

Expenditures	FY15-16 Actuals	FY16-17 Adjusted Budget	FY17-18 Adopted Budget
Personnel Services	\$ 1,208,770	\$ 1,260,750	\$ 1,375,184
Operating	240,546	752,100	254,186
Debt Service	-	-	-
Capital Outlay	-	48,000	59,000
Total:	\$ 1,449,316	\$ 2,060,850	\$ 1,688,370

Full-Time Positions	15	15	16
Part-Time Positions	0	0	0

Purpose and Mission:

The mission of the Development Services Department is to deliver professional quality planning, implementation, and information services to the Board of Aldermen, City Manager, citizens and those seeking to become a part of or do business in our community. In doing so, our goal is to help create the best possible quality of life for the citizens of New Bern.

Our purpose is to help facilitate the planning process for City operations, policies and programs; to assist in the development and implementation of the adopted plans and policies of the Board of Aldermen; to assist citizens, builders, developers and others in achieving their goals consistent with the principles of sustainability, community livability and adopted plans; to write, recommend and administer codes; to seek out, secure and implement grant opportunities; to foster and encourage partnerships within the community; and to take the lead role in implementing the City’s community and economic development efforts.

GIS provides accurate real-time, intelligent digital and paper maps to the Board of Aldermen, City Manager, City staff, and public. Access to mapping data is critical in saving money and time to users for analysis and planning of the City’s future needs, including, but not limited to, demographics, infrastructure, transportation, land use, zoning, etc.

FY2017-18 Budget Highlights:

Personnel Services:

- The FY2017-18 Budget includes the request for an additional Building Inspector 1 position, as well as, a reclassification of the Planner position to a Planner 2 position.

Operating:

- FY2017-18 operating expenses remain relatively flat (FY2016-17 operating expenses include a one time \$400,000 transfer of funds from the general fund to cover the cost of demolition of the old Days Hotel): \$40,000 is budgeted to continue the City's imminent threat and public nuisance program, \$25,000 is allocated to continue the implementation of the City's GIS Strategic plan, and an additional \$25,000 is budgeted to assist in the implementation of various Board and City directives over the course of the fiscal year.

Capital:

- \$25,000 is being allocated to replace one vehicle in the inspections department.

**City of New Bern Budget
Fiscal Year 2017-18**

Fund: General
Department: Development Services
Organization: Development Services

Account Number	Description	Actual Last Year FY 2015-16	Adjusted Budget FY 2016-17	Manager's Recommended FY 2017-18	Approved Budget FY 2017-18
Personnel Services:					
Salaries					
1111-7010-61101	Salaries - Regular	859,070	884,336	966,028	966,028
1111-7010-61103	Salaries - Accum Vac Payout	9,980	10,000	8,500	8,500
1111-7010-61121	Salaries - Overtime	543	1,500	500	500
1111-7010-61161	Salaries - Seasonal	0	0	3,000	3,000
1111-7010-61181	Salaries - Taxable Benefits	9,154	12,600	7,856	7,856
	Subtotal Salaries	878,747	908,436	985,884	985,884
Fringe Benefits					
1111-7010-62110	Social Security Tax	52,314	56,324	61,125	61,125
1111-7010-62112	Medicare Tax	12,235	13,173	14,296	14,296
1111-7010-62210	State Retirement	58,300	64,949	73,353	73,353
1111-7010-62220	401K	42,174	45,422	49,295	49,295
1111-7010-62810	Health/Life Insurance	165,000	163,023	170,761	170,761
1111-7010-62820	Workers' Compensation	0	9,423	20,470	20,470
	Subtotal Fringe Benefits	330,023	352,314	389,300	389,300
Total Personnel Services		1,208,770	1,260,750	1,375,184	1,375,184
Professional Services:					
1111-7010-71190	Other Professional Services	52,199	90,200	50,000	50,000
Total Professional Services		52,199	90,200	50,000	50,000
Current Obligations & Services:					
1111-7010-72130	Employee Travel & Training	20,813	31,900	28,700	28,700
1111-7010-72132	Boards/Commissions Travel & Train	0	1,000	500	500
1111-7010-72210	Telephone Service	2,737	8,700	2,760	2,760
1111-7010-72310	Utilities	0	14,000	14,000	14,000
1111-7010-72410	Printing	153	355	1,500	1,500
1111-7010-72530	R & M - Vehicles	0	1,000	0	0
1111-7010-72532	Central Garage Charges	15,366	12,426	12,099	12,099
1111-7010-72790	Advertising	2,385	3,000	3,000	3,000
1111-7010-72890	Miscellaneous Other Services	0	0	1,000	1,000
Total Current Obligations & Services		41,454	72,381	63,559	63,559
Fixed Charges & Other Services:					
1111-7010-73130	Lease Program – Copier/Printer	7,962	7,782	9,114	9,114
1111-7010-73210	Service & Maintenance Contracts	66,916	69,363	69,583	69,583
1111-7010-73810	Dues & Subscriptions	3,873	4,180	4,430	4,430
Total Fixed Charges & Other Services		78,751	81,325	83,127	83,127

