

## MINUTES

**STATE OF NORTH CAROLINA  
COUNTY OF HENDERSON**

**BOARD OF COMMISSIONERS  
WEDNESDAY, MAY 16, 2018**

The Henderson County Board of Commissioners met for a regularly scheduled meeting at 9:00 a.m. in the Commissioners' Meeting Room of the Historic Courthouse on Main Street, Hendersonville.

Those present were: Chairman Mike Edney Vice-Chairman Grady Hawkins, Commissioner Tommy Thompson, Commissioner Charlie Messer, Commissioner William Lapsley, County Manager Steve Wyatt, Assistant County Manager Amy Brantley, Clerk to the Board Teresa L. Wilson, and Attorney Russ Burrell.

Also present were: Management Assistant Megan Powell, Finance Director Samantha Reynolds, Director of Business and Community Development John Mitchell, Engineer Marcus Jones, Recreation Director Carleen Dixon, Emergency Management/Rescue Coordinator Jimmy Brissie, Captain Neal Urch, Library Director Trina Rushing, Code Enforcement Director Toby Linville, Construction Manager David Berry, IT Director Becky Snyder, Building Services Interim Director Crystal Lyda, Registrar of Deeds Lee King, Environmental Programs Coordinator Rachel Kipar, Tax Administrator Darlene Burgess, Tax Office Administrative Assistant Jennifer Miranda, Planning Director Autumn Radcliff, DSS Director Jerrie McFalls, Public Health Director Steve Smith, Projects Engineer Natalie Berry, PIO Kathy Finotti – videotaping, Captain Bengy Bryant, HR Director Jan Prichard, Soil & Water Conservation District Director Jonathan Wallin, Environmental Health Supervisor Seth Swift, Sheriff Charlie McDonald, EMS Director Mike Barnett, Animal Services Director Brad Rayfield, Elections Director Beverly Cunningham, Cooperative Extension Director Dr. Terry Kelly, Captain Steve Carter, Wellness Nurse Practitioner Manager Jamie Gibbs, Facility Services Manager Jerry Tucker and Deputies Kyle Collins and Mike Marsteller as security.

### CALL TO ORDER/WELCOME

Chairman Edney called the meeting to order and welcomed all in attendance. He noted the primary reason for this meeting is a budget work session.

### INVOCATION

The invocation was provided by County Manager Steve Wyatt.

### PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the American Flag was led Commissioner Hawkins.

### **2018-61 RESOLUTION OF APPRECIATION – PAUL HUGHES**

The Henderson County Board of Commissioners is requested to adopt a Resolution of Appreciation for Paul Hughes. Mr. Hughes has served as Commander of the Henderson County Honor Guard for four years and provided Military Funeral Honors at about 100 Veterans' funerals per year plus parades and public ceremonies.

Commissioner Hawkins recognized the Henderson Honor Guard present and thanked them for their service to the Veterans.

Chairman Edney stated on behalf of the people of Henderson County, we present you with a memento to recognize your service as Commander of the Honor Guard for the past 4 years. We deeply appreciate your leadership in this key position. Chairman Edney read the Resolution aloud. Mr. Hughes received a standing ovation.

DATE APPROVED: June 4, 2018

*Commissioner Hawkins made the motion that the Board adopt the Resolution of Appreciation for Paul Hughes. All voted in favor and the motion carried.*

**DISCUSSION/ADJUSTMENT OF CONSENT AGENDA**

*Chairman Edney made the motion to approve Consent Agenda with the change of the resolution for consideration of right of way closing. All voted in favor and the motion carried.*

CONSENT AGENDA consisted of the following:

**Minutes**

Draft minutes were presented for board review and approval of the following meeting(s):

May 7, 2018 - Regularly Scheduled Meeting

Motion:

*I move the Board approves the minutes of May 7, 2018 as presented*

**Tax Collector's Report**

Deputy Tax Collector Luke Small had presented the Tax Collector's Report to the commissioners dated May 3, 2018 for information only. No action was necessary.

**Revision to Hours of Operation for Solid Waste**

Staff is proposing a change in the transfer station and convenience center hours of operation to 7:00 am to 4:00 pm Monday through Saturday. This revision is an hour earlier in the morning for both facilities. The closing is the same for non-hauler (manually unloading) customers at the transfer station and ½ hour earlier for haulers at the transfer station and ½ hour earlier for convenience center customers.

This proposed change is in response to the following:

1. Republic and Waste Pro have requested the change to allow their trucks to start operations earlier in the day.
2. The two transfer stations in Buncombe County open early and our transfer station is at a complete disadvantage with our current hours. Buncombe County transfer station recently revised their hours to an early opening, see below for hours of operation.
3. The proposed earlier hours will allow us to capture tonnage currently going to Buncombe stations. From conversations with haulers, this additional tonnage could generate up to \$500,000 more revenue annually.

Staff has called all the permitted haulers, and they have given 100% support for the new hours. These hours would apply to the convenience center as well, giving customers an additional hour outside of traditional working hours from 8:00 am to 7:00 am.

The cost for the revised hours will be minimal with possibly a small increase in part-time staffing. The additional hours will be covered by staggering the current staff's hours and operating for the first hour of the day with minimum required staff.

Current Schedule

- Transfer Station: Monday – Saturday from 8:00 am to 4:00 pm (4:30 for hydraulic dump customers [aka haulers])
- Convenience Center: Monday – Saturday from 8:00 am to 4:30 pm

Proposed New Schedule

- Transfer Station: Monday – Saturday from 7:00 am to 4:00 pm

- Convenience Center: Monday – Saturday from 7:00 am to 4:00 pm

Implementation

- Phone calls to all permitted haulers, March and April 2018 (completed with 100% positive response)
- Announcement Letters to all haulers, May 17-18, 2018
- Signage and handouts at Scales House, May 17 – July 31 2018
- Signage and handouts at Convenience Center, May 17 – July 31 2018
- Announcement on website, May 17 – July 31 2018
- Press Release, May 17, 2018 and June 15, 2018
- Effective July 1, 2018

Hours of Operations for Two Buncombe County Stations

- Waste Management Transfer Station:
  - Monday – Friday from 6:00 am to 4 pm
  - Saturday from 6:00 am to 9:00 am
- Buncombe County Transfer Station:
  - Monday – Friday from 5:00 am to 4:30 pm
  - Saturday from 8:00 am to 12:30 pm

Motion:

*I move the Board approves the revision to the hours of operation for Solid Waste as proposed by staff.*

**Vaya Health – Quarterly Fiscal Monitoring Report (FMR) for the quarter ended March 31, 2018**

N.C.G.S. 122C-117(c) requires the staff of the local area mental health authority to provide the County Finance Officer with the quarterly Fiscal Monitoring Report (FMR) within 30 days of the end of the quarter. The County Finance Officer is then required to provide the FMR to the Board of Commissioners at the next regularly scheduled meeting of the board. The FMR for Vaya Health was received by the County Finance Director on April 30, 2018

Motion:

*I move that the Board of Commissioners approves the Vaya Health Fiscal Monitoring Report for the quarter ended March 30, 2018.*

**2018-62 Request by Thomas E. Plott to close a part of a road right of way, off Muirfield Court (Rugby Highlands subdivision)**

Thomas Plott has requested that this Board close a public road/easement for a portion of the 60 foot wide right of way off of Muirfield Court in Rugby Highlands subdivision.

**Threshold requirements:** Under N.C. Gen. Stat. §153A-241, the Board can close any public road or easement which meets the requirements of that statute. The requirements are:

- The road or easement must be located within the County and not within any municipality.
- The road or easement must not be under the control and supervision of the North Carolina Department of Transportation.

This property is located outside any municipality in Henderson County according to the County's GIS, and is not a part of the DOT system according to the attached letter from Steve Cannon, District Engineer.

**Procedure required:** Under §153A-241, the following procedure is required to be followed by the

Board.

1. The Board must first adopt a resolution “declaring its intent to close the public road or easement and calling a public hearing on the question.”
2. The public hearing be noticed in a way “reasonably calculated to give full and fair disclosure of the proposed closing”.
3. The notice of the public hearing must be published in the newspaper once a week for three (3) weeks.
4. A copy of the resolution adopted above must be sent by registered or certified mail to “each owner as shown on the county tax records of property adjoining the public road or easement who did not join in the request to have the road or easement closed”.
5. A notice of closing and of the public hearing must be “prominently posted” in at least two places along the road or easement.
6. The Board must hold the public hearing, and hear “all interested persons” on the issue as to whether the closing “would be detrimental to the public interest or to any individual property rights.”
7. After the hearing, the Board must be “satisfied that closing the easement is not contrary to the public interest”.

Motion:

*I move that the Board adopts the proposed Resolution.*

**2018-63 Law Enforcement Training Center**

December 2018 will bring a change in the Sheriff’s Administration, which may bring with it different priorities and strategies. Due the length of the process associated with the proposed Law Enforcement Training Center, staff recommends the process be suspended pending review by the incoming Sheriff.

Motion:

*I move the Board instruct staff to not complete the purchase of the Macedonia Road site.*

**2018-64 Extension of Interlocal Agreement**

Mills River has requested an extension of the Interlocal Agreement between it, the County and the Sheriff, for four (4) additional years. For FY19 and beyond, under this agreement the Sheriff would provide five (5) patrol deputies assigned to Mills River, and Mills River would pay one hundred percent (100%) of the full cost as defined in the Interlocal Agreement.

Motion:

*I move that the Board approves the proposed extension of the Interlocal Agreement with Mills River and the Sheriff.*

**2018-65 Budget Amendment – Grant Fund Transfer (Detention)**

The Detention Center is requesting that the Board approve the acceptance of an NCIC technology grant in the amount of \$18,000, to be used for a training opportunity. United States Corrections Special Operations Group (US C SOG) is a sole source agency for this unique corrections special operations training. The Detention division has been chosen as one of the few facilities to receive this type of training. This training will include: high intensity inmate conflict resolution, jail hostage rescue, major riot operations, high risk security patrol operations, responding to inmate violence, breaching operations, facility protection, low intensity inmate conflicts, to wit: dynamic cell extractions, minor inmate disturbances, vehicle extractions, high risk movement and transport. US C SOG is willing to provide these services to the Henderson County Detention Center for a price of \$39,770.



