

## MINUTES

**STATE OF NORTH CAROLINA  
COUNTY OF HENDERSON**

**BOARD OF COMMISSIONERS  
TUESDAY, MAY 22, 2012**

The Henderson County Board of Commissioners met for a special called meeting at 1:00 p.m. in the Commissioners' Meeting Room of the Historic Courthouse on Main Street, Hendersonville.

Those present were: Chairman Tommy Thompson, Vice-Chairman Bill O'Connor, Commissioner Mike Edney, Commissioner Larry Young, Commissioner Charlie Messer, County Manager Steve Wyatt, Interim Assistant County Manager David Whitson, Attorney Russ Burrell and Clerk to the Board Teresa Wilson.

Also present were: Public Information Officer Christy DeStefano, Finance Director J. Carey McLelland, Planning Director Anthony Starr, Sheriff Charlie McDonald, Recreation Director Tim Hopkin, Fire Marshal Rocky Hyder, Engineer Marcus Jones, Research/Budget Analyst Amy Brantley, Soil & Water Conservation District Director Jonathan Wallin, Internal Auditor Darlene Burgess, Library Director Bill Snyder, IT Director Becky Snyder, Code Enforcement Director Toby Linville, Public Health Director Tom Bridges, Chief Deputy Rodney Raines, Animal Services Director Brad Rayfield, Elections Director Beverly Cunningham, Registrar Nedra Moles, Environmental Health Supervisor Seth Swift, DSS Program Administrator Penny Summey, DSS Administrative Officer Joseph Maxey, Elections Director Beverly Cunningham, Social Services Director Liston Smith, Assessor/Tax Collector Stan Duncan, Captain Steve Carter, Director of Communications Lisha Corn, Travel & Tourism Interim Director Beth Carden, Major Jerry Rice, Building Services Director Tom Stauffer, Engineering Intern Amanda Cash, and HR Director Jan Prichard.

### CALL TO ORDER/WELCOME

Chairman Thompson called the meeting to order and welcomed all in attendance. He stated the purpose of the meeting is a workshop to review budget proposals.

### PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the American Flag was led by Commissioner O'Connor.

### REVIEW OF BUDGET PROPOSALS

County Manager Steve Wyatt stated this proposal follows the Mandate established by the Board of Commissioners one year ago to develop and implement a four year financial plan for county government. Year two of this plan maintains the current property tax rate, maintains the cap on county spending at or below fiscal year 2011-2012 levels, fulfills the county's obligation to fully fund debt service obligations for county government, the Henderson County School system and Blue Ridge Community College and preserves funding for years 2013-2014 and 2014-2015 budgets. It is now up to the Board to take this framework and make valued judgment.

#### Budget Preparation Framework

1. Property tax remains at the FY12 rate of \$.5136
2. Sales tax projections remain at FY12 levels
3. Expenditures were capped at the FY12 Adopted level of \$105,047,232
4. Fund Balance Appropriated was capped at the 4 Year Plan level of \$3,359,749

#### Included in the Proposed Budget...

1. No property tax increase
2. \$385 reduction in overall general fund budget

APPROVED: June 4, 2012

3. Full funding of County's Debt Service obligation of \$14,542,173
4. 2% Cost of Living Adjustment for all County employees (first since FY 08-09)
5. \$1,073,884 – Available funding for Henderson County Public Schools Current Expense, or as the Board of Commissioners directs
6. \$36,818 - Available funding for Blue Ridge Community College Operating Expense, or as the Board of Commissioners directs

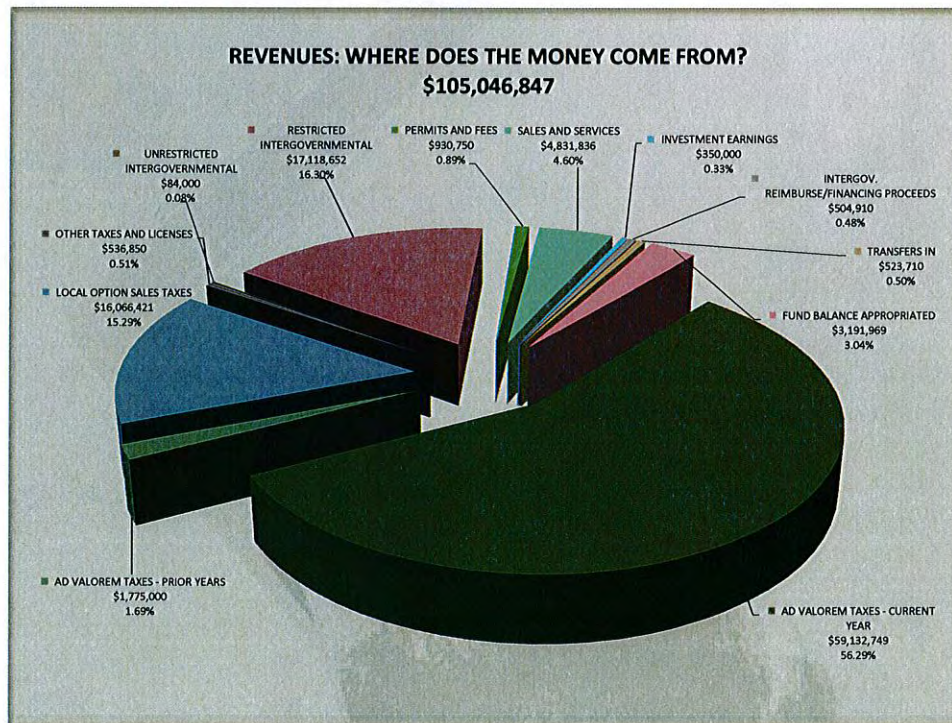
FY12-13 Proposed Budget - \$105,046,847

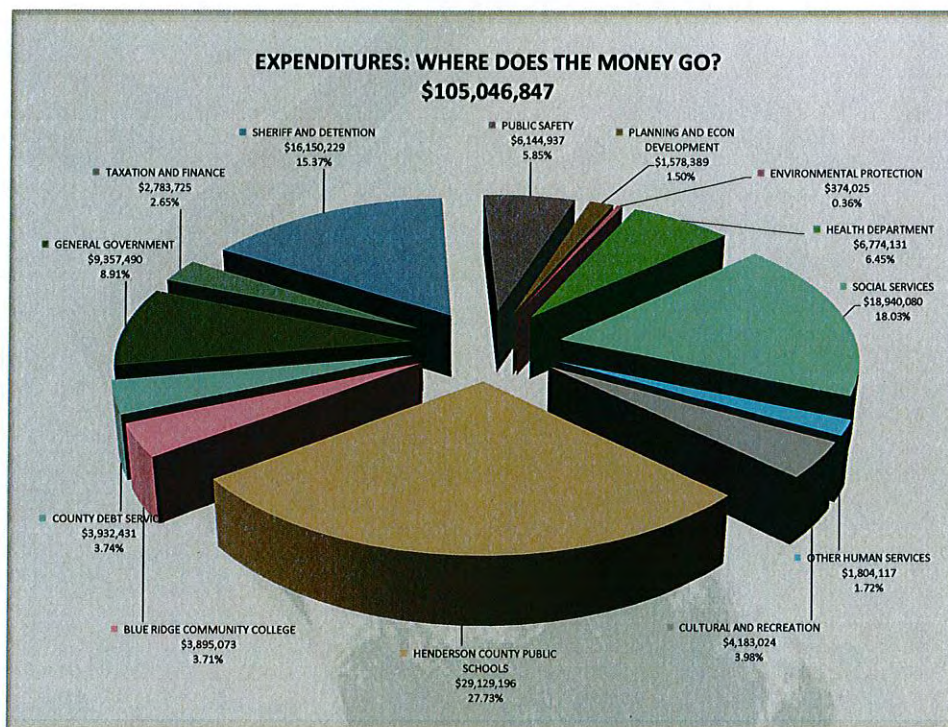
Historical Budget Information - FY 11-12 Adopted to FY 12-13

FY 2011-2012 Adopted Budget	\$ 105,047,232
FY 2012-2013 Proposed Budget	\$ 105,046,847
Difference	\$ 385

Debt Obligation as of July 1, 2012

County Government	\$ 29,087,263
Henderson County Public Schools	\$ 68,866,002
Blue Ridge Community College	\$ 13,160,825
<b>TOTAL</b>	<b>\$ 111,114,090</b>





To strategically utilize fund balance for the remainder of the 4 year plan...

- Total available fund balance over 12% as of July 1, 2011 less Sierra Nevada Incentive = \$12,547,195 \*FSNI

PROJECTED	FY 2013	FY 2014	FY 2015
Expenditures	\$105,046,847	\$105,785,646	\$104,979,857
Revenues	\$101,854,878	\$101,659,945	\$101,630,085
Fund Balance	\$ 3,191,969	\$ 4,125,701	\$ 3,349,772
Fund Balance Remaining	\$ 9,355,226	\$ 5,229,525	\$ 1,879,753

County Finance Director Carey McLelland provided the following information:

Henderson County General Fund Balance

Total fund balance as of 6/30/2011	\$ 37,168,139
Less: Non-spendable amounts for inventories and prepaid liabilities	(\$ 192,586)
Restricted by state statute	(\$ 6,931,990)
Assigned amount to balance the FY2012 budget	<u>(\$ 3,194,191)</u>
Net unassigned and available for appropriation as of 6/30/2011	\$26,849,372
Less: Economic Development Incentives for Sierra Nevada Brewing Company *	(\$ 1,375,000)*
Board of Commissioner's 12 percent policy reservation amount	<u>(\$12,927,177)</u>
Total unassigned and available for appropriation	\$ 12,547,195
Less: Designated for future appropriations	<u>(\$10,667,442)</u>
Projected fund balance remaining	\$ 1,879,753

Total fund balance as of 6/30/2011	\$ 37,168,139
Less: Non-spendable amounts for inventories and prepaid liabilities	(\$ 192,586)
Restricted by state statute	(\$ 6,931,990)
Assigned amount to balance the FY2012 budget	<u>(\$ 3,194,191)</u>
Net unassigned and available for appropriation as of 6/30/2011	\$26,849,372
Less: Economic Development Incentives for Sierra Nevada Brewing Company *	(\$ 1,375,000)*
Board of Commissioner's 15 percent policy reservation amount	<u>(\$16,158,971)</u>
Total unassigned and available for appropriation	\$ 9,315,401
Less: Designated for future appropriations	<u>(\$10,667,442)</u>
Projected fund balance remaining	(\$ 1,352,041)

**HENDERSON COUNTY PUBLIC SCHOOLS  
115691/115911**

Mission: The public school system is one comprehensive school district serving the entire County. The missions and system-wide goals are integral to providing exceptional education opportunities to the County's students.

COST CENTER	FY 2011 ACTUAL	FY 2012 REVISED	FY 2013 PROPOSED	% CHANGE
Current Expense	\$ 20,698,218	\$ 18,561,999	\$ 18,561,999	0.0%
Capital Expense	\$ 449,889	\$ 1,000,000	\$ 500,000	-50.0%
Debt Service	\$ 9,810,712	\$ 9,567,197	\$ 8,993,313	-6.0%
BOC Discretionary Funding (To be allocated by the Board)	\$ -	\$ -	\$ 1,073,884	100.0%
Total Expenditures	\$ 30,958,819	\$ 29,129,196	\$ 29,129,196	0.0%
Total Revenue	\$ -	\$ -	\$ -	0.0%
Revenue% of Expenditure	0.0%	0.0%	0.0%	

**SIGNIFICANT ISSUES**

1	\$164,364 is budgeted in transfers from the General Fund to go into the Debt Service Fund for the school QZAB payment, and included in the proposed debt service figure.
2	The FY13 Proposed Budget includes \$1,073,884 in funding to be allocated at the Board's discretion.

**EXPANSION BUDGET REQUESTS**

		\$ REQUET	TRE
1	The Henderson County Public Schools have requested \$20,700,000 in Current Expenses – a \$2,138,001 increase over FY12 appropriations. They have also requested \$500,000 in Capital Expense, which is a \$500,000 decrease from the FY 12 appropriation. The \$500,000 decrease in the Capital Expense request combined with a \$573,884 decrease in debt service equals the \$1,073,884 in funding to be allocated by the BOC. The total request of \$21,200,000, less the total Current, Capital and Discretionary funding recommended of \$20,135,883, leaves an unfunded request amount of \$1,064,117.	\$ 1,064,117	\$0.0091

**Board considered the requests and provided the following input: Commissioner Messer feels that the Henderson County Public Schools should be funded at their request of \$20,700,000 plus Debt Service (an increase of \$1,064,117). Commissioner O'Connor was against increasing funding for schools. Commissioner Young is in support of more funding for the school system. Commissioner Edney is in support of more funding for the school system but feels taxes should be raised by 1 cent to help cover the cost. Chairman Thompson is in favor of increasing funding for schools but would like to see where we are after all of the numbers have been tallied from this meeting. The Board will revisit the Henderson County Public Schools Budget at their May 29, 2012 meeting.**

**BLUE RIDGE COMMUNITY COLLEGE  
115692/115912**

Mission: The County is responsible for assisting the local community college with certain operational and personnel expenses, as well as facility maintenance and debt service.