**City of New Bern Budget
Fiscal Year 2017-18**

Account Number	Description	Actual Last Year FY 2015-16	Adjusted Budget FY 2016-17	Manager's Recommended FY 2017-18	Approved Budget FY 2017-18
Supplies & Materials:					
1111-7010-74110	Uniforms	458	2,100	2,100	2,100
1111-7010-74120	Janitorial Supplies	0	0	500	500
1111-7010-74510	Fuel Charges	2,869	4,800	4,500	4,500
1111-7010-74610	Office Supplies & Materials	4,571	8,724	6,000	6,000
1111-7010-74910	Other Supplies & Materials	0	0	1,800	1,800
1111-7010-74916	Other Equipment Non-Capital	0	6,320	0	0
1111-7010-74930	IT Supplies	1,533	2,200	0	0
1111-7010-74931	IT Eqt (Restricted - IT Use Only)	20,851	6,050	2,600	2,600
1111-7010-74984	Imminent Threats/Public Nuisances	37,860	478,000	40,000	40,000
Total Supplies & Materials		68,142	508,194	57,500	57,500
Capital Expenses:					
1111-7010-75192	I/P Other Equipment	0	0	34,000	34,000
1111-7010-75212	I/P Motor Vehicles	0	48,000	25,000	25,000
Total Capital Expenses		0	48,000	59,000	59,000
Development Services Totals:		1,449,316	2,060,850	1,688,370	1,688,370

POSITION SUMMARY

Fund:	General
Department:	Development Services
Org:	Development Services 7010

PERSONNEL

	<u>Grade</u>	<u>FY2016-17</u>		<u>Approved</u>
		<u>Funded</u>	<u>Positions Filled</u>	<u>FY2017-18</u>
		<u>Funded</u>	<u>Positions Filled</u>	<u>Funded</u>
Director of Development Services	32	1	1	1
Community & Economic Development Manager	23	1	1	1
City Planner	22	1	1	1
Chief Building Inspector	20	1	1	1
Land & Community Development Administrator	20	1	1	1
GIS Coordinator	20	1	1	1
Community Development Coordinator	18	1	1	1
Building Inspector III	17	1	1	1
Building Inspector II	15	2	2	2
Planner II	15	0	0	1
Planner I	14	1	1	0
Building Inspector I	13	1	1	2
Nuisance Abatement Officer	12	1	1	1
Administrative Assistant	11	1	1	1
Office Assistant III	9	1	1	1
Full-Time Total		15	15	16

Travel & Training Request 2017-18
GL Account # 72130

Projected Date(s) of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
May-18	APA - National Conference	NO	Director/Planner	\$5,000
Sep-17	NCPA - State Planning Conference x3	Greenville	GIS Manager/City Planner/planner	\$2,400
TBD	NCAZO Annual Workshop	Raleigh	Land Dev Coordinator/Director	\$800
TBD	NC Certified Zoning Official Course	Chapel Hill	City Planner	\$2,500
Aug-18	NC Main St Conference	TBD	City Planner/Planner	\$700
na	AICP Certification	TBD	Planner	\$495
Jul-17	Workforce Development Strategies	MN	ED Manager	\$1,650
Sep-17	IEDC Conference/course	Toronto	ED Manager	\$2,500
May-17	ICSC	NV	ED Manager	\$750
na	Python Scripting Training	online	GIS Manager	\$1,700
Sep-17	NC AUG Conference	Carolina Beach	GIS Manager	\$350
various	Travel to and From NC statewide Mapping Council	Raleigh	GIS manager	\$100
TBD	Inspections: Continuing Ed (900x5)	New Bern	Building Inspectors	\$4,500
TBD	Inspections: NC Association of Flood Plain Managers	Morehead	Building Inspectors	\$600
				Continued