US C SOG is world renowned for their unique approach to operations and inmate management inside of a detention facility. It has proven in the past to be an effective tool to reduce use of force incidents, improve officer safety and provide the county with justifiable evidence in the response to high risk & high liability situations. This will not only improve safety for our officers but for the inmates as well.

Motion:

*I move the Board of Commissioners accepts the NCIC technology grant, and approves the Budget Amendment as presented to appropriate funding necessary to purchase this training service*

### **2018-66 Designation of Plat Review Officers**

N.C. Gen. Stat. §47-30.2 requires that all persons appointed as plat review officers be so appointed by a resolution recorded in the Register of Deeds office. "Plat review officers" insure that all plats to be recorded comply with the plat requirements set out in the General Statutes.

On September 17, 1997 this Board first adopted a plat review officer resolution and it has been revised several times since its adoption. This resolution also sets out certain other procedures that all plat review officers must follow.

The Board needs to update the list of those persons appointed as plat review officers. A proposed resolution has been prepared and is attached for the Board's consideration. This proposed resolution restates all persons currently appointed as plat review officers and removes former county employees.

Motion:

*I move that the Board adopts the resolution for plat review officers for Henderson County.*

### **Home and Community Care Block Grant – FY2019 Funding Plan**

Each year, the Board of Commissioners is required to adopt a Funding Plan for the Home & Community Care Block Grant for Older Adults and identify the lead office or agency responsible for coordinating the County Funding Plan. The Home & Community Care Block Grant is a State/Federal program administered at the local level. The proposed Funding Plan supports the service priorities identified for the current planning cycle.

At this time, the HCCBG funding for FY2019 is estimated to be \$730,974.

Motion:

*I move that the Board appoints the County Manager's office as the Lead Agency and approves the proposed FY2019 Funding Plan.*

### **DISCUSSION/ADJUSTMENT OF DISCUSSION AGENDA**

*Commissioner Thompson made the motion to adopt the discussion agenda with the addition of closed sessions. All voted in favor and the motion carried.*

### **NOMINATIONS**

#### **Notification of Vacancies**

Chairman Edney recognized the following vacancies and opened the floor for nominations.

1. Henderson County Zoning Board of Adjustment – 2 vac.
2. Hendersonville Planning Board – 1 vac.
3. Hendersonville Zoning Board of Adjustment – 1 vac.

#### **Nominations**

1. Environmental Advisory Committee – 4 vac.

Commissioner Thompson nominated Ann Green for position #1, Lucy Butler for position #2, and Christopher Grose for position #5. *Chairman Edney made the motion to accept the reappointments of*

*Ann Green to position #1, Lucy Butler to position #2, and Christopher Grose to position #5 by acclamation. All voted in favor and the motion carried.*

2. Fire and Rescue Advisory Committee – 2 vac.

Commissioner Messer nominated Robert Griffin for position #5. *Chairman Edney made the motion to accept the reappointment of Robert Griffin to position #5 by acclamation. All voted in favor and the motion carried.*

3. Greater Asheville Regional Airport Authority Board – 1 vac.

Commissioner Messer nominated Bill Moyer for position #2. Commissioner Hawkins nominated Robert Pierce for position #2. The Board was polled with the following results:

Messer	Thompson	Edney	Hawkins	Lapsley
1. Moyer	1. Moyer	1. Moyer	1. Pierce	1. Pierce

*With the majority of votes, Bill Moyer was appointed to position #2.*

4. Hendersonville Water and Sewer Advisory Committee – 1 vac.

There were no nominations at this time and this item was rolled to the next meeting.

5. Historic Resources Commission – 3 vac.

Commissioner Thompson nominated Terry Ruscin for position #1 and Donald Wilson for position #7. *Chairman Edney made the motion to accept the reappointments of Terry Ruscin to position #1 and Donald Wilson to position #7 by acclamation. All voted in favor and the motion carried.*

6. Home and Community Care Block Grant Advisory Committee – 1 vac.

There were no nominations at this time and this item was rolled to the next meeting.

7. Juvenile Crime Prevention Council – 4 vac.

There were no nominations at this time and this item was rolled to the next meeting.

8. Library Board of Trustees – 2 vac.

Commissioner Messer nominated Katie Winkler for position #7. *Chairman Edney made the motion to accept the reappointment of Katie Winkler to position #7 by acclamation. All voted in favor and the motion carried.*

9. Mountain Area Workforce Development Board – 1 vac.

There were no nominations at this time and this item was rolled to the next meeting.

10. Nursing/Adult Care Home Community Advisory Committee – 11 vac.

There were no nominations at this time and this item was rolled to the next meeting.

11. Senior Volunteer Services Advisory Council – 2 vac.

There were no nominations at this time and this item was rolled to the next meeting.

**HOSTING OF SUPREME COURT**

County Manager Steve Wyatt thanked the Board for hosting the NC Supreme Court here for the last two days. They were most appreciative of the hospitality. Staff did an amazing job and the Sheriff's Department Officer Ricky Parks (over security) stated he had never seen anything work so well.

**FY18-19 BUDGET**

The County Manager presented his FY 2018-2019 Budget overview.

County Manager Steve Wyatt stated the budget is balanced in accordance with the North Carolina Budget and Fiscal Control Act and other relevant statutes. The budget continues the Board of Commissioners' emphasis on education funding while holding the cost of general government to a minimum level of growth.

Not reflected in the school district budget is an increase of \$1,770,000 in the Sheriff's Department to assign a full-time school resource deputy at the remaining schools that do not have law enforcement officers currently assigned. Coupled with the \$10,018,743 school debt service obligations, an increase of \$2,741,482, these two items alone add an additional \$4,511,000 to the County budget over the current year.

Under North Carolina law, school facilities are the responsibility of County Government while the operational expenses of the school systems are largely the responsibility of the Governor and State legislature. To that end this proposal designates \$1,000,000 in local funding to conduct a system wide physical security assessment of each school and to begin the process of implementing the finds and recommendations of that assessment within the 2018-2019 fiscal year. An additional \$1,000,000 is allocated for general maintenance of school facilities.

Recognizing the need for the school staff and Board to fill in funding gaps when the Governor and State legislators fail to provide funding satisfactorily to local priorities an amount of \$26,613,000 is allocated for use by the School Board for discretionary funding. It is also notable that two new school nursing positions are being filled to comply with the Board of Commissioners desire to see one school nurse per seven hundred and fifty students. This comes at an additional \$141,850. The total for the school nursing program will be \$1,332,619 with a total of 18 nurses funded in the Budget of the Health Department.

To fund these investment in the local school system, County government funding is limited to a 1% operational increase over current year.

Mr. Wyatt requests the Board's Fund Balance restriction of twelve percent (12%) be lowered to ten percent (10%) in the 2018-2019 budget to negate the need for a tax increase in this the fourth and final year of the 2015 reevaluation cycle. Utilization of reserves accumulated over the past fiscal years allow the tax rate to remain unchanged. Without sufficient fund balance to appropriate the tax rate would climb to 67.5 cents per hundred, a 19.5% increase.

On the horizon, a reduction to the fund balance available may have an impact on the County Board rating which can affect the interest rate paid on future, including "Hendersonville High School" debt. As of now that debt service is estimated to increase an additional \$3.3 million dollars in fiscal year 2019-2020, bringing the two year increase to over \$6,000,000. Given these facts coupled with the investment in school safety and security, it is imperative that all County departments and funding entities begin the process now of planning for the next four year cycle.

If is quite remarkable that this organization can accomplish all of these things while maintaining one of the lowest tax rates in the State of North Carolina.

**FY 18-19 Proposed Budget**

County	FY 18 Revised	FY 19 Proposed	\$ Variance	% Variance
Operations	\$85,699,304	\$86,583,643	\$884,339	1.03%
Capital	\$4,314,347	\$3,531,542	(\$782,805)	-18.14%
Debt Service	\$7,367,802	\$6,369,295	(\$998,507)	-13.55%
<b>TOTAL COUNTY GOVERNMENT</b>	<b>\$97,381,453</b>	<b>\$96,484,480</b>	<b>(\$896,973)</b>	<b>-0.92%</b>

<b>Henderson County Public Schools</b>				
	FY 18 Revised	FY 19 Proposed	\$ Variance	% Variance
Operations/Capital	\$27,113,000	\$28,613,000	\$1,500,000	5.53%
Debt Service	\$7,277,261	\$10,018,743	\$2,741,482	37.67%
<b>TOTAL HCPS</b>	<b>\$35,390,261</b>	<b>\$38,631,743</b>	<b>\$3,241,482</b>	<b>12.33%</b>

**Henderson County Public Schools**

	<b>FY 19 Proposed</b>
Operations	\$26,613,000
Capital	\$2,000,000
Debt Service	\$10,018,743
School Nurses (18)	\$1,332,619
School Resource Deputies (22)	\$2,356,697
<b>TOTAL FUNDING</b>	<b>\$42,321,059</b>

**Henderson County Board of Education Request**

Superintendent Bo Caldwell stated how you spend money shows your value. February 14, 2018 changed the lived of many and we can no longer leave our doors unlocked. It's a community issue and we must keep our children safe. A safety team has been put together and we realize if too much is done, it will make the children scared.

For 2018 - 2019, we are requesting a total county appropriation of \$29,328,000. This consists of \$27,083,000 for the Local Current Expense Fund and \$2,245,000 for the Capital Outlay Fund as detailed in the attached document. In summary, the Current Expense request contains two parts: \$25,763,000 for Henderson County Public Schools and \$1,320,000 for charter schools. The Capital Outlay request is at \$2,245,000 which includes \$645,000 for safety facility enhancements and \$1,600,000 for continued student technology enhancements and necessary facility repairs. The school board has approved to obligate \$165,000 of local fund balance to reduce the total requested appropriation noted above.