COST CENTER	FY 2011 ACTUAL	FY 2012 REVISED	FY 2013 PROPOSED	% CHANGE
Current Expense	\$ 2,325,516	\$ 2,151,102	\$ 2,151,102	0.0%
Capital Expense	\$ 90,724	\$ 90,724	\$ 90,724	0.0%
Debt Service	\$ 1,693,492	\$ 1,653,247	\$ 1,616,429	-2.2%
BOC Discretionary Funding (To be allocated by the Board)	\$ -	\$ -	\$ 36,818	100%
Total Expenditures	\$ 4,109,732	\$ 3,895,073	\$ 3,895,073	0.0%
Total Revenue	\$ -	\$ -	\$ -	0.0%
Revenue% of Expenditure	\$ 0.0%	\$ 0.0%	\$ 0.0%	

**SIGNIFICANT ISSUES**

1	The proposed budget maintains operating expenditure funding at FY12 levels.
2	Capital Outlay funding is for the outstanding energy conservation equipment loan.
3	Debt Service expenditures remain at original FY13 planning levels, which are \$36,818 less than in FY12.
4	The FY13 Proposed Budget includes \$36,818 in funding to be allocated at the Board's discretion.

**EXPANSION BUDGET REQUESTS**

**\$ REQUEST TRE**

1	BRCC has requested a total of \$2,171,930 in Operating Funds, a request of \$20,828 over the FY12 appropriation, to fund utility costs. BRCC has also requested \$609,047 in Capital Outlay, above the \$90,724 recommended for the energy loan, for facilities repair and vehicle replacement. That request, combined with the BOC Discretionary Funding, leaves the total additional request at \$593,057.	\$593,057	\$0.0051
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**Board considered the request and did not indicate any changes in the manager's recommendation.**

**DUES AND NON-PROFIT CONTRIBUTIONS**

**115402**

**MISSION:**

The Board of County Commissioners provides grant funding to non-profit agencies on an annual basis. All non-profits receiving funding enter into a performance contract with the County for the fiscal year.

**Expenditures by Category**

	FY 2011 ACTUAL	FY 2012 REVISED	FY 2013 PROPOSED	% CHANGE
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**Dues and Memberships**

Land of Sky Regional Council	\$ 41,645	\$ 41,645	\$ 41,645	0.0%
NC Assoc of County Commissioners	\$ 11,425	\$ 10,955	\$ 10,567	-3.5%
National Institute of Counties	\$ 1,710	\$ -	\$ -	0.0%
Institute of Government	\$ 10,872	\$ 10,872	\$ 11,592	0.0%
Local Government Transit Match	\$ 8,210	\$ 4,900	\$ 5,068	3.4%
Land of Sky Regional Council MPO Match	\$ 22,219	\$ 20,000	\$ 20,000	0.0%
<b>SUB-TOTAL</b>	<b>\$ 96,081</b>	<b>\$ 88,372</b>	<b>\$ 88,872</b>	<b>0.6%</b>

**Non-Profits**

Arts Council of Henderson County	\$ 10,000	\$ 9,250	\$ 9,250	0.0%
Community Partnership for Pets	\$ -	\$ -	\$ -	0.0%
ECO/VWIN	\$ 9,000	\$ 9,000	\$ 8,325	0.0%

Flat Rock Playhouse	\$ -	\$ -	\$ -	0.0%
Henderson county Education History Initiative	\$ -	\$ -	\$ -	0.0%
Hendersonville Symphony Orchestra	\$ -	\$ -	\$ -	0.0%
Mineral and Lapidary Museum	\$ -	\$ -	\$ -	0.0%
WCCA Grant Match	\$ 42,978	\$ 39,754	\$ 39,754	0.0%
WCCA: Medical Transportation	\$ 12,000	\$ 11,100	\$ 11,100	0.0%
<b>SUB-TOTAL</b>	<b>\$ 73,978</b>	<b>\$ 68,429</b>	<b>\$ 68,429</b>	<b>0.0%</b>

**Human Service Non-Profits**

Blue Ridge Literacy Council	\$ 14,300	\$ 13,225	\$ 13,225	0.0%
Boys and Girls Club	\$ 11,350	\$ 10,500	\$ 10,500	0.0%
Children and Family Resource Center	\$ 18,750	\$ 17,340	\$ 17,340	0.0%
Council on Aging	\$ 39,000	\$ 36,075	\$ 36,075	0.0%
Healing Place	\$ 7,000	\$ 6,475	\$ 6,475	0.0%
Housing Assistance Corporation	\$ 12,700	\$ 11,750	\$ 11,750	0.0%
Mainstay	\$ 10,700	\$ 9,900	\$ 9,900	0.0%
Mediation Center (Formerly Dispute Settlement)	\$ 11,350	\$ 10,500	\$ 10,000	-4.8%
Medical Loan Closet	\$ 5,000	\$ 4,625	\$ 4,625	0.0%
Pisgah Legal Services	\$ 18,100	\$ 16,833	\$ 16,745	0.0%
The Free Clinics - Medifind	\$ 23,400	\$ 21,645	\$ 21,645	0.0%
The Free Clinics - Volunteer Program	\$ 6,000	\$ 5,550	\$ 5,550	0.0%
United Agenda for Children	\$ -	\$ -	\$ -	0.0%
United Way 211 Program	\$ 10,350	\$ 9,570	\$ 9,570	0.0%
Vocational Solutions	\$ 45,000	\$ 41,625	\$ 41,625	0.0%
<b>SUB-TOTAL</b>	<b>\$233,000</b>	<b>\$ 215,613</b>	<b>\$ 215,113</b>	<b>-0.2%</b>
<b>Total Expenditures</b>	<b>\$403,059</b>	<b>\$ 372,414</b>	<b>\$ 372,414</b>	<b>0.0%</b>

**SIGNIFICANT ISSUES**

1	See Expansion Budget Requests.
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**EXPANSION BUDGET REQUESTS**

		<b>\$ REQUEST</b>	<b>TRE</b>
1	Children and Family Resource Center – United Agenda for Children, has requested \$2,500 for the work needed to produce the report that identifies the needs of children in the county. No funding is included in the proposed budget.	\$ 2,500	\$ 0.0000
2	Community Partnership for Pets, Inc. (CPPI) has requested \$86,107 in new funding for FY13 for spay/neuter programs and education. No funding is included in the proposed budget.	\$ 86,107	\$ 0.0007
3	Flat Rock Playhouse has requested \$100,000 to help support the new venue in downtown Hendersonville. No funding is included in the proposed budget.	\$ 100,000	\$ 0.0009
4	Henderson County Education History Initiative has requested \$4,500 to aid in jump-starting the initiative – projects such as creating a website, brochures, books, etc. No funding is included in the proposed budget.	\$ 4,500	\$ 0.0000
5	Hendersonville Symphony Orchestra has requested \$20,000 to		

	help fund the Symphony's 40 <sup>th</sup> Anniversary Celebration. No funding is included in the proposed budget.	\$ 20,000	\$ 0.0002
6	The Mineral and Lapidary Museum has requested \$25,000 to assist in establishing a new display case, improving the front entrance to the museum and getting an interactive computer system. No funding is included in the proposed budget.	\$ 25,000	\$ 0.0002
7	Non-Profit Agency requests exceeded FY12 funding by \$60,556. All FY12 funded agencies are proposed at the same funding levels for FY13.	\$ 60,556	\$ 0.0005

**Board considered the requests and did not indicate any changes in the manager's recommendation at the present time. The Board will revisit the Non-Profit Agencies Budget at their May 29, 2012 meeting to discuss Flat Rock Playhouse and consideration of funding. The amount of \$100,000.00 was discussed.**

**SHERIFF  
115431**

**MISSION:**

To serve our community and in partnership with them, prevent and investigate crime, enforce the law, and safeguard lives and property. This service will be delivered by a highly trained and dedicated team of professionals. Our style will be a proactive one achieved through courteous interactions with our community.

<b>PERFORMANCE SUMMARY</b>	<b>FY 2008 Actual</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimate</b>	<b>FY 12-13 Goal</b>	<b>TARGET</b>
% of arrests for motor vehicle theft	35%	45%	49%	53%	45%	45%	45%
% violent crimes compared to total crimes	6.0%	5.5%	5.0%	4.5%	5.5%	5.5%	5.5%
% of voluntary seatbelt usage	90%	90%	92%	93%	88%	88%	88%

<b>STAFFING LEVELS</b>	<b>FY 2011 ACTUAL</b>	<b>FY 2012 REVISED</b>	<b>FY 2013 PROPOSED</b>	<b>% CHANGE</b>
Full-time	132	126	127	0.8%
Project	1	3	3	0.0%

<b>COST CENTER</b>	<b>FY 2011 ACTUAL</b>	<b>FY 2012 REVISED</b>	<b>FY 2013 PROPOSED</b>	<b>% CHANGE</b>
Personnel	\$ 9,311,827	\$ 9,539,512	\$ 9,686,692	1.5%
Operating	\$ 2,690,392	\$ 2,327,991	\$ 1,986,468	-14.7%
Capital	\$ 1,007,086	\$ 361,616	\$ 294,662	-18.5%
<b>Total Expenditures</b>	\$13,009,305	\$ 12,229,119	\$ 11,967,822	-2.1%
<b>Total Revenues</b>	\$ 2,074,151	\$ 1,353,277	\$ 978,429	-27.7%
<b>Revenue % of Expenditure</b>	15.9%	11.1%	8.2%	

**SIGNIFICANT ISSUES**

1	The Fy13 Proposed budget includes a funding increase of \$50,439, for a position approved by the Board on
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	December 5, 2011. The FY12 budget was revised at that meeting, adding \$25,055 for half year funding for this position. FY13 funding for this position is offset by the increase to civil process fees, approved at that same meeting. The total anticipated revenue increase for civil process fees for FY13 is \$54,000.
2	The proposed budget includes funding for the replacement of 5 patrol vehicles, 3 full-size pick-up trucks and 2 mid-size SUV's. Funding is also proposed for 1 mid-sized SUV to be used in Mills River, with whom the County contracts to provide patrol.
3	The FY12 Revised budget includes \$90,007 in grant funding associated with project positions, and \$314,297 in federal forfeitures and state drug tax associated primarily with the opening of the new Law Enforcement Center.
4	The FY12 Revised budget includes \$26,341, transferred to cover Unemployment costs.

**EXPANSION BUDGET REQUESTS** \$ REQUEST TRE

1	Several technology requests were not included in the proposed budget. The detailed list of these requests is included on the Budget Worksheet titled "Technology".	\$84,856	\$0.0007
2	New Personnel requests – 3 Deputy III's (2 in Petrol, 1 in CID) Total cost = \$237,426. The Sheriff has identified potential offsetting cuts in the amount of \$161,039 should these positions be approved, leaving the total additional costs at \$76,388.	\$76,388	\$0.0007

**Board considered the requests and determined that request two (2) be approved with \$76,388 funding being appropriated in the FY2013 budget.**

**DETENTION FACILITY  
115432**

**MISSION:**

To serve our community and in partnership with them, prevent and investigate crime, enforce the law, and safeguard lives and property.

<b>PERFORMANCE SUMMARY</b>	<b>FY 2008 Actual</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimate</b>	<b>FY 12-13 Goal</b>	<b>TARGET</b>
287(g) Officers to book in all ICE detainees to reduce booking errors	0%	0%	0%	50%	75%	100%	100%\$
All ICE Transports to be conducted by full-time ICE 237(g) Officers	0%	0%	0%	25%	75%	100%	100%
Reduce paperwork and booking time for detainees by developing a medical/mental health screening form	0%	0%	25%	50%	75%	100%	100%

<b>STAFFING LEVELS</b>	<b>FY 2011 ACTUAL</b>	<b>FY 2012 REVISED</b>	<b>FY 2013 PROPOSED</b>	<b>% CHANGE</b>
Full-time	52	52	52	0.0%

<b>COST CENTER</b>	<b>FY 2011 ACTUAL</b>	<b>FY 2012 REVISED</b>	<b>FY 2013 PROPOSED</b>	<b>% CHANGE</b>
Personnel	\$ 3,021,839	\$ 3,218,193	\$ 3,295,890	2.4%
Operating	\$ 931,425	\$ 928,909	\$ 862,612	-7.1%
Capital	\$ 95,533	\$ -	\$ 23,905	100.00%

<b>Total Expenditures</b>	\$ 4,048,797	\$ 4,147,102	\$ 4,182,407	.09%
<b>Total Revenues</b>	\$ 307,562	\$ 235,000	\$ 128,500	-45.3%
<b>Revenue % of Expenditure</b>	7.6%	5.7%	3.1%	

**SIGNIFICANT ISSUES**

1	A reduction in revenues for the Detention facility is due to the State Department of Corrections inmate reimbursements being eliminated.
2	One vehicle has been requested for replacement, and is included in the proposed funding.
3	FY12 Revised budget includes \$14,802 in grant funding.

**EXPANSION BUDGET REQUESTS**

**\$ REQUEST TRE**

1	New Personnel request – Deputy III. The cost to the Detention Center for this position is proposed to be funded through a transfer from the ICE Program.	\$48,388.00	\$ -
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**Board considered the request and approved the additional position with \$48,388.00 funding being transferred from the ICE Program.**

**DEPARTMENT OF SOCIAL SERVICES  
115431/115535/115536**

**MISSION:**

To improve the safety, health, well being, independence and quality of life for children, aged and disabled, and families in Henderson County.