Travel & Training Request 2017-18
GL Account # 72130

Projected Date(s) of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
TBD	Inspections: Code Courses - CCC (3x125)	New Bern	Building Inspectors	\$375
TBD	Inspections: Other Code Courses (4x550)	New Bern	Building Inspectors	\$1,650
TBD	Inspections: CAMA recertification x 2	Morehead	Building Inspectors	\$100
TBD	Inspections: Standard Certificate Exams (195x4)	Jacksonville NC	Building Inspectors	\$780
TBD	Inspections: NC Housing Officials Seminar	Jacksonville NC	Building Inspectors	\$500
TBD	Inspections: Electrical Seminar	Jacksonville NC	Building Inspectors	\$250
TBD	Inspections: mechanical Seminar	Jacksonville NC	Building Inspectors	\$250
TBD	Inspections: Plumbing Seminar	Jacksonville NC	Building Inspectors	\$250
TBD	Inspections: NC building Inspector Assoc	Jacksonville NC	Building Inspectors	\$500
				\$28,700

Development Services

Org. 7010

**Dues & Subscriptions 2017-18
GL Acct # 73810**

Name of Organization	Projected Cost
NCAZO - Zoning Official x2	\$120
International Building Code Association	\$100
NC Building Inspectors Association	\$55
NC Associates of Housing Code Officials	\$40
NC Mechanical Inspectors Association	\$50
NC Division of Emergency Management	\$50
NC Plumbing Inspectors Association	\$50
International Associates of Electrical Inspectors	\$90
International Economic Development Council	\$345
Economic Development: Rotary	\$520
Community Development Finance Association	\$400
Economic Development: Civitan	\$260
Continued	

Development Services

Org. 7010

**Dues & Subscriptions 2017-18
GL Acct # 73810**

Name of Organization	Projected Cost
Sun Journal	\$200
Coastal Environmental	\$25
URISA (GIS)	\$175
CURISA/NCAUG (GIS)	\$25
Inspectors Standard Certificates (20x15)	\$300
American Planning Association/AICP	\$1,625
	\$4,430



Project Title: Vehicle Replacement
Department: Development Services
Division: Inspections

Project Description: Replace 1 vehicle in fleet for building inspections staff.

Justification: Veghicle Z-6, 2005 Ford Ranger with 86,000 miles needs replacement

History and Current Status; The manufacturer has informed us that repair parts are no longer available for the existing devices. If the equipment
Impact if Cancelled or Delayed: malfunctions we will lose our ability for live EOC.

Proposed Start Date: 7/1/2017
Est Completion Date: 8/31/2017

FY 2018 Dept Request: \$23,000

Project Expenditures

Activity:	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	Total
Prelim Design / Plans:	-	-	-	-	-	\$ -
Engineering / Arch. Services:	-	-	-	-	-	\$ -
Land / ROW / Acquisition:	-	-	-	-	-	\$ -
Clear / Grade / Site Prep:	-	-	-	-	-	\$ -
Building / Utility Construction:	-	-	-	-	-	\$ -
Heavy Equipment/Truck:	\$ 23,000	-	-	-	-	\$ 23,000
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$23,000

Funding Source(s)

	FY 17-18	FY 19-20	FY 19-20	FY 20-21	FY 21-22	Total
Revenue:	-	-	-	-	-	\$ -
Grants:	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	-	-	-	-	-	\$ -
Fund Balance:	-	-	-	-	-	\$ -
Other (Please specify):	-	-	-	-	-	\$ -
Total:						\$0

New/Additional Impact on Operating Budget

	FY 17-18	FY 19-20	FY 19-20	FY 20-21	FY 21-22	Total
Salaries/Benefits:	-	-	-	-	-	\$ -
Prof. & Consult. Services:	-	-	-	-	-	\$ -
Materials & Supplies:	-	-	-	-	-	\$ -
Maintenance/Fuel:	-	-	-	-	-	\$ -
Other (Please Specify):	-	-	-	-	-	\$ -

Budget Impact/Other:

Project Phases:

1. PURPOSE:

- | | | | |
|--|---|---|---|
| <input checked="" type="checkbox"/> New Position - Full Time | <input type="checkbox"/> Internship | <input type="checkbox"/> New Program | <input type="checkbox"/> Administrative Reorganization |
| <input type="checkbox"/> New Position - Part Time | <input type="checkbox"/> Division/Department Transfer | <input type="checkbox"/> Expanded Program | <input type="checkbox"/> Operation of New Capital Improvement |
| <input type="checkbox"/> Temporary Position - Full Time | <input type="checkbox"/> Elimination of Position | <input type="checkbox"/> Temporary Vacancy | <input type="checkbox"/> Economy of Operations |
| <input type="checkbox"/> Temporary Position - Part Time | <input type="checkbox"/> Hold Vacant Position | <input type="checkbox"/> Temporary Program/Need | <input type="checkbox"/> Other |
| <input type="checkbox"/> Upgrade Part Time to Full Time | <input type="checkbox"/> Grant-Funded Position | | |
| <input type="checkbox"/> Upgrade Seasonal to Part-Time | <input type="checkbox"/> Position Modification | | |

TYPE OF REQUEST

REASONS FOR REQUEST

2. JUSTIFICATION: Over the last 4 fiscal years, Development Services has reduced staffing in the inspections division by 3 positions to reflect the reduced workload caused by a declining economy. Anticipated and real growth combined with two pending retirements in the inspections department require the creation of a new Building Inspector 1 position in order to maintain an adequate level of service for our customers in fy 17/18.