The Current Expense continuation budget is to maintain the current level of county support with the following program enhancements: provide school social workers and mental health support (\$640,000), school program initiatives (\$250,000), and instructional initiatives (\$460,000). It is imperative to emphasize the importance of the instructional initiatives, as well the unanimous support of the Board of Education to continue this level of excellence to the children of our community. These instructional initiatives include virtual learning, personalized student education programming, increased gifted student services, increase of high school courses taught at the middle school level, and the addition of an assistant principal.

The current funding is adjusted as follows: \$55,000 in the budget request for system-wide compliance issues. \$100,000 for the increased cost to Henderson County Public Schools that must be distributed to

Charter schools in and out of the county. An additional \$230,000 for the total cost of anticipated payroll and benefit increases set by the state. These salary and benefit details are contingent upon the final state budget. Any amount included in the County’s appropriation that is provided in the final state budget appropriation will be returned.

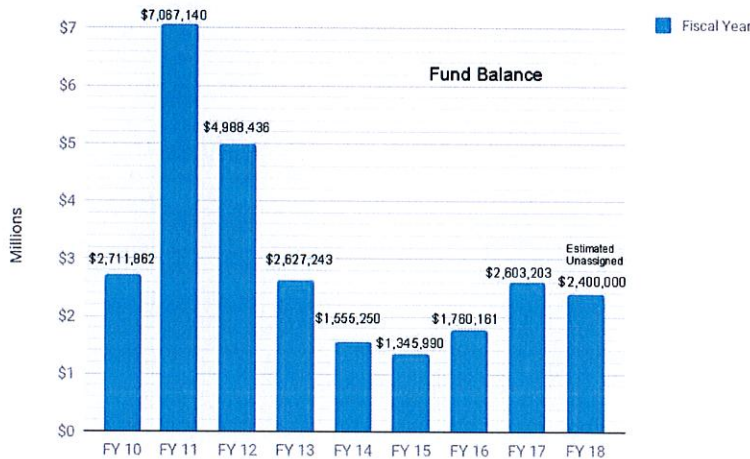
### Charter Schools

School	2016-17 Enrollment	Current 2017-18 Enrollment	Estimated 2018-19 Enrollment	2018-19 Est. Cost
Art Space	6	5	5	\$9,250
Brevard Academy	44	96	100	\$185,000
Fernleaf	117	126	141	\$260,850
Francine Delaney	2	3	3	\$5,500
Franklin School of Innovation	19	27	27	\$49,950
Evergreen	0	2	2	\$3,700
Invest Collegiate	111	115	115	\$212,750
Lake Lure	105	115	115	\$212,750
Mountain Community	186	190	190	\$351,500
Virtual Charters	28	35	35	\$28,000
	<b>618</b>	<b>714</b>	<b>733</b>	<b>\$1,320,000</b>

### Charter School Expense

	Henderson County Students Enrolled in Charter/ Appropriation Shared	Amount Sent Out Of County
<b>2012-13</b>	254 \$389,592	\$125,902
<b>2013-14</b>	272 \$425,924	\$159,834
<b>2014-15</b>	325 \$528,125	\$243,750
<b>2015-16</b>	415 \$730,748	\$420,713
<b>2016-17</b>	597 \$1,068,000	\$535,761
<b>2017-18</b>	714 \$1,220,000	\$594,880
<b>2018-19 est</b>	733 \$1,320,000	\$765,000

### Fund Balance Trend





**HENDERSON COUNTY PUBLIC SCHOOLS**  
**ANTICIPATED 2018-2019 CAPITAL PROJECTS**  
*Projects listed in priority order*

Expenditures Category	School	Issue	Project	Proposed Expenditures	Percent of Budget
Capital Planning	All Facilities	Need for an in-depth facility analysis and 5-7 year plan	Professional facility assessment and development of long range capital improvement plan	\$120,000	12%
Capital Planning	All Facilities	Need for safety analysis	Professional safety assessment and recommendations for facility improvements/current practices	\$20,000	2%
HVAC Repair	West Henderson	Vent heaters are failing and repair parts can not be located due to system is obsolete	Replace 15 Unit Vent Heaters with 35 remaining to be done at a later date (Phase 3)	\$60,000	6%
Service Vehicle	System	Service vehicles have high mileage(over 200,000 miles) with constant engine repair	Maintenance and Technology Departments need a replacement vehicle (Work Van)	\$30,000	3%
Building Repair	Bruce Drysdale	Roofing out of warranty	Roof replacement (Final Phase)	\$174,000	17%
Paving	System	Asphalt beyond repair base	Paving projects (Bruce Drysdale, Flat Rock, Marlow)	\$250,000	25%
Equipment	System	Custodial and building grounds equipment beyond repair	Replacement custodial equipment	\$50,000	5%
Building Repair	Marlow/Rugby	Leaking seals on exterior windows	Replace windows	\$50,000	5%
Building Repair	System	Intercom systems outdated with no repair parts	Replace intercoms at East Henderson and West Henderson	\$40,000	4%
Building Repair	West Henderson	Roofing out of warranty	Roof replacement above main office area	\$81,000	8%
Building Repair	Hendersonville Middle	Roof leaking	Roof replacement above Gym and locker rooms	\$70,000	7%
Building Repair	Etowah	Roofing out of warranty and leaking	Roof replacement above classroom section and Gym	\$55,000	6%
<b>Total</b>				<b>\$1,000,000</b>	

3

40% of the capital projects listed are roofing.



Carts	Chromebooks	Total Cost				
		2016-2017	2017-2018	2018-2019	2019-2020	
<i>Each cart includes 30 Chromebooks</i>						
<b>Devices for High Schools</b>						
14 carts each traditional high school, 1 cart Ballou, 1 cart Early College	58	1740	\$563,428			
9 carts each traditional high school, 2 carts for Innovative High School	38	1140	\$369,143			
8 carts each traditional high school, 2 carts for innovative High School	34	1020	\$330,286			
2 carts for Innovative High School	2	60	\$19,429			
<b>Devices for Middle Schools</b>						
6 carts each middle school	24	720	\$233,143			
7 carts each middle school	28	840	\$272,000			
11 carts each middle school	44	1320	\$427,428			
<b>Devices for Elementary Schools</b>						
1 cart for each elementary school	13	390	\$126,286			
<b>Student Checkout Devices</b>						
30 devices each traditional high school	4	120	\$38,857			
<b>Total Cost of Equipment:</b>			\$602,285	\$602,286	\$602,286	\$573,143

**Local Appropriation Request**

2016-2017 request reflected a 3.4 % increase

2017-2018 request reflected a 4.9% increase

2018-2019 request reflects a 8.2% increase

	Preliminary Budget	2018-19 Preliminary	2017-18 Appropriation	Change	Percent Increase	
<b>Current County Appropriation</b>	Continuation Budget - Current Expense	\$ 25,513,000	\$ 25,513,000			E-learning is online classes offered at home, school and at night.
	Continuation Budget - Capital Outlay	\$ 1,600,000	\$ 1,600,000			
<b>Required Increases</b>	Salary and benefit rate increases	\$ 230,000				Personalized Learning in Mathematics is doing well but has room for improvement. It is done online and allows the teacher to see strengths and weaknesses.
	Charter schools revenue sharing increase	\$ 100,000				
	Compliance issues	\$ 55,000				
<b>Instructional Initiatives</b>	Addition of 2 Middle School Spanish Teachers	\$ 120,000				Address Local Pay Schedules –PHI In pay increases for those who have not seen a pay increase in 7 years.
	E - Learning Virtual Classes	\$ 75,000				
	Personalized Learning in Mathematics K - 8	\$ 135,000				Establish Middle School Baseball- It has been proved that such activities keep children in school. BRCC, Jackson, and Berkeley Park fields will be used.
	Gifted services staffing addition	\$ 60,000				
	Addition of one (1) Assistant Principal	\$ 70,000				
<b>Programmatic Initiatives</b>	Retention via National Board support	\$ 10,000				There are currently no social or mental health workers in the schools. This would be for children who need help at home and school
	Address Local Pay Schedules - Phase I	\$ 200,000				
	Establish Middle School Baseball Program	\$ 40,000				
<b>Safety Initiatives</b>	Social workers / mental health	\$ 640,000				
<b>Safety Capital Initiatives</b>	Safety Facility Enhancements	\$ 645,000				Safety Facility Enhancements – there are many issues that need to be addressed. Push button lockdown is being considered.
	Current Expense Appropriation Request	\$ 27,248,000				
	Capital Outlay Appropriation Request	\$ 2,245,000				
	HCPS Fund Balance Appropriation	\$ (165,000)				
	Local Budget Request	\$ 29,328,000	\$ 27,113,000	\$ 2,215,000	8.17%	

Commissioner Hawkins noted that sales tax and property tax are the revenues. The Board has control with property tax by setting the rate. Of the \$75 m coming in, \$42 m is spent on schools. This shows the Board of Commissioners commitment to children. The County spent \$2.2 million on turf fields at the schools last year. It is fair to say that the Board of Commissioners value education.

Commissioner Lapsley thanked the Board of Education and their staff for the work done on their budget. It is a tough job. This is the fourth consecutive year that the County had funded chrome books. It is a great return on our investment. He asked the Superintendent if in the following year, the Board will see a request to replace the 4-year old chrome books. Commissioner Lapsley also stated that legislators have safety on their agenda, and asked if the school had received in feedback from them.

Superintendent Caldwell stated yes with any technology we must keep up with updates. Next year this line item will be to continue program. Mr. Caldwell stated regarding safety, he is in constant contact with Representative McGrady and Senator Edwards. A lot depends on Raleigh and the tier process. He is unsure at this time.