<b>PERFORMANCE SUMMARY</b>	<b>FY 2008 Actual</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimate</b>	<b>FY 12-13 Goal</b>	<b>TARGET</b>
% of children who are not repeat victims	91%	88%	94%	92%	93%	94%	94%
% of children achieving reunification within 12 months	51%	50%	74%	55%	75%	76%	76%
% of elderly and disabled receiving case management services able to remain at home 6 – 12 months	93%	98%	98%	95.5%	98%	98%	98%

<b>STAFFING LEVELS</b>	<b>FY 2011 ACTUAL</b>	<b>FY 2012 REVISED</b>	<b>FY 2013 PROPOSED</b>	<b>% CHANGE</b>
Full Time	192	179	176	-1.7%
Part Time	8	3	3	0.0%
Project	2	0	0	0.0%

<b>COST CENTER</b>	<b>FY 2011 ACTUAL</b>	<b>FY 2012 REVISED</b>	<b>FY 2013 PROPOSED</b>	<b>% CHANGE</b>
Personnel	\$ 10,325,546	\$ 10,181,736	\$ 10,260,931	.08%
Operating	\$ 8,704,990	\$ 9,189,703	\$ 8,129,908	-11.5%
Capital	\$ 13,732	\$ 34,275	\$ 13,500	-60.6%
<b>Total Expenditures</b>	<b>\$ 19,044,268</b>	<b>\$ 19,405,714</b>	<b>\$ 18,404,339</b>	<b>-5.2%</b>

<b>Total Revenues</b>	\$ 12,268,120	\$ 12,149,759	\$ 10,984,449	-9.6%
<b>Revenue % of Expenditure</b>	64.4%	62.6%	59.7%	

**SIGNIFICANT ISSUES**

1	The FY13 budget reallocates one personnel technician from DSS to Human Resources. A decrease of \$72,392 is related to that transfer, and accompanied by an increase in that same amount in the Human Resources proposed budget.
2	The budget also eliminates two additional positions. The two staff members will be reassigned to currently vacant positions.
3	The FY12 Revised budget for Federal and State Programs includes \$552,240 for CIP (Crisis Intervention Payments) and LIEAP (Low Income Home Energy Assistance)
4	The FY12 Revised budget includes \$13,493, transferred to cover Unemployment costs.
5	The overall budget has been reduced by \$520,721 in response to revenue reductions for federal and state programs.

**EXPANSION BUDGET REQUESTS**

		\$ REQUEST	TRE
1	None	\$ -	\$ -

**Board considered the requests and did not indicate any changes in the manager’s recommendation at the present time.**

**HEALTH DEPARTMENT**  
115510

**MISSION:**

Assess the health of the community and assure that its needs are met by preventing diseases and by promoting wellness through the delivery of clinical, environmental and community health and education services.

<b>PERFORMANCE SUMMARY</b>	<b>FY 2008 Actual</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimate</b>	<b>FY 12-13 Goal</b>	<b>TARGET</b>
Conduct trainings for staff and program managers in Continuous Quality Improvement techniques	N/A	N/A	N/A	N/A	N/A	100%	100%
Complete a regional community health assessment with 15 other counties	N/A	N/A	N/A	N/A	N/A	100%	100%
Gather evidence for benchmarks and complete assessment for re-accreditation	N/A	N/A	N/A	N/A	80%	100%	100%

<b>STAFFING LEVELS</b>	<b>FY 2011 ACTUAL</b>	<b>FY 2012 REVISED</b>	<b>FY 2013 PROPOSED</b>	<b>% CHANGE</b>
Full Time	64	65	65	0.0%
Part Time	3	5	5	0.0%
Project	11	11	11	0.0%

<i>COST CENTER</i>	<i>FY 2011 ACTUAL</i>	<i>FY 2012 REVISED</i>	<i>FY 2013 PROPOSED</i>	<i>% CHANGE</i>
Personnel	\$ 4,365,228	\$ 4,857,043	\$ 4,789,201	-1.4%
Operating	\$ 1,296,702	\$ 1,261,779	\$ 1,082,466	-14.2%
Capital	\$ 12,997	\$ -	\$ -	0.0%
<b>Total Expenditures</b>	\$ 5,674,927	\$ 6,118,822	\$ 5,871,667	-4.0%
<b>Total Revenues</b>	\$ 3,543,903	\$ 2,945,860	\$ 2,625,686	-10.9%
<b>Revenue % of Expenditure</b>	62.4%	48.1%	44.7%	

**SIGNIFICANT ISSUES**

1	The FY12 Revised budget included \$315,764 in grant funding associated with projects such as preventative dental health, school nurse, TB and diabetes programs.
2	The FY12 Revised budget includes \$5,854, transferred to cover Unemployment costs.

**EXPANSION BUDGET REQUESTS**

		<i>\$ REQUEST</i>	<i>TRE</i>
1	None	\$ -	\$ -

Board considered the requests and did not indicate any changes in the manager’s recommendation at the present time.

**ENVIRONMENTAL HEALTH  
115512**

**MISSION:**

Assess the health of the community and assure that its needs are met by preventing diseases and by promoting wellness through the delivery of clinical, environmental and community health and education services.

<i>PERFORMANCE SUMMARY</i>	<i>FY 2008 Actual</i>	<i>FY 2009 Actual</i>	<i>FY 2010 Actual</i>	<i>FY 2011 Actual</i>	<i>FY 2012 Estimate</i>	<i>FY 12-13 Goal</i>	<i>TARGET</i>
% of required food/lodging inspections completed	100%	100%	100%	100%	100%	100%	100%
Number of food/lodging inspections	1,460	1,461	1,490	1,545	1,600	1,600	1,600
Complete septic permit first inspection within two weeks of application filing	90%	90%	100%	100%	100%	100%	100%

<i>STAFFING LEVELS</i>	<i>FY 2011 ACTUAL</i>	<i>FY 2012 REVISED</i>	<i>FY 2013 PROPOSED</i>	<i>% CHANGE</i>
Full Time	13	11	10	-9.2-1%
Part Time	0	1	1	0.0%

<i>COST CENTER</i>	<i>FY 2011 ACTUAL</i>	<i>FY 2012 REVISED</i>	<i>FY 2013 PROPOSED</i>	<i>% CHANGE</i>
Personnel	\$ 831,504	\$ 819,276	\$ 826,854	.09%
Operating	\$ 109,821	\$ 70,620	\$ 75,610	7.1%
Capital	\$ -	\$ -	\$ -	0.0%
<b>Total Expenditures</b>	\$ 941,325	\$ 889,896	\$ 902,464	1.4%

<b>Total Revenues</b>	\$ 211,493	\$ 295,000	\$ 220,000	-25.4%
<b>Revenue % of Expenditure</b>	22.5%	33.1%	24.4%	

**SIGNIFICANT ISSUES**

1	The proposed budget reduces staffing levels by 1 FTE. The department has increased the amount requested for temporary staff, to allow for continued assistance on an as-needed basis.
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**EXPANSION BUDGET REQUESTS**

		\$ REQUEST	TRE
1	Mosquito spraying program. This program was eliminated with the FY12 budget. Should the Board wish to add this program back, the cost is estimated at \$40,000.	\$ 40,000	\$ 0.0003

**Board considered the requests and allocated \$35,000 in the FY13 budget in order to reinstate the mosquito spraying program.**

**GOVERNING BODY  
115401**

**MISSION:**

To lead our community, to promote individual responsibility and equal opportunity, to protect life and property, to provide efficient, innovative, and quality public services; to provide services required by Federal and State mandates; to stimulate economic growth and regional cooperation, and to balance the preservation and utilization of all of our resources.

<b>PERFORMANCE SUMMARY</b>	<b>FY 2008 Actual</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimate</b>	<b>FY 12-13 Goal</b>	<b>TARGET</b>
Meeting minutes completed within 30 days	57%	100%	100%	100%	90%	90%	90%
Minutes completed without substantive changes	96%	96%	96%	96%	96%	96%	96%
Board/Committee positions appointed in accordance with by-laws and State law	95%	95%	95%	95%	95%	95%	95%

<b>STAFFING LEVELS</b>	<b>FY 2011 ACTUAL</b>	<b>FY 2012 REVISED</b>	<b>FY 2013 PROPOSED</b>	<b>% CHANGE</b>
Full Time	1	1	1	0.0%
Part Time	5	5	5	0.0%

<b>COST CENTER</b>	<b>FY 2011 ACTUAL</b>	<b>FY 2012 REVISED</b>	<b>FY 2013 PROPOSED</b>	<b>% CHANGE</b>
Personnel	\$ 190,902	\$ 200,805	\$ 204,795	2.0%
Operating	\$ 173,598	\$ 153,785	\$ 148,142	-3.7%
Capital	\$ -	\$ -	\$ -	0.0%
<b>Total Expenditures</b>	\$ 364,500	\$ 354,590	\$ 352,937	-0.5%
<b>Total Revenues</b>	\$ -	\$ -	\$ -	0.0%
<b>Revenue % of Expenditure</b>	0%	0%	0%	

**SIGNIFICANT ISSUES**

1	Reduction in Rental of Real Property, associated with the end of the lease of the Curb Market parking lot.
2	An increase in funding for Maintenance and Repair of Equipment, associated with water damage to AV equipment.
3	The FY12 Revised budget includes \$4,000 for the Beaver Management Assistance Program.

**EXPANSION BUDGET REQUESTS**

\$ REQUEST TRE

1	None	\$ -	\$ -
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Board considered the requests and did not indicate any changes in the manager’s recommendation at the present time. The Board discussed County COLA/ Bonuses, and \$20,959 increase for the Commissioners. They will revisit these topics at the May 29, 2012 meeting.

**COUNTY MANAGER**  
115403/115404/115582

**MISSION:**

To effectively and efficiently implement the policies of the Board of Commissioners.

<b>PERFORMANCE SUMMARY</b>	<b>FY 2008 Actual</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimate</b>	<b>FY 12-13 Goal</b>	<b>TARGET</b>
Budget Amendments posted within 5 business days of approval	N/A	73.8%	82.9%	85.6%	87.9%	85.0%	85.0%
% of time government programs air on Channel 11	N/A	48.6%	50.4%	52.3%	50.0%	50.0%	50.0%
Veteran’s Services Claim Filed	654	952	1,127	1,032	1,200	1,200	1,200

<b>STAFFING LEVELS</b>	<b>FY 2011 ACTUAL</b>	<b>FY 2012 REVISED</b>	<b>FY 2013 PROPOSED</b>	<b>% CHANGE</b>
Full Time	6	5	5	0.0%
Part Time	1	1	2	100.0%

<b>COST CENTER</b>	<b>FY 2011 ACTUAL</b>	<b>FY 2012 REVISED</b>	<b>FY 2013 PROPOSED</b>	<b>% CHANGE</b>
Personnel	\$ 613,683	\$ 653,202	\$ 667,410	2.2%
Operating	\$ 72,172	\$ 93,122	\$ 89,752	-3.6%
Capital	\$ -	\$ -	\$ -	0.0%
<b>Total Expenditures</b>	\$ 685,855	\$ 746,324	\$ 757,162	1.5%
<b>Total Revenues</b>	\$ 2,000	\$ 2,000	\$ 1,452	-27.4%
<b>Revenue % of Expenditure</b>	0%	0%	0%	

**SIGNIFICANT ISSUES**

1	Proposed funding includes a new part-time administrative position in Veteran’s Services. This position will be part-time in Veteran’s Services, with the remainder of the position in the Legal Department.
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**EXPANSION BUDGET REQUESTS**

\$ REQUEST TRE

1	None	\$ -	\$ -
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Board considered the requests and did not indicate any changes in the manager’s recommendation at the present time.

**HUMAN RESOURCES**  
**115405/115436**

**MISSION:**

To recruit, support, and maintain qualified public servants for Henderson County.

<b>PERFORMANCE SUMMARY</b>	<b>FY 2008 Actual</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimate</b>	<b>FY 12-13 Goal</b>	<b>TARGET</b>
Employee participation in evacuation drills	89%	90%	87%	76%	90%	95%	100%
Timely completion of safety audits	90%	87%	87%	85%	85%	90%	100%
Conduct payroll audit of departments	N/A	N/A	30%	50%	50%	70%	80%

<b>STAFFING LEVELS</b>	<b>FY 2011 ACTUAL</b>	<b>FY 2012 REVISED</b>	<b>FY 2013 PROPOSED</b>	<b>% CHANGE</b>
Full Time	8	7	8	14.3%
Part Time	0	1	1	0.0%

<b>COST CENTER</b>	<b>FY 2011 ACTUAL</b>	<b>FY 2012 REVISED</b>	<b>FY 2013 PROPOSED</b>	<b>% CHANGE</b>
Personnel	\$ 556,620	\$ 595,256	\$ 695,393	16.8%
Operating	\$ 236,545	\$ 232,522	\$ 215,804	-7.2%
Capital	\$ -	\$ -	\$ -	0.0%
<b>Total Expenditures</b>	<b>\$ 793,165</b>	<b>\$ 827,778</b>	<b>\$ 911,197</b>	<b>10.1%</b>
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Revenue % of Expenditure</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	

**SIGNIFICANT ISSUES**

1	The FY13 budget reallocates one personnel technician from DSS to Human Resources. The total increase of \$72,392 is related to that transfer, and accompanied by a decrease in that same amount in the DSS proposed budget.
2	Includes additional funding in temporary/part-time salaries for a document management project.

**EXPANSION BUDGET REQUESTS**

		<b>\$ REQUEST</b>	<b>TRE</b>
1	None	\$ -	\$ -

**Board considered the requests and did not indicate any changes in the manager's recommendation at the present time.**

**ELECTIONS**  
**115408**

**MISSION:**

To conduct fair, efficient and accurate elections for the voters of Henderson County.