3. DESCRIPTION OF POSITION(S) REQUESTED/VACATED:

Number Of Positions	Position Title	Estimated Date of Hire/Vacancy	Previous Grade/Salary	Proposed Grade/Salary	Estimated Cost This Year	Estimated Cost Salary & Benefits Each Year	Additional Cost This Year (e.g. Equipment, Training, Uniforms)	Additional Cost (e.g. Equipment, Training, Uniforms) Each Year
01	Building Inspector 1	07/01/2017	13	13	50000	50000		

4. ADDITIONAL INFORMATION

A. For Grant-Funded Positions Only

- Total amount of grant award: \$ _____
- For what period of time is grant awarded? From: _____ To: _____
- Are local matching funds required? Yes: No:
- Is grant renewable? Yes: No:
- What are allowable costs under the grant? (Check all that apply!)
 Salary: Overtime: Yes, upon reapplication and award:
 Uniforms: Equipment: Benefits:
 Other: _____ Training: _____
- Do you anticipate retaining this position after grant funding expires? Yes: No:
- Does the grant require position to be sustained? Yes: No: If yes, length of time: _____

B. Total Number of Positions

Actual	Requested
Full-time	
Part-time	

ATTACHMENTS (if applicable):

<input type="checkbox"/> Job Description(s)	<input type="checkbox"/> Grant Specifications
<input type="checkbox"/> Position Announcement	<input type="checkbox"/> Other
<input type="checkbox"/> Organizational Chart	

REVIEWED BY:

Human Res. _____ Date: _____
 APPROVED: Yes No
 City Manager _____ Date: _____

BUILDING INSPECTOR I

General Definition of Work:

FLSA Status: Non-Exempt

Performs responsible technical work inspecting residential building construction and in the enforcement of the minimum housing code and nuisance ordinances; does related work as required. Work is performed under the regular supervision of the Chief Building Inspector.

Essential Functions/Typical Tasks:

Inspecting building construction for compliance with building codes; maintaining records and files and preparing reports.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Performs field inspections and reinspections of residential construction and existing structures for compliance with building, plumbing, electrical and mechanical codes and the minimum housing code.
- Schedules appointments to conduct inspections.
- Takes necessary actions and follows appropriate procedures to ensure compliance with the minimum housing code and other code provisions.
- Notifies property owners of violations.
- Issues permits; reviews blueprints, surveyed plot plan and elevation certificates for compliance of appropriate code/zoning ordinances.
- Determines which dwellings should be demolished; prepares documents for court proceedings; prepares bid packets for demolition contractors; coordinates demolition activities; prepares payment requisitions.
- Receives and responds to inquiries and complaints in regard to defective construction and the minimum housing code.
- Inspects existing buildings for hazardous conditions, structural failures or improper uses.
- Assists in the enforcement of the zoning and nuisance abatement ordinances.
- Issues warnings and takes appropriate action when violations occur; testifies in court.
- Makes reports and keeps records regarding inspections.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

General knowledge of all types of building construction materials and methods and stages of construction when possible violations and defects may be most easily observed and corrected; general knowledge of state building codes, minimum housing, nuisance abatement, abandoned vehicle and related codes, laws and ordinances; general knowledge of routine legal procedures, as related to the enforcement of laws and ordinances; ability to detect poor workmanship, inferior materials, and hazards of fire and collapse; ability to read and interpret plans, specifications and blueprints accurately and to compare them with construction in process; firmness and tact in enforcing ordinances and codes; ability to contact building owners, contractors and effect satisfactory working relationships; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience:

Any combination of education and experience equivalent to graduation from high school supplemented by course work in a variety of inspection specialties and some experience in the building construction trade.

Physical Requirements:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, and some medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, hazards, atmospheric conditions, and oils.

Special Requirements:

Possession of an appropriate driver's license valid in the State of North Carolina. Possession of Level I certificate in each of the code fields enforced within period prescribed by the State of North Carolina.

