures (per fixture)	\$7.90	\$7.90	same
<b>Schedule E</b>			
Fixture replacement; no change to rough-in			
1 to 4 fixtures	\$65	\$65	same
5 fixtures and over			
Per fixture	\$6.86	\$6.86	same
Electric water heater (permit required)	\$65	\$65	same
<b>Schedule F</b>			
Miscellaneous			
Gas piping	\$65	\$65	same
Mobile home	\$65	\$65	same
Modular unit	\$78	\$78	same
Not listed above but has water or sewer connection	\$65	\$65	same
<b>Reinspection fees</b>			
4 or more code items	\$100	\$100	same
Not ready for inspection	\$100	\$100	same
1 <sup>st</sup> reinspection	\$100	\$100	same

Fees Collected by County Agencies

FY 2013-14  
Durham City-County Inspections Department Building Permit Fee Schedule

Fee Type	FY 2012-13 Adopted Fee	FY 2013-14 Recommended Fee	Change from Previous Fiscal Year
2 <sup>nd</sup> reinspection	\$200	\$200	same
3 <sup>rd</sup> reinspection	\$300	\$300	same
Address change on permit			
Detached single-family and duplex	\$10	\$10	same
Multiple units (costs per building)	\$25	\$25	same
Work begun without a permit	Double fee	Double fee	same
Voiding of permits (no maximum)	15% of permit cost	15% of permit cost	same
Change of contractor (no maximum)	15% of permit cost	15% of permit cost	same
<b>Part 4-107 (Surcharge for Paper Application)</b>			
\$5 surcharge added to the total fee for each plumbing, electrical or mechanical application submitted manually (paper submittal) as opposed to electronic submittal (paperless submittal)	\$5	\$5	same

# Fees Collected by County Agencies

## Durham City-County Planning Department Fee Schedule FY 2013-14

Fee Type	FY 2012-13 Adopted Fee	FY 2013-14 Recommended Fee	Change from Previous Fiscal Year
<b>Zoning Map Change (Rezoning)</b>			
Residential, not multi-family, 1 acre or less	\$750 per case, plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs	\$750 per case, plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs	same
Modification to existing design guidelines (only)	\$750 per case, plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs	\$750 per case, plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs	same
Residential, not multi-family or PDR, greater than 1 acre and less than 20 acres	\$2,250, plus \$55 per acre (rounded up), plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs	\$2,250, plus \$55 per acre (rounded up), plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs	same
Residential, not multi-family or PDR, greater than 20 acres	\$3,500, plus \$55 per acre (rounded up), plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs	\$3,500, plus \$55 per acre (rounded up), plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs	same
PDR	\$4,500, plus \$55 per acre (rounded up), plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs	\$4,500, plus \$55 per acre (rounded up), plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs	same
Office, residential multi-family, commercial, industrial or research zones	\$4,000, plus \$65 per acre (rounded up), plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs	\$4,000, plus \$65 per acre (rounded up), plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs	same
Development Plan as Site Plan/Preliminary Plat	Half of zoning base fee, plus half of the site plan or preliminary plat base fee, plus Technology Surcharge of 4%.	Half of zoning base fee, plus half of the site plan or preliminary plat base fee, plus Technology Surcharge of 4%.	same
<b>Board of Adjustment Applications</b>			
Custodial care (single residential unit on same lot as primary residential unit, for custodial care purposes)	\$75, plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs	\$75, plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs	same
Small day care use permit (up to 12 persons being cared for)	\$475, plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs	\$475, plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs	same
Non-revenue generating single-family use permit (fences, etc.)	\$475, plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs	\$475, plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs	same
Wireless communication facilities use permit	\$3,165, plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs, plus \$5,000 for independent professional consultant review	\$3,165, plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs, plus \$5,000 for independent professional consultant review	same
Appeal	\$300, plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs	\$300, plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs	same
All other Board of Adjustment applications (any other use permit, variance, etc.)	\$1,300, plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs	\$1,300, plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs	same
<b>Major Special Use Permit Applications</b>			
Wireless communication facilities use permit	\$3,165, plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs, plus \$5,000 for independent professional consultant review	\$3,165, plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs, plus \$5,000 for independent professional consultant review	same
Traffic impact analysis (TIA) use permit	\$2,025, plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs	\$2,025, plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs	same
All other major special use permit applications	\$2,025, plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs	\$2,025, plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs	same
<b>Site Plans</b>			
Administrative site plan (site plans that require Planning Department review only)	\$150, plus technology surcharge of 4%	\$150, plus technology surcharge of 4%	same
Simplified site plan (small - less than 1,000 sq. ft. of new building area, 1 acre disturbed area, 5% increase in parking area or minor amendments to site plan of record that do not involve changes to the SIA)	\$1,000, plus technology surcharge of 4%; plans which do not require an initial re-review will be reimbursed 33% of the original review fee	\$1,000, plus technology surcharge of 4%; plans which do not require an initial re-review will be reimbursed 33% of the original review fee	same
Simplified site plan (large - more than 1,000 sq. ft. of new building area, 1 acre disturbed area or other improvements that do not qualify in other categories)	\$2,500, plus \$25 per 1,000 sq. ft. of gross building area (rounded up), or \$25 per lot, or \$25 per attached dwelling unit plus technology surcharge of 4%; plans which do not require an initial re-review will be reimbursed 33% of the original review fee	\$2,500, plus \$25 per 1,000 sq. ft. of gross building area (rounded up), or \$25 per lot, or \$25 per attached dwelling unit plus technology surcharge of 4%; plans which do not require an initial re-review will be reimbursed 33% of the original review fee	same