Commissioner Lapsley feels we must assume no support. The County overall budget includes (SRO's) School Resource Officers in the entire Henderson County school system at \$2,356,697. In prior years the City has funded security officers inside the city limits. County citizens who live in the city are paying both taxes and Commissioner Lapsley feels the four city schools should be funded at the same level as the other schools by the County. He asked the Board to consider amending the budget to include SRO's in all schools and allow the School Board to determine if the City or County is appropriate at an increase of about \$500,000.



Superintendent Caldwell stated that the state does allot money for school SRO's as a pass through for service. The amount does not even cover the four SRO's in the high schools.

School Board Chair Amy Holt stated the school budget includes Spanish teachers in 2 more schools at \$120,000, 1 assistant principal (originally asked for 2), a local pay schedule (which has been reduced), virtual classes funded in order to be done in our county, update of compliance, social and mental health workers to treat, test and help the children.

Commissioner Hawkins asked staff to see what years that it changed, regarding no pay raise in 7 years.

County Manager Steve Wyatt shared the following information:

Allocated Fund Balance

\$14,775,740

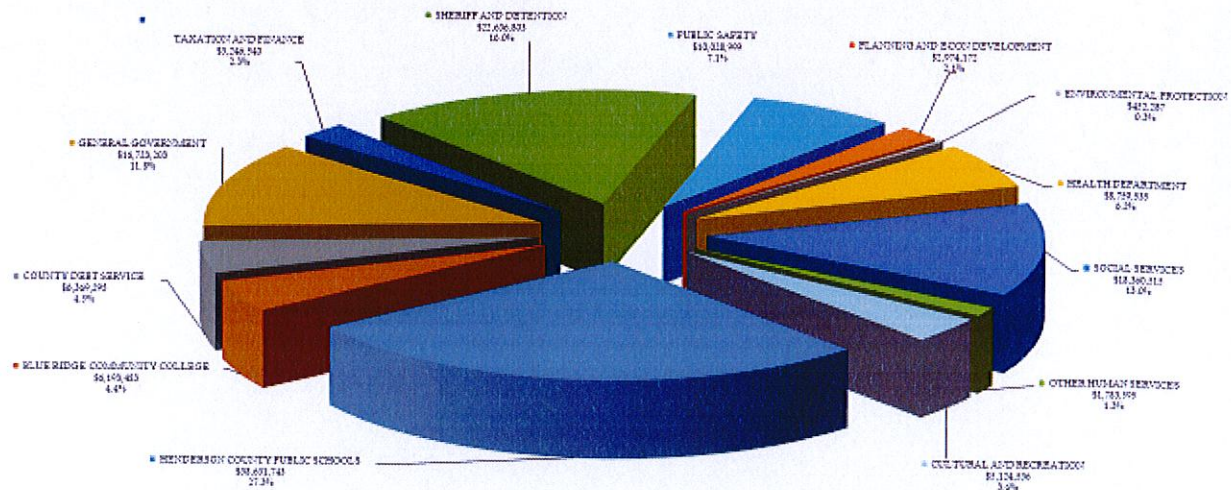
TRE \$0.11

Eq. to 20% of Tax Rate

Proposed Expenditures

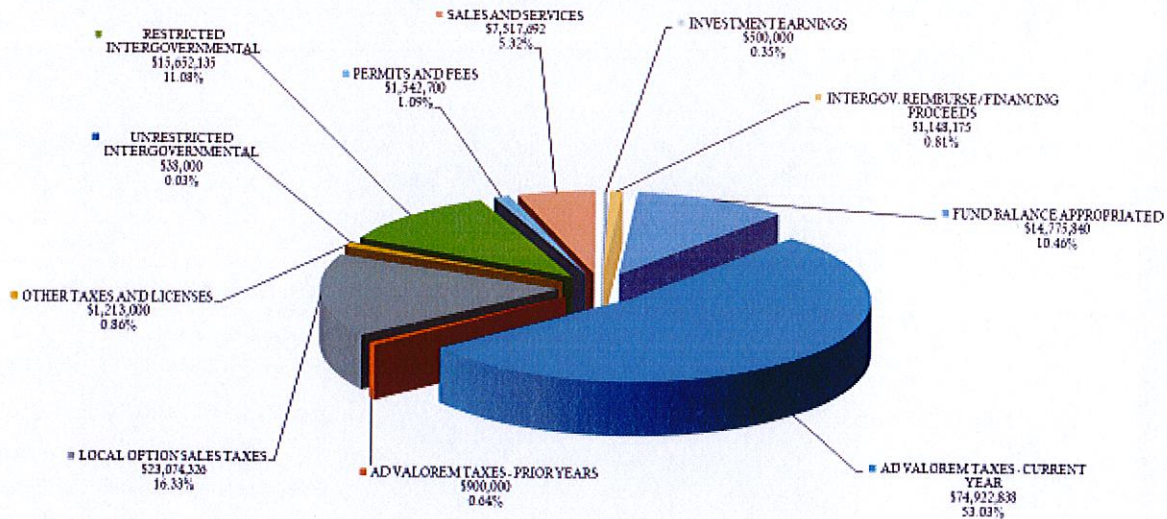
\$ 141,284,706

## Expenditures: Where does the money go?





## Revenues: Where does the money come from?



### Capital Projects Update

John Mitchell stated the Innovative High School is finished under budget.

The opening bids came in within budget for the Edneyville Elementary project. Site work will begin June 11, 2018 with plans of a proposed groundbreaking sometime at the end of May.

The Emergency Management Headquarters work continues. Drywall is being installed and furniture should be in the building by late summer, early fall.

The Hendersonville High School project consists of 161,500 square feet at \$52.8 million. The building design meets DPI standards. Additional space is estimated between \$10m – 11.4m and staff needs direction on how to move forward.

Commissioner Hawkins, referring back to the November 16, 2018 Board meeting, stated the Board discussed HHS and there was an auxiliary gym and auditorium at a price of \$56.2 m. Beyond DPI standards, he asked what had changed.

Clark Nexsen architect Chad Roberson stated the Board of Commissioners discussed the components that could be added at their May 2, 2016 meeting at a cost of an additional \$10m. The \$56.2 m cost was for 161,000 square feet.

Commissioner Hawkins feels a joint meeting of the School Board and Commissioners is necessary in order to move forward.

Chairman Edney stated we need to do what is needed and not what we can afford and resolve as quickly as possible.



**Review of Budget Proposals**  
**Blue Ridge Community College**

<b>COST CENTER</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 BUDGET</b>	<b>FY 2019 PROPOSED</b>	<b>% CHANGE</b>
Operating/Capital Expense	\$ 3,387,235	\$ 3,756,273	\$ 4,256,273	13.3%
Debt Service	\$ 2,036,319	\$ 1,988,672	\$ 1,937,210	-2.6%
Total Expenditures	\$ 5,423,554	\$ 5,744,945	\$ 6,193,483	7.8%
Total Revenue	\$ -	\$ -	\$ -	0.0%
Revenue % of Expenditure	0%	0%	0%	

**SIGNIFICANT ISSUES**

1	The FY 19 Proposed Budget increases Operating/Capital by \$500,000 over the FY 18 Revised Budget.
2	Debt Service is decreasing due to Principal and Interest roll off.

**UNFUNDED BUDGET REQUESTS**

	<b>\$ REQUEST</b>	<b>TRE</b>
1 Additional Funding Request	\$1,605,107	\$0.01191

Dr. Leatherwood stated that five of their buildings are between 35-40 years old and in need of repair. Operations costs are increasing due primarily to rising utilities.

**Non-profits Agencies**

<b>Expenditures by Category</b>	<b>FY 2017 BUDGET</b>	<b>FY 2018 BUDGET</b>	<b>FY 2019 REQUESTED</b>	<b>FY 2019 PROPOSED</b>	<b>% CHANGE</b>
<b>Dues and Memberships</b>					
Land of Sky Regional Council	\$ 38,426	\$ 38,426	\$ 38,426	\$ 38,426	0.0%
NC Assoc of County Commissioners	\$ 10,597	\$ 10,494	\$ 10,494	\$ 10,494	0.0%
National Institute of Counties	\$ 1,966	\$ 1,966	\$ 1,966	\$ 1,966	0.0%
School of Government	\$ 13,308	\$ 13,783	\$ 13,783	\$ 13,783	0.0%
Local Government Transit Match	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	0.0%
Land of Sky Regional Council MPO Match	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	0.0%
<b>SUB-TOTAL</b>	<b>\$ 93,297</b>	<b>\$ 93,669</b>	<b>\$ 93,669</b>	<b>\$ 93,669</b>	<b>0.0%</b>
<b>Non-Profits</b>					
Arts Council of Henderson County	\$ 6,938	\$ 5,203	\$ 9,250	\$ 2,602	-50.0%
Boy Scouts	\$ -	\$ 5,000	\$ -	\$ -	-100.0%
Flat Rock Playhouse	\$ 37,500	\$ 28,125	\$ 100,000	\$ 14,063	-50.0%
Hendersonville Community Theater	\$ 15,000	\$ 11,250	\$ 23,500	\$ 5,625	-50.0%
VWIN/Mountian True	\$ 6,244	\$ 4,683	\$ -	\$ -	-100.0%
<b>SUB-TOTAL</b>	<b>\$ 65,681</b>	<b>\$ 54,261</b>	<b>\$ 132,750</b>	<b>\$ 22,289</b>	<b>-58.9%</b>

Commissioner Lapsley noted the Land of Sky Regional Council MPO Match and all of the road projects that are in process at this time.

Commissioner Messer requested funding the Boy Scouts “Daniel Boone Council” in the amount of \$5,000, even with their late request. They have been scolded regarding late application.

Commissioner Messer requested funding the American Legion Baseball in the amount of \$5,000.

Commissioner Hawkins was concerned about the second year of funding the Boy Scouts without following policy of deadline of the application.