<b>PERFORMANCE SUMMARY</b>	<b>FY 2008 Actual</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimate</b>	<b>FY 12-13 Goal</b>	<b>TARGET</b>
# of registered voters	74,027	74,500	75,334	76,300	77,000	77,500	77,500
% of voters utilizing One-Stop sites	65%	15%	50%	17%	65%	70%	70%
# of voters utilizing One-Stop sites	34,190	1,500	18,532	336	40,000	40,000	40,000

<b>STAFFING LEVELS</b>	<b>FY 2011 ACTUAL</b>	<b>FY 2012 REVISED</b>	<b>FY 2013 PROPOSED</b>	<b>% CHANGE</b>
Full Time	5	5	5	0.0%

<b>COST CENTER</b>	<b>FY 2011 ACTUAL</b>	<b>FY 2012 REVISED</b>	<b>FY 2013 PROPOSED</b>	<b>% CHANGE</b>
Personnel	\$ 339,767	\$ 385,610	\$ 425,391	10.3%
Operating	\$ 272,584	\$ 349,581	\$ 358,281	2.5%
Capital	\$ -	\$ -	\$ -	0.0%
<b>Total Expenditures</b>	<b>\$ 612,351</b>	<b>\$ 735,191</b>	<b>\$ 783,672</b>	<b>6.6%</b>
<b>Total Revenues</b>	<b>\$ 30,974</b>	<b>\$ 21,000</b>	<b>\$ 1,020</b>	<b>-95.1%</b>
<b>Revenue % of Expenditure</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	

**SIGNIFICANT ISSUES**

1	Elections anticipate that the November 2012 election will be the largest election Henderson County has ever seen. There are currently about 77,000 registered voters, and new legislation will allow anyone with proper documentation to register and vote during the One Stop period.
2	In FY13, the department will no longer have access to HAVA (Help America Vote Act) grants. Those grants have for the past several years, paid for the maintenance plan that keeps our voting equipment certified. The estimated cost to the county will be \$60,678.80.
3	The FY13 proposed budget does include an increase for the Elections Department to maintain the integrity and compliance of voting equipment, to conduct the 2012 presidential primary, and a run-of election in July. The total increase is proposed at \$44,809. The increase is comprised primarily of funding for temporary and part-time staff necessary for the one-stop voting sites, at which 70% of voters are estimated to vote, in advance of election day.
4	The FY12 Revised budget includes \$1,106, transferred to cover Unemployment costs.

**EXPANSION BUDGET REQUESTS**

		<b>\$ REQUEST</b>	<b>TRE</b>
1	<b>None</b>	<b>\$ -</b>	<b>\$ -</b>

**Board considered the requests and did not indicate any changes in the manager’s recommendation at the present time.**

**LEGAL  
115416**

**MISSION:**

To provide timely, high-quality legal services to the Henderson County Board of Commissioners and the Departments of Henderson County Government.



<b>PERFORMANCE SUMMARY</b>	<b>FY 2008 Actual</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimate</b>	<b>FY 12-13 Goal</b>	<b>TARGET</b>
Create draft BOC Resolutions within 2 business days	85%	85%	90%	90%	90%	85%	85%
Draft Juvenile petitions within 2 business days of completed request	85%	85%	92%	92%	95%	85%	85%
Successfully conclude county litigation (non-DSS)	75%	100%	85%	100%	85%	80%	80%

<b>STAFFING LEVELS</b>	<b>FY 2011 ACTUAL</b>	<b>FY 2012 REVISED</b>	<b>FY 2013 PROPOSED</b>	<b>% CHANGE</b>
Full Time	8	7	6	-14.3%
Part Time	0	0	1	100.0%

<b>COST CENTER</b>	<b>FY 2011 ACTUAL</b>	<b>FY 2012 REVISED</b>	<b>FY 2013 PROPOSED</b>	<b>% CHANGE</b>
Personnel	\$ 564,092	\$ 570,143	\$ 581,401	2.0%
Operating	\$ 51,722	\$ 67,860	\$ 66,160	-2.5%
Capital	\$ -	\$ -	\$ -	0.0%
<b>Total Expenditures</b>	\$ 615,813	\$ 638,003	\$ 647,561	1.5%
<b>Total Revenues</b>	\$ 168,876	\$ 213,147	\$ 296,904	39.3%
<b>Revenue % of Expenditure</b>	27%	33%	46%	

**SIGNIFICANT ISSUES**

1	The budget proposes to reduce one position in the Legal Department to part-time, with the remainder of that position shared with Veteran's Services.
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**EXPANSION BUDGET REQUESTS**

**\$ REQUEST TRE**

1	<b>None</b>	\$ -	\$ -
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**Board considered the request and did not indicate any changes in the manager's recommendation at the present time.**

**REGISTER OF DEEDS  
115418**

**MISSION:**

To provide accurate records management and knowledgeable customer service.

<b>PERFORMANCE SUMMARY</b>	<b>FY 2008 Actual</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimate</b>	<b>FY 12-13 Goal</b>	<b>TARGET</b>
Documents Recorded	21,546	21,668	19,617	17,012	18,368	19,000	21,500
Documents recorded per FTE	2,873	2,889	3,270	2,835	3,340	3,455	3,000

<b>STAFFING LEVELS</b>	<b>FY 2011 ACTUAL</b>	<b>FY 2012 REVISED</b>	<b>FY 2013 PROPOSED</b>	<b>% CHANGE</b>
Full Time	6	5	5	0.0%
Part Time	0	1	1	0.0%

<i>COST CENTER</i>	<i>FY 2011 ACTUAL</i>	<i>FY 2012 REVISED</i>	<i>FY 2013 PROPOSED</i>	<i>% CHANGE</i>
Personnel	\$ 338,042	\$ 407,406	\$ 339,101	-16.8%
Operating	\$ 478,140	\$ 533,310	\$ 37,800	-92.9%
Capital	\$ 14,109	\$ 16,330	\$ -	-100.0%
<b>Total Expenditures</b>	\$ 830,291	\$ 957,046	\$ 376,901	-60.6%
<b>Total Revenues</b>	\$ 626,997	\$ 627,000	\$ 530,000	-15.5%
<b>Revenue % of Expenditure</b>	76%	66%	141%	

**SIGNIFICANT ISSUES**

1	FY13 Proposed Budget includes funding for the reclassification of one employee from Deputy ROD 1 to Deputy ROD 2. Total cost for this reclassification is \$1,271.
2	Printing and Binding Supplies for FY13 are anticipated to be purchased using Automation Enhancement and Preservation Fund (AEPT) funds.
3	The FY13 Proposed budget reflects a significant decrease from the FY12 budget. This is due to a change in the accounting method used to transmit the State’s portion of conveyance taxes and license fees. The decrease in expenditures for FY13 directly corresponds to an offsetting decrease in both excise tax and recording fee revenues.
4	The FY12 Revised budget includes \$217,770 in AEPF funds used for: \$75,000 for temporary personnel for document redaction, \$112,200 for hardware and licensing for an indexing system, and \$30,570 for printing and binding supplies, Microfilming, scanners and shelving.

**EXPANSION BUDGET REQUESTS**

**\$ REQUEST TRE**

1	None	\$ -	\$ -
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Board considered the requests and did not indicate any changes in the manager’s recommendation at the present time. Commissioner Edney suggested a \$3,000 per employee increase for each of the five (5) positions within the Register of Deeds with a cost of \$21,512. This would be further discussed at the May 29, 2012 meeting.

**CENTRAL SERVICES  
115419/115420**

**MISSION:**

To manage the maintenance of the County’s facilities, focusing on providing high levels of safety, value and customer service to the County Departments and Citizens.

<i>PERFORMANCE SUMMARY</i>	<i>FY 2008 Actual</i>	<i>FY 2009 Actual</i>	<i>FY 2010 Actual</i>	<i>FY 2011 Actual</i>	<i>FY 2012 Estimate</i>	<i>FY 12-13 Goal</i>	<i>TARGET</i>
Central Service work orders addressed within 72 hours	N/A	95%	90%	90%	90%	90%	100%
Garage work orders addressed within 72 hours	75%	60%	75%	75%	75%	85%	85%
Central Service preventative maintenance performed on schedule	95%	90%	90%	90%	90%	100%	100%

<i>STAFFING LEVELS</i>	<i>FY 2011 ACTUAL</i>	<i>FY 2012 REVISED</i>	<i>FY 2013 PROPOSED</i>	<i>% CHANGE</i>
Full Time	20	24	23	-4.2%

<i>COST CENTER</i>	<i>FY 2011 ACTUAL</i>	<i>FY 2012 REVISED</i>	<i>FY 2013 PROPOSED</i>	<i>% CHANGE</i>
Personnel	\$ 1,025,020	\$ 1,225,873	\$ 1,224,396	-0.1%
Operating	\$ 1,393,863	\$ 1,316,391	\$ 1,315,430	-0.1%
Capital	\$ 11,400	\$ -	\$ -	0.0%
<b>Total Expenditures</b>	\$ 2,429,923	\$ 2,542,264	\$ 2,539,826	-0.1%
<b>Total Revenues</b>	\$ 56	\$ 1,500	\$ 7,500	400.0%
<b>Revenue % of Expenditure</b>	0%	0%	0%	

**SIGNIFICANT ISSUES**

1	The FY13 Proposed Budget includes additional funding in the Central Services budget for electricity. Departments have successfully managed overall reductions in their electricity usage. However, Duke Energy has increased the rates. There was a 6.6% increase in FY12, and another 2% - 4% is projected in FY13. Additionally, the County has added substantial square footage that must be accounted for, with the Law Enforcement Center and Court Services building.
2	The proposed budget reduces the Garage by one (1) position, which is recommended to be moved into the Utilities Department within the General Fund.
3	The FY12 Revised budget includes \$57,818 for Contracted Services and Maintenance and Repair of Buildings, associated with cleanup from water damage at the Historic Courthouse.
4	The FY12 Revised budget also includes \$41,869 for Planned Projects, from donations and from The Friends of the Library, for replacing carpet in the main branch of the public library.

**EXPANSION BUDGET REQUESTS**

		<b>\$ REQUEST</b>	<b>TRE</b>
1	<b>None</b>	\$ -	\$ -

Board considered the requests and did not indicate any changes in the manager's recommendation at the present time. The Board discussed a possible rate increase for Central Services as the City of Hendersonville is looking at increasing their rates by 5 - 10 %. The Board will hold further discussion at their May 29, 2012 meeting.

**COURT FACILITIES**

115421

**MISSION:**

Henderson County is responsible for providing the general needs of the County courthouse and facilities. This account includes the purchase of all law books and periodical subscriptions, supplies and capital outlay for the court facilities. Also included is general maintenance, improvements and utilities used by the court facilities.

<i>COST CENTER</i>	<i>FY 2011 ACTUAL</i>	<i>FY 2012 REVISED</i>	<i>FY 2013 PROPOSED</i>	<i>% CHANGE</i>
Personnel	\$ -	\$ -	\$ -	0.0%
Operating	\$ 185,406	\$ 190,000	\$ 190,000	0.0%
Capital	\$ -	\$ -	\$ -	0.0%
<b>Total Expenditures</b>	\$ 185,406	\$ 190,000	\$ 190,000	0.0%
<b>Total Revenues</b>	\$ 140,140	\$ 190,000	\$ 190,000	0.0%
<b>Revenue % of Expenditure</b>	76%	100%	100%	

**SIGNIFICANT ISSUES**

1	No significant issues in FY13. No increase recommended over FY12 funding levels and revenues cover 100% of expenditures.
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**EXPANSION BUDGET REQUESTS**

		<b>\$ REQUEST</b>	<b>TRE</b>
1	<b>None</b>	\$ -	\$ -

Board considered the requests and did not indicate any changes in the manager’s recommendation at the present time.

**INFORMATION TECHNOLOGY  
115422**

**MISSION:**

To work in partnership with Henderson County departments to manage IT resources and provide IT services which assist in the pursuit of Henderson County’s mission.

<b>PERFORMANCE SUMMARY</b>	<b>FY 2008 Actual</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimate</b>	<b>FY 12-13 Goal</b>	<b>TARGET</b>
Average # of users supported per PTE	75	92	92	97	96	97	97
Average # of devices supported per FTE	125	171	173	183	185	1902	190
% of projects successfully completed	97%	99%	93%	87%	92%	95%	95%

<b>STAFFING LEVELS</b>	<b>FY 2011 ACTUAL</b>	<b>FY 2012 REVISED</b>	<b>FY 2013 PROPOSED</b>	<b>% CHANGE</b>
Full Time	7	9	9	0.0%

<b>COST CENTER</b>	<b>FY 2011 ACTUAL</b>	<b>FY 2012 REVISED</b>	<b>FY 2013 PROPOSED</b>	<b>% CHANGE</b>
Personnel	\$ 517,969	\$ 661,566	\$ 679,385	2.7%
Operating	\$ 873,261	\$ 1,236,027	\$ 983,890	-20.4%
Capital	\$ -	\$ 117,048	\$ 108,700	-7.1%
<b>Total Expenditures</b>	\$ 1,391,230	\$ 2,014,641	\$ 1,771,975	-12.0%
<b>Total Revenues</b>	\$ -	\$ -	\$ -	0.0%
<b>Revenue % of Expenditure</b>	0%	0%	0%	

**SIGNIFICANT ISSUES**

1	All technology funding for general fund departments, with the exception of DSS, is included within the Information Technology budget.
2	Expansion budget requests submitted to Information Technology, but not included in the proposed budget, are noted on the Budget Worksheet titled “Technology”.
3	The FY12 Revised budget includes \$253,695 for the communications room upgrade and equipment replacement associated with water damage at the Historic Courthouse.

**EXPANSION BUDGET REQUESTS**

		<b>\$ REQUEST</b>	<b>TRE</b>
1	Unfunded technology requests from Finance, Building Services and Health.	\$ 15,357	\$ 0.0001

Board considered the requests and did not indicate any changes in the manager’s recommendation at the present time.