1. PURPOSE:

- | | | | |
|--|---|---|---|
| <input checked="" type="checkbox"/> New Position - Full Time | <input type="checkbox"/> Internship | <input type="checkbox"/> New Program | <input type="checkbox"/> Administrative Reorganization |
| <input type="checkbox"/> New Position - Part Time | <input type="checkbox"/> Division/Department Transfer | <input type="checkbox"/> Expanded Program | <input type="checkbox"/> Operation of New Capital Improvement |
| <input type="checkbox"/> Temporary Position - Full Time | <input type="checkbox"/> Elimination of Position | <input type="checkbox"/> Temporary Vacancy | <input type="checkbox"/> Economy of Operations |
| <input type="checkbox"/> Temporary Position - Part Time | <input type="checkbox"/> Hold Vacant Position | <input type="checkbox"/> Temporary Program/Need | <input checked="" type="checkbox"/> Other |
| <input type="checkbox"/> Upgrade Part Time to Full Time | <input type="checkbox"/> Grant-Funded Position | | |
| <input type="checkbox"/> Upgrade Seasonal to Part-Time | <input checked="" type="checkbox"/> Position Modification | | |

TYPE OF REQUEST

REASONS FOR REQUEST

2. JUSTIFICATION: The current Planner position has no pathway for professional advancement in the organization. It is the departments desire to create a system of professional advancement in order to retain high functioning employees. Retaining stellar employees provides consistent benefits the City and its customers.

3. DESCRIPTION OF POSITION(S) REQUESTED/VACATED:

Number Of Positions	Position Title	Estimated Date of Hire/Vacancy	Previous Grade/Salary	Proposed Grade/Salary	Estimated Cost Salary & Benefits This Year	Estimated Cost Salary & Benefits Each Year	Additional Cost (e.g. Equipment, Training, Uniforms) This Year	Additional Cost (e.g. Equipment, Training, Uniforms) Each Year
1	Planner 2	7/1/2017	14	15	50000	50000		

4. ADDITIONAL INFORMATION

A. For Grant-Funded Positions Only

1. Total amount of grant award: \$ _____

2. For what period of time is grant awarded? From: _____ To: _____

3. Are local matching funds required? Yes: No:

4. Is grant renewable? Yes: No:

5. What are allowable costs under the grant? (Check all that apply!)
 Overtime: Yes, upon reapplication and award:
 Uniforms: Benefits:
 Equipment: Training:
 Other: _____

6. Do you anticipate retaining this position after grant funding expires? Yes: No:

7. Does the grant require position to be sustained? Yes: No: If yes, length of time: _____

B. Total Number of Positions

Actual	Requested
Full-time	
Part-time	

ATTACHMENTS (if applicable):

Job Description(s) Grant Specifications

Position Announcement Other

Organizational Chart

REVIEWED BY: _____ Date: _____
 Human Res. _____

APPROVED: Yes No
 City Manager _____ Date: _____

PLANNER II

General Definition of Work:

Performs responsible professional work handling a variety of assignments related to planning and the geographic information system; does related work as required. Work is performed under the regular supervision of the Director of Development Services.

FLSA Status: Non-Exempt

Essential Functions/Typical Tasks:

Assisting with GIS data compilation, analysis, maintenance, and map preparation; administering City codes and ordinances including the historic preservation program; maintaining records and files; preparing reports.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Serves as staff support for various commissions and boards; prepares and disseminates meeting agendas, related packet information and minutes; maintains records and tracks actions taken at meetings; conducts research on various related topics as requested.
- Serve as Development Review Committee Administrator.
- Receives and responds to inquiries regarding planning issues.
- Produces routine geographic information systems maps for initial zoning, rezoning and variance requests and community meeting visual aids; assist with the production of various special project maps.
- Updates information in geographic information system.
- Assists with public notification of ordinance, zoning and/or overlay boundary changes by producing relevant databases.
- Assists with special projects regarding long range planning issues; conducts research on various planning issues; attends meetings.
- Researches, compiles and analyzes data related to various studies and projects; completes boundary and annexation surveys; enters a variety of information into computer.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Some knowledge of principles and practices of all aspects of planning with an emphasis on the urban setting; verifiable knowledge, skills and abilities in principles, practices and techniques of land use planning, new urbanism and smart growth principles and GIS; ability to conduct planning policy research; ability to acquire, maintain and organize planning-related data; ability to communicate both orally and in written form; skill in the use of a variety of office equipment and personal computer; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience:

Graduation from an accredited college or university with major course work in planning, geography or related field plus 2 to 4 years of experience as a professional planner, AICP preferred

Physical Requirements:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, kneeling, reaching, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Requirements:

Possession of appropriate driver's license valid in the State of North Carolina.