**Human Service Non-Profits**

Blue Ridge Literacy Council	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	0.0%
Boys and Girls Club	\$ 10,000	\$ 10,000	\$ 15,000	\$ 10,000	0.0%
Children & Family Resource Center	\$ 17,340	\$ 17,340	\$ 17,340	\$ 17,340	0.0%
Council on Aging	\$ 36,075	\$ 36,075	\$ 40,000	\$ 36,075	0.0%
The Free Clinics - Medifind/Volunteer Program	\$ 21,645	\$ 21,645	\$ 29,145	\$ 27,645	0.0%
The Free Clinics - Volunteer Program	\$ 6,000	\$ 6,000	\$ -	\$ -	-100.0%
Henderson County Young Leaders Program	\$ -	\$ -	\$ 1,500	\$ -	0.0%
Housing Assistance Corporation	\$ 11,750	\$ 11,750	\$ 20,000	\$ 11,750	0.0%
Interfaith Assistance Ministry	\$ 4,500	\$ -	\$ 15,000	\$ -	0.0%
Mediation Center	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500	0.0%
Medical Loan Closet	\$ 4,500	\$ 4,500	\$ 5,000	\$ 4,500	0.0%
Only Hope WNC	\$ -	\$ 18,000	\$ 19,000	\$ 18,000	0.0%
Pisgah Legal Services	\$ 35,000	\$ 35,000	\$ 50,000	\$ 35,000	0.0%
Project Dignity of WNC	\$ -	\$ -	\$ 4,500	\$ -	0.0%
Safelight	\$ 47,500	\$ 47,500	\$ 62,500	\$ 47,500	0.0%
Special Olympics of NC	\$ -	\$ -	\$ 5,000	\$ -	0.0%
St. Gerard House	\$ -	\$ 20,000	\$ 140,000	\$ 20,000	0.0%
United Way 211 Program	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	0.0%
Vocational Solutions	\$ 41,625	\$ 41,625	\$ 95,000	\$ 41,625	0.0%
WCCA: Medical Transportation	\$ 11,100	\$ 11,100	\$ 11,100	\$ 11,100	0.0%
WCCA: Community Transportation Grant Match	\$ 38,905	\$ 38,905	\$ 38,905	\$ 38,905	0.0%
<b>SUB-TOTAL</b>	<b>\$ 316,440</b>	<b>\$ 349,940</b>	<b>\$ 599,490</b>	<b>\$ 349,940</b>	<b>0.0%</b>
<b>Total Expenditures</b>	<b>\$ 475,418</b>	<b>\$ 497,870</b>	<b>\$ 825,909</b>	<b>\$ 465,898</b>	<b>-6.4%</b>

**Henderson County Sheriff's Department - Sheriff**

<b>PERFORMANCE SUMMARY</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Estimate</b>	<b>FY 2019 Goal</b>	<b>TARGET</b>
Reduce Part 1 Crimes in identified high crime areas of Henderson County by 15% from 2015 levels	Not Measured	Not Measured	555	467	496	500	472	15% Reduction
Maintain the Breaking & Entering & Larceny reduction of 15% from 2013 levels	1,545	1,160	1,132	937	968	1,000	1,000	15% Reduction from 2013

<b>STAFFING LEVELS</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 BUDGET</b>	<b>FY 2019 PROPOSED</b>	<b>% CHANGE</b>
Full Time	160	162	176	8.6%
Part Time	0	0	0	0.0%
Project	1	2	2	0.0%

<b>COST CENTER</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 BUDGET</b>	<b>FY 2019 PROPOSED</b>	<b>% CHANGE</b>
Personnel	\$ 11,874,469	\$ 13,177,407	\$ 14,562,394	10.5%
Operating	\$ 1,653,592	\$ 2,030,416	\$ 2,231,124	9.9%
Capital	\$ 387,048	\$ 503,033	\$ 980,992	95.0%
<b>Total Expenditures</b>	<b>\$ 13,915,109</b>	<b>\$ 15,710,856</b>	<b>\$ 17,774,510</b>	<b>13.1%</b>
<b>Total Revenue</b>	<b>\$ 1,390,870</b>	<b>\$ 1,408,467</b>	<b>\$ 1,274,052</b>	<b>-9.5%</b>
<b>Revenue % of Expenditure</b>	<b>10%</b>	<b>9%</b>	<b>7%</b>	



**SIGNIFICANT ISSUES**

1	The Sheriff's Budget includes the addition of fourteen (14) additional School Resource Deputies to allow for one deputy to be stationed in each public school, including charter schools.
2	The FY 19 Proposed Budget includes an increase in overtime funds due to increased need.

**UNFUNDED BUDGET REQUESTS**

		\$ REQUEST	TRE
1	Virtra System Upgrade	\$87,270	\$0.00065
2	Six (6) Replacement Vehicles	\$213,634	\$0.00159
3	Courtroom CCTV	\$32,363	\$0.00024
4	Drug Enforcement Program	\$25,000	\$0.00019

Commissioner Messer requests the Drug Enforcement Program be included in the budget at \$25,000.

Commissioner Lapsley requests adding to the budget 4 additional SRO officers in the schools to include the schools within the City of Hendersonville at \$500,000.

Chairman Edney requests the Courtroom CCTV's be included in the budget at \$32,363. Chairman Edney requested a copy of the revenues for the Sheriff's Department.

**Detention**

<b>PERFORMANCE SUMMARY</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Estimate</b>	<b>FY 2019 Goal</b>	<b>TARGET</b>
Reduce the number Inmate on Inmate of assaults by 5%	Not Measured	Not Measured	Not Measured	Not Measured	15	26	22	5% Reduction
Maintain no more than 1% of reported PREA incidents per average daily population of Inmate on Inmate sexual harassment	Not Measured	Not Measured	Not Measured	Not Measured	1	1	0	Maintain no more than 1%

<b>STAFFING LEVELS</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 BUDGET</b>	<b>FY 2019 PROPOSED</b>	<b>% CHANGE</b>
Full Time	49	53	53	0.0%
Part Time	0	0	0	0.0%
Project	0	0	0	0.0%

<b>COST CENTER</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 BUDGET</b>	<b>FY 2019 PROPOSED</b>	<b>% CHANGE</b>
Personnel	\$ 2,946,740	\$ 3,364,206	\$ 3,569,909	6.1%
Operating	\$ 1,147,393	\$ 1,248,714	\$ 1,292,384	3.5%
Capital	\$ 60,308	\$ 206,901	\$ -	-100.0%
<b>Total Expenditures</b>	<b>\$ 4,154,441</b>	<b>\$ 4,819,821</b>	<b>\$ 4,862,293</b>	<b>0.9%</b>
<b>Total Revenue</b>	<b>\$ 176,055</b>	<b>\$ 101,900</b>	<b>\$ 132,000</b>	<b>29.5%</b>
<b>Revenue % of Expenditure</b>	<b>4%</b>	<b>2%</b>	<b>3%</b>	

**SIGNIFICANT ISSUES**

1	No significant issues. Overall expenses essentially remain consistent with FY 18 levels due to decrease in capital expenses.
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**UNFUNDED BUDGET REQUESTS**

	\$ REQUEST	TRE
1 Floor Buffer	\$609	\$0.00000
2 Maintenance & Repair - Equipment	\$11,100	\$0.00008
3 Shower Resurfacing	\$82,817	\$0.00061
4 Generator Connection	\$10,000	\$0.00007

**E911**

<b>COST CENTER</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 BUDGET</b>	<b>FY 2019 PROPOSED</b>	<b>% CHANGE</b>
Personnel	\$ -	\$ -	\$ -	0.0%
Operating	\$ 658,436	\$ 773,849	\$ 712,587	-7.9%
Capital	\$ -	\$ -	\$ -	0.0%
Total Expenditures	\$ 658,436	\$ 773,849	\$ 712,587	-7.9%
Total Revenue	\$ 702,061	\$ 773,849	\$ 712,587	-7.9%
Revenue % of Expenditure	107%	100%	100%	

**SIGNIFICANT ISSUES**

1	No significant issues for FY 19. E-911 Revenues cover 100% of project costs, with no local funds required.
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**UNFUNDED BUDGET REQUESTS**

	\$ REQUEST	TRE
1 None	\$0	\$0.00000

Chairman Edney requested a copy of revenues for E911.

**Department of Social Services**

<b>PERFORMANCE SUMMARY</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Estimate</b>	<b>FY 2019 Goal</b>	<b>TARGET</b>
% Annual Expenditures w/in Budget	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
% of Federal, State & available \$ Drawn Down (minimize County \$)	98.6%	99.8%	99.8%	99.8%	99.8%	100%	100%	100%
# of Contracts w/Service providers	26%	27%	26%	24/33	24/33	24/33	24/33	28/35

<b>STAFFING LEVELS</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 BUDGET</b>	<b>FY 2019 PROPOSED</b>	<b>% CHANGE</b>
Full Time	186	186	187	0.5%
Part Time	1	1	1	0.0%
Project	0	0	0	0.0%



<b>COST CENTER</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 BUDGET</b>	<b>FY 2019 PROPOSED</b>	<b>% CHANGE</b>
Personnel	\$ 10,954,874	\$ 11,772,782	\$ 12,165,942	3.3%
Operating	\$ 8,053,415	\$ 8,658,943	\$ 6,168,573	-28.8%
Capital	\$ 40,993	\$ 39,188	\$ 26,000	-33.7%
Total Expenditures	\$ 19,049,283	\$ 20,470,913	\$ 18,360,515	-10.3%
Total Revenue	\$ 13,226,102	\$ 12,015,972	\$ 10,440,321	-13.1%
Revenue % of Expenditure	69%	59%	57%	

**SIGNIFICANT ISSUES**

1	Operating expenditures, and the associated revenues, have decreased due to a change at the state level in the distribution method of Child Daycare reimbursements, and Medicare Transportation.
2	The FY 19 Proposed Budget includes one (1) Social Worker for Investigative/Assessment & Treatment. This position will be utilized for Foster Care.
3	The FY18 Proposed Budget included funding for software required during the fiscal year to integrate document management into NCAST.