**DEBT SERVICE  
115913**

**MISSION:**

The Debt Service budget accounts for the General County debt principal and interest payments for

which the County is financially responsible. The account includes general obligation bonds and installment purchase contracts.

<i><b>COST CENTER</b></i>	<i><b>FY 2011 ACTUAL</b></i>	<i><b>FY 2012 REVISED</b></i>	<i><b>FY 2013 PROPOSED</b></i>	<i><b>% CHANGE</b></i>
Historic Courthouse	\$ 952,078	\$ 926,725	\$ 904,875	-2.0%
Sixth Avenue Clubhouse	\$ 34,011	\$ 34,011	\$ 34,012	0.0%
Detention Center	\$ 645,480	\$ 622,535	\$ 594,772	-4.5%
Human Services Building	\$ 1,303,867	\$ 1,266,220	\$ 1,229,040	-2.9%
New Vehicles	\$ -	\$ -	\$ 128,717	100.0%
E911 Project	\$ 122,873	\$ 16,637	\$ 16,477	-1.0%
Law Enforcement Center	\$ -	\$ 860,000	\$ 836,000	-2.8%
2010 Refinancing Bonds	\$ 184,248	\$ 191,383	\$ 185,538	-3.1%
Professional Services	\$ 1,310	\$ 3,000	\$ 3,000	0.0%
<b>Total Expenditures</b>	\$ 3,243,865	\$ 3,920,511	\$ 3,932,431	0.3%
<b>Total Revenues</b>	\$ -	\$ -	\$ -	0.0%
<b>Revenue % of Expenditure</b>	0.0 %	0.0 %	0.0 %	

**SIGNIFICANT ISSUES**

1	Financing costs for new vehicles includes replacement of ambulances. A reduction in EMS Lease of Vehicles is associated with this increase.
2	FY11 Debt Service was budgeted within the Departmental Budgets. Revised budget amounts are reflected on the line item detail sheets for various departments, with the actual expenditures reflected here for comparison purposes.

**EXPANSION BUDGET REQUESTS**

**\$ REQUEST TRE**

1	<b>None</b>	\$ -	\$ -
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**Board considered the requests and did not indicate any changes in the manager's recommendation at the present time.**

**NON-DEPARTMENTAL  
115930**

**MISSION:** Non-Departmental funds are budgeted for special county-side projects.

<i><b>COST CENTER</b></i>	<i><b>FY 2011 ACTUAL</b></i>	<i><b>FY 2012 REVISED</b></i>	<i><b>FY 2013 PROPOSED</b></i>	<i><b>% CHANGE</b></i>
Personnel	\$ -	\$ 173,825	\$ 225,000	29.4%
Operating	\$ -	\$ -	\$ -	0.0%
Capital	\$ -	\$ -	\$ -	0.0%
<b>Total Expenditures</b>	\$ -	\$ 173,825	\$ 225,000	29.4%
<b>Total Revenues</b>	\$ -	\$ -	\$ -	0.0%
<b>Revenue % of Expenditure</b>	0.0%	0.0%	0.0%	

**SIGNIFICANT ISSUES**

1	Funding for Worker's Compensation claims that arise throughout the fiscal year are budgeted in Non-Departmental. Also, funding for Unemployment Claims, which are estimated at \$165,000 for FY 13 are budgeted in Non-Departmental and allocated to departments during the fiscal year based on actual claim expenses.
2	No significant issues identified for FY13. Proposed funding remains essentially flat over FY12 adopted budget levels.

**EXPANSION BUDGET REQUESTS**

**\$ REQUEST TRE**

1	<b>None</b>	\$ -	\$ -
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**Board considered the requests and did not indicate any changes in the manager’s recommendation at the present time.**

**TRANSFERS FROM THE GENERAL FUND  
115980**

**MISSION:**

Funds generated from taxes and other revenues and transferred from the General Fund to other County funds in accordance with general accounting principles.

<b>COST CENTER</b>	<b>FY 2011 ACTUAL</b>	<b>FY 2012 REVISED</b>	<b>FY 2013 PROPOSED</b>	<b>% CHANGE</b>
E911 Fund (Fund 28)	\$ 8,586	\$ -	\$ -	0.0%
Transit Fund (Fund 33)	\$ 177,114	\$ 171,985	\$ 144,657	-15.96%
Economic Development (Fund 37)	\$ -	\$ 1,375,000	\$ -	-100.0%
Capital Project Fund (Fund 40)	\$ 96,000	\$ -	\$ 189,356	100.00%
Debt Service (Fund 50)	\$ See Issue #1	\$ See Issue #1	\$ See Issue #1	0.0%
Solid Waste Fund (Fund 60)	\$ 54,000	\$ 171,832	\$ 94,832	-44.8%
<b>Total Expenditures</b>	\$ 335,700	\$ 1,718,817	\$ 428,845	-75.0%
<b>Total Revenues</b>	\$ 160,960	\$ 201,889	\$ 200,063	-0.9%
<b>Revenue % of Expenditure</b>	47.9%	11.7%	46.7%	

**SIGNIFICANT ISSUES**

1	\$164,364 is budgeted in Transfers From The General Fund to go into the Debt Service Fund. However, since this payment covers a school QZAB payment, the cost is reflected in the Public Schools Debt Service number.
2	The transfer to the transit fund includes a \$125,957 County match for federal grants and \$18,700 for general departmental expenses.
3	The decrease in the transfer to the Solid Waste Fund is related to the Project Manager position. Previously, that position was paid out of the Solid Waste Fund, with that fund being reimbursed by the General Fund for work impacting the County. That position will be budgeted and paid from the General fund for FY13.
4	The FY13 Proposed Budget includes a transfer to the Capital Project Fund for the County’s portion of a radio communications upgrade, as approved by the Board at the March 4, 2012 meeting.
5	The FY12 Revised Budget includes a transfer to the Economic Development Project Fund, to establish a fund for the economic development incentives payments for Sierra Nevada.

**EXPANSION BUDGET REQUESTS**

\$ REQUEST TRE

1	E911 is requesting consideration of a project that would begin to move E911 from 100 N. King Street to the new Law Enforcement Center. The project consists of two phases, the first of which would be preparing the space for occupation. These costs are not eligible to be paid from 911 funds, and would be incurred by the County in FY13. The second phase would include the purchase of the new equipment, and the physical move into the LEC. The equipment purchase would be paid for by the E911 fund in FY14, and are estimated at \$977,000.	\$ 712,080	\$ 0.0061
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**Board considered the requests and approved funding up to \$60,000 funding for the planning process for the E911 move.**

**FINANCE  
115413**

**MISSION:**

To effectively and efficiently implement the policies of the Board of Commissioners.

<b>PERFORMANCE SUMMARY</b>	<b>FY 2008 Actual</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimate</b>	<b>FY 12-13 Goal</b>	<b>TARGET</b>
Invoices accurately processed within a two week period	100%	100%	100%	100%	99%	99%	99%
Bills/invoices for services billed in a timely manner	100%	100%	100%	100%	99%	99%	99%
Accurate monthly reports provided to departments within 10 days	100%	100%	100%	100%	99%	99%	99%

<b>STAFFING LEVELS</b>	<b>FY 2011 ACTUAL</b>	<b>FY 2012 REVISED</b>	<b>FY 2013 PROPOSED</b>	<b>% CHANGE</b>
Full-time	10	9	9	0.0%
Project	0	1	1	0.0%

<b>COST CENTER</b>	<b>FY 2011 ACTUAL</b>	<b>FY 2012 REVISED</b>	<b>FY 2013 PROPOSED</b>	<b>% CHANGE</b>
Personnel	\$ 563,036	\$ 572,875	\$ 586,748	2.4%
Operating	\$ 109,006	\$ 57,189	\$ 59,364	3.8%
Capital	\$ -	\$ -	\$ -	0.0%
<b>Total Expenditures</b>	\$ 672,042	\$ 630,064	\$ 646,112	2.5%
<b>Total Revenues</b>	\$ -	\$ -	\$ -	0.0%
<b>Revenue % of Expenditure</b>	0.0%	0.0%	0.0%	

**SIGNIFICANT ISSUES**

1	See Expansion Budget Request
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**EXPANSION BUDGET REQUESTS**

\$ REQUEST TRE

1	Finance has requested one new Purchasing Agent position.	\$ 58,633.00	\$0.0005
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Board considered the request and approved a new Purchasing Agent position with \$58,633.00 of funding being appropriated in the FY2013 budget.

**TAX DEPARTMENT  
115414/115415**

**MISSION:**

To list, appraise, and assess all taxable property as required by statutory authority.

<b>PERFORMANCE SUMMARY</b>	<b>FY 2008 Actual</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimate</b>	<b>FY 12-13 Goal</b>	<b>TARGET</b>
Reduction in the Overall Delinquent Levy within the 10-year reach for	37.47%	36.35%	40.71%	39.38%	37.00%	37.00%	37.00%

Enforced Collections as of the end of each FY.							
Collections Rate on all Annual Tax Bills (excluding RMV Bills), by end of each FY	98.38%	97.74%	97.20%	97.20%	97.00%	97.00%	97.00%
Returned mail from the mailing of annual tax bills	1.74%	1.87%	1.83%	1.80%	1.75%	1.75%	1.50%

<b>STAFFING LEVELS</b>	<b>FY 2011 ACTUAL</b>	<b>FY 2012 REVISED</b>	<b>FY 2013 PROPOSED</b>	<b>% CHANGE</b>
Full-time	24	24	24	0.0%

<b>COST CENTER</b>	<b>FY 2011 ACTUAL</b>	<b>FY 2012 REVISED</b>	<b>FY 2013 PROPOSED</b>	<b>% CHANGE</b>
Personnel	\$ 1,383,513	\$ 1,474,904	\$ 1,519,584	3.0%
Operating	\$ 644,332	\$ 645,809	\$ 618,029	-4.3%
Capital	\$ 15,095	\$ -	\$ -	0.0%
<b>Total Expenditures</b>	\$ 2,042,940	\$ 2,120,713	\$ 2,137,613	0.8%
<b>Total Revenues</b>	\$ 927	\$ 750	\$ 750	0.0%
<b>Revenue % of Expenditure</b>	0.0%	0.0%	0.0%	

**SIGNIFICANT ISSUES**

1	The FY12 Revised budget includes \$6,219, transferred to cover Unemployment costs.
2	The FY13 proposed budget merges Tax Collections and Delinquent Tax Collections to create better departmental efficiencies.

**EXPANSION BUDGET REQUESTS**

**\$ REQUEST TRE**

1	None	\$ -	\$ -
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**Board considered the requests and did not indicate any changes in the manager’s recommendation at the present time.**

**ASSESSOR – REVALUATION RESERVE FUND  
255417**

**MISSION:**

*To measure, list, appraise, and assess all real property equitably each calendar year based on the schedules of values adopted for the most recent general reappraisal.*

<b>PERFORMANCE SUMMARY</b>	<b>FY 2008 Actual</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimate</b>	<b>FY 12-13 Goal</b>	<b>TARGET</b>
Informal appeals	221	189	88	925	146	100	Varies based on Re-appraisal Cycle
Board of E&R Appeals	30	56	21	90	36	20	
NC Property Tax Appeals	2	0	0	3	1	0	

<b>STAFFING LEVELS</b>	<b>FY 2011 ACTUAL</b>	<b>FY 2012 REVISED</b>	<b>FY 2013 PROPOSED</b>	<b>% CHANGE</b>
Full-time	10	10	10	0.0%



<i>COST CENTER</i>	<i>FY 2011 ACTUAL</i>	<i>FY 2012 REVISED</i>	<i>FY 2013 PROPOSED</i>	<i>% CHANGE</i>
Personnel	\$ 545,958	\$ 568,000	\$ 579,187	2.0%
Operating	\$ 158,443	\$ 73,359	\$ 71,104	-3.1%
Capital	\$ -	\$ -	\$ -	0.0%
<b>Total Expenditures</b>	<b>\$ 704,401</b>	<b>\$ 641,359</b>	<b>\$ 650,291</b>	<b>1.4%</b>
<b>Total Revenues</b>	<b>\$ 719,485</b>	<b>\$ 641,359</b>	<b>\$ 650,291</b>	<b>1.4%</b>
<b>Revenue % of Expenditure</b>	<b>102.1%</b>	<b>100.0%</b>	<b>100.0%</b>	

**SIGNIFICANT ISSUES**

1	No significant issues identified for FY13.
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**EXPANSION BUDGET REQUESTS**

**\$ REQUEST TRE**

1	None	\$ -	\$ -
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Board considered the requests and did not indicate any changes in the manager’s recommendation at the present time.