# Fees Collected by County Agencies

## Durham City-County Planning Department Fee Schedule FY 2013-14

Fee Type	FY 2012-13 Adopted Fee	FY 2013-14 Recommended Fee	Change from Previous Fiscal Year
Minor site plan	\$3,500, plus \$25 per 1,000 sq. ft. of gross building area (rounded up), or \$25 per lot, or \$25 per attached dwelling unit plus technology surcharge of 4%; plans which do not require an initial re-review will be reimbursed 33% of the original review fee	\$3,500, plus \$25 per 1,000 sq. ft. of gross building area (rounded up), or \$25 per lot, or \$25 per attached dwelling unit plus technology surcharge of 4%; plans which do not require an initial re-review will be reimbursed 33% of the original review fee	same
Major site plan	\$4,000, plus \$25 per 1,000 sq. ft. of gross building area (rounded up), or \$25 per lot, or \$25 per attached dwelling unit, plus technology surcharge of 4%; plus surcharge for letter notice on those projects requiring governing body approval, plans which do not require an initial re-review will be reimbursed 33% of the original review fee	\$4,000, plus \$25 per 1,000 sq. ft. of gross building area (rounded up), or \$25 per lot, or \$25 per attached dwelling unit, plus technology surcharge of 4%; plus surcharge for letter notice on those projects requiring governing body approval, plans which do not require an initial re-review will be reimbursed 33% of the original review fee	same
Landscape extensions	Major non-residential greater than 25,000 square feet in gross floor area - \$300, minor non-residential less than 25,000 sq. ft. in gross floor area - \$150, residential \$75 per lot, plus technology surcharge of 4%	Major non-residential greater than 25,000 square feet in gross floor area - \$300, minor non-residential less than 25,000 sq. ft. in gross floor area - \$150, residential \$75 per lot, plus technology surcharge of 4%	same
Floodplain Development Permit (Small)	Floodplain Development Permit initiated through the Planning Department that does not require review of a flood study or approval by an elected body - \$150.00 plus Technology surcharge of 4%, applicable following initial and first re-review and charged for each subsequent review	Floodplain Development Permit initiated through the Planning Department that does not require review of a flood study or approval by an elected body - \$150.00 plus Technology surcharge of 4%, applicable following initial and first re-review and charged for each subsequent review	same
Floodplain Development Permit (Large)	Floodplain Development Permit initiated through the Planning Department that does require review of a flood study or approval by an elected body - \$500.00 plus Technology surcharge of 4%, applicable following initial and first re-review and charged for each subsequent review	Floodplain Development Permit initiated through the Planning Department that does require review of a flood study or approval by an elected body - \$500.00 plus Technology surcharge of 4%, applicable following initial and first re-review and charged for each subsequent review	same
Development Plan as Site Plan/Preliminary Plat	Half of zoning base fee, plus half of the site plan or preliminary plat base fee, plus Technology Surcharge of 4%.	Half of zoning base fee, plus half of the site plan or preliminary plat base fee, plus Technology Surcharge of 4%.	same
<b>Subdivision Plats</b>			
Preliminary plat	\$3,400, plus \$25 per lot, plus technology surcharge of 4%, plus surcharge for letter notice on those projects requiring governing body approval; plans which do not require an initial re-review will be reimbursed 33% of the original review fee	\$3,400, plus \$25 per lot, plus technology surcharge of 4%, plus surcharge for letter notice on those projects requiring governing body approval; plans which do not require an initial re-review will be reimbursed 33% of the original review fee	same
Preliminary plat, cluster or conservation subdivision	\$4,000, plus \$25 per lot, plus technology surcharge of 4%, plus surcharge for letter notice on those projects requiring governing body approval; plans which do not require an initial re-review will be reimbursed 33% of the original review fee	\$4,000, plus \$25 per lot, plus technology surcharge of 4%, plus surcharge for letter notice on those projects requiring governing body approval; plans which do not require an initial re-review will be reimbursed 33% of the original review fee	same
Final plats	\$700, \$25 per lot, plus technology surcharge of 4%; plans which do not require an initial re-review will be reimbursed 33% of the original review fee	\$700, \$25 per lot, plus technology surcharge of 4%; plans which do not require an initial re-review will be reimbursed 33% of the original review fee	same
Exempt final plats	\$75, plus technology surcharge of 4%	\$75, plus technology surcharge of 4%	same
Landscape extensions	Major non-residential greater than 25,000 square feet in gross floor area - \$300, minor non-residential less than 25,000 sq. ft. in gross floor area - \$150, residential \$75 per lot, plus technology surcharge of 4%	Major non-residential greater than 25,000 square feet in gross floor area - \$300, minor non-residential less than 25,000 sq. ft. in gross floor area - \$150, residential \$75 per lot, plus technology surcharge of 4%	same
Development Plan as Site Plan/Preliminary Plat	Half of zoning base fee, plus half of the site plan or preliminary plat base fee, plus Technology Surcharge of 4%.	Half of zoning base fee, plus half of the site plan or preliminary plat base fee, plus Technology Surcharge of 4%.	same
<b>Historic Preservation Fees</b>			
Historic landmark designation	\$500, plus technology surcharge of 4%, plus surcharges for advertising and letter notice	\$500, plus technology surcharge of 4%, plus surcharges for advertising and letter notice	same
Certificate of Appropriateness - Historic Preservation	\$150, plus technology surcharge of 4%, plus surcharges for advertising and letter notice	\$150, plus technology surcharge of 4%, plus surcharges for advertising and letter notice	same
Certificate of Appropriateness - Administrative Review	\$25, plus technology surcharge of 4%	\$25, plus technology surcharge of 4%	same
Historic Signs	\$150, plus technology surcharge of 4%, plus surcharges for advertising and letter notice	\$150, plus technology surcharge of 4%, plus surcharges for advertising and letter notice	same



# Fees Collected by County Agencies

## Durham City-County Planning Department Fee Schedule FY 2013-14

Fee Type	FY 2012-13 Adopted Fee	FY 2013-14 Recommended Fee	Change from Previous Fiscal Year
<b>Other Fees</b>			
Re-review fees (applicable to all development applications)	Half of filing fee, no limit, plus technology surcharge of 4%, applicable to all reviews following initial and first re-review and charged for each subsequent review, unless the only outstanding comments are new staff-generated comments	Half of filing fee, no limit, plus technology surcharge of 4%, applicable to all reviews following initial and first re-review and charged for each subsequent review, unless the only outstanding comments are new staff-generated comments	same
Landscape re-inspection fees	\$100, plus technology surcharge of 4% for first re-inspection, for each subsequent re-inspection the fee will increase by \$104 (example 1 <sup>st</sup> -\$104, 2 <sup>nd</sup> -\$208, 3 <sup>rd</sup> -\$312, etc.)	\$100, plus technology surcharge of 4% for first re-inspection, for each subsequent re-inspection the fee will increase by \$104 (example 1 <sup>st</sup> -\$104, 2 <sup>nd</sup> -\$208, 3 <sup>rd</sup> -\$312, etc.)	same
Land use plan amendment	\$2,100, plus technology surcharge of 4%, plus surcharges for advertising and letter notice	\$2,100, plus technology surcharge of 4%, plus surcharges for advertising and letter notice	same
Common signage plan review	\$175, plus technology surcharge of 4%	\$175, plus technology surcharge of 4%	same
Banner plan review (only)	\$75, plus technology surcharge of 4%	\$75, plus technology surcharge of 4%	same
Street/Alley closing	\$800, plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs	\$800, plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs	same
Street/Alley renaming	\$600, plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs, plus full reimbursement cost for street sign replacement	\$600, plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs, plus full reimbursement cost for street sign replacement	same
UDO ordinance text amendment	\$3,000, plus technology surcharge of 4%, plus surcharge for advertising and letter notice	\$3,000, plus technology surcharge of 4%, plus surcharge for advertising and letter notice	same
Zoning and business verification letters	\$15, plus technology surcharge of 4%	\$15, plus technology surcharge of 4%	same
Home occupation permit	\$25, plus technology surcharge of 4%	\$25, plus technology surcharge of 4%	same
Formal letter of interpretation	\$40, plus technology surcharge of 4%	\$40, plus technology surcharge of 4%	same
Vested rights determination	\$1,500, plus technology surcharge of 4%	\$1,500, plus technology surcharge of 4%	same
Costs for departmental publications	Publications presently available: \$5; reproductions or new publications will be priced according to costs	Publications presently available: \$5; reproductions or new publications will be priced according to costs	same
Large format copies	\$1 per sq. ft. (ex.: a 3 ft. x 6 ft. map equals 18 sq. ft. for a copying charge of \$18)	\$1 per sq. ft. (ex.: a 3 ft. x 6 ft. map equals 18 sq. ft. for a copying charge of \$18)	same
Limited Agricultural Permit	\$25.00 plus Technology surcharge of 4%	\$25.00 plus Technology surcharge of 4%	same
Architectural Review (per Section 3.24 of the Durham Unified Development Ordinance)	\$150.00 plus Technology surcharge of 4%	\$150.00 plus Technology surcharge of 4%	same
<b>Surcharges</b>			
Newspaper advertising for zoning map change, land use plan amendment and street closings	\$460	\$460	same
Newspaper advertising for Board of Adjustment, major special use permit, street renaming, vested rights determination, certificates of appropriateness and historic landmark designations	\$230	\$230	same
Newspaper advertising for UDO text amendment	\$690	\$690	same
Letter notice for zoning map change, land use plan amendment, major site plan, preliminary plat	\$95	\$95	same
Letter notice for Board of Adjustment, major special use permit, street renaming or street closing, Certificates of Appropriateness and historic landmark designations	\$53	\$53	same
Signs	Zoning map change, Board of Adjustment, major special use permit, street renaming or street closing: \$100; if multiple signs are necessary to adequately notify neighbors, multiple signs will be charged for at the case intake at the rate of \$100 per sign	Zoning map change, Board of Adjustment, major special use permit, street renaming or street closing: \$100; if multiple signs are necessary to adequately notify neighbors, multiple signs will be charged for at the case intake at the rate of \$100 per sign	same