**UNFUNDED BUDGET REQUESTS**

	<b>\$ REQUEST</b>	<b>TRE</b>
1 None	\$0	\$0.00000

**Health Department - General Health**

**PERFORMANCE SUMMARY**

	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Estimate</b>	<b>FY 2019 Goal</b>	<b>TARGET</b>
Train Accreditation Team on HDSAI requirements, interpretation, and ongoing collection of evidence.	50%	75%	100%	100%	100%	100%	100%	100%
Conduct two CQI projects for fiscal year.	100%	100%	100%	100%	100%	100%	100%	100%
Partner with local hospitals and participate in regional and county action planning.	100%	100%	100%	100%	100%	100%	100%	100%

**STAFFING LEVELS**

	<b>FY 2017 ACTUAL</b>	<b>FY 2018 BUDGET</b>	<b>FY 2019 PROPOSED</b>	<b>% CHANGE</b>
Full Time	69	71	73	2.8%
Part Time	3	3	3	0.0%
Project	12	12	12	0.0%

**COST CENTER**

	<b>FY 2017 ACTUAL</b>	<b>FY 2018 BUDGET</b>	<b>FY 2019 PROPOSED</b>	<b>% CHANGE</b>
Personnel	\$ 5,239,368	\$ 6,015,382	\$ 6,360,227	5.7%
Operating	\$ 1,037,073	\$ 1,149,784	\$ 1,131,208	-1.6%
Capital	\$ 25,396	\$ 18,000	\$ -	-100.0%
Total Expenditures	\$ 6,301,837	\$ 7,183,166	\$ 7,491,435	4.3%
Total Revenue	\$ 2,759,941	\$ 2,788,207	\$ 2,679,305	-3.9%
Revenue % of Expenditure	44%	39%	36%	

Commissioner Lapsley requested a full time person dedicated to the opioid crisis as part of the Health Department be added to the budget at an approximate cost of \$100,000.



**SIGNIFICANT ISSUES**

1	The FY 19 Proposed Budget includes the addition of two (2) School Nurses to bring the ratio of nurses to students in line with the State recommendation.
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**UNFUNDED BUDGET REQUESTS**

		\$ REQUEST	TRE
1	Public Health Nurse III	\$68,593	\$0.00051
2	Public Health Educator II	\$61,111	\$0.00045
3	Rental of Equipment	\$10,000	\$0.00007
4	Department Supplies	\$15,000	\$0.00011

**Environmental Health**

PERFORMANCE SUMMARY	FY 2013 <i>Actual</i>	FY 2014 <i>Actual</i>	FY 2015 <i>Actual</i>	FY 2016 <i>Actual</i>	FY 2017 <i>Actual</i>	FY 2018 <i>Estimate</i>	FY 2019 <i>Goal</i>	TARGET
100% of required food/lodging inspections completed	100%	100%	100%	100%	67%	100%	100%	100%
Number of inspections	1,506	1,499	1,563	1,560	1,256	1,600	1,600	1,600
Number of septic permits issued (total)	1608	1700	1792	1,897	1,822	1,900	1,900	1900

STAFFING LEVELS	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 PROPOSED	% CHANGE
Full Time	14	14	14	0.0%
Part Time	0	0	0	0.0%
Project	0	0	0	0.0%

COST CENTER	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2019 PROPOSED	% CHANGE
Personnel	\$ 957,026	\$ 1,089,272	\$ 1,111,026	2.0%
Operating	\$ 74,017	\$ 121,370	\$ 116,420	-4.1%
Capital	\$ 63,276	\$ 25,000	\$ 40,654	62.6%
Total Expenditures	\$ 1,094,319	\$ 1,235,642	\$ 1,268,100	2.6%
Total Revenue	\$ 289,925	\$ 220,000	\$ 220,000	0.0%
Revenue % of Expenditure	26%	18%	17%	

**SIGNIFICANT ISSUES**

1	No significant issues. Operating expenses essentially remain consistent with FY 18 Budget Levels.
2	Capital increased to cover the replacement of two (2) vehicles that meet replacement criteria.

**UNFUNDED BUDGET REQUESTS**

		\$ REQUEST	TRE
1	None	\$0	\$0.00000

**CLOSED SESSION**

The Board is requested to go into closed session pursuant to N.C. Gen. Stat. §143-318.11(a)(3) to consult with an attorney employed or retained by the Board to preserve attorney-client privilege, and & 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.



Chairman Edney made the motion that the Board go into closed session pursuant to N.C. Gen. Stat. §143-318.11(a)(3) & (a)(6), for the reasons set out in the Request for Board Action in the Board's agenda packet. All voted in favor and the motion carried.

**General Government - Governing Body**

<b>PERFORMANCE SUMMARY</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Estimate</b>	<b>FY 2019 Goal</b>	<b>TARGET</b>
Board positions filled in accordance with by-laws and State Law	95%	95%	95%	95%	95%	95%	95%	95%
Meeting minutes completed within 30 days	100%	100%	100%	100%	100%	100%	100%	90%
Minutes completed without substantive changes	96%	96%	96%	96%	96%	96%	96%	96%

<b>STAFFING LEVELS</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 BUDGET</b>	<b>FY 2019 PROPOSED</b>	<b>% CHANGE</b>
Full Time	1	1	1	0.0%
Part Time	5	5	5	0.0%
Project	0	0	0	0.0%

<b>COST CENTER</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 BUDGET</b>	<b>FY 2019 PROPOSED</b>	<b>% CHANGE</b>
Personnel	\$ 209,796	\$ 220,693	\$ 255,731	15.9%
Operating	\$ 124,831	\$ 156,710	\$ 173,210	10.5%
Capital	\$ -	\$ -	\$ -	0.0%
<b>Total Expenditures</b>	<b>\$ 334,627</b>	<b>\$ 377,403</b>	<b>\$ 428,941</b>	<b>13.7%</b>
Total Revenue	\$ -	\$ -	\$ -	0.0%
Revenue % of Expenditure	0%	0%	0%	

**SIGNIFICANT ISSUES**

1	No significant issues for FY 19. Operating expenses increased over FY 18 budget levels due to additional auditing requirements.
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**UNFUNDED BUDGET REQUESTS**

1	None	\$ REQUEST	TRE
		\$0	\$0.00000

**County Administration**

<b>PERFORMANCE SUMMARY</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Estimate</b>	<b>FY 2019 Goal</b>	<b>TARGET</b>
Budget Amendments posted within 5 business days of approval	95.7%	94.7%	89.7%	96.4%	95.3%	98.8%	95.0%	95.0%
% of Performance Management Audits Completed	0.0%	100.0%	50.0%	50.0%	25.0%	0.0%	50.0%	50.0%

<b>STAFFING LEVELS</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 BUDGET</b>	<b>FY 2019 PROPOSED</b>	<b>% CHANGE</b>
Full Time	5	5	5	0.0%
Part Time	0	0	0	0.0%
Project	0	0	0	0.0%



<b>COST CENTER</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 BUDGET</b>	<b>FY 2019 PROPOSED</b>	<b>% CHANGE</b>
Personnel	\$ 809,573	\$ 886,004	\$ 922,882	4.2%
Operating	\$ 64,539	\$ 87,378	\$ 88,578	1.4%
Capital	\$ -	\$ -	\$ -	0.0%
<b>Total Expenditures</b>	<b>\$ 874,112</b>	<b>\$ 973,382</b>	<b>\$ 1,011,460</b>	<b>3.9%</b>
<b>Total Revenue</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	No significant issues for FY 19. Operating expenses essentially remain consistent with FY 18 budget levels.
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**UNFUNDED BUDGET REQUESTS**

	<b>\$ REQUEST</b>	<b>TRE</b>
1 None	\$0	\$0.00000

**Human Resources**

<b>PERFORMANCE SUMMARY</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Estimate</b>	<b>FY 2019 Goal</b>	<b>TARGET</b>
Maintain reasonable average turnover comparable to market	NA	11%	12%	12.0%	12.0%	<12%	<12%	<10%
Provide competitive and internally equitable wage recommendations	NA	100%	100%	100.0%	100.0%	100.0%	100.0%	100%
Ensure employees complete required safety training	NA	100%	100%	100%	100%	100%	100%	100%

<b>STAFFING LEVELS</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 BUDGET</b>	<b>FY 2019 PROPOSED</b>	<b>% CHANGE</b>
Full Time	6	7	7	0.0%
Part Time	0	0	0	0.0%
Project	0	0	0	0.0%

<b>COST CENTER</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 BUDGET</b>	<b>FY 2019 PROPOSED</b>	<b>% CHANGE</b>
Personnel	\$ 568,512	\$ 579,606	\$ 669,211	15.5%
Operating	\$ 91,431	\$ 114,879	\$ 117,045	1.9%
Capital	\$ -	\$ -	\$ -	0.0%
<b>Total Expenditures</b>	<b>\$ 659,943</b>	<b>\$ 694,485</b>	<b>\$ 786,256</b>	<b>13.2%</b>
<b>Total Revenue</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	Operating levels increased slightly for FY 18, due to an increase in professional and contracted services.
2	Personnel expenses increased due to an additional employee that was transferred to Human Resources during FY 18 budget.