**EMERGENCY MANAGEMENT  
115433/115434**

**MISSION:**

*Disaster preparation, mitigation, response and recovery.*

<i>PERFORMANCE SUMMARY</i>	<i>FY 2008 Actual</i>	<i>FY 2009 Actual</i>	<i>FY 2010 Actual</i>	<i>FY 2011 Actual</i>	<i>FY 2012 Estimate</i>	<i>FY 12-13 Goal</i>	<i>TARGET</i>
EOP Contact Information verified	75%	80%	90%	95%	95%	95%	100%
Fire inspections completed by June 30	80%	85%	90%	95%	90%	95%	100%
Fire cause and origin determined within 2 weeks	90%	96%	98%	98%	96%	98%	100%

<i>STAFFING LEVELS</i>	<i>FY 2011 ACTUAL</i>	<i>FY 2012 REVISED</i>	<i>FY 2013 PROPOSED</i>	<i>% CHANGE</i>
Full-time	4	4	4	0.0%

<i>COST CENTER</i>	<i>FY 2011 ACTUAL</i>	<i>FY 2012 REVISED</i>	<i>FY 2013 PROPOSED</i>	<i>% CHANGE</i>
Personnel	\$ 394,694	\$ 407,027	\$ 458,752	12.7%
Operating	\$ 146,036	\$ 186,190	\$ 158,138	-15.1%
Capital	\$ -	\$ 61,000	\$ -	-100.00%
<b>Total Expenditures</b>	<b>\$ 540,730</b>	<b>\$ 654,217</b>	<b>\$ 616,890</b>	<b>-5.7%</b>
<b>Total Revenues</b>	<b>\$ 98,530</b>	<b>\$ 166,297</b>	<b>\$ 81,400</b>	<b>-51.1%</b>
<b>Revenue % of Expenditure</b>	<b>18.2%</b>	<b>25.4%</b>	<b>13.2%</b>	

**SIGNIFICANT ISSUES**

1	The fire Marshal’s Proposed budget includes a \$43,000 increase in Worker’s Compensation to cover the County Fire Department contracts. The increase is due to a change in state funding and an increase in costs from last year.
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2	The FY12 Revised budget includes \$84,997 in grant funding received for three projects: \$15,997 to conduct regional emergency training exercises, \$61,000 to purchase mobile generator/light towers and \$8,000 to update the Hazardous Materials Emergency Plan.
3	The FY12 Revised budget includes \$675, transferred to cover Unemployment costs.

**EXPANSION BUDGET REQUESTS**

**\$ REQUEST TRE**

1	Emergency Management has requested an Assistant Emergency Services Director. The position is requested now, to allow time for the employee to earn the certifications necessary to step into the Directors position upon the retirement of the current Director. The level III fire inspections certificate requires 5-6 years to obtain due to experience requirements and the type I emergency management coordinator certification requires a minimum of 4 years to obtain.	\$ 82,046	\$0.0007
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**Board considered the requests and did not indicate any changes in the manager’s recommendation at the present time.**

**BUILDING SERVICES  
115435**

**MISSION:**

*To assist the public in obtaining various permits for residential and commercial projects, and providing fair and equal administration of the building codes.*

<b>PERFORMANCE SUMMARY</b>	<b>FY 2008 Actual</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimate</b>	<b>FY 12-13 Goal</b>	<b>TARGET</b>
Average # of inspections per inspector per day	12	14	9.5	9.6	12	10	10
Number of hours to report to P&I	7.5	6	5.5	5.5	5.5	5	5
Reduce permit center inspection request call traffic with online inspections	45	35	29	25	20	18	18

<b>STAFFING LEVELS</b>	<b>FY 2011 ACTUAL</b>	<b>FY 2012 REVISED</b>	<b>FY 2013 PROPOSED</b>	<b>% CHANGE</b>
Full-time	13	9	9	0.0%
Part-time	0	1	1	0.0%

<b>COST CENTER</b>	<b>FY 2011 ACTUAL</b>	<b>FY 2012 REVISED</b>	<b>FY 2013 PROPOSED</b>	<b>% CHANGE</b>
Personnel	\$ 707,570	\$ 645,710	\$ 637,498	-1.3%
Operating	\$ 93,299	\$ 133,765	\$ 132,205	-1.2%
Capital	\$ 60,559	\$ 31,000	\$ 32,123	3.6%
<b>Total Expenditures</b>	\$ 861,428	\$ 810,475	\$ 801,826	-1.1%
<b>Total Revenues</b>	\$ 618,341	\$ 550,000	\$ 550,000	0.0%
<b>Revenue % of Expenditure</b>	71.8%	67.9%	68.6%	

**SIGNIFICANT ISSUES**

1	The proposed budget includes funding for the replacement of one truck, with a Compressed Natural Gas (CNG) fueled vehicle.
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2	The FY12 Revised budget includes \$17,729, transferred to cover Unemployment costs.
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EXPANSION BUDGET REQUESTS		\$ REQUEST	TRE
1	None	\$ -	\$ -

Board considered the requests and did not indicate any changes in the manager's recommendation at the present time.

**EMERGENCY MEDICAL SERVICES (EMS)  
115437**

**MISSION:**

*Providing advanced life support to the sick and injured.*

PERFORMANCE SUMMARY	FY 2008 Actual	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Estimate	FY 12-13 Goal	TARGET
% calls responded to in 9 minutes or less	89%	91%	90%	91%	92%	92%	92%
% of Ambulance Call Reports completed accurately	97%	98%	98%	96%	98%	98%	98%
% of personnel trained	93%	96%	97%	97%	97%	98%	99%

STAFFING LEVELS	FY 2011 ACTUAL	FY 2012 REVISED	FY 2013 PROPOSED	% CHANGE
Full-time	48	47	47	0.0%

COST CENTER	FY 2011 ACTUAL	FY 2012 REVISED	FY 2013 PROPOSED	% CHANGE
Personnel	\$ 3,237,280	\$ 3,331,806	\$ 3,386,658	1.6%
Operating	\$ 590,937	\$ 561,525	\$ 482,425	-14.1%
Capital	\$ 361,315	\$ 249,378	\$ -	-100.00%
<b>Total Expenditures</b>	\$ 4,189,532	\$ 4,142,709	\$ 3,869,083	-6.6%
<b>Total Revenues</b>	\$ 2,743,614	\$ 2,510,000	\$ 2,540,000	1.2%
<b>Revenue % of Expenditure</b>	65.5%	60.6%	65.6%	

**SIGNIFICANT ISSUES**

1	The FY13 Proposed budget includes the purchase of two new ambulances, to be financed over a three year period. This purchase has reduced the necessary funding in the Lease of Vehicles line. That reduction is offset by an increase in debt service for New Vehicles.
2	The FY12 Revised budget includes \$249,378 for the purchase of the two ambulances. That amount includes the loan proceeds, which were financed over a three year period.
3	The proposed budget includes funding to upgrade cardiac monitors, and to provide internet service for Field Data Laptops using cellular hot spots.

EXPANSION BUDGET REQUESTS		\$ REQUEST	TRE
1	Several technology requests were not included in the proposed budget. The detailed list of these requests is included on the Budget Worksheet titled "Technology".	\$ 36,995.00	\$ 0.0003
2	EMS has requested a new position, for an EMS Training Officer. This position previously existed, but was eliminated in the FY12 budget. The Training Officer is critical to maintaining a quality EMS system for the		

long term. This position is responsible for monitoring call reports on a daily basis to ensure quality patient care is delivered, providing remedial training when reports indicate necessary, researching new techniques/drugs, implementing training programs to support new techniques and changes in protocol, and regularly monitoring the credential status of EMS personnel and the first responder agencies.	\$61,146.00	\$0.0005
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**Board considered the requests and approved expansion request # 2 for a new position appropriating \$61,146.00 in the FY13 budget.**

**ANIMAL SERVICES  
115438**

**MISSION:**

*To protect the citizens of the County from trespassing animals and pet overpopulation, and to protect the animals in the County from abuse and neglect.*

<i>PERFORMANCE SUMMARY</i>	<i>FY 2008 Actual</i>	<i>FY 2009 Actual</i>	<i>FY 2010 Actual</i>	<i>FY 2011 Actual</i>	<i>FY 2012 Estimate</i>	<i>FY 12-13 Goal</i>	<i>TARGET</i>
Adoption/Reclaim Rates	44%	40%	37%	41%	41%	45%	45%
# of animals sterilized	584	975	820	886	899	900	1,000
# o animals vaccinated for rabies at County clinics	1,509	2,104	1,952	1,285	1,500	1,900	2,100

<i>STAFFING LEVELS</i>	<i>FY 2011 ACTUAL</i>	<i>FY 2012 REVISED</i>	<i>FY 2013 PROPOSED</i>	<i>% CHANGE</i>
Full-time	7	6	7	16.75%
Part-time	0	2	0	-100.0%

<i>COST CENTER</i>	<i>FY 2011 ACTUAL</i>	<i>FY 2012 REVISED</i>	<i>FY 2013 PROPOSED</i>	<i>% CHANGE</i>
Personnel	\$ 319,993	\$ 349,057	\$ 353,879	1.4%
Operating	\$ 156,209	\$ 161,991	\$ 159,722	-1.4%
Capital	\$ 15,780	\$ -	\$ -	0.0%
<b>Total Expenditures</b>	<b>\$ 491,982</b>	<b>\$ 511,048</b>	<b>\$ 513,601</b>	<b>0.5%</b>
<b>Total Revenues</b>	<b>\$ 80,051</b>	<b>\$ 75,000</b>	<b>\$ 65,000</b>	<b>-13.3%</b>
<b>Revenue % of Expenditure</b>	<b>16.3%</b>	<b>14.7%</b>	<b>12.7%</b>	

**SIGNIFICANT ISSUES**

1	The FY13 proposed budget includes the combination of two current part-time positions into one full-time position.
2	The FY12 Revised budget includes \$2,573, transferred to cover Unemployment costs.

**EXPANSION BUDGET REQUESTS**

		\$ REQUEST	TRE
1	None	\$ -	\$ -

**Board considered the requests and did not indicate any changes in the manager’s recommendation at the present time.**

**RESCUE SQUAD  
115442**

**MISSION:** The Henderson County Rescue Squad was established in 1957 to serve the special rescue needs of Henderson County’s citizens. They serve as the primary backup for Henderson County EMS when units are busy, provide primary extrication and rescue services to those areas in the County without such and provide backup and assistance, and provide water search and rescue, swift water rescue and high level mountaineering rescue.

<b>COST CENTER</b>	<b>FY 2011 ACTUAL</b>	<b>FY 2012 REVISED</b>	<b>FY 2013 PROPOSED</b>	<b>% CHANGE</b>
Personnel	\$ -	\$ -	\$ -	0.0%
Operating	\$ 111,347	\$ 98,650	\$ 98,650	0.0%
Capital	\$ -	\$ -	\$ -	0.0%
<b>Total Expenditures</b>	\$ 111,347	\$ 98,650	\$ 98,650	0.0%
<b>Total Revenues</b>	\$ -	\$ -	\$ -	0.0%
<b>Revenue % of Expenditure</b>	0.0%	0.0%	0.0%	

**SIGNIFICANT ISSUES**

1	See expansion budget request below.
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**EXPANSION BUDGET REQUESTS**

\$ REQUEST TRE

1	The Rescue Squad is requesting additional funding in the amount of \$11,710 to support on-going operations. No additional funding is included in the FY13 Proposed budget. Proposed funding remains at FY12 levels.	\$ 11,710.00	\$0.0001
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**Board considered the request and approved additional funding in the amount of \$11,710.00.**

**CODE ENFORCEMENT  
115492**

**MISSION:**

*To protect our citizens from undesirable adjoining land uses.*

<b>PERFORMANCE SUMMARY</b>	<b>FY 2008 Actual</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimate</b>	<b>FY 12-13 Goal</b>	<b>TARGET</b>
Investigations	360	189	168	136	168	140	140
Violations Removed	325	175	150	120	150	126	125
Investigations per Employee	180	95	84	68	84	70	70

<b>STAFFING LEVELS</b>	<b>FY 2011 ACTUAL</b>	<b>FY 2012 REVISED</b>	<b>FY 2013 PROPOSED</b>	<b>% CHANGE</b>
Full-time	4	3	3	0.0%

<b>COST CENTER</b>	<b>FY 2011 ACTUAL</b>	<b>FY 2012 REVISED</b>	<b>FY 2013 PROPOSED</b>	<b>% CHANGE</b>
Personnel	\$ 256,015	\$ 207,527	\$ 206,588	-0.5%
Operating	\$ 46,836	\$ 73,799	\$ 38,299	-48.1%
Capital	\$ -	\$ -	\$ -	0.0%
<b>Total Expenditures</b>	\$ 302,851	\$ 281,326	\$ 264,887	-13.05%
<b>Total Revenues</b>	\$ 47,854	\$ 37,500	\$ -	100.0%
<b>Revenue % of Expenditure</b>	15.8%	13.3%	0.0%	

**SIGNIFICANT ISSUES**

1	The FY12 Revised budget includes \$37,500 in grant funding for the Abandoned Manufactured Home Removal Program, approved by the Board on February 6, 2012. The expenditures for the grant are offset by grant
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revenues in the same amount. If any funds remain unspent at the end of the fiscal year, staff will amend the FY13 budget to bring those funds in for appropriation.
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EXPANSION BUDGET REQUESTS		\$ REQUEST	TRE
1	None	\$ -	\$ -

Board considered the requests and did not indicate any changes in the manager's recommendation at the present time.

**SOIL AND WATER CONSERVATION  
115471**

**MISSION:**

*To provide educational, technical and financial assistance to conserve soil, improve water quality, and enhance the natural resources of Henderson County.*

PERFORMANCE SUMMARY	FY 2008 Actual	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Estimate	FY 12-13 Goal	TARGET
% of NC Agriculture Share Cost funds	100%	100%	100%	100%	100%	95%	95%
% of grant money awarded that is used for Best Management Practice installation	100%	100%	100%	100%	85%	80%	80%
# of participants in educational program	2,379	2,887	3,247	5,038	4,692	3,000	3,000

STAFFING LEVELS	FY 2011 ACTUAL	FY 2012 REVISED	FY 2013 PROPOSED	% CHANGE
Full-time	4	3	3	0.0%
Part-time	0	1	1	0.0%

COST CENTER	FY 2011 ACTUAL	FY 2012 REVISED	FY 2013 PROPOSED	% CHANGE
Personnel	\$ 253,005	\$ 233,010	\$ 237,657	2.0%
Operating	\$ 113,016	\$ 123,247	\$ 26,404	-78.6%
Capital	\$ -	\$ -	\$ -	0.0%
<b>Total Expenditures</b>	\$ 366,021	\$ 356,257	\$ 264,061	-25.9%
<b>Total Revenues</b>	\$ 139,331	\$ 143,475	\$ 47,075	-67.2%
<b>Revenue % of Expenditure</b>	38.1%	40.3%	17.8%	

**SIGNIFICANT ISSUES**

1	The FY12 Revised budget includes \$96,000 in grant funding received for a stormwater project along Highway 191.
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EXPANSION BUDGET REQUESTS		\$ REQUEST	TRE
1	None	\$ -	\$ -

Board considered the requests and did not indicate any changes in the manager's recommendation at the present time.

**UTILITIES  
115473**

**MISSION:**

*To provide a high standard of sewer service to our customers by diligently managing and maintaining the Cane Creek Sewer System.*

<b>PERFORMANCE SUMMARY</b>	<b>FY 2008 Actual</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimate</b>	<b>FY 12-13 Goal</b>	<b>TARGET</b>
Average Gallons of Wastewater collected per day	732,668	725,008	758,696	794,484	826,474	827,510	>850,000
Cost per 1,000 gallons collected	\$4.35	\$4.03	\$4.04	\$5.11	\$3.63	\$5.01	< \$4.50
% of system cleaned/televised per year	5.53%	10%	10%	7%	11%	10%	10%

<b>STAFFING LEVELS</b>	<b>FY 2011 ACTUAL</b>	<b>FY 2012 REVISED</b>	<b>FY 2013 PROPOSED</b>	<b>% CHANGE</b>
Full-time	3	3	4	33.3%

<b>COST CENTER</b>	<b>FY 2011 ACTUAL</b>	<b>FY 2012 REVISED</b>	<b>FY 2013 PROPOSED</b>	<b>% CHANGE</b>
Personnel	\$ 211,609	\$ 215,212	\$ 278,282	29.3%
Operating	\$ 1,852	\$ -	\$ -	0.0%
Capital	\$ -	\$ -	\$ -	0.0%
<b>Total Expenditures</b>	\$ 213,461	\$ 215,212	\$ 278,282	29.3%
<b>Total Revenues</b>	\$ 252,359	\$ 213,147	\$ 323,647	51.8%
<b>Revenue % of Expenditure</b>	118.2%	99.0%	116.3%	

**SIGNIFICANT ISSUES**

1	The proposed budget includes a new position, which is to be transferred from the Garage budget. The \$59,707 expense associated with transferring the position is covered within the transfer from Cane Creek to the General Fund.
2	The transfer from Cane Creek to the General Fund includes Utilities personnel, as well as the sewer billing clerk in finance, accounting for the variance between expenditures and revenues.
3	No other significant issues for FY13. Personnel costs that are paid out of the general fund are 100% reimbursed through a transfer from the Cane Creek Sewer District.

**EXPANSION BUDGET REQUESTS**

**\$ REQUEST TRE**

1	None	\$ -	\$ -
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**Board considered the requests and did not indicate any changes in the manager's recommendation at the present time.**

**PLANNING  
115491**

**MISSION:**

*Plan growth to sustain and enhance the quality of life.*

<b>PERFORMANCE SUMMARY</b>	<b>FY 2008 Actual</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimate</b>	<b>FY 12-13 Goal</b>	<b>TARGET</b>
Review minor subdivision plats within 3 working days	95%	96.15%	98%	100%	100%	90%	90%
Regular Planning Board meeting agendas distributed at least 4 days	100%	91.6%	92%	100%	100%	100%	100%

prior to meeting							
% of addresses matching map data	N/A	99.49%	99.51%	99.88%	99.85%	99.90%	99.90%

<i>STAFFING LEVELS</i>	<i>FY 2011 ACTUAL</i>	<i>FY 2012 REVISED</i>	<i>FY 2013 PROPOSED</i>	<i>% CHANGE</i>
Full-time	8	6	6	0.0%
Part-time	1	0	0	0.0%

<i>COST CENTER</i>	<i>FY 2011 ACTUAL</i>	<i>FY 2012 REVISED</i>	<i>FY 2013 PROPOSED</i>	<i>% CHANGE</i>
Personnel	\$ 543,775	\$ 468,831	\$ 465,194	-0.8%
Operating	\$ 75,230	\$ 161,991	\$ 159,722	-0.1%
Capital	\$ 75,780	\$ 73,563	\$ 73,480	-100.0%
<b>Total Expenditures</b>	\$ -	\$ 15,000	\$ -	-3.4%
<b>Total Revenues</b>	\$ 14,814	\$ 30,850	\$ 3,350	-89.1%
<b>Revenue % of Expenditure</b>	2.4%	5.5%	0.6%	

**SIGNIFICANT ISSUES**

1	The FY13 proposed budget merges Planning with Property Addressing to create better departmental efficiencies.
2	The FY12 Revised budget includes \$26,226, transferred from the E911 fund to reimburse eligible Property Addressing expenses. \$15,000 of this transfer was to update GIS equipment and software, and \$11,226 was for personnel expenses.

**EXPANSION BUDGET REQUESTS**

\$ REQUEST TRE

1	None	\$ -	\$ -
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**Board considered the requests and did not indicate any changes in the manager’s recommendation at the present time.**

**ECONOMIC DEVELOPMENT  
115498**

**MISSION:**

The Board of Commissioners has taken very progressive steps toward recruiting industry and contributing to existing industries that provide jobs to the citizens of Henderson County. The contributions listed within this budget are those who will receive monetary contributions from the County during FY2013 for their continued efforts in improving the economic base of the County.

<i>COST CENTER</i>	<i>FY 2011 ACTUAL</i>	<i>FY 2012 REVISED</i>	<i>FY 2013 PROPOSED</i>	<i>% CHANGE</i>
Agri-Business Program	\$ 56,061	\$ 134,289	\$ 107,431	-20.0%
Blue Ridge Health – Grant Match	\$ 150,000	\$ 4,500	\$ -	-100.0%
Borg Warner	\$ -	\$ 46,463	\$ 46,463	0.0%
CL Henderson Produce	\$ -	\$ 8,000	\$ 8,000	0.0%
Continental Teves	\$ 49,350	\$ 49,350	\$ 49,350	0.0%
Historic 7 <sup>th</sup> Avenue	\$ 500	\$ 460	\$ 460	0.0%
Legacy Paddlesports	\$ -	\$ -	\$ 18,711	100.0%
PMA (Elkamet)	\$ -	\$ -	\$ 1,079	100.0%



Partnership for Eco. Development	\$ 270,000	\$ 279,750	\$ 249,750	-10.7%
Pepsi Cola	\$ 17,193	\$ -	\$ -	0.0%
Prince Manufacturing	\$ -	\$ 2,400	\$ 2,400	0.0%
Putsch	\$ -	\$ -	\$ 9,867	100.0%
Raflatac	\$ -	\$ 240,000	\$ -	-100.0%
Shop & Dine Henderson Co.	\$ -	\$ 6,500	\$ -	-100.0%
Warm Company	\$ 12,000	\$ -	\$ -	0.0%
Wilson Art	\$ 3,861	\$ 3,861	\$ 3,861	0.0%
<b>Total Expenditures</b>	\$ 558,965	\$ 775,573	\$ 497,372	-35.9%
<b>Total Revenues</b>	\$ 150,000	\$ 240,000	\$ -	0.0%
<b>Revenue % of Expenditure</b>	26.8%	30.9%	0.0%	

**SIGNIFICANT ISSUES**

1	The Agri-Business Program is funded at 80% of FY 12 levels, as per the agreement adopted by the Board. The total dollar reduction equals \$26,858
2	The FY12 Revised budget includes \$4,500 for Blue Ridge Health and \$6,500 for Shop and Dine Henderson County. These were both one-time grants for Fy12.
3	The FY12 Revised Budget includes \$240,000 in both expenditures and revenues, for a pass through grant from the Rural Economic Development Center Project Blue Ridge/UPM Raflatac building reuse and restoration.
4	The FY12 Revised Budget includes \$30,000 for the Partnership for Economic Development, as approved by the Board on April 2, 2012. This was a one-time increase for FY12.

**EXPANSION BUDGET REQUESTS**

**\$ REQUEST TRE**

1	None	\$ -	\$ -
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**Board considered the requests and did not indicate any changes in the manager’s recommendation at the present time.**

**FORESTRY SERVICES  
115470**

**MISSION:**

Henderson County provides funding for the operations and administration of the Forestry Services division of the County. Forestry Services is a segment of the North Carolina Department of Agriculture and serves to protect and preserve the forest resources of the State.

<b>COST CENTER</b>	<b>FY 2011 ACTUAL</b>	<b>FY 2012 REVISED</b>	<b>FY 2013 PROPOSED</b>	<b>% CHANGE</b>
Personnel	\$ -	\$ -	\$ -	0.0%
Operating	\$ 39,593	\$ 65,899	\$ 52,699	-20.0%
Capital	\$ -	\$ -	\$ -	0.0%
<b>Total Expenditures</b>	\$ 39,593	\$ 65,899	\$ 52,699	-20.0%
<b>Total Revenues</b>	\$ -	\$ -	\$ -	0.0%
<b>Revenue % of Expenditure</b>	0.0%	0.0%	0.0%	

**SIGNIFICANT ISSUES**

1	See expansion budget request below.
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**EXPANSION BUDGET REQUESTS**

**\$ REQUEST TRE**

1	The FY12 budget included \$13,200 for a replacement vehicle. While this		
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request was funded in the FY12 budget, due to emergency fire suppression expense for the State, the purchase did not happen. That portion of the FY 12 budget will be reverted back to the County. While the funding for this purchase is not included in the FY13 proposed budget, the Board is requested to consider a budget amendment during the fiscal year, if the purchase is made by the State.	\$13,200.00	\$ 0.0001
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**Board considered the request and appropriated in the FY13 Budget \$13,200.00 for vehicle replacement for the Forestry Services.**

**COOPERATIVE EXTENSION  
115495**

**MISSION:**

The Henderson county Center of North Carolina Cooperative Extension is an educational partnership helping people put research-based knowledge to work for economic prosperity, environmental stewardship and an improved quality of life.

<b>PERFORMANCE SUMMARY</b>	<b>FY 2008 Actual</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimate</b>	<b>FY 12-13 Goal</b>	<b>TARGET</b>
# of Agricultural & Natural Resource Program participants	23,822	36,618	31,572	29,176	31,000	32,600	32,600
# of Health & Nutrition Program participants	3,622	5,443	3,277	3,545	3,600	3,600	3,600
# of Youth & Family participants	5,718	8,879	9,184	8,248	9,000	9,500	9,500

<b>COST CENTER</b>	<b>FY 2011 ACTUAL</b>	<b>FY 2012 REVISED</b>	<b>FY 2013 PROPOSED</b>	<b>% CHANGE</b>
Personnel	\$ 244,966	\$ 254,638	\$ 250,923	-1.5%
Operating	\$ 64,853	\$ 66,688	\$ 70,403	5.6%
Capital	\$ -	\$ -	\$ -	0.0%
<b>Total Expenditures</b>	\$ 309,819	\$ 321,326	\$ 321,326	0.0%
<b>Total Revenues</b>	\$ -	\$ -	\$ -	0.0%
<b>Revenue % of Expenditure</b>	0.0%	0.0%	0.0%	

**SIGNIFICANT ISSUES**

1	No change from FY12 funding levels. Reallocation of funding for Personnel and Operating is due to staff reorganization, as approved in the revised MOU approved by the Board on February 6, 2012.
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**EXPANSION BUDGET REQUESTS**

		<b>\$ REQUEST</b>	<b>TRE</b>
1	None	\$ -	\$ -

**Board considered the requests and did not indicate any changes in the manager's recommendation at the present time.**

**HOME AN COMMUNITY CARE BLOCK GRANT  
115513**

**MISSION:**

*The Home and Community Care Block Grant is a Federal grant that is administered by the County. The grant provides funding for agencies that serve the citizens of the County by providing transportation services, meals, outreach, home repairs, etc. These funds are allocated on a bid basis.*

<i>COST CENTER</i>	<i>FY 2011 ACTUAL</i>	<i>FY 2012 REVISED</i>	<i>FY 2013 PROPOSED</i>	<i>% CHANGE</i>
Personnel	\$ -	\$ -	\$ -	0.0%
Operating	\$ 753,676	\$ 753,676	\$ 768,216	1.9%
Capital	\$ -	\$ -	\$ -	0.0%
<b>Total Expenditures</b>	\$ 753,676	\$ 753,676	\$ 768,216	1.9%
<b>Total Revenues</b>	\$ 753,676	\$ 753,676	\$ 768,216	1.9%
<b>Revenue % of Expenditure</b>	100.00%	100.00%	100.00%	

**SIGNIFICANT ISSUES**

1	No significant issues in FY13. Program is 100% grant funded using no county dollars.
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**EXPANSION BUDGET REQUESTS**

\$ REQUEST TRE

1	None	\$ -	\$ -
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Board considered the requests and did not indicate any changes in the manager’s recommendation at the present time.

**MEDICAL SERVICES  
115516**

**MISSION:**

*Henderson County provides funding for autopsies that are ordered through a joint decision by the Medical Examiners, and law enforcement, or EMS. The county does not fund family requested autopsies, or autopsies that fall outside of investigative work.*

<i>COST CENTER</i>	<i>FY 2011 ACTUAL</i>	<i>FY 2012 REVISED</i>	<i>FY 2013 PROPOSED</i>	<i>% CHANGE</i>
Personnel	\$ -	\$ -	\$ -	0.0%
Operating	\$ 47,500	\$ 46,250	\$ 46,250	0.0%
Capital	\$ -	\$ -	\$ -	0.0%
<b>Total Expenditures</b>	\$ 47,500	\$ 46,250	\$ 46,250	0.0%
<b>Total Revenues</b>	\$ -	\$ -	\$ -	0.0%
<b>Revenue % of Expenditure</b>	0.0%	0.0%	0.0%	

**SIGNIFICANT ISSUES**

1	No significant issues identified for FY13. Funding remains flat over FY12 levels.
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**EXPANSION BUDGET REQUESTS**

\$ REQUEST TRE

1	None	\$ -	\$ -
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Board considered the requests and did not indicate any changes in the manager’s recommendation at the present time.

**MENTAL HEALTH  
115520**

**MISSION:**

*Funds within this budget are set aside for the behavioral health (mental health and substance abuse) and developmental disability services to residents of Henderson County who range in age from infancy to older adults.*

<i>COST CENTER</i>	<i>FY 2011 ACTUAL</i>	<i>FY 2012 REVISED</i>	<i>FY 2013 PROPOSED</i>	<i>% CHANGE</i>
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Blue Ridge Community Health	\$ 39,000	\$ 39,000		-100.0%
NC Mentor	\$ 98,000	\$ 103,000		-100.0%
Free Clinics – Pharmacology	\$ 55,000	\$ 55,000		-100.0%
Free Clinics – Psychiatric Counseling	\$ 30,000	\$ 30,000		-100.0%
Healing Place	\$ 10,000	\$ 10,000		-100.0%
Henderson County Health Dept.	\$ 26,112	\$ 26,112		-100.0%
Henderson County Substance Abuse	\$ -	\$ -		-100.0%
Mainstay, Inc.	\$ 17,000	\$ 20,000		-100.0%
Parkway Behavioral Health	\$ 12,000	\$ 12,000		-100.0%
Sixth Avenue Psychiatric Services	\$ 181,000	\$ 150,000		-100.0%
Vocational Solutions	\$ 20,500	\$ 26,500		-100.0%
Unallocated Emergency Funds	\$ 40,000	\$ 57,000		
<b>Total Expenditures</b>	\$ 528,612	\$ 528,612	\$ -	-100.0%
<b>Total Revenues</b>	\$ 79,150	\$ 90,000	\$ 72,000	.20.0%
<b>Revenue % of Expenditure</b>	15.0%	17.0%		

**SIGNIFICANT ISSUES**

1	The Board is requested to allocate the \$528,612 to the requesting providers.
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**EXPANSION BUDGET REQUESTS**

\$ REQUEST TRE

1	Total MOE requests equaled \$906,142. This amount is not included on the Unfunded expansion Requests list, as staff does not recommend funding over the mandated levels.	\$ 377,530.00	\$ 0.0032
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**Board considered the requests and did not indicate any changes in the manager’s recommendation at the present time. Board will hold further discussion at the May 29, 2012 meeting.**

**RURAL OPERATING ASSISTANCE PROGRAM  
115521**

**MISSION:**

*The Rural Operating Assistance Program, formerly the Elderly Disabled Transportation Assistance Program, is a federally funded program providing general transportation and medical transportation for elderly and disabled adults.*

<b>COST CENTER</b>	<b>FY 2011 ACTUAL</b>	<b>FY 2012 REVISED</b>	<b>FY 2013 PROPOSED</b>	<b>% CHANGE</b>
Personnel	\$ -	\$ -	\$ -	0.0%
Operating	\$ 265,476	\$ 267,294	\$ 267,294	0.0%
Capital	\$ -	\$ -	\$ -	0.0%
<b>Total Expenditures</b>	\$ 265,476	\$ 267,294	\$ 267,294	0.0%
<b>Total Revenues</b>	\$ 269,045	\$ 267,294	\$ 267,294	0.0%
<b>Revenue % of Expenditure</b>	101.3%	100.0%	100.0%	

**SIGNIFICANT ISSUES**

1	No significant issues in FY13. Program is 100% grant funded using no county dollars.
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**EXPANSION BUDGET REQUESTS**

\$ REQUEST TRE

1	None	\$ -	\$ -
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Board considered the requests and did not indicate any changes in the manager's recommendation at the present time.

**DEPARTMENT OF SOCIAL SERVICES - SMARTSTART  
115532**

**MISSION:**

*To provide quality child care opportunities to qualifying families.*

<b>STAFFING LEVELS</b>	<b>FY 2011 ACTUAL</b>	<b>FY 2012 REVISED</b>	<b>FY 2013 PROPOSED</b>	<b>% CHANGE</b>
Full-time	1	1	1	0.0%

<b>COST CENTER</b>	<b>FY 2011 ACTUAL</b>	<b>FY 2012 REVISED</b>	<b>FY 2013 PROPOSED</b>	<b>% CHANGE</b>
Personnel	\$ 41,174	\$ 42,682	\$ 44,786	4.9%
Operating	\$ 539,001	\$ 493,059	\$ 490,955	-0.4%
Capital	\$ -	\$ -	\$ -	0.0%
<b>Total Expenditures</b>	\$ 580,175	\$ 535,741	\$ 535,741	0.0%
<b>Total Revenues</b>	\$ 588,786	\$ 535,741	\$ 535,741	0.0%
<b>Revenue % of Expenditure</b>	101.5%	100.0%	100.0%	

**SIGNIFICANT ISSUES**

1	No significant issues in FY13. Although there is an overall increase in the budget, the program is 100% grant funded using no county dollars.
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**EXPANSION BUDGET REQUESTS**

\$ REQUEST    TRE

1	None	\$ -	\$ -
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Board considered the requests and did not indicate any changes in the manager's recommendation at the present time.

**JUVENILE JUSTICE GRANT  
115541**

**MISSION:**

*The Juvenile Justice Grant is a federally funded program that allocates funding based on community programs for at-risk youth. Allocations are recommended by the Juvenile Crime Prevention Programs.*

<b>COST CENTER</b>	<b>FY 2011 ACTUAL</b>	<b>FY 2012 REVISED</b>	<b>FY 2013 PROPOSED</b>	<b>% CHANGE</b>
Personnel	\$ -	\$ -	\$ -	0.0%
Operating	\$ 253,515	\$ 211,672	\$ 193,745	-8.5%
Capital	\$ -	\$ -	\$ -	0.0%
<b>Total Expenditures</b>	\$ 253,515	\$ 211,672	\$ 193,745	-8.5%
<b>Total Revenues</b>	\$ 246,949	\$ 211,672	\$ 193,745	-8.5%
<b>Revenue % of Expenditure</b>	97.4%	100.0%	100.0%	

**SIGNIFICANT ISSUES**

1	No significant issues I FY13. Program is 100% grant funded using no county dollars.
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**EXPANSION BUDGET REQUESTS**

\$ REQUEST TRE

1	None	\$ -	\$ -
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Board considered the requests and did not indicate any changes in the manager's recommendation at the present time.

**LIBRARY**

115611

**MISSION:**

*To provide informational, educational, cultural and recreational library services to the residents of Henderson County*

<b>PERFORMANCE SUMMARY</b>	<b>FY 2008 Actual</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimate</b>	<b>FY 12-13 Goal</b>	<b>TARGET</b>
Average cost per circulation	\$3.14	\$2.85	\$2.94	\$3.21	\$2.65	\$3.00	\$3.00
Library visits per capita	6.38	6.38	6.27	6.25	6.10	6.20	7.00
Annual circulation	955,670	952,439	972,262	972,436	965,000	970,000	1,000,000

<b>STAFFING LEVELS</b>	<b>FY 2011 ACTUAL</b>	<b>FY 2012 REVISED</b>	<b>FY 2013 PROPOSED</b>	<b>% CHANGE</b>
Full-time	35	33	33	0.0%
Part-time	7	7	7	0.0%

<b>COST CENTER</b>	<b>FY 2011 ACTUAL</b>	<b>FY 2012 REVISED</b>	<b>FY 2013 PROPOSED</b>	<b>% CHANGE</b>
Personnel	\$ 1,991,470	\$ 2,062,228	\$ 1,991,470	1.8%
Operating	\$ 852,329	\$ 740,030	\$ 685,493	-10.1%
Capital	\$ 36,202	\$ 8,055	\$ -	-100.0%
<b>Total Expenditures</b>	<b>\$ 2,880,001</b>	<b>\$ 2,810,313</b>	<b>\$ 2,764,975</b>	<b>-1.6%</b>
<b>Total Revenues</b>	<b>\$ 313,505</b>	<b>\$ 315,045</b>	<b>\$ 220,042</b>	<b>-30.2%</b>
<b>Revenue % of Expenditure</b>	<b>10.9%</b>	<b>1102%</b>	<b>8.0%</b>	

**SIGNIFICANT ISSUES**

1	The FY12 Revised budget includes \$72,103 received in donations and endowments. These donations were used for items such as publications, technology, upgrades, shelving and furnishings and carpet replacement.
2	The FY12 Revised budget also includes \$4,024, transferred to cover Unemployment costs.

**EXPANSION BUDGET REQUESTS**

\$ REQUEST TRE

1	The Library is requesting the funding for publications be increased by \$100,000. This line has been reduced over the past three years. The expansion would allow the library to reduce the wait time for popular new items, as well as purchase titles by newer authors.	\$ 100,000	\$ 0.0009
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Board considered the request and approved allocation additional funding of \$100,000 in the FY13 budget for publications.

**RECREATION**

115612

**MISSION:**

*To provide an environment for quality, wholesome, leisure and recreation activities that will benefit Henderson County residents.*

<b>PERFORMANCE SUMMARY</b>	<b>FY 2008 Actual</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimate</b>	<b>FY 12-13 Goal</b>	<b>TARGET</b>
Participant retention in programs	59%	60%	58%	50%	51%	55%	60%
On-line registrations	31%	35%	38%	32%	41%	45%	40%
Facility Rental Income	\$23,900	\$27,624	\$29,277	\$29,718	\$27,000	\$28,000	\$28,000

<b>STAFFING LEVELS</b>	<b>FY 2011 ACTUAL</b>	<b>FY 2012 REVISED</b>	<b>FY 2013 PROPOSED</b>	<b>% CHANGE</b>
Full-time	11	10	11	10.0%

<b>COST CENTER</b>	<b>FY 2011 ACTUAL</b>	<b>FY 2012 REVISED</b>	<b>FY 2013 PROPOSED</b>	<b>% CHANGE</b>
Personnel	\$ 748,016	\$ 769,515	\$ 778,665	1.2%
Operating	\$ 483,024	\$ 640,737	\$ 630,434	-1.6%
Capital	\$ 11,500	\$ -	\$ 8,950	100.0%
<b>Total Expenditures</b>	\$ 1,242,540	\$ 1,410,252	\$ 1,418,049	0.6%
<b>Total Revenues</b>	\$ 212,345	\$ 156,000	\$ 164,000	5.1%
<b>Revenue % of Expenditure</b>	17%	11%	12%	

**SIGNIFICANT ISSUES**

1	The proposed budget includes funding to replace 20 trash receptacles at the parks.
2	The proposed budget also includes funding for one (1) new position – a park maintenance technician. This additional position was added within the FY12 budget levels.
3	The FY12 Revised budget includes \$2,161, transferred to cover Unemployment costs.

**EXPANSION BUDGET REQUESTS**

		<b>\$ REQUEST</b>	<b>TRE</b>
1	None	\$ -	\$ -

Board considered the requests and approved a \$200,000 allocation for future projects for Parks & Recreation.

NOTE: \$200,000 to be transferred to the Capital Reserve Fund from the General Fund.

**FIRE DISTRICT FUNDS**

**Fund 24**

**MISSION:**

*The Board of Commissioners annually sets the tax rates for the County's Fire Districts as part of the budget adoption process.*

<b>Fire District/Department</b>	<b>FY 2012 Rate</b>	<b>FY2012 Requested Rate</b>	<b>FY2013 FRAC Recommendation</b>
Bat Cave	\$0.100	\$0.100	
Blue Ridge	\$0.095	\$0.095	
Dana	\$0.110	\$0.110	
Edneyville	\$0.095	\$0.095	
Etowah-Horseshoe	\$0.095	\$0.095	
Fletcher	\$0.100	\$0.100	
Gerton	\$0.125	\$0.125	

Green River	\$0.065	\$0.065	
Mills River	\$0.075	\$0.075	
Mountain Home	\$0.105	\$0.105	
Saluda	\$0.085	\$0.085	
Valley Hill #1	\$0.080	\$0.080	
Valley Hill #2	\$0.080	\$0.080	

**SIGNIFICANT ISSUES**

1	The Fire and Rescue Advisory Committee will hold meetings with the Fire Departments in May, and will present their formal recommendations on May 22, 2012.
2	

**EXPANSION BUDGET REQUESTS**

		\$ REQUEST	TRE
1	None	\$ -	\$ -

**Board considered the requests and did not indicate any changes in the manager’s recommendation at the present time. The Board set the rate for Valley Hill #2 at \$0.080.**

**CLOSED SESSION**

*Commissioner O’Connor made the motion for the Board to go into closed session as allowed pursuant to NCGS 143-318.11 for the following reasons:*

1. Pursuant to N.C. Gen. Stat. §143-318.11(a)(6), to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

*All voted in favor and the motion carried.*

**ADJOURN**

*Commissioner Edney made the motion that the Board go out of closed session and adjourn at 6:25 p.m. All voted in favor and the motion carried.*

Attest:

\_\_\_\_\_  
Teresa L. Wilson, Clerk to the Board

\_\_\_\_\_  
Thomas H. Thompson, Chairman