**FY 2013-2014 Non-Profit Funding**

Agency	FY 12-13 Adopted Budget	FY 13-14 Requested Budget	FY 13-14 Manager Recommended Budget
<p><b>A Helping Hand</b> promotes self-sufficiency, quality of life and the highest level of independence for older adults and individuals with disabilities. Care focuses on escorted transportation to access health care, get groceries, as well as in-home assistance with medication reminders, meal preparation and household chores. Request is for salary and operational support of a Volunteer Services Coordinator.</p>	\$15,000	\$39,024	\$15,000
<p><b>Achievement Academy</b> provides educational and case management services to teens and young adults who have dropped out of high school and wish to restart their education. Grant request is for salary and operational support for the Starting Points program.</p>	\$20,000	\$25,000	\$20,000
<p><b>African American Dance Ensemble</b> preserves and shares the finest traditions of African and African American dance and music through research, education and entertainment. The request is for support of MZIMA, an exercise and cultural learning program.</p>	\$5,000	\$12,000	\$5,000
<p><b>Big Brothers Big Sisters of the Triangle</b> provides free community-based and school-based mentoring services to children. Community-based mentoring services match children with an adult volunteer who serves as a stable role model. The school-based program features mentors who volunteer during and after school to assist children with school work or social skills. Grant request is for salary support.</p>	\$15,005	\$25,000	\$15,005
<p><b>Bridge II Sports</b> works to create opportunities for children and adults who are physically challenged to play team and individual sports by providing equipment, developing sports, teams, and coaching. Grant request is for salary and operational support.</p>	\$0	\$40,000	\$0
<p><b>Center for Documentary Studies</b> serves the documentary form and its community by showcasing the contemporary work of established and emerging filmmakers through the Full Frame Documentary Film Festival. The festival provides a space that nurtures conversation between artists, students, and the Full Frame audience. Full Frame is committed to enhancing public understanding and appreciation of the art form and its significance, while making films more accessible to a wider audience. Grant request is for the agency's free festival screenings, the Winter Series program, and the Movies on the Lawn program.</p>	\$0	\$8,050	\$0

**FY 2013-2014 Non-Profit Funding**

Agency	FY 12-13 Adopted Budget	FY 13-14 Requested Budget	FY 13-14 Manager Recommended Budget
<b>Child and Parent Support Services</b> works to prevent child abuse and neglect in Durham County by providing parents health, safety, and developmental information; parent-child interaction therapy and parenting groups; and workshops and training on issues related to children and trauma. Services are offered to both English- and Spanish-speaking clients. Grant request is for partial salary/benefits support of one bilingual clinician.	\$11,237	\$13,828	\$11,237
<b>Child Care Services Association</b> provides child care referral and consultation services, subsidies to help low and moderate income working families, support services that help child care providers operate more efficiently, technical assistance to child care centers and public policy research/advocacy of early care/education. Grant request is for support of one Family Support Counselor.	\$29,783	\$31,350	\$0
<b>Clean Energy Durham</b> seeks to move America toward cleaner and safer energy by creating and educating organizations of neighbors helping neighbors save energy. Grant request is for salary and operational support to expand the agency's activities into unincorporated Durham County.	\$0	\$25,438	\$5,000
<b>Community Health Coalition</b> seeks to reduce the rate of health disparity between the African-American population and the general population. The Health Coalition brings together and focuses existing community resources to provide culturally sensitive and specific health education, promotion and disease prevention activities to and in Durham's African-American community.	\$0	\$25,000	\$0
<b>D3 Community Outreach</b> empowers and encourages disconnected youth and young adults through academics, service, entrepreneurship, and athletics to become leaders and good stewards of the community. Request is for salary and operation support of the CORE program which helps participants transition to employment.	\$0	\$20,000	\$5,000
<b>Dress for Success Triangle</b> helps low-income women enter and return to the workforce by providing professional attire, career development tools, and a network of support to help them thrive in work and life. Grant request is for salary and operating support.	\$5,000	\$25,000	\$5,000
<b>Durham Center for Senior Life</b> provides socialization activities, exercise classes, social services, and other activities to keep seniors healthy, active, and independent. Grant request is for general operating and salary support.	\$105,685	\$130,000	\$105,685

**FY 2013-2014 Non-Profit Funding**

Agency	FY 12-13 Adopted Budget	FY 13-14 Requested Budget	FY 13-14 Manager Recommended Budget
<b>Durham Congregations in Action</b> educates and prepares youth for career opportunities they otherwise probably would not encounter through the YO: Durham program. YO:Durham helps students develop skills for success in school and work, while directing them away from harmful and illegal activities, through a full-time summer career academy, a parttime school-year internship, mentoring, tutoring, and volunteering. Grant request is for salary support for the YO: Durham Program Director and Internship-Mentoring Coordinator.	\$11,100	\$12,000	\$11,100
<b>Durham County Teen Court and Restitution Program</b> offers prevention and intervention strategies that hold youth accountable for their offenses, provide resources to families, and recognize victims' rights. Teen Court educates youth about the legal system and the consequences of criminal behavior in order to deter youth from criminal behavior and to reduce recidivism. Grant request is for general operating and salary support.	\$21,183	\$26,000	\$21,183
<b>Durham Crisis Response Center</b> is the only agency in Durham dedicated to providing advocacy, shelter and support services to victims of domestic and sexual violence. Grant request is for salary and operational support of the 24 hour emergency shelter.	\$36,912	\$40,000	\$36,912
<b>Durham Economic Resource Center</b> works to eliminate poverty through job training and the availability of basic needs items. Grant request is for salary and operational support.	\$14,496	\$25,000	\$14,496
<b>Durham Interfaith Hospitality Network</b> addresses the needs of homeless families by mobilizing churches, synagogues, and people of faith to help families move toward residential stability. Grant request is for support of the aftercare program director's service contract.	\$20,000	\$27,500	\$20,000
<b>Durham Literacy Center</b> empowers Durham County residents who want to enrich their lives by improving their literacy skills through programs in adult literacy, English-as-a-second-language, and a teen career academy. Grant request is for general operating and salary support.	\$26,619	\$60,000	\$26,619
<b>Durham P.R.O.U.D. Program</b> seeks to develop responsible behavior among Durham's young people and to deter court referred youth from becoming repeat offenders.	\$0	\$35,000	\$0
<b>Durham Striders Youth Association, Inc.</b> integrates multiple aspects of wellness, academic reinforcement, citizenship training, and total family fitness to improve the overall health and productivity of the youth in our community. Grant request is for travel to track events and general operating costs.	\$15,750	\$30,000	\$15,750

**FY 2013-2014 Non-Profit Funding**

Agency	FY 12-13 Adopted Budget	FY 13-14 Requested Budget	FY 13-14 Manager Recommended Budget
<b>Durham Symphony Orchestra</b> produces and sponsors high quality orchestral concerts and related activities that encourage the development of musical talent, appreciation, and education honoring the rich cultural heritage of Durham and the surrounding communities. The Durham Symphony Orchestra’s programming reflect a commitment to American and regional composers as well as familiar classical repertoire framed in a contemporary light. Request is for partial salary support and concert production costs.	\$0	\$10,000	\$0
<b>Durham Teacher Warehouse Corporation (also known as Crayons2Calculators)</b> enhances the academic and creative needs of students in Durham Public Schools by providing free school supplies to teachers. Grant request is for general operating and salary support.	\$5,000	\$35,000	\$0
<b>Durham's Partnership for Children</b> mobilizes and unifies the Durham community to create and support innovative and successful collaborative approaches to serving the needs of children 0 to 5 years of age and their families. Grant request is for partial salary support of the fund development specialist position.	\$13,310	\$30,000	\$13,310
<b>EDGE Training and Placement</b> seeks to deliver a life changing growth process to adjudicated, non-engaged youth, gang members, and the underserved in a results-oriented educational environment. Grant request is for salary and operation support.	\$0	\$198,300	\$0
<b>El Centro Hispano</b> is dedicated to strengthening the Latino community and improving the quality of life of Latinos in Durham and the surrounding area. The agency partners with other communities and organizations in education, leadership development, and community support. Grant request is for general operating and salary/benefits support for the Jóvenes Líderes en Acción - Youth Leaders in Action program.	\$29,421	\$42,696	\$29,421
<b>El Futuro</b> seeks to provide and advance bilingual and culturally informed behavioral health treatment for Spanish-speaking individuals and families by: 1) Providing high impact clinical services; 2) Training professionals who work with this population; 3) Providing community prevention, education and outreach.	\$0	\$40,000	\$6,000
<b>Elna B. Spaulding Conflict Resolution Center</b> works to improve human relations and the quality of life by providing and encouraging programs that help break the cycles of violence and poverty; promote cultural diversity and competency; and improve self-reliance. Grant request is for general operating and salary support.	\$17,597	\$25,150	\$17,597
<b>Eno River Association</b> is dedicated to the preservation of the Eno River Valley by sponsoring educational presentations and historic and scientific research concerning the Eno River Valley. Grant request is for salary support.	\$6,655	\$15,000	\$6,655

**FY 2013-2014 Non-Profit Funding**

Agency	FY 12-13 Adopted Budget	FY 13-14 Requested Budget	FY 13-14 Manager Recommended Budget
<b>First in Families of North Carolina</b> helps people with disabilities and their families to believe in their dreams, achieve their goals and give back to others. Grant request is for technology to assist children who have either an intellectual and developmental disability or a traumatic brain injury.	\$0	\$8,730	\$5,000
<b>Food Bank of Central and Eastern North Carolina</b> accumulates and distributes high quality perishable and non-perishable food and non-food essentials to nonprofit agencies serving the hungry. Grant request is for partial salary/benefits support of two positions that work with Durham partner agencies to distribute food, as well as general operating support.	\$0	\$30,000	\$5,000
<b>Genesis Home</b> works to end homelessness for families with children and young people by providing housing and supportive services to foster independence. Grant request is for utility and equipment maintenance expenses associated with housing 15 families in the Family Matters program.	\$21,739	\$48,000	\$21,739
<b>Hill Center, Inc.</b> trains early childhood professionals in the Hill Early Literacy Program (HELP) to enhance the ability of Durham preschool and childcare professionals to provide literacy-rich experiences for young children, thus increasing school readiness and the prospects of school success for Durham's youngest citizens. Grant request is for operating and salary support of the program.	\$9,000	\$25,000	\$9,000
<b>HopeLine, Inc.</b> offers caring, nonjudgmental listening and resource information in an effort to improve the overall well-being of the people living in the community. Grant request is for personnel and operating expenses associated with the Durham County portion of the agency's activities.	\$0	\$6,000	\$0
<b>InStepp</b> helps US-born and immigrant women fleeing domestic violence to become economically self-sufficient in the aftermath of abuse through their Culturally-specific Economic Empowerment Program (CSEEP). Grant request is for salary and operational support.	\$5,000	\$7,750	\$5,000
<b>Inter-Faith Food Shuttle</b> works to alleviate hunger by developing systems to recover, prepare, and distribute wholesome, perishable food for the area's poor, hungry, and homeless. Grant request is for partial salary support of one staff member for the agency's efforts in Durham County and for the purchase of food and supplies.	\$10,000	\$20,000	\$10,000
<b>Just A Clean House</b> gives recovering addicts and alcoholics a clean, safe place to recover to help them build a strong network and foundation. Grant request is for salary and operational support.	\$0	\$11,719	\$5,000

**FY 2013-2014 Non-Profit Funding**

Agency	FY 12-13 Adopted Budget	FY 13-14 Requested Budget	FY 13-14 Manager Recommended Budget
<b>Life House Learning Center</b> is a learning enrichment center designed to reach a population of under privileged youth ages 5 – 18 that are at risk of gang involvement, truancy and dropping out of high school. Grant request is for salary and operational support.	\$0	\$50,000	\$0
<b>Little River Community Complex</b> provides recreational, educational, health and social activities for the people of the Little River Region and surrounding communities. Grant request is for salary and operational support.	\$0	\$114,475	\$0
<b>Mental Health America of Triangle</b> supports individuals living with mental health or substance abuse problems through education, service and advocacy. Grant request is for salary and operational support for their Durham County program.	\$0	\$157,254	\$23,588
<b>Museum of Durham History</b> serves the people of Durham and its visitors by presenting Durham's history and encouraging research, interpretation, and appreciation. Grant request is for salary support.	\$10,000	\$30,000	\$10,000
<b>New Life Cultural Development Center</b> provides a two-year re-entry program for ex-offenders supplying housing, education, and vocational training. Grant request is for salary and operational support.	\$0	\$25,000	\$0
<b>Operation Breakthrough</b> assists low-wealth families in Durham with becoming more economically self-sufficient by providing the family empowerment action to self-sufficiency program; early childhood educational services; and education regarding energy conservation in order to reduce energy consumption and expenses. Grant request is for operational support.	\$71,451	\$100,000	\$71,451
<b>Partners for Youth</b> supports at-risk teens ages 14 to 16, in their efforts to graduate from high school and enroll in college. Grant request is for salary and operational support.	\$0	\$5,000	\$5,000
<b>People's Channel</b> promotes use of designated access channels by coordinating the use of public access channels, providing production facilities, and by providing technical assistance and media training to any individual, group, or organization interested in producing cultural, informational, entertainment, or educational media productions of interest to the community. Grant request is for general operating and salary support for the agency's efforts in Durham.	\$14,850	\$14,850	\$0

**FY 2013-2014 Non-Profit Funding**

Agency	FY 12-13 Adopted Budget	FY 13-14 Requested Budget	FY 13-14 Manager Recommended Budget
<b>Piedmont Wildlife Center</b> fosters healthy connections among people, wildlife and nature through education, conservation and promoting the care of injured or sick wildlife. Grant request is for an salary and operational support for an afterschool program at Creekside and Bethesda elementary schools.	\$8,190	\$10,819	\$8,190
<b>Planned Parenthood of Central North Carolina</b> works to reduce the incidence of unwanted pregnancy, HIV/AIDS, and other sexually transmitted infections, especially among young people, those with limited financial resources, and the uninsured. Grant request is for partial salary/benefits support of a bilingual community educator and a bilingual health care assistant, as well as operating support for the peer education program.	\$17,746	\$20,000	\$17,746
<b>Playworks Education Energized</b> places trained, energetic Program Coordinators at partner schools, who run a full day play program including before or after school, all grades' recess, inclass game time for team building, a Junior Coach Peer Leadership program and developmental sports leagues. Grant request is for salary support of program coordinators.	\$10,000	\$25,000	\$10,000
<b>RAM Organization</b> provides after-school educational programs and services to students in grades K-5 who are not meeting grade-level proficiencies in reading and mathematics and are at risk of school failure. Grant request is for salary and operational support.	\$15,000	\$31,950	\$15,000
<b>Reality Ministries, Inc.</b> focuses on three areas: serving teenagers through afterschool educational, recreational, and mentoring programs; providing opportunities to those with disabilities for personal, social, and spiritual development; and creating a community of service in Durham. Grant request is for salary and operational support for the "Daytime @ the RC" program for special needs individuals.	\$7,200	\$36,000	\$7,200
<b>Rebuilding Together of the Triangle</b> provides low-income homeowners with home repairs, disability modifications and resource-conservation upgrades. The agency coordinates volunteer labor, donated supplies and financial resources to keep low-income homeowners who are elderly, disabled, military veterans, or dealing with long-term unemployment in safe, healthy and efficient homes. Grant request is for labor and materials costs.	\$15,000	\$29,500	\$0
<b>Reinvestment Partners</b> advocates for economic justice and opportunity. Grant request is for salary and operational support of the Taxpayer Assistance Center.	\$0	\$30,000	\$0



**FY 2013-2014 Non-Profit Funding**

Agency	FY 12-13 Adopted Budget	FY 13-14 Requested Budget	FY 13-14 Manager Recommended Budget
<p><b>Ronald McDonald House of Durham</b> allows families to focus on the health and well-being of their critically ill children by keeping families together who are in need of a community of hope, comfort and empathy. Grant request is for salary and operational support of the Family Room located on the pediatric floor of Duke Children's Hospital.</p>	\$0	\$10,000	\$5,000
<p><b>Salvation Army Boys &amp; Girls Club</b> provides young people with a safe place to learn and grow; relationships with caring, adult professionals; and life-enhancing programs and character development experiences. Grant request is for salary support.</p>	\$9,078	\$30,000	\$0
<p><b>Scrap Exchange</b> collects unwanted material resources and distributes them through its nationally renowned creative reuse center. Grant request is for general operating and salary support.</p>	\$0	\$30,000	\$5,000
<p><b>Senior PharmAssist, Inc.</b> promotes healthier living for Durham seniors by helping them obtain and better manage needed medications and by providing health education, community referral, and advocacy. Grant request is for general operating and salary/benefits support.</p>	\$94,080	\$98,080	\$94,080
<p><b>Shodor Education Foundation</b> is dedicated to improving mathematics and science education by promoting the effective use of interactive computer modeling and simulation technologies. Grant request is for student financial assistance to attend the SUCCEED program.</p>	\$6,840	\$15,000	\$6,840
<p><b>Southeastern Efforts Developing Sustainable Spaces (SEEDS)</b> operates a youth-driven, urban farming leadership development program that empowers underserved teenagers by teaching organic gardening, sound business practices, non-violent communication and healthy food choices while providing meaningful employment and job skills. Grant request is for salary and materials for the Durham Inner-City Gardeners (DIG) program.</p>	\$3,600	\$5,000	\$3,600
<p><b>Southpoint Academy</b> provides a challenging and supportive learning environment where students thrive academically and socially. Grant request is for salary and operational support of the afterschool and summer camp programs.</p>	\$0	\$20,000	\$0
<p><b>Threshold Clubhouse, Inc.</b> helps adults in Durham county with a severe mental illness stay out of the hospital, succeed at work, advance their education, and reach their goals. Grant request is for salary and operational support. In FY14, Threshold will be funded through an agreement with Alliance Behavioral Healthcare.</p>	\$0	\$10,000	\$0

**FY 2013-2014 Non-Profit Funding**

Agency	FY 12-13 Adopted Budget	FY 13-14 Requested Budget	FY 13-14 Manager Recommended Budget
<b>Triangle Champions Track Club</b> strives to build a strong and positive self-image in each participating athlete, teaching them to respect themselves and others, while preparing them to become champions in life and in competition. Grant request is general operating support.	\$7,098	\$24,000	\$7,098
<b>Triangle Land Conservancy</b> protects important open space—stream corridors, forests, wildlife habitat, farmland and natural areas—to keep our region a healthy and vibrant place to live and work. Grant request is for salary and operational support for visitor educational program at Horton Grove Nature Preserve.	\$0	\$25,000	\$0
<b>Triangle Residential Options for Substance Abusers, Inc. (TROSA)</b> provides comprehensive treatment, work-based vocational training, education, and continuing care to substance abusers, enabling them to be productive, recovering individuals. Grant request is for occupancy support.	\$23,124	\$70,000	\$23,124
<b>Victorious Community Development Corporation</b> develops, evaluates, and disseminates programs that stimulate economic growth and promote economic stability by focusing on six areas: youth and education; computers and technology; housing; family preservation; business development; and recovery and rehabilitation. Grant request is for salary support for an afterschool site coordinator.	\$8,100	\$10,000	\$8,100
<b>Voices Together</b> gives individuals with intellectual and developmental disabilities the tools to say what they think, what they feel, what they need and ultimately who they are. Grant request is for salary and operational support of the agency's programming in Durham Public Schools.	\$0	\$75,000	\$11,250
<b>Volunteer Center of Durham</b> strengthens the community by mobilizing and inspiring volunteers; empowering and supporting nonprofits; enhancing community leadership and involvement; engaging and developing corporate partnerships; coordinating direct human service programs in collaboration with the Dept. of Social Services. Grant request is for salary and operational support of the Volunteer Services Program, Youth Volunteer and Leadership Program, and the Nonprofit Services Program.	\$0	\$14,000	\$0
<b>Walltown Children's Theatre</b> is dedicated to enhancing the lives of young people in Durham through the arts. Grant request is for general support.	\$0	\$15,000	\$0
Organizations funded in FY13 without a FY14 Request	\$3,000		
	<b>\$791,849</b>	<b>\$2,359,463</b>	<b>\$798,976</b>

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# BUDGET AND AMENDMENT PROCESS

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## OVERVIEW

The budget process is designed to ensure that taxpayer dollars are efficiently and effectively utilized to fairly deliver essential government services. The Budget and Management Services Department serves as a coordinating resource to the Board of County Commissioners, County Manager, departments, nonprofit agencies and citizens, each playing a pivotal role in the budget creation and review process. Through the budget, Durham County fulfills its mission to enhance the quality of life for its citizens by providing education, safety and security, health and human services, economic development, and cultural and recreational resources.

## GOVERNING STATUTES

The North Carolina Local Government Budget and Fiscal Control Act provides the legal framework in which all cities and counties in the state conduct their budgetary processes. The legislation is found in Chapter 159 of the General Statutes and establishes several important dates and provisions including:

- By April 30 – Departments must submit requests to the Budget Officer (N.C. Gen. Stat. § 159-10)
- By June 1 – Recommended budget must be submitted to the Board of County Commissioners (N.C. Gen. Stat. § 159-11(b))
- Before adoption – A public hearing must be held (N.C. Gen. Stat. § 159-12(b))
- By July 1 – From 10 days after submitted to the Board of County Commissioners, but by July 1, a balanced budget must be adopted (N.C. Gen. Stat. § 159-13(a))

## BUDGET PROCESS

All Durham County departments are required to submit requests for appropriation to the County Manager on or before March 15 of each year. This is done through a customized version of SAP Software that compiles requested revenues, expenditures and new positions from each department. The Budget and Management Services Department is responsible for advising and supporting county departments throughout the entire budget process; performing budget software maintenance and training; publishing recommended and approved budget documents; analyzing and assisting in the County Manager's recommendation of requests; and updating and distributing a budget manual, among other important duties.

The Budget and Management Services Department, under the direction of the County Manager, uses the departmental requests as the starting point for developing a recommended budget. Departments are asked to provide a continuation budget and identify expansion items through a priority ranking system. This information is ultimately reviewed and adjusted in order to create a balanced recommended budget that the County Manager presents to the Board of County Commissioners for review prior to May 31 of each year. The Board is required to hold public hearings on the recommended budget and to adopt a final budget no later than June 30, the close of Durham County's fiscal year. The Board typically holds multiple budget work sessions to address issues in the recommended budget. As required by North Carolina law, the Board adopts a budget ordinance setting a tax rate and spending authority for the fiscal year.

## AMENDMENT PROCESS

The adopted budget is prepared by fund, function (e.g., Public Safety) and department/agency (e.g., Sheriff); however, the appropriations are formally budgeted and approved on a functional basis. The County Manager is authorized to transfer budget amounts within a function up to 15% cumulatively without reporting to the Board of County Commissioners. The County Manager is authorized to transfer budget amounts between functions of the same fund up to \$20,000 with an official report of such transfer being made at the next regular meeting of the Board. Departments routinely submit budget amendments as agenda items to the Board after review by the Budget and Management Services Department. The amendments are typically placed on the consent agenda, but can be pulled for discussion. Upon approval by the Board, the Budget and Management Services Department updates the financial system to reflect the amendment.

# FY 2013-14 BUDGET CALENDAR

<b>December</b>		
Wednesday	December 12	Distribution of programs inventory survey
Thursday	December 13	Non-profit pre-application questionnaire due
<b>January</b>		
Thursday	December 20	Online non-profit application portal open to qualified applicants
Wednesday	January 9, 2013	FY2014 Nonprofit Application Workshop
Friday	January 11	Programs inventory survey due to Budget Analyst
Thursday/Friday	Jan. 31 & Feb. 1	BOCC Retreat
<b>February</b>		
Friday	February 8	Distribution of budget materials to departments through intranet
Monday	February 11	SAP Budget System opens for entry of departmental budget requests
Tuesday	February 12	Budget Workshop and Information Session
Wednesday	February 13	Budget Workshop and Information Session
Thursday	February 14	Non-profit applications due
Wednesday	February 20	Departments submit Information Technology Request Form (new requests only, not replacements) <b>to Bonnie Simmons in Information Technology.</b>
Monday	February 25	Advance public comments at Board of County Commissioners meeting
<b>March</b>		
Monday	March 4	Distribution of FY 2013-14 nonprofit applications to departmental staff for review
Friday	March 8	DEPARTMENTAL BUDGET REQUESTS DUE TO BUDGET AND MANAGEMENT SERVICES – Entered into SAP Budget System as well as transmittal letter, performance measures and other supporting documents should be e-mailed to Budget Analyst.
Friday	March 22	Volunteer Fire Districts submit requests to Fire Marshal and Budget and Management Services
Monday	March 25	Departmental staff review of nonprofits due to Budget Office
<b>April</b>		
Monday	April 1	Non-Profit Public Comment Period at BOCC Worksession
Monday - Friday	April 8-19	Departmental budget presentations with County Manager, Deputy Manager and Budget and Management Services
<b>May</b>		
Wednesday	May 15	Durham Public Schools Board of Education submits budget request to County Manager
Tuesday	May 28	County Manager delivers Recommended Budget to Board of County Commissioners – 7 pm meeting
Wednesday-Thursday	May 29-June 13	Board of County Commissioners budget work sessions
<b>June</b>		
	Early June	Notice of Public Hearing published for June 10 public hearing
Monday	June 10	Board of County Commissioners holds public hearing on Recommended Budget 7 pm
Monday	June 24	Board of County Commissioners adoption of FY 2013-14 Annual Budget Ordinance
<b>July</b>		
Monday	July 1	FY 2013-14 budget available in SAP Budget System

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## GLOSSARY TERMS

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**Account:** The detailed record of a particular asset, liability, owners' equity, revenue or expense.

**Accrual basis:** Where revenue and expenses are recorded in the period in which they are earned or incurred regardless of whether cash is received or disbursed in that period.

**Ad valorem tax:** Commonly referred to as property tax; levied on both real and personal property according to the property's valuation and the tax rate.

**Appropriated fund balance:** The estimated fund balance appropriated into the annual budget.

**Appropriation:** A legal authorization to incur obligations and make expenditures for specific purposes.

**Approved budget:** The final budget the Board of County Commissioners adopts by July 1.

**Assessed valuation:** The value of real estate or personal property as determined by tax assessors and used as a basis for levying taxes.

**Asset:** Anything owned by an individual or a business which has commercial or exchange value.

**Balanced budget:** Where revenues and expenditures are budgeted at equal amounts.

**Base budget:** Cost if continuing the existing levels of service.

**Basis of accounting:** Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting.

**Basis of budgeting:** The annual budget is prepared on the modified accrual basis of accounting as required by North Carolina law.

**Board of County Commissioners (BOCC):** The governing body of Durham County consisting of five commissioners elected at-large and serving for four-year terms.

**Bond:** A written promise to repay debt on a specific date in the future along with payment of a specified amount of interest at predetermined intervals while the debt is outstanding.

**Bond agency fees:** Fees charged by bond agencies for services related to debt issuance.

**Bond covenant:** Provision in a bond or debt contract which require the debt issuer to meet certain standards or do certain things.

**Bond rating:** Grade indicating a unit's investment qualities; ratings range from AAA (highest) to D (lowest).

**Budget:** Plan of financial activity for a specific period of time indicating all planned revenues and expenses for the budget period.

**Budget amendment:** A means for the Board of County Commissioners to recognize new revenues or expenditures and amend the operating budget.

**Business area:** Group of related activities performed by one or more organizational units (fund centers) for the purpose of accomplishing a function for which the government is responsible.

**Capital expenditure (or outlay):** Fixed asset which has a value of \$5,000 or more and has a useful economic lifetime of more than one year.

**Capital Improvement Plan (CIP):** Long-range plan which outlines major capital needs and the means of financing proposed acquisitions.

**Certificates of participation (COPs):** Shares in a debt obligation created by a capital lease that are sold to or placed with investors. The certificates are secured by the property financed with the debt.

**Code:** System of numbering accounts and transactions in order to produce desired information; see *commitment item*.

**Commitment item:** Accounting code used to classify an expenditure or a revenue; examples: 5100011000 – Salary, 5200110200 – Telephone.

**Constant dollars:** Actual dollar amounts adjusted for inflation.

**Contingency:** A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

**Debt:** Money or other property lent or borrowed and that must be repaid or returned. Debt may be outstanding for a short term (one year or less) or for a long term (one year or more).

**Debt service:** Cost of paying principal and interest on borrowed money according to a predetermined payment schedule.

**Department:** The organizational unit of county government providing a specific service.

**Designated fund balance:** Designations of fund balance represent tentative management plans that are subject to change.

**Elected officials:** Positions decided upon by voters and include the Board of County Commissioners, Sheriff and Register of Deeds.

**Employee benefits:** Benefits beyond salary compensation including health care, retirement, disability, life insurance, etc.

**Encumbrances:** A reservation of budget authority for a particular purpose. An encumbrance typically occurs when a purchase order or contract is approved.

**Enterprise fund:** A separate fund that accounts for a government-owned enterprise such as solid waste or water-sewer systems.

**Expenditure:** Payment of cash on the transfer of property or services for the purpose of acquiring an asset, service or settling a loss.

**Federal and state revenues:** Funds received from federal, state and other local government sources.

**Fire district:** Special district taxes are levied for fire protection in seven districts: Bahama, Bethesda, Eno, Lebanon, New Hope, Parkwood and Redwood.

**Fiscal year:** A declared accounting year, not necessarily a calendar year. The fiscal year for Durham County is July 1 to June 30.

**Fixed asset:** Assets of long-term character that are intended to continue to be held or used such as land, buildings, furniture and other equipment.

**Full-time equivalent (FTE):** A position count that calculates workforce by number of hours worked relative to a standard working schedule. For instance, a part-time worker may be considered 0.5 FTE.

**Function:** Grouping of agencies that provide similar services. For example the “Public Safety” function includes Sheriff, Emergency Medical Services, Criminal Justice Resource Center, Fire Marshal and Emergency Communications, among others.

**Fund:** Fiscal entity with revenues and expenses that are segregated for the purpose of carrying out a specific purpose or activity.

**Fund balance:** Funds accumulated through the under expenditure of appropriations and/or the act of exceeding anticipated revenues.

**Funds center:** One organizational unit within a department or business area that has a specific purpose in accomplishing a function for which the agency is responsible.

**General Fund:** The main operating fund accounting for governmental functions supported by general taxes and revenues as well as financial resources that legal requirements do not require to be accounted for in another fund.

**General obligation bond:** Bond that is backed by the full faith, credit and taxing power of the government.

**Generally Accepted Accounting Principles (GAAP):** Accounting rules used to prepare, present and report financial statements. For local and state governments, GAAP is determined by the Governmental Accounting Standards Board (GASB).

**Goal:** A broad statement of desired conditions to be maintained or achieved through the efforts of an organization; standard against which progress is measured.

**Governmental Accounting Standards Board (GASB):** A private, nongovernmental organization that establishes and improves standards of local and state governmental accounting and financial reporting; see [www.gasb.org](http://www.gasb.org).

**Grant:** Gift of money from one organization to another.

**Intergovernmental revenues:** Funds received from federal, state and other local government sources.

**Internal service fund:** A fund that may be used to account for any activity that provides goods or services to other departments or funds within the same government.

**Lease:** A contract where a party being the owner of an asset provides the asset for use at a consideration (rental), for a certain period with an understanding that at the end of such period the asset either will be returned to the lessor or disposed off as per the lessor's instructions.

**Liability:** A loan, expense or any other form of claim on the assets of an entity that must be paid or otherwise honored by that entity.

**Mission:** The mission of Durham County Government is to enhance the quality of life for its citizens by providing education, safety and security, health and human services, economic development, and cultural and recreational resources.

**Modified accrual basis:** Under this accounting basis, revenues are considered available when collectible either during the current period or after the end of the current period but in time to pay year-end liabilities. Expenditures are recognized when a transaction or event is expected to draw upon current spendable resources rather than future resources.

**Net assets:** The difference between total assets and current liabilities including non-capitalized, long-term liabilities.

**Object of expenditure:** An expenditure classification related to the type of goods or services purchased such as office supplies.

**Objective:** A specific statement of desired results which represents a single step in the achievement of a goal. Objectives are measurable and can be accomplished within a specific time interval.

**Operating expense:** Cost for personnel, materials and equipment required for a department to function.

**Ordinance:** A legal document adopted by the governing body setting policy and procedures.

**Other financing sources:** A revenue category containing appropriated fund balance and transfers from other funds.

**Pass-through funds:** Funds from other jurisdictions, such as the federal government, which are used often for a specific purpose or activity administered by the county.

**Performance budget:** A budget in which expenditures are based primarily upon measurable performance of activities and work programs.

**Performance indicator:** Specific quantitative and qualitative measures of work performed.

**Personal property:** Classified within two divisions: 1) Tangible property includes items that are visible and movable; 2) Intangible property includes stocks, bonds, bank deposits, etc.

**Personnel services:** Expenditures for salaries, wages and fringe benefits.

**Property taxes:** Levied on real and personal property and set at a rate of cents on each dollar of value of the property.

**Real property:** Land, buildings and items permanently affixed to land or buildings.

**Reappraisal (or revaluation):** The process of revaluing a jurisdiction's real property in order to adjust the tax value to the market value.

**Reclassification:** A change in the classification and corresponding job title of an existing position which results from a major change in assigned responsibilities.

**Recommended budget:** The County Manager presents a recommended budget to the Board of County Commissioners based on requests for funding from departments. By North Carolina law, the recommended budget must be provided to the Board by June 1.

**Reserved fund balance:** Amounts that are not appropriable or legally segregated for a specific purpose.

**Revenue:** Any type of funds that can be used to pay for expenses. Types of revenue include property taxes, sales taxes, state funds, federal funds, grant funds, fees, interest earnings, loans, etc.

**Revenue bond:** Bond secured by and repaid from specific and limited revenues. The pledged revenues are most often net revenues, or earnings, from a self-supporting utility or enterprise.

**Service level:** The amount of service provided during a fiscal year as indicated by one or more performance indicators.

**Special assessments:** Charges to property owners which finance public improvements or services deemed to benefit specific properties.

**Special revenue fund:** A fund used to account for the proceeds of special revenue sources (other than for capital projects) that are legally restricted to expenditures for specific purpose.

**Statute:** A law enacted by the North Carolina General Assembly.

**Tax levy:** Revenue produced by applying a given tax rate to a property's assessed, or tax, value.

**Transfers in/out:** Amounts transferred from one fund to another to assist in financing the services for the recipient fund.

**Trend:** A continuing direction of movement of a chronological series of data charted on a graph.

**Trust fund:** Used to account for assets the county holds on behalf of others.

**Undesignated fund balance:** The amount of fund balance which is available for future appropriations.

**User charges:** Payment of a fee for direct receipt of a public service by the party who benefits from the service.



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## GLOSSARY CODES

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### Personal Services

- 5100011000 SALARIES AND WAGES - REGULAR: Salaries and wages paid to full-time employees.
- 5100012000 SALARIES AND WAGES - PART TIME: Salaries and wages paid to part-time employees.
- 5100020500 PHONE ALLOWANCE: Compensation to employees and elected officials for county-business use of personal phone devices.
- 5100020600 TRAVEL ALLOWANCE: Compensation to employees and elected officials for expenses occurred while travelling on county business.
- 5100051000 BOARD MEMBER FEES: Regular compensation paid to boards and commissions.
- 5100050200 CONSULTING FEES: Fees paid directly to individuals and firms providing contracted personal services to the county. These services replace or augment those provided by program personnel.

### Employee Benefits

- 5100060000 FLEXIBLE BENEFITS: A program which allows employees to choose health benefits to best meet their individual needs.
- 5100061000 FICA EXPENSES: Social security expenses incurred by the county for all employees.
- 5100061300 RETIREMENT: The county's cost for retirement benefits under the Local Government Employees' Retirement System.
- 5100063300 SUPPLEMENTAL RETIREMENT: The county's contribution to deferred compensation accounts for employees eligible for the Local Government Employees' Retirement System.

### Operating Expenses

- 5200110200 TELEPHONE: The cost of local and long distance telephone service and installation charges.
- 5200110300 POSTAGE: Expenditures for mailing and shipping.
- 5200110400 PRINTING: Expenditures for printing and duplicating.
- 5200114300 OFFICE SUPPLIES AND MATERIALS: Expenditures for all consumable office supplies, small fixtures or furniture valued under \$1,000.
- 5200114400 NON-CAPITAL OFFICE FURNITURE AND EQUIPMENT: The purchase of tangible, individual office furniture and equipment items costing less than \$1,000.
- 5200120100 BUILDING RENT: Payments for space rented by the county.
- 5200120200 EQUIPMENT RENTAL: Charges for lease and rental of equipment.
- 5200120300 UTILITIES: Charges for electricity, water, fuel oil and natural gas.
- 5200120500 VEHICLE LEASE: Lease payments for vehicles leased or lease-purchased by the county.
- 5200120600 EQUIPMENT LEASE: Lease payments for equipment leased or lease-purchased by the county.
- 5200130100 TRAINING RELATED TRAVEL: The cost incurred for travel, fees, subsistence and registrations in connection with employee development.
- 5200130300 DUES AND SUBSCRIPTIONS: The cost of memberships, dues and subscriptions to periodicals and journals.
- 5200140300 M & R EQUIPMENT: The cost incurred in maintaining and repairing county-owned equipment including service contracts.
- 5200140400 M & R VEHICLES: The cost incurred in maintaining and repairing county-owned vehicles.
- 5200150100 OPERATIONAL TRAVEL: The cost of travel associated with department and program

operations.

- 5200150200 VEHICLE SUPPLIES: The cost of operating and maintaining county-owned vehicles.
- 5200151000 SOFTWARE: Expenditures for computer software valued under \$1,000.
- 5200159500 OTHER SUPPLIES AND MATERIALS, also called MISCELLANEOUS SUPPLIES: The cost of operating supplies and materials not otherwise classified.
- 5200160100 MISCELLANEOUS CONTRACTED SERVICES: Expenditures for services contracted out by the county including consultant or personal services contracts (security, janitorial, audit, etc.).
- 5200180100 ADVERTISING: The cost incurred for advertising including legal notices, recruitment, etc.
- 5200180300 UNIFORMS: The cost of providing uniforms to employees.
- 5200184000 INSURANCE AND BONDS: The cost of insuring county property such as buildings and equipment and employee fidelity bonds.
- 5200190300 INDIRECT COSTS: The administrative, or overhead, costs associated with a department or program.
- 5200191000 MISCELLANEOUS EXPENSE: Items not categorized in other expense lines.
- 5200200000 NON-CAPITAL COMPUTER: The cost of non-capital, computer-related, individual hardware purchases less than \$750 (laser printer).

#### **Capital Outlay**

- 5300230000 BUILDINGS: Refurbishing.
- 5300240000 OFFICE FURNITURE AND EQUIPMENT: Expenditures for office and equipment (except computer hardware) with a unit cost of \$1,000 or more and a useful life exceeding one year (desks, chairs, calculators, fax machines, etc.).
- 5300250000 MISCELLANEOUS MACHINERY & EQUIPMENT: Expenditures for machinery and major equipment with a unit cost of \$1,000 or more and a useful life exceeding one year (mowers, lab equipment, etc.).
- 5300250100 VEHICLES: Expenditures for automobiles, vans, trucks, etc.
- 5300253500 SOFTWARE: Expenditures for all individual computer software purchases with a unit cost of \$1,000 or more.
- 5300254000 COMPUTER HARDWARE: Expenditures for computer hardware and related equipment with a unit cost of \$1,000 or more and a useful life exceeding one year (computers, monitors, printers, modems, mainframe processors, etc.).