**UNFUNDED BUDGET REQUESTS**

	<b>\$ REQUEST</b>	<b>TRE</b>
1 Additional Employee and Equipment	\$59,777	\$0.00044



**Elections**

<i>PERFORMANCE SUMMARY</i>	<i>FY 2013 Actual</i>	<i>FY 2014 Actual</i>	<i>FY 2015 Actual</i>	<i>FY 2016 Actual</i>	<i>FY 2017 Actual</i>	<i>FY 2018 Estimate</i>	<i>FY 2019 Goal</i>	<i>TARGET</i>
Registered Voters	77,057	79,003	78,000	79,000	82,000	84,000	85,000	85,000
Voters utilizing One Stop Vote	755	16,997	1,757	37,511	433	20,000	450	450
SBOE training classes	3	3	5	2	3	3	3	5

<i>STAFFING LEVELS</i>	<i>FY 2017 ACTUAL</i>	<i>FY 2018 BUDGET</i>	<i>FY 2019 PROPOSED</i>	<i>% CHANGE</i>
Full Time	5	5	5	0.0%
Part Time	0	0	0	0.0%
Project	0	0	0	0.0%

<i>COST CENTER</i>	<i>FY 2017 ACTUAL</i>	<i>FY 2018 BUDGET</i>	<i>FY 2019 PROPOSED</i>	<i>% CHANGE</i>
Personnel	\$ 488,034	\$ 498,590	\$ 522,919	4.9%
Operating	\$ 488,034	\$ 401,631	\$ 405,631	1.0%
Capital	\$ -	\$ -	\$ -	0.0%
Total Expenditures	\$ 976,067	\$ 900,221	\$ 928,550	3.1%
Total Revenue	\$ 483	\$ 15,250	\$ 261	-98.3%
Revenue % of Expenditure	0%	2%	0%	

**SIGNIFICANT ISSUES**

1	No significant issues for FY 19. Operating expenses remain consistent with FY 18 budget levels.
2	New State mandated elections equipment is not included in the FY 19 budget. However, the requirement for the purchase of new equipment is anticipated in the near future.

**UNFUNDED BUDGET REQUESTS**

	<i>\$ REQUEST</i>	<i>TRE</i>
1 None	\$0	\$0.00000

Elections Director Beverly Cunningham they are testing State ADA certified tabulators on June 5, 2018. The plan is to purchase this equipment in the summer for use in the fall rather than spend \$61,000 on maintenance for the old equipment. If necessary they can rent tabulators.

**Legal**

<i>PERFORMANCE SUMMARY</i>	<i>FY 2013 Actual</i>	<i>FY 2014 Actual</i>	<i>FY 2015 Actual</i>	<i>FY 2016 Actual</i>	<i>FY 2017 Actual</i>	<i>FY 2018 Goal</i>	<i>FY 2019 Estimate</i>	<i>TARGET</i>
Create draft BOC Resolutions within 2 business days	100%	95%	100%	100%	100%	90%	90%	85%
Draft juvenile petitions within 2 business days of complete request	95%	100%	95%	100%	100%	90%	90%	85%
Successfully conclude county litigation (non-DSS)	100%	100%	100%	85%	85%	80%	90%	80%

<i>STAFFING LEVELS</i>	<i>FY 2017 ACTUAL</i>	<i>FY 2018 BUDGET</i>	<i>FY 2019 PROPOSED</i>	<i>% CHANGE</i>
Full Time	7	7	7	0.0%
Part Time	0	0	0	0.0%
Project	0	0	0	0.0%



<b>COST CENTER</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 BUDGET</b>	<b>FY 2019 PROPOSED</b>	<b>% CHANGE</b>
Personnel	\$ 680,820	\$ 719,902	\$ 740,231	2.8%
Operating	\$ 25,125	\$ 63,160	\$ 63,160	0.0%
Capital	\$ -	\$ -	\$ -	0.0%
<b>Total Expenditures</b>	<b>\$ 705,945</b>	<b>\$ 783,062</b>	<b>\$ 803,391</b>	<b>2.6%</b>
<b>Total Revenue</b>	<b>\$ 372,611</b>	<b>\$ 400,022</b>	<b>\$ 420,681</b>	<b>5.2%</b>
<b>Revenue % of Expenditure</b>	<b>53%</b>	<b>51%</b>	<b>52%</b>	

**SIGNIFICANT ISSUES**

1	No significant issues for FY 19. Operating expenses remain consistent with FY 18 budget levels.
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**UNFUNDED BUDGET REQUESTS**

1	None	\$ REQUEST	TRE
		\$0	\$0.00000

**Register of Deeds**

<b>PERFORMANCE SUMMARY</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Estimate</b>	<b>FY 2019 Goal</b>	<b>TARGET</b>
Documents Recorded	20,630	18,402	18,722	20,489	21,530	21,000	21,500	21,500
Documents recorded per FTE	4,126	3,680	3,744	4,098	4,306	4,200	4,300	3,000

<b>STAFFING LEVELS</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 BUDGET</b>	<b>FY 2019 PROPOSED</b>	<b>% CHANGE</b>
Full Time	5	5	5	0.0%
Part Time	0	0	0	0.0%
Project	0	0	0	0.0%

<b>COST CENTER</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 BUDGET</b>	<b>FY 2019 PROPOSED</b>	<b>% CHANGE</b>
Personnel	\$ 374,377	\$ 404,634	\$ 416,436	2.9%
Operating	\$ 288,474	\$ 356,815	\$ 97,315	-72.7%
Capital	\$ -	\$ -	\$ -	0.0%
<b>Total Expenditures</b>	<b>\$ 662,851</b>	<b>\$ 761,449</b>	<b>\$ 513,751</b>	<b>-32.5%</b>
<b>Total Revenue</b>	<b>\$ 685,901</b>	<b>\$ 583,800</b>	<b>\$ 604,500</b>	<b>3.5%</b>
<b>Revenue % of Expenditure</b>	<b>103%</b>	<b>77%</b>	<b>118%</b>	

**SIGNIFICANT ISSUES**

1	Phase II of the Register of Deeds digitization project is not included in the proposed budget, the digitization is to be paid for with AEPF Funds which are insufficient to cover the cost for FY 19.
2	Revenues outweigh expenditures due to replenishment of AEPF funds.
3	No other significant issues for FY 19.

**UNFUNDED BUDGET REQUESTS**

1	Shelving Unit	\$ REQUEST	TRE
		\$65,000	\$0.00048
2	Phase II Digitization Project (to be paid for with AEPF Funds)	\$243,000	\$0.00180



Registrar of Deeds Lee King has been able to reduce his budget by using a large amount of AEPF funds for operating. As the AEPF funds are replenished, he will continue updating the online data.

**Facility Services**

<b>PERFORMANCE SUMMARY</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Estimate</b>	<b>FY 2019 Goal</b>	<b>TARGET</b>
Develop Preventive/Predictive Maintenance Procedures	N/A	N/A	N/A	N/A	5%	7%	10%	100%
Projects Under Budget	N/A	N/A	85%	87%	90%	92%	95%	100%
Response to Work Orders within 24 hours	N/A	N/A	80%	80%	85%	90%	92%	100%

<b>STAFFING LEVELS</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 BUDGET</b>	<b>FY 2019 PROPOSED</b>	<b>% CHANGE</b>
Full Time	25	26	28	7.7%
Part Time	0	0	0	0.0%
Project	0	0	0	0.0%

<b>COST CENTER</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 BUDGET</b>	<b>FY 2019 PROPOSED</b>	<b>% CHANGE</b>
Personnel	\$ 1,476,308	\$ 1,527,343	\$ 1,651,431	8.1%
Operating	\$ 2,356,492	\$ 2,365,996	\$ 3,337,407	41.1%
Capital	\$ 30,680	\$ 103,500	\$ 193,014	86.5%
Total Expenditures	\$ 3,863,479	\$ 3,996,839	\$ 5,181,852	29.6%
Total Revenue	\$ 99,207	\$ 90,000	\$ 90,000	0.0%
Revenue % of Expenditure	3%	2%	2%	

**SIGNIFICANT ISSUES**

1	Two (2) additional Maintenance Assistants are included in the FY 19 Proposed Budget.
2	One (1) additional Maintenance Technician is included in the FY 19 Proposed Budget.
3	During FY 18 one (1) Project Coordinator position was transferred to the Project Management budget.
4	Facility Services/Garage revenues are derived from CNG sales to the public.

**UNFUNDED BUDGET REQUESTS**

	<b>\$ REQUEST</b>	<b>TRE</b>	
1	Brine Sprayer	\$7,914	\$0.00006
2	Propane/Natural Gas	\$10,000	\$0.00007
3	Water & Sewer	\$17,000	\$0.00013
4	Professional Services	\$10,000	\$0.00007
6	Planned Projects - HCH Carpet	\$12,000	\$0.00009
7	Planned Projects - 95 Courthouse Battery Toilet Flusher	\$2,759	\$0.00002
8	Planned Projects - 95 Courthouse Duct Cleaning	\$30,000	\$0.00022
9	Sign Program	\$681	\$0.00001
10	Insurance & General Bonding	\$1,600	\$0.00001



**Court Facilities**

<b>COST CENTER</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 BUDGET</b>	<b>FY 2019 PROPOSED</b>	<b>% CHANGE</b>
Personnel	\$ -	\$ -	\$ -	0.0%
Operating	\$ 176,615	\$ 190,000	\$ 190,000	0.0%
Capital	\$ -	\$ -	\$ -	0.0%
Total Expenditures	\$ 176,615	\$ 190,000	\$ 190,000	0.0%
Total Revenue	\$ 132,034	\$ 190,000	\$ 190,000	0.0%
Revenue % of Expenditure	75%	100%	100%	

**SIGNIFICANT ISSUES**

1	No significant issues for FY 19. Operating levels remain the same at FY 18 budget levels.
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**UNFUNDED BUDGET REQUESTS**

	<b>\$ REQUEST</b>	<b>TRE</b>
1	None	\$0.00000

**Information Technology**

**PERFORMANCE SUMMARY**

	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Estimate</b>	<b>FY 2019 Goal</b>	<b>TARGET</b>
# of visits to Henderson County's web site	292,585	302,157	493,272	1,095,191	1,103,728	1,114,765	1,125,912	1,125,912
% of projects successfully completed	91%	95%	85%	94%	95%	94%	95%	95%
Average # of devices supported per FTE	197	203	213	217	183	189	193	193

**STAFFING LEVELS**

	<b>FY 2017 ACTUAL</b>	<b>FY 2018 BUDGET</b>	<b>FY 2019 PROPOSED</b>	<b>% CHANGE</b>
Full Time	12	12	13	8.3%
Part Time	0	0	0	0.0%
Project	0	0	0	0.0%

**COST CENTER**

	<b>FY 2017 ACTUAL</b>	<b>FY 2018 BUDGET</b>	<b>FY 2019 PROPOSED</b>	<b>% CHANGE</b>
Personnel	\$ 1,004,619	\$ 1,036,774	\$ 1,134,934	9.5%
Operating	\$ 1,793,891	\$ 1,973,040	\$ 2,099,205	6.4%
Capital	\$ 71,632	\$ 71,000	\$ 54,915	-22.7%
Total Expenditures	\$ 2,870,143	\$ 3,080,814	\$ 3,289,054	6.8%
Total Revenue	\$ -	\$ -	\$ -	0.0%
Revenue % of Expenditure	0%	0%	0%	



**SIGNIFICANT ISSUES**

1	The FY 19 Proposed Budget included the addition of one (1) additional employee. The new IT Systems Administrator will serve as a HIPPA Security Officer to meet the needs of Public Health, EMS and Wellness.
2	No other significant issues for FY19. Technology requests and recommendations are specifically defined under "Form F - Technology".

**UNFUNDED BUDGET REQUESTS**

		\$ REQUEST	TRE
1	Technology for Unfunded HR Specialist	\$3,000	\$0.00002
2	Technology for Unfunded PHN III	\$2,400	\$0.00002
3	Technology for Unfunded PHE II	\$2,400	\$0.00002

**Wellness Clinic**

<b>PERFORMANCE SUMMARY</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Estimate</b>	<b>FY 2019 Goal</b>	<b>TARGET</b>
% employees with >3 risk factors	15%	16%	13%	13%	16%	11%	10%	10%
Employee Participants	97%	96%	96%	98%	98%	97%	100%	100%
Percentage of Clinic used for Wellness/Chronic disease maintenance	Not Measured	Not Measured	75%	67%	69%	65%	60%	51%

**STAFFING LEVELS**

	<b>FY 2017 ACTUAL</b>	<b>FY 2018 BUDGET</b>	<b>FY 2019 PROPOSED</b>	<b>% CHANGE</b>
Full Time	4	6	6	0.0%
Part Time	0	0	0	0.0%
Project	0	0	0	0.0%

**COST CENTER**

	<b>FY 2017 ACTUAL</b>	<b>FY 2018 BUDGET</b>	<b>FY 2019 PROPOSED</b>	<b>% CHANGE</b>
Personnel	\$ 401,020	\$ 458,913	\$ 689,933	50.3%
Operating	\$ 153,006	\$ 199,916	\$ 276,350	38.2%
Capital	\$ -	\$ -	\$ 26,000	0.0%
Total Expenditures	\$ 554,026	\$ 658,829	\$ 992,283	50.6%
Total Revenue	\$ -	\$ -	\$ -	0.0%
Revenue % of Expenditure	0%	0%	0%	

**SIGNIFICANT ISSUES**

1	Two (2) Behavioral Health Counselors were added in the FY 18 budget.
2	Operating and Personnel expenses increasing due to addition of behavioral health program at the clinic.

**UNFUNDED BUDGET REQUESTS**

		\$ REQUEST	TRE
1	None	\$0	\$0.00000



**Debt Service**

<b>COST CENTER</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 BUDGET</b>	<b>FY 2019 PROPOSED</b>	<b>% CHANGE</b>
2015 Series LOBs	\$ 1,328,060	\$ 1,327,869	\$ 1,327,400	0.0%
2013 Refinancing Bonds	\$ 764,320	\$ 737,103	\$ 708,440	-3.9%
2012 Refinancing Bonds	\$ 1,020,216	\$ 982,016	\$ 946,827	-3.6%
2010 Refinancing Bonds	\$ 145,389	\$ 81,232	\$ 77,661	-4.4%
2010 LEC/Court Services	\$ 740,000	\$ 716,000	\$ 692,000	-3.4%
2016 LOBS	\$ 24,735	\$ 1,027,873	\$ 1,008,524	-1.9%
2017 Emergency Services	\$ -	\$ 1,151,900	\$ 1,114,513	0.0%
Detention Center	\$ 484,826	\$ 464,662	\$ 444,720	-4.3%
2017 LETC	\$ -	\$ 749,593	\$ -	0.0%
Ambulances/EMS Equipment	\$ 229,690	\$ 123,054	\$ 42,710	-65.3%
Professional Services	\$ 4,307	\$ 6,500	\$ 6,500	0.0%
<b>Total Expenditures</b>	<b>\$ 4,741,543</b>	<b>\$ 7,367,802</b>	<b>\$ 6,369,295</b>	<b>-13.6%</b>
<b>Total Revenue</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 FY 19 Proposed Budget contains debt to be paid down at prescribed levels.
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**UNFUNDED BUDGET REQUESTS**

	<b>\$ REQUEST</b>	<b>TRE</b>
1 None	\$0	\$0.00000

**Non-Departmental Accounts**

<b>COST CENTER</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 BUDGET</b>	<b>FY 2019 PROPOSED</b>	<b>% CHANGE</b>
Personnel	\$ -	\$ 260,000	\$ 260,000	0.0%
Operating	\$ -	\$ -	\$ -	0.0%
Capital	\$ -	\$ -	\$ -	0.0%
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 260,000</b>	<b>\$ 260,000</b>	<b>0.0%</b>
<b>Total Revenue</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	Funding for worker's compensation and unemployment insurance claims that arise during the fiscal year are budgeted in Non-Departmental.
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**UNFUNDED BUDGET REQUESTS**

	<b>\$ REQUEST</b>	<b>TRE</b>
1 None	\$0	\$0.00000



**Transfers from the General Fund**

<b>COST CENTER</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 BUDGET</b>	<b>FY 2019 PROPOSED</b>	<b>% CHANGE</b>
Capital Reserve Fund (Fund 21)	\$ 75,000	\$ 482,573	\$ 75,000	-84.5%
Transit Fund (Fund 38)	\$ 213,145	\$ 221,539	\$ 229,435	3.6%
Capital Project Fund (Fund 40)	\$ 1,030,000	\$ 330,000	\$ 1,513,332	358.6%
Debt Service (Fund 50)	\$ 3,417,781	\$ 2,509,649	\$ -	-100.0%
Solid Waste Fund (Fund 60)	\$ 54,000	\$ 54,000	\$ 54,000	0.0%
<b>Total Expenditures</b>	<b>\$ 4,789,926</b>	<b>\$ 3,597,761</b>	<b>\$ 1,871,767</b>	<b>-48.0%</b>
<b>Total Revenue</b>	<b>\$ 37,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Revenue % of Expenditure</b>	<b>1%</b>	<b>0%</b>	<b>0%</b>	

**SIGNIFICANT ISSUES**

1	The FY 19 Proposed Budget continues to include a transfer of \$75,000 into the Capital Reserve Fund for P&I software.
2	The FY 19 Proposed Budget continues to include a transfer of \$200,000 into the Capital Project Fund for IT Depreciation.

**UNFUNDED BUDGET REQUESTS**

	<b>\$ REQUEST</b>	<b>TRE</b>
1 None	\$0	\$0.00000

**Taxation and Finance – Finance**

<b>PERFORMANCE SUMMARY</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Estimate</b>	<b>FY 2019 Goal</b>	<b>TARGET</b>
Compliance with the Local Government Budget and Fiscal Control Act	100%	100%	100%	100%	98%	100%	100%	100%
Bills/invoices for services billed timely each month	100%	100%	100%	100%	100%	100%	100%	99%
Communication of approval or disapproval of all purchase requisitions received within a week	100%	100%	100%	100%	100%	100%	100%	99%

<b>STAFFING LEVELS</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 BUDGET</b>	<b>FY 2019 PROPOSED</b>	<b>% CHANGE</b>
Full Time	10	10	11	10.0%
Part Time	1	1	0	0.0%
Project	0	0	0	0.0%



<b>COST CENTER</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 BUDGET</b>	<b>FY 2019 PROPOSED</b>	<b>% CHANGE</b>
Personnel	\$ 804,916	\$ 841,761	\$ 831,848	-1.2%
Operating	\$ 48,102	\$ 64,225	\$ 75,925	18.2%
Capital	\$ -	\$ -	\$ -	0.0%
Total Expenditures	\$ 853,018	\$ 905,986	\$ 907,773	0.2%
Total Revenue	\$ -	\$ -	\$ -	0.0%
Revenue % of Expenditure	0%	0%	0%	

**SIGNIFICANT ISSUES**

1	The FY 19 budget moves one (1) PT employee to a FT employee.
2	No other significant issues for FY 19. Operating levels increase slightly from FY 18 levels due to travel and staff development for new employees.

**UNFUNDED BUDGET REQUESTS**

	<b>\$ REQUEST</b>	<b>TRE</b>
1 None	\$0	\$0.00000

**Tax Department**

<b>PERFORMANCE SUMMARY</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY2018 Goal</b>	<b>FY2019 Goal</b>	<b>TARGET</b>
% of Individual Personal Property listings filed on time (i.e., ready for billing by May 1)	75.19%	85.03%	72.37%	74.80%	67.00%	80.00%	80.00%	80.00%
% of staff crosstrained to perform tasks in other Divisions	No Data	No Data	13%	13%	31%	34%	38%	40%
Average Number of Business Days to Process Recorded Deeds	83	71	39	60	41	16	10	5.00

<b>STAFFING LEVELS</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 BUDGET</b>	<b>FY 2019 PROPOSED</b>	<b>% CHANGE</b>
Full Time	22	23	23	0.0%
Part Time	0	0	0	0.0%
Project	0	0	0	0.0%

<b>COST CENTER</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 BUDGET</b>	<b>FY 2019 PROPOSED</b>	<b>% CHANGE</b>
Personnel	\$ 1,390,000	\$ 1,582,436	\$ 1,614,267	2.0%
Operating	\$ 460,024	\$ 720,321	\$ 724,500	0.6%
Capital	\$ 46,141	\$ -	\$ -	0.0%
Total Expenditures	\$ 1,896,164	\$ 2,302,757	\$ 2,338,767	1.6%
Total Revenue	\$ 914	\$ 750	\$ 750	0.0%
Revenue % of Expenditure	0%	0%	